

CHAMPLAIN VALLEY EDUCATIONAL SERVICES
Board of Cooperative Educational Services
Sole Supervisory District of Clinton, Essex,
Warren and Washington Counties

DATE: November 19, 2015

KIND OF MEETING: Regular Board Meeting

PLACE: Yandon-Dillon Center, Mineville, NY

Board Members Present:

Larry Barcomb
Evan Glading
Dr. Jan Guffey
Richard Harriman, Sr.
Craig Jackson
Richard Malaney
Thomas McCabe
Paul Mudie
Bruce Murdock
Michael St. Pierre
Lori Saunders

Board Members Absent:

Leisa Boise
Linda Gonyo-Horne
Donna LaRocque
Ed Marin

District Superintendent

Dr. Mark C. Davey

Board Clerk:

Tammy I. Johnson

Others Present:

Michele Friedman
Teresa Calabrese-Gray
Reginald McDonald
Christine Myers
A. Paul Scott
Cindy Werner
Jaci Kelleher
Garrett Hamlin

MEETING
TO ORDER

President Barcomb called the meeting to order at 6:35 p.m.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mr. St. Pierre, that the Board go into Executive Session at 6:36 p.m., for the following reasons: (1) a matter of information relating to a current or future investigations(s); (2) a matter of discussion regarding proposed, pending or current litigation; (3) a matter of collective negotiations pursuant to Article 14 of Civil Service Law (The Taylor Law); and (4) a matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All Board Members present voted yes—motion carried.

Mr. St. Pierre moved, seconded by Mr. Murdock, to come out of Executive Session at 7:40 p.m. All Board Members present voted yes—motion carried.

OPINIONS &
CONCERNS OF
THE AUDIENCE

Reggie McDonald indicated that the new Special Education Principal, Keith Baugh, finished his first week and did an awesome job!

Dr. Davey stated that Jaci Kelleher's firm sponsored the CEWW School Boards Association's recent meeting at the Westside Ballroom. David Little made an excellent presentation on Rural Schools. CVES videotaped the presentation and Dr. Davey will be sharing copies in the near future.

Lori Saunders and Dr. Jan Guffey mentioned that they attended the Common Core Forum held recently at ISC and Yandon-Dillon. They indicated that it was an excellent presentation. Lori also stated that she participated in the polar plunge with the special education division.

**AUDIT & BUDGET
COMMITTEE
MEETINGS
UPDATE**

A. Paul Scott gave a brief PowerPoint presentation on the October 27th Budget Committee Meeting and the October 29th Audit Committee Meeting.

The budget committee discussed a set of snapshot budget updates from each division and discussed various 2016-17 budget development challenges and priorities. They discussed emerging top priorities for capital project work.

The audit committee received a briefing from Michael Rossi and Amy Pedrick of West & Co. on the preliminary draft independent audit of this BOCES for the fiscal year that ended this past June 30th. There were no significant or substantial problems identified through the independent audit. The final independent audit report and administration's final corrective action are being presented to the Board tonight for approval. Also, it was determined by consensus of the Committee that the BOCES should authorize administration to submit to NYSED a request to exempt this BOCES from a 2015-16 internal audit requirement, as was done in year 2014.

**DRAFT
BUILDINGS
CONDITIONS
SURVEY REPORT**

Garrett Hamlin of Tetra Tech gave a Powerpoint Presentation on the draft Building Condition Survey that he recently completed. He shared priorities 1, 2 and 3 of each building within CVES along with an estimated cost for each priority. It was determined that the top two priorities are the boilers in the Yandon-Dillon facility and the roof on the Plattsburgh Main Campus. A preliminary draft RFP process and timetable for the boiler replacement will be discussed at the December 9th Board meeting.

**PREVIOUS
MINUTES**

Mr. Murdock moved, seconded by Mr. St. Pierre, that the Board approve the minutes of the October 14, 2015, Board Meeting as presented. All Board Members present voted yes—motion carried.

**CERTIFICATION
OF WARRANT**

Mr. St. Pierre moved, seconded by Mr. Murdock, that the Certification of Warrant for October 8-November 9, 2015, be accepted as presented. All Board Members present voted yes—motion carried.

**TREASURER'S
REPORT**

Mr. Murdock moved, seconded by Mr. St. Pierre, that the Treasurer's Report for September 30, 2015, be accepted as presented. All Board Members present voted yes—motion carried.

**BUDGET
INCREASE**

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the following budget increase:

1. Increase the On-Line High School budget from \$12,275 to \$20,575, due to increased participation in On-Line High School classes for the 2015-16 school year (Northern Adirondack) (CV-TEC)

All Board Members present voted yes—motion carried.

