

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 ON NOVEMBER 9, 2022  
PROPOSED EXECUTIVE SESSION AT 6:00 P.M. – MONTHLY MEETING TO FOLLOW**

- No Action 1. CALL TO ORDER: BOARD PRESIDENT  
a. The Pledge of Allegiance  
b. Roll Call of Board Members
- No Action 2. EXECUTIVE SESSION
- No Action 3. INTRODUCTION OF ALL PRESENT
- No Action 4. OPINIONS AND CONCERNS FROM THE AUDIENCE
- No Action 5. CAPITAL PROJECT UPDATE  
--Tetra Tech Architects & Engineering & SchoolHouse Construction Services, LLC
- No Action 6. BUDGET COMMITTEE UPDATE -- Dr. Mark C. Davey & Mr. Eric Bell
- No Action 7. STRATEGIC PLAN PRESENTATION -- Dr. Mark C. Davey, Mrs. Amy Campbell,  
Mr. Eric Bell, Mrs. Michele Friedman & Mr. Matthew Slattery
- No Action 8. DISTRICT SUPERINTENDENT’S UPDATE
- Action 9. MINUTES OF PREVIOUS MEETING  
a. October 12, 2022 Regular Board Minutes (Enc. 1)
- Action 10. NEW BUSINESS  
a. Adoption of 2022-2025 District Strategic Plan (Enc. 2)
- Action 11. CONSENT AGENDA FINANCIAL  
a. Certification of Warrant (Enc. 3)  
Action b. Treasurer’s Report (Enc. 4)  
Action c. Donations (Enc. 5)  
Action d. Special Aid Fund Project (Enc. 6)  
Action e. Contractor/Consultant Agreement (Enc. 7)
- No Action 12. OLD BUSINESS - Committees  
a. Committees  
--Audit Committee Meeting Highlights – May 11, 2022 (Info. Only) (Enc. 8)
- Action 13. CONSENT AGENDA PERSONNEL  
a. Amend (Enc. 9)  
Action b. Resignations for the Purpose of Retirement (Enc. 10)  
Action c. Resignations (Enc. 11)

- Action d. Leave(s) of Absence (Enc. 12)
- Action e. Four-Year Probationary Appointments (Enc. 13)
- Action f. Civil Service Probationary Appointments (Enc. 14)
- Action g. Permanent Appointments (Enc. 15)
- Action h. Temporary Appointments (Enc. 16)
- Action i. Part-Time Appointments (Enc. 17)
- Action j. Additional Work (Enc. 18)
- Action k. Substitutes (Enc. 19)
- Action l. Authorization of Individuals to Collect Money (Enc. 20)
- Action m. Change Funds (Enc. 21)
- Action n. Appoint Data Protection Officer (Enc. 22)

14. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. CVES Professional Learning Plan (PLP) (Enc. 23)
- Action b. Certification of Lead Evaluator Resolution (Enc. 24)
- Action c. Re-certification of Lead Evaluator (Enc. 25)

No Action 15. OTHER

No Action 16. NEXT BOARD MEETING

No Action 17. REPORTS FROM DIRECTORS (Enc. 26)

Action 18. ADJOURNMENT

# **CHAMPLAIN VALLEY EDUCATIONAL SERVICES**

## **VISION**

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

## **MISSION**

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

## **IMPORTANT DATES**

November 9, 2022	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 p.m.
December 6, 2022	Board Budget Committee Meeting – Review Reconciliations & Set Parameters for 2023-24 Budgets – Conference Center, Plattsburgh 7:00 p.m.
December 14, 2022	Audit Committee Meeting – Plattsburgh 5:00 p.m.
December 14, 2022	Board Meeting – Plattsburgh – 7:30 p.m.
January 11, 2023	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 p.m.
January 25, 2023	Board Budget Committee Meeting – Analyze/Discuss Preliminary 2023-24 Budgets – Finalize Draft Budgets – Conference Center, Plattsburgh - 7:00 p.m.
February 8, 2023	Audit Committee Meeting – Conference Center, Plattsburgh 5:00 p.m.
February 8, 2023	Board Meeting/Budget Presentations – Conference Center, Plattsburgh – 6:00 p.m.
March 8, 2023	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 p.m.
March 13, 2023	Spelling Bee – Peru High School Auditorium 5:00 p.m. (Snow date: March 20, 2023)
March 22, 2023	CV-TEC Open House – Mineville – 6:00 p.m.
March 23, 2023	CV-TEC Open House – Plattsburgh – 6:00 p.m.
April 5, 2023	Annual Meeting – Yandon-Dillon, Mineville – 6:00 p.m.
April 20, 2023	Election of CVES Board Members and Vote on Administrative Budget
May 10, 2023	Audit Committee Meeting – Conference Center, Plattsburgh 5:00 p.m.
May 10, 2023	Board Meeting – Conference Center, Plattsburgh – 6:00 p.m.
May 24, 2023	NTHS Ceremony (Mineville Campus) Moriah CSD – 7:00 p.m.
May 25, 2023	NTHS Ceremony (Plattsburgh Campus) Conference Center – 7:00 p.m.
May 31, 2023	SkillsUSA Awards – CAL Plattsburgh Campus – 6:00 p.m.
June 7, 2023	HSED Graduation – TBD – 6:00 p.m.
June 8, 2023	No. Country Loggers Awards Banquet – TBD
June 9, 2023	WAF Graduation Ceremony – SUNY Giltz Auditorium – 9:30 a.m.
June 14, 2023	Board Meeting – Conference Center, Plattsburgh – 6:00 p.m.
June 20, 2023	Yandon-Dillon Mineville Campus Graduation Ceremony – 11:00 a.m.
June 20, 2023	CV-TEC Plattsburgh Graduation Ceremony – SUNY Plattsburgh Field House – 7:00 p.m.
June 21, 2023	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 October 12, 2022 Regular Board meeting. (attached)

## **ENC. 2**

Recommend that the Board adopt the CVES 2022-2025 District Strategic Plan for Continuous Improvement.

## **ENC. 3**

Recommend that the Board approve the Certification of Warrant for October 4, 2022 to October 31, 2022. (attached)

## **ENC. 4**

Recommend that the Board approve the Treasurer's Report from September 30, 2022. (attached)

## **ENC. 5**

Recommend the Board approve the following Donations:

1. For the Student Stipend Fund:

Pepsi (Sept 2022)	67.33
United Way (Sept 2022)	138.04
United Way (October 2022)	<u>138.04</u>
TOTAL -	\$ 343.41

2. Donation of a 2003 Ford Mustang GT Convertible from Larry Forkum, Estate of Jeffrey Forkum, with an estimated value of \$6,350. This donation will benefit the Automotive Technology Program.

## **ENC. 6**

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

1. Employment Preparation Education (EPE) Special Aid Fund Project in the amount of \$421,312 for the period of July 1, 2022 through June 30, 2023. (CV-TEC)

## **ENC. 7**

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

1. Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Educational Vistas, Inc. for the purpose of obtaining Vendor Scoring services for the 2022-2023 school year for grades 3-8 ELA and Mathematic Assessments; grades K-12 NYS English as a Second Language Assessment Tests (NYSESLAT); grades 4 and 8 NYS Science Assessments; and Regents Exams as requested. Service dates and terms are specified as per the agreement. The total amount payable for all services will not exceed \$200,000. (ISC) (attached)

# ENC. 1

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

**DRAFT**

DATE: October 12, 2022  
KIND OF MEETING: Regular Board Meeting  
PLACE: CVES Conference Center – Plattsburgh, NY

<u>Board Members Present:</u> Leisa Boise Kathy Comins-Hunter Patricia Gero Richard Harriman, Sr. Ed Marin Thomas McCabe Donna LaRocque Bruce Murdock Emily Phillips Lori Saunders Florence Sears Michael St. Pierre	<u>Board Members Absent:</u> William Malott Donna Wotton  <u>Executive Officer:</u> Dr. Mark C. Davey  <u>Board Clerk:</u> Meaghan Rabideau	<u>Others Present:</u> Amy Campbell Michele Friedman Matthew Slattery Eric Bell Michael Rossi Amy Pedrick Samantha Parker Matthew Palkovic Chef Bevon Gertsch-Chochran Chef Tanner Senecal Samantha Parker Rebekah Riley
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## MEETING TO ORDER

Board President St. Pierre called the meeting to order at 6:05 p.m.

## EXECUTIVE SESSION

Mr. Murdock moved, seconded by Mrs. Hunter, that the Board go into Executive Session at 6:54 p.m., for the following reasons: #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); #6 - A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. All Board Members present voted yes—motion carried.

In Executive Session, Dr. Davey provided a Labor Relations update on several confidential topics, including his advice for hiring CVES' new Network and Systems Technology Coordinator and his recommendation on an Administrative Unit Memorandum of Agreement (MOA). Dr. Davey also provided an update on an administrative grievance being reviewed, and lastly, he shared several individual employee updates. Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 7:32 p.m. All Board Members present voted yes—motion carried.

## AUDIT PRESENTATION FOR YEAR END JUNE 30, 2022

Dr. Davey introduced CVES' External Auditors, Mr. Michael Rossi, CPA, and Ms. Amy Pedrick, CPA, from West & Company, who shared an overview of the recently completed 2021-22 Annual Independent Audit for the school year ending on June 30, 2022. The Audit Committee met before the Board meeting this evening, and Mr. Rossi shared that the full Report of the Annual Independent Audit was provided and reviewed with the Committee. Mr. Rossi informed the entire Board that the Report listed an opinion of "unmodified," and that the financial statements were presented as fair, which is the highest rating of opinion

that can be awarded. Mr. Rossi further shared that CVES has strong internal controls in place, and the compliance audit that was necessary due to federal aid that was spent had no findings, as well as no findings for the extracurricular fund clubs. Dr. Davey thanked the auditors and the Audit Committee for their time and engagement in reviewing and discussing the audit. He also provided kudos to CVES' Management Services staff and internal auditors for their continued high-quality work throughout the year, which supported the successful audit. The Audit Committee recommended that the Board approve CVES' 2021-22 Annual Independent Audit.

**BOARD  
APPRECIATION  
WEEK**

Dr. Davey thanked the CVES Board Members on behalf of our BOCES for their valuable role in supporting our programs and services, students, staff, and component school districts. He acknowledged Board members' dedication, commitment, hard work, ongoing support, and extraordinary efforts each year. The Board was presented with a certificate of appreciation, which Dr. Davey read. Next, Mrs. Friedman introduced CV-TEC Chefs Bevon Gertsch-Cochran and Tanner Senecal, who described the desserts the Culinary Program students prepared for the Board and guests. Next, two CV-TEC students, Ms. Samantha Parker, Welding program and FFA member, and Ms. Rebekah Riley, Education & Human Services program and SkillsUSA member, thanked the Board for their support of the programs offered at CVES. Samantha and Rebekah shared that their CV-TEC programs allowed them to begin early preparation for their future careers and increased opportunities for success in high school. Mr. Slattery then presented the Board with homemade RISE (Rise Center for Success) inspired sun catchers from the Special Education class with the help of their Art Teacher, Ms. Roxana Palmer. Photos were also displayed of the students in the classroom creating their designs. The Board thanked the students, teachers, and administration for their thoughtful gifts and heartfelt recognition, and they shared that this is one of their favorite parts of serving on the Board, to hear from and witness the success of CVES students.

**DS UPDATE**

Dr. Davey shared several CVES updates, first reporting on the strong enrollment numbers in both divisions, and he welcomed Ms. Maria Huntington, CVES' new Supervisor of Adult Services and Programming at One Work Source, who began working at CVES on October 11<sup>th</sup>. Third, he shared information on the upcoming Plattsburgh and Mineville Campus Open Houses, highlighted several recent trainings at the Conference Center, and shared an update on the newly wrapped CVES airplane with our new logos at the Satellite Campus. Next, Dr. Davey shared several SED & DS updates from his recently attended meetings in Albany, including information from his NYSSBA and Rural Schools Association (RSA) liaison meetings. The Rural Schools Association Winter Conference will occur on December 1-2, 2022, in Saratoga Springs. He then reminded the Board of its upcoming Strategic Planning Retreat on Monday, October 24<sup>th</sup>, 2022, at the Orchard House, Peru, NY. The Board and Dr. Davey will work with Dr. Stephen Danna, CVES' new Strategic Planning facilitator, to review the 22-23 Strategic Plan updates and develop their annual goal(s). Dr. Davey also informed the Board

that he and Mrs. Friedman will begin their yearly tour of Component Board visits to highlight CV-TEC programs. The Board of Education visit schedule was provided. Next, Dr. Davey provided the Board information about the planned Clinton & Essex County School Boards Meeting on Thursday, November 17, 2022, which will present: Roles, Responsibilities, and Best Practices – A panel discussion facilitated by David Little, Esq. RSA Executive Director at the CVES Conference Center in Plattsburgh. Lastly, the Board briefly reviewed the potential for dual meeting locations once the equipment is received and installed. Additional information will be forthcoming.

PREVIOUS  
MINUTES

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the minutes of the September 14, 2022 Board Meeting as presented. All Board Members present voted yes—motion carried.

ANNUAL  
INDEPENDENT  
AUDIT

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board approve the Annual Independent Audit, performed by West & Company, CPA, PC for the 2021-22 school year. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

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

CERTIFICATION  
OF WARRANT

Approve the Certification of Warrant for September 5, 2022 to October 3, 2022, as presented.

TREASURER'S  
REPORTS

Approve the Treasurer's Reports for August 31, 2022 as presented.

CROSS  
CONTRACTS

1. 2021-22 Final- Monroe 1 BOCES, \$55,601.05  
-Facility Security Service (Beekmantown)
2. 2021-22 FINAL- Franklin-Essex-Hamilton BOCES, \$535,411.00  
-School Improvement (AuSable Valley, Beekmantown, Boquet Valley, Chazy, CVES, Keene, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Saranac, Schroon Lake, Ticonderoga, Willsboro)  
-SSFC (Boquet Valley)  
-DEI/CRSE Resources (Beekmantown, Crown Point)  
-Shared Business Office (Boquet Valley, Putnam)  
-Shared Business Human Resources (Northeastern Clinton)  
-Substitute Coordination (Beekmantown, Boquet Valley, Schroon Lake)  
-ACA Insurance Consulting (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Moriah, Northeastern-Clinton, Northern Adirondack, Peru, Plattsburgh, Schroon Lake)



SPECIAL AID  
FUND PROJECT  
CONTINUATIONS

Approve the following Special Aid Fund Project Continuation:

1. Employment Preparation Education Program (EPE) special aid fund be allowed to continue providing services for the period October 1 – December 31, 2022. Expenditures are not allowed to exceed \$56,345. (CV-TEC)
2. Workforce Innovation and Opportunity Act Title II & Welfare Education Program Adult Basic Education & Literacy Services (ABE) special aid fund be allowed to continue providing services for the period October 1 – December 31, 2022. Expenditures are not allowed to exceed \$12,316. (CV-TEC)
3. Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Corrections special aid fund be allowed to continue providing services for the period October 1 – December 31, 2022. Expenditures are not to exceed \$49,083. (CV-TEC)
4. Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Literacy Zone (Elizabethtown) special aid fund be allowed to continue providing services for the period October 1 – December 31, 2022. Expenditures are not to exceed \$36,504. (CV-TEC)
5. Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Literacy Zone (Plattsburgh) special aid fund be allowed to continue providing services for the period October 1 – December 31, 2022. Expenditures are not to exceed \$34,371. (CV-TEC)

AMEND SPECIAL  
AID FUND  
PROJECTS

Amend the following Special Aid Fund Project that was approved at the September 14, 2022 Board meeting:

1. School Library Categorical Aid for Automation in the amount of ~~\$9,543~~ **\$9,805** for the period of July 1, 2022 through June 30, 2023. (CoSer 949) (ISC)

BUDGET  
INCREASES

Approve the following Budget Increases:

1. Yandon-Dillon Cafeteria Fund Regular School Year Budget in the amount of \$2,656 for the 2022 - 2023 school year. (CoSer C791 – School Lunch Fund)
2. William A. Fritz Cafeteria Fund Regular School Year Budget in the amount of \$4,305 for the 2022 - 2023 school year. (CoSer C791 – School Lunch Fund)
3. William A. Fritz Summer School budget from \$13,814 to \$16,735 for the 2022/2023 school year to accommodate the increase in meals being served. (CoSer C791 – School Lunch Fund)

CONTRACTOR/  
CONSULTANT  
AGREEMENT

Approve the following Contractor/ Consultant Agreement:

1. Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Komlantse Gossou for the purpose of obtaining mandated supervision services for a Special Education trainee's certifications as required by the Behavior Analyst Certification Board and the New York State Education Department. Supervision services will bill at an hourly rate of \$150 per hour. Agreement services will be scheduled as needed upon the mutual agreement of the parties with the total annual expenditure under the contract not anticipated to exceed \$11,250. (Special Education)

ADULT  
EDUCATION  
SPONSORSHIP  
AGREEMENTS

Approve the following Adult Education Sponsorship Agreements:

1. Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Beekmantown and Peru Central School Districts for the purpose of providing Adult Education Instructional Activities for the 2022-2023 school year. (CV-TEC)

FIRST  
AMENDMENT TO  
TOWER SITE  
AGREEMENT

Approve the following First Amendment to Tower Site Agreement:

1. Amendment Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and K2 Towers II, LLC for the purpose of continuing a lease for tower systems, equipment, FCC licensed frequency, and telecommunications space at the K2 Towers II facility located at 159 The Ninety Road, Morrisonville, New York. The Amendment will extend the September 2017 through August 2022 lease for fifteen (15) additional rental terms of one (1) year each from September 2022 through August 2037. BOCES has the option to cancel the lease 60 days prior to the annual renewal date of August 29. All other terms and conditions of the Agreement shall remain the same. (ISC)

CONSENT  
AGENDA  
PERSONNEL

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

AMEND

Amend the following Probationary Appointment(s) that was approved at the September 14, 2022 Board meeting:

1. BE IT RESOLVED, that the Board, upon the recommendation of the District Superintendent, hereby appoint Crystal Rhino to the position of Special Education Assistant Principal in the administrative tenure area, contingent upon receiving her Internship Certificate for School Building Leader effective September 15, 2022 for a Four-Year probationary period commencing on ~~September 15, 2022~~ **September 16, 2022** and expected to end on ~~September 15, 2026~~ **September 16, 2026**. Initial salary will be prorated, based on an annual salary of \$78,000 for 2022-2023. (prorated salary for 2022-2023 is \$61,750)

2.Name: Pamela Carroll  
Position: Teaching Assistant  
Tenure Area: Teaching Assistant  
Effective Date: August 31, 2022  
Tentative Tenure Date: August 31, 2026  
Certification Status: Students with Disabilities (Grades 1-6) Professional, Childhood Education (Grades 1-6) Professional, Students with Disabilities (Birth-Grade 2) Professional  
Annual Base Salary: ~~\$26,062~~ \$28,000

TERMINATION  
SNOW

Terminate the following person in accordance with Civil Service Law:

1. Cassandra Snow, Teacher Aide/Student Aide, Effective October 12, 2022

RESIGNATIONS  
FOR THE PURPOSE  
OF RETIREMENT  
MASTIC,  
LAFOUNTAIN,  
WATERS, BAKER,  
JOHNSON,  
DUCHARME

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

1. Michael Mastic, Groundskeeper, Effective October 31, 2022
2. Colleen LaFountain, Academic Services Coordinator, Effective April 1, 2023
3. Dawn Waters, English 7-12 Teacher, Effective June 24, 2023
4. Rhonda Baker, Occupational Therapist, Effective June 24, 2023
5. Lyndon Johnson, Special Education Teacher, Effective June 24, 2023
6. Lori Ducharme, Mathematics 7-12 Teacher, Effective June 30, 2023

RESIGNATIONS  
DUELL,  
LAWRENCE,  
RHINO, CARROLL,  
GONYEA,  
KIHLMIRE

Accept the following letter(s) of Resignation:

1. Mandy Duell, Special Education Teacher, Effective September 11, 2022
2. Lori Lawrence, Special Education Teacher, Effective September 15, 2022
3. Crystal Rhino, Special Education Teacher, for the purpose of accepting an Assistant Principal position, Effective September 16, 2022
4. Pamela Carroll, Teaching Assistant, for the purpose of accepting a Special Education Teacher position, Effective September 26, 2022.
5. Kylee Gonyea, Account Clerk/Typist, for the purpose of accepting a temporary Teaching Assistant position, Effective October 13, 2022
6. Amanda Kihlmire, Teacher Aide/Student Aide, Effective October 15, 2022

LEAVE OF  
ABSENCE  
DELAVERGNE

Approve the following leave(s) of absence:

1. Conner DeLavernge, Teacher Aide/Student Aide, unpaid leave of absence, September 26, 2022 through June 30, 2023 for the purpose of accepting a Temporary Teaching Assistant position.

