

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

DATE: October 11, 2017

KIND OF MEETING: Regular Board Meeting

PLACE: Instructional Services Center, Plattsburgh, NY

Board Members Present:

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

Board Members Absent:

Richard Malaney

District Superintendent

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Michele Friedman
 James McCartney
 Teresa Calabrese-Gray
 Christine Myers
 Dr. Hollis Palmer
 Dr. Grace Stay
 Elizabeth Laundrie
 Michael Rossi
 Amy Pedrick

**MEETING
TO ORDER**

President Barcomb called the meeting to order at 6:31 p.m.

**NEW INTERIM
ASSISTANT
SUPERINTENDENT
OF MANAGEMENT
SERVICES
WELCOME**

President Barcomb introduced Dr. Hollis Palmer as the Interim Assistant Superintendent of Management Services and welcomed him to the CVES team.

Board member Evan Glading joined the meeting at 6:44 p.m.

**BOARD MEMBER
APPRECIATION
MONTH**

Dr. Davey thanked all of the CVES Board Members on behalf of our entire organization, students and component districts, for the important role they play in supporting our BOCES, our programs and services, and the education of our CVES students and those of our component school districts. Dr. Davey emphasized their time, dedication and hard work given as a Board member and their ongoing commitment to CVES is truly appreciated. The Special Education students, with the help of Meredith Jacobs, CVES art teacher, made homemade treats for each Board member. Five Culinary Arts students as well as Chef Bevan Gertsch-Cochran and Chef Tanner Senecal were in attendance at the Board meeting. The students along with Chef Gertsch-Cochran and Chef Senecal made delicious desserts for the Board as part of the recognition celebration. Mrs. Friedman introduced the two Culinary Arts instructors and the students introduced themselves and shared their future plans. Dr. Davey also presented each Board Member

**BOARD MEMBER
APPRECIATION
MONTH
CONTINUED**

with a New York State Proclamation in honor of School Board Recognition Week from Governor Cuomo and the Executive Chamber.

**EXECUTIVE
SESSION**

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:53 p.m. for the following reasons: #4 a matter of discussion regarding proposed, pending or current litigation; and #6 pertaining to a matter leading to the employment history of particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension dismissal, or removal of a particular person. An update was provided regarding on-going litigation by the District Superintendent. Second, a budget update was shared regarding several potential unanticipated expenditures for 2017-18 and several personnel recommendations were reviewed including the District Superintendent's recommendation for approval of an individual contract for the CVES' Network and Systems Coordinator position. Lastly, several confidential employee updates were provided. All Board Members present voted yes—motion carried. Mrs. LaRocque moved, seconded by Mrs. Saunders, to come out of Executive Session at 8:13 p.m. All Board Members present voted yes—motion carried.

Board member Ed Marin left the meeting at 8:13 p.m.

**OPINIONS &
CONCERNS FROM
THE AUDIENCE**

Teri Calabrese-Gray shared copies of the Instructional Services brochure that was created for the upcoming Component Board of Education visits that will begin next week. She will be visiting each component district with Dr. Davey this year and highlighting CVES' Instructional Services Center and our CoSer Shared Services. CV-TEC's Fall Family night for both campuses is approaching and Michele Friedman invited all Board members to attend. The Plattsburgh main campus will be on October 25th and Mineville's will be on October 26th, both beginning at 6:00 p.m. Mrs. Friedman also shared that there will be a CVES student booth this year at the NYSSBA convention which will showcase CV-TEC and our students' programs. Lastly, Jim McCartney shared that a CVES aviation graduate was recently hired by Norsk Titanium and he will be sent to Norway to learn their latest technology as part of his training for a recent promotion he received.

**AUDIT
PRESENTATION**

An audit presentation was given by Michael Rossi, auditor, from West & Company, CPA, PC of the recent independent audit for year-end June 30, 2017. He shared with the Board the Independent Auditor's Report and gave a brief analysis and the ratings of each area audited.

**STRATEGIC PLAN
UPDATE**

Dr. Davey introduced CVES' 2017-2020 Strategic Plan for Continuous Improvement PowerPoint Presentation. He thanked the Board for their continued support in our initiative and for attending their recent Board retreat facilitated by Sean Brady. Teri Calabrese-Gray, Michele Friedman, Dr. Grace Stay, and Dr. Hollis Palmer gave divisional overviews and highlighted the updated 2017-18 plans with their 2019 targets, which were created through each team's work with Sean Brady. Dr. Davey also indicated

**STRATEGIC PLAN
UPDATE
CONTINUED**

the creation of a Facility Advisory Committee (FAC) that will help with the development of a set of comprehensive recommendations for an upcoming Capital Project that he would like to bring forward to the CVES Board by May 2018.

