

CHAMPLAIN VALLEY EDUCATIONAL SERVICES  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
Sole Supervisory District of Clinton, Essex, Warren and Washington Counties

**AGENDA FOR BOARD MEETING TO BE HELD AT THE YANDON-DILLON CENTER IN MINEVILLE ON  
MARCH 13, 2019, PROPOSED EXECUTIVE SESSION AT 6:30 PM – MEETING AT 7:30 P.M.**

- |           |                                                                                 |
|-----------|---------------------------------------------------------------------------------|
| No Action | 1. CALL TO ORDER: BOARD PRESIDENT                                               |
|           | a. The Pledge of Allegiance                                                     |
|           | b. Roll Call of Board Members                                                   |
|           | c. Introduction of All Present                                                  |
| No Action | 2. EXECUTIVE SESSION                                                            |
| No Action | 3. OPINIONS AND CONCERNS FROM THE AUDIENCE                                      |
| No Action | 4. CAPITAL PROJECT UPDATE --Dr. Mark Davey & Mr. Eric Bell                      |
| Action    | 5. MINUTES OF PREVIOUS MEETING                                                  |
|           | a. February 14, 2019 (Enc. 1)                                                   |
|           | 6. CONSENT AGENDA FINANCIAL                                                     |
| Action    | a. Certification of Warrant (Enc. 2)                                            |
| Action    | b. Treasurer's Report (Enc. 3)                                                  |
| Action    | c. Donations (Enc. 4)                                                           |
| Action    | d. Budget Increase (Enc. 5)                                                     |
| Action    | e. Proposals (Enc. 6)                                                           |
| Action    | f. Transportation Agreement Renewal (Enc. 7)                                    |
| Action    | g. Internal Audit Requirement Exemption (Enc. 8)                                |
| Action    | h. Independent Auditor Appointment/Management Letter (Enc. 9)                   |
|           | 7. OLD BUSINESS                                                                 |
| No Action | a. Committees                                                                   |
|           | --Audit Committee Meeting Highlights – December 12, 2018 (Info. Only) (Enc. 10) |
|           | 8. CONSENT AGENDA PERSONNEL                                                     |
| Action    | a. Resignations for the Purpose of Retirement (Enc. 11)                         |
| Action    | b. Resignation (Enc. 12)                                                        |
| Action    | c. Amendments (Enc. 13)                                                         |
| Action    | d. Civil Service Probationary Appointments (Enc. 14)                            |
| Action    | e. Additional Work (Enc. 15)                                                    |
| Action    | f. Substitutes (Enc. 16)                                                        |
| Action    | g. New Employee Orientation Compensation (Enc. 17)                              |

- No Action      9. BOARD OF COOPERATIVE EDUCATIONAL SERVICES
  - a.      None this month
  
- No Action      10. NEW BUSINESS
  - a.      None this month
  
- No Action      11. STRATEGIC PLAN UPDATE – Dr. Mark C. Davey
  
- No Action      12. DISTRICT SUPERINTENDENT’S UPDATE
  
- No Action      13. OTHER
  
- No Action      14. NEXT BOARD MEETING  
                    Wednesday, April 10, 2019, at the Yandon-Dillon Center in Mineville – Proposed Executive  
                    Session at 6:30 p.m. – Meeting at 7:30 p.m.
  
- No Action      15. REPORTS FROM DIRECTORS (Enc. 18)
  
- Action          16. ADJOURNMENT

# CHAMPLAIN VALLEY EDUCATIONAL SERVICES

## VISION

*TO MEET THE NEEDS AND EXPECTATIONS OF COMPONENT SCHOOLS, COMMUNITIES, AND ALL LEARNERS WHO ARE EFFECTED BY OUR SERVICES.*

## MISSION

*CVES, IN PARTNERSHIP WITH LOCAL SCHOOL DISTRICTS AND THEIR COMMUNITIES, THE BOARD OF REGENTS AND THE COMMISSIONER OF EDUCATION, WILL BE A LEADER IN PROVIDING QUALITY, COST-EFFECTIVE PROGRAMS AND SERVICES THAT SUPPORT SCHOOL DISTRICTS AND THEIR COMMUNITIES TO ACHIEVE HIGHER STANDARDS THROUGH ENHANCED EDUCATIONAL OPPORTUNITIES.*

## IMPORTANT DATES

March 13, 2019	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
March 14, 2019	I Stand Against Bullying (ISAB) Awards, SUNY Giltz Auditorium – 6:00 p.m.
Mar. 30–Apr. 1, 2019	NSBA Convention – Philadelphia, PA
April 4, 2019	CV-TEC Open House – Plattsburgh – 6:00 p.m.
April 9, 2019	CV-TEC Open House – Mineville – 6:00 p.m.
April 10, 2019	Annual Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
April 25, 2019	Election of CVES Board Members and Vote on Administrative Budget
May 8, 2019	Board Meeting – Instr. Serv. Center, Plattsburgh – 6:30 p.m.
May 14, 2019	NTHS Ceremony – Rainbow Banquet Hall, Altona – 7:00 p.m.
May 22, 2019	NTHS Ceremony – Moriah High School Auditorium – 7:00 p.m.
May 29, 2019	SkillsUSA Awards – Adirondack Room Butcher Block – 6:00 p.m.
June 6, 2019	No. Country Loggers Awards Banquet – 6:00 p.m.
June 14, 2019	Special Ed Graduation Ceremony – SUNY Giltz Auditorium – 9:30 a.m.
June 15, 2019	HSED Graduation – Westside Ballroom – 1:00 p.m.
June 12, 2019	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
June 19, 2019	CV-TEC Mineville Graduation Ceremony – Moriah Central School – 7:00 p.m.
June 20, 2019	CV-TEC Plattsburgh Graduation Ceremony – SUNY Field House – 7:00 p.m.

## **MOTIONS TO ENTER INTO EXECUTIVE SESSION**

1. A MATTER WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED
2. A MATTER WHICH MAY DISCLOSE THE IDENTITY OF A LAW ENFORCEMENT AGENT OR INFORMER
3. A MATTER OF INFORMATION RELATING TO A CURRENT OR FUTURE INVESTIGATION OR PROSECUTION OF A CRIMINAL OFFENSE WHICH WOULD IMPERIL EFFECTIVE LAW ENFORCEMENT IF DISCLOSED
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
7. A MATTER OF THE PREPARATION, GRADING OR ADMINISTRATION OF EXAMINATIONS
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 PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF
9. A MATTER RELATED TO A SPECIFIC STUDENT OF THE DISTRICT

## **ENC. 1**

Recommend that the Board approve the Draft Minutes from the February 14, 2019 Board meeting. (attached)

## **ENC. 2**

Recommend that the Board approve the Certification of Warrant for February 4, 2019 to March 1, 2019. (attached)

## **ENC. 3**

Recommend that the Board approve the Treasurer's Report from January 31, 2019. (attached)

## **ENC. 4**

Recommend that the Board approve the following Donations:

1. Donation of \$300.00 from an anonymous donor. This donation will benefit the Keith Broadwell Memorial Scholarship Fund.
2. Donation of \$300.00 from an anonymous donor. This donation will benefit the John W. Harold Scholarship Fund.
3. Donation of \$500.00 from an anonymous donor. This donation will benefit the Special Education Backpack Program.

## **ENC. 5**

Recommend that the Board approve the following Budget Increase:

1. Interscholastic Sports Coordination Budget from \$109,680 to \$112,680 for the 2018-2019 school year to accommodate additional costs of services requested by Section 7 Athletics. ISC (Co-Ser 554)

## **ENC. 6**

Recommend that the Board accept the following Proposals:

1. Based on Tetra Tech's analysis and recommendation of the proposals submitted, that the Board accept a proposal submitted by The Dente Group of Watervliet, NY for Design Phase Geotechnical Evaluation Services for the Capital Project. Services will take place at the Plattsburgh Main Campus, the Plattsburgh Satellite Campus, and the Mineville Campus for a total amount not to exceed \$48,810. The commencement date for services is March 14, 2019.

Be it further recommended that the CVES Board President be granted authority to enter into a service agreement contract contingent upon CVES' attorney approval.

Note: Two additional proposals were received from CME Associates, Inc. of East Syracuse, NY and SJB Services, Inc. of Hamburg, NY.

## **ENC. 6 CONTINUED**

2. Proposal submitted by Robert M. Sutherland P.C. of Plattsburgh, NY for Capital Project Subdivision Services. Services will entail the subdivision of a 20 acre parcel of land adjacent to the Plattsburgh Satellite Campus and will include mapping, paperwork for subdivision plans, and submittal/ representation before the Town of Plattsburgh. The total for all services is not anticipated to exceed \$4,300 and will commence March 14, 2019.

Be it further recommended that the CVES Board President be granted authority to enter into a service agreement contract contingent upon CVES' attorney approval.

Note: Two additional proposals were received from AES Northeast, PLLC of Plattsburgh, NY and Architectural & Engineering Design Associates P.C. of Plattsburgh, NY.

## **ENC. 7**

Recommend that the Board approve the following Transportation Agreement Renewal:

1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Northeastern Clinton Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2018 through June 30, 2019 at a current estimated cost of \$26,050. (CV-TEC) (attached)

## **ENC. 8**

Recommend that the Board approve the following resolution:

WHEREAS a mandate relief measure was enacted by New York State to exempt school districts from the requirement to maintain an internal audit function; and

WHEREAS Education Law Section 2116-B was amended to include language relative to this exemption; and

WHEREAS the New York State Education Department Office of Educational Management Services provided guidance indicating that BOCES can also partake in this exemption and created a Certification Form for BOCES to use in order to illustrate eligibility, and has indicated that this exemption applies to the 2019-20 school fiscal year; and

WHEREAS Clinton-Essex-Warren-Washington BOCES qualifies for this exemption for fiscal year 2019-20 based on completion of this form as prescribed by NYSED; and

WHEREAS the Audit Committee of the Clinton-Essex-Warren-Washington BOCES recommends the BOCES adopt this mandate relief measure and not conduct an internal audit for the 2019-20 school year; therefore

BE IT RESOLVED that the Clinton-Essex-Warren-Washington BOCES shall adopt the mandate relief measure and not conduct an internal audit for the 2019-20 school year.

