

LYME CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Minutes  
**November 8, 2018**  
**LCS Library – 6:00 PM**

**Call to Order by Deanna Lothrop, Board of Education President, at 6:04 PM**  
**Pledge of Allegiance**

**MEMBERS PRESENT:**

**Deanna Lothrop, President**  
**Kathy Dyer, Vice President**  
**Ray McIntosh**  
**Sherri Wilson, District Clerk**

**Terry Countryman**  
**Scott Rickett**  
**Kathy Gardner**

**MEMBERS EXCUSED:** Lynn Reichert

**ADMINISTRATORS PRESENT:**

**Cammy Morrison, Superintendent**  
**Barry Davis, Principal**  
**Patricia Gibbons, Dir. of Pupil Services**  
**Sandra Rooney, Business Official**

**OTHERS PRESENT:** Craig Orvis; Laurie Podvin; Phyllis Pangallo-Scott; Tammy McIntosh; Isaiah Wilson; Ashlie Willis; Mark Wilson; Leo Wilson, and Deborah Wilkinson.

**PRESENTATIONS:**

- **Bowers & Company CPAs, PLLC 2016-17 Audit Report:** Ms. Laurie Podvin reviewed the key points of the 2017-18 Independent Audit Report for Lyme Central School District. The report found the district to be financially sound with no significant deficiencies or material weaknesses noted. In conclusion, Ms. Podvin found the district to have a very clean audit.
- **Mrs. Tammy McIntosh, Lyme Central Varsity Club Advisor:** Mrs. McIntosh; Isaiah Wilson, LCVC President, and Ashlie Willis, LCVC Secretary, presented to the Board the duties and responsibilities of the LCVC. Mrs. McIntosh reviewed the mission of the LCVC and how she and the club members strive to promote a sense of pride both within the district and the community. Mrs. McIntosh engages student club members in all aspects of the club's duties and events, teaching them responsibility, leadership, and good citizenship. She reviewed some of the recent accomplishments of the LCVC, including the purchase of new basketball and soccer scoreboards, which was possible through various fundraising events organized and managed by the LCVC. Isaiah Wilson and Ashlie Willis each reported on recent and upcoming events sponsored by the LCVC. The LCVC is currently working on raising funds for the purchase of new baseball/softball dugouts.
- **Mr. Craig Orvis, Cafeteria Director:** Mr. Orvis reported on the current status of the cafeteria's operations and management. Mr. Orvis stated that the cafeteria staff are all working well as a cohesive team. Students and staff are enjoying the new menu items this year, sales have increased significantly from previous years. Mr. Orvis and staff are preparing for an upcoming State Audit.

**CONSENT AGENDA**

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

1. **Approval of Minutes:**

- October 11, 2018 - Regular Meeting

2. **Approval of Buildings and Grounds requests:**

- None at this time

3. **Conferences and Workshops:**

- **Oct. 26, 2018:** JCC Edge Professional Development, Stasse Perkins – JCC – 8:00 AM - 3:00PM
- **Oct. 28-29, 2018:** NYS Reading Association Conference 2018, Christine Trottier/Melissa Malone – Holiday Inn, Liverpool, NY – 7:45 AM – 4:00 PM
- **Oct. 29, 2018:** Educational Stability for Students in Foster Care, Margaret Stevens/Ariana Viera – JL BOCES – 9:30 AM – 12:30 PM
- **Nov. 13, 2018:** Do More by Doing Less for Students, Pat Gibbons/Stacey Linkroum/ Karen Jessman – Crowne Plaza, Syracuse, NY – 8:30 AM -3:15 PM
- **Nov. 14 & 15, 2018; Jan. 1; Feb. 15; Mar. 11, 2019:** Effective Teaching I, Amy Wilson/Richard Hendrix – JL BOCES – 8:30 AM – 2:30 PM

**MLP Conferences:**

- **Sept. 21, 2018:** Interlibrary Loan Training, Lydia Doolittle – 3 hours
- **Oct. 4, 2018:** Early Learning Standards Group, Margaret Brennen – 10 hours
- **Oct. 5, 2018:** K-12 Health and PE Teacher Mini Conference, Mary Guyette – 5 hours
- **Oct. 9, 2018:** The New NYS Standards for Music, Michele Bariteau – 5 hours
- **Oct. 12, 2018:** Data Warehouse User Group, Peg Stevens/Ariana Viera – 2.5 hours
- **Oct. 16, 2018:** Trauma-Sensitive Approaches to Early Childhood, Irene Sullivan – 5 hours
- **Oct. 26, 2018:** Jefferson EDGE Professional Development Day, Stasse Perkins – 5.5 hours
- **Oct. 30, 2018:** Promoting Success and Independence in individuals with Mild to Moderate ASD, Karen Jessman – 6 hours
- **Nov. 1, 2018:** K-12 Science Network, Deborah Wilkinson – 4.5 hours

