

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

DATE: November 18, 2020

KIND OF MEETING: Regular Board Meeting

PLACE: Instructional Services Center, Plattsburgh, NY (Board Members Only)  
Remote Via Webex Event (Video & Transcription will be available on CVES Website upon completion)

Board Members Present:  
Larry Barcomb  
Leisa Boise  
Patricia Gero  
Linda Gonyo-Horne  
Richard Harriman, Sr.  
Donna LaRocque  
Richard Malaney (*joined the meeting at 6:43p.m.*)  
Ed Marin  
Thomas McCabe  
Bruce Murdock  
Lori Saunders  
Doug Spilling  
Michael St. Pierre  
Scott Thurber

Board Members Absent:  
Evan Glading

Executive Officer:  
Dr. Mark C. Davey

Board Clerk:  
Meaghan Rabideau

Others Present:  
Teri Calabrese-Gray  
Michele Friedman  
Matthew Slattery  
Eric Bell  
Alex St. Pierre

MEETING TO ORDER

Board President St. Pierre called the meeting to order at 6:36 p.m.

EXECUTIVE SESSION

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:38 p.m., for the following reasons: #4 - A matter of discussion regarding proposed, pending or current litigation; #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); #6 - A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All Board Members present voted yes—motion carried.

Note: Richard Malaney, Board Member, joined the meeting at 6:43 p.m.

In Executive Session, the Board and Dr. Davey began by discussing several labor relations matters. Mrs. Jacqueline Kelleher, Esq., CVES' attorney with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC., provided legal advice on several topics including several COVID-related FMLA leave requests, and she provided a review of a position proposal. Second, several contractual matters involving the Capital Project moving forward were discussed. Third, a Memorandum of Agreement (MOA) was reviewed involving the Managerial group

and the District Superintendent's recommendation for the Board action in the upcoming meeting was shared. Next, several personnel recommendations were reviewed by Dr. Davey prior to action during the business meeting. Mr. Harriman Sr., moved, seconded by Mrs. LaRocque that the Board come out of Executive Session at 7:43 p.m. All Board Members present voted yes—motion carried.

**BUDGET  
COMMITTEE  
PRESENTATION**

Dr. Davey began the update by discussing the severe economic climate in NYS and he outlined numerous constraints present due to the COVID-19 Pandemic. He shared that in a recent DS meeting, it was stated that NYS has seen the largest drop in state revenue since the Great Depression since the start of the COVID crisis. These factors and the ongoing pandemic continues to profoundly impact the state's budget. There is continued hope in schools across the state, and numerous educational related organizations (NYSSBA, RSA, NYSCOSS, etc.) that federal stimulus monies will be secured in the near future to help avoid significant current and next year budget reductions. Dr. Davey then thanked all Committee members that attended the recent November 3<sup>rd</sup> meeting for their feedback and input. Draft highlights from the Budget Committee meeting were shared with all Board members for their review. Next, Mr. Eric Bell updated the Board on the following Budget development factors: 1) The tax cap allowable growth factor is trending below 2% at this time; 2) TRS and ERS contribution rates are both expected to increase; 3) The C-E-W-W Health Insurance Consortium is doing very well in terms of growth which will help with next year's rate settings; and 4) A strong Capital Project budget. Lastly, Mr. Bell discussed each divisional budget outlook and shared that the next Budget Committee meeting will be held on December 2, 2020 at 7:00 p.m. at the Instructional Services Center, where reconciliations will be reviewed and parameters set for the 2021-22 budget.

**STRATEGIC PLAN  
UPDATE**

Dr. Davey introduced the CVES' 2020-2023 Strategic Plan for Continuous Improvement PowerPoint (PPT) Presentation Update. Dr. Davey shared that even during the Pandemic, positive and productive Strategic Planning efforts continued this fall for our new 2020-21 school year. This year's work, as important as ever, continues to demonstrate to students and staff that CVES remains committed to moving forward to navigate through these uncertain times. Priorities have been updated for the new school year including to provide dynamic leadership; educate through innovative, high-quality programs and services; building and enhancing partnerships, support mental health needs of students and staff, and ensuring that equity, inclusion and acceptance remains a priority in CVES' quality learning environment. Dr. Davey thanked the Board for their continued support in the CVES Strategic Plan initiative and for attending their recent Board retreat facilitated by Sean Brady, CVES' Strategic Planning Consultant. Dr. Davey also thanked and acknowledged the District Planning Team (DPT), CVES Divisional Teams and CVES' administrators for their continued hard work and dedicated effort in updating our Strategic Plan for the 2020-21 school year. Next, each division shared an overview of their identified priorities for the 2020-23 District Strategic Plan which was recommended to the Board for re-adoption. Lastly, Dr. Davey discussed integrating monthly check-ins during Board meetings on equity,

inclusion and acceptance as well as bullying and harassment. Mr. St. Pierre, Board President thanked the team for their continued efforts to keep the interest of the CVES staff and making it a successful annual effort.

