

NEWCOMB CENTRAL SCHOOL  
BOARD OF EDUCATION  
MINUTES

Regular Meeting

June 29, 2023

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

Absent: Mrs. Tamara Larabee.

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

Meeting was called to order at 6:00 p.m. by the Board President.

Recited the Pledge of Allegiance

PRELIMINARY ACTIONS

MOTION WAS MADE by Mr. T. Lamphear to approve the agenda for the June 29, 2023 regular meeting as adjusted. Seconded by Mrs. L. DeMars and unanimously carried.

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|------|----------------------------|
| 9.14 | Outside Business for Audit |
| 9.15 | Disposal of Calculators    |
| 9.16 | NYSLRS Standard Work Day   |
| 9.17 | Yearbook Account           |

MOTION WAS MADE by Mr. N. Poulin to approve the minutes for the May 4, 2023 Budget Hearing and the May 4, 2023 regular meeting as submitted. Seconded by Mr. T. Lamphear and unanimously carried.

BUSINESS OPERATIONS

WARRANT

MOTION WAS MADE by Mr. T. Lamphear to accept Warrant #22 dated May 31, 2023 in the amount of \$149,914.36 as audited by the claims auditor. Seconded by Mr. N. Poulin and unanimously carried.

BUDGET AND REVENUE STATUS

MOTION WAS MADE by Mrs. L. DeMars to approve the Budget and Revenue Status Report for May 2023 as presented. Seconded by Mr. T. Lamphear and unanimously carried.

EXTRA CURRICULAR FUNDS

MOTION WAS MADE by Mr. T. Lamphear to approve the Extra Curricular Fund report for May 2023 as presented. Seconded by Mr. N. Poulin and unanimously carried.

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## TREASURER'S REPORT

MOTION WAS MADE by Mr. T. Lamphear to approve the Treasurer's Report dated April 30, 2023 and May 31, 2023 as presented. Seconded by Mr. N. Poulin and unanimously carried.

## POLICY

MOTION WAS MADE by Mr. N. Poulin to waive the 3rd reading and to adopt the following policies. Seconded by Mrs. L. DeMars and unanimously carried.  
#0115 Student Harassment and Bullying Prevention and Intervention, #4321.5 Confidentiality and Access to Individualized Education Services Programs and Service Plans, #4765 Online, Distance, and Remote Learning, #5151 Homeless Children, #5710 School Safety and Educational Climate Reporting, #6700 Purchasing, #8130 School Safety Plans and Teams, #8131 Pandemic Planning, #8140 Unsafe School Transfer Choice.

MOTION WAS MADE by Mr. T. Lamphear to approve updates to the IT policies as reviewed. Seconded by Mrs. L. DeMars and unanimously carried.

MOTION WAS MADE by Mr. N. Poulin to approve updates to the organizational chart. Seconded by Mrs. L. Demars and unanimously carried.

MOTION WAS MADE by Mr. T. Lamphear to approve updates to the business operation policies as reviewed. Seconded by Mr. N. Poulin and unanimously carried.

## DISPOSAL OF EXCESS EQUIPMENT

MOTION WAS MADE by Mr. N. Poulin to approve the disposal of the IT items requested by the Technology Coordinator. Seconded by Mr. T. Lamphear and unanimously carried.

MOTION WAS MADE by Mrs. L. DeMars to approve the disposal of the Maintenance and Bus Garage items as reviewed. Seconded by Mr. T. Lamphear and unanimously carried.

MOTION WAS MADE by Mr. T. Lamphear to approve the disposal of the weeded items from the Elementary and High School Libraries. Seconded by Mr. N. Poulin and unanimously carried.

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## HIKING CLUB

MOTION WAS MADE by Mr. N. Poulin to approve Mrs. Britt and Mr. Sullivan to facilitate an outdoor hiking club after school experience one day per week at the contractual rate. Seconded by Mr. T. Lamphear and unanimously carried.

## YOUTH AND GOVERNMENT

MOTION WAS MADE by Mrs. L. DeMars to approve Lauren Hai's attendance at the Youth and Government National Conference June 30 - July 7, 2023 at a cost of \$800.00. Seconded by Mr. N. Poulin and unanimously carried.

## HONEYWELL LAW FIRM

MOTION WAS MADE by Mr. T. Lamphear to approve continued legal services with Mr. Douglas Gerhardt at Honeywell Law Firm. Seconded by Mr. N. Poulin and unanimously carried.

## INTERMUNICIPAL COOPERATIVE AGREEMENT

MOTION WAS MADE by Mr. T. Lamphear to approve the Intermunicipal Cooperative Agreement between Newcomb Central School District and the Town of Newcomb. Seconded by Mr. N. Poulin and unanimously carried.

## ESSEX COUNTY SCHOOL BOARDS ASSOCIATION RESOLUTION

MOTION WAS MADE by Mr. T. Lamphear to approve the proposed resolution to disband the ECSBA and distribute the funds for paying annual membership dues for all participating districts to the Rural Schools Association for the 2023-2024 school year. Any remaining funds shall be expended to support the Essex County Senior Academic Awards Ceremony. Seconded by Mr. N. Poulin and unanimously carried.

