

**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**  
**JANUARY 8, 2020, PROPOSED EXECUTIVE SESSION AT 7:30P.M. – MEETING TO FOLLOW**

- No Action      1. CALL TO ORDER: BOARD PRESIDENT
- 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.      December 11, 2019 (Enc. 1)
7. CONSENT AGENDA FINANCIAL
- Action         a.      Certification of Warrant (Enc. 2)
- Action         b.      Treasurer’s Report (Enc. 3)
- Action         c.      Donation (Enc. 4)
- Action         d.      Special Aid Fund Project Budget Increases (Enc. 5)
- Action         e.      Budget Increases (Enc. 6)
8. OLD BUSINESS
- No Action      a.      Committees
- Audit Committee Meeting Highlights – October 9, 2019 (Info. only) (Enc. 7)
9. CONSENT AGENDA PERSONNEL
- Action         a.      Resignations for the Purpose of Retirement (Enc. 8)
- Action         b.      Resignations (Enc. 9)
- Action         c.      Amendment (Enc. 10)
- Action         d.      Leave of Absence (Enc. 11)
- Action         e.      Civil Service Probationary Appointments (Enc. 12)
- Action         f.      Permanent Appointments (Enc. 13)
- Action         g.      Temporary Appointment (Enc. 14)
- Action         h.      Temporary Grant Appointments (Enc. 15)
- Action         i.      Additional Work (Enc. 16)
- Action         j.      Facilitator (Enc. 17)
- Action         k.      Substitutes (Enc. 18)
- Action         l.      Volunteer (Enc. 19)
- Action         m.      Authorization of Individuals to Collect Money (Enc. 20)

- Action            10. BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
                    a.    Adopt School Calendar (Enc.21)
- No Action        11. NEW BUSINESS  
                    a.    None this month
- No Action        12. STRATEGIC PLAN UPDATE
- No Action        13. DISTRICT SUPERINTENDENT’S UPDATE
- No Action        14. OTHER
- No Action        15. NEXT BOARD MEETING  
                    Wednesday, February 12, 2020, at the Instructional Services Center in Plattsburgh –  
                    Proposed Executive Session at 6:30 p.m. – Meeting to follow.
- No Action        16. REPORTS FROM DIRECTORS (Enc. 22)
- 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

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, 2019	Yandon-Dillon Graduation Ceremony – Mineville Campus – 11:00 a.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 December 11, 2019 Regular Board meeting. (attached)

## **ENC. 2**

Recommend that the Board approve the Certification of Warrant for November 25, 2019 to December 17, 2019. (attached)

## **ENC. 3**

Recommend that the Board approve the Treasurer's Report from November 30, 2019. (attached)

## **ENC. 4**

Recommend that the Board approve the following Donation:

1. Donation of a sub-panel, service panel, specialty breaker, etc., from Cornell Cooperative Extension, with an estimated value of \$2,000.00. This donation will benefit the students of the Construction Trades and Electrical Design Installation & Alternative Energy Programs.

## **ENC. 5**

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

1. Increase the North Country Region Career Pathways II Program special aid fund project budget from \$100,000 to \$185,747, for the period of April 1, 2019 through March 31, 2020, due to rollover of unexpended 2018-2019 project funds of \$85,747. (CV-TEC)

2. Increase the Supplemental Nutrition Assistance Program (SNAP) Employment & Training Venture IV special aid fund project budget from \$100,000 to \$400,000, for the period of October 1, 2019 through September 30, 2020, due to the annual project allotment for the year then ending. (pending a fully executed contract with NYS). (CV-TEC)

## **ENC. 6**

Recommend that the Board approve the following Budget Increases:

1. School Library System Operating Aid from \$97,040 to \$98,775 for the 2019-2020 school year due to rollover funds from 2018-2019. (CoSer-947 - ISC)

2. School Library System Automation Aid from \$9,704 to \$11,382 for the 2019-2020 school year due to rollover funds from 2018-2019. (CoSer-949 - ISC)

3. School Library System Supplementary Aid from \$47,385 to \$50,723 for the 2019-2020 school year due to rollover funds from 2018-2019. (CoSer-956 - ISC)

## **ENC. 6 (CONTINUED)**

4. 6:1:1 Autism budget from \$2,857,350 to \$3,328,884 for the 2019-2020 school year to accommodate the increases in student enrollment from Northeastern Clinton, Plattsburgh, and Franklin-Essex-Hamilton BOCES-Malone School Districts. (CoSer 205 – Special Education)
5. Itinerant Teacher of the Deaf budget from \$293,500 to \$350,747 for the 2019-2020 School Year to accommodate increase in services from Beekmantown, Chazy, Plattsburgh and Saranac School Districts. (CoSer 301 – Special Education)
6. Itinerant School Psychologist Budget from \$76,335 to \$81,308 for the 2019-2020 School Year to accommodate increase in services from Putnam School District. (CoSer 308 – Special Education)
7. Itinerant Physical Therapy Budget from \$351,938 to \$369,215 for the 2019-2020 School Year to accommodate increase in services from Boquet Valley. (CoSer 321 – Special Education)
8. 6:1:1 Autism Summer School Age Budget from \$151,241 to \$163,653 due to increased costs over original projected budget. (CoSer 941 – Special Education)
9. Career and Technical Education – Job Target/Pre-CTE Program budget from \$581,828 to \$608,267 due to increased participation in Job Target/Pre-CTE classes for the 2019-2020 school year. (CoSer 115 – CV-TEC)

## **ENC. 7**

### Committees

October 9, 2019 Audit Committee Meeting Highlights (informational) (attached)

## **ENC. 8**

Recommend that the Board accept the following letters of Resignation for the Purpose of Retirement:

1. Mary Beth Napoli, Teacher of the Deaf, effective July 2, 2020
2. Kathy Billings, Allied Health Teacher, effective July 2, 2020
3. Colleen Roenbeck, Deaf & Hearing Impaired Teacher, effective July 2, 2020
4. Marshia Fleury-DeSorcie, School Social Worker, effective July 2, 2020
5. Melissa Adams, Special Education Teacher, effective July 2, 2020

## **ENC. 9**

Recommend that the Board accept the following letters of Resignation:

1. Sherika Pulsifer, Teacher Aide/Student Aide, effective January 8, 2020
2. Camden Secone, Teaching Assistant, effective January 9, 2020
3. Nicole Maicus, Teaching Assistant, effective February 1, 2020
4. Gladys Daniels, Teacher Aide/Student Aide, effective January 6, 2020 for the purpose of accepting a Food Service Helper position
5. Dana Poirier, Security & Law Enforcement Teacher, effective January 9, 2020 for the purpose of accepting a Coordinator of Community Outreach Position

# ENC. 1

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

**DRAFT**

DATE: December 11, 2019  
KIND OF MEETING: Regular Board Meeting  
PLACE: William A. Fritz Center, Special Education Gym, Plattsburgh, 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  
Michael St. Pierre  
Scott Thurber

Board Members Absent:

Richard Malaney  
Lori Saunders  
Doug Spilling

Assistant Superintendent  
for Instruction & 21<sup>st</sup>

Century Learning:  
Teri Calabrese-Gray

Board Clerk:

Meaghan Rabideau

Others Present:

Eric Bell  
James McCartney, III  
Michele Friedman  
Bonnie Berry  
Michael Horne  
Vesta Barcomb  
Teri Calabrese-Gray

MEETING  
TO ORDER

The Board President called the meeting to order at 8:03 p.m.

EXECUTIVE  
SESSION

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board go into Executive Session at 8:05 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; and #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, Teri Calabrese-Gray and Eric Bell reviewed several confidential items. First, was an update regarding a current litigation matter. Second, an update was provided on the Capital Project regarding status of property acquisition. Third, the Board was apprised of the successful ratification of the CVES United Professionals Contract by their members with a recommendation provided for the Board's action during the meeting. Also, Mr. Bell reviewed the MOU that will be shared with various CVES associations about waiving health insurance upon retirement. Fourth, an update on the Director of Special Education search was provided and employment terms reviewed with a recommendation provided for the Board's action during the meeting. Lastly, several confidential employee updates were reviewed with the board. Mr. Murdock moved, seconded by Mr. Harriman, Sr., that the Board come out of Executive Session at 9:13 p.m. All Board Members present voted yes—motion carried.

