

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 11, 2020, PROPOSED EXECUTIVE SESSION AT 6:30P.M. – MEETING TO FOLLOW

- 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. INTRODUCTION OF ALL PRESENT
- No Action 4. OPINIONS AND CONCERNS FROM THE AUDIENCE
- No Action 5. CAPITAL PROJECT UPDATE --Dr. Mark Davey & Mr. Eric Bell
- Action 6. MINUTES OF PREVIOUS MEETING
- a. February 12, 2020 (Enc. 1)
7. CONSENT AGENDA FINANCIAL
- Action a. Certification of Warrant (Enc. 2)
- Action b. Treasurer’s Report (Enc. 3)
- Action c. Donations (Enc. 4)
- Action d. Special Aid Fund Project Budget Increase (Enc. 5)
- Action e. Budget Increases (Enc. 6)
- Action f. Cross-Contract Budgets (Enc. 7)
- Action g. Cross-Contract Budget Increases (Enc. 8)
- Action h. Contractual Budget Increases (Enc. 9)
- Action i. Transportation Agreement Renewal (Enc. 10)
- Action j. Network Equipment Bid (Enc. 11)
- Action k. Internal Audit Requirement Exemption (Enc. 12)
- Action l. Independent Auditor Appointment/Management Letter (Enc. 13)
8. OLD BUSINESS
- No Action a. Committees
- Audit Committee Meeting Highlights – December 11, 2019 (Info. Only) (Enc. 14)
9. CONSENT AGENDA PERSONNEL
- Action a. Resignations for the Purpose of Retirement (Enc. 15)
- Action b. Resignations (Enc. 16)
- Action c. Leave of Absence (Enc. 17)
- Action d. Amendments (Enc. 18)
- Action e. Four-Year Probationary Appointments (Enc. 19)
- Action f. Civil Service Probationary Appointments (Enc. 20)
- Action g. Temporary Appointment (Enc. 21)
- Action h. Temporary Grant Appointment (Enc. 22)

Action i. Substitutes (Enc. 23)

10. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- No Action a. Revised Administrative Procedure Acknowledgement (Enc. 24)
- Action b. Revised Policy – Waive First Reading & Adopt (Enc. 25)
- Action c. Adopt Revised Policies (Enc. 26)
- Action d. Memorandum of Agreement (Enc. 27)
- Action e. Proposal (Enc. 28)
- Action f. Capital Project Bid Award (Enc. 29)

11. NEW BUSINESS

- No Action a. None this month

No Action 12. STRATEGIC PLAN UPDATE -- Dr. Davey

No Action 13. DISTRICT SUPERINTENDENT’S UPDATE

No Action 14. OTHER

No Action 15. NEXT BOARD MEETING

Wednesday, April 8, 2020, at the Instructional Services Center in Plattsburgh – Proposed Executive Session at 6:30 p.m. – Meeting to follow.

No Action 16. REPORTS FROM DIRECTORS (Enc. 30)

Action 17. 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 11, 2020	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
March 26, 2020	CV-TEC Open House – Plattsburgh – 6:00 p.m.
April 4-6, 2020	NSBA Convention – Chicago, IL
April 7, 2020	CV-TEC Open House – Mineville – 6:00 p.m.
April 8, 2020	Annual Meeting – ISC, Plattsburgh – 6:30 p.m.
April 23, 2020	Election of CVES Board Members and Vote on Administrative Budget
May 7, 2020	Clinton County School Boards Recognition Dinner – Rainbow Banquet Hall, Altona – 6:00 p.m.
May 12, 2020	NTHS Ceremony – Rainbow Banquet Hall, Altona – 7:00 p.m.
May 13, 2020	Audit Committee Meeting – Yandon-Dillon Center, Mineville 5:00 p.m.
May 13, 2020	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
May 21, 2020	NTHS Ceremony – Moriah High School Auditorium – 7:00 p.m.
May 27, 2020	SkillsUSA Awards Banquet – Harmony Golf Club, Port Kent – 6:00 p.m.
June 10, 2020	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
June 11, 2019	Yandon-Dillon Graduation Ceremony – Mineville Campus – 11:00 a.m.
June 11, 2020	No. Country Loggers Awards Banquet – 6:00 p.m.
June 12, 2020	WAF Graduation Ceremony – SUNY Giltz Auditorium – 9:30 a.m.
June 13, 2020	HSED Graduation – Westside Ballroom – 1:00 p.m.
June 23, 2020	CV-TEC Plattsburgh Graduation Ceremony – SUNY Field House – 7:00 p.m.
June 24, 2020	CV-TEC Mineville Graduation Ceremony – Moriah Central School – 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 12, 2020 Regular Board meeting. (attached)

ENC. 2

Recommend that the Board approve the Certification of Warrant for February 3, 2020 to February 28, 2020. (attached)

ENC. 3

Recommend that the Board approve the Treasurer's Report from January 31, 2020. (attached)

ENC. 4

Recommend that the Board approve the following Donations:

1. For the Student Stipend Fund:

United Way (November 2019)	41.17
Pepsi (December 2019)	104.73
United Way (December 2019)	41.17
Pepsi (January 2020)	72.10
United Way (January 2020)	41.13
United Way (January 2020)	38.92
TOTAL	- \$ 339.22

ENC. 5

Recommend that the Board approve the following Special Aid Fund Project Budget Increase:

1. Core Rehabilitation Service (CRS) Special Aid Fund Project Budget from \$299,652 to \$631,752, for the period of January 1, 2020 through December 31, 2020, due to anticipated additional funding in the amount of \$332,100. (Special Education)

ENC. 6

Recommend that the Board approve the following Budget Increases:

1. Health, Safety, Risk Management budget from \$138,000 to \$150,500 for the 2019-2020 school year due to new state mandated testing of faucets in our school districts. (Co-Ser 608 – ISC)

2. Library Media/Services budget from \$229,240 to \$244,240 for the 2019-2020 school year due to increased purchases of databases from school districts. (Co-Ser 508 – ISC)

ENC. 1

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

DRAFT

DATE: February 12, 2020
KIND OF MEETING: Regular Board Meeting
PLACE: Instructional Services Center, Plattsburgh, NY

<u>Board Members Present:</u> Larry Barcomb Leisa Boise Linda Gonyo-Horne Richard Harriman, Sr. Ed Marin Bruce Murdock Lori Saunders (<i>left at 9:00pm</i>) Michael St. Pierre Scott Thurber	<u>Board Members Absent:</u> Patricia Gero Evan Glading Donna LaRocque Richard Malaney Thomas McCabe Doug Spilling	<u>District Superintendent:</u> Dr. Mark C. Davey <u>Board Clerk:</u> Meaghan Rabideau	<u>Others Present:</u> Eric Bell Michele Friedman Teri Calabrese-Gray Matthew Slattery Michael Horne Christine Myers
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MEETING TO ORDER The Board President called the meeting to order at 6:33 p.m.

EXECUTIVE SESSION Mr. Murdock moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:34 p.m., for the following reasons: #4 - A matter of discussion regarding proposed, pending or current litigation; #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. All Board Members present voted yes—motion carried.

In Executive Session, the District Superintendent updated the CVES Board on several confidential employee matters. Next, an update was provided on the status of several contractual and legal matters related to the CVES Capital Project and the project's pending NYSED approval. Third, the District Superintendent shared recommendations on the creation of three new Co-Sers under development and the potential staffing and related financial implications if approved. Fourth, several personnel actions were reviewed and discussed in advance of recommended action at the Board meeting. Lastly, a litigation update was provided regarding a lawsuit and a related request for records on the matter. Mr. St. Pierre moved, seconded by Mr. Murdock, that the Board come out of Executive Session at 7:52 p.m. All Board Members present voted yes—motion carried.

OPINIONS & CONCERNS FROM AUDIENCE Dr. Davey introduced and welcomed Mr. Matthew Slattery, CVES' new Director of Special Education. Mr. Slattery has undertaken an ambitious entry plan for his new role. He has been busy getting to know students, staff, visiting classrooms and becoming more knowledgeable about the many Special Education programs and services at CVES. Additionally, Mr. Slattery has attended state sponsored CSE training, professional

development trainings and has visited numerous component districts within his first two weeks at CVES.

STRATEGIC PLAN
MID-YEAR
UPDATE

Dr. Davey began the presentation by briefly highlighting the major accomplishments of CVES' first five years of the Strategic Plan implementation. There has been a vital connection to the synergy created over the past five years and the continuous organizational progress achieved during the 2019-20 Strategic Plan improvement efforts. Next, each of the CVES Directors and Assistant Superintendents gave divisional updates of their numerous initiatives and continued progress for the current school year. Dr. Davey then thanked the entire team and the CVES Board for all of their work and continued leadership to support the Strategic Plan initiatives moving forward.

AUDIT
COMMITTEE
UPDATE

Mr. Eric Bell gave an update from the Audit Committee meeting held earlier this evening. A Request for Proposal (RFP) for an external auditor was sent out and based on the bids from three companies, the recommendation from the Committee to the Board is to appoint West & Company CPAs, PC. Next, Mr. Bell shared that the Audit Committee recommends proceeding with the mandate relief measure and not conduct an internal audit for the 2020-21 school year. This action is recommended to be on the Board agenda for approval in March. An audit will be done in-house and provided to the Audit Committee once completed. Lastly, the Audit Committee did a review of reserve balances, and will recommend changes to the CTE Equipment Reserve as proposed by the Budget Committee, at the next monthly Board meeting. The next Audit Committee meeting will be held on May 13, 2020 at 5:00 p.m. at the Yandon-Dillon Center in Mineville.

CAPITAL PROJECT
UPDATE

Mr. Eric Bell reported to the Board that CVES is continuing to work towards SED approval of the voter approved Capital Project. Wetlands Mitigation is currently a key component of the review process and is being reviewed thoroughly by SED. CVES, Tetra Tech, and SchoolHouse Construction continue to work closely with all parties to remediate and move forward to gain the needed SED approval. Mr. Bell shared positive news that the bids received on February 6th were under the voter approved budget, however, it is necessary to receive SED approval prior to CVES awarding the bids. Dr. Davey then thanked Mr. Bell and our Construction team for their diligent work and effort to ensure SED approval and for the successful bidding process. Tetra Tech Architects and Engineers and SchoolHouse Construction have worked hard to make sure that the project was awardable and that bidders understood the scope of the project and details involved.

BOARD BUDGET
PRESENTATION

Dr. Davey began the Budget presentation by thanking all Board members and the CVES team for their hard work in preparing the Draft CVES 2020-21 Proposed Budget. Dr. Davey shared, that with the Board's approval this evening, he and Mr. Bell will present the Board's recommended budget to CVES' Component District Superintendents and Business Officials later this week. Next, Dr. Davey then reviewed the Budget Committee calendar and the 2020-21 budget development factors that directly affect the proposed budget. Rates for health insurance will be set by the Consortium's Board of Directors at the end of February. It is hoped that based on recent trends, there may be a

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smaller increase than anticipated. Mr. Bell then reviewed and explained “draft” proposed costs summaries for each division as well as highlighting at least one area for each division with significant impact on the budget. Additional factors that will affect the budget include the retiree health insurance budget development estimate, the voter approved Capital Project budget, and the Resident Waited Average Daily Attendance (RWADA). Dr. Davey lastly thanked the Board once again and referenced the Talking Points handout (including additional information) that will be given to the CSOs and Business Officials for review and sharing with their Boards of Education.

