

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

DATE: January 10, 2024  
 KIND OF MEETING: Regular Board Meeting  
 PLACE: Yandon-Dillon, Mineville, NY & CVES Learning Hub Conference Center  
 Plattsburgh, NY

Board Members Present:  
 Kathy Comins-Hunter  
 Dina Garvey  
 Patricia Gero  
 Richard Harriman, Sr.  
 Donna LaRocque  
 Bruce Murdock  
 Emily Phillips  
 Craig Randall  
 Lori Saunders  
 Michael St. Pierre  
 Donna Wotton

Board Members Absent:  
 Leisa Boise  
 Emily Reynolds Bergh  
 Ed Marin  
 Eddie Webbinaro

Others Present:  
 Amy Campbell  
 Michele Friedman  
 Dr. Matthew Slattery  
 Dr. Eric Bell

Executive Officer:  
 Dr. Mark Davey

Board Clerk:  
 Katelyn Smart

Deputy Board Clerk:  
 Julie Jolicoeur

MEETING  
 TO ORDER

Board President Michael St. Pierre called the meeting to order at 6:08 pm.

EXECUTIVE  
 SESSION

Mr. Murdock moved, seconded by Ms. Wotton, that the Board go into Executive Session at 6:09 pm for the following reasons:

#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; #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; and #9 A matter related to a specific student of the district.

All Board Members present voted yes—motion carried.

Dr. Davey began the Executive Session by providing a confidential update on the Phase 2 Capital Project and planning discussions for the Summer 2024 ESY program options available, so that construction can occur at our CVES campuses during the summer session. In addition, confidential discussions were held involving possible options for facility expansion at both campuses. Next, Dr. Davey provided the Board with several confidential employee updates, including

his recommendation for tenure for two employees and an extension of an administrative leave for another employee. Third, several labor relation updates were provided by Dr. Davey including a review of a Memorandum of Agreement (MOA) scheduled for approval at the meeting and a discussion of the upcoming negotiation parameters with the CVES United Professionals. Lastly, the Board members asked questions about negotiations and salary comparisons with other districts throughout the region.

Mr. Murdock moved, seconded by Ms. Wotton, that the Board come out of Executive Session at 7:33 pm. All Board Members present voted yes—motion carried.

**DISTRICT  
SUPERINTENDENT  
(DS) UPDATE**

Dr. Davey began his DS Update by discussing the Dual Board Meeting setup. Dr. Davey thanked the Board Members for their willingness to hold their January Board meeting in two locations as a trial. Board President St. Pierre led a discussion with the Board members, and it was agreed to continue with the traditional model of a single meeting location which alternates between Plattsburgh and Mineville. The February 14, 2024, CVES Board meeting will be held as previously scheduled at the Plattsburgh Learning Hub Conference Center.

Second, Dr. Davey shared several CVES updates including that the second semester was wrapping up soon at the end of the month. Third, Dr. Davey thanked Mrs. Amy Campbell for her leadership and facilitation of the Statewide Literacy event at CVES organized by the NYS Education Department (NYSED). The North Country location for this Statewide conference was the CVES Learning Hub Conference Center. There were many locations simultaneously held across NYS, held at BOCES across the State, and sixty-one staff and administrators were in attendance in Plattsburgh. This professional development model ensured that attendees throughout the State heard the same information. It was an excellent conference.

Third, Dr. Davey noted that Governor Hochul’s recent “State of the State” Address on January 9<sup>th</sup>, 2024, included a section focusing on the importance of literacy for all students. Additionally, Dr Davey has shared a 2024 Hinman Straub “State of the State” summary handout of the Governor’s legislative priorities in the 2024-25 Executive Budget.

Fourth, the NYS School Boards Association (NYSSBA) has asked Dr. Davey and our BOCES to be a pilot for a School Board President and Superintendent professional development training. NYSSBA would like to work with CVES and our CSOs and Board Presidents to develop best practices to share with the rest of the State.

Fifth, Dr. Davey reminded the Board of the upcoming 2023-24 Strategic Planning District Planning Team (DPT) Meeting to be held on Tuesday, January 30, 2024, at the CVES Learning Hub Conference Center. Mr. Richard Harriman Sr. and Mrs. Lori Saunders are Board Members who serve on the DPT. An update on the work underway by Dr. Slattery, Mrs. Campbell, and Dr. Davey was then shared. They have been assessing new survey tools and consultants. Our current survey tool has been utilized over the last ten years, and a DPT goal this year is to update our CVES Annual Staff Survey to better align with ongoing CVES-wide work underway and annual goal progress. A new survey consultant and tool has been selected. A more detailed update will be provided to the DPT on January 30<sup>th</sup>.