BUDGET  
COMMITTEE  
UPDATE

The CVES Board Budget Committee met on December 3, 2019 to review 2019-20 budget reconciliations for all divisions. Mr. Eric Bell began his update by sharing that the Budget Committee reviewed factors impacting reconciliations, reviewed all Co-Sers, and highlighted several budget areas. The Committee also reviewed the retiree health insurance costs in the Administrative Budget. Next, Mr. Bell explained to the entire Board the various budget development factors, goals of the Committee and lastly discussed the CVES reserves and potential changes to the CTE equipment reserve. The next Budget Committee meeting will be held on January 28, 2020 at 7:00 p.m. at the Instructional Services Center, where preliminary 2020-21 budgets will be analyzed and work towards finalizing the draft budget.

AUDIT  
COMMITTEE  
UPDATE

Mr. Eric Bell shared a brief Audit Committee update with the entire Board from the meeting held earlier this evening. The Committee discussed the Corrective Action Plan for the June 30, 2019 Annual Independent Audit Management Letter Comments whereby only two findings needed to be addressed. Mr. Bell also indicated that a Request for Proposal (RFP) for an external auditor has gone out with potential interviews to be scheduled in February 2020. The next Audit Committee meeting will be held on February 12, 2020 at 5:00 p.m. at the Instructional Services Center.

CAPITAL PROJECT  
UPDATE

Mr. Eric Bell began the Capital Project Update by sharing that the SED third party review is moving along with anticipated final approval soon. The next step in the process will be SED quality control review which will take approximately two weeks to complete. Mr. Bell then discussed bidding preparations including an anticipated timeline of the bidding schedule. Bids will be released on December 16, 2019 in advance of SED approval with the anticipation of a potential addendum to the bid documents, if SED requires further adjustments during their final review process. It is anticipated to recommend awarding vendor contracts at the February 2020 Board meeting and must have SED approval in advance of that meeting. Lastly, Mr. Bell provided an update to the ongoing mini-capital projects including both the 2019-20 waterline and exterior door project and the 18-19 fire alarm project.

COMMISSIONER  
ROUNDTABLE  
UPDATE

Board Member Mr. Ed Marin provided an update from the recent Commissioner's Roundtable he attended in Albany on December 6, 2019 with the NYS Board of Regents Chancellor Rosa, Interim NYSED Commissioner Tahoe and 20 other representatives throughout NYS. Mr. Marin shared that school safety was a major topic discussed by the group and explained that items such as Adverse Childhood Experiences (ACEs) scores and relationships between students and staff have the best impact on safety in schools. Mr. Marin went on to report that there is a push for legislation to address the transparency of Industrial Development Agencies (IDA). New legislation would require IDAs to stream meetings, have sitting school Board of Education members on the IDA boards and other requirements to ensure transparency. Lastly, Mr. Marin shared that another main topic discussed was the shortage of diverse teachers and strategies on how to recruit more teachers in NYS, discussion then ensued. Teri Calabrese-Gray reminded the Board that on February 3, 2020 (snow date 2/6/2020) there will be an open session on Graduation Measurements in Malone, and that more information will be forthcoming.



CORRECTIVE  
ACTION PLAN &  
AUDIT RESPONSE

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board approve the Corrective Action Plan for the 2018-19 Annual Independent Audit Management Letter Comments. All Board Members present voted yes—motion carried.

PREVIOUS  
MINUTES

Mrs. LaRocque, seconded by Mr. Murdock, that the Board approve the minutes of the November 13, 2019 Board meeting as presented. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mr. Murdock moved, seconded by Mrs. Boise, to approve the following Consent Agenda Financial items 10a-10n as presented. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF WARRANT

(10a) Approve the Certification of Warrant for November 1, 2019 to November 22, 2019 as presented.

TREASURER'S  
REPORT

(10b) Approve the Treasurer's Report from October 31, 2019 as presented.

BUDGET  
INCREASES

(10c) Approve the following Budget Increases:

1. Instructional Planning for Assessment budget from \$120,005 to \$124,505 due to additional service requests from Beekmantown CSD for the 2019-2020 school year. (CoSer-509 ISC)
2. Micro/TV/AV Repair budget from \$9,238 to \$13,060 due to additional service requests from Boquet Valley CSD for the 2019-2020 school year. (CoSer-512 ISC)
3. Music Instrument Repair budget from \$45,028 to \$53,380 due to anticipated bill as used revenue for the 2019-2020 school year. (CoSer-512 ISC)
4. School Public Relations budget from \$107,014 to \$144,014 due to anticipated bill as used revenue for the 2019-2020 school year. (CoSer-610 ISC)
5. FM Communications budget from \$70,253 to \$72,125 due to the following districts adding radios for the 2019-2020 school year: AuSable Valley CSD, Boquet Valley CSD, Crown Point CSD, Moriah CSD, and Saranac Lake CSD. (CoSer-640 ISC)

CROSS  
CONTRACT

(10d) Approve the following Cross Contract:

1. 2019-20 – Erie 1 BOCES  
\$675.00 for Policy Services (CVES participates in this service).

**SPECIAL AID  
FUND PROJECTS  
INCREASES**

(10e) Approve the following Special Aid Fund Project Increases:

1. Increase the Core Rehabilitation Service (CRS) Special Aid Fund Project budget from \$412,600.00 to \$491,366.42, for the period of January 1, 2019 through December 31, 2019, due to additional rollover funding in the amount of \$78,766.42. (Special Education)

**SPECIAL AID  
FUND PROJECTS**

(10f) Approve the following Special Aid Fund Projects:

1. Pre-ETS for Students with Disabilities Special Aid Fund Project, in the amount of \$300,000, for the period of January 1, 2020 through December 31, 2020 (Pending an approved contract with NYS).(Special Education)

2. Core Rehabilitation Services (CRS) Special Aid Fund Project, in the amount of \$299,652, for the period of January 1, 2020 through December 31, 2020. (Special Education).

3. Supplemental Nutrition Assistance Program (SNAP) Employment & Training Venture IV Special Aid Fund Project, in the amount of \$100,000, for the period of October 1, 2019 through September 30, 2020. This is due to rollover of the 2018-2019 project funds. (CV-TEC)

**CONTRACTOR/  
CONSULTANT  
AGREEMENT**

(10g) Approve the following Contractor/Consultant Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Educational Vistas, Inc. for the purpose of obtaining Vendor Scoring services for grades 3-8 ELA and Mathematic Assessments; grades K-12 NYS English as a Second Language Assessment Tests (NYSESLAT); grades 4 and 8 NYS Science Assessments; and Regents Exams as requested. Service dates and terms are specified as per the agreement with a completion date occurring no later than August 31, 2020. The total amount payable for all services is \$200,000. (ISC)

**ADULT  
EDUCATION  
SPONSORSHIP  
AGREEMENT**

(10h) Approve the following Adult Education Sponsorship Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Chazy Union Free School District for the purpose of providing Adult Education Instructional Activities for the 2019-2020 school year. (CV-TEC)

**AGREEMENT FOR  
SERVICES**

(10i) Approve the following Agreement for Services:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Midwest PBIS for the purpose of obtaining Professional Development Workshops for BOCES and BOCES component districts in an amount not anticipated to exceed \$13,875. Five workshops are currently scheduled to take place at the Instructional Services Center/Plattsburgh in January and March of 2020. These workshops may be rescheduled at the agreement of the parties, provided that all agreement services are completed no later than June 30, 2020. (ISC)

CONTRACT  
AGREEMENT

(10j) Approve the following Contract Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and the NYS Education Department for a Pre-Employment Transition Services (Pre-ETS) for Students with Disabilities contract through the Office of Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR). The contract shall be a multi-year agreement commencing January 1, 2020 and ending December 31, 2024 with a projected amount of funding for the entire period of \$1,500,000. The initial contract term commences January 1, 2020 and ends December 31, 2020. The funding amount paid to BOCES for this term shall be \$300,000 (pending approval from the NY State Education Department). (Special Education)

AGREEMENT

(10k) Approve the following Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Cornell University for the purpose of obtaining the following training session: A Therapeutic Crisis Intervention for Schools Training of Trainers (TCIS TxT) for the dates of January 27, 2020 through January 31, 2020. Training services will take place at the Plattsburgh City School District Duken Building for the total amount of \$34,500. (ISC)

PROPOSALS

(10L) Accept the following Proposals:

1. Based on Tetra Tech Architects & Engineer's and Schoolhouse Construction's analysis and recommendation, that the Board accept a proposal submitted by Mechanical Testing, Inc. for Testing, Adjusting, and Balancing (TAB) Professional Services for the Capital Project. Services will take place at the Plattsburgh Main Campus, Plattsburgh Satellite Campus, and the Mineville Campus for a total amount not anticipated to exceed \$39,750. Services will commence as soon as possible after board award of project work. Be it further recommended that the CVES Board President be granted authority to enter into a service agreement contract contingent upon CVES' attorney approval.

