

**LYME CENTRAL SCHOOL
RE-ORGANIZATIONAL MEETING
BOARD OF EDUCATION
July 2, 2013**

Opening: Clerk Missy Holmes called the meeting to order at 6:00 PM. The Oath of Faithful Performance was administered to Superintendent Karen Donahue. Present were Terry Countryman, Kathy Dyer, Gary Nicholson, Deanna Lothrop, Brian Peters, Lynn Reichert, and Scott Rickett. Also present were Barry Davis, Pat Gibbons, Sandy Rooney, Eleanor VanNess, and Jennifer McDonald.

Election of Officers: Clerk Missy Holmes accepted nominations for President
President: Gary Nicholson was nominated without opposition, motion by Deanna Lothrop, seconded by Brian Peters. The vote was (7-0) in favor.
The clerk administered the Oath of Faithful Performance to the President.

President Gary Nicholson accepted nominations for Vice President.
Vice President: Deanna Lothrop was nominated without opposition as Vice President, motion by Lynn Reichert, seconded by Brian Peters. The vote was (7-0) in favor.
The clerk administered the Oath of Faithful Performance to the Vice President.

The clerk administered the Oath of Faithful Performance to the remaining Board of Education members.

Appointment of Officers:

Motion by Deanna Lothrop, seconded by Kathy Dyer with all in favor (7-0)

- A. **Clerk of the Board** – Melissa Holmes – paid at her hourly rate for the 2013-2014 school year
- B. **District Treasurer** - Anne Knight – Stipend \$6,579
- District Tax Collector** - Vicky Barbour - Stipend \$2,251.14

Other Appointments:

Motion by Lynn Reichert, seconded by Deanna Lothrop with all in favor (7-0)

- A. **School Physician** - Dr. Alfred Gianfagna – Stipend \$8,500
- B. **School Attorney** - Marc Reitz of Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C.
- C. **Attendance Officer** – Christine Lachenauer
- D. **Independent Auditor** - Poulsen and Podvin C.P.A., P.C.
- E. **Internal Auditor**- Stackel & Navarra, C.P.A., P.C

Motion by Kathy Dyer, seconded by Lynn Reichert with all in favor (7-0)

- F. **Internal Claims Auditor**- Steven Lambert - \$25.00/hour

G. Records Access Officer – Melissa Holmes

H. Records Management Officer – Melissa Holmes

I. Purchasing Agent – Karen Donahue

J. Asbestos (LEA) Designee - Robert Taylor

Motion by Brian Peters, seconded by Lynn Reichert with all in favor (5-0, Kathy Dyer and Scott Rickett abstain)

K. Substitute Caller – Christine Rickett - paid at current minimum wage

Motion by Deanna Lothrop, seconded by Kathy Dyer with all in favor (7-0)

L. Chemical Hygiene Officer – Lisa Blank

M. Dignity Act Coordinator – Patricia Gibbons

Designations:

Motion by Kathy Dyer, seconded by Terry Countryman with all in favor (7-0)

A. Official Bank Depositories: Key Bank of Central New York, Dexter, NY and Citizens Bank of Cape Vincent, Chaumont

B. Official Newspaper: Watertown Daily Times

C. Regular Meetings: 2nd Thursday @ 6:00 PM

D. Tax Computation Agent: Jefferson County

E. Lyme Youth Committee Representative: Brian Peters

F. Jefferson-Lewis School Boards Representative: Deanna Lothrop

Jefferson-Lewis School Boards Alternate Representative: Lynn Reichert

Jefferson-Lewis School Boards Legislative Representative: Deanna Lothrop

Motion by Lynn Reichert, seconded by Deanna Lothrop with all in favor (7-0)