Lori Saunders, CVES Board Member, left the meeting at 9:00 p.m.

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock that the Board grant approval to have the 2020-21 CVES Educational Program and Fiscal Plan printed to share with Component School Districts. All Board Members present voted yes – motion carried.

PREVIOUS
MINUTES

Mr. Harriman Sr. moved, seconded by Mrs. Boise, that the Board approve the minutes of the January 8, 2020 Board meeting as presented. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

Mrs. Gonyo-Horne moved, seconded by Mrs. Boise, to approve the following Consent Agenda Financial items 10a-10h as presented. All Board Members present voted yes—motion carried.

CERTIFICATION
OF WARRANT

(10a) Approve the Certification of Warrant for December 18, 2019 to January 31, 2020 as presented.

TREASURER’S
REPORT

(10b) Approve the Treasurer’s Report from December 31, 2019 as presented.

SPECIAL AID
FUND PROJECT

(10c) Approve the following Special Aid Fund Project:

1. High School Equivalency Test Administration Special Aid Fund Project, in the amount of \$7,397, for the period of January 1, 2020 through December 31, 2020. (CV-TEC)

CROSS
CONTRACT
BUDGETS

(10d) Approve the following Cross Contract Budgets:

1. Approve the Visually Impaired Related Service – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget in the amount of \$7,800 for the 2019-2020 school year to accommodate for a cross contract with WSWHE BOCES and Schroon Lake. (Co-Ser 202 – Special Ed)

2. Approve the Superintendent Evaluation – Erie 2 BOCES budget in the amount of \$2,000 for the 2019-2020 school year to accommodate for a cross contract with Erie 2 BOCES and Beekmantown. (Co-Ser 545 – Mgmt. Services)

CONTINUED

3. Approve the Smart Schools – Capital Region BOCES budget in the amount of \$71,000 for the 2019-2020 school year to accommodate for a cross contract with Capital Region BOCES and Northern Adirondack. (Co-Ser 567 – ISC)

4. Approve the Fixed Asset Management – Questar III BOCES budget in the amount of \$9,700 for the 2019-2020 school year to accommodate for a cross contract with Questar III BOCES and Peru. (Co-Ser 625 – Mgmt. Services)

CROSS
CONTRACT
BUDGET
INCREASES

(10e) Approve the following Cross Contract Budget Increases:

1. Arts in Education - Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$105,000 to \$125,000, for the 2019-2020 school year, to accommodate for potential increased service requests with WSWHE BOCES. (Co-Ser 406 – ISC)

2. Learning Technology Services – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$41,200 to \$84,000 for the 2019-2020 school year to accommodate for cross contracts with WSWHE BOCES (Beekmantown, Northeastern Clinton)(Co-Ser 504 – ISC)

3. Instructional Planning Service – Washington-Saratoga-Warren-Hamilton-Essex BOCES budget from \$32,000 to \$64,000 for the 2019-2020 school year to accommodate for a cross contract with WSWHE BOCES and Beekmantown. (Co-Ser 542 – ISC)

4. Recruiting Service – Putnam-Northern Westchester BOCES budget from \$8,683 to \$15,800 for the 2019-2020 school year to accommodate for cross contracts with PNW BOCES (Putnam, Schroon Lake, Ticonderoga) (Co-Ser 616 – Mgmt. Services)

5. Planning Services – Putnam-Northern Westchester BOCES budget from \$5,000 to \$12,060 for the 2019-2020 school year to accommodate for cross contracts with PNW BOCES (Peru, Willsboro). (Co-Ser 653 – Mgmt. Services)

6. Teacher Certification Service – Capital Region BOCES budget from \$34,600 to \$39,224 for the 2019-2020 school year, to accommodate for a cost contract with Albany BOCES and Beekmantown. (Co-Ser 667 – Mgmt. Services)

PROPOSAL

(10f) Award the Request for Proposal for Independent Audit Services for the annual audit of all funds of the BOCES, including single audit and audit of the extraclassroom activity fund, for the 2019-20, 2020-21, 2021-22, 2022-23, and 2023-24 school years to West & Company, CPAs, PC of Gloversville, NY.

The fees are contingent upon the Board’s annual appointment of West & Company, CPAs, PC as independent auditor and will be as follows:

2019-2020	\$16,500
2020-2021	\$16,500
2021-2022	\$16,500
2022-2023	\$16,500

CONTINUED 2023-2024 \$16,500

Note: Two additional independent audit service providers submitted proposals: Marvin and Company, P.C. of Latham, NY and Bonadio & Co., LLP of Albany, NY.

ANCILLARY
SERVICES
AGREEMENT

(10g) Approve the following Ancillary Services Agreement:

Ancillary Services Agreement between Bouquet Valley School District and Clinton-Essex-Warren-Washington BOCES to coincide with the Lease Agreement term of September 1, 2019 through June 30, 2024. No additional amount shall be paid by BOCES to the district for ancillary services for the five-year term of the agreement. (Management Services)

TRANSPORTATION
AGREEMENT
RENEWAL

(10h) Approve the following Transportation Agreement Renewal:

Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and AuSable Valley Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2019 through June 30, 2020 at a current estimated cost of \$18,200. (CV-TEC)

CONSENT
AGENDA
PERSONNEL

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, to approve the following Consent Agenda Personnel items 12a–12i as presented. All Board Members present voted yes—motion carried.

RESIGNATIONS
POIRIER, COOK,
BISHOP, CLARK,
OMLIN

(12a) Accept the following letters of Resignation:

1. Dana Poirier, NTHS Advisor, Effective January 12, 2020
2. Erica Cook, Speech & Hearing Teacher, Effective January 31, 2020
3. Leeann Bishop, Teacher Aide/Student Aide, Effective February 3, 2020
4. Cody Clark, Teacher Aide/Student Aide, Effective February 15, 2020
5. Stephanie Omlin, Special Education Teacher, Effective February 29, 2020

AMENDMENT

(12b) Amend the following Four-Year Probationary appointment approved at the December 11, 2019 Board meeting:

1. Matthew Slattery, Director of Special Education, Effective February 3, ~~2019~~ **2020**, Tentative Tenure Date February 2, ~~2023~~ **2024**.

FOUR-YEAR
PROBATIONARY
APPOINTMENTS
LEDUC,
CASSAVAUGH,
DASHNAW

(12c) Appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. Tina Leduc, Teaching Assistant, Effective September 1, 2019, Annual Base Salary of \$22,218.
2. Greg Cassavaugh, Heavy Equipment/Diesel Mechanics Teacher, Effective January 29, 2020, Annual Base Salary of \$44,599.

SUBSTITUTES

(12h) Approve the following list of Substitute and Temporary-On-Call appointments for the 2019-20 school year:

<u>Name</u>	<u>Position</u>
Cory Couture	Teacher
Nicole Maicus	Teacher
Nicole Maicus	Teaching Assistant
Leeann Bishop	Teacher Aide/Student Aide

VOLUNTEER

(12i) Approve the following Volunteer for the 2019-2020 school year:

ISC
Nicholas Cabrera

REVISED
POLICIES
1ST READING

The following revised policies were provided for a first reading:

- #8160 CVES District Wide School Safety Plan
- #8160.1 CVES Building Level Emergency Response Plan – Special Education/CV-TEC
- #8160.3 CVES Building Level Emergency Response Plan – Yandon-Dillon Education Center
- #8160.4 CVES Building Level Emergency Response Plan – Satellite Campus

APPROVAL OF
ATTENDANCE TO
CONFERENCE/
WORKSHOP

Mrs. Gonyo-Horne moved, seconded by Mr. Murdock, that the Board approve the following request for approval of attendance to conference/workshop for the following Board member:

Linda Gonyo-Horne
Rural Schools Association Board of Directors Meeting
April 24, 2020 Latham, NY (overnight accommodations needed)
All Board Members present voted yes—motion carried.

RESIGNATION
RUSSELL

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the following letter of resignation:

1. Kelsi Russell, Teaching Assistant, Effective March 6, 2020
All Board Members present voted yes—motion carried.

RESCIND

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board rescind the motion that was approved at the October 10, 2018 Board meeting whereby the Board granted a Four-Year Probationary Appointment to William Fish as a Special Education Teacher Effective November 1, 2018. All Board Members present voted yes—motion carried.

TEMPORARY
APPOINTMENTS
FISH

Mr. Murdock moved, seconded by Mr. Harriman, Sr., that the Board appoint the following person(s) to a Temporary Appointment for the 2018-19 school year:

1. William Fish, Special Education Teacher, Effective September 1, 2018 – June 30, 2019, Annual Base Salary of \$43,645.

CONTINUED

Appoint the following person(s) to a Temporary Appointment for the 2019-20 school year:

1. William Fish, Special Education Teacher, Effective September 1, 2019 – June 30, 2020, Annual Base Salary of \$44,918. All Board Members present voted yes—motion carried.

CIVIL SERVICE
PROBATIONARY
APPOINTMENT
CLARK

Mr. Murdock moved, seconded by Mr. Harriman, Sr., that the Board appoint the following person(s) to a 36-week Civil Service Probationary Appointment as follows:

1. Cody Clark, Teacher Aide/Student Aide, Effective February 15, 2020, Annual Salary of \$16,982, Prorated Salary of \$7,509.63 All Board Members present voted yes—motion carried.

APPOINTMENT OF
SECTION 504
OFFICER

Mr. Murdock moved, seconded by Mr. Thurber, that the Board appoint Matthew Slattery as CVES Section 504 Compliance Officer effective February 13, 2020 through the July 2020 Reorganization Meeting, with no additional compensation (replacing Bonnie Berry). All Board Members present voted yes—motion carried.

APPOINTMENT OF
MEDICAID
COMPLIANCE
OFFICER

Mr. Murdock moved, seconded by Mrs. Boise, that the Board appoint Matthew Slattery as Medicaid Compliance Officer effective February 13, 2020 through the July 2020 Reorganization Meeting, with no additional compensation (replacing Bonnie Berry). All Board Members present voted yes—motion carried.

CONTRACTOR/
CONSULTANT
AGREEMENT

Mr. Murdock moved, seconded by Mr. Thurber, that the Board approve the following Contractor/Consultant Agreement:

Agreement between Clinton-Essex-Warren-Washington BOCES and Bartlett, Pontiff, Stewart & Rhodes, P.C. for Legal Services as needed, at a rate of \$250 per hour for attorney services and \$150 per hour for paralegal services for the period of February 12, 2020 through June 30, 2020. (Administration) All Board Members present voted yes—motion carried.

ADMINISTRATIVE
LEAVE

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the following resolution:

Be it resolved that upon the recommendation of the District Superintendent, the Board of Cooperative Educational Services hereby places a probationary employee on administrative leave until the next meeting of the BOCES Board on March 11, 2020, or unless notified earlier by the District Superintendent. All Board Members present voted yes—motion carried.