Note: No additional proposals were received.

2. Based on Tetra Tech Architects & Engineer's and Schoolhouse Construction's analysis and recommendation of the proposals submitted, that the Board accept a proposal submitted by Mechanical Testing, Inc. for Mechanical, Electrical and Plumbing (MEP) Systems Commissioning Agent (CxA) Professional Services for the Capital Project. Services will take place at the Plattsburgh Main Campus, Plattsburgh Satellite Campus, and the Mineville Campus for a total amount not anticipated to exceed \$89,910. Services will commence as soon as possible after board award of project work. Be it further recommended that the CVES Board President be granted authority to enter into a service agreement contract contingent upon CVES' attorney approval.

Note: Two additional proposals were received from Taitem Engineering, PC of Ithaca, NY and Otto BCS, LLC of Catskill, NY.

AMENDMENTS

(10m) Approve the following Amendments:

1. Hardship and Eligibility Amendments to the Clinton-Essex-Warren-Washington BOCES 403(b) Retirement Plan administered by U.S. OMNI on behalf of BOCES, effective January 1, 2020. (Management Services)

PETTY CASH FUNDS

(10n) Approve the following Petty Cash Fund and Bursar for the remainder of the 2019-20 school year:

1. Jessica LaClair as bursar of the \$100 petty cash fund at the Management Services Office (replacement for Sherry Aguglia).

CONSENT AGENDA PERSONNEL

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the following Consent Agenda Personnel items 12a-12j as presented. All Board Members present voted yes—motion carried.

RESIGNATIONS FOR THE PURPOSE OF RETIREMENT DUPREY

(12a) Accept the following letter of resignation for the Purpose of Retirement:

1. Julie Duprey, Typist, Effective January 2, 2020.

RESIGNATIONS SNOW, PIERCE, WILSON

(12b) Accept the following letters of Resignation:

1. Tiffany Snow, Community Outreach Coordinator, Effective January 6, 2020, for the purpose of accepting an Adult Literacy Teacher position.
2. Nicole Pierce, Registered Nurse, Effective January 1, 2020 for the purpose of accepting a 40% Registered Nurse position.
3. Amanda Wilson, Food Service Helper, Effective December 5, 2019.

LEAVE OF ABSENCE BRINTON

(12c) Accept the following Leave of Absence:

1. Marcia Brinton, Teacher Aide/Student Aide, Leave of Absence November 26, 2019 through December 17, 2019.

FOUR-YEAR PROBATIONARY APPOINTMENTS LOBDELL

(12d) Appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. Aimee Lobdell, Teaching Assistant, Effective December 2, 2019, Annual Base Salary of \$20,841 (Salary may increase once contractual agreement for 2019-20 is approved), Prorated Salary of \$14,588.70.

(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

KRITZIOTIS,  
BUSHEY, BARBER,  
BRANDON,  
DESOTELL

(12e) Appoint the following person(s) to a 26-week Civil Service Probationary appointment as follows:

1. Nicole Kritziotis, Account Clerk/Typist, Effective January 2, 2020, Annualized Salary of \$26,188, Prorated Salary of \$ 12,993.28.
2. Nicholas Bushey, Custodial Worker, Effective January 2, 2020, Annualized Salary of \$30,509, Prorated Salary of \$ 15,137.16.
3. Donald Barber, Jr., Teacher Aide/Student Aide, Effective December 2, 2019, Annualized Salary of \$16,982, Prorated Salary of \$11,776.46.
4. Kristin Brandon, Teacher Aide/Student Aide, Effective December 9, 2019, Annualized Salary of \$16,982, Prorated Salary of \$11,349.78.
5. Rachel Desotell, Teacher Aide/Student Aide, Effective December 12, 2019, Tentative Permanent Date December 12, 2020, Annualized Salary of \$16,982, Prorated Salary of \$11,093.77.

PERMANENT  
APPOINTMENTS  
GREEN, KEEFE

(12f) Grant a Permanent Appointment (Civil Service) to the following person(s):

1. Dana Green, Account Clerk/Typist, Effective January 24, 2020.
2. Erin Keefe, Account Clerk/Typist-Confidential, Effective January 28, 2020.

TEMPORARY  
APPOINTMENT  
SNOW

(12g) Appoint the following person(s) to a Temporary Appointment for the 2019-20 school year:

1. Tiffany Snow, Adult Literacy Teacher, Effective January 6, 2020 – June 30, 2020 Annual Base Salary of \$46,500, Prorated Salary of \$ 27,900.

PART-TIME  
APPOINTMENT  
PIERCE

(12h) Appoint the following person to a Part-Time Appointment for 2019-20 school year:

1. Nicole Pierce, Registered Nurse - 40%, Effective January 1, 2020, Annual Base Salary of \$36,483 (Salary may increase once contractual agreement for 2019-20 is approved), Prorated Salary of \$8,252.83.

SUBSTITUTES

(12i) Approve the following list of Substitute and Temporary-On-Call appointments for the 2019-20 school year:

<u>Name</u>	<u>Position</u>
Jerel Billings	Building Maintenance Mechanic
Thomas Fisher	Building Maintenance Mechanic
Thomas Fisher	Teacher
Colleen Gilligan	Teacher
Lisa Tallman	Teacher
Cynthia Warner	Teaching Assistant
Susan Mueller	Food Service Helper
Jerel Billings	Custodial Worker
Donna Caramia	Teacher Aide/Student Aide
Christopher Mazzella	Principal

ADULT  
EDUCATION  
INSTRUCTOR

(12j) Approve the following Adult Education Course Instructor for the 2019-20 school year:

Adult Education (\$28.00/hr)  
Scott Fairchild

DEPUTY  
TREASURER RATE  
APPROVAL

Mr. Murdock moved, seconded by Mrs. LaRocque that the Board approve the rate of \$36.83/hour for Jessica LaClair, for hours worked beyond the contractual work day as Deputy Treasurer of the Board, as needed, effective July 10, 2019 through the July 2020 Reorganizational Meeting. All Board Members present voted yes—motion carried.

MEMORANDUM OF  
AGREEMENT  
BETWEEN CEWW  
BOCES & THE 12-  
MONTH SUPPORT  
UNIT

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the 12-Month Support Staff that acknowledges and agrees to add the title Senior Caseworker to be included in the contract. All Board Members present voted yes—motion carried.

REQUEST FOR  
APPROVAL OF  
ATTENDANCE TO  
CONFERENCE/  
WORKSHOP

Mr. Murdock moved, seconded by Mrs. Boise, to approve the following Request for Approval of Attendance to Conference/Workshop for the following Board Members:

Richard Harriman, Sr., Linda Gonyo-Horne  
BOCES 2020 Advocacy (Lobby) Day  
February 26, 2020 Albany, NY (overnight accommodations needed)  
All Board Members present voted yes—motion carried.

RESIGNATION  
DREW

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board approve the following Letter of Resignation:

1. Michael Drew, Animal Science Stipend, effective December 17, 2019. All Board Members present voted yes—motion carried.