Next, Dr. Davey reviewed the recommended CVES BOCES 2024-25 School Calendar with the Board, which is on the agenda for approval. Dr. Davey noted that, per NYS law, a new Holiday was added to our school calendar, the Asian Lunar New Year. With the newly recognized holiday, CVES will still meet the required number of school days for students and staff. Dr. Bell acknowledged that extra days are built into the calendar for emergency days each year, often called “snow days.” Dr. Davey noted that these days are returned if not used and are listed on the proposed 2024-25 in the order of their return.

Seventh, Dr. Davey shared with the Board an update on the media notification in the Plattsburgh Press Republican today, Wednesday, January 10<sup>th</sup>, 2024, that the Clinton Community College (CCC) would be relocating the SUNY Plattsburgh Campus. A FAQ was shared in the DS Update agenda by Dr. Davey and several questions were asked by the Board members. Mrs. Friedman highlighted one of the areas in response to a question about the planned future use of the CCC Advanced Manufacturing Building as part of the college’s plans for expanded future partnerships in the region.

Lastly, Dr. Davey reminded us that the Board of the Clinton and Essex County School Boards Dinner and Program is being held on February 1, 2024, at the CVES Learning Hub Conference Center. The evening’s program is titled, “*Harnessing the Power of the Positive Board/Superintendent Relationship.*” He also reminded the Board of the upcoming 2024-25 Legislative Breakfast on Friday, February 9, 2024, in Lake Placid, and our Board members were encouraged to attend if their schedule permitted.

MINUTES OF  
PREVIOUS  
MEETING

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the Draft Minutes from the December 13, 2023, regular Board Meeting. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

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

CERTIFICATION  
OF THE WARRANT

Approve the Certification of Warrant for December 1, 2023, to December 27, 2023.

TREASURER'S  
REPORT

Approve the Treasurer's Report from November 30, 2023.

EXTRA-  
CLASSROOM  
TREASURER'S  
REPORT

Approve the Extraclassroom Treasurer's Report from November 30, 2023.

BUDGET  
INCREASE(S)

Approve the following budget increase(s):

1. Increase the Instructional Technology budget from \$1,439,040 to \$1,446,540, for the 2023-2024 school year, to accommodate for additional district requests. (Co-Ser 564 – S3)
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 – S3)
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 – S3)
4. Increase the Recruiting Service budget from \$31,930 to \$32,635 for the 2023/2024 school year to accommodate additional services requested by Willsboro Central School District. (Co-Ser A606 – Recruiting Service)
5. Increase the Central Business Office budget from \$180,000 to \$220,000 for the 2023-2024 school year to accommodate additional services at Plattsburgh City School District and Chazy Rural School District. (Co-Ser A675 – Central Business Office)
6. Increase the School Food Management budget from \$600,709 to \$682,281 for the 2023-2024 school year to accommodate the request for increased services from Willsboro Central School District. (Co-Ser A642 – School Food Management)

SPECIAL AID  
FUND PROJECT(S)

Approve the following Special Aid Fund Project(s):

1. NYS Basic Literacy- Essex County Special Aid Fund Project in the amount of \$150,000, for the period of July 1, 2023 through June 30, 2024. (CV-TEC)
2. NYS Basic Literacy- Clinton County Special Aid Fund Project in the amount of \$150,000, for the period of July 1, 2023 through June 30, 2024. (CV-TEC)
3. WIOA, Title II, Incarcerated and Institutionalized Education (Clinton County) Special Aid Fund Project in the amount of \$203,000, for the period of July 1, 2023 through June 30, 2024. (CV-TEC)
4. WIOA, Title II, Incarcerated and Institutionalized Education (Essex County) Special Aid Fund Project in the amount of \$203,000, for the period of July 1, 2023 through June 30, 2024. (CV-TEC)
5. WIOA, Title II, Adult Basic Education & Literacy Services Special Aid Fund Project in the amount of \$79,565, for the period of July 1, 2023 through June 30, 2024. (CV-TEC)

CONSENT  
AGENDA  
PERSONNEL

Mr. Murdock moved, seconded by Mrs. Saunders, to approve the consent agenda personnel. All Board Members present voted yes—motion carried.

RESIGNATION  
FOR RETIREMENT  
SMITH

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

1. Matthew Smith, Communications & Publications Coordinator, effective May 31, 2024

Dr. Davey paused the meeting to acknowledge Matt Smith's retirement. Matt has been with CVES since October of 2023. Dr. Davey spoke highly of what Matt Smith has accomplished throughout his years with CVES. Mrs. Amy Campbell spoke about Matt's Historical knowledge of CVES as an organization. She noted he was essential in bringing in new key talent and staff over the years. Both congratulated Matt on his retirement.