## **ENC. 9**

Recommend that the Board appoint West & Company, CPAs, PC, of Gloversville, NY, as the CEWW BOCES Independent Auditor for the 2018-19 audits (to be conducted during the 2019-20 school year) and approve the engagement letter (attached). The fee for the 2018-19 audit is \$16,500.

# ENC. 1

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

DATE: February 14, 2019  
KIND OF MEETING: Regular Board Meeting  
PLACE: Instructional Services Center, Ferrisburgh, NY

Board Members Present:

Larry Barcomb  
Leisa Boise  
Jane Donahue  
Richard Harriman, Sr.  
Donna LaRocque  
Richard Malaney  
Thomas McCabe  
Lori Saunders  
Florence Sears  
Michael St. Pierre

Board Members Absent:

Patricia Gero  
Evan Glading  
Linda Gonyo-Horne  
Ed Marin  
Bruce Murdock

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Council Present:

Eric Bell  
Teri Calabrese-Gray  
Michele Friedman  
Bonnie Berry  
Christine Myers

**DRAFT**

MEETING  
TO ORDER

The Board President called the meeting to order at 6:32 p.m.

EXECUTIVE  
SESSION

Mrs. Saunders moved, seconded by Mrs. LaRocque, that the Board go into Executive Session at 6:34 p.m., for the following reasons: #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; #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 publicity would substantially affect the value thereof; #9 - A matter related to a specific student of the district. The Board was provided an update on negotiations currently underway and discussed negotiation parameters for several contracts commencing negotiations in the near future. Next, updates were provided related to the purchase of CVES' Satellite Campus, and upcoming Capital Project-related contracts recommended for Board for approval. Lastly, several matters related to individual students and employees were shared. All Board Members present voted yes—motion carried.

Mrs. Sears moved, seconded by Mr. Harriman, Sr., that the Board come out of Executive Session at 7:42 p.m. All Board Members present voted yes—motion carried.

OPINIONS &  
CONCERNS FROM  
AUDIENCE

Mr. Barcomb informed the audience and the Board that Dr. Davey, Mrs. Friedman and Mr. McCartney recently attended a Town of Champlain Board meeting where he signed a Proclamation declaring February as CTE month in their jurisdiction and recognized CV-TEC. Mr. Barcomb thanked them for attending and indicated that he

encouraged the Town of Champlain Board members to tour the CV-TEC campus to learn more about the opportunities offered.

BOARD BUDGET  
PRESENTATION

Dr. Davey and Mr. Bell, Assistant Superintendent of Management Services, presented the CVES 2019-20 Draft Budget PowerPoint presentation. Dr. Davey began the presentation by thanking the CVES senior leadership team and support staff for their hard work on the development of the 2019-20 CVES budget. He also thanked the CVES Board Budget Committee for their diligent effort, dedication and input in the budget development process. Next, Dr. Davey reviewed the impactful factors affecting the budget's development including health insurance premium increases, changes in TRS & ERS rates and contractual salary obligations as well as the Governor's Executive Budget Summary for 2019-20. Mr. Bell then presented the 2019-20 draft proposed cost summaries and draft budgets for each division. Dr. Davey and Mr. Bell then concluded the presentation and answered questions. A copy of the 2019-20 Educational Program and Fiscal Plan was also shared with the Board. Lastly, it was shared that following the Board's successful 2019-20 budget approval, the budget information would be presented to the Chief School Officers (CSOs) and business officials the next day. Mrs. LaRocque moved, seconded by Mrs. Saunders that the Board grant approval to have the 2019-20 CVES Educational Program and Fiscal Plan printed to share with Component School Districts. All Board Members present voted yes – motion carried.

AUDIT  
COMMITTEE  
UPDATE

An Audit Committee update was provided by Mr. Bell from the most recent meeting and shared that the Audit Committee discussed if an internal audit will be performed next year. It was recommended by the Committee that at the next CVES BOCES Board meeting, the entire CVES Board adopt the mandate relief measure and not conduct an internal audit for the 2019-20 school year. Mr. Bell also explained to the Board that an RFP for an external audit firm for the 2019-20 school year was also discussed by the Committee. The next Audit Committee meeting will be on May 8, 2019 at 5:00 p.m. at the Instructional Services Center in Plattsburgh.

STRATEGIC PLAN  
MID-YEAR  
UPDATE

Dr. Davey introduced CVES' Mid-Year Strategic Plan Update Presentation and provided a brief overview of the year's major priorities. Areas of focus this year are school climate and culture as well as the Capital Project. Dr. Davey thanked all of the DPT members as well as the entire CVES Board for their support and participation in the ongoing efforts of the Strategic Plan during the past five years and for its continued emphasis throughout CVES. Teri Calabrese-Gray, Eric Bell, Michele Friedman and Bonnie Berry each shared brief divisional updates and highlights from the DPT (District Planning Team) meeting held recently. Lastly, Dr. Davey reviewed remaining activities including the 6th Annual CVES Strategic Plan Survey to be administered in April and end-of-year wrap up plans.

CAPITAL PROJECT  
UPDATE

Dr. Davey and Mr. Eric Bell shared a Capital Project update with the Board that included an explanation of the current Design Phase of the project and the plan for internal stakeholder input in the design updates. The target date to submit the project design to SED still remains mid-August 2019 with bidding of the project to begin by



January/February 2020. Mr. Bell concluded the update with a review of project scope items for the CVES annual “mini” capital project. The list contained several multi-year projects that were initially included in the voter approved Capital Project scope, but were pulled to be completed “in-house”.

PREVIOUS  
MINUTES

Mrs. LaRocque moved, seconded by Mrs. Saunders, to approve the minutes of the January 17, 2019 Board Meeting as presented. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mrs. Saunders moved, seconded by Mrs. Boise, to approve the following Consent Agenda Financial items 9a-9k as presented. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF WARRANT

(9a) Approve the Certification of Warrant for December 14, 2018 – February 1, 2019 as presented.

TREASURER’S  
REPORT

(9b) Approve the Treasurer’s Report from December 31, 2018.

DONATIONS

(9c) Approve the following Donations:

1. For Our Student Stipend Fund:	
Pepsi (December 2018)	125.44
United Way (December 2018)	32.27
Pepsi (January 2019)	69.22
United Way (January 2019)	<u>32.26</u>

TOTAL - \$ 259.19

2. Donation of \$250.00 from the SeaComm Federal Credit Union. This donation will benefit the SkillsUSA Club at the Plattsburgh Campus.

3. Donation of 1988 GX 195 Glastron Boat & Trailer from Mr. William Nohilly, with an estimated value of \$1,750.00. This donation will benefit the Marine Technology Classroom and is intended for resale.

4. Donation of \$500.00 from The Plattsburgh Rotary Club. This donation will benefit the Special Education Backpack Program.

BUDGET  
INCREASE

(9d) Approve the following Budget Increase:

1. High School Equivalency Test Administration special aid fund project budget from \$6,659 to \$6,831.83, for the period of January 1, 2018 through December 31, 2018, due to additional revenue in the amount of \$172.83. (CV-TEC)

CROSS

(9e) Approve the following Cross Contract Budget:

CONTRACT  
BUDGET

1. Elementary Science Program – Monroe 2 BOCES budget in the amount of \$7,000 for the 2018-2019 school year to accommodate for a cross contract with Monroe 2 BOCES and Keene. (Co-Ser 562 – ISC)

CROSS  
CONTRACT  
BUDGET  
INCREASES

(9f) Approve the following Cross Contract Budget Increases:

1. Arts in Education – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$100,000 to \$105,000, for the 2018-2019 school year, to accommodate for potential increased service requests with WSWHE BOCES. (Co-Ser 406 – ISC)

2. Distance Learning Service – Albany BOCES budget from \$146,500 to \$200,000 for the 2018-2019 school year, to accommodate for potential increased service requests with Albany BOCES. (Co-Ser 431 – ISC)

3. Model Schools Service – Albany BOCES budget from \$96,636 to \$165,000 for the 2018-2019 school year, to accommodate for potential increased service requests with Albany BOCES. (Co-Ser 544 – ISC)

4. Co-Op Bid Service – St. Lawrence-Lewis BOCES budget from \$64,320 to \$64,370 for the 2018-2019 school year to accommodate for initial cost increase in a cross contract with SLL BOCES and CVES. (Co-Ser 601 – Mgmt. Services)

5. Recruiting Service – Putnam-Northern Westchester BOCES budget from \$10,612 to \$14,352 for the 2018-2019 school year to accommodate for cross contracts with PNW BOCES (Plattsburgh and Ticonderoga). (Co-Ser 616 – Mgmt. Services)

6. Transportation CTE Shuttles - Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$30 to \$100, for the 2018-2019 school year, to accommodate for a cross contract with WSWHE BOCES and Schroon Lake. (Co-Ser 652 – CV-TEC)

7. Teacher Certification Service – Albany BOCES budget from \$36,062 to \$36,102 for the 2018-2019 school year, to accommodate for initial cost increases under the cross contract with Albany BOCES. (Co-Ser 667 – Mgmt. Services)

8. Labor Relations – Albany BOCES budget from \$272,533 to \$304,995, for the 2018-2019 school year, to accommodate for cross contracts with Albany BOCES (Beekmantown and Northeastern Clinton). (Co-Ser 632 – Mgmt. Services)

9. Learning Technology Services – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$9,530 to \$39,570 for the 2018-2019 school year to accommodate a cross contract with WSWHE BOCES and Beekmantown. (Co-Ser 504 – ISC)

10. Web Page Software Services – St. Lawrence-Lewis BOCES budget from \$12,980 to \$24,960 for the 2018-2019 school year to accommodate a cross contract with SLL

BOCES and Schroon Lake. (Co-Ser 536 – ISC)

11. Planning Services – Putnam-Northern Westchester BOCES budget from \$6,000 to \$10,000 for the 2018-2019 school year to accommodate for a cross contract with PNW BOCES and Peru. (Co-Ser 653 – Mgmt. Services)

SPECIAL AID  
FUND PROJECT

(9g) Approve the following Special Aid Fund Project:

1. Regional Food Bank of NENY Backpack Program special aid fund project, in the amount of \$1,281, for the period of July 1, 2018 through June 30, 2019. This program is funded through private and business donations. (Special Education)

