

LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
March 14, 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
Darrell DeMotta
Sherri Wilson, District Clerk

Kathy Gardner, Vice President
Lynn Reichert (arrived, 6:10 PM)

MEMBERS EXCUSED:

Jon LaFontaine
Ray McIntosh

ADMINISTRATORS PRESENT:

Patricia Gibbons, Superintendent
Deborah Wilkinson, Curriculum & Data Coordinator
Ariana Morrison, District Treasurer

ADMINISTRATORS EXCUSED:

Emily Burker, Principal/Athletic Director

OTHERS PRESENT: Carrie Mitchell, Tina Landew

PRESENTATIONS: No presentation

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:

- February 8, 2024 - Regular Meeting

2. Approval of Buildings and Grounds requests:

- **Mar. 17- May 26, 2024:** Town of Lyme Youth Commission, S. Doney – Youth Softball & Baseball – LCS Gym, Sundays only – 10:00 AM – 5:00 PM
- **Mar. 15 – April 30, 2024:** Varsity Boys' Basketball Open Gym, T. Hodge – LCS Gym – Tuesdays and Thursdays – 7:00-9:00 PM. Permission granted based on availability of the gym during baseball/softball season.

3. Conferences and Workshops:

- **March 11, 2024:** NCI Retraining, T. LaVancha – JL BOCES – 8:00-11:00 AM
- **March 13 & 14, 2024:** NYSAA Annual State Athletic Director's Conference, E. Burker – Saratoga Springs, NY
- **March 21 & May 9, 2024:** Dyslexia Series, Alanna Haynes – JL BOCES – 9:00 AM – 2:00 PM

4. Approval of Financial Reports:

- School Business Report – (Verbal)
- Treasurer's Report, January 2024
- General Fund Warrant #27
- General Fund Supplemental Warrant #29
- School Lunch Fund Warrant #17
- Federal Fund Warrant #5

REGULAR AGENDA

Other Discussion and Action

1. Public Comments:

- Carrie Mitchell: Commented on how much she enjoyed the drama production of *Beauty and The Beast, Jr.* She also mentioned that the lighting in front of the school on Academy St. was very poor. She was parked down the street and it was difficult to see where she was walking. Ms. Mitchell suggested the district look into proper lighting options. Superintendent Gibbons stated the district would seek options, possibly using contingency money in the upcoming capital project to purchase additional lighting.
- Tina Landew: Following a motion to enter into Executive Session, but prior to the start of executive, Mrs. Landew stated that she had concerns regarding several issues with the management of the district, and asked how she would go about getting some things changed. Board President, Mrs. Lothrop, informed Mrs. Landew that the time for public comments is when the Board President opens the floor to the public, and not after the board has adjourned to executive session. Mrs. Lothrop also informed Mrs. Landew that there is a proper district chain of command to address concerns, in addition to a Public Comment Form located on the district website, which is to be completed and submitted to the Board Clerk when requesting to address the Board. Superintendent Gibbons suggested Mrs. Landew schedule a meeting with her to further discuss her concerns. However, Mrs. Landew stated that she was unfamiliar with the process and was waiting instruction on how to address the Board during public comment, she then continued to voice her concerns on several issues which she would like the district to address. Executive Session resumed following Mrs. Landew's departure.

2. Ongoing Agenda Items:

- None at this time

3. Board Information:

- **Jefferson-Lewis BOCES 2024 Member Nominating Procedures & Information**
- **6th Annual LCS Scholarship Report: Mr. Bilkey L. Moore, LCS Scholarship Committee**
- **March 19, 2024:** LCS Board of Education Policy Committee Meeting – District Office - 4:00 PM
- **March 29, 2024:** Good Friday, No School
- **April 10, 2024: Invitation,** Jefferson-Lewis BOCES Annual Dinner Meeting – Howard G. Sackets Technical Center, Glenfield, NY – 6:00 PM. Presentation of the 2024-2025 proposed BOCES Budget will begin at 7:15 PM. **Registration is due by March 22, 2024. Please, contact Mrs. Wilson prior to that date if you plan to attend.**
- **April 11, 2024:** LCS Board of Education Finance Committee Meeting – Conference Room - 5:15 PM
- **April 17, 2024:** Jeff-Lewis BOCES Annual Budget Vote and Member Election – LCS District Office – 5:00 PM
- **April 22-26, 2024:** Spring Recess, No School
- **May 9, 2024:** Annual Budget Hearing, immediately followed by Regular Board Meeting – 6:00 PM
- **May 21, 2024:** Annual District Budget Vote and Board Member Election – STEM Lab - 7:00 AM -8:00 PM

