

LYME CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Minutes  
**August 12, 2021**  
**LCS Library – 6:00 PM**

**Call to Order by Deanna Lothrop, Board of Education President, at 6:01 PM**  
**Pledge of Allegiance**

**REGULAR MEETING**

**MEMBERS PRESENT:**

**Deanna Lothrop, President**  
**Ray McIntosh**  
**Sherri Wilson, District Clerk**

**Kathy Gardner, Vice President**  
**Terry Countryman**  
**Jon LaFontaine**

**MEMBERS EXCUSED:**

**Scott Rickett**  
**Lynn Reichert**

**ADMINISTRATORS PRESENT:**

**Cammy J. Morrison, Superintendent**  
**Barry Davis, Principal**  
**Patricia Gibbons, Assistant Superintendent**  
**Ariana Morrison, District Treasurer**

**OTHERS PRESENT:** Deborah Wilkinson, Craig Orvis, Dominic D’Imperio, and Todd LaSage

**PRESENTATIONS:** No presentation

**CONSENT AGENDA**

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Terry Countryman, and seconded by Kathy Gardner. Motion is approved 5 – 0.

**1. Approval of Minutes:**

- July 1, 2021 - Reorganization/Regular Meeting

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

- **Sept. 7, 2021-June 23, 2022:** Healthy Kids Before/Afterschool Program, Sophie Strang – LCS Cafeteria/Gym/STEM Lab – 7:30 -9:30 AM and 2:30 – 6:00 PM. Certificate of Liability has been provided.

**3. Conferences and Workshops:**

- **Aug. 9-12, 2021:** The Writing Revolution: Advancing Thinking Through Writing, Leah Martineau – 9:00 AM – 2:00 PM

**4. Approval of Financial Reports:**

- School Business Report – (Verbal)
- Treasurer’s Report, June 2021
- General Fund Warrant #1
- General Fund Supplemental Warrant #2 (July); #3 (Aug.)
- School Lunch Fund Warrant #1 (July); #2 - #3 (Aug.)
- Federal Fund Warrant #1

**REGULAR AGENDA**

**Other Discussion and Action**

- 1. Public Comments:** Mr. Craig Orvis, BOCES Director of Food Services, stated that he is “glad to be back”, working once again, at Lyme Central.

- 2. Ongoing Agenda Items:**

- None at this time

- 3. Board Information:**

- **Oct. 24-26, 2021: NYSSBA 25<sup>th</sup> Annual Conference: Coming of Age, and School Law Seminar** – New York Hilton Midtown, New York City, NY.
- **PIVOT:** 2020-2021 Second Semester Report

- **Sept. 1, 2021:** Superintendent’s Conference Day – Motivational Speaker, Mark Shumaker – LaFargeville CSD – 11:00 – 12:00 PM.

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

- **July 21; Aug. 9, 2021:** LCS Gr. 7-12 Sports Physicals, Justine Dowe – Nurse’s Office – 5:00 – 7:00PM
- **Aug. 11, 2021:** Var. Girls’ Soccer Parent/Coach Meeting, T. McIntosh/M. Guyette – LCS Library – 6:00-7:00 PM
- **Aug. 12, 2021:** Fall Coaches Meeting, T. McIntosh – LCS Library – 5:00-6:00 PM
- **Aug. 12, 2021:** PDP Committee Meeting, B. Faulknham – Library – 9:00 AM
- **Aug. 17, 2021:** Coaches 1<sup>st</sup> Aid and CPR Refreshers, T. McIntosh/John Wells – STEM Lab – 4:00-8:00 PM
- **Aug. 17, 2021:** New Teacher Orientation Meeting, D. Wilkinson – Library - 8:00 AM – 1:00 PM
- **Sept. 1, 2021:** LCS Open House, S. Wilson – LCS – 5:00-6:00 PM

**5. Board Discussion/Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the Lyme Central School Board of Education Goals for the **2021-2022** school year.

Motion for approval by Ray McIntosh, seconded by Jon LaFontaine. Motion is approved 5 – 0.

