

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

DATE: March 9, 2022
KIND OF MEETING: Regular Board Meeting
PLACE: Yandon-Dillon Center, Mineville & Remote Via WebEx

Board Members Present:

Leisa Boise
Kathy Comins-Hunter
Patricia Gero
Richard Harriman, Sr.
Donna LaRocque
Ed Marin
Thomas McCabe
Marque Moffett (*joined at 6:39 p.m.*)
Bruce Murdock
Lori Saunders
Florence Sears
Michael St. Pierre
Donna Wotton

Board Members Absent:

Richard Malaney
Doug Spilling

District Superintendent:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

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

MEETING
TO ORDER

Board President St. Pierre called the meeting to order at 6:37p.m.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mr. Harriman Sr., 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; and #9 - A matter related to a specific student of the district. All Board Members present voted yes—motion carried.

In Executive Session, Dr. Davey briefed the Board on several student disciplinary matters including the timeline and updates of an investigation underway involving potential litigation implications and, a second matter involving law enforcement. Second, he reviewed several recommendations involving personnel actions and tenure. Lastly, Dr. Davey and the Board reviewed several topics involving CVES' Capital Project including contractual updates, contractual extensions, and Phase 2 planning. Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 7:57 p.m. All Board Members present voted yes—motion carried.

CAPITAL PROJECT
UPDATE

Mr. Bell began by discussing the Capital Project Phase 2 scope of work and that the estimated funds available are \$6.5 million. These funds include remaining work from Phase 1 and the annual CVES "mini" capital projects. Mr. Bell stated that priority areas were identified early in the planning phases of the Capital

Project and noted that list is beyond what can be done with the allotted current funds. The necessary scope of work will go beyond Phase 2 planning and will likely develop into a 10-year plan. Items listed included, but were not limited to, whole building generators at each campus, upgrades to electrical panel boxes, flooring replacements, lighting improvements, second floor completion at the Satellite South Campus building, central cooling, exterior window replacement, and existing boiler replacement at the Plattsburgh Main Campus. Next, Mr. Bell reviewed the items that could be done by O&M personnel to help with the high cost of construction. CVES is also investigating the possible benefits of an energy performance contract, with an estimated project size of \$1.5 million. An expected summary of findings will be shared during the monthly April Board meeting. Lastly, next steps were reviewed including preliminary design work that will be done by Tetra Tech Architects & Engineers and cost estimates of work that will be provided by SchoolHouse Construction. CVES will then complete a final scope of work and recommend a project budget increase for Board approval. Once Board approved, CVES can then submit plans to NYSED for review, and anticipates construction to begin in the Summer of 2023.

**DISTRICT
SUPERINTENDENT
UPDATE**

Dr. Davey began the update by reviewing the recent lifted NYSDOH mask mandates in schools based on CDC guidance and rates of infection per County. The trend in cases has been decreasing over the past few weeks but CVES will continue to monitor closely the COVID infection rate in our region's schools with CCHD and ECHD. CVES now meets with the Essex and Clinton County Health Departments bi-monthly. CVES has paused the drive-up testing at the Plattsburgh Satellite Campus and will work with CCHD to reassess the need further after the April break. Next, Dr. Davey congratulated CV-TEC on recent successful events including the Mad City Money Simulation in partnership with UFirst Federal Credit Union to promote financial literacy. CV-TEC's STEM Partnership Connect US Project with the University of Siegen in Germany will receive National attention as the North Country Workforce Development Board was asked to present in Washington D.C. in April 2022. Third, Dr. Davey reviewed several NYSED, Board of Regents, NYSSBA and RSA updates with the Board. Fourth, he provided an overview of his Committee for Education Funding (CEF) Briefing PPT that he presented to a national group in Washington, DC and involving numerous Congressional staffers on teacher shortages and the impact in NYS. Fifth, Dr. Davey reminded the Board of the following upcoming events including the Spelling Bee – Monday, March 14, 2022 (Plattsburgh CSD); the Clinton County Top 10% Student Recognition Dinner was cancelled, however, students will still receive awards; and updates to this year's graduation ceremonies. Lastly, Dr. Davey reviewed CVES Board vacancies and potential open seats. The next Board meeting is April 13, 2022 and is planned to be held at the Plattsburgh Satellite Campus Conference Center.

**PREVIOUS
MINUTES**

Mr. Murdock moved, seconded by Mr. Harriman Sr., to approve the minutes of the February 9, 2022 regular meeting as presented. All Board Members present voted yes—motion carried.

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CONSENT
AGENDA
FINANCIAL

Mr. Murdock moved, seconded by Mr. Harriman Sr., 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 February 1, 2022 to February 28, 2022, as presented.

TREASURER'S
REPORT

Approve the Treasurer's Report from January 31, 2022 as presented.

DONATIONS

Approve the following Donations:

1. For the Student Stipend Fund:

United Way (December 2021)	85.88
Pepsi (December 2021)	99.06
United Way (January 2022)	85.88
United Way (February 2022)	<u>85.88</u>
TOTAL	- \$ 356.70

2. Donation of a used iPad from Juliana Baker, with an estimated value of \$100. This donation will benefit the students of the Special Education Program.

BUDGET
INCREASES

Approve the following Budget Increases:

1. Core Rehabilitation Service (CRS) Special Aid Fund Project budget from \$317,901 to \$750,000 for the period of January 1, 2022 through December 31, 2022, due to anticipated additional funding in the amount of \$432,099. (Special Education)

2. Interscholastic Sports Coordination budget from \$154,841 to \$159,841 for the 2021-2022 school year due to an increase in anticipated costs. (Co-Ser 6114 ISC)

SPECIAL AID
FUND PROJECT

Approve the following Special Aid Fund Project:

1. Digital DEI (Diversity, Equity & Inclusion) in Our School Libraries Grant, Special Aid Fund Project, in the amount of \$9,225, for the period of February 1, 2022 through June 30, 2022. This program is funded through the New York State Library Network. (ISC)

MEMORANDUMS
OF AGREEMENT

Approve the following Memorandums of Agreement:

1. 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 Commercial Driver's License (CDL-B) 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 \$2,347 per pupil per course successfully administered. (CV-TEC)

2. Agreement between Clinton-Essex-Warren-Washington BOCES and Cornell Cooperative Extension of Essex County under which C-E-W-W BOCES and Cornell Cooperative Extension will work collaboratively to provide Specialized Welding 101A Adult Evening Courses for Farmers during the 2021-22 school year. In accordance with the Agreement, Cornell Cooperative Extension of Essex County will reimburse BOCES for educational services rendered in an amount not to exceed \$525 per pupil per course successfully administered. (CV-TEC)

INDEPENDENT
AUDITOR
APPOINTMENT/
MANAGEMENT
LETTER

Appoint West & Company, CPAs, PC, of Gloversville, NY, as the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services Independent Auditor for the 2021-2022 audits (to be conducted during the 2022-23 school year) and approve the engagement letter. The fee for the 2021-2022 audit is \$16,500.

OLD BUSINESS

Audit Committee Meeting Minutes from the December 8, 2021 meeting were shared with the Board.

CONSENT
AGENDA
PERSONNEL

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

RESIGNATION
FOR THE
PURPOSE OF
RETIREMENT
GEDDES

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

1. Debra Geddes, Account Clerk/Typist, effective July 6, 2022

RESIGNATIONS
MITCHELL,
CALLEY, RIVERA,
PASSNO, BAKER,
JOHNSON

Accept the following letter(s) of Resignation:

1. Margo Mitchell, Teacher Aide/Student Aide, effective February 9, 2022
2. Chelsea Calley, Teacher Aide/Student Aide, effective February 28, 2022
3. Kayla Rivera, Teacher Aide/Student Aide, effective March 3, 2022
4. Cherie Passno, Special Education Teacher, effective March 9, 2022
5. Julianna Baker, Teacher Aide/Student Aide, effective September 1, 2021 to accept a Teaching Assistant position effective September 1, 2021
6. Brandon Johnson, Computer Specialist, effective March 10, 2022 to accept a Network & Systems Technician position effective March 10, 2022

TENURE
APPOINTMENTS
DENTON, WELLS,
GIROUX,
EVERLETH, PRAY,
FINNEGAN

Grant Tenure to the following person(s):

1. Andrea Denton, Teaching Assistant, effective August 31, 2022
2. Heidi Wells, School Counselor, effective August 31, 2022
3. Maiya Giroux, Teaching Assistant, effective August 31, 2022
4. Todd Everleth, Teaching Assistant, effective August 31, 2022
5. Ashley Pray, Teaching Assistant, effective September 1, 2022
6. Brianna Finnegan, Special Education Teacher, effective September 1, 2022

CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
KIHLMIRE,
VANDERWARKER,
PATEL

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

1. Amanda Kihlmire, Teacher Aide/Student Aide, Effective February 28, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$7,542.36
2. Angel Vanderwarker, Teacher Aide/Student Aide, Effective February 28, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$7,542.36
3. Chirag Patel (*pending fingerprint clearance*), Account Clerk/Typist, Effective March 10, 2022, Annual Base Salary of \$27,246, Prorated Salary of \$8,488.18

CIVIL SERVICE
PROVISIONAL
APPOINTMENT
JOHNSON

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

1. Brandon Johnson, Network & Systems Technician, Effective March 10, 2022, Annual Base Salary of \$59,210, Prorated Salary of \$18,218.46 (EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM)

ADDITIONAL
WORK

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

Stipend Positions, Compensation per collective bargaining agreement

Maura Trombley	New Employee Mentor
Crystal Rhino	New Employee Mentor
Angie Waldron	New Employee Mentor
Joan Hubbard	New Employee Mentor
Roseanna Pierce	New Employee Mentor
Chelsea Benway	New Employee Mentor
Sue Tourville	New Employee Mentor
Kim Denton	New Employee Mentor x2
Andrea Christensen	New Employee Mentor
Melissa Gough	New Employee Mentor

