

LYME CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Minutes  
**May 9, 2019**  
LCS Library – 6:00 PM

**Call to Order by Deanna Lothrop, Board of Education President, at 6:00 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; Eleanor VanNess; Deborah Wilkinson; John Madlin Jr.; Dina Jareo; Jacky Trousselle; Jerrick Sanford.

**PRESENTATIONS:** None at this time

**CONSENT AGENDA**

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

1. **Approval of Minutes:**

- April 11, 2019 - Regular Meeting
- April 25, 2019 - Special Meeting, Jeff-Lewis BOCES Annual Budget Vote and Member Election

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

- **July 7- Aug. 15, 2019:** Town of Lyme Youth Commission Summer Rec Program, Stephanie Doney – Use of playground, gym and/or cafeteria (during inclement weather) – 10:00 AM -3:00 PM. Certificate of Liability has been provided.

3. **Conferences and Workshops:**

- **July 22, 2019:** Motivating, Katie Perkins – Hilton Garden Inn, Watertown, NY – 8:00 AM – 4:00 PM
- 

- **Approval of Financial Reports:**

- School Business Report – (Verbal)
- Treasurer’s Report, March 2019
- General Fund Warrant #21
- General Fund Supplemental Warrant #20
- School Lunch Fund Warrant #12
- Federal Fund Warrant #8

**REGULAR AGENDA**

**Other Discussion and Action**

1. **Public Comments:** Mrs. Eleanor VanNess commented in regard to what a great year for sports at Lyme Central, noting in particular the success of the Basketball and Baseball teams.
2. **Ongoing Agenda Items:** None at this time
3. **Board Information:**
  - **July 1, 2019:** Reorganization Board of Education Meeting, will be held in the LCS Library at 5:00 PM, immediately followed by the regular monthly meeting.
  - **June 6, 2019:** Class of 2019 Baccalaureate Service will be held at the First Presbyterian Church, Chaumont, with Pastor Rachel Roberts.
4. **Board Information, LCS Events:**

- **Apr. 12, 2019:** Gr. 11 Field Trip, Chris Rowland – JCC Open House – 9:25 AM – 1:30 PM
- **Apr. 15, 2019:** LCS Alumni Association, Marilyn Peters – Use of classroom (STEM Lab) for mailing preparation – 10:00 AM – 4:00 PM
- **Apr. 22, 2019:** LCS Athletic Committee Meeting, Tammy McIntosh – Discuss Community Clean-up details – Conference Rm – 7:30-8:00 PM
- **Apr. 24, 2019:** LYC Peewee/Grasshopper Practice, Rich Little – LCS Fields
- **Apr.29-May 10, 2019:** Class of 2020 Fundraiser, B. Goodhart/B. Faulkham – LCS Stainless Steele Drinkware – LCS
- **May 6, 2019:** Gr. PreK-5 Literacy Fair, Christina Trottier – Water Safari Reading Program Kick-off - LCS Gym – 2:15-2:45 PM
- **May 6-24, 2019:** Gr. PreK-5 Water Safari Reading Incentive Program, Christina Trottier - LCS
- **May 6-9, 2019:** Lyme PTSO Book Fair, Jennifer Gregory – Main Lobby – 8:30 AM – 2:30 PM
- **May 8, 2016:** Gr. PreK-5 Guest Author Visit, Christina Trottier – Library - 9:00 AM -1:00 PM
- **May 13, 2019:** Student Council American Red Cross Blood Drive, T. McIntosh/J. Oliver – LCS Gym – 10:30 AM - 3:30 PM
- **May 13-17, 2019:** Gr. PreK-5 Reading week activities, Christina Trottier – LCS Library – 8:00 AM – 2:15 PM
- **May 15, 2019:** Var. Baseball & Softball Senior Night, Tammy McIntosh –LCS Fields - 4:00-4:30 PM
- **May 16, 2019:** Gr. 8 Field Trip, Chris Rowland – Career Jam, Watertown Ice Arena – 9:05 AM – 11:30 AM
- **May 16, 2019:** Gr. PreK-5 Family Literacy Night, Christina Trottier – LCS Library/Lobby – 5:00-6:30 PM
- **May 23, 2019:** Gr. PreK-5 Water Safari Reading Incentive Wrap-Up, Christina Trottier – LCS Gym – 2:15-2:45 PM
- **May 30, 2019:** LCSTA Care Awards Ceremony, Janice Shepard – LCS Library – 6:00-7:30 PM
- **June 5, 2019:** Gr. 2 Field Trip, S. McClusky/T. Perry – Uncle Sam’s Boat Tours – 9:30 AM – 1:30 PM
- **June 13, 2019:** Gr. 3 Field Trip, Eric Heath – 4-H Camp Wabasso – 8:30 AM – 2:30 PM
- **June 24, 2019:** Gr. PreK-5 Field Days, Christine Rickett – LCS Fields – 12:30 PM-2:45 PM