FOUR-YEAR  
PROBATIONARY  
APPOINTMENTS  
JESSEY, CHENEY,  
CARROLL, BOYD

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

1. Helen Jessey, Allied Health Teacher (was provisional), Effective September 9, 2022

2. Fay Cheney, Vehicle Mechanical Repair Teacher (was temporary), Effective September 14, 2022

3. Pamela Carroll, Special Education Teacher, Effective September 26, 2022, Annual Base Salary of \$49,465, Prorated Salary of \$45,755.15

4. Mariellen Boyd, Teaching Assistant, Effective October 6, 2022, Annual Base Salary of \$26,062, Prorated Salary of \$23,064.87

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

THREE-YEAR  
PROBATIONARY  
APPOINTMENT  
COAKLEY

Adjust the following Tenure Appointment from four-years to three-years to the following individual, due to prior Tenure as an Administrator:

1. Joseph Coakley, Director of Labor Relations, Effective July 1, 2021, Tentative Tenure Date: ~~July 1, 2025~~ **July 1, 2024**

CIVIL SERVICE  
PROBATIONARY  
APPOINTMENTS  
WANMER,  
HURLOCK,  
JAQUISH, RYAN

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

1. Leslie Wanmer, Teacher Aide/Student Aide, Effective September 26, 2022, Annual Base Salary of \$19,226, Prorated Salary of \$17,970.03

2. Alison Hurlock, Teacher Aide/Student Aide, Effective September 27, 2022, Annual Base Salary of \$19,226, Prorated Salary of \$17,873.42

3. Lauren Jaquish, Teacher Aide/Student Aide Effective September 27, 2022, Annual Base Salary of \$19,226, Prorated Salary of \$17,873.42

4. Dustin Ryan, Teacher Aide/Student Aide, Effective October 4, 2022, Annual Base Salary of \$19,226, Prorated Salary of \$17,390.35

PERMANENT  
APPOINTMENTS  
CUMMINGS,  
ROOT, BRIENZA

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

1. Jacob Cummings, Teacher Aide/Student Aide, Effective October 18, 2022

2. Hannah Root, Teacher Aide/Student Aide, Effective October 20, 2022

3. Danielle Brienza, Teacher Aide/Student Aide, Effective October 20, 2022

TEMPORARY  
APPOINTMENTS  
PETRO,

Appoint the following person(s) to a Temporary Appointment for the 2022-23 school year:



FACILITATORS

Approve the following Facilitator(s) for the 2022-23 school year:

Facilitators, \$30.00/hour

John Petro  
Donna Wyant  
Kylee Gonyea

ADULT  
EDUCATION  
INSTRUCTORS

Approve the following Adult Education Course Instructors for the 2022-23 school year:

Adult Education, \$28/hour

Willie Thompson

SUBSTITUTES

Approve the following list of Substitute and Temporary-On-Call appointments for the 2022-23 school year:

<u>Name</u>	<u>Title</u>
Michael Defayette	Bus Driver
Willie Thompson	Bus Driver
Kimberly O'Leary	School Counselor
Dawn Bordeau	School Nurse
Dylan Aubin	Teacher
Emily Heiland	Teacher (Pending Fingerprint Clearance)
Maxwell Neimeier	Teacher
Dylan Aubin	Teaching Assistant
Emily Heiland	Teaching Assistant (Pending Fingerprint Clearance)
Meaghan McKenna	Teaching Assistant
Maxwell Neimeier	Teaching Assistant
Dawn Bordeau	Teacher Aide/ Student Aide
Peter Hartwell	Teacher Aide/ Student Aide
Maxwell Neimeier	Teacher Aide/ Student Aide
Emily Norwood	Teacher Aide/ Student Aide

EXTRA  
CURRICULAR  
STUDENT  
ACTIVITY FUND  
CLUB ADVISORS

Approve the following list of Extra Curricular Student Activity Fund Club Advisors with no additional compensation:

Cosmetology (Reflections)	Beverly Thwaitts (Co-Advisor)
Cosmetology (Reflections)	Lisa Banker (Co-Advisor)
Cosmetology (The Razor's Edge)	Kimberly Lincoln (Mineville)
North Country Loggers	Josh Pierce (Co-Advisor)
North Country Loggers	Jennifer Parker (Co-Advisor)
LPN	Dena Tedford (Co-Advisor)
LPN	Kasey Curley (Co-Advisor)
SkillsUSA (Mineville)	Nicole Santaniello
SkillsUSA (Plattsburgh)	Jackie Dashnaw (Co-Advisor)
SkillsUSA (Plattsburgh)	Nicole Santaniello (Co-Advisor)

CORRECTIVE  
ACTION PLAN  
COMPTROLLER'S  
AUDIT

Mrs. LaRocque moved, seconded by Mr. Harriman Sr., that the Board approve the Corrective Action Plan in response to the August 5, 2022, Office of the New York State Comptroller's Audit Report of Examination. All Board Members present voted yes—motion carried.

REQUEST TO  
ATTEND  
CONFERENCE/  
WORKSHOP

Mr. Harriman Sr. moved, seconded by Mrs. Hunter to approve the following request(s) for approval of attendance to conference/workshop for the following Board member(s):

1. Leisa Boise, Rural Schools Association (RSA) Fall Board of Directors Retreat November 4-5, 2022 Seneca Falls, NY (overnight accommodations needed)

2. Leisa Boise, Rural Schools Association (RSA) Winter Conference, December 1-2, 2022 Saratoga, NY (overnight accommodations needed)  
All Board Members present voted yes—motion carried.

RESOLUTION

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the following resolution: Based on Tetra Tech's analysis of the work scope, that the Board approve a resolution to allow Clinton-Essex-Warren-Washington Board of Cooperative Educational Services to enter into a service agreement or agreements with Atlantic Testing Laboratories, Limited for the purpose of obtaining Capital Project Phase 2 surveying, testing, and design services at the Plattsburgh Main Campus and Mineville Campus for the current estimated cost of \$31,600. Be it further recommended that the CVES District Superintendent be granted authority to enter into contracts contingent upon CVES' attorney approval. All Board Members present voted yes—motion carried.

CONTRACTOR/  
CONSULTANT  
AGREEMENT

Mrs. Saunders moved, seconded by Mr. Murdock that the Board approve the following Contractor/Consultant Agreement: Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Shannon Pitcher-Boyea for the purpose of obtaining "Diversity, Equity, Inclusion and Belonging for Teacher Leadership Team and District Leadership Team" and/or "Book Study" facilitations for BOCES and participating Districts during the dates of October 12, 2022 through June 30, 2023. The current estimated amount for services is \$75,000. (ISC) All Board Members present voted yes—motion carried.

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENT  
PALKOVIC

Mrs. LaRocque moved, seconded by Mr. Harriman Sr., that the Board appoint the following person(s) to a Civil Service Provisional appointment as follows:

1. Matthew Palkovic, Network and Systems Coordinator, Effective October 13, 2022, Annual Base Salary of \$75,000, Pro-Rated Salary of \$63,756 (EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM) All Board Members present voted yes—motion carried.

EMPLOYMENT  
AGREEMENT  
PALKOVIC

Mr. Murdock moved, seconded by Mrs. Boise that Upon the recommendation of the District Superintendent, BE IT RESOLVED that the Board approve the following resolution: Ratify the Employment Agreement by and between Clinton-

Essex-Warren-Washington Board of Cooperative Educational Services and Matthew Palkovic, Network and Systems Coordinator, effective October 13, 2022 through June 30, 2026. All Board Members present voted yes—motion carried.

MEMORANDUM OF AGREEMENT BETWEEN CEWW BOCSE AND THE CVES ADMINISTRATIVE UNIT

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board approve the Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services Administrative Unit, in regards to removal of HRA, salary adjustments, and amendment to contributions in retirement. All Board Members present voted yes—motion carried.

REQUEST FOR APPROVAL OF ATTENDANCE TO CONFERENCE/WORKSHOP

Mr. Murdock moved, seconded by Mrs. Hunter that the Board approve the following request(s) for approval of attendance to conference/workshop for the following Board member(s):

1. Richard Harriman Sr., Rural Schools Association (RSA) Winter Conference December 1-2, 2022 Saratoga, NY (overnight accommodations needed) All Board Members present voted yes—motion carried.

STRATEGIC PLAN UPDATE

Dr. Davey provided a Strategic Planning update to the Board, acknowledging that the District Planning Team (DPT) met yesterday and held their annual meeting working with CVES' new facilitator, Dr. Stephen Danna. Dr. Davey thanked the entire DPT Committee and Mr. Richard Harriman Sr., CVES Board member who serves on the DPT, for their informative and collaborative work to create updated 2022-23 goals for the new school year. Dr. Davey noted that the Divisional Teams look forward to their upcoming work with Dr. Danna in the next two weeks. Next, Dr. Davey reviewed that on October 24, 2022, the Board and Dr. Danna will meet to review the recommended updated annual strategies, priorities, and newly established goal targets. Finally, the Board agreed that they want to develop their own goal(s) to support the implementation of CVES' Strategic Plan.

OTHER

The Board and Dr. Davey recognized all retirees on the Board agenda this evening. They were acknowledged for their dedication and many years of service to CVES, the students, and the community.

Mrs. Boise, CVES Board member, then also congratulated the retirees, praised and thanked the students for attending the meeting this evening. She shared that these students represented why she is on the CVES Board and continues to support the programs offered. Mr. St. Pierre, Board President, also shared similar sentiments of praise to the students of CVES and thanked them for their generosity this evening. Mrs. Boise also thanked Mr. Slattery, Mrs. Friedman, the students that made the handmade gifts created with love, Chef Tanner and Chef Bevon, and all of the Culinary students for the delicious treats. She then gave kudos to the outstanding job of the Audit Committee and Leadership Team for their hard work.



NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, November 9, 2022, at the Yandon-Dillon Center in Mineville. An anticipated Executive Session will begin at 6:00 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mr. Harriman Sr. to adjourn the meeting at 8:16 p.m. All Board Members present voted yes—motion carried.

Meaghan R. [redacted], Board Clerk

**DRAFT**

DRAFT

# ENC. 3

## MEMO

To: Meaghan Rabideau, BOCES Board Clerk  
Clinton-Essex-Warren-Washington BOCES  
From: Angela Jennette, Claims Auditor  
Date: October 31, 2022  
Re: Report for Board Agenda for November 9, 2022, Meeting

The following warrant claims were reviewed from October 4, 2022, to October 31, 2022:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #14 - 10/05/2022	*Check Nos: 239700-239741** *Check Nos: 003016-003022 ACH Payments: ACH005400-ACH005421	\$ 513,677.80
W #15 - 10/13/2022	*Check Nos: 239773-239840 ACH Payments: ACH005422-ACH005504	\$ 1,433,566.58
W #16 - 10/20/2022	*Check Nos: 239841-239896** *Check Nos: 003023-003028 ACH Payments: ACH005505-ACH005547 WEX-ACH Payments: ACH000003-ACH000022	\$ 496,529.13
W #17 - 10/27/2022	*Check Nos: 239931-239973 ACH Payments: ACH005548-ACH005575 WEX-ACH Payments: ACH000023-ACH000027	\$ 508,305.38

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

**IRS-EFTPS:** PR #7- Wire #941-093022- Warrant #14;  
PR #8- Wire #941-101422- Warrant #16;

**Health Ins. Monthly:** Wire #HINS-1022- Warrant #15;

**Workers Comp.:** Wire #WC-102022- Warrant #15;

**NYS Promptax:** PR #7- Wire #NYS-093022- Warrant #14;  
PR #8- Wire #NYS-101422- Warrant #16;

**FSA/HRA Bank Corp.** Wire #BEN-100222- Warrant # 14;  
Wire #BEN-101022- Warrant # 15;  
Wire #BEN-101622- Warrant #16 ;  
Wire #BEN-102322- Warrant #17 ;

**Benefit Claims Acc. :** Wire #WEX-100522- Warrant #16 ;  
Ck & ACH's Listed Above Wire #WEX-101222- Warrant #16 ;  
Wire #WEX-101822- Warrant #16 ;  
Wire #WEX-102422- Warrant #17 ;

**Omni Financial Group:** PR #8- Wire #OMN-101422- Warrant #15;  
PR #9- Wire #OMN-103122- Warrant #17;

CC: Eric Bell  
Christine Myers

**NYS Office of Comptroller ERS Retirement & Loans: PR #6-7-Wire #ERS-SEPT22-Warrant #14;**  
**PR #8-9 -Wire#ERS-OCT22-Warrant #17 ;**

**Health Insurance Consortium Payments:**

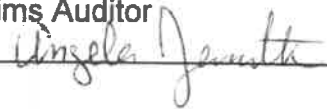
10/18/22	\$ 1,969,502.46
10/24/22	\$ 1,556,430.88
10/31/22	\$ 1,576,582.11

**Benetech Workers Compensation Payments:**

10/5/22	\$ 163,072.54
10/11/22	\$ 4,376.89
10/17/22	\$ 33,976.66
10/25/22	\$ 1,935.12
10/31/22	\$ 13,386.70

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

Internal Claims Auditor  
(Signature)

\_\_\_\_\_

CC: Eric Bell  
Christine Myers

Date	Warrant	Vendor #	Claim Audit Finding:	Summary Business Office Response:	Resolution/Options:
10/05/22	Pending W#14	16066	Out dated mileage claim form.	Will request the updated forms be provided	Approved for final warrant.
10/05/22	Pending W#14	3783	Items bought without Purchase Order requested; not issued for 4 more weeks.	Oversight by division, Purchase Order overlooked, will be added to annual renewal list.	Approved for final warrant.
10/05/22	Pending W#14	3498	Purchase Order requested after start date of membership renewal.	Oversight by division, Purchase Order overlooked, will be added to annual renewal list.	Approved for final warrant.
10/06/22	Final W#14				Approved for final warrant.
10/12/22	Pending W#15	16430	Incorrect coding on schedule.	Coding corrected	\$513,677.80
10/12/22	Pending W#15	16357	Missing Accountants initials for coding.	Accountant initials obtained.	Approved for final warrant.
10/13/22	Final W#15				Approved for final warrant.
10/19/22	Pending W#16	16508	Incorrect fee being claimed.	Fee corrected	\$1,433,566.58
10/19/22	Pending W#16	16481	Schedule does not match claim.	Corrected schedule.	Approved for final warrant.
10/20/22	Final W#16				Approved for final warrant.
10/26/22	Pending W#17	16030	Incorrect coding on schedule.	Coding corrected	\$496,529.13
10/26/22	Pending W#17	13609	Purchase Order not updated per notes for pricing prior to ordering.	Will look into reasoning.	Approved for final warrant.
10/27/22	Final W#17				Removed from final warrant.
					\$508,306.38

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
TREASURER'S REPORT - SEPTEMBER 30, 2022**

