

**Boquet Valley CSD  
Reorganization & Regular Meeting  
Wednesday, July 13, 2022  
Mountain View Campus - Elizabethtown, NY**

**REORGANIZATION & REGULAR MEETING  
OFFICIAL MINUTES**

1. **Call to Order** At: 5:11 PM By: President Reynolds

2. **Pledge of Allegiance**

3. **Appointments - District Clerk & Deputy District Clerk**

- a. Resolved that the Superintendent recommends to the Board of Education the reappointment of Jana Atwell as District Clerk of the Board of Education for the 2022-23 school year.
- b. Resolved that the Superintendent recommends to the Board of Education the reappointment of Bridget Belzile as Deputy District Clerk of the Board of Education for the 2022-23 school year.

Motion: Sue Russell      Second: Dina Garvey      Yes: 4 No: 0 Abstain: 0      Accept

4. **Oath of Office**

- a. The current Board President administered the oath of office to the District Clerk.
- b. The District Clerk administered the oath of office to member elect Heather Reynolds.
- c. The District Clerk administered the oath of office to member elect Suzanne Russell.
- d. The District Clerk will administer the oath of office to member elect Philip Mero.
- e. The District Clerk administered the oath of office to Superintendent Joshua Meyer.
- f. The District Clerk will administer the oath of office to Deputy District Clerk Bridget Belzile.

5. **Roll Call**

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

6. **Attendees**

Present: Joshua Meyer, Superintendent	Visitors: Julie Bisselle
Jana Atwell, District Clerk	Keith Lobdell
Sharlene Petro-Durgan, District Treasurer	

7. **Election of Officers and Oaths of Offices**

- a. The District Clerk called for nominations for President of the Board of Education for the 2022-23 school year.

- i. Motion to nominate Heather Reynolds made by Sue Russell, second by Dina Garvey.
- ii. Any further nominations/discussion? No
- iii. Close nominations.
- iv. Resolved that Heather Reynolds be appointed to the position of Board of Education President for the 2022-23 school year.

Motion: Sue Russell    Second: Micah Stewart    Yes: 4 No: 0 Abstain: 0    Accept

- b. The District Clerk administered the oath of office to the newly elected President.
- c. The President called for nominations for Vice President of the Board of Education for the 2022-23 school year.
  - i. Motion to nominate Dina Garvey made by Sue Russell, second by Micah Stewart.
  - ii. Any further nominations/discussion? No
  - iii. Close nominations.
  - iv. Resolved that Dina Garvey be appointed to the position of Board of Education Vice President for the 2022-23 school year.

Motion: Micah Stewart    Second: Sue Russell    Yes: 4 No: 0 Abstain: 0    Accept

- d. The District Clerk administered the oath of office to the newly elected Vice President.
- e. The District Clerk administered the School Board Member Code of Ethics to Board Members.

**8. Appointment of School Officers and Board Representatives**

- a. Resolved that the Superintendent recommends to the Board of Education the appointment of the following school officers of the Board of Education for the 2022-23 school year:
  - i. Chief School Officer - Joshua Meyer
  - ii. District Treasurer - Sharlene Petro-Durgan (as a component of the Shared Business Office Cross Contract with Franklin-Essex-Hamilton (FEH) BOCES)
  - iii. Deputy Treasurer - Karen Keech
  - iv. Internal Claims Auditor - Judy French (no additional compensation)
  - v. Deputy Claims Auditor - Abbey Cramer (no additional compensation)

Motion: Dina Garvey    Second: Sue Russell    Yes: 4 No: 0 Abstain: 0    Accept

- b. Resolved that the Superintendent recommends to the Board of Education the appointment of the following Board of Education representatives for the 2022-23 school year:

<b>MEMBERSHIP</b>	<b>BOARD MEMBER(S)</b>
Joint Study	1.Heather Reynolds 2.Phil Mero

NYSSBA Voting Delegate	Sue Russell
Policy Committee Policy Committee (cont'd)	1. Sue Russell 2. Dina Garvey 3. Heather Reynolds
Boquet Valley Youth Commission	Micah Stewart
Facilities Committee	1. Evan George 2. Dina Garvey 3. Sue Russell

Motion: Micah Stewart    Second: Dina Garvey    Yes: 4 No: 0 Abstain: 0    Accept

**9. Additional Appointments**

- a. Resolved that the Superintendent recommends to the Board of Education the appointment of the following individuals/organizations to the specified positions/designations for the 2022-23 school year:

<b>EMPLOYEE/ORGANIZATION</b>	<b>POSITION</b>
Harris Beach, PLLC	School Attorney: \$215/hour Librarian, Clerks & Paralegals: \$110/hour
Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC	School Attorney: \$215/hour Paralegals:\$90/hour
R. G. Timbs, Inc.	Municipal Finance Consultant
Bond, Schoeneck & King	Bond Counsel as needed
Northern Insuring	Insurance Consultant
Philadelphia Indemnity Insurance Co.	Student Accident Insurance
Telling & Hillman PC	Independent Auditor: \$13,300 for fiscal year ending 6/30/22
Four Winds Saratoga	Tutorial Services: \$42/hour - 10 hours/week MS/HS students - 5 hours/week elementary students
School Tax Collector	Essex County Treasurer, \$7,400
Franklin-Essex-Hamilton (FEH) BOCES	Purchasing Agent, Deputy Purchasing Agent, Workers Compensation Coordinator
Board of Education	Audit Committee
Superintendent	Records Management Officer, Legislative Liaison to NYSSBA, Records Access Officer, Designated Education Official (DEO), Chief

Superintendent (cont'd)	Information Officer, HIPAA Compliance Privacy Official, Hearing Official for Participation in the Federal Child Nutrition Program, Member of the CEWW Health Insurance Consortium Board of Directors & Trustee, Qualified Lead Evaluator of Principals
District Clerk/Confidential Secretary to the Superintendent	Fingerprinting Coordinator, Public Records Access Officer, Staff Attendance Officer
Principal(s)	DASA Coordinators, Title IX Coordinators, Designated Education Officials, Homeschooling Coordinators, District Data Privacy Officers (DEO), Qualified Lead Evaluators of Classroom Teachers
Director of Student Support Services	ADA Coordinator, 504 Coordinator, Pre-K Coordinator, Medicaid Compliance Officer, Qualified Lead Evaluator of Classroom Teachers, Committee on Special Education (CSE) & Committee on Preschool Special Education (CPSE) Chairperson, Homeless Liaison, District Grants Coordinator
Director of Facilities	Pesticide Control Officer, Asbestos Designee, Chemical Hygiene Officer, CO-VID Safety Officer
School Counselors	K-12 Suicide Prevention Coordinators
Confidential Secretary	Chief Information Officer/Data Warehouse Coordinator
NERIC	Chief Information Officer/Data Warehouse Coordinator
School Nurses	Student Attendance Officers
Secretary to Guidance Department	Reviewing and Verification Official for participation in the Federal Child Nutrition Program

Motion: Dina Garvey      Second: Sue Russell      Yes: 4 No: 0 Abstain: 0      Accept

- b. Resolved that the Superintendent recommends to the Board of Education the reappointment of all current substitutes and the approval of the substitute rates as listed for the 2022-23 school year:

<b>Substitute Position</b>	<b>Hourly/Daily</b>	<b>Rate of Pay effective 12/31/21</b>
Teacher (certified)	Daily	\$112.00
Teacher Assistant (certified)	Daily (7.5 hours)	\$110.00
Teacher Aide (certified)	Daily	\$105.00
Teacher (non-certified)	Daily	\$105.00
Teacher Assistant (non-certified)	Daily (7.5 hours)	\$100.00
Teacher Aide (non-certified)	Daily	\$98.00
Monitor	Daily	\$87.75
Nurse	Daily	\$112.00
Food Service Helper	Hourly	\$14.00
Clerical	Hourly	\$14.00
Cleaner	Hourly	\$14.00
Bus Driver	Hourly	\$21.00
Bus Aide	Hourly	\$14.00
Long-Term Non-Certified Substitute Teacher (0-10 weeks)	Daily	\$125.00
Long-Term Certified Substitute Teacher (0-10 weeks)	Daily	\$175.00
Long-Term Non-Certified Substitute Teacher (11-20 weeks)	Daily	\$150.00
Long-Term Certified Substitute Teacher (11-20 weeks)	Daily	\$200.00

Motion: Micah Stewart    Second: Dina Garvey    Yes: 4 No: 0 Abstain: 0    Accept

## **10. Designations**

- a. Resolved that the Superintendent recommends to the Board of Education the following designations for the 2022-23 school year:
  - i. Champlain National Bank, New York Liquid Assets Fund and New York Cooperative Liquid Assets Securities System (NYCLASS) as the official bank depositories.
  - ii. Press Republican and the Sun Community News as the official newspapers, and

iii. The official bulletin boards are located outside the District Office at the Mountain View Campus and outside the Principal's Office at the Lake View Campus.

b. Resolved that the Superintendent recommends to the Board of Education the regular monthly Board of Education meetings begin at 6:00 PM unless otherwise noted and to establish the following meeting dates for the 2022-23 school year:

<b>BOE MEETING DATE</b>	<b>TYPE</b>	<b>CAMPUS</b>
Thursday, August 11, 2022	Regular	LVC
Thursday, September 8, 2022	Regular	MVC
Thursday, October 13, 2022	Regular	LVC
Thursday, November 10, 2022	Regular	MVC
Thursday, December 8, 2022	Regular	LVC
Thursday, January 12, 2023	Regular	MVC
Thursday, January 26, 2023	Budget	MVC
Thursday, February 9, 2023	Regular	LVC
Thursday, March 9, 2023	Regular	MVC
Thursday, March 23, 2023	Budget	MVC
Thursday, April 20, 2023	Regular	LVC
Thursday, April 27, 2023	Budget	LVC
Tuesday, May 9, 2023	Public Budget Hearing & Regular	MVC
Tuesday, May 16, 2023	Annual Budget Vote & Election	LVC
Thursday, June 8, 2023	Regular	MVC
Thursday, July 13, 2023	Reorganization & Regular	LVC

Motion: Micah Stewart    Second: Dina Garvey    Yes: 4 No: 0 Abstain: 0    Accept

### **11. School Board Memberships**

a. Resolved that the Superintendent recommends to the Board of Education the District hold the following memberships for the 2022-23 school year:

- i. New York State School Board Association (NYSSBA)
- ii. Essex County School Boards Association
- iii. Rural Schools Association

Motion: Dina Garvey    Second: Micah Stewart    Yes: 4 No: 0 Abstain: 0    Accept

## **12. Authorizations**

- a. Resolved that the Superintendent recommends to the Board of Education the following as specified for the 2022-23 school year:
  - i. Superintendent to be responsible for:
    1. Certifying payroll,
    2. Signing any and all checks on behalf of the District in the absence of the District Treasurer,
    3. Approving conferences, conventions and workshop attendance if there is a financial obligation in order to attend and it has been deemed appropriate and identified as consistent with District goals and priorities for continuous improvement by a Principal,
    4. Approving budget transfers,
    5. Signing all applications and forms required for federal programs and grants,
    6. Approving the community use of school facilities and school vehicles, and equipment loaning requests consistent with District policy,
    7. Advertising for employment vacancies,
    8. Use of the District credit card, and
    9. Appointing well-qualified teachers, administrators and staff until the Board of Education has the opportunity to meet and make a decision of a proposed employee, provided the Board makes a final decision on the provisional appointment within thirty (30) days.
  - ii. Principals to be responsible for:
    1. Certifying payroll in the absence of the Superintendent, and
    2. Approving conferences, conventions, and workshop attendance if appropriate and identified as consistent with District goals and priorities for continuous improvement.
  - iii. Secretary to Principal (Lake View and Mount View Campuses) to maintain a \$100 Petty Cash Fund.
  - iv. Central Treasurer and the Superintendent or Principal (in the absence of the Superintendent) to sign Extra-Classroom Activity Fund checks.

Motion: Sue Russell      Second: Micah Stewart      Yes: 4 No: 0 Abstain: 0      Accept

## **13. Bonding of Personnel**

- a. Resolved that the Superintendent recommends to the Board of Education the blanket bonding for all employees of the District.

Motion: Sue Russell      Second: Micah Stewart      Yes: 4 No: 0 Abstain: 0      Accept

## **14. Cooperative Purchasing**

- a. Resolved that the Superintendent recommends to the Board of Education participation in the following cooperative purchasing agreements for the 2022-23 school year:

- i. St. Lawrence/Lewis BOCES Cooperative Purchasing Program in accordance with the guideline set forth in the “Cooperative Purchasing Agreement”, and
- ii. New York/Island Cooperative Bid Program with the Clarkstown CSD serving as lead agency, and Educational Data Services serving as the Administrative Agent, in accordance with guidelines set forth in the associated “Cooperative Purchasing Agreement”.

Motion: Sue Russell      Second: Dina Garvey      Yes: 4 No: 0 Abstain: 0      Accept

**15. Impartial Hearing Officers**

- a. Resolved that the Superintendent recommends to the Board of Education that the Board President or Vice President be designated as having the power to appoint an impartial hearing officer who has been selected in accordance with the Regulations of the Commissioner of Education on behalf of the Board of Education for the 2022-23 school year.

Motion: Sue Russell      Second: Micah Stewart      Yes: 4 No: 0 Abstain: 0      Accept

**16. Other**

- a. Resolved that the Superintendent recommends to the Board of Education the following for the 2022-23 school year:
  - i. The re-adoption of all current policies, procedures and plans in effect during the 2021-22 school year,
  - ii. To establish the mileage rate of reimbursement to follow the Internal Revenue Service (IRS) mileage rate for employees who use their own personal vehicles for official school district business with approval,
  - iii. The approval of existing extra-curricular accounts for student activities and clubs,
  - iv. The tuition rate to be set at \$1,353.60 per non-resident student with a family contribution not to exceed \$4,060.80, and
  - v. The proposed cafeteria prices for adult meals:

<b>ADULT MEAL</b>	<b>ADULT PRICE</b>
Complete breakfast	\$2.50
Breakfast single entree	\$1.75
Complete Lunch	\$4.00
Lunch single entree	\$2.50
Single milk	\$.65

Motion: Sue Russell      Second: Dina Garvey      Yes: 4 No: 0 Abstain: 0      Accept



## 17. Executive Session (not needed)

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

- 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.

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

- c. Motion to return to regular session at

Motion:	Second:	Yes:	No:	Abstain:	Accept	Reject	Table
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## 18. Approval of Minutes

- a. Approve the minutes of the June 7, 2022 Regular Meeting as presented.

Motion:	Sue Russell	Second:	Micah Stewart	Yes:	4	No:	0	Abstain:	0	Accept
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## 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. Financials

- a. Approve the following financial reports:
  - i. Warrant 12A dated 6/1/22
  - ii. Warrant 12B dated 6/8/22
  - iii. Warrant 12C dated 6/15/22
  - iv. Warrant 12D dated 6/21/22
  - v. Warrant 12E dated 6/29/22
  - vi. Capital Project Bank Account Reconciliation as of 6/30/22
  - vii. Debt Service Bank Account Reconciliation as of 6/30/22
  - viii. Extraclassroom Bank Account Reconciliation as of 6/30/22
  - ix. Financial Statement of Extraclassroom Activity fund 6/1/22 - 6/30/22
  - x. Payroll Bank Account Reconciliation as of 6/30/22
  - xi. Multi-Fund Bank Account Reconciliation as of 6/30/22
  - xii. Treasurer's Report for Multi-Fund Month of June 2022
  - xiii. Cafeteria Profit & Loss Statement July 2021 - June 2022
  - xiv. Claims Audit Report June 2022

Motion: Sue Russell      Second: Dina Garvey      Yes: 4 No: 0 Abstain: 0      Accept

## 21. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #632, 1580, 2867, 1319, 12507, 12410, 541, 1295, 2742, 2495, 2884, 8794, 1248, 12517, 12442, 1022, 2791, 12464, 1098, 12443 and 1319.

