

Boquet Valley CSD
Regular Meeting
Thursday, June 13, 2024 @ 6:00 PM
Lake View Campus - Westport, NY

UNOFFICIAL MINUTES

1. Call to Order At: 6:04 PM By: President Garvey

2. Pledge of Allegiance

3. Roll Call

[X]Tom Broderick [X]Dina Garvey [X]Evan George [X]Sarah Kullman
[X]Heather Reynolds [X]Sue Russell [X]Micah Stewart

4. Attendees

Present: Joshua Meyer, Superintendent

Jana Atwell, District Clerk

Sharlene Petro-Durgan, District Treasurer

Visitors: Rebecca Hoskins	Deb Spaulding	Paige Cotter Saltamach
Lisa Bond	Bryan Bond	Pete Heald
Deb Heald	Hayden Reidy	Kelsey Monette
Will Napper	Doug Westover	Gwen Westover
Christine Mitchell	Amy Welch	Robyn LePage
Kaitlin Fielder	Dana Clement	Arianna Martin
Palmer Martin	Casey Martin	Kevin Martin
Susanna Cushman	Terry Egglefield	Candy Goff
Sita Sanders	Alex Hilshey	Sarah Kingzack
Kerry Mero	Steph Larson	Jen Williams
Philip Mero	Tom Mero	Jim Jackson
Sonny Calkins	Mary Lou Morgan	Jason Welch
Darlene Hooper	Paul Hooper	David Reynolds
Hedy Merrihew	Julie Bisselle	Liz Otto
Michelle Feeley	Courtney Lee	Sam Meachem Hughes
Jenn Barber	Ryan Dolly	Kevin Simpson

5. Approval of Minutes

- a. Approve the minutes of the May 7, 2024 Public Budget & Regular Meeting and May 21, 2024 Annual Budget Vote & Election as presented.

Motion: Heather Reynolds Second: Tom Broderick Yes: 7 No: 0 Abstain: 0 Accept

6. Grade 6 Presentation - Boston Trip

Sixth grade students, Taylynn St. Dennis, Tatum Brearton, Aislyn Fielder, Daisy Cushman, Anna Duso and Calen Duso, provided a verbal and video presentation of their recent class trip to Boston also thanking the administration, faculty, communities, family and Board for this opportunity and their support.

7. Public Comment (15 minutes)

- a. Our agenda offers two Public Comment sections; opinions, ideas and concerns that are offered by the public will be considered and taken under advisement. We have set aside a 15 minute period giving the audience time to share their thoughts with us. Please raise your hand to be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes.

Superintendent Meyer provided an explanation regarding the possible scheduling change for the elementary art program. He also explained that the draft schedule provided to faculty is per contract. It is a draft schedule, not final schedule, and is likely to have changes by fall. The new draft (not yet released) will provide an opportunity for 80 minutes (reduced by 10 minutes) of art. The purpose for the potential reduction is to address literacy academic needs based upon ELA scores. He also noted that there are many additional arts opportunities provided through after school OASIS programs.

Paige Cotter Saltamach read a letter stating her concerns regarding special education issues and protocols. Ms. Saltamach requested her statement be entered as a document of public record (see attached).

Lisa Bond expressed concerns regarding bullying.

Amy Welch, elementary teacher and Boquet Valley Federation of Teachers co-president, requested consideration for not reducing the arts program and returning in its entirety.

Terry Egglefield, past employee, expressed her sentiments regarding the BVCS District.

Jason Welch addressed the draft schedule regarding the arts program, consider focusing on ELA without affecting arts.

Steph Larsen and children shared their love for art and their desire for it not to be cut.

Jamie Rathbun expressed the importance of arts, music, STEM.

Sarah Kingzack shared concerns regarding the potential schedule change regarding the arts program.

Ceta Sanders provided the Board with a Petition in Support of Elementary Electives and Arts Programming.

Jim Jackson stated that he had a concern with agenda item 11f Superintendent's contract.

Darlene Hooper expressed her support for art and her support for the parent letter read earlier.

Deb Spaulding shared her concerns regarding bullying.

Alex Hilshey shared concerns regarding cutting the art program.

8. Financials

- a. Approve the following financial reports:
 - i. Warrant 11A dated 5/3/24
 - ii. Warrant 11B dated 5/10/24
 - iii. Warrant 11C dated 5/17/24
 - iv. Warrant 11D dated 5/23/24
 - v. Warrant 11E dated 5/31/24
 - vi. Budget Status Report General Fund 4/30/24
 - vii. Revenue Status Report General Fund 4/30/24
 - viii. Budget Status Report General Fund 5/31/24
 - ix. Revenue Status Report General Fund 5/31/24
 - x. Budget Status Report F Special Aid Fund 4/30/24
 - xi. Revenue Status Report F Special Aid Fund 4/30/24
 - xii. Budget Status Report F Special Aid Fund 5/31/24
 - xiii. Revenue Status Report Special Aid Fund 5/31/24
 - xiv. Budget Status Report School Lunch Fund 4/30/24
 - xv. Revenue Status Report School Lunch Fund 4/30/24
 - xvi. Budget Status Report School Lunch Fund 5/31/24
 - xvii. Revenue Status Report School Lunch Fund 5/31/24
 - xxviii. Multi-Fund Bank Reconciliation for April 30, 2024
 - xix. Multi-Fund Bank Reconciliation for May 31, 2024
 - xx. Treasurer's Report for Multi-Fund Month of April 2024
 - xxi. Treasurer's Report for Multi-Fund Month of May 31, 2024
 - xxii. Debt Service Bank Account Reconciliation as of 5/31/24
 - xxiii. Capital Project Bank Account Reconciliation as of 5/31/24
 - xxiv. Extraclassroom Bank Account Reconciliation as of 5/31/24
 - xxv. Cafeteria Profit & Loss Statement September 2023 - May 2024
 - xxvi. Budget Transfer Report 5/1/24-5/31/24
 - xxvii. 2023-24 Cash Flow Report April 2024
 - xxviii. 2023-24 Cash Flow Report May 2024
 - xxix. Fund Balance Projection as of April 2024
 - xxx. Fund Balance Projection as of May 2024
 - xxxi. Boquet Valley CSD Grants 2023-24 as of April 2024
 - xxxii. Boquet Valley CSD Grants 2023-24 as of May 2024

- xxxiii. Claims Audit Report April 2024
- xxxiv. Claims Audit Report May 2024
- xxxv. Boquet Valley CSD Reserves

Motion: Evan George Second: Heather Reynolds Yes: 7 No: 0 Abstain: 0 Accept

9. CSE Recommendations

- a. Accept and approve the following CSE recommendations school year 2023-2024 for student #1291, 12439, 2919, 12413, 12508, 2863, 12673, 12481, 1106, 12618, 12595 and 1059.
- b. Accept and approve the following CSE recommendations school year 2024-2025 for student #2495, 631, 1226, 12391, 12550, 2820, 1371, 1321, 12549, 12577, 1309, 1319, 740, 1108, 1106, 2863, 1248, 12659, 1247, 2850, 12673, 12608, 2869, 2824, 2868, 12669, 12670, 2880, 1190, 12621, 12666, 12618, 1059, 12595 and 2634.

Motion: Tom Broderick Second: Micah Stewart Yes: 7 No: 0 Abstain: 0 Accept

10. Action Items - Consent Agenda

- a. Approve the following appointments for the 2024-2025 school year:
 - i. Honeywell Law Firm PLLC as school attorney at a rate of \$210 per hour, and
 - ii. Stafford, Owens, Murnane, Kelleher, Miller, Meyer & Zedick PLLC as school attorney at a rate of \$230 per hour for all attorneys, \$130 per hour for law clerks and \$100 per hour for paralegals
- b. Accept and approve the Boquet Valley Central School District plans as presented:
 - i. Professional Development Plan July 1, 2024 - June 30, 2027
 - ii. Reserves Plan updated June 13, 2024
- c. The Superintendent recommends the approval of the following resolution for the establishment of the 2023-2024 Tax Certiorari Reserve:
 - i. WHEREAS, seven tax certiorari petitions have been filed challenging the 2023-2024 assessment of a certain parcel of real property,
WHEREAS, the Board of Education wishes to establish a reserve fund to cover the amount of the District's potential refund liability in the aforementioned 2023-2024 tax certiorari petitions.
BE IT RESOLVED, that the Board of Education of the Boquet Valley Central School District ("Board of Education"), pursuant to Education Law Section 3651[1-a], authorize the establishment of a tax certiorari reserve fund to meet anticipated judgements or claims on proceedings instituted under Article 7 of the Real Property Tax Law, which relate to the 2023-2024 tax roll (hereinafter the "2023-24 Tax Certiorari Reserve Fund"); and
BE IT FURTHER RESOLVED, that the Board of Education will appropriate and deposit into the 2023-24 Tax Certiorari Reserve Fund such sum as the Board determines is necessary following the review of the 2023-2024 tax certiorari proceedings by its District Treasurer and the

calculation of the 2023-2024 General Fund Balance that is permitted by law to be carried in the 2024-2025 fiscal year.

- d. The Superintendent recommends the approval of the following resolution to close the 2018-19 Tax Certiorari Reserve Elizabethtown-Lewis CSD established and return to Boquet Valley CSD unassigned fund balance of general fund:

- i. WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to close the 2018-19 Tax Certiorari Reserve established by Elizabethtown-Lewis CSD on June 17, 2019 and, WHEREAS, a Board of Education is empowered to close a Tax Certiorari Reserve when the Tax Certioraris are dismissed or paid; 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-General Fund \$53,028.42 plus interest

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 \$53,028.42 plus interest

- e. The Superintendent recommends the approval of the following resolution to close the 2018-19 Tax Certiorari Reserve Westport CSD established and return to Boquet Valley CSD unassigned fund balance of general fund:

- i. WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to close the 2018-19 Tax Certiorari Reserve established by Westport CSD on June 13, 2019 and, WHEREAS, a Board of Education is empowered to close a Tax Certiorari Reserve when the Tax Certioraris are dismissed or paid; 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-General Fund \$8,602.81 plus interest

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

A864.01 Tax Certiorari Reserve-WP \$8,602.81 plus interest

- f. The Superintendent recommends the approval of the following resolution to close the 2019-20 Tax Certiorari Reserve Boquet Valley CSD established and return to Boquet Valley CSD unassigned fund balance of general fund:

- i. WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to close the 2019-20 Tax Certiorari Reserve established by Boquet Valley CSD on June 11, 2020 and, WHEREAS, a Board of Education is empowered to close a Tax Certiorari Reserve when the Tax Certioraris are dismissed or paid; 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-General Fund \$68,314.59 plus interest

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

A864.00 Tax Certiorari Reserve-BV \$68,314.59 plus interest

- g. The Superintendent recommends the approval of the following resolutions to increase the budget for teacher 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 2024-25 school budget to fund contingent expense of payment for sick leave for Lynn Bubbins up to \$7,692.30 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:

A2110-120-03-000 Teacher Salaries K-3 \$7,692.30

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

A0867 Reserve for Employee Benefits and Accrued Liabilities \$7,692.30

5997.000 Appropriated Reserve - EBALR

- ii. WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to increase the appropriation set forth in the 2024-25 school budget to fund contingent expense of payment for sick leave for Veronica Uss up to \$26,896.05 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:

A2110-130-02-000 Teacher Salaries 7-12 \$26,896.05

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

A0867 Reserve for Employee Benefits and Accrued Liabilities \$26,896.05

5997.000 Appropriated Reserve - EBALR

- iii. WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to increase the appropriation set forth in the 2024-25 school budget to fund contingent expense of payment for sick leave for Sally Wachowski up to \$39,167.45 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:

A2110-120-03-0010 Teacher Salaries 4-5 \$39,167.45

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

A0867 Reserve for Employee Benefits and Accrued Liabilities \$39,167.45
5997.000 Appropriated Reserve - EBALR

- h. The Superintendent recommends the approval of transfer of funds to (4) reserve funds:
- i. 2024 Capital Project
RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Boquet Valley Central School District hereby authorizes a transfer in the maximum amount of \$400,000.00 from the unreserved, unappropriated fund balance of the 2023-2024 school year budget to the Capital Project Reserve established pursuant to Education Law Section 3651 and approved by the voters on May 21, 2024 known as the “2024 Capital Project Reserve Fund” for the purpose of funding capital projects authorized by the voters.
 - ii. 2024 Transportation and Maintenance Equipment
RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Boquet Valley Central School District hereby authorizes a transfer in the amount of \$200,000.00 from the unreserved, unappropriated fund balance of the 2023-2024 school year budget to the Transportation and Maintenance Equipment Reserve pursuant to Education Law Section 3651 and approved by the voters on May 21, 2024 known as the “2024 Transportation and Maintenance Equipment Reserve Fund” for the purpose of purchasing vehicles and equipment authorized by the voters.
 - iii. 2023-2024 Tax Certiorari
RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Boquet Valley Central School District hereby authorizes a transfer in the maximum amount of \$95,000.00 from the unreserved, unappropriated fund balance of the 2023-2024 school year budget to the 2023-2024 Tax Certiorari Reserve Fund established pursuant to Education Law Section 3651 known as the “2023-2024 Tax Certiorari Reserve Fund” established by the Board of Education on June 13, 2024 for the purpose of meeting anticipated judgements or claims on proceedings instituted under Article 7 of the Real Property Tax Law.
 - iv. Retirement Contribution (TRS)
RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Boquet Valley Central School District hereby authorizes a transfer in the maximum amount of \$101,102.00 from the unreserved, unappropriated fund balance of the 2023-2024 school year budget to the Retirement Contribution Reserve (TRS) established pursuant to General Municipal Law Section 6-4 known as the “Sub-fund of Retirement Contribution Reserve (TRS)” established by the Board of Education on May 11, 2021 for the purpose of financing retirement contributions to the New York State Teachers’ Retirement System.
- i. The Superintendent recommends the approval of the following Tax Certiorari judgements and claims:
 - i. D & H Maclean CV23-0143 refund in the amount of \$1,487.96, and
 - ii. J & C Carlisle CV21-0377 refund in the amount of \$5,200.62
 - j. Approve the OMNI & TSACG Services Agreement Reinstatement for the 2024-2025 fiscal year July 1, 2024 through June 30, 2025 in the amount of \$1,000.
 - k. Approve the 2024-2025 pay schedule as presented.

Motion: Sarah Kullman Second: Sue Russell Yes: 7 No: 0 Abstain: 0 Accept

11. Personnel - Consent Agenda

- a. Resolved that the Superintendent recommends to the Board of Education the appointment of Kelsey Monette as District Treasurer for the 2024-25 school year.
- b. Upon the recommendation of the Superintendent, approve the tenure track appointment of Christina Durgan to the full-time 10 month position of Teacher Assistant effective April 24, 2024 for a probationary period commencing on April 24, 2024 and anticipated to end on April 24, 2028. This appointment will replace her feinerman agreement appointment for the 2023-2024 school year
- c. Accept and approve the letters of resignation as submitted by:
 - i. Samantha Roy from her position as Food Service Helper effective May 29, 2024,
 - ii. Carol Schwoebel from her position as Nurse effective June 30, 2024,
 - iii. William Napper from his position as English teacher effective June 30, 2024, and
 - iv. Brody Lobdell from his position as Teacher Aide effective June 30, 2024.
- d. Accept and approve the request for maternity leave as submitted by Lily Whalen beginning approximately September 4, 2024 and ending approximately November 8, 2024.
- e. Approve the appointment of Megan Walls as Academic Enrichment Coordination and Supervision Liaison for the 2023-2024 school year at a stipend of \$5,000 paid through the ARP grant.
- f. Approve the Superintendent Employment Agreement by and between the Board of Education and Joshua Meyer as presented commencing June 14, 2024 through June 13, 2029.
- g. Resolved upon the recommendation of the Superintendent, Katherine Lavery, who holds permanent certification in the School Psychologist area, is hereby appointed on probation to the position of School Psychologist for a probationary period commencing on July 1, 2024 and anticipated to end on July 1, 2028 pending receipt of fingerprint clearance. Salary for the 2024-25 school year will be based upon Step 6 B+60 \$55,506 pending receipt and approval of official graduate transcripts.
- h. Resolved upon the recommendation of the Superintendent, Emily Powers, who is provisionally certified in the School Psychologist area, is hereby appointed on probation to the position of School Psychologist for a probationary period commencing on July 1, 2024 and anticipated to end on July 1, 2028 pending receipt of fingerprint clearance. Salary for the 2024-25 school year will be based upon Step 6 B+60 \$55,506 pending receipt and approval of official graduate transcripts.
- i. Resolved upon the recommendation of the Superintendent, Ines Chapela, who is initially certified in the Childhood Education (1-6) area, is hereby appointed on probation to the position of Elementary Teacher for a probationary period commencing on August 28, 2024 and anticipated to end on August 28, 2028 pending receipt of fingerprint clearance. Salary for the 2024-25 school year will be based upon Step 1 B+48 \$50,689 (transcripts received).
- j. Approve the appointment of the following as summer cleaners at an hourly rate of \$15.00 effective July 1, 2024 through August 23, 2024:
 - i. Sophie Pulsifer
 - ii. Palmer Martin

iii. Matthew Napper

iv. Thomas Rosselli

Motion: Evan George Second: Tom Broderick Yes: 7 No: 0 Abstain: 0 Accept

12. Policy - None at this time

13. End-of-Year Reports - see attached presentation provided by:

- a. Elaine Dixon-Cross, Principal Mountain View Campus
- b. Lee Kyler, Principal Lake View Campus
- c. Abby Seymour, Director of Student Support Services
- d. Megan Walls, Assistant Principal

14. Superintendent's Update - see attached presentation

- a. Facilities Committee Consultant Request for Proposal
 - i. Upon the recommendation of the Superintendent, approve the appointment of Capital Region BOCES Engagement & Development Services to serve as consultants to facilitate meetings of the Facilities Committee (see attached cross contract for BOCES services).

Motion: Sue Russell Second: Sarah Kullman Yes: 5 No: 0 Abstain: 2-Broderick & Stewart
Accept

- b. Facilities Committee - Board Member appointments July 2024
 - i. Upon the recommendation of the Superintendent, approve the appointment of 9 members: Micah Stewart, Sam Sherman, Dave Whitford, Josh Kingzack, Jim Jackson, Sheera Broderick, Tom Bisselle, Kathryn Cramer and Shelling McKinley, 1 MVC teacher, 1 LVC teacher, 1 student representative, Director of Facilities, Superintendent and 2 Board Members to serve as members of the Facilities Committee for the purpose of providing input and recommendations to the Board of Education regarding the District's long-term facility needs, long-term capital improvement planning, and other long-term facilities-related matters.

Motion: Sue Russell Second: Sarah Kullman Yes: 5 No: 0 Abstain: 2-Broderick & Stewart
Accept

See the report (attached) received from Atlantic Testing Laboratories (ATL) for the air sampling and analysis services performed at the Lake View Campus and Mountain View Campus.

The District continues to work with the Department of Labor regarding the asbestos tile removal.

The reorganization and regular meeting of the Board will be rescheduled to Monday, July 8, 2024 at 5:00 PM in Room 106 at the Mountain View Campus.

A Board retreat will be held in July, date to be determined.

Superintendent Meyer acknowledged and thanked retiring District Treasurer, Sharlene Petro-Durgan for her dedication and years of service to the District over the past several years. Best wishes for retirement were extended.

The District will transition to a new business office through CEWW BOCES effective July 1, 2024. Business Manager, Hayden Reidy and District Treasurer, Kelsey Monette were introduced to the Board.

15. Public Comment (15 minutes)

- a. Our agenda offers two Public Comment sections; opinions, ideas and concerns that are offered by the public will be considered and taken under advisement. We have set aside a 15 minute period giving the audience time to share their thoughts with us. Please raise your hand to be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes.

Amy Welch, on behalf of the BVFT, extended thanks to Board members Evan George and Micah Stewart and Assistant Principal, Megan Walls for their service.

Philip Mero thanked the Board for all they do, their patience for listening to all comments and taking them into consideration.

Julie Bisselle stated she has three graduates from BVCS attending college that she believes were well prepared by our District.

The Board of Education thanked Micah Stewart and Evan George for their service and dedication to our District as well as Sharlene Petro-Durgan and Megan Walls.

16. Executive Session

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

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

In: 7:56 PM Motion: Sue Russell Second: Tom Broderick Yes: 7 No: 0 Abstain: 0
Accept

Out: 9:02 PM Motion: Micah Stewart Second: Evan George Yes: 7 No: 0 Abstain: 0
Accept

No action taken.

17. Next Meeting

- a. Reorganization and Regular Meeting ~~Thursday, July 11, 2024 6:00 PM~~ **Monday, July 8, 2024 5:00 PM** Mountain View Campus ***DISCUSSION - DATE AND TIME CHANGE ***

18. Adjournment

Time: 9:02 PM Motion: Micah Stewart 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:

Jana Atwell, District Clerk

				Days Worked
1)	Friday	July 5, 2024	11 & 12 Month First Pay	July 1, 2024- July 5, 2024
2)	Friday	July 19, 2024		July 6, 2024- July 19, 2024
3)	Friday	August 2, 2024		July 20, 2024- August 2, 2024
4)	Friday	August 16, 2024		August 3, 2024- August 16, 2024
5)	Friday	August 30, 2024		August 17, 2024- August 30, 2024
6)	Friday	September 13, 2024	10 Month Employees Start	August 31, 2024- September 13, 2024
7)	Friday	September 27, 2024		September 14, 2024- September 27, 2024
8)	Friday	October 11, 2024		September 28, 2024- October 11, 2024
9)	Friday	October 25, 2024		October 12, 2024- October 25, 2024
10)	Friday	November 8, 2024		October 26, 2024- November 8, 2024
11)	Friday	November 22, 2024		November 9, 2024- November 22, 2024
12)	Friday	December 6, 2024		November 23, 2024- December 6, 2024
13)	Friday	December 20, 2024		December 7, 2024- December 20, 2024
14)	Friday	January 3, 2025		December 21, 2024- January 3, 2025
15)	Friday	January 17, 2025		January 4, 2025- January 17, 2025
16)	Friday	January 31, 2025		January 18, 2025- January 31, 2025
17)	Friday	February 14, 2025		February 1, 2025- February 14, 2025
18)	Friday	February 28, 2025		February 15, 2025- February 28, 2025
19)	Friday	March 14, 2025		March 1, 2025- March 14, 2025
20)	Friday	March 28, 2025		March 15, 2025- March 28, 2025
21)	Friday	April 11, 2025		March 29, 2025- April 11, 2025
22)	Friday	April 25, 2025		April 12, 2025- April 25, 2025
23)	Friday	May 9, 2025		April 26, 2025- May 9, 2025
24)	Friday	May 23, 2025		May 10, 2025- May 23, 2025
25)	Friday	June 6, 2025	Final Check for 11 & 12 Month Employees/Big Pay for 10 Month	May 24, 2025- June 6, 2025
26)	Friday	June 20, 2025		June 7, 2025- June 30, 2025

Health Insurance Buyout Payments- 12/6/2024 & 6/20/2025

Extracurricular Payments- Paid at time of completion or split payment on 1/31/2025 & 6/20/2025

June Board of Education Administrative Team Presentation

Elaine Dixon-Cross, Mountain View Principal

Lee Kyler, Lake View Principal

Abby Seymour, Director of Student Support Services

Megan Walls, Assistant Principal

Elaine Dixon-Cross, Mountain View Principal

Academic Excellence

- 4 quarterly PBIS Assemblies - 206 Students
- 2 National Honor Society Inductions - 25 Students
- 1 Essex County Senior Awards Night - 10 Students
- Harvard Model United Nations Boston - 8 Students
- North Country Model United Nations - 37 Students
- Beekmantown Model United Nations - 36 Students
- Boquet Valley United Nations - 43 Students
- Skidmore College Music Experience - 4 students

Elaine Dixon-Cross, Mountain View Principal



Elaine Dixon-Cross, Mountain View Principal

Academic Excellence

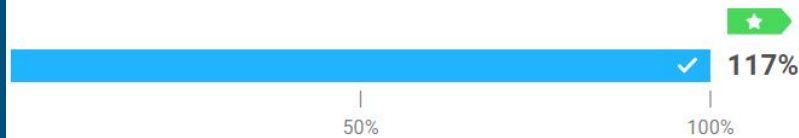
- 100% Pass Rate ELA Regents January 2024 - 22 Students
- 73% Mastery Rate ELA Regents January 2024 - 17 student
- 11 Bridge course offered - 98 students dual enrollment = 294 College Credits
- 55 Elective offerings for students in 9-12 at Elective Course Fair

Elaine Dixon-Cross, Mountain View Principal

Academic Excellence

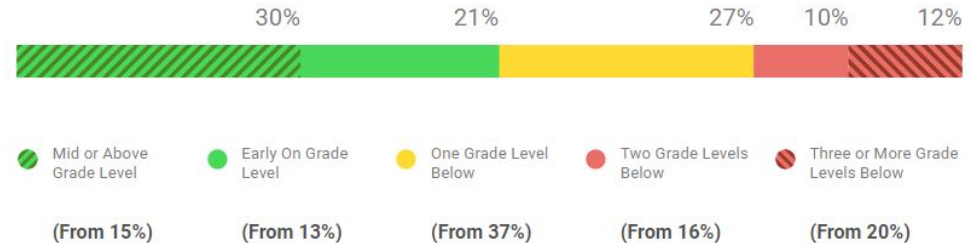
- 150 % student growth in grades 6-8 based on iReady diagnostic
- 175% student growth in 6th grade iReady diagnostic

Progress to Annual Typical Growth (Median)



The median percent progress towards Typical Growth for this school is 117%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

Current Placement Distribution



Elaine Dixon-Cross, Mountain View Principal

Field Trips 2023-2024

- Montreal Field Trip French IV and V - 16 Students
- Senior Trip Virginia Beach - 16 Students
- Boston Field Trip -6 th Grade - 28 Students
- New York City Art Field Trip - 18 Students
- Proctor's and MISCI Field Trip - 7th Grade - 30 Students
- Dudley Days 6th, 8th and 10th Grades - 100 Students

Elaine Dixon-Cross, Mountain View Principal



THE
MHS

LAKEVIEW ELEMENTARY SCHOOL
Chasing Excellence Every Day

Lee Kyler, Lake View Principal

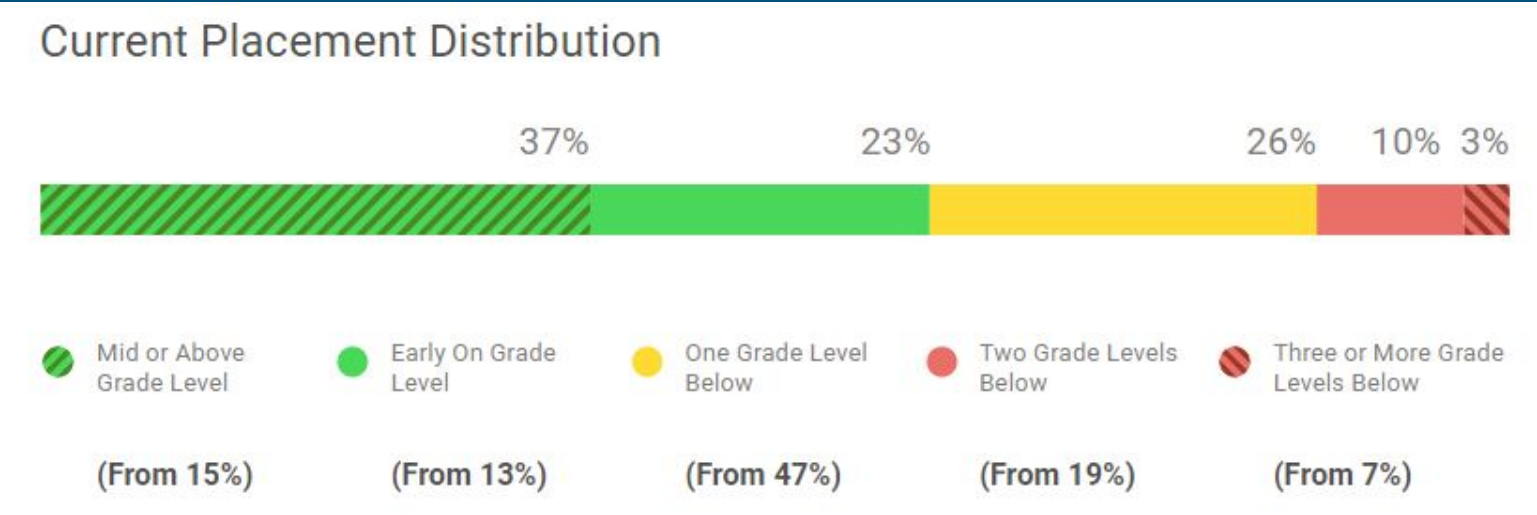
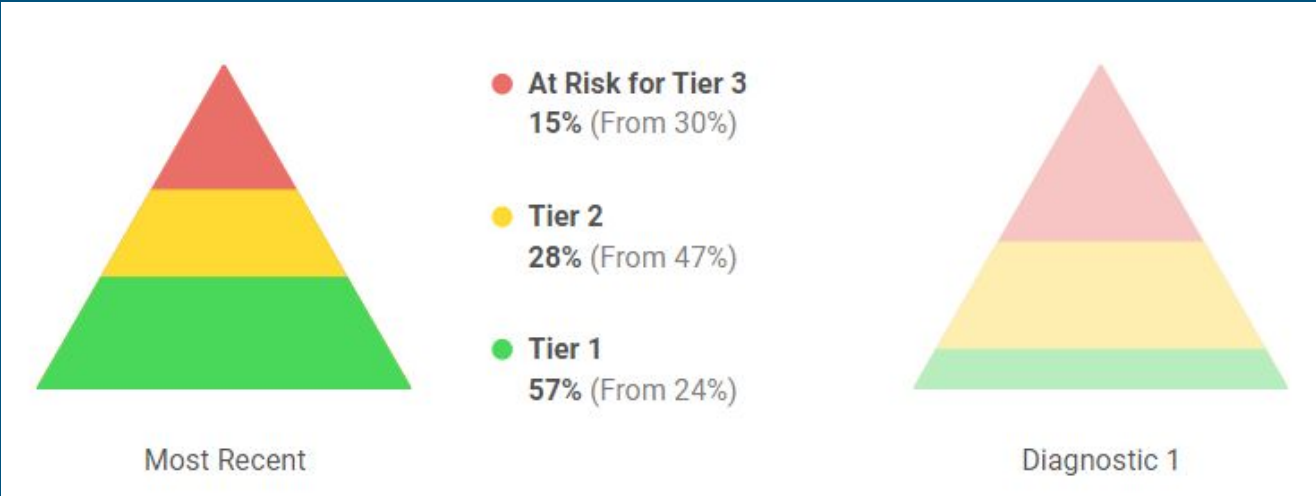
All data is as of Monday, June 10th

- Attendance Rate Increased in 2023-2024 to 94.18%, from 92.07% in 2022-2023
- Disciplinary Referrals are down from 159 in 2022-2023, to 71 in 2023-2024
- Target Professional Development provided to 100% of Lake View Staff
- 62 Students seen for Tier 2 or Tier 3 Intervention (Reading, Math, Counseling, OT, Speech)
- 3685.3 miles walked (140 marathons), student average of 38.79 (18min.)
- Meals Served: 10,895 Breakfast Meals and 20,904 Lunch
- 2 (Very well attended) Concerts and Accompanying Art Shows

iReady Reading Improvements:

Significant improvement based on iReady Diagnostic

60% on or above Grade Level From 28%



Monthly PBIS Assembly:

- Award Student and Staff of the Month (9)
- 186 Students of the Week
- Perfect Attendance
- Walking Leaders
- Games / Dance



Field Trips:

24

- Westport Fire Co.
- Essex Center
- ADK Mountain Club at Heart Lake
- North Country Creamery
- Rulfs Orchards
- Poko Moonshine



Partnerships Created and Fostered:

- Bo the Therapy Dog (Mrs. Granfors)
- BRIEF (Building Resilience in Essex Families)
- Families First
- Essex County Department of Social Services



Abby Seymour, Director of Student Support

- Two staff members trained as Therapeutic Crisis Intervention trainers
- Contracted with Behavior Specialist to support students
- CEWW BOCES costs are down approx. \$236,000
- 111 CPSE, CSE, 504 students at BVCS
- 251 CPSE, CSE, 504 meetings completed from Sept – May
- 54 Psychoeducational evaluations completed from Sept - May

Snackaroo Cart



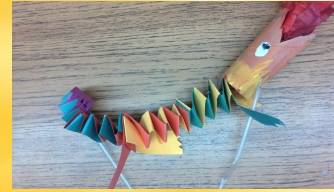
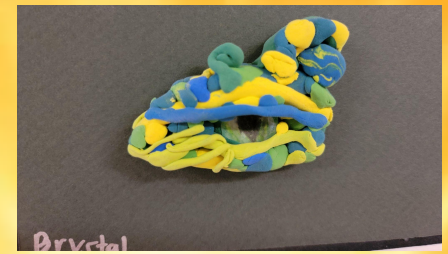
Mr. McDaniel's students gain crucial life skills through snack cart activities, including communication, financial literacy, organizational abilities, and customer service.

