

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

DATE: February 12, 2020
KIND OF MEETING: Regular Board Meeting
PLACE: Instructional Services Center, Plattsburgh, NY

<u>Board Members Present:</u>	<u>Board Members Absent:</u>	<u>District Superintendent:</u>	<u>Others Present:</u>
Larry Barcomb	Patricia Gero	Dr. Mark C. Davey	Eric Bell
Leisa Boise	Evan Glading		Michele Friedman
Linda Gonyo-Horne	Donna LaRocque	<u>Board Clerk:</u>	Teri Calabrese-Gray
Richard Harriman, Sr.	Richard Malaney	Meaghan Rabideau	Matthew Slattery
Ed Marin	Thomas McCabe		Michael Horne
Bruce Murdock	Doug Spilling		Christine Myers
Lori Saunders (<i>left at 9:00pm</i>)			
Michael St. Pierre			
Scott Thurber			

MEETING TO ORDER The Board President called the meeting to order at 6:33 p.m.

EXECUTIVE SESSION

Mr. Murdock moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:34 p.m., for the following reasons: #4 - A matter of discussion regarding proposed, pending or current litigation; #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 District Superintendent updated the CVES Board on several confidential employee matters. Next, an update was provided on the status of several contractual and legal matters related to the CVES Capital Project and the project's pending NYSED approval. Third, the District Superintendent shared recommendations on the creation of three new Co-Sers under development and the potential staffing and related financial implications if approved. Fourth, several personnel actions were reviewed and discussed in advance of recommended action at the Board meeting. Lastly, a litigation update was provided regarding a lawsuit and a related request for records on the matter. Mr. St. Pierre moved, seconded by Mr. Murdock, that the Board come out of Executive Session at 7:52 p.m. All Board Members present voted yes—motion carried.

OPINIONS & CONCERNS FROM AUDIENCE

Dr. Davey introduced and welcomed Mr. Matthew Slattery, CVES' new Director of Special Education. Mr. Slattery has undertaken an ambitious entry plan for his new role. He has been busy getting to know students, staff, visiting classrooms and becoming more knowledgeable about the many Special Education programs and services at CVES. Additionally, Mr. Slattery has attended state sponsored CSE training, professional

development trainings and has visited numerous component districts within his first two weeks at CVES.

**STRATEGIC PLAN
MID-YEAR
UPDATE**

Dr. Davey began the presentation by briefly highlighting the major accomplishments of CVES' first five years of the Strategic Plan implementation. There has been a vital connection to the synergy created over the past five years and the continuous organizational progress achieved during the 2019-20 Strategic Plan improvement efforts. Next, each of the CVES Directors and Assistant Superintendents gave divisional updates of their numerous initiatives and continued progress for the current school year. Dr. Davey then thanked the entire team and the CVES Board for all of their work and continued leadership to support the Strategic Plan initiatives moving forward.

**AUDIT
COMMITTEE
UPDATE**

Mr. Eric Bell gave an update from the Audit Committee meeting held earlier this evening. A Request for Proposal (RFP) for an external auditor was sent out and based on the bids from three companies, the recommendation from the Committee to the Board is to appoint West & Company CPAs, PC. Next, Mr. Bell shared that the Audit Committee recommends proceeding with the mandate relief measure and not conduct an internal audit for the 2020-21 school year. This action is recommended to be on the Board agenda for approval in March. An audit will be done in-house and provided to the Audit Committee once completed. Lastly, the Audit Committee did a review of reserve balances, and will recommend changes to the CTE Equipment Reserve as proposed by the Budget Committee, at the next monthly Board meeting. The next Audit Committee meeting will be held on May 13, 2020 at 5:00 p.m. at the Yandon-Dillon Center in Mineville.

**CAPITAL PROJECT
UPDATE**

Mr. Eric Bell reported to the Board that CVES is continuing to work towards SED approval of the voter approved Capital Project. Wetlands Mitigation is currently a key component of the review process and is being reviewed thoroughly by SED. CVES, Tetra Tech, and SchoolHouse Construction continue to work closely with all parties to remediate and move forward to gain the needed SED approval. Mr. Bell shared positive news that the bids received on February 6th were under the voter approved budget, however, it is necessary to receive SED approval prior to CVES awarding the bids. Dr. Davey then thanked Mr. Bell and our Construction team for their diligent work and effort to ensure SED approval and for the successful bidding process. Tetra Tech Architects and Engineers and SchoolHouse Construction have worked hard to make sure that the project was awardable and that bidders understood the scope of the project and details involved.