G. Rural Schools Representative: Karen Donahue

H. N.Y.S. School Boards Association Voting Delegate: Deanna Lothrop

N.Y.S. School Boards Association Voting Delegate Alternate: Kathy Dyer

I. Committee on Special Education:

C.S.E. Chairperson – Patricia Gibbons

Psychologist: Ashley Buckley

School Physician - Dr. Alfred Gianfagna

Nurse: Christine Lachenauer

Parent Representatives: Eileen Lothrop, Darcie Hayward, Martha Garrett, Shari Hilts,
Jennifer McDonald

Sub-Committee on Special Education:

Chairperson – Patricia Gibbons

Child’s Teacher – Joy Seymour, Janice Shepard, Karen Jessman

J. Committee on Pre-School Education (C.P.S.E.):

Chairperson – Patricia Gibbons

Parent Representatives: Eileen Lothrop, Darcie Hayward, Martha Garrett, Shari Hilts,
Jennifer McDonald

K. Civil Rights Representative: Barry Davis

L. Homeless Liaison: Margaret Stevens

M. Sexual Harassment Officer: Patricia Gibbons

N. Title IX Officer: Patricia Gibbons

Authorizations:

Motion by Terry Countryman, seconded by Scott Rickett with all in favor (7-0)

A. Payroll Certification Officer: Karen Donahue

B. Approval of Board members to attend meetings and conferences

C. To establish a petty cash fund of \$200 with Vicky Barbour in charge

D. Budget transfers up to \$5,000 with the approval of the Superintendent

E. Transfer of funds to reserve funds with the approval of the Board of Education

F. Acting Superintendent when Superintendent is absent: Patricia Gibbons

G. Acting Principal when Principal is absent: Patricia Gibbons

Other:

Motion by Deanna Lothrop, seconded by Kathy Dyer with all in favor (7-0)

A. Re-adoption of all policies in effect in the previous year

B. Mileage Rate adopted at the current IRS rate

C. 2014 Graduation Date: Friday, June 27, 2014 @ 7:00 PM

D. 2014 Budget vote date: May 20, 2014 from 7:00 AM- 8:00 PM
2014 Budget vote hearing date: May 8, 2014 @ 6:00 PM

E. Substitute Teacher Rates:

\$85 - Certified

\$80 - w/ 4 year degree

\$70 - w/ less than a 4 year degree

\$65-No degree

Substitute Bus Driver Rates: \$25.75 first 1.5 hours; \$11.00 per hour after

Substitute School Nurse Rates:

R.N. \$85

L.P.N. \$70

Substitute Cleaner Rate: \$8.50/hour Substitute Cafeteria Rate: \$8.50/hour

Substitute Teacher Aide Rate: \$8.50/hour Substitute Bus Monitor Rate - \$8.50/hour

F. Non-resident student tuition rate – Tuition \$1,500 Pre-K-6; \$2,000 – grades 7-12 (for existing students leaving during school year)

G. Board Committees

Buildings & Grounds: Deanna Lothrop, Brian Peters, Scott Rickett

Finance: Gary Nicholson, Terry Countryman, Kathy Dyer

Policy: Kathy Dyer, Deanna Lothrop, Lynn Reichert

Negotiations: Kathy Dyer, Deanna Lothrop, Lynn Reichert

BOARD PRESENTATION

BERNIER, CARR & ASSOCIATES

Rick Tague from Bernier, Carr & Associates reported. The bids for the roof project were opened on June 27, 2013. The lowest bidder was RSI roofing. The work on the project will begin at the end of July. There is \$220,000 remaining in the project budget. The Buildings & Grounds committee will meet to discuss options on use of the remaining funds. Rick gave the board an update on the fields. The grass is growing and Fiacco & Reilly have been working on the softball field. He said that progress was being made.

BOARD INFORMATION

STAFF DEVELOPMENT TRAINING

The staff development training & conferences for July 2013 was included for review.

SCHOOL HEALTH SERVICES

The school health services reports for May & June 2013 was included for review.

CORRESPONDENCE

PTSO PROPOSAL

The PTSO has proposed the purchase of a securable utility trailer to be used for concessions. This will be donated to the school.

