

**Boquet Valley CSD
Regular Meeting
Thursday, October 13, 2022 @ 6:00 PM
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**

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

4. **Attendees**

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

5. **CVES and CV-TEC Presentations - Dr. Mark Davey, District Superintendent & Michele Friedman, Director of Career and Technical Education ****POSTPONED******

6. **Audit Committee Report - 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, 2022.

7. **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, 2022; and
RESOLVED, that the Board of Education accepts the June 30, 2022 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, 2022 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: Phil Mero Second: Micah Stewart Yes: 4 No: 0 Abstain: 0 Accept

8. Approval of Minutes

- a. Approve the minutes of the September 8, 2022 Regular Meeting as presented.

Motion: Sarah Kullman Second: Phil Mero Yes: 4 No: 0 Abstain: 0 Accept

9. 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 limit 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.

10. Financials

- a. Approve the following financial reports:
 - i. Warrant 3A dated 9/7/22
 - ii. Warrant 3B dated 9/14/22
 - iii. Warrant 3C dated 9/21/22
 - iv. Warrant 3D dated 9/28/22
 - v. Multi-Fund Bank Account Reconciliation as of 8/31/22
 - vi. Treasurer's Report for Multi-Fund Month of 8/31/22
 - vii. Extraclassroom Bank Account Reconciliation as of 8/31/22
 - viii. Financial Statement of Extraclassroom Activity Fund 8/1/22-8/31/22
 - ix. Multi-Fund Bank Account Reconciliation as of 9/30/22
 - x. Treasurer's Report for Multi-Fund Month of 9/30/22
 - xi. Extraclassroom Bank Account Reconciliation as of 9/30/22
 - xii. Financial Statement of Extraclassroom Activity Fund 9/1/22-9/30/22
 - xiii. Capital Project Bank Account Reconciliation 9/30/22
 - xiv. Debt Service Bank Account Reconciliation 9/30/22
 - xv. Payroll Bank Account Reconciliation 9/30/22
 - xvi. Cafeteria Profit & Loss Statement July 2022 - September 2022
 - xvii. Revenue Status Report School Lunch Fund 9/30/22
 - xviii. Revenue Status Report General Fund 9/30/22
 - xix. Budget Status Report School Lunch Fund 9/30/22
 - xx. Budget Status Report General Fund 9/30/22
 - xxi. Budgetary Transfer Report 9/1/22 - 9/30/22
 - xxii. 2022-23 Cash Flow Report September 2022
 - xxiii. Claims Audit Report August 2022
 - xxiv. Claims Audit Report September 2022

Motion: Micah Stewart Second: Sarah Kullman Yes: 4 No: 0 Abstain: 0 Accept

11. CSE Recommendations

- a. Accept and approve the following CSE recommendation for student #1206, 1371, 1059, 12548, 12549, 8794, 12604, 893, 12613, 1214, 772, 735, 12410, 602, 1585, 1301, 12424, 8798 and 12584.

Motion: Phil Mero Second: Susan Kullman Yes: 4 No: 0 Abstain: 0 Accept

12. Action Items - Consent Agenda

- a. Resolution regarding increase in budget for Teaching Assistant sick days:
 - i. WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to increase the appropriation set forth in the 2022-23 school budget to fund contingent expense of payment for sick leave for Gwen Sherman up to \$18,303.50 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:
A2250.150.02.003 Teaching Assistant Salaries \$18,303.50

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 \$18,303.50
- b. Approve the Section VII Combining of Teams Application with Moriah CSD to combine Track and Field for the 2022-2023 school year.
- c. Approve the closure of extracurricular account Class of 2021 and transfer of the remaining balance (\$5.96) to BVCS Student Council.
- d. Approve the removal and decommission of bus #78 2014 International to be put out to bid through Auctions International.
- e. Approve the disposal of the following obsolete assets:
 - i. Color Laserjet Pro MFP M281FDW office printer serial #VNBNM43095 asset tag #A00851470 Room 100 LVC
 - ii. Hon file cabinet asset tag #000019 Room 125 LVC
 - iii. Bifold 16 table asset tag #A00019347 cafeteria LVC
 - iv. Smartboard model SB640 serial #SB640-R2-302166 asset tag #A0054424 hallway LVC
 - v. Smartboard model SB680 serial #SB680-R2-925141 asset tag #A00170747 hallway LVC
 - vi. Peavey Series mixer/power amp 300CH serial #851099 no asset tag Room 412 MVC
 - vii. Fender BXR200 bass amp serial #M611687 no asset tag Room 412 MVC
 - viii. Dell 2400 MP projector serial #12DWOD1 asset tag #1658 rifle range LVC
 - ix. Dell 2400 MP projector serial #CYNTOD1 asset tag #A00170773 rifle range LVC