**BOARD BUDGET
PRESENTATION**

Dr. Davey began the Budget presentation by thanking all Board members and the CVES team for their hard work in preparing the Draft CVES 2020-21 Proposed Budget. Dr. Davey shared, that with the Board's approval this evening, he and Mr. Bell will present the Board's recommended budget to CVES' Component District Superintendents and Business Officials later this week. Next, Dr. Davey then reviewed the Budget Committee calendar and the 2020-21 budget development factors that directly affect the proposed budget. Rates for health insurance will be set by the Consortium's Board of Directors at the end of February. It is hoped that based on recent trends, there may be a

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smaller increase than anticipated. Mr. Bell then reviewed and explained “draft” proposed costs summaries for each division as well as highlighting at least one area for each division with significant impact on the budget. Additional factors that will affect the budget include the retiree health insurance budget development estimate, the voter approved Capital Project budget, and the Resident Waited Average Daily Attendance (RWADA). Dr. Davey lastly thanked the Board once again and referenced the Talking Points handout (including additional information) that will be given to the CSOs and Business Officials for review and sharing with their Boards of Education.

Lori Saunders, CVES Board Member, left the meeting at 9:00 p.m.

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock that the Board grant approval to have the 2020-21 CVES Educational Program and Fiscal Plan printed to share with Component School Districts. All Board Members present voted yes – motion carried.

PREVIOUS MINUTES

Mr. Harriman Sr. moved, seconded by Mrs. Boise, that the Board approve the minutes of the January 8, 2020 Board meeting as presented. All Board Members present voted yes—motion carried.

CONSENT AGENDA FINANCIAL

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

CERTIFICATION OF WARRANT

(10a) Approve the Certification of Warrant for December 18, 2019 to January 31, 2020 as presented.

TREASURER’S REPORT

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

SPECIAL AID FUND PROJECT

(10c) Approve the following Special Aid Fund Project:

1. High School Equivalency Test Administration Special Aid Fund Project, in the amount of \$7,397, for the period of January 1, 2020 through December 31, 2020. (CV-TEC)

CROSS CONTRACT BUDGETS

(10d) Approve the following Cross Contract Budgets:

1. Approve the Visually Impaired Related Service – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget in the amount of \$7,800 for the 2019-2020 school year to accommodate for a cross contract with WSWHE BOCES and Schroon Lake. (Co-Ser 202 – Special Ed)

2. Approve the Superintendent Evaluation – Erie 2 BOCES budget in the amount of \$2,000 for the 2019-2020 school year to accommodate for a cross contract with Erie 2 BOCES and Beekmantown. (Co-Ser 545 – Mgmt. Services)

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3. Approve the Smart Schools – Capital Region BOCES budget in the amount of \$71,000 for the 2019-2020 school year to accommodate for a cross contract with Capital Region BOCES and Northern Adirondack. (Co-Ser 567 – ISC)
4. Approve the Fixed Asset Management – Questar III BOCES budget in the amount of \$9,700 for the 2019-2020 school year to accommodate for a cross contract with Questar III BOCES and Peru. (Co-Ser 625 – Mgmt. Services)

CROSS
CONTRACT
BUDGET
INCREASES

(10e) Approve the following Cross Contract Budget Increases:

1. Arts in Education - Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$105,000 to \$125,000, for the 2019-2020 school year, to accommodate for potential increased service requests with WSWHE BOCES. (Co-Ser 406 – ISC)
2. Learning Technology Services – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$41,200 to \$84,000 for the 2019-2020 school year to accommodate for cross contracts with WSWHE BOCES (Beekmantown, Northeastern Clinton)(Co-Ser 504 – ISC)
3. Instructional Planning Service – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$32,000 to \$64,000 for the 2019-2020 school year to accommodate for a cross contract with WSWHE BOCES and Beekmantown. (Co-Ser 542 – ISC)
4. Recruiting Service – Putnam-Northern Westchester BOCES budget from \$8,683 to \$15,800 for the 2019-2020 school year to accommodate for cross contracts with PNW BOCES (Putnam, Schroon Lake, Ticonderoga) (Co-Ser 616 – Mgmt. Services)
5. Planning Services – Putnam-Northern Westchester BOCES budget from \$5,000 to \$12,060 for the 2019-2020 school year to accommodate for cross contracts with PNW BOCES (Peru, Willsboro). (Co-Ser 653 – Mgmt. Services)
6. Teacher Certification Service – Capital Region BOCES budget from \$34,600 to \$39,224 for the 2019-2020 school year, to accommodate for a cost contract with Albany BOCES and Beekmantown. (Co-Ser 667 – Mgmt. Services)

PROPOSAL

(10f) Award the Request for Proposal for Independent Audit Services for the annual audit of all funds of the BOCES, including single audit and audit of the extraclassroom activity fund, for the 2019-20, 2020-21, 2021-22, 2022-23, and 2023-24 school years to West & Company, CPAs, PC of Gloversville, NY.

