

BOQUET VALLEY CENTRAL SCHOOL DISTRICT

Board of Education Reorganization & Regular Meeting

Mountain View Campus

Tuesday, July 9, 2019

6:30 PM

OFFICIAL MINUTES

1. **Call to Order** At: 6:34 PM By: Vice President Jones

2. **Pledge of Allegiance**

3. **District Clerk Appointment**

- 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 2019-2020 school year.

Motion: Sue Russell Second: Heather Reynolds Yes: 5 No: 0 Abstain: 0 Accept

4. **Oath of Office**

- a. Current Board Vice President administered oath of office to the District Clerk.
- b. District Clerk administered oath of office to Superintendent Joshua Meyer.

5. **Roll Call**

[X]Karin DeMuro-arrived 7:58 PM [X]Dina Garvey [X]Alan Jones [X]Sarah Kullman
[X]Philip Mero-arrived 6:45 PM [X]Heather Reynolds [X]Suzanne Russell

6. **Executive Session**

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

- a. (#5) to discuss collective negotiations pursuant to article 14 of the Civil Service Law (the Taylor Law) with the Boquet Valley bargaining units.
- b. (#6) to discuss the medical, financial, credit or employment history of a particular person or person related to the hiring of positions.

In: 6:38 PM Motion: Dina Garvey Second: Sue Russell Yes: 5 No: 0 Abstain: 0
Accept

Out: 7:14 PM Motion: Dina Garvey Second: Sarah Kullman Yes: 6 No: 0 Abstain: 0
Accept

No action taken.

- c. Reconvene to regular session at 7:16 PM

Motion: Heather Reynolds Second: Dina Garvey Yes: 6 No: 0 Abstain: 0 Accept

7. **Attendees**

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

Visitors: Sally Wachowski Sheera Broderick Sue Plumadore
Carol Schwoebel Hedy Merrihew Susan Kier-Merrihew

8. Election of Officers and Oaths of Offices

- a. As a result of the newly merged District and appointment of officers at their first official Board of Education meeting held on February 27, 2019, the slate of officers for the Boquet Valley CSD Board of Education will remain as previously appointed for the 2019-2020 school year.
 - i. Philip Mero – President
 - ii. Alan Jones – Vice President

9. 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 2019-2020 school year:
 - i. Chief School Officer: Joshua R. Meyer
 - ii. District Treasurer: Sharlene Petro-Durgan (as a component of the Shared Business Office Cross Contract with Franklin-Essex-Hamilton (FEH) BOCES)
 - iii. Deputy Treasurer: Karen Keech (additional compensation of \$4,589)
 - iv. Internal Claims Auditor: Judy French (no additional compensation)
 - v. Backup Internal Claims Auditor: Nancy Ahrent (no additional compensation)

Motion: Sue Russell Second: Alan Jones Yes: 6 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 2019-2020 school year:

MEMBERSHIP	BOARD MEMBER(S)
Crary Foundation	Tabled
Joint Study	1. Dina Garvey 2. Heather Reynolds
NYSSBA Voting Delegate	Phil Mero
Policy Committee	Dina Garvey Heather Reynolds Sue Russell
Youth Commission (Elizabethtown)	Sarah Kullman
Youth Commission (Westport)	Sue Russell

Motion: Alan Jones Second: Sue Russell Yes: 6 No: 0 Abstain: 0 Accept

10. 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 2019-2020 school year:

EMPLOYEE / ORGANIZATION	POSITION
Harris Beach, PLLC	School Attorney: \$200/hour Librarian, Clerks & Paralegals \$110/hour
Stafford, Owens, Pillar, Murnane, Kelleher & Trombley, PLLC	School Attorney: \$195/hour
Bernard P. Donegan, Inc.	Municipal Finance Consultant
TBD	Bond Counsel as needed
AES Northeast, Inc.	School Architectural Firm
Northern Insuring	Insurance Consultant
Telling & Hillman	Independent Auditor – rate TBD
The University of Vermont Health Network Elizabethtown Community Hospital	School Physician \$9,000

