

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

DATE: December 13, 2023  
KIND OF MEETING: Regular Board Meeting  
PLACE: CVES Conference Center Plattsburgh, NY

Board Members Present:

Leisa Boise  
Kathy Comins-Hunter  
Patricia Gero  
Richard Harriman, Sr.  
Donna LaRocque  
Bruce Murdock  
Emily Phillips  
Craig Randall  
Emily Reynolds Bergh  
Lori Saunders  
Michael St. Pierre  
Ed Marin  
Donna Wotton

Board Members Absent:

Dina Garvey  
Eddie Webbinaro

Executive Officer:

Dr. Mark Davey

Board Clerk:

Katelyn Smart

Others Present:

Amy Campbell  
Michele Friedman  
Dr. Matthew Slattery  
Dr. Eric Bell  
Julie Jolicoeur

MEETING  
TO ORDER

Board President Michael St. Pierre called the meeting to order at 8:15 pm.

EXECUTIVE  
SESSION

Mr. Murdock moved, seconded by Mrs. Boise, that the Board go into Executive Session at 8:16 pm for the following reasons:

#3- A matter of information relating to a current or future investigation or prosecution of a criminal offence which would imperil effective Law Enforcement if disclosed; #4 - A discussion regarding proposed, pending, or current litigation; #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); and #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 #8 - A matter of the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the school district if such discussion publicly would substantially affect the value thereof.

The Executive Session began with Dr. Davey discussing a confidential Capital Project update with the Board. This update included discussions regarding the impact of Phase 2 summer construction on CVES' facilities, summer programming, and future potential programmatic expansion considerations for our Plattsburgh and Mineville Campuses. Second, the Board was updated on the

upcoming informal negotiation sessions planned with the CVES United Professionals, several planned Memorandum of Agreements, including adding virtual speech and language (SLP) services this year, and additional positions/adjustments. Several confidential employee matters were reviewed, including an administrative leave for an employee, NYSED communications received, and several potential new position proposals. Lastly, Dr. Davey provided updates on several additional confidential matters including hiring recommendations and personnel discipline.

Mr. Murdock moved, seconded by Mrs. Boise, that the Board come out of Executive Session at 9:29 pm. All Board Members present voted yes—motion carried.

**AUDIT  
 COMMITTEE  
UPDATE**

Dr. Davey thanked the Board's Audit Committee members; Mr. Richard Harriman, Sr., Mrs. Emily Phillips, and Mrs. Donna LaRocque, for their attendance and participation in the meeting before the evening's monthly Board Business Meeting. Next, Dr. Bell reviewed the Corrective Action Plan, including an overview of the Independent Audit Management letter's comments from the year ending June 30, 2023. The CVES Audit Committee recommends the Corrective Active Plan for the Board's approval. The Audit Committee then discussed the Internal Audit for 2023-24. Lastly, Dr. Bell expressed his appreciation for the assistance of our Auditors from West & Company, and he thanked the Audit Committee for supporting the work done at CVES. The next Audit Committee meeting will be held on February 14, 2024.

**BUDGET  
 COMMITTEE  
UPDATE**

Dr. Davey started the Budget Committee update by thanking the Committee Board members – Mrs. Leisa Boise, Mrs. Patricia Gero, Mr. Craig Randall, and Mrs. Lori Saunders, for their time and service on the Committee. He noted the hard and dedicated work of CVES' Assistant Superintendents, Directors, CVES Treasurer, and accountants – the entire Management Services team who helped complete fall budget reconciliations and budget updates. Next, Dr. Davey highlighted various budget handouts including the recently released RSA Policy Brief (December 2023) and other 2024-25 resources which were provided to the Committee and discussed at the Committee's December 5, 2023 meeting. Third, Dr. Bell provided the Board Members with an overview of the budget reconciliations, including each Division's current financial outlook on this year's budget implementation. It was noted that both the Rise Center for Success and CV-TEC are experiencing strong enrollment numbers, our highest to date. The increased enrollment supports the need for new positions to support expanded programmatic needs. Next, the impact of high school enrollment, pre-CTE, and adult programming was reviewed.

Additionally, Management Services and School Support Services (S<sup>3</sup>) budgetary updates were also provided. Dr. Bell also outlined the expected impact of Health insurance and increased retiree benefits on this year's upcoming 2024-25 budget

development. Lastly, Budget Committee members shared Committee feedback and commended the entire CVES team for the thorough and exceptional presentation.

**DISTRICT  
SUPERINTENDENT  
(DS) UPDATE**

Dr. Davey began his DS update by highlighting the numerous successful CVES events since the last Board meeting. These exciting events included CV-TEC's Women in Trades Luncheon and the CV-TEC Division's participation in the 2023 Holiday Parade community event in Plattsburgh City, which were outstanding. Second, Dr. Davey spoke about the successful 52<sup>ND</sup> Annual NECOSS (Northeast Council of School Superintendents) Conference in Lake Placid on December 7-8, 2023. Dr. Davey thanked Amy Campbell, who represented CVES on the Conference Planning Committee. Dr. Davey shared highlights of the outstanding conference, including presentations by Board of Regents member Dr. Roger Catania, Senator Daniel Stec, Assemblyman Billy Jones, and NYSED Assistant Commissioner for the Office of Standards and Instruction - Dr. Santasha Oliver. Third, Dr. Davey thanked Mrs. Michele Freidman, Director of Career and Technical Education (CTE), and CV-TEC's Culinary Program teachers – Chef Tyler Puchrik and Chef Alaina Weare, the Culinary students, and Pre-CTE Food Services students, and Chef Deborah Misik for an outstanding Annual Holiday Board Dinner at CV-TEC held before the Board Meeting. The Board members expressed their appreciation and compliments. Fourth, Dr. Davey spoke about the Blue Ribbon Commission and its exciting recommendations, unveiled in November. He will attend his December District Superintendents' (DS) Meeting at NYSED on Monday, December 18<sup>th</sup>, and Tuesday, December 19<sup>th</sup>.

Next, Dr. Davey thanked all of the CVES Board Members (nine) who attended the 2023 RSA Winter Conference in Saratoga Springs from November 30<sup>th</sup> to December 1<sup>st</sup>. Board members shared feedback about the excellent presentations and speakers, including NYS Commissioner of Education Dr. Betty Rosa, NYSED Chief Financial Officer – Dr. Christina Coughlin, and NYS Comptroller Thomas DiNapoli.

Sixth, Dr. Davey thanked the members of the District Planning Team (DPT) for their recent DPT meeting, and CVES Board Member Richard Harriman, Sr. provided an update on the CVES-wide and Divisional work thus far presented. He acknowledged the excellent representation across all of CVES' divisions. Dr. Davey shared that one of the year's priorities is to review and update the annual CVES Strategic Plan's employee survey. Several survey consultants have submitted information regarding potential survey update proposals.

Dr. Davey ended his DS Update, reminding the Board that they had agreed to hold their January 2024 Board meeting in two CVES meeting locations where the public can attend. The locations will be the regularly scheduled January Meeting location at the Mineville Campus and a second location at the CVES Learning Hub Conference Center in Plattsburgh. These meetings will be advertised as dual virtual

Board meeting locations where the public may attend either the Mineville Campus meeting or the Plattsburgh Campus meeting. President St. Pierre polled the Board members to determine which meeting location they planned to attend. Further details and information will be forthcoming to the Board following the Board meeting.

MINUTES OF  
PREVIOUS  
MEETING

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the Draft Minutes from the November 8, 2023, regular Board Meeting. All Board Members present voted yes—motion carried.

APPROVAL OF  
CORRECTIVE  
ACTION PLAN

Mrs. LaRocque moved, seconded by Mrs. Reynolds Bergh, to approve the Corrective Action Plan for the 2022-2023 Annual Independent Audit Management Letter Comments. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mr. Murdock moved, seconded by Mrs. Reynolds Bergh to approve the Consent Agenda Financial. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF THE WARRANT

Approve the Certification of Warrant for October 31, 2023, to November 30, 2023.

TREASURER'S  
REPORT

Approve the Treasurer's Report from October 31, 2023.

EXTRA-  
CLASSROOM  
TREASURER'S  
REPORT

Approve the Extraclassroom Treasurer's Report from October 31, 2023.

CHANGE FUND  
APPROVAL

Authorize the following individual(s) to be the custodian for the change fund:

1. Meagan Whitman (replacing Adele Huchro) as a custodian of the \$50 change fund at the Cafeteria Mineville Campus.
2. Kylee Gonyea as co-custodian of change funds with Kimberly Lincoln in the amount of \$100 at the CV-TEC Cosmetology Plattsburgh Campus.
3. Kylee Gonyea as co-custodian of change funds with Lisa Banker in the amount of \$200 at the CV-TEC Cosmetology Plattsburgh Campus.
4. Dale Bracy (replacing Angela Provost) as custodian of the \$50 change fund at the WAF Cafeteria – Plattsburgh Campus.

