

**Boquet Valley CSD
Regular Meeting
Thursday, October 12, 2023 @ 6:00 PM
Mountain View Campus - Elizabethtown, NY**

OFFICIAL MINUTES

1. **Call to Order** At: 6:06 PM By: President Garvey

2. **Pledge of Allegiance**

3. **Oath of Office**
 - a. The District Clerk administered the oath of office to member appoint Thomas Broderick.

4. **Roll Call**

Thomas Broderick Dina Garvey Evan George Sarah Kullman
Heather Reynolds Sue Russell-arrived 6:10 PM Micah Stewart

5. **Attendees**

Present: Joshua Meyer, Superintendent Jana Atwell, District Clerk Sharlene Petro-Durgan	Visitors: Amy Welch Megan Walls Elaine Dixon-Cross
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6. **Audit Committee Report - Mr. Tom Telling, Telling & Hillman, PC**
 - a. Focus on the audit committee of the school board gathering with representatives of the independent financial audit firm to examine and discuss a preliminary draft edition of the annual independent financial audit reports, in keeping with increased fiscal accountability responsibilities mandated by New York State.

Members of the Board engaged with independent auditor, Mr. Tom Telling, CPA remotely to examine and discuss the independent financial audit reports and independent auditor’s report pursuant to governmental auditing standards and the requirements of the uniform guidance for the fiscal year ending June 30, 2023.

7. **Annual Independent Auditor Reports and Associated Fiscal Accountability Report**
 - a. WHEREAS, the Boquet Valley Central School District is required to engage an independent certified public accounting firm to conduct an annual audit of the financial operations of the District; and
WHEREAS, the aforesaid audits have been prepared by Telling & Hillman, PC for the fiscal year ended June 30, 2023; and
RESOLVED, that the Board of Education accepts the June 30, 2023 Boquet Valley Central School District audited financial statements; and
THEREFORE BE IT FURTHER RESOLVED, that the District Clerk is authorized to file the June 30, 2023 Audited Financial Statements with the New

York State Commissioner of Education in accordance with Education Law 2116-a(3)(a) and the Commissioners' Regulation, Section 170.12(e)(2).

Motion: Sue Russell Second: Tom Broderick Yes: 6 No: 0 Abstain: 0 Accept

8. Approval of Minutes

- a. Approve the minutes of the September 14, 2023 Regular Meeting as presented.

Motion: Heather Reynolds Second: Micah Stewart Yes: 6 No: 0 Abstain: 0 Accept

9. 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.

10. Financials

- a. Approve the following financial reports:
 - i. Warrant 3A dated 9/14/23
 - ii. Warrant 3B dated 9/21/23
 - iii. Warrant 3C dated 9/28/23
 - iv. Budget Status Report General Fund 9/30/23
 - v. Revenue Status Report General Fund 9/30/23
 - vi. Budget Status Report School Lunch Fund 9/30/23
 - vii. Revenue Status Report School Lunch Fund 9/30/23
 - viii. Budget Status Report F Special Aid Fund 9/30/23
 - ix. Revenue Status Report F Special Aid Fund 9/30/23
 - x. Budget Transfer Report 9/1/23-9/30/23
 - xi. Debt Service Bank Account Reconciliation as of 9/30/23
 - xii. Capital Project Bank Account Reconciliation as of 9/30/23
 - xiii. Extraclassroom Bank Account Reconciliation as of 9/30/23
 - xiv. Financial Statement of Extraclassroom Activity Fund 8/1/23 - 8/31/23
 - xv. Multi-Fund Bank Reconciliation for September 30, 2023
 - xvi. Treasurer's Report for Multi-Fund Month of September 2023
 - xvii. Cafeteria Profit & Loss Statement August 2023 - September 2023
 - xviii. 2023-24 Cash Flow Report September 2023
 - xix. Claims Audit Report September 2023
 - xx. Boquet Valley CSD Grants 2023-24 as of September 30, 2023

Motion: Sue Russell Second: Tom Broderick Yes: 6 No: 0 Abstain: 0 Accept

11. Appointment of Board Representatives

- a. Resolved that the Superintendent recommends to the Board of Education the appointment of the following Board of Education representative for the 2023-24 school year:
 - i. Boquet Valley Youth Commission - Sarah Kullman

Motion: Heather Reynolds Second: Micah Stewart Yes: 6 No: 0 Abstain: 0 Accept

12. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #725, 2911, 12439, 2825, 12659, 12549, 1168, 2820, 1371, 12577, 1301, 1189, 1105, 12548, 1059, 12507 and 12658.

