

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  
SEPTEMBER 11, 2019, PROPOSED EXECUTIVE SESSION AT 6:30P.M. – MEETING AT 7:30P.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. EXECUTIVE SESSION  |
| No Action | 3. INTRODUCTION OF ALL PRESENT                              |
| No Action | 4. OPINIONS AND CONCERNS FROM THE AUDIENCE                  |
| No Action | 5. CAPITAL PROJECT UPDATE -- Dr. Mark Davey & Mr. Eric Bell |
| Action    | 6. MINUTES OF PREVIOUS MEETING                              |
|           | a. August 21, 2019 (Enc. 1)                                 |
|           | 7. CONSENT AGENDA FINANCIAL                                 |
| Action    | a. Certification of Warrant (Enc. 2)                        |
| Action    | b. Treasurer's Reports (Enc. 3)                             |
| Action    | c. Donations (Enc. 4)                                       |
| Action    | d. Special Aid Fund Project Continuations (Enc.5)           |
| Action    | e. Special Aid Fund Project (Enc. 6)                        |
| Action    | f. Cross Contracts (Enc. 7)                                 |
| Action    | g. Budget Increase (Enc. 8)                                 |
| Action    | h. Contractor/Consultant Agreement (Enc. 9)                 |
| Action    | i. Lease Agreement (Enc. 10)                                |
| Action    | j. Adult Education Sponsorship Agreements (Enc. 11)         |
| Action    | k. Proposal (Enc. 12)                                       |
| Action    | l. School Breakfast/Lunch Rate Increases (Enc. 13)          |
| Action    | m. Memberships (Enc. 14)                                    |
| Action    | n. Petty Cash Funds (Enc. 15)                               |
|           | 8. OLD BUSINESS   |
| No Action | a. None this month  |
|           | 9. CONSENT AGENDA PERSONNEL                                 |
| Action    | a. Resignations for the Purpose of Retirement (Enc. 16)     |
| Action    | b. Resignations (Enc. 17)                                   |
| Action    | c. Leave of Absence (Enc. 18)                               |
| Action    | d. Rescind (Enc. 19)  |
| Action    | e. Four-Year Probationary Appointments (Enc. 20)            |
| Action    | f. Civil Service Probationary Appointments (Enc. 21)        |

- |        |    |   |
|--------|----|---|
| Action | g. | Temporary Grant Appointments (Enc. 22)          |
| Action | h. | Amendment (Enc. 23)                             |
| Action | i. | Additional Work (Enc. 24)                       |
| Action | j. | Substitutes (Enc. 25)                           |
| Action | k. | New Employee Orientation Compensation (Enc. 26) |

10. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- |           |    |   |
|-----------|----|---|
| No Action | a. | 2018-19 Annual Report on Reserves (informational purposes only) (Enc. 27) |
| No Action | b. | 2018/19 DS Approved Cross Contract Budget Increases (Enc. 28)             |

11. NEW BUSINESS

- |           |    |                 |
|-----------|----|-----------------|
| No Action | a. | None this Month |
|-----------|----|-----------------|

No Action 12. STRATEGIC PLAN UPDATE – Dr. Mark Davey

No Action 13. DISTRICT SUPERINTENDENT’S UPDATE

No Action 14. OTHER

No Action 15. NEXT BOARD MEETING

Wednesday, October 9, 2019, at the Instructional Services Center in Plattsburgh – Proposed Executive Session at 6:30 p.m. – Meeting at 7:30 p.m.

No Action 16. REPORTS FROM DIRECTORS (Enc. 29)

Action 17. 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**

September 11, 2019	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
October 9, 2019	Special Education Open House/Community Resources Fair – 4:00 p.m.
October 9, 2019	Audit Committee Meeting – Instructional Services Center, Plattsburgh – 5:00 p.m.
October 9, 2019	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
October 16, 2019	CV-TEC Family Night – Mineville – 6:00 p.m.
October 24, 2019	CV-TEC Family Night – Plattsburgh – 6:00 p.m.
October 24-26, 2019	NYSSBA Convention – Rochester
October 31, 2019	Board Budget Committee Meeting – Discuss Budget Development & Review 2019-20 Reconciliations – Instructional Services Center, Plattsburgh 7:00 p.m.
November 13, 2019	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
December 3, 2019	Board Budget Committee Meeting – Review Reconciliations & Set Parameters for 2020-21 Budgets – Instructional Services Center, Plattsburgh 7:00 p.m.
December 11, 2019	Audit Committee Meeting – John Harold Center, Plattsburgh 5:00 p.m.
December 11, 2019	Board Meeting – John Harrold Center, Plattsburgh – 7:30 p.m.
January 8, 2020	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
January 28, 2020	Board Budget Committee Meeting – Analyze/Discuss Preliminary 2020-21 Budgets – Finalize Draft Budgets – ISC, Plattsburgh - 7:00 p.m.
February 12, 2020	Audit Committee Meeting – Instructional Services Center, Plattsburgh 5:00 p.m.
February 12, 2020	Board Meeting/Budget Presentations – ISC, Plattsburgh – 6:30 p.m.
February 13-15, 2020	AASA Convention – San Diego, CA
March 11, 2020	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
March 26, 2020	CV-TEC Open House – Plattsburgh – 6:00 p.m.
April 4-6, 2020	NSBA Convention – Chicago, IL
April 7, 2020	CV-TEC Open House – Mineville – 6:00 p.m.
April 8, 2020	Annual Meeting – ISC, Plattsburgh – 6:30 p.m.
April 23, 2020	Election of CVES Board Members and Vote on Administrative Budget
May 12, 2020	NTHS Ceremony – Rainbow Banquet Hall, Altona – 7:00 p.m.
May 13, 2020	Audit Committee Meeting – Yandon-Dillon Center, Mineville 5:00 p.m.
May 13, 2020	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
May 20, 2020	NTHS Ceremony – Moriah High School Auditorium – 7:00 p.m.
May 27, 2020	SkillsUSA Awards Banquet – Butcher Block – 6:00 p.m.
June 10, 2020	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
June 11, 2020	No. Country Loggers Awards Banquet – 6:00 p.m.
June 12, 2020	WAF Graduation Ceremony – SUNY Giltz Auditorium – 9:30 a.m.
June 13, 2020	HSED Graduation – Westside Ballroom – 1:00 p.m.
June 23, 2020	CV-TEC Plattsburgh Graduation Ceremony – SUNY Field House – 7:00 p.m.
June 24, 2020	CV-TEC Mineville Graduation Ceremony – Moriah Central School – 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 approve the Draft Minutes from the August 21, 2019 Regular Board meeting. (attached)

## **ENC. 2**

Recommend that the Board approve the Certification of Warrant for August 12, 2019 to August 29, 2019. (attached)

## **ENC. 3**

Recommend that the Board approve the Treasurer's Reports from June & July 2019. (attached)

## **ENC. 4**

Recommend that the Board approve the following Donations:

1. For Our Student Stipend Fund:

United Way (August 2019)	41.17
Pepsi (August 2019)	55.89
United Way (August 2019)	<u>41.17</u>
TOTAL -	\$ 138.23

2. Donation of \$3,000.00, from Cheryl Brosnan of miscellaneous tools, supplies (CNC and related items). This donation will benefit the DAD, Welding, Auto Tech, Auto Collision, Marine Tech, Pre CTE Auto and Power Sport Tech programs.

## **ENC. 5**

Recommend that the Board approve the following Special Aid Fund Project Continuations:

1. NYS Basic Literacy- JCEO special aid fund project be allowed to continue providing services for the period October 1- December 31, 2019. Expenditures are not to exceed \$31,741. (attached)

2. NYS Basic Literacy- One Work Source special aid fund project be allowed to continue providing services for the period October 1- December 31, 2019. Expenditures are not to exceed \$31,741. (attached)

## **ENC. 6**

Recommend that the Board approve the following Special Aid Fund Project:

1. National School Lunch Program (NSLP) Equipment Assistance Grant, in the amount of \$5,168, for the period of August 1, 2019 through July 31, 2020. These funds will be used to purchase a portable refrigerated cold food station for the Plattsburgh WAF cafeteria. (Admin)

# ENC. 1

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

**DRAFT**

DATE: August 21, 2019

KIND OF MEETING: Regular Board Meeting

PLACE: Instructional Services Center, Plattsburgh, NY

Board Members Present:

Larry Barcomb  
Patricia Gero  
Richard Harriman, Sr.  
Donna LaRocque  
Richard Malaney  
Ed Marin  
Bruce Murdock  
Lori Saunders  
Michael St. Pierre  
Scott Thurber

Board Members Absent:

Leisa Boise  
Evan Glading  
Linda Gonyo-Horne  
Thomas McCabe  
Doug Spilling

Others Present:

Eric Bell  
Teri Calabrese-Gray  
James McCartney III  
Michele Friedman  
Bonnie Berry

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

MEETING  
TO ORDER

The Board President called the meeting to order at 6:39 p.m.

EXECUTIVE  
SESSION

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board go into Executive Session at 6:41 p.m., for the following reasons: #4 - A matter of discussion regarding proposed, pending or current litigation; #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); #6 - A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; #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. All Board Members present voted yes—motion carried.

In Executive Session, the Board and Dr. Davey discussed his 2019-20 draft goals which will be finalized for next month's Board meeting. Second, an update was provided on a potential litigation matter involving a student and a planning meeting held with the parent of the involved student prior to the start of the new school year. Third, there were several Capital Project updates including the purchase of the additional, approximate 20 acres adjacent to the CVES Satellite Campus recommended for approval at the meeting. Additionally, several contractual matters involving the upcoming Capital Project were discussed. Fifth, an update was shared on the Director of Special Education search and its continuation while an Interim Director remains in place. Lastly, several confidential personnel actions were reviewed with the Board prior to action during the business meeting.

Mr. Murdock moved, seconded by Mr. Harriman, Sr., that the Board come out of Executive Session at 8:19 p.m. All Board Members present voted yes—motion carried.

OPINIONS &  
CONCERNS FROM  
AUDIENCE

Mr. James McCartney III, Principal of the CV-TEC Satellite Campus shared that Mr. Tom Aubin, CV-TEC Welding Teacher, is a semi-finalist for the third year in a row for the Harbor Freight Tools for Schools 2019 Prize for Teaching Excellence. Dr. Davey then shared two press releases with the Board, one discussing the recent land purchase of the CVES Satellite Campus from Clinton County made as part of the voter approved Capital Project and a second one for CVES Board member Linda Gonyo-Horne in recognition of her recent 2019 Anne Z. Paulin Distinguished Service award for leadership, dedication, commitment and hard work to support Rural Education in NYS. Lastly, the Board received a copy of the 2018-19 CVES Annual Report, which showcases celebrations and highlights of the great work accomplished during the year. Dr. Davey thanked all that contributed to finalizing the report, especially the communications team for their help in updating and designing. The Annual Report will be made public electronically on the CVES website.

CAPITAL PROJECT  
UPDATE

Mr. Eric Bell gave a brief Capital Project PowerPoint presentation to the Board for the additional 20-acre property purchase from Clinton County and Haun Welding Supply Company regarding the approved subdivision by the Town of Plattsburgh Planning Board. CVES is still on target to submit design and project documents during the first week of September to NYSED. The discussion also included bid alternates for the Capital Project. Mr. Bell touched on the project schedule timeline and updated the Board on the current mini- capital projects that are ongoing. These two projects include the 2018-19 fire alarm project and the 2019-20 water line and lighting project.

PREVIOUS  
MINUTES

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board amend and approve the minutes of the July 10, 2019 Reorganizational Board meeting. On page 16 of the draft July 10, 2019 meeting minutes, under “Adopt Revised Policy”, it should have stated “13 Board Members present voted yes; Mrs. Lorene Saunders voted no — motion carried”. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mr. Murdock moved, seconded by Mrs. Saunders, to approve the following Consent Agenda Financial items 7a-7m as presented. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF WARRANT

(7a) Approve the Certification of Warrant for June 24, 2019 to August 9, 2019 as presented.

DONATIONS

(7b) Approve the following Donations

1. For Our Student Stipend Fund:

United Way (May 2019)	41.17
Pepsi (June 2019)	105.27
United Way (June 2019)	41.17
Linda Gonya-Horne (June 2019)	<u>50.00</u>

TOTAL - \$ 237.61

2. Donation of \$549.00, from Adirondack Foundation. This donation will benefit the Special Education Backpack program.

**BUDGET  
INCREASE**

(7c) Approve the following Budget Increase:

1. Library Media Service budget from \$209,240 to \$229,240 for the 2019-2020 school year due to increased purchases of Online Databases by School Districts. (ISC)

**CROSS  
CONTRACTS**

(7d) Approve the following Cross Contracts:

1. 2018-19 Final- Capital Region BOCES  
\$5,179,635.05 for Distance Learning, Virtual Summer School, School Improvement, Instructional Computer Support Services, Model Schools, Administrative Computer Services (student, financial, security and others), Microfilming, Communications, Voice and Electronic Communication Services, Health Safety/Risk Management, Labor Relations, and Teacher Certification (all 17 component districts and CVES participate in one or more of these services).
2. 2018-19 Final- Erie 1 BOCES  
\$3,000 for Policy Services (CVES and Westport participate in this service).
3. 2018-19 Final- Franklin-Essex-Hamilton BOCES  
\$681,561.75 for Shared Business Office Services (Beekmantown, Keene, Elizabethtown-Lewis, Putnam, and Westport participate in this service); Substitute Coordination (Beekmantown, Elizabethtown-Lewis, Schroon Lake, Westport, and Willsboro participate in this service); School Improvement SSFC (Elizabethtown-Lewis and Westport participates in this service); Insurance- ACA Consulting and Reporting (AuSable Valley, Beekmantown, Elizabethtown-Lewis, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Schroon Lake, and Westport participate in this service); Personnel Recruitment-Frontline (Beekmantown participates in this service); Labor Relations (Northeastern Clinton and Northern Adirondack participates in this service); Arts in Education (Beekmantown participates in this service); Exploratory Enrichment (Northern Adirondack participates in this service); and School Improvement (AuSable Valley, Beekmantown, Chazy, CVES, Elizabethtown-Lewis, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, Westport, and Willsboro participates in this service).
4. 2018-19 Final- Hamilton-Fulton-Montgomery BOCES  
\$364 for School Improvement Services (Peru Central School participates in this service).
5. 2018-19 Final- Jefferson-Lewis BOCES  
\$25,496 for Drug & Alcohol Testing Services (AuSable Valley, Beekmantown, Chazy, Crown Point, CVES, Elizabethtown-Lewis, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Westport, and Willsboro participate

in this service).

6. 2018-19 Final- Monroe 1 BOCES

\$312.70 for School Improvement Services (Northern Adirondack Central School participates in this service).

7. 2018-19 Final- Monroe 2-Orleans BOCES

\$5,690.52 for the Elementary Science Program (Keene participates in this service).

8. 2018-19 Final- Oswego BOCES

\$2,250 for NYS CDOS or SACC Credential Management System (CVES participates in this service).

9. 2018-19 Final- St. Lawrence-Lewis BOCES

\$75,040 for Cooperative Purchasing (AuSable Valley, Beekmantown, Chazy, Crown Point, CVES, Elizabethtown-Lewis, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, Westport, and Willsboro participate in this service), Section X Athletic Coordination (Plattsburgh City participates in this service) and Instructional Computer-Edlio (Beekmantown participates in this service).

10. 2018-19 Final- Tompkins-Seneca-Tioga BOCES

\$13,457.14 for School Improvement Services (Peru participates in this service).

11. 2019-20- Onondaga-Cortland-Madison BOCES

\$595 for Energy Coordination Services (Keene Central School participates in this service).

12. 2019-20- St. Lawrence-Lewis BOCES

\$68,812 for Cooperative Purchasing (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, and Willsboro participate in this service), Section X Coordination (Plattsburgh City participates in this service) and Instructional Computer-Edlio (Beekmantown participates in this service).

LAND PURCHASE  
AGREEMENT

(7e) Approve the following Land Purchase Agreement:

1. Agreement for the Purchase and Sale of Real Estate between Clinton-Essex-Warren-Washington BOCES and HAUN Second Properties, Inc. for the purpose of purchasing real property known as a portion of Military Turnpike (Deed reference: Clinton County Clerk's Office, Instrument #2012-247436), located in the Town of Plattsburgh, Clinton County, New York, being a part of Tax Map Parcel Identification Number 220.-1-16.1. The purchase price for the Property is \$5,000. The transfer of title shall be completed on or about September 1, 2019. (Management Services)

LEASE  
AGREEMENT

(7f) Approve the following Lease Agreement:

1. Lease Agreement between Clinton-Essex-Warren-Washington BOCES and Boquet Valley Central School District for the purpose of allowing BOCES to lease one classroom from Boquet Valley CSD at their Mountain View Campus in Elizabethtown, NY, for use by the CV-TEC New Visions Medical Careers Program. The agreement will commence September 1, 2019 and will continue for a period of 5 years through June 30, 2024. The

annual rent paid to Bouquet Valley School District by BOCES for the contract term of September 1, 2019 to June 30, 2020 shall be \$4,000; for the contract term of July 1, 2020 to June 30, 2021 the rent shall be \$4,200; for the contract term of July 1, 2021 to June 30, 2022 the rent shall be \$4,400; for the contract term of July 1, 2022 to June 30, 2023 the rent shall be \$4,600; and for the final contract term of July 1, 2023 to June 30, 2024 the rent shall be \$4,800. (Management Services)

**MASTER  
SERVICES  
AGREEMENT**

(7g) Approve the following Master Services Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Frontline Technologies Group LLC dba Frontline Education to set forth a complete statement of the terms, conditions, and use of Frontline's software products and services, including BOCES subscriptions and Participating Districts subscriptions to Frontline's Absence Management Software, Frontline's IEP Direct Software, and Frontline's Employee Evaluation Management Software. Subscription dates for products currently in use run from July 1, 2019 through June 30, 2020 and will renew automatically for a like term unless notice of termination is provided to Frontline. The current 2019-20 expenditure for all software subscription licenses from Frontline, including implementation services, is \$49,294. (Management Services)

**AGREEMENT FOR  
CAFETERIA  
MEALS SERVICES**

(7h) Approve the following Agreement for Cafeteria Meals Services:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Adirondack Community Action Programs, Inc. (ACAP) under which BOCES will provide breakfast and lunch meals to ACAP preschool students and staff at the Yandon-Dillon Center in Mineville during the 2019-20 school year. ACAP agrees to pay BOCES the following meal prices: \$2.31 for each student breakfast; \$3.75 for each student lunch; \$2.50 for each adult breakfast; \$4.20 for each adult lunch. ACAP will also pay BOCES \$30,000 as their share of the cost for a food service helper position at the Yandon-Dillon cafeteria for the 2019-20 service period. (Management Services)

**REVOCABLE  
PERMIT  
AGREEMENT**

(7i) Approve the following Revocable Permit Agreement:

1. Agreement between the State University of New York at Plattsburgh (SUNY) and Clinton-Essex-Warren-Washington BOCES for the rental of classroom space, including rooms 309A and 309B, at Sibley Hall in Plattsburgh, NY. The rental agreement commences August 22, 2019 and ends August 21, 2021. The annual rent paid by BOCES to SUNY for the two-year term shall be \$6,070 per year. (Special Education)

**NATIONAL  
SCHOOL LUNCH  
PROGRAM**

(7j) Approve participation in the National School Lunch Program (NSLP) at the William A Fritz Center, which includes providing a healthy breakfast and lunch.

