

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, June 11, 2020 @ 6:00 PM**  
**Via Streaming Video only - with no public in-person access**  
<https://bit.ly/2Yh6AGs>

**OFFICIAL MINUTES**

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

**2. Pledge of Allegiance**

**3. Roll Call**

[X]Karin DeMuro    [X]Dina Garvey    [X]Alan Jones    [X]Sarah Kullman  
[X]Philip Mero    [X]Heather Reynolds [X]Suzanne Russell

**4. Attendees**

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

Visitors: Kelly Reinhardt            Lisa Whalen            Terry Egglefield  
          Nelly Collazo                 Jim Varno                Mark Landon  
          Dan Parker                     Elaine Cross-Dixon

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

In: 6:01 PM    Motion: Karin DeMuro    Second: Dina Garvey    Yes: 7    No: 0    Abstain:  
0                    Accept

Out: 6:46 PM    Motion: Sarah Kullman    Second: Dina Garvey    Yes: 7    No: 0    Abstain:  
0                    Accept

No action taken.

Motion to return to regular session at 7:00 PM by Alan Jones, second by Dina Garvey.  
Motion carried.

## **6. Approval of Minutes**

- a. Approve the meeting minutes of May 12, May 14, May 19, May 20 and May 21, 2020, and meeting notes of June 1, 2020 Public Budget Hearing.

Motion: Heather Reynolds    Second: Karin DeMuro    Yes: 7 No: 0 Abstain: 0 Accept

## **7. Public Comment**

- a. Two virtual public comment sections are being offered this evening, one at the beginning and one at the end. A period of 15 minutes will be provided giving any meeting attendees time to share their thoughts with the Board of Education. Please message a comment through the comment section of the WebEx meeting. Please provide your name and address. Your comment will be directed to and read by the Superintendent. 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 11A dated 5/6/20
  - ii. Warrant 11B dated 5/13/20
  - iii. Warrant 11C dated 5/20/20
  - iv. Revenue Status Report School Lunch Fund as of 5/31/20
  - v. Budget Status Report School Lunch Fund as of 5/31/20
  - vi. Revenue Status Report General Fund as of 5/31/20
  - vii. Budget Status Report General Fund as of 5/31/20
  - viii. Budgetary Transfer Report 5/1/20 - 5/31/20
  - ix. Multi-Fund Bank Account Reconciliation as of 5/31/20
  - x. Treasurer's Report for Multi-Fund Month of May 2020
  - xi. Payroll Bank Account Reconciliation as of 5/31/20
  - xii. Debt Service Bank Account Reconciliation as of 5/31/20
  - xiii. Capital Project Bank Account Reconciliation as of 5/31/20
  - xiv. Extraclassroom Bank Account Reconciliation as of 5/31/20
  - xv. Financial Statement of Extraclassroom Activity Fund 5/1/20 - 5/31/20
  - xvi. Cafeteria Profit & Loss Statement July 2019 - May 2020
  - xvii. 2019-20 Cash Flow Report July 2019 - May 2020
  - xviii. Fund Balance Projection 2019-20
  - xix. 5 Year Financial Projections

Motion: Karin DeMuro    Second: Dina Garvey    Yes: 7 No: 0 Abstain: 0 Accept

## **9. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #1202, 2863, 1033, 827, 10065, 519, 8798, 1152, 11010,1201, 1035, 1262, 1022,

504-03-20, 558, 1273, 1357, 1358, 12418, 008-15-16, 1267, 1299, 003-18-19, 539, 1301 and 601.

Motion: Alan Jones      Second: Karin DeMuro      Yes: 7 No: 0 Abstain: 0    Accept

## 10. Board Discussion Items

- a. 2020-2021 Non-Resident Tuition - Current school year tuition rate is \$1277.41 per student. Contingent upon voter approval of the proposed 2020-21 spending plan and adoption of the Erie I Policy *Non-Resident Students*, the proposed tuition rate for the 2020-21 school year is estimated to be \$1330.42 per student.
- b. Upcoming Board Meetings (in person vs WebEx) - Beginning in July, the Board of Education will meet in person with no public in-person access and will continue to live stream their meetings for community members.
- c. Murals - There is no plan to paint over any murals at the Mountain View Campus this summer. Principal Parker will share plans for the murals at the Lake View Campus.
- d. Asbestos - Concerns have been voiced regarding asbestos at the Lake View Campus. Superintendent Meyer explained that both campuses are evaluated every three years (most recently June 2019). Asbestos is on both campuses in what appears to be relatively equal amounts. There are no areas of concern on either campus.