CONTRACTOR/  
CONSULTANT  
AGREEMENT

(9h) Approve the following Contractor/Consultant Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Educational Vistas, Inc. for the purpose of obtaining Vendor Scoring services for grades 3-8 ELA and Mathematic Assessments; grades K-12 NYS English as a Second Language Assessment Tests (NYSESLAT); and grades 4 and 8 NYS Science Assessments. Service dates and terms are specified as per the agreement with a completion date occurring on June 14, 2019. The total amount payable for all services is \$150,000. (ISC)

MEMORANDUMS  
OF AGREEMENT

(9i) Approve the following Memorandums of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Franklin-Essex-Hamilton BOCES (FEH BOCES) under which C-E-W-W BOCES will reimburse FEH BOCES for professional services rendered in connection with the Supplemental Nutrition Assistance Program Employment & Training Venture IV (SNAP ET) in an amount not to exceed \$60,000. The period of the agreement is October 1, 2018 through September 30, 2019. (CV-TEC)

2. Agreement between Clinton-Essex-Warren-Washington BOCES and The Clinton County Employment and Training Agency (CCETA) under which C-E-W-W BOCES will reimburse CCETA for professional services rendered in connection with the Supplemental Nutrition Assistance Program Employment & Training Venture IV (SNAP ET) in an amount not to exceed \$7,250. The period of the agreement is February 14, 2019 through September 30, 2019. (CV-TEC)

LETTER OF  
AGREEMENT

(9j) Approve the following Letter of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Tetra Tech Architects & Engineers (District Architect) under which the District Architect will work with BOCES to develop 2019-20 budget and scope for the annual (mini) capital project. Services will be billed on a Time and Materials basis for an estimated amount of \$2,200, plus reimbursable expenses. The agreement commences February 13, 2019 and will remain in effect until services are completed. (Management Services)

PROPOSAL

(9k) Approve the following Proposal:

PROPOSAL  
CONTINUED

1. Based on Tetra Tech's analysis of the proposals submitted for Capital Project Pre-Renovation Testing Services for Asbestos, PCB's, RCRA Metal, and LBP, that the Board accept the proposal submitted by Atlantic Testing Laboratories, Limited (ATL) under which ATL will provide testing services at the Plattsburgh Main Campus, Plattsburgh Satellite Campus, and Mineville Campus for a current estimated cost of \$20,470. Be it further recommended that the CVES Board President be granted authority to enter into contracts contingent upon CVES' attorney approval.

Note: Two additional firms submitted proposals:

- KAS, Inc. of Plattsburgh, NY - \$25,580
- Intertek - Professional Service Industries, Inc. of Schenectady, NY - \$34,715

CONSENT  
AGENDA  
PERSONNEL

Mrs. LaRocque moved, seconded by Mrs. Boise, to approve the following Consent Agenda Personnel items 11a–11k as presented. All Board Members present voted yes—motion carried.

RESIGNATIONS  
WICK, WOODS

(11a) Accept the following letters of Resignation:

1. Cayla Wick, Teacher Aide/Student Aide, effective March 16, 2019
2. Chester Woods, Teacher Aide/Student Aide, effective February 18, 2019 (for the purpose of accepting Custodial Worker position)

FOUR-YEAR  
PROBATIONARY  
APPOINTMENTS  
ZULLO,  
RICHARDS

(11b) Appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. Amanda Zullo, Assessment & Planning Coordinator, Effective March 25, Annual Base Salary of \$70,000.00, Pro-Rated Salary of \$19,541.67.
2. Susan Richards, Business Education Teacher, Effective January 23, 2019, Annual Base Salary of \$ 43,645.

(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  
BISHOP,  
NATISHAK, OTIS,  
BROWN, DUELL,  
KEEFE, WOODS,  
HANDLEY,  
PERRY.

(11c) Appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

1. LeeAnn Bishop, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

2. Diane Natishak, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
BISHOP,  
NATISHAK, OTIS,  
BROWN, DUELL,  
KEEFE, WOODS,  
HANDLEY, PERRY  
CONTINUED

3. Katherine Otis, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

4. Jill Brown, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

5. Latayla Duell, Teacher Aide/Student Aide, Effective February 14, 2019, Annualized Salary of \$15,976, Prorated Salary of \$6,984.48.

6. Erin Keefe, Account Clerk Typist – Confidential, Effective January 28, 2019, Annualized Salary of \$30,000, Prorated Salary of \$12,692.31.

7. Chester Woods, Custodial Worker, Effective February 18, 2018, Annualized Salary of \$29,421.00, Prorated Salary of \$10,749.98.

8. Diana Handley, Account Clerk/Typist 12 Month Support, Effective February 20, 2019, Annualized Salary of \$25,184.00, Prorated Salary of \$9,008.12.

9. Michelle Perry, Senior Account Clerk/Typist – Confidential, Effective March 11, 2019, Annualized Salary of \$32,553, Prorated Salary of \$10,016.31.

TENURE  
APPOINTMENT  
TEDFORD

(11d) Grant Tenure to the following person:

1. Dena Tedford, Health Careers Program Coordinator, Effective March 10, 2019

PERMANENT  
APPOINTMENT  
CROSS, EARLEY

(11e) Grant a Permanent Appointments (Civil Service) to the following people:

1. Lucas Cross, Teacher Aide/Student Aide, effective February 14, 2019

2. Andrea Earley, Teacher Aide/Student Aide, effective February 14, 2019

SALARY  
ADJUSTMENTS  
RICHARDS,  
STERLING

(11f) Approve the following Salary Adjustment due to receipt of certification:

1. Susan Richards, Business Education Teacher, Effective January 23, 2019, Old Salary of \$37,145, New Salary of \$ 43,645, Prorated Salary of \$23,350.08.

Approve the following Salary Adjustment due to change from 12-Month Support Staff Unit to the Confidential Unit:

1. Laura Sterling, Account Clerk/ Typist - Confidential, Effective January 28, 2019, Old Salary of \$25,618, New Salary of \$29,618, Prorated Salary of \$12,530.69.

ADULT  
EDUCATION  
INSTRUCTORS

(11g) Approve the following list of Adult Education Course Instructors for the 2018-2019 school year:

Adult Education \$37/hour

Lisa Banker  
Tanner Senecal

FACILITATOR

(11h) Approve the following list of Facilitators for the period of April 7, 2019 through June 30, 2019:

Facilitator (\$30.00/hour)

Jane Landry

SUBSTITUTES

(11i) Approve the following list of Substitute and Temporary-On-Call appointments for the 2018-19 school year:

<u>Name</u>	<u>Position</u>
LeeAnn Bishop	Teacher Aide/Student Aide
Diane Natishak	Teacher Aide/Student Aide
Tyler Robinson	Teacher Aide/Student Aide
Brandy Rosselli	Teacher Aide/Student Aide
Amy Keech	Teacher Aide/Student Aide
Andrew Peryer	Teacher Aide/Student Aide
Jill Brown	Teacher Aide/Student Aide
Latayla Duell	Teacher Aide/Student Aide
Katherine Otis	Teacher Aide/Student Aide
Alicia Derone	Teacher Aide/Student Aide
Nora Rougier	Teacher Aide/Student Aide
Brandy Rosselli	Teaching Assistant
Amy Keech	Teaching Assistant
Janice Wheeler	Teaching Assistant
Nora Rougier	Teaching Assistant
Amy Keech	Teacher
Brandy Rosselli	Teacher

Janice Wheeler	Teacher
Sarah Sorensen	Registered Nurse (Schools)
Brandy Rosselli	Food service helper
Erin Keefe	Account Clerk Typist – Confidential

VOLUNTEERS

(11j) Approve the following Volunteers for the 2018-2019 school year:

ISC

Matthew Formicola  
Conner McKenzie

AUTHORIZATION  
OF INDIVIDUAL  
TO COLLECT  
MONEY

(11k) Authorize the following individual to collect money at the CV-TEC Plattsburgh Main Campus for the 2018-19 school year:

CV-TEC Main Campus

Stacie Winchell - Adult Education Tuitions and Fees & Other CV-TEC Program Income

Authorize Stacie Winchell as bursar of the \$100 petty cash fund at the CV-TEC Main Campus Office for the remainder of the 2018-2019 school year (replacement for Kristen Parker)

REQUEST FOR  
APPROVAL TO  
ATTEND  
CONFERENCE/  
WORKSHOP

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board approve the following Request for Approval of Attendance to Conference/Workshop for the following Board Member:

Linda Gonvo-Horne

Rural Schools Association Board Meeting

April 12, 2019, OCM BOCES, Liverpool, NY (overnight accommodations needed)

All Board Members present voted yes—motion carried.

LEAVES OF  
ABSENCE  
LAMERE, SNOW

Mr. Harriman, Sr. moved, seconded by Mrs. LaRocque, that the Board accept the following Leaves of Absence:

1. Kaci Lamere, unpaid leave of absence one day per week, effective January 28, 2019 - May 10, 2019.

2. Brigitte Snow, unpaid medical leave of absence, effective on or about March 6, 2019 for a duration not to go beyond May 7, 2019.

All Board Members present voted yes—motion carried.

DISTRICT SUPT.  
UPDATE

Dr. Davey informed the Board that the Mineville campus has used all of their allotted snow days. The District Superintendent and administrative team reviewed the plan in case additional days must be used due to inclement weather. The utilization of days in their respective order is designated on the 2018-19 school calendar. He also shared the

Rural Schools Association newsletter with the Board and reminded them of the March 2, 2019 “Healing Our Kids” RSA Spring Symposium. Next, Dr. Davey notified the Board that the training with Michael Horning of PLS3rd Learning on the new electronic DS evaluation software has been scheduled for March 5, 2019, 6:00 p.m., at the Instructional Services Center. The Board was informed of the upcoming CVES Board member vacancies due to expire on June 30, 2019 and the upcoming Annual Vote that will be held on April 25, 2019 at each of the component districts. Fourth, Dr. Davey informed the Board that the rescheduled Elizabethtown-Lewis-Westport CSD Board of Education Organizational meeting will be held on February 27, 2019 and that the budget development process has begun for the new district. Fifth, he shared updates related to the Workers’ Compensation & CEWW Health Insurance Consortium and noted that 2019-20 rate setting will occur in March 2019 and that the Advisory Committee is still working towards cost saving initiatives. Lastly, Dr. Davey reviewed upcoming events as follows:

DISTRICT SUPT.  
UPDATE  
CONTINUED

- BOCES Lobby Day in Albany - Wednesday, February 27, 2019
- BOCES Well Day/Student Advocacy Day - March 13, 2019
- CVES Annual Meeting – Wednesday, April 10, 2019
- CVES Annual Vote & Board Elections – Thursday, April 25, 2019

OTHER

Dr. Davey and Mrs. Friedman both acknowledged and congratulated Ms. Dena Tedford for her newest Tenure Appointment as the Health Careers Program Coordinator. Ms. Tedford has been teaching at CV-TEC for 21 years.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, March 13, 2019, at the Yandon-Dillon Center in Mineville. An anticipated Executive Session will begin at 6:30 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mr. St. Pierre moved, seconded by Mrs. Boise, to adjourn the meeting at 9:08 p.m. All Board Members present voted yes—motion carried.

