

CHAMPLAIN VALLEY EDUCATIONAL SERVICES  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
Sole Supervisory District of Clinton, Essex, Warren and Washington Counties

**AGENDA FOR BOARD MEETING TO BE HELD AT THE YANDON-DILLON CENTER IN MINEVILLE ON  
JULY 11, 2018, PROPOSED EXECUTIVE SESSION AT 6:30 PM – MEETING AT 7:30 P.M.**

- No Action      1. CALL TO ORDER: DISTRICT SUPERINTENDENT
  - a.      The Pledge of Allegiance
  - b.      Roll Call of Board Members
  - c.      Introduction of All Present
  
- No Action      2. OATH OF OFFICE (PLEASE SIGN AND HAVE NOTARIZED AT MEETING)  
(Larry Barcomb, Linda Gonyo-Horne, Evan Glading)
  
- Action          3. ELECTION OF THE BOARD PRESIDENT/Oath of Office
  
- Action          4. ELECTION OF THE BOARD VICE PRESIDENT/Oath of Office
  
- Action          5. ELECTION OF THE BOARD DEPUTY VICE PRESIDENT/Oath of Office
  
- Action          6. APPOINTMENT OF VACANT BOARD MEMBER SEAT/Oath of Office
  
- No Action      7. EXECUTIVE SESSION
  
- 8. CONSENT AGENDA RE-ORGANIZATIONAL
  - Action          a.      Appointment of the Clerk of the Board/Oath of Office (Enc. 1)
  - Action          b.      Appointment of the Deputy Clerk of the Board/Oath of Office (Enc. 2)
  - Action          c.      Appointment of the Treasurer of the Board/Oath of Office (Enc. 3)
  - Action          d.      Appointment of the Deputy Treasurer of the Board/Oath of Office (Enc. 4)
  - Action          e.      Appointment of Claims Auditor/Oath of Office (Enc. 5)
  - Action          f.      Appointment of Deputy Claims Auditor/Payroll Auditor/Oath of Office (Enc. 6)
  - Action          g.      Appointment of Purchasing Agent (Enc. 7)
  - Action          h.      Appointment of Central Treasurer-Extraclassroom (Enc. 8)
  - Action          i.      Appointment of Records Access Officer (Enc. 9)
  - Action          j.      Appointment of Records Access Appeals Officer (Enc. 10)
  - Action          k.      Appointment of Records Management Officer (Enc. 11)
  - Action          l.      Appointment of Asbestos Designee (Enc. 12)
  - Action          m.      Appointment of Civil Rights Officers (Enc. 13)
  - Action          n.      Appointment of Section 504 Officer (Enc. 14)
  - Action          o.      Appointment of Medicaid Compliance Officer (Enc. 15)
  - Action          p.      Designating Personnel to Keep Attendance Register (Enc. 16)
  - Action          q.      Designating Official Bank Depositories (Enc. 17)
  - Action          r.      Authorization of Signatures on Checks (Enc. 18)
  - Action          s.      Authorization to Certify Payrolls (Enc. 19)
  - Action          t.      Authorization to Approve Attendance at Conferences, Conventions & Workshops (Enc. 20)
  - Action          u.      Authorization to Apply for Grants and Aid (Enc. 21)
  - Action          v.      Extraclassroom Activity Fund (Enc. 22)

- Action w. Extraclassroom Faculty Auditor (Enc. 23)
- Action x. Authorization of Individuals to Collect Money (Enc. 24)
- Action y. Dignity Act Coordinators (Enc. 25)

No Action 9. OPINIONS AND CONCERNS FROM THE AUDIENCE (Enc. 26)

No Action 10. CAPITAL PROJECT UPDATE (Enc. 27)  
--Dr. Mark Davey, Mr. Eric Bell & Mr. Garrett Hamlin, Tetra Tech Architects & Engineers

Action 11. MINUTES OF PREVIOUS MEETING  
a. June 13, 2018 (Enc. 28)

12. CONSENT AGENDA FINANCIAL
- Action a. Certification of Warrant (Enc. 29)
  - Action b. Treasurer's Report (Enc. 30)
  - Action c. Petty Cash Funds (Enc. 31)
  - Action d. Change Funds (Enc. 32)
  - Action e. Donations (Enc. 33)
  - Action f. Special Aid Fund Projects (Enc. 34)
  - Action g. Cross Contracts (Enc. 35)
  - Action h. Contractor/Consultant Agreements (Enc. 36)
  - Action i. Lease Extension Addendum (Enc. 37)
  - Action j. Agreement Renewal (Enc. 38)
  - Action k. Participation in Cooperative Purchasing Program (Enc. 39)

13. OLD BUSINESS

Committees

- Action a. Budget Committee (Enc. 40)
- Action b. Audit Committee (Enc. 41)

14. CONSENT AGENDA PERSONNEL

- Action a. Resignations (Enc. 42)
- Action b. Abolishments (Enc. 43)
- Action c. Four-Year Probationary Appointments (Enc. 44)
- Action d. Salary Increase (Enc. 45)
- Action e. Temporary Appointment (Enc. 46)
- Action f. Part-Time Appointment (Enc. 47)
- Action g. Additional Work (Enc. 48)
- Action h. Interim Administrator (Enc. 49)
- Action i. Adult Education Instructor (Enc. 50)
- Action j. Facilitators, Curriculum Writers, Scorers (Enc. 51)
- Action k. 2018 Special Education Summer School Additions (Enc. 52)
- Action l. 2018 Summer Work (Enc. 53)

15. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. Appoint Board Reps to Serve on Clinton/Essex County School Boards (Enc. 54)
- Action b. Appoint Voting Delegate/Alternate for NYSSBA Convention (Enc. 55)
- Action c. Appoint NYSSBA Legislative Liaison (Enc. 56)
- Action d. CV-TEC Advisory Council Members (Enc. 57)
- Action e. Settlement Agreement (Enc. 58)
- Action f. Memorandum of Understanding (Enc. 59)
- Action g. Administrative Unit Collective Bargaining Agreement (Enc. 60)
- Action h. Request for Approval to Attend Conference/Workshop (Enc. 61)
- Action i. Resolution to Approve Staffing Updates/Changes for Safety Plans (Enc. 62)
- No Action j. Revised Policies –1<sup>st</sup> Reading (Enc. 63)
- No Action k. Policies to be Reviewed Annually (Enc. 64)
- No Action l. Policy Requiring Board Members Signature (Enc. 65)

16. NEW BUSINESS

- No Action a. None this Month

No Action 17. STRATEGIC PLAN UPDATE – Dr. Mark Davey

No Action 18. DISTRICT SUPERINTENDENT’S UPDATE

No Action 19. OTHER

No Action 20. NEXT BOARD MEETING

Wednesday, August 22, 2018, at the Instructional Services Center in Plattsburgh – Proposed Executive Session at 6:30 p.m. – Meeting at 7:30 p.m.

No Action 21. REPORTS FROM DIRECTORS (Enc. 66)

Action 22. ADJOURNMENT

# CHAMPLAIN VALLEY EDUCATIONAL SERVICES

## VISION

*TO MEET THE NEEDS AND EXPECTATIONS OF COMPONENT SCHOOLS, COMMUNITIES, AND ALL LEARNERS WHO ARE EFFECTED BY OUR SERVICES.*

## MISSION

*CVES, IN PARTNERSHIP WITH LOCAL SCHOOL DISTRICTS AND THEIR COMMUNITIES, THE BOARD OF REGENTS AND THE COMMISSIONER OF EDUCATION, WILL BE A LEADER IN PROVIDING QUALITY, COST-EFFECTIVE PROGRAMS AND SERVICES THAT SUPPORT SCHOOL DISTRICTS AND THEIR COMMUNITIES TO ACHIEVE HIGHER STANDARDS THROUGH ENHANCED EDUCATIONAL OPPORTUNITIES.*

## IMPORTANT DATES

August 22, 2018	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
September 12, 2018	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
October 10, 2018	Special Education Open House/Community Resources Fair
October 10, 2018	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
October 24, 2018	CV-TEC Family Night – Plattsburgh – 6:00 p.m.
October 25, 2018	CV-TEC Family Night – Mineville – 6:00 p.m.
October 25-27, 2018	NYSSBA Convention – New York City
November 1, 2018	Board Budget Committee Meeting – Discuss Budget Development & Review 2019-20 Challenges – Instructional Services Center, Plattsburgh 7:00 p.m.
November 14, 2018	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
December 4, 2018	Board Budget Committee Meeting – Review Reconciliations & Set Parameters for 2019-20 Budgets – Instructional Services Center, Plattsburgh 7:00 p.m.
December 12, 2018	Board Meeting – John Harrold Center, Plattsburgh – 7:30 p.m.
January 9, 2019	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
January 24, 2019	Board Budget Committee Meeting – Analyze/Discuss Preliminary 2019-20 Budgets – Finalize Draft Budgets – ISC, Plattsburgh - 7:00 p.m.
February 13, 2019	Board Meeting/Budget Presentations – Instr. Serv. Center, Plattsburgh – 6:30 p.m.
February 14-16, 2019	AASA Convention – Los Angeles, CA
March 13, 2019	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
Mar. 30–Apr. 1, 2019	NSBA Convention – Philadelphia, PA
April 4, 2019	CV-TEC Open House – Plattsburgh – 6:00 p.m.
April 9, 2019	CV-TEC Open House – Mineville – 6:00 p.m.
April 10, 2019	Annual Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
April 25, 2019	Election of CVES Board Members and Vote on Administrative Budget
May 8, 2019	Board Meeting – Instr. Serv. Center, Plattsburgh – 6:30 p.m.
May 14, 2019	NTHS Ceremony – Rainbow Banquet Hall, Altona – 7:00 p.m.
May 22, 2019	NTHS Ceremony – Moriah High School Auditorium – 7:00 p.m.
May 29, 2019	SkillsUSA Awards – Elk’s Lodge – 6:00 p.m.
June 6, 2019	No. Country Loggers Awards Banquet – 6:00 p.m.
June 7, 2019	Special Ed Career Pathways Ceremony – SUNY Giltz Auditorium – 9:30 a.m.
June 15, 2019	HSED Graduation – Westside Ballroom – 1:00 p.m.
June 12, 2019	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
June 19, 2019	CV-TEC Mineville Graduation Ceremony – Moriah Central School – 7:00 p.m.
June 20, 2019	CV-TEC Plattsburgh Graduation Ceremony – SUNY Field House – 7:00 p.m.

## **MOTIONS TO ENTER INTO EXECUTIVE SESSION**

1. A MATTER WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED
2. A MATTER WHICH MAY DISCLOSE THE IDENTITY OF A LAW ENFORCEMENT AGENT OR INFORMER
3. A MATTER OF INFORMATION RELATING TO A CURRENT OR FUTURE INVESTIGATION OR PROSECUTION OF A CRIMINAL OFFENSE WHICH WOULD IMPERIL EFFECTIVE LAW ENFORCEMENT IF DISCLOSED
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
7. A MATTER OF THE PREPARATION, GRADING OR ADMINISTRATION OF EXAMINATIONS
8. A MATTER OF THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY THE SCHOOL DISTRICT IF SUCH DISCUSSION PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF
9. A MATTER RELATED TO A SPECIFIC STUDENT OF THE DISTRICT

## **ENC. 1**

Recommend that the Board appoint Meaghan Rabideau to the position of Board Clerk, effective July 11, 2018 through the July 2019 Reorganization Meeting, per terms and conditions of Employment Agreement.

## **ENC. 2**

Recommend that the Board appoint Louise Jackstadt to the position of Deputy Board Clerk, as needed, effective July 11, 2018 through the July 2019 Reorganization Meeting, with an additional compensation of \$47.75/hour for hours worked beyond the contractual work day.

## **ENC. 3**

Recommend that the Board appoint Christine Myers to the position of Treasurer of the Board, effective July 11, 2018 through the July 2019 Reorganization Meeting, per terms and conditions of Employment Agreement.

## **ENC. 4**

Recommend that the Board appoint Sherry Aguglia to the position of Deputy Treasurer of the Board, as needed, effective July 11, 2018 through the July 2019 Reorganization Meeting, with an additional compensation of \$46.49/hour for hours worked beyond the contractual work day.

## **ENC. 5**

Recommend that the Board appoint Angela Jennette to the position of Claims Auditor, effective July 11, 2018 through the July 2019 Reorganization Meeting, with an additional compensation of \$35.00/hour for hours worked beyond the contractual work day.

## **ENC. 6**

Recommend that the Board appoint Jessie Moulton to the position of Deputy Claims Auditor/Payroll Auditor, effective July 11, 2018 through the July 2019 Reorganization Meeting, with an additional compensation of \$42.75/hour for hours worked beyond the contractual work day.

## **ENC. 7**

Recommend that the Board appoint Stephanie Trombly to the position of Purchasing Agent, effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 15**

Recommend that the Board appoint Bonnie Berry as Medicaid Compliance Officer (to replace Reginald McDonald) effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 16**

Recommend that the Board designate Jeffrey Sisson to supervise the keeping of the register of attendance in accordance with the Attendance Policy #4890, effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 17**

1. Recommend that the Board designate TD Bank and New York Cooperative Liquid Assets Security System (NYCLASS) as the official depositories for CVES operating accounts for the 2018-19 school year.
2. Recommend that the Board designate the following banks as official depositories for temporary investments, as authorized by Board Policy, for the 2018-19 school year: TD Bank, Community Bank, Glens Falls National Bank & Trust Co., National Bank and Trust (NBT), KeyBank, Champlain National Bank and Adirondack Bank.

## **ENC. 18**

Recommend that the Board authorize the Assistant Superintendent of Management Services, District Treasurer and the Deputy Treasurer to sign checks.

## **ENC. 19**

Recommend that the Board authorize the Assistant Superintendent of Management Services as Certifier of Payroll at no additional compensation, and appoint the Assistant Superintendent for Instruction & 21<sup>st</sup> Century Learning as Certifier of Payroll, as needed, effective July 11, 2018 through the July 2019 Reorganization Meeting, with an no additional compensation.

## **ENC. 20**

Recommend that the Board authorize the District Superintendent to approve attendance at conferences, conventions and workshops, including associated expenses based on CVES policy #6830.

## **ENC. 21**

Recommend that the Board authorize the District Superintendent to apply for grants and aid.

## **ENC. 22**

### Extraclassroom Activity Fund

This is the fund which accounts for the monies raised by students through their projects. There is a need to have staff involved with the management of this fund. It is recommended that the following people be appointed to monitor this fund, effective July 11, 2018 through July 2019 Reorganization Meeting, with no additional compensation:

Chief Faculty Advisors – Adam Facteau for the Plattsburgh Campus, James McCartney for the Satellite Campus, and Grace Stay for the Mineville Campus.

## **ENC. 23**

Recommend that the Board appoint the Assistant Superintendent of Management Services as the Extraclassroom Faculty Auditor, effective July 11, 2018 through the July 2019 Reorganization Meeting, at no additional compensation.

## **ENC. 24**

Recommend that the Board authorize the following individuals to collect money at all CVES locations for the 2018-19 school year:

### CV-TEC – Plattsburgh & Satellite Campuses

Bevan Gertsch-Cochran – Culinary Arts Management  
Tanner Senecal – Culinary Arts Management  
Jennifer Parker – Environmental Conservation/Forestry  
Joshua Pierce – Environmental Conservation/Forestry  
Beverly Thwaites - Cosmetology  
Lisa Banker – Cosmetology  
Erin Meyer – Animal Science/Veterinary Assistant  
Dana Grant – Animal Science/Veterinary Assistant  
Michael Guillette – Graphic Design & Communication  
Christina LeFevre - Adult Education Tuitions and other CV-TEC programs  
Debra Geddes – Adult Education Tuitions and other CV-TEC programs  
Kristen Parker – Adult Education Tuitions and other CV-TEC programs  
Laura Dancoes - Adult Education Tuitions and other CV-TEC programs  
Nicole Osika – Adult Education Tuitions and other CV-TEC programs  
Sherry Snow – Culinary Arts Management & Other Student Fees

### CV-TEC – Mineville

Kimberly Lincoln – Cosmetology  
Marcie Frasier – Special Education and CV-TEC program activities

### Special Education – Plattsburgh

Janet Arthur – Special Education program activities  
Donna Lavene - Special Education program activities  
Tonya Robinson – Work Experience program activities

### Special Education – Mineville

Joan McGowan – Career Pathways activities



## **ENC. 24 CONTINUED**

### Instructional Services Center

Julie Duprey – Participant fees and other ISC services  
Angela Jennette – Participant fees and other ISC services  
April Miner – Participant fees and other ISC services

### Business Office – Satellite Campus

Laura Sterling – Bank deposits and general collections  
Jessica LaClair – Bank deposits and general collections

### Cafeteria – Mineville Campus

Lynsey Roberts – Mineville School Lunch Program, Adult Sales  
Julie Holbrook – Mineville School Lunch Program, Adult Sales

## **ENC. 25**

Recommend that the Board approve the following Dignity Act Coordinators for the 2018-19 school year:

Adam Facteau – Main Campus  
James McCartney – Satellite Campus  
Grace Stay – Mineville Campus  
Daniel Valenzuela – WAF

## **ENC. 26**

Opinions and Concerns from the Audience

## **ENC. 27**

Capital Project Update

## **ENC. 28**

Recommend that the Board approve the Draft Minutes from the June 13, 2018 Regular Board meeting. (attached)

## **ENC. 29**

Recommend that the Board approve the Certification of Warrant for June 4, 2018 to June 29, 2018. (attached)

## **ENC. 30**

Recommend that the Board approve the Treasurer's Report for May 31, 2018. (attached)

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

DRAFT

DATE: June 13, 2018  
KIND OF MEETING: Regular Board Meeting  
PLACE: Instructional Services Center, Plattsburgh, NY

Board Members Present:

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

Board Members Absent:

Richard Malaney  
Paul Mudie

District Superintendent

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Betsy Laundrie  
Sherry Snow  
Lynn Ellsworth  
David J. Hollander  
Eric Bell  
Christine Myers  
Hollis Palmer  
Michele Friedman  
Reginald McDonald  
James R. McCartney III  
Garrett Hamlin  
Teri Calabrese-Gray  
Michael Horne

MEETING  
TO ORDER  
EXECUTIVE  
SESSION

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

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, 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; #5 a matter of collective negotiations pursuant to Article 14 of Civil Service Law (The Taylor Law); 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. The Board met to discuss and review the District Superintendent's annual evaluation. Jacqueline Kelleher, Esq. of Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC, Stafford, Owens, provided legal counsel on a matter of on-going litigation, and several employee matters including a disciplinary recommendation. Dr. Hollis Palmer provided an update on several CVES labor unit negotiations and two agreements, which had been reached. Dr. Davey provided an update on the Director of Special Education vacancy search which has been reopened. Lastly, several personnel matters were shared for Board consideration. All Board Members present voted yes—motion carried.

Mr. Murdock moved, seconded by Mrs. Boise, to come out of Executive Session at 8:40 p.m. All Board Members present voted yes—motion carried.

Meeting adjourned for Public Hearing on Code of Conduct at 8:51 p.m.

## **ENC. 8**

Recommend that the Board appoint Christine Myers to the position of Central Treasurer-Extraclassroom Activity Fund, effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 9**

Recommend that the Board appoint Meaghan Rabideau to the position of Records Access Officer, effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 10**

Recommend that the Board appoint Dr. Mark Davey to the position of Records Access Appeals Officer, effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 11**

Recommend that the Board appoint Christine Myers to the position of Records Management Officer, effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 12**

Recommend that the Board appoint Jeffrey Sisson as the Asbestos Designee, effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 13**

Recommend that the Board appoint James McCartney and Cathy Snow as CVES Civil Rights Compliance Officers, effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

## **ENC. 14**

Recommend that the Board appoint Bonnie Berry as CVES Section 504 Compliance Officer (to replace Reginald McDonald) effective July 11, 2018 through the July 2019 Reorganization Meeting, with no additional compensation.

PUBLIC HEARING  
ON CODE OF  
CONDUCT

Dr. Davey opened the Public Hearing for the CVES draft Code of Conduct. Mrs. Michele Friedman, Director of CV-TEC, gave a PowerPoint presentation that listed the members of the Code of Conduct Committee and highlighted a summary of the major updates/changes that the Committee made for 2018-19. The Summary of the major changes included the following: Section II: Definitions; Section III: Individual Rights & Responsibilities; Section VI: Prohibited Conduct; Section VII: Student Discipline: Consequences and Procedures; and Section XIV: Public Conduct on CVES Property. There were no concerns from the public. The Public Hearing ended at 8:57 p.m.

Meeting resumed at 8:57 p.m.

OPINIONS &  
CONCERNS FROM  
THE AUDIENCE

There were no opinions and concerns from the audience this evening. President Barcomb thanked both Mr. Reginald McDonald and Dr. Hollis Palmer for their service and offered well wishes to them both. Dr. Davey also thanked them both on behalf of CVES as they transition into their future roles.

STRATEGIC PLAN  
END-OF-YEAR  
UPDATE

Dr. Davey thanked the entire CVES staff, the CVES Board and District Planning Team for all of their support and participation. The Strategic Plan, completing its fourth year, continues to be a vibrant, relevant and comprehensive goal planning and implementation effort and initiative throughout CVES. Dr. Davey outlined several successes for the 2017-18 school year, which included the Facilities Advisory Committee, the 5<sup>th</sup> Annual Strategic Plan Survey, and continued Strategic Plan implementation. Lastly, Dr. Davey explained District-Wide initiatives with the Facilities Advisory Committee and Health Insurance Consortium. Teri Calabrese-Gray, Dr. Hollis Palmer, Michele Friedman and Reggie McDonald then provided divisional highlights and updates for the 2017-18 school year to the Board.

