

LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Annual Re-Organizational/Regular Meeting
Minutes
BOARD OF EDUCATION AND ADMINISTRATION ONLY
Thursday, July 6, 2017
Library- 5:00 PM

RE-ORGANIZATIONAL MEETING

The meeting was called to order at 5:00 p.m. by Superintendent Cammy J. Morrison, followed by the Pledge of Allegiance.

Members Present: Gary Nicholson; Deanna Lothrop; Kathy Dyer; Terry Countryman, Scott Rickett, and Lynn Reichert
Members Excused: Ray McIntosh

Administrators Present: Cammy J. Morrison, Superintendent of Schools; Sandra Rooney, Business Official; Sherri Wilson, District Clerk; Patricia Gibbons, Director of Pupil Services
Administrators Excused: Barry Davis, Principal

Others Present: Jennifer Madeline; Heather O'Brien; Jim Williams; Robert Locy; Susan Locy

1. **The Oath of Faithful Performance** was administered by the District Clerk to all elected members of the Board of Education; Superintendent Cammy J. Morrison; District Clerk Sherri Wilson, for the 2017-2018 school year.
2. **Election of Officers for the 2017-2018 school year:**
 A call for nominations was made by Sherri L. Wilson, District Clerk, for the Offices of President and Vice-President of the Board of Education
 - **President** of the Board of Education:
 Nomination of Gary Nicholson by Deanna Lothrop for President of the Board of Education.
 Motion to approve Gary Nicholson as President is seconded by Kathy Dyer. Motion approved 5: 0 with Mr. Nicholson abstaining.
 - **Vice-President** of the Board of Education:
 Nomination of Deanna Lothrop by Scott Rickett for Vice-President of the Board of Education.
 Motion to approve Deanna Lothrop as Vice-President is seconded by Lynn Reichert. Motion approved 5: 0 with Mrs. Lothrop abstaining.
3. **The Oath of Faithful Performance in Office** was administered by the District Clerk to the President and Vice-President.
 At this time the Board President, Gary Nicholson resumed the meeting.
4. **Appointment of Officers as Listed:**
 Motion for approval by Kathy Dyer, seconded by, Lynn Reichert, with motion approved 6 - 0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Clerk of the Board	Sherri Wilson	Per Agreement	Sherri Wilson
B.	District Treasurer	Anne Knight	None	Sandra Dudley-Rooney
C.	District Tax Collector	Vicky Barbour	Per Agreement	Vicky Barbour
D.	Internal Claims Auditor	Stephen Lambert	Per Agreement	Stephen Lambert

5. **The Oath of Faithful Performance** was administered by the District Clerk to appointed offices
6. **Other Appointments as listed:**

Motion for approval by Deanna Lothrop, seconded by, Scott Rickett, with motion approved 6 - 0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	School Physician	Dr. Alfred Gianfagna	Per Agreement	Dr. Alfred Gianfagna
B.	School Attorney	Ferrara, Fiorenza, P.C.; BOCES Legal Services	Per Agreement	Ferrara, Fiorenza, P.C.; BOCES Legal Services
C.	Attendance Officer	Christine Lachenauer	None	Christine Lachenauer
D.	Independent Auditor	Bowers & Company, CPA's, PLLC	Per Agreement	Bowers & Company, CPA's, PLLC
E.	Records Access Officer	Sherri Wilson	None	Sherri Wilson
F.	Records Management Officer	Sherri Wilson	None	Sherri Wilson
G.	Purchasing Agent	Cammy J. Morrison	None	Cammy Morrison
H.	- Asbestos Hazard Emergency Response Act(AHERA) - Local Educational Agency (LEA) Designee	Todd LaSage Todd LaSage	None None	Todd LaSage Todd LaSage
I.	Chemical Hygiene Officer	Deborah Wilkinson	None	Deborah Wilkinson
J.	Dignity Act Coordinator	Patricia Gibbons	None	Patricia Gibbons
K.	Substitute Teacher Contact	Michele Wilson	Per Agreement	Michele Wilson

7. Designations as listed:

Motion for approval by Lynn Reichert, seconded by, Scott Rickett, with motion approved 6 - 0.

