

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

DATE: January 11, 2023  
KIND OF MEETING: Regular Board Meeting  
PLACE: Yandon-Dillon Center – Mineville, NY

Board Members Present:

Leisa Boise  
Kathy Comins-Hunter  
Patricia Gero  
Richard Harriman, Sr.  
Thomas McCabe  
Bruce Murdock  
Emily Phillips  
Lori Saunders  
Florence Sears  
Michael St. Pierre  
Donna Wotton

Board Members Absent:

Donna LaRocque  
William Malott  
Ed Marin

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Eric Bell  
Amy Campbell  
Michele Friedman  
Matthew Slattery

MEETING  
TO ORDER

Board President St. Pierre called the meeting to order at 6:07 p.m.

EXECUTIVE  
SESSION

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board go into Executive Session at 6:08 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 and the Board first reviewed a Stage Three Grievance response with CVES Administrative Unit, and he shared potential next steps in the Grievance process. Second, Dr. Davey discussed several labor relations matters, including position proposals for new staff positions and the anticipated benefits from the new positions if approved. Next, recommended Board appointments were reviewed, including the prorated salary determinations and the approval detail listed on the monthly Board agendas. Lastly, Dr. Davey shared a negotiation update on several individual contracts which the Board discussed. Mr. Harriman Sr. moved, seconded by Mrs. Saunders, that the Board come out of Executive Session at 6:57 p.m. All Board Members present voted yes—motion carried.

STRATEGIC PLAN  
SPOTLIGHT

Dr. Davey introduced Mrs. Friedman and Mrs. Campbell to present to the Board their 2022-23 Strategic Plan Divisional Spotlight presentations for CV-TEC and School Support Services (S<sup>3</sup>) this month. The Board requested the divisional-focused update to help them better understand the various parts of the CVES-wide Strategic Plan implementation. CV-TEC and School Support Services (S<sup>3</sup>)

provided Guiding Principles, their 2022-25 CVES Strategic Plan Performance Measures and Trends and Divisional Overviews. First, Mrs. Friedman began by sharing CV-TEC's action priorities, the year's action plans, and the divisional structure supporting and sustaining the work throughout the year. CV-TEC's action plan included four Sub-Committees which included each divisional employee, a set of Committee charges/action steps, and a chairperson(s) to oversee the work. The Sub-Committees were for Standards & Conditions, Social-Emotional Learning, Multiple Pathways, and One Work Source. Their sub-committee work was explained for the Board. This included examples of creating a pilot for alignment of CTE-approved programs to NYS Next Gen Standards through Atlas; Providing social-emotional opportunities for students and staff; Training team members and implementing required exit portfolio standards; and improving adult education support in Essex County.

Next, Mrs. Campbell presented on School Support Services and the Committee's focus on moving their plan forward to create and sustain programs and services. Their Committee is using performance targets and reviewing each Co-Ser's sustainability. For example, examination of data points, asking individualized questions for districts, meeting each district's needs, and determining whether each enrolled district is satisfied with the service. Analysis of the results will help determine action steps for follow-up and improving quality of the services. Mrs. Campbell also reported that professional development, recruitment, and good onboarding processes remain on target, as well as social-emotional team building. Time was then provided for questions and answers by Board members. Lastly, Dr. Davey thanked Mrs. Friedman and Mrs. Campbell for their excellent presentation and the ongoing work of all the divisional staff members and administrators to support their Strategic Plan's progress. Dr. Davey reminded the Board that the Rise Center for Success and Management Services will provide their divisional "Spotlight" presentations at the March Board meeting, and he will share a brief 2023-24 CVES-wide Strategic Plan and DPT Mid-Year update at the February Board meeting.

#### DS UPDATE

Dr. Davey began his update with CVES upcoming events, including BOCES Lobby Day planning underway. Second, the Authentic STEM project, a partnership with CV-TEC, the Universitat Siegen (Germany), and the North Country Workforce Development Board, has been expanding with interest to partner with two other BOCES in NYS. Third, Dr. Davey provided the Board with Budget Development Highlights and the 2023-24 BOCES Budget and Legislative Priorities, noting that CTE is one of the top priority items listed. Dr. Davey and Mrs. Friedman then shared that CV-TEC was recognized nationally with the Southern Regional Education Board (SREB) Pacesetter Award, with a ceremony to take place this coming July. Next, Dr. Davey shared several DS and SED updates with the Board, including DS meeting highlights and the Board of Regents (BOR) presentation on discipline reform and supporting DEI. Two BOR presentations were referenced, one on Reducing Disparities & Reforming Discipline in NYS, the other on Accountability Restart Conversation. The Board was invited to attend the

upcoming Clinton & Essex County School Boards Meeting on February 2<sup>nd</sup> with Dr. Rick Timbs, and the 2023 NYSSBA Area 6 Legislative Breakfast at the High Peaks Resort in Lake Placid on February 3<sup>rd</sup>. Then, Dr. Davey and the Board discussed the updated way to list prorated salaries on the Board agenda each month. Finally, Dr. Davey shared the anticipated completion of videoconferencing equipment in the Mineville Conference Room at the end of the month. The Board will confirm its offering of two meeting locations to begin potentially in March. The details will be confirmed at next month's Board Meeting held in Plattsburgh on Wednesday, February 8, 2023.

PREVIOUS  
MINUTES

Mr. Murdock moved, seconded by Mrs. Boise, to approve the minutes of the December 14, 2022 Board Meeting as presented. 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 December 2, 2022 to December 28, 2022, as presented.

TREASURER'S  
REPORT

Approve the Treasurer's Report from November 30, 2022 as presented.

DONATIONS

Approve the following Donations:

1. For the Student Stipend Fund:	
Pepsi (Oct 2022)	61.48
United Way (Nov 2022)	138.04
United Way (Dec 2022)	138.04
Pepsi (Dec 2022)	<u>69.92</u>
TOTAL \$407.48	

SPECIAL AID  
FUND PROJECT

Approve the following Special Aid Fund Project:

1. Core Rehabilitation Services (CRS) Special Aid Fund Project, in the amount of \$327,438, for the period of January 1, 2023 through December 31, 2023. (RCS)

CROSS-  
CONTRACT  
BUDGETS

Approve the following Cross-Contract Budgets:

1. Asbestos Training – Capital Region BOCES budget in the amount of \$190 for the 2022-2023 school year, to accommodate for a cross contract with Capital Region BOCES (Northern Adirondack). (CoSer 628 – S3)
2. Instructional Materials – Franklin-Essex-Hamilton BOCES budget in the amount of \$2,550 for the 2022-2023 school year, to accommodate for a cross contract with FEH BOCES (Peru). (CoSer 561 – S3)

BUDGET  
INCREASES

Approve the following Budget Increases:

1. Distance Learning – Capital Region BOCES budget from \$142,985 to \$166,800, for the 2022-2023 school year, to accommodate for an additional cross contract with Capital Region BOCES (Willsboro). (CoSer 431 – CV-TEC)
2. General Staff Development – Capital Region BOCES budget from \$15,000 to \$44,140, for the 2022-2023 school year, to accommodate for an additional cross contract with Capital Region BOCES (AuSable Valley). (CoSer 516 – S3)
3. Computer Services Admin – Capital Region BOCES budget from \$3,103,007 to \$4,000,000, for the 2022-2023 school year, to accommodate for additional/anticipated cross contracts with Capital Region BOCES (AuSable, Boquet, Chazy, Northern Adirondack, Peru, Ticonderoga). (CoSer 604 – S3)
4. Voice & Electronic Communications Service – Capital Region BOCES budget from \$186,990 to \$214,800, for the 2022-2023 school year, to accommodate for an additional cross contract with Capital Region BOCES (AuSable).(CoSer 623 – S3)
5. Staff Development – Delaware-Chenango-Madison-Otsego BOCES budget from \$5,000 to \$10,585, for the 2022-2023 school year, to accommodate for an additional cross contract with DCMO BOCES (Peru). (CoSer 514 – S3)
6. Workshops – Franklin-Essex-Hamilton BOCES budget from \$17,955 to \$30,000, for the 2022-2023 school year, to accommodate for increased participation with FEH BOCES (AuSable, Boquet, Keene, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Willsboro). (CoSer 517 – S3)
7. DEI/CRSE Resources – Franklin-Essex-Hamilton BOCES budget from \$7,350 to \$18,295, for the 2022-2023 school year, to accommodate for an additional cross contract with FEH BOCES (Peru). (CoSer 566 – S3)
8. Recruiting – Putnam-Northern Westchester BOCES budget from \$15,495 to \$19,414, for the 2022-2023 school year, to accommodate for an additional cross contract with PNW BOCES (Beekmantown). (CoSer 616 – Management Services)
9. Planning Services – Putnam-Northern Westchester BOCES budget from \$7,040 to \$9,108, for the 2022-2023 school year, to accommodate for an additional cross contract with PNW BOCES (Beekmantown). (CoSer 653 – S3)
10. Learning Technology – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$88,220 to \$151,270, for the 2022-2023 school year, to accommodate for additional cross contract with WSWHE BOCES (Plattsburgh). (CoSer 504 – S3)
11. School Library System Basic Operating Aid from \$98,052 to \$114,223, for the

period of July 1, 2022 through June 30, 2023, due to rollover funds from 2021-2022. (CoSer 947 - S3)

12. School Library System Supplemental Operating Aid from \$47,809 to \$50,362, for the period of July 1, 2022 through June 30, 2023, due to rollover funds from 2021-2022. (CoSer 956 - S3)

13. School Library System Categorical Aid for Automation (F949) from \$9,805 to \$10,737, for the period of July 1, 2022 through June 30, 2023, due to rollover funds from 2021-2022. (CoSer - S3)

14. Central School Food Management budget from \$329,879 to \$344,879, for the 2022-2023 school year, to accommodate for additional service requests with Lake Placid CSD. (CoSer 642 – Management Services)

15. Yandon-Dillon Cafeteria Fund Regular School Year Budget from \$127,297 to \$136,419 for the 2022 - 2023 school year to accommodate the increase in meals being served. (CoSer 791 – School Lunch Fund)

16. William A. Fritz Cafeteria Fund Regular School Year Budget from \$170,130 to \$194,120 for the 2022 - 2023 school year to accommodate the increase in meals being served. (CoSer 791 – School Lunch Fund)

17. 8:1:1 Life Skills budget from \$5,646,073 to \$5,783,772 for the 2022-2023 School Year to accommodate the increases in student enrollment from AuSable Valley, Crown Point, Northern Adirondack, Peru, Plattsburgh, Saranac, Willsboro, Franklin-Essex-Hamilton BOCES – Lake Placid Districts. (Co-Ser 210 – RCS)

18. 6:1:1 Intensive Therapeutic Support budget from \$783,659 to \$1,085,347 for the 2022-2023 School Year to accommodate the increases in student enrollment from AuSable Valley, Beekmantown, Northern Adirondack, Plattsburgh, Saranac, Willsboro, Washington-Saratoga-Warren-Hamilton-Essex BOCES – North Warren. (Co-Ser 220 – RCS)

19. Academic Programs Hospital Based from \$93,060 to \$151,635 for the 2022-2023 School Year to accommodate the potential of increase in services from various districts. (Co-Ser 441 – RCS)

20. Itinerant Teacher of the Deaf from \$214,137 to \$223,753 for the 2022-2023 School Year to accommodate the increases in services from AuSable, Peru, and Plattsburgh Districts. (Co-Ser 301 – RCS)

21. Itinerant School Psychologist from \$120,301 to \$143,540 for the 2022-2023 School Year to accommodate the increases in services from Boquet Valley District. (Co-Ser 308 – RCS)

22. Itinerant Physical Therapy from \$365,822 to \$377,461 for the 2022-2023 School Year to accommodate the increases in services from Boquet Valley District. (Co-Ser 321 – RCS)

23. Recruiting budget from \$32,140 to \$33,520 for the 2022-2023 school year, to accommodate for additional service requests with Schroon Lake CSD and Ticonderoga CSD. (Co-Ser 606 – Management Services)

24. GASB 75 budget from \$294,840 to \$295,860, for the 2022-2023 school year, to accommodate for additional service requests with New Hartford CSD. (Co-Ser 655 – Management Services)

25. Board of Education Professional Development budget from \$14,175 to \$14,850, for the 2022-2023 school year, to accommodate for additional service requests with Chazy CSD. (Co-Ser 650 – District Superintendent Office)

#### AGREEMENTS

Approve the following Agreements:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and the New England Center for Children for the purpose of obtaining a CALM Refresher Training Course and an Expanded CALM Trainer Initial Training Course to take place at the CVES Plattsburgh Campus/Special Education Division on January 30, 2023 and January 31, 2023. The total expenditure for the agreement is not anticipated to exceed \$5,175. (RCS)

2. Agreement between Clinton-Essex-Warren-Washington BOCES and Essex County (County) under which the County will provide the services of a School Resource Officer (SRO) at the BOCES Mineville Campus from July 1, 2022 through June 30, 2023 for the total amount of \$20,000. (Administration)

#### MEMBERSHIP

Approve the following Institutional Membership for CVES for the 2022-2023 school year: New York State Association of Women Administrators (NYSAWA), \$1500 for 15+ memberships

#### CHANGE FUND CUSTODIAN

Approve the following Change Fund Custodian(s) of funds for the 2022-23 school year:

##### CV-TEC:

Chirag Patel as custodian of the \$100 change fund at the CV-TEC (Plattsburgh) (replace Janet Miller)

#### PETTY CASH FUND BURSAR

Approve the following petty cash fund bursar(s) for the 2022-23 school year (each fund will maintain an amount of \$100/each):

CV-TEC Plattsburgh Main Campus – Janet Miller (replace Christina LeFevre)

#### OLD BUSINESS

Audit Committee Meeting Minutes from the October 12, 2022 Audit Committee were shared with the Board.

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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.

AMEND

1. Amend the following appointment that was approved at the September 14, 2022 Board meeting: Maria Huntington, Supervisor of Adult Services and Programming, Pro-Rated Salary: ~~\$67,477.89~~ **\$67,447.89**

2. Amend the following resignation that was approved at the December 14, 2022 Board meeting: Jamie Cutting, Teacher Aide/Student Aide, effective ~~December 2, 2022~~ **December 3, 2022**

RESIGNATIONS  
FOR THE PURPOSE  
OF RETIREMENT  
RICHARDS, DEYO,  
CORMIER,  
CONROY,  
MARBUT,  
DENTON-  
LAWRENCE

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

1. Susan L. Richards, Speech & Hearing Teacher, effective June 24, 2023
2. MaryLou Deyo, Cleaner/Messenger, effective June 24, 2023
3. Paula Cormier, School Psychologist, effective June 30, 2023
4. Melinda Conroy, Occupational Therapist, effective June 30, 2023
5. Lucy Marbut, Career Counselor, effective June 30, 2023
6. Laura Denton-Lawrence, Special Education Teacher, June 30, 2023

RESIGNATIONS  
SANTANIELLO,  
BRACY

Accept the following letter(s) of Resignation:

1. Theodore Santaniello, Computer Specialist, effective December 15, 2022, for the purpose of accepting a Network and Systems Technician position.
2. Dale Bracy, Food Service Helper, effective December 19, 2022, for the purpose of accepting a Cook position.

LEAVE OF  
ABSENCE  
CUMMINGS,  
SPOOR, WHALEN

Approve the following leave(s) of absence:

1. Jacob Cummings, Teacher Aide/Student Aide, unpaid leave of absence, effective December 12, 2022 - June 30, 2023 for the purpose of accepting a Temporary Teaching Assistant position
2. Cheryl Spoor, Teaching Assistant, unpaid leave of absence, effective December 22, 2022 - June 30, 2023 for the purpose of accepting a Temporary Teaching Position
3. Amelia Whalen, Teacher Aide/ Student Aide, unpaid leave of absence, effective January 16, 2023 - June 30, 2023

FOUR-YEAR  
PROBATIONARY  
APPOINTMENTS  
DELAVERGNE

Appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. Conner Delavergne, Teaching Assistant, Effective December 15, 2022 (was temporary)  
(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  
PROBATIONARY  
APPOINTMENTS  
MILLER, VARIN,  
TURNER, BRACY,  
RYAN

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

1. Kylyn Miller, Computer Specialist (was provisional), Effective December 20, 2022
2. Alexander Varin, Computer Specialist (was provisional), Effective December 20, 2022
3. Ian Turner, Computer Specialist (was provisional), Effective December 20, 2022
4. Dale Bracy, Cook, Effective December 19, 2022, Annualized Salary of \$24,000, Pro-rated Salary of \$14,713.57
5. Sarah Ryan, Teacher Aide/Student Aide, Effective January 5, 2023, Annualized Salary of \$20,226, Pro-rated Salary of \$11,790.03

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENT  
LINDBERG

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

1. Cynthia Lindberg, Account Clerk/Typist, Effective January 17, 2023, Annualized Salary of \$28,291, Prorated Salary of \$12,948.57  
(EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE)

PERMANENT  
APPOINTMENTS  
GUSHLAW, ROCK

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

1. Katie Gushlaw, Registered Nurse (Schools), effective January 19, 2023
2. Jocelyn Rock, Teacher Aide/Student Aide, effective January 26, 2023

