

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

DATE: December 14, 2016

KIND OF MEETING: Regular Board Meeting

PLACE: Special Education Gym, Plattsburgh, NY

Board Members Present:

Larry Barcomb
Evan Glading
Linda Gonyo-Horne
Richard Harriman, Sr.
Mark R. Henry
Donna LaRocque
Ed Marin
Thomas McCabe
Paul Mudie
Bruce Murdock
Michael St. Pierre
Lori Saunders

Board Members Absent:

Leisa Boise
Dr. Jan Guffey
Richard Malaney

District Superintendent

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Michele Friedman
Teresa Calabrese-Gray
James McCartney
Michael Horne
Scott Hoot
Elizabeth Laundrie
Vesta Barcomb
Betsy Morrow
Jaci Kelleher
Reginald McDonald

MEETING
TO ORDER

President Barcomb called the meeting to order at 8:05 p.m.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board go into Executive Session at 8:07 p.m. for the following reasons: #4 a matter of discussion regarding proposed, pending or current litigation; #5 a matter of collective negotiations pursuant to Article 14 of Civil Service Law (The Taylor Law); and #6 pertaining to matters leading to the employment history of a particular person or persons, or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension dismissal, or removal of a particular person or persons, or corporation. Legal advice was given by Jacqueline Kelleher, Esq. on a legal agreement under development and an update was provided on an ongoing litigation. An update was provided regarding a grievance filed by the Civil Services Employees Association (CSEA) and several pending recommendations were discussed by the District Superintendent. All Board Members present voted yes—motion carried. Mr. Murdock moved, seconded by Mr. Harriman, to come out of Executive Session at 9:00 p.m. All Board Members present voted yes—motion carried.

NEW BOARD
MEMBER
WELCOME

President Barcomb welcomed our new CVES Board Member, Mr. Mark R. Henry, who represents Chazy Central Rural School. Each Board Member introduced themselves and stated which District they represent and welcomed Mr. Henry as well.

**OPINIONS &
CONCERNS FROM
THE AUDIENCE**

Betsy Morrow was present at this evening's meeting and will be retiring at the end of the school year after 34 years of service at CVES. She thanked the Board and the CVES administrators for all of their support of her and the Medical Office Assisting Program she has taught. Both Dr. Davey and Michele Friedman wished Mrs. Morrow well and said that she will be greatly missed by both the students and the staff at CVES. Best wishes Mrs. Morrow! Teri Calabrese-Gray shared that after being approved in November by the Board, the Professional Development Plan (PDP) was then submitted to NYSED and was approved for five years. CV-TEC is in Holiday helper mode and participating in many community service projects and giving back this year. Michele Friedman shared that they are a part of the Adopted Angel Project, volunteering at the Make-A-Wish booth at the mall and also organizing a food drive. Reggie McDonald indicated that Special Education is having their first annual employee appreciation breakfast on Wednesday, December 21st. He asked the Board to help him enlist both Dr. Davey and Scott Hoot to help cook and serve breakfast to the employees of Special Education next week!

**BUDGET
COMMITTEE
UPDATE**

Mr. Hoot shared the Budget Committee highlights with all present and stated that the budgets for all of the Divisions are in good condition with no concerns moving forward. The major topics discussed at the meeting were the Status of Budget Reconciliations for each Division, Budget Development Factors & Goals and CVES Capital Project Planning which the Board has expressed its support. Dr. Davey has shared the highlights of the 2016-17 Budget Update with the Chief School Officers (CSOs) and provided an update on the potential of CVES' Capital Project needs and the planning requirements to move forward. Dr. Davey indicated the CSOs understand and were supportive of CVES' need to maintain quality instructional facilities and would like to better understand the funding requirements and processes for BOCES Capital Projects as CVES moves forward in its discussions and planning. The next meeting will be January 19, 2017 at 7:00 p.m. at the Instructional Services Center (ISC) in Plattsburgh.