Motion: Sue Russell      Second: Micah Stewart      Yes: 4 No: 0 Abstain: 0      Accept

## 22. District Plans

- a. The Superintendent recommends the approval of the following District Plans as submitted:
  - i. Diversity, Equity and Inclusion Plan (July 1, 2022 - June 30, 2025)
  - ii. Response to Intervention District Plan (revised April 2022)
  - iii. District Wide School Safety Plan (revised July 2022)

Motion: Sue Russell      Second: Dina Garvey      Yes: 4 No: 0 Abstain: 0      Accept

## 23. Action Items - Consent Agenda

- a. Resolved that the Superintendent recommends a District credit card limit of \$20,000.00 for the 2022-23 school year decreasing to \$5,000 January 2023.
- b. Approve the disposal of multiple obsolete laptops and desktops located at the LVC - see attached list.
- c. Approve the addition of the following assets located at the MVC:
  - i. Promethean ACTIVpanel Titanium board Serial #770T-LA6XCA7970124 asset #A00851219
  - ii. Promethean ACTIVpanel Titanium board Serial #770T-LA6XCA7970126 asset tag #A00851210
  - iii. Promethean ACTIVpanel Titanium board Serial #770T-LA6XBA1211044 asset tag #A00851221
  - iv. Promethean ACTIVpanel Titanium board Serial #770T-LA6XBA1211163 asset tag #A00851222
- d. Approve the 2022-2023 Public Reporting Calendar as presented.
- e. Approve the following resolution to participate in BOCES Summer School 2023:  
WHEREAS, the Boquet Valley Central School District and its Board of Education have consistently appreciated, relied upon and subscribed to this region's Board of Cooperative Educational Services (BOCES) shared services for special education summer programming, on behalf of particular students who have individual education plans (IEPs) calling for such specialized summer services; and  
WHEREAS, the region's BOCES has the specialized administrative staff, program staff, facilities, expertise and general mission to provide for such services that are generally not feasible for individual component school districts to implement as efficiently and cost effectively, as the BOCES offers this service on a shared basis for the component school districts and their Boards of Education; and  
WHEREAS, the Boquet Valley Central School district cannot provide special education school-age summer school services in a more cost-effective manner

than BOCES, due to the ability of BOCES to offer and provide services to multiple districts who are able to share costs; therefore;

BE IT RESOLVED that the Boquet Valley Central School District intends to participate in the 2023 Special Education School-Age Summer School, and agrees to pay the actual CEWW BOCES costs for the 2023 summer school; and

BE IT FURTHER RESOLVED, that no later than August 1, 2022, the Clerk of the Board shall notify the CEWW BOCES in writing of the District's commitment as described herein and the District's intent to participate in the 2023 Special Education School-Age Summer School. A copy of this adopted resolution is to be provided to the CEWW BOCES and its District Superintendent.

- f. Approve the CV-TEC Adult Education Sponsorship Agreement for CV-TEC Adult Education programs (CO-SER 103 and CO-SER 401) as presented.
- g. Approve the agreement between BVCS and Siemens Industry Inc. for services provided at the Mountain View Campus for a term of 3 years beginning July 1, 2022 and from year to year thereafter at the following rates:
  - i. 7/1/22 - 6/30/23 @ \$18,940 annually
  - ii. 7/1/23 - 6/30/24 @ \$19,886 annually
  - iii. 7/1/24 - 6/30/25 @ \$20,882 annually

Motion: Dina Garvey      Second: Sue Russell      Yes: 4 No: 0 Abstain: 0      Accept

#### **24. Personnel - Consent Agenda**

- a. Accept and approve the letters of resignation as submitted by:
  - i. Elizabeth Canne Elementary Teacher effective June 30, 2022,
  - ii. Derek Payne School and Career Counselor effective July 20, 2022, and
  - iii. Nelly Collazo Director of Student Support Services effective July 1, 2022. Mrs. Collazo will work on an as needed per diem basis through August 31, 2022 at her daily rate.
  - iv. Kathleen Williams Special Education Teacher effective July 11, 2022.
- b. Amend the appointment and tenure dates for:
  - i. Sarah Kingzack English Teacher appointment date from September 1, 2022 to July 1, 2022 and tenure effective date July 1, 2022 through July 1, 2026,
  - ii. Kayla Dempsey Elementary Teacher appointment date from September 1, 2022 to August 31, 2022 and tenure effective date August 31, 2022 through August 31, 2026, and
  - iii. Alexis Beyer Teacher Assistant appointment date from September 1, 2022 to August 31, 2022 and tenure effective date August 31, 2022 through August 31, 2026.
- c. Amend Kayla Dempsey's salary for the 2022-2023 school year from \$49,226 (step 1 B+45) to \$50,250 (step 1 B+54) upon receipt and review of official graduate transcripts.
- d. Approve the Agreement between the Board of Education and Superintendent Joshua Meyer effective July 1, 2022 through June 30, 2027.
- e. Approve the appointment of Christina Olsen to the permanent full-time 10 month civil service position of Food Service Helper effective June 21, 2022.

- f. Approve the appointment of Gwen Goff to the full-time temporary clerical position at an hourly rate of \$15.00 for the 2022-2023 school year.
- g. Approve the following temporary full-time summer cleaners and substitute bus aide at an hourly rate of \$13.20 effective July 5, 2022 through August 26, 2022:
  - i. Rachel Rolston - cleaner
  - ii. Timothy Quaid - cleaner and substitute bus aide
- h. Approve the appointment of Thomas Keck to the full-time 12 month position of driver/cleaner at an hourly rate of \$17.83 with a 120 probationary period effective July 12, 2022 through January 6, 2023 (fingerprint clearance on file).
- i. Approve the appointment of Timothy Quaid to the full-time 10 month position of Bus Aide at an hourly rate of \$13.20 with a 120 probationary period effective September 1, 2022 through March 15, 2023 pending receipt of fingerprint clearance.
- j. Approve the appointment of Keith Lobdell to the position of Building Substitute for the 2022-2023 school year at a daily rate of \$105.00 effective August 31, 2022.
- k. Approve the appointment of the following individuals as summer school teachers for the summer of 2022 effective July 5, 2022 through August 12, 2022. Hourly rates will be calculated using the appropriate step in the BVFT agreement:
  - i. Amy Nelson
  - ii. Erica Loher
  - iii. Heather Olson
  - iv. John Fairchild
  - v. Joe Graney
  - vi. Aubrey Pulsifer
  - vii. Julie Bisselle
  - viii. Rhonda Sloper
  - ix. Jenifer O'Neill
- l. Approve the appointment of Deborah Pierce as summer school nurse for the summer of 2022 effective July 5, 2022 through August 12, 2022 at an hourly rate of \$29.93.
- m. Approve the appointment of the following individuals as summer school special education teachers, teacher assistants, teacher aides and bus aides for the summer of 2022. Hourly rates will be calculated using the appropriate step in the BVFT agreement or rate per the Support Staff agreement.
  - i. Suzette Montville - teacher
  - ii. Samantha Meachem - teacher
  - iii. Marci Oliver - teacher assistant
  - iv. Serene Holland - teacher assistant
  - v. Brad Egglefield - teacher aide and bus aide
- n. Upon the recommendation of the Superintendent, (Frank) Jeff Nemec, who holds initial certification in the Social Studies 7-12 tenure area, is hereby appointed to the position of Social Studies Teacher for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026 fingerprint clearance on file. Salary for the 2022-2023 school year will be based upon Step 6 B+42 \$53,028.00 pending approval of official graduate transcripts.
- o. Resolve upon the recommendation of the Superintendent, Abigail Seymour, who is professionally certified in the School District Leader area, is hereby appointed on probation to the position of Director of Student Support Services with an annual salary of \$96,000 and to the stipend position of chairperson of CSE, 504 and CPSE as outlined in the Boquet Valley Administrators and Directors

Collective Bargaining Agreement with a probationary period commencing on or about August 1, 2022 and anticipated to end on or about August 1, 2026. Ms. Seymour will be credited with 65 sick days for the 2022-23 school year. She will also receive 3 years of credit for previous time worked in Elizabethtown-Lewis CSD and Westport CSD toward all contractual provisions.

- p. Approve the appointment of Karen Keech to the stipend position of Deputy Treasurer for the 2022-23 school year at an annual stipend of \$7,500 per the Boquet Valley Support Staff Association Agreement (July 1, 2020 - June 30, 2024).
- q. Approve the following extra-curricular appointments and stipends per the current BVFT agreement for the 2022-23 school year:
  - i. Boys' Modified Soccer Coach - Keith Lobdell
  - ii. Girls' Modified Soccer Coach - Laura Napper
  - iii. Girls' Varsity Soccer Coach - Paul Buehler
  - iv. Girls' Modified Basketball Coach - Peg Staats
  - v. Boys' Varsity Basketball Coach - Colby Pulsifer
  - vi. Boys' Varsity Basketball Volunteer Assistant - Barry Morrison (no stipend)
  - vii. Varsity Softball Coach - Danielle Schwoebel
  - viii. Golf Coach - Keith Lobdell
  - ix. Athletic Coordinator - Keith Lobdell
  - x. Game Timer Soccer - Carol Schwoebel
  - xi. Game Timer Basketball - Jean Dickerson & Scott Farrell
  - xii. MS Student Council Advisor - Jenn Peck
  - xiii. HS Student Council Advisor - Mindy Fleming
  - xiv. Music-Ensemble I (jazz band) - Heather Olson
  - xv. MS Band Director - Heather Olson
  - xvi. HS Band Director - Heather Olson
  - xvii. Talent Show Co-Coordinator - Heather Olson
  - xxviii. Talent Show Co-Coordinator - Julie Bisselle
  - xix. End-of-Year Slideshow Advisor - Zoe Brugger
  - xx. Newspaper - Terry Egglefield
  - xxi. Activity Fund Treasurer - Heather Olson
  - xxii. National Jr. Honor Society Advisor - Marci Oliver
  - xxiii. National Honor Society Co-Advisor - Kristin Fiegl
  - xxiv. National Honor Society Co-Advisor - Veronica Uss
  - xxv. Yearbook Co-Advisor - Julie Bisselle
  - xxvi. Yearbook Co-Advisor - Danielle Schwoebel
  - xxvii. Quiz Bowl Advisor - Jason Fiegl
  - xxviii. Senior Class Advisor - Julie Bisselle
  - xxix. Senior Class Advisor - Kristin Fiegl
  - xxx. Junior Class Advisor - Sarah Rice
  - xxxi. Junior Class Advisor - Bob Rice
  - xxxii. Sophomore Class Advisor - Danielle Schwoebel
  - xxxiii. Freshman Class Advisor - Terry Egglefield
  - xxxiv. Art Club Advisor - Kristen Larkin
  - xxxv. Drama Club Advisor - Diana McGuigan
  - xxxvi. eSports Advisor - Jason Colby

Motion: Sue Russell      Second: Micah Stewart      Yes: 4 No: 0 Abstain: 0      Accept

**25. Policy** - None at this time

**26. Superintendent's Update**

- a. Building Project Update - None at this time
- b. Superintendent's Report - See attached

**27. 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.

Keith Lobdell thanked the Board for the opportunities he has had to work for the District in both the past and present. He is looking forward to working with all in his new roles as appointed to night.

Julie Bisselle shared information from the National Conference in Las Vegas she attended with 6 other District employees.

**28. Next Meeting**

- a. Regular Meeting August 11, 2022 @ 5:00 PM Lake View Campus

**29. Adjournment**

Time: 5:56 PM    Motion: Dina Garvey    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: August 11, 2022

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Jana Atwell, District Clerk

**Boquet Valley CSD**  
**Special Meeting**  
**Tuesday, July 26, 2022 @ 7:00 AM**  
**Remote only:**  
**meet.google.com/yju-cmua-iys Or 1-434-886-0141 PIN 925143275#**

**OFFICIAL MINUTES**

1. **Call to Order** At: 7:12 AM By: President Reynolds

2. **Pledge of Allegiance**

3. **Roll Call**

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

4. **Attendees**

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

5. **Personnel - Consent Agenda**

- a. Accept and approve the resignation as submitted by Judy Kingsley from her position as 12 month part-time Cleaner effective July 22, 2022.
- b. Approve the appointment of Lauren Gough to the full-time 10 month position of Teacher Aide at an hourly rate of \$13.88 with a 120 probationary period effective August 31, 2022 through March 14, 2023.
- c. Approve the appointment of Lily Whalen as a summer school Special Education Teacher for the summer of 2022 effective July 5, 2022 through August 12, 2022. Ms. Whalen's hourly rate will be calculated using the appropriate step in the BVFT agreement:
- d. Approve the appointment of the following for summer curriculum work for the summer of 2022. Hourly rates will be calculated using the appropriate step in the BVFT agreement.
  - i. Melinda Fleming
  - ii. John Fairchild
- e. Approve the non-tenure track appointment of Jessie Morgan to the full-time 10 month position of School Counselor, per the terms of the feinerman agreement, at an annual salary of \$59,337 (Step 11 B+60) for the 2022-2023 school year effective August 31, 2022 pending receipt of fingerprint clearance.
- f. Upon the recommendation of the Superintendent, Melissa Niquette, who holds permanent certification in the Pre-Kindergarten, Kindergarten and Grades 1-6 tenure area, is hereby appointed to the position of Elementary Teacher for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026 pending receipt of fingerprint clearance. Salary for the

2022-2023 school year will be \$52,330 (Step 6 B+39) pending receipt of official graduate transcripts.

- g. Upon the recommendation of the Superintendent, Eric Schultz, who holds professional certification in the Childhood Education (Grades 1-6) tenure area, is hereby appointed to the position of Elementary Teacher for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026. Salary for the 2022-2023 school year will be \$54,440 (Step 7 B+46) pending receipt of official graduate transcripts.
- h. Approve the non-tenure track appointment of Karen Reynolds to the full-time 10 month position of Math Teacher, per the terms of the feinerman agreement, at an annual salary of \$59,623 (Step 13 B+36) for the 2022-2023 school year effective August 31, 2022 pending receipt of fingerprint clearance.
- i. Approve the following extra-curricular appointments and stipends per the current BVFT agreement for the 2022-23 school year:
  - i. Boys' Modified Soccer Volunteer Assistant - Irwin Borden (no stipend)
  - ii. Girls' Modified Basketball Volunteer Assistant - Harvey Brown (no stipend)
  - iii. Modified Softball Coach - Irwin Borden

Motion: Dina Garvey      Second: Micah Stewart      Yes: 6 No: 0 Abstain: 0      Accept

- iv. Boys' Varsity Soccer Coach - Evan George (pro-bono)

Motion: Micah Stewart      Second: Dina Garvey      Yes: 5 No: 0 Abstain: 1 - George      Accept

## **6. Next Meeting**

- a. Regular Meeting August 11, 2022 @ 5:00 PM Lake View Campus

## **7. Adjournment**

Time: 7:19 AM      Motion: Evan George      Second: Dina Garvey      Yes: 6 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: August 11, 2022

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Jana Atwell, District Clerk





- v. Revenue Status Report General Fund 7/31/22
- vi. Budget Status Report School Lunch Fund 7/31/22
- vii. Budget Status Report General Fund 7/31/22
- viii. Budgetary Transfer Report 7/1/22 - 7/31/22
- ix. Capital Project Bank Account Reconciliation 7/31/22
- x. Debt Service Bank Account Reconciliation 7/31/22
- xi. Extraclassroom Bank Account Reconciliation 7/31/22
- xii. Financial Statement of Extraclassroom Activity Fund 7/1/22-7/31/22
- xiii. Claims Audit Report June 2022
- xiv. Payroll Bank Account Reconciliation 7/31/22
- xv. Multi-Fund Bank Account Reconciliation 7/31/22
- xvi. Treasurer's Report for Multi-Fund Month of July 2022

Motion: Phil Mero      Second: Dina Garvey      Yes: 5 No: 0 Abstain: 0      Accept

**9. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #12551, 540, 1035 and 8798.

Motion: Dina Garvey      Second: Sue Russell      Yes: 5 No: 0 Abstain: 0      Accept

**10. District Plans**

- a. The Superintendent recommends the approval of the following District Plans as submitted:
  - i. Code of Conduct (within 2022-23 Student & Parent Handbook)
  - ii. Athletic Code of Conduct

Motion: Sue Russell      Second: Micah Stewart      Yes: 5 No: 0 Abstain: 0      Accept

**11. Additional Appointments**

- a. Resolved that the Superintendent recommends to the Board of Education the appointment of the following individuals/organizations to the specified positions/designations for the 2022-23 school year:

Telling & Hillman PC	Independent Auditor: \$14,700 for fiscal years ending June 30, 2023, 2024 and 2025
The University of Vermont Health Network Elizabeth Community Hospital	School Physician: \$9,135 Urine drug screen: \$49 per employee Registered Professional nurse coverage: \$325 per day

Motion: Phil Mero      Second: Sue Russell      Yes: 5 No: 0 Abstain: 0      Accept

**12. Action Items - Consent Agenda**

- a. Accept the bids for fuel oil for the 2022-23 school year as follows from MX Petroleum per the St. Lawrence-Lewis BOCES cooperative purchasing bid award:

- i. MVC - main building \$3.622 (transport), bus garage \$3.8492 (tanker wagon)
- ii. LVC - main building \$3.8492 (tanker wagon), bus garage \$3.8492 (tanker wagon)
- b. Approve the following agreements as presented:
  - i. Chimera Integrations (fire alarm monitoring) 2022-23 school year
    - 1. MVC (main building & bus garage) - \$2,400
    - 2. LVC (main building) - \$1,200
  - ii. Pitney Bowes (postage machines) 2022-2027 (60 months)
    - 1. MVC - \$303 monthly
    - 2. LVC - \$25.90 monthly
  - iii. Anne Kuhl, Teacher of the Visually Impaired Services September 1, 2022 - August 31, 2023 at an hourly rate of \$150.00 for service time and all meetings attended (this amount will include mileage).
- c. Approve the per diem rates modeled after the United States General Services Administration per diem rates for meal expenses for overnight travel (see policy #6161 Conference/Travel Expense Reimbursement).

