

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 INSTRUCTIONAL SERVICES CENTER,
PLATTSBURGH, NY FOR BOARD MEMBERS ONLY ON AUGUST 19, 2020,
PROPOSED EXECUTIVE SESSION AT 6:30P.M. – MEETING TO FOLLOW**

Public participants may use the following WebEx Address: <https://bit.ly/2FdYPLM>

Or by calling 1-408-418-9388 Meeting number (access code): 129 668 0216

- 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. CAPITAL PROJECT UPDATE
- SchoolHouse Construction: Eric Robert & Paul Lamoy
 - Tetra Tech Architects & Engineers: Jim Bouffard & Garrett Hamlin
- No Action 5. REOPENING OVERVIEW
- Cabinet Members
- No Action 6. OPINIONS AND CONCERNS FROM THE AUDIENCE
- Action 7. MINUTES OF PREVIOUS MEETING
- a. July 8, 2020 (Enc. 1)
- Action 8. CONSENT AGENDA FINANCIAL
- a. Certification of Warrant (Enc. 2)
 - b. Special Aid Fund Projects (Enc. 3)
 - c. Budget Increases (Enc. 4)
 - d. Cross Contracts (Enc. 5)
 - e. Contractor/Consultant Agreements (Enc. 6)
 - f. Adult Ed Sponsorship Agreements (Enc. 7)
 - g. Resolution Authorizing Installment Purchase Contracts (Enc. 8)
 - h. Equipment Lease (Enc. 9)
 - i. Motorola Bid (Enc. 10)
 - j. Cafeteria Meals Services (Enc.11)
 - k. National School Lunch Program (Enc. 12)
 - l. Officers for Free and Reduced Lunch Appeals (Enc. 13)
 - m. Special Education School Aged Summer School Resolution (Enc. 14)
- No Action 9. OLD BUSINESS - Committees
- a. None this month

10. CONSENT AGENDA PERSONNEL

- Action a. Resignations for the Purpose of Retirement (Enc. 15)
- Action b. Resignations (Enc. 16)
- Action c. Amendments (Enc. 17)
- Action d. Four-Year Probationary Appointments (Enc. 18)
- Action e. Civil Service Probationary Appointments (Enc. 19)
- Action f. Civil Service Provisional Appointment (Enc. 20)
- Action g. Permanent Appointments (Enc. 21)
- Action h. Temporary Appointments (Enc. 22)
- Action i. Part-Time Appointments (Enc. 23)
- Action j. Part-Time Hourly Appointments (Enc. 24)
- Action k. Additional Work (Enc. 25)
- Action l. 2020 Summer Work (Enc. 26)
- Action m. Curriculum Writers (Enc. 27)
- Action n. 2020-21 Annual Renewal Substitute List (Enc. 28)

11. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. Memorandum of Agreement (29)

12. NEW BUSINESS

- No Action a. None this Month

No Action 13. STRATEGIC PLAN UPDATE – Dr. Mark Davey

No Action 14. DISTRICT SUPERINTENDENT’S UPDATE

No Action 15. OTHER

No Action 16. NEXT BOARD MEETING

Wednesday, September 9, 2020, at the Instructional Services Center in Plattsburgh, NY –
Proposed Executive Session at 6:30 p.m. – Meeting at 7:30 p.m.

No Action 17. REPORTS FROM DIRECTORS (Enc. 30)

Action 18. 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

August 19, 2020	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
September 9, 2020	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
October 9, 2020	Special Education Open House/Community Resources Fair – 4:00 p.m. (Tentative)
October 14, 2020	Audit Committee Meeting – Instructional Services Center, Plattsburgh – 5:00 p.m.
October 14, 2020	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
October 14, 2020	CV-TEC Family Night – Mineville – 6:00 p.m.
October 22, 2020	CV-TEC Family Night – Plattsburgh – 6:00 p.m.
October 20-29, 2020	NYSSBA Convention – Virtual
October 29, 2020	Board Budget Committee Meeting – Discuss Budget Development & Review 2019-20 Reconciliations – Instructional Services Center, Plattsburgh 7:00 p.m.
November 11, 2020	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
December 2, 2020	Board Budget Committee Meeting – Review Reconciliations & Set Parameters for 2021-22 Budgets – Instructional Services Center, Plattsburgh 7:00 p.m.
December 9, 2020	Audit Committee Meeting – John Harold Center, Plattsburgh 5:00 p.m.
December 9, 2020	Board Meeting – John Harrold Center, Plattsburgh – 7:30 p.m.
January 13, 2021	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
January 26, 2021	Board Budget Committee Meeting – Analyze/Discuss Preliminary 2021-21 Budgets – Finalize Draft Budgets – ISC, Plattsburgh - 7:00 p.m.
February 10, 2021	Audit Committee Meeting – Instructional Services Center, Plattsburgh 5:00 p.m.
February 10, 2021	Board Meeting/Budget Presentations – ISC, Plattsburgh – 6:30 p.m.
February 18-20, 2021	AASA Convention – New Orleans, LA
March 1, 2021 (Snow date: March 2, 2021)	Spelling Bee – Plattsburgh City School High School Auditorium 5:00 p.m.
March 10, 2021	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
March 11, 2021	ISAB Awards – Giltz Auditorium SUNY Plattsburgh – 6:00 p.m. (Tentative)
March 25, 2021	CV-TEC Open House – Plattsburgh – 6:00 p.m.
March 30, 2021	CV-TEC Open House – Mineville – 6:00 p.m.
April 10-12, 2021	NSBA Convention – New Orleans, LA
April 14, 2021	Annual Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
April 22, 2021	Election of CVES Board Members and Vote on Administrative Budget
May 11, 2021	NTHS Ceremony – Rainbow Banquet Hall, Altona – 7:00 p.m.
May 12, 2021	Audit Committee Meeting – Yandon-Dillon Center, Mineville 5:00 p.m.
May 12, 2021	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
May 19, 2020	Career Connect – Location/Time TBD
May 20, 2021	NTHS Ceremony – Moriah High School Auditorium – 7:00 p.m.
May 26, 2021	SkillsUSA Awards Banquet – Butcher Block – 6:00 p.m.
June 9, 2021	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
June 10, 2021	No. Country Loggers Awards Banquet – 6:00 p.m.
June 11, 2021	WAF Graduation Ceremony – SUNY Giltz Auditorium – 9:30 a.m.
June 12, 2021	HSED Graduation – Westside Ballroom – 1:00 p.m.
June 22, 2021	CV-TEC Plattsburgh Graduation Ceremony – SUNY Field House – 7:00 p.m.
June 23, 2021	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 July 8, 2020 Reorganizational Board meeting. (attached)

ENC. 2

Recommend that the Board approve the Certification of Warrant for June 26, 2020 to August 10, 2020. (attached)

ENC. 3

Recommend that the Board accept the following Special Aid Fund Projects:

1. Employment Preparation Education (EPE) special aid fund project in the amount of \$512,673 for the period of July 1, 2020 through June 30, 2021 (pending State Education Department approval). (CV-TEC)
2. WIOA, Title II, Adult Basic Education & Literacy Services special aid fund project in the amount of \$60,182, for the period of July 1, 2020 through June 30, 2021 (pending State Education Department approval). (CV-TEC)
3. Perkins V special aid fund project in the amount of \$121,263 for the period of July 1, 2020 through June 30, 2021 (pending State Education Department approval). (CV-TEC)
4. WIOA, Title II, Incarcerated and Institutionalized Education special aid fund project in the amount of \$405,147, for the period of July 1, 2020 through June 30, 2021 (pending State Education Department approval). (CV-TEC)
5. NYS Basic Literacy- JCEO special aid fund project in the amount of \$125,000, for the period of July 1, 2020 through June 30, 2021 (pending State Education Department approval). (CV-TEC)
6. NYS Basic Literacy- One Work Source special aid fund project in the amount of \$125,000, for the period of July 1, 2020 through June 30, 2021 (pending State Education Department approval). (CV-TEC)

ENC. 4

Recommend that the Board approve the following Budget Increases:

1. The Instructional Technology Service budget from \$129,400 to \$329,400 for the 2020-2021 school year due to potential requests for additional services. (Co-Ser 564 ISC)
2. The Health, Safety, Risk Management budget from \$141,410 to \$176,410 for the 2020-2021 school year due to purchasing of masks for CVES and component school districts. (Co-Ser 603 ISC)

ENC. 1

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

DATE: July 8, 2020
KIND OF MEETING: Reorganization Board Meeting
PLACE: Remote Via Webex Event (Video & Transcription will be available on CVES Website upon completion)

Board Members Present:
Larry Barcomb
Leisa Boise
Patricia Gero (*left meeting after Exec. Session*)
Linda Gonyo-Horne
Richard Harriman, Sr.
Donna LaRocque
Ed Marin
Thomas McCabe
Bruce Murdock
Lori Saunders
Doug Spilling
Michael St. Pierre
Scott Thurber (*left the meeting at 8:00pm*)

Board Members Absent:
Evan Glading
Richard Malaney

Executive Officer:
Dr. Mark C. Davey

Others Present:
Teri Calabrese-Gray
Michele Friedman
Matthew Slattery
Eric Bell
Alex St. Pierre

Board Clerk:
Meaghan Rabideau

MEETING TO ORDER District Clerk, Meaghan Rabideau called the meeting to order at 6:27 p.m.

OATH OF OFFICE Leisa Boise, Ed Marin, Thomas McCabe & Bruce Murdock will sign and file the Oath of Office.

2020-21 BOARD PRESIDENT Mrs. Donna LaRocque moved, seconded by Mr. Harriman Sr., to nominate Larry Barcomb as President of the CVES Board for 2020-21. Mr. Barcomb respectfully declined the nomination and thanked the Board for their support throughout his tenure as Board President. Mr. Murdock moved, seconded by Mr. Marin, to nominate Michael St. Pierre as President of the CVES Board for 2020-21. There being no other nominations, Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque to close the nominations. All Board Members present voted yes—motion carried. Mr. St. Pierre was elected Board President for 2020-21 and will sign and file the Oath of Office.

2020-21 BOARD VICE PRESIDENT Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, to nominate Ed Marin as Vice President of the CVES Board for 2020-21. There being no other nominations, Mr. Murdock moved, seconded by Mr. Thurber, to close the nominations. All Board Members present voted yes—motion carried. Mr. Marin was elected Board Vice President for 2020-21 and will sign and file the Oath of Office.

2020-21 BOARD
DEPUTY VICE
PRESIDENT

Mrs. Gonyo-Horne moved, seconded by Mr. Marin, to nominate Bruce Murdock as Deputy Vice President of the CVES Board for 2020-21. There being no other nominations, Mrs. Gonyo-Horne moved, seconded by Mr. Thurber, to close the nominations. All Board Members present voted yes—motion carried. Mr. Murdock was elected Board Deputy Vice President for 2020-21 and will sign and file the Oath of Office.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mr. Spilling, that the Board go into Executive Session at 6:36 p.m., for the following reasons: #4 - A matter of discussion regarding proposed, pending or current litigation; #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); #6 - A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; #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 Board, District Superintendent and Assistant Superintendents met and discussed several Capital Project items including reviewing WAF Roof new accepted bids which had been originally planned for the Summer of 2021. The bids were accepted following a bidding process so the work could be completed this summer. Recommendations were shared for Board action on the night's planned agenda. Further updates were provided on needed change orders and permits in process. Next, the Board was updated on the potential sale of surplus aviation equipment with an interested party. Third, several confidential personnel updates and recommendations were provided and next steps in filling the WAF (William A. Fritz) Special Education principal vacancy were shared due to a recent retirement. Fourth, options for assisting component districts with the 2020-21 Labor Relations Service was presented and the District Superintendent recommending next steps. Lastly, the Board discussed and reviewed the District Superintendent's contract one-year extension recommendation with CVES' attorney Jaci Kelleher, Esq. of the law firm Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC who had joined the Executive Session.

Mrs. Gonyo-Horne moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 7:44 p.m. All Board Members present voted yes—motion carried.

PUBLIC HEARING
ON CODE OF
CONDUCT

Dr. Davey opened the Public Hearing for the CVES draft Code of Conduct at 7:47p.m. and he introduced and thanked Mrs. Michele Friedman, Director of Career and Technical Education who helped chair the Code of Conduct Committee. Dr. Davey also thanked the entire Committee for their time and hard

work on the recommended updates. Dr. Davey shared that CVES' attorney had reviewed and approved all recommended updates. Mrs. Friedman shared the PowerPoint presentation that listed the members of the Code of Conduct Committee and highlighted a summary of the major updates/changes that the Committee made for 2020-21. The Summary of changes included additions/modifications/and or updates to the following: Renumeration of Table of Contents; Public Non-Discrimination Notice 504 Compliance Officer is now Matthew Slattery; Section I: Introduction; Section II: Definitions; CVES Students Rights & Responsibilities; Electronic Devices; Dress Code and lastly changes to Prohibited Conduct. The Code of Conduct can be found on the CVES website. A question was asked about clarification on safety equipment/PPE, discussion then ensued. There were no other concerns from the public.

The Public Hearing ended at 7:59 p.m. Meeting resumed at 8:00 p.m.

CONSENT
AGENDA RE-
ORGANIZATIONAL

Mr. Harriman, Sr. moved, seconded by Mrs. Gonyo-Horne, to approve the following consent agenda Re-Organizational items 9a – 9z as presented. All Board Members present voted yes—motion carried.

APPOINTMENT OF
BOARD CLERK

(9a) Appoint Meaghan Rabideau to the position of Board Clerk, effective July 8, 2020 through the July 2021 Reorganization Meeting, per terms and conditions of Salary & Benefit Agreement. The Board Clerk will sign and file the Oath of Office.

APPOINTMENT OF
DEPUTY BOARD
CLERK

(9b) Appoint Louise Jackstadt to the position of Deputy Board Clerk, as needed, effective July 8, 2020 through the July 2021 Reorganization Meeting, with an additional compensation of \$51.20/hour for hours worked beyond the contractual work day. The Deputy Board Clerk will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF
TREASURER

(9c) Appoint Christine Myers to the position of Treasurer, effective July 8, 2020 through the July 2021 Reorganization Meeting, per terms and conditions of Employment Agreement. The Treasurer will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF
DEPUTY
TREASURER

(9d) Appoint Jessica LaClair to the position of Deputy Treasurer, as needed, effective July 8, 2020 through the July 2021 Reorganization Meeting, with an additional compensation of \$38.12/hour for hours worked beyond the contractual workday. The Deputy Treasurer will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF
CLAIMS AUDITOR

(9e) Appoint Angela Jennette to the position of Claims Auditor, effective July 8, 2020 through the July 2021 Reorganization Meeting, with an additional compensation of \$35.00/hour for hours worked beyond the contractual workday. The Claims Auditor will sign the Oath of Office and file with the Board Clerk.

- APPOINTMENT OF DEPUTY CLAIMS AUDITOR/PAYROLL AUDITOR (9f) Appoint Jessie Moulton to the position of Deputy Claims Auditor/Payroll Auditor, effective July 8, 2020 through the July 2021 Reorganization Meeting, with an additional compensation of \$45.98/hour for hours worked beyond the contractual workday. The Deputy Claims Auditor/Payroll Auditor will sign the Oath of Office and file with the Board Clerk.
- APPOINTMENT OF PURCHASING AGENT (9g) Appoint Stephanie Trombly to the position of Purchasing Agent, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation. All Board Members present voted yes—motion carried.
- APPOINTMENT OF CENTRAL TREASURER-EXTRACLASSROOM ACTIVITY FUND (9h) Appoint Colby Siskavich to the position of Central Treasurer-Extraclassroom Activity Fund, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.
- APPOINTMENT OF RECORDS ACCESS OFFICER (9i) Appoint Meaghan Rabideau to the position of Records Access Officer, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.
- APPOINTMENT OF RECORDS ACCESS APPEALS OFFICER (9j) Appoint Dr. Mark Davey to the position of Records Access Appeals Officer effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.
- APPOINTMENT OF RECORDS MANAGEMENT OFFICER (9k) Appoint Christine Myers to the position of Records Management Officer, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.
- APPOINTMENT OF ASBESTOS DESIGNEE (9l) Appoint Jeffrey Sisson to the position of Asbestos Designee, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.
- APPOINTMENT OF CIVIL RIGHTS OFFICER (9m) Appoint James McCartney and Cathy Snow as the CVES Civil Rights Officers, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.
- APPOINTMENT OF SECTION 504 OFFICER (9n) Appoint Matthew Slattery as the CVES Section 504 Officer, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.
- APPOINTMENT OF MEDICAID COMPLIANCE OFFICER (9o) Appoint Matthew Slattery as the CVES Medicaid Compliance Officer, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF DATA PROTECTION OFFICER (9p) Appoint Teri Calabrese-Gray, Assistant Superintendent for Instruction and 21st Century Learning, as Data Protection Officer, effective July 8, 2020 through the July 2021 Reorganization meeting, with no additional compensation.

DESIGNATING PERSONNEL TO KEEP ATTENDANCE REGISTER (9q) Designate Jeffrey Sisson to supervise the keeping of the register of attendance in accordance with Attendance Policy #4890, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.

DESIGNATING OFFICIAL BANK DEPOSITORIES (9r) 1. Designate TD Bank and New York Cooperative Liquid Assets Security System (NYCLASS) as the official depositories for CVES operating accounts for the 2020-21 school year.
2. Designate the following banks as official depositories for temporary investments, as authorized by Board Policy, for the 2020-21 school year: TD Bank, Community Bank, Glens Falls National Bank & Trust Co., National Bank and Trust (NBT), KeyBank, Champlain National Bank and Adirondack Bank.

AUTHORIZATION OF SIGNATURES ON CHECKS (9s) Authorize the Assistant Superintendent of Management Services, District Treasurer and the Deputy Treasurer to sign checks.

