

# LISBON CENTRAL SCHOOL DISTRICT

6866 County Road 10  
Lisbon, New York 13658

## Board of Education Meeting Date: July 13, 2020 BOE APPROVED:

The regular and re-organizational meetings of the Lisbon Central School were held on Monday, July 13, 2020 at Lisbon Central School District in the library beginning at 6:30 pm.

### Roll Call:

Present: Andrea Randle, Becky Buckingham, Jennifer Gray, Scott Walker, Scott Wilhelm, and Angela McLearn

Via Zoom: John McBath

Others Present: Patrick Farrand, Lauren Morley, Tina Wilson-Bush, Michael Robinson, Tim Jerome, Erika Backus, Nancy Smith and Maureen Bouchey

All members stood for the Pledge of Allegiance.

### ORGANIZATIONAL ACTION ITEMS:

**No. 2021 – 001** Motion made by Gray, seconded by Walker, to appoint Maureen Bouchey as District  
**APPT – DISTRICT** Clerk Pro Tempore for the July 13, 2020 meeting.  
**CLERK PRO**  
**TEMPORE** Yeas: All members present  
Nays: None

**Appointments** Maureen Bouchey, District Clerk Pro Tempore called the meeting to order.  
  
Maureen Bouchey, Notary Public administered the Oath of Office to board member Andrea Randle for a five-year term (July 1, 2020 – June 30, 2025).  
  
Maureen Bouchey, Notary Public administered the Oath of Office to District Superintendent Patrick Farrand.  
  
Maureen Bouchey, District Clerk Pro Tempore opened the floor for nominations for President of the Lisbon Central School District Board of Education.

**No. 2021 – 002** Motion made by Buckingham, seconded by Walker, to Andrea Randle as President.  
**NOMINATION**  
**BOARD PRESIDENT** Yeas: All members present  
Nays: None

**No. 2021 – 003** Motion made by Buckingham, seconded by Walker, to cast one ballot for Andrea  
**ELECTION OF** Randle as President of the Lisbon Central School District for the 2020-2021 school  
**BOARD PRESIDENT** year.  
  
Yeas: All members present  
Nays: None

**No. 2021 – 004  
NOMINATION  
BOARD VICE-  
PRESIDENT**

Motion made by Randle, seconded by McLear, to nominate Becky Buckingham as Vice-President.

Yeas: All members present  
Nays: None

**No. 2021 – 005  
ELECTION OF  
BOARD VICE-  
PRESIDENT**

Motion made by Randle seconded by McLear, to cast one ballot for Becky Buckingham as Vice-President of the Lisbon Central School District Board for the 2020-2021 school year.

Yeas: All members present  
Nays: None

**ADMINISTRATION  
OF OATH OF OFFICE  
TO PRESIDENT &  
VICE-PRESIDENT**

Maureen Bouchey, Notary Public administered the Oath of Office to President Andrea Randle and Vice-President Becky Buckingham, each for a one-year term of office.

**No. 2021 – 006  
APPOINTMENTS OF  
2020-2021 SCHOOL  
DISTRICT OFFICERS**

Motion made by Wilhelm, seconded by Buckingham.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby appoint the following School District Officers for the 2020-2021 fiscal year:

1. Clerk of the Lisbon CSD Board of Education – TBD
2. Transportation Liaison – TBD
3. Records Retention and Disposition Officer – TBD
4. Records Access Officer – TBD
5. Freedom of Information Officer – TBD
6. Copyright Officer – TBD
7. Treasurer for Extracurricular Classroom Activities - TBD
8. Treasurer – Patrick Farrand
9. Deputy Treasurer – Michael Robinson
10. Internal Claims Auditor – Amy Paulette, SLLBOCES
11. School Attorney – Silver and Collins, Attorneys and Counselors at Law and Ferrara Fiorenza, P.C. – both to be appointed on retainer
12. External (Independent) Auditor – Pinto Mucenski Hooper VanHouse
13. Purchasing Agent – Michael Robinson
14. LEA Designee – Asbestos Handling/Reporting – Tim Jerome
15. Chief Information Officer – Lauren Morley – \$3,000 stipend
16. Data Protection Officer – Patrick Farrand
17. Title IX Civil Rights Officer
  - a. For Students – Lauren Morley
  - b. For Employees – Andrew Silver
18. School District Dentist – Dr. Chris LaFlair
19. Tax Collector – Lisbon Town Clerk
20. McKinney-Vento Liaison – Lauren Morley – stipend \$1,000

