

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

DATE: December 13, 2017

KIND OF MEETING: Regular Board Meeting

PLACE: Special Education Gym, Main Campus, Plattsburgh, NY

Board Members Present:

Larry Barcomb
Evan Glading
Mark R. Henry
Donna LaRocque
Ed Marin
Bruce Murdock
Lori Saunders
Florence Sears
Michael St. Pierre

Board Members Absent:

Leisa Boise
Linda Gonyo-Horne
Richard Harriman, Sr.
Richard Malaney
Thomas McCabe
Paul Mudie

Acting Chief ExecutiveOfficer

Teresa Calabrese-Gray

Others Present:

Michele Friedman
Mylie Marin
Dr. Hollis Palmer
Elizabeth Laundrie
Christine Myers
Reginald McDonald
James R. McCartney

Board Clerk:

Meaghan Rabideau

MEETING
TO ORDER

President Barcomb called the meeting to order at 7:38 p.m.

EXECUTIVE
SESSION

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board go into Executive Session at 7:39 p.m. for the following reasons: #4 - A matter of discussion regarding proposed, pending or current litigation; #6 - 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. 1) Update on a recent FOIL appeal 2) Inform the Board of two pending personnel matters. All Board Members present voted yes—motion carried.

Mr. St. Pierre moved, seconded by Mrs. Saunders, to come out of Executive Session at 8:18 p.m. All Board Members present voted yes—motion carried.

OPINIONS &
CONCERNS FROM
THE AUDIENCE

Mrs. Michele Friedman announced to the Board that Emily Pilon, a senior at Chazy Central Rural School and a CV-TEC Security & Law Enforcement Academy student was one of 25 students to be nominated by NYSED as a Presidential Scholar, which is one of the nation's highest honors for high school students. Mrs. Friedman also invited the Board to CV-TEC's upcoming community event, "Candy Canes & Airplanes", which will be held on December 17, 2017 from 2:00 p.m. to 6:00 p.m. at the PAI Satellite campus. Students from various CV-TEC programs will be there to help with the event, which will feature Santa Claus. This event will be a great opportunity to showcase the Plattsburgh

**OPINIONS &
CONCERNS FROM
THE AUDIENCE
CONTINUED**

Aeronautical Institute as well as other CV-TEC programs. Next, Mr. Reginald McDonald shared with the Board that the Special Education Administrators will be hosting the second annual staff appreciation breakfast on December 20, 2017 at 8:00 a.m. Faculty and staff will be served breakfast by Special Education Admin as well as both Assistant Superintendents as a thank you for all that team CVES does throughout the year. Lastly, Mr. Ed Marin, a CVES Board member, shared that he recently attended the Commissioner's Roundtable meeting with about 20 other Board members from around NYS. The focus of the roundtable discussion was on dual enrollment, with hopes of gathering feedback through NYSSBA to bring back to the Commissioner's office. The discussion led into post-secondary education and how students need this to compete worldwide and in early college. Mr. Marin suggested to the roundtable that perhaps SED needs to look into options to extend programs like the Plattsburgh Aeronautical Institute (PAI) beyond a two-year certification to better prepare students.

**FACILITIES
ADVISORY
COMMITTEE
UPDATE**

Dr. Hollis Palmer gave an update to the Board of the Facilities Advisory Committee (FAC) meetings that have been held recently. In addition to the monthly meetings, advisory meetings are being held regularly with the architect as well. Dr. Palmer indicated a few examples of items that have been discussed such as the need to improve CVES playgrounds and also in-house projects that can be completed by CVES staff. The "mini" capital project that will be completed in 2017/18 was discussed briefly with mention of the resolutions being recommended for the Board this evening. An RFP will be going out in the near future for a part-time Project Manager and a possible Finance Manager for the Capital Project. It is still the hope that a recommendation for a CVES Capital Project will be presented to the Board in May 2018, and a potential vote in October 2018.

**BUDGET
COMMITTEE
UPDATE**

Dr. Hollis Palmer provided an update on the most recent meeting of the Board Budget Committee that was held on December 6, 2017. He also shared the Budget Process Timeline with the Board in his presentation as well as 2017/18 reconciliations and the current status of each division's budget. Dr. Palmer discussed 2018/19 budget development factors such as the state tax cap that remains a concern and that the increase in health insurance will take much of the 2%. To the extent possible BOCES will try to keep tuition rates for 2018/19 at their current level. The State is in the process of implementing new procedures for Capital Project approval. The CVES "mini" capital project will address fire and safety concerns and will be one of the first projects submitted to go through the new procedures. The budget for next year includes the same \$295,000 for a project that is yet to be identified. Although next year's health insurance rates have not been established, it appears that premiums will increase and may have a major impact on the overall budget. The next Budget Committee meeting will be on January 18, 2018 at 7:00 p.m. at the Instructional Services Center.

