

LYME CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
**Regular Meeting**  
Draft Minutes  
**April 17, 2025**  
**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

Kathy Gardner, Vice President  
Ray McIntosh  
Carrie Mitchell

**MEMBERS EXCUSED:**

Lynn Reichert  
Sherri Wilson, Board Clerk

**ADMINISTRATORS PRESENT:**

Patricia Gibbons, Superintendent  
Emily Burkner, Principal/Athletic Director  
Deborah Wilkinson, Curriculum & Data Coordinator  
Ariana Morrison, School Business Administrator/Interim Board Clerk

**ADMINISTRATORS EXCUSED:**

**OTHERS PRESENT:**

Cassandra Shuler  
Clancy Cox  
Sheri Fields  
Matthew Tucker

**PRESENTATIONS:**

- Superintendent Gibbons to introduce new employee, Mrs. Sheri Fields, District Treasurer/Tax Collector

**CONSENT AGENDA**

A motion for approval of the following items as listed under the CONSENT AGENDA is made by Shauna Dupee, and seconded by Carrie Mitchell. Motion is approved 6 – 0.

**1. Approval of Minutes:**

- March 13, 2025 - Regular Meeting
- April 14, 2025: Special Meeting, Jefferson-Lewis BOCES Annual Budget Vote and Member Election

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

- None at this time

**3. Conferences and Workshops:**

**April 29, 2025:** Vocal Music: Choral Mastery, Program Building, M. Gehrke – JL BOCES – 8:00 AM – 3:30 PM

**April 30, 2025:** Regents Testing Workshop, T. Kimmis – MORIC, Virtual – 2:00-3:30 PM

**May 9, 2025:** New Administrators' Mentoring/Networking Meeting, D. Wilkinson – JL BOCES – 8:30-11:30 AM

**May 21 – 22, 2025:** Introduction to Governmental Accounting, S. Fields – Online – 9:00 AM – 3:00 PM

**June 11 – 12, 2025:** Accounting Principles and Procedures, S. Fields – Online – 9:00 AM – 3:00 PM

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**4. Approval of Financial Reports:**

School Business Report (verbal)  
Treasurer's Report, February 2025  
GF Warrant #1  
GF Supplemental Warrant(s) #46, #41  
SL Fund Warrant #1  
SL Supplemental Warrant(s) #23

FF Warrant #1  
FF Supplemental Warrant #9  
HF (Capital Fund) Warrant #1

## REGULAR AGENDA

### Other Discussion and Action

#### 1. Public Comments:

- Ms. Clancy Cox:  
Ms. Cox requested to address the Board regarding concerns with the March 13, 2025 meeting minutes. She acknowledged that the Board had addressed her concerns, and no further comments were provided.

#### 2. Ongoing Agenda Items:

- None at this time

#### 3. Board Information:

**Information:** LCS 7<sup>th</sup> Annual Scholarship Report, Mr. Bilkey Moore, Jan. - Dec. 2024

**April 16, 2025:** LCS Board of Education Building & Grounds Committee Meeting – Conference Room – 5:00 PM

**May 8, 2025:** LCS Annual Budget Public Hearing, immediately followed by the Regular Board Meeting – 6:00 PM

**May 13, 2025:** LCS Board of Education Policy Committee Meeting, *to be rescheduled at a later date*

**May 20, 2025:** Lyme Central School 2025-2026 Annual Budget Vote and Member Election – LCS Room 140 – 10:00 AM -8:00 PM

**May 26, 2025:** Memorial Day, No School (subject to change per LCSTA give-back snow days)

**June 7, 2025:** *Updated Information* – Class of 2026 Jr. Prom hours have been extended, 7:00-11:00 PM

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

**Mar. 20, 2025:** P2 Activity, M. Bailey – March Madness – LCS – 8:00 AM – 3:00 PM

**April 3, 2025:** Varsity Club Meeting, T. McIntosh – Planning for Annual Community Easter Egg Hunt – LCS STEM Lab – 5:10-5:30 PM

