

LYME CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting
Minutes
October 12, 2023
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
Lynn Reichert
Ray McIntosh

Kathy Gardner, Vice President
Shauna Dupee
Sherri Wilson, District Clerk

MEMBERS EXCUSED:

Jon LaFontaine
Darrell DeMotta

ADMINISTRATORS PRESENT:

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

ADMINISTRATORS EXCUSED:

Christopher Marshall, Principal/Athletic Director

OTHERS PRESENT:

PRESENTATIONS:

- 2022-23 Virtual Audit Report: Daniel Krol, Partner, and Nic Clement, Staff Accountant, of Bowers & Company CPAs, PLLC. Mr. Krol reported via ZOOM on the findings for the 2022-23 Annual Audit, stating that the district is in good financial standing, citing only a few minor non-compliance issues. The issues noted will be addressed and rectified within the district in an appropriate timeframe.

CONSENT AGENDA

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Lynn Reichert, and seconded by Shauna Dupee. Motion is approved 5 – 0.

1. Approval of Minutes:

- September 14, 2023 - Regular Meeting

2. Approval of Buildings and Grounds requests:

- **Oct. 27, 2023:** Student Council Community Blood Drive, K. Aubertine – American Red Cross – LCS Gym – 8:00 AM - 4:00 PM. Additional date, Spring 2024, TBD.
- **Nov. 4, 2023 – Feb. 25, 2024:** Town of Lyme Youth Commission, Stephanie Doney – Youth Basketball Program – LCS Gym – 11:00 AM – 4:00 PM, Sundays (Saturdays TBD, if available). Certificate of Liability to be provided.

3. Conferences and Workshops:

- **Oct. 13, 2023:** ASBO Meeting, A. Morrison/H. Archuleta – JL BOCES, Conf. Rooms A – B – Business Meeting – 8:30 - 11:00 AM
- **Oct. 13, 2023:** Northern Chapter ASBO Meeting, A. Morrison/P. Gibbons/J. Phelps - JL BOCES, Conf. Rooms A – B – Powering the Future – 11:00 AM - 2:00 PM
- **Oct. 16, 2023:** Studies Weekly Social Studies Training, P. Brennen/K. Perkins/B. Sharlow/C. Birchenough/E. Heath – Virtual workshop – LCS Conference Room – 12:30-2:45 PM
- **Oct. 25, 2023:** Science Elementary Investigations, Circle of Life: K. Perkins – Jeff-Lewis BOCES – 9:00-11:00 AM
- **Nov. 1, 2023:** Elementary Science, Light it Up: K. Perkins – Jeff-Lewis BOCES – 9:00-11:00 AM
- **Nov. 9, 2023:** Chemical Hygiene Training, A. Teachout – JL BOCES – 9:00-12:00 PM

4. Approval of Financial Reports:

- School Business Report – (Verbal)
- Treasurer's Report, August 2023

- General Fund Warrant #10
- School Lunch Fund Warrant #7
- FF Fund Warrant #2
- 2022-2023 Audit Report, Bowers & Company CPAs, PLLC
- 2023-2024 Corrective Action Plan (CAPS) Report