**I. SUMMARY OF ACCOUNT ACTIVITY**

**CHECKING ACCOUNTS**

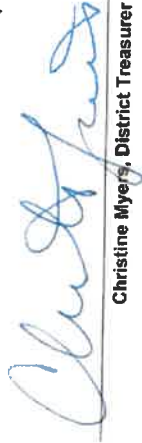
ID, Bank - Depository General Fund	Account Balances		Receipts		Disbursements		Receipts		Disbursements	
	August 31, 2022	September 30, 2022	September	Year To Date	September	Year To Date	September 30, 2022	Year To Date	September 30, 2022	Year To Date
Special Aid Fund	\$ 6,174,206.15	\$ 7,377,935.41	\$ 11,901,887.14	\$ 17,802,547.95	\$ 10,698,157.88	\$ 15,274,005.25	\$ 7,377,935.41	\$ 15,274,005.25	\$ 7,377,935.41	\$ 15,274,005.25
School Lunch Fund	\$ (963,522.92)	\$ (1,051,636.84)	\$ 103,790.19	\$ 588,495.44	\$ 191,904.11	\$ 1,101,742.15	\$ (1,051,636.84)	\$ 1,101,742.15	\$ (1,051,636.84)	\$ 1,101,742.15
Capital Fund	\$ 95,283.01	\$ 73,390.89	\$ 295.00	\$ 72,387.62	\$ 22,187.12	\$ 70,552.85	\$ 73,390.89	\$ 70,552.85	\$ 73,390.89	\$ 70,552.85
Special Revenue Fund (Excluding ExtraClassroom)	\$ 9,189,999.60	\$ 9,166,870.65	\$ 8,048.24	\$ 13,259.67	\$ 31,177.19	\$ 236,825.34	\$ 9,166,870.65	\$ 236,825.34	\$ 9,166,870.65	\$ 236,825.34
Custodial Fund	\$ 13,929.03	\$ 14,134.40	\$ 205.37	\$ 631.00	\$ -	\$ 675.00	\$ 14,134.40	\$ 675.00	\$ 14,134.40	\$ 675.00
TD Bank - Operating General Fund	\$ (15,134.48)	\$ (10,788.49)	\$ 49,083.71	\$ 73,226.95	\$ 44,737.72	\$ 84,015.44	\$ (10,788.49)	\$ 84,015.44	\$ (10,788.49)	\$ 84,015.44
SAVINGS ACCOUNTS	\$ 315,155.90	\$ 359,418.60	\$ 10,984,541.24	\$ 16,441,480.77	\$ 10,940,278.54	\$ 16,571,148.30	\$ 359,418.60	\$ 16,571,148.30	\$ 359,418.60	\$ 16,571,148.30
NYCLASS Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Fund	\$ 20,978.15	\$ 21,017.52	\$ 39.37	\$ 768.88	\$ -	\$ -	\$ 21,017.52	\$ 768.88	\$ -	\$ -
<b>TOTAL FUNDS ON ACCOUNT</b>	<b>\$ 14,830,894.44</b>	<b>\$ 15,950,342.14</b>	<b>\$ 34,992,798.28</b>	<b>\$ 33,338,954.33</b>	<b>\$ 34,992,798.28</b>	<b>\$ 33,338,954.33</b>	<b>\$ 15,950,342.14</b>	<b>\$ 33,338,954.33</b>	<b>\$ 15,950,342.14</b>	<b>\$ 33,338,954.33</b>

**II. RECONCILIATION TO BANK STATEMENTS**

	September 30, 2022 Bank Balance	Add: Deposits in Transit	Less: Outstanding Checks	September 30, 2022 Account Balances
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 606,298.43	\$ -	\$ (246,879.83)	\$ 359,418.60
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 8,560,871.16	\$ -	\$ -	\$ 8,560,871.16
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 6,974,025.08	\$ -	\$ -	\$ 6,974,025.08
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 37,629.78	\$ -	\$ (2,620.00)	\$ 35,009.78
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 905.37	\$ -	\$ -	\$ 905.37
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 704.83	\$ -	\$ -	\$ 704.83
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 11,651.72	\$ -	\$ -	\$ 11,651.72
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 1,703.64	\$ -	\$ -	\$ 1,703.64
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 2.10	\$ -	\$ -	\$ 2.10
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 6,049.86	\$ -	\$ -	\$ 6,049.86
<b>TOTAL FUNDS ON ACCOUNT</b>	<b>\$ 15,950,342.14</b>	<b>\$ 34,992,798.28</b>	<b>\$ 33,338,954.33</b>	<b>\$ 15,950,342.14</b>

GENERAL FUND INTEREST RECEIVED 7/01/22 - 9/30/22 \$ 11,849.97  
 CAPITAL FUND INTEREST RECEIVED 7/01/22 - 9/30/22 \$ 10,846.67

PREPARED BY:

  
 Christine Myers, District Treasurer

DATED:

11/2/22

**TOTAL FUNDS ON ACCOUNT**

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

FOR THE PERIOD 09/01/2022 TO 09/30/2022

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	4,467.00	4,501.95	0.00	4,501.95	0.00	4,501.95
SKILLS USA - MINEVILLE	569.55	569.55	0.00	569.55	0.00	569.55
NO. COUNTRY LOGGERS	342.97	342.97	0.00	342.97	0.00	342.97
REFLECTIONS	503.14	503.14	0.00	503.14	0.00	503.14
LPN CLASS	1,189.55	596.68	0.00	596.68	0.00	596.68
RAZOR'S EDGE	1,179.97	1,179.97	0.00	1,179.97	0.00	1,179.97
FUTURE FARMERS OF AMERICA	0.00	0.00	0.00	0.00	0.00	0.00
SALES TAX	13.36	13.36	0.00	13.36	13.36	0.00
<b>TOTAL</b>	<b>8,265.54</b>	<b>7,707.62</b>	<b>0.00</b>	<b>7,707.62</b>	<b>13.36</b>	<b>7,694.26</b>

  
COLBY SISKAVICH, EXTRACLASSROOM TREASURER

10/2/22  
DATE

09/30/2022 Bank Balance	\$	7,694.29
Add: Deposits in Transit	\$	-
Less: Outstanding Checks	\$	-
09/30/2022 Balance on Hand	\$	<u>7,694.29</u>

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

**AGREEMENT** made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 1585 Military Turnpike, Plattsburgh, New York 12901 (hereinafter "BOCES") and Educational Vistas, Inc., with an office and place of business at 2200 Maxon Road Ext., NY hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: Vendor Scoring for grades 3-8 ELA and mathematics assessments, grades K-12 New York State English as a Second Language Assessment Test (NYSESLAT) and grades 4 and 8 NYS Science assessments as referenced in Schedule A-3 to 8 scoring. January, June, and August 2023 Regents Exams including (Physical Setting (PS)/Earth Science, PS/Chemistry, PS/Physics, Living Environment, English Language Arts, Algebra I, Algebra II, Geometry, US History and Government (New Framework), and Global History & Geography II (New Framework) as described in Schedule A-Regents Exams. The total cost will be no more than \$200,000 all-inclusive of travel and other related expenses as per detailed costs on Schedule B.

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

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

1. **RETAINER:** Educational Vistas Inc. is hereby retained by BOCES as an independent contractor. The AGREEMENT will commence on the date listed above and terminate upon submission by Educational Vistas, Inc., of a final product satisfactory to BOCES, or upon the failure of Educational Vistas Inc. to meet the terms and conditions of this Agreement or upon a finding of violation of applicable laws, rules or regulations by Educational Vistas, Inc. whichever shall first occur.
2. Educational Vistas Inc. shall perform the SERVICES described in Schedule A, all such SERVICES being the responsibility of Educational Vistas Inc. and those in Educational Vistas Inc. employ.
3. Educational Vistas Inc. is free to devote his attention to the SERVICES as they see fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. Educational Vistas Inc. represents and warrants that neither Educational Vistas Inc. nor any of Educational Vistas Inc. employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. Educational Vistas Inc. agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT; and further agrees to provide BOCES with a minimum of two (2) business references.
6. Educational Vistas Inc. shall provide the equipment, supplies, personnel, and other resources required to complete the SERVICES, and shall not be entitled to reimbursement for expenses, unless otherwise provided.

7. **INSURANCE:** Educational Vistas Inc. agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Schedule A, prior to commencement of SERVICES. Educational Vistas Inc. acknowledges that failure to obtain such insurance on behalf of BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to BOCES.
8. **FEES AND CHARGES:** It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made. Educational Vistas Inc., fee shall be all inclusive, and shall be limited to no more than \$200,000 paid as follows: BOCES will render payment within 30 days after receipt of Educational Vistas Inc. invoice at the conclusion of services and in consideration of receipt of services for each content area and a final product for that content area which is satisfactory to BOCES. Such fee shall not be subject to modification based on the number of hours devoted by Educational Vistas Inc., to the project.
9. **INDEPENDENT CONTRACTOR:** Educational Vistas Inc. is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.
10. **PUBLIC RETIREES:** Educational Vistas Inc., agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
11. **RESPONSIBILITY FOR TAXES:** BOCES will provide Educational Vistas Inc., with Internal Revenue Service Form 1099. Educational Vistas Inc., is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
12. **PAYMENT:** Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
13. **GOVERNING LAW:** This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
14. **EXECUTORY CLAUSE:** BOCES shall have no liability under this AGREEMENT to Educational Vistas Inc. or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. **TERMINATION:** This AGREEMENT will terminate upon submission by Educational Vistas Inc. of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of Educational Vistas Inc., to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules, or regulations by Educational Vistas Inc.



IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this  
10 day of 10 2022.

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

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

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

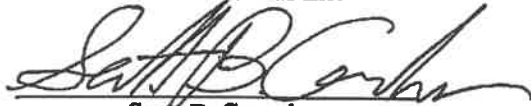
Mark C. Davey  
Superintendent

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



Educational Vistas Inc.

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



Scott B. Crowder  
Chief Executive Officer

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

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

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

Mr. Michael St. Pierre  
CVES Board President

### Schedule A-3 to 8 Scoring

Vendor scoring process for grades 3-8 ELA and math assessments:

#### **Paper-Based Assessment Scoring:**

Educational Vistas, Inc. (EVI) will employ evaluated and selected NYS certified teachers to score the constructed response items. EVI will

- Do preliminary assessment check-in and verification process
- Do preliminary training for each subject based on NYS-provided scoring materials
- Have communication with district/BOCES regarding missing assessment booklet and answer sheet protocols
- Educational Vistas, Inc. (EVI) sends packing instructions at least two weeks prior to exam administration date
- Do verification and record keeping of all NYS certified teachers including copies of certifications, resumes, experience, and emergency contact information
- Have a dedicated team of 3 lead teachers assigned to each grade level to ensure full-time availability for question-resolution
- Have Full-time supervision by EVI NYS Scoring Director
- Have daily recalibration sessions related to scoring
- Have leader-performed read-behinds
- Maintain strict confidentiality agreement between EVI and scorers

#### **Computer-Based Assessment Scoring:**

Educational Vistas, Inc. (EVI) will employ evaluated and selected NYS certified teachers to score the constructed response items through the Questar Score Point software program. EVI will

- Evaluate and select protocol for CBT leaders and scorers to ensure adequate skill and familiarity with both material and process
- Do preliminary leader and scorer computer training
- Have preliminary assessment check-in and verification process
- Have preliminary training for each subject based on NYS-provided scoring materials
- Have communication with district/BOCES regarding missing assessment booklet and answer sheet protocols
- Do verification and record keeping of all NYS certified teachers including copies of certifications, resumes, experience, and emergency contact information
- Have a dedicated team of 3 lead teachers assigned to each grade level to ensure full-time availability for question-resolution
- Have Full-time supervision by EVI NYS Scoring Director
- Have daily recalibration sessions related to scoring
- Have leader-performed read-behinds
- Run a "zero" report to ensure scoring of all responses
- Maintain strict confidentiality agreement between EVI and scorers

EVI will pick up paper-based grades 3-8 ELA assessments and answer sheets twice; the dates below are pending based on a final release of the 2022-2023 NYSED Grades 3-8 Testing Schedule and may possibly be renegotiated. The primary pick up of exams and answer sheets will be on Friday, April 21, 2023 between 2:00 pm and 4:00 pm. The make-up pick up of exams and answer sheets will be on Wednesday, April 26, 2023 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at the Instructional Services Center, 1443 Military Turnpike, Plattsburgh, NY on both days. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to the Instructional Services Center, 1443 Military Turnpike, Plattsburgh, NY on Wednesday, May 10, 2023 between 2:00pm and 4:00 pm. There will be no additional charges for the return of these exams to the Instructional Services Center. Ed Vistas will deliver scored ELA answer sheets to Northeastern Regional Information Center (NERIC) in Albany, NY by Thursday, May 18, 2023.

EVI will pick up paper-based grades 3-8 Math assessments and answer sheets twice; the dates below are pending based in a final release of the 2022-2023 NYSED Grades 3-8 Testing Schedule and may possibly be renegotiated. The primary pick up of exams and answer sheets will be on Friday, May 5, 2023 between 2:00 pm and 4:00 pm. The make-up pick up of exams and answer sheets will be on Wednesday, May 10, 2023 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at the Instructional Services Center, 1443 Military Turnpike, Plattsburgh NY on both days. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to the Instructional Services Center, 1443 Military Turnpike, Plattsburgh NY on Friday, May 26, 2023 between 2:00 pm and 4:00 pm. There will be no additional charges for the return of these exam booklets to the Instructional Services Center. Ed Vistas will deliver scored mathematics answer sheets to NERIC in Albany, NY by Thursday, May 18, 2023.

Services provided by EVI as it relates to pick-up and delivery include:

- Having staff available 24/7 during pick-up/delivery process to ensure that any challenges are identified and solved immediately
- Using software that tracks designated district contact person information, district locations, times/dates, and courier assignments
- Ensuring vehicles arrive at the Instructional Services Center at specified dates and times for pick-up/delivery of exams.
- Ensuring materials received from CVES are signed and accounted for upon receipt of pick-up/delivery.
- Ensure records of test locations and security protocols are maintained and available
- Return all answer sheets packages in separate, designated envelopes by district and grade level.
- Providing directions for packaging assessments to be picked-up
- Communicating that Opt-Out answer sheets need to be separated at the district from the assessments and answer sheets prior to sending to vendor scoring
- Ensuring that districts review and confirm that student rosters are current and accurate
- Ensuring that constructed response scores on the bubble sheets are clear, dark, and complete
- Ensuring that all SED requirements for test security and confidentiality are met
- Ensuring no student data will be collected, stored, or shared by any EVI staff
- Educational Vistas, Inc. (EVI) returns all exams directly to Champlain Valley Educational Services

**Vendor scoring process for grade 8 science assessment:**

**Paper-Based Assessment Scoring:**

Educational Vistas, Inc. (EVI) will employ evaluated and selected NYS certified teachers to score the constructed response items. EVI will

- Do preliminary assessment check-in and verification process
- Do preliminary training for each subject based on NYS-provided scoring materials
- Have communication with district/BOCES regarding missing assessment booklet and answer sheet protocols
- Educational Vistas, Inc. (EVI) sends packaging instructions at least two weeks prior to exam administration date
- Do verification and record keeping of all NYS certified teachers including copies of certifications, resumes, experience, and emergency contact information
- Have a dedicated team of 3 lead teachers assigned to each grade level to ensure full-time availability for question-resolution
- Have Full-time supervision by EVI NYS Scoring Director
- Have daily recalibration sessions related to scoring
- Have leader-performed read-behinds
- Maintain strict confidentiality agreement between EVI and scorers

EVI will pick up paper-based grade 8 science assessments and answer sheets once; the dates below are pending based on a final release of the 2022-2023 NYSED Grades 3-8 Testing Schedule and may possibly be renegotiated. EVI will pick up paper-based grade 8 science assessments and answer sheets on Wednesday, June 7, 2023 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at the Instructional Services Center, 1443 Military Turnpike, Plattsburgh, NY. For any make up exams for grade 8 Science school districts will send the exams directly to Ed Vistas for scoring. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to the Instructional Services Center, 1443 Military Turnpike, Plattsburgh NY on Friday, June 23, 2023 between 12:00 pm and 2:00 pm. There will be no additional charges for the return of these exams to the Instructional Services Center. Ed Vistas will deliver the grade 8 Science answer sheets directly to NERIC by Thursday, June 15, 2023.

**Services provided by EVI as it relates to pick-up and delivery include:**

- Having staff available 24/7 during pick-up/delivery process to ensure that any challenges are identified and solved immediately
- Using software that tracks designated district contact person information, district locations, times/dates, and courier assignments
- Ensuring vehicles arrive at the Instructional Services Center at specified dates and times for pick-up/delivery of exams.
- Ensuring materials received from CVES are signed and accounted for upon receipt of pick-up/delivery.
- Ensure records of test locations and security protocols are maintained and available
- Return all answer sheets packages in separate, designated envelopes by district and grade level.
- Providing directions for packaging assessments to be picked-up

- Communicating that Opt-Out answer sheets need to be separated at the district from the assessments and answer sheets prior to sending to vendor scoring
- Ensuring that districts review and confirm that student rosters are current and accurate
- Ensuring that constructed response scores on the bubble sheets are clear, dark, and complete
- Ensuring that all SED requirements for test security and confidentiality are met
- Ensuring no student data will be collected, stored, or shared by any EVI staff
- Educational Vistas, Inc. (EVI) returns all exams directly to Champlain Valley Educational Services

Vendor scoring process for grades K-12 NYSESLAT assessments:

**Paper-Based Assessment Scoring:**

Educational Vistas, Inc. (EVI) will employ evaluated and selected NYS certified teachers to score the constructed response items. EVI will

- Do preliminary assessment check-in and verification process
- Do preliminary training for each subject based on NYS-provided scoring materials
- Have communication with district/BOCES regarding missing assessment booklet and answer sheet protocols
- Educational Vistas, Inc. (EVI) sends packaging instructions at least two weeks prior to exam administration date
- Do verification and record keeping of all NYS certified teachers including copies of certifications, resumes, experience, and emergency contact information
- Have a dedicated team of 3 lead teachers assigned to each grade level to ensure full-time availability for question-resolution
- Have Full-time supervision by EVI NYS Scoring Director
- Have daily recalibration sessions related to scoring
- Have leader-performed read-behinds
- Maintain strict confidentiality agreement between EVI and scorers

EVI will pick up paper-based grades NYSESLAT assessments and answer sheets once; the dates below are pending based on a final release of the 2022-2023 NYSED Grades 3-8 Testing Schedule and may possibly be renegotiated. EVI will pick up paper-based grades K-12 NYSESLAT assessments and answer sheets on Friday, May 26, 2023 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at the Instructional Services Center, 1443 Military Turnpike, Plattsburgh NY. For any make up NYSESLAT exams in grades K-12, school districts will send the exams directly to Ed Vistas for scoring. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to the Instructional Services Center, 1443 Military Turnpike, Plattsburgh NY on Friday, June 9, 2023 between 12:00 pm and 2:00 pm. There will be no additional charges for the return of these exams to the Instructional Services Center. Ed Vistas will deliver the grades K-12 NYSESLAT answer sheets directly to NERIC by Monday, June 12, 2023.