These tasks enhance their independence, teamwork, problem-solving, and practical math skills, preparing them for real-world experiences. Thank you to the Staff in room 220 for this much appreciated snack cart!

Megan Walls, Assistant Principal

*Diversity, Equity, and Inclusion

- Hallways decorated for multi-cultural celebrations
 - Christmas/Kwanzaa/Hanukkah
 - Chinese New Year
 - Black History Month
- Black History Month
 - Students were introduced to black athletes, composers, and artists
 - Students read books about the American Civil Rights Movement
- Multicultural Field trips
 - Students attended a Spanish Opera
 - Trip to Montreal
 - DEI Day @ Fort Crown Point
- Presentations/Professional Development
 - James Shultis for students/staff
 - Tom Bull for Grade 9 & 10
 - Trauma Informed Training by the Prevention Team for Staff



Diversity Equity and Inclusion

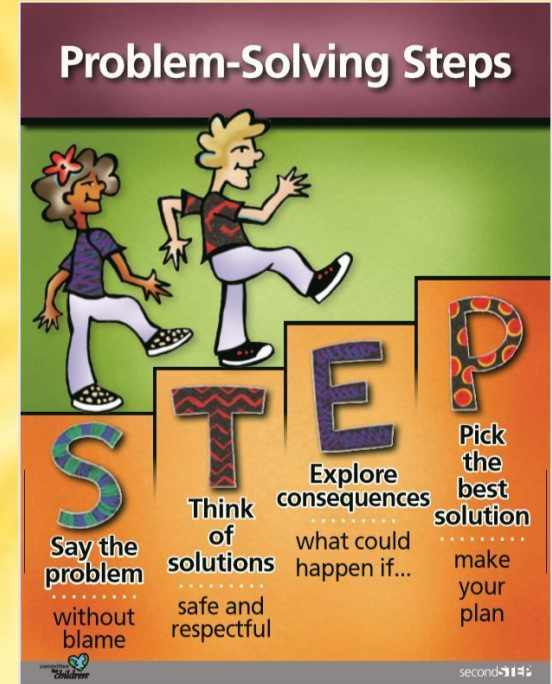
*LGBTQ+

- Intersectional Alliance - club at school
- James Shultis presented to students and faculty
- **DEI Day: Our-Story**



Social Emotional Learning: Second Step

Grade	Lesson Completed
8	8
7	5
6	14
5	24
4	13
3	17
2	30
1	26
K	24
School Wide	154



REFERRALS

Mountainview 2023-2024: 465 Referrals Total

- Late to School: 77
- Did not complete Homework: 37
- Disruption of Education: 37
- Violation of Cell Phone Policy: 18
- Did not abide with school rules: 72

Mountainview 2022-2023: 221 Referrals Total

- Late to School: 3
- Did not complete homework: 4
- Disruption of Education: 19
- Violation of the Cell Phone Policy: 0
- Did not abide with school rules: 86

A T T E N D A N C E	YEAR	2024	2023	2022	2021
	Seniors	92.28	92.57	92.80	92.92
	Juniors	95.15	92.85	92.00	96.33
	Sophomores	93.80	93.44	93.11	96.34
	Freshman	92.57	93.30	92.73	94.66
	8th Grade	92.98	92.36	93.06	94.31
	7th Grade	92.40	92.39	88.03	92.56
	6th Grade	91.63	93.18	89.94	93.56
	5th Grade	95.57	93.18	90.01	94.08
	4th Grade	95.28	90.77	85.77	94.82
	3rd Grade	96.37	93.49	90.48	93.53
	2nd Grade	95.65	92.38	86.60	84.54
	1st Grade	93.67	92.17	81.84	NA

ATTENDANCE - Unexcused absences

MVC	40+	30-39	20-29	15-19	10-14	5-9	0-4
2024	0	3	7	14	26	32	101
2023	1	2	10	20	21	37	72
2022	0	0	12	27	17	35	72

LVC	40+	30-39	20-29	15-19	10-14	5-9	0-4
2024	0	2	4	7	16	45	111
2023	0	2	10	17	22	52	91
2022	2	4	4	14	26	43	109

Griffin Guardian Alliance



Literacy Committee Initiatives

With help from the GGA!

- Winter Family Reading Night
- ONE SCHOOL! ONE BOOK!
- “Wonka” Family Movie Night



FAMILY MOVIE NIGHT



Wonka

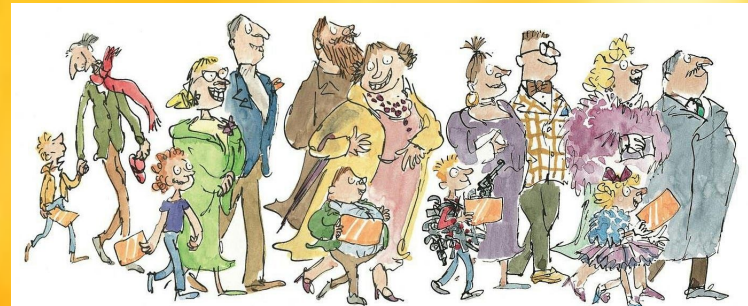


Friday, June 14, 2024 @ 6:30PM
Lakeview Elementary Gym

Guardian Pillars
Together We Rise

Literacy Committee

Feel free to bring blankets, camp chairs, and pillows to cozy up and get comfy.
Refreshments will be sold by the GGA.





THANK YOU!





ATLANTIC TESTING LABORATORIES

WBE certified company

Plattsburgh
130 Arizona Avenue
Suite 1540
Plattsburgh, NY 12903
518-563-5878 (T)
atlantictesting.com

May 28, 2024

Boquet Valley Central School District
7530 Court Street
Elizabethtown, New York 12932

Attn: Josh Meyer

Re: Air Sampling and Analysis Services
Boquet Valley CSD Indoor Air Quality
Lake View Campus, Westport, New York
Mountain View Campus, Elizabethtown, New York
Essex County, New York
ATL Report No. PL6065IH-01-05-24

Ladies/Gentlemen:

Enclosed is a copy of our report for the Air Sampling and Analysis Services performed at the referenced sites. This project was completed in accordance with the scope of work outlined in our contract (ATL No. PL5998-199-04-24), dated April 4, 2024, and authorized by Josh Meyer on April 6, 2024.

Please contact our office should you have any questions, or if we may be of further assistance.

Sincerely,
ATLANTIC TESTING LABORATORIES, Limited

Robert B. Read
Project Manager

RBR/CJD/jdf

Enclosures

AIR SAMPLING AND ANALYSIS SERVICES

**BOQUET VALLEY CSD INDOOR AIR QUALITY
LAKE VIEW CAMPUS, WESTPORT, NEW YORK
MOUNTAIN VIEW CAMPUS, ELIZABETHTOWN, NEW YORK**



WBE certified company

PREPARED FOR:

**Boquet Valley Central School District
7530 Court Street
Elizabethtown, New York 12932**

PREPARED BY:

**Atlantic Testing Laboratories, Limited
130 Arizona Avenue, Suite 1540
Plattsburgh, New York 12903**

ATL REPORT NO. PL6065IH-01-05-24

MAY 28, 2024

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1.0 INTRODUCTION

Atlantic Testing Laboratories, Limited (ATL) was retained to provide air sampling and analysis services for the Lake View and Mountain View Campuses of the Boquet Valley Central School District, spanning the towns of Westport and Elizabethtown, in Essex County, New York. The purpose of the air sampling and analysis services was to evaluate potential adverse air quality impacts with respect to common general air quality parameters within the school buildings, in response to recent observations made by building occupants. Services were provided in accordance with the scope of work in our contract (ATL No. PL5998-199-04-24, dated April 4, 2024).

2.0 FIELD OBSERVATIONS

The subject buildings currently function as school buildings. Each of the school buildings generally consists of 2 stories and a basement. Interior building materials within the subject building include, but may not be limited to, floor tile, carpet, gypsum board, plaster, ceiling tile, wood, and concrete. The Mountain View Campus was constructed in 1958, and the Lake View Campus was constructed in 1933.

3.0 INDOOR AIR QUALITY MONITORING

3.1 Monitoring Locations and Methodology

Indoor air quality monitoring was conducted using a TSI Q-Trak Model 7575 indoor air quality monitor. This instrument provides real-time measurements for carbon dioxide, carbon monoxide, relative humidity, and temperature. Indoor air quality monitoring for the measurable presence of airborne particles, ranging from 0.3 micrometers (um) to 10 um, was performed using a Fluke 985 particle counter. Indoor air quality monitoring for the measurable presence of volatile organic compounds (VOC) was conducted using a RAE 3000+ portable photoionization detector (PID). The RAE 3000+ PID is equipped with a 10.6eV lamp and has a range of 1 part per billion (ppb) to 20,000 parts per million (ppm). The PID was calibrated in accordance with the manufacturer's specifications prior to use.

Areas that were sampled using the indoor air quality monitor, particle counter, and PID were selected to provide representative data throughout selected rooms of the subject building. Sample measurements were collected within the approximate breathing zone (4 to 6 feet above the floor). At the time of the monitoring event, the sampled areas were occupied.

3.2 Summary of Monitoring Data

The results of the indoor air quality monitoring activities for carbon monoxide, carbon dioxide, relative humidity, temperature, and VOC are provided in Table B-1, of Attachment B. The results of the indoor air quality monitoring for airborne particles are provided in Table B-2, of Attachment B. Findings of the indoor air quality monitoring are further discussed in Section 5.

4.0 MOLD SAMPLING AND ANALYSIS

4.1 General Information about Mold

Molds are simple, microscopic organisms that can be found almost anywhere. Molds can grow on virtually any organic substance, provided there is moisture and oxygen present. There are

molds that have the capability to grow on wood, paper, carpet, food, insulation, and numerous other products and building materials. When excessive moisture accumulates in buildings or on building materials, mold growth will often occur, particularly if the moisture problem remains undiscovered or unresolved. It is impossible to eliminate all molds and mold spores in the indoor environment; however, controlling the amount of moisture within the building can reduce the potential for mold propagation.

The reproduction of molds involves the creation of microscopic spores that usually cannot be seen without magnification. Due to the size of mold spores, these can easily become airborne. Airborne mold spores can be either viable or non-viable. Although the non-viable mold spores do not have the ability to reproduce, these spores can be as equally detrimental to an individual's health as the viable mold spores. Viable airborne mold spores are of major concern, because of the ability to reproduce, in addition to the potential health hazards that may be created. When viable airborne mold spores come into contact with a damp surface, the spores typically begin to reproduce and form a conglomeration of mold spores. The conglomeration will digest the material upon which it is growing, and will continue to reproduce at a rate that varies depending on the type of mold, quantity of moisture present, the amount of food source available, and other environmental factors, including the temperature and humidity levels of the surroundings. Molds gradually damage the objects grown on, consequently posing a threat to the structural integrity of a building over time.

There are numerous types of molds that exist in the environment. Although certain types of mold have been shown to severely affect people, it is important to note that all molds have the potential to cause health effects. Molds can produce allergens that may trigger allergic reactions or asthma attacks, and certain types of molds are known to produce potent toxins and/or irritants. People that may be affected more severely include infants and children, elderly individuals, pregnant women, individuals with respiratory conditions or allergies and asthma, and persons with weakened immune systems. Potential health concerns are an important reason to prevent mold growth and to remediate any existing indoor mold growth.

4.2 Spore Classifications

Results for samples that are laboratory analyzed for mold spores are typically reported as different fungal spore classifications. The laboratory utilized for this project, Galson Laboratories, has differentiated between 13 classifications for air samples. A brief description of the spore classifications is provided below. The descriptions identify typical reported characteristics for each classification, and are provided for informational purposes. This information is not intended to represent an exact scientific evaluation.

1. *Alternaria*: The *Alternaria* group contains approximately 40 to 50 species, and is usually more prevalent during the summer and early fall months. This type of mold grows rapidly and is a known source of allergens in the atmosphere, generally causing symptoms associated with respiratory problems. *Alternaria* is one of the most common fungi worldwide, and typically grows in soil, dead organic debris, food, and textiles.
2. *Ascospores*: *Ascospores* are found everywhere in nature and are predominantly forcibly discharged during periods of high humidity or rain. *Ascospores* are extremely variable in size and shape, and a vast majority is reported to not cause diseases in humans. The laboratory designation for *Ascospores* includes all ascospores with the exception of *Chaetomium*.

3. *Aspergillus/Penicillium-like*: The *Aspergillus* and *Penicillium* species are commonly found in indoor environments. The *Aspergillus* species exist worldwide, and typically grow in soil, decayed vegetation, and other kinds of organic matter. Only a few of these molds have been reported to cause disease in humans; however, this type has the ability to produce mycotoxins. The *Penicillium* species are common contaminants that are found on various substrates. Many species of *Penicillium* are known potential mycotoxin producers; however, human pathogenic species are rare. This type of mold can pose a danger indoors because of the capability to grow and reproduce in just a few days. The laboratory analysis groups *Aspergillus* and *Penicillium* together as the spores are indistinguishable on a spore trap.
4. *Basidiospores*: *Basidiospores* develop from mushrooms and wood decay fungi, and are abundant in the environment. *Basidiospores* are frequently detected at high levels in the outside air, and may grow indoors under suitable conditions. Although *Basidiospores* are not known to produce mycotoxins in the traditional sense, large numbers of airborne *Basidiospores* can be allergenic, and some forms may cause rare opportunistic infections.
5. *Bipolaris/Drechslera*: The *Bipolaris* and *Drechslera* species are ubiquitous, cosmopolitan species that grow on a variety of substrates. Colonies are observed as shades of dark gray to brown. These spores are the most commonly reported cause of allergic fungal sinusitis. Production of toxins by these species is currently unknown. The laboratory designation for *Bipolaris/Drechslera* includes *Helminthosporium* and *Exserohilium*.
6. *Chaetomium*: *Chaetomium* is a common fungus that is distributed worldwide and typically found in soil, decaying organic matter, seeds, wood, and other cellulose-containing materials. Mold spores for *Chaetomium* are relatively large and settle from the air more quickly than other mold types. This mold type frequently emits a musty odor and is considered impossible to remediate without removal of the impacted materials. *Chaetomium* is not a common pathogen in humans and is usually not considered a major concern unless disturbed.
7. *Cladosporium*: The *Cladosporium* group contains over 500 species. These species are widely distributed in air and rotten organic material. This type of mold can pose a danger indoors, because of the capability to grow and reproduce in just a few days. It is frequently found in elevated levels in water-damaged environments, and is only occasionally associated with disease in humans.
8. *Curvularia*: The *Curvularia* group consists of approximately 30 species. These are most commonly found in tropical and subtropical regions; however, a few species do exist in the temperate zones. *Curvularia* species are a common cause of allergic reactions, and may cause infections in humans.
9. *Mycelial Fragments*: *Mycelial Fragments* are the dead and decaying fragments from fungi, molds, and yeast. Although *Mycelial Fragments* do not have the ability to reproduce, these provide a food source for other mold types and can continue to adversely affect the health of humans if inhaled or ingested.
10. *Pollen*: *Pollen* is a fine to coarse powder necessary for plant reproduction. *Pollen* grains have a hard coat for protection during movement. *Pollen* is a very common allergen and typically causes seasonal "hay fever" allergies in susceptible persons.
11. *Rusts/Smuts*: *Rusts/Smuts* are parasitic plant pathogens that require a living host for growth, and therefore, do not grow indoors unless the host plants are present. Spores from

Rusts/Smuts may cause allergic reactions, but are not reported to be infectious to humans. The laboratory designation for Rusts/Smuts includes *Myxomycetes* and *Periconia*.

12. **Stachybotrys**: *Stachybotrys* is a greenish-black mold that is one of the most widely known mold types, due to its existence in many high profile mold-infested buildings and the potential for this type of mold to produce extremely potent toxins. Although many reports of toxicity effects on humans from exposure to this fungus are anecdotal, reported health effects have included cold and flu symptoms, memory loss, muscle aches, sore throats, headaches, fatigue, dermatitis, intermittent local hair loss, cancer, and generalized malaise. The ability of this fungus to produce toxins depends on the material it is growing on and environmental conditions, such as temperature, pH, and humidity. Since it is impossible to control all of these factors to prevent the production of toxins, it is usually assumed that *Stachybotrys*, if present, is toxic to the surrounding environment. *Stachybotrys* requires very wet or high humid conditions for days or weeks in order to grow; however, once this mold begins to grow, it has the capability to continue to propagate without the existence of a water source, consequently making it difficult to detect and remediate all impacted areas. Furthermore, due to the size of the spores and composition of a *Stachybotrys* mold colony, *Stachybotrys* mold spores are not readily released into the air, and detection of even a few of these spores in an air sample usually indicates that *Stachybotrys* has started to colonize somewhere in very high numbers. The laboratory designation for *Stachybotrys* includes *Memnoniella*.
13. **Other/Unidentified**: *Other* spores are those observed on the spore trap that can be identified, but are rarely observed and/or are typically observed in small quantities. Unidentified includes broken and dehydrated spores, spores partially obscured by debris, and spores that can't be categorized solely with microscopy.

4.3 Air Samples

4.3.1 Sampling Locations and Methodology

Air sampling was conducted using Zefon Air-O-Cell™ cassettes, provided by Galson Laboratories. The Zefon Air-O-Cell™ is an impaction-based air sampler designed to pull air across a tacky sampling medium, trapping any airborne particulates. A high-flow vacuum pump, set at approximately 15 liters per minute, is utilized in conjunction with the Zefon Air-O-Cell™ to extract air from the immediate surroundings and pull this air across the tacky sampling medium. The procedure for collecting air samples using the Zefon Air-O-Cell™ includes attaching tubing and adapters that connect the high-flow vacuum pump with an Air-O-Cell™ cassette. The high-flow vacuum pump and Air-O-Cell™ cassette are then positioned in the area that is selected for sampling. After setup is complete and the tubing and connections are checked to ensure proper airflow, the vacuum pump is activated for a specified duration. Air samples collected for this project were set at 5-minute durations. This duration is typically used for an average room with minimum visible dirt, as recommended by the supplier of the sampling media.

During the sampling event, a total of 19 air samples were collected at representative locations, including samples taken at building entrances to serve as backgrounds. Table 1 provides a summary of the air sample identifications and locations.

Table 1
Summary of Air Samples

Sample ID	Sample Date	Sample Location	Sample Type
Mountainview Campus			
PL6065MA-01	April 25, 2024	Old Library	Interior area of concern
PL6065MA-02	April 25, 2024	Crawlspace	Interior area of concern
PL6065MA-03	April 25, 2024	Gym	Interior area of concern
PL6065MA-04	April 25, 2024	Room No. 112	Interior area of concern
PL6065MA-05	April 25, 2024	Room No. 120	Interior area of concern
PL6065MA-06	April 25, 2024	Room No. 217	Interior area of concern
PL6065MA-07	April 25, 2024	Room No. 210	Interior area of concern
PL6065MA-08	April 25, 2024	Principal's Office	Interior area of concern
PL6065MA-09	April 25, 2024	Front Entrance	Entrance Background
PL6065MA-10	April 25, 2024	Gym Entrance	Entrance Background
Lakeview Campus			
PL6065MA-11	April 26, 2024	Room No. 121	Interior area of concern
PL6065MA-12	April 26, 2024	Cafeteria	Interior area of concern
PL6065MA-13	April 26, 2024	Room No. 001	Interior area of concern
PL6065MA-14	April 26, 2024	Room No. 101	Interior area of concern
PL6065MA-15	April 26, 2024	Room No. 125	Interior area of concern
PL6065MA-16	April 26, 2024	Room No. 217	Interior area of concern
PL6065MA-17	April 26, 2024	Room No. 214	Interior area of concern
PL6065MA-18	April 26, 2024	Room No. 203	Interior area of concern
PL6065MA-19	April 26, 2024	Exterior	Entrance Background

After collecting and properly securing the 19 air samples, the Air-O-Cell™ cassettes were returned to Galson Laboratories for analysis.

4.3.2 Summary of Laboratory Data

A copy of the laboratory report, including sample custody documentation, is contained in Appendix A. A summary of the mold analytical results for the collected air samples is provided in Table C-1 and C-2 of Appendix C.

Classification of the fungal spores into 13 different types was completed for each air sample, as indicated in the laboratory report and Table C-1 and C-2 in Appendix C. Additional information provided in the laboratory reports includes the percent composition of each of the 13 classifications relative to the whole sample, and the estimated crowding factor for each of the air samples.

The estimated crowding factor provides a relative quantification of the density of particles contained within the Air-O-Cell™ cassettes that may interfere with the spore counts. The crowding factor is rated on a scale of 0 to 5, with 0 corresponding to no particles detected and 5 corresponding to an overcrowding of particles of such a magnitude as to render analysis impossible. With the exception of sample MA02, each of the collected air samples from the sampling event had a crowding factor of 2. This crowding factor corresponds to samples exhibiting particles that are close together and overlapping, and the spore counts are potentially biased low. Air sample MA02 had a crowding factor of 4. This crowding factor corresponds to samples exhibiting particles that are very crowded, and the spore counts are likely to be biased low.

Data interpretation for air samples is generally based on the comparison of indoor and outdoor spore counts. There are currently no guidelines or regulations to indicate "safe" or "normal" spore levels; however, typical indoor counts are 30 to 80 percent of outdoor spore counts, with the same general distribution of spore types present. Variation is also an inherent part of biological air sampling. The presence or absence of a few genera in small numbers typically is not considered abnormal.

The total spore count concentration for an indoor sample should naturally be lower than that of an outdoor sample. If this condition is not satisfied, there is a strong possibility that the mold spores contained within the building are being generated by a source other than the natural interaction with the outside environment. Specifically, in buildings without excessive presence of mold, the qualitative diversity of airborne fungi indoors and outdoors should be similar. Conversely, the dominating presence of one or two kinds of fungi indoors and the absence of the same kind outdoors may be indicative of a moisture problem and/or degraded indoor air quality.

For periods of cold climatic conditions, comparison between indoor and outdoor mold spore classifications is complicated by the significantly reduced presence of airborne mold spores in the outdoor environment. For these colder climatic conditions, indoor mold spore count concentrations reported at levels higher than the outdoor may not necessarily represent an immediate concern. Such conditions need to be evaluated relative to the actual reported concentrations for the indoor air samples (i.e., significantly high concentrations detected) and the types of mold spores detected (i.e., common types found indoors or less common and possibly more toxic types). Furthermore, additional sampling events during warmer periods may be beneficial for confirmation of findings.

Tables C-1 and C-2 in Appendix C identifies the variations between indoor and outdoor samples that were collected for this project. A further explanation of these variations is provided in Section 5 of this report.

5.0 DISCUSSION OF FINDINGS

The following list of findings is presented as a generalized summary of the results and observations provided during performance of the air quality monitoring for the Mountain View Campus and Lake View Campus of the Boquet Valley CSD, Essex County, New York.

1. Average relative humidity measurements in the subject buildings ranged from 14% to 38%. Although there are no regulated guidance values for indoor relative humidity, industry wide recommendations suggest an average indoor relative humidity of 40% to 60%. Although, at the time of sampling, the relative humidity was measured to be dryer than the recommended range, ambient outdoor relative humidity was measured from 10% to 22% and may indicate that the measured indoor values may not be representative of typical conditions. While lower indoor relative humidity is beneficial relative to mold, a medium range indoor relative humidity is often more beneficial relative to airborne-transmitted infections, bacteria, and viruses. A higher relative humidity does not directly produce adverse indoor air quality, but could provide favorable conditions for different airborne particulates/contaminants. It is not anticipated that the indoor relative humidity levels would need to be further assessed or addressed at this time.
2. Carbon monoxide is a toxic, colorless, odorless, and combustible gas that is a product of incomplete combustion. It is generated by many sources, such as gasoline-powered internal combustion engines, arc welding (used as an inert gas), and fires. The

Occupational Safety and Health Administration (OSHA) have promulgated a permissible exposure limit of 50 parts per million (ppm) carbon monoxide for a time-weighted-average (TWA) 8-hour work shift. Several of the symptoms of carbon monoxide exposure include headaches, tachypnea, nausea, dizziness, and cyanosis. A detectable level (1.4 ppm) of carbon monoxide was detected at the front entrance of the Mountain View campus, but at a level well below the OSHA permissible limits. Carbon monoxide was not detected at any of the other locations tested, as identified in Section 3.2 of this report, and is therefore not currently considered a concern.

3. Carbon dioxide is a colorless, odorless gas that is a normal constituent of air (approximately 250 to 500 ppm) and is produced in the respiration process of living beings. The burning of fossil fuels is an additional source. The symptoms of carbon dioxide exposure are similar to carbon monoxide.

Measurement of carbon dioxide levels within an occupied building is a method for ascertaining the adequacy of the ventilation system. The National Institute for Occupational Safety and Health (NIOSH) indicates that levels greater than 800 ppm suggest the ventilation system may be inadequate. The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) recommend adjusting the building's ventilation system when carbon dioxide levels exceed 1,000 ppm. When sufficient outdoor air is supplied to keep carbon dioxide levels below 1,000 ppm, the ventilation is generally considered to be adequate. The presence of increased levels of carbon dioxide in the indoor air of buildings is generally attributed to occupancy. Increased levels can also be indicative of an inefficient ventilation system. Elevated carbon dioxide concentrations in a building reflect insufficient exchange of "fresh" outdoor air for "spent" interior air, allowing the accumulation of carbon dioxide and possibly other contaminants.

Average carbon dioxide levels recorded in the selected sample locations, as identified in Table A-1 of Attachment A, ranged from 400 ppm to 1,700 ppm. Of the 16 measurements at the Mountain View Campus, 7 were above 800 ppm and 3 were above 1,000 ppm. For the Lake View Campus, 7 of the 37 measurements were above 800 ppm and 5 were above 1,000 ppm. With the guidelines provided by NIOSH and ASHRAE, the current ventilation system may need further assessment to verify adequate air exchange throughout the building.

4. New building materials and paints, adhesives, stains, etc. can increase the level of volatile organic compounds (VOC). Other common sources of VOC for a building include cleaning products and occupant induced fragrances (i.e., perfume, cologne, air fresheners).

A PID was utilized to collect real-time VOC concentrations throughout the subject building. No detectable levels of VOC were encountered during the sampling event. Indoor VOC are not currently considered to be a concern in reference to the air quality of the subject buildings.

5. Particle counts, as measured by field instrumentation and summarized in Table B-2 of Attachment A, show various locations where the indoor measurements were significantly higher than the outdoor locations. As indicated in Item 3, the ventilation system may need further assessment to verify adequate air exchange and filtration throughout the buildings. If there are areas with visible dust, cleaning or more frequent cleaning of these areas may also reduce airborne particulate.