AUTHORIZATION TO CERTIFY PAYROLLS (9t) Authorize the Assistant Superintendent of Management Services as Certifier of Payroll at no additional compensation and appoint the Assistant Superintendent for Instruction & 21st Century Learning as Certifier of Payroll, as needed, effective July 8, 2020 through the July 2021 Reorganization Meeting, with no additional compensation.

AUTHORIZATION TO APPROVE ATTENDANCE AT CONFERENCES, CONVENTIONS, AND WORKSHOPS (9u) Authorize the District Superintendent to approve attendance at conferences, conventions and workshops, including associated expenses based on CVES policy #6830.

AUTHORIZATION TO APPLY FOR GRANTS AND AID (9v) Authorize the District Superintendent to apply for grants and aid.

EXTRACLASSROOM ACTIVITY FUND (9w) Extraclassroom Activity Fund
This is the fund which accounts for the monies raised by students through their projects. There is a need to have staff involved with the management of this fund.

It is recommended that the following people be appointed to monitor this fund, effective July 8, 2020 through July 2021 Reorganization Meeting, with no additional compensation:

Chief Faculty Advisors – Adam Facticeau for the Plattsburgh Campus, James McCartney for the Satellite Campus, and Grace Stay for the Mineville Campus.

EXTRACLASSROOM
FACULTY
AUDITOR

(9x) Recommend that the Board appoint Christine Myers as the Extraclassroom Faculty Auditor, effective July 8, 2020 through the July 2021 Reorganization Meeting, at no additional compensation.

AUTHORIZATION
OF INDIVIDUALS
TO COLLECT
MONEY

(9y) authorize the following individuals to collect money at all CVES locations for the 2020-21 school year:

CV-TEC – Plattsburgh & Satellite Campuses

Bevan Gertsch - Cochran – Culinary Arts Management

Tanner Senecal – Culinary Arts Management

Jennifer Parker – Environmental Conservation/Forestry

Joshua Pierce – Environmental Conservation/Forestry

Beverly Thwaits - Cosmetology

Lisa Banker – Cosmetology

Erin Meyer – Animal Science/Veterinary Assistant

Dana Grant – Animal Science/Large Animal Production

Michael Guillette – Graphic Design & Communication

Christina LeFevre - Adult Education Tuitions and other CV-TEC programs

Debra Geddes – Adult Education Tuitions and other CV-TEC programs

Diana Handly - Adult Education Tuitions and other CV-TEC programs

Nicole Osika – Adult Education Tuitions and other CV-TEC programs

Dena Tedford – Health Career Program Activities

CV-TEC – Mineville

Kimberly Lincoln – Cosmetology

Marcie Frasier – Special Education and CV-TEC program activities

Special Education – Plattsburgh

Janet Arthur – Special Education program activities

Karen Davis - Special Education program activities

Tonya Robinson – Work Experience program activities

Special Education – Mineville

Joan McGowan – Career Pathways activities

Instructional Services Center

Marta Leavine – Participant fees and other ISC services

Angela Jennette – Participant fees and other ISC services

April Miner – Participant fees and other ISC services

Business Office – Satellite Campus

Gabrielle Dion – Bank deposits and general collections
Jessica LaClair – Bank deposits and general collections

Cafeteria

Adele Huchros – Mineville Campus – Cafeteria Sales
Julie Holbrook – Mineville & Plattsburgh Campuses – Cafeteria Sales
Angela Provost – Plattsburgh Cafeteria Sales

DIGNITY ACT
COORDINATORS

(9z) Approve the following Dignity Act Coordinators for the 2020-21 school year:

Adam Facticeau – Main Campus, John Harold Building
James McCartney – Satellite Campus
Grace Stay – Mineville Campus
Daniel Valenzuela – Main Campus, William A. Fritz Building

OPINIONS &
CONCERNS FROM
AUDIENCE

Linda Gonyo-Horne, Board member, asked Alex St. Pierre, CVES' Network & Systems Coordinator, to elaborate on CVES issued laptop updates. Mr. St. Pierre then explained in further detail the process by which updates are made/installed.

CAPITAL PROJECT
UPDATE

Dr. Davey gave kudos to Mr. Eric Bell and the Construction Management team for their continuing efforts to lead and facilitate CVES' ongoing construction during the COVID-19 pandemic, as NYS enters Phase 4. Dr. Davey noted the very successful start to the Capital Project and its ongoing progress forward. Mr. Bell then began the update by reminding the Board that weekly updates have been going out that highlight and include photos of the progress made to date. At the Plattsburgh Main Campus demolition has started and is about 95% complete at this time. Additional items at the main campus include: remaining abatement; ongoing site work of new entry and landscaping; necessary roofing work is complete and the replacement of roof can begin; demolition, excavation and insulation for plumbing work is also underway. The goal is for the new office space in the Special Education division to be complete in early August and for the CV-TEC division office space completion to be in mid or late August. Demolition continues at the Satellite Campus South hanger in preparation for concrete. Reallocation of offices for Satellite Campus was budgeted for the project, however since employees have been working from home, there has been considerable cost savings. Additional work for our Capital Project included Alternate #6 for additional roof work on the Special Education main campus. Bid openings for this work was done today, July 8, 2020, and a recommendation for bid approval is on the addendum for this evening's meeting. This work is set to be done by the end of the summer. Lastly, Mr. Bell noted that for the waterline mini-capital project, work is to begin next week and scheduled to be complete by this September.

PREVIOUS
MINUTES

Mrs. LaRocque moved, seconded by Mrs. Gonyo-Horne, to approve the minutes of the June 10, 2020 Board Meeting as presented. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

Mrs. LaRocque moved, seconded by Mrs. Gonyo-Horne, to approve the following Consent Agenda Financial items 13a–13j as presented. All Board Members present voted yes—motion carried.

CERTIFICATION
OF WARRANT

(13a) Approve the Certification of Warrant for June 1, 2020 – June 25, 2020, as presented.

TREASURER’S
REPORT

(13b) Approve the Treasurer’s Report for May 31, 2020, as presented.

PETTY CASH
FUNDS

(13c) Approve the following petty cash funds and bursars for the 2020-21 school year:

WAF Special Education Dept. – Janet Arthur
Instructional Services Center – April Miner
Mineville Campus – Marcie Frasier
Satellite Campus CV-TEC – Diana Handly
Management Services – Jessica LaClair
CV-TEC Plattsburgh Main Campus – Christina LeFevre

CHANGE FUNDS

(13d) Approve the following change funds and custodians of the funds for the 2020-21 school year:

Special Education:

Special Education Career Pathways (Mineville), Joan McGowan - \$15.00

Special Education – Work Experience Sunshine Café (Plattsburgh), Tonya Robinson - \$25.00

Special Education – Short-term classroom program activities (Plattsburgh), Janet Arthur - \$25.00

CV-TEC:

CV-TEC Cosmetology II (Plattsburgh), Lisa Banker - \$100

CV-TEC Cosmetology (Mineville), Kimberly Lincoln - \$200

CV-TEC Culinary Arts & Hospitality Resort Services (Plattsburgh), Bevan Gertsch-Cochran - \$200

(\$100 per each register)

CV-TEC Conservation (Plattsburgh), Jennifer Parker - \$50

CV-TEC Student Tuitions and Fees (Plattsburgh), Debra Geddes - \$100

Cafeteria:

Mineville Campus – Adele Huchro - \$50

Plattsburgh Campus – Angela Provost - \$50

DONATION

(13e) Approve the following Donation:

1. For our Student Stipend Fund:	
United Way (June 2020)	198.14
Pepsi-Cola Bottling Co. (June 2020)	<u>3.70</u>
TOTAL	- \$ 201.84

**SPECIAL AID
FUND
CONTINUATIONS**

(13f) Approve the following Special Aid Fund Continuations:

1. That the School Library System Basic Operating Aid special aid fund be allowed to continue providing services for the period July 1 – September 30, 2020. Expenditures are not allowed to exceed \$19,429. (ISC)
2. That the School Library System Categorical Aid for Automation special aid fund be allowed to continue providing services for the period July 1 – September 30, 2020. Expenditures are not allowed to exceed \$1,250. (ISC)
3. That the School Library System Supplemental Operating Aid special aid fund be allowed to continue providing services for the period July 1 – September 30, 2020. Expenditures are not allowed to exceed \$11,203. (ISC)

**CONTRACTOR/
CONSULTANT
RENEWAL
AGREEMENT**

(13g) Approve the following Contractor/Consultant Renewal Agreement:

1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Armory Associates, LLC for the purpose of providing Annual Valuation Services of Other Post-Employment Benefits (GASB-75) to BOCES and participating districts at a rate of \$8,000, \$7,000, or \$5,500 for a full valuation and \$1,000 for an interim valuation. The renewal period shall be July 1, 2020 through June 30, 2021. (Management Services)

**CONTRACTOR/
CONSULTANT
AGREEMENTS**

(13h) Approve the following Contractor/Consultant Agreements:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Adirondack Helping Hands for the purpose of obtaining therapist services for students in the CVES Special Education Program for the period of July 6, 2020 through August 14, 2020 at a rate of \$82 per hour. The estimated expenditure for the period will be \$5,450. (Special Education)
2. Agreement between Clinton-Essex-Warren-Washington BOCES and Dr. David Hedden for the purpose of obtaining professional psychiatric and consultation services in connection with the Special Education Day Treatment Program at a rate of \$183 per hour for the 2020-2021 school year. The estimated annual expenditure for the agreement is \$15,555. (Special Education)
3. Agreement between Clinton-Essex-Warren-Washington BOCES and Educational Vistas, Inc. for the purpose of obtaining Vendor Scoring services for grades 3-8 ELA and Mathematic Assessments; grades K-12 NYS English as a

Second Language Assessment Tests (NYSESLAT); grades 4 and 8 NYS Science Assessments; and Regents Exams as requested. Service dates and terms are specified as per the agreement with a completion date occurring no later than June 30, 2021. The total amount payable for all services is \$200,000. (ISC)

PARTICIPATION
IN COOPERATIVE
PURCHASING
ALLIANCES

(13i) Approve the following resolution to participate in Cooperative Purchasing Alliances:

Be it resolved that the Clinton-Essex-Warren-Washington BOCES Board agrees to participate in the OMNIA Partners Public Sector, Keystone Purchasing Network (KPN), National Cooperative Purchasing Alliance (NCPA), Sourcewell, and PEPPM Technology Cooperative Purchasing Program for the 2020/2021 school year.

PARTICIPATION
IN COOPERATIVE
PURCHASING
PROGRAM

(13j) Approve the following resolution:

Be it resolved that the Clinton-Essex-Warren-Washington BOCES Board agrees to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2020/2021 school year.

OLD BUSINESS
COMMITTEE
REPORTS

Mr. Murdock moved, seconded by Mrs. LaRocque, to appoint the following Board Members to serve on the CVES Budget Committee (for development of the 2021-22 CVES budget) for the 2020-21 school year: Mrs. Boise, Mrs. Saunders, Mrs. Gero and Mr. Thurber. All Board Members present voted yes—motion carried.

Mr. Murdock moved, seconded by Mr. Harriman, Sr., to appoint the following Board Members to serve on the CVES Audit Committee (pertaining to the 2019-20 audit) for the 2020-21 school year: Mrs. Gonyo-Horne, Mr. Harriman, Sr., Mrs. LaRocque, Mr. McCabe and Mr. Spilling. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
PERSONNEL

Mrs. LaRocque moved, seconded by Mrs. Gonyo-Horne, to approve the following Consent Agenda Personnel items 15a–15f as presented. All Board Members present voted yes—motion carried.

RESIGNATION
CHRISTIANSSEN

(15a) Accept the following letter of Resignation:

1. Jenn Christiansen, Principal, effective August 1, 2020.

FOUR-YEAR
PROBATIONARY
APPOINTMENT
DISKIN

(15b) Appoint the following person(s) to a Four-Year Probationary Appointment as follows:

1. Kaitlin Diskin, Speech & Hearing Teacher, Effective September 1, 2020, Annual Base Salary of \$46,468.

(The Expiration date for the above appointments are tentative and conditional only. Except to the

Bus Driver	\$20.00	Hourly	\$20.00	Hourly
Cook	\$11.80	Hourly	\$13.50	Hourly
Food Service Helper	\$11.80	Hourly	\$13.00	Hourly
Musical Instrument Repair Technician	\$19.75	Hourly	\$19.75	Hourly
Audio Visual Repair Technician	\$14.67	Hourly	\$14.67	Hourly
Cleaner Messenger	\$11.80	Hourly	\$12.50	Hourly
Temporary On-Call Clerical (Clerk, Typist, Account Clerk/Typist, Stenographer, and Senior Stenographer)	\$11.80	Hourly	\$12.50	Hourly
Temporary On-Call Clerical (Retiree) (Clerk, Typist, Account Clerk/Typist, Stenographer, and Senior Stenographer)	\$14.00	Hourly	\$15.00	Hourly
Principal	\$350.00	Daily	\$350.00	Daily
Administrator	\$450.00	Daily	\$450.00	Daily

REPRESENTATIVES
 FOR CLINTON &
 ESSEX COUNTY
 SCHOOL BOARDS

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board appoint Linda Gonyo-Horne to serve as the representative for the Clinton County School Boards Association for 2020-21, and Michael St. Pierre to serve as the representative for the Essex County School Boards Association for 2020-21. All Board Members present voted yes—motion carried.

VOTING
 DELEGATE/
 ALTERNATE FOR
 NYSSBA
 CONVENTION

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board appoint Ed Marin as the voting delegate and Richard Harriman, Sr. as the voting alternate for the NYSSBA convention to be held on October 28-31, 2020. All Board Members present voted yes—motion carried.

NYSSBA
 LEGISLATIVE
 LIAISON

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board appoint Linda Gonyo-Horne as the NYSSBA Legislative Liaison for the 2020-21 school year. All Board Members present voted yes—motion carried.

STUDENT
 TRANSPORTATION
 COOPERATIVE
 AGREEMENT
 RESOLUTION

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board approve the Student Transportation Cooperative Agreement Resolution which has been reviewed by the CVES attorney and insurance agent. All Board Members present voted yes—motion carried.

CAREER &
 TECHNICAL
 EDUCATION RE-
 CERTIFICATIONS

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board recertify the following programs for Career & Technical Education, which may lead to a technical endorsement on a student's Regents diploma and will permit the awarding of academic credit for each of these programs, contingent upon the State Education Department approval.

	<u>Original Approval</u>	<u>Re-Approval</u>
1. Early Childhood Education	2005	2010, 2015
2. Marine Technology	2015	

3. Welding 2005 2010, 2015
All Board Members present voted yes—motion carried.

RESOLUTION TO APPROVE STAFFING UPDATES/ CHANGES FOR SAFETY PLANS

Mrs. Gonyo-Horne moved, seconded by Mrs. Boise, that the Board approve updates of any names, titles, numbers throughout the District-Wide and all building level Safety Plans to reflect staffing changes/updates, as well as any technology instruction modifications as a result of equipment upgrades, from July 1, 2020 through June 30, 2021 . All Board Members present voted yes—motion carried.

ADOPT REVISED POLICIES

Mrs. Gonyo-Horne moved, seconded by Mrs. LaRocque, that the Board adopt the following Revised Policies:

- #5300 Code of Conduct
- #5600 Personal Property Accountability
- #6405 Fund Balance

All Board Members present voted yes—motion carried.

POLICIES TO BE REVIEWED ANNUALLY

The following policies were included in the Board packet for annual review:

1. #6700 Policy and Procedures Governing Procurements of Goods and Service Enacted in Accordance with General Municipal Law § 104-b
2. #6700-E.1 Purchasing Exhibit

POLICY REQUIRING BOARD MEMBER'S SIGNATURE

The following policy was presented which requires Board Member's signature:

1. #2160 BOCES Board Officer and Board Member Responsibilities
Board Members are asked to sign the last page and return it to the Board Clerk.

CONTRACTOR/CONSULTANT AGREEMENT

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne, that the Board approve the following Contractor/Consultant Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Gaylen Bigelow for the purpose of obtaining Medical Director services and consulting services at the Yandon-Dillon, Plattsburgh Main Campus, WAF, and Satellite Campus to assist staff in planning, developing, and implementing a sound school health program for a monthly stipend of \$800 per month plus allowances. The agreement shall be for the duration of the 2020-2021 school year with a current estimated annual expenditure of \$10,800. (Special Education) All Board Members present voted yes—motion carried.

BID AWARD

Mrs. LaRocque moved, seconded by Mr. Murdock, that the Board approve the following Bid Award for Select Roofing Work for the 2020 Capital Improvement

Project:

Based on Tetra Tech Architects & Engineer's and Schoolhouse's analysis and recommendation, that the Board award a Base Bid plus Alternate #10 for Select Roofing Work at the Plattsburgh Main Campus, as part of a bid addendum to the 2020 Capital Improvement Project, to the following contractor. Be it further recommended that the CVES Board President be granted authority to enter into a bid contract contingent upon CVES's attorney approval.

Roofing Work Contract - A.W. Farrell & Son, Inc. of Dunkirk, NY in the amount of \$275,207; Alternate #10 \$47,207.

Note: 2 additional bids were received:

Monahan & Loughlin, LLC of Hudson Falls, NY - Base bid \$339,000; Alternate #10 \$99,940

Titan Roofing, Inc. of Springfield, MA – Base bid \$1,879,700; Alternate #10 \$60,000 All Board Members present voted yes—motion carried.

AMENDMENT

Mrs. Larocque moved, seconded by Mr. Murdock, that the Board approve the following Amendment:

1. Non-elective Employer Contributions Amendment to the Clinton-Essex-Warren-Washington BOCES 403(b) Retirement Plan administered by U.S. OMNI on behalf of BOCES, effective July 1, 2020. (Management Services) All Board Members present voted yes—motion carried.

