

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

DATE: December 8, 2021  
KIND OF MEETING: Regular Board Meeting  
PLACE: Satellite Campus Conference Center, Plattsburgh, NY

Board Members Present:

Leisa Boise  
Richard Harriman, Sr.  
Donna LaRocque  
Ed Marin  
Thomas McCabe  
Marque Moffett  
Bruce Murdock  
Lori Saunders  
Michael St. Pierre  
Donna Wotton

Board Members Absent:

Kathy Comins-Hunter  
Patricia Gero  
Richard Malaney  
Florence Sears  
Doug Spilling

District Superintendent:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Amy Campbell  
Michele Friedman  
Matthew Slattery  
Eric Bell  
Jaci Kelleher  
Alex St. Pierre

MEETING  
TO ORDER

Board President St. Pierre called the meeting to order at 7:58 p.m.

BOARD MEMBER  
APPOINTMENT

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board appoint Mrs. Marque Moffett to the CVES vacant Board seat through April 28, 2022. Mrs. Moffett took the Oath of Office and filed with the Board Clerk. All Board Members present voted yes—motion carried.

EXECUTIVE  
SESSION

Mr. Harriman Sr. moved, seconded by Mrs. Boise, that the Board go into Executive Session at 8:02 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; #9 - A matter related to a specific student of the district. All Board Members present voted yes—motion carried.

In Executive Session, Dr. Davey introduced Mrs. Jacqueline Kelleher, Esq. CVES' attorney from Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC, who provided legal advice on several matters. Dr. Davey then provided an overview of confidential topics including an update on a grievance with CVES' United Professionals Association, currently at Stage 2. Next, Dr. Davey reviewed his recommendation regarding ratification of the CSEA 10-Month Support Staff Unit contract. The details of the contract agreement proposal were reviewed, and the agreement is dated July 1, 2021 through June 30, 2025. Third, several confidential personnel updates were discussed including hiring recommendations, leaves of absences and resignations in advance of planned action during the evening's Board meeting. Fourth, a student disciplinary matter was discussed with planned next steps outlined. Lastly, a recommendation was reviewed regarding the

School Resource Officer (SRO) 2021-22 contract update with the Clinton County Sheriff's Department.

Mr. Murdock moved, seconded by Mrs. Boise, that the Board come out of Executive Session at 8:58 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 recent meeting. Mr. Bell then reviewed the Corrective Action Plan from the June 30, 2021, Annual Independent Audit Management Letter and CVES' response which is recommended for approval this evening. There were two minor findings, one of which that has been addressed, and the second with regard to the continued roll-out of electronic timesheets. This implementation is planned to be fully executed by the end of the current 2021-22 school year. Mr. Bell also reported that the Comptroller State Audit has been progressing and is expected to be completed by late January 2022. Lastly, the Internal Audit Exemption has expired for BOCES and CVES will need to build that additional cost into the 2022-23 budget. The next Audit Committee meeting will be held on February 9, 2022.

**BUDGET  
COMMITTEE  
UPDATE**

An update was provided to the Board based on the Budget Committee meeting from November 30, 2021. At that meeting, current reconciliations for each CVES division for the 2021-22 school year and budget forecasts for 2022-23 school year were reviewed. Mr. Bell began by providing a brief overview of divisional budgets – including CV-TEC, Special Education, Instructional Services and Management Services. Next, 2022-23 budget development factors were reviewed that will impact next year's budget development. Reserve Funds, EBLAR and the TRS Reserve were all also reviewed. It was noted that the CEWW BOCES Health Insurance Consortium/Workers Compensation meeting scheduled for late February will determine health insurance premiums for the next year and will impact the budget also. Mr. Bell shared that the Resident Waited Average Daily Attendance (RWADA) is down this year which is used in allocating the CVES Administrative budget, and effects the share of each component districts' cost/portion. Dr. Davey then reviewed trends in NYS and locally, including the arrival of stimulus monies to area districts and areas of planned advocacy for 2022-23. These areas included the planned continued full funding of foundation aid to school districts across NYS, and the requested increase of CTE Co-ser aid for staffing, established in 1993 at a \$30,000 level. There has been no change on Co-Ser reimbursement since that time. Lastly, the Board was provided an opportunity for questions. The next Budget Committee meeting will be held on January 25, 2022, at 7:00 p.m. in-person at the Satellite Campus Conference Center and simultaneously via Webex (if permitted).

