

**LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Annual Re-Organizational Meeting
Confidential Agenda
BOARD OF EDUCATION AND ADMINISTRATION ONLY
Monday, July 1, 2019**

LCS Library - 5:00 PM

Call to Order by Superintendent Morrison, Time ___:___ P.M. – Pledge of Allegiance

Reorganizational Meeting:

1. **The Oath of Faithful Performance** will be administered to the following for the 2019-2020 school year:
 - Jon LaFontaine – Board of Education Member to serve a 1-yr term from 5/31/19 to 6/30/20
 - Deanna Lothrop – Re-elected Board of Education Member to serve a 5-yr term from 7/1/19 to 6/30/24
 - Carol Lynn Reichert – Re-elected Board of Education Member to serve a 5-yr term from 7/1/19 to 6/30/24
 - Kathy Gardner – Re-elected Board of Education Member to serve a 5-yr term from 7/1/19 to 6/30/24
 - Cammy J. Morrison – Superintendent of Schools
 - Sherri L. Wilson – District Clerk

2. Election of Officers for the 2019-2020 school year:

- The District Clerk will call for nominations for the Offices of President and Vice-President of the Board of Education

1) A nomination is requested for the **Office of President** of the Board of Education.
Made by _____, nominating _____

Are there any other nominations for President?

If there are no other nominations for President, a motion is requested to approve _____ as President of the Board of Education, and is seconded by, _____: with motion approved ____:_____.

2) A nomination is requested for the **Office of Vice-President** of the Board of Education.
Made by _____, nominating _____

Are there any other nominations for Vice-President?

If there are no other nominations for Vice-President, a motion is requested to approve _____ as Vice-President of the Board of Education, and is seconded by, _____: with motion approved ____:_____.

3. **The Oath of Faithful Performance in Office** will be administered by the District Clerk to the elected President and Vice-President.

The President will resume the meeting.

4. Appointment of Officers as Listed:

Motion for approval by _____, seconded by, _____, with motion approved _____ - _____.

	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.	Claims Auditor	Stephen Lambert	Per Agreement	Stephen Lambert

5. The **Oath of Faithful Performance in Office** will be administered by the District Clerk to the above officers within 30 days of their appointment.

6. **Other Appointments as listed:**

Motion for approval by _____, seconded by _____, with motion approved _____ - _____.

	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	Eva Villien	None	Eva Villien
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 J. 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	TBD

7. **Designations as listed:**

Motion for approval by _____, seconded by _____, with motion approved _____ - _____.

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 -School Psychologist -School Physician -Nurse -Parent Representatives	Stacey Linkroum Stacey Linkroum Dr. Alfred Gianfagna Eva Villien Briel Faircloth; Sarah (Bellinger) Denney

	-Sub Committee, Chairperson -Child Resource Teachers	-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	Ariana Viera
M.	Sexual Harassment Officer	Patricia Gibbons
N.	Title IX Officer	Patricia Gibbons
O.	Data Protection Co-Officers	- Cammy J. Morrison - Michael Gebo
P.	Substance Abuse Related Services (point of contact person)	Stacey Linkroum

8. Authorizations as listed:

Motion for approval by _____, seconded by _____, with motion approved _____ - _____.

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 _____, seconded by _____, with motion approved _____ - _____.

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 .58
D.	2020 Budget Vote Date: May 19, 2020 2020 Budget Vote Hearing Date: May 07, 2020
E.	Graduation 2020: June 26, 2020 @ 6:00 PM
F.	Substitute Teacher and SRP Rates: \$95 – has certification in NYS \$90 – has a 4 year degree, not NYS certified \$85 – has less than a 4 year 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 - \$11.10 per hr., or at current NYS Minimal Wage rate Substitute Cafeteria rate - \$11.10 per hr., or at current NYS Minimal Wage rate Substitute Teacher Aide rate - \$11.10 per hr., or at current NYS Minimal Wage rate Substitute Bus Monitor rate - \$11.10 per hr., or at current NYS Minimal Wage rate
G.	Board Committees Policies & Procedures: Lynn Reichert; Ray McIntosh; 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

At this time the Board will proceed 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 _____, and seconded by _____ - Motion is approved _____ - _____.

1. Approval of Minutes:

- June 13, 2019 – Regular/ End of Year Meeting

2. Approval of Buildings and Grounds requests:

- **June 28, 2019-June 28, 2020:** Zumba, Tammy McIntosh/Fe Seamon – LCS Gym/Cafeteria – 8:00 -9:00 AM, Saturdays only.