A.	Official Bank Depositories	Citizens' Bank of Cape Vincent, Chaumont
B.	Official Newspaper	Watertown Daily Times
C.	Regular Meetings	Monthly on the 2 nd Thursday @ 6:00 PM (unless otherwise noted) Location: LCS Library
D.	Tax Computation Agent	Jefferson County
E.	Lyme Youth Committee BOE Representative	Terry Countryman
F.	- Jefferson-Lewis School Boards Representative - Jefferson-Lewis School Boards Alternative Representative - Jefferson-Lewis School Boards Legislative Representative	Deanna Lothrop Lynn Reichert Deanna Lothrop
G.	Rural School Representative	Cammy J. Morrison
H.	- NYS School Boards Association Voting Delegate - NYS School Boards Association Voting Alternative	Kathy Dyer Deanna Lothrop
I.	Committee on Special Education(CSE) , Chairperson -School Psychologist -School Physician -Nurse -Parent Representatives -Sub Committee, Chairperson -Child Resource Teachers	Stacey Linkroum Stacey Linkroum Dr. Alfred Gianfagna Christine Lachenauer Jennifer Gregory, Jennifer Wardell -Stacey Linkroum -Karen Jessman, Janice Shepard
J.	-Committee on Preschool Special Education, Chairperson -Parent Representatives	- Stacey Linkroum - As necessary, see above list
K.	Civil Rights Representative	Barry Davis
L.	Homeless Liaison	Margaret Stevens
M.	Sexual Harassment Officer	Patricia Gibbons
N.	Title IX Officer	Patricia Gibbons

8. Authorizations as listed:

Motion for approval by Kathy Dyer, seconded by, Deanna Lothrop, with motion approved 6 - 0.

A.	Payroll Certification	Cammy J. Morrison
B.	Approval of Board Members to attend meetings/conferences with expenses	Cammy J. Morrison
C.	To establish a petty cash fund of \$200.00	Vicky Barbour to oversee
D.	Budget Transfers up to \$5,000.00 with approval of Superintendent	Sandra Rooney/Cammy J. Morrison
E.	Transfer of funds to reserve funds with approval of Board of Education	Sandra Rooney/Cammy J. Morrison
F.	Acting Superintendent when Superintendent is absent	Patricia Gibbons
G.	Acting Principal when Principal is absent	Patricia Gibbons

9. Other Items as listed:

Motion for approval by Deanna Lothrop, seconded by, Scott Rickett, with motion approved 6 - 0.

A.	Re-adoption of all policies, handbooks, operation manuals in effect during the previous years
B.	Code of Conduct
C.	Approval of Mileage Reimbursement Rate at the current official Federal Rate, subject to change - in effect on this day .53.5
D.	2017 Budget Vote Date: May 15, 2018 2017 Budget Vote Hearing Date: May 03, 2018
E.	Graduation 2018: June 22, 2018 @ 6:00 PM
F.	Substitute Teacher Rates: \$95 – has certification in NYS \$90 – has a 4 year degree, not NYS certified \$80 – has less than a 4 year degree \$75 – does not have a degree \$100 – Lyme Central School Retiree Substitute Bus Driver - \$26.00 first 1.5 hours; \$14.00 per hour after Substitute School Nurse rate - \$95 RN; \$80 LPN Substitute Cleaner rate - \$9.70 per hr Substitute Cafeteria rate - \$9.70 per hr Substitute Teacher Aide rate - \$9.70 per hr Substitute Bus Monitor rate - \$9.70 per hr
G.	Board Committees Policies & Procedures: Deanna Lothrop; Lynn Reichert; Kathy Dyer Finance: Terry Countryman; Gary Nicholson; Kathy Dyer Negotiations(2015): Kathy Dyer; Lynn Reichert; Deanna Lothrop Buildings & Grounds: Ray McIntosh; Scott Rickett; Deanna Lothrop Superintendent's Evaluation: Gary Nicholson; Deanna Lothrop; Terry Countryman

At this time the Board of Education proceeded with the regular meeting agenda.

