

LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
April 20, 2023
LCS Library – 6:00 PM

Call to Order by Deanna Lothrop, Board of Education President, at 6:00 PM
Pledge of Allegiance

MISSION STATEMENT

Preparing Today's Students to be Tomorrow's Citizens.

REGULAR MEETING

MEMBERS PRESENT:

Deanna Lothrop, President
Scott Rickett
Ray McIntosh
Sherri Wilson, District Clerk

Kathy Gardner, Vice President
Lynn Reichert
Shauna Dupee

MEMBERS EXCUSED:

Jon LaFontaine

ADMINISTRATORS PRESENT:

Patricia Gibbons, Superintendent
Christopher Marshall, Principal/Athletic Director
Deborah Wilkinson, Curriculum & Data Coordinator
Ariana Morrison, District Treasurer

OTHERS PRESENT: Darrell DeMotta, Kari Aubertine, Ximena Ortiz, and Bob Gorman.

PRESENTATIONS:

- Mrs. Kari Aubertine and Miss Ximena Ortiz – Positivity Project: Mrs. Aubertine and Miss Ortiz reviewed their preliminary work for the implementation of the Positivity Project, as well as the project's various components, objectives, and the potential benefits to be gained by all students.

CONSENT AGENDA

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

1. Approval of Minutes:

- March 9, 2023 - Regular Meeting

2. Approval of Buildings and Grounds requests:

- None at this time

3. Conferences and Workshops:

- **March 31, 2023:** Behavioral Threat Assessment, P. Gibbons; D. Wilkinson; B. Rafferty; T. LaSage – JL BOCES – 9:00 AM -1:00 PM

4. Approval of Financial Reports:

- School Business Report – (Verbal)
- Treasurer's Report, February 2023
- General Fund Warrant #32
- General Fund Supplemental Warrant #30; #30; #34
- School Lunch Fund Warrant #14
- Federal Fund Warrant #8
- 2021-2022 Revised Corrective Action Plan (CAPS) Report

REGULAR AGENDA

Other Discussion and Action

1. Public Comments: None at this time

2. Ongoing Agenda Items: None at this time

3. Board Information:

- **2022-23 PIVOT First Semester Report**
- **JLSBA Member Information:** Mrs. Grace Rice’s letter of interest for re-election to the JL BOCES Board of Education, included for review.
- **April 25, 2023:** Jeff-Lewis BOCES 2023-24 Administrative Budget and Member Vote at 5:00 PM in the LCS District Office.
- **May 4, 2023:** Annual Budget Public Hearing, immediately followed by the Regular Board Meeting at 6:00 PM
- **May 16, 2023:** Lyme Central School Annual Budget Vote and Member Election – LCS STEM Lab – 7:00 AM -8:00 PM
- **May 22, 2023, Invitation:** JLSBA Annual Dinner Meeting – Tug Hill Vineyards, Guest Speaker NYSSBA Executive Director, Robert Schneider – 5:15-6:00 PM, Registration and Social Time; 6:00-7:15 PM, Dinner; 7:15 PM, Presentation. If interested in attending, ***please notify Mrs. Wilson no later than May 5, 2023 – Registration deadline is May 8th.***

4. Board Information, LCS Events(no action required):

- **Mar. 13, 2023:** Positivity Club Meeting, K. Aubertine – LCS Rm. 213 – 3:00-4:00 PM
- **Mar. 15, 2023:** Journalism Club Guest Speaker, L. Doolittle – Holly Boname, WDT - LCS Library – 12:43-1:26 PM
- **Mar. 18, 2023:** Mod. Boys’ Baseball Open Gym, J. Morrow – LCS Gym – 3:00-4:30 PM