**AUDIT
COMMITTEE
UPDATE**

The Audit Committee met prior to the Board meeting and Mr. Hoot informed the Board that the main focus of the meeting was to formulate a Corrective Action Plan to address comments made by the Independent Auditor in the management letter issued to CVES. A draft Corrective Action Plan was reviewed and once approved by the Board, it will be submitted to the NYS Education Department. The next Audit Committee meeting will be Wednesday, February 8, 2017 at 4:30 pm at the Instructional Services Center (ISC) in Plattsburgh.

**ONLINE POLICY
UPDATE/
WEBPAGE REVIEW**

As part of CVES' Strategic Plan and our continuous improvement efforts in the area of Communication for 2016-17, CVES targeted to have the policy manual online for all employees and the public this fall. Dr. Davey demonstrated the new CVES Policy page for the Board and was pleased to note its permanent addition to the CVES Webpage. In addition, several updates to the Employee Resource Manual page were demonstrated, which will continue to be refreshed on the website to assist all new and active employees. The updated CVES Policy Page will be shared with all staff and component districts following the Board Meeting.

PREVIOUS
MINUTES

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the minutes of the November 9, 2016 Board Meeting with the following additional statement "Mr. Mark R. Henry signed and filed the Oath of Office with the Board Clerk" on page 8 of the November 2016 Minutes, under "Appointment of New Board Member". All Board Members present voted yes—motion carried.

CERTIFICATION
OF WARRANT

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Certification of Warrant for November 1 – December 2, 2016, be accepted as presented. All Board Members present voted yes—motion carried.

TREASURER'S
REPORT

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Treasurer's Report for October 31, 2016, be accepted as presented. All Board Members present voted yes—motion carried.

DONATION

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

1. Donation of a microwave/convection oven, from Julie Manley, with an estimated value of \$25.00. This donation will be used in the William A. Fritz Cafeteria for staff to prepare their lunches. All Board Members present voted yes—motion carried.

BUDGET
INCREASES

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

1. Model Schools – Capital Region BOCES budget from \$37,600 to \$76,600, for the 2016-2017 school year, to accommodate for increased and new service requests with Franklin-Essex-Hamilton BOCES (Beekmantown, Elizabethtown-Lewis, and Saranac). (Co-Ser 544 – ISC)

2. Computer Services Admin. – Capital Region BOCES budget from \$3,933,990 to \$4,212,816, for the 2016-2017 school year, to accommodate for increased service requests with Capital Region BOCES (AuSable Valley, Chazy, Crown Point, Elizabethtown-Lewis, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Schroon Lake, Westport, and Willsboro). (Co-Ser 604 – ISC)

3. Recruiting – Putnam-Northern Westchester BOCES budget from \$2,500 to \$11,306, for the 2016-2017 school year, to accommodate for new service requests with PNW BOCES (Moriah and Plattsburgh). (Co-Ser 616 – Management Services)

4. Teacher Certification – Capital Region BOCES budget from \$15,709 to \$36,088, for the 2016-2017 school year, to accommodate for new service requests with Capital Region BOCES (Beekmantown, Chazy, Elizabethtown-Lewis, Northeastern-Clinton, Plattsburgh, Putnam, Schroon Lake). (Co-Ser 667 – Management Services)