REGULAR AGENDA

Other Discussion and Action

1. Public Comments:

- None at this time

2. Ongoing Agenda Items:

- None at this time

3. Board Information:

- **Oct. 17, 2023:** BOE Policy Committee Meeting – LCS Conference room – 4:00 PM
- **Oct. 19, 2023:** BOE Negotiations Committee Meeting – LCS Conference room – 4:00 PM
- **Oct. 24, 2023:** Capital Project Vote – LCS STEM Lab – 7:00AM - 8:00PM
- **Nov. 1, 2023:** Tri-Board Meeting – LCS Library – 6:00 PM
- **Nov. 10, 2023:** Veteran’s Day – No School
- **Nov. 15, 2023:** BOE Policy Committee Meeting – LCS Conference room – 4:00 PM
- **Nov. 16, 2023:** Parent/Teacher Conferences, SCD – LCS – 1:00-8:00 PM
- **Nov. 30, 2023:** NYSSBA Workshop – JL BOCES, Conf. rooms A & B – Topic: Issues Facing Boards of Education
- **Per Business Office:** Purchase of SIP phone lines & system upgrade (\$35,795.15) from Core BTS. Piggybacking off of three contracts: NCPA Contract 01-97; Nassau BOCES Bid #22/23-050; NYS Contract PM20800
- **Per Business Office:** Purchase of one (1) pipe threading machine (\$5,298.60) from Grainger: NYS Contract Pricing PC69879

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

- **Sept. 13, 2023:** Varsity Club Meeting, T. McIntosh – LCS STEM Lab – Discuss plans for Homecoming – 5:30-6:00 PM
- **Sept. 15-29, 2023:** Yearbook Fundraiser, A. M. Hyde – Save Around Coupon Book – LCS
- **Sept. 22, 2023:** Student Council Event, S. Doney – Pep Rally for Homecoming – LCS Gym – 2:10-2:58 PM
- **Oct. 2-16, 2023:** Class of 2028 Fundraiser, S. Doney – Krispy Kreme Doughnut Sales – LCS
- **Sept. 28-Oct. 10, 2023:** Varsity Club Fundraiser, T. McIntosh – Can & Bottle Drive – TDS Parking Lot – 8:00 AM-8:00 PM
- **Oct. 3, 2023:** Gr. 11-12 College Visit, T. LaVancha – Alfred State – LCS Main Lobby – 1:30 – 2:00 PM
- **Oct. 5, 2023:** SRP Union Meeting, T. McIntosh/J. Sosa – Annual Meeting – LCS Library – 4:30-5:30 PM
- **Oct. 6-20, 2023:** Class of 2027 Fundraiser, K. Aubertine/K. Cole – Gertrude Hawk Candy Sales – LCS
- **Oct. 10, 2023:** Fire Prevention Day Activities, C. Marshall – LCS Parking Lot – Chaumont & TMB Fire Dept. – 8:30 AM – 12:30 PM
- **Oct. 11, 2023:** Whiz Quiz Team Field Trip, D. Lawson – Whiz Quiz Tournament - Watertown WPBS Station – 8:40 AM – 12:15 PM
- **Oct. 12, 2023:** Community Presentation, S. Wilson – King & King Architects Capital Project Presentation – LCS – 5:00-6:00 PM
- **Oct. 12, 2023:** Var. Boys’ Soccer, K. Bronson - Senior Night Dinner – LCS Cafeteria – 6:30-8:00 PM
- **Oct. 14, 2023:** Varsity Club event, T. McIntosh – Trunk-or-Treat – Chaumont Fire Hall – 11:00 AM – 2:00 PM
- **Oct. 20, 2023:** Gr. 11-12 College Visit, T. LaVancha – Northern New York Community College – 11:15 AM – 12:00 PM
- **Nov. 1, 2023:** Music Dept. Band Field Trip, E. Johnson – Bi-County – Lowville Academy, NY – 8:45 AM – 4:40 PM
- **Nov. 1, 2023:** Gr. 10 & Health Elective Classes Field Trip, K. Aubertine/K. Sherman – Wellesley Island State Park – 8:30 AM – 2:30 PM
- **Nov. 11, 2023:** Class of 2024 Fundraiser, K. Perkins/S. Perkins – Chicken BBQ & Christmas Market – Chaumont Fire Hall – 10:00 AM – 3:00 PM
- **Nov. 13, 2023:** Gr. 11-12 College Visit, T. LaVancha – SUNY Canton – LCS Main Lobby – 11:00-11:30 AM

5. Board Discussion/Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve to approve to approve the field trip for the **Class of 2024 Senior Trip** to Disneyworld, Orlando Florida, during the anticipated dates of **May 3-8, 2024**. Chaperones: Stasse Perkins, Katie Perkins, and one other to be determined, if needed.

