

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

**AGENDA FOR BOARD MEETING TO BE HELD AT THE YANDON-DILLON CENTER  
IN MINEVILLE, NY AND REMOTELY VIA WEBEX ON MARCH 9, 2022  
PROPOSED EXECUTIVE SESSION AT 6:30 P.M. – MEETING TO FOLLOW**

Public participants may use the following WebEx Address: <https://bit.ly/3vLr9xp>  
Or by calling 1-408-418-9388 Meeting number (access code): **2344 653 6766**

- |           |   |
|-----------|---|
| 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. February 9, 2022 Meeting Minutes (Enc. 1)                                  |
|           | 8. CONSENT AGENDA FINANCIAL   |
| Action    | a. Certification of Warrant (Enc. 2)  |
| Action    | b. Treasurer’s Report (Enc. 3)  |
| Action    | c. Donations (Enc. 4)   |
| Action    | d. Budget Increases (Enc. 5)  |
| Action    | e. Special Aid Fund Project (Enc. 6)  |
| Action    | f. Memorandums of Agreement (Enc. 7)  |
| Action    | g. Independent Auditor Appointment/Management Letter (Enc. 8)                 |
|           | 9. OLD BUSINESS - Committees  |
| No Action | a. Committees   |
|           | --Audit Committee Meeting Highlights – December 8, 2021 (Info. Only) (Enc. 9) |
|           | 10. CONSENT AGENDA PERSONNEL  |
| Action    | a. Resignation for the Purpose of Retirement (Enc. 10)                        |
| Action    | b. Resignation (Enc. 11)  |
| Action    | c. Tenure Appointments (Enc. 12)  |
| Action    | d. Civil Service Probationary Appointments (Enc. 13)                          |
| Action    | e. Civil Service Provisional Appointment (Enc. 14)                            |
| Action    | f. Additional Work (Enc. 15)  |
| Action    | g. Facilitator (Enc. 16)  |

- |           |   |  |
|-----------|---|--|
| Action    | h.  | Substitutes (Enc. 17)                                  |
| Action    | i.  | Authorization of Individual to Collect Money (Enc. 18) |
|           | 11. BOARD OF COOPERATIVE EDUCATIONAL SERVICES   |  |
| Action    | a.  | Certification of Lead Evaluator Resolution (Enc. 19)   |
| Action    | b.  | Re-certification of Lead Evaluator (Enc. 20)           |
|           | 12. NEW BUSINESS  |  |
| No Action | a.  | None this month  |
| No Action | 13. OTHER   |  |
| No Action | 14. NEXT BOARD MEETING  |  |
|           | Wednesday, April 13, 2022, at the Satellite Campus Conference Center in Plattsburgh, NY –<br>Proposed Executive Session at 6:30 p.m. – Meeting to follow. |  |
| No Action | 15. REPORTS FROM DIRECTORS (Enc. 21)  |  |
| Action    | 16. ADJOURNMENT   |  |

# CHAMPLAIN VALLEY EDUCATIONAL SERVICES

## VISION

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

## MISSION

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

## IMPORTANT DATES

March 9, 2022	Board Meeting – Yandon-Dillon Center, Mineville – 6:30 p.m.
<del>March 9, 2022</del>	<del>ISAB Awards – Giltz Auditorium SUNY Plattsburgh – TBD</del> <b>Cancelled Due to COVID</b>
March 7 <b>14</b> , 2022	Spelling Bee – Plattsburgh City School High School Auditorium 5:00 p.m.
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 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.
<del>June 17, 2022</del>	<del>Yandon-Dillon Special Education Graduation Ceremony – Mineville Campus – 11:00 a.m.</del> <b>Mineville graduate(s) will join the Plattsburgh Ceremony</b>
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 February 9, 2022 regular Board meeting. (attached)

## **ENC. 2**

Recommend that the Board approve the Certification of Warrant for February 1, 2022 to February 28, 2022. (attached)

## **ENC. 3**

Recommend that the Board approve the Treasurer's Report from January 31, 2022. (attached)

## **ENC. 4**

Recommend that the Board approve the following Donations:

1. For the Student Stipend Fund:

United Way (December 2021)	85.88
Pepsi (December 2021)	99.06
United Way (January 2022)	85.88
United Way (February 2022)	<u>85.88</u>
TOTAL -	\$ 356.70

2. Donation of a used iPad from Juliana Baker, with an estimated value of \$100. This donation will benefit the students of the Special Education Program.

## **ENC. 5**

Recommend that the Board approve the following Budget Increases:

1. Core Rehabilitation Service (CRS) Special Aid Fund Project budget from \$317,901 to \$750,000 for the period of January 1, 2022 through December 31, 2022, due to anticipated additional funding in the amount of \$432,099. (Special Education)

2. Interscholastic Sports Coordination budget from \$154,841 to \$159,841 for the 2021-2022 school year due to an increase in anticipated costs. (Co-Ser 6114 ISC)

## **ENC. 6**

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

1. Digital DEI (Diversity, Equity & Inclusion) in Our School Libraries Grant, Special Aid Fund Project, in the amount of \$9,225, for the period of February 1, 2022 through June 30, 2022. This program is funded through the New York State Library Network. (ISC)

## ENC. 1

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

**DRAFT**

DATE: February 9, 2022  
KIND OF MEETING: Regular Board Meeting  
PLACE: Plattsburgh Satellite Campus Conference Center & Remote Via WebEx

Board Members Present:

Leisa Boise  
Kathy Comins-Hunter  
Patricia Gero  
Richard Harriman, Sr.  
Ed Marin (*joined at 6:37 p.m.*)  
Thomas McCabe (*joined at 6:37 p.m.*)  
Marque Moffett  
Bruce Murdock  
Lori Saunders  
Florence Sears (*joined at 6:38 p.m.*)  
Doug Spilling  
Michael St. Pierre  
Donna Wotton

Board Members Absent:

Donna LaRocque  
Richard Malaney

District Superintendent:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Amy Campbell  
Michele Friedman  
Matthew Slattery  
Eric Bell  
Alex St. Pierre  
Meghan Zedick  
Christine Myers

MEETING  
TO ORDER

Board President St. Pierre called the meeting to order at 6:34 p.m.

*Note: Board Member Florence Sears was unable to use camera and therefore did not motion or vote for the duration of the meeting.*

EXECUTIVE  
SESSION

Mr. Murdock moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:36 p.m., for the following reasons: #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; #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 #9 - A matter related to a specific student of the district. All Board Members present voted yes—motion carried.

In Executive Session, Dr. Davey and the Board reviewed several confidential contractual matters pertaining to CVES' Capital Project. Ms. Meghan Zedick, Esq, a partner with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC of Plattsburgh, was present to provide legal advice as part of the discussion. Second, an update was given on labor relations and various confidential personnel matters involving several employees and labor-management matters. These topics included a grievance update, discussion on the establishment of a new Special Education administrative position and filling existing vacancies. Lastly, Dr. Davey provided an update on a confidential subject under investigation involving several students.

*Note: Board members Thomas McCabe and Ed Marin joined the meeting at 6:37 p.m., Florence Sears joined the meeting at 6:38 p.m.*

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 8:00 p.m. All Board Members present voted yes—motion carried.

STRATEGIC PLAN  
MID-YEAR  
UPDATE

Dr. Davey began the 2021-22 Strategic Plan Mid-Year Update by thanking the Board for their continued support and the DPT (District Planning Team) members for their work and continued focus on this year's initiatives despite the challenges provided by the continuing pandemic. Dr. Davey shared with the Board how CVES is helping to lead and assist with the regional COVID response of our North Country schools and internally during the demanding school year while CVES and our schools remained in-person. Despite the ongoing implementation challenges and additional work, COVID demanded that CVES continue much of its planned work aligned with the Strategic Plan's 2021-22 priorities and strategies. Dr. Davey then reviewed with the Board how CVES helped maintain in-person instruction and supported the ongoing facilitation and application of COVID guidance with the local Departments of Health (CCHD and ECHD) from the NYSDOH, NYSED, and our region's schools. CVES assisted in providing regional data, supported COVID testing, and coordinated weekly COVID test deliveries and distribution of NYS tests to our component school districts. CVES also partnered with CCHD, ECHD, and various community agencies to support the region's COVID response in our school communities. Next, Dr. Davey shared with the Board an update on the DEI work planned and the rebranding initiatives that have been developed. A sub-committee is being established, and Sean Brady of Prism Decision Making will once again join CVES to help facilitate this work. Lastly, Dr. Davey informed the Board that each divisional update could be expanded upon by our Assistant Superintendents and CV-TEC and Special Education Divisional Directors in attendance if there were questions.

AUDIT  
COMMITTEE  
UPDATE

Mr. Eric Bell, CVES' Assistant Superintendent of Management Services, provided an update on the Audit Committee meeting held earlier this evening. He shared that the Internal Audit Exemption has expired for BOCES, and CVES has built that additional cost into the 2022-23 budget. Additionally, the Committee reviewed Reserve balances for the ERS & TRS Reserve Funds and the Employee Benefit Accrued Liability Reserve (EBALR). Lastly, Mr. Bell shared that the Comptroller's Audit of CVES is ongoing, and the next phase will focus on employee benefits. Mr. Bell thanked the CVES Management Services team for their efforts in providing all requested documentation to the auditor. Dr. Davey echoed his appreciation of CVES administrators and our staff's work, as well as the Audit Committee's thorough review and discussion of priority areas. The next Audit Committee meeting will be held on May 11, 2022, at 5:00 p.m. at the Yandon-Dillon Center in Mineville.

CAPITAL PROJECT  
UPDATE

Mr. Bell began the update by discussing the recent plumbing issues in the Satellite Campus Conference Center (South building). He reviewed the identified problems by using a camera that scoped through the building's plumbing to locate the problem(s). Mr. Bell then shared several pictures and drawings of the plumbing direction and the location of the clogging issues, which is mainly believed to be a "belly" or flat spot as the main issue. He then explained that CVES might need to dig into existing flooring to address and fix the problem as a long-term solution. CVES is currently waiting on a quote for this scope of work. Dr. Davey thanked our O&M staff and our Construction Team members for working with Roto-Rooter to locate the issues. He noted that development was underway as various solutions were considered including increasing the water pressure. Several Board members asked questions on the water flow and provided feedback on the identified issues. Next, Mr. Bell shared that the remaining punch-list items from the Capital Project are due to delivery delays in materials because of the pandemic. Lastly, Phase 2 of the Capital Project was discussed with an early estimated cost of \$5-\$6 million, which will generate additional construction aid and be a priority in the scope of work development. Dr. Davey and Mr. Bell will be meeting with our Construction Managers and Construction Architects to discuss the Phase 2 next steps.

BOARD BUDGET  
PRESENTATION

Dr. Davey first thanked the entire administrative team, including CVES' Treasurer, Christine Myers, and Mr. Eric Bell, CVES' Assistant Superintendent of Management Services, for the preparation of the Draft CVES 2022-23 Budget information and PowerPoint (PPT), Management Services team members, as well as the Board members on the Budget Committee for their participation and assistance. Dr. Davey and Mr. Bell provided a recorded overview of the 2022-23 proposed budget. Dr. Davey reviewed the 2022-23 budget development factors that directly affect the proposed CVES budget (School District Tax Cap; Health Insurance Premium Increases; Salary Increases and Negotiations; TRS & ERS Retirement System Rates; the CVES Capital Project; Overall Resident Weighted Average Daily Attendance (RWADA) Change; and lastly the Governor's Executive Budget for 2022-23). Next Mr. Bell reviewed each of the divisional proposed draft budgets. He then provided an RWADA comparison from the current year's budget to the proposed budget for 2022-23 for each component district and reviewed BOCES Aid ratios by district. Lastly, Dr. Davey reviewed CVES' budget next steps, including that CVES will present the proposed budget to component district CSOs and business officials on February 11<sup>th</sup>. He also shared that the BOCES Annual meeting will be held on April 13, 2022, with a final budget presentation, and that the CVES Board Member Election and Administrative vote will be on April 28, 2022. Board members were allowed to ask questions and provide feedback on the presentation.

Mrs. Leisa Boise, Board member gave kudos to the entire CVES Administrative team for drafting a complex budget during such a challenging climate and school year. Mrs. Boise stated that she has served on the CVES Budget Committee for several years and thanked everyone for their diligence and a job well done.