CAPITAL PROJECT  
UPDATE

Mr. Eric Bell began the update to the Board stating that the majority of punch-list items to be done at the Plattsburgh Main Campus will be completed by the end of December 2020. The current focus of the Capital Project has shifted to the Satellite Campus South building. Mezzanine structural issues have been resolved, new electric service to the building is being worked on which will supply power to a future second floor and allow for generator options. Mr. Bell continued to report that roof leaks were discovered and contractors are investing the best protection moving forward and, that the Satellite Campus site work is done for the season. At the Mineville Campus, the fiber line has been buried and fencing will be installed next week which will wrap up work for the season there as well. Lastly, Mr. Bell provided an update on the mini-capital projects for waterline and door installations in classrooms.

PREVIOUS  
MINUTES

Mrs. Saunders moved, seconded by Mr. Barcomb, to approve the minutes of the October 14, 2020 monthly Board meeting as presented. All Board Members present voted yes—motion carried.

ADOPTION OF  
STRATEGIC PLAN

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board adopt the CVES 2020-2023 District Strategic Plan for Continuous Improvement. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

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

CERTIFICATION  
OF WARRANT

Approve the Certification of Warrant for October 6, 2020 to November 6, 2020, as presented.

TREASURER'S  
REPORT

Approve the Treasurer's Reports from September 30, 2020 as presented.

DONATIONS

Approve the following Donations:

1. For the Student Stipend Fund:

United Way (October 2020)	198.14
TOTAL -	\$ 198.14

2. Donation of \$1,000 from Woodmen of the World. This donation will be used to assist with Special Education student school supplies.

3. Donation of flooring – carpet and tile, from Lee Kitchen Carpet & Appliance Center, with an estimated value of \$500. This donation will benefit the CV-TEC

Construction Trades program.

4. Donation of a US General Series 2 30" 5-drawer Green Mechanics Cart from Harbor Freight Tools for Schools, with an estimated value of \$239.99. This donation will benefit the CV-TEC Welding program.

SPECIAL AID  
FUND PROJECT  
BUDGET  
INCREASES

Approve the following Special Aid Fund Budget Increases:

1. School Library System Basic Operating Aid from \$94,539 to \$108,060, for the period of July 1, 2020 through June 30, 2021, due to rollover funds from 2019-2020. (pending State Education Department Approval). (ISC)
2. School Library System Supplemental Operating Aid from \$46,166 to \$57,639, for the period of July 1, 2020 through June 30, 2021, due to rollover funds from 2019-2020. (pending State Education Department Approval). (ISC)
3. School Library System Categorical Aid for Automation from \$9,454 to \$10,647, for the period of July 1, 2020 through June 30, 2021, due to rollover funds from 2019-2020. (pending State Education Department Approval). (ISC)

SPECIAL AID  
FUND PROJECT

Approve the following Special Aid Fund Project:

1. Regional Food Bank of Northeastern NY Backpack Program special aid fund project, in the amount of \$1,757, for the period of July 1, 2020 through June 30, 2021. This program is funded through private and business donations. (Special Education)

BUDGET  
INCREASE

Approve the following Budget Increase:

1. Career and Technical Education Program budget from \$7,794,957 to \$7,951,453 due to increased revenue from the sale of surplus equipment in the 2020-2021 school year.

SNOW REMOVAL  
AND SANDING  
SERVICES  
AGREEMENT  
RENEWAL

Approve the following Snow Removal and Sanding Services Agreement Renewal:

1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Scalzo Construction to provide snow removal and sanding services at the Mineville Campus for the period of November 1, 2020 through April 30, 2021 at a current estimated cost of \$13,000 (Management Services)

ESTABLISH  
SCHOLARSHIP  
FUND

Approve establishing a scholarship fund and bank account for the "Scott Weber Wolter Memorial Scholarship Fund". The fund will award \$1,000.00 annually to a graduating high school student completing the CTE Construction Trades Program who is continuing his/her education in pursuit of an Associates or Bachelor's degree program in a related field of study. The scholarship will be funded through the will of David B. Walter.

