

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 IN PLATTSBURGH, NY ON SEPTEMBER 8, 2021
PROPOSED EXECUTIVE SESSION AT 6:30 P.M. – MEETING TO FOLLOW**

- No Action 1. CALL TO ORDER: Board President
 a. The Pledge of Allegiance
 b. Roll Call of Board Members
- No Action 2. EXECUTIVE SESSION
- No Action 3. INTRODUCTION OF ALL PRESENT
- No Action 4. OPINIONS AND CONCERNS FROM THE AUDIENCE
- No Action 5. CAPITAL PROJECT UPDATE --Dr. Mark Davey & Mr. Eric Bell
- No Action 6. DISTRICT SUPERINTENDENT’S UPDATE
- Action 7. MINUTES OF PREVIOUS MEETING
 a. August 18, 2021 Meeting Minutes (Enc. 1)
- Action 8. CONSENT AGENDA FINANCIAL
Action a. Certification of Warrant (Enc. 2)
Action b. Treasurer’s Reports (Enc. 3)
Action c. Donation (Enc. 4)
Action d. Special Aid Fund Project Continuations (Enc. 5)
Action e. Special Aid Fund Projects (Enc. 6)
Action f. Budget Increases (Enc. 7)
Action g. Cross Contracts (Enc. 8)
Action h. Contractor/Consultant Agreement (Enc. 9)
Action i. Membership (Enc. 10)
- Action 9. OLD BUSINESS - Committees
Action a. Audit Committee Member (Enc. 11)
- Action 10. CONSENT AGENDA PERSONNEL
Action a. Rescind (Enc. 12)
Action b. Amendment (Enc. 13)
Action c. Resignations (Enc. 14)
Action d. Leave of Absence (Enc. 15)
Action e. Civil Service Probationary Appointment (Enc. 16)
Action f. Civil Service Provisional Part-Time Hourly Appointment (Enc. 17)
Action g. Permanent Appointments (Enc. 18)
Action h. Temporary Appointments (Enc. 19)
Action i. Part-time Appointments (Enc. 20)
Action j. Additional Work (Enc. 21)

- Action k. 2021 Summer Work (Enc. 22)
- Action l. Substitutes (Enc. 23)
- Action m. New Employee Orientation Compensation (Enc. 24)

11. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. Adopt Revised Policy (Enc. 25)
- Action b. Adopt New Policy (Enc. 26)
- No Action c. Revised Policy – First Reading (Enc. 27)
- No Action d. 2020/21 DS Approved Cross Contract Budget Increases (Enc. 28)

12. NEW BUSINESS

- No Action a. None this Month

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

No Action 14. OTHER

No Action 15. NEXT BOARD MEETING

Wednesday, October 13, 2021, at the Instructional Services Center in Plattsburgh – Proposed Executive Session at 6:30 p.m. – Meeting at 7:30 p.m.

No Action 16. REPORTS FROM DIRECTORS (Enc. 29)

Action 17. ADJOURNMENT

CHAMPLAIN VALLEY EDUCATIONAL SERVICES

VISION

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

MISSION

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

IMPORTANT DATES

September 8, 2021	Board Meeting – Instructional Services Center, Mineville – 6:30 p.m.
September 30, 2021	CV-TEC HSED Graduation Ceremony – West Side Ballroom – 6:30 p.m. Postponed
October 13, 2021	Audit Committee Meeting – Instructional Services Center, Plattsburgh – 5:00 p.m.
October 13, 2021	Board Meeting – Instructional Services Center, Plattsburgh – 6:30 p.m.
October 14, 2021	Special Education Open House/Community Resources Fair - WAF – 4:00 p.m.
October 20, 2021	CV-TEC Family Night – Mineville – 6:00 p.m.
October 21, 2021	CV-TEC Family Night – Plattsburgh – 6:00 p.m.
October 24-26, 2021	NYSSBA Convention – New York City
November 2, 2021	Board Budget Committee Meeting – Discuss Budget Development & Review 2021-22 Reconciliations – Conference Center, Plattsburgh 7:00 p.m.
November 10, 2021	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
November 30, 2021	Board Budget Committee Meeting – Review Reconciliations & Set Parameters for 2022-23 Budgets – Conference Center, Plattsburgh 7:00 p.m.
December 8, 2021	Audit Committee Meeting – John Harold Center, Plattsburgh 5:00 p.m.
December 8, 2021	Board Meeting – John Harrold Center, Plattsburgh – 7:30 p.m.
January 12, 2022	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
January 25, 2022	Board Budget Committee Meeting – Analyze/Discuss Preliminary 2022-23 Budgets – Finalize Draft Budgets – Conference Center, Plattsburgh - 7:00 p.m.
February 9, 2022	Audit Committee Meeting – Conference Center, Plattsburgh 5:00 p.m.
February 9, 2022	Board Meeting/Budget Presentations – Conference Center, Plattsburgh – 6:30 p.m.
February 17-19, 2022	AASA Convention – Nashville, TN
March 7, 2022	Spelling Bee – Plattsburgh City School High School Auditorium 5:00 p.m. (Snow date: March 8, 2022)
March 9, 2022	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
March 9, 2022	ISAB Awards – Giltz Auditorium SUNY Plattsburgh – TBD
March 24, 2022	CV-TEC Open House – Plattsburgh – 6:00 p.m.
March 29, 2022	CV-TEC Open House – Mineville – 6:00 p.m.
April 2-4, 2022	NSBA Convention – San Diego, CA
April 13, 2022	Annual Meeting – Conference Center, Plattsburgh – 6:30 p.m.
April 28, 2022	Election of CVES Board Members and Vote on Administrative Budget
May 11, 2022	Audit Committee Meeting – Yandon-Dillon Center, Mineville 5:00 p.m.
May 11, 2022	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
May 18, 2022	NTHS Ceremony (Mineville Campus) Moriah CSD – 7:00 p.m.
May 19, 2021	Career Connect – Location/Time TBD
May 26, 2022	NTHS Ceremony (Plattsburgh Campus) TBD – 7:00 p.m.
May TBD, 2022	SkillsUSA Awards Banquet – TBD – 6:00 p.m.
June 8, 2022	Board Meeting – Conference Center, Plattsburgh – 6:30 p.m.
June 9, 2022	No. Country Loggers Awards Banquet – TBD
June 10, 2022	WAF Graduation Ceremony – SUNY Giltz Auditorium – 9:30 a.m.
June 17, 2022	Yandon-Dillon Special Education Graduation Ceremony – Mineville Campus – 11:00 a.m.
June TBD, 2022	HSED Graduation – TBD – 1:00 p.m.
June 21, 2022	CV-TEC Plattsburgh Graduation Ceremony – TBD – 7:00 p.m.
June 22, 2022	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 August 18, 2021 regular Board meeting. (attached)

ENC. 2

Recommend that the Board approve the Certification of Warrant for August 10, 2021 to August 30, 2021. (attached)

ENC. 3

Recommend that the Board approve the Treasurer's Report from June 30, 2021. (attached)

ENC. 4

Recommend that the Board approve the following Donation:

1. Donation of a 1999 Jeep Laredo from Dr. Charles Jones, with an estimated value of \$5,000. This donation will benefit the Automotive Technology program at CV-TEC.

ENC. 5

Recommend that the Board approve the following Special Aid Fund Project continuations:

1. Strengthening Career and Technical Education for the 21st Century Act (PERKINS V) special aid fund be allowed to continue providing services for the period October 1 – December 31, 2021. Expenditures are not allowed to exceed \$26,838. (CV-TEC)

2. Employment Preparation Education Program (EPE) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2021. Expenditures are not allowed to exceed \$84,871. (CV-TEC)

3. Workforce Innovation and Opportunity Act Title II & Welfare Education Program Adult Basic Education & Literacy Services (ABE) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2021. Expenditures are not allowed to exceed \$8,714. (CV-TEC)

4. Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Corrections special aid fund be allowed to continue providing services for the period July 1 – September 30, 2021. Expenditures are not to exceed \$56,943. (CV-TEC)

5. Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Literacy Zone (One Work Source) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2021. Expenditures are not to exceed \$19,349. (CV-TEC)

6. Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Literacy Zone (JCEO) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2021. Expenditures are not to exceed \$20,753. (CV-TEC)

ENC. 1

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

DRAFT

DATE: August 18, 2021
KIND OF MEETING: Regular Board Meeting
PLACE: Instructional Services Center - Plattsburgh NY

Board Members Present:

Patricia Gero
Richard Harriman, Sr.
Richard Malaney
Ed Marin
Thomas McCabe
Bruce Murdock
Lori Saunders
Florence Sears
Michael St. Pierre
Donna Wotton

Board Members Absent:

Leisa Boise
Doug Spilling
Scott Thurber

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Amy Campbell
Michele Friedman
Matthew Slattery
Eric Bell
Eric Robert
Paul Lamoy
Garrett Hamlin

MEETING
TO ORDER

Board President St. Pierre called the meeting to order at 6:35 p.m.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mr. Harriman Sr., 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. All Board Members present voted yes—motion carried.

In Executive Session, the District Superintendent first reviewed his draft 2021-22 DS goals. Dr. Davey discussed his rationale for the proposed goals and the anticipated steps he would undertake during the upcoming school year to meet. The Board was given the opportunity to provide feedback and ask questions, and they were in agreement with his goals. Second, Ms. Meghan Zedick, Esq. an attorney with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC., was invited to attend the Executive Session. She provided legal advice on various topics including an update on several investigations underway and recommended follow-up steps. Ms. Zedick also reviewed a confidential personnel matter involving a specific employee and disciplinary action. Third, several recommended Board actions involving specific individuals were discussed. Next, a labor relations update was provided on a recommended MOA (Memorandum of Agreement) to support adding new positions to a collective bargaining agreement and several individual contract updates. Fifth, Dr. Davey shared his recommendation to approve the ELC COVID-19 Testing Contract with the Clinton County Health Department and a related COVID-19 Testing Coordinator Job Posting advertisement. CVES' legal counsel, Mr. Joseph Lavorando, Esq. has

reviewed and approved the contract. CVES is the planned lead agency that will work with the Clinton County Health Department that will hire staff for the ELC testing implementation in Clinton County Schools. Lastly, several confidential personnel matters were discussed.

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 7:25 p.m. All Board Members present voted yes—motion carried.

**MOMENT OF
SILENCE IN
MEMORY OF
CVES BOARD
MEMBER LINDA
GONYO-HORNE**

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

WHEREAS, the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services (BOCES) (Champlain Valley Educational Services), wishes to recognize the passing of a dedicated, committed colleague and Board member, Mrs. Linda Gonyo-Horne; and,

WHEREAS, Mrs. Linda Gonyo-Horne was a veteran member of the Board serving BOCES for 18 years with a passion and commitment rivaling any Board member; and,

WHEREAS, Mrs. Gonyo-Horne was a 15-year Board member in the Northeastern Clinton Central School Districts; and,

WHEREAS, Mrs. Gonyo-Horne dedicated 10 years of service as a Rural Schools Association (RSA) of New York State Board of Directors member; and,

WHEREAS, throughout her service in all of these roles, Mrs. Gonyo-Horne put the interests and education of students first:

NOW, THEREFORE, THE BOARD HEREBY:

1. Recognizes Mrs. Linda Gonyo-Horne for her selfless commitment to the education and learning of students throughout the North Country over the span of two decades; and
2. Commemorates her work as a model of public service as a member of Boards dedicated to students and education; and,
3. Remembers Mrs. Gonyo-Horne for the time, effort, and insight she provided to make every organization she served better and stronger. All Board Members present voted yes—motion carried.

**CAPITAL PROJECT
UPDATE**

Dr. Davey began the Capital Project update by commending our CVES Capital Project construction team noting the amount of progress that has been made during the summer break. Mr. Bell then introduced Mr. Eric Robert and Mr. Paul Lamoy of SchoolHouse Construction Services and Mr. Garrett Hamlin of Tetra Tech Architects & Engineers. Mr. Lamoy shared with the Board that even with the additional scope of work that has been added throughout the project (generators, roofing, hazardous materials, etc.), CVES' Capital Project is currently under budget as well as on schedule. At the Plattsburgh Main Campus, construction is about 99% complete, with only the replacement of main lobby tile remaining due to scratches from the factory. The Satellite Campus North Building is 98% complete at this time and contractors are waiting on materials to arrive to finalize

(canopy) wall panels and wind screening scheduled to arrive mid-September. The Satellite Campus Annex is nearing completion, with windows set to arrive at the end of August for installation. Interior finishes are being completed at this time and the arrival of the transfer switch this week will allow for the main power source to be finalized. Several progress photos were then shared to show the substantial construction that has taken place over the summer months. Progress continues at the Mineville Campus with window installation complete, door installation ongoing, renovations to the main office area and a new secured front entrance are all nearing completion. Third, Mr. Lamoy and Mr. Robert presented the project schedule outlook with all work scheduled to be finalized by the end of September 2021. Lastly Mr. Bell provided updates on a potential Phase 2 of the Capital Project including an estimated budget and additional scope of proposed work. Mr. Hamlin shared the proposed scheduling of the phase 2 project timeline including the design process, submission, NYSED review, bidding & award and the construction phase to begin in the Spring of 2023.

PREVIOUS
MINUTES

Mr. Harriman Sr. moved, seconded by Mr. Murdock, to approve the minutes of the July 14, 2021 reorganizational meeting as presented. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

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

CERTIFICATION
OF WARRANT

Approve the Certification of Warrant for July 1, 2021 to August 9, 2021, as presented.

CROSS
CONTRACTS

Approve the following Cross Contracts:

1. 2020-21 Final- Otsego-Northern Catskills BOCES, \$25
-School Improvement Workshops (CVES)
2. 2020-21 Final - Erie 2 BOCES, \$11,828.17
-Video Conferencing (Boquet Valley, Moriah, Peru, Saranac)
-Superintendent Evaluation (Beekmantown)
3. 2020-21 Final - Delaware-Chenango-Madison-Otsego BOCES, \$18.913
-Staff Development Workshops (Peru CSD)
4. 2020-21 Final- Capital Region BOCES, \$4,963,875.59
-Arts in Educations (CVES)
-Distance Learning (AuSable Valley, Beekmantown, Moriah, Plattsburgh, Willsboro)
-School Curriculum Improvement (Northern Adirondack, Peru)
-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, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Willsboro)
-Computer Services (AuSable Valley, Beekmantown, Boquet Valley, CVES, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Saranac, Schroon Lake, Ticonderoga, Willsboro)
-VOIP Telephone Services (Boquet Valley, Chazy, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Ticonderoga)
-Labor Relations (Beekmantown, Boquet Valley, CVES, Chazy, Moriah, Northeastern Clinton, Northern Adirondack, Saranac, Ticonderoga, Willsboro)
-Teacher Certification (AuSable Valley, Beekmantown, Boquet Valley, CVES, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Saranac, Schroon Lake, Ticonderoga, Willsboro)
5. 2020-21 Final- Tompkins-Seneca-Tioga BOCES, \$6,583
-School Improvement Services (Peru)
6. 2020-2021 Final- Monroe 2-Orleans BOCES, \$2,883.35
-Elementary Science Program (Keene)
7. 2020-2021 Final – Oswego CITI BOCES, \$2,950
-School Improvement (Northern Adirondack)
-NYS CDOS-SACC Credit Management (CVES)
8. 2021-22 Initial - Questar III BOCES, \$56,923
-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).
9. 2021-22 Initial - Onondaga-Cortland-Madison BOCES, \$616
-Energy Coordination Services (Keene CSD)

**CONTRACTOR/
CONSULTANT
AGREEMENTS**

Approve the following Contractor/Consultant Agreements:

1. 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 2021-2022 school year for an amount not anticipated to exceed \$17,580. (Administration)
2. Agreement between Clinton-Essex-Warren-Washington BOCES and A.P.L. Associates for the purpose of obtaining an Instructional Skills Level I Workshop for BOCES and BOCES component districts in an amount not anticipated to

exceed \$19,200. The workshop dates are December 14, 15 & 16, 2021 and January 25 & 26, 2022. (ISC)

**ADULT
EDUCATION
SPONSORSHIP
AGREEMENTS**

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 2021-2022 school year. (CV-TEC)

MOTOROLA BID

Award the bid for F.M. Motorola Repeaters, Mobile, Portable Equipment, Related Software and Bus Mobile Video Systems to Bear Communications of Plattsburgh, NY for the following amounts. Bid pricing shall remain valid for the dates of August 19, 2021 through August 18, 2022.