FACILITIES  
ADVISORY  
COMMITTEE  
UPDATE

Dr. Davey began the update by acknowledging the work of the FAC and the great strides the group has made this year. Next, Mr. Garrett Hamlin of Tetra Tech Architects & Engineers recognized Sano-Rubin Construction Services, the Capital Project Construction Management and Advisors, and explained how they and Tetra Tech are focused on costs at this point. The preliminary Wetlands delineation results were then outlined during the presentation, which will drive many factors and options while projecting project scope and budget. Mr. Hamlin also addressed building layouts and site concepts for Central Administration Offices, Traffic Safety Improvements at the Main Campus, Budgeting Process Updates, the Timeline and Next Steps of the project. Dr. Davey and Mr. Hamlin answered several questions about the potential budget and timeline for the Capital Project's timeline. A recommendation is planned to be made to the Board to approve the potential Capital Project at the August 2018 Board meeting.

PREVIOUS  
MINUTES

Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque, that the Board approve the minutes of the May 9, 2018 Regular Board meeting as presented. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

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

CERTIFICATION  
OF WARRANT

(9a) Certification of Warrant for April 30, 2018 to June 1, 2018, be accepted as presented.

TREASURER'S  
REPORT

(9b) Approve the Treasurer's Report from April 30, 2018.

PETTY CASH  
FUND BURSAR

(9c) Approve the following bursar for petty cash fund for the 2017-18 school year:

CV-TEC Satellite Campus – Laura Dancoes - \$100

BUDGET  
INCREASE

(9d) Approve the following Budget Increase:

1. Arts in Education budget from \$58,755 to \$62,755 for the 2017-18 school year due to increased participation. (ISC - 404)

CROSS-  
CONTRACT  
BUDGETS

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

1. Approve the Virtual Summer School – Albany-Schoharie-Schenectady-Saratoga BOCES budget in the amount of \$1,500 for the 2017-2018 school year, to accommodate a cross contract with Albany BOCES and Moriah. (Co-Ser 459 – ISC)

2. Approve the Odyssey of Mind – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget in the amount of \$500 for the 2017-2018 school year, to accommodate a cross contract with WSWHE BOCES and Schroon Lake. (Co-Ser 420 – ISC)

CROSS-  
CONTRACT  
BUDGET  
INCREASES

(9f) Approve the following Cross-Contract Budget Increases:

1. Arts in Education – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$100,000 to \$110,000, for the 2017-2018 school year, to accommodate for potential increased service requests with WSWHE BOCES. (Current participating districts are AuSable Valley, Elizabethtown-Lewis, Northern Adirondack, Peru, Ticonderoga, and Westport). (Co-Ser 406 – ISC)

2. Middle School RSS – Franklin-Essex-Hamilton BOCES budget from \$2,500 to \$4,000, for the 2017-2018 school year, to accommodate for additional service requests with FEH BOCES. (Northeastern-Clinton and Plattsburgh City). (Co-Ser 428 – ISC)

3. Substitute Coordination – Franklin-Essex-Hamilton budget from \$22,900 to \$26,300, for the 2017-2018 school year, to accommodate for additional service requests with FEH BOCES. (Beekmantown & Schroon Lake - Increase requested in March was for the wrong amount, this increase covers the full amount added by these districts). (Co-Ser 618 – Management Services)

SPECIAL AID  
FUND PROJECTS

(9g) Approve the following Special Aid Projects:

1. Employment Preparation Education (EPE) Special Aid Fund Project in the amount of \$460,428, for the period of July 1, 2018 through June 30, 2019 (pending State Education Department approval). (CV-TEC)
2. Regional Special Education Technical Assistance Support Centers (RSE-TASC) Special Aid Fund Project in the amount of \$214,530 for the period of July 1, 2018 through June 30, 2019 (pending SED approval). (Special Education)
3. Perkins IV/CTEIA- Basic Special Aid Fund Project in the amount of \$111,473, for the period of July 1, 2018 through June 30, 2019 (pending State Education Department approval). (CV-TEC)
4. North Country Region Career Pathways II Program (NCRCPP), in the amount of \$50,000 for the period of April 1, 2018 through March 31, 2019 (Pending a fully executed contract with North Country Workforce Partnership, Inc.) (CV-TEC)
5. Senator Betty Little Bullet Aid Special Aid Fund Project in the amount of \$150,000, to be used to help implement a new Early College High School Program & Pathways for the 2018-19 school year. (Administration)

SPECIAL AID  
FUND PROJECT  
CONTINUATIONS

(9h) Approve the following Special Aid Project Continuations:

1. That the Employment Preparation Education (EPE) Special Aid Fund Project be allowed to continue providing services for the period July 1- September 30, 2018. Expenditures are not to exceed \$124,301.
2. That the Perkins IV/CTEIA- Basic Special Aid Fund Project be allowed to continue providing services for the period July 1- September 30, 2018. Expenditures are not to exceed \$13,370.
3. That the Regional Special Education Technical Assistance Support Centers (RSE-TASC) Special Aid Fund Project be allowed to continue providing services for the period July 1- September 30, 2018. Expenditures are not to exceed \$52,387.

CONTRACTOR/  
CONSULTANT  
AGREEMENTS

(9i) Approve the following Contractor/Consultant Agreements:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Kelly McGinn for the purpose of obtaining Medicaid Speech oversight services including quarterly provider meetings, student observations, phone conferences, and Medicaid document review at a rate of \$95 per hour for the 2018-2019 school year. The current estimated annual expenditure for the agreement is \$18,850. (Special Education)

CONTRACTOR/  
CONSULTANT  
AGREEMENTS  
CONTINUED

2. 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 2018-2019 school year. The current estimated annual expenditure is \$10,600. (Special Education)

3. Agreement between Clinton-Essex-Warren-Washington BOCES and Armory Associates, LLC for the purpose of providing Annual Valuation Services of Other Post-Employment Benefits (GASB 75) to BOCES and participating districts. Rates for a full valuation are as follows: \$8,000 for employers with 500 plus members; \$7,000 for employers with 100 to 499 members; and \$5,500 for employers with less than 100 members. The rate for an interim valuation for all employers, regardless of the number of members, shall be \$1,000. The period of the agreement shall be July 1, 2018 through June 30, 2020 and may be extended, on an annual basis, for two additional twelve-month terms. (Administration)

4. Agreement between Clinton-Essex-Warren-Washington BOCES and Joseph Lavorando for Legal Services as needed, at a rate of \$98 per hour for the period July 1, 2018 through June 30, 2019. (Administration)

5. Agreement between Clinton-Essex-Warren-Washington BOCES and Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP for Legal Services as needed, at a rate of \$200 per hour for partners services and \$185 per hour for associates services for the period July 1, 2018 through June 30, 2019. (Administration)

6. Agreement between Clinton-Essex-Warren-Washington BOCES and Harris Beach, PLLC for Legal Services as needed, at a rate of \$200 per hour for attorney services and \$100 per hour for law clerk, paralegal, and legal research services for the period July 1, 2018 through June 30, 2019. (Administration)

7. Agreement between Clinton-Essex-Warren-Washington BOCES and Stafford, Owens, Murnane, Kelleher & Trombley, PLLC for Legal Services as needed, at a rate of \$187 per hour for school attorney services and \$80 per hour for paralegal services for the period July 1 through June 30, 2019. (Administration)

AGREEMENT FOR  
PROVISION OF  
FOOD SERVICES

(9j) Approve the following Agreement for Provision of Food Services:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and the Plattsburgh City School District ("PCS") under which PCS will supply lunch and breakfast meal services for students attending BOCES at the William A. Fritz Center in Plattsburgh for the 2018-19 school year and during the 2018 Special Education Summer School Program. Compensation to PCS will be in the form of the meal revenue funds generated by the service, including an operating loss provision, if needed, not to exceed \$40,000. (Special Education)

MEMORANDUM  
OF AGREEMENT

(9k) Approve the following Memorandum of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and the North Country Workforce Partnership, Inc. (NCWP) under which NCWP will reimburse BOCES for professional services rendered in connection with the North Country Region Career Pathways II Program (NCRCP) in an amount not to exceed \$50,000. The period of the agreement is April 1, 2018 through March 31, 2019. (CV TEC)

AGREEMENT

(9L) Approve the following Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES (CVES) and the University of Vermont Health Network Elizabethtown Community Hospital (UVMHN) under which UVMHN will provide the services of a Registered Professional Nurse (substitute School Nurse) at the CVES Mineville Campus for the dates of July 9, 2018 through June 30, 2019. The daily rate shall be \$225 per day, plus allowable expenses. The current estimated annual expenditure for the agreement is \$6,300. (Special Education)

MOTOROLA BID

(9m) Award the bid for F.M. Motorola Repeaters, Mobile, Portable Equipment, Related Software and Bus Mobile Video Systems to Wells Communication Service, Inc. of Plattsburgh, NY for the following amounts. Bid pricing shall remain valid for the dates of June 15, 2018 through June 14, 2019.

1. FM Repeater/Receiver (UHF), Model SRL 8000 - \$8,600
2. FM Repeater/Receiver(UHF), Model SRL 5700 - \$4,200
3. FM Mobile Radio(UHF), Model XPR5550e - \$1,190
4. FM Mobile Radio (For Removal of Old Equipment and Installation Mobile Only) - \$400
5. FM Control Station(UHF), Model XPR5550e - \$1,150
6. FM Portable Radio(UHF), Model XPR7550e - \$995
7. FM Portable Radio(UHF), Model XPR3500e - \$527
8. FM Portable Radio(UHF), Model SL 300 - \$349
9. FM Portable Radio(UHF), Model SL 3500e - \$545
10. FM Portable Radio(UHF), Model BRP 40/Analog (VHF) - \$185
11. FM Portable Radio(UHF), Model BPR 40 (UHF) - \$195
12. FM Restricted Access, Model HKVN4178 - No Charge

Additional options available from the Manufacturers catalog are available at the listed price less the following discounts:

Motorola Equipment/Listed Price: 25%

Motorola Accessories/Listed Price: 10%

Bus Mobil Video Equipment & Accessories/Listed Price: 15%

Notes: Wells Communication Service, Inc. was the sole bidder. Bid pricing will be open for use by bid participants including Clinton-Essex-Warren-Washington BOCES, St. Lawrence-Lewis BOCES, Franklin-Essex-Hamilton BOCES, Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, and their respective component districts.



UNCOLLECTIBLES (9n) Approve the write-off of the following list of uncollectible account receivables, after efforts to collect have been unsuccessful on these accounts over a year old. Under audit, these accounts are no longer considered current and should be written-off the financial records before year-end.

<u>Invoice#</u>	<u>Date of Invoice</u>	<u>Amount</u>	<u>Program</u>
113-17A	10/3/16	\$573.60	CV-TEC: Cosmetology
232-17A	5/23/17	200.00	CV-TEC: Student Damage
245-17A	6/30/17	30.00	CV-TEC: LPN Textbook Fee
246-17A	6/30/17	30.00	CV-TEC: LPN Textbook Fee
048-17A	9/23/17	947.00	CV-TEC: Env. Cons.Tuition
190-17A	2/1/17	680.50	CV-TEC: LPN Tuition
105-17A	9/30/16	1,018.00	CV-TEC: LPN Tuition
142-17A	10/11/16	90.00	CV-TEC: Pre-School
001-17C	5/23/17	8.25	Mineville Cafe.: Student Meals
003-17C	5/23/17	8.85	Mineville Cafe.: Student Meals
007-17C	6/30/17	161.90	Mineville Cafe.: Student Meals
004-17C	5/23/17	392.10	Mineville Cafe.: Student Meals
008-17C	6/30/17	90.80	Mineville Cafe.: Student Meals
020-17TA	9/28/16	290.26	Employee Insurance Co-Pays
034-17TA	2/2/17	188.44	Employee Insurance Co-Pays
042-17TA	6/6/17	188.44	Employee Insurance Co-Pays
045-17TA	6/26/17	600.98	Employee Insurance Co-Pays
026-17TA	11/8/16	6.00	Employee Insurance Co-Pays
011-17TA	9/20/16	58.16	Employee Insurance Co-Pays
012-17TA	9/20/16	<u>109.53</u>	Employee Insurance Co-Pays
		\$5,672.81	

CONSENT  
 AGENDA  
 PERSONNEL

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board remove item (11.d) from the Consent Agenda to be voted on separately. All Board Members present voted yes—motion carried.

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

RESIGNATIONS  
 FOR THE  
 PURPOSE OF  
 RETIREMENT  
 DUBUQUE,  
 BACON, RUBAL,  
 LAVENE

(11a) Accept the following letters of resignation for the purpose of Retirement:

1. Marlene Dubuque, Teaching Assistant, effective June 30, 2018
2. Lynn Bacon, Teacher Aide/Student Aide, effective June 29, 2018
3. Elaine Rubal, Occupational Therapist, effective June 30, 2018
4. Donna Lavene, Account Clerk/Typist Confidential, effective July 30, 2018

RESIGNATIONS  
HUBBARD,  
DENTON,  
CROMP-TESTO

- (11b) Accept the following letters of Resignation:
1. Zachrey Hubbard, Teaching Assistant, effective May 30, 2018
  2. Andrea Denton, Teaching Assistant, effective May 18, 2018
  3. Kimberly Crompt-Testo, Special Education Teacher, June 30, 2018

LEAVES OF  
ABSENCE  
WISTER, RYAN

- (11c) Leaves of Absence:
1. Beth Wister, unpaid leave of absence, effective June 7, 2018 - June 7, 2019
  2. Shawn Ryan, unpaid leave of absence, effective June 14, 2018 (half day) – June 22, 2018, for a total of 6.5 days

FOUR-YEAR  
PROBATIONARY  
APPOINTMENTS  
SNOW, BENKO

(11e) Appoint the following person to a Four-Year Probationary Appointment as follows:

1. Sherry Snow, Student Services Coordinator, Effective July 1, 2018, Annualized Base Salary of \$82,590.
2. Abram Benko, English Teacher (ADK P-TECH), Effective July 1, 2018, Annualized Base Salary of \$43,645, P-TECH Stipend of \$4,000.

(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).

Dr. Davey recognized Ms. Sherry Snow, who was in attendance, on her new appointment. Ms. Snow then thanked the Board for the opportunity and stated that she looks forward to her new role at CVES.

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENT  
MANOR

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

1. Taylor Manor, Teacher Aide/ Student Aide, Effective June 14, 2018, Annualized Salary of \$15,976 (prorated), Actual Earned Salary of \$560.76 (2017-18).

SALARY  
INCREASE  
WALDRON

(11g) Approve the following Salary Increase due to position change from Teacher to Curriculum Coordinator:

1. Angelina Waldron, 10-Month Curriculum Coordinator, \$2,296 increase, effective September 1, 2017 – June 30, 2018.

POSITION  
INCREASE  
WALDRON

(11h) Increase the following position:

1. Angelina Waldron, 10-Month Curriculum Coordinator to 12-Month Curriculum Coordinator, Effective July 1, 2018, Annualized Base Salary of \$78,860.

POSITION  
DECREASE  
WEISS

(11i) Decrease the following position:

1. Joanne Weiss, Library Media Specialist from 100% to 60%, Effective September 1, 2018, Annualized Salary of \$27,575.00.

PERMANENT  
APPOINTMENT  
SIMMONS

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

1. Kenneth Simmons, Custodial Worker, effective July 1, 2018.

RESCIND FOUR-  
YEAR  
PROBATIONARY  
APPOINTMENT

(11k) Upon the recommendation of the District Superintendent, to rescind the motion that was approved at the February 14, 2018 Board meeting, whereby the Board approved the probationary appointment of Shawn Ryan, Security and Law Enforcement Teacher.

ADDITIONAL  
WORK

(11L) Approve the following Additional Work for the 2017-2018 School Year:

<u>Name</u>	<u>Reason</u>	<u>Rate</u>
Thomas Rodriguez	Maple Sugaring Stipend (YD)	\$1,050/Stipend

LONG-TERM SUB  
ADMINISTRATOR

(11m) Approve the following list of Administrators for the period of July 1, 2018 through June 30, 2019:

Long-Term Sub Administrator (\$450.00/day)  
Bonnie Berry – Director of Special Education

FACILITATORS &  
CURRICULUM  
WRITERS

(11n) Approve the following list of Facilitators for the period of April 12, 2018 through June 30, 2018:

Facilitator (\$30.00/hour)  
David Slater  
Kim Mayer

Approve the following list of Facilitators & Curriculum Writers for the period of July 1, 2018 through June 30, 2019:

Facilitators (\$30.00/hour)

Melissa Adams	Wayne Magoon
Julie Ashline	Laurie Martin
Elizabeth Baker	Kerry Mero
Celeste (Cookie) Barker	Philip Mero

FACILITATORS &  
CURRICULUM  
WRITERS  
CONTINUED

Bonnie Berry	Julia Miller
John Bill	Jessica Mitchell-Briehl
Stephen Broadwell	Vince O'Driscoll
Mark Brown	Donald Olcott
Gregory Camelo	Joanna Orr
Tammy Casey	Jane Owens
Holley Christiansen	Jeanne Pasti
Teresa Cioppa	Anne King
Mary Clackler	Janel Kingsley
Brad Counterline	Jackie LaPoint
Theresa Crowningshield	Juliane LaRock
Deborah Daly	Mary Lou Leavitt
Carol Dandrow	Dean Lincoln
Heather Deans	Sonal Patel-Dame
Joy Demarse	Connie Pereau
Kim Denton	Brigitte Phillips
Cheryl Dodds	Cheryl Phillips
Terry Doty	Susan Picard
Brenda Drummond	Robyn Poulsen
Jennifer Dyer	Cheryl Pray
Penny Favreau	Mary Elaine Rice
Kaitlin Fielder	Joyce Rovers
Theresa Figoni	Charlene Rydgren
Sarah Fink	Ann Schmitt
Susanne Ford-Croghan	A. Paul Scott
Bernard Frederick, Jr.	James Sheffer
Jacquelyn Germain	Rebecca Shuman
Bonnie Gregware	JoAnne Slater
Judy Hoey	Lori Southwick
Derrick Hopkins	Susan Stafford-Gough
Katherine Houseal	Mary Ellen Stanton

Facilitators (\$30.00/hour)

Kathleen Howard	Theresa Tregan
Tracey Howard	Angie Waldron
Cheryl Hutchins	Elaine Whitcomb
Karen Irwin	Karen White
Robert Joyce	Paul Wisher

Curriculum Writers (\$25.00/hour)

Athena Angelos	Lori Lawrence
Kristin Barkman	Tammy Malark

FACILITATORS &  
 CURRICULUM  
 WRITERS  
CONTINUED

Jamie Billiter	Jordan Manor
Emily Blair	Damian Nevader
Pamela Blaise	Mike Nichols
Elizabeth Brown	Karissa Perkins
Emily Caron	Kevin Perkins
Heidi Danis	Penny Pombrio
Chad Duprey	Karen Richards
Jamie Gilmore	Krista Ringer
Kristie Gregory	Shawn Strack
Anne King	Amanda Trombley
Leslie LaBarge	Sandra Trombley
Stacy LaChapelle	Rebekah White
Samantha Lavigne	Wayne Willkins

SPECIAL  
 EDUCATION  
 SUMMER SCHOOL  
STAFFING

(11o) Approve the following list of 2018 Special Education Summer School Staffing:  
 (per diem rate of pay per contract)

<u>Employee</u>	<u>Position</u>	<u>Location</u>
Adams, Melissa	Teacher	WAF
Ashline, Julie	Teacher	WAF
Benway, Chelsea	Uncertified Teacher	WAF
Brown, Ashley	Uncertified Teacher	WAF
Dayton, Faye	Teacher	WAF
Falvey, Chris	Teacher	WAF
Gebhart, Amanda	Teacher	WAF
Gillespie, Nicole	Teacher	WAF
Haley, Jennifer	Teacher	WAF
Johnson, Lyndon	Teacher	YDEC
Lucia, Joelle	Teacher	WAF
McGowan, Joan	Teacher	YDEC
Mitchell, Sue	Teacher	WAF
Politano, Tedi	Teacher	WAF
Rhino, Crystal	Teacher	WAF
Supinski, Ellen	Teacher	WAF
Thompson, Alan	Teacher	YDEC
Wendling, Jordan	Teacher	WAF
Kayla Thorne	Teaching Assistant	WAF
Andrea Christiansen	Uncertified Teacher	WAF
Jaimie Plumadore	Substitute Teaching Asst.	WAF
Jaimie Plumadore	Substitute Nurse	WAF
Amy Ladue	Teaching Assistant	WAF
Birtz-Sisson, Laura	Speech	WAF
Cook, Erica	Speech	WAF
Gibbons-Campbell, Katie	Speech	WAF/YDEC
Hicks, Shanni	Speech	WAF

SPECIAL EDUCATION SUMMER SCHOOL STAFFING <u>CONTINUED</u>	Lee, Christie	Speech	WAF
	Midgett, Tina	Speech	WAF
	Rabideau, Bailey	Speech	WAF/YDEC
	Richards, Susan	Speech	WAF
	Strong, Nicole	Speech	WAF
	Lyndon Johnson	Substitute School Principal	YDEC
	Fleury-Desorcie, Marshia	School Social Worker	WAF
	Ducatte, Randy	School Counselor	WAF
	Fox, Grace	School Counselor	YDEC
	Kingsley, Janel	School Counselor	WAF
	Perez, Toni	School Social Worker	WAF
	Anderson, James	School Psychologist	YDEC
	Conroy, Melinda	Occupational Therapist	WAF
	Recore, Lisa COTA	Occupational Therapist	WAF/YDEC
	Crockett, Alyssa	Physical Therapist	YDEC
	Premore, Catherine	Physical Therapist	WAF
	Aintrazi, Diana	Teaching Assistant	WAF
	Beaudry, Joanne	Teaching Assistant	WAF
	Boyea, Sheilah	Teaching Assistant	WAF
	Christensen, Andrea	Teaching Assistant	WAF
	Gagnier, Whitney	Teaching Assistant	WAF
	Garrow, Becky	Teaching Assistant	WAF
	Gonyo, Jean	Teaching Assistant	YDEC
	Gough, Melissa	Teaching Assistant	YDEC
	Harrsch, Dennis	Teaching Assistant	WAF
	Java-Farnsworth, Kelly	Teaching Assistant	YDEC
	Lamere, Jerilyn	Teaching Assistant	WAF
	Lavoie, James	Teaching Assistant	WAF
	Lennon, Betsie	Teaching Assistant	WAF
	O'Connell, Louise	Teaching Assistant	WAF
	Schmitt, Ann	Teaching Assistant	WAF
	Slagenweit, Melissa	Teaching Assistant	WAF
Smith, Melissa	Teaching Assistant	WAF	
Smith, Tammy Ann	Teaching Assistant	WAF	
Spadafora, Brittany	Teaching Assistant	WAF	
Spoor, Cheryl	Teaching Assistant	WAF	
Tourville, Sue	Teaching Assistant	WAF	
VanAlphen, Heather	Teaching Assistant	WAF	
Worley, Caitlyn	Teaching Assistant	WAF	
Lareau-Kemp, Shirley	RN	WAF	
Pierce, Nicole	RN	WAF	
Spadafora, Maria	RN	YDEC	
Burke, Erin	Interpreter	WAF	
Cross, Claytan	Lifeguard	WAF	
Bordeau, Tina	Teacher Aide/Student Aide	WAF	

