

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

**DATE:** January 11, 2017  
**KIND OF MEETING:** Regular Board Meeting  
**PLACE:** Yandon-Dillon Center, Mineville, NY

**Board Members Present:**

Larry Barcomb  
 Leisa Boise  
 Dr. Jan Guffey  
 Richard Harriman, Sr.  
 Mark R. Henry  
 Donna LaRocque  
 Richard Malaney  
 Ed Marin  
 Thomas McCabe  
 Paul Mudie  
 Bruce Murdock  
 Michael St. Pierre  
 Lori Saunders

**Board Members Absent:**

Evan Glading  
 Linda Gonyo-Horne

**District Superintendent**

Dr. Mark C. Davey

**Board Clerk:**

Meaghan Rabideau

**Others Present:**

Michele Friedman  
 Teresa Calabrese-Gray  
 James McCartney  
 Scott Hoot  
 Dr. Grace Stay

**MEETING  
TO ORDER**

President Barcomb called the meeting to order at 6:32 p.m.

**EXECUTIVE  
SESSION**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:33 p.m. for the following reasons: #4 a matter of discussion regarding proposed, pending or current litigation; 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. 1) Garrett Hamlin, CVES' architect from Tetra Tech, provided contractual and financial updates regarding the completion of the Yandon-Dillon Boiler project and operational adjustments to boilers. 2) Advice was provided by legal counsel, Jacqueline Kelleher, Esq. on the Plattsburgh Aeronautical Institute (PAI) Satellite Campus Lease recommendations and advice for next steps. 3) Jaci Kelleher also shared information regarding adjustments of CVES' contract with another BOCES. 4) The Board was provided information regarding a recent subpoena received, and CVES' process for the internal review of that information. 5) An update was shared regarding planned changes to a CVES program, its staffing and potential impact for the 2017-18 school year. All Board Members present voted yes—motion carried. Mr. Murdock moved, seconded by Mrs. Boise, to come out of Executive Session at 8:15 p.m. All Board Members present voted yes—motion carried.

**OPINIONS &  
CONCERNS FROM  
THE AUDIENCE**

Michele Friedman informed the Board of a recent article in the Plattsburgh Press-Republican newspaper about the AIME (Assembling Industry Manufacturing Education) Partnership that CV-TEC is a part of. She stated that two new business partners were in attendance at their most recent meeting, Schluter Systems and Mold Rite Plastics, who will also be participating moving forward. Dr. Grace Stay shared photos with the Board of their Holiday celebrations where they sang songs, made crafts and the students received a gift from Santa. Dr. Stay also informed the Board of a recent trip the high school students took to Middlebury College to view their Art Gallery. Teri Calabrese-Gray shared with the Board an upcoming Future Education Technology Conference that she and other staff members will be attending in Florida at the end of the month. Jim McCartney was very proud to announce their COE (Council on Occupational Education) National Accreditation and that they have established a webpage with policies and information for anyone interested in learning more about CV-TEC's accreditation as it pertains to COE. The CVES Board took the time to mention the outstanding job the CV-TEC students, Mrs. Snow, and Chef Bevan Gertsch-Cochran did on the Holiday Meal in December. The Board noted how very proud Mrs. Snow, Chef Bevan Gertsch-Cochran and they were of the hard work the students put into the evening. It was a true show of the meaning of BOCES!

**PREVIOUS  
MINUTES**

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board approve the minutes of the December 14, 2016 Board Meeting. All Board Members present voted yes—motion carried.

**CERTIFICATION  
OF WARRANT**

Mr. Murdock moved, seconded by Mrs. Boise, that the Certification of Warrant for December 5, 2016 – January 2, 2017, be accepted as presented. All Board Members present voted yes—motion carried.

**TREASURER'S  
REPORT**

Mr. Murdock moved, seconded by Mrs. Boise, that the Treasurer's Report for November 30, 2016, be accepted as presented. All Board Members present voted yes—motion carried.

**BUDGET  
INCREASES**

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

1. Health, Safety, Risk Management budget from \$161,835 to \$176,835 to accommodate for increased costs to be covered by existing revenues for the 2016-2017 school year. (Co-Ser 608 – ISC)
2. On-Line High School budget from \$20,635 to \$30,035 due to increased participation in on-line high school classes for the 2016-2017 school year. (Co-Ser 411 – CV-TEC)

All Board Members present voted yes—motion carried.