Motion: Phil Mero      Second: Sue Russell      Yes: 5 No: 0 Abstain: 0      Accept

- d. Approve the pending potential Section VII merge with Willsboro CSD for varsity boys soccer for the 2022-2023 school year.

Motion: Dina Garvey      Second: Micah Stewart      Yes: 5 No: 0 Abstain: 0      Accept

### **13. Personnel - Consent Agenda**

- a. Accept and approve the letters of resignation as submitted by:
  - i. Thomas Keck Sr., Bus Driver/Cleaner effective July 15, 2022,
  - ii. Joseph Graney, Technology Teacher effective July 28, 2022, and
  - iii. Kyle Harrington, Maintenance Person/Bus Driver effective August 12, 2022
- b. Approve the appointment of Jessica Pulsifer to the position of temporary full-time summer cleaner at an hourly rate of \$13.20 effective July 27, 2022 through August 26, 2022.
- c. Approve the following appointments for Thomas Keck Sr.:
  - i. Substitute bus driver effective July 18, 2022 at an hourly rate of \$21.00, and
  - ii. ~~full-time~~ part-time 10 month civil service position of bus driver effective August 31, 2022 at an hourly rate of \$17.83 with a 120 day probationary period effective August 31, 2022 through March 14, 2023.
- d. Approve the appointment of Scott Holland to the full-time 12 month civil service position of bus driver/maintenance person effective August 30, 2022 at an hourly rate of \$18.00 with a 120 day probationary period effective August 29, 2022 through February 27, 2023.
- e. Approve the appointment of Rachel Rolston to the full-time 12 month civil service position of cleaner effective August 29, 2022 at an hourly rate of \$15.00 with a 120 day probationary period effective August 29, 2022 through February 24, 2023.

- f. Upon the recommendation of the Superintendent, Andrya Heller, who holds Chemistry 7-12 certification in the Science tenure area, is hereby appointed to the position of Technology (STEM) Teacher for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026 pending results of fingerprint clearance. Salary for the 2022-2023 school year will be \$60,653 (step 14 B+36) pending approval of official graduate transcripts. Ms. Heller will be credited with 45 sick days for the 2022-23 school year.
- g. Approve the appointment of June Marcall Miller to the 12 month position of Community OASIS Program Coordinator effective August 17, 2022 through June 30, 2024 pending results of fingerprint clearance. Salary for the 2022-2023 school year will be \$46,500 (prorated) per the signed agreement.
- h. Approve the appointment of Cynthia Summo as a (non-certified) substitute teacher, teacher assistant, teacher aide and clerical substitute effective August 12, 2022 at the current substitute rate pending receipt of fingerprint clearance.
- i. Approve the appointment of the following employees for summer curriculum work for the summer of 2022. Hourly rates will be calculated using the appropriate step in the BVFT agreement:
  - i. Erica Loher
  - ii. Sam Meachem
  - iii. Michelle Feeley
  - iv. Zoe Brugger
  - v. Ellen Kiely
  - vi. Terry Egglefield
  - vii. Amy Welch
  - viii. Kelsey Marvin
- j. Approve the appointment of the following employees for Regents proctoring August 2022. Hourly rates will be calculated using the appropriate step in the BVFT agreement:
  - i. John Fiarchild
  - ii. Erica Loher
  - iii. Aubrey Pulsifer
  - iv. Veronica Uss
- k. Approve the following extra-curricular appointments and stipends per the current BVFT agreement for the 2022-23 school year:
  - i. Modified Baseball Coach - Brad Shumway
  - ii. Girls' Modified Basketball Coach - Irwin Borden
  - iii. Track Coach - Kyle Smith

Motion: Micah Stewart      Second: Dina Garvey      Yes: 5 No: 0 Abstain: 0    Accept

#### 14. Policy

- a. Approve the revision of the following policies as recommended by Erie 1 BOCES Policy Services:
  - i. #7551 Sexual Harassment of Students
  - ii. #5640 Smoking, Tobacco, And Cannabis (Marijuana) Use

Motion: Dina Garvey      Second: Phil Mero      Yes: 5 No: 0 Abstain: 0    Accept

#### 15. Superintendent's Update

- a. Building Project Update - None at this time
- b. Superintendent's Report - Superintendent Meyer reported that he was able to schedule a meeting with the Commissioner of Education in Albany on August 16.

He provided an update on hiring for the 2022-23 school year and the opening days that will occur on August 31 and September 1, 2022.

**16. 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.

**17. Next Meeting**

- a. Regular Meeting September 8, 2022 6:00 PM Mountain View Campus

**18. Executive Session (not needed)**

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

- 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.

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

**19. Adjournment**

Time: 5:30 PM Motion: Phil Mero Second: Dina Garvey Yes: 5 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: September 8, 2022

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Jana Atwell, District Clerk

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, September 8, 2022 @ 6:00 PM**  
**Mountain View Campus - Elizabethtown, NY**

**OFFICIAL MINUTES**

1. **Call to Order** At: 6:00 PM By: President Reynolds

2. **Pledge of Allegiance**

3. **Roll Call**

[X]Dina Garvey    [X]Evan George-arrived 6:32PM    [X]Sarah Kullman    [X]Philip Mero  
[X]Heather Reynolds    [X]Suzanne Russell-arrived 6:15 PM    [X]Micah Stewart

4. **Attendees**

Present: Joshua Meyer, Superintendent

Jana Atwell, District Clerk

Sharlene Petro-Durgan, District Treasurer

Visitors: Jessie Morgan

Melissa Niquette

Kayla Dempsey

Karen Reynolds

Alexis Beyer

Tim Quaid

Heather Olson

Abby Seymour

Marcail Miller

Jeff Nemec

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 reason:

- 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.

In: 6:25 PM    Motion: Dina Garvey    Second: Micah Stewart    Yes: 6    No: 0    Abstain: 0  
Accept

Out: 7:00 PM    Motion: Phil Mero    Second: Micah Stewart    Yes: 7    No: 0    Abstain: 0  
Accept

No action taken.

c. Motion to return to regular session at 7:02 PM

Motion: Phil Mero      Second: Sue Russell      Yes: 7 No: 0 Abstain: 0      Accept

## 7. Approval of Minutes

- a. Approve the minutes of the August 11, 2022 Regular Meeting as presented.

Motion: Evan George      Second: Sue Russell      Yes: 7 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 opened for public comment, none voiced.

## 9. Financials

- a. Approve the following financial reports:
  - i. Warrant 2A dated 8/5/22
  - ii. Warrant 2B dated 8/11/22
  - iii. Warrant 2C dated 8/18/22
  - iv. Warrant 2D dated 8/24/22
  - v. Warrant 2E dated 8/31/22
  - vi. Capital Project Bank Account Reconciliation 8/31/22
  - vii. Debt Service Bank Account Reconciliation 8/31/22
  - viii. Payroll Bank Account Reconciliation 8/31/22
  - ix. 2022-23 Cash Flow Report July 2022

Motion: Evan George      Second: Phil Mero      Yes: 7 No: 0 Abstain: 0      Accept

## 10. 2022-2023 Tax Levy

- a. Resolution confirming the tax rolls and authorizing the tax levy:

BE IT RESOLVED THAT, the Boquet Valley Board of Education has been authorized by the voters at the Annual Meeting to raise for the current budget for the 2022-2023 school year a sum not to exceed \$7,844,104.

THEREFORE BE IT RESOLVED, that the Board fix equalized tax rates by the towns and confirm the extension of taxes as they appear on the attached roll (form for equalizing taxes):

AND BE IT HEREBY DIRECTED THAT THE DELINQUENT TAX PENALTIES SHALL BE FILED AS FOLLOWS:

September 1, 2022 - September 30, 2022	No Penalty
October 1, 2022 - October 31, 2022	2% Penalty

RESOLUTION authorizing the issuance of the tax warrant:

WHEREAS, Chapter 73 of the laws of 1977, amended section 1318, subdivision 1 of the Real Property Tax Law; and

WHEREAS, the entire unreserved fund balance at the close of the last fiscal year must be applied in determining the amount of the school tax levy except for an amount not to exceed the maximum percent allowed by of the current school year budget; and

WHEREAS, this latter amount may be held as surplus funds during the current school year;

NOW THEREFORE BE IT RESOLVED, that the Board of Education retain as surplus funds approximately \$1,328,191 from the total approximate fund balance of \$7,195,206 thereby applying \$0 to the reduction of the tax levy.

BE IT ADDITIONALLY RESOLVED AS FOLLOWS, to the Collector of Boquet Valley Central School District, town(s) of Chesterfield, Elizabethtown, Essex, Lewis and Westport, County of Essex, New York State, you are commanded:

1. To give notice and start collection on September 1, 2022 (in accordance with provisions of section 1322 of the Real Property Tax Law).
2. To give notice that the tax collection will end on October 31, 2022.
3. To collect taxes in the amount of \$40,000 in the manner collectors are authorized to collect town and county taxes in accordance with the provisions of section 1318 of the Real Property Tax Law and as approved by the voters at the annual meeting to collect taxes in the amount of \$40,000 for the public libraries and to turn over to the Westport Library Association \$15,000, to the Wadhams Free Library \$7,000 and to the Elizabethtown Library Association \$18,000.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The Board may recall its warrant and tax roll for correction of errors or omission in accordance with the provision of section 553 of the Real Property Tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on pressed-numbered tax bill forms provided by the school district in accordance with the provisions of section 922 of the Real Property Tax Law. To forward by mail, without interest penalties to the office of the County Treasurer, a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with the provisions of section 540 and 5445 of the Real Property Tax Law.
6. To receive from each of the taxable corporations and natural persons that sum listed on the attached tax rolls without interest penalties where such sums are paid before the end of the first month of tax collection. To add 2% interest penalties to all taxes collected during the second month of the tax collection period to account for such as income due to the school district.
7. To issue press-number receipts only on forms provided by the school district in acknowledgment of receipt of payments of taxes and to retain, preserve and file exact copies of all such receipts issued as required by section 987 of the Real Property Tax Law.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting on



forms showing by town the total assessed valuation, tax rate, and total tax levy, the total amounts remaining uncollected as required by section 1330 of the Real Property Tax Law.

The warrant is issued pursuant to sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. This warrant shall expire on the dates stated above unless a renewal or extension has been endorsed on the face of this warrant in writing with section 1318, subdivision 2 of the Real Property Tax Law.

Motion: Phil Mero      Second: Sue Russell      Yes: 7 No: 0 Abstain: 0      Accept

**11. CSE Recommendations**

- a. Accept and approve the following CSE recommendation for student #725, 12596, 1132, 12608 and 12600.

Motion: Sue Russell      Second: Evan George      Yes: 7 No: 0 Abstain: 0      Accept

**12. Action Items - Consent Agenda**

- a. Approve the increase in adult meal prices for the 2022-2023 school year as listed:

<b>ADULT MEAL</b>	<b>Adult Price 2021-22</b>	<b>Adult Price 2022-23</b>
Complete breakfast	\$2.50	\$2.75
Complete lunch	\$4.00	\$5.00

- b. Approve the Bus Rental Agreement between Camp Dudley and BVCS D for the period July 1, 2022 through August 14, 2022 as presented.
- c. Approve the School Resource Officer Agreement between Essex County and BVCS D for one (1) school year commencing on the first day of the District’s 2022-23 academic year and ending on the last day of the District’s 2022-23 academic year as presented.
- d. Resolution regarding close of 2016-17 and 2017-18 Tax Certiorari Reserve Elizabethtown-Lewis CSD established and return to Unassigned Fund Balance of General Fund:

RESOLVED, that 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 close the 2016-17 Tax Certiorari Reserve established by the Elizabethtown-Lewis CSD on June 13, 2017 and,  
 WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to close the 2017-18 Tax Certiorari Reserve established by Elizabethtown-Lewis CSD on June 30, 2018 and,  
 WHEREAS, a Board of Education is empowered to close a Tax Certiorari Reserve when the Tax Certioraris are dismissed or paid;  
 NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the School District as follows:  
 Section 1. The Unassigned Fund Balance in the General Fund is hereby increased as follows:

A917.00 Unassigned Fund Balance of the General Fund \$103,399.47  
Section 2. The increase in the Unassigned Fund Balance listed in Section 1 of this resolution shall be funded by the following:

A864.02 Tax Certiorari Reserve-EL \$103,399.47

Motion: Phil Mero      Second: Sue Russell      Yes: 7 No: 0 Abstain: 0      Accept

### 13. Personnel - Consent Agenda

- a. Amend the 120 day probationary dates for the following employees:
  - i. Rachel Rolston 120 day probationary period effective August 29, 2022 through February 27, 2023, and
  - ii. Scott Holland 120 day probationary period effective August 30, 2022 through February 28, 2023.
- b. Approve the appointment of Tracy Waite as the Student Assessment Data Input Manager at her daily rate of pay for one (1) work day in August 2022 paid through the Title I grant.
- c. Approve Aubrey Pulsifer to be compensated at her hourly rate for an additional 2.5 hours per week for the 2022-2023 school year based upon her current teaching schedule and the decreased amount of planning time available to her (see BVFT agreement Article VII Section B). Please note if there is a change in her current schedule, this may result in a change to her additional compensation.
- d. Approve Amy Nelson to be compensated for the 2022-2023 school year (per claim form) at an:
  - i. additional \$44.80 per day for extended time worked as a building substitute beyond her normal work day, and
  - ii. up to an additional 30 minutes per day at her hourly rate for morning and afternoon bus duty.
- e. Approve Judy French and Jana Atwell to be compensated for 15 hours at 1.5 times their hourly rates for tax collection prep work August 24, 2022 through August 29, 2022.
- f. Approve Corey Murphy to be compensated at her hourly rate for 8 hours of additional work completed in August 2022 to prepare for the upcoming 2022-23 fall sports season.
- g. Approve the appointment of the following employees to the training position of Head Bus Driver Apprentice at a rate and schedule to be determined for the 2022-23 school year:
  - i. Jennie Cross
  - ii. Irvin (Sonny) Calkins
- h. Approve the following mentor appointments at a rate of \$1,500.00 for the 2022-2023 school year:

i. Rhonda Sloper	vi. Veronica Uss
ii. Lynn Bubbins	vii. Pete Castine
iii. Jodi Thompson	viii. John Fairchild
iv. Julie Bisselle	ix. Mindy Fleming
v. Brad Schrauf	x. Aubrey Pulsifer
- i. Accept the resignation as submitted by Julie Napper from her position as Bus Aide effective August 28, 2022.