**MAINTENANCE
AGREEMENTS**

Mr. Murdock moved, seconded by Mr. St. Pierre, that the Board approve the following Maintenance Agreements:

1. Maintenance Agreement between Clinton-Essex-Warren-Washington BOCES and SymQuest Group, Inc. for maintenance services for one (1) Kyocera copier currently in use at the Instructional Services Center. The agreement commences November 20, 2015 and extends through November 19, 2016 and may continue on a month to month

**MAINTENANCE
AGREEMENTS
CONTINUED**

- thereafter. The total estimated cost for the initial term is \$2,000. (ISC)
2. Maintenance Agreement between Clinton-Essex-Warren-Washington BOCES and SymQuest Group, Inc. for maintenance services for one (1) Kyocera copier currently in use at the Mineville Main Office. The agreement commences November 20, 2015 and extends through November 19, 2016 and may continue on a month to month basis thereafter. The total estimated cost for the initial term is \$800. (CV-TEC/Special Ed.)
3. Maintenance Agreement between Clinton-Essex-Warren-Washington BOCES and SymQuest Group, Inc. for maintenance services for one (1) Kyocera copier currently in use at One Work Source. The agreement commences November 20, 2015 and extends through November 19, 2016 and may continue on a month to month basis thereafter. The total estimated cost for the initial term is \$2,100. (CV-TEC)
4. Maintenance Agreement between Clinton-Essex-Warren-Washington BOCES and SymQuest Group, Inc. for maintenance services for one (1) Kyocera copier currently in use at the Plattsburgh Main Campus, CV TEC Office. The agreement commences November 20, 2015 and extends through November 19, 2016 and may continue on a month to month basis thereafter. The total estimated cost for the initial term is \$2,600. (CV-TEC)
5. Maintenance Agreement between Clinton-Essex-Warren-Washington BOCES and SymQuest Group, Inc. for maintenance services for one (1) Kyocera copier currently in use in the District Office at the Plattsburgh Satellite Campus. The agreement commences November 20, 2015 and extends through November 19, 2016 and may continue on a month to month basis thereafter. The total estimated cost for the initial term is \$1,400. (Administration)
- All Board Members present voted yes—motion carried.

**CONTRACTOR/
CONSULTANT
AGREEMENT**

- Mr. Murdock moved, seconded by Mr. St. Pierre, that the Board approve the following Contractor/Consultant Agreement:
1. Agreement between Clinton-Essex-Warren-Washington BOCES and Staff Development for Educators for the purpose of obtaining workshops entitled “Creating Successful Writers, Grades K-5” and “Creating Successful Writers, Grades 3-8” for BOCES and BOCES component districts in an amount not to exceed \$7,400. The dates for agreement services are December 7-8, 2015. (ISC)
- All Board Members present voted yes—motion carried.

**SNOW REMOVAL
& SANDING
SERVICES
RENEWAL
AGREEMENTS**

- Mr. Murdock moved, seconded by Mr. Harriman, that the Board approve the following Snow Removal & Sanding Services renewal agreements:
1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Provost Trucking and Blacktopping to provide snow removal and sanding services at the Plattsburgh Campus and at the Plattsburgh Satellite Campus for the period of November 1, 2015 through April 30, 2016 at a current estimated cost of \$60,000 (Admin)
2. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Tony Fernandez, LLC to provide snow removal and sanding services at the Mineville Campus for the period of November 1, 2015 through April 30, 2016 at a current estimated cost of \$7,600 (Administration)
- All Board Members present voted yes—motion carried.

ANNUAL
INDEPENDENT
AUDIT

Mr. Murdock moved, seconded by Mr. Harriman, that the Board approve the Annual Independent Audit, performed by West & Company, CPA, PC, for the 2014-15 school year. All Board Members present voted yes—motion carried.

CORRECTIVE
ACTION PLAN &
AUDIT RESPONSE

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the Corrective Action Plan for the 2014-15 Annual Independent Audit Management Letter Comments. All Board Members present voted yes—motion carried.

INTERNAL AUDIT
REQUIREMENT
EXEMPTION

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the following resolution:
WHEREAS a mandate relief measure was enacted by New York State to exempt school districts from the requirement to maintain an internal audit function; and
WHEREAS Education Law Section 2116-B was amended to include language relative to this exemption; and
WHEREAS the New York State Education Department Office of Educational Management Services provided guidance indicating that BOCES can also partake in this exemption and created a Certification Form for BOCES to use in order to illustrate eligibility, and has indicated that this exemption applies to the 2015-16 school fiscal year; and
WHEREAS Clinton-Essex-Warren-Washington BOCES qualifies for this exemption for fiscal year 2015-16 based on completion of this form as prescribed by NYSED;
BE IT RESOLVED that the Clinton-Essex-Warren-Washington BOCES shall adopt the mandate relief measure and not conduct an internal audit for the 2015-16 school year.
All Board Members present voted yes—motion carried.