PERMANENT
APPOINTMENT
LEAVINE

Mr. Murdock moved, seconded by Mrs. Larocque that the Board grant a Permanent Appointment (Civil Service) to the following person(s):

1. Marta Leavine, Account Clerk/Typist effective August 19, 2020
All Board Members present voted yes—motion carried.

SPECIAL
EDUCATION
SUMMER SCHOOL
STAFFING
ADDITION

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne that the Board approve the following 2020-2021 Special Education Summer School Staffing Addition:

Speech Language Pathologist, \$40.00/hour

Tara Forkey

All Board Members present voted yes—motion carried.

2020 SUMMER
WORK

Mr. Murdock moved, seconded by Mrs. Gonyo-Horne that the Board approve the following 2020 Summer Work:

Summer Auto-Body Technician, \$50.00/hour

Thomas Tedford

not to exceed 60 hours

Summer Electrician, \$50.00/hour

Fredric Johnson not to exceed 124 hours

CTE Program Reapproval Curriculum, hourly rate per contract

Thomas Rodriguez not to exceed 12 hours

All Board Members present voted yes—motion carried.

EMPLOYMENT
AGREEMENT
PALMER

Mr. Murdock moved, seconded by Mrs. LaRocque that the Board approve the Employment Agreement between the C-E-W-W Board of Cooperative Educational Services and Hollis Palmer as presented. All Board Members present voted yes—motion carried.

DISTRICT
SUPERINTENDENT
CONTRACT
EXTENSION
AMENDMENT/
RESOLUTION

Mrs. LaRocque moved, seconded by Mrs. Gonyo-Horne that the Board approve the following amendment/resolution:

MOVE, that the motion of Mrs. LaRocque, seconded by Mrs. Gonyo-Horne at the June 10, 2020 Board meeting to extend the District Superintendent contract be amended to include all of the following: An extension of one additional year; a salary increase of 3% in the 2022-2023 school year and provisions for health insurance in retirement in the event of total disability;

FURTHER MOVE, that the Board President be authorized to execute the Sixth Amendment to Employment Agreement with the District Superintendent; and BE IT RESOLVED, that the contract for the District Superintendent be extended for an additional 12 months, through June 30, 2023, and that the annual salary for the 2020-21 school year be set at \$180,369.78 including the portion paid by the State of New York pursuant to Education Law §2209 (i.e. \$43,499) and the supplementary salary paid by BOCES pursuant to Education Law §1950(4)(a) (i.e. \$136,870.78); and that any changes to conform the benefits provided in the Agreement to legal requirements be included. All Board Members present voted yes—motion carried.

DISTRICT SUPT.
UPDATE

Dr. Davey began his update by acknowledging and thanking all the administrators and staff for the exceptional virtual graduations and ceremonies that were recorded for each division. He shared that the virtual ceremonies were phenomenal and truly captured the momentous event for our students and their families. Dr. Davey then congratulated the new Board President, Vice & Deputy Vice Presidents. He gave special recognition to former President Larry Barcomb, acknowledging his 28 years on the CVES Board and his 23 years as Board President. He thanked Mr. Barcomb for his dedicated and wonderful service to CVES, students and our community. Both Mr. Barcomb and Mr. St. Pierre thanked the Board and Dr. Davey for their support. Third, Dr. Davey discussed the desire to begin in-person meetings in August at the Instructional Services Center (ISC). He shared that several Board members had expressed the interest in doing so; more information on this will be forthcoming. Next, Dr. Davey reported to the Board that the NYSSBA Annual Fall Convention (October 28-31, 2020), may be done remotely

this year. As more guidance from the state is given with regard to reopening schools, Dr. Davey will keep the Board informed. An announcement from the Governor is expected on Monday, July 13th. The Board was then updated on the planning to bring back 12-month staff in July and August. Districts have been told to prepare for (1) full participation, (2) a blended model, featuring a combination of both remote and in-classroom and (3) the option for complete remote learning in the fall. Parents may have the option to do remote only that have concerns sending students to school. Discussion then ensued with different models and concerns of parents. CVES is being very cognizant of all factors and concerns and will closely monitor the guidance to provide support for students and professional development as well as social/emotional support. Lastly, Dr. Davey gave special recognition to Jennifer Christiansen, Special Education Principal, by thanking her for her dedicated service to CVES and wished her well in her retirement.

OTHER

Mrs. Boise thanked Meaghan Rabideau and Alex St. Pierre for their help with remote meetings and congratulated the new Board Officers. She gave special thanks to Mr. Barcomb for his years of service. Mrs. Boise also recognized Mrs. Friedman and the Code of Conduct Committee for the updates and presentation. Next, she thanked Mr. Bell and Dr. Davey for the daily and weekly updates they have been providing to the Board and indicated that the information has been important and very helpful. Lastly, Mrs. Boise thanked everyone involved with the virtual graduations; she stated an exceptional job was done and major kudos to the hard work that went into planning during the difficult times we are in, they were special and beautifully done.

NEXT BOARD MEETING

The next Board meeting will be held on Wednesday, August 19, 2020, at the Instructional Services Center in Plattsburgh. An anticipated Executive Session will begin at 6:30 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mr. Harriman Sr., to adjourn the meeting at 8:56 p.m. All Board Members present voted yes—motion carried.

Meaghan Rabideau, Board Clerk

DRAFT

ENC. 2

MEMO

To: Meaghan Rabideau, BOCES Board Clerk
Clinton-Essex-Warren-Washington BOCES
From: Angela Jennette, Claims Auditor
Date: August 10, 2020
Re: Report for Board Agenda for August 19, 2020 Meeting

The following warrant claims were reviewed from June 26, 2020 to, August 10, 2020:

<u>Warrant No. & Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #53- 06/30/2020	*Check Nos: 231805-231811	\$ 458,876.45
W #01- 07/09/2020	*Check Nos: 231812-231853**	\$ 1,090,545.32
W #02- 07/15/2020	*Check Nos: 231856-231882**	\$ 306,982.15
W #03- 07/23/2020	*Check Nos: 231885-231940**	\$ 1,884,324.26
W #04- 07/30/2020	*Check Nos: 231942-231977	\$ 527,958.24
W #05- 08/06/2020	*Check Nos: 231978-231993	\$ 210,344.75

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

IRS-EFTPS:

PR #26- Wire #941-062520- Warrant #53;
PR #27- Wire #941-062620- Warrant #53;
PR #28- Wire #941-063020- Warrant #1;
PR #1- Wire #941-071520- Warrant #3;
PR #2- Wire #941-071720- Warrant #3;
PR #3- Wire #941-073120- Warrant #5;

Health Ins. Monthly:

Wire #HINS072020- Warrant #1;

Worker Comp. Quarterly:

Wire #WC-072020- Warrant #5;

NYS Promptax:

PR #26- Wire #NYS-062520- Warrant #53;
PR #27- Wire #NYS-062620- Warrant #1;
PR #28- Wire #NYS-063020- Warrant #1;
PR #1- Wire #NYS-071520- Warrant #3;
PR #2- Wire #NYS-071720- Warrant #3;
PR #3- Wire #NYS-073120- Warrant #5;

US Omni:

PR #28- Wire #OMN-063020- Warrant #53;
PR #1- Wire #071520- Warrant #2;
Wire #OMN-MDAVEY-Warrant #2;
PR #3- Wire #073120- Warrant #4;

CC: Eric Bell
Christine Myers

Omni Financial Group:Wire #403B-MADAM-Warrant #2;Wire #403B-KBILL-Warrant#2
Wire #403B-MFLEU-Warrant #2;Wire #403B-CROEN-Warrant#2
Wire #403B-MMAPO-Warrant #2;

NYS Office of Comptroller ERS Retirement & Loans: PR#25-28-Wire #ERS-JUNE20-Warrant #1;
PR#1-3- Wire #ERS-JULY20- Warrant #4;

Health Insurance Consortium Payments:

6/29/20	\$ 1,119,352.40
7/6/20	\$ 1,321,871.65
7/13/20	\$ 1,308,013.95
7/21/20	\$ 1,858,237.53
7/27/20	\$ 1,451,510.73
8/3/20	\$ 1,240,635.68
8/10/20	\$ 1,218,679.20

<u>Worker Compensation:</u>	Check # 1057	\$89,178.00
	Check #1058	\$31,882.50

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

Internal Claims Auditor
(Signature)

Angela Jemette

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>
06/29/20	Pending W#53		No findings-EOM		
06/30/20	Final W#53				\$458,876.45
07/08/20	Pending W#1	6505	Claim 6 days past settlement date.	Electronic payroll related payment dropped off for Auditor, but Claims Auditor was not notified of timing for payment.	Approved for final warrant.
07/08/20	Pending W#1	13587	2 claims from previous school year 2018-19.	Emailed employee regarding the reconciliation of petty cash. Petty cash should be reconciled at the end of every school year.	Approved for final warrant.
07/08/20	Pending W#1	14768	All fees were prior to requesting Purchase Order.	COVID created a unique working situation and Grant timelines needed to be met.	Approved for final warrant.
07/09/20	Final W#1				\$1,090,545.32
07/14/20	Pending W#2	9222	Invoices over 5 months.	Invoice was requested and then COVID hit which caused the delay.	Approved for final warrant.
07/15/20	Final W#2				\$306,982.15
07/22/20	Pending W#3	14753	Invoices dating back to 10/2019	Invoices & Okay's to Pay were not received from division timely. Accounts Payable called vendor to inquire about any outstanding invoices to discover these were missing.	Approved for final warrant.
07/22/20	Pending W#3	14651	Invoices over 60 days.	Accounts Payable waited for confirmation from vendor that these were the only outstanding invoices to close out fiscal year.	Approved for final warrant.
07/23/20	Final W#3				\$1,884,324.26
07/29/20	Pending W#4	12838	Missing Treasurers initials.	Obtained initials.	Approved for final warrant.
07/29/20	Pending W#4	13165	Charges do not match the face of Purchase Order.	Charges corrected on face of Purchase Order.	Approved for final warrant.
07/30/20	Final W#4				\$527,958.24
08/05/20	Pending W#5	9097	Entered on schedule incorrectly.	Entered correctly.	Approved for final warrant.
08/06/20	Final W#5				\$210,344.75

ENC. 5

Recommend that the Board approve the following Cross Contracts:

1. 2019-20 FINAL - Delaware-Chenango-Madison-Otsego BOCES, \$10,000
-Staff Development Workshops (Peru CSD)
2. 2019-20 FINAL- Tompkins-Seneca-Tioga BOCES, \$6,502.94
-School Improvement Services (Peru)
3. 2020-21- Capital Region BOCES, \$4,421,480.24
-BOCES of NY Consortium (CVES)
-Distance Learning (AuSable Valley, Beekmantown, CVES, Moriah, Plattsburgh)
-Internet Services (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Schroon Lake, Ticonderoga)
-Model Schools (Boquet Valley, Crown Point, Keene, Moriah, Northern Adirondack, Peru, Saranac, Willsboro)
-Computer Services (AuSable Valley, Beekmantown, Boquet Valley, CVES, Chazy, Crown Point, Keene, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Saranac, Schroon Lake, Ticonderoga, Willsboro)
-VOIP Telephone Services (Boquet Valley, Chazy, Northeastern-Clinton, Northern Adirondack)
-Laser Fiche (Peru)
-Teacher Certification (AuSable Valley, Boquet Valley, CVES, Chazy, Crown Point, Keene, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Saranac, Schroon Lake, Ticonderoga, Willsboro)
4. 2020-21 - Franklin-Essex-Hamilton BOCES, \$439,753
-SSFC Participation (Boquet Valley)
-Shared Business Office (Boquet Valley and Putnam)
-Substitute Coordination (Beekmantown, Boquet Valley, and Schroon Lake)
-Insurance ACA Consulting (AuSable Valley, Beekmantown, Boquet Valley, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Plattsburgh, Schroon Lake)
5. 2020-21- Questar III BOCES, \$56,526:
-State Aid Planning (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Peru, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, and Willsboro)
-Asset Management and Planning (Peru).
6. 2020-21- Oswego (CiTi) BOCES, \$2,450
-NYS CDOS or SACC Credential Management System (CVES)
7. 2020-21- Onondaga-Cortland-Madison BOCES, \$610
-Energy Coordination Services (Keene CSD)
8. 2020-21 - Erie 1 BOCES, \$5,750
-Policy Services (Boquet Valley CSD and CVES)
9. 2020-21- Jefferson-Lewis BOCES, \$5,250
-Drug & Alcohol Testing Services (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, and Willsboro).

ENC. 5 CONTINUED

10. 2020-21- St. Lawrence-Lewis BOCES, \$57,225

-Section X Athletic Coordination (Peru, Plattsburgh)

-Cooperative Purchasing (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, and Willsboro)

11. 2020-21 - Washington-Saratoga-Warren-Hamilton-Essex BOCES, \$117,341.85

-Special Education-Visually Impaired Related Services (Schroon Lake)

-Exploratory Arts (Keene)

-Odyssey of the Mind (Schroon Lake)

-Learning Technology (Beekmantown)

-Instructional Planning (Beekmantown)

-Workshops (Schroon Lake)

-Transportation CTE Shuttles (Schroon Lake)

ENC. 6

Recommend that the Board approve the following Contractor/Consultant Agreements:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and The New England Center for Children for the purpose of obtaining clinical and educational consultation services for the 2020-2021 school year. The current estimated annual expenditure for the agreement is \$75,000. (Special Education) (attached)

2. Agreement between Clinton-Essex-Warren-Washington BOCES and NFI Vermont for the purpose of obtaining Trauma-Transformed Schools Workshops and Cohorts at the WAF Campus in Plattsburgh NY during the 2020-21 school year. Full day workshops will bill at a rate of \$4,500 each, Leadership Cohorts will bill at a rate of \$1,000 each, and Catalyst Cohorts will bill at a rate of \$1,200 each. Workshop and cohort dates will be scheduled as needed upon the mutual agreement of the parties with the total annual expenditure under the contract not to exceed \$14,500. (Special Education) (attached)

3. Agreement between Clinton-Essex-Warren-Washington BOCES and Prism Decision Systems, LLC under which Prism Decision Systems will provide planning and facilitation support to assist BOCES in accelerating and improving the BOCES-wide strategic plan for continuous academic improvement. Agreement services will take place during the 2020-2021 school year for an amount not anticipated to exceed \$15,219. (Administration) (attached)

ENC. 7

Recommend that the Board approve the following Adult Education Sponsorship Agreements:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and AuSable Valley, Beekmantown, Boquet Valley, Chazy Union Free, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, and Willsboro Central School Districts for the purpose of providing Adult Education Instructional Activities for the 2020-2021 school year. (CV-TEC) (attached)

ENC. 6

CHAMPLAIN VALLEY EDUCATIONAL SERVICES INDEPENDENT CONTRACTOR/ CONSULTANT AGREEMENT

AGREEMENT made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (hereinafter "BOCES"), with its principal place of business at 1585 Military Turnpike, Plattsburgh, New York 12901 and The New England Center for Children (hereinafter "NECC"), with an office and place of business at 33 Turnpike Road Southborough, MA 01772; hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: NECC will provide clinical and educational consultation to 4 classrooms through a combination of weekly remote consultation and on-site visits; hereinafter "SERVICES." The consultation parameters outlined below represent a decrease in NECC BCBA support from previous years based on BOCES employing an on-site BCBA, who will be one of the primary district staff receiving consultation. SERVICES will be provided from August 1, 2020 to June 30, 2021.

SERVICES will be provided by Board Certified Behavior Analyst to the staff at BOCES and include the following components:

- 1) **Weekly consultation via video conferencing and/or phone – up to 4 hours per week**
 - Consultation on educational programming overseen by classroom teachers
 - Communication via e-mail including responding to questions and communicating recommendations.
 - Consultation on the development of clinical programming in conjunction with BOCES staff members.
 - Consultation on educational programming overseen by classroom teachers.
 - Review of student performance.
- 2) **On-Site Consultation Visits – up to 6 on-site visits across agreement period**
 - Classroom / student observation across the 4 target classrooms
 - Reviewing student evaluations, assessments, behavior data and skill acquisition data as needed
 - Participation in meetings with school-based staff
 - In-vivo training and consultation to classroom teachers and direct care staff on the implementation of behavior analytic programming including skill acquisition and behavior reduction.

The total cost for the above services is **\$5,018 per month**, billed monthly for a total of \$55,200 for the year, plus travel time. BOCES agrees to pay the following associated costs for each visit:

- 1) Roundtrip airfare from a Boston area airport to an airport near Plattsburgh, NY and/or car rental including all taxes and fees.
- 2) Lodging accommodations for one NECC consultant for up to 5 nights per visit.
- 3) Daily incidental expenses allowance. NECC will invoice BOCES \$38.25 per day for the first and last day of travel for each visit and \$51.00 per day for each additional day of travel during each visit.

According to §FTR 301-11.100:

- a. You must provide a receipt only for authorized expenses over \$75.00.
- b. Travelers will receive 75% of the per diem rate on the first and last day of travel.

NECC will make airfare arrangements for the NECC Consultant. NECC will invoice BOCES for the total amount of airfare including all taxes and fees.

NECC will make car rental arrangements for the NECC Consultant. NECC will invoice BOCES for the total amount of rental car including all taxes and fees.

NECC will make arrangements for lodging accommodations. NECC will invoice BOCES for the total amount of lodging including all taxes and fees.

NECC is qualified and if required, licensed and/or certified to provide or render the SERVICES described above.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. **RETAINER:** NECC is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. NECC shall perform the SERVICES described above, all such SERVICES being the responsibility of NECC and those in NECC's employ.
3. NECC is free to devote his/her attention to the SERVICES as he/she sees fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. NECC represents and warrants that neither NECC nor any of NECC's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. NECC agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT, and further agrees to provide BOCES with a minimum of two (2) business references.
6. NECC shall provide the equipment, supplies, personnel, and other resources required to complete the SERVICES, and shall not be entitled to reimbursement for expenses, unless otherwise provided.
7. **INSURANCE:** NECC agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Attachment I, prior to commencement of SERVICES. NECC acknowledges that failure to obtain such insurance on behalf of BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to BOCES.
8. **FEES AND CHARGES:** It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made.