- j. Upon the recommendation of the Superintendent, Renee Pelkey, who holds permanent certification in the School Counselor tenure area, is hereby appointed to the position of School Counselor for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026 pending results of fingerprint clearance. Salary for the 2022-2023 school year will be \$69,497 (step 19 B+60).
- k. Approve the appointment of Michael Hueglin to the position of Building Substitute for the 2022-2023 school year at a daily rate of \$105.00 effective August 31, 2022 pending results of fingerprint clearance.
- l. Approve the appointment of Elizabeth Stephens to the position of long-term (uncertified) substitute Science Teacher at a daily rate of \$125.00 effective August 31, 2022 through approximately January 6, 2023 pending results of fingerprint clearance.
- m. Approve the appointment of the following substitutes as listed effective September 9, 2022 at the current substitute rate pending receipt of fingerprint clearance:
  - i. Kendra Goff - non-certified teacher, assistant and aide
  - ii. Oliva Hart - non-certified teacher, assistant and aide
  - iii. Gwen Sherman - non-certified teacher, certified teacher assistant and aide effective October 2, 2022
- n. Accept the resignation as submitted by Jason Colby from the extracurricular position of GriffIT Club Advisor for the 2022-2023 school year.
- o. Accept and approve the Memorandum of Agreement between BVCSD and the BVFT adding E-Sports Advisor and GriffITs Advisor to the extracurricular schedule at a stipend of \$1,431 each effective with the 2022-2023 school year.
- p. Approve the appointment of Thomas McKinley to the extracurricular position of Varsity Girls Basketball Coach at the stipend per the current BVFT agreement for the 2022-23 school year.
- q. 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 2022-23 school year:
  - i. Brad Egglefield
  - ii. Theresa McAuley
  - iii. Jean Dickerson
  - iv. Janelle Pulsifer
  - v. Lauren Gough
- r. Accept the resignation as submitted by Jason Fiegl from the extracurricular position of Quiz Bowl Advisor for the 2022-2023 school year.
- s. Approve the appointment of the following to the extracurricular positions at the stipend per the current BVFT agreement for the 2022-2023 school year:
  - i. Don Markwica - Varsity Baseball Coach
  - ii. Terry Egglefield - Varsity Girls Soccer Volunteer Assistant (no stipend)

Motion: Evan George      Second: Sue Russell      Yes: 7 No: 0 Abstain: 0      Accept

- t. Approve the appointment of Abigail Mero as a substitute (non-certified) teacher, assistant and aide effective September 9, 2022 at the current substitute rate pending receipt of fingerprint clearance.

Motion: Sue Russell    Second: Sarah Kullman    Yes: 6 No: 0 Abstain: 1-Mero    Accept

#### **14. Policy**

- a. Approve the revision of the following policies as recommended by Erie 1 BOCES Policy Services:
  - i. #6160 Professional Growth/Staff Development
  - ii. #1510 Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)
  - iii. #3220 Use of Assistance Animals
  - iv. #7552 Student Gender Identity

Motion: Micah Stewart    Second: Sue Russell    Yes: 7 No: 0 Abstain: 0    Accept

#### **15. Treasurer's Report**

- a. SCAR Potential Liability 2022-23 - There may be potential tax refunds that a reserve can not be created or used for.
- b. Tax Certiorari Potential Liability 2022-23 - If excess fund balance allows, an amount should be set aside in a 2022-2023 Tax Certiorari Reserve in June 2023.
- c. Fuel Cost Comparison - Based upon the results of the new bids received through St. Lawrence-Lewis BOCES, there is a significant increase in fuel costs for the 2022-2023 school year.

#### **16. Welcome 2022-2023 School Year - Principal Elaine Dixon-Cross, Principal Dan Parker & Director of Student Support Services Abby Seymour**

- a. Each Administrator expressed their enthusiasm for the upcoming school year and shared events that have already taken place or are planned for the near future.

#### **17. Superintendent's Update**

- a. Building Project Update - no update at this time
- b. Superintendent's Report - see attached

#### **18. 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.

#### **19. Next Meeting**

- a. Regular Meeting October 13, 2022 6:00 PM Lake View Campus

**20. Adjournment**

Time: 7:31 PM Motion: Micah Stewart Second: Phil Mero Yes: 7 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: October 13, 2022

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Jana Atwell, District Clerk

**Boquet Valley CSD  
Regular Meeting  
Thursday, October 13, 2022 @ 6:00 PM  
Lake View Campus - Westport, NY**

**OFFICIAL MINUTES**

1. **Call to Order** At: 6:00 PM By: President Reynolds

2. **Pledge of Allegiance**

3. **Roll Call**

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

4. **Attendees**

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

5. **CVES and CV-TEC Presentations - Dr. Mark Davey, District Superintendent & Michele Friedman, Director of Career and Technical Education **\*\*POSTPONED\*\*****

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 to examine and discuss the independent financial audit reports for the fiscal year ending June 30, 2022.

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, 2022; and  
RESOLVED, that the Board of Education accepts the June 30, 2022 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, 2022 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: Phil Mero      Second: Micah Stewart      Yes: 4 No: 0 Abstain: 0      Accept

## 8. Approval of Minutes

- a. Approve the minutes of the September 8, 2022 Regular Meeting as presented.

Motion: Sarah Kullman      Second: Phil Mero      Yes: 4 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 limit 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 9/7/22
  - ii. Warrant 3B dated 9/14/22
  - iii. Warrant 3C dated 9/21/22
  - iv. Warrant 3D dated 9/28/22
  - v. Multi-Fund Bank Account Reconciliation as of 8/31/22
  - vi. Treasurer's Report for Multi-Fund Month of 8/31/22
  - vii. Extraclassroom Bank Account Reconciliation as of 8/31/22
  - viii. Financial Statement of Extraclassroom Activity Fund 8/1/22-8/31/22
  - ix. Multi-Fund Bank Account Reconciliation as of 9/30/22
  - x. Treasurer's Report for Multi-Fund Month of 9/30/22
  - xi. Extraclassroom Bank Account Reconciliation as of 9/30/22
  - xii. Financial Statement of Extraclassroom Activity Fund 9/1/22-9/30/22
  - xiii. Capital Project Bank Account Reconciliation 9/30/22
  - xiv. Debt Service Bank Account Reconciliation 9/30/22
  - xv. Payroll Bank Account Reconciliation 9/30/22
  - xvi. Cafeteria Profit & Loss Statement July 2022 - September 2022
  - xvii. Revenue Status Report School Lunch Fund 9/30/22
  - xviii. Revenue Status Report General Fund 9/30/22
  - xix. Budget Status Report School Lunch Fund 9/30/22
  - xx. Budget Status Report General Fund 9/30/22
  - xxi. Budgetary Transfer Report 9/1/22 - 9/30/22
  - xxii. 2022-23 Cash Flow Report September 2022
  - xxiii. Claims Audit Report August 2022
  - xxiv. Claims Audit Report September 2022

Motion: Micah Stewart      Second: Sarah Kullman      Yes: 4 No: 0 Abstain: 0      Accept

## 11. CSE Recommendations

- a. Accept and approve the following CSE recommendation for student #1206, 1371, 1059, 12548, 12549, 8794, 12604, 893, 12613, 1214, 772, 735, 12410, 602, 1585, 1301, 12424, 8798 and 12584.

Motion: Phil Mero      Second: Susan Kullman      Yes: 4 No: 0 Abstain: 0    Accept

## 12. Action Items - Consent Agenda

- a. Resolution regarding increase in budget for Teaching Assistant 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 2022-23 school budget to fund contingent expense of payment for sick leave for Gwen Sherman up to \$18,303.50 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 School District as follows:

Section 1. The budgetary appropriation for the following contingent expense is hereby increased (up to) as follows:  
A2250.150.02.003 Teaching Assistant Salaries \$18,303.50

Section 2. The increase in the appropriation listed in Section 1 of this resolution shall be funded by the following:  
5997.000 Appropriated Reserve - EBALR \$18,303.50
- b. Approve the Section VII Combining of Teams Application with Moriah CSD to combine Track and Field for the 2022-2023 school year.
- c. Approve the closure of extracurricular account Class of 2021 and transfer of the remaining balance (\$5.96) to BVCS Student Council.
- d. Approve the removal and decommission of bus #78 2014 International to be put out to bid through Auctions International.
- e. Approve the disposal of the following obsolete assets:
  - i. Color Laserjet Pro MFP M281FDW office printer serial #VNBNM43095 asset tag #A00851470 Room 100 LVC
  - ii. Hon file cabinet asset tag #000019 Room 125 LVC
  - iii. Bifold 16 table asset tag #A00019347 cafeteria LVC
  - iv. Smartboard model SB640 serial #SB640-R2-302166 asset tag #A0054424 hallway LVC
  - v. Smartboard model SB680 serial #SB680-R2-925141 asset tag #A00170747 hallway LVC
  - vi. Peavey Series mixer/power amp 300CH serial #851099 no asset tag Room 412 MVC
  - vii. Fender BXR200 bass amp serial #M611687 no asset tag Room 412 MVC
  - viii. Dell 2400 MP projector serial #12DWOD1 asset tag #1658 rifle range LVC
  - ix. Dell 2400 MP projector serial #CYNTOD1 asset tag #A00170773 rifle range LVC



- x. Smartboard model SB640 serial #SB640R1002013 asset tag #A00019243 rifle range LVC
- xi. Smartboard model SB640 serial #SB640R2452269 asset tag #A00097214 rifle range LVC
- xii. Smartboard model SB640 serial #SB640R2653737 asset tag #A00142338 rifle range LVC
- xiii. NEC NP14LP projector serial #24L67491 asset tag #A00228283 rifle range LVC
- xiv. Epson projector model VS250 serial #X4688803059 asset tag #A00792218 rifle range LVC
- f. Resolved that the Board of Education of the Boquet Valley Central School District accepts and approves the Corrective Action Plan for the OSC Procurement Audit December 2021 as presented.

Motion: Phil Mero          Second: Micah Stewart          Yes: 4 No: 0 Abstain: 0    Accept

### **13. Personnel - Consent Agenda**

- a. Approve the appointment of Dan Parker, Elaine Dixon-Cross and Mandi Spofford as occasional CSE chairpersons retroactively to October 1, 2022.
- b. Approve Eric Schultz to be compensated at his hourly rate for an additional 30 minutes per week for the month of September and October based upon his current teaching schedule and the decreased amount of planning time available to him (see BVFT agreement Article VII Section B).
- c. Amend Amy Nelson's additional compensation for serving as a building substitute beyond her normal work day. Amy will be compensated at a rate of \$105.00 per day that she serves as a building substitute beyond her regular work week of .60 days.
- d. Approve Kristen Larkin to be compensated up to an additional 30 minutes per day at her hourly rate for morning and afternoon bus duty for the 2022-2023 school year.
- e. Approve the following detention monitor appointments at a rate of \$30.00 per hour for the 2022-2023 school year:
  - i. Marci Oliver
  - ii. Erica Loher
  - iii. Jackie Chan-Seng
  - iv. Brad Schrauf
  - v. Lily Whalen
  - vi. Samantha Meachem
  - vii. Adele Jesmer
  - viii. Rhonda Sloper
- f. Accept the resignation as submitted by Corey Murphy from her position as School Nurse effective October 14, 2022.
- g. Approve the appointment of Michael Hueglin to the 10-month position of Community OASIS Program Assistant for the 2022-2023 school year at a rate of \$15.00 per hour paid through the Extended School Day Grant..
- h. Approve the appointment of the following employees to serve as OASIS teachers for the 2022-2023 school year paid at their hourly rates through the Extended School Day Grant:
  - i. Marci Oliver
  - ii. Heather Olson
  - iii. Erica Loher
  - iv. Amy Nelson
  - v. Samantha Meachem
  - vi. Jen Barber

- vii. Julie Bisselle
  - viii. Jennifer Peck
  - ix. Diana McGuigan
  - x. Brad Schrauf
  - xi. Ellen Kiely
- i. Approve the appointment of Caroline Thompson to serve as an OASIS teacher for the 2022-2023 school year at a rate of \$18.00 per hour paid through the Extended School Day Grant.
  - j. Approve the appointment of Larry Cooney to the permanent full-time 10 month civil service position of Bus Driver (32.5 hours per week) effective September 16, 2022.
  - k. Approve the appointment of Stevi McCann to the full-time 10 month civil service position of Cook *Manager* (~~35~~ 37.5 hours per week) effective retroactive to September 12, 2022 at an hourly rate of \$18.64 with a 120 day probationary period beginning September 12, 2022 and anticipated to end on or about March 22, 2023.
  - l. Approve the appointment of Virginia Rice to the full-time 10 month civil service position of Food Service Helper (37.5 hours per week) effective September 12, 2022 at an hourly rate of \$13.53 with a 120 day probationary period beginning September 12, 2022 and anticipated to end on or about March 22, 2023.
  - m. Approve the non-tenure track appointment of Jenifer O'Neill to the full-time 10 month position of Technology teacher, per the terms of the feinerman agreement, at an annual salary of \$49,567 (Step 1 B+48) for the 2022-2023 school year effective October 11, 2022.
  - n. Upon the recommendation of the Superintendent, approve the tenure track appointment of Tom Bisselle to the full-time 10 month position of Student Support Counselor effective August 31, 2022 for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026. There will be no adjustment to his current salary. This appointment will replace his feinerman agreement appointment for the 2022-2023 school year
  - o. Approve the following substitute appointments at the current substitute rates:
    - i. Hannah Schwoebel as a (non-certified) substitute teacher, teacher assistant and teacher aide effective September 30, 2022. Fingerprint clearance on file.
    - ii. Stephen Rosinski as a (certified) substitute teacher, teacher assistant and teacher aide effective October 14, 2022 pending results of fingerprint clearance.
    - iii. Chase McCarroll as a (non-certified) substitute teacher, teacher assistant and teacher aide effective October 14, 2022 pending results of fingerprint clearance.
  - p. Approve the following extracurricular appointments as listed for the 2022-2023 school year at the stipend per the current BVFT agreement:
    - i. Ashley Hooper - Student Council Co-Advisor
    - ii. Diana McGuigan - Senior Play Advisor
    - iii. Paul Buehler - Weight Room Monitor
    - iv. Keith Lobdell - Boys Modified Basketball Coach
    - v. Willa McKinley - Volunteer Assistant Girls Varsity Basketball (no stipend)
  - q. Accept and approve the letter of resignation as submitted by Jenifer O'Neill from her position as Teacher Assistant effective October 7, 2022.

Motion: Phil Mero      Second: Sarah Kullman      Yes: 4 No: 0 Abstain: 0    Accept

#### **14. Policy**

- a. Approve the revision of the following policies as recommended by Erie 1 BOCES Policy Services:
  - i. #8110 Curriculum Development, Resources and Evaluation
  - ii. #8320 Textbooks, Library Materials, and Other Instructional Materials
  - iii. #8330 Objection to Instructional Materials and Controversial Issues
  - iv. #8340 Instructional Materials and Nonpublic School Students

Motion: Micah Stewart      Second: Sarah Kullman      Yes: 4 No: 0 Abstain: 0    Accept

#### **15. LVC Principal Report - Dan Parker**

- a. Principal Parker reported that there have been many exciting things happening at the Lake View Campus including fresh painting, the addition of Jenifer O’Neill to the position of Technology teacher, hiking and Adirondack adventure field trips, fire prevention week, diving into multiple curriculums, and committees and teams working on evaluating the current ELA program.

#### **16. Superintendent’s Update**

- a. Building Project Update
  - i. Eric Robert from SchoolHouse Construction shared project updates including approximate time schedules and budget projections. The estimated schedule would place the referendum vote mid-March 2023 with phase I construction (clearing & site development) beginning summer 2024 through fall 2025 and phase II construction (building) beginning spring/early summer 2025 through summer 2027. The current cost projection is approximately \$62 million.
- b. Superintendent’s Report - see attached
  - i. Remote Day Plan Discussion and Hearing - NYSED will allow the Remote School Day pilot program to continue in the 2022-2023 school year. This option can be Board approved to be included in our District Safety Plan. This option would only be used if needed. For example, it could potentially be used in the situation of a well-forecasted storm or if using another emergency day could infringe upon a preplanned school break. Opportunity was provided for questions and answers.

Upon recommendation by the Superintendent, the Board of Education approves the inclusion of the Remote School Day Pilot to be included in our District Safety Plan for the 2022-2023 school year.

Motion: Phil Mero      Second: Sarah Kullman      Yes: 4 No: 0 Abstain: 0    Accept

- ii. Alyssa’s Law Silent Alarm Discussion - This topic was brought to the attention of the Board as legislation requires schools to consider silent panic alarm systems as part of their District safety plan however the

alarms are not required. Further review and discussion will include price quotes.

### 17. 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 limit 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.

### 18. Executive Session - not needed

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

- 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.