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

Toni Perez	not-to-exceed 10 hours
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FACILITATOR

Approve the following Facilitator(s) for the 2021-22 school year:

Facilitator, \$30/hour
June Zerrahn (*pending fingerprint clearance*)

SUBSTITUTES

Approve the following list of Substitute and Temporary-On-Call appointments for the 2021-22 school year:

<u>Name</u>	<u>Title</u>
Todd Bessette	Teacher (pending fingerprint clearance)

Melissa Dubuque	Permanent Building Substitute – Teaching Assistant \$110/Day
Kayla Rivera	Teacher Aide/Student Aide
Margo Mitchell	Teacher Aide/Student Aide
Chelsea Calley	Teacher Aide/Student Aide

**AUTHORIZATION
OF INDIVIDUAL
TO COLLECT
MONEY**

Authorize the following individual to collect money as noted for the remainder 2021-2022 school year:

CV-TEC - Plattsburgh Campus

Kylee Gonyea - Adult Education Tuitions and other CV-TEC Programs

Dr. Davey recognized and congratulated Ms. Debra Geddes for her 31 years of service at CVES and her upcoming retirement. Mrs. Freidman also shared that Ms. Geddes is a cornerstone of the division and exemplar for the organization. CV-TEC is excited for her retirement but noted she will truly be missed. Dr. Davey also acknowledged and congratulated those receiving Tenure Appointments this evening.

**CERTIFICATION
OF LEAD
EVALUATOR
RESOLUTION**

Mr. Murdock motioned, seconded by Mrs. Saunders that the Board approve the following Lead Teacher Evaluator Certification resolution:

Be it resolved that Ms. Sarah Paquette is hereby certified as a Qualified Lead Evaluator of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR §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 NYCRR §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 NYCRR §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.

LEAD
EVALUATOR
CERTIFICATION
RESOLUTION

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

1. The re-certification of the following Lead Teacher Evaluator for the 2021-2022 school year, who has attended various CVES in-house meetings and state, regional and/or local professional development offerings: Matthew Walentuk.
All Board Members present voted yes—motion carried.

CIVIL SERVICE
PROBATIONARY
APPOINTMENT
SHARROW

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

1. Kady Sharrow, Teacher Aide/Student Aide, Effective March 07, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$7,076.78
All Board Members present voted yes—motion carried

PROJECT
PROPOSAL

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board accept the proposal submitted by Schoolhouse Construction Services, LLC of Delhi, NY for Construction Management Services for Phase 2 of the CVES voter approved Capital Project. Services will commence March 2022 for pre-construction services and will continue through the construction and construction closeout phases. Service fees and timelines are as follows and may vary dependent upon the actual progression of the project and BOCES construction management needs:

Pre-Construction (March 2022 – April 2023): \$37,500

Construction Phase Costs (April 2023 – November 2023): \$224,000

Closeout Phase (November 2023 – December 2023): \$36,000

Professional Estimating fee: \$20,235

Professional Financial Management: \$7,200

Allowance Reserves for Staff Costs: (Duration of the Project): \$22,500 (Includes Construction Management overtime for weekend, double-shift, and extended working hour coverage)

Reimbursement for general office supplies not to exceed \$5,000

Be it further recommended that the CVES Board President be granted authority to enter into letters of agreement and AIA contract agreements contingent upon CVES' attorney approval. (Administration)

All Board Members present voted yes—motion carried

APPOINTMENT OF
DEI OFFICER

Mr. Murdock moved, seconded by Ms. Wotton, that the Board appoint Sarah Paquette to the position of Diversity Equity Inclusion (DEI) Officer, effective March 10, 2022 through the July 2022 Reorganization Meeting, with an additional compensation of \$5,000 to be paid annually, prorated for 2021-2022 to \$1,667. All Board Members present voted yes—motion carried

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ADMINISTRATIVE LEAVE Mr. Harriman Sr. moved, seconded by Mrs. Boise that 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 on April 13, 2022, or unless notified earlier by the District Superintendent. All Board Members present voted yes—motion carried

OTHER Ms. Donna Wotton, Board member, shared information about the We Are Instrumental Program. The Ticonderoga Revitalization Alliance received a large donation of musical instruments and funding for instrument repair. Ms. Wotton wanted the component districts of the BOCES to be aware and utilize this program. Donation drives for instruments and repairs are continuing in the community. Mountain Lake PBS provided a segment on the program for those interested in watching.

NEXT BOARD MEETING The next Board meeting will be held on Wednesday, April 13, 2022, at the Satellite Campus Conference Center in Plattsburgh. An anticipated Executive Session will begin at 6:30 p.m., with the Annual BOCES meeting and monthly meeting beginning at 7:30 p.m.

ADJOURNMENT Mr. Murdock moved, seconded by Mr. Harriman Sr. to adjourn the meeting at 9:11 p.m. All Board Members present voted yes—motion carried.

Meaghan Rabideau
Meaghan Rabideau, Board Clerk