Services provided by EVI as it relates to pick-up and delivery include:

- Having staff available 24/7 during pick-up/delivery process to ensure that any challenges are identified and solved immediately

- Using software that tracks designated district contact person information, district locations, times/dates, and courier assignments
- Ensuring vehicles arrive at the Instructional Services Center at specified dates and times for pick-up/delivery of exams.
- Ensuring materials received from CVES are signed and accounted for upon receipt of pick-up/delivery.
- Ensure records of test locations and security protocols are maintained and available
- Return all answer sheets packages in separate, designated envelopes by district and grade level.
- Providing directions for packaging assessments to be picked-up
- Communicating that Opt-Out answer sheets need to be separated at the district from the assessments and answer sheets prior to sending to vendor scoring
- Ensuring that districts review and confirm that student rosters are current and accurate
- Ensuring that constructed response scores on the bubble sheets are clear, dark, and complete
- Ensuring that all SED requirements for test security and confidentiality are met
- Ensuring no student data will be collected, stored, or shared by any EVI staff
- Educational Vistas, Inc. (EVI) returns all exams directly to Champlain Valley Educational Services

#### Schedule A-Regents Exams

Vendor scoring process of Regents Exams:

##### Paper-Based Assessment Scoring:

Educational Vistas, Inc. (EVI) will employ evaluated and selected NYS certified teachers to score the constructed response items. EVI will:

- Do preliminary assessment check-in and verification process
- Do preliminary training for each subject based on NYS-provided scoring materials
- Have communication with district/BOCES regarding missing assessment booklet and answer sheet protocols
- Educational Vistas, Inc. (EVI) sends packaging instructions at least two weeks prior to exam administration date
- Do verification and record keeping of all NYS certified teachers including copies of certifications, resumes, experience, and emergency contact information
- Have a dedicated team of 3 lead teachers assigned to each grade level to ensure full-time availability for question-resolution
- Have Full-time supervision by EVI NYS Scoring Director
- Have daily recalibration session related to scoring
- Have leader-performed read-behinds
- Maintain strict confidentiality agreement between EVI and scorers

EVI will pick up paper-based Regents Exams (Physical Setting (PS) Earth Science, PS Chemistry, PS Physics, Living Environment, English Language Arts, Algebra I, Algebra II, Geometry, US History and Government (New Framework), and Global History & Geography II (New Framework) and answer sheets within two days of the administration of each subject between 12:00 pm and 2:00 pm; specific dates and times to be negotiated for each administration. The exams and answer sheets will be picked up at the Instructional Services Center, 1443

**Military Turnpike, Plattsburgh, NY. There will be no additional charges for the pick-up of these exams and answer sheets. The exams and answer sheets will be returned to the Instructional Services Center, 1443 Military Turnpike, Plattsburgh NY on/or within 5 days of the final submission of answer sheets to the scanning center. There will be no additional charges for the return of these exams and answer sheets to the Instructional Services Center.**

**Services provided by EVI as it relates to pick-up and delivery include:**

- **Having staff available 24/7 during pick-up/delivery process to ensure that any challenges are identified and solved immediately**
- **Using software that tracks designated district contact person information, district locations, times/dates, and courier assignments.**
- **Ensuring vehicles arrive at the Instructional Services Center at specified dates and times for pick-up/delivery of exams**
- **Ensuring materials received from CVES are signed and accounted for upon receipt of pick-up delivery**
- **Ensure records of test locations and security protocols are maintained and available**
- **Return all answer sheet packages in separate, designated envelopes by district and grade level.**
- **Providing directions for packaging assessments to be picked-up**
- **Ensuring that districts review and confirm that student rosters are current and accurate**
- **Ensuring that constructed responses scores on the bubble sheets are clear, dark, and complete**
- **Ensuring that all SED requirements for test security and confidentiality are met**
- **Ensuring no student data will be collected, stored, or shared by any EVI staff**
- **Educational Vistas, Inc. (EVI) returns all exams directly to Champlain Valley Educational Services**
- **Confirmation must be received from CVES before any exams are shipped out overnight from Educational Vistas, Inc (EVI).**



## Schedule B

### Champlain Valley Educational Services 2022-23SY NYS Assessment Scoring Services

<b>NYS Assessment Scoring Services</b>	<b>UNIT</b>	<b>22-23SY</b>
<b>PBT Grades 3-5 ELA</b>	Per Assessment	<b>10.50</b>
<b>PBT Grades 6-8 ELA</b>	Per Assessment	<b>11.00</b>
<b>CBT Grades 3-5 ELA</b>	Per Assessment	<b>9.50</b>
<b>CBT Grades 6-8 ELA</b>	Per Assessment	<b>10.00</b>
<b>PBT Grades 3-5 Math</b>	Per Assessment	<b>9.50</b>
<b>PBT Grades 6-8 Math</b>	Per Assessment	<b>10.00</b>
<b>CBT Grades 3-5 Math</b>	Per Assessment	<b>8.50</b>
<b>CBT Grades 6-8 Math</b>	Per Assessment	<b>9.00</b>
<b>Grade 4 Science</b>	Per Assessment	<b>12.00</b>
<b>Grade 8 Science</b>	Per Assessment	<b>14.00</b>
<b>NYSESLAT K-4</b>	Per Assessment	<b>7.00</b>
<b>NYSESLAT 5-12</b>	Per Assessment	<b>8.00</b>
<b>United States History &amp; Government</b>	Per Assessment	<b>17.00</b>
<b>United States History &amp; Government (New Framework)</b>	Per Assessment	<b>17.00</b>
<b>Global History &amp; Geography (New RE in English Language Arts</b>	Per Assessment	<b>17.00</b>
<b>Algebra I</b>	Per Assessment	<b>16.00</b>
<b>Geometry</b>	Per Assessment	<b>16.00</b>
<b>Algebra II</b>	Per Assessment	<b>16.50</b>
<b>Earth Science / The Physical Setting</b>	Per Assessment	<b>17.00</b>
<b>Biology / The Living Environment</b>	Per Assessment	<b>17.00</b>
<b>Chemistry / The Physical Setting</b>	Per Assessment	<b>17.00</b>
<b>Physics / The Physical Setting</b>	Per Assessment	<b>20.00</b>
<b>CENTRAL BOCES LOCATION PICKUP</b>	Per Roundtrip	<b>FREE</b>
<b>Pickup and Delivery at Individual District</b>	Per Roundtrip	<b>TBD</b>
<b>Overnight Shipping BOCES / District Direct Mailing (Varies)</b>	Per Box	<b>TBD</b>
<b>Grade-Level Feedback</b>	Per Grade Level	<b>Included</b>
<b>Data Analysis &amp; Reports</b>	Per Grade Level	<b>Included</b>



## **ENC. 8**

### Committees

May 11, 2022 Audit Committee Meeting highlights (informational) (attached)

## **ENC. 9**

Recommend the Board Amend the following provisional appointment that was approved at the October 12, 2022 Board meeting:

1. Name: Matthew Palkovic, Position: Network and Systems Coordinator, Effective Date: October 13, 2022  
Annualized Salary: \$75,000, Pro-Rated Salary: ~~\$63,756~~ **\$53,653.85**  
(EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM)

## **ENC. 10**

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

1. Thomas Aubin, Welding Teacher, effective May 1, 2023
2. Dawn Abar, Registered Nurse (schools), effective June 30, 2023

## **ENC. 11**

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

1. Rinda Foster, Special Education Teacher, effective October 27, 2022
2. Tori LaPointe, Account Clerk/Typist, effective October 27, 2022
3. Nathan Ero, Custodial Worker, effective November 7, 2022 for the purpose of accepting a Groundskeeper position, effective November 7, 2022

## **ENC. 12**

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

1. Amelia Whalen, Teacher Aide/Student Aide, unpaid leave of absence, effective November 10, 2022 through January 16, 2023.

## **ENC. 13**

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

1. Name: Kelly Gowett  
Tenure Area: School Nurse Teacher *\*was temporary*  
Position: Allied Health Teacher  
Effective Date: July 7, 2021  
Tentative Tenure Date: July 7, 2025  
Certification Status: Nurse's Assisting 7-12, Transitional A Certificate

## **ENC. 13 CONTINUED**

2. Name: Olivia Blais  
Tenure Area: Speech & Hearing Handicapped  
Position: Speech and Hearing Teacher  
Effective Date: October 31, 2022  
Tentative Tenure Date: October 31, 2026  
Certification Status: Speech and Language Disabilities, Initial Certificate  
Annualized Salary: \$53,000  
Prorated Salary: \$42,665.00

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

## **ENC. 14**

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

1. Name: Dawn Bordeau  
Position: Teacher Aide/ Student Aide  
Effective Date: October 17, 2022  
Tentative Permanent Date: October 17, 2023  
Annualized Salary: \$23,000  
Prorated Salary: \$19,763.82
2. Name: Brandy Snide  
Position: Teacher Aide/ Student Aide  
Effective Date: October 25, 2022  
Tentative Permanent Date: October 25, 2023  
Annualized Salary: \$19,226  
Prorated Salary: \$15,941.16
3. Name: Cailin Ferrari  
Position: Teacher Aide/ Student Aide  
Effective Date: November 3, 2022  
Tentative Permanent Date: November 3, 2023  
Annualized Salary: \$19,226  
Prorated Salary: \$15,264.87
4. Name: Nathan Ero  
Position: Groundskeeper  
Effective Date: November 7, 2022  
Tentative Permanent Date: November 7, 2023  
Annualized Salary: \$37,304

## **ENC. 14 CONTINUED**

5. Name: Caitlin Thompson  
Position: Occupational Therapist  
Effective Date: November 21, 2022  
Tentative Permanent Date: November 21, 2023  
Annualized Salary: \$53,500  
Pro-Rated Salary: \$38,787.50

## **ENC. 15**

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

1. Emma Newell, Occupational Therapist, effective November 22, 2022
2. Philip Bean, Occupational Therapist, effective November 22, 2022
3. Autumn Forget, Teacher Aide/ Student Aide, effective December 13, 2022

## **ENC. 16**

Recommend that the Board appoint the following person(s) to a Temporary Appointment as follows for the 2022-23 school year:

1. Name: Krysten Conners  
Position: CTE Business Teacher  
Effective Date: August 31, 2022 - June 30, 2023  
Certification Status: Uncertified  
Annualized Salary: \$49,465
2. Name: Christopher Huchro  
Position: Environmental Conservation & Forestry Teacher  
Effective Date: August 31, 2022 - June 30, 2023  
Certification Status: Uncertified  
Annualized Salary: \$49,773
3. Name: Deborah Misik  
Position: Food Service Teacher  
Effective Date: August 31, 2022 - June 30, 2023  
Certification Status: Uncertified  
Annualized Salary: \$50,357
4. Name: Jacob Rivers  
Position: Electrical Design, Installation, Alternative Energy Teacher  
Effective Date: August 31, 2022 - June 30, 2023  
Certification Status: Uncertified  
Annualized Salary: \$49,773

# ENC. 8

## **Champlain Valley Educational Services Audit Committee - Meeting Minutes May 11, 2022 - 5:00 p.m., CVES Conference Center / WebEx**

### **Present:**

Richard Harriman, Sr., Audit Committee Member  
Thomas McCabe, Audit Committee Member  
Dr. Mark Davey, District Superintendent  
Eric Bell, Assistant Superintendent for Management Services  
Christine Myers, BOCES Treasurer  
Amy Pedrick, West & Company Auditor  
Mike Rossi, West & Company Auditor

**Meeting began at 5:18 p.m.**

### **1. Approved the minutes from February 8, 2022 Audit Committee Meeting**

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

### **2. 2021-2022 External Audit Entrance Conference – West & Company CPA's**

Mr. Bell introduced Michael Rossi and Amy Pedrick from West & Company, who will be performing the external audit.

Ms. Pedrick reviewed the process and timing for the 2021-2022 Annual Independent Audit. There is one major change this year, GASB 87, a new accounting standard for leases, as well as changes in some auditing standards. One area of focus for the compliance audit will be COVID testing grant compliance. CVES-owned computers that were leased to school districts were discussed and Mr. McCabe inquired about inventory methods. Both BOCES and the District track the computers and the district holds financial responsibility should one become damaged.

Dr. Davey asked of any areas that need additional scrutiny to which Ms. Pedrick replied that focus is beginning to look at IT related issues, remote learning, and remote working. When Dr. Davey asked about the impact of foundation aid on the focus of audits since schools have additional monies available, Mr. Rossi stated if districts utilize funds for items that will have a legacy cost, they will have an issue when the funds are no longer available.

Ms. Pedrick and Mr. Rossi plan to meet again with the Audit Committee in October to present their findings.

### **3. Internal Audit Requirement Discussion and Options**

Despite ongoing efforts, there has been no change in the current interpretation of the law so CVES must have an internal audit performed between now and April 30, 2023. Mrs. Myers has reached out to Questar 3 BOCES and requested a quote. CVES is on Questar 3 BOCES' waiting list.

### **4. Updated Reserve Plan & June 2022 Reserve Funding**

Mr. Bell reviewed the handout, *2021-2022 Reserve Plan Summary*. He stated there were not many changes, mainly updates in balances.

*Unemployment Insurance Reserve:*

At the beginning of COVID, the Department of Labor approved 40-50 unemployment claims that were contestable and CVES was tracking to spend more than half of the Unemployment Insurance Reserve. In the end, the government fully reimbursed these costs so there was no impact on the reserve, but this situation illustrated how quickly the reserve can be depleted.

*Career and Technical Education Instructional Equipment Reserve:*

The CTE Reserve will be maintained where it is at currently.

*Retirement Contribution Reserve and TRS Sub-Fund:*

ERS and TRS contribution rates are primarily driven by their return on investment and could be affected by any possible issues with the stock market. The reserves help mitigate any large increases. Rates can skyrocket in the event of a recession or depression; the reserve can help mitigate these increases in hopes the market will rebound and the operating budget will catch up.

The TRS Reserve can be funded by an annual maximum of 2% of TRS salaries, or approximately \$200,000. CVES is requesting to fund the maximum amount again this year and will request to fund again next year, to reach a fully funded level of approximately \$1 million. This is CVES' highest priority.

*Employee Benefits Accrued Liability Reserve:*

Another priority is the Employee Benefit Accrued Liability Reserve. Last year ended with \$1 million in this reserve, with a liability of \$1.6 million. The biggest drivers of this reserve are sick leave payouts to individuals at the time of their retirement, as well as vacation payouts. CVES's recommendation is to fund this reserve at \$300,000. A large number of retirements is projected for next year, bringing with them an estimated \$300,000 in expenses. Mr. Harriman remarked on the future potential hiring issue due to the shortage of teachers. Mr. Bell revealed that there are no TRS limitations on retiree salaries currently, so CVES is planning on hiring retirees to fill positions, as well as recruiting employees from outside our area. He also mentioned that component districts have been paying \$5,000-\$10,000 higher salaries than CVES.

Mr. Harriman discussed the creation of part-time shifts in the private sector as a creative solution that solved staffing issues.

Dr. Davey commended the financial planning team, the leadership team, and the accounting team for the careful and well thought out reserve planning.

Mr. Bell explained the \$500,000 recommended reserve funding will come from surplus funds and CVES is estimating amounts carefully to avoid overfunding.

## **5. Other Items**

### **State Comptroller Audit**

The report from the State Comptroller is pending.

CVES has received the last check owed from The Preferred Group. The Preferred Group continues to be closely monitored by CVES. Work has begun with the FSA/HRA CoSer and currently nine Districts are planning on participating.

**Holiday Dinner**

The fund collection at last year's Holiday Dinner was reviewed. It has been confirmed that last year's funds were accounted for and going forward, new cash collection procedures have been instated. Dr. Davey suggested entering the new policies into administrative procedures to share with the Board publicly. Mr. Harriman recalled the servers collected the money at the tables in past years. The business office and the divisions are working on cash collection procedures.

*Motion to adjourn (Richard Harriman, Sr. 1<sup>st</sup>, Tom McCabe 2<sup>nd</sup>)*

**Meeting adjourned at 6:15 p.m.**

## ENC. 17

Recommend that the Board approve the following part-time Allied Health Teacher for the 2022-2023 School Year Effective November 10, 2022:

<u>Name</u>	<u>Position</u>	<u>Annualized Salary</u>	<u>Prorated Salary</u>
Erin Spoor	Allied Health Teacher 20%	\$58,330	\$8,924.49

Recommend that the Board approve the following Part-Time Hourly appointment for the 2022-2023 School Year:

Teaching Assistant, \$20/hour  
Cathy Kinner

## ENC. 18

Recommend that the Board approve the following Additional Work for the 2022-23 School Year:

Stipend Positions, Compensation per collective bargaining agreement

Rhonda Baker	New Employee Mentor
Maiya Giroux	New Employee Mentor x2
Sheilah Boyea	New Employee Mentor
Tina Mitchell	New Employee Mentor
Chad Blair	New Employee Mentor
Kevin Shaw	New Employee Mentor

Shared Decision Making, hourly rate of pay per contract

Arianna Menard	not to exceed 20 hours
Christie Lee	not to exceed 20 hours
Robin Douglass	not to exceed 20 hours
Jennifer Haley	not to exceed 20 hours
Rachel Boire	not to exceed 20 hours
Johanna Pray	not to exceed 20 hours
Stacey Yelle	not to exceed 20 hours
Stephanie Sorgule	not to exceed 20 hours
Rhonda Baker	not to exceed 20 hours
Kaitlin Diskin	not to exceed 20 hours
Melissa Gough	not to exceed 20 hours
Lyndon Johnson	not to exceed 20 hours

## ENC. 19

Recommend that the Board approve the following list of Substitute and Temporary-On-Call appointments for the 2022-23 school year:

<u>Name</u>	<u>Title</u>
Alma Medina	Teaching Assistant
Meaghan McKenna	Teacher

## **ENC. 20**

Recommend that the Board authorize the following individual to collect money as noted for the remainder of the 2022-2023 school year.

### CV-TEC – Plattsburgh & Satellite Campuses

Chirag Patel for collecting Adult Education Tuitions and other CV-TEC programs

## **ENC. 21**

Recommend that the Board approve the following change funds and custodians of the funds for the 2022-23 school year:

### CV-TEC:

CV-TEC Cosmetology II (Plattsburgh), Beverly Thwaites - \$100

## **ENC. 22**

Recommend that the Board appoint Matthew Palkovic, Network & Systems Coordinator, to the position of Data Protection Officer, effective October 13, 2022 through the July 2023 reorganizational meeting, with additional compensation per Employment Contract.

