

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, September 8, 2022 @ 6:00 PM**  
**Mountain View Campus - Elizabethtown, 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-arrived 6:32PM    [X]Sarah Kullman    [X]Philip Mero  
[X]Heather Reynolds    [X]Suzanne Russell-arrived 6:15 PM    [X]Micah Stewart

4. **Attendees**

Present: Joshua Meyer, Superintendent

Jana Atwell, District Clerk

Sharlene Petro-Durgan, District Treasurer

Visitors: Jessie Morgan

Melissa Niquette

Kayla Dempsey

Karen Reynolds

Alexis Beyer

Tim Quaid

Heather Olson

Abby Seymour

Marcail Miller

Jeff Nemec

5. **Introduction of New Employees/Meet & Greet Reception**

a. New employees were introduced and afforded the opportunity to meet the members of the Board of Education and other faculty and staff members present..

6. **Executive Session**

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: 6:25 PM    Motion: Dina Garvey    Second: Micah Stewart    Yes: 6    No: 0    Abstain: 0  
Accept

Out: 7:00 PM    Motion: Phil Mero    Second: Micah Stewart    Yes: 7    No: 0    Abstain: 0  
Accept

No action taken.

c. Motion to return to regular session at 7:02 PM

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

## 7. Approval of Minutes

- a. Approve the minutes of the August 11, 2022 Regular Meeting as presented.

Motion: Evan George      Second: Sue Russell      Yes: 7 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 opened for public comment, none voiced.

## 9. Financials

- a. Approve the following financial reports:
  - i. Warrant 2A dated 8/5/22
  - ii. Warrant 2B dated 8/11/22
  - iii. Warrant 2C dated 8/18/22
  - iv. Warrant 2D dated 8/24/22
  - v. Warrant 2E dated 8/31/22
  - vi. Capital Project Bank Account Reconciliation 8/31/22
  - vii. Debt Service Bank Account Reconciliation 8/31/22
  - viii. Payroll Bank Account Reconciliation 8/31/22
  - ix. 2022-23 Cash Flow Report July 2022

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

## 10. 2022-2023 Tax Levy

- a. Resolution confirming the tax rolls and authorizing the tax levy:

BE IT RESOLVED THAT, the Boquet Valley Board of Education has been authorized by the voters at the Annual Meeting to raise for the current budget for the 2022-2023 school year a sum not to exceed \$7,844,104.

THEREFORE BE IT RESOLVED, that the Board fix equalized tax rates by the towns and confirm the extension of taxes as they appear on the attached roll (form for equalizing taxes):

AND BE IT HEREBY DIRECTED THAT THE DELINQUENT TAX PENALTIES SHALL BE FILED AS FOLLOWS:

September 1, 2022 - September 30, 2022	No Penalty
October 1, 2022 - October 31, 2022	2% Penalty

RESOLUTION authorizing the issuance of the tax warrant:

WHEREAS, Chapter 73 of the laws of 1977, amended section 1318, subdivision 1 of the Real Property Tax Law; and

WHEREAS, the entire unreserved fund balance at the close of the last fiscal year must be applied in determining the amount of the school tax levy except for an amount not to exceed the maximum percent allowed by of the current school year budget; and

WHEREAS, this latter amount may be held as surplus funds during the current school year;

NOW THEREFORE BE IT RESOLVED, that the Board of Education retain as surplus funds approximately \$1,328,191 from the total approximate fund balance of \$7,195,206 thereby applying \$0 to the reduction of the tax levy.

BE IT ADDITIONALLY RESOLVED AS FOLLOWS, to the Collector of Boquet Valley Central School District, town(s) of Chesterfield, Elizabethtown, Essex, Lewis and Westport, County of Essex, New York State, you are commanded:

1. To give notice and start collection on September 1, 2022 (in accordance with provisions of section 1322 of the Real Property Tax Law).
2. To give notice that the tax collection will end on October 31, 2022.
3. To collect taxes in the amount of \$40,000 in the manner collectors are authorized to collect town and county taxes in accordance with the provisions of section 1318 of the Real Property Tax Law and as approved by the voters at the annual meeting to collect taxes in the amount of \$40,000 for the public libraries and to turn over to the Westport Library Association \$15,000, to the Wadhams Free Library \$7,000 and to the Elizabethtown Library Association \$18,000.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The Board may recall its warrant and tax roll for correction of errors or omission in accordance with the provision of section 553 of the Real Property Tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on pressed-numbered tax bill forms provided by the school district in accordance with the provisions of section 922 of the Real Property Tax Law. To forward by mail, without interest penalties to the office of the County Treasurer, a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with the provisions of section 540 and 5445 of the Real Property Tax Law.
6. To receive from each of the taxable corporations and natural persons that sum listed on the attached tax rolls without interest penalties where such sums are paid before the end of the first month of tax collection. To add 2% interest penalties to all taxes collected during the second month of the tax collection period to account for such as income due to the school district.
7. To issue press-number receipts only on forms provided by the school district in acknowledgment of receipt of payments of taxes and to retain, preserve and file exact copies of all such receipts issued as required by section 987 of the Real Property Tax Law.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting on

forms showing by town the total assessed valuation, tax rate, and total tax levy, the total amounts remaining uncollected as required by section 1330 of the Real Property Tax Law.