**April 12 – 13, 2025:** Basketball Open Gym, L. Wilson – LCS Gymnasium – 3:30 PM – 5:00 PM

**April 14, 2025:** DWI Prevention, Health & Wellness Class Students – LCS Cafeteria – 11:14 AM – 11:44 PM

**April 16, 2025:** Autism Acceptance Month Hat Day, Health & Wellness & P2 Club – 8:20 AM – 3:00 PM

**April 16, 2025:** U.S. Army Visit, T. LaVancha, 11:15 AM – 12:00 PM

**April 17, 2025:** High School Chorus Concert Rehearsal, M. Gehrke – LCS Gymnasium – 2:15 PM – 3:00 PM

**April 17 – May 2, 2025:** Class of 2029 Yard by Yard Fundraiser, C. Birchenough/K. Lothrop

**April 23 – 25, 2025:** Varsity Cheer Stunt Clinic, D. Sloat – LCS Gymnasium - TBD

**April 28, 30, 2025:** Middle School Chorus Concert Rehearsal, M. Gehrke – LCS Gymnasium – 11:15 AM – 11:54 AM

**May 1, 2025:** High School Chorus Concert Rehearsal, M. Gehrke – LCS Gymnasium – 2:15 PM – 3:00 PM

**May 2, 6, 2025:** Elementary Chorus Concert Rehearsal, M. Gehrke – LCS Gymnasium – 2:15 PM – 2:50 PM

**May 5 – 16, 2025:** Class of 2026 Krispy Kreme Fundraiser, S. Doney/L. Martineau

**May 9, 2025:** Gr. 3-4 Classroom Activity, M. Brennen/K. Perkins – Roberto Clemente's Community Service – Classrooms – 9:00-11:00 AM

**May 11, 22, 28, 2025:** Cheerleading Open Gym, D. Sloat, 4:30 PM – 6:00 PM

**May 16, 2025:** Laker Community Give Back Day, All Grades Pre-K-12, *Rain date – May 22, 2025*

**June 3, 5, 10, 2025:** Cheerleading Open Gym, D. Sloat, 4:30 PM – 6:00 PM

**June 4, 2025:** Third Grade Field Trip, M. Brennen – Wellesley Island State Park, NY – 8:25 AM – 1:30 PM

**June 12, 2025:** Pre-K Field Trip, I. Sullivan – Old McDonald's Farm, Sackets Harbor, NY – 9:30 AM – 2:00 PM

**July 21 – 23, 2025:** Cheerleading Camp, D. Sloat, 10:00 AM – 12:00 PM

**July 29 – 31, 2025:** Cheerleading Camp, D. Sloat, 10:00 AM – 12:00 PM

#### 5. Board Information:

**August 31, 2025:** As of this date, the following personnel will be due for consideration of tenure appointment in their specified certification area at Lyme Central School District:

- Colleen Birchenough – Elementary Education

#### 6. Board Discussion/Action:

**BE IT RESOLVED**, that the Lyme Central School Board of Education acts to approve the **Lyme Central School District 2025-2026 Proposed Budget Spending Plan**, as previously presented and reviewed by the District Treasurer.

Motion for approval by Kathy Gardner, seconded by Ray McIntosh. Motion is approved 6 – 0.

7. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education acts to approve the **Lyme Central School District 2025-2026 Property Tax Report Card**, as previously presented and reviewed by the District Treasurer.

Motion for approval by Darrell DeMotta, seconded by Shauna Dupee. Motion is approved 6 – 0.

8. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education acts to approve the transportation request for four (4) students to the following **Non-public Schools** during the **2025-2026** school year:

- One (1) student to Faith Fellowship Christian School
- Three (3) students to Genesis Elementary/First Steps Day Care

Motion for approval by Kathy Gardner, seconded by Carrie Mitchell. Motion is approved 6 – 0.

9. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education acts to appoint the following persons as election inspectors for the Lyme Central School District proposed 2025-2026 Budget Vote and member election to the Lyme Central School Board of Education, to be held on May 20, 2025.

- Justine Dowe – Chief Election Inspector
- Ariana Morrison – Assistant Clerk and Election Inspector
- Sheri Fields – Assistant Clerk and Election Inspector
- Sherri Wilson – Assistant Clerk and Election Inspector

Motion for approval by Darrell DeMotta, seconded by Kathy Gardner. Motion is approved 6 – 0.