Motion: Sue Russell Second: Tom Broderick Yes: 6 No: 0 Abstain: 0 Accept

13. Action Items - Consent Agenda

- a. Resolved that the Board of Education of the Boquet Valley Central School District accepts and approves the Corrective Action Plans as presented:
 - i. Auditors' Findings and Evaluation June 30, 2022
 - ii. Auditor's Findings and Evaluation June 30, 2023
- b. Approve the following agreements for the 2023-24 school year as presented:
 - i. CVES to provide educational services for resident students when admitted into the CVPH Medical Center Child and Adolescent Mental Health Unit
 - ii. Parallel Learning: Master Services Agreement
 - iii. School Resource Officer (SRO) Agreement
- c. Approve the following Small Claims Assessment Review (SCAR) matters as presented based upon the Decision of the Hearing Officer:
 - i. Bodnar SC7-2023 - no change in assessment
 - ii. McCutcheon SC11-2023 - refund in the amount of \$988.04
- d. Approve the disposal of the following obsolete assets:
 - i. General Electric Americana dryer asset tag #A00228308 (LVC kitchen)
 - ii. General Electric refrigerator asset tag #000026 (MVC Home Ec room)
- e. Accept the donation of a refrigerator and electric dryer from Plattsburgh High School.
- f. Resolution amending the General Purpose School Fund Budget
 - i. Resolution of the Boquet Valley Central School District Board of Education to amend the General Purpose School Fund Budget for the fiscal year ending June 30, 2024; and for other purposes.

WHEREAS, the General Purpose School Fund Budget for the fiscal year ending June 30, 2024 was approved by the Boquet Valley Central School District Board of Education on April 20, 2023 and by the Boquet Valley Central School District Taxpayers on May 16, 2023; and

WHEREAS, the Boquet Valley Central School District had damage to the Conference Room at the Mountain View Campus on June 27, 2023 and water damage at the Lake View Campus on August 14, 2023; and

WHEREAS, this damage was unforeseen; and

WHEREAS, we have received insurance recovery from NYSIR;

NOW, THEREFORE BE IT RESOLVED, that the Boquet Valley Central School District Board of Education meeting in regular session, amend the General Purpose School Fund as follows:

<u>Increase</u>	<u>Revenue</u>	
A2680.000	Insurance Recoveries	\$11,098.98

<u>Increase</u>	<u>Expenditures</u>	
Various Accounts	Maintenance of Plant MVC	\$4,815.87
	Maintenance of Plant LVC	<u>\$6,283.11</u>
	Total	\$11,098.98

Motion: Heather Reynolds Second: Micah Stewart Yes: 6 No: 0 Abstain: 0 Accept

14. Personnel - Consent Agenda

- a. Accept and approve the following resignations as submitted by:
 - i. Brett LaMere from his position as Cleaner effective September 25, 2023
 - ii. Judy Kingsley from her position as Cleaner effective September 26, 2023
 - iii. Terry Egglefield from the following extracurricular positions for the 2023-2024 school year:
 1. Freshman Class Advisor
 2. Girls Varsity Soccer Volunteer Assistant
 3. Girls Varsity Basketball Coach
 - iv. Terry Egglefield from her position as Special Education Teacher effective November 10, 2023
- b. Approve the appointment of the following employees to serve as OASIS teachers for the 2023-2024 school year paid at their hourly rate through the Extended School Day Grant:
 - i. Karen Reynolds
 - ii. Paul Buehler
 - iii. Kristen Larkin
- c. Approve the appointment of the following administrators as mentors at a rate of \$3,000.00 for the 2023-2024 school year:
 - i. Elaine Dixon-Cross
 - ii. Abby Seymour
- d. Approve the appointment of Abby Seymour as the Data Manager of the ARP Grant for the 2023-2024 school year to be paid a stipend of \$10,000 through the ARP grant.
- e. Approve the following appointments and stipends for the 2023-2024 school year to be paid through the Universal Pre-K grant:
 - i. Program Administrator/Director \$6,000 - Abby Seymour
 - ii. Curriculum Planning/Development Coordinator \$5,000 - Lee Kyler
- f. Approve the following appointments and stipends for the 2023-2024 school year to be paid through the Extended School Day Grant:
 - i. Lake View Educational Liaison \$5,000 - Lee Kyler
 - ii. Mountain View Education Liaison \$5,000 - Elaine Dixon-Cross
 - iii. Programming and Community Partner Coordinator \$10,000 - Elaine Dixon-Cross