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

### 19. Next Meeting

- a. Regular Meeting November 10, 2022 6:00 PM Mountain View Campus
- b. Regular Meeting December 8, 2022 6:00 PM Lake View Campus - date change
  - i. December meeting will be held on **Wednesday, December 7, 2022**

### 20. Adjournment

Time: 6:54 PM Motion: Phil Mero 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: November 10, 2022

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Jana Atwell, District Clerk

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, November 10, 2022 @ 6:00 PM**  
**Mountain View Campus - Elizabethtown, NY**

**OFFICIAL MINUTES**

1. **Call to Order** At: 6:03 PM By: President Reynolds

2. **Pledge of Allegiance**

3. **Roll Call**

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

4. **Attendees**

Present: Joshua Meyer, Superintendent	Visitors: Tom Kohler
Jana Atwell, District Clerk	Julie Bisselle
Sharlene Petro-Durgan, District Treasurer	

5. **Approval of Minutes**

a. Approve the minutes of the October 13, 2022 Regular Meeting as presented.

Motion: Micah Stewart      Second: Sue Russell      Yes:4 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 limit your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Parent, Tom Kohler shared his concerns regarding the education students at BCSD are receiving based upon his family's experiences.

7. **Financials**

a. Approve the following financial reports:

- i. Warrant 4A dated 10/6/22
- ii. Warrant 4B dated 10/12/22
- iii. Warrant 4C dated 10/18/22
- iv. Warrant 4D dated 10/28/22
- v. Multi-Fund Bank Account Reconciliation as of 10/31/22
- vi. Treasurer's Report for Multi-Fund Month of 10/31/22
- vii. Extraclassroom Bank Account Reconciliation as of 10/31/22

- viii. Financial Statement of Extraclassroom Activity Fund 10/1/22-10/31/22
- ix. Capital Project Bank Account Reconciliation 10/31/22
- x. Debt Service Bank Account Reconciliation 10/31/22
- xi. Payroll Bank Account Reconciliation 10/31/22
- xii. Cafeteria Profit & Loss Statement July 2022 - October 2022
- xiii. Revenue Status Report School Lunch Fund 10/31/22
- xiv. Revenue Status Report General Fund 10/31/22
- xv. Revenue Status Report Special Aid Fund 10/31/22
- xvi. Budget Status Report School Lunch Fund 10/31/22
- xvii. Budget Status Report General Fund 10/31/22
- xviii. Budget Status Report Special Aid Fund 10/31/22
- xix. Budgetary Transfer Report 10/1/22 - 10/31/22
- xx. 2022-23 Cash Flow Report October 2022
- xxi. Claims Audit Report October 2022

Motion: Sue Russell    Second: Sarah Kullman    Yes: 4 No: 0 Abstain: 0    Accept

**8. CSE Recommendations**

- a. Accept and approve the following CSE recommendation for student #2831, 1059, 12549, 8794, 2868, 740, 12608, 002-18-19, 1190, 772, 735, 12553 and 1284.

Motion: Sue Russell    Second: Sarah Kullman    Yes: 4 No: 0 Abstain: 0    Accept

**9. Action Items - Consent Agenda**

- a. Approve the Intermunicipal Agreement Between Essex County and the Boquet Valley Central School District for the purpose of authorizing the Essex County Treasurer's Office to be the sole and exclusive authority to collect the 2022-2023 Boquet Valley Central School District taxes for the sum of \$2.00 per parcel within the boundaries of the BVCS D as determined by the total number of tax bills prepared by the Essex County Real Property Tax Services and billed to the BVCS D for the 2022/2023 taxes. The total number of bills is 3,715.
- b. Approve the agreement between the Substance Abuse Prevention Team of Essex County, Inc. and the Boquet Valley Central School District for the purpose of providing Prevention Education Services within the school (LVC and MVC) for a total contract expense of \$12,000.
- c. Approve the acquisition, relocation and disposal of several assets as listed per the attached (6) fixed assets sheets.
- d. Accept the affirmation of taxes collected and uncollected pursuant to the school warrant for school year 2022-2023 as submitted by the School Tax Collector.

Motion: Micah Stewart    Second: Sarah Kullman    Yes: 4 No: 0 Abstain: 0    Accept

**10. Personnel - Consent Agenda**

- a. Upon receipt and review of official transcripts, approve the salary adjustment for Peggy Staats from Step 2 B+33 to Step 2 B+48 (\$50,119) retroactive to August 31, 2022.
- b. Accept the following resignations as submitted by:

- i. Stevi McCann from her position as Cook effective September 9, 2022,
  - ii. Abbey Cramer from her position as Principal Secretary effective November 9, 2022 and
  - iii. Christina Olsen from her position as Food Service Helper effective November 10, 2022.
- c. Approve the long-term substitute daily pay rate increase per the Board approved substitute salary pay chart for Elizabeth Stephens, long-term (non-certified) substitute for Jason Fiegl, at a daily rate of \$150.00 effective November 15, 2022 (weeks 11-20).
- d. Approve the probationary appointment of Lea (Crowningshield) Blades from provisional to the full-time 12 month position of Secretary to the Director of Student Support Services (civil service position Clerk) effective October 17, 2022 with a 120 day probationary period beginning October 17, 2022 and anticipated to end on or about April 14, 2023.
- e. Approve the probationary appointment of Jessica Pulsifer to the full-time 10 month civil service position of Food Service Helper (37.5 hours per week) effective November 14, 2022 at an hourly rate of \$13.53 with a 120 day probationary period beginning November 14, 2022 and anticipated to end on or about June 6, 2023.
- f. Approve the appointment of Sheera Broderick to the position of Interim School Counselor effective October 26, 2022 at a daily rate of \$200 for the 2022-2023 school year.
- g. Upon the recommendation of the Superintendent, approve the tenure track appointment of Tom Bisselle to the full-time 10 month position of Student Support Counselor effective August 31, 2022 for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026. There will be no adjustment to his current salary. This appointment will replace his feinerman agreement appointment for the 2022-2023 school year
- h. Approve the following substitute appointments at the current substitute rates:
  - i. Jessica Pulsifer as a substitute cleaner effective October 1, 2022.
  - ii. (non-certified) substitute teacher, teacher assistant and teacher aide effective November 14, 2022 pending results of fingerprint clearance:
    1. Ryan Hart
    2. Elizabeth Poe
    3. Allison Whalen
    4. Olivia Sayre
- i. Approve the appointment of Amy Welch as a mentor at a rate of \$1,500 (prorated) for the 2022-2023 school year effective October 11, 2022.
- j. Approve the request for child-bearing leave as submitted by Jeff Nemec from January 3, 2023 through January 13, 2023 per Article XIII Section F of the current BVFT agreement.
- k. 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 2022-23 school year:
  - i. Julie Bisselle
  - ii. MaryBeth Sayre

- i. Adele Jesmer - Basketball Chaperone
  - ii. Tom Bisselle - Basketball Chaperone
  - iii. Lily Whalen - Basketball Chaperone
  - iv. Theresa McAuley - Basketball Chaperone
  - v. Paul Buehler - Basketball Chaperone
  - vi. Terry Egglefield - Basketball Chaperone
  - vii. Terry Egglefield - Volunteer Assistant Girls Varsity Basketball (no stipend)
  - viii. June (Marvail) Miller - Volunteer 7th Grade Advisor (no stipend)
  - ix. Brian Borden - Boys Modified Basketball Co-Coach
  - x. Ryan Hart - Boys Modified Basketball Co-Coach
  - xi. Heather Borden - Volunteer Assistant Boys Modified Basketball (no stipend)
- m. Approve the appointment of Karen Reynolds to serve as an OASIS teacher for the 2022-2023 school year paid at her hourly rate through the Extended School Day Grant.
  - n. Approve the probationary appointment of Deborah Olsen to the full-time 10 month civil service position of School Nurse (36 hours per week) effective November 14, 2022 at an hourly rate of \$32.08 with a 120 day probationary period beginning November 14, 2022 and anticipated to end on or about June 6, 2023.

Motion: Sarah Kullman      Second: Sue Russell      Yes: 4 No: 0 Abstain: 0    Accept

#### **11. Policy**

- a. Approve the revision of the following policies as recommended by Erie 1 BOCES Policy Services:
  - i. #7540 Suicide
  - ii. #1510 REgular Board Meetings and Rules (Quorum & Parliamentary Procedure)

Motion: Micah Stewart      Second: Sarah Kullman      Yes: 4 No: 0 Abstain: 0    Accept

#### **12. Director of Facilities Report - Scott Farrell**

- a. Mr. Farrell provided a buildings and grounds status report on work that either has been completed or is in the process of being scheduled. The District recently underwent the annual fire inspection at both campuses with a few issues cited that will be addressed. The Five Year Bus Plan is currently being reviewed to make sure the transportation needs of the District will be met.

#### **13. Superintendent's Update**

- a. Building Project Update - see attached
  - i. Architect Mike Harris was onsite to review the attached powerpoint presentation which was presented to the Facilities Committee at their last meeting.
- b. Superintendent's Update - see attached



#### **14. 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 limit your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Elementary Teacher, Julie Bisselle provided kudos to those assisting with the cleaning at the Lake View Campus while the building has been short staffed.

#### **15. Executive Session**

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

- 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.

In: 7:06 PM Motion: Sarah Kullman Second: Micah Stewart Yes: 4 No: 0 Abstain:0  
Accept

Out: 7:35 PM Motion: Micah Stewart Second: Sarah Kullman Yes: 4 No: 0 Abstain: 0  
Accept

No action taken.

#### **16. Next Meeting**

- a. Regular Meeting Wednesday, December 7, 2022 6:00 PM Lake View Campus

#### **17. Adjournment**

Time: 7:36 PM Motion: Sue Russell 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: December 7, 2022

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Jana Atwell, District Clerk

**Boquet Valley CSD**  
**Regular Meeting**  
**Wednesday, December 7, 2022 @ 6:00 PM**  
**Lake View Campus - Westport, NY**

**OFFICIAL MINUTES**

1. **Call to Order** At: 6:00 PM By: President Reynolds

2. **Pledge of Allegiance**

3. **Roll Call**

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

4. **Attendees**

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

5. **Executive Session**

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

- 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.

In: 6:02 PM    Motion: Sue Russell      Second: Dina Garvey    Yes: 6 No: 0 Abstain: 0  
                  Accept

Out: 6:31 PM    Motion: Phil Mero      Second: Sue Russell    Yes: 6 No: 0 Abstain: 0  
                  Accept

No action taken.

- c. Motion to return to regular session at 6:33 PM.

Motion: Dina Garvey    Second: Sue Russell      Yes: 6 No: 0 Abstain:0      Accept

6. **Approval of Minutes**

- a. Approve the minutes of the November 10, 2022 Regular Meeting as presented.

Motion: Sue Russell      Second: Micah Stewart    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 limit 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 11/3/22
  - ii. Warrant 5B dated 11/9/22
  - iii. Warrant 5C dated 11/17/22
  - iv. Multi-Fund Bank Account Reconciliation as of 11/30/22
  - v. Treasurer's Report for Multi-Fund Month of 11/30/22
  - vi. Extraclassroom Bank Account Reconciliation as of 10/31/22
  - vii. Financial Statement of Extraclassroom Activity Fund 10/1/22-10/31/22
  - viii. Capital Project Bank Account Reconciliation 11/30/22
  - ix. Debt Service Bank Account Reconciliation 11/30/22
  - x. Payroll Bank Account Reconciliation 11/30/22
  - xi. Cafeteria Profit & Loss Statement July 2022 - November 2022
  - xii. Revenue Status Report School Lunch Fund 11/30/22
  - xiii. Revenue Status Report General Fund 11/30/22
  - xiv. Revenue Status Report Special Aid Fund 11/30/22
  - xv. Budget Status Report School Lunch Fund 11/30/22
  - xvi. Budget Status Report General Fund 11/30/22
  - xvii. Budget Status Report Special Aid Fund 11/30/22
  - xviii. Budgetary Transfer Report 11/1/22 - 11/30/22
  - xix. 2022-23 Cash Flow Report July - November 2022
  - xx. Claims Audit Report November 2022

Motion: Phil Mero      Second: Micah Stewart      Yes: 6 No: 0 Abstain: 0      Accept

- b. Approve the Extraclassroom Activities Financial Statements Year ended June 30, 2022 as prepared by Telling & Hillman, P.C.

Motion: Evan George      Second: Phil Mero      Yes: 6 No: 0 Abstain: 0      Accept

## **9. CSE Recommendations**

- a. Accept and approve the following CSE recommendation for student #1132, 12550 and 12424.

Motion: Sue Russell      Second: Phil Mero      Yes: 6 No: 0 Abstain: 0      Accept

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

- a. Approve the following contract and agreements:

- i. Parent Transportation Contract between BVCS D and parent (JD) for the purpose of providing student transportation for the 2022-2023 school year at a rate of \$0.625 per mile for a total anticipated annual cost of \$13,238.
- ii. Memorandum of Agreement between College For Every Student (CFES Brilliant Pathways) and BVCS D for the purpose of establishing a framework for collaboration between CVES and BVCS D. BVCS D will receive a stipend of \$3,000 annually to help cover costs of providing students with college and career readiness activities directly tied to grant objectives.
- iii. Amendment Agreement between Essex County Transportation Department and BVCS D for the purpose of entering into an agreement to provide all certified testing and evaluations as needed to comply with all 19A regulations as required by the NYS Department of Motor Vehicles for the Essex County Transportation Department. BVCS D will be paid \$50.00 for each test as specified in the agreement. BVCS D shall also provide use of a school bus for training and testing services as needed at a cost of \$4.00 per mile for use of the bus including fuel.

Motion: Phil Mero      Second: Sue Russell      Yes: 6 No: 0 Abstain: 0      Accept

b. SEQRA Lead Agency Determination and Positive Declaration

- i. WHEREAS, The Boquet Valley Central School District Board of Education (“BVCS D”) 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, the BVCS D has prepared Part 1 of a Full Environmental Assessment Form (“FEAF”) in compliance with Article 8 of the Environmental Conservation Law and 6 N.Y.C.R.R. Part 617 (collectively referred to as “SEQRA”) with respect to the Project; and

WHEREAS, the BVCS D has notified all involved agencies, and provided the same with Part 1 of the FEAF, on at least thirty (30) days notice that the BVCS D intends to act as Lead Agency pursuant to SEQRA, and no objection to the BVCS D assuming such status has been made; and

WHEREAS, as required by the SEQRA regulations, the BVCS D has reviewed the FEAF, identified the relevant areas of environmental concern and has taken a hard look at those concerns, considering both the magnitude and importance of each impact; and

WHEREAS, the BVCS D has caused the preparation of Part 2 and Part 3 of the FEAF, which identified potential adverse environmental impacts resulting from the implementation of the Project.

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

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

Section 2. The BVCS D classifies the Project as a Type “I” action pursuant to 6 N.Y.C.R.R. §617.4 of the SEQRA regulations.

Section 3. Pursuant to 6 N.Y.C.R.R. §617.4 of the SEQRA regulations, the BVCS D hereby accepts and assumes the responsibility to act as Lead Agency for the coordinated review of the Project.

Section 4. The BVCS D hereby approves Parts 1, 2 and 3 of the FEAF and determines that the implementation of the Project may result in one or more large impacts that may have a significant impact on the environment.

Section 5. The BVCS D hereby determines: (i) that a Positive Declaration, as that term is defined by the SEQRA regulations, is required for the Project, and (ii) that a draft environmental impact statement (“DEIS”) be prepared as applicable.

Section 6. The BVCS D accepts the Draft Scoping Document for the preparation of the DEIS, directs that the Draft Scoping Document for the DEIS be sent to all applicable involved agencies and interested agencies, and that copies of the Draft Scoping Document be made available for the general public to review at locations determined to be appropriate by the BVCS D.

Section 7. The BVCS D further directs that a public comment period be established wherein written comments on the Draft Scoping Document can be submitted by the general public to Mr. Scott B. Allen, AES Northeast, Project Consultant for BVCS D, for the purpose of receiving and considering public comment on the Draft Scoping Document in order to prepare a Final Scoping Document.

Section 8. The BVCS D directs that a notice of this resolution shall be filed and circulated to the extent required by any applicable ordinance, statute or regulation.

Section 9. The BVCS D hereby authorizes and directs that BVCS D staff, agents, employees, and consultants undertake any such other and further action as may be necessary to meet the BVCS D’s obligations as Lead Agency or as otherwise might be appropriate in its role as Lead Agency.

Section 10. This Resolution shall take effect immediately.

