

Boquet Valley CSD
Regular Meeting
Thursday, September 14, 2023 @ 6:00 PM
Lake View Campus - Westport, NY

OFFICIAL MINUTES

1. **Call to Order** At: 6:02 PM By: President Garvey

2. **Pledge of Allegiance**

3. **Roll Call**

[X]Dina Garvey [X]Evan George [A]Sarah Kullman [X]Heather Reynolds
[A]Suzanne Russell [X]Micah Stewart

4. **Attendees**

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

Visitors: Christina Durgan
Will Napper
Heather Olson
Steve Hudson
Sarah Chandler
Ellen Saccone
Shannon Baumann
Samantha Meachem
Danielle Criss
Elaine Dixon-Cross
Lee Kyler
Larry Cooney
Megan Walls

5. **Introduction of New Employees - Meet & Greet Reception**

- a. New employees were introduced and afforded the opportunity to meet the members of the Board of Education and other faculty and staff members present.

6. **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, and
b. (#4) Discussions involving proposed, pending or current litigation.

In: 6:21 PM Motion: Micah Stewart Second: Heather Reynolds Yes: 4 No: 0 Abstain: 0
Accept

Out: 6:55 PM Motion: Micah Stewart Second: Heather Reynolds Yes: 4 No: 0 Abstain: 0
Accept

No action taken.

- c. Motion to return to regular session at 6:55 PM.

Motion: Micah Stewart Second: Heather Reynolds Yes: 4 No: 0 Abstain: 0 Accept

7. Approval of Minutes

- a. Approve the minutes of the August 10, 2023 Regular Meeting as presented.

Motion: Heather Reynolds Second: Micah Stewart Yes: 4 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 2B dated 8/11/23
 - ii. Warrant 2C dated 8/22/23
 - iii. Warrant 2D dated 8/30/23
 - iv. Budget Status Report General Fund 7/31/23
 - v. Revenue Status Report General Fund 7/31/23
 - vi. Budget Status Report School Lunch Fund 7/31/23
 - vii. Revenue Status Report School Lunch Fund 7/31/23
 - viii. Debt Service Bank Account Reconciliation as of 8/31/23
 - ix. Capital Project Bank Account Reconciliation as of 8/31/23
 - x. Extraclassroom Bank Account Reconciliation as of 8/31/23
 - xi. Multi-Fund Bank Reconciliation for July 31, 2023
 - xii. Treasurer's Report for Multi-Fund Month of July 2023
 - xiii. Multi-Fund Bank Reconciliation for August 31, 2023
 - xiv. Treasurer's Report for Multi-Fund Month of August 2023
 - xv. 2023-24 Cash Flow Report July 2023
 - xvi. Boquet Valley CSD Grants 2023-24 as of August 31, 2023
 - xvii. Claims Audit Report August 2023

Motion: Evan George Second: Heather Reynolds Yes: 4 No: 0 Abstain: 0 Accept

10. Authorization

- a. Resolved that the Superintendent recommends to the Board of Education the authorization for the Deputy Treasurer to sign checks in the absence of the District Treasurer.

Motion: Micah Stewart Second: Heather Reynolds Yes: 4 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 representatives for the 2023-24 school year:
 - i. Joint Study - Evan George
 - ii. Boquet Valley Youth Commission - **Tabled**

Motion: Heather Reynolds Second: Evan George Yes: 4 No: 0 Abstain: 0 Accept

12. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #12659, 632, 12591, 1364, 12518 and 8798.