The fees are contingent upon the Board's annual appointment of West & Company, CPAs, PC as independent auditor and will be as follows:

2019-2020	\$16,500
2020-2021	\$16,500
2021-2022	\$16,500
2022-2023	\$16,500

CONTINUED 2023-2024 \$16,500

Note: Two additional independent audit service providers submitted proposals: Marvin and Company, P.C. of Latham, NY and Bonadio & Co., LLP of Albany, NY.

ANCILLARY SERVICES AGREEMENT

(10g) Approve the following Ancillary Services Agreement:

Ancillary Services Agreement between Bouquet Valley School District and Clinton-Essex-Warren-Washington BOCES to coincide with the Lease Agreement term of September 1, 2019 through June 30, 2024. No additional amount shall be paid by BOCES to the district for ancillary services for the five-year term of the agreement. (Management Services)

TRANSPORTATION AGREEMENT RENEWAL

(10h) Approve the following Transportation Agreement Renewal:

Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and AuSable Valley Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2019 through June 30, 2020 at a current estimated cost of \$18,200. (CV-TEC)

CONSENT AGENDA PERSONNEL

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

RESIGNATIONS POIRIER, COOK, BISHOP, CLARK, OMLIN

(12a) Accept the following letters of Resignation:

1. Dana Poirier, NTHS Advisor, Effective January 12, 2020
2. Erica Cook, Speech & Hearing Teacher, Effective January 31, 2020
3. Leeann Bishop, Teacher Aide/Student Aide, Effective February 3, 2020
4. Cody Clark, Teacher Aide/Student Aide, Effective February 15, 2020
5. Stephanie Omlin, Special Education Teacher, Effective February 29, 2020

AMENDMENT

(12b) Amend the following Four-Year Probationary appointment approved at the December 11, 2019 Board meeting:

1. Matthew Slattery, Director of Special Education, Effective February 3, ~~2019~~ **2020**, Tentative Tenure Date February 2, ~~2023~~ **2024**.

FOUR-YEAR PROBATIONARY APPOINTMENTS LEDUC, CASSAVAUGH, DASHNAW

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

1. Tina Leduc, Teaching Assistant, Effective September 1, 2019, Annual Base Salary of \$22,218.
2. Greg Cassavaugh, Heavy Equipment/Diesel Mechanics Teacher, Effective January 29, 2020, Annual Base Salary of \$44,599.

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3. Jacqueline Dashnaw, Teaching Assistant, Effective February 27, 2020, Annual Base Salary of \$22,218, Prorated Salary of \$9,109.38.

(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
APPOINTMENT
LARRABEE

(12d) Appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

1. Tina Larrabee, Teacher Aide/Student Aide, Effective February 3, 2020, Annual Salary of \$16,982, Prorated Salary of \$8,362.99.

CIVIL SERVICE
PROVISIONAL
APPOINTMENTS
NELKIN,
LAVALLEY

(12e) Appoint the following person(s) to a Provisional Civil Service Appointment as follows:

1. Giovanna Nelkin, Senior Caseworker, Effective January 21, 2020, Annual Salary of \$45,000, Prorated Salary of \$20,076.92.

2. Stephanie Lavalley, Account Clerk/Typist, Effective February 13, 2020, Annual Salary of \$26,188, Prorated Salary of \$9,971.58.

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

PART-TIME
APPOINTMENTS

(12f) Appoint the following person(s) to a Part-Time Hourly Appointment for the 2019-2020 school year:

Teaching Assistant. \$14.50/hour
Amanda Crafts

TASC Examiner, \$28/hour
Teri Lamora

ADDITIONAL
WORK

(12g) Approve the following Additional Work for the 2019-2020 School Year:

Continuation of Normal Work Year Duties, hourly rate of pay per contract
Nicole Pierce, Registered Nurse Not-To-Exceed 105 hours

Stipend Positions, Compensation per collective bargaining agreement
Lisa Fisher, Social Study Teacher NTHS Advisor (CV-TEC)
Celia Briggs, Teacher Aide/Student Aide PBIS Coordinator (YD)

SUBSTITUTES

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

<u>Name</u>	<u>Position</u>
Cory Couture	Teacher
Nicole Maicus	Teacher
Nicole Maicus	Teaching Assistant
Leeann Bishop	Teacher Aide/Student Aide

VOLUNTEER

(12i) Approve the following Volunteer for the 2019-2020 school year:

ISC

Nicholas Cabrera

REVISED
POLICIES1ST READING

The following revised policies were provided for a first reading:

- #8160 CVES District Wide School Safety Plan
- #8160.1 CVES Building Level Emergency Response Plan – Special Education/CV-TEC
- #8160.3 CVES Building Level Emergency Response Plan – Yandon-Dillon Education Center
- #8160.4 CVES Building Level Emergency Response Plan – Satellite Campus

APPROVAL OF
ATTENDANCE TO
CONFERENCE/
WORKSHOP

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board approve the following request for approval of attendance to conference/workshop for the following Board member:

Linda Gonyo-Horne
Rural Schools Association Board of Directors Meeting
April 24, 2020 Latham, NY (overnight accommodations needed)
All Board Members present voted yes—motion carried.