**PREVIOUS
MINUTES**

Mrs. LaRocque moved, seconded by Mrs. Gonyo-Horne that the Board approve the minutes of the September 13, 2017 Regular Board meeting as presented. All Board Members present voted yes—motion carried.

**CONSENT
AGENDA
FINANCIAL**

Mr. Murdock moved, seconded by Mrs. Boise, to approve the following consent agenda Financial items 9a – 9j as presented. All Board Members present voted yes—motion carried.

**CERTIFICATION
OF WARRANT**

(9a) Certification of Warrant for September 5, 2017 to September 29, 2017, be accepted as presented.

**TREASURER'S
REPORT**

(9b) Approve the Treasurer's Report from August 31, 2017.

CHANGE FUNDS

(9c) Approve the following change funds and custodians of the funds for the 2017-18 school year:

Special Education – Plattsburgh

Rescind July resolution to appoint Special Education – Sunshine Café (Plattsburgh), Janet Arthur - \$25

Approve Special Education – Work Experience Sunshine Café (Plattsburgh), Becky Garrow - \$25

Approve Special Education – Mineville Cafeteria, Lynsey Roberts - \$50

**SPECIAL AID
FUND PROJECT**

(9d) Approve the following Special Aid Fund Project:

1. The Northern New York Library Network Technology Innovation Grant, titled Exploring Our Virtual World, in the amount of \$5,500 for the 2017-18 school year. (ISC)

**CONTRACTOR/
CONSULTANT
AGREEMENTS**

(9e) approve the following Contractor/Consultant Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Gaylen Bigelow, FNP-BC, for the purpose of obtaining Medical Director services and consulting services at the Yandon-Dillon, WAF, and Satellite Campus to assist staff in planning, developing, and implementing a sound school health program for a monthly stipend of \$800 per month plus allowances. The agreement shall be for the duration of the 2017-2018 school year. The current estimated annual expenditure is \$8,300. (Special Education)

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**CONTRACTOR/
CONSULTANT
AGREEMENTS
CONTINUED**

2. Agreement between Clinton-Essex-Warren-Washington BOCES and Wells Communication Services Inc. for the purpose of obtaining professional services to dismantle and relocate BOCES-owned telecommunications equipment located in an elevator shaft on Whiteface Mountain during the dates of August 24, 2017 through October 2, 2017. The total estimated expenditure for these services is \$10,000. (ISC)

**RENTAL LEASE
AGREEMENT**

(9f) Approve the following Rental Lease Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Abele Tractor & Equipment Co., Inc. for the rental of an excavator for use by the Mineville Campus Conservation Program. The duration of the agreement will be from October 2017 through June 2018 with an anticipated total expenditure of \$17,950 (the IDA will pay 50% of the total rental cost as one of the project entails work on the Essex County IDA project at the Moriah Business Park). (CV-TEC)

AGREEMENT

(9g) Approve the following Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Cornell University for the purpose of obtaining a Therapeutic Crisis Intervention Training of Trainers workshop for BOCES and BOCES component districts to take place at the Plattsburgh City School District in the amount of \$11,000. The dates for the agreement are October 30 and October 31, 2017. (ISC)

**CROSS
CONTRACTS**

(9h) Approve the following Cross Contracts:

1. 2016-17 Final – Jefferson-Lewis BOCES
\$27,454.80 for Drug & Alcohol Testing Services (AuSable Valley, Beekmantown, Chazy, Crown Point, CVES, Elizabethtown-Lewis, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Westport and Willsboro)

2. 2016-17 Final – Putnam/Northern Westchester BOCES
\$19,816 for Regional Recruitment/On-Line Application System, School Public Relations and Planning Services Management (Beekmantown, Moriah, Peru, Plattsburgh and Ticonderoga participate in one or more of these services)

MEMBERSHIPS

(9i) Approve the following memberships for the Assistant Superintendent for Instruction and 21st Century Learning for the 2017-2018 school year:

1. Association for Supervision and Curriculum Development (ASCD), \$69 (after discount)
2. Staff/Curriculum Development Network (S/CDN), \$575

RETIREMENT
CONTRIBUTION
RESERVE
BALANCE FOR
2017-18

(9j) Approve the following Retirement Contribution Reserve Balance for 2017-18:

1. Based on estimated 2017-18 contribution rates for the NYS and Local Employees Retirement System (ERS), the Retirement Contribution Reserve (RCR) shall not be utilized for the payment/accrual of current year ERS obligations. The RCR shall be maintained at an amount not to exceed \$1,500,000 plus annual interest, as of June 30, 2018.