DONATIONS

Approve the following donations to offset the cost of CVES participation in the Scripps National Spelling Bee:

1. Donation of \$500 from Luck Bros., Inc
2. Donation of \$500 from William J. Murray, Inc
3. Donation of \$500 from Pipeline Mechanical
4. Donation of \$500 from Jointa Lime Company
5. Donation of \$100 from R. Deso, Inc.
6. Donation of \$500 from Casella Waste Systems

SPECIAL AID  
FUND PROJECT(S)

Approve the following Special Aid Fund Project(s):

1. Knights of Columbus Grant, special aid fund project, in the amount of \$2,000, for the period of November 15, 2023 through June 30, 2024. This program is funded through the generous acts of the local Knights of Columbus Council. (CV-TEC)

BUDGET  
INCREASE(S)

Approve the following budget increase(s):

1. Increase the Instructional Technology budget from \$1,246,540 to \$1,446,540, for the 2023-2024 school year, to accommodate for additional district requests. (Co-Ser 564 – S<sup>3</sup>)
2. Increase the Model Schools budget from \$51,450 to \$61,740, for the 2023-2024 school year, to accommodate for additional district requests. (Beekmantown, Chazy) (Co-Ser 546 – S<sup>3</sup>)
3. Increase the Emergency Communication System budget from \$78,732 to \$80,028, for the 2023-2024 school year, to accommodate for additional district requests. (Northeastern Clinton) (Co-Ser 640 – S<sup>3</sup>)

SCHOOL LUNCH  
FUND BUDGET  
INCREASE(S)

Approve the following School Lunch Fund budget increase(s):

1. Increase the Yandon-Dillon Cafeteria Fund Regular School Year Budget from \$130,734 to \$163,875 for the 2023/2024 school year to accommodate personnel changes and the increase of food prices and meals being served. (Co-Ser C791 – School Lunch Fund)
2. Increase the William A. Fritz Cafeteria Fund Extended School Year Budget from \$16,736 to \$18,305 for the 2023/2024 to accommodate the increase in meals being served. (Co-Ser C791 – School Lunch Fund)

**BUDGET  
DECREASE(S)**

Approve the following budget decrease(s):

1. Decrease the Yandon-Dillon Cafeteria Fund Extended School Year Budget from \$18,174 to \$0 for the 2023/2024 extended school year. (Co-Ser C791 – School Lunch Fund)

**PROPOSAL(S)**

Approve the following proposal(s):

1. Based on Tetra Tech Architects & Engineer’s and Schoolhouse Construction’s analysis and recommendation, that the Board accept a proposal submitted by Mechanical Testing, Inc. for Mechanical, Electrical and Plumbing (MEP) Systems Commissioning Agent (CxA) Professional Services for the Phase 2 Capital Project. Services will take place at the CVES Plattsburgh Campus, CVES Learning Hub, and CVES Mineville Campus for a total not expected to exceed \$33,000. Services will commence as soon as possible after the Board award of project work. Be it further recommended that the CVES District Superintendent be granted authority to enter into a service agreement contract.
2. Based on Tetra Tech Architects & Engineer’s and Schoolhouse Construction’s analysis and recommendation, that the Board accept a proposal submitted by Mechanical Testing, Inc. for Testing, Adjusting, and Balancing (TAB) Professional Services for the Phase 2 Capital Project. Services will take place at the CVES Plattsburgh Campus, CVES Learning Hub and CVES Mineville Campus for a total not expected to exceed \$27,000. Services will commence as soon as possible after Board award of project work. Be it further recommended that the CVES District Superintendent be granted authority to enter into a service agreement contract.

**TELESERVICES  
AGREEMENT  
SUNBELT**

Approve the following Teleservices Agreement(s):

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Sunbelt Staffing, LLC (“Sunbelt”) for the purpose of obtaining temporary employee services from Sunbelt for a Tele-practitioner for Speech Language Pathology services at the Rise Center. The agreement commences December 15, 2023, and ends June 26, 2024 unless terminated by BOCES with a 60-day written notice. The rate of services is \$85 per hour, with the total payable amount for the term of the agreement not anticipated to exceed \$74,375. (Rise Center) (Attached)



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PERMANENT  
CIVIL SERVICE  
APPOINTMENT  
ERO & DUNTLEY

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

1. Nathan Ero, Groundskeeper, effective December 22, 2023
2. Deborah Duntley, Cook, Effective January 9, 2024

TENURE  
COMES

Recommend that the Board grant tenure to the following person(s):

1. Penny Comes, Teaching Assistant, effective May 9, 2024

Dr. Davey acknowledged Penny Comes for her tenure recommendation. Mrs. Friedman spoke about the wonderful job she does at CV-TEC in the CTE programs.

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENT(S)  
MONETTE &  
RABIDEAU

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

1. Name: Kelsey Monette  
Position: School District Treasurer (shared)  
Effective Date: January 1, 2024  
Annualized Salary: \$63,000
2. Name: Chrysa Rabideau  
Position: Labor Specialist  
Effective Date: January 8, 2024  
Annualized Salary: \$72,000

(EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM)

52-WEEK CIVIL  
SERVICE  
PROBATIONARY  
APPOINTMENT  
MILLER, BOOTH,  
POTTS, DUMAR,  
PAISER,  
MONTELEONE,  
HUCHRO, YATES,  
WHITMAN,  
REVETTE

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

1. Name: Kylyn Miller *\*was provisional*  
Position: Network and Systems Technician  
Effective Date: November 8, 2023  
Tentative Permanent Date: August 8, 2024
2. Name: Michaelene Booth *\*was provisional*  
Position: Account Clerk/ Typist  
Effective Date: November 9, 2023  
Tentative Permanent Date: September 26, 2024
3. Name: Tera Filion Potts *\*was provisional*  
Position: Account Clerk/ Typist  
Effective Date: November 9, 2023

Tentative Permanent Date: October 23, 2024

4. Name: Suzanne Dumar *\*was provisional*  
Position: Account Clerk/ Typist  
Effective Date: November 21, 2023  
Tentative Permanent Date: September 5, 2024
  
5. Name: Victoria Paiser  
Position: Teacher Aide/ Student Aide  
Effective Date: November 13, 2023  
Tentative Permanent Date: November 13, 2024  
Annualized Salary: \$20,950
  
6. Name: Kayleigh Monteleone  
Position: Teacher Aide/ Student Aide  
Effective Date: November 17, 2023  
Tentative Permanent Date: November 17, 2024  
Annualized Salary: \$20,950
  
7. Name: Adele Huchro  
Position: Teacher Aide/ Student Aide  
Effective Date: December 4, 2023  
Tentative Permanent Date: December 4, 2024  
Annualized Salary: \$24,500
  
8. Name: Christina Yates  
Position: Teacher Aide/ Student Aide  
Effective Date: December 4, 2023  
Tentative Permanent Date: December 4, 2024  
Annualized Salary: \$ 20,950
  
9. Name: Meagan Whitman  
Position: Cook Manager  
Effective Date: December 4, 2023  
Tentative Permanent Date: December 4, 2024  
Annualized Salary: \$28,105
  
10. Name: Eryn Revette  
Position: Occupational Therapist  
Effective Date: December 4, 2023  
Tentative Permanent Date: December 4, 2024  
Annualized Salary: \$54,000

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FOUR-YEAR  
PROBATIONARY  
APPOINTMENT  
HARAN & SWART

Recommend that the Board appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. Name: Nicole Haran *\*was temporary*  
Position: Teaching Assistant  
Tenure Area: Teaching Assistant  
Effective Date: October 11, 2023  
Tentative Tenure Date: October 11, 2027  
Certification Status: Teaching Assistant, Level 1
2. Name: Danielle Swart  
Position: Speech Language Pathologist  
Tenure Area: Speech Language Pathologist  
Effective Date: December 4, 2023  
Tentative Tenure Date: December 4, 2027  
Certification Status: Speech And Language Disabilities, Professional Certificate  
Annualized Salary: \$61,000

(The Expiration dates 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).