6. Air sampling for subsequent mold analysis included the collection of 16 samples within the buildings during the sampling events. Each air sampling event also included samples from outside the building to serve as background samples and provide a standard for comparison.

Based on a review of the laboratory analysis results for individual spore classifications, exceedances were identified for interior air samples collected.

- a. Air Sample PL6065MA01, collected from the Mountain View Old Library exhibited a concentration of the *Other/Unidentified* spore type at a level exceeding the corresponding concentration for the background sample.
- b. Air Sample PL6065MA02, collected from the Mountain View Crawlspace, exhibited concentrations of the *Mycelial Fragments*, *Aspergillus/Penicillium-like*, *Chaetomium*, *Cladosporium*, *Rust/Smuts*, and *Other/Unidentified* spore types at levels exceeding the corresponding concentration for the background sample.
- c. Air Sample PL6065MA03, collected from the Mountain View Gymnasium, exhibited concentrations of the *Mycelial Fragments*, *Aspergillus/Penicillium-like*, and *Cladosporium* spore types at levels exceeding the corresponding concentration for the background sample.
- d. Air Sample PL6065MA04, collected from the Mountain View Room No. 112, exhibited concentrations of the *Mycelial Fragments*, *Total Fungal Spores*, *Cladosporium*, *Curvularia*, *Rust/Smuts*, and *Other/Unidentified* spore types at levels exceeding the corresponding concentration for the background sample.
- e. Air Sample PL6065MA05, collected from the Mountain View Room No. 120, exhibited concentrations of the *Mycelial Fragments*, *Total Fungal Spores*, *Aspergillus/Penicillium-like*, *Basidiospores*, *Cladosporium*, and *Other/Unidentified* spore types at levels exceeding the corresponding concentration for the background sample.
- f. Air Sample PL6065MA06, collected from the Mountain View Room No. 217, exhibited concentrations of the *Mycelial Fragments*, *Total Fungal Spores*, *Aspergillus/Penicillium-like*, *Basidiospores*, *Cladosporium*, *Curvularia*, and *Other/Unidentified* spore types at levels exceeding the corresponding concentration for the background sample.
- g. Air Sample PL6065MA07, collected from the Mountain View Room No. 210, exhibited concentrations of the *Mycelial Fragments*, *Total Fungal Spores*, and *Cladosporium* spore types at levels exceeding the corresponding concentration for the background sample.
- h. Air Sample PL6065MA08, collected from the Mountain View Principal Office, exhibited concentrations of the *Alternaria* and *Cladosporium* types at levels exceeding the corresponding concentration for the background sample.
- i. Air Sample PL6065MA11, collected from the Lake View Room No. 121, exhibited concentrations of the *Mycelial Fragments*, *Pollen*, *Total Fungal Spores*, *Basidiospores*, *Cladosporium*, and *Other/Unidentified* spore types at levels exceeding the corresponding concentration for the background sample.
- j. Air Sample PL6065MA12, collected from the Lake View Room Cafeteria, exhibited concentrations of the *Total Fungal Spores*, *Aspergillus/Penicillium-like*, *Basidiospores*,

Cladosporium, and *Other/Unidentified* spore types at levels exceeding the corresponding concentration for the background sample.

- k. Air Sample PL6065MA13, collected from the Lake View Room No. 001, exhibited concentrations of the *Mycelial Fragments*, *Pollen*, *Total Fungal Spores*, and *Basidiospores* spore types at levels exceeding the corresponding concentration for the background sample.
- l. Air Sample PL6065MA14, collected from the Lake View Room No. 101, exhibited concentrations of the *Mycelial Fragments*, *Pollen*, *Total Fungal Spores*, *Aspergillus/Penicillium-like*, *Basidiospores*, *Cladosporium*, and *Other/Unidentified* spore types at levels exceeding the corresponding concentration for the background sample.
- m. Air Sample PL6065MA15, collected from the Lake View Room No. 125, exhibited concentrations of the *Pollen* and *Aspergillus/Penicillium-like* spore types at levels exceeding the corresponding concentration for the background sample.
- n. Air Sample PL6065MA16, collected from the Lake View Room No. 217, exhibited concentrations of the *Mycelial Fragments* and *Cladosporium* spore types at levels exceeding the corresponding concentration for the background sample.
- o. Air Sample PL6065MA17, collected from the Lake View Room No. 214, exhibited concentrations of the *Mycelial Fragments*, *Pollen*, *Total Fungal Spores*, *Basidiospores*, and *Cladosporium* spore types at levels exceeding the corresponding concentration for the background sample.
- p. Air Sample PL6065MA18, collected from the Lake View Room No. 203, exhibited concentrations of the *Mycelial Fragments*, *Pollen*, *Total Fungal Spores*, *Aspergillus/Penicillium-like*, *Basidiospores*, *Cladosporium*, *Rust/Smuts*, and *Other/Unidentified* spore types at levels exceeding the corresponding concentration for the background sample.

Information available from the sampling and analysis events is not indicative of a clear and obvious adverse impact to indoor air quality relative to mold spores; however, the noted exceedances for some of the indoor air samples further support efforts for assessment of the ventilation system and more frequent cleaning of areas that may be dusty or exhibit the higher airborne particulate counts.

- 7. The sampling services that were provided for this project included the collection of data for relatively short durations of time, rather than monitoring the air quality continuously. Consequently, the field data and analytical results are valid only for that specific period of time for the selected instrument and location of measurement. It is possible for indoor air quality parameters to change dramatically over time, and these may even change on a daily basis, depending on the usage of the building, the efficiency of the HVAC system, the introduction of adverse conditions, and various other factors. Future monitoring, sampling, and/or analysis of areas within the subject building may need to be considered if there is a substantial alteration in the building usage, or if additional factors contributing to air quality issues become prevalent.

ATTACHMENT A

LABORATORY REPORT AND SAMPLE CUSTODY DOCUMENTATION



GALSON

**Robert Read
Atlantic Testing Laboratories
130 Arizona Ave
Plattsburgh, NY 12903**

May 01, 2024

Account# 12293

Login# L624585

Dear Robert Read:

Enclosed are the analytical results for the samples received by our laboratory on April 29, 2024. All samples on the chain of custody were received in good condition unless otherwise noted. Any additional observations will be noted on the chain of custody.

Please contact client services at (888) 432-5227 if you would like any additional information regarding this report. Thank you for using SGS Galson.

Sincerely,

SGS Galson

**Lisa Swab
Laboratory Director**

Enclosure(s)



Terms and Conditions & General Disclaimers

- This document is issued by the Company under its General Conditions of Service accessible at <http://www.sgs.com/en/Terms-and-Conditions.aspx>. Attention is drawn to the limitation of liability, indemnification and jurisdiction issues defined therein.
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Analytical Disclaimers

- Unless otherwise noted within the report, all quality control results associated with the samples were within established control limits or did not impact reported results.
- Note: The findings recorded within this report were drawn from analysis of the sample(s) provided to the laboratory by the Client (or a third party acting at the Client’s direction). The laboratory does not have control over the sampling process, including but not limited to the use of field equipment and collection media, as well as the sampling duration, collection volume or any other collection parameter used by the Client. The findings herein constitute no warranty of the sample's representativeness of any sampled environment, and strictly relate to the samples as they were presented to the laboratory. For recommended sampling collection parameters, please refer to the Sampling and Analysis Guide at www.sgsgalson.com.
- Unrounded results are carried through the calculations that yield the final result and the final result is rounded to the number of significant figures appropriate to the accuracy of the analytical method. Please note that results appearing in the columns preceding the final result column may have been rounded and therefore, if carried through the calculations, may not yield an identical final result to the one reported.
- The stated LOQs for each analyte represent the demonstrated LOQ concentrations prior to correction for desorption efficiency (if applicable).
- Unless otherwise noted within the report, results have not been blank corrected for any field blank or method blank data.

Accreditations SGS Galson holds a variety of accreditations and recognitions. Our quality management system conforms with the requirements of ISO/IEC 17025. Where applicable, samples may also be analyzed in accordance with the requirements of ELAP, NELAC, or LELAP under one of the state accrediting bodies listed below. Current Scopes of Accreditation can be viewed at <http://www.sgsgalson.com> in the accreditations section of the "About" page. To determine if the analyte tested falls under our scope of accreditation, please visit our website or call Client Services at (888) 432-5227.

National/International	Accreditation/Recognition	Lab ID#	Program/Sector
AIHA-LAP, LLC - IHLAP, ELLAP, EMLAP	ISO/IEC 17025 and USEPA NLLAP	Lab ID 100324	Industrial Hygiene, Environmental Lead, Environmental Microbiology

State	Accreditation/Recognition	Lab ID#	Program/Sector
New York (NYSDOH)	ELAP and NELAC (TNI)	Lab ID: 11626	Air Analysis, Solid and Hazardous Waste
Louisiana (LDEQ)	LELAP	Lab ID: 04083	Air Analysis, Solid Chemical Materials

Legend

< - Less than	mg - Milligrams	MDL - Method Detection Limit	ppb - Parts per Billion
> - Greater than	ug - Micrograms	NA - Not Applicable	ppm - Parts per Million
l - Liters	m3 - Cubic Meters	NS - Not Specified	ppbv - ppb Volume
LOQ - Limit of Quantitation	kg - Kilograms	ND - Not Detected	ppmv - ppm Volume
ft2 - Square Feet	cm2 - Square Centimeters	in2 - Square Inches	ng - Nanograms



GALSON

LABORATORY ANALYSIS REPORT

6601 Kirkville Road
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Client : Atlantic Testing Laboratories
 Site : MOUNTAIN VIEW LAKE VIEW
 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA01 Lab ID : L624585-1 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	3	3	40	NA
Pollen	<1	<1	<13	NA
Total Fungal Spores	13	13	170	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	<1	<1	<13	NA
<i>Aspergillus/Penicillium</i> -like	2	2	27	15.4
Basidiospores	5	5	67	38.5
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	2	2	27	15.4
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	<1	<1	<13	NA
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	4	4	53	30.8

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA02 Lab ID : L624585-2 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 4

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	46	46	610	NA
Pollen	<1	<1	<13	NA
Total Fungal Spores	75	75	1000	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	2	2	27	2.7
<i>Aspergillus/Penicillium</i> -like	17	17	230	22.7
Basidiospores	9	9	120	12
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	20	20	270	26.7
<i>Cladosporium</i>	7	7	93	9.3
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	6	6	80	8
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	14	14	190	18.7

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
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 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA03 Lab ID : L624585-3 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	7	7	93	NA
Pollen	2	2	27	NA
Total Fungal Spores	19	19	250	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	1	1	13	5.3
<i>Aspergillus/Penicillium</i> -like	4	4	53	21.1
Basidiospores	8	8	110	42.1
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	4	4	53	21.1
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	<1	<1	<13	NA
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	2	2	27	10.5

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA04 Lab ID : L624585-4 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	9	9	120	NA
Pollen	<1	<1	<13	NA
Total Fungal Spores	40	40	530	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	1	1	13	2.5
<i>Aspergillus/Penicillium</i> -like	2	2	27	5
Basidiospores	13	13	170	32.5
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	12	12	160	30
<i>Curvularia</i>	1	1	13	2.5
Rusts/Smuts	6	6	80	15
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	5	5	67	12.5

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

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 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA05 Lab ID : L624585-5 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	4	4	53	NA
Pollen	1	1	13	NA
Total Fungal Spores	42	42	560	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	<1	<1	<13	NA
<i>Aspergillus/Penicillium</i> -like	7	7	93	16.7
Basidiospores	19	19	250	45.2
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	5	5	67	11.9
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	2	2	27	4.8
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	9	9	120	21.4

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA06 Lab ID : L624585-6 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	9	9	120	NA
Pollen	1	1	13	NA
Total Fungal Spores	56	56	750	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	1	1	13	1.8
<i>Aspergillus/Penicillium</i> -like	12	12	160	21.4
Basidiospores	18	18	240	32.1
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	9	9	120	16.1
<i>Curvularia</i>	1	1	13	1.8
Rusts/Smuts	4	4	53	7.1
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	11	11	150	19.6

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

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 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA07 Lab ID : L624585-7 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	11	11	150	NA
Pollen	1	1	13	NA
Total Fungal Spores	38	38	510	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	2	2	27	5.3
<i>Aspergillus/Penicillium-like</i>	1	1	13	2.6
Basidiospores	13	13	170	34.2
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	19	19	250	50
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	2	2	27	5.3
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	1	1	13	2.6

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA08 Lab ID : L624585-8 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	5	5	67	NA
Pollen	<1	<1	<13	NA
Total Fungal Spores	20	20	270	NA

<i>Alternaria</i>	1	1	13	5
Ascospores	<1	<1	<13	NA
<i>Aspergillus/Penicillium-like</i>	2	2	27	10
Basidiospores	7	7	93	35
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	6	6	80	30
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	1	1	13	5
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	3	3	40	15

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA09 Lab ID : L624585-9 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	5	5	67	NA
Pollen	1	1	13	NA
Total Fungal Spores	27	27	360	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	2	2	27	7.4
<i>Aspergillus/Penicillium</i> -like	2	2	27	7.4
Basidiospores	14	14	190	51.9
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	2	2	27	7.4
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	4	4	53	14.8
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	3	3	40	11.1

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

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 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA10 Lab ID : L624585-10 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	2	2	27	NA
Pollen	4	4	53	NA
Total Fungal Spores	21	21	280	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	1	1	13	4.8
<i>Aspergillus/Penicillium</i> -like	1	1	13	4.8
Basidiospores	15	15	200	71.4
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	1	1	13	4.8
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	2	2	27	9.5
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	1	1	13	4.8

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

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 Site : MOUNTAIN VIEW LAKE VIEW
 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA11 Lab ID : L624585-11 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	8	8	110	NA
Pollen	1	1	13	NA
Total Fungal Spores	27	27	360	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	1	1	13	3.7
<i>Aspergillus/Penicillium</i> -like	1	1	13	3.7
Basidiospores	18	18	240	66.7
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	3	3	40	11.1
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	<1	<1	<13	NA
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	4	4	53	14.8

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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LABORATORY ANALYSIS REPORT

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Client : Atlantic Testing Laboratories
 Site : MOUNTAIN VIEW LAKE VIEW
 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA12 Lab ID : L624585-12 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	2	2	27	NA
Pollen	<1	<1	<13	NA
Total Fungal Spores	28	28	370	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	<1	<1	<13	NA
<i>Aspergillus/Penicillium-like</i>	5	5	67	17.9
Basidiospores	16	16	210	57.1
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	2	2	27	7.1
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	1	1	13	3.6
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	4	4	53	14.3

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
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Client : Atlantic Testing Laboratories
 Site : MOUNTAIN VIEW LAKE VIEW
 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA13 Lab ID : L624585-13 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	7	7	93	NA
Pollen	1	1	13	NA
Total Fungal Spores	23	23	310	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	2	2	27	8.7
<i>Aspergillus/Penicillium</i> -like	1	1	13	4.3
Basidiospores	18	18	240	78.3
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	1	1	13	4.3
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	<1	<1	<13	NA
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	1	1	13	4.3

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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 Site : MOUNTAIN VIEW LAKE VIEW
 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA14 Lab ID : L624585-14 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	7	7	93	NA
Pollen	1	1	13	NA
Total Fungal Spores	35	35	470	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	3	3	40	8.6
<i>Aspergillus/Penicillium</i> -like	6	6	80	17.1
Basidiospores	14	14	190	40
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	8	8	110	22.9
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	1	1	13	2.9
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	3	3	40	8.6

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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 Site : MOUNTAIN VIEW LAKE VIEW
 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA15 Lab ID : L624585-15 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	2	2	27	NA
Pollen	1	1	13	NA
Total Fungal Spores	13	13	170	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	1	1	13	7.7
<i>Aspergillus/Penicillium</i> -like	4	4	53	30.8
Basidiospores	7	7	93	53.8
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	1	1	13	7.7
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	<1	<1	<13	NA
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	<1	<1	<13	NA

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA16 Lab ID : L624585-16 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	3	3	40	NA
Pollen	<1	<1	<13	NA
Total Fungal Spores	19	19	250	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	1	1	13	5.3
<i>Aspergillus/Penicillium</i> -like	3	3	40	15.8
Basidiospores	11	11	150	57.9
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	3	3	40	15.8
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	<1	<1	<13	NA
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	1	1	13	5.3

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
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CFU -Colony Forming Units g -Grams



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 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA17 Lab ID : L624585-17 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	13	13	170	NA
Pollen	3	3	40	NA
Total Fungal Spores	29	29	390	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	<1	<1	<13	NA
<i>Aspergillus/Penicillium</i> -like	1	1	13	3.4
Basidiospores	16	16	210	55.2
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	10	10	130	34.5
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	1	1	13	3.4
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	1	1	13	3.4

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
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 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA18 Lab ID : L624585-18 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	14	14	190	NA
Pollen	2	2	27	NA
Total Fungal Spores	46	46	610	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	1	1	13	2.2
<i>Aspergillus/Penicillium</i> -like	6	6	80	13
Basidiospores	17	17	230	37
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	6	6	80	13
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	4	4	53	8.7
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	12	12	160	26.1

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

CFU -Colony Forming Units g -Grams



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Client : Atlantic Testing Laboratories
 Site : MOUNTAIN VIEW LAKE VIEW
 Project No. : BOQUET VALLEY CSD
 Date Sampled : 25-APR-24 - 26-APR-24
 Date Received : 29-APR-24
 Incubation Temp : NA

Account No.: 12293
 Login No. : L624585
 Date Analyzed : 01-MAY-24
 Report ID : 1421391

Client ID : PL6065MA19 Lab ID : L624585-19 Air Volume : 0.075 m3
 Analysis : Standard Mold Screen Crowding Factor : 2

Parameter	Raw Count	Total Count	Conc Count/m3	Percent %
Mycelial Fragments	2	2	27	NA
Pollen	<1	<1	<13	NA
Total Fungal Spores	21	21	280	NA

<i>Alternaria</i>	<1	<1	<13	NA
Ascospores	3	3	40	14.3
<i>Aspergillus/Penicillium</i> -like	3	3	40	14.3
Basidiospores	12	12	160	57.1
<i>Bipolaris/Drechslera</i>	<1	<1	<13	NA
<i>Chaetomium</i>	<1	<1	<13	NA
<i>Cladosporium</i>	1	1	13	4.8
<i>Curvularia</i>	<1	<1	<13	NA
Rusts/Smuts	1	1	13	4.8
<i>Stachybotrys</i>	<1	<1	<13	NA
Other/Unidentified	1	1	13	4.8

COMMENTS: Please see attached lab footnote report for any applicable footnotes.

Level of Quantitation: 1 Spore Submitted by: TAC/SLS Supervisor: BDB Date : 01-MAY-24
 Analytical Method : In-house: IB-AIROCELL; Mic Approved by : BDB Sampler : Spore Trap

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LABORATORY FOOTNOTE REPORT

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Client Name : Atlantic Testing Laboratories
Site : MOUNTAIN VIEW LAKE VIEW
Project No. : BOQUET VALLEY CSD

Date Sampled : 25-APR-24 - 26-APR-24 Account No.: 12293
Date Received: 29-APR-24 Login No. : L624585
Date Analyzed: 01-MAY-24

L624585 (Report ID: 1421391):
SOPs: ib-airocell(29)

L624585-2 (Report ID: 1421391):
Due to excessive debris on sample, some fungi may not have been detected.



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Analytical Notes for Microbiology Air-O-Cell™ Cassettes and other Spore Traps

Air-O-Cell™ cassettes and other spore traps may capture non-microbial particles that may interfere with spore counts. SGS Galson provides an estimation of the density of these particles, referred to as a Crowding Factor. The Crowding Factor ranges from 0 to 5 and is explained below. High levels of particulate matter on the impaction medium may bias the analysis by obscuring or covering spores. In addition, particle capture efficiency may decrease with high levels of particulate matter.

Crowding Factor	Explanation
0	No particles detected. This is typical of blank samples. Because most air samples typically contain some particles, absence of particulate matter could indicate improper sampling if the sample was not meant to be a blank.
1	Particles are far apart and in low numbers. Particulate matter covers approximately <5% of the impaction area. Spore counts not affected or minimally affected by the particle load.
2	Particles are close together and/or overlapping, and some spores may be obscured. Particulate matter covers approximately 5% to 25% of the impaction area. Spore counts may be biased low.
3	Particles are moderately crowded. It is likely that some spores are obscured. Particulate matter covers approximately 25% to 75% of the impaction area. Spore counts are likely biased low.
4	Particles are crowded, frequently obscuring spores. Particulate matter covers approximately 75% to 90% of the impaction area. Spore counts are likely biased low. The degree of bias increases with the percent of the trace that is occluded.
5	Particles are overcrowded making analysis impossible; no spore counts provided. If certain spores are readily detectable, they are reported as "Detected". If heavy quantities of spores are observed along the edges of the trace, this is footnoted in the report.



Counts for any genus that exceed 300 spores are estimated to two significant figures.

The list of fungal spores reported is:

***Alternaria* includes spores previously reported as *Ulocladium*.**

Ascospores – includes all ascospores with the exception of *Chaetomium*.

***Aspergillus/Penicillium*-like** – These two genera are grouped together as the spores are indistinguishable on a spore trap.

Basidiospores – This includes all basidiospores, even ones that can be identified to genus level, such as *Ganoderma*.

Bipolaris/Drechslera – *Helminthosporium* and *Exserohilum* are included in this grouping.

Chaetomium – Due to its unique shape and due to the fact that it may be associated with indoor mold problems, this ascospore is reported separate from other ascospores.

Cladosporium

Curvularia

Rusts/Smuts – *Myxomycetes* and *Periconia* are included in this grouping.

Stachybotrys – This includes *Memnoniella*.

Ulocladium* has been reclassified and is now reported as *Alternaria

Other/Unidentified – “Other” includes spores that can be identified but are rarely observed and/or are typically seen in small quantities. They include: *Acremonium*, *Botrytis*, *Cercospora*, *Epicoccum*, *Fusarium*, *Nigrospora*, *Oidium*, *Paecilomyces*, *Pestalotia*, *Pestalotiopsis*, *Pithomyces*, *Polythrincium*, *Scopulariopsis*, *Spegazzinia*, *Stemphylium*, *Taeniocella*, *Tetraploa*, *Torula*, and *Trichoderma*, and *Zygothia*. “Unidentified” includes broken and dehydrated spores, spores that are partially obscured by debris, and spores that can't be categorized using microscopy alone.

In addition, other analytes that will be shown on reports include mycelial fragments (hyphae) and pollen.

Reports for expanded analysis include the above list with the addition of skin cells and fibers.

Generally, 100% of the sample deposit is analyzed. However, some analytes with high counts may be estimated based on the analysis of a portion of the slide and the results extrapolated. In these cases, the reported values will differ between the “Raw Count” and “Total Count” columns. For example, if an analyst observed 304 basidiospores after analyzing 25% of the sample, the estimated value is 1216. The final report would show 304 in the “Raw Count” column and 1200 in the “Total Count” column (the “Total Column” is rounded to two significant figures).



Direct Microscopic Examination (Screens)

- The analytes that we report are the same as those listed for spore traps with the exceptions of pollen, skin cells, and fibers.
- Due to the inherent nature of screen samples, a spore count is not performed.
- Upon special request counts may be performed on swab, liquid, or bulk screens. Counts are never performed on tape lifts due to the nature of the samples to not have uniform distribution of spores.
- The amount of a particular spore detected is reported as a “Level of contamination”. The level of contamination is a subjective measurement and corresponds to the general quantity of spores present in a sample. It also describes the amount of spores relative to one another.
 - Light: approximately 1 to 5 spores or mycelial fragments per microscope field of view at 600x.
 - Moderate: 6 to 15 spores or mycelial fragments per microscope field of view at 600x.
 - Heavy: Greater than 15 spores or mycelial fragments per microscope field of view at 600x.

Viable Fungi Analysis

- Standard growing conditions for viable fungi are $25^{\circ}\text{C} \pm 1^{\circ}\text{C}$ for 7 days.
- Standard growing conditions for viable thermophilic fungi are $37^{\circ}\text{C} \pm 1^{\circ}\text{C}$ for 7 days.
- Results are reported in colony forming units (CFUs). A CFU can originate from one or many spores.
- SGS Galson uses and provides Potato Dextrose agar for all cultureable fungal methods. We have found Potato Dextrose agar to be suitable for the culture of the widest range of organisms. Other agars submitted or requested by clients are grown under the above standard conditions unless otherwise requested by the client.
- Some fungi may not produce identifiable structures in culture or under standard growing conditions. These fungi will be considered sterile hyphae and reported as such.
- Lack of growth under standard conditions does not preclude the presence of fungi or its viability in a sample.
- Samples taken with impactor samplers are not corrected for a positive hole correction factor.
- Identification of fungal organisms is based on visual microscopic examination at up to seven days of growth under standard conditions. Due to the large numbers of different species that may comprise them, certain genera may appear similar due to variations in stages of their life cycles, growth requirements, and/or environmental stress. A very limited amount of identification overlap may occur due to morphological similarities.
- Final interpretation of results is up to the person(s) responsible for conducting the sampling.



Quality Control/Quality Assurance

- A daily quality control spore trap slide is read each day that an analyst performs analysis on client spore trap samples. These slides consist of old client samples that have been analyzed a minimum of twenty times before they are used as a part of the quality control program. Control limits are set at the mean plus or minus three standard deviations for each analyte and for the total spore count. Warning limits are set at the mean plus or minus two standard deviations for each analyte and for the total spore count.
- A minimum of five percent of the samples are analyzed as duplicates and five percent of the samples are analyzed as replicates (or at least one replicate or duplicate per day). The relative percent difference (RPD) is calculated between the original sample result and its duplicate or replicate. The RPD value must fall within statistically based limits. In addition, there must be agreement between three of the top five categories.
- Daily quality control includes a blind spore trap challenge and a blind fungal culture identification challenge. Each analyst must correctly identify a spore or other airborne particulate from an old spore trap slide and identify a slide prepared from a fungal culture, respectively.
- Monthly quality control includes quantifying and identifying a viable culture to genus level.
- Prior to analyzing samples, each microscope's Kohler illumination is checked. The microscope fields of view are calibrated annually.
- The lactophenol dye, slides, cover slips and spore traps are checked on a daily basis to assure that there is no contamination. Upon initial receipt, one spore trap from each lot that SGS Galson receives is checked for possible contamination.
- Media used for viable analysis is tested upon receipt for both sterility and growth promotion.
- A second analyst reexamines samples that have no observable spores.
- All reports undergo a secondary quality assurance review prior to release.

121043179065927723

Date: 04/29/24

Shipper: UPS

Initials: MMM



Prep: UNKNOWN

U024580

113

CHAIN OF CUSTODY

<input checked="" type="checkbox"/> Standard 0% <input type="checkbox"/> 4 Business Days 35% <input type="checkbox"/> 3 Business Days 50% <input type="checkbox"/> 2 Business Days 75% <input type="checkbox"/> Next Day by 6pm 100% <input type="checkbox"/> Next Day by Noon 150% <input type="checkbox"/> Same Day 200%	Client Acct No.: 12293	Report To: Robert Read	Invoice To: Accounts Payable
	Original Prep No.: PSY736957	Company Name: Atlantic Testing Laboratories	Company Name: Atlantic Testing Laboratories
	Online COC No.: 295382	Address 1: 130 Arizona Ave	Address 1: 6431 US Highway 11
		Address 2:	Address 2: P.O. Box 29
		City, State Zip: Plattsburgh, NY 12903	Company Name: Canton, NY 13617
		Phone No.: 518-563-5878	Phone No.: 315-386-4578
		Cell No.:	Email Address: ap@atlantictesting.com
	Email reports to: rread@atlantictesting.com, labsAT@atlantictesting.com	Comments:	
	Email EDD to: rread@atlantictesting.com, labsAT@atlantictesting.com	P.O. No.: PL6065	
	Comments:	Payment info: <input type="checkbox"/> I will call SGS to provide credit card info <input type="checkbox"/> Card on File (enter the last five digits on the line below)	

Comments: _____ State Sampled: NY MSHA

Site Name: Mountain View & Lake View Project: Boquet Valley CSD Sampled By: R. Read List description of industry or Processes/Interfaces present in sampling area: Schools

Sample ID (Maximum of 20 Characters)	Date Sampled	Collection Medium	Sample Volume Sample Time Sample Area	Liters Minutes in ² , cm ² , ft ²	Analysis Requested	Method Reference	Internal Notes
PL6065MA01	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV bld Library
PL6065MA02	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV Crawford
PL6065MA03	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV Gym

If the method(s) indicated on the COC are not our routine/preferred method(s), we will substitute our routine/preferred methods. If this is not acceptable, check here to have us contact you.

Chain of Custody	Print Name / Signature	Date	Time	Print Name / Signature	Date	Time
Relinquished By:	<u>Robert Read</u>	<u>4/26/2024</u>	<u>1645</u>	Received By: <u>Megan M. McGrath</u>	<u>4/29/24</u>	<u>12:02</u>
Relinquished By:				Received By:		

Samples received after 3pm will be considered as next day's business.

Online COC No.: 295382
Prep No.: PSY736957
Account No.: 12293
Finalized: 04/23/2024 12:38:19

All services are rendered in accordance with the applicable SGS General Conditions of Service accessible via: <http://www.sgs.com/en/Terms-and-Conditions.aspx>



CHAIN OF CUSTODY

Comments:							
Sample ID (Maximum of 20 Characters)	Date Sampled	Collection Medium	Sample Volume Sample Time Sample Area	Liters Minutes in ² , cm ² , ft ²	Analysis Requested	Method Reference	Internal Notes
PL6065MA04	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV 112
PL6065MA05	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV 120
PL6065MA06	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV 217
PL6065MA07	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV 216
PL6065MA08	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV Principal
PL6065MA09	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV Front Entrance
PL6065MA10	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	MV Gym Entrance
PL6065MA11	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV 121
PL6065MA12	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV 067eria
PL6065MA13	4/25/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV 001

If the method(s) indicated on the COC are not our routine/preferred method(s), we will substitute our routine/preferred methods. If this is not acceptable, check here to have us contact you.

