

Boquet Valley CSD
Regular Meeting
Wednesday, November 12, 2025 @ 6:00 PM
Lake View Campus - Westport, NY
Agenda

1. Call to Order

At: By:

2. Pledge of Allegiance

3. District Vision

- a. The VISION of the Boquet Valley Central School District is to become the best rural school in New York State. We will accomplish our vision by providing exceptional opportunities to all learners and preparing them to set and reach their future goals by embedding our core values into their student experience.

4. Roll Call

Tom Broderick Paige Cotter-Saltamach Paul Fenton Darlene Hooper
 Sarah Kullman Debra Spaulding Jason Welch Sadie Burgess

5. Attendees

Present:

Visitors:

6. Audit Committee Report - Telling & Hillman, PC

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, 2025; and
WHEREAS, the Audit Committee has received, examined and discussed the financial statements as presented; and
RESOLVED, that the Board of Education accepts the June 30, 2025 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, 2025 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: Second: Yes: No: Abstain: Accept Reject Table

8. Capital Project Update

9. Board Discussion

- a. Old Business
- b. New Business
 - i. Committee updates.
 - ii. Board Member Email Procedures.

10. 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.

11. 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. (#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:	Motion:	Second:	Yes:	No:	Abstain:	Accept	Reject	Table
Out:	Motion:	Second:	Yes:	No:	Abstain:	Accept	Reject	Table

- a. Motion to return to regular session at _____

Motion:	Second:	Yes:	No:	Abstain:	Accept	Reject	Table
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12. Ex Officio Student School Board Member Report

13. Approval of Agenda & Minutes

- a. Approve the adoption of the agenda.
- b. Approve the minutes of the October 9, 2025, Regular Meeting as presented.

Motion:	Second:	Yes:	No:	Abstain:	Accept	Reject	Table
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14. Financials

- a. Approve the following financial reports:
 - i. Budget Status Report dated 10/31/2025
 - ii. General Fund Treasurer’s Report dated October 2025
 - iii. General Fund Treasurer’s Report dated September 2025
 - iv. Revenue Status Report dated 10/31/2025

- v. Q1 Federal and State Grant Status Report dated 9/30/2025
- vi. AP Warrant 3 dated 10/31/2025
- vii. Warrant 0020 October 17
- viii. Warrant 0017 dated 10/03/2025
- ix. Warrant 0018 dated 10/03/2025
- x. Payroll Distribution Report dated 10/10/2025
- xi. Payroll Distribution Report dated 10/24/2025

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

15. CSE, CPSE, and 504 Recommendations

- a. Accept and approve the Committee on Preschool Special Education, Committee on Special Education, and Committee on 504 Plan recommendations as presented.

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

16. Action Items - Consent Agenda

- a. Approve the decommissioning and request to place the following vehicle(s) out for bid:
 - i. 2018 Dodge Ram with plow VIN 3C6MR5AJ0JG240214
- b. Accept a \$750 award received by Erica Loher from Essex County Soil and Water Conservation District for the 2025-2026 project: Lake Champlain Water Ecology Field Trip on the Marcelle Melosira UVM Research Vessel to be paid to the school upon receipt of paid invoices for supplies necessary for the project.
- c. Approve the acknowledgment from the Essex County Industrial Development Agency (IDA) for the 10-year PILOT Agreement for Lucky Cats Hospitality.
- d. The Superintendent recommends the approval of the following resolutions:

- i. Resolution to Fund the Insurance Reserve:

WHEREAS, pursuant to the provisions of General Municipal Law §6-n, the Board of Education of the Boquet Valley Central School District is authorized to establish and maintain an Insurance Reserve Fund for the purpose of financing property and casualty losses, liability claims, and other uninsured losses; and

WHEREAS, said reserve may be funded by budgetary appropriations, unexpended balances, or transfers from other legally permissible sources, including unassigned fund balance; and

WHEREAS, the Board of Education has determined it is in the best financial interest of the District to maintain and strengthen the Insurance Reserve to protect against potential premium increases and uninsured losses;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes and directs the transfer of Thirty-Three Thousand Dollars (\$33,000) from the District’s unassigned fund balance to the Insurance Reserve Fund, effective for the 2025–2026 fiscal year; and

BE IT FURTHER RESOLVED, that such transfer shall be recorded in accordance with the Uniform System of Accounts for school districts and applicable New York State regulations, and that this resolution shall take effect immediately upon adoption.

