

Boquet Valley CSD
Public Budget Hearing & Regular Meeting
Tuesday, May 11, 2021 @ 6:00 PM
Auditorium @ Mountain View Campus Elizabethtown
In-Person with Limited Capacity

OFFICIAL MINUTES

1. Call to Order **At:** 6:00 PM **By:** President Mero

2. Pledge of Allegiance

3. Roll Call

[A]Karin DeMuro [X]Dina Garvey [X]Alan Jones [X]Sarah Kullman
[X]Philip Mero [X]Heather Reynolds [A]Suzane Russell

4. Attendees

Present: Joshua R. Meyer, Superintendent
 Jana Atwell, District Clerk
 Sharlene Petro-Durgan, District Treasurer

Visitors: Karen Brown Hedy Merrihew Ryan Hathaway
 Evan George Brianne Drummond Susan Kier-Merrihew

5. Public Budget Hearing on the Proposed 2021-2022 Spending Plan

- a. Presentation on the proposed \$15,118.683 budget for the 2021-2022 school year. See attached.
- b. The floor was opened for questions and feedback from those in attendance.

6. Executive Session

Specifically, the Board anticipates entering into Executive Session for the following reasons:

- a. (#5) to discuss collective negotiations pursuant to article 14 of the Civil Service Law.
- b. (#6) to discuss the medical, financial, credit or employment history of a particular person or person.

In: 6:28 PM Motion: Dina Garvey Second: Alan Jones Yes: 5 No: 0 Abstain: 0
 Accept

Out: 7:35 PM Motion: Dina Garvey Second: Sarah Kullman Yes: 5 No: 0 Abstain: 0
 Accept

No action taken.

- c. Motion to return to regular session at 7:38 PM

Motion: Alan Jones Second: Sarah Kullman Yes: 5 No: 0 Abstain: 0 Accept

7. Approval of Minutes

- a. Approve the minutes of the April 15, 2021 Regular Meeting and April 22, 2021 Special Meeting as presented.

Motion: Heather Reynolds Second: Sarah Kullman Yes: 5 No: 0 Abstain: 0 Accept

8. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

9. Financials

- a. Approve the following financial reports:
 - i. Warrant 10B dated 4/14/21
 - ii. Warrant 10C dated 4/21/21
 - iii. Warrant 10D dated 4/28/21
 - iv. Warrant 11A dated 5/5/21
 - v. Treasurer's Report for Multi-Fund Month of March 2021
 - vi. Multi-Fund Bank Account Reconciliation as of 3/31/21
 - vii. Debt Service Bank Account Reconciliation as of 3/31/21
 - viii. Payroll Bank Account Reconciliation as of 3/31/21
 - ix. Capital Project Bank Account Reconciliation as of 3/31/21
 - x. Extraclassroom Bank Account Reconciliation as of 3/31/21
 - xi. Financial Statement of Extraclassroom Activity Fund 3/1/21 to 3/31/21
 - xii. Cafeteria Profit & Loss Statement July 2020 - March 2021
 - xiii. Revenue Status Report School Lunch Fund as of 3/31/21
 - xiv. Revenue Status Report General Fund as of 3/31/21
 - xv. Budget Status Report School Lunch Fund as of 3/31/21
 - xvi. Budget Status Report General Fund as of 3/31/21
 - xvii. Budgetary Transfer Report 2/1/21 to 3/31/21
 - xviii. 2020-2021 Cash Flow Report July 2020 - March 2021
 - xix. Fund Balance Projection 2020-2021

Motion: Dina Garvey Second: Alan Jones Yes: 5 No: 0 Abstain: 0 Accept

10. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #1371, 725, 12479, 007-13-14, 12390, 1262, 1226, 12415, 515, 1012, 12474, 1585, 1301,

1088, 1206, 1371, 632, 8792, 1059, 12479, 564, 657, 009-18-19, 12420, 8794, 740, 599, 504-03-20, 12428, 1273, 504-02-19, 007-18-19, 1320, 002-18-10, 1190, P01-14-15, 1299, 1581, 1342, 1354, 12372, 1585, 1301, 12413, 803, 1211, 2394 and 1168.

