

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

DATE: December 12, 2018
KIND OF MEETING: Regular Board Meeting
PLACE: Special Education Gym, Main Campus, Plattsburgh, NY

Board Members Present:

Larry Barcomb
Jane Donahue
Evan Glading
Richard Harriman, Sr.
Donna LaRocque
Ed Marin
Bruce Murdock
Lori Saunders
Michael St. Pierre

Board Members Absent:

Leisa Boise
Patricia Gero
Linda Gonyo-Horne
Richard Malaney
Thomas McCabe
Florence Sears

Others Present:

Eric Bell
Teri Calabrese-Gray
Christine Myers
James McCartney III
Michele Friedman
Bonnie Berry
Jaci Kelleher

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

MEETING
TO ORDER

The Board President called the meeting to order at 8:08 p.m.

EXECUTIVE
SESSION

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board go into Executive Session at 8:10 p.m., for the following reasons: # 4 - a matter of discussion regarding proposed, pending or current litigation; #6 - A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; #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. The Board was updated by Jacqueline Kelleher, Esq. of Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC on a recent Notice of Claim received regarding an accident. Ms. Kelleher also provided an update regarding the litigation settlement agreement that had been signed in the Fall. Third, the next steps for the purchase of Satellite Campus were discussed following the approval of CVES Capital Project on December 11, 2018. Fourth, several topics involving specific students were discussed and lastly, confidential employee updates were reviewed regarding the Board's planned action at the evening's meeting. All Board Members present voted yes—motion carried.

Mr. Murdock moved, seconded by Mr. Harriman, Sr., that the Board come out of Executive Session at 8:48 p.m. All Board Members present voted yes—motion carried.

OPINIONS &

No Opinions & Concerns this month.

**CONCERNS FROM
AUDIENCE**

**BUDGET
 COMMITTEE
UPDATE**

Mr. Eric Bell reviewed the Budget Committee highlights with the Board from the December 4, 2018 meeting as well as handout materials and talking points. Divisional 2018-19 budget reconciliations were also reviewed with the Board which included anticipated surplus results which will be shared with each component district in the near future. Next, Mr. Bell provided a CEWW Health Insurance Consortium update and stated that according to October 2018 financial information, the Consortium is on par with the projected budget, however, increases in insurance premiums for the 2019-20 school year have not yet been established. Lastly, other budget development factors reviewed included: ERS, TRS and Unemployment rates are expected to decrease, whereas the Workers Compensation rate will remain the same; upcoming and ongoing negotiations; changes in RWADA; and 2019-2020 budget development guidelines and parameters.

**AUDIT
 COMMITTEE
UPDATE**

An Audit Committee update was provided by Mr. Eric Bell and Mrs. Christine Myers where they recommended that the Board approve the Corrective Action Plan for the 2017/18 Annual Independent Audit Management Letter Comments. Earlier in the year, the Board approved to opt-out of the annual internal audit requirement of the whole organization. The next Audit Committee meeting will be on February 13, 2019 at 5:00 p.m. at the Instructional Services Center in Plattsburgh.

Mr. Murdock moved, seconded by Mrs. LaRocque that the Board approve the Corrective Action Plan for the 2017-18 Annual Independent Audit Management Letter comments. All Board Members present voted yes—motion carried.

**CAPITAL PROJECT
UPDATE**

Dr. Davey and Mr. Eric Bell acknowledged and thanked Mr. Alex St. Pierre, CVES' Network and Systems Coordinator, Mrs. Meaghan Rabideau, District Clerk and Chief Election Inspector, as well as many other CVES staff that had diligently prepared for the CVES Capital Project Referendum vote on December 11, 2018. Residents of the 17 component school districts in the Champlain Valley Educational Services (CVES) BOCES voted in a referendum on a proposed \$29.85 million Capital Project, which was approved by 72% yes votes. Voting was conducted in every one of the 17 districts by paper ballot.

**PREVIOUS
MINUTES**

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the minutes of the November 14, 2018 Board Meeting as presented. All Board Members present voted yes—motion carried.

**CONSENT
 AGENDA
FINANCIAL**

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the following Consent Agenda Financial items 8a-8h as presented. All Board Members present voted yes—motion carried.

CERTIFICATION

(8a) Approve the Certification of Warrant for November 2, 2018 – November 30, 2018,

OF WARRANT

as presented.