**4. Approval of Financial Reports:**

- School Business Report – (Verbal)
- Treasurer's Report, September 2018
- General Fund Warrant #9
- Supplemental Fund Warrant #8
- School Lunch Fund Warrant #5
- Federal Fund Warrant #4
- 2017-2018 Audit Report, Bowers & Company CPAs, PLLC
- 2018-19 Tax Collector's Report

**REGULAR AGENDA**

**Other Discussion and Action**

**1. Public Comments:**

- Mr. Terry Countryman spoke regarding the recent trip to NYC for the 2018 NYSSBA Convention. Mr. Countryman reported the sessions that he attended were very informative. He shared the information he gained regarding a summer camp, Keeping Peers Safe, which is geared toward recognizing students who are struggling emotionally/psychologically and providing counseling assistance for their disability. Mr. Countryman also reported on a session he attended which stressed the importance of establishing positive attitude and honesty among students. The key note speaker being, Mr. John Quinones, host of the television program, *What Would You Do?* In conclusion, Mr. Countryman mentioned that he gained some valuable insight on possible upcoming changes in teacher assessments.

**2. Ongoing Agenda Items:**

- Policy #2003 Nomination and Election of Board of Education Members: Members discussed the current protocol in regard to selecting a specific Board position when submitting a nomination petition, rather than running for any open seat. Further discussion also mentioned the possible option of changing, by voter approval, some of the Board terms to 3 or 4 year terms to avoid multiple seats being up for election in the same year.

**3. Board Information (reminder of upcoming events):**

- 5. **Nov. 9, 2018:** Veteran's Day Celebration – LCS Gymnasium – 8:30 AM
- 6. **Nov. 15, 2018:** NHS Induction Ceremony & Reception – LCS Gymnasium – 1:30 PM
- 7. **Nov. 19, 2018:** Academic/Athletic Awards – LCS Gymnasium – 6:30 PM
- 8. **Nov. 28, 2018:** Elementary Holiday Concert – LCS Gymnasium – 6:30 PM
- 9. **Dec. 5, 2018:** MS/HS Holiday Concert - LCS Gymnasium – 6:30 PM

**4. Board Information, LCS Events:**

- 10. **Oct. 9, 2018:** Kinney Drug Flu Clinic, Eva Fox – LCS – 10:00 AM – 12:00 PM
- 11. **Oct. 12-23, 2018:** Class of 2022 Fundraiser, Deborah Wilkinson/Adrienne Teachout – Gertrude Hawks Candy Sales – LCS
- 12. **Oct. 12-17, 2018:** Varsity Club Fundraiser, Tammy McIntosh – Can & Bottle Drive @ Blue Heron – 7:00AM – 10:00 PM
- 13. **Oct. 19-Nov. 2, 2018:** Class of 2023 Fundraiser, Ann Marie Hyde – Wreath Sales – LCS
- 14. **Oct. 26, 2018:** Student Council Gr. 6-12 Anti-Bullying Assembly, Tammy McIntosh/Julianne Oliver – LCS Gym – 2:15-2:55 PM
- 15. **Oct. 26, 2018:** Gr. 7-12 Girls' Basketball Open Gym, Mark Wilson – LCS Gym – 3:00 – 4:30 PM
- 16. **Oct. 29, 2018:** Var. Boys' Basketball Injury Prevention Program, Leo Wilson/Jeremy Tarwater, SMC Physical Therapist – LCS Gym – 3:30 – 5:00 PM
- 17. **Oct. 30, 2018:** School Picture Re-take Day, Ann Marie Hyde – LCS Stage – 7:00 AM – 2:00 PM
- 18. **Oct. 30, 2018:** Financial Aid Information Night, Chris Rowland – LCS Library – 5:15 – 7:30 PM
- 19. **Nov. 1; Feb. 2; Apr. 25, 2019:** Section III Leadership Program, Tammy McIntosh – General Brown CSD – 9:00 AM – 12:00 PM (Mr. Goodhart and Mrs. Cole to attend)
- 20. **Nov. 1, 2018:** Var. & JV Boys' Basketball Coaches/Parent Meeting, Tammy McIntosh – Conference room – 6:00-7:30 PM
- 21. **Nov. 1-3, 2018:** Gr. 9-12 Boys' Basketball Open Gym, Leo Wilson – LCS Gym - 7:00-8:00 PM; 5:00-6:30 PM; 12:00-2:00 PM