**6. Board Discussion/Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the Jefferson-Lewis BOCES Service Request for the district’s shared expenses for the motivational keynote speaker at LaFargeville CSD on Superintendent’s Conference Day, Sept. 1, 2021. **Superintendent Morrison stated that due to the recent rise in cases of COVID-19 in the area, the district is looking at options for staff to attend the event virtually. However, whether participating in-person or virtually, the district would still be responsible for associated shared costs.**

Motion for approval by Kathy Gardner, seconded by Ray McIntosh. Motion is approved 5 – 0.

**7. Board Action:**

**BE IT RESOLVED**, the Lyme Central School District takes action to approve, by roll call vote, the following resolution for the Lyme Central School **District-Wide School Safety Plan**, for the **2021-22** school year:

**LYME CENTRAL SCHOOL DISTRICT- WIDE SCHOOL SAFETY PLAN**

**WHEREAS**, the Lyme Central School District’s District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17 and at the direction of the district’s Board of Education, the Superintendent of Schools, appointed a districtwide School Safety Team and charged it with the development and maintenance of the districtwide School Safety Plan; and

**WHEREAS**, the Plan was designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies; and

**WHEREAS**, a public informational forum, regarding the Lyme Central School District’s School Safety Plan, providing for the participation of school personnel, parents, students, and any other interested parties was held on July 1, 2021; and

**NOW, THEREFORE, BE IT RESOLVED**, the Lyme Central School Board of Education adopts the above-mentioned School Safety Plan; the School Safety Plan shall be filed with the Commissioner no later than 30 days after adoption; this Resolution shall take effect immediately.

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

Motion for approval by Ray McIntosh, seconded by Kathy Gardner. Motion is approved 5 – 0.

**8. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the **2021-2022 School Year Tax Levy** and the **School Tax Warrant** in the amount of \$4,206,129, for the Lyme Central School District.

Motion for approval by Terry Countryman, seconded by Ray McIntosh. Motion is approved 5 – 0.  
Time of Motion: 6:15 p.m.

**9. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the first read of draft revisions made to current Lyme Central School Policies/Procedures per Madison-Oneida BOCES policy coordinator. The following policies/procedures are for review and/or approval of adoption or deletion:

Approval to Adopt:

- Policy #4400 – Audit Committee
- Policy #4401 – Annual Audit
- Policy #4403 – Auditing Claims for Payment
- Policy #4404 – Medicaid Billing Compliance
- Policy #4500 – General Procurement Standards *Policy is Required*
- Policy #4501 – Competitive Bidding *Policy is Required*
- Policy #4502 – Non-Bid Purchasing *Policy is Required*
- Policy #4503 – Sale of Surplus Property
- Policy #4504 – Accounting of Fixed Assets, Inventory and Tracking
- Policy #4600 – Handling of Cash *Policy is Required*
- Policy #4601 – Extra-Classroom Activities Fund
- Policy #4602 – Expense Reimbursement (Employees)
- Policy #4700 – Use of District Credit Card
- Policy #4701 – Use of District Cell Phone
- Policy #4800 – Accepting Gifts, Grants and Bequests to the School District
- Policy #4801 – Solicitation of Charitable Donations From School Children
- Policy #4802 – Fund Raising by Students
- Policy #4803 – Deposits
- Policy #4804 – Reserved Funds
- Policy #4805 – Use of Federal Funds for Political Expenditures
- Policy #0014 – Gender Neutral Bathrooms *Policy is Required*

**Second Read**, Approval to Adopt:

- Policy #4205 – Property Tax Exemptions

Approval of Deletion (from previous Section 4000 Table of Contents):

- Policy #5340 – Borrowing of Funds

**NOTE:** At the time of policy adoption, the approval for deletion, renumbering, and/or replacement of current policies, as listed on the policy draft(s), will also be implemented.

Motion for approval by Kathy Gardner, seconded by Jon LaFontaine, with Terry Countryman opposed. Motion is approved 4 - 0.