**AUDIT
COMMITTEE
UPDATE**

An Audit Committee update was provided by Dr. Hollis Palmer and Mrs. Christine Myers where they recommended to the Board approval of the Corrective Action Plan for the 2016/17 Annual Independent Audit Management Letter Comments. Earlier in the year, the Board approved to opt out of the annual internal audit requirement of the whole

**AUDIT
COMMITTEE
UPDATE
CONTINUED**

organization. The Audit Committee instead recommended a focused review on the adult education process. The auditors will then provide feedback based on their review of the program structure. The next Audit Committee meeting will be on February 14, 2018 at 5:00 p.m. at the Instructional Services Center in Plattsburgh.

Mr. Murdock moved, seconded by Mrs. LaRocque that the Board approve the Corrective Action Plan for the 2016-17 Annual Independent Audit Management Letter comments. All Board Members present voted yes—motion carried.

**PREVIOUS
MINUTES**

Mrs. LaRocque moved, seconded by Mr. Murdock that the Board approve the minutes of the November 8, 2017 Regular Board meeting as presented. All Board Members present voted yes—motion carried.

**CONSENT
AGENDA
FINANCIAL**

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

**CERTIFICATION
OF WARRANT**

(9a) Certification of Warrant for October 30, 2017 to November 30, 2017, be accepted as presented.

**TREASURER'S
REPORT**

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

**BUDGET
INCREASES**

(9c) Approve the following Budget Increases:

1. The FM Communications budget from \$60,198 to \$66,492 for the 2017-18 school year due to additional participation from Saranac Lake CSD. (Co-Ser 640) (ISC)
2. The Grant Management Services budget from \$1,989 to \$48,840 for the 2017-18 school year due to increased participation from districts. (Co-Ser 645) (ISC)
3. The School Public Relations budget from \$14,684 to \$79,546 for the 2017-18 school year due to increased participation from Beekmantown, Crown Point, Elizabethtown-Lewis, Keene, Peru, Plattsburgh, Schroon Lake, Westport, Willsboro and Lake Placid. (Co-Ser 610) (ISC)

**SPECIAL AID
FUND PROJECTS**

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

1. Core Rehabilitation Services (CRS) special aid fund project, in the amount of \$241,252, for the period of January 1, 2018 through December 31, 2018. (Special Education)
2. Clinton County Legislature Youth Empowerment Summit special aid fund project, in the amount of \$4,000, for the period of January 1, 2017 through December 31, 2018. (ISC)

**SPECIAL AID
PROJECT
CONTINUATION**

(9e) Approve the following Special Aid Project Continuation:

1. That the Regional Special Education Technical Assistance Support Centers (RSE-TASC) special aid fund project be allowed to continue providing services for the period January 1- March 31, 2018. Expenditures are not to exceed \$55,552.

**CROSS
CONTRACT**

(9f) Approve the following Cross Contract:

1. 2017-18 – Franklin-Essex BOCES \$523,404 for Shared Business Office Services (Elizabethtown-Lewis, Peru, Putnam, and Westport participate in this service), Substitute Coordination (Elizabethtown-Lewis and Westport participate in this service), School Improvement SSFC (Elizabethtown-Lewis and Westport participate in this service), Insurance ACA Consulting and Reporting (AuSable, Beekmantown, Elizabethtown-Lewis, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Schroon Lake and Westport participate in this service), and Regional Summer School (Northeastern Clinton, Northern Adirondack, and Plattsburgh participate in this service).

**CAPITAL PROJECT
APPROVAL**

(9g) Approve the following Resolutions:

RESOLUTION 1

That the Board of Cooperative Educational Services adopt the following SEQRA resolution:

As part of the “SEQRA“ process, the Board of Education hereby declares itself as “Lead Agency” as defined in the State Environmental Quality Review Act for the following construction project: “Fire Alarm Improvement Project at the Plattsburgh Main Campus and Yandon-Dillon Facility.”

RESOLUTION 2

That the Board of Cooperative Educational Services adopt the following SEQRA resolution:

Based on the review of Garrett Hamlin of Tetra Tech Architects & Engineers, Architect of the proposed “Fire Alarm Improvement Project at the Plattsburgh Main Campus and Yandon-Dillon Facility,” the Board hereby finds that the proposed action constitutes a “Type II Action” as such quoted term is defined in the State Environmental Quality Review Act and the regulations of the Department of Environmental Conservation of the State of New York (6 NYCRR Part 617, as amended) promulgated there under (“SEQRA”) and, therefore, is not subject to any further review by the Board of Education under routine activities of an educational institution with no contemplated expansion of the existing facilities and any improvements to such facilities will be in the nature of replacement, rehabilitation or reconstruction of the facilities in kind, on the same site.

