

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, October 10, 2024 @ 6:00 PM**  
**Lake View Campus - Westport, NY**

**UNOFFICIAL 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]Darlene Hooper      [X]Sarah Kullman  
[A]Heather Reynolds      [X]Suzanne Russell-arrived 6:04PM      [X]Debra Spaulding

4. **Attendees**

Present: Joshua Meyer, Superintendent  
Jana Atwell, District Clerk

Visitors: Paul Hooper      Kurri Westover      Kerry Mero  
Pam Nicholas      Jess Tyson      Cindy Monty  
Mary Lou Morgan      Brooke Beaton      Kaitlin Egglefield  
Donald Beaton      Deb Pulsifer      Jim Pulsifer  
Charli Lewis      Samantha Meachem Hughes

5. **Recruitment & Retention Analysis - Dr. Eric Bell, Dr. Matt Slattery & Dr. Justin Gardner, BGS Leadership**

- a. A comprehensive report was presented by BGS Leadership to provide an understanding of the District's staffing situation and offer strategic recommendations.

6. **Approval of Minutes**

- a. Approve the minutes of the September 10, 2024 Regular Meeting as presented.

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

7. **Public Comment**

- 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.

Floor was opened for public comment, none voiced.

## **8. Financials**

- a. Approve the following financial reports:
  - i. Treasurer's Monthly Report July 1, 2024 - July 31, 2024
  - ii. Treasurer's Monthly Report August 1, 2024 - August 31, 2024
  - iii. Warrant 9/5/24
  - iv. Warrant 9/25/24

Motion: Darlene Hooper    Second: Sue Russell    Yes: 6 No: 0 Abstain: 0    Accept

## **9. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #12549, 12442 and 12667.

Motion: Debra Spaulding    Second: Tom Broderick    Yes: 6 No: 0 Abstain: 0    Accept

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

- a. Accept the grant received from the University of Kansas Center for Research, Inc. in the amount of \$5,000.
- b. Accept and approve the bids as received from Auctions International:
  - i. Meilink steel safe \$260
  - ii. 2018 Omcan industrial stainless steel bread slicer \$220
- c. Approve the increase in the adult meal prices for the 2024-25 school year:
  - i. Breakfast from \$2.75 plus tax to \$2.95 plus tax
  - ii. Lunch from \$5.00 plus tax to \$5.24 plus tax
- d. Approve the following agreements/proposals as presented:
  - i. Atlantic Testing Laboratories, Limited (ATL) to provide air sampling and analysis services
  - ii. BCA Architects Engineers to provide professional services for the Emergency Roof Project at the Lake View Campus (prepare and submit design documents for SED review and provide construction administration services to assist the construction manager through the duration of construction)
  - iii. New York State School Boards Association (NYSSBA) to provide State Aid Review services
  - iv. Four Winds Saratoga for tutorial services for students in our district who may be admitted to Four Winds Saratoga
  - v. BCA Architects Engineers to provide Pre-referendum services and the 2025 Building Condition Survey/Long Range Plan
  - vi. Farrell Roofing to provide labor and material to perform the scope of work as defined for the Emergency Roof Project at the Lake View Campus
  - vii. Schoolhouse Construction Services, LLC to provide part-time construction management services in support of the upcoming roofing project at BVCSD

## 11. Personnel - Consent Agenda

- a. Amend the start date for Craig O’Leary-Cumber, Maintenance Person/Bus Driver from September 23, 2024 to September 16, 2024.
- b. Amend the appointment of Kelly Zimmerman, Assistant Principal of Health and Wellness to include a probationary appointment commencing on or about October 11, 2024 and anticipated to end on or about October 11, 2028.
- c. Approve the addition of the following members to the Facilities Committee:
  - i. Bill Benoit
  - ii. Robyn LePage, LVC teacher
  - iii. Steve Hudson, MVC teacher
  - iv. Olive Stewart, Student Representative
  - v. Joe Dragone, Facilitator from Capital Region BOCES
- d. Accept and approve the letters of resignation as submitted by:
  - i. Melissa Jacques from the position of Bus Aide effective September 30, 2024
  - ii. Tom Keck from the position of part-time Bus Driver effective end of the business day October 18, 2024
  - iii. Kaitlin Fielder from the extracurricular position of 6th Grade Class Advisor for the 2024-25 school year
  - iv. Paul Buehler as an OASIS teacher for the 2024-25 school year
- e. Upon the recommendation of the Superintendent, Ashley Hooper, who holds professional certification in Biology 7-12, is hereby granted tenure in the Science tenure area effective December 1, 2024.
- f. Approve the appointment of Susan Stafford-Gough as a long-term certified substitute Math teacher at a daily rate of \$200 effective October 9, 2024 through approximately April 25, 2025.
- g. Approve the appointment of Thomas Graham to the full-time (12 month) civil service position of Cleaner at an hourly rate of \$17.50 effective September 16, 2024 with a 120 day probationary period beginning September 16, 2024 and ending approximately March 25, 2025. Fingerprint clearance has been received.
- h. Approve the appointment of Lisia Griffin to the full-time (10 month) civil service position of Food Service Helper at an hourly rate of \$17.00 effective September 23, 2024 with a 120 day probationary period beginning September 23, 2024 and ending approximately April 18, 2025. Fingerprint clearance has been received.
- i. Approve the appointment of the following employees to serve as OASIS teachers paid at their hourly rate through the Extended School Day Grant for the 2024-25 school year :
  - i. Jason Fiegl
  - ii. Theresa McAuley
  - iii. Brad Schauf
  - iv. Diana McGuigan
  - v. Harry Caldwell
- j. Approve the appointment of the following employees to serve as tutors at an hourly rate of \$52.00 for the 2024-25 school year:
  - i. Zoe Brugger-Lobdell
  - ii. Ellen Kiely
  - iii. Erica Loher
  - iv. Brad Schrauf