TEMPORARY  
GRANT  
APPOINTMENTS

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the following Temporary Grant appointments from December 31, 2019 - June 30, 2020:

1. Grace Suarez, Work Study Student, not-to-exceed 18 hours, at \$11.80/hour
  2. Tia Lefebvre, Work Study Student, not-to-exceed 121.5 hours, at \$11.80/hour
  3. Jessica Hamilton, Work Study Student, not-to-exceed 165.5 hours, at \$11.80/hour
  4. Andrew Barcomb, Work Study Student, not-to-exceed 160 hours, at \$11.80/hour
  5. Matthew Blower, Work Study Student, not-to-exceed 80 hours, at \$11.80/hour
- All Board Members present voted yes—motion carried.

ADDITIONAL  
WORK

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board approve the following Additional Work for the 2019-20 school year:

Stipend Positions, compensation per collective bargaining agreement

Lyndon Johnson, Special Education Teacher	New Employee Mentor (YD)
Joanne Beaudry, Teaching Assistant	New Employee Mentor (WAF)

All Board Members present voted yes—motion carried.

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENT  
TAYLOR

Mr. Murdock moved, seconded by Mrs. Boise, that the Board appoint the following person(s) to a Provisional Civil Service Appointment as follows:

1. Kara Taylor, Accountant, Effective December 11, 2019, Annualized Salary of \$41,500, Prorated Salary of \$23,144.23. All Board Members present voted yes—motion carried. (EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM)

RATIFY  
COLLECTIVE  
BARGAINING  
AGREEMENT  
BETWEEN CEWW  
BOCES & CVES  
UNITED  
PROFESSIONALS  
UNIT

Mr. Murdock moved, seconded by Mrs. LaRocque, that upon the recommendation of the District Superintendent, BE IT RESOLVED, that the Board Ratify the Collective Bargaining Agreement by and between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals, Local 4807, NYSUT, AFT, AFL-CIO, effective July 1, 2019 through June 30, 2024. All Board Members present voted yes—motion carried.

MEMORANDUM OF  
AGREEMENT  
BETWEEN CEWW  
BOCES & UNITED  
PROFESSIONALS  
UNIT

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals, Local 4807, NYSUT, AFT, AFL-CIO that acknowledges and amends the sick leave buyout at retirement. All Board Members present voted yes—motion carried.

FOUR-YEAR  
PROBATIONARY  
APPOINTMENT  
SLATTERY

Mr. Murdock moved, seconded by Mr. Harriman, Sr., Recommend that the Board appoint the following person to a Four-Year Probationary Appointment as follows:

1. Matthew Slattery, Director of Special Education, Effective February 3, 2019, Annual Base Salary of \$125,000, Prorated Salary of \$55,729.17. All Board Members present voted yes—motion carried. (The Expiration date for the above appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law.)

STRATEGIC PLAN  
UPDATE

Mrs. Teresa Calabrese-Gray shared that the next District Planning Team meeting has been re-scheduled to Wednesday, January 29, 2019 beginning at 11:30 a.m. The team will work on the mid-year review presentation that will be given to the entire Board in February 2020.

DISTRICT SUPT.  
UPDATE

Mrs. Teresa Calabrese-Gray shared with the Board that employees in the C-E-W-W Health Insurance Consortium have been notified that provider changeover to Empire will take effect on January 1, 2020. Next, Mrs. Calabrese-Gray informed the Board that Dale Breault was appointed as the District Superintendent of FEH BOCES in Malone and also that Lori Tourville was appointed as the new Assistant Superintendent of Instruction and Instructional Services at FEH BOCES as well. Dr. Davey will be wrapping up his duties as Interim DS for FEH on January 6, 2020. Lastly, the following important dates were then shared with the Board:

- 2019-20 CEWW School Boards Association Meetings
  - Thursday, January 9, 2020
- Upcoming CVES/CV-TEC Board of Education Visits
  - Thomas McCabe, Keene CSD - Tuesday, December 17, 2019 – 6:30 p.m.
  - Patricia Gero, AuSable Valley CSD - Wednesday, December 18, 2019 – 6:00 p.m.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, January 8, 2020, in the Yandon-Dillon Center at the Mineville campus. An anticipated Executive Session will begin at 6:30 p.m., with the meeting beginning at 7:30 p.m.

ADJOURNMENT

Mr. St. Pierre moved, seconded by Mr. Murdock to adjourn the meeting at 9:57 p.m. All Board Members present voted yes—motion carried.

**DRAFT**

Magnan Rabideau, Board Clerk



## ENC. 2

### MEMO

To: Meaghan Rabideau, BOCES Board Clerk  
Clinton-Essex-Warren-Washington BOCES  
From: Angela Jennette, Claims Auditor  
Date: December 18, 2019  
Re: Report for Board Agenda for January 8, 2020 Meeting

The following warrant claims were reviewed from November 25, 2019 to December 17, 2019:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #24 - 11/29/2019 *Check Nos:	228739-228752	\$ 183,985.14
W #25 - 12/05/2019 *Check Nos:	228753-228851**	\$ 104,558.04
W #26 - 12/12/2019 *Check Nos:	228899-229230	\$ 1,653,371.72

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

**IRS-EFTPS:** PR #11- Wire #941-112619- Warrant #24;

**Health Ins. Monthly:** Wire #HINS122019- Warrant #26;

**NYS Promptax:** PR #11- Wire #NYS-112619- Warrant #25;

**Omni Financial Group:** PR #11- Wire #OMN-112619- Warrant #24;  
PR #12- Wire #OMN-121319- Warrant #26;

**NYS Office of Comptroller ERS Retirement & Loans:**  
PR #10&11- Wire #ERS-NOV.19-Warrant #25;  
Ann. Contributions-ERS-DEC19-Warrant #26;

**Health Insurance Consortium Payments:**

11/26/19	\$ 1,662,008.91
12/5/19	\$ 1,476,347.76
12/12/19	\$ 369,826.58

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

Internal Claims Auditor  
(Signature) \_\_\_\_\_

*Angela Jennette*

CC: Eric Bell  
Christine Myers

<u>Date</u>	<u>Warrant</u>	<u>Vendor #</u>	<u>Claim Audit Finding:</u>	<u>Summary Business Office Response :</u>	<u>Resolution/Options:</u>
11/25/19	Pending W#24		No findings-EOM		Approved for final warrant.
<b>11/29/19</b>	<b>Final W#24</b>				<b>\$183,985.14</b>
12/04/19	Pending W#25	2388	Commutate deduct needed.	Commutate deduct applied.	Approved for final warrant.
12/04/19	Pending W#25	17120	Miscoded for payment.	Recoded to correct supply code.	Approved for final warrant.
<b>12/05/19</b>	<b>Final W#25</b>				<b>\$104,558.04</b>
12/11/19	Pending W#26	15946	Purchase made without Purchase Order issued.	Division has been notified that Purchase Order needs to be in hand prior to purchase.	Approved for final warrant.
12/11/19	Pending W#26	14219	Employee made purchases without following purchase policy. Thus making another Purchase Order required.	Employee didn't know how the process with that vendor worked so bought on her own and asked for reimbursement afterwards. A membership card is required with this vendor and only certain people are allowed to use card.	Approved for final warrant.
12/11/19	Pending W#26	13460	Per Wellness Policy item not in compliance-Chips.	Explanation requested from division. Employee notified of Wellness Policy.	Approved for final warrant.
12/11/19	Pending W#26	14114	Invoice over 60 days.	Invoice received late from vendor and Ok to Pay was not received timely from division.	Approved for final warrant.
<b>12/12/19</b>	<b>Final W#26</b>				<b>\$1,653,371.72</b>

