

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

DATE: April 13, 2016

KIND OF MEETING: Regular Board Meeting

PLACE: Instructional Services Center, Plattsburgh, NY

Board Members Present:

Larry Barcomb  
 Leisa Boise  
 Linda Gonyo-Horne  
 Richard Harriman, Sr.  
 Donna LaRocque  
 Ed Marin  
 Thomas McCabe  
 Paul Mudie  
 Bruce Murdock  
 Michael St. Pierre  
 Lori Saunders

Board Members Absent:

Evan Glading  
 Dr. Jan Guffey  
 Craig Jackson  
 Richard Malaney

District Superintendent

Dr. Mark C. Davey

Board Clerk:

Tammy I. Johnson

Others Present:

Michele Friedman  
 Teresa Calabrese-Gray  
 Reginald McDonald  
 Christine Myers  
 Keith Baugh  
 A. Paul Scott  
 Mike Drew  
 Adam Facticeau  
 James McCartney  
 Elizabeth Laundrie

MEETING  
TO ORDER

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

EXECUTIVE  
SESSION

Mrs. Boise moved, seconded by Mrs. LaRocque, that the Board go into Executive Session at 6:36 p.m., for the following reasons: (1) a matter of discussion regarding proposed, pending or current litigation; (2) a matter of collective negotiations pursuant to Article 14 of Civil Service Law (The Taylor Law); and (3) 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. Murdock moved, seconded by Mr. Harriman, to come out of Executive Session at 7:55 p.m. All Board Members present voted yes—motion carried.

Meeting adjourned for Annual Meeting at 7:55 p.m.

Meeting resumed at 8:49 p.m.

OPINIONS &  
 CONCERNS FROM  
THE AUDIENCE

Michele Friedman invited everyone to the CV-TEC Open House at the Plattsburgh Campuses on April 14<sup>th</sup>, from 6-7:30 p.m. Michele also acknowledged that Sherry Snow, our CV-TEC Culinary Arts Management Teacher, was selected as the 2016 CTE Teacher Recipient of the Special Recognition Award from the New York State Association of Career & Technical Education Administrators (ACTEA). Michele stated that this award is well-deserved as Sherry has served CVES for 19 years.

PRESSURE HOUSE  
PRESENTATION

Michele Friedman stated that we are in the final year of our Pressure House Project. She introduced Jim McCartney, Principal of the Satellite Campus, who gave a brief overview of the project to the Board. Then, Adam Facticeau, Principal of the Main Campus and Mike Drew, Carpentry Teacher, reviewed the different phases of the project and what is remaining for completion. They invited the Board to stop for a tour.

Modification Made  
 May 11, 2016

PREVIOUS  
MINUTES

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the minutes of the March 9, 2016, Board Meeting as presented. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF WARRANT

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Certification of Warrant for March 3-April 4, 2016, be accepted as presented. All Board Members present voted yes—motion carried.

TREASURER'S  
REPORT

Mr. Murdock moved, seconded by Mrs. Saunders, that the Treasurer's Report for February 29, 2016, be accepted as presented. All Board Members present voted yes—motion carried.

DONATIONS

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the following donations:

1. Donation of a NY Thermal M100 Matrix Condensing appliance (heating system) from Dale Miner, President of Hulbert Bros., with an estimated value of \$4,799. This donation will benefit the Construction Trades program at CV-TEC in the completion of the Pressure House project.
  2. Donation of miscellaneous culinary equipment from the General Manager of Panera Bread, with an estimated value of \$350. This donation will benefit the Culinary Arts Management Program at CV-TEC.
  3. Donation of \$600 cash from Mrs. Dana Grant. This donation will benefit the CV-TEC Animal Science/Veterinary Assistant Program.
- All Board Members present voted yes—motion carried.

BUDGET  
INCREASES

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the following budget increases:

1. Increase the School Library System Operating Aid budget from \$92,019.00 to \$92,559.54, for the 2015-16 school year, due to rollover funds from 2014-15 (ISC)
2. Increase the School Library System Automation Aid budget from \$9,202.00 to \$11,699.14, for the 2015-16 school year, due to rollover funds from 2014-15 (ICS)
3. Increase the School Library System Supplementary Aid budget from \$44,941.00 to \$47,421.04, for the 2015-16 school year, due to rollover funds from 2014-15 (ISC)
4. Increase the Staff Development-Bus Driver budget from \$31,348 to \$36,348, for the 2015-16 school year, due to increased participation from school districts (AuSable Valley, Beekmantown, Chazy, Crown Point, Elizabethtown-Lewis, Keene, Moriah, Northern Adirondack, Northeastern Clinton, Peru, Plattsburgh, Saranac, Schroon Lake, Ticonderoga, Westport and Willsboro)

All Board Members present voted yes—motion carried.