## 11. Action Items - Consent Agenda (exclude b & c to act upon separately - see agenda item #12 a & b below)

- a. Approve the disposal of:
  - i. 2 stoves previously located in room 004 (asset tag #A00228306 and A00228307),
  - ii. Multiple copies of outdated textbooks:
    1. Century 21 South-Western Accounting 8E copyright 2006 (17)
    2. Marketing 2nd Edition copyright 2006 (15)
    3. Managing Your Personal Finances 3rd Edition copyright 1997 (10)
    4. Business Communications copyright 2004 (11)
    5. Law for Business and Personal Use copyright 2006 (13)
    6. Microsoft Office FrontPage 2003 copyright 2007 (6)
    7. Learning Success Media Edition copyright 2002 (4)
    8. Concert Tour Desktop Publisher copyright 2007 (14)
- ~~b. Approve the proposal as submitted by \_\_\_\_\_ (architect) at a pre-referendum fee of \_\_\_\_\_ and post-referendum cost of \_\_\_\_\_.~~
- ~~c. Approve the Construction Management proposal as submitted by Schoolhouse Construction Services in the amount of \_\_\_\_\_.~~
- d. Approve the resolutions regarding increase in budget for teacher staff sick days.
  - i. Upon presentation and recommendation of the Superintendent, the Board of Education shall approve the Teacher Staff 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 2019-20 school budget to fund contingent expense of payment for sick leave for Julie Rascoe up to \$8,909.61 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 as follows:

A 2250-150-02-0003 Teacher Salaries Special Education \$8,909.61

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

A 867.00 Employee Benefit Accrued Liability Reserve (EBALR) \$8,909.61.

- ii. Upon presentation and recommendation of the Superintendent, the Board of Education shall approve the Teacher Staff 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 2019-20 school budget to fund contingent expense of payment for sick leave for Susan Plumadore up to \$7,928.25 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 as follows:

A 2250-150-02-0003 Teaching Assistant Special Education \$7,928.25

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

A 867.00 Employee Benefit Accrued Liability Reserve (EBALR) \$7,928.25.

- e. The Superintendent recommends the approval of the following BOCES Summer School 2021 resolution:

- i. 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, this 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 2021 Special Education School-Age Summer School, and agrees to pay the actual CEWW BOCES costs for the 2021 summer school; and

BE IT FURTHER RESOLVED, that no later than August 3, 2020, 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 2021 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. The Superintendent recommends the approval of the following resolution regarding the COVID-19 pandemic:

i. WHEREAS, the current COVID-19 (Coronavirus) outbreak and subsequent effect on the State of New York has resulted in an unprecedented impact to all businesses and public entities, including the Boquet Valley Central School District. As of March 15, 2020, a State of Emergency was declared in Essex County in response to the COVID-19 outbreak. New York State has also established Executive Orders 202 and 202.1-202.16. The Federal government has also enacted emergency legislation and regulations which impacts Boquet Valley CSD operations.

THEREFORE, BE IT RESOLVED THAT, the Board recognized that County, State and Federal laws, orders, regulations and guidance have been enacted to address the COVID-19 pandemic, and where conflict exists with Boquet Valley CSD policies, regulations and practices, the County, State and Federal laws, orders, regulations and guidance and where a conflict exists, shall supersede Boquet Valley CSD policies and practices until the various States of Emergency are lifted, and the Boquet Valley CSD is able to resume operations with on-site staffing and in-person teaching; and

IT IS FURTHER RESOLVED THAT, the Superintendent of Schools, as the Board's designee, may take or direct any actions consistent with this resolution.

Motion: Alan Jones      Second: Dina Garvey      Yes: 7 No: 0 Abstain: 0    Accept

## **12. Architect and Construction Management Proposals for Approval**

a. Approve the proposal as submitted by BCA (architect) at a pre-referendum fee of \$0 and post-referendum cost based on a percentage of construction cost at time of NYSED submission (see attached chart).

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

- b. Approve the Construction Management proposal as submitted by Schoolhouse Construction Services in the amount of \$36,375 (pre-referendum services), \$177,100 (pre-construction services), \$1,290,400 (construction services) and \$82,375 (closeout services).