10. **Board Action:**

**BE IT RESOLVED** and accept the contract between Lyme Central School District and **Atlantic Testing Laboratories**. This is being awarded as a **professional service contract** for the purpose of **Special Inspection and Construction Materials Engineering and Testing Services**.

Motion for approval by Ray McIntosh, seconded by Darrell DeMotta. Motion is approved 6 – 0.

11. **Board Action:**

Action is requested to approve, in accordance with Section 103 of Article 5-2 of the General Municipal Law, the sealed bid offer for the purchase and installation of custom vinyl wall coverings for the capital improvement project, to be awarded to the following vendor:

- **Integrated Marketing Services, Inc.**

Motion for approval by Ray McIntosh, seconded by Darrell DeMotta, with motion approved 6 – 0.

12. **Board Action:**

Action is requested to approve, in accordance with Section 103 of Article 5-2 of the General Municipal Law, the sealed bid offer for the baseball field restoration, to be awarded to the following vendor:

- **Powis Contracting, Inc.**

Motion for approval by Kathy Gardner, seconded by Shauna Dupee, with motion approved 6 – 0.

13. **Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education acts to approve the adoption of the following District Policy(s), as provided by Madison-Oneida BOCES Policy Coordinator: **Further be it known that**, at the time of policy adoption, the approval for deletion, renumbering, and/or replacement of current policies, as listed on the policy draft(s) and/or recommended by the Policy Coordinator, will also be implemented.

Approval of adoption:

- #6562 – Employment of Retired Persons
- #7001 – Admission to School
- #7003 – Determination of Student Residency
- #7102 – Student Medications, Allergies, and Anaphylaxis
- #0013 – Title IX Grievance Process
- #1100 – Records Management and Access (FOIL)

- #7100 – Student Health & Dental Exams
- #7101 – Immunizations of Students

Approval of deletion:

- #7514 – Health Records
- #7110 – Comprehensive Student Attendance
- #7120 – Age of Entrance
- 37121 – Diagnostic Screening of Students

Motion for approval by Kathy Gardner, seconded by Carrie Mitchell. Motion is approved 6 – 0.

**14. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education acts 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, upon the recommendation of the Superintendent, **May 23, 2025** will be added to the Memorial Day weekend. The District will be closed on **Friday, May 23, 2025**.

Motion for approval by Ray McIntosh, seconded by Carrie Mitchell. Motion is approved 6 – 0.

**15. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education acts to approve and adopt the following BOCES Services Contracts with the Lyme Central School District for the **2025-2026** school year:

- Putnam – Northern Westchester (PNW) BOCES - **Cross Contract for Regional Recruitment/On-Line Application System (OLAS) Services**
- Jefferson-Lewis BOCES – **2025-26 Final Services Contract**

Motion for approval by Darrell DeMotta, seconded by Ray McIntosh. Motion is approved 6 – 0.

**16. 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 beginning on September 4, 2024 and ending on June 25, 2025.

Motion for approval by Kathy Gardner, seconded by Ray McIntosh, with motion approved 6 – 0.

**17. Board Action:**

**BE IT RESOLVED**, that the Lyme Central School Board of Education acts to approve the recommendations of the Committee on Special Education and/or the Committee on Preschool Special Education for the **2024-25** and/or **2025-2026** school years.

Motion for approval by Darrell DeMotta, seconded by Carrie Mitchell. Motion is approved 6 – 0.

**ADMINISTRATIVE REPORTS:**

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

**CORRESPONDENCE AND COMMUNICATIONS**

18. Correspondence Log: Following meeting held on March 13, 2025

19. Calendar of Events: April 2025

20. **ITEMS FOR NEXT MEETING, May 8, 2025 (Annual Budget Hearing/Regular Meeting)**

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**RECOMMENDATIONS AND ACTION****21. Board Action:**

**BE IT RESOLVED** that the Lyme Central School District Board of Education acts to:

- Create one (1) School Business Administrator Position
- Accept Resignation one (1) District Treasurer
- Accept Resignation one (1) Tax Collector
- Accept Resignation one (1) English Language Arts Teacher
- Appoint one (1) School Business Administrator
- Appoint one (1) District Treasurer/Tax Collector
- Appoint three (3) additional 2024-25 Substitute Teachers
- Accept Resignation one (1) 2024-25 Varsity Girls' Softball Coach
- Appoint one (1) 2024-25 Varsity Girls' Softball Coach
- Appoint one (1) Long-term Substitute Teacher
- Appoint one (1) Game Assistant
- Accept Resignation of one (1) Bus Driver

Motion for approval by Darrell DeMotta, seconded by Ray McIntosh. Motion is approved 6 – 0.