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

	Cash Balance		Cash Receipts		Cash Disbursements		Cash Balance	
	October 31, 2019	November	November	Year To Date	November	Year To Date	November 30, 2019	November 30, 2019
<b>I. CHECKING ACCOUNTS</b>								
<u>TD Bank - Depository</u>								
General Fund	\$ 7,461,211.64	\$ 3,554,853.23	\$ 3,597,001.15	\$ 25,111,943.80	\$ 3,597,001.15	\$ 20,597,390.51	\$ 7,419,063.72	\$ 7,419,063.72
Special Aid Fund	\$ (393,176.11)	\$ 97,155.21	\$ 129,734.74	\$ (425,755.64)	\$ 129,734.74	\$ 1,231,112.22	\$ (425,755.64)	\$ (425,755.64)
Trust & Agency Fund	\$ 253,313.21	\$ 143.03	\$ 97,117.89	\$ 252,194.55	\$ 97,117.89	\$ 197,851.99	\$ 156,338.35	\$ 156,338.35
School Lunch Fund	\$ (53,567.44)	\$ 22,765.43	\$ 20,962.69	\$ 52,481.46	\$ 20,962.69	\$ 100,552.33	\$ (51,764.70)	\$ (51,764.70)
Capital Fund	\$ (2,294,534.39)	\$ 4,315.39	\$ 229.27	\$ 17,882.38	\$ 229.27	\$ 2,466,267.97	\$ (2,290,448.27)	\$ (2,290,448.27)
Private Purpose Trust Fund	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -
<u>TD Bank - Operating</u>								
General	\$ 341,750.03	\$ 3,604,732.42	\$ 3,767,506.04	\$ 22,577,314.45	\$ 3,767,506.04	\$ 22,917,820.05	\$ 178,976.41	\$ 178,976.41
<b>SAVINGS ACCOUNTS</b>								
<u>NYCLASS</u>								
BOCES-Wide Capital Project	\$ 2,845,608.35	\$ 3,773.96	\$ -	\$ 1,774,568.09	\$ -	\$ 293,200.00	\$ 2,849,382.31	\$ 2,849,382.31
Trust Fund Non-Expendable	\$ 11,884.58	\$ 15.77	\$ -	\$ 96.93	\$ -	\$ -	\$ 11,900.35	\$ 11,900.35
Private Purpose Trust Fund	\$ 10,332.67	\$ 73.69	\$ -	\$ 145.92	\$ -	\$ 416.40	\$ 10,406.36	\$ 10,406.36
<b>TOTAL CASH ON HAND</b>	<b>\$ 8,182,822.54</b>			<b>\$ 50,467,392.27</b>		<b>\$ 47,807,111.47</b>	<b>\$ 7,858,098.89</b>	<b>\$ 7,858,098.89</b>

**II. RECONCILIATION TO BANK STATEMENTS**

	November 30, 2019	November 30, 2019	November 30, 2019
	Bank Balance	Add: Deposits in Transit	Less: Outstanding Checks
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 252,143.48	\$ -	\$ (73,167.07)
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 4,807,493.46	\$ -	\$ -
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 2,849,382.31	\$ -	\$ -
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 695.54	\$ -	\$ -
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 696.30	\$ -	\$ -
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 11,900.35	\$ -	\$ -
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 2.10	\$ -	\$ -
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 8,952.42	\$ -	\$ -
<b>TOTAL CASH ON HAND</b>	<b>\$ 7,858,098.89</b>		<b>\$ 7,858,098.89</b>

GENERAL FUND INTEREST RECEIVED 7/01/19 - 11/30/19 \$ 20,156.86  
 CAPITAL FUND INTEREST RECEIVED 7/01/19 - 11/30/19 \$ 22,694.92


PREPARED BY:  Christine Myers, District Treasurer

DATED: 12/20/19

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

FOR THE PERIOD 11/01/2019 TO 11/30/2019

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	9,522.28	10,162.28	4,201.75	14,364.03	2,945.10	11,418.93
SKILLS USA - MINEVILLE	1,479.35	1,479.35	232.69	1,712.04	165.00	1,547.04
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	1,004.43	2,176.01	114.48	2,061.53
ANIMAL SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00
RAZOR'S EDGE	985.07	1,573.57	0.00	1,573.57	416.00	1,157.57
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	0.00	81.67	81.67	0.00	81.67
<b>TOTAL</b>	14,286.18	15,506.90	5,520.54	21,027.44	3,640.58	17,386.86

  
 COLBY SISKAVICH, EXTRACLASSROOM TREASURER  
 12/17/19  
 DATE

11/30/2019 Bank Balance \$ 17,386.86  
 Add: Deposits in Transit \$ -  
 Less: Outstanding Checks  
 11/30/2019 Balance on Hand \$ 17,386.86

# ENC. 7

## **Champlain Valley Educational Services Audit Committee - Meeting Minutes October 9, 2019 - 5:00 p.m., Instructional Services Center**

**Present:** Richard Harriman, Sr., Audit Committee Member  
Linda Gonyo-Horne, Audit Committee Member  
Donna LaRocque, Audit Committee Member (Arrival 5:12 p.m.)  
Michael Horne, Public Attendee  
Amy Pedrick, CPA, West & Co. CPAs  
Michael Rossi, CPA, West & Co. CPAs  
Eric Bell, Assistant Superintendent for Management Services  
Christine Myers, BOCES Treasurer  
Dr. Mark Davey, District Superintendent (Arrival 5:10 p.m.)

**1. Approved the minutes from May 8, 2019 Audit Committee Meeting**  
Motion to approve (Linda Gonyo-Horne 1<sup>st</sup>, Richard Harriman, Sr. 2<sup>nd</sup>)

**2. Claims Auditor/Deputy Claims Auditor/Payroll Auditor – Annual Report**

Eric Bell introduced overall process and responsibilities of Claims Audit/Deputy Audit/Payroll Audit. Opened opportunity for board members and/or auditors to request private session. Meeting continued.

Angela Jennette presented board members with regular responsibilities, process, and findings document. New electronic findings document created to supply better information for follow-up and tracking purposes. Mr. Harriman questioned the possibility of moving towards electronic submission of mileage claim forms and payment. Ms. Jennette referenced availability of forms on website for quick reference and submission. Mr. Bell referenced two electronic initiatives currently in progress...electronic timesheets and electronic travel claims/direct deposit of such. Management services is currently evaluating several processes to consider cost effectiveness of turning them into fully automated systems. Each new process takes time to organize and implement and is usually front loaded with intense labor time to ensure a smooth, seamless transition.

Jessie Moulton reviewed payroll audit review process under new electronic timesheet process and remaining paper timesheet submissions. She audits 20% of all timesheets and 100% of 12-month timesheets. The bi-monthly payroll audit provides a very important review of time paid whereas findings often identify errors that would otherwise go undetected when one person processes payroll.

Mr. Bell shared with the committee members that Ms. Jennette and Ms. Moulton are doing a great job. Along with their strong attention to detail, they work regularly on finding ways to help our organization improve efficiencies and quality of work.

**3. 2018-2019 External Audit Exit Conference – West & Co. CPAs, LLC**

The auditors reviewed the 2018-2019 annual independent audit. CEWW BOCES received an unmodified opinion on the 2018-2019 Audited Financial Statements. One of the biggest items noted was on Page 12 of the financials regarding the recording of the OPEB liability. This resulted in a negative net asset position of \$105 million. This OPEB liability cannot be funded by school districts or BOCES but must be included on financial statement balance sheet to identify potential long-term obligations. Dr. Davey mentioned that even though funding of this liability is not required/allowed currently for schools, other federal agencies have been required to start funding the OPEB liability, which has had a significant financial impact.

Mr. Bell discussed the School Lunch Fund subsidy and contributing factors. A subsidy is common for BOCES and school districts when benefits are included in cost of operations due to minimal state/federal reimbursements. A unique issue contributing to CVES' subsidy is the exclusion of CTE students from our

Community Eligibility Provision (CEP) determination. Originally, CTE students were not included in the CEP eligibility and cannot be added without a re-submission to the state. Until this takes place, CTE students cannot be served free meals nor can they be charged. Therefore, future re-evaluation will take place to determine whether to offer cafeteria services to this population of students or not. Dr. Davey will address this issue at the state level and will follow-up with the NYS Education Department. Mrs. LaRocque inquired of possibility of a waiver for rural school exemption. Mr. Bell and Dr. Davey will pursue further.

Remainder of auditor opinions were “clean” and no deficiencies or material weaknesses existed. Management Letter indicated no new current year findings, and, two prior year findings remain in place as improved upon but still existing.

