

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, October 8, 2020 @ 7:00 PM**  
**Auditorium @ Lake View Campus, Westport**  
**In-Person with Limited Capacity**

**UNOFFICIAL MINUTES**

**1. Call to Order** **At:** 7:04 PM **By:** President Mero

**2. Pledge of Allegiance**

**3. Roll Call**

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

**4. Attendees**

Present: Joshua Meyer, Superintendent Visitors: Tracey Cross-Baker  
 Jana Atwell, District Clerk  
 Sharlene Petro-Duran, District Treasurer

**5. Audit Committee Report Meeting - Mr. Tom Telling, Telling & Hillman, PC**

- a. Focus on the audit committee of the school board gathering with representatives of the independent financial audit firm to examine and discuss a preliminary draft edition of the annual independent financial audit reports, in keeping with increased fiscal accountability responsibilities mandated by New York State.

Members of the Board engaged with independent auditor, Mr. Tom Telling, CPA to examine and discuss the independent financial audit reports for the fiscal year ending June 30, 2020.

**6. 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, 2020; and

RESOLVED, that the Board of Education accepts the June 30, 2020 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, 2020 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: Dina Garvey    Second: Karin DeMuro    Yes: 6 No: 0 Abstain: 0    Accept

## **7. Approval of Minutes**

- a. Approve the minutes of September 10, 2020 Regular Meeting as presented.

Motion: Karin DeMuro    Second: Heather Reynolds    Yes: 6 No: 0 Abstain: 0    Accept

## **8. Public Comment**

- a. Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three minutes. 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.

## **9. Financials**

- a. Approve the following financial reports:
  - i. Warrant 3A dated 9/2/20
  - ii. Warrant 3B dated 9/9/20
  - iii. Warrant 3C dated 9/16/20
  - iv. Warrant 3D dated 9/23/20
  - v. Warrant 3E dated 9/30/20
  - vi. Multi-Fund Bank Account Reconciliation as of 8/31/20
  - vii. Treasurer's Report for Multi-Fund Month of 8/31/20
  - viii. Capital Project Bank Account Reconciliations as of 8/31/20
  - ix. Debt Service Bank Account Reconciliation as of 8/31/20
  - x. Extraclassroom Bank Account Reconciliation as of 8/31/20
  - xi. Financial Statement of Extraclassroom Activity Fund 8/1/20 - 8/31/20
  - xii. Payroll Bank Account Reconciliation as of 8/31/20
  - xiii. Cafeteria Profit & Loss Statement July 2020 - August 2020
  - xiv. Budget Status Report General Fund as of 8/31/20
  - xv. Budget Status Report School Lunch Fund as of 8/31/20
  - xvi. Revenue Status Report General Fund as of 8/31/20
  - xvii. Revenue Status Report School Lunch Fund as of 8/31/20
  - xviii. Budgetary Transfer Report Fiscal Year 2020 from 8/1/20 - 8/31/20
  - xix. 2020-2021 Cash Flow Report July 2020 - August 2020

Motion: Karin DeMuro    Second: Dina Garvey    Yes: 6 No: 0 Abstain: 0    Accept

- b. Potential Tax Revenue Reduction - Discussion  
Information regarding three tax certioraris and one small claims assessment was

shared by District Treasurer, Sharlene Petro-Durgan with the Board for their awareness as funds will need to be placed in reserve to pay for these potential tax refunds once settled in court.

#### **10. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #540, 1201, 2927, 370, 1247, 001-16-17, 1248, 1022, 11006, 1349, 1357, 12419, 1190, 12449, 006-15-16, 2103, 12424, 8798, 002-17-18 and 1088.

Motion: Heather Reynolds    Second: Sarah Kullman    Yes: 6 No: 0 Abstain: 0 Accept

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

- a. BE IT RESOLVED, that the Superintendent recommends the Board of Education accept the National School Lunch Program Equipment Assistance Grant award of \$14,477 from the New York State Department of Education, approve the use of the funds to make purchases as indicated, and authorize the Superintendent and the Board President to execute all documents necessary to effectuate this resolution. The grant funds will support the purchase of a new replacement dishwasher for use at the Mountain View kitchen.
- b. Approve the CFES Brilliant Pathways Partnership Agreement Adirondack Schools 2020-21 at an annual contribution of \$7,500.
- c. Approve the agreement between BVCS D and Seth Aldrich, Ph.D. for in person as well as remote consultation to develop a district-wide Multi-Tiered System of Support (MTSS) process at a cost of \$2,000 plus mileage (430 miles round trip x \$.58 = \$215) = \$2,215 per day for in person visits, a rate of \$150 per hour for remote consultation/training via Zoom, and in the event that consultations result in a request for major development of materials specific to BVCS D that would be charged an hourly rate of \$150 per hour.
- d. Approve the proposed scope of services, fee and project schedule to perform the archeological investigation at the Brainards Forge Road site at a cost of \$1,580 (1A - an administrative review of available documents) and \$15,750 (1B - the actual site investigation or dig) as proposed from Columbia Heritage, LTD, *\*contingent upon a purchase agreement with the seller* A retainer of \$5,250 is required to get started. (\*amended to include this statement).
- e. Approve the Section VII Combining of Teams Application for the 2020-21 school year to combine the sport of cross-country with Moriah CSD.
- f. Accept the donation of three picnic tables from Lowe's September 2020 located at the Mountain View Campus (asset control tag #A00868221, A00868222, A00868223).