TRANSPORTATION  
AGREEMENT  
RENEWAL

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board Approve the following Transportation Agreement Renewal:

1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Northeastern Clinton Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2015 through June 30, 2016 at a current estimated cost of \$22,000. (CV-TEC)

All Board Members present voted yes—motion carried.

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NYS  
COMPTROLLER'S  
AUDIT REPORT

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board accept the New York State Comptroller's Audit Report of Examination of the Clinton-Essex-Warren-Washington BOCES Payroll for the period July 1, 2014 – October 31, 2015.  
All Board Members present voted yes—motion carried.

CORRECTIVE  
ACTION PLAN  
FOR NYS  
COMPTROLLER'S  
AUDIT REPORT

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board accept the Corrective Action Plan for the New York State Comptroller's Audit Report of Examination of the Clinton-Essex-Warren-Washington BOCES Payroll for the period July 1, 2014 – October 31, 2015.  
All Board Members present voted yes—motion carried.

UNCOLLECTIBLES

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the write-off of the following list of uncollectible account receivables, after efforts to collect have been unsuccessful on these accounts over a year old. Under audit, these accounts are no longer considered current and should be written-off the financial records before year-end.

<u>Invoice #</u>	<u>Date of Invoice</u>	<u>Amount</u>	<u>Program</u>
129-15A	9/25/2014	\$ 891.25	LPN (withdrew)
137-15A	9/25/2014	\$ 153.25	LPN (withdrew)
138-15A	9/25/2014	\$3,699.25	LPN (withdrew)
092-15A	9/18/2014	\$ 65.00	LPN (TEAS Exam Returned Check)
098-15A	9/23/2014	\$ 75.00	Pre-School
006-15A	7/7/2014	\$2,689.00	Summer Aviation Tuition
150-15A	9/26/2014	\$ 672.00	Aviation Tuition
239-15A	3/5/2015	\$ 10.00	Door Access Card
019-15TA	9/22/2014	\$ 93.02	Health Insurance Co-Pay
Total		\$8,347.77	

All Board Members present voted yes—motion carried.

NEW PETTY CASH  
FUND

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board establish a petty cash fund and bursar at the Satellite Campus for the Adult Education Office for CV-TEC, for the remainder of the 2015-16 school year as follows:  
CV-TEC Satellite Campus – Kristen Parker - \$100  
All Board Members present voted yes—motion carried.

HEALTH  
INSURANCE  
CONSORTIUM  
RESOLUTION

Mr. Murdock moved, seconded by Mrs. Boise, that the Board adopt the following resolution:  
**WHEREAS**, pursuant to Article 5 and 5G of the New York General Municipal Law, and sections 1709 (34-a) and 1950 of the New York Education Law, a number of component school districts and the Board of Cooperative Educational Services for Clinton-Essex-Warren-Washington School Health Insurance Consortium (the "Consortium") have joined together to form a cooperative healthcare plan, known as the Clinton-Essex-Warren-Washington School Health Insurance Consortium Medical Plan(s), for the purpose of providing and financing health, medical and dental benefits for their respective employees, retirees and officers; and

**HEALTH  
INSURANCE  
CONSORTIUM  
RESOLUTION  
CONTINUED**

**WHEREAS**, Article 5G of the General Municipal Law authorizes Municipal Corporation Agreements for the purpose of entering into group health plans; and **WHEREAS**, the Board of Education previously adopted a resolution authorizing participation in the Plan; and

**WHEREAS**, an Amended and Restated Municipal Cooperative Agreement has been prepared detailing the terms of the Plan; and

**WHEREAS**, the Board of Directors of the Clinton-Essex-Warren-Washington School Employees' Healthcare Plan recommends adopting the Amended and Restated Municipal Cooperative Agreement; and

**WHEREAS**, the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services desires to participate in the Plan.

**NOW THEREFORE**, be it resolved that the Board of Education of Clinton-Essex-Warren-Washington BOCES hereby authorizes participation in the Clinton-Essex-Warren-Washington School Health Insurance Consortium Medical Plan(s) and directs the President of the Board of Education to execute the Amended and Restated Municipal Cooperative Agreement; and any amendments or successor agreements thereto.

**BE IT FURTHER RESOLVED**, hat this resolution shall remain in effect until it is modified or rescinded.

All Board Members present voted yes—motion carried.

