

**LYME CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**Annual Re-Organizational/Regular Meeting**  
**Minutes**  
**BOARD OF EDUCATION AND ADMINISTRATION ONLY**  
**July 1, 2021**  
**LCS 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:** Deanna Lothrop; Kathy Gardner; Terry Countryman, Ray McIntosh, Lynn Reichert, and Jon LaFontaine.  
**Members Excused:** Scott Rickett

**Administrators Present:** Cammy J. Morrison, Superintendent of Schools; Barry Davis, Principal; Ariana Morrison, District Treasurer, and Sherri Wilson, District Clerk.

**Administrators Excused:** Patricia Gibbons, Assistant Superintendent of Curriculum & Instruction

**Others Present:** Deborah Wilkinson

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 2021-2022 school year.
  
2. **Election of Officers for the 2021-2022 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 Gardner for President of the Board of Education.  
 Motion to approve Deanna Lothrop as President is seconded by Ray McIntosh. Motion approved 6 - 0
  
  - **Vice-President** of the Board of Education:  
  
 Nomination of Kathy Gardner by Ray McIntosh for Vice-President of the Board of Education.  
 Motion to approve Kathy Gardner as Vice-President is seconded by Jon LaFontaine. Motion approved 6 - 0

**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.**

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

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

	TITLE	INCUMBENT	PRESENT SALARY	RECOMMENDED
<b>A.</b>	Clerk of the Board	Sherri Wilson	Per Agreement	Sherri Wilson
<b>B.</b>	District Treasurer	Sandra Dudley-Rooney	None	Ariana Morrison
<b>C.</b>	District Tax Collector	Vicky Barbour	Per Agreement	Heather Archuleta
<b>D.</b>	Internal Claims Auditor	Stephen Lambert	Per Agreement	Stephen Lambert

The **Oath of Faithful Performance** was administered by the District Clerk to appointed offices

**2. Other Appointments as listed:**

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

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

**3. Designations as listed:**

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

<b>A.</b>	Official Bank Depositories	Citizens' Bank of Cape Vincent, Chaumont
<b>B.</b>	Official Newspaper	Watertown Daily Times
<b>C.</b>	Regular Meetings	Monthly on the 2 <sup>nd</sup> Thursday @ 6:00 PM (unless otherwise noted) Location: LCS Library
<b>D.</b>	Tax Computation Agent	Jefferson County
<b>E.</b>	Lyme Youth Committee BOE Representative	Terry Countryman
<b>F.</b>	- Jefferson-Lewis School Boards Representative - Jefferson-Lewis School Boards Alternative Representative - Jefferson-Lewis School Boards Legislative Representative	Deanna Lothrop Lynn Reichert Deanna Lothrop
<b>G.</b>	Rural School Representative	Cammy J. Morrison
<b>H.</b>	- NYS School Boards Association Voting Delegate - NYS School Boards Association Voting Alternative	Terry Countryman Deanna Lothrop
<b>I.</b>	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 Justine Dowe Briel Faircloth; Stephanie Doney  -Stacey Linkroum -Karen Jessman, Stephanie Doney
<b>J.</b>	-Committee on Preschool Special Education, Chairperson -Parent Representatives	- Stacey Linkroum - As necessary, see above list
<b>K.</b>	Civil Rights Representative	Barry Davis
<b>L.</b>	Homeless Liaison	Tina Kimmis
<b>M.</b>	Sexual Harassment Officer	Patricia Gibbons
<b>N.</b>	Title IX Coordinator	Patricia Gibbons

<b>O.</b>	Data Protection Co-Officers	- Cammy J. Morrison - Michael Gebo
<b>P.</b>	Substance Abuse Related Services (point of contact person)	Stacey Linkroum

**4. Authorizations as listed:**

Motion for approval by Terry Countryman, seconded by, Kathy Gardner. Motion approved 6 - 0.

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

**5. Other Items as listed:**

Motion for approval by Terry Countryman, seconded by, Lynn Reichert. Motion approved 6 - 0.