NECC shall submit an invoice for services rendered no later than (90) days from the date of service to be paid as follows: BOCES will render payment within 30 days after receipt of NECC invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES.
9. **INDEPENDENT CONTRACTOR:** NECC is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.

10. PUBLIC RETIREES: NECC agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
11. RESPONSIBILITY FOR TAXES: BOCES will provide NECC with Internal Revenue Service Form 1099. NECC is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
12. PAYMENT: Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
13. GOVERNING LAW: This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
14. EXECUTORY CLAUSE: BOCES shall have no liability under this AGREEMENT to NECC or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. TERMINATION: BOCES reserves the right to terminate this AGREEMENT under any of the following conditions: 1) the AGREEMENT may be cancelled by BOCES without advance notice or penalty in the event of a coronavirus outbreak and/or a government declared state of emergency. In such event, BOCES shall be relieved of all further liability, except with respect to AGREEMENT SERVICES provided to BOCES by NECC occurring on or before the cancellation date. 2) upon failure of NECC to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by NECC. 3) the AGREEMENT may also terminate naturally upon submission by NECC of a final product satisfactory to BOCES.
16. BOCES shall not during the term of this Agreement or for one year thereafter solicit to hire, hire or contract with employee or representatives of NECC who provide consult services to BOCES per the terms of this agreement ("One-Year Non-Solicitation"). In the event of any breach of such One-Year Non-Solicitation, BOCES shall pay and NECC shall accept an amount equal to twice the annual salary of the relevant employee or representative as liquidated damages.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this
10 day of June 2020.

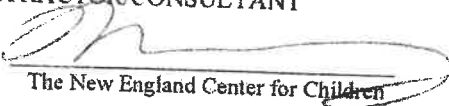
Date: _____

Date: 6/10/20

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

CONTRACTOR/CONSULTANT

By: _____
Larry Barcomb/Board President

By: 
The New England Center for Children

By: _____
Mark Davey/District Superintendent

**CHAMPLAIN VALLEY EDUCATIONAL SERVICES
INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT**

AGREEMENT made this 22nd day of June 2020, by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 1585 Military Turnpike, Plattsburgh, New York 12901 (hereinafter "BOCES") and NFI Vermont, with an office and place of business at 3000 Williston Road, Suite #2, South Burlington, VT 05403, hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services described as follows: Trauma-Transformed Schools; workshops and cohorts (hereinafter "SERVICES") at our WAF Campus in Plattsburgh during the 2020-21 school year. Full Day Workshop at a cost of \$4,500 each, Leadership Cohorts at a cost of \$1,000 each, Catalyst Cohorts at a cost of \$1,200 each, which includes consultant fees and travel-related expenses. The dates of SERVICES are to be mutually agreed upon between THE PARTIES and may be rearranged or cancelled at the mutual consent of THE PARTIES.

NFI Vermont is qualified and if required, licensed and/or certified to provide or render the SERVICES described above.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. **RETAINER:** NFI Vermont is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. NFI Vermont shall perform the SERVICES described above, all such SERVICES being the responsibility of NFI Vermont and those in NFI Vermont's employ.
3. NFI Vermont is free to devote their attention to the SERVICES as they see fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. NFI Vermont represents and warrants that neither NFI Vermont nor any of NFI Vermont's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT, has been convicted of a felony.
5. NFI Vermont agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT, and further agrees to provide BOCES with a minimum of two (2) business references.
6. NFI Vermont shall provide the equipment, supplies, personnel, and other resources required to complete the SERVICES, and shall not be entitled to reimbursement for expenses, unless otherwise provided.
7. **INSURANCE:** NFI Vermont agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Attachment I, or a Hold Harmless Form prior to commencement of SERVICES. NFI Vermont acknowledges that failure to obtain such insurance on behalf of BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to BOCES.

8. FEES AND CHARGES: It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made. NFI Vermont's fee shall be all inclusive, and shall be limited to \$14,500. consultant fee including travel-related expenses and paid as follows: NFI Vermont will present monthly invoices for SERVICES rendered during the previous monthly period. BOCES will render payment within 30 days after receipt of NFI Vermont's monthly invoice and in consideration of receipt of services and a final product which is satisfactory to BOCES. Such fee shall not be subject to modification based on the number of hours devoted by NFI Vermont to the project.
9. INDEPENDENT CONTRACTOR: NFI Vermont is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.
10. PUBLIC RETIREES: NFI Vermont agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
11. RESPONSIBILITY FOR TAXES: BOCES will provide NFI Vermont with Internal Revenue Service Form 1099. NFI Vermont is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
12. PAYMENT: Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
13. GOVERNING LAW: This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
14. EXECUTORY CLAUSE: BOCES shall have no liability under this AGREEMENT to NFI Vermont or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. TERMINATION: BOCES reserves the right to terminate this AGREEMENT under any of the following conditions: 1) the AGREEMENT may be cancelled by BOCES without advance notice or penalty in the event of a coronavirus outbreak and/or a government declared state of emergency. In such event, BOCES shall be relieved of all further liability, except with respect to AGREEMENT SERVICES provided to BOCES by the NFI Vermont occurring on or before the cancellation date. 2) upon failure of NFI Vermont to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by NFI Vermont. 3) the AGREEMENT may also terminate naturally upon submission by NFI Vermont of a final product satisfactory to BOCES.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this 22nd day of June, 2020.

Date: _____

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

By: _____

Mark C. Davey
Superintendent

Date: _____

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

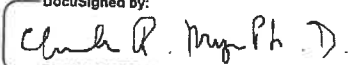
By: _____

Larry Barcomb
CVES Board President

Date: 06/22/20

NFI Vermont

DocuSigned by:

By: 
ES1452054C7D481

NFI Vermont 



CENTRAL ADMINISTRATION

518-536-7340

District Office FAX 518-562-1471
Management Services
Business Office FAX 518-561-9382
Employee Services FAX 518-324-6612

CVES MISSION

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

INSURANCE AGREEMENT - PROFESSIONAL CONSULTANTS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the Clinton-Essex-Warren-Washington BOCES/Champlain Valley Educational Services, herein after referred to as "the District" as an **unrestricted additional insured** on the insured party's insurance policies, with the exception of workers' compensation. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
- II. The policy naming the District as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer
 - Contain a 30-day notice of cancellation
 - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers
 - The District shall be listed as an additional insured by using endorsement CG2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The contractor agrees to indemnify the District for any applicable deductibles.
- IV. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/\$2,000,000
 - **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
 - **Professional Errors and Omissions Insurance**
\$1,000,000 per occurrence/\$2,000,000 aggregate for the negligent professional acts of the consultant. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement.
- V. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- VI. Contractor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. The contractor is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
- VII. Please forward all certificates of insurance to:

Clinton-Essex-Warren-Washington BOCES
ATTN: Business Office
P.O. Box 455
Plattsburgh, NY 12901

CHAMPLAIN VALLEY EDUCATIONAL SERVICES
INDEPENDENT CONTRACTOR/ CONSULTANT AGREEMENT

AGREEMENT made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 518 Rugar Street, Plattsburgh, New York 12901 (hereinafter "BOCES") and PRISM DECISION SYSTEMS, LLC, with an office and place of business at 64 Johnson Avenue, Binghamton NY 13905; hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: Prism will provide planning and facilitation support to accelerate decision-making and improve implementation related to CVES' strategic planning for continuous improvement for four full day meetings, including an evening meeting with the BOCES Board, as referenced in the proposed letter of agreement dated **January 2, 2020**, hereinafter "SERVICES" during the **2020-2021** school year.

PRISM DECISION SYSTEMS, LLC is qualified and if required, licensed and/or certified to provide or render the SERVICES described above.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. **RETAINER:** PRISM DECISION SYSTEMS, LLC is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. PRISM DECISION SYSTEMS, LLC shall perform the SERVICES described above, all such SERVICES being the responsibility of the PRISM DECISION SYSTEMS, LLC and those in the PRISM DECISION SYSTEMS, LLC's employ.
3. PRISM DECISION SYSTEMS, LLC is free to devote his/her attention to the SERVICES as he/she sees fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. PRISM DECISION SYSTEMS, LLC represents and warrants that neither PRISM DECISION SYSTEMS, LLC nor any of PRISM DECISION SYSTEMS, LLC's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. PRISM DECISION SYSTEMS, LLC agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT, and further agrees to provide BOCES with a minimum of two (2) business references.
6. PRISM DECISION SYSTEMS, LLC shall provide the equipment, supplies, personnel, and other resources required to complete the SERVICES, and shall not be entitled to reimbursement for expenses, unless otherwise provided.
7. **INSURANCE:** PRISM DECISION SYSTEMS, LLC agrees to provide BOCES with a Certificate of Insurance prior to commencement of SERVICES.
8. **FEES AND CHARGES:** It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made. PRISM DECISION SYSTEMS, LLC's fee shall be all inclusive, and shall be limited to

\$260.00/hour while on-site and **\$190/hour** for all other work including travel time, preparation for meetings and presentations, and preparation of meeting results, as well as for approved expenses related to mileage, hotel, and meals. Total billing for the scope of work will not exceed **\$15,219.38** and will be paid as follows: BOCES will render payment within 30 days after receipt of PRISM DECISION SYSTEMS, LLC's invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES.

9. INDEPENDENT CONTRACTOR: PRISM DECISION SYSTEMS, LLC is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.
10. PUBLIC RETIREES: PRISM DECISION SYSTEMS, LLC agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
11. RESPONSIBILITY FOR TAXES: BOCES will provide PRISM DECISION SYSTEMS, LLC with Internal Revenue Service Form 1099. PRISM DECISION SYSTEMS, LLC is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
12. PAYMENT: Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
13. GOVERNING LAW: This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
14. EXECUTORY CLAUSE: BOCES shall have no liability under this AGREEMENT to the PRISM DECISION SYSTEMS, LLC or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. TERMINATION: This AGREEMENT will terminate upon submission by PRISM DECISION SYSTEMS, LLC of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of PRISM DECISION SYSTEMS, LLC to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by PRISM DECISION SYSTEMS, LLC.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this _____ day of _____ 2020.

Date: _____

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

Date: 7/27/2020

Prism Decision Systems, LLC

By: _____
Board President

By: Sean D. Brady
Sean D. Brady

By: [Signature] Ed.D.
Mark Davey/District Superintendent



Sean Brady
Prism Decision Systems, LLC

64 Johnson Avenue
Binghamton, NY 13905

607-727-1088

sean.brady@prismdecision.com
www.prismdecision.com

Accelerating decision-making with dynamic group processes and state-of-the-art systems.

To: Mark Davey, Ed.D.
Date: Thursday, January 02, 2020
Re: Prism: 2020-21 Champlain Valley Educational Services Letter Agreement

Dear District Superintendent Davey:

I appreciate the opportunity to submit this letter agreement between Champlain Valley Educational Services (CVES) and Prism Decision Systems, LLC (Prism) for support of CVES's 2020-21 strategic planning for continuous improvement. If you have further questions, please contact me. Otherwise, please sign, date, scan and email back to me as soon as it is convenient.

1. Description of services provided

During 2020-21, Prism will provide planning and facilitation support to accelerate decision-making and improve implementation related to CVES' strategic planning for continuous improvement. Support may include but not be limited to reviewing CVES' documentation; preparing performance trend presentations, agendas and meeting handouts; facilitating with Prism's Group Decision Support System™; preparing comprehensive meeting minutes including results and interpretation of all decision system votes; and preparing communications materials. Deliverables will include updated BOCES-wide and division strategic plans.

2. Pricing

For the services described above, CVES agrees to pay Prism \$260/hour while on-site and \$190/hour for all other work including travel time, preparation for meetings and presentations, and preparation of meeting results, as well as for expenses related to travel (hotel, meals and mileage). Total billing for the scope of work defined on page 2 of this letter agreement will not exceed \$15,219. If CVES requests work beyond the scope defined on page 2, Prism will bill at the above rates in an amount that may exceed \$15,219. Notes: The page 2 scope of work is a not-to-exceed estimate. Prism will only bill for work requested by the Superintendent and then for actual work completed.

3. Payment Agreement

On last day of each month, Prism will submit a bill for services rendered and any approved expenses incurred with all receipts to CVES. Payment will be net 30 days.

Signed:

Sean D. Brady
Prism Decision Systems, LLC

Signed and dated:

Mark Davey, Ed.D.
Champlain Valley Educational Services

Champlain Valley Educational Services
2020-21 Improvement Planning
Scope and cost

Meetings #1, 2, 3, 4, 5: Four full day meetings (district team, CV-TEC, special education and management services/ISC teams) and an evening meeting with the Board of Education.			
	Hours	Rate (\$/hour)	Subtotal
Meeting preparation	10	190	\$1,900.00
Onsite meetings	35	260	\$9,100.00
Meeting reports	6	190	\$1,140.00
Travel	10	190	\$1,900.00
Hotel			\$ 700.00
Meals			\$ 120.00
Mileage: 625 miles @ \$0.575 per mile			\$ 359.38
	Not-to-exceed total		\$15,219.38

ENC. 7

CHAMPLAIN VALLEY EDUCATIONAL SERVICES (CVES)

CV-TEC ADULT EDUCATION AND SAFETY EDUCATION SPONSORSHIP AGREEMENT

CO-SER 103 ADULT EDUCATION CO-SER 401 ACCIDENT PREVENTION/PRE-LICENSING

The purpose of this agreement between the AuSable Valley Central School District and Champlain Valley Educational Services; hereafter referred to as CVES, is to describe the responsibilities of the parties and to identify the conditions under which CVES will operate certain self-sustaining instructional activities for adults during the 2020-2021 school year through the CV-TEC Division.

It is agreed that the best interest of the residents of the area and of the enrollees in the instructional activities will be served by such CVES programs based upon a number of considerations.

School districts are authorized to provide such instructional activities under Education Law (Section 4602 and others).

CVES is authorized to provide such instructional activities under Education Law (Section 1950) as approved by the Commissioner.

Joint performance by municipal corporations and/or performance by one for the other of functions is authorized under the General Municipal Law (Section 119 and others).

Existing need and interest surveys, together with other planning information, indicate that there is sufficient interest among adults in the subscribing districts to support certain self-sustaining instructional activities.

The number of enrollees in such a program for adults in a single school district would not warrant the operation of a comprehensive program, or if offered would be uneconomical to operate. A single program planned for all of the subscribing school districts in the area offers a wider choice for enrollees and more economical operation.

The development of a single plan for the area will permit selecting the location for each of the activities, which is more convenient for the majority of the enrollees without regard to individual district boundaries.

The operation by Champlain Valley Educational Services of programs for adults has developed recognition among residents and businesses of the area that CVES is an appropriate agency for such services through the CV-TEC division. CVES Staff with skills in planning and managing programs for adults already exists.

In consideration of the above and in consideration of the support expressed by other subscribing school districts, it is agreed that Champlain Valley Educational Services should operate a program of self-sustaining activities during the school year 2019-2020 in Adult Education (CO-SER 103) in the manner described below:

Champlain Valley Educational Services will develop a plan for Adult and Continuing Education including Business and Industry training to serve adult residents and businesses in this school district and in other subscribing school districts within the CVES area.

The plan will be developed in cooperation with the districts in the CVES area, including non-subscribers and both Clinton Community College and North Country Community College, in order to provide the needs of residents in an effective manner, avoiding uneconomical duplication of programs.

It is in the intent of both parties to operate a program, which will break even financially without accumulating a surplus or creating a burden upon the school taxpayers of the area.

In the event that projected revenues are insufficient to support the proposed program, sufficient courses and/or budget items will be eliminated to insure a self sustaining program before CVES incurs any financial commitments to support the operation of any of the activities.

CVES will produce a monthly financial report of appropriations and revenues on a projected and encumbered basis during the operation of the program. In the event that unforeseen occurrences result in a projection showing insufficient revenues to support the program, sufficient courses and/or budget line items will then be eliminated and/or additional courses added to correct the imbalance.

All financial transactions related to the operation of this program will be kept in separate accounts in the financial records of CVES and there will be no co-mingling with the transactions from other program CO-SERS.

Should the operation of the program result in a surplus; such surplus will be paid by CVES to the districts.

Should unforeseen liabilities to the program create a deficit which cannot be overcome by adjustments during the program operation as described above, the school district will reimburse Champlain Valley Educational Services for this deficit promptly after the audit of CVES records for the school year.

It is agreed that CVES is the operating agency for these programs and that the district's obligations are limited to the financial settlements described above. CVES will be solely responsible for meeting the requirements and procedures for employment of personnel and all matters related to such employment, direction, compensation and discharge. This agreement will become effective upon acceptance by the Board of Education and the Champlain Valley Educational Services. Such acceptance shall be recorded in the

minutes of the respective boards and the date of such minutes recorded below with the authorized signature.

This agreement is for one school year and positive action is required by each party to extend or renew such agreement.

Accepted by the Board of Education of AuSable Valley Central School District
on July, 1st 2020.



Authorized Signature

7/1/20

Date

Accepted by the Champlain Valley Educational Services.

Mark C. Davey, Ed.D.
District Superintendent

Date

Michael St. Pierre
CVES Board President

Date

ENC. 8

Recommend that the Board approve the following resolution to authorize Installment Lease Purchase Contracts:

WHEREAS, Clinton-Essex-Warren-Washington Board of Cooperative Educational Services (the BOCES) renders services to its Component Districts which include the provision of certain data processing software, hardware, and other equipment under CoSer 564 Instructional Technology Services.

WHEREAS, the BOCES desires to undertake the Purchase of certain data processing software, hardware, and other equipment for BOCES Component Districts under CoSer 564 Instructional Technology Services during the course of the 2020-2021 school year.

WHEREAS, the BOCES may enter into agreements for the lease-purchase of instructional equipment in accordance with section 1725-a of the Education Law, with payments to be applied against the purchase price of the equipment.