**CAPITAL PROJECT
APPROVAL
CONTINUED**

RESOLUTION 3

That the Board of Cooperative Educational Services hereby initiates the "Fire Alarm Improvement Project at the Plattsburgh Main Campus and Yandon-Dillon Facility" and authorize the District Superintendent to obtain State Education Department approval for the Project in an amount not to exceed \$295,000.

RESOLUTION 4

That the Board of Cooperative Educational Services authorize the District Superintendent and Board President to approve and execute any construction contract Change Order for the "Fire Alarm Improvement Project at the Plattsburgh Main Campus and Yandon-Dillon Facility" provided that such changes do not exceed the approved project cost of \$295,000. Any Change Order that will increase the construction contract amount by more than the total approved project cost of \$295,000 shall be submitted by the Superintendent to the Board for review and action thereon. Change Orders that increase the project cost to an amount greater than \$295,000 shall not be binding until approved and executed by the Board.

**LETTERS OF
AGREEMENT &
SUBCONTRACT**

(9h) Approve the following Letters of Agreement & Subcontract:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Tetra Tech Architects & Engineers (District Architect) under which the District Architect will provide 2017-18 Capital Project Consulting services for a Fire Alarm Improvement Project at the Plattsburgh Main Campus and the Yandon-Dillon Campus. The rate for all services will be \$25,000 plus reimbursable expenses. The agreement commences July 28, 2017 and will remain in effect for a period of 18 months. (Administration)
2. That the Board approve a subcontract between Tetra Tech Architects & Engineers (Tetra Tech) and Bolton Land Surveying (BLS) under which BLS will conduct a Land (Boundary) and Topographic Survey of the Plattsburgh Main Campus and Mineville Campus, as directed by Tetra Tech, for \$22,500. In accordance with the District Architect Agreement between BOCES and Tetra Tech, full project costs of \$22,500 plus \$3,375 for standard architectural & engineering fees will be reimbursed by BOCES to Tetra Tech. Survey costs are based on a formal Request for Proposal for a Land and Topographic Study released by Tetra Tech on behalf of CVES. Four qualified surveying firms responded with the following proposals:
Bolton Land Surveying of Pulaski, NY - \$22,500
Machabee Land Surveying of Plattsburgh, NY - \$31,440
Robert M. Sutherland of Plattsburgh, NY - \$36,000
Thew Associates of Marcy, NY - \$41,750
3. Agreement between Clinton-Essex-Warren-Washington BOCES and Tetra Tech Architects & Engineers (District Architect) under which the District Architect will provide pre-referendum, design, and construction administrative services for a proposed future Capital Project. The rate for all pre-referendum services will be \$15,000 plus reimbursable expenses. Should the Capital Project become fully authorized through voter

LETTERS OF
AGREEMENT &
SUBCONTRACT
CONTINUED

referendum and the Board, the \$15,000 pre-referendum service fee will be fully credited by the District Architect and applied towards their fee for design and construction administration services for the approved Capital Project. The agreement commences October 30, 2017 and will remain in effect for a period of 4 years. (Administration)

OLD BUSINESS

Audit Committee Meeting minutes of the May 10, 2017 meeting were shared with the Board.

CONSENT
AGENDA
PERSONNEL

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

RESIGNATION
FOR THE
PURPOSE OF
RETIREMENT
HEAD, PELLERIN,
ST. CLAIR

(11a) Accept the following letter of Resignation for the Purpose of Retirement:

1. Annette Head, Special Education Teacher, effective June 30, 2018. (32 years of service)
2. Karen Pellerin, Special Education Teacher, effective June 30, 2018. (30 years of service)
3. Melodie St. Clair, School Counselor, effective October 19, 2018. (17 years, 2 months of service)

RESIGNATION
SMITH

(11b) Accept the following letter of Resignation:

1. Melissa Smith, Teaching Assistant, effective November 24, 2017.

LEAVE OF
ABSENCE
CELOTTI

(11c) Leave of Absence:

1. Marciano Celotti - unpaid leave of absence - effective November 20, 2017 – June 30, 2018.

FOUR-YEAR
PROBATIONARY
APPOINTMENT
SMITH

(11d) Appoint Four-Year Probationary Appointment as follows:

1. Melissa Smith, Teaching Assistant, Effective December 18, 2017, Annualized Base Salary of \$20,512.00 (Prorated), Actual Earned Salary of \$12,820.00 (2017-2018).

(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).

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**CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
PULSIFER,
PATRIE, WARNER,
ROCK**

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

1. Sherika Pulsifer, Teacher Aide/Student Aide, Effective December 14, 2017, Annualized Base Salary of \$15,976.00 (Prorated), Actual Earned Salary of \$10,355.64 (2017-2018).
2. Thomas Patrie, Teacher Aide/Student Aide, Effective December 14, 2017, Annualized Base Salary of \$15,976.00 (Prorated), Actual Earned Salary of \$10,355.64 (2017-2018).
3. Cynthia Warner, Teacher Aide/Student Aide, Effective December 14, 2017, Annualized Base Salary of \$15,976.00 (Prorated), Actual Earned Salary of \$10,355.64 (2017-2018).
4. Mindy Rock, Teacher Aide/Student Aide, Effective December 14, 2017, Annualized Base Salary of \$15,976.00 (Prorated), Actual Earned Salary of \$10,355.64 (2017-2018).