TREASURER'S REPORT

(8b) Approve the Treasurer's Report from October 31, 2018.

DONATIONS

(8c) Approve the following Donations:

1. For Our Student Stipend Fund:

| | |
|----------------------------|--------------|
| Pepsi (September 2018) | 73.58 |
| United Way (October 2018) | 32.27 |
| Pepsi (October 2018) | 65.37 |
| United Way (November 2018) | 32.27 |
| Pepsi (November 2018) | <u>88.61</u> |

TOTAL - \$292.10

2. Donation of a gift card, from Harbor Freight Tools, with an estimated value of \$1,000.00. This donation will benefit the students of the Welding classroom.

BUDGET INCREASES

(8d) Approve the following Budget Increases:

1. 6:1:1 Autism Budget from \$2,560,649 to \$2,693,212 for the 2018-2019 School Year to accommodate the increases in student enrollment Northern Adirondack, Saranac, and Willsboro School Districts. (Co-Ser 205 – Special Education)

2. 8:1:1 Traditional Budget from \$4,932,263 to \$5,095,971 for the 2018-2019 School Year to accommodate the increases in student enrollment from Elizabethtown-Lewis, Moriah, Northeastern Clinton, Northern Adirondack, Saranac, Ticonderoga, and Franklin-Essex-Hamilton BOCES. (Co-Ser 208 – Special Education)

3. ITIN Teacher of the Deaf Budget from \$323,172 to \$346,239 for the 2018-2019 School Year to accommodate increase in services from Beekmantown, Chazy, and Saranac School Districts. (Co-Ser 301 – Special Education)

4. ITIN Physical Therapy Budget from \$284,734 to \$342,246 for the 2018-2019 School Year due to unanticipated costs not originally budgeted. (Co-Ser 321 – Special Education)

5. ITIN Occupational Therapy Budget from \$580,466 to \$583,236 for the 2018-2019 School Year to accommodate increase in services from Ausable, Chazy, and Westport School Districts. (Co-Ser 323 – Special Education)

6. ITIN Assistive Technology Budget from \$4221 to \$4350 for the 2018-2019 School Year to accommodate increase in services from FEH-Saranac Lake School District.

(Co-Ser 324 – Special Education)

7. Special Facilities – Hospital Budget from \$72,752 to \$116,949 for the 2018-2019 School Year due to unanticipated costs not originally budgeted. (Co-Ser 441 – Special Education)

**BUDGET
INCREASES
CONTINUED**

8. Preschool Committee Budget from \$30,606 to \$32,958 for the 2018-2019 School Year to accommodate increase in services from AuSable School District. (Co-Ser 550 – Special Education)

9. 6:1:1 Autism Summer School Age Budget from \$114,743 to \$125,476 due to increased costs over original projected budget. (Co-Ser 941 – Special Education)

10. Summer School Aged 1-1 Teaching Assistant Budget from \$22,171 to \$26,127 due to increased services over projected budget, not district specific. (Co-Ser 964 – Special Education)

11. Library Service/Media Budget from \$178,488 to \$183,488 for the 2018-2019 school year due to increased purchases of online databases from participating school districts. (Co-Ser 508 - ISC)

12. Grant Management Services Budget from \$113,080 to \$122,031 for the 2018-2019 school year due to Westport CSD joining the Co-Ser. (Co-Ser 645 - ISC)

13. School Public Relations Budget from \$71,631 to \$103,511 for the 2018-2019 school year due to anticipated increase in service requests from Plattsburgh City SD and Lake Placid CSD, as well as CVES internal requests. (Co-Ser 610 - ISC)

**SPECIAL AID
FUND PROJECTS**

(8e) Approve the following Special Aid Fund Projects:

1. NYS Basic Literacy- One Work Source special aid fund project, in the amount of \$125,000, for the period of July 1, 2018 through June 30, 2019. (CV-TEC)

2. NYS Basic Literacy- JCEO special aid fund project, in the amount of \$125,000, for the period of July 1, 2018 through June 30, 2019. (CV-TEC)

3. WIOA, Title II, Corrections Education and Other Institutionalized Education special aid fund project, in the amount of \$109,971, for the period of July 1, 2018 through June 30, 2019. (CV-TEC)