SENATOR PATTY RITCHIE

Senator Patty Ritchie sent the board a letter to congratulate Lorraine Caramanna on receiving the 2013 "Teacher of Excellence" award at a special ceremony in Watertown.

**REPORTS
PRINCIPAL**

Principal Davis reported. He has met with 23 out of 25 teachers to discuss their APPR and summative review. All of the teachers fell in the effective or highly effective domains. Graduation went very well; 27 seniors graduated on June 21, 2013.

DIRECTOR OF PUPIL SERVICES

Director Gibbons reported. The 4th grade did well on their science test. It was reported that the Algebra II Regents was considered difficult across the state. This was the first year that teachers were not allowed to score their own Regents. Eleven teachers will be attending 18 workshops this summer.

The DoDEA grant for secondary students is due on July 12, 2013. We are working with Sackets Harbor, LaFargeville, Copenhagen, Alexandria, BOCES, and Laura Payne-Bourcy's group to complete this grant initiative.

SUPERINTENDENT

Superintendent Donahue reported. We are working on refilling the groundskeeper position due to the resignation of our current groundskeeper.

We are working with the Thousand Islands district on a permanent solution for a transportation supervisor. Dina Jareo from LaFargeville will serve as acting Transportation Supervisor.

Reservations have been made for the NYSSBA convention in October. There is still room for the remaining board members who wish to go.

**ACTION ITEMS
MINUTES**

A motion was made by Kathy Dyer, seconded by Deanna Lothrop, to approve the minutes from the June 13, 2013 meeting.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

FINANCIAL REPORTS

A motion was made by Kathy Dyer, seconded by Lynn Reichert, to approve the financial reports:

General Fund Warrant #32	\$122,096.08
General Fund Warrant #1	\$51,196.44
School Lunch Warrant #17	\$1,987.21

Federal Fund Warrant #20 \$395.50
Capital Fund Warrant #7 \$52,476.22
Treasurer's Report May 31, 2013

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

DISPOSAL OF EQUIPMENT

A motion was made by Deanna Lothrop, seconded by Brian Peters, to approve the disposal of equipment.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

FACILITY REQUEST

A motion was made by Deanna Lothrop, seconded by Brian Peters, to approve the request to use the gym for Youth Commission open cheerleading Wednesdays, July 10-August 14, 2013, 6:30-8:30 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

FIELD TRIPS

A motion was made by Deanna Lothrop, seconded by Lynn Reichert, to approve the request for Youth Commission Summer Recreation Program field trips Fridays, July 12-August 2, 2013.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

JLSBA DUES

A motion was made by Lynn Reichert, seconded by Scott Rickett, to approve the Jefferson-Lewis School Boards Association 2013-2014 dues.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

PUBLIC COMMENTS

Eleanor VanNess thinks the idea of the concession stand that will be purchased by the PTSO will get a lot of use. She asked if the soccer fields will be ready for use this year. Superintendent Donahue stated that if the grass grows, it should be ready.

EXECUTIVE SESSION

A motion was made by Terry Countryman, seconded by Deanna Lothrop, to enter into executive session to discuss particular persons and personnel, student issues, and negotiations at 7:31 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

A motion was made by Brian Peters, seconded by Deanna Lothrop, to adjourn executive session at 8:05 PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

ACTION ITEMS PERSONNEL APPOINTMENTS

A motion was made by Kathy Dyer, seconded by Terry Countryman, to approve the following extracurricular appointments:

Boys' Varsity Basketball Coach – Leo Wilson
Girls' Varsity Basketball Coach – Mark Wilson
Boys' JV Basketball Coach – Richard Wallace
Girls' JV Basketball Coach – Kurt Robbins
Boys' Modified Basketball Coach – Daniel Lawson
Girls' Modified Basketball Coach – Cheryl Wilson
Boys' Modified Baseball Coach – Daniel Lawson
Co-Ed Golf Coach – Eric Heath
Cheerleading Coach- Elizabeth Wagenaar
Cheerleading Coach – Lauren Wagenaar
Cheerleading Coach – Morgan Bocciolatt
Comptroller of Extracurricular – Deborah Wilkinson
Dramatics – Meghan Davison
FBLA – Nancy Wearne-Navarra
Flag & Rifle Director – Bridgette Sharlow
Honor Society – Lorraine Caramanna
Honor Society – Marilyn Peters
Marching Band – Michele Bariteau
Odyssey of the Mind – Deborah Wilkinson
Odyssey of the Mind – Eric Heath
Odyssey of the Mind – Michele Bariteau
Odyssey of the Mind – Irene Sullivan
Quiz Team – Nancy Wearne-Navarra
Student Council – Susan Brodeur (paid at current minimum wage)
Varsity Club – Tammy McIntosh (paid at current minimum

wage)

Yearbook – Ann Marie Hyde

Grade 7 Class Advisor – Bridgette Sharlow

Grade 7 Class Advisor – Tammy Ditch

Grade 8 Class Advisor – Jennifer Durr

Grade 8 Class Advisor – Timothy Demster

Grade 9 Class Advisor – Michele Bariteau

Grade 9 Class Advisor – Christine Lachenauer

Grade 10 Class Advisor – Stasse Perkins

Grade 10 Class Advisor – Nancy Wearne-Navarra

Grade 11 Class Advisor – Katie Perkins

Grade 11 Class Advisor – Irene Sullivan

Grade 12 Class Advisor – Deborah Wilkinson

Grade 12 Class Advisor – Christina Trottier

Gary Nicholson	Yes
Kathy Dyer	Yes
Brian Peters	Yes
Scott Rickett	Yes

Terry Countryman	Yes
Deanna Lothrop	Yes
Lynn Reichert	Yes

MOTION CARRIED

RESIGNATION

A motion was made by Deanna Lothrop, seconded by Terry Countryman, to accept the resignation of Justin Henderson, Groundskeeper, effective July 8, 2013.

Gary Nicholson	Yes
Kathy Dyer	Yes
Brian Peters	Yes
Scott Rickett	Yes

Terry Countryman	Yes
Deanna Lothrop	Yes
Lynn Reichert	Yes

MOTION CARRIED

NON-RESIDENT STUDENTS

A motion was made by Kathy Dyer, seconded by Brian Peters, to accept the non-resident student application for Stefania Palm and Dustin Palm, tuition waived.

Gary Nicholson	Yes
Kathy Dyer	Yes
Brian Peters	Yes
Scott Rickett	Yes

Terry Countryman	Yes
Deanna Lothrop	Yes
Lynn Reichert	Yes

MOTION CARRIED

LCSR CONTRACT

A motion was made by Terry Countryman, seconded by Lynn Reichert, to approve the ratification of employment agreement between LCS Board of Education and LCSR, 2013-2018.

Gary Nicholson	Yes
Kathy Dyer	Yes
Brian Peters	Yes
Scott Rickett	Yes

Terry Countryman	Yes
Deanna Lothrop	Yes
Lynn Reichert	Yes

MOTION CARRIED

CONTRACT BID

A motion was made by Deanna Lothrop, seconded by Brian Peters, to receive the contract bid.

Gary Nicholson	Yes
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Terry Countryman	Yes
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Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

A motion was made by Deanna Lothrop, seconded by Brian Peters, to approve the contract bid from RSI Roofing.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

ADJOURNMENT

A motion was made by Lynn Reichert, seconded by Deanna Lothrop, to adjourn the meeting at 8:27PM.

Gary Nicholson	Yes	Terry Countryman	Yes
Kathy Dyer	Yes	Deanna Lothrop	Yes
Brian Peters	Yes	Lynn Reichert	Yes
Scott Rickett	Yes		

MOTION CARRIED

Respectfully submitted,

Missy Holmes
Board of Education Clerk