

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, December 14, 2023 @ 6:00 PM**  
**Mountain View Campus - Elizabethtown, NY**

**OFFICIAL MINUTES**

1. **Call to Order** At: 6:00 PM By: President Garvey
2. **Pledge of Allegiance**
3. **Roll Call**  
[X]Tom Broderick      [X]Dina Garvey      [X]Evan George      [X]Sarah Kullman  
[X]Heather Reynolds      [X]Sue Russell      [A]Micah Stewart

4. **Attendees**

Present: Joshua Meyer, Superintendent	Visitors: Amy Welch
Jana Atwell, District Clerk	Megan Walls
Sharlene Petro-Durgan, District Treasurer	Elaine Dixon-Cross

5. **CVES & CV-TEC Presentation - District Superintendent Dr. Mark Davey and Assistant Superintendent for Educational Services Ms. Amy Campbell**

- a. Dr. Davey acknowledged the District for their support and participation in the services provided by CVES. He recognized Superintendent Meyer for his dedication and contributions to CVES. A handout was provided outlining programs and services provided by CVES.
- b. Ms. Campbell provided an overview of the many school support services offered to the Districts. Also included in the handout was a list of the support services offered to the Districts.

6. **Approval of Minutes**

- a. Approve the minutes of the November 9, 2023 Regular Meeting and November 29, 2023 Special Meeting as presented.

Motion: Sue Russell      Second: Heather Reynolds      Yes: 6 No: 0 Abstain: 0      Accept

7. **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.

## **8. Financials**

- a. Approve the following financial reports:
  - i. Warrant 5A dated 11/3/23
  - ii. Warrant 5B dated 11/13/23
  - iii. Warrant 5C dated 11/21/23
  - iv. Warrant 5D dated 11/29/23
  - v. Warrant 6A dated 12/7/23
  - vi. Budget Transfer Report 11/1/23-11/30/23
  - vii. Budget Status Report General Fund 11/30/23
  - viii. Revenue Status Report General Fund 11/30/23
  - ix. Budget Status Report School Lunch Fund 11/30/23
  - x. Revenue Status Report School Lunch Fund 11/30/23
  - xi. Budget Status Report F Special Aid Fund 11/30/23
  - xii. Revenue Status Report F Special Aid Fund 11/30/23
  - xiii. Debt Service Bank Account Reconciliation as of 11/30/23
  - xiv. Capital Project Bank Account Reconciliation as of 11/30/23
  - xv. Multi-Fund Bank Reconciliation for November 30, 2023
  - xvi. Treasurer's Report for Multi-Fund Month of November 2023
  - xvii. Cafeteria Profit & Loss Statement September 2023 - November 2023
  - xviii. Extraclassroom Bank Account Reconciliation as of 10/31/23
  - xix. Extraclassroom Bank Account Reconciliation as of 11/30/23
  - xx. Financial Statement of Extraclassroom Activity Fund 10/1/23 - 10/31/23
  - xxi. Financial Statement of Extraclassroom Activity fund 11/1/23 - 11/30/23
  - xxii. 2023-24 Cash Flow Report November 2023
  - xxiii. Boquet Valley CSD Grants 2023-24 as of November 30, 2023
  - xxiv. Claims Audit Report November 2023

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

## **9. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #1295, 1299, 1214, 12604, 12663, 1248, 12443, 1059, 1371 and 2870.

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

## **10. Action Items - Consent Agenda**

- a. Approve the disposal (recycle with EWaste) of a Canon ImageRunner 5050N copier serial #(21)KPB99177 asset tag #A00784414 located in the MVC atrium.
- b. Accept a donation of \$250 received from Hannaford Helps Schools.

- c. Approve a request to open a new checking account - Joseph Huttig Scholarship Fund.
- d. Accept and approve the revised 2023-2024 Special Education Plan as presented.

