

**LYME CENTRAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**Annual Re-Organizational/Regular Meeting**  
**Minutes**  
**BOARD OF EDUCATION AND ADMINISTRATION ONLY**  
**Monday, July 1, 2019**  
**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, Lynn Reichert, Ray McIntosh, and Scott Rickett.  
**Members Excused:** Jon LaFontaine

**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, and Stephanie Walsemann.

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 2019-2020 school year.
2. **Election of Officers for the 2019-2020 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 Scott Rickett for President of the Board of Education.  
 Motion to approve Deanna Lothrop as President is seconded by Kathy Gardner. Motion approved, 6 - 0

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

Nomination of Scott Rickett by Kathy Gardner for Vice-President of the Board of Education. Scott Rickett respectfully declined the nomination for Vice- President.

Nomination of Lynn Reichert by Deanna Lothrop for Vice-President of the Board of Education.  
 Motion to approve Lynn Reichert as Vice-President is seconded by Kathy Gardner. Motion approved, 6 - 0

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

**At this time the meeting will be resumed by Board President, Deanna Lothrop.**

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

Motion for approval by Scott Rickett, seconded by, Lynn Reichert, with 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	Sandra Dudley-Rooney
<b>C.</b>	District Tax Collector	Vicky Barbour	Per Agreement	Vicky Barbour
<b>D.</b>	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 Kathy Gardner, seconded by, Scott Rickett, with motion approved 6 - 0.

	<b>TITLE</b>	<b>INCUMBENT</b>	<b>PRESENT SALARY</b>	<b>RECOMMENDED</b>
<b>A.</b>	School Physician	Dr. Alfred Gianfagna	Per Agreement	Dr. Alfred Gianfagna
<b>B.</b>	School Attorney	Ferrara, Fiorenza, P.C.; BOCES Legal Services	Per Agreement	Ferrara, Fiorenza, P.C.; BOCES Legal Services
<b>C.</b>	Attendance Officer	Eva Villien	None	Eva Villien
<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	Michele Wilson

**7. Designations as listed:**

Motion for approval by Lynn Reichert, seconded by, Kathy Gardner, with 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 Eva Villien Briel Faircloth; Sarah (Bellinger) Denney  -Stacey Linkroum -Karen Jessman, Janice Shepard
<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	Ariana Viera
<b>M.</b>	Sexual Harassment Officer	Patricia Gibbons
<b>N.</b>	Title IX Officer	Patricia Gibbons
<b>O.</b>	Data Protection Officer	Michael Gebo
<b>P.</b>	Substance Abuse Related Services (point of contact person)	Stacey Linkroum

**8. Authorizations as listed:**

Motion for approval by Scott Rickett, seconded by, Kathy Gardner, with 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	Vicky Barbour to oversee
<b>D.</b>	Budget Transfers up to \$5,000.00 with approval of Superintendent	Sandra Rooney/Cammy J. Morrison
<b>E.</b>	Transfer of funds to reserve funds with approval of Board of Education	Sandra Rooney/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

**9. Other Items as listed:**

Motion for approval by Kathy Gardner, seconded by, Lynn Reichert, with 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 .58
<b>D.</b>	2020 Budget Vote Date: May 19, 2020 2020 Budget Vote Hearing Date: May 07, 2020
<b>E.</b>	Graduation 2020: June 26, 2020 @ 6:00 PM
<b>F.</b>	Substitute Teacher 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
<b>G.</b>	Board Committees Policies & Procedures: Lynn Reichert; Kathy Gardner; Ray McIntosh 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 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 Gardner, and seconded by Scott Rickett - Motion is approved 6 – 0.

**1. Approval of Minutes:**

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

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

- **June 28, 2019-June 27, 2020:** Varsity Club Zumba, Tammy McIntosh/Fe Seamon – LCS Gym/Cafeteria/Stage – Saturdays only, 8:00 – 9:00 AM.

**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
- General Fund Warrant #26
- General Fund Supplemental Warrant #24
- School Lunch Fund Warrant #15
- Federal Fund Warrant #12

**REGULAR AGENDA**

**Other Discussion and Action**

4. **Public Comments:** None at this time
5. **Ongoing Agenda Items:**
  - Field trip request: LCS Varsity Boys' & Girls' Basketball Teams – Glens Falls, NY – Dec. 8-9, 2019. Superintendent Morrison provided additional information for the Board, reviewing details of the 18-19 trip and additional data on the 19-20 request.
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. **BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the **Community Eligibility Provision (CEP) Program**, pending acceptance of district application, as a PILOT program on a one (1) year trial basis. The program would allow free meals to all students.

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

10. **BE IT RESOLVED**, that the Lyme Central School Board of Education takes action 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.

<b>Board Members</b>	<b>Vote</b>
Deanna Lothrop	Yes
Scott Rickett	Yes
Lynn Reichert	Yes
Terry Countryman	Yes
Ray McIntosh	Yes
Kathy Gardner	Yes
Jon LaFontaine	Absent

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

11. **BE IT RESOLVED**, that the Lyme Central School Board of Education takes action 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. 7-8, 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 Ray McIntosh, seconded by Kathy Gardner, with motion approved 6 – 0.

12. **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 2019-2020 school year.

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

13. **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 2019-2020 school year.

Motion for approval by Terry Countryman, seconded by Kathy Gardner, with motion approved 6 – 0.

14. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action 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 Ray McIntosh, seconded by Lynn Reichert, with motion approved 6 – 0.

15. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to accept the donation of ten (10) handmade pillows to the Lyme Central School Library for use during reading week and throughout the school year from Mrs. Cynthia Doolittle, valued at \$250.

Motion for approval by Kathy Gardner, seconded by Scott Rickett, with motion approved 6 – 0.

16. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action 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 Whiffle Bat and 6 Whiffle Balls
- 1 Base Set
- 6 Rubber Balls (1 tennis; 1 soccer; 2 basketball; 2 baseball)
- 1 Hand Pump

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

17. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action to approve the equipment disposal requests from the LCS 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 Scott Rickett, seconded by Lynn Reichert, with motion approved 6 – 0.

18. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action 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 Scott Rickett, seconded by Kathy Gardner, with motion approved 6 – 0.

19. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education takes action 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 Kathy Gardner, seconded by Scott Rickett, with motion approved 6 – 0.

20. **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 2019-20 school years.

Motion for approval by Kathy Gardner, seconded by Scott Rickett, with motion approved 6 – 0.

**ADMINISTRATIVE REPORTS**

- School Business Report (verbal)
- Principal Report (verbal)
- Director of Pupil Services Report (verbal) Regents' information
- Superintendent Report (verbal)
- Transportation Report: April; May; June 2019 Mileage

**CORRESPONDENCE AND COMMUNICATIONS**

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

**ITEMS FOR NEXT MEETING** *Aug. 8, 2019 @ 6:00 PM*

- Further discussion on the acceptance of Foreign Exchange Students

**RECOMMENDATIONS AND ACTIONS**

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

- **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**
- **Add one (1) Instrumental Music Teacher**
- **Add one (1) Elementary Teacher**
- **Add one (1) Cleaner**

A motion for approval of the following PERSONNEL CHANGES with the effective dates as listed under RECOMMENDATIONS and ACTION, is made by Kathy Gardner, and seconded by Scott Rickett. Motion is approved 6 - 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
Kristine Cole	Gr. 8 Class Advisor	\$402	N/A	September 1, 2019
Daniel Lawson	Whiz Quiz Advisor; 2019-20 Game Assistant	\$438; \$19 per game	N/A	September 1, 2019
Donna Drake	Food Service Worker	\$12.91 per hour	N/A	September 1, 2019
Julie Putnam-Maitag	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
David Baker	2019-20 Game Assistant	\$19 per game	N/A	September 1, 2019
Sean Spacher	1 FTE Instrumental Music Teacher	Step 1C \$48,990, plus \$360 Masters Stipend = \$49,350	4-Yr. Tenure Track Ending 8/31/2023	September 1, 2019
Anne Blake	1 FTE Elementary Teacher	Step 1C \$48,990, plus \$360 Masters Stipend = \$49,350	4-Yr. Tenure Track Ending 8/31/2023	September 1, 2019
Melissa Sanford	1 FTE Cleaner	\$12.50 per hour	12 mo. Probation – ending 8/31/20	September 1, 2019
Deborah Wilkinson	Comptroller of Extracurricular; OM Coach; Gr. 10 Class Advisor	\$1,290; \$361; \$402	N/A	September 1, 2019
Sarah Sharlow	Drama Club Advisor; Gr. 8 Class Advisor	\$288; \$402	N/A	September 1, 2019
Margaret Brennen	Robotics Lego League Advisor	\$447	N/A	September 1, 2019
Beth Faulknam	NHS Advisor; Gr. 12 Class Advisor	\$461; \$811	N/A	September 1, 2019
Adrienne Teachout	NHS Advisor; OM Coach; Gr. 10 Class Advisor	\$461; \$361; \$402	N/A	September 1, 2019
Julianne Oliver	Student Council Advisor	\$461	N/A	September 1, 2019
Tammy McIntosh	Varsity Club Advisor	\$1,160	N/A	September 1, 2019
Ann Marie Hyde	Yearbook Advisor; Gr. 9 Class Advisor	\$1,369; \$402	N/A	September 1, 2019
Karen Jessman	Gr. 9 Class Advisor	\$402	N/A	September 1, 2019
Stasse Perkins	Gr. 11 Class Advisor	\$701	N/A	September 1, 2019
Katie Perkins	Gr. 11 Class Advisor	\$701	N/A	September 1, 2019
Brenton Goodhart	Gr. 12 Class Advisor	\$811	N/A	September 1, 2019

(D) PAID Coaching Appointments as listed:

Name	2019-20 Sports	Stipend	Certification
Kristine Cole	Modified Boys' Soccer	\$1,711	Teacher – Coach*
Daniel Lawson	Modified Boys' Basketball	\$1,848	Teacher – Coach*
Daniel Lawson	Varsity Girls' Softball	\$3,540	Teacher – Coach*
Stephanie Doney	Modified Girls' Softball	\$1,711	Teacher – Coach*
Eric Heath	Co-Ed Golf	\$2,803	Teacher – Coach*
James Morrow	JV Boys' Basketball	\$3,181	Temp. License- 2 <sup>nd</sup> - 4 <sup>th</sup> renewal****
Mark Wilson	Varsity Girls' Basketball	\$4,237	Professional License

**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 \*\*\*\*

Motion for approval by Lynn Reichert, seconded by Scott Rickett, with 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, with motion approved 6 - 0.

Time adjourned: 6:45 p.m.

Respectfully submitted:

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Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, July 1, 2019
- All minutes are unofficial until approved by the Board of Education