Motion: Micah Stewart Second: Heather Reynolds Yes: 4 No: 0 Abstain: 0 Accept

13. Action Items - Consent Agenda

- a. Approve the disposal of the following obsolete assets:
 - i. Smart Board Remote asset tag #A00789110 MVC
 - ii. Metal cupboard asset tag #A00019425 LVC
 - iii. Ragnar scoreboard asset tag #A00369794 LVC
 - iv. Dresser asset tag #A00019129 LVC
 - v. Signature refrigerator asset tag #A00228281 LVC
 - vi. Hobart mixer serial #11-127-831 asset tag #A00019376 LVC
 - vii. Cold table asset tag #A01028112 LVC
- b. Approve the acquisition of an Autel Maxisys MS909 scan tool serial #VA9GP5V02120 asset tag #A01068227 located in the MV bus garage.
- c. Approve the following agreements for the 2023-24 school year as presented:
 - i. Anne Kuhl, Teacher of the Visually Impaired Services
 - ii. Boquet Valley/ACAP Early Bridges UPK Program Plan
 - iii. Memorandum of Agreement between Adirondack Community Action Programs, Inc. Head Start and BVCSD
 - iv. BVCSD and Cornell Cooperative Extension-Essex County (OASIS).
- d. Accept and approve the bid for the Drill Press Lot (drill press, bandsaw and wood lathe) received from Samuel Swartzentruber in the amount of \$760.
- e. Upon recommendation of the Superintendent, approve the Resolution Regarding Increase in Budget for Support Staff Sick Days:
 - i. WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to increase the appropriation set forth in the 2023-24 school budget to fund contingent expense of payment for sick leave for Richard St. Dennis up to \$3,820.00 and,

WHEREAS, a Board of Education is empowered to appropriate whatever additional amounts are necessary to pay contingent expenses when the amount in the approved budget is inadequate;

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of the Boquet Valley Central School District as follows:

Section 1. The budgetary appropriation for the following contingent expense is hereby increased (up to) as follows:

A9089-800-02-00UR Retirement Compensation-Use Reserve
\$3,820.00

Section 2. The increase in the appropriation listed in Section 1 of this resolution shall be funded by the following:

A867.02 Reserve for Employee Benefits and Accrued Liabilities
\$3,820.00 5997.000 Appropriated Reserve - EBALR

Motion: Evan George Second: Micah Stewart Yes: 4 No: 0 Abstain: 0 Accept

14. Personnel - Consent Agenda

- a. Amend the appointment of Shannon Baumann from the position of School Counselor to the position of School Social Worker effective with the 2023-2024 school year.
- b. Amend the salary for Elizabeth Otto from Step 2 B+48 \$50,682 to Step 3 B+48 \$51,246 for the 2023-2024 school year.
- c. Accept and approve the letter of request submitted by Ashley Hooper for maternity leave with an anticipated start date of October 10, 2023 and end date to be determined.
- d. Accept and approve the following resignations as submitted by:
 - i. Holly Frenyea from her position as Elementary Teacher effective August 31, 2023,
 - ii. Jessica Pulsifer from her position as Cleaner effective September 11, 2023 (verbal resignation as witnessed by Superintendent Meyer, BVSSA Co-President Deb Olsen and Director of Facilities Bob Rice),
 - iii. Richard St. Dennis from his position as Cleaner effective September 22, 2023 with a request to waive Article XXIV: Miscellaneous Section J2c of the current BVSSA agreement (irrevocable resignation), and
 - iv. Lauren Gough from her position as Secretary to the Director of Student Support Services effective September 22, 2023.
- e. Approve the following employees to be compensated up to an additional 30 minutes per day at their hourly rates for morning and afternoon bus duty for the 2023-2024 school year:
 - i. Brad Egglefield
 - ii. Theresa McAuley
 - iii. Angel Mitchell
 - iv. Kaitlin Fielder
 - v. Kristin Larkin
 - vi. Liz Otto
 - vii. Renee Pelkey
- f. Approve the appointment of the following employees as mentors at a rate of \$1,500.00 for the 2023-2024 school year:
 - i. Pete Castine
 - ii. Brad Schrauf
 - iii. Aubrey Pulsifer
 - iv. Sarah Rice

