

LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
February 8, 2024
LCS Library – 6:00 PM

Call to Order by Deanna Lothrop, Board of Education President, at 6:00 PM
Pledge of Allegiance

MISSION STATEMENT

Preparing Today's Students to be Tomorrow's Citizens.

REGULAR MEETING

MEMBERS PRESENT:

Deanna Lothrop, President
Shauna Dupee
Sherri Wilson, District Clerk

Kathy Gardner, Vice President
Darrell DeMotta

MEMBERS EXCUSED:

Ray McIntosh
Lynn Reichert
Jon LaFontaine

ADMINISTRATORS PRESENT:

Patricia Gibbons, Superintendent
Emily Burker, Principal/Athletic Director
Deborah Wilkinson, Curriculum & Data Coordinator
Ariana Morrison, District Treasurer

OTHERS PRESENT: Heather Bourquin; Carrie Calhoun; Brittany Munk; Connie Hanson; Carrie Mitchell; Jennifer Bray; Alanna Haynes; Elizabeth Netto; Mr. & Mrs. James Collins; Tuesday Trainham; Colleen Birchenough; ten (10) grade 5 students.

PRESENTATIONS:

- Mrs. Deborah Wilkinson, Curriculum & Data Coordinator, introduced recently hired staff and student teachers to the Board.
- NCU Award: Mrs. Colleen Birchenough, fifth grade teacher, and several of her students provided information regarding the program she is currently implementing in her classroom. The students all have specific "jobs" related to learning life skills and responsibilities. Mrs. Birchenough and her class were awarded a Northern Credit Union Award for this unique classroom approach to teaching.
- Capital Project Ramp Installation: Superintendent Patricia Gibbons, presented two options for the installation of the new ramp in the main lobby during the upcoming capital project. Superintendent Gibbons outlined the pros and cons of each option, stating the architects will need a decision in the near future to continue with the final plans.
- Cafeteria Update: Mrs. Maureen Benz, Food Service Director, and Ms. Kathleen Sipple, Cook Manager, provided information on the current US and NYS standards and regulation for serving student breakfasts. They presented a tray with an array of approved menu items, all of which are at least 51% whole grain. Mrs. Benz also explained the lack of feasible options for serving a hot breakfast upon student arrival.

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Darrell DeMotta, and seconded by Kathy Gardner. Motion is approved 4 – 0.

1. Approval of Minutes:

- January 11, 2024 - Regular Meeting

2. Approval of Buildings and Grounds requests:

- **May 4, 2024:** Make-A-Wish Foundation Fundraiser, Maureen Harrington-O'Neil – 2024 Wish Hero Joey Bearup, Community Basketball Game – 10:00 AM – 4:00 PM, with game time at 1:00 PM. Certificate of Liability has been provided. Community contact person, Village of Chaumont Mayor, James Morrow.
- **Mar. 15, 22; Apr. 5, 12, 19; May 3, 10, 17, 24, 31, 2024:** AWANA Bible Program, Greg Hoppell – LCS Classroom – 6:00-7:30 PM. Certificate of Liability has been provided

3. Conferences and Workshops:

- **Jan. 23, 1/30; 2/6; 2/13; 2/20; 2/27; 3/5; 3/15/2024:** Step by Step Learning Center Success, Alexandria Patnode – Virtual Training – 7:00-8:00 PM. Teacher Center Grant, \$1000
- **Jan. 23; Mar. 21; May 29, 2024:** Dyslexia Series-Understanding, Recognizing, and Supporting, S. Linkroum – JL BOCES, \$165
- **Mar. 6, 2024:** Literacy Integration in Science & Social Studies, C. Birchenough – JL BOCES – 9:00 AM – 2:00 PM
- **Mar. 11, 2024:** Non-Violence Crisis Intervention, S. Linkroum – JL BOCES, \$30

4. Approval of Financial Reports:

- School Business Report – (Verbal)
- Treasurer's Report, December 2023
- General Fund Warrant #25
- General Fund Supplemental Warrant #24
- School Lunch Fund Warrant #14
- School Lunch Supplemental Warrant #15
- Capital Fund Warrant #2