DISTRICT SUPT.
UPDATE

Dr. Davey began the Superintendent's Update by noting the upcoming New Visions Applied Engineering Junior Experience Day that will take place on March 17th, at the Institute of Advanced Manufacturing at Clinton Community College, and on March 18th, the BOCES Well Day in Albany has been scheduled, which will be a chance to highlight BOCES' specialized programs. CVES' CV-TEC plans to highlight two programs at the

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Well Day. Next, Dr. Davey provided several updates including sharing a congratulations for the start of the new College President at Plattsburgh State University, the success of the recent Graduation Measurements Forum, and he shared information on several new hires at SED. The Board also received copies of Success Stories - Volume 11 for their review of CVES student and program achievements and highlights of the last year. Lastly, Dr. Davey provided the following upcoming events with the Board:

- BOCES Lobby Day – Wednesday, February 26, 2020 at LOB Albany
- CVES/CV-TEC Board of Education Visits:
 - Richard Harriman, Sr. Northern Adirondack CSD March 16, 2020 – 7 p.m.
 - Ed Marin Beckmantown CSD April 28, 2020 – 6 p.m.

NEXT BOARD MEETING

The next Board meeting will be held on Wednesday, March 11, 2020, at the Yandon-Dillon Center in Mineville. An anticipated Executive Session will begin at 6:30 p.m., with the meeting beginning at 7:30 p.m.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Boise to adjourn the meeting at 9:50 p.m. All Board Members present voted yes—motion carried.

Meagan R. [unclear], Board Clerk

DRAFT

ENC. 2

MEMO

To: Meaghan Rabideau, BOCES Board Clerk
Clinton-Essex-Warren-Washington BOCES
From: Angela Jenette, Claims Auditor
Date: March 2, 2020
Re: Report for Board Agenda for March 11, 2020 Meeting

The following warrant claims were reviewed from February 3, 2020 to February 28, 2020:

<u>Warrant No. & Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #33 - 02/06/2020	*Check Nos: 229890-229975	\$ 580,569.45
W #34 - 02/13/2020	*Check Nos: 229976-229989** 230036-230143**	\$ 3,831,120.70
W #35 - 02/27/2020	*Check Nos: 230188-230289	\$ 399,591.57

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

IRS-EFTPS: PR #16- Wire #941-013120- Warrant #33;
PR #17- Wire #941-021420- Warrant #35;
Health Ins. Monthly: Wire #HINS022020- Warrant #34;
NYS Promptax: PR #16- Wire #NYS-013120- Warrant #33;
PR #17- Wire #NYS-021420- Warrant #35;
BOCES AID: Wire #AID-FEB20- Warrant #34;
Wire #AIDFEB2020- Warrant #34;
Worker Comp. Perm.: Wire #WC-022020- Warrant #34;
Omni Financial Group: PR #17- Wire #OMN-021420-Warrant #34;
PR #18- Wire #OMN-022820- Warrant #35;

NYS Office of Comptroller ERS Retirement & Loans: PR #15&16- Wire #ERS-JAN.20-Warrant #33;

EOM is PR #14 Recodes Only

Health Insurance Consortium Payments:

<u>Excellus:</u>		<u>Empire:</u>	
2/6/2020	\$475,624.23	2/18/2020	\$3,491,903.64
2/13/2020	\$448,287.62	2/24/2020	\$1,712,183.82
2/20/2020	\$252,285.01		
2/27/2020	\$276,228.47		

Transfer TD Bank to NYCLASS: Wire #2/26/20- Health Ins. - \$2,071,243.50

Transfer NYCLASS to CEWW BOCES: Scholarship Wire #NYT07266295- \$460.00

****A sequence of all checks including payroll has been verified.**

Internal Claims Auditor
(Signature) _____

CC: Eric Bell
Christine Myers

<u>Date</u>	<u>Warrant</u>	<u>Vendor #</u>	<u>Claim Audit Finding:</u>	<u>Summary Business Office Response :</u>	<u>Resolution/Options:</u>
02/05/20	Pending W#33	13063	Pricing is not in-line with Purchase Order.	Will contact division for clarification.	Removed from final warrant.
02/05/20	Pending W#33	12115	Purchase exceeded Purchase Order limit per day.	Will look in to claim.	Removed from final warrant.
02/05/20	Pending W#33	8175	Amount of invoice exceeds Purchase Order,	Difference approved by Purchasing Agent.	Approved for final warrant.
02/06/20	Final W#33				\$580,569.45
02/12/20	Pending W#34	696	Travel claim is incomplete.	Will have employee complete it.	Removed from final warrant.
02/12/20	Pending W#34	14480	Invoice received on 10/29/19 but not received in Accounts Payable till 2/11/2020 from division.	Accounts Payable will follow up with vendor to provide correct bill to address.	Approved for final warrant.
02/12/20	Pending W#34	15600	Service without Purchase Order in place prior.	Oversight/miscommunication between division and IT department regarding service and Purchase Order request.	Approved for final warrant.
02/13/20	Final W#34				\$3,831,120.70
02/26/20	Pending W#35	15144	Travel claim is incomplete.	Completed mileage form.	Approved for final warrant.
02/26/20	Pending W#35	4955	Purchase Order requested 1/7/20-Level 9, 1/23-Level 8, 2/12-Level 6. Why the big gaps in between approvals? In this case we needed to get an extension for payment.	Division Accountant to follow up with division to determine cause of delay in division approval. If problem continues, will be brought to Purchasing Agent for further follow up and training.	Approved for final warrant.
02/27/20	Final W#35				\$399,547.87

CLINTON-ESSEX-WARREN-WASHINGTON BOCES
TREASURER'S REPORT - JANUARY 31, 2020

	Cash Balance		Cash Receipts		Cash Disbursements		Cash Balance	
	December 31, 2019		January	Year To Date	January	Year To Date	January 31, 2020	Year To Date
i. CHECKING ACCOUNTS								
<u>TD Bank - Depository</u>								
General Fund	\$ 5,740,937.59	\$ 3,614,618.57	\$ 3,563,404.41	\$ 30,733,965.58	\$ 27,846,324.26	\$ 5,792,151.75	\$ 27,846,324.26	\$ 5,792,151.75
Special Aid Fund	\$ (510,675.17)	\$ 62,366.11	\$ 230,767.07	\$ 808,006.84	\$ 1,614,174.86	\$ (679,076.13)	\$ 1,614,174.86	\$ (679,076.13)
Trust & Agency Fund	\$ 204,559.51	\$ 259,293.82	\$ -	\$ 463,853.33	\$ 197,851.99	\$ 463,853.33	\$ 197,851.99	\$ 463,853.33
School Lunch Fund	\$ (47,121.79)	\$ 5,951.71	\$ 21,318.66	\$ 87,922.53	\$ 146,717.44	\$ (62,488.74)	\$ 146,717.44	\$ (62,488.74)
Capital Fund	\$ (2,291,586.32)	\$ 685.62	\$ 6,896.59	\$ 18,892.45	\$ 2,474,627.06	\$ (2,297,797.29)	\$ 2,474,627.06	\$ (2,297,797.29)
Private Purpose Trust Fund	\$ 260.00	\$ 200.00	\$ -	\$ 2,960.00	\$ 2,500.00	\$ 460.00	\$ 2,500.00	\$ 460.00
<u>TD Bank - Operating</u>								
General	\$ 195,558.17	\$ 3,575,532.36	\$ 3,342,310.82	\$ 30,152,034.69	\$ 30,242,736.99	\$ 428,779.71	\$ 30,242,736.99	\$ 428,779.71
SAVINGS ACCOUNTS								
<u>NYCLASS</u>								
BOCES-Wide Capital Project	\$ 2,853,131.99	\$ 3,655.90	\$ -	\$ 1,781,973.67	\$ 293,200.00	\$ 2,856,787.89	\$ 293,200.00	\$ 2,856,787.89
Trust Fund Non-Expendable	\$ 11,916.00	\$ 15.33	\$ -	\$ 127.91	\$ -	\$ 11,931.33	\$ -	\$ 11,931.33
Private Purpose Trust Fund	\$ 10,360.01	\$ 13.39	\$ -	\$ 112.96	\$ 416.40	\$ 10,373.40	\$ 416.40	\$ 10,373.40
TOTAL CASH ON HAND	\$ 6,167,339.99			\$ 64,145,706.16		\$ 6,524,975.25	\$ 62,818,549.00	\$ 6,524,975.25

ii. RECONCILIATION TO BANK STATEMENTS

	January 31, 2020	Add: Deposits in Transit	Less: Outstanding Checks	January 31, 2020
	Bank Balance			Cash Balance
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 1,312,797.40	\$ 85.00	\$ (884,102.69)	\$ 428,779.71
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 2,560,599.10	\$ 656,503.82	\$ -	\$ 3,217,102.92
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 2,856,787.89	\$ -	\$ -	\$ 2,856,787.89
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 697.40	\$ -	\$ -	\$ 697.40
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 698.16	\$ -	\$ -	\$ 698.16
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 11,931.33	\$ -	\$ -	\$ 11,931.33
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 2.10	\$ -	\$ -	\$ 2.10
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 8,975.74	\$ -	\$ -	\$ 8,975.74
TOTAL CASH ON HAND	\$ 6,524,975.25		\$ 62,818,549.00	\$ 6,524,975.25

GENERAL FUND INTEREST RECEIVED 7/01/19 - 1/31/20 \$ 26,735.31
CAPITAL FUND INTEREST RECEIVED 7/01/19 - 1/31/20 \$ 31,120.57

Christine Myers
Christine Myers, District Treasurer

PREPARED BY:

DATED:

3/28/20


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

FOR THE PERIOD 01/01/2020 TO 01/31/2020

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	9,522.28	9,132.14	0.00	9,132.14	5,870.00	3,262.14
SKILLS USA - MINEVILLE	1,479.35	1,502.77	80.00	1,582.77	129.24	1,453.53
NO. COUNTRY LOGGERS	616.98	616.98	0.00	616.98	0.00	616.98
IMAGE MAKERS	5.50	5.50	0.00	5.50	0.00	5.50
REFLECTIONS	497.64	497.64	0.00	497.64	0.00	497.64
LPN CLASS	1,171.58	2,176.01	1,063.25	3,239.26	939.25	2,300.01
ANIMAL SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00
RAZOR'S EDGE	985.07	1,179.97	0.00	1,179.97	0.00	1,179.97
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	7.78	3.45	4.50	7.95	0.00	7.95
TOTAL	14,286.18	15,114.46	1,147.75	16,262.21	6,938.49	9,323.72

1/31/2020 Bank Balance \$ 12,185.96
 Add: Deposits in Transit \$ -
 Less: Outstanding Checks \$ (2,862.24)
 1/31/2020 Balance on Hand \$ 9,323.72

1/31/2020 Bank Balance
 Add: Deposits in Transit
 Less: Outstanding Checks
 1/31/2020 Balance on Hand