- v. Sam Meachem
 - vi. Jenn Peck
 - vii. Heather Olson
- g. Approve the appointment of the following employees as tutors (on an as needed basis) at an hourly rate of \$52.00 for the 2023-2024 school year:
- i. Brad Schrauf
 - ii. Kristin Fiegl
 - iii. Samantha Meachem
 - iv. Erica Loher
- h. Approve the appointment of Liz Otto to serve as a (August 2023) Regents Proctor paid at her hourly rate through the Extended School Day Grant.
- i. 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. Malinda Fleming
 - ii. Brad Schrauf
 - iii. Erica Loher
 - iv. Marci Oliver
 - v. Aubrey Pulsifer
 - vi. Tom Bisselle
 - vii. Adele Jesmer
 - viii. Kristin Fiegl
 - ix. Heather Olson
 - x. Eric Schultz
 - xi. Julie Bisselle
 - xii. Rhonda Sloper
 - xiii. Kayla Dempsey
 - xiv. Samantha Meachem
 - xv. Lily Whalen
 - xvi. Kerry Mero
 - xvii. Jenn Barber
- j. Approve the following OASIS appointments for the 2023-2024 school year to be paid through the Extended School Day Grant:
- i. Jennifer Williams, teacher at \$25.00 per hour pending receipt of fingerprint clearance,
 - ii. Sarah Chandler, Program Assistant (10 month) LVC at \$15.00 per hour, and
 - iii. Danielle Criss, Program Assistant (10 month) MVC at \$15.00 per hour.
- k. Upon the recommendation of the Superintendent, approve the tenure track appointment of Kristy Napper to the full-time 10 month position of Teacher Assistant effective September 5, 2023 for a probationary period commencing on September 5, 2023 and anticipated to end on September 5, 2027.
- l. Approve the appointment of the following substitutes as listed effective September 15, 2023 at the current substitute rate pending receipt of fingerprint clearance:
- i. Abigail Mero - non-certified teacher, assistant and aide (prints on file)
 - ii. Philip Mero - certified teacher, assistant, aide and administrator
 - iii. Judy Kingsley - food service helper (prints on file)
 - iv. Tammie Aubin - cleaner
 - v. Robert McShane - cleaner
 - vi. Jessica Pulsifer - cleaner
 - vii. Megan Walls - bus driver
 - viii. Ryan Cave - bus aide
- m. Approve the appointment of the following Building Substitutes for the 2023-2024 school year:
- i. Darcy Hudson @ LVC - \$125.00 per day (certified)
 - ii. Sarah Chandler @ MVC - \$115.00 per day (non-certified)
 - iii. Danielle Criss @ MVC - \$44.00 per day (40% daily - maximum total \$7,964) (non-certified)

- n. Approve the appointment of Darcy Hudson as a per diem Special Education teacher at an hourly rate of \$57.47 for the 2023-2024 school year.
- o. Approve the appointment of Sarah Chandler as the long-term non-certified substitute Science Teacher effective approximately October 10, 2023 at a daily rate of \$125.00 (1-50 days).
- p. Approve the non-tenure track appointment of Danielle Criss to the part-time (60%) 10 month position of Music teacher, per the terms of the feinerman agreement, at a maximum annual salary of \$34,724 (60% music = \$26,760 and 40% building substitute = \$7,964 maximum) for the 2023-2024 school year pending receipt of fingerprint clearance.
- q. Approve the non-tenure track appointment of William Napper to the full-time 10 month position of English teacher, per the terms of the feinerman agreement, at an annual salary of \$44,601 (Step 1 B+0) for the 2023-2024 school year. Fingerprint clearance on file.
- r. Approve the appointment of Ryan Cave as a:
 - i. per diem Teacher Aide at an hourly rate of \$14.50 effective September 5 through September 8, 2023, and
 - ii. to the 10 month civil service position of Teacher Aide at an hourly rate of \$14.50 effective September 11, 2023 with a 120 day probationary period effective September 11, 2023 through March 20, 2024 pending receipt of fingerprint clearance.
- s. Approve the appointment of Judith Kingsley to the 12 month civil service position of Cleaner at an hourly rate of \$16.55 effective September 11, 2023 with a 120 day probationary period effective September 11, 2023 through March 8, 2024. Ms. Kingsley will be granted 11 vacation days for the 2023-2024 school year.
- t. Upon the recommendation of the Superintendent, Stephen Hudson, who has permanent certification in the Spanish 7-12 tenure area, is hereby appointed to the position of Foreign Language Teacher for a probationary period commencing on or about October 2, 2023 and anticipated to end on October 2, 2027 pending receipt of fingerprint clearance. Salary for the 2023-24 school year will be based upon Step 16 B+36 \$64,035 prorated.
- u. Approve the following extracurricular appointments and stipends per the current BVFT agreement for the 2023-24 school year:
 - i. Volunteer Assistant Girls Varsity Soccer - Terry Egglefield (no stipend)
 - ii. End of Year Slideshow Advisor - Andrya Heller
 - iii. GriffIT's Advisor - Brian Basile
 - iv. Girls Modified Soccer Coach - Lily Whalen
 - v. Senior Class Advisor - Bob Rice

