

NEWCOMB CENTRAL SCHOOL  
BOARD OF EDUCATION  
MINUTES

Organization Meeting

July 7, 2022

Present: Mr. Peter Armstrong, Mr. Tyler Lamphear, Mrs. Lori DeMars , Mr. Nicholas Poulin, Mrs. Tamara Larabee.

Also Present: Mrs. Christian M. Fisher , Superintendent; Mrs. Melissa Yandon, Clerk; Mrs. Colleen Sage, Treasurer;

Organization meeting was called to order at 6:00 p.m. by Board President.

Recited the Pledge of Allegiance.

#### PRELIMINARY ACTION

MOTION WAS MADE by Mr. T. Lamphear to approve the agenda for the July 5 organization meeting as submitted. Seconded by Mrs. L. DeMars and unanimously carried.

#### APPOINTMENTS AND DESIGNATIONS ELECTION OF OFFICERS

MOTION WAS MADE by Mrs. L. DeMars to nominate Peter Armstrong as Board President for the 2022-2023 year. Seconded by Mrs. T. Larabee and unanimously carried.

MOTION WAS MADE by Mr. N. Poulin to nominate Tyler Lamphear as Board Vice President for the 2022-2023 year. Seconded by Mrs. L. DeMars and unanimously carried.

#### APPOINTMENTS

MOTION WAS MADE by Mrs. T. Larabee to approve the following appointments:  
Mrs. Melissa Yandon, District Clerk; Mrs. Pam Bush, Tax Collector; Mrs. Tina Helms as Claims Auditor; Colleen Sage as Treasurer; Mrs. Lori Demars as Board Member; Mrs. Christian Fisher as Superintendent.  
Seconded by Mrs N. Poulin and unanimously carried.

## OATHS OF OFFICE

Oath of Office was sworn to by Mrs. Tina Helms as Claims Auditor, by Mrs. Melissa Yandon as District Clerk, by Pamela Bush as District Tax Collector, Colleen Sage as Treasurer, Mr. Peter Armstrong as Board President, Mr. Tyler Lamphear as Board Vice-President, Mrs. Lori DeMars as Board Member and by Mrs. Chris Fisher as Superintendent of Schools. Oaths were filed with the District Clerk.

## POSITIONS COMBINED

MOTION WAS MADE by Mr. N. Poulin to combine the position of principal and superintendent for the 2022-23 school year. Seconded by Mrs. T. Larabee and unanimously carried.

## ESTABLISHMENT OF SALARY

MOTION WAS MADE by Mrs. L. DeMars to establish the salary for District Clerk at \$6,413.00 and for the Tax Collector at \$2,841.00 for the 2022-2023 year. Seconded by Mr. N. Poulin and unanimously carried.

## RECOMMENDED APPOINTMENTS

MOTION WAS MADE by Mr. T. Lamphear to approve the following appointments:

- Fire Inspector – Harry Buxton
- School Physician – Dr. Russell Rider
- School Attorney – Douglas Gerhardt
- School Auditors – Boulrice & Wood CPAs, P.C.
- Attendance Officer – Madison LaFond
- Treasurer for Student Accounts – Colleen Sage
- Title IX/Section 504 Hearing – Christian Fisher
- Title VI - Christian Fisher
- Asbestos Designee – Raymond Bush
- Records Access Officer – TBD
- Records Management Officer – TBD

Seconded by Mrs. T. Larabee and unanimously carried.

## PSYCHOLOGIST APPOINTMENT AND STIPEND

MOTION WAS MADE by Mr. T. Lamphear to appoint Mr. Steve Wilk as Newcomb Central School District School Psychologist, CSE/CPSE Chair at a daily stipend of \$626.00 for the 2022-2023 school year. Seconded by Mrs. T. Larabee and unanimously carried.

DESIGNATIONS

MOTION WAS MADE by Mrs. T. Larabee to approve the following designations for the period July 1, 2022 – June 30, 2023:

Official Bank Depository – Community Bank  
Glens Falls National Bank  
NYCLASS

Regular board meetings for the 2022-2023 school year as follows at 6:00 p.m.

Thursday, August 18  
Thursday, September 8  
Thursday, October 13  
Thursday, November 10  
Thursday, December 8  
Thursday, January 12  
Thursday, February 9  
Thursday, March 9  
Thursday, April 20  
Thursday, May 4 – Budget Hearing/Board mtg  
Tuesday, May 16 - Election/Budget Vote  
Thursday, June 8  
Thursday, July 6 organization mtg

Official Newspapers – Community Sun News

Radio and TV Announcement - NCPR, Channels 3 (VT), 5 (Plattsburgh) and The School Closing Network website for multiple listing

Seconded by Mr. T. Lamphear and unanimously carried.

AUTHORIZATIONS

MOTION WAS MADE by Mr. N. Poulin to authorize the Chief School Officer to certify payrolls, act as school purchasing agent, establish petty cash funds, approve budget transfers up to \$5,000.00. Seconded by Mr. T. Lamphear and unanimously carried.

MOTION WAS MADE by Mrs. L. DeMars to authorize the Superintendent and the District Treasurer to sign on the District checking accounts. Seconded by Mrs. T. Larabee and unanimously carried.