- g. Approve the appointment of Julie Cassavaugh to the permanent full-time 12 month civil service position of Maintenance Person/Bus Driver effective October 4, 2023.
- h. Upon the recommendation of the Superintendent, Elaine Dixon-Cross, who holds a professional certification in the School Building Leader area, is hereby granted tenure in the K-12 School Building Leader tenure area effective December 18, 2023.
- i. Approve the provisional appointment of Robert Rice to the full-time 12 month civil service position of Director of Facilities at an annual salary of \$65,000 (prorated) effective October 1, 2023 (retroactive).
- j. Approve the appointment of Tammie Aubin to the full-time 12 month civil service position of Cleaner at an hourly rate of \$16.00 effective September 25, 2023 with a 120 day probationary period effective September 25, 2023 through March 22, 2024.
- k. Approve the appointment of Joanna Waters to the full-time 10 month civil service position of Food Service Helper at an hourly rate of \$14.20 effective October 16, 2023 with a 120 day probationary period effective October 16, 2023 through May 6, 2024 (fingerprint clearance on file).
- l. Authorize the Superintendent the flexibility to offer new substitutes a pay rate based upon the applicant's years of experience up to a maximum of 25% higher than the current substitute rate for the appointed position(s).
- m. Approve the appointment of the following substitutes as listed at the current substitute rate:
 - i. Judy Kingsley - Cleaner effective effective September 27, 2023
 - ii. Sasha Pulsifer - Food Service Helper effective October 5, 2023 (fingerprint clearance on file)
- n. Approve the following extracurricular appointments and stipends per the current BVFT agreement for the 2023-24 school year:
 - i. Volunteer Assistant Boys and Girls Varsity Soccer (no stipend) - Jason Fiegl
 - ii. Boys Modified Soccer Coach - William Napper
 - iii. Sophomore Class Advisor - Allison Whalen
 - iv. Junior Class Advisor - Amanda Pulsifer
 - v. Junior Class Advisor - Wendy Hickey
 - vi. Varsity Baseball Coach - Donald Markwica
 - vii. Modified Softball Coach - Irwin Borden
 - viii. Yearbook Co-Advisor - Zoe Brugger-Lobdell
 - ix. Girls Varsity Basketball Coach - Terry Pulsifer
 - x. Girls Modified Basketball Coach - Irwin Borden
 - xi. Boys Modified Basketball Coach - Kyle Smith
 - xii. Volunteer Assistant Girls Varsity Basketball (no stipend) - David Reynolds

Motion: Sarah Kullman Second: Sue Russell Yes: 6 No: 0 Abstain: 0 Accept

15. Policy - None at this time

16. 2023-2024 Non-Resident Tuition Rate - Discussion

- a. Upon the recommendation of the Superintendent, effective immediately a temporary pause will be placed on new non-resident student admissions while considering a possible policy change. This pause will not affect any siblings of current non-resident students, currently enrolled non-resident students or children of a member of the Boquet Valley Federation of Teachers per the current BVFT agreement Article XXI Section I, “a Bargaining Unit Member will be allowed to enroll his/her school-aged child(ren), without tuition in the BVCSD”.

Motion: Micah Stewart Second: Sue Russell Yes: 6 No: 0 Abstain: 0 Accept

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

- a. Principal Dixon-Cross reported that we are currently celebrating the second week of homecoming with a parade and soccer games scheduled for this weekend. The Student Council will be hosting a Fall Festival the week of October 25 including hallway decorating and pumpkin painting contest finishing with a costume contest and an afternoon of classroom trivia and games on October 31. BVCS was recognized as a 2022-2023 School of Distinction by CFES Brilliant Pathways by meeting criteria required to receive this award. Our athletes were recently recognized by NYSSPHA as scholar athletes. In order to receive this honor, 75% of total athletes must have an average of 90% or above. Congratulations to our students and our District!

18. Superintendent’s Update

- a. Building Project Update - included in Superintendent Report
- b. Superintendent’s Report - see attached

19. 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.

20. Executive Session

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons,
- b. (#4) Discussions involving proposed, pending or current litigation, and
- c. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law.

In: 7:40 PM Motion: Heather Reynolds Second: Sue Russell Yes: 6 No: 0 Abstain: 0
Accept

Out: 8:32 PM Motion: Dina Garvey Second: Micah Stewart Yes: 6 No: 0 Abstain: 0
Accept

No action taken.

21. Next Meeting

- a. Special Meeting October 26, 2023 6:00 PM Mountain View Campus
- b. Regular Meeting November 9, 2023 6:00 PM Lake View Campus

22. Adjournment

Time: 8:32 PM Motion: Dina Garvey Second: Micah Stewart Yes: 6 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: November 9, 2023

Jana Atwell, District Clerk