

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

DATE: March 22, 2018

KIND OF MEETING: Regular Board Meeting

PLACE: Yandon-Dillon Center, Mineville, NY

Board Members Present:

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

Board Members Absent:

Leisa Boise

District Superintendent  
Dr. Mark C. Davey

Others Present:

Michele Friedman  
Reginald McDonald  
Michael Horne  
Christine Myers

Acting Board Clerk:

Dr. Hollis Palmer

MEETING  
TO ORDER

President Barcomb called the meeting to order at 6:40 p.m.

APPOINT ACTING  
BOARD CLERK

Mr. Murdock moved, seconded by Mrs. Linda Gonyo-Horne to appoint Dr. Hollis Palmer as Acting Board Clerk for this meeting. All Board Members present voted yes—motion carried.

EXECUTIVE  
SESSION

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board go into Executive Session at 6:43 p.m. for the following reasons: #3 - A matter of information relating to a current or future investigation; #5 - A matter of collective negotiations pursuant to article 14 of civil service law (the Taylor law); #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; #7 - A matter of the preparation, grading or administration of examinations; and #9 - A matter related to a specific student of the district. An investigation update was provided by Jacqueline Kelleher, Esq. and discussion of recommended follow-up action was discussed. Second, the Board's grievance response was discussed with consideration of possible next steps. Third, several personnel actions were reviewed including planned retirements and leaves, and an update on initial negotiations were shared. Lastly, a student disciplinary matter was reviewed. All Board Members present voted yes—motion carried.

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EXECUTIVE  
SESSION  
CONTINUED

Mr. Murdock moved, seconded by Mr. Harriman Sr., to come out of Executive Session at 8:14 p.m. All Board Members present voted yes—motion carried.

OPINIONS &  
CONCERNS FROM  
THE AUDIENCE

Mrs. Michele Friedman informed the Board of two awards that will be given out by the Association of Career & Technical Education Administrators (ACTEA) at the state conference on April 12, 2018. The first award to be given to Mr. Tom Aubin, CV-TEC Welding Teacher, and the second to be given in special recognition to the CVES Marine Technology program. ACTEA is recognizing the Eastern New York Marine Trades Association for their outstanding work as a business partner and valuable support to CV-TEC Marine Technology program advisory group.

FACILITIES  
ADVISORY  
COMMITTEE  
UPDATE

Dr. Hollis Palmer updated the Board on the most recent Facilities Advisory Committee (FAC) meeting held on March 7, 2018. Both the Financial Advisors and Construction Managers have been chosen and recommendations for their appointment is on the evening's agenda. Dr. Davey shared an updated "anticipated" Capital Project scope outline and the schedule of the year's remaining FAC meetings were highlighted. Next, Dr. Palmer explained potential Capital Project voting timelines as voting machines will need to be secured through the County's Board of Elections and by NYS law, the voting machines must be locked for 30 days prior to and after the November election. A potential Capital Project referendum date was shared for the second week of December 2018 if the BOCES Board approves Capital Project recommendations in the future. Lastly, during the meeting scheduled for April 11, 2018, the Financial Advisors for the proposed Capital Project will present "how to finance a BOCES Capital Project". A similar presentation will be shared with the Chief School Officers and School Business Officials the next day, on April 12, 2018, at the monthly CSO meeting.

PREVIOUS  
MINUTES

Mr. Murdock moved, seconded by Mr. Henry that the Board approve the minutes of the February 14, 2018 Regular Board meeting as presented. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque, to approve the following consent agenda Financial items 7a– 7f as presented. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF WARRANT

(7a) Certification of Warrant for February 1, 2018 to March 2, 2018, be accepted as presented.

TREASURER'S  
REPORT

(7b) Approve the Treasurer's Report from January 31, 2018.

DONATION

(7c) Approve the following Donation:

1. For Our Student Stipend Fund:

Pepsi (Jan 2018)	\$76.93
Pepsi (Feb 2018)	\$96.30
United Way (Feb 2018)	<u>\$31.86</u>

TOTAL - \$205.09

CONTRACTOR/  
CONSULTANT  
AGREEMENT

(7d) Approve the following Contractor Consultant Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Top 20 Training for the purpose of obtaining Professional Development sessions for staff and students at Keene Central School on March 26 and March 27, 2018. The total expenditure shall not exceed \$10,500. (ISC)

TRANSPORTATION  
AGREEMENT  
RENEWALS

(7e) Approve the following Transportation Agreement Renewals:

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, 2017 through June 30, 2018 at a current estimated cost of \$23,000. (CV-TEC)

2. 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, 2017 through June 30, 2018 at a current estimated cost of \$17,000. (CV-TEC)

INTERNAL AUDIT  
REQUIREMENT  
EXEMPTION

(7f) Approve the following Resolution:

WHEREAS a mandate relief measure was enacted by New York State to exempt school districts from the requirement to maintain an internal audit function; and  
WHEREAS Education Law Section 2116-B was amended to include language relative to this exemption; and