CONSENT
AGENDA
PERSONNEL

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, to approve the following Consent Agenda Personnel items 11a – 11o as presented. All Board Members present voted yes—motion carried.

RESIGNATIONS
BROSNAN,
ROSARIO,
TOLOSKY,
LAMBERT

(11a) Accept the following letters of Resignation:

1. Cheryl Brosnan, Teacher Aide/Student Aide, effective August 31, 2017.
2. David Rosario, Teacher Aide/Student Aide, effective August 31, 2017.
3. Emily Tolosky, Teacher Aide/Student Aide, effective October 6, 2017.
4. Jared Lambert, P-TECH Math Teacher, effective October 16, 2017.

RESIGNATIONS
FOR THE
PURPOSE OF
RETIREMENT
GLYNN, BURL,
MANLEY,
WILLIAMS

(11b) Accept the following letters of resignation for the purpose of retirement:

1. Michelle Glynn, Job Placement Aide, effective September 30, 2017 (11 years of service)
2. Darlene Burl, Teacher Aide/Student Aide, effective December 22, 2017 (5 years, 6.5 months of service)
3. Julie Manley, Teacher Aide/Student Aide, effective June 30, 2018 (20 years, 8 months of service)
4. Cynthia Williams, Teacher Aide/Student Aide, effective June 30, 2018 (21 years, 8 months of service)

FOUR-YEAR
PROBATIONARY
APPOINTMENT
MIDGETT

(11c) appoint Four-Year Probationary Appointment as follows:

1. Tina Midgett, Speech and Hearing Teacher, Effective October 12, 2017, Annualized Base Salary of \$49,500.00 (2017-2018), Prorated Salary of \$42,817.50.

(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 the time).

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**CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
SMITH, KATZFEY**

(11d) Appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

1. Ciarra Smith, Teacher Aide/Student Aide, Effective October 12, 2017, Annualized Salary of \$15,976.00 (Prorated), Actual Earned Salary of \$13,967.82 (2017-2018).
2. Bethany Katzfey, Teacher Aide/Student Aide, Effective October 12, 2017, Annualized Salary of \$15,976.00 (Prorated), Actual Earned Salary of \$13,967.82 (2017-2018)

**POSITION
INCREASE
PREMORE**

(11e) Increase the following position:

1. Catherine Premore, Physical Therapist – increase from 50% to 60%, Effective September 5, 2017, Annualized Salary of \$44,988.00 (Prorated), Actual Earned Salary of \$26,992.80 (2017-2018).

**TERMINATION
MCGUIRE**

(11f) Terminate the following person in accordance with Civil Service Law:

1. Gail McGuire, Teacher Aide/Student Aide, Effective Date October 12, 2017.

**TENURE
APPOINTMENT
THWAITS**

(11g) Grant Tenure to the following person:

1. Jaime Thwaits, Special Education Teacher, effective November 13, 2017.

**PERMANENT
APPOINTMENT
RYAN,
LAVENTURE,
RABIDEAU**

(11h) Grant a Permanent appointment (Civil Service) to the following people:

1. Gilian Ryan, Teacher Aide/Student Aide, effective October 17, 2017.
2. Katie Laventure, Teacher Aide/Student Aide, effective October 13, 2017.
3. Lisa Rabideau, Teacher Aide/ Student Aide, effective November 10, 2017

**PART-TIME
APPOINTMENT
CHAUVIN**

(11i) Appoint the following person to a Part-Time appointment as follows:

1. Catherine Chauvin, Allied Health Teacher/20%, Effective Date October 12, 2017 - June 30, 2018, Annualized Base Salary of \$42,894, Actual Earned Salary of \$7,420.66.

