

CHAMPLAIN VALLEY EDUCATIONAL SERVICES

Board of Cooperative Educational Services
Sole Supervisory District of Clinton, Essex,
Warren and Washington Counties

DATE: December 9, 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
Ed Marin
Thomas McCabe (*joined meeting at 6:51pm*)
Bruce Murdock
Lori Saunders
Scott Thurber

Board Members Absent:

Evan Glading
Richard Malaney
Doug Spilling
Michael St. Pierre

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 6:30 p.m.

EXECUTIVE SESSION

Mr. Harriman, Sr. moved, seconded by Mrs. LaRocque, that the Board go into Executive Session at 6:33 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); and #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.

In Executive Session, the Board met with the District Superintendent and several CVES senior administrative team members at Dr. Davey's invitation. Dr. Davey reviewed his hiring recommendation for CVES' Adult Services Administrator, and several FMLA COVID-related leaves were reviewed with potential legal implications. Next, an update was provided on a Title IX matter which is under investigation. Third, several Capital Project contract updates were provided involving the ongoing construction work underway and the project's progress. Fourth, a brief labor relations update was given including several upcoming discussions with several labor associations. Fifth, several confidential personnel matters and recommendations were reviewed related to the Board meeting's planned action.

Note: Thomas McCabe, Board Member, joined the meeting at 6:51 p.m.

Mr. Harriman Sr., moved, seconded by Mr. Murdock that the Board come out of Executive Session at 7:37 p.m. All Board Members present voted yes—motion carried.

AUDIT
COMMITTEE
UPDATE

Dr. Davey thanked the Board's Audit Committee members for their attendance and participation in the earlier meeting, and he thanked Mr. Eric Bell, Assistant Superintendent of Management Services, and Mrs. Christine Myers, Treasurer, for assistance in preparing the meeting's materials. During the successful meeting, Mr. Bell reviewed the Corrective Action Plan from the June 30, 2020 Annual Independent Audit Management Letter and CVES' response which is recommended for approval this evening. There were two minor findings which have been reviewed and rectified. Lastly, Mr. Bell reported that the Comptroller's Sate Audit began yesterday, December 8, 2020, at CVES. He noted that all of the Comptroller's work will be done remotely. It is expected to be a very thorough financial operations review from the State, and the Management Services team will be working closely with the auditors to assist with a successful audit. The next Audit Committee meeting will be held on February 10, 2021 at the Instructional Services Center.

BUDGET
COMMITTEE
UPDATE

Dr. Davey began the update by thanking the Budget Committee members for their participation in the review of the current budget year's reconciliations at the December 2, 2020 meeting. Mr. Bell provided a brief update on the divisional reconciliations including areas that are being monitored and the impact of enrollment fluctuations. Next, he shared that the C-E-W-W Health Insurance Consortium has had a successful year, adding to the consortium's reserves which will be a major factor in rate setting for next year. Mr. Bell also reviewed several other NYS economic factors that will influence both CVES' budget and those of our component districts. Mrs. Gero, Budget Committee and Board member, commended Eric and the CVES team for their work on the budget during this difficult year. The next Budget Committee meeting will be held on January 26, 2021 at 7:00 p.m. at the Instructional Services Center, where preliminary 2021-22 budgets will be analyzed and discussed as well as finalizing the draft budget.

CAPITAL PROJECT
UPDATE

Mr. Eric Bell began the update by sharing with the Board the status of our CVES' "mini" capital projects. He reported that all doors are scheduled to be installed at the Plattsburgh Main Campus by the end of December. Next, he focused on the Capital Project and indicated that the remaining punch list items from the summer's work, will be completed on the Main Campus during Christmas break while students are not on campus. At the Satellite campus, the new addition is progressing well, and the construction crew is working on temporary heat so they can continue working during the colder months. The main hanger space has been the primary focus, with the pouring of concrete before the December Holiday break. The large hanger space, when the renovations are completed, will include office space and the large conference space, with room dividers. The construction

project is on schedule with the hope of moving employees from ISC and other locations into the renovated South Campus building prior to the start of school in September 2021.

CORRECTIVE
ACTION PLAN &
AUDIT RESPONSE

Mrs. LaRocque moved, seconded by Mrs. Saunders, that the Board approve the Corrective Action Plan for the 2019-20 Annual Independent Audit Management Letter Comments. All Board Members present voted yes—motion carried.

PREVIOUS
MINUTES

Mrs. LaRocque moved, seconded by Mr. Harriman Sr., to approve the minutes of the November 18, 2020 monthly Board meeting as presented. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

Mrs. LaRocque moved, seconded by Mr. Murdock 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 November 7, 2020 to November 23, 2020, as presented.

TREASURER'S
REPORT

Approve the Treasurer's Reports from October 31, 2020 as presented.