RESIGNATIONS  
BIBEAU, MCKEE,  
VACCARO,  
POLHEMUS, ST.  
HILARE, GONYO &  
FORGET

Accept the following letters(s) of Resignation:

1. Sienna Bibeau, Teacher Aide/ Student Aide, effective December 9, 2023
2. Karen McKee, Teacher Aide/ Student Aide, effective December 20, 2023
3. Lauren Vaccaro, TOC Teacher Aide/ Student Aide, effective December 20, 2023

4. Kimberly Polhemus, Payroll Clerk, effective January 1, 2024
5. Amanda St. Hilaire, Teacher Aide/ Student Aide, effective January 8, 2024, for the purpose of accepting a temporary Teaching Assistant position
6. Jean Gonyo, Cosmetology Teacher, effective February 1, 2024
7. Autumn Forget, Teacher Aide/ Student Aide, effective February 2, 2024

LEAVE(S) OF  
ABSENCE  
KATZFEY &  
GONYEA

Approve the following leave(s) of absence:

1. Bethany Katzfey, Teaching Assistant, unpaid leave of absence effective January 8, 2024 - June 30, 2024, for the purpose of accepting a temporary teaching position
2. Kylee Gonyea, Teaching Assistant, unpaid leave of absence effective January 10, 2024 - June 30, 2024 for the purpose of accepting a temporary teaching position

TEMP-ON-CALL  
SUBSTITUTES

Approve the following Temp-On-Call (TOC) and Substitute positions for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>
Carol Prager	Registered Nurse
Sienna Bibeau	Teacher Aide/ Student Aide
Sydney Myers	Teacher Aide/ Student Aide
Madisyn Robinson	Teacher Aide/ Student Aide
Susan Mitchell	Teacher
Susan Mitchell	Teaching Assistant

PERMANENT  
APPOINTMENT(S)  
(CIVIL SERVICE)  
RYAN & ROSSELLI

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

1. Sarah Ryan, Teacher Aide/ Student Aide, effective January 18, 2024
2. Eric Rosselli, Building Maintenance Mechanic, effective February 12, 2024

TENURE  
CAMPBELL &  
COAKLEY

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

1. Amy Campbell, Assistant Superintendent for Educational Services, effective June 14, 2024
2. Joseph Coakley, Director of Labor Relations, effective July 1, 2024

Dr. Davey congratulated Mrs. Amy Campbell and Mr. Joe Coakley on their tenure recommendations.

Amy's leadership has been instrumental in moving CVES forward. Amy helps coordinate workshops and events throughout the region as well as State-wide.

Joe Coakley is the Director of Labor Relations and is currently training to become a Regional Certification Officer. Joe works cohesively with component districts and HR. Dr. Davey spoke about the amazing work he has done with CVES in the past few years.

FOUR-YEAR  
PROBATIONARY  
APPOINTMENT(S)  
PRAY, HOLT, &  
MORIN

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

1. Name: Johanna Pray *\*was temporary*  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: October 28, 2023  
Tentative Tenure Date: October 28, 2027  
Certification Status: Teaching Assistant, Level I
2. Name: Robert Holt *\*was temporary*  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: November 16, 2023  
Tentative Tenure Date: November 16, 2027  
Certification Status: Teaching Assistant, Level I
3. Name: Alyssa Morin *\*was temporary*  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: November 17, 2023  
Tentative Tenure Date: November 17, 2027  
Certification Status: Teaching Assistant, Level I

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENT(S)  
LUPOSELLO &  
ARNOLD

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

1. Name: Sarah Luposello  
Position: Personnel Specialist  
Effective Date: January 3, 2024  
Annualized Salary: \$41,000

2. Name: Katelyn Parrow Arnold  
Position: Personnel Specialist  
Effective Date: January 8, 2024  
Annualized Salary: \$41,000

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

52-WEEK CIVIL  
SERVICE  
PROBATIONARY  
APPOINTMENT  
ROCK & MERRILL

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

1. Name: Tristan Rock  
Position: Teacher Aide/ Student Aide  
Effective Date: December 18, 2023  
Tentative Permanent Date: December 18, 2024  
Annualized Salary: \$20,950
2. Name: Nicole Merrill (*pending fingerprint clearance*)  
Position: Teacher Aide/ Student Aide  
Effective Date: January 8, 2024  
Tentative Permanent Date: January 8, 2025  
Annualized Salary: \$20,950