SPECIAL  
 EDUCATION  
 SUMMER SCHOOL  
 STAFFING  
CONTINUED

Borho, Mary Jane	Teacher Aide/Student Aide	YDEC
Boudrieau, Donna	Teacher Aide/Student Aide	WAF
Brinton, Marcia	Teacher Aide/Student Aide	WAF
Brousseau, Andrew	Teacher Aide/Student Aide	WAF
Cassevaugh, Christine	Teacher Aide/Student Aide	WAF
Comes, Penny	Teacher Aide/Student Aide	YDEC
Cross, Lucas	Teacher Aide/Student Aide	WAF
Daniels, Gladys	Teacher Aide/Student Aide	WAF
Desotell, Lisa	Teacher Aide/Student Aide	WAF
Eaton, Tammy	Teacher Aide/Student Aide	WAF
Edwards, Patti	Teacher Aide/Student Aide	YDEC
Everleth, Karen	Teacher Aide/Student Aide	WAF
Finnegan, Jordan	Teacher Aide/Student Aide	WAF
Fox, Jennie	Teacher Aide/Student Aide	YDEC
Geoffrey, Paulina	Teacher Aide/Student Aide	WAF
Gill, Surinderpal	Teacher Aide/Student Aide	WAF
Goyette, Tina	Teacher Aide/Student Aide	YDEC
Haran, Nicole	Teacher Aide/Student Aide	YDEC
Harris, Amanda	Teacher Aide/Student Aide	WAF
Hurley, Realelena	Teacher Aide/Student Aide	WAF
Katzfey, Bethany	Teacher Aide/Student Aide	WAF
Kotsogiannis, Kathleen	Teacher Aide/Student Aide	WAF
Lamere, Kaci	Teacher Aide/Student Aide	WAF
Ladeau, Erin	Teacher Aide/Student Aide	YDEC
Laventure, Katie	Teacher Aide/Student Aide	WAF
Macey, Pam	Teacher Aide/Student Aide	WAF
Manor, Taylor	Teacher Aide/Student Aide	WAF
Montroy, Donna	Teacher Aide/Student Aide	WAF
Morse, Brittany	Teacher Aide/Student Aide	WAF
Newell, Randa	Teacher Aide/Student Aide	WAF
Nguyen, Nhi	Teacher Aide/Student Aide	WAF
Norwood, Emily	Teacher Aide/Student Aide	WAF
Paynter, Melodie	Teacher Aide/Student Aide	WAF
Pray, Ashley	Teacher Aide/Student Aide	WAF
Provost, Carolyn	Teacher Aide/Student Aide	WAF
Pulsifer, Sherika	Teacher Aide/Student Aide	WAF
Romeo, Maryssa	Teacher Aide/Student Aide	WAF
Early, Andrea	Teacher Aide/Student Aide	WAF
Smith, Ciarra	Teacher Aide/Student Aide	WAF
Spring, Jill	Teacher Aide/Student Aide	YDEC
Tromblee, Amanda	Teacher Aide/Student Aide	WAF
Velie, Kara	Teacher Aide/Student Aide	WAF
Wood, Kayla	Teacher Aide/Student Aide	WAF
Woods, Chester	Teacher Aide/Student Aide	WAF
Yelle, Stacey	Teacher Aide/Student Aide	WAF

2018 SUMMER  
WORK

(11p) Approve the following 2018 Summer Work:

ADK P-TECH Instructional Work for the period of July 1, 2018 through September 2, 2018:

Dean Delano, not to exceed 6 days for instructional work  
Abram Benko, not to exceed 6 days for instructional work  
Kathy Bidelspach, not to exceed 5 days for instructional work  
Shelley Bouyea, not to exceed 5 days for instructional work  
Kim Denton, not to exceed 3 days for instructional work

ADK P-TECH Non-Instructional Work for the period of July 1, 2018 through September 2, 2018:

Dean Delano, not to exceed 56 hours for non-instructional work  
Abram Bento, not to exceed 56 hours for non-instructional work

Temporary Laborer O&M \$84.00/Daily

Chester Woods, not to exceed 65 Days  
John Shepard, not to exceed 65 Days

Electrical Work O&M \$50.00/Hour

Fred Johnson, not to exceed 300 hours

Autobody Work O&M \$50.00/Hour

Tom Tedford not to exceed 120 hours

Mechanic Work O&M \$50.00/Hour

Nicholas LaCroix, not to exceed 50 hours

Classroom/Program Relocation (compensation as per collective bargaining unit)

Nicholas LaCroix - Heavy Eq. /Diesel Mechanics Teacher, not to exceed 2 days

Curriculum Re-alignment. \$30/hour

Ellen Lamora -LPN Teacher, not to exceed 18 hours  
Erin Spoor - LPN Teacher, not to exceed 18 hours  
Shirley Lareau-Kemp - LPN Teacher, not to exceed 18 hours

PBIS Committee Work. not to exceed 15 hours. \$30/hour

Melissa Adams  
Joanne Beaudry  
Laura Birtz-Sisson  
Allison Bola  
Sheilah Boyea  
Ashley Brown  
Erica Cook



2018 SUMMER  
WORK  
CONTINUED

Becky Garrow  
Paulina Geoffrey  
Meredith Jacobs  
James LaVoie  
Joelle Lucia  
Crystal Rhino  
Kim Schafer  
Ellen Supinski  
Jessica Willette  
Caitlyn Worley

Life Skills Curriculum, not to exceed 30 hours, \$30/hour

Melissa Adams  
Kimberly Crompt-Testo  
Faye Dayton  
Laura Denton-Lawrence  
Amanda Gebhart  
Joan McGowan  
Tedi Politano  
Kayla Thorne

Wellness Committee Work, not to exceed 5 hours, \$30/hour

Dawn Abar  
Melissa Adams  
Paula Cormier  
Chris Falvey  
Rebecca Garrow  
Janel Kingsley  
Melissa Litts-Cass  
Kayla Wick

Autism-ABA Training, not to exceed 20 hours, \$30/hour

Crystal Rhino  
Rhona Stoffel  
Chris Falvey  
Ellen Supinski

Transition Services, not to exceed 15 days or 105 hours, \$30/hour

Amy LaDue  
Heather Van Alphen  
Ann Schmitt  
Caitlyn Worley

Suicide Training, not to exceed 3 days, \$30/hour

Marshia Fleury-Desorcie

2018 SUMMER  
WORK  
CONTINUED

Toni Perez  
Kim Denton  
Randy Ducatte  
Grace Fox  
Janel Kingsley  
Melodie St. Clair  
Jamie Niles  
James Anderson  
Ollie Bickel  
Paula Cormier  
Jill Eklof  
Brigitte Phillips

8:1:1 Academic / Behavior Curriculum, not to exceed 30 hours, \$30/hour

Anthony Biasini  
Jennifer Haley  
Lyndon Johnson  
Joelle Lucia  
Joe Mazzella  
Sue Mitchell  
Alan Thompson  
Douglas Upham

Summer Bus Driver, not to exceed 60 hours, \$39/hour  
Kim Mayer

For Continuation of Normal Work Year Duties

1. Brigitte Phillips, School Psychologist, not to exceed 20 days, per diem rate of pay.
2. Toni Perez, School Social Worker, not to exceed 10 days, per diem rate of pay.
3. Grace Fox, School Counselor, not to exceed 10 days, per diem rate of pay.
4. Susanne Ford-Croghan, School Library System Coordinator, not to exceed 20 days, per diem rate of pay.

2018-2019 Adult Employment Services

Diane Chriscaden- Teaching Assistant - \$19/hour

2018 Summer School Program Adult Employment Services

Diane Chriscaden- Teaching Assistant - \$25/hour

VOLUNTEER  
LORD

(11q) Approve the following list of Volunteer(s):

1. Emily Lord – Instructional Services Center

SUBSTITUTES

(11r) Approve the following list of substitutes:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Location</u>
Taylor Manor	On-Call TA/SA	\$73.00/Daily	WAF
Kaleigh Hack	Sub Teacher	\$100.00/Daily	CV-TEC
Kaleigh Hack	Sub Teaching Assistant	\$80.00/Daily	CV-TEC
Katelyn Atkinson	Sub Teacher	\$100.00/Daily	CV-TEC
Stephen Broadwell	Sub Principal	\$350.00/Daily	ISC
Bonnie Berry	Sub Principal	\$350.00/Daily	ISC
Sanford Coakley	Sub Principal	\$350.00/Daily	ISC

AUTHORIZATION OF INDIVIDUAL TO COLLECT MONEY

(11s) Authorize the following individual to collect money at the CVES Satellite Campus for the 2017-18 school year:

Business Office – Management Services

Laura Dancoes – Adult Education Tuitions and Fees & other CV-TEC Program Income

EXCESSING OF DIRECTOR OF HUMAN RESOURCES POSITION

Mrs. LaRocque moved, seconded by Mr. Murdock, that upon the recommendation of the District Superintendent, that effective June 30, 2018, the Director of Human Resources is exceeded. The incumbent, Rachel Risetto shall be placed on a Preferred Eligible List for a period of 4 years, which will start July 1, 2018, during which time she will have the right to be recalled on the basis of seniority in accordance with statute. All Board Members present voted yes, with the exception of Mrs. Gonyo-Horne who opposed—motion carried.

MEMORANDUM OF AGREEMENT BETWEEN CEWW BOCES AND THE CVES UNITED PROFESSIONALS UNIT

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board approve the Memorandum of Agreement between the C-E-W-W Board of Cooperative Educational Services and the CVES United Professionals Unit that acknowledges and agrees to pay Teaching Assistants during the Summer Education Program for the Summer of 2018 at a rate of \$25/hour.

All Board Members present voted yes—motion carried.

SIDE LETTER OF UNDERSTANDING BETWEEN CEWW BOCES AND THE CVES UNITED PROFESSIONALS UNIT

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board approve the Side Letter of Understanding between the C-E-W-W Board of Cooperative Educational Services and the CVES United Professionals Unit that acknowledges and agrees to pay Angelina Waldron the contractual difference in the annual rate paid to a Teacher and the annual rate paid to a Curriculum Coordinator for 2017-18 school year.

All Board Members present voted yes—motion carried.

SIDE LETTER OF UNDERSTANDING BETWEEN CEWW BOCES AND THE CVES CIVIL SERVICE EMPLOYEES ASSOCIATION

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the Side Letter of Understanding between the C-E-W-W Board of Cooperative Educational Services and the CVES Civil Service Employees Association that acknowledges and agrees to pay a Lifeguard an additional \$31/day while serving as a substitute teacher.

All Board Members present voted yes—motion carried.

EMPLOYMENT AGREEMENT PALMER

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that upon the recommendation of the District Superintendent, the Board ratify the Employment Agreement by and between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Dr. Hollis Palmer, Administrator, for the BOCES Health Insurance Consortium and the BOCES Workers Compensation Consortium to assist with matters relating to the business of the Consortiums; and administrative services for the BOCES as needed, from July 1, 2018 through June 30, 2019.

All Board Members present voted yes—motion carried.

SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the Settlement Agreement and Release of Claims by and between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and a tenured employee.

All Board members present voted yes – motion carried

ADOPT REVISED POLICIES

Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque that the Board adopt the following Revised Policies:

- #8125 Wellness Policy
- #5300 Code of Conduct

All Board members present voted yes – motion carried

BOND & CONSTRUCTION COUNSEL APPOINTMENTS

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

1. Appoint Trespasz & Marquardt, LLP of Syracuse, NY as Bond Counsel for the anticipated Capital Project. The fee structure is as follows:
  - (1) If the project is financed through bonds, the fee structure for services will be a fixed flat rate fee of \$8,000 plus \$285 per hour for all BOCES work.
  - (2) If the project is financed through the Dormitory Authority of the State of New York (DASNY), there will be a flat rate fee of \$40,000.

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.

BOND &  
CONSTRUCTION  
COUNSEL  
APPOINTMENTS  
CONTINUED

2. Acknowledge that Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC of Plattsburgh, NY will serve as Construction Counsel for the anticipated Capital Project. The fee structure will be per their services agreement the 2018-19 school year.

All Board Members present voted yes—motion carried.

EMPLOYMENT  
AGREEMENT  
CONFIDENTIAL  
GROUP

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board ratify the Employment Benefit Policy by and between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Confidential Group, effective July 1, 2018 – June 30, 2022. All Board Members present voted yes—motion carried.

SUPERINTENDENT'S  
UPDATE

Dr. Davey began the update by acknowledging the recent CVES outstanding events and activities, particularly the Special Education graduation ceremony. Second, he thanked the Board for their participation in the latest Board Retreat where a new DS evaluation tool was presented by PLS 3<sup>rd</sup> Learning. Approval of the new software will be recommended during the July 2018 Board meeting. Next, Dr. Davey indicated that the Important Dates Calendar for the 2018-19 school year will be shared with the Board, which will include dates for the Upcoming Chief School Officers meetings' Best Practices Workshop Series. Several component district updates were shared with the Board including: The new Superintendent at Willsboro CSD, Mr. Justin Gardner; The Superintendent/K-12 Principal (current), Mr. Joshua Meyer; and the Merger Study wrap-up between Elizabethtown-Lewis CSD and Westport CSD. The 2018-19 CVES Component District Board of Education Visits will be planned with the CVES Capital Project's communication efforts between September – December 2018.

OTHER

Mr. Reginald McDonald thanked the Board for the opportunity and stated that he has enjoyed his three years as the Director of Special Education. Board member Ms. Leisa Boise gave kudos to all involved in the recent Skills USA Banquet, especially the students who spoke and indicated how great the event was to attend. Ms. Boise also gave praise to Special Education on a very memorable graduation ceremony. Ms. Boise was very proud to see all of the happy faces on the students who graduated and thanked the division for all of their efforts in putting together such a special evening.

NEXT BOARD  
MEETING

The next Board Meeting will be held on Wednesday, July 11, 2018, at the Yandon-Dillon Center in Plattsburgh, a Proposed Executive Session will begin at 6:30 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, to adjourn the meeting at 10:28 p.m. All Board Members present voted yes—motion carried.

~~DRAFT~~  
Meaghan Rabideau, Board Clerk

# ENC. 29

## MEMO

To: Meaghan Rabideau, BOCES Board Clerk  
Clinton-Essex-Warren-Washington BOCES

From: Angela Jennette, Claims Auditor

Date: June 25, 2018

Re: Report for Board Agenda for July 11, 2018 Meeting

The following warrant claims were reviewed from June 4, 2018 to June 29, 2018:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #50 - 06/07/2018	*Check Nos: 219264-219373**	\$ 3,905,494.91
W #51 - 06/14/2018	*Check Nos: 219375** 219441-219722**	\$ 786,047.41
W #52 - 06/21/2018	*Check Nos: 219741-219742** 219783-219884	\$ 465,796.65
W #53 - 06/28/2018	*Check Nos: 219885-219886 219900-219961	\$ 1,015,379.47

\*Note Includes electronic wire transaction transfers for CVES Disbursements as listed below:

IRS-EFTPS:

PR #24- Wire #941-053118- Warrant #50;  
PR #25- Wire #941-061518- Warrant #52;  
PR #26- Wire #941-062118- Warrant #53;  
PR #27- Wire #941-062218- Warrant #53;

NYS Promptax:

PR #24- Wire #NYS-053118- Warrant #50;  
PR #25- Wire #NYS-061518- Warrant #52;  
PR #26- Wire #NYS-062118- Warrant #53;  
PR #27- Wire #NYS-062218- Warrant #53;

NYS Quarterly Sales Tax:

Wire #ST100May18- Warrant #51;

BOCES AID:

ID#007086- AIDMAY2018- Warrant #50;

Omni Financial Group:

PR #25- Wire #OMN-061518- Warrant #51;  
PR #27- Wire #OMN-062218- Warrant #52;  
PR #28- Wire #OMN-062918- Warrant #53;

NYS Office of Comptroller ERS Retirement & Loans: PR #23&24- Wire #ERS-MAY18- Warrant #50;

NYSCCLASS to TD Bank Wire Transfer: 6/28/18 Wire #1B7033R007466

6/28/18 Wire #1B7033R007476

NYSCCLASS to Wells Fargo Transfer: 6/28/18 Wire #C1B76E1C001992

Health Insurance Consortium Payments:

Wire #6/7/18 \$ 1,484,881.77

Wire #6/14/18 \$ 919,438.93

Wire #6/18/18 \$ 1,608,472.42

Wire #6/28/18 \$ 1,452,534.18

**\*\*A sequence of all checks including payroll has be verified.**

Internal Claims Auditor

(Signature) \_\_\_\_\_

*Angela Jennette*

CC: Eric Bell

Christine Myers

<u>Date</u>	<u>Warrant</u>	<u>Vendor #</u>	<u>Claim Audit Finding:</u>	<u>Summary Business Office Response:</u>	<u>Resolution/Options:</u>
06/06/18	Pending W#50	13460	Per Wellness Policy items in question; Chips, Gum, High Sugar Drinks, Pringles, Candy.	Currently being addressed by Directors and Administrators to establish appropriate snack allowances.	Approved for final warrant.
06/06/18	Pending W#50	39000	Exceeds Per Diem rate.	Will follow-up with employee on details.	Removed from final warrant.
06/06/18	Pending W#50	5481	Purchase made before Purchase Order in requested.	Purchasing Agent has addressed with employee, oversight by employee.	Approved for final warrant.
<b>06/07/18</b>	<b>Final W#50</b>				<b>\$3,905,494.91</b>
06/13/18	Pending W#51	6008	Event prior to Purchase Order request.	Division is aware of protocol and is due to the timing of notice from the district requesting service. Efforts are made annually to ensure districts notify CVES ahead of event.	Approved for final warrant.
06/13/18	Pending W#51	14057	Paying receipts from 2/2018.	Short staffed in Accounts Payable.	Approved for final warrant.
<b>06/14/18</b>	<b>Final W#51</b>				<b>786,047.41</b>
06/20/18	Pending W#52	14219	Travel claim over 60 days old.	Accounts Payable gave employee 1st warning in Memo. Employee gets 2 warnings then reimbursement disallowed.	Approved for final warrant.
<b>06/21/18</b>	<b>Final W#52</b>				<b>\$465,796.65</b>
06/27/18	Pending W#53	13460	Per Wellness Policy items in question; Gum, Candy, Chips	Will be revisited under revised policy to be approved in July 2018. Then will be discussed further with Interim Director of Division and New Assistant Superintendent of Management Services.	Approved for final warrant.
<b>06/28/18</b>	<b>Final W#53</b>				<b>\$1,015,379.47</b>

CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
TREASURER'S REPORT - MAY 31, 2018