5. **Board Discussion/Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve, by roll call vote, the recommendation of Superintendent Morrison, for the retroactive purchase of 450 auditorium chairs, at a total cost of \$36,594. The chairs were purchased to replace the broken and/or outdated smaller chairs previously used for community events. Such events include: concerts; drama productions; academic/athletic awards; guest presentations/assemblies; graduations; Board of Education meetings; Tri-Board Community meetings, etc.

<b>Board Members</b>	<b>Vote</b>
Deanna Lothrop, President	Yes
Kathy Dyer, Vice President	Yes
Terry Countryman, Member	Yes
Kathy Gardner, Member	Yes
Lynn Reichert, Member	Absent
Scott Rickett, Member	Yes
Ray McIntosh, Member	Yes

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

6. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to the disposal of the ballots from the May 15, 2018 Annual Budget Vote and Board Member Election for the 2018-2019 school year.

Motion for approval by Kathy Gardner, 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, as per the LCSTA contract, *“If by May 1, two (2) or more unused snow/emergency days remain, bargaining unit members will not be required to report for work on one (1) day to be determined by the Superintendent after discussion with the Association President.”* May 24, 2019 will be added to the Memorial Day Holiday. The District/Building will be closed on Friday, May 24, 2019.

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

8. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the **Watertown City School District** contract for **Health and Welfare Services** to begin on September 4, 2018 and end on June 30, 2019.

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

9. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the **Inter-Municipal Cooperative Agreement for Legal and Related Services**, including the additional service of **Hearing Officer Services**, between Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services (BOCES) and the Lyme Central School District for the **2019-2020** school year.

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

10. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the resolution to participate in the **St. Lawrence-Lewis BOCES Cooperative Purchasing program**, in accordance to the guidelines set forth by the Cooperative Purchasing Agreement, for the **2019-2020** school year.

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

11. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the Retirement Contribution Reserve Sub-Fund Resolution, as stated:

WHEREAS, the Lyme Central School District participates in the New York State Teachers' Retirement System ("TRS"); and

WHEREAS, on May 9<sup>th</sup>, 2019, the Board of Education of the Lyme Central School District by resolution established a Retirement Contribution Reserve Fund known as the Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law; and

WHEREAS, the Board of Education has determined it is also appropriate to establish a sub-fund within said Retirement Contribution Reserve Fund pursuant to Education Law §6-r.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of the Lyme Central School District, pursuant to Section 6-r of the General Municipal Law, as follows:

1. The Board hereby establishes a sub-fund within the Retirement Contribution Reserve Fund to be known as the Lyme Central School District Retirement Contribution Reserve Sub-Fund;
2. The source of funds for this Reserve Sub-Fund shall be:
  - a. such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;
  - b. such revenues as are not required by law to be paid into any other fund or account;
  - c. such other funds as may be legally appropriated; and
  - d. notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or 6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.
3. By resolution, the Board of Education may authorize expenditures from this Reserve Sub-Fund. Except as otherwise provided by law, moneys in this Reserve Sub-Fund may only be appropriated to finance retirement contributions to the New York State Teachers' Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.
4. No member of the Board of Education or employee of the District shall:

- a. authorize a withdrawal from this Reserve Sub-Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or
  - b. expend any money withdrawn from this Reserve Sub-Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.
5. The moneys contributed annually to the Reserve Sub-Fund shall not exceed 2% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
  6. The balance of the Reserve Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
  7. The moneys in this Reserve Sub-Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may invest the moneys in this Reserve Sub-Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Sub-Fund.
  8. The chief fiscal officer shall account for this Reserve Sub-Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the sub-fund; the interest earned by such sub-fund; capital gains or losses resulting from the sale of investments of this sub-fund; the order, purpose thereof, date and amount of each payment from this sub-fund; the assets of the sub-fund, indicating cash balance and a schedule of investments. The chief fiscal officer, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of this sub-fund to the Board of Education.
  9. This Resolution shall take effect immediately.