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 - \$1,272
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 - \$615
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%

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

Notes: Bear Communications Services 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.

**AGREEMENT FOR
CAFETERIA
MEALS SERVICES**

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 2021-22 school year. ACAP agrees

to pay BOCES the following meal prices: \$2.46 for each student breakfast; \$3.81 for each student lunch; \$2.65 for each adult breakfast; \$4.45 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 2021-22 service period. (Management Services)

NATIONAL
SCHOOL LUNCH
PROGRAM

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 2021-22 school year.

OFFICERS FOR
FREE AND
REDUCED LUNCH
APPEALS

1. Appoint Jessica LaClair, Accountant (Schools), as the Reviewing and Verification Official for Free and Reduce Lunch Eligibility, effective August 18, 2021, through the July 2022 Reorganizational Meeting, with no additional compensation.

2. Appoint Eric Bell, Assistant Superintendent of Management Services, as the Hearing Official for Free and Reduced Lunch appeals, effective August 18, 2021 through the July 2022 Reorganizational Meeting, with no additional compensation.

SCHOOL
BREAKFAST/
LUNCH RATE
INCREASES

Adopt the following costs for second meals for students in our cafeterias. A cost of \$2.46 for a Second Breakfast and \$3.81 for a Second Lunch. First meals are free for students under the Community Eligibility Provision (CEP). (Yandon-Dillon and William A. Fritz Campuses)

SPECIAL
EDUCATION
SCHOOL-AGE
SUMMER SCHOOL
RESOLUTION

Approve the following Special Education School-Age Summer School Resolution:

1. WHEREAS, the stated vision of Clinton-Essex-Warren-Washington (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-Age Summer School; and WHEREAS, CEWW BOCES provides Special Education School-Age 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 2022 Special Education School-Age Summer School and to pay the actual costs of operating the 2022 summer program, notwithstanding State Education Department tuition rates:

AuSable Valley, Beekmantown, Boquet Valley, Chazy Union Free, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City, 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 2022 summer program, notwithstanding State

Education Department tuition rates, the CEWW Board of Cooperative Educational Services authorizes the CEWW BOCES Special Education Director to provide 2022 Special Education School-Age 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-Age Summer School; and

WHEREAS, CEWW BOCES provides Special Education School-Age 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 2023 summer program, notwithstanding State Education Department tuition rates, as indicated by written notice from those Districts, no later than August 1, 2022; CEWW BOCES will diligently analyze its ability to provide services in summer 2023, 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.

OLD BUSINESS
COMMITTEE
REPORTS

Mr. Murdock moved, seconded by Mr. Marin, to table appointing an additional Board Member to serve on the CVES Audit Committee (pertaining to the 2020-21 audit) for the 2021-22 school year until the September 8, 2021 Board meeting. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
PERSONNEL

Mr. Murdock moved, seconded by Mr. Harriman Sr., to approve the following Consent Agenda Personnel items as presented. All Board Members present voted yes—motion carried.

AMENDMENT

Amend the following Temporary Appointment that was approved at the July 14, 2021 Board meeting:

Name: Michael Magee

Position: Teaching Assistant

Effective Date: September 1, 2021 – June 30, 2022

Certification Status: Uncertified

Annualized Salary: ~~\$25,507~~ **\$25,307**

RESIGNATION
FOR THE PURPOSE
OF RETIREMENT
WOODS

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

1. Chester Woods, Custodial Worker, effective October 4, 2021

RESIGNATIONS
WORLEY,
MITCHELL,
CRAFTS,
MONTANILE,
BOWERS,
HUCHRO,
TROMBLEY,
MORSE,
KOTSOGIANNIS,
EARLY, SHAW,
DUELL

Accept the following letter(s) of Resignation:

1. Caitlin Worley, Teaching Assistant, effective July 31, 2021
2. Kristen Mitchell, Social Worker, effective August 7, 2021
3. Amanda Crafts, Teaching Assistant, effective August 10, 2021
4. Jennilee Montanile, Special Education Teacher, effective August 31, 2021
5. Penny Bowers, Teaching Assistant, effective September 1, 2021
6. Adele Huchro, Cook, effective September 1, 2021, for the purpose of accepting a Cook Manager position
7. Kierra Trombley, Food Service Helper, effective September 1, 2021, for the purpose of accepting a Teacher Aide/Student Aide position
8. Brittney Morse, Teacher Aide/Student Aide, effective September 1, 2021, for the purpose of accepting a Teaching Assistant position
9. Kathleen Kotsogiannis, Teacher Aide/Student Aide, effective September 1, 2021, for the purpose of accepting a Teaching Assistant position
10. Andrea Earley, Teacher Aide/Student Aide, effective September 1, 2021, for the purpose of accepting a Teaching Assistant position
11. Heather Shaw, Teacher Aide/Student Aide, effective September 1, 2021, for the purpose of accepting a Teaching Assistant position
12. Latalya Duell, Teacher Aide/Student Aide, effective September 1, 2021, for the purpose of accepting a Teaching Assistant position

LEAVE OF
ABSENCE
WILKINS

Accept the following leave(s) of absence:

1. Victoria Wilkins, Accountant (Schools), unpaid leave, August 19, 2021 through August 25, 2021

FOUR-YEAR
PROBATIONARY
APPOINTMENT
HANLEY

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

1. Ryan Hanley, Special Education Teacher, Effective September 1, 2021, Annual Base Salary of \$48,365. (The Expiration date for the above appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time).

CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
TROMBLEY,
HUCHRO,
TROMBLEY,
HALL,
CASSAVAUGH,

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

1. Tina Trombley, Account Clerk/Typist, Effective August 23, 2021, Annual Base Salary of \$27,246, Prorated Salary of \$23,473.48
2. Adele Huchro, Cook Manager, Effective September 1, 2021, Annual Base Salary of \$24,666 (Salary may increase once contractual agreement for 2021-22 is

LYNN,
VELAZQUEZ,
BOLLING,
DELAVERGNE,
SALIBA

approved)

3. Kierra Trombley, Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)

4. Brianna Hall, Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)

5. Morgyn Cassavaugh, Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)

6. Jessica Lynn, Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)

7. Luis Velazquez, Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)

8. Destiny Bolling (pending fingerprint clearance), Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)

9. Conner DeLavergne (pending fingerprint clearance), Teacher Aide/Student Aide Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)

10. Jocelyn Saliba (pending fingerprint clearance), Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)

CIVIL SERVICE
PROVISIONAL
APPOINTMENTS
BURNHAM,
BUSKEY

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

1. Brianna Burnham, Education Grant Specialist, Effective August 23, 2021, Annual Base Salary of \$46,500, Prorated Salary of \$40,061.54,

2. Amanda Buskey, Education Grant Specialist, Effective September 2, 2021, Annual Base Salary of \$46,500, Prorated Salary of \$38,630.77.

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

PERMANENT
APPOINTMENT
MITCHELL, AKIN,
DUQUETTE,
DUSO, SPRONK

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

1. Angel Mitchell, Teacher Aide/Student Aide, effective September 2, 2021
2. Deanna Akin, Account Clerk/Typist, effective September 8, 2021
3. Emily Duquette, Teacher Aide/Student Aide, effective September 21, 2021
4. Terra Duso, Teacher Aide/Student Aide, effective September 24, 2021
5. Pascal Spronk, Teacher Aide/Student Aide, effective September 28, 2021

TEMPORARY
APPOINTMENTS
DEYO, MOCK,
INMAN, BROOKS,
RIVERS, MORSE,
KOTSOGIANNIS,
EARLY, SHAW,
DUELL

Appoint the following person(s) to a Temporary Appointment for the 2021-22 school year:

1. Judith Deyo, Special Education Teacher, Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$48,998.
2. Diane Mock, Special Education Teacher, Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$48,365.
3. Kaila Inman, Digital Art & Design Teacher (uncertified), Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$45,365.
4. April Brooks (pending fingerprint clearance), Graphic Design & Communications Teacher (uncertified), Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$45,365.
5. Jacob Rivers (pending fingerprint clearance), Electrical Design, Installation, Alternative Energy Teacher (uncertified), Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$45,365.
6. Brittney Morse, Teaching Assistant (uncertified; certification pending), effective September 1, 2021- June 30, 2022, Annual Base Salary of \$25,307.
7. Kathleen Kotsogiannis, Teaching Assistant (uncertified), Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$25,307
8. Andrea Earley, Teaching Assistant (uncertified), Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$25,307.
9. Heather Shaw, Teaching Assistant (uncertified), Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$25,307.
10. Latayla Duell, Teaching Assistant (uncertified), Effective September 1, 2021- June 30, 2022, Annual Base Salary of \$25,307.

SPECIAL
EDUCATION
SUMMER SCHOOL
STAFFING
ADDITIONS

Approve the following list of Special Education Summer School Staffing additions:

Teaching Assistant, hourly rate of pay per contract
Juliana Baker WAF

Teaching Assistant, \$27/hour
Savanna-Lin Boadway WAF

Teacher Aide/Student Aide, hourly rate of pay per contract
Celia Briggs YD
Kristin Brandon WAF

Cook Manager, hourly rate of pay per contract
Adele Huchro YD

ADDITIONAL
WORK

Approve the following additional work for the 2021-22 School Year:

Culinary Arts Management, Hourly rate of pay
Tanner Senecal not to exceed 30 hours
Bevan Gertsch-Cochran not to exceed 30 hours

2021 SUMMER
WORK

Approve the following 2021 Summer Work:

Continuation of normal workday duties, hourly rate of pay
Kevin Donoghue not to exceed 36 additional hours

Summer Auto-Body Technician \$50/hour
Thomas Tedford not to exceed 20 additional hours

Summer Electrician, \$50/hour
Fredric Johnson not to exceed 30 additional hours

Classroom Move/Setup, hourly rate of pay
Kalia Inman not to exceed 12 hours
April Brooks not to exceed 12 hours
Jacob Rivers not to exceed 12 hours

New CTE Teacher Orientation/ Teaching to Lead Conference, hourly rate per contract
Abram Benko not to exceed 12 hours
April Brooks not to exceed 12 hours
Fay Cheney not to exceed 12 hours
Anika Craig not to exceed 12 hours
Ryan Hanley not to exceed 12 hours
Kaila Inman not to exceed 12 hours
Christopher Huchro not to exceed 12 hours
Frank Mercier not to exceed 12 hours

Jacob Rivers not to exceed 12 hours

LPN CVPH Mandatory Orientation, hourly rate of pay
Mallory Mattison not to exceed 6 hours

2021-22 ANNUAL
RENEWAL
SUBSTITUTE LIST

Approve the following list of Substitute and Temporary-On-Call appointments for the 2021-22 school year:

<u>Name</u>	<u>Title</u>
Michele Patnode	Bus Driver
Jerel Billings	Building Maintenance Mechanic
Jerel Billings	Custodial Worker
Michael Paquette	Custodial Worker
Paul Ghenoiu	Cleaner/Messenger
Theodore Santaniello	Computer Specialist
Vicki-Lynn Safford	Food Service Helper
Katelynn Belair	Food Service Helper
Janice Hart	Food Service Helper
Susan Mueller	Food Service Helper
Karlea Luxon	Food Service Helper
Donald Bush	Laborer
Jennifer Christiansen	Principal
Diane Leavine	Sr. Stenographer
Orianna Erhardt	Teacher Aide/Student Aide
Cynthia Williams	Teacher Aide/Student Aide
Ronnie Cunningham	Teacher Aide/Student Aide
Janice Hart	Teacher Aide/Student Aide
Lisa Dupell	Teacher Aide/Student Aide
Cynthia Warner	Teacher Aide/Student Aide
Susan Mueller	Teacher Aide/Student Aide
Kathy Nichols	Teacher Aide/Student Aide
Donna Boudrieau	Teacher Aide/Student Aide
Cynthia Williams	Teaching Assistant
Susan Mueller	Teaching Assistant
Elora Romano	Teaching Assistant
Courtney Lapham	Teaching Assistant
Ronnie Cunningham	Teaching Assistant
Tracey Luoma	Teaching Assistant
Cynthia Warner	Teaching Assistant
Susan Mueller	Teacher
Elora Romano	Teacher
Cynthia Williams	Teacher
Peter McMillian	Teacher
Douglas Westover	Teacher
Denise Clothier	Teacher
David Gardiner	Teacher

Gregory Demarse	Teacher
Kristy Brehm	Teacher
Courtney Lapham	Teacher
Chad Davis	Teacher
Tracey Luoma	Teacher
Kara Bouyea	Teacher
Elizabeth Parent	Teacher
Diane Leavine	Teacher
Lisa Tallman	Teacher
Colleen Gilligan	Teacher
Lydia Ducharme	Teacher
Kelly Lareau	Teacher

**EXTRACLASSROOM
ACTIVITY FUND
ADVISOR**

Approve the following:

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 August 18, 2021 through the July 2022 Reorganization Meeting, with no additional compensation:

Chief Faculty Advisor – Mark Brown for the Satellite Campus (to replace James McCartney)

**DIGNITY ACT
COORDINATOR**

Approve the following Dignity Act Coordinator for the 2021-22 school year:
Mark Brown – Satellite Campus (replacing James McCartney)

Dr. Davey congratulated Mr. Chester Woods, Custodial Worker, on his upcoming retirement in October, and acknowledged his 9.5 years of service at CVES.

**CVES TITLE IX
COORDINATORS &
DECISIONMAKER**

Mr. Murdock moved, seconded by Mr. Harriman, Sr. that Upon the recommendation of the District Superintendent, Be It Resolved, that Dr. Grace Stay and John Iorio are appointed as CVES Title IX Coordinators, and that Amy Campbell is appointed as the CVES Decisionmaker under the Title IX Policy. All Board Members present voted yes—motion carried.

**REPRESENTATIVE
FOR CLINTON
COUNTY SCHOOL
BOARDS**

Mr. Murdock moved, seconded by Ms. Wotton, that the Board appoint Richard Harriman, Sr. to serve as the representative for the Clinton County School Boards Association for 2021-22 school year. All Board Members present voted yes—motion carried.

**NYSSBA
LEGISLATIVE
LIAISON**

Mr. Murdock moved, seconded by Ms. Wotton, that the Board appoint Richard Harriman Sr. as the NYSSBA Legislative Liaison for the 2021-22 school year. All Board Members present voted yes—motion carried.

ADOPT REVISED
POLICIES

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board adopt the following Revised Policies:

#3230 Organizational Chart
#8160 CVES District-Wide School Safety Plan
#8160.1 Special Ed/CV-TEC Building Level Emergency Response Plan
#8160.3 Yandon-Dillon Building Level Emergency Response Plan
#8160.4 Satellite Campus Building Level Emergency Response Plan
All Board Members present voted yes—motion carried.

REVISED POLICY
– FIRST READING

The following policy was provided to the Board for a first reading:
#5010 Anti-Discrimination Policy

NEW POLICY –
FIRST READING

The following Policy was provided to the Board for a first reading:
#XXXX Title IX Sexual Harassment

MEMORANDUM
OF AGREEMENT
CEWW BOCES &
THE 12-MONTH
SUPPORT UNIT

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the CVES 12-Month Support Unit that acknowledges and agrees to add the title of Education Grant Specialist to the contract. All Board Members present voted yes—motion carried.

MEMORANDUM
OF AGREEMENT
CEWW BOCES &
THE CVES
ADMINISTRATIVE
UNIT

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the CVES Administrative Unit that acknowledges and agrees to add language regarding Family Care Leave in the contract that was omitted. All Board Members present voted yes—motion carried.

PROPOSAL

Mr. Murdock moved, seconded by Mr. Harriman Sr., that that the Board accept the following Proposal:

A proposal submitted by Gaylen Bigelow, FNP-BC under which Ms. Bigelow will provide School Physician Services at Clinton-Essex-Warren-Washington BOCES for the 2021-22 school year in the amount of \$9,600. Be it further recommended that the CVES Board President be granted authority to enter into the School Physician Services Contract contingent upon CVES' attorney approval. (ISC)

Note: One additional proposal was received from Lori A. Robinson, MS, RN, FNP-C of Morrisonville, NY. All Board Members present voted yes—motion carried.