- ii. Resolution to Fund the Employee Retirement System (ERS) Reserve:
WHEREAS, pursuant to General Municipal Law §6-r, the Board of Education of the Boquet Valley Central School District is authorized to establish and maintain a Retirement Contribution Reserve Fund to finance all or part of the District's employer retirement contributions to the New York State and Local Employees' Retirement System (ERS); and
WHEREAS, the Board of Education recognizes that maintaining adequate funding in this reserve helps mitigate volatility in annual ERS contribution rates;
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes and directs the transfer of Ninety Thousand Dollars (\$90,000) from the District's unassigned fund balance to the Employee Retirement System Reserve Fund, effective for the 2025–2026 fiscal year; and
BE IT FURTHER RESOLVED, that such funds shall be used solely for the purposes authorized by law, and that this resolution shall take effect immediately upon adoption.
- iii. Resolution to Fund the Teachers' Retirement System (TRS) Reserve:
WHEREAS, pursuant to Education Law §3651(1-a) and General Municipal Law §6-r, the Board of Education of the Boquet Valley Central School District is authorized to establish and maintain a Retirement Contribution Reserve Sub-Fund for the purpose of financing employer contributions to the New York State Teachers' Retirement System (TRS); and
WHEREAS, the Board of Education acknowledges that maintaining a sufficient TRS reserve protects the District from future contribution rate increases and stabilizes the annual budget;
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes and directs the transfer of One Hundred Thirty Thousand Dollars (\$130,000) from the District's unassigned fund balance to the Teachers' Retirement System Reserve Sub-Fund, effective for the 2025–2026 fiscal year; and
BE IT FURTHER RESOLVED, that the total balance of the TRS Sub-Fund shall not exceed ten percent (10%) of total salaries eligible for TRS contributions, in accordance with statutory limits, and that this resolution shall take effect immediately upon adoption.
- iv. Resolution to Fund the Employee Benefit Accrued Liability Reserve (EBALR):
WHEREAS, pursuant to General Municipal Law §6-p, the Board of Education of the Boquet Valley Central School District is authorized to establish and maintain an Employee Benefit Accrued Liability Reserve Fund (EBALR) for the purpose of financing the payment of accrued employee benefits due upon termination of service, including unused vacation, sick leave, and other compensated absences; and
WHEREAS, the Board of Education recognizes that maintaining adequate funding in the EBALR ensures the District can meet contractual obligations to employees without adversely affecting future budgets;
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes and directs the transfer of One Hundred Fifty Thousand Dollars

(\$150,000) from the District's unassigned fund balance to the Employee Benefit Accrued Liability Reserve Fund, effective for the 2025–2026 fiscal year; and
BE IT FURTHER RESOLVED, that the School Business Official shall ensure that the reserve's total balance does not exceed the District's calculated accrued liability as determined by annual audit, and that this resolution shall take effect immediately upon adoption.

v. Resolution to Fund the Unemployment Insurance Reserve:

WHEREAS, pursuant to General Municipal Law §6-m, the Board of Education of the Boquet Valley Central School District is authorized to establish and maintain an Unemployment Insurance Reserve Fund for the purpose of reimbursing the New York State Unemployment Insurance Fund for payments made to claimants of the District; and

WHEREAS, maintaining sufficient funding in the Unemployment Insurance Reserve helps the District mitigate financial exposure from potential layoffs or economic downturns;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes and directs the transfer of Forty-Seven Thousand Dollars (\$47,000) from the District's unassigned fund balance to the Unemployment Insurance Reserve Fund, effective for the 2025–2026 fiscal year; and

BE IT FURTHER RESOLVED, that such funds shall be used exclusively for purposes authorized under General Municipal Law §6-m, and that this resolution shall take effect immediately upon adoption.

vi. Resolution to Reimburse the Capital Reserve Fund:

WHEREAS, pursuant to Education Law §3651, the Board of Education of the Boquet Valley Central School District is authorized to establish and maintain a Capital Reserve Fund for the purpose of financing, in whole or in part, the cost of capital improvements and construction projects for which bonds may be issued; and

WHEREAS, the State Education Department authorized an emergency capital project to repair the roof at one of the District's school buildings to protect health, safety, and property; and

WHEREAS, due to the urgent nature of the repairs, the District utilized Seven Hundred Fifty Thousand Dollars (\$750,000) from the Capital Reserve Fund to pay for the cost of said emergency roof repair project; and

WHEREAS, the Board of Education now deems it necessary and appropriate to reimburse the Capital Reserve Fund from the District's unassigned fund balance to restore the reserve to its intended funding level;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes and directs the transfer of Seven Hundred Fifty Thousand Dollars (\$750,000) from the District's unassigned fund balance to the Capital Reserve Fund, effective for the 2025–2026 fiscal year; and

BE IT FURTHER RESOLVED, that said transfer shall be recorded in accordance with the Uniform System of Accounts for school districts and applicable New York State Education Department and Office of the State Comptroller regulations, and that this resolution shall take effect immediately upon adoption.