**CIVIL SERVICE
PROVISIONAL
APPOINTMENT
VEGA**

(11f) Appoint the following person to a Civil Service Provisional Appointment as follows:

1. Edwin Vega, Publications Specialist, Effective January 2, 2018, Annualized Base Salary of \$39,399.00 (Prorated), Actual Earned Salary of \$19,545.84 (2017-2018).

(Effective permanent date to be determined upon successful completion of civil service exam)

**POSITION
INCREASE
PIERCE**

(11g) Increase the following position:

1. Roseanna Pierce, Occupational Therapist – increase from 60% to 70%, Effective December 1, 2017, Annualized Salary of \$45,785.00 (Prorated), Actual Earned Salary of \$22,434.65 (December 1, 2017-June 30, 2018).

**PERMANENT
APPOINTMENT
LAVALLEY**

(11h) Grant a Permanent Appointment (Civil Service) to the following person:

1. Ashley Lavalley, Teacher Aide/Student Aide, effective January 12, 2018.

**TEMPORARY
GRANT
APPOINTMENT**

(11i) Approve the following Temporary Grant appointment from September 16, 2017 – June 30, 2018:

1. Patrick Vicencio, Work Study Student, not to exceed 160 hours, at the rate of \$9.70/hour

SUBSTITUTES

(11j) Approve the following list of substitutes:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Location</u>
Sherika Pulsifer	Temp on Call Teacher Aide/Student Aide	\$68.00/day	WAF
Austin Perkins	Temp on Call Custodial Worker	\$80.00/day	O&M
Mary Chaffin	Sub Teaching Assistant	\$70.00/day	CV-TEC
Mary Chaffin	Sub Teacher	\$90.00/day	CV-TEC
Jesse Frenyea	Temp on Call Custodial Worker	\$80.00/day	O&M
Cynthia Warner	Temp on Call Teacher Aide/Student Aide	\$68.00/day	WAF

AUTHORIZATION
OF INDIVIDUAL
TO COLLECT
MONEY

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

Business Office – Management Services

Laura Sterling – Bank deposits and general collections

ADOPT NEW
POLICIES

Mr. Murdock moved, seconded by Mrs. LaRocque that the Board adopt the following New Policies:

#4700 Vaccination Requirements

#4701 Financial Aid Penalties for Drug Related Offenses

#4702 Purchase of Books and Supplies for CV-TEC Students

All Board Members present voted yes—motion carried.

NEW POLICY 1ST
READING

The following new policy was presented for a first reading:

#XXXX Meal Charge Policy

REVISED POLICY
1ST READING

The following Revised Policy was presented for a first reading:

#1120R – School District Records Regulation

SUPERINTENDENT'S
UPDATE

Teri Calabrese Gray, Acting Chief Executive Officer, first updated the Board on the most recent CSO meeting & NECOSS conference held in Lake Placid on December 7-8, 2017. One particular topic discussed among the CSOs was the lack of certified CDL evaluators in the region. Currently there are only seven evaluators in NYS and one located locally. This is making it extremely difficult to get bus drivers for component districts and is likely to become a crisis situation by the Fall. CVES's Jeff Sisson along with other area representatives will be meeting with Assemblyman Billy Jones to bring this issue to light in hopes to be preemptive and work towards a solution. Next, Mrs. Calabrese-Gray also shared with the Board the outstanding DASA presentation that was given during the conference and that the CSOs would like to have this at the next Fall School Boards Association meeting. Third, Mrs. Calabrese-Gray shared the following upcoming events with the Board: CEWW School Boards Meeting "Making It Happen Here", being held

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SUPERINTENDENT'S
UPDATE
CONTINUED

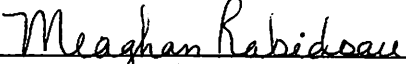
on January 11, 2017 at 6:00 pm at West Side Ballroom; The next FAC Feedback Forum will be December 11, 2017 at the Mineville Campus and the next FAC regular meeting will be held on December 18, 2017 at the Mineville Campus from 4:30 pm – 7:30 pm. Lastly, the Board was informed that there will be no component district Board of Education visits during the month of December.

NEXT BOARD
MEETING

The next Board Meeting will be held on Wednesday, January 10, 2018, 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 9:13 p.m. All Board Members present voted yes—motion carried.


Meaghan Rabideau
Meaghan Rabideau, Board Clerk