OLD BUSINESS

Audit Committee Meeting highlights from the June 10, 2015 meeting were shared (informational)

RESIGNATIONS
REMCHUK, SHAW,
MACKIEWICZ

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board accept the following letters of resignation:
1. Connie Remchuk, School Practical Nurse 7-12, effective November 29, 2015
2. Daniel Shaw, Labor Specialist, effective November 2, 2015
3. Stanislaus Mackiewicz, Airframe & Power Plant Teacher, effective November 30, 2015
All Board Members present voted yes—motion carried.

RETIREMENTS
BAKER, GRATTON

Mr. Murdock moved, seconded by Mr. Harriman, that the Board accept the following letters of resignation for the purpose of retirement:
1. Susan Baker, Health Careers Program Coordinator, effective January 9, 2016 (17.5 years with CVES)
2. Gina Faoro Gratton, Physical Therapist, effective June 23, 2016 (32 years with CVES)
All Board Members present voted yes—motion carried.

TRANSFER
SUPLEY

Mr. Murdock moved, seconded by Mr. Harriman, that the Board authorize the voluntary transfer of full-time permanent appointment ten-month Student/Teacher Aide Laurie Supley to full-time permanent appointment ten-month Jobs Placement Aide, effective November 20, 2015, preserving all employer contributions, leave balances and CVES seniority status "as is." All Board Members present voted yes—motion carried.

PROVISIONAL/
PROMOTIONAL
APPOINTMENT
PROULX

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board promote full-time permanent appointment Payroll/Purchasing Clerk Brenda Proulx to provisional appointment full-time School Accountant, effective November 20, 2015, pending the results of a to-be-scheduled Clinton County Civil Service Department promotional examination, at an annualized 2015-16 salary of \$41,000 and preserving all employer contributions and leave balances "as is." All Board Members present voted yes—motion carried.

FOUR-YEAR
PROBATIONARY
APPOINTMENTS
RUSSELL,
HENOPP

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board appoint the following people to a Four-Year Probationary Appointment as follows:

1. Kelsi Russell, CTE Teaching Assistant, effective November 20, 2015, at an annualized salary of \$19,803 (prorated) (actual earned salary for 2015-16 is \$14,258.16)
2. Mary Henopp, School Psychologist, effective December 21, 2015, at an annualized salary of \$ 49,420.00 (prorated) (actual earned salary for 2015-16 is \$30,393.30)

All Board Members present voted yes—motion carried.

CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
LOTTIE, SPRING,
MCGUIRE

Mr. Murdock moved, seconded by Mr. Harriman, that the Board appoint the following people to a 52-week Civil Service Probationary appointment as follows:

1. Shelby Lottie, Teacher Aide/Student Aide, effective November 20, 2015, at an annualized salary of \$13,816 (prorated) (actual earned salary for 2015-16 is \$10,135.42)
2. Jill Spring, Teacher Aide/Student Aide, effective November 20, 2015, at an annualized salary of \$13,816 (prorated) (actual earned salary for 2015-16 is \$10,135.42)
3. Gail McGuire, Teacher Aide/Student Aide, effective November 20, 2015, at an annualized salary of \$13,816 (prorated) (actual earned salary for 2015-16 is \$10,135.42)

All Board Members present voted yes—motion carried.

TEMPORARY
APPOINTMENTS
HAMLIN,
TRUDEAU

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board appoint the following people to a Temporary Appointment as follows:

1. Merrilee Hamlin, School Psychologist, effective November 20, 2015, longer than 40 days, at an annualized salary of 1/200th per diem of \$49,420 (2015-16 starting salary for a School Psychologist)
2. Robin Trudeau, LPN Teacher, effective November 23, 2015 – June 30, 2016, at an annualized salary of \$36,911 (uncertified) (prorated) (actual earned salary for 2015-16 is \$26,391.36)

All Board Members present voted yes—motion carried.

**POSITION
INCREASE
HARRIGAN**

Mr. Murdock moved, seconded by Mr. St. Pierre, that the Board increase the following position:

1. Tammy Harrigan, Teacher Aide/Student Aide from 40% to 100%, effective November 20, 2015, at an annualized salary of \$13,816 (prorated) (actual earned salary for 2015-16 is \$10,135.41)

All Board Members present voted yes—motion carried.