## **ENC. 23**

Recommend that the Board approve the CVES Professional Learning Plan for the 2021-2026 school years (attached).

## **ENC. 24**

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

1. Be it resolved that Trevor Cameron, Michelle Lawrence, Crystal Rhino and Diane Thompson have attended various CVES in-house meetings and state, regional and/or local professional development offerings, most recently Gearing Up on August 23, 2022 or in lieu of Gearing Up, a full day Lead Evaluator Training held on September 27, 2022, to be considered by the CVES BOCES for initial certification as Lead Teacher Evaluator and are 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):

Section 30-2.9 of the Rules of the Board of Regents provides that, in order to be certified as lead evaluators, administrators must be trained in the following nine elements:

1. NYS Teaching Standards, and their related elements and performance indicators or ISLLC standards and their related functions;
2. Evidence-based observation techniques grounded in research;
3. Application and use of the student growth percentile model and the value-added growth model;
4. Application and use of approved teacher or principal practice rubric(s) selected by the district or BOCES for use in evaluations, including training on the effective application of such rubrics to observe a teacher's or principal's practice;



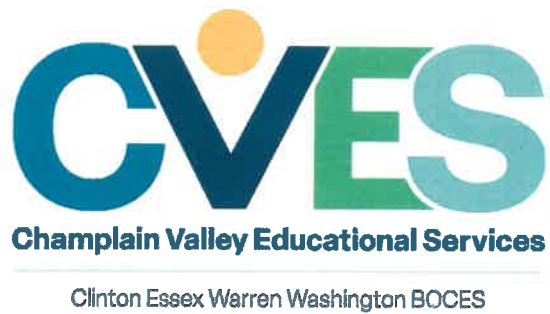
## **ENC. 24 CONTINUED**

5. Application and use of any assessment tools that the school district or BOCES utilizes to evaluate its classroom teachers or building principals, including but not limited to, structured portfolio reviews; student, parent, teacher and/or community surveys; professional growth goals and school improvement goals, etc.;
6. Application and use of any State-approved locally-selected measures of student achievement used by the school district or BOCES to evaluate its teachers or principals;
7. Use of the Statewide Instructional Reporting System;
8. Scoring methodology utilized by the Department and/or the district or BOCES to evaluate a teacher or principal under this Subpart, including how scores are generated for each subcomponent and the composite effectiveness score and application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the teacher's or principals' overall rating and their subcomponent ratings; and
9. Specific considerations in evaluating teachers and principals of English language learners and students with disabilities.

## **ENC. 25**

Recommend that the Board approve the following Lead Evaluator Certifications:

1. The re-certification of the following Lead Teacher Evaluators for the 2022-2023 school year, who have attended various CVES in-house meetings and state, regional and/or local professional development offerings most recently Gearing Up on August 23, 2022 to be considered by the CVES BOCES for recertification as Lead Teacher Evaluators: Mark Brown, Amy Campbell, Adam Facticeau, Michele Friedman, Matthew Slattery, Grace Stay and Matthew Walentuk
2. The re-certification of the following Lead Principal Evaluators for the 2022-2023 school year, have attended various CVES in-house meetings and state, regional and/or local professional development offerings, most recently Gearing Up on August 23, 2022 to be considered by the CVES BOCES for recertification as Lead Principal Evaluators: Amy Campbell, Michele Friedman and Matthew Slattery.



**Champlain Valley Educational Services**

**PROFESSIONAL DEVELOPMENT PLAN**

**DISTRICT NAME:** Champlain Valley Educational Services  
a.k.a. Clinton-Essex-Warren-Washington  
Board of Cooperative Education Services

**BEDS CODE:** 09900

**SUPERINTENDENT:** Dr. Mark Davey, District Superintendent

**ADDRESS:** 1443 Military Turnpike  
P.O. Box 455  
Plattsburgh, NY 12901

**PHONE:** 518-561-0100

**DOMAIN ADDRESS:** [cves.org](http://cves.org)

**YEARS PLAN IS EFFECTIVE:** 2021-2026

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**CVES PROFESSIONAL LEARNING PLANNING TEAM MEMBERS**

Rachel Boire	Teacher
Amy Campbell	Administrator
Shelley Charland	Teacher
Adam Facticeau	Administrator
Susanne Ford-Croghan	Teacher
Michele Friedman	Administrator
Colleen Lafountain	Teacher
Michelle Lawrence	Administrator
Jennifer Parker	Teacher
Matthew Slattery	Administrator
Angie Waldron	Teacher

## **INTRODUCTION**

The CVES Professional Learning Plan (PLP) serves as a critical component of a coordinated, sustained, and comprehensive approach for the continuous improvement of all staff. The plan is designed to promote student achievement at the highest level. Upon CVES BOCES approval, the CVES PLP will be provided to the District Shared Decision-Making Committee (SDM) for implementation through the divisional SDM committees.

### **VISION**

Create and foster an environment in which all students and educators learn and perform at high standards.

CVES will provide high quality professional development for improvement in teaching and learning by preparing and supporting its educators.

The goal is to meet the needs and expectations of our component schools, the communities and all learners who are affected by our services. Supported by the organizational goals, the vision of the Professional Learning Team is to maximize student achievement. All professional learning will be provided in a way that focuses on developing the capacity of all staff to transform the vision statement into action: "To provide all students with the skills to be successful in meeting life's challenges."

### **MISSION**

CVES empowers students and educators by providing exemplary professional development, education and training.

## **PROFESSIONAL LEARNING (PD) GOALS\***

**GOAL 1:** CVES Educators will be provided with professional learning and training related, but not limited to the NYS Learning Standards.

**GOAL 2:** CVES Educators will be provided with professional learning for implementing strategies that foster positive student behaviors and social emotional wellness, resulting in a safe and rich learning environment for all.

**GOAL 3:** CVES Educators will be provided professional learning and annual trainings that address federal and state mandates (e.g., DASA, harassment, internet safety, preventing school violence, safety plans).

\*Divisions will identify specific sub-goals for each of the above goals as part of the strategic planning process each year.

CVES is committed to providing all professional staff with opportunities for at least 20 hours of substantial, professional learning on an annual basis, with a goal that each staff member will attain no less than 100 hours of professional learning every five years.

Professional teaching certificate holders will be required to complete 100 hours of professional learning every five years. CVES staff who hold a Permanent teaching certificate are encouraged to complete a minimum of 20 hours of staff learning each year that address CVES goals.

Holders of Professional teaching certificates and Level III Teaching Assistants are required to follow the new regulations beginning July 1, 2016 to complete 100 hours every five years of Continuing Teacher Leader Effectiveness (CTLE) hours in order to maintain the validity of their certificates. The five-year period begins on July 1 for those who obtained a professional learning certificate prior to July 1, 2016. The five-year period begins immediately following the effective date of the teacher's Professional teaching certificate for those who have applied after July 1, 2016. Staff members are encouraged to make appropriate progress each year toward the 100-hour requirement, an average of 20 hours each year.

In-service Hours are professional learning hours that take place during non-school times and are paid for by the individual (if there is a cost). Fifteen (15) hours of instruction in a common theme/content area are equivalent to one (1) in-service credit. In-service credit counts toward PD hours. All in-service hours must be pre-approved by the individual's supervisor.

PD Hours are professional learning hours that are clearly linked to the BOCES' PLP and its goals. PD hours may take place during school OR during non-school times. PD hours must be approved by the individual's supervisor.

CTLE Hours are professional learning hours that are clearly linked to the BOCES' PLP and its goals and provided by a NYS Approved Sponsor. CTLE hours may take place during school OR during non-school times. CTLE hours must be approved by the individual's immediate supervisor.

CVES will provide staff members a varied menu of opportunities for professional learning. Professional learning may include hours dedicated to the planning, delivery, application and/or evaluation of the professional learning activity. Professional learning activities may include but are not limited to activities paid for by CVES and/or paid for by the staff member. The annual plan may include components such as:

- Collaborate with content area specialists, business and industry, and professional associations that are approved sponsors
- Active member of in-house collaborative inquiry-based study groups (PLCs)

- Attendance at conferences or professional learning that relates to the PLP goals and are an approved sponsor for CTLE hours
- Participate on curriculum teams
- Serve on professional district and/or division committees with the approval of immediate supervisor

**The above list is not all-inclusive.**

CVES will use WinCap Web PD to track professional learning for teachers, teaching assistants and administrators offered through the Instructional Services Center. Professional learning hours will be reviewed each year. Each staff member who holds a professional certificate is responsible for completing the NYSED "Continuing Professional Learning Individual Record" Sheet and maintaining their personal record of CTLE hours. Each staff member is responsible for ensuring their TEACH Registration is up to date. Each school year, all professional learning hours must be completed between July 1 and June 30.

### **NYS PROFESSIONAL DEVELOPMENT STANDARDS**

<http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>

New York State's Professional Development Standards provide a blueprint for high-quality professional learning for all educators to improve instruction and student achievement. These standards promote and sustain continuous learning, growth, and examination of practice. They also provide clearly defined expectations and commitment to change. They are aligned with New York State Learning Standards and are based on an analysis and adaptation of the National Staff Development Council's Standards for Staff Development as well as other national, state, and professional standards. The New York State Professional Development Standards are based on fundamental knowledge about contextual factors from converging research about effective professional development and its ultimate impact on student learning. Attributes of effective professional development include the following:

**Effective professional development fosters a culture of continuous improvement for all engaged in the learning endeavor.** Practices address the needs of professionals throughout their careers and embrace other stakeholders as participants in learning. Activities are evaluated both for effectiveness and impact on student learning.

**Effective professional development is that which improves the learning of all students, including those with different educational needs, learning styles, and incremental abilities, and those from diverse cultural and linguistic backgrounds.**

**Professional development is most effective when there are clear research-based expectations for what teachers should know and be able to do to support student learning.** These expectations are reflected in the New York State Code of Ethics for Educators, district Professional Learning Plans, Annual Professional Performance Reviews, and Commissioner's Regulations related to teacher preparation and certification. They are also enumerated and reflected in collective bargaining agreements, job descriptions and assignments, performance appraisal systems, systems of rewards and incentives for teachers, and in the design and content of teacher professional development.

**Professional development is most effective when it takes place in professional learning communities.** These learning communities might take various forms, but they are all characterized by ongoing learning. They encourage individual and collaborative exploration, practice, and reflection. They foster collegiality and problem solving, and they emphasize continuous improvement in classrooms and schools.

**Professional development is most effective when there is collaborative leadership and shared responsibility for improving teaching and learning.** Collaborative leadership for professional development recognizes that the pursuit of excellence is never-ending and embraces the individual and collective goals and talents of teachers, paraprofessionals, parents, school administrators, school boards, district and state staff, institutions of higher education, unions, and other stakeholders.

**Professional development is most effective when it is job-embedded, directly relevant to classroom practice, provided over time, and when it provides opportunity for practice of new strategies, time to reflect on changes, and time to integrate new learning into the teaching practice.**

**Professional development is most effective when adequate resources are provided.** Resources include money, people, and time. Resources necessarily come from a variety of sources, and must be sufficiently sustained over time to insure the full impact of professional development. Resources are adequate when they ensure that all educators can study, practice, reflect, receive feedback on practice, and implement knowledge and skills necessary to be effective with their students and others.

#### **The Ten Standards for High Quality Professional Development**

1. **Designing Professional Development:** Professional development design is based on data; is derived from the experience, expertise and needs of the recipients; reflects best practices in sustained job-embedded learning; and incorporates knowledge of how adults learn.
2. **Content Knowledge and Quality Teaching:** Professional development expands educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assess student progress.
3. **Research-based Professional Learning:** Professional development is research-based and provides educators with opportunities to analyze, apply and engage in research.
4. **Collaboration:** Professional development ensures that educators have the knowledge, skill and opportunity to collaborate in a respectful and trusting environment.
5. **Diverse Learning:** Professional development ensures that educators have the knowledge and skill to meet the diverse learning needs of all students.
6. **Student Learning Environments:** Professional development ensures that educators are able to create safe, secure, supportive and equitable learning environments for all students.
7. **Parent, Family and Community Engagement:** Professional development ensures that educators have the knowledge, skill, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education.



8. **Data-driven Professional Practice:** Professional development uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth.
9. **Technology:** Professional development promotes technological literacy and facilitates the effective use of all appropriate technology.
10. **Evaluation:** Professional development is evaluated using multiple sources of information to assess its effectiveness in improving professional practice and student learning.

### NEEDS/DATA ANALYSIS FOR PROFESSIONAL DEVELOPMENT PLANS

1. **Describe how the professional development plan is aligned with N.Y. State Learning Standards and assessments, student needs and is articulated within and across grade levels.**

The CVES PLP is aligned with the New York State Learning Standards. The goal is to support the component districts' need for Career and Technical Education and the education of students with special needs.

The Rise Center for Success (Special Education Division) SDM will utilize student performance data to assist in the evaluation of professional development and ensure the improvement of student achievement as measured by the state standards and assessments, as well as multiple measures of student performance throughout the K-12 continuum.

CV-TEC programs also follow Commissioner's Regulation 100.5(6,7) outlining CTE program approval process.

2. **Describe how the professional development plan is continuous, reflecting a multi-year approach to improve student performance.**

The continuous and ongoing review of student achievement data available to staff allows for adjustments of the PLP on an annual basis. The goal is to provide professional development that is relevant, meaningful, and leads to improved student achievement. The guiding principles are: (a) high expectations for students, and (b) developing an effective framework for instruction. Professional development should be driven by student needs. Disaggregated student data, teacher data, current professional development efforts, outside financial resources, and BOCES funds budgeted for professional development will be analyzed each year as the plan is reviewed and revised.

Professional development will be:

- based on input from staff
- easily implemented
- relevant to the programs/divisions

- measurable
- job-embedded
- supported by the organization
- continuous
- reviewed periodically

The CVES PLP will include common areas of need for all staff, as well as specific needs for career and technical education, special education, and itinerant services.

Prior to planning professional development, PLP team members will meet with the SDM teams to discuss the PLP and develop the needs assessment and post-activity surveys. The plan will then be reviewed on an annual basis by the District PLP Team to keep the professional development plan current, in an effort to assist educators and administrators to comply with State and Federal mandates.

#### **Needs Assessment Sources Used**

- Assessment Data (NYS Assessments, STAR, JMT/Statewide CTE Assessments, National and State Technical/Performance Assessments, National Work Readiness Credential (NWRC))
- Behavior Management Data
- FBA/BIP Data
- CVES Report Card Data - multiple school years
- CV-TEC Certificate Completion
- Employer Surveys
- Career & Technical Center Follow-Up and Placement Report
- TASC/GED Results
- Graduation and Drop-out Rates
- Individualized Education Plans and component district statewide audit feedback
- Industry Standards-Professional Certification/Licensing pass rates
- Perkins V and CLNA Data
- Progress Monitoring
- Progress Reports
- Non-instructional Reports (e.g., suspensions, time-out logs, attendance, etc.)
- Student Career Preparation Technical Competencies Assessment Report
- Student Performance Results disaggregated by demographics and other special needs
- NYSED Initiatives
- APPR Results
- CVES Strategic Planning Survey
- CVES Strategic Planning Benchmark Data
- NYSED Board of Regents CTE Endorsement

## PROFESSIONAL DEVELOPMENT PLAN RESOURCES

**What professional development funds, staff resources, external professional development providers, and other human and fiscal resources are available or may be developed in your community?**

Allocations of professional development funding are based on long-term planning to meet organizational goals. It is recognized that some professional development activities will require time away from regular duties and student contact. This is acknowledged and will be supported in a planned fashion. Every effort will be made to maximize student contact time while balancing the essential need for continuing professional development activities.

**Identify the internal and external resources you will use to help you meet your goals:**

**Fiscal resources:**

- CTE and Special Education Program Budgets
- Grants
- NYS Technical Assistance Centers (TAC)
- Technical Advisory Committees
- The Partnership with the office of Special Education, Measurement, Inc.

