

**LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Annual Re-Organizational/Regular Meeting
Minutes
BOARD OF EDUCATION AND ADMINISTRATION ONLY
Thursday, July 5, 2018
LCS Cafeteria- 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: Deanna Lothrop; Kathy Dyer; Terry Countryman, and Scott Rickett.

Members Excused: Ray McIntosh, Lynn Reichert

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

Others Present: Craig Orvis, Deborah Wilkinson, and Scott Radley.

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 2018-2019 school year.

Election of Officers for the 2018-2019 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 Deanna Lothrop by Kathy Dyer for President of the Board of Education.

Motion to approve Deanna Lothrop as President is seconded by Scott Rickett. Motion approved 4 - 0

- **Vice-President** of the Board of Education:

Nomination of Kathy Dyer by Scott Rickett for Vice-President of the Board of Education.

Motion to approve Kathy Dyer as Vice-President is seconded by Deanna Lothrop. Motion approved 4 - 0

2. **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, Deanna Lothrop, resumed the meeting.

3. **Board Discussion/Action:**

Discussion of open Board of Education seat position #4, previously held by Mr. Gary Nicholson.

Action to appoint a one year interim Board Member to vacant position #4 of the Lyme Central Board of Education, was tabled. A special meeting will be held on June 9, 2018, to further discuss and make a recommendation for the above mentioned appointment.

Motion for approval by Terry Countryman, seconded by, Scott Rickett, with motion approved 4 - 0.

4. **Appointment of Officers as Listed:**

Motion for approval by Kathy Dyer, seconded by, Scott Rickett, with motion approved 4 - 0.

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
A.	Clerk of the Board	Sherri Wilson	Per Agreement	Sherri Wilson
B.	District Treasurer	Sandra Dudley-Rooney	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 Scott Rickett, seconded by, Kathy Dyer, with motion approved 4 - 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	Eva Fox
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 Kathy Dyer, seconded by, Scott Rickett, with motion approved 4 - 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	Terry Countryman Deanna Lothrop
I.	Committee on Special Education(CSE) , Chairperson	Stacey Linkroum

	-School Psychologist -School Physician -Nurse -Parent Representatives -Sub Committee, Chairperson -Child Resource Teachers	Stacey Linkroum Dr. Alfred Gianfagna Eva Fox 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 Scott Rickett, seconded by, Kathy Dyer, with motion approved 4 - 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 Scott Rickett, seconded by, Kathy Dyer, with motion approved 4 - 0.

A.	Re-adoption of all policies, 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 .54.5
D.	2019 Budget Vote Date: May 21, 2019 2019 Budget Vote Hearing Date: May 09, 2019
E.	Graduation 2019: June 28, 2019 @ 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 - \$10.40 per hr., or at current NYS Minimal Wage rate Substitute Cafeteria rate - \$10.40 per hr., or at current NYS Minimal Wage rate Substitute Teacher Aide rate - \$10.40 per hr., or at current NYS Minimal Wage rate Substitute Bus Monitor rate - \$10.40 per hr., or at current NYS Minimal Wage rate
G.	Board Committees Policies & Procedures: Deanna Lothrop; Lynn Reichert; Kathy Dyer Finance: Terry Countryman; Deanna Lothrop; Kathy Dyer Negotiations: Kathy Dyer; Lynn Reichert; Deanna Lothrop Buildings & Grounds: Ray McIntosh; Scott Rickett; Deanna Lothrop Superintendent's Evaluation: Kathy Dyer; 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 Kathy Dyer, and seconded by Scott Rickett - Motion is approved 4 – 0.

1. **Approval of Minutes:**

- June 20, 2018 – Regular/ End of Year Meeting

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

- **July 1 – September 1, 2018:** Varsity Club Zumba, Tammy McIntosh/Fe Seamon – LCS Gym/Cafeteria/Stage – Saturdays, 8:00 – 9:00 AM. (will not be held on 7/7/18 and 8/11/18)
- **September 1-June 29, 2018:** Varsity Club Zumba, Tammy McIntosh/Fe Seamon – LCS Gym/Cafeteria/Stage – Saturdays, 8:00 – 9:00 AM.

Conferences and Workshops: None at this time

3. **Approval of Financial Reports:**

- School Business Report (verbal)
- Treasurer's Report, May 2018
- GF Warrant #24
- GF Supplemental Warrant #1
- SL Fund Warrant #13
- FF Warrant #14

REGULAR AGENDA

Other Discussion and Action

4. **Public Comments:**

Mr. Scott Radley, spoke in regard to the process of obtaining a nomination petition for the open position on the Board of Education. Mr. Radley also inquired as to how to obtain a current LCSTA Contract, and if coaching positions are offered to teaching staff members before being announced to the general public. Mr. Radley also made inquiries as to whether or not there will be a JV Boys' Soccer team in the fall of 2018? If not he questioned the level of play for Gr. 9 students, will they be moved up to play at the varsity level or moved down to the modified level.