School Tax Collector	Lanita Canavan \$5,000
Franklin-Essex-Hamilton (FEH) BOCES	Purchasing Agent, Worker's Compensation Coordinator
Board of Education	Audit Committee
Superintendent	Records Management Officer, Legislative Liaison to NYSSBA, Records Access Officer, DEO Officer (Designated Education Official), 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 Record Keeper
Principals	Title IX Coordinators, Designated Education Officials, Homeless Liaisons, Homeschooling Coordinators, District Data Privacy Officers, Designated Education Officials (DEO), Qualified Lead Evaluators of Classroom Teachers
Director of Student Support Services	ADA Coordinator, 504 Coordinator, Pre-K Coordinator, Medicaid Compliance Officer, Qualified Lead Evaluators of Classroom Teachers
Director of Facilities	Pesticide Control Officer, Asbestos Designee, Chemical Hygiene Officer
Guidance Counselors	DASA Coordinators, K - 12 Suicide Coordinators
School Psychologist	Committee on Special Education (CSE) & Committee on Preschool Special Education (CPSE) Chairperson
Confidential Secretary	Chief Information Officer/Data Warehouse Coordinator
School Nurses	Attendance Officers
NERIC	Chief Information Officer/Data Warehouse Coordinator
Secretary to Guidance Department & Business Office & Secretary to Principal (Mountain View Campus)	Reviewing Official and Verification Official for participation in the Federal Child Nutrition Program

Motion: Sue Russell Second: Heather Reynolds Yes: 6 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 2019-2020 school year:

Substitute Position	Hourly / Daily	Rate of Pay Effective 12/31/18
Teacher (certified)	Daily	\$80.70
Teacher (non-certified)	Daily	\$75.70
Teacher Assistant	Daily	\$73.70
Teacher Aide	Daily	\$72.15
Monitor	Daily	\$72.15
Nurse	Daily	\$77.70
Food Service Helper	Hourly	\$11.10
Clerical	Hourly	\$11.10
Cleaner	Hourly	\$11.10
Bus Driver	Hourly	\$14.30
Long-Term Non-Certified Substitute Teacher (0 – 10 weeks)	Daily	\$125
Long-Term Certified Substitute Teacher (0 – 10 weeks)	Daily	\$175
Long-Term Non-Certified Substitute Teacher (11 – 20 weeks)	Daily	\$150
Long-Term Certified Substitute Teacher (11 – 20 weeks)	Daily	\$200

Motion: Sue Russell Second: Alan Jones Yes: 6 No: 0 Abstain: 0 Accept

11. Designations

- a. Resolved that the Superintendent recommends to the Board of Education to continue with Champlain National Bank, New York Liquid Assets Fund and Bank of New York (NYCLASS) of White Plains, NY as official bank depositories for the 2019-2020 school year.

- 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 2019-2020 school year:

BOE MEETING DATE	TYPE	CAMPUS
Thursday, July 25, 2019	Regular	Lake View

Thursday, August 8	Regular	Mountain View
Thursday, August 22	Regular	Lake View
Thursday, September 12	Regular	Mountain View
Thursday, October 10	Regular	Lake View
Thursday, November 14	Regular	Mountain View
Thursday, December 12	Regular	Lake View
Thursday, January 9, 2020	Regular	Mountain View
Thursday, January 23	Budget	Mountain View
Thursday, February 13	Regular	Lake View
Thursday, February 27	Budget	Lake View
Thursday, March 12	Regular	Mountain View
Thursday, March 26	Budget	Mountain View
Thursday, April 23	Regular	Lake View
Tuesday, May 12	Public Budget Hearing & Regular	Mountain View
Tuesday, May 19	Annual Budget Vote & Election	Mountain View
Thursday, June 11	Regular	Lake View
Thursday, July 9	Reorganization & Regular	Mountain View

- c. Resolved that the Superintendent recommends to the Board of Education the designation of the Press Republican and the Sun Community News as the official newspapers for the 2019-2020 school year.
- d. Resolved that the Superintendent recommends to the Board of Education the designation of the bulletin board located in the hallway corridor outside the main office at the Lake View Campus and the bulletin board located outside the Huntley Gymnasium at the Mountain View Campus as the official bulletin boards for the 2019-2020 school year.

Motion: Alan Jones Second: Sue Russell Yes: 6 No: 0 Abstain: 0 Accept

12. School Board Memberships

- a. Resolved that the Superintendent recommends to the Board of Education that the District will hold the following memberships for the 2019-2020 school year:
 - i. New York State School Board Association (NYSSBA)
 - ii. Essex County School Boards Association
 - iii. Rural Schools Association

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

13. Authorizations

- a. Resolved that the Superintendent recommends to the Board of Education the following as specified for the 2019-2020 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 appropriate and identified as consistent with District goals and priorities for continuous improvement
 - 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
 9. Appointing well-qualified teachers, administrators and staff until the Board of Education has the opportunity to meet and make a decision on 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
 2. ~~Signing any and all checks on behalf of the District in the absence of the Superintendent and District Treasurer~~
 - iii. Secretary to Principal (Mountain View Campus) 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: Heather Reynolds Second: Dina Garvey Yes: 6 No: 0 Abstain: 0 Accept