21. Migrant Liaison – Lauren Morley
22. Foster Care Liaison – Lauren Morley
23. Neglectant & Delinquent Liaison – Lauren Morley
24. Chemical Hygiene Officer – Tim Jerome
25. School Pesticide Representative – Tim Jerome
26. Attendance Officer – Michael Robinson
27. Home Instruction Coordinator – Julia Morse
28. Sexual Harassment Compliance Officers – Tim Jerome & Tina Wilson-Bush
29. Cafeteria Petty Cash Administrator & Fund of \$80 – Martha Anderson
30. Athletic Director – Erika Backus – stipend of \$7,500
31. School Physician – per contract with Claxton Hepburn Hospital

Yeas: All members present

Nays: None

**No. 2021 – 007  
APPOINTMENT OF  
2020-2021  
DESIGNATIONS**

Motion made by Gray, seconded by Wilhelm.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the following 2020-2021 Designations:

1. Official Bank Depositories – Community Bank NA, NYCLASS, & JP Morgan Chase
2. Regular Monthly Meetings as follows:

| Month     | Date                      | Time    |
|-----------|---------------------------|---------|
| August    | August 20, 2020           | 6:30 pm |
| September | September 17, 2020        | 6:30 pm |
| October   | October 15, 2020          | 6:30 pm |
| November  | November 19, 2020         | 6:30 pm |
| December  | December 17, 2020         | 6:30 pm |
| January   | January 21, 2021          | 6:30 pm |
| February  | February 11, 2021         | 6:30 pm |
| March     | March 18, 2021            | 6:30 pm |
| April     | ** Monday, April 19, 2021 | 6:30 pm |
| May       | May 20, 2021              | 6:30 pm |
| June      | June 17, 2021             | 6:30 pm |

3. Official Newspaper – Johnson Newspaper Corporation
4. Designated Educational Official (DEO) to Receive Court Notifications Regarding a Student’s Sentence/Adjudication in Certain Criminal Cases and Juvenile Delinquency Proceedings – Tina Wilson-Bush, Lauren Morley, and Patrick Farrand

Yeas: All members present

Nays: None

**No. 2021 – 008  
2020-2021  
AUTHORIZATIONS**

Motion made by Walker, seconded by Gray.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the follow 2020-2021 Authorizations:

1. District Superintendent to certify payroll
2. Designation of Deputy Treasurer to sign all checks; in the absence of the Deputy Treasurer, the Treasurer will sign all checks
3. District Superintendent to approve part-time, temporary, and substitute personnel at approved board salary/wage rates until final action at the next scheduled Board of Education meeting
4. District Superintendent to approve attendance at conference/workshops for all employees
5. President of the Board and/or District Superintendent to sign necessary contracts on behalf of the District
6. Vice President to sign contracts in the absence of President
7. District Superintendent to approve all budget transfers in accordance with Commissioner's Regulations §170.3.
8. Reauthorization and approval for membership in New York State School Boards Association and the St. Lawrence-Lewis Counties School Boards Association
9. District Superintendent to approve change orders up to \$30,000.
10. District Superintendent will apply for Grants in Aid (State & Federal) as appropriate

Yeas: All members present

Nays: None

**No. 2021 – 009  
BONDING OF  
PERSONNEL**

Motion made by Buckingham, seconded by Wilhelm.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the Bonding of Personnel as follows:

1. Treasurer
2. Deputy Treasurer
3. All employees who handle cash
4. All persons and positions required by law or regulation to be bonded

Yeas: All members present

Nays: None

**No. 2021 – 010  
MILEAGE RATE FOR  
2020-2021**

Motion made by Buckingham, seconded by Gray.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby establish the mileage rate for the 2020 - 2021 fiscal year of 55 cents per mile for district travel.