DISTRICT  
SUPERINTENDENT  
UPDATE

Dr. Davey began his update by referencing the two recent emergency days used due to the snowstorm last week. He then congratulated Mrs. Friedman and CV-TEC on the recent kick-off of their international STEM program partnership with UNIVERSITÄT SEIGEN (Germany), Schluter Systems, and a college in Lansing, Michigan. Next, Dr. Davey was proud to highlight the recent CVES Success Stories Volume 12 issue, which was shared with the Board, highlighting numerous organizational successes, and the latest edition of Strictly Business that featured Dr. Davey as one of many area leaders who participated in their Forum. Fourth, Dr. Davey reviewed staffing & vacancy planning efforts with the Board. Fifth, several COVID-19 updates were reviewed with the Board, including masking requirements, NYSDOH updated guidance, and ECHD and CCHD updates. The most recent COVID Report Card was provided to the Board with a comparison of cases from last year at this time. Dr. Davey noted that the sixth COVID rapid test kits shipment was delivered and distributed this week. Sixth, Dr. Davey provided SED and advocacy updates to the Board and stated that he looks forward to the CVES BOCES Lobby Day on Wednesday, March 2, 2022. CVES is scheduled to meet virtually with Assemblymen Billy Jones, Assemblyman Matthew Simpson, and Senator Dan Stec's office (anticipated) to discuss important BOCES advocacy initiatives. Finally, the upcoming 2022 CVES BOCES Board member election was discussed with the Board, including those Board members whose terms are set to expire this school year. The next Board meeting is March 9, 2022, and is planned to be held at the Yandon-Dillon Center in Mineville.

EDUCATIONAL  
PROGRAM AND  
FISCAL PLAN  
RESOLUTION

Mrs. Boise moved, seconded by Mr. Murdock that the Board grant approval to have the 2022-23 CVES Educational Program and Fiscal Plan printed to share with Component School Districts. All Board Members present voted yes – motion carried.

PREVIOUS  
MINUTES

Mr. Murdock moved, seconded by Mrs. Boise, to approve the minutes of the January 12, 2022 regular meeting as presented. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mr. Murdock moved, seconded by Mrs. Saunders, to remove Enclosure #11(Proposal) from the list and approve as amended 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 January 1, 2022 to January 31, 2022, as presented.

TREASURER'S  
REPORT

Approve the Treasurer's Report from December 31, 2021 as presented.

DONATION

Approve the following Donation:

1. Donation of a Hyster Stand-up/Reach Forklift Model N035ZR from Bombardier Mass Transit Corporation/Alstom, with an estimated value of \$9,100. This donation will benefit the Heavy Equipment/Diesel Mechanics Technology Program.

BUDGET  
INCREASES

Approve the following Budget Increases:

1. On-Line High School budget from \$13,675 to \$16,835 for the 2021-2022 school year to accommodate increased participation from Boquet Valley, Keene, & Ticonderoga. (Co-Ser 411 – CV-TEC)

2. Recruiting budget from \$26,789 to \$32,050 for the 2021-2022 school year, to accommodate for additional service requests with Peru CSD. (Co-Ser 606 – Management Services)

3. GASB 75 budget from \$204,325 to \$210,835, for the 2021-2022 school year, to accommodate for additional service requests with Baldwinsville CSD and Liverpool CSD. (Co-Ser 655 – Management Services)

4. Central School Food Management budget from \$226,500 to \$267,180, for the 2021-2022 school year, to accommodate for additional service requests with Moriah CSD. (Co-Ser 642 – Management Services)

SPECIAL AID  
FUND PROJECT

Approve the following Special Aid Fund Project:

1. Supplemental Nutrition Assistance Program (SNAP) Employment & Training Venture IV Special Aid Fund Project in the amount of \$400,000 for the period of December 1, 2021 through November 30, 2022 (pending a fully executed contract with NYS). (CV-TEC)

CONTRACTOR/  
CONSULTANT  
AGREEMENTS

Approve the following Contractor/Consultant Agreements:

1. Agreements between Clinton-Essex-Warren-Washington BOCES and BE A HERO, LLC for “Sweethearts and Heros” performances at Crown Point Central School in an amount not to exceed \$17,600. The performance dates are October 26 and 27, 2021 and February 14 and 15, 2022. (ISC)

TRANSPORTATION  
AGREEMENT  
RENEWALS

Approve the following Transportation Agreement Renewals:

1. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and AuSable Valley Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2021 through June 30, 2022 at a current estimated cost of \$17,000. (CV-TEC)

2. Renewal Agreement between Clinton-Essex-Warren-Washington BOCES and Northeastern Clinton Central School District, to provide certain transportation services for students in CV-TEC programs for the period of September 1, 2021 through June 30, 2022 at a current estimated cost of \$26,000. (CV-TEC)

**MEMORANDUMS  
OF AGREEMENT**

Approve the following Memorandums of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and The North Country Chamber of Commerce (NCCC) under which C-E-W-W BOCES and NCCC will work collaboratively to provide Specialized Workforce Development Adult Education Courses for Unemployed and Underemployed Workers during the 2021-22 school year. In accordance with the agreement, NCCC will reimburse BOCES for educational services rendered in an amount not to exceed \$4,500 per pupil per course successfully administered and BOCES, in turn, will reimburse NCCC for advertising, marketing and recruitment non-instruction facilitation in the amount of \$15,000 per course successfully administered. (CV-TEC)
2. Agreement between Clinton-Essex-Warren-Washington BOCES and Upstone Materials under which C-E-W-W BOCES and Upstone Materials will work collaboratively to provide Specialized Welding 100 Adult Evening Courses during the 2021-22 school year. In accordance with the Agreement, Upstone Materials will reimburse BOCES for educational services rendered in an amount not to exceed \$525 per pupil per course successfully administered. (CV-TEC)

**AMENDMENT OF  
SERVICES  
AGREEMENT**

Approve the following Amendment of Services Agreement:

1. Amendment of Services Agreement between Clinton-Essex-Warren-Washington BOCES and ACAP, Inc. to amend the Agreement approved at the CVES August 18, 2021 Board Meeting. The Amendment changes meal prices to remain in compliance with NYSED minimum reimbursement rates. The updated ACAP rates for July 2021 through December 2021 are as follows: \$2.57 for each student breakfast; \$4.38 for each student lunch; \$2.78 for each adult breakfast; \$5.17 for each adult lunch. The updated ACAP rates for January 2022 through June 2022 are as follows: \$2.71 for each student breakfast; \$4.63 for each student lunch; \$2.93 for each adult breakfast; \$5.43 for each adult lunch. All other terms and conditions of the original Agreement remain in effect. (Management Services)

**SCHOOL  
BREAKFAST/  
LUNCH RATE  
INCREASES**

1. Adopt the Adult Breakfast cost of \$2.93 (includes sales tax) and Adult Lunch cost of \$5.43 (includes sales tax) for the 2021-2022 school year in our cafeterias per the updated guidance from NYSED dated January 14, 2022. (Mineville and Plattsburgh Campuses)
2. Adopt the following costs for second meals for students in our cafeterias. A cost of \$2.71 for a Second Breakfast and \$4.63 for a Second Lunch per the updated guidance from NYSED, effective as of January 25, 2022. First meals are free for students under the Community Eligibility Provision (CEP). (Yandon-Dillon and WAF)

PROPOSAL

Mr. Murdock moved, seconded by Mrs. Boise to discuss the FirstLight Fiber Proposal. All Board Members present voted yes—motion carried. Discussion then ensued between the Board and Administration about the proposal and other bids.

Mr. Murdock moved, seconded by Mrs. Boise that the Board accept a proposal submitted by FirstLight Fiber, Inc. of Albany New York for 10G WAN Connectivity Services for the Plattsburgh Main Campus and Plattsburgh Satellite Campus in the amount of \$26,400 a year. Services will commence July 1, 2022 and remain in effect through June 30, 2027.

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

Notes:

- One additional proposal was received from Spectrum Enterprise of Latham, NY
- The total annual service of \$26,400 a year is 90% funded through the Schools and Libraries Universal Service Support Program (E-Rate) All Board Members present voted yes—motion carried

CONSENT  
AGENDA  
PERSONNEL

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

AMENDMENT

1. Amend the Temporary Appointment that was approved at the September 8, 2021 Board meeting to the following:

Name: Brooke Stevens

Position: ~~Social Worker~~ **School Social Worker**

Effective Date: September 9, 2021 – June 30, 2022

Certification Status: ~~Clinical Social Worker (license pending test results)~~ **Uncertified**

Annual Base Salary: ~~\$57,192~~ **\$54,192**

Prorated Salary: ~~\$56,048.16~~ **\$53,108.16**

2. Amend the Temporary Appointment that was approved at the January 12, 2022 Board meeting to the following:

Name: Hannah McCauley

Position: School Social Worker

Effective Date: January 3, 2022- June 30, 2022

Certification Status: Uncertified

Annual Base Salary: ~~\$57,192~~ **\$54,192**

Prorated Salary: ~~\$34,315.20~~ **\$32,515.20**

RESIGNATION  
FOR THE  
PURPOSE OF  
RETIREMENT  
TEDFORD,  
RABIDEAU

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

1. Thomas Tedford, Auto Body Teacher, effective July 16, 2022
2. David Rabideau, Custodial Worker, effective August 9, 2022

RESIGNATIONS  
BORDEAU,  
BULLOCK,  
LOBDELL,  
DAGUE, SPRONK

Accept the following letter(s) of Resignation:

1. Cristina Bordeaux, Teaching Assistant, effective January 27, 2022
2. James Bullock, Network and Systems Technician, effective February 1, 2022
3. Aimee Lobdell, Teaching Assistant, effective February 18, 2022
4. Karen Dague, School Social Worker, effective March 5, 2022
5. Pascal Spronk, Teacher Aide/Student aide, effective February 2, 2022

LEAVES OF  
ABSENCE SNOW,  
DUQUETTE

Approve the following Leave(s) of Absence:

1. Cassandra Snow, Teacher Aide/Student Aide, unpaid leave of absence, effective January 18, 2022, through June 30, 2022.
2. Emily Duquette, Teacher Aide/Student Aide, unpaid leave of absence, February 14, 2022, through June 30, 2022, for the purpose of accepting a temporary Teaching Assistant position.

TERMINATION  
DELONG

Terminate the following person(s) in accordance with Civil Service Law:

1. Trevor Delong, Computer Specialist, Effective January 19, 2022

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
BOKUS,  
MCKINLEY,  
RHUE, JACQUES,  
BRACY, HEAD,  
SANTANIELLO

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

1. Madison Bokus, Teacher Aide/Student Aide, Effective January 18, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$9,963.37
2. Patti McKinley, Teacher Aide/Student Aide, Effective January 18, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$9,963.37
3. Trista Rhue, Teacher Aide/Student Aide, Effective February 7, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$8,659.75
4. Melissa Jacques, Teacher Aide/Student Aide, Effective February 7, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$8,659.75
5. Dale Bracy, Food Service Helper, Effective January 19, 2022, Annual Base Salary of \$18,530, Prorated Salary of \$9,870.25
6. Tavin Head, Computer Specialist, Effective January 6, 2022, Annual Base Salary of \$38,528 (was provisional)
7. Theodore Santaniello, Computer Specialist, Effective February 14, 2022, Annual Base Salary of \$38,528, Prorated Salary of \$14,670.28

TEMPORARY  
APPOINTMENTS  
PARKER, OLSEN,  
TOURVILLE,  
DUQUETTE,  
CONNERS,  
GANTER

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

1. Kristen Parker, Teaching Assistant (uncertified, certification pending), Effective January 18, 2022 – June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$13,918.90
2. Kent Olsen, Teaching Assistant (uncertified), Effective January 18, 2022 – June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$13,918.90
3. Susan Tourville, Teaching Assistant (Teaching Assistant Continuing Certificate), Effective January 18, 2022 – June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$13,918.90
4. Emily Duquette, Teaching Assistant (uncertified, certification pending), Effective February 14, 2022 – June 30, 2022, Annual Base Salary of \$25,307, Prorated Salary of \$10,882.04
5. Krysten Connors, CTE Business Teacher (uncertified), Effective February 28, 2022 – June 30, 2022, Annual Base Salary of \$45,365, Prorated Salary of \$18,372.83
6. Jami Ganter, School Social Worker (uncertified), Effective February 1, 2022 - June 30, 2022, Annual Base Salary of \$54,192, Prorated Salary of \$27,096

ADDITIONAL  
WORK

Approve the following Additional Work for the 2021-22 School Year:

Professional Development: Development on Trauma Informed Practices, hourly rate per contract

Lisa Briscoe	not to exceed 10 hours
Rhonda Baker	not to exceed 10 hours
Rachel Boire	not to exceed 10 hours
Alyssa Restrepo	not to exceed 10 hours
Christina Lashway	not to exceed 10 hours
Maura Trombley	not to exceed 10 hours
Heather Shaw	not to exceed 10 hours
Laura Johnson	not to exceed 10 hours
Chelsea Benway	not to exceed 10 hours
Hannah McCauley	not to exceed 10 hours
Brooke Stevens	not to exceed 10 hours
Paula Cormier	not to exceed 10 hours
Jami Ganter	not to exceed 10 hours
Jennifer Cowling	not to exceed 10 hours
Savanna-Lin Boadway	not to exceed 10 hours

Stipend Positions, Compensation per collective bargaining agreement  
Toni Perez new employee mentor

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

<u>Name</u>	<u>Title</u>
Shelia Nugent	Typist
Jennifer Cote	Teacher Aide/Student Aide
Maddison Bedard	Teacher Aide/Student Aide
Nicole Pierce	Registered Nurse (schools)
Shelia Nugent	Teaching Assistant
Celena Soloeza	Teacher

VOLUNTEER Approve the following Volunteer for the 2021-2022 school year:

ISC  
Nick Holzer

Dr. Davey recognized and congratulated all of those listed on the agenda this evening for their retirement, thanking each for their service and dedication to CVES.