22. **Nov. 2, 2018:** Field Trip, Gr. 9-10 Girls, Chris Rowland/Ariana Viera – JCC College Life Program – 9:00 AM – 1:30 PM
23. **Nov. 2, 2018:** School Physicals, Eva Fox – LCS Nurse’s Office – 8:30 AM – 12:30 PM
24. **Nov. 2, 2018:** Var. & JV Girls’ Basketball Coaches/Parent Meeting, Tammy McIntosh – Conference room – 5:15-7:00 PM
25. **Nov 5-9 & 11/12-15, 2018:** Lyme PTSO Book Fair, Jennifer Gregory – LCS Lobby – 8:30 AM – 2:30 PM
26. **Nov. 6, 2018:** ASVAB Testing for interested students, Chris Rowland – LCS conference room – 8:30 AM -11:30 AM
27. **Nov. 6, 2018:** Cheerleader Coaches meeting with parents – LCS conference room – 7:00-7:30 PM
28. **Nov. 7, 2018:** Student Council meeting, Tammy McIntosh – LCS conference room – 3:00 -4:00 PM
29. **Nov. 8 - 19, 2018:** LCS Scholarship Endowment Fundraiser, Peg Stevens – Calendar Sales - LCS
30. **Nov. 12-30, 2018:** Student Council Pet Drive, Riley Aubertine – SPCA Fundraiser – LCS
31. **Nov. 14, 2018:** Field Trip Seniors WorkForce 20/20, Chris Rowland – Watertown Airport – 8:30 – 10:30 AM
32. **\*Nov. 15, 2018:** JCC Nursing Students present handwashing technique to Pre-K, Eva Fox – Pre K room – 11:15-11:40 AM
33. **Nov. 20, 2018:** Kindergarten Food Pantry Collection and Delivery, Bridgette Stumpf/ Melissa Malone – LCS – 8:40 – 9:05 AM
34. **Dec. 6, 2018:** Field Trip, Gr. 2 Victorian Christmas, Sarah McClusky/ Terry Perry – Sackets Harbor, NY – 9:00AM - 12:00 PM
35. **Dec. 7, 2018:** Gr. 5 Field Trip, Tammy Ditch/Stephanie Doney – Angel Tree Shopping and Sci-Tech Center – 8:40 AM – 2:20 PM
36. **Dec. 7- June 7, 2019:** Student Council School Spirit Day, Riley Aubertine – Students and staff wear green & gold on the 1<sup>st</sup> Friday of each month.
37. **Dec. 21, 2018:** Student Council Holiday Activities, Grace O’Donnell – LCS – 12:45 – 2:58 PM
38. **Jan. 12, 2019:** Gr. 1-6 Girls’ Basketball Clinic, Tammy McIntosh Varsity Club – 2:00 - 5:00 PM
39. **Jan. 19, 2019:** Gr. 1-6 Boys’ Basketball Clinic, Tammy McIntosh Varsity Club – 2:00 - 5:00 PM
40. **Jan. 29-Feb. 2, 2019:** You’re My Hero Wear Orange, Tammy McIntosh Varsity Club – LCS – Relay for Life Fundraiser
41. **Feb. 9, 2019:** Gr. 1-6 Boys’ Baseball Clinic, Tammy McIntosh Varsity Club – 2:00 - 5:00 PM
42. **Mar. 2, 2019:** Filed Trip, OOM Regional Competition, Deborah Wilkinson – Watertown CSD – 8:00 AM – 3:00 PM
43. **Mar. 16, 2019:** Gr. 1-6 Girls’ Softball Clinic, Tammy McIntosh Varsity Club – 2:00 - 5:00 PM
44. **May 10, 2019:** Varsity Club Fundraiser, Tammy McIntosh – Mother’s Day Carnation Sales – LCS
45. **June 1, 2019:** Class of 2020 Jr. Prom Grand March, Beth Faulknham/Brent Goodhart – Copley House – 4:00 -4:30 PM

5. **Board Discussion/Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the field trip request for the Lyme Central School **Class of 2019 Senior Trip** to Orlando, Fla. on April 29 – May 4, 2019. Chaperones for the trip will be: Bridgette Stumpf, Tammy Ditch, and Mr. Todd LaSage.

Motion for approval by Ray McIntosh, seconded by Kathy Gardner, with motion approved 6 - 0.

6. **Board Discussion/Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the field trip request for the Lyme Central School **Odyssey of the Mind Team State Competition** in Binghamton, NY on March 22 -23, 2019.

Motion for approval by Scott Rickett, seconded by Ray McIntosh, with motion approved 6 - 0.

7. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the transfer of extracurricular funds from the former Future Business Leaders of America (FBLA) fund to the current Lego League Robotics Club fund, in the amount of \$301.22.