**RESOLUTION**

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the following resolution:

**BE IT RESOLVED** that the Board allows Clinton-Essex-Warren-Washington BOCES to enter into an Internet Service Provider agreement for internet services at the Plattsburgh Main Campus, Plattsburgh Satellite Campus, and the Instructional Services Center. The anticipated duration of the agreement will be July 1, 2016 through June 30, 2017, with annual renewals allowed for a period not to exceed 60 months or 5 total years of service. Annual service costs are not anticipated to exceed \$30,500, with up to 90% of the first year service costs eligible for reimbursement through the schools and libraries universal service support program (E-Rate). E-Rate reimbursements will adjust, as program funding allows, for every year thereafter.

**BE IT FURTHER RESOLVED** that the CVES Board President be granted authority to enter into a service agreement, contingent upon E-Rate Partner's approval and the CVES' attorney approval.

All Board Members present voted yes—motion carried.

**RESIGNATION  
REUSSER**

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board accept the following letter of resignation:

1. Cathleen Reusser, Registered Professional Nurse, effective April 9, 2016

All Board Members present voted yes—motion carried.

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CHANGE  
RETIREMENT  
DATE  
BYERS

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board rescind the motion that was made at the March 9, 2016, Board of Education Meeting whereby the Board accepted the letter of resignation for the purpose of retirement from Natalee Byers, Speech & Hearing Teacher, effective May 3, 2016, and accept the letter of resignation for the purpose of retirement from Natalee Byers effective May 9, 2016. All Board Members present voted yes—motion carried.

RECALL  
APPOINTMENT  
COOK

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board appoint (recall) the following person from the eligibility list as per NYS Education Law Section 3013(3):  
Erica Cook, Speech & Hearing Teacher, effective May 2, 2016, at a salary of \$49,273 (prorated) (actual earned salary for 2015-16 is \$9,854.60)  
All Board Members present voted yes—motion carried.

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
KELSH, PIERCE,  
BILOW, SMITH,  
WATTS, BURKE

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

1. Kari Kelsh, Account Clerk/Typist, effective May 2, 2016, at an annualized salary of \$24,386 (prorated) (actual earned salary for the 2015-16 school year is \$4,109.04)
2. Nicole Pierce, Registered Professional Nurse One-to-One, effective April 14, 2016, at an annualized salary of \$33,455 (prorated) (actual earned salary for the 2015-16 school year is \$7,861.93)
3. Danielle Bilow, Teacher Aide/Student Aide, effective April 14, 2016, at an annualized salary of \$13,816 (prorated) (actual earned salary for the 2015-16 school year is \$3,332.42)
4. Ciarra Smith, Teacher Aide/Student Aide, effective April 14, 2016, at an annualized salary of \$13,816 (prorated) (actual earned salary for the 2015-16 school year is \$3,332.42)
5. Sandra Javier-Santana, Teacher Aide/Student Aide, effective April 14, 2016, at an annualized salary of \$13,816 (prorated) (actual earned salary for the 2015-16 school year is \$3,332.42)
6. Kristin Watts, Teacher Aide/Student Aide, effective April 14, 2016, at an annualized salary of \$13,816 (prorated) (actual earned salary for the 2015-16 school year is \$3,261.96)
7. Erin Burke, 50% Teacher Aide/Student Aide, effective April 14, 2016, at an annualized salary of \$13,816 (prorated) (actual earned salary for the 2015-16 school year is \$1,666.21)

All Board Members present voted yes—motion carried.

PERMANENT  
APPOINTMENT  
TOLOSKY

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board grant a permanent appointment to the following person:

1. Jacob Tolosky, Labor Specialist, effective June 17, 2016

All Board Members present voted yes—motion carried.

ADDITIONAL  
WORK

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the following additional work for the 2015-16 school year:

<u>Name</u>	<u>Reason</u>	<u>Rate</u>
Nancy Davison	Nursing Services for Prom	\$34.34 (x2 hours)

All Board Members present voted yes—motion carried.

FACILITATOR/  
SCORER

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board appoint the following Facilitator/Scorer for the period of April 14-June 30, 2016:

<u>Facilitator (\$25.15/hour)</u>	<u>Scorer (\$20.00/hour)</u>
Mary Ellen Stanton	Mary Ellen Stanton

All Board Members present voted yes—motion carried.

SUBSTITUTES

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

<u>Temporary On-Call Teacher Aide/Student Aide</u>	<u>Teacher</u>
Lauren Carlino	Mary Babbie (uncertified)
Amanda Nyman	Thomas Church (uncertified)
Erin Burke	

Nurse  
Nicole Pierce

All Board Members present voted yes—motion carried.