Chain of Custody	Print Name / Signature		Date	Time	Print Name / Signature	Date	Time
Relinquished By:	Robert Reed	GA 6U	4/26/2024	1645	Megan M. McGrath	4/29/24	12:02
Relinquished By:							

Samples received after 3pm will be considered as next day's business.

Online COC No. :295382
 Prep No. :PSY736957
 Account No. :12293
 Finalized :04/23/2024 12:38:19

All services are rendered in accordance with the applicable SGS General Conditions of Service accessible via: <http://www.sgs.com/en/Terms-and-Conditions.aspx>



CHAIN OF CUSTODY

Comments:							
Sample ID (Maximum of 20 Characters)	Date Sampled	Collection Medium	Sample Volume Sample Time Sample Area	Liters Minutes in ² , cm ² , ft ²	Analysis Requested	Method Reference	Internal Notes
PL6065MA14	4/26/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV 101
PL6065MA15	4/26/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV 125
PL6065MA16	4/26/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV 217
PL6065MA17	4/26/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV 214
PL6065MA18	4/26/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV 203
PL6065MA19	4/26/2024	Air-O-Cell	75	L	Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	LV Entrance
		Air-O-Cell			Standard Mold Screen	In-house: IB-AIROCELL; Microscopy	(RBR)

If the method(s) indicated on the COC are not our routine/preferred method(s), we will substitute our routine/preferred methods. If this is not acceptable, check here to have us contact you.

Chain of Custody	Print Name / Signature		Date	Time		Print Name / Signature		Date	Time
Relinquished By:	Robert Reed	[Signature]	4/26/2024	1645	Received By:	Megan M. McGrath	[Signature]	4/29/24	12:02
Relinquished By:					Received By:				

Samples received after 3pm will be considered as next day's business.

Online COC No. :295382
 Prep No. :PSY736957
 Account No. :12293
 Finalized :04/23/2024 12:38:19

All services are rendered in accordance with the applicable SGS General Conditions of Service accessible via: <http://www.sgs.com/en/Terms-and-Conditions.aspx>

APPENDIX B

SUMMARY OF COLLECTED INDOOR AIR QUALITY DATA

Table B-1
Summary of Air Monitoring Data (CO, CO₂, Temperature, Relative Humidity, VOC)

Location/Room	CO (ppm)	CO ₂ (ppm)	Temperature (°F)	Relative Humidity (%)	VOC (ppb)
Mountain View Campus					
Old Library	0.0	760	66.1	38.1	0
Kitchen/Cafeteria	0.0	553	70.1	29.1	0
Crawlspace	0.0	539	71.5	25.9	0
Gym/Locker/Weight	0.0	557	71.0	23.4	0
112	0.0	665	71.2	22.2	0
120	0.0	942	69.8	20.5	0
217	0.0	1,645	71.2	31.4	0
218	0.0	995	71.2	27.3	0
210	0.0	775	69.5	27.5	0
Second Floor Hall	0.0	1,019	70.0	28.3	0
226	0.0	1,378	71.4	29.4	0
116	0.0	955	70.5	25.5	0
Principal	0.0	987	70.0	22.6	0
507	0.0	629	72.1	23.3	0
Front Entrance	1.4	424	50.1	16.4	0
Gym Entrance	0.0	440	46.9	21.5	0
Lake View Campus					
Library 121	0.0	681	65.2	26.9	0
Boiler	0.0	592	73.0	19.5	0
Shop 003	0.0	495	74.0	19.1	0
Music 017	0.0	857	74.3	21.2	0
025	0.0	750	74.9	16.9	0
Cafeteria	0.0	551	71.7	19.1	0
004	0.0	766	73.0	20.6	0
New Gym	0.0	485	68.2	20.8	0
001 OT/PT	0.0	564	67.0	22.3	0
007	0.0	1,322	68.3	27.6	0
009	0.0	1,202	69.6	26.7	0
100	0.0	675	70.7	24.3	0
102	0.0	860	71.8	25.4	0
101	0.0	789	74.1	24.6	0
103	0.0	696	74.3	22.2	0
Gym 105	0.0	620	73.6	20.2	0
113	0.0	670	74.7	20.7	0
104	0.0	738	75.3	18.7	0
115	0.0	1,190	75.8	23.0	0
117	0.0	650	76.8	17.6	0
118	0.0	548	77.0	15.0	0
123	0.0	640	76.8	16.9	0
125	0.0	790	74.1	25.7	0

Location/Room	CO (ppm)	CO ₂ (ppm)	Temperature (°F)	Relative Humidity (%)	VOC (ppb)
Lake View Campus					
217	0.0	620	74.7	19.8	0
220	0.0	642	75.5	18.1	0
216	0.0	755	76.4	16.3	0
215	0.0	560	76.1	14.4	0
216b	0.0	607	75.5	16.6	0
215b	0.0	621	75.8	15.8	0
214	0.0	576	75.6	14.3	0
209	0.0	1,257	76.0	22.4	0
210	0.0	705	74.3	13.9	0
204	0.0	621	73.9	17.5	0
203	0.0	1,005	73.7	25.2	0
201	0.0	642	73.5	18.4	0
200	0.0	554	73.4	14.0	0
Exterior	0.0	445	66.4	10.8	0

Table B-2
Summary of Air Monitoring Date – Particle Counts

Location/Room	Particle Size					
	0.3 um	0.5 um	1.0 um	2.0 um	5.0 um	10.0 um
Particle Count Range (Count/L)						
Mountain View Campus						
Old Library	9,514	2,012	1,012	723	235	52
Kitchen/Cafeteria	18,858	6,252	2,017	800	49	9
Crawlspace	12,865	4,527	2,773	2,183	900	235
Gym/Locker/Weight	11,206	1,692	408	191	44	13
112	11,408	1,961	681	430	150	48
120	10,702	1,943	599	306	80	24
217	23,538	4,743	1,278	754	189	48
218	29,783	5,814	1,212	713	177	35
210	28,652	4,370	604	263	48	12
Second Floor Hall	31,170	5,611	1,066	581	144	38
226	10,542	2,129	807	455	92	21
116	10,925	2,775	1,272	813	223	45
Principal	9,894	1,605	444	240	60	17
507	4,733	870	259	143	34	10
Front Entrance	10,950	1,598	294	81	10	3
Gym Entrance	10,565	1,403	254	65	6	2
Lake View Campus						
Library 121	13,665	3,516	1,668	1,077	296	69
Boiler	12,371	2,291	703	361	86	25
Shop 003	10,770	1,579	327	115	12	2
Music 017	12,694	3,271	1,519	959	287	88
025	12,267	2,258	623	252	31	8
Cafeteria	19,783	7,632	3,536	1,424	73	12
004	16,798	5,675	2,571	1,030	62	15
New Gym	11,016	1,413	257	92	15	4
001 OT/PT	11,061	1,472	277	113	19	4
007	9,749	1,885	715	433	115	32
009	9,658	1,723	619	369	115	30
100	12,371	1,883	552	287	77	20
102	12,445	3,518	1,899	1,291	475	145
101	12,208	2,998	1,265	594	93	24
103	14,568	2,537	890	355	30	7
Gym 105	11,760	2,419	909	412	49	11
113	11,372	2,434	976	473	85	24
104	10,228	1,659	551	298	87	35
115	8,898	2,091	960	590	152	34
117	10,480	1,970	727	348	66	20
118	9,860	1,567	478	222	41	8
123	10,424	1,993	733	355	51	14
125	11,700	2,015	651	336	84	22
217	11,614	2,268	857	391	47	9
220	10,317	2,163	914	467	86	25

Location/Room	Particle Size					
	0.3 um	0.5 um	1.0 um	2.0 um	5.0 um	10.0 um
Particle Count Range (Count/L)						
Lake View Campus						
216	10,033	2,197	926	463	73	20
215	9,840	1,779	608	264	25	7
216b	11,700	2,956	1,275	568	44	12
215b	12,661	3,679	1,671	706	34	10
214	10,471	2,615	1,173	521	51	18
209	10,622	3,642	2,012	1,107	223	47
210	11,274	2,9927	1,373	636	81	23
204	22,273	10,915	5,7890	2,373	64	15
203	19,412	6,314	3,047	1,409	150	37
201	15,119	5,775	2,921	1,239	52	13
200	17,424	7,305	3,879	1,602	32	7
Exterior	9,472	1,073	264	96	12	4

APPENDIX C

SUMMARY OF LABORATORY ANALYSIS RESULTS

**Table C-1
 Summary of Mold Spore Count Analysis Results
 Mountain View Campus
 7530 Court Street – Elizabethtown, New York
 Air Samples Collected on April 25, 2024**

Spore Count Concentration (count/m ³)										
Sample Type	Interior Area of Concern								Exterior Background	
Sample ID	MA01	MA02	MA03	MA04	MA05	MA06	MA07	MA08	MA09	MA10
Sample Location	Old Library	Crawlspace	Gym	Room No. 112	Room No. 120	Room No. 217	Room No. 210	Principal Office	Front Entrance	Gym Entrance
Mycelial Fragments	40	610	93	120	53	120	150	67	67	27
Pollen	<13	<13	27	<13	13	13	13	<13	13	53
Total Fungal Spores	170	1,000	250	530	560	750	510	270	360	280
Alternaria	<13	<13	<13	<13	<13	<13	<13	13	<13	<13
Ascospores	<13	27	13	13	<13	13	27	<13	27	13
Aspergillus/ Penicillium-like	27	230	53	27	93	160	13	27	27	13
Basidiospores	67	120	110	170	250	240	170	93	190	200
Bipolaris/ Drechslera	<13	<13	<13	<13	<13	<13	<13	<13	<13	<13
Chaetomium	<13	270	<13	<13	<13	<13	<13	<13	<13	<13
Cladosporium	27	93	53	160	67	120	250	80	27	13
Curvularia	<13	<13	<13	13	<13	13	<13	<13	<13	<13
Rusts/Smuts	<13	80	<13	80	27	53	27	13	53	27
Stachybotrys	<13	<13	<13	<13	<13	<13	<13	<13	<13	<13
Other/Unidentified	53	190	27	67	120	150	13	40	40	13

Notes:
 Bold concentration for any of the interior area of concern air samples indicates a detectable presence of a parameter greater than the highest of the corresponding concentrations reported for the background air samples.

Table C-2
Summary of Mold Spore Count Analysis Results
Lake View Campus
25 Sisco Street – Westport, New York
Air Samples Collected on April 26, 2024

Spore Count Concentration (count/m ³)									
Sample Type	Interior Area of Concern								Exterior Background
Sample ID	MA11	MA12	MA13	MA14	MA15	MA16	MA17	MA18	MA19
Sample Location	Room No. 121	Cafeteria	Room No. 001	Room No. 101	Room No. 125	Room No. 217	Room No. 214	Room No. 203	Front Entrance
Mycelial Fragments	110	27	93	93	27	40	170	190	27
Pollen	13	<13	13	13	13	<13	40	27	<13
Total Fungal Spores	360	370	310	470	170	250	390	610	280
Alternaria	<13	<13	<13	<13	<13	<13	<13	<13	<13
Ascospores	13	<13	27	40	13	13	<13	13	40
Aspergillus/ Penicillium-like	13	67	13	80	53	40	13	80	40
Basidiospores	240	210	240	190	93	150	210	230	160
Bipolaris/ Drechslera	<13	<13	<13	<13	<13	<13	<13	<13	<13
Chaetomium	<13	<13	<13	<13	<13	<13	<13	<13	<13
Cladosporium	40	27	13	110	13	40	130	80	13
Curvularia	<13	<13	<13	<13	<13	<13	<13	<13	<13
Rusts/Smuts	<13	13	<13	13	<13	<13	13	53	13
Stachybotrys	<13	<13	<13	<13	<13	<13	<13	<13	<13
Other/Unidentified	53	53	13	40	<13	13	13	160	13

Notes:
 Bold concentration for any of the interior area of concern air samples indicates a detectable presence of a parameter greater than the corresponding concentration reported for the background air sample.



Engagement & Development Services

900 Watervliet-Shaker Road
Albany, NY 12205
518-464-3960

Project Estimate

May 07, 2024

Client: Boquet Valley Central School District

Contact: Josh Meyer

Project: Facilities Committee Planning and Related Communications

Job #: 66410

Scope of Work:

Facilitation of up to six (6) district facilities committee planning meetings and related communications support. This includes support for the preparation of meeting materials, all internal and external communications, and the creation of a facilities project strategic communications plan. Estimate includes time for research and meeting preparation, as well as travel time and related costs.

Cost Estimate: \$30,488 - \$36,830

By signing below, you authorize Capital Region BOCES Engagement & Development Services to begin this work and you agree to pay for costs incurred. Costs indicated are estimates only; final costs will be based on actual time spent. This estimate is subject to review after 30 days.

AUTHORIZED SIGNATURE

TODAY'S DATE

If you wish to proceed with this project, please return this signed estimate to Capital Region BOCES Engagement & Development Services at aracelly.ocaining@neric.org.

Albany-Schoharie-Schenectady-Saratoga Counties Board of Cooperative Education Services
CROSS CONTRACT FOR BOCES SERVICES
2024/2025 school year

Part I To be completed by district requesting cross contract

Please note certain services require participation in the base service to be eligible for BOCES aid.

School District requesting service: Boquet Valley Central School District

Address: 25 Sisco St

Westport, NY 12993

Name of Service Requested: Facilities Committee Planning and Related Communications

Estimated Cost: \$36,830.00 + 6.25% admin \$2,301.88 \$39,131.88

BOCES Providing the Service: Albany-Schoharie-Schenectady-Saratoga Counties

Date

School Superintendent Signature

Forward to local BOCES District Superintendent

Part II To be completed by local BOCES District Superintendent

It is requested that cross-contract arrangements be made with Capital Region BOCES
to provide the service listed above.

Date

Local BOCES District Superintendent Signature

Local BOCES name and Address: Clinton-Essex-Warren-Washington BOCES
1585 Military Turnpike, Plattsburgh, NY 12901

Forward to District Superintendent of BOCES providing service

Part III To be completed by BOCES District Superintendent providing the service

Service Title: Facilities Committee Planning and Related Communications COSER # 611

Estimated Charge: \$39,131.88

Activity Code 7511

In accordance with Board of Education policy, a 6.25% administrative assessment will be charged for all services furnished to other BOCES and their component districts.

Date

Providing BOCES District Superintendent Signature

After all parts are completed and signed distribute to:
Providing BOCES Administrator, Requesting BOCES Superintendent,
Requesting School Superintendent

To: Boquet Valley School Board of Education

June 13, 2024

Hello, My name is Paige Cotter Saltamach, I reside at [REDACTED] I have two children at Lakeview. My son, has a 504-plan due to his hearing loss, and he will have that through graduation. My daughter, has an IEP due to a learning disability. My son's original IEP was developed at his first school in Pennsylvania and turned into a 504 plan this year. My daughter's IEP, we developed during her second-grade year (2022-2023), and it was truly a fight and struggle to get her the necessary testing and evaluations. Can you believe this happened when my second grader could not read much more than a few CVC words and her own name? In those moments, I found true advocates in our district amongst the staff, and learned of detriments in the administration, past and present. In addition, her emotional well-being was being greatly affected by her lack of understanding academically. After all, it was determined that she was in dire need of intensive services and a special education classroom for ELA.

Now, this school year (2023-2024), she has been in a Special Ed classroom every day, a little over an hour, for ELA instruction. Her confidence to read out loud at home and answer reading questions in front of peers has blossomed. Halfway through this year, there was need to add another student to the classroom with her, as she had been solo with the teacher prior. The two students have been great advocates for each other. They understand the different struggles they both have, and regularly motivate each other to fulfill their individual goals and tasks. It has been a blessing for BOTH students to feel the camaraderie, and understand they are not alone.

It has come to my attention that a new academic curriculum will be rolled out in the 2024-2025. I am excited to see how the change affects the student's education and understanding. I truly hope that we excel as a student body, and as a district. This rollout will be detrimental to my daughter, and the many children in the district like her. The ones who need small groups to find understanding and feel out new paths of learning. My daughter will turn inward and shut down if the school tries to put her in an integrated co-teaching classroom for ELA under a regular education program. She will lose what she has gained this year, and it will hurt her emotionally and mentally as well. I say this because this is what will happen, this is exactly why I fought to form an IEP for her. She NEEDS individualized education. IT IS IN HER PLAN, which goes through June 2025. The district DOES NOT have authority to change or alter her plan without my written consent AND signature. I HAVE NOT AUTHORIZED THIS CHANGE FOR HER, AND I WILL NOT. If I need to contact my lawyer to ensure my daughter's education, I understand my right to do so. I understand my daughter's rights, and the need to follow NYS law.

Going forward, I have a formal CSE meeting on Tuesday, June 18. I understand the chain of command I need to follow, and I understand certain steps the school district is supposed to take as well. The current Special Education Plan on the district's website is from 2021, and no committee is listed in subsequent years. I hope the Board considers administrative contract renewals ALWAYS with an annual review.

I would also like what I said today to be formally entered into this month's Board of Education Meeting Minutes to stand as a document of Public Record. I can submit it in writing at this time. Thank you.



BOQUET VALLEY

CENTRAL SCHOOL DISTRICT

Regular BOE Meeting

June 13th
2023-24



Superintendent Report

- Grants Update
- Facilities Committee
- Roof
- Reserve Plan Reviews
- 2023-24 District Goals
- 2024-25 District Goals
- Reorganization Meeting Discussion



Grants Update



- Section 611 & 619 Grants are used to offset the costs of the education of students with disabilities:

2024-2025 Awards:

- 611 Funds (used for ages 3-21)
611: \$134,412
- 619 Funds (used for ages 3-5)
619: \$8,379
- UPK amendment submitted to modify expenditures and adjusted amounts based on enrollment.



Grants Update (ESD)



1.) Engage 200 students in 15 hours of ESD activities in grades 3-12 to make successful transitions in school and to careers or higher education. Implemented through partnerships with ACAP, CCE, CFES and BRIEF.

2.) Year 5 budget submitted 2024-2025, grant ends 2026



ESD '23- '24 Highlights

- 6th Grade Boston Trip in Collaboration with The Social Center.





Facilities Committee 2.0

- Committee Members

- Dave Whitford
- Tom Bisselle
- Sheera Broderick
- Jim Jackson
- Sam Sherman
- Micah Stewart
- Kathryn Cramer
- Schelling McKinley
- Josh Kingzack
- 1 MVC Teacher
- 1 LVC Teacher
- 1 Student
- 2 BOE members

- Consultant

- Capital Region BOCES Engagement and Development Services

Roof Update

- Process continues to move forward
- Expecting completion during summer of 2024



Facilities Update

- DoL-Asbestos tile removal
- ATL Testing



This presentation and full report will
be posted on the BVCS website

Bouquet Valley CSD Air Quality Review

Review & Summary of the Air Quality
Sampling and Analysis of the Mountain View
and Lake View Campuses of BVCS

-Summary conducted by Tom Smith, CVES HSRM

Air Sampling

- Air sampling was conducted at the Mountain View and Lake View campuses in April 2024 by Atlantic Testing Laboratories (ATL).
- Samples were collected within approximate breathing zone (4-6 feet above floor level).
- Buildings were occupied at the time of sample collection.
- 19 Samples were collected at a duration of 5 minutes each.
- Samples collected tested for:
 - Indoor Air Quality (IAQ)
 - Mold
- Instruments Used:
 - TSI Q-Trak 7575 - IAQ monitor
 - Fluke 985 Particle Counter - airborne particles
 - RAE 3000+ Portable Photoionization Detector (PID) - Volatile Organic Compounds (VOC's)

Direct Quotes from ATL (on 5/29)

“I am barely concerned at all”

“No remediation is needed”

“There are no pressing needs at this time”

“Overall, mold is not an issue on either campus”

“HVAC upgrade should solve all of these problems”

“HVAC upgrade is not emergent and can wait until another capital project is planned”

Indoor Air Quality (IAQ Testing)

IAQ refers to the air quality within and around buildings and structures, especially as it relates to the health and comfort of building occupants. Understanding and controlling common pollutants can help reduce the risk of indoor health concerns. - U.S. EPA.

Good IAQ is typically characterized by comfortable temperature and humidity, adequate supply of fresh outdoor air, and control of pollutants from inside and outside of the building.

The air samples taken tested the following:

- Temperature
- Relative humidity
- Carbon Dioxide
- Carbon Monoxide
- Airborne Particles
 - 0.3 micrometers (um) to 10 um
- Volatile Organic Compounds (VOC)

IAQ Findings: Relative Humidity

BVCS:

- **Avg. Relative Humidity: 14%-38%**
 - Outdoor Relative Humidity: 10%-22%

Suggested Standard:

- **Recommended Relative Humidity: 40%-60%**

*sample level may not be indicative of normal building conditions.

Take away:

Lower indoor relative humidity is beneficial as it relates to mold since moisture is required for mold growth. A moderate relative humidity level is more beneficial as it relates to airborne-transmitted illnesses. Higher relative humidity levels do not necessarily equate to a negative impact on indoor air quality.

IAQ Findings: Carbon Monoxide

BVCS:

- 1.4ppm @ front entrance - Mtn. View campus
- No other Carbon Monoxide detected at either location.

Suggested Standard:

- OSHA recognized Permissible Exposure Limit (PEL): 50ppm

Take away:

Carbon Monoxide is not currently a concern at either location.

IAQ Findings: Carbon Dioxide

BVCS:

- CO2 samples ranged from 400 ppm - 1700 ppm.
- Mtn. View Campus - 7/16 samples above 800 ppm and 3/16 above 1,000 ppm.
- Lake View Campus - 7/37 samples above 800 ppm and 5/37 above 1,000 ppm.

Suggested Standard:

- NIOSH indicates levels greater than 800 ppm may represent ventilation system inadequacy.
- ASHRAE recommends adjusting building ventilation system once CO2 levels exceed 1000 ppm.

Take away:

Based on the NIOSH and ASHRAE standards, the current ventilation system should be assessed for adequacy of air exchange.

IAQ Findings: VOCs

BVCS:

- No detectable levels of VOCs were encountered during sampling.

Suggested Standard:

- Not applicable at this time.

Take away:

As no VOC's were detected during sampling, Indoor VOCs are not currently a concern with regard to indoor air quality.

IAQ Findings: Particle Counts

BVCS:

- Indoor particle count measurements were significantly higher than outdoor tested locations at each micrometer tested (0.3, 0.5, 1.0, 2.0, 5.0, 10.0 μm). Only a few locations at each micrometer tested under the outdoor value.

Suggested Standard:

- **Typical indoor particle counts should range 30-80% that of the outdoor counts.**

Take away:

- Further assessment of the ventilation system may be necessary to verify adequacy of air exchange and filtration.
- Areas with visible dust may require more frequent cleaning to reduce airborne particulate matter.

Mold

- Molds can be found almost anywhere. This includes indoors and outdoors.
- It is impossible to eliminate all molds and mold spores
- Molds are simple, microscopic organisms that can grow on any organic surface.
- Mold needs 3 criteria to grow
 - Organic substance
 - Oxygen
 - Moisture
- Warmer temperatures can also contribute to mold growth.
- There are 13 classifications of mold for air sampling that include Alternaria, Aspergillus/Penicillium-like, Mycelial Fragments, Pollen, Rusts/Smuts, and more.
- Controlling building moisture can reduce potential mold growth.

Mold Findings:

Take Away:

- **Information from air sampling and analysis is not indicative of an adverse impact to indoor air quality as it relates to mold spores.**
- **Exceedances for indoor air samples further supports the recommendation for assessment of the ventilation system for both campuses.**
- **Frequent/more frequent cleaning of areas that may be dusty would promote reduction of higher particle counts, including mold spores.**

Recommended Next Steps

The following are recommendations for next steps to attempt to alleviate IAQ concerns:

- Increase frequency of cleaning schedule in locations where increased dust and airborne particulate has been identified.
- Consult with HVAC Filter company to ensure correct filters are being utilized to get maximum air filtration while also achieving maximum air turn over.
- Consult with HVAC technician to assess HVAC system and recommend upgrades if necessary.
- Continue to work with CVES HSRM to assess air quality and determine if concerns are diminishing.
- Re-test air quality in conjunction with accredited lab (ATL) if concerns continue after remediation attempts have been made
- Confer with IAQ specialists at NYSDOH if necessary.

Direct Quotes from ATL (on 5/29)

“I am barely concerned at all”

“No remediation is needed”

“There are no pressing needs at this time”

“Overall, mold is not an issue on either campus”

“HVAC upgrade should solve all of these problems”

“HVAC upgrade is not emergent and can wait until another capital project is planned”

Progress Towards District Goals 2023-24

- **Goal 1: Uphold and Improve Previous Initiatives**
 - On track for completion
- **Goal 2: Increase Student Academic Achievement**
 - On track for completion
 - Plan to continue this work in 2024-25
- **Goal 3: Recruitment Initiatives**
 - Have expanded our outreach efforts
 - Hiring season has been productive so far
- **Goal 4: Long-term Future of Facilities**
 - Will not complete by June 30th
 - We have a plan for continued discussion



Progress Towards District Goals 2023-24

- Goal 1: Uphold and Improve Previous Initiatives
- Goal 2: Increase Student Academic Achievement
- Goal 3: Long-term Future of Facilities
- Goal 4: Seek District-wide Feedback



Reorganization Meeting Discussion

- July 1
- July 2
- July 3
- July 8
- July 11-AM only
- July 15



Board Retreat Date Discussion

- Typically 3-4 hours
- After Reorg Meeting
- School Attorney or NYSSBA
- July 15, 18, 23, 24, 29, 30



Thank you

- Sharlene Petro-Durgan
- Micah Stewart
- Evan George



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

OFFICIAL MINUTES

DATE: May 21, 2024

TIME: 12:00 PM – 8:00 PM

PLACE: BVCS D Mountain 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 2024-2025 school year as approved by the Board of Education, (2) to elect two (2) members to the Board of Education for three (3) year terms commencing July 1, 2024 and expiring on June 30, 2027 and one (1) member to the Board of Education to fill an unexpired term commencing May 22, 2024 and expiring on June 30, 2025, (3) to establish a capital reserve fund pursuant to Section 3651 of the Education Law of the State of New York (the “Fund”); that the Fund shall be known as the “2024 Capital Project Reserve Fund” of the District; that the Fund shall be established for the purpose of financing, in whole or in part, the District’s activities in acquiring, constructing, reconstructing, adding to, renovating, altering and improving District buildings, facilities, grounds and real property, including the acquisition of original furnishings, equipment, machinery and apparatus required in connection therewith; that the ultimate amount of such Fund shall not be greater than \$10,000,000 plus interest earned thereon; that the probable term of such Fund shall be not longer than fifteen (15) years but such Fund shall continue in existence for its stated purpose until liquidated in accordance with the Education Law; and that the permissible sources from which the Board is authorized to appropriate monies to such Fund from time to time shall be (a) the transfer of the entire remaining balance of \$882,708.10 plus accrued interest from the District’s current Westport Central School District Capital Improvement Reserve Fund established pursuant to Education Law Section 3651 and approved by voters proposition on February 7, 2017; (b) the transfer of the entire remaining balance of \$4,142,205.14 plus accrued interest from the District’s current Elizabethtown-Lewis Central School District Capital Improvement Reserve Fund established pursuant to Education Law Section 3651 and approved by the voters proposition on May 20, 2014; (c) current and future unappropriated fund balances made available by the Board from time to time, (d) State Aid received as reimbursement for expenditures by the District in connection with District capital improvement (whether or not financed in whole or in part from such Fund), (e) the proceeds from the sale of unneeded District real or personal property, (f) future transfers of excess monies from Board of Education designated reserves, and (g) such other sources as the Board or the voters of the District may direct, and (4) to establish a capital reserve fund pursuant to Section 3651 of the Education Law of the State of New York (the “Fund”) to be known as the “2024 Transportation and Maintenance Equipment Reserve Fund,” the purpose of such Fund shall be to finance, in whole or in part, the purchase of vehicles for student transportation and other equipment and the cost of maintaining the same; the ultimate amount of such Fund shall not be greater than \$10,000,000 plus interest thereon; that the probable term of such Fund shall not be longer than ten (10) years, but such Fund shall continue in existence for its stated purpose until liquidated according to Education Law or until its funds are exhausted; and that permissible sources from which the Board is authorized to appropriate monies to such Fund from time to time shall be (a) the transfer of the entire remaining balance of \$582,795.64 plus accrued interest

from the District's current Elizabethtown-Lewis Central School District Transportation and Maintenance Equipment Reserve Fund established pursuant to Education Law Section 3651 and approved by voter proposition on May 20, 2014 (b) current and future unappropriated balances as directed by the Board; (c) amounts from budgetary appropriations from time to time; (d) transfers from other reserve funds as authorized by law; (e) State Aid received as reimbursement for bus purchases and equipment; and (f) such other sources as the Board or the voters of the District may direct

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, Judy French, 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: 667
(This figure includes 2 early mail ballots and 44 absentee ballots.)

Number of yes votes in favor of the adoption of the school budget: 385
Number of no votes opposed to the adoption of the school budget: 278
Number of ballots declared as VOID: 0
Number of ballots left blank: 4

TOTAL: 667

The proposed school budget was declared to have passed.

Total number of ballots cast regarding the election of two school board members for 3 year terms and one school board member to fill an unexpired term: 666
(This figure includes 2 early mail ballots and 43 absentee ballots.)