AGREEMENT

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

1. Agreement between Clinton-Essex-Warren-Washington BOCES (BOCES) and the County of Clinton (County) under which BOCES will partner with the Clinton County Health Department to provide NYSDOH Epidemiology & Laboratory Capacity (ELC) School COVID-19 Testing Program Coordinator Services for the period of July 1, 2021 through June 30, 2022. The total amount payable to BOCES from the County for contract services shall be \$714,000. (Administration)
All Board Members present voted yes—motion carried.

CV-TEC TINY HOUSE BID

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board Accept a Bid for the Sale of the CV-TEC Tiny House:

1. Bid for the CV-TEC Tiny House from Father Joseph Giroux of Colton, NY in the amount of \$30,500.

Note: One additional bid was received from Christopher Akey of Taylor Rental but was withdrawn due to an unintentional error writing out the bid amount.
All Board Members present voted yes—motion carried.

RESOLUTION TO WITHDRAW RESIGNATION

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

1. Kayla Thorne having filed with the District Clerk a letter of resignation from employment with CVES and now wishing to rescind her letter of resignation, and upon the recommendation of the District Superintendent, it is hereby resolved that Ms. Kayla Thorne is permitted to rescind her letter of resignation and that she continues to be employed by CVES with no interruption of service. All Board Members present voted yes—motion carried.

RESIGNATIONS BROWN, GONYO

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board approve the following letter(s) of resignation:

1. Mark Brown, Digital Art & Design Teacher, effective July 19, 2021 to accept a Principal position

2. Jean Gonyo, Teaching Assistant, effective September 1, 2021 to accept a Special Education Teacher position

All Board Members present voted yes—motion carried.

CIVIL SERVICE PROBATIONARY APPOINTMENTS HARLAND,

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board appoint the following person(s) to a 52-week Civil Service Probationary Appointment as follows:

LOBDELL, SNOW,
EMERSON, DEYO

1. Kelsey Harland (pending fingerprint clearance), Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)
2. Jill Lobdell (pending fingerprint clearance), Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)
3. Casandra Snow (pending fingerprint clearance), Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)
4. Shendara Emerson (pending fingerprint clearance), Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)
5. Georgina Deyo (pending fingerprint clearance), Teacher Aide/Student Aide, Effective September 1, 2021, Annual Base Salary of \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved) All Board Members present voted yes—motion carried.

TEMPORARY
APPOINTMENT
GONYO

Mr. Harriman Sr. moved, seconded by Mr. Murdock, that the Board appoint the following person(s) to a Temporary appointment for the 2021-22 school year:

1. Jean Gonyo, Special Education Teacher (uncertified), Effective September 1, 2021 - June 30, 2022, Annual Base Salary of \$45,365. All Board Members present voted yes—motion carried.

SECTION 75
RESOLUTION

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

WHEREAS, the District Superintendent, having recommended charges of misconduct and incompetence against a certain employee, the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services resolved, by unanimous vote, as follows:

RESOLVED, that the Board authorizes the District Superintendent to take all steps necessary to implement disciplinary charges in accord with Section 75 of the Civil Service law.

RESOLVED, that the Board authorizes the District Superintendent to secure the appointment of a qualified hearing officer for the hearing on the Section 75 charges brought by the District Superintendent against a particular employee of the BOCES, and authorizes the payment of such hearing officer. All Board Members present voted yes—motion carried.

STRATEGIC PLAN
UPDATE

Dr. Davey provided a reminder to the Board that the upcoming Board retreat with Mr. Sean Brady, Strategic Planning Consultant of Prism Decision Making Systems, will be at the Orchard House on October 5, 2021 at 6:00 p.m. During his Opening Day welcome, Dr. Davey will provide recommendations for strategic planning for the 2022-23 school year, including a replacement facilitator, as this will be Sean Brady's last year.

DISTRICT SUPT.
UPDATE

Dr. Davey provided several CVES Updates to the Board including opening preparations for the 2021-22 school year. Divisional leaders have been recruiting and hiring high-quality new staff members and the Opening Committee has been hard at work to finalize a plan for the return of students in September. Next, Dr. Davey shared guidance from the NYS Department of Health and from the NYS Education Department. An overview of the CVES Opening Plan was shared with the Board and items included masking for all staff, students, visitors and while on the bus; physical distancing (3ft. minimum); voluntary pool testing, sports testing, nurses office testing; testing coordinator position discussion; daily health screening at home; do not come to work/school if you are ill; full remote option not at this time, in-person instruction only; athletics - outdoor sports will not require masking for players, indoor events will require masking. Third, the following schedule of Opening Plan Presentations to students and staff were shared: Virtual Reopening Plan Forums on Wednesday, August 26, 2021 - CVES Staff Reopening Forum at 2:00 pm; Special Education Division Reopening Forum at 4:00 pm; and CV-TEC Division Reopening Forum at 6:00 pm. CVES will be having their Opening Superintendent Conference Days on Wednesday, September 1, 2021 – All Staff will be divided into two presentations at the West Side Ballroom, and on Thursday, September 2, 2021 – Staff will be assigned to their respective Division. Lastly, Dr. Davey shared updates with the Board including information from recent DS meetings in Albany and the Area 6 Dinner held at the Malone Golf Club. He thanked Board members Richard Harriman Sr. and Donna Wotton, as well as the CVES team for attending.

NEXT BOARD
MEETING

The next Board meeting will be held on Wednesday, October 13, 2021, 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 9:22 p.m. All Board Members present voted yes—motion carried.

DRAFT

ENC. 2

MEMO

To: Meaghan Rabideau, BOCES Board Clerk
Clinton-Essex-Warren-Washington BOCES
From: Angela Jennette, Claims Auditor
Date: August 30, 2021
Re: Report for Board Agenda for September 8, 2021, Meeting

The following warrant claims were reviewed from August 10, 2021 to, August 30, 2021:

<u>Warrant No. & Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
	**	
W #7 - 08/12/2021	*Check Nos: 235664-235706 *ACH Payments: ACH001766-ACH001787	\$ 915,386.98
W #8 - 08/19/2021	*Check Nos: 235707-** 235720-235780 *ACH Payments: ACH001788-ACH001793	\$ 406,411.99
W #9- 08/26/2021	*Check Nos: 235781-235827 *ACH Payments: ACH001794-ACH001819	\$ 856,058.45

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

IRS-EFTPS: PR #4- Wire #941-081321- Warrant #8;
Health Ins. Monthly: Wire #HINS-82021- Warrant #7;
NYS Promptax: PR #4- Wire #NYS-081321- Warrant #8;
Omni Financial Group: PR #4- Wire #OMN-081321- Warrant #7;
PR #5- Wire #OMN-083121- Warrant #9;


Health Insurance Transfer (Consultant Fees) : \$78,900.00

Health Insurance Consortium Payments:

8/16/21	\$ 1,649,885.35
8/23/21	\$ 1,145,947.77
8/30/21	\$ 1,297,676.70

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

Internal Claims Auditor
(Signature)



CC: Eric Bell
Christine Myers

Date	Warrant	Vendor #	Claim Audit Finding:	Summary Business Office Response:	Resolution/Options:
08/11/21	Pending W#7	15479	Why didn't employee pay the Conference room rate?	Will determine circumstances surrounding higher hotel cost selected.	Removed from final warrant.
08/11/21	Pending W#7	793	Membership dates should be on face of Purchase Order.	Will add dates to the Purchase Order.	Removed from final warrant.
08/11/21	Pending W#7	7091	Invoice date 4/8/21, service on 3/31/21 and claim on 21-22 Purchase Order.	Will put on prior year Purchase Order.	Removed from final warrant.
08/12/21	Final W#7				\$915,386.98
08/18/21	Pending W#8	15197	Why did we pay in advance for rooms on prior year Purchase Order when event was in this year? Policy allows for conference pricing of \$444/night however does seem excessive when per diem rate is \$96/night in this county. A hotel in close proximity to this conference location is available. No wording of face of Purchase Order requiring advance deposit to hold room.	Payment changed back to prior year Purchase Order. If payment is required prior to year-end, hotel costs can be expensed in prior year on prior year Purchase Order. This is the case in this instance, both the deposit and the final fees were charged by the hotel before June 30th, the weeks prior the the event. Wording added to the Purchase Order to explain this. We will request this information be obtained and reflected in all future request when known. School Policy allows hotel stays at place of event regardless of cost. This is an expensive choice with alternatives available in the area, however, the choice is at the discretion of Administration to seek other options or not.	Approved for final warrant.
08/18/21	Pending W#8	15197	This should be a Carryover payment.	Changed to new year in error. Should be paid against prior year Purchase Order. Change and re-entered correctly.	Approved for final warrant.
08/19/21	Final W#8				\$406,411.99
08/25/21	Pending W#9	1833	Dates on claim don't support Purchase Order.	Will correct Purchase Order.	Removed from final warrant.
08/25/21	Pending W#9	5530	Dates on claim don't support Purchase Order.	Will correct Purchase Order.	Removed from final warrant.
08/25/21	Pending W#9		Dates on claim don't support Purchase Order.	Will correct Purchase Order.	Removed from final warrant.
08/25/21	Pending W#9	14287	Purchase Order requested after service started, this is a renewal charge.	Purchase Order entry delayed as we were waiting final approval by districts of services being purchased.	Approved for final warrant.
09/26/21	Final W#9				\$856,059.45

**CLINTON-ESEX-WARREN-WASHINGTON BOCES
TREASURER'S REPORT - JUNE 30, 2021**

I. CHECKING ACCOUNTS


	Cash Balance		Cash Receipts		Disbursements		Cash Balance		Cash Receipts		Disbursements		Cash Balance	
	May 31, 2021	June 30, 2021	June	Year To Date	June	Year To Date	June	Year To Date	June 30, 2021	Year To Date	Year To Date	Year To Date	June 30, 2021	Year To Date
TD Bank - Depository														
General Fund	\$ 5,492,982.57	\$ 4,197,669.64	\$ 7,789,966.76	\$ 56,030,331.85	\$ 9,085,259.69	\$ 55,335,220.48	\$ 4,197,669.64	\$ 56,030,331.85	\$ 9,085,259.69	\$ 55,335,220.48	\$ 4,197,669.64	\$ 55,335,220.48	\$ 4,197,669.64	\$ 55,335,220.48
Special Aid Fund	\$ (97,168.36)	\$ (286,306.50)	\$ 187,726.11	\$ 2,512,419.63	\$ 376,864.25	\$ 2,696,232.34	\$ (286,306.50)	\$ 2,512,419.63	\$ 376,864.25	\$ 2,696,232.34	\$ (286,306.50)	\$ 2,696,232.34	\$ (286,306.50)	\$ 2,696,232.34
Trust & Agency Fund*	\$ 683,389.56	\$ -	\$ 351.83	\$ 746,350.32	\$ 683,741.39	\$ 841,177.22	\$ -	\$ 746,350.32	\$ 683,741.39	\$ 841,177.22	\$ -	\$ 841,177.22	\$ -	\$ 841,177.22
School Lunch Fund	\$ 44,897.72	\$ 32,240.33	\$ 44,621.29	\$ 367,005.73	\$ 57,278.68	\$ 295,982.82	\$ 32,240.33	\$ 367,005.73	\$ 57,278.68	\$ 295,982.82	\$ 32,240.33	\$ 295,982.82	\$ 32,240.33	\$ 295,982.82
Capital Fund	\$ 12,874,579.42	\$ 13,040,171.39	\$ 901,673.02	\$ 16,909,766.84	\$ 736,081.05	\$ 4,317,511.85	\$ 13,040,171.39	\$ 16,909,766.84	\$ 736,081.05	\$ 4,317,511.85	\$ 13,040,171.39	\$ 4,317,511.85	\$ 13,040,171.39	\$ 4,317,511.85
Special Revenue Fund (Excluding ExtraClassroom)	\$ -	\$ 12,860.81	\$ 12,860.81	\$ 12,860.81	\$ -	\$ -	\$ 12,860.81	\$ 12,860.81	\$ 12,860.81	\$ -	\$ -	\$ -	\$ 12,860.81	\$ -
Private Purpose Trust Fund*	\$ (200.00)	\$ -	\$ 300.00	\$ 300.00	\$ 100.00	\$ 300.00	\$ -	\$ 300.00	\$ 100.00	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00
TD Bank - Operating														
General Fund	\$ 324,104.64	\$ 233,198.59	\$ 10,033,054.96	\$ 70,110,347.01	\$ 10,123,961.01	\$ 70,156,832.29	\$ 233,198.59	\$ 70,110,347.01	\$ 10,123,961.01	\$ 70,156,832.29	\$ 233,198.59	\$ 70,156,832.29	\$ 233,198.59	\$ 70,156,832.29
SAVINGS ACCOUNTS														
NYCLASS														
Capital Fund	\$ 655.30	\$ 655.30	\$ -	\$ 12,094.06	\$ -	\$ 24,255,551.00	\$ 655.30	\$ 12,094.06	\$ -	\$ 24,255,551.00	\$ 655.30	\$ 24,255,551.00	\$ 655.30	\$ 24,255,551.00
Special Revenue Fund	\$ -	\$ 22,564.42	\$ 22,564.42	\$ 22,564.42	\$ -	\$ -	\$ 22,564.42	\$ 22,564.42	\$ -	\$ -	\$ 22,564.42	\$ -	\$ 22,564.42	\$ -
Trust Fund Non-Expendable*	\$ 11,979.59	\$ -	\$ 0.32	\$ 8.25	\$ 11,979.91	\$ 11,979.91	\$ -	\$ 8.25	\$ -	\$ 11,979.91	\$ 11,979.91	\$ 11,979.91	\$ -	\$ 11,979.91
Private Purpose Trust Fund*	\$ 10,584.23	\$ -	\$ 0.28	\$ 6.77	\$ 10,584.51	\$ 10,584.51	\$ -	\$ 6.77	\$ -	\$ 10,584.51	\$ 10,584.51	\$ 10,584.51	\$ -	\$ 10,584.51
TOTAL CASH ON HAND	\$ 19,345,784.67	\$ 17,253,053.98		\$ 146,724,054.69		\$ 157,921,372.42		\$ 146,724,054.69		\$ 157,921,372.42		\$ 157,921,372.42		\$ 17,253,053.98

II. RECONCILIATION TO BANK STATEMENTS

	June 30, 2021 Bank Balance	Add: Deposits in Transit	Less: Outstanding Checks	June 30, 2021 Cash Balance
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 465,218.83	\$ 105.00	\$ (235,125.24)	\$ 233,198.59
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 5,064,607.05	\$ -	\$ -	\$ 5,064,607.05
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 11,932,028.62	\$ -	\$ -	\$ 11,932,028.62
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 655.30	\$ -	\$ -	\$ 655.30
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 699.98	\$ -	\$ -	\$ 699.98
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 700.80	\$ -	\$ -	\$ 700.80
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 11,979.91	\$ -	\$ -	\$ 11,979.91
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 1,169.72	\$ -	\$ -	\$ 1,169.72
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 2.10	\$ -	\$ -	\$ 2.10
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 8,011.91	\$ -	\$ -	\$ 8,011.91
GENERAL FUND INTEREST RECEIVED 7/01/20 - 6/30/2021				\$ 8,886.77
CAPITAL FUND INTEREST RECEIVED 7/01/20 - 6/30/2021				\$ 16,795.95
TOTAL CASH ON HAND				\$ 17,253,053.98

*With the implementation of GASB 84, these funds no longer exist as of 6/30/21. Replaced with the Special Revenue Fund (CM).

PREPARED BY:


Christine Meyer, District Treasurer

DATED:

8/27/21

ENC. 5



1585 Military Turnpike, PO Box 455 Plattsburgh, NY 12901

Request for Special Aid Project Operation/Continuation Expenditure Report

This request must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services.