## APPOINTMENT OF ELEMENTARY READING/MATH SPECIALIST

MOTION WAS MADE by Mrs. L. DeMars to approve the Superintendent and Interviewing Committee's recommendation to appoint Ms. Grace Armstrong as a tenure track Elementary Reading/Math Specialist at the contractual first year teacher salary of \$58,869.00 for an August 29, 2023 start date. Seconded by Mr. T. Lamphear. Aye - DeMars, Poulin, Lamphear. Abstain - Armstrong. Motion carried.

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## SUMMER SCHOOL PROVIDERS

MOTION WAS MADE by Mr. T. Lamphear to approve Mrs. Gagnon as a Summer Enrichment Teacher for a total of 40 hours at the instructional rate and 13 hours for planning and prep at the non-instructional rate. Also to approve Mrs. Comeau as summer school Speech and Language Therapist for a total of 10 hours at the instructional rate and 6 hours for planning and prep at the non-instructional rate. Seconded by Mrs. L. DeMars and unanimously carried.

## SUMMER DAYS FOR GUIDANCE COUNSELOR

MOTION WAS MADE by Mr. N. Poulin to approve up to 10 additional days for Mrs. Markwica at the contractual daily rate. Seconded by Mr. T. Lamphear and unanimously carried.

## CERTIFIED SUBSTITUTE

MOTION WAS MADE by Mr. T. Lamphear to approve Ms. Grace Armstrong as a certified substitute teacher at the contractual daily rate effective June 14, 2023. Seconded by Mrs. L. DeMars. Aye - Lamphear, Poulin, DeMars. Abstain - Armstrong. Motion carried.

## AUGUST REGENTS PROCTORS

MOTION WAS MADE by Mr. T. Lamphear to approve Mrs. Gagnon, Mrs. Britt, Mr. Phelps and Mrs. Bush as proctors for the August 16th ELA regents exam at the contractual instructional rate.

## OUTSIDE BUSINESS INTERESTS

Board members completed the outside business interests form for the OSC Audit.

## DISPOSAL OF CALCULATORS

MOTION WAS MADE by Mr. N. Poulin to approve the disposal of 13 calculators. Seconded by Mr. T. Lamphear and unanimously carried.

## NYSLRS STANDARD WORK DAY

MOTION WAS MADE by Mr. N. Poulin to set the NYSLRS standard work day at 8 hours for the following positions effective June 29, 2023. Seconded by Mr. T. Lamphear and unanimously carried.

Head Custodian	Automotive Mechanic
School Bus Driver	Cleaner,
Food Service Helper	Confidential Secretary to the School Superintendent
Technology Coordinator	Registered Nurse
Aide	Clerk
School Monitor	Substitute Cleaner
Substitute Food Service Helper	Substitute Bus Driver
Substitute Nurse	Food Service Manager

## YEARBOOK

MOTION WAS MADE by Mrs. L. DeMars to approve applying \$750.00 from the general fund to Extra Curricular to offset a portion of the negative yearbook balance. Seconded by Mr. T. Lamphear and unanimously carried.

## FROM THE SUPERINTENDENT

Mrs. Fisher informed the board of the recognition the school received in the Post Star for the spring concert and North Country Wild collaboration.

Mrs. Fisher informed the board that she received a thank you note from a community member for the use of the pickle ball courts.

Mrs. Fisher shared the Health office stats compiled by Mrs. Helms.

Mrs. Fisher discussed the Technology Coordinator position. It has been posted but no interest. We will continue to post the position. She has spoken with David Ashdown at BOCES and set up BOCES coverage for the summer and a plan for contracting for 3 days next year. BOCES will assist with school start up in late August. She is looking at possibly seeking a desktop support person.

## EXECUTIVE SESSION

MOTION WAS MADE by Mr. N. Poulin to enter executive session at 6:45 for the purpose of Personnel discussion. Colleen Sage is invited to attend. Seconded by Mr. T. Lamphear and unanimously carried.

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MOTION WAS MADE by Mr. T. Lamphear to leave executive session at 7:05 p.m.  
Seconded by Mrs. L. DeMars and unanimously carried.

#### RETIREE HEALTH INSURANCE

MOTION WAS MADE by Mr. T. Lamphear to acknowledge that upon retirement on June 20, 2023, Melissa Yandon is eligible for retiree health insurance (2 person coverage), but has elected to waive at this time due to other coverage. If this coverage was to terminate or if she elects to change her mind at a later date, she may enroll in the district's health insurance plan in accordance with the insurance carriers rules and regulations and as per contract at the time of retirement. Seconded by Mrs. L. DeMars and unanimously carried.

#### ADJOURNMENT

MOTION WAS MADE by Mr. N. Poulin to adjourn at 7:06 p.m. Seconded by Mrs. L. DeMars and unanimously carried.

Respectfully submitted,

Melissa Yandon,  
District Clerk