

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

DATE: September 11, 2019
 KIND OF MEETING: Regular Board Meeting
 PLACE: Yandon-Dillon Center, Mineville, NY

Board Members Present:

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

Board Members Absent:

Richard Malaney
 Scott Thurber

Executive Officer:
 Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Eric Bell
 Teri Calabrese-Gray
 James McCartney, III
 Michele Friedman
 Grace Stay
 Michael Horne

MEETING
TO ORDER

The Board President called the meeting to order at 6:34 p.m.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board go into Executive Session at 6:38 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. All Board Members present voted yes—motion carried.

In Executive Session, the Board and Dr. Davey finalized his 2019-20 District Superintendent's goals and provided feedback for the year's implementation. Second, an update was provided on the Capital Project's upcoming SED submission recommendations and a new construction manager request-for-proposal (RFP) that is being sent out. Third, the Board was provided a status update of the ongoing negotiations for the CVES United Professionals Association and 12-Month Support Staff. Next, the District Superintendent and the Board discussed the ongoing recruitment efforts for CVES' Director of Special Education search while maintaining program continuity and implementation of current initiatives. Lastly, several confidential

**EXECUTIVE
SESSION
CONTINUED**

personnel actions were reviewed with the Board prior to action during the business meeting.

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

**OPINIONS &
CONCERNS FROM
AUDIENCE**

Dr. Davey and CVES' administrators shared updates for the new 2019-20 school year, sharing a positive, smooth welcome back and opening for both students and staff. Next, it was reported to the Board that Mineville's enrollment for CV-TEC students is up this year and higher than in recent years. Mr. Barcomb then shared that he recently visited the CV-TEC campus to tour the Tiny House Project and continues to be impressed with the work. Lastly, Dr. Davey discussed a potential grant opportunity with the Board.

**CAPITAL PROJECT
UPDATE**

Mr. Eric Bell provided a status update for the design of the Capital Project, which included that the proposed CVES \$29.85 million Capital Project documents were hand delivered to the SED Office of Facility Planning on Friday, September 6, 2019. Dr. Davey provided an update on his recent visit to SED, prior to its submission, to discuss the project's submission timeline, the SED review process, as well as ways to maximize the project's aidability. Mr. Bell shared that Tetra Tech will be joining us to help present to the Board an updated scope of work at the October meeting. A property acquisition update was then provided and an update on the mini-capital project was shared. Lastly, Dr. Davey spoke briefly about the recommended Board agenda item for the improvement of CVES' phone lines service and cost savings associated with the agreement. He recognized our Technology Services staff and Management Services team for helping to secure significant cost savings with improved phone service moving forward.

**PREVIOUS
MINUTES**

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the minutes of the August 21, 2019 Board meeting as presented. All Board Members present voted yes—motion carried.

**CONSENT
AGENDA
FINANCIAL**

Mrs. Gonyo-Home moved, seconded by Mr. Harriman, Sr., to approve the following Consent Agenda Financial items 7a-7n as presented. All Board Members present voted yes—motion carried.

**CERTIFICATION
OF WARRANT**

(7a) Approve the Certification of Warrant for August 12, 2019 to August 29, 2019 as presented.

**TREASURER'S
REPORTS**

(7b) Approve the Treasurer's Reports from June & July 2019 as presented.

DONATIONS

(7c) Approve the following Donations:

1. For Our Student Stipend Fund:
United Way (August 2019) 41.17

Page 3
Board Minutes
September 11, 2019

<u>DONATIONS</u>	Pepsi (August 2019)	55.89
<u>CONTINUED</u>	United Way (August 2019)	41.17
	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.

SPECIAL AID
FUND PROJECT
CONTINUATIONS

(7d) 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.
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.

SPECIAL AID
FUND PROJECT

(7e) 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)

CROSS
CONTRACTS

7f) 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).

BUDGET
INCREASE

(7g) 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)

CONTRACTOR/
CONSULTANT
AGREEMENT

(7h) 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

CONTRACTOR/
CONSULTANT
AGREEMENT
CONTINUED

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)

LEASE
AGREEMENT

(7i) 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)

ADULT
EDUCATION
SPONSORSHIP
AGREEMENTS

(7j) 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)

PROPOSAL

(7k) 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

**SCHOOL
BREAKFAST/
LUNCH RATE
INCREASES**

(7L) Adopt the following School Breakfast/Lunch Rate Increases:

1. 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. 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)

MEMBERSHIPS

(7m) 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

**PETTY CASH
FUNDS**

(7n) Approve the following petty cash funds and bursars for the 2019-20 school year:

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

**CONSENT
AGENDA
PERSONNEL**

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

**RESIGNATIONS
FOR THE PURPOSE
OF RETIREMENT
PERREAULT**

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

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

**RESIGNATIONS
CHRISTIAN,
HARRSCH, NILES,
SHAFER**

(9b) 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

**LEAVE OF
ABSENCE
VANALPHEN**

(9c) Accept the following Leave of Absence:

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

RESCIND

(9d) 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.

FOUR-YEAR
PROBATIONARY
APPOINTMENT
SECONE

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

1. Camden Secone, Teaching Assistant, Effective September 3, 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
ROMEO, CALLEY,
MARBUT, PRAY,
TOLOSKY

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

1. Maryssa Romeo, Teacher Aide/Student Aide, Effective September 3, 2019, Annualized Salary of \$16,982.
2. Chelsea Calley, Teacher Aide/Student Aide, Effective September 3, 2019, Annualized Salary of \$16,982.
3. Brooke Marbut, Teacher Aide/Student Aide, Effective September 3, 2019, Annualized Salary of \$16,982
4. Johanna Pray, Teacher Aide/Student Aide, Effective September 3, 2019, Annualized Salary of \$16,982.
5. Emily Tolosky, Teacher Aide/Student Aide, Effective September 16, 2019, Annualized Salary of \$16,469.98.