Conferences and Workshops:

- **Aug. 5-8, 2019:** Power of Playful Learning, Irene Sullivan – Waterloo, NY – 8:30 AM – 3:30 PM (each day)

3. Approval of Financial Reports:

- School Business Report (verbal)
- Treasurer’s Report, May 2019
- *GF Warrant #26
- *GF Supplemental Warrant #24
- *SL Fund Warrant #15
- *FF Warrant #12

REGULAR AGENDA

Other Discussion and Action

4. Public Comments:

5. Ongoing Agenda Items:

- Field trip request: LCS Varsity Boys’ & Girls’ Basketball Teams – Glens Falls, NY – Dec. 8-9, 2019

6. Board Information:

- 2019-2020 Board of Education Meeting Dates
- Upcoming Board Retreat: Information to be provided as it becomes available

7. Board Information, LCS Events:

- **June 25, 2019:** Gr. 1-5 American Heart Association visit, Mary Guyette – Receipt of free recess equipment - LCS Gym – 1:00 PM
- **Aug. 27, 2019:** Welcome to Pre-K Night, Irene Sullivan – Parent information night - LCS Library – 6:00-7:00 PM
- **Sept. 13, 2019:** School Picture Day, Ann Marie Hyde – LCS Students and Staff – Stage – 6:45 AM – 3:00 PM
- **Oct. 18, 2019:** School Picture Re-take Day, Ann Marie Hyde – LCS Students and Staff, and group photos – Stage – 6:45 AM – 3:00 PM

8. Board Discussion:

- Free Lunch Program
- Foreign Exchange Student
- Norbut Solar Pilot

9. Board Action:

Action is requested to approve, by roll call vote, the opening of the Lyme Central School Fitness Center for use by students, staff, and community members, as determined by previous discussion between Administration and the Board of Education prior to renovation.

Board Members	Vote
Deanna Lothrop	
Scott Rickett	
Lynn Reichert	
Terry Countryman	
Ray McIntosh	
Kathy Gardner	
Jon LaFontaine	

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

10. **Board Action:**

Action is requested to approve the field trip request for LCS Boys' and Girls' Varsity Basketball teams to attend the **Coaches vs. Cancer Basketball Tournament at Glens Falls, NY** on Dec. 6-8, 2019 (as requested, additional information for this request has been provided). Cost of the trip to be paid for by proceeds from various fundraising events.

Motion for approval by _____, seconded by _____, with motion approved ____-____.

11. **Board Action:**

Action is requested to approve the renewal of the **Jefferson – Lewis BOCES Distance Learning Classroom Lease Agreement** with Lyme Central School District for the 2019-2020 school year.

Motion for approval by _____, seconded by _____, with motion approved ____-____.

12. **Board Action:**

Action is requested to approve the **Jefferson-Lewis School Board Association (JLSBA)** dues for the 2019-2020 school year.

Motion for approval by _____, seconded by _____, with motion approved ____-____.

13. ***Board Action:**

Action is requested to approve the transportation request from the Crescent Yacht Club Junior Division, for transport to and from the TI Pool and/or Chaumont Beach. The district is asked to provide a bus and driver on the following dates:

- July 1-2, 2019 – TI Pool
- July 8 - Aug. 13, 2019 – Chaumont Beach

Motion for approval by _____, seconded by _____, with motion approved ____-____.

14. **Board Action:**

Action is requested to accept the donation of ten (10) handmade pillows to the Lyme Central School Library for reading week from Mrs. Cynthia Doolittle, valued at \$250.

Motion for approval by _____, seconded by _____, with motion approved ____-____.

15. **Board Action:**

Action is requested to accept the donation of various recess/playground materials from the American Heart Association. The following items were donated free of charge in association with the Jump Rope for Heart Program:

- 14 Segmented Jump Ropes (4-8'; 7-7'; 3-16')
- 9 Frisbees
- 4 Nerf Footballs
- 4 Basketballs (2 official size; 2 junior size)
- 3 Soccer Balls (2- size 4; 1 multi-colored recreational)
- 6 Cones
- 2 Kick Balls
- 1 Wiffle Bat and 6 Wiffle Balls
- 1 Base Set
- 6 Rubber Balls (1 tennis; 1 soccer; 2 basketball; 2 baseball)
- 1 Hand Pump

16. **Board Action:**

Action is requested to approve the Equipment Disposal Request from Lyme Central School Library to discard a total of 260 books from the LCS Library inventory deemed outdated, damaged, and/or no longer usable.

Motion for approval by _____, seconded by _____, with motion approved ____-____.

17. **Board Action:**

Action is requested to approve the Equipment Disposal Request from the Science Department for the following item deemed damaged, and/or no longer used:

- One 3-D Printer (Afinia)

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

18. Board Action:

Action is requested to approve the Equipment Disposal Request from Lyme Central School Sports Department for the following items deemed damaged, and/or no longer used:

- 130 miscellaneous Dimple Softballs and Baseballs (recommendation, donate to Lyme Youth Committee)
- 3 Baseball Helmets (broken)

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

19. Board Action:

Action is requested to approve the recommendations of the Committee on Special Education and/or the Committee on Preschool Special Education for the 2019-20 school years.

Motion for approval by _____, seconded by _____, with motion approved ____ - ____.