 COLBY SISKAVICH, EXTRACLASSROOM TREASURER
 2/26/2020
 DATE

ENC. 7

Recommend that the Board approve the following Cross-Contract Budgets:

1. Middle School Regional Summer School (RSS) – Franklin-Essex-Hamilton BOCES budget in the amount of \$3,432 for the 2019-2020 school year to accommodate for a cross contract with FEH BOCES and Northeastern Clinton. (Co-Ser 428 – ISC)
2. Staff Development – Delaware-Chenango-Madison-Otsego BOCES budget in the amount of \$10,000 for the 2019-2020 school year to accommodate for a cross contract with DCMO BOCES and Peru. (Co-Ser 514 – ISC)
3. School Improvement – Tompkins-Seneca-Tioga BOCES budget in the amount of \$6,510 for the 2019-2020 school year to accommodate for a cross contract with TST BOCES and Peru. (Co-Ser 535 – ISC)

ENC. 8

Recommend that the Board approve the following Cross Contract Budget Increases:

1. Computer Assisted Instruction – Capital Region BOCES budget from \$175,000 to \$450,000, for the 2019-2020 school year, to accommodate for increased service requests and potential service requests with Albany BOCES. (Peru) (Co-Ser 530 – ISC)
2. Smart Schools – Capital Region BOCES budget from \$71,000 to \$72,215 for the 2019-2020 school year to accommodate for cross contracts with Albany BOCES and Northern Adirondack. (Co-Ser 567 – ISC)
3. Policy Update Service – ERIE I BOCES budget from \$2,500 to \$5,100 for the 2019-2020 school year to accommodate for a cross contract with ERIE I BOCES and Boquet Valley. (Co-Ser 659 – Mgmt. Services)

ENC. 9

Recommend that the Board approve the following Contractual Budget Increases:

1. Increase the Independent Contractor/Consultant Agreement between Clinton-Essex-Warren-Washington BOCES and Bureau of Education and Research in the amount of \$400 to accommodate additional component district participants for the Best, Specially Designed Instruction Strategies to Strengthen your Co-Teaching (Grade K-12) workshop on March 9, 2020. The revised agreement value is not anticipated to exceed \$5,399. (ISC)
2. Increase the Independent Contractor/Consultant Agreement between Clinton-Essex-Warren-Washington BOCES and Endyne, Inc. in the amount of \$12,500 to accommodate component district requests for NYS mandated lead testing of public school drinking water. The revised agreement value is not anticipated to exceed \$15,500. (ISC)

ENC. 10

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, 2019 through June 30, 2020 at a current estimated cost of \$26,060. (CV-TEC) (attached)

ENC. 11

Recommend that the Board Award the Bid for Network Equipment to the following vendor:

CDW Government LLC of Vernon Hills, IL for (6) Cisco Meraki Cloud Managed MS120-24P Switches, (65) Cisco Meraki MR33 Cloud Managed Wireless Access Points, (5) Cisco Meraki MR42 Cloud Managed Wireless Access Points, (30) Cisco Meraki Cloud Managed MS125-48LP-Switches, (30) Cisco Meraki Enterprise 1 Year Subscription Licenses, (70) Cisco Meraki Enterprise Cloud Controller 1 Year Subscription Licenses, and (6) Cisco Meraki Enterprise 1 Year Subscription Licenses for the total bid amount of \$48,081

Notes:

-3 additional vendors submitted bids: SHI International of Somerset, NJ; Amer.com Corp of Clearwater, FL; and Aspire Technology Partners of Eatontown, NJ.

-The total bid award of \$48,081 is 85% funded through the Schools and Libraries Universal Service Support Program (E-Rate).

ENC. 12

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 2020-21 school fiscal year; and

WHEREAS Clinton-Essex-Warren-Washington BOCES qualifies for this exemption for fiscal year 2020-21 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 2020-21 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 2020-21 school year.

ENC. 13

Recommend that the Board appoint West & Company, CPAs, PC, of Gloversville, NY, as the CEWW BOCES Independent Auditor for the 2019-20 audits (to be conducted during the 2020-21 school year) and approve the engagement letter (attached). The fee for the 2019-20 audit is \$16,500.

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, 2019 – June 30, 2020.
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:

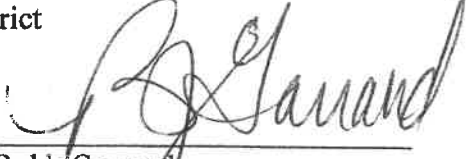
Clinton-Essex-Warren-Washington
Board of Cooperative Educational
Services

By: _____
Larry Barcomb
Board President

By: _____
Dr. Mark C. Davey
District Superintendent

Date: _____

Northeastern Clinton Central School
District

By: 
Robb Garrard
Superintendent of Schools

Date: 2/9/2020

2.25
HOURS
Each

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:

A5510.16 ⇒ 912,254

A5510.16 ⇒ _____

A5530.16 ⇒ _____

Equipment (incl. Buses):

A5510.20 ⇒ 45,000

A5510.21 ⇒ _____

A5530.20 ⇒ 5,000

Contractual:

A5510.40 ⇒ 85,250

A5530.40 ⇒ 37,500

Materials & Supplies:

A5510.45 ⇒ 231,685

A5530.45 ⇒ 4,500

ROGS:

A5510.49 ⇒ 18,000

Trans. Fringe (Form F-4 lines #117,118):

FICA ⇒ 510,000

ERS/TRS ⇒ _____

Work. Comp ⇒ _____

Health (actual) ⇒ _____

Life Ins. ⇒ _____

Other Prescription & Vision ⇒ _____

Bus Financing Debt Payments:

A9702.5 + .7 ⇒ _____

A9712.5 + .7 ⇒ 464,000

A9722.5 + .7 ⇒ _____

A9732.5 + .7 ⇒ _____

A9742.5 + .7 ⇒ _____

2,313,689

TOTAL COSTS ⇒ 2,328,889.65
(Total this column plus A, B on right)

* **TOTAL MILES (ALL PURPOSES)** ⇒ 470,000
(Total Miles Driven by District Buses)

RATE PER MILE (DM) ⇒ 4.955

* **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 54.24

Annual Salaries (PROD) 10,739.52

Fringe Multiplier 25

Salary & Fringe (PROD) 13,424.40

Other Fringe _____

A. Total Cost (SUM) 13,424.40

* **BUS OPERATION:**

Anticipated Miles 5075

Average Cost per Mile (Fuel, Repairs, Maintenance) 35

B. Total Cost (PROD) 1,776.25

TOTAL SERVICE FEE:

ADMINISTRATIVE ALLOWANCE:

Superintendent's Salary: 156,623

Business Official's Salary: 107,459

Trans. Director's Salary: 62,000

Total (SUM) 326,132

Percentage Allowance: 0.015

C. Total (PROD) ⇒ 4891.98

MILEAGE ALLOWANCE:

Anticipated Miles (above) 5075

Rate per Mile (left) 4.955

D. Total (PROD) ⇒ 25,146.62

GRAND TOTAL SERVICE FEE BILLABLE ⇒ 30,038⁴⁰
(Sum of C and D above)



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

February 14, 2020

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

Robert F. Thaisz, 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, 2020. 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, 2020. 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.

SARATOGA SPRINGS OFFICE

60 Railroad Place, Suite 302
Saratoga Springs, NY 12866
PHONE: 518.587.5111
FAX: 518.587.0029

GLOVERSVILLE OFFICE

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

www.westpapc.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 President and Other Members 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. Accordingly, we will express no such opinion. 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.

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.

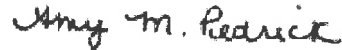
We expect to begin our audit on approximately May 1, 2020 and to issue our reports no later than October 15, 2020. Amy M. Pedrick, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

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. 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

Sciarabba Walker & Co., LLP
Ithaca, New York

ENC. 14

Committees

December 11, 2019 Audit Committee Meeting highlights (informational) (attached)

ENC. 15

Recommend that the Board approve the following letters of resignation for the Purpose of Retirement:

1. Michael Bova, Power Sport Technology and Marine Technology Teacher, Effective September 1, 2020
2. Kenneth Kezar, Building Maintenance Mechanic, Effective January 18, 2021
3. Donna Boudrieau, Teacher Aide/Student Aide, Effective June 30, 2021

ENC. 16

Recommend that the Board approve the following letters of resignations:

1. Douglas Paquin, Jr., Teacher Aide/Student Aide Effective February 26, 2020
2. Nhi Nguyen, Teacher Aide/Student Aide, Effective March 3, 2020
3. Stephanie LaValley, Account Clerk/Typist, Effective February 24, 2020
4. Katie McClatchie, Teacher Aide/Student Aide, Effective February 28, 2020

ENC. 17

Recommend that the Board approve the following leave(s) of absence:

1. Surinderpal Gill, Teacher Aide/Student Aide, leave of absence February 21, 2020 through March 20, 2020.

ENC. 18

Recommend that the Board amend the 52-week Civil Service Probationary appointment that was approved at the October 9, 2019 Board meeting, with the following changes:

1. Name: Douglas Paquin Jr.
Position: Teacher Aide/Student Aide
Effective Date: October ~~16~~ **15**, 2019
Tentative Permanent Date: October ~~16~~ **15**, 2020
Annualized Base Salary: \$16,982
Prorated Salary: \$14,677.91

Recommend that the Board amend the Provisional Civil Service Appointment that was approved at the February 12, 2020 meeting, with the following changes:

1. Name: Giovanna Nelkin
Position: Senior Caseworker
Effective Date: January 21 27, 2020
Annual Salary: \$45,000
Prorated Salary: \$20,076.92 \$19,384.62

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

ENC. 14

Champlain Valley Educational Services Audit Committee - Meeting Minutes December 11, 2019 - 5:00 p.m., Instructional Services Center

Present: Richard Harriman, Sr., Audit Committee Member
Linda Gonyo-Horne, Audit Committee Member
Donna LaRocque, Audit Committee Member
Tom McCabe, Audit Committee Member
Eric Bell, Assistant Superintendent for Management Services
Christine Myers, BOCES Treasurer

Meeting Started at 5:03 p.m.

1. Approved the minutes from October 9, 2019 Audit Committee Meeting

Motion to approve (Donna LaRocque 1st, Richard Harriman, Sr. 2nd)

2. Review and discuss the Corrective Action Plan for the June 30, 2019 Annual Independent Audit Management Letter Comments

There are no new year findings on the 2018-2019 Management Letter. Mr. Bell reviewed the prior year comments that have been corrected and those that remain in progress. Three of the five prior year comments have been corrected.

The condition of the Adult Education program deficits remained an issue for the 2018-2019 fiscal year, however, the status of the shortfall was significantly less than in prior years due to the elimination of the program causing the deficits. Management has a responsibility to ensure programs are sustainable and performing positively or at a breakeven level. Financial results are continuously monitored for these programs. Unfortunately, in 2019-2020, the LPN program has encountered an unforeseen cost, associated with an imposed requirement to reduce the teacher to student ratio for clinicians, which will most likely cause a year-end deficit in the Adult Education program again this year. Efforts are underway to determine a solution to avoid this position in the future. Some things being considered for the future of the program are tuition increases that do not price CVES out of the market, change in staffing, or program discontinuation. Proposals from the Director will be presented to the ASMS next week for viable solutions.