**ADDITIONAL
WORK**

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the following Additional Work for the 2015-16 school year:

<u>Name</u>	<u>Reason</u>	<u>Rate</u>
Kevin Shaw	SkillsUSA Advisor (Yandon-Dillon)	\$1,900/stipend
Thomas Tedford	Mentor Per New Employee	\$250/stipend
Amy Burdo	Mentor Per New Employee	\$250/stipend
Dena Tedford	Mentor Per New Employee	\$250/stipend
Kevin Donoghue	Mentor Per New Employee	\$250/stipend
Kevin Shaw	Mentor Per New Employee	\$250/stipend
Julie Ashline	Mentor Per New Employee	\$250/stipend
Grace Banker	Mentor Per New Employee	\$250/stipend
Kim Denton	Mentor Per New Employee	\$250/stipend
Joan McGowan	Mentor Per New Employee	\$250/stipend
Wendy Davis	PBIS Coordinator	\$300/stipend
Susan Mueller	PBIS Coordinator	\$300/stipend
Melissa Gough	Yearbook Advisor (Yandon-Dillon)	\$300/Stipend
Emily Wood	Program Enhancements	Not to Exceed 5 hours - \$50.35

All Board Members present voted yes—motion carried.

**FACILITATORS/
SCORERS**

Mr. St. Pierre moved, seconded by Mr. Murdock, that the Board appoint the following Facilitators/Scorers for the period November 20, 2015 – June 30, 2016:

Facilitators (\$25.15/hour)

Jane Owens

Scorers (\$20.00/hour)

Samantha Lavigne

All Board Members present voted yes—motion carried.

SUBSTITUTES

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board appoint the following list of substitutes:

Temporary On-Call Teacher Aide/Student Aide

Shelby Lottie

Rhona Stoffel

Gail McGuire

Laurie Trepanier

Teaching Assistant

Rhona Stoffel (uncertified)

Laurie Trepanier (uncertified)

Marie Garrant (uncertified)

All Board Members present voted yes—motion carried.

Teacher

Jean Smith (certified)

William Bernhard (certified)

Laurie Trepanier (uncertified)

Custodial Worker

Austin Snide

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ADULT
EDUCATION
COURSE
INSTRUCTOR

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board appoint the following Adult Education Course Instructor for the 2015-16 school year:

<u>Name</u>	<u>Rate</u>
Robin Trudeau	\$36.00/hour

All Board Members present voted yes—motion carried.

DASA
COORDINATOR

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board appoint Keith Baugh as DASA Coordinator for the Special Education Division for the 2015-16 school year.

All Board Members present voted yes—motion carried.

CONFERENCE/
WORKSHOP
APPROVAL

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the following Conference/Workshop approval for the following Board Member:

Richard Harriman, Sr.

NSBA Convention

April 9-11, 2016 in Boston (overnight accommodations needed)

All Board Members present voted yes—motion carried.

STRATEGIC PLAN
UPDATE

Dr. Davey indicated that he shared several handouts regarding our Strategic Plan with the Board in their packets. There were notes from our CVES Board Retreat compiled by Sean Brady, a copy of our District Planning Team (DPT) meeting summary, the draft update of our CVES 2015-18 Strategic Plan, and a summary of the draft divisional plans overview. Each Director and Assistant Superintendent gave a brief update on their divisions. Dr. Davey also shared a draft meeting calendar for 2015-16. The full plan will be presented at the December 9th board meeting. Cindy Werner, Teacher Union President, indicated how very happy she is with the special education team and thanked the board for supporting the Strategic Plan's continued implementation and adoption.

SUPERINTENDENT'S
UPDATE

Dr. Davey shared information on the Common Core survey and forums, and shared a copy of the AIMHighNY presentation. He also shared a copy of the component district board meeting visit dates for the 2015-16 school year and invited each board member to attend their home school board meeting with him, Michele Friedman, and CV-TEC students. Dr. Davey shared CSO and DS meetings updates along with November Board of Regents meeting information provided to the District Superintendents from Hinman Straub, a legal firm contracted by all BOCES statewide.

OTHER

A short discussion ensued regarding the Board requesting an RPF pertaining to the boilers at the Mineville Campus. There will be further discussion on this topic at the December 9th Board meeting.

EXECUTIVE
SESSION

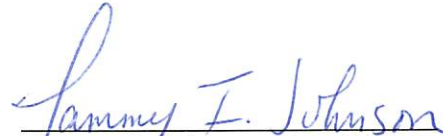
Mr. Murdock moved, seconded by Mrs. Saunders, to go into Executive Session at 9:12 p.m. to discuss an appeal. All Board Members present voted yes—motion carried. Mr. Murdock moved, seconded by Mrs. Saunders, to come out of Executive Session at 9:45 p.m. All Board Members present voted yes—motion carried.

NEXT BOARD
MEETING

The next Board of Education Meeting will be held on Wednesday, December 9, 2015, in the Special Education gym at the Plattsburgh Main Campus, beginning at 7:30 p.m.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Saunders, to adjourn the meeting at 9:46 p.m. All Board Members present voted yes—motion carried.


Tammy I. Johnson, Board Clerk