Motion: Dina Garvey      Second: Micah Stewart      Yes: 6 No: 0 Abstain: 0      Accept

c. Resolution Approving the Purchase Sale Agreement and Right of First Refusal

i. WHEREAS, the Boquet Valley Central School District (the “District”) previously approved a resolution to take action deemed necessary and appropriate to carry out the intent to purchase land from government of Essex County (“County”) for the purposes of building a new school facility; and,

WHEREAS, the District has continued to pursue measures necessary to effectuate such sale; and

WHEREAS, such measures include entering a purchase-sale agreement for the purchase of the proposed new school facility site at Thrall Dam and entering a right of first refusal for the County to purchase the current school district facility and land at 7530 Court Street Elizabethtown New York (“Elizabethtown”); and,

WHEREAS, the District and County have agreed to terms associated with such purchase-sale and right of first refusal:

NOW, THEREFORE, THE BOARD HEREBY:

1. Approves the attached purchase-sale agreement for the Thrall Dam Parcel in accordance with the terms set forth in the attached including appropriate voter approval of same; and,
2. Approve the attached right of first refusal for the County to purchase Elizabethtown upon the terms set forth in the attached including voter approval of same; and,
3. Authorizes the Superintendent and/or those he designates to continue to take action necessary to effectuate such purchase-sale agreement and right of first refusal agreement as attached.

Motion: Sue Russell    Second: Micah Stewart    Yes: 5 No: 0 Abstain: 1-Garvey Accept

#### **11. Personnel - Consent Agenda**

- a. Approve the amendment to the original date of retirement for Bradley Schrauf from June 30, 2025 to August 2, 2025.
- b. Approve the permanent appointment of Theresa McAuley to the full-time 10 month civil service position of Teacher Aide effective November 17, 2022.
- c. Accept and approve the letter of resignation as submitted by Janelle Pulsifer from her position as Teacher Aide effective December 1, 2022.
- d. Approve the provisional appointment of Janelle Pulsifer to the position of Secretary to the Principal at the Lake View Campus (civil service title clerk) effective December 2, 2022 at an hourly rate of \$16.50. Ms. Pulsifer will be granted 2 weeks vacation for the 2022-2023 school year.
- e. Approve the appointment of Debbie Welch to the civil service position of Cleaner pending receipt of fingerprint clearance:
  - i. Effective December 6, 2022 on a per diem basis at an hourly rate of \$16.00, and
  - ii. Effective January 3, 2023 to the probationary appointment of cleaner at an hourly rate of \$16.00 with a 120 day probationary period effective January 3, 2023 and anticipated to end on or about June 23, 2023.
- f. Approve the appointment of the following employees to serve as OASIS teachers for the 2022-2023 school year paid at their hourly rate through the Extended School Day Grant:
  - i. Eric Schultz
  - ii. Jessie Morgan
  - iii. Kristen Fiegl
  - iv. Paul Buehler
- g. Approve the appointment of Marci Oliver to the extracurricular position of basketball chaperone for the 2022-2023 school year at the stipend per the current BVFT agreement.

- h. Authorize the following adjustments associated with the December 31, 2022 transition to \$14.20 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 12/31/22</b>
Teacher (certified)	Daily	\$112.00	\$115.00
Teacher Assistant (certified)	Daily (7.5 hours)	\$110.00	\$112.50
Teacher Aide (certified)	Daily	\$105.00	\$105.00
Teacher (non-certified)	Daily	\$105.00	\$110.00
Teacher Assistant (non-certified)	Daily (7.5 hours)	\$100.00	\$106.50
Teacher Aide (non-certified)	Daily	\$98.00	\$99.50
Monitor	Daily	\$87.75	\$92.30
Nurse	Daily	\$112.00	\$115.00
Food Service Helper	Hourly	\$14.00	\$14.20
Clerical	Hourly	\$14.00	\$14.20
Cleaner	Hourly	\$14.00	\$14.20
Bus Driver	Hourly	\$21.00	\$21.00
Bus Aide	Hourly	\$14.00	\$14.20
Long-Term Non-Certified Substitute Teacher (0-10 weeks)	Daily	\$125.00	\$125.00
Long-Term Certified Substitute Teacher (0-10 weeks)	Daily	\$175.00	\$175.00
Long-Term Non-Certified Substitute Teacher (11-20 weeks)	Daily	\$150.00	\$150.00
Long-Term Certified Substitute Teacher (11-20 weeks)	Daily	\$200.00	\$200.00

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

- i. Approve the non-tenure track appointment of Abigail Mero to the full-time 10 month position of Teacher Assistant, per the terms of the feinerman agreement, at an annual salary of \$25,598 (prorated) for the 2022-2023 school year effective November 28, 2022.

Motion: Sue Russell      Second: Dina Garvey      Yes: 5 No: 0 Abstain: 1-Mero      Accept

**12. Policy** - None at this time

**13. Principal's Report - Dan Parker Lake View Principal**

- a. Principal Parker provided an overview of happenings at the Lake View Campus including the return of parents to the building to view the Fall-O-Ween and Turkey Trot events, and the campus held its first assembly of the year to honor a local veteran on behalf of Veteran's Day. Currently, there is a holiday door decorating contest occurring within the building while the students review holiday celebrations around the world providing an opportunity for diversity learning. Several faculty members recently traveled to San Antonio to attend a conference providing very informative information which will be shared with staff.

**14. Superintendent's Update**

- a. Building Project Update - The construction manager provided an update regarding the renovation of the Mountain View Campus at an approximate cost of \$53 million which does not include the bus garage.
- b. Superintendent's Update - see attached

**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 limit 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.

**16. Executive Session** - not needed

**17. Next Meeting**

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

**18. Adjournment**

Time: 6:56 PM Motion: Sue Russell Second: Phil Mero Yes: 6 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: January 12, 2023

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Jana Atwell, District Clerk





## 7. Approval of Minutes

- a. Approve the minutes of the December 7, 2022 Regular Meeting as presented.

Motion: Sue Russell      Second: Micah Stewart      Yes: 5 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 limit 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 6A dated 12/2/22
  - ii. Warrant 6B dated 12/9/22
  - iii. Warrant 6C dated 12/15/22
  - iv. Warrant 6D dated 12/21/22
  - v. Warrant 7A dated 1/6/23
  - vi. Multi-Fund Bank Account Reconciliation as of 12/31/22
  - vii. Treasurer's Report for Multi-Fund Month of 12/31/22
  - viii. Extraclassroom Bank Account Reconciliation as of 12/31/22
  - ix. Financial Statement of Extraclassroom Activity Fund 12/1/22-12/31/22
  - x. Capital Project Bank Account Reconciliation 12/31/22
  - xi. Debt Service Bank Account Reconciliation 12/31/22
  - xii. Payroll Bank Account Reconciliation 12/31/22
  - xiii. Cafeteria Profit & Loss Statement July 2022 - December 2022
  - xiv. Revenue Status Report School Lunch Fund 12/31/22
  - xv. Revenue Status Report General Fund 12/31/22
  - xvi. Revenue Status Report Special Aid Fund 12/31/22
  - xvii. Budget Status Report School Lunch Fund 12/31/22
  - xviii. Budget Status Report General Fund 12/31/22
  - xix. Budget Status Report Special Aid Fund 12/31/22
  - xx. Budgetary Transfer Report 12/1/22 - 12/31/22
  - xxi. 2022-23 Cash Flow Report July - December 2022

Motion: Sue Russell      Second: Phil Mero      Yes: 5 No: 0 Abstain: 0    Accept

- b. Approve the Small Claims Assessment Review (SCAR) settlements as presented:
  - i. Settlement of SC12-2022 D. Maclean in the amount of \$691.39
  - ii. Settlement of SC13-2022 H Maclean in the amount of \$2,830.98

Motion: Phil Mero      Second: Sue Russell      Yes: 5 No: 0 Abstain: 0    Accept

## 10. CSE Recommendations

- a. Accept and approve the following CSE recommendation for student #1152, 12619, 1035, 2495, 12596, 12537, 12390, 12591, 599, 1364, 1237, 12460, 504-02-19, 1320, 002-18-19, 1098, 12495, 1299, 12618, 1105, 12410, 12600, 12553, 12413, 2103, 006-18-19, 12424 and 8798.

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

## 11. Action Items - Consent Agenda

- a. Accept and approve the proposal for Bond Counsel Services as presented from Bond Schoeneck & King per the fee schedule as submitted (see attached).
- b. Accept the following donations:
  - i. \$50.00 donation to the Athletic Department on behalf of Robert Jerdo from Peter and Mary Hines,
  - ii. \$120.00 donation to the Athletic Department on behalf of Robert Jerdo from the Robert Jerdo Family - Louise & Tim Quain, Carol & Jim Meaker, Nancy & Bob Marsh and Susan & Frank Alibozek,
  - iii. \$5,000.00 donation from Camp Dudley,
  - iv. \$1,000.00 donation to the Art Department on behalf of the Rogers-Carroll Family Foundation, and
  - v. \$1,000.00 donation to the Art Club for the purpose of providing a scholarship on behalf of the Rogers-Carroll Family Foundation.
- c. Approve the acquisition of the following tagged assets:
  - i. Tripp-Lite charging cart model CSC27AC serial #3209CYOCR003000202 asset tag #A00973187 room 107 MVC
  - ii. Vita-Mix Corp. blender model VM0141 serial #005202221011841590 asset tag #A00973181 kitchen LVC
  - iii. Vita-Mix Corp. blender model VM0141 serial #005202221011841550 asset tag #A00973180 kitchen MVC

Motion: Micah Stewart    Second: Sue Russell    Yes: 5 No: 0 Abstain: 0    Accept

## 12. Personnel - Consent Agenda

- a. As a result of the adjustments associated with the December 31, 2022 transition to \$14.20 per hour minimum wage in accordance with New York State Labor Laws, hourly rates will be increased to \$14.20 effective December 31, 2022 for the following employees:
  - i. Kristy Cave
  - ii. Katie Clark
  - iii. Lauren Gough
  - iv. Barry Morrison
  - v. Thersa McAuley
  - vi. Jessica Pulsifer
  - vii. Tim Quaid
- b. Approve the permanent appointment of Tim Quaid to the full-time 10 month civil service position of Bus Aide effective January 5, 2023.
- c. Approve the appointment of Janelle Pulsifer as the Deputy Claims Auditor (no additional compensation) for the 2022-2023 school year.
- d. Approve the resignation of the following employees:

- i. Paul Buehler from the extracurricular position of weight room monitor effective December 1, 2022,
  - ii. Virginia Rice from the position of Food Service Helper effective December 19, 2022 (verbal resignation provided),
  - iii. Amy Nelson from the position of Music Teacher effective January 27, 2023, and
  - iv. Karen Keech from the position of Secretary to the Principal MVC and the extracurricular (stipend) position of Deputy Treasurer effective February 10, 2023.
- e. Approve the appointment of Courtney Aloï to serve as an OASIS teacher for the 2022-2023 school year paid at her hourly rate through the Extended School Day Grant.
  - f. Approve the continued appointment of Elizabeth Stephens as the long-term substitute Science Teacher effective January 6, 2023 through January 27, 2023 at a daily rate of \$150.00.
  - g. Approve the following substitute appointments at the current substitute rates:
    - i. Jack Rice (non-certified) teacher, teacher assistant and teacher aide effective January 3, 2023 (fingerprint clearance on file),
    - ii. Karlee Ashe (non-certified) teacher, teacher assistant, teacher aide, food service helper and clerical effective January 3, 2023 (fingerprint clearance on file),
    - iii. Abigail Lindsay (non-certified) teacher, teacher assistant and teacher aide effective January 3, 2023 (fingerprint clearance on file), and
    - iv. Ethan Graham cleaner effective January 3, 2023 pending results of fingerprint clearance.
  - h. Approve the appointment of the following employees to serve as OASIS teachers for the 2022-2023 school year paid at their hourly rate through the Extended School Day Grant:
 

i. Malinda Fleming	iv. Adele Jesmer
ii. Tom Bisselle	v. Rhonda Sloper
iii. Kaitlin Fielder	
  - i. Approve the probationary appointment of Angel Mitchell to the full-time 10 month civil service position of Teacher Aide effective January 30, 2023 at an hourly rate of \$14.35 with a 120 day probationary period effective January 30, 2023 through approximately October 18, 2023 pending results of fingerprint clearance.

Motion: Phil Mero      Second: Sue Russell      Yes: 5 No: 0 Abstain: 0      Accept

**13. Policy** - None at this time

**14. Director of Student Support Services Report - Abby Seymour** - See attached

**15. Superintendent's Update**

- a. Building Project Update - See attached
- b. Superintendent's Update - See attached

**16. 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 limit 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.

**17. Executive Session - Not needed**

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons.

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

**18. Next Meeting**

- a. Budget Meeting Thursday, January 26, 2023 6:00 PM Mountain View Campus
- b. Regular Meeting Thursday, February 9, 2023 6:00 PM Lake View Campus

**19. Adjournment**

Time: 8:15 PM Motion: Phil Mero Second: Sarah Kullman Yes: 5 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: February 9, 2023

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Jana Atwell, District Clerk

**Boquet Valley CSD**  
**Regular & Budget Meeting**  
**Thursday, February 9, 2023 @ 6:00 PM**  
**Lake View Campus - Westport, NY**

**OFFICIAL MINUTES**

1. **Call to Order** At: 6:00 PM By: President Reynolds
  
2. **Pledge of Allegiance**
  
3. **Roll Call**  
[X]Dina Garvey      [X]Evan George      [X]Sarah Kullman      [X]Philip Mero  
[X]Heather Reynolds [A]Suzanne Russell    [X]Micah Stewart
  
4. **Attendees**  
Present: Joshua Meyer, Superintendent      Visitors: Michele Friedman  
Jana Atwell, District Clerk      Dr. Mark Davey  
Sharlene Petro-Durgan, District Treasurer      Carol Schwoebel  
Alessia Caputo  
Corey Valentin  
Philip Armitage  
Julie Bisselle  
Dan Parker
  
5. **CVES & CV-TEC Presentation - Dr. Mark Davey, District Superintendent and Michele Friedman, Director of Career & Technical Education**
  - a. Dr. Davey acknowledged the Board Members, Superintendent and District for their support and participation in the services provided by CVES. Dr. Davey highlighted the components of CVES and services purchased by the District.
  - b. Mrs. Friedman provided an overview of the Career & Technical Education component and the wide-range of programs and services offered by CV-TEC. Currently 16 BVCS students attend CV-TEC programs. Three students were present this evening to share information regarding their individual program and CV-TEC experience. A special thank you to our students Alessia Caputo New Visions Program, Philip Armitage Environmental Conservation & Forestry Program, and Corey Valentin Cosmetology Program for their presentations this evening.
  
6. **Budget Session** - See attached 2023-24 Budget Meeting #1
  
7. **Executive Session** - moved to the end of the agenda
  
8. **Approval of Minutes**
  - a. Approve the minutes of the January 12, 2023 Regular Meeting as presented.

Motion: Phil Mero

Second: Sarah Kullman

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 limit 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 7B dated 1/12/23
  - ii. Warrant 7C dated 1/20/23
  - iii. Warrant 7D dated 1/26/23
  - iv. Multi-Fund Bank Account Reconciliation as of 1/31/23
  - v. Treasurer's Report for Multi-Fund Month of 1/31/23
  - vi. Capital Project Bank Account Reconciliation 1/31/23
  - vii. Debt Service Bank Account Reconciliation 1/31/23
  - viii. Payroll Bank Account Reconciliation 1/31/23
  - ix. Cafeteria Profit & Loss Statement July 2022 - January 2023
  - x. Extraclassroom Bank Account Reconciliation as of 1/31/23
  - xi. Revenue Status Report School Lunch Fund 1/31/23
  - xii. Revenue Status Report Special Aid Fund 1/31/23
  - xiii. Revenue Status Report General Fund 1/31/23
  - xiv. Budget Status Report School Lunch Fund 1/31/23
  - xv. Budget Status Report General Fund 1/31/23
  - xvi. Budget Status Report Special Aid Fund 1/31/23
  - xvii. Budgetary Transfer Report 1/1/23 - 1/31/23
  - xviii. 2022-23 Cash Flow Report July 2022 - January 2023
  - xix. Claims Audit Report December 2022

Motion: Evan George

Second: Phil Mero

Yes: 6 No: 0 Abstain: 0 Accept

## 11. CSE Recommendations

- a. Accept and approve the following CSE recommendation for student #12599, 12959, 2495, 12549, 009-18-19, 12613, 12410, 1301, 1371, and 12464.