Date 8/31/2021
~~9/6/19~~

Special Aid Project Name: Perkins V

Special Aid Project Coser #: 954

Special Aid Project Term: From: July 1, 2021 To: June 30, 2022

Anticipated Award Amount: \$128,371

Period Requesting Continuation (90 Days Max)

From: 10/1/2021 To: 12/31/2021

Approvals Received:

- Award Notification
- Contract Signed by CVES Sent to Grantor
- Additional Correspondence on Approval Status

Board Approved On:

Budget Account	Anticipated Total Budget	Expenditures to Date	Anticipated Expenditures during the next 90 days **
15x (certified salaries)	\$64,643.00	1,034	\$17,781.00
16x (support salaries)	\$0.00	\$0.00	\$0.00
200 (equipment)	\$0.00	\$0.00	\$0.00
3xx (supplies)	\$1,700.00		\$1,700.00
305 (supplies greater than \$500.00)	\$0.00	\$0.00	\$0.00
4xx (contractual)	\$28,280.00	\$0.00	\$0.00
46x (travel)	\$4,525.00	\$0.00	\$200.00
490 (BOCES/School Districts)	\$0.00	\$0.00	\$0.00
8xx (Fringe Benefits)	\$27,326.00	1,987	\$7,157.00
95x (O & M)	\$0.00	\$0.00	\$0.00
9xx (Indirect Costs)	\$1,897.00	\$0.00	\$0.00
Total	\$128,371.00	6,021	\$26,838.00

** In the following section, please give a detailed description of the project's anticipated expenditures by budget code. Please ensure that requested expenditures are limited to those absolutely necessary to maintain project services until programmatic and fiscal approvals are received.

Description of Anticipated Expenses

15X (Certified Salaries)	The grant includes: three (3) months of salary for the 0.10 FTE Academic Coordinator and 0.25 Work-Based Learning Coordinator; one (1) month of salaries for 0.10 FTE Math teacher, a second Math teacher, a Special Education Teacher, and a 0.25 FTE Special Education teacher
16X (Support Salaries)	N/A
200 (Equipment)	N/A
3XX (Supplies)	This grant includes funds for cameras that are pertinent for students' Work-Based Learning/ Portfolio requirements which are needed at the beginning of the school year.
305 (Supplies greater than \$500)	This grant includes funds for cameras that are pertinent for students' Work-Based Learning/ Portfolio requirements which are needed at the beginning of the school year and some of these cameras cost more than \$500.00 each.
4XX (Contractual)	N/A
46X (travel)	This grant includes funds for travel so a minimal amount (\$200) has been requested to cover the cost of any necessary travel for the two (2) Coordinators over the three (3) months at the beginning of the fiscal year.
490 (BOCES/ School Districts)	N/A
8XX (Fringe Benefits)	The three (3) months of Health benefits are being requested for all salaries: \$3808. Three months of fringe benefits for all salaries: FICA=\$1365; TRS=\$1783; WC=\$157; UI=\$44

I hereby acknowledge this request is limited to expenditures absolutely necessary to maintain project services until all required approvals are obtained from the funding agency.

Project Coordinator Signature: *Colleen LaFontaine* Date: *08/31/2021* Print Form

Approval Signatures:

Division Supervisor: *Michelle M. Friedman* Date: *August 31, 2021*
 Division Director: *Michelle M. Friedman* Date: *August 31, 2021*
 Project Accountant: *V. Wilkins* Date: *8/31/2021*
 Asst. Supt. of Mgmt Services: _____ Date: _____
 District Superintendent: _____ Date: _____

Request for Special Aid Project Operation/Continuation Expenditure Report

This request must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services.

Date 8/31/2021

Special Aid Project Name: Employment Preparation Education (EPE)

Special Aid Project Coser #: 950

Special Aid Project Term: From: 7/1/2021 To: 6/30/2022

Anticipated Award Amount: 569,176

Period Requesting Continuation (90 Days Max)

From: 7/1/2021 To: 9/29/2021

Approvals Received:

- Award Notification
- Contract Signed by CVES Sent to Grantor
- Additional Correspondence on Approval Status

Board Approved On:

Budget Account	Anticipated Total Budget	Expenditures to Date	Anticipated Expenditures during the next 90 days **
15x (certified salaries)	251,509	12,234	54,789
16x (support salaries)	32,347	3,475	7,362
200 (equipment)			
3xx (supplies)	43117		10,000
305 (supplies greater than \$500.00)			
4xx (contractual)	58,000	156	1,160
46x (travel)	20,250	204	500
490 (BOCES/School Districts)	16,610		
8xx (Fringe Benefits)	139,473	22,120	11,060
95x (O & M)			
9xx (Indirect Costs)	7,870		
Total	569,176	38,189	84,871

** In the following section, please give a detailed description of the project's anticipated expenditures by budget code. Please ensure that requested expenditures are limited to those absolutely necessary to maintain project services until programmatic and fiscal approvals are received.


Description of Anticipated Expenses

15X (Certified Salaries)	Salaries for 90 days to continue project.
16X (Support Salaries)	Salaries for 90 days to continue project.
200 (Equipment)	
3XX (Supplies)	Necessary supplies to continue project.
305 (Supplies greater than \$500)	
4XX (Contractual)	
46X (travel)	Travel to attend project related meetings, trainings, satellite sites
490 (BOCES/ School Districts)	
8XX (Fringe Benefits)	90 days of fringe to continue project: TRS 5,479; ERS1,141; FICA 4,755; HEALTH 21,153; COMP 528; UNEMP 124


I hereby acknowledge this request is limited to expenditures absolutely necessary to maintain project services until all required approvals are obtained from the funding agency.

Project Coordinator Signature:  Date 8/31/2021 Print Form

Approval Signatures:

Division Supervisor:  Date: 8/31/2021

Division Director: _____ Date: _____

Project Accountant:  Date: 8/31/2021

Asst. Supt. of Mgmt Services: _____ Date: _____

District Superintendent: _____ Date: _____

Request for Special Aid Project Operation/Continuation Expenditure Report

This request must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services.

Date 8/31/2021

Special Aid Project Name: WIOA II Adult Basic Education and Literacy Services

Special Aid Project Coser #: 952

Special Aid Project Term: From: 7/1/2021 To: 6/30/2022

Anticipated Award Amount: 60,182

Period Requesting Continuation (90 Days Max)
From: 7/1/2021 To: 9/29/2021

Approvals Received:

Award Notification

Contract Signed by CVES Sent to Grantor

Additional Correspondence on Approval Status

Board Approved On:

Budget Account	Anticipated Total Budget	Expenditures to Date	Anticipated Expenditures during the next 90 days **
15x (certified salaries)	36,251	2,305	6,560
16x (support salaries)	2,846	77	635
200 (equipment)			
3xx (supplies)			
305 (supplies greater than \$500.00)			
4xx (contractual)			
46x (travel)			
490 (BOCES/School Districts)	2,001		
8xx (Fringe Benefits)	18,224	3,037	1,519
95x (O & M)			
9xx (Indirect Costs)	860		
Total	60,182	5,419	8,714

** In the following section, please give a detailed description of the project's anticipated expenditures by budget code. Please ensure that requested expenditures are limited to those absolutely necessary to maintain project services until programmatic and fiscal approvals are received.

Description of Anticipated Expenses

15X (Certified Salaries)	Salaries to continue project for 90 days
16X (Support Salaries)	Salaries to continue project for 90 days
200 (Equipment)	
3XX (Supplies)	
305 (Supplies greater than \$500)	
4XX (Contractual)	
46X (travel)	
490 (BOCES/ School Districts)	
8XX (Fringe Benefits)	Fringe to continue project for 90 days: TRS 303; ERS 37; FICA 250; HEALTH 896; COMP 28; UNEMP 7

I hereby acknowledge this request is limited to expenditures absolutely necessary to maintain project services until all required approvals are obtained from the funding agency.

Project Coordinator Signature:  Date 8/31/2021 Print Form

Approval Signatures:

Division Supervisor: _____	Date: _____
Division Director: _____	Date: _____
Project Accountant: <u>vwilkins</u>	Date: <u>8/31/2021</u>
Asst. Supt. of Mgmt Services: _____	Date: _____
District Superintendent: _____	Date: _____

Request for Special Aid Project Operation/Continuation Expenditure Report

This request must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services.

Date 8/31/2021

Special Aid Project Name: WIOA Title II Corrections

Special Aid Project Coser #: 995

Special Aid Project Term: From: 7/1/2021 To: 6/30/2022

Anticipated Award Amount: 405,147

Period Requesting Continuation (90 Days Max)

From: 7/1/2021 To: 9/29/2021

Approvals Received:

- Award Notification
- Contract Signed by CVES Sent to Grantor
- Additional Correspondence on Approval Status

Board Approved On:

Budget Account	Anticipated Total Budget	Expenditures to Date	Anticipated Expenditures during the next 90 days **
15x (certified salaries)	218,448	13,518	41,094
16x (support salaries)	52,475	6,141	6,978
200 (equipment)			
3xx (supplies)	9,848		
305 (supplies greater than \$500.00)			
4xx (contractual)			
46x (travel)	8,000	291	
490 (BOCES/School Districts)	4,000		
8xx (Fringe Benefits)	106,448	17,741	8,871
95x (O & M)			
9xx (Indirect Costs)	5,928		
Total	905,147	37,691	56,943

** In the following section, please give a detailed description of the project's anticipated expenditures by budget code. Please ensure that requested expenditures are limited to those absolutely necessary to maintain project services until programmatic and fiscal approvals are received.

Description of Anticipated Expenses

15X (Certified Salaries)	Salaries for project to continue 90 days
16X (Support Salaries)	Salaries for project to continue for 90 days
200 (Equipment)	
3XX (Supplies)	
305 (Supplies greater than \$500)	
4XX (Contractual)	
46X (travel)	
490 (BOCES/ School Districts)	
8XX (Fringe Benefits)	Fringe for project to continue 90 days: TRS 5,462; ERS 2,034; FICA 5,182; HEALTH 13,222; COMP 577; UNEMP 136

I hereby acknowledge this request is limited to expenditures absolutely necessary to maintain project services until all required approvals are obtained from the funding agency.

Project Coordinator Signature:  Date 8/31/2021 Print Form

Approval Signatures:

Division Supervisor:  Date: 8/31/2021

Division Director: _____ Date: _____

Project Accountant: v.wilkes Date: 8/31/2021

Asst. Supt. of Mgmt Services: _____ Date: _____

District Superintendent: _____ Date: _____

Request for Special Aid Project Operation/Continuation Expenditure Report

This request must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services.

Date 8/31/2021

Special Aid Project Name: WIOA Title II Literacy Zone

Special Aid Project Coser #: 997

Special Aid Project Term: From: 7/1/2021 To: 6/30/2022

Anticipated Award Amount: 123,153

Period Requesting Continuation (90 Days Max)
From: 7/1/2021 To: 9/29/2021

Approvals Received:

Award Notification

Contract Signed by CVES Sent to Grantor

Additional Correspondence on Approval Status

Board Approved On:

Budget Account	Anticipated Total Budget	Expenditures to Date	Anticipated Expenditures during the next 90 days **
15x (certified salaries)	74,213	736	17,817
16x (support salaries)	2,846	77	635
200 (equipment)			
3xx (supplies)			
305 (supplies greater than \$500.00)			
4xx (contractual)	48		
46x (travel)	3,009		
490 (BOCES/School Districts)			
8xx (Fringe Benefits)	43,037	1,793	897
95x (O & M)			
9xx (Indirect Costs)	1,847		
Total	<i>125,000</i>	<i>2,606</i>	<i>19,349</i>

** In the following section, please give a detailed description of the project's anticipated expenditures by budget code. Please ensure that requested expenditures are limited to those absolutely necessary to maintain project services until programmatic and fiscal approvals are received.

Description of Anticipated Expenses

15X (Certified Salaries)	Salaries for project to continue for 90 days
16X (Support Salaries)	Salaries for project to continue for 90 days
200 (Equipment)	
3XX (Supplies)	
305 (Supplies greater than \$500)	
4XX (Contractual)	
46X (travel)	
490 (BOCES/ School Districts)	
8XX (Fringe Benefits)	Fringe for project to continue for 90 days: TRS 1,856; EMP 111; FICA 1,474; HEALTH 7,116; COMP 165; UNEMP 39

I hereby acknowledge this request is limited to expenditures absolutely necessary to maintain project services until all required approvals are obtained from the funding agency.

Project Coordinator Signature:  Date 8/31/2021 Print Form

Approval Signatures:

Division Supervisor:  Date: 8/31/2021

Division Director: _____ Date: _____

Project Accountant: W Wilkins Date: 8/31/2021

Asst. Supt. of Mgmt Services: _____ Date: _____

District Superintendent: _____ Date: _____

Request for Special Aid Project Operation/Continuation Expenditure Report

This request must be submitted to the School Business Official at least 45 days prior to the effective date to ensure continuity of program services.

Date 8/31/2021

Special Aid Project Name: WIOA Title II Literacy Zone (JCEO)

Special Aid Project Coser #: 996

Special Aid Project Term: From: 7/1/2021 To: 6/30/2022

Anticipated Award Amount: 125,000

Period Requesting Continuation (90 Days Max)

From: 7/1/2021 To: 9/29/2021

Approvals Received:

- Award Notification
- Contract Signed by CVES Sent to Grantor
- Additional Correspondence on Approval Status

Board Approved On:

Budget Account	Anticipated Total Budget	Expenditures to Date	Anticipated Expenditures during the next 90 days **
15x (certified salaries)	74,467	2,099	16,518
16x (support salaries)	2,846	77	635
200 (equipment)			
3xx (supplies)			
305 (supplies greater than \$500.00)			
4xx (contractual)			
46x (travel)	2,643		
490 (BOCES/School Districts)			
8xx (Fringe Benefits)	43,197	7,200	3,600
95x (O & M)			
9xx (Indirect Costs)	1,847		
Total	125,000	9,376	20,753

** In the following section, please give a detailed description of the project's anticipated expenditures by budget code. Please ensure that requested expenditures are limited to those absolutely necessary to maintain project services until programmatic and fiscal approvals are received.


Description of Anticipated Expenses

15X (Certified Salaries)	Salaries for project to continue 90 days
16X (Support Salaries)	Salaried for project to continue 90 days
200 (Equipment)	
3XX (Supplies)	
305 (Supplies greater than \$500)	
4XX (Contractual)	
46X (travel)	
490 (BOCES/ School Districts)	
8XX (Fringe Benefits)	Fringe for project to continue for 90 days: TRS 1,862; EMP 111; FICA 1,479; HEALTH 7,144; COMP 165; UNEMP 39


I hereby acknowledge this request is limited to expenditures absolutely necessary to maintain project services until all required approvals are obtained from the funding agency.