ADOPT SCHOOL CALENDAR Mr. Murdock moved, seconded by Mr. Harriman, Sr. that the Board adopt the school calendar for the following year as recommended by the CVES Component School District Calendar Committee: 2022-23. All Board Members present voted yes—motion carried.

NEXT BOARD MEETING The next Board meeting will be held on Wednesday, March 9, 2022, at the Yandon-Dillon Center Mineville. An anticipated Executive Session will begin at 6:30 p.m., with the monthly meeting to follow.

ADJOURNMENT Mr. Murdock moved, seconded by Mrs. Boise to adjourn the meeting at 9:55 p.m. All Board Members present voted yes—motion carried.

Meaghan B. [unclear] Board Clerk

**DRAFT**

## ENC. 2

### MEMO

To: Meaghan Rabideau, BOCES Board Clerk  
Clinton-Essex-Warren-Washington BOCES  
From: Angela Jennette, Claims Auditor  
Date: February 28, 2022  
Re: Report for Board Agenda for March 9, 2022, Meeting

The following warrant claims were reviewed from February 1, 2022, to February 28, 2022:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
**		
W #32 - 02/03/2022	*Check Nos: 237391-237423	\$ 3,741,764.11
	*ACH Payments: ACH003142-ACH003182	
W #33 - 02/10/2022	*Check Nos: 237424-237450**	\$ 941,406.32
	*ACH Payments: ACH003183-ACH003199	
W #34 - 02/17/2022	*Check Nos: 237480-237545	\$ 301,440.12
	*ACH Payments: ACH003200-ACH003219	
W #35 - 02/24/2022	*Check Nos: 237546-237600	\$ 511,968.94
	*ACH Payments: ACH003220-ACH003234	

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

IRS-EFTPS:

PR #17- Wire #941-013122- Warrant #32;

PR #18- Wire #941-021522- Warrant #34;

Health Ins. Monthly:

Wire #HINS-22022- Warrant #33;

NYS Promptax:

PR #17- Wire #NYS-013122- Warrant #32;

PR #18- Wire #NYS-021522- Warrant #35;

Worker Comp. :

Wire #WC-2122- Warrant #33 ;

Omni Financial Group:

PR #18- Wire #OMN-021522- Warrant #33;

PR #19- Wire #OMN-022822- Warrant #35;

NYS Office of Comptroller ERS Retirement & Loans: PR#15&17-Wire #ERS-JAN22-Warrant #32;

Transfer for Health Insurance : From Checking to Money Market TDBank \$ 54,666.91

Health Insurance Consortium Payments:

2/7/22 \$ 1,672,332.55

2/14/22 \$ 1,370,366.84

2/22/22 \$ 857,204.74

2/28/22 \$ 1,515,008.28

Benetech Workers Compensation Payments:

2/11/22 \$ 2,989.54

2/22/22 \$49,984.72

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

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



CC: Eric Bell  
Christine Myers

Summary Business Office Response:			Claim Audit Finding:		Resolution/Options:	
Date	Warrant	Vendor #	Missing effective dates on face of Purchase Order.	Invoice over 60 days.	Removed from final warrant.	Approved for final warrant.
02/02/22	Pending W#32	5420	Product delivered 2 weeks before Purchase Order was issued.			\$3,741,764.11
02/02/22	Pending W#32	14316				
02/03/22	Final W#32					
02/09/22	Pending W#33	15430				
02/10/22	Final W#33					
02/16/22	Pending W#34	4533				
02/16/22	Pending W#34	11140				
02/17/22	Final W#34					
02/23/22	Pending W#35	13410				
02/24/22	Final W#35					

CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
TREASURER'S REPORT - JANUARY 31, 2022

**I. CHECKING ACCOUNTS**

	Cash Balance		Cash Receipts		Cash Disbursements		Cash Balance		Cash Receipts		Cash Disbursements		Cash Balance	
	December 31, 2021		January		January		January 31, 2022		Year To Date		Year To Date		January 31, 2022	
<b>TD Bank - Depository</b>														
General Fund	\$ 5,368,516.60		\$ 3,304,823.13		\$ 2,711,223.92		\$ 5,962,115.81		\$ 28,731,767.26		\$ 26,967,321.09		\$ 5,962,115.81	
Special Aid Fund	\$ (1,078,175.83)		\$ 364,357.96		\$ 254,340.98		\$ (968,158.85)		\$ 1,356,531.94		\$ 2,038,384.29		\$ (968,158.85)	
School Lunch Fund	\$ 80,351.94		\$ 20,733.50		\$ 21,663.88		\$ 79,421.76		\$ 181,228.89		\$ 134,047.46		\$ 79,421.76	
Capital Fund	\$ 8,667,448.26		\$ 887.64		\$ 319,197.17		\$ 8,349,138.73		\$ 1,021,173.53		\$ 5,712,206.19		\$ 8,349,138.73	
Special Revenue Fund (Excluding ExtraClassroom)	\$ 14,377.65		\$ 485.88		\$ 70.00		\$ 14,793.53		\$ 2,550.22		\$ 617.50		\$ 14,793.53	
<b>TD Bank - Operating</b>														
General Fund	\$ 185,210.38		\$ 3,312,819.75		\$ 3,157,529.20		\$ 350,500.93		\$ 33,421,107.90		\$ 33,303,805.56		\$ 350,500.93	
<b>SAVINGS ACCOUNTS</b>														
<b>NYCLASS</b>														
Capital Fund	\$ -		\$ -		\$ -		\$ -		\$ -		\$ 655.30		\$ -	
Special Revenue Fund	\$ 21,717.41		\$ 0.61		\$ -		\$ 21,718.02		\$ 403.60		\$ 1,250.00		\$ 21,718.02	
<b>TOTAL CASH ON HAND</b>	<b>\$ 13,269,446.41</b>						<b>\$ 13,809,529.93</b>		<b>\$ 64,714,763.34</b>		<b>\$ 68,159,287.39</b>		<b>\$ 13,809,529.93</b>	

**II. RECONCILIATION TO BANK STATEMENTS**

	January 31, 2022		Add: Deposits in		Less: Outstanding		January 31, 2022	
	Bank Balance		Transit		Checks		Cash Balance	
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 459,740.07		\$ 1,109.00		\$ (110,348.14)		\$ 350,500.93	
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 5,778,023.45		\$ -		\$ -		\$ 5,778,023.45	
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 7,659,287.53		\$ -		\$ -		\$ 7,659,287.53	
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ -		\$ -		\$ -		\$ -	
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 799.98		\$ -		\$ -		\$ 799.98	
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 700.80		\$ -		\$ -		\$ 700.80	
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 12,282.17		\$ -		\$ -		\$ 12,282.17	
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 919.72		\$ -		\$ -		\$ 919.72	
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 2.10		\$ -		\$ -		\$ 2.10	
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 7,013.25		\$ -		\$ -		\$ 7,013.25	
<b>TOTAL CASH ON HAND</b>	<b>\$ 13,809,529.93</b>						<b>\$ 13,809,529.93</b>	

GENERAL FUND INTEREST RECEIVED 7/01/21 - 1/31/2022 \$ 4,201.91  
CAPITAL FUND INTEREST RECEIVED 7/01/21 - 1/31/2022 \$ 9,001.98

PREPARED BY:

Christine Myers, District Treasurer

DATED:

2/22/22

CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
EXTRAClassroom Activity Fund  
TREASURER'S REPORT

FOR THE PERIOD 01/01/2022 TO 01/31/2022

TITLE OF ACCOUNT	BAL. ON HAND BEG. OF YEAR	BAL. ON HAND BEG. OF MONTH	RECEIPTS FOR MONTH	TOTAL FOR MONTH	TOTAL EXPEND. FOR MONTH	BALANCE ON HAND
SKILLS USA - PLATTSBURGH	7,519.61	5,819.61	0.00	5,819.61	78.33	5,741.28
SKILLS USA - MINEVILLE	1,469.45	1,450.70	152.00	1,602.70	0.00	1,602.70
NO. COUNTRY LOGGERS	339.37	936.61	0.00	936.61	409.62	526.99
REFLECTIONS	503.14	503.14	0.00	503.14	0.00	503.14
LPN CLASS	653.47	1,544.10	343.25	1,887.35	0.00	1,887.35
RAZOR'S EDGE	1,179.97	1,179.97	0.00	1,179.97	0.00	1,179.97
SALES TAX	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	11,665.01	11,434.13	495.25	11,929.38	487.95	11,441.43



COLBY SISKAVICH, EXTRAClassroom TREASURER

2/9/22  
DATE

1/31/2022 Bank Balance \$ 11,441.43  
Add: Deposits in Transit \$ -  
Less: Outstanding Checks \$ -  
1/31/2022 Balance on Hand \$ 11,441.43

## **ENC. 7**

Recommend that the Board approve the following Memorandums of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Upstone Materials under which C-E-W-W BOCES and Upstone Materials will work collaboratively to provide Commercial Driver's License (CDL-B) Courses during the 2021-22 school year. In accordance with the Agreement, Upstone Materials will reimburse BOCES for educational services rendered in an amount not to exceed \$2,347 per pupil per course successfully administered. (CV-TEC) (attached)
2. Agreement between Clinton-Essex-Warren-Washington BOCES and Cornell Cooperative Extension of Essex County under which C-E-W-W BOCES and Cornell Cooperative Extension will work collaboratively to provide Specialized Welding 101A Adult Evening Courses for Farmers during the 2021-22 school year. In accordance with the Agreement, Cornell Cooperative Extension of Essex County will reimburse BOCES for educational services rendered in an amount not to exceed \$525 per pupil per course successfully administered. (CV-TEC) (attached)

## **ENC. 8**

Recommend that the Board appoint West & Company, CPAs, PC, of Gloversville, NY, as the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services Independent Auditor for the 2021-2022 audits (to be conducted during the 2022-23 school year) and approve the engagement letter (attached). The fee for the 2021-2022 audit is \$16,500.

## **ENC. 9**

### **Committees**

December 8, 2021 Audit Committee Meeting Highlights (informational) (attached)

## **ENC. 10**

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

1. Debra Geddes, Account Clerk/Typist, effective July 6, 2022

## **ENC. 11**

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

1. Margo Mitchell, Teacher Aide/Student Aide, effective February 9, 2022
2. Chelsea Calley, Teacher Aide/Student Aide, effective February 28, 2022
3. Kayla Rivera, Teacher Aide/Student Aide, effective March 3, 2022
4. Cherie Passno, Special Education Teacher, effective March 9, 2022
5. Julianna Baker, Teacher Aide/Student Aide, effective September 1, 2021 to accept a Teaching Assistant position effective September 1, 2021
6. Brandon Johnson, Computer Specialist, effective March 10, 2022 to accept a Network & Systems Technician position effective March 10, 2022

**MEMORANDUM OF AGREEMENT**

This agreement, between:

Upstone Materials and the Clinton, Essex, Warren and Washington Counties' Board of Educational Services, also known as Champlain Valley Educational Services, hereinafter known as CVES for the 2021-2022 school year agree as follows:

**WITNESSETH:**

WHEREAS, Upstone Materials has committed to provide funding to conduct a short-term **Commercial Driver's License (CDL-B) course** in collaboration with CVES;

WHEREAS, Upstone Materials desires to enter into an agreement with CVES for the performance of this course and

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein it is mutually agreed by and between the respective parties as follows:

**SCOPE OF WORK:**

CVES will:

1. Coordinate course development;
2. Facilitate and provide the in-person instruction of the course on the Plattsburgh Satellite Campus during the 2021-2022 school year;
3. Provide the instructor for the courses;
4. Coordinate and implement the schedule and curriculum;

Upstone Materials will:

1. Provide and enroll participants into the CDL-B 100A course;
2. Provide the application materials to CVES on all participants;
3. Conduct advertising, marketing and recruitment activities and assistance to support enrollment into the specialized course;
4. Provide non-instructional facilitation of the participants;
5. Provide additional non-instructional services to support the successful facilitation of the course;

**TERM:**

The term of this agreement is for the 2021-2022 School Year.

**COMPENSATION AND MAXIMUM COST:**

Upstone Materials will make payment to CVES for the total per pupil cost of each course conducted in accordance with the terms of this agreement when invoices are received for enrollment, facilitation, coordination, instruction, and course implementation not to exceed \$2,347.00 per pupil per course successfully administered. **Full tuition for each enrolled student will be billed. No refunds will be allowed after a student completes of one class.**

Upstone Materials & CVES shall maintain appropriate and complete accounts, records, documents, and other evidence showing and supporting all costs incurred under this agreement.