- k. Approve the following extra-curricular appointments and stipends per the current BVFT agreement for the 2024-25 school year:
  - i. 6th Grade Co-Advisor - Jennifer Peck
  - ii. 6th Grade Co-Advisor - Andrya Heller
  - iii. Newspaper Advisor - Theresa McAuley
  - iv. Boys Modified Basketball Coach - Kyle Smith
  - v. Weight Room Monitor - Paul Buehler
  - vi. Golf Coach - Taylor Atwell
  - vii. Volunteer Assistant Girls Varsity Basketball - Amanda Pulsifer
- l. Approve the appointment of the following substitutes as listed at the current substitute rate effective October 11, 2024 unless otherwise noted:
  - i. Isaiah Adams cleaner effective September 12, 2024
  - ii. Debra Bevins nurse, non-certified teacher, teacher assistant, teacher aide and food service helper effective September 13, 2024
  - iii. Tom Keck bus driver effective October 19, 2024
  - iv. Melissa Jacques non-certified teacher, teacher assistant and teacher aide
  - v. John McKee certified teacher, teacher assistant and teacher aide (fingerprint clearance received)
  - vi. Vito Forte non-certified teacher, teacher assistant and teacher aide (fingerprint clearance received)
  - vii. Brandon Schwarz food service helper, bus aide and cleaner (fingerprint clearance received)
  - viii. Cameron Chandler cleaner (fingerprint clearance received)
  - ix. Sarah vanRijsewijk non-certified teacher, teacher assistant and teacher aide pending receipt of fingerprint clearance
  - x. Karen Crowningshield nurse pending receipt of fingerprint clearance
- m. Approve a rate increase for substitute bus drivers from \$21.00 per hour to \$25.00 per hour effective October 11, 2024.
- n. Accept and approve the letter of intent to retire (with the ability to revoke) as submitted by Kerry Mero from her position as Music Teacher effective January 29, 2026.

Motion: Sue Russell      Second: Darlene Hooper      Yes: 6 No: 0 Abstain: 0      Accept

- o. Approve the appointment of Tyler Atwell to the permanent full-time (12 month) civil service position of Head Custodian effective October 11, 2024.

Motion: Debra Spaulding      Second:                      Yes:      No:      Abstain:      Table

- p. Approve the extra-curricular appointment of Don Markwica to the position of Varsity Baseball Coach the 2024-25 school year paid at the stipend per the current BVFT agreement for.

Motion: Sue Russell      Second: Darlene Hooper      Yes: 5 No: 0 Abstain: 1-Spaulding      Accept

## 12. Policy

- a. Approve the deletion of Policy #5240 - School Tax Assessment and Collection/Property Tax Exemptions as recommended by Erie I Policy Services.

### **13. Principal's Report - LVC Principal Lee Kyler**

- a. Principal Kyler shared data from the 2024 grades 3-5 ELA and math State testing, he provided information regarding a new reading enrichment program and advised that two substitute nurses have been Board approved creating a cost savings for the District. He also stated that an Elementary Student Council has been established consisting of two students from each grade level (3-5) and one student from each Second Grade classroom allowing the students to have input on (some) school decisions. He also shared that a vending machine is now available for elementary students to obtain "prizes" (stickers, books, pencils, etc.) with earned tokens.

### **14. Superintendent's Update**

- a. Superintendent's Report - see attached
  - i. Approve the Fiscal Year 2025-26 Budget Development Timetable as presented.

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

- b. District Grants Update: ESSA, ESD, 611/619, Title I/II/IV, UPK - see attached

### **15. Public Comment**

- 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.

Charli Lewis questioned if insurance would cover the vandalized playground equipment. Superintendent Meyer advised the deductible is more than the replacement cost of new swings.

Paul Hooper asked if there are cameras on the campuses. Superintendent Meyer stated there are some cameras and more are being purchased.

### **16. Executive Session**

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

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

In: 7:01 PM    Motion: Tom Broderick    Second: Sarah Kullman    Yes: 6 No: 0 Abstain: 0  
Accept

Out: 7:56 PM Motion: Dina Garvey Second: Sue Russell Yes: 6 No: 0 Abstain: 0  
Accept

No action taken.

**17. Next Meeting**

- a. Regular Meeting Thursday, November 14, 2024 6:00 PM Mountain View Campus

**18. Adjournment**

Time: 7:57 PM Motion: Sarah Kullman Second: Tom Broderick Yes: 6 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE:

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Jana Atwell, District Clerk