

**Boquet Valley CSD  
Regular Meeting  
Thursday, February 8, 2024 @ 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**

[A]Tom Broderick	[X]Dina Garvey	[X]Evan George	[X]Sarah Kullman
[X]Heather Reynolds	[X]Sue Russell-entered 6:20 pm		[X]Micah Stewart

4. **Attendees**

Present: Joshua Meyer, Superintendent	Visitors: Samantha Meachem
Jana Atwell, District Clerk	Olive Stewart
Sharlene Petro-Durgan, District Treasurer	Jason Welch

5. **Approval of Minutes**

a. Approve the minutes of the January 11, 2024 Regular Meeting and January 25, 2024 Budget Meeting as presented.

Motion: Evan George    Second: Heather Reynolds    Yes: 5    No: 0    Abstain: 0    Accept

6. **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.

BVCS student, Olive Stewart, expressed her concerns regarding the drama club since COVID.

7. **Financials**

a. Approve the following financial reports:

- i. Warrant 7C dated 1/12/24
- ii. Warrant 7D dated 1/19/24
- iii. Warrant 7E dated 1/29/24
- iv. Warrant 8A dated 2/2/24
- v. Budget Transfer Report 1/1/24-1/31/24
- vi. Budget Status Report General Fund 1/31/24

- vii. Revenue Status Report General Fund 1/31/24
- viii. Budget Status Report F Special Aid Fund 1/31/24
- ix. Revenue Status Report F Special Aid Fund 1/31/24
- x. Budget Status Report School Lunch Fund 1/31/24
- xi. Revenue Status Report School Lunch Fund 1/31/24
- xii. Debt Service Bank Account Reconciliation as of 1/31/24
- xiii. Capital Project Bank Account Reconciliation as of 1/31/24
- xiv. Extraclassroom Bank Account Reconciliation as of 1/31/24
- xv. Financial Statement of Extraclassroom Activity fund 1/1/24 - 1/31/24
- xvi. Multi-Fund Bank Reconciliation for January 31, 2024
- xvii. Treasurer's Report for Multi-Fund Month of January 2024
- xviii. Cafeteria Profit & Loss Statement September 2023 - January 2024
- xix. 2023-24 Cash Flow Report January 2024
- xx. Fund Balance Projection as of January 2024
- xxi. Boquet Valley CSD Grants 2023-24 as of January 2024
- xxii. Claims Audit Report January 2024

Motion: Micah Stewart    Second: Sarah Kullman    Yes: 5 No: 0 Abstain: 0    Accept

**8. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #1142, 12619, 12646, 12584, 12481, 1321 and 1396.

Motion: Sarah Kullman    Second: Evan George    Yes: 5 No: 0 Abstain: 0    Accept

**9. Action Items - Consent Agenda**

- a. Approve the updated Memorandum of Agreement between Adirondack Community Action Programs, Inc. Head Start and BVCS D to maintain a Universal Pre-Kindergarten collaboration for the period July 1, 2023 through June 31, 2024 as presented.
- b. Approve the Consultant Contract-Behavior Support Service between Kelly Brock Consultant and BVCS D for the 2023-2024 school year as presented.
- c. Upon recommendation of the Superintendent, the Board of Education shall approve the following resolution:  
 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 Debra Spaulding up to \$7,200.00 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 BVCS D as follows:  
 Section 1. The budgetary appropriation for the following contingent expense is hereby increased (up to) as follows:  
 A5510-160-01-0000 Transportation-Salaries-Bus Driver \$7,200.00

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 \$7,200.00

5997.000 Appropriated Reserve - EBALR

- d. Approve the closure of extracurricular account Class of 2022 and transfer of the remaining balance (\$237.48) to the BVCS Student Council extracurricular account.
- e. Approve the acquisition of the following new assets located at the Lake View Campus:
  - i. View Sonic Board (room 115) model IFP7552-1C serial #WMX2202132A1 asset tag #A01068182,
  - ii. View Sonic Board (room 113) model IFP7552-1C serial #WMX22021329E asset tag #A01068183, and
  - iii. View Sonic Board (room 104) model IFP7552-1C serial #WMX22021329D asset tag #A01068184
- f. Approve the disposal of the following assets located in the Mountain View Campus weight room:
  - i. Star Trac Polar training bike asset tag #A00769537,
  - ii. Champion barbell pull-up station asset tag #A00019407
  - iii. Champion barbell calf weight rack asset tag #A00019415
  - iv. Champion barbell weight rack asset tag #A00019422
  - v. Champion barbell curl rack asset tag #A00019413