4. Increase the Core Rehabilitation Service (CRS) special aid fund project budget from \$241,252 to \$322,290, for the period of January 1, 2018 through December 31, 2018, due to rollover funding in the amount of \$81,038. (Special Education)

**CONTRACTUAL
BUDGET**

(8f) Approve the following Cross-Contract Budget Increase:

INCREASES

1. General Staffing Agreement between Clinton-Essex-Warren-Washington BOCES and ETS, Inc. to add an estimated 480 hours of additional temporary clerical support for use at the Instructional Services Center in Public Relations and the Print Shop. Services will bill at a rate of \$33 per hour and will extend contract services with ETS through March/April of 2019, bringing the current total expenditure under the contract to an amount not to exceed \$44,740. (Management Services)

CONTRACTUAL
BUDGET
INCREASES

2. Independent Contractor/Consultant Agreement between Clinton-Essex-Warren-Washington BOCES and The Health Network in the amount of \$1,050 to accommodate component district requests for additional DASA Coordinator's Training. The revised agreement value is not anticipated to exceed \$6,150. (ISC)

TRANSPORTATION
AGREEMENT
RENEWAL

(8g) Approve the following Transportation Agreement Renewal:

1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and AuSable Valley Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2018 through June 30, 2019 at a current estimated cost of \$18,200. (CV-TEC)

EQUIPMENT
PURCHASE
RESOLUTION

(8h) Approve the following Equipment Purchase Resolution:

WHEREAS, on December 3, 2018, the hot water heater for the CV-TEC division at the Plattsburgh Campus has become irreparable.

WHEREAS, CV-TEC Division, including students, teachers, and non-instructional personnel occupy the building area serviced by this equipment.

WHEREAS, there are student programs that require warm/hot water. These programs include, but are not limited to, Culinary Arts, Cosmetology, Child Care, Nursing and School Nurse stations.

WHEREAS, it has been determined that to ensure the health of our students; faculty and staff, that the hot water heater must be replaced as soon as possible.

WHEREAS, it has been determined that to replace the hot water heater with the existing model would require no plumbing alterations and, therefore, would be able to be installed in an expedited timeframe.

WHEREAS, there are known companies able to sell the required hot water heater in the Clinton County area (L.H. LaPlante Company, Inc., Pipeline Mechanical of Plattsburgh, LLC, and K&L Plumbing & Heating, Inc.) and we received quotes from these companies as of Friday, December 7, 2018.

ENC. 10 CONTINUED

WHEREAS, Section 103 Subdivision 4 of the General Municipal Law provides that in the case of a public emergency arising out of an unforeseen occurrence which affects the life, health or safety of the students of the District, requiring immediate action which cannot await competitive bidding, contracts for equipment in excess of \$20,000 may be let.

WHEREAS, it has been determined that a bona fide public emergency, within the meaning of Section 103 Subdivision 4 of the General Municipal Law, exists and that immediate action for the replacement of the hot water tank could not await competitive

bidding of the proposed replacement.

THEREFORE BE IT RESOLVED that, on December 13, 2018, a purchase order will be issued to the lowest bidder authorizing the purchase and installation of the specified hot water heater.

**CONSENT
AGENDA
PERSONNEL**

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the following Consent Agenda Personnel items 10a–10f as presented. All Board Members present voted yes—motion carried.

**RESIGNATIONS
BRUNET,
SESSUMS,
PARKER**

(10a) Accept the following letters of Resignation:

1. Charley Brunet, Teacher Aide/Student Aide, effective December 8, 2018
2. Trisha Sessums, Teacher Aide/ Student Aide, effective December 6, 2018
3. Kristen Parker, Account Clerk/Typist, effective December 15, 2018

**LEAVES OF
ABSENCE
AINTRAZI,
LAMERE**

(10b) Accept the following Leaves of Absence:

1. Diana Aintrazi, one (1) year unpaid medical leave of absence, effective November 20, 2018
2. Jerilynn Lamere, unpaid leave of absence from January 2, 2019- May 17, 2019

**TERMINATION
LECLAIR**

(10c) Terminate the following person in accordance with Civil Service Law:

1. Kristen Leclair, Teacher Aide/Student Aide, Effective November 3, 2018

**PERMANENT
APPOINTMENTS
PULSIFER,
WARNER**

(10d) Grant a Permanent Appointment (Civil Service) to the following people:

1. Sherika Pulsifer, Teacher Aide/ Student Aide, effective December 12, 2018
2. Cynthia Warner, Teacher Aide/ Student Aide, effective December 12, 2018

SUBSTITUTES

(10e) Approve the following list of Substitutes for the 2018-19 school year:

| <u>Name</u> | <u>Position</u> |
|--------------|--------------------------------|
| Elora Romano | Substitute Teacher |
| Elaine Rubal | On Call Occupational Therapist |

VOLUNTEERS

(10f) Approve the following Volunteers for the 2018-2019 school year:

Mineville
Lucy Dufault
Starla Monette
Janet Treadway

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**REVISED POLICY
1st READING**

The following revised policy was presented for a first reading:

#6630 Audit Committee Charter

**ADOPT REVISED
POLICIES**

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

#6680 Credit Card Policy
#5600 Personal Property Accountability Policy
#5600 E.2 – Lost or Stolen Property Report
#5600 E.3 – Asset Disposal Request
#5600 E.3A – Multiple Asset Disposal Request

All Board Members present voted yes—motion carried.

**CAPITAL PROJECT
REFERENDUM
ELECTION
INSPECTORS/
ASSISTANT
CLERKS**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board appoint the following list of Head Election Inspectors/Assistant Clerks & Election Inspector/Assistant Clerk for the Capital Project Referendum Vote on December 11, 2018 and corresponding training:

Head Election Inspectors/Assistant Clerks

| | |
|-----------------|-----------------|
| Phyllis Brown | Robin Sturgen |
| Joyce Rovers | Jeanne McMurtry |
| Lori Ducharme | Cynthia Summo |
| Ann Tesar | Kathy Woodward |
| Manya Dupree | Thomas Fusco |
| Marc Gendron | Kim Brown |
| Barbara Ducatte | Enda Bowers |
| Jean McKee | Brenda Drummond |
| Gail Drinkwine | |

Election Inspector/Assistant Clerk

Caroline Thompson

All Board Members present voted yes—motion carried.

**SPECIAL
MEETING
MINUTES**

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board approve the minutes of the Special Meeting held on December 11, 2018.

All Board Members present voted yes—motion carried.

CEWW BOCES
BOARD
ACKNOWLEDGE-
MENT OF SPECIAL
MEETING
RESULTS

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board acknowledge the results of the Special Meeting of the qualified voters of the C-E-W-W BOCES on December 11, 2018 wherein the voters approved the following proposition:

PROPOSITION

Shall the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (the "CEWW BOCES"), be authorized to undertake a project (the "Project") consisting of the acquisition of approximately 17 acres of land and related buildings and structures comprising the CEWW BOCES's Satellite Branch Campus, 518 Rugar Street, Plattsburgh, New York (the "Satellite Branch Campus") which the CEWW BOCES currently leases and approximately 20 acres adjacent thereto for future expansion, the construction of certain renovations, alterations, additions and improvements to the buildings and structures located at the CEWW BOCES's Plattsburgh Main Campus at 1585 Military Turnpike Ext., Plattsburgh, New York, the Satellite Branch Campus and the Mineville Campus, 3092 Plank Road, Mineville, New York, including related demolition, construction, renovations, site improvements, furnishings, fixtures and equipment required for such purposes, architectural fees and other incidental improvements and expenses in connection therewith, at a maximum estimated cost of \$29,850,000 and in furtherance thereof in its discretion to either (a) enter into any and all agreements and instruments necessary or desirable to effectuate the financing for said Project through the auspices of the Dormitory Authority of the State of New York ("DASNY") including, but not limited to, authority to convey to DASNY such specific interests in real property or leasehold interests as may be necessary or desirable in connection therewith, and to enter into any lease or other agreement with DASNY, as may be necessary or desirable to effectuate said financing or (b) enter into an agreement with the component school districts of the CEWW BOCES pursuant to education law section 1950(14)(a) to provide for the financing of the Project and other matters necessary or proper to effectuate the Project as set forth in such statute.

CEWW BOCES
BOARD
ACKNOWLEDGE-
MENT OF SPECIAL
MEETING
RESULTS
CONTINUED

YES VOTES #
1252

NO VOTES #
493

VOID VOTES #
31

And further acknowledge that the District Superintendent proceed with all necessary activities to move forward with the Project approved at the Special Meeting.