**Resources:**

- Curriculum and Instruction Specialists
- Curriculum and Academic Coordinators
- Content Specialists
- CTE Academic Teachers
- In-house turnkey trainers
- School Support Services (S<sup>3</sup>) Facilitators
- Northeastern Regional Information Center (NERIC)
- North Country Teacher Resource Center (NCTRC)
- Data Analyst
- Mentors
- Online resources
- Professional Associations
- School Districts
- Skills USA
- Staff Curriculum Development Network (SCDN)
- Workforce Development Board & Staff

**Implementation Plan:  
Rise Center for Success  
(Special Education Division)  
Goals & Objectives**

## Rise Center for Success (Special Education Division)

**GOAL 1: CVES Educators will be provided with professional development and training related, but not limited to the implementation of the NYS Learning Standards.**

**Objective 1: CVES Educators will receive professional development/training in order to become proficient in content area instruction.**

Activity	Evidence	Provider	Timeframe
Train educators to implement and utilize content area curricula and instructional skills to meet the needs of students with diverse disabilities.	Maintain or increase student's performance	Curriculum Coordinator	Annually & Ongoing
Train educators to integrate educational technology into content area instruction.	Demonstrate integration into curriculum and show student engagement		Annually & Ongoing

**Objective 2: CVES Educators will receive professional development/training to increase proficiency in the implementation and assessment of the NYS Learning Standards.**

Activity	Evidence	Provider	Timeframe
Train staff in the administration of the NYS Alternate Assessment (NYSAA).	Mandated assessments will be administered in compliance with NYS regulations.	Curriculum Coordinator	Annually & Ongoing

Train staff in the administration of the NYS general assessments (i.e., Regents, 3-8 Assessments).	Evaluate scores to determine instructional need and appropriate curriculum placement.		Annually & Ongoing
Train staff in the administration and evaluation of screening, benchmark, and interim assessment data (i.e., STAR, Core Skills Assessment).			Annually & Ongoing

**Objective 3: Equip educators with essential skills to effectively address the needs of students through transition planning.**

Activity	Evidence	Provider	Timeframe
Train teachers and counselors to complete transition planning for all students with disabilities age 12 and older.	Complete transition training. (i.e., attendance, independent Teams assignment)	Transition Coordinator	Annually & Ongoing
Train staff to meet the requirements of indicator 13 in IEP development (i.e., SPP Indicator #13 Federal Minimal Compliance Checklist).	All students aged 12-13 have compliant Level 1 Vocational Assessments. All students aged 14 and older have compliant transition pre-planning meetings.	Curriculum Coordinator	
Train teaching assistants to complete Career Plans with students.	Indicator 13 Compliant IEPs. Complete career plans for all students. (i.e., CDOS Online)		

**GOAL 2: CVES educators will be provided with professional development for implementing strategies that foster positive student behaviors and social emotional wellness resulting in a safe and rich learning environment for all.**

**Objective 1: Provide staff with training on employing positive behavior management strategies with all students.**

Activity	Evidence	Provider	Time frame
Provide TCIS initial and annual refresher training for all staff.	Demonstration of proficiency of TCIS and CALM skills.  Demonstration of key elements identified in the training.	TCIS Trainers	Annually & Ongoing
Provide CALM initial and annual refresher training for all Autism Program staff		CALM Trainers	
Provide training on key Circle Up components to include integration of other Social and Emotional Learning (SEL) initiatives (i.e., PBIS, Positivity Project)		Restorative Practices Committee	

**GOAL 3: CVES Educators will be provided professional development and annual training that addresses federal and state mandates (e.g., DASA, harassment, Internet safety, preventing school violence, safety plans, etc.).**

**Objective 1: Provide staff with training on all federal and state annual mandates.**

Activity	Evidence	Provider	Time frame
Provide training on DASA, prevention and identification of harassment and sexual harassment.	Complete required training (i.e., attendance, independent Teams assignment).	Health, Safety, and Risk Management Training Specialist	Annually
Provide training on Digital Citizenship and Ed Law 2d.		Administrators	

Provide training on Safety Plans, School Violence Prevention, and Emergency Procedures.			
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**Implementation Plan:  
CV-TEC Division Goals &  
Objectives**

**CV-TEC Implementation Plan**

<b>Goal 1: CVES Educators will be provided with professional development and training related, but not limited to the NYS Learning Standards.</b>	<b>Objective: CTE Skill Measures</b> CVES will develop strategic planning that supports our component schools (and agency partners) in their efforts to have all students meet or exceed State Standards.
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**Desired Outcome: Advance Student Learning/Continuous improvement in student achievement results.**

Strategies	Action Task	Persons Responsible	Timeframe	Performance Data Source	Evaluation
<ul style="list-style-type: none"> <li>Provide quality &amp; effective instructional leadership and professional development for CV-TEC Education Professionals to continue to improve and enhance the rigor and relevance of instruction in all CV-TEC programs. Professional Learning to including, but not limited to CTE, Core Academic, Work Readiness Curriculum, 21st Century Skills, Students with Disabilities (SWD), Business &amp; Industry standards, Effective Teaching Strategies, Social/Emotional Learning, DEI, and Literacy Instruction.</li> </ul>	Full- and half-day workshops	Director	Annual Review	NYS Regents Scores	Standard Assessments
	Attendance at local/ regional/ statewide/ national conferences	Principals Supervisors Coordinators		3-Part Technical Assessments (Written, Performance, and Portfolio)	Survey our employers Graduation follow up results for employment numbers
	Team Collaboration Meetings	SDM Team		CTE Technical Endorsement	Attendance
	Faculty Meetings	Faculty and Staff		CTE Program Approval	Certificate completion rates
	Department Meetings	ACCES VR		JMT and Statewide Assessments	Exit interviews/surveys
	Recognize quality faculty/staff performance	OneWork Source		Individualized Educational Plan	Assessment system data collection & improvement targets
	Staff will participate in instructional seminars on topics including instructional methodologies, Individualized Education Programs (IEP), Section 504 of the Americans with	SREB NYSED		Attendance Regulations	National Work Readiness Outcomes
		Regional, State & National agencies/organizations		ESSA	
		Behavioral Health Services North (BHSN)		NYS Graduation Requirements	Employability Profile

	<p>Disabilities Act (ADA), Chapter 408, NYS Commissioners Regulations Part 200, Behavioral Intervention Plan (BIP) and Response to Intervention (RTI).</p>	<p>CTE-TAC Strategic Planning Teams CVES Administration</p>		<p>Dual Credit Enrollment/Success</p> <p>Student Surveys</p> <p>Faculty and Staff Surveys</p> <p>District Surveys</p> <p>Employer feedback</p> <p>SREB Tech Centers that Work (TCTW) National Program</p> <p>TASC rate</p> <p>GED</p> <p>NWRC</p> <p>Employability Profile</p> <p>Standards and Conditions Committee</p> <p>CLNA Report</p> <p>BOCES Report Card</p> <p>CV-TEC Graduate Follow-up Report</p>	
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<ul style="list-style-type: none"> <li>Respond to identified, specific, school district needs through planning for and delivery of appropriate programs and services.</li> </ul>	<p>Network with other schools having similar programs</p> <p>On-going communication with component district Committee on Special Education (CSE) offices</p> <p>On-going participation in CSE Chairperson meetings</p> <p>Collaborate in publishing documents that foster communication between CVTEC and district Special Education teachers/CSE Offices.</p> <p>Implement a schedule for team/collegial collaboration and sharing of knowledge gained from conference attendance, as well as providing opportunities to collaborate with business, industry, and educational partners.</p> <p>Applied Academic Day</p>	<p>Director</p> <p>Principals</p> <p>Supervisors</p> <p>Coordinators</p> <p>Technology Team</p> <p>SDM Team</p> <p>Faculty and Staff</p> <p>ACCES VR</p> <p>OneWork Source</p> <p>CVES Administration</p> <p>Strategic Planning Teams</p> <p>CV-TEC CSO Advisory Committee</p>			
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<ul style="list-style-type: none"> <li>Utilize our Technology Committee to determine technological upgrades/ needs and resources</li> </ul>	<p>Support regular ongoing CV-TEC staff training in educational technology trends.</p> <p>The Technology Committee will facilitate integration of technology, disseminate information, and provide necessary support.</p>	<p>Director</p> <p>Principals</p> <p>Supervisors</p> <p>Coordinators</p> <p>Technology Team</p> <p>Faculty and Staff</p> <p>CVES Administration</p> <p>Strategic Planning Teams</p>			
<p><b>Goal #2:</b> CVES Educators will be provided with professional development for implementing strategies that foster positive student behaviors, resulting in a safe and rich learning environment for all.</p>		<p><b>Objective: Collaborative Relationships</b> CVES will utilize process management strengthening efforts to maintain &amp; nurture <b>collaborative relationships</b> with all the agencies that interface, on behalf of the learner; in order to insure the highest level of student achievement.</p>			

Strategy	Action Task	Persons Responsible	Timeframe	Performance Data Source	Evaluation
<ol style="list-style-type: none"> <li>1. Establish/maintain articulation agreements and partnerships with other educational institutions providing students with seamless career path choices.</li> <li>2. Establish/maintain business/industry partnerships providing students with seamless career path choices</li> <li>3. Establish community linkages that will utilize available support services provided by local, state and federal service agencies.</li> </ol>	<p>Continually update lists of post-secondary articulation and partner agreements.</p> <p>Continually updating &amp; enhancing the WBL opportunities</p> <p>Implementation of professional behavior expectations</p> <p>Implementation of Employability Profile</p>	<p><b>Director</b></p> <p><b>Principals</b></p> <p>Supervisors</p> <p>Coordinators</p> <p>Faculty and Staff</p> <p>CTE Program Advisory Committees</p> <p>CV-TEC Advisory Council</p>	<p>Annually</p>	<p>NYS CTE Program Approval Process</p> <p><del>COE Annual Report</del></p> <p>Work Based Learning</p> <p>Memorandum of Agreements</p> <p>CV-TEC Bi-annual Advisory Council Report</p> <p>CV-TEC Strategic Planning Report</p> <p>CLNA Report</p> <p>CV-TEC Graduate Follow-up Report</p>	<p>Completed articulation agreements</p> <p>Number of programs with articulation agreements and institutions for higher education</p> <p>Work Based Learning Annual Reports</p> <p>DASA</p> <p>SSEC</p> <p>SchoolTool Disposition Report</p>

**Goal #3:** CVES Educators will be provided professional development and annual training that address federal and state mandates (e.g., DASA, harassment, internet safety, preventing school violence, safety plans).

Strategy	Action Task	Persons Responsible	Timeframe	Performance Data Source	Evaluation
<p>1. Ongoing training and/or certifications to meet local, state, and federal regulations &amp; standards</p>	<ul style="list-style-type: none"> <li>Staff will participate in instructional seminars on topics including instructional methodologies, DASA, Individualized Education Programs (IEP), Section 504 of the Americans with Disabilities Act (ADA), Chapter 408, NYS Commissioners Regulations Part 200, Behavioral Intervention Plan (BIP) and Response to Intervention (RTI), and other components as outlined by NYSED and/or US Department of Education</li> </ul>	<p>Director Principals Supervisors Coordinators Faculty and Staff Advisory Committees Faculty/Staff</p>	<p>Annually</p>		<p>Successful completion of designated training/workshop sessions.</p>

	<ul style="list-style-type: none"><li>• Industry Based Certifications: OSHA, FDA, Etc.</li><li>• CVES required trainings</li></ul>				
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**MENTORING  
PROGRAM**

## **PURPOSE**

The purpose of the Mentoring Program is to provide support for all professional personnel (PP) in their first year of employment at CVES. Candidates seeking a professional certificate shall be required to participate in a mentoring program their first year of employment, unless the candidate has successfully completed 2 years of teaching experience prior to teaching at CVES. Additionally, newly hired staff not mandated to participate in the mentoring program will receive orientation and mentoring as appropriate. Through the implementation of a Mentoring Program, CVES hopes to increase retention of new staff, as well as improve their ability to increase student achievement, consistent with the New York State Learning Standards.

### **Confidentiality**

“The information obtained by the mentor through interaction with the new teacher while engaged in the mentoring activities of the program shall not be used for evaluating or disciplining the new teacher; unless the school district or BOCES has entered into an agreement, negotiated pursuant to Article 14 of the Civil Service Law whose terms are in effect, that provides that information obtained by the mentor through interaction with the new teacher while engaged in the mentoring activities of the program may be used for evaluating or disciplining the new teacher” (Part 100.2 dd of the Commissioners Regulation)

The line between talking about a colleague’s work and evaluating her/him is a fine one. CVES United Professionals has not negotiated that mentors be part of the evaluating of teachers.

The mentor/intern relationship is a horizontal relationship that is grounded in the expectation that their interactions will be confidential. This expectation will contribute to an atmosphere of mutual respect and trust between the mentor and colleagues.

The following elements of the CVES Mentoring Plan have been developed consistent with Article XIV of the Civil Service Law:

- A mentor selection procedure
- Mentor training and preparation
- Defined set of mentor activities
- Allocation of time for mentoring activities to take place

### **Identified needs of Beginning PP *Instructional Needs***

- Planning long-range curriculum, preparing units and lessons, and organizing learning activities
- Using a variety of teaching methods and materials, strategies, and techniques
- Addressing the special needs of students and individualizing instruction
- Assessing and reporting on student progress

### ***Systems Needs***

- Gaining knowledge of school district policies and procedures
- Becoming acquainted with the schools’ and district’s community

### ***Resource Needs***

- Receiving advice on resources and materials for teaching
- Obtaining materials and supplies

### ***Emotional Needs***

- Overcoming feelings of isolation
- Interacting with colleagues

- Preparing for and coping with one's own evaluation by school or district personnel

#### *Managerial Needs*

- Receiving additional techniques on classroom management
- Managing time *Parental Needs*
- Communication and relating to parents

#### *Disciplinary Management Needs*

- Motivating and managing student needs

### **GOALS**

- Help beginning teachers/PP transition from preparation to practice;
- Provide guidance and support;
- Develop and improve instructional skills in order to improve student achievement;
- Help transmit the culture of the organization;
- Increase the retention rate of beginning teachers/PP;
- Increase an individual's commitment to a particular school and public education in general;
- Create a professional learning culture that crosses experience lines; and
- Promote school reform.

### **ROLES**

**MENTOR COMMITTEE:** Consists of at least two CVES United Professionals members from each division and the mentor coordinators. CVES United Professionals will select the members who will serve on the mentor committee.

- Will govern and evaluate the mentor program;
- Canvas potential mentors in the spring for the coming school year;
- Ensure Divisions match mentor/intern;
- Arrange annual mentor training(s);
- Ensure Divisions arrange annual mentor/intern training(s);
- Establish quarterly meetings to be held in Oct., Jan., March and May;
- Provide orientation for non-intern candidates;
- Consider a request by an intern for additional mentoring.

**MENTOR COORDINATOR:** An administrator or designee from each division and the Mineville Campus will:

- Collect CVES Mentoring Logs monthly;
- Provide a direct link between the workings of the mentors and the interns;
- Report matters of noncompliance to Mentor Committee;
- Facilitate end-of-year meetings with mentors and interns;
- Submit mentor completion letter, along with Superintendent Verification of Mentored Experience Form, to the Personnel Office and the Personnel Office will forward on to the District Superintendent to certify the individual has completed a mentoring experience in their first year of employment.

**MENTOR:** A tenured and/or experienced PP who will:

- Contact their intern as soon as possible preferably prior to start of school or once assignment is verified;
- Attend mentor/intern orientation meeting;

- Develop a safe and CONFIDENTIAL environment necessary for honest exchanges with the assigned intern except
  - where withholding the information would pose a danger to the life, health, or safety of the students or school staff;
  - where information emerges that the new teacher has been convicted of a crime;
  - where information emerges that raises a reasonable question regarding the new teacher's moral character.
- Establish a trusting relationship with an assigned intern;
- Assist with curriculum needs, in-house procedures, classroom procedures and district policy;
- Offer nonjudgmental, supportive listening;
- Promote self-reflection and self-analysis by the intern;
- Provide an "open door" policy for the intern;
- Provide support and encouragement through a coaching philosophy;
- Assist the intern in setting goals;
- Provide feedback for end-of-year mentor committee meeting;
- Verify the mentoring log at the end of each month.

INTERN: PP seeking a professional certificate or in their first year of employment at CVES will:

- Attend orientation meeting facilitated by mentor committee;
- Make a commitment to the relationship;
- Maximize the resources that the mentor and the mentoring program offer;
- Provide feedback for end-of-year mentor committee meeting;
- Complete the mentoring log at the end of each month;
- Submit monthly mentor log to mentor coordinator;
- Request additional mentoring, if desired;
- Complete and submit Superintendent Verification of Mentored Experience Form to Mentor Coordinator upon completion of the mentoring experience;
- Upon receipt of the signed Superintendent Verification of Mentored Experience form, send the original form to NYSED.

#### **QUALIFICATIONS FOR MENTOR SELECTION**

Considerations include:

- certification, a required minimum three years of experience or have earned tenure in the district;
- desire, enthusiasm, and commitment to education and to the mentor/intern program;
- experience working with pre-service teachers;
- high ratings on district's evaluation instrument;
- willingness to spend extra time mentoring the intern;
- good relationship with community and parents;
- good leadership ability;
- respect of colleagues;
- possession of the following effective qualities:
  - instructional skills;
  - patience;

- dependability;
- communication skills;
- organizational skills;
- participation in required mentor training activities;
- proficient knowledge of instructional content.

**SELECTION CRITERIA:**

Where possible:

- match mentors/interns in the same content/discipline area;
- place mentors/interns in the same building under one building principal/supervisor;
- Ensure that divisions match mentors/interns with the same time and same workday schedule.

**SELECTION PROCESS:**

The mentor committee will canvas for qualified mentor candidates regularly. The mentor committee will begin the process of matching mentors and interns in late summer.

If either the mentor or the intern feels the relationship is unproductive, they can approach the mentor coordinator or a member of the mentor committee for reassignment as deemed appropriate by the mentor committee.

**MENTOR TRAINING AND PREPARATION:**

Training for new mentors will be provided prior to mentoring. Mentor training and preparation includes, but is not limited to:

- adult learning theory;
- CVES district mentoring program;
- elements of a mentoring relationship;
- peer coaching;
- teacher development theory; and
- time management.

Providers of mentor training may include, but are not limited to: NYSUT, NCTRC, CVES Division Coordinators, and/or S<sup>3</sup> Division.

**MENTOR ACTIVITIES:**

Mentor activities may include, but are not limited to, those which acclimate the intern to the school buildings, programs, policies and procedures, modeling instruction, reciprocal observation, assistance with curriculum planning and assessment, IEP writing, time management, behavior management, instructional strategies, peer coaching, team teaching and culturally appropriate and responsive practices.

Resources available include:

- Mentoring Log
- Mentor/Intern Reference Checklist
- Possible Mentoring Activities
- Mentor Program Intern Reflection

**TIME ALLOTMENT:**

An intern will be provided with a mentor for one calendar year from the date of hire. The mentor/intern will be provided no less than 20 documented contact hours per calendar year. The district may determine if a second year is necessary, or the intern may request a second year by contacting the mentor committee. Contact hours must be recorded in the CVES Mentoring Log. Release time may be provided for mentor program activities.

**RECORD KEEPING:**

The CVES Mentoring Log will be completed by the intern and submitted to the mentor coordinator regularly. The following information will be provided:

- names of the mentor/intern;
- types of mentoring activities;
- clock hours received by intern.

The intern will complete and submit CVES Verification of Mentored Experience Form to Mentor Coordinator upon completion of the mentoring experience. The mentor coordinator or his/her designee will generate a letter verifying successful completion of the mentoring experience. The mentor coordinator will send the form, along with the verification letter to Management Services to be entered into the TEACH system or to be held until such time as it can be entered into the TEACH system.

**PROGRAM EVALUATION:**

- Intern: Mentor Program Evaluation
- Mentor: Mentor Program Evaluation
- Mentor Program Post Survey
- Mentor logs
- Staff retention data
- Rubric for assessment of mentor program (to be completed by the mentor committee)

**PROGRAM REVISIONS:**

Revisions will be made based on program evaluations.