Motion: Dina Garvey

Second: Sarah Kullman

Yes: 6 No: 0 Abstain: 0 Accept

## 12. Action Items - Consent Agenda

- a. Accept and approve the proposed licensing and maintenance fee for the 2023-2024 school year as received from Educational Data Services, Inc. in the amount of \$2,010.

- ~~b. Accept and approve the Memorandum of Agreement between Adirondaack Community Action Program Inc. Head Start as an Approved Universal Pre-Kindergarten Provider and Boquet Valley Central School District for the period of July 1, 022 through June 31, 2023 per attached.~~
- c. Approve the request to solicit bids for the refinishing of the auditorium floors at the Lake View and Mountain View Campuses.
- d. Approve the Section VII Merger Application for the potential merge with Willsboro Central School for varsity and/or modified baseball for the 2022-2023 school year.

Motion: Dina Garvey      Second: Micah Stewart      Yes: 6 No: 0 Abstain: 0      Accept

### **13. Personnel - Consent Agenda**

- a. Approve the resignation of the following employees:
  - i. Ryan Hart from the extracurricular position of boys' modified basketball co-coach effective January 30, 2023, and
  - ii. Jessie Morgan from the position of School Counselor effective March 10, 2023.
- b. Approve the appointment of Kayla Dempsey to serve as an OASIS teacher for the 2022-2023 school year paid at her hourly rate through the Extended School Day Grant.
- c. Approve the following substitute, long-term substitute and provisional appointments:
  - i. Dylan Montville substitute cleaner, food service helper, (non-certified) teacher assistant and teacher aide effective January 23, 2023 at the current substitute rates pending results of fingerprint clearance,
  - ii. Jeannette Staats (non-certified) teacher, teacher assistant, teacher aide, food service helper and clerical effective February 10, 2023 at the current substitute rates pending results of fingerprint clearance,
  - iii. Muriel Kerr to the position of long-term (uncertified) substitute (.6) Music Teacher at a daily rate of \$125.00 effective January 27, 2023 through approximately April 21, 2023 (fingerprint clearance on file),
  - iv. John Looby to the position of long-term (uncertified) substitute Science Teacher at a daily rate of \$125.00 effective February 13, 2023 through approximately March 31, 2023 (fingerprint clearance on file), and
    - i. Allison Whalen provisionally to the full-time 12 month position of Secretary to the Principal (civil service title clerk) at an hourly rate of \$17.75 with five (5) vacation days and twelve (12) sick days and the stipend position of Deputy Treasurer at an annual stipend of \$7,500 (prorated) for the 2022-2023 school year effective February 13, 2023 (fingerprint clearance on file).

Motion: Phil Mero      Second: Evan George      Yes: 6 No: 0 Abstain: 0      Accept

### **14. Policy**

- a. Approve the revision of policy #8450 Home, Hospital, or Institutional Instruction (Homebound Instruction) as recommended by Erie I BOCES Policy Services.



**15. Discussion - Volunteer Firefighters & Ambulance Workers Property Tax Exemption**

- a. Topic will be reviewed upon receipt of additional information.

**16. Superintendent's Update**

- a. Building Project Update
  - i. Discussion - Capital Project Vote Date (November 2023)
    - 1. Potential vote date November 14, 15 or 16, 2023.
- b. Superintendent's Update - See attached budget meeting presentation.

**17. 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 limit 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.

**18. Next Meeting**

- a. Regular Meeting Thursday, March 9, 2023 6:00 PM Mountain View Campus
- b. Budget Meeting Thursday, March 23, 2023 6:00 PM Mountain View Campus

**19. Executive Session**

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

- 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: 7:38 PM      Motion: Phil Mero      Second: Sarah Kullman      Yes: 6 No: 0 Abstain: 0  
Accept

Out: 8:25 PM      Motion: Dina Garvey      Second: Phil Mero      Yes: 6 No: 0 Abstain: 0  
Accept

No action taken.

**20. Adjournment**

Time: 8:25 PM      Motion: Dina Garvey      Second: Phil Mero      Yes: 6 No: 0 Abstain: 0  
Accept

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

Date Approved by the BOE: March 9, 2023

**Boquet Valley CSD  
Regular Meeting  
Thursday, March 9, 2023 @ 6:00 PM  
Mountain View Campus - Elizabethtown, NY**

**OFFICIAL MINUTES**

1. **Call to Order** At: 6:00 PM By: President Reynolds

2. **Pledge of Allegiance**

3. **Roll Call**

Dina Garvey      Evan George      Sarah Kullman      Philip Mero  
Heather Reynolds      Suzanne Russell-arrived 6:34 PM      Micah Stewart

4. **Attendees**

Present: Joshua Meyer, Superintendent

Jana Atwell, District Clerk

Sharlene Petro-Durgan, District Treasurer

Visitors: Bridgett Allen

Cecile MacFarlane

Amy Welch

Pete Castine

Alessia Caputo

Emily Hickey

Ella Lobdell

Scarlett Faber

Grace Kullman

Wendy Hickey

Tom Bisselle

Judah Rutz

Abbey Schwoebel

Hedy Merrihew

Karen Brown

5. **Principal Report - Elaine Dixon-Cross, Mountain View Campus**

Principal Dixon-Cross shared several upcoming events including a Career Fair, an Elective Fair and a CFESeEssential skills trip on March 17, a STEM Fair will be held on March 21, and our 7th grade students will be traveling to Albany on March 23 to see a production of Hamilton and visit a crime lab museum.

Presentations were provided this evening by Pete Castine and five student participants of Boquet Valley Model United Nations, and Tom Bisselle and two student participants of the volunteer peer mentoring program.

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 limit your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Bridget Allen, parent of a Pre-K student, shared concerns regarding the amount of time the Pre-K students go outside.

## 7. Executive Session

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

- 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: 6:37 PM Motion: Phil Mero Second: Dina Garvey Yes: 7 No: 0 Abstain: 0  
Accept

Out: 7:24 PM Motion: Phil Mero Second: Dina Garvey Yes: 7 No: 0 Abstain: 0  
Accept

No action taken.

- c. Motion to return to regular session at 7:25 PM

Motion: Dina Garvey Second: Micah Stewart Yes: 7 No: 0 Abstain: 0 Accept

## 8. Approval of Minutes

- a. Approve the minutes of the February 9, 2023 Regular Meeting as presented.

Motion: Evan George Second: Phil Mero Yes: 7 No: 0 Abstain: 0 Accept

## 9. Financials

- a. Approve the following financial reports:
  - i. Warrant 8A dated 2/7/23
  - ii. Warrant 8B dated 2/16/23
  - iii. Multi-Fund Bank Account Reconciliation as of 2/28/23
  - iv. Treasurer's Report for Multi-Fund Month of 2/28/23
  - v. Capital Project Bank Account Reconciliation 2/28/23
  - vi. Debt Service Bank Account Reconciliation 2/28/23
  - vii. Payroll Bank Account Reconciliation 2/28/23
  - viii. Cafeteria Profit & Loss Statement July 2022 - February 2023
  - ix. Financial Statement of Extraclassroom Activity Fund January 2023
  - x. Financial Statement of Extraclassroom Activity Fund February 2023
  - xi. Extraclassroom Bank Account Reconciliation as of 2/28/23
  - xii. Revenue Status Report School Lunch Fund 2/28/23
  - xiii. Revenue Status Report Special Aid Fund 2/28/23
  - xiv. Revenue Status Report General Fund 2/28/23

- xv. Budget Status Report School Lunch Fund 2/28/23
- xvi. Budget Status Report General Fund 2/28/23
- xvii. Budget Status Report Special Aid Fund 2/28/23
- xviii. Budgetary Transfer Report 2/1/23 - 2/28/23
- xix. 2022-23 Cash Flow Report July 2022 - February 2023
- xx. Claims Audit Report February 2023
- xxi. Fund Balance Projection February 2023

Motion: Phil Mero      Second: Dina Garvey      Yes: 7 No: 0 Abstain: 0      Accept

**10. CSE Recommendations**

- a. Accept and approve the following CSE recommendation for student #12455, 1319 and 2943.

Motion: Micah Stewart      Second: Phil Mero      Yes: 7 No: 0 Abstain: 0      Accept

**11. Action Items - Consent Agenda**

- a. Accept and approve the St. Lawrence/Lewis BOCES Cooperative Purchasing Bids for the 2023-2024 fiscal year starting July 1, 2023 through June 30, 2024 to purchase the following products at the quoted fixed price per gallon as follows:
  - i. Gasoline (delivery location Town of Westport) from MX Petroleum @ \$2.6477, and
  - ii. Propane (MVC main building and LVC back entrance and outside kitchen) from Superior Plus Propane @ \$1.8090
- b. Accept a grant in the amount of \$1000 from the Adirondack Foundation - Adirondack Foreign Language Enhancement Fund to be used solely for the purpose of a field trip to Montreal.
- c. Accept and approve the CR Part 154 Comprehensive ELL Education Plan (CEEP) as presented.
- d. Approve a property tax refund in the amount of \$1,436.65 on behalf of tax settlement CV22-0257 Adam & Sarah Halvorsen vs. Town of Westport (assessment reduction).
- e. Accept and approve the 2023-2024 school calendars as presented.
- f. Accept and approve the bid received from J.J. Curran & Son, Inc. to refinish the auditorium floor at the Lake View Campus at a cost of \$15,447 and at the Mountain View Campus at a cost of \$18,878 and \$87 per board for repair work at MVC.

Motion: Evan George      Second: Dina Garvey      Yes: 7 No: 0 Abstain: 0      Accept

**12. Personnel - Consent Agenda**

- a. Approve the appointment of Rachel Rolston to the permanent full-time 12 month civil service position of Cleaner effective February 27, 2023.
- b. Approve the appointment of Scott Holland to the permanent full-time 12 month civil service position of Maintenance Person/Bus Driver effective February 28, 2023.

- c. Upon the recommendation of the Superintendent, approve the tenure track appointment of Kelly Gough to the full-time 10 month position of Teacher Assistant effective February 10, 2023 for a probationary period commencing on February 10, 2023 and anticipated to end on February 10, 2027. This appointment will replace her feinerman agreement appointment for the 2022-2023 school year
- d. Approve the termination of Lea Blades from her probationary appointment as full-time 12 month Secretary to the Director of Student Support Services (civil service title clerk) effective February 17, 2023.
- e. Accept and approve the letters of resignation as submitted by:
  - i. Lauren Gough from her position as Teacher Aide effective March 3, 2023,
  - ii. Michael Hueglin from his position as OASIS Program Assistant for the 2022-2023 school year effective March 9, 2023, and
  - iii. Barry Morrison from his position as part-time Food Service Helper effective March 31, 2023.
- f. Approve the provisional appointment of Lauren Gough to the full-time 12 month position of Secretary to the Director of Student Support Services (civil service title clerk) at an hourly rate of \$16.50 effective March 6, 2023.
- g. Accept and approve the letters of intent to retire as received from:
  - i. Debra Spaulding from her position as Head Bus Driver effective June 30, 2024, and
  - ii. Mark Evens from his position as Maintenance Person/Bus Driver effective June 30, 2024.
- h. Accept and approve the letter received from Mark Evens rescinding his letter of intent to retire on June 30, 2024.
- i. Approve the following substitute appointments at the current substitute rates:
  - i. Calvin Cumm (certified) teacher, teacher assistant and teacher aide (fingerprint clearance on file) effective March 10, 2023, - **TABLE**
  - ii. Aidan Lobdell (non-certified) teacher, teacher assistant, and teacher aide effective March 10, 2023 pending results of fingerprint clearance, and
  - iii. Barry Morrison Food Service Helper effective April 3, 2023.
- j. Approve the following extracurricular appointments for the 2022-2023 school year with no stipend:
  - i. Larry Cooney volunteer assistant Modified Baseball,
  - ii. Terry Egglefield volunteer assistant Varsity Softball, and
  - iii. Bob Rice volunteer assistant Varsity Baseball.
- k. Accept and approve the letter received from Debra Spaulding rescinding her letter of intent to retire on June 30, 2024.

Motion: Sue Russell      Second: Evan George      Yes: 7 No: 0 Abstain: 0      Accept

- l. Approve the appointment of the following employees to serve as OASIS teachers for the 2022-2023 school year paid at their hourly rate through the Extended School Day Grant:
  - i. Jeff Nemec
  - ii. Abby Mero
  - iii. Zoe Brugger-Lobdell

Motion: Dina Garvey Second: Micah Stewart Yes: 6 No: 0 Abstain: 1-Mero Accept

### 13. Policy - None at this time

### 14. Board Discussion

- a. Paperless Board Packets
  - i. The District will begin to move away from copied packets to paperless board packets using a shared folder for documents and information. Chromebooks will be made available to all board members.
- b. CVES Board Member Nomination
  - i. Approve the nomination of Dina Garvey as a Board candidate for one of the eight seats on the CVES Board of Cooperative Educational Services.

Motion: Sue Russell Second: Evan George Yes: 7 No: 0 Abstain: 0 Accept

### 15. Superintendent's Update

- a. Building Project Update - see Superintendent's Report
- b. Superintendent's Update - see Superintendent's Report
  - i. The budget meeting scheduled for April 27, 2023 will be cancelled.

### 16. 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 limit 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.

### 17. Executive Session

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

- d. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons, and
- e. (#4) discussions involving proposed, pending or current litigation.

In: 7:46 PM Motion: Phil Mero Second: Dina Garvey Yes: 7 No: 0 Abstain: 0  
Accept

Out: 8:24 PM Motion: Phil Mero Second: Sue Russell Yes: 7 No: 0 Abstain: 0  
Accept

No action taken.

### 18. Next Meeting

- a. Budget Meeting Thursday, March 23, 2023 6:00 PM Mountain View Campus

b. Regular Meeting Thursday, April 20, 2023 6:00 PM Lake View Campus

**19. Adjournment**

Time: 8:25 PM Motion: Sue Russell Second: Evan George Yes: 7 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: April 20, 2023

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Jana Atwell, District Clerk

**Boquet Valley CSD**  
**Budget Meeting**  
**Thursday, March 23, 2023 @ 6:00 PM**  
**Mountain View Campus - Elizabethtown, NY**

**OFFICIAL MINUTES**

**1. Call to Order** **At:** 6:00 PM **By:** President Reynolds

**2. Pledge of Allegiance**

**3. Roll Call**

[X]Dina Garvey    [X]Evan George-arrived 6:04 PM    [X]Sarah Kullman    [X]Philip Mero  
[X]Heather Reynolds    [X]Suzanne Russell-arrived 6:10 PM    [X]Micah Stewart

**4. Attendees**

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

**5. 2023-2024 Budget Discussion**

- a. Reviewed and discussed the 2023-2024 proposed budget plan - see attached budget presentation
- 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 16, 2023.
  - i. To elect two (2) members to the Board of Education for three year terms commencing July 1, 2023 and expiring on June 30, 2026 to succeed Dina Garvey and Sarah Kullman whose terms expire on June 30, 2023. Voters may vote for two trustees.
- c. The Board of Education approves proposition #3 to be placed on the ballot at the Annual Budget Vote & Election to be held on May 16, 2023.
  - i. Shall the Board of Education appropriate and expend in the 2023-2024 fiscal year one hundred sixty thousand dollars (\$160,000.00) from the existing Transportation and Maintenance Equipment Capital Reserve Fund for the purpose of purchasing one (1) sixty-five (65) passenger school bus at a maximum cost of one hundred sixty thousand dollars (\$160,000.00) to pay for the bus in full?
- d. The Board of Education approves proposition #4 to be placed on the ballot at the Annual Budget Vote & Election to be held on May 16, 2023.
  - i. Shall the Board of Education appropriate and expend in the 2023-2024 fiscal year forty-two thousand dollars (\$42,000.00) from the existing Transportation and Maintenance Equipment Capital Reserve Fund for the purpose of purchasing one (1) seven (7) passenger van ~~and 4 steel wheels~~ *plus an extra set of steel wheels and studded tires* at a maximum cost of



forty-two thousand dollars (\$42,000.00) to pay for the vehicle and wheels in full?

Motion: Phil Mero      Second: Sarah Kullman      Yes: 7 No: 0 Abstain: 0    Accept

## **6. Executive Session**

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

- a. (#5) collective negotiations pursuant to article 14 of the Civil Service Law, and
- b. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons.

In: 6:45 PM    Motion: Evan George    Second: Sue Russell    Yes: 7 No: 0 Abstain: 0  
Accept

Out: 7:55 PM    Motion: Sue Russell    Second: Micah Stewart    Yes: 7 No: 0 Abstain: 0  
Accept

No action taken.