Motion: Heather Reynolds    Second: Sarah Kullman    Yes: 6 No: 0 Abstain: 0 Accept

## 11. Personnel - Consent Agenda

- a. Accept and approve the resignation as submitted by Cindy Summo from her position as Secretary to the Director of Student Support Services effective December 29, 2023.
- b. Accept and approve the letter of intent to retire as submitted by Tina Belzile from her position as Teacher Assistant effective August 29, ~~2023~~ 2025.
- c. Amend Heather Olson's appointment from occasional driver to substitute bus driver effective October 1, 2023.
- d. 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. Zoe Brugger-Lobdell
  - ii. Ellen Saccone
  - iii. Shannon Baumann
- e. Approve the appointment of the following to serve as OASIS teachers and program assistant for the 2023-2024 school year paid through the Extended School Day Grant:
  - i. Abigail Lindsay, teacher \$18.00 per hour
  - ii. Michael Peck, teacher \$25.00 per hour
  - iii. Brody Lobdell, Program Assistant for LVC effective December 4, 2023 \$15.00 per hour
- f. Approve the long-term substitute daily pay rate increase per the Board approved substitute salary pay chart for Sarah Chandler, long-term (non-certified) substitute for Ashley Hooper, to a daily rate of \$150.00 effective January 3, 2024 (days 51-100).
- g. Accept and approve the letter of request for maternity leave as submitted by Kelsey Marvin with an anticipated start date of February 26, 2024 and end date to be determined.
- h. Approve the appointment of Kendra Goff as the long-term (non-certified) substitute Elementary Teacher effective approximately February 26, 2024 at a daily rate of \$125.00 (1-50 days).
- i. Upon receipt of the civil service test scores for the Clerk examination, approve the following appointments:
  - i. Janelle Pulsifer to the permanent full-time 12 month position of Secretary to the Principal (civil service title Clerk) effective May 26, 2023.
  - ii. Allison Whalen to the permanent full-time 12 month position of Secretary to the Principal (civil service title Clerk) effective August 3, 2023.
  - iii. John Looby to the full-time 12 month position of Secretary to Guidance (civil service title Clerk). This appointment includes a 120 day probationary period effective August 1, 2023 through January 29, 2024.

- j. Approve the appointment of Brody Lobdell to the full-time (10 month) position of (non-certified) Building Substitute Teacher for the 2023-2024 school year at a daily rate of \$115.50 effective December 4, 2023.
- k. Approve the appointment of Jack Rice to the full-time (10 month) position of (non-certified) Building Substitute Teacher for the 2023-2024 school year at a daily rate of \$115. 50 effective December 18, 2023.
- l. Approve the appointment of the following substitutes at rates per the current Board approved substitute salary pay chart :
  - i. Jason Fiegl substitute Bus Driver effective November 1, 2023
  - ii. Palmer Martin substitute Cleaner effective December 8, 2023
  - iii. Julie Napper substitute Food Service Helper and Teacher Aide effective December 15, 2023
- m. Approve the appointment of the following as detention monitors for the 2023-2024 at a rate of \$30.00 per hour:
  - i. Brad Schrauf
  - ii. Jackie Chan-Seng
  - iii. Erica Loher
  - iv. Marci Oliver
- n. Approve the following extracurricular appointments and stipends per the current BVFT agreement for the 2023-24 school year:
  - i. Game Timer Basketball - Sarah Chandler and Michael Peck
  - ii. Basketball Chaperone - Sarah Chandler, Theresa McAuley and Ryan Cave
  - iii. Golf Coach - David Kirkby
  - iv. Volunteer Assistant Varsity Baseball (no stipend) - Jason Demar
- o. Approve the employment agreement between BVCS D and Mary Hennop, part-time School Psychologist at a rate of \$1,000 per completed evaluation commencing November 20, 2024 and ending June 30, 2024 per the signed employment agreement.
- p. As a result of the adjustment associated with the January 1, 2024 transition to \$15.00 per hour minimum wage in accordance with New York State Labor Laws, hourly rates will be increased to \$15.00 effective January 1, 2024 for the following employees:
  - i. Dora Atwell
  - ii. Ryan Cave
  - iii. Katie Clark
  - iv. Brad Egglefield
  - v. Theresa McAuley
  - vi. Angel Mitchell
- q. Authorize the following substitute pay rate adjustments associated with the January 1, 2024 transition to \$15.00 per hour minimum wage in accordance with New York State Labor Laws:

<b>Substitute Position</b>	<b>Hourly / Daily</b>	<b>Current Rate of Pay</b>	<b>Rate of Pay effective 1/1/24</b>
Teacher (certified)	Daily	\$115.00	\$119.00
Teacher Assistant (certified)	Daily (7.5 hours)	\$112.50	\$114.50
Teacher Aide (certified)	Daily	\$105.00	\$106.75
Teacher (non-certified)	Daily	\$110.00	\$115.00

Teacher Assistant (non-certified)	Daily (7.5 hours)	\$106.50	\$112.50
Teacher Aide (non-certified)	Daily	\$99.50	\$105.00
Monitor	Daily	\$92.30	\$97.50
Nurse	Daily	\$115.00	\$119.00
Food Service Helper	Hourly	\$14.20	\$15.00
Clerical	Hourly	\$14.20	\$15.00
Cleaner	Hourly	\$14.20	\$15.00
Bus Driver	Hourly	\$21.00	\$21.00
Bus Aide	Hourly	\$14.20	\$15.00
Long-Term Non-Certified Substitute Teacher (days 1-50)	Daily	\$125.00	\$125.00
Long-Term Certified Substitute Teacher (days 1-50)	Daily	\$175.00	\$175.00
Long-Term Non-Certified Substitute Teacher (days 51-100)	Daily	\$150.00	\$150.00
Long-Term Certified Substitute Teacher (days 51-100)	Daily	\$200.00	\$200.00

Motion: Evan George      Second: Sue Russell      Yes: 6 No: 0 Abstain: 0    Accept

## 12. Policy

- a. As recommended by Erie I Policy Services, approve the following policy revisions:
- i. #5140 Administration of the Budget
  - ii. #6213 Registration and Professional Development
  - iii. #6550 Leaves of Absence
  - iv. #6121 Sexual Harassment in the Workplace
  - v. #1510 Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)
  - vi. #5130 Budget Adoption

Motion: Sarah Kullman      Second: Heather Reynolds      Yes: 6 No: 0 Abstain: 0    Accept

- b. As recommended by Erie I Policy Services, delete policy #5150 Contingency Budget as the content of this policy is addressed in revised policy #5130 Budget Adoption.

Motion: Sue Russell      Second: Evan George      Yes: 6 No: 0 Abstain: 0    Accept

### 13. Monthly Administrative Report - Elaine Dixon-Cross Principal MVC

- a. Principal Dixon-Cross highlighted activities scheduled in December including the offering of the ASVAB test to all students, iReady test preparation, Winter Solstice celebration and the increased inclusiveness of all holidays as represented in the hallways of the Mountain View Campus.
- b. Assistant Principal Walls reported that the music department will be receiving a \$1,000 grant.

### 14. Superintendent's Update

- a. Superintendent's Report - see attached
- b. Building Project Update
  - i. Resolution to Approve the SEQR Statement of Findings:

Motion to approve the SEQR Statement of Findings dated December 11, 2023 for the Boquet Valley Central School District New K-12 School and Bus Garage Campus and to authorize the Superintendent of Schools and the President of the Board of Education to sign and date the last page thereof.

Motion: Heather Reynolds Second: Sue Russell Yes: 6 No: 0 Abstain: 0 Accept

- ii. Resolution of the Board of Education of the Boquet Valley Central School District, Essex County, New York (THE "DISTRICT") Authorizing the Submission of One Proposition to be Voted Upon by the Qualified Voters of Said District at a Special Meeting Thereof to be Held on February 15, 2024