**COMMUNITY  
ELIGIBILITY**

(7k) Approve participation in Community Eligibility Provision (CEP): Students enrolled in the Special Education program located at the William A. Fritz (WAF) Center and

PROVISION

Yandon Dillon Campus have been approved to participate in the Community Eligibility Provision (CEP) beginning July 1, 2019 with the established Identified Student Population (ISP) of 89.94%. This provision allows all enrolled Special Education students to receive a healthy breakfast and lunch at no charge.

SCHOOL LUNCH  
PROGRAM  
RESOLUTION

(7L) Approve the Policy Statement for Free and Reduced Priced Meals or Free Milk in accordance with NYSED program requirements for the federally assisted National School Lunch Program, School Breakfast Program, or Special Milk Program, for the 2019-20 school year.

SPECIAL  
EDUCATION  
SCHOOL-AGE  
SUMMER SCHOOL  
RESOLUTION

(7m) Approve the following Special Education School-Age Summer School Resolution:  
1. WHEREAS, the stated vision of CEWW BOCES is to “meet the needs and expectations of our component schools, the communities and all learners who are affected by our services,” and such vision is central to the desire of the Districts who wish to continue to have CEWW BOCES provide regional Special Education School- Age Summer School; and WHEREAS, CEWW BOCES provides Special Education School-Age Summer School services in a cost-effective manner, due to the ability of CEWW BOCES to offer and provide services to multiple Districts which are able to share costs; and WHEREAS, the CEWW BOCES has received written notification from the following school districts indicating their commitment to participate in the 2020 Special Education School-Age Summer School and to pay the actual costs of operating the 2020 summer program, notwithstanding State Education Department tuition rates: AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Ticonderoga, Willsboro;  
IT IS THEREFORE RESOLVED, that after diligently analyzing written notices provided by component Districts via Board Resolution, committing to pay the actual costs of operating the 2020 summer program, notwithstanding State Education Department tuition rates, the CEWW Board of Cooperative Educational Services authorizes the CEWW BOCES Special Education Director to provide 2020 Special Education School-Age Summer School.

2. WHEREAS, the stated vision of CEWW BOCES is to “meet the needs and expectations of our component schools, the communities and all learners who are affected by our services,” and such vision is central to the desire of the Districts who wish to continue to have CEWW BOCES provide regional Special Education School- Age Summer School; and WHEREAS, CEWW BOCES provides Special Education School-Age Summer School services in a cost-effective manner, due to the ability of CEWW BOCES to offer and provide services to multiple Districts which are able to share costs; and IT IS THEREFORE RESOLVED, that if component Districts commit by Board Resolution to pay the actual costs of operating the 2021 summer program, notwithstanding State Education Department tuition rates, as indicated by written notice from those Districts, no later than August 3, 2020; CEWW BOCES will diligently analyze its ability to provide services in summer 2021, based in part, on the number of component participants and students; and

THEREFORE, BE IT FURTHER RESOLVED that if any provision of this RESOLUTION or any application of the RESOLUTION shall be found contrary to law, then such RESOLUTION or application shall not be deemed to be valid and subsisting, except to the extent permitted by law.

CONSENT  
AGENDA  
PERSONNEL

Mrs. LaRocque moved, seconded by Mr. Harriman Sr., to approve the following Consent Agenda Personnel items 9a–9w as presented. All Board Members present voted yes—motion carried.

ABOLISHMENT  
SMART, MURPHY

(9a) Abolish/reduce the following staff and/or position(s) due to reduced component school district requests for services:

1. Abolish Leonard Smart, -1.0 FTE Airframe & Power Plant Teacher, effective August 30, 2019. The above employee will be placed on a preferred eligible list for Technical Trades Airframe & Power Plant Teacher for a period of (7) years, during which time they will have the right to be recalled on the basis of seniority in accordance with statute.
2. Abolish Mary Murphy, -.7 FTE Occupational Therapist, effective August 30, 2019. The above person shall be placed on a preferred eligible list for Occupational Therapist for a period of 4 years, during which time they will have the right to be recalled on the basis of seniority in accordance with statute.
3. Reduce -.5 FTE Power Sport Technology teacher position (Plattsburgh)
4. Reduce -.5 FTE Marine Technology teacher position (Mineville)

RESCIND

(9b) Rescind the motion that was approved at the July 10, 2019 Board meeting whereby the Board approved the resignation of Oliver Bickel, School Psychologist, effective August 6, 2019.

RESIGNATIONS  
FOR THE PURPOSE  
OF RETIREMENT  
BICKEL

(9c) Approve the following letters of resignations for the purpose of retirement:

1. Oliver Bickel, School Psychologist, Effective August 6, 2019

RESIGNATIONS  
RASCOE,  
LAMERE, BLAISE,  
AINSWORTH,  
WARNER,  
BEDARD,  
JAQUISH,  
CASSEVAH,  
BOURG,

(9d) Accept the following letters of resignation:

1. Molly Rascoe, Special Education Teacher, Effective July 16, 2019
2. Kaci LaMere, Teacher Aide/Student Aide, Effective July 24, 2019
3. Destiny Blaise Welch, Teacher Aide/Student Aide, Effective July 29, 2019
4. Kyle Ainsworth, Special Education Teacher, Effective July 30, 2019
5. Cynthia Warner, Teacher Aide/Student Aide, Effective August 17, 2019
6. Madison Bedard, Teacher Aide/Student Aide, Effective August 17, 2019
7. Iola Jaquish, Teacher Aide/Student Aide, Effective August 18, 2019

KINGSLEY,  
HUCHRO,  
WINCHELL,  
ASHLINE,  
BIDLESPACH,  
FINNEGAN,  
BROUSSEAU,  
KATZFHEY

RESIGNATIONS  
CONTINUED

8. Christine Cassevah, Teacher Aide/Student Aide, Effective August 31, 2019
9. Tedi Bourg, Special Education Teacher, Effective August 31, 2019
10. Janel Kingsley, School Counselor, Effective August 31, 2019
11. Adele Huchro, Food Service Helper, Effective September 1, 2019 (for the purpose of accepting a Cook position)
12. Stacie Winchell, Account Clerk/Typist-Confidential, Effective September 1, 2019
13. Julie Ashline, Special Education Teacher, Effective September 1, 2019
14. Katy Bidlespach, Special Education Teacher, Effective September 1, 2019
15. Jordan Finnegan, Teacher Aide/Student Aide, Effective September 1, 2019 (for the purpose of accepting a Teaching Assistant position)
16. Andrew Brousseau, Teacher Aide/Student Aide, Effective September 1, 2019 (for the purpose of accepting a Temporary Teaching Assistant position)
17. Bethany Katzfey, Teacher aide/Student Aide, Effective September 1, 2019 (for the purpose of accepting a Temporary Teaching Assistant position)

LEAVE OF  
ABSENCE  
BRINTON

(9e) Accept the following Leave of Absence:

1. Marcia Brinton, unpaid leave of absence September 3, 2019 through September 30, 2019

TENURE  
APPOINTMENTS  
PIERCE,  
FACTEAU,  
DENTON,  
SANTANIELLO

(9f) Grant Tenure to the following person(s):

1. Joshua Pierce, Environmental Conservation Teacher, Effective September 1, 2019
2. Adam Facteau, Principal, Effective September 1, 2019
3. Kimberley Denton, School Counselor, Effective September 1, 2019
4. Nicole Santaniello, School Counselor, Effective November 2, 2019

FOUR-YEAR  
PROBATIONARY  
APPOINTMENTS  
PALMER,  
MONTANILE,  
SORGULE,  
DOUGLASS,  
BOWERS,  
FINNEGAN

(9g) Appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. Roxana Palmer, Art Teacher, Effective Date July 1, 2019, Annual Base Salary of \$43,645 (Salary may increase once contractual agreement for 2019-20 is approved).
2. Jennilee Montanile, Special Education Teacher, Effective Date 9/1/2019, Annual Base Salary of \$46,000.
3. Stephanie Sorgule, School Counselor, Effective Date 9/1/2019, Annual Base Salary of \$52,086 (Salary may increase once contractual agreement for 2019-20 is approved).
4. Robin Douglass, Special Education Teacher, Effective 9/1/2019, Annual Base Salary of \$50,000.
5. Penny Bowers, Teaching Assistant, Effective 09/01/2019, Annualized Salary of \$20,841 (Salary may increase once contractual agreement for 2019-20 is approved)
6. Jordan Finnegan, Teaching Assistant, Effective 09/01/2019, Annualized Salary of \$20,841 (Salary may increase once contractual agreement for 2019-20 is approved).

(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  
LYNN, AGNEW,  
MOORE, SMALLS,  
HUCHRO, WILSON

(9h) Appoint the following person(s) to a 52-week Civil Service Probationary appointment as follows:

1. Jessica Lynn, Teacher Aide/Student Aide, Effective September 1, 2019, Annualized Salary of \$16,982.
2. Sarah Agnew, Teacher Aide/Student Aide, Effective September 1, 2019, Annualized Salary of \$16,982.
3. Ashtyn Moore, Teacher Aide/Student Aide, Effective September 1, 2019, Annualized Salary of \$16,982.
4. Tamar Smalls, Teacher Aide/Student Aide, Effective September 1, 2019, Annualized Salary of \$16,982.
5. Adele Huchro, Cook, Effective September 1, 2019, Annualized Salary of \$18,708.
6. Amanda Wilson, Cook Manager, Effective September 1, 2019, Annualized Salary of \$23,654.

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENTS  
INMAN, LEAVINE

(9i) Appoint the following person(s) to a Provisional appointment as follows:

1. Kaila Inman, Publication Specialist, Effective July 29, 2019, Annualized Salary of \$40,000 (Salary may increase once contractual agreement for 2019-20 is approved), Prorated Salary of \$37,312.68.
2. Marta Leavine, Account Clerk/Typist, Effective August 19, 2019, Annualized Salary of \$25,184 (Salary may increase once contractual agreement for 2019-20 is approved), Prorated Salary of \$21,987.57.

(EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM)

PERMANENT  
APPOINTMENT  
WALES,  
SISKAVICH-  
POITRAS, SHAW,  
IMONDI, MARBUT,  
AGUILAR,  
THEEMAN,

(9j) Grant a permanent appointment (Civil Service) to the following person(s):

1. Ashley Wales, Teacher Aide/Student Aide, Effective September 1, 2019
2. Bianca Siskavich-Poitras, Teacher Aide/Student Aide, Effective September 1, 2019
3. Heather Shaw, Teacher Aide/Student Aide, Effective September 1, 2019
4. Tabitha Imondi, Teacher Aide/Student Aide, Effective September 1, 2019
5. Briana Marbut, Teacher Aide/Student Aide, Effective September 1, 2019
6. Henry Aguilar, Lifeguard, Effective September 1, 2019

PERRY, MANLEY

7. Elizabeth Theeman, Physical Therapist, Effective September 1, 2019
8. Michelle Perry, Senior Account Clerk Typist-Confidential, Effective September 9, 2019
9. Julie Manley, Teacher Aide/Student Aide, Effective September 1, 2019, Annual Salary of \$16,982.

TEMPORARY  
APPOINTMENTS

OMLIN,  
CASSAVAUGH,  
MITCHELL,  
MAYHEW,  
PASSINO, LEDUC,  
KATSFY,  
BROUSSEAU,  
LEFEVRE,  
LAREAU-KEMP,  
SPOOR,  
HAMILTON

(9k) Appoint the following person(s) to a temporary appointment for the 2019-20 school year:

1. Stephanie Omlin, Special Education Teacher, Effective September 1, 2019 – June 30, 2020, Annual Base Salary of \$37,145 (Salary may increase once contractual agreement for 2019-20 is approved).
2. Greg Cassavaugh, Heavy Equipment & Diesel Mechanic, Effective September 1, 2019 – June 30, 2020, Annual Base Salary of \$37,145 (Salary may increase once contractual agreement for 2019-20 is approved).
3. Susan Mitchell, Special Education Teacher, Effective September 1, 2019 – June 30, 2020, Annual Base Salary of \$48,000.
4. Grace Mayhew, Special Education Teacher, Effective September 1, 2019 – June 30, 2020, Annual Base Salary of \$37,145 (Salary may increase once contractual agreement for 2019-20 is approved).
5. Cherie Passino, Special Education Teacher, Effective September 1, 2019 - June 30, 2020, Annualized Base Salary of \$37,145 (Salary may increase once contractual agreement for 2019-20 is approved).
6. Tina Leduc, Teaching Assistant, Effective September 1, 2019 – June 30, 2020, Annualized Salary of \$20,841 (Salary may increase once contractual agreement for 2019-20 is approved).
7. Bethany Katzfey, Teaching Assistant, Effective September 1, 2019 – June 30, 2020 Annualized Salary of \$20,841 (Salary may increase once contractual agreement for 2019-20 is approved).
8. Andrew Brousseau, Teaching Assistant, Effective September 1, 2019 – June 30, 2020 Annualized Salary of \$20,841 (Salary may increase once contractual agreement for 2019-20 is approved).
9. Emily Lefevre, LPN Teacher, Effective September 1, 2019, Annualized Salary of \$37,145 (Salary may increase once contractual agreement for 2019-20 is approved).
10. Shirley LaReau-Kemp, LPN Teacher, Effective September 1, 2019, Annualized Salary of \$38,197 (Salary may increase once contractual agreement for 2019-20 is approved).

11. Erin Spoor, LPN Teacher .50 FTE, Effective September 1, 2019, Annualized Salary of \$22,837.50 (Salary may increase once contractual agreement for 2019-20 is approved).

12. Alexis Hamilton, Adult Literacy Teacher (OWS), Effective September 1, 2019, Annualized Salary of \$44,397 (Salary may increase once contractual agreement for 2019-20 is approved).