## **7. Next Meeting**

- a. Regular Meeting Thursday, April 20, 2023 6:00 PM Lake View Campus
- b. Budget Meeting Thursday, April 27, 2023 **\*\*CANCELED\*\***
- c. Public Budget Hearing & Regular Meeting Tuesday, May 9, 2023 6:00 PM Mountain View Campus
- d. Annual Budget Vote & Election Tuesday, May 16, 2023 12:00 PM - 8:00 PM Lake View Campus

## **8. Adjournment**

Time: 7:56 PM    Motion: Dina Garvey    Second: Sue Russell    Yes: 7 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: April 20, 2023

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Jana Atwell, District Clerk

**Boquet Valley CSD  
Public Budget Hearing & Regular Meeting  
Tuesday, May 9, 2023 @ 6:00 PM  
Mountain View Campus - Elizabethtown, NY**

**OFFICIAL MINUTES**

**1. Call to Order** **At:** 6:00 PM **By:** President Reynolds

**2. Pledge of Allegiance**

**3. Roll Call**

[X]Dina Garvey-arrived 6:06 PM    [X]Evan George    [X]Sarah Kullman-arrived 6:02 PM  
[X]Philip Mero    [X]Heather Reynolds    [X]Suzanne Russell    [X]Micah Stewart

**4. Attendees**

Present: Joshua Meyer, Superintendent

Jana Atwell, District Clerk

Sharlene Petro-Durgan, District Treasurer

Visitors: Amy Welch

Ashley Hooper

Mindy Fleming

Theresa White

Hedy Merrihew

Mary Lou Morgan

Julie Bisselle

**5. Presentations**

a. Book Program - Amy Welch and Terry White

i. Mrs. Welch and Mrs. White explained that this program is funded by teacher union dues at no cost to the taxpayers to start and help continue a love of reading for students and their families. Several teachers traveled to Latham to bring back carloads of free books to distribute at events throughout the school year. Community members and families will be encouraged to take the free books in hopes of promoting the importance of literacy and reading.

b. Modern Classroom - Mindy Fleming and Ashley Hooper

i. Mrs. Fleming and Mrs. Hooper provided a very informative overview of Modern Classroom. See attached presentation.

**6. Public Budget Hearing on the Proposed 2023-2024 Spending Plan**

a. Presentation on the proposed \$15,635,634 spending plan for the 2023-2024 school year. See attached.

b. Question and feedback session.

i. Several questions were posed by Hedy Merrihew regarding the number of students at BVCS, the length of a bus “life” and the number of buses in our fleet currently. Regarding the proposed exit survey, she also asked what the Superintendent would consider a “modest increase in taxes”

when asking the taxpayer if they would be willing to support a modest increase in taxes to help finance the new campus project.

Responses:

1. There are currently 403 students enrolled in our District.
2. A bus is anticipated to last approximately 8 years based upon statistics reported to the State Education Department however there are other factors that often are taken into consideration based upon usage, mileage, etc.
3. There are currently 15 buses (including vans) in our fleet; six of these buses have been approved to be put out for bid.
4. At this time, the District has not been provided with a contributing dollar amount from the State Education Department which makes it difficult in calculating costs. However, it can be anticipated that the “modest increase” would be similar to a budget increase.

c. Motion to close public hearing and open regular meeting at 7:00 PM.

Motion: Phil Mero      Second: Sarah Kullman      Yes: 7 No: 0 Abstain: 0      Accept

## **7. Approval of Minutes**

- a. Approve the minutes of the April 9, 2023 Regular Meeting as presented.

Motion: Sue Russell      Second: Micah Stewart      Yes: 7 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 limit 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 10B dated 4/21/23
  - ii. Warrant 10C dated 4/28/23
  - iii. Multi-Fund Bank Account Reconciliation as of 4/30/23
  - iv. Treasurer’s Report for Multi-Fund Month of 4/30/23
  - v. Capital Project Bank Account Reconciliation 4/30/23
  - vi. Debt Service Bank Account Reconciliation 4/30/23
  - vii. Payroll Bank Account Reconciliation 4/30/23
  - viii. Cafeteria Profit & Loss Statement July 2022 - April 2023
  - ix. Revenue Status Report School Lunch Fund 4/30/23
  - x. Revenue Status Report Special Aid Fund 4/30/23

- xi. Revenue Status Report General Fund 4/30/23
- xii. Budget Status Report School Lunch Fund 4/30/23
- xiii. Budget Status Report Special Aid Fund 4/30/23
- xiv. Budget Status Report General Fund 4/30/23
- xv. Budgetary Transfer Report 4/1/23 - 4/30/23
- xvi. 2022-23 Cash Flow Report July 2022 - April 2023
- xvii. Claims Audit Report April 2023
- xviii. Fund Balance Projection April 2023

Motion: Phil Mero      Second: Dina Garvey      Yes: 7 No: 0 Abstain: 0      Accept

**10. CSE Recommendations**

- a. Accept and approve the following CSE recommendation for student #12507, 12390, 599, 1320, 2880, 1309, 2834, 1319, 12413, 2103, 1152, 1374, 1035, 12507, 12537, 12391, 1226 and 1190.

Motion: Phil Mero      Second: Sue Russell      Yes: 7 No: 0 Abstain: 0      Accept

**11. Action Items - Consent Agenda**

- a. Approve the Agreement for Use of Camp Dudley for the purpose of providing staff professional development on May 17, 2023 at a cost of \$21.25 per individual to be paid through the Extended School Day Grant.
- b. RESOLUTION: 2022-23 Budget Amendment  
RESOLVED that Board accept the donation of \$1,000.00 from New York Schools Insurance Reciprocal “NYSIR” for the purpose of Teacher Appreciation and IT IS FURTHER RESOLVED, that the expenditure of a sum not to exceed \$1,000.00 is authorized for the various expenditures for Teacher Appreciation, AND IT IS FURTHER RESOLVED that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes an increase of the General Fund 2022-23 appropriation in the amount of \$1,000.00 in the Teaching-Regular School Code (A2110-400-01-0000) and an increase of the General Fund 2022-23 Estimated Revenue Code (A2705.000) in the amount of \$1,000.00.
- c. Contingent upon voter approval of the proposed 2023-2024 spending plan, approve the tuition rate of \$1,392.85 per student for the 2023-2024 school year. This rate will apply to currently enrolled students applying for re-enrollment for the 2023-2024 school year.

Motion: Phil Mero      Second: Sarah Kullman      Yes: 7 No: 0 Abstain: 0      Accept

- d. RESOLUTION: Essex County School Boards Association Dissolution and Distribution of Funds  
WHEREAS the Boquet Valley Central School District Board of Education had participated in the Essex County School Boards Association when that association was active, the Boquet Valley Central School District Board of Education shall cast a vote in determining how the funds being held by the now inactive

association are to be distributed and the subsequent dissolution of the organization known as the Essex County School Boards Association.

The Boquet Valley Central School District Board of Education, meeting on May 9, 2023, casts one vote for each proposal as follows:

PROPOSAL #1 DISSOLUTION

Shall the official entity known as the Essex County School Boards Association be disbanded beginning with the 2023-24 school year?

7 - Yes          0 - No          0 - Abstain

PROPOSAL #2 DISTRIBUTION OF FUNDS

Should the funds be held by the Essex County School Board Association be withdrawn and distributed by the current treasurer, (Laurie Cossey, Business Administrator, Ticonderoga CSD) on behalf of the participating districts for the purpose of paying their annual membership to Rural Schools Association for the 2023-24 school year? With the remaining funds shall be expended to support the Essex County Senior Academic Awards ceremony to be held June 2023.

7 - Yes          0 - No          0 - Abstain

Motion: Dina Garvey      Second: Evan George      Yes: 7 No: 0 Abstain: 0      Accept

**12. Personnel - Consent Agenda**

- a. Accept and approve the letters of resignation as submitted by:
  - i. Muriel Kerr from the position of long-term substitute Music Teacher effective April 24, 2023 and
  - ii. Michael Hueglin from his position as Building Substitute effective May 24, 2023.
- b. Accept and approve the letter of retirement as submitted by John Fairchild from his position as Math Teacher effective July 1, 2023.
- c. Approve the following substitute appointments at the current substitute rates:
  - i. Scott Holland bus driver effective April 8, 2023,
  - ii. Heather Olsen bus driver effective April 21, 2023,
  - iii. Weston Sweet (non-certified) teacher, teacher assistant and teacher aide effective May 1, 2023 (fingerprint clearance on file), and
  - iv. John Fairchild (certified) teacher, teacher assistant, teacher aide and administrator effective July 1, 2023.
- d. Approve the appointment of the following employees to serve as OASIS teachers for the 2022-2023 school year paid at their hourly rates through the Extended School Day Grant:
  - i. Ashley Hooper
  - ii. Theresa McAuley
  - iii. Jason Fiegl
- e. Approve the appointment of Kristin Fiegl as a tutor for the 2022-23 school year at a rate of \$52.00 per hour.
- f. Approve the employment agreements effective July 1, 2023 through June 30, 2025 as presented for:
  - i. Confidential Secretary/District Clerk Jana Atwell, and
  - ii. OASIS Grant Project Coordinator & Site Coordinator Marcaill Miller
- g. Approve the non-tenure track appointment of Shannon Baumann to the full-time 10 month position of School Counselor, per the terms of the feinerman agreement,

at an annual salary of \$70,189 (Step 19 B+60) for the 2023-2024 school year effective on or about July 1, 2023 pending receipt of fingerprint clearance.

- h. Approve the appointment of the following individuals as summer school nurse, teachers, teacher assistants or teacher aides effective July 5 through August 11, 2023 paid at their hourly rates through the Extended School Day Grant: (Note appointments are pending enrollment in summer courses)

i.	Sally Wachowski	x.	Jennifer Barber
ii.	Eric Schultz	xi.	Paul Buehler
iii.	Jenifer O’Neill	xii.	Kristen Larkin
iv.	Lily Whalen	xiii.	Jennifer Peck
v.	Samantha Meachem	xiv.	Malinda Fleming
vi.	Julie Bisselle	xv.	Veronica Uss
vii.	Brad Egglefield	xvi.	Adele Jesmer
viii.	Jeff Nemec	xvii.	Theresa McAuley
ix.	Erica Loher	xviii.	Deborah Olsen

Motion: Phil Mero      Second: Dina Garvey      Yes: 7 No: 0 Abstain: 0      Accept

### 13. Policy - None at this time

### 14. Superintendent’s Update

- a. Building Project Update - see attached
- b. Superintendent’s Update - see attached
- i. On May 5th, there was a fire at approximately 7:45 AM at the Lake View Campus in the gymnasium wing which was handled very effectively and professionally thanks to our local fire department, faculty and staff..
  - ii. Included in your packet please find an update of the Reserves Plan for your review.

### 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 limit your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Julie Bisselle questioned if any necessary repairs from the recent fire had been completed.

### 16. Executive Session

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

- 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: 7:12 PM Motion: Phil Mero Second: Sue Russell Yes: 7 No: 0 Abstain: 0 Accept  
Out: 7:45 PM Motion: Micah Stewart Second: Phil Mero Yes: 7 No: 0 Abstain: 0 Accept

No action taken.

**17. Next Meeting**

- a. Annual Budget Vote & Election Tuesday, May 16, 2023 12:00 PM - 8:00 PM  
Lake View Campus
- b. Regular Meeting Thursday, June 8, 2023 6:00 PM Mountain View Campus

**18. Adjournment**

Time: 7:45 PM Motion: Phil Mero Second: Dina Garvey Yes: 7 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: June 8, 2023

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Jana Atwell, District Clerk

**BOQUET VALLEY CSD  
ANNUAL BUDGET VOTE & ELECTION**

**OFFICIAL MINUTES**

**DATE:** May 16, 2023

**TIME:** 12:00 PM – 8:00 PM

**PLACE:** BVCS D Lake View Campus Gymnasium Foyer

The Special District Meeting of the qualified voters of the Boquet Valley Central School District, Essex County, New York was called to order at 12:00 PM, prevailing time, by Chairperson, Jana Atwell for the purpose of voting on **(1)** the proposed Boquet Valley School District Budget for the 2023-2024 school year as approved by the Board of Education, **(2)** to elect two members to the Board of Education for three year terms commencing July 1, 2023 and expiring on June 30, 2026, **(3)** to authorize and expend \$160,000 from the existing Transportation and Maintenance Equipment Capital Reserve Fund for the purpose of purchasing one 65 passenger school bus at a maximum cost of \$160,000 to pay for the bus in full, and **(4)** to authorize and expend \$42,000 from the existing Transportation and Maintenance Equipment Capital Reserve Fund for the purpose of purchasing one 7 passenger van (bus) plus an extra set of steel wheels and studded tires at a maximum cost of \$42,000 to pay for the van (bus) in full.

At 8:00 PM, prevailing time, the Chairperson announced that all qualified voters present in the polling place had been allowed to vote and thereby declared the polls closed.

Immediately upon the close of the polls, the following Inspectors, Clerks of Election and Chairperson proceeded to canvass the vote: Deb Brooks, Brenda Drummond, Gwen Goff, Shari Morris and Jana Atwell.

The ballots which were cast between the hours of 12:00 PM and 8:00 PM were tallied first, followed by the absentee ballots, which were opened, shuffled and left remaining in a folded position until the count was taken.

The following report was made by the District Clerk and Chairperson, Jana Atwell:

Total number of ballots cast regarding the school budget: 311  
*(This figure includes 21 absentee ballots.)*

Number of yes votes in favor of the adoption of the school budget: 189

Number of no votes opposed to the adoption of the school budget: 120

Number of ballots declared as VOID: 1

Number of ballots left blank: 1

TOTAL: 311

**The proposed school budget was declared to have passed.**

Total number of ballots cast regarding the election of two school board members: 311  
*(This figure includes 21 absentee ballots.)*



Number of votes in favor of Sarah Kullman: 252  
Number of votes in favor of Dina Garvey: 253  
Number of votes in favor of John Deming: 4  
Number of votes in favor of Pat French: 2  
Number of votes in favor of Marietta Brady: 1  
Number of votes in favor of Sean Kullman: 1  
Number of votes in favor of Robert King: 1  
Number of votes in favor of Phil Hutchins: 1  
Number of votes in favor of Ike Tyler: 1  
Number of votes in favor of Allan Hipps: 2  
Number of votes in favor of Debra Spaulding: 1  
Number of votes in favor of Karen Brown: 1  
Number of votes in favor of James Monty: 2  
Number of votes in favor of Mickey Mouse: 1  
Number of votes in favor of Ryan Hathaway: 1  
Number of votes in favor of Connor Williams: 1  
Number of ballots declared as VOID: 2  
Number of ballots left blank: 33

TOTAL: 311

**Sarah Kullman and Dina Garvey were elected to the Board of Education for three (3) year terms commencing July 1, 2023 and expiring on June 30, 2026.**

Total number of ballots cast regarding the purchase of one passenger van (bus) plus an extra set of steel wheels and studded tires : 311  
*(This figure includes 21 absentee ballots.)*

Number of yes votes in favor of purchasing a van, wheels and tires: 230  
Number of no votes opposed to purchasing a van, wheels and tires: 80  
Number of ballots declared as VOID: 1  
Number of ballots left blank: 0

TOTAL: 311

**The Board of Education is authorized to appropriate and expend \$42,000 from the existing Transportation and Maintenance Equipment Capital Reserve Fund for the purpose of purchasing one 7 passenger van (bus) plus an extra set of steel wheels and studded tires at a maximum cost of \$42,000 to pay for the van, wheels and tires in full.**

Total number of ballots cast regarding the purchase of one 65 passenger bus: 311  
*(This figure includes 21 absentee ballots.)*

Number of yes votes in favor of purchasing a bus: 222  
Number of no votes opposed to purchasing a bus: 88  
Number of ballots declared as VOID: 1  
Number of ballots left blank: 0

TOTAL: 311

**The Board of Education is authorized to appropriate and expend \$160,000 from the existing Transportation and Maintenance Equipment Capital Reserve Fund for the purpose of purchasing one 65 passenger school bus at a maximum cost of \$160,000 to pay for the bus in full.**

The meeting was adjourned at 9:10 PM

Jana Atwell  
District Clerk

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

Date approved by the BOE: June 8, 2023

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Jana Atwell, District Clerk