

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

DATE: April 11, 2018

KIND OF MEETING: Regular Board Meeting

PLACE: Instructional Services Center, Plattsburgh, NY

Board Members Present:

Larry Barcomb
Linda Gonyo-Horne
Richard Harriman, Sr.
Donna LaRocque
Ed Marin
Thomas McCabe
Bruce Murdock
Lori Saunders
Florence Sears
Michael St. Pierre

Board Members Absent:

Leisa Boise
Evan Glading
Mark R. Henry
Richard Malaney
Paul Mudie

District Superintendent

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Teri Calabrese-Gray
Michael Horne
Jennifer Parker
Daniel Mayberry
Christine Myers
Reginald McDonald
Michele Friedman
Hollis Palmer
James R. McCartney III

Rod Sherman
Garrett Hamlin
Betsy Laundrie
Mark Allen
Dal Valentioi
Christine Crowley
Michael Shusda
Eric Bell

MEETING
TO ORDER

President Barcomb called the meeting to order at 6:36 p.m.

CV-TEC PLANT
SALES
ANNOUNCEMENT

Jennifer Parker, CV-TEC co-teacher of Environmental Conservation and Forestry, informed the Board that the students of the program are wrapping up the maple sugaring season and heading into the plant season. Their annual plant sale will begin on May 1st and will run every Tuesday and Thursday through May 31st. The plant sale brochure was shared with the Board including a list of sale times, dates and plants available for purchase.

EXECUTIVE
SESSION

Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque, that the Board go into Executive Session at 6:43 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); #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;; #9 - A matter related to a specific student of the district. In Executive Session, the District Superintendent reviewed and discussed the evaluation timeline and confirmed its process. Next, several contractual items were discussed and an update was provided on a CVES administrative search underway. Several personnel matters were discussed and a labor relations update was provided. Lastly, a matter of potential student discipline was shared with the Board. All Board Members present voted yes—motion carried.

Mr. Murdock moved, seconded by Mrs. LaRocque, to come out of Executive Session at 8:02 p.m. All Board Members present voted yes—motion carried.

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OPINIONS &
CONCERNS FROM
THE AUDIENCE

Dr. Palmer informed the Board that Jim McCartney has been in contact with a local factory that is closing, and is in conversation regarding potential donations of equipment to CVES. Mr. McCartney was thanked for his efforts on this matter. Mrs. Friedman invited each Board member to attend CV-TEC open house at the Plattsburgh Campus on April 17th and at the Mineville Campus on April 18th. Mrs. Teri Calabrese-Gray shared a heroic story on behalf of Mr. McDonald and his wife who recently came across a four-car accident while traveling in Kentucky. Mr. McDonald and his wife bravely pulled a woman from a burning car and were able to help others in the wreckage as well.

FINANCING A
POTENTIAL
BOCES CAPITAL
PROJECT
PRESENTATION

The financial advisors for the potential BOCES Capital Project from Fiscal Advisors & Marketing, Inc. were present to provide a presentation to the CVES Board. Ms. Christine Crowley, CIPMA, Vice President/Municipal Advisor and Mr. Michael Shusda, Accounting Services, shared the PowerPoint presentation titled "A Proposed Capital Project Financing Overview". The presentation detailed the potential timeline for both pre-referendum and post-referendum steps by CVES and how best to maximize aidability of a potential project. Ms. Crowley and Mr. Shusda informed the Board of the two types of finance options for the project. First, they explained the Dormitory Authority of the State of New York (DASNY) option. The second option of financing is where each component district can finance their share of the project independently, and that each option had their share of advantages and disadvantages. Finally, they presented a hypothetical cost scenario of the cost to each district based on their current resident weighted average daily attendance (RWADA).

FACILITIES
ADVISORY
COMMITTEE
UPDATE

Dr. Mark Davey and Dr. Hollis Palmer updated the Board on the most recent Facilities Advisory Committee (FAC) meeting held on March 28, 2018. During this meeting, the committee came to a consensus recommendation regarding the potential purchase of the Satellite campus, if in the future, the CVES Board recommends moving forward with the potential Capital Project. Next, the FAC committee reviewed several priority items to be considered in the Capital Project, including, but not limited to a new roof at the Plattsburgh main campus, new energy efficient windows and renovated bathrooms to meet current students needs. The next FAC meeting will be held on April 23, 2018. The FAC committee hopes to conclude their discussions and finalize their draft recommendations to be shared with the CVES Board on May 9, 2018. Lastly, Garrett Hamlin of Tetra Tech Architects & Engineers, presented a potential timeline for the BOCES Capital Project if approved later this year. Mr. Hamlin addressed critical need items, scope considerations and preliminary sketches. Mrs. Lori Saunders inquired about CVES' plan to communicate to the community and component districts. She wanted to insure that CVES had a thorough and extensive public relations approach involving both in-house and external PR assistance available to educate our BOCES-wide stakeholders including school districts, superintendents, parents and community members throughout our 17 component districts.

