

**Boquet Valley CSD**  
**Regular Meeting**  
**Thursday, August 12, 2021**  
**Mountain View Campus - Elizabethtown, NY**

**OFFICIAL MINUTES**

1. **Call to Order** At: 6:01 PM By: President Reynolds

2. **Pledge of Allegiance**

3. **Roll Call**

[X]Dina Garvey      [A]Evan George      [A]Sarah Kullman      [X]Philip Mero  
[X]Heather Reynolds    [X]Suzanne Russell- entered 6:05 PM    [X]Micah Stewart

4. **Attendees**

Present: Joshua Meyer, Superintendent	Visitors: Brianne Drummond
Jana Atwell, District Clerk	Kaitlin Egglefield
Sharlene Petro-Durgan, District Treasurer	Jena Lippert
	Sarah Rice
	Kendra Goff
	Paige Saltamach

5. **Executive Session**

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

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

In: 6:02 PM    Motion: Dina Garvey    Second: Micah Stewart    Yes: 4    No: 0    Abstain: 0  
Accept

Out: 6:35 PM    Motion: Phil Mero    Second: Dina Garvey    Yes: 5    No: 0    Abstain: 0  
Accept

- c. Motion to return to regular session at 6:37 PM.

Motion: Sue Russell      Second: Phil Mero      Yes: 5    No: 0    Abstain: 0      Accept

6. **Approval of Minutes**

- a. Approve the minutes of the July 6, 2021 Reorganization and Regular Meeting as presented.

Motion: Dina Garvey    Second: Phil Mero    Yes: 4    No: 0    Abstain: 1-Russell    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 1A dated 7/6/21
  - ii. Warrant 1B dated 7/16/21
  - iii. Warrant 1C dated 7/21/21
  - iv. Warrant 1D dated 7/28/21
  - v. Warrant 2A dated 8/4/21
  - vi. Warrant 0104-Medicare Reimbursement April - June 2021
  - vii. Budgetary Transfer Report 6/1/21 - 6/30/21
  - viii. Capital Project Bank Account Reconciliation as of 6/30/21
  - ix. Debt Service Bank Account Reconciliation as of 6/30/21
  - x. Multi-Fund Bank Account Reconciliation as of 6/30/21
  - xi. Payroll Bank Account Reconciliation as of 6/30/21
  - xii. Extraclassroom Bank Account Reconciliation as of 6/30/21
  - xiii. Financial Statement of Extraclassroom Activity Fund 6/1/21 - 6/30/21
  - xiv. Treasurer's Report for Multi-Fund Month of June 2021
  - xv. Cafeteria Profit & Loss Statement September 2020 - June 2021
  - xvi. Cash Flow Report July 2020 - June 2021

Motion: Sur Russell                      Second: Phil Mero                      Yes: 5 No: 0 Abstain: 0    Accept

- b. Internal Claims Auditor Report - Judy French  
Mrs. French distributed the first of a series of Claims Audit Reports which the members of the Board will receive monthly. She provided an explanation of what the report includes and her review process. It is anticipated that Mrs. French will meet with the Board twice annually.

## 9. 2020-2021 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 2021-2022 school year a sum not to exceed \$7,669,235.  
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, 2021 - September 30, 2021	No Penalty
October 1, 2021 - October 31, 2021	2% Penalty
November 1, 2021	3% 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 \$1,689,303 from the total approximate fund balance of \$6,688,345 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, your are commanded:

1. To give notice and start collection on September 1, 2021 (in accordance with provisions of section 1322 of the Real Property Tax Law).
2. To give notice that the tax collection will end on November 1, 2021.
3. To collect taxes in the amount of \$7,669,235 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 and to add 3% interest penalties to all taxes collected during any part of the third 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: Dina Garvey      Yes: 5 No: 0 Abstain: 0      Accept

#### **10. CSE Recommendations**

- a. Accept and approve the following CSE recommendations for student #1015, 1098, 1310, 12439, 12475, 2905, P02-17-18, 12490, 12428, 1342, 1368, 12372, 003-18-19, 006-15-16 and 2103.

Motion: Dina Garvey      Second: Micah Stewart      Yes: 5 No: 0 Abstain: 0      Accept

#### **11. District Goals, Plans and Procedures**

- a. Upon recommendation of the Superintendent, adopt the Boquet Valley Central School District Goals as presented.

Motion: Micah Stewart      Second: Dina Garvey      Yes: 5 No: 0 Abstain: 0      Accept

- b. Upon recommendation of the Superintendent, approve the District Plan - CR Part 154 Comprehensive Plan as submitted.

Motion: Dina Garvey      Second: Phil Mero      Yes: 5 No: 0 Abstain: 0      Accept

- c. Public Hearing and Q&A Session - 2021-22 COVID Health and Safety Procedures
  - i. Upon recommendation of the Superintendent, approve and adopt the COVID Health and Safety Procedures for the 2021-22 school year.

Motion: Phil Mero      Second: Sue Russell      Yes: 5 No: 0 Abstain: 0      Accept

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

- a. Approve the addition of the following assets:
  - i. Nano Edge floor scrubber by Tomcat @ MVC (asset tag #A00864192)
  - ii. Desk mover model #338 @ LVC (asset tag #A00864194)
- b. Approve the change of asset tags as indicated:
  - i. Nikon camera serial #3940126 asset tag #A00369735 @ MVC is now asset tag #M0011490
  - ii. Nikon camera serial #3553638 asset tag #A00300811 @ MVC is now asset tag #M0011489
- c. Approve and adopt a resolution consenting to a proposed pilot agreement by the Essex County Industrial Development Agency with respect to a certain project (Champlain Hudson Power Express Project) to be undertaken by CHPE, LLC and authorizing the Boquet Valley Central School District President to execute and deliver a certificate in furtherance of same.
- d. Resolved that the Superintendent recommends a District credit card limit of \$5,000.00 for the 2021-22 school year.
- e. Authorize the closing of the following extra-curricular accounts and transferring both balances to the BVCS Student Council extra-curricular account:
  - i. Slideshow Video Production (\$76.22) as this extra-curricular has changed their purpose and the club will not need to fundraise to meet objectives.
  - ii. Class of 2020 (\$5.50) as the class is no longer in session and all business associated with this account has been satisfied.
- f. Approve increasing the substitute bus driver rate of pay from \$15.00 per hour to \$21.00 per hour effective September 1, 2021.

