

## CHAMPLAIN VALLEY EDUCATIONAL SERVICES

Board of Cooperative Educational Services  
Sole Supervisory District of Clinton, Essex,  
Warren and Washington Counties

DATE: March 13, 2019  
KIND OF MEETING: Regular Board Meeting  
PLACE: Yandon-Dillon Center, Mineville, NY

Board Members Present:

Larry Barcomb  
Leisa Boise  
Jane Donahue  
Patricia Gero  
Richard Harriman, Sr.  
Donna LaRocque  
Richard Malaney  
Bruce Murdock  
Lori Saunders  
Michael St. Pierre

Board Members Absent:

Evan Glading  
Linda Gonyo-Horne  
Ed Marin  
Thomas McCabe  
Florence Sears

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Eric Bell  
Teri Calabrese-Gray  
Michele Friedman  
James McCartney III  
Meghan Zedick  
Grace Stay

MEETING  
TO ORDER

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

EXECUTIVE  
SESSION

Mr. Murdock moved, seconded by Mrs. Saunders, 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 - 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. The Board was provided an update by legal counsel on the terms of a revised settlement agreement for their consideration. Second, a negotiation update was provided regarding the CSEA 10-month association's potential agreement as well as other associations' negotiation status. Next, a timeline for the CVES' Director of Special Education vacancy search was reviewed and the terms of several contractual items were discussed related to the BOCES' Capital Project. Lastly, several confidential employee updates were provided. All Board Members present voted yes—motion carried.

Mrs. Boise moved, seconded by Mr. Murdock, that the Board come out of Executive Session at 7:50 p.m. All Board Members present voted yes—motion carried.

OPINIONS &  
CONCERNS FROM  
AUDIENCE

Mr. James McCartney informed the Board of the upcoming CV-TEC Open House at the main campus in Plattsburgh, which will be held on April 4, 2019 at 6:00 p.m. The CV-TEC Open House at the Mineville Campus will be held on April 9, 2019 at 6:00 p.m. Mr. McCartney encouraged all Board members to attend if they are available. Second, Mr. McCartney shared an update about the recommended appointment of a Pilot Ground School Adult Education Course Instructor for CV-TEC's aviation program. Mrs. Michele Friedman shared that CV-TEC participated in the Legislative BOCES CTE Well Day, where all 37 NYS BOCES were in attendance at the NYS

OPINIONS &  
CONCERNS FROM  
AUDIENCE  
CONTINUED

Legislative building in Albany. CVES students highlighted Environmental Forestry & Conservation, and the Construction Trades' Tiny House project. CV-TEC's table was visited by Assemblyman Billy Jones and Senator Betty Little's Aide. The students also had the opportunity to visit the Legislative Chamber, the Concourse and speak with several other legislators. Dr. Davey, who also attended Well Day, thanked Mrs. Friedman, the Director of Career and Technical Education, and CV-TEC teachers Mr. Pierce and Mr. Drew for attending with their students. He indicated he was proud of the excellent representation by CVES' staff and students. Dr. Davey also shared information regarding a letter of communication shared with several of our legislators asking for support of our CTE program's equipment and Workforce Development Equipment. Mr. Murdock informed the Board that the half-time CTE teacher at Schroon Lake CSD is retiring and their Board is urging for a full-time position within their school district.

CAPITAL PROJECT  
UPDATE

Mr. Eric Bell updated the Board on the status of the design phase for CVES' approved Capital project. Five design teams have been established comprised of staff members, administration and O&M to meet and work with the architects to review design and functionality of updated project plans. An update on the Capital Project will be given to the Board during the April meeting. Additionally, Dr. Davey discussed several other "mini" in-house capital projects which are being prioritized to align with the voter approved Capital Project. Lastly, Mr. Bell reviewed the recommendation for CVES' participation in NYSED's "third-party" capital project review process which will significantly reduce SED's review time by months and potentially provide cost-savings throughout the length of the project.

PREVIOUS  
MINUTES

Mrs. Saunders moved, seconded by Mr. Harriman Sr., to approve the minutes of the February 14, 2019 Board Meeting as presented. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mrs. LaRocque moved, seconded by Mr. Harriman Sr., to approve the following Consent Agenda Financial items 6a-6h as presented. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF WARRANT

(6a) Approve the Certification of Warrant for February 4, 2019 to March 1, 2019 as presented.

TREASURER'S  
REPORT

(6b) Approve the Treasurer's Report from January 31, 2019.

DONATIONS

(6c) Approve the following Donations:

1. Donation of \$300.00 from an anonymous donor. This donation will benefit the Keith Broadwell Memorial Scholarship Fund.
2. Donation of \$300.00 from an anonymous donor. This donation will benefit the John W. Harold Scholarship Fund.
3. Donation of \$800.00 from an anonymous donor. This donation will benefit the Special Education Backpack Program.

BUDGET  
INCREASE

(6d) Approve the following Budget Increase:

1. Interscholastic Sports Coordination Budget from \$109,680 to \$112,680 for the 2018-2019 school year to accommodate additional costs of services requested by Section 7 Athletics. ISC (Co-Ser 554)

PROPOSALS

(6e) Approve the following Proposals:

1. Based on Tetra Tech's analysis and recommendation of the proposals submitted, that the Board accept a proposal submitted by The Dente Group of Watervliet, NY for Design Phase Geotechnical Evaluation Services for the Capital Project. Services will take place at the Plattsburgh Main Campus, the Plattsburgh Satellite Campus, and the Mineville Campus for a total amount not to exceed \$48,810. The commencement date for services is March 14, 2019. Be it further recommended that the CVES Board President be granted authority to enter into a service agreement contract contingent upon CVES' attorney approval.

Note: Two additional proposals were received from CME Associates, Inc. of East Syracuse, NY and SJB Services, Inc. of Hamburg, NY.

2. Proposal submitted by Robert M. Sutherland P.C. of Plattsburgh, NY for Capital Project Subdivision Services. Services will entail the subdivision of a 20 acre parcel of land adjacent to the Plattsburgh Satellite Campus and will include mapping, paperwork for subdivision plans, and submittal/ representation before the Town of Plattsburgh. The total for all services is not anticipated to exceed \$4,300 and will commence March 14, 2019. Be it further recommended that the CVES Board President be granted authority to enter into a service agreement contract contingent upon CVES' attorney approval.

Note: Two additional proposals were received from AES Northeast, PLLC of Plattsburgh, NY and Architectural & Engineering Design Associates P.C. of Plattsburgh, NY.

TRANSPORTATION  
AGREEMENT  
RENEWAL

(6f) Approve the following Transportation Agreement Renewal:

1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Northeastern Clinton Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2018 through June 30, 2019 at a current estimated cost of \$26,050. (CV-TEC)

INTERNAL AUDIT  
REQUIREMENT  
EXEMPTION

(6g) Approve the following Internal Audit Requirement Exemption:

WHEREAS a mandate relief measure was enacted by New York State to exempt school districts from the requirement to maintain an internal audit function; and  
WHEREAS Education Law Section 2116-B was amended to include language relative to this exemption; and  
WHEREAS the New York State Education Department Office of Educational Management Services provided guidance indicating that BOCES can also partake in

INTERNAL AUDIT  
REQUIREMENT  
EXEMPTION  
CONTINUED

this exemption and created a Certification Form for BOCES to use in order to illustrate eligibility, and has indicated that this exemption applies to the 2019-20 school fiscal year; and

WHEREAS Clinton-Essex-Warren-Washington BOCES qualifies for this exemption for fiscal year 2019-20 based on completion of this form as prescribed by NYSED; and WHEREAS the Audit Committee of the Clinton-Essex-Warren-Washington BOCES recommends the BOCES adopt this mandate relief measure and not conduct an internal audit for the 2019-20 school year; therefore

BE IT RESOLVED that the Clinton-Essex-Warren-Washington BOCES shall adopt the mandate relief measure and not conduct an internal audit for the 2019-20 school year.

INDEPENDENT  
AUDITOR  
APPOINTMENT/  
MANAGEMENT  
LETTER

(6h) Appoint West & Company, CPAs, PC, of Gloversville, NY, as the CEWW BOCES Independent Auditor for the 2018-19 audits (to be conducted during the 2019-20 school year) and approve the engagement letter. The fee for the 2018-19 audit is \$16,500.

OLD BUSINESS

Audit Committee Meeting minutes from the December 12, 2018 meeting were shared with the Board.

CONSENT  
AGENDA  
PERSONNEL

Mrs. LaRocque moved, seconded by Mrs. Boise, to approve the following Consent Agenda Personnel items 8a–8g as presented. All Board Members present voted yes—motion carried.

RESIGNATIONS  
FOR THE PURPOSE  
OF RETIREMENT  
FISHER, DUPELL,  
NICHOLS

(8a) Accept the following letters of resignation for the purpose of Retirement:

1. Thomas Fisher, Building Maintenance Mechanic, Effective January 2, 2020
2. Lisa Dupell, Teacher Aide/Student Aide, Effective April 30, 2020
3. Kathy Nichols, Teacher Aide/Student Aide, Effective April 30, 2020

RESIGNATION  
DEYO

(8b) Accept the following letter of Resignation:

1. Lisa Ann Deyo, Temporary-On-Call Teacher Aide/Student Aide, Effective February 12, 2019

AMENDMENTS  
BROWN, PERRY,  
RICHARDS

(8c) Accept the following Amendments to the February 14, 2019 Board meeting minutes:

1. Amend the 52-week Civil Service Probationary Appointment that was approved at the February 14, 2019 Board meeting with the following changes:

Name: Jill Brown

Position: Teacher Aide/Student Aide

Effective Date: ~~February 14, 2019~~ **February 28, 2019**

Tentative Permanent Date: ~~February 14, 2020~~ **February 28, 2020**

Annualized Salary: \$15,976

Prorated Salary: ~~\$6,984.48~~ \$6,422.51

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AMENDMENTS  
BROWN, PERRY,  
RICHARDS  
CONTINUED

2. Amend the 52-week Civil Service Probationary Appointment that was approved at the February 14, 2019 Board meeting, to a 26-week Civil Service Probationary Appointment with the following additional change:

Name: Michelle Perry

Position: Senior Account Clerk/ Typist Confidential

Effective Date: March 11, 2019

**Tentative Permanent Date: September 9, 2019**

Annualized Salary: \$32,553

Prorated Salary: \$10,016.31

3. Amend the following Salary Adjustment due to receipt of certification that was approved at the February 14, 2019 Board meeting, with the following changes:

Name: Susan Richards

Position: Business Education Teacher

Effective Date: ~~January 23, 2019~~ **September 1, 2018**

Old Salary: \$ 37,145

New Salary: \$ 43,645

~~Prorated Salary: \$12,530.69~~ (Removed)

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
DERONE, HAMMS,  
McCLATCHIE

(8d) Appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

1. Alicia Derone, Teacher Aide/Student Aide, Effective March 14, 2019, Annualized Salary of \$15,976.00, Prorated Salary of \$5,619.70.

2. Christine Hamms, Teacher Aide/Student Aide, Effective March 14, 2019, Annualized Salary of \$15,976.00, Prorated Salary of \$5,619.70.

3. Katie McClatchie, Teacher Aide/Student Aide, Effective March 14, 2019, Annualized Salary of \$15,976.00, Prorated Salary of \$5,619.70.

ADDITIONAL  
WORK

(8e) Approve the following Additional Work for the 2018-19 school year:

Additional CTE Program Responsibilities (hourly rate of pay)

Dana Poirier, Security and Law Enforcement not-to-exceed 30 hours

SUBSTITUTES

(8f) Approve the following list of Substitute and Temporary-On-Call appointments for the 2018-19 school year:

<u>Name</u>	<u>Position</u>	
Christine Hamms	Teacher Aide/Student Aide	
Katie McClatchie	Teacher Aide/Student Aide	
Nora Rougier	Teacher	
Janice Hart	Food Service Helper	
Lizzie Wilford	School Lunch Manager	(\$15.00/hour)

NEW EMPLOYEE  
ORIENTATION  
COMPENSATION

(8g) Approve the following list of employees to receive compensation at their hourly rate for attending the CVES New Employee Orientation on March 4, 2019:

Name  
Erin Keefe  
Diana Handly  
Roxana Palmer  
Elizabeth Theeman  
Michelle Perry  
Donna Lindsay  
LeeAnn Bishop  
Katherine Otis  
Jill Brown  
Jennifer Wagner  
Jessica Shafer  
Madeline Seller  
Janice Wheeler

RESOLUTION IN  
RESPONSE TO  
GOVERNOR'S  
JANUARY 2019  
EXECUTIVE  
BUDGET  
PROPOSAL

Mr. Murdock moved, seconded by Mr. Harriman, Sr., the Board adopt the following Resolution in Response to the Governor's January 2019 Executive Budget Proposal:

**Whereas**, Public school districts that serve the less wealthy rural communities across the state and throughout the North Country are focused on the Governor's January 2019 Executive Budget proposal; and

**Whereas**, the Governor's proposed state aid increase is well below what public school communities need in 2019-20 simply to maintain instructional programs and support services; and

**Whereas**, the tax cap limits local school districts' ability to increase tax revenue to offset the shortfall in proposed state aid increases; therefore

**Be it resolved**, that the C-E-W-W Board of Cooperative Educational Services (Champlain Valley Educational Services) strongly urges the Legislature and the Governor to act decisively and promptly, by providing the following measures to help provide public school districts and students a foundation for success:

A. Provide a statewide minimum increase on foundation aid of at least **\$1.5 Billion** to at least maintain current programs and services in our BOCES' component school districts and the rest of our State's public school communities;

B. Fix the Property Tax Cap for school districts to address its most damaging shortcomings, especially the ability to exclude BOCES capital expenses that have been approved by the voters in a public referendum including the December 2018 C-E-W-W BOCES public referendum for a \$29,850,000 capital project with a polling site in each component school district that passed with a 72% yes vote;

C. Increase the BOCES Aid for Career and Technical Education (CTE) from the current limit of \$30,000. This limit was established in 1990. When adding only inflation on the

RESOLUTION IN  
RESPONSE TO  
GOVERNOR'S  
JANUARY 2019  
EXECUTIVE  
BUDGET  
PROPOSAL  
CONTINUED

\$30,000 salary cap in 1990, it would total almost \$61,000 in 2019;

D. Allow school districts and BOCES to establish reserve funds for Teacher Retirement System expenses;

E. Increase the statutory cap on BOCES District Superintendents' salaries, which has been frozen for 15 years.

F. Reject proposal to combine and cap expense based aids, including BOCES aid and transportation aid.

**Be it resolved**, that the C-E-W-W BOCES requests the District Superintendent forward a copy of this adopted resolution to every component school district Superintendent of Schools in the C-E-W-W BOCES region, requesting each component school district's Superintendent of Schools forward a copy of this adopted resolution to that school district's Board of Education for consideration of adoption; and

**Be it resolved**, that the C-E-W-W BOCES requests the District Superintendent forward a copy of this adopted resolution signed by the board officers to our BOCES region's elected State representatives, the chairpersons of the Assembly and Senate committees for education and budget development, and to the Honorable Governor Cuomo.

All Board Members present voted yes—motion carried.

ADULT  
EDUCATION  
INSTRUCTOR

Mrs. LaRocque motioned, seconded by Mrs. Boise, that the Board approve the following Adult Education Course Instructor for the 2018-2019 School Year:

Adult Education (\$28.00/hour)

Bradley Kiroy, Pilot Ground School Teacher

All Board Members present voted yes—motion carried.

STRATEGIC PLAN  
UPDATE

Assistant Superintendent Teri Calabrese-Gray gave a brief update on the recent District Planning Team (DPT) meeting and thanked CVES Board members, Richard Harriman Sr. and Lori Saunders, for attending. The meeting focused on the upcoming Annual Strategic Plan Survey which will be administered in April and will be presented to the Board in May. Ms. Calabrese-Gray then shared progress updates regarding CVES' School Climate and Culture sub-committees as part of our ongoing strategic plan work this year, which is now in phase 2 of their CVES-wide presentation tour with each division. Phase 3 of the initiative will be rolled out in the 2019-20 school year. Finally, Dr. Davey shared that Peru CSD has recently begun working with Mr. Sean Brady, from Prism Decision Systems, on updating their own Strategic Plan. There is interest in coordinating Mr. Brady's visit to CVES in the fall with Peru's planned Strategic Plan update too. Dr. Davey reviewed potential 2019-20 Strategic Plan dates with the Board for their feedback and for their participation in their annual Board Retreat.

DISTRICT SUPT.  
UPDATE

Dr. Davey acknowledged several recent staff updates and upcoming programs and asked the Board to please review the important dates calendar. Second, Dr. Davey informed the Board that the Director of Special Education search advertisement information went out this week in newspapers across NYS as well as through various online websites such as NYSSBA, NYSCOSS and SAANYS. Third, the Board was reminded of the upcoming CVES Annual Meeting and Election; and that all Board seat nominations from the component districts must be submitted by March 26, 2019. Related important Board dates are as follows:

- CVES Annual Meeting – Wednesday, April 10, 2019
- CVES Annual Vote & Board Elections – Thursday, April 25, 2019

Next, Dr. Davey shared information for those CVES Board members that were unable to attend the SuperEval training, that there will be additional training opportunities available. Fifth, a CEWW BOCES Workers' Compensation & Health Insurance Consortium update was provided outlining the recently approved Consortium rates, set in March 2019, for 2019-20 which were set for an average increase of 13.5%, and long-term cost savings discussions are continuing. Lastly, Dr. Davey provided the website address for the new Elizabethtown-Lewis-Westport (ELW) CSD where district information such as the Board minutes, agendas, and other information can be found. There have also been several transition teams established for the new school district. The next ELW CSD's Board of Education meeting will be held on March 18, 2019.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, April 10, 2019, at the Yandon-Dillon Center in Mineville. An anticipated Executive Session will begin at 6:30 p.m., with the Annual and Monthly meeting to follow.

ADJOURNMENT

Mr. St. Pierre moved, seconded by Mrs. Boise, to adjourn the meeting at 8:45 p.m. All Board Members present voted yes—motion carried.

  
Meghan Rabideau, Board Clerk