

**Boquet Valley CSD**  
**Regular Meeting**  
**Tuesday, June 7, 2022 @ 6:00 PM**  
**Lake View Campus - Westport, NY**

**UNOFFICIAL 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 [X]Suzanne Russell - entered 6:10 PM [X]Micah Stewart

4. **Attendees**

Present: Joshua Meyer, Superintendent Visitors: Anne Cotrona  
Jana Atwell, District Clerk Sarah Rice  
Sharlene Petro-Durgan, District Treasurer

5. **Executive Session**

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

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

In: 6:01 PM Motion: Micah Stewart Second: Sarah Kullman Yes: 6 No: 0 Abstain: 0  
Accept

Out: 6:46 PM Motion: Phil Mero Second: Sue Russell Yes: 7 No: 0 Abstain: 0  
Accept

No action taken.

- c. Motion to return to regular session at 6:52 PM

Motion: Evan George Second: Phil Mero Yes: 7 No: 0 Abstain: 0 Accept

6. **Approval of Minutes**

- a. Approve the minutes of the May 10, 2022 Public Budget Hearing & Regular Meeting and May 17, 2022 Annual Budget Vote & Election as presented.

Motion: Micah Stewart Second: Sarah Kullman 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.

Enrichment Teacher Anne Cotrona, shared an eagle project students in grades K - 5 had been working on as part of an enrichment program.

## 8. Financials

- a. Approve the following financial reports:
  - i. Warrant 11A dated 5/4/22
  - ii. Warrant 11B dated 5/11/22
  - iii. Warrant 11C dated 5/18/22
  - iv. Capital Project Bank Account Reconciliation 5/31/22
  - v. Debt Service Bank Account Reconciliation 5/31/22
  - vi. Payroll Bank Account Reconciliation 5/31/22
  - vii. Extraclassroom Bank Account Reconciliation 5/31/22
  - viii. Financial Statement of Extraclassroom Activity Fund 5/1/22- 5/31/22
  - ix. Multi-Fund Bank Account Reconciliation 5/31/22
  - x. Budget Status Report General Fund 5/31/22
  - xi. Budget Status Report School Lunch Fund 5/31/22
  - xii. Budget Status Report F Special Aid Fund 5/31/22
  - xiii. Revenue Status Report General Fund 5/31/22
  - xiv. Revenue Status Report School Lunch Fund 5/31/22
  - xv. Revenue Status Report F Special Aid Fund 5/31/22
  - xvi. Budgetary Transfer Report from 5/1/22 to 5/31/22
  - xvii. Treasurer's Report for Multi-Fund Month of May 2022
  - xviii. Cafeteria Profit & Loss Statement July 2021 - May 2022
  - xix. Cash Flow Report July 2021 - May 2022
  - xx. Fund Balance Projection 2021-2022 as of 5/31/22
  - xxi. Claims Audit Report May 2022

Motion: Phil Mero      Second: Sue Russell      Yes: 7 No: 0 Abstain: 0      Accept

## 9. CSE Recommendations

- a. Accept and approve the following CSE recommendations for student #1206, 540, 1152, 12530, 1291, 12439, 1371, 632, 12475, 1224, 2905, 1035, 12551, 1108, 1106, P01-18-19, 8792, 1059, 2863, 2927, 2495, 1128, 631, 725, 12548, 12549, 2437, 2634, 12508, 12537, P02-17-18, 657, 007-13-14, 12391, 1247, 12483, 009-18-19, 12420, 12390, 001-16-17, 1132, 1136, 740, 1248, 599, 1015, 1226, 12428, 1364, 004-15-16, 008-16-17, 1249, 1273, 12550, 2869, 504-02-19, 007-18-19, 1320, 002-18-19, 12495, 008-15-16, 1309, 893, 008-18-19, 1190, P01-14-15, 1310, 504-04-18, 1299, 1214, 12415, 12482, 772, 2099, 735, 1170,

12519, 12518, 8796, 1105, 1012, 1368, 1354, 1319, 12449, 1189, 602, 1585, 006-15-16, 1301, 1284, 2103, 006-18-19, 1211, 8798, 601, 1168, 504-06-19 and 002-17-18.

Motion: Sue Russell      Second: Sarah Kullman      Yes: 7 No: 0 Abstain: 0      Accept

**10. Action Items - Consent Agenda**

- a. Accept and approve the proposal received from Asset Control Solutions, Inc. to inventory, evaluate and report on the buildings, moveable assets and site improvements at a service fee of \$3,500.00 for one year.
- b. Approve the Section VII Combining of Teams Application with Moriah Central School to combine Cross-Country Track for the 2021-2022 school year.
- c. Approve the disposal of the following obsolete assets from inventory at:

Building	Manufacturer/Model/Type	Serial #	Asset Tag #
LVC room 113	Smart Board & projector	5B680-02-925191 & B012CE01A00339	A00170747
MVC rm 303	Dell Optiplex 706 PC	5KWDNK1	1684
MVC rm 303	Dell Optiplex GX620	JWS70C1	20150078
MVC rm 303	Dell Optiplex 760 PC	64BZJS1	20150098
MVC rm 303	Dell Optiplex GX620 PC	8PH13C1	20150180
MVC rm 303	Dell Optiplex 755 PC	N/A	A0097228
MVC rm 303	Dell Optiplex 760 PC	HMML4K1	N/A
MVC rm 303	Dell Optiplex 745 PC	B3B3QDI	1651
MVC rm 303	Dell Optiplex 780 PC	1CTFKQ1	A00823134
MVC rm 303	Dell Optiplex 390 PC	1STV5V1	N/A
MVC rm 303	Dell Optiplex 745 PC	73B3QD1	A00514999
MVC rm 303	Dell Optiplex 780 PC	1CTGKQ1	N/A
MVC rm 303	Dell Optiplex 780 PC	1B0HKQ1	N/A

- d. Approve the addition of the following new assets to inventory at the LVC:

Building	Manufacturer/Model/Type	Serial #	Asset Tag #
LVC	Apple iPad Gen 9 tablet	XF6KY4MH6J	A00851203
LVC	Apple iPad Gen 9 tablet	G9FPY6PQXP	A00851204
LVC	Apple iPad Gen 9 tablet	JXG04NLXLL	A00851205
LVC	Apple iPad Gen 9 tablet	W7WCQLNXXXK	A00851206
LVC	Apple iPad Gen 9 tablet	G06D062M7R	A00851207
LVC	Apple iPad Gen 9 tablet	MLQJWC229L	A00851208
LVC	Apple iPad Gen 9 tablet	W36H927K70	A00851209
LVC	Apple iPad Gen 9 tablet	X6W69Q5NHT	A00851210
LVC	Apple iPad Gen 9 tablet	TFMP4V02P2	A00851211
LVC	Apple iPad Gen 9 tablet	V46CFWXG2Q	A00851212
LVC	Apple iPad Gen 9 tablet	YTD4QFPVWW	A0A851213
LVC	Apple iPad Gen 9 tablet	TW6KDW6XV9	A00851214
LVC	Apple iPad Gen 9 tablet	L9N6NC9T60	A00851215
LVC	Apple iPad Gen 9 tablet	GV3V3GDCWQ	A00851216
LVC	Apple iPad Gen 9 tablet	KD4LRQ50MF	A00851217

- e. Resolution to Increase Budget for Teacher Sick Days

Upon presentation and recommendation of the Superintendent, the Board of Education shall approve the 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 2021-22 school budget to fund contingent expense of payment for sick leave for Cathy Brankman up to \$35,257.56 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 (up to) as follows:

A2110.130-02-0000 Teacher Salaries 7-12 \$35,257.56

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

5997.000 Appropriated Reserve - EBALR \$35,257.56

- f. Transfer of Funds to (4) Reserve Funds - Capital Improvement, Transportation and Maintenance Equipment, Employee Benefits Accrued Liability, and Sub-Fund of Retirement Contribution (TRS)
- a. RESOLVED, that upon the recommendation of the Superintendent, 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 2021-2022 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 school buses, vans, other transportation vehicles and maintenance equipment including incidental equipment and expenses authorized by the voters.
- b. RESOLVED, that upon the recommendation of the Superintendent, the Board of Education of the Boquet Valley Central School District hereby authorizes a transfer in the maximum amount of \$500,000.00 from the unreserved, unappropriated fund balance of the 2021-2022 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, the Board of Education of the Boquet Valley Central School District hereby authorizes a transfer in the maximum amount of \$270,000.00 from the unreserved, unappropriated fund balance of the 2021-2022 school year budget to the Employee Benefits Accrued Liability Reserve Fund established pursuant to General Municipal Law Section 6-p known as the “Employee Benefits Accrued Liability Reserve Fund” reestablished June 10, 2021 for the purpose of funding accrued benefits upon separation for vacation, sick leave, personal leave, etc.
- d. RESOLVED, that upon the recommendation of the Superintendent, the Board of Education of the Boquet Valley Central School District hereby authorizes a transfer in the maximum amount of \$92,200.00 from the unreserved, unappropriated fund balance of the 2021-2022 school year budget to the Sub-Fund of Retirement Contribution Reserve Fund pursuant to General Municipal Law Section 6-4 known as the “Sub-Fund of Retirement Contribution Reserve (TRS)” established by the Board of Education on May 11, 2021 for the purpose of financing retirement contributions to the New York State Teachers’ Retirement System.
- g. Accept and approve the draft Boquet Valley Central School District Reserves Plan as presented.

Motion: Evan George      Second: Phil Mero      Yes: 7 No: 0 Abstain: 0      Accept

#### **11. Personnel - Consent Agenda**

- a. Approve the appointment of Stevi McCann to the permanent full-time (10 month) civil service position of Cook effective June 7, 2022.
- b. Approve a salary adjustment for Karen Keech, Secretary to the Principal from \$16.35 per hour to \$17.00 per hour effective February 22, 2022.