Number of votes in favor of Micah Stewart: 208
Number of votes in favor of Brianne Drummond: 115
Number of votes in favor of Marietta Brady: 69
Number of votes in favor of Debra Spaulding: 310
Number of votes in favor of Thomas Broderick: 270
Number of votes in favor of Darlene Hooper: 406
Number of votes in favor of Jason Heist: 107
Number of votes in favor of Evan George: 248
Number of votes in favor of Kathryn Cramer: 72
Number of ballots declared as VOID: 1
Number of ballots left blank: 5
Number of votes in favor of Ike Tyler: 1

TOTAL: 666

Darlene Hooper and Debra Spaulding were elected to the Board of Education for three (3) year terms commencing July 1, 2024 and expiring on June 30, 2027 and Thomas Broderick was elected to the Board of Education to fill the unexpired term commencing on May 22, 2024 and expiring on June 30, 2025.

Total number of ballots cast regarding the establishment of a capital reserve fund known as the “2024 Capital Project Reserve Fund”: 666

(This figure includes 2 early mail ballots and 43 absentee ballots.)

Number of yes votes in favor of establishing the “2004 Capital Project Reserve Fund”: 404

Number of no votes opposed to establishing the “2004 Capital Project Reserve Fund”: 256

Number of ballots declared as VOID: 0

Number of ballots left blank: 6

TOTAL: 666

The Board of Education is authorized to establish a capital reserve fund known as the “2024 Capital Project Reserve Fund”.

Total number of ballots cast regarding the establishment of a capital reserve fund known as the “2024 Transportation and Maintenance Equipment Reserve Fund”: 666

(This figure includes 2 early mail ballots and 43 absentee ballots.)

Number of yes votes in favor of establishing the “2024 Transportation and Maintenance Equipment Reserve Fund”: 448

Number of no votes opposed to establishing the “2024 Transportation and Maintenance Equipment Reserve Fund”: 213

Number of ballots declared as VOID: 1

Number of ballots left blank: 4

TOTAL: 666

The Board of Education is authorized to establish a capital reserve fund known as the “2024 Transportation and Maintenance Equipment Reserve Fund”.

The meeting was adjourned at 10:25 PM.

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

Date approved by the BOE: June 13, 2024

Jana Atwell, District Clerk

Boquet Valley CSD
Public Budget Hearing & Regular Meeting
Tuesday, May 7, 2024 @ 6:00 PM
Lake View Campus - Westport, NY

OFFICIAL MINUTES

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

2. Pledge of Allegiance

3. Roll Call

[X]Tom Broderick	[X]Dina Garvey	[X]Evan George	[A]Sarah Kullman
[X]Heather Reynolds	[X]Sue Russell-entered 6:10 PM		[X]Micah Stewart

4. Attendees

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

Visitors: Susan Frisbie	Robyn LePage	Edward Albright
Samantha Meachem	David Reynolds	Sarah Rice
Deborah Pulsifer	Medara Sherman	Emily Abruzzi
Jason Heist	Darlene Hooper	Jim Jackson
Hedy Merrihew	Debra Spaulding	Rebecca Hoskins
Cindy Monty	Amy Welch	Mary Lou Morgan
Shari Morris	George Hainer	

5. Public Budget Hearing on the Proposed 2024-2025 Spending Plan

a. Presentation on the proposed \$15,651,006 spending plan for the 2024-2025 school year. See attached.

b. Question and feedback session.

Charli Lewis: Questioned why the tax levy continues to increase and how the reserves are increased.

Response: Superintendent Meyer stated the proposed budget is staying within the tax cap however, costs continue to increase. Reserves can be increased from excess funds at the end of the year and transferring from other reserves, money to increase a reserve cannot come from the tax levy.

Cindy Monty: Posed questions regarding the two reserve propositions.

Response: The original reserves are from a combination of Board approved reserves from the Elizabethtown-Lewis Central School and the Westport Central School. Additional monies have continued to be added to these reserves since merging including some incentive aid and fund balance.

Edward Albright: Requested an explanation of the higher cost related to consultants.

Response: As a long-term facility solution, a decision was made following the capital project vote to hire a consultant to work with the district and facilities committee.

Gay Olcott: Asked if the money in reserves is earmarked?

Response: There is no project slated for this time. If there is a decision moving forward, the community must vote to use any money from the reserve(s).

Edward Albright: Looking for clarification on the reserve propositions.

Response: The voters are being asked to vote on two reserve propositions, (1) to establish a 2024 Capital Project Reserve Fund by transferring the remaining balance from the existing ELCS Capital Improvement Reserve and the WCS Capital Improvement Reserve, and (2) to establish a 2024 Transportation and Maintenance Equipment Reserve Fund by transferring the remaining balance from the existing ELCS Transportation & Maintenance Equipment Reserve.

Darlene Hooper: Questioned why the District is waiting to use money from the reserves when issues have already risen.

Response: The first capital project vote was scheduled for 2021 but was continued to be pushed back and became unknown as to when the vote would actually take place. Several solutions to repair have been attempted during this period while we were waiting for a long-term solution.

Gay Olcott: Asked what if reserve propositions are not passed?

Response: The money will go back into the fund balance and we will be in violation of the allowable unassigned fund balance. Voter approval will be needed to create a new reserve.

Deb Spaulding: Shared her thoughts regarding failed reserves going back into the general fund. Expressed concern for years worth of issues that have continued to be patched but not fully repaired.

Response: The District was waiting for results to determine the long-term solution. A roof project has been fast tracked as a result of the failed capital project vote.

Sarah Kingzack: Commented on the total cost of roof repair.

Jason Heist: Inquired about the price on the roof project and what it is replacing.

Response: There is a roof replacement resolution on tonight's agenda for an expenditure in the maximum amount of \$750,000. Work being done is based upon the recommendations received from, and tests that were done by, the professionals (roofer, architect, construction manager, etc.).

Micah Stewart: The District puts trust in the professionals while being considerate of our taxpayers.

Edward Albright: Commented on an income versus expense budget.

Paul Fenton: Asked if the asbestos report has been received.

Response: No reports, asbestos or air quality, have been received yet.

Jason Heist: Questioned what happens if the roof project goes over \$750,000.

Response: It would be brought back to the Board for potential approval of any additional cost.

Motion to close public hearing and open regular meeting at 7:04 PM.

Motion: Heather Reynolds Second: Tom Broderick Yes: 6 No: 0 Abstain: 0 Accept

6. Approval of Minutes

- a. Approve the minutes of the April 11, 2024 Regular Meeting, April 18, 2024 Special Meeting and April 23, 2024 Budget Meeting as presented.

Motion: Sue Russell Second: Micah Stewart Yes: 6 No: 0 Abstain: 0 Accept

7. Public Comment (15 minutes)

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 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.

Deb Spaulding: How many students are there in different electives?

Darlene Hooper: Questioned if the reports from Atlantic Testing and the Department of Labor had been received, what are the plans for the safety of staff and students, and will this information be publicized?

Superintendent Meyer stated results have not been received to date but will be shared at the next regular meeting once received. Plans are being developed dependent upon results.

Jim Jackson: Shared his concerns regarding the removal of carpets and tiles, and the potential for asbestos. Asked if quotes have been received for potential abatement?

Darlene Hooper: Asked if removal of these items were being done at the LVC? Superintendent Meyer said he was aware of removal but unsure if there is asbestos involved.

Jim Jackson: Stated inventory of all asbestos is available in a manual.

Edward Albright: Advised the Board they must go out of its way to keep all informed, the Board needs to do what is right for the community.

8. Executive Session

Specifically, the Board anticipates entering into Executive Session (#6) to discuss the medical, financial, credit or employment history of a particular person or persons.

In: 7:14 PM Motion: Sue Russell Second: Evan George Yes: 6 No: 0 Abstain: 0
Accept

Out: 7:41 PM Motion: Tom Broderick Second: Sue Russell Yes: 6 No: 0 Abstain: 0
Accept

No action taken.

9. Financials

a. Approve the following financial reports:

- i. Warrant 10A dated 4/5/24
- ii. Warrant 10B dated 4/12/24
- iii. Warrant 10C dated 4/19/24
- iv. Warrant 10D dated 4/26/24
- v. Budgetary Transfer Report 4/1/24 to 4/30/24
- vi. Claims Audit Report April 2024

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

10. CSE Recommendations

- a. Accept and approve the following CSE recommendations school year 2023-2024 for student #8794, 1226, 12391, 12549, 12604, 12674, 12667 and 12637.
- b. Accept and approve the following CSE recommendations school year 2024-2025 for student #2716, 8794, 8798, 1226, 12599, 12391, 12550, 2820, 12584, 1224, 12390, 2927, 12663, 12604, 1301, 12548, 12507, 12481, 1299 and 1214.

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

11. Action Items - Consent Agenda

- a. Authorize the opening of the May 2023 Annual Budget Vote & Election ballot box for the destruction of the ballots contained therein.
- b. Accept and approve the bids received through Auctions International for the sale of the following items:
 - i. 2016 Dodge Grand Caravan \$3,900
 - ii. 2010 International bus \$2,025

Motion: Heather Reynolds Second: Evan George Yes: 6 No: 0 Abstain: 0 Accept

12. Personnel - Consent Agenda

- a. Approve the appointment of Karen Reynolds as a tutor for the 2023-2024 school year at an hourly rate of \$52.00 effective April 19, 2024.

- b. Approve the following substitute appointments effective May 8, 2024 at the rate per the current Board approved substitute salary pay chart pending receipt of fingerprint clearance:
 - i. Sydney Bisselle (non-certified) teacher, teacher assistant and teacher aide
 - ii. Elizabeth Hickey (non-certified) teacher, teacher assistant and teacher aide
- c. Approve the request as submitted by Kelsey Marvin for an extension of her maternity leave through June 26, 2024.
- d. Approve the long-term substitute daily pay rate increase per the Board approved substitute salary pay chart for Kendra Goff long-term (non-certified) substitute for Kelsey Marvin from a daily rate of \$125 to a daily rate of \$150.00 effective May 16, 2024 (days 51-100).
- e. Accept and approve the letters of resignation as submitted by:
 - i. Suzette Montville from her position as Pre-K teacher effective June 30, 2024,
 - ii. Jenifer O’Neill from her position as Technology teacher effective June 30, 2024, and
 - iii. Heather Olson from the extracurricular positions of Music Ensemble (jazz band) advisor and Talent Show co-advisor for the 2023-2024 school year.
- f. Approve the appointment of the following extra-curricular positions for the 2023-2024 school year at the stipend per the current BVFT contract:
 - i. Amy Welch - Talent Show Co-Advisor

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

- ii. Terry Egglefield - Volunteer Assistant Varsity Softball (no stipend)
- iii. Bob Rice - Volunteer Assistant Varsity Baseball (no stipend)
- iv. Larry Cooney - Volunteer Assistant Varsity Baseball (no stipend)
- v. Amanda Pulsifer - Volunteer Assistant Modified Softball (no stipend)
- vi. Terry Pulsifer - Volunteer Assistant Modified Softball (no stipend)

Motion: Tom Broderick Second: Micah Stewart Yes: 6 No: 0 Abstain: 0 Table

13. Policy - None at this time

14. Superintendent’s Update

- a. Superintendent’s Report
 - i. Roof Replacement Resolution

WHEREAS, the Boquet Valley Central School District (“District”) is a merged District comprised of the former Elizabethtown-Lewis Central School District and Westport Central School District; and,

WHEREAS, such merger occurred in 2019 and the two school facilities from the prior school districts have been and continue to be maintained and utilized by District; and,

WHEREAS, one such facility, the District’s Westport Lake View Campus building, is in deteriorating condition; and,

WHEREAS, the Westport Lake View Campus building experienced unexpected further deterioration over the winter months of the 2023-2024 school year including to the roof of such building; and,

WHEREAS, the deterioration of the Westport Lake View Campus building roof needs immediate replacement; and,

WHEREAS, it has been determined that replacement to the Westport Lake View Campus building roof (“Project”) is essential to ensure it is safe and functional for students and staff; and,

WHEREAS, the Board is empowered to determine that the expense of the Project is an ordinary contingent expense within the meaning of New York State Education Law §2023 and 8 NYCRR Part 170.2 of the Commissioner’s Regulations; and,

WHEREAS, the Project is deemed a public emergency arising out of an unforeseen occurrence or condition affecting public buildings as set forth in General Municipal Law §103(4) and if unattended to will present a safety and health hazard to those who utilize the Westport Lake View Campus building:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby:

- 1) Resolves, determines, and declares the roof replacement project at the Westport Lake View Campus facility is an emergency under GML §103(4) and in need of replacement to ensure the safety and health of school occupants.
- 2) Resolves that the cost of the Project at the Westport Lake View Campus facility, including incidental costs and expenses, constitutes an ordinary contingent expense within the meaning of Education Law §2023 and 8 NYCRR Part 170.2 of the Commissioner’s Regulations of the Commissioner of Education and hereby authorizes the expenditure of those funds necessary for such purposes, in the maximum amount of \$750,000 to expedite work on the Project; and,
- 3) Authorizes the Superintendent of Schools to take all action(s) necessary to implement this resolution including making transfers between and within functional unit appropriations in the general fund in order to pay the cost of this ordinary contingent expense.

Motion: Heather Reynolds Second: Evan George Yes: 6 No: 0 Abstain: 0 Accept

ii. 2024 CAPITAL PROJECT SEORA RESOLUTION

WHEREAS, the Board of Education of the Boquet Valley Central School District (“Board”) is proposing to undertake a project consisting of the emergency replacement of the existing roof and associated work on the District’s Westport Lake View Campus building at the above site (“the Proposed Action” or “Project”) due to serious damage to the roof threatening its structural integrity and the safety and health of those who use the building; and,

WHEREAS, the State Environmental Quality Review Act (“SEQRA”) and the regulations thereunder require the Board to undertake a review of the potential environmental impacts, if any, associated with the Project before approving same; and,

WHEREAS, the Board wishes to fully comply with its obligations under SEQRA and the regulations thereunder with respect to the Project; and,

WHEREAS, the Board has carefully considered the nature and scope of the Project; and,

WHEREAS, upon review of the foregoing, the Board finds the Project will not have a significant adverse impact on the environment, and makes the following determinations:

1. The Project involves an immediate roof replacement to the areas of the Westport Lake View Campus building consisting of substantive repairs to the affected roof areas and perform any additional steps necessary to correct the roof issues to preserve the property so that the safety of students, staff, and the structure of the building can be insured, all of which is existing space and involves no construction of additions, and any associated work (“the Project”).
2. The Project represents maintenance or repair involving no substantial changes in an existing facility or structure within the meaning of 6 NYCRR 617.5(c)(1); and/or alternatively the replacement, rehabilitation or reconstruction of a structure or facility in kind within the meaning of 6 NYCRR 617.5(c)(2).

3. The Project will in no case have a significant adverse impact based on the environment based on the criteria contained in 6 NYCRR § 617.7(c) and is not otherwise a Type I action as defined by 6 NYCRR § 617.4.

4. The Project is a Type II action within the meaning of 6 NYCRR 617.5 and is therefore not subject to review under SEQRA and the regulations thereunder.

NOW THEREFORE BE IT RESOLVED, that:

1) The Board finds and concludes that the proposed action is a Type II action within the meaning of 6 NYCRR 617.5 and therefore is not subject to review under SEQRA and the regulations thereunder; and,

2) A copy of this Resolution shall be sent to any involved or interested agencies.

Motion: Micah Stewart Second: Tom Broderick Yes: 6 No: 0 Abstain: 0 Accept

15. Public Comment (15 minutes)

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 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.

Darlene Hooper: Concerned not all were able to complete exit survey from capital project vote, will new surveys be sent?

Superintendent Meyer stated, based upon March BOE meeting, that decisions will be left up to the new Facilities Committee.

Deb Spaulding: Expressed her opinion regarding the sale of items and the use of Auctions International.

Cindy Monty: Asked when will the results of the Facilities Committee be announced?

Superintendent Meyer stated this will happen at the June BOE meeting.

Assistant Principal Megan Walls shared exciting things happening at the Lake View Campus (increased attendance, students of the month, Wonka Time).

Board Member Evan George stated that he had recently attended a very well done program sponsored by BRIEF regarding youth mental health and addiction.

16. Executive Session

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons,
- b. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law, and
- c. (#4) Discussions involving proposed, pending or current litigation.

In: 7:52 PM Motion: Sue Russell Second: Tom Broderick Yes: 6 No: 0 Abstain: 0
Accept

Out: 9:44 PM Motion: Evan George Second: Micah Stewart Yes: 6 No: 0 Abstain: 0
Accept

No action taken.

17. Next Meeting

- a. Annual Budget Vote & Election Tuesday, May 21, 2024 12:00 PM - 8:00 PM
Mountain View Campus
- b. Regular Meeting Thursday, June 13, 2024 6:00 PM Lake View Campus

18. Adjournment

Time: 9:45 PM Motion: Dina Garvey Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: June 13, 2024

Jana Atwell, District Clerk

Out: 7:30 PM Motion: Sarah Kullman Second: Evan George Yes: 5 No: 0 Abstain: 0
Accept

No action taken.

7. Next Meeting

- a. Public Budget Hearing & Regular Meeting Tuesday, May 7, 2024 6:00 PM Lake View Campus
- b. Annual Budget Vote & Election Tuesday, May 21, 2024 12:00 PM - 8:00 PM Mountain View Campus

8. Adjournment

Time: 7:31 PM Motion: Tom Broderick Second: Micah Stewart Yes: 5 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: May 7, 2024

Jana Atwell, District Clerk

Boquet Valley CSD
Special Meeting - CVES Board Member & Budget Vote
Thursday, April 18, 2024 @ 6:00 PM
Mountain View Campus - Elizabethtown, NY

OFFICIAL MINUTES

1. Call to Order **At:** 6:20 PM **By:** President Garvey

2. Pledge of Allegiance

3. Roll Call

[X]Tom Broderick	[X]Dina Garvey	[X]Evan George	[A]Sarah Kullman
[A]Heather Reynolds	[X]Sue Russell		[A]Micah Stewart

4. Attendees

Present: Joshua Meyer, Superintendent Jana Atwell, District Clerk	Visitors: None
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5. CVES Board Member Election

- a. Resolved that the Board of Education of the Boquet Valley Central School District cast one vote for Patricia Gero for one of the seats vacant on the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services (Champlain Valley Educational Services) Board.
- b. Resolved that the Board of Education of the Boquet Valley Central School District cast one vote for Richard Harriman Sr. for one of the seats vacant on the Clinton-Essex- Warren-Washington Board of Cooperative Educational Services (Champlain Valley Educational Services) Board.
- c. Resolved that the Board of Education of the Boquet Valley Central School District cast one vote for Donna Wotton for one of the seats vacant on the Clinton- Essex-Warren-Washington Board of Cooperative Educational Services (Champlain Valley Educational Services) Board.

Motion: Sue Russell Second: Tom Broderick Yes: 4 No: 0 Abstain: 0 Accept

6. CVES Administrative Budget Vote

- a. Resolved that the Board of Education of the Boquet Valley Central School District votes to approve the tentative Administrative Budget of the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services for the school year 2024-25.

Motion: Evan George Second: Sue Russell Yes: 4 No: 0 Abstain: 0 Accept

7. Executive Session

Specifically, the Board anticipates entering into Executive Session (#5) collective negotiations pursuant to article 14 of the Civil Service Law.

In: 6:21 PM Motion: Sue Russell Second: Tom Broderick Yes: 4 No: 0 Abstain: 0
Accept

Out: 7:55 PM Motion: Tom Broderick Second: Evan George Yes: 4 No: 0 Abstain: 0
Accept

No action taken.

8. Next Meeting

- a. Budget Meeting April 23, 2024 6:00 PM Mountain View Campus
- b. Public Budget Hearing & Regular Meeting Tuesday, May 7, 2024 6:00 PM Lake View Campus
- c. Annual Budget Vote & Election Tuesday, May 21, 2024 12:00 PM - 8:00 PM Mountain View Campus

9. Adjournment

Time: 7:55 PM Motion: Sue Russell Second: Tom Broderick Yes: 4 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: May 7, 2024

Jana Atwell, District Clerk

Boquet Valley CSD
Regular Meeting
Thursday, April 11, 2024 @ 6:00 PM
Mountain View Campus - Elizabethtown, NY

OFFICIAL MINUTES

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

2. Pledge of Allegiance

3. Roll Call

<input checked="" type="checkbox"/> Tom Broderick	<input checked="" type="checkbox"/> Dina Garvey	<input checked="" type="checkbox"/> Evan George	<input checked="" type="checkbox"/> Sarah Kullman
<input checked="" type="checkbox"/> Heather Reynolds	<input checked="" type="checkbox"/> Sue Russell		<input checked="" type="checkbox"/> Micah Stewart

4. Attendees

Present: Joshua Meyer, Superintendent
Jana Atwell, District Clerk

Visitors: Amy Welch	Samantha Meachem	Mary Lou Morgan
Brie Drummond	Hedy Merrihew	Debra Spaulding
Rebecca Hoskins	Jim Jackson	Theresa White
Marsha Fenimore	Ken Fenimore	Emily Abruzzi
Arin Burdo	Keelin Murphy	Tom Bisselle
Sarah Kingzack	Charli Lewis	Darlene Hooper
Megan Walls		

5. Approval of Minutes

a. Approve the minutes of the March 14, 2024 Regular Meeting and March 27, 2024 Budget Meeting as presented.

Motion: Evan George Second: Micah Stewart Yes: 7 No: 0 Abstain: 0 Accept

6. Facilities Committee Update and Q&A - 30 minutes

a. Superintendent Meyer advised that the Facilities Committee member application is available on the website or by request with a due date of May 1, 2024. A request for proposal for a committee facilitator has also been posted with a due date of May 1, 2024. He shared information regarding the composition and usage of rooms at the Lake View and Mountain View campuses to address the possibility of all students/classes being located solely at the Mountain View Campus.

b. Discussion

Charli Lewis: Discussed current class size in Pre-K, asked about class sizes for Kindergarten next year possibly creating space for other classes.

Response: Superintendent Meyer explained that it would depend upon the enrollment. The Office for Children and Family Services have different regulations for student/teacher and aide ratios.

Darlene Hooper: Questioned class sizes and if attrition is happening. Commented BVCS staff is higher than most in the area.

Response: Superintendent Meyer stated positions are looked at each year, any additional positions have been added through grants at no cost to taxpayers, staff is shrinking based upon a long-term plan.

Response: Sue Russell commented that it's not just attrition but that the District/administration must look at the needs of the students and the directive of the Board.

Response: Superintendent Meyer shared that cost savings have been attributed to Special Education classes being brought back into the building rather than sending students to CVES.

Response: Elementary teacher Amy Welch shared her belief that students benefit from this action rather than sending them out of the building.

Jim Jackson: Asked if the air testing has been scheduled.

Response: Superintendent Meyer stated that the testing has been scheduled for the week of April 22.

Jim Jackson: Shared information received upon pure hearsay regarding the removal of tiles by staff during the break questioning whether this may be a violation and recommended this issue be researched.

Deb Spaulding: Stated she is here for the students and their education. She expressed concerns regarding decreased student population and the amount of staff comparing BVCS to area schools, and the elementary enrichment program which is no longer available.

Response: Superintendent Meyer explained that we were the only district to have an enrichment program, it was one of the first programs to go as a result of attrition.

Response: Principal Dixon-Cross stated her children attend another district but there are not enough teachers which contributes to a lack of programs.

Response: Assistant Principal Megan Walls stated she previously taught at another district and had a class of 33 students which is too many students in one class.

Response: Principal Dixon-Cross expressed her concern regarding cutting teachers, reminding that the merger created the ability for electives (as requested).

Response: Micah Stewart shared his concerns regarding Regents courses versus elective courses which create opportunities for different abilities, and the massive (reading and math) gaps created by online learning.

Response: Tom Broderick stated you must look at certification in order to teach classes (i.e. sciences), small schools already behind as they are unable to obtain teachers able to provide all classes needed therefore compensate with additional teachers (teaching one course outside content area).

Response: Evan George shared his concerns regarding staffing cuts with rising mental health issues and the loss of support that we are currently able to provide.

7. Public Comment (15 minutes)

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 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.

Tom Bisselle: referred to the recent article in the Adirondack Explorer which addressed declining enrollment in comparison to other areas, it is not just BVCS and commented on the unknown of Kindergarten enrollment.

Charli Lewis: asked if consideration had been given to using another (off campus) building for office space.

Response: Superintendent Meyer stated all options are on the table however being off campus could be an issue. The business office is currently on campus which benefits the employees.

Arin Burdo: expressed her appreciation to the District for their process in considering staffing and programs.

Sarah Kingzack: shared her concerns regarding recruitment and advertising for vacant positions.

8. Financials

- a. Approve the following financial reports:
 - i. Warrant 9C dated 3/14/24
 - ii. Warrant 9D dated 3/22/24
 - iii. Warrant 9E dated 3/27/24
 - iv. Budget Transfer Report 3/1/24-3/31/24
 - v. Budget Status Report General Fund 3/31/24
 - vi. Revenue Status Report General Fund 3/31/24
 - vii. Budget Status Report F Special Aid Fund 3/31/24
 - viii. Revenue Status Report F Special Aid Fund 3/31/24
 - ix. Budget Status Report School Lunch Fund 3/31/24
 - x. Revenue Status Report School Lunch Fund 3/31/24
 - xi. Debt Service Bank Account Reconciliation as of 3/31/24
 - xii. Capital Project Bank Account Reconciliation as of 3/31/24
 - xiii. Extraclassroom Bank Account Reconciliation as of 3/31/24
 - xiv. Financial Statement of Extraclassroom Activity fund 3/1/24 - 3/31/24
 - xv. Multi-Fund Bank Reconciliation for March 31, 2024
 - xvi. Treasurer's Report for Multi-Fund Month of March 2024
 - xvii. Cafeteria Profit & Loss Statement September 2023 - March 2024
 - xviii. 2023-24 Cash Flow Report March 2024
 - xix. Fund Balance Projection as of March 2024
 - xx. Boquet Valley CSD Grants 2023-24 as of March 2024

- xxi. Claims Audit Report March 2024
- xxii. Medicare Reimbursement January - March 2024

Motion: Heather Reynolds Second: Sue Russell Yes: 7 No: 0 Abstain: 0 Accept

9. CSE Recommendations

- a. Accept and approve the following CSE recommendations school year 2023-24 for student #12596, 12669, 12670, 1284, 632, 12495, 1098, 2834, 1059, 12455, 2634, 1105, 2736, 1189, 631, 893, 2742, 1105 and 2736.
- b. Accept and approve the following CSE recommendations school year 2024-25 for student #1206, 735, 1098, 2834, 1059, 12455, 2634, 12613, 2791, 2864, 2818, 2884, 2868, 1022, 2938, 1142, 1105, 2736, 2870, 1189, 631 and 2742.

Motion: Micah Stewart Second: Tom Broderick Yes: 7 No: 0 Abstain: 0 Accept

10. Action Items - Consent Agenda

- a. Accept and approve the Casella Service Contracts as follows:
 - i. Lake View Campus total monthly service fees = \$172.62
 - ii. Mountain View Campus total monthly service fees = \$1099.64
- b. Establish and approve the compensation rate of \$15.00 per hour for inspectors serving at the Annual Budget Vote & Election to be held on May 21, 2024.

Motion: Evan George Second: Heather Reynolds Yes: 7 No: 0 Abstain: 0 Accept

11. Personnel - Consent Agenda

- a. Approve the appointment of the following substitutes at the rate per the current Board approved substitute salary pay chart pending receipt of fingerprint clearance:
 - i. Kristy Cave substitute Food Service Helper effective March 2, 2024 (fingerprints on file), and
 - ii. Melissa Jacques substitute (non-certified) teacher, teacher assistant and teacher aide effective April 12, 2024
- b. Approve the appointment of Toni Mowry as a long-term substitute (certified) teacher assistant at a daily rate of \$114.50 effective April 19, 2024 through June 26, 2024 to cover a maternity leave..
- c. Approve the appointment of Jessica Pulsifer to the full-time 10 month civil service position of Cook at an hourly rate of \$16.80 effective March 18, 2024. This appointment includes a 120 day probationary period commencing on March 18, 2024 and anticipated to end on or about January 7, 2025. Fingerprint clearance on file.
- d. Approve the appointment of Tammie Aubin to the permanent full-time 12 month (civil service) position of Cleaner effective March 22, 2024.
- e. Approve the Chairperson and Inspector List as presented for the Annual Budget Vote & Election to be held on May 21, 2024 as presented.
- f. Approve the Teacher Request for Permission to attend a Workshop as submitted by Steve Hudson.

- g. Approve the long-term substitute daily pay rate increase per the Board approved substitute salary pay chart for Jack Rice, long-term (non-certified) substitute for Bradley Schrauf, to a daily rate of \$150.00 effective April 12, 2024 (days 51-100).

Motion: Sarah Kullman Second: Tom Broderick Yes: 7 No: 0 Abstain: 0 Accept

12. Policy

- a. As recommended by Erie I Policy Services, approve the revision of the following policies:
 - i. #1640 Absentee, Military and Early Mail Ballots
 - ii. #6190 Workplace Violence Prevention Policy Statement

Motion: Heather Reynolds Second: Evan George Yes: 7 No: 0 Abstain: 0 Accept

13. Principal's Report - Principal Dixon-Cross Mountain View Campus

Principal Dixon-Cross stated the third quarter ends on April 12, 2024 with the quarterly assembly planned for April 26 celebrating the gold card initiatives - respectful, kind and caring. Currently there are 30 students eligible for a trip having accumulated gold card status for four quarters. We continue to collaborate with other agencies to assist in training programs for both students and faculty. Students in Career & Financial Management have started their job shadowing. Happenings within the building include the annual elective fair, upcoming standardized testing, induction ceremonies for National Junior Honor Society and National Honor Society, and the start of Spring sports.

