

**Boquet Valley CSD  
Regular Meeting  
Thursday, November 10, 2021  
Lake View Campus - Westport, NY**

**OFFICIAL MINUTES**

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

2. **Pledge of Allegiance**

3. **Roll Call**

[X]Dina Garvey      [X]Evan George      [X]Sarah Kullman      [X]Philip Mero  
[X]Heather Reynolds   [A]Suzanne Russell   [X]Micah Stewart

4. **Attendees**

Present: Joshua Meyer, Superintendent

Bridget Belzile, Deputy District Clerk

Sharlene Petro-Durgan, District Treasurer

Visitors: Irwin Borden

Jim Monty

Abby Monty

Karen Brown

Heather Olson

Elizabeth Hickey

Scarlet Behm

Alessia Caputo

5. **Executive Session**

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

- a. (#4) Discussion involving proposed, pending or current litigation,
- b. (#6) to discuss the medical, financial, credit or employment history of a particular person or persons, and
- c. (#8) discussion involving proposed acquisition, sale or lease of real property.

In: 6:01 PM   Motion: Dina Garvey   Second: Micah Stewart   Yes: 6   No: 0   Abstain: 0  
Accept

Out: 6:45 PM   Motion: Dina Garvey   Second: Evan George   Yes: 6   No: 0   Abstain: 0  
Accept

No action taken.

- d. Motion to return to regular session at 6:48 PM

Motion: Dina Garvey   Second: Sarah Kullman   Yes: 6   No: 0   Abstain: 0   Accept

6. **Section VII Softball Championship Resolution of Congratulations - Jim Monty, Softball Coach**

- a. The Boquet Valley Softball team received a Resolution of Congratulations on winning the Section VII Softball Championship from the Essex County Board of Supervisors. On behalf of the varsity softball team, Coach Jim Monty and four members of the softball team presented the resolution to the School Board as the first official Sectional Title of the new school district.

Motion by Phil Mero to accept the resolution, second by Evan George. Motion carried.

**7. 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, 2021.

**8. 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, 2021; and  
RESOLVED, that the Board of Education accepts the June 30, 2021 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, 2021 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: Evan George      Second: Dina Garvey      Yes: 6 No: 0 Abstain: 0      Accept

**9. Approval of Minutes**

- a. Approve the minutes of the October 14, 2021 Regular Meeting and October 27, 2021 Special Meeting as presented.

Motion: Dina Garvey      Second: Micah Stewart      Yes: 6 No: 0 Abstain: 0      Accept

**10. 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.

## **11. Financials**

- a. Approve the following financial reports:
  - i. Warrant 4A dated 10/6/21
  - ii. Warrant 4B dated 10/13/21
  - iii. Warrant 4C dated 10/20/21
  - iv. Warrant 4D dated 10/27/21
  - v. Budget Status Report General Fund 9/30/21
  - vi. Budget Status Report School Lunch Fund 9/30/21
  - vii. Revenue Status Report General Fund 9/30/21
  - viii. Revenue Status Report School Lunch Fund 9/30/21
  - ix. Cash Flow Report July - December 2021
  - x. Capital Project Bank Account Reconciliation 9/30/21
  - xi. Debt Service Bank Account Reconciliation 9/30/21
  - xii. Payroll Bank Account Reconciliation 9/30/21
  - xiii. Extraclassroom Bank Account Reconciliation 9/30/21
  - xiv. Financial Statement of Extraclassroom Activity Fund 9/1/21-9/30/21
  - xv. Multi-Fund Bank Account Reconciliation 9/30/21
  - xvi. Treasurer's Report for Multi-Fund Month of September 30, 2021
  - xvii. Claims Audit Report October 2021
  - xviii. Budgetary Transfer Report 9/1/2021-10/31/2021

Motion: Phil Mero      Second: Evan George      Yes: 6 No: 0 Abstain: 0      Accept

## **12. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #12530, 1108, 725, 12458, 2634, 12390, 12550, 1320, 12494, 12495, 003-18-19, 12449, 006-15-16 and 12536.