PREVIOUS
MINUTES

Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque, that the Board approve the minutes of the March 22, 2018 Regular Board meeting as presented. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

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

CERTIFICATION
OF WARRANT

(9a) Certification of Warrant for March 5, 2018 to March 23, 2018, be accepted as presented.

TREASURER’S
REPORT

(9b) Approve the Treasurer’s Report from February 28, 2018.

DONATION

(9c) Approve the following Donation:

1. Donation of a Rolling Job Box from Mike Ryan, with an estimated value of \$2,000.00. This donation will benefit the students of the Electrical Design Classroom.

CROSS-
CONTRACT
BUDGETS

(9d) Approve the following Cross-Contract Budgets:

1. Recruitment Component with Frontline Education – Franklin-Essex-Hamilton BOCES budget in the amount of \$30,000 for the 2017-2018 school year, to accommodate a cross contract with FEH BOCES and Beekmantown. (Co-Ser 626 – Management Services)

2. Transportation CTE Shuttles – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget in the amount of \$100 for the 2017-2018 school year, to accommodate a cross contract with WSWHE BOCES and Schroon Lake. (Co-Ser 652 – Management Services)

CROSS-
CONTRACT
BUDGET
INCREASE

(9e) Approve the following Cross Contract Budget Increase:

1. Substitute Coordination – Franklin-Essex-Hamilton BOCES budget from \$3,400 to \$22,900, for the 2017-2018 school year, to accommodate for increased service requests with FEH BOCES. (Beekmantown, Schroon Lake) (Co-Ser 618 – Management Services)

COMMUNICATION
SITE CONTRACT

(9f) Approve the following Communication Site Contract:

1. Contract between Clinton-Essex-Warren-Washington BOCES and Wendland Communications, LLC for the purpose of leasing telecommunications space in the Town of Monkton, Vermont for a period of three years beginning April 1, 2018 and ending March 31, 2021. Commencing with the initial contract term of April 1, 2018 through March 31, 2019 the rent shall be \$4,600. For the second and third contract term the base rent shall remain the same, with Consumer Price Index (CPI) increases allowed. (ISC)

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- INDEPENDENT AUDITOR APPOINTMENT/MANAGEMENT LETTER (9g) Appoint West & Company, CPAs, PC, of Gloversville, NY, as the CEWW BOCES Independent Auditor for the 2017-18 audits (to be conducted during the 2018-19 school year) and approve the engagement letter (attached). The fee for the 2017-18 audit is \$16,500.
- CONSENT AGENDA PERSONNEL Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, to approve the following Consent Agenda Personnel items 11a –11j as presented. All Board Members present voted yes— motion carried.
- RESIGNATION FESSETTE (11a) Accept the following letter of Resignation:
1. April Fessette, Typist, effective April 6, 2018.
- LEAVE OF ABSENCE CROMP-TESTO (11b) Leave of Absence:
1. Kimberly Crompt-Testo, unpaid leave of absence, effective March 13, 2018 – May 29, 2018.
- TERMINATION PATRIE (11c) Terminate the following person in accordance with Civil Service Law:
1. Thomas Patrie, Teacher Aide/ Student Aide, Effective February 20, 2018.
- CIVIL SERVICE PROBATIONARY APPOINTMENT FOX (11d) Appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:
1. Jennie Fox, Teacher Aide/Student Aide, Effective April 12, 2018, Annualized Salary of \$15,976.00 (Prorated), Actual Earned Salary of \$4,174.53 (2017-2018).
- PERMANENT APPOINTMENT NGUYEN (11e) Grant a Permanent Appointment (Civil Service) to the following person:
1. Nhi Nguyen, Teacher Aide/Student Aide, effective May 11, 2018.
- AMEND TEMPORARY APPOINTMENT SCOVILLE-UPHAM (11f) Amend the effective date to April 23, 2018 through June 30, 2018 (from April 16, 2018 through June 30, 2018) that was approved at the March 22, 2018 Board meeting whereby the Board granted a Temporary appointment to Douglas Scoville-Upham as a Special Education Teacher.
- ADULT EDUCATION INSTRUCTOR (11g) Approve the following Adult Education Course Instructor for the 2017-2018 school year:
Adult Education Instructor – Contract (\$37.00/hour)
Katie Brooks

FACILITATOR

(11h) Approve the following list of Facilitators for the period of March 23, 2018 through June 30, 2018:

Facilitator (\$30.00/hour)
Theresa Crowningshield

TEMPORARY GRANT APPOINTMENTS

(11i) Approve the following Temporary Grant appointments through December 31, 2018 as follows:

1. Brenden Lawliss, Work Study Student, not to exceed 160 hours, at the rate of \$10.40/hour
2. Danielle Stevens, Work Study Student, not to exceed 160 hours, at the rate of \$10.40/hour.
3. Biandi Batu-Tiako, Work Study Student, not to exceed 160 hours, at the rate of \$10.40/hour.
4. Brandon Bouchard, Work Study Student, not to exceed 160 hours, at the rate of \$10.40/hour.
5. Eric Serlock, Work Study Student, not to exceed 160 hours, at the rate of \$10.40/hour.