4. Board Information, LCS Events:

- **Feb. 21, 22, 23, 2024:** Drama Club, L. Martineau – Drama Production Rehearsal – LCS Gym/Stage –12:00 – 3:00 PM
- **Feb. 24, 2024:** Drama Club, L. Martineau – Drama Production Rehearsal – LCS Gym/Stage – 10:00 AM – 3:00 PM
- **Feb. 25, 2024:** JV Boys’ Basketball, J. Morrow – Post season pizza party – LCS Gym – 4:00-5:30 PM
- **Feb. 26-Mar. 11, 2024:** NHS Fundraiser, B. Faulknham/A. Teachout – RADA Sales – LCS
- **Feb. 27, 2024:** Varsity Club Meeting, T. McIntosh – Organize Easter Egg Hunt and Dodgeball Tournament – LCS STEM Lab – 6:00-6:30 PM
- **Mar. 3, 2024:** Parent/Coaches Meeting, J. Morrow – Mod. Boys’ Baseball – LCS Cafeteria – 7:00-8:00 PM
- **Mar. 4-6, 2024:** Softball Open Gym, M. Goutremout – Mod./Varsity Girls’ - LCS Gym – 7:00-8:30 PM
- **Mar. 8 – 9, 2024:** Student Council Fundraiser, K. Sanford – Drama Production Concessions – LCS Lobby – 7:00-8:30 PM (3/8), 1:00 – 3:30 PM and 7:00-8:30 PM (3/9)
- **Mar. 11, 2024:** : Parent/Coaches Meeting, K. Bronson – Var. Boys’ Baseball – LCS Cafeteria – 4:15-5:00 PM
- **Mar. 11, 2024:** Gr. 11-12 Military Visit, T. LaVancha – US Army – LCS Main Lobby – 11:15 AM – 12:00 PM
- **Mar. 16, 2024:** Drama Club Field Trip, L. Martineau – Indian River CSD/ Blue Heron Restaurant – 2:00 – 6:30 PM
- **Mar. 16, 2024:** Varsity Club Event, T. McIntosh – Community Easter Egg Hunt – LCS playground and soccer fields – 11:00 AM – 1:00 PM
- **Mar. 22, 2024:** Gr. 11-12 Field Trip, T. LaVancha – JCC Career Day, Watertown, NY – 8:30 AM – 2:30 PM
- **Mar. 23, 2024:** Varsity Club Fundraiser, T. McIntosh – Gr. 4-12 Dodgeball Tournament – LCS Gymnasium – 9:00 AM – 12:00 PM
- **Mar. 27, 2024:** Class of 2024 Parent Meeting, K. & S. Perkins – Parent updates for Senior Trip – LCS Cafeteria – 6:00-7:30 PM
- **Mar. 28, 2024:** Student Council Assembly, S. Doney – College Athletic Signing, E. Froelich – LCS Gym – 2:40-2:58 PM
- **Apr. 17, 2024:** Gr. K Parent Meeting; Gr. PK Teddy Bear Picnic, B. Stumpf/I. Sullivan – Parent Kindergarten Information Session – LCS Cafeteria (Teddy Bear Picnic) and Gr. K Classroom – 1:30-2:10 PM
- **May 16, 2024:** Gr. K Field Trip, B. Stumpf – Rock Island Lighthouse, Clayton, NY – 8:40 AM – 1:30 PM
- **May 21, 2024:** Health & Wellness Class, K. Aubertine – Health & Wellness Fair – LCS Gym – 5:00-7:00 PM

5. Board Discussion/Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve, pursuant to Education Law, Section 259, the Board of Education of the Lyme Central School District is authorized to levy and collect an annual tax, year after year, separate and apart from the annual school district budget, in the amount of ninety seven thousand, four hundred, and forty one (\$97,441.00) dollars which shall be paid to the Lyme Free Library for the support and maintenance of the library. With this appropriated amount to be the annual appropriation thereafter until modified by the registered voters of the Lyme Central School District.

