

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

DATE: February 14, 2019
KIND OF MEETING: Regular Board Meeting
PLACE: Instructional Services Center, Plattsburgh, NY

Board Members Present:

Larry Barcomb
Leisa Boise
Jane Donahue
Richard Harriman, Sr.
Donna LaRocque
Richard Malaney
Thomas McCabe
Lori Saunders
Florence Sears
Michael St. Pierre

Board Members Absent:

Patricia Gero
Evan Glading
Linda Gonyo-Horne
Ed Marin
Bruce Murdock

Others Present:

Eric Bell
Teri Calabrese-Gray
Michele Friedman
Bonnie Berry
Christine Myers

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

MEETING
TO ORDER

The Board President called the meeting to order at 6:32 p.m.

EXECUTIVE
SESSION

Mrs. Saunders moved, seconded by Mrs. LaRocque, that the Board go into Executive Session at 6:34 p.m., for the following reasons: #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; #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 provided an update on negotiations currently underway and discussed negotiation parameters for several contracts commencing negotiations in the near future. Next, updates were provided related to the purchase of CVES' Satellite Campus, and upcoming Capital Project-related contracts recommended for Board for approval. Lastly, several matters related to individual students and employees were shared. All Board Members present voted yes—motion carried.

Mrs. Sears moved, seconded by Mr. Harriman, Sr., that the Board come out of Executive Session at 7:42 p.m. All Board Members present voted yes—motion carried.

OPINIONS &
CONCERNS FROM
AUDIENCE

Mr. Barcomb informed the audience and the Board that Dr. Davey, Mrs. Friedman and Mr. McCartney recently attended a Town of Champlain Board meeting where he signed a Proclamation declaring February as CTE month in their jurisdiction and recognized CV-TEC. Mr. Barcomb thanked them for attending and indicated that he encouraged the Town of Champlain Board members to tour the CV-TEC campus to learn more about the opportunities offered.

BOARD BUDGET
PRESENTATION

Dr. Davey and Mr. Bell, Assistant Superintendent of Management Services, presented the CVES 2019-20 Draft Budget PowerPoint presentation. Dr. Davey began the presentation by thanking the CVES senior leadership team and support staff for their hard work on the development of the 2019-20 CVES budget. He also thanked the CVES Board Budget Committee for their diligent effort, dedication and input in the budget development process. Next, Dr. Davey reviewed the impactful factors affecting the budget's development including health insurance premium increases, changes in TRS & ERS rates and contractual salary obligations as well as the Governor's Executive Budget Summary for 2019-20. Mr. Bell then presented the 2019-20 draft proposed cost summaries and draft budgets for each division. Dr. Davey and Mr. Bell then concluded the presentation and answered questions. A copy of the 2019-20 Educational Program and Fiscal Plan was also shared with the Board. Lastly, it was shared that following the Board's successful 2019-20 budget approval, the budget information would be presented to the Chief School Officers (CSOs) and business officials the next day. Mrs. LaRocque moved, seconded by Mrs. Saunders that the Board grant approval to have the 2019-20 CVES Educational Program and Fiscal Plan printed to share with Component School Districts. All Board Members present voted yes – motion carried.

AUDIT
COMMITTEE
UPDATE

An Audit Committee update was provided by Mr. Bell from the most recent meeting and shared that the Audit Committee discussed if an internal audit will be performed next year. It was recommended by the Committee that at the next CVES BOCES Board meeting, the entire CVES Board adopt the mandate relief measure and not conduct an internal audit for the 2019-20 school year. Mr. Bell also explained to the Board that an RFP for an external audit firm for the 2019-20 school year was also discussed by the Committee. The next Audit Committee meeting will be on May 8, 2019 at 5:00 p.m. at the Instructional Services Center in Plattsburgh.

STRATEGIC PLAN
MID-YEAR
UPDATE

Dr. Davey introduced CVES' Mid-Year Strategic Plan Update Presentation and provided a brief overview of the year's major priorities. Areas of focus this year are school climate and culture as well as the Capital Project. Dr. Davey thanked all of the DPT members as well as the entire CVES Board for their support and participation in the ongoing efforts of the Strategic Plan during the past five years and for its continued emphasis throughout CVES. Teri Calabrese-Gray, Eric Bell, Michele Friedman and Bonnie Berry each shared brief divisional updates and highlights from the DPT (District Planning Team) meeting held recently. Lastly, Dr. Davey reviewed remaining activities including the 6th Annual CVES Strategic Plan Survey to be administered in April and end-of-year wrap up plans.