The warrant is issued pursuant to sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. This warrant shall expire on the dates stated above unless a renewal or extension has been endorsed on the face of this warrant in writing with section 1318, subdivision 2 of the Real Property Tax Law.

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

**11. CSE Recommendations**

- a. Accept and approve the following CSE recommendation for student #725, 12596, 1132, 12608 and 12600.

Motion: Sue Russell      Second: Evan George      Yes: 7 No: 0 Abstain: 0      Accept

**12. Action Items - Consent Agenda**

- a. Approve the increase in adult meal prices for the 2022-2023 school year as listed:

<b>ADULT MEAL</b>	<b>Adult Price 2021-22</b>	<b>Adult Price 2022-23</b>
Complete breakfast	\$2.50	\$2.75
Complete lunch	\$4.00	\$5.00

- b. Approve the Bus Rental Agreement between Camp Dudley and BVCS D for the period July 1, 2022 through August 14, 2022 as presented.
- c. Approve the School Resource Officer Agreement between Essex County and BVCS D for one (1) school year commencing on the first day of the District's 2022-23 academic year and ending on the last day of the District's 2022-23 academic year as presented.
- d. Resolution regarding close of 2016-17 and 2017-18 Tax Certiorari Reserve Elizabethtown-Lewis CSD established and return to Unassigned Fund Balance of General Fund:

RESOLVED, that 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 close the 2016-17 Tax Certiorari Reserve established by the Elizabethtown-Lewis CSD on June 13, 2017 and,  
WHEREAS, the Board of Education of the Boquet Valley Central School District, Essex County, NY desires to close the 2017-18 Tax Certiorari Reserve established by Elizabethtown-Lewis CSD on June 30, 2018 and,  
WHEREAS, a Board of Education is empowered to close a Tax Certiorari Reserve when the Tax Certioraris are dismissed or paid;  
NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the School District as follows:  
Section 1. The Unassigned Fund Balance in the General Fund is hereby increased as follows:

A917.00 Unassigned Fund Balance of the General Fund \$103,399.47  
Section 2. The increase in the Unassigned Fund Balance listed in Section 1 of this resolution shall be funded by the following:

A864.02 Tax Certiorari Reserve-EL \$103,399.47

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

### 13. Personnel - Consent Agenda

- a. Amend the 120 day probationary dates for the following employees:
  - i. Rachel Rolston 120 day probationary period effective August 29, 2022 through February 27, 2023, and
  - ii. Scott Holland 120 day probationary period effective August 30, 2022 through February 28, 2023.
- b. Approve the appointment of Tracy Waite as the Student Assessment Data Input Manager at her daily rate of pay for one (1) work day in August 2022 paid through the Title I grant.
- c. Approve Aubrey Pulsifer to be compensated at her hourly rate for an additional 2.5 hours per week for the 2022-2023 school year based upon her current teaching schedule and the decreased amount of planning time available to her (see BVFT agreement Article VII Section B). Please note if there is a change in her current schedule, this may result in a change to her additional compensation.
- d. Approve Amy Nelson to be compensated for the 2022-2023 school year (per claim form) at an:
  - i. additional \$44.80 per day for extended time worked as a building substitute beyond her normal work day, and
  - ii. up to an additional 30 minutes per day at her hourly rate for morning and afternoon bus duty.
- e. Approve Judy French and Jana Atwell to be compensated for 15 hours at 1.5 times their hourly rates for tax collection prep work August 24, 2022 through August 29, 2022.
- f. Approve Corey Murphy to be compensated at her hourly rate for 8 hours of additional work completed in August 2022 to prepare for the upcoming 2022-23 fall sports season.
- g. Approve the appointment of the following employees to the training position of Head Bus Driver Apprentice at a rate and schedule to be determined for the 2022-23 school year:
  - i. Jennie Cross
  - ii. Irvin (Sonny) Calkins
- h. Approve the following mentor appointments at a rate of \$1,500.00 for the 2022-2023 school year:

i. Rhonda Sloper	vi. Veronica Uss
ii. Lynn Bubbins	vii. Pete Castine
iii. Jodi Thompson	viii. John Fairchild
iv. Julie Bisselle	ix. Mindy Fleming
v. Brad Schrauf	x. Aubrey Pulsifer
- i. Accept the resignation as submitted by Julie Napper from her position as Bus Aide effective August 28, 2022.