**CAPITAL PROJECT  
UPDATE**

Mr. Bell stated that CVES is now at the substantial completion phase of the \$29.85 Voter Approved Capital Project (Phase One) timeline and that the Capital Project is under budget and on-time. He reminded the Board that numerous project scope

items were removed from the budget initially, but with thoughtful planning, excellent leadership, a proactive approach in ordering materials early, and close monitoring of the budget and implementation during construction, CVES has managed to stay under budget. There are approximately six items that require completion and then a final inspection will be conducted. Work will then continue through January-February 2022 for those punch-list items, with any lingering work to be done during warmer weather to be finalized this Spring. Phase 2 Capital Project planning is underway, with an estimated budget of \$5-6 million which includes our annual CVES Capital budget expenditure over two years. This annual CVES Capital budget expenditure combines the end of a school year, and the start of the next school year and includes the remaining Capital Project budget savings. It is hoped that the construction work on this Phase 2 will begin during the Summer of 2023. CVES has begun discussion of this identified work with SchoolHouse Construction and Tetra Tech Architects to help with preliminary budgeting of the Phase 2 project.

**DISTRICT  
SUPERINTENDENT  
UPDATE**

Dr. Davey began his update by thanking the Culinary Arts Program Chefs and students for the delicious Board Holiday Dinner that took place earlier this evening. He noted that CVES' Holiday celebrations and themes will continue throughout the next two weeks, both on and off campus. Second, Dr. Davey provided several CVES updates including the annual Plattsburgh City Parade that CV-TEC participated in recently, where they showcased the newly donated trucks and that "CTE is Essential." Next, he thanked the North Country Workforce Partnership, Inc., in Partnership with the Universität Siegen of Germany and CV-TEC which will commence their STEM pilot project next week with a week's worth of events. CVES' CV-TEC division was chosen for this partnership as one of two schools in the United States as part of a pilot project working with students from Seigen, Germany and our local advanced manufacturing partners. Fourth, Dr. Davey shared COVID-19 updates to the Board including the CEWW Report Card Update, a snapshot of cases in districts to date, and a summary the Governor's recent Executive order. COVID-19 testing of symptomatic students is beginning at CVES and this testing will allow for students to be tested prior to being sent home with parents. Fifth, several DS meeting topics were shared including the Graduation Measures initiative and DEI updates. Dr. Davey then shared that the NECOSS conference recently held its 50<sup>th</sup> annual meeting (1971 – 2021) which provides professional development for Superintendents from CVES, FEH BOCES and our component districts. Lastly, the Board was reminded of the next meeting date of January 12, 2022, to be held at both the Satellite Campus Conference Center in Plattsburgh & the Yandon-Dillon Center in Mineville.

**CORRECTIVE  
ACTION PLAN &  
AUDIT RESPONSE**

Mrs. LaRocque moved, seconded by Mrs. Boise that the Board approve the Corrective Action Plan for the 2020-21 Annual Independent Audit Management Letter Comments. All Board Members present voted yes—motion carried.

**PREVIOUS  
MINUTES**

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the minutes of the November 10, 2021 regular meeting as presented. All Board Members present voted yes—motion carried.

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CONSENT  
AGENDA  
FINANCIAL

Mrs. LaRocque 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 November 2, 2021 to November 29, 2021, as presented.

TREASURER'S  
REPORTS

Approve the Treasurer's Report from October 31, 2021 as presented.