WHEREAS the New York State Education Department Office of Educational Management Services provided guidance indicating that BOCES can also partake in this exemption and created a Certification Form for BOCES to use in order to illustrate eligibility, and has indicated that this exemption applies to the 2018-19 school fiscal year; and

WHEREAS Clinton-Essex-Warren-Washington BOCES qualifies for this exemption for fiscal year 2018-19 based on completion of this form as prescribed by NYSED; and  
WHEREAS the Audit Committee of the Clinton-Essex-Warren-Washington BOCES recommends the BOCES adopt this mandate relief measure and not conduct an internal audit for the 2018-19 school year; therefore

**INTERNAL AUDIT  
REQUIREMENT  
EXEMPTION  
CONTINUED**

BE IT RESOLVED that the Clinton-Essex-Warren-Washington BOCES shall adopt the mandate relief measure and not conduct an internal audit for the 2018-19 school year.

**OLD BUSINESS**

Audit Committee Meeting minutes of the December 13, 2017 meeting were shared with the Board.

**CONSENT  
AGENDA  
PERSONNEL**

Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque, to approve the following Consent Agenda Personnel items 9a – 9h as presented. All Board Members present voted yes—motion carried.

**RESIGNATIONS  
FOR THE  
PURPOSE OF  
RETIREMENT  
PROVOST,  
KINGSLOVER,  
THIBODEAU**

(9a) Accept the following letters of Resignation for the Purpose of Retirement:

1. Carolyn Provost, Teacher Aide/Student Aide, effective June 30, 2018 (eligible for health insurance in retirement).
2. Deborah Kingsolver, Teacher Aide/Student Aide, effective June 30, 2018 (eligible for health insurance in retirement).
3. Donald Thibodeau, Building Maintenance Mechanic 51% and Heating & Ventilating Mechanic 49%, effective September 4, 2018 (eligible for health insurance in retirement).

**RESIGNATION  
KELSH**

(9b) Accept the following letter of Resignation:

1. Kari Kelsh, Account Clerk/Typist, effective March 15, 2018.

**LEAVES OF  
ABSENCE  
STOFFEL,  
STRONG,  
BENWAY**

(9c) Leaves of Absence:

1. Rhona Stoffel, unpaid leave of absence, effective March 23, 2018 - June 30, 2018.
2. Nichole Strong, unpaid leave of absence, effective February 23, 2018 (approximately 12 weeks).
3. Chelsea Benway, Teaching Assistant, leave of absence (for a Long-term Sub Teacher Position), March 23, 2018 – June 30, 2018.

**PERMANENT  
APPOINTMENT  
GEOFFROY,  
LAPIER, WOODS**

(9d) Grant Permanent Appointments (Civil Service) to the following people:

1. Paulina Geoffroy, Teacher Aide/Student Aide, effective April 6, 2018.
2. Cassie LaPier, Teacher Aide/Student Aide, effective April 6, 2018.
3. Chester Woods, Teacher Aide/Student Aide, effective April 6, 2018.

TEMPORARY  
APPOINTMENTS  
BENWAY,  
SCOVILLE-  
UPHAM, THORNE

(9e) Appoint the following person(s) to a Temporary Appointment as follows:

1. Chelsea Benway, Special Education Teacher (uncertified), Effective Date March 23, 2018 - June 30, 2018, Annualized Base Salary \$42,894.00 - \$6,500.00 = \$36,394 (uncertified), Prorated Salary \$12,010.02 (2017-2018).
2. Douglas Scoville-Upham, Special Education Teacher, Effective April 16, 2018- June 30, 2018, Annualized Base Salary \$42,894 (2017-2018) (Uncertified Special Education; Certified in Childhood Education Grades 1-6), Prorated Salary \$9,865.62 (2017-2018).
3. Kayla Thorne, Special Education Teacher (uncertified), Effective Date April 9, 2018- June 30, 2018), Annualized Base Salary \$42,894.00 - \$6,500.00 = \$36,394 (uncertified), Prorated Salary \$10,918.20 (2017-2018).

2017/18  
ADDITIONAL  
WORK

(9f) Approve the following additional work for the 2017/18 school year:

<u>Name</u>	<u>Reason</u>	<u>Rate</u>
Dean Delano	P-TECH Coverage (not to exceed 2 hours)	Hourly rate of pay
Kim Denton	P-TECH Coverage (not to exceed 2 hours)	Hourly rate of pay
Tedi Politano	IEP Requirements (not to exceed 10 hours)	Hourly rate of pay
Erin Burke	IEP Requirements (not to exceed 22.5 hours)	Hourly rate of pay

FACILITATOR

(9g) Approve the following Facilitator through June 30, 2018:

Facilitator (\$30.00/hour)  
Kerry Mero

SUBSTITUTES

(9h) Approve the following list of substitutes:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Location</u>
Chad Davis	Sub Teacher	\$100.00/day	CV-TEC
Cynthia Ford-Johnson	Sub Administrator	\$450.00/Day	CVES

AMENDMENT TO  
EMPLOYMENT  
AGREEMENT  
DAVEY

Mr. Murdock moved, seconded by Mrs. LaRocque, upon advice and approval of Counsel, that the Board approve the following resolution:

1. BE IT RESOLVED, that the employment agreement for the District Superintendent approved at the August 23, 2017 CVES Board meeting, be amended so that the language for Life and Disability Insurance is deleted and replaced, and that these changes conform with the benefits provided in the Agreement to legal requirements be included. All Board Members present voted yes—motion carried.