**10. 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 fund, upon completion of the June 30, 2021 end of year fiscal bookkeeping:

**Recommended Fund up to:**

❖ TRS Retirement Reserve Fund (increase of \$47,500) \$143,000

Board Member	VOTE
Deanna Lothrop, President	Yes
Kathy Gardner, Vice President	Yes
Terry Countryman, Member	Yes
Lynn Reichert, Member	Excused
Jon LaFontaine, Member	Yes
Scott Rickett, Member	Excused
Ray McIntosh, Member	Yes

Motion for approval by Ray McIntosh, seconded by Kathy Gardner. Motion is approved 5 – 0.

**11. Board Discussion/Action:**

**BE IT RESOLVED**, the Lyme Central School District takes action to approve the following resolution, **Authorizing Commencement of E-Cigarettes and Vaping Litigation** against Juul Labs, Inc., as stated below:

**RESOLUTION AUTHORIZING COMMENCEMENT OF E-CIGARETTES AND  
VAPING LITIGATION**

**WHEREAS**, the use and abuse of e-cigarettes and vaping devices has increased dramatically among high school and middle school students in recent years, leading to significant risks of addiction, potentially life-threatening respiratory ailments, and other health consequences; and

**WHEREAS**, the use of e-cigarettes and vapid devices by students has caused the Lyme Central School District (the "School District") to incur costs in the form of staff time, disciplinary proceedings, and other costs, with the expectation that these costs will only increase unless and until student use of these devices decreases; and

**WHEREAS**, the Lyme Central School District (the "District") has been invited to join a nation-wide lawsuit by school districts against Juul Labs, Inc. (the "Juul Lawsuit") the largest seller of e- cigarettes in the United States and other parties responsible for the production, marketing, sale and distribution of e-cigarettes and vaping devices; and

**WHEREAS**, the Board wishes to authorize the Superintendent, on behalf of the District, to execute such documents as are necessary for the District to join this lawsuit for the purposes of discourage the proliferation of e- cigarettes, end the marketing of e-cigarettes to children, and seek compensation for harm caused to the District due to e-cigarette use; and

**WHEREAS**, the Board's authorization as represented herein is on a contingency fee basis only, meaning the District is not authorized and will not pay any out-of-pocket legal fees, expenses, litigation costs, or any other costs associated with the District's participation in the Juul Lawsuit, unless such expenses are explicitly authorized by the Board of Education.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Education hereby resolves:

1. The Superintendent is authorized to execute any necessary documents and/or retainer agreements for the Districts' representation in the aforementioned lawsuit(s) by the law firms of Ferrara Fiorenza PC, and the Frantz Law Group, APLC and approve the agreement to provide legal services in connection with pursuing claims for damages against Juul Labs, Inc. and others consistent with the recitals above;
2. To authorize the Superintendent to take all steps necessary for the District to become an active co-plaintiff to pending litigation filed on behalf of school districts Nationwide by the Frantz Law Group against Juul Labs, Inc. and others.

Motion for approval by Terry Countryman, seconded by Jon LaFontaine. Motion is approved 5 – 0.

**12. 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 **2021-2022** school year.

Motion for approval by Kathy Gardner, seconded by Ray McIntosh. Motion is approved 5 – 0.

**ADMINISTRATIVE REPORTS:**

Principal Report, Mr. Barry Davis  
Assistant Superintendent Report, Ms. Patricia Gibbons  
Superintendent Report, Mrs. Cammy J. Morrison

**CORRESPONDENCE AND COMMUNICATIONS**

13. Correspondence Log: Following meetings held on June 10 and July 1, 2021

14. Calendar of Events: August 2021

15. **ITEMS FOR NEXT MEETING, September 9, 2021**

- No items noted

**RECOMMENDATIONS AND ACTION**

16. **Board Action:**

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

- **Appoint one (1) Long-term Substitute Teacher**
- **Appoint one (1) Substitute Contact Person**
- **Appoint seven (7) 2021-22 Coaching Positions**
- **Appoint four (4) 2021-22 Game Assistant**
- **Accept Resignation one (1) FTE Teacher Assistant**
- **Accept Resignation one (1) Cafeteria Laborer**
- **Approve Title Change one (1) FTE Mechanic**
- **Reassignment of two (2) Cafeteria positions**

Motion for approval by Kathy Gardner, seconded by Terry Countryman. Motion is approved 5 – 0.