DONATIONS

Approve the following Donations:

1. Donation of \$200 from Marie Tenebruso in memory of Paule Bonelli. This donation will be used to assist with Special Education Positive Behavioral Intervention & Support (PBIS).
2. Donation of \$100 from Harland Funeral Home, Inc. This donation will be used to assist with Special Education Positive Behavioral Intervention & Support (PBIS).
3. Donation of \$25 from Mr. & Mrs. Pat Maloney in memory of Robert Carpenter. This donation will be used to benefit multiple CV-TEC programs.
4. Donation of \$50 from Mr. & Mrs. Michael Maloney in memory of Robert Carpenter. This donation will be used to benefit multiple CV-TEC programs.

SPECIAL AID
FUND PROJECT
CONTINUATIONS

Approve the following Special Aid Fund Project Continuations:

1. WIOA, Title II, Adult Basic Education and Literacy Services special aid fund project be allowed to continue providing services for the period January 1- March 31, 2021. Expenditures are not to exceed \$15,498. (CV-TEC)
2. WIOA, Title II, Incarcerated and Institutionalized Education special aid fund project be allowed to continue providing services for the period January 1- March 31, 2021. Expenditures are not to exceed \$101,973. (CV-TEC)

3. NYS Basic Literacy- JCEO special aid fund project be allowed to continue providing services for the period January 1- March 31, 2021. Expenditures are not to exceed \$18,369. (CV-TEC)

4. NYS Basic Literacy- One Work Source special aid fund project be allowed to continue providing services for the period January 1- March 31, 2021. Expenditures are not to exceed \$17,345. (CV-TEC)

5. Perkins V/CTEIA- Basic special aid fund project be allowed to continue providing services for the period January 1- March 31, 2021. Expenditures are not to exceed \$29,221. (CV-TEC)

SPECIAL AID
FUND PROJECTS

Approve the following Special Aid Fund Projects:

1. COVID-19 Response Learning & Leadership Grant, special aid fund project, in the amount of \$5,000, for the period of November 16, 2020 through October 16, 2021. This program is funded through the National Education Association Foundation. (ISC)

2. Healthy Cafeteria Sustainability Grant, special aid fund project, in the amount of \$50,000, for the period of November 1, 2020 through October 31, 2021. This program is funded through the Cloudsplitter Foundation. (Management Services)

3. Education Stabilization Fund, special aid fund project, in the amount of \$82,722, for the period of November 5, 2020 through November 4, 2021. This program is funded through the CARES Act Higher Education Emergency Relief Fund. (CV-TEC)

CONSENT
AGENDA
PERSONNEL

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

RESIGNATION
FOR THE PURPOSE
OF RETIREMENT
JOHNSON

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

1. Fredric Johnson, Electrical Teacher, Effective July 2, 2021.

RESIGNATION
CASSAVAUGH

Accept the following letter(s) of Resignation:

1. Morgyn Cassavaugh, Teacher Aide/Student Aide, Effective December 7, 2020

LEAVE OF
ABSENCE
AGUILAR,
STOFFEL

Approve the following leave(s) of absence:

1. Henry Aguilar, Lifeguard, unpaid leave of absence, effective December 12, 2020 through February 12, 2021.

2. Rhona Stoffel, Special Education Teacher, unpaid leave of absence, effective December 8, 2020 through February 12, 2021.

CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
FRENYEA,
DEFAYETTE,
TROMBLEY

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

- 1. Angelia Frenyea (Pending Fingerprint clearance), Teacher Aide/Student Aide Effective December 7, 2020, Annual Base Salary of \$17,844, Prorated Salary of \$12,105.23.
- 2. Mikayla Defayette (Pending Fingerprint clearance), Teacher Aide/Student Aide Effective December 7, 2020, Annual Base Salary of \$17,844, Prorated Salary of \$12,105.23.
- 3. Kierra Trombley, Food Service Helper, Effective November 30, 2020, Annual Base Salary of \$16,807, Prorated Salary of \$11,824.02.

PERMANENT
APPOINTMENT
GATES, SMITH,
BUSHEY, DANIELS

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

- 1. Becky Gates, Offset Print Machine Operator, Effective April 6, 2020
- 2. Matt Smith, Communication & Publication Coordinator, Effective September 24, 2020
- 3. Nicholas Bushey, Custodial Worker, Effective January 2, 2021
- 4. Gladys Daniels, Food Service Helper, Effective January 6, 2021

ADULT
EDUCATION
INSTRUCTOR

Approve the following Adult Education Course Instructors for the 2020-21 school year:

Adult Education Health Careers (\$38.50/hour)
Dylan Limlaw

FACILITATOR

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

Facilitators (\$30.00/hour)
Joan McGowan
Melissa Gough

SUBSTITUTES

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

<u>Name</u>	<u>Position</u>
Kirstin Kalefsky	Teacher
Kirstin Kalefsky	Teaching Assistant

Dr. Davey acknowledged the retiree that was approved and thanked him for his 36 years of dedicated service at CVES.