**BUDGET
INCREASES
CONTINUED**

5. School Public Relations budget from \$10,989 to \$25,022 for anticipated increased service requests by districts for the 2016-2017 school year. (Co-Ser 610 - ISC)
 6. Staff Development – Bus Drivers budget from \$32,067 to \$42,067 due to increased participation from districts for the 2016-2017 school year. Districts include: AuSable Valley, Beekmantown, Chazy, Crown Point, Elizabethtown-Lewis, Keene, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Ticonderoga, Westport & Willsboro. (Co-Ser 603 – ISC)
 7. Printing & Duplicating budget from \$380,877 to \$400,877 due to increased participation from districts for the 2016-2017 school year. Districts include: AuSable Valley, Chazy, Crown Point, Elizabethtown-Lewis, Keene, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Ticonderoga, Westport & Willsboro. (Co-Ser 505 – ISC)
 8. 6:1:1 Autism budget from \$2,112,780 to \$2,343,832 for the 2016-2017 School Year to accommodate increases in student enrollment from Northeastern-Clinton, Peru, and Saranac School Districts. (Co-Ser 205 – Special Education)
 9. 12:1 3:1 Intensive Life Skills budget from \$601,989 to \$648,222 for the 2016-2017 School Year to accommodate increases in related services from students from Beekmantown, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh School Districts, and Saranac School Districts. (Co-Ser 207 – Special Education)
 10. 8:1:1 Traditional budget from \$3,135,089 to \$4,191,455 to accommodate the shift of classes from 210 to 208 in Mineville and increases in student enrollment from Crown Point, Keene, Ticonderoga, Westport, FEH-Lake Placid, FEH-Malone School Districts. (Co-Ser 208 – Special Education)
 11. 6:1:2 ITSP budget from \$479,344 to \$696,197 to accommodate increases in student enrollment from Chazy, Peru, FEH-Chateaugay, and FEH-Malone School Districts. (Co-Ser 220 – Special Education)
 12. Speech/Language – ITIN budget from \$4,275 to \$88,937 to accommodate increase in services from AuSable Valley, Westport, and Willsboro School Districts. (Co-Ser 302 – Special Education)
 13. School Psychologist – ITIN budget from \$241,194 to \$277,276 to accommodate increase in services from Elizabethtown-Lewis School Districts. (Co-Ser 308 – Special Education)
 14. Assistive Technology – ITIN budget from \$1,385 to \$12,940 to accommodate increase in services from AuSable Valley and Elizabethtown-Lewis School Districts. (Co-Ser 324 – Special Education)
- All Board Members present voted yes—motion carried.

**CROSS
CONTRACT
BUDGETS**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the following Cross Contract Budgets:

1. Exploratory Enrichment – St. Lawrence-Lewis BOCES budget in the amount of \$3,500 for the 2016-2017 school year, to accommodate a cross contract with SLL BOCES and Keene. (Co-Ser 421 – ISC)

2. Staff Development – Cert. & Admin. – Putman-Northern Westchester BOCES budget in the amount of \$4,000 for the 2016-2017 school year, to accommodate a cross contract with PNW BOCES and Beekmantown. (Co-Ser 525 – ISC)

3. Elementary Science Program – Monroe 2 BOCES budget in the amount of \$3,800 for the 2016-2017 school year to accommodate for a cross contract with Monroe 2 BOCES and Keene. (Co-Ser 562 – ISC)

4. Textbook Coordination – Capital Region BOCES budget in the amount of \$500 for the 2016-2017 school year to accommodate for a cross contract with Capital Region BOCES and Schroom Lake. (Co-Ser 612 – ISC)

5. Substitute Coordination – Franklin-Essex-Hamilton BOCES budget in the amount of \$5,650, for the 2016-2017 school year, to accommodate for cross contracts with FEH BOCES (Elizabethtown-Lewis and Westport). (Co-Ser 618 - Management Services)

6. Computer Services Management – Madison-Oneida BOCES budget in the amount of \$100 for the 2016-2017 school year to accommodate for a cross contract with Madison-Oneida BOCES and Peru. (Co-Ser 622 – ISC)

7. ACA Insurance Reporting – Franklin-Essex-Hamilton BOCES budget in the amount of \$56,878, for the 2016-2017 school year, to accommodate for cross contracts with FEH BOCES (AuSable Valley, Beekmantown, Elizabethtown-Lewis, Keene, Moriah, Northern Adirondack, Schroom Lake, and Westport). (Co-Ser 634 – Management Services) All Board Members present voted yes—motion carried.