#### **PAYMENT:**

CVES will submit detailed invoices to Upstone Materials at the conclusion of each course at the following address:

Upstone Materials  
111 Quarry Road  
Plattsburgh, NY 12901

#### **TERMINATION:**

Either Upstone Materials or CVES may terminate this agreement at any time by giving thirty (30) days written notice to the other contracting party. Upon notice of termination by either party, all in-progress instruction shall remain in-progress until the conclusion of said course or courses. All payments and liability therefore by Upstone Materials or by CVES shall end on the last date of course instruction or the effective date of termination, whichever occurs last, and shall include all services performed up to that date.

#### **LIABILITY TO THIRD PARTIES:**

The parties hereto shall indemnify and hold harmless each other from all damages, claims, or liabilities to persons or property, including counsel fees and the costs and expenses to defend any legal action caused by their negligent, reckless and/or intentional acts.

CVES status under this Agreement shall be that of an independent contractor and not that of any agent or employee. CVES warrants and represents that it has complied with all federal, state, and local laws that are required for it to perform the services set forth in this agreement. Upstone Materials will not withhold or pay on behalf of CVES or any of its employees: (a) federal and local income taxes, or (b) any other payroll tax of any kind. In accordance with the terms of this agreement neither CVES nor any of its agents or employees shall be treated as an employee of Upstone Materials with respect to services provided in this agreement.

CVES has no authority to enter into contracts or agreements on behalf of Upstone Materials. This agreement does not create a partnership between the parties.

No change, modification, or waiver of any term of this agreement shall be valid unless it is in writing and signed by both Upstone Materials and CVES.

IN WITNESS WHEREOF, this Agreement has been duly executed.

Upstone Materials

By: \_\_\_\_\_

Danielle Godin, Human Resources Manager

Date

Clinton-Essex-Washington-Warren BOCES (CVES)

By: \_\_\_\_\_

Mark Davey, CVES District Superintendent

Date

By: \_\_\_\_\_

CVES Board President

Date

## MEMORANDUM OF AGREEMENT

This agreement, between:

Cornell Cooperative Extension of Essex County and the Clinton, Essex, Warren and Washington Counties' Board of Educational Services, also known as Champlain Valley Educational Services, hereinafter known as CVES for the 2021-2022 school year agree as follows:

### WITNESSETH:

WHEREAS, Cornell Cooperative Extension of Essex County has committed to provide funding to conduct a short-term **Specialized Welding 101A Adult Evening Course for Farmers** in collaboration with CVES;

WHEREAS, Cornell Cooperative Extension of Essex County desires to enter into an agreement with CVES for the performance of this course and

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein it is mutually agreed by and between the respective parties as follows:

### SCOPE OF WORK:

CVES will:

1. Coordinate course development;
2. Facilitate and provide the in-person instruction of the course on the Plattsburgh Satellite Campus during the 2021-2022 school year; ***provided there be a minimum of eight pupils per course enrolled;***
3. Provide the instructor for the courses;
4. Coordinate and implement the schedule and curriculum;

Cornell Cooperative Extension of Essex County will:

1. Provide and enroll up to 13 participants into the Welding 101A course;
2. Provide the application materials to CVES on all participants;
3. Conduct advertising, marketing and recruitment activities and assistance to support enrollment into the specialized course;
4. Provide non-instructional facilitation of the participants;
5. Provide additional non-instructional services to support the successful facilitation of the course;
6. Assist participants with obtaining a welding shield, welding jacket, and gloves prior to the start of the course.

### TERM:

The term of this agreement is for the 2021-2022 School Year.

#### **COMPENSATION AND MAXIMUM COST:**

Cornell Cooperative Extension of Essex County will make payment to CVES for the total per pupil cost of each course conducted in accordance with the terms of this agreement when invoices are received for enrollment, facilitation, coordination, instruction, and course implementation not to exceed \$525.00 per pupil per course successfully administered.

Cornell Cooperative Extension of Essex County & CVES shall maintain appropriate and complete accounts, records, documents, and other evidence showing and supporting all costs incurred under this agreement.

#### **PAYMENT:**

CVES will submit detailed invoices to Cornell Cooperative Extension of Essex County at the conclusion of each course at the following address:

Cornell Cooperative Extension of Essex County  
8487 US Route 9  
Lewis, NY 12950

#### **TERMINATION:**

Either Cornell Cooperative Extension of Essex County or CVES may terminate this agreement at any time by giving thirty (30) days written notice to the other contracting party. Upon notice of termination by either party, all in-progress instruction shall remain in-progress until the conclusion of said course or courses. All payments and liability therefore by Cornell Cooperative Extension of Essex County or by CVES shall end on the last date of course instruction or the effective date of termination, whichever occurs last, and shall include all services performed up to that date.

#### **LIABILITY TO THIRD PARTIES:**

The parties hereto shall indemnify and hold harmless each other from all damages, claims, or liabilities to persons or property, including counsel fees and the costs and expenses to defend any legal action caused by their negligent, reckless and/or intentional acts.

CVES status under this Agreement shall be that of an independent contractor and not that of any agent or employee. CVES warrants and represents that it has complied with all federal, state, and local laws that are required for it to perform the services set forth in this agreement. Cornell Cooperative Extension of Essex County will not withhold or pay on behalf of CVES or any of its employees: (a) federal and local income taxes, or (b) any other payroll tax of any kind. In accordance with the terms of this agreement neither CVES nor any of its agents or employees shall be treated as an employee of Cornell Cooperative Extension of Essex County with respect to services provided in this agreement.

CVES has no authority to enter into contracts or agreements on behalf of Cornell Cooperative Extension of Essex County. This agreement does not create a partnership between the parties.

No change, modification, or waiver of any term of this agreement shall be valid unless it is in writing and signed by both Cornell Cooperative Extension of Essex County and CVES.

IN WITNESS WHEREOF, this Agreement has been duly executed.

Cornell Cooperative Extension of Essex County

By: \_\_\_\_\_  
Executive Director Date

Clinton-Essex-Washington-Warren BOCES (CVES)

By: \_\_\_\_\_  
Mark Davey, CVES District Superintendent Date

By: \_\_\_\_\_  
CVES Board President Date



[apedrick@westcpapc.com](mailto:apedrick@westcpapc.com)  
(518) 587-5111 ext. 226

February 9, 2022

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

Robert F. Thaisz, CPA  
1951-2019

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

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (BOCES), as of June 30, 2022, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' basic financial statements as listed in the table of contents.

In addition, we will audit the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' compliance over major federal award programs for the period ended June 30, 2022. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' major federal award programs. The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

#### **SARATOGA SPRINGS OFFICE**

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

#### **GLOVERSVILLE OFFICE**

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

[www.westcpapc.com](http://www.westcpapc.com)

Accounting principles generally accepted in the United States of America require that management's discussion and analysis (MD&A) and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Schedules of Revenues, Expenditures and Changes in Fund Balance – Budget (Non-GAAP Basis) and Actual – General Fund
- Schedule of Funding Progress – Changes in Total Other Post-employment Benefits Liability and Related Ratios
- Schedule of the Local Government's Proportionate Share of the Net Pension Liability
- Schedule of Local Government Contributions

Supplementary information other than RSI will accompany the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- Schedule of Expenditures of Federal Awards
- Analysis of Account A431 – School Districts
- Schedule of Revenues, Expenditures and Encumbrances – Compared to Budget – General Fund
- Schedule of Capital Projects Fund – Project Expenditures and Financing Resources
- Net Investments in Capital Assets

### **Schedule of Expenditures of Federal Awards**

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

### **Data Collection Form**

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

### **Audit of the Financial Statements**

- We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We will issue a written report upon completion of our audit of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' basic financial statements. Our report will be addressed to the President and the other members of the Board of Education of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

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

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

### **Audit of Major Program Compliance**

Our audit of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' major programs. The purpose of those procedures will be to express an opinion on the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Also, as required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

### **Management's Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received prior to December 26, 2014 (if any), and those received in accordance with the Uniform Guidance (generally received after December 26, 2014);
4. For identifying, in its accounts, all federal awards received and expended during the period and the federal programs under which they were received, including federal awards and funding increments received after November 12, 2020 (the date of the updated Uniform Guidance).
5. For maintaining records that adequately identify the source and application of funds for federally funded activities;
6. For preparing the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the Uniform Guidance;
7. For the design, implementation, and maintenance of internal control over federal awards;
8. For establishing and maintaining effective internal control over federal awards that provides reasonable assurance that the nonfederal entity is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards;
9. For identifying and ensuring that the entity complies with federal statutes, regulations, and the terms and conditions of federal award programs and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
10. For disclosing accurately, currently, and completely the financial results of each federal award in accordance with the requirements of the award;
11. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;

12. For taking prompt action when instances of noncompliance are identified;
13. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
14. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
15. For submitting the reporting package and data collection form to the appropriate parties;
16. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;
17. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit;
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
  - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditors' report.
18. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
19. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
20. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;

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

21. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
22. For the accuracy and completeness of all information provided;
23. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
24. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal awards, (c) to include our report on the schedule of expenditures of federal awards in any document that contains the schedule of expenditures of federal awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal awards no later than the date of issuance by you of the schedule and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

#### ***Nonattest Services***

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

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

We will not assume management responsibilities on behalf of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services. However, we will provide advice and recommendations to assist management of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services in performing its responsibilities.

The Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

#### **Other**

We expect to begin our audit on approximately May 17, 2022 and to issue our reports no later than October 15, 2022.

Amy M. Pedrick, CPA is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising WEST & COMPANY CPAs PC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

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

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

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

The audit documentation for this engagement is the property of WEST & COMPANY CPAs PC and constitutes confidential information. However, we may be requested to make certain audit documentation available to your regulator or its designee, and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of WEST & COMPANY CPAs PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the President and the other members of the Board of Education the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

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

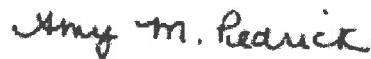
In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statement's compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

WEST & COMPANY CPAs PC



Amy M. Pedrick, CPA

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

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

Acknowledged and agreed on behalf of the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services by:

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

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

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



CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS CONSULTANTS

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

January 26, 2021

To the Shareholders of WEST & Company CPAs PC and the Peer Review Committee of the Pennsylvania Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of WEST & Company CPAs PC (the firm) in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

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

### Firm's Responsibility

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

### Peer Reviewer's Responsibility

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

### Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; and an audit of employee benefit plan. As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of WEST & Company CPAs PC in effect for the year ended June 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. WEST & Company CPAs PC has received a peer review rating of *pass*.

  
SciArabba Walker & Co., LLP

410 East Upland Road  
Ithaca, New York 14850  
607-272-5550 / 607-273-6357 (Fax)

[www.swcllp.com](http://www.swcllp.com)

## ENC. 9

### **Champlain Valley Educational Services Audit Committee - Meeting Minutes December 8, 2021 - 5:00 p.m., CVES Conference Center**

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

**Meeting began approximately at 5:05 p.m.**

#### **1. Welcome – Review of Audit Committee Timeline**

Assistant Superintendent Bell briefly reviewed topics for upcoming meetings.

#### **2. Approve the minutes from October 13, 2021 Audit Committee Meeting**

*Motion to approve (Richard Harriman, Sr., 1<sup>st</sup>, Donna LaRocque, 2<sup>nd</sup>). Motion carried.*

#### **3. Review and discuss the Corrective Action Plan for the June 30, 2021 Annual Independent Audit Management Letter Comments**

The audit was clean with an unqualified opinion and no major findings. In the Management Letter, there were two recommendations for improvement of minor issues. In reviewing the Corrective Action Plan, Assistant Superintendent Bell noted the prior year comments have been corrected and the current recommendations have been addressed and are currently in progress. Increased purchasing under CVES' Cafeteria services resulted in the bidding issue due to the increase in purchasing required to serve lunches to CV-TEC students during COVID-19. This issue has been remedied. The process of converting to electronic timecards was paused due to the pandemic but has resumed along with preliminary work to cross train additional staff on payroll procedures.

*Motion to recommend the Corrective Action Plan associated with the 2020-2021 Annual Independent Audit, to the Board. (Richard Harriman, Sr 1<sup>st</sup>, Donna LaRocque 2<sup>nd</sup>). Motion carried.*

#### **4. Office of the State Comptroller (OSC) Audit Update**

The OSC Audit resumed four weeks ago and is anticipated to continue through the end of January. A summary of the audit's ERS focus that was completed in the spring, is expected soon. Assistant Superintendent Bell briefly reviewed the audit process.

Mr. McCabe inquired about what happens during an audit if the governing rules change during the course of an on-going audit. Assistant Superintendent Bell explained that the Auditor's main focus is local Board policies and state rules/guidelines in effect during the time period under audit. For example, the Auditor will verify changes in employment contract terms in place during the timeline of the audit fieldwork.