WHEREAS, the BOCES desires to finance such Purchases for Component Districts by executing and delivering an installment purchase contract for said data processing software, hardware, and other equipment; and

WHEREAS, the cost of an installment purchase contract for a Purchase may not exceed the principal amount of the Purchase, all or a portion of which is to be financed at a competitively quoted interest rate for a period of no more than five years.

WHEREAS, the BOCES desires to take certain preliminary actions when lease-purchases are requested by Component Districts and further desires to delegate the authority to negotiate, approve, execute and deliver an installment purchase contract and to carry out all other necessary or appropriate actions in furtherance thereof and of the Purchase;

NOW THEREFORE, BE IT RESOLVED, as follows:

Section 1. The BOCES hereby approves such Purchases and authorizes that it be undertaken at a cost not to exceed the principal amount of the Purchase as set forth above.

Section 2. Pursuant to section 109-b of the General Municipal Law and part 39 of the regulations of New York State Department of Audit and Control, the BOCES hereby determines that it is in the best interests of the BOCES to procure the property involved in the Purchase from a vendor or vendors by selecting a bid, offer or proposal (as may be required by the general municipal and education laws and by the procurement policy) exclusive of the cost of financing. The BOCES directs that financing be obtained pursuant to section 39.8 of the aforesaid regulations, and further directs that certificates of participation shall not be issued in connection therewith except as a part of a pooled or aggregate program as defined in such regulations, or as may otherwise be permitted by applicable law.

Section 3. The BOCES will evaluate the financing alternatives available to it and will determine, upon certified board resolution approving the Lease-Purchase from the Component District, that it is in the best interest of the BOCES to finance the Purchase pursuant to an installment purchase contract for the following reasons: Financing the Purchase provides the advantages of improved cash flow and provides a closer matching of expenditures to the useful life of the Purchase, the BOCES may not finance the Purchase under the local finance law but may do so by an installment purchase contract. The use of an installment purchase contract provides the BOCES with a means to directly finance the Purchase. The use of an installment purchase contract provides the BOCES with flexibility in structuring the payment for the Purchase, including, but not limited to, the timing of the closing of financing and the establishment of principal repayment schedules.

ENC. 8 CONTINUED

Section 4. The authority to solicit alternative quotations for financing from qualified interested parties and to select the quotation deemed to be in the best interest of the BOCES is hereby delegated to the President of BOCES, the chief fiscal officer, in accordance with section 39.8 of the regulations of the NY Department of Audit & Control, or his or her designee, including without limitation the authority to determine the principal amount thereof (not to exceed the maximum principal amount set forth above), the interest rate (at a rate to be obtained by competitive written, fax or telephone quotations from qualified parties), the amount, timing and frequency of the payments, and to choose the lessor, and to make all other determinations appropriate thereto. The President and the District Superintendent of the BOCES are hereby authorized to execute and deliver an installment purchase contract and related documents for the purchase on behalf of and in the name of the BOCES in accordance with such determinations by the President, and the Clerk is hereby authorized to affix the seal of the BOCES thereto and attest the same, with such changes, variations, omissions and insertions as the authorized persons executing such contract or document shall approve, the execution thereof by such persons to constitute conclusive evidence of such determinations and approval. The form and substance of the installment purchase contract to be entered into for the Purchase, as so approved and in the form approved by Counsel to the BOCES, is hereby approved.

Section 5. The officers, employees and agents of the BOCES are hereby authorized and directed for and in the name and on behalf of the BOCES to do all acts and things required or provided for by the provisions of such installment purchase contract, and to execute and deliver all such additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officer, employee or agent acting, desirable and proper to effect the purposes of this resolution and to cause compliance by the BOCES with all the terms, covenants and provisions of such installment purchase contract which are binding upon the BOCES.

Section 6. The installment contract shall be subject to annual cancellation by the Board of Cooperative Educational Services as a result of a lack of funding.

Section 7. This resolution shall constitute a declaration of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the Purchase.

Section 8. It is hereby determined that the period of probable usefulness of the equipment, machinery or apparatus referred to herein is five years, pursuant to subdivision 32 of paragraph a of Section 11.00 of the Local Finance Law.

Section 9. No payment under the installment purchase contract except payment for the total amount outstanding shall be financed from the proceeds of obligations issued pursuant to the local finance law other than the proceeds of revenue anticipation notes, tax anticipation notes or budget notes.

Section 10. The execution of any installment purchase contract will not cause the BOCES to exceed the debt limits prescribed by paragraph c of subdivision 6 of section 109-b of the General Municipal Law.

Section 11. This resolution shall take effect immediately.

ENC. 9

Recommend that the Board approve the following Equipment Lease:

1. An equipment lease (the "lease") with Municipal Leasing Consultants for Chazy Central Rural School for 3 years in a base amount not to exceed \$19,033.20 with three payments of \$6,667.98 each (Disposition is \$1 buyout). Items to lease: 40 HP ProDesk Computers. These payments are based on an interest rate of 5.19%. Be it further recommended that the CVES Board President be granted authority to enter into the "lease" contract contingent upon CVES's attorney approval.

ENC. 10

Recommend that the Board award the bid for F.M. Motorola Repeaters, Mobile, Portable Equipment, Related Software and Bus Mobile Video Systems to Wells Communications Services, Inc. of Plattsburgh, NY for the following amounts. Bid pricing shall remain valid for the dates of August 20, 2020 through June 30, 2021.

1. FM Repeater/Receiver (UHF), Model SLR 8000 - \$9,356
2. FM Repeater/Receiver(UHF), Model SLR 5700 - \$5,660
3. FM Mobile Radio(UHF), Model XPR5550e - \$1,321
4. FM Mobile Radio (For Removal of Old Equipment and Installation Mobile Only) - \$400
5. FM Control Station(UHF), Model XPR5550e - \$1,220
6. FM Portable Radio(UHF), Model XPR7550e - \$995
7. FM Portable Radio(UHF), Model BC300D - \$289
8. FM Portable Radio(UHF), Model XPR3500e - \$581
9. FM Portable Radio(UHF), Model SL 300 - \$349
10. FM Portable Radio(UHF), Model SL 3500e - \$605
11. FM Portable Radio(UHF), Model BRP 40/Analog (VHF) - \$195
12. FM Portable Radio(UHF), Model BPR 40 (UHF) - \$205
13. FM Restricted Access, Model HKVN4178 - \$210

Additional options available from the Manufacturers catalog are available at the listed price less the following discounts:

Motorola Equipment/Listed Price: 25%

Motorola Accessories/Listed Price: 10%

14. Bus Mobil Video Equipment & Accessories/Listed Price: 15%

Notes: Wells Communications Services, Inc. was the sole bidder. Bid pricing will be open for use by bid participants including Clinton-Essex-Warren-Washington BOCES, St. Lawrence-Lewis BOCES, Franklin-Essex-Hamilton BOCES, Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, and their respective component districts.

ENC. 11

Recommend that the Board approve the following Agreement for Cafeteria Meals Services:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Adirondack Community Action Programs, Inc. (ACAP) under which BOCES will provide breakfast and lunch meals to ACAP preschool students and staff at the Yandon-Dillon Center in Mineville during the 2020-21 school year. ACAP agrees to pay BOCES the following meal prices: \$2.36 for each student breakfast; \$3.75 for each student lunch; \$2.55 for each adult breakfast; \$4.38 for each adult lunch. ACAP will also pay BOCES \$30,000 as their share of the cost for a food service helper position at the Yandon-Dillon cafeteria for the 2020-21 service period. (Management Services) (attached)

ENC. 12

Recommend that the Board approve the Policy Statement for Free and Reduced Priced Meals or Free Milk in accordance with NYSED program requirements for the federally assisted National School Lunch Program, School Breakfast Program, or Special Milk Program, for the 2020-21 school year. (attached)

ENC. 11

AGREEMENT FOR CAFETERIA MEALS SERVICES

AGREEMENT by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Education Services, with its principal place of business at 518 Rugar Street, Plattsburgh, New York 12901 (hereinafter "BOCES") and ACAP, Inc., 7572 Court Street, Suite 2, PO Box 848, Elizabethtown, New York 12932 (hereinafter the "Service Provider"). This agreement is entered into for the purpose of having CVES provide Cafeteria Meal Services for preschool students attending BOCES at the Yandon-Dillon Campus, 3092 Plank Rd, Mineville, NY 12956.

1. BOCES agrees to provide staffing and supplies required to serve ACAP student and adult meals at the Yandon-Dillon campus in Mineville during the 2020-21 school year effective 9/1/20. ACAP will be invoiced per meal served according to the following pricing.

Student meal prices are subject to change per NYSED: (current estimate)

*Breakfast \$2.36 per meal

*Lunch \$3.75 per meal

*Meal price will change when SED releases actual rates, rate will be same as what SED pays for free meals reimbursement at Yandon-Dillon for CVES regular meal program.

Adult meal prices:

Breakfast \$2.55 per meal

Lunch \$4.38 per meal

2. Additionally, ACAP agrees to pay BOCES a base fee for the Meal Services in the amount of \$30,000 for the 2020-21 school year. The fee will be paid monthly in 10 equal installments of \$3,000. Final Payment for 2020-21 is due by June 21, 2021.
3. BOCES will maintain ownership of all original equipment and cooking/serving utensils used in food service operations. BOCES will also be responsible for all costs associated with the maintenance and upkeep of said equipment and cooking/serving utensils.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this _____ day of _____ 2020.

Date: _____

Date: 7/21/2020

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

ACAP, Inc

By: _____
(Larry Barcomb/Board President)

By:  _____

By: _____
(Mark C. Davey, Ed.D/District Superintendent)

KEEP THIS FORM ON FILE. DO NOT RETURN TO SED

CERTIFICATION OF ACCEPTANCE FOR DISTRICTS AND NONPUBLIC SCHOOLS

Please complete the following information during the annual renewal process on the Child Nutrition Management System and **retain on file** for examination by members of this Department or USDA during a review of your Child Nutrition Program. **Do not send the Certificate of Acceptance to NYSED.**

SCHOOL FOOD AUTHORITY NAME: Champlain Valley Educational Services

12-Digit LEA Code: 0 9 9 0 0 0 0 0 0 0 0 0

The governing body of this School Food Authority accepts this Free and Reduced Price Meal or Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments and as indicated below:

Titles of Designated Officials

- | | | |
|----|-----------------------|--|
| A. | REVIEWING OFFICIAL | Jessica LaClair, Accountant |
| | Address & Telephone | Champlain Valley Educational Services
P.O. Box 455
Plattsburgh, NY 12901 (518) 561-0100 x215 |
| B. | HEARING OFFICIAL | Eric Bell, Assistant Superintendent of Management Svcs |
| | Address & Telephone | Champlain Valley Educational Services
P.O. Box 455
Plattsburgh, NY 12901 (518) 561-0100 x230 |
| C. | VERIFICATION OFFICIAL | Jessica LaClair, Accountant |
| | Address & Telephone | Champlain Valley Educational Services
P.O. Box 455
Plattsburgh, NY 12901 (518) 561-0100 x215 |

An officer of the Board of Education or chairman of the community school board, pastor or executive director of the corporation operating a private or parochial school, or the headmaster or principal of a nonpublic school must sign this form.

ORIGINAL SIGNATURE OF SCHOOL OFFICIAL

Board of Education President
TITLE

DATE

2020-2021

- **The Reviewing and Verification Official may be the same person. The Hearing Official cannot be the Reviewing or Verification Official.**

POLICY STATEMENT FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

CEWW-BOCES _____, (Local Education Agency or governing body) responsible for administration of one or more schools referred to as the school food authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

The SFA assures the State Education Department that it will uniformly implement the following policy with respect to determining the eligibility of children for free and reduced price meals in each school building under its jurisdiction that participates in the programs mentioned above.

In fulfilling its responsibilities, the SFA agrees to the following:

A. Free Meals and (For Milk Only Schools) Free Milk

To serve meals or milk at no charge to children from families whose income is at or below the income levels for free meals and milk listed on the annual income eligibility guidelines, or to children from Supplemental Nutrition Assistance Program (SNAP) households, Temporary Assistance to Needy Families (TANF) households, households participating in the Food Distribution Program on Indian Reservations (FDPIR) that provide a case number, or households that are identified through the SNAP/MEDICAID Direct Certification Matching Process.

B. Reduced Price Meals

To serve breakfast and/or lunch and/or snacks served through the Afterschool snack program at no charge to children from families whose income is within the range of the annual income eligibility guidelines for reduced price meals.

C. Special Conditions

To serve free meals/milk to foster children in cases where the court or welfare agency is legally responsible for the child. Documentation from an appropriate State or local agency supports the foster child's status. Foster children are categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members can help other children in the household qualify for free or reduced price meals. If the foster family is not eligible for free or reduced price meal benefits, the foster child will still be provided free meal benefits.

To provide free or reduced price meals or free milk to children whose parents or guardians have become unemployed, provided the loss of income causes the family income during the period of unemployment to be within the eligibility criteria. These students must be approved using one of the methods noted in this eligibility guidance booklet.

D. Non-Discrimination

1. That there will be no physical segregation of, or any other discrimination against, any child because of his/her inability to pay the full price of the meal or milk. LEAs selling competitive foods during a meal service are encouraged to include in the description of how the cafeteria and meal service prevents overt identification of the children receiving free and reduced price meals or free milk. The names of children eligible to receive free or reduced price meals or free milk shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means. Further assurance is given that children eligible for free or reduced price meals or free milk shall not be required to:

- Work for their meals or milk.
- Use a separate lunchroom.
- Go through a separate serving line.
- Enter the lunchroom through a separate entrance.
- Eat meals or drink milk at a different time.
- Eat a meal different from the meal sold to children paying the full price for the same meal or drink milk different from that sold to children paying the full price.

2. That in the operation of Child Nutrition Programs, no child shall be discriminated against because of his or her race, sex, age, color, disability, national origin, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

E. Hearing Procedures

To establish and use a fair hearing procedure in cases of appeal by parents of the school's decision on applications and in cases where the school official challenges the accuracy of information contained in an application or of the continued eligibility of any child for a free or reduced price meal or free milk. During appeal, hearing, and disposition of the case, the child will receive free or reduced price meals or free milk.

To maintain, for a period of three years plus the current year, records of all such appeals, challenges, and dispositions.

That in initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted on the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

That the hearing procedure shall provide:

1. A simple, publicly announced method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person in presenting an appeal;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
4. That the hearing shall be held with reasonable promptness and convenience and that adequate notice shall be given as to the time and place of the hearing;
5. An opportunity to present oral or documentary evidence and arguments supporting the position;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
7. That the hearing shall be conducted and the decision made by a hearing official who did not participate in making the decision under appeal or in any previous conference;
8. That the decision of the hearing official, who may not be the same person as the reviewing and/or the verification official, shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record;
9. That the parties concerned and their designated representative shall be notified in writing of the decision of the hearing official;
10. That a written record shall be prepared with respect to each hearing which shall include: the decision under appeal; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons therefore and a copy of the notification to the parties concerned of the decision of the hearing official; and
11. That such written record of each hearing shall be preserved for a period of three years plus the current year and shall be available for examination by the parties concerned or their representative at any reasonable time and place during such period.

F. Reviewing Official

A reviewing official shall review and make determinations of eligibility using the criteria outlined in this policy to determine which individual children are eligible for free or reduced-price meals or free milk. The official should sign, date, and indicate the eligibility determination on each application.

G. Notice to Parents

To send at the beginning of each school year, and whenever there is an increase in eligibility, to the parent or guardian of each child, a letter such as the prototypes in Attachment VII, VIII, or IX including a form on which to make application for free or reduced price meals or free milk, and a parent disclosure letter and consent statement.

H. Applications

To advise parents to complete the application and return it to the reviewing official for eligibility determination.

To maintain applications and documentation of action taken, for three years after the end of the school year to which they pertain.

To accept applications at any time during the year and to supply applications to any parent enrolling a child in a school for the first time.

To accept the application of a child who transfers from one school to another under the jurisdiction of the SFA. Copies of the application and eligibility dates should be retained with the records of both schools. The application from the transfer student from another SFA should be reviewed to ensure that it is correctly approved.

To inform parents of eligibility determinations. Parents must be notified in writing of the reason(s) for denial of their application, notification of the right to appeal, instructions on how to appeal, and a reminder to parents that they may reapply for free and reduced price benefits at any time during the school year. Copies of denial letters to parents must be maintained for three years plus the current year.

I. Verification of Applications

Verify the eligibility of applicant households by November 15 in accordance with program regulations and annually maintain records.

J. Anonymity and Accountability

To establish a procedure to collect money from children who pay for their meals or milk which prevents overt identification, and accounts, at the point of service, for the number of free, reduced and full price meals served or the number of half-pints of free and full price milk served. The procedure(s) adopted will be used in order that no other child in the school will consciously be made aware, by such procedure, of the identity of the children receiving reduced price meals, free meals, or free milk. The LEA will develop measures to prevent disclosure of confidential free and reduced price eligibility information as required and include the steps with this policy statement.

K. Amendments to Policies

To submit to the State Education Department any alterations or amendments to the policy including eligibility criteria, applications, public announcements, etc., for approval prior to implementation. Such changes will be effective following approval by the NYSED Child Nutrition Program Administration office. Any and all changes in eligibility criteria shall be publicly announced in the same manner used at the beginning of the school year. Changes in content to any prototype documents from this guidance booklet require prior State Agency approval.

L. Records

To maintain a file of the following records for three years plus the current year after the end of the fiscal year to which they pertain:

1. All eligibility determinations obtained through the Direct Certification Matching Process (DCMP) (SNAP, Medicaid, Foster)
2. All applications and documents to support homeless, migrant, head start, etc.
3. Records of all appeals and challenges and their disposition.
4. All notifications of eligibility determinations, including denial letters.
5. Records of all verification efforts and resulting eligibility changes.

