

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, April 15, 2021 @ 6:00 PM**  
**Auditorium @ Lake View Campus Westport**  
**In-Person with Limited Capacity**

**OFFICIAL MINUTES**

**1. Call to Order** **At:** 6:02 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]Suzane Russell

**4. Attendees**

Present: Joshua Meyer, Superintendent	Visitors: Julie Bisselle
Jana Atwell, District Clerk	Sarah Rice
Sharlene Petro-Durgan, District Treasurer	Abbey Schwoebel
	Maddie Kirkby
	Brienne Drummond
	Ben Goff

**5. Executive Session**

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

- a. (#5) to discuss collective negotiations pursuant to article 14 of the Civil Service Law.
- b. (#6) to discuss the medical, financial, credit or employment history of a particular person or person.

In: 6:03 PM    Motion: Alan Jones    Second: Karin DeMuro    Yes: 7 No: 0 Abstain: 0    Accept  
Out: 6:45 PM    Motion: Karin DeMuro    Second: Heather Reynolds    Yes: 7 No: 0 Abstain: 0    Accept

No action taken.

- c. Motion to return to regular session at 6:53 PM

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

**6. Approval of Minutes**

- a. Approve the minutes of the March 11, 2021 Regular Meeting as presented.

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

## **7. 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.

## **8. Financials**

- a. Approve the following financial reports:
  - i. Warrant 9B dated 3/10/21
  - ii. Warrant 9C dated 3/17/21
  - iii. Warrant 9D dated 3/24/21
  - iv. Warrant 10A dated 3/31/21
  - v. Revenue Status Report School Lunch Fund as of 2/28/21
  - vi. Revenue Status Report General Fund as of 2/28/21
  - vii. Budget Status Report School Lunch Fund as of 2/28/21
  - viii. Budget Status Report General Fund as of 2/28/21
  - ix. Budgetary Transfer Report 2/1/21 to 2/28/21
  - x. 2020-2021 Cash Flow Report July 2020 - February 2021
  - xi. Fund Balance Projection 2020-2021

Motion: Karin DeMuro    Second: Sarah Kullman    Yes: 7 No: 0 Abstain: 0    Accept

- b. Upon recommendation of the Superintendent, approve the request to open three accounts at Champlain National Bank named Westport Education Scholarship, Eliza Gray Scholarship and Bailey Outdoor Memorial.

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

## **9. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #1106, 541, 657, 12391, 504-02-19, 007-18-19, 504-04-18, 517, 1319, 504-02-13, 1152, 1291, 697, 1611, 1035, 541, 2437, 2634, 007-13-14, 001-16-17, 2097, 1364, 004-15-16, 1579, 1580, 008-15-16, 504-04-18, 8796, 1105, 1319, 003-18-19, 602, 803, 1284, 006-18-19, 601, 1151, 2634, 11005, 701, 2099, 735, 2394, 540, 2863, 008-16-17, 735, and 504-06-19.

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

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

- a. Accept and approve the School Attorney proposal as submitted by Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC Attorneys & Counselors at

Law for the 2021-2022 school year at an hourly rate of \$205.00 for all attorneys, and \$90.00 per hour for paralegals.

- b. Approve the 2021-2022 school calendars as presented.
- c. Establish and approve the compensation rate of \$12.50 per hour for inspectors serving at the Annual Budget Vote & Election to be held on May 18, 2021.
- d. Approve the Chairperson and Inspector List for the Annual Budget Vote & Election to be held on May 18, 2021 as presented.
- e. Approve the Section VII Combining of Teams Application for Track & Field with Moriah Central School for the 2020-2021 school year.
- f. BE IT RESOLVED, that the Boquet Valley Central School District hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the timekeeping system or the record of activities maintained and submitted by these members to the clerk of this body:
  - i. Bus Aides - 6.5 hours per day
  - ii. Bus Drivers - 6.5 hours per day
  - iii. Bus Driver/Maintenance - 8 hours per day
  - iv. Cleaners - 8 hours per day
  - v. Food Service Helpers - 7.5 hours per day
  - vi. Teacher Aides - 7 hours per day
  - vii. Clerical Staff - 7.5 hours per day
  - viii. Cooks - 7 hours per day
  - ix. Cook Managers - 7.5 hours per day
  - x. Driver/Mechanics - 8 hours per day
  - xi. Driver/Mechanic/Maintenance - 8 hours per day
  - xii. School Nurses - ~~7.25~~ 7.2 hours per day
  - xiii. Head Custodian/Bus Driver - 8 hours per day
  - xiv. Head Bus Driver - 8 hours per day
  - xv. Director of Facilities - 8 hours per day
  - xvi. Secretary to Superintendent/District Clerk - ~~7~~ 8 hours per day
  - xvii. Confidential Secretary/Chief Information Officer - 8 hours per day

g. 2017 Tax Certiorari Reserve Closure

Whereas, a number of tax certiorari petitions were filed challenging the 2017 assessment of certain parcels of real property; and,

Whereas, a reserve fund was established on June 8, 2017 to cover the amount of the District's potential refund liability in the aforementioned 2017 tax certiorari petitions; and

Whereas, all tax certiorari litigation related to the 2017 tax year has concluded and appropriate refunds made to taxpayers.

