

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

DATE: February 9, 2022
KIND OF MEETING: Regular Board Meeting
PLACE: Plattsburgh Satellite Campus Conference Center & Remote Via WebEx

Board Members Present:

Leisa Boise
Kathy Comins-Hunter
Patricia Gero
Richard Harriman, Sr.
Ed Marin (*joined at 6:37 p.m.*)
Thomas McCabe (*joined at 6:37 p.m.*)
Marque Moffett
Bruce Murdock
Lori Saunders
Florence Sears (*joined at 6:38 p.m.*)
Doug Spilling
Michael St. Pierre
Donna Wotton

Board Members Absent:

Donna LaRocque
Richard Malaney

District Superintendent:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Amy Campbell
Michele Friedman
Matthew Slattery
Eric Bell
Alex St. Pierre
Meghan Zedick
Christine Myers

MEETING
TO ORDER

Board President St. Pierre called the meeting to order at 6:34 p.m.

Note: Board Member Florence Sears was unable to use camera and therefore did not motion or vote for the duration of the meeting.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:36 p.m., for the following reasons: #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; #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 and the Board reviewed several confidential contractual matters pertaining to CVES' Capital Project. Ms. Meghan Zedick, Esq, a partner with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC of Plattsburgh, was present to provide legal advice as part of the discussion. Second, an update was given on labor relations and various confidential personnel matters involving several employees and labor-management matters. These topics included a grievance update, discussion on the establishment of a new Special Education administrative position and filling existing vacancies. Lastly, Dr. Davey provided an update on a confidential subject under investigation involving several students.

Note: Board members Thomas McCabe and Ed Marin joined the meeting at 6:37 p.m., Florence Sears joined the meeting at 6:38 p.m.

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 8:00 p.m. All Board Members present voted yes—motion carried.

STRATEGIC PLAN
MID-YEAR
UPDATE

Dr. Davey began the 2021-22 Strategic Plan Mid-Year Update by thanking the Board for their continued support and the DPT (District Planning Team) members for their work and continued focus on this year's initiatives despite the challenges provided by the continuing pandemic. Dr. Davey shared with the Board how CVES is helping to lead and assist with the regional COVID response of our North Country schools and internally during the demanding school year while CVES and our schools remained in-person. Despite the ongoing implementation challenges and additional work, COVID demanded that CVES continue much of its planned work aligned with the Strategic Plan's 2021-22 priorities and strategies. Dr. Davey then reviewed with the Board how CVES helped maintain in-person instruction and supported the ongoing facilitation and application of COVID guidance with the local Departments of Health (CCHD and ECHD) from the NYSDOH, NYSED, and our region's schools. CVES assisted in providing regional data, supported COVID testing, and coordinated weekly COVID test deliveries and distribution of NYS tests to our component school districts. CVES also partnered with CCHD, ECHD, and various community agencies to support the region's COVID response in our school communities. Next, Dr. Davey shared with the Board an update on the DEI work planned and the rebranding initiatives that have been developed. A sub-committee is being established, and Sean Brady of Prism Decision Making will once again join CVES to help facilitate this work. Lastly, Dr. Davey informed the Board that each divisional update could be expanded upon by our Assistant Superintendents and CV-TEC and Special Education Divisional Directors in attendance if there were questions.

AUDIT
COMMITTEE
UPDATE

Mr. Eric Bell, CVES' Assistant Superintendent of Management Services, provided an update on the Audit Committee meeting held earlier this evening. He shared that the Internal Audit Exemption has expired for BOCES, and CVES has built that additional cost into the 2022-23 budget. Additionally, the Committee reviewed Reserve balances for the ERS & TRS Reserve Funds and the Employee Benefit Accrued Liability Reserve (EBALR). Lastly, Mr. Bell shared that the Comptroller's Audit of CVES is ongoing, and the next phase will focus on employee benefits. Mr. Bell thanked the CVES Management Services team for their efforts in providing all requested documentation to the auditor. Dr. Davey echoed his appreciation of CVES administrators and our staff's work, as well as the Audit Committee's thorough review and discussion of priority areas. The next Audit Committee meeting will be held on May 11, 2022, at 5:00 p.m. at the Yandon-Dillon Center in Mineville.