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MOTION WAS MADE by Mr. T. Lamphear to approve the inventory and fixed asset threshold and insurance at \$2,500.00. Seconded by Mrs. L. DeMars and unanimously carried.

MOTION WAS MADE by Mr. T. Lamphear to authorize the Superintendent and District Treasurer to pay repetitive monthly utility and contractual bills without prior approval. Seconded by Mr. N. Poulin and unanimously carried.

MOTION WAS MADE by Mr. T. Lamphear to authorize the Superintendent and the District Treasurer as signers on the school credit card. Seconded by Mrs. L. DeMars and unanimously carried.

## INSURANCE

MOTION WAS MADE by Mrs. T. Larabee to approve the insurance of the District Treasurer, Part Time Clerk (TH), Tax Collector and the Superintendent in the amount of \$1,000,000.00. Seconded by Mr. T. Lamphear and unanimously carried.

## OTHER ITEMS

### POLICIES

MOTION WAS MADE by Mrs. T. Larabee to readopt policies in effect during the 2021-2022 academic year. Seconded by Mrs. L. DeMars and unanimously carried.

### SUBSTITUTE RATES

MOTION WAS MADE by Mr. N. Poulin to set substitute salary rate at \$120.00 per diem for Certified Teachers and \$100.00 per diem for non-certified Teacher with preference for college background, \$100.00 per diem for LPN or other health office substitutes, \$25.00 per hour for certified RN nurse substitutes, \$14.00 per hour for substitute office, cafeteria, library or custodial help, \$18.50 per hour for substitute bus driver and \$16.20 per hour for records clerk. Seconded by Mr. T. Lamphear and unanimously carried.

### MILEAGE RATE

MOTION WAS MADE by Mrs. T. Larabee to set the mileage reimbursement rate for 2022-2023 at the IRS rate to be adjusted as the IRS rate adjusts. Seconded by Mrs. L. DeMars and unanimously carried.

## BUS RENTAL FEES

MOTION WAS MADE by Mrs. T. Larabee to set the following bus rental fees and building use fees as follows. Seconded by Mr. T. Lamphear and unanimously carried.

Cars: IRS rate/mile plus the driver's actual rate, from time of departure from the bus garage to time of return to bus garage.

Low Rider Bus: IRS rate X 1.5 plus the driver's actual rate, from time of departure from the bus garage to time of return to bus garage.

Bus: IRS rate X 2 plus the driver's actual rate, from time of departure from the bus garage to time of return to bus garage.

Auditorium, Gymnasium - \$50.00, plus any school costs, including custodial, and/or supervision.

Cafeteria, Kitchen, Library - \$25.00, plus any school costs, including custodial, kitchen, and/or supervision.

## MENTORING STIPENDS

MOTION WAS MADE by Mr. T. Lamphear to set the rates for the Mentoring Program for 2022-2023 as follows:

Mentor Chair	\$1200.00
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Mentors	\$1200.00
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Seconded by Mrs. L. DeMars and unanimously carried.

## TRIP STIPENDS

MOTION WAS MADE by Mr. T. Lamphear to set the rates for the TRIP chair rates for 2022-2023 at a total of \$1500.00 to be divided up by the TRIP committee. Seconded by Mr. N. Poulin and unanimously carried.

## ART IN EDUCATION

MOTION WAS MADE by Mrs. T. Larabee to approve Jessica LaFountain as the Arts in Education Chair at a stipend of \$400.00. Seconded by Mrs. L. Demars and unanimously carried.

## ERS STANDARD WORK DAY FOR APPOINTED POSITIONS

MOTION WAS MADE by Mr. T. Lamphear to set the standard work day at 6 hours for Melissa Yandon, Clerk and Colleen Sage, Treasurer as required by The NYS and Local Retirement System. Seconded by Mrs. T. Larabee and unanimously carried.

BUS USE

MOTION WAS MADE by Mr. N. Poulin to approve the town to use the school buses and vans with the approval of the Transportation Coordinator and the Superintendent. Seconded by Mr. T. Lamphear and unanimously carried.

ATHLETIC DIRECTOR

MOTION WAS MADE by Mrs. L. DeMars to approve Mrs. Mildred Winslow as Athletic Director for the 2022-23 year at the NTA/NCSB contract rate. Seconded by Mrs. T. Larabee and unanimously carried.

COMMITTEES

MOTION WAS MADE by Mrs. T. Larabee to approve the Committee for Special Education and Committee for Pre-school Special Education as follows:

**Committee for Special Education:**

Chairperson	Mr. Stephen Wilk
Local Education Admin.	Mrs. Kathy Markwica
General Education Teacher	Child's Teacher
Special Education Teacher	Mrs. Shelly Gagnon
Physician	Dr. Russell Rider
Parent Rep.	Katie Richards
Parent	Child's parent or guardian
School Nurse	Madison LaFond

**Committee for Pre-school Special Education:**

Chairperson	Mr. Stephen Wilk
County Rep.	Lucianna Celotti
Special Education Teacher	Shelley Gagnon or one of the student's service providers
Early Intervention Rep.	As provided by Essex Co
Teacher	Child's teacher or Meredith Aitchison-Phelps
Parent Rep.	Katie Richards
Evaluator for initial referrals	assigned by evaluation agency or district evaluator
Parent	Child's Parent or guardian
School Nurse	Madison LaFond

Seconded by Mr. N. Poulin and unanimously carried.