- x. Smartboard model SB640 serial #SB640R1002013 asset tag #A00019243 rifle range LVC
- xi. Smartboard model SB640 serial #SB640R2452269 asset tag #A00097214 rifle range LVC
- xii. Smartboard model SB640 serial #SB640R2653737 asset tag #A00142338 rifle range LVC
- xiii. NEC NP14LP projector serial #24L67491 asset tag #A00228283 rifle range LVC
- xiv. Epson projector model VS250 serial #X4688803059 asset tag #A00792218 rifle range LVC
- f. Resolved that the Board of Education of the Boquet Valley Central School District accepts and approves the Corrective Action Plan for the OSC Procurement Audit December 2021 as presented.

Motion: Phil Mero Second: Micah Stewart Yes: 4 No: 0 Abstain: 0 Accept

13. Personnel - Consent Agenda

- a. Approve the appointment of Dan Parker, Elaine Dixon-Cross and Mandi Spofford as occasional CSE chairpersons retroactively to October 1, 2022.
- b. Approve Eric Schultz to be compensated at his hourly rate for an additional 30 minutes per week for the month of September and October based upon his current teaching schedule and the decreased amount of planning time available to him (see BVFT agreement Article VII Section B).
- c. Amend Amy Nelson's additional compensation for serving as a building substitute beyond her normal work day. Amy will be compensated at a rate of \$105.00 per day that she serves as a building substitute beyond her regular work week of .60 days.
- d. Approve Kristen Larkin to be compensated up to an additional 30 minutes per day at her hourly rate for morning and afternoon bus duty for the 2022-2023 school year.
- e. Approve the following detention monitor appointments at a rate of \$30.00 per hour for the 2022-2023 school year:
 - i. Marci Oliver
 - ii. Erica Loher
 - iii. Jackie Chan-Seng
 - iv. Brad Schrauf
 - v. Lily Whalen
 - vi. Samantha Meachem
 - vii. Adele Jesmer
 - viii. Rhonda Sloper
- f. Accept the resignation as submitted by Corey Murphy from her position as School Nurse effective October 14, 2022.
- g. Approve the appointment of Michael Hueglin to the 10-month position of Community OASIS Program Assistant for the 2022-2023 school year at a rate of \$15.00 per hour paid through the Extended School Day Grant..
- h. Approve the appointment of the following employees to serve as OASIS teachers for the 2022-2023 school year paid at their hourly rates through the Extended School Day Grant:
 - i. Marci Oliver
 - ii. Heather Olson
 - iii. Erica Loher
 - iv. Amy Nelson
 - v. Samantha Meachem
 - vi. Jen Barber

- vii. Julie Bisselle
 - viii. Jennifer Peck
 - ix. Diana McGuigan
 - x. Brad Schrauf
 - xi. Ellen Kiely
- i. Approve the appointment of Caroline Thompson to serve as an OASIS teacher for the 2022-2023 school year at a rate of \$18.00 per hour paid through the Extended School Day Grant.
 - j. Approve the appointment of Larry Cooney to the permanent full-time 10 month civil service position of Bus Driver (32.5 hours per week) effective September 16, 2022.
 - k. Approve the appointment of Stevi McCann to the full-time 10 month civil service position of Cook *Manager* (~~35~~ 37.5 hours per week) effective retroactive to September 12, 2022 at an hourly rate of \$18.64 with a 120 day probationary period beginning September 12, 2022 and anticipated to end on or about March 22, 2023.
 - l. Approve the appointment of Virginia Rice to the full-time 10 month civil service position of Food Service Helper (37.5 hours per week) effective September 12, 2022 at an hourly rate of \$13.53 with a 120 day probationary period beginning September 12, 2022 and anticipated to end on or about March 22, 2023.
 - m. Approve the non-tenure track appointment of Jenifer O'Neill to the full-time 10 month position of Technology teacher, per the terms of the feinerman agreement, at an annual salary of \$49,567 (Step 1 B+48) for the 2022-2023 school year effective October 11, 2022.
 - n. Upon the recommendation of the Superintendent, approve the tenure track appointment of Tom Bisselle to the full-time 10 month position of Student Support Counselor effective August 31, 2022 for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026. There will be no adjustment to his current salary. This appointment will replace his feinerman agreement appointment for the 2022-2023 school year
 - o. Approve the following substitute appointments at the current substitute rates:
 - i. Hannah Schwoebel as a (non-certified) substitute teacher, teacher assistant and teacher aide effective September 30, 2022. Fingerprint clearance on file.
 - ii. Stephen Rosinski as a (certified) substitute teacher, teacher assistant and teacher aide effective October 14, 2022 pending results of fingerprint clearance.
 - iii. Chase McCarroll as a (non-certified) substitute teacher, teacher assistant and teacher aide effective October 14, 2022 pending results of fingerprint clearance.
 - p. Approve the following extracurricular appointments as listed for the 2022-2023 school year at the stipend per the current BVFT agreement:
 - i. Ashley Hooper - Student Council Co-Advisor
 - ii. Diana McGuigan - Senior Play Advisor
 - iii. Paul Buehler - Weight Room Monitor
 - iv. Keith Lobdell - Boys Modified Basketball Coach
 - v. Willa McKinley - Volunteer Assistant Girls Varsity Basketball (no stipend)
 - q. Accept and approve the letter of resignation as submitted by Jenifer O'Neill from her position as Teacher Assistant effective October 7, 2022.