M. Public Release

At the beginning of the school year, a public release containing the same information supplied to parents and including both free and reduced price eligibility criteria should be provided to the media (local newspaper), the local unemployment office, and any major employers contemplating large layoffs in the areas from which the school draws its attendance. Documentation must be kept on file for three years plus the current year identifying where the public release was sent.

N. Special Assistance - Provision 2 and Community Eligibility Provision

Provision 2: In schools where all enrolled children, regardless of their category of eligibility, are served meals at no charge; notify parents, distribute, and certify applications for free and reduced price students once every four consecutive school years. For three years after the base year, the school is not required to count meals served by category for claiming purposes. After the base year, the building's monthly reimbursement is based on total meal counts and monthly claim statistics from the base year. Maintain accountability and record keeping requirements as mandated by program regulations for this alternate reimbursement system.

* If your school year begins in September, you must notify your Child Nutrition representative by September 1, 2020 if you intend to participate in Provision 2 for the 2020-2021 school year. If your school year begins in July, you must notify us by July 1, 2020.

Community Eligibility Provision: Schools where at least 40 percent of enrolled students have been deemed free eligible through a means other than an income application (i.e., directly certified using electronic SNAP/Medicaid, homeless, migrant, runaway, foster, and head start) using data from anytime between April 1, 2020 to June 30, 2020, may participate in the Community Eligibility Provision for the 2020-2021 school year. The schools will receive reimbursement in the free and paid category based on the percentage of directly certified students as noted above times a multiplier (as written in federal regulation). For more details about participation and how to apply, please see the CEP Memo on the Child Nutrition Knowledge Center website.

O. Administrative Prerogative

In certain circumstances when households fail to apply for free or reduced price meals, the nutritional needs of students who are obviously at an economic disadvantage may be addressed by local officials.

Using administrative prerogative, local officials may complete an application for a student known to be eligible if the household had applied. This limited use option acknowledges the various reasons that a family may fail to apply for free or reduced price meals, such as lack of understanding, fear of authority, alien status, substance abuse, etc.

To exercise this option properly, an application must be completed on behalf of the student, based on the best family size and income information available. The source of this information must be noted on the application. Documented prior efforts must be made by the SFA to obtain a completed application from the parent or guardian.

The names of all household members, a social security number, or an adult signature need not be secured. Instead, the name of the student, household size, estimated family income including source, and the administrator's signature must be provided. The household must be notified of the student's approval status for free or reduced price meals. These applications should be excluded from the verification process.

This option must be used **judiciously and only after repeated efforts to obtain applications from families have been unsuccessful**. It is to be used on an individual basis and must not be used to provide eligibility determinations for large numbers of students. It also may not be used when family income is above the eligibility guidelines, even though the children are coming to school without a meal or money. Family economic status must remain the criterion for administratively making the decision to provide the student access to free or reduced price meals.

P. Meal Eligibility for Homeless/Migrant/Runaway Children

Children who are categorically eligible under Other Source Categorically Eligible Programs should contact the school for assistance in receiving benefits and indicate the source of their status on the application.

The United States Department of Agriculture (USDA) has acknowledged that the number of homeless, migrant and runaway children has risen considerably in the last few years, that parents/guardians who are homeless or migrant often fail to return a free meal application, and these children are often not included in the direct certification process. While administrators can exercise the administrative prerogative option for determining program eligibility, this process is only intended to be exercised on a case-by-case basis and becomes burdensome in areas where there are many homeless/runaway children residing in shelters or migrant status children. USDA has therefore established the following procedures for all Child Nutrition Programs when an application is not submitted by the household or it is not anticipated that an application will be submitted:

- The migrant coordinator, homeless liaison or runaway provider may provide you with a list of eligible children based on established criteria. The list must be dated and signed by the coordinator, liaison or provider. These children are then directly certified for free meals for the school year. No other documentation is needed. This is the preferred option.

Other options:

- The director of the homeless shelter at which the child resides can complete and submit an application for the child, or send a list of all children residing in the shelter to the school;
- Local level officials may complete an application for a child and approve the child for free meals based solely on their knowledge that the child's address is a homeless shelter or that the child has no known address and is indeed homeless;
- If large numbers of homeless children make it impractical for a homeless shelter or school officials to complete individual applications, the school administrator may establish a list of eligible students based on his/her

knowledge of the family's residence (shelter, address, car, etc.). The documentation necessary to substantiate free meal eligibility for a list of children must contain at a minimum the following information:

- The child's name
 - The effective date of eligibility determination
 - The name of the shelter, etc., where the child resides
 - The signature of the determining official
- Documentation of migrant status children should be maintained by the school migrant coordinator as documentation to substantiate free meal eligibility. This should include the date, the child's name, and signature of the migrant coordinator. For a list of contacts in your school, go to www.nysteaches.org.

Q. Food Distribution Program on Indian Reservation (FDPIR)

Public and nonpublic schools participating in the School Lunch, Breakfast, or Special Milk Programs may accept a Food Distribution Program on Indian Reservation (FDPIR) case number in lieu of household income, SNAP or TANF number.

R. Food Substitutions for Children With Disabilities

Federal regulations governing the operation of Child Nutrition Programs and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. To ensure that these children are not denied reasonable access to the programs, the Department of Agriculture's regulations require schools and institutions to make reasonable accommodations, such as providing substitutions in the regular meal patterns, for children who have a disability and whose disability restricts their diet. A student with a disability is defined in 7 CFR part 15b.3 as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Accordingly, meal substitutions must be made for children with disabilities and must be supported by a medical statement signed from a State licensed healthcare professional. These meals must be offered at no extra charge. Substitutions may also be made for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs, though schools are not required to do so in these instances. Substitutions for non-disabled children must be supported by a statement signed by a recognized medical authority. **Children with disabilities are not automatically eligible for free meal benefits.** Parents must adhere to the same income eligibility criteria and procedures used for all children.

S. Limited English Proficient (LEP) Households

LEAs will ensure there are no barriers for participation in Child Nutrition Programs for Limited English Proficient (LEP) families and must communicate with parents and guardians in a language they can understand throughout the certification and verification processes.

T. Meal Charge Policy

LEAs will establish a written and clearly communicated policy to address student meal charges when payment cannot be collected at the point of service. Charge policies will be reasonable, well-defined and maintain the integrity and dignity of students and households to minimize harm to the student.

U. Prohibition Against Meal Shaming Plan

LEAs will establish a written and clearly communicated plan that ensures a student whose parent or guardian has unpaid meal charges is not shamed or treated differently than a student whose parent or guardian does not have unpaid school meal charges. The plan will include the requirement to provide students with the reimbursable meal of their choice and identify other prohibited actions to decrease student distress or the embarrassment associated with not having adequate funds to pay for a school meal.

- V. **Program Terminations:** To provide 60 days advance written notice to parents and to immediately inform the NYSED Child Nutrition Program Administration of intent to discontinue participation in NSLP/SBP for public school districts. Non-public schools must send a letter on official letterhead notifying the Child Nutrition Office of the effective date they will no longer participate and the last month they intend to claim meals.

ENC. 13

1. Recommend that the Board appoint Jessica LaClair, Accountant, as the Reviewing and Verification Official for Free and Reduce Lunch Eligibility, effective August 19, 2020, through the July 2021 Reorganizational Meeting, with no additional compensation.
2. Recommend that the Board appoint Eric Bell, Assistant Superintendent of Management Services, as the Hearing Official for Free and Reduced Lunch appeals, effective August 19, 2020 through the July 2021 Reorganizational Meeting, with no additional compensation.

ENC. 14

Recommend that the Board approve the following Special Education School-Aged Summer School Resolution:

1. WHEREAS, the stated vision of CEWW BOCES is to “meet the needs and expectations of our component schools, the communities and all learners who are affected by our services,” and such vision is central to the desire of the Districts who wish to continue to have CEWW BOCES provide regional Special Education School- Aged Summer School; and
WHEREAS, CEWW BOCES provides Special Education School-Aged Summer School services in a cost-effective manner, due to the ability of CEWW BOCES to offer and provide services to multiple Districts which are able to share costs; and
WHEREAS, the CEWW BOCES has received written notification from the following school districts indicating their commitment to participate in the 2021 Special Education School-Aged Summer School and to pay the actual costs of operating the 2021 summer program, notwithstanding State Education Department tuition rates: AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Ticonderoga, Willsboro;
IT IS THEREFORE RESOLVED, that after diligently analyzing written notices provided by component Districts via Board Resolution, committing to pay the actual costs of operating the 2021 summer program, notwithstanding State Education Department tuition rates, the CEWW Board of Cooperative Educational Services authorizes the CEWW BOCES Special Education Director to provide 2021 Special Education School-Aged Summer School.
2. WHEREAS, the stated vision of CEWW BOCES is to “meet the needs and expectations of our component schools, the communities and all learners who are affected by our services,” and such vision is central to the desire of the Districts who wish to continue to have CEWW BOCES provide regional Special Education School- Aged Summer School; and
WHEREAS, CEWW BOCES provides Special Education School-Aged Summer School services in a cost-effective manner, due to the ability of CEWW BOCES to offer and provide services to multiple Districts which are able to share costs; and
IT IS THEREFORE RESOLVED, that if component Districts commit by Board Resolution to pay the actual costs of operating the 2022 summer program, not-withstanding State Education Department tuition rates, as indicated by written notice from those Districts, no later than August 2, 2021; CEWW BOCES will diligently analyze its ability to provide services in summer 2022, based in part, on the number of component participants and students; and
THEREFORE, BE IT FURTHER RESOLVED that if any provision of this RESOLUTION or any application of the RESOLUTION shall be found contrary to law, then such RESOLUTION or application shall not be deemed to be valid and subsisting, except to the extent permitted by law.

ENC. 15

Recommend that the Board approve the following letters of Resignation for the purpose of Retirement:

1. Catherine Snow, Adult Literacy Prep Supervisor, effective September 1, 2020
2. Louise Jackstadt, Confidential Secretary to Superintendent, effective December 31, 2020

ENC. 16

Recommend that the Board accept the following letters of Resignation:

1. Chelsea Calley, Teacher Aide/Student Aide, effective July 31, 2020
2. Donald Barber, Teacher Aide/Student Aide, effective August 4, 2020
3. Gabrielle Dion, Account Clerk/Typist, effective August 5, 2020
4. Sylvia Zelinsky, Food Service Helper, effective August 10, 2020
5. Paulina Geoffroy, Teaching Assistant, effective August 15, 2020
6. Kim Wright, Account Clerk/Typist, effective August 22, 2020
7. Brandy Rosselli, Teacher Aide/Student Aide, effective September 1, 2020 to accept a Teaching Assistant position
8. Alyssa Restrepo, Teacher Aide/Student Aide, effective September 2, 2020 to accept a Teaching Assistant position

ENC. 17

1. Recommend the Board amend the following Summer Work rate that was approved at the May 13, 2020 Board meeting:

Transition Services - From July 1, 2020 to September 2, 2020, hourly rate per contract ~~\$16.00/hour~~
Amanda Crafts not to exceed 250 hours

2. Recommend the Board amend the following Adult Education rates that were approved at the June 10, 2020 Board meeting:

Adult Education Health Careers, ~~\$38.00/hour~~ **\$38.50/hour**
Jaimie Beggs (Plumadore)
Catherine Chauvin
Linda Facteau
Mallory Mattison
Ann Schmitt

3. Recommend the Board amend the following Temporary Appointment that was approved at the July 08, 2020 Board meeting:

Name: Shawn Ryan
Position: Security and Law Enforcement Teacher
Effective Date: September 1, 2020 - June 30, 2021
Certification Status: Security Operations 7-12, Trans A certificate
Annual Base Salary: ~~\$48,313~~ **\$48,197**

ENC. 18

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

1. Name: Karen Dague (Pending Fingerprint Clearance)
Tenure Area: School Social Worker
Position: School Social Worker
Effective Date: September 2, 2020
Tentative Tenure Date: September 2, 2024
Certification Status: Licensed Clinical Social Worker-R
Annual Base Salary: \$55,165

2. Name: Brandy Rosselli
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: September 1, 2020
Tentative Tenure Date: September 1, 2024
Certification Status: Teaching Assistant Level 1
Annual Base Salary: \$ 23,751

3. Name: Alyssa Restrepo
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: September 2, 2020
Tentative Tenure Date: September 2, 2024
Certification Status: Teaching Assistant Level 1
Annual Base Salary: \$ 23,751

4. Name: Anne Taylor
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: September 2, 2020
Tentative Tenure Date: September 2, 2024
Certification Status: Teaching Assistant Level 1
Annual Base Salary: \$ 23,751

5. Name: Grace Mayhew
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: September 2, 2020
Tentative Tenure Date: September 2, 2024
Certification Status: Teaching Assistant Level 1
Annual Base Salary: \$ 23,751

ENC. 18 CONTINUED

6. Name: Jennifer Cowling
Tenure Area: Special Education Teacher
Position: Special Education Teacher
Effective Date: September 2, 2020
Tentative Tenure Date: September 2, 2024
Certification Status: Early Childhood Education (birth – grade 6), Initial Certificate, Students with Disabilities, (birth – grade 6), Initial Certificate
Annual Base Salary: \$46,468

7. Name: Nicholas Hebert
Tenure Area: Special Education Teacher
Position: Special Education Teacher
Effective Date: September 2, 2020
Tentative Tenure Date: September 2, 2024
Certification Status: Early Childhood Education (birth – grade 6), Emergency COVID-19, Students with Disabilities, (birth – grade 6), Emergency COVID-19
Annual Base Salary: \$46,468

8. Name: Nicole O’Connell
Tenure Area: School Administrator and Supervisor
Position: Principal
Effective Date: August 20, 2020
Tentative Tenure Date: August 20, 2024
Certification Status: School Building Leader, Initial Certificate, Elementary Education (Grade pre K – 6) Permanent Certificate, Reading Teacher (grades K–12) Permanent Certificate
Annual Base Salary: \$83,500
Prorated Amount: 78,281.25

(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. 19

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

1. Name: Angel Mitchell
Position: Teacher Aide/Student Aide
Effective Date: September 2, 2020
Tentative Permanent Date: September 2, 2021
Annual Base Salary: \$17,844

ENC. 20

Recommend that the Board appoint the following person(s) to a Civil Service Provisional Appointment as follows:

1. Name: Matthew Palkovic
Position: Network and Systems Technician
Effective Date: September 21, 2020
Annual Base Salary: \$59,049
Prorated Amount: \$46,103.64

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

ENC. 21

Recommend that the Board grant a Permanent Appointment (Civil Service) to the following person(s):

1. Ashtyn Moore, Teacher Aide/Student Aide, effective September 1, 2020
2. Johanna Pray, Teacher Aide/Student Aide, effective September 3, 2020
3. Maryssa Romeo, Teacher Aide/Student Aide, effective September 3, 2020
4. Emily Tolosky, Teacher Aide/Student Aide, effective September 16, 2020
5. Vicki Lynn Safford, Teacher Aide/Student Aide, effective September 23, 2020
6. Barbara Ero-O’Niel, Teacher Aide/Student Aide, effective September 26, 2020

ENC. 22

Recommend that the Board approve the following person(s) to a Temporary Appointment for the 2020-21 school year:

1. Name: Lauren Heath
Position: Allied Health Teacher
Effective Date: September 2, 2020 – June 30, 2021
Certification Status: Uncertified
Annual Base Salary: \$45,000
2. Name: William Fish
Position: Special Education Teacher
Effective Date: September 1, 2020 - June 30, 2021
Certification Status: Childhood Education (Grades 1-6) initial certificate
Annual Base Salary: \$47,417
3. Name: Heather Vanalphen
Position: Special Education Teacher
Effective Date: September 1, 2020 - June 30, 2021
Certification Status: Childhood Education (Grades 1-6) initial certificate
Annual Base Salary: \$47,091
4. Name: Cherie Passno
Position: Special Education Teacher
Effective Date: September 1, 2020 - June 30, 2021
Certification Status: Uncertified
Annualized Base Salary: \$44,357

ENC. 22 CONTINUED

5. Name: Stacie Minchoff
Position: Special Education Teacher
Effective Date: September 1, 2020 - June 30, 2021
Certification Status: Uncertified
Annualized Base Salary: \$44,031
6. Name: Maura Trombley
Tenure Area: Special Education Teacher
Position: Special Education Teacher
Effective Date: September 2, 2020 – June 30, 2021
Certification Status: Uncertified (pending SED approval)
Annual Base Salary: \$43,468
7. Name: Emily Lefevre
Position: LPN Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Job Skills Training Instructor, Adult Education Certificate
Annualized Salary: \$47,091
8. Name: Shirley LaReau-Kemp
Position: LPN Teacher
Effective: September 1, 2020 – June 30, 2021
Certification Status: Uncertified
Annualized Salary: \$45,451
9. Name: Erin Spoor
Position: LPN Teacher .50 FTE
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Job Skills Training Instructor, Adult Education Certificate
Annualized Salary: \$24,764.50
10. Name: Alexis Dirolf
Position: Adult Literacy Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Literacy and GED Preparation Instructor Adult Education Certificate
Annualized Salary: \$48,199
11. Name: Amy Burdo
Position: Adult Literacy Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Nursery, Kindergarten and grades 1 -6, Permanent Certificate
Annualized Salary: \$67,708
12. Name: Dalton Castine
Position: Adult Literacy Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Literacy and GED Preparation Instructor Adult Education Certificate
Annualized Salary: \$47,091

ENC. 22 CONTINUED

13. Name: Laura Johnson
Position: Adult Literacy Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Childhood Education (Grades 1-6) Professional Certificate
Annualized Salary: \$47,417
14. Name: Katie Labonte
Position: Adult Literacy Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Literacy and GED Preparation Instructor Adult Education Certificate
Annualized Salary: \$48,198
15. Name: Karen Manning
Position: Adult Literacy Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Uncertified
Annualized Salary: \$49,825
16. Name: Bridget Snow
Position: Adult Literacy Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Literacy and GED Preparation Instructor Adult Education Certificate, Nursery, Kindergarten and grades 1 -6, Permanent Certificate
Annualized Salary: \$47,417
17. Name: Tiffany Snow
Position: Adult Literacy Teacher
Effective Date: September 1, 2020 – June 30, 2021
Certification Status: Uncertified (expired, pending SED approval)
Annualized Salary: \$49,030