<b>A.</b>	Re-adoption of all policies, operation manuals in effect during the previous years
<b>B.</b>	Code of Conduct
<b>C.</b>	Approval of Mileage Reimbursement Rate at the current official Federal Rate, subject to change - in effect on this day .56
<b>D.</b>	2022 Budget Vote Date: May 17, 2022 2022 Budget Vote Hearing Date: May 05, 2022
<b>E.</b>	Graduation 2022: June 24, 2022 @ 6:00 PM
<b>F.</b>	Substitute Teacher and SRP Rates: \$110 – has certification in NYS \$95 – has a 4 year degree, not NYS certified \$90 – has less than a 4 year degree \$120 – Lyme Central School Retiree Substitute Bus Driver - \$26.00 first 1.5 hours; \$14.00 per hour after Substitute School Nurse rate - \$110 RN; \$95 LPN Substitute Cleaner rate - \$12.50 per hr., or at current NYS Minimal Wage rate Substitute Cafeteria rate - \$12.50 per hr., or at current NYS Minimal Wage rate Substitute Teacher Aide rate - \$12.50 per hr., or at current NYS Minimal Wage rate Substitute Bus Monitor rate - \$12.50 per hr., or at current NYS Minimal Wage rate
<b>G.</b>	Board Committees Policies & Procedures: Deanna Lothrop; Lynn Reichert; Kathy Gardner Finance: Terry Countryman; Deanna Lothrop; Scott Rickett Negotiations: Lynn Reichert; Deanna Lothrop; Kathy Gardner Buildings & Grounds: Scott Rickett; Lynn Reichert; Jon LaFontaine Superintendent's Evaluation: Deanna Lothrop; Terry Countryman; Ray McIntosh; Lynn Reichert

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

**REGULAR MEETING**

**PUBLIC HEARING:** Superintendent Cammy J. Morrison and the Lyme Central School Board of Education conducted a public hearing for the purpose of discussion and review of the **2021-2022 District-Wide School Safety Plan (DWSSP)**. The DWSSP will be posted to the District website for a 30-day period, to allow the public/community time to review and/or to submit any comments or suggested changes related to the plan, to Sherri Wilson, District Clerk, prior to the plan adoption by the Board of Education on, Aug. 12, 2021.

**CONSENT AGENDA**

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

1. **Approval of Minutes:**

- June 10, 2021 – Regular/ End of Year Meeting

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

- **August 2-6, 2021:** Lyme Theater Camp, B. Davis – LCS Gr. 1-12, 9:00 AM – 2:00 PM daily, Showtime Aug. 6, 2021 at 6:00 PM.
- **July 6-Aug. 13, 2021:** CYC Junior Division, Cathryn Sellers – LCS Athletic Fields – 11:30 AM – 1:00 PM

**Conferences and Workshops:** None at this time

3. **Approval of Financial Reports:**

- School Business Report (verbal)
- Treasurer's Report, May 2021
- General Fund Warrant #27
- General Fund Supplemental Warrant #26
- School Lunch Fund Warrant #14
- Federal Fund Warrant #6

**REGULAR AGENDA**

**Other Discussion and Action**

1. **Public Comments:**

None at this time

2. **Ongoing Agenda Items:**

None at this time

3. **Board Information:**

- **NYSSBA 2021 Summer Law Conference** – In-Person Dates/Locations: July 15, Rochester, NY; July 20, Albany, NY - Virtual Dates: July 22 (Day 1) and July 23 (Day 2). ***If interested in attending, notify Mrs. Wilson. Registration deadline is one week prior to the event.***

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

None at this time

5. **Board Discussion:**

- Summer Feeding Program: Mr. Craig Orvis, Cafeteria Director, provided a brief overview of the plans for this year's program. His information was presented to the Board by Superintendent Cammy J. Morrison.