DONATION

Approve the following Donation:

1. For the Student Stipend Fund:	
United Way (September 2021)	85.88
United Way (October 2021)	85.88
United Way (November 2021)	<u>85.88</u>
TOTAL -	\$ 257.64

BUDGET  
INCREASES

Approve the following Budget Increases:

1. School Library System Basic Operating Aid from \$94,526 to \$113,346, for the period of July 1, 2021 through June 30, 2022, due to rollover funds from 2020-2021. (Co-Ser 947 ISC)
2. School Library System Supplemental Operating Aid from \$46,160 to \$57,857, for the period of July 1, 2021 through June 30, 2022, due to rollover funds from 2020-2021. (Co-Ser 956 ISC)
3. School Library System Categorical Aid for Automation from \$9,453 to \$13,154, for the period of July 1, 2021 through June 30, 2022, due to rollover funds from 2020-2021. (Co-Ser 949 ISC)
4. The 6:1:1 Autism budget from \$2,919,268 to \$3,286,422 for the 2021-2022 school year to accommodate the increases in student enrollment from AuSable Valley, Northeastern Clinton, Franklin-Essex-Hamilton BOCES-Malone, and Washington-Saratoga-Warren-Hamilton-Essex-North Warren School Districts. (CoSer 205 – Special Education)
5. The 8:1:1 Academic/Behavior budget from \$4,664,981 to \$5,312,147 for the 2021-2022 school year to accommodate the increases in student enrollment from Beekmantown, Boquet Valley, Moriah, Northern Adirondack, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, Franklin-Essex-Hamilton BOCES-Malone, and Washington-Saratoga-Warren-Hamilton-Essex-North Warren School Districts. (CoSer 208 – Special Education)

6. The 8:1:1 Life Skills budget from \$4,842,181 to \$5,581,004 for the 2021-2022 school year to accommodate the increases in student enrollment from AuSable Valley, Chazy, Crown Point, Northeastern Clinton, Peru, Ticonderoga, Franklin-Essex-Hamilton BOCES - Malone, and Franklin-Essex-Hamilton BOCES – Salmon River School Districts. (CoSer 210 – Special Education)
7. Academic Programs Hospital Based from \$81,478 to \$86,437 for the 2021-2022 school year to accommodate the potential of increase in services from various districts. (CoSer 441 – Special Education)
8. On-Line High School budget from \$11,275 to \$13,675 for the 2021-2022 school year to accommodate increased participation from Keene Central School. (CoSer 411 – CV-TEC)
9. Library Media Services budget from \$339,899 to \$360,144 for the 2021-2022 school year due to increased participation from the following districts: Beekmantown, Northeastern Clinton, Peru, Ticonderoga and Willsboro. (CoSer 508 ISC)
10. Library Automation budget from \$100,081 to \$100,981 due for the 2021-2022 school year due to increased participation from Ticonderoga CSD. (CoSer 555 ISC)
11. Instructional Technology budget from \$500,100 to \$959,809 for the 2021-2022 school year due to increased participation from the following districts: Crown Point, Plattsburgh City, Saranac, Schroon Lake and Willsboro. (CoSer 564 ISC)
12. Community Schools Service budget from \$70,000 to \$70,500 for the 2021-2022 school year due to increased participation from the following schools: Plattsburgh City and Peru. (CoSer 565 ISC)
13. School Public Relations budget from \$123,588 to \$140,134 for the 2021-2022 school year due to increase in anticipated costs that will be covered by estimated future requests from districts. (CoSer 610 ISC)
14. Grants Management budget from \$129,843 to \$181,099 for the 2021-2022 school year due to increased participation from the following schools: Boquet Valley, Crown Point, Peru and Willsboro. (CoSer 645 ISC)

**CONTRACTOR/  
CONSULTANT  
AGREEMENT**

Approve the following Contractor/Consultant Agreement:  
Agreement between Clinton-Essex-Warren-Washington BOCES and Learn Thru Movement, Inc./Math and Movement for the purpose of obtaining ten (10) one-hour virtual training sessions during the period of January 10, 2022 through May 16, 2022. Sessions may be canceled no later than January 7, 2022 due to low enrollment. The total amount for all services and educational materials is not anticipated to exceed \$8,600. (ISC)

AGREEMENT

Approve the following Agreement:

Agreement between Clinton-Essex-Warren-Washington BOCES (BOCES) and the Clinton County Sheriff's Office (County) under which the County will provide the services of a School Resource Officer (SRO) at BOCES from January 1, 2022 through June 30, 2022 for a total amount not anticipated to exceed \$20,000. (Administration)

PROPOSAL COST  
INCREASE

Increase the proposal cost from Schoolhouse Construction Services, LLC of Delhi, New York for Construction Management Services for the CVES voter approved Capital Project in the amount of \$8,500 as an allowance for General CM Office Supplies and Resources. The original proposal cost of \$720,000 was approved at the October 10, 2019 Board Meeting. (Administration)

CONSENT  
AGENDA  
PERSONNEL

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

RESIGNATIONS  
VALENZUELA,  
MINCHOFF,  
PIERCE, KEEFE

Accept the following letter(s) of Resignation:

1. Daniel Valenzuela, Principal, effective December 13, 2021
2. Stacie Minchoff, Special Education Teacher, effective December 15, 2021
3. Nicole Pierce, Registered Nurse – 40%, effective December 22, 2021
4. Amanda Keefe, Special Education Teacher, effective January 1, 2022

LEAVE OF  
ABSENCES  
GILL,  
SANTANIELLO

Approve the following Leave(s) of Absence:

1. Surinderpal Gill, Teacher Aide/Student Aide, unpaid leave, December 1, 2021 through March 31, 2022
2. Nicole Santaniello, School Counselor, unpaid leave, December 3, 2021 through February 13, 2022

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
WHALEN,  
TRUDEAU, BEAN

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

1. Amelia Whalen, Teacher Aide/Student Aide, Effective November 29, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved), Prorated Salary of \$12,553.57.
2. Vickie Trudeau (*pending fingerprint clearance*, Teacher Aide/Student Aide, Effective December 13, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved), Prorated Salary of \$11,656.88.
3. Philip Bean, Occupational Therapist – 70%, Effective November 22, 2021, Annual Base Salary of \$49,784, Prorated Salary of \$22,825.96.



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RESIGNATIONS  
MITCHELL,  
HARLAND,  
THORNE

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

1. Margo Mitchell, Temporary-on-Call Food Service Helper, effective December 3, 2021 to accept the position of Teacher Aide/Student Aide
  2. Kelsey Harland, Teacher Aide/Student Aide, effective December 13, 2021 to accept the position of Teaching Assistant
  3. Kayla Thorne, Special Education Teacher, effective January 3, 2022
- All Board Members present voted yes—motion carried.

LEAVE OF  
ABSENCE COLE

Mrs. Boise moved, seconded by Mrs. LaRocque that the Board approve the following Leave(s) of Absence:

1. Amanda Cole, Teaching Assistant, unpaid leave, effective December 14, 2021 – June 30, 2022. All Board Members present voted yes—motion carried.

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
MITCHELL,  
GORDON,  
FORGET, RIVERA

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

1. Margo Mitchell, Teacher Aide/Student Aide, Effective December 6, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved), Prorated Salary of \$12,105.23.
2. Margaret Gordon, Teacher Aide/Student Aide, Effective December 13, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved), Prorated Salary of \$11,656.88.
3. Autumn Forget, Teacher Aide/Student Aide, Effective December 13, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved), Prorated Salary of \$11,656.88.
4. Kayla Rivera, Teacher Aide/Student Aide (*pending fingerprint clearance*), Effective January 3, 2022, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved), Prorated Salary of \$10,580.86. All Board Members present voted yes—motion carried.