Yeas: All members present

Nays: None

**No. 2021 – 011  
RE-ADOPTION OF  
BOARD POLICIES**

Motion made by Walker, seconded by Buckingham.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby agree to move the adoption of the policy book for the 2020-2021 fiscal year to the August 20, 2020 meeting for approval.

Yeas: All members present

Nays: None

**No. 2021 – 012  
PARTICIPATE IN ST.  
LAWRENCE-LEWIS  
BOCES  
[COOPERATIVE  
PURCHASING  
PROGRAMS FOR  
2020-2021](#)**

Motion made by Walker, seconded by McLear.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the participation in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2020-2021 school year.

Yeas: All members present

Nays: None

**No. 2021 – 013  
DIGNITY ACT  
COORDINATORS  
2020 – 2021**

Motion made by Wilhelm, seconded by McBath.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve Lauren Morley as the Dignity Act Coordinator for the 2020-2021 school year, in accordance with the Dignity for All Students Act.

Yeas: All members present

Nays: None

**No. 2021 – 014  
LEAD EVALUATORS  
2020-2021**

Motion made by Gray, seconded by Wilhelm.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve Lauren Morley, Tina Wilson-Bush, and Patrick Farrand as the Lead Evaluators for the 2020-2021 school year.

Yeas: All members present

Nays: None

## **REGULAR MONTHLY MEETING**

**GREETINGS TO  
VISITORS**

No visitors in attendance.

**PRESENTATIONS**

None

**ADMINISTRATOR'S  
REPORTS**

Superintendent Farrand

- Extended several thanks to the Buildings & Grounds staff
- Discussed the new Building Use Form and provided a copy in the pass around folder

- Welcomed and introduced Michael Robinson from SLLBOCES Cooperative Business Office – new shared business manager
- Welcomed and introduced Tina Wilson-Bush new elementary principal
- Provided kudos to Nancy Smith for stepping in and keeping the office running in the absence of a permanent secretary/district clerk
- Shared the limited information available on re-opening and shared that meetings are taking place through the week at BOCES for various areas of the plan – more information to follow as available
- Met with staff at Heuvelton CSD with Mike Robinson regarding buses and signed the service agreement
- Capital Project kick off meeting was held last week – more updates as available
- Food distribution continues and information has been distributed on this along with sites for pick up
- Graduation Commencement was exciting and very well organized by several administration, faculty and staff working together
- Retirement recognition was held and well attended

UPK-5 Principal – Tina Wilson-Bush

- Thank you for a warm welcome
- Working well with the team and looking forward to the new school year and what awaits

7-12 Principal – Lauren Morley

- New administrative team – working well together and continue to collaborate with new ideas
- Adjust and fly – the theme of graduation – what a great night

Athletic Report – Erika Backus

- Lisbon CSD received the 2019-20 Sportsmanship Promotion Banner – great accomplishment
- Registration has been held for the fall sports
- Shared information on the uniform rotation

Buildings and Grounds – Tim Jerome

- Working in various rooms and hallways cleaning, stripping and waxing in preparation for opening
- Continuing to work on the outdoor fields
- Completed eight work orders

**No. 2021 – 015  
CONSENT AGENDA**

Motion made by Walker, seconded by McLear.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the following consent agenda items:

[Minutes of the June 18, 2020](#) Board of Education meeting

[Establish Hourly/Per-Diem/Stipend Rates for 2020 - 2021 Year](#)

Participation in the Federal Child Nutrition Program

Appoint Richard Anderson as the Reviewing Official and Verification Official for the 2020-2021 school year and for the Superintendent to be the Hearing Officer for the 2020-2021 school year.

Resolution to Appoint a 2020-2021 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan

WHEREAS, the St. Lawrence-Lewis BOCES is a participant in the St. Lawrence-Lewis Counties School District Employees Medical Plan; and

WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it

RESOLVED, that the Board of Education hereby designates Patrick Farrand to serve as the School District's representative on the Plan's Board of Directors; and

RESOLVED FURTHER, that the Board of Education hereby designates Michael Robinson to serve as an alternate district representative on the Plan's Board of Directors should the district's representative not be able to attend a Board of Director's meeting.