**DRAFT**  
abideau, Board Clerk



# ENC. 2

## MEMO

To: Meaghan Rabideau, BOCES Board Clerk  
Clinton-Essex-Warren-Washington BOCES  
From: Angela Jennette, Claims Auditor  
Date: March 4, 2019  
Re: Report for Board Agenda for March 13, 2019 Meeting

The following warrant claims were reviewed from February 4, 2019 to March 1, 2019:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #32 - 02/07/2019	** *Check Nos: 223621-223731**	\$ 3,033,843.32
W #33 - 02/14/2019	*Check Nos: 223803-223905**	\$ 1,205,609.35
W #34 - 02/21/2019	*Check Nos: 223908-223976**	\$ 226,050.77
W #35 - 02/28/2019	*Check Nos: 224022-224083	\$ 103,705.76

\*Note Includes electronic wire transaction transfers for CVES Disbursements as listed below:

**IRS-EFTPS:**

PR #16- Wire #941-013119- Warrant #32;  
PR #18- Wire #941-021519- Warrant #34;

**NYS Promptax:**

PR #16- Wire #NYS-013119- Warrant #32;  
PR #18- Wire #NYS-021519- Warrant #34;

**BOCES AID:**

ID#004785- AIDFEB1819- Warrant #32;

**Omni Financial Group:**

PR #18- Wire #OMN-021519- Warrant #33;  
PR #19- Wire #OMN-022819- Warrant #35;

**NYS Office of Comptroller ERS Retirement & Loans:** PR#15&16-Wire #ERS-JAN19- Warrant #32;

**PR 17 EOY- Recodes Only.**

**Health Insurance Consortium Payments:**

2/8/19	\$ 1,687,479.34
2/14/19	\$ 1,794,286.80
2/21/19	\$ 1,930,278.79
2/28/19	\$ 1,574,862.83

**\*\*A sequence of all checks including payroll has be verified.**

Internal Claims Auditor  
(Signature) \_\_\_\_\_

*Angela Jennette*

CC: Eric Bell  
Christine Myers

Date	Warrant	Vendor #	Claim Audit Finding:	Summary Business Office Response:	Resolution/Options:
02/06/19	Pending W#32	4593	Purchase without Purchase Order in place. Also teacher should be giving Ok to Pay on specialty items for curriculum.	CV-TEC purchase made by faculty member without Purchase Order has been addressed by Purchasing Agent and ASMS. Faculty member is aware of Purchase Order requirements. More stringent steps will be taken by ASMS for repeat occurrences.	Removed from final warrant.
02/06/19	Pending W#32	14270	Missing Ok to Pay.	Will obtain Ok to pay.	Removed from final warrant.
02/06/19	Pending W#32	13979	Invoice fee does not match pricing on Purchase Order.	Will research cost differences.	Removed from final warrant.
02/07/19	Final W#32				\$3,033,843.32
02/13/19	Pending W#33	14759	Pricing is not in-line with Purchase Order.	Will resolve discrepancies with vendor.	Removed from final warrant.
02/13/19	Pending W#33	17501	Invoice over 60 days.	Account Payable didn't receive "Ok to Pay" in timely manner.	Approved for final warrant.
02/14/19	Final W#33				\$1,205,609.35
02/20/19	Pending W#34	2388	Receipts don't support charges on travel claim.	Will obtain receipts to amount claimed.	Removed from final warrant.
02/20/19	Pending W#34	6026	Invoices over 60 days.	Invoices not received immediately, mailed and received 2 weeks after invoice date then had to obtain "Ok to Pay".	Approved for final warrant.
02/21/19	Final W#34				\$266,050.77
02/27/19	Pending W#35	15033	Missing "Ok to Pay".	Will obtain "Ok to Pay".	Removed from final warrant.
02/28/19	Final W#35				\$103,705.76

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
TREASURER'S REPORT - JANUARY 31, 2019**

	Cash Balance		Cash Receipts		Cash Disbursements		Cash Balance	
	December 31, 2018		January	January	January	January	January 31, 2019	January 31, 2019
<b>i. CHECKING ACCOUNTS</b>								
<b>TD Bank - Depository</b>								
General Fund	\$ 2,954,891.04		\$ 4,877,144.49	\$ 3,437,778.34	\$ 4,394,257.19	\$ 27,105,632.02	\$ 4,394,257.19	
Special Aid Fund	\$ (121,196.13)		\$ 201,423.46	\$ 137,626.43	\$ (57,399.10)	\$ 1,504,860.47	\$ (57,399.10)	
Trust & Agency Fund	\$ 175,946.48		\$ 193,676.64	\$ -	\$ 369,623.12	\$ 186,282.00	\$ 369,623.12	
School Lunch Fund	\$ (40,506.18)		\$ 23,215.36	\$ 9,974.98	\$ (27,265.80)	\$ 64,070.92	\$ (27,265.80)	
Capital Fund	\$ (1,159.19)		\$ -	\$ 42,252.06	\$ (43,411.25)	\$ 42,252.06	\$ (43,411.25)	
Private Purpose Trust Fund	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TD Bank - Operating</b>								
General	\$ 170,776.78		\$ 3,440,535.00	\$ 3,217,854.85	\$ 393,456.93	\$ 28,444,550.44	\$ 393,456.93	
<b>SAVINGS ACCOUNTS</b>								
<b>NYCLASS</b>								
Trust Fund Non-Expendable	\$ 11,372.29		\$ 21.73	\$ -	\$ 11,394.02	\$ -	\$ 11,394.02	
Private Purpose Trust Fund	\$ 10,951.32		\$ 20.88	\$ -	\$ 10,972.20	\$ 500.00	\$ 10,972.20	
<b>TOTAL CASH ON HAND</b>	<b>\$ 3,161,076.41</b>				<b>\$ 5,051,627.31</b>	<b>\$ 57,070,975.25</b>	<b>\$ 5,051,627.31</b>	

**ii. RECONCILIATION TO BANK STATEMENTS**

	January 31, 2019 Bank Balance	Add: Deposits in Transit	Less: Outstanding Checks	January 31, 2019 Cash Balance
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 569,463.03	\$ -	\$ (176,006.10)	\$ 393,456.93
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 4,635,804.16	\$ -	\$ -	\$ 4,635,804.16
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 483.33	\$ -	\$ -	\$ 483.33
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 684.44	\$ -	\$ -	\$ 684.44
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 11,394.02	\$ -	\$ -	\$ 11,394.02
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 16.40	\$ -	\$ -	\$ 16.40
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 9,788.03	\$ -	\$ -	\$ 9,788.03
<b>GENERAL FUND INTEREST RECEIVED 7/01/17 - 1/31/19</b>				<b>\$ 23,889.35</b>
<b>TOTAL CASH ON HAND</b>				<b>\$ 5,051,627.31</b>

PREPARED BY:



Christine Myers, District Treasurer

DATED:

2/25/19

CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
EXTRACLASSROOM ACTIVITY FUND  
TREASURER'S REPORT

FOR THE PERIOD 01/01/2019 TO 01/31/2019

TITLE OF ACCOUNT	BAL. ON HAND BEG. OF YEAR	BAL. ON HAND BEG. OF MONTH	RECEIPTS FOR MONTH	TOTAL FOR MONTH	TOTAL EXPEND. FOR MONTH	BALANCE ON HAND
SKILLS USA - PLATTSBURGH	4,830.67	9,850.57	250.00	10,100.57	0.00	10,100.57
SKILLS USA - MINEVILLE	1,028.09	1,028.09	354.40	1,382.49	183.73	1,198.76
NO. COUNTRY LOGGERS	608.58	608.58	0.00	608.58	0.00	608.58
IMAGE MAKERS	0.00	5.50	0.00	5.50	0.00	5.50
REFLECTIONS	247.30	836.07	46.50	882.57	0.00	882.57
LPN CLASS	1,265.06	2,532.24	0.00	2,532.24	257.39	2,274.85
ANIMAL SCIENCE	553.30	0.00	0.00	0.00	0.00	0.00
RAZOR'S EDGE	699.26	985.07	0.00	985.07	0.00	985.07
PAWS IN TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
ALLIED HEALTH	0.00	0.00	0.00	0.00	0.00	0.00
SALES TAX	9.78	221.10	32.07	253.17	0.00	253.17
<b>TOTAL</b>	<b>9,242.04</b>	<b>16,067.22</b>	<b>682.97</b>	<b>16,750.19</b>	<b>441.12</b>	<b>16,309.07</b>

  
CHRISTINE MYERS, DISTRICT TREASURER

2/21/19  
DATE

1/31/2019 Bank Balance \$ 16,515.48  
Add: Deposits in Transit \$ -  
Less: Outstanding Checks \$ (206.41)  
1/31/2019 Balance on Hand \$ 16,309.07

RENEWAL OF TRANSPORTATION AGREEMENT

WHEREAS, the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at P.O. Box 455, 518 Rugar Street, Plattsburgh, New York, 12901 ("BOCES") and Northeastern Clinton Central School District existing under and by virtue of the laws of the State of New York, with its principal place of business at 103 Route 276, Champlain, New York 12919, ("District") entered into a Transportation Agreement for the period of September 1, 2009 through June 30, 2010; and

WHEREAS, under the terms of the Agreement, the BOCES and the District may agree to extend the terms of the Contract on an annual basis, and the parties desire to do so;