ADMINISTRATIVE REPORTS

- School Business Report
- Principal Report
- Director of Pupil Services Report
- Superintendent Report
- Transportation Report: Apr.; May; June 2019

CORRESPONDENCE AND COMMUNICATIONS

- 20. Correspondence Log: Following meeting held on June 13, 2019
- 21. Calendar of Events: July 2019

ITEMS FOR NEXT MEETING Aug. 8, 2019 @ 6:00 PM, pending BOE approval of 2019-20 regular meeting dates during re-org meeting.

22. _____

RECOMMENDATIONS AND ACTIONS

23. Personnel Changes as Listed:

- **Appoint 2019-2020 Extracurricular and Coaching Positions**
- **Reassignment of two (2) Cafeteria Laborers**
- **Add one (1) Substitute Teacher, 2019-20 SY**
- **Add two (2) 2019-2020 Game Assistants**

A motion for approval of the following PERSONNEL CHANGES with the effective dates as listed under RECOMMENDATIONS and ACTION, is made by _____, and seconded by _____. Motion is approved ____/____.

(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
Kristine Cole	2019-20 Mod. Boys' Soccer	\$1,711	N/A	August 1, 2019
Daniel Lawson	2019-20 Mod. Boys' Basketball	\$1,848	N/A	September 1, 2019
Daniel Lawson	2019-20 Var. Girls' Softball	\$3,540	N/A	September 1, 2019
Stephanie Doney	2019-20 Mod. Girls' Softball – pending completion of Concussion Workshop	\$1,711	N/A	September 1, 2019
Eric Heath	2019-20 Co-Ed Golf - pending completion of Concussion Workshop; 1 st Aide Refresher (Jan. 15, 2020)	\$2,803	N/A	September 1, 2019
James Morrow	2019-2020 JV Boys' Basketball Coach	\$3,181	N/A	September 1, 2019
Mark Wilson	2019-2020 Var. Girls' Basketball Coach – pending completion 1 st Aide Refresher (Aug. 9, 2019)	\$4,237	N/A	September 1, 2019
Donna Drake	Reassigned Position to Food Service Worker	\$12.91 per hour	N/A	September 1, 2019
Julie Putnam-Maitag	Reassigned Position to Cafeteria Laborer	\$12.91 per hour	N/A	September 1, 2019
Terry Perry	2019-20 Substitute Teacher	LCS Retiree - \$100 per day	N/A	September 1, 2019
Daniel Lawson	2019-2020 Game Assistant	\$19 per game	N/A	September 1, 2019
David Baker	2019-2020 Game Assistant	\$19 per game	N/A	September 1, 2019
2019-2020 Extracurricular Positions as listed below, see attached form. Stipends per LCS Teachers' Contract				

24. 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.

Extracurricular Positions:

- **Kristine Cole – Mod. Boys' Soccer Coach; Gr. 8 Class Advisor**
- **Daniel Lawson – Mod. Boys' Basketball Coach; Var. Girls' Softball Coach; Whiz Quiz Advisor; Game Assistant**
- **Stephanie Doney – Mod. Girls' Softball Coach**
- **Eric Heath – Co-Ed Golf Coach**
- **Deborah Wilkinson – Comptroller of Extracurricular; OM Coach; Gr. 10 Class Advisor**
- **Sarah Sharlow – Drama Club Advisor; Gr. 8 Class Advisor**
- **Margaret Brennen – Lego League Advisor**
- **Beth Faulkham – National Honor Society; Gr. 12 Class Advisor**
- **Adrienne Teachout – National Honor Society; OM Coach; Gr. 10 Class Advisor**
- **Julianne Oliver – Student Council Advisor**
- **Tammy McIntosh – Varsity Club Advisor**
- **Ann Marie Hyde – Yearbook Advisor; Gr. 9 Class Advisor**
- **Karen Jessman – Gr. 9 Classroom Advisor**
- **Stasse Perkins – Gr. 11 Class Advisor**
- **Katie Perkins – Gr. 11 Class Advisor**
- **Brenton Goodhart – Gr. 12 Class Advisor**
- **James Morrow – 2019-20 JV Boys' Basketball Coach**
- **Mark Wilson – 2019-20 Var. Girls' Basketball Coach**
- **Terry Perry - 2019-20 Substitute Teacher**
- **David Baker – 2019-2020 Game Assistant**

Motion for approval by _____, seconded by _____, with motion approved ____-____.

EXECUTIVE SESSION: There will not be an Executive Session

Motion for Adjournment:

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

Motion for approval by _____, seconded by _____, with motion approved ____-____. Time adjourned: __:___ p.m.

* Items added after draft agenda were sent to Board of Education

NOTE – For ease of documentation on the agenda, motions for approval will be listed in **red** on both the agenda and draft BOE minutes. However, upon Board approval of the minutes, the motion section on the final copy of the minutes, will appear in **black**.