Project Coordinator Signature:  Date 8/31/2021 Print Form

Approval Signatures:

Division Supervisor:  Date: 8/31/2021

Division Director: _____ Date: _____

Project Accountant:  Date: 8/31/2021

Asst. Supt. of Mgmt Services: _____ Date: _____

District Superintendent: _____ Date: _____

ENC. 6

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

1. School Library System Basic Operating Aid in the amount of \$94,526.00, for the period of July 1, 2021 through June 30, 2022. (Co-Ser 947 ISC)
2. School Library System Supplemental Operating Aid in the amount of \$46,160.00, for the period of July 1, 2021 through June 30, 2022. (Co-Ser 956 ISC)
3. School Library Categorical Aid for Automation in the amount of \$9,453.00, for the period of July 1, 2021 through June 30, 2022. (Co-Ser 949 ISC)
4. Clinton County Testing Coordination (CTC) special aid fund project, in the amount of \$714,000.00, for the period of July 1, 2021 through July 31, 2022. This project is funded through Clinton County, New York. (Co-Ser 989 Management Services)

ENC. 7

Recommend that the Board approve the following Budget Increases:

1. Library Media Services budget from \$244,899 to \$289,899 for the 2021-2022 school year due to increased participation of district database purchases from AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, Keene, Moriah, NCCS, NAC, Peru, Plattsburgh, Saranac, Ticonderoga and Willsboro. (Co-Ser 508 ISC)
2. Education budget from \$659,914 to \$677,014 for the 2020/2021 school year to accommodate for final year-end purchases in the CDL Program. (Co-Ser 103 CV-TEC)
3. Itinerant School Psychologist budget from \$83,139 to \$84,545 for the 2020/2021 school year to accommodate for final year-end costs allocated based on additional revenue. (Co-Ser 308 Special Education)
4. Increase the Hospital Based Education budget from \$71,484 to \$135,410 for the 2020/2021 school year to accommodate for additional staffing costs based on increased participation by districts, including component districts, non-component districts, and private state agencies. (Co-Ser 441 Special Education)
5. School Safety Risk Management budget from \$176,410 to \$189,310 for the 2020/2021 school year to accommodate for additional year-end costs associated with support of districts requests. (Co-Ser 608 ISC)

ENC. 8

Recommend the Board approve the following Cross Contracts:

1. 2020-21 Final- St. Lawrence-Lewis BOCES, \$65,706
 - Web Page Software-Edlio/Blackboard (Beekmantown)
 - Section X Athletic Coordination (Peru, Plattsburgh)
 - Cooperative Purchasing (AuSable Valley, Beekmantown, Boquet Valley, CVES, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Ticonderoga, Willsboro)

ENC. 8 CONTINUED

2. 2020-21 Final- Putnam/Northern Westchester BOCES, \$18,152
 - Planning Services (Beekmantown)
 - Recruiting (Moriah, Peru, Plattsburgh, Putnam, Ticonderoga)
3. 2020-21 Final - Erie 1 BOCES, \$5,750
 - Policy Services (Boquet Valley and CVES)
4. 2020-21 Final - Washington-Saratoga-Warren-Hamilton-Essex BOCES, \$120,878.88
 - Special Education-Visually Impaired Related Services (Schroon Lake)
 - Odyssey of the Mind (Schroon Lake)
 - Learning Technology (Beekmantown)
 - Instructional Planning (Beekmantown)
 - Data Analyst (CVES)
 - Model Schools (Chazy)

ENC. 9

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

1. Agreement between C-E-W-W BOCES and NFI Vermont for the purpose of obtaining Trauma-Transformed Schools Workshops and Cohorts at the WAF Campus in Plattsburgh NY during the 2021-22 school year. Full day workshops will bill at a rate of \$4,000 each, Leadership Cohorts will bill at a rate of \$600 each, and Catalyst Cohorts will bill at a rate of \$800 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 anticipated to exceed \$14,500. (Special Education) (attached)

ENC. 10

Recommend that the Board approve the following memberships for the Assistant Superintendent for Educational Services for the 2021-22 school year:

1. Staff/Curriculum Development Network (S/CDN), \$575

ENC. 11

Recommend that the Board appoint an additional member to the Audit Committee (to replace Mrs. Linda Gonyo-Horne) (pertaining to the 2020-21 school year) for the 2021-22 school year. (Current 2021-22 members include Richard Harriman, Sr., Donna LaRocque, Thomas McCabe, and Doug Spilling)

ENC. 12

Recommend that the Board rescind the following Temporary Appointment that was approved at the August 18, 2021 Board meeting:

1. Name: April Brooks (*pending fingerprint clearance*)
Position: Graphic Design & Communications Teacher
Effective Date: September 1, 2021- June 30, 2022
Certification Status: Uncertified
Annual Base Salary: \$45,365

ENC. 9

CHAMPLAIN VALLEY EDUCATIONAL SERVICES INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

AGREEMENT made this ___ day of August 2021, 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 2021-22 school year. Full Day Workshop at a cost of \$4,000 each, Leadership Cohorts at a cost of \$600 each, Catalyst Cohorts at a cost of \$800 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
day of _____ 2021.

Date: _____

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

Date: 8/27/21

NFI Vermont

By: _____

Mark C. Davey
Superintendent

By: Michael St. Pierre, Ph.D.

NFI Vermont

Date: _____

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

By: _____

Michael St. Pierre
CVES Board President

ENC. 13

Recommend that the Board amend the following 52-week Civil Service Probationary Appointment that was approved at the August 18, 2021 Board meeting:

1. Name: Shendara Emerson (*pending fingerprint clearance*)
Position: Teacher Aide/Student Aide
Effective Date: ~~September 1, 2021~~ **September 9, 2021**
Tentative Permanent Date: ~~September 1, 2022~~ **September 9, 2022**
Annual Base Salary: \$17,844 (Salary may increase once contractual agreement for 2021-22 is approved)
Prorated Salary: 17,664.66

ENC. 14

Recommend that the Board accept the following letter(s) of Resignation:

1. Henry Aguilar, Lifeguard, effective August 23, 2021
2. Ann Calcara-Braccia, Occupational Therapist, August 25, 2021
3. Nicholas Bushey, Custodial Worker, effective September 10, 2021
4. Meachele Manchester, Grants Procurement Supervisor, effective November 18, 2021
5. Suezanne Chrisman, Teacher Aide/Student Aide, effective August 25, 2021
6. Kristen Forttrel, Teaching Assistant, effective September 1, 2021

ENC. 15

Recommend that the Board accept the following Leave(s) of Absence:

1. Surinderpal Gill, Teacher Aide/Student Aide, unpaid leave, September 1, 2021 through November 30, 2021

ENC. 16

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

1. Name: Kasey Cheney
Position: Custodial Worker
Effective Date: September 7, 2021
Tentative Permanent Date: September 7, 2022
Annual Base Salary: \$31,741
Prorated Salary: \$26,003.20

ENC. 17

Recommend that the Board appoint the following person(s) to a Provisional Civil Service Hourly Appointment for the 2021-22 school year:

1. Randy Lozier, COVID-19 Testing Coordinator (Office Manager), \$48/hour

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

ENC. 18

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

1. Patricia Fortin, Teacher Aide/Student Aide, effective October 7, 2021
2. Matthew Palkovic, Network & Systems Technician, effective October 16, 2021

ENC. 19

Recommend that the Board appoint the following person(s) to a Temporary Appointment as follows for the 2021-22 school year:

1. Name: Lisa Tallman
Position: Graphic Design & Communications Teacher
Effective Date: September 1, 2021- June 30, 2022
Certification Status: Uncertified
Annual Base Salary: \$45,365

2. Name: Laura Johnson
Position: Special Education Teacher
Effective Date: September 1, 2021 – June 30, 2022
Certification Status: Childhood Education (Grades 1-6) Professional Certificate
Annualized Salary: \$49,966

ENC. 20

Recommend that the Board appoint the following person(s) to a Part-Time Appointment for the 2021-22 school year:

1. Name: Nicole Pierce
Position: Registered Nurse - 40%
Effective Date: September 1, 2021
Annual Base Salary: \$42,366
Prorated Salary: \$16,946.40

2. Recommend that the Board approve the following part time Allied Health Teacher (s) for the 2021-22 School Year:

<u>Name</u>	<u>Position</u>	<u>Annualized Salary</u>	<u>Prorated Salary</u>
Linda Facteau	Allied Health Teacher 20%	\$45,365	\$9,073

ENC. 21

Recommend that the Board approve the following Additional Work for the 2021-22 School Year:

Stipend Positions, Compensation per collective bargaining agreement

Allison Bola	PBIS Coordinator
Brandy Rosselli	PBIS Coordinator

ENC. 21 CONTINUED

Christopher Huchro	Maple Sugaring Stipend
Jackie Dashnaw	Skills USA Co-advisor – TEC
Nicole Santaniello	Skills USA Co-advisor – TEC
Lisa Fisher	NTHS Advisor – TEC
Nicole Santaniello	NTHS Advisor – YD
Anika Criag	Animal Science Stipend
Jennifer Parker	Greenhouse Stipend
Jennifer Parker	Maple Sugaring Stipend
Joshua Pierce	Maple Sugaring Stipend
Maria Spadafora	Skills USA Co-advisor – YD
Nicole Santaniello	Skills USA Co-advisor – YD
Sheilah Boyea	Yearbook Advisor – WAF
Roxana Palmer	Yearbook Advisor - YD

ENC. 22

Recommend that the Board approve the following 2021 Summer Work:

Classroom Move/Setup, hourly rate of pay

Laura Johnson	not to exceed 12 hours
Savanna-Lin Boadway	not to exceed 12 hours
Diane Mock	not to exceed 12 hours
Christina Lashway	not to exceed 12 hours
Amanda Keefe	not to exceed 12 hours
Lisa Tallman	not to exceed 12 hours
Alyssa Restrepo	not to exceed 6 hours
Allison Bola	not to exceed 6 hours
Heather Shaw	not to exceed 6 hours
Sheilah Boyea	not to exceed 6 hours
Tina Leduc	not to exceed 6 hours
Latalya Duell	not to exceed 6 hours
Brittney Morse	not to exceed 6 hours
Sara Spring	not to exceed 6 hours
Todd Menia	not to exceed 6 hours
Jennifer Gero	not to exceed 6 hours

New CTE Teacher Orientation/ Teaching To Lead Conference, hourly rate per contract

Lisa Tallman	not to exceed 12 hours
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ENC. 23

Recommend that the Board approve the following list of Substitute and Temporary-On-Call appointments for the 2021-22 school year:

<u>Name</u>	<u>Title</u>
Suezanne Chrisman	Teacher Aide/Student Aide
Ashley Wales	Teacher Aide/Student Aide
Stewart Jerdo	Custodial Worker (<i>pending fingerprint clearance</i>)
Diana Handly	Account Clerk/Typist
Richard Brogowski	Teacher
Rachel Boire	Teacher
Sadie Kaltenbach	Cook Manager

ENC. 24

Recommend that the Board approve the following list of employees to receive compensation for attending the CVES New Employee Orientation on August 23, 2021:

Hourly rate per contract

Anika Craig
Diane Mock
Jacob Rivers
Jenna Broeker
Kaila Inman
Lisa Tallman
Savanna-Lin Boadway
Kelly Gowett
Christina Lashway
Christopher Huchro
Fay Cheney

Hourly rate of pay

Cassandra Snow
Donna Caramia
Georgina Deyo
Jill Lobdell
Jocelyn Saliba
Jessica Lynn
Destiny Bolling
Shendara Emerson

ENC. 25

Adopt Revised Policy:
#5010 Anti-Discrimination Policy

ENC. 26

Adopt New Policy
#XXXX Title IX Sexual Harassment

ENC. 27

Revised Policy – First Reading
#8127 Medicaid Compliance Policy

ENC. 28

Per the resolution adopted by the CVES Board the “District Superintendent is authorized to approve budget increases related to cross contracted service budgets.” This option is utilized when Board approval to increase a cross-contracted service budget could not be obtained before the end of the fiscal year due to unanticipated year-end purchases by our component districts from other BOCES. When the District Superintendent acts in this capacity, the authorization must be reported to the Board within 90 days.

1. Itinerant ESL Teacher – WSWHE BOCES budget in the amount of \$2730, for the 2020-2021 school year, to accommodate a cross contract with WSWHE BOCES and Schroon Lake CSD. (Co-Ser 334) ISC
2. Distance Learning – Albany BOCES budget was increased from \$148,433 to \$169,370, for the 2020-2021 school year, to accommodate for additional service requests from Moriah. (Co-Ser 431) ISC
3. Model Schools – Albany BOCES budget was increased from \$200,000 to \$204,076, for the 2020-2021 school year, to accommodate for additional service requests. (Boquet Valley, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, and Willsboro). (Co-Ser 544) ISC
4. Smart Schools – Albany BOCES budget was increased from \$480 to \$501, for the 2020-2021 school year, to accommodate for additional costs associated with service with Northern Adirondack. (Co-Ser 567) Mgmt. Services

ENC. 27

CLINTON-ESSEX-WARREN-WASHINGTON BOCES

8127
Recommend Revised Policy -
First Reading

MEDICAID COMPLIANCE

It is the policy of the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services that its practices regarding Medicaid claims for services be in compliance with all applicable federal and State laws and regulations. To prevent, detect, and report incidents of Medicaid fraud and abuse, the CEWW BOCES is required to develop and implement an effective Compliance Program. The ~~Board of Education~~ Board of Cooperative Educational Services shall develop such a program to meet the requirements of applicable law and regulations.

New York State Public Health Law, Section 32
New York State Social Services Law, Section 363-d
New York State Regulations 18NYCRR, Section 521.3

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES
MEDICAID COMPLIANCE PROGRAM
CODE OF CONDUCT**

In a *Medicaid in Education Alert* dated February 21, 2007, from the New York State Office of the Medicaid Inspector General, the following was stated:

*. . . Effective immediately, no Medicaid claims should be submitted for payment, regardless of the service periods, which do not comply with the requirements contained in the letter [from the NYS Education Department entitled *Medicaid Reimbursement Billing Requirements*]. Failure to comply with these requirements will put such claims at risk for disallowances as well as the U.S. Department of Justice potentially charging federal False Claims Act violations against the school district, county or 4201 school. False Claims Act penalties range from a minimum, of \$5,500 to \$11,000 “per claim” in addition to three times the amount of each claim as well as attorneys’ fees and costs.*

The School District has an obligation to exercise diligence, care, and integrity when submitting Medicaid claims for payment for services rendered. Honest, fair, and accurate billing practices shall be maintained.

Employees, non-employees and contractors involved in the provision of, or claiming Federal Medicaid financial compensation or reimbursement for, school and preschool supportive health services are required to conform their conduct to the governing Federal and State statutes and regulations. Failure to do so may result in adverse consequences to them.

Medicaid claims shall be submitted only for necessary services provided, as supported by appropriate documentation. Billings should not be duplicated to create overpayment. Proper and timely documentation of services provided must be maintained. Claims will be considered only when such documentation is maintained and available for review.

Compensation for any employee or service provider shall not include any financial incentive to make claims. No employee or service provider will knowingly and willfully offer, pay, solicit or receive any remuneration, directly or indirectly, in return for referrals or to induce referrals, or to arrange for or recommend goods, facilities, services or items for which payment may be made under the Medicaid program.

Services will not be billed unless the provider has certified that the services were provided and appropriate documentation completed in compliance with Federal and State laws, regulations, and School District guidelines.

When a provider submits such certification, the provider is certifying that there is supporting documentation to support the claim and that: (1) all services reported were personally provided or personally supervised; (2) such services were necessary and appropriate; and (3) the rendering of such services, the coding or charging for these services, and the documentation of such services have all been performed in accordance with Federal and State laws and regulations and School District guidelines.

Speech services may not be billed unless those services are provided by a licensed speech pathologist or provided under the direct supervision of a qualified speech pathologist. Any individuals working under the direction of a qualified speech pathologist must be given contact information to enable them to directly contact the supervising speech pathologist as needed during treatment.

Transportation may not be billed unless the provider can clearly document the child's attendance on the vehicle for eligible services on the specific day being billed.

Counseling services may not be billed unless provided by a professional whose credentials allow that same service outside of school.

The School District will attempt to ensure that all claims for services are accurate, properly documented, and correctly identify the services performed or provided.

All employees and service providers are required to report suspected fraud or abuse or other non-compliance problems. Failure to report suspected problems, assisting or participating in fraud, abuse or other non-compliant behavior, or encouraging, directing, permitting or facilitating such activities whether actively or passively will result in disciplinary action.

Suspected fraud, abuse or other non-compliance problems must be reported to the immediate supervisor, unless the immediate supervisor is suspected of being involved in the issue. In that case, the report should be made to the next higher-level supervisor not suspected of being involved. If the supervisor is not available, the report should be made to the next higher-level supervisor. If the suspected violation is on an organization-wide level or by the administration, the report should be made to the President of the ~~Board of Education~~ Board of Cooperative Educational Services.

Monies obtained from any Federal or State funded healthcare program that clearly represents overpayments are monies which must be returned promptly

SCHOOL DISTRICT COMPLIANCE OFFICER

Responsibility for monitoring the School District's Compliance Program shall be vested in Ms. ~~Bonnie Berry~~, Interim Director of Special Education, Clinton-Essex-Warren-Washington BOCES, P.O. Box 455, Plattsburgh, NY 12901, 518-561-0100, ext. 290.