TEMPORARY  
APPOINTMENT(S)  
MCCRAY &  
BUZZELL

Recommend that the Board appoint the following person(s) to a Temporary Appointment as follows for the 2023-2024 school year:

1. Name: Janet McCray  
Position: Teaching Assistant  
Effective Date: November 28, 2023 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$26,828
2. Name: Zachary Buzzell  
Position: Building Trades/ Carpentry Teacher  
Effective Date: December 11, 2023 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,582

BUILDING  
CHECKS

Recommend that the Board approve the following person(s) to perform Building Checks for the 2023-2024 school year:

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2023-2024

DENTON & SIANO

<u>Name</u>	<u>Position</u>
Garrett Denton	Mineville (\$65/day)
Adam Siano	Mineville (\$65/day)

FACILITATOR  
DERWAY

Recommend that the Board approve the following facilitator(s) for the 2023-2024 school year:

Facilitators, \$30/hour  
Lyn Derway

ADDITIONAL  
WORK 2023-2024

Recommend that the Board approve the following Additional Work for the 2023-2024 school year:

Continuation of Normal Work-Day Duties, hourly rate of pay

Katelyn Christian	Not-to-exceed 100 hours
Shanni Hicks-Wilson	Not-to-exceed 100 hours
Christie Lee	Not-to-exceed 100 hours
Melissa Litts	Not-to-exceed 100 hours
Nichole Strong	Not-to-exceed 100 hours
Krystal Jaquish	Not-to-exceed 100 hours
Danielle Swart	Not-to-exceed 100 hours

Stipend Position, \$425/year  
Carrie Stone                      PBIS Coordinator, Plattsburgh

Stipend Positions, Compensation per collective bargaining agreement

Brandy Rivers	Yearbook Coordinator, WAF
Joanne Mazzotte	NTHS Advisor, Mineville
Tonya Robinson	New Employee Mentor (x2)
Maiya Giroux	New Employee Mentor
Susan Tourville	New Employee Mentor (x2)
Jami Ganter	New Employee Mentor (x2)
Melissa Gough	New Employee Mentor
Kevin Shaw	New Employee Mentor
Joan Hubbard	New Employee Mentor

AUTHORIZED  
MONEY  
COLLECTORS

Recommend that the Board authorize the following individuals to collect money as noted for the remainder of the 2023-2024 school year:

1. Meagan Whitman (replacing Adele Huchro) YD Cafeteria Sales- Mineville Campus

- 2. Michaelene Booth (replacing Samantha Collins) CV-TEC Adult Education – Plattsburgh Campus

MEMORANDUM  
OF AGREEMENT  
UNITED  
PROFESSIONALS

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board approve:

Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Service and the Champlain Valley Educational Services United Professionals regarding Speech Language Pathologist vendors and grievance.

All Board Members present voted yes—motion carried.

SEPARATION  
AGREEMENT

Mr. Murdock moved, seconded by Mr. Harriman Sr., to approve the attached Separation Agreement and authorizes the CVES Board President to sign the Agreement.

All Board Members present voted yes—motion carried.

EMPLOYMENT  
AGREEMENT  
SCHOOL DISTRICT  
TREASURER  
MONETTE

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board, upon the recommendation of the District Superintendent, BE IT RESOLVED, that the Board approve the following resolution(s):

Ratify the employment agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Kelsey Monette, School District Treasurer, effective January 1, 2023 – June 30, 2028.

All Board Members present voted yes—motion carried.

EMPLOYMENT  
AGREEMENT  
LABOR  
SPECIALIST  
RABIDEAU

Mrs. Phillips moved, seconded by Mrs. Boise, that the Board approve, upon the recommendation of the District Superintendent, BE IT RESOLVED, that the Board approve the following resolution(s):

Ratify the employment agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Chrysa Rabideau, Labor Specialist, effective January 8, 2023 – June 30, 2028

All Board Members present voted yes—motion carried.

THREE-YEAR  
PROBATIONARY  
APPOINTMENT  
SORGULE

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

- 1. Name: Stephanie Sorgule  
Position: Assessment & Planning Coordinator

Tenure Area: Assessment Planning  
Effective Date: January 3, 2024  
Tentative Permanent Date: January 3, 2027  
Certification Status: School Counselor, Permanent  
Annualized Salary: \$66,500

(The Expiration dates 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 two (2) of the three (3) 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).

All Board Members present voted yes—motion carried.

ADMINISTRATIVE  
LEAVE

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board approve the following Resolution:

Be it resolved that upon the recommendation of the District Superintendent, the Bc Cooperative Educational Services hereby continues the administrative leave probationary employee through January 10, 2024.

All Board Members present voted yes—motion carried.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, January 10, 2024, at the Yandon Dillon Education Center and a satellite location at the CVES Conference Center in Plattsburgh, NY. An anticipated Executive Session will begin at 6:00 pm, with the monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. LaRocque, to adjourn the meeting at 10:09 pm. All Board Members present voted yes—motion carried.

*Katelyn Smart*  
\_\_\_\_\_  
Katelyn Smart, Board Clerk