TEMPORARY  
APPOINTMENTS  
RAMIREZ,  
CUMMINGS,  
SPOOR, FINLEY

Appoint the following person(s) to a Temporary Appointment for the 2022-23 school year:

1. Stefan Ramirez, Special Education Teacher (uncertified), Effective January 9, 2023 - June 30, 2023, Annualized Salary of \$46,465, Pro-Rated Salary of \$26,949.68
2. Jacob Cummings, Teaching Assistant (uncertified), Effective December 12, 2022 - June 30, 2023, Annualized Salary of \$26,062, Pro-Rated Salary of \$17,331.23



3. Cheryl Spoor, Special Education Teacher (uncertified), Effective December 22, 2022 - June 30, 2023, Annualized Salary of \$46,465, Pro-Rated Salary of \$28,111.33

4. Maegan Finley, School Social Worker (uncertified), Effective January 13, 2023 - June 30, 2023, Annualized Salary of \$58,000, Prorated Salary of \$32,480

PART-TIME  
APPOINTMENT

Approve the following Part-time hourly appointment for the 2022-23 school year:

Teaching Assistant, \$20/hour

Amanda Bertocchi

Megan McCarty

FACILITATOR(S)

Approve the following Facilitator(s) for the 2022-23 School Year:

Facilitators, \$30.00/hour

Christina LeFevre

SUBSTITUTES

Approve the following list of Substitute and Temporary-On-Call appointments for the 2022-23 school year:

<u>Name</u>	<u>Title</u>
Michael Riley	Cleaner/ Messenger
Cindy Brunelle	Registered Nurse (Schools)
Elizabeth Lennon	Teacher
Elizabeth Lennon	Teaching Assistant
Cathy Kinner	Teaching Assistant
Christina LeFevre	Account Clerk/ Typist

COMPENSATION  
FOR PATHWAYS  
TO LEADERSHIP  
PROGRAM

Approve the following list to receive a \$500 payment for completing the Pathways to Leadership program:

Jeff Nemec  
Jennifer Gero  
Jennifer Parker  
Kevin Shaw  
Alexandria Harris  
Erin Canning O'Neill  
Jennifer Guay  
Lauren LaValley  
Meghan Matthews  
Kasey Snow  
Jessica Dunn-Williams  
MaryKate Flynn  
Janet Hankins  
Jenna Hayden

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Rory LaPage  
Mary Maye  
Erin McGill  
Katelyn Relation  
Valerie Raugi  
Savannah Therrien  
Kristen Flynn  
Jennifer Lederman

ADOPT REVISED  
POLICY

Mrs. Boise moved, seconded by Mrs. Hunter, that the Board adopt the following revised policy:

#3230 Organizational Chart

All Board Members present voted yes—motion carried.

CVES BOARD  
MEMBER  
RESIGNATION  
MALOTT

Mrs. Saunders moved, seconded by Mrs. Boise, that the Board accept the Resignation of CVES Board Member William Malott, representing the Peru Central School District, effective January 9, 2023. All Board Members present voted yes—motion carried.

RESIGNATION(S)  
SHARROW

Mrs. Saunders moved, seconded by Mrs. Sears, that the Board accept the following letter(s) of Resignation:

1. Kady Sharrow, Teacher Aide/Student Aide, effective January 10, 2023

All Board Members present voted yes—motion carried.

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
DUNTLEY,  
WHITMAN

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

1. Deborah Duntley, Cook Manager, Effective January 9, 2023, Annualized Salary of \$27,268, Prorated Salary of \$15,620.86

2. Meagan Whitman, Cook, Effective January 11, 2023, Annualized Salary of \$22,048, Prorated Salary of \$12,408.92

All Board Members present voted yes—motion carried.

OTHER

The Board and Dr. Davey recognized all retirees on the Board agenda this evening. They were acknowledged for their dedication and many years of service to CVES, the students, and the community. Division Directors also shared sentiments and well wishes.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, February 8, 2023, at the CVES Conference Center in Plattsburgh. An anticipated Executive Session will begin at 6:00 p.m., with the monthly meeting to follow.

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ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Boise to adjourn the meeting at 8:13 p.m.  
All Board Members present voted yes—motion carried.

*Meaghan Rabideau*  
Meaghan Rabideau, Board Clerk