SUBSTITUTES

(11j) Approve the following list of substitutes:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Location</u>
Eric Cassavaugh	Temp on Call Teacher Aide/Student Aide	\$73.00/day	WAF
Eric Cassavaugh	Sub Teaching Assistant	\$80.00/day	WAF
Emily Hogan	Temp on Call Teacher Aide/Student Aide	\$73.00/day	WAF

APPROVAL TO ATTEND CONFERENCE

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the following Request for Approval to attend conference/workshop as follows:

1. Linda Gonyo-Horne, Rural Schools Association Meeting, July 8-10, 2018 in Cooperstown (overnight accommodations needed).
2. Richard Harriman, Sr., Rural Schools Association Meeting, July 8-10, 2018 in Cooperstown (overnight accommodations needed).

All Board Members present voted yes—motion carried.

UNUSED SNOW DAY

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

WHEREBY there is an excess of snow/emergency closure days in the calendar and that (2) days be deleted from the scheduled work year at the Plattsburgh Campus due to unused snow/emergency closure days;

UNUSED SNOW
DAY CONTINUED

THEREFORE, BE IT RESOLVED, that May 25 and 29, 2018 will be designated as unused snow/emergency closure days for all 10-Month employees at the Plattsburgh Campuses and employees will not be required to report to work; **AND**,

WHEREBY, a side letter of agreement will also be formulated with the Administrative, Managerial, Confidential, and 12-Month Support Staff Units that will allow them the following with the understanding that it can be approved or disapproved on a year-to-year basis;

For all 12-Month employees at the Plattsburgh Campuses, May 25 and 29, 2018 will be designated as unused snow/emergency closure days and employees will not be required to report to work. All Board Members present voted yes—motion carried.

CVES REPORT
CARD

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the CVES Report Card as presented at the Annual Meeting. All Board Members present voted yes—motion carried.

PROPOSAL

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board accept a proposal submitted by Chazen Companies of Queensbury NY for Wetland Investigation and Endangered Species Review for the anticipated Capital Project. Reviews will take place at the Plattsburgh Main Campus, the Plattsburgh Satellite Campus, and the Mineville Campus for the total amount of \$10,305. The commencement date for services is April of 2018. Be it further recommended that the CVES Board President be granted authority to enter into a service agreement contract contingent upon CVES' attorney approval. Note: No additional proposals were received. All Board Members present voted yes—motion carried.

TEMPORARY
APPOINTMENT
FORD-JOHNSTON

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board appoint the following person to a Temporary Appointment as follows:

1. Cynthia Ford-Johnston, Interim Principal, Effective April 12, 2018 through June 30, 2018, Salary of \$450/day. All Board Members present voted yes—motion carried.

STRATEGIC PLAN
UPDATE

Dr. Davey informed the Board that the 5th Annual Strategic Plan Online Survey is currently being administered to all staff from April 9th – April 20th. All staff is being encouraged to participate as their feedback is important. The Annual CVES Survey presentation will be shared with the Board on May 9, 2018 during the next monthly meeting.

SUPERINTENDENT'S
UPDATE

Dr. Davey shared with the Board a brief overview of the 2018-19 NYS Approved Budget Highlights. Next, he informed the Board that the first round of interviews for the Assistant Superintendent of Management Services (ASMS) search will be held on April 16, 2018. Third, Dr. Davey updated the Board on the ADK P-TECH program's recent decisions and next steps. Next, the Board was reminded of the upcoming 2018-19 CVES Administrative & Capital Budget component district's Boards of Education and CVES

SUPERINTENDENT'S
UPDATE
CONTINUED


Board member 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.

NEXT BOARD
MEETING

The next Board Meeting will be held on Wednesday, May 9, 2018, at the Yandon-Dillon Center in Mineville, a Proposed Executive Session will begin at 6:30 p.m., with the regular monthly meeting to follow.

ADJOURNMENT

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, to adjourn the meeting at 10:35 p.m. All Board Members present voted yes—motion carried.


Meaghan Rabideau, Board Clerk