Motion for approval by Shauna Dupee, seconded by Kathy Gardner. Motion is approved 5 – 0.

6. Board Action:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the easement with **Niagara Mohawk Power Corporation** as provided, and authorizes the Superintendent of Schools to execute the easement documents on behalf of the Lyme Central School District

Motion for approval by Darrell DeMotta, seconded by Lynn Reichert. Motion is approved 5 – 0.

7. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the Lyme Central School District's **2024-2025 School Year Calendar** as drafted in collaboration with Jefferson-Lewis BOCES.

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 5 – 0.

8. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Lyme Central School Board of Education** scheduled meeting dates for the **2024-2025** school year.

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 5 – 0.

9. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Madison-Oneida BOCES Services Agreement** with the Lyme Central School District for the **2024-2025** school year.

Motion for approval by Darrell DeMotta, seconded by Shauna Dupee. Motion is approved 5 – 0.

10. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the acceptance of the RFP public bid proposal for **External Auditor Services** for the Lyme Central School District with **Bowers CPAs & Advisors** as follows:

Provision of Annual Audit Services for the Year Ending June 30, 2024 - Not To Exceed	*TOTAL: \$23,200
Provision of Annual Audit Services for the Year Ending June 30, 2025 - Not To Exceed	*TOTAL: \$24,200
Provision of Annual Audit Services for the Year Ending June 30, 2026 - Not To Exceed	*TOTAL: \$25,400

**Total fee includes \$2,500 for single audit, if applicable*

Motion for approval by Lynn Reichert, seconded by Darrell DeMotta. Motion is approved 5 – 0.

11. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **Watertown City School District** contract for **Health and Welfare Services** for the 2023-2024 school year, beginning on September 7, 2023 and ending on June 30, 2024.

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 5 – 0.

12. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education, upon the recommendation of the Superintendent, takes action to assign the position of **Lyme Central School District DASA Coordinator** to Building Principal **Emily Remington – Burkner**, working in collaboration with current LCS DASA Coordinator Deborah Wilkinson, Curriculum & Data Coordinator. There will be no additional stipend for this assigned position.

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 5 – 0.

13. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the appointment of Rachel Risetto as a DASA Investigator and authorizes the Board of Education President to execute the independent consulting agreement upon review and approval of the District's school attorney.

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. Motion is approved 5 – 0.

14. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve **Senior Building Maintenance Mechanic, Todd LaSage**, as a **Class A/B Operator of Underground Storage Tank (UST) Systems**, following completion of the UST Operator Authorization Training held on February 28, 2024 by the NYS Department of Environmental Conservation.

Motion for approval by Kathy Gardner, seconded by Lynn Reichert. Motion is approved 5 – 0.

15. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the **2024-2025 St. Lawrence-Lewis Cooperative Purchasing Fuel Awards** as follows:

Fuel Type/ Plan	District Building	Supplier
Gasoline – Plan C, \$2.6554 per gallon	Fuel Depot	Buell Fuel
Ultra-Low Diesel/Ultra-Low Kerosene Blend – Plan C, \$2.9389 per gallon	Fuel Depot	Christman Fuel
LP Gas/Propane - Plan C, \$1.3596 per gallon	Lyme Main Building	Suburban Propane (required choice)

Motion for approval by Darrell DeMotta, seconded by Kathy Gardner. Motion is approved 5 – 0.

16. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve and adopt the following BOCES Services Contracts with the Lyme Central School District for the **2024-2025** school year:

- Mohawk Regional Information Center (MORIC) BOCES – **Board Policy Audit Services** and **Medicaid Reimbursement Services**
- St. Lawrence – Lewis (SLL) BOCES – **Cooperative Purchasing** and **School Food Management Services**
- Onondaga-Cortland-Madison (OCM) BOCES – **Section III Sports Services**

Motion for approval by Lynn Reichert, seconded by Kathy Gardner. Motion is approved 5 – 0.

17. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve and adopt, the following policies/procedures, per the recommendation of Madison-Oneida BOCES policy coordinators, and as reviewed by the BOE Policy Committee:

- #0017 – Student Registration and Pre-Registration to Vote *Policy is Required*
- #4505 – Procurement: Uniform Grant Guidance for Federal Awards
- #5010 – Workplace Violence Prevention *Policy is Required*

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 Darrell DeMotta, seconded by Shauna Dupee. Motion is approved 5 – 0.

18. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve, as per the LCSTA contract, *“If by April 1, three (3) or more unused snow/emergency days remain, bargaining unit members will not be required to report for work on one (1) day to be determined by the Superintendent after discussion with the Association President.”* Therefore, on April 8, 2024 the District will be closed in observance of the Solar Eclipse. In addition, upon the recommendation of Superintendent Patricia Gibbons, with anticipated additional unused emergency/snow days, a second give back snow day is requested and will be granted on April 19, 2024, as an extension to the Spring Recess. The district will be closed on both April 8, 2024 and April 19, 2024.

Motion for approval by Darrell DeMotta, seconded by Lynn Reichert. Motion is approved 5 – 0.

19. Board Action:

BE IT RESOLVED that the Lyme Central School District takes action to approve, by roll call vote, the establishment of a second Capital Reserve Fund as detailed in the following resolution:

RECITAL

WHEREAS, the Lyme Central School District (the “District”) is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the “Regulations”), and

WHEREAS, the District is considering establishing a new reserve pursuant to Section 3651 of the NYS Education Law; and

WHEREAS, the District has reviewed the classifications of actions contained in the Regulations; and

BE IT RESOLVED by this Board of Education as follows:

Section 1. The District, having reviewed the impact of establishing a reserve fund upon the environment, hereby determines that such action constitutes a “Type II Action” under the Regulations and is not subject to review under SEQRA.

Section 2. The proposition hereinafter set forth is hereby authorized to be submitted for the approval of the qualified voters at the annual school district election to be held in said District on May 21, 2024.

Section 3. The District Clerk is hereby authorized and directed to include as a part of the notice of the annual district meeting and election notice the proposition in substantially the following form:

NOTICE IS HEREBY FURTHER GIVEN that at said annual election to be held on May 21, 2024, the following proposition will be submitted:

PROPOSITION

Shall the Board of Education of the Lyme Central School District be authorized to establish a new reserve fund pursuant to Section 3651 of the Education Law in an amount not to exceed \$500,000 and having a 10 year term to be used for renovations and additions to all District facilities, including the purchase of equipment, technology upgrades, classroom equipment and/or school infrastructure equipment, security and safety improvement, site development, athletic fields, plumbing, storm and sanitary sewers, boilers, driveways, and parking lots, such reserve fund to be funded from (i) year-end budget surplus funds known as unassigned fund balance, as available, for the fiscal year ended June 30, 2024 and each fiscal year thereafter, (ii) transfers of excess monies from Board of Education designated reserves, (iii) amounts from budgetary appropriations from time to time, and (iv) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law?

Section 4. The vote upon the proposition to be submitted to the qualified voters shall be by ballot on voting machines or paper ballots and the District Clerk is hereby authorized and directed to have the necessary ballot labels printed in form corresponding as nearly as may be with the requirements of the Education Law. The Clerk of the School District further authorized and directed in the name and on behalf of the District to do all acts and things necessary, following the advice and counsel of the District’s Attorney and the District’s Bond Counsel, to comply with all applicable laws, regulations and executive orders relating to the Annual Meeting to be held on May 21, 2024, and to do all other acts as may be necessary, or in the opinion of the District’s Attorney and the District’s Bond Counsel, desirable or proper to effectuate the purposes of the foregoing Resolution and to cause compliance by the District with all applicable laws, regulations and executive orders relating to the notice of, and procedural steps to be taken in connection with such Annual Meeting.