NOW, THEREFORE, BE IT RESOLVED that:

- 1. The Board of Education hereby directs the Business Official to close the 2017 tax certiorari reserve account and transfer the remaining amount of \$3,856.23 back to the general fund.
- 2. This Resolution will take effect immediately.

h. 2018 Tax Certiorari Reserve Closure

Whereas, a number of tax certiorari petitions were filed challenging the 2018 assessment of certain parcels of real property; and,

Whereas, a reserve fund was established on June 14, 2018 to cover the amount of the District's potential refund liability in the aforementioned 2018 tax certiorari petitions; and

Whereas, all tax certiorari litigation related to the 2018 tax year has concluded and appropriate refunds made to taxpayers.

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education hereby directs the Business Official to close the 2018 tax certiorari reserve account and transfer the remaining amount of \$3,832.70 back to the general fund.
  2. This resolution shall take effect immediately.
- i. Accept and approve the bids received from Auctions International for the following items:
- i. 2011 Chevy Traverse LS in the amount of \$3,400.00,
  - ii. 2008 Blue Bird Vision bus in the amount of \$1,800.00, and
  - iii. 2009 International bus in the amount of \$1,525.00

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

**11. Personnel - Consent Agenda**

- a. Approve the appointment of Cheryl Gowett to the permanent full-time (10 month) civil service position of Food Service Helper effective April 15, 2021.
- b. Approve the following extra-curricular appointments and stipends per the current Boquet Valley Federation of Teachers contract, as applicable, for the 2020-21 school year provided that payment of such stipends are contingent upon students returning to regular in-person school learning and the sport teams engage 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. Track Coach (\$3008) - Kyle Smith
  - ii. ~~Modified Softball Coach (\$2110) - Ed Mason~~
- c. Approve the following mentor appointments for the 2020-2021 school year at a rate of \$1,500.00:
  - i. Sarah Rice
  - ii. Peter Castine
- d. Upon the recommendation of the Superintendent, Jacqueline Chan-Seng, who holds a professional certification in the French 7-12 area, is hereby granted tenure in the French tenure area effective June 30, 2021.
- e. Upon the recommendation of the Superintendent, Kristen Larkin, who holds a permanent certification in the Art area, is hereby granted tenure in the Art tenure area effective June 30, 2021.
- f. Upon the recommendation of the Superintendent, David Snyder, who holds a professional certification in the Physical Education area, is hereby granted tenure in the Physical Education tenure area effective June 30, 2021.

- g. Upon the recommendation of the Superintendent, Marie Williams, who holds a professional certification in the Students with Disabilities Grades 1-6 area, is hereby granted tenure in the Students with Disabilities ~~Grades 1-6~~ tenure area effective June 30, 2021.
- h. Upon the recommendation of the Superintendent, approve the Juul agreement for Tracey Cross-Baker to extend her probationary period for a period of one year (June 30, 2021 - June 30, 2022).
- i. Upon the recommendation of the Superintendent, approve the Juul agreement for Rhonda Sloper, to extend her probationary period for a period of one year (June 30, 2021 - June 30, 2022).
- j. Accept and approve the letter of resignation as submitted by Thomas Smith from his position as High School Social Studies Teacher effective June 30, 2021.
- k. Accept and approve the letter of resignation as submitted by Kellie Porter from her position as School Psychologist effective June 30, 2021.
- l. Upon the recommendation of the Superintendent, Peggy Staats who holds a Level I Teacher Assistant Certificate, is hereby granted tenure as a Teacher Assistant effective September 1, 2021.

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

- m. Approve the following extra-curricular appointment and stipend per the current Boquet Valley Federation of Teachers contract, as applicable, for the 2020-21 school year provided that payment of such stipend is contingent upon students returning to regular in-person school learning and the sport teams engage 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. Modified Softball Coach (\$2110) - Ed Mason

Motion: Heather Reynolds    Second: Sarah Kullman    Yes: 6 No: 0 Abstain: 1-Jones    Accept

**12. Policy** - None at this time

**13. 2021-2022 Budget**

- a. The Board of Education will review and discuss the 2021-2022 Budget - See Superintendent's Report
- b. The Board of Education adopts a proposed spending plan for the 2021-2022 school year.
  - i. Be it resolved, by the Board of Education to establish \$15,118,683 as the sum dollar amount that the Board of Education shall place before the qualified eligible voters of the Boquet Valley Central School District, as proposition #1 at the Budget Vote & Election to be held on May 18, 2021.
- c. The Board of Education approves proposition #2 to be placed on the ballot at the Budget Vote & Election to be held on May 18, 2021.
  - i. To elect two members to the Board of Education for three year terms commencing July 1, 2021 and expiring on June 30, 2024 to succeed Karin

DeMuro and Alan Jones whose terms expire on June 30, 2021. Voters may vote for two trustees.

