

**Boquet Valley CSD  
Regular Meeting  
Thursday, March 14, 2024 @ 6:00 PM  
Lake View Campus - Westport, NY**

**AGENDA**

**1. Call to Order**

At:

By:

**2. Pledge of Allegiance**

**3. Roll Call**

Tom Broderick

Dina Garvey

Evan George

Sarah Kullman

Heather Reynolds

Sue Russell

Micah Stewart

**4. Attendees**

Present:

Visitors:

**5. Approval of Minutes**

- a. Approve the minutes of the February 8, 2024 Regular Meeting, February 15, 2024 Capital Improvement Project Vote and February 29, 2024 Special Meeting as presented.

Motion:

Second:

Yes: No: Abstain:

Accept Reject Table

**6. Capital Project Exit Poll Results & Recommendations**

- a. Discussion
- b. Proposal for Boquet Valley CSD Facilities Committee & Community Member Application
  - i. Approve the Proposal for BVCS D Facilities Committee and BVCS D Facilities Committee Community Member Application as presented.

Motion:

Second:

Yes: No: Abstain:

Accept Reject Table

**7. Public Comment (30 minutes)**

- 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 30 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.

**8. Financials**

- a. Approve the following financial reports:
  - i. Warrant 8B dated 2/8/24

- ii. Warrant 8C dated 2/15/24
- iii. Warrant 9A dated 3/1/24
- iv. Warrant 9B dated 3/8/24
- v. Budget Transfer Report 2/1/24-2/29/24
- vi. Budget Status Report General Fund 2/29/24
- vii. Revenue Status Report General Fund 2/29/24
- viii. Budget Status Report F Special Aid Fund 2/29/24
- ix. Revenue Status Report F Special Aid Fund 2/29/24
- x. Budget Status Report School Lunch Fund 2/29/24
- xi. Revenue Status Report School Lunch Fund 2/29/24
- xii. Debt Service Bank Account Reconciliation as of 2/29/24
- xiii. Capital Project Bank Account Reconciliation as of 2/29/24
- xiv. Extraclassroom Bank Account Reconciliation as of 2/29/24
- xv. Financial Statement of Extraclassroom Activity fund 2/1/24 - 2/29/24
- xvi. Multi-Fund Bank Reconciliation for February 29, 2024
- xvii. Treasurer's Report for Multi-Fund Month of February 2024
- xviii. Cafeteria Profit & Loss Statement September 2023 - February 2024
- xix. 2023-24 Cash Flow Report February 2024
- xx. Fund Balance Projection as of February 2024
- xxi. Boquet Valley CSD Grants 2023-24 as of February 2024
- xxii. Claims Audit Report February 2024

Motion:                      Second:                      Yes: No: Abstain:                      Accept Reject Table

## 9. CSE Recommendations

- a. Accept and approve the following CSE recommendations school year 2023-24 for student #8792, 2437, 2846, 1310, 2825, 2943, 2654, 12449, 1295, 1128, 2863, 1320, 12619, 1168, 12667 and 12390.
- b. Accept and approve the following CSE recommendations school year 2024-25 for student #8792, 2846, 1310, 2654, 1374, 1295, 1398, 12443, 12448, 12449, 2831, 1128, 1015, 2867, 2863, 12475, 1320, 1132, 599, 12464, 540, 2905, 1249, 1012 and 12428.

Motion:                      Second:                      Yes: No: Abstain:                      Accept Reject Table

## 10. Action Items - Consent Agenda

- a. Accept the Adirondack Foreign Language Enhancement Fund at Adirondack Foundation grant in the amount of \$1,600.00 received from the Adirondack Foundation to be used for the project "French cultural immersion in Montreal" as requested by Jacqueline Chan-Seng.
- b. Accept and approve the St. Lawrence/Lewis BOCES Cooperative Purchasing Bids for the 2024-2025 fiscal year starting July 1, 2024 through June 30, 2025 to purchase the following products at the quoted fixed price per gallon as follows:
  - i. Gasoline (delivery location Town of Westport) from MX Petroleum @ \$0.2499 differential per gallon,
  - ii. Diesel (LVC generator) from MX Petroleum \$3.1780,
  - iii. BioFuel/Fuel Oil from MX Petroleum:

1. MVC main building \$3.0880
  2. MVC bus garage \$3.0780
  3. LVC main building \$3.0780
  4. LVC storage building (formerly bus garage) \$3.0780
- iv. Propane (MVC main building and LVC back entrance and outside kitchen) from Superior Plus Propane \$1.7160
- c. Approve the decommission and removal of bus #76 2010 International (VIN 4DRBUSKN2AB213440) and bus #50 2016 Dodge Grand Caravan (VIN 2C4RDGBG9GR116313) to be placed out to bid through Auctions International.
  - d. Approve the 2024-2025 school calendars as presented.

Motion:                      Second:                      Yes: No: Abstain:                      Accept Reject Table

### 11. Personnel - Consent Agenda

- a. Approve the appointment of Shawn LaPier Sr. as a substitute cleaner and bus aide effective February 15, 2024 at the rate per the current Board approved substitute salary pay chart. Fingerprint clearance on file.
- b. Accept and approve the letters of resignation as submitted by:
  - i. Kristy Cave from her position as Cook (MVC) effective March 1, 2024
  - ii. Ryan Cave from his position as Teacher Aide (LVC) effective March 8, 2024.
- c. Approve a salary increase for long-term substitute teacher Sarah Chandler from \$150.00 daily (days 51-100) to Step I BA \$44,601 (prorated) effective March 21, 2024 to June 26, 2024.
- d. Accept and approve the letter of intent to retire as submitted by Jana Atwell from her position as Secretary to the Superintendent/District Clerk effective June 30, 2025.
- e. Approve the appointment of the following to the extracurricular position of Senior Class Chaperones for the 2023-2024 school year at a rate of \$200 each:
 

i. Rishabh Bisht	iii. Theresa McAuley
ii. Arin Burdo	iv. Sarah Rice
- f. 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. Brian Basile	iii. Jason Fiegl
ii. Theresa McAuley	iv. Lynn Bubbins

Motion:                      Second:                      Yes: No: Abstain:                      Accept Reject Table

### 12. Policy

- a. As recommended by Erie I Policy Services, approve the adoption of the following new policies:
  - i. #7150 Remote Instruction
  - ii. #7440 Student Voter Registration and Pre-Registration
  - iii. #6190 Workplace Violence Prevention Policy Statement

Motion:                      Second:                      Yes: No: Abstain:                      Accept Reject Table

### 13. Principal's Report - Principal Kyler Lake View Campus

#### 14. 2024-2025 Budget Discussion

- a. Review and discuss the 2024-2025 proposed budget plan.
- b. The Board of Education approves proposition #2 to be placed on the ballot at the Annual Budget Vote & Election to be held on May 21, 2024.
  - i. To elect two (2) members to the Board of Education for three year terms commencing July 1, 2024 and expiring on June 30, 2027 to succeed Evan George and Micah Stewart whose terms expire on June 30, 2024 and one (1) member to the Board of Education to fill an unexpired term commencing May 22, 2024 and expiring on June 30, 2025. Voters may vote for three (3) trustees.

Motion:                      Second:                      Yes: No: Abstain:                      Accept Reject Table

#### c. Resolution to Establish and Fund the Capital Project Reserve Fund

The Board of Education approves the adoption of the following resolution (i) to authorize the establishment of the 2024 Capital Project Reserve Fund of the District in the ultimate amount of \$10,000,000 and (ii) to authorize the initial funding of the 2024 Capital Project Reserve Fund; and (iii) to provide for certain additional details with respect thereto: (Proposition #3 to be placed on the ballot at the Annual Budget Vote & Election to be held on May 21, 2024.)

- i. BE IT RESOLVED, by the Board of Education (the "Board") of the Boquet Valley Central School District, Essex County, New York ("District"), as follows:

Section 1. The Board has determined that it is appropriate and in the best interest of the District to seek from the voters of the District their approval for the establishment of 2024 Capital Project Reserve Fund (the "Fund").