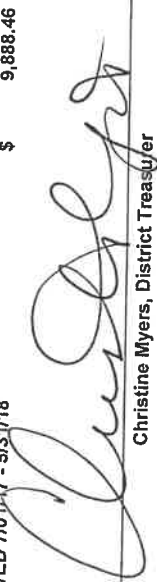
	Cash Balance		Cash Receipts		Cash Disbursements		Cash Balance		Cash Receipts		Cash Disbursements		Cash Balance	
	April 30, 2018	May	May	May	May	May	May 31, 2018	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	May 31, 2018
<b>I. CHECKING ACCOUNTS</b>														
<b>TD Bank - Depository</b>														
General Fund	\$ 5,080,801.88	\$ 2,810,439.89	\$ 2,720,593.78	\$ 5,170,647.99	\$ 41,379,937.69	\$ 38,924,979.10	\$ 5,170,647.99	\$ 41,379,937.69	\$ 38,924,979.10	\$ 5,170,647.99	\$ 38,924,979.10	\$ 5,170,647.99	\$ 38,924,979.10	\$ 5,170,647.99
Special Aid Fund	\$ (79,935.27)	\$ 157,012.18	\$ 147,849.26	\$ (70,772.35)	\$ 2,407,666.69	\$ 1,981,014.95	\$ (70,772.35)	\$ 2,407,666.69	\$ 1,981,014.95	\$ (70,772.35)	\$ 1,981,014.95	\$ (70,772.35)	\$ 1,981,014.95	\$ (70,772.35)
Trust & Agency Fund	\$ 466,617.84	\$ 41,368.66	\$ -	\$ 509,986.50	\$ 580,094.99	\$ 148,062.90	\$ 509,986.50	\$ 580,094.99	\$ 148,062.90	\$ 509,986.50	\$ 148,062.90	\$ 509,986.50	\$ 148,062.90	\$ 509,986.50
School Lunch Fund	\$ (31,268.07)	\$ 5,392.65	\$ 6,605.69	\$ (32,481.11)	\$ 44,146.61	\$ 93,548.05	\$ (32,481.11)	\$ 44,146.61	\$ 93,548.05	\$ (32,481.11)	\$ 93,548.05	\$ (32,481.11)	\$ 93,548.05	\$ (32,481.11)
Capital Fund	\$ 3,124.61	\$ -	\$ 7,500.00	\$ (4,375.39)	\$ -	\$ 60,205.58	\$ (4,375.39)	\$ -	\$ 60,205.58	\$ (4,375.39)	\$ 60,205.58	\$ (4,375.39)	\$ 60,205.58	\$ (4,375.39)
Private Purpose Trust Fund	\$ 100.00	\$ -	\$ 200.00	\$ (100.00)	\$ 100.00	\$ 2,808.87	\$ (100.00)	\$ 100.00	\$ 2,808.87	\$ (100.00)	\$ 2,808.87	\$ (100.00)	\$ 2,808.87	\$ (100.00)
<b>TD Bank - Operating</b>														
General	\$ 293,206.51	\$ 2,843,130.00	\$ 2,849,666.77	\$ 286,669.74	\$ 40,687,708.11	\$ 40,601,147.71	\$ 286,669.74	\$ 40,687,708.11	\$ 40,601,147.71	\$ 286,669.74	\$ 40,601,147.71	\$ 286,669.74	\$ 40,601,147.71	\$ 286,669.74
<b>SAVINGS ACCOUNTS</b>														
<b>NYCLASS</b>														
Trust Fund Non-Expendable	\$ 11,227.80	\$ 15.65	\$ -	\$ 11,243.45	\$ 118.65	\$ -	\$ 11,243.45	\$ 118.65	\$ -	\$ 11,243.45	\$ -	\$ 11,243.45	\$ -	\$ 11,243.45
Private Purpose Trust Fund	\$ 12,307.59	\$ 17.18	\$ -	\$ 12,324.77	\$ 130.49	\$ -	\$ 12,324.77	\$ 130.49	\$ -	\$ 12,324.77	\$ -	\$ 12,324.77	\$ -	\$ 12,324.77
<b>TOTAL CASH ON HAND</b>	<b>\$ 5,758,182.89</b>			<b>\$ 5,883,143.60</b>	<b>\$ 85,099,903.23</b>	<b>\$ 81,811,767.16</b>	<b>\$ 5,883,143.60</b>	<b>\$ 85,099,903.23</b>	<b>\$ 81,811,767.16</b>	<b>\$ 5,883,143.60</b>	<b>\$ 81,811,767.16</b>	<b>\$ 5,883,143.60</b>	<b>\$ 81,811,767.16</b>	<b>\$ 5,883,143.60</b>

ii. RECONCILIATION TO BANK STATEMENTS

	May 31, 2018	Less: Outstanding	May 31, 2018
	Bank Balance	Checks	Cash Balance
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 384,206.05	\$ (97,536.31)	\$ 286,669.74
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 4,819,310.72	\$ -	\$ 4,819,310.72
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 676.82	\$ -	\$ 676.82
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 675.45	\$ -	\$ 675.45
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 11,243.45	\$ -	\$ 11,243.45
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 414.90	\$ -	\$ 414.90
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 10,557.60	\$ -	\$ 10,557.60
<b>TOTAL CASH ON HAND</b>	<b>\$ 5,883,143.60</b>	<b>\$ 97,536.31</b>	<b>\$ 5,883,143.60</b>

GENERAL FUND INTEREST RECEIVED 7/01/17 - 5/31/18 \$ 9,888.46

PREPARED BY:



Christine Myers, District Treasurer

DATED:

6/27/18



CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
 EXTRACLASSROOM ACTIVITY FUND  
 TREASURER'S REPORT

FOR THE PERIOD 05/01/2018 TO 05/31/2018

TITLE OF ACCOUNT	BAL. ON HAND BEG. OF YEAR	BAL. ON HAND BEG. OF MONTH	RECEIPTS FOR MONTH	TOTAL FOR MONTH	TOTAL EXPEND. FOR MONTH	BALANCE ON HAND
SKILLS USA - PLATTSBURGH	2,435.67	7,305.44	1,168.22	8,473.66	495.88	7,977.78
SKILLS USA - MINEVILLE	154.63	1,003.09	0.00	1,003.09	0.00	1,003.09
NO. COUNTRY LOGGERS	591.32	608.58	659.78	1,268.36	0.00	1,268.36
IMAGE MAKERS	2,324.21	2,024.21	569.13	2,593.34	1,138.26	1,455.08
REFLECTIONS	309.89	1,062.43	0.00	1,062.43	569.13	493.30
LPN CLASS	1,237.64	2,658.29	894.00	3,552.29	2,402.45	1,149.84
ANIMAL SCIENCE	553.27	553.30	0.00	553.30	0.00	553.30
RAZOR'S EDGE	207.47	699.26	0.00	699.26	0.00	699.26
PAWS IN TRAINING	0.03	0.00	0.00	0.00	0.00	0.00
ALLIED HEALTH	0.00	0.00	0.00	0.00	0.00	0.00
SALES TAX	46.07	11.04	0.00	11.04	0.00	11.04
<b>TOTAL</b>	<b>7,860.20</b>	<b>15,925.64</b>	<b>3,291.13</b>	<b>19,216.77</b>	<b>4,605.72</b>	<b>14,611.05</b>

\$ 15,822.30  
 \$ (1,211.25)  
 \$ 14,611.05

5/31/2018 Bank Balance  
 Add: Deposits in Transit  
 Less: Outstanding Checks  
 5/31/2018 Balance on Hand

  
 CHRISTINE MYERS, DISTRICT TREASURER

6/12/18  
 DATE

## ENC. 31

Recommend that the Board approve the following petty cash funds and bursars for the school year 2018-19:

WAF Special Education Dept. – Janet Arthur  
Instructional Services Center – April Miner  
Mineville Campus – Marcie Frasier  
Satellite Campus CV-TEC – Laura Dancoes  
Management Services – Sherry Aguglia  
CV-TEC Plattsburgh Main Campus – Kristen Parker

## ENC. 32

Recommend that the Board approve the following change funds and custodians of the funds for the school year 2018-19:

Special Education:

Special Education Career Pathways (Mineville), Joan McGowan - \$15.00  
Special Education – Work Experience Sunshine Café (Plattsburgh), Tonya Robinson - \$25.00  
Special Education – Short-term classroom program activities (Plattsburgh), Janet Arthur - \$25.00

CV-TEC:

CV-TEC Cosmetology II (Plattsburgh), Lisa Banker - \$100  
CV-TEC Cosmetology (Mineville), Kimberly Lincoln - \$200  
CV-TEC Culinary Arts & Hospitality Resort Services (Plattsburgh), Bevan Gertsch-Cochran - \$200  
(\$100 per each register)  
CV-TEC Conservation (Plattsburgh), Jennifer Parker - \$50  
CV-TEC Student Tuitions and Fees (Plattsburgh), Debra Geddes - \$100

Mineville Cafeteria – Lynsey Roberts - \$50

## ENC. 33

Recommend that the Board approve the following Donations:

1. For Our Student Stipend Fund:

Pepsi (March 2018)	82.03
Pepsi (April 2018)	86.85
United Way (April 2018)	32.27
United Way (May 2018)	32.27
Pepsi (June 2018)	<u>137.07</u>

TOTAL - \$370.49

2. Donation of electrical supplies, lockers and moving equipment from Pfizer, with an estimated value of \$30,202.49. This donation will benefit CVES students, faculty, staff and classrooms.

## **ENC. 34**

Recommend that the Board approve the following Special Aid Projects:

1. School Library System Basic Operating Aid (F947) in the amount of \$96,991 for the 2018-19 school year. (ISC)
2. School Library System Supplemental Operating Aid (F956) in the amount of \$47,366 for the 2018-19 school year. (ISC)

## **ENC. 35**

Recommend that the Board approve the following Cross Contracts:

1. 2017-18 Final – Tompkins-Seneca-Tioga BOCES  
\$594.05 for School Improvement Services (Ticonderoga participated in this service).
2. 2018-19 – Erie 1 BOCES  
\$2,350.00 for Policy Services (Westport & CEWW BOCES participate in this service)
3. 2018-19 – Washington-Saratoga-Warren-Hamilton-Essex BOCES  
\$11,741.00 for Occupational Education (Schroon Lake); \$36,040.00 for Arts in Education (AuSable Valley and Northern Adirondack); \$2,000.00 for School Development: CTE Statewide Assessment (CVES); \$9,504.00 for Learning Technology (Northeastern Clinton); and \$30.00 for Transportation Occupational Education Shuttles (Schroon Lake).
4. 2018-19 – Oswego BOCES  
\$2,250.00 for NYS CDOS or SACC Credential Management System (CVES).
5. 2018-19– Madison-Oneida BOCES  
\$7,605.06 for Common Learning Objectives and Computer Services Management (Peru participates in these services).

## **ENC. 36**

Recommend that the Board approve the following Contractor/Consultant Agreements as follows:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Prism Decision Systems, LLC under which Prism Decision Systems will provide planning and facilitation support to assist BOCES in accelerating and improving the BOCES-wide strategic plan for continuous academic improvement. Agreement services will take place during the 2018-2019 school year for an amount not anticipated to exceed \$14,324. (Administration) (attached)
2. Agreement between Clinton-Essex-Warren-Washington BOCES and Dr. David Hedden for the purpose of obtaining professional psychiatric and consultation services in connection with the Special Education Day Treatment Program at a rate of \$183 per hour for the 2018-2019 school year. The current estimated annual expenditure for the agreement is \$16,220. (Special Education) (attached)

## **ENC. 36 CONTINUED**

3. Agreement between Clinton-Essex-Warren-Washington BOCES and The New England Center for Children for the purpose of obtaining clinical and educational consultation services in an amount not anticipated to exceed \$146,790. The dates for the agreement are July 1, 2018 through June 30, 2019. (Special Education) (attached)

4. Agreement between Clinton-Essex-Warren-Washington BOCES and The New England Center for Children for the purpose of establishing BOCES as an implementation site for the Autism Curriculum Encyclopedia (ACE) program in an amount not anticipated to exceed \$16,800. The dates for the agreement are July 1, 2018 through June 30, 2019. (Special Education) (attached)

5. Agreement between C-E-W-W BOCES and Behavioral Health Services North, Inc. (BHSN) for the purpose of obtaining management services with regards to Special Education's Adventure Based Counseling, Youth Development and Family Enrichment Program, at a "not to exceed" rate of \$150 per hour for the 2018-2019 school year. The current estimated annual expenditure for the agreement is \$16,350. (Special Education) (attached)

## **ENC. 37**

Recommend that the Board approve the following Lease Extension Addendum:

1. Lease Addendum between Clinton-Essex-Warren-Washington BOCES and the Mountain Lake Public Telecommunications Council for the purpose of extending the existing lease for telecommunications space at the Lyon Mountain, New York facility in the amount of \$6,867 for the dates of July 1, 2018 through June 30, 2019. (ISC) (attached)

## **ENC. 38**

Recommend that the Board approve the following Agreement Renewal:

Agreement renewal term between Clinton-Essex-Warren-Washington BOCES and Preferred Group Plans, Inc. (PGP) for Health Reimbursement Arrangement (HRA) plan services, I.R.C. Sections 105 and 106, to be administered by PGP on behalf of BOCES for the period of July 1, 2018 through June 30, 2019; and for an I.R.C. Section 125 Cafeteria Plan for the period of October 1, 2018 through September 30, 2019. The total estimated expenditure for the services is \$10,950. (Administration)

## **ENC. 39**

Recommend that the Board approve the following resolution:

1. Be it resolved that the Clinton-Essex-Warren-Washington BOCES Board of Cooperative Educational Services agrees to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2018/2019 school year (attached).

# ENC. 36

## CHAMPLAIN VALLEY EDUCATIONAL SERVICES INDEPENDENT CONTRACTOR/ CONSULTANT AGREEMENT

**AGREEMENT** made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 518 Rugar Street, Plattsburgh, New York 12901 (hereinafter "BOCES") and PRISM DECISION SYSTEMS, LLC, with an office and place of business at 64 Johnson Avenue, Binghamton NY 13905; hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: Prism will provide planning and facilitation support to accelerate decision-making and improve implementation related to CVES' strategic planning for continuous improvement for four full day meetings, including an evening meeting with the BOCES Board, as referenced in the proposed letter of agreement dated January 3, 2018, hereinafter "SERVICES" during the 2018-2019 school year.

PRISM DECISION SYSTEMS, LLC is qualified and if required, licensed and/or certified to provide or render the SERVICES described above.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. RETAINER: PRISM DECISION SYSTEMS, LLC is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. PRISM DECISION SYSTEMS, LLC shall perform the SERVICES described above, all such SERVICES being the responsibility of the PRISM DECISION SYSTEMS, LLC and those in the PRISM DECISION SYSTEMS, LLC's employ.
3. PRISM DECISION SYSTEMS, LLC is free to devote his/her attention to the SERVICES as he/she sees fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. PRISM DECISION SYSTEMS, LLC represents and warrants that neither PRISM DECISION SYSTEMS, LLC nor any of PRISM DECISION SYSTEMS, LLC's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. PRISM DECISION SYSTEMS, LLC agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT, and further agrees to provide BOCES with a minimum of two (2) business references.
6. PRISM DECISION SYSTEMS, LLC shall provide the equipment, supplies, personnel, and other resources required to complete the SERVICES, and shall not be entitled to reimbursement for expenses, unless otherwise provided.
7. INSURANCE: PRISM DECISION SYSTEMS, LLC agrees to provide BOCES with a Certificate of Insurance prior to commencement of SERVICES.

8. FEES AND CHARGES: It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made. PRISM DECISION SYSTEMS, LLC's fee shall be all inclusive, and shall be limited to \$245.00/hour while on-site and \$180/hour for all other work including travel time, preparation for meetings and presentations, and preparation of meeting results, as well as for approved expenses related to mileage, hotel, and meals. Total billing for the scope of work will not exceed \$14,324.63 and will be paid as follows: BOCES will render payment within 30 days after receipt of PRISM DECISION SYSTEMS, LLC's invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES.
9. INDEPENDENT CONTRACTOR: PRISM DECISION SYSTEMS, LLC is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.
10. PUBLIC RETIREES: PRISM DECISION SYSTEMS, LLC agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
11. RESPONSIBILITY FOR TAXES: BOCES will provide PRISM DECISION SYSTEMS, LLC with Internal Revenue Service Form 1099. PRISM DECISION SYSTEMS, LLC is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
12. PAYMENT: Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
13. GOVERNING LAW: This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
14. EXECUTORY CLAUSE: BOCES shall have no liability under this AGREEMENT to the PRISM DECISION SYSTEMS, LLC or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. TERMINATION: This AGREEMENT will terminate upon submission by PRISM DECISION SYSTEMS, LLC of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of PRISM DECISION SYSTEMS, LLC to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by PRISM DECISION SYSTEMS, LLC.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Date: \_\_\_\_\_

Date: 7/3/18

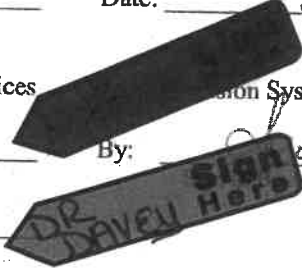
Clinton-Essex-Warren-Washington  
Board of Cooperative Educational Services

son Systems, LLC

By: \_\_\_\_\_  
Larry Barcomb/Board President

By: [Signature]

By: \_\_\_\_\_  
Mark Davey/District Superintendent





Sean Brady  
Prism Decision Systems, LLC

64 Johnson Avenue  
Binghamton, NY 13905

607-727-1088

sean.brady@prismdecision.com  
www.prismdecision.com

*Accelerating decision-making with dynamic group processes and state-of-the-art systems.*

To: Mark Davey, Ed.D.  
Date: Wednesday, January 03, 2018  
Re: Prism: 2018-19 Champlain Valley Educational Services Letter Agreement

Dear District Superintendent Davey:

I appreciate the opportunity to submit this letter agreement between Champlain Valley Educational Services (CVES) and Prism Decision Systems, LLC (Prism) for support of CVES's 2018-19 strategic planning for continuous improvement. If you have further questions, please contact me. Otherwise, please sign, date, scan and email back to me as soon as it is convenient.

1. *Description of services provided*

During 2018-19, Prism will provide planning and facilitation support to accelerate decision-making and improve implementation related to CVES' strategic planning for continuous improvement. Support may include but not be limited to reviewing CVES' documentation; preparing performance trend presentations, agendas and meeting handouts; facilitating with Prism's Group Decision Support System™; preparing comprehensive meeting minutes including results and interpretation of all decision system votes; and preparing communications materials. Deliverables will include updated BOCES-wide and division strategic plans.

2. *Pricing*

For the services described above, CVES agrees to pay Prism \$245/hour while on-site and \$180/hour for all other work including travel time, preparation for meetings and presentations, and preparation of meeting results, as well as for expenses related to travel (hotel, meals and mileage). Total billing for the scope of work defined on page 2 of this letter agreement will not exceed \$14,324. If CVES requests work beyond the scope defined on page 2, Prism will bill at the above rates in an amount that may exceed \$14,324. Notes: The page 2 scope of work is a not-to-exceed estimate. Prism will only bill for work requested by the Superintendent and then for actual work completed.

3. *Payment Agreement*

On last day of each month, Prism will submit a bill for services rendered and any approved expenses incurred with all receipts to CVES. Payment will be net 30 days.

Signed:

Sean D. Brady  
Prism Decision Systems, LLC

Signed and dated:

Mark Davey, Ed.D.  
Champlain Valley Educational Services





**Champlain Valley Educational Services**  
**2018-19 Improvement Planning**  
**Scope and cost**

<b>Meetings #1, 2, 3, 4, 5 (over 4.0 consecutive days):</b>			
<b>Four full day meetings (district team, CV-TEC, special education and management services/ISC teams) and an evening meeting with the Board of Education.</b>			
	<b>Hours</b>	<b>Rate (\$/hour)</b>	<b>Subtotal</b>
Meeting preparation	10	180	\$1,800.00
Onsite meetings	35	245	\$8,575.00
Meeting reports	6.0	180	\$1,080.00
Travel	10.0	180	\$1,800.00
Hotel			\$ 600.00
Meals			\$ 120.00
Mileage: 625 miles @ \$0.545 per mile			\$ 349.63
		<b>Not-to-exceed total</b>	<b>\$14,324.63</b>

CHAMPLAIN VALLEY EDUCATIONAL SERVICES  
INDEPENDENT CONTRACTOR/ CONSULTANT AGREEMENT

**AGREEMENT** made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 518 Rugar Street, Plattsburgh, New York 12901 (hereinafter "BOCES") and DR. DAVID HEDDEN, with an office and place of business at 708 Barstow Road, Shelburne, Vermont 05482-6986; hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: Psychiatrist will monitor and review all treatment plans, conduct evaluations, prescribe medications and provides consultation to staff and family in a treatment team setting associated with the Day Treatment Program for the fiscal year 2018-2019.

DR. DAVID HEDDEN is qualified and if required, licensed and/or certified to provide or render the SERVICES described above.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. **RETAINER:** DR. DAVID HEDDEN is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. DR. DAVID HEDDEN shall perform the SERVICES described above, all such SERVICES being the responsibility of the DR. DAVID HEDDEN and those in the DR. DAVID HEDDEN's employ.
3. DR. DAVID HEDDEN is free to devote his/her attention to the SERVICES as he/she sees fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. DR. DAVID HEDDEN represents and warrants that neither DR. DAVID HEDDEN nor any of DR. DAVID HEDDEN's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. DR. DAVID HEDDEN agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT, and further agrees to provide BOCES with a minimum of two (2) business references.
6. DR. DAVID HEDDEN shall provide materials for reproduction and personnel, to complete the services, and shall not be entitled to reimbursement for expenses, unless otherwise provided.
7. **HOLD HARMLESS AGREEMENT:** DR. DAVID HEDDEN agrees to provide BOCES with a Hold Harmless Agreement for Professional Consultants as set forth in Attachment I prior to Commencement of Services.
8. **FEES AND CHARGES:** It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made. DR. DAVID HEDDEN's hourly rate shall be all inclusive and shall be limited to

\$183.00 per hour. Dr. David Hedden shall submit an itemized invoice for services rendered no later than 90 days from the date of service to be paid as follows: BOCES will render payment within 30 days after receipt of DR. DAVID HEDDEN's invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES.

9. INDEPENDENT CONTRACTOR: DR. DAVID HEDDEN is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.
10. PUBLIC RETIREES: DR. DAVID HEDDEN agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
11. RESPONSIBILITY FOR TAXES: BOCES will provide DR. DAVID HEDDEN with Internal Revenue Service Form 1099. DR. DAVID HEDDEN is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
12. PAYMENT: Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
13. GOVERNING LAW: This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
14. EXECUTORY CLAUSE: BOCES shall have no liability under this AGREEMENT to the DR. DAVID HEDDEN or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. TERMINATION: This AGREEMENT will terminate upon submission by DR. DAVID HEDDEN of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of DR. DAVID HEDDEN to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by DR. DAVID HEDDEN.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Date: \_\_\_\_\_

Date: 6/4/18

Clinton-Essex-Warren-Washington  
Board of Cooperative Educational Services

DR. D. HEDDEN

*L. Barcomb*  
**Sign Here**

By: \_\_\_\_\_  
Larry Barcomb/Board President

By: *David Hedden*  
(Dr. D. Hedden)

By: \_\_\_\_\_  
Mark Davey/District Superintendent



CHAMPLAIN VALLEY EDUCATIONAL SERVICES  
INDEPENDENT CONTRACTOR/ CONSULTANT AGREEMENT

**AGREEMENT** made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (hereinafter "BOCES"), with its principal place of business at 1585 Military Turnpike, Plattsburgh, New York 12901 and The New England Center for Children (hereinafter "NECC"), with an office and place of business at 33 Turnpike Road Southborough, MA 01772; hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: NECC will provide clinical and educational consultation to 4 classrooms through a combination of weekly remote consultation and on-site visits; hereinafter "SERVICES." SERVICES will be provided from July 1, 2018 to June 30, 2019.

SERVICES will be provided by Board Certified Behavior Analyst to the staff at BOCES and include the following components:

- 1) **Weekly consultation via video conferencing and/or phone – up to 16 hours per week**
  - Consultation on educational programming overseen by classroom teachers
  - Communication via e-mail including responding to questions and communicating recommendations.
  - Consultation on the development of clinical programming in conjunction with BOCES staff members.
  - Consultation on educational programming overseen by classroom teachers.
  - Review of student performance.
- 2) **On-Site Consultation Visits – up to eight, on-site visits across agreement period**
  - Classroom / student observation across the 4 target classrooms
  - Reviewing student evaluations, assessments, behavior data and skill acquisition data as needed
  - Participation in meetings with school-based staff
  - In-vivo training and consultation to classroom teachers and direct care staff on the implementation of behavior analytic programming including skill acquisition and behavior reduction.