TEMPORARY
GRANT
APPOINTMENTS

(9g) 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

AMENDMENT

(9h) Amend the following permanent civil service appointment that was approved at the August 21, 2019 Board meeting with the following changes:

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

ADDITIONAL WORK

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

<u>COE Transition Team, hourly rate of pay per contract</u>	
Stephen Couture, Architectural Drafting Teacher	Not-to-Exceed 12 hours
<u>Life Skills Curriculum, hourly rate of pay per contract</u>	
Laura Denton-Lawrence, Special Education Teacher	Not-to-Exceed 3.5 addl. hours
Sara Spring, Teaching Assistant	Not-to-Exceed 6 hours
<u>Stipend Positions, Compensation per collective bargaining agreement</u>	
William Fish, Special Education Teacher	New Employee Mentor (WAF)
<u>EXCEL Training, hourly rate of pay per contract</u>	
Kim Mayer, Physical Education Teacher	Not-to-Exceed 20 addl. hours
<u>Autism-Curriculum (ABA), hourly rate of pay per contract</u>	
Rhona Stoffel, Special Education Teacher	Not-to-Exceed 1.5 addl. hours
<u>ITSP Training, hourly rate of pay</u>	
Kim Denton, School Counselor	Not-to-Exceed 1 addl. hours
<u>Classroom Moves/Classroom Set up, per diem rate of pay</u>	
Cheryl Spoor, Special Education Teacher	Not-to-Exceed 1 day
<u>Teaching Assistant Curriculum Training, hourly rate of pay per contract</u>	
Bethany Katzfey, Teaching Assistant	Not-to-Exceed 12 hours

SUBSTITUTES

(9j) 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

NEW EMPLOYEE ORIENTATION COMPENSATION

(9k) Approve the following list of employees to receive compensation for attending the CVES New Employee Orientation on August 26, 2019:

**NEW EMPLOYEE
ORIENTATION
COMPENSATION
CONTINUED**

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

**2018-19 ANNUAL
REPORT ON
RESERVES**

The 2018-19 Annual Report on Reserves was reviewed by the Board.

**2018/19 DS
APPROVED CROSS
CONTRACT
BUDGET
INCREASES**

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

**STRATEGIC PLAN
UPDATE**

Dr. Davey shared that Sean Brady will be at CVES to work with our Strategic Planning teams beginning on September 25th through Tuesday, October 1, 2019. He will begin working with the District Planning Team (DPT), then will work with each Division and conclude with a Board Retreat. Dr. Davey thanked those Board members willing to participate again on the DPT and related committees this year. A reminder was shared that the 2019-20 CVES Board Retreat will be held at the Harmony Golf Club in Port Kent on October 1, 2019 at 6:00p.m. Lastly, Dr. Davey provided the Board with the 2019-20 District Planning Team (DPT) and divisional meeting schedules/timeline handout and draft agendas for the upcoming Strategic Planning team meetings.

**DISTRICT SUPT.
UPDATE**

Dr. Davey acknowledged and thanked each Division and our administrators and staff for the positive welcome back and kick off to the start of the year. He then shared that Component District Superintendents are working together to help with transportation to get students to CV-TEC campuses that may live further south. Information was provided from the recent Board of Regents meeting and the appointment of the Interim Commissioner of Education, Beth Berlin. Next Dr. Davey indicated that he attended Opening Day events at FEH BOCES and that he will also attend the upcoming CSO meeting as the Interim FEH BOCES District Superintendent. He then provided an update on the upcoming Rural Schools Association (RSA) Regional Forum that will be held on November 6th at 6:00p.m. at the Instructional Services Center in Plattsburgh; more information will be forthcoming. A brief update for the Workers' Compensation & Health Insurance Consortium was given indicating that the Consortium's Executive Board met today, that the Advisory Committee will meet on September 18th, and be followed by a Board of Directors meeting on September 26th. Moving forward, work is progressing towards educating staff on being better consumers with information provided from Mr. Jonathan Parks, the Consortium's Health Plan Administrator. Lastly, the following upcoming events were shared with the Board:

- October 9, 2019 - Special Education Open House/Community Resources Fair
- 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 Conference (Rochester)
- 2019-20 CEWW School Boards Association Meetings:
 - Thursday, November 14, 2019
 - Thursday, January 9, 2020

OTHER

Board member Ed Marin asked the Board and Administrators present at the meeting, about best practices/process in regards to enrollment deadlines for CV-TEC students. He stated that some districts may be challenged with getting students enrolled for the following year due to early commitment dates. Mrs. Friedman explained the process and noted that enrollment is done by each component district with and that CVES must be notified contractually by May 1st prior to the next school year (for budgeting purposes). However, it was explained that CV-TEC will always accept new enrollments.

NEXT BOARD
MEETING

The next Board meeting will be held on Wednesday, October 9, 2019, at the Instructional Services Center in Plattsburgh. An anticipated Executive Session will begin at 6:30 p.m., monthly meeting to follow.

ADJOURNMENT

Mr. St. Pierre moved, seconded by Mr. Murdock to adjourn the meeting at 8:43 p.m. All Board Members present voted yes—motion carried.


Meaghan Rabideau, Board Clerk