Motion: Dina Garvey      Second: Sarah Kullman      Yes: 6 No: 0 Abstain: 0      Accept

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

- a. Approve a revision to the 2021-2022 school calendar to add an early dismissal on November 22, 2021 to provide an additional Parent/Teacher Conference date,

Motion: Dina Garvey      Second: Sarah Kullman      Yes: 6 No: 0 Abstain: 0      Accept

## **14. Personnel - Consent Agenda**

- a. Approve the addition of one boys modified basketball coach and one girls modified basketball coach for the 2021-2022 school year each at a stipend of \$3,076. The additional modified coaches will replace the JV boys and girls basketball coaching positions for the 2021-2022 school year only.
- b. Accept and approve the letters of resignation as submitted by:
  - i. Hilary Primo from her position as Special Education Teacher effective November 18, 2021

- ii. Emily Slattery from her position as Food Service Helper effective November 1, 2021.
- iii. Virginia Rice from her position as Bus Aide effective November 5, 2021.
- c. Approve the probationary appointment of Kelly Gough to the full-time 10 month civil service position of Teacher Aide at an hourly rate of \$13.54 effective October 25, 2021 with a 120 day probationary period commencing October 25, 2021 and anticipated to end on or about May 10, 2022 (fingerprint clearance on file).
- d. Approve the appointment of Stevi McCann to the full-time 10 month civil service position of Food Service Helper at an hourly rate of \$13.00 effective November 8, 2021 with a 120 day probationary period commencing on November 8, 2021 and anticipated to end on or about June 6, 2022 (fingerprint clearance on file).
- e. Approve the provisional appointment of Scott Farrell to the full-time civil service position of Director of Facilities at an annual salary of \$61,500 (prorated) effective December 1, 2021 pending receipt of fingerprint clearance.
- f. Approve the following substitute appointments at the established substitute rate of pay or as specifically noted for the 2021-22 school year:
  - i. Kristy Napper - non-certified substitute teacher, teacher assistant, teacher aide and bus aide effective October 27, 2021 (pending receipt of fingerprint clearance)
  - ii. Gwen Goff - long-term clerical substitute at an hourly rate of \$13.50 effective November 4, 2021 through approximately June 24, 2022.
  - iii. Tracy Spooner - substitute food service helper, non-certified substitute teacher and long-term cook manager substitute at an hourly rate of \$17.00 effective November 2, 2021 through approximately January 24, 2022.
  - iv. Virginia Rice - substitute bus aide effective November 8, 2021.
- g. Approve the following extra-curricular appointments and stipends per the current BVFT agreement for the 2021-2022 school year provided that payment of such stipends 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. Scott Gibbs - Senior Play Advisor
  - ii. Don Markwica - Modified B Boys Basketball Coach
  - iii. Barry Morrison - Volunteer Assistant Modified Boys Basketball (no stipend)
  - iv. Dave Kirkby - Volunteer Assistant Modified Girls Basketball (no stipend)
  - v. Jean Dickerson - Game Timer Basketball
  - vi. Jim Monty - Varsity Softball Coach
  - vii. Don Markwica - Varsity Baseball Coach
  - viii. Keith Lobdell - Golf Coach

Motion: Phil Mero      Second: Evan George      Yes: 6 No: 0 Abstain: 0      Accept

- ix. Diana McGuigan George - Drama Club Advisor

Motion: Sarah Kullman      Second: Phil Mero      Yes: 5 No: 0 Abstain: 1-George      Accept

## 15. Policy

- a. Approve the adoption of the following new policies as recommended by Erie I Policy Services:
  - i. Title IX and Sex Discrimination #3421
  - ii. Diversity Equity and Inclusion in the District #3430
  - iii. Privacy and Security of Student Data and Teacher and Principal Data #5676
  - iv. Gender Neutral Single-Occupancy Bathrooms #5633
- b. Approve the deletion of current policy #7243 Student Data Breaches as this has been addressed in newly adopted policy #5676.
- c. Approve the revision of current policy #6410 Staff Acceptable Use Policy as presented.

Motion: Phil Mero      Second: Sarah Kullman      Yes: 6 No: 0 Abstain: 0      Accept

## 16. Principal's Report - Dan Parker, Principal Lake View Campus

- a. Principal Parker reported a great opening to the 2021-22 school year which included an open house and the addition of several new faculty and staff members. While adjustments are still being made, there is a sense of getting back to normalcy as students participate in field trips and building wide activities such as "Falloween".

## 17. Superintendent's Update

- a. Building Project Update - See attached
- b. Superintendent's Report - See attached
  - i. Approve the 2022-23 Budget Development Timetable as presented.

Motion: Phil Mero      Second: Dina Garvey      Yes: 6 No: 0 Abstain: 0      Accept

## 18. 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.

Irwin Borden complimented the new scoreboard.

## 19. Next Meeting

- a. Regular Meeting Thursday, December 9, 2021 6:00 PM Mountain View Campus

## 20. Adjournment

Time: 7:47 PM      Motion: Evan George      Second: Sarah Kullman      Yes: 6 No: 0 Abstain: 0

Date approved by the BOE: December 9, 2021

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Jana Atwell, District Clerk