\* Note: Dissolution of FBLA and establishment of Lego League extracurricular groups, were previously approved at the July 5, 2018 Board of Education Meeting.

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

8. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve a donation to the Lyme Central School Scholarship Fund in memory of Mr. Gary Nicholson, for the following amount:

- John and Marie Cavanaugh - \$100

Motion for approval by Scott Rickett, seconded by Ray McIntosh, with motion approved 6 – 0.

9. **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.

Motion for approval by Ray McIntosh, seconded by Kathy Dyer, with motion approved 6 – 0.

**ADMINISTRATIVE REPORTS:**

- Principal Report
- Director of Pupil Services Report
- Superintendent Report
- School Health Report
- Transportation Report

**CORRESPONDENCE AND COMMUNICATIONS**

- 10. Correspondence Log: Following meeting on Oct. 11, 2018
- 11. Calendar of Events: Nov. 2018

**ITEMS FOR NEXT MEETING – December 13, 2018**

- 46. Information on senior class financials regarding how funds raised are distributed to students for the trip. Specifically for those students who transfer to or from Lyme during middle/high school years.

**RECOMMENDATIONS AND ACTION**

12. **Board Action:**

**BE IT RESOLVED** that the Lyme Central School District Board of Education takes action to:

- **Add one (1) Long-Term Substitute Teacher, Grade 4**
- **Add one (1) Substitute Cafeteria Laborer**
- **Add four (4) 2018-19 Game Assistants**
- **Add one (1) 2018-19 OM Coach**
- **Add one (1) Substitute Cleaner**
- **Add one (1) Substitute Teacher**
- **Add one (1) Dramatic Producer**
- **Add one (1) Drama Club Advisor**
- **Add one (1) Gr. 7 Class Advisor**

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

13. **Board Action - Personnel Changes as listed:**

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

- (A) Retirements: None at this time
- (B) Resignations as listed: None at this time
- (C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Leah Allison	Long-Term Substitute Teacher	NYS Cert./Retiree: Days 1-15-\$100 per day, day 16 & thereafter - \$222.75 per day	N/A	Retroactive to 10/1/18
Jo D. Morrow	Substitute Cafeteria Laborer	\$10.40 per hour	N/A	November 9, 2018
Ashley Willis	2018-19 Game Assistant	\$18 per game	N/A	November 9, 2018
Jennifer Madeline	2018-19 Game Assistant	\$18 per game	N/A	November 9, 2018
Thomas Madeline	2018-19 Game Assistant	\$18 per game	N/A	November 9, 2018
William Maitag	2018-19 Game Assistant	\$18 per game	N/A	November 9, 2018
Michele Bariteau	2018-19 OM Coach	\$350	N/A	November 9, 2018
Melissa Sanford	Substitute Cleaner	\$10.40 per hour	N/A	November 9, 2018
Carly Basinger	Substitute Teacher	Non-Cert. – 4 Yr. degree \$90 per day	N/A	November 9, 2018
<b>EXTRACURRICULAR POSITIONS</b>				
Sarah Sharlow	Drama Club Advisor,	\$280	N/A	November 9, 2018

Sarah Sharlow	Dramatic Producer,	\$1,864		
Sarah Sharlow	Gr. 7 Class Advisor	\$390	N/A	November 9, 2018

(D) PAID Coaching Appointments as listed: None at this time

(E) UNPAID Coaching Appointments as listed: None at this time

**Board Action:** Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the Lyme Central School District, two sets of the following prospective employees’ fingerprints for employment have been submitted to SED, along with the signed Consent Form, and a request for conditional clearance. The following employees have received FINAL CLEARANCE from SED:

- **Jo D. Morrow – Substitute Cafeteria Laborer**
- **Melissa Sanford – Substitute Cleaner**
- **Carly Basinger – Substitute Teacher**

Motion for approval by Ray McIntosh, seconded by Scott Rickett, with motion approved 6 – 0.

**EXECUTIVE SESSION:**

Motion was made by Ray McIntosh, seconded by Kathy Gardner, to enter into executive session for discussion of the employment history of one particular individual, with motion approved 6 – 0. Time entered, 8:14 PM.

**RETURN to REGULAR MEETING:**

Motion was made by Kathy Dyer, seconded by Kathy Gardner, to reconvene to the regular meeting with motion approved 6 – 0. Time returned, 8:29 PM.

**Motion for Adjournment:** **There being no further business or discussion,** a motion is requested to adjourn the regular meeting.

Motion was made by Kathy Dyer, seconded by Ray McIntosh, to adjourn the regular meeting, with motion approved 6 – 0. Time adjourned, 8:30 PM.

Respectfully submitted:

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Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, November 8, 2018
- All minutes are unofficial until approved by the Board of Education