NOW THEREFORE, the parties agree as follows:

1. BOCES and the District shall continue the terms of the Transportation Agreement for the additional period of September 1, 2018 – June 30, 2019.
2. All other terms and conditions including Exhibit A shall remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

Clinton-Essex-Warren-Washington  
Board of Cooperative Educational  
Services

Northeastern Clinton Central School  
District

By: \_\_\_\_\_  
Larry Barcomb  
Board President

*Larry Barcomb*  
Sign Here

By: \_\_\_\_\_  
Rob Gerrand  
Superintendent of Schools

*Rob Gerrand*

By: \_\_\_\_\_  
Dr. Mark C. Davey  
District Superintendent

*Dr. Davey*  
Sign Here

Date: 1/17/19

Date: \_\_\_\_\_

# CALCULATION OF SERVICE FEE

EXHIBIT A

**Total Transportation Expenses for Current Year (General Fund):**

**Actual Additional Expense for Providing Service:**

**ST-3 Totals (combined):**

**Salaries:**

A5510.15 ⇒ 0

A5510.16 ⇒ 962,148

A5530.16 ⇒ 0

**Equipment (incl. Buses):**

A5510.20 ⇒ 5,000

A5510.21 ⇒ 0

A5530.20 ⇒ 5,000

**Contractual:**

A5510.40 ⇒ 21,230

A5530.40 ⇒ 34,000

**Materials & Supplies:**

A5510.45 ⇒ 222,350

A5530.45 ⇒ 5,500

**BOCES:**

A5510.49 ⇒ 12,500

**Trans. Fringe (Form F-1, lines #17, 18):**

FICA ⇒ \_\_\_\_\_

ERS/TRS ⇒ \_\_\_\_\_

Work. Comp ⇒ \_\_\_\_\_

Health (actual) ⇒ \_\_\_\_\_

Life Ins. ⇒ \_\_\_\_\_

Other Prescription & Vision ⇒ \_\_\_\_\_

**Bus Financing Debt Payments:**

A9702.5 + .7 ⇒ 0

A9712.5 + .7 ⇒ 0

A9722.5 + .7 ⇒ 427,517

A9732.5 + .7 ⇒ 0

A9742.5 + .7 ⇒ 0

**TOTAL COSTS** ⇒ 2,226,821  
(Total this column plus A, B on right)

**TOTAL MILES (ALL PURPOSES)** ⇒ 437,269  
(Total Miles Driven by District Buses)

**RATE PER MILE (DM)** ⇒ 5.09

**PERSONNEL:**

Trips AM 1

Trips PM 1

Trips per Day (SUM) 2

Buses per Day 2

Days per Year 99

Trips per Year (PROD) 198

Pay per Trip 96.42

Annual Salaries (PROD) 19,091.16

Fringe Multiplier .25

Salary & Fringe (PROD) 4,772.29

Other Fringe 0

A. Total Cost (\$UM) 21,863.95

**BUS OPERATION:**

Anticipated Miles 4,950

Average Cost per Mile (Fuel, Routine Maintenance) \_\_\_\_\_

B. Total Cost (PROD) \_\_\_\_\_

**TOTAL SERVICE FEE:**

**ADMINISTRATIVE ALLOWANCE:**

Superintendent's Salary: 150,247

Business Official's Salary: 104,430

Trans. Director's Salary: 57,000

Total (\$UM) 312,077

Percentage Allowance: 0.015

C. Total (PROD) ⇒ 4,681.16

**MILEAGE ALLOWANCE:**

Anticipated Miles (above) 4,950

Rate per Mile (let) 5.09

D. Total (PROD) ⇒ 25,195.50

**GRAND TOTAL SERVICE FEE BILLABLE** ⇒ 29,826.66  
(Sum of C and D above)

apedrick@westcpapc.com  
(518) 587-5111 ext. 226

February 20, 2019

Elmer J. Washburn, CPA  
Larry J. Sheeler, CPA  
Trisha L. Rogers-Byrnie, CPA  
John P. Sawitzki, CPA  
Michael W. Rossi, CPA  
Amy M. Pedrick, CPA  
Jill M. Thajsz, CPA

Robert F. Thajsz, CPA  
1951-2014

To the Audit Committee of the Board of Education  
Clinton-Essex-Warren-Washington Counties  
Board of Cooperative Educational Services  
PO Box 455  
518 Rugar Street  
Plattsburgh, NY 12901

We are pleased to confirm our understanding of the services we are to provide Clinton-Essex-Warren-Washington Counties Board of Educational Services for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Clinton-Essex-Warren-Washington Counties Board of Educational Services as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Clinton-Essex-Warren-Washington Counties Board of Educational Services' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Clinton-Essex-Warren-Washington Counties Board of Educational Services' RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedules of Revenues, Expenditures and Changes in Fund Balance - Budget (Non-GAAP) Basis and Actual-General Fund.
- 3) Schedule of Post-employment Benefits Plan Actuarial Valuation.
- 4) Schedule of the Local Governments Proportionate Share of the Net Pension Liability.
- 5) Schedule of Local Government Contributions.

### GLOVERSVILLE OFFICE

97 North Main St., PO Box 1219  
Gloversville, NY 12078-0354  
PHONE: 518.725.7127  
FAX: 518.725.7835

### SARATOGA SPRINGS OFFICE

60 Railroad Place, Suite 102  
Saratoga Springs, NY 12856  
PHONE: 518.587.5111  
FAX: 518.587.9070

www.westcpapc.com

We have also been engaged to report on supplementary information other than RSI that accompanies Clinton-Essex-Warren-Washington Counties Board of Educational Services' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards.
- 2) Analysis of Account A431 - School Districts.
- 3) Schedule of Revenues, Expenditures and Encumbrances - Compared to Budget - General Fund.
- 4) Schedule of Capital Projects Fund - Project Expenditures and Financing Resources.
- 5) Net Investment in Capital Assets.

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Audit Committee of the Board of Education of Clinton-Essex-Warren-Washington Counties Board of Educational Services. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.



### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Clinton-Essex-Warren-Washington Counties Board of Educational Services' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Clinton-Essex-Warren-Washington Counties Board of Educational Services' major programs. The purpose of these procedures will be to express an opinion on Clinton-Essex-Warren-Washington Counties Board of Educational Services' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Clinton-Essex-Warren-Washington Counties Board of Educational Services in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

To the Audit Committee of the Board of Education  
Clinton-Essex-Warren-Washington Counties Board of Educational Services  
Page Six

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the BOCES; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of WEST & COMPANY CPAs PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to your regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of WEST & COMPANY CPAs PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your regulator. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

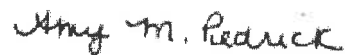
We expect to begin our audit on approximately May 1, 2019 and to issue our reports no later than October 15, 2019. Amy M. Pedrick, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To the Audit Committee of the Board of Education  
Clinton-Essex-Warren-Washington Counties Board of Educational Services  
Page Seven

Our fee for these services will not exceed \$16,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Clinton-Essex-Warren-Washington Counties Board of Educational Services and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Amy M. Pedrick

RESPONSE:

This letter correctly sets forth the understanding of Clinton-Essex-Warren-Washington Counties Board of Educational Services.

Signature: \_\_\_\_\_ 

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Report on the Firm's System of Quality Control**

December 29, 2017

To the Shareholders of WEST & Company CPAs PC and the Peer Review Committee of the New York State Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of WEST & Company CPAs PC (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act; and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of WEST & Company CPAs PC in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. WEST & Company CPAs PC has received a peer review rating of *pass*.



Sciarabba Walker & Co., LLP  
Ithaca, New York

## ENC. 10

### Committees

December 12, 2018 Audit Committee Meeting Highlights (informational) (attached)

## ENC. 11

Recommend that the Board accept the following Letters of Resignation for the Purpose of Retirement:

1. Thomas Fisher, Building Maintenance Mechanic, Effective January 2, 2020
2. Lisa Dupell, Teacher Aide/Student Aide, Effective April 30, 2020
3. Kathy Nichols, Teacher Aide/Student Aide, Effective April 30, 2020

## ENC. 12

Recommend that the Board accept the following letters of Resignation:

1. Lisa Ann Deyo, Temporary On Call Teacher Aide/Student Aide, Effective February 12, 2019

## ENC. 13

Recommend that the Board Amend the 52-week Civil Service Probationary Appointment that was approved at the February 14, 2019 Board meeting with the following changes:

1. Name: Jill Brown  
Position: Teacher Aide/Student Aide  
Effective Date: ~~February 14, 2019~~ **February 28, 2019**  
Tentative Permanent Date: ~~February 14, 2020~~ **February 28, 2020**  
Annualized Salary: \$15,976  
Prorated Salary: ~~\$6,984.48~~ **\$6,422.51**

Recommend that the Board Amend the 52-week Civil Service Probationary Appointment that was approved at the February 14, 2019 Board meeting, to a **26-week Civil Service Probationary Appointment** with the following additional change:

2. Name: Michelle Perry  
Position: Senior Account Clerk/ Typist Confidential  
Effective Date: March 11, 2019  
**Tentative Permanent Date: September 9, 2019**  
Annualized Salary: \$32,553  
Prorated Salary: \$10,016.31



## ENC. 13 CONTINUED

Recommend that the Board Amend the following Salary Adjustment due to receipt of certification that was approved at the February 14, 2019 Board meeting, with the following changes:

1. Name: Susan Richards  
Position: Business Education Teacher  
Effective Date: ~~January 23, 2019~~ **September 1, 2018**  
Old Salary: \$ 37,145  
New Salary: \$ 43,645  
~~Prorated Salary: \$12,530.69 (Removed)~~

## ENC. 14

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

1. Name: Alicia Derone  
Position: Teacher Aide/Student Aide  
Effective Date: March 14, 2019  
Tentative Permanent Date: March 14, 2020  
Annualized Salary: \$15,976.00  
Prorated Salary: \$5,619.70
2. Name: Christine Hamms  
Position: Teacher Aide/Student Aide  
Effective Date: March 14, 2019  
Tentative Permanent Date: March 14, 2020  
Annualized Salary: \$15,976.00  
Prorated Salary: \$5,619.70
3. Name: Katie McClatchie  
Position: Teacher Aide/Student Aide  
Effective Date: March 14, 2019  
Tentative Permanent Date: March 14, 2020  
Annualized Salary: \$15,976.00  
Prorated Salary: \$5,619.70

## ENC. 15

Recommend that the Board approve the following additional work for the 2018-19 school year:

Additional CTE Program Responsibilities (hourly rate of pay)

Dana Poirier, Security and Law Enforcement                      not-to-exceed 30 hours

**ENC. 10**  
**Champlain Valley Educational Services**  
**Audit Committee - Meeting Minutes**  
**December 12, 2018- 5:00 p.m., Plattsburgh Main Campus**

**Present:** Donna LaRoque, Audit Committee Member  
Richard Harriman, Sr., Audit Committee Member  
Dr. Mark Davey, District Superintendent  
Eric Bell, Assistant Superintendent of Management Services  
Christine Myers, BOCES Treasurer

**1. Review the meeting agenda.**

**2. Approved the minutes from October 10, 2018 Audit Committee Meeting**  
(Richard Harriman, Sr. approved the minutes, no 2<sup>nd</sup> was available)

**3. Review and Discuss the Corrective Action Plan for the June 30, 2018 Annual Independent Audit Management Letter Comments**

Eric Bell and Christine reviewed the outstanding Management Letter comments from the 6/30/18 audit and noted that corrective actions and statuses will be presented at the May 2019 Audit Committee meeting. All the comments, with the exception of the reserves, correspond to on-going management of issues as they arise and training of faculty and staff to reduce future occurrences.