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

### **13. Establishment of Reserve Fund - Tax Certiorari Reserve**

- a. The Superintendent recommends the approval of the following resolution for the establishment of Tax Certiorari Reserve:
  - i. WHEREAS, five tax certiorari petitions have been filed challenging the 2019-2020 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 2019-2020 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 judgments or claims on proceedings instituted under Article 7 of the Real Property Tax Law, which relate to the 2019-2020 tax roll (hereinafter the "2019-20 Tax Certiorari Reserve Fund"); and  
BE IT FURTHER RESOLVED, that the Board of Education will appropriate and deposit into the 2019-20 Tax Certiorari Reserve Fund such sums as the Board determines is necessary following the review of the 2019-2020 tax certiorari proceedings by its District Treasurer and the calculation of the 2019-2020 General Fund Balance that is permitted by law to be carried into the 2020-2021 fiscal year.

Motion: Dina Garvey    Second: Heather Reynolds    Yes: 7 No: 0 Abstain: 0 Accept

### **14. Transfer of Funds to (3) Reserve Funds - Transportation and Maintenance Equipment, Capital Improvement and 2019-20 Tax Certiorari**

- a. 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 \$200,000.00 from the unreserved, unappropriated fund balance of the 2019-2020 school year budget to the 2014 Capital Reserve Fund established pursuant to Education Law Section 3651 and approved by the voters on May 20, 2014 known as the "Transportation and Maintenance Equipment Reserve Fund" for the purpose of funding capital projects authorized by the voters.
- b. 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 \$668,000.00 from the unreserved, unappropriated fund balance of the 2019-2020 school year budget to the 2014 Capital Reserve Fund established pursuant to Education Law Section 3651 and approved by the voters on May 20, 2014 known as the “Capital Improvement Reserve Fund” for the purpose of funding capital projects authorized by the voters.

- c. 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 \$75,000.00 from the unreserved, unappropriated fund balance of the 2019-2020 school year budget to the 2019-20 Tax Certiorari Reserve Fund established pursuant to Education Law Section 3651 known as the “2019-20 Tax Certiorari Reserve Fund” established by the Board of Education on June 11, 2020 for the purpose of meeting anticipated judgements or claims on proceedings instituted under Article 7 of the Real Property Tax Law.

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

Accept

#### **15. Personnel - Consent Agenda**

- a. Accept the letter of retirement as submitted by Susan Plumadore from her position as Teacher Assistant effective July 1, 2020.
- b. Approve the appointment of Julie Rascoe as a certified substitute teacher effective July 1, 2020.

Motion: Dina Garvey      Second: Karin DeMuro      Yes: 7 No: 0 Abstain: 0      Accept

#### **16. Policy - None at this time**

#### **17. Lake View Principal Report - Dan Parker**

- a. Principal Parker extended congratulations to the Board and Superintendent for the approval this evening of an architect firm and construction manager moving forward for a potential new building project. Principal Parker acknowledged several “virtual celebrations” that have either taken place or have been planned for the near future. Kudos were extended to teachers and staff for all their hard work and diligent efforts over the last few months as well as acknowledging parents during this time also. He shared his plan to paint new murals at Lake View Campus by explaining that every classroom will have a wall which will be repainted every five years.

#### **18. Superintendent’s Update**

- a. Notice of Date Change for Budget Vote & Election, Tuesday, June 16, 2020, pursuant to Executive Order No. 202.39 - All ballots will be counted starting at 5 PM on June 16 at the Lake View Campus. If needed, a revote will take place at the end of July (date yet to be determined by the Governor).

- b. A graduation ceremony will be held on Saturday, June 27 at 11 AM at Ballard Park in Westport. A limit (by executive order) of 150 participants will be in attendance including 24 graduates, a limited number of guests per graduate, Senior Class Advisors, High School Principal and Superintendent.
- c. Students will be allowed to attend special education summer school programs at either the Mineville or Plattsburgh CVES campus.
- d. A committee will be working on a re-opening plan for the (September) 2020-21 school year to be submitted to the State. No clear guidance has been provided to assist with this process.
- e. End-of-Year Recognition - See attached Superintendent's Report

## 19. Public Comment

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Floor was opened for public comment, none voiced.

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

In: 7:56 PM Motion: Heather Reynolds Second: Dina Garvey Yes: 7 No: 0 Abstain: 0  
Accept

Out: 8:00 PM Motion: Karin DeMuro Second: Sue Russell Yes: 7 No: 0 Abstain: 0  
Accept

No action taken.

## 21. Next Meeting

- a. Reorganization & Regular Meeting Thursday, July 9, 2020 6:00 PM at the Mountain View Campus. Board members will be present in person with no **public** in-person access to the meeting. Meetings will continue to be live streamed for community members.

## 22. Adjournment

Time: 8:00 PM Motion: Karin DeMuro Second: Dina Gavrey



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

Date Approved by the BOE: July 9, 2020

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Jana Atwell, District Clerk