Section 2. Such Fund is to be established for the purpose of financing, in whole or in part, the District's activities in acquiring, constructing, reconstructing, adding to, renovating, altering and improving District buildings, facilities, grounds and real property, including the acquisition of original furnishings, equipment, machinery and apparatus required in connection therewith.

Section 3. The Board wishes to set the ultimate amount of such Fund at \$10,000,000, and the probable term of such Fund at fifteen (15) years.

Section 4. The Board has determined that it is appropriate and in the best interest of the District to seek from the voters of the District their approval to fund the 2024 Capital Project Reserve Fund by transferring into the Fund \$882,708.10 plus accrued interest from the District's current Westport Central School District Capital Improvement Reserve Fund established by the voters of Westport Central School District on February 7, 2017.

Section 5. The Board has determined that it is appropriate and in the best interest of the District to seek from the voters of the District their approval to fund the 2024 Capital Project Reserve Fund, in part, by transferring into the fund \$4,142,205.14 plus accrued interest from the District's current

Elizabethtown-Lewis Central School District Capital Improvement Reserve Fund, established by the voters of the Elizabethtown-Lewis Central School District on May 20, 2014.

Section 6. The Board wishes to submit to the voters of the District a proposition with respect to the establishment and funding of such Fund, with such proposition to be voted upon at the annual meeting and vote of the District that is to be conducted on May 21, 2024.

Section 7. Such Fund shall be deemed approved for further action by the Board upon the approval thereof by a majority of the qualified voters of the District voting on a duly presented proposition at the annual meeting and vote of the District.

Section 8. The proposition to be so submitted shall be in substantially the following form:

Proposition No. 3 - Establishment and Funding of the 2024 Capital Project Reserve Fund

Shall the following resolution be adopted, to wit:

RESOLVED, that the Board of Education (the “Board”) of the Boquet Valley Central School District (the “District”) is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law of the State of New York (the “Fund”); that the Fund shall be known as the “2024 Capital Project Reserve Fund” of the District; that the Fund shall be established for the purpose of financing, in whole or in part, the District’s activities in acquiring, constructing, reconstructing, adding to, renovating, altering and improving District buildings, facilities, grounds and real property, including the acquisition of original furnishings, equipment, machinery and apparatus required in connection therewith; that the ultimate amount of such Fund shall not be greater than \$10,000,000 plus interest earned thereon; that the probable term of such Fund shall be not longer than fifteen (15) years but such Fund shall continue in existence for its stated purpose until liquidated in accordance with the Education Law; and that the permissible sources from which the Board is authorized to appropriate monies to such Fund from time to time shall be (a) the transfer of the entire remaining balance of \$882,708.10 plus accrued interest from the District’s current Westport Central School District Capital Improvement Reserve Fund established pursuant to Education Law Section 3651 and approved by voters proposition on February 7, 2017; (b) the transfer of the entire remaining balance of \$4,142,205.14 plus accrued interest from the District’s current Elizabethtown-Lewis Central School District Capital Improvement Reserve Fund established pursuant to Education Law Section 3651 and approved by the voters proposition on May 20, 2014; (c) current and future unappropriated fund balances made available by the Board from time to time, (d) State Aid received as reimbursement for expenditures by the District in connection with District capital improvement (whether or not financed in whole or in part from such Fund), (e) the proceeds from the sale of unneeded District real or personal property, (f) future transfers

of excess monies from Board of Education designated reserves, and (g) such other sources as the Board or the voters of the District may direct.

Section 9. This resolution shall take effect immediately.

Motion:                      Second:                      Yes: No: Abstain:                      Accept Reject Table

d. Resolution to Establish and Fund the 2024 Transportation and Maintenance Equipment Reserve Fund

The Board of Education approves the adoption of the following resolution (i) to authorize the establishment of a 2024 Transportation and Maintenance Equipment Reserve Fund of the District in the ultimate amount of \$10,000,000 and (ii) to authorize the initial funding of the 2024 Transportation and Maintenance Equipment Reserve Fund; and (iii) to provide for certain additional details with respect thereto: (Proposition #4 to be placed on the ballot at the Annual Budget Vote & Election to be held on May 21, 2024.)