Motion to approve (Donna LaRocque 1<sup>st</sup>, Richard Harriman, Sr. 2<sup>nd</sup>)

**4. Annual Review of Audit Committee Charter**

Motion to approve (Donna LaRocque 1<sup>st</sup>, Richard Harriman, Sr. 2<sup>nd</sup>)

**5. 2019-2020 Reserve Plan Summary**

Mr. Bell discussed how this document now summarizes and presents all purposes, uses, and funding for the BOCES’ reserves. Eric reviewed each reserve briefly. Management works with auditors to determine appropriate methodologies to institute with each reserve. For the CTE Instructional Equipment Reserve, CVES will bring forward a recommendation in 2019-2020 for additional means to fund this reserve. The TRS sub-fund reserve, which was new for 2018-2019, is intended to be funded annually at the maximum amount. The EBALR reserve is important to keep funding to keep pace with impact of negotiations.

Motion to approve (Linda LaRocque 1<sup>st</sup>, Richard Harriman, Sr. 2<sup>nd</sup>)

**6. RFP – External Auditors**

RFP required every 5 years. Management Services will be initiating the process very soon and will be vetting through the audit committee.

**7. Other Topics**

Dr. Davey made special recognition and appreciation for our claims auditor and payroll auditor for their extended efforts. He also complemented our external auditors on their professionalism and the expertise they bring to our BOCES.

**8. Meeting adjourned**

Motion (Donna LaRocque 1<sup>st</sup>, Richard Harriman, Sr. 2<sup>nd</sup>)

Approved December 11, 2019 by D.LaRocque (1<sup>st</sup>), R.Harriman Sr. (2<sup>nd</sup>)

## **ENC. 10**

Recommend that the Board amend the following leave of absence approved at the September 11, 2019 Board meeting:

1. Heather Vanalphen, unpaid leave of absence, September 3, 2019 through December ~~16~~ **15**, 2019.

## **ENC. 11**

Recommend that the Board approve the following Leaves of Absence:

1. Marcia Brinton, Teacher Aide/Student Aide, unpaid leave of absence December 18, 2019 through February 27, 2020
2. Shelby Lottie, Teacher Aide/Student Aide, unpaid leave of absence January 11, 2020 through January 20, 2020
3. Surinderpal Gill, Teacher Aide/Student Aide, unpaid leave of absence January 13, 2020 through February 21, 2020

## **ENC. 12**

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

1. Name: Katie McClatchie  
Position: Teacher Aide/Student Aide  
Effective Date: December 18, 2019  
Tentative Permanent Date: December 18, 2020  
Annualized Salary: \$16,982  
Prorated Salary: \$10,752.42
2. Name: Gladys Daniels  
Position: Food Service Helper  
Effective Date: January 6, 2020  
Tentative Permanent Date: January 6, 2021  
Annualized Salary: \$19,736  
Prorated Salary: \$11,306.05
3. Name: Heather Hambleton  
Position: Teacher Aide/Student Aide  
Effective Date: January 27, 2020  
Tentative Permanent Date: January 27, 2021  
Annualized Salary: \$16,982  
Prorated Salary: \$8,789.68

## **ENC. 13**

Recommend that the Board grant a Permanent Appointment (Civil Service) to the following person(s):

1. Diana Handly, Account Clerk/Typist, effective February 20, 2020
2. Diane Natishak, Teacher Aide/Student Aide, effective February 14, 2020
3. Jill Brown, Teacher Aide/Student Aide, effective February 14, 2020
4. Latalya Duell, Teacher Aide/Student Aide, effective February 14, 2020

## **ENC. 14**

Recommend that the Board appoint the following person(s) to a Temporary Appointment for the 2019-20 school year:

1. Name: Dana Poirier  
Position: Community Outreach Coordinator  
Effective Date: January 9, 2020 – June 30, 2020  
Certification Status: Security Operations 7-12, professional certificate  
Annual Base Salary: \$81,965  
Prorated Salary: \$42,348.58
2. Name: Dalton Castine  
Position: Adult Literacy Teacher  
Effective Date: January 9, 2020 – June 30, 2020  
Certification Status: Literacy and GED Preparation Instructor, Adult Education Certificate  
Annual Base Salary: \$44,599  
Prorated Salary: \$26,090.40
3. Name: Leonard Smart  
Position: Vehicle Maintenance Repair Teacher  
Effective Date: January 6, 2020 – June 30, 2020  
Certification Status: Airframe Maintenance Repair 7-12 Initial Certificate, Power Plant Maintenance Repair 7-12 Initial Certificate  
Annual Base Salary: \$47,497  
Prorated Salary: \$28,498.20

## **ENC. 15**

Recommend that the Board approve the following Temporary Grant appointment from December 31, 2019 - June 30, 2020:

1. Nathan Billups, Work Study Student, Not-to-Exceed 160 hours, at \$11.80/hour

## **ENC. 16**

Recommend that the Board approve the following Additional Work for the 2019-2020 School Year:

Stipend Position, compensation per collective bargaining agreement

Jennifer Parker, Conservation, and Forestry Teacher      Animal Science Stipend



## **ENC. 17**

Recommend that the Board approve the following list of Facilitators for the 2019-2020 School Year:

Facilitator (\$30.00/hr)

Mark Blower

## **ENC. 18**

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>
Shaunessy Laclair	Teacher
David Gardiner	Teacher
David Bender	Custodial Worker
Danielle Wright	Teacher Aide/Student Aide

## **ENC. 19**

Recommend that the Board approve the following Volunteer for the 2019-2020 school year:

ISC

Shrirang Patel

## **ENC. 20**

Recommend that the Board authorize the following individual to collect money at all CVES locations for the 2019-20 school year:

CV-TEC Plattsburgh Campus

Dena Tedford – Health Career Program Activities

## **ENC. 21**

Recommend that the Board adopt the school calendar for the following year as recommended by the component school district calendar committee: 2020-21. (attached)

# CVES/Component School District

## 2020-2021

Proposed School Calendar

Academic Year Calendar

■ School is not in session

July						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

June						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Important Dates	
<b>September</b>	Sept. 2 - First Day of School
	Sept. 7 - Labor Day
	Sept. 8 - First Day for Students
<b>October</b>	Oct. 12 - Columbus Day
<b>November</b>	Nov. 11 - Veterans Day (observed)
	Nov. 25-27 - Thanksgiving Recess
<b>December</b>	Dec. 23-January 1 - Christmas Break
<b>January</b>	Jan. 1 - New Year's Day
	Jan. 18 - Martin Luther King Jr. Day
<b>February</b>	February. 15-19 - Winter Break
<b>April</b>	April 2-9 - Spring Break
<b>May</b>	May 31- Memorial Day
<b>June</b>	June 25 - Last Day of School

September	19	January	19
October	21	February	15
November	17	March	23
December	16	April	16
		May	20
		June	19
<b>Total</b>		<b>Total</b>	<b>185</b>



CVES MISSION

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

**MEMORANDUM**

TO: Dr. Mark Davey  
FR: Teri Calabrese-Gray *TCG*  
DA: December 13, 2019  
RE: **January 2020 Board Report**

**NYSED GRADUATION MEASURES: UPDATE**

At the December Board of Regents meeting, they received an [update](#) from Marie O'Hara, Director of Research at Achieve. Achieve is assisting the Department by researching the graduation requirements of other states. They will also be developing a survey and process for gathering public feedback. Regional meetings will be held around the state from January 2020 through March 2020.

***The Regional North Country Forum is scheduled to be held in Malone on Monday, February 3, 2020 from 5:00 p.m. - 7:30 p.m. with a snow date of Thursday, February 6, 2020 (exact location TBD).***

To allow for a transparent and meaningful information gathering process, the Department has created a [Graduation Measures](#) website which will feature updates throughout the process and allows anyone wishing to receive updates sign up for the listserv. For those interested in signing up for the listserv, please visit [www.nysed.gov/grad-measures/contact-us](http://www.nysed.gov/grad-measures/contact-us). The Department will also provide updates via traditional social media platforms including Facebook, Twitter and LinkedIn with **#NYSGradMeasures**.