**SPECIAL AID  
FUND PROJECT**

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

1. Supplemental Nutrition Assistance Program (SNAP) Employment & Training Venture IV special aid fund project in the amount of \$300,000 for the period of October 1, 2016 through September 30, 2017 (pending a fully executed contract with NYS). (CV-TEC) All Board Members present voted yes—motion carried.

**MEMORANDUM  
OF AGREEMENT  
ADDENDUMS**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the following Memorandum of Agreement Addendums:

1. Addendum Agreement between Clinton-Essex-Warren-Washington BOCES and Franklin-Essex-Hamilton BOCES for the Supplemental Nutrition Assistance Program Employment and Training (“SNAP E&T”) program to allow for additional funding in the amount of \$24,170, for a total revised contract value of \$85,000. All other terms and conditions included in the original agreement remain the same. (CV-TEC)
2. Addendum Agreement between Clinton-Essex-Warren-Washington BOCES and St. Lawrence-Lewis BOCES for the Supplemental Nutrition Assistance Program Employment and Training (“SNAP E&T”) program to allow for additional funding in the amount of \$25,000, for a total revised contract value of \$225,000. All other terms and conditions included in the original agreement remain the same. (CV-TEC)

All Board Members present voted yes—motion carried.

**TRANSPORTATION  
AGREEMENT  
RENEWAL**

Mr. Murdock moved, seconded by Mrs. Boise, 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, 2016 through June 30, 2017 at a current estimated cost of \$22,200. (CV-TEC)

All Board Members present voted yes—motion carried.

**LEASE  
AGREEMENT**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the following Lease Agreement:

1. Lease Agreement between Elizabethtown-Lewis Central School District and Clinton-Essex-Warren-Washington BOCES, for one classroom during the morning session for the CV-TEC New Visions Medical program, commencing September 1, 2016 and extending through June 30, 2017. The rent paid by BOCES to the District shall be \$3,000 for the ten-month term. BOCES has the option to amend or cancel the lease agreement due to inadequate enrollment. (CV-TEC)

All Board Members present voted yes—motion carried.

**ANCILLARY  
SERVICES  
AGREEMENT**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the following Ancillary Services Agreement:

1. Ancillary Services Agreement between Elizabethtown-Lewis Central School District and Clinton-Essex-Warren-Washington BOCES to coincide with the Lease Agreement term of September 1, 2016 through June 30, 2017. The amount paid by BOCES to the District shall be \$1,000 per term. (CV-TEC)

All Board Members present voted yes—motion carried.

**REGIONAL  
INSERTION  
ORDER  
AGREEMENT**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the following Regional Insertion Order Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and National Cinemedia, LLC for the purpose of obtaining advertising spots to run during feature movies played at the Regal Champlain Centre Movie Theater in Plattsburgh, New York for the period of January 20, 2017 through June 29, 2017. The total cost for the services is \$5,364.96 (CV TEC)

All Board Members present voted yes—motion carried.

**AGREEMENTS**

Mr. Murdock moved, seconded by Mr. Harriman, that the Board approve the following Agreements:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Cornell University for the purpose of obtaining a Therapeutic Crisis Intervention (TCI) Training of Trainers workshop for BOCES and BOCES component districts at the Plattsburgh City School District in the amount of \$30,500. The dates for the agreement are February 13 through February 17, 2017. (ISC)

2. Agreement between Clinton-Essex-Warren-Washington BOCES and the New York State Office of Temporary & Disability Assistance for a contract to fund the Supplemental Nutrition Assistance Program Employment & Training Venture IV program ("SNAP E&T") from October 1, 2016 through September 30, 2021 for a total projected amount of \$1,500,000. The initial contract period will commence October 1, 2016 and end September 30, 2017. The funding amount paid to BOCES for this term shall not exceed \$300,000. (CV-TEC)

All Board Members present voted yes—motion carried.

**CORRECTIVE  
ACTION PLAN  
AND AUDIT  
RESPONSE**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the Corrective Action Plan for the 2015-16 Annual Independent Audit Management Letter Comments. All Board Members present voted yes—motion carried.