Motion: Alan Jones Second: Heather Reynolds Yes: 5 No: 0 Abstain: 0 Accept

11. Action Items - Consent Agenda

- a. Approve the disposal of an obsolete Fender Precision Bass electric bass acquired in 1983 model #E622176 located in room 412 MVC (no asset tag #).
- b. Contingent upon voter approval of the proposed 2021-2022 spending plan, approve the tuition rate of \$1337.18 per student for the 2021-2022 school year.
- c. Approve the revised Response to Intervention District Plan as presented.
- d. Approve the CVES CV-TEC Adult Education and Safety Education Sponsorship Agreement (CO-SER 103 Adult Education and CO-SER 401 Accident Prevention/Pre-Licensing) as presented.
- e. Approve the following resolution establishing an ERS reserve:

Retirement Contribution Reserve Resolution

WHEREAS, the Boquet Valley Central School District participates in the New York State State Retirement System (“ERS”); and

WHEREAS, on May11, 2021, the Board of Education of the Boquet Valley Central School District by resolution established a Retirement Contribution Reserve Fund known as the Boquet Valley Central School District Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law; and

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the Boquet Valley Central School District, pursuant to Section 6-r of the General Municipal Law, as follows:

1. The Board hereby establishes a Retirement Reserve Fund to be known as the Boquet Valley Central School District State Retirement Contribution Reserve Fund;
2. The source of funds for this Reserve shall be:
 - a. such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;
 - b. such revenues as are not required by law to be paid into any other fund or account;
 - c. such other funds as may be legally appropriated; and
 - d. notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or

6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.

3. By resolution, the Board of Education may authorize expenditures from this Reserve Fund. Except as otherwise provided by law, moneys in this Reserve Fund may only be appropriated to finance retirement contributions to the New York State State Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.

4. No member of the Board of Education or employee of the District shall:

a. authorize a withdrawal from this Reserve Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or

b. expend any money withdrawn from this Reserve Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.

5. The moneys in this Reserve Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may invest the moneys in this Reserve Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Fund.

6. The chief fiscal officer shall account for this Reserve Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the fund; the interest earned by such fund; capital gains or losses resulting from the sale of investments of this fund; the order, purpose thereof, date and amount of each payment from this fund; the assets of the fund, indicating cash balance and a schedule of investments. The chief fiscal officer, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of this fund to the Board of Education.

7. This Resolution shall take effect immediately.

f. Approve the following resolution establishing a reserve subfund:

Retirement Contribution Reserve Sub-Fund Resolution

WHEREAS, the Boquet Valley Central School District participates in the New York State Teachers' Retirement System ("TRS"); and

WHEREAS, on May 11, 2021, the Board of Education of the Boquet Valley Central School District by resolution established a Retirement Contribution Reserve Fund known as the BOQUET VALLEY CENTRAL SCHOOL DISTRICT RETIREMENT CONTRIBUTION RESERVE FUND pursuant to Section 6-r of the General Municipal Law; and

WHEREAS, the Board of Education has determined it is also appropriate to establish a sub-fund within said Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law.

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of the Boquet Valley Central School District, pursuant to Section 6-r of the General Municipal Law, as follows:

1. The Board hereby establishes a sub-fund within the BOQUET VALLEY CENTRAL SCHOOL DISTRICT RETIREMENT CONTRIBUTION RESERVE FUND to be known as the Boquet Valley Central School District Retirement Contribution Reserve Sub-Fund;

2. The source of funds for this Reserve Sub-Fund shall be:

a. such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;

b. such revenues as are not required by law to be paid into any other fund or account;

c. such other funds as may be legally appropriated; and

d. notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or 6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.

3. By resolution, the Board of Education may authorize expenditures from this Reserve Sub-Fund. Except as otherwise provided by law, moneys in this Reserve Sub-Fund may only be appropriated to finance retirement contributions to the New York State Teachers' Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.

4. No member of the Board of Education or employee of the District shall:

- a. authorize a withdrawal from this Reserve Sub-Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or
 - b. expend any money withdrawn from this Reserve Sub-Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.
5. The moneys contributed annually to the Reserve Sub-Fund shall not exceed 2% of the total compensation or salaries of all teachers (as that term is defined in Education Law §501[4]) employed by the District who are members of TRS paid during the immediately preceding fiscal year.
 6. The balance of the Reserve Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers (as that term is defined in Education Law §501[4]) employed by the District who are members of TRS paid during the immediately preceding fiscal year.
 7. The moneys in this Reserve Sub-Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may invest the moneys in this Reserve Sub-Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Sub-Fund.
 8. The chief fiscal officer shall account for this Reserve Sub-Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the sub-fund; the interest earned by such sub-fund; capital gains or losses resulting from the sale of investments of this sub-fund; the order, purpose thereof, date and amount of each payment from this sub-fund; the assets of the sub-fund, indicating cash balance and a schedule of investments. The chief fiscal officer, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of this sub-fund to the Board of Education.
 9. This Resolution shall take effect immediately.