**22. Board Action:** Personnel Changes as listed

**BE IT RESOLVED** that the Lyme Central School District Board of Education acts to **approve the following PERSONNEL CHANGES** with effective dates as listed under **RECOMMENDATIONS AND ACTION**, motion is made by Shauna Dupee, and seconded by Darrell DeMotta. Motion is approved 6 – 0.

(A) Retirements: None at this time

(B) Resignations as listed:

Name	Position	Effective Date
Ariana Morrison	District Treasurer	April 18, 2025
Sheri Fields	Tax Collector	April 18, 2025
Leah Martineau	English Language Arts Teacher	June 27, 2025
Stephanie Doney	2024-25 Varsity Girls' Softball Coach	March 17, 2025
Peggy Bushen	Bus Driver	April 14, 2025

(C) Appointments as listed:

Name	Position	Annual Salary/Rate of Pay	Probationary Tenure Track Appointment (if applicable)	Effective Date
Ariana Morrison	School Business Administrator	Salary adjustment per employee contract	4-yr. Probation: April 18, 2025 - April 17, 2029	April 18, 2025
Sheri Fields	District Treasurer/Tax Collector	Current salary rate as stated per contract	1-yr. Probation: April 18, 2025 - April 17, 2026	April 18, 2025
Kirsten Widrick	2024-25 Substitute Teacher	Non- Certified, no degree: \$115 per day	N/A	April 18, 2025
Jenifer Gleason	2024-25 Substitute Teacher	Non- Certified, no degree: \$115 per day	N/A	April 18, 2025
Karelisse Pacheco	2024-25 Varsity Girls' Softball Coach	\$4,005	N/A	Retroactive Date: April 1, 2025
Ann Morosini	Long-term Substitute Library Media Specialist	\$135 per day. Day 16 +, LCSTA Step 1A - \$262.65 per day	N/A	Retroactive Date: April 8, 2025
Cara Jerome	2024-25 Substitute Teacher	Non-Certified, no degree: \$115 per day	N/A	April 18, 2025
Jennifer Scott	2024-25 Game Assistant	\$24 per game (JV, Var, Mod.)	N/A	Retroactive Date: April 7, 2025

**23. Board Action:**

Upon the recommendation of the Superintendent of Schools – WHEREAS, on behalf of the Lyme Central School District, five 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:

- **Kirsten Widrick – Substitute Teacher**
- **Jenifer Gleason – Substitute Teacher**
- **Karelisse Pacheco – Var. Girls' Softball Coach**
- **Ann Morosini – LTS Library Media Specialist**
- **Cara Jerome – Substitute Teacher**

Motion for approval by Ray McIntosh, seconded by Carrie Mitchell. Motion is approved 6 – 0.

**EXECUTIVE SESSION:**

Motion was made by Kathy Gardner, seconded by Shauna Dupee, to enter into executive session for the discussion of the performance history of two (2) particular individuals.

Motion approved 6 – 0. Time entered, 6:40 PM.

**RETURN to REGULAR MEETING:**

Motion was made by Kathy Gardner, seconded by Carrie Mitchell, to adjourn the executive session and reconvene to the regular meeting.

Motion approved 6 – 0. Time returned, 8:07 PM.

**MOTION FOR ADJOURNMENT:**

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

Motion for approval by Ray McIntosh, seconded by Kathy Gardner. Motion approved 6 – 0.

Time adjourned: 8:08 PM.

Respectfully submitted:

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Ariana Morrison – Interim District Clerk

- Supporting documents may be found in supplemental file dated, April 17, 2025
- All minutes are unofficial until approved by the Board of Education