- c. Approve a reimbursement to Leighann Greene in the amount of \$358.38 in the District's July 8, 2022 payroll as a result of an overpayment of Ms. Greene's health insurance contribution from her paychecks relative to her September 2018 date of hire and June 30, 2022 date of resignation.
- d. Accept and approve the letter of intent to retire as submitted by Judy French from her position as Secretary to Guidance effective July 31, 2023.
- e. Accept and approve the letters of resignation as submitted by:
  - i. Shaunessy LaClair, Social Studies Teacher effective June 25, 2022
  - ii. Tonya Lackey, Technology Teacher effective June 30, 2022
  - iii. Christopher Peisch, OASIS Project Coordinator effective June 30, 2022
  - iv. Allison Morrow, Math Teacher effective August 31, 2022
- f. Approve the following substitute appointments per the current substitute pay rate:
  - i. Dora Atwell substitute Food Service Helper effective June 8, 2022 pending receipt of fingerprint clearance.
  - ii. Cathy Brankman substitute (certified) teacher and teacher assistant effective June 30, 2022.
- g. Approve the appointment of Salle Duso to the position of Bus Aide at an hourly rate of \$14.23 effective July 5, 2022 through August 30, 2022.
- h. Approve the following temporary full-time summer cleaners at an hourly rate of \$14.00 effective July 5, 2022 through August 26, 2022:
  - i. Jean Dickerson
  - ii. Stevi McCann
  - iii. Janelle Pulsifer
- i. Upon the recommendation of the Superintendent, Sarah Kingzack, who is pending initial certification in the 7-12 English Language Arts tenure area, is hereby appointed to the position of English Teacher for a probationary period commencing on September 1, 2022 and anticipated to end on September 1, 2026 pending receipt of fingerprint clearance. Salary for the 2022-2023 school year will be based upon Step 3 B+30 \$48,582 pending approval of official graduate transcripts.
- j. Upon the recommendation of the Superintendent, Kayla Dempsey, who holds an initial certification in the Childhood Education 1-6 tenure area, is hereby appointed to the position of Elementary Teacher for a probationary period commencing on September 1, 2022 and anticipated to end on September 1, 2026 pending receipt of fingerprint clearance. Salary for the 2022-2023 school year will be based upon Step 1 B+45 \$49,226 pending approval of official graduate transcripts. .
- k. Upon the recommendation of the Superintendent, Kathleen Williams, who is pending initial certification in the Students with Disabilities tenure area, is hereby appointed to the position of Special Education Teacher for a probationary period commencing on September 1, 2022 and anticipated to end on September 1, 2026 pending receipt of fingerprint clearance. Salary for the 2022-2023 school year will be based upon Step 2 B+45 \$49,773 pending approval of official graduate transcripts. .
- l. Upon the recommendation of the Superintendent, Alexis Beyer, who is certified at Level I, is hereby appointed to the position of Teaching Assistant tenure area for a probationary period commencing on September 1, 2022 and anticipated to end on

September 1, 2026 pending receipt of fingerprint clearance. Salary for the 2022-2023 school year will be \$25,597.50.

- m. Upon the recommendation of the Superintendent, Jenifer O’Neill, who is certified at Level I, is hereby appointed to the position of Teaching Assistant tenure area for a probationary period commencing on September 1, 2022 and anticipated to end on September 1, 2026. Salary for the 2022-2023 school year will be \$25,597.50.
- n. Approve the appointment of Bradley Schrauf as a mentor for the 2021-2022 school year at a stipend of \$750.00 (half year).

Motion: Phil Mero      Second: Sarah Kullman      Yes: 7 No: 0 Abstain: 0      Accept

## **12. Policy (none at this time)**

## **13. End-of-Year Reports**

- a. Nelly Collazo, Director of Student Support Services
- b. Elaine Dixon-Cross, Principal Mountain View Campus
- c. Dan Parker, Principal Lake View Campus
- d. Scott Farrell, Director of Facilities

Principals Dixon-Cross and Parker provided an end-of-year slide presentation highlighting students, activities, achievements and celebrations which occurred throughout the 2021-2022 school year.

Director of Facilities Scott Farrell gave an overview regarding transportation, custodial work orders, staffing and employment opportunities, and scheduled repairs since his tenure began with the District.

## **14. Superintendent’s Update**

- a. Project Update - Mike Harris, BCA Architects, and Eric Robert, Schoolhouse Construction Services, provided a project update after recent conversation with NYSED regarding plan review and potential changes which may provide additional aid money.
- b. Superintendent’s Report - See attached.

## **15. 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.

**16. Next Meeting**

- a. Reorganization & Regular Meeting Wednesday, July 13, 2022 5:00 PM Mountain View Campus

**17. Adjournment**

Time: 8:11 PM Motion: Evan George Second: Micah Stewart Yes: 7 No: 0 Abstain: 0

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

Date approved by the BOE:

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Jana Atwell, District Clerk