CAPITAL PROJECT
UPDATE

Mr. Bell began the update by discussing the recent plumbing issues in the Satellite Campus Conference Center (South building). He reviewed the identified problems by using a camera that scoped through the building's plumbing to locate the problem(s). Mr. Bell then shared several pictures and drawings of the plumbing direction and the location of the clogging issues, which is mainly believed to be a "belly" or flat spot as the main issue. He then explained that CVES might need to dig into existing flooring to address and fix the problem as a long-term solution. CVES is currently waiting on a quote for this scope of work. Dr. Davey thanked our O&M staff and our Construction Team members for working with Roto-Rooter to locate the issues. He noted that development was underway as various solutions were considered including increasing the water pressure. Several Board members asked questions on the water flow and provided feedback on the identified issues. Next, Mr. Bell shared that the remaining punch-list items from the Capital Project are due to delivery delays in materials because of the pandemic. Lastly, Phase 2 of the Capital Project was discussed with an early estimated cost of \$5-\$6 million, which will generate additional construction aid and be a priority in the scope of work development. Dr. Davey and Mr. Bell will be meeting with our Construction Managers and Construction Architects to discuss the Phase 2 next steps.

BOARD BUDGET
PRESENTATION

Dr. Davey first thanked the entire administrative team, including CVES' Treasurer, Christine Myers, and Mr. Eric Bell, CVES' Assistant Superintendent of Management Services, for the preparation of the Draft CVES 2022-23 Budget information and PowerPoint (PPT), Management Services team members, as well as the Board members on the Budget Committee for their participation and assistance. Dr. Davey and Mr. Bell provided a recorded overview of the 2022-23 proposed budget. Dr. Davey reviewed the 2022-23 budget development factors that directly affect the proposed CVES budget (School District Tax Cap; Health Insurance Premium Increases; Salary Increases and Negotiations; TRS & ERS Retirement System Rates; the CVES Capital Project; Overall Resident Weighted Average Daily Attendance (RWADA) Change; and lastly the Governor's Executive Budget for 2022-23). Next Mr. Bell reviewed each of the divisional proposed draft budgets. He then provided an RWADA comparison from the current year's budget to the proposed budget for 2022-23 for each component district and reviewed BOCES Aid ratios by district. Lastly, Dr. Davey reviewed CVES' budget next steps, including that CVES will present the proposed budget to component district CSOs and business officials on February 11th. He also shared that the BOCES Annual meeting will be held on April 13, 2022, with a final budget presentation, and that the CVES Board Member Election and Administrative vote will be on April 28, 2022. Board members were allowed to ask questions and provide feedback on the presentation.

Mrs. Leisa Boise, Board member gave kudos to the entire CVES Administrative team for drafting a complex budget during such a challenging climate and school year. Mrs. Boise stated that she has served on the CVES Budget Committee for several years and thanked everyone for their diligence and a job well done.

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DISTRICT
SUPERINTENDENT
UPDATE

Dr. Davey began his update by referencing the two recent emergency days used due to the snowstorm last week. He then congratulated Mrs. Friedman and CV-TEC on the recent kick-off of their international STEM program partnership with UNIVERSITÄT SEIGEN (Germany), Schluter Systems, and a college in Lansing, Michigan. Next, Dr. Davey was proud to highlight the recent CVES Success Stories Volume 12 issue, which was shared with the Board, highlighting numerous organizational successes, and the latest edition of Strictly Business that featured Dr. Davey as one of many area leaders who participated in their Forum. Fourth, Dr. Davey reviewed staffing & vacancy planning efforts with the Board. Fifth, several COVID-19 updates were reviewed with the Board, including masking requirements, NYSDOH updated guidance, and ECHD and CCHD updates. The most recent COVID Report Card was provided to the Board with a comparison of cases from last year at this time. Dr. Davey noted that the sixth COVID rapid test kits shipment was delivered and distributed this week. Sixth, Dr. Davey provided SED and advocacy updates to the Board and stated that he looks forward to the CVES BOCES Lobby Day on Wednesday, March 2, 2022. CVES is scheduled to meet virtually with Assemblymen Billy Jones, Assemblyman Matthew Simpson, and Senator Dan Stec's office (anticipated) to discuss important BOCES advocacy initiatives. Finally, the upcoming 2022 CVES BOCES Board member election was discussed with the Board, including those Board members whose terms are set to expire this school year. The next Board meeting is March 9, 2022, and is planned to be held at the Yandon-Dillon Center in Mineville.