Resolution to Appoint a 2020-2021 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan

WHEREAS, the St. Lawrence-Lewis BOCES is a participant in the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan; and

WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it

RESOLVED, that the Board of Education hereby designates Patrick Farrand to serve as the School District's representative on the Plan's Board of Directors; and

RESOLVED FURTHER, that the Board of Education hereby designates Michael Robinson to serve as an alternate district representative on the Plan's Board of Directors should the district's representative not be able to attend a Board of Director's meeting.

Participation in the School & Municipalities Energy Cooperative of Western New York

Yeas: All members present

Nays: None

**PERSONNEL**

No action items under personnel.

**No. 2021 - 016  
CHAIRPERSON OF  
SPECIAL  
EDUCATION  
COMMITTEES**

Motion made by Buckingham seconded by Gray.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby appoint Sara Day Shulz and Elizabeth Hafer as the Chairpersons of Special Education and Chairpersons of Pre-school Special Education for the 2020-2021 school year with a stipend of \$5,728.75 respectively.

Yeas: All members present

Nays: None

**No. 2021 - 017  
SPECIAL  
EDUCATION  
COMMITTEE  
MEMBERSHIP FOR  
2020-2021**

Motion made by Wilhelm, seconded by McLear.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the following individuals for the Special Education Committees for the 2020-2021 school year:

- Physician – per Claxton Hepburn Contract
- School Psychologist – Ms. Elizabeth Hafer
- Special Education Teacher – Elementary – Mrs. Sarah Richardson
- Special Education Teacher – Elementary – Mrs. Jamie Pirie
- Special Education Teacher – Middle/Secondary – Mrs. Desaree Backus
- Special Education Teacher – Middle/Secondary – Mrs. Caroline Gavin
- CPSE Parent Member – Mrs. Bea Mason
- CPSE Parent Member – Mrs. Suzanne Watson
- CPSE Parent Member - Mr. Daniel Buckley
- CSE Parent Member – Mrs. Bea Mason
- CSE Parent Member – Mrs. Suzanne Watson
- CSE Parent Member – Mr. Daniel Buckley
- CSE Surrogate Parent – Mrs. Laura Lewis-Brown
- Classroom teachers of the students being discussed

Yeas: All members present

Nays: None

**No. 2021 - 018  
STANDARD WORK  
DAY**

Motion made by Buckingham seconded by Gray.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does approve the Standard Work Day for the titles under New York State and Local Employees' Retirement System and the New York State Teachers' Retirement System. The standard workday for full-time employment based on the specific position will range from a six-hour workday to an eight-hour workday for full-time standard employment (five days a week).

Yeas: All members present

Nays: None

**No. 2021 – 019  
TUITION RATE FOR  
NON-RESIDENT  
STUDENTS FOR  
2020-2021 SCHOOL  
YEAR**

Motion made by Randle seconded by Wilhelm.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve that the Lisbon Central School District will not accept out of district students to attend beginning with the 2020-2021 school year. All out of district students currently enrolled at Lisbon Central School will be grandfathered in along with their siblings. Faculty, staff, and administration will be allowed to enroll their out of district children, if they chose, during their employment with the District. A policy will be developed on this through the Policy Committee and brought to the full Board for final approval.

Yeas: Buckingham, Randle, McLear, McBath, Wilhelm, Gray

Nays: Walker



**No. 2021 - 020  
2019-2020 STIPEND**

Motion made by Buckingham seconded by Walker.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the stipend of \$1,000 for Lauren Morley as the Liaison for Homeless Children and Youth for the 2019-2020 school year.

Yeas: All members present  
Nays: None

**No. 2021 - 021  
TOWN OF LISBON  
AND LISBON CSD  
AGREEMENT**

Motion made by Walker seconded by Wilhelm.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the Agreement between the Town Board of the Town of Lisbon and the Lisbon Central School District for shared services for the period of April 1, 2020 through March 31, 2025 at no cost to the district.