Motion: Alan Jones Second: Heather Reynolds Yes: 5 No: 0 Abstain: 0 Accept

12. Personnel - Consent Agenda

- a. Approve the appointment of Barry Morrison to the permanent part-time (10 month) civil service position of Food Service Helper effective April 26, 2021.
- b. Approve the appointment of John Doyle to the extra-curricular position of volunteer assistant for varsity baseball.
- c. Accept and approve the letters of resignation as submitted by:
 - i. Amanda Drake from her position as Special Education Teacher effective June 30, 2021,
 - ii. Chad Tyson from his position as Bus Driver/Mechanic effective May 21, 2021, and

- iii. Abbey Cramer from her position as Secretary to the Principal (civil service title clerk) effective May 31, 2021.
- d. Approve the appointment of Codia Crandall to the position of School Tax Collector for the 2021-2022 school year at a rate of \$10,500.00.

Motion: Dina Garvey Second: Alan Jones Yes: 5 No: 0 Abstain: 0 Accept

13. Policy - None at this time

14. Mountain View Campus Principal Report - Elaine Dixon-Cross

On behalf of Principal Dixon-Cross, a report was given by Lake View Principal, Dan Parker sharing the following celebrations and information:

- a. Congratulations to Abbey Schwoebel for finishing in the top five for the individual Intro to Event Planning! Go Griffins for FBLA
- b. Congratulations to our North Country Model UN students that participated in the first virtual NCMUN conference and a special shout out to the three students that won the awards, Alessia Caputo: Outstanding Delegate, Elizabeth Hickey: Outstanding Delegate and Jude Brearton: Honorable Mention.
- c. We have a spring NHS Induction ceremony scheduled for May 26.
- d. We continue to do monthly challenges to work on the Essential Skills through CFES Brilliant Pathways.

15. Superintendent's Update

- a. Project Update - Mike Harris BCA Architects & Engineer
In Mr. Harris' absence, Superintendent Meyer provided a brief overview of where the District stands with the project development.
 - Not much has progressed over the past month while we await SED's response to the preliminary submission.
 - The preliminary project submission was logged in at SED on March 31. We await their determination of the Maximum Cost Allowance.
 - Property Transfer discussions are ongoing between the County and the District's legal counsel. Once firmed up, we will authorize the property and topographical survey.
 - The Archaeological Study is in process. We anticipate the Phase 1 report before months end. This report will identify what, if any additional investigation is required. If further review is required, the fieldwork will take place over the early summer months, well in advance of any pending deadlines.
 - In conjunction with AES, we continue to work on the Environmental Impact Statement and Permitting Applications. We met with the APA last week and should not have any difficulty receiving approvals on a comfortable timeframe.
 - When returned, we will review the Staff Survey and consider inclusion of some of the ideas presented into our conceptual plans.
 - Stakeholders meetings can be scheduled for any time convenient for the District and staff.

- The next Community Forum is scheduled for 6 PM, Wednesday, May 19, 2021.
- b. Superintendent's Report - See attached.

16. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

17. Executive Session - not required.

18. Next Meeting

- a. Annual Budget Vote & Election Tuesday, May 18, 2021 12:00 PM - 8:00 PM
Lake View Campus
- b. Regular Meeting Thursday, June 10, 2021 6:00 PM Lake View Campus
- c. Reorganization & Regular Meeting ~~Thursday, July 8, 2021~~ **Tuesday, July 6, 2021**
6:00 PM Mountain View Campus

19. Adjournment

Time: 7:53 PM Motion: Heather Reynolds Second: Dina Garvey Yes: 5 No: 0 Abstain: 0
Accept

Minutes are not official until approved by the Board of Education.

Date approved by the BOE: June 10, 2021

Jana Atwell, District Clerk