For the remaining comment noted for “*Expenditures*”, efforts are underway to obtain mid-year invoices on services provided and billed on an annual basis.

3. RFP for External Auditors – Update on Progress

The draft RFP that is still under review was presented to the committee. Interviews and/or selection of auditors will occur in February/March. The importance of assessing quality of our auditors is more important than just the price of the audit. Both factors will be considered and weighed appropriately.

4. Other Topics

The committee opened up a brief discussion about the Health Insurance transition to the new provider. Mr. Bell provided an update about on-going steps being taken by our new provider, Empire, to ensure a smooth transition for members.

5. Meeting adjourned at 5:46

Approved 2/12/20 (R.Harriman, Sr. 1st, L.Gonyo-Horne 2nd)

ENC. 19

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

1. Name: Leanord Smart
Tenure Area: Vehicle Mechanical Repair
Position: Vehicle Mechanical Repair Teacher
Effective Date: February 11, 2020
Tentative Tenure Date: February 11, 2024
Certification Status: Vehicle Mechanical Repair Initial Certificate
2. Name: Margaret Christian
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: March 2, 2020
Tentative Tenure Date: March 2, 2024
Certification Status: Teaching Assistant Level 1
Annual Base Salary: \$22,218
Prorated Salary: \$8,887.20

(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).

ENC. 20

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

1. Name: Nicole Tedford
Position: Teacher Aide/Student Aide
Effective Date: March 2, 2020
Tentative Permanent Date: March 2, 2021
Annual Salary: \$18,000
Prorated Salary: \$7,326.63
2. Name: Stacey Smart
Position: Registered Professional Nurse (Schools)
Effective Date: March 23, 2020 (*pending fingerprint clearance*)
Tentative Permanent Date: March 23, 2021
Annual Salary: \$42,500
Prorated Salary: \$13,387.50

ENC. 21

Recommend that the Board appoint the following person(s) to a Temporary Appointment for the 2019-20 school year:

1. Name: Frank Mercier
Position: Security and Law Enforcement Teacher
Effective Date: January 6, 2020 – June 30, 2020
Certification Status: (Uncertified)
Annual Base Salary: \$41,599
Prorated Salary: \$24,959.40

ENC. 22

Recommend that the Board approve the following Temporary Grant appointment from February 19, 2020 - June 30, 2020:

1. Alexa Lovely, Work Study Student, not-to-exceed 160 hours, at \$11.80/hour

ENC. 23

Recommend that the Board approve the following substitutes and temporary on call for the 2019-20 School Year:

<u>Name</u>	<u>Title</u>
Kellylynn Watson	Bus Driver
Hannah LaFountain	Teacher
Dylan Limlaw	Teacher (<i>pending fingerprint clearance</i>)
Justin Taylor	Teacher (<i>pending fingerprint clearance</i>)

ENC. 24

The Board will be provided a copy of the revised Discrimination/Harassment Complaint Form (Administrative Procedure) for acknowledgement purposes only. (attached)

ENC. 25

Recommend that the Board Waive the First Reading and adopt the following Revised Policy:

#5010 Antidiscrimination Policy (attached)

**Champlain Valley Educational Services
Discrimination/Harassment
Complaint Form**

(Please Type or Print Clearly)

Date submitted:

SECTION I

Name of Complainant (print)	Signature of Complainant
Complainant's Home Address	Complainant's Contact Information
Street Address	Home: ()
City/Town, State	Cell: ()
Zip Code	Work: ()
	Email: _____

Complainant's Role(s) at Champlain Valley Educational Services [check all that apply]

<input type="checkbox"/> Student Grade Level or Program : _____ Your age: _____	<input type="checkbox"/> District employee <input type="checkbox"/> Parent or guardian <input type="checkbox"/> Other: _____
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SECTION II

School Building Name/ Location	School Principal's Name/ Department Head

SECTION III

The Discrimination, Harassment or Complaint Is Based on: (check all that apply)

<input type="checkbox"/> Academic Complaint or Grievance <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> Creed <input type="checkbox"/> Religion <input type="checkbox"/> Religious Practice <input type="checkbox"/> National Origin <input type="checkbox"/> Ethnic Group <input type="checkbox"/> Sex (includes sexual harassment and sexual violence) <input type="checkbox"/> Gender Identity <input type="checkbox"/> Sexual Orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality)	<input type="checkbox"/> Political Affiliation <input type="checkbox"/> Age <input type="checkbox"/> Marital Status <input type="checkbox"/> Military Status <input type="checkbox"/> Veteran Status <input type="checkbox"/> Disability <input type="checkbox"/> Weight (Student Only) <input type="checkbox"/> Domestic Violence Victim Status <input type="checkbox"/> Arrest or Conviction Record <input type="checkbox"/> Genetic Information <input type="checkbox"/> Other (specify) _____
--	--

SECTION IV

Date of first alleged incident of discrimination, harassment or act complained of:

Name of the person(s) committing action(s) against complainant, if known:

Name(s):

Their job or role (if known):

Description of incident(s):

Witnesses, if any, or others who should be contacted with knowledge relevant to this investigation (include contact information for each person) and use additional paper if necessary.

Name(s):

Contact Information:

Others you may have discussed this incident with, including contact information for each:

Name(s):

Contact Information:

SECTION V

If there are multiple instances of alleged discrimination or harassment, or academic complaints, provide the dates, description of the incidents, and those involved, and you may attach a separate sheet providing details, if you wish.

Or this section does not apply

Name(s):

Their job or role (if known):

Description of incident(s) with dates (attach additional forms, if needed):

Has this matter been previously reported?

No Yes – Date:

Reported to (Name, Title/Job):

If yes, describe the outcome or resolution:

SECTION VI

Remedy, outcome or resolution sought by complainant:

Once you complete this form, please mail, email or deliver it in person with any attached detail sheets you wish to include to:

James McCartney – Civil Rights Compliance Officer – mccartney_james@cves.org
Cathy Snow – Civil Rights Compliance Officer – snow_cathy@cves.org
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-536-7340

~~Bonnie Berry~~ Matthew Slattery
Section 504 Compliance Officer – berry_bonnie@cves.org slattery_matt@cves.org
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-561-0100 Ext. 291

Or you may deliver this completed Discrimination/Harassment Complaint Form to your Principal or Supervisor.

CLINTON-ESSEX-WARREN-WASHINGTON BOCES

ANTI-DISCRIMINATION POLICY

BOCES does not discriminate in employment or in the education programs and activities or in access of students to vocational instruction opportunities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability, predisposing genetic characteristic, or domestic violence victim status in violation of Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Title IV; 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Title II of the ADA [known as the Americans with Disabilities Act] 1990; New York State Human Rights Law; The Boy Scouts of America Equal Access Act of 2001; The Genetic Information Non-Discrimination Act of 2008 (GINA).

Grievance Procedure

Section 1

If any person believes that BOCES or any of BOCES' staff has failed to apply or has inadequately applied the principles or regulations of any of the aforementioned Civil Rights laws that person may bring forward a complaint, which shall be referred to as a grievance, to BOCES' Civil Rights compliance officers.

Section 2

Step (a):

The complainant may discuss the grievance informally with the compliance officer, or may file a written complaint with the compliance officer. The compliance officer or designee will then investigate the substance of the complaint in a prompt and equitable, thorough and impartial manner. The compliance officer will reply to each complainant in writing within seven days of the initiation of the complaint, though the full investigation may take longer. Each complainant and respondent will be provided with a written copy of the findings within 60 days of the filing of the complaint, unless exceptional circumstances require additional time.

Step (b):

If any complainant or respondent (party) wishes to appeal the decision of the compliance officer, the party may submit a signed statement of appeal to the District Superintendent within seven days after receipt of the compliance officer's findings. The District

Superintendent shall meet with the party and any representative and make such other inquiries which the District Superintendent deems appropriate. Thereafter, the District Superintendent shall set forth a conclusion and respond in writing to all parties within 14 days, unless exceptional circumstances require additional time.

Step (c):

If a party is not satisfied with the conclusion of the District Superintendent, the party may appeal through a signed, written statement to the BOCES' Board within seven days of receipt of the District Superintendent's response in Step (b). In an attempt to resolve the grievance, the BOCES' Board shall meet with the party and any representative within 30 days of receipt of such an appeal. The BOCES' Board's written disposition of the appeal shall be sent to all parties within ten days of this decision, unless exceptional circumstances require additional time.

Step (d):

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to:
Office for Civil Rights,
U. S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Facsimile: (646) 428-3843
Email: OCR.NewYork@ed.gov

Section 3

The compliance officer, on request, will provide a copy of the BOCES' grievance procedure to any employee or student of BOCES. It is also on the BOCES website.

A copy of each of the acts and regulations upon which this notice is based will be made available upon written request directed to the BOCES' compliance officer.

When used in this policy *days* shall mean BOCES business days. The words *person* and *complainant* shall include an employee as well as a student of BOCES.

Inquiries concerning the anti-discriminatory policy may be made to:
Director, Office for Civil Rights,
U. S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500

Publication

BOCES shall promulgate this policy, which includes sexual harassment, as follows:

- A copy of this policy and the sexual harassment policy shall be provided at the beginning of employment to each employee in their employment packet, and provided annually to each employee.
- These policies shall be published as part of the BOCES' student handbook.
- Any changes to the policies shall be published in the official newspaper of BOCES.
- These policies shall be provided annually to the president of each bargaining unit.
- These policies shall be posted prominently and easily found on the BOCES' website.

Annual publications shall contain the name, business address and telephone number of the BOCES' compliance officer.

Employment Application

Each employment application of BOCES shall contain the following language:

BOCES does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability, predisposing genetic characteristic, or domestic violence victim status in violation of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, 42 U.S.C. 12111 etseq., known as the Americans With Disabilities Act, § 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the ADA 1990, New York State Human Rights Law, The Boy Scouts of America Equal Access Act of 2001, The Genetic Information Non-Discrimination Act of 2008 (GINA), or in access of students to vocational instruction opportunities.

The following person(s) have been designated to handle inquiries regarding non-discrimination inquiries:

James McCartney – Civil Rights Compliance Officer – mccartney_james@cves.org
Cathy Snow – Civil Rights Compliance Officer – snow_cathy@cves.org
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-536-7340

~~Bonnie~~ Berry Matthew Slattery
Section 504 Compliance Officer – berry_bonnie@cves.org slattery_matt@cves.org
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-561-0100 Ext. 291

ENC. 26

Recommend that the Board adopt the following Revised Policies:

- #8160 CVES District Wide School Safety Plan
- #8160.1 CVES Building Level Emergency Response Plan – Special Education/CV-TEC
- #8160.3 CVES Building Level Emergency Response Plan – Yandon-Dillon Education Center
- #8160.4 CVES Building Level Emergency Response Plan – Satellite Campus

ENC. 27

Recommend that the Board approve the Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the CVES United Professionals Unit that acknowledges and agrees to add the starting salary provision for a 10-month Employment and Training Counselor. (attached)

ENC. 28

Recommend that the Board accept the following Proposal:

Recommend that the Board accept a proposal from Ducks Unlimited, Inc. for the purpose of purchasing 1.0 Wetland Mitigation credits through its Vermont In-Lieu Fee Program to satisfy capital project wetland impacts at the Plattsburgh Main Campus. The total cost is \$174,101.00 for the required 1.0 Wetland Mitigation Credit and the transaction will be completed upon Ducks Unlimited Inc.'s receipt of full payment, verification of available credits and their letter of acknowledgement.