6. **Board Discussion/Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the revised **2021-2022 LCS Board of Education Meeting Dates** schedule, reflecting a change for the November meeting due to the Veteran's Day holiday. The November meeting will be moved to November 4, 2021.

Motion for approval by Terry Countryman, seconded by Kathy Gardner. Motion approved 6 - 0.

7. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the **2021-2022 Cross Contract for the On-Line Application Service (OLAS)** between Jefferson Lewis BOCES and Putnam/Northern Westchester (PWN) BOCES for the Lyme Central School District.

Motion for approval by Terry Countryman, seconded by Kathy Gardner. Motion approved 6 - 0.

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 2021-2022 school year.

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

9. **Board Action:**



School Business Report (verbal)  
 Principal Report (verbal)  
 Superintendent Report (verbal)  
 Transportation Report: Dina Jareo, May – June 2021 mileage

**CORRESPONDENCE AND COMMUNICATIONS**

14. Correspondence Log: To be included in next meeting

**ITEMS FOR NEXT MEETING Aug. 12, 2021 @ 6:00 PM**

- Board of Education meeting presentations for 2021-22 SY
  - Board President, Deanna Lothrop, suggests a September 2021 BOE presentation by Ms. Lydia Doolittle, Library Media Specialist, reviewing district library services and the process for the discarding and donation of used books.

**RECOMMENDATIONS AND ACTIONS**

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

- **Resignation of one (1) English Language Arts Teacher**
- **Amended Resignation of one (1) FTE Vocal Music Teacher**
- **Rescind appointment of one (1) Extracurricular Position**
- **Appoint one (1) FTE School Resource Officer**
- ~~Appoint one (1) FTE Vocal Music Teacher~~ **TABLED**
- **Appoint one (1) FTE English Language Arts Teacher**
- **Appoint one (1) Substitute Bus Driver**
- **Appoint 2021-2022 Extracurricular Positions**

A motion for approval of the following PERSONNEL CHANGES with the effective dates as listed under RECOMMENDATIONS and ACTION, is made by Terry Countryman, and seconded by Lynn Reichert. Motion approved 6 - 0.

(A) Retirements: None at this time

(B) Resignations:

Name	Position	Effective Date
Leanne Montrois	1 FTE English Language Arts Teacher	August 31, 2021
Sarah Elliott	1 FTE Vocal Music Teacher	August 31, 2021 (amended)

(C) Rescind Extracurricular Position:

Name	Position	Effective Date
Leanne Montrois	2021-22 Student Council Advisor	July 2, 2021

(D) Appointments including Extracurricular Positions:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
William Rafferty	1 FTE School Safety Officer	\$30,000	N/A	September 1, 2021
Paige Ward	1 FTE English Language Arts Teacher	Step 1 (BA30) - \$49,995 Maters pending	4-yr. Probationary Tenure track – ending August 31, 2025	September 1, 2021
Craig Orvis	Substitute Bus Driver	\$26.00 - first 1 1/2 hrs.; \$14 per hour thereafter	N/A	September 1, 2021
<b>2020-2021 Extracurricular Positions Stipends per LCSTA Contract/MOA</b>				
	Student Council Advisor; Gr. 10 Class Advisor			

Stasse Perkins		\$242.50; \$423	N/A	September 1, 2021
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16. Upon the recommendation of the Superintendent of Schools – WHEREAS, the Jefferson – Lewis BOCES on behalf of Lyme Central School District has promptly submitted to SED two sets of the prospective employees fingerprints for employment and the signed Consent Form, along with a request for clearance. These employees have received FINAL CLEARANCE from SED.

- **Paige Ward – English Language Arts Teacher**
- **Craig Orvis – Previously obtained through NYS Department of Transportation**

Motion for approval by Terry Countryman, seconded by Kathy Gardner. 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 Kathy Gardner, seconded by Lynn Reichert. Motion approved 6 - 0.  
Time adjourned: 6:13 p.m.

Respectfully submitted:

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Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, July 1, 2021
- All minutes are unofficial until approved by the Board of Education