- vii. Resolution Authorizing Refund of Prior Year Taxes:
WHEREAS, pursuant to the provisions of Real Property Tax Law §556 and Education Law §3651, the Board of Education of the Boquet Valley Central School District is authorized to approve the refund or credit of real property taxes that were unlawfully, erroneously, or excessively levied or collected; and WHEREAS, the Essex County Real Property Tax Services Office has determined that an error occurred in the 2023–2024 school tax assessment for property owned by Skoglund Moreen Hanna, resulting from a miscalculation in total acreage; and WHEREAS, said error caused an overpayment of school taxes for the 2023–2024 tax year in the amount of Four Hundred Fifty-Nine Dollars and Forty-Six Cents (\$459.46); and
WHEREAS, the Board of Education acknowledges its statutory responsibility to authorize a refund for the amount overpaid as verified and approved by the County Director of Real Property Tax Services and the School Tax Collector; NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the refund of \$459.46 to Skoglund Moreen Hanna for the overpayment of 2023–2024 school taxes resulting from a clerical or factual error in acreage; and
BE IT FURTHER RESOLVED, that the District Treasurer is hereby authorized and directed to issue payment in said amount from the General Fund and record the transaction in accordance with the Uniform System of Accounts for school districts and applicable New York State regulations; and
BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.
- viii. Resolution Authorizing Correction of Current Year Tax Bill:
WHEREAS, pursuant to the provisions of Real Property Tax Law §554, the Board of Education of the Boquet Valley Central School District is authorized to approve the correction of errors on the current school tax roll and to authorize the issuance of corrected tax bills where an error in assessment or description has resulted in an incorrect levy of taxes; and
WHEREAS, the Essex County Real Property Tax Services Office has determined that the 2025–2026 school tax bill for property owned by Zahavi Gerald was based on an incorrect assessment, which reflected a residential structure as being 100% complete when, in fact, it was only 65% complete at the time of assessment; and
WHEREAS, the erroneous assessment resulted in an excessive school tax levy in the amount of Eight Thousand Eight Hundred Seventy-Seven Dollars and Sixty-Five Cents (\$8,877.65); and
WHEREAS, upon correction of the assessment, the revised tax liability is determined to be Six Thousand Four Hundred Fifty-Four Dollars and Seventy-Two Cents (\$6,454.72); and
WHEREAS, the Board of Education acknowledges its statutory responsibility to authorize the correction of such errors upon receipt of proper certification from the County Director of Real Property Tax Services and the School Tax Collector;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the correction of the 2025–2026 school tax bill for property owned by Zahavi Gerald, reducing the tax amount from \$8,877.65 to \$6,454.72, as verified by the Essex County Real Property Tax Services Office; and
BE IT FURTHER RESOLVED, that the School Tax Collector is hereby authorized and directed to issue a corrected tax bill to the property owner and adjust the tax roll accordingly, in compliance with Real Property Tax Law §554 and the procedures set forth by the Office of the State Comptroller; and
BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.

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

17. Personnel - Consent Agenda

- a. Approve the following substitutes at the current substitute(s) rate unless otherwise noted:
 - i. Andrew Denton, cleaner, effective October 17, 2025.
 - ii. Barry Morrison, bus aide, food service helper, and cleaner, effective November 7, 2025, at an hourly rate of \$18.00, fingerprint clearance on file.
 - iii. Ethan Graham, bus aide, effective November 10, 2025, fingerprint clearance on file.
 - iv. LuAnn Pulsfier, cleaner, effective November 3, 2025 fingerprint clearance on file.
 - v. Emalin Spelman, cleaner, effective November 13, 2025.
- b. Accept and approve the letters of resignation as submitted by:
 - i. Ginger Phinney, clerk, effective November 3, 2025
 - ii. Michelle Koenig, maintenance/driver, effective November 14, 2025
 - iii. Marcail Miller, full-time OASIS Program Coordinator, November 7, 2025
- c. Approve the appointment of Marcail Miller to the stipend position of OASIS Program Coordinator, paid through the Extended School Day Grant, for the 2025-2026 school year, as presented.
- d. Approve District Data Privacy Officers as authorized signers of the Data Privacy Agreements of the District.
- e. Approve the hourly rate increase for Robert Schultz, as substitute cleaner to \$17.00, effective October 27, 2025.
- f. Approve the appointment of Marci Oliver as 1:1 Aide for the 2025-2026 basketball season at a stipend of: \$1,800.
- g. Approve the termination of Debbie Welch from her appointment as full-time 12-month Cleaner effective November 13, 2025.
- h. Approve the following employee(s) to be compensated up to an additional 60 minutes per month at their hourly rate for required partnership meetings with ACAP for the 2025-26 school year:
 - i. Skylar Bisselle
 - ii. Levi Williams

- i. Approve the following extra-curricular appointments and stipends per the current BVFT agreement for the 2025-26 school year:
 - i. Basketball Game Timer - Quincey Smith
 - ii. Soccer Game Timer - Amanda Pulsifer
 - iii. Volunteer Asst. Girls Varsity Basketball Coach (no stipend) - David Reynolds
- j. Approve the appointment of the following as detention monitor(s) for the 2025-2026 per the current BVFT agreement for the 2025-26 school year:
 - i. Sarah Kingzack

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

18. Policy

- a. As recommended by Erie I Policy Services, approve the revision of policies:
 - i. #5413 Procurement: Uniform Grant Guidance of Federal Awards
 - ii. #5674 Data Network and Security Access

19. Administrator/Director Report

- a. Lake View Principal - Lee Kyler

20. Superintendent's Update

- a. Superintendent's Report
- b. District Grants Update: ESSA, ESD, 611/619, Title I/II/IV, UPK.

21. 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.

22. Next Meeting

- a. Regular Meeting Tuesday, December 9, 2025, 6:00 PM Mountain View Campus.

23. Executive Session

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

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

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

24. Adjournment

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