Motion for approval by Ray McIntosh, seconded by Kathy Gardner. Motion is approved 5 – 0.

6. Board Discussion/Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the field trip request from the **Music Department Chorus Group** to **SUNY Potsdam Crane School** of Music on **November 17th and 18th, 2023**, to participate in Area All-State. Chaperone for this event: Ms. Mackenzie Gehrke.

Motion for approval by Kathy Gardner, seconded by Ray McIntosh. Motion is approved 5 – 0.

7. Board Discussion/Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action, upon the recommendation of the Superintendent of Schools, to approve by roll call vote, the revised non-contractual agreement for School Safety Officer, Mr. William Rafferty, with an increase in salary of \$5,000 (\$35,000) as based on competitive salaries for this position. The approved salary adjustment to be in effect as of, October 13, 2023, and will be pro-rated accordingly for the 2023-24 school year.

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

Motion for approval by Ray McIntosh, seconded by Lynn Reichert. Motion is approved 5 – 0.

8. Board Discussion/Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the following resolution, pursuant to **Education Law 2-d**, for participation in the **Google Opt-in Agreement** between **Erie 1 BOCES and the Lyme Central School District for the 2020-2024** school years, with the resolution as stated:

EDUCATION LAW 2-d OPT-IN

This Education Law 2-d Opt-In (“Opt-In”) is executed and entered into as of the date of execution specified below (“Effective Date”), by the School District identified below (“District”). The existing agreement with Erie 1 BOCES and Boom Learning, Canva, Classcraft Studios, Code.org, Desmos (Math Tools), Digital Teaching Tools (Whiteboard.fi), EverFi, Kahn Academy, Liminex, Inc. dba GoGuardian (Pear Deck, Snapwiz – Edulastic), Nearpod, Suntex International (First in Math), Tools for Schools, Wakelet Limited, World Wide Scholastic Esports Foundation (NASEF), will expire on June 30, 2024.

WHEREAS, Boom Learning, Canva, Classcraft Studios, Code.org, Desmos, Digital Teaching Tools, EverFi, Kahn Academy, Liminex, Inc. dba GoGuardian, Nearpod, Suntex International, Tools for Schools, Wakelet Limited, World Wide Scholastic Esports Foundation (NASEF) (“Vendors”), corporations that provides certain free services to the District pursuant to certain contractual arrangements and Vendor Terms of Service (“TOS”) entered into between District and Vendor; and,

WHEREAS, the State of New York has enacted New York Education Law 2-d; and,

WHEREAS, Erie 1 Board of Cooperative Educational Services (“Erie 1 BOCES”), a municipal corporation organized and existing under the Education Law of the State of New York having its principal offices at 355 Harlem Road, West Seneca, NY 14224, has entered into an EDUCATION LAW 2-d Agreement (“Agreement”) with each vendor offering a free product in order to address and give binding effect to the terms of New York Education Law 2-d and each of the Agreements provides that school districts (public, private and charter) can become party to the Agreements by executing a written opt-in to do so; and,

WHEREAS, District wishes to become party to the Agreements;

NOW THEREFORE, District attests and agrees as follows:

1. District has evaluated its needs with respect to New York Education Law 2-d and wishes to become subject to the terms of the Erie 1 BOCES Agreements for the products listed above;

2. District hereby formally notifies Erie 1 BOCES and confirms that it is opting into the Agreements in accordance with the Agreement.
3. By executing this Opt-In, District agrees to be bound by and to comply with the terms of the Agreements.

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

9. Board Discussion/Action:

BE IT RESOLVED, that the Lyme Central School Board of Education takes action to approve the following **General Fund Account** transfers:

<u>Reference Number</u>	<u>Account Transfer Description</u>
#2302	Reclassify BOCES Expenditures
#2303	Reclassify Non-contractual Salaries and Contractual obligations. BOE approved, 9/14/23
#2306	Reclassify summer salary for School Counselor
#2307	Reclassify Expenditures for SIP Phone Line Project

Motion for approval by Lynn Reichert, seconded by Ray McIntosh. Motion is approved 5 – 0.