# Evaluation

## **EVALUATION PLAN**

*Improvement is the result of change. Professional Development is the change needed for improved student outcomes.*

## **PURPOSE OF EVALUATION:**

Evaluation of the professional learning plan has three important goals:

- to assess successful implementation of new practices through feedback from the participants and;
- to improve quality of the professional learning process and;
- to determine overall effectiveness of the plan.

The process for overall evaluation of the plan is ongoing, allowing for staff to practice skills and adjust teaching strategies accordingly. The PLP is dynamic and will be continually evaluated.

Overall success of our PLP will be evaluated based on the degree to which it has:

- improved student achievement;
- improved teacher instructional practice;
- met outcomes of the organizational goals.

## **THE EVALUATION TEAM:**

The evaluation process will be conducted by a team of responsible, informed, professionals/staff, and principals/administrators. The team will be convened by the Assistant Superintendent or Designee. Overall, the progress of the teams and the plan will be reviewed, no less than bi-annually. The principal and/or school administrator will provide the team with its charge and duties, such as:

- develop a framework for review of Professional Development practices;
- create and conduct needs assessment(s);
- review selected professional development activities for appropriateness determined by the following criteria:
  - "Is the PLP sufficiently grounded in research to ensure that, if properly implemented, it will produce the desired changes in student outcomes?"
  - "Are the PLP activities driven by clear, measurable district or school objectives?"
- plan to follow-up to allow for reflection of information, application and practice, and reinforcement of learning:
- select and/or create data collection instruments or forms;
- analyze the data;
- retain all records

The Professional Learning Plan is a systemic process that will include all members of the faculty and staff. Each member of the organization will participate in professional learning activities to support all goals. The expectation is to implement activities that enable the organization to meet the Professional Development goal. The District PLP Committee will meet on an annual basis to review the plan.

The success of our staff development will be evaluated based on improved student achievement, evaluation of student needs, progress on strategic plan benchmarks, assessment of successful implementation of new practices, and feedback from the participants. Evaluation should be an ongoing process as staff practices new skills and adjusts instructional strategies accordingly. The SDM teams will review, monitor and modify the staff development activities provided in each division. Periodic and planned evaluations will be conducted. Professional development will be primarily school-based and integral to CVES operations.



# Professional Development Providers

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**POTENTIAL PROVIDERS DETAILED INFORMATION**

<b>Last Name</b>	<b>First Name</b>	<b>Employer/Company</b>	<b>Title</b>	<b>Email</b>	<b>Phone Number</b>	<b>Address</b>
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		Broome-Delaware-Tioga BOCES Approved Facilitators	Teacher/Administrator Professional workshops			435 Glenwood Rd., Binghamton, NY 13905
		Capital Region BOCES Approved Facilitators	Teacher/Administrator Professional workshops			Suite 102, 900 Watervliet- Shaker Rd., Albany, NY 12205

		Cattaraugus-Allegany-Erie-Wyoming BOCES Approved Facilitators	Teacher/Administrator Professional workshops			1825 Windfall Rd., Olean, NY 14760
		Cayuga-Onondaga BOCES Approved Facilitators	Teacher/Administrator Professional workshops			1879 W. Genesee St. Rd., Auburn, NY 13021
		Center for Instruction, Technology & Innovation Approved Facilitators	Teacher/Administrator Professional workshops			179 Cty. Rt. 64, Mexico, NY 13114
		Delaware- Chenango-Madison Otsego BOCES Approved Facilitators	Teacher/Administrator Professional workshops			6678 Cty. Rd. 32, Norwich, NY 13815
		Dutchess BOCES Approved Facilitators	Teacher/Administrator Professional workshops			5 Boces Rd., Poughkeepsie, NY 12601
		Erie 1 BOCES Approved Facilitators	Teacher/Administrator Professional workshops			1526 Walden Ave #600, Buffalo, NY 14225
		Erie 2 Chautauqua-Cattaraugus BOCES Approved Facilitators	Teacher/Administrator Professional workshops			42 Sunset Blvd., Angola, NY 14006
		Franklin-Essex-Hamilton BOCES Approved Facilitators	Teacher/Administrator Professional workshops			23 Husky Ln., Malone, NY 12953
		Genesee Valley Educational Partnership Approved Facilitators	Teacher/Administrator Professional workshops			80 Munson St., LeRoy, NY 14482
		Hamilton-Fulton-Montgomery BOCES Approved Facilitators	Teacher/Administrator Professional workshops			2755 NY-67, Johnstown, NY 12095
		Herkimer-Fulton-Hamilton-Otsego BOCES Approved Facilitators	Teacher/Administrator Professional workshops			352 Gros Blvd., Herkimer, NY 13350

		Jefferson-Lewis Hamilton-Herkimer- Oneida BOCES Approved Facilitators	Teacher/Administrator Professional workshops			20104 St. Rt. 3, Watertown, NY 13601
		Madison-Oneida BOCES Approved Facilitators	Teacher/Administrator Professional workshops			4937 Spring Rd., Verona, NY 13478
		Monroe 1 BOCES Approved Facilitators	Teacher/Administrator Professional workshops			25 O'Connor Rd., Fairport, NY 14450
		Monroe 2 BOCES Approved Facilitators	Teacher/Administrator Professional workshops			3599 Big Ridge Rd., Spencerport, NY 14559
		Nassau County BOCES Approved Facilitators	Teacher/Administrator Professional workshops			71 Clinton Rd., PO Box 9195, Garden City, NY 11530
		Oneida Herkimer- Madison BOCES Approved Facilitators	Teacher/Administrator Professional workshops			4747 Middle Settlement Rd., New Hartford, NY 13413
		Onondaga-Cortland- Madison BOCES Approved Facilitators	Teacher/Administrator Professional workshops			110 Elwood Davis Rd., Liverpool, NY 13090
		Orange-Ulster BOCES Approved Facilitators	Teacher/Administrator Professional workshops			39 West St., Newburgh, NY 12550
		Orleans-Niagara BOCES Approved Facilitators	Teacher/Administrator Professional workshops			168 Chestnut St., Lockport, NY 14094
		Otsego Northern Catskills BOCES Approved Facilitators	Teacher/Administrator Professional workshops			2020 Jump Brook Rd., Grand Gorge, NY 12434

		Putnam-Northern Westchester BO Approved Facilitators CES	Teacher/Administrator Professional workshops			200 Boces Dr., Yorktown Heights, NY 10598
		Questar III BOCES Approved Facilitators	Teacher/Administrator Professional workshops			10 Empire State Blvd., Castleton-On-Hudson, NY 12033
		Rockland BOCES Approved Facilitators	Teacher/Administrator Professional workshops			65 Parrott Rd., West Nyack, NY 10994
		St. Lawrence-Lewis BOCES Approved Facilitators	Teacher/Administrator Professional workshops			40 W. Main St., Canton, NY 13617
		Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Approved Facilitators	Teacher/Administrator Professional workshops			459 Philo Rd., Elmira, NY 14903
		Eastern Suffolk BOCES Approved Facilitators	Teacher/Administrator Professional workshops			350 Martha Ave., Bellport, NY 11713
		Western Suffolk BOCES Approved Facilitators	Teacher/Administrator Professional workshops			507 Deer Park Rd., Dix Hills, NY 11746
		Sullivan BOCES Approved Facilitators	Teacher/Administrator Professional workshops			6 Wierk Ave., Liberty, NY 12754
		Tompkins-Seneca-Tioga BOCES Approved Facilitators	Teacher/Administrator Professional workshops			555 Warren Rd., Ithaca, NY 14850
		Ulster BOCES Approved Facilitators	Teacher/Administrator Professional workshops			39 West St., Newburgh, NY 12550
		Washington-Saratoga-Warren-Hamilton-Essex	Teacher/Administrator Professional workshops			1153 Burgoyne Ave. #2, Fort

		BOCES Approved Facilitators				Edward, NY 12828
		Wayne-Finger Lakes BOCES Approved Facilitators	Teacher/Administrator Professional workshops			131 Drumlin Ct., Neward, NY 14513
		Southern Westchester BOCES Approved Facilitators	Teacher Presentations to other districts			450 Mamaroneck Ave., Harrison, NY 10528
Francia	Mike	AuSable Valley Central School District	Teacher Presentations to other districts	Francia.mike@avcsk12.org	834-2845	1273 Route 9N Clintonville, NY 12924
Mannix	Daniel	Beekmantown Central School District	Teacher Presentations to other districts	mannix.dan@bcsdk12.org	563-8250	37 Eagle Way West Chazy, NY 12992
Osborne	Scott	Chazy Central Rural School District	Teacher Presentations to other districts	sosborne@chazy.org	846-7135	609 Miner Farm Rd. Chazy, NY 12921
Celotti	Tara	Crown Point Central School District	Teacher Presentations to other districts	tcelotti@cpsteam.org	597-4200	P.O. Box 35 Crown Point, NY 12928
Mayberry	Dan	Keene Central School District	Teacher Presentations to other districts	dmayberry@keenecentralschool.org	576-4555	P.O. Box 67 Keene Valley, NY 12943
Larrow	William	Moriah Central School District	Teacher Presentations to other districts	wlarrow@moriahk12.org	546-3301	39 Viking Lane Port Henry, NY 12974
Garrand	Robb	Northeastern Clinton Central School District	Teacher Presentations to other districts	rgarrand@nccscougar.org	298-8242	103 Route 276 Champlain, NY 12919
Knight	James	Northern Adirondack Central School District	Teacher Presentations to other districts	jknight@NACS1.org	594-7060	P.O. Box 164 Ellenburg Depot, NY 12935
Storms	Scott	Peru Central School District	Teacher Presentations to other districts	sdstorm@perucsd.org	643-6002	P.O. Box 68 Peru, NY 12972

Lebrun	Jay	Plattsburgh City School District	Teacher Presentations to other districts	jlebrun@plattscsd.org	957-6002	49 Broad St. Plattsburgh, NY 12901
Boucher	Matthew	Putnam Central School District	Teacher Presentations to other districts	matthew.boucher@putnamcsd.org	547-8266	126 County Rte. 2 P.O. Box 91 Putnam Station, NY 12861-0091
Perez	Javier	Saranac Central School District	Teacher Presentations to other districts	jperez@saranac.org	565-5600	P.O. Box 8 Saranac, NY 12981
Gratto	Steve	Schroon Lake Central School District	Teacher Presentations to other districts	sgratto@slwildcats.org	532-7164	P.O. Box 338 Schroon Lake, NY 12870
Ford-Johnston	Cynthia	Ticonderoga Central School District	Teacher Presentations to other districts	cjohnston@ticonderogak12.org	585-7400 x1135	5 Calkins Place Ticonderoga, NY 12883
Meyer	Josh	Boquet Valley Central School District	Teacher Presentations to other districts	jmeyer@boquetvalleycsd.org	962-8244	25 Sisco St. Westport, NY 12993
Gardner	Justin	Willsboro Central School District	Teacher Presentations to other districts	justingardner@willsborocsd.org	963-4456	P.O. Box 180 Willsboro, NY 12996
		Capital North Regional Adult Education Network (RAEN)	Technical Assistance for Adult Ed Programs	capnorthraen@gmail.com	518-486-8470	266 Hudson Avenue Albany, NY 12210
		NYS Career and Technical Education TAC	Technical Assistance Center	ctetac@spnet.us	518-723-2137	1585 Route 146, Rexford, NY 12148
		Association of Career and Technical	Professional Organization	rromoda@acteainc.org	716-523-2367	PO Box 184 Johnstown, NY

		Education Administrators - ACTEA				
Costley	Constance	NYS Association for Career and Technical Education	Statewide Organization	connievb@hotmail.com	800-826-9972	23 Colonial Drive Tillison, NY 12486
Wilson	LeAnn	Association for Career and Technical Education	National Organization	Lwilson@actonline.org <a href="http://www.actonline.org/">http://www.actonline.org/</a>	1-800-826-9972	1410 King Street, Alexandria, VA 22314
		School Administrators Association of New York State	Statewide Organization	<a href="https://saanys.org/">https://saanys.org/</a>	518-782-0600	8 Airport Park Blvd. Albany Airport Park Latham, NY 12110
		NYS Council of Chief School Officers	Statewide Organization	<a href="http://www.nyscoss.org/">http://www.nyscoss.org/</a>	(518) 449-1063	7 Elk Street, 3rd Floor, Albany, NY 12207
Anastasio	Jean	APL Associates	Professional Group	aplassociates@twcny.rr.com	315-672-5668	P.O. Box 250 Camillus, NY 13031
Burk	Isabel	The Health Network	6-hour Required DASA Trainer	izzibz@earthlink.net	845-638-3569	11 Adam Place New City, NY 10956
Bull	Tom	Nationally Certified Counselor	Consultant	begreat@tomjbull.com	(518) 524-2978	P.O. Box 2697, Plattsburgh, New York 12901
		Pride Center of the Capital Region	Regional Organization			(518) 350-SAFE (7233)
		Center for Risk Communication	Regional Organization		917-270-5280	415 East 52 <sup>nd</sup> St., Suite 3DA New York, NY 10022



		Staff Development for Educators (SDE)	National Organization		800-299-3067	10 Sharon Rd. P.O. Box 577 Peterborough, NH 03458
Callender	Wayne	Partners for Learning, Inc.	Consultant/President	sandra@partnersforlearning.org Sandra Ellis, Executive Assistant	208-322-5007	2971 N. Mumbarto Avenue Boise, ID 83713
		American Association of School Librarians	National Professional Organization			
		New England Center for Children	International Organization Autism Education and Research	<a href="https://www.necc.org/">https://www.necc.org/</a>	(508)481-1015	33 Turnpike Road Southborough, Massachusetts
Flaherty	Willow	Top 20 Training, LLC	Professional Organization	ginabren@gmail.com Gina Brennan, Assistant	612-805-2412	1873 Stanford Ave St. Paul, MN 55105
Workman	Meghann	Houghton Mifflin Harcourt	Professional Organization	Meghann.workman@hmhco.com	847-424-3493	909 Davis Street Evanston, IL 60201
Goyette	Carey	Clinton Community College	College	Carey.Goyette@clinton.edu	(518) 562-4200	136 Clinton Point Dr, Plattsburgh, NY 12901
		New York State Troopers – Troop B		bpio@troopers.ny.gov	518-897-2000	1097 NYS Route 86, Box 100, Ray Brook, NY 12977-0100
Sarzynski	Ed	Attorney - Special Education	HSLD& G	<a href="mailto:esarzynski@hslidg.com">esarzynski@hslidg.com</a>	(607) 797-4839	520 Columbia Drive, Suite 204 Johnson City, NY

						13790
Gerhart	Douglas	Harris Beach Law Firm	Law firm	dgerhardt@harrisbeach.com	(518) 701-2738	358 Broadway Saratoga Springs, NY 12866
		Behavioral Health Services North	Mental Health Community Agency		1-800-724-0747	22 US Oval, Suite 218 Plattsburgh, NY 12903
		Stafford and Owens, et al	Law firm		(518)561-4400	One Cumberland Avenue P.O. Box 2947 Plattsburgh, NY 12901
		NYS School Boards Association	State Organization	info@nyssba.org	518-783-0200	24 Century Hill Drive, Suite 200 Latham, New York 12110-2125
		SREB Technology Centers that Work	Southern Regional Education Board	sreb.org	(404) 875-9211	592 10th St. N.W. Atlanta, GA 30318
Saville	Eugene	Residential Child Care Project – TCI	Cornell University	eas20@cornell.edu	607-254-5210	Cornell University Residential Child Care Project Beebe Hall Ithaca, NY 14853
		Staff/Curriculum Development Network -SCDN	NYS Professional Organization	lhedges@herkimer-boces.org	315-867-2004	352 Gros Blvd Herkimer, NY

		ECHOES and REFLECTIONS/ Anti-Defamation League	National Organization	www.echoesandreflections.org	646-421-0570	605 Third Avenue New York, NY 10158-3560
		MediaFlex	Consultant	harry@bibliofiche.com		Montreal, Canada
		Teaching Books	Consultant			
		OverDrive	Consultant			Cleveland OH
		Rosen Publishing	Consultant	judid@rosenpub.com	(315)706-3350	29 East 21st Street New York, NY 10010
		SLSA School Library System Association	NYS Professional Organization			
		BER Bureau of Educational Research	Consultant	<a href="mailto:info@ber.org">info@ber.org</a>		
LeGarde	Jennifer	Adventures of Library Girl	Consultant	jennifer@librarygirl.net		
Bruchac	Joseph		Author/Consultant	Nudalog@earthlink.net	518-742-9571	PO Box 308 Greenfield Center, NY 12833
Fox	Sharon	Sharon Fox Librarian	Consultant	Sharonfoxlibrarian@gmail.com		
Zdrojewski	Mary	Librarian/Information Fluency Continuum	Consultant	MZdrojewski@scio.wnyric.org		
Messner	Kate		Author			P.O. Box 1857 Plattsburgh, NY 12901
		KAPCO Book Repair	National Book Company	tweber@kapco.com	414.491.1798	1000 Cherry St. Kent, OH 44240
Dalton	Anne	Dalton Legal	Lawyer/Copyright Consultant	adalton@daltonlegal.com	239-337-7900	2044 Bayside Parkway, Fort Myers, Florida 33901

		Project Look Sharp	Consultant			Ithaca NY
Schumacher	John	Mr. Schu	Consultant			Naperville, IL
Odean	Kathleen	Best Books	Consultant			Rhode Island
		ALA American Library Association	National Organization			
Riter	Donna	Behavioral/Educational Consultant	Consultant	driter@rochester.rr.com	1-585-383-9017	77 Washington Rd Pittsford, NY 14534
Bennett	Ashley	Pro Start	Professional Organization	abennett@nraef.org	800-424-5156	2055 L St. NW Washington, DC
		CTE Statewide Curriculum and Assessment Project	Professional Group	kjones@wswheboces.org	518-581-3741	WSWHE BOCES 27 Gick Rd Saratoga Springs, NY
Daggett	Bill	International Center for Leadership in Education	Consultant	bll@leadered.com	518-399-2776	1587 Route 146 Rexford, NY 12148
Morgan	Michael	SUNY Plattsburgh	College	morganmd@plattsburgh.edu		101 Broad Street Plattsburgh, NY
Koontz	Suzy	Learn Thru Movement, Inc./Math & Movement	Consultant	Math_and_Movement@twcny.rr.com	607-233-4209	P.O. Box 4017 Ithaca, NY 14852
Favro	David	Clinton County Sheriff's Department	Sheriff	sheriff@clintoncountygov.com	518-565-4300	25 McCarthy Drive Plattsburgh, NY 12901
McNamara	Bethany	New England Center for Children	Consultant	bmcnamara@necc.org	(508) 481-1015	33 Turnpike Road Southborough,