RESIGNATION
RUSSELL

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the following letter of resignation:

1. Kelsi Russell, Teaching Assistant, Effective March 6, 2020
- All Board Members present voted yes—motion carried.

RESCIND

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board rescind the motion that was approved at the October 10, 2018 Board meeting whereby the Board granted a Four-Year Probationary Appointment to William Fish as a Special Education Teacher Effective November 1, 2018. All Board Members present voted yes—motion carried.

TEMPORARY
APPOINTMENTS
FISH

Mr. Murdock moved, seconded by Mr. Harriman, Sr., that the Board appoint the following person(s) to a Temporary Appointment for the 2018-19 school year:

1. William Fish, Special Education Teacher, Effective September 1, 2018 – June 30, 2019, Annual Base Salary of \$43,645.

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

1. William Fish, Special Education Teacher, Effective September 1, 2019 – June 30, 2020, Annual Base Salary of \$44,918. All Board Members present voted yes—motion carried.

CIVIL SERVICE
PROBATIONARY
APPOINTMENT
CLARK

Mr. Murdock moved, seconded by Mr. Harriman, Sr., that the Board appoint the following person(s) to a 36-week Civil Service Probationary Appointment as follows:

1. Cody Clark, Teacher Aide/Student Aide, Effective February 15, 2020, Annual Salary of \$16,982, Prorated Salary of \$7,509.63 All Board Members present voted yes—motion carried.

APPOINTMENT OF
SECTION 504
OFFICER

Mr. Murdock moved, seconded by Mr. Thurber, that the Board appoint Matthew Slattery as CVES Section 504 Compliance Officer effective February 13, 2020 through the July 2020 Reorganization Meeting, with no additional compensation (replacing Bonnie Berry). All Board Members present voted yes—motion carried.

APPOINTMENT OF
MEDICAID
COMPLIANCE
OFFICER

Mr. Murdock moved, seconded by Mrs. Boise, that the Board appoint Matthew Slattery as Medicaid Compliance Officer effective February 13, 2020 through the July 2020 Reorganization Meeting, with no additional compensation (replacing Bonnie Berry). All Board Members present voted yes—motion carried.

CONTRACTOR/
CONSULTANT
AGREEMENT

Mr. Murdock moved, seconded by Mr. Thurber, that the Board approve the following Contractor/Consultant Agreement:

Agreement between Clinton-Essex-Warren-Washington BOCES and Bartlett, Pontiff, Stewart & Rhodes, P.C. for Legal Services as needed, at a rate of \$250 per hour for attorney services and \$150 per hour for paralegal services for the period of February 12, 2020 through June 30, 2020. (Administration) All Board Members present voted yes—motion carried.

ADMINISTRATIVE
LEAVE

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the following resolution:

Be it resolved that upon the recommendation of the District Superintendent, the Board of Cooperative Educational Services hereby places a probationary employee on administrative leave until the next meeting of the BOCES Board on March 11, 2020, or unless notified earlier by the District Superintendent. All Board Members present voted yes—motion carried.

DISTRICT SUPT.
UPDATE

Dr. Davey began the Superintendent's Update by noting the upcoming New Visions Applied Engineering Junior Experience Day that will take place on March 17th, at the Institute of Advanced Manufacturing at Clinton Community College, and on March 18th, the BOCES Well Day in Albany has been scheduled, which will be a chance to highlight BOCES' specialized programs. CVES' CV-TEC plans to highlight two programs at the

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Well Day. Next, Dr. Davey provided several updates including sharing a congratulations for the start of the new College President at Plattsburgh State University, the success of the recent Graduation Measurements Forum, and he shared information on several new hires at SED. The Board also received copies of Success Stories - Volume 11 for their review of CVES student and program achievements and highlights of the last year. Lastly, Dr. Davey provided the following upcoming events with the Board:

- BOCES Lobby Day – Wednesday, February 26, 2020 at LOB Albany
- CVES/CV-TEC Board of Education Visits:
 - Richard Harriman, Sr. Northern Adirondack CSD March 16, 2020 – 7 p.m.
 - Ed Marin Beekmantown CSD April 28, 2020 – 6 p.m.

NEXT BOARD MEETING

The next Board meeting will be held on Wednesday, March 11, 2020, at the Yandon-Dillon Center in Mineville. An anticipated Executive Session will begin at 6:30 p.m., with the meeting beginning at 7:30 p.m.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Boise to adjourn the meeting at 9:50 p.m. All Board Members present voted yes—motion carried.



Meghan Rabideau, Board Clerk