BUDGET
INCREASES

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

1. Inter-Scholastic Sports Coordination budget from \$149,699 to \$151,699 for the 2020-2021 school year due to increased participation with the software RSchool. (Co-Ser 554 - ISC)
2. Instructional Technology Service budget from \$329,400 to \$499,986 for the 2020-2021 school year due to increased participation/usage from Boquet Valley, Chazy, Keene, NCCS and Peru School Districts. (Co-Ser 564 - ISC)
3. Substitute Coordination budget from \$17,355 to \$29,408 for the 2020-2021 school year due to participation from AuSable Valley CSD. (Co-Ser 654 - ISC)
All Board Members present voted yes—motion carried.

LETTERS OF
RESIGNATION
BRINTON, STEIN,
TAYLOR,
MITCHELL-
BRIEHL

Mrs. LaRocque moved, seconded by Mr. Harriman, Sr., that the Board approve the following letter(s) of Resignation:

1. Marcia Brinton, Teacher Aide/Student Aide, Effective December 3, 2020
 2. Katie Stein, Teacher Aide/Student Aide, Effective December 12, 2020
 3. Kara Taylor, Accountant (Schools), Effective January 6, 2021
 4. Jessica Mitchell-Briehl, Food Service Teacher, Effective January 8, 2021
- All Board Members present voted yes—motion carried.

FOUR-YEAR
PROBATIONARY
APPOINTMENT
IORIO, JR.

Mrs. LaRocque moved, seconded by Mr. Harriman, Sr., that the Board appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. John Iorio, Jr., Adult Services Administrator, Effective January 4, 2021, Annual Base Salary of \$95,000.00, Prorated Salary of \$50,666.67. 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 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
PROVISIONAL
APPOINTMENT
GONYEA

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

1. Tara Gonyea, Teacher Aide/Student Aide, Effective December 14, 2020, Annual Base Salary of \$17,844, Prorated Salary of \$11,656.88. All Board Members present voted yes—motion carried.

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MEMORANDUM
OF AGREEMENT
CEWW BOCES
AND CVES
CONFIDENTIAL
UNIT

Mrs. LaRocque moved, seconded by Mrs. Saunders, that the Board approve the Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the CVES Confidential Unit that acknowledges the addition of the Benefits Specialist. All Board Members present voted yes—motion carried.

STRATEGIC PLAN
UPDATE

Dr. Davey thanked the District Planning Team (DPT) for a successful December DPT update meeting and their work with facilitator Sean Brady in updating the 2020-21 Strategic Plan. The DPT discussed the year's planned areas of focus including the new goals such as updating the CVES' website, logo and refreshing our public relations and communications efforts. Dr. Davey discussed the Board's support for our CVES-wide goal initiative of promoting Equity, Inclusion and Acceptance. He discussed a potential Board retreat with a Diversity trainer specialist to support the Board's endorsement of this goal and to highlight their support for the initiative across CVES with all our students, staff and to support similar initiatives in our component districts.

DISTRICT SUPT.
UPDATE

Dr. Davey began his District Superintendent's update by sharing that one of our Special Education student's holiday ornament was chosen as the NY State award winner for display on the National Holiday Tree in the White House. In addition, 12 WAF Special Education students' ornaments were placed on the NYS Holiday Tree on the National Mall in Washington, D.C., along with students from the other 49 states and their holiday trees. Dr. Davey thanked CVES' Art Teacher, Roxanna Palmer, for her help and guidance with this project's submission. Second, Dr. Davey discussed that CVES acknowledges that the upcoming holidays can be a challenging time for many students. He noted that our CVES staff works hard to be generous and to embrace the spirit of the holidays for all on campus. Projects, donations, gift giving, are all just a few examples of the holiday cheer that is being spread throughout the CVES campus and the community. Dr. Davey asked Mrs. Michele Friedman, Director of Career and Technical Education, Mr. Matt Slattery, Director of Special Education and Teri Calabrese-Gray, Assistant Superintendent of Instruction and 21st Century Learning to share the various holiday drives to assist students and families in our school community. Next, Dr. Davey provided to the Board snapshots of the regional and county trends of COVID positive cases. Dr. Davey continues to have weekly check-in meetings with both the Clinton and Essex county Health Departments and our component districts. The documents provide metrics for yellow zone status and testing data that is being monitored very closely. The Board and Dr. Davey then discussed next month's meeting location and a potential fully remote meeting due to the increase in COVID cases in our area. This will be contingent upon the ongoing guidance of local Health Departments, infection rates among our schools and CVES and NYSDOH and the Governor's determination if provided. Lastly Dr. Davey reviewed several DS and SED updates including the recent virtual NECOSS meeting, remote learning, 180-day verification and parent waivers on declination of regents exams.

OTHER

Discussion ensued about Dr. Davey's recent DS meetings with Interim NYSED Commissioner Betty Rosa and important topics reviewed. The referenced memos in Dr. Davey's update and internet equity were some of the main areas discussed. The Interim Commissioner was commended for her leadership and work during this very difficult time in leading the NYS Education Department and schools across NYS.

NEXT BOARD MEETING

The next Board meeting will be held on Wednesday, January 13, 2021, 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 8:41 p.m. All Board Members present voted yes—motion carried.


Meaghan Rabideau, Board Clerk