In response the Mr. McCabe's question about the overlap of the OSC audit with West & Company's audit, Assistant Superintendent Bell stated the state auditors receive a copy of West & Company's report and they may look deeper into issues if they wish.

Dr. Davey and Mr. Bell expressed appreciation for the work Christine Myers has performed and stated the Auditor has been complementary of the work and assistance received by all the Management Services staff.

**5. Internal Audit Exemption Changes**

In the past, CVES has qualified for the Internal Audit Exemption which exempts schools that have less than 1,500 students. The state has recently issued a directive that BOCES no longer qualify for this exemption as the law was originally written, as the law had been misinterpreted. NYS has given BOCES currently electing the exemption a year to implement the required audit and build into budgets. This internal audit will need to be performed during the 2022-2023 school year and budgeted in the Administrative budget. The cost could be approximately \$10,000-\$15,000. Dr. Davey shared that some District Superintendents around the state disagree with this recent change in position taken by NYS and are asking this interpretation to be re-examined.

**6. Adjournment**

*Motion to adjourn (Donna LaRocque 1<sup>st</sup>, Richard Harriman, Sr. 2<sup>nd</sup>.) Motion Carried.*

**Meeting adjourned at 5:35**

## **ENC. 12**

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

1. Andrea Denton, Teaching Assistant, effective August 31, 2022
2. Heidi Wells, School Counselor, effective August 31, 2022
3. Maiya Giroux, Teaching Assistant, effective August 31, 2022
4. Todd Everleth, Teaching Assistant, effective August 31, 2022
5. Ashley Pray, Teaching Assistant, effective September 1, 2022
6. Brianna Finnegan, Special Education Teacher, effective September 1, 2022

## **ENC. 13**

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

1. Name: Amanda Kihlmire  
Position: Teacher Aide/Student Aide  
Effective Date: February 28, 2022  
Tentative Permanent Date: February 28, 2023  
Annual Base Salary: \$18,530  
Prorated Salary: \$7,542.36
2. Name: Angel Vanderwarker  
Position: Teacher Aide/Student Aide  
Effective Date: February 28, 2022  
Tentative Permanent Date: February 28, 2023  
Annual Base Salary: \$18,530  
Prorated Salary: \$7,542.36
3. Name: Chirag Patel (*pending fingerprint clearance*)  
Position: Account Clerk/Typist  
Effective Date: March 10, 2022  
Tentative Permanent Date: March 10, 2023  
Annual Base Salary: \$27,246  
Prorated Salary: \$8,488.18

## **ENC. 14**

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

1. Name: Brandon Johnson  
Position: Network & Systems Technician  
Effective Date: March 10, 2022  
Annual Base Salary: \$59,210  
Prorated Salary: \$18,218.46

## **ENC. 15**

Recommend that the Board approve the following Additional Work for the 2021-22 school year:

### **Stipend Positions, Compensation per collective bargaining agreement**

Maura Trombley	New Employee Mentor
Crystal Rhino	New Employee Mentor
Angie Waldron	New Employee Mentor
Joan Hubbard	New Employee Mentor
Roseanna Pierce	New Employee Mentor
Chelsea Benway	New Employee Mentor
Sue Tourville	New Employee Mentor
Kim Denton	New Employee Mentor x2
Andrea Christensen	New Employee Mentor
Melissa Gough	New Employee Mentor

### **Professional Development: Development on Trauma Informed Practices, hourly rate per contract**

Toni Perez	not-to-exceed 10 hours
------------	------------------------

## **ENC. 16**

Recommend that the Board approve the following Facilitators for the 2021-22 school year:

### **Facilitators, \$30/hour**

June Zerrahn (*pending fingerprint clearance*)

## **ENC. 17**

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>
Todd Bessette	Teacher ( <i>pending fingerprint clearance</i> )
Melissa Dubuque	Permanent Building Substitute – Teaching Assistant \$110/Day
Kayla Rivera	Teacher Aide/Student Aide
Margo Mitchell	Teacher Aide/Student Aide
Chelsea Calley	Teacher Aide/Student Aide

## **ENC. 18**

Recommend that the Board authorize the following individual to collect money as noted for the remainder of the 2021-2022 school year:

### **CV-TEC - Plattsburgh Campus**

Kylee Gonyea - Adult Education Tuitions and other CV-TEC Programs

## **ENC. 19**

Recommend that the Board approve the following Lead Teacher Evaluator Certification resolution:

Be it resolved that Ms. Sarah Paquette is hereby certified as a Qualified Lead Evaluator of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCCR §30-2.9(b):

- (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- (2) Evidence-based observation techniques that are grounded in research;
- (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCCR §30-2.2;
- (4) Application and use of the State-approved rubrics selected by the BOCES for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;
- (5) Application and use of the assessment tools that the BOCES utilizes to evaluate its classroom teachers, including, but not limited to, structured portfolio reviews, professional growth goals\*, school improvement goals, etc.;
- (6) Application and use of the State-approved locally selected measures of student achievement used by the BOCES to evaluate its classroom teachers;
- (7) The scoring methodology utilized by the Department and the BOCES to evaluate a classroom teacher under 8 NYCCR §30-2, including (a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and
- (8) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.

## **ENC. 20**

Recommend that the Board approve the following Lead Evaluator Certification resolution:

1. The re-certification of the following Lead Teacher Evaluator for the 2021-2022 school year, who has attended various CVES in-house meetings and state, regional and/or local professional development offerings: Matthew Walentuk

**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

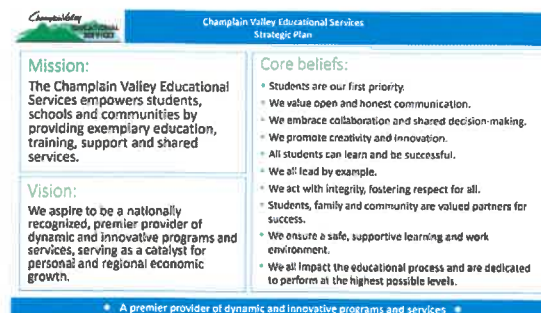
DA: February 28, 2022

RE: **March 2022 Board Report**

February was a month full of unexpected interruptions. We started the month with all three snow days for the year and ended the month with none left. Mother Nature seemed to enjoy sending difficult driving weather on Fridays. The work of instructional services continued through the interruptions. As we entered the second half of the year, we continued to focus on our mission to provide exemplary training, support, and shared services.

**LABOR MANGEMENT CONVERSATIONS**

Open communication is essential to the health of any organization. The COVID-19 pandemic has changed how we communicate and what we communicate. Much of the last two years has been spent reacting to the ever-changing world impacted by COVID. This month members of CVES United Professionals, the directors of the CV-TEC and Special Education divisions, and the Assistant Superintendent for Educational Services have been meeting to rebuild and strengthen the lines of communication. These conversations started with a reflection on the CVES Core Beliefs and establishing a set of agreements to ensure participants were comfortable and that the meetings were productive. Future meetings will work within the confines of the agreements to discuss various aspects of the programs in each division.



**CONNECTING AND SUPPORTING – ISC STAFF MEETINGS**

Each month the members of the Instructional Support team hold a staff meeting. While the purpose of this meeting is to share important information and develop as a professional team, an essential portion of the meeting is providing an opportunity for connecting and supporting. Earlier this year the team was able to meet in person but due to the ongoing pandemic and the winter surge, the team has

been meeting virtually, but that has not stopped the connections. The team uses the chat function and the genuine caring for each other to connect even in the virtual setting. This month time was spent sharing how snow days are spent and welcoming new staff members.

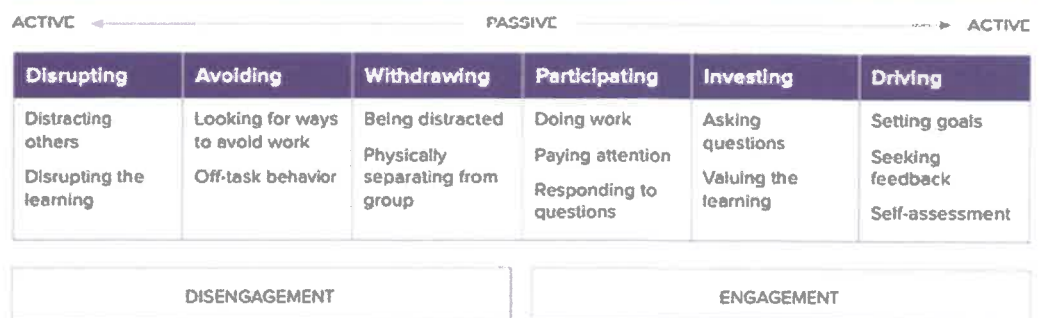


## SUMMER LEARNING FOR THE REBOUND

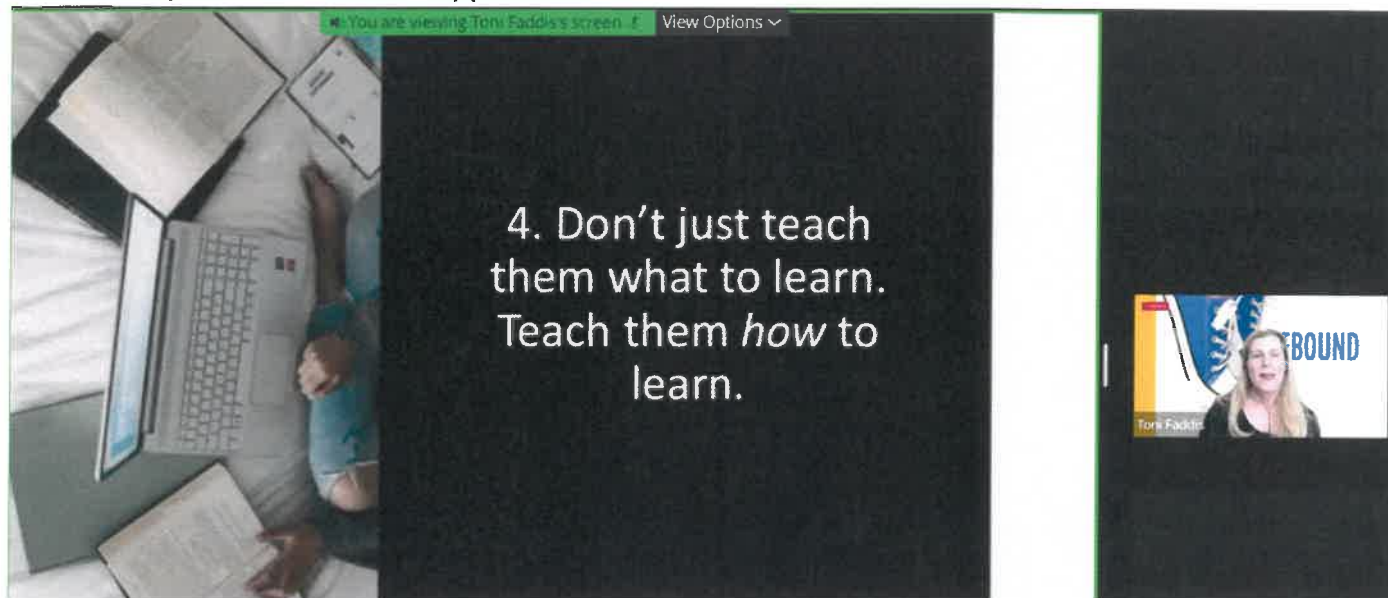
Administrator for Instructional Services Sarah Paquette and Amy Campbell continued planning for summer professional development for the region. Mrs. Campbell attended a national institute on

supporting the rebound. The insitute was hosted by Corwin and utilized resources based on the research of John Hattie, Nancy Frey, Douglas Fisher, and Dominique Smith. One of the essential takeaways was the concept that we cannot focus on the negative and make positive progress. It is important that as we look to the coming years we emphasize rebounding and accelerating learning and remove “learning loss” and “learning gaps” from our vocabulary. Rather we want to support students in accelerating their learning by maximizing engagement. Several opportunities are being

**Figure 6.1** A Continuum of Engagement



developed for our summer professional development sessions to support our teachers in developing classroom practices that will support student acceleration.



## COSER DEVELOPMENT

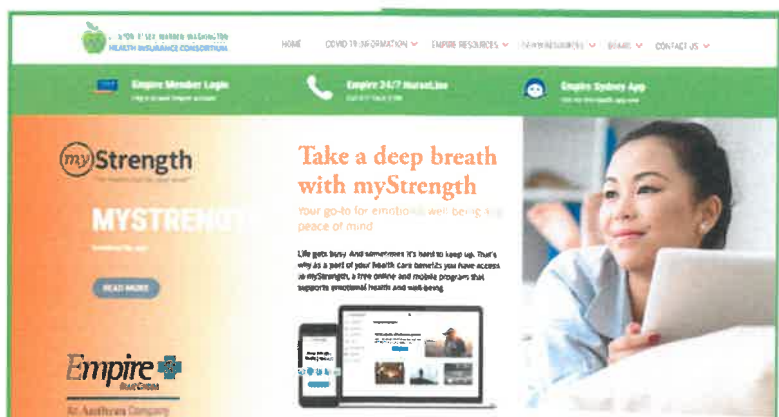


Instructional Services excels at collaborating to bring innovative and relative programming to our divisions and our component districts. As our Instructional Technology COSER grows, we have been developing a Model Schools COSER to complement the work being done. The Instructional

Technology COSER focuses on maintaining the infrastructure, devices, and software that is utilized in schools every day and has become a lifeline during the last two years. The Model School COSER supports educators by providing quality professional development to improve the use of technology to maximize teaching and learning. ISC has been collaborating with the Model Schools team at WSWHE BOCES to develop opportunities specifically designed for our districts.