COOPERATIVE  
BIDDING  
RESOLUTION

Approve the following Cooperative Bidding Resolution:

WHEREAS, A number of Boards of Cooperative Educational Services (BOCES) and School Library Systems (SLS) require software and database access

WHEREAS, The BOCES or SLS named below is desirous of participating with other BOCES and SLS in New York State in cooperatively procuring the software and database access, as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The BOCES named below wishes to appoint the Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES) to advertise for, receive competitive proposals, and award contracts on their behalf; therefore

BE IT RESOLVED, That the BOCES listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related legal notifications, and,

BE IT FURTHER RESOLVED, That the BOCES listed below authorizes Capital Region BOCES to represent it in all matters leading up to and including the entering into a contracts for the purchase of the above mentioned software and database access, and,

BE IT FURTHER RESOLVED, That the BOCES listed below agrees to (1) abide by majority decisions of the participating districts; (2) abide by the award of the Capital Region BOCES Board; (3) and that after the award of contracts it will conduct all negotiations directly with the awarded contractors.

OLD BUSINESS

Audit Committee Meeting Minutes from the May 13, 2020 meeting were shared with the Board.

CONSENT  
AGENDA  
PERSONNEL

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

RESIGNATIONS  
FOR THE PURPOSE  
OF RETIREMENT  
SQUIRE,  
TOURVILLE,  
GARROW, LEMZA,  
DELISLE

Approve the following letter(s) of resignation for the Purpose of Retirement:

1. Sharon Squire, Teaching Assistant, Effective May 1, 2021
2. Susan Tourville, Teaching Assistant, Effective July 1, 2021
3. Rebecca Garrow, Teaching Assistant, Effective July 1, 2021
4. Paul Lemza, Special Education Teacher, Effective July 1, 2021
5. Patty Delisle, Job Placement Aide, Effective August 1, 2021

RESIGNATIONS  
SMART, HANDLY

Accept the following letter(s) of Resignation:

1. Leonard Smart, Vehicle Maintenance Repair Teacher, Effective October 26, 2020
2. Diana Handly, Account Clerk/Typist, Effective December 6, 2020

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LEAVE OF  
ABSENCE  
AGUILAR

Approve the following leave(s) of absence:

1. Henry Aguilar, Lifeguard, unpaid leave of absence, effective October 6, 2020 through December 11, 2020.

RESCIND

Rescind the following additional work that was approved at the September 9, 2020 Board meeting:

Stipend Positions (compensation per collective bargaining agreement)

Sheila Boyea                      Employee Mentor

TENURE  
APPOINTMENTS  
WENDLING,  
BENWAY,  
PLUMADORE

Grant Tenure to the following person(s):

1. Jordan Wendling, Special Education Teacher, Effective December 19, 2020
2. Chelsea Benway, Teaching Assistant, Effective January 12, 2021
3. Jamie Plumadore, Allied Health Teacher, Effective January 18, 2021

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
DEFAYETTE,  
PALKOVIC,  
GOODENOUGH,  
KNUTSON,  
GONYEA, CLARKE

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

1. Janeen Defayette, Teacher Aide/Student Aide, Effective November 4, 2020, Annual Base Salary of \$17,844, Prorated Salary of \$14,167.60.
2. Matthew Palkovic (previously provisional), Network & Systems Technician, Effective October 16, 2020.
3. Kaitlyn Goodenough (previously provisional), Account Clerk/Typist, Effective November 3, 2020.
4. Tori Knutson (previously provisional), Account Clerk/Typist, Effective November 10, 2020.
5. Kylee Gonyea (*Pending Fingerprint Clearance*), Account Clerk/Typist, Effective November 19, 2020, Annual Base Salary of \$26,712, Prorated Salary of \$16,438.15.
6. Michael Clarke, Building Maintenance Mechanic, Effective November 30, 2020, Annual Base Salary of \$33,040, Prorated Salary of \$19,442.77.

PERMANENT  
APPOINTMENT  
FISHER

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

1. Michael Fisher, Building Maintenance Mechanic, Effective December 2, 2020.

PART-TIME  
HOURLY  
APPOINTMENT

Appoint the following person(s) to a Part-Time Hourly Appointment for the 2020-21 school year:

Teacher Aide/Student Aide, \$12.57/hour  
Kelly Lynn Watson

TEMPORARY  
GRANT  
APPOINTMENT

Approve the following temporary grant appointment(s) from November 19, 2020-December 30, 2020:

- 1. Julia Karkoski, Work Study Student, not-to-exceed 160 hours, at \$11.80/hour.