Be it further recommended that the CVES Board President be granted authority to enter into an agreement contract, if any, contingent upon CVES' attorney approval.

Note: No additional proposals received. Ducks Unlimited, Inc. is the sole provider for Wetland Mitigation Credits.

ENC. 29

Recommend that the Board approve the following 2020 Capital Improvement Project Bid Awards:

Based on Tetra Tech and Schoolhouse's analysis and confirmation of the bids submitted for the 2020 Capital Improvement Project, that the Board award Base Bids plus Alternate #1, Alternate #2, Alternate #3, Alternate #4, Alternate #5, Alternate #7, Alternate #8, Alternate #9, to the following contractors and that bid Alternate #6 not be accepted. Be it further recommended that the CVES Board President be granted authority to enter into bid contracts contingent upon CVES' attorney approval.

1. General Work Contract – Murnane Building Contractors, Inc. of Plattsburgh, NY – Base Bid \$6,480,000; Alternate #1 \$196,000; Alternate #2 \$86,000; Alternate #5 \$2,400.

Note: One other contractor submitted the following bid:

Bast Hatfield Construction, LLC of Clifton Park, NY – Base Bid \$7,100,000; Alternate #1 \$182,000; Alternate #2 \$85,000; Alternate #5 \$9,000.

ENC. 29 CONTINUED

2. Electrical Work Contract – Weydman Electric, Inc. of Tonawanda, NY – Base Bid \$1,095,000; Alternate #2 (-\$3,600); Alternate #7 \$97,000; Alternate #9 \$21,500.

Note: Three other contractors submitted the following bids:

William J. Murray, Inc. of Plattsburgh, NY – Base Bid \$1,151,000; Alternate #2 \$3,000; Alternate #7 \$177,000; Alternate #9 \$22,800.

S & L Electric, Inc. of Colton, NY – Base Bid \$1,432,000; Alternate #2 \$2,400; Alternate #7 \$152,300; Alternate #9 \$37,000.

Harold R Clune, Inc., of Ballston Spa, NY – Base Bid \$1,769,000; Alternate #2 \$300; Alternate #7 \$86,000; Alternate #9 \$0.

3. Mechanical Work Contract – John W. Danforth Company of Halfmoon, NY – Base Bid \$3,281,000; Alternate #5 \$84,500.

Note: Two other contractors submitted the following bids:

L.H. LaPlante Company, Inc. of Plattsburgh, NY – Base Bid \$3,590,000; Alternate #5 \$68,000.

K & L Plumbing & Heating, Inc. of Plattsburgh, NY – Base Bid \$4,111,000; Alternate #5 \$71,111.

4. Plumbing Work Contract – L.H. LaPlante Company, Inc. of Plattsburgh, NY – Base Bid \$642,000 (no Plumbing Contract alternates).

Note: One other contractor submitted the following bid:

K & L Plumbing & Heating, Inc. of Plattsburgh, NY – Base Bid \$811,348.

5. Roofing Work Contract – A.W. Farrell & Son, Inc. of Dunkirk, NY – Base Bid \$1,867,207.

Note: Three other contractors submitted the following bids:

T.P. Monahan, Inc. of Queensbury, NY – Base Bid \$1,875,300.

S & L Roofing and Sheetmetal of Voorheesville, NY – Base Bid \$2,344,900.

Titan Roofing, Inc. of Springfield, MA - Base Bid \$2,504,000.

6. Site Work Contract – Reale Construction Company, Inc. of Ticonderoga, NY – Base Bid \$2,686,000; Alternate #3 \$44,000; Alternate #4 \$94,000; Alternate #8 \$96,000; Alternate #9 \$210,000 contingent upon wetland permitting.

Note: One other contractor submitted the following bid:

Luck Brothers, Inc. of Plattsburgh, NY – Base Bid \$3,508,400; Alternate #3 \$48,000; Alternate #4 \$40,000; Alternate #8 \$109,000; Alternate #9 \$445,000.

ENC. 27

**MEMORANDUM OF AGREEMENT
BETWEEN**

**Champlain Valley Education Services
and
The Champlain Valley Educational Services United Professionals**

WHEREAS, The Champlain Valley Educational Services United Professionals (Association) and the Champlain Valley Educational Services (BOCES) are parties to a collective bargaining agreement that runs from July 1, 2019 through June 30, 2024, and

WHEREAS, Article 1, Recognition, of the agreement recognizes the position of Employment and Training Counselor, and

WHEREAS, Article 13, Salary Provisions, does not have a starting salary listed for the position of Employment and Training Counselor;

THEREFORE, THE PARTIES HEREBY AGREE TO THE FOLLOWING:

1. The starting salary chart in Article 13 be amended to add a starting salary for a 10-month Employment and Training Counselor as follows:

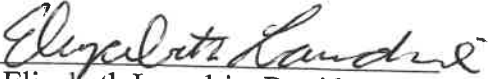
Title	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Employment & Training Counselor	\$ 33,333	\$ 35,033	\$ 36,758	\$ 37,684	\$ 38,624

DATED: March ____, 2020

FOR THE BOCES:

Mark C. Davey, District Superintendent

FOR THE ASSOCIATION:



Elizabeth Landrie, President



CVES MISSION

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

MEMORANDUM

TO: Dr. Mark Davey
FR: Teri Calabrese-Gray 
DA: March 1, 2020
RE: **March 2020 Board Report**

HOW TO PREVENT THE SPREAD OF COVID-19 AND OTHER RESPIRATORY ILLNESSES IN OUR SCHOOLS

Review and continue to implement comprehensive cleaning and infection control plans (ICP). ICPs present a clear protocol for routine cleaning, sanitizing, and targeted disinfecting, including steps to take in the event of an infectious disease outbreak. Custodial and maintenance staff should receive ongoing training on ICP protocols, products, and procedures; usage of personal protective equipment; and hazard communications. ICPs should include:



- Best practices and procedures that protect the health of product users and other building occupants. This includes the use of products that do not contain ingredients that are known to contribute to asthma, respiratory irritation, or other health conditions and U.S. Environmental Protection Agency (EPA)-registered disinfectants or sanitizers.
- Procedures for areas considered high-risk (e.g., bathrooms, athletic areas, cafeteria/kitchen, health room/nurse's office) and high-touch points (e.g., door handles, hand railings, lockers, shared desks and keyboards) that may require sanitizing and targeted disinfecting in addition to routine cleaning.
- Follow CDC's recommended steps to properly and safely plan, prepare, and respond to COVID-19, here: [CDC Interim Guidance for Childcare Programs and K-12 Schools](#)

Ensure that school nurses and other health professionals are equipped with the appropriate personal protective equipment, training, and protocols for preventing the spread of COVID-19.

Encourage staff and students to stay home and see a healthcare provider if sick. Schools should also work with the school nurse or designee to develop a plan to identify and isolate students and staff who arrive at school sick.



Remind staff and students about good hand hygiene, respiratory etiquette, and other important health and safety practices. Students and staff should:

- Wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Note: Schools should provide the time and supplies for students and staff to wash their hands when needed.
- Cover their cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching their eyes, nose, and mouth.

Work with state and local health and emergency response agencies to develop a joint public health preparedness and response plan in the event of an outbreak.

According to the CDC, the best way to prevent infection is to avoid being exposed to the virus that causes COVID-19. Follow CDC's recommendations for using a facemask. Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for [health workers](#) and [people who are taking care of someone in close settings](#) (at home or in a health care facility). If traveling, follow CDC guidance for travelers at <https://wwwnc.cdc.gov/travel/notices/warning/novel-coronavirus-china>.

Additional Resources

Centers for Disease Control and Prevention

- [CDC COVID-19 Webpage](#)
- [CDC Communication Print and Video Resources](#)
- [CDC FAQ](#)
- [CDC Handwashing](#)

National Institutes of Health - <https://www.nih.gov/health-information/coronavirus>

UPDATE ON REVIEW OF PUBLIC COMMENT ON PROPOSED REGULATIONS FOR SUBSTANTIALLY EQUIVALENT INSTRUCTION FOR NONPUBLIC SCHOOL STUDENTS

At the February Board of Regents meeting, SED staff provided an update on its [review of public comment on proposed regulations for substantially equivalent instruction for nonpublic school students](#) in New York State. In June, the Department presented proposed regulations relating to the substantial equivalency requirement to the Board of Regents which were published in the State Register and presented for public comment. From July 3, 2019 to September 3, 2019 the Department received over 140,000 comments on the proposed regulations. Department staff have been working to review and assess these extensive comments in the months since.

Below is a general overview of some of the most common themes that emerged from the public comments reviewed to date:

- **Rights:** Many commenters stated that the proposed regulation infringes on certain rights for families.
- **Religious Beliefs:** Some commenters stated that the regulation goes against specific religious beliefs.
- **Risk to Nonpublic Schools:** Commenters also expressed that the regulations placed too many requirements on nonpublic schools and will detract from their ability to offer unique education experiences.
- **Process:** Many commenters expressed concern that the proposed regulations including a lack of clear and measurable standards for the review process.
- **Unnecessary Regulation:** Some commenters expressed that the regulation is unnecessary because if a nonpublic school underperforms, parents have the option to pull their children out.
- **Conflict Between Local School Authorities (LSAs) and Nonpublic Schools:** Commenters expressed that the proposed regulation will cause increased tensions between LSAs and nonpublic schools.
- **Comments in Support:** Some commenters expressed support for the proposed regulation including that it is necessary to ensure children receive an adequate education and that secular education is important in a culturally diverse society.

The Department will continue to review and assess the public comments received. Given the wealth of comments and varying views expressed, the Department will re-engage stakeholders for further discussion on the next steps toward the common goal of ensuring all children receive the instruction to which they are entitled.

ADDITIONAL REGIONAL INFORMATION MEETINGS TO DISCUSS REVIEW OF NYS GRADUATION MEASURES

The Board of Regents and New York State Education Department (NYSED) recently announced additional regional information meetings across the state to gather feedback on what a state diploma should signify to ensure educational excellence and equity for every student in New York State. The dozens of meetings are an integral part of Phase I in the Board and Department's review of graduation measures and will offer opportunities for stakeholders and members of the public to share input. At least one meeting will be held in each judicial district through April. Each meeting will be led by the local Board of Regents Member, the BOCES District Superintendent or Big Five district staff.