The total cost for the above services is **\$10,899 per month**, billed monthly for a total of \$130,788.00 for the year, plus travel time. BOCES agrees to pay the following associated costs for each visit:

- 1) Roundtrip airfare from a Boston area airport to an airport near Plattsburgh, NY and/or car rental including all taxes and fees.
- 2) Lodging accommodations for one NECC consultant for up to 5 nights per visit.
- 3) Daily incidental expenses allowance. NECC will invoice BOCES \$38.25 per day for the first and last day of travel for each visit and \$51.00 per day for each additional day of travel during each visit.

According to §FTR 301-11.100:

- a. You must provide a receipt only for authorized expenses over \$75.00.
- b. Travelers will receive 75% of the per diem rate on the first and last day of travel.

NECC will make airfare arrangements for the NECC Consultant. NECC will invoice BOCES for the total amount of airfare including all taxes and fees.

NECC will make car rental arrangements for the NECC Consultant. NECC will invoice BOCES for the total amount of rental car including all taxes and fees.

NECC will make arrangements for lodging accommodations. NECC will invoice BOCES for the total amount of lodging including all taxes and fees.

NECC is qualified and if required, licensed and/or certified to provide or render the SERVICES described above:

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. RETAINER: NECC is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. NECC shall perform the SERVICES described above, all such SERVICES being the responsibility of NECC and those in NECC's employ.
3. NECC is free to devote his/her attention to the SERVICES as he/she sees fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. NECC represents and warrants that neither NECC nor any of NECC's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. NECC agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT, and further agrees to provide BOCES with a minimum of two (2) business references.
6. NECC shall provide the equipment, supplies, personnel, and other resources required to complete the SERVICES, and shall not be entitled to reimbursement for expenses, unless otherwise provided.
7. INSURANCE: NECC agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Attachment I, prior to commencement of SERVICES. NECC acknowledges that failure to obtain such insurance on behalf of BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to BOCES.
8. FEES AND CHARGES: It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made.  
  
NECC shall submit an invoice for services rendered no later than (90) days from the date of service to be paid as follows: BOCES will render payment within 30 days after receipt of NECC invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES.
9. INDEPENDENT CONTRACTOR: NECC is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.

- 10. **PUBLIC RETIREES:** NECC agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
- 11. **RESPONSIBILITY FOR TAXES:** BOCES will provide NECC with Internal Revenue Service Form 1099. NECC is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
- 12. **PAYMENT:** Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
- 13. **GOVERNING LAW:** This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
- 14. **EXECUTORY CLAUSE:** BOCES shall have no liability under this AGREEMENT to NECC or to anyone else beyond funds appropriated and available for this AGREEMENT.
- 15. **TERMINATION:** This AGREEMENT will terminate upon submission by NECC of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of NECC to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by NECC.
- 16. BOCES shall not during the term of this Agreement or for one year thereafter solicit to hire, hire or contract with employee or representatives of NECC who provide consult services to BOCES per the terms of this agreement ("One-Year Non-Solicitation"). In the event of any breach of such One-Year Non-Solicitation, BOCES shall pay and NECC shall accept an amount equal to twice the annual salary of the relevant employee or representative as liquidated damages.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Date: \_\_\_\_\_

Date: 6/25/18

Clinton-Essex-Warren-Washington  
Board of Cooperative Educational Services

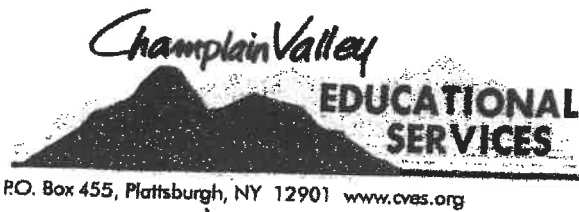
*Mr. Barcomb*  
**Sign Here**  
DIRECTOR/CONSULTANT

By: \_\_\_\_\_  
Larry Barcomb/Board President

By: *[Signature]*  
England Center for Children

By: \_\_\_\_\_  
Mark Davey/District Superintendent

*Dr. Davey*  
**Sign Here**



## CENTRAL ADMINISTRATION

518-536-7340

District Office FAX 518-562-1471  
Management Services FAX 518-561-9382  
Business Office FAX 518-324-6612  
Employee Services

### CVES MISSION

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

## INSURANCE AGREEMENT - PROFESSIONAL CONSULTANTS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the Clinton-Essex-Warren-Washington BOCES/Champlain Valley Educational Services, herein after referred to as "the District" as an **unrestricted additional insured** on the insured party's insurance policies, with the exception of workers' compensation. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
- II. The policy naming the District as an additional insured shall:
  - Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer
  - Contain a 30-day notice of cancellation
  - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers
  - The District shall be listed as an additional insured by using endorsement CG2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The contractor agrees to indemnify the District for any applicable deductibles.
- IV. Required Insurance:
  - **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/\$2,000,000
  - **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
  - **Workers' Compensation and N.Y.S. Disability**  
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
  - **Professional Errors and Omissions Insurance**  
\$1,000,000 per occurrence/\$2,000,000 aggregate for the negligent professional acts of the consultant. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement.
- V. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- VI. Contractor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. The contractor is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
- VII. Please forward all certificates of insurance to:  
Clinton-Essex-Warren-Washington BOCES  
ATTN: Business Office  
P.O. Box 455  
Plattsburgh, NY 12901



**JOSEPH LAVORANDO**  
**Attorney at Law**  
30 Clinton Street  
Plattsburgh, NY 12901

Phone: (518) 561-8657

Fax: (518) 561-1443

Email: [office@lavorandolaw.com](mailto:office@lavorandolaw.com)

**MEMORANDUM**

**DATE:** August 14, 2017

**TO:** Jessica LaClair, Accountant

**FROM:** Joseph Lavorando, Esq.

**RE:** Proposed Champlain Valley Educational Services Independent Contractor/Consultant Agreement Between CEWW BOCES and The New England Center For Children Commencing August 30, 2017 through June 30, 2018

**CC:** Dr. Mark Davey, District Superintendent  
Scott Hoot, Assistant Superintendent of Management Services  
Larry Barcomb, Board President

---

This will confirm my receipt and review of the proposed Independent Contractor/Consultant Agreement between CEWW BOCES and The New England Center for Children commencing August 30, 2017 through June 30, 2018.

This will further confirm my approval thereof provided the Agreement is amended as follows:

1. **“Section 7. Insurance”** provides that NECC will provide CEWW BOCES with a Certificate of Insurance which meets the requirements “set forth in Attachment I”. Attachment I included with this agreement appears to only consist of the terms and conditions required by NECC pertaining to confidentiality, CEWW BOCES’ hiring of NECC personnel, and the laws of the state that would govern the interpretation of the terms and conditions of the agreement. Accordingly, the insurance requirements referenced in this Section need to be attached to this agreement as Attachment I and the Terms and Conditions required by NECC designated as Attachment II.
2. **“Section 13. Governing Law”** provides that this agreement will be governed by the laws of the State of New York which provision is **superseded** by the terms and conditions provided by NECC to be made a part of the Agreement as “Attachment I”. More specifically, the last paragraph on page two of the terms and

conditions requires that the agreement terms are to be construed in accordance with the laws of the State of Massachusetts. Accordingly, this provision needs to be omitted from the terms and conditions provided by NECC.

My approval of this Agreement as amended assumes that the terms and conditions outlined therein have been carefully reviewed and approved by staff and that a determination has been made that CEWW BOCES has the ability to fulfill all of its responsibilities and comply with the applicable terms and conditions set forth therein.

## CHAMPLAIN VALLEY EDUCATIONAL SERVICES INDEPENDENT CONTRACTOR/ CONSULTANT AGREEMENT

**AGREEMENT** made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (hereinafter "BOCES"), with its principal place of business at 518 Rugar Street, Plattsburgh, New York 12901 and The New England Center for Children (hereinafter "NECC"), with an office and place of business at 33 Turnpike Road Southborough, MA 01772; hereinafter to be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: BOCES ("ACE® Client") as an implementation site for the Autism Curriculum Encyclopedia® (ACE®) program; hereinafter "SERVICES." Beginning on July 1, 2018 ("Commencement Date") through June 30, 2019, NECC will provide access for up to 30 students targeted for the ACE application (subject to change based on student population). The ACE access fee for this number of students is \$49.95 per month per student. Additional students can be added for an additional fee, with the agreement of the ACE® Client and NECC.

Additional training and consultation is available, if needed, and will be priced separately.

NECC will provide the following services to the ACE® Client:

1. Secure ACE user accounts for supervisors / educators overseeing student programming within the designated classroom(s)
2. Host individual student accounts on the ACE application for students within the designated program(s).
3. Manage student and user accounts, including hosting all data anonymously on secure servers.
4. Provide access to existing ACE curricula, assessments and reports, including updates to these features, while this agreement is in force as provided in this Agreement, for use with those students who are registered and active in the ACE application through the ACE® Client.
5. Provide ongoing technical support for the ACE application via e-mail.

As an ACE user, the ACE® Client agrees to commit sufficient resources to carry out the ACE application, including but not limited to the following:

1. Access the ACE application through the internet.
2. Assure participation in initial training on the ACE application for the supervisors / educators overseeing student programs within the designated classroom(s).
3. Conduct the ACE Core Skills Assessment and enter all student performance data on the ACE application.
4. Use the lesson plans to teach skills within the classroom and enter student performance data on the ACE application.
5. Allow NECC to view, use and retain anonymous student performance data, user data, and survey results to analyze the effectiveness of the application.

Detailed terms and conditions of the SERVICES are mutually agreed upon by the PARTIES as per Attachment II of this AGREEMENT.

NECC is qualified and if required, licensed and/or certified to provide or render the SERVICES described above.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. RETAINER: NECC is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. NECC shall perform the SERVICES described above, all such SERVICES being the responsibility of NECC and those in NECC's employ.
3. NECC is free to devote his/her attention to the SERVICES as he/she sees fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. NECC represents and warrants that neither NECC nor any of NECC's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. NECC agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT, and further agrees to provide BOCES with a minimum of two (2) business references.
6. NECC shall provide the equipment, supplies, personnel, and other resources required to complete the SERVICES, and shall not be entitled to reimbursement for expenses, unless otherwise provided.
7. INSURANCE: NECC agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Attachment I, prior to commencement of SERVICES. NECC acknowledges that failure to obtain such insurance on behalf of BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to BOCES.
8. FEES AND CHARGES: It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made. ACE® Client may request to add or remove students by having one of the approved staff members (listed on the ACE client setup form) contact the ACE helpdesk. ACE® Client will always be billed for the full first month that any student joins the ACE application. Accordingly, ACE® Client will not be billed for the month in which any of those students is removed. ACE application content should only be used for students who have and ACE application account.  
  
NECC shall submit an invoice for services rendered no later than (90) days from the date of service to be paid as follows: BOCES will render payment within 30 days after receipt of NECC invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES. Any adjustment to ACE access fees will include a 90 day written notice by NECC.
9. INDEPENDENT CONTRACTOR: NECC is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment

insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.

- 10. **PUBLIC RETIREES:** NECC agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
- 11. **RESPONSIBILITY FOR TAXES:** BOCES will provide NECC with Internal Revenue Service Form 1099. NECC is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
- 12. **PAYMENT:** Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
- 13. **GOVERNING LAW:** This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
- 14. **EXECUTORY CLAUSE:** BOCES shall have no liability under this AGREEMENT to NECC or to anyone else beyond funds appropriated and available for this AGREEMENT.
- 15. **TERMINATION:** This AGREEMENT will terminate upon submission by NECC of a final product satisfactory to BOCES or either party may terminate this AGREEMENT with a written notice of at least 90 days before the termination date.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this 4th day of June 2018.

Date: \_\_\_\_\_

Date: June 4, 2018

Clinton-Essex-Warren-Washington  
Board of Cooperative Educational Services

CONTRACTOR/CONSULTANT

By: \_\_\_\_\_  
Larry Barcomb/Board President

Mr. Barcomb

By: [Signature]  
The New England Center for Children

By: \_\_\_\_\_  
Mark Davey/District Superintendent

Dr. Davey **Sign Here**



P.O. Box 455, Plattsburgh, NY 12901 www.cves.org

## CENTRAL ADMINISTRATION

518-536-7340

District Office	FAX 518-562-1471
Management Services	
Business Office	FAX 518-561-9382
Employee Services	FAX 518-324-6612

### CVES MISSION

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

## INSURANCE AGREEMENT - PROFESSIONAL CONSULTANTS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the Clinton-Essex-Warren-Washington BOCES/Champlain Valley Educational Services, herein after referred to as "the District" as an **unrestricted additional insured** on the insured party's insurance policies, with the exception of workers' compensation. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
- II. The policy naming the District as an additional insured shall:
  - Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer
  - Contain a 30-day notice of cancellation
  - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers
  - The District shall be listed as an additional insured by using endorsement CG2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The contractor agrees to indemnify the District for any applicable deductibles.
- IV. Required Insurance:
  - **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/\$2,000,000
  - **Automobile Liability**  
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
  - **Workers' Compensation and N.Y.S. Disability**  
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
  - **Professional Errors and Omissions Insurance**  
\$1,000,000 per occurrence/\$2,000,000 aggregate for the negligent professional acts of the consultant. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement.
- V. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- VI. Contractor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. The contractor is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
- VII. Please forward all certificates of insurance to:  
**Clinton-Essex-Warren-Washington BOCES**  
**ATTN: Business Office**  
**P.O. Box 455**  
**Plattsburgh, NY 12901**



The New England Center  
for Children®

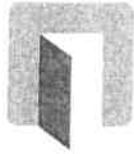
*Autism Education and Research*

**Attachment II to the Agreement dated July 1, 2018**  
**Clinton-Essex-Warren-Washington BOCES Terms and Conditions**

These Terms and Conditions are attached to and become a part of the Agreement with the Clinton-Essex-Warren-Washington BOCES dated July 1, 2018 (“Agreement”). The ACE® Client shall not, during the term of this Agreement or for one year thereafter, solicit to hire, hire or contract with employees or representatives of The New England Center for Children who provide services to the ACE® Client pursuant to the Agreement (“One-Year Non-Solicitation”). In the event of any breach of such One-Year Non-Solicitation, ACE® Client shall pay and The New England Center for Children shall accept an amount equal to twice the annual salary of the relevant employee or representative as liquidated damages. NECC and the ACE® Client agree that the liquidated damages are reasonable because of the significant investment by NECC in recruiting, hiring and training its employees and representatives.

ACE® Client recognizes and acknowledges that Confidential Information of NECC may be used in the implementation of the Autism Curriculum Encyclopedia® (ACE®) program or made available to the ACE® Client. NECC’s Confidential Information, as those terms are used in the Agreement and in these Terms and Conditions, means materials and information created or developed by NECC, including but not limited to trade secret information, training techniques, educational techniques, training materials, teacher training, teacher observation tools, teacher evaluation tools, clinical curricula, educational curricula, NECC® assessments, NECC Discrimination Curriculum, student notebook format, IEP alternative development protocols, MCAS alternative development protocols and CALM and ACE curricula, curriculum sheets, educational manuals, testing manuals, instructional manuals, business methods, trainings and protocols. The ACE® Client recognizes and acknowledges that NECC’s Confidential Information is a valuable, special and unique asset of NECC’s business. The ACE® Client agrees that the ACE® Client will not, during or after the term of this agreement, disclose any of NECC’s Confidential Information to anyone other than NECC or those at the ACE® Client with a need to access the Confidential Information, for any reason or purpose whatsoever without the express, written permission of NECC. Those that are not to be provided access to Confidential Information (“Third Parties”) include, but are not limited to, any person, school, firm, corporation, for-profit entity, non-profit entity or educational entity other than NECC and the ACE® Client. The ACE® Client acknowledges that NECC cannot list completely in the Agreement or these Terms and Conditions all of the Confidential Information with which the ACE® Client may come into contact during NECC’s project.

The ACE® Client understands and agrees that NECC will own and retain all rights, title and interest to any and all materials and information, including but not limited to Confidential Information and trade secret information, that is developed, created or authored during the course of the Agreement between the ACE® Client and NECC (hereinafter “Work Product”), and that NECC any Work Product is created for NECC as a “work made for hire.” To the extent records of any student include Work Product belonging to NECC, the ACE® Client may utilize the Work Product in the student records for any legitimate purpose for which student records can be used by the ACE® Client, and shall maintain the confidentiality of the Work Product contained in the student records with at least the highest level of protection that the ACE® Client provides to



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for Children®

*Autism Education and Research*

maintain the confidentiality of confidential records of its students. The ACE® Client further agrees to hold in strict confidence and not to publish or otherwise disclose any Work Product to any third party including any person, firm, corporation, for-profit entity, non-profit entity or any education entity, without the express, written permission of NECC. The ACE® Client understands and agrees that NECC shall be the sole and exclusive owner of any derivative works, improvements or developments related to the Work Product.

The ACE® Client agrees to use all reasonable precautions to assure that all Confidential Information and Work Product are properly protected and kept from unauthorized persons. The ACE® Client agrees to make no use of any Confidential Information or Work Product materials, except as use of the materials is required in the performance of the Agreement and these Terms and Conditions. The ACE® Client further agrees not to copy, distribute, sell, use or otherwise disclose, outside of the ACE® Client, any Confidential Information or Work Product in the ACE® Client's possession.

The ACE® Client agrees to have the name of the ACE® Client listed on the ACE and NECC website(s) as an ACE application ACE® Client.

Notwithstanding any provision herein to the contrary, Confidential Information shall not include information in the public domain or information that is not protected by applicable trade secret law.

Notwithstanding any provision herein to the contrary, any Confidential Information or Work Product that is included or becomes part of a student's school record shall be subject to disclosure by the ACE® Client as required by law.

The ACE® Client understands and agrees that the ACE® Client's obligations under the Agreement shall survive any termination of the Agreement, whatever the reason for termination.

The Agreement and these Terms and Conditions state the entire understanding and agreement of the parties, superseding all prior agreements with respect thereto, and will be construed and governed in accordance with the domestic laws of the State of New York, excluding its principles governing conflicts of laws.

I agree to the above terms,



Date \_\_\_\_\_

Print name: \_\_\_\_\_



CHAMPLAIN VALLEY EDUCATIONAL SERVICES  
INDEPENDENT CONTRACTOR/ CONSULTANT AGREEMENT

**AGREEMENT** made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 518 Rugar Street, Plattsburgh, New York 12901 (hereinafter "BOCES") and BEHAVIORAL HEALTH SERVICES NORTH, INC., with an office and place of business at 22 U.S. Oval Suite 218 Plattsburgh, NY 12903; hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: Management of the Adventure Based Counseling, Youth Development and Family Enrichment Program (ABC) for at-risk individuals and families associated with the Intensive Therapeutic Support Program (6:1:1) to commence on July 9, 2018 through June 30, 2019. The program entails weekly student sessions and family sessions over the course of the fiscal year. Times and dates of sessions are mutually agreed upon and may be rescheduled as such. The hourly cost of student and family sessions are all inclusive and shall not exceed \$150 per hour.

BEHAVIORAL HEALTH SERVICES NORTH, INC. is qualified and if required, licensed and/or certified to provide or render the SERVICES described above.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. **RETAINER:** BEHAVIORAL HEALTH SERVICES NORTH, INC. is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. BEHAVIORAL HEALTH SERVICES NORTH, INC. shall perform the SERVICES described above, all such SERVICES being the responsibility of the BEHAVIORAL HEALTH SERVICES NORTH, INC. and those in the BEHAVIORAL HEALTH SERVICES NORTH, INC.'s employ.
3. BEHAVIORAL HEALTH SERVICES NORTH, INC. is free to devote his/her attention to the SERVICES as he/she sees fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. BEHAVIORAL HEALTH SERVICES NORTH, INC. represents and warrants that neither BEHAVIORAL HEALTH SERVICES NORTH, INC. nor any of BEHAVIORAL HEALTH SERVICES NORTH, INC.'s employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. BEHAVIORAL HEALTH SERVICES NORTH, INC. agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT.
6. BEHAVIORAL HEALTH SERVICES NORTH, INC. shall provide the equipment, supplies, personnel, and other resources required to complete the SERVICES, and shall not be entitled to reimbursement for expenses, unless otherwise provided.

7. INSURANCE: BEHAVIORAL HEALTH SERVICES NORTH, INC. agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Attachment I, prior to commencement of SERVICES. BEHAVIORAL HEALTH SERVICES NORTH, INC. acknowledges that failure to obtain such insurance on behalf of BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to BOCES.
8. FEES AND CHARGES: It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made. BEHAVIORAL HEALTH SERVICES NORTH, INC.'s fee shall be ALL INCLUSIVE, AND SHALL BE LIMITED TO \$150.00 per hour. Behavioral Health Services North, Inc. shall submit an invoice for services rendered no later than 90 days from the date of service to be paid as follows: BOCES will render payment within 30 days after receipt of BEHAVIORAL HEALTH SERVICES NORTH, INC.'s invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES.
9. INDEPENDENT CONTRACTOR: BEHAVIORAL HEALTH SERVICES NORTH, INC. is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.
10. PUBLIC RETIREES: BEHAVIORAL HEALTH SERVICES NORTH, INC. agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
11. RESPONSIBILITY FOR TAXES: BOCES will provide BEHAVIORAL HEALTH SERVICES NORTH, INC. with Internal Revenue Service Form 1099. BEHAVIORAL HEALTH SERVICES NORTH, INC. is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
12. PAYMENT: Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
13. GOVERNING LAW: This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
14. EXECUTORY CLAUSE: BOCES shall have no liability under this AGREEMENT to the BEHAVIORAL HEALTH SERVICES NORTH, INC. or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. TERMINATION: This AGREEMENT will terminate upon submission by BEHAVIORAL HEALTH SERVICES NORTH, INC. of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of BEHAVIORAL HEALTH SERVICES NORTH, INC. to meet the terms and conditions set forth herein or upon a finding of

violation of applicable laws, rules or regulations by BEHAVIORAL HEALTH SERVICES NORTH, INC.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Date: \_\_\_\_\_

Date: 5/31/18

Clinton-Essex-Warren-Washington  
Board of Cooperative Educational Services  
NORTH, INC.