WHEREAS, the Board of Education (the "Board") of the Boquet Valley Central School District, Essex County, New York (the "District") is proposing to undertake a capital improvement project consisting of (i) the acquisition of up to 100+/- acres of land from the County of Essex (a portion of the Thrall Dam site) and (ii) the construction a new K-12 public school, new bus garage, new athletic fields, and (iii) the general development of new school grounds including other appurtenant and related improvements, the acquisition and installation in and around such buildings, facilities and improvements of original furnishings, equipment, machinery, and apparatus, and other services incidental thereto (the "Capital Project"); all at a total estimated maximum cost not to exceed \$65,875,025, with such cost being raised by the expenditure of approximately \$5,130,901 from the following respective funds and in the respective amounts: (i) \$902,113 from the District's existing "Westport Capital Improvement Reserve" fund (said fund being established pursuant to a proposition approved by the qualified voters of the District on February 7, 2017), and (ii) \$4,228,788 from the District's existing "Elizabethtown-Lewis Capital Improvement Reserve" fund (said fund being established pursuant to a proposition approved by the qualified voters of the District on May 20, 2014), and, with the balance thereof, not to exceed \$60,744,124, being raised by a tax upon the taxable property of said District to be levied and collected in annual installments in such

amounts and in such years as may be determined by the Board as provided in Section 416 of the Education Law, with such tax to be partially offset by State aid available therefore, and in anticipation of such tax, by obligations of said District as may be necessary; and

WHEREAS, the District (i) acting as lead agency under the New York State Environmental Quality Review Act and the regulations of the New York State Department of Environmental Conservation promulgated thereunder (6 NYCRR Part 617) (collectively, “SEQRA”), by resolution adopted on December 7, 2022, determined that the Capital Project constituted a “Type I” action within the meaning of SEQRA; and (ii) by resolution adopted on December 14, 2023, adopted immediately prior to the consideration of this resolution, adopted a Findings Statement with respect to such proposed improvements; and

WHEREAS, the Board of Education now intends to schedule a special meeting of the qualified voters of the District to be held on February 15, 2024 for the purpose of voting on one proposition on whether to authorize the District to undertake the Capital Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOQUET VALLEY CENTRAL SCHOOL DISTRICT, ESSEX COUNTY, NEW YORK, AS FOLLOWS:

SECTION 1. A special meeting of the qualified voters of the Boquet Valley Central School District, Essex County, State of New York (the “District”), shall be held at the Lake View Campus, 25 Sisco Street, Westport, New York 12993, on February 15, 2024, with polls to be open between the hours of 12:00 p.m. (noon) and 8:00 p.m. for the purpose of voting upon the following proposition:

PROPOSITION #1

SHALL the Board of Education (the “Board”) of the Boquet Valley Central School District (the “District”) be hereby authorized to undertake a capital improvement project consisting of (i) the acquisition of up to 100+/- acres of land from the County of Essex (a portion of the Thrall Dam site) and (ii) the construction of a new K-12 public school, new bus garage, new athletic fields, and (iii) the general development of new school grounds including other appurtenant and related improvements, the acquisition and installation in and around such buildings, facilities and improvements of original furnishings, equipment, machinery, and apparatus, and other services incidental thereto (the “Capital Project”); all at a total estimated maximum cost not to exceed \$65,875,025, with such cost being raised by the expenditure of approximately \$5,130,901 from the following respective funds and in the respective amounts: (i) \$902,113 from the District’s existing “Westport Capital Improvement Reserve” fund (said fund being established pursuant to a proposition approved by the qualified voters of the District on February 7, 2017), and (ii) \$4,228,788 from the District’s existing “Elizabethtown-Lewis Capital Improvement Reserve” fund (said fund being established pursuant to a proposition approved by the qualified voters of the District on May 20, 2014), and, with the balance thereof, not to exceed \$60,744,124, being raised by a tax

upon the taxable property of said District to be levied and collected in annual installments in such amounts and in such years as may be determined by the Board as provided in Section 416 of the Education Law, with such tax to be partially offset by State aid available therefore, and in anticipation of such tax, by obligations of said District as may be necessary?

SECTION 2. Said special meeting shall be called by the publication of a notice substantially in the form attached to this resolution as Exhibit A and the District Clerk is hereby authorized and directed to publish said notice, in the manner required by law, in *The Sun Community News* and the *Press Republican*, each a newspaper of general circulation within the District.

SECTION 3. Voting on the above referenced propositions shall be by ballot with the full text of each such proposition appearing thereon.

SECTION 4. This resolution shall take effect immediately upon its adoption.