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENTS  
KALTENBACH

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

1. Sadie Kaltenbach, School Lunch Manager, Effective December 20, 2021, Annual Base Salary of \$45,000, Prorated Salary of \$25,650.

(EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM) All Board Members present voted yes—motion carried.



TEMPORARY  
APPOINTMENTS

Mr. Murdock moved, seconded by Mrs. LaRocque that the Board appoint the following person(s) to a Temporary Appointment for the 2021-22 school year:

1. Hannah McCauley, School Social Worker (Uncertified), Effective December 13, 2021 - June 30, 2022, Annual Base Salary of \$57,192, Prorated Salary of \$36,602.88.

2. Kelsey Harland, Teaching Assistant (Uncertified; certification pending), Effective December 13, 2021 - June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$16,196.52.

All Board Members present voted yes—motion carried.

PART-TIME  
HOURLY  
APPOINTMENTS

Mrs. LaRocque moved, seconded by Mrs. Boise that the Board appoint the following person(s) to a Part-Time Hourly appointment for the 2021-22 school year:

1. Stephen Bassett, Vehicle Maintenance, \$50/hour

2. Vickie McMillan, COVID-19 Testing Personnel (Clinic Aide), \$30/Hour

All Board Members present voted yes—motion carried.

EMPLOYMENT  
AGREEMENT  
SCHOOL LUNCH  
MANAGER

Mr. Murdock moved, seconded by Mrs. LaRocque, Upon the recommendation of the District Superintendent, BE IT RESOLVED, that the Board Ratify the employment agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Sadie Kaltenbach, School Lunch Manager, effective December 20, 2021 through June 30, 2024. All Board Members present voted yes—motion carried.

10-MONTH CSEA  
(SUPPORT STAFF)  
AGREEMENT

Mrs. LaRocque moved, seconded by Mrs. Boise, that Upon the recommendation of the District Superintendent, BE IT RESOLVED, that the Board Ratify the Agreement by and between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the 10-Month CSEA (Support Staff) Group, effective July 1, 2021, through June 30, 2025. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF LEAD  
PRINCIPAL  
EVALUATOR

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the following Lead Evaluator Certification Resolution:

Be it resolved that Mark Brown, Principal, is hereby certified as a Qualified Lead Evaluator of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCCR §30-2.9(b):

- (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- (2) Evidence-based observation techniques that are grounded in research;
- (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCCR §30-2.2;
- (4) Application and use of the State-approved rubrics selected by the BOCES for

use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;

(5) Application and use of the assessment tools that the BOCES utilizes to evaluate its classroom teachers, including, but not limited to, structured portfolio reviews, professional growth goals\*, school improvement goals, etc.;

(6) Application and use of the State-approved locally selected measures of student achievement used by the BOCES to evaluate its classroom teachers;

(7) The scoring methodology utilized by the Department and the BOCES to evaluate a classroom teacher under 8 NYCCR §30-2, including (a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and (b) application and use of the scoring ranges prescribed by the

Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and

(8) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.

All Board Members present voted yes—motion carried.

STRATEGIC PLAN  
UPDATE

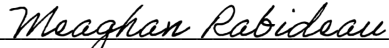
Dr. Davey thanked the DPT Committee members for their involvement at the recent meeting on December 7, 2021. Areas of progress were reviewed, and the DEI initiative next steps include a consultant that will be working with CVES. A CVES rebranding subcommittee will be developed at the district level with planned activities to include updating the website, consider rebranding naming options, and signage of our buildings and campuses. Once the proposal has been created, it will be provided to the Board for review. The Strategic Plan mid-year update will be presented to the Board during the February 9<sup>th</sup> Board meeting.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, January 12, 2022, at the Satellite Campus Conference Center in Plattsburgh and the Yandon-Dillon Center Mineville. 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 9:46 p.m. All Board Members present voted yes—motion carried.

  
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Meaghan Rabideau, Board Clerk