

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

OFFICIAL 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: July 8, 2024

Jana Atwell, District Clerk