ENC. 23

Recommend that the Board approve the following Part-Time appointment(s) for the 2020-21 School Year:

<u>Name</u>	<u>Position</u>	<u>Annualized Salary</u>	<u>Prorated Salary</u>
Kathy Billings	Allied Health Teacher 40%	\$46,468	\$18,587.20
Catherine Chauvin	Allied Health Teacher 20%	\$47,091	\$9,418.20
Linda Facteau	Allied Health Teacher 40%	\$45,349	\$18,139.60
Ellen Lamora	Allied Health Teacher 20%	\$47,091	\$9,418.20
Mallory Mattison	Allied Health Teacher 20%	\$44,031	\$8,806.20

ENC. 24

Recommend that the Board appoint the following person(s) to a Part-Time Hourly Appointment for the 2020-2021 school year:

Teaching Assistant (\$16.00/hour)

Amanda Crafts

ENC. 25

Recommend that the Board approve the following Additional Work for the 2020-21 School Year:

Culinary Arts Management, hourly rate of pay

Tanner Senecal not to exceed 30 hours

Bevan Gertsch-Cochran not to exceed 30 hours

Stipend Positions, compensation per collective bargaining agreement

Thomas Rodriguez Maple Sugar Stipend – YD

Nicole Santaniello Skills USA Lead Advisor – YD

Lisa Fisher NTHS Advisor – Plattsburgh

Nicole Sanraniello NTHS Advisor – YD

Joshua Pierce Maple Sugar Stipend – Plattsburgh

Michael Guillette CV-TEC Yearbook Advisor- Plattsburgh

Jennifer Parker Greenhouse – Plattsburgh

Jennifer Parker Animal Science – Plattsburgh

Sheilah Boyea Yearbook Advisor – WAF

ENC. 26

Recommend that the Board approve the following 2020 Summer Work:

Summer Auto-Body Technician, (\$50.00/hour)

Thomas Tedford not to exceed 40 additional hours

Summer Electrician, (\$50.00/hour)

Fredric Johnson not to exceed 60 additional hours

Provide continued instruction for Adult Literacy, HSE, GRASP and Job Skills Training Program, (per diem rate of pay)

Amy Burdo not to exceed 10 additional days

Continuation of Normal Work Year Duties, (hourly rate of pay per contract)

Lucy Marbut not to exceed 5 additional hours

Kevin Donoghue not to exceed 25 additional hours

Nicole Santaniello not to exceed 10 additional hours

Classroom Move/Setup, (hourly rate of pay)

Lauren Heath not to exceed 12 hours

ENC. 26 CONTINUED

Curriculum Development, (hourly rate per contract)

Stephen Couture not to exceed 60 hours

Professional Development, (hourly rate per contract)

Karen Dague not to exceed 8 hours
James Anderson not to exceed 8 hours
Brigitte Phillips not to exceed 8 hours
Toni Perez not to exceed 8 hours
Kim Denton not to exceed 8 hours
Randy Ducatte not to exceed 8 hours
Stephanie Sorgule not to exceed 8 hours
Kristen Mitchell not to exceed 8 hours
Heidi Wells not to exceed 8 hours
Paula Cormier not to exceed 8 hours

ENC. 27

Recommend that the Board approve the following list of Curriculum Writers for the 2020-21 school year:

Curriculum Writer (\$25.00/hour)

Michael Bova
Thomas Fisher
Mel Howerton
Scott Bedard
Devin Drummond

ENC. 28

Recommend that the Board approve the following 2020-21 Substitute and Temporary-On-Call Annual Renewal List:

<u>Name</u>	<u>Position</u>
Donna Lavene	Account Clerk/Typist
Jerel Billings	Building Maintenance Mechanic
Thomas Fisher	Building Maintenance Mechanic
Donald Bush	Cleaner/Messenger
Leslie Plante	Clerk
Dylan Bedard	Custodial Worker
Janice Hart	Food Service Worker
Susan Mueller	Food Service Worker
Bryan Walton	Musical Instrument Repair Tech
Bonnie Berry	Principal
Sanford Coakley	Principal
Thomas Ryan	Principal
Peter Atchinson	Principal
Stephen Broadwell	Principal
Christopher Mazzella	Principal

ENC. 28 CONTINUED

Diane Leavine	Senior Stenographer
Colleen Gilligan	Teacher
Chad Davis	Teacher
Courtney Lapham	Teacher
Melodie St. Clair	Teacher
Susan Mueller	Teacher
Lisa Tallman	Teacher
Shaunessy Laclair	Teacher
Diane Leavine	Teacher
Thomas Fisher	Teacher
Peter McMillian	Teacher
Hannah Lafountain	Teacher
Elizabeth Parent	Teacher
Kara Bouyea	Teacher
Douglas Westover	Teacher
Kristy Brehm	Teacher
Cynthia Williams	Teacher
Tracey Luoma	Teacher
Elora Romano	Teacher
Richard Brogowski	Teacher
Cynthia Williams	Teacher Aide/Student Aide
Susan Mueller	Teacher Aide/Student Aide
Cynthia Warner	Teacher Aide/Student Aide
Ronnie Cunningham	Teacher Aide/Student Aide
Janice Hart	Teacher Aide/Student Aide
Kathy Nichols	Teacher Aide/Student Aide
Donna Caramia	Teacher Aide/Student Aide
Leeann Bishop	Teacher Aide/Student Aide
Lisa Dupell	Teacher Aide/Student Aide
Courtney Lapham	Teaching Assistant
Ronnie Cunningham	Teaching Assistant
Cynthia Williams	Teaching Assistant
Madison Bedard	Teaching Assistant
Cynthia Warner	Teaching Assistant
Susan Mueller	Teaching Assistant
Tracey Luoma	Teaching Assistant
Elora Romano	Teaching Assistant
Deborah Mascarenas	Typist

ENC. 29

Recommend that the Board approve the Memorandum of Agreement between the C-E-W-W Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals, Local 4807, NYSUT, AFT, AFL-CIO that acknowledges outside use of services. (attached)

ENC. 29

MEMORANDUM OF AGREEMENT BY AND BETWEEN

**the Board of Cooperative Educational Services of Clinton, Essex, Warren, and Washington Counties
("BOCES")**

and

the Champlain Valley Educational Services United Professionals, NYSUT, AFL-CIO ("CVES UP")

WHEREAS, the CVES UP and the BOCES are parties to a collective bargaining agreement ("CBA") in effect from July 1, 2019 to June 30, 2024; and

WHEREAS, the BOCES employs Teachers of the Deaf, who are recognized members of the CVES UP under Article I of the CBA; and

WHEREAS, the BOCES must fill two (2) full-time Teacher of the Deaf positions to meet staffing needs for the 2020-2021 school year; and

WHEREAS, the BOCES has been unsuccessful in its search for properly certified and qualified Teachers of the Deaf to fill the two (2) vacancies; and

THEREFORE THE PARTIES HEREBY AGREE TO THE FOLLOWING:

1. In consideration of the following promises, CVES UP hereby agrees to not file an Improper Practice Charge ("IP") with the Public Employment Relations Board ("PERB") and/or a grievance on or before June 30, 2021 regarding the outsourcing of bargaining unit work as described in paragraph two (2) of this agreement:
2. The agreement to not file an IP with PERB and/or file a grievance concerns the vendors' assignments for the 2020-2021 school year only. If the BOCES assigns, hires, or in any other manner permits the vendors to perform duties after June 30, 2021 the CVES UP reserves the right to file an IP charge and/or grievance. Should the CVES UP file a grievance or IP concerning the BOCES' use of the vendors to perform duties after June 30, 2021 the BOCES shall not use this agreement, and/or the work performed by the vendors pursuant thereto, as a defense that the CVES UP's IP charge and/or grievance is untimely.
3. The BOCES shall not use the robotic vendors' assignments as described in this agreement as evidence that the CVES UP has waived, in any manner, its exclusive right to represent the type of work performed by the vendors.

Nothing herein shall constitute a waiver of the CVES UP's right to file any grievance pursuant to any collective bargaining agreement and/or an IP charge with PERB concerning work that is not described in this agreement done by individuals who are not represented by the CVES UP. Except as set forth in paragraph three (3) above for the 2020-2021 school year, nothing in this Agreement shall constitute a waiver of any claim, position or defense of the CVES UP.

DATED: August ____, 2020

FOR THE BOCES:

Dr. Mark C. Davey
District Superintendent

FOR THE ASSOCIATION:

Elizabeth Landrie
CVES UP President

DRAFT



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 TCG
DA: August 7, 2020
RE: **August 2020 Board Report**

NYSED ISSUED REOPENING GUIDANCE AND CVES DEVELOPS A REOPENING PLAN

On July 16th, the New York State Education Department released [Reopening Guidance](#) to help school districts and BOCES across the state develop their reopening plan, whether that occurs in person, remotely, or hybrid (a combination of the two). The Department's guidance document is student-centered, with equity and local flexibility at its core. The guidance stresses the need for regular and frequent communication between districts and parents and the critical importance of parental involvement and family engagement. Finally, the document reminds schools and districts that they must always work to create and foster culturally responsive, student-centered learning environments that affirm racial, linguistic and cultural identities; prepare students for rigor and independent learning; develop students' abilities to connect across lines of difference; elevate historically marginalized voices; and empower students as agents of social change.

CVES convened a District-wide reopening committee of approximately 25 members to create our plan for all our campuses in under two weeks. The plan was developed based on guidance provided by NYSED and the NYS Department of Health, in addition to other state and organization reopening documents.

Our plan includes the following sections: Health and Safety, Facilities, Child Nutrition, Transportation, Social-Emotional Well-Being, School Schedules, Attendance and Chronic Absenteeism, Technology and Connectivity, Teaching and Learning, Special Education, Bilingual Education and World Languages, Certifications, and Evaluation of Principals and Teachers.

We successfully submitted our plan on Friday, July 31 and posted it on our website. Please visit <https://www.cves.org/2020-21-school-re-opening-plans/> to review our complete 2020-2021 Reopening Plan.

CVES PURCHASES MORE THAN 30,000 MASKS FOR BOCES AND COMPONENT SCHOOL DISTRICTS

This week, CVES received more than 30,000 masks. Jeff Sisson and Angela Jeanette, along with Stephanie Trombly, CVES Purchasing Agent, coordinated with W. B. Mason to secure the purchase for CVES BOCES and our component school districts. Angela sorted and had the masks ready for pick up by the end of the day. This will allow our BOCES and districts to provide staff and students masks for when our schools reopen in early September. Awesome teamwork by all!



BOARD OF REGENTS ACTS ON FOURTH SERIES OF EMERGENCY REGULATIONS TO EASE BURDENS OF EDUCATIONS, STUDENTS AND PROFESSIONALS IN WAKE OF THE COVID-19 PANDEMIC

At their July meeting, the NYS Board of Regents adopted emergency regulations, including the continuation of previously adopted amendments as well as new regulatory changes. The amendments cross multiple areas affecting P-12 schools, institutions of Higher Education and the professions and were informed by a series of eight regional meetings on reopening held for the P-12 and higher education communities. Those most pertinent to K-12 schools and CVES BOCES include:

- **Flexibility in Teacher-Student Ratios:** In school districts outside of New York City, for the 2020-21 school year there must be one teacher assigned to each class for three-year-old students with a class size of seven children or fewer, and there must be one teacher assigned to each class for four-year-old students with a class size of 8 children or fewer.
- **Flexibility for Unit of Study Requirements:** The definition of "Unit of study" is amended to provide that "equivalent" shall mean at least 180 minutes of instructional time per week for instruction delivered in a traditional face to face model or through alternative instructional

experiences, including but not limited to, digital technology or blended learning that represents standards-based learning under the guidance and direction of an appropriately certified teacher. Instructional experiences shall include, but not be limited to:

- meaningful and frequent interaction with an appropriately certified teacher;
- academic and other supports designed to meet the needs of the individual student; and
- instructional content that reflects consistent academic expectations as in-person instruction.

Any alternative instructional experience must include meaningful feedback on student assignments and methods of tracking student engagement. This amendment is necessary so that schools may plan for various types of instructional models, including hybrid models, because of contingencies that may make it impossible for a specific amount of face to face contact between teachers and students due to the COVID-19 crisis.


- **Flexibility for CDOS:** A career development and occupational studies (CDOS) commencement credential may be awarded to students exiting school in the 2020-21 school year who are unable to complete all of the 54 hours of documented school supervised work-based learning experiences required and otherwise meet all other requirements for such credential, where such schools are unable to provide students a certain portion of their scheduled work-based learning experience in the 2020-21 school year due to the COVID-19 crisis.
- **Science Laboratory Experience:** For the 2020-21 school year, the 1,200 minutes of lab experience may be met through a combination of hands-on and simulated laboratory experience.
- **Initial Evaluation -- Individual Psychological Evaluation:** An individual psychological evaluation is only a required component for an initial evaluation when it is determined to be necessary by a school psychologist, due to the COVID-19 crisis when schools are closed pursuant to an Executive Order of the Governor and students are learning remotely.
- **Initial Evaluation -- Observation:** An observation of a student is a required component for an initial evaluation only when it is determined appropriate by the Committee on Preschool Special Education or Committee on Special Education, due to the COVID-19 crisis when schools are closed pursuant to an Executive Order of the Governor and students are learning remotely. Classroom observations will continue to be a required component of an initial evaluation for students suspected of having a learning disability.
- **Flexibility in AIS Identification:** Schools are not required to conduct the two-step identification prescribed for identification of students in grades 3 through 8 to receive AIS for the 2020-21 school year due to the cancelation of State assessments for the 2019-20 school year due to the COVID-19 crisis.
- **Screening Waiver:** Hearing, vision, and scoliosis screenings required to be provided by public schools are waived for the 2020-21 school year due to the COVID-19 crisis, unless the screening is otherwise deemed necessary.
- **School Bus Drill:** For the first school bus drill to be conducted during the first seven days of schools, such seven days shall exclude any days where school is closed pursuant to an Executive Order of the Governor for the COVID-19 crisis for the Fall term for 2020-2021 school year.

- **Incidental teaching:** During the State of emergency declared by the Governor, pursuant to an Executive Order for the COVID-19 crisis, a superintendent of schools will be allowed to assign certified teachers to teach a subject not covered by their certificate for a period not to exceed ten classroom hours a week when no certified or qualified teachers are available after extensive and documented recruitment.
- **Substitute teachers:** During the State of emergency declared by the Governor, pursuant to an Executive Order for the COVID-19 crisis, substitute teachers who do not hold a valid certificate and who are not working toward certification, but who hold a high school diploma or its equivalent, may be employed by the school district or BOCES beyond the 40-day limit, for up to 90 days in extreme circumstances and for more than 90 days in rare circumstances.

For a complete description of the changes, please click on [the various Regents items](#).

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: August 10, 2020
 RE: August 2020 Board Report

CV-TEC DIVISIONAL LEADERSHIP TEAM & MANAGEMENT TEAM (DLT/CMT)

The CV-TEC Divisional Leadership Team & CV-TEC Management Team have met weekly since the beginning of the new year to continue our planning for the reopening of school and on the development of the CV-TEC Continuity of Learning plan. The DLT is comprised of the building and site leadership within the division: Mr. Adam Facticeau, Dr. Grace Stay, Mr. Jim McCartney and Ms. Cathy Snow. The CV-TEC Management Team is comprised of all members of the DLT along with our Divisional Coordinators: Mrs. Sherry Snow, Mrs. Dena Tedford, and Mrs. Colleen Lafountain, along with representation from our Guidance Department, Mrs. Lucy Marbut, and our administrative support team, Mrs. Tina LeFevre. Meetings are scheduled to continue throughout the month of August and will include opportunities to engage and collaborate with members of the CV-TEC teaching faculty and staff to further develop our reopening plans. In addition to the development of the comprehensive 2020-2021 CV-TEC Continuity of Learning plan, Divisional procedures & protocols are being reviewed, revised and created so as to be in compliance with the current SED and DOH guidance in response to COVID 19. The team will also continue efforts regarding CTE JMT & Statewide Assessments, APPR, District-wide & Divisional Strategic Planning Membership and District-wide Committees, and priority areas of focus in preparation for the opening of the new school year.



2020 CV-TEC CTE AWARD OF EXCELLENCE RECIPIENTS

Congratulations to the 2020 CV-TEC CTE Award of Excellence Medal Recipients who have each demonstrated outstanding accomplishments within their respective fields.