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

12. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to accept the donations to the Lyme Central School District, in memory of Frank Mussot, from the following:

- Marlene Mussot – \$25
- Mindy Skinner - \$50

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

13. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the field trip request for the Gr. 9 Earth Science Class to the Finger Lakes Region – Chimney Bluff/Taughanook Falls on June 7, 2019.

Chaperones: Deborah Wilkinson/Lorraine Caramanna/ Marie Farmer

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

14. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the field trip request from the Town of Lyme Youth Commission Summer Rec Program for district transportation to and from the following destinations, on the dates of July 18; 25; Aug. 1, 2019:

- Cedar Point State Park
- Thompson Park
- Clayton Pool
- Chaumont Beach (various days during the weeks of summer rec)

Motion for approval by Scott Rickett, seconded by Kathy Gardner, 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 **2018-2019** and **2019-2020** school years.

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

**ADMINISTRATIVE REPORTS:**

- Director of Pupil Services Report
- Superintendent Report
- Transportation Report

**CORRESPONDENCE AND COMMUNICATIONS**

- 16. Correspondence Log: Following meeting held on April 11, 2019
- 17. Calendar of Events: May 2019

- 18. **ITEMS FOR NEXT MEETING, June 13, 2019**  
None noted

**RECOMMENDATIONS AND ACTION**

19. **Board Action:**

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

- **Accept resignation of one(1) FTE Cleaner**
- **Add one (1) Substitute Cafeteria Laborer/Teacher aide**

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

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

**BE IT RESOLVED** that the Lyme Central School District Board of Education takes action to approve the following PERSONNEL CHANGES, with effective dates as listed under RECOMMENDATIONS AND ACTION, motion for approval is made by Kathy Gardner, and seconded by Scott Rickett. Motion is approved 6 - 0.

(A) Retirements: None at this time (If applicable, would be listed in table as below)

(B) Resignations as listed:

Name	Position	Effective Date
Amber (Fuller) Floyd	1 FTE Cleaner	May 10, 2019

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Christine Derrigo	Substitute Cafeteria Laborer/Teacher Aide	\$11.10 per hour	N/A	May 10, 2019

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

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

**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 2<sup>nd</sup>-4<sup>th</sup> Renewal: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance \*\*\*\*

- 21. **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:

- **Christine Derrigo - Substitute Cafeteria Laborer/Teacher Aide**

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

**EXECUTIVE SESSION:**

Motion was made by Kathy Gardner, seconded by Kathy Dyer, to enter into executive session for discussion of the performance history of three (3) individuals, and matters leading to the discipline of two (2) individuals, and lastly for the discussion of collective negotiations pursuant to Article 14 of the Civil Service Law; the financial history of eight (8) individuals, with motion approved 6 – 0. Time entered, 7:14 PM.

**RETURN to REGULAR MEETING:**

Motion was made by Kathy Gardner, seconded by Kathy Dyer, to reconvene to the regular meeting with motion approved 6 - 0. Time returned, 8:30 PM.

**EXECUTIVE SESSION RECOMMENDATIONS AND ACTION**

**22. Board Action: *List any item that may need Board action from the Executive Session***

**BE IT RESOLVED** that the Lyme Central School District Board of Education takes action to approve the **Non-Contractual Salaries** for the **2019-2020** school year, to be distributed from the allotted budget funds, and not to exceed a total amount of \$22,687, as discussed and determined during executive session for the following individuals:

- Cammy Morrison – Superintendent
- Barry Davis – Principal
- Patricia Gibbons – Director of Pupil Services
- Sandra Rooney – Business Official
- Vicky Barbour – Account Clerk
- Sherri Wilson – Secretary to the Superintendent
- Michael Gebo – Informational Technology Instructor
- Ariana Viera – Confidential Secretary

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

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

Motion was made by Kathy Gardner, seconded by Ray McIntosh, to adjourn the regular meeting, with motion approved 6 – 0. Time adjourned, 8:33 PM.

Respectfully submitted:

---

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, May 9, 2019.
- All minutes are unofficial until approved by the Board of Education