Motion: Evan George      Second: Micah Stewart      Yes: 5 No: 0 Abstain: 0      Accept

## **10. Personnel - Consent Agenda**

- a. Approve the following permanent appointments:
  - i. John Looby to the permanent full-time 12 month position of Secretary to Guidance (civil service position clerk) effective January 29, 2024, and
  - ii. Larry Cooney to the permanent full-time 12 month civil service position of Head Bus Driver effective February 9, 2024.
- b. Approve the formal request as submitted by Serene Holland for maternity leave beginning approximately April 22, 2024 through the end of the 2023-2024 school year.
- c. Accept and approve the letter of intent to retire as submitted by Heather Olson from her position as Music Teacher effective July 1, 2025.
- e. Approve the appointment of the following employees as OASIS teachers for the 2023-2024 school year at their hourly rates paid through the Extended School Day Grant:
  - i. Andrya Heller
  - ii. Kaitlin Fielder
- f. Approve the appointment of the following employees to serve as OASIS Enrichment teachers for the period July 8 through August 9, 2024 paid at their hourly rate through the Extended School Day Grant:
  - i. Brad Shumway (enrichment)
  - ii. Travis Mauro (enrichment)
  - iii. Shannon Baumann (enrichment)

- iv. Kaitlin Fielder (enrichment)
- g. Approve the appointment of Jack Rice as a long-term substitute for Brad Schrauf at a daily rate of \$125.00 (day 1 - 50) effective January 16, 2024 until further notice.
- h. Approve the appointment of Samantha Roy to the full-time 10 month civil service position of Food Service Helper at an hourly rate of \$15.00 effective February 12, 2024. This appointment includes a 120 day probationary period commencing on February 12, 2024 and anticipated to end on or about October 24, 2024. Fingerprint clearance on file.
- i. Approve the appointment of Jackie Chan-Seng as a mentor for the 2023-2024 school year at a rate of \$1,500 (prorated) effective January 16, 2024.
- j. Approve the appointment of Taylor Atwell to the extracurricular position of volunteer assistant golf coach (no stipend) for the 2023-2024 school year. Fingerprint clearance on file.
- k. Approve the appointment of the following substitutes effective February 9, 2024 at the rate per the current Board approved substitute salary pay chart pending receipt of their fingerprint clearances:
  - i. Tammy Wojewodzic substitute (non-certified) teacher, teacher assistant and teacher aide
  - ii. Michelle Rawson substitute administrator

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

## 11. Policy

- a. As recommended by Erie I Policy Services, second reading new policies:
  - i. #7150 Remote Instruction
  - ii. #7440 Student Voter Registration and Pre-Registration
  - iii. #6190 Workplace Violence Prevention Policy Statement
- b. As recommended by Erie I Policy Services, approve the following policy revisions:
  - i. #6214 Incidental Teaching
  - ii. #7530 Child Abuse and Maltreatment

Motion: Evan George    Second: Heather Reynolds    Yes: 5 No: 0 Abstain: 0 Accept

## 12. Superintendent's Update

- a. 2024-2025 Budget Discussion - see attached
- b. Superintendent's Report - see attached
- c. Building Project Update - see attached

## 13. 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.

#### **14. 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: 6:58 PM Motion: Micah Stewart Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0  
Accept

Out: 8:00 PM Motion: Sarah Kullman Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0  
Accept

No action taken.

#### **15. Next Meeting**

- a. Capital Project Vote February 15, 2024 12:00 PM - 8:00 PM Lake View Campus
- b. Regular Meeting March 14, 2024 6:00 PM Lake View Campus
- c. Budget Meeting March 28, 2024 6:00 PM Lake View Campus

#### **16. Adjournment**

Time: 8:00 PM Motion: Sarah Kullman Second: Sue Russell Yes: 6 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: March 14, 2024

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Jana Atwell, District Clerk