**GUIDANCE TO INCREASE EQUITABLE ACCESS TO ADVANCED COURSEWORK FOR ALL STUDENTS**

The State Education Department recently issued [guidance](#) to assist school districts in ensuring all students, including those that are historically underserved, have equitable access to rigorous coursework. The guidance, rooted in five core principles, builds on the State's Every Student Succeeds Act (ESSA) plan, which uses multiple measures of success to advance equity. This

includes a "College, Career and Civic Readiness Index," that measures, among other indicators, advanced course enrollment.

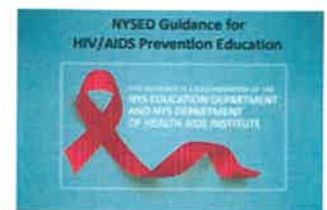
The following five guiding principles were established to assist districts in their efforts to provide course access equity:

- Providing a course sequence and foundation-building in earlier grades that make later, advanced coursework a viable option;
- Creating multiple access points to advanced courses;
- Using equitable advanced coursework enrollment criteria;
- Offering a robust set of student supports that help all students succeed in advanced courses; and
- Publishing materials that encourage all students to participate in advanced courses and making these materials available in multiple languages.

Implementing the strategies outlined by the guiding principles will help districts provide additional opportunities and encourage students who are underrepresented in advanced coursework. Offering the preparation, information, and access to such courses will ultimately improve their ability to be ready for all available post-secondary options.

## **NEW GUIDANCE FOR HIV/AIDS PREVENTION EDUCATION**

The State Education Department, the State Department of Health AIDS Institute, and other experts have developed new guidance for HIV/AIDS Prevention Education, [NYSED Guidance for HIV/AIDS Prevention Education](#). The guidance contains curriculum development resources and information on the requirements for an HIV/AIDS Advisory Council and Health Coordinator.



## **PROFESSIONAL DEVELOPMENT WORKSHOPS FOR NYS WORLD LANGUAGE TEACHERS AND ADMINISTRATORS**

NYSED's Office of Bilingual Education and World Languages will present a series of three professional development workshops: Implementing New York State Standards for World Languages - Supporting Learners on the Pathway to the Seal of Biliteracy, facilitated by ACTFL presenters to support the transition to the revised New York State Standards in World Languages.

These three full-day workshops are open to any New York State (NYS) World Language Teachers or Administrators. They are offered free of charge and will be held in each of the 7 regions of New York (Buffalo, Rochester, Syracuse, Albany, Hudson Valley, New York City and Long Island - see locations below) from 9:00 a.m. - 3:00 p.m. A total of five (5) CTLE hours will be granted for attendance at each workshop. While this a related series of workshops, participants may choose to attend one, two, or all three, depending on their professional development needs. For detailed workshop descriptions, dates, locations and presenter information, click on the appropriate link(s) below.

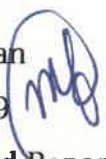
- [Workshop 1: Focusing Learning through Standards and Can-Do Statements](#)
- [Workshop 2: Developing Proficiency through High-Leverage Teaching Practices](#)
- [Workshop 3: Designing Effective Units of Instruction](#)

Additional information can be found at the [NYSED-OBEWL 3-PD Series - Implementing New York State Standards for World Languages: Supporting Learners on the Pathway to the Seal of Biliteracy \(Winter/Spring 2020\)](#) web page. Questions can be directed to the Office of Bilingual Education and World Languages at (518) 474-8775 or [OBEWL@nysed.gov](mailto:OBEWL@nysed.gov).



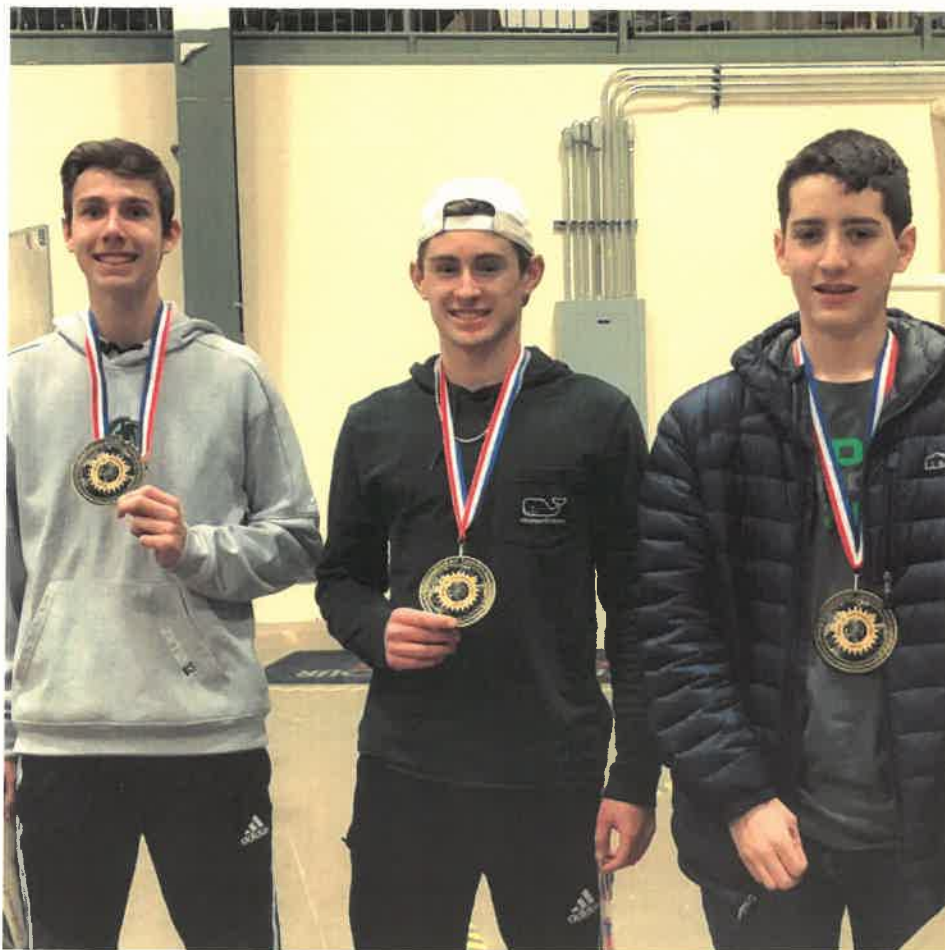
**CVES MISSION**

*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: December 18, 2019  
RE: January 2020 Board Report

**New Visions Applied Engineering Junior Experience Day**

CV-TEC was thrilled to host the New Visions Applied Engineering (NVAE) Junior Experience Day on the CV-TEC Satellite Campus on Tuesday, December 3, 2019. Nearly 50 students from twelve schools in our region participated (AVCS, BCS, BVCS, CCRS Crown Pt, Keene, Moriah, NCCS, NAC, Peru, PHS & Saranac) in the full-day hands-on immersion event. The event was facilitated by industry and academic experts from AES, AEDA, and Earth Science Engineering Firms as well as Clinton and North Country Community Colleges.



The NVAE program is a competitive, application based program for High School Seniors expressing an interest in a post-secondary educational experience in the Field of Engineering. This rigorous one-year exploratory program is for select college-bound seniors planning to major in a field of study in Engineering and/or related fields. The academic curriculum is combined with practical, applied work experience as students engage in STEM concepts at the Institute of Advanced Manufacturing (IAM) and clinical observations with business partners in the field. The program would incorporate dual enrollment in college and high school credit-bearing coursework with career



exploration and Work-Based Learning (WBL) experiences in Applied Engineering. Students will participate in daily ½ day sessions for the course of the school year during the Senior Year. The purpose of this program is to increase student success with determining a college major and career pathway in the Field of Engineering and/or related fields while completing dual high school and college credit-bearing coursework. The program will have two locations: The Institute for Advanced Manufacturing (IAM) at Clinton Community College in the north, and the CV-TEC Mineville Campus in the south; each with dual credit options at both CCC and North Country Community College. *(The complete album of photos from the event can be found in our albums section of our Facebook page.)*





## Bulwagga Bay Campground Project

Our CV-TEC Mineville Construction Trades Students, under the direction of expert teacher, Kevin Shaw, have continued their work on the Bulwagga Bay Campground Project. To date, our talented students have rolled the trusses and sheeted the roof. They have also applied the underlayment membrane, finished the roof and had begun siding and the decks. In addition, our students are learning about ladder safety and fall protection; including full body harnesses and fall arrest systems! Our students are gaining experience and proficiency of skills through their participation on this project.