The question of the adoption of the foregoing resolution was duly put to vote on a roll call, which resulted as follows:

	<u>AYES</u>	<u>NAYS</u>
Thomas Broderick	X	
Dina Garvey	X	
Evan George	X	
Sarah Kullman	X	
Heather Reynolds	X	
Suzanne Russell	X	
Micah Stewart	Absent	

The resolution was thereupon declared duly adopted by a vote of 6 (six) ayes and 0 (zero) nays.

**EXHIBIT A**

NOTICE OF SPECIAL MEETING OF THE QUALIFIED VOTERS OF THE BOQUET VALLEY CENTRAL SCHOOL DISTRICT, ESSEX COUNTY, NEW YORK

TO THE QUALIFIED VOTERS OF BOQUET VALLEY CENTRAL SCHOOL DISTRICT, ESSEX COUNTY, NEW YORK:

PLEASE TAKE NOTICE that the Board of Education of the Boquet Valley Central School District, Essex County, New York (the “District”), has scheduled a special meeting of the qualified voters of said District to be held at the the Lake View Campus, 25 Sisco Street, Westport, New York 12993, on February 15, 2024, with polls to be open between the hours of 12:00 p.m. (noon) and 8:00 p.m. for the purpose of voting upon the following proposition:

**PROPOSITION NO. 1**

SHALL the Board of Education (the “Board”) of the Boquet Valley Central School District (the “District”) be hereby authorized to undertake a capital improvement project consisting of (i) the acquisition of up to 100+/- acres of land from the County of Essex (a portion of the Thrall Dam site) and (ii) the construction a new K-12 public school, new bus garage, new athletic fields, and (iii) the general development of new school grounds including other appurtenant



and related improvements, the acquisition and installation in and around such buildings, facilities and improvements of original furnishings, equipment, machinery, and apparatus, and other services incidental thereto (the “Capital Project”); all at a total estimated maximum cost not to exceed \$65,875,025, with such cost being raised by the expenditure of approximately \$5,130,901 from the following respective funds and in the respective amounts: (i) \$902,113 from the District’s existing “Westport Capital Improvement Reserve” fund (said fund being established pursuant to a proposition approved by the qualified voters of the District on February 7, 2017), and (ii) \$4,228,788 from the District’s existing “Elizabethtown-Lewis Capital Improvement Reserve” fund (said fund being established pursuant to a proposition approved by the qualified voters of the District on May 20, 2014), and, with the balance thereof, not to exceed \$60,744,124, being raised by a tax upon the taxable property of said District to be levied and collected in annual installments in such amounts and in such years as may be determined by the Board as provided in Section 416 of the Education Law, with such tax to be partially offset by State aid available therefore, and in anticipation of such tax, by obligations of said District as may be necessary?

AND NOTICE IS HEREBY FURTHER GIVEN that applications for absentee ballots for voting on the above-referenced proposition may be applied for at the office of the District Clerk, 7530 Court Street PO Box 158 Elizabethtown, NY 12932. Any such application must be received by the District Clerk at least seven (7) days before the date of the vote on the above-referenced proposition, if the ballot is to be mailed to the voter, or the day before such vote, if the ballot is to be picked up personally by the voter. A list of all persons to whom absentee ballots shall have been issued will be available for public inspection during regular business hours in the office of the District Clerk on each of the five (5) days prior to the day of the election except Sunday.

Absentee ballots must be received in the office of the District Clerk not later than 5:00 p.m. on February 15, 2024.

### **15. 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.

Sue Russell stated that members of the community have requested the use of the buildings for public walking. Is this still happening and if not, can this activity be reinstated?

### **16. 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. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law, and
- c. (#4) Discussions involving proposed, pending or current litigation.

In: 7:01 PM Motion: Sue Russell Second: Tom Broderick Yes: 6 No: 0 Abstain: 0  
Accept

Out: 7:45 PM Motion: Sarah Kullman Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0  
Accept

No action taken.

### **17. Next Meeting**

- a. Regular Meeting January 11, 2024 6:00 PM Lake View Campus

### **18. Adjournment**

Time: 7:45 PM Motion: Sue Russell Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: January 11, 2024

***Jana Atwell***

Jana Atwell, District Clerk