- **Mar. 25, 2023:** Drama Club Gr. 7-12 Field Trip, L. Martineau – WCSD High Auditorium/Blue Heron – 12:00PM – 4:30 PM
- **Mar. 27, 2023:** Gr. 1 Guest Presentation, S. McClusky – Local farmer bringing in baby ducks – Gr. 1 classroom - 1:30-2:00 PM
- **Mar. 29-30, 2023:** Varsity Club Easter Egg Hunt Prep, T. McIntosh – LCS Cafeteria – 4:05-6:00 PM
- **Apr. 1, 2023:** Varsity Club Community Easter Egg Hunt, T. McIntosh – LCS Fields or Gym – 11:00 AM -1:00 PM
- **Apr. 3-17, 2023:** Class of 2027 Fundraiser, K. Aubertine – Coffee Sales – LCS
- **Apr. 3, 2023:** Gr. 3 Field Trip, M. Brennen – Depauville Library, North Country Archaeology Center – 12:15 – 2:00 PM
- **Apr. 6, 2023:** Gr. 7-12 Student Council Event, S. Doney – Spring Fling Activities – 1:30-3:00 PM
- **Apr. 25, 2023:** Gr. 5-6 Field Trip, E. Johnson – Bi County Students Rehearsals - Indian River CSD – 8:40 AM – 3:40 PM
- **Apr. 28, 2023:** Gr. 9-12 Field Trip, E. Johnson – Bi County Students Rehearsals - Indian River CSD – 8:40 AM – 2:50 PM
- **Apr. 29, 2023:** Gr. 5-6; 9-12 Field Trip, E. Johnson - Bi-County Band Rehearsals and Performance – 8:15 AM – 3:40 PM
- **Apr. 29, 2023:** Chorus Group Field Trip, M. Gehrke - Bi-County Chorus Rehearsals and Performance – 8:15 AM – 3:40 PM
- **May 8-12, 2023:** Scholastic Book Fair, L. Doolittle – LCS Main Lobby – 8:00 AM – 3:00 PM
- **May 9, 2023:** Family Literacy and STEM Night, C. Trottier – LCS Lobby, Gym, Classrooms – 4:30-6:00 PM
- **May 9, 2023:** Gr. PK – 3, Guest Author Visit, C. Trottier – Author Richard Mickleson – LCS Gym – 1:00-6:00 PM
- **May 10, 2023:** Gr. K-8 Guest Author Visit, C. Trottier – Author Mark Manske - LCS Gym – 11:00 AM – 3:00 PM
- **May 12, 2023:** Gr. 3 Field Trip, M. Brennen – Lyme Free Library, Chaumont – 12:15-2:00 PM
- **May 16, 2023:** LCSTA Fundraiser, I. Sullivan – Annual Scholarship Plant Sale – LCS Barn – 1:00 – 6:00 PM
- **May 25, 2023:** Math Department Field Trip, T. LaVancha – JCC CLEP Exam for Pre Calc/Calculus Students – 8:50 AM – 2:00 PM
- **June 1, 2023:** Gr. 1 Field Trip, S. McClusky – Thompson Park Zoo – 9:15 AM – 12:45 PM
- **June 2, 2023:** Gr. 3 Field Trip, M. Brennen – Camp Wabasso, Redwood, NY – 8:50 AM – 1:55 PM
- **June 6, 2023:** LCS Sports Awards, C. Marshall – LCS Gym – 6:00-7:00 PM
- **July 31-Aug. 4, 2023:** Summer Theater Institute, D. Wilkinson – LCS – 8:00 AM – 3:00 PM

5. Board Information:

Candidates for election to the Jefferson-Hamilton-Herkimer-Oneida Board of Cooperative Education Services (BOCES) are as listed:

- Mrs. Alice Drapper – Belleville Henderson Central School District
- Mr. Peter Monaco – Watertown Central School District
- Mrs. Grace Rice – South Lewis Central School District
- Mr. Stephen Dreizler – Alexandria Central School District

Four (4) vacancies exist on the Board of Cooperative Education Services and four (4) candidates have been nominated to fill these four vacancies. The term of office for three (3) vacancies is three (3) years, beginning on July 1, 2023, and concluding on, June 30, 2026. The term of office for one (1) vacancy is two (2) years, beginning on July 1, 2023, and concluding on, June 30, 2025. The member election and vote on the proposed 2023-2024 BOCES Administrative Budget will take place on April 25, 2023.

****There will be a Special Meeting of the Board of Education held on April 25, 2023 at 5:00 PM** in the District Office at Lyme Central School for the purpose of voting on the proposed 2023-2024 Jefferson-Lewis BOCES Administrative Budget and the election of four (4) members to the Jefferson-Lewis BOCES Board of Education.

6. Board Information:

August 31, 2023: As of this date, the following personnel will be due for consideration of tenure appointment at Lyme Central School District, in their specified certification area:

- Anne Blake – Elementary Education Teacher, Gr. PK-6

7. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **2023-2024 MORIC E-Rate and CIPA Agreements**, previously signed and submitted by Superintendent Cammy J. Morrison, due to the requested submission deadline date of Dec. 2, 2022.

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

8. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **2023-2024 Putnam – Northern Westchester (PWN) BOCES Cross Contract for Regional Recruitment/On-Line Application System (OLAS) Services**.

Motion for approval by Ray McIntosh, seconded by Shauna Dupee. Motion is approved 6 – 0.

9. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **2023-2024 Oswego BOCES Services**, Itinerant Audiologist.

Motion for approval by Lynn Reichert, seconded by Ray McIntosh. Motion is approved 6 – 0.

10. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **2023-2024 St. Lawrence – Lewis BOCES Cooperative Purchasing and School Food Management Agreement**.

Motion for approval by Lynn Reichert, seconded by Ray McIntosh. Motion is approved 6 – 0.

11. 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** beginning on September 6, 2022 and ending on June 30, 2023.

Motion for approval by Ray McIntosh, seconded by Lynn Reichert. Motion is approved 6 – 0.

12. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the resolution, by roll call vote, for the contribution of funds to the following reserve funds:

- ❖ TRS Retirement Reserve Fund (increase of \$48,263.68) **Recommended Fund up to:**
\$249,000

Board Members	Vote
Deanna Lothrop, President	Yes
Kathy Gardner, Vice President	Yes
Shauna Dupee, Member	Yes
Lynn Reichert, Member	Yes
Jon LaFontaine, Member	Excused
Scott Rickett, Member	Yes
Ray McIntosh, Member	Yes

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

13. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the following **General Fund Account** budget transfers:

- #2262 – To reclassify BOCES expenditures
- #2263 – To reclassify teacher salaries

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

14. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Lyme CSD Transportation Building Video Security Project** as submitted by **Day Automation**. *Please be advised that the proposal was prepared and is in strict accordance with the requirements of Day Automation Systems’ NYS OGS contract PT-68783.*

Motion for approval by Lynn Reichert, seconded by Ray McIntosh. Motion is approved 6 – 0.

15. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Lyme Central School District 2023-2024 Proposed Budget Spending Plan**, as previously presented and reviewed by the District Treasurer.

Motion for approval by Ray McIntosh, seconded by Shauna Dupee. Motion is approved 6 – 0.

16. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Lyme Central School District 2023-2024 Property Tax Report Card**, as previously presented and reviewed by the District Treasurer.

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

17. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the following persons as election inspectors for the Lyme Central School District proposed 2023-2024 Budget Vote and member election to the Lyme Central School Board of Education, to be held on May 16, 2023.

- Justine Dowe – Chief Election Inspector
- Ariana Morrison – Election Inspector
- Heather Archuleta – Election Inspector
- Sherri Wilson – Election Inspector

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

18. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve, as per the LCSTA contract, *“If by April 1, three (3) 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 26, 2023 will be added to the Memorial Day weekend. The District will be closed on May 26, 2023.

Motion for approval by Lynn Reichert, seconded by Ray McIntosh. Motion is approved 6 – 0.

19. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve, in accordance with Section 103 of Article 5-2 of the General Municipal Law, the sealed bid offer for the purchase of forty-seven (47) **Industrial Wall Mounted Fans**, to be awarded to the following vendor:

- Delta T, LLC d/b/a Big Ass Fans \$ 49,017.12

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

20. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the draft revision made to current Lyme Central School Policy by Madison-Oneida BOCES policy coordinator, at the request of Lyme Central School District Treasurer. The following policy is for review and/or approval for adoption:

- Policy #4501 – Competitive Bidding

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

21. **Board Action:**

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Field Trip Request** from Adrienne Teachout, Science Teacher, for the students in Physics-Chemistry-Precalculus-Calculus classes to **Six Flags Darien Lake** to attend **Math & Physics Day**. Chaperones: Adrienne Teachout and Beth Faulkham.

Motion for approval by Ray McIntosh, seconded by Shauna Dupee. Motion is approved 6 – 0.

22. 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 **2022-23** and **2023-2024** school years.

Motion for approval by Kathy Gardner, seconded by Lynn Reichert. Motion is approved 6 – 0.

ADMINISTRATIVE REPORTS:

- Principal/Athletic Director Report, Mr. Chris Marshall
- Curriculum & Data Coordinator Report, Mrs. Deborah Wilkinson
- Superintendent Report, Ms. Patricia Gibbons
- School Health Report, Mrs. Justine Dowe, RN
- Transportation Report, Mr. Jacob Phelps

CORRESPONDENCE AND COMMUNICATIONS

23. Correspondence Log: Following meeting held on March 9, 2023

24. Calendar of Events: April/May 2023

25. ITEMS FOR NEXT MEETING, May 4, 2023

- _____

RECOMMENDATIONS AND ACTION

26. Board Action:

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

- **Accept Resignation one (1) Cashier**
- **Accept Resignation one (1) School Monitor**
- **Appoint one (1) FTE Cleaner**
- **Appoint one (1) Substitute Food Service Helper**
- **Appoint one (1) 2022-23 Game Assistant**

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 6 – 0.

27. 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 is made by Lynn Reichert, and seconded by Kathy Gardner. Motion is approved 6 – 0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Jaime Bancroft	1 FTE Cashier	March 31, 2023
Jasmine Kimbrough	1 FTE School Monitor	April 6, 2023

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Matthew Tucker	1 FTE Cleaner	\$15.20 per hour	12-month probationary period: 4/3/23-4/2/24	Retroactive start date, April 3, 2023
Allison Bennett	Substitute Food Service Helper	\$14.20 per hour	N/A	Retroactive start date, April 4, 2023
Derrick Parker	2022-23 Game Assistant	\$22 per LCSTA contract	N/A	April 21, 2023

28. 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:

- **Matthew Tucker – Cleaner**
- **Allison Bennett – Substitute Food Service Helper**

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

29. EXECUTIVE SESSION: No Executive Session was held.

30. Motion for Adjournment:

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

Motion for approval by Shauna Dupee, seconded by Ray McIntosh. Motion is approved 6 – 0.
Time adjourned: 6:40 PM.

Respectfully submitted:

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, April 20, 2023
- All minutes are unofficial until approved by the Board of Education