Motion: Karin DeMuro    Second: Sarah Kullman    Yes: 6 No: 0 Abstain: 0    Accept

#### **12. Personnel - Consent Agenda**

- a. Approve the appointment of Cheryl Gowett to the full-time 10 month civil service position of Food Service Helper at an hourly rate of \$12.50 effective September

24, 2020 with a 120 day probationary period commencing September 24, 2020 and anticipated to end on April 15, 2021. Fingerprint clearance received and on file.

- b. Approve the appointment of Sadie Kaltenbach to the position of substitute Food Service Helper at an hourly rate of \$11.80 pending receipt of fingerprint clearance.
- c. Approve the following extracurricular appointments and stipends per the current ELTA contract or the WEA contract, as applicable, for the 2020-21 school year provided that payment of such stipend are contingent upon students returning to regular in-person school learning and the sport team engages in activities as it traditionally has in past school years. Should either of these contingencies not be met, the stipend shall not be paid.
  - i. Art Club Advisor - Kristen Larkin
  - ii. Boys JV Basketball Coach - Don Markwica
  - iii. Boys JV Basketball Volunteer Assistant (no stipend) - Barry Morrison
  - iv. Girls Varsity Basketball Coach - Hokie McKinley
  - v. Drama Club Advisor - Diana McGuigan

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

- d. Approve the Agreement Between the Boquet Valley Administrators and Directors Association and the Superintendent of Schools of the Boquet Valley Central School July 1, 2020 to June 30, 2024 as presented.

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

### **13. Policy**

- a. Accept and approve policies 1000 through 5999 received from Erie I Policy Services as converted from Westport CSD to Boquet Valley CSD policies. The policy manual was adopted at the July 2020 Reorganization Meeting.

Motion: Sue Russell      Second: Karin DeMuro      Yes: 6 No: 0 Abstain: 0    Accept

- b. Adopt the following amended policies as customized to the District:
  - i. Appointments and Designations by the Board #1330
  - ii. Duties of the School Physician/Nurse Practitioner #1338
  - iii. Duties of the Internal Auditor #1339
  - iv. Drug and Alcohol Testing for School Bus Drivers #5741

Motion: Karin DeMuro      Second: Heather Reynolds      Yes: 6 No: 0 Abstain: 0    Accept

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

- a. Project Update - Mike Harris BCA Architects & Engineer (see attached)
- b. Annual Student Enrollment Report Data and Multi-Year Retrospective on October Enrollment (see attached)

c. Budget Development Timetable for Winter-Spring 2020

- i. Approve the proposed 2021-22 Budget Development Timetable as presented.

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

Accept

**15. Principal Report - Dan Parker, Principal Lake View Campus**

- a. Principal Parker provided a report to the Board members which included Pre-K through grade 5 enrollment, fire prevention week, renovations, infrastructure for remote learning, Pre-K licensing, a screening process for all grade levels, dedicated OT/PT space, iReady testing for inhouse and remote students, and a community event held at the Mountain View Campus, Baby Essential, as a joint venture with many agencies working together to provide for our local community members. Mr. Parker also thanked the Board for their leadership in helping to “build” an elementary building at the Lake View Campus.

**16. Public Comment**

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President Mero thanked all faculty and staff for their dedication and their ongoing hard work during these past few months.

**17. Next Meeting**

- a. Regular Meeting Thursday, November 12, 2020 6:00 PM Mountain View Campus Elizabethtown

**18. 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 matters leading to the appointment of a particular person(s).

In: 8:30 PM   Motion: Heather Reynolds   Second: Dina Garvey   Yes: 6   No: 0   Abstain:

0

Accept

Out: 9:40 PM   Motion: Dina Garvey   Second: Karin DeMuro   Yes: 6   No: 0   Abstan: 0

Accept

c. Motion to return to regular session at 9:50 AM.

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

No action taken.

**19. Adjournment**

Time: 9:41 PM    Motion: Dina Garvey    Second: Sarah Kullman    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