10. 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 years.

Motion for approval by Kathy Gardner, seconded by Shauna Dupee. 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

11. Correspondence Log: Following meeting held on September 14, 2023
12. Calendar of Events: October 2023

13. ITEMS FOR NEXT MEETING, November 9, 2023

- Nothing noted at this time

RECOMMENDATIONS AND ACTION

14. Board Action:

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

- **Reappoint one (1) Long-term Substitute, Science Teacher, for 2023-2024 School Year**
- **Accept Resignation/Retirement one (1) FTE Bus Driver**
- **Appoint one (1) Substitute Teacher**
- **Appoint one (1) Long-term Substitute, Pre-K Aide**
- **Appoint one (1) FTE Building Principal/Athletic Director**
- **Appoint one (1) 2023-24 JV Girls' Basketball Coach**
- **Appoint two (1) 2023-24 Game Assistant**

Motion for approval by Ray McIntosh, seconded by Kathy Gardner. Motion is approved 5 – 0.

15. 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 Ray McIntosh, and seconded by Kathy Gardner. Motion is approved 5 – 0.

(A) Retirements:

Name	Position	Effective Date
Kevin Shampoe	1 FTE Bus Driver	January 4, 2024

(B) Resignations as listed: None at this time

(C) Appointments as listed:

Name	Position	Annual Salary / Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Troy Darrah	2023-24 Long-term Substitute Science Teacher	Day 1-15, \$125 per day; Day 16 th , Step 1A at \$256.45 per day	N/A	Retroactive: September 1, 2023
Madeleine Rowland	2023-24 Substitute Teacher	4-yr degree, non-cert.: \$125 per day	N/A	October 13, 2023
Pamela Murray	2023-24 Long-term Substitute, Pre-K TA	\$115 per day	N/A	January 29 – May 17, 2024
Emily Remington-Burker	1 FTE Building Principal/Athletic Director	\$95,000, pro-rated to start date: \$60,288.46	3-Yr. Probationary Tenure track: Nov. 13, 2023 – Nov. 12, 2026	Anticipated start date: Nov. 13, 2023
Chad Doney	2023-24 Game Assistant	\$23 per game	N/A	October 13, 2023
Adam Linkroum	2023-24 Game Assistant	\$23 per game	N/A	Retroactive: Sept. 1, 2023

(D) PAID Coaching Appointments as listed:

Name	Winter 2023-24 Sports	Stipend	Coaching Certification	Effective Date
Colleen Birchenough	JV Girls' Basketball	\$3529	Teacher/Professional	October 13, 2023

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 ****

16. Board Action:

Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the Lyme Central School District, two sets of the following prospective employees' 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:

- **Madeleine Rowland – Substitute Teacher**
- **Emily Remington-Burker – Building Principal/Athletic Director**

Motion for approval by Ray McIntosh, seconded by Lynn Reichert, with motion approved 5-0.

EXECUTIVE SESSION:

Motion was made by Kathy Gardner, seconded by Shauna Dupee, to enter into executive session for the discussion of matters leading to the appointment of one (1) particular individual. Motion approved 5-0. Time entered, 6:38 PM.

RETURN TO OPEN SESSION:

Motion was made by Kathy Gardner, seconded by Lynn Reichert, to adjourn the executive session and reconvene to the regular meeting, with motion approved 5-0. Time returned, 7:08 PM.

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 Shauna Dupee, with motion approved 5-0. Time adjourned: 7:09 PM.

Respectfully submitted:

Sherri Wilson - District Clerk

- Supporting documents may be found in supplemental file dated, October 12, 2023
- All minutes are unofficial until approved by the Board of Education