The duties of the Compliance Officer shall include, but not be limited to:

- a) overseeing and monitoring compliance activities;
- b) reporting regularly to the Superintendent and periodically to the; ~~Board of Education~~ Board of Cooperative Educational Services
- c) establishing procedures to improve efficiency and to reduce vulnerability to fraud, abuse and waste;
- d) ensuring that the Compliance Program is implemented and evaluated periodically;

- e) developing, coordinating, and participating in a multifaceted educational and training program that focuses on elements of the Compliance Program, and seeks to ensure that all appropriate employees and service providers, administrators and ~~Board of Education~~ Board of Cooperative Educational Services members are knowledgeable of, and compliant with, pertinent Federal and State requirements;
- f) educational and training programs shall occur periodically and shall be made a part of the orientation for any new employee, service provider, administrator, and ~~Board of Education~~ Board of Cooperative Educational Services member;
- g) coordinating internal and external auditing of all compliance requirements on a periodic basis;
- h) establishing and administering a reporting system that is available to report any suspected illegal conduct or other conduct that violates applicable law, regulation, or School District guidelines;
- i) developing and publishing notices that encourage the reporting of all suspected fraud and other improprieties without fear of retaliation;
- j) investigating any report or allegation concerning possible unethical or improper business practices and monitoring subsequent action and compliance;
- k) monitoring any and all fraud alerts issued by the Office of the Medicaid Inspector General;
- l) monitoring the website of the Office of the Medicaid Inspector General for Compliance Program guidelines, including any Compliance Program template, and revising the School District's Compliance Program if necessary; and
- m) during the month of December of every school year certify, using a form provided by the Office of the Medicaid Inspector General on its website if one is available, that an effective compliance program meeting the requirements of the regulations is in place.

STATE COMPLIANCE OFFICER

1. Any employee who believes that any practice or billing procedure related to Medicaid reimbursement of school or preschool supportive health services is inappropriate, may send information concerning such practice or billing procedure in writing to the State Compliance Officer by U.S. mail, courier service, e-mail or facsimile transmission. The address, phone numbers, and fax number of the State Compliance Officer are: Rose Firestein, Medicaid State Compliance Officer, New York State Department of Health, Office of General Counsel, 90 Church Street, 4th Floor, New York, NY 10007, ref01@health.state.ny.us. Disclosure may be made anonymously. Any verbal communication of any such allegation will not be sufficient to require any further action to be initiated under the Confidential Disclosure Policy procedures set forth below.
2. The State Compliance Officer will send any disclosures to the relevant State agency and to the implicated local school district, if any. If the State Compliance Officer is aware of the employee's identity, it will not be revealed to any other person without the employee's written consent, provided by U.S. mail, courier service, e-mail or facsimile transmission.

3. The relevant State agencies and the School District shall undertake a review of the practice described in the disclosure without attempting to uncover the identity of the complaining employee and shall determine: (a) whether the allegations are credible, (b) whether any Federal or State statute, regulation or policy pertaining to any practice or billing procedure related to Medicaid reimbursement of school or preschool supportive health services has been violated, and (c) whether any such violation is systemic or was limited to one or a small number of cases.
4. The relevant State agencies and the School District shall address any violation found during the review, whether systemic or limited, in a manner designed to avoid a similar violation in the future and to remedy the effect of the violation in the cases in which it was found to have occurred. If the review determines the violation was systemic, the relevant State agencies and the School District shall take all steps necessary to identify the cases in which the violation occurred and then to remedy the effect of the violation in those cases.
5. Within 90 days of receiving notice from the State Compliance Officer of the information provided by an employee, the relevant State agencies and the School District shall: (a) complete the review of such allegations and any remedial plan required as a result of such review and (b) provide to the State Compliance Officer a written description of the review, the remedial plan and all actions taken pursuant to such plan. In the event the relevant State agencies and the School District determine the allegations are not credible, the written response shall describe the bases for such determination. The written document shall identify the individual(s) at the relevant State agencies and the School District who were responsible for approving the review, the remedial plan and all action taken pursuant to such plan, including the name, job title, telephone number, mailing address, e-mail address and fax number of the person(s) who took such action.
6. If the State Compliance Officer is not satisfied with the review, the remedial plan, or the actions taken pursuant to such plan, the State Compliance Officer may discuss the matter with the relevant State agencies and the School District to resolve these concerns. In addition, the State Compliance Officer may request that the Audit Unit of Department of Health's Division of Administration undertake an audit to determine: (a) whether a violation occurred; (b) whether any such violation has been remedied; and (c) whether the remedial action is sufficient to prevent similar violations in the future.
7. In the event the employee's identity becomes known to a State agency or the School District, or to an employee of such agency or School District, no adverse employment action of any type shall be taken against such employee because information was provided to the State Compliance Officer or to a person conducting a review of the disclosure.
8. The relevant State agencies and the School District shall include in every training any of them provides (a) a description of the Confidential Disclosure Policy procedures described above; (b) the name, mailing address, e-mail address and fax number of the State Compliance Officer and School District Compliance Officer; and (c) an assurance that no adverse employment action of any type will be taken against an employee because information was provided to the State Compliance Officer and School District or to a person conducting a

review concerning alleged inappropriate practices or billing procedures related to Medicaid reimbursement of school or preschool supportive health services.

EDUCATION AND TRAINING

The School District's Compliance Program requires compliance and ethics training for all employees and service providers associated with Medicaid services and claims. This training will emphasize the School District's commitment to compliance with all Federal and State laws, regulations, and guidelines. This training will be conducted on an annual basis to ensure all such employees and service providers fully comprehend the implications of failing to comply with the School District's Compliance Program.

Mandatory training will include compliance, prevention of fraud and abuse, whistleblower protections, ethical standards, confidentiality, and conflicts of interest. All affected employees and service providers must attend an initial training session following hire and participate in ongoing, routine training sessions thereafter as required. As new developments or concerns arise, the Compliance Officer may require additional training sessions.

All compliance training must be documented. The Compliance Officer will maintain all such documentation signed by those attending any training session. All affected employees and service providers must sign an Acknowledgement Form at initial training, and thereafter when any updates of those documents are received.

Education and training will cover the School District's Compliance Program and will reinforce the requirement that strict compliance with the Compliance Program is a condition of employment. Employees will be informed that failure to comply with the Compliance Program may result in disciplinary action up to and including termination.

In addition to compliance and ethics training, the need for periodic continuing education, which may be required by law or regulations, will be provided for affected personnel. The School District will post in common work areas and other prominent places a notice reminding all affected individuals of the School District's commitment to compliance with all Federal and State laws and regulations regarding Medicaid claims and services.

COMMUNICATION - ACCESS TO COMPLIANCE OFFICER

An open line of communication between employees and the Compliance Officer is critical to the successful implementation and operation of the Compliance Program. Accordingly, there is an open-door, confidential, complete anonymity, non-retribution assurance to all employees, service providers administrators, and ~~Board of Education~~ Board of Cooperative Educational Services members to encourage good faith reporting of potential compliance issues.

Reports that suggest violations of the Compliance Program will be maintained by the Compliance Officer in a log and will be investigated promptly by the Compliance Officer to

determine their validity. The Compliance Officer will report the findings to the Superintendent and ~~Board of Education~~ Board of Cooperative Educational Services for possible further investigation of and possible corrective action regarding each compliance issue. Identifying and reporting compliance issues may also be made directly to the New York State Department of Health or the Office of the Medicaid Inspector General.

The School District will not penalize, discriminate, or retaliate against anyone who in good faith discloses a practice that violates any law, regulation, or guideline, initiates, cooperates or participates in an investigation, or objects to or refuses to participate in any activity, policy or practice that violates any law, regulation, or guideline.

INVESTIGATING, REPORTING AND CORRECTING IDENTIFIED PROBLEMS

Any and all reports of violations of the School District's Compliance Program regarding Medicaid claims and services will be investigated. The Compliance Officer or designee will conduct an investigation. The investigation will be done promptly and will be conducted under advice of legal counsel as deemed necessary. The purpose of the investigation will be to determine if any violation has occurred. If a violation has occurred, steps will be taken promptly and thoroughly to remedy the violation. The investigation may include interviews, review of relevant documents, and any other information deemed necessary to conduct a thorough investigation. Outside auditors or legal counsel may be retained to assist when deemed necessary. If at the completion of the investigation disciplinary action is required, discipline will be imposed in accordance with applicable law, regulation, and collective bargaining agreement. Law enforcement will also be informed if the conduct may have violated criminal law.

The Compliance Officer will direct that appropriate corrective action be taken to prevent similar violations of the Compliance Program from recurring. Any issue for which corrective action was directed to be taken shall be specifically targeted for monitoring and review in future audits.

DISCIPLINARY ACTION

Failure to comply with the Compliance Program may result in disciplinary action. Discipline may include:

- discipline of individuals who fail to report known non-compliant conduct;
- discipline of individuals involved in non-compliant conduct;
- discipline of individuals involved in encouraging, directing, facilitating, or permitting either actively or passively non-compliant behaviors;
- discipline of supervisors if the misconduct reflected poor supervision or lack of diligence;
- discipline of individuals who intentionally make false statements.

Discipline may include termination of employment.

AUDITING AND MONITORING

The Compliance Program requires a thorough monitoring of its implementation. Annual audits will be performed. Audits will be internal and, as appropriate, external. Audits will be designated and implemented to ensure compliance with the Compliance Program and all applicable federal and State laws and regulations and School District guidelines.

Zero tolerance of fraud and abuse is the main goal of the Compliance Program. In attempting to ensure this goal, compliance audits will include:

- internal reviews;
- interviews with personnel involved in Medicaid services and claims, management, operations, billing, and other related activities; and
- review of written materials and documentation utilized in Medicaid services and claims;
- identification of compliance risk areas specific to the provider type, self-evaluation of such risk areas, credentialing of providers and persons associated with providers, mandatory reporting, governance and quality of care of medical assistance program beneficiaries.

Formal audit reports will be prepared and submitted to the Compliance Officer, the Superintendent, and the ~~Board of Education~~ Board of Cooperative Educational Services to ensure that the School District is aware of the results and can take appropriate steps to correct problems and prevent them from recurring. The audit reports will specifically attempt to identify areas where corrective action is needed. Subsequent audits or studies will be used to ensure that the recommended corrective actions have been effectively implemented.

Adopted ~~March 11, 2015~~



INSTRUCTIONAL SERVICES CENTER
Amy Campbell
Assistant Superintendent for
Educational Services
campbell_amy@cves.org
518-561-0100
FAX 518-561-0240

CVES MISSION

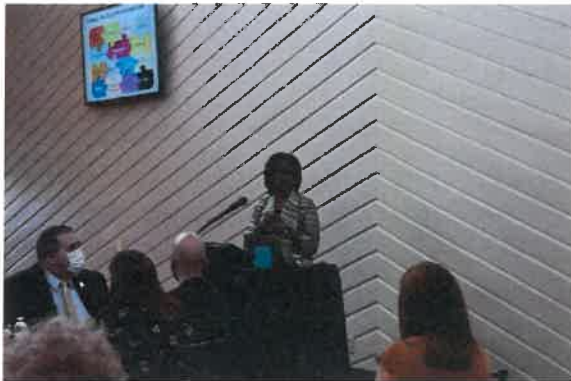
Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.

MEMORANDUM

TO: Dr. Mark Davey
FR: Amy Campbell AC
DA: September 2021
RE: **September 2021 Board Report**

Where has the summer gone? It has flown by as we have spent much of the month of August preparing for the return of students and our ten-month staff. August has been another month of rapid change in the halls of ISC. We have brought on additional staff and worked together to prepare for our impending move to our South Campus location.

GEARING UP FOR 2021-2022 – STRENGTHENING OUR EQUITY LENS



Instructional Services hosted our annual Gearing Up Professional Learning Day for area administrators on August 24 at the Adirondack Room at the Butcher Block. Attendees included our CVES administrators, component district administrators and administrative teams from districts in FEH BOCES. The theme for our day was Strengthening Our Equity Lens. The keynote speaker, Dr. Michelle Cromwell, Vice President for Diversity, Equity and Inclusion at the State University of New York at Plattsburgh, led the day grounding our work in the humanness of every child. Dr. Cromwell spent much of her message focusing on coming to an understanding about the vastness of human diversity and seeing diversity as an opportunity for creativity and valuable in our communities. Dr.

Cromwell ended with a call to action, giving attendees two areas of focus; ask essential questions related to policy and become sensitized to inequity. Many in attendance often asked if they were being equitable, but the concept of looking for inequity was a new perspective and one they wanted to explore. The remainder of the day focused on several activities that explored our equity lens; including coming to common understanding about terms related to DEI, looking at teacher evaluation through an equity lens and positive school climate. The day concluded with an update from Marybeth Casey, NYSED Assistant Commissioner for the Office of Curriculum and Instruction and Early Learning. Ms. Casey shared recent resources that are available from her office including early learning curriculum resources, diploma requirement resources for students and families, and resources for the new Computer Science and Digital Fluency learning standards with anticipated full implementation in September 2024. A link to the full update can be found here, [Curriculum Services Update](#). The feedback has been positive and the schools in attendance felt they would be able to take this work back to their districts.

ADMINISTRATOR RETREAT





On August 19 and the morning of August 20 CVES Administrators participated in a day and a half retreat. The focus of the retreat was preparing for the upcoming year, finalizing the Opening Plan for 2021-2022 given current guidance and team building. Activities were structured throughout the ten hours that allowed for members of the team to get to know one another and build

trusting relationships. Dr. Davey provided an overview of priorities for the coming year and noted that one-third of the team is new within the last year. By the end of the retreat everyone felt as though the team had been working together for a long time.



MORE NEW FACES

		
Brianna Burnham Grant Specialist	Amanda Buskey Grant Specialist	Tina Trombley Account Clerk/Typist

This month ISC welcomed two Grant Specialists. Brianna Burnham started on August 23rd and Amanda Buskey started on September 2nd. Brianna and Amanda are excited to begin supporting districts in their grant work. Brianna and Amanda will work with component districts to write and prepare budgets for formula grants as well as support districts in pursuing competitive grants. On August 23rd, ISC also welcomed Tina Trombley in the role of Account Clerk/Typist. Tina will support our Instructional Technology, Grant Procurement, and School Improvement COSERS. Tina comes to us after several years in the private sector and is excited to be supporting education in the area.

SUPPORTING COMPONENT DISTRICTS

With the new school year rapidly approaching, our Administrator for Instructional Services has been busy visiting districts to provide professional development. This month, Sarah Paquette visited Willsboro to discuss programs to support Response to Intervention (RTI). Sarah worked with several teachers to discuss how to meet the needs of their students as we enter the third year impacted by the pandemic. Sarah visited NAC to carry on the long tradition of supporting teachers in alignment of curriculum to the New York State standards. After several postponements, the new Next Generation Standards in Math and ELA are being implemented at grades K-2 in preparation for full implementation in the 2022-2023 school year.

OPENING PLAN AND COMMUNITY FORUMS



On August 26 three forums were held to inform our community about the Opening Plan for the coming school year. One forum was dedicated to CVES Staff, one was dedicated to Special Education students and families, and one was dedicated to CV-TEC students and families. These forums were facilitated by our Instructional Technology staff, Alex St. Pierre, Network and Systems Coordinator. Additionally, our Communications Staff, Matt Smith, Communications and Publications Supervisor, and Megan Manson, Publications Specialist, were instrumental in designing the layout and cover of the plan and posting it to our website.



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

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

CVES MISSION

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

TO: Dr. Mark C. Davey
FROM: Michele M. Friedman
DATE: August 31, 2020
RE: September 2021 Board Report

As the Director of Career & Technical Education, I am proud to welcome you to the 2021-2022 school year at CV-TEC. This past eighteen months has been quite a challenge for all as we continue to navigate uncharted waters in the midst of this global pandemic. We will do our very best to provide continuity of our programming and to keep you informed and updated. We have worked diligently over the summer months in partnership with our component districts, community agencies, and business and industry partners to put together a comprehensive opening plan; with "Students are our First Priority" at the core of our efforts.

The CV-TEC Division of Champlain Valley Educational Services offers a wide range of Career & Technical Education (CTE) Programming, Adult Literacy Programming, and Continuing Education Programming for our school districts and community members of Clinton and Essex Counties. CV-TEC has a rich history in the North Country and we are proud and committed to continuing the tradition of excellence on all of our CV-TEC campuses and locations.

Team CV-TEC is dedicated to a collaborative approach for excellence in Career & Technical Education. It is the CVES mission that "CVES empowers students, schools and communities by providing exemplary education, training, support and shared services; and it is the mission of the CV-TEC Division "to prepare students for success in careers and life-long learning including post-secondary education." Team CV-TEC is dedicated to our mission and committed to continuing and intensifying the long-standing tradition of excellence at CV-TEC. With our mission in mind, each student's individual needs is what will drive and direct our educational programming and fuel our desire to continually improve our efforts to serve our students, component districts, business & industry partners and our surrounding community.