REGULAR MEETING

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Lynn Reichert, and seconded by Scott Rickett - Motion is approved 6 – 0.

1. Approval of Minutes:

- June 6, 2017 - Special Meeting
- June 15, 2017 – Regular Meeting, End of Year

2. Approval of Buildings and Grounds requests:

- July 25-Aug. 17, 2017: LYC Summer Soccer League, Heather O'Brien – TI League games and practices – Tues. and Thurs., 6:00 – 8:00 PM
- July 29, 2017: Summer Basketball Program Fundraiser, Coach Leo Wilson – Free Throw Contest – LCS Outdoor Courts – 10:00 AM - 12:00 PM. Rain Date, August 5, 2017.
- July 31 – Aug. 3, 2017: Missionary Church Youth Group, Shirley Williams – use of Locker room showers – 4:00-5:00 PM (outside entrance to be used, coordinated with custodial staff). Insurance Certificate of Liability has been provided.
- August 9 -12, 2017: Equipment Use Request – Patti Hughes, Lyme Free Library – 20 tables for annual Book Sale – All day on 8/12/17

3. Conferences and Workshops:

- June 27, 2017: Mentor Teacher Coordinator's Meeting, Deborah Wilkinson – Albany, NY – 10:00 AM – 2:00 PM
 - July 25, 2017: Pre-K – 2 Teacher Workshop for Smart TV and ELA Reading Lessons, Patricia Gibbons – LCS Kindergarten room – 9:00 AM – 12:00 PM.
 - July 27, 2017: Applying speech and OT strategies in the classroom, Christina Trottier – JL BOCES – 9:00 AM – 2:00 PM
4. **Approval of Financial Reports:**
- School Business Report (verbal)
 - Treasurer's Report,
 - GF Warrant #27
 - GF Supplemental Warrant #25
 - SL Fund Warrant #22
 - FF Warrant #15

REGULAR AGENDA

Other Discussion and Action

5. **Public Comments:**

Heather O'Brien commented, asking the Board of Education if they would consider having the policy committee review the existence of a policy which would allow community members to work on school grounds to assist in the maintenance and preparation for outdoor sporting events. Superintendent Morrison explained that this most likely would not be a possibility due to the district employees' contract, which if breached, could potentially be grounds for the filing of a grievance against the district by the bargaining unit.

Robert Locy commented, in response to the Superintendent Morrison's comment, stating that he felt this is an issue with the community. Mr. Locy stated he is aware of several community members that offered to volunteer their time to assist in readying the fields during the baseball season. Mr. Locy spoke to the fact that it was very difficult having to travel to other districts because our fields were not ready for games/practices. Superintendent Morrison again responded to Mr. Locy's concerns stating that our staff worked diligently to ready the fields, however with the unusual weather patterns this spring, the staff was not always able to prepare the fields.

Jim Williams commented, questioning the Board as to whether or not the Board oversees and inspects the work of the contracted staff and the maintenance of the fields, such as regular weeding along the fence lines. Superintendent Morrison replied that the maintenance of the fields are not hired out to outside companies, it is done by the district staff and overseen by the Superintendent and the department manager, not by the Board. Mr. Williams replied that he believes this issue has not been addressed with the staff since he states the weeds, at least in his opinion, have not been trimmed in several weeks. Superintendent Morrison stated that she will look into this and discuss it with the department manager if needed. However, Superintendent Morrison also informed Mr. Williams the staff is currently focused on readying the classrooms and the building for the upcoming school year.

Superintendent Morrison concluded the discussion by stating anyone with concerns is welcome to contact the district office to schedule an appoint to further discuss their questions or concerns.