BEHAVIORAL HEALTH SERVICES

By: \_\_\_\_\_  
Larry Barcomb/Board President

*Mr. Barcomb*  
Sign Here

By: \_\_\_\_\_  
health Services North, Inc.)

*Dr. Davey*  
Sign Here

By: \_\_\_\_\_  
Mark Davey/District Superintendent

**ADDENDUM TO LEASE FOR TOWER SPACE LOCATED IN LYON MOUNTAIN, NY**

**LESSOR: Mountain Lake Public Telecommunications Council  
One Sesame Street  
Plattsburgh, NY 12901**

When signed and witnessed by both parties, this addendum will be considered a legal and binding addition to the existing lease and will amend that lease in the following instances:


1. Extension of existing lease from **07/01/2017 – 06/30/2018** to

Renewal Period: From **07/01/2018 – 06/30/2019**

Rate: **\$6,867.00**

2. Rental will be paid at the rate of \$6,867.00 (Yearly, quarterly, monthly) and due by the first of the month. (*enter amount*) (*circle payment method*)

Mountain Lake Public  
Telecommunications Council  
LESSOR

  
\_\_\_\_\_  
President & CEO

BOCES  
LESSEE

\_\_\_\_\_  
Name & Title (Please print)

Lessee's address:  
BOCES  
PO BOX 455  
Plattsburgh, NY 12901

Date: June 1, 2018



District Office FAX 518-562-1471  
Management Services FAX 518-561-9382  
Employee Services FAX 518-324-6612

P.O. Box 455, Plattsburgh, NY 12901 www.cves.org

**CVES MISSION**

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

**Resolution of Board of Education**

Be it resolved that the Clinton Essex Warren Washington BOCES Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the **2018/2019** school year.

**Certification of Board Clerk**

I, \_\_\_\_\_, district clerk of the \_\_\_\_\_ Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the board of education at its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of District Clerk*



**St. Lawrence-Lewis  
BOCES**

*Building Futures \*  
Creating Meaningful Lives*

*Board of Cooperative Educational Services*

**Thomas R. Burns  
District Superintendent  
Executive Officer**

**Cooperative Purchasing**

Special Education Building

20104 NYS RT 3

Watertown, NY 13601

(315) 779-7390

(800) 954-1929

E-mail: [cooppur@slloboces.org](mailto:cooppur@slloboces.org)

**Amy M. Pastuf  
Cooperative Purchasing Agent**

**St. Lawrence/Lewis BOCES  
Cooperative Purchasing Agreement**

All school districts participating in the St. Lawrence/Lewis BOCES Cooperative Purchasing program through annual board resolution, agree to the following:

- 1.) To bid jointly any or all commodities on the attached list together with a number of public school districts comprising Clinton-Essex, Franklin-Essex, Jefferson-Lewis and St. Lawrence-Lewis BOCES in New York State.
- 2.) The school district will participate with other schools in the BOCES listed above in the joint bidding of any or all commodities on the attached list as authorized by General Municipal Law, Section 119-0.
- 3.) The school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting results to the boards of education and making recommendations thereon.
- 4.) The Board of Education of the school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to represent it in all matters related above.
- 5.) The Board of Education of the school district authorizes the above mentioned to represent it in all matters leading up to the entering into a contract for the purchase of any and /or all commodities on the attached list.
- 6.) The Board of Education agrees to assume its equitable share of the costs of cooperative bidding.
- 7.) The Board of Education agrees:
  - a.) To abide by majority decisions of the participating districts on quality standards;
  - b.) That unless all bids are rejected, it will award contracts according to the recommendations of the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees.
  - c.) That after the award of contract(s) it will conduct all negotiations with the successful bidder(s).

## **ENC. 40**

Recommend that the Board appoint Board Members to the CVES Budget Committee (for the development of the 2019-20 CVES budget) for the 2017-18 school year. (2017-18 members were Leisa Boise, Linda Gonyo-Horne, and Lori Saunders)

## **ENC. 41**

Recommend that the Board appoint at least five Board Members to the CVES Audit Committee (pertaining to the 2017-18 school year) for the 2018-19 school year. (2017-18 members were Linda Gonyo-Horne, Richard Harriman, Sr., Mark Henry, Thomas McCabe, and Donna LaRocque)

## **ENC. 42**

Recommend that the Board accept the following letters of Resignation:

1. Jessica Plympton, Account Clerk/Typist, effective July 4, 2018.
2. Grace Fox, School Counselor, effective August 24, 2018.

## **ENC. 43**

Recommend that the Board abolish the following positions:

1. Abolish the following position due to reduced component school district requests for services:  
Jamie Armstrong, Biology Teacher, effective June 30, 2018

The above employee will be placed on a preferred eligible list for a period of (7) years, during which time he/she will have the right to be recalled on the basis of seniority in accordance with statute.

2. Abolish the following position due to reduced component school district requests for services:  
Jonathan Maze, Airframe & Power Plant Teacher, effective June 30, 2018

The above employee will be placed on a preferred eligible list for a period of (7) years, during which time he/she will have the right to be recalled on the basis of seniority in accordance with statute.

## **ENC. 44**

Recommend that the Board appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. Name: Kyle Ainsworth  
Position: Special Education Teacher (Replacement) (WAF)  
Effective Date: September 1, 2018  
Tentative Tenure Date: September 1, 2022  
Certification Status: SWD B-2 Initial, Early Childhood ED B-2 initial, SWD 1-6 Initial  
Annualized Base Salary: \$43,645 (2018-2019)  
Others Interviewed: 2

## **ENC. 44 CONTINUED**

2. Name: Brianna Finnegan (Replacement) (WAF)  
Position: Special Education Teacher  
Effective Date: September 1, 2018  
Tentative Tenure Date: September 1, 2022  
Certification Status: SWD B-2 Initial, Early Childhood ED B-2 initial, SWD 1-6 Initial, SWD 1-6 initial.  
Annualized Base Salary: \$43,645 (2018-2019)  
Others Interviewed: 2

(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).

## **ENC. 45**

Recommend that the Board approve the following salary increase for moving from the Support Staff Unit to the Confidential Unit:

1. Janet Arthur, Stenographer, effective July 31, 2018, \$4,000 increase

## **ENC. 46**

Recommend that the Board appoint the following person to a Temporary Appointment as follows:

1. Name: Shawn Ryan  
Position: Security and Law Teacher  
Effective Date: September 1, 2018- June 30, 2019  
Annualized Base Salary: \$44,395.00 (2018-19)

## **ENC. 47**

Recommend that the Board appoint the following people to a Part-Time hourly appointment for the 2018-2019 school year:

Adult Employment Services Hourly Teaching Assistant (\$19.00/hour)

Maiya Giroux  
Kristin Forttrell



June 18, 2018

Champlain Valley Education Services  
Business Office  
P.O Box 455  
Plattsburgh, NY 12901

Attn: Dr. Hollis Palmer

Dear Dr. Hollis Palmer,

Please accept this letter as formal notification that I am resigning from my position as Account Clerk/ Typist with Champlain Valley Education Services in the Management Services Office. My last working day will be July 4, 2018.

Thank you so much for the opportunity to work in this position for the past fifteen months. I've greatly enjoyed and appreciated the opportunities I've had working in both Accounts Payable and Human Resources, and I have learned a variety of new skills, all of which I will take with me throughout my career.

During my last two weeks, I'll do everything possible to wrap up my duties and train other team members. Please let me know if there's anything else I can do to help throughout the transition.

I wish Champlain Valley Education Services continued success, and I hope to stay in touch in the future.

Sincerely,

*J Plympton*

Jessica A. Plympton

RECEIVED

JUN 18 2018

*MR*

OFFICE OF DISTRICT SUPT.  
CEWW BOCES

RECEIVED  
JUN 18 2018

*J*

RECEIVED

JUN 29 2018

*nr*

OFFICE OF DISTRICT SUPT.  
CEWW BOCES

July 2, 2018

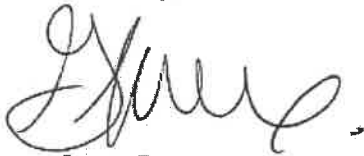
Champlain Valley Educational Services  
Special Education Department  
PO Box 445  
Plattsburgh NY, 12901

To whom it may concern;

This letter is to inform you of my official resignation from my school counseling position with Champlain Valley Educational Services. I will continue out my duties as a summer school counselor and scheduling for the Mineville campus until August 24, 2018. Whereas August 24, 2018 will be my official last day.

Thank you for the opportunity to work for CVES, I have enjoyed my time working with the students CVES serves.

Sincerely,



Grace Fox

RECEIVED  
JUN 29 2018

*SW*

## **ENC. 48**

Recommend that the Board approve the following additional work for the 2017-18 school year:

### Nursing Services for Prom. (Hourly rate of pay)

Nancy Davidson      not to exceed 2 hours

Recommend that the Board approve the following additional work for the 2018-19 school year:

### Mandatory Bus Driver Safety Course. (Hourly rate of pay)

Thomas Rodriguez, Conservation Teacher      not to exceed 4 hours

Kim Mayer, Physical Education Teacher      not to exceed 4 hours

## **ENC. 49**

Recommend that the Board approve the following Interim Administrator for the period of July 1, 2018 through June 30, 2019:

### Interim Administrator (\$450.00/day)

Cynthia Ford-Johnston – ADK P-TECH Principal .4 FTE

## **ENC. 50**

Recommend that the Board approve the following Adult Education Instructors for the 2018-2019 School Year:

### Adult Education, \$37.00/Hour

Aubin, Thomas

Bernhard, Brett

Billings, Kathy

Blair, Chad

Bond, Chelsey

Bouyea, Shelley

Bova, Michael

Brooks, Katie

Brown, Mark

Burdo, Amy

Bushey, Angela

Carlsson, GayEllen

Couture, Stephen

Day, Kelly

DeAnglo, Shawna

Dirolf, Alexis

Drew, Michael

Ducharme, Lori

Facteau, Linda

Gero, Jennifer

Grant, Dana

Johnson, Fred  
Lafountain, Colleen  
LaReau-Kemp, Shirley  
Lamora, Ellen  
Levac, Nancy  
Manning, Karen  
Marbut, Lucy  
Maze, Jonathon  
Meyer, Erin  
Moore, Brenda  
Plumadore, Jaimie  
Poirier, Dana  
Rodriguez, Thomas  
Sayward, Lance  
Shaw, Kevin  
Smart, Leonard  
Snow, Sherry  
Snow, Tiffany  
Spadafora, Maria  
Spoor, Erin  
Tedford, Dena  
Waters, Dawn

Adult Education, \$28.00/Hour (non-contract)

Dobbs, Judy N.  
Goodell, Patricia  
Kivlehan, Kieran  
Snow, Bridget

Adult Education Health Careers, \$35.00/Hour (non-contract)

Bond, Sherry  
Chauvin, Catherine  
Fitzgerald, Robert  
Schmitt, Ann  
Simpson, Charles

## **ENC. 51**

Recommend that the Board approve the following list of Facilitators, Curriculum Writers, and Scorers for the period of July 1, 2018 through June 30, 2019:

Facilitator (\$30.00/Hour)

Dean Delano

Curriculum Writers (\$25.00/Hour)

Rebecca Dupree  
Madonna Gardner  
Robert Garrow  
Kelley Manor  
Anne Smallman

## ENC. 51 CONTINUED

### ELA/Math Scorers (\$20.00/Hour)

Elizabeth Baker  
Bonnie Berry  
Elizabeth Bosworth  
Holley Christiansen  
Terri Cioppa  
Mary Clackler  
Deborah Daly  
Carol Dandrow  
Heather Deans  
Joy Demarse  
Cheryl Dodds  
Brenda Drummond  
Kaitlin Fielder  
Theresa Figoni  
Jennifer Garbera  
Mona Goldenberg  
Bonnie Gregware  
Judy Hoey  
Tracey Howard  
Cheryl Hutchins  
Karen Irwin  
Anne King  
Leslie LaBarge  
Samantha Lavigne  
Laurie Martin  
Julia Miller  
Jeanne Pasti  
Connie Pereau  
Cheryl Phillips  
Susan Picard  
Cheryl Pray  
Mary Elaine Rice  
Joyce Rovers  
James Sheffer  
John Shel Drake  
Joanne Slater  
Lori Southwick  
Susan Stafford-Gough  
Mary Ellen Stanton  
Theresa Tregan  
Angie Waldron  
Elaine Whitcomb  
Karen White

## ENC. 52

Recommend that the Board approve the following list of 2018 Special Education Summer School Staffing additions:

### The Following People Will Receive \$10.40/Hour

Cody Clark	TOC/ Teacher Aide/Student Aide	WAF
Angela Cook	TOC/ Teacher Aide/Student Aide	WAF
Brittani Helen	TOC/ Teacher Aide/Student Aide	WAF
Brianna Finnegan	TOC/ Teacher Aide/Student Aide	WAF
Mindy Rock	TOC/ Teacher Aide/Student Aide	WAF
Christina Durgan	TOC/ Teacher Aide/Student Aide	WAF
Bianca Siskavich	TOC/ Teacher Aide/Student Aide	WAF
Rachael Venne	TOC/ Teacher Aide/Student Aide	WAF
Tabitha Imondi	TOC/ Teacher Aide/Student Aide	WAF
Donna Caramia	TOC/ Teacher Aide/Student Aide	WAF
Emily Garrand	TOC/ Teacher Aide/Student Aide	WAF
Brittani Helen	TOC/ Teacher Aide/Student Aide	WAF
Ashley Laventure	Sub/ Teacher Aide/ Student Aide	WAF

### The Following People Will Receive \$14.00/Hour

Gillian Ryan	Teacher Aide/Student Aide	WAF
Brenda Trombly	Teacher Aide/Student Aide	WAF
Kathy Baker	Teacher Aide/Student Aide	WAF
Brittani Helen	Teacher Aide/Student Aide	WAF
Shay True	Teacher Aide/Student Aide	WAF
Cindy Warner	Teacher Aide/Student Aide	WAF
Jennifer Pummell	Teacher Aide/Student Aide	WAF
Diane Katzfey	Teacher Aide/Student Aide	WAF
Cindy Williams	Teacher Aide/Student Aide	WAF
Leslie Plante	Teacher Aide/Student Aide	WAF
Marge Trim	Teacher Aide/Student Aide	WAF
Ashley Lavalley	Teacher Aide/Student Aide	WAF
Jennie Fox	Teacher Aide/Student Aide	WAF
Jessica Willette	Teacher Aide/Student Aide	WAF
Bordeau, Tina	Teacher Aide/Student Aide	WAF
Borho, Mary Jane	Teacher Aide/Student Aide	YDEC
Boudrieau, Donna	Teacher Aide/Student Aide	WAF
Brinton, Marcia	Teacher Aide/Student Aide	WAF
Brousseau, Andrew	Teacher Aide/Student Aide	WAF
Cassevaugh, Christine	Teacher Aide/Student Aide	WAF
Comes, Penny	Teacher Aide/Student Aide	YDEC
Cross, Lucas	Teacher Aide/Student Aide	WAF
Daniels, Gladys	Teacher Aide/Student Aide	WAF
Desotell, Lisa	Teacher Aide/Student Aide	WAF
Eaton, Tammy	Teacher Aide/Student Aide	WAF
Edwards, Patti	Teacher Aide/Student Aide	YDEC
Everleth, Karen	Teacher Aide/Student Aide	WAF
Finnegan, Jordan	Teacher Aide/Student Aide	WAF
Fox, Jennie	Teacher Aide/Student Aide	YDEC

## ENC. 52 CONTINUED

Geoffrey, Paulina	Teacher Aide/Student Aide	WAF
Gill, Surinderpal	Teacher Aide/Student Aide	WAF
Goyette, Tina	Teacher Aide/Student Aide	YDEC
Haran, Nicole	Teacher Aide/Student Aide	YDEC
Harris, Amanda	Teacher Aide/Student Aide	WAF
Hurley, Realelena	Teacher Aide/Student Aide	WAF
Katzfey, Bethany	Teacher Aide/Student Aide	WAF
Kotsogiannis, Kathleen	Teacher Aide/Student Aide	WAF
Lamere, Kaci	Teacher Aide/Student Aide	WAF
Ladeau, Erin	Teacher Aide/Student Aide	YDEC
Laventure, Katie	Teacher Aide/Student Aide	WAF
Macey, Pam	Teacher Aide/Student Aide	WAF
Manor, Taylor	Teacher Aide/Student Aide	WAF
Montroy, Donna	Teacher Aide/Student Aide	WAF
Morse, Brittany	Teacher Aide/Student Aide	WAF
Newell, Randa	Teacher Aide/Student Aide	WAF
Nguyen, Nhi	Teacher Aide/Student Aide	WAF
Norwood, Emily	Teacher Aide/Student Aide	WAF
Paynter, Melodie	Teacher Aide/Student Aide	WAF
Pray, Ashley	Teacher Aide/Student Aide	WAF
Pulsifer, Sherika	Teacher Aide/Student Aide	WAF
Romeo, Maryssa	Teacher Aide/Student Aide	WAF
Salimando-Early, Andrea	Teacher Aide/Student Aide	WAF
Smith, Ciarra	Teacher Aide/Student Aide	WAF
Spring, Jill	Teacher Aide/Student Aide	YDEC
Tromblee, Amanda	Teacher Aide/Student Aide	WAF
Velie, Kara	Teacher Aide/Student Aide	WAF
Wood, Kayla	Teacher Aide/Student Aide	WAF
Woods, Chester	Teacher Aide/Student Aide	WAF
Yelle, Stacey	Teacher Aide/Student Aide	WAF
Cross, Clayton	Lifeguard	WAF

### The Following People Will Receive \$25.00/Hour

Brianna Finnegan	Teaching Assistant	WAF
Jessica Mitchell-Briehl	Teaching Assistant	WAF
Madeline Seller	Teaching Assistant	WAF
Kristin Forttrell	Teaching Assistant	WAF
Maiya Giroux	Teaching Assistant	WAF
Kayla Thorne	Teaching Assistant	WAF
Jaimie Plumadore	Teaching Assistant	WAF
Amy Ladue	Teaching Assistant	WAF
Pam Macey	Teaching Assistant	WAF
Tom Daly	Teaching Assistant	WAF
Aintrazi, Diana	Teaching Assistant	WAF
Beaudry, Joanne	Teaching Assistant	WAF
Boyea, Sheilah	Teaching Assistant	WAF
Christensen, Andrea	Teaching Assistant	WAF
Gagnier, Whitney	Teaching Assistant	WAF

## ENC. 52 CONTINUED

Garrow, Becky	Teaching Assistant	WAF
Gonyo, Jean	Teaching Assistant	YDEC
Gough, Melissa	Teaching Assistant	YDEC
Harrsch, Dennis	Teaching Assistant	WAF
Java-Farnsworth, Kelly	Teaching Assistant	YDEC
Lamere, Jerilyn	Teaching Assistant	WAF
Lavoie, James	Teaching Assistant	WAF
Lennon, Betsie	Teaching Assistant	WAF
O'Connell, Louise	Teaching Assistant	WAF
Schmitt, Ann	Teaching Assistant	WAF
Slagenweit, Melissa	Teaching Assistant	WAF
Smith, Melissa	Teaching Assistant	WAF
Smith, Tammy Ann	Teaching Assistant	WAF
Spadafora, Brittany	Teaching Assistant	WAF
Spoor, Cheryl	Teaching Assistant	WAF
Tourville, Sue	Teaching Assistant	WAF
VanAlphen, Heather	Teaching Assistant	WAF
Worley, Caitlyn	Teaching Assistant	WAF
Conroy, Melinda	Occupational Therapist	WAF
Recore, Lisa COTA	Occupational Therapist	WAF/YDEC
Crockett, Alyssa	Physical Therapist	YDEC
Premore, Catherine	Physical Therapist	WAF
Burke, Erin	Interpreter	WAF

### The Following People Will Receive \$39.00/Hour

Jessica Mitchell-Briehl	Teacher	WAF
Ashley Brown	Teacher	WAF
Andrea Cristiansen	Teacher	WAF
Meridith Jacobs	Teacher	WAF
Adams, Melissa	Teacher	WAF
Ashline, Julie	Teacher	WAF
Benway, Chelsea	Uncertified Teacher	WAF
Brown, Ashley	Uncertified Teacher	WAF
Dayton, Faye	Teacher	WAF
Falvey, Chris	Teacher	WAF
Gebhart, Amanda	Teacher	WAF
Gillespie, Nicole	Teacher	WAF
Haley, Jennifer	Teacher	WAF
Johnson, Lyndon	Teacher	YDEC
Lucia, Joelle	Teacher	WAF
McGowan, Joan	Teacher	YDEC
Mitchell, Sue	Teacher	WAF
Politano, Tedi	Teacher	WAF
Rhino, Crystal	Teacher	WAF
Supinski, Ellen	Teacher	WAF
Thompson, Alan	Teacher	YDEC
Wendling, Jordan	Teacher	WAF
Birtz-Sisson, Laura	Speech	WAF



## ENC. 52 CONTINUED

Cook, Erica	Speech	WAF
Gibbons-Campbell, Katie	Speech	WAF/YDEC
Hicks, Shanni	Speech	WAF
Lee, Christie	Speech	WAF
Midgett, Tina	Speech	WAF
Rabideau, Bailey	Speech	WAF/YDEC
Richards, Susan	Speech	WAF
Strong, Nicole	Speech	WAF
Bailey Rabideau	Speech	WAF
Fleury-Desorcie, Marshia	School Social Worker	WAF
Ducatte, Randy	School Counselor	WAF
Fox, Grace	School Counselor	YDEC
Kingsley, Janel	School Counselor	WAF
Perez, Toni	School Social Worker	WAF