Motion: Heather Reynolds Second: Evan George Yes: 4 No: 0 Abstain: 0 Accept

15. Policy - None at this time

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

17. Welcome 2023-2024 School Year! - MVC Principal Elaine Dixon-Cross, LVC Principal Lee Kyler & Assistant Principal Megan Walls

- a. The administrators shared their excitement and enthusiasm for the upcoming school year.
- b. Superintendent Meyer introduced Administrative Intern, Samantha Meachem. Ms. Meachem is a Special Education teacher at the Lake View Campus.

18. Superintendent's Update

- a. Building Project Update - see attached

- i. Resolution - Acceptance of Final Scoping Document

WHEREAS, the Boquet Valley Central School District Board of Education ("BVCSD") wishes to acquire approximately 100 acres of real property located at the east side of State Route 9 and approximately 0.6 miles south of County Route 10 in the Town of Lewis, County of Essex, for the purpose of constructing a new public K-12 school and bus garage, as well as development of accompanying school grounds (the "Project"); and

WHEREAS, BVCSD declared its intent to act as lead agency in order to complete an assessment of the Project pursuant to Article 8 of the Environmental Conservation Law and 6 N.Y.C.R.R. Part 617 (collectively referred to as "SEQRA"); and

WHEREAS, BVCSD notified all involved agencies, and provided the same with Part 1 of the FEAR, on at least thirty (30) days' notice that BVCSD intended to act as Lead Agency pursuant to SEQRA, and no objection to BVCSD assuming such status was made; and

WHEREAS, on December 7, 2022, BVCSD issued a positive declaration pursuant to SEQRA requiring that an environmental impact statement ("EIS") be prepared assessing the potential significant adverse environmental impacts presented by the Project; and

WHEREAS, BVCSD directed that a Draft Scoping Document be prepared outlining the potential impacts to be assessed in a draft EIS; and

WHEREAS, a Draft Scoping Document was accepted by BVCSD on December 7, 2022; and

WHEREAS, after completion of a public comment period, BVCSD received a Final Scoping Document pursuant to SEQRA.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF EDUCATION FOR THE BOQUET VALLEY CENTRAL SCHOOL DISTRICT AS FOLLOWS:

Section 1. BVCSD hereby ratifies and confirms all actions taken, to date, by the BVCSD staff with respect to SEQRA compliance as so related to the Project.

Section 2. Pursuant to 6 N.Y.C.R.R. §617.8 of the SEQRA regulations, BVCSD accepts the Final Scoping Document that has been prepared for the Project and directs that copies of the document be provided to all involved and interested agencies, as well as any individual requesting a copy.

Section 3. BVCSD hereby authorizes and further directs that BVCSD staff, agents, employees, and consultants undertake any such other and

further action as may be necessary to complete a draft EIS in compliance with the Final Scoping Document.

Section 4. This resolution shall take effect immediately.

Motion: Heather Reynolds Second: Micah Stewart Yes: 4 No: 0 Abstain: 0 Accept

- 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.

Principal Dixon-Cross extended an invite to anyone interested in attending a live broadcast of the weather by the Channel 5 News Team at the Mountain View Campus from 5 AM to 8 AM tomorrow morning. Principal Kyler stated that the News Team is scheduled to live broadcast from the Lake View Campus on October 27 and also extended an invitation to the public to attend.

20. Next Meeting

- a. Regular Meeting October 12, 2023 6:00 PM Mountain View Campus

21. Adjournment

Time: 8:31 PM Motion: Evan George Second: Micah Stewart Yes: 4 No: 0 Abstain: 0
Accept

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

Date Approved by the BOE: October 12, 2023

Jana Atwell, District Clerk