SUBSTITUTES

(11j) Approve the following list of substitutes:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Location</u>
Ciarra Smith	Temp on Call Teacher Aide/Student Aide	\$68.00/day	WAF
Bethany Katzfey	Temp on Call Teacher Aide/Student Aide	\$68.00/day	WAF

**ADULT
EDUCATION
COURSE
INSTRUCTOR**

(11k) Approve the following Adult Education Course Instructor for the 2017-2018 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Catherine Chauvin	Adult Education Health Careers	\$37/hour contract

**2017/18
ADDITIONAL
WORK**

(11L) approve the following Additional Work for the 2017-2018 school year:

<u>Name:</u>	<u>Reason:</u>	<u>Rate:</u>
Kimberly Denton	ADK P-TECH stipend (.60 FTE)	\$2,400/per contract

Karen Pellerin, New Employee Mentor (for Joe Mazzella)	\$250/per contract
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Laura Denton- Lawrence, New Employee Mentor (for Tedi Politano)	\$250/per contract
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Alan Thompson, New Employee Mentor (for Kimberly Crompt-Testo)	\$250/per contract
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Jennifer Haley, New Employee Mentor (for Karen Visconti)	\$250/per contract
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Ashley Brown, New Employee Mentor (for Melissa Slagenweit)	\$250/per contract
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Ashley Brown, New Employee Mentor (for Chelsey Brown)	\$250/per contract
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Ashley Brown, New Employee Mentor (for Andrea Christianson)	\$250/per contract
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Kimberly Shafer, New Employee Mentor (for Dobrachna Plaza)	\$250/per contract
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Cheryl Spoor, New Employee Mentor (for Amanda Plympton)	\$250/per contract
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Kimberly Shafer, New Employee Mentor (for Melissa Smith)	\$250/per contract
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Dana Poirier, New Employee Mentor (Shawn Ryan)	\$250/per contract
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Sherry Snow, New Employee Mentor (for Tanner Senecal)	\$250/per contract
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Bevan Gertsch-Cochran, Culinary Arts Management (not to exceed 30 hours)	Hourly Rate of Pay
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Tanner Senecal, Culinary Arts Management (not to exceed 30 hours)	Hourly Rate of Pay
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Meredith Jacobs, Yearbook Advisor (WAF)	\$595/per contract
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Grace Fox, Yearbook Co-Advisor (Mineville)	\$160/per contract
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Amanda Gebhart, Yearbook Co-Advisor (Mineville)	\$160/ per contract
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Wendy Davis, Classroom Move (not to exceed 1 day)	Daily Rate/Per Contract
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**NEW EMPLOYEE
ORIENTATION
COMPENSATION**

(11m) approve the following list of employees to receive compensation for attending the CVES New Employee Orientation on August 29, 2017:

<u>Name:</u>	<u>Position:</u>	<u>Rate:</u>
Kathy Baker	Teacher Aide/Student Aide	\$9.70/hour
Amanda Tromblee	Teacher Aide/Student Aide	\$9.70/hour
Nhi Nguyen	Teacher Aide/Student Aide	\$9.70/hour

NEW EMPLOYEE ORIENTATION COMPENSATION <u>CONTINUED</u>	Surinderpal Gill	Teacher Aide/Student Aide	\$9.70/hour
	Ashley LaValley	Teacher Aide/Student Aide	\$9.70/hour
	Emily Norwood	Teacher Aide/Student Aide	\$9.70/hour
	Dobrochna Drogowska-Plaza	Teaching Assistant	\$30.00/hour
	Heather VanAlphen	Teaching Assistant	\$30.00/hour
	Alexis Hamilton	Adult Literacy Teacher	\$30.00/hour
	Kimberly Crompt-Testo	Special Education Teacher	\$30.00/hour
	Karen Visconti	Special Education Teacher	\$30.00/hour

2017 SUMMER
WORK

(11n) Approve the following 2017 Summer Work:

HS Curriculum Work, not to exceed 3 hours, (\$30.00/hour)
Kim Mayer

Life Skills Wilson Reading Curriculum Work, (\$30.00/hour)
Catherine Sample Additional 24 hours in excess of previous board approved 10 hours.

TCI Committee Work, (\$30.00/hour)
Crystal Rhino Additional 1 hour in excess of previous board approved 30 hours.

AUTHORIZATION
OF INDIVIDUALS
TO COLLECT
MONEY

(11o) Authorize the following individuals to collect money at all CVES locations for the 2017-18 school year:

Special Education – Plattsburgh
Donna Lavene – Special Education program activities
Rebecca Garrow – Work Experience program activities
Tonya Robinson – Work Experience program activities

Mineville - Cafeteria
Lynsey Roberts – Mineville School Lunch Program, adult sales
Julie Holbrook – Mineville School Lunch Program, adult sales

ANNUAL
INDEPENDENT
AUDIT

Mrs. LaRocque moved, seconded by Mrs. Gonyo-Horne, that the Board approve the Annual Independent Audit, performed by West & Company, CPA, PC, for the 2016-17 school year. All Board Members present voted yes—motion carried.