CAPITAL PROJECT
UPDATE

Dr. Davey and Mr. Eric Bell shared a Capital Project update with the Board that included an explanation of the current Design Phase of the project and the plan for internal stakeholder input in the design updates. The target date to submit the project design to SED still remains mid-August 2019 with bidding of the project to begin by January/February 2020. Mr. Bell concluded the update with a review of project scope items for the CVES annual "mini" capital project. The list contained several multi-year projects that were initially included in the voter approved Capital Project scope, but were pulled to be completed "in-house".

PREVIOUS
MINUTES

Mrs. LaRocque moved, seconded by Mrs. Saunders, to approve the minutes of the January 17, 2019 Board Meeting as presented. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

Mrs. Saunders moved, seconded by Mrs. Boise, to approve the following Consent Agenda Financial items 9a-9k as presented. All Board Members present voted yes—motion carried.

CERTIFICATION
OF WARRANT

(9a) Approve the Certification of Warrant for December 14, 2018 – February 1, 2019 as presented.

TREASURER'S
REPORT

(9b) Approve the Treasurer's Report from December 31, 2018.

DONATIONS

(9c) Approve the following Donations:

1. For Our Student Stipend Fund:

Pepsi (December 2018)	125.44
United Way (December 2018)	32.27
Pepsi (January 2019)	69.22
United Way (January 2019)	<u>32.26</u>

TOTAL - \$ 259.19

2. Donation of \$250.00 from the SeaComm Federal Credit Union. This donation will benefit the SkillsUSA Club at the Plattsburgh Campus.

3. Donation of 1988 GX 195 Glastron Boat & Trailer from Mr. William Nohilly, with an estimated value of \$1,750.00. This donation will benefit the Marine Technology Classroom and is intended for resale.

4. Donation of \$500.00 from The Plattsburgh Rotary Club. This donation will benefit the Special Education Backpack Program.

BUDGET
INCREASE

(9d) Approve the following Budget Increase:

1. High School Equivalency Test Administration special aid fund project budget from \$6,659 to \$6,831.83, for the period of January 1, 2018 through December 31, 2018, due to additional revenue in the amount of \$172.83. (CV-TEC)

CROSS
CONTRACT
BUDGET

(9e) Approve the following Cross Contract Budget:

1. Elementary Science Program – Monroe 2 BOCES budget in the amount of \$7,000 for the 2018-2019 school year to accommodate for a cross contract with Monroe 2 BOCES and Keene. (Co-Ser 562 – 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 \$105,000, for the 2018-2019 school year, to accommodate for potential increased service requests with WSWHE BOCES. (Co-Ser 406 – ISC)
2. Distance Learning Service – Albany BOCES budget from \$146,500 to \$200,000 for the 2018-2019 school year, to accommodate for potential increased service requests with Albany BOCES. (Co-Ser 431 – ISC)
3. Model Schools Service – Albany BOCES budget from \$96,636 to \$165,000 for the 2018-2019 school year, to accommodate for potential increased service requests with Albany BOCES. (Co-Ser 544 – ISC)
4. Co-Op Bid Service – St. Lawrence-Lewis BOCES budget from \$64,320 to \$64,370 for the 2018-2019 school year to accommodate for initial cost increase in a cross contract with SLL BOCES and CVES. (Co-Ser 601 – Mgmt. Services)
5. Recruiting Service – Putnam-Northern Westchester BOCES budget from \$10,612 to \$14,352 for the 2018-2019 school year to accommodate for cross contracts with PNW BOCES (Plattsburgh and Ticonderoga). (Co-Ser 616 – Mgmt. Services)
6. Transportation CTE Shuttles - Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$30 to \$100, for the 2018-2019 school year, to accommodate for a cross contract with WSWHE BOCES and Schroon Lake. (Co-Ser 652 – CV-TEC)
7. Teacher Certification Service – Albany BOCES budget from \$36,062 to \$36,102 for the 2018-2019 school year, to accommodate for initial cost increases under the cross contract with Albany BOCES. (Co-Ser 667 – Mgmt. Services)
8. Labor Relations – Albany BOCES budget from \$272,533 to \$304,995, for the 2018-2019 school year, to accommodate for cross contracts with Albany BOCES (Beekmantown and Northeastern Clinton). (Co-Ser 632 – Mgmt. Services)
9. Learning Technology Services – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$9,530 to \$39,570 for the 2018-2019 school year to accommodate a cross contract with WSWHE BOCES and Beekmantown. (Co-Ser 504 – ISC)
10. Web Page Software Services – St. Lawrence-Lewis BOCES budget from \$12,980 to \$24,960 for the 2018-2019 school year to accommodate a cross contract with SLL BOCES and Schroon Lake. (Co-Ser 536 – ISC)
11. Planning Services – Putnam-Northern Westchester BOCES budget from \$6,000 to \$10,000 for the 2018-2019 school year to accommodate for a cross contract with PNW BOCES and Peru. (Co-Ser 653 – Mgmt. Services)

SPECIAL AID
FUND PROJECT

(9g) Approve the following Special Aid Fund Project:

1. Regional Food Bank of NENY Backpack Program special aid fund project, in the amount of \$1,281, for the period of July 1, 2018 through June 30, 2019. This program is funded through private and business donations. (Special Education)

CONTRACTOR/
CONSULTANT
AGREEMENT

(9h) Approve the following Contractor/Consultant Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Educational Vistas, Inc. for the purpose of obtaining Vendor Scoring services for grades 3-8 ELA and Mathematic Assessments; grades K-12 NYS English as a Second Language Assessment Tests (NYSESLAT); and grades 4 and 8 NYS Science Assessments. Service dates and terms are specified as per the agreement with a completion date occurring on June 14, 2019. The total amount payable for all services is \$150,000. (ISC)

MEMORANDUMS
OF AGREEMENT

(9i) Approve the following Memorandums of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Franklin-Essex-Hamilton BOCES (FEH BOCES) under which C-E-W-W BOCES will reimburse FEH BOCES for professional services rendered in connection with the Supplemental Nutrition Assistance Program Employment & Training Venture IV (SNAP ET) in an amount not to exceed \$60,000. The period of the agreement is October 1, 2018 through September 30, 2019. (CV-TEC)

2. Agreement between Clinton-Essex-Warren-Washington BOCES and The Clinton County Employment and Training Agency (CCETA) under which C-E-W-W BOCES will reimburse CCETA for professional services rendered in connection with the Supplemental Nutrition Assistance Program Employment & Training Venture IV (SNAP ET) in an amount not to exceed \$7,250. The period of the agreement is February 14, 2019 through September 30, 2019. (CV-TEC)

LETTER OF
AGREEMENT

(9j) Approve the following Letter of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Tetra Tech Architects & Engineers (District Architect) under which the District Architect will work with BOCES to develop 2019-20 budget and scope for the annual (mini) capital project. Services will be billed on a Time and Materials basis for an estimated amount of \$2,200, plus reimbursable expenses. The agreement commences February 13, 2019 and will remain in effect until services are completed. (Management Services)

PROPOSAL

(9k) Approve the following Proposal:

1. Based on Tetra Tech's analysis of the proposals submitted for Capital Project Pre-Renovation Testing Services for Asbestos, PCB's, RCRA Metal, and LBP, that the

PROPOSAL
CONTINUED

Board accept the proposal submitted by Atlantic Testing Laboratories, Limited (ATL) under which ATL will provide testing services at the Plattsburgh Main Campus, Plattsburgh Satellite Campus, and Mineville Campus for a current estimated cost of \$20,470. Be it further recommended that the CVES Board President be granted authority to enter into contracts contingent upon CVES' attorney approval.

Note: Two additional firms submitted proposals:

- KAS, Inc. of Plattsburgh, NY - \$25,580
- Intertek - Professional Service Industries, Inc. of Schenectady, NY - \$34,715

CONSENT
AGENDA
PERSONNEL

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

RESIGNATIONS
WICK, WOODS

(11a) Accept the following letters of Resignation:

1. Cayla Wick, Teacher Aide/Student Aide, effective March 16, 2019
2. Chester Woods, Teacher Aide/Student Aide, effective February 18, 2019 (for the purpose of accepting Custodial Worker position)

FOUR-YEAR
PROBATIONARY
APPOINTMENTS
ZULLO,
RICHARDS

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

1. Amanda Zullo, Assessment & Planning Coordinator, Effective March 25, Annual Base Salary of \$70,000.00, Pro-Rated Salary of \$19,541.67.
2. Susan Richards, Business Education Teacher, Effective January 23, 2019, Annual Base Salary of \$ 43,645.

(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).

CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
BISHOP,
NATISHAK, OTIS,
BROWN, DUELL,
KEEFE, WOODS,

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

1. LeeAnn Bishop, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.
2. Diane Natishak, Teacher Aide/Student Aide, Effective February 14, 2019,

HANDLEY,
PERRY,
CONTINUED

Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

3. Katherine Otis, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

4. Jill Brown, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

5. Latayla Duell, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

6. Erin Keefe, Account Clerk Typist – Confidential, Effective January 28, 2019, Annualized Salary of \$30,000, Prorated Salary of \$12,692.31.

7. Chester Woods, Custodial Worker, Effective February 18, 2018, Annualized Salary of \$29,421.00, Prorated Salary of \$10,749.98.

8. Diana Handley, Account Clerk/Typist 12 Month Support, Effective February 20, 2019, Annualized Salary of \$25,184.00, Prorated Salary of \$9,008.12.

9. Michelle Perry, Senior Account Clerk/Typist – Confidential, Effective March 11, 2019, Annualized Salary of \$32,553, Prorated Salary of \$10,016.31.

TENURE
APPOINTMENT
TEDFORD

(11d) Grant Tenure to the following person:

1. Dena Tedford, Health Careers Program Coordinator, Effective March 10, 2019

PERMANENT
APPOINTMENT
CROSS, EARLEY

(11e) Grant a Permanent Appointments (Civil Service) to the following people:

1. Lucas Cross, Teacher Aide/Student Aide, effective February 14, 2019
2. Andrea Earley, Teacher Aide/Student Aide, effective February 14, 2019

SALARY
ADJUSTMENTS
RICHARDS,
STERLING

(11f) Approve the following Salary Adjustment due to receipt of certification:

1. Susan Richards, Business Education Teacher, Effective January 23, 2019, Old Salary of \$37,145, New Salary of \$ 43,645, Prorated Salary of \$23,350.08.

Approve the following Salary Adjustment due to change from 12-Month Support Staff Unit to the Confidential Unit:

1. Laura Sterling, Account Clerk/ Typist - Confidential, Effective January 28, 2019, Old Salary of \$25,618, New Salary of \$29,618, Prorated Salary of \$12,530.69.

ADULT
EDUCATION
INSTRUCTORS

(11g) Approve the following list of Adult Education Course Instructors for the 2018-2019 school year:

Adult Education \$37/hour
Lisa Banker
Tanner Senecal

FACILITATOR

(11h) Approve the following list of Facilitators for the period of April 7, 2019 through June 30, 2019:

Facilitator (\$30.00/hour)
Jane Landry

SUBSTITUTES

(11i) Approve the following list of Substitute and Temporary-On-Call appointments for the 2018-19 school year:

<u>Name</u>	<u>Position</u>
LeeAnn Bishop	Teacher Aide/Student Aide
Diane Natishak	Teacher Aide/Student Aide
Tyler Robinson	Teacher Aide/Student Aide
Brandy Rosselli	Teacher Aide/Student Aide
Amy Keech	Teacher Aide/Student Aide
Andrew Peryer	Teacher Aide/Student Aide
Jill Brown	Teacher Aide/Student Aide
Latayla Duell	Teacher Aide/Student Aide
Katherine Otis	Teacher Aide/Student Aide
Alicia Derone	Teacher Aide/Student Aide
Nora Rougier	Teacher Aide/Student Aide
Brandy Rosselli	Teaching Assistant
Amy Keech	Teaching Assistant
Janice Wheeler	Teaching Assistant
Nora Rougier	Teaching Assistant
Amy Keech	Teacher
Brandy Rosselli	Teacher
Janice Wheeler	Teacher
Sarah Sorensen	Registered Nurse (Schools)
Brandy Rosselli	Food service helper
Erin Keefe	Account Clerk Typist – Confidential

VOLUNTEERS

(11j) Approve the following Volunteers for the 2018-2019 school year:

ISC
Matthew Formicola
Conner McKenzie

AUTHORIZATION
OF INDIVIDUAL
TO COLLECT
MONEY

(11k) Authorize the following individual to collect money at the CV-TEC Plattsburgh Main Campus for the 2018-19 school year:

CV-TEC Main Campus

Stacie Winchell - Adult Education Tuitions and Fees & Other CV-TEC Program Income

Authorize Stacie Winchell as bursar of the \$100 petty cash fund at the CV-TEC Main Campus Office for the remainder of the 2018-2019 school year (replacement for Kristen Parker)

REQUEST FOR
APPROVAL TO
ATTEND
CONFERENCE/
WORKSHOP

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board approve the following Request for Approval of Attendance to Conference/Workshop for the following Board Member:

Linda Gonyo-Horne

Rural Schools Association Board Meeting

April 12, 2019, OCM BOCES, Liverpool, NY (overnight accommodations needed)

All Board Members present voted yes—motion carried.

LEAVES OF
ABSENCE
LAMERE, SNOW

Mr. Harriman, Sr. moved, seconded by Mrs. LaRocque, that the Board accept the following Leaves of Absence:

1. Kaci Lamere, unpaid leave of absence one day per week, effective January 28, 2019 - May 10, 2019.
2. Brigitte Snow, unpaid medical leave of absence, effective on or about March 6, 2019 for a duration not to go beyond May 7, 2019.

All Board Members present voted yes—motion carried.

DISTRICT SUPT.
UPDATE

Dr. Davey informed the Board that the Mineville campus has used all of their allotted snow days. The District Superintendent and administrative team reviewed the plan in case additional days must be used due to inclement weather. The utilization of days in their respective order is designated on the 2018-19 school calendar. He also shared the Rural Schools Association newsletter with the Board and reminded them of the March 2, 2019 “Healing Our Kids” RSA Spring Symposium. Next, Dr. Davey notified the Board that the training with Michael Horning of PLS3rd Learning on the new electronic DS evaluation software has been scheduled for March 5, 2019, 6:00 p.m., at the Instructional Services Center. The Board was informed of the upcoming CVES Board member vacancies due to expire on June 30, 2019 and the upcoming Annual Vote that will be held on April 25, 2019 at each of the component districts. Fourth, Dr. Davey informed the Board that the rescheduled Elizabethtown-Lewis-Westport CSD Board of Education Organizational meeting will be held on February 27, 2019 and that the budget development process has begun for the new district. Fifth, he shared updates related to the Workers’ Compensation & CEWW Health Insurance Consortium and noted that

DISTRICT SUPT.
UPDATE
CONTINUED

2019-20 rate setting will occur in March 2019 and that the Advisory Committee is still working towards cost saving initiatives. Lastly, Dr. Davey reviewed upcoming events as follows:

- BOCES Lobby Day in Albany - Wednesday, February 27, 2019
- BOCES Well Day/Student Advocacy Day - March 13, 2019
- CVES Annual Meeting – Wednesday, April 10, 2019
- CVES Annual Vote & Board Elections – Thursday, April 25, 2019

OTHER

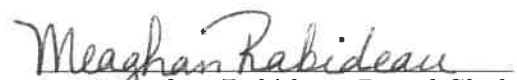
Dr. Davey and Mrs. Friedman both acknowledged and congratulated Ms. Dena Tedford for her newest Tenure Appointment as the Health Careers Program Coordinator. Ms. Tedford has been teaching at CV-TEC for 21 years.

NEXT BOARD
MEETING

The next Board meeting will be held on Wednesday, March 13, 2019, at the Yandon-Dillon Center in Mineville. An anticipated Executive Session will begin at 6:30 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mr. St. Pierre moved, seconded by Mrs. Boise, to adjourn the meeting at 9:08 p.m. All Board Members present voted yes—motion carried.


Meaghan Rabideau, Board Clerk