BOARD MEMBER COMMITTEES

MOTION WAS MADE by Mr. N. Poulin to approve the appointment of the Board Members to the following committees:

Arts in Education	Mrs. Larabee
Audit	Mr. Armstrong
Budget/Budget Audit Review	Mr. Armstrong
	Mrs. DeMars
Curriculum	Mr. Lamphear
Health & Wellness	Mr. Lamphear
Safety Committee	Mr. Poulin
	Mr. Lamphear
Negotiations	Mr. Armstrong
Policy	Mrs. DeMars
SAVE/Building/DASA	Mrs. Larabee
Interview Committee	Mr. Poulin
Technology	Mr. Lamphear
Sports	Mr. Lamphear

The Superintendent or his/her designee will represent the BOE at the Newcomb Youth Commission meetings and the PTSO meetings.

Seconded by Mrs. L. Demars and unanimously carried.

SCHOOL LUNCH PROGRAM

MOTION WAS MADE by Mr. N. Poulin to approve the Income Eligibility Guidelines and Procedures for Free and reduced Price Meals and Meal Service to Children with Disabilities and to approve the following for purpose of Free and Reduced Price Lunch Hearing Appeal Procedures:

Hearing Official	Superintendent
Reviewing Officer	Melissa Yandon/Madison LaFond
Verification Officer	Melissa Yandon/Madison LaFond
Lunch Tally	TBD

Seconded by Mr. T. Lamphear and unanimously carried.

ADJOURNMENT

MOTION WAS MADE by Mr. T. Lamphear to adjourn at 6:17 p.m. Seconded by Mrs. L. DeMars and unanimously carried

NEWCOMB CENTRAL SCHOOL  
BOARD OF EDUCATION  
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Regular Meeting

July 7, 2022

Present: Mr. Peter Armstrong, Mr. Tyler Lamphear, Mrs. Lori DeMars , Mr. Nicholas Poulin, Mrs. Tamara Larabee .

Also Present: Mrs. Christian M. Fisher , Superintendent; Mrs. Melissa Yandon, Clerk; Mrs. Colleen Sage, Treasurer;

Regular meeting was called to order at 6:17 p.m. by the Board President.

PRELIMINARY ACTIONS

MOTION WAS MADE by Mr. T. Lamphear to approve the agenda for the July 7, 2022 regular meeting as submitted. Seconded by Mrs. T. Larabee and unanimously carried.

MOTION WAS MADE by Mr. T. Lamphear to approve the minutes from the June 30, 2022 meeting as submitted. Seconded by Mrs. T. Larabee and unanimously carried.

BUSINESS OPERATIONS

MOTION WAS MADE by Mrs. T. Larabee to to accept Warrant #24 dated June 30, 2022 in the amount of \$137,645.81 as audited by the claims auditor. Seconded by Mrs. L. DeMars and unanimously carried.

MOTION WAS MADE by Mrs. T. Larabee to approve the Extra Curricular Fund report for June 2022 as presented. Seconded by Mr. T. Lamphear and unanimously carried.

MOTION WAS MADE by Mrs. T. Larabee to open an account for the Class of 2026 in the Extracurricular Fund. Seconded by Mr. N. Poulin and unanimously carried.

SAFETY PLAN

MOTION WAS MADE by Mr. T. Lamphear to approve the 2022-2023 District Wide Safety Plan. Seconded by Mrs. T. Larabee and unanimously carried.

MOTION WAS MADE by Mr. T. Lamphear to approve the building wide Safety Plan for 2022-2023. Seconded by Mrs. T. Larabee and unanimously carried.



Minutes 7/7/22 cont'd

## PT CLERK POSITIONS

MOTION WAS MADE by Mrs. L. DeMars to increase the hourly rate for the Part Time Clerk positions by 4% for the 2022-23 year. Seconded by Mrs. T. Larabee and unanimously carried.

## RETIREMENT

MOTION WAS MADE by Mrs. T. Larabee to approve the retirement of Mrs. Eleanor Yandon effective June 29, 2022 and to pay out any unused vacation days and termination pay. Seconded by Mr. T. Lamphear and unanimously carried.

## FROM THE BOARD

Mr. Armstrong thanked Mr. Tyler Lamphear for his FB post about his positive experience hosted an International Student for the past year.

## FROM THE SUPERINTENDENT

Mrs. Fisher updated the board on the capital project. She stated that the internet is back up, abatement in the office area and the records room is done. Work on the parking lot and interior doors will begin next week. She stated that the interactions with workers have gone very well.

## ADJOURNMENT

MOTION WAS MADE by Mr. T. Lamphear to adjourn at 6:37 p.m. Seconded by Mrs. T. Larabee and unanimously carried.

Respectfully submitted,

Melissa Yandon,  
District Clerk