14. Bonding of Personnel

- a. Resolved that the Superintendent recommends to the Board of Education the bonding of particular employees as follows:

EMPLOYEE	AMOUNT
District Treasurer	\$1,000,000
School Tax Collector	\$2,750,000
Deputy Treasurer	\$1,000,000
Superintendent	\$25,000
Principals	\$25,000
District Clerk	\$25,000
Internal Claims Auditors	\$250,000
Cafeteria Manager	\$25,000
Central Treasurer	\$25,000
All employees	\$25,000

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

15. Cooperative Purchasing

- a. Resolved that the Superintendent recommends to the Board of Education participation in the following cooperating purchasing agreements for the 2019-2020 school year:
 - i. St. Lawrence/Lewis BOCES Cooperative Purchasing Program in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement”
 - 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: Alan Jones Yes: 6 No: 0 Abstain: 0 Accept

16. 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

4. Public Comment

- a. At the start of Public Comment, the Board President will ask for a show of hands to determine how many members of the public wish to offer comment. Three minutes per speaker will be allowed for public comments. When called upon by the Board President to speak aloud, please identify yourself and provide your school district of residence. Public comments will be limited to 15 minutes.

Sheera Broderick commended the school’s participation at the 4th of July parade held in Westport. Superintendent Meyer explained that they would also be present for the parade in Elizabethtown on July 20. Recognition and thanks was extended to Andy Vaughn for the use of his wagon.

Hedy Merrihew and Sally Wachowski commented on the proposed 2019-20 substitute pay rates.

Carol Schwoebel also commented on the substitute pay rate specifically for substitute nurse.

5. Presentation/Reports

- a. Special Education Transition Advisory Team Presentation – See attached.

6. CSE Recommendations

- a. Accept and approve the following CSE recommendation for student #007-13-14,003-18-19, 001-19-20, 504-03-20, 008-18-19, 1203, 1202, 1224, 505, 1108, 1106, 1164, 1247, 8794, 648, 1003, 8796, 1105, 1287, 8798, 601, 1197, 540, 1152, 1371, 1194, 564, 657, 1247, 8794, 648, 1136, 1022, 599, 8796, 1287, 539, 518, 803, 773, 1211 and 1168.

Motion: Sue Russell Second: Karin DeMuro Yes: 7 No: 0 Abstain: 0 Accept

7. Financials

- a. Resolved that the Superintendent recommends to the Board of Education approval of payment for the following invoice:
 - i. Harris Beach Attorneys at Law invoice #2316972 dated 6/20/19 - \$2627.32

Motion: Sue Russell Second: Karin DeMuro Yes: 7 No: 0 Abstain: 0 Accept

8. Board Discussion Items

- a. Policy Service Recommendation for the 2019-2020 school year – Superintendent Meyer shared the cost analysis between policy services Erie I BOCES and New York State School Board Association (NYSSBA).

Motion by Sue Russell, second by Karin DeMuro, to utilize the policy services of Erie I BOCES. Motion carried.

9. Consent Agenda: New Business

- a. Approve the disposal of two items located in the Lake View Campus library:
 - i. Combo filing cabinet/mini card catalog asset tag #A00019293
 - ii. Circulation desk asset tag #A00019300

- b. Approve the Special Education School Aged Summer School resolution:
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 aged 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 2020 Special Education School-Aged Summer School, and agrees to pay the actual CEWW BOCES Costs for the 2020 summer school; and

BE IT FURTHER RESOLVED, that no later than August 1, 2019 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 2020 Special Education School-Age Summer School. A copy of this adopted resolution is to be provided to the CEWW BOCES and its District Superintendent.

- c. Approve the CV-TEC Adult Education and Safety Education Sponsorship Agreement (CO-SER 103 adult education and CO-SER 401 accident prevention/pre-licensing) allowing CVES to continue to offer Adult Education programming in the CVES catchment area.
- d. Approve the Boquet Valley CSD District Communication Plan.
- e. Approve the 2019-2020 Public Reporting Calendar
- f. Approve the Shared Services Agreement for Speech Language Pathologist Services by and between BVCS and the Moriah Central School District and authorize the Superintendent to execute said agreement.
- g. Commission the Superintendent to organize a committee to evaluate the current facilities at both the Lake View and Mountain View Campuses.