All Board Members present voted yes—motion carried.

CAPITAL PROJECT
RESOLUTION

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board of Cooperative Educational Services, pursuant to the approved capital project referendum vote on December 11, 2018, hereby initiates the "Capital Project at the Plattsburgh Main Campus, Satellite Campus, and Yandon-Dillon Facility inclusive of property acquisition" and authorize the District Superintendent to obtain State Education Department approval for the Project in an amount not to exceed \$29,850,000. All Board

Members present voted yes—motion carried.

**TEMPORARY ON-
CALL RATE FOR
THE 2018-19
SCHOOL YEAR**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board establish the following temporary on call rate for 2018-2019 school year:

On-Call Occupational Therapist \$100/Daily

All Board Members present voted yes—motion carried.

**RESIGNATIONS
DANCOES,
HOFFMAN**

Mrs. Saunders moved, seconded by Mrs. LaRocque, that the Board accept the following letters of Resignation:

1. Laura Dancoes, Account Clerk Typist, Effective January 2, 2019
2. Elizabeth Hoffman, Speech Teacher, Effective January 5, 2019

All Board Members present voted yes—motion carried.

**TEMPORARY
APPOINTMENTS
DANCOES, SNOW,
SNOW**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board appoint the following person(s) to a Temporary Appointment as follows:

1. Laura Dancoes, Adult Literacy Teacher, Effective January 2, 2019, Annualized Base Salary of \$43,645, Prorated Salary of \$26,187.
2. Bridget Snow, Adult Literacy Teacher, Effective January 2, 2019, Annualized Base Salary of \$43,645, Prorated Salary of \$26,187.
3. Tiffany Snow, Coordinator (Community Outreach), Effective January 2, 2019, Annual Base Salary of \$57,825, Prorated Salary of \$29,394.37.

All Board Members present voted yes—motion carried.

**STRATEGIC PLAN
UPDATE**

Dr. Davey shared a brief update on December 3, 2018 DPT meeting. The update included highlights on the School Climate Committee that is focusing on bullying, and the Survey Committee that has also begun to meet to make updates to the Annual Strategic Plan survey to be administered in April 2019. It was also mentioned that the Superintendent's Conference day that was canceled due to inclement weather on November 16, 2018, has been rescheduled for January 18, 2018 with the same agenda. A full Strategic Plan presentation will be given to the Board in February 2019.

**DISTRICT SUPT.
UPDATE**

Dr. Davey provided the Board information on the successful merger vote that occurred on December 4, 2018 regarding the Elizabethtown-Lewis-Westport (ELW) CSD which was approved in both districts. The new ELW district will officially begin operation on July 1, 2019. He shared that the next order of business will be the election of a new

Board of Education, planned for the end of January 2019. Dr. Davey then provided an overview of the anticipated timeline and that the new district will be charged with creating a school budget for 2019-20 to be voted on in May by the district's voters. Dr. Davey will be working with the ELW district as their Superintendent until the new district officially begins operation on July 1st. Next, Dr. Davey gave a brief update on the CEWW Health Insurance Consortium and stated that the Ad Hoc Committee was officially approved to be an Advisory Committee as per the by-laws of the Consortium. The Advisory Committee's roll will be to make recommendations to the Board of Directors of the Consortium. Lastly, Dr. Davey listed the following upcoming Board professional development opportunities, conferences and events including:

**DISTRICT SUPT.
 UPDATE
CONTINUED**

- Rural Schools Association statewide Winter Conference titled "Rural Student Mental Health & Safety" – December 14, 2018 – Crowne Plaza, Lake Placid
- CEWW School Boards Association Meeting – "Evidenced-Based Learning: The Work of John Hattie" - 6:00 pm. - January 10, 2019, Westside Ballroom, Plattsburgh
- January 2019 – Legislative Breakfast (additional details to follow)
- February 27, 2019 – BOCES Lobby Day in Albany
- March 13, 2019 – BOCES Student Advocacy Day

**NEXT BOARD
MEETING**

The next Board meeting will be held on Wednesday, January 9, 2019, at the Yandon-Dillon Center at the Mineville Campus. An anticipated Executive Session will begin at 6:30 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mr. St. Pierre, to adjourn the meeting at 9:31 p.m. All Board Members present voted yes—motion carried.


 Meaghan Rabideau, Board Clerk