14. 2024-2025 Budget Discussion - included in Superintendent's Report

- a. Review and discuss the 2024-2025 proposed budget plan.

15. Superintendent's Update

- a. Superintendent's Report - see attached

16. Public Comment (15 minutes)

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 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.

Deb Spaulding: asked the average number of students taking elective classes.

Response: Principal Dixon-Cross advised she would have to check on the numbers.

Jim Jackson: commented on the importance of the results of the capital project vote exit poll and the upcoming budget vote.

Response: Superintendent Meyer shared that he was confident the Facilities Committee would review this information. He also stated the budget is going out at the tax cap. The overall increase to the budget is equivalent to an increase of

1/10 of one percent.

Darlene Hooper: asked for an explanation as to why a new reading program is being purchased when a curriculum has been worked on over the past two years.
Response: Superintendent Meyer explained that the State Education Department is pointing districts in this direction.

Sarah Kingzack: questioned if reasons were provided by potential new hires as to why they do not stay.

Response: Superintendent Meyer said reasons included finding employment closer to their home and the inability to find housing in our area.

Response: Dina Garvey added that the County is aware of this issue, a committee has been formed to address this, and individually towns are also trying to assist.

Deb Spaulding: expressed concerns over means to a better way of communicating information as the internet is not available to all.

Darlene Hooper: remarked that the reason why new hires may not stay or come to this area may be a result of the physical condition of the buildings.

17. Executive Session

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons,
- b. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law, and
- c. (#4) Discussions involving proposed, pending or current litigation.

In: 7:23 PM Motion: Sarah Kullman Second: Evan George Yes: 7 No: 0 Abstain: 0
Accept

Out: 8:17 PM Motion: Micah Stewart Second: Tom Broderick Yes: 7 No: 0 Abstain: 0
Accept

No action taken.

18. Next Meeting

- a. Special Meeting CVES BOE Member & Budget Vote April 18, 2024 6:00 PM Mountain View Campus
- b. Budget Meeting April 23, 2024 6:00 PM Mountain View Campus
- c. Public Budget Hearing & Regular Meeting ~~Tuesday, May 14~~, 2024 6:00 PM Lake View Campus ****DATE CHANGE - Tuesday, May 7, 2024****
- d. Annual Budget Vote & Election Tuesday, May 21, 2024 12:00 PM - 8:00 PM Mountain View Campus

19. Adjournment

Time: 8:17 PM Motion: Evan George Second: Tom Broderick Yes: 7 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: May 7, 2024

Jana Atwell, District Clerk

**Boquet Valley CSD
Budget Meeting
Wednesday, March 27, 2024 @ 6:00 PM
Lake View Campus - Westport, NY**

OFFICIAL MINUTES

1. Call to Order At: 6:00PM By: Dina Garvey

2. Pledge of Allegiance

3. Roll Call

[X]Tom Broderick [X]Dina Garvey [X]Evan George [X]Sarah Kullman
 [A]Heather Reynolds [A]Sue Russell [X]Micah Stewart

4. Attendees

Present:

Joshua Meyer, Superintendent
Sharlene Petro-Durgan, District
Treasurer
Bridget Belzile, Deputy District Clerk

Visitors:

Mary Lou Morgan
Jim Jackson
Samanthe Meachem
Debra Spaulding
Cindy Monty
Hedy Merrihew
Marsha Fenimore
Darlene Hooper

5. 2024-2025 Budget Discussion - See Attached

6. Next Meeting

- a. Regular Meeting Thursday, April 11, 2024 6:00 PM Mountain View Campus
- b. Budget Meeting Tuesday, April 23, 2024 6:00 PM Mountain View Campus

7. Adjournment

Time: 6:20 PM Motion: Tom Broderick 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: April 11, 2024

Bridget Belzile, Deputy District Clerk

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

OFFICIAL MINUTES

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

2. Pledge of Allegiance

3. Roll Call

[X]Tom Broderick [X]Dina Garvey [X]Evan George [X]Sarah Kullman
[X]Heather Reynolds [X]Sue Russell - Entered 6:01 PM [X]Micah Stewart

4. Attendees

Present:

Joshua Meyer, Superintendent
Bridget Belzile, Deputy District Clerk
Sharlene Petro-Durgan, District Treasurer
Lee Kyler, Lake View Principal

Visitors:

Debra Spaulding	Mary Lou Morgan	Emily Abruzzi
Rebecca Hoskins	Vanessa Cross	Marsha Fenimore
Paige Cotter Saltamach	Tom Cross	Hedy Merrihew
Barbara Hardwood	Ryan Hathaway	Steven Walsh
Debbie Heald	Kathryn Cramer	Megan Walls
Pete Heald	Brie Drummond	Elizabeth Lee
Ken Fenimore	Sam Hughes	Chad Tyson
Angela Wallace	Amy Welch	Jason Heist
Paul Hooper	Shari Morris	Darlene Hooper
Jim Jackson	Mary McGowan	Phyllis Perna
Janis Rock	Alana Penny	

5. Approval of Minutes

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

Motion: Heather Reynolds Second: Tom Broderick Yes: 7 No: 0 Abstain: 0 Accept

6. Capital Project Exit Poll Results & Recommendations

- a. Discussion

Darlene Hooper: expresses concern for the building condition of the Lake View Campus and hopes that these concerns remain at the forefront. Concerns for student's health regarding

respiratory illnesses in the Lake View Campus. Comments that all staff/students could fit in the Mountain View Campus

Response: Superintendent Meyer informs he is currently waiting for a quote from ATL Plattsburgh regarding Air Quality Testing for the Lake View Campus. He states that the current level of programming will not fit in the Mountain View Campus.

Kathryn Cramer: Expresses desire for a committee separate from the Facilities Committee to address town flourishment and negative effects on towns should a new building be built. She encourages examining the well-being of both towns and expresses concerns about removing either school from the towns.

Response: Superintendent Meyer discusses how the Thrall Dam property was brought to the district by the Westport Town Supervisor and was discussed at multiple times at the Essex County Building Facilities Task Force meetings.

Response: Micah Stewart expresses strong consideration for the communities. Addresses that the primary focus is a strong, vibrant school to set students up for success that would bring people to the district.

Response: Sue Russell discusses the tax cap and income levels to student counts.

Amy Welch: Inquires about adding a faculty member to the Facilities Committee.

Response: Dina Garvey is in favor of adding a faculty member to the committee.

Paige Cotter Saltamach: Asks how many current Facilities Committee members will remain.

Response: Superintendent Meyer states all current members will undergo the same application process as new members. He asks that any current members who do not wish to continue with the committee attend 1-2 meetings for transitional purposes.

Evan George: inquires about term limits for the Facilities Committee members.

Response: Superintendent Meyer states currently there are no set terms but an expected timeline of 12-24 months.

Sue Russell: asks how many committee members there will be.

Response: 7-9 community members (process for selecting attached): 2 Board of Education members serving as liaisons, 1 student representative serving as a liaison, up to 2 teachers (ideally one from each building), Director of Facilities (permanent member), Facilitator (consultant to be hired) and Superintendent (permanent member overseeing committee)

Steve Walsh: Asks if air quality testing will be done for both campuses, and that in the event the Lake View Campus does have mold and students need to be removed from the building what the plan would entail.

Response: Superintendent Meyers states the district would proceed with mold remediation.

Steve Walsh: expresses concern for the timeline of the mold remediation process and where students would relocate to.

Jim Jackson: addressed his experience with the mold remediation process and approximate timeline.

Debra Spaulding: discusses concerns of rising taxes specifically for those who are on a fixed income. She expresses confusion as to why all students/staff cannot fit into the Mountain View Campus. Comments on the hiring of employees rather than staff reduction by attrition were discussed during merger conversations.

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

Motion: Evan George Second: Micah Stewart Yes: 7 No: 0 Abstain: 0 Accept

7. Public Comment (30 minutes)

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 30 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Jim Jackson: discusses mold and asbestos concerns and remediation process and timeline for remediation.

Jason Heist: Expresses concerns with viability of the Lake View Campus and believes there is room for all staff/students in the Mountain View Campus.

Deb Spaulding: expresses disappointment with the availability and accessibility of the exit surveys post Capital Project Vote.

Charli Lewis: comments on eligibility and criteria for tax reduction for senior citizens.

Ben Goff: expanded on the comment regarding eligibility and criteria for tax reduction for senior citizens.

Darlene Hooper: expresses concern about temperature control, noting heat loss at the Lake View Campus.

Marsha Fenimore: asks for Administration to explain classroom/office usage
Response: Superintendent Meyer - Explanation of classroom/office use will be explained during the Q&A session at the next regular Board meeting.

8. Financials

- a. Approve the following financial reports:
 - i. Warrant 8B dated 2/8/24
 - ii. Warrant 8C dated 2/15/24
 - iii. Warrant 9A dated 3/1/24
 - iv. Warrant 9B dated 3/8/24
 - v. Budget Transfer Report 2/1/24-2/29/24
 - vi. Budget Status Report General Fund 2/29/24
 - vii. Revenue Status Report General Fund 2/29/24
 - viii. Budget Status Report F Special Aid Fund 2/29/24

- ix. Revenue Status Report F Special Aid Fund 2/29/24
- x. Budget Status Report School Lunch Fund 2/29/24
- xi. Revenue Status Report School Lunch Fund 2/29/24
- xii. Debt Service Bank Account Reconciliation as of 2/29/24
- xiii. Capital Project Bank Account Reconciliation as of 2/29/24
- xiv. Extraclassroom Bank Account Reconciliation as of 2/29/24
- xv. Financial Statement of Extraclassroom Activity fund 2/1/24 - 2/29/24
- xvi. Multi-Fund Bank Reconciliation for February 29, 2024
- xvii. Treasurer's Report for Multi-Fund Month of February 2024
- xviii. Cafeteria Profit & Loss Statement September 2023 - February 2024
- xix. 2023-24 Cash Flow Report February 2024
- xx. Fund Balance Projection as of February 2024
- xxi. Boquet Valley CSD Grants 2023-24 as of February 2024
- xxii. Claims Audit Report February 2024

Motion: Evan George Second: Heather Reynolds Yes: 7 No: 0 Abstain: 0 Accept

9. CSE Recommendations

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

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

10. Action Items - Consent Agenda

- a. Accept the Adirondack Foreign Language Enhancement Fund at Adirondack Foundation grant in the amount of \$1,600.00 received from the Adirondack Foundation to be used for the project "French cultural immersion in Montreal" as requested by Jacqueline Chan-Seng.
- b. Accept and approve the St. Lawrence/Lewis BOCES Cooperative Purchasing Bids for the 2024-2025 fiscal year starting July 1, 2024 through June 30, 2025 to purchase the following products at the quoted fixed price per gallon as follows:
 - i. Gasoline (delivery location Town of Westport) from MX Petroleum @ \$0.2499 differential per gallon,
 - ii. Diesel (LVC generator) from MX Petroleum \$3.1780,
 - iii. BioFuel/Fuel Oil from MX Petroleum:
 - 1. MVC main building \$3.0880
 - 2. MVC bus garage \$3.0780
 - 3. LVC main building \$3.0780
 - 4. LVC storage building (formerly bus garage) \$3.0780
 - iv. Propane (MVC main building and LVC back entrance and outside kitchen) from Superior Plus Propane \$1.7160

- c. Approve the decommission and removal of bus #76 2010 International (VIN 4DRBUSKN2AB213440) and bus #50 2016 Dodge Grand Caravan (VIN 2C4RDGBG9GR116313) to be placed out to bid through Auctions International.
- d. Approve the 2024-2025 school calendars as presented.

Motion: Tom Broderick Second: Heather Reynolds Yes: 7 No: 0 Abstain: 0 Accept

11. Personnel - Consent Agenda

- a. Approve the appointment of Shawn LaPier Sr. as a substitute cleaner and bus aide effective February 15, 2024 at the rate per the current Board approved substitute salary pay chart. Fingerprint clearance on file.
- b. Accept and approve the letters of resignation as submitted by:
 - i. Kristy Cave from her position as Cook (MVC) effective March 1, 2024
 - ii. Ryan Cave from his position as Teacher Aide (LVC) effective March 8, 2024.
- c. Approve a salary increase for long-term substitute teacher Sarah Chandler from \$150.00 daily (days 51-100) to Step I BA \$44,601 (prorated) effective March 21, 2024 to June 26, 2024.
- d. Accept and approve the letter of intent to retire as submitted by Jana Atwell from her position as Secretary to the Superintendent/District Clerk effective June 30, 2025.
- e. Approve the appointment of the following to the extracurricular position of Senior Class Chaperones for the 2023-2024 school year at a rate of \$200 each:
 - i. Rishabh Bisht
 - ii. Arin Burdo
 - iii. Theresa McAuley
 - iv. Sarah Rice
- f. Approve the appointment of the following employees as OASIS teachers for the 2023-2024 school year at their hourly rates paid through the Extended School Day Grant:
 - i. Brian Basile
 - ii. Theresa McAuley
 - iii. Jason Fiegl
 - iv. Lynn Bubbins

Motion: Evan George Second: Sarah Kullman Yes: 7 No: 0 Abstain: 0 Accept

12. Policy

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

Motion: Heather Reynolds Second: Sarah Kullman Yes: 7 No: 0 Abstain: 0 Accept

13. Principal's Report - Principal Kyler Lake View Campus - see attached

14. 2024-2025 Budget Discussion

- a. Review and discuss the 2024-2025 proposed budget plan.
- b. The Board of Education approves proposition #2 to be placed on the ballot at the Annual Budget Vote & Election to be held on May 21, 2024.

- i. To elect two (2) members to the Board of Education for three year terms commencing July 1, 2024 and expiring on June 30, 2027 to succeed Evan George and Micah Stewart whose terms expire on June 30, 2024 and one (1) member to the Board of Education to fill an unexpired term commencing May 22, 2024 and expiring on June 30, 2025. Voters may vote for three (3) trustees.

Motion: Sarah Kullman Second: Tom Broderick Yes: 7 No: 0 Abstain: 0 Accept

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

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

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

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

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

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

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

Section 5. The Board has determined that it is appropriate and in the best interest of the District to seek from the voters of the District their approval to fund the 2024 Capital Project Reserve Fund, in part, by transferring into the fund \$4,142,205.14 plus accrued interest from the District’s current Elizabethtown-Lewis Central School District Capital Improvement Reserve Fund, established by the voters of the Elizabethtown-Lewis Central School District on May 20, 2014.

Section 6. The Board wishes to submit to the voters of the District a proposition with respect to the establishment and funding of such Fund,

with such proposition to be voted upon at the annual meeting and vote of the District that is to be conducted on May 21, 2024.

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

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

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

Shall the following resolution be adopted, to wit:

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

Section 9. This resolution shall take effect immediately.

Motion: Evan George Second: Heather Reynolds Yes: 7 No: 0 Abstain: 0 Accept

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

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

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

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

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

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

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

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

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

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

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

Shall the following resolution be adopted, to wit:

RESOLVED, that the Board of Education (the “Board”) of the Boquet Valley Central School District (the “District”) is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law of the State of New York (the “Fund”) to be known as the “2024 Transportation and Maintenance Equipment Reserve Fund,” the purpose of such Fund shall be to finance, in whole or in part, the purchase of vehicles for student transportation and other equipment and the cost of maintaining the same; the ultimate amount of such Fund shall not be greater than \$10,000,000 plus interest thereon; that the probable term of such

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

Section 8. This resolution shall take effect immediately.

Motion: Heather Reynolds Second: Micah Stewart Yes: 7 No: 0 Abstain: 0 Accept

15. Superintendent's Update

- a. Superintendent's Report - see attached

16. Public Comment (30 minutes)

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 30 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Kathryn Cramer inquires how to follow up with the Board of Education following questions asked tonight.

Response: Please follow-up with District Clerk, Jana Atwell via email, mail, or phone.

17. Executive Session

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons,
- b. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law, and
- c. (#4) Discussions involving proposed, pending or current litigation.

In: 7:37 PM Motion: Sue Russell Second: Sarah Kullman Yes: 7 No: 0 Abstain: 0
Accept

Out: 9:29 PM Motion: Sarah Kullman Second: Sue Russell Yes: 7 No: 0 Abstain: 0
Accept

No action taken.

18. Next Meeting

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

19. Adjournment

Time: 9:31 PM Motion: Dina Garvey 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 11, 2024

Bridget Belzile, Deputy District Clerk

- ii. Discuss recommendations for the next step(s)
 1. The group unanimously agreed that there is still a need for a Facilities Committee consisting of approximately 7 - 9 members in addition to the Director of Facilities, 2 Board members and a student representative serving as liaisons as well as the Superintendent as facilitator. Membership application was discussed, a process will be formulated and shared with the community.
 2. Immediate short-term concerns regarding the current facilities will be addressed by the Superintendent and Director of Facilities. It will be the role of the Facilities Committee to make recommendations to the Board regarding long-term concerns.

6. Executive Session

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

- a. (#8) To discuss the proposed acquisition, sale or lease of real property or the proposed acquisition, sale or exchange of securities, but only when publicity would substantially affect the value of these things.

In: 5:51 PM Motion: Heather Reynolds Second: Sarah Kullman Yes: 6 No: 0 Abstain: 0
Accept

Out: 6:22 PM Motion: Heather Reynolds Second: Tom Broderick Yes: 6 No: 0 Abstain: 0
Accept

No action taken.

7. Next Meeting

- a. Regular Meeting March 14, 2024 6:00 PM Lake View Campus
- b. Budget Meeting March 28, 2024 6:00 PM Lake View Campus

8. Adjournment

Time: 6:23 PM Motion: Sarah Kullman Second: Evan George Yes: 6 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: March 14, 2024

Jana Atwell, District Clerk

**BOQUET VALLEY CSD
CAPITAL IMPROVEMENT PROJECT VOTE**

OFFICIAL MINUTES

DATE: February 15, 2024
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 a capital improvement project consisting of (i) the acquisition of up to 100+/- acres of land from the County of Essex (a portion of the Thrall Dam site) and (ii) the construction a new K-12 public school, new bus garage, new athletic fields, and (iii) the general development of new school grounds including other appurtenant and related improvements, the acquisition and installation in and around such buildings, facilities and improvements of original furnishings, equipment, machinery, and apparatus, and other services incidental thereto (the “Capital Project”); all at a total estimated maximum cost not to exceed \$65,875,025, with such cost being raised by the expenditure of approximately \$5,130,901 from the following respective funds and in the respective amounts: (i) \$902,113 from the District’s existing “Westport Capital Improvement Reserve” fund (said fund being established pursuant to a proposition approved by the qualified voters of the District on February 7, 2017), and (ii) \$4,228,788 from the District’s existing “Elizabethtown-Lewis Capital Improvement Reserve” fund (said fund being established pursuant to a proposition approved by the qualified voters of the District on May 20, 2014), and, with the balance thereof, not to exceed \$60,744,124, being raised by a tax upon the taxable property of said District to be levied and collected in annual installments in such amounts and in such years as may be determined by the Board as provided in Section 416 of the Education Law, with such tax to be partially offset by State aid available therefore, and in anticipation of such tax, by obligations of said District as may be necessary.

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, Judy French, 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: 1385
(This figure includes 179 absentee ballots.)

Number of yes votes in favor of the proposed Capital Improvement Project: 372
Number of no votes opposed to the proposed Capital Improvement Project: 1008
Number of ballots declared as VOID: 5
Number of ballots left blank: 0

TOTAL: 1385

The proposed Capital Improvement Project was declared to have failed.

The meeting was adjourned at 9:40 PM

Jana Atwell
District Clerk

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

Date approved by the BOE: March 14, 2024

Jana Atwell, District Clerk

Boquet Valley CSD
Regular Meeting
Thursday, February 8, 2024 @ 6:00 PM
Mountain View Campus - Elizabethtown, NY

OFFICIAL MINUTES

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

2. Pledge of Allegiance

3. Roll Call

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

4. Attendees

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

5. Approval of Minutes

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

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

6. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

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

7. Financials

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

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

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

8. CSE Recommendations

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

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

9. Action Items - Consent Agenda

- a. Approve the updated Memorandum of Agreement between Adirondack Community Action Programs, Inc. Head Start and BVCS D to maintain a Universal Pre-Kindergarten collaboration for the period July 1, 2023 through June 31, 2024 as presented.
- b. Approve the Consultant Contract-Behavior Support Service between Kelly Brock Consultant and BVCS D for the 2023-2024 school year as presented.
- c. Upon recommendation of the Superintendent, the Board of Education shall approve the following resolution:
 WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to increase the appropriation set forth in the 2023-24 school budget to fund contingent expense of payment for sick leave for Debra Spaulding up to \$7,200.00 and,
 WHEREAS, a Board of Education is empowered to appropriate whatever additional amounts are necessary to pay contingent expenses when the amount in the approved budget is inadequate;
 NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the BVCS D as follows:
 Section 1. The budgetary appropriation for the following contingent expense is hereby increased (up to) as follows:
 A5510-160-01-0000 Transportation-Salaries-Bus Driver \$7,200.00

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

A867.02 Reserve for Employee Benefits and Accrued Liabilities \$7,200.00

5997.000 Appropriated Reserve - EBALR

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

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

10. Personnel - Consent Agenda

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

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

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

11. Policy

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

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

12. Superintendent's Update

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

13. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us.

Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

14. Executive Session

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons,
- b. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law, and
- c. (#4) Discussions involving proposed, pending or current litigation.

In: 6:58 PM Motion: Micah Stewart Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0
Accept

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

No action taken.

15. Next Meeting

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

16. Adjournment

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

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

Date approved by the BOE: March 14, 2024

Jana Atwell, District Clerk

Boquet Valley CSD
Budget Meeting
Thursday, January 25, 2024 @ 6:00 PM
Lake View Campus - Westport, NY

OFFICIAL MINUTES

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

2. Pledge of Allegiance

3. Roll Call

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

4. Attendees

Present: Joshua Meyer, Superintendent Visitors: Jason Welch
Jana Atwell, District Clerk Ryan Hathaway
Sharlene Petro-Durgan, District Treasurer

5. 2024-2025 Budget Discussion - See attached

6. Next Meeting

- a. Regular Meeting Thursday, February 8, 2024 6:00 PM Mountain View Campus
- b. Regular Meeting Thursday, March 14, 2024 6:00 PM Lake View Campus
- c. Budget Meeting Thursday, March 28, 2024 6:00 PM Lake View Campus

7. Adjournment

Time: 6:53 PM Motion: Evan George Second: Sarah Kullman Yes: 4 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: February 8, 2024

Jana Atwell, District Clerk

- ix. Revenue Status Report General Fund 12/31/23
- x. Budget Status Report School Lunch Fund 12/31/23
- xi. Revenue Status Report School Lunch Fund 12/31/23
- xii. Budget Status Report F Special Aid Fund 12/31/23
- xiii. Revenue Status Report F Special Aid Fund 12/31/23
- xiv. Debt Service Bank Account Reconciliation as of 12/31/23
- xv. Capital Project Bank Account Reconciliation as of 12/31/23
- xvi. Multi-Fund Bank Reconciliation for December 31, 2023
- xvii. Treasurer's Report for Multi-Fund Month of December 2023
- xviii. Cafeteria Profit & Loss Statement September 2023 - December 2023
- xix. Extraclassroom Bank Account Reconciliation as of 12/31/23
- xx. Financial Statement of Extraclassroom Activity fund 12/1/23 - 12/31/23
- xxi. 2023-24 Cash Flow Report December 2023
- xxii. Boquet Valley CSD Grants 2023-24 as of December 2023
- xxiii. Boquet Valley CSD Revenues 2023-24 & 2024-25
- xxiv. Claims Audit Report December 2023

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

b. Resolution to Increase the General Purpose School Fund Budget (insurance recovery)

i. BE IT RESOLVED, the Boquet Valley Central School District Board of Education amends the General Purpose School Fund Budget for Fiscal Year ending June 30, 2024; and for other purposes.

WHEREAS, the General Purpose School Fund Budget for the fiscal year ending June 30, 2024 was approved by the Boquet Valley Central School District Board of Education on April 20, 2023 and by the Boquet Valley Central School District Taxpayers on May 16, 2023; and

WHEREAS, the Boquet Valley Central School System sustained damage to the DX1 Controller on October 22, 2023 at the Lake View Campus; and WHEREAS, this damage was unforeseen; and

WHEREAS, we have received insurance recovery from NYSIR;

NOW, THEREFORE, BE IT RESOLVED, that the Boquet Valley Central School District Board of Education, meeting in regular session, amend the General Purpose School Fund as follows:

<u>INCREASE</u>	<u>REVENUE</u>	
A2680.000	Insurance Recoveries	\$16,168.00
<u>INCREASE</u>	<u>EXPENDITURES</u>	
Various Accounts	Maintenance of Plant-LVC	\$16, 168.00

Motion: Heather Reynolds Second: Tom Broderick Yes: 5 No: 0 Abstain: 0 Accept

8. CSE Recommendations

a. Accept and approve the following CSE recommendations for student #12666, 12481, 1396, 735, 1226, 2911, 2634 and 8794.

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

9. Action Items - Consent Agenda

- a. Approve the Group Voluntary Vision Care Plan Contract Renewal for the period January 1, 2024 through December 31, 2025.
- b. Accept and approve the following donations and grant:
 - i. a donation of \$5,500 received from Camp Dudley,
 - ii. a donation of \$1,000 to the Art Department to purchase art program supplies on behalf of the Rogers-Carroll Family Foundation,
 - iii. a donation of \$1,000 ~~to the Art Club~~ for the purpose of providing a scholarship on behalf of the Rogers-Carroll Family Foundation, and
 - iv. a music grant in the amount of \$1,000 received from Peter R. Marsh Foundation
- c. Establish and approve the compensation rate of \$15.00 per hour for inspectors serving at the Capital Project Vote to be held on February 15, 2024.
- d. Approve the Chairperson and Inspector List for the Capital Project Vote to be held on February 15, 2024 as presented.

Motion: Heather Reynolds Second: Tom Broderick Yes: 5 No: 0 Abstain: 0 Accept

10. Personnel - Consent Agenda

- a. Approve the following permanent appointments:
 - i. Kristy Cave to the permanent full-time 10 month civil service position of Cook effective December 20, 2023, and
 - ii. Dora Atwell to the permanent part-time 10 month civil service position of Food Service Helper effective December 20, 2023.
- b. Approve the formal request as submitted by Ashley Hooper to extend her maternity leave through the end of the 2023-2024 school year.
- c. Approve Aubrey Pulsifer to be compensated at her hourly rate up to an additional 30 minutes per day (via claim form) for the 2023-2024 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 Jason Fiegl to be compensated at his hourly rate up to an additional 30 minutes per day (via claim form) for the 2023-2024 school year based upon his current teaching schedule and decreased amount of planning time available to him (see BVFT agreement Article VII Section B). Please note if there is a change in his current schedule, this may result in a change to his additional compensation.
- e. Approve the appointment of the following as tutors for the 2023-2024 school year at a rate of \$52.00 per hour:
 - i. Ellen Kiely
 - ii. Zoe Brugger-Lobdell
 - iii. Ellen Saccone
- f. Approve the appointment of Ryan Cave as a substitute cleaner effective January 12, 2024 at the rate per the current Board approved substitute salary pay chart.
- g. Approve the appointment of Lora Wright to the full-time 12 month civil service position of cleaner effective January 16, 2024 at an hourly rate of \$16.50 pending receipt of fingerprint clearance. This appointment includes a 120 day

probationary period commencing on January 16, 2024 and anticipated to end on or about July 5, 2024.

- h. Approve the extracurricular resignation as submitted by Ashley Hooper from the position of Student Council co-advisor for the 2023-2024 school year.
- i. Approve the appointment of the following employees to serve as OASIS Credit Recovery, Enrichment and Summer Power Program teachers, teacher assistants and/or teacher aides for the period July 8 through August 9, 2024 paid at their hourly rate through the Extended School Day Grant:
 - i. Brad Schrauf (credit recovery)
 - ii. Erica Loher (credit recovery and enrichment)
 - iii. Malinda Fleming (credit recovery and enrichment)
 - iv. Peggy Staats (summer power program)
 - v. Eric Schultz (summer power program and enrichment)
 - vi. Samantha Meachem (summer power program)
 - vii. Lily Whalen (summer power program)
 - viii. Jennifer Barber (enrichment)
 - ix. Julie Bisselle (enrichment)
 - x. Rhonda Sloper (enrichment)
 - xi. Kayla Dempsey (enrichment)
 - xii. Adele Jesmer (enrichment)
 - xiii. Theresa McAuley (enrichment and teacher assistant)
 - xiv. Jen Peck (enrichment)
 - xv. Paul Beuhler (enrichment)
 - xvi. Heather Olson (enrichment)
 - xvii. Marci Oliver (teacher assistant)
 - xviii. Brad Egglefield (teacher aide)
 - xix. Jenifer O'Neill (enrichment)
 - xx. Deb Olsen (nurse)
- j. Approve the appointment of the following employees to serve as OASIS teachers for the 2023-2024 school year paid at their hourly rate through the Extended School Day Grant:
 - i. Ellen Kiely
 - ii. Sarah Rice
- k. Approve the appointment of Brody Lobdell to the full-time 10 month civil service position of Teacher Aide effective January 12, 2024 at an hourly rate of \$15.00. This appointment includes a 120 day probationary period commencing on January 12, 2024 and anticipated to end on or about September 30, 2024.
- l. Approve the appointment of Rhonda Sloper as a mentor effective January 12, 2024 at a rate of \$1,500 (prorated) for the remainder of the 2023-2024 school year.