REGULAR AGENDA

Other Discussion and Action

1. **Public Comments:** None at this time

2. **Ongoing Agenda Items:** None at this time

3. Board Information:

- **Feb. 6, 2024:** PIVOT Counselor Event, K. Kernehan – Youth Alliance of Jefferson County – LCS Cafeteria – 11:20 AM – 12:40 PM
- **Feb. 13, 2024:** PIVOT Counselor Event, K. Kernehan – Lyme Youth Alliance Coalition Board Meeting – LCS PIVOT Room – 3:15-4:00 PM
- **Feb. 15, 2024:** LCS Board of Education Policy Committee Meeting – District Office - 4:00 PM
- **Feb. 16, 2024:** P2 Core Group Assembly, K. Aubertine – P2 Celebration – LCS Gym – 1:15-2:12 PM -
- **Feb. 19-23, 2024:** Winter Recess – No School
- **Feb. 28, 2024:** LCS Board of Education Building & Grounds Committee Meeting – LCS Conference Room – 5:00-6:00 PM

4. Board Information, LCS Events (no action required):

- **Jan. 16-31, 2024:** Sports Program Fundraiser, T. McIntosh - Basketball Apparel Sales – LCS Gym – At Boys' & Girls' Basketball games
- **Jan. 19, 2024:** Gr. 11-12 US Air Force Visit, T. LaVancha – LCS Main Lobby – 11:30 AM – 12:00 PM
- **Jan. 28, 2024:** Parent/Coach Meeting, J. Morrow – Modified Boys' Baseball – LCS Cafeteria – 7:00-8:00 PM
- **Jan. 29 – Feb. 12, 2024:** Class of 2025 Fundraiser, A. Blake – Little Caesar's Pizza Sales – LCS
- **Feb. 14, 2024:** Gr. 10 Field Trip, T. LaVancha – JL BOCES Tech Center, Watertown, NY – 9:30 – 11:00 AM
- **Mar. 8, 2024:** Drama Club Preview Show, L. Martineau – Gr. PK-6 – LCS Gymnasium – 1:30-2:15 PM
- **Mar. 18 – Apr. 1, 2024:** Class of 2026 Fundraiser, A. Radley – Little Debbie's Sales - LCS
- **June 1, 2024:** P2 Club Fundraiser, C. Calhoun/K. Aubertine – Annual Community Volleyball Tournament – 1:00-5:00 PM. Proceeds to be donated to charity of their (P2 Club) choice.

5. Board Discussion/Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve six (6) college credit hours for **Colleen Birchenough** from SUNY Potsdam during the 2023 Fall Semester for course study in Curriculum & Instruction MSED, Advanced Studies in Education.

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 4 – 0.

6. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve six (6) college credit hours for **Karly Sherman** from SUNY Cortland during the 2023 Fall Semester for course study in MS Sports Management, Master of Science.

Motion for approval by Darrell DeMotta, seconded by Shauna Dupee. Motion is approved 4 – 0.

7. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Masters Degree** for the following employee, and for the appropriated salary adjustment to reflect the masters stipend, with the retroactive effective date of December 31, 2023.

Employee Name	Master Degree	Salary Adjustment
Karlie Maloney	Master of Science in Adolescence Ed Apprenticeship – Utica University	Step 2C at a salary of \$54,512, plus the masters stipend of \$400: \$54,912

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 4 – 0.

8. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **2024-2025 MORIC E-Rate and CIPA Agreements**, previously signed and submitted by Superintendent Patricia Gibbons, due to the requested submission deadline date of Feb. 2, 2024.

Motion for approval by Darrell DeMotta, seconded by Kathy Gardner. Motion is approved 4 – 0.

9. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve **Curriculum & Data Coordinator Deborah Wilkinson** as a **Lead Evaluator**, following completion of the Lead Evaluator Recertification Training held on October 11, 2023, at Jeff-Lewis BOCES.

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 4 – 0.

10. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve **Principal/Athletic Director Emily Remington - Burkner** as a **Lead Evaluator**, following completion of the Lead Evaluator Recertification Training held on August 21, 2023, at Jeff-Lewis BOCES.