**4. 6/30/19 External Audit and 2019-2020 Internal Audit**

Eric noted that he would like the audit committee and board to consider an extension of the existing RFP with West & Co. CPA's, the external auditors, for one more year so the ASMS can better evaluate the on-going relationship and performance of the existing auditors once he has a year in the position. Then an RFP would be planned for the year ending June 30, 2020. Further discussion will continue at the next meeting.

At the next Audit Committee Meeting, the Audit Committee will be discussing whether CVES should claim exemption from the Internal Audit Function for the 19-20 school year or proceed with a full-scale internal audit at an estimated cost between \$8,000 to \$12,000. In conversation with the Audit Committee members, it was noted that CVES currently utilizes a payroll auditor for each payroll and a claims auditor to review every claim paid. Under these reviews, no significant issues have been identified. Therefore, the committee is not sure there is a cost-efficiency to be gained by conducting an internal audit at this time. Further discussion will be had at the upcoming meeting.

**5. Next Meeting Dates**

The next Audit Committee meetings will be held as follows:  
February 13, 2019, 5:00 p.m., ISC  
May 8, 2019, 5:00 p.m., ISC

**6. Meeting adjourned.**

Approved February 14, 2019 (D.LaRoque 1<sup>st</sup>, R.Harriman Sr. 2<sup>nd</sup>)

## ENC. 16

Recommend that the Board approve the following list of Substitute and Temporary-On-Call appointments for the 2018-19 school year:

<u>Name</u>	<u>Position</u>
Christine Hamms	Teacher Aide/Student Aide
Katie McClatchie	Teacher Aide/Student Aide
Nora Rougier	Teacher
Janice Hart	Food Service Helper
Lizzie Wilford	School Lunch Manager (\$15.00/hour)

## ENC. 17

Recommend that the Board approve the following list of employees to receive compensation at their hourly rate for attending the CVES New Employee Orientation on March 4, 2019:

Name  
Erin Keefe  
Diana Handly  
Roxana Palmer  
Elizabeth Theeman  
Michelle Perry  
Donna Lindsay  
LeeAnn Bishop  
Katherine Otis  
Jill Brown  
Jennifer Wagner  
Jessica Shafer  
Madeline Seller  
Janice Wheeler

**CVES MISSION**

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

**MEMORANDUM**

**TO:** Mark Davey  
**FR:** Teri Calabrese-Gray  
**DA:** March 4, 2019  
**RE:** March 2019 Board Report

**CVES Team Attends Future of Education Technology Conference (FETC)**

The FETC National Conference assembled the most dynamic and creative education professionals from around the world for an intensive, highly collaborative exploration of new technologies, best practices and pressing issues. It featured industry experts and unrivalled agenda content, an Expo Hall filled with the latest and greatest solutions, and a community of thousands eager to network with like-minded peers.



This conference is for tech-savvy educators, curriculum designers, online educators, technology integration specialists, grant developers, professional development trainers, ed tech coaches, and pre-service teachers.

We were able to learn new ways to utilize technology to expand the learning environment beyond the classroom. We as participants gained strategies to improve communication, assessment, feedback, support, and content delivery, whether it is synchronous or asynchronous, to improve teaching and learning in the classroom. We had the opportunity to explore best practices for effective technology integration and solutions that provide digital content, as well as instructional technologies and customizable learning materials. A variety of presentations focused on online, flipped, blended, personalized, and hybrid learning environments that promote high academic performance and allow students to be creators, inventors, and entrepreneurs.

We attended several presentations that allowed us to gain technology-based best practices to lead school-wide initiatives that embrace technology, engage successful learners, and build capacity among teacher leaders. We explored emerging technologies like augmented and virtual reality, AI, and digital content and productivity tools that can assist in remediation and acceleration of student achievement. A few presenters shared current trends and effective implementation strategies on the

design of learning environments, data security and student privacy, technology evaluation and decision-making, designing makerspaces, appropriating funding, and more.



Our keynote was delivered by an undeniable front-runner of personalized learning and one of the most influential people in education technology today, Sal Khan the founder and CEO of Khan Academy, a nonprofit with a mission of providing a free, world-class education for anyone, anywhere. With 62 million registered users across 190 countries, Khan and Khan Academy have fundamentally influenced how students, teachers and parents use online tools to build content knowledge and develop an understanding of academic concepts. He shared his thoughts on the future of education, and how anyone can join his movement to revolutionize the future of teaching and learning.

We have found this conference to be the most dynamic and informative of any technology conference. We learn so much each year and are able to bring back and incorporate into our various technology initiatives across CVES, as well as component districts.

### **STATE EDUCATION DEPARTMENT PROPOSES REGULATIONS TO STRENGTHEN THE SECURITY OF PERSONALLY IDENTIFIABLE INFORMATION FOR STUDENTS AND SCHOOL PERSONNEL**

The State Education Department proposed regulatory changes to increase information security measures to safeguard the Personally Identifiable Information (PII) of students and certain school personnel. The proposed amendments outline requirements for educational agencies and their third-party contractors to ensure the security and privacy of such protected information and were developed in consultation with stakeholders and the public.

The proposed regulations outline the data security and privacy obligations of educational agencies and third-party contractors and establish requirements for contracts and other written agreements where PII will be provided to a third-party contractor.

Additionally, the regulations establish the National Institute of Standards and Technology (NIST) Cybersecurity Framework as the standard for all educational agencies' data security and privacy programs and direct educational agencies to ensure that all employees that handle PII receive annual data security and privacy training. The proposed regulations also require that educational agencies identify a data protection officer who will be responsible for the educational agency's data security and privacy program.

A Notice of Proposed Rule Making was published in the State Register at the end of January and will begin a 60-day comment period. Comments on the proposed regulation can be submitted by email to [REGCOMMENTS@nysed.gov](mailto:REGCOMMENTS@nysed.gov). Following the 60-day public comment period required under the State Administrative Procedure Act, it is anticipated that the proposed amendments will be presented to the Board of Regents for adoption at its May 2019 meeting. If adopted, the proposed amendments will become effective July 1, 2019.

**CVES MISSION**

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

TO: Dr. Mark C Davey  
 FROM: Michele M. Friedman  
 DATE: March 4, 2019  
 RE: March 2019 Board Report

**CV-TEC Celebrates National CTE Month**

CV-TEC’s Career & Technical Education (CTE) Programs provide rigorous and relevant career pathways that engage students; develop their academic, technical and employability skills; and include opportunities for work-based learning and mentorship. By delivering skills for further education and the workplace through flexible and creative models, CTE holds the key to ensuring students can achieve their full potential and develops a prepared workforce that can respond to local and regional economic needs. CV-TEC will be celebrating National CTE Month with multiple events and celebrations of exemplary student work and outstanding instruction.



**CELEBRATE TODAY,  
OWN TOMORROW!**

• **Mad City Money Reality Fair**

CV-TEC, in partnership with UFirst Federal Credit Union and SUNY Plattsburgh brought Mad City Money to our graduating students. The event is a “real-world” simulation of budgeting and financial literacy. Students were given an occupation and a monthly budget and were charged to navigate the various components of budget management from



child care to lodging. Each element was staffed by our Team CV-TEC members and UFirst personnel. Over 300

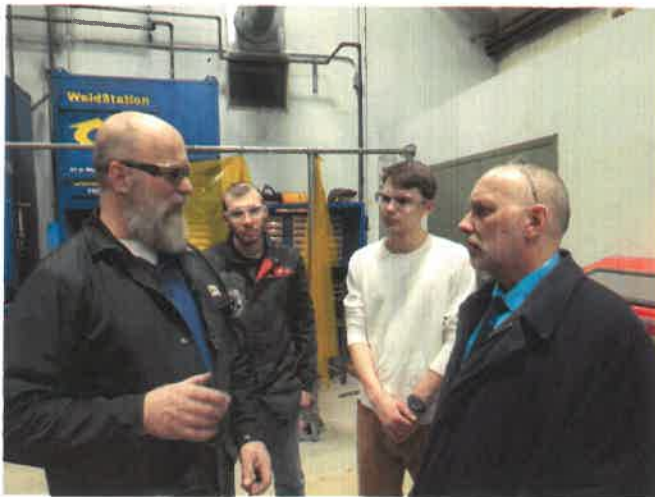


students participated in the event that was held on the SUNY Plattsburgh Campus on February 26, 2019.

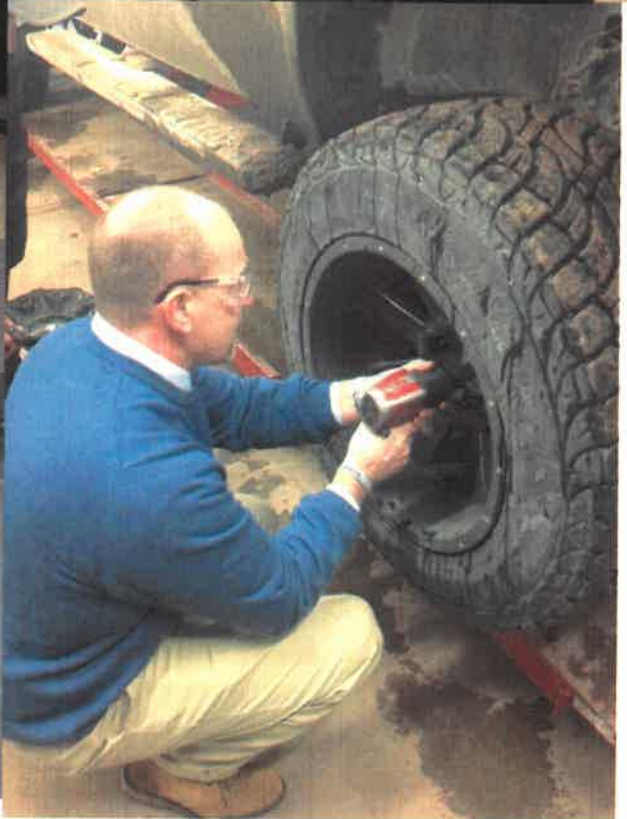
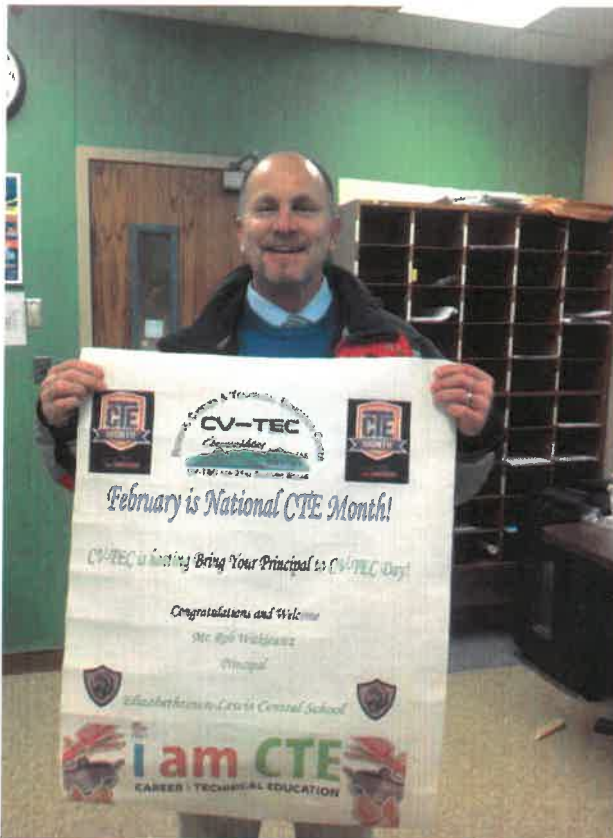


- **CV-TEC Hosts, “Bring Your Principal to CV-TEC” Days**

In celebration of National CTE Month, CV-TEC students invited their homeschool principals to experience a day with them at CV-TEC. The principals participated alongside their students in the various CTE programs of study on all three CV-TEC campuses. To date, we have had principals from NCCS, Elizabethtown Lewis, and Saranac with more visits scheduled in March.









## • Paul Smith's College Collaboration with Environmental Conservation & Forestry

A big THANK YOU to Paul Smith's College for allowing our

students to utilize the Feller Buncher CAT Simulator in our program for the next few weeks. The simulator provides an amazing opportunity for our students and staff to learn how to operate this very expensive equipment!



specialized and very



## • CV-TEC Marshmallow Challenge

As a way to celebrate national CTE month, our CV-TEC Satellite Campus programs participated in the "Marshmallow Challenge." Popular in Ted talks and YouTube videos, the "challenge" requires participants to exercise teamwork, problem solving, and design skills in an effort to create the tallest freestanding structure, with spaghetti as the primary building material. Special thanks to our outstanding Team CV-TEC Members for making the event a huge success!



- **SkillsUSA Olympics**

To celebrate CTE Month and SkillsUSA week, the Plattsburgh and Mineville Campuses hosted the SkillsUSA Olympics. Each CTE program developed a competition and students were given the opportunity to compete in competitions in CTE programs that they are not currently studying. Students had an amazing time competing with their peers in different



fields of study and learned about the other CTE programs on their campuses. CTE teachers also put together a competition for their current students. Some of the competitions included judges from local businesses. The events ended with a closing ceremony where first place medals were given to the winners of both the non-program of study competitions and the program of study competitions.



**CVES MISSION**

*CVES, in partnership with local school districts and their communities, the Board of Regents and the Commissioner of Education, will be a leader in providing quality, cost-effective programs and services that support school districts and their communities to achieve higher standards through enhanced educational opportunities.*

To: Dr. Mark Davey, District Superintendent  
From: Bonnie Berry, Interim Director of Special Education  
Date: February, 2019  
Re: Board of Cooperative Educational Services Report

**Special Education Division's Classroom & Schoolwide Events**

**2<sup>nd</sup> Quarter Awards Assembly Gets a Make Over at WAF**

Our PBIS Committee has chosen to use our quarterly awards assembly as an opportunity to build confidence, competence, and cooperation, aspects of resilience. On Friday, February 8, three awards assemblies were held to address the needs of three diverse populations: elementary, middle/high school, and autism. The gym was set up with chairs, a podium, microphone, and tables to offer a facsimile of a public auditorium. Each group was invited to stand for the Pledge of Allegiance, and all students without exception showed the utmost respect and cooperation. Teachers provided each child with a certificate of recognition for the student's strength. After coming forward to receive the certificate, elementary children were able to select one simple tangible or small edible as a reinforcer. Principal's Awards were given to one member of each class who showed exemplary leadership, character, and academic dedication. A medal of honor was given as a tribute to each recipient. The middle/high school classes had prepared a "playlist" so that they could enjoy their favorite tunes during the post-ceremony dance. Punch and chips were served. Finally, the students in our autism classes sat in a semi-circle and came forward, one at a time, to receive their awards. One young lad was overjoyed that he was able to select a snack size Oreo! Staff comments were positive. By adding a bit more structure and raising our expectations for social behavior, our WAF students rose to the challenge. PBIS continues to be on the lookout for ways to raise the bar so that we can offer the best social/emotional education to our students.



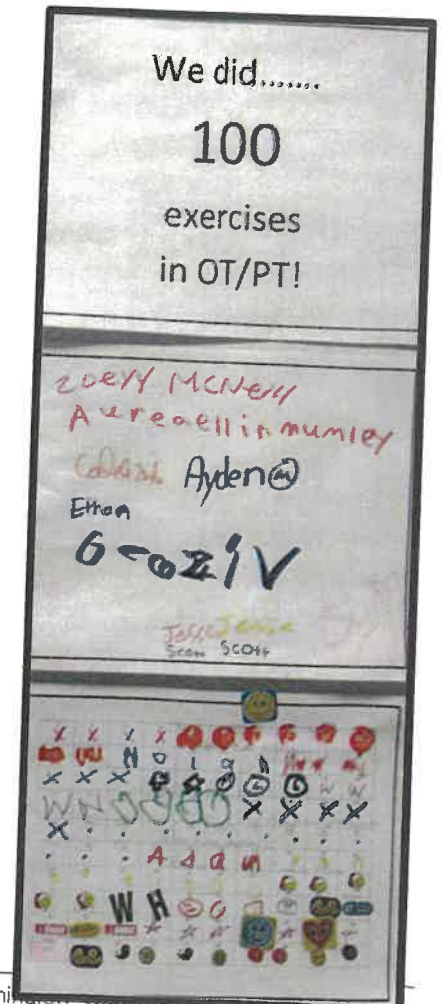
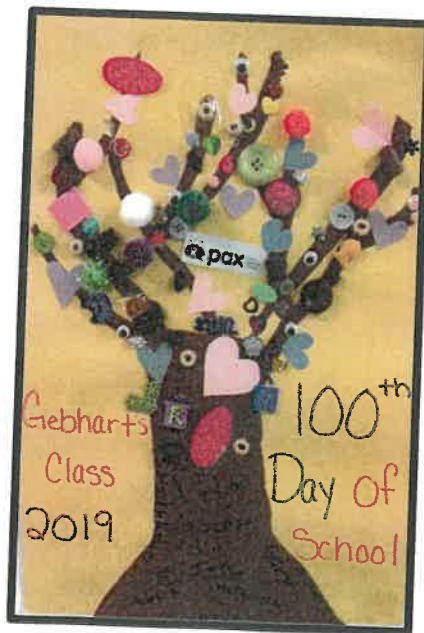
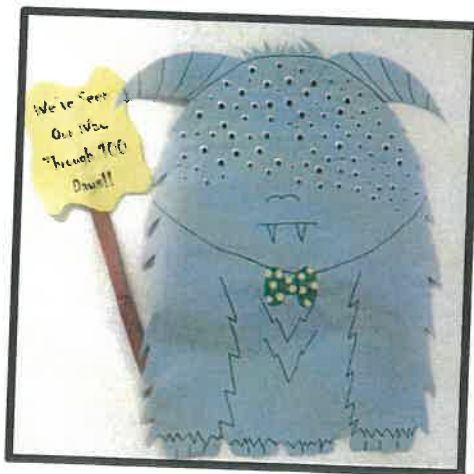
P.O. Box 455, Plattsburgh, NY 12901 www.cves.org  
P.O. Box B, Mineville, NY 12956

#### CVES MISSION

CVES, in partnership with local school districts and their communities, the Board of Regents and the Commissioner of Education, will be a leader in providing quality, cost-effective programs and services that support school districts and their communities to achieve higher standards through enhanced educational opportunities.



WAF Students and Staff celebrate: Generosity & 100 Days of School!



#### CVES MISSION

*CVES, in partnership with local school districts and their communities, the Board of Regents and the Commissioner of Education, will be a leader in providing quality, cost-effective programs and services that support school districts and their communities to achieve higher standards through enhanced educational opportunities.*

## Does YOUR Boat Float??

Our annual Duct Tape Boat races were held on February 11th!! Students and staff did their best to create a strong pool worthy craft that would be able to hold a student that could navigate it through the warm waters of the CVES pool. Some very creative boats were constructed by students and staff completely out of Duct Tape and cardboard. Special features and names were added to the boats that were judged by their peers for the special awards. It was a fun day and a great learning experience.