TEMPORARY  
APPOINTMENT(S)  
CARVAJAL,  
BURNHAM,  
CLOWNEY,  
KATZFEY, ST.  
HILARE, &  
GONYEA

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

1. Name: Leopoldo Carvajal  
Position: ESL Teacher  
Effective Date: December 18, 2023- June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,582
2. Name: Brianna Burnham  
Position: School Social Worker  
Effective Date: December 21, 2023- June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$56,676
3. Name: Todd Clowney  
Position: Electrical Design, Installation & Alternative Energy Teacher



Effective Date: January 3, 2024- June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,582

4. Name: Bethany Katzfey  
Position: Special Education Teacher  
Effective Date: January 8, 2024 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,582

5. Name: Amanda St. Hilaire  
Position: Teaching Assistant  
Effective Date: January 8, 2024 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$26,828

6. Name: Kylee Gonyea  
Position: Cosmetology Teacher  
Effective Date: January 10, 2024 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,582

MEMORANDUM  
OF AGREEMENT  
APPR  
EVALUATION &  
GRIEVANCES

Mrs. LaRocque moved, seconded by Mrs.Comins-Hunter, that the Board approve:

1. Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Service and the Champlain Valley Educational Services United Professionals regarding APPR Evaluations and Grievances.

All Board Members present voted yes—motion carried.

MEMORANDUM  
OF AGREEMENT  
DIGITAL PRINT  
MACHINE  
OPERATOR

Mr. Murdock moved, seconded by Ms. Wotton, to approve:

1. Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Service and the 12-Month Support Staff regarding adding the title of Digital Print Machine Operator to the Salary & Benefit Agreement.

All Board Members present voted yes—motion carried.

REQUEST FOR  
APPROVAL TO  
ATTEND  
CONFERENCE/  
WORKSHOP

Mrs. Comins-Hunter moved, seconded by Mrs. LaRocque, that the Board approve attendance of conference/workshop for the following Board member(s):

1. Leisa Boise, Dina Garvey, Patricia Gero, Richard Harriman Sr., Donna LaRocque, Ed Marin, Emily Phillips, Craig Randall, Emily Reynolds Bergh, Lori Saunders, Michael St. Pierre & Donna Wotton.  
NYSSBA Area 6 Legislative Breakfast 2024  
February 9, 2024  
High Peaks Resort, Lake Placid, NY

All Board Members present voted yes—motion carried.

ADOPT SCHOOL  
CALENDAR

Mr. Murdock moved, seconded by Mr. Harriman Sr., to adopt the 2024-25 CVES School Calendar as recommended by the CVES Component School District Calendar Committee.

All Board Members present voted yes—motion carried.

ADMINISTRATIVE  
LEAVE  
EXTENSION

Mr. Harriman Sr. moved, seconded by Mrs. LaRocque, to approve the following resolution:

Be it resolved that upon the recommendation of the District Superintendent, the Board of Cooperative Educational Services hereby continues the administrative leave of a probationary employee through January 31, 2024.

All Board Members present voted yes—motion carried.

TELESERVICES  
AGREEMENT  
SUNBELT

Mr. Harriman Sr. moved, seconded by Mrs. Comins-Hunter, to approve the following teleservices agreement:

Agreement between Clinton-Essex-Warren-Washington BOCES and Sunbelt St. LLC (“Sunbelt”) for the purpose of obtaining temporary employee services from S for a Telepractitioner for Speech-Language Pathology services at the Rise Center agreement commences 01/12,2024, and ends June 26, 2024, unless terminated by B with a 60-day written notice. The rate of services is \$89 per hour, with the total p amount for the term of the agreement not anticipated to exceed \$56,070. (Rise C (Attached)

All Board Members present voted yes—motion carried.

MILTON CAT OF  
CLIFTON PARK

Mr. Harriman Sr. moved, seconded by Mrs. Comins-Hunter, to approve the following:

Based on Tetra Tech Architects & Engineer’s and Schoolhouse Construction’s analysis and recommendation, that the Board accept a proposal submitted by Milton CAT of Clifton Park, New York, for purchase, installation, and maintenance agreement of an emergency Caterpillar generator with a 48-hour tank at the Mineville campus for the Phase 2 Capital Project for a total not expected to exceed \$499,612. Be it further recommended that the CVES Board President be granted authority to enter into any required contract including a service agreement contract.

All Board Members present voted yes—motion carried.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, February 14, 2024, at the CVES Learning Hub 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 Ms. Wotton, to adjourn the meeting at 8:14 pm. All Board Members present voted yes—motion carried.

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