Motion: Evan George Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0 Accept

11. Policy

- a. As recommended by Erie I Policy Services, approve the following policy revision:
 - i. #7350 Timeout and Physical Restraint

Motion: Heather Reynolds Second: Tom Broderick Yes: 6 No: 0 Abstain: 0 Accept

- b. As recommended by Erie I Policy Services, first reading new policies - completed January 11, 2024
 - i. #7150 Remote Instruction
 - ii. #7440 Student Voter Registration and Pre-Registration
 - iii. #6190 Workplace Violence Prevention Policy Statement

12. Monthly Administrative Report - Lee Kyler Principal LVC - see attached

13. Superintendent's Update

- a. Superintendent's Report - see attached
- b. Building Project 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 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.

Elementary teacher and BVCS Federation of Teachers co-President Amy Welch Stated that the Federation will be uniting to support the building project. Current plans include calling BVCS community members, sending mailings and creating a Facebook page.

15. Executive Session

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons,
- b. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law, and
- c. (#4) Discussions involving proposed, pending or current litigation.

In: 7:00 PM Motion: Sue Russell Second: Tom Broderick Yes: 6 No: 0 Abstain: 0
Accept

Out: 7:30 PM Motion: Sue Russell Second: Micah Stewart Yes: 6 No: 0 Abstain: 0
Accept

No action taken.

16. Next Meeting

- a. Budget Meeting January 25, 2024 6:00 PM Lake View Campus
- b. Regular Meeting February 8, 2024 6:00 PM Mountain View Campus
- c. Capital Project Vote February 15, 2024 12:00 PM - 8:00 PM Lake View Campus

17. Adjournment

Time: 7:30 PM Motion: Heather Reynolds Second: Evan George Yes: 6 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: February 8, 2024

Jana Atwell, District Clerk

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

OFFICIAL MINUTES

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

2. **Pledge of Allegiance**

3. **Roll Call**

[X]Tom Broderick [X]Dina Garvey [X]Evan George [X]Sarah Kullman
 [X]Heather Reynolds [X]Sue Russell [A]Micah Stewart

4. **Attendees**

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

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

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

6. **Approval of Minutes**

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

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

7. **Public Comment**

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your

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

Floor was opened for public comment, none voiced.

8. Financials

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

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

9. CSE Recommendations

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

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

10. Action Items - Consent Agenda

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

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

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

11. Personnel - Consent Agenda

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

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

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

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

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

12. Policy

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

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

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

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

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

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

14. Superintendent's Update

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

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

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

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

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

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

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

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

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

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

PROPOSITION #1

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

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

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

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

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

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

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

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

EXHIBIT A

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

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

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

PROPOSITION NO. 1

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

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

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

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

15. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

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

16. Executive Session

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons,
- b. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law, and
- c. (#4) Discussions involving proposed, pending or current litigation.

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

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

No action taken.

17. Next Meeting

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

18. Adjournment

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

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

Date approved by the BOE: January 11, 2024

Jana Atwell

Jana Atwell, District Clerk

**Boquet Valley CSD
Special Meeting
Wednesday, November 29, 2023 @ 4:30 PM
Mountain View Campus - Elizabethtown, NY**

OFFICIAL MINUTES

1. Call to Order At: 4:31 PM By: President Garvey

2. Pledge of Allegiance

3. Roll Call
Thomas Broderick Dina Garvey Evan George Sarah Kullman
Heather Reynolds Sue Russell Micah Stewart

4. Attendees
Present: Joshua Meyer, Superintendent Visitors: None
Jana Atwell, District Clerk

5. Final Environmental Impact Statement (DEIS)

- Motion to:
- (a) close the public comment period today on the Draft Environmental Impact Statement (DEIS) for the New K-12 School and Bus Garage Campus Project at the Thrall Dam Site (the project), which public comment period began October 26, 2023, and
 - (b) accept and file the Notice of Completion (NOC) dated November 29, 2023 of the Final Environmental Impact Statement (FEIS) for the project, and
 - (c) authorize the FEIS to immediately be made available at the locations designated in the NOC, and
 - (d) authorize a SEQR Findings Statement to be prepared no sooner than 10 days from today, and
 - (e) authorize the NOC to be submitted to the DEC Environmental Notice Bulletin for publication.

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

6. Next Meeting

- a. Regular Meeting Thursday, December 14, 2023 6:00 PM Mountain View Campus

7. Adjournment

Time: 4:32 PM Motion: Micah Stewart Second: Sarah Kullman Yes: 6 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: December 14, 2023

Jana Atwell, District Clerk

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

OFFICIAL MINUTES

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

2. Pledge of Allegiance

3. Roll Call

[X]Tom Broderick (arrived at 6:30 PM) [X]Dina Garvey [X]Evan George
[X]Sarah Kullman [X]Heather Reynolds [X]Sue Russell [X]Micah Stewart

4. Attendees

Present: Joshua Meyer, Superintendent	Visitors: Lee Kyler
Bridget Belzile, Deputy District Clerk	Amy Welch
Sharlene Petro-Durgan, District Treasurer	Abby Seymour
	Megan Walls

5. Approval of Minutes

- a. Approve the minutes of the October 12, 2023 Regular Meeting and October 26, 2023 Special Meeting as presented.

Motion: Heather Reynolds Second: Sue Russell Yes: 5 No: 0 Abstain: 1-Garvey Accept

6. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

7. Financials

- a. Approve the following financial reports:
 - i. Warrant 4A dated 10/5/23
 - ii. Warrant 4B dated 10/12/23
 - iii. Warrant 4C dated 10/19/23
 - iv. Warrant 4D dated 10/27/23
 - v. Warrant 4E dated 10/30/23

- vi. Warrant 20 Field Trips dated 10/4/23
- vii. Budget Transfer Report 10/1/23-10/31/23
- viii. Budget Status Report General Fund 10/31/23
- ix. Revenue Status Report General Fund 10/31/23
- x. Budget Status Report School Lunch Fund 10/31/23
- xi. Revenue Status Report School Lunch Fund 10/31/23
- xii. Budget Status Report F Special Aid Fund 10/31/23
- xiii. Revenue Status Report F Special Aid Fund 10/31/23
- xiv. Debt Service Bank Account Reconciliation as of 10/31/23
- xv. Capital Project Bank Account Reconciliation as of 10/31/23
- xvi. Multi-Fund Bank Reconciliation for October 31, 2023
- xvii. Treasurer's Report for Multi-Fund Month of October 2023
- xviii. Cafeteria Profit & Loss Statement September 2023 - October 2023
- xix. 2023-24 Cash Flow Report October 2023
- xx. Claims Audit Report October 2023
- xxi. Boquet Valley CSD Grants 2023-24 as of October 31, 2023

Motion: Micah Stewart Second: Sue Russell Yes: 6 No: 0 Abstain:0 Accept

8. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #12621, 12663, 12659, 2911, 1136, 2863, 2927, 2884, 1295, 1398 and 1214.

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

9. Action Items - Consent Agenda

- a. Accept and approve the 2023-2024 Budget Development Timetable as presented.
- b. Approve the acquisition of the following new assets acquired 2023:

Tag #	Location	Description	Manufacturer	Model	Serial #
A01068220	MV 209	Board	View Sonic	IFP6552-1C	WMU22021308A
A01068219	MV 225	Board	View Sonic	IFP7552-1C	WMX220213305
A01068218	MV 412	Board	View Sonic	IFP6552-1C	WMU22021308E
A01068217	LV 202	Board	View Sonic	IFP6552-1C	WMU2202130C1
A01068216	LV 17	Board	View Sonic	IFP6552-1C	WMU22021308B
A01068215	LV 103	Board	View Sonic	IFP6552-1C	WMU2202130C8
A01068214	LV 101	Board	View Sonic	IFP6552-1C	WMU2202130BF
A01068213	LV 100	Board	View Sonic	IFP6552-1C	WMU220213088
009962	LV Principal Office	Laptop	Dell	Latitude 5440	7W3TDY3
009963	CSE Office	Laptop	Dell	Latitude 5440	7FDLDY3
009964	MV Principal Office	Laptop	Dell	Latitude 5440	6T3TDY3

009965	MV Supt office	Laptop	Dell	Latitude 5440	F69TDY3
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- c. Approve the Small Claims Assessment Review (SCAR) as presented based upon the Decision of the Hearing Officer:
 - i. Ahner-Miller SC14-2023 - settled, no change in assessment
- d. Approve the Building Use Request Form as submitted by Julie Tromblee on behalf of the UVMHN Elizabethtown Community Hospital for the use of the MVC auditorium on Saturday, December 2, 2023, from 7 AM - 6 PM for the purpose of paramedic student skills testing at a cost of \$300 for the day.

Motion: Evan George Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0 Accept

10. Personnel - Consent Agenda

- a. Accept and approve the following resignations as submitted by:
 - i. Joanna Waters from her position as Food Service Helper effective October 24, 2023 and
 - ii. Terry Egglefield from the extracurricular position of Newspaper Advisor effective November 10, 2023 (stipend prorated September 5 - November 10, 2023)
- b. Accept and approve the letter of intent to retire as received from Kathryn (Katie) Clark effective July 1, 2024.
- c. Approve the appointment of the following employees to serve as OASIS teachers for the 2023-2024 school year paid at their hourly rate through the Extended School Day Grant:
 - i. Jackie Chan-Seng
 - ii. Liz Otto
 - iii. Jen Peck
 - iv. Peggy Staats
 - v. Robyn LePage
- d. Approve the appointment of Caroline Thompson to serve as an OASIS teacher for the 2023-2024 school year paid at an hourly rate of \$18.00 through the Extended School Day Grant.
- e. Upon the recommendation of the Superintendent, approve granting 54.75 sick leave days to Steve Hudson, Foreign Language Teacher effective October 1, 2023.
- f. Approve the appointment of Angel Mitchell to the permanent full-time 10 month civil service position of Teacher Aide effective October 18, 2023.
- g. Approve the appointment of Thomas Keck to the permanent full-time 10 month civil service position of Bus Driver (32.5 hours per week) at an hourly rate of \$18.25 effective November 13, 2023.
- h. Approve the provisional appointment of Cynthia Summo 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 \$19.17 with 10 vacation days effective October 30, 2023 with a 120 day probationary period effective October 30, 2023 through April 26, 2024 (fingerprint clearance on file).
- i. Approve the appointment of the following substitutes as listed to be paid at the current substitute rate effective November 13, 2023 pending fingerprint clearance:
 - i. Robert Thierry - non-certified teacher, teacher assistant and teacher aide
 - ii. Joseph Conley - Bus Driver
 - iii. Brody Lobdell - non-certified teacher, teacher assistant and teacher aide

- iv. Michelle Parker - non-certified substitute teacher, teacher assistant and teacher aide
- j. Approve the change of extracurricular appointment for Kyle Smith from Boys Modified Basketball Coach to Boys JV Basketball Coach at the stipend per the current BVFT agreement for the 2023-24 school year.
- k. Approve the following extracurricular appointments and stipends per the current BVFT agreement for the 2023-24 school year:
 - i. Game Timer Basketball - Theresa McAuley, Adele Jesmer and Ryan Cave
 - ii. Basketball Chaperone - Adele Jesmer
 - iii. Boys Modified Basketball Coach - Brad Shumway
 - iv. Volunteer Assistant Boys Modified Basketball (no stipend) - Travis Mauro
- l. Approve the appointment of Lorraine Hathaway as a mentor for the 2023-2024 school year effective November 2, 2023 at a rate of \$1,500 (prorated).
- m. Upon the recommendation of the Superintendent, approve the appointment of Lee Kyler as a substitute CSE Chairperson for the 2023-24 school year.

Motion: Sarah Kullman Second: Micah Stewart Yes: 6 No: 0 Abstain: 0 Accept

- n. Approve the appointment of Diana McGuigan to serve as an OASIS teacher for the 2023-2024 school year paid at her hourly rate through the Extended School Day Grant.

Motion: Heather Reynolds Second: Sarah Kullman Yes: 5 No: 0 Abstain: 1-George Accept

11. Policy - None at this time

12. Superintendent's Update

- a. Building Project Update
 - i. Discussion - Special BOE meeting to accept the filing of a Notice of Completion of the Final EIS - possible dates: November 29 (PM), November 30 (7:30 AM) or December 4, 2023 (anytime).
- b. Superintendent's Report - See attached

13. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

14. Executive Session

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

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

In: 6:31 PM Motion: Sue Russell Second: Sarah Kullman Yes: 7 No: 0 Abstain: 0
Accept

Out: 7:20 PM Motion: Micah Stewart Second: Heather Reynolds Yes: 7 No: 0 Abstain: 0
Accept

No action taken.

15. Next Meeting

- a. Regular Meeting December 14, 2023 6:00 PM Mountain View Campus

16. Adjournment

Time: 7:21 PM Motion: Heather Reynolds Second: Sarah Kullman Yes: 7 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: December 14, 2023

Bridget Belzile, Deputy District Clerk

**Boquet Valley CSD
Special Meeting
Thursday, October 26, 2023 @ 5:00 PM
Mountain View Campus - Elizabethtown, NY**

OFFICIAL MINUTES

1. Call to Order **At: 5:00 PM** **By: Vice President Kullman**

2. Pledge of Allegiance

3. Roll Call

[X]Thomas Broderick [A]Dina Garvey [X]Evan George [X]Sarah Kullman
[A]Heather Reynolds [X]Sue Russell [A]Micah Stewart

4. Attendees

Present: Jana Atwell, District Clerk Visitors: None

5. Draft Environmental Impact Statement (DEIS)

a. Motion to accept the Notice of Completion (NOC) of the Draft Environmental Impact Statement (DEIS) for the New K-12 School and Bus Garage Campus Project at the Thrall Dam Site, dated October 26, 2023 and authorize the DEIS to immediately be made available for a 30 day public comment period, and also that the DEIS be submitted to the DEC Environmental Notice Bulletin for publication.

Motion: Sue Russell Second: Tom Broderick Yes: 4 No: 0 Abstain: 0 Accept

6. Next Meeting

a. Regular Meeting November 9, 2023 6:00 PM Lake View Campus

7. Adjournment

Time: 5:01 PM Motion: Evan George Second: Sue Russell Yes: 4 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: November 9, 2023

Jana Atwell, District Clerk

**Boquet Valley CSD
Regular Meeting
Thursday, October 12, 2023 @ 6:00 PM
Mountain View Campus - Elizabethtown, NY**

OFFICIAL MINUTES

1. **Call to Order** At: 6:06 PM By: President Garvey

2. **Pledge of Allegiance**

3. **Oath of Office**
 - a. The District Clerk administered the oath of office to member appoint Thomas Broderick.

4. **Roll Call**

[X]Thomas Broderick	[X]Dina Garvey	[A]Evan George	[X]Sarah Kullman
[X]Heather Reynolds	[X]Sue Russell-arrived 6:10 PM		[X]Micah Stewart

5. **Attendees**

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

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 remotely to examine and discuss the independent financial audit reports and independent auditor’s report pursuant to governmental auditing standards and the requirements of the uniform guidance for the fiscal year ending June 30, 2023.

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, 2023; and
RESOLVED, that the Board of Education accepts the June 30, 2023 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, 2023 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: Sue Russell Second: Tom Broderick Yes: 6 No: 0 Abstain: 0 Accept

8. Approval of Minutes

- a. Approve the minutes of the September 14, 2023 Regular Meeting as presented.

Motion: Heather Reynolds Second: Micah Stewart 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 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.

10. Financials

- a. Approve the following financial reports:
 - i. Warrant 3A dated 9/14/23
 - ii. Warrant 3B dated 9/21/23
 - iii. Warrant 3C dated 9/28/23
 - iv. Budget Status Report General Fund 9/30/23
 - v. Revenue Status Report General Fund 9/30/23
 - vi. Budget Status Report School Lunch Fund 9/30/23
 - vii. Revenue Status Report School Lunch Fund 9/30/23
 - viii. Budget Status Report F Special Aid Fund 9/30/23
 - ix. Revenue Status Report F Special Aid Fund 9/30/23
 - x. Budget Transfer Report 9/1/23-9/30/23
 - xi. Debt Service Bank Account Reconciliation as of 9/30/23
 - xii. Capital Project Bank Account Reconciliation as of 9/30/23
 - xiii. Extraclassroom Bank Account Reconciliation as of 9/30/23
 - xiv. Financial Statement of Extraclassroom Activity Fund 8/1/23 - 8/31/23
 - xv. Multi-Fund Bank Reconciliation for September 30, 2023
 - xvi. Treasurer's Report for Multi-Fund Month of September 2023
 - xvii. Cafeteria Profit & Loss Statement August 2023 - September 2023
 - xviii. 2023-24 Cash Flow Report September 2023
 - xix. Claims Audit Report September 2023
 - xx. Boquet Valley CSD Grants 2023-24 as of September 30, 2023

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

11. Appointment of Board Representatives

- a. Resolved that the Superintendent recommends to the Board of Education the appointment of the following Board of Education representative for the 2023-24 school year:
 - i. Boquet Valley Youth Commission - Sarah Kullman

Motion: Heather Reynolds Second: Micah Stewart Yes: 6 No: 0 Abstain: 0 Accept

12. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #725, 2911, 12439, 2825, 12659, 12549, 1168, 2820, 1371, 12577, 1301, 1189, 1105, 12548, 1059, 12507 and 12658.

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

13. Action Items - Consent Agenda

- a. Resolved that the Board of Education of the Boquet Valley Central School District accepts and approves the Corrective Action Plans as presented:
 - i. Auditors' Findings and Evaluation June 30, 2022
 - ii. Auditor's Findings and Evaluation June 30, 2023
- b. Approve the following agreements for the 2023-24 school year as presented:
 - i. CVES to provide educational services for resident students when admitted into the CVPH Medical Center Child and Adolescent Mental Health Unit
 - ii. Parallel Learning: Master Services Agreement
 - iii. School Resource Officer (SRO) Agreement
- c. Approve the following Small Claims Assessment Review (SCAR) matters as presented based upon the Decision of the Hearing Officer:
 - i. Bodnar SC7-2023 - no change in assessment
 - ii. McCutcheon SC11-2023 - refund in the amount of \$988.04
- d. Approve the disposal of the following obsolete assets:
 - i. General Electric Americana dryer asset tag #A00228308 (LVC kitchen)
 - ii. General Electric refrigerator asset tag #000026 (MVC Home Ec room)
- e. Accept the donation of a refrigerator and electric dryer from Plattsburgh High School.
- f. Resolution amending the General Purpose School Fund Budget
 - i. Resolution of the Boquet Valley Central School District Board of Education to amend the General Purpose School Fund Budget for the fiscal year ending June 30, 2024; and for other purposes.

WHEREAS, the General Purpose School Fund Budget for the fiscal year ending June 30, 2024 was approved by the Boquet Valley Central School District Board of Education on April 20, 2023 and by the Boquet Valley Central School District Taxpayers on May 16, 2023; and

WHEREAS, the Boquet Valley Central School District had damage to the Conference Room at the Mountain View Campus on June 27, 2023 and water damage at the Lake View Campus on August 14, 2023; and

WHEREAS, this damage was unforeseen; and

WHEREAS, we have received insurance recovery from NYSIR;

NOW, THEREFORE BE IT RESOLVED, that the Boquet Valley Central School District Board of Education meeting in regular session, amend the General Purpose School Fund as follows:

<u>Increase</u>	<u>Revenue</u>	
A2680.000	Insurance Recoveries	\$11,098.98

<u>Increase</u>	<u>Expenditures</u>	
Various Accounts	Maintenance of Plant MVC	\$4,815.87
	Maintenance of Plant LVC	<u>\$6,283.11</u>
	Total	\$11,098.98

Motion: Heather Reynolds Second: Micah Stewart Yes: 6 No: 0 Abstain: 0 Accept

14. Personnel - Consent Agenda

- a. Accept and approve the following resignations as submitted by:
 - i. Brett LaMere from his position as Cleaner effective September 25, 2023
 - ii. Judy Kingsley from her position as Cleaner effective September 26, 2023
 - iii. Terry Egglefield from the following extracurricular positions for the 2023-2024 school year:
 1. Freshman Class Advisor
 2. Girls Varsity Soccer Volunteer Assistant
 3. Girls Varsity Basketball Coach
 - iv. Terry Egglefield from her position as Special Education Teacher effective November 10, 2023
- b. Approve the appointment of the following employees to serve as OASIS teachers for the 2023-2024 school year paid at their hourly rate through the Extended School Day Grant:
 - i. Karen Reynolds
 - ii. Paul Buehler
 - iii. Kristen Larkin
- c. Approve the appointment of the following administrators as mentors at a rate of \$3,000.00 for the 2023-2024 school year:
 - i. Elaine Dixon-Cross
 - ii. Abby Seymour
- d. Approve the appointment of Abby Seymour as the Data Manager of the ARP Grant for the 2023-2024 school year to be paid a stipend of \$10,000 through the ARP grant.
- e. Approve the following appointments and stipends for the 2023-2024 school year to be paid through the Universal Pre-K grant:
 - i. Program Administrator/Director \$6,000 - Abby Seymour
 - ii. Curriculum Planning/Development Coordinator \$5,000 - Lee Kyler
- f. Approve the following appointments and stipends for the 2023-2024 school year to be paid through the Extended School Day Grant:
 - i. Lake View Educational Liaison \$5,000 - Lee Kyler
 - ii. Mountain View Education Liaison \$5,000 - Elaine Dixon-Cross
 - iii. Programming and Community Partner Coordinator \$10,000 - Elaine Dixon-Cross

- g. Approve the appointment of Julie Cassavaugh to the permanent full-time 12 month civil service position of Maintenance Person/Bus Driver effective October 4, 2023.
- h. Upon the recommendation of the Superintendent, Elaine Dixon-Cross, who holds a professional certification in the School Building Leader area, is hereby granted tenure in the K-12 School Building Leader tenure area effective December 18, 2023.
- i. Approve the provisional appointment of Robert Rice to the full-time 12 month civil service position of Director of Facilities at an annual salary of \$65,000 (prorated) effective October 1, 2023 (retroactive).
- j. Approve the appointment of Tammie Aubin to the full-time 12 month civil service position of Cleaner at an hourly rate of \$16.00 effective September 25, 2023 with a 120 day probationary period effective September 25, 2023 through March 22, 2024.
- k. Approve the appointment of Joanna Waters to the full-time 10 month civil service position of Food Service Helper at an hourly rate of \$14.20 effective October 16, 2023 with a 120 day probationary period effective October 16, 2023 through May 6, 2024 (fingerprint clearance on file).
- l. Authorize the Superintendent the flexibility to offer new substitutes a pay rate based upon the applicant's years of experience up to a maximum of 25% higher than the current substitute rate for the appointed position(s).
- m. Approve the appointment of the following substitutes as listed at the current substitute rate:
 - i. Judy Kingsley - Cleaner effective effective September 27, 2023
 - ii. Sasha Pulsifer - Food Service Helper effective October 5, 2023 (fingerprint clearance on file)
- n. Approve the following extracurricular appointments and stipends per the current BVFT agreement for the 2023-24 school year:
 - i. Volunteer Assistant Boys and Girls Varsity Soccer (no stipend) - Jason Fiegl
 - ii. Boys Modified Soccer Coach - William Napper
 - iii. Sophomore Class Advisor - Allison Whalen
 - iv. Junior Class Advisor - Amanda Pulsifer
 - v. Junior Class Advisor - Wendy Hickey
 - vi. Varsity Baseball Coach - Donald Markwica
 - vii. Modified Softball Coach - Irwin Borden
 - viii. Yearbook Co-Advisor - Zoe Brugger-Lobdell
 - ix. Girls Varsity Basketball Coach - Terry Pulsifer
 - x. Girls Modified Basketball Coach - Irwin Borden
 - xi. Boys Modified Basketball Coach - Kyle Smith
 - xii. Volunteer Assistant Girls Varsity Basketball (no stipend) - David Reynolds

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

15. Policy - None at this time

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

- a. Upon the recommendation of the Superintendent, effective immediately a temporary pause will be placed on new non-resident student admissions while considering a possible policy change. This pause will not affect any siblings of current non-resident students, currently enrolled non-resident students or children of a member of the Boquet Valley Federation of Teachers per the current BVFT agreement Article XXI Section I, “a Bargaining Unit Member will be allowed to enroll his/her school-aged child(ren), without tuition in the BVCSD”.

Motion: Micah Stewart Second: Sue Russell Yes: 6 No: 0 Abstain: 0 Accept

17. Mountain View Campus Principal Report - Elaine-Dixon Cross

- a. Principal Dixon-Cross reported that we are currently celebrating the second week of homecoming with a parade and soccer games scheduled for this weekend. The Student Council will be hosting a Fall Festival the week of October 25 including hallway decorating and pumpkin painting contest finishing with a costume contest and an afternoon of classroom trivia and games on October 31. BVCS was recognized as a 2022-2023 School of Distinction by CFES Brilliant Pathways by meeting criteria required to receive this award. Our athletes were recently recognized by NYSSPHA as scholar athletes. In order to receive this honor, 75% of total athletes must have an average of 90% or above. Congratulations to our students and our District!

18. Superintendent’s Update

- a. Building Project Update - included in Superintendent Report
- b. Superintendent’s Report - see attached

19. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

20. Executive Session

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons,
- b. (#4) Discussions involving proposed, pending or current litigation, and
- c. (#5) Collective negotiations pursuant to article 14 of the Civil Service Law.

In: 7:40 PM Motion: Heather Reynolds Second: Sue Russell Yes: 6 No: 0 Abstain: 0
Accept

Out: 8:32 PM Motion: Dina Garvey Second: Micah Stewart Yes: 6 No: 0 Abstain: 0
Accept

No action taken.

21. Next Meeting

- a. Special Meeting October 26, 2023 6:00 PM Mountain View Campus
- b. Regular Meeting November 9, 2023 6:00 PM Lake View Campus

22. Adjournment

Time: 8:32 PM Motion: Dina Garvey Second: Micah Stewart Yes: 6 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: November 9, 2023

Jana Atwell, District Clerk

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

OFFICIAL MINUTES

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

2. **Pledge of Allegiance**

3. **Roll Call**

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

4. **Attendees**

Present: Joshua Meyer, Superintendent

Jana Atwell, District Clerk

Sharlene Petro-Durgan, District Treasurer

Visitors: Christina Durgan

Will Napper

Heather Olson

Steve Hudson

Sarah Chandler

Ellen Saccone

Shannon Baumann

Samantha Meachem

Danielle Criss

Elaine Dixon-Cross

Lee Kyler

Larry Cooney

Megan Walls

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

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

6. **Executive Session**

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

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

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

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

No action taken.

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

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

7. Approval of Minutes

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

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

8. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

9. Financials

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

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

10. Authorization

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

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

11. Appointment of Board Representatives

- a. Resolved that the Superintendent recommends to the Board of Education the appointment of the following Board of Education representatives for the 2023-24 school year:
 - i. Joint Study - Evan George
 - ii. Boquet Valley Youth Commission - **Tabled**

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

12. CSE Recommendations

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

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

13. Action Items - Consent Agenda

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

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

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

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

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

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

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

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

14. Personnel - Consent Agenda

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

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

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

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

15. Policy - None at this time

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

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

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

18. Superintendent's Update

- a. Building Project Update - see attached

- i. Resolution - Acceptance of Final Scoping Document

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

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

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

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

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

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

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

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

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

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

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

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

Section 4. This resolution shall take effect immediately.

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

- b. Superintendent's Report - see attached

19. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

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

20. Next Meeting

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

21. Adjournment

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

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

Date Approved by the BOE: October 12, 2023

Jana Atwell, District Clerk

**Boquet Valley CSD
Regular Meeting
Thursday, August 10, 2023 @ 5:00 PM
Mountain View Campus - Elizabethtown, NY**

**OFFICIAL MINUTES
(revised 8/10/23)**

1. **Call to Order** At: 5:07 PM By: President Garvey

2. **Pledge of Allegiance**

3. **Roll Call**

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

4. **Attendees**

Present: Joshua Meyer, Superintendent	Visitors: Samantha Meachem
Jana Atwell, District Clerk	Karen Brown
Sharlene Petro-Durgan, District Treasurer	Amy Welch

5. **Executive Session**

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

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

In: 5:08 PM Motion: Sue Russell Second: Micah Stewart Yes: 5 No: 0 Abstain: 0
Accept

Out: 5:51 PM Motion: Sue Russell Second: Micah Stewart Yes: 5 No: 0 Abstain: 0
Accept

No action taken.

- c. Motion to return to regular session at 5:53 PM.

Motion: Sue Russell Second: Heather Reynolds Yes: 5 No: 0 Abstain: 0 Accept

6. **Approval of Minutes**

- a. Approve the minutes of the July 11, 2023 Reorganization & Regular Meeting as presented.

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

7. Public Comment

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

8. Financials

- a. Approve the following financial reports:
 - i. Warrant 1A dated 7/13/23
 - ii. Warrant 1B dated 7/27/23
 - iii. Warrant 2A dated 8/4/23
 - iv. Extraclassroom Bank Account Reconciliation as of 4/30/23
 - v. Extraclassroom Bank Account Reconciliation as of 5/31/23
 - vi. Extraclassroom Bank Account Reconciliation as of 6/30/23
 - vii. Extraclassroom Bank Account Reconciliation as of 7/31/23
 - viii. Financial Statement of Extraclassroom Activity Fund 4/1/23-4/30/23
 - ix. Financial Statement of Extraclassroom Activity Fund 5/1/23-5/31/23
 - x. Financial Statement of Extraclassroom Activity Fund 6/1/23-6/30/23
 - xi. Financial Statement of Extraclassroom Activity Fund 7/1/23-7/31/23
 - xii. Debt Service Account Reconciliation as of 7/31/23
 - xiii. Payroll Bank Account Reconciliation as of 7/31/23

Motion: Sue Russell Second: Sarah Kullman Yes: 5 No: 0 Abstain: 0 Accept

- b. Approve the 2023-2024 Initial AS-7 Contract for Cooperative Educational Services by and between CEWW BOCES and BVCS D to provide the approved services as listed.

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

9. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #12625 and 12621.