EDUCATIONAL
PROGRAM AND
FISCAL PLAN
RESOLUTION

Mrs. Boise moved, seconded by Mr. Murdock that the Board grant approval to have the 2022-23 CVES Educational Program and Fiscal Plan printed to share with Component School Districts. All Board Members present voted yes – motion carried.

PREVIOUS
MINUTES

Mr. Murdock moved, seconded by Mrs. Boise, to approve the minutes of the January 12, 2022 regular meeting as presented. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

Mr. Murdock moved, seconded by Mrs. Saunders, to remove Enclosure #11(Proposal) from the list and approve as amended 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 January 1, 2022 to January 31, 2022, as presented.

TREASURER'S
REPORT

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

DONATION

Approve the following Donation:

1. Donation of a Hyster Stand-up/Reach Forklift Model N035ZR from Bombardier Mass Transit Corporation/Alstom, with an estimated value of \$9,100. This donation will benefit the Heavy Equipment/Diesel Mechanics Technology Program.

BUDGET INCREASES

Approve the following Budget Increases:

1. On-Line High School budget from \$13,675 to \$16,835 for the 2021-2022 school year to accommodate increased participation from Boquet Valley, Keene, & Ticonderoga. (Co-Ser 411 – CV-TEC)

2. Recruiting budget from \$26,789 to \$32,050 for the 2021-2022 school year, to accommodate for additional service requests with Peru CSD. (Co-Ser 606 – Management Services)

3. GASB 75 budget from \$204,325 to \$210,835, for the 2021-2022 school year, to accommodate for additional service requests with Baldwinsville CSD and Liverpool CSD. (Co-Ser 655 – Management Services)

4. Central School Food Management budget from \$226,500 to \$267,180, for the 2021-2022 school year, to accommodate for additional service requests with Moriah CSD. (Co-Ser 642 – Management Services)

SPECIAL AID FUND PROJECT

Approve the following Special Aid Fund Project:

1. Supplemental Nutrition Assistance Program (SNAP) Employment & Training Venture IV Special Aid Fund Project in the amount of \$400,000 for the period of December 1, 2021 through November 30, 2022 (pending a fully executed contract with NYS). (CV-TEC)

CONTRACTOR/CONSULTANT AGREEMENTS

Approve the following Contractor/Consultant Agreements:

1. Agreements between Clinton-Essex-Warren-Washington BOCES and BE A HERO, LLC for “Sweethearts and Heros” performances at Crown Point Central School in an amount not to exceed \$17,600. The performance dates are October 26 and 27, 2021 and February 14 and 15, 2022. (ISC)

TRANSPORTATION AGREEMENT RENEWALS

Approve the following Transportation Agreement Renewals:

1. 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, 2021 through June 30, 2022 at a current estimated cost of \$17,000. (CV-TEC)

2. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Northeastern Clinton Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2021 through June 30, 2022 at a current estimated cost of \$26,000. (CV-TEC)

**MEMORANDUMS
OF AGREEMENT**

Approve the following Memorandums of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and The North Country Chamber of Commerce (NCCC) under which C-E-W-W BOCES and NCCC will work collaboratively to provide Specialized Workforce Development Adult Education Courses for Unemployed and Underemployed Workers during the 2021-22 school year. In accordance with the agreement, NCCC will reimburse BOCES for educational services rendered in an amount not to exceed \$4,500 per pupil per course successfully administered and BOCES, in turn, will reimburse NCCC for advertising, marketing and recruitment non-instruction facilitation in the amount of \$15,000 per course successfully administered. (CV-TEC)
2. Agreement between Clinton-Essex-Warren-Washington BOCES and Upstone Materials under which C-E-W-W BOCES and Upstone Materials will work collaboratively to provide Specialized Welding 100 Adult Evening Courses during the 2021-22 school year. In accordance with the Agreement, Upstone Materials will reimburse BOCES for educational services rendered in an amount not to exceed \$525 per pupil per course successfully administered. (CV-TEC)

**AMENDMENT OF
SERVICES
AGREEMENT**

Approve the following Amendment of Services Agreement:

1. Amendment of Services Agreement between Clinton-Essex-Warren-Washington BOCES and ACAP, Inc. to amend the Agreement approved at the CVES August 18, 2021 Board Meeting. The Amendment changes meal prices to remain in compliance with NYSED minimum reimbursement rates. The updated ACAP rates for July 2021 through December 2021 are as follows: \$2.57 for each student breakfast; \$4.38 for each student lunch; \$2.78 for each adult breakfast; \$5.17 for each adult lunch. The updated ACAP rates for January 2022 through June 2022 are as follows: \$2.71 for each student breakfast; \$4.63 for each student lunch; \$2.93 for each adult breakfast; \$5.43 for each adult lunch. All other terms and conditions of the original Agreement remain in effect. (Management Services)

**SCHOOL
BREAKFAST/
LUNCH RATE
INCREASES**

1. Adopt the Adult Breakfast cost of \$2.93 (includes sales tax) and Adult Lunch cost of \$5.43 (includes sales tax) for the 2021-2022 school year in our cafeterias per the updated guidance from NYSED dated January 14, 2022. (Mineville and Plattsburgh Campuses)
2. Adopt the following costs for second meals for students in our cafeterias. A cost of \$2.71 for a Second Breakfast and \$4.63 for a Second Lunch per the updated guidance from NYSED, effective as of January 25, 2022. First meals are free for students under the Community Eligibility Provision (CEP). (Yandon-Dillon and WAF)

PROPOSAL

Mr. Murdock moved, seconded by Mrs. Boise to discuss the FirstLight Fiber Proposal. All Board Members present voted yes—motion carried. Discussion then ensued between the Board and Administration about the proposal and other bids.

Mr. Murdock moved, seconded by Mrs. Boise that the Board accept a proposal submitted by FirstLight Fiber, Inc. of Albany New York for 10G WAN Connectivity Services for the Plattsburgh Main Campus and Plattsburgh Satellite Campus in the amount of \$26,400 a year. Services will commence July 1, 2022 and remain in effect through June 30, 2027.

Be it further recommended that the CVES Board President be granted authority to enter into a service agreement contract contingent upon CVES' attorney approval.

Notes:

- One additional proposal was received from Spectrum Enterprise of Latham, NY
- The total annual service of \$26,400 a year is 90% funded through the Schools and Libraries Universal Service Support Program (E-Rate) All Board Members present voted yes—motion carried

CONSENT
AGENDA
PERSONNEL

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

AMENDMENT

1. Amend the Temporary Appointment that was approved at the September 8, 2021 Board meeting to the following:

Name: Brooke Stevens

Position: ~~Social Worker~~ **School Social Worker**

Effective Date: September 9, 2021 – June 30, 2022

Certification Status: ~~Clinical Social Worker (license pending test results)~~ **Uncertified**

Annual Base Salary: ~~\$57,192~~ **\$54,192**

Prorated Salary: ~~\$56,048.16~~ **\$53,108.16**

2. Amend the Temporary Appointment that was approved at the January 12, 2022 Board meeting to the following:

Name: Hannah McCauley

Position: School Social Worker

Effective Date: January 3, 2022- June 30, 2022

Certification Status: Uncertified

Annual Base Salary: ~~\$57,192~~ **\$54,192**

Prorated Salary: ~~\$34,315.20~~ **\$32,515.20**

RESIGNATION
FOR THE
PURPOSE OF
RETIREMENT
TEDFORD,
RABIDEAU

Accept the following letter(s) of Resignation for the Purpose of Retirement:

1. Thomas Tedford, Auto Body Teacher, effective July 16, 2022
2. David Rabideau, Custodial Worker, effective August 9, 2022

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RESIGNATIONS
BORDEAU,
BULLOCK,
LOBDELL,
DAGUE, SPRONK

Accept the following letter(s) of Resignation:

1. Cristina Bordeau, Teaching Assistant, effective January 27, 2022
2. James Bullock, Network and Systems Technician, effective February 1, 2022
3. Aimee Lobdell, Teaching Assistant, effective February 18, 2022
4. Karen Dague, School Social Worker, effective March 5, 2022
5. Pascal Spronk, Teacher Aide/Student aide, effective February 2, 2022

LEAVES OF
ABSENCE SNOW,
DUQUETTE

Approve the following Leave(s) of Absence:

1. Cassandra Snow, Teacher Aide/Student Aide, unpaid leave of absence, effective January 18, 2022, through June 30, 2022.
2. Emily Duquette, Teacher Aide/Student Aide, unpaid leave of absence, February 14, 2022, through June 30, 2022, for the purpose of accepting a temporary Teaching Assistant position.

TERMINATION
DELONG

Terminate the following person(s) in accordance with Civil Service Law:

1. Trevor Delong, Computer Specialist, Effective January 19, 2022

CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
BOKUS,
MCKINLEY,
RHUE, JACQUES,
BRACY, HEAD,
SANTANIELLO

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

1. Madison Bokus, Teacher Aide/Student Aide, Effective January 18, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$9,963.37
2. Patti McKinley, Teacher Aide/Student Aide, Effective January 18, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$9,963.37
3. Trista Rhue, Teacher Aide/Student Aide, Effective February 7, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$8,659.75
4. Melissa Jacques, Teacher Aide/Student Aide, Effective February 7, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$8,659.75
5. Dale Bracy, Food Service Helper, Effective January 19, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$9,870.25
6. Tavin Head, Computer Specialist, Effective January 6, 2022, Annual Base Salary of \$38,528 (was provisional)
7. Theodore Santaniello, Computer Specialist, Effective February 14, 2022, Annual Base Salary of \$38,528, Prorated Salary of \$14,670.28

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TEMPORARY
APPOINTMENTS
PARKER, OLSEN,
TOURVILLE,
DUQUETTE,
CONNERS,
GANTER

Appoint the following person(s) to a Temporary Appointment as follows for the 2021-22 school year:

1. Kristen Parker, Teaching Assistant (uncertified, certification pending), Effective January 18, 2022 – June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$13,918.90
2. Kent Olsen, Teaching Assistant (uncertified), Effective January 18, 2022 – June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$13,918.90
3. Susan Tourville, Teaching Assistant (Teaching Assistant Continuing Certificate), Effective January 18, 2022 – June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$13,918.90
4. Emily Duquette, Teaching Assistant (uncertified, certification pending), Effective February 14, 2022 – June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$10,882.04
5. Krysten Connors, CTE Business Teacher (uncertified), Effective February 28, 2022 – June 30, 2022, Annual Base Salary of \$45,365, Prorated Salary of \$18,372.83
6. Jami Ganter, School Social Worker (uncertified), Effective February 1, 2022 - June 30, 2022, Annual Base Salary of \$54,192, Prorated Salary of \$27,096

ADDITIONAL
WORK

Approve the following Additional Work for the 2021-22 School Year:

Professional Development: Development on Trauma Informed Practices, hourly rate per contract

Lisa Briscoe	not to exceed 10 hours
Rhonda Baker	not to exceed 10 hours
Rachel Boire	not to exceed 10 hours
Alyssa Restrepo	not to exceed 10 hours
Christina Lashway	not to exceed 10 hours
Maura Trombley	not to exceed 10 hours
Heather Shaw	not to exceed 10 hours
Laura Johnson	not to exceed 10 hours
Chelsea Benway	not to exceed 10 hours
Hannah McCauley	not to exceed 10 hours
Brooke Stevens	not to exceed 10 hours
Paula Cormier	not to exceed 10 hours
Jami Ganter	not to exceed 10 hours
Jennifer Cowling	not to exceed 10 hours
Savanna-Lin Boadway	not to exceed 10 hours