17. **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 Kathy Gardner, and seconded by Terry Countryman, with Jon LaFontaine abstained. Motion is approved 4 – 0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Sarah Purdy	1 FTE Teacher Assistant	August 15, 2021
Donna Drake	Food Service Worker	July 23, 2021

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Helen Timerman	Long-term Substitute- Vocal Music Teacher	Retiree Sub Rate: Day 1-15, \$120/day Long -Term Sub Rate: Day 16-on, \$244.98/day	N/A	September 1, 2021
Michele Wilson	2021-22 Substitute Contact	\$2,355.61, plus an additional \$20 per month personal phone use stipend	N/A	September 1, 2021
Kris Cole	2021-22 Var. Girls' Soccer Assistant Coach	Volunteer	N/A	August 13, 2021
Tammy Goutremout	2021-22 Game Assistant	\$21.00 per game, or \$30 both JV & Var. games	N/A	August 13, 2021
Jacob Phelps	1 FTE Head Automotive Mechanic	Current Salary, remains unchanged: \$52,530 (position title change only)	N/A	August 13, 2021
Diana Cuppernell	Reassigned Position to Cafeteria Laborer – 4.75 hrs per day	Remains at current rate of pay: <del>\$42.94</del> \$13.30 per hour	12-month probationary period: Sept. 1-Aug. 31, 2022	September 1, 2021
Mary Patch	Reassigned Position to Cafeteria Monitor – 3.00 hrs per day	Remains at current rate of pay: \$12.50 per hour	12-month probationary period: Sept. 1-Aug. 31, 2022	September 1, 2021
Tammy Ditch	2021-22 Game Assistant	\$21.00 per game, or \$30 both JV & Var. games	N/A	August 13, 2021

Julie Putnam-Maitag	2021-22 Game Assistant	\$21.00 per game, or \$30 both JV & Var. games	N/A	August 13, 2021
Jon LaFontaine	2021-22 Game Assistant	Volunteer	N/A	August 13, 2021

(D) PAID Coaching Appointments as listed:

Name	Fall 2015 Sports	Stipend	Coaching Certification
Robert Goutremout	2021-22 Var. Boys' Soccer	\$3,728	Professional
Mary Guyette	2021-22 Var. Girls' Soccer Coach	\$3,728	Teacher (retired) – Coach*
Stephanie Doney	2021-22 JV Girls' Soccer; Mod. Girls' Basketball; Mod. Girls' Softball Coach	\$2,420; \$1,946; \$1,802	Teacher – Coach*
Colleen Patenaude	2021-22 Mod. Girls' Soccer	\$1,802	Teacher – Coach*
Mark Wilson	2021-22 Var. Girls' Basketball Co-Coach	\$2,231	Professional
Karly Sherman	2021-22 Mod. Boys' Soccer Coach	\$1,802	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 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 \*\*\*\*

**18. 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:

- **Helen Timerman – Long-term Substitute, Vocal Music Teacher**
- **Robert Goutremout – Varsity Boys' Soccer Coach**
- **Mary Guyette – Varsity Girls' Soccer**
- **Kris Cole – Varsity Girls' Soccer Assistant Coach**
- **Stephanie Doney – JV Girls' Soccer; Mod. Girls' Basketball; Mod. Girls' Softball Coach**
- **Colleen Patenaude – Mod. Girls' Soccer**
- **Mark Wilson – Var. Girls' Basketball Co-Coach**
- **Karly Sherman – Mod. Boys' Soccer Coach**
- **Jacobs Phelps – Head Automotive Mechanic**
- **Diana Cuppernell – Cafeteria Laborer**
- **Mary Patch - Cafeteria Monitor**

Motion for approval by Terry Countryman, seconded by Kathy Gardner. Motion is approved 5 – 0.

**EXECUTIVE SESSION:** There was not an 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 Jon LaFontaine, seconded by Kathy Gardner. Motion is approved 5 – 0.

Time adjourned: 7:02 PM.

Respectfully submitted:

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Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, August 12, 2021
- All minutes are unofficial until approved by the Board of Education