6. **Ongoing Agenda Items:**

None at this time

7. **Board Information:**

- **October 11-13, 2017:** NYSSBA Annual Conference, Lake Placid, NY – Reservations made at Hungry Trout Resort, Wilmington, NY. Check in on Oct. 11, check out Oct. 13. Shuttle is available for transportation to and from Lake Placid Conference Center.
- **Pivot:** 2016-17 second semester report
- **LCS Gym Floor and Stage:** The renovations are well underway, both floors have been stripped down to the bare wood and are being prepped for refinishing and painting.

8. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Jefferson-Lewis School Board Association** (JLSBA) dues for the 2017-2018 school year.

Motion for approval by Kathy Dyer, seconded by Deanna Lothrop with motion approved 6 - 0.

9. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the renewal of the **Jefferson-Lewis BOCES Distant Learning Lease Agreement** with Lyme Central School District for the 2017-2018 school.

Motion for approval by Scott Rickett, seconded by Lynn Reichert, with motion approved 6 – 0.

10. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **2015-2020 Lyme Central School Teachers' Association Contract**, as drafted from the signed Memorandum of Agreement between the LCSTA bargaining unit and the Lyme Central School District.

Motion for approval by Kathy Dyer, seconded by Scott Rickett, with motion approved 6 – 0.

11. **Board Discussion/Action: Tabled**

Upon discussion regarding the **School Food Service Program and Meal Charge Policy**, the Lyme Central School Board of Education will table this item pending revisions to the draft policy to include district information. Policy revisions will be drafted by the Madison-Oneida BOCES policy coordinator.

12. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Pivot Prevention Service Contract**, between the PIVOT Organization and the Lyme Central School District, for the 2017-2018 school year.

Motion for approval by Deanna Lothrop, seconded by Lynn Reichert, with motion approved 6 – 0.

13. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to accept a donation to the Lyme Central School Gavin Tedford Memorial Scholarship fund from:

- LCSTA - \$100.00

Motion for approval by Scott Rickett, seconded by Deanna Lothrop, with motion approved 6 – 0.

14. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to accept donations to the Lyme Central School **I.D.E.A.S. Scholarship** fund from the following:

- Marie Farmer - \$25.00
- Beth Faulknham - \$20.00
- Patricia Gibbons - \$40.00
- Karen Jessman - \$25.00
- Linda Lepper - \$10.00
- LCSTA - \$150.00
- Joy Seymour - \$50.00
- Janice Shepard - \$50.00
- Margaret Stevens - \$10.00
- Adrienne Teachout - \$20.00

Motion for approval by Scott Rickett, seconded by Deanna Lothrop, with motion approved 6 – 0.

15. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the recommendations of the Committee on Special Education and/or the Committee on Preschool Special Education for the 2017-18 school years.

Motion for approval by Kathy Dyer, seconded by Scott rickett, with motion approved 6 – 0.

ADMINISTRATIVE REPORTS

School Business Report (verbal)

Principal Report – excused, vacation

Director of Pupil Services Report (verbal, regents information)

Superintendent Report (verbal)

CORRESPONDENCE AND COMMUNICATIONS

16. Correspondence Log: Mailings following June 15, 2017 meeting

17. Calendar of Events: July 2017

ITEMS FOR NEXT MEETING Aug. 10, 2017 @ 6:00 PM

18. Board of Education meeting presentations for 2017-18, to include Health Teachers and PIVOT Counselor
19. For further discussion, during sports awards, possibly also include recognition of academics and students participating in other activities such as drama club, band, etc.
20. Information on Junior Honor Society

RECOMMENDATIONS AND ACTIONS

21. Personnel Changes as Listed:

- **Add one (1) ELA Teachers**
- **Add one (1) Teacher Assistant**
- **Add one (1) Math Teacher**
- **Add one (1) Vocal Music Teacher**
- **Add one (1) Long-term Substitute**

A motion for approval of the following PERSONNEL CHANGES with the effective dates as listed under RECOMMENDATIONS and ACTION, is made by Deanna Lothrop, and seconded by Scott Rickett. Motion is approved 6 - 0.