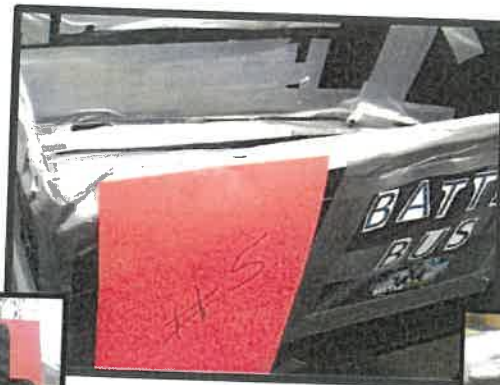
### 2019 CVES Boat Races

- 1<sup>st</sup> Place – Breyette's Class
- 2<sup>nd</sup> Place – Bourg's Class
- 3<sup>rd</sup> Place – Fish's Class

### Special Awards...

- Most Creative: Gebhart
- Most Seaworthy: Mazzella
- Captain's Choice: ITSP

"Sinking of the Battleship Award" Bourg

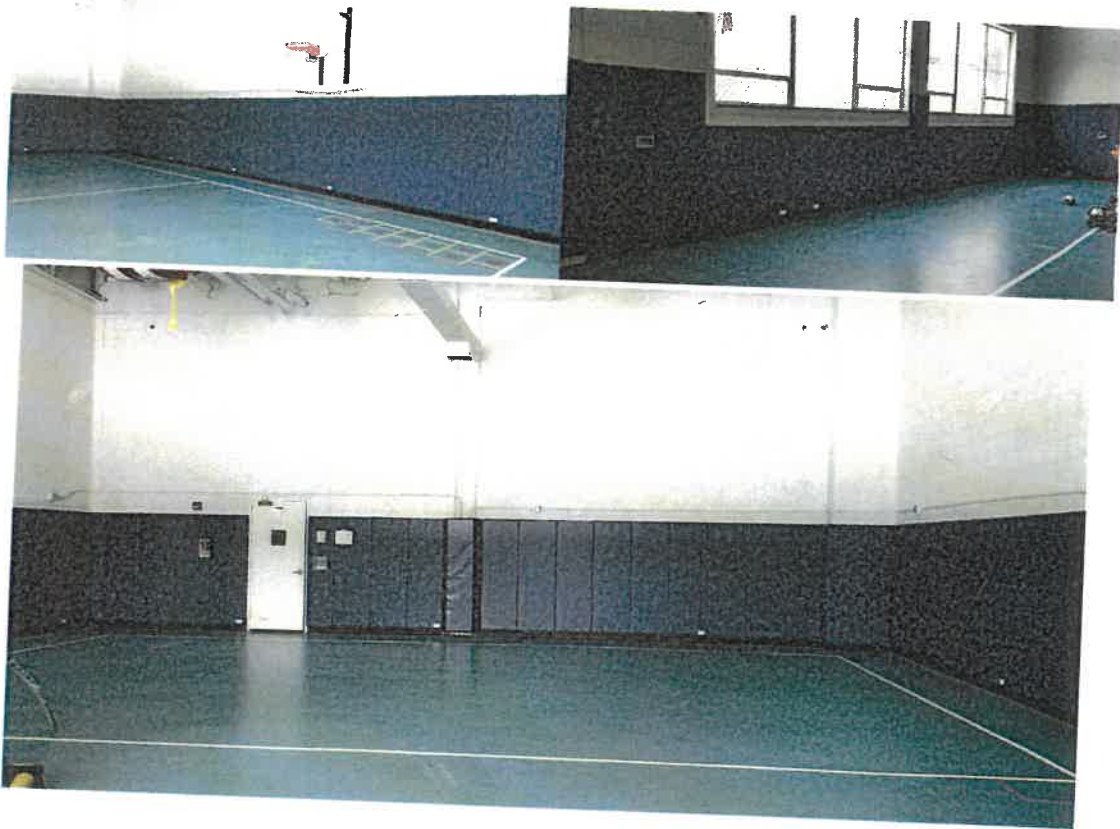


P.O. Box 455, Plattsburgh, NY 12901 [www.cves.org](http://www.cves.org)  
P.O. Box B, Mineville, NY 12956

#### CVES MISSION

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### A NEW LOOK TO MINEVILLE GYMNASIUM



During our February Break the gymnasium at Mineville got a new look. The padding on the walls were velcro'ed on and presented safety issues at times as the Velcro would not hold. CVES contracted with a firm to come in and place new padding with the appropriate installment hardware assuring protection for students. Old heating elements were removed under the windows and the padding was installed where heating elements no longer in use were once hung on the wall. Students and staff will be surprised by the enhancement not only for aesthetics but for safety. All equipment was removed from the room and stored, allowing for more space for gym classes.

**CVES MISSION**

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**CV-TEC Olympics**



The Mineville high school seniors who are co-enrolled in CV-TEC, participated in the CV-TEC Olympics. In this event they had the opportunity to experience an interview. The activity allowed the girls to respond to questions and receive immediate feedback from a teacher to help them hone their responses.

**Vaping Presentation in Mineville**



The Mineville middle and high school students participated in a presentation by Scott Ruch, the Reality Check Program Coordinator for Tobacco-Free/Clinton, Franklin, Essex counties. Mr. Ruch spoke to the students about the dangers of Vaping, the chemicals they can be exposed to, the habits that can be formed. The program was interactive, and many students

asked questions and offered comments. Thank you to Nurse Turskey for arranging the presentation.



**CEWW BOCES  
SPECIAL AID FUND PROGRAMS REVIEW  
STATUS EVALUATION  
2018/2019**

**EFFECTIVE 2/25/19**

**FINAL**

<b>Coset</b>	921-2019	924-2019	925-2019	927-2018	927-2019	944-2019	947-2019	949-2019	950-2019	951-2018
<b>Program Description</b>	NSLP Equipment Assistance	Regional Food Bank of NENY Backpack Program	RSE-TASC	Core Rehabilitation Services	Core Rehabilitation Services	Early College High School Program and Pathways	SLS Operating Aid	SLS Categorical Aid for Automation	EPE	HSE Test Administration
Approved Budget	\$ 14 152	\$ 1 281	\$ 214 530	\$ 322 290	\$ 299 652	\$ 150 000	\$ 102 694	\$ 10 419	\$ 382 250	\$ 6 832
Revenue Available/Earned	\$ 14 152	\$ 1 725	\$ 214 530	\$ 322 934	\$ -	\$ 150 000	\$ 96 991	\$ 9 699	\$ 203 913	\$ 7 150
Prior Year Rollover	-	-	-	81 039	-	-	5 703	720	-	1 967
Expenditures to-date	(14 152)	(1 281)	(22 852)	(258 651)	(16 819)	-	(60 939)	(4 765)	(187 994)	(6 832)
Est.Encumbrances to-date (including indirect cost)*	-	-	(2 117)	(5 585)	(131 433)	-	(36 081)	(3 289)	(135 896)	-
<b>Unexpended Balance</b>	\$ -	\$ 444	\$ 189 561	\$ 139 737	\$ (148 252)	\$ 150 000	\$ 5 674	\$ 2 365	\$ (119 977)	\$ 2 285
Percentage Utilized	100%	100%	12%	82%	49%	0%	94%	77%	85%	100%
<b>Grant Program Ending:</b>	7/31/2019	6/30/2019	6/30/2019	12/31/2018	12/31/2019	6/30/2019	6/30/2019	6/30/2019	6/30/2019	12/31/2018
<b>Finance Approval Obtained:</b>	8/13/2018	2/13/2019	11/6/2018	12/17/2014	2/7/2019	2/22/2019	6/8/2018	7/2/2018	9/13/2018	1/16/2018
<b>Director:</b>	Bell	Berry	Gray	Berry	Berry	Gray	Gray	Gray	Friedman	Friedman

<b>Coset</b>	952-2019	954-2019	956-2019	959-2019	963-2019	992-2017	995-2019	996-2019	997-2019
<b>Program Description</b>	WIOA, Title II, Adult Basic Ed	Perkins IV Basic	SLS Supplemental Operating Aid	SNAP Employment & Training Venture IV	North Country Region Career Pathways II	NYS Dept of Criminal Justice Cyber Safety	WIOA Title II, Corrections	NYS Basic Literacy- JCEO	NYS Basic Literacy- One Work Source
Approved Budget	\$ 60 182	\$ 1 114 473	\$ 51 378	\$ 300 000	\$ 140 000	\$ 68 571	\$ 109 971	\$ 125 000	\$ 125 000
Revenue Available/Earned	\$ 60 182	\$ 1 114 473	\$ 47 366	\$ -	\$ 47 250	\$ 68 571	\$ 109 971	\$ 125 000	\$ 125 000
Prior Year Rollover	-	-	4 012	76 257	12 955	-	-	-	-
Expenditures to-date	(33 911)	(58 133)	(33 153)	(13 901)	(49 668)	(63 790)	(25 378)	(70 400)	(67 647)
Est.Encumbrances to-date (including indirect cost)*	(25 689)	(51 496)	(10 055)	(18 191)	(9 762)	(1 687)	(73 563)	(50 804)	(51 772)
<b>Unexpended Balance</b>	\$ 582	\$ 1 844	\$ 8 170	\$ 44 165	\$ 775	\$ 3 094	\$ 11 030	\$ 3 796	\$ 5 581
Percentage Utilized	99%	98%	84%	11%	42%	95%	90%	97%	96%
<b>Grant Program Ending:</b>	6/30/2019	6/30/2019	6/30/2019	9/30/2019	3/31/2019	3/31/2019	6/30/2019	6/30/2019	6/30/2019
<b>Finance Approval Obtained:</b>	10/22/2018	8/8/2018	6/8/2018	11/30/2018	6/13/2018	2/4/2016	11/2/2018	11/9/2018	11/5/2018
<b>Director:</b>	Friedman	Friedman	Gray	Friedman	Friedman	Gray	Friedman	Friedman	Friedman

\*Includes total unpaid salary and related benefits allocated to the program through year-end.

\*\*Project Finance Approval Pending with Agency.