RESIGNATION  
FOR THE  
PURPOSE OF  
RETIREMENT  
McGINN,  
NORTHUP, SOLA

Mr. Murdock moved, seconded by Mr. Harriman that the Board accept the following letters of resignation for the purpose of retirement:

1. Kelly McGinn, Speech & Hearing Teacher, effective June 30, 2017 (32 years of service).
2. Michael Northup, Speech & Hearing Teacher, effective June 30, 2017 (33 years of service).
3. Carol Sola, Special Education Teacher, effective June 30, 2017 (26 years of service).

All Board Members present voted yes—motion carried.

RESIGNATIONS  
TOLOSKY,  
KINNER

Mr. Murdock moved, seconded by Mrs. Boise, that the Board accept the following letters of resignation:

1. Jacob Tolosky, Labor Specialist, effective January 1, 2017.
2. Cathy Kinner, Teaching Assistant, effective December 30, 2016.

All Board Members present voted yes—motion carried.

RESIGNATIONS/  
PROBATIONARY  
APPOINTMENTS  
BENWAY,  
GAGNIER, SMITH

Mr. Murdock moved, seconded by Mr. Harriman, that the Board accept the following letters of resignation and appoint the following people to a four-year probationary appointment as follows:

1. Accept the letter of resignation from Chelsea Benway, Teacher Aide/Student Aide, effective January 11, 2017, and appoint Chelsea Benway to a Four-Year Probationary Appointment as follows: Chelsea Benway, Teaching Assistant, effective January 12, 2017, at an annualized salary of \$20, 159.00 (prorated), actual earned salary: \$11,389.84 (2016-2017).
2. Accept the letter of resignation from Whitney Gagnier, Teacher Aide/Student Aide, effective January 11, 2017, and appoint Whitney Gagnier to a Four-Year Probationary Appointment as follows: Whitney Gagnier, Teaching Assistant, effective January 12, 2017, at an annualized salary of \$20, 159.00 (prorated), actual earned salary: \$11,389.84 (2016-2017).
3. Accept the letter of resignation from Melissa Smith, Teacher Aide/Student Aide, effective January 11, 2017, and appoint Melissa Smith to a Four-Year Probationary Appointment as follows: Melissa Smith, Teaching Assistant, effective January 12, 2017, at an annualized salary of \$20, 159.00 (prorated), actual earned salary: \$11,389.84 (2016-2017).

**RESIGNATIONS/  
PROBATIONARY  
APPOINTMENTS  
BENWAY,  
GAGNIER, SMITH  
CONTINUED**

(The Expiration date for the above appointments are 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.

**CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
LAVALLEY,  
BROSNAN**

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

1. Ashley Lavalley, Teacher Aide/Student Aide, effective January 12, 2017, at annualized salary of \$15,176.00 (prorated), actual earned salary: \$8,463.66 (2016-2017).
2. Cheryl Brosnan, Teacher Aide/Student Aide, effective January 12, 2017, at annualized salary of \$15,176.00 (prorated), actual earned salary: \$8,463.66 (2016-2017).

All Board Members present voted yes—motion carried.

**PART-TIME  
APPOINTMENT  
MOORE**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board appoint the following person to a Part-Time Appointment as follows:

1. Brenda Moore, Allied Health Teacher (20%), effective January 12, 2017 – June 30, 2017, at an annualized salary of \$35,657.00 (prorated) (uncertified), actual earned salary \$4,029.24 (2016-17).

All Board Members present voted yes—motion carried.

**POSITION  
INCREASE  
BUSHEY**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the following position increase:

1. Angela G. Bushey, Allied Health Teacher, from 20% to 40%, effective January 3, 2017, an annualized salary of \$35,657.00 (prorated) (uncertified), actual earned salary of \$8,557.68 (2016-17).

All Board Members present voted yes—motion carried.

**ADULT  
EDUCATION  
INSTRUCTOR**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the following adult education instructor for the 2016-2017 school year:

<u>Name</u>	<u>Rate</u>
Brenda Moore	\$36.00/Hour (per CVES United Professionals Contract)

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>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Location</u>
Cheryl Brosnan	Teacher Aide/Student Aide	\$68.00/Daily	WAF
Hannah Williams	Teaching Assistant (Uncertified)	\$70.00/Daily	WAF
Doreen Barcomb	Teaching Assistant (Uncertified)	\$70.00/Daily	CV-TEC
Danielle Stevens	TOC Work Study Student (Dec. 1, 2016 – Dec. 31, 2016)	\$ 9.00/Hour	OWS

All Board Members present voted yes—motion carried.