Section 5. This resolution shall take effect immediately.

Board Members	Vote
Deanna Lothrop, President	Yes
Kathy Gardner, Vice President	Yes
Shauna Dupee, Member	Yes
Jon LaFontaine, Member	Absent
Lynn Reichert, Member	Yes
Darrell DeMotta, Member	Yes
Ray McIntosh, Member	Absent

Motion for approval by Darrell DeMotta. Motion is

Kathy Gardner, seconded by approved 5 – 0.

20. Board Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the Equipment Disposal Request from the Library Media Specialist, Lydia Doolittle, for library books (641 in total) deemed damaged and/or outdated and no longer in circulation. Discarded books will be used for library instruction, donated, and/or given to students for vacation/summer reading.

Motion for approval by Lynn Reichert, seconded by Shauna Dupee. Motion is approved 5 – 0.

21. 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 **2023-24** and **2024-2025** school years.

Motion for approval by Kathy Gardner, seconded by Darrell DeMotta. Motion is approved 5 – 0.

ADMINISTRATIVE REPORTS:

- Curriculum & Data Coordinator Report, Mrs. Deborah Wilkinson
- Superintendent Report, Ms. Patricia Gibbons
- Transportation Report, Mr. Jacob Phelps

CORRESPONDENCE AND COMMUNICATIONS

- 22. Correspondence Log: Following meeting held on February 8, 2024
- 23. Calendar of Events: MONTH

24. ITEMS FOR NEXT MEETING, April 11, 2024

- _____

RECOMMENDATIONS AND ACTION

25. Board Action:

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

- **Accept resignation - 1 FTE Head Automotive Mechanic**
- **Appoint one (1) Substitute Mechanic**
- **Appoint one (1) Substitute Bus Driver**
- **Appoint one (1) 2023-24 Varsity Baseball Assistant Coach**

Motion for approval by Darrell DeMotta, seconded by Kathy Gardner. Motion is approved 5 – 0.

26. 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 Lynn Reichert, and seconded by Shauna Dupee. Motion is approved 5 – 0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Jacob Phelps	Head Automotive Mechanic	March 15, 2024

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Jacob Phelps	Substitute Mechanic	\$30.00 per hour	N/A	March 18, 2024
Todd LaSage	Substitute Bus Driver	\$26.00 first 1 ½ hours, \$15.00 per hour thereafter	N/A	March 15, 2024

(D) UNPAID Coaching Appointments as listed:

Name	Spring 2023-24 Sports	Coaching Certification	Effective Date
Benton Kessler	2023-24 Varsity Baseball Assistant Coach	Teacher	March 15, 2024

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 2nd-4th Renewal: Child Abuse / School Violence / DASA / First Aid / CPR / Concussion Workshop / Philosophies & Principals / Theories and Techniques [sport specific] / Health Sciences / Fingerprint Clearance ****

27. 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 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:

- **Benton Kessler** - Varsity Baseball Assistant Coach

Motion for approval by Darrell DeMotta, seconded by Lynn Reichert. Motion is approved 5 – 0.

28. EXECUTIVE SESSION:

Motion was made by Kathy Gardner, seconded by Darrell DeMotta, **to enter executive session** for the discussion of matters which may lead to the discipline of a particular student(s) related to a recent DASA complaint.

Motion approved 5 – 0. *Time entered, 6:44 PM.

**See public comment section, a community member addressed the Board following a motion to enter executive session, however the Board did not commence with executive session until after the community member left the meeting.*

RETURN to REGULAR MEETING:

Motion was made by Kathy Gardner, seconded by Darrell DeMotta, to adjourn the executive session and reconvene to the regular meeting with motion approved 5 – 0. Time returned, 7:41 PM.

29. 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 5 – 0. Time adjourned: 7:42 PM.

Respectfully submitted:

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, March 14, 2024
- All minutes are unofficial until approved by the Board of Education