Yeas: All members present  
Nays: None

**No. 2021 - 022  
PROFESSIONAL  
DEVELOPMENT  
PLAN**

Motion made by Buckingham seconded by Gray.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the Professional Development Plan – Part 100 Regulations of the New York State Commissioner of Education.

Yeas: All members present  
Nays: None

**No. 2021 - 023  
AIS/RTI  
INTERVENTION  
PLAN K-12 – 2020-  
2022**

Motion made by Buckingham, seconded by McLear.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the Lisbon Central School District AIS/RTI Intervention Plan for Grades K-12 for the period of 2020-2022.

Yeas: All members present  
Nays: None

**No. 2021 – 024  
BOND RESOLUTION  
– CAPITAL  
PROJECT**

Motion made by Buckingham, seconded by Gray.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby authorizes the issuance of bonds and other obligations to undertake a project consisting of certain renovations, alterations and improvements to the District's existing Main School Building and campus, as well as energy performance improvements to all district facilities, including the installation of lighting upgrades and lighting controls including fixture replacement and occupancy sensors, heating and cooling equipment including HVAC air-handling components, computer energy management systems, envelope components such as doors, windows, roofing and insulation, interior components such

as doors, finishes and specialties, all to include site, access, parking and playfield improvements, hazardous material abatement, demolition, utility, mechanical, plumbing and electrical improvements, the acquisition of original furnishings, fixtures and equipment and payment of professional fees and all other necessary costs incidental to such work (the "Project") at a total maximum estimated cost of \$4,300,000 and to pay for such project by using any available funds, including State building aid and to the extent necessary, the levy of a tax upon the taxable property of the School District to be collected in annual installments in the years and in the amounts as the Board of Education shall determine and in anticipation of such tax the District is authorized to issue up to \$4,300,000 of obligations of the School District and levy a tax to pay the principal and interest on said obligations when due. Under the Local Finance Law, the Project has a period of probable usefulness of thirty (30) years. Such resolution shall be kept available for public inspection in the District Offices during regular business hours for twenty days following this publication.

Yeas: Buckingham, Gray, McBath, McLear, Randle, Wilhelm, Walker  
Nays: None

Wilhelm left the meeting at 8:29 pm  
Wilhelm returned to the meeting at 8:30 pm

**No. 2021 – 025**  
**[2020-2021 SCHOOL](#)**  
**[CALENDAR](#)**

Motion made by Buckingham, seconded by McLear.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does hereby approve the revised 2020-2021 School Calendar.

Yeas: All members present  
Nays: None

**BOARD**  
**COMMITTEES**

The following Board Committees were established for the 2020-2021 School Year:

Audit Committee – Randle, Walker, Wilhelm

Negotiations Committee – Gray, Randle, Wilhelm (Alternate – Buckingham)

Policy Committee – Buckingham, McBath, Randle

Facilities Committee – Gray, McLear, Walker

Emergency Response Team Members – McBath, McLear, Randle

**PRESIDENT AND**  
**BOARD MEMBERS'**  
**COMMUNICATION**

Board President Randle shared information on a Board Self Evaluation through Super Eval. President Randle will email the information to Board members and request they be completed and returned by the second week of August.

**No. 2021 – 026**  
**EXECUTIVE**  
**SESSION**

Motion made by Walker, seconded by McBath.

Resolved, that the Board of Education of the Lisbon Central School District, upon the recommendation of District Superintendent Farrand, does enter into executive session at 8:38 pm for the purposes of:

- The medical, financial, credit or employment history of a particular person
- Discussion regarding proposed, pending, or current litigation
- The proposed acquisition, sale, or lease of real property

Yeas: All members present

Nays: None

The Board returned to Regular Session at 9:36 pm.

**No. 2021 – 027  
ADJOURNMENT**

Motion made by McLear, seconded by Walker to adjourn the meeting at 9:37 p.m.

Yeas: All members present

Nays: None

**Maureen A. Bouchey, District Clerk Pro Tempore**