Motion: Phil Mero Second: Sarah Kullman Yes: 4 No: 0 Abstain: 0 Accept

14. Policy

- a. Approve the revision of the following policies as recommended by Erie 1 BOCES Policy Services:
 - i. #8110 Curriculum Development, Resources and Evaluation
 - ii. #8320 Textbooks, Library Materials, and Other Instructional Materials
 - iii. #8330 Objection to Instructional Materials and Controversial Issues
 - iv. #8340 Instructional Materials and Nonpublic School Students

Motion: Micah Stewart Second: Sarah Kullman Yes: 4 No: 0 Abstain: 0 Accept

15. LVC Principal Report - Dan Parker

- a. Principal Parker reported that there have been many exciting things happening at the Lake View Campus including fresh painting, the addition of Jenifer O’Neill to the position of Technology teacher, hiking and Adirondack adventure field trips, fire prevention week, diving into multiple curriculums, and committees and teams working on evaluating the current ELA program.

16. Superintendent’s Update

- a. Building Project Update
 - i. Eric Robert from SchoolHouse Construction shared project updates including approximate time schedules and budget projections. The estimated schedule would place the referendum vote mid-March 2023 with phase I construction (clearing & site development) beginning summer 2024 through fall 2025 and phase II construction (building) beginning spring/early summer 2025 through summer 2027. The current cost projection is approximately \$62 million.
- b. Superintendent’s Report - see attached
 - i. Remote Day Plan Discussion and Hearing - NYSED will allow the Remote School Day pilot program to continue in the 2022-2023 school year. This option can be Board approved to be included in our District Safety Plan. This option would only be used if needed. For example, it could potentially be used in the situation of a well-forecasted storm or if using another emergency day could infringe upon a preplanned school break. Opportunity was provided for questions and answers.

Upon recommendation by the Superintendent, the Board of Education approves the inclusion of the Remote School Day Pilot to be included in our District Safety Plan for the 2022-2023 school year.

Motion: Phil Mero Second: Sarah Kullman Yes: 4 No: 0 Abstain: 0 Accept

- ii. Alyssa’s Law Silent Alarm Discussion - This topic was brought to the attention of the Board as legislation requires schools to consider silent panic alarm systems as part of their District safety plan however the

alarms are not required. Further review and discussion will include price quotes.

17. 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 limit 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.

18. Executive Session - not needed

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

- a. (#6) To discuss the medical, financial, credit or employment history of a particular person or persons.
- b. (#4) Discussions involving proposed, pending or current litigation.

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

19. Next Meeting

- a. Regular Meeting November 10, 2022 6:00 PM Mountain View Campus
- b. Regular Meeting December 8, 2022 6:00 PM Lake View Campus - date change
 - i. December meeting will be held on **Wednesday, December 7, 2022**

20. Adjournment

Time: 6:54 PM Motion: Phil Mero Second: Micah Stewart Yes: 4 No: 0 Abstain: 0
Accept

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

Date approved by the BOE: November 10, 2022

Jana Atwell, District Clerk