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 4 – 0.

11. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Science Department Field Trip** request from Adrienne Teachout to attend Physics Education Day at Six Flags Darien Lake, NY on May 20, 2024, 7:00 AM – 9:00 PM. Chaperones: Adrienne Teachout, Karlie Maloney.

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 4 – 0.

12. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve, upon the recommendation of the District Treasurer, the Lyme Central School Board of Education the establishment of the following as a standard workday for the following positions for the purpose of determining days worked reportable to the New York State and Local Employees’ Retirement System:

POSITION	STANDARD WORK DAY (NUMBER OF HOURS)
Building Maintenance Mechanic/Cleaner	8
Cashier	6
Confidential Secretary	8
Cook Manager	8
District Treasurer	8
Food Service Helper	6
Head Automotive Mechanic	8
Laborer	6
School Nurse	7.25
School Safety Officer	7.25
Senior Building Maintenance Mechanic 1	8
Tax Collector	8
Typist	8
Typist/Tax Collector	8

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 4 – 0.

13. Board Action:

BE IT RESOLVED, that the Lyme Central School District takes action to approve, upon the review and recommendation of Madison-Oneida BOCES Policy Coordinator, the following District Policy(s) for adoption, retention, or deletion:

Approval to Adopt:

- Policy #7004 – Admission of Non-Resident Students
- Policy #7006 – Student Attendance
- Policy #8700 – Use of Assistance Animals (replaces 8440)
- Policy #8702 – Therapy Dogs

Approval of Deletion:

- Policy #8440 – Animals in the School (on school property)

Further be it known, 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 Darrell DeMotta, seconded by Shauna Dupee. Motion is approved 4 – 0.

14. 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 **2023-2024** school year.

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 4 – 0.

ADMINISTRATIVE REPORTS:

Principal/Athletic Director Report, Mrs. Emily Burker
Curriculum & Data Coordinator Report, Mrs. Deborah Wilkinson
Superintendent Report, Ms. Patricia Gibbons

CORRESPONDENCE AND COMMUNICATIONS

15. Correspondence Log: Following meeting held on January 11, 2024

16. Calendar of Events: February 2024

17. ITEMS FOR NEXT MEETING, March 14, 2024

- Nothing mentioned at this time

RECOMMENDATIONS AND ACTION

18. Board Action:

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

- **Appoint one (1) Substitute School Nurse**
- **Appoint six (6) Drama Production Volunteers**
- **Appoint two (2) 2023-24 Game Assistant**

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 4 – 0.

19. 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 Darrell DeMotta, and seconded by Shauna Dupee. Motion is approved 4 – 0.

(A) Retirements: None at this time

(B) Resignations: None at this time

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Keri Endres	Substitute School Nurse	RN \$ 135 per day	N/A	February 9, 2024
Stacey Williams	Drama Club Assistant/ Student Monitor	Volunteer	N/A	February 9, 2024
Erin Welch-Elbro	Drama Club Assistant/ Student Monitor	Volunteer	N/A	February 9, 2024
Latesha Getman	Drama Club Assistant/ Student Monitor	Volunteer	N/A	February 9, 2024
Cara Jerome	Drama Club Assistant/ Student Monitor	Volunteer	N/A	February 9, 2024
Debra Cacchillo	Drama Club Assistant/ Student Monitor	Volunteer	N/A	February 9, 2024
Clancy Cox	Drama Club Assistant/ Student Monitor	Volunteer	N/A	February 9, 2024

20. Board Action:

Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the Lyme Central School District, one set of the following prospective employee’s 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:

- **Keri Endres – Substitute School Nurse**

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 4 – 0.

21. EXECUTIVE SESSION: No Executive Session was held.

22. Motion for Adjournment:

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

Motion for approval by Darrell DeMotta, seconded by Shauna Dupee, with motion approved 4 – 0.
Time adjourned: 7:20 PM.

Respectfully submitted:

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, February 8, 2024
- All minutes are unofficial until approved by the Board of Education