## Environmental Conservation & Forestry Students earn National Game of Logging Certification

On November 18th, all 2nd year students from the Environmental Conservation and Forestry Program under the direction of expert teachers, Mrs. Jennifer Parker and Mr. Joshua Pierce, participated in a National Certification assessment and all received their Game of Logging Level 1 Certification. Congratulations to Noah Hemingway (NAC) who placed 1st in the Game of Logging Level 1 Certification. By having this certification, it demonstrates that recipients have received proper tree felling instruction and operate according to the safety standards under Game of Logging. Game of Logging is the premier chainsaw safety and productivity training program in the Country. Game of Logging offers four levels of chainsaw safety training, as well as skidder, forwarder, clearing saw, gentle logging and storm damage training. The training is offered to professional loggers, foresters, college students, forest landowners, casual users, city-parks and utility workers, firemen, and anyone interested in learning any of the chainsaw safety techniques. [www.gameoflogging.com](http://www.gameoflogging.com)



## CV-TEC Holiday Helpers

Mallorie and Brandilee (Cosmetology 1) and Conner (Environmental Conservation & Forestry) proudly serving our community at the Make-A-Wish booth in the mall along with our amazing SkillsUSA Advisors.



Donations were made to the Christmas Bureau on behalf of our CV-TEC Adopt-An-Angel Project!





# The Early Childhood Education Polar Express rolled through CV-TEC spreading Holiday Cheer!

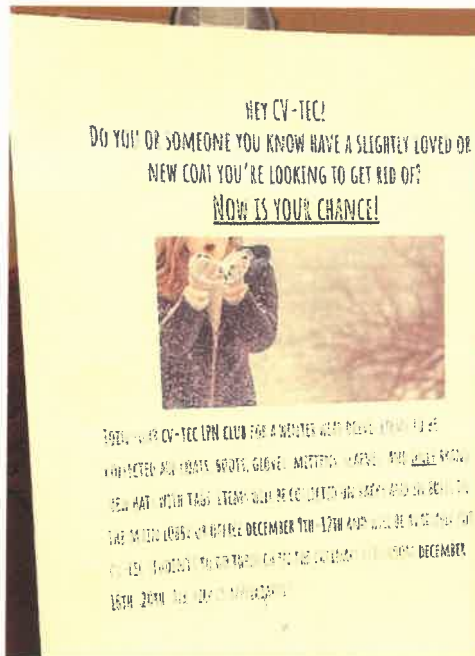


The CV-TEC Mineville SkillsUSA Club hosted a Holiday Food Drive and collected 451 non-perishable food items for the local food pantry!



Our LPN Program students hosted a Winter Coat Drive for our community members!

*Happy  
Holidays  
from all of us  
at CV-TEC!*





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To: Dr. Mark Davey, District Superintendent  
From: Bonnie Berry, Interim Director of Special Education  
Date: January, 2020  
Re: Board of Cooperative Educational Services Report

**2019-2020 Special Education Update on Community Connections**

**Shop with a Cop**

DARE Officers and School Resource Officers from the Clinton County Sheriff's Office met with elementary school officials from every school in Clinton County to select students whose homes may not be on Santa's list this year. Those students were invited to an event to shop with a Clinton County Sheriff's Deputy at Target in Plattsburgh on December 14th and selected their own Christmas presents! Many made purchases for of themselves.



Our SRO Deputy Danielle Coonradt was able to choose two students to shop with her on the 14<sup>th</sup>. It was the largest year to date so 28 students shopped with the Cops. They were able to provide them with \$200 each. The smiles were abundant. Parents, patrons of Target, the employees, the kiddos and our deputies all felt better for being a part of this special day.



**Clinton County Dart Team Helps Santa at WAF**

PBIS sponsored a special holiday event for all of our WAF students. On Dec 19, 2019, the Valley Vending Dart League spent the day here. They brought a few gifts last year to our students that were most in need, and had such joy donating to our students that they wanted to try and give a gift to each child from

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Santa and his elves. They held their annual dart tournament and raised enough donations and money to give a gift to each student here at WAF School. The students enjoyed opening presents from Santa and having some hot chocolate while listening to Christmas music. Our Autism students had a quieter more sensory friendly time with Santa. The high school students then came down to participate in a dart tournament to win prizes and enjoy some Christmas cocoa and cheer. We really appreciated all the smiles, Christmas magic, and gifts that the Moose Lodge 2390, Valley Vending and the North Country Dart League was able to bring to our students this Christmas Season. Many thanks to our Teaching Assistant, Becky Garrow, for making this community connection.



After the gifts were distributed, one of the elves said, "I am leaving here a different person than I came in." Another Elf tearfully thanked us for having them at our school. Imagine the love and generosity that abides in peoples' hearts.





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**WAF Collection for SPCA**



For the month of November our students focused on the Character Trait Gratitude, and having a “Gratitude Attitude”. In conjunction with that we did a school wide animal drive to raise donations for the local shelter. Our students then also signed up to make homemade dog treats for the shelter.



We donated toys, treats, homemade biscuits, towels, cat litter, cat food, and much more. The donations were dropped off to our local shelter on December 1<sup>st</sup> 2019.

**Letters to Veterans and Seniors**



Our High School Life Skills students designed and created holiday cards for soldiers and veterans to express gratitude and respect for their brave service. Our Project Based Learning class explored empathy for those who are enlisted by experiencing MRE: Meals Ready to Eat. The students opened the meal bags and used their senses to experience, first hand, the meals and snacks soldiers must eat in survival situations. The students talked about times when an MRS would be useful or handy.

The handmade cards for seniors were delivered to the Clinton County Nursing Home residents during Christmas Caroling. This event took place in collaboration with the Allied Health Students of CVTEC, school neighbors who share a hallway at WAF. According to Faye Dayton, the camaraderie among our Life Skills and CVTEC students was beautiful to see. The elderly residents were joyful to receive the cards and hear the sweet songs of the season.

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**Puzzlesolver Tree for ARC Fundraiser**



The amazing staff from our Autism Program, decorated a gorgeous holiday tree for the Festival of Trees at the mall. Our team: The CVES Puzzle Solvers, decorated the tree with handmade ornaments made by our extraordinary students and staff. Thank you Autism staff for going the extra mile for our kiddos!! This is a fundraiser held by the ARC.



**WAF HS Work Experience Helps Families and Seniors**



Work Experience students joined Mrs. Dangelo's CV-TEC LPN class for Christmas craft making to get acquainted before joining them for caroling at the Clinton County Nursing Home on December 13<sup>th</sup> spreading Christmas cheer.





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On December 18<sup>th</sup> students from CVES were able to pick out gifts for their families in the Work Experience classroom. Items were donated from staff so that the students had a wide variety to choose from! Work Experience students assisted students in wrapping their gifts!



**Yandon Dillon Angel Tree**



Every year at Christmas time the staff at Mineville place angels on the tree in the lobby with every students' name on an angel. Each staff member takes an angel or two and purchases gifts for Santa to hand out to the students before vacation.



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At the Mineville campus, each classroom made gifts for their family members. Teaching the joy of giving! Mr. Johnson's class made "cookies in a jar", measuring out and layering all the ingredients into a jar and adding a festive label.



**Yandon Dillon HS Students Blanket Making**

The three high school classroom made lap blankets for the residents at the Ticonderoga nursing home. Once the blankets were completed, the students and staff delivered the blankets and sang Christmas songs with the residents. One student accompanied on his keyboard. All students were required to dress appropriately, the boys in ties, and to interact with the residents. The staff at the nursing home reported that of all the high schools who have visited, our students were the most impressive and well behaved! On the way back to school the classes stopped at the Dollar Tree to do a little Christmas shopping for their families. We are Mineville Proud!



Hand sewing the lap blankets!