ADOPTION OF
STRATEGIC PLAN

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board adopt the CVES 2017-2020 Strategic Plan for Continuous Improvement. All Board Members present voted yes—motion carried.

2017/18
ADDITIONAL
WORK

Mrs. Gonyo-Horne moved, seconded by Mr Murdock to approve the following Additional Work for the 2017-18 school year:

<u>Name:</u>	<u>Reason:</u>	<u>Rate:</u>
Lance Sayward	Veterinary Science (CV TEC)	\$3,100/per contract (prorated)

All Board Members present voted yes—motion carried.

2017 SUMMER
WORK

Mr. Murdock moved, seconded by Mrs. Boise to approve the following 2017 Summer Work:

Mineville Cafeteria Start-Up, not to exceed 10 hours
Julie Holbrook contract rate

All Board Members present voted yes—motion carried.

POSITION
INCREASE
FACTEAU

Mr. Murdock moved, seconded by Mrs. Boise to increase the following position:

1. Linda Facteau, Allied Health Teacher (CV-TEC) - increase from 20% to 40, Effective October 12, 2017, Annualized Salary of 36,394 (uncertified), Actual Earned Salary of \$12,592.32. All Board Members present voted yes—motion carried.

EMPLOYMENT
AGREEMENT
ST.PIERRE

Mr. Murdock moved, seconded by Mrs. LaRocque to Ratify the Employment Agreement by and between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Alex St. Pierre, Network Systems Coordinator, effective October 12, 2017 through June 30, 2020. All Board Members present voted yes—motion carried.

MEMORANDUM
OF AGREEMENT
BETWEEN CEWW
BOCES AND THE
CIVIL SERVICE
EMPLOYEES
ASSOCIATION
UNIT

Mr. Harriman, Sr. moved, seconded by Mr. Murdock, to approved the following resolution:

BE IT RESOLVED, upon the recommendation of the District Superintendent, the CVES Board approves the District Superintendent to sign the Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Civil Service Employees Association, Inc. (CSEA), dated October 11, 2017, whereas the titles of Cook and Cook Manager are being created in the CSEA Bargaining Unit.

All Board Members present voted yes—motion carried.

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**PAYMENT OF
UNUSED
VACATION DAYS
RESOLUTION**

Mrs. LaRocque moved, seconded by Mr. Murdock to approved the following resolution:

BE IT RESOLVED, upon the recommendation of the District Superintendent, that the CVES Board approve reimbursement of (7) days of unused vacation days for Scott Hoot, former Assistant Superintendent of Management Services, at his 2017-18 per diem rate of pay.

All Board Members present voted yes—motion carried.

**SUPERINTENDENT'S
UPDATE**

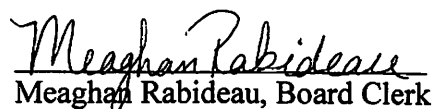
Dr. Davey shared a draft copy of the 2018-19 Programs and Services Guide with the Board for their initial review. He provided an update on the recent Board of Regents approval of the State's Next Generation Mathematics & ELA Standards and their implementation timeline. Third, Dr. Davey provided a more in-depth explanation of the establishment of a CVES Facility Advisory Committee (FAC) and an anticipated schedule of meetings was provided which will be finalized at the first meeting on Monday evening, October 30, 2017. Fourth, upcoming component district Board of Education visits were provided including Northern Adirondack CSD – Monday, October 16, 2017 – 6:30 p.m., AuSable Valley CSD, – Wednesday, October 18, 2017 – 6:00 p.m., and Willsboro CSD, – Tuesday, November 14, 2017 – 6:00 p.m.. Lastly, the Board was reminded of the NYSSBA convention being held locally this year in Lake Placid on October 12 – 14, 2017, and of the first CEWW School Boards meeting of 17-18 being held on Thursday, November 16, 2017 at the Westside Ballroom.

**NEXT BOARD
MEETING**

The next Board Meeting will be held on Wednesday, November 8, 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. Gonyo-Horne, to adjourn the meeting at 9:42 p.m. All Board Members present voted yes—motion carried.


Meaghan Rabideau, Board Clerk