SALARY  
ADJUSTMENT  
GREENE

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board adjust the 2015-16 salary of faculty member Brittany Greene from \$34,911 to \$41,411, which reflects her NYS Special Education Certification, as per the CVES United Professionals Contract. This adjustment is to be retroactive to September 1, 2015. All Board Members present voted yes—motion carried.

EXTRA  
CURRICULAR  
STUDENT  
ACTIVITY FUND  
CLUB ADVISORS

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the following revised list of Extra Curricular Student Activity Fund Club Advisors with no additional compensation for the remainder of the 2015-16 school year:

Allied Health	Shawna DeAngelo (Co-Advisor) (replacement for Dena Tedford)
LPN	Dena Tedford (replacement for Sue Baker)

All Board Members present voted yes—motion carried.

REQUEST FOR  
APPROVAL TO  
ATTEND  
CONFERENCE/  
WORKSHOP

Mrs. Saunders moved, seconded by Mr. Murdock, that the Board approve the following Request for Approval of Attendance to Conference/Workshop for the following Board Member:

Linda Gonyo-Horne, Rural Schools Association Meeting, July 10-12, 2016 in Cooperstown (overnight accommodations needed)

All Board Members present voted yes—motion carried.

UNUSED SNOW  
DAY RESOLUTION

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

**WHEREBY** there is a necessity to have two (2) days deleted from the scheduled work year at the Plattsburgh and Mineville Campuses due to unused snow/emergency days;

**UNUSED SNOW  
DAY RESOLUTION  
CONTINUED**

**THEREFORE, BE IT RESOLVED**, that May 27 and 31, 2016 will be designated as unused snow days for all 10-Month employees at the Plattsburgh Campuses and employees will not be required to report to work; and April 22 and May 27, 2016 will be designated as unused snow days for all 10-Month employees at the Mineville Campus and employees will not be required to report to work; **AND**,

**WHEREBY**, a side letter of agreement will also be formulated with the Administrative, Managerial, Confidential, and 12-Month Support Staff Units that will allow them the following with the understanding that it can be approved or disapproved on a year-to-year basis;

For all 12-Month employees at the Plattsburgh Campuses, May 27 and 31, 2016 will be designated as unused snow days and employees will not be required to report to work; and for all 12-Month employees at the Mineville Campus, April 22 and May 27, 2016 will be designated as unused snow days and employees will not be required to report to work.

All Board Members present voted yes—motion carried.

**FOUR-YEAR  
PROBATIONARY  
APPOINTMENT  
HOOT**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board appoint the following person to a four-year probationary appointment as follows:

1. Scott Hoot, Assistant Superintendent of Management Services, effective July 1, 2016, at an annualized salary of \$129,500.

All Board Members present voted yes—motion carried.

**EMPLOYMENT  
AGREEMENT  
HOOT**

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board ratify the Employment Agreement by and between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Scott Hoot, effective July 1, 2016 through June 30, 2020. All Board Members present voted yes—motion carried.

**CVES REPORT  
CARD**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the CVES Report Card as presented at the Annual Meeting. All Board Members present voted yes—motion carried.

**STRATEGIC PLAN  
UPDATE**

Dr. Davey indicated that the 3rd Annual CVES Strategic Planning End-of-Year Survey has been sent out to all employees and will close on Friday, April 22, 2016, at 4:00 p.m. There is an estimated 70-80 employees who have participated to date. The survey results will be presented to the Board at the May 11<sup>th</sup> Board meeting.

**SUPERINTENDENT'S  
UPDATE**

Dr. Davey shared a Board Governmental (Hinman Straub) Update with the Board, along with upcoming Board items including CV-TEC Open House, the Commissioner's Roundtable, Clinton County School Boards Academic Awards, WAF Prom, and the date for the CVES Annual vote and board member election. He updated the Board on his component visits.

**OTHER**

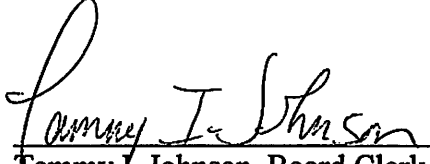
Mr. Harriman moved, seconded by Mrs. Gonyo-Horne, that the Board change the June 8, 2016 board meeting to June 22, 2016. All Board Members present voted yes—motion carried.

NEXT BOARD  
MEETING

The next Board of Education Meeting will be held on Wednesday, May 11, 2016, at the Yandon-Dillon Center in Mineville. A proposed Executive Session will begin at 6:30 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Boise, to adjourn the meeting at 9:30 p.m. All Board Members present voted yes—motion carried.

  
Tammy J. Johnson, Board Clerk