BE IT RESOLVED, by the Board of Education (the “Board”) of the Boquet Valley Central School District, Essex County, New York (“District”), as follows:

Section 1. The Board has determined that it is appropriate and in the best interests of the District to seek from the voters of the District their approval for the establishment of 2024 Transportation and Maintenance Equipment Reserve Fund (the “Fund”).

Section 2. Such Fund is to be established for the purpose of financing, in whole or in part, the District’s activities in purchasing vehicles for student transportation and other equipment and the costs of maintaining the same.

Section 3. The Board wishes to set the ultimate amount of such Fund at \$10,000,000, and the probable term of such Fund at ten (10) years.

Section 4. The Board has determined that it is appropriate and in the best interest of the District to seek from the voters of the District their approval to fund the 2024 Transportation and Maintenance Equipment Reserve Fund, in part, by transferring into the Fund \$582,795.64 plus accrued interest from the District’s current Elizabethtown-Lewis Central School District Transportation and Maintenance Equipment Reserve Fund established by the voters of Elizabethtown-Lewis Central School District on May 20, 2014.

Section 5. The Board wishes to submit to the voters of the District a proposition with respect to the establishment of the 2024 Transportation and Maintenance Equipment Reserve Fund, with such proposition to be voted upon at the annual meeting and vote of the District that is to be conducted on May 21, 2024.

Section 6. Such Fund shall be deemed approved for further action by the Board upon the approval thereof by a majority of the qualified voters of the District voting on a duly presented proposition on such day.

Section 7. The proposition to be so submitted shall be in substantially the following form:

Proposition No. 4 - Establishment and Funding of the 2024 Transportation and Maintenance Equipment Reserve Fund

Shall the following resolution be adopted, to wit:

RESOLVED, that the Board of Education (the “Board”) of the Boquet Valley Central School District (the “District”) is hereby authorized to establish a capital

reserve fund pursuant to Section 3651 of the Education Law of the State of New York (the “Fund”) to be known as the “2024 Transportation and Maintenance Equipment Reserve Fund,” the purpose of such Fund shall be to finance, in whole or in part, the purchase of vehicles for student transportation and other equipment and the cost of maintaining the same; the ultimate amount of such Fund shall not be greater than \$10,000,000 plus interest thereon; that the probable term of such Fund shall not be longer than ten (10) years, but such Fund shall continue in existence for its stated purpose until liquidated according to Education Law or until its funds are exhausted; and that permissible sources from which the Board is authorized to appropriate monies to such Fund from time to time shall be (a) the transfer of the entire remaining balance of \$582,795.64 plus accrued interest from the District’s current Elizabethtown-Lewis Central School District Transportation and Maintenance Equipment Reserve Fund established pursuant to Education Law Section 3651 and approved by voter proposition on May 20, 2014 (b) current and future unappropriated balances as directed by the Board; (c) amounts from budgetary appropriations from time to time; (d) transfers from other reserve funds as authorized by law; (e) State Aid received as reimbursement for bus purchases and equipment; and (f) such other sources as the Board or the voters of the District may direct.

Section 8. This resolution shall take effect immediately.

Motion:                      Second:                      Yes: No: Abstain: Accept Reject Table

**15. Superintendent’s Update**

- a. Superintendent’s Report

**16. Public Comment (30 minutes)**

- 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 30 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.

**17. 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:        Motion:                      Second:                      Yes: No: Abstain:    Accept Reject Table  
 Out:    Motion:                      Second:                      Yes: No: Abstain:    Accept Reject Table

**18. Next Meeting**

- a. Budget Meeting March 28, 2024 6:00 PM Lake View Campus  
\*\*\*Date Change - Wednesday, March 27, 2024\*\*\*
- b. Regular Meeting April 11, 2024 6:00 PM Mountain View Campus
- c. Budget Meeting April 23, 2024 6:00 PM Mountain View Campus

**19. Adjournment**

Time:        Motion:        Second:        Yes: No: Abstain:        Accept Reject Table