I would like to personally extend an invitation to tour our facilities, meet with our exceptional education professionals, and to discuss the opportunities available to our community here at CV-TEC. Happy New Year! It's going to be an AMAZING year!



CV-TEC PROUDLY WELCOMES NEW TEAM MEMBERS

The CV-TEC Division is pleased to welcome our newest Team CV-TEC Members:

- Abram Benko Academic Services, English Language Arts
- Ryan Handley Academic Services, Special Education
- Ellen Supinski PreCTE Auto Service
- Anika Craig Animal Science/ Large Animal Production
- Christopher Huchro Natural Resources Management
- Kaila Inman Digital Art & Design
- Jacob Rivers Electrical Design, Installation & Alternative Energy
- Lisa Tallman Graphic Design & Communications
- Maria Hurteau Licensed Practical Nursing

We are all looking forward to working with each of our newest members which will make us even stronger as a team! Welcome to CV-TEC

CV-TEC PREPARES FOR LEVEL 2 OPENING OF CAMPUSES:

We will currently be starting our school year on a Level 2 according to our CVES Opening Plan: <https://www.cves.org>
Traditional Model 2

Level 1	Level 2	Level 3	Level 4	Level 5
Traditional Model 1 - Normal building use and operations	Traditional Model 2 - Staff & students in building - WITH mitigation in place (face masks, social distancing, etc.) - Restrictions in building use for public health safety	Hybrid/Blended Model CTE Students receive instruction in both live and remote settings via Cohort Assignment WITH mitigation in place (face masks, social distancing, etc.)	Remote Model 1 - ALL students learning remotely from home. - Staff instructing remotely from school	Remote Model 2 - ALL staff & students learning/teaching from home. - NO one on campus

- **Staff & students in person - WITH mitigation in place (face masks, social distancing, etc.)**
- **Restrictions in building use for public health safety**

All CV-TEC Students were mailed their Welcome Packets in anticipation of our opening in September. In addition, all information and forms included in the student welcome packets are available on our website. Forms can be completed online and emailed or mailed to our CV-TEC main office

Our schedule will look differently than last year’s schedule. Each student will be assigned to one of two half-day sessions and will attend CV-TEC for five days per week. Generally, students will be assigned using these criteria:

- **First year students attend in the morning session and returning students attend in the afternoon session.**
 AM Session | First Year Students – 8:30 a.m. – 11:25 a.m.*
 PM Session | Returning Students -12:00 p.m. – 2:55 p.m.*

*New Visions Medical Careers & Applied Engineering students are assigned to either the AM or PM session by CV-TEC.

*PreCTE students are assigned to either the AM or PM session by their home district.

♣ Masks Required by Students and Staff

Except for meals, and short breaks with appropriate social distancing, Industry Standards for PPE & social distancing will also be incorporated into the CTE Programs of Study.

♣ Attendance Expectations

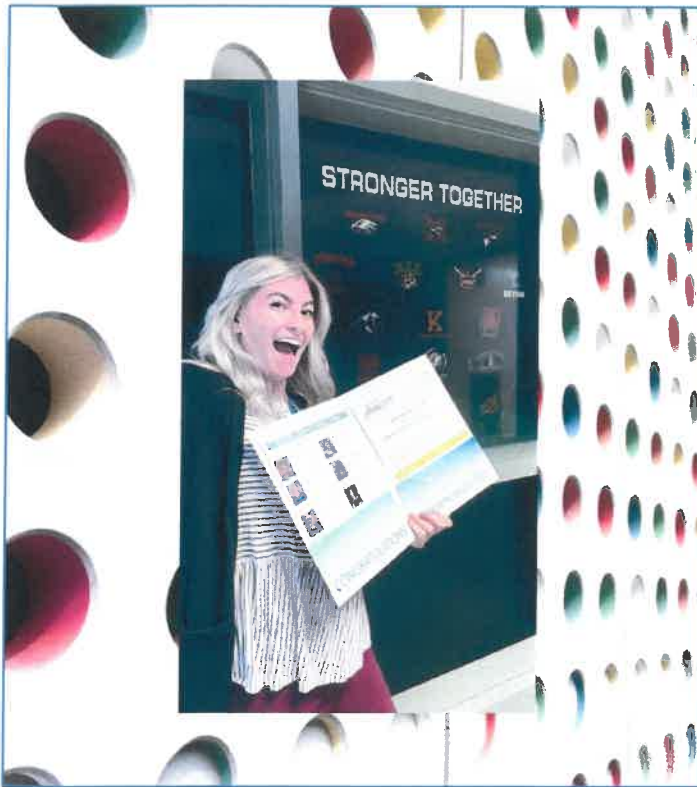
Attendance of all school-age students of compulsory age and who attend a CVES program will have their attendance taken daily in accordance with established NYSED guidelines and CVES reporting procedures.

♣ **Microsoft Teams**

To prepare for multiple modes of learning, Microsoft Teams will be used in all CV-TEC Programs and classes as part of the instructional process for the 2021-2022 school year. This instructional tool will go into effect at the start of the school year to establish and to build student confidence and to ease transitions between levels of our school continuum model.

♣ **Equity**

- Students without access to technology will be referred immediately to the building principal who will engage with the CVES Technology Department and the Home-school to assist with the issuing of a device. Recorded lessons will be posted in MS Teams for students to review if needed (missed the lesson or need further reinforcement).
- School Counselors will be available to meet with students in need of additional supports;
- Teachers will be available during scheduled office hours to work individually with students;
- Attendance will be regularly monitored. Students with extenuating circumstances will be reviewed on a case by case basis.
- Curriculum materials will be translated to different languages as needed including but not limited to ASL (American Sign Language).



Are You Excited About CV-TEC?

Look for your CV-TEC welcome packets in the mail this week!

POST YOUR PIC ON OUR INSTAGRAM @CVTECBOCES

USE #TEAMCVTEC



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

SPECIAL EDUCATION DIVISION

Matthew J. Slattery
Director of Special Education

slattery_matt@cves.org
Plattsburgh Campus, 518-561-0100 FAX 518-561-5624
Mineville Campus, 518-942-6691 FAX 518-942-3368

CVES MISSION

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

To: Dr. Mark Davey, District Superintendent
From: Matt Slattery, Director of Special Education
Date: September 2021
Re: Board of Cooperative Educational Services Report

Preparing to Open a New School Year

The leadership team of the division, comprised of administrators and coordinators, has been extremely busy this past month preparing for a new and exciting school year. The transition between summer programming ending and opening a new school year is short and our team has done an excellent job of making the most of this time. This work includes:

- The addition of a classroom section within Academic Programming. We have seen an increase in enrollment from last year which has necessitated the need to open a new classroom.
- Creation of opening school guidance with public presentations. Our plan is intended to articulate the adaptive design of our learning model to accommodate changing conditions and evolving guidance from state and health officials in the coming year.
- Creation of a new faculty and staff handbook. After much work, a year's worth to be precise, our leadership team has done an outstanding job of organizing divisional protocols, expectations, and our inner workings into a well-organized, easy to use, one-stop shop document.
- Hiring high quality professionals. This continues to be a priority for our division as we have secured teachers, teaching assistants, related service providers and student aides this summer.
- Preparation for the rollout of new programs that all students will benefit from, most notably the Positivity Project and our PAES Lab.
- A divisional leadership team retreat with focus on team building and our opening school kickoff.

Below are pictures and documents that exemplify this crucial work. We are looking forward to a great 2021-22 school year!



SPECIAL EDUCATION DIVISION

SUPERINTENDENT CONFERENCE DAYS OPENING SCHOOL AGENDA

SEPTEMBER 1-2, 2021



SEPTEMBER 1, 2021

Our opening day is divided into two parts. Our divisional kickoff will take place in the morning for all staff utilizing 4 locations within the WAF campus (Cafeteria, Gym, CV-TEC's Graphic Design and Small Animal – all accessible from the outside). At noon, we report to the West Side Ballroom for our organization wide opening.

Time	Topic	Presenters	Required Audience	Location
8:00 – 8:30	Welcome back: greet colleagues and settle into assigned small group setting.		All Special Ed. Staff	WAF
8:30 – 9:00	Special Education Division Kickoff	Matt Slattery		
9:00 – 11:00	Positivity Project Introduction	Implementation Team		
11:00 – 12:00	Lunch with Colleagues			
12:00 – 3:00	CVES Opening at West Side Ballroom (hyperlinked above)	Dr. Davey, Mr. Marin, Tom Bull, etc...		West Side Ballroom

GROUPINGS AND LOCATION ASSIGNMENTS FOR SEPTEMBER 1, 2021

All Classroom Staff and RSPs report to the below locations, by 8:25 AM.

Gym	Cafeteria	CV-TEC Graphic Design	CV-TEC Small Animal
Falvey	VanAlphen	Cowling	PIT Group
Rhino	Mock	Lashway	Keefe
Finnegan	Dayton	Johnson, Lyndon	Trombley
Thorne	Lawrence	Wendling	Nurses
Stoffel	Restrepo	Gonyo	Planning room
Douglass	Lucia	McGowan	Speech Group
Minchoff	Haley	OT/PT Group	PE
Passno	Seller	Art	
Fish	Boadway	TOD	
Johnson, Laura	Counselor Group		

SEPTEMBER 2, 2021

Our second Superintendent's conference day will take place in your assigned buildings (WAF, MV, Component Districts). This day is dedicated to program meetings and professional time within your space preparing for the new school year.

Time	Topic	Presenters	Required Audience	Location
8:15 – 9:15	Speech Providers	Dan Valenzuela	MV Can Remote In	Conference Rm.
8:30 – 9:30	Mineville Staff Meeting	Grace Stay	MV Special Ed. Staff	TBD
9:15 – 10:15	Program Meeting: Autism	Dan Valenzuela	Autism Staff	Gym
9:15 – 10:15	Program Meeting: WAF Life Skills	Nicole O'Connell	Life Skills Staff	Cafeteria
10:15 – 11:15	Program Meeting: WAF Elementary Academics	Nicole O'Connell	El. Academic Staff	Cafeteria
10:30 – 3:00	Autism Training	Andrea Martino	New Autism Staff	Curriculum Office
12:15 – 1:15	Program Meeting: WAF Secondary Academics (ITSP, HSs, MS, and Fish)	Dan Valenzuela	Secondary Ac. Staff	Conference Rm.
1:15 – 1:30	Medicaid Reimbursable Related Service Providers	Matt Slattery	Speech, OT, PT, Social Workers	Click here to join
1:30 – 1:45	Catalyst Committee Members from 2020-21	Matt Slattery	Catalyst Members	Conference Rm.

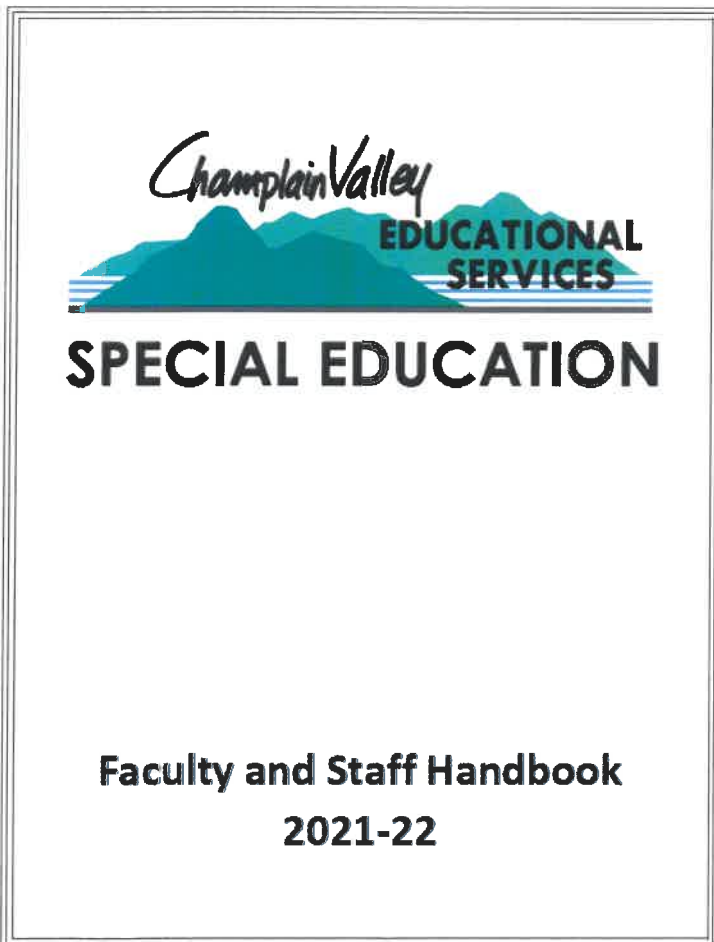


TABLE OF CONTENTS

Building Protocols (pgs. 4-10)

- Accidents/Incident
- Announcements
- Attendance Procedure
- Building Access Sign Out/In
- Bus Line Protocol
- Calendar of Events
- Early Departure Requests
- Emergency Procedures
- Keys
- Maintenance and IT Requests
- Nursing Services
- Playground, Pool
- Recess
- Staff Breaks
- Student Appointments with Principal
- Student Drop Off/Pick Up
- Student Forms
- Student Network Log-ins/Testing
- Accommodations/Photo Release
- Telephone Protocol
- Two-Way Radio Use
- Wiggle Room

Classroom Community/Behavior M. (pgs. 11-19)

- Our Philosophy
- The Classroom Milieu and Crisis Prevention
- The Importance of Relationships
- The Importance of Knowing the Student
- CALM
- PBIS Framework
- Classroom Management
- Tools for Documentation of Student Behavior
- Behavior Referral versus Classroom Incident
- Protocol for Use of Break Room
- Protocol for Use of Physical Intervention
- Post Crisis Response
- Suspension
- FBA/BIP Development and Timelines
- Discipline Concerns on Transportation

Communication (pgs. 20-21)

- To Families
- To Home Districts
- Out of School Suspensions

Expectations (pgs. 22-25)

- Cell Phone Use
- Classroom Environment/Atmosphere
- Classroom Folder
- Collaboration
- Confidentiality
- Dress and Professionalism
- Roles and Responsibilities
 - Teachers, TAs, and Aides
- Teacher Managing Staff in Classrooms

Individualized Education Plans (pgs. 26)

- Change of IEP Request
- CSE Meetings
- IEP Writing and Development
- Progress Reports

Organization (pgs. 27-30)

- CDOs Credential
- Curriculum and Technology Needs
- OSS Care
- Divisional Committees
- Media Release
- Policies
 - Registration: In-take Process
 - Related Service Provider Assignments
 - Request for Change in Assignment
 - Role of School Resource Officer
 - State Assessments
 - Student Class Placement
 - Summer PD Proposals
 - Work Experience

Trauma-Informed Best Practices (pgs. 31-32)

- Mindfulness
- The PAX Good Behavior Games
- Planning Room
- Restorative Justice and Circle Up

Appendices (pgs. 33-39)

- PBIS Matrix
- Classroom Incident Form
- Behavior Referral
- Physical Intervention Form
- Use of Calm Procedures Form
- Chain of Command
- Emergency Drills Grid

SPECIAL EDUCATION DIVISION'S OPENING PLAN: 2021-22

The CVES Special Education Division believes that each child is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature intellectually, emotionally, physically, and socially despite challenges and obstacles.

As we plan to open school this fall, the health and safety of our students, employees, families, and communities continue to be at the forefront of each decision made. This plan is intended to articulate the adaptive design of our learning model to accommodate changing conditions and evolving guidance from state and health officials in the coming year.

Opening of School: September 2021

The 2021-2022 school year will open for in-person instruction for all students at the Level 2 Model (Mitigation), starting September 7, 2021. Please know that remote learning is no longer an option to replace in-person instruction this school year.

Models for School Continuum

Level 1	Level 2	Level 3	Level 4	Level 5
Traditional Model 1 - Normal building use	Traditional Model 2 - Staff & students in building - WITH mitigation in place (face masks, social distancing) - Restrictions in building use for public health safety	Hybrid Model - Cohort Model - Blend of in-person and remote learning (i.e. AA, BB) - WITH mitigation in place (face masks, social distancing)	Remote Model 1 - ALL students learning remotely from home. - Staff instructing remotely from school	Remote Model 2 - ALL staff & students learning/teaching from home. - NO one on campus

Level 2: Traditional Model 2 with Mitigation

Face Masks Required by Students and Staff

All students and staff are required to wear masks while in school.