Please visit the SED website (<http://www.nysed.gov/grad-measures>) to find the [full list of regional meetings and registration information](#). Meetings will include the opportunity for attendees to break into small groups to discuss and provide feedback on five guiding questions. For those who cannot attend, there is a survey on our dedicated [Graduation Measures website](#) to provide feedback.

Champlain Valley

EDUCATIONAL
SERVICES

Plattsburgh/Satellite Campus - P.O. Box 455, Plattsburgh, NY 12901
Mineville Campus - P.O. Box B, Mineville, NY 12956
OneWorkSource - 194 U.S. Oval, Plattsburgh, NY 12903
www.cves.org

CV-TEC DIVISION
Michele M. Friedman
Director of Career and Technical Education

friedman_michele@cves.org
Plattsburgh Main Campus, 518-561-0100 FAX 518-561-0494
Mineville Branch Campus, 518-942-6691 FAX 518-942-3368
Satellite Branch Campus, 518-561-0100 FAX 518-324-6620
OneWorkSource, 518-561-0430 FAX 518-324-3379

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 2, 2020
RE: March 2020 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!**

• CV-TEC and Protech Business Solutions Announce New “Women in Manufacturing” Training Initiative

The North County region is heavily dominated by the manufacturing industry. As a result, a majority of jobs are found in our local manufacturing facilities. There are multiple employment opportunities available in the area including: building train cars, buses, door operating systems and motors. CV-TEC, in association with Protech Business Solutions and the support of various local manufacturers, have developed a hands-on training program to teach women the skills necessary to work in a manufacturing setting. The goal of this program is to enable women to pursue a career in the manufacturing field; and to provide women the opportunity to enter high paying manufacturing jobs with the opportunity for advancement. The first session is scheduled to run in April 2020.

- **Mad City Money Reality Fair**

CV-TEC, in partnership with UFirst Federal Credit Union, Trail North (formerly Ticonderoga Federal Credit Union), Coldwell Banker, Whitbeck Associates, Sotheby's International Realty, and SUNY Plattsburgh are bringing Mad City Money back to our to our graduating students. The event is a “real-world” simulation of budgeting and financial literacy. Students are given an occupation and a monthly budget and are charged to navigate the various components of budget management from childcare to lodging. This year we added two 15-minute seminars on credit scores and loans, and identity theft. A representative from the SUNY Plattsburgh Financial Aid department was onsite to discuss financial literacy tools, including FAFSA and paying for college. This year, the event was held in two locations to serve our Clinton and Essex county students: February 27th at the SUNY Plattsburgh Angell College Center and March 10th at Moriah Central School.



CTE Month Proclamations Made By Town of Schuyler Falls, Town of Altona & Town of Ausable

The Town Boards of Schuyler Falls, Altona and Ausable declared February 1 – 29, 2020 CTE Month. The proclamations honor the CV-TEC Division of Champlain Valley Educational Services for their contributions in Career and Technical Education for youth and adults. The proclamations were made at recent meetings in support of CTE across the North County.

TOWN OF SCHUYLER FALLS
TOWN BOARD
REGULAR MEETING JANUARY 28, 2020
RESOLUTION #28-30

MOTION BY: Mr. Perrotte

WHEREAS: February 1-29, 2020, has been designated Career and Technical Education Month® by the Association for Career and Technical Education; and

WHEREAS: career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness; and

WHEREAS: students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

WHEREAS: career and technical education provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

WHEREAS: leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, transportation, and information technology; and

WHEREAS: career and technical education prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

WHEREAS: ensuring that employers have access to a qualified workforce as a crucial step in ensuring productivity among the business and industry communities as well as continued American economic growth and global competitiveness; and

WHEREAS: The Smith-Hughes Act, the first act of Congress to provide funding for career and technical education, was signed into law 103 years ago and allows us to celebrate how far CTE has come to become a powerhouse of America's economy;

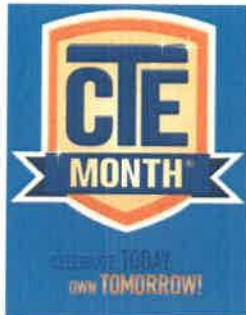
NOW THEREFORE, the Town Board of the Town of Schuyler Falls does hereby proclaim February 1-29, 2020, as

Career and Technical Education Month

in Town of Schuyler Falls and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual skills and productivity.

SECONDED BY Mr. Newton

ROLL CALL	YES
Howard Newton	X
Martin Perrotte	X
Vernon Bruno	X
Reginald Facneau	X
Kevin Randall	ABSENT
APPROVED	X



Proclamation

Office of the Supervisor, Town of Altona

Proclamation

WHEREAS: February 1-29, 2020, has been designated Career and Technical Education Month® by the Association for Career and Technical Education; and

WHEREAS: career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness; and

WHEREAS: students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

WHEREAS: career and technical education provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

WHEREAS: leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, transportation, and information technology; and

WHEREAS: career and technical education prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

WHEREAS: ensuring that employers have access to a qualified workforce as a crucial step in ensuring productivity among the business and industry communities as well as continued American economic growth and global competitiveness; and

WHEREAS: The Smith-Hughes Act, the first act of Congress to provide funding for career and technical education, was signed into law 103 years ago and allows us to celebrate how far CTE has come to become a powerhouse of America's economy;

NOW THEREFORE, I Larry Russ, Supervisor of Town of Altona

do hereby proclaim February 1-29, 2020, as

Career and Technical Education Month

in Altona and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual skills and productivity.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Altona this 13th day of February, 2020.

Proclamation

Office of the Supervisor, Town of Ausable

Proclamation

WHEREAS: February 1-29, 2020, has been designated Career and Technical Education Month® by the Association for Career and Technical Education; and

WHEREAS: career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness; and

WHEREAS: students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

WHEREAS: career and technical education provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

WHEREAS: leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, transportation, and information technology; and

WHEREAS: career and technical education prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

WHEREAS: ensuring that employers have access to a qualified workforce as a crucial step in ensuring productivity among the business and industry communities as well as continued American economic growth and global competitiveness; and

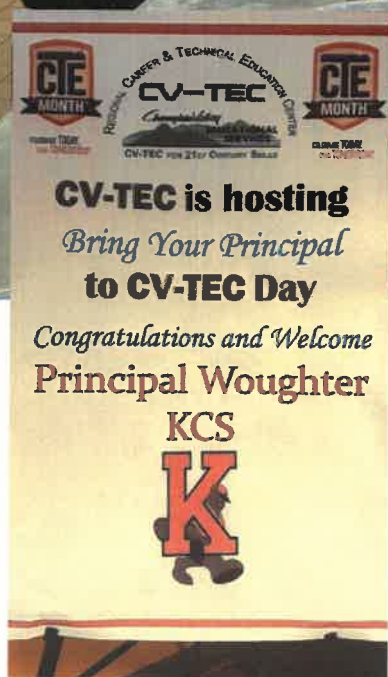
WHEREAS: The Smith-Hughes Act, the first act of Congress to provide funding for career and technical education, was signed into law 103 years ago and allows us to celebrate how far CTE has come to become a powerhouse of America's economy.

NOW THEREFORE, I Sandra Senecal, Supervisor of the Town of Ausable

do hereby proclaim February 1-29, 2020, as

- **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, Keene, AVCS and Beekmantown with more visits scheduled in March.



• 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 allowed to sign up for contests outside of their current CTE program of study! Competitions included: The Bucket Carry, Masking, Produce ID, the Simulator, Tire Change, Wheelbarrow Race, and the Wheelchair Relay. 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 (performance assessments) for their current students. Some of the competitions included judges from local businesses. The events ended with a closing ceremony where awards were given to the winners of both the non-program of study competitions and the program of study competitions.







Women in Manufacturing

Adult Education Course - 128 Course Hours

Plattsburgh Satellite Campus

The North County region is heavily dominated by the manufacturing industry. As a result, a majority of jobs are found in our local manufacturing facilities. There are multiple employment opportunities available in the area including: building train cars, buses, door operating systems and motors. CV-TEC, in association with Protech Business Solutions and, the support of various local manufacturers, have developed a hands-on training program to teach women the skills necessary to work in a manufacturing setting. The goal of this program is to enable women to pursue a career in the manufacturing field; and to provide women the opportunity to enter into high paying manufacturing jobs with the opportunity for advancement.

Spring 2020


Women in Manufacturing

The demand for skilled, well-prepared employees is exceptionally high. "Women in Manufacturing" is a course designed specifically for women seeking to enter the industrial sector of employment. Participants will receive the training and the skills necessary **for success** in varied industrial settings.

Interested? Call: (518) 561-0430 x 3091

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.

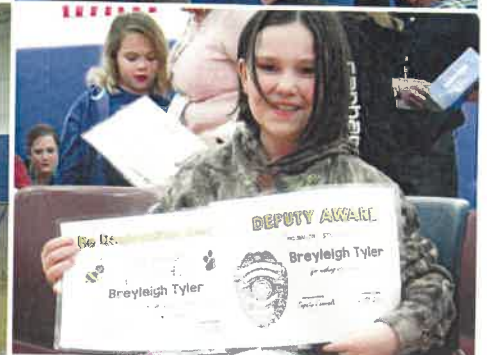
To: Dr. Mark Davey, District Superintendent
From: Matt Slattery 
Date: March 2020
Re: Board of Cooperative Educational Services Report

PBIS Builds Community and Character

100 Acts of Kindness were collected to mark the 100 days of school. Our top contributors received an acknowledgement: Melissa Adam's Classroom in the Elementary, Faye Dayton's Classroom in the High School, and Brianna Finnegan's class in Autism. It was exciting to watch the list grow during the month of February! Valentine's Day featured a record-breaking Carnation Sale of 250 flowers. Thanks go to Work Experience for delivering and selling.

Second Quarter Awards were celebrated on February 6. Elementary, High School, and Autism had their own assembly designed with the students in mind. Conduct was exemplary. Each teacher selected students who showed outstanding regard for Respect, Safety, and Responsibility. Art and Physical Education Awards were handed out. Ms. Christiansen and Mr. Valenzuela honored two students in each program with *Principal Awards*. Deputy Coonradt selected an honorary from each program, as well. Cheese and Crackers were served afterwards.

Our PBIS Character Trait of February was Fairness. Recognizing our need to be more culturally responsive, Ms. Maddy Seller's third graders displayed their research on African Americans who fought against discrimination. We are proud of a student who came up to the microphone to share his findings (picture right). Our high school students viewed a Martin Luther King Jr video and shared their insights. Thanks to Laura Birtz- Sisson for organizing this event.



Program Highlights

Students Will Learn To:

- Operate various hand and power tools
- Read blueprints
- Cut, crimp, solder & assemble electrical wires
- Use carpentry skills and techniques
- Assemble mechanical/electrical projects
- Write a resume
- Interview for success
- Apply workplace readiness skills
- Apply workplace safety skills

Career Connections

- Welders, Cutters, Solderers
- Power Plant Operators
- Woodworkers
- Printing
- Assemblers and Fabricators
- Processing Occupations
- Metal and Plastic Machine Workers

Articulation Agreements

- Protech Business Solutions
- CV-TEC OneWorkSource
- Opportunity to interview for jobs with top manufacturing companies in the Plattsburgh area.

Certifications

- OSHA 10
- National Work Readiness Credential
- CV-TEC Women in Manufacturing Certificate of Completion

Course of Study

Program Outline:

- 128 Hours in-class training, on-site at the CV-TEC satellite campus
- Students will have hands-on training taught by skilled and experienced teachers
- Upon completion of the course, students will be given the opportunity to interview for jobs with top manufacturing companies in the Plattsburgh area

Schedule:

- April 20th, 2020 – June 12th, 2020 Monday – Thursday 9:00am – 1:30pm
- **Daycare assistance may be provided if needed*
- Funding opportunities may be available

Contact Us for More

Information:

Protech Business Solutions

109 West Bay Plaza
Plattsburgh, NY
(518) 324-4995

holly.black@protech-
solutions.net

CV-TEC OneWorkSource

194 U.S. Oval Plattsburgh, NY
(518) 561-0430 ext. 3079
burd_o_amy@cves.org



CVES MISSION

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Community Pre-Vocational Program Update

The 2019 Fall semester is down, and the opportunities continue to grow at Sibley in the Community Pre-Vocational program! Individuals have been actively volunteering at the Fieldhouse, Sammy D's, Campus Library, Plattsburgh City Library, Koffee Kat, and Save-a-Lot. Additional service projects included Make a Wish, Holiday Gift Drive for Seniors at Meadowbrook Nursing Home, and collaboration with Love Your Melon-a service organization on campus related to Pediatric Cancer. A partnership with the SUNY Speech and Hearing Clinic has allowed four individuals to participate in a weekly Job Readiness Class where they not only worked on their speech skills but also how to communicate with others effectively. Individuals also participated in several local business tours and hosted guest speakers learning about the varied career opportunities in our community. And finally, the volunteers from the student body on campus have been plentiful, remarkable and have provided opportunities that would not have existed elsewhere.

We are looking forward to what this semester has to hold with expanded volunteer opportunities at the campus post office, memorial hall, and a few others in the works!



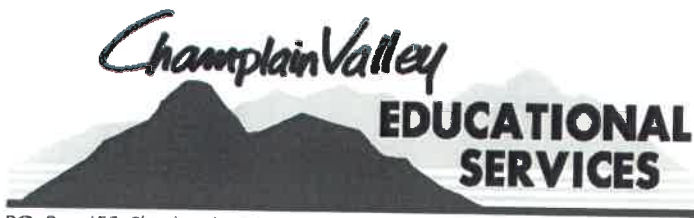
Working with Love Your Melon Student organization on PSUC campus making cards for children in local hospitals with Pediatric Cancer.



Make a Wish-Working the Make a Wish table at the Mall one of the several days we volunteered



Meadowbrook- Joint effort with the Speech and Hearing Club on campus to sing Christmas Carols at Meadowbrook Nursing Home where we also donated many presents from the gift drive we held for the residents



SPECIAL EDUCATION DIVISION

Plattsburgh Campus, 518-561-0100 FAX 518-561-5624
Mineville Campus, 518-942-6691 FAX 518-942-3368

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

CVES MISSION

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The Elmore SPCA Expresses Gratitude for our Fundraising Efforts

“Dear CVES,

On behalf of the animals, shelter staff and Board members, I would like to thank you so much for your organizing a collection drive to benefit the Elmore SPCA shelter animals! We appreciate the pet food, cleaning supplies, kitty litter, puppy pads, litter pan liners, toys, bowls, shampoo and so much else. The pets have enjoyed the food and treats you made, and everything else has been put to good use.

Your support of the Elmore SPCA and your concern for animals are greatly appreciated. The shelter pets send an abundance of woofs, purrs, and kisses for your thoughtfulness and kindness! 😊 You are all Rock Stars!!

Warmest Wishes,
Carol M. Solari-Ruscoe”

Mineville Campus to Open a Planning Room

For many years, Mineville has not had a staffed location for students who are unable to cope with being in the classroom, or serving In School Suspension. As a result, students are usually supervised in the office area, by the Principal, which could create issues with privacy, confidentiality, and lack of academic support. Now, with a staffed planning room our students will have an appropriate area with a designated staff member to closely monitor their progress with academic work, to help them manage their behavior, and to develop plans and follow through with restitution efforts. This privacy is important for struggling students, and the planning room will allow the office to function appropriately. A game changer for the Mineville campus!

Winner of the Mineville 100 Days Poster Competition

Congratulations to Mrs. VanAlphen’s class for winning Mineville’s 100 days poster competition! They won an ice cream party for their class.





SPECIAL EDUCATION DIVISION

Plattsburgh Campus, 518-561-0100 FAX 518-561-5624
Mineville Campus, 518-942-6691 FAX 518-942-3368

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.

CVES Special Education has just been approved as a Common Sense School

Digital media and technology are evolving at a dizzying pace, both unlocking extraordinary opportunities and posing real risks for young people. Students are using the immense power of the internet and mobile technology to explore, connect, create, and learn in ways never before imagined, both in and out of the classroom. At the same time, tech use can bring up ethical challenges such as cyberbullying and misinformation and health issues related to media balance and social and emotional well-being.

The Special Education Division sees these as teachable moments. We teach students, educators, and parents tangible skills related to internet safety, protecting online reputations and personal privacy, media balance, managing online relationships, and media literacy. We believe that digital citizenship skills have become essential for students in the 21st century, especially in schools like ours that are using technology to transform learning. That's why we are committed to teaching our students how to be digital learners, leaders, and citizens.

CVES Special Education has just been approved as a Common Sense School, an honor that recognizes our efforts in teaching digital citizenship to young people and engaging the entire school community in this important discussion. The recognition acknowledges our school's commitment to helping students build skills that are essential for their well-being today—and for the opportunities they'll have tomorrow.

This honor is provided by Common Sense Education, part of a national nonprofit organization dedicated to improving the lives of kids and families by providing the trustworthy information, education, and independent voice they need to thrive in a world of media and technology.

We are one of the more than 65,000 schools across the country that use Common Sense Education's groundbreaking education resources. As a result, our students are better equipped to navigate the digital world and use devices for learning.



CEWW BOCES
SPECIAL AID FUND PROGRAMS REVIEW
STATUS EVALUATION
2019/2020

Coser	FINAL									
	921-2020	927-2019	927-2020	930-2020	944-2019	947-2020	949-2020	950-2020	951-2019	951-2020
Program Description	NSLP Equipment Assistance (WAF)	Core Rehabilitation Services	Core Rehabilitation Services	Pre-ETS	Early College High School Program and Pathways	SLS Operating Aid	SLS Categorical Aid for Automation	EPE	HSE Test Administration	HSE Test Administration
Approved Budget	\$ 5,168	\$ 491,366	\$ 299,652	\$ 300,000	\$ 150,000	\$ 98,775	\$ 11,382	\$ 409,041	\$ 7,397	\$ 7,397
Revenue Available/Earned	\$ 5,117	\$ 440,202	\$ -	\$ -	\$ 150,000	\$ 97,040	\$ 9,704	\$ 276,933	\$ 7,547	\$ -
Prior Year Rollover	-	191,714	144,350	-	-	1,735	1,678	-	2,978	6,843
Expenditures to-date	(5,117)	(487,566)	(83,844)	-	-	(63,085)	(5,652)	(234,429)	(3,566)	-
Est.Encumbrances to-date (including indirect cost)*	-	-	(212,778)	-	-	(33,460)	(3,525)	(138,308)	(116)	(4,568)
Unexpended Balance	\$ -	\$ 144,350	\$ (152,272)	\$ -	\$ 150,000	\$ 2,230	\$ 2,205	\$ (95,804)	\$ 6,843	\$ 2,275
Percentage Utilized	99%	99%	99%	0%	0%	98%	81%	91%	50%	62%
Grant Program Ending:	7/31/2020	12/31/2019	12/31/2020	12/31/2020	6/30/2021	6/30/2020	6/30/2020	6/30/2020	12/31/2019	12/31/2020
Finance Approval Obtained:	8/28/2019	2/7/2019	2/7/2019	1/10/2020	2/22/2019	6/26/2019	6/29/2019	8/30/2019	6/4/2019	6/4/2019
Director:	Bell	Slattery	Slattery	Slattery	Gray	Gray	Gray	Friedman	Friedman	Friedman

Coser	FINAL									
	952-2020	954-2020	956-2020	959-2019	959-2020	963-2020	965-2020	966-2020	967-2020	968-2020
Program Description	WIOA, Title II, Adult Basic Ed	Perkins IV/CTEIA-Basic Grant	SLS Supplemental Operating Aid	SNAP Employment & Training Venture IV	SNAP Employment & Training Venture IV	North Country Region Career Pathways III	WIOA, Title II, Incarcerated	NYS Basic Literacy- JOEO	NYS Basic Literacy- One Work Source	NYS Basic Literacy- JOEO
Approved Budget	\$ 60,123	\$ 108,175	\$ 50,723	\$ 300,000	\$ 400,000	\$ 185,747	\$ 331,353	\$ 125,000	\$ 125,000	\$ 125,000
Revenue Available/Earned	\$ 60,123	\$ 108,175	\$ 47,385	\$ 108,000	\$ 33,125	\$ 101,250	\$ 331,353	\$ 125,000	\$ 125,000	\$ 125,000
Prior Year Rollover	-	-	3,338	76,257	70,279	14,997	-	-	-	-
Expenditures to-date	(37,967)	(68,723)	(31,435)	(113,978)	(66,277)	(50,146)	(107,507)	(76,691)	(71,363)	(71,363)
Est.Encumbrances to-date (including indirect cost)*	(23,534)	(31,512)	(8,934)	-	(28,126)	(9,505)	(125,351)	(42,855)	(43,813)	(43,813)
Unexpended Balance	\$ (1,378)	\$ 7,940	\$ 10,354	\$ 70,279	\$ 9,001	\$ 56,596	\$ 98,495	\$ 5,454	\$ 9,824	\$ 9,824
Percentage Utilized	102%	93%	80%	38%	24%	32%	70%	96%	92%	92%
Grant Program Ending:	6/30/2020	6/30/2020	6/30/2020	9/30/2019	9/30/2020	3/31/2020	6/30/2020	6/30/2020	6/30/2020	6/30/2020
Finance Approval Obtained:	8/12/2019	9/19/2019	6/27/2019	11/30/2018	1/13/2020	6/12/2019	8/14/2019	9/13/2019	9/13/2019	9/13/2019
Director:	Friedman	Friedman	Gray	Friedman	Friedman	Friedman	Friedman	Friedman	Friedman	Friedman

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

**Project Finance Approval Pending with Agency.

CEWW BOCES
SPECIAL AID FUND PROGRAMS REVIEW
STATUS EVALUATION
2019/2020

EFFECTIVE 03/04/20

****For grants ending 6/30/2008, percentage utilized should be at least 80%. Per recent audit recommendations, expenditures should occur evenly throughout the grant period.