## **COMMUNICATIONS HAPPENINGS**

Our Communications team continues to provide excellent support to our divisions as well as our component districts. During the month of February, the Communications team was busy supporting the development of materials for the presentation of the 2022-2023 CVES Budget including the power point, the video, and the Programs and Services guide. Additionally, the team supported a component district in an overhaul of their website while maintaining the look and feel of the previous website for ease of use. The team also worked with our CEWW Health Consortium to add resources for our community to support healthy habits. We hope everyone enjoyed the Success Stories published in February. The document was a labor of love showcasing the amazing opportunities provided here at CVES.



**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: February 28, 2022  
 RE: March 2022 Board Report

## **CV-TEC Celebrates National CTE Month**

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

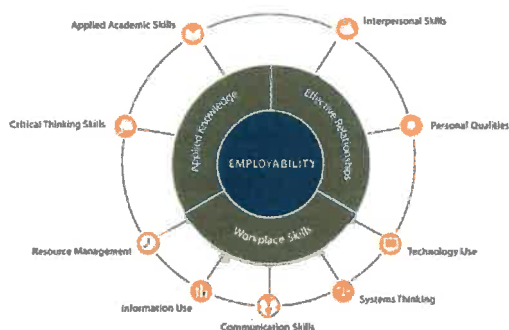


**CELEBRATE TODAY,  
OWN TOMORROW!**

### **Discrimination & Sexual Harassment Prevention in the Workplace:**

#### **Employability Seminar for ALL CV-TEC Students**

As part of our ongoing Employability Skills Workshops/Seminar Series, all CV-TEC students (approximately 700 students) on all three campuses (under the outstanding leadership of Student Services Coordinator, Mrs. Sherry Snow) participated in the **ETS Ready 4 Real Discrimination & Harassment Prevention Training** at the CVES Conference Center on February 15<sup>th</sup> and the CV-TEC Mineville Campus on February 17<sup>th</sup> respectively. At the conclusion of the seminar, students completed their training by taking the assessment to earn their microcredential. The Employability Skills Seminars/Workshops are integrated into all CV-TEC student's programs of study with the opportunity to earn a microcredential in each area and include:



U.S. Department of  
 Education Office of  
 Career, Technical, and  
 Adult Education Division  
 of Academic and  
 Technical Education

- Customer Service Excellence
- Effective Workplace Communications
- Innovation and Entrepreneurship
- Learning to Lead
- Teamwork for the Trades
- Technology in the Workplace
- Sexual Harassment Prevention
- Employment Seminar

Employers have indicated that Employability or Essential Skills, such as teamwork, effective communication and critical thinking are the most in-demand skills in today's job market. Our rigorous career and technical education (CTE) programs help students develop these transferable skills through hands-on application in our classrooms, labs, and work-based learning (WBL) experiences. CV-TEC utilizes the Employability Skills Framework, along with the input of our business and industry partners to develop real-world relevant workshops and seminars that target these marketable skills.



### **Meet the CV-TEC Students of the Quarter:**

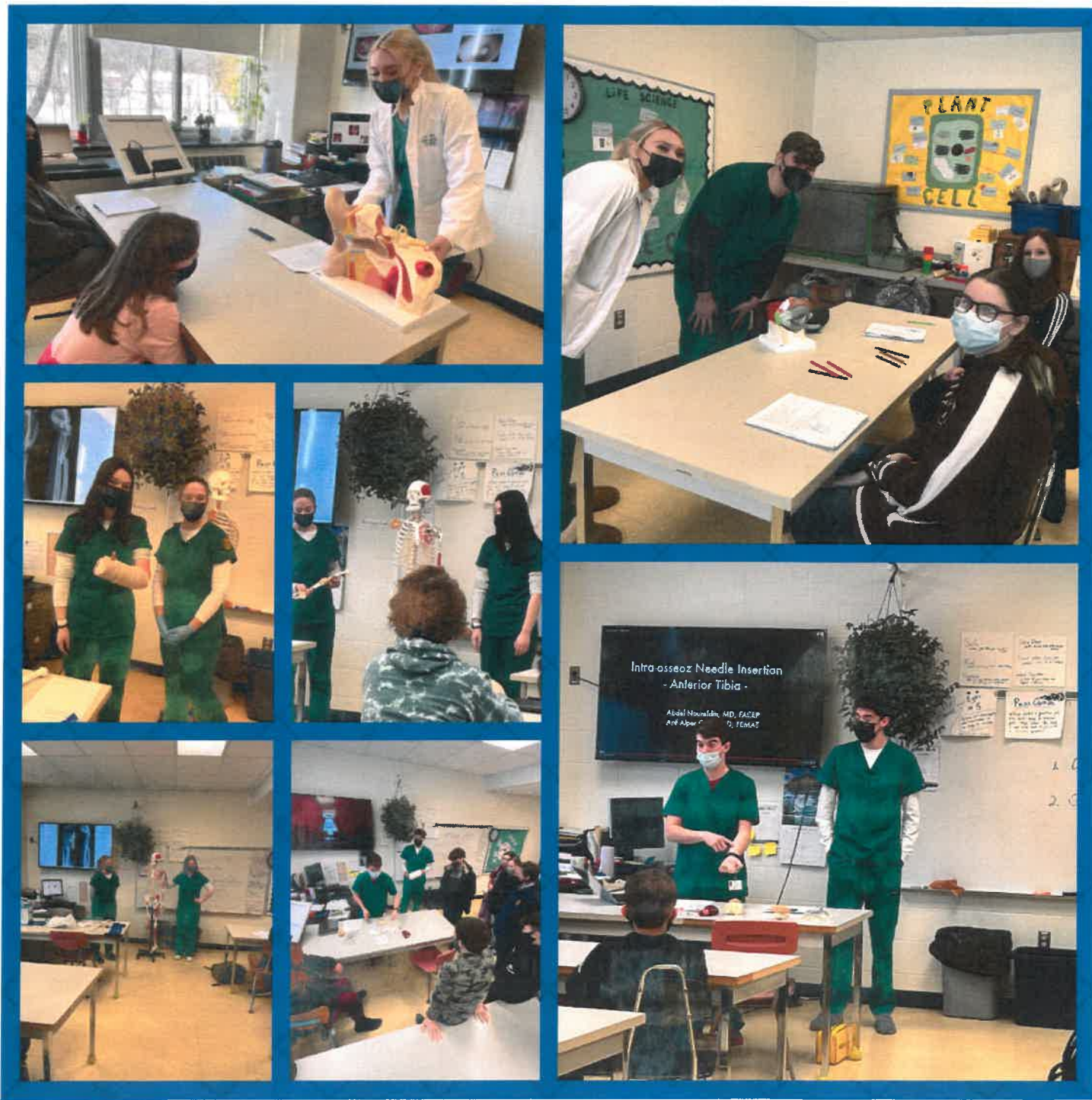
Please join us in celebrating our CV-TEC Students of the Quarter! Students of the Quarter were nominated by their expert CTE teachers and were recently recognized with a certificate to honor this achievement!

- Allied Health: Kahla Bedard (NCCS)
- Animal Science, Large Animal Production: Sadie Dumas (NCCS)
- Animal Science, Veterinary Assistant: Caitlynn Trombley (NAC)
- Auto Collision Repair Technology: Alexandria (Alex) Armstrong (PHS)
- Construction Trades: Shay Collins (CRCS)
- Cosmetology: Meka Provost (BCS)
- Cosmetology: Mary Fowler-Besaw (BCS)
- Digital Art & Design: Luis Primo (SCS)
- Early Childhood Education: Destiny Boyle (PCS)
- Environmental Conservation & Forestry: Aliana Denton (BVCS)
- Graphic Design & Communications: Jasmine Barber (NCCS)
- Pre-CTE Auto Service: Ryan Pelkey (NAC)
- Pre-CTE Food Service: Landon Facticeau (AVCS)
- Security & Law Enforcement: Ella Liberty (SCS)



### New Visions Medical Careers (South) Students Share Their Expertise

Our talented CV-TEC New Visions Medical Careers Students shared their knowledge and expertise by teaching the 7th grade students at Boquet Valley CSD. The 7th Grade Griffins were treated with lessons and presentations by: Chloe and Maegan teaching bones and fractures; Adrian and Michael teaching "intraosseous infusion"; and Alexis and Gabriel teaching about the eye and the ear.





## Secondary Career Technical Education and Economic Recovery

In a time of economic uncertainty, Career Technical Education (CTE) is an absolute must. CTE graduates are fueling our economy and keeping our citizens safe – they are health care workers and providers on the front-line; transportation, distribution and logistics professionals keeping our supply chain moving; and information technology (IT) specialists helping us connected by expanding broadband access and developing and improving virtual platforms.

Within the first three months of COVID-19 (coronavirus), over 40 million individuals filed for unemployment,<sup>1</sup> with job losses reported in all sectors.<sup>2</sup> Young adults are among the most impacted by the economic downturn. Consider:

- Nearly 7.7 million young workers under the age of 30 were unemployed<sup>3</sup> and three million dropped out of the labor force as of May 2020.<sup>4</sup>
- The unemployment rate for teenagers aged 16-19 hit 31.9 percent in April 2020, the highest it has even been in over 70 years.<sup>5</sup> The only other time the unemployment rate for this population reached over 25 percent was during the Great Recession.
- The unemployment rates are also much worse for non-White young adults – 35.5 percent and 31.1 percent for Black and Latino teenagers respectively, compared to 29 percent for White teenagers.<sup>6</sup>

For those individuals just at the beginning of their careers, losing opportunities to gain experience and a foothold in the labor market can have major, long-term impacts. For example, the millennial generation, who entered the workforce during the height of the Great Recession, is estimated to have relatively low levels of home ownership, net worth and real income compared to previous generations.<sup>7</sup>

While many early recovery efforts and investments are fairly focused on short-term workforce development and postsecondary CTE programs that can reskill adults to get them back into the workforce, less attention is being paid to the importance of continued investment in CTE at the secondary level. This approach is short-sited as secondary CTE is critical to preparing learners for an evolving workforce and ensuring they have the foundational and transferable skills that will benefit them throughout their lives. If we do not continue to provide quality CTE programs and experiences to learners starting in K-12, our next generation of workers will lose out on critical opportunities for lifelong success and security.

### CTE Prepares Learners for College, Careers and Life

There are measurable, positive outcomes for secondary learners who participate in CTE programs, regardless of their post-high school plans. For example:

- Graduates from high school-level CTE programs are almost equally likely to go onto college as learners who did not complete a CTE pathway.<sup>8</sup>
- Among high school graduates who enter the workforce directly, CTE learners are more likely to be employed (and have benefits) than their peers who did not complete a CTE pathway.<sup>9</sup>

BROUGHT TO YOU BY:  
**ADVANCE CTE**  
State Leaders Connecting Learning to Work



Learning that works for America

**CTE**

- Students in CTE programs and their parents are three times as likely to report they are “very satisfied” with their and their children’s ability to learn real-world skills as part of their education compared to parents and students not involved in CTE.<sup>10</sup>
- High school CTE students are more likely to have a post-high school plan than their peers not involved in CTE.<sup>11</sup>

### Secondary CTE Provides Real-World Experiences

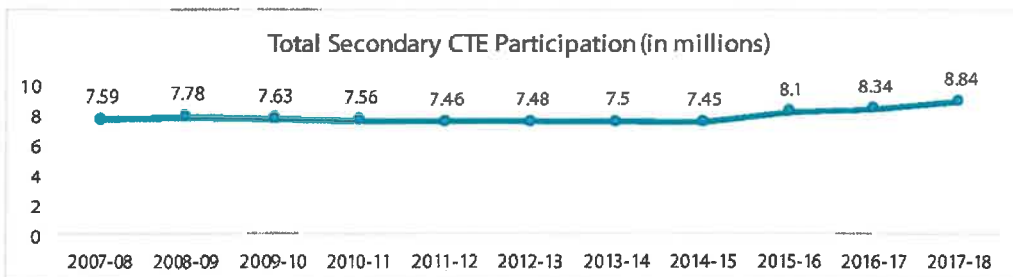
Part of what makes CTE so critical is that it provides learners with exposure to the world of work and real-world experiences early in their career development. Increasingly, high-quality CTE programs offer opportunities for work-based learning experiences, which not only reinforce classroom learning but can also provide youth employment opportunities.

- Participating in a CTE-related cooperative education, internship, apprenticeship or mentorship program in high school is associated with higher subsequent job quality, defined by wages, benefits, work hours and job satisfaction.<sup>12</sup>
- Such experiences are also critical to building social capital for young adults, which has lifelong benefits. Studies have found that young and older adults (ages 29–43) who obtained their job through their social network had higher wages relative to adults who used formal job searching techniques and that social networks can help young adults find their first jobs, even during times of unemployment. Unfortunately, youth and young adults of color are less likely to have strong social networks without some interventions or supports than their White peers.<sup>13</sup>

As the unemployment rate for youth and young adults remain incredibly high, CTE can ensure learners continue to gain key work experience, build out their networks and gain social capital, setting them up for greater success in the future.

### There is Great Demand for Secondary CTE

As our country recovered from the last economic downturn, the interest in and demand for secondary CTE increased as families, learners and policymakers recognized the need to better prepare students – starting as early as the middle grades – for an evolving and more complex labor market. Over the last decade, enrollment in secondary CTE increased by 16 percent.



BROUGHT TO YOU BY:

**ADVANCE CTE**  
State Leaders Connecting Learning to Work



Learning that works for America

**CTE**

- Ninety-four percent of parents approve of expanding access to CTE and other vocational programs that prepare students for jobs, with 60 percent strongly approving.<sup>14</sup>
- Seventy-six percent of Americans say middle or high school is the right time to start exploring possible career options, compared to just 7 percent who say college is the right time.<sup>15</sup>
- Ninety percent of Americans agree that CTE should be offered in every high school, with nearly universal support (98 percent) among families with direct experience taking CTE courses.<sup>16</sup>

### The Need for Ongoing Investment in CTE

Over the past decade, CTE became a priority for states, local communities, the federal government, philanthropy and the private sector as a strategy to build a talent pipeline to meaningful careers for learners and to close the disconnect between our education and workforce sectors. The field has made great strides to ensure each learner has access to and can successfully complete a high-quality CTE program that is aligned with high-skill, high-wage and in-demand careers.

As states and communities continue to grapple with the harsh realities of the coronavirus and its impact on their budgets, it is imperative that CTE programs be recognized as an essential investment so that both the current and future generation gain the critical skills necessary for success in the ever-changing economy. CTE is both a proactive and responsive strategy for attending to the economic downturn – CTE programs prepare learners for lifelong success while also offering targeted skilled training for others.

Now is not the time to back away from our commitment to advancing high-quality CTE, but rather the time to double down and ensure CTE programs are available for every learner who seeks to better their own lives and opportunities.

<sup>1</sup> <https://www.politico.com/news/2020/05/14/coronavirus-unemployment-claims-numbers-257875>

<sup>2</sup> <https://www.bls.gov/news.release/empsit.nr0.htm>

<sup>3</sup> <https://int.nyt.com/data/documenthelper/6953-unemployment-under-30/8b646ef429ceb7d77a7/optimized/full.pdf#page=1>

<sup>4</sup> <https://int.nyt.com/data/documenthelper/6954-3-million-left-workforce/8b646ef429ceb7d77a7/optimized/full.pdf#page=1>

<sup>5</sup> <https://www.bls.gov/opub/ted/2020/unemployment-rate-rises-to-record-high-14-point-7-percent-in-april-2020.htm>

<sup>6</sup> [https://www.bls.gov/web/empsit/cpsee\\_e16.htm](https://www.bls.gov/web/empsit/cpsee_e16.htm), based on quarterly averages

<sup>7</sup> [https://www.stlouisfed.org/~media/files/pdfs/hfs/essays/hfs\\_essay\\_2\\_2018.pdf?la=en](https://www.stlouisfed.org/~media/files/pdfs/hfs/essays/hfs_essay_2_2018.pdf?la=en)

<sup>8</sup> <https://nces.ed.gov/datapoints/2020019.asp>

<sup>9</sup> <https://nces.ed.gov/pubs2020/2020060.pdf>

<sup>10</sup> <https://careertech.org/resource/value-and-promise-of-cte-results-from-a-national-survey>

<sup>11</sup> *ibid*

<sup>12</sup> [https://www.brookings.edu/wp-content/uploads/2018/10/Brookings\\_Child-Trends\\_Pathways-for-High-Quality-Jobs-FINAL.pdf](https://www.brookings.edu/wp-content/uploads/2018/10/Brookings_Child-Trends_Pathways-for-High-Quality-Jobs-FINAL.pdf)

<sup>13</sup> <https://www.search-institute.org/wp-content/uploads/2020/05/SOCAP-Lit-Review.pdf>

<sup>14</sup> [https://www.aft.org/sites/default/files/parentpoll2017\\_memo.pdf](https://www.aft.org/sites/default/files/parentpoll2017_memo.pdf)

<sup>15</sup> <https://www.k12.com/career-technical-education.html>

<sup>16</sup> <https://www.k12.com/career-technical-education.html>



## Career Technical Education: Myths and Facts

Career Technical Education (CTE) is an educational strategy that equips learners with the academic and technical skills they need to be prepared for future careers. Despite a body of research proving myriad benefits of high-quality CTE, the field continues to be dogged by outdated perceptions stemming from low-quality programs of years past and a legacy of “tracking” economically disadvantaged learners and learners of color into vocational trades and away from academic pathways. Today’s CTE serves learners from all backgrounds and delivers **real options** for college and rewarding careers, helps learners **build real-world skills** and **enhances the high school and college experience**.

### Myth: CTE is jobs training

### Fact: CTE empowers learners to explore multiple career options

- CTE programs of study start broad, cementing the core competencies and knowledge learners must know to be successful within a specific Career Cluster,<sup>®</sup> before providing career pathway and career-specific knowledge and skills.<sup>1</sup>
- CTE allows learners to enhance their education **with hands-on training, mentoring and internships** that build employability skills and expand their professional networks. As a result, learners get a unique advantage and get a leg up on their future careers.
- Among public school districts that offer CTE programs, 77 percent offer work-based learning experiences and 73 percent offer opportunities for learners to earn dual college credit.<sup>2</sup>
- Learners understand the real-world value of CTE. In a national survey, **82 percent of CTE learners said they were satisfied with their opportunities to explore different careers of interest**, compared to only 51 percent of non-CTE learners.<sup>3</sup>

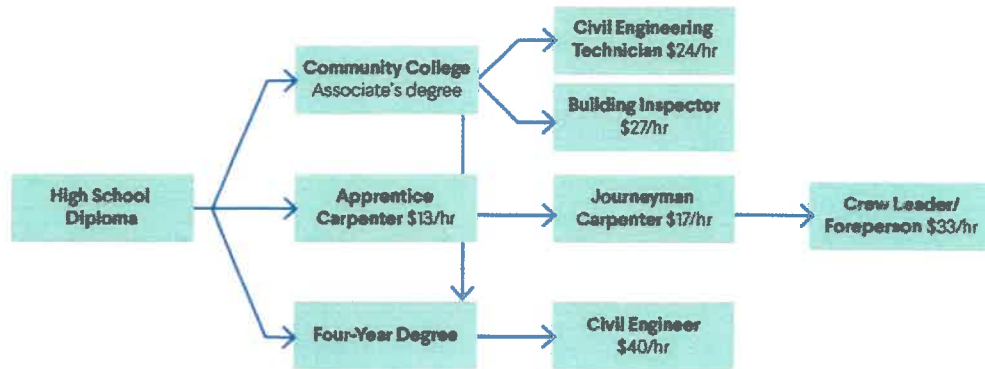
#### A Program of Study

is a sequence of courses that links secondary and postsecondary education, integrates challenging academic and technical instruction and leads to an industry-recognized credential of value.

### Myth: CTE leads to 'dead end' jobs

### Fact: CTE leads to well-paying careers with potential for career advancement

- A 2019 study of California Community College CTE participants found that learners reported positive employment outcomes and greater increases in wages after completing their program.<sup>4</sup>
- Workers with professional certifications and high school diplomas **earn more and report greater opportunity for job growth** than workers with only a high school diploma.<sup>5</sup>
- CTE concentrators have opportunities to earn living wages, even while in high school, and experience career advancement after graduation.<sup>6</sup>
- American adults were more likely to agree that two-year public colleges – where CTE is primarily taught at the postsecondary level – **are worth the cost and contribute to a strong American workforce** more than other types of institutions.<sup>7</sup>



Sample Career Pathway in Construction. Source: JFF<sup>8</sup>

**Myth: Only non-college bound students take CTE classes**



**Fact: CTE provides ALL learners a seamless pathway to postsecondary education**

- CTE students exceed expectations. In fact, nearly every state reports higher graduation rates for CTE concentrators compared to all students.<sup>9</sup>
- The most recent data shows that **77 percent of high school learners earn at least one CTE course credit** including 80 percent White, 75 percent Black and 74 percent Latinx learners.<sup>10</sup>
- The majority of CTE students go to college. **Seventy-two percent of CTE concentrators enroll in postsecondary education full-time immediately after graduating.** Furthermore, 50 percent of CTE concentrators go on to earn a postsecondary credential or certificate.<sup>11</sup>
- At the end of two years, **42 percent of learners in New York City P-TECH schools** – which provide industry-aligned CTE-focused pathways – **passed the New York State English Language Arts Regents exam with a score qualifying them for dual enrollment** in City University of New York (CUNY) courses, compared with 25 percent of comparison group students.<sup>12</sup>

<sup>1</sup> <https://careertech.org/programs-study>

<sup>2</sup> <https://www2.ed.gov/datastory/cte/index.html>

<sup>3</sup> <https://careertech.org/resource/value-and-promise-of-cte-results-from-a-national-survey>

<sup>4</sup> <https://www.tandfonline.com/doi/full/10.1080/10668926.2019.1650843>

<sup>5</sup> <https://www.wbol.org/post/lumina-and-gallup-jobs-study-emphasizes-need-certifications#stream/0>

<sup>6</sup> [https://harborfreighttoolsforschools.org/wp-content/uploads/20.05.07-Breaking-Ground\\_Final-report-by-JFF-revised.pdf](https://harborfreighttoolsforschools.org/wp-content/uploads/20.05.07-Breaking-Ground_Final-report-by-JFF-revised.pdf)

<sup>7</sup> <https://www.newamerica.org/education-policy/reports/varying-degrees-2019/explore-the-data>

<sup>8</sup> Ibid

<sup>9</sup> Represents data from the 2017-18 school year. Retrieved from <https://perkins.ed.gov/pims/DataExplorer/Performance>

<sup>10</sup> <https://www2.ed.gov/datastory/cte/index.html>

<sup>11</sup> Ibid

<sup>12</sup> [https://www.mdr.org/sites/default/files/P-TECH\\_Report\\_2020.pdf](https://www.mdr.org/sites/default/files/P-TECH_Report_2020.pdf)

**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: March 2022  
Re: Board of Cooperative Educational Services Report

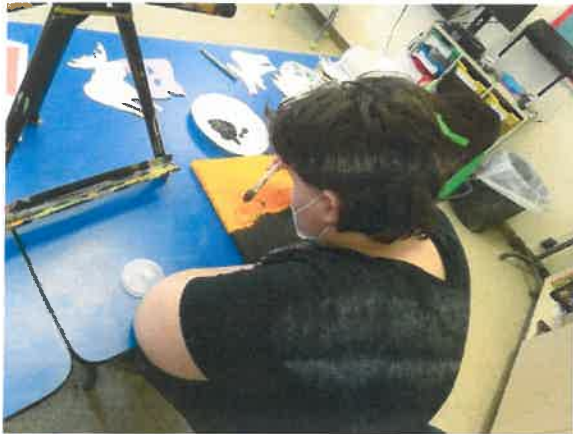
**Two Years Was Worth the Wait...Titus Mountain Field Trip**

In March of 2020, plans were set for CVES students to go tubing at Titus Mountain. Students were excited to go and looked forward to a nice winter day outside with their friends. Two days prior to the trip, schools around the country were swiftly closed due to the COVID-19 Pandemic.

Fast-forward to February 15, 2022, and approximately 25 students from the William A. Fritz Campus boarded buses to Titus Mountain for the day. Students enjoyed tubing, a pizza lunch, and some much needed outside time. We would like to thank Titus Mountain for their generosity and hospitality in welcoming our students for this community experience!



The Month of February Featured Some Great Activities and Events for Students and Staff





### **The New York State Alternate Assessments**

The beginning of spring marks the beginning of state assessments. Our Curriculum Coordinator, Angie Waldron, also serves as the Alternate Assessment Training Network (AATN) Specialist and is tasked with training all teachers who will administer New York State Alternate Assessment, NYSAA, in our region. The NYSAA is given to those students who have been identified by their district's Committee on Special Education, CSE, as having the most significant cognitive disabilities. Qualifying students must be assessed once a year beginning in the school year they become 9 years old through the school year they become 14 (grade equivalents 3-8). The secondary level NYSAA is administered during the school year they become 17-18 years of age (high school). All students must receive academic instruction linked to grade-level content standards. Alternate achievement standards are provided for these students. This adaptive, computer-based assessment measures a student's achievement of ELA (English Language Arts) and Math standards at a reduced level, breadth, and complexity due to their qualifying disability.

### **A Successful Launch of Our New Report Card Format for Q2**

Our Life Skill and Autism teachers are rolled out our new report card model for the 2<sup>nd</sup> quarter! After a year in the making, this report card is both curriculum-based as well as skill-based. Each student's report card will include consistent indicators in English Language Arts, Mathematics, and Learning Behaviors. However, that is where the similarities end. Each student's report card is then individualized in the areas of general concepts, self-care, money management, social skills, personal information, daily living, safety, community, and advocacy & problem solving.

Teachers can now create student-centered report cards that reflect the unique difference of our wide range of students here at CVES. Allowing parents to see true growth utilizing progress indicators that demonstrate the level of support their child needs within each identified indicator such. Our goal is to track student growth through the indicators that have been identified by our professional staff, over the time a student is with us, to ensure that each student leaves our Life Skills and Autism programs with the skills necessary to be contributing members of our community to the best of their abilities (samples included below).

#### **Reading/ ELA**

Participates  
Recognizes upper case letters  
Recognizes lower case letters  
Traces or copies letters or words  
Recognizes letter sound correspondence  
Recognizes high frequency words that have been directly taught  
Identifies vowels  
Rereads familiar text orally  
Retells information  
Answers simple questions about text read aloud  
Applies basic letter-sound skills to read simple words  
Uses context clues and word structure to determine the meaning of words within a text  
Identifies the main idea  
Conveys a message in writing

#### **Mathematics**

Participates  
Matches and continues a pattern  
Demonstrates understanding of one-to-one correspondence  
Identifies "how many" in a group of objects  
Computes basic addition and subtraction problems using manipulatives

---

#### **Daily Living**

Participates in classroom chores  
Cleans up after themselves  
Follows a daily schedule/routine  
Sweeps  
Vacuums  
Washes dishes  
Uses washing machine  
Uses dryer  
Uses the phone to place an order/request  
Uses table manners

---

February  
2022

## CVES William A. Fritz Center School/Home Connections Newsletter

### What We're Proud Of

#### Thank You To Our Nurses!

We would like to extend a great big "Thank You" to our school nurse team. This year has proven to be the most difficult year yet for schools within the COVID-19 Pandemic and our nurses have worked tirelessly with our students' health and wellbeing as their top priority. This year we have added Nurse Kate Gushlaw to our amazing team of professional nurses!

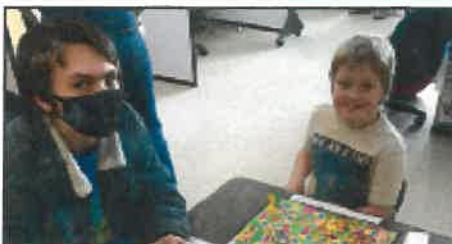
#### Welcome Deputy Heroux!

We would like to welcome Deputy Heroux to our School Resource Officer team. He and Deputy Hilliker work together to ensure our school is safe each day. Often, both Deputies can be seen out on the playground with a game of kickball or building a winter obstacle course for the students. We appreciate the hard work both Deputies bring to our campus to help build positive relationships with students as well as become an added resource for their success.

### Student Spotlight



Ms. Restrepo's students learned about Martin Luther King Jr. in the month of January.



High School student Gaven H. took some time out of his day to play Candyland with Wyatt B.

#### Healthy Tips from Your CVES Nurses

February is National American Heart Month. Try adopting the following heart healthy tips with your children:

- Turn off the TV
- Develop a dinner time routine
- Get some exercise as a family
- Assign active chores
- Serve heart healthy meals
- Avoid fried, fatty foods
- Teach your child to read food labels



#### Digital Citizenship

Families! Visit <https://www.common sense media.org/blog> to share articles and advice!

### Events Calendar

#### February

2/1  
Early Release Day –  
Students Dismissed  
@ 11:15

2/7  
2nd Quarter Report  
Cards mailed home

2/22-2/25  
Winter Break – NO  
SCHOOL

#### March

3/17  
Early Release Day  
Students Dismissed  
@ 11:15

3/18  
Superintendents  
Day – NO SCHOOL

#### April

4/3  
3rd quarter ends

4/15-4/22  
Spring Break – NO  
SCHOOL

### Newsletter Messages



#### Principals Nicole O'Connell and Sanford Coakley

The snow on the ground is a gentle reminder, but it is hard to believe we are already halfway through the month of February! The days and months of the 2021/22 school year seem to be flying by. The students and staff of the William A. Fritz campus have had a very busy first half of the school year. We are looking forward to a great second half of the school year.



#### Director Matthew Slattery

Many thanks to our students' and families' tireless efforts in navigating the challenges this year has brought. We truly are fortunate as an organization to be able to provide such highly specialized programs and services to such wonderful children and young adults from across the region. Wishing you continued success in the second half of this school year. In partnership, we are #CVESSTRONG!



February  
2022

# CVES Yandon Dillon Center School/Home Connections Newsletter

## What We're Proud Of



**Sam and Brendon are so happy at their outing for lunch at The Hot Biscuit in Ticonderoga for their Christmas field trip. The class earned its luncheon by completing jobs around the campus, including running our school store, picking up recycling, and helping in the cafeteria. Hard work pays off!**

**See more of what we're proud of at Mineville on Page 2!**

## School Nurse Message

Hi this is Kelly, your child's school nurse!

I wanted to give you the most recent guidance from Essex County regarding COVID in schools.

If your child is symptomatic with any of the following symptoms, please keep them home from school and contact me:

Fever (100.0 or higher) or chills, cough, shortness of breath or trouble breathing, new loss of taste or smell, fatigue/feeling of tiredness, sore throat, congestion or runny nose, muscle pain or body aches, headache, nausea, vomiting, or diarrhea.

Testing is recommended 2-3 days after the start of symptoms and again at day 5 if their initial test is negative.

The school has at home test kits for you child if needed, just let me know and a test kit can be sent home with your child.

Please be sure to contact me with any test results or questions: 942-6691 ext. 152



## Director Matthew Slattery



Many thanks to our students' and families' tireless efforts in navigating the challenges this year has brought. We truly are fortunate as an organization to be able to provide such highly specialized programs and services to such wonderful children and young adults from across the region. Wishing you continued success in the second half of this school year. In partnership, we are #CVESSTRONG!

## Events Calendar

### February

2/1  
**Early Release Day –  
Students Dismissed  
@ 11:15**

2/7  
**2nd Quarter Report  
Cards mailed home**

2/22-2/25  
**Winter Break – NO  
SCHOOL**

### March

3/7  
**Early Release Day  
Students Dismissed  
@ 11:15**

3/18  
**Superintendents  
Day – NO SCHOOL**

### April

4/3  
**3rd quarter ends**

4/15-4/22  
**Spring Break – NO  
SCHOOL**

## Principal Dr. Grace Stay



Dear Parents,

We have passed the halfway mark for this school year, which seems unbelievable to me!

It has been busy this Fall as we have settled into our newly configured office space. Our building had some impressive upgrades over the summer as part of CVES' Capital Project. Our lobby now has a secure entrance, which consists of a double set of doors and requires that all visitors be granted entrance only into the office by our staff, usually Marcie. The main office has been moved, which allows Marcie to see all who approach the building. We also have new exterior windows and doors throughout the entire building, replacing the single pane windows with efficient, modern windows, and asbestos abatement has also been completed. In the past 5 or 6 years, there has been a new roof and heating system, so the Mineville campus is much more modern and efficient in 2022.

We have welcomed many new staff this school year, including 2 new teachers. Mrs. Jean Gonyo has been with us as a Teaching Assistant, and I'm sure you with high school students are familiar with Mrs. Jean, who is now one of our two high school teachers. Mrs. Gonyo is working with our new Teaching Assistant, Staci Norton. Christina Lashway is our new teacher in the Elementary Academic/Behavior

*Continued on Page 2*

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

Coser	927-2021	927-2022	930-2021	930-2022	947-2022	949-2022	950-2022	951-2021	951-2022	952-2022	954-2022
Program Description	Core Rehabilitation Services	Core Rehabilitation Services	Pre-ETS	Pre-ETS	SLS Operating Aid	SLS Categorical Aid for Automation	EPE	HSE Test Administration	HSE Test Administration	WIOA, Title II, Adult Basic Ed	Perkins IV/CTEA-Basic Grant
Approved Budget	\$ 850,000	\$ 317,901	\$ 300,000	\$ 300,000	\$ 113,346	\$ 13,154	\$ 421,312	\$ 9,145	\$ 7,397	\$ 60,182	\$ 128,371
Revenue Available/Earned	\$ 672,220	\$ -	\$ 44,200	\$ -	\$ 94,526	\$ 9,453	\$ 156,322	\$ 5,225	\$ -	\$ 60,182	\$ 128,371
Revenue - Prior Year Rollover	\$ 234,312	\$ -	\$ -	\$ -	\$ 18,820	\$ 3,701	\$ -	\$ 1,748	\$ -	\$ -	\$ -
Expenditures & Encumbrances to date	\$ (819,012)	\$ (402,321)	\$ (50,196)	\$ (3,425)	\$ (90,187)	\$ (11,280)	\$ (293,648)	\$ (6,117)	\$ (4,319)	\$ (37,748)	\$ (119,764)
Unexpended Balance	\$ 87,520	\$ (402,321)	\$ (5,996)	\$ (3,425)	\$ 23,150	\$ 1,874	\$ (137,326)	\$ 856	\$ (4,319)	\$ 22,436	\$ 8,607
Percentage Utilized	98%	127%	17%	1%	80%	86%	70%	67%	58%	63%	93%

Project Term	Ending:	1/1/2021	1/1/2021	1/1/2021	7/1/2021	7/1/2021	7/1/2021	1/1/2021	1/1/2022	7/1/2021	7/1/2021
Finance Approval Obtained:	Ending:	12/31/2021	12/31/2021	12/31/2021	6/30/2022	6/30/2022	6/30/2022	12/31/2021	12/31/2022	6/30/2022	6/30/2022
Coordinator:		Robinson	Robinson	Robinson	Ford-Crogan	Ford-Crogan	Ford-Crogan	lorio	lorio	lorio	Lafountain
Director:		Slattery	Slattery	Slattery	Campbell	Campbell	Friedman	Friedman	Friedman	Friedman	Friedman

Coser	955-2022	959-2021	959-2022	963-2022	971-2021	987-2021	989-2022	995-2022	996-2022	997-2022
Program Description	SLS Supplemental Operating Aid	SNAP Employment & Training Venture IV	SNAP Employment & Training Venture IV	North Country Region Career Pathways III	Harbor Freight	COVID 19 Response Learning	CCHD Testing Coordination	WIOA, Title II, Incarcerated	NYS Basic Literacy-JCEO	NYS Basic Literacy- One Work Source
Approved Budget	\$ 57,857	\$ 333,204	\$ 400,000	\$ 145,263	\$ 35,000	\$ 5,000	\$ 714,000	\$ 405,147	\$ 125,000	\$ 125,000
Revenue Available/Earned	\$ 46,160	\$ 106,625	\$ -	\$ 35,000	\$ 35,000	\$ 4,500	\$ 714,000	\$ 405,147	\$ 125,000	\$ 125,000
Revenue - Prior Year Rollover	\$ 11,697	\$ 40,001	\$ -	\$ 55,736	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures & Encumbrances to date	\$ (57,148)	\$ (136,737)	\$ (31,260)	\$ (60,488)	\$ (35,000)	\$ (2,579)	\$ (232,548)	\$ (354,378)	\$ (113,096)	\$ (111,271)
Unexpended Balance	\$ 709	\$ 9,889	\$ (31,260)	\$ 30,248	\$ -	\$ 1,921	\$ 481,452	\$ 50,769	\$ 11,904	\$ 13,729
Percentage Utilized	99%	41%	8%	42%	100%	52%	33%	87%	90%	89%
Project Term	Ending:	7/1/2021	10/1/2020	12/1/2021	4/1/2021	7/1/2021	8/1/2021	7/1/2021	7/1/2021	7/1/2021
Finance Approval Obtained:	Ending:	6/30/2022	9/30/2021	11/30/2022	3/31/2022	6/30/2022	7/31/2022	6/30/2022	6/30/2022	6/30/2022
Coordinator:		Ford-Crogan	lorio	lorio	lorio	Ford-Crogan	Lozier	lorio	lorio	lorio
Director:		Campbell	Friedman	Friedman	Friedman	Campbell	Bell	Friedman	Friedman	Friedman

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