Motion: Sue Russell Second: Karin DeMuro Yes: 7 No: 0 Abstain: 0 Accept

10. New Business: Personnel

- a. Amend the appointment of Tyler Atwell to include the title of bus driver (Head Custodian/Bus Driver) and approve an annual salary of \$46,946.88 effective July 1, 2019.
- b. Approve the appointment of Caleb Albano to the position of temporary part-time summer custodial hire at an hourly rate of \$11.10 approximately 29 hours per week effective July 1, 2019.
- c. Approve the extension of Bridget Belzile's confidential secretary/deputy district clerk agreement July 1, 2019 through September 30, 2019 at an annual rate of \$38,500.00 (pro-rated).

- d. Approve the letter of resignation as submitted by Maureen Thomas from her position as cook at the Lake View Campus effective with the 2019-2020 school year.
- e. Approve the creation of a 10-month School/Career Counselor position effective July 1, 2019.
- f. Resolved upon the recommendation of the Superintendent, Jennifer Barber, who is permanently certified in the Art area, is hereby appointed to the position of Art teacher tenure area for a probationary period commencing September 1, 2019 and anticipated to end on June 30, 2023. Salary for the 2019-20 school year is \$44,718.24 based on step 4 \$46,046 and 11 credit hours \$3,672.24 (WEA current contract) pending receipt of fingerprint clearance.
- g. Resolve upon the recommendation of the Superintendent, Allison Morrow, who is permanently certified in the Mathematics 7-12 area, is hereby appointed to the position of Math teacher tenure area for a probationary period commencing September 1, 2019 and anticipated to end on June 30, 2023. Salary for the 2019-20 school year is \$51,069.08 based on step 5 \$47,063 and 12 credit hours \$4,006.08 (WEA current contract) pending receipt of fingerprint clearance.
- h. Approve the appointment of Crystal Brant to the position of substitute bus driver at an hourly rate of \$14.30 effective July 10, 2019 pending receipt of fingerprint clearance.
- i. Approve the appointment of Crystal Brant to the full-time (10 month) position of bus driver at an hourly rate of \$16.15 effective September 3, 2019 with a 120 probationary period commencing September 3, 2019 and anticipated to end on February 27, 2020 pending receipt of fingerprint clearance.
- j. Approve the permanent appointment of Henry Galm to the civil service position of full-time Cleaner effective June 22, 2019. - Tabled
- k. Approve the appointment of Wendy Meguid to the position of long-term substitute Physical Education and Health teacher at a daily rate of \$125.00 effective September 3, 2019 through October 18, 2019 (fingerprint clearance on file).

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

1. Resolve upon the recommendation of the Superintendent, Olga Nelly Collazo, who is professionally certified in the School District Leader area, is hereby appointed on probation to the position of Director of Student Support Services for a probationary period commencing on July 15, 2019 and anticipated to end on July 15, 2023. Salary for the 2019-20 school year is \$78,000.00

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

11. Committee Appointments/Updates

- a. Transition Advisory Teams Update – The remaining committees will present in July and August.

12. Superintendent's Update

- a. CEWW Capital Project Funding – District Treasurer, Sharlene Petro-Durgan provided an overview of the capital project explaining that the debts (to pay for the project) from former

districts WCS and ELCS will carry-over to the new District. A preliminary timetable for future financing for the remaining project payment was presented.

- b. Employment Hiring Update – Principal interviews were held today; an appointment is expected at the next meeting. Director of Facilities interview have been scheduled. Extra-curricular postings will be forthcoming.
- c. State Mandated Training for Board of Education Members – Board members were reminded of the mandatory training required for new board members.

13. Public Comment

Sally Wachowski asked when will the extra-curricular positions be posted? Anticipate the posting to be out early next week.

Sheera Broderick inquired once bonded, if the CEWW capital project would have to fall under the tax cap in order to meet budget? Also, will community members be included on the committee to evaluate the facilities? Yes, community will be invited to participate.

Carol Schwoebel commended the Board and administration for their diligence and efforts moving ahead during the merge process. She also spoke about the needs and resource barriers in creating healthy and positive environments for our children, the faculty and staff.

14. Executive Session (if needed)

To discuss the medical, financial, credit or employment history of a particular person or corporation.

In: 8:34 PM Motion: Sue Russell Second: Dina Garvey Yes: 7 No: 0 Abstain: 0
Accept

Out: 9:10 PM Motion: Dina Garvey Second: Sarah Kullman Yes: 7 No: 0 Abstain: 0
Accept

No action taken.

15. Next Meeting: Thursday, July 25, 2019 6 PM at the Lake View Campus

16. Adjourn

Time: 9:10 PM Motion: Dina Garvey Second: Sarah Kullman

Minutes are not official until approved by the Board.

Date approved by the BOE: July 25, 2019

Jana Atwell, District Clerk