(A) Retirements:

Name	Position	Effective Date
Lucinda Elliott	1 FTE Teacher Assistant	December 31, 2017

(B) Resignations: None at this time

(C) Appointments including Coaches/Extracurricular Positions:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Phyllis Pangallo - Scott	1 FTE Teacher Assistant	\$17, 500	N/A	September 1, 2017
Kristine Cole	1 FTE Math Teacher	NYS Certified, Step 13 C \$58,310 (MST)	3-Year Tenure Track	September 1, 2017
Lydia Doolittle	1 FTE ELA Teacher	NYS Certified, Step 10 C \$54,110 (MST)	3-Year Tenure Track	September 1, 2017
Jennifer Haynes	1 FTE Vocal Music	NYS Certified, Step 13 C \$58,310 (MST)	3-Year Tenure Track	September 1, 2017
Kelly Voorhees	Long-Term Substitute	Days 1-15, \$90 per day - Days 16 and thereafter, \$222.75 per day.	N/A	September 1, 2017
Extracurricular Positions				
Stasse Perkins	Gr. 9 Class Advisor	\$379	N/A	September 1, 2017
Brenton Goodhart	Gr. 10 Advisor	\$379	N/A	September 1, 2017
Bridgette Sharlow	Gr. 11 Class Advisor; Flag & Rifle Director	\$661; \$567	N/A	September 1, 2017
Daniel Lawson	Gr. 8 Class Advisor; Whiz Quiz Team	\$379; \$413	N/A	September 1, 2017
Eric Heath	Gr. 8 Class Advisor	\$379	N/A	September 1, 2017
Deborah Wilkinson	Gr. 12 Class Advisor; Extracurricular Comptroller; OM Coach	\$764; \$1,216; \$340	N/A	September 1, 2017
Adriene Teachout	Gr. 12 Class Advisor; OM Coach	\$764; \$340	N/A	September 1, 2017
Julianne Oliver	Student Council	\$435	N/A	September 1, 2017
Alanna Piroli	Student Council	\$435	N/A	September 1, 2017
Ann Marie Hyde	Yearbook; Gr. 7 Class Advisor	\$1,290; \$379	N/A	September 1, 2017
Michele Bariteau	Marchin Band Director	\$2,093	N/A	September 1, 2017

Elizabeth Wagenaar	Drama Club	\$272	N/A	September 1, 2017
Katie Perkins	Gr. 9 Class Advisor	\$379	N/A	September 1, 2017
Beth Faulknham	Gr. 10 Class Advisor	\$379	N/A	September 1, 2017
Tammy Ditch	Gr. 11 Class Advisor	\$661	N/A	September 1, 2017

(D) PAID Coaching Appointments as listed:

Name	Fall /Winter 2017-18 Sports	Coaching Certification
Stasse Perkins	2017-18 Varsity Girls' Soccer	Teacher-Coach*
Brenton Goodhart	2017-18 JV Girls' Soccer	Teacher-Coach*
Bridgette Stumpf	2017-18 Mod. Girls' Soccer	Teacher-Coach*
Daniel Lawson	2017-18 Mod. Boys' Basketball; Varsity Girls' Softball	Teacher-Coach*
Eric Heath	2017-18 Co-Ed Golf	Teacher-Coach*

Coaches possess the following [as mandated by NYSED]:

- Teaching Certificate: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Fingerprint Clearance *
- Temporary Coaching License 2nd-4th Renewal: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance ****

Motion for approval by Kathy Dyer, seconded by Deanna Lothrop, with motion approved 6 - 0.

EXECUTIVE SESSION: There was no Executive Session held

Motion for Adjournment:

There being no further business or discussion, a motion is requested adjourn the regular meeting.

Motion for approval by Terry Countryman, seconded by Deanna Lothrop, with motion approved 6 - 0.

Time adjourned: 6:30 p.m.