- j. Upon the recommendation of the Superintendent, Renee Pelkey, who holds permanent certification in the School Counselor tenure area, is hereby appointed to the position of School Counselor for a probationary period commencing on August 31, 2022 and anticipated to end on August 31, 2026 pending results of fingerprint clearance. Salary for the 2022-2023 school year will be \$69,497 (step 19 B+60).
- k. Approve the appointment of Michael Hueglin to the position of Building Substitute for the 2022-2023 school year at a daily rate of \$105.00 effective August 31, 2022 pending results of fingerprint clearance.
- l. Approve the appointment of Elizabeth Stephens to the position of long-term (uncertified) substitute Science Teacher at a daily rate of \$125.00 effective August 31, 2022 through approximately January 6, 2023 pending results of fingerprint clearance.
- m. Approve the appointment of the following substitutes as listed effective September 9, 2022 at the current substitute rate pending receipt of fingerprint clearance:
  - i. Kendra Goff - non-certified teacher, assistant and aide
  - ii. Oliva Hart - non-certified teacher, assistant and aide
  - iii. Gwen Sherman - non-certified teacher, certified teacher assistant and aide effective October 2, 2022
- n. Accept the resignation as submitted by Jason Colby from the extracurricular position of GriffIT Club Advisor for the 2022-2023 school year.
- o. Accept and approve the Memorandum of Agreement between BVCSD and the BVFT adding E-Sports Advisor and GriffITs Advisor to the extracurricular schedule at a stipend of \$1,431 each effective with the 2022-2023 school year.
- p. Approve the appointment of Thomas McKinley to the extracurricular position of Varsity Girls Basketball Coach at the stipend per the current BVFT agreement for the 2022-23 school year.
- q. Approve the following employees to be compensated up to an additional 30 minutes per day at their hourly rates for morning and afternoon bus duty for the 2022-23 school year:
  - i. Brad Egglefield
  - ii. Theresa McAuley
  - iii. Jean Dickerson
  - iv. Janelle Pulsifer
  - v. Lauren Gough
- r. Accept the resignation as submitted by Jason Fiegl from the extracurricular position of Quiz Bowl Advisor for the 2022-2023 school year.
- s. Approve the appointment of the following to the extracurricular positions at the stipend per the current BVFT agreement for the 2022-2023 school year:
  - i. Don Markwica - Varsity Baseball Coach
  - ii. Terry Egglefield - Varsity Girls Soccer Volunteer Assistant (no stipend)

Motion: Evan George      Second: Sue Russell      Yes: 7 No: 0 Abstain: 0      Accept

- t. Approve the appointment of Abigail Mero as a substitute (non-certified) teacher, assistant and aide effective September 9, 2022 at the current substitute rate pending receipt of fingerprint clearance.

Motion: Sue Russell    Second: Sarah Kullman    Yes: 6 No: 0 Abstain: 1-Mero    Accept

#### **14. Policy**

- a. Approve the revision of the following policies as recommended by Erie 1 BOCES Policy Services:
  - i. #6160 Professional Growth/Staff Development
  - ii. #1510 Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)
  - iii. #3220 Use of Assistance Animals
  - iv. #7552 Student Gender Identity

Motion: Micah Stewart    Second: Sue Russell    Yes: 7 No: 0 Abstain: 0    Accept

#### **15. Treasurer's Report**

- a. SCAR Potential Liability 2022-23 - There may be potential tax refunds that a reserve can not be created or used for.
- b. Tax Certiorari Potential Liability 2022-23 - If excess fund balance allows, an amount should be set aside in a 2022-2023 Tax Certiorari Reserve in June 2023.
- c. Fuel Cost Comparison - Based upon the results of the new bids received through St. Lawrence-Lewis BOCES, there is a significant increase in fuel costs for the 2022-2023 school year.

#### **16. Welcome 2022-2023 School Year - Principal Elaine Dixon-Cross, Principal Dan Parker & Director of Student Support Services Abby Seymour**

- a. Each Administrator expressed their enthusiasm for the upcoming school year and shared events that have already taken place or are planned for the near future.

#### **17. Superintendent's Update**

- a. Building Project Update - no update at this time
- b. Superintendent's Report - see attached

#### **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.

Floor was opened for public comment, none voiced.

#### **19. Next Meeting**

- a. Regular Meeting October 13, 2022 6:00 PM Lake View Campus

**20. Adjournment**

Time: 7:31 PM Motion: Micah Stewart Second: Phil Mero Yes: 7 No: 0 Abstain: 0  
Accept

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

Date approved by the BOE: October 13, 2022

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Jana Atwell, District Clerk