### The Following People Will Receive. \$30.00/Hour

Jaimie Plumadore	RN	WAF
Lareau-Kemp, Shirley	RN	WAF
Pierce, Nicole	RN	WAF
Spadafora, Maria	RN	YDEC

### The Following People Will Receive \$350.00/Daily

Lyndon Johnson	Sub Principal	YD
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## ENC. 53

Recommend that the Board approve the following 2018 Summer Work:

### Classroom/café set-up relocation (compensation as per collective bargaining unit)

Bevan Gertsch-Cochran-Culinary Arts Teacher	not to exceed 2 days
Tanner Senecal-Culinary Arts Teacher	not-to-exceed 2 days

### Suicide Prevention Training \$30/Hour

Kevin Donoghue	not to exceed 3 days
Nicole Gillespie	not to exceed 3 days
Jessica Mitchell-Briehl	not to exceed 3 days
Shawna DeAngelo	not to exceed 3 days

### Classroom Preparation/Changes (compensation as per collective bargaining unit)

Shelley Bouyea-Science Teacher	not-to exceed 2 days
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### Classroom/Program Relocation, 2 additional days each (compensation as per collective bargaining unit)

Mike Bova-Sm. Engines/Marine Tech Teacher	not to exceed 4 days
Steve Bassett- Automotive Tech Teacher	not-to-exceed 4 days

### 6:1:1 Autism/ABA Curriculum-Orientation. \$30.00/Hour

Brianna Finnegan	not to exceed 30 hours
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## ENC. 53 CONTINUED

### 8:1:1 Academic/Behavior Curriculum- Orientation \$30.00/Hour

Kyle Ainsworth	not to exceed 30 hours
Katy Bidelspach	not to exceed 30 hours
Madeline Seller	not to exceed 30 hours
Meredith Jacobs	not to exceed 15 hours
Kim Mayer	not to exceed 15 hours
Kim Denton	not to exceed 30 hours
Brittany Phillips	not to exceed 30 hours
Kayla Thorne	not to exceed 30 hours

### 8:1:1 Life Skills Curriculum-Orientation, \$30.00/Hour

Kayla Thorne	not to exceed 30 hours
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### TCI Committee, \$30.00/Hour

Chris Falvey	not to exceed 18 hours
Crystal Rhino	not to exceed 18 hours
Kim Mayer	not to exceed 30 hours

### Aide Evaluation Revision Committee, \$30.00/Hour

Erin Laduke	not to exceed 30 hours
Ashley Pray	not to exceed 30 hours
Christine Cassevaugh	not to exceed 30 hours
Gillian Ryan	not to exceed 30 hours
Laura Denton-Lawrence	not to exceed 30 hours
Crystal Rhino	not to exceed 30 hours

### Intensive Therapeutic Support Program Curriculum, \$30.00/Hour

Julie Ashline	not to exceed 30 hours
Dennis Harrsch	not to exceed 30 hours
Joanne Beaudry	not to exceed 30 hours
Janel Kingsley	not to exceed 30 hours

### Calm Training \$30.00/Hour

Brenda Trombly	not to exceed 16 hours
Cynthia Warner	not to exceed 16 hours
Gillian Ryan	not to exceed 16 hours
Ellen Supinski	not to exceed 16 hours
Brianna Finnegan	not to exceed 16 hours
Madeline Seller	not to exceed 16 hours
Joan Hubbard	not to exceed 16 hours
Lisa Briscoe	not to exceed 16 hours

### Restorative Justice \$30.00/Hour

Kim Denton	not to exceed 4 days
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## **ENC. 54**

Appoint Representatives for the Clinton & Essex County School Boards Association for 2018-19.

(2017-18 Representative for Clinton County was Linda Gonyo-Horne)

(2017-18 Representative for Essex County was Mitch St. Pierre)

## **ENC. 55**

Appoint Voting Delegate/Alternate for New York State School Boards Convention.

(2017-18 Delegate was Ed Marin, Alternate was Richard Harriman, Sr.)

## **ENC. 56**

Appoint NYSSBA Legislative Liaison.

(2017-18 Delegate was Linda Gonyo-Horne)

## **ENC. 57**

Recommend that the Board approve the following CV-TEC Advisory Council Members for the 2018-19 school year:

Sue Matton, Chairperson, North Country Chamber of Commerce

Justin Antoniotti, WPTZ Manager

Leisa Boise, CVES Board Member

Carol Calabrese, Director Essex County IDA

Michael Cashman, Supervisor Town of Plattsburgh

David Coryer, Coryer Staffing

Paul DeDominicas, Director of Community Development, City of Plattsburgh

John Fairchild, Superintendent, Chazy Central School District

Paul Grasso, President & CEO of The Development Corporation

Greg Hart, Workforce Development Institute

Laura J. Marlow, Superintendent of Schools, Northern Adirondack Central School District

Sylvie Nelson, Executive Director, North Country Workforce Development Board

Lee Ann Pray, Plattco

Sheri Sauve, Manager, NYS Department of Labor

Tammy Witt, Schluter Systems

## **ENC. 58**

Recommend that the Board approve the Settlement Agreement by and between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Civil Service Employees Association, Inc. Local 1000 AFSCME, AFL-CIO Board of Cooperative Educational Services of Clinton, Essex, Warren & Washington Counties CSEA Unit #6472 of Clinton County Municipal & School District Employees Local 810. (attached)

**ENC. 58**

**SETTLEMENT AGREEMENT  
BY AND BETWEEN  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF CLINTON, ESSEX,  
WARREN & WASHINGTON COUNTIES  
AND  
CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.  
LOCAL 1000 AFSCME, AFL-CIO  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF CLINTON, ESSEX,  
WARREN & WASHINGTON COUNTIES CSEA UNIT #6472  
OF CLINTON COUNTY MUNICIPAL & SCHOOL DISTRICT EMPLOYEES  
LOCAL 810**

**April 12, 2018**

**WHEREAS**, the BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF CLINTON, ESSEX, WARREN & WASHINGTON COUNTIES, (hereinafter “BOCES”) and CSEA Local 1000 AFSCME, AFL-CIO, BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF CLINTON, ESSEX, WARREN & WASHINGTON COUNTIES Unit 6472 of Clinton County Municipal & School District Employee Local 810 (hereinafter “CSEA”) are parties to a collective bargaining agreement (CBA) for the period July 1, 2015 to June 30, 2018; and

**WHEREAS**, it is alleged the BOCES has changed the two health insurance plans offered to CSEA employees from that which is expressly named in the current collective bargaining Agreement (CBA) to Classic Blue 1 and Classic Blue 2 effective January 1, 2018; and

**WHEREAS**, it is alleged the BOCES has increased the value of employee health insurance premium contributions based the premium rates of the new Classic Blue health plans effective January 1, 2018 for the balance of the contract year; and

**WHEREAS**, CSEA has brought contract grievances alleging violations of the current collective bargaining agreement (CBA) including, but not limited to, ARTICLE XIV – HEALTH INSURANCE as to as to the BOCES’s changes in health plans and the attendant change in employee contributions for such new health plans; and

**WHEREAS**, the BOCES has denied any wrongdoing; and

**WHEREAS**, the parties share a mutual interest in resolving these matters without need of further processing in the Grievance Procedure; and

**THEREFORE, IT IS AGREED** that the current collective bargaining agreement provisions in ARTICLE XIV – HEALTH INSURANCE shall be read to:

(1) Effective January 1, 2018, insert “Classic Blue 1” in place of “Original”, “Plan A” or “Platinum Plan 1”; and

(2) Effective January 1, 2018, insert "Classic Blue 2" in place of "Amended", "Plan B" or "Platinum Plan 2"; and

(3) A new paragraph shall will be added AS "H." to read as follows:

"H. Annual Employee Premium Contribution limit:

Effective January 1, 2018 and for the duration of this Agreement, such employee health benefit contributions shall be adjusted annually effective July 1<sup>st</sup> for the contract year as has been historically done. After July 1st, any increase(s) in the dollar value of the employees' health benefit contributions based on health benefit premium increases during the contract year (after July 1 – June 30) shall not aggregate to a value in excess of ten percent (10%) of the employees' contribution amount in effect on July 1"; and

(4) CSEA will withdraw the two (2) contract grievances dated January 22, 2018 upon receipt of a fully executed ratified Settlement Agreement.

**AGREED AND ACCEPTED:**

**FOR THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF CLINTON,  
ESSEX, WARREN & WASHINGTON COUNTIES:**

\_\_\_\_\_  
DR. MARK DAVEY  
Its Superintendent

Date: \_\_\_\_\_

**FOR CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.  
LOCAL 1000 AFSCME, AFL-CIO**

*Erin Laduke*

ERIN LADUKE  
Its CSEA Unit President

Date: 6/12/18

*Terry Guynup*

TERRY GUYNUP  
CSEA, Labor Relations Specialist

Date: 6-12-18

## **ENC. 59**

Recommend that the Board approve the Memorandum of Understanding between C-E-W-W Board of Cooperative Educational Services and the CVES 12-Month Support Staff that acknowledges Emergency call-back for CEWW Buildings and Grounds properties, both owned and leased. (attached)

## **ENC. 60**

Upon the recommendation of the District Superintendent, BE IT RESOLVED that the Board approve the following resolution:

1. Ratify the collective Bargaining Agreement by and between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Clinton-Essex-Warren-Washington Administrative Unit, effective July 1, 2018 through June 30, 2021.

## **ENC. 61**

Recommend that the Board approve the following Request for Approval of Attendance to Conference/Workshop for the following Board Members:

Linda Gonyo-Horne & Larry Barcomb  
NYSSBA 99<sup>th</sup> Annual Convention  
October 25-27, 2018, New York City, NY (overnight accommodations needed)

## **ENC. 62**

Recommend that the Board approve updates of any names, titles, numbers throughout the District-Wide and all building level Safety Plans to reflect staffing changes/updates, as well as any technology instruction modifications as a result of equipment upgrades, from July 1, 2018 through June 30, 2019.

## **ENC. 63**

Revised Policies – 1<sup>st</sup> Reading

#3230 Organizational Chart (attached)  
#8160 CVES District-Wide School Safety Plan  
#8160.1 Special Ed/CV-TEC Building Level Emergency Response Plan  
#8160.3 Yandon-Dillon Building Level Emergency Response Plan  
#8160.4 Satellite Campus Building Level Emergency Response Plan

## MEMORANDUM OF UNDERSTANDING

AGREEMENT made this 14<sup>th</sup> day of July 2018 by and between CLINTON-ESSEX-WARREN-WASHINGTON BOCES, hereinafter referred to as the District, and THE CLINTON, ESSEX, WARREN, WASHINGTON BOCES 12 MONTH SUPPORT UNIT, hereinafter referred to as the Union, as follows:

WHEREAS, the District and Union are parties to a Collective Bargaining Agreement, dated July 1, 2016 — June 30, 2019; and

WHEREAS, the Collective Bargaining Agreement is silent as it relates to Emergency call back for CEWW Buildings and Grounds properties, both owned and leased; and

WHEREAS, the CEWW BOCES has, prior to the modification of employees schedules to include Saturday and Sunday, compensated members of the custodial department for hours worked for Emergency call backs of buildings and properties as described above; and

WHEREAS, the CEWW BOCES currently employs members of the Custodial Department on both Saturday and Sunday throughout the year; and

WHEREAS, the parties agree that the District, at its sole discretions has the authority to assign who it deems appropriate to perform Emergency call backs, including but not limited to other bargaining units or sub contracting said work to a third party, if/when the Union expresses an unwillingness to perform the duties for the terms and conditions outlined herein.

NOW THEREAFTER, the parties agree as follows:

1. Effective July 14, 2018, the parties agree that members of the Custodial Department shall, at the sole discretion of the District and on a rotating basis, perform Emergency call backs at the Yandon-Dillion Campus on weekdays, after hours, overnights, Saturday and Sunday and Holidays, and when proper personnel are not available and/or when the regularly scheduled employee is on an approved leave day; and
2. The parties agree that the Yandon-Dillion Campus shall encompass the Mineville Building and all other buildings contained on that property; and
3. The parties agree that members of the Custodial Department shall, at the sole discretion of the District and on a rotating basis, perform Emergency call backs at the Plattsburgh campus on weekdays, after hours, overnights, Saturday, Sunday, and Holidays and when proper personnel are not available and/or when the regularly scheduled employee is on an approved leave day; and
4. The parties agree that the Plattsburgh Campus shall include the William A. Fritz Building, John W. Harold Building, Administration, Plattsburgh Satellite Campus, and all other buildings contained on those properties; and
5. The parties agree that members of the Custodial Department who perform said work shall be compensated at the following minimum rates:
  - a. Time and a half  
OR
  - b. 1.5 hours

WHICHEVER IS GREATER

6. The Emergency call back shall include duties as outlined by the Director of Facilities; and
7. The parties agree that work performed in this capacity shall be pre-approved and post-approved by the Director of Facilities; and
8. The parties agree that work performed, as outlined in this Memorandum of Understanding, is non bargaining unit work.

9. The parties further agree that any and all claims to Emergency call backs, as outlined herein, for work performed in each respective building shall be waived by the Union in its entirety.
10. The parties agree that this Memorandum of Understanding shall be nullified by the District, at its sole discretion, upon notice to the Bargaining Unit.
11. It is further agreed by and between the District and the Union that this "Memorandum of Understanding") does not set forth any precedent in the interpretation or application of the Collective Bargaining Agreement by and between the district and the union, nor does it establish any practice of the District or the Union.

\_\_\_\_\_  
FOR THE DISTRICT

\_\_\_\_\_  
Date

*Kim M. West*  
\_\_\_\_\_  
FOR THE UNION

*7/2/18*  
\_\_\_\_\_  
Date



*Recommend Revise  
1<sup>st</sup> Reading*

**ORGANIZATIONAL CHART**

The Board of Cooperative Educational Services shall maintain an administrative organization chart showing the relationship among the various administrators and staff.

***BOCES SHARED DECISION MAKING PLAN VISION***

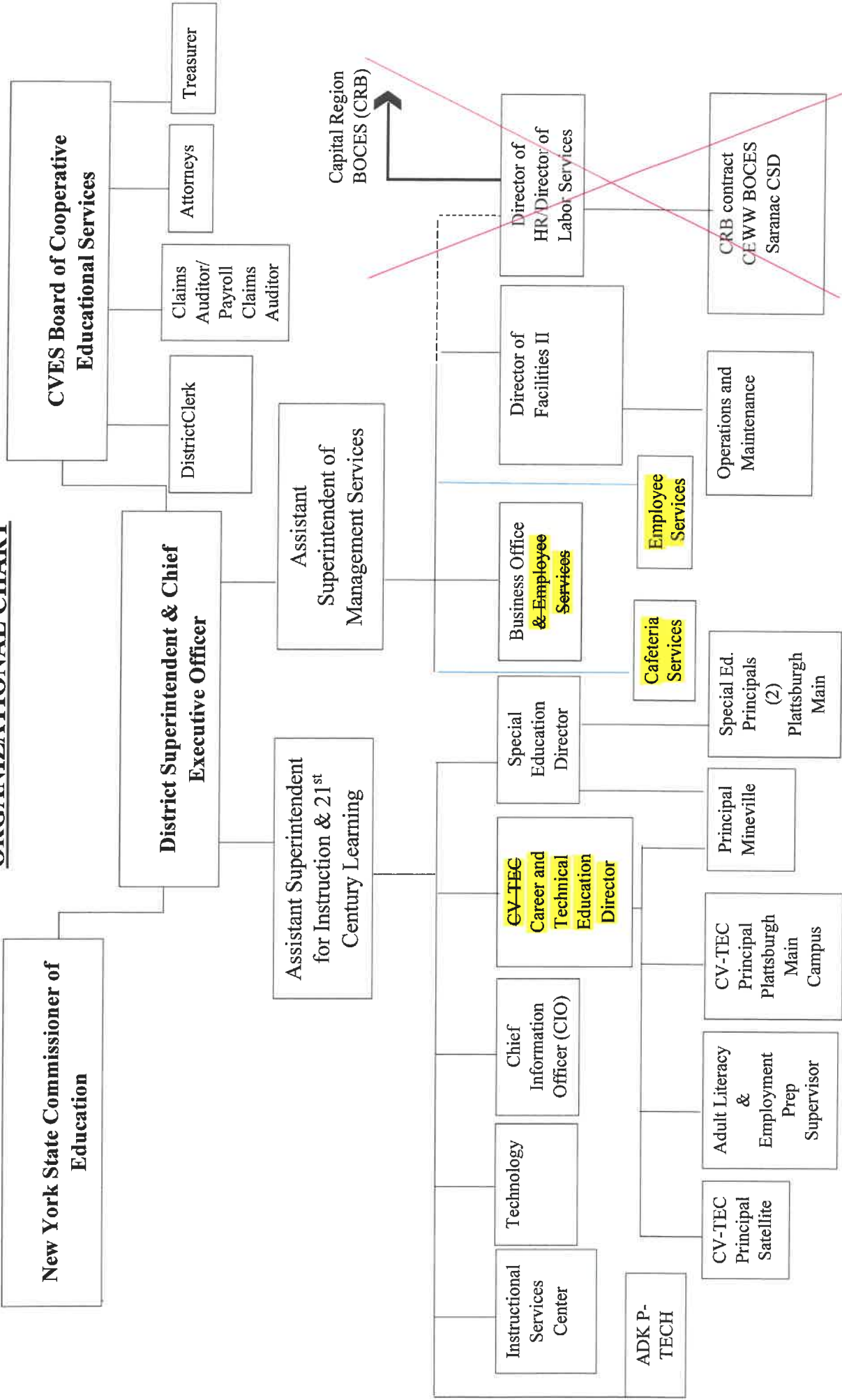
“To provide all students with the skills to be successful in meeting life’s challenges.”

***BOCES ADMINISTRATIVE VISION***

We aspire to be a nationally recognized, premier provider of dynamic and innovative programs and services, serving as a catalyst for personal and regional economic growth.

~~Adopted September 13, 2017~~

**ORGANIZATIONAL CHART**



## **ENC. 64**

### **Policies To Be Reviewed Annually**

1. #6700 Policy and Procedures Governing Procurements of Goods and Service Enacted in Accordance with General Municipal Law § 104-b
2. #6700-E.1 Purchasing Exhibit

## **ENC. 65**

### **Policy Requiring Board Member's Signature**

1. #2160 BOCES Board Officer and Board Member Responsibilities

**Please sign last page and return to District Clerk**

**POLICY AND PROCEDURES GOVERNING PROCUREMENTS  
OF GOODS AND SERVICES ENACTED IN ACCORDANCE WITH  
GENERAL MUNICIPAL LAW § 104-b**

The following procedures shall be followed regarding all procurements of goods and services including those which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law § 103 (1).

**DETERMINATION OF WHETHER PUBLIC BIDDING IS REQUIRED**

The School Business Official shall determine whether public bidding is required.

The determination of public bidding for a particular item shall be based on the total acquisition cost of the same or similar items during the entire school year or term of the contract.

See Chart 6700-E.1 incorporated as part of this policy.

**WHEN PARTICULAR ALTERNATE PROPOSALS SHALL BE USED**

All documentation shall be filed with the Purchasing Agent and the Board shall, in its resolution of award, make reference to the quotations received and the fact that the documents regarding the quotations are filed with the Purchasing Agent.

**PROCEDURE WHEN AWARD IS NOT MADE TO THE LOWEST SUPPLIER**

An award need not be awarded to the lowest supplier when:

- the award is based on best value.
- the bidder is not a responsible bidder.
- the language submitted by the bidder imposes conditions which, in the written opinion of the District Superintendent or attorney, are not in the best interests of BOCES.
- the bidder fails to demonstrate that the item or service can be delivered at the appropriate time.
- the proposed product, in the written opinion of the Purchasing Agent, is not compatible with the products which interact with the product desired to be acquired.
- in relation to personnel services, that there is an existing relationship and such continued relationship is in the best interests of BOCES.
- in relation to personnel services, that the experience or educational basis is not the same. It is the desire of the Board to acquire the best professional services available to meet the needs of BOCES. When proposals are received for personnel services, the Board shall consider the professional experience of the applicants in rendering similar services to

other school districts or to this school district. When personnel services are awarded on the basis of experience and background, the resolution of the Board shall identify the various elements considered in making the award.

- BOCES shall give preference in purchasing instructional materials to any vendor able to provide those materials in alternative formats.

### **WHEN NO BID IS RECEIVED**

When the procedures are followed and no bid is received, the Board shall, by resolution, set forth another method to follow to obtain a quote. The procedures shall then be followed.

### **PROCEDURES OF § 103 (1)**

In all situations, the District Superintendent may elect to follow the procedures of General Municipal Law § 103 (1) even though bidding is not required by law or the anticipated cost is under the statutory limits.

### **ALTERNATE FORMAT**

BOCES shall give preference in purchasing instructional materials to any vendor able to provide those materials in alternative formats.

### **COOPERATIVE PURCHASING**

The Board of Cooperative Educational Services endorses the concept of cooperative purchasing when such method is in the best interest of BOCES. The Purchasing Agent is authorized to explore the possible participation by the Supervisory district in cooperative purchasing ventures with other district and municipalities. All proposals and contracts for cooperative purchasing ventures shall be submitted to the BOCES Board for consideration and approval.

All construction contracts must be advertised, bid on and awarded in accordance with the BOCES' policy and procedures for competitive bidding. No school building may be erected, purchased, repaired, enlarged or remodeled, nor will an advertisement for bids for the execution of the plans and specifications for a school building be placed in the supervisory district, at an expense that will exceed \$10,000 until the plans and specifications have been submitted to the Commissioner of Education and his/her approval received. Such plans and specifications will show in detail the ventilation, heating and lighting of such buildings.

### **ANNUAL REVIEW**

This policy shall be reviewed annually. The annual review shall take place during the first six weeks of the beginning of the school year. This policy shall be considered a continuing policy unless modified by resolution of the Board.

**PRIOR CONSULTATION**

Before enacting this resolution, comments concerning the policies and procedures were solicited from the District Superintendent, School Business Official Treasurer, Internal Auditor, and Purchasing Agent.