Motion: Dina Garvey      Second: Micah Stewart      Yes: 5 No: 0 Abstain: 0      Accept

### **13. Personnel - Consent Agenda**

- a. Approve the appointment of Tonya Lackey as a summer school teacher for the summer of 2021. Hourly rate will be calculated using the appropriate step in the BVFT agreement:
- b. Approve the appointment of Ellen Kiely for summer curriculum work for the summer of 2021. Hourly rate will be calculated using the appropriate step in the BVFT agreement:
- c. Accept and approve the following resignations as submitted by:
  - i. Melissa Pierce from her position as full-time bus driver effective June 25, 2021,
  - ii. Ryan Campagna from his position as English teacher effective August 31, 2021,
  - iii. Brad Egglefield from his position as full-time bus aide effective August 31, 2021
  - iv. Jean Dickerson from her position as cook effective September 1, 2021,
  - v. Lily Whalen from her position as teacher aide effective September 1, 2021,
  - vi. Lisa Whalen from her position as teacher aide effective September 1, 2021,
  - vii. Peggy Staats from her position as teacher assistant effective September 1, 2021.

- viii. David Snyder from his position as Physical Education teacher effective September 10, 2021.
- ix. Bailey Bronson from her position as Secretary to the Principal effective August 12, 2021.
- d. Approve the creation of a new non-instructional position Senior Mechanic/Maintenance/Bus Driver effective September 1, 2021.
- e. Approve the appointment of Stacy Pulsifer to the position of Senior Mechanic/Maintenance/Bus Driver at a rate of \$22.00 per hour effective September 1, 2021.
- f. Approve the appointment of Brad Egglefield as a substitute bus aide effective September 1, 2021 at the established substitute rate of pay for the 2021-22 school year.
- g. Approve the appointment of David Kirkby as the long-term substitute for Colby Pulsifer at a daily rate of \$125.00 effective approximately September 13, 2021 through November 29, 2021.
- h. Approve the appointment of David Kirkby to the position of Building Substitute for the 2021-2022 school year at a daily rate of \$95.00 effective September 1, 2021 through September 10, 2021 resuming again immediately following the end of his appointment as the long-term substitute for Colby Pulsifer (approximately November 29, 2021).
- i. Approve the probationary appointment of Brad Egglefield to the full-time 10 month civil service position of Teacher Aide at an hourly rate of \$14.00 effective September 1, 2021 with a 120 day probationary period commencing September 1, 2021 and anticipated to end on March 16, 2022.
- j. Approve the probationary appointment of Jenifer O'Neill to the full-time 10 month civil service position of Teacher Aide at an hourly rate of \$13.54 effective September 1, 2021 with a 120 day probationary period commencing September 1, 2021 and anticipated to end on March 16, 2022.
- k. ~~Approve the probationary appointment of Michael Clinton to the full-time 10 month civil service position of Teacher Aide at an hourly rate of \$13.54 effective September 1, 2021 with a 120 day probationary period commencing September 1, 2021 and anticipated to end on March 16, 2022. (candidate declined position)~~
- l. Approve the non-tenure track appointment of Tom Bisselle to the full-time 10 month position of ~~Youth Advocate~~ Student Support Counselor, per the terms of the feinerman agreement, at an annual salary of \$54,951 (Step 10 B+24) effective September 1, 2021.
- m. Approve the following mentor appointments at a rate of \$1,500.00 for the 2021-2022 school year:
  - i. Peter Castine
  - ii. Michelle Feeley
  - iii. Jodi Thompson
  - iv. Lynn Bubbins
  - v. Terry Eggleifield
  - vi. Samantha Meachem
  - vii. Julie Bisselle
  - viii. Lorraine Hathaway
  - ix. Amy Welch
- n. Approve the following appointments to the positions of Educational Liaisons for the OASIS Program (Extended School Day Program) at an annual stipend of \$5,000 each for the 2021-2022 school year:
  - i. Elaine Dixon-Cross

ii. Daniel Parker

Motion: Dina Garvey      Second: Phil Mero      Yes: 5 No: 0 Abstain: 0      Accept

- o. Approve the appointment of Evan George to the extra-curricular position of Varsity Boys Soccer Coach pro bono for the 2021-2022 school year.

Motion: Phil Mero      Second: Micah Stewart      Yes: 5 No: 0 Abstain: 0      Accept

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

**15. Superintendent's Update**

- a. Building Project Update - No update available at this time.
- b. Superintendent's Report - See attached
- c. Discussion - BOE meeting date change (Thursday, June 9, 2022) - Meeting date has been changed to Tuesday, June 7, 2022

**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. Next Meeting**

- a. Regular Meeting Thursday, September 9, 2021 6:00 PM Lake View Campus

**18. Adjournment**

Time: 7:38 PM    Motion: Micah Stewart    Second: Phil Mero    Yes: 5 No: 0 Abstain: 0

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

Date approved by the BOE: September 9, 2021

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Jana Atwell, District Clerk