5. **Ongoing Agenda Items:**

None at this time

6. **Board Information:**

- **October 25-27, 2018:** NYSSBA Annual Conference, New York City, NY Oct. 25-27, 2018 – Reservations made at the Sheraton New York Times Square, check in on Oct. 24, check out Oct. 26, 2018. Amtrak tickets will also be reserved for travel.
- **Pivot:** 2017-18 second semester report

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

- **June 25, 2018:** Online Summer Health Orientation, Alanna Piroli – LCS DL Room – 10:30 AM – 12:00 PM
- **June 28, 2018:** Summer Drama Camp Musical Try-outs, Barry Davis – LCS Gym/Stage – 6:00 – 9:00 PM
- **July 19, 2018:** Parent/Team Meeting to discuss On-line Store Uniform orders, Tammy McIntosh – Conference Rm. 107 – 6:00 – 8:00 PM
- **July 23, 2018:** LCS School Sports Physicals, Eva Fox – LCS Nurse's office, Mrs. Brennen's classroom – 5:30-7:30 PM
- **August 7, 2018:** Coach/Admin. Fall Sports Meeting, Tammy McIntosh – Conference Rm. 107 – 5:00-6:00 PM
- **August 7, 2018:** Coach/Parent/Athlete Fall Sports Meeting, Tammy McIntosh – LCS Cafeteria – 6:00-7:30 PM
- **August 9, 2018:** LCS School Sports Physicals, Eva Fox – LCS Nurse's office, Mrs. Brennen's classroom – 4:00-6:00 PM

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 2018-2019 school year.

Motion for approval by Terry Countryman, seconded by Scott Rickett, with motion approved 4 – 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 Distance Learning Classroom Lease Agreement** with Lyme Central School District for the 2018-2019 school year.

Motion for approval by Kathy Dyer, seconded by Scott Rickett, with motion approved 4 – 0.

10. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve donations to the Lyme Central School Scholarship Fund in memory of Mr. Gary Nicholson, former Lyme Central School Board of Education President, from the following persons/organizations:

▪ Tammy Simpson	\$100
▪ Deanna and Jerri Lothrop	\$100
▪ LCS Booster Club	\$25
▪ LCS SRP Association	\$30
▪ Jean Lawton	\$50
▪ LaFargeville CSD Teachers' Assoc.	\$50
▪ Daniel and Cammy Morrison	\$100
▪ Wayne and Marie Farmer	\$50
▪ Kay Woodruff	\$50
▪ Sandra Dudley-Rooney	\$50
▪ John Gaffney	\$25
▪ Tammy Ditch's 5 th Grade Class	\$10
▪ Anita James	\$25
▪ Kathy Dyer	\$50
▪ Karen Donahue	\$100
▪ Susan and Clifton Faulring	\$50
▪ Donald and Gail Butterfield	\$35
▪ Michael Puc	\$100

Motion for approval by Scott Rickett, seconded by Terry Countryman, with motion approved 4 – 0.

11. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the following donations to the Lyme Central School Scholarship Fund:

- Chaumont/Three Mile Bay Chamber of Commerce - \$250

Motion for approval by Terry Countryman, seconded by Kathy Dyer, with motion approved 4 – 0.

12. **Board Action:**

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

- LCSTA - \$100.00

Motion for approval by Terry Countryman, seconded by Scott Rickett, with motion approved 4 – 0.

13. **Board Action:**

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

▪ Marie Farmer	\$25.00
▪ Beth Faulkham	\$50.00
▪ Patricia Gibbons	\$50.00
▪ LCSTA	\$200.00
▪ Cammy Morrison	\$50
▪ Joy Seymour	\$20.00
▪ Janice Shepard	\$50.00

- Adrienne Teachout \$20.00

Motion for approval by Scott Rickett, seconded by Terry Countryman, with motion approved 4 – 0.

14. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve donations to the Lyme Central School Scholarship Endowment Fund, included in deposits #5-#10 totaling \$3937, and donations through pay pal, totaling \$3475. Total amount raised to date, \$9,437.

Motion for approval by Scott Rickett, seconded by Terry Countryman, with motion approved 4 – 0.

15. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the equipment disposal requests from the Math Department for the following items, deemed damaged and no longer usable, or surplus material:

Damaged	Surplus
▪ 22 - TI-Nspire Calculators	20 – Math B Prentice Hall Textbooks
▪ 23 - TI 83s with connector cables	30 – Algebra I Glencoe Textbooks and teacher material
▪ 1 - Casio FX – 300MS	7 th Gr. (34) and 8 th Gr. (32) Big Idea Math Books
▪ 1 - Sharp EL-9600C	28 – Algebra II and Trigonometry Textbooks
▪ 6 – TI 81	26 – TI Nspire Touchpad Calculators (could be sold)
▪ 31 – TI Nspire original touchpad faceplates	

Motion for approval by Kathy Dyer, seconded by Scott Rickett, with motion approved 4 – 0.

16. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the equipment disposal requests from the Science Department for the following item deemed damaged and no longer usable:

- 1 - Triple Beam Balance

Motion for approval by Scott Rickett, seconded by Kathy Dyer, with motion approved 4 – 0.

17. **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 2018-2019 school year.

Motion for approval by Kathy Dyer, seconded by Terry Countryman, with motion approved 4 – 0.

ADMINISTRATIVE REPORTS

- School Business Report (verbal)
- Principal Report (verbal)
- Director of Pupil Services Report (verbal) Regents' information; seniors' 2018 post-secondary plan report
- Superintendent Report (verbal)
- School Health Reports: June 2018; 2017-18 Annual Report
- Transportation Report: June 2018 mileage

CORRESPONDENCE AND COMMUNICATIONS

- 18. Correspondence Log: Following June 20, 2018 meeting
- 19. Calendar of Events: July 2017

ITEMS FOR NEXT MEETING *Aug. 9, 2018 @ 6:00 PM*

- Board of Education meeting presentations for 2018-19
 - Kathy Dyer suggests a presentation by the school nurse listing a breakdown of the types of medications dispensed through the nurse's office
 - Terry Countryman suggests a presentation listing the duties performed by the Varsity Club Advisor
- Further discussion on the feasibility of operating concessions during basketball games

- Further discussion regarding a possible change to current policy related to the nomination process for Board of Education member election and the length of term for Board Members.

RECOMMENDATIONS AND ACTIONS

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

- Add Lego League Advisor extracurricular position**
- Eliminate Future Business Leaders of America Advisor extracurricular position**
- Appoint 2018-19 Extracurricular and Coaching positions**

A motion for approval of the following PERSONNEL CHANGES with the effective dates as listed under RECOMMENDATIONS and ACTION, is made by Kathy Dyer, and seconded by Scott Rickett. Motion is approved 4 - 0.

(A) Retirements: None at this time

(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
Extracurricular Positions				
Stasse Perkins	Gr. 10 Class Advisor	\$390	N/A	September 1, 2018
Brenton Goodhart	Gr. 11 Advisor	\$681	N/A	September 1, 2018
Bridgette Stumpf	Gr. 12 Class Advisor	\$787	N/A	September 1, 2018
Daniel Lawson	Whiz Quiz Team	\$425	N/A	September 1, 2018
Deborah Wilkinson	Gr. 9 Class Advisor; Extracurricular Comptroller; OM Coach	\$390; \$1,252; \$350	N/A	September 1, 2018
Adriene Teachout	Gr. 9 Class Advisor; OM Coach; Honor Society	\$390; \$350; \$224	N/A	September 1, 2018
Julianne Oliver	Student Council	\$448	N/A	September 1, 2018
Ann Marie Hyde	Yearbook; Gr. 8 Class Advisor	\$1,329; \$390	N/A	September 1, 2018
Michele Bariteau	Marching Band Director; Gr. 7 Class Advisor	\$2,156; \$390	N/A	September 1, 2018
Jennifer Haynes	Drama Club; Dramatics Producer; Flag & Rifle Director; Gr. 7 Class Advisor	\$280; \$1,864; \$584; \$390	N/A	September 1, 2018
Katie Perkins	Gr. 10 Class Advisor	\$390	N/A	September 1, 2018
Beth Faulknham	Gr. 11 Class Advisor; Honor Society	\$681; \$224	N/A	September 1, 2018
Tammy Ditch	Gr. 12 Class Advisor	\$787	N/A	September 1, 2018
Karen Jessman	Gr. 8 Class Advisor	\$390	N/A	September 1, 2018
Margaret Brennen	Lego League Advisor	\$434	N/A	September 1, 2018
Tammy McIntosh	Varsity Club Advisor	\$1,126	N/A	September 1, 2018

(D) PAID Coaching Appointments as listed:

Name	2018-19 Sports	Certification
Robert Goutremout	2018-19 Varsity Boys' Baseball	Temporary Lic. 2 nd – 4 th Renewal ****
Brenton Goodhart	2018-19 JV Girls' Soccer	Teacher – Coach*
Daniel Lawson	2018-19 Modified Boys' Basketball	Teacher – Coach*
Daniel Lawson	2018-19 Varsity Girls' Softball	Teacher – Coach*
Eric Heath	2018-19 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 Scott Rickett, with motion approved 4 - 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 Scott Rickett, seconded by Kathy Dyer, with motion approved 4 - 0.

Time adjourned: 5:55 p.m.

Respectfully submitted:

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, July 5, 2018
- All minutes are unofficial until approved by the Board of Education