PART-TIME  
APPOINTMENTS

(9L) Appoint the following person to a part-time appointments for the 2019-20 school year:

<u>Name</u>	<u>Position</u>	<u>Annualized Salary</u>	<u>Prorated Salary</u>
Angela Bushey	Allied Health Teacher 40%	\$45,161	\$18,064.40
Catherine Chauvin	Allied Health Teacher 20%	\$37,896	\$7,579.20
Linda Facteau	Allied Health Teacher 40%	\$37,668	\$15,067.20
Ellen Lamora	Allied Health Teacher 20%	\$35,277	\$7,055.40
Mallory Mattison	Allied Health Teacher 20%	\$36,394	\$7,278.80

\*(Salary may increase once contractual agreement for 2019-20 is approved)\*

PART-TIME  
HOURLY  
APPOINTMENT

(9m) Appoint the following person(s) to a part-time hourly appointment for the 2019-20 school year:

Teacher Aide/Student Aide (\$12.00/hour)  
Amanda Crafts

AMENDMENT

(9n) Amend the following Additional Summer Work that was approved at the June 12, 2019 Board meeting with the following changes:

LPN Instruction Curriculum Work, per diem rate hourly rate of pay per contract

Ellen Lamora, Allied Health 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

Recommend the Board amend the following Adult Education Course Instructors for the 2019-20 School Year that was approved at the June 12, 2019 Board meeting:

Adult Education, hourly rate of pay per contract (\$28.00/hour)

Christina Beck  
Dalton Castine  
Patricia Goodell  
Susan Levaque  
Brad Kiroy  
Kieran Kivlehan

Adult Education Health Careers Hourly Instructors, hourly rate of pay per contract \$37.00/hour)

Angela Bushey  
Catherine Chauvin

Linda Facteau  
Ellen Lamora  
Mallory Mattison

ADDITIONAL  
WORK

(9o) Approve the following Additional Work for the 2019-20 School Year:

Work Study Student

Grace Suarez Not-To-Exceed 24 additional hours

ADDITIONAL  
WORK  
CONTINUED

Security and Law Enforcement, hourly rate of pay

Dana Poirier Not-to-Exceed 60 hours

Culinary Arts Management, hourly rate of pay

Tanner Senecal Not-to-Exceed 30 hours

Bevan Gertsch-Cochran Not-to-Exceed 30 hours

Stipend Positions, Compensation per collective bargaining agreement

Erin Spoor, LPN Instructor	New Employee Mentor (CV-TEC)
Thomas Aubin, Welding Teacher	New Employee Mentor (CV-TEC Satellite)
Jen Haley, Special Education Teacher	New Employee Mentor (WAF)
Brigitte Phillips, School Psychologist	New Employee Mentor (WAF)
Anthony Biasini, Special Education Teacher	New Employee Mentor (Mineville)
Angie Waldron, Curriculum Coordinator	New Employee Mentor (WAF) (2 Stipends)
Faye Dayton, Special Education Teacher	New Employee Mentor (WAF)
Cheryl Spoor, Teaching Assistant	New Employee Mentor (WAF)
Ashley Brown, Teaching Assistant	New Employee Mentor (WAF)
Roxana Palmer, Art Teacher	Yearbook Coordinator (YD)
Joshua Pierce, Env. Conservation Teacher	Maple Sugar Stipend (CV-TEC)
Michael Guillette, Graphic Arts Teacher	Yearbook Advisor (CV-TEC)
Dana Poirier, Security & Law Enforc. Teacher	NTHS Advisor (CV-TEC)
Lori Ducharme, Mathematics 7-12 Teacher	Animal Science Stipend (CV-TEC)
Lori Ducharme, Mathematics 7-12 Teacher	Skills USA Co-Advisor (CV-TEC)
Nicole Santaniello, School Counselor	Skills USA Advisor (Mineville)
Nicole Santaniello, School Counselor	Skills USA Co-Advisor (CV-TEC)
Nicole Santaniello, School Counselor	NTHS Advisor (Mineville)
Sheila Boyea, Teaching Assistant	Yearbook Advisor (WAF)
Amanda Gebhart, Special Education Teacher	PBIS Coordinator (WAF-Shared)
Laura Birtz-Sisson, Speech & Hearing Teacher	PBIS Coordinator (WAF-Shared)
Thomas Rodriguez, Env. Conservation Teacher	Maple Sugar Stipend (Mineville)

2019 SPECIAL  
EDUCATION  
SUMMER SCHOOL  
STAFFING  
ADDITIONS

(9p) Approve the following list of 2019 Special Education Summer School Staffing additions:

Teacher Aide/Student Aide, \$15.00/hour

Pamela Macey	WAF
Brandy Rosselli	YD
Sara Spring	YD

Food Service Helper, \$15.00/hour

Amanda Wilson      WAF

Teaching Assistant, hourly rate of pay per contract

Penny Comes      YD

2019 SUMMER  
WORK

(9q) Approve the following 2019 Summer Work:

Summer Electrician, \$50.00/hour

Fredric Johnson      Not-to-Exceed an additional 35 hours

Summer Laborer, \$12.50/hour

Shane Bertsche      Not-to-Exceed 30 days

Turn Key Training, hourly rate of pay per contract

Joelle Lucia, Special Education Teacher      Not-to-Exceed 12 hours

Transition Services (continuation of summer duties), hourly rate of pay per contract

Jerilynn Lamere, Teaching Assistant      Not-to-Exceed an additional 50 hours

Amy Ladue, Teaching Assistant      Not-to-Exceed an additional 25 hours

Ann Schmitt, Teaching Assistant      Not-to-Exceed an additional 120 hours

Kelsi Russell, Teaching Assistant      Not-to-Exceed an additional 25 hours

Life Skills Curriculum, hourly rate of pay per contract

Susan Mitchell, Special Education Teacher      Not-to-Exceed 12 hours

Continuation of normal work year duties, per diem rate of pay

Janel Kingsley, School Counselor      Not-to-Exceed 10 additional hours

Kim Denton, School Counselor      Not-to-Exceed 10 additional hours

Preparation for the new school year, per diem rate of pay

Julie Holbrook, School Lunch Manager      Not-to-Exceed 15 additional days

Classroom Moves/Classroom set up, per diem rate of pay

Todd Menia, New Visions Medical Teacher      Not-to-Exceed 2 days

Greg Cassavaugh, Diesel Mech./Heavy Equip. Teacher      Not-to-Exceed 2 days

Faye Dayton, Special Education Teacher      Not-to-Exceed 1 day

Ellen Supinski, Special Education Teacher      Not-to-Exceed 1 day

Susan Mitchell, Special Education Teacher      Not-to-Exceed 1 day

Cherie Passno, Special Education Teacher      Not-to-Exceed 1 day

Jordan Wendling, Special Education Teacher      Not-to-Exceed 1 day

Ashley Pray, Teaching Assistant      Not-to-Exceed 1 day

Andrea Christiansen, Teaching Assistant      Not-to-Exceed 1 day

Caitlyn Worley, Teaching Assistant      Not-to-Exceed 1 day

Kim Denton, School Counselor	Not-to-Exceed 1 day
Michael Bova, PowerSport Tech. & Marine Tech. Teacher	Not-to-Exceed 2 days

Academic/Behavior Curriculum Work, hourly rate of pay per contract

Robin Douglass, Special Education Teacher	Not-to-Exceed 12 hours
Grace Mayhew, Special Education Teacher	Not-to-Exceed 12 hours
Jennilee Montanile, Special Education Teacher	Not-to-Exceed 12 hours
Stephanie Omlin, Special Education Teacher	Not-to-Exceed 12 hours

Hospital Education Program Orientation, hourly rate of pay per contract

Faye Dayton, Special Education Teacher Not-to-Exceed 6 hours

## 2019 SUMMER WORK CONTINUED

TCI Training, hourly rate of pay per contract

Stephanie Omlin, Special Education Teacher

Teaching Assistant Curriculum, hourly rate of pay per contract

Tina Leduc, Teaching Assistant Not-to-Exceed 12 hours

CURRICULUM  
WRITERS

(9r) Approve the following list of Curriculum Writers for the 2019-20 school year:

Curriculum Writers. (\$25.00 an hour)

Rebecca Banker  
Mandy Bishop  
Michael Brandt  
Hilarie Dickson  
Hilary Eilers  
Amy Holzer  
Ashley Kollar  
Sarah Lacroix  
David Mays  
John McCarty

2019-20  
TEMPORARY-ON-  
CALL &  
SUBSTITUTE  
ANNUAL  
RENEWAL LIST

(9s) Approve the following 2019-20 Temporary-On-Call & Substitute Annual Renewal List:

Name

Cynthia Williams  
Diane Leavine  
Julie Manley  
Frank Mercier  
Breanna Harris  
Tracey Luoma  
Elora Romano  
Courtney Lapham  
Kenneth Kesterman  
Douglas Westover

## Position

[illegible]

Michelle Whitford  
Marjorie Trim  
Susan Mueller  
Peter McMillan  
Melodie St. Clair  
Tammy Harrigan  
Doreen Barcomb  
Richard Brogowski  
Elizabeth Parent  
Kaleigh Hack  
Leonard Smart

[illegible]

2019-20  
TEMPORARY-ON-  
CALL &  
SUBSTITUTE  
ANNUAL  
RENEWAL LIST  
CONTINUED

Karen M Everleth  
Maura Trombley  
Jelona Fretwell  
Julie Manley  
Cynthia Williams  
Breanna Harris  
Tracey Luoma  
Elora Romano  
Courtney Lapham  
Marjorie Trim  
Susan Mueller  
Tammy Harrigan  
Ronnie Cunningham  
Melodie St. Clair  
Doreen Barcomb  
Elizabeth Christon

[illegible]

Tina Lombard  
Jay Harney

Temp On Call Bus Driver  
Temp On Call Bus Driver

Lisa Dupell  
Kathy Nichols  
Katelyn Atkinson  
Maura Trombley  
Cynthia Williams  
Breanna Harris  
Janice Hart  
Marjorie Trim  
Susan Mueller  
Ronnie Cunningham  
Maryssa Romeo  
Marilyn Casey  
Deborah Mascarenas

[illegible]

Deborah Hart  
Diane Leavine  
John Shepard  
Donald Bush  
Donald Bush  
Dylan Bedard  
Janice Hart  
Susan Mueller  
Bryan Walton

Temp On Call Account Clerk Typist  
Temp On Call Senior Stenographer  
Temp On Call Cleaner/Messenger  
Temp On Call Cleaner/Messenger  
Temp On Call Laborer  
Temp On Call Custodial Worker  
Temp On Call Food Service Helper  
Temp On Call Cook  
Temp On Call Musical Instrument Repair Tech

VOLUNTEERS

(9t) Approve the following Volunteers for the 2019-20 school year:

ISC  
Seth Albertus  
Michael Guynup

AUTHORIZATION  
OF INDIVIDUAL  
TO COLLECT  
MONEY

(9u) Authorize the following individual to collect money at all CVES locations for the 2019-20 school year:

Cafeteria  
Amanda Wilson - Plattsburgh Campus, Cafeteria Sales

CHANGE FUNDS

(9v) Approve the following change funds and custodians of the funds for the 2019-20 school year:

Cafeteria:  
Plattsburgh Campus – Amanda Wilson - \$50 (Replacing Irvin German)

OFFICERS FOR  
FREE AND  
REDUCED LUNCH  
APPEALS

(9w) Appoint the following Officials for the Child Nutrition Program, effective August 21, 2019 through the July 2020 reorganizational meeting, with no additional compensation:

1. Reviewing Official for Free and Reduced Lunch Eligibility – Jessica LaClair, Accountant
2. Hearing Official for Free Reduced Lunch Appeals – Eric Bell, Asst. Superintendent of Management Services
3. Verification Official for Free and Reduced Lunch Eligibility - Jessica LaClair, Accountant

REVISED POLICY

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

#4340 – CV-TEC Adult Education Payment/Refund and Withdrawal Policy  
All Board Members present voted yes—motion carried.

REQUEST FOR  
APPROVAL TO  
ATTEND  
CONFERENCE/  
WORKSHOP

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

Patricia Gero  
NYSSBA Annual Convention & Education Expo  
October 24-26, 2019 Rochester, NY (overnight accommodations needed)  
All Board Members present voted yes—motion carried.

STUDENT  
TRANSPORTATION  
COOPERATIVE  
AGREEMENT

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the Student Transportation Cooperative Agreement which has been reviewed by the CVES attorney and insurance agent. All Board Members present voted yes—motion carried.

SEQRA  
RESOLUTION

Mrs. LaRocque moved, seconded by Mr. Harriman Sr., that the Board approve the following SEQRA resolution:

WHEREAS, the CEWW BOCES, is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the “Regulations”), and

WHEREAS, the CEWW BOCES plans to acquire an approximately .6+/- acre parcel running between Military Turnpike and the CEWW BOCES’s Satellite Branch Campus at 518 Ruger Street, Plattsburgh, New York (the “Project”); and

WHEREAS, a short Environmental Assessment Form (“EAF”), dated August 21, 2019, a copy of which is attached hereto as Exhibit A, was made available to the CEWW Board of Cooperative Educational Services in advance of this meeting, is available at this meeting and is on file in the Office of the Board Clerk, was prepared by Tetra Tech, the CEWW BOCES’s engineering firm, to facilitate a review of the potential environmental impacts of the Project; and

WHEREAS, Tetra Tech has reviewed the scope of the Project and has advised the CEWW BOCES that the CEWW BOCES should initially classify the Project as an Unlisted Action as that term is defined in Part 617.2 of the Regulations and declare its intention to serve as lead agency to undertake an uncoordinated review pursuant to Part 617.6(b)(3) of the Regulations; and

WHEREAS, Tetra Tech, having reviewed and compared the EAF against the standards set forth in Part 617.7 of the Regulations, has advised the CEWW BOCES that the Project will not result in any significant adverse impacts to the environment, and

WHEREAS, the CEWW Board of Cooperative Educational Services has carefully considered the nature and scope of the Project as set forth in the EAF, has carefully reviewed the criteria for determining significance contained in Part 617.7(c) of the Regulations together with the recommendations provided by Tetra Tech, and

- BE IT RESOLVED by this CEWW Board of Cooperative Educational Services as follows:
- Section 1. The CEWW BOCES hereby determines that the Project is an Unlisted Action as such term is defined in the Regulations.
- Section 2. The CEWW BOCES hereby declares itself lead agency to undertake an uncoordinated review pursuant to Part 617.6(b)(3) of the Regulations.
- Section 3. The CEWW BOCES hereby adopts the findings and conclusions contained within the EAF and in accordance with the reasoned elaboration set forth in Exhibit B attached hereto, the CEWW BOCES finds and concludes that the Project will not result in any significant adverse impacts to the environment.
- Section 4. The CEWW BOCES hereby issues a Negative Declaration with respect to the Project.
- Section 5. The Board hereby authorizes and directs the CEWW BOCES Board Clerk or her designee to file a Negative Declaration with the appropriate parties and agencies and publish the Negative Declaration in the Environmental Notice Bulletin.
- Section 6. This Resolution shall take effect immediately.

Exhibit A  
Short EAF

(Attached and on file in the Office of the Board Clerk)

Exhibit B

Set forth below is a reasoned elaboration of the CEWW BOCES's determination of significance.

1. The proposed action (the "Project") involves the acquisition acquire an approximately .6+/- acre parcel running between Military Turnpike and the CEWW BOCES's Satellite Branch Campus at 518 Rugar Street, Plattsburgh, New York.
2. The Project will not cause a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic or noise levels; a substantial increase in solid waste production nor a substantial increase in potential for erosion, flooding, leaching or drainage problems.
3. The Project will not cause the removal or destruction of large quantities of vegetation or fauna, nor will it substantially interfere with the movement of any resident or migratory fish or wildlife species; nor will the Project impact a significant habitat area or cause substantial adverse impacts on a threatened or endangered species of animal or plant, or the habitat of such a species; or other significant adverse impacts to natural resources.
4. The Project will not cause the impairment of the environmental characteristics of a Critical Environmental Area as designated pursuant to subdivision 617.14(g) of the Regulations.
5. The Project will NOT cause:
  - (a) the creation of a material conflict with the current plans or goals as officially approved or adopted by the Town of Plattsburgh;
  - (b) the impairment of the character or quality of important historical, archeological, architectural, or aesthetic resources or of existing community or neighborhood character;
  - (c) a major change in the use of either the quantity or type of energy;
  - (d) the creation of a hazard to human health;
  - (e) a substantial change in the use, or intensity of use, of land including agricultural, open

- space or recreational resources, or in its capacity to support existing uses;
- (f) the encouraging or attracting of a large number of people to a place or places for more than a few days, compared to the number of people who would come to such place absent the action;
- (g) the creation of a material demand for other actions that would result in one of the above consequences; or
- (h) changes in two or more elements of the environment, no one of which has a significant impact on the environment, but when considered together result in a substantial adverse impact on the environment.
6. The CEWW BOCES is not taking any other actions which, when considered together with the Project, will have or would have a cumulative significant impact on the environment. All Board Members present voted yes—motion carried.

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENT  
ZELINSKY

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

1. Sylvia Zelinsky, Food Service Helper, Effective September 1, 2019, Annualized Base Salary of \$15,968. All Board Members present voted yes—motion carried.

TEMPORARY  
APPOINTMENT  
MINCHOFF

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board appoint the following person(s) to a Temporary Appointment for the 2019-20 school year:

1. Stacie Minchoff, Special Education Teacher, Effective September 1, 2019 – June 30, 2020, Annual Base Salary of \$37,145.00 (Salary may increase once contractual agreement for 2019-20 is **approved**). All Board Members present voted yes—motion carried.

SALARY  
INCREASE  
LEFEVRE

Mrs. Saunders moved, seconded by Mrs. LaRocque that the Board approve the following Salary Increase due to change from 12-Month Support Staff Unit to the Confidential Unit:

1. Christina Lefevre, Account Clerk/Typist-Confidential, Effective September 1, 2019, \$4,000.00 increase. All Board Members present voted yes—motion carried.

ADDITIONAL  
WORK

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the following Additional Work for the 2019-20 School Year:

Life Skills Curriculum, hourly rate of pay per contract

Amanda Gebhart, Special Education Teacher Not-to-Exceed 12 additional hours

Academic/Behavior Curriculum, hourly rate of pay per contract

Stacie Minchoff, Special Education Teacher Not-to-Exceed 12 hours

All Board Members present voted yes—motion carried.

STRATEGIC PLAN  
UPDATE

The 2019-20 CVES Board Retreat will be held at the Harmony Golf Course in Port Kent on October 1, 2019 at 6:00 pm. Dr. Davey shared with the Board the 2019-20 District Planning Team (DPT) and divisional meeting schedules/timeline and draft agendas for Strategic Planning team meetings. As part of the Board Retreat, the Board plans to discuss the process needed to move to an electronic Board packet system; further updates will be forthcoming. The Board expressed caution/concern to insure that electronic security measures will be in place for an electronic Board packet system and questioned how user-friendly the new application would be. Dr. Davey indicated that these items will be included in the retreat agenda and planned information.