**SPECIAL AID
FUND PROJECT**

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the following Special Aid Fund Project:

1. Core Rehabilitation Services (CRS) special aid fund project, in the amount of \$234,226, for the period of January 1, 2017 through December 31, 2017. (Special Education) All Board Members present voted yes—motion carried.

**SPECIAL AID
FUND PROJECT
CONTINUATION**

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board authorize the following Special Aid Fund Project Continuation:

1. That the Regional Special Education Technical Assistance Support Centers (RSE-TASC) project be allowed to continue providing services for the period January 1-March 31, 2017. Expenditures are not to exceed \$59,592. (Special Education)
All Board Members present voted yes—motion carried.

**ADDENDUM
AGREEMENT**

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board approve the following Addendum Agreement as amended:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and the North Country Workforce Partnership, Inc. (NCWP) for the purpose of allowing One Work Source to add one room, or 427 additional square feet, to the current lease agreement with NCWP. The rental of the additional room will commence November 1, 2016 and will end with the existing lease agreement on June 30, 2017. The total monthly rent paid by BOCES shall increase from \$2,241.25 per month to \$2,775 per month, or from \$26,895 to \$31,165 for the 2016-17 school year. (CV TEC)
All Board Members present voted yes—motion carried.

**TRANSPORTATION
AGREEMENT
RENEWAL**

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

1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and AuSable Valley Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2016 through June 30, 2017 at a current estimated cost of \$14,500. (CV-TEC)
All Board Members present voted yes—motion carried.

**ADVERTISING
CONTRACT**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the following Advertising Contract:

1. Contract between Clinton-Essex-Warren-Washington BOCES and Mountain Lake PBS (PBS) for the purpose of obtaining advertising spots to run before and/or after PBS broadcast programs, and on the PBS website, during the period of December 14, 2016 through December 13, 2017. The total cost for the service will be \$6,600. (CV TEC)
All Board Members present voted yes—motion carried.

**RESIGNATION
FOR THE
PURPOSE OF
RETIREMENT
MORROW**

Mr. Murdock moved, seconded by Mrs. LaRocque that the Board accept the following letter of resignation for the purpose of retirement:

1. Elizabeth Morrow, Business Education Teacher, effective June 24, 2017 (34 years of service). All Board Members present voted yes—motion carried.

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**MILITARY LEAVE
OF ABSENCE
MAZE**

Mr. Murdock moved, seconded by Mrs. LaRocque, to grant the following Military Leave Absence:

1. Jonathan Maze, Airframe and Power Plant Teacher – Effective December 5, 2016. All Board Members present voted yes—motion carried.

**PROBATIONARY
APPOINTMENT
BARBER**

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

1. Margaret Barber, Teaching Assistant, Level 1, effective December 15, 2016, at an annualized salary of \$20,159.00 (prorated) (actual earned salary for 2016-17 is \$12,800.97); Annual Stipend per MOU of \$2,100 (prorated) (actual earned stipend per MOU for 2016-17 is \$1,333.50). (The expiration date for the above appointments is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time). All Board Members present voted yes—motion carried.

FACILITATORS

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the following list of Facilitators for the period of December 15, 2016 through June 30, 2017:

Facilitator (\$30/hour)

Sandra Latourelle
Celeste Barker

All Board Members present voted yes—motion carried.

SUBSTITUTES

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

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Location</u>
Ashley N. Smith	Teacher Aide/Student Aide	\$63.00/Daily	WAF
Lawrence Trow	Teacher (Uncertified)	\$90.00/Daily	CV-TEC

All Board Members present voted yes—motion carried.

2016-2017
ADDITIONAL
WORK

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the following Additional Work for the 2016-2017 school year:

<u>Name</u>	<u>Reason</u>	<u>Rate</u>
Amanda Gebhart	PBIS Co-Coordinator (Mineville)	\$150.00/Stipend
Anthony Biasini	New Employee Mentor (per employee) Mentor to New Employee: Karen Visconti	\$250.00/Employee

All Board Members present voted yes—motion carried.