						Massachusetts 01772-2108
Wille	Constance	Champlain Valley Family Center	Substance abuse prevention and counseling	info@cvfamilycenter.org	518-561-8480	20 Ampersand Drive Plattsburgh, NY 12901
Pitcher- Boyea	Shannon	Breathing Room Mindful Personal and Professional Wellness, LLC	Consultant	<a href="mailto:spitcher@twcny.rr.com">spitcher@twcny.rr.com</a>	518-569- 7383	1192 County Route 25 Malone, NY 12953
Hesseltine	Jennifer	Jennifer Hesseltine Consulting	Consultant	jennifer@hesseltine.com		
Gordon	Berit		Author	Beritgordon47@gmail.com		
		ETS	Industry Training Partner			
		Coryer Staffing	Industry Training Partner			
		UFirst Credit Union	Industry Training Partner			
(Crabb)	(John)	Teacher Learning Center	Consultant (TLC Seminars)	jcrabbe@tlc-seminars.com	833-572-4900	PO Box 20481 Rochester, NY 14602
		Strategic Planning GROUP	Industry Training Partner			
McGowan	Joan	Clinton-Essex-Warren- Washington BOCES	Facilitator	Mcgowan_joan@cves.org	518-561-0100	1585 Military Turnpike Plattsburgh, NY
DeWitt	Peter	Peter DeWitt Consulting	Consultant			
Perez	Toni	Clinton-Essex-Warren- Washington BOCES	Facilitator Trauma Informed/SEL	Perez_toni@cves.org	518-561-0100	1585 Military Turnpike Plattsburgh, NY

		SUNY Plattsburgh Approved Facilitators	Teacher/Administrator Professional Workshops			
		North Country Teacher Resource Center	Teacher/Administrator Professional Workshops	nctrc5000@gmail.com	518-564-4000	101 Broad Street Plattsburgh, NY 12901
Rosselli	Brandy	Clinton-Essex-Warren- Washington BOCES	TCIS Therapeutic Crisis Intervention	Rosselli_brandy@cves.org	518-561-0100	3092 Plank Rd, Mineville, NY 12956



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**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:** October 31, 2022  
**RE: November 2022 Board Report**

The School Support Services division continues to provide excellent services to our component districts. By mid-October several key positions had been filled, including our Administrator for Instructional Services who started in late September and our Network and Systems Coordinator. We are excited to have Matt Palkovic assume the role recently vacated by Alex St. Pierre. Matt brings knowledge of our systems and districts and a forward-looking vision that will support our growing Instructional Technology Co-Ser.

**INSTRUCTIONAL SERVICES UPDATES**

The Regional Spelling Bee is off to a great start. Information letters have been sent to districts and to date we have 17 schools planning to participate. The deadline to indicate intent to participate was October 26th. All districts were personally contacted to determine their plans. Due to the lack of a sponsor, the Regional Spelling Bee will be a local event again this year.

District data review is starting for CoSer 509. Administrator for Instructional Services, Michelle Lawrence has been in districts meeting with administrative teams for the first look at data from state testing at the end of the 2022 school year. Next, she will be meeting with district data teams to review data and help develop action plans for improving student outcomes.



Workshops continue to be offered to meet the needs of our component districts. This month, we will be launching a new teacher series, as well as supporting ELA Standards integration and reviewing regional data related to the NYS ELA exams. Additionally, support has been provided to districts regarding the implementation of APPR plans.

**FIRE SAFETY CHECKLIST FOR THE WORKPLACE**

- 1 Does your property have clear and accessible escape routes?
- 2 Is fire fighting equipment available throughout the entire property?
- 3 Do you have a fully working, regularly tested fire alarm?
- 4 Do you have a set of fire procedures underway for your employees?
- 5 Are you well regularly trained in fire safety matters?
- 6 Are all of your staff taken into consideration in your evacuation plans?
- 7 Do you have a scheduled check for smoke on your premises?
- 8 Are your fire extinguishers serviced and regulated on a regular basis?
- 9 Are all of your electrical systems and appliances maintained and checked regularly?

**HEALTH SAFETY AND RISK MANAGEMENT UPDATES**

Fire and Safety Inspections have been completed in the component districts. Tom Smith shadowed a certified inspector to gain experience with the process. Tom will be taking his inspector course in February to gain his certification.



## **INTERSCHOLASTIC SPORTS – FALL CHAMPIONSHIPS BEGIN**

The month of October has seen the end of the regular season and the start of league and sectional championships. Our staff have been busy supporting our component district athletes by organizing and scheduling the various levels of championship play. We look forward to sharing next month how far each of our component schools went in local, regional, and state play.



## **HOLIDAY SEASON BEGINS AT THE CONFERENCE CENTER**

In our ongoing effort to support the social and emotional wellness of our staff, we started the holiday season in the south building by having a Halloween gathering. Members of our staff enjoyed shedding their usual persona for a new look for the day. We also spent time sharing some spooky themed snacks and desserts.





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**CVES MISSION**

**TO:** Dr. Mark C. Davey  
**FROM:** Michele M. Friedman  
**DATE:** October 31, 2022  
**RE:** November 2022 Board Report

**CV-TEC Enrollment for the 2022-2023 School Year**

We have been receiving enrollment confirmations from all of our component districts to verify enrollments on our three campuses for both the CV-TEC CTE and Pre-CTE Programs. Total high school enrollment numbers from all component districts have exceeded budget projections. Post-secondary enrollment is still under review; however, we expect the enrollment numbers to be within budget projections. Currently there are 823 high school students enrolled in CTE & PreCTE Programs (772 and 51 respectively). This is a significant increase from projected enrollment and the 2021-2022 actual enrollment of 731 high school students enrolled in CTE & PreCTE Programs (681 and 50 respectively).

**CV-TEC Enrollment Percentages of Available 11th & 12th by District**

	2011-2012	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-2023
AuSable Valley	14%	17%	18%	21%	24%	27%	34%	31%	33%	39%	45%	43%
Beekmantown	32%	28%	33%	35%	34%	27%	21%	26%	28%	27%	31%	34%
Boquet Valley	---	---	---	---	---	---	---	---	32%	35%	26%	34%
Chazy	32%	29%	27%	27%	31%	30%	41%	42%	41%	39%	40%	45%
Crown Point	27%	41%	33%	38%	45%	37%	37%	50%	48%	65%	66%	68%
Elizabethtown	21%	23%	20%	11%	26%	43%	38%	30%	---	---	---	---
Keene	21%	12%	26%	17%	8%	19%	16%	15%	18%	23%	41%	27%
Moriah	21%	23%	25%	27%	35%	27%	34%	36%	46%	40%	47%	52%
Northeastern Clinton	31%	32%	38%	37%	43%	42%	38%	35%	32%	34%	48%	48%
Northern Adirondack	38%	38%	40%	42%	45%	52%	39%	41%	44%	58%	65%	63%
Peru	26%	28%	26%	26%	29%	29%	27%	28%	27%	27%	30%	36%
Plattsburgh	23%	19%	20%	20%	36%	28%	23%	24%	26%	23%	23%	32%
Saranac	30%	27%	33%	33%	32%	30%	33%	28%	23%	28%	39%	44%
Schroon Lake	7%	10%	16%	17%	31%	26%	13%	26%	26%	22%	22%	30%
Ticonderoga	12%	14%	14%	10%	13%	13%	16%	21%	25%	30%	42%	44%
Westport	31%	17%	19%	32%	28%	23%	22%	40%	---	---	---	---
Willsboro	20%	22%	33%	41%	28%	44%	26%	32%	49%	58%	23%	68%
Total Student Enrollment at CV-TEC	605	573	612	584	608	620	588	600	616	650	731	823
	26%	25%	27%	28%	30%	30%	29%	30%	31%	33%	38%	43%

\* 2022-23 - 11th & 12th total district enrollment = 1,927

All numbers are based on October 2022 Enrollment



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**Fall Family Nights**

Our Mineville and Plattsburgh campuses hosted Fall Family Nights for our CV-TEC families on October 19 and 20, 2022 respectively. Families of current students were encouraged to visit our three campuses for the scheduled Fall Family Nights for the CV-TEC Division. This was a wonderful opportunity for the families of current students to meet with our CTE & Academic teachers during the scheduled evening hours. Both events were very well attended.

**Update on Divisional Goals and Divisional Strategic Plan**

**2022-2023 CV-TEC DIVISIONAL GOALS**

- Strengthen Team CV-TEC by focusing our decision making on our established Core Beliefs; particularly, **“Students are our first priority.”**
- Strengthen Team CV-TEC by providing quality & effective instructional leadership and professional development for CV-TEC Education Professionals to continue to improve and enhance the rigor and relevance of instruction in all programs; including, but not limited to Data Driven Instruction, CTE, Core Academic, Problem Based Learning, and Work Readiness Curriculum.
- Strengthen Team CV-TEC by implementing, monitoring, and updating the CVES Strategic Plan and the CV-TEC Division Improvement Plan and corresponding target areas and activities included in each:
  - Promote the Social-Emotional well-being of our students & staff.
  - Provide the framework for alignment to and documentation of CTE Programs with NYS Blueprints and State/National industry standards and affiliations.
  - Market our programs to achieve enrollment targets.
  - Provide our students multiple pathways to success that allow seamless, efficient transitions to further education or to the workplace.
  - Meet Federal and State grant outcomes to lead adult students on a pathway out of poverty toward success in education, training, post-secondary and/or employment.
- Strengthen Team CV-TEC by emphasizing Divisional continuity among all buildings, sites, departments, programs and team members through ongoing professional development, collaboration and reorganization of Divisional procedures and protocols.



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### **2022-2023 Team CV-TEC Priority Areas of Focus**

- Operationalizing the CV-TEC Professional Behavior Expectations: Divisional, All Campuses, All Classrooms.
- Utilization of the Employability Skills Profile for instruction, assessment, and industry alignment.
- Establish CV-TEC Attendance Committee to review policy and provide recommendations to implement and improve student attendance.
- Alignment of all curricula to the NYS Standards and Blueprints.
- Embrace a culture of inclusivity, collaboration, and support.
- Train Team Members & Implement Required Exit Portfolio Standards
- Provide meaningful opportunities for Social Emotional Learning for students and Team CV-TEC Members.
- Implementation of CTE Approved Programs' interim and EOY performance assessments.
- Revitalize & reformat the Spring Open House Events (all campuses) for purposes of community & career awareness and recruitment of new students.
- Introduce Women in Trades Initiative.
- Improve TASC test pass rate.
- Increase the number of adults who transition from incarceration into education or training programs.
- Explore Diversity, Equity, and Inclusion (DEI) resources to develop an implementation plan.
- Re-Integration of Technology: expectations, protocols, etc.
- Oversee the LPN Program NYS Re-Accreditation.
- Improve Adult Education Support in Essex County.
- Pilot the "Career Tree" Career Pathways initiative.

### **Ongoing Areas of Focus:**

- Improve student outcomes and program effectiveness by refining instruction through quality and effective professional development opportunities and collaborative and reflective practices.
- Continue to evaluate and update program equipment/technology needs.
- Increase professional collaboration opportunities among team members, related educational professionals, and business & industry partners.
- Reinvigorate continuing education and job skills education training.
- Provide authentic recognition and acknowledgment of CV-TEC Team Members' and CV-TEC students' efforts, successes, and highly effective work.
- Update all print media and electronic media, including the CV-TEC section of the CVES Website
- Strengthen CV-TEC Divisional Continuity.



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Performance measures	2017-18	2018-19	2019-20	2020-21	2021-22	2023 target	2024 target
<b>Total CTE program high school daytime enrollment (Co-Ser 101, 115)</b>	588	600	619	633	714	730 (805)	818
<b>Total CTE program post-secondary daytime enrollment (Co-Ser 103)</b>	70	80	59	44	43	85 (41)	59
<b>Total high school equivalency (HSE-TASC) enrollment</b>	-	-	281	246	203	300	305
<b>Total post-secondary enrollment in job skills training or continuing education courses</b>	61	63	67 <sup>1</sup>	27	60	85	91
<b>% CTE high school (HS) daytime completion rate<sup>2</sup></b>	95	98	98	98	98	98	98
<b>% CTE HS daytime enrollment exiting with additional rigorous outcome:</b>							
- # earning dual enrollment credit (CCCR 2.0 weight)	-	-	45	57	TBD	65	135
- % eligible earning NYSED CTE Technical Endorsement (Advanced Regents Designation) (CCCR 2.0 weight)	51	63	68	67	50	75	71
- % earning National Work Readiness Credential or Precision Exam equivalent (CCCR 1.5 weight)	87	83	73	79	77	90	91
<b>% CTE program post-secondary completion rate:</b>	88	94	90	94	88	97	95
- % successfully completing a technical assessment at the state cut score	77	93	n/a <sup>3</sup>	DNT	100	90	95
- % earning National Work Readiness Credential or Precision Exam equivalent	88	100	86	100	86	100	100
<b>% CV-TEC @ OneWorkSource obtaining employment or enrolling in post-secondary</b>							
- % employed 6 months after exit from the program	-	-	32	31	33	TBD	TBD
- % employed 12 months after exit from the program	-	-	37	30	34	TBD	TBD
- % post-TASC	-	-	59	60	50	TBD	TBD

<sup>1</sup> 18 students did not complete due to COVID Closure; will restart in the Fall; <sup>2</sup> successfully completing a two-year NYSED Approved Program of Study, accelerated 1-year program (New Visions) or Pre-CTE Program; <sup>3</sup> Technical assessments were not administered due to COVID shutdown



Plattsburgh/Satellite Campus - P.O. Box 455, Plattsburgh, NY 12901  
Mineville Campus - P.O. Box B, Mineville, NY 12956  
OneWorkSource - 194 U.S. Oval, Plattsburgh, NY 12903  
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### New Program Offerings/Updates/Initiatives

#### **Redesign of Graphic Design & Communications and Digital Art & Design Launched in September 2022**

The Digital Production & Multimedia Communications Program boasts a diverse set of skills, focusing on aspects of design, photography, video production and computer development. Students will have the opportunity to learn design concepts, color theory, typography, photography, videography, advertising, animation, and website design. These techniques and skills will be showcased as students make photo ID badges, develop 12-month calendars design websites, and create the CV-TEC Yearbook. This Digital Production & Multimedia Communications program allows the students to gain real world experience in a structured environment while fostering creativity and utilizing 21st century skills.

#### **Redesign of the Early Childhood Education Program to an updated Education & Human Services Program Underway:**

A full curriculum review is currently underway to expand the scope of the current Early Childhood Education program to the new Education & Human Services Program. This update is to address the current teacher shortage and to provide an all-inclusive opportunity for North Country students who are interested in pursuing a career in general or special education PreK-12, related services, and human services.

The Education & Human Services Program is a two-year program designed for students interested in pursuing a career in the education or human services field. The program provides students an overview of the physical, cognitive, social, and emotional characteristics and development of children. Through a combination of academics and hands-on learning, students will be responsible for developing and implementing various age-appropriate lesson plans. Pre-school age lesson plans are implemented in our very own on-site pre-school. Students learn and demonstrate developmentally appropriate knowledge of children from birth through high school age students. These, as well as other hands-on experiences, such as internships, will expose students to real-life situations and experiences in early childhood education, K-12 general and special education classrooms, and other related human services fields. Worksite experiences are provided in: Pre-K Programs, Day Care Programs, Head Start Programs, and K-12 General Education & Special Education Classrooms. The updated program is scheduled to launch in the Fall of 2023.

### Carl D. Perkins V Grant & Academic Services Update

#### **Perkins:**

The Perkins Grant initiative funds Career and Technical Education (CTE) initiatives at CV-TEC. The amount for the 2022-2023 school year is **\$121,647.**

Based on the information gathered from the Comprehensive Local Needs Assessment (CLNA) conducted during the 2021-2022 school year, we've partnered with the Southern Regional Education Board (SREB) to provide the Teach to Lead (T2L) training and instructional coaching during the 2022-2023 school year. Several "newer" teachers participated in the summer T2L training which is supported with instructional coaching throughout the year. SREB will also provide training regarding Students with Disabilities (SWD) and Powerful Instructional Practices (PIP) for all staff throughout the school year.



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In addition to the SREB services, CV-TEC will be hiring Work Based Learning (WBL) facilitators to assist the WBL Coordinator with the numerous activities that are offered throughout the school year such as: internships, employability seminars, career fairs, etc.

#### **NYSED CTE Program Re-Approval Process:**

During the 2022-2023 school year, the following CTE programs are scheduled for the NYSED Re-Approval process: Allied Health; Construction Trades; Culinary Arts Management; Electrical Design, Installation & Alternative Energy; Power Sport Technology; and Security & Law Enforcement. We will be sunsetting the Power Sport Technology program this school year.

Self-Study meetings have been held for the other five (5) programs and those reports are attached for review. Components of this approval process include: self-study, curriculum review, post-secondary partnerships (articulation agreements), work-based learning opportunities, national technical assessments, and an external review. CTE programs completing this rigorous approval process provide high school students with integrated academic credit meeting graduation requirements, work-based learning opportunities, post-secondary articulated and/or dual-enrollment credit, and the opportunity to earn the CTE Endorsement Seal on their diploma. CV-TEC partners with business, industry, post-secondary, and secondary school districts for continuous improvement for the CTE programs.

During the 2023-2024 school year, the following CTE programs are scheduled for the NYSED Re-Approval process: Animal Science: Large Animal Production; Cosmetology; Environmental Conservation & Forestry; and Heavy Equipment/ Diesel Repair.

#### **NWRC:**

During the Spring 2022 semester, the NWRC administration was conducted with all CV-TEC juniors and those seniors that had been unsuccessful last year. The results of this administration include of the 398 students that completed the NWRC, 316 were successful in earning their credential, which is an 79% success rate. Of those: 243 out of 314 juniors were successful (77%); 70 out of 81 seniors were successful (86%); and 3 out of 3 post-secondary students were successful (100%). We are very pleased with our results!

In addition to earning the nationally recognized employment credential, high school students earