

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

DATE: March 8, 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.
Ed Marin
Bruce Murdock
Emily Phillips
Lori Saunders
Florence Sears
Michael St. Pierre
Donna Wotton

Board Members Absent:

Donna LaRocque
Thomas McCabe

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Eric Bell
Amy Campbell
Michele Friedman

MEETING
TO ORDER

Board President St. Pierre called the meeting to order at 6:10 p.m.

EXECUTIVE
SESSION

Mrs. Boise moved, seconded by Mr. Harriman Sr., that the Board go into Executive Session at 6:11 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 and the Board began by discussing the proposed 12-Month Support Unit negotiations recommendation. Second, a multi-unit Memorandum of Agreement (MOA) was reviewed and recommended to allow a temporary “Sick Bank” donation process. Third, a brief update was provided by Dr. Davey on the Administrative Medicare Grievance recommended timeline. Fourth, several confidential staffing updates were reviewed by Dr. Davey, including several resignations, retirements, timelines to fill anticipated vacancies, and a Juul agreement recommendation. Lastly, several recommended position proposals were discussed, and a brief litigation update was provided on a pending lawsuit. Mrs. Boise moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 6:56 p.m. All Board Members present voted yes—motion carried.

STRATEGIC PLAN
SPOTLIGHT

This evening’s Divisional Strategic Plan Spotlight was focused on the Administrative and Management Services Division and was provided by Mr. Eric Bell, Assistant Superintendent of Management Services. Mr. Bell began by reviewing what services make up the Management Services Division, and he

provided statistics of work performed thus far during the 2022-23 school year. Next, he shared the Division's Strategic Plan updates during the school year, including 1) the transition to in-house snow removal at the Mineville campus, 2) the new HRA/FSA CoSer, 3) centralized athletic officials' payments, 4) potential new civil service title, and 5) the submittal of Phase 2 Capital Project plans to NYSED. Mr. Bell also shared with the Board several new initiatives, which included post-strategic planning for items including payroll and human resources, cafeteria management in additional component districts, labor relations additions, geographic preference bid, and new signage for all campuses. Lastly, Operations & Maintenance projects to improve CVES facilities between Capital Project Phases continue to expand. Several projects completed this year were reviewed, and photos also were provided to the Board. The Board was then able to ask questions, and they indicated that the update was helpful and appreciated.

DS UPDATE

Dr. Davey began his District Superintendent's Update by sharing CVES highlights, including the recent CV-TEC and BETA Technologies partnership media event, highlighting the Pilot Professional Certification Training Program for Aerospace Coating Applicator Specialist (ACAS) position. Also, CV-TEC received a donation of approximately \$66K of new Toyota engines and equipment (as part of the business partnership with Toyota for the accelerated T-10 pathway). Upcoming CVES events include the CVES Regional Spelling Bee on March 13th and CV-TEC Spring Open Houses (March 22, 2023, 6 p.m. – Mineville Campus; March 23, 2023, 6 p.m. – Plattsburgh Campus). Second, Dr. Davey reviewed several NYSED & DS updates from the February 27-28 DS meetings. The Board was also notified of the upcoming RSA Rural Schools Issues Forum – scheduled at the CVES Learning Hub on Monday evening, April 24, 2023 (6:00 p.m.). David Little, RSA's Executive Director, will be presenting and facilitating. The recent annual BOCES Advocacy Day event was noted, and Board members who attended, Mrs. Leisa Boise and Mrs. Lori Saunders, provided feedback on the priority initiatives and concerns shared with our State Legislators. Dr. Davey thanked Mrs. Boise and Mrs. Saunders, our CVES United Professionals, Mrs. Campbell and Mr. Bell for attending. Next, Dr. Davey also shared with the Board an update on two Superintendent searches underway for Ticonderoga and Schroon Lake CSDs. Lastly, CVES Board updates were shared, including the upcoming BOCES Annual Meeting, which will be held on April 5, 2023. The Board received a copy of the letter of appreciation from NYS Commissioner of Education, Dr. Betty Rosa, thanking all BOCES Board members for their service and dedication.

PREVIOUS MINUTES

Mr. Murdock moved, seconded by Mr. Harriman Sr., to approve the minutes of the February 8, 2023 Board Meeting as presented. All Board Members present voted yes—motion carried.

CONSENT AGENDA FINANCIAL

Mr. Harriman Sr., 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 January 31, 2023 to February 27, 2023, as presented.

TREASURER'S
REPORT
DONATION

Approve the Treasurer's Report from January 31, 2023 as presented.

Approve the following Donation:

1. Donation of six engine assemblies, a rear differential assembly, and two transmissions from Della Auto Group, with an estimated value of \$66,158.29. These items will benefit the Automotive Technology program on the CV-TEC Plattsburgh Main Campus.

SPECIAL AID
FUND PROJECTS

Approve the following Special Aid Fund Projects:

1. Pre-ETS for Students with Disabilities Special Aid Fund Project, in the amount of \$300,000, for the period of January 1, 2023 through December 31, 2023. (Special Education)

2. Healthcare Worker Bonus Fund, special aid fund project, in the amount of \$109,803, for the period of January 1, 2023 through June 30, 2023. This program is funded through the New York State Department of Health (Management Services)

CONTRACTOR/
CONSULTANT
AGREEMENT

Approve the following Contractor/ Consultant Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and The Living Arts Collaborative, Inc. for the purpose of obtaining a Living Arts Collaborative performance at Crown Point Central School on March 15, 2023. The total amount for performance services is \$5,000. (S³)

AGREEMENTS

Approve the following Agreements:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and The New York State Department of Motor Vehicles (DMV) under which BOCES and the DMV will work collaboratively to permit BOCES to conduct skills tests for BOCES employees so they may obtain a Commercial Driver's License (Class A, B, or C). In accordance with the agreement, BOCES will be required to purchase DMV specific equipment, supplies, and background checks in an amount not anticipated to exceed \$10,000. The agreement remains in effect unless terminated by the DMV for any cause or by 60 days written notice from BOCES. (CV-TEC)

2. Agreement between Clinton-Essex-Warren-Washington BOCES and Be a Hero, LLC for the purpose of obtaining the following Sweethearts and Heroes training sessions at the CVES Conference Center in Plattsburgh, NY: "13 Pillows for Affective Teachers with Circle Training" for the dates of July 10 through July 13, 2023; "North Country Regional Circle Training" for the dates of July 19 through July 20, 2023; "Student/Teacher Circle Training" for the dates of July 31 through August 1, 2023; and "13 Pillows for Affective Administrators with Circle Training" for the dates of August 2 through August 3, 2023. The total amount for all services is a maximum cost not to exceed \$172,600. (S³)

**AUTHORIZATION
OF INDIVIDUALS
TO COLLECT
MONEY**

Authorize the following individual to collect money as noted for the remainder of the 2022-2023 school year:

Rise Center for Success
Erin Garrison for collecting Work Experience program activities

**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 External Auditor for the 2022-2023 audits (to be conducted during the 2023-24 school year) as recommended by the Audit Committee and approve the engagement letter. The fee for the 2022-2023 audit is \$16,500.

**CONSENT
AGENDA
PERSONNEL**

Mr. Murdock 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
FOR THE PURPOSE
OF RETIREMENT
STAY, WIMETT**

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

- 1. Dr. Grace Stay, Principal, effective September 1, 2023
- 2. Kim Wimett, Offset Print Machine Operator, effective January 1, 2024

**RESIGNATIONS
FINLEY,
VANDERWARKER**

Accept the following letter(s) of Resignation:

- 1. Maegan Finley, School Social Worker, effective February 9, 2023
- 2. Angel Vanderwarker, Teacher Aide/Student Aide, effective February 18, 2023

**LEAVE OF
ABSENCE
HAMPTON**

Approve the following leave(s) of absence:

- 1. Heather Hampton, Teaching Assistant, unpaid leave of absence, effective February 13, 2023 - April 7, 2023

**THREE-YEAR
PROBATIONARY
APPOINTMENTS
CAMPBELL,
PEREZ**

Adjust the following Tenure Appointment from four-years to three-years to the following individual, due to prior Tenure as an Administrator:

- 1. Amy Campbell, Assistant Superintendent for Educational Services, Effective Date June 14, 2021, Tentative Tenure Date: ~~June 14, 2025~~ **June 14, 2024**

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

- 1. Toni Perez, School Social Worker, Effective February 20, 2023, Annualized Salary of \$75,000

(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).

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CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
BUSKEY,
BURNHAM,
KEEFE, STERLING,
GREMS,
BLACKBURN, ST.
HILAIRE, MARTIN

Appoint the following person(s) to a 26-week Civil Service Probationary appointment as follows:

1. Amanda Buskey *was provisional, Education Grant Specialist, Effective February 2, 2023
2. Brianna Burnham *was provisional, Education Grant Specialist, Effective February 2, 2023
3. Erin Keefe *was provisional, Personnel Specialist (Schools), Effective February 14, 2023
4. Laura Sterling *was provisional, Personnel Specialist (Schools), Effective February 14, 2023

Recommend that the Board appoint the following person(s) to a 52-week Civil Service Probationary appointment as follows:

1. Michael Grems, Teacher Aide/ Student Aide, Effective February 14, 2023, Annualized Salary of \$20,266
2. Peter Blackburn, Teacher Aide/Student Aide, Effective February 14, 2023, Annualized Salary of \$20,266
3. Amanda St. Hilaire, Teacher Aide/ Student Aide, Effective February 28, 2023, Annualized Salary of \$20,266
4. Austin Martin, Custodial Worker, Effective March 6, 2023, Annualized Salary of \$32,876

TEMPORARY
APPOINTMENTS
SPRAGUE

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

- 1 Rene Sprague, Adult Literacy Teacher (uncertified), Effective March 1, 2023 - June 30, 2023, Annualized Salary of \$46,465

FACILITATOR(S)

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

Facilitators, \$30/hour
Tom Aubin
Hilary Eilers

SUBSTITUTES

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

<u>Name</u>	<u>Title</u>
Danielle Sherman	School Nurse
Tom Aubin	Teacher
Tom Aubin	Teaching Assistant

Dr. Davey recognized the retirees on the agenda this evening including Dr. Grace Stay and Ms. Kim Wimett and thanked them for their years of service. Assistant Superintendents Amy Campbell and Eric Bell, and Director Michele Friedman all shared sentiments of the hard work and dedication of this evening's retirees and congratulated them on their upcoming retirements.

RESIGNATION
RABIDEAU

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board accept the following letter(s) of Resignation:

1. Meaghan Rabideau, District Clerk, effective April 17, 2023
All Board Members present voted yes—motion carried.

LEAVE OF
ABSENCE
DESOTELL

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board accept the following Leave(s) of Absence:

1. Lisa Desotell, Teacher Aide/Student Aide, unpaid leave of absence, effective March 8, 2023 through March 19, 2023. All Board Members present voted yes—motion carried.

FACILITATOR

Mr. Murdock moved, seconded by Mrs. Saunders, that the Board approve the following Facilitator(s) for the 2022-23 School Year:

Facilitators, \$30/hour
Colleen LaFountain

All Board Members present voted yes—motion carried.

SUBSTITUTE

Mr. Harriman Sr. moved, seconded by Mr. Murdock, that the Board approve the following list of Substitute and Temporary-On-Call appointments for the 2022-23 school year:

<u>Name</u>	<u>Title</u>
Colleen LaFountain	Teacher

All Board Members present voted yes—motion carried.

CIVIL SERVICE
PROVISIONAL
APPOINTMENT
RABIDEAU

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

1. Chase Rabideau, Computer Specialist, Effective March 1, 2023, Annualized Salary of \$39,799 (EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM) All Board Members present voted yes—motion carried.

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JUUL
AGREEMENT
COMES

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board extend the probationary appointment period through May 9, 2024 for Penny Comes to allow additional time for tenure recommendation per agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services, CVES United Professionals, and Ms. Penny Comes. All Board Members present voted yes—motion carried.

MEMORANDUM
OF AGREEMENT
CEWW BOCES &
THE CVES UNITED
PROFESSIONALS
UNIT

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the following Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals, regarding the donation of paid sick time to specific CSEA Members. All Board Members present voted yes—motion carried.

MEMORANDUM
OF AGREEMENT
CEWW BOCES &
THE CVES 12-
MONTH SUPPORT
UNIT

Mr. Harriman Sr. moved, seconded by Mr. Murdock, that the Board approve the following Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services 12-Month Support Unit, regarding the donation of paid sick time to specific CSEA Members. All Board Members present voted yes—motion carried.

MEMORANDUM
OF AGREEMENT
CEWW BOCES &
THE CVES
CONFIDENTIAL
EMPLOYEES UNIT

Mr. Murdock moved, seconded by Mr. Harriman, Sr. that the Board approve the that the Board approve the following Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services Confidential Employees Unit, regarding the donation of paid sick time to specific CSEA Members. All Board Members present voted yes—motion carried.

MEMORANDUM
OF AGREEMENT
CEWW BOCES &
THE CVES CSEA
UNIT

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the following Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services Civil Service Employees Association, regarding accepting donations of paid sick time from other bargaining units to specific employees within the CVES CSEA unit. All Board Members present voted yes—motion carried.

OTHER

Board member Leisa Boise thanked Ms. Meaghan Rabideau for her years of service as District Clerk of the BOCES and wished her success in her new role at a component school district.

NEXT BOARD
MEETING

The next Board meeting will be held on Wednesday, April 5, 2023, at the Yandon-Dillon Center in Mineville. An anticipated Executive Session will begin at 6:00 p.m., with the Annual BOCES meeting and monthly meeting beginning at 7:00 p.m.

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ADJOURNMENT

Mr. Murdock moved, seconded by Mr. Harriman, Sr. to adjourn the meeting at 7:59 p.m. All Board Members present voted yes—motion carried.

Meaghan Rabideau
Meaghan Rabideau, Board Clerk