- d. The Board of Education approves proposition #3 to be placed on the ballot at the Budget Vote & Election to be held on May 18, 2021.
  - i. Shall the Board of Education appropriate and expend in the 2021-2022 fiscal year two hundred twenty-six thousand dollars (\$226,000.00) from the existing Transportation and Maintenance Equipment Capital Reserve Fund established by a proposition approved by the qualified voters of the Elizabethtown-Lewis Central School District on May 20, 2014, for the purpose of purchasing two (2) sixty-five (65) passenger school buses at a maximum cost of two hundred twenty-six thousand dollars (\$226,000.00) to pay for the buses in full.
- e. The Board of Education approves the Property Tax Report Card for the 2021-2022 proposed budget.

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

#### **14. Lake View Campus Principal Report - Daniel Parker**

Mr. Parker provided an overview of several events that have taken place at the Lake View Campus including a 100 Day Ceremony and reading programs complete with awards donated by Stewart's and Texas Roadhouse. He also shared information on the upcoming State testing and committees that are currently being formed.

#### **15. Superintendent's Update**

- a. Project Update - Mike Harris BCA Architects & Engineer - See attached Lead Agency Resolution of the Board of Education of the Boquet Valley Central School District Pursuant to the New York State Environmental Quality Review Act

WHEREAS, the Board of Education for the Boquet Valley Central School District (the "District") has reviewed the below referenced proposed capital project to be undertaken in accordance with the New York State Environmental Conservation Law ("ECL"), including ECL Article 8, as well as associated regulations, including 6 N.Y.C.R.R Section 617.1 et seq. ("SEQRA") which project includes: the acquisition from Essex County of approximately 100 acres of real property located on the east side of New York State Route 9 between the Town of Lewis, New York and the Town of Elizabethtown New York in proximity to the Thrall Dam ("the Site") as well as the construction and operation of a new Public K-12 School, Bus Garage, and development of school grounds and associated work at the Site as more fully set forth in plans for such project on file in the District's offices ("the Project"); and

WHEREAS, the District is required to review and evaluate the impact of the Project on the environment in accordance with applicable law, including under

SEQRA to determine what impact the Project may have on the environment in accordance with SEQRA's requirements; and

WHEREAS, the Board has issued a determination classifying the Project as a Type I Action under SEQRA, and has made plans for the completed part 1 of the Long Environmental Assessment Form (“EAF”) for the Project as well as other information and documentation be prepared (“collectively the Lead Agency Notice”); and

WHEREAS, the District has determined to conduct a coordinated review of the Project under SEQRA, and as a result in accordance with applicable law and regulations it hereby directs District Staff and consultants to transmit the Lead Agency notice to involved and interested agencies stating the District’s intent to act as SEQRA lead agency and to conduct a coordinated environmental review of the Project; and

WHEREAS, the District is reviewing its obligations under the Adirondack Park Agency Act (“APA”) as concerns the Project, including reviewing whether any permit or other authorization is required from the Adirondack Park Agency, and the District shall make application for any permit or authorization so required under the APA for the Project.

NOW THEREFORE BE IT RESOLVED:

1. Based on the foregoing, including each whereas clause herein which is treated the same as the other findings in this resolution, the District finds that the Project constitutes a Type I Action under SEQRA as referenced above.

2. The District has directed its consultants and staff to transmit the Lead Agency Notice for the Project to interested and involved agencies, as appropriate, including part I of the EAF and other documents in order to conduct a coordinated review of the Project by the Board of Education of the Boquet Valley Central School District, 25 Sisco St. Westport N.Y. 12993.

3. The District further directs that District Staff and its consultants take any additional steps needed to carry out the items referenced in Section 2 above, and the District directs that notice of this resolution shall be filed and circulated to the extent required by applicable law.

4. This resolution shall take effect immediately,

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

b. Superintendent’s Report - See attached

## **16. 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.

**17. Executive Session** (second session not required)

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

- d. (#5) to discuss collective negotiations pursuant to article 14 of the Civil Service Law.
- e. (#6) to discuss the medical, financial, credit or employment history of a particular person or person.

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

**18. Next Meeting**

- a. Special Meeting (WebEx) Thursday, April 22, 2021 7:30 AM
- b. Public Budget Hearing & Regular Meeting Tuesday, May 11, 2021 6:00 PM  
Mountain View Campus
- c. Annual Budget Vote & Election Tuesday, May 18, 2021 12:00 PM - 8:00 PM  
Lake View Campus

**19. Adjournment**

Time: 8:03 PM Motion: Heather Reynolds Second: Dina Garvey Yes: 7 No: 0 Abstain: 0  
Accept

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

Date approved: May 11, 2021

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Jana Atwell, District Clerk