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**CONSTRUCTION  
MANAGER  
AGREEMENT**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board accept the proposal submitted by Sano-Rubin Construction Services of Albany NY and AES Northeast, PLLC of Plattsburgh, NY for construction management and advisory services for the anticipated Capital Project. Services will initiate as pre-referendum construction services commencing in March of 2018. Following a successful referendum vote in the latter half of 2018, pre-construction, bidding, construction management, and construction closeout services will follow. Dal Valenti of Sano-Rubin will be the assigned Project Manager for BOCES for the duration of the project. Estimated service fees and timelines are as follows and may vary dependent upon the actual progression of the project and BOCES construction management needs:

Pre-Referendum Services (April 2018 – October 2018): \$16,422; Pre-Construction, Bidding, Construction Management and Close-Out Services (November 2018 – December 2021): \$964,578; Extended Phase, If Necessary (January 2022 to October 2022): \$445,500. Be it further recommended that the CVES Board President be granted authority to enter into a pre-referendum agreement, letters of agreement, and AIA contract agreements contingent upon CVES' attorney approval.

Note: Four additional Construction Management Services submitted proposals: Construction Associates LLC of Baldwinsville NY, Schoolhouse Construction Services LLC of Delhi NY, BCA Construction Managers of Watertown, Ithaca, and Syracuse NY, and C&S Companies of Syracuse NY. All Board Members present voted yes—motion carried.

**FINANCE  
MANAGER  
AGREEMENT**

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board accept the proposal submitted by Fiscal Advisors & Marketing, Inc. of Syracuse, NY for financial advisory services for the anticipated Capital Project, including pre-referendum and post-referendum financial services. Services shall be available to BOCES and BOCES component districts at a rate of \$125 per hour, all-inclusive, and will adjust annually in accordance with Consumer Pricing Index (CPI) changes. Bonding services and bonding representation will also be available as needed under a separate rate structure. Be it further recommended that the CVES Board President be granted authority to enter into contracts and/or letters of agreement contingent upon CVES' attorney approval.

Note: One additional Financial Advisory Service submitted a proposal: Bernard P. Donegan, Inc. of Victor, NY. All Board Members present voted yes—motion carried.

**STRATEGIC PLAN  
UPDATE**

Dr. Davey informed the Board of the recent Divisional Planning Team (DPT) meeting on March 20<sup>th</sup> where District-wide and Divisional updates were given and the 2017-18 annual survey was updated. The DPT also discussed the upcoming Annual Strategic Plan Online Survey that will be administered to all staff April 9<sup>th</sup> – April 20<sup>th</sup>.

SUPERINTENDENT'S  
UPDATE

Dr. Davey shared with the Board the 2018-19 NYS Budget updates and information regarding the Rural Schools Association. Next, he informed the Board on the most recent updates to both the Assistant Superintendent of Management Services (ASMS) Search and the Health Insurance Consortium 2018-19 budget increase approved at the March meeting. Third, Dr. Davey updated the Board on ADK P-TECH program's recent leadership discussions and shared a handout showing the districts' zero net cost of tuition after the following year's state aid and grant reimbursement. Next, the Board was reminded of the six vacant seats that will be up for election on April 26, 2018. Finally, Dr. Davey updated the Board on his most recent component visits as well as indicated the upcoming schedule of component districts to visit.

OTHER

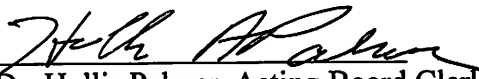
Linda Gonyo-Horne reminded everyone that she can still provide flags for free through Woodman of the World / WoodmanLife if there is any interest. She also discussed the opportunities available for anyone interested in volunteering to be on the Rural Schools Association Board. Mrs. Gonyo-Horne gave kudos to all involved with the recent spelling bee and informed the Board that it was excellent. The Board also discussed attendance at the upcoming 99th Annual NYSSBA Convention & Education Expo in New York City, October 25-27.

NEXT BOARD  
MEETING

The next Board Meeting will be held on Wednesday, April 11, 2018, at the Instructional Services Center in Plattsburgh, a Proposed Executive Session will begin at 6:30 p.m., with the Annual Meeting beginning at 7:30 p.m. and the regular monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, to adjourn the meeting at 9:18 p.m. All Board Members present voted yes—motion carried.

  
Dr. Hollis Palmer, Acting Board Clerk