Adopted March 11, 2015

**PURCHASING EXHIBIT**  
*Methods of Competition To Be Used For Non-Bid Procurement*

	Verbal Quotes			Written Quotes		Bid	RFP	Other
	0	2	3	3	More than 3			
<b>Purchase Contracts up to \$19,999:</b>								
Under \$800	X							
\$800 - \$1,499		X						
\$1,500 - \$4,999				X				
\$5,000 - \$19,999					X			
<b><i>\$20,000 total or more</i></b>						X		
<b>Public Work Contracts Up to \$34,999</b>								
Under \$1,000	X							
\$1,000 - \$4,999			X					
\$5,000 - \$9,999				X				
\$10,000 - \$34,999					X			
<b><i>\$35,000 total or more</i></b>						X		
Emergencies								X
Insurance					X			
Professional Services*							X	
Leases of Personal Property								X
Second-Hand Equip. from Other Governments								X
Certain Food & Milk Purchases								X
Certain Municipal Hospital Purchases								X
Sole Source <i>(For example, a monopoly, a patented item, certain textbooks and educational publications.)</i>								X

Cooperative bids, state contracts, county contracts or preferred vendors must be utilized prior to initiating a non-bid procurement. Obtain procedures from the division office.

General Municipal Law requires that similar procurements that exceed \$20,000 in a fiscal year must be grouped together for the purpose of determining whether a particular item or group of items must be bid. Such bids will be made at the discretion of the Business Manager.

\* An RFP may be required; however, contracts for professional services may be awarded without competitive bidding.

**DEFINITIONS:**

**Purchase Contract:** An order for supplies and/or equipment or other goods.

**Public Works Contract:** An order for the construction or repair of any building, structure, fixture or other improvement on real property including all materials used and all work, labor and other services rendered in connection with such construction or repair.

**Professional Services:** A service involving specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity.

**RFP:** Request For Proposal

Adopted July 13, 2011

**BOCES BOARD OFFICER AND BOARD MEMBER RESPONSIBILITIES**

Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Cooperative Educational Services (hereinafter "Board") promulgates these rules of ethical conduct for the Board members, officers and employees of the school district. These rules shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts by municipal officers and employees.

*Definitions*

1. "Officer or Employee" means an officer or employee of the Clinton-Essex-Warren-Washington BOCES, whether paid or unpaid, including members of the Board of Education, and their professional or nonprofessional staff and appointees.
2. "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the school district, or a lawful class of such residents or taxpayers. An officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.

*Standards of Conduct*

Every officer and employee of the Clinton-Essex-Warren-Washington BOCES shall be subject to and abide by the following standards of conduct:

1. *Gifts:* He/she shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward to any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

Nothing herein should be construed as prohibiting the traditional exchange of holiday gifts between officers or employees, provided discretion is used to ensure that gifts having a value of \$75 or more are not accepted by any officer or employee. Gifts from children that are principally sentimental in nature and have a value of less than \$75 may be accepted in the spirit in which they are given.



2. *Confidential Information:* He/she shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board whether such information is deemed confidential or not.
3. *Disclosure of Interest:*
  - (a) Whenever a matter requiring the exercise of discretion comes before him or her, either individually or as a member of the Board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the officer or employee shall disclose in writing the nature of the interest.
  - (b) The disclosure shall be made when the matter requiring disclosure first comes before the officer or employee, or when the officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
  - (c) The disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the Board. Any disclosure made to the Board shall be made publicly at a meeting of the Board and must be included in the minutes of the meeting.
4. *Investments in Conflict With Official Duties:* He/she shall not invest or hold an investment directly in any financial, business, commercial or other private transaction that creates a conflict or would otherwise impair the person's independence of judgment in the exercise or performance of his or her official duties.
5. *Private Employment:* He/she shall not engage in, solicit, negotiate for or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
6. *Future Employment:* An officer or employee shall not, after the termination of service or employment with the school district or Board, appear before the school district or Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the district on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

#### *Distribution of Code of Ethics*

The District Superintendent shall cause a copy of the Board's Code of Ethics and this accompanying regulation to be distributed to every officer and employee of the school district.

Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the District Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

*Penalties*

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's Code of Ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Adopted May 14, 2014

**BOCES BOARD OFFICER AND BOARD MEMBER RESPONSIBILITIES EXHIBIT\***

*As a member of my Board of Cooperative Educational Services, I will strive to improve public education, and to that end I will:*

- attend all Board Meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board Meetings;
- render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- encourage the free expression of opinion by all Board Members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- work with other Board Members to establish effective Board policies and to delegate authority for the administration of the schools to the District Superintendent;
- communicate to other Board Members and the District Superintendent expressions of public reaction to Board policies and school programs;
- maintain familiarity with educational issues through study and participation in programs providing needed information, such as those sponsored by state and national school boards associations;
- support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;
- take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and
- remember always that my first and greatest concern must be the educational welfare of the students.

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

\* These guidelines are designed to reinforce the understanding of each Board Member's responsibilities.

Adopted May 14, 2014

**CVES MISSION**

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

**MEMORANDUM**

TO: Mark Davey

FR: Teri Calabrese-Gray 

DA: June 25, 2018

RE: **July 2018 Board Report**

**SUMMER READING AT NEW YORK LIBRARIES "LIBRARIES ROCK"**

The New York State Education Department (NYSED) and the New York State Library are partnering with 1,100 public libraries statewide to the launch "Summer Reading at New York Libraries," the 2018 New York State summer reading program. The free, annual program gives children the opportunity to access the vast resources of New York's public libraries to support their summer reading.

This year's summer reading program slogan is "Libraries Rock!" Children and teens participating in the program receive book recommendations and engage in creative and fun educational activities at their local libraries.

New this year, NYSED is partnering with myON to provide thousands of enhanced digital books to children from birth to 8th grade and their families all around the state. Readers can log into myON to access a digital library of more than 6,000 e-books using any web-enabled device. There's an option to download up to 20 books at a time through a free app for reading offline, as well as resources and tips for parents and educators, including on-demand videos, tip sheets, strategies and more to support meaningful family literacy experiences. This access to free digital children's books, <https://about.myon.com/new-york-reads-myon>, is available for New York state students and families through September. Please be sure to check it out and share with others!



## **PUBLIC COMMENT PERIOD ON PROPOSED EVERY STUDENT SUCCEEDS ACT (ESSA) REGULATIONS**

The public comment period on proposed regulations to prepare for implementation of New York's approved Every Student Succeeds Act (ESSA) plan began on May 9 and has been extended through August 17.

Amendments and additions to Commissioner's Regulations are necessary to implement New York's approved ESSA plan. The final approved ESSA plan is posted on NYSED's ESSA web page and also contains public comment information <http://www.p12.nysed.gov/accountability/essa.html>.

## **NYSED RELEASES QUESTIONS FROM 2018 GRADES 3-8 ENGLISH LANGUAGE ARTS AND MATHEMATICS ASSESSMENTS**

Earlier this month, SED posted 75% of questions from the 2018 Grades 3-8 English Language Arts (ELA) and Mathematics Assessments that count toward student scores. This is the third year in a row that the Department has released 75 percent of assessment questions. Educators and parents will once again be able to review their students' answers to constructed-response questions this year, giving them an even clearer picture of how well students are doing. The questions are posted online at <https://www.engageny.org/resource/released-2018-3-8-ela-and-mathematics-state-test-questions>.

## **STATE MUSEUM ANNOUNCES LAUNCH OF "A NEW YORK MINUTE IN HISTORY" PODCAST**

The New York State Museum, WAMC/Northeast Public Radio and Archivist Media recently announced the launch of a new podcast, "A New York Minute in History," which explores the story of New York State and the unique tales of New Yorkers.

The podcast's first episode explores the lives of Henry Johnson and Tommy Hitchcock Jr., World War I heroes with ties to New York. Through interviews with family members, historians and others, we follow Johnson and Hitchcock to the trenches and airfields of Europe and beyond. You can subscribe to the podcast on iTunes, Google Play and SoundCloud.

The podcast is hosted by New York State Historian Devin Lander and Don Wildman, host of Mysteries at the Museum on Travel Channel. It is produced by WAMC's Associate News Director Jim Levulis. Additional information can be found online at <http://www.nysm.nysed.gov/about/press/a-new-york-minute-history>.





Plattsburgh/Satellite Campus - P.O. Box 455, Plattsburgh, NY 12901  
 Mineville Campus - P.O. Box B, Mineville, NY 12956  
 OneWorkSource - 194 U.S. Oval, Plattsburgh, NY 12903  
 www.cves.org

**CV-TEC DIVISION**  
**Michele M. Friedman**  
 Director of Career and Technical Education

friedman\_michele@cves.org  
 Plattsburgh Main Campus, 518-561-0100 FAX 518-561-0494  
 Mineville Branch Campus, 518-942-6691 FAX 518-942-3368  
 Satellite Branch Campus, 518-561-0100 FAX 518-324-6620  
 OneWorkSource, 518-561-0430 FAX 518-324-3379

**CVES MISSION**

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

TO: Dr. Mark C. Davey

FROM: Michele M. Friedman

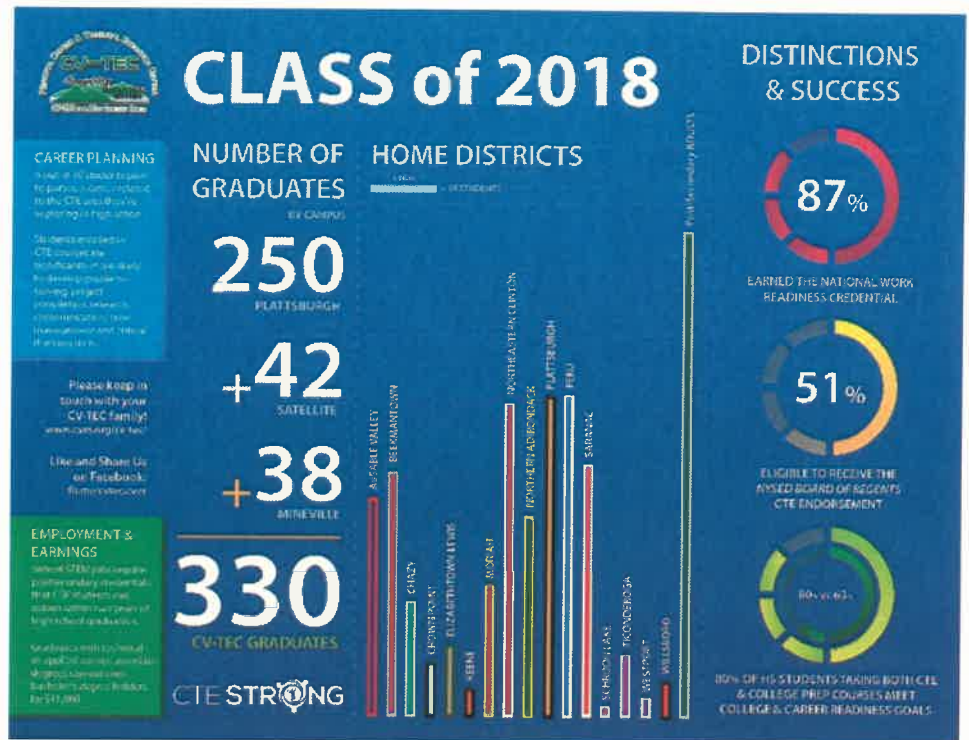
DATE: June 25, 2018

RE: July 2017 Board Report

**CV-TEC Celebrates 330 CTE Graduates & HSED Graduates**

**Plattsburgh Main & Satellite Campus Graduation Ceremony 6/19/18;  
 Mineville Campus Graduation Ceremony 6/20/18:**

Congratulations to the 330 Graduates of the CV-TEC Class of 2018. Graduation Ceremonies were held on Tuesday, June 19<sup>th</sup> at the SUNY Plattsburgh Field House for our 292 Plattsburgh Main and Satellite Campus Graduates and on Wednesday, June 28<sup>th</sup> at Moriah Central School for our 38 Mineville Campus Graduates. Our graduates were recognized for completing their NYSED CTE Approved & COE nationally accredited programs. Students were also celebrated for earning the NYSED CTE Technical Endorsement for excellence in career and technical education, achievement of the President's Award for Academic Excellence, membership into the National Technical Honor Society, attainment of the National Work Readiness Credential and various other scholarships and recognition.



Aaron David LaFountain (Post-Secondary), Reese Butler (Beekmantown Central School) and Christopher Heald (Moriah Central School) were awarded the 2018 CV-TEC Award of Excellence for their outstanding achievements during their time at CV-TEC. Congratulations to all of our CV-TEC Graduates!

**HSED Graduation Ceremony 6/9/18:**

Congratulations to our High School Equivalency Graduates of 2018! Several students have earned their HSED throughout the course of the 2017-2018 school year. Our HSED Graduates participated in the Graduation Ceremony on June 9, 2018 at the West Side Ballroom. Assemblyman Billy Jones provided our students with a wonderful Commencement Address! Congratulations on a job WELL DONE!



**121 High School Students Earn the NYSED Board of Regents CTE Endorsement:**

**TOTAL POPULATION TESTED: 2 6 7**

**145 Earned Endorsement: 54%**



• High School Students Tested:	236
# Technical Endorsement Earned:	121
<b>% HS Earning Technical Endorsement</b>	<b>51%</b>
• Post-Secondary/Adult Tested	31
# Technical Endorsement Earned:	24
<b>% PS/AD Earning Technical Endorsement</b>	<b>77%</b>

**Component District High School Results:**

Number of Students Earning Technical Endorsement

AVCS	11
BCS	18
CHAZY	8
CROWN PT	3
ETOWN	3
KEENE	3
MORIAH	3
NAC	13
NCCS	22
PERU	10
PHS	9
SARANAC	9
SCHROON	1
TICONDEROGA	6
WESTPORT	1
WILLSBORO	1



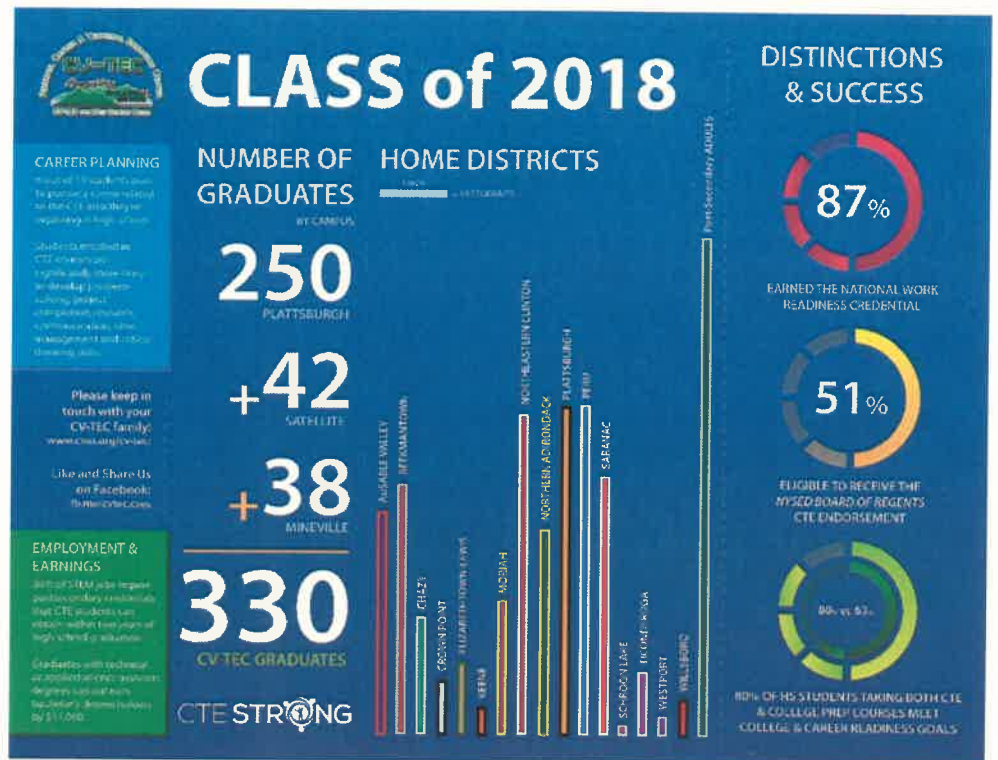
## CV-TEC Teachers Participate In Project Based Learning Professional Development:

On June 13 & 14, 2018, Team CV-TEC Instructional Staff along with educational professionals from our component districts participated in two days training on Project Based Learning. Day 1 consisted of Differentiated Coaching with CTE Cluster Teams and Day Two was centered on Simulating Performance Tasks: Teaching and Assessing Employability Skills. The training was provided by the Southern Regional Education Board out of Atlanta, Georgia due to CV-TEC's affiliation with Tech Centers That Work.



**Thank You for a Fantastic  
2017-2018 School Year!**

**Sincerely,  
Team CV-TEC**



To: Dr. Mark Davey, District Superintendent

From: Reginald McDonald/Bonnie Berry

Date: June 2018

Re: CVES Board Report

### **Classroom & School-wide Events**

The end of the year was a busy time at the Special Education Division. Staff is now preparing for the Summer School. Many activities have been planned to enhance the extended year program for the students. Field trips will highlight outdoor opportunities in our area that students can share with their families for future family outings. The WAF PBIS team has developed activities to go along with two themes: Luau/Ocean Beach and Frontier Rodeo. Students will be provided with hands on experiences related to both themes.

CVES staff and students participated in the Law Enforcement Olympic Torch Run for Special Education helping to raise almost \$5000. Deputy Hilliker assists in the coordination of the Torch Run at our Plattsburgh Campus for the second year with the kick off for the run from CVES to Plattsburgh City Hall. The students are always excited to see the officers and of course all the vehicles and sirens! CV TEC students joined WAF students cheering on the runners.



The Life Skills Prom was a fantastic event at both campuses! The theme was the Wizard of Oz at the Plattsburgh campus with all the characters from Oz interacting with the



students. At Mineville the students enjoyed an Oscar night.



Dare graduation with Deputy Hilliker was held on June 15<sup>th</sup> for the 5<sup>th</sup> and 6<sup>th</sup> graders.

The end of the year picnic was a great success with a fun competition on the inflatable obstacle course and the tug of war.



The WAF Life Skills graduation was held on June 8<sup>th</sup> with 13 students receiving local diplomas or CDOS Pathway Certificates. Regents exams were taken by 23 students at WAF with 44% of the students passing.



CEWW BOCES  
SPECIAL AID FUND PROGRAMS REVIEW  
STATUS EVALUATION  
2017/2018

Cosser	925-2018	927-2017	927-2018	947-2018	949-2018	950-2018	951-2018	952-2018
Program Description	RSE-TASC	Core Rehabilitation Services	Core Rehabilitation Services	SLS Operating Aid	SLS Aid for Automation	EPE	HSE Test Administration	WIOA, Title II
Approved Budget	\$ 208 282	\$ 234 226	\$ 241 252	\$ 99 207	\$ 14 370	\$ 324 850	\$ 6 659	\$ 80 000
Revenue Available/Earned	\$ 208 282	\$ 314 019	\$ 135 242	\$ 96 040	\$ 9 604	\$ 275 431	\$ 2 500	\$ 80 000
Prior Year Rollover	-	10 962	-	3 167	4 766	-	1 967	-
Expenditures to-date	(153 401)	(188 536)	(110 680)	(92 615)	(13 541)	(284 942)	(4 360)	(78 083)
Est.Encumbrances to-date (including indirect cost)*	(6 661)	-	(6 462)	(984)	-	(7 847)	(170)	(1 242)
Unexpended Balance	\$ 48 220	\$ 136 445	\$ 18 100	\$ 5 608	\$ 829	\$ (17 358)	\$ (63)	\$ 675
Percentage Utilized	77%	77%	49%	91%	71%	90%	53%	99%
Grant Program Ending:	6/30/2018	12/31/2017	12/31/2018	6/30/2018	6/30/2018	6/30/2018	12/31/2018	6/30/2018
Finance Approval Obtained:	2/9/2018	12/17/2014	12/17/2014	7/12/2017	8/7/2017	8/28/2017	1/16/2018	8/23/2017
Director:	McDonald	McDonald	McDonald	Gray	Gray	Friedman	Friedman	Friedman
*****								
Cosser	954-2018	956-2018	959-2018	963-2018	963-2019	992-2017	995-2018	997-2018
Program Description	Perkins IV Basic	SLS Supplemental Operating Aid	SNAP Employment & Training Venture IV	North Country Region Career Pathways II	North Country Region Career Pathways II	NYS Dept of Criminal Justice Cyber Safety	WIOA, Incarcerated	WIOA, Literacy Zone 58574
Approved Budget	\$ 108 951	\$ 47 756	\$ 109 580	\$ 135 000	\$ 50 000	\$ 68 571	\$ 59 882	\$ 97 524
Revenue Available/Earned	\$ 108 951	\$ 46 895	\$ 101 000	\$ 34 750	\$ -	\$ 68 571	\$ 59 882	\$ 97 524
Prior Year Rollover	-	861	-	598	-	-	-	-
Expenditures to-date	(107 751)	(43 780)	(39 359)	(39 596)	-	(60 007)	(58 504)	(92 509)
Est.Encumbrances to-date (including indirect cost)*	(870)	(65)	(46 983)	(2 063)	-	(35)	-	(3 215)
Unexpended Balance	\$ 330	\$ 3 911	\$ 14 658	\$ (6 311)	\$ -	\$ 8 529	\$ 1 378	\$ 1 800
Percentage Utilized	99.7%	90%	79%	31%	0%	88%	98%	99.6%
Grant Program Ending:	6/30/2018	6/30/2018	9/30/2018	3/31/2018	3/31/2019	3/31/2019	6/30/2018	6/30/2018
Finance Approval Obtained:	9/6/2017	7/12/2017	2/9/2017	6/15/2017	6/13/2018	2/4/2016	9/8/2017	8/23/2017
Director:	Friedman	Gray	Friedman	Friedman	Friedman	Gray	Friedman	Friedman

\*Includes total unpaid salary and related benefits allocated to the program through year-end. \*\*Project Finance Approval Pending with Agency.