2020 SUMMER  
WORK

Approve the following 2020 Summer Work:

Classroom Move/Setup, hourly rate of pay  
Andrea Denton, Teaching Assistant                      Not to Exceed 6 hours

ADDITIONAL  
WORK

Approve the following Additional Work for the 2020-21 School Year:

Stipend Positions, compensation per collective bargaining agreement  
Melissa Gough    Employee Mentor - YD  
Nicole Santaniello    Skills USA Co-advisor – CV-TEC  
Brandy Rosselli    PBIS Coordinator

FACILITATOR

Approve the following list of Facilitator(s) for the 2020-21 school year:

Facilitators \$30.00/hour  
Michael Zent

SUBSTITUTES

Approve the following list of Substitute and Temporary-On-Call appointments for the 2020-21 school year:

<u>Name</u>	<u>Position</u>
Jacob Garlock	Custodial Worker
Jennifer Christiansen	Principal
Dianna Handly	Account Clerk/Typist

Dr. Davey acknowledged the retirees that were approved and their years of service at CVES.

RECORDS  
RETENTION  
SCHEDULE  
RESOLUTION

Mrs. Saunders moved, seconded by Mr. Harriman Sr., that the Board approve the following Records Retention Schedule Resolution:

RESOLVED, By the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local

government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods. All Board Members present voted yes—motion carried.

APPOINTMENT/  
SALARY &  
BENEFIT  
AGREEMENT FOR  
CONFIDENTIAL  
SECRETARY TO  
THE  
SUPERINTENDENT

Mrs. LaRocque moved, seconded by Mr. Harriman, Sr., that the Board appoint Julie Jolicoeur as Confidential Secretary to the District Superintendent, an exempt civil service position, and ratify the employment agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Confidential Secretary to the District Superintendent, effective December 14, 2020 through June 30, 2023, with an annualized salary of \$47,500 (prorated). Actual earned salary for 2020-21 is \$26,125. The Confidential Secretary to the District Superintendent will serve a probationary period from December 14, 2020 through December 13, 2021. All Board Members present voted yes—motion carried.

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENT  
QUANTOCK

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

1. Emilee Quantock, Benefits Specialist, Effective November 30, 2020, Annual Base Salary of \$39,000, Prorated Amount of \$22,950. All Board Members present voted yes—motion carried. (EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM)

MEMORANDUM  
OF AGREEMENT  
CEWW BOCES  
AND CVES  
MANAGERIAL  
EMPLOYEES

Mrs. Saunders moved, seconded by Mr. Thurber, that the Board approve the Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the CVES Managerial Employees that acknowledges the addition of tuition reimbursement. All Board Members present voted yes—motion carried.

DISTRICT SUPT.  
UPDATE

Dr. Davey began his update with an overview of 2020-21 CVES in-person learning and component district updates, including the successful conclusion of week 10 with students being on in-person on campus. Next, Dr. Davey shared with the Board that we will continue the hybrid Board meeting model for virtual and in-person participation, as Governor Cuomo has continued to extend his Executive Order to allow virtual Board meetings. Additionally, there will be no traditional Board holiday dinner this year due to COVID-19. Third, Dr. Davey recognized the work of our nurses and their additional COVID-related workload to meet requirements including implementing and tallying data for state reporting submissions. The Board was provided a copy of the most recent C-E-W-W BOCES Component District COVID Report Card for Positive Test Results per



NYSDOH. Lastly, Dr. Davey shared various DS, SED, and related updates for NYSSBA, RSA, NYCROSS, including that Mrs. Teri Calabrese-Gray has been assisting in facilitating the recent state-wide Substantial Equivalence workshops to provide feedback to SED.

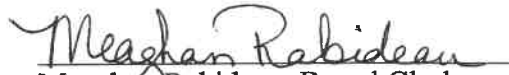
Note: Scott Thurber, Board Member left the meeting at 8:53pm.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, December 9, 2020, at the Instructional Services Center in Plattsburgh, NY. An anticipated Executive Session will begin at 6:30 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mr. Harriman Sr., to adjourn the meeting at 8:57 p.m. All Board Members present voted yes—motion carried.

  
Meaghan Rabideau, Board Clerk