DISTRICT SUPT.  
UPDATE

Dr. Davey indicated that CVES is in the final stages of summer wrap-up and expressed his appreciation for all of the CVES staff who worked Special Ed Summer School and helped to prepare the buildings for Opening Day. The Special Education students had a productive summer including a busy last few weeks on various educational field trips around the area. The Board was invited to attend Opening Day on September 3<sup>rd</sup> and received a copy of the Opening Day schedule, including the opening sessions and the mental health resource training presentation in the afternoon for Special Education. Next, updated 2019-20 CVES Fact Sheets and divisional information were shared for the Board's advance review prior to their printing. Dr. Davey provided a brief SED update, including that the Commissioner's resignation is effective on August 31, 2019. He shared that Senior Deputy Commissioner Beth Berlin is planned to be the Interim Commissioner starting on September 1<sup>st</sup>. The CVES Board was then asked to please review the Important Dates Calendar for new school year for engagement opportunities with students and staff. Dr. Davey shared several Health Insurance Consortium updates including planned future distribution of RFP's (Request For Proposals) and that new educational resources will be forthcoming soon. Lastly, the following upcoming events were shared with the Board:

- NYSSBA Conference (Rochester) October 24-26, 2019
- CEWW School Boards meetings 2019-20:
  - Thursday, November 14, 2019
  - Thursday, January 9, 2020

OTHER

Dr. Davey acknowledged several tenure appointments that were on the agenda this evening and congratulated each of them. Mr. Murdock reminded the Board to reiterate to all that there is money to be made in the CTE trade field and provided a brief local success story. Lastly, Mr. Ed Marin gave kudos to Teri Calabrese-Gray and the entire team for the ESSA update given yesterday at Beekmantown CSD.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, September 11, 2019, at the Yandon-Dillon Center in Mineville. An anticipated Executive Session will begin at 6:30 p.m., monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. LaRocque to adjourn the meeting at 9:19 p.m.  
All Board Members present voted yes—motion carried.

**DRAFT**  
\_\_\_\_\_  
M. Rabideau, Board Clerk

Exhibit A  
Short Environmental Assessment Form

*Short Environmental Assessment Form*  
*Part 1 - Project Information*

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

**Part 1 - Project and Sponsor Information**

**Name of Action or Project:**

Champlain Valley Educational Services - 2018 Capital Improvement Project

**Project Location (describe, and attach a location map):**

Military Turnpike at Plattsburgh Satellite Branch Campus, north side of Airport Road.

**Brief Description of Proposed Action:**

Project action involves the acquisition of a .53 acre parcel (220.-1-18.1) a.k.a. Haun Second Properties, Inc. formerly the subject of an access easement for purposes of the installation of a new site access driveway. The driveway and all other site improvements were addressed in a previous SEQRA analysis and findings.

**Name of Applicant or Sponsor:**

Champlain Valley Educational Services

**Telephone:** 518-561-0100

**E-Mail:** bet\_erc@cves.org

**Address:**

518 Ruger Street

**City/PO:**

Plattsburgh

**State:**

NY

**Zip Code:**

12901

1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?

NO YES

If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.

☒ ☐

2. Does the proposed action require a permit, approval or funding from any other government Agency?

NO YES

If Yes, list agency(s) name and permit or approval: NYSED Building Permit

☐ ☒

3. a. Total acreage of the site of the proposed action?

.53 acres

b. Total acreage to be physically disturbed?

0 acres

c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?

121.7 acres

4. Check all land uses that occur on, are adjoining or near the proposed action:

5. ☐ Urban ☒ Rural (non-agriculture) ☒ Industrial ☒ Commercial ☐ Residential (suburban)  
☐ Forest ☐ Agriculture ☐ Aquatic ☒ Other(Specify): Municipal (School)  
☐ Parkland

5. Is the proposed action,	NO	YES	N/A
a. <u>A permitted use under the zoning regulations?</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. <u>Consistent with the adopted comprehensive plan?</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <u>Is the proposed action consistent with the predominant character of the existing built or natural landscape?</u>	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. <u>Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?</u>	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. <u>Will the proposed action result in a substantial increase in traffic above present levels?</u>	NO	YES	
b. <u>Are public transportation services available at or near the site of the proposed action?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. <u>Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. <u>Does the proposed action meet or exceed the state energy code requirements?</u>	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. <u>Will the proposed action connect to an existing public/private water supply?</u>	NO	YES	
If No, describe method for providing potable water: _____ N/A Land Acquisition only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. <u>Will the proposed action connect to existing wastewater utilities?</u>	NO	YES	
If No, describe method for providing wastewater treatment: _____ N/A Land Acquisition only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. <u>Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?</u>	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. <u>Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. <u>Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?</u>	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. <u>Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input checked="" type="checkbox"/> Agricultural/grasslands <input checked="" type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plain?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	NO	YES
a. Will storm water discharges flow to adjacent properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
RGR Salerno Plastics, Site Code: 510024 at 14 Gus Lapham Lane, Fitchburg; determined to be no public health risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant sponsor name: <u>Champlain Valley Educational Services/ Larry Barcomb, Dr. Mark Davey</u> Date: <u>8/21/19</u>  Signature: _____ Title: _____		

PRINT FORM

**Agency Use Only (If applicable)**

Project:   
Date:

**Short Environmental Assessment Form  
Part 2 - Impact Assessment**

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept: "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. <u>Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. <u>Will the proposed action result in a change in the use or intensity of use of land?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. <u>Will the proposed action impair the character or quality of the existing community?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. <u>Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. <u>Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <u>Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. <u>Will the proposed action impact existing</u> a. <u>public / private water supplies?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. <u>public / private wastewater treatment utilities?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. <u>Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. <u>Will the proposed action result in an adverse change to natural resources (e.g., wetlands, watersheds, groundwater, air quality, flora and fauna)?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. <u>Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. <u>Will the proposed action create a hazard to environmental resources or human health?</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

Agency Use Only (If applicable)	
Project:	
Date:	

**Short Environmental Assessment Form**  
**Part 3 Determination of Significance**

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Based upon the consideration of Parts 1 and 2 of the Short EAF, the action of acquiring .63+/- acres of land formerly the subject of an access easement will in itself result in no significant adverse environmental impacts. The previously planned access driveway crossing was afforded a separate SEQRA analysis and determination of significance.

<input type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
<input checked="" type="checkbox"/>	Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.
CVES Board of Education	
Name of Lead Agency	Date
Larry Barncomb & Dr. Mark C. Davey	8/21/19
Print or Type Name of Responsible Officer in Lead Agency	Board President and District Superintendent
	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**

## ENC. 2

### MEMO

To: Meaghan Rabideau, BOCES Board Clerk  
Clinton-Essex-Warren-Washington BOCES  
From: Angela Jennette, Claims Auditor  
Date: September 3, 2019  
Re: Report for Board Agenda for September 11, 2019 Meeting

The following warrant claims were reviewed from August 12, 2019 to August 29, 2019:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #8 - 08/15/2019	*Check Nos:**226913-226916** 226925-227007	\$ 436,251.18
W #9 - 08/22/2019	*Check Nos: 227008-227076**	\$ 213,335.84
W#10 -08/29/2019	*Check Nos: 227130-227175	\$ 103,199.67
W#11 -08/29/2019	*Check Nos: Wire Only	\$ 101,083.68

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

**IRS-EFTPS:** PR #4- Wire #941-081519- Warrant #9;  
PR #5- Wire #941-082919- Warrant #11;

**NYS Promptax:** PR #4- Wire #NYS-081519- Warrant #9;

**Omni Financial Group:** PR #4- Wire #OMN-081519- Warrant #8;  
PR #5- Wire #OMN-082919- Warrant #10;

**Health Insurance Consortium Payments:**

8/15/19	\$ 1,929,079.22
8/22/19	\$ 1,766,429.65
8/29/19	\$ 1,430,175.59

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

Internal Claims Auditor  
(Signature) Angela Jennette

CC: Eric Bell  
Christine Myers

<b>Date</b>	<b>Warrant</b>	<b>Vendor #</b>	<b>Claim Audit Finding:</b>	<b>Summary Business Office Response :</b>	<b>Resolution/Options:</b>
08/14/19	Pending W#8	14973	Service before Purchase Order was issued.	Service part of annual services that are renewed every year. New year Purchase Order was not done yet due to high volume of Purchase Orders to be renewed. Will inform director to request rush for any Purchase Orders for which services are needed first thing in new year.	Approved for final warrant.
08/15/19	Final W#8				\$436,251.18
08/21/19	Pending W#9	3613	Miscoded for payment.	Same code as last year but more appropriate as a supply. Will recode.	Removed from final warrant.
08/21/19	Pending W#9	14316	Purchase Order issued after event occurred.	Purchase Order caught in new year Purchase Order backlog.	Approved for final warrant.
08/21/19	Pending W#9	14620	Miscoded for payment.	Will recode to contractual expense code.	Removed from final warrant.
08/22/19	Final W#9				\$213,335.84
08/27/19	Pending W#10	3977	Purchase Order issued 6 weeks after services began.	New year Purchase Order not issued prior to new year start due to backlog with rollover of Purchase Orders.	Approved for final warrant.
08/27/19	Pending W#10	6474	Service a month prior to Purchase Order being issued.	Not an emergent situation, request to rush Purchase Order was not initiated, Notify Director that a Purchase Order needs to be in hand prior to service.	
08/28/19	Final W#10				\$103,199.67
08/27/19	Pending W#11		EOM; no findings.		Approved for final warrant.
08/29/19	Final W#11				\$101,083.68

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
TREASURER'S REPORT - JUNE 30, 2019**

**I. CHECKING ACCOUNTS****TD Bank - Depository**

	Cash Balance May 31, 2019	Cash Receipts June	Cash Disbursements June	Cash Balance June 30, 2019	Cash Receipts Year To Date	Cash Disbursements Year To Date	Cash Balance June 30, 2019
General Fund	\$ 5,806,818.20	\$ 6,108,276.35	\$ 9,010,584.12	\$ 2,904,510.43	\$ 48,423,936.58	\$ 50,458,185.56	\$ 2,904,510.43
Special Aid Fund	\$ 344,359.18	\$ 55,726.94	\$ 272,994.23	\$ 127,091.89	\$ 2,693,029.83	\$ 2,336,570.47	\$ 127,091.89
Trust & Agency Fund	\$ 538,045.95	\$ 283.75	\$ 436,333.91	\$ 101,995.79	\$ 645,734.26	\$ 622,615.91	\$ 101,995.79
School Lunch Fund	\$ (28,442.22)	\$ 24,748.39	\$ -	\$ (3,693.83)	\$ 110,297.86	\$ 106,732.96	\$ (3,693.83)
Capital Fund	\$ (148,949.02)	\$ 306,886.34	\$ -	\$ 157,937.32	\$ 306,886.34	\$ 147,789.83	\$ 157,937.32
Private Purpose Trust Fund	\$ (700.00)	\$ 700.00	\$ -	\$ -	\$ 5,115.52	\$ 5,115.52	\$ -
<b>TD Bank - Operating</b>							
General	\$ 341,740.68	\$ 8,036,430.00	\$ 7,858,688.67	\$ 519,482.01	\$ 51,176,461.60	\$ 50,769,848.34	\$ 519,482.01
<b>SAVINGS ACCOUNTS</b>							
<b>NYCLASS</b>							
BOCES-Wide Capital Project	\$ -	\$ 1,368,014.22	\$ -	\$ 1,368,014.22	\$ 1,368,014.22	\$ -	\$ 1,368,014.22
Trust Fund Non-Expendable	\$ 11,781.53	\$ 21.89	\$ -	\$ 11,803.42	\$ 544.05	\$ -	\$ 11,803.42
Private Purpose Trust Fund	\$ 11,356.24	\$ 420.60	\$ 1,100.00	\$ 10,676.84	\$ 934.86	\$ 1,600.00	\$ 10,676.84
<b>TOTAL CASH ON HAND</b>	<b>\$ 6,876,010.54</b>			<b>\$ 5,197,818.09</b>	<b>\$ 104,730,955.12</b>	<b>\$ 104,448,458.59</b>	<b>\$ 5,197,818.09</b>

**II. RECONCILIATION TO BANK STATEMENTS**

TD BANK - MUNICIPAL CHECKING - OPERATING  
 TD BANK - MUNICIPAL CHECKING - DEPOSITARY ACCOUNT  
 NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT  
 NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP  
 NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP  
 NYCLASS - SAVINGS, JWH SCHOLARSHIP  
 NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP  
 NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP

	June 30, 2019 Bank Balance	Add: Deposits in Transit	Less: Outstanding Checks	June 30, 2019 Cash Balance
	\$ 697,725.89	\$ -	\$ (178,243.88)	\$ 519,482.01
	\$ 3,287,841.60	\$ -	\$ -	\$ 3,287,841.60
	\$ 1,368,014.22	\$ -	\$ -	\$ 1,368,014.22
	\$ 689.90	\$ -	\$ -	\$ 689.90
	\$ 690.66	\$ -	\$ -	\$ 690.66
	\$ 11,803.42	\$ -	\$ -	\$ 11,803.42
	\$ 416.71	\$ -	\$ -	\$ 416.71
	\$ 8,879.57	\$ -	\$ -	\$ 8,879.57
<b>TOTAL CASH ON HAND</b>				<b>\$ 5,197,818.09</b>

GENERAL FUND INTEREST RECEIVED 7/01/18 - 6/30/19 \$ 41,610.55  
 CAPITAL FUND INTEREST RECEIVED 7/01/18 - 6/30/19 \$ 1,720.27

PREPARED BY:

  
 Christine Myers District Treasurer

DATED:

9/4/19

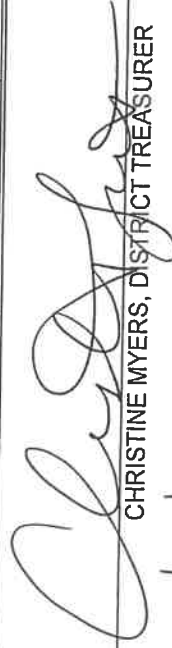
CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
EXTRACLASSROOM ACTIVITY FUND  
TREASURER'S REPORT

FOR THE PERIOD 06/01/2019 TO 06/30/2019

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	4,830.67	12,295.09	394.22	12,689.31	3,167.03	9,522.28
SKILLS USA - MINEVILLE	1,028.09	1,454.35	25.00	1,479.35	0.00	1,479.35
NO. COUNTRY LOGGERS	608.58	665.58	765.00	1,430.58	813.60	616.98
IMAGE MAKERS	0.00	5.50	0.00	5.50	0.00	5.50
REFLECTIONS	247.30	882.57	0.00	882.57	384.93	497.64
LPN CLASS	1,265.06	2,265.21	172.45	2,437.66	1,266.08	1,171.58
ANIMAL SCIENCE	553.30	0.00	0.00	0.00	0.00	0.00
RAZOR'S EDGE	699.26	985.07	0.00	985.07	0.00	985.07
PAWS IN TRAINING	0.00	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	9.78	42.00	7.78	49.78	42.00	7.78
TOTAL	9,242.04	18,595.37	1,364.45	19,959.82	5,673.64	14,286.18

6/30/2019 Bank Balance \$ 15,108.47  
Add: Deposits in Transit \$ -  
Less: Outstanding Checks \$ (822.29)  
6/30/2019 Balance on Hand \$ 14,286.18

6/30/2019 Bank Balance  
Add: Deposits in Transit  
Less: Outstanding Checks  
6/30/2019 Balance on Hand

  
CHRISTINE MYERS, DISTRICT TREASURER

7/23/19  
DATE

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES**  
**TREASURER'S REPORT - JULY 31, 2019**

**I. CHECKING ACCOUNTS**

TD Bank - Depository

	Cash Balance June 30, 2019	Cash Receipts July	Cash Disbursements July	Cash Balance July 31, 2019	Cash Receipts Year To Date	Cash Disbursements Year To Date	Cash Balance July 31, 2019
General Fund	\$ 2,904,510.43	\$ 5,311,078.64	\$ 3,754,051.53	\$ 4,461,537.54	\$ 5,311,078.64	\$ 3,754,051.53	\$ 4,461,537.54
Special Aid Fund	\$ 127,091.89	\$ 188,311.96	\$ 299,470.61	\$ 15,933.24	\$ 188,311.96	\$ 299,470.61	\$ 15,933.24
Trust & Agency Fund	\$ 101,995.79	\$ 3,682.95	\$ 12,003.42	\$ 93,675.32	\$ 3,682.95	\$ 12,003.42	\$ 93,675.32
School Lunch Fund	\$ (3,693.83)	\$ 5,489.82	\$ 9,591.56	\$ (7,795.57)	\$ 5,489.82	\$ 9,591.56	\$ (7,795.57)
Capital Fund	\$ 157,937.32	\$ -	\$ 1,132,261.90	\$ (974,324.58)	\$ -	\$ 1,132,261.90	\$ (974,324.58)
Private Purpose Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>TD Bank - Operating</u>							
General	\$ 519,482.01	\$ 3,460,760.61	\$ 3,724,442.56	\$ 255,800.06	\$ 3,460,760.61	\$ 3,724,442.56	\$ 255,800.06
<b>SAVINGS ACCOUNTS</b>							
<b>NYCLASS</b>							
BOCES-Wide Capital Project	\$ 1,368,014.22	\$ 1,756,010.27	\$ -	\$ 3,124,024.49	\$ 1,756,010.27	\$ -	\$ 3,124,024.49
Trust Fund Non-Expendable	\$ 11,803.42	\$ 22.30	\$ -	\$ 11,825.72	\$ 22.30	\$ -	\$ 11,825.72
Private Purpose Trust Fund	\$ 10,676.84	\$ 20.23	\$ -	\$ 10,697.07	\$ 20.23	\$ -	\$ 10,697.07
<b>TOTAL CASH ON HAND</b>	<b>\$ 5,197,818.09</b>			<b>\$ 6,991,373.29</b>	<b>\$ 10,725,376.78</b>	<b>\$ 8,931,821.58</b>	<b>\$ 6,991,373.29</b>

**II. RECONCILIATION TO BANK STATEMENTS**

TD BANK - MUNICIPAL CHECKING - OPERATING  
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT  
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT  
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP  
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP  
NYCLASS - SAVINGS, JWH SCHOLARSHIP  
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP  
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP

July 31, 2019 Bank Balance	Add: Deposits in Transit	Less: Outstanding Checks	July 31, 2019 Cash Balance
\$ 330,780.67	\$ -	\$ (74,980.61)	\$ 255,800.06
\$ 3,589,025.95	\$ -	\$ -	\$ 3,589,025.95
\$ 3,124,024.49	\$ -	\$ -	\$ 3,124,024.49
\$ 691.19	\$ -	\$ -	\$ 691.19
\$ 691.95	\$ -	\$ -	\$ 691.95
\$ 11,825.72	\$ -	\$ -	\$ 11,825.72
\$ 417.59	\$ -	\$ -	\$ 417.59
\$ 8,896.34	\$ -	\$ -	\$ 8,896.34
TOTAL CASH ON HAND			\$ 6,991,373.29

GENERAL FUND INTEREST RECEIVED 7/01/19 - 7/31/19 \$ 5,937.98  
CAPITAL FUND INTEREST RECEIVED 7/01/19 - 7/31/19 \$ 2,693.27

PREPARED BY:

  
Christine Myers, District Treasurer

DATED:

9/4/19

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

FOR THE PERIOD 07/01/2019 TO 07/31/2019

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	9,522.28	9,522.28	0.00	9,522.28	0.00	9,522.28
SKILLS USA - MINEVILLE	1,479.35	1,479.35	0.00	1,479.35	0.00	1,479.35
NO. COUNTRY LOGGERS	616.98	616.98	0.00	616.98	0.00	616.98
IMAGE MAKERS	5.50	5.50	0.00	5.50	0.00	5.50
REFLECTIONS	497.64	497.64	0.00	497.64	0.00	497.64
LPN CLASS	1,171.58	1,171.58	0.00	1,171.58	0.00	1,171.58
ANIMAL SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00
RAZOR'S EDGE	985.07	985.07	0.00	985.07	0.00	985.07
PAWS IN TRAINING	0.00	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	7.78	7.78	0.00	7.78	0.00	7.78
TOTAL	14,286.18	14,286.18	0.00	14,286.18	0.00	14,286.18

\$ 14,938.98  
\$ -  
\$ (652.80)  
\$ 14,286.18

7/31/2019 Bank Balance  
Add: Deposits in Transit  
Less: Outstanding Checks  
7/31/2018 Balance on Hand

COLBY SISKAVICH, EXTRACLASROOM TREASURER

8/23/19  
DATE

## Request for Special Aid Project Operation/Continuation Expenditure Report

This request must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services.

Date 8/27/19

Special Aid Project Name: Basic Literacy - JCEO

Special Aid Project Coser #: 996

Special Aid Project Term: From: 7/01/2019 To: 6/30/2020

Anticipated Award Amount: \$125,000.00

Period Requesting Continuation (90 Days Max)

From: 10/01/19 To: 12/31/19

### Approvals Received:

- ☒ Award Notification
- ☒ Contract Signed by CVES Sent to Grantor
- ☐ Additional Correspondence on Approval Status

Board Approved On:

Budget Account	Anticipated Total Budget	Expenditures to Date	Anticipated Expenditures during the next 90 days **
15x (certified salaries)	\$74,902.00	\$7,748.89	\$19,132.00
16x (support salaries)	\$1,303.00	\$157.41	\$326.00
200 (equipment)			
3xx (supplies)	\$4,000.00		\$1,000.00
305 (supplies greater than \$500.00)			
4xx (contractual)			
46x (travel)	\$1,995.00		\$1,000.00
490 (BOCES/School Districts)			
8xx (Fringe Benefits)	\$40,832.00	\$5,563.45	\$10,283.00
95x (O & M)			
9xx (Indirect Costs)	\$1,968.00		
<b>Total</b>	<b>\$125,000.00</b>	<b>\$13,469.75</b>	<b>\$31,741.00</b>

\*\* In the following section, please give a detailed description of the project's anticipated expenditures by budget code. Please ensure that requested expenditures are limited to those absolutely necessary to maintain project services until programmatic and fiscal approvals are received.

## Description of Anticipated Expenses

15X (Certified Salaries)	Salaries for 90 days to continue project
16X (Support Salaries)	Salaries for 90 days to continue project
200 (Equipment)	
3XX (Supplies)	Supplies necessary to continue project
305 (Supplies greater than \$500)	
4XX (Contractual)	
46X (travel)	Travel to attend project related meetings, trainings, conferences and satellite sites
490 (BOCES/ School Districts)	
8XX (Fringe Benefits)	Fringe Benefits for 90 days to continue project. TRS 1,886; ERS 48; FICA 1,489; Health 6,685; Comp 136; Unemp 39

*I hereby acknowledge this request is limited to expenditures absolutely necessary to maintain project services until all required approvals are obtained from the funding agency.*

Project Coordinator Signature: Catherine Amos Date 8/27/19 Print Form

### Approval Signatures:

Division Supervisor: _____	Date: _____
Division Director: <u>mfriedman</u>	Date: <u>8/28/19</u>
Project Accountant: <u>D. Hegshi</u>	Date: <u>9/3/19</u>
Asst. Supt. of Mgmt Services: <u>E. J. Scott</u>	Date: <u>9/4/19</u>
District Superintendent: <u>[Signature]</u>	Date: <u>9/4/19</u>

## Request for Special Aid Project Operation/Continuation Expenditure Report

CVES  
BUSINESS OFFICE

This request must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services.

Date 8/28/19

Special Aid Project Name: Basic Literacy - OneWorkSource

Special Aid Project Coser #: 997

Special Aid Project Term: From: 7/01/2019 To: 6/30/2020

Anticipated Award Amount: \$125,000.00

Period Requesting Continuation (90 Days Max)

From: 10/01/19 To: 12/31/19

### Approvals Received:

- ☒ Award Notification
- ☒ Contract Signed by CVES Sent to Grantor
- ☐ Additional Correspondence on Approval Status

Board Approved On:

Budget Account	Anticipated Total Budget	Expenditures to Date	Anticipated Expenditures during the next 90 days **
15x (certified salaries)	\$74,902.00	\$1,962.10	\$19,132.00
16x (support salaries)	\$1,303.00	\$157.38	\$326.00
200 (equipment)			
3xx (supplies)	\$3,500.00		\$1,000.00
305 (supplies greater than \$500.00)			
4xx (contractual)			
46x (travel)	\$2,495.00		\$1,000.00
490 (BOCES/School Districts)			
8xx (Fringe Benefits)	\$40,832.00	\$5,120.76	\$10,283.00
95x (O & M)			
9xx (Indirect Costs)	\$1,968.00		
Total	\$125,000.00	\$7,240.24	\$31,741.00

\*\* In the following section, please give a detailed description of the project's anticipated expenditures by budget code. Please ensure that requested expenditures are limited to those absolutely necessary to maintain project services until programmatic and fiscal approvals are received.

## Description of Anticipated Expenses

15X (Certified Salaries)

Salaries for 90 days to continue project

16X (Support Salaries)

Salaries for 90 days to continue project

200 (Equipment)

3XX (Supplies)

Supplies necessary to continue project

305 (Supplies greater than \$500)

4XX (Contractual)

46X (travel)

Travel to attend project related meetings, trainings, conferences and satellite sites

490 (BOCES/ School Districts)

8XX (Fringe Benefits)

Fringe Benefits for 90 days to continue project. TRS 1,886; ERS 48; FICA 1,489; Health 6,685; Comp 136; Unemp 39

*I hereby acknowledge this request is limited to expenditures absolutely necessary to maintain project services until all required approvals are obtained from the funding agency.*

Project Coordinator Signature: Catherine Anro Date 8/28/19

[Print Form](#)

### Approval Signatures:

Division Supervisor:

Date:

Division Director:

Date:

Project Accountant:

Date:

Asst. Supt. of Mgmt Services:

Date:

District Superintendent:

Date:

## **ENC. 7**

Recommend the Board approve the following Cross Contracts:

1. 2018-19 FINAL- Putnam/Northern Westchester BOCES

\$26,852 for Regional Recruitment/On-Line Application System and Planning Services Management (Beekmantown, CVES, Moriah, Peru, Plattsburgh City, Putnam, and Ticonderoga participate in one or more of these services).

2. 2018-19 FINAL- Madison-Oneida BOCES

\$6,489.05 for Common Learning Objectives and Computer Services Management (Peru Central School participates in these services).

## **ENC. 8**

Recommend that the Board approve the following Budget Increase:

1. On-Line High School Budget from \$9,416 to \$14,448 due to anticipated increased participation in on-line high school classes for the 2019-2020 school year. (Online access passwords are pre-purchased) (CV-TEC)

## **ENC. 9**

Recommend that the Board approve the following Contractor/Consultant Agreement:

1. Agreement between C-E-W-W BOCES and NFI Vermont for the purpose of obtaining Trauma-Transformed Schools Workshops and Cohorts at the WAF Campus in Plattsburgh NY during the 2019-20 school year. Full day workshops will bill at a rate of \$4,500 each, Leadership Cohorts will bill at a rate of \$1,000 each, and Catalyst Cohorts will bill at a rate of \$1,200 each. Workshop and cohort dates will be scheduled as needed upon the mutual agreement of the parties with the total annual expenditure under the contract not to exceed \$14,500. (Special Education) (attached)

## **ENC. 10**

Recommend that the Board approve the following Lease Agreement:

1. Site Lease Agreement between Clinton-Essex-Warren-Washington BOCES and Essex County for the purpose of leasing telecommunications space on Terry Mountain, in the Town of Peru, New York for a period of ten years beginning September 12, 2019 and ending September 11, 2029. Commencing with the initial contract term of September 12, 2019 through September 11, 2020 the base rent shall be \$1,200. For each year thereafter, the base rent shall increase in the amount of 3% of the immediately preceding year's rent amount. The agreement will automatically renew at the end of the initial 10-year term for additional 5-year term and may be terminated at any time. (ISC) (attached)

## ENC. 9

### CHAMPLAIN VALLEY EDUCATIONAL SERVICES INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

AGREEMENT made this 26th day of August 2019, by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 1585 Military Turnpike, Plattsburgh, New York 12901 (hereinafter "BOCES") and NFI Vermont, with an office and place of business at 3000 Williston Road, Suite #2, South Burlington, VT 05403, hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services described as follows: Trauma-Transformed Schools; workshops and cohorts (hereinafter "SERVICES") at our WAF Campus in Plattsburgh during the 2019-20 school year. Full Day Workshop at a cost of \$4500 each, Leadership Cohorts at a cost of \$1000 each, Catalyst Cohorts at a cost of \$1200 each, which includes consultant fees and travel-related expenses. The dates of SERVICES are to be mutually agreed upon between THE PARTIES and may be rearranged or cancelled at the mutual consent of THE PARTIES.

NFI Vermont 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: NFI Vermont 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. NFI Vermont shall perform the SERVICES described above, all such SERVICES being the responsibility of NFI Vermont and those in NFI Vermont's employ.
3. NFI Vermont is free to devote their attention to the SERVICES as they see fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. NFI Vermont represents and warrants that neither NFI Vermont nor any of NFI Vermont's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT, has been convicted of a felony.
5. NFI Vermont 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. NFI Vermont 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: NFI Vermont agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Attachment I, or a Hold Harmless Form prior to commencement of SERVICES. NFI Vermont 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. NFI Vermont's fee shall be all inclusive, and shall be limited to \$14500, consultant fee including travel-related expenses and paid as follows: NFI Vermont will present monthly invoices for SERVICES rendered during the previous monthly period. BOCES will render payment within 30 days after receipt of NFI Vermont's monthly invoice and in consideration of receipt of services and a final product which is satisfactory to BOCES. Such fee shall not be subject to modification based on the number of hours devoted by NFI Vermont to the project.
9. INDEPENDENT CONTRACTOR: NFI Vermont 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: NFI Vermont 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 NFI Vermont with Internal Revenue Service Form 1099. NFI Vermont 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 NFI Vermont or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. TERMINATION: This AGREEMENT will terminate upon submission by NFI Vermont of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of NFI Vermont to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by NFI Vermont.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

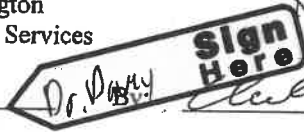
Date: \_\_\_\_\_

Date: 8/29/19

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

NFI Vermont

By: \_\_\_\_\_

Sign Here

Charles B. Nguyen Ph.D.

Mark C. Davey  
Superintendent

NFI Vermont

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

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

By: \_\_\_\_\_



Larry Barcomb  
CVES Board President



## 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

**SITE LEASE AGREEMENT**

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES COLLOCATION ON TERRY MOUNTAIN, TOWN OF PERU, CLINTON COUNTY, NEW YORK**

**1. Lease of Premises.** The Clinton-Essex-Warren-Washington Board of Cooperative Educational Services ("Lessee"), hereby leases from Essex County, a New York municipal corporation ("Lessor"), a portion of that certain real property described in Exhibit A hereto (the "Property"), such portion being described as "Tower #4" in Exhibit B, and referred to hereinafter as the "Premises", in order to install, maintain, and operate a communications antenna with associated cabling on the existing +/-50-foot tower and related ground equipment in Lessor's existing equipment shelter at the base thereof (the "Facility"), together with the right to install and maintain utility cables and conduits to, over, under and through the Premises, and a right of reasonable access to the Premises.

**2. Commencement; Approvals.** This Agreement shall commence on the date it is executed by both parties (the "Commencement Date"). Contemporaneously with the Commencement Date, Lessee shall, at its expense, seek to obtain all permits, instruments and approvals required by governmental authorities for installation, operation and maintenance of the Facility ("Approvals"). Lessor shall cooperate and provide any assistance with Approvals requested by Lessee. Upon receipt of all Approvals, Lessee shall notify Lessor of the "Rent Commencement Date" by providing the notice set forth in Exhibit C hereto. The Rent Commencement Date shall be the first day of the month following (a) the date that Lessee commences installation of the Facility; or (b) the date Lessee receives the Approvals, whichever is earlier. If despite its efforts Lessee is unable to obtain Approvals sufficient to operate or maintain the Facility, this Agreement and the parties' obligations hereunder shall terminate ten (10) days following either (a) receipt by Lessor of a termination notice from Lessee or (b) Lessor's written confirmation to Lessee that the Approvals were not granted Lessee, whichever is earlier.

**3. Term; Renewals.** The "Initial Term" of the Lease shall run for ten (10) years beginning on the Commencement Date. Thereafter Lessee shall have the option to extend this Agreement by one (1) "Additional Term" of five (5) years. Collectively, the Initial Term and Additional Term shall be referred to hereinafter as the "Term." The Additional

Term will automatically be exercised unless Lessee notifies Lessor of its election to terminate six (6) months before the expiration of the Initial Term or Additional Term in effect.

**4. Rent.** Beginning on the Rent Commencement Date, and thereafter on the first day of each month for the first year of the Term, Lessee shall pay Lessor rent for use of the Premises in the amount of One Thousand Two Hundred Dollars (\$1,200) per year, paid annually on or before the Rent Commencement Date and thereafter on each annual anniversary thereof; provided, however, that on each annual anniversary of the Rent Commencement Date during the Term and Additional Term of the Lease, the rent to be paid to Lessor shall be one hundred three percent (103%) of the immediately preceding year's rent amount. For example, in year 2, the rent shall be \$1,236.00 for the year and in year 3 the rent shall be \$1,273.08 for the year.

**5. Utilities.** (a) Lessee's Rent includes all utility service consumed by Lessee in the use and operation of its Facility at the Premises and shall be at no additional cost to Lessee.

(b) Except as set forth in subsection (a), above, Lessee shall be responsible, at its sole cost and expense, for installation of electrical, telephone or other communication lines to the Premises suitable for the Facility (collectively, "Utility Lines"). Lessor grants Lessee an easement to extend the Utility Lines to the Facility from existing poles or other sources on the Property where necessary, and to use such Utility Lines for its Facility. Any modification of Utility Lines by either party shall not interrupt, damage or conflict with the other party's use, or with any requirements of law or contract concerning Utility Lines on or at the Property or the Premises.

(c) In the event of a loss of electrical power, and in the absence of an emergency backup power source being installed and functioning as part of the Facility, Lessee shall have the right to install a temporary generator on or near the Premises until power is restored.

**6. Access; Security.** Throughout the Term, Lessee and its authorized representatives shall have the non-

exclusive right-of-way for ingress and egress, including but not limited to use of existing or future roads and trails on the Property and on adjacent properties under Lessor's control, to and from the Premises twenty-four hours (24) a day, seven (7) days a week for the maintenance, alteration, and removal of the Facility. In the event that such means of ingress or egress is gated or otherwise secured, Lessor shall provide Lessee with keys, security devices, or codes necessary for Lessee's use thereof. Lessee shall also have a right-of-way to install and maintain utility cables and conduits to, over, under and through the Premises to the Facility.

(c) Lessee shall install security devices to restrict access to the Facility, provided that such devices do not interfere with Lessor's use of the Property. In the event that access to the Premises and the Facility is restricted by Lessor's security devices, Lessor shall provide Lessee with keys, security devices, or codes necessary for Lessee's access to the Premises and the Facility. Lessee shall have the right to install a lock-box or other reasonable devices at the Premises to enable Lessee's authorized representatives to access the Premises and Facility. In cases where Lessor provides keys, security devices, or codes for accessing the Premises, Lessee agrees not to duplicate such keys or disclose such devices or codes to anyone other than authorized representatives of Lessee without Lessor's permission.

**7. Title; Quiet Enjoyment.** Lessor represents and warrants to Lessee that it has full authority to enter into this Agreement, and that it is authorized to grant the leasehold interest and rights of access and use contemplated hereunder without violation of any other contract, agreement, instrument, covenant, or other document. Lessor further represents and warrants that there are no undisclosed liens, judgments, or other conditions of title or use known to Lessor that would materially affect Lessee's use and enjoyment of, and access to, the Premises. Lessor further represents and warrants that all structures and uses on the Property are in compliance with municipal, state, and federal laws, and with all permits, approvals, and judicial and administrative orders affecting the Property. Upon request of Lessee, Lessor agrees during the Term to execute such documents or instruments reasonably necessary for Lessor to confirm the representations and warranties of title and quiet enjoyment contained herein as of a date certain.

**8. Hazardous Substances.** Lessor warrants, represents and covenants that to the best of its

knowledge (1) there are no past, pending or threatened administrative, regulatory or judicial actions, suits, demands, demand letters, claims, liens, notices of noncompliance or violation, investigations or proceedings affecting the Premises or against any individual or entity with an interest in the Premises; (2) no "Hazardous Substance" (as defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. § 690 *et seq.*, and including petroleum or petroleum products, radioactive materials, friable asbestos, and equipment containing polychlorinated biphenyls) or "Hazardous Waste" (as defined in the Resource Conservation and Recovery Act of 1976, 42 U.S.C. § 9601 *et seq.*) has at any time been released or disposed of at or on the Premises; and (3) there is no underground storage tank located at the Premises. The parties agree not to introduce any Hazardous Substances or Hazardous Wastes to the Premises (or on a location of the Property reasonably likely to affect the Premises) during the Term. Lessor shall be responsible for remediation of any Hazardous Substances or Hazardous Wastes introduced onto the Property or Premises after the Commencement Date, unless such introduction is caused by Lessee; said obligation shall survive the earlier termination of this Agreement.

**9. Alterations.** During the Term, Lessee may, at its sole cost and expense, make such improvements on and alterations to the Premises and the Facility as it deems necessary from time to time in order to operate and optimize the Facility, and provided that such changes occur within the Premises and do not increase structural loads at the Premises. If Lessee proposes changes occurring outside of the Premises or that increase structural loads at the Premises, Lessee shall first seek the prior written permission of Lessor, and Lessor may require additional rent in consideration of any such expansion by Lessee. Lessor agrees to cooperate with Lessee with respect to obtaining any required Approvals for improvements and alterations, at Lessee's cost and expense.

**10. Structural Integrity.** The Premises is leased to Lessee "as is" and Lessee acknowledges that Lessor does not make any representations or warranties in respect to the existing tower's structural capacity to support Lessee's Facility.

Lessor shall prohibit any other individual or entity with communications equipment on the Property (a "User") from installing or making alterations to its equipment that would threaten the structural integrity

of any support structure comprising part of the Premises. If, based on a structural report from a licensed engineer, a User may install equipment or make alterations to its equipment following improvements to the support structure, Lessor agrees that Lessee shall not incur any part of such costs. In the event that Lessee makes alterations or improvements to the Facility that threaten the structural integrity of a support structure, Lessee shall incur all the costs of any engineer-recommended improvements to the support structure necessary to make its alterations.

**11. Interference.** Lessee will resolve technical interference problems it causes to other equipment located on the Property on the Rent Commencement Date, or to any equipment installed on the Property at any future date if technical interference problems are caused by Lessee's future alterations or improvements to the Facility. Lessor agrees that it will not allow the installation of any equipment by itself or any User after the Commencement Date which is likely to result in technical interference problems with the Facility. After the Rent Commencement Date, Lessor shall resolve, and shall cause all Users to resolve, any technical interference problems caused to the Facility by addition of or alterations to Lessor's or a User's communications equipment, to Lessee's reasonable satisfaction. Lessor shall also ensure that no installation of equipment by Lessor or a User after the Commencement Date encroaches upon the Premises, and that improvements on the Property do not interfere with or materially impede the operating characteristics of the Facility.

**12. Ownership.** All personal property, trade fixtures, and improvements installed by Lessee on the Premises shall remain the property of Lessee and may be removed by Lessee at any time. Lessor hereby waives any and all lien rights it has or may have, statutory or otherwise, concerning the Facility or any component thereof.

**13. Assignment.** Lessee may assign or transfer this Agreement and/or mortgage or pledge its interests under this Agreement and in the Facility for financing purposes.

**14. Estoppel Certificate.** During the term of this Agreement, upon receipt of thirty (30) days prior written notice by a party, the other party shall execute, acknowledge and deliver to the requesting party a statement in writing certifying that this Agreement is in full force and effect (or confirming

any modifications) and that the requesting party is not in default (or declaring the notice of any default), except as specified in such statement, in regard to any of its obligations hereunder, and further setting forth such other statements relating to this Agreement as the requesting party, its lender, purchaser, assignee or sublessee may require. Said statement shall be accurate and binding on the other party and may be relied upon by third persons.

**15. Eminent Domain.** In the event the Premises shall at any time during the term of this Agreement be taken by any public authority or agency for any public use, the entire damages which may be awarded for the taking shall be equitably apportioned between Lessor and Lessee, taking into account the value of their respective interests, and this Agreement shall terminate as of the date of said taking. In the event a portion of the Property shall be so taken for public use and such portion taken renders the Premises unsuitable or uneconomic for Lessee's use contemplated hereunder in Lessee's reasonable business determination, Lessee may, at its option, terminate this Agreement. Upon such taking, Lessor shall refund to Lessee a pro rata portion of the rent prepaid to the date of taking or conveyance, as the case may be.

**16. Damage or Destruction.** If the whole or any part of the Premises or the Facility is damaged or destroyed by fire, the elements or subsidence of sublaternal or subjacent support or any other casualty so as to make the Premises unsuitable or uneconomic for Lessee's use, Lessee may terminate this Agreement and all of the obligations of either party hereto (apart from obligations expressly surviving termination) shall terminate upon thirty (30) days' notice to Lessor. In case of such destruction, there shall be an abatement of rent from the date of destruction. If Lessee does not elect to terminate, Lessee may elect restore the Premises to substantially the same condition as it was in immediately before destruction and obtain an abatement of rent from the date of destruction.

**17. Removal.** Upon expiration or termination of the Agreement, Lessee shall remove all equipment and improvements it has installed in, on or at the Premises provided, however, that such removal can be done without damage to the Premises, normal wear and tear excepted. Lessee shall be responsible to Lessor for any such property damage sustained to the Property as a result of removal.

**18. Indemnification.** Lessor and Lessee each will defend and indemnify the other against, and hold the other harmless from, any and all costs (including reasonable attorneys' fees and expenses), claims, actions, damages, obligations, liabilities and liens which arise out of (a) the breach of this Agreement and any obligations, representations, warranties, and covenants hereunder by the indemnifying party; and (b) the use and/or occupancy of the Premises or the Property by such indemnifying party. The indemnity shall not apply to any claims, actions, damages, obligations, liabilities and liens arising from any negligent or intentional misconduct of the indemnified party. The obligation to indemnify shall survive the termination of this Agreement.

**19. Insurance.** On or before the Rent Commencement Date, Lessee shall either provide a statement of self-insurance acceptable to Lessor, or shall, at Lessee's expense maintain insurance policies covering all operations of Lessee at the Premises as follows: (a) comprehensive general liability insurance with the premiums thereon fully paid in advance, in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate, combined single limit, and (b) worker's compensation insurance in an amount of not less than the statutory limits for worker's compensation insurance. Said insurance may be in the form of general coverage or floating policies covering these and other premises. Lessee agrees that each such policy (a) shall name Lessor as an additional insured; (b) shall contain a provision that it may not be cancelled or amended without fifteen (15) days prior written notice to Lessor; and (c) contain a waiver of subrogation against Lessor.

**20. Events of Default.** Except as expressly limited hereby, Lessor and Lessee shall each have such remedies for the default of the other party hereto for a breach under this Agreement as may be provided at law or equity (in each case, an "Event of Default") following written notice of such default and failure to cure the same within thirty (30) days, provided, however, that if the nature of the default is such that it cannot be reasonably be cured within thirty (30) days and if the defaulting party shall be diligently pursuing the cure of such default, then the defaulting party shall be permitted such reasonable period of time as is needed to fully cure such Event of Default.

**21. Termination.** After the Rent Commencement Date, this Agreement may be terminated by Lessee at any time by notice to Lessor without further liability if Lessee does not obtain all Approvals required to

alter, improve, or continue to operate its Facility, or if any such Approval or Approvals are canceled, expire or are withdrawn or terminated; or if any of the representations, warranties or covenants herein are breached without cure; or if Lessee for any other reason, in its sole discretion, determines that it will be unable to use of the Premises or the Facility within its public safety radio communications system. The Agreement may also be terminated by Lessor by notice to Lessee if any of the payment obligations, representations, warranties or covenants herein are breached without cure; or on account of an Event of Default that continues beyond any cure period. Upon termination, all prepaid rent in an amount prorated from the termination date will be returned by Lessor to Lessee.

**22. Notices.** All notices required by the terms of this Agreement shall be given by mailing such notices by certified or registered mail, return receipt requested, to the addresses of the parties as stated here:

<u>Lessee</u>	<u>Lessor</u>
Clinton-Essex-Warren-Washington Board of Cooperative Educational Services 1585 Military Turnpike, Plattsburgh, NY 12901	Essex County 100 Court Street P.O. Box 217 Elizabethtown, New York 12932 Attn: County Manager
Attn: Mark Davey, District Superintendent and Larry Barcomb, Board President	with a copy to  The Murray Law Firm, PLLC 10 Maxwell Drive Suite 100 Clifton Park, NY 12065 Attn: Jacqueline Phillips Murray, Esq.

or to such other address as may be designated in writing.

**23. Miscellaneous.** (a) Lessor represents and warrants that any person or entity executing in a representative capacity for Lessor has full authority. (b) This Agreement supersedes all prior discussions and negotiations and contains all agreements and understandings between Lessor and Lessee. (c) This agreement may only be amended in writing signed by both parties. (d) Any exhibits hereto are incorporated into this Agreement by reference. (e) This

Agreement may be signed in counterparts by the parties hereto. (f) The terms and conditions of this Agreement shall run with the Property and shall extend to and bind the heirs, personal representatives, successors and assigns of Lessor and Lessee. (g) The prevailing party in any action or proceeding in court to enforce the terms of this Agreement shall be entitled to receive its reasonable attorneys' fees and other reasonable enforcement costs and expenses from the non-prevailing party. (h) No failure or delay on the part of a party to exercise any right, power or remedy under this Agreement shall operate as a waiver thereof (unless such right, power or remedy is expressly conditioned on exercising same within a certain time period); nor shall any single or partial exercise of any right under this Agreement

preclude any other or further exercise thereof or the exercise of any other right. (i) Lessor shall execute, acknowledge and deliver to Lessee for recording in the official land records where the Property is located a Memorandum of this Agreement ("Memorandum") in the form of Exhibit C. (j) This Agreement shall be construed in accordance with the laws of the State of New York. In the event of a dispute, the parties agree that state and federal courts in the State of New York shall be the exclusive venue for any court action, and consent to personal jurisdiction in such courts.

[REMAINDER INTENTIONALLY LEFT BLANK. SIGNATURES ON FOLLOWING PAGES.]

IN WITNESS WHEREOF, the parties hereto have set their hands as of the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**LESSOR  
ESSEX COUNTY**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

STATE OF NEW YORK )  
COUNTY OF \_\_\_\_\_ )ss.:

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public  
My commission expires on \_\_\_\_\_, 20\_\_

**LESSEE  
CLINTON-ESSEX-WARREN-WASHINGTON BOARD  
OF COOPERATIVE EDUCATIONAL SERVICES**



By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_  
EIN: \_\_\_\_\_

STATE OF NEW ~~YORK~~ )  
COUNTY OF CLINTON )ss.:

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year 2019, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public  
My commission expires on \_\_\_\_\_, 20\_\_

## EXHIBIT A

### DESCRIPTION OF PROPERTY

Real property with improvements thereon located in Peru, New York, and more particularly described as set forth below:

ALL THAT CERTAIN TRACT OR PARCEL OF LAND situate, lying and being in the Town of Peru, Clinton County, New York, and being a plot of land containing 13.341 acres as delineated on a certain map entitled, "New York State Conservation Department Property Map of Clinton County, Reforestation Area No., Livingston Patent, Town of Peru," surveyed by Joseph E. O'Hara, completed September 21, 1961 and certified by Esmund W. Sears, L.S. #24090, which map has heretofore been recorded in the office of the Clerk of Clinton County, and more particularly bounded and described as follows:

BEGINNING at a point 366 feet westerly from a point on the westerly face of the main cinder block building constructed by the Great Northern Television Co. Inc. 1954, said point on the above mentioned building being 20 feet northerly from the southwesterly corner of said building and said 366 feet being measured in a line perpendicular to the westerly face of the above mentioned building; thence southerly in a line parallel with the westerly face of said building 1.355 chs. to an iron pipe; thence S 76° 52' W, 6.421 chs. to an iron pipe; thence N 13° 08' W, 0.378 chs. to an iron pipe; thence S 76° 52' W, 1.512 chs. to an iron pipe; thence S 13° 08' E, 1.512 chs. to an iron pipe; thence N 76° 52' E, 1.512 chs. to an iron pipe; thence N 13° 08' W, 0.378 chs. to an iron pipe; ~~thence N 76° 52' E, 6.325 chs. to an iron pipe; thence~~ southerly in a line parallel with the westerly face of said building 2.861 chs. to an iron pipe; thence easterly in a line which makes an internal angle of 90° with the last above mentioned line 8.858 chs. to an iron pipe; thence S 43° 08' E, 5.264 chs. to an iron pipe; thence S 46° 52' W, 0.378 chs. to an iron pipe; thence S 43° 08' E, 1.512 chs. to an iron pipe; thence N 46° 52' E, 1.512 chs. to an iron pipe; thence N 43° 08' W, 1.512 chs. to an iron pipe; thence S 46° 52' W, 0.378 chs. to an iron pipe; thence N 43° 08' W, 4.510 chs. to an iron pipe; thence easterly 0.065 chs. to an iron pipe; thence northerly in a line which makes an internal angle of 90° with the last above mentioned line and in a line parallel to the westerly face of above mentioned building 5.104 chs. to an iron pipe; thence N 65° 38' E, 5.000 chs. to an iron pipe; thence N 00° 36' W, 3.000 chs. to an iron pipe; thence S 65° 38' W, 5.000 chs. to an iron pipe; thence northerly in a line parallel to the westerly face of above mentioned building 1.896 chs. to an iron pipe; thence westerly in a line which makes an internal angle of 90° with the last above mentioned line 3.362 chs. to an iron pipe; thence N 16° 52' E, 5.715 chs. to an iron pipe; thence S 73° 08' E, 0.378 chs. to an iron pipe; thence N 16° 52' E, 1.512 chs. to an iron pipe; thence N 73° 08' W, 1.512 chs. to an iron pipe; thence S 16° 52' W, 1.512 chs. to an iron pipe; thence S 73° 08' E, 0.378 chs. to an iron pipe; thence S 16° 52' W, 5.773 chs. to an iron pipe; thence westerly in a line 5.858 chs. to an iron pipe; thence southerly in a line which makes an internal angle of 90° with

the last above mentioned line and in a line parallel with the westerly face of aforementioned building 5.000 chs. to the point or place of beginning.

TOGETHER with the right of way for ingress and egress for persons and vehicles 50 feet in width and including an alternate winter road, all as described and delineated by line, bearing and distance, as shown on the aforesaid Clinton County Reforestration Area No. 3 Map.

ALSO, together with a right of way for ingress and egress for persons and vehicles from the right of way first above mentioned to "Lovell's Spring," so-called, which right of way is also described and delineated by line, bearing and distance as shown on the aforesaid Clinton County Reforestration Area No. 3 Map.

ALSO, together with a right of way for a power line, which said right of way runs in a general northerly direction and connects the property hereinabove described with the existing public utility facilities at the Peasleeville Road, so-called, and which said power line right of way is 75 feet in width, as described and delineated by line, bearing and distance on the aforementioned Clinton County Reforestration Area No. 3 Map.

SUBJECT TO any and all easements, rights of way, covenants and restrictions of record or visible upon an inspection of the premises.

BEING the same premises conveyed by STC Broadcasting of Vermont Subsidiary, Inc. to Hearst-Argyle Stations, Inc. by deed dated July 2, 1998 and recorded July 8, 1998 in the office of the Clinton County Clerk as Instrument No. 1998-00102086.

The subject property does not constitute all or substantially all of the corporation's assets as this conveyance is made in the regular course of business of the corporation.

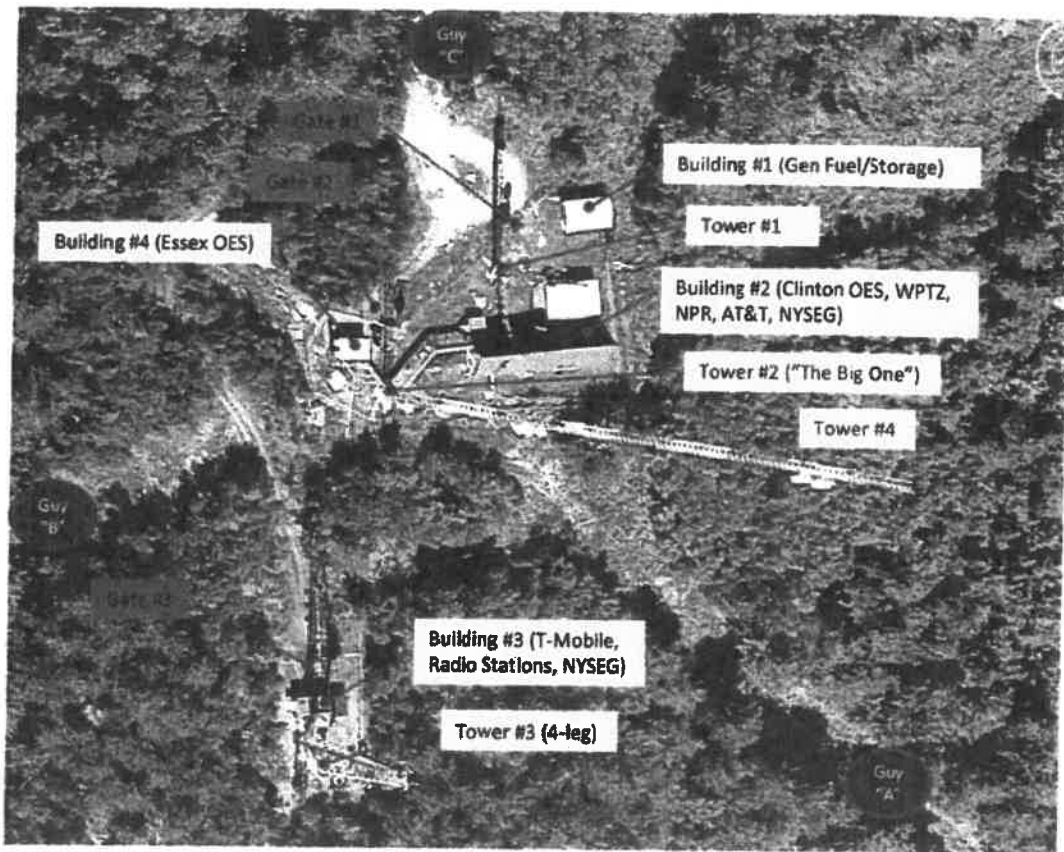
Being the same premises conveyed to the County of Essex in a Warranty Deed with Lien Covenant from Hearst Stations, Inc., predecessor in interest to Hearst-Argyle Stations, Inc., dated June 16, 2011 and recorded in the Clinton County Clerk's Office on June 21, 2011 as Instrument No. 2011-00240902.

## EXHIBIT B

### DESCRIPTION OF PREMISES

- (a) vertical space at the following elevations on the approximately 50-foot tower ("Tower #4" on the following illustration) located on the Property to support the antenna specified below:
  - (1) one (1) 244 inch ANT450F10 Fiberglass Collinear Antenna at the top of the approximately 50-foot tower secured with tapered tower mounts.
- (b) a 3 foot by 3 foot area within the existing equipment shelter at the base of the tower (Building #2" on the following illustration); and
- (c) utility cables and conduits to, over, under, along and through the Premises deemed necessary for the operation of Lessee's Facility, including: ONE (1) HCA300-50J 3.0" HELIFLEX air-dielectric coaxial cable from the tower to the shelter.

At Lessee's option, this Exhibit may be replaced with the surveyed metes and bounds description of the exact location of the Premises and/or a site plan and/or as-built drawing depicting the Premises.



**EXHIBIT C**  
**MEMORANDUM OF AGREEMENT**

(Please see attached)

Recording Requested By  
And When Recorded Mail to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS that the parties identified below are parties to that certain Site Lease Agreement, dated \_\_\_, 2019 (the "Agreement"), containing the following terms and conditions:

<b>Lessor</b>	Essex County, a New York municipal corporation organized and existing under the laws of the State of New York with its principal offices at 100 Court Street, P.O. Box 217, Elizabethtown, New York 12932
<b>Lessee</b>	CLINTON-ESSEX-WARREN-WASHINGTON BOARD OF COOPERATIVE EDUCATIONAL SERVICES, a public organization existing under the laws of the State of New York, with its principal offices at 1585 Military Turnpike, Plattsburgh, NY 12901
<b>Leased Property:</b>	The "Premises" leased by Lessor to Lessee, on "Property" owned by Lessor, are described in Exhibits A and B attached hereto and incorporated herein.
<b>Initial Term:</b>	A term of ten (10) years commencing on ____, 2019
<b>Expiration Date:</b>	If not otherwise extended or renewed, the Agreement shall expire on ____, 2029.
<b>Rights to Extend or Renew:</b>	Lessee has the right to extend/renew the Agreement as follows: one (1) option to extend the Initial Term for a period of five (5) years on the terms and conditions set forth in the Agreement. If Lessee exercises all options to renew, the final expiration of the Agreement will occur on ____, 2034.
<b>Rights to Purchase:</b>	None.
<b>Right of First Refusal:</b>	None.
<b>Assignment Restrictions:</b>	Lessee may assign or transfer this Agreement or mortgage or pledge its interest under this Agreement or in the Facility for financing purposes.
<b>Other</b>	Subject to the terms of [insert APA and local permit information if applicable.] _____

This Memorandum of Agreement will be recorded in the applicable land records and is intended to provide notice to third parties of the Agreement. The Agreement contains terms and conditions in addition to those set forth in this Memorandum of Agreement. Capitalized terms not otherwise defined herein shall have the meaning defined in the Agreement. This Memorandum of Agreement is not intended to amend or modify the terms and conditions of the Agreement. To the extent that the terms and conditions of this Memorandum of Agreement differ from the terms and conditions of the Agreement, the terms and conditions of the Agreement shall govern and prevail. A copy of the Agreement is kept at Lessee's place of business, at the address noted above.

**IN WITNESS WHEREOF**, the parties hereto have executed this Memorandum of Agreement to be effective as of the date first set forth above.

**LESSOR:**

**Essex County, a New York municipal corporation**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

STATE OF NEW YORK  
COUNTY OF

)  
)ss.:

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

My commission expires on \_\_\_\_\_, 20\_\_

**LESSEE**

**CLINTON-ESSEX-WARREN-WASHINGTON BOARD  
OF COOPERATIVE EDUCATIONAL SERVICES**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

STATE OF NEW YORK  
COUNTY OF CLINTON

)  
)ss.:

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

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Essex County  
Terry Mountain, Peru, NY  
Champlain Valley Collocation

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The subject property does not constitute all or substantially all of the corporation's assets as this conveyance is made in the regular course of business of the corporation.

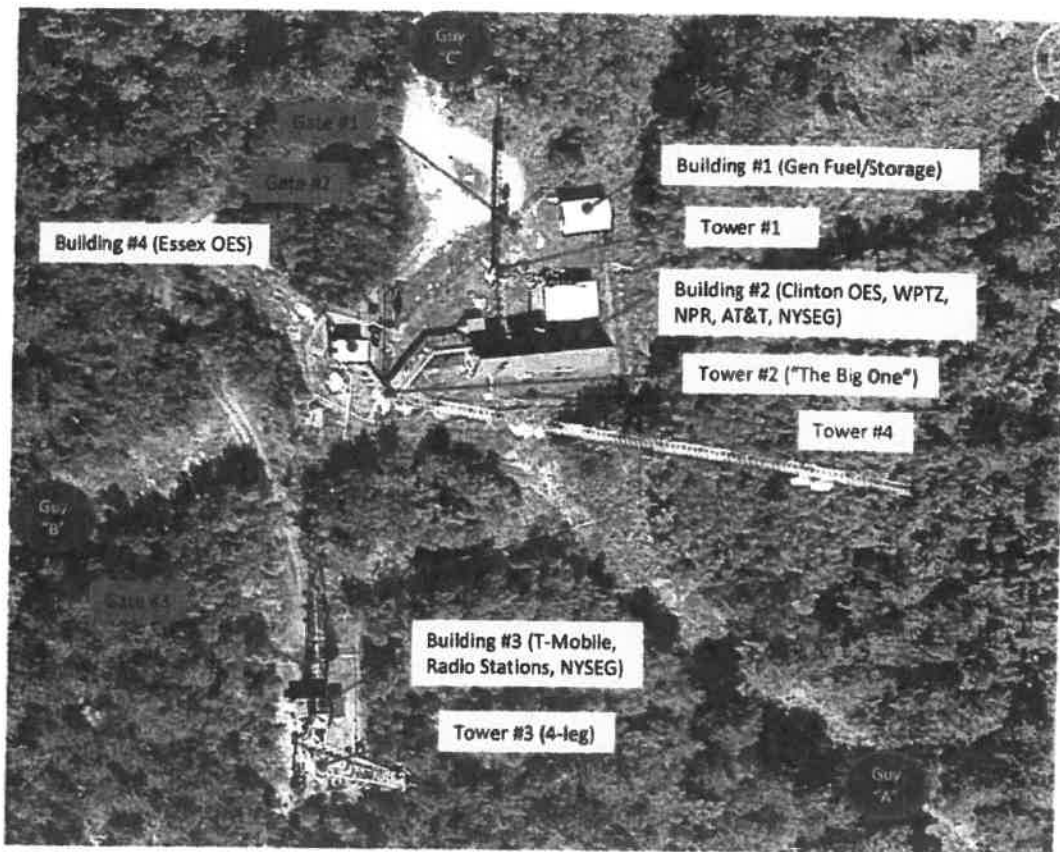
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At Lessee's option, this Exhibit may be replaced with the surveyed metes and bounds description of the exact location of the Premises and/or a site plan and/or as-built drawing depicting the Premises.



## **ENC. 11**

Recommend that the Board approve the following Adult Education Sponsorship Agreements:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and AuSable Valley, Beekmantown, Boquet Valley, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, and Willsboro Central School Districts for the purpose of providing Adult Education Instructional Activities for the 2019-20 school year. (CV-TEC) (contract template attached)

## **ENC. 12**

Recommend that the Board accept a proposal submitted by Primelink, Inc. for phone services, including SIPS lines and POTS lines. Services shall be utilized at the Plattsburgh Main Campus, the Plattsburgh Satellite Campus, the Instructional Services Center, and the Mineville Campus. Accepted service rates are as follows:

SIPS lines: \$360 per month

DID: \$34.64 per month

Also included in above service: Unlimited local calling. Long distance calls, including all US calls and calls into Canada, are billed with the first 10,000 minutes at no charge and .029 per minute thereafter. International toll rates will vary dependent upon call destination.

POTS lines: \$142.45 per month

Also included in above service: .015 per minute for local calls, .015 per minute for local long distance calls, and .015 per minute for all US calls and calls into Canada. International toll rates will vary dependent upon call destination.

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.

Note: Two additional phone service providers submitted proposals: Westelcom Inc. of Plattsburgh NY and Granite Government Solutions of Quincy MA

## **ENC. 13**

1. Recommend that the Board adopt the Adult Breakfast cost of \$2.75 (includes sales tax) and Adult Lunch cost of \$4.50 (includes sales tax) for the 2019-2020 school year. These prices are in compliance with the New York State Education Department. (Yandon-Dillon and WAF)

2. Recommend that the Board adopt the following costs for second meals for students. A cost of \$2.31 for a Second Breakfast and \$3.75 for a Second Lunch. First meals are free for students under the Community Eligibility Provision (CEP). (Yandon-Dillon and WAF)

**CHAMPLAIN VALLEY EDUCATIONAL SERVICES (CVES)**

**CV-TEC ADULT EDUCATION  
AND SAFETY EDUCATION SPONSORSHIP AGREEMENT**

**CO-SER 103 ADULT EDUCATION  
CO-SER 401 ACCIDENT PREVENTION/PRE-LICENSING**

The purpose of this agreement between the School District and Champlain Valley Educational Services; hereafter referred to as CVES, is to describe the responsibilities of the parties and to identify the conditions under which CVES will operate certain self-sustaining instructional activities for adults during the 2019-2020 school year through the CV-TEC Division.

It is agreed that the best interest of the residents of the area and of the enrollees in the instructional activities will be served by such CVES programs based upon a number of considerations.

School districts are authorized to provide such instructional activities under Education Law (Section 4602 and others).

CVES is authorized to provide such instructional activities under Education Law (Section 1950) as approved by the Commissioner.

Joint performance by municipal corporations and/or performance by one for the other of functions is authorized under the General Municipal Law (Section 119 and others).

Existing need and interest surveys, together with other planning information, indicate that there is sufficient interest among adults in the subscribing districts to support certain self-sustaining instructional activities.

The number of enrollees in such a program for adults in a single school district would not warrant the operation of a comprehensive program, or if offered would be uneconomical to operate. A single program planned for all of the subscribing school districts in the area offers a wider choice for enrollees and more economical operation.

The development of a single plan for the area will permit selecting the location for each of the activities, which is more convenient for the majority of the enrollees without regard to individual district boundaries.

The operation by Champlain Valley Educational Services of programs for adults has developed recognition among residents and businesses of the area that CVES is an appropriate agency for such services through the CV-TEC division. CVES Staff with skills in planning and managing programs for adults already exists.

In consideration of the above and in consideration of the support expressed by other subscribing school districts, it is agreed that Champlain Valley Educational Services should operate a program of self-sustaining activities during the school year 2019-2020 in Adult Education (CO-SER 103)) in the manner described below:

Champlain Valley Educational Services will develop a plan for Adult and Continuing Education including Business and Industry training to serve adult residents and businesses in this school district and in other subscribing school districts within the CVES area.

The plan will be developed in cooperation with the districts in the CVES area, including non-subscribers and both Clinton Community College and North Country Community College, in order to provide the needs of residents in an effective manner, avoiding uneconomical duplication of programs.

It is in the intent of both parties to operate a program, which will break even financially without accumulating a surplus or creating a burden upon the school taxpayers of the area.

In the event that projected revenues are insufficient to support the proposed program, sufficient courses and/or budget items will be eliminated to insure a self sustaining program before CVES incurs any financial commitments to support the operation of any of the activities.

CVES will produce a monthly financial report of appropriations and revenues on a projected and encumbered basis during the operation of the program. In the event that unforeseen occurrences result in a projection showing insufficient revenues to support the program, sufficient courses and/or budget line items will then be eliminated and/or additional courses added to correct the imbalance.

All financial transactions related to the operation of this program will be kept in separate accounts in the financial records of CVES and there will be no co-mingling with the transactions from other program CO-SERS.

Should the operation of the program result in a surplus; such surplus will be paid by CVES to the districts.

Should unforeseen liabilities to the program create a deficit which cannot be overcome by adjustments during the program operation as described above, the school district will reimburse Champlain Valley Educational Services for this deficit promptly after the audit of CVES records for the school year.

It is agreed that CVES is the operating agency for these programs and that the district's obligations are limited to the financial settlements described above. CVES will be solely responsible for meeting the requirements and procedures for employment of personnel and all matters related to such employment, direction, compensation and discharge. This agreement will become effective upon acceptance by the Board of Education and the Champlain Valley Educational Services. Such acceptance shall be recorded in the

minutes of the respective boards and the date of such minutes recorded below with the authorized signature.

This agreement is for one school year and positive action is required by each party to extend or renew such agreement.

Accepted by the Board of Education of the School District  
on \_\_\_\_\_, \_\_\_\_\_ 2019.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Accepted by the Champlain Valley Educational Services.

\_\_\_\_\_  
Mark C. Davey, Ed.D.  
District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Larry Barcomb  
CVES Board President

\_\_\_\_\_  
Date

## **ENC. 14**

Recommend that the Board approve the following memberships for the Assistant Superintendent for Instruction and 21st Century Learning for the 2019-20 school year:

1. Association for Supervision and Curriculum Development (ASCD), \$89
2. Staff/Curriculum Development Network (S/CDN), \$575
3. New York State Council of School Superintendents, \$1,199.38

## **ENC. 15**

Recommend that the Board approve the following petty cash funds and bursars for the school year 2019-20:

Christina LeFevre as bursar of the \$100 petty cash fund at the CV-TEC Plattsburgh Main Campus Office (Replacement for Stacie Winchell)

## **ENC. 16**

Recommend that the Board approve the following letters of resignations for the purpose of retirement:

1. Deborah Perreault, Teacher Aide/Student Aide, Effective June 30, 2020

## **ENC. 17**

Recommend that the Board accept the following letters of Resignation:

1. Margaret Christian, Teacher Aide/Student Aide, Effective September 2, 2019
2. Dennis Harrsch, Teaching Assistant, Effective September 21, 2019
3. Jamie Niles, School Counselor, Effective September 21, 2019
4. Jessica Shafer, Teaching Assistant, Effective August 17, 2019

## **ENC. 18**

Recommend the board approve the following leave of absence:

1. Heather Vanalphen, unpaid leave of absence, September 3, 2019 through December 16, 2019.

## **ENC. 19**

Recommend the Board rescind the motion that was approved at the August 21, 2019 Board meeting whereby the Board granted a 52-week probationary appointment to Jessica Lynn as a Teacher Aide/Student Aide Effective September 1, 2019.

## **ENC. 20**

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

1. Name: Camden Secone  
Tenure: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: September 3, 2019  
Tentative Tenure Date: September 3, 2023  
Certification Status: Childhood Education (Grades 1-6) Initial Certificate  
Annualized Salary: \$20,841 (Salary may increase once contractual agreement for 2019-20 is approved)

(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. 21**

Recommend that the Board appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

1. Name: Maryssa Romeo  
Position: Teacher Aide/Student Aide  
Effective Date: September 3, 2019  
Tentative Permanent Date: September 3, 2020  
Annualized Salary: \$16,982
2. Name: Chelsea Calley  
Position: Teacher Aide/Student Aide  
Effective Date: September 3, 2019  
Tentative Permanent Date: September 3, 2020  
Annualized Salary: \$16,982
3. Name: Brooke Marbut  
Position: Teacher Aide/Student Aide  
Effective Date: September 3, 2019  
Tentative Permanent Date: September 3, 2020  
Annualized Salary: \$16,982
4. Name: Johanna Pray  
Position: Teacher Aide/Student Aide  
Effective Date: September 3, 2019  
Tentative Permanent Date: September 3, 2020  
Annualized Salary: \$16,982

## **ENC. 21 (CONTINUED)**

5. Name: Emily Tolosky  
Position: Teacher Aide/Student Aide  
Effective Date: September 16, 2019  
Tentative Permanent Date: September 16, 2020  
Annualized Salary: \$16,469.98

## **ENC. 22**

Recommend that the Board approve the following Temporary Grant appointments from August 14, 2019 – December 30, 2019:

1. Trenton Brooks, Work Study Student, Not-to-Exceed 160 hours, at \$11.10/hour
2. Nathan Billups, Work Study Student, Not-to-Exceed 160 hours, at \$11.10/hour

## **ENC. 23**

Recommend the Board amend the following permanent civil service appointment that was approved at the August 21, 2019 Board meeting with the following changes:

1. Name: Julie Manley  
Position: Teacher Aide/Student Aide  
Effective: September 1, 2019  
Annual Salary: ~~\$16,982~~ **\$18,000**

## **ENC. 24**

Recommend that the Board approve the following Additional Work for the 2019-20 School Year:

COE Transition Team, hourly rate of pay per contract

Stephen Couture, Architectural Drafting Teacher

Not-to-Exceed 12 hours

Life Skills Curriculum, hourly rate of pay per contract

Laura Denton-Lawrence, Special Education Teacher

Not-to-Exceed 3.5 additional hours

Sara Spring, Teaching Assistant

Not-to-Exceed 6 hours

Stipend Positions, Compensation per collective bargaining agreement

William Fish, Special Education Teacher

New Employee Mentor (WAF)

EXCEL Training, hourly rate of pay per contract

Kim Mayer, Physical Education Teacher

Not-to-Exceed 20 additional hours

Autism-Curriculum (ABA), hourly rate of pay per contract

Rhona Stoffel, Special Education Teacher

Not-to-Exceed 1.5 additional hours

ITSP Training, hourly rate of pay

Kim Denton, School Counselor

Not-to-Exceed 1 additional hours

## **ENC. 24 (CONTINUED)**

### Classroom Moves/Classroom Set up, per diem rate of pay

Cheryl Spoor, Special Education Teacher

Not-to-Exceed 1 day

### Teaching Assistant Curriculum Training, hourly rate of pay per contract

Bethany Katzfey, Teaching Assistant

Not-to-Exceed 12 hours

## **ENC. 25**

Recommend that the Board approve the following list of Substitute and Temporary-On-Call appointments for the 2019-20 school year:

<u>Name</u>	<u>Position</u>
Emily Tolosky	Teacher Aide/Student Aide
Cynthia Warner	Teacher Aide/Student Aide
Madison Bedard	Teacher Aide/Student Aide
Kelly Java-Farnsworth	Teacher Aide/Student Aide
Madison Bedard	Teaching Assistant
Kelly Java-Farnsworth	Teaching Assistant
Michael Lapeter	Teaching Assistant
Kristy Brehm	Teaching Assistant
Michael Lapeter	Teacher
Kelly Java-Farnsworth	Teacher
Kristy Brehm	Teacher
Madison Bedard	Lifeguard

## **ENC. 26**

Recommend that the Board approve the following list of employees to receive compensation for attending the CVES New Employee Orientation on August 26, 2019:

### Hourly Rate Per Contract

Greg Cassavaugh, Heavy Equipment

Emily Lefevre, LPN Teacher

Stephanie Sorgule, School Counselor

Robin Douglass, Special Education Teacher

Stephanie Omlin, Special Education Teacher

Grace Mayhew, Special Education Teacher

Stacie Minchoff, Special Education Teacher

Camden Secone, Teaching Assistant

Tina Leduc, Teaching Assistant

### Employee Hourly Rate of Pay

Sarah Agnew, Teacher Aide/Student Aide

Jessica Lynn, Teacher Aide/Student Aide

Brooke Marbut, Teacher Aide/Student Aide

Chelsea Calley, Teacher Aide/Student Aide

Ashtyn Moore, Teacher Aide/Student Aide

Sylvia Zelinski, Food Service Helper

## **ENC. 27**

2018-19 Annual Report on Reserves (attached for informational purposes only)

## **ENC. 28**

Per the resolution adopted by the CVES Board the “District Superintendent is authorized to approve budget increases related to cross contracted service budgets. Budget increases authorized in this capacity will be reported to the Board within 90 days”. The following is a report to the Board of such action:

1. Virtual Summer School – Capital Region BOCES budget in the amount of \$2,307, for the 2018-2019 school year, to accommodate a cross contract with Capital Region BOCES and Westport CSD. (Co-Ser 459) ISC
2. Laserfiche – Capital Region BOCES budget was increased from \$17,555 to \$18,623, for the 2018-2019 school year, to accommodate for additional service requests with Capital Region BOCES and Peru CSD. (Co-Ser 635) ISC
3. Shared Business Office – Franklin-Essex-Hamilton BOCES budget was increased from \$486,144 to \$488,755, for the 2018-2019 school year, to accommodate for additional service requests with FEH BOCES and Elizabethtown-Lewis CSD & Westport CSD. (Co-Ser 657) Mgmt. Services
4. Teacher Certification – Capital Region BOCES budget was increased from \$33,886 to \$38,266, for the 2018-2019 school year, to accommodate for additional service requests with Capital Region BOCES and Beekmantown CSD. (Co-Ser 667) Mgmt. Services

**CEWW BOCES**  
**REPORT ON RESERVE FUND BALANCES AS OF 6/30/2019**

	Unemployment Reserve	Employee Benefit Accrued Liability Reserve (EBALR)	Retirement Contribution Reserve - NYS and Local Employee Retirement Contributions (ERS)	Reserve for Teachers' Retirement System Contributions (TRS)	CTE Equipment Reserve
<b>BALANCE AS OF 6/30/18</b>	<b>\$ 295,000.00</b>	<b>\$ 294,083.52</b>	<b>\$ 1,507,235.09</b>	<b>\$ -</b>	<b>\$ 17,590.81</b>
<b>Transactions in 2018-2019:</b>					
Year-End Interest on Reserve Balances					
Contributions to Reserve (Board Approved/Authorized in Policy)	\$ 4,535.26	\$ 4,521.17	\$ 23,171.87		\$ 366.55
Withdraw for Unemployment Claims (Board Approved)	\$ -	\$ 150,000.00	\$ -		\$ 11,513.07
Payment of Benefits Payable upon Retirement	\$ (4,535.26)				
Withdraw for Payment of ERS Obligations (Board Approved)			(30,406.96)		
Transfer to Other Reserve Funds (Board Approved)			(197,121.00)	\$ 197,121.00	
Purchase of CTE Equipment (Board Approved)					\$ -
<b>BALANCE AS OF 6/30/19*</b>	<b>\$ 295,000.00</b>	<b>\$ 448,604.69</b>	<b>\$ 1,302,879.00</b>	<b>\$ 197,121.00</b>	<b>\$ 29,470.43</b>
<b>EBALR Liability as of June 30, 2019</b>	<b>\$ -</b>	<b>\$ 503,844.00</b>			

\*All reserve balances for the 2018-2019 school year were maintained in the general depository account.



**ENC. 29**

**INSTRUCTIONAL SERVICES CENTER**


**Teri Calabrese-Gray**  
**Assistant Superintendent for Instruction**  
**and 21st Century Learning**

gray\_teri@cves.org  
518-561-0100  
FAX 518-561-0240

**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: August 28, 2019  
RE: **September 2019 Board Report**

**SPRING 2019 GRADES 3-8 ELA AND MATH ASSESSMENT RESULTS**

The State Education Department released the results of the 2019 Grades 3-8 English Language Arts (ELA) and mathematics tests. In ELA, 45.4 percent of all test takers in grades 3-8 scored at the proficient level (Levels 3 and 4), an increase of 0.2 percentage points from 2018. In math, 46.7 percent of all test takers in grades 3-8 scored at the proficient level, up 2.2 percentage points from 44.5 in 2018.

This year is the third year the State offered operational assessments on the computer, with more than 194,800 students participating at approximately 1,100 schools statewide. Some students encountered technical difficulties on the ELA test. The Department paused computer-based testing (CBT), addressed the issues and held Questar accountable, requiring the company to implement corrective actions and to get an independent analysis from ETS and Microsoft to ensure the issues could be resolved. Math CBT went more smoothly and no student or school was penalized for participating in CBT.

The Department remains committed to a transition to CBT and it will maintain CBT next year. However, the Department will put in place measures to help ensure testing goes smoothly. CBT will be maintained in the districts and schools that have already started implementation. In addition, the number of students taking tests will be balanced throughout the testing window.

In 2019, the statewide test refusal rate was approximately 16 percent, a decline of two percentage points from last year's refusal rate of approximately 18 percent, and a decline of three percentage points from 2017's refusal rate of approximately 19 percent.

For additional information, please visit <http://www.nysed.gov/news/2019/state-education-department-releases-spring-2019-grades-3-8-ela-math-assessment-results>.

## **UPDATED GUIDANCE REGARDING THE SEA OF JAPAN/EAST SEA**

Although the State Board of Regents sets the learning standards (what a student should know and be able to do), curriculum decisions, including which textbooks to use in the classroom, local lessons, and the pace of the instruction, are locally decided by the school districts. With the ongoing implementation of the NYS Social Studies Learning Standards and related Framework, school districts across the State must reflect on the use of terminology that has historical significance to different countries, groups, or individuals.

One such example is the use of the term Sea of Japan, which, when referenced within lessons or curriculum materials, has also been called the East Sea. The New York State Social Studies Framework does not specifically refer to the Sea of Japan or the East Sea; however, while teaching about this geographical location, school districts should be sensitive and responsive to the historical significance of both names. The NYSED recommends teachers refer to the body of water on the eastern boundary of Asia between Korea and Japan as both the East Sea and the Sea of Japan.

There are many examples where school districts, BOCES, etc. should be cognizant of terminology that has historical significance and meaning to different communities. If you have any questions or concerns, please feel free to contact the NYSED Office of Curriculum and Instruction at 518-474-5922.

## **NOVELNY PROVIDES FREE ONLINE RESOURCES FOR STUDENTS**



Looking for free online resources and databases to use for school assignments? Through the New York Online Virtual Electronic Library (NOVELNY), students can access many free resources from Gale, a Cengage Company. Resources available include:

- **New York State Newspapers**, which offers over 2,000 full-text New York newspapers
- **Kids InfoBits**, which contains over 550 age-appropriate magazines for grades K-5, as well as Merriam-Webster's Elementary Dictionary, maps, flags, charts, and more
- **Gale in Context: Opposing Viewpoints**, a database with over 21,000 perspectives on important issues
- **Gale in Context: Middle School**, which has magazines, newspapers, primary resources, and videos for students in grades 6-8

For a complete list of all available Gale resources, please visit <http://novelnewyork.org/databases.php>. For more information, contact your school librarian or the NOVELNY help desk at [NYSLNOVEL@nysed.gov](mailto:NYSLNOVEL@nysed.gov).




Plattsburgh/Satellite Campus - P.O. Box 455, Plattsburgh, NY 12901  
Mineville Campus - P.O. Box 8, 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:** September 3, 2019  
**RE:** September 2019 Board Report

*As the Director of Career & Technical Education, I am proud to welcome you to the 2019-2020 school year at CV-TEC. The CV-TEC Division of Champlain Valley Educational Services offers a wide range of Career & Technical Education (CTE) Programming, Adult Literacy Programming, and Continuing Education Programming for our school districts and community members of Clinton and Essex Counties. CV-TEC has a rich history in the North Country and we are proud and committed to continuing the tradition of excellence on all of our CV-TEC campuses and locations.*

*Team CV-TEC is dedicated to a collaborative approach for excellence in Career & Technical Education. It is the CVES mission that "CVES empowers students, schools and communities by providing exemplary education, training, support and shared services; and it is the mission of the CV-TEC Division "to prepare students for success in careers and life-long learning including post-secondary education." Team CV-TEC is dedicated to our mission and committed to continuing and intensifying the long standing tradition of excellence at CV-TEC. With our mission in mind, each student's individual needs is what will drive and direct our educational programming and fuel our desire to continually improve our efforts to serve our students, component districts, business & industry partners and our surrounding community.*

*I would like to personally extend an invitation to tour our facilities, meet with our exceptional education professionals, and to discuss the opportunities available to our community here at CV-TEC.*

*Happy New Year! It's going to be an AMAZING year!*

**CV-TEC PROUDLY WELCOMES NEW TEAM MEMBERS**

The CV-TEC Division is pleased to welcome our newest Team CV-TEC Members:

- Emily LeFevre will be based at our Plattsburgh Main Campus as new LPN teacher to the LPN Team;
- Greg Cassavaugh will be based at our Plattsburgh Satellite Campus as our new Diesel Mechanics/Heavy Equipment CTE Teacher.

Congratulations to our CV-TEC Team Members on their new positions within our Division:

- Tina LeFevre, Assistant to the Director, CV-TEC Division
- Nicole Osika, Assistant to the Principal, CV-TEC Main Campus

We are all looking forward to working with each of our newest members which will make us even stronger as a team! Welcome to CV-TEC!

**CV-TEC DIVISIONAL LEADERSHIP TEAM (DLT) PARTICIPATES AT GEARING UP CONFERENCE**

The members of the CV-TEC Divisional Leadership Team participated at the Annual Gearing Up Conference on August 20, 2019. The team participated in discussions and activities centered on the presentation given by educator and author, Andrew Marotta as well as NYSED policy, procedure and updates.



P.O. Box 455, Plattsburgh, NY 12901 [www.cves.org](http://www.cves.org)  
P.O. Box B, Mineville, NY 12956

## SPECIAL EDUCATION DIVISION

Plattsburgh Campus, 518-561-0100 FAX 518-561-5624  
Mineville Campus, 518-942-6691 FAX 518-942-3368

### CVES 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.*

To: Dr. Mark Davey, District Superintendent  
From: Bonnie Berry, Interim Director of Special Education  
Date: September, 2019  
Re: Board of Cooperative Educational Services Report

### **2019-2020 Special Education Update**

Enrollment numbers are just under 90% capacity! At the Plattsburgh campus there will be 5 Autism Classrooms K-12 which are at capacity, 1 ITSP 9-12 Classroom, 6 Life Skills Classrooms K-12 and 8 Academic Behavior Classrooms K-12. At the Mineville campus there will be 2 Life Skills Classrooms K-12 and 4 Academic Behavior Classrooms K-12.

The Special Education Division welcomes many new staff members:

Aides – Sarah Agnew, Penny Bowers, Amanda Crafts, Julie Manley (back after retirement), Brooke Marbut, Ashtyn Moore, Johanna Pray, Tamar Smalls and welcome back Maryssa Romeo.

Counselors – Stephanie Sorgule and one to be hired for a resignation.

Teachers – Robin Douglass, Grace Mayhew, Stephanie Omlin, Stacie Minchoff and we welcome back Jennilee Montanile and Sue Mitchell (working in retirement).

Teaching Assistants – Tina Leduc and congratulations to our former aides now moving to TAs Andrew Brousseau, Jordan Finnegan, and Bethany Katzfey.

### **Transition Services Moves and a New Grant Received**

Our Adult Community Pre-Vocational transition program coordinated by Tonya Robinson has moved onto the SUNY Campus into Sibley Hall. Community prevocational services are habilitation services that assist individuals who are out of school and receive services from the Office with People with Developmental Disabilities (OPWDD) to develop employment readiness skills. The goal is to provide them in the most integrated setting appropriate to the needs of the individual receiving such services. The services consist of learning and work experiences, including volunteer work, that are not job-task specific but contribute to an individual's ability to attain paid employment in the community in the future. Our Sibley location will allow individuals who are not ready for employment to transition from their secondary school environment onto a college campus, just like many of their peers, where they will continue to develop skills towards employment in the most age appropriate integrated setting possible.

We are pleased to announce also that Mrs. Robinson has received a 5 year grant for \$1.5 Million to begin in January 2020 for Pre-Employment Transition Services (Pre-ETS) for Students with Disabilities. It will provide Pre-ETS to students with disabilities in secondary, post-secondary, non-



P.O. Box 455, Plattsburgh, NY 12901 [www.cves.org](http://www.cves.org)  
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## SPECIAL EDUCATION DIVISION

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Mineville Campus, 518-942-6691 FAX 518-942-3368

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traditional or alternative education programs (between the ages of 14 and 21) who need such services and are potentially eligible for Vocational Rehabilitation services in Clinton, Essex, Franklin and St. Lawrence Counties. Pre-ETS services may include Job Exploration Counseling, Work Based Learning Experiences, Counseling on opportunities for enrollment in comprehensive transition or post-secondary educational programs, Workplace Readiness Training to develop social skills and independent living, and Instruction in Self-Advocacy.

### **Summer Curriculum Work - Productive Work to Prepare for the 2019-20 School Year**

This summer our teachers were not only busy teaching the extended year session but met to review curriculum materials, develop curriculum maps and to prepare for student success. Last school year we introduced new reading/ ELA materials we felt were very successful for our student population. This summer the staff was introduced to a new math program to better meet the needs of our students and build the foundation for math success.

### **Trauma Transformation**

Last school year we began our process to become a trauma transformed school by sharing information. This year Dave Melnick returns to move us from information to transformation. Our Leadership team met with him on September 4<sup>th</sup> to plan the year. A catalyst group has been formed and they will meet with Dave on all half days. They will act as a conduit of information and practices.

Many of us participated in training last year and one of the practices we learned about is a calm or mindfulness room. At Plattsburgh we will pilot a Mindfulness Room for our Elementary population where a Counselor will directly instruct student(s) in using tools for co-regulation in a calm setting with sensory integration support. Students will be introduced to a variety of self-regulation strategies to enhance the student's self-knowledge of preferred coping activities. As the student requests the use of the Mindfulness Room and shows growing independence, the counselor will introduce the practice to the 1:1 aide in order to fade the counselor's direct role. Students will use this room when they are calm and need to regroup.

### **Self Care**

On September 3<sup>rd</sup> in the afternoon Amy Molloy, Project Director of the School Mental Health Resource and Training Center of the Mental Health Association in NYS presented on Cultivating Educator Resiliency. Staff had the opportunity to explore self-care and wellness from a strengths based perspective including understanding stressors, building resiliency and self-compassion and managing change.