- In instances where a child is unable to wear a mask, the division will support the student going through the CSE process for a program modification to be listed within their IEP. Staff can wear their own masks that meet onboarding guidelines.
 - o Students will wear masks during the school day.
 - o CVES has masks available for student use.
- Masks can be removed while eating with appropriate physical distancing.
- Staff may take "mask breaks" outside or away from supervision of their students.

In situations in which a student wearing a mask is detrimental to their health and wellbeing, communication between home and school will be vital. We will work closely with families following the process below.

- Family communicates to school their child has an identified medical or trauma condition which is detrimental to their health and wellbeing when wearing a mask.
- Documentation from a medical provider is needed/requested of the family to provide to CVES.
- Upon CVES's receipt of medical documentation, we will notify/request the home district's Committee on Special Education to consider an amendment to the IEP in the Accommodations section for the child to not wear a mask.

- Once the CSE finalizes this amendment on the child’s IEP, this student will no longer be required to wear a mask in the school setting.
- The safety precautions below will be employed in this scenario.
 - Physical distancing requirement of 3’
 - A desktop shield will be provided
- Additional PPE will be stored in a location within the classroom/offices that all staff are made aware of and out of the reach of students.
- Staff working with students who do not wear masks may choose to use additional PPE, such as gloves and a face shield in addition to their face masks.
- The use of physical distancing from others will be important, although direct service providers may not be able to maintain distance. If there is more than one student in the room who is not wearing a mask, they should be distanced from one another.

Microsoft Teams: to prepare for multiple modes of learning, Microsoft Teams will be used in all classrooms as a part of the instructional design for the 2021-2022 school year. This instructional tool will go into effect at the start of the school year to establish/build student confidence and to ease transitions between levels of our school continuum model.

- Each classroom will create their own Microsoft Team, titled with the school year and class name that includes all classroom staff, related service providers and Curriculum Coordinator

LEVEL 3: Hybrid Model

This hybrid model allows students to receive in-person instruction, reduces student population in the building by 50% and allows for a deep cleaning between the two groups of students within each classroom. It also provides two consecutive days of in-person instruction, inclusive of related services.

Hybrid Model Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Group A In-Person	Group A In-Person	Groups A & B Remote Learning	Group B In-Person	Group B In-Person
Group B Remote Learning	Group B Remote Learning		Group A Remote Learning	Group A Remote Learning

LEVELS 4 & 5: Remote Models 1 & 2

Teachers will create lessons to meet students at their instructional level and will bring them to grade level expectation through differentiated lessons, using video and small group or 1:1 follow-up via video, audio, or Teams meeting.

- Daily – teachers or teaching assistants will provide a live 30-minute group morning circle-up
- Daily – teachers, teaching assistants, and student aides will provide live instruction/support either 1:1 or in a group for a total of 2 hours a day per student.
- Daily – teachers or teaching assistants will provide a 45-minute blocks of time for student office hours to assist with completing learning activities.
 - Daily – teachers, teaching assistants, and student aides will provide live instruction/support either 1:1 or in a group for a total of 2 hours a day per student
- Teachers will contact parents of students to provide consultation for working on activities/goals and will provide supplemental materials to parents to work on in between live lessons as needed.

Work Experience: students will continue to develop their Career Development and Occupational Studies using the Virtual Job Shadow online program with activities assigned by classroom teacher.

Schedule: a weekly schedule will be created for each student and shared with their family by the classroom teacher. The goal is to organize instructional learning and related services, individualized for each student, and to clearly communicate expected learning opportunities.

Sample Individualized Student Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m. Morning Meeting via TEAMS Video (class)	9 a.m. Morning Meeting via TEAMS Video (class)	9 a.m. Morning Meeting via TEAMS Video (class)	9 a.m. Morning Meeting via TEAMS Video (class)	9 a.m. Morning Meeting via TEAMS Video (class)
10 a.m. ELA Activity via TEAMS Video (1:1)	10 a.m. Math Activity via TEAMS Video (1:1)	10 a.m. ELA Activity via TEAMS Video (1:1)	10 a.m. Math Activity via TEAMS Video (1:1)	10 a.m. Group Activity via TEAMS Video (1:1)
A.M. Classroom TEAMS Post - Movement Break	A.M. Classroom TEAMS Post - Movement Break	A.M. Classroom TEAMS Post - Movement Break	A.M. Classroom TEAMS Post - Movement Break	A.M. Classroom TEAMS Post - Movement Break
11:30 PT Session via TEAMS Video	11:30 Art Instruction, TEAMS Video (class)	11:30 OT Session via TEAMS Video	11:30 PT Session via TEAMS Video	11:30 OT Session via TEAMS Video
P.M. Classroom TEAMS Post - Independent Activity	1 p.m. ELA Activity via TEAMS Video (small group)	1 p.m. PE Instruction TEAMS Video (class)	1 p.m. ELA Activity via TEAMS Video (small group)	P.M. Classroom TEAMS Post - Independent Activity
1:30 p.m. Speech via TEAMS Video (1:1)	2 p.m. SEL Activity via TEAMS Video (class)	1:30 p.m. Speech via TEAMS Video (1:1)	2 p.m. SEL Activity via TEAMS Video (class)	1 p.m. – Parent Phone Call

All student/family contact will continue to be documented within SchoolTool.

Related Service Providers (RSPs)

- RSPs will provide appropriate teletherapy in line with each student’s IEP.
- RSPs will continue to provide teletherapy through established emails within calendar on Teams.
- We will follow the same teletherapy procedures established and outlined in our *School Closure OT/PT Related Service Provider Continuity of Service Plan*.
- RSPs will complete the *Student Plan for Delivery of Services-Remote* in partnership with parents and guardians for each student.

Equity

Students without access to technology or internet will be referred immediately to the building principal who will:

- engage with the CVES Technology Department and the home-school to assist with issuing a device.
- contact the family to offer support in working with outside agencies in securing internet connection. In cases where internet connection is not possible, instruction will be individualized to meet the family/student needs.
- School Counselors will be available to support and meet with students who need added emotional
- Curriculum materials will be differentiated according to student need and translated to ASL and/or different languages, as needed.

Communication

CVES will strengthen and maintain consistent communication with families, in addition to students and staff.

- CVES BOCES is prepared to provide all communications in the home language(s) of all students and families in our service area. All written plans are available in print or on the website in a format that is compliant with ADA protocols for accessibility for screen readers for the visually impaired. Interpretative services can be made available as needed.
- CVES has been posting health and safety instructions, and health resources on its website since March 2020, and will continue to update this information on an ongoing basis. This information has also been posted to the CVES Facebook pages (main page and divisional pages).
- CVES teachers & related service personal will maintain direct contact with families via phone and or email/online.
- Parents may contact building Principals via phone or email.

No Virtual Learning Option*

As per Federal and State guidance, the completely virtual learning option that was provided for in the 2020-2021 school year is no longer available.

- Per the CDC Guidance for COVID 19 Prevention in K-12 Schools on August 5, 2021, "The US Centers for Disease Control and Prevention updated its to emphasize in-person schooling is a priority in the fall..." [Covid-19 schools guidance](#)
- Per the New York State Education Department's memo on July 29, 2021 from Commissioner Betty A Rosa, schools are not required to provide on-line or remote instruction if they are open for full-time, in-person instruction. [CDC & AAP Guidance on School Opening 2021-22 \(nysed.gov\)](#)

**Exceptions will be made based on the medical needs of the student, a referring doctor, and review by our Medical Director. Such parent/guardian inquiries should be directed to the building principal.*

CEWW BOCES
SPECIAL AID FUND PROGRAMS REVIEW
STATUS EVALUATION
2021/2022

Coser	922-2020	923-2021	927-2021	930-2021	944-2019	947-2022	949-2022	950-2022	951-2021
Program Description	Adk Foundation - Sun Fund	Healthy Cafeteria Sustainability	Core Rehabilitation Services	Pre-ETS	Early College High School Program and Pathways	SLS Operating Aid	SLS Categorical Aid for Automation	EPE	HSE Test Administration
Approved Budget	\$ 8,000	\$ 50,000	\$ 542,954	\$ 300,000	\$ 150,000	\$ 94,526	\$ 9,453	\$ 569,176	\$ 7,397
Revenue Available/Earned	\$ 8,000	\$ 50,000	\$ 176,087	\$ -	\$ 150,000	\$ 94,526	\$ 9,453	\$ -	\$ 4,275
Prior Year Rollover	\$ -	\$ -	\$ 234,312	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,748
Expenditures to-date	\$ (8,000)	\$ (25,000)	\$ (470,725)	\$ (44,245)	\$ (102,091)	\$ (8,080)	\$ (347)	\$ (22,710)	\$ (483)
Est.Encumbrances to-date (including indirect cost)*	\$ -	\$ -	\$ (7,622)	\$ (713)	\$ 47,909	\$ (69,361)	\$ (7,021)	\$ (118,837)	\$ (2,825)
Unexpended Balance	\$ -	\$ 25,000	\$ (67,948)	\$ (44,958)	\$ (0)	\$ 17,085	\$ 2,085	\$ (141,547)	\$ 2,715
Percentage Utilized	100%	50%	88%	15%	100%	82%	78%	25%	45%
Grant Program Ending:	5/31/2021	10/31/2021	12/31/2021	12/31/2021	6/30/2021	6/30/2022	6/30/2022	6/30/2022	12/31/2021
Finance Approval Obtained:	5/12/2020	11/3/2020			2/22/2019	7/20/2021	8/3/2021	Pending	
Director:	Bell	Bell	Slattery	Slattery	Campbell	Campbell	Campbell	Friedman	Friedman

Coser	952-2022	954-2022	956-2022	959-2021	963-2022	987-2021	995-2022	996-2022	997-2022
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	COVID 19 Response Learning	WIOA, Title II, Incarcerated	NYS Basic Literacy- JCEO	NYS Basic Literacy- One Work Source
Approved Budget	\$ 60,182	\$ 128,371	\$ 46,160	\$ 300,000	\$ 100,000	\$ 5,000	\$ 405,147	\$ 125,000	\$ 125,000
Revenue Available/Earned	\$ 60,182	\$ 128,371	\$ 46,160	\$ 68,089	\$ 13,677	\$ 4,500	\$ 405,147	\$ 125,000	\$ 125,000
Prior Year Rollover	\$ -	\$ -	\$ -	\$ 40,001	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures to-date	\$ (4,676)	\$ (6,031)	\$ (10,088)	\$ (133,354)	\$ (2,247)	\$ -	\$ (27,872)	\$ (7,714)	\$ (11,604)
Est.Encumbrances to-date (including indirect cost)*	\$ (1,072)	\$ (61,808)	\$ (5,863)	\$ (178,241)	\$ -	\$ -	\$ (167,218)	\$ (6,361)	\$ (6,212)
Unexpended Balance	\$ 54,434	\$ 60,532	\$ 30,209	\$ (203,505)	\$ 11,430	\$ 4,500	\$ 210,057	\$ 110,925	\$ 107,184
Percentage Utilized	10%	53%	35%	104%	2%	0%	48%	11%	14%
Grant Program Ending:	6/30/2022	6/30/2022	6/30/2022	9/30/2021	3/31/2022	10/16/2021	6/30/2022	6/30/2022	6/30/2022
Finance Approval Obtained:	Pending	Pending	7/16/2021	1/26/2021	Contract Pending	10/9/2021	Pending	Pending	Pending
Director:	Friedman	Friedman	Campbell	Friedman	Friedman	Campbell	Friedman	Friedman	Friedman

CEWW BOCES
SPECIAL AID FUND PROGRAMS REVIEW
STATUS EVALUATION
2020/2021

Coser	922-2020	923-2021	927-2020	927-2021	930-2020	930-2021	944-2019	947-2021	949-2021	950-2021	951-2021
Program Description											
Approved Budget	\$ 8,000	\$ 50,000	\$ 640,000	\$ 542,954	\$ 300,000	\$ 300,000	\$ 150,000	\$ 108,060	\$ 10,647	\$ 421,312	\$ 8,387
Revenue Available/Earned	\$ 8,000	\$ 50,000	\$ 431,117	\$ 249,120	\$ 18,000	\$ 44,200	\$ 150,000	\$ 94,539	\$ 9,454	\$ 352,233	\$ 7,692
Prior Year Rollover	\$ -	\$ -	\$ 208,820	\$ 234,312	\$ -	\$ -	\$ -	\$ 13,521	\$ 1,193	\$ -	\$ 2,433
Expenditures to-date	\$ (7,607)	\$ (25,000)	\$ (539,937)	\$ (364,711)	\$ (18,000)	\$ (44,245)	\$ (70,248)	\$ (87,921)	\$ (6,946)	\$ (345,950)	\$ (8,377)
Est.Encumbrances to-date (including indirect cost)*	\$ -	\$ -	\$ -	\$ (12,434)	\$ -	\$ -	\$ (79,752)	\$ -	\$ -	\$ -	\$ -
Unexpended Balance	\$ 393	\$ 25,000	\$ -	\$ 106,287	\$ -	\$ (45)	\$ -	\$ 20,139	\$ 3,701	\$ 16,283	\$ 1,748
Percentage Utilized	95%	50%	100%	59%	6%	15%	100%	81%	65%	82%	100%
Grant Program Ending:	5/31/2021	10/31/2021	12/31/2020	12/31/2021	12/31/2020	12/31/2021	6/30/2021	6/30/2021	6/30/2021	6/30/2021	12/31/2020
Finance Approval Obtained:	5/12/2020	11/3/2020	2/7/2019	1/10/2020	1/10/2020	1/10/2020	2/22/2019	8/17/2020	10/21/2020	10/13/2020	6/4/2019
Director:	Bell	Bell	Slattery	Slattery	Slattery	Slattery	Gray	Gray	Gray	Friedman	Friedman
Coser	952-2021	954-2021	955-2021	955-2020	955-2021	963-2021	963-2022	971-2021	987-2021	985-2021	986-2021
Program Description											
Approved Budget	\$ 80,182	\$ 121,263	\$ 57,639	\$ 370,279	\$ 300,000	\$ 190,129	\$ 100,000	\$ 35,000	\$ 5,000	\$ 405,147	\$ 125,000
Revenue Available/Earned	\$ 80,182	\$ 121,263	\$ 46,166	\$ 141,125	\$ 47,125	\$ 23,750	\$ 35,000	\$ 35,000	\$ 4,500	\$ 405,147	\$ 125,000
Prior Year Rollover	\$ -	\$ -	\$ 11,473	\$ 70,279	\$ 40,001	\$ 90,129	\$ 55,736	\$ -	\$ -	\$ -	\$ -
Expenditures to-date	\$ (58,997)	\$ (118,884)	\$ (45,942)	\$ (171,403)	\$ (108,080)	\$ (58,143)	\$ (13,677)	\$ (23,104)	\$ (507)	\$ (382,524)	\$ (120,061)
Est.Encumbrances to-date (including indirect cost)*	\$ (25)	\$ (414)	\$ -	\$ -	\$ (61,500)	\$ -	\$ (375)	\$ -	\$ -	\$ (1,498)	\$ (5,357)
Unexpended Balance	\$ 1,160	\$ 1,865	\$ 11,697	\$ 40,001	\$ (62,454)	\$ 55,736	\$ 76,684	\$ 11,896	\$ 3,993	\$ 21,127	\$ 3,951
Percentage Utilized	98%	98%	80%	46%	57%	31%	14%	66%	10%	95%	97%
Grant Program Ending:	6/30/2021	6/30/2021	6/30/2021	9/30/2020	9/30/2021	3/31/2021	3/31/2022	6/1/2021	10/16/2021	6/30/2021	6/30/2021
Finance Approval Obtained:	11/24/2020	12/1/2021	9/3/2020	1/13/2020	1/26/2021	3/10/2021	Contract Pending	10/14/2020	10/8/2021	12/8/2020	1/7/2021
Director:	Friedman	Friedman	Gray	Friedman	Friedman	Friedman	Friedman	Friedman	Gray	Friedman	Friedman

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

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