EXTRA
CURRICULAR
STUDENT
ACTIVITY FUND
CLUB ADVISOR

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the following list of Extra Curricular Student Activity Fund Club Advisors with no additional compensation for the 2016-2017 school year:

SkillsUSA	Mark Brown
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All Board Members present voted yes—motion carried.

DAILY
SUBSTITUTE
TEMPORARY ON-
CALL RATE
INCREASE

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board increase the following daily Substitute Temporary On-Call rates to comply with the minimum wage increase effective December 31, 2016:

Teacher Aide/Student Aide	\$68.00/Daily
Clerical	\$68.00/Daily
Laborer	\$78.00/Daily
Cleaner/Messenger	\$78.00/Daily
Lifeguard	\$9.70/Hour

All Board Members present voted yes—motion carried.

2016-17 ANNUAL
PROFESSIONAL
PERFORMANCE
REVIEW PLAN

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the Annual Professional Performance Review Plan that was approved by the State Education Department on October 12, 2016 and effective beginning the 2016-17 school year.
All Board Members present voted yes—motion carried.

EMPLOYEE
CONCERN
RESOLUTION
DIRECTION

Mr. Murdock moved, seconded by Mrs. LaRocque, that Upon the recommendation of the District Superintendent and the BOCES' attorneys, be it resolved that the Board directs the District Superintendent to develop a new procedure which shall supersede and replace the current Employee Concern Resolution Process previously approved by the Board at its August 25, 2008 Board meeting.
All Board Members present voted yes—motion carried.

STRATEGIC PLAN
UPDATE

Dr. Davey shared an update with the Board on the Strategic Plan regarding the recent District Planning Team (DPT) meeting held on December 5th. The meeting was very interactive, with divisional updates and feedback on the 2016-17 work underway. Lori Saunders, a Board DPT representative, shared several positive comments on the DPT's meeting's discussion and idea sharing. As part of the update, Dr. Davey shared a two-page 12/14/16 Board Strategic Plan Newsletter which highlights the CVES' Fall continued progress and work; the newsletter will now be shared with all faculty and staff. CVES The Strategic Plan Newsletter can be found on the CVES website.

SUPERINTENDENT'S
UPDATE

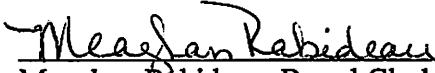
There were several updates from Dr. Davey including the Employee Concern Resolution Procedure Update. This will now be a Superintendent Directive rather than a policy. The procedure, has been updated, reviewed with legal counsel and feedback has been garnered from CVES' administrators. After a final review, the procedure will be shared with the staff and posted on CVES' website. Dr. Davey noted highlights from his DS meeting in Albany held on November 21st & 22nd. One particular item he shared was that District Superintendents are now being asked to share "Bright Spots" to showcase interesting, innovative or new programs from each of the BOCES at the DS meetings. He noted CVES' acknowledgement and congratulations of Ms. Jennifer Gero, a CVES New Visions Medical Program Instructor that is being awarded as a "NYS Master Teacher". He also provided an update on the NECOSS conference that was held in Lake Placid on December 8th & 9th that he attended. Two upcoming Component Board Visits include Putnam Central School District on December 20th and AuSable Valley Central School District on December 21st. Also, Dr. Davey reminded the Board of the CEWW School Board Association Meeting at Westside Ballroom on January 5, 2017 at 6:00 p.m. which will address the Needs of Transgender & Non-Conforming Students. One final note was made that the 2017 Legislative Breakfast at the Crowne Plaza in Lake Placid, NY is currently planned for January 27, 2017. More details and a final confirmation will follow.

NEXT BOARD
MEETING

The next Board Meeting will be held on Wednesday, January 11, 2017, 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. LaRocque, to adjourn the meeting at 9:57 p.m. All Board Members present voted yes—motion carried.


Meaghan Rabideau, Board Clerk