The 2020 CV-TEC High School Award of Excellence for Outstanding Achievement:

- Emily Whitney-Keene Central School
 (Animal Science/Vet. Tech Assistant, Plattsburgh Main Campus)
- Cole Glebus- Moriah Central School
 (Natural Resources Management, Mineville Campus)

The 2020 CV-TEC Post-Secondary Award of Excellence for Outstanding Achievement

- Tammy Eldredge (LPN Program, Plattsburgh Main Campus)

CV-TEC CTE Program Award of Excellence Recipients:



Allied Health

Award of Excellence-High School Student

Olivia Perry-Saranac Central School

Harley Macri- Schroon Lake Central School

Animal Science/Large Animal Production

Award of Excellence-High School Student

Steven Drew-Plattsburgh High School

Animal Science/Veterinary Assistant

Award of Excellence-High School

Emily Whitney-Keene Valley Central School

Auto Collision

Award of Excellence-High School Student

Donevin Edwards- Northeastern Clinton Central School

Nicholas Garrison- Schroon Lake Central School

Automotive Service

Award of Excellence-High School Student

Nicholas Clegg-Northern Adirondack Central School

Automotive Technology

Award of Excellence-High School Student

Carley Premo- Northern Adirondack Central School

Construction Trades

Award of Excellence-High School Student

Dalton Bechard-Chazy Central Rural School

Nolan Costello- Moriah Central School

Cosmetology

Award of Excellence-High School Student

Madisen Russell-Willsboro Central School

Award of Excellence-Post-Secondary Student

Vanessa Rondoy Camizan

Jennifer Taylor

Culinary Arts Management

Award of Excellence-High School Student

Kaden Douglas-LaDuke-Plattsburgh High School

Award of Excellence-Post-Secondary Student

Tyler Provost

Digital Art & Design

Award of Excellence-High School Student
Zachary Bushey- Beekmantown Central School

Early Childhood Education

Award of Excellence-High School Student
Katelyn Cragle- Beekmantown Central School

Award of Excellence-Post-Secondary Student
Nancy LaValley

Electrical Design, Installation & Alternative Energy

Award of Excellence-High School Student
Slade Bruce-Saranac Central School

Award of Excellence-Post-Secondary Student
Michael Magee

Environmental Conservation/Forestry

Award of Excellence-High School Student
Noah Hemingway-Northern Adirondack Central School

Food Service

Award of Excellence-High School Student
Katelynn Belair-Saranac Central School

Graphic Design & Communications

Award of Excellence-High School Student
Chylyn Gelineault-Northeastern Clinton Central School

Heavy Equipment/Diesel Mechanics

Award of Excellence-High School Student
Jacob Garlock-Northern Adirondack Central School

Marine Technology

Award of Excellence-High School Student
Zayne Leddick- Schroon Lake Central School

Medical Office Assisting

Award of Excellence-High School Student
Jadyn LaValley- Northern Adirondack Central School

Award of Excellence-Post-Secondary Student
Christina Marks



Natural Resources Management

Award of Excellence-High School Student
Cole Glebus- Moriah Central School

New Visions: Medical Careers

Award of Excellence-High School Student
Elizabeth Hynes-Beekmantown Central
School
Malika Saleem- Moriah Central School

Practical Nursing

Award of Excellence-Post Secondary Student
Tammy Eldredge

Security & Law Enforcement

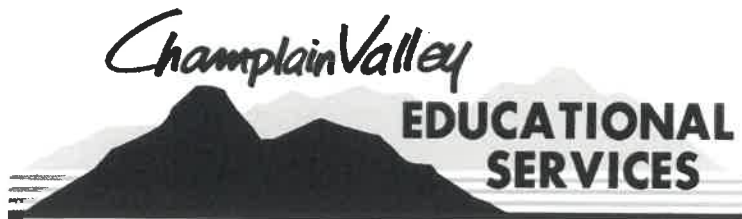
Award of Excellence-High School Student
Thomas Dezan-Northern Adirondack
Central School
Cody Boucher- Moriah Central School

Welding

Award of Excellence-High School Student
Dylan Welch-Saranac Central School

Award of Excellence-Post-Secondary Student
Connor Jessie





SPECIAL EDUCATION DIVISION

Matthew Slattery, Director

Plattsburgh Campus, 518-561-0100 Fax 518-561-5624

Mineville Campus, 518-942-6691 Fax 518-942-3368

www.cves.org/special-education

P. O. Box 455, Plattsburgh, NY 12901

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.

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

Extended School Year Update from Cherie Passno in ITSP

ESY in ITSP has been an overall success thus far. Each morning, the students participate in group counseling with staff. We always check in, say something positive about the night/weekend before, go over the students' schedule for the day, and then ask a series of thoughtful/inciteful questions (e.g. Fear- what are you afraid of? Is it possible to live your life without fear? Do you let fear drive your choices? Is fear contagious? Can you conquer fear? How?) After Group, students participate in their homework call with assigned staff and work on Math and ELA. It is completely individualized to what our students need and what they are interested in; examples include:

- Math - money skills [values of coins, adding/subtracting coins/bills, adding tax, etc.]
- ELA - reading Harry Potter and learning new vocabulary from the book
- a history report on an individual of choice (significant to our history)
- varying educational websites such as wonderopolis.org to learn about caves
- using canva.com to make comic book strips
- students have been participating in their art class every Tuesday with Ms. Palmer and in their Virtual Field Trip class with Mr. Wendling
- each Thursday we have Adventure Based Counseling remotely. The students do team building activities and must answer questions thinking outside of the box.

Our students have been doing an amazing job in ESY, despite the challenges of working remotely.

Hiring for the 2020-21 School Year

Hiring well, is one of the most important things we can do for the success of our students, our teams, our programs, and our organization. We have an outstanding group of faculty, staff, and administration that care deeply for the success of all our students. We need and deserve equally strong hires. I am pleased to share we have had great success this summer making recommendations to the District Superintendent of our top candidates through a collaborative interview process for each position. This includes:

- 3 Special Education Teachers
- 1 Clinical Social Worker
- 1 Principal Leader

Additional care was put into involving our stakeholders in finding our next principal leader. On the next two pages, please find communication outlining our Ideal Candidate Profile Survey and our process timeline.

Principal Hiring Update

Special Education Division
 Director Matt Slattery
 July 22, 2020



Hiring well, is one of the most important things we can do for the success of our students, our teams, our programs, and our organization. We have an outstanding group of faculty, staff, and administration that care deeply for the success of all our students. We need and deserve a strong principal leader with equivalent attributes and one that will carry out our core beliefs. Many thanks to everyone’s contributions to our search process for securing our next principal leader. From your survey input, to volunteering your time to be a part of our stakeholder committee, your professionalism and collaboration is appreciated!

The Ideal Candidate Profile Survey Results – Input from our School Community

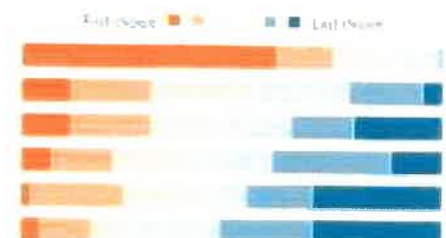
- 84 Responses
- *Builds Relationships with People: Fosters genuine trusting relationships with students, staff, families, and the community and empowers others to work in the best interest of all students.*

- o Faculty and staff overwhelming identified this standard as the most important skill set for our new principal leader

Using the information below, please rank the importance of each standards from 1 (most important) to 6 (least important):

More Details

Rank	Options
1	Builds Relationships with People
2	Accountability, Promote Equity
3	Instructional Leadership (e. Serv.
4	Develops the Organization (e.
5	Values Diversity and Equity (e.
6	Establishes Direction (e. Serv.



- How important is it that the principal hire (1- most important to 4 – least important):
 - o have successful teaching experience: 1.83
 - o have successful experience in and knowledge of special education: 1.71
 - o to develop teachers and staff: 2.01

Ranking of Leadership Qualities

1. Effective Communicator
2. Empowers Teachers and Staff
3. Effective Listener
4. Problem Solver
5. Instructional Leader
6. Highly Visible
7. Values Diversity

Please rank the leadership qualities that you believe the principal should have. (1 is the most important quality, 7 is the least important.)

More Details

Rank	Options
1	Effective Communicator
2	Empowers Teachers and Staff
3	Effective Listener
4	Problem Solver
5	Instructional Leader
6	Highly Visible
7	Values Diversity



- 70 questions submitted. These have been collated and condensed and will be used in round 1 interviews.

Hiring Timeline and Process

- July 13-20** **The Ideal Candidate Profile Survey – Gathering Collective Input from our School Community**
- July 24** **Round 1 Interviews: The Stakeholder Group**
- The stakeholder group is comprised of teachers, a teaching assistant, paraprofessionals, related service providers, administration, and principal's secretary (13-15 members)
- Input will be used to move finalist candidates to the next round.
- Week of July 27** **Round 2 Interviews: The District Superintendent's Cabinet**
- This group includes Dr. Davey, Mrs. Gray, Mr. Bell, Mrs. Friedman, and Mr. Slattery
- Input will be used to move a finalist candidate to the next round
- Week of Aug 3** **Round 3 Interview: Final Round with Dr. Davey**
- Secure candidate for District Superintendent's recommendation to the CVES BOCES Board
- Aug. 19** **CVES BOCES Board Meeting**
- District Superintendent recommendation for CVES BOCES Board consideration

CVES Autism Teacher Manual Readied

In collaboration with the New England Center for Children, we have developed a teacher manual specific to organizing and addressing the needs within our Autism program.



CVES Autism Teacher Manual 

CVES Puzzle Solvers

Supervision of Autism Classrooms



OVERVIEW

Welcome to the CVES Autism program!

Champlain Valley Education Services (CVES) has been offering research-based services for students with autism since 2016. Scientific research demonstrates that interventions based on Applied Behavior Analysis (ABA) are the most effective treatment for autism.

Our classrooms provide intensive individualized programs for students with autism based on the principles and instructional methods of ABA. Highly trained teachers, related service providers, teaching assistants and paraprofessionals work collaboratively to teach a broad range of skills with the goal of maximizing each student's potential.

Champlain Valley Educational Services uses ABA based instructional techniques to teach new skills and behaviors to be carried over or "generalized" to the home and community. Our classrooms use the Autism Curriculum Encyclopedia (ACE). The ACE is a program developed by the New England Center for Children (NECC), an internationally recognized school for autism treatment and education.

The New England Center for Children describes the ACE as the culmination of over 40 years of research and practice. This curriculum package provides our Board-Certified Behavior Analyst (BCBA) and Special Educators the ability to assess, teach and evaluate progress using evidence-based procedures.

CLASSROOM SUPERVISION AND OVERSIGHT

The Classroom Teacher, with support from the Special Education Director, Autism Program Supervisor, and BCBA, is directly responsible for the classroom operation, including but not limited to creating an organized and appealing learning environment; monitoring and modifying student programming, to ensure student progress; training and supporting the classroom paraprofessionals in the implementation of student programs and ensuring effective and collaborative communication between related services, school administration and families. Classroom operation and supervision responsibilities include:

- **General Oversight:** The Classroom Teacher, with support of the Autism Program Supervisor/Principal, will direct the classroom in a way that is productive, professional, collaborative (i.e. outside agencies, parents and related service providers), and results in students' progress.
- **Classroom Organization:** The Classroom Teacher maintains an attractive educational environment that is age-appropriate and in line with district guidelines (e.g. supplies, decorations and cleaning). The Classroom Teacher will regularly conduct inventory of classroom supplies and orders as necessary. Further, the Classroom Teacher will maintain up to date and organized student files.
- **Scheduling:** The Classroom Teacher, with the assistance of the Teaching Assistant, will develop all student and staff weekly/daily schedules using the program template. All classroom staff, including Classroom Teachers and Teaching Assistants will be scheduled in the rotations. All classroom staff are expected to work with all students in the classroom. Some students identified by the BCBA will work with fewer staff throughout the day. [See Appendix A.](#)

Reopening Planning at the Divisional Level

Our organization's reopening committee, led by Dr. Davey and Mrs. Calabrese-Gray and comprising of 25 plus members, did an excellent job of crafting our state mandated reopening plan in a quick 2-week turnaround window.

Now, it is up to our division to fill in the details for our day-to-day operations. One of our greatest strengths lies in the expertise, insight, and experience of our staff the makes up our #CVESSTRONG organization. Together, we will create the best learning environments for our students and our staff through these uncertain times.

To organize this process, and to engage as many as possible to be a part of our solution, we have created the below meeting schedule. These working sessions are designed to gather ideas and feedback - what worked well, what do we need to do better, what do we need to more clearly define, what support/training do we need, etc....

- Each session will last 1 hour
- Our goal is to create a written set of guidelines to roll-out to staff late August. We will use the format of our [Continuity of Learning Plan](#).
- [Operational Reopening Plan Input Survey](#) - a quick link for staff to submit an area we need to troubleshoot or define to be successful in this school year.

Topic	Meeting Date/ Time	Teams Meeting Link	Facilitator(s)
Related Service Providers - Session 1 <ul style="list-style-type: none">• Signage and space• Working 1:1• Disinfecting in between• Teletherapy• Training Needs	8/6 @ 1pm	Join Microsoft Teams Meeting	Slattery, Stay, Valenzuela
Teachers- Session 1 <ul style="list-style-type: none">• Signage and space• Classroom Layout• Hybrid Model Management• Behavior Management• Microsoft Teams 2.0	8/6 @ 2:15	Join Microsoft Teams Meeting	Stay, Valenzuela, Waldron
Related Service Providers- Session 2 <ul style="list-style-type: none">• Continuation from Session 1	8/7 @ 1pm	Join Microsoft Teams Meeting	Slattery, Stay, Valenzuela
Teachers- Session 2 <ul style="list-style-type: none">• Continuation from Session 1	8/7 @ 2:15	Join Microsoft Teams Meeting	Stay, Valenzuela, Waldron
Progress Monitoring <ul style="list-style-type: none">• Required by NYSED• How to do in remote environment?	8/10 @ 11am	Join Microsoft Teams Meeting	Mott, Waldron
Transportation (WAF) <ul style="list-style-type: none">• Arrival & Dismissal	8/11 @ 11am	Join Microsoft Teams Meeting	Valenzuela, Robinson

Transportation (YD) <ul style="list-style-type: none"> • Arrival & Dismissal 	8/11 @12:15pm	Join Microsoft Teams Meeting	Stay, Robinson
Food Service <ul style="list-style-type: none"> • Ordering, breakfast, lunch, where to eat 	8/12 @ 9am	Join Microsoft Teams Meeting	Holbrooke, Robinson, Valenzuela
Physical Interventions <ul style="list-style-type: none"> • Best practices in COVID era • CALM & TCIS • State Guidance 	8/12 @ 2pm	Join Microsoft Teams Meeting	Slattery, Stay, Valenzuela
Specials <ul style="list-style-type: none"> • Delivery of Services • Scheduling Cleaning of Tools/Equipment	8/12 @ 11:30 a.m.	Join Microsoft Teams Meeting	Stay, Valenzuela, Robinson
Nursing <ul style="list-style-type: none"> • Hand Sanitizer Protocol • PPE • When to isolate students • Multi system Inflammatory Syndrome symptoms 	8/13 @ 10:00 a.m.	Join Microsoft Teams Meeting	Abar, Davidson, Smart, Tursky

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

EFFECTIVE 07/31/20

Coser	FINAL	FINAL	930-2020	944-2019	947-2020	949-2020	950-2020	FINAL	951-2020
	921-2020	927-2019	927-2020	944-2019	947-2020	949-2020	950-2020	951-2019	951-2020
Program Description	NSLP Equipment Assistance (WAF)	Core Rehabilitation Services	Core Rehabilitation Services	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	\$ 631,752	\$ 300,000	\$ 98,775	\$ 11,382	\$ 409,041	\$ 7,397	\$ 7,247
Revenue Available/Earned	\$ 5,117	\$ 295,374	\$ 204,785	\$ 150,000	\$ 97,040	\$ 9,704	\$ 409,041	\$ (428)	\$ -
Prior Year Rollover	-	191,714	208,820	-	1,735	1,678	-	2,978	7,975
Expenditures to-date	(5,117)	(487,088)	(294,985)	(28,259)	(95,446)	(10,189)	(375,038)	(2,550)	(2,635)
Est.Encumbrances to-date (including indirect cost)*	-	(144,294)	(109,721)	(39,069)	(1,528)	-	(32,192)	-	(1,136)
Unexpended Balance	\$ -	\$ 0	\$ (25,674)	\$ (137,960)	\$ 1,801	\$ 1,193	\$ 1,811	\$ -	\$ 4,004
Percentage Utilized	99%	99%	70%	46%	98%	90%	100%	34%	55%
Grant Program Ending:	7/31/2020	12/31/2019	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	2/22/2019	6/26/2019	6/29/2019	8/30/2019	6/4/2019	6/4/2019
Director:	Bell	Slattery	Slattery	Gray	Gray	Gray	Friedman	Friedman	Friedman

Coser	FINAL	FINAL	959-2019	959-2020	963-2020	965-2020	966-2020	FINAL	967-2020
	952-2020	954-2020	956-2020	959-2020	963-2020	965-2020	966-2020	967-2020	967-2020
Program Description	WIOA, Title II, Adult Basic Ed	Perkins IV/CTEIA-Basic Grant	SLS Supplemental Operating Aid	SNAP Employment & Training Venture IV	North Country Region Career Pathways III	WIOA, Title II, Incarcerated	NYS Basic Literacy- JCEO	NYS Basic Literacy- One Work Source	NYS Basic Literacy- One Work Source
Approved Budget	\$ 60,182	\$ 108,175	\$ 50,723	\$ 300,000	\$ 185,747	\$ 331,353	\$ 125,000	\$ 125,000	\$ 125,000
Revenue Available/Earned	\$ 60,182	\$ 108,175	\$ 47,385	\$ 37,721	\$ 133,500	\$ 331,353	\$ 125,000	\$ 125,000	\$ 125,000
Prior Year Rollover	-	-	3,338	76,257	14,997	-	-	-	-
Expenditures to-date	(59,196)	(101,245)	(47,146)	(113,978)	(58,404)	(312,845)	(123,041)	(123,008)	(123,008)
Est.Encumbrances to-date (including indirect cost)*	(889)	(6,813)	(914)	(89,303)	(1,116)	(18,308)	(1,845)	(1,845)	(1,845)
Unexpended Balance	\$ 97	\$ 117	\$ 2,663	\$ (0)	\$ 88,977	\$ 200	\$ 114	\$ 147	\$ 147
Percentage Utilized	100%	100%	95%	38%	32%	100%	100%	100%	100%
Grant Program Ending:	6/30/2020	6/30/2020	6/30/2020	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	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

*Includes total unpaid salary and related benefits allocated to the program through year-end.
**Project Finance Approval Pending with Agency.

CEMW BOCES
SPECIAL AID FUND PROGRAMS REVIEW
STATUS EVALUATION

2019/2020

****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.

EFFECTIVE 07/31/20