**2016-2017  
ADDITIONAL  
WORK**

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

<u>Name</u>	<u>Reason</u>	<u>Rate</u>
Rebecca Garrow	New Employee Mentor (per employee) Mentor to New Employee: Zachary Hubbard	\$250.00/Employee

All Board Members present voted yes—motion carried.

**TEMPORARY  
GRANT  
APPOINTMENTS**

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the following Temporary Grant appointments from January 1, 2017 – June 30, 2017 as follows:

1. Danielle Stevens, Work Study Student, at the rate of \$9.70/hour.
2. Kyle Racette, Work Study Student, at the rate of \$9.70/hour.
3. Brenden Lawliss, Work Study Student, at the rate of \$9.70/hour.
4. Alando Powell, Work Study Student, at the rate of \$9.70/hour.
5. Jonathan Puchalski, Work Study Student, at the rate of \$9.70/hour.

All Board Members present voted yes—motion carried.

**REVISED  
POLICIES  
1<sup>ST</sup> READING**

The following revised policies were presented for a first reading:

- #5010 – Anti-Discrimination Policy
- #8125 – Health and Wellness Policy
- #9012 – Discrimination/Sexual Harassment of Employees and Students

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**DELETE POLICIES**  
**1<sup>ST</sup> READING**

The following policies were presented for a first reading to be deleted:  
#9012-R - Grievance Procedure for Anti-Harassment and Anti-Discrimination  
#9012-R E.1 – Discrimination or Harassment Complaint Form  
#9012-R E.2 – Discrimination or Harassment Complain Appeal Form  
#9070 – BOCES Policy and Procedures on Sexual Abuse Involving School Personnel

**ADMINISTRATIVE**  
**PROCEDURES**

The Board took notice of the following Administrative Procedures, which have been developed by the District Superintendent in consultation with the CVES attorney:

1. Administrative Procedure for Child Abuse in an Educational Setting/Statement of Parental Rights.
2. Discrimination/Harassment Complaint Form.
3. Employee Concern Resolution.

**STRATEGIC PLAN**  
**UPDATE**

Dr. Davey shared with the Board the upcoming Divisional Planning Team (DPT) meeting scheduled for January 30, 2017 at 11:30 am in the Culinary Arts Lab at the CV-TEC main campus. This meeting will be a half-day meeting similar to those in the past and will focus on Strategic Plan mid-year updates for CVES including divisional updates, survey administration and break-out work of each division, in preparation for the Board's mid-year update in February.

**SUPERINTENDENT'S**  
**UPDATE**

Dr. Davey shared that the Legislative Breakfast date has been confirmed, and will be held on Friday, January 27, 2017 at the Crown Plaza in Lake Placid. Additionally, BOCES Advocacy Day that will be held on March 1, 2017 at the NYS Legislative Offices in Albany. A recent advertisement in a NYSSBA publication was shared with the Board about developing and evolving programs that BOCES offer. The ad mentioned exciting fields like advanced manufacturing, health care and agribusiness opportunities for students in BOCES across the state of NY. The District Superintendent's Highlights from the meeting at NYSED on December 19<sup>th</sup> & 20<sup>th</sup> were shared, as well as an update from Hinman Straub. Dr. Davey also noted the following upcoming Component Board Visits: Westport Central School District - January 12<sup>th</sup> at 7:00 pm; Moriah Central School District – January 17<sup>th</sup> at 6:00 pm; Willsboro Central School District – January 24<sup>th</sup> at 6:00 pm; Schroon Lake School District – January 16<sup>th</sup> at 7:00 pm and Saranac Central School District – February 6<sup>th</sup> at 6:30 pm. Dr. Davey gave kudos to the staff and communications specialists who have worked hard on updating the website and listing refreshing new stories to share. The website is now more interactive with many additional helpful links and he wanted to share with the Board the positive efforts that have been made at CVES to provide the highest level of services possible and continually to “raise the bar” to new levels.


**NEXT BOARD**  
**MEETING**

The next Board Meeting will be held on Wednesday, February 8, 2017, at the Instructional Services Center in Plattsburgh. 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 9:11 p.m. All Board Members present voted yes—motion carried.

  
Meaghan Rabideau  
Meaghan Rabideau, Board Clerk