Motion: Heather Reynolds Second: Sue Russell Yes: 5 No: 0 Abstain: 0 Accept

10. Action Items - Consent Agenda

- a. Approve the disposal/recycling through E-Waste of the following obsolete assets located at the LVC:
 - i. Smart Board Model SB660-M2 Serial #A25764 asset tag #A00769538
 - ii. Smart Board Model SB640-R2 Serial #653747 asset tag #A00142334

- b. Approve the relocation of a charging cart and 18 Samsung tablets from MVC room 107 to LVC room 203 - see attached.
- c. Amend the Adult Meal Prices for the 2023-24 school year to reflect changes made in August 2022:

ADULT MEAL	PRICE
Complete breakfast	\$2.50 \$2.75
Complete lunch	\$4.00 \$5.00

- d. Accept the biodiesel fuel oil bid for the 2023-24 school year as follows from MX Petroleum per the St. Lawrence-Lewis BOCES Cooperative Purchasing Bid Award:
 - i. MVC - main building \$3.0301 per gallon (tanker wagon) and bus garage \$3.0301per gallon (tanker wagon)
 - ii. LVC - main building \$3.0301 per gallon (tanker wagon) and bus garage \$3.0301 per gallon (tanker wagon)
- e. Approve the following agreements for the 2023-24 school year as presented:
 - i. The Use of Facilities Agreement For School-Based Satellite Clinic for Outpatient Mental Health Services with Essex County Mental Health Department at no cost.
 - ii. Surveillance 247 Service Plan (check, repair and update mobile (bus) digital recorders, hard drives and cameras) at a total cost of \$1,600 (10 units @ \$160 per unit).
 - iii. Four Winds Hospital Saratoga (student inpatient psychiatric services) tutorial services at a rate of \$42 per hour.
 - iv. Shared Auto Mechanic Services Agreement with Moriah Central School District on a month to month basis at a monthly rate of \$3,104.
- a. Accept and approve the bid for a 2023 Chevrolet Traverse LS AWD received from Denooyer Chevrolet, Inc. in the amount of \$40,670 to purchase a passenger van as approved by the voters at the Annual Budget Vote & Election held in May 2023.
- f. Accept and approve the bid for the Kohler HZ60 3 phase 180 KW generator received from Ben Senter in the amount of \$1,075.
- g. Accept a \$500 grant received from the Adirondack Foundation to be used to support monthly parent training nights.
- h. Approve the amended 2023-24 school calendar changing the end of third quarter date from April 19, 2024 to April 12, 2024 for the MVC.

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

11. 2023-2024 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 2023-2024 school year a sum not to exceed \$8,085,797.

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, 2023 - September 30, 2023	No Penalty
October 1, 2023 - October 31, 2023	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 \$838,434 from the total approximate fund balance of \$8,138,303 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, your are commanded:

1. To give notice and start collection on September 1, 2023 (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, 2023.
3. To collect taxes in the amount of \$8,085,797 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: Sue Russell Second: Heather Reynolds Yes: 5 No: 0 Abstain: 0 Accept

12. Personnel - Consent Agenda

- a. Approve the appointment of Abby Seymour as the Data Manager of the ARP Grant for the 2022-2023 school year to be paid \$10,000 through the ARP Grant.
- b. Accept and approve the resignation as submitted by Thomas Donnelly from the position of English teacher effective July 12, 2023.
- c. Amend the rate of pay for temporary summer bus aides from \$14.20 per hour to \$15.01 per hour effective July 5, 2023 through August 31, 2023.
- d. Approve the appointment of Lillian Crowningshield to the position of temporary summer bus aide at an hourly rate of \$15.01 effective July 5, 2023 through August 31, 2023.
- e. Approve the appointment of Jessica Pulsifer as a substitute bus aide at the current substitute rates effective July 12, 2023.
- f. Approve the appointment of Karen Reynolds as a summer school teacher effective August 10, 2023 through August 11, 2023 at her hourly rate paid through the Extended School Day Grant.
- g. Approve the appointment of Rhonda Baker to the position of per diem CSE Chairperson at a daily rate of \$250 for the 2023-24 school year *to be paid through the ARP Grant up to a maximum of \$18,000.*
- h. Upon the recommendation of the Superintendent, Elizabeth Otto, who has initial certification in the Students with Disabilities (all grades) tenure area, is hereby appointed to the position of Special Education Teacher for a probationary period commencing on September 5, 2023 and anticipated to end on September 5, 2027. Salary for the 2023-24 school year will be based upon Step 2 B+48 \$50,682.
- i. Upon the recommendation of the Superintendent, Jenifer O'Neill, who has initial certification in the Educational Technology Specialist tenure area, is hereby appointed to the position of Technology Teacher for a probationary period

commencing on September 5, 2023 and anticipated to end on September 5, 2027. Salary for the 2023-24 school year will be based upon ~~Step 1 B+48 \$50,125~~ Step 2 B+60 \$52,079.

- j. Upon the recommendation of the Superintendent, Brian Basile, who has 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 September 5, 2023 and anticipated to end on September 5, 2027 pending receipt of fingerprint clearance. Salary for the 2023-24 school year will be based upon Step 1 B+54 \$50,815 pending approval of official graduate transcripts.
- k. Approve the probationary appointment of Larry Cooney to the full-time 12 month civil service position of Head Bus Driver effective August 14, 2023 at an hourly rate of ~~\$23.04~~ \$23.10 with a 120 day probationary period effective August 14, 2023 through approximately February 9, 2024.
- l. Approve the following extracurricular appointments and stipends per the current BVFT agreement for the 2023-24 school year:
 - i. Spelling Bee Advisor - Kristin Fiegl
 - ii. MS Positive School Environment Team Co-Advisor - Jennifer Peck
 - iii. MS Positive School Environment Team Co-Advisor - Erica Loher
 - iv. MS Gold Card Advisor - Jennifer Peck
 - v. HS Gold Card Advisor - Malinda Fleming
 - vi. Track Coach (fall & spring) - Kyle Smith
 - vii. Athletic Coordinator - Paul Buehler
 - viii. Volunteer Assistant Boys Varsity Basketball - Manny Frechette (no stipend)
- m. Approve the appointment of the following employees for Regents proctoring August 2023 paid at their hourly rates through the Extended School Day Grant:
 - i. Erica Loher
 - ii. Andrya Heller
 - iii. Malinda Fleming
- n. Approve the appointment of Kaitlin Fielder and Ashley Hooper as summer school teachers effective August 7, 2023 through August 18, 2023 at their hourly rates to be paid through the Extended School Day Grant.
- o. Approve the appointment of Grace Stay as substitute administrator at a daily rate of \$350 effective August 11, 2023.

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

- p. Approve the appointment of Claire Reynolds as a summer school aide effective July 5, 2023 through August 11, 2023 at an hourly rate of \$15.00 paid through the Extended School Day Grant.

Motion: Sue Russell Second: Micah Stewart Yes: 4 No: 0 Abstain: 1-Reynolds Accept

13. Policy - None at this time

14. 2023-2024 Non-Resident Tuition Rate - Discussion

- a. Superintendent Meyer presented tuition information from Essex County and Clinton County schools that accept non-resident students. After further

discussion, the Board requested additional information on the legal perspectives from our attorneys.

15. Special Education Presentation - Abby Seymour, Director of Student Support Services - see attached

16. Superintendent's Update

- a. Building Project Update - none
- b. Superintendent's Report - see attached

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 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.

First Grade Teacher, Amy Welch stated that another First Book Event will be held at both Lake View and Mountain View campuses during the Open House in September.

18. Next Meeting

- a. Regular Meeting September 14, 2023 6:00 PM Lake View Campus

19. Adjournment

Time: 7:05 PM Motion: Heather Reynolds 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: September 14, 2023

Jana Atwell, District Clerk

Boquet Valley CSD
Reorganization & Regular Meeting
Tuesday, July 11, 2023 @ 5:00 PM
Lake View Campus - Westport, NY

REORGANIZATION & REGULAR MEETING
OFFICIAL MINUTES

1. **Call to Order** At: 5:03 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 2023-24 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 2023-24 school year.

Motion: Phil Mero Second: Dina Garvey Yes: 5 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 Dina Garvey.
- c. The District Clerk administered the oath of office to member elect Sarah Kullman.
- d. The District Clerk administered the oath of office to Superintendent Joshua Meyer.
- e. The District Clerk will administer the oath of office to Deputy District Clerk Bridget Belzile.

5. **Roll Call**

[X]Dina Garvey [X]Evan George- exited 6:33 PM [X]Sarah Kullman [X]Philip Mero
[X]Heather Reynolds [X]Suzanne Russell-entered 5:06PM [X]Micah Stewart-entered 5:11PM

6. **Attendees**

Present: Joshua Meyer, Superintendent Visitors: Amy Welch
Jana Atwell, District Clerk Janet McCray
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 2023-24 school year.
 - i. Motion to nominate Dina Garvey made by Heather Reynolds, second by Phil Mero.
 - ii. Any further nominations/discussion? No

- iii. Closed nominations.
- iv. Resolved that Dina Garvey be appointed to the position of Board of Education President for the 2023-24 school year.

Motion: Evan George Second: Sue Russell Yes: 6 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 2023-24 school year.
 - i. Motion to nominate Sarah Kullman made by Heather Reynolds, second by Sue Russell.
 - ii. Any further nominations/discussion? No
 - iii. Closed nominations.
 - iv. Resolved that Sarah Kullman be appointed to the position of Board of Education Vice President for the 2023-24 school year.

Motion: Heather Reynolds Second: Sue Russell Yes: 6 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 2023-24 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)

Motion: Phil Mero Second: Heather Reynolds Yes: 7 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 2023-24 school year:

MEMBERSHIP	BOARD MEMBER(S)
Joint Study	1. Phil Mero 2. Heather Reynolds
NYSSBA Voting Delegate	Sarah Kullman
Policy Committee	1. Micah Stewart 2. Evan George 3. Sue Russell

Boquet Valley Youth Commission	Phil Mero
Facilities Committee	1. Evan George 2. Dina Garvey 3. Sue Russell

Motion: Evan George Second: Micah Stewart Yes: 7 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 2023-24 school year:

EMPLOYEE/ORGANIZATION	POSITION
Harris Beach, PLLC	School Attorney: \$215/hour Librarian, Clerks & Paralegals: \$115/hour
Honeywell Law Firm, PLLC	School Attorney: \$210/hour
Stafford, Owens, Murnane, Kelleher, Miller, Meyer & Zedick, PLLC	School Attorney: \$225/hour Law Clerks: \$125/hour Paralegals:\$95/hour
University of Vermont Health Network Elizabethtown Community Hospital	School Physician: \$9,135 for requested services Urine drug screen random testing for district employees: \$49/employee Registered Professional Nurse (Substitute School Nurse): \$325/day
R. G. Timbs, Inc.	Municipal Finance Consultant (rates per agreement)
Bond, Schoeneck & King	Bond Counsel as needed
Northern Insuring	Insurance Consultant
Philadelphia Indemnity Insurance Co.	Student Accident Insurance
Telling & Hillman PC	Independent Auditor: \$14,700 for fiscal year ending 6/30/23
School Tax Collector	Essex County Treasurer, \$7,436
Franklin-Essex-Hamilton (FEH) BOCES	Purchasing Agent, Deputy Purchasing Agent, Deputy Treasurer, Internal Claims Auditor
Clinton-Essex-Warren-Washington BOCES	Workers Compensation Coordinator
Board of Education	Audit Committee
Superintendent	Records Management Officer,

Superintendent (cont'd)	Legislative Liaison to NYSSBA, Records Access Officer, Designated Education Official (DEO), Chief 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)/ Assistant Principal	DASA Coordinators, Title IX Coordinators, Designated Education Officials, Homeschooling Coordinators, District Data Privacy Officers (DEO), Qualified Lead Evaluators of Classroom Teachers, Neglected/Delinquent Transition Liaison, Foster Care Student Point of Contact, Title IX Coordinators, Title IX Investigators, Title IX Supportive Measures Coordinators, DEI Coordinators
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, Migrant Student Data Point of Contact, Title IX Decision-Maker
Director of Facilities	Pesticide Control Officer, Asbestos Designee, Chemical Hygiene Officer, CO-VID Safety Officer, Title IX Decision-Maker
School Counselors	K-12 Suicide Prevention Coordinators
Confidential Secretary & 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

Secretary to Guidance cont'd	Nutrition Program
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Motion: Phil Mero Second: Heather Reynolds Yes: 7 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 2023-24 school year:

Substitute Position	Hourly/Daily	Rate of Pay effective 12/31/22
Teacher (certified)	Daily	\$115.00
Teacher Assistant (certified)	Daily (7.5 hours)	\$112.50
Teacher Aide (certified)	Daily	\$105.00
Teacher (non-certified)	Daily	\$110.00
Teacher Assistant (non-certified)	Daily (7.5 hours)	\$106.50
Teacher Aide (non-certified)	Daily	\$99.50
Monitor	Daily	\$92.30
Nurse	Daily	\$115.00
Food Service Helper	Hourly	\$14.20
Clerical	Hourly	\$14.20
Cleaner	Hourly	\$14.20
Bus Driver	Hourly	\$21.00
Bus Aide	Hourly	\$14.20
Long-Term Non-Certified Substitute Teacher (0-50 days)	Daily	\$125.00
Long-Term Certified Substitute Teacher (0-50 days)	Daily	\$175.00
Long-Term Non-Certified Substitute Teacher (50-100 days)	Daily	\$150.00
Long-Term Certified Substitute Teacher (50-100 days)	Daily	\$200.00

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

10. Designations

- a. Resolved that the Superintendent recommends to the Board of Education the following designations for the 2023-24 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.

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

- 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 2023-24 school year:

BOE MEETING DATE	TYPE	CAMPUS
Thursday, August 10, 2023	Regular	MVC
Thursday, September 14, 2023	Regular	LVC
Thursday, October 12, 2023	Regular	MVC
Thursday, November 9, 2023	Regular	LVC
Thursday, December 14, 2023	Regular	MVC
Thursday, January 11, 2024	Regular	LVC
Thursday, January 25, 2024	Budget	LVC
Thursday, February 8, 2024	Regular	MVC
Thursday, March 14, 2024	Regular	LVC
Thursday, March 28, 2024	Budget	LVC
Thursday, April 11, 2024	Regular	MVC
Tuesday, April 23, 2024	Budget	MVC
Tuesday, May 14, 2024	Public Budget Hearing & Regular	LVC
Tuesday, May 21, 2024	Annual Budget Vote & Election	MVC
Thursday, June 13, 2024	Regular	LVC
Thursday, July 11, 2024	Reorganization & Regular	MVC

Motion: Micah Stewart Second: Heather Reynolds Yes: 7 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 2023-24 school year:
 - i. New York State School Board Association (NYSSBA)
 - ii. Essex County School Boards Association
 - iii. Rural Schools Association

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

12. Authorizations

- a. Resolved that the Superintendent recommends to the Board of Education the following as specified for the 2023-24 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: Phil Mero Second: Sue Russell Yes: 7 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: Evan George Second: Sarah Kullman Yes: 7 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 2023-24 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: Heather Reynolds Yes: 7 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 2023-24 school year.

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

16. Other

- a. Resolved that the Superintendent recommends to the Board of Education the following for the 2023-24 school year:
 - i. The re-adoption of all current policies, procedures and plans in effect during the 2022-23 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 \$1,392.85 per currently enrolled non-resident students applying for re-enrollment for the 2023-24 school year, and
 - v. Staants Capital Combustion LLC as the standard vendor of service for the heating system (boiler) at the Lake View Campus due to their familiarity and history with this system.
 - vi. The proposed cafeteria prices for adult meals:

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

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

17. Executive Session

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

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

In: 5:25 PM Motion: Sue Russell Second: Phil Mero Yes: 7 No: 0 Abstain: 0 Accept

Out: 6:16 PM Motion: Heather Reynolds Second: Sarah Kullman Yes: 7 No: 0 Abstain: 0 Accept

No action taken.

- c. Motion to return to regular session at 6:19 PM.

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

18. Approval of Minutes

- a. Approve the minutes of the June 8, 2023 Regular Meeting and June 16, 2023 Special Meeting as presented.

Motion: Heather Reynolds Second: Micah Stewart Yes: 7 No: 0 Abstain: 0 Accept

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.

Janet McCray requested to meet in executive session with the Board regarding a letter she had sent. President Garvey explained that Ms. McCray's letters would be reviewed and she could expect a response within 30 days.

20. Financials

- a. Approve the following financial reports:
 - i. Warrant 12A dated 6/7/23
 - ii. Warrant 12B dated 6/16/23
 - iii. Warrant 12C dated 6/26/23
 - iv. Warrant 12D dated 6/30/23
 - v. Warrant-Medicare Reimbursement April to June 2023
 - vi. Budgetary Transfer Report 6/1/23-6/30/23
 - vii. Debt Service Bank Account Reconciliation as of 6/30/23
 - viii. Payroll Bank Account Reconciliation as of 6/30/23
 - ix. Claims Audit Report June 2023

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

21. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #1152, 632, 2737, 2654, 540, 1291, 1374, 2911, 1224, 2927, 725, 2919, 2846, 12604, 1364, 12577, 12613, 12410.

Motion: Sue Russell Second: Heather Reynolds Yes: 7 No: 0 Abstain: 0 Accept

22. District Plans

- a. The Superintendent recommends the approval of the following District Plans as submitted:
 - i. Cyber Security Incident Response Plan
 - ii. District Wide School Safety Plan (revised July 2023)

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

23. Action Items - Consent Agenda

- a. Resolved that the Superintendent recommends a District credit card limit of \$5,000.00 for the 2023-24 school year.
- b. Approve the disposal of the following obsolete assets:
 - i. Delta wood bandsaw Serial #992013 asset tag #000145 (MVC)
 - ii. Powermatic drill press Serial #8315V403 asset tag #000148 (MVC)
 - iii. John Deere mower Serial #00318X114762 asset tag #00019556 (LVC)
 - iv. T3 Echo floor cleaner Serial #N/A asset tag #00170767 (LVC)
 - v. Delta Rockwood wood lathe Serial #N/A asset tag #A0019329 (LVC)
 - vi. Player piano Serial #N/A asset tag #A00228272 (LVC)
 - vii. Piano Serial #N/A asset tag #A00019390 (LVC)
 - viii. Acer computer monitor Serial #N/A asset tag #A00300873
 - ix. Lincoln welder Serial #N/A asset tag #A00228331 (LVC)
 - x. Film cabinet Serial #N/A asset tag #A00170770 (LVC)
- c. Approve the disposal/recycling of multiple obsolete desktops, chromebooks and printers located at the LVC - see attached.
- d. Approve the 2023-2024 Public Reporting Calendar as presented.
- e. Approve the following resolution to participate in BOCES Summer School 2024:

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 2024 Special Education School-Age Summer School, and agrees to pay the actual CEWW BOCES costs for the 2024 summer school; and

BE IT FURTHER RESOLVED, that no later than August 1, 2023, 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 2024 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 For Use of Facilities and/or Vehicles between BVCS D and Meadowmount School of Music commencing on and ending on July 8, 2023 as presented.
- h. Approve the Bus Rental Agreement between BVCS D and Camp Dudley for the period July 2, 2023 through August 13, 2023 as presented.
- i. Approve the Community OASIS Project Partnership Agreement between BVCS D and College for Every Student (CFES) Brilliant Pathways during the 2021-26 funding cycle at a total cost of \$24,500.
- j. Approve the Community OASIS Project Partnership Agreement between BVCS D and Cornell Cooperative Extension of Essex County, Inc. (CCE Essex) during the 2021-26 funding cycle at a total cost not to exceed \$1,100.
- k. Accept and approve the bid for ULSD (ultra low sulfur diesel) for the 2023-24 school year from MX Petroleum at the quoted fixed price of \$3.047 per gallon per the St. Lawrence-Lewis BOCES cooperative purchasing bid award.
- l. Approve the following Section VII Combining of Teams Applications for the 2023-24 school year:
 - i. Boys Varsity Soccer with Willsboro CSD
 - ii. Cross Country Track with Moriah CSD
 - iii. Track & Field with Moriah CSD
- m. Accept and approve the bus bids as follows:
 - i. #45 2010 International 65 passenger bus as received from Stacy Pulsifer in the amount of \$300,

- ii. #74 2007 International 65 passenger bus as received from Stacy Pulsifer in the amount of \$200,
- iii. #78 2014 International 30 passenger bus as received from Tyler Atwell in the amount of \$405.50,
- iv. #80 2013 Chevrolet 22 passenger bus as received from Tyler Atwell in the amount of \$227.50, and
- v. #81 2013 Chevrolet 35 passenger bus as received from Tyler Atwell in the amount of \$202.50.

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

24. Personnel - Consent Agenda

- a. Approve the following appointments and pay rates for the 2022-2023 school year to be paid through the Extended School Day Grant:
 - i. Lake View Educational Liaison \$5,000 - Daniel Parker
 - ii. Mountain View Educational Liaison \$5,000 - Elaine Dixon-Cross
 - iii. Programming and Community Partner Coordinator \$10,000 - Elaine Dixon-Cross
- b. Accept and approve the letters of resignation as submitted by:
 - i. Jessica Pelkey School Psychologist effective June 9, 2023,
 - ii. Jean Dickerson Teacher Aide effective August 31, 2023.
- c. Approve the Agreement between the Board of Education and Superintendent Joshua Meyer effective July 1, 2023 through June 30, 2028.
- d. Approve the appointment of Debbie Welch to the permanent full-time 10 month civil service position of Cleaner effective June 23, 2023.
- e. Approve the appointment of Gwen Goff to the full-time temporary clerical position at an hourly rate of \$15.42 for the 2023-24 school year.
- f. Approve the appointment of Sheera Broderick as a per diem School Counselor on an as needed basis at a daily rate of \$325.00 for the 2023-24 school year.
- g. Approve the transfer of Debra Spaulding from the full-time 12 month position of Head Bus Driver to the full-time 10 month civil service position of bus driver at an hourly rate of \$27.50 effective September 5, 2023.
- h. Approve the irrevocable letter of resignation as submitted by Debra Spaulding from the position of bus driver effective on or about January 3, 2024.
- i. Approve the following temporary full-time summer cleaners, and bus aides and bus drivers on an as needed basis, effective July 5, 2023 through August 31, 2023 at an hourly rate as indicated:
 - i. Stevi McCann - summer cleaner at \$15.00 per hour
 - ii. Jackson Hooper - summer cleaner at \$15.00 per hour
 - iii. Michael Walter - summer cleaner at \$15.00 per hour
 - iv. Salle Duso - summer bus aide at \$14.20 per hour
 - v. Brad Egglefield - summer bus aide at \$14.20 per hour
 - vi. Larry Cooney - summer bus driver at \$21.00 per hour
 - vii. Tom Keck - summer bus driver at \$21.00 per hour
 - viii. Denny Mitchell - summer bus driver at \$21.00 per hour
 - ix. Sophie Plsifer - summer cleaner at \$15.00 per hour

- j. Approve the provisional appointment of John Looby to the full-time 12 month position of Secretary to Guidance Department at an hourly rate of \$16.92 effective on or about August 1, 2023 credited with 2 weeks vacation for the 2023-24 school year.
- k. Approve the appointment of David Kirkby as a golf chaperone June 2 through June 5, 2023 at a rate of \$200.
- l. Approve the appointment of Judy French as a substitute clerical, bus aide, (non-certified) teacher aide, cleaner or food service helper at the current substitutes rates effective August 1, 2023.
- m. Approve the appointment of the following individuals as summer school teachers and teacher assistant effective July 5, 2023 through August 11, 2023 paid at their hourly rates through the Extended School Day Grant:
 - i. Jay Fiegl
 - ii. Brad Shumway
 - iii. Marci Oliver
- n. Approve the appointment of the following individuals as summer school aides effective July 5, 2023 through August 11, 2023 at an hourly rate of \$15.00 paid through the Extended School Day Grant:
 - i. Emma Conley
 - ii. Jackson Hooper
- o. Approve the appointment of Colin Loher as a summer school teacher effective July 5, 2023 through August 11, 2023 at an hourly rate of \$35.00 paid through the Extended School Day Grant.
- p. Upon the recommendation of the Superintendent, Thomas Donnelly, who has professional certification in the English Language Arts 7-12 tenure area, is hereby appointed to the position of English Teacher for a probationary period commencing on September 5, 2023 and anticipated to end on September 5, 2027 pending receipt of fingerprint clearance. Salary for the 2023-24 school year will be based upon Step 14 B+45 \$62,354 pending approval of official graduate transcripts.
- q. Upon the recommendation of the Superintendent, Ellen Saccone, who has permanent certification in the Special Education K-12 tenure area, is hereby appointed to the position of Special Education Teacher for a probationary period commencing on September 5, 2023 and anticipated to end on September 5, 2027 pending receipt of fingerprint clearance. Salary for the 2023-24 school year will be based upon Step 15 B+33 \$62,284 pending approval of official graduate transcripts.
- r. Upon the recommendation of the Superintendent, Megan Walls, who is professionally certified in the School Building Leader area, is hereby appointed to the 10 month plus 20 summer hours position of Assistant Principal for the 2023-2024 school year effective July 1, 2023 (fingerprint clearance on file). Salary for the 2023-24 school year will be \$70,000 to be paid through the ARP ESSR grant.
- s. Approve the appointment of Jean Dickerson to the full-time 10 month non-tenure position of Teacher Assistant, per the terms of the feinerman agreement, at an annual salary of \$26,209.28 for the 2023-24 school year effective September 5, 2023.
- t. Approve the appointment of Christina Durgan to the full-time 10 month non-tenure position of Teacher Assistant, per the terms of the feinerman agreement, at an annual salary of \$26,209.28 for the 2023-24 school year effective September 5, 2023 pending receipt of fingerprint clearance.

- u. Approve the following extra-curricular appointments and stipends per the current BVFT agreement for the 2023-24 school year:
 - i. Girls Varsity Soccer Coach - Paul Buehler
 - ii. Girls Varsity Soccer Volunteer Assistant - Taylor Gough (no stipend)
 - iii. Girls Varsity Basketball Coach - Terry Egglefield
 - iv. Boys Varsity Basketball Coach - Colby Pulsifer
 - v. Boys Varsity Basketball Volunteer Assistant - Barry Morrison (no stipend)
 - vi. Basketball Chaperones - Jean Dickerson, Marci Oliver, Sally Wachowski and Larry Cooney
 - vii. Game Timer Basketball - Jean Dickerson
 - viii. Varsity Softball Coach - Adele Jesmer
 - ix. Modified Baseball Coach - Brad Shumway
 - x. MS Student Council Advisor - Jenn Peck
 - xi. HS Student Council Co-Advisor - Mindy Fleming
 - xii. HS Student Council Co-Advisor - Ashley Hooper
 - xiii. Music-Ensemble I (jazz band) - Heather Olson
 - xiv. MS Band Director - Heather Olson
 - xv. HS Band Director - Heather Olson
 - xvi. Talent Show Co-Coordinator - Heather Olson
 - xvii. Talent Show Co-Coordinator - Julie Bisselle
 - xxviii. Newspaper - Terry Egglefield
 - xix. Activity Fund Treasurer - Heather Olson
 - xx. National Jr. Honor Society Advisor - Marci Oliver
 - xxi. National Honor Society Co-Advisor - Kristin Fiegl
 - xxii. National Honor Society Co-Advisor - Veronica Uss
 - xxiii. Yearbook Co-Advisor - Julie Bisselle
 - xxiv. Quiz Bowl Advisor - Jason Fiegl
 - xxv. Senior Class Advisor - Sarah Rice
 - xxvi. Sophomore Class Advisor - Terry Egglefield
 - xxvii. Freshman Class Advisor - Sarah Kingzack
 - xxviii. Art Club Advisor - Kristen Larkin
 - xxix. Drama Club Advisor - Diana McGuigan
 - xxx. Senior Play Advisor - Diana McGuigan
 - xxxi. eSports Advisor - Jason Colby
 - xxxii. Boys Varsity Soccer Coach - Evan George (pro bono)
- v. Approve the following newly established extra-curricular positions at a stipend of \$1431 each for the 2023-24 school year:
 - i. MS Gold Card Advisor
 - ii. HS Gold Card Advisor
 - iii. MS Positive School Environment Team Co-Advisor
 - iv. MS Positive School Environment Team Co-Advisor
 - v. Spelling Bee Advisor
- w. Approve the appointment of Lisa French as a parent member for the CSE and CPSE Committees for the 2023-2024 school year.
- x. Upon the recommendation of the Superintendent, John Fairchild, who has permanent certification in the Math 7-12 tenure area, is hereby appointed to the position of Math Teacher for a probationary period commencing on September 5,

2023 and anticipated to end on September 5, ~~2027~~ 2026. Salary for the 2023-24 school year will be based upon Step 13 B+60 \$62,768.

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

25. Policy - None at this time

26. 2023-2024 Non-Resident Tuition Rate - Discussion

- a. Discussion evolved regarding a tuition rate for new enrolling non-resident students effective with the 2023-24 school year. Further discussion will continue in August with data collected from area schools.

27. Superintendent's Update

- a. Building Project Update - see attached
 - i. Resolution Requesting Legislation to Increase Building Aid
BE IT RESOLVED, that the Boquet Valley Central School District Board of Education requests that Assemblyman Simpson and Senator Stec draft legislation to significantly increase the Building Aid and to restart the timeline on the merger incentive aid for Boquet Valley on their upcoming Capital Project.

Motion: Micah Stewart Second: Heather Reynolds Yes: 6 No: 0 Abstain: 0 Accept

- b. Superintendent's Report - see attached

28. 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.

29. Next Meeting

- a. Regular Meeting August 10, 2023 5:00 PM Mountain View Campus

30. Adjournment

Time: 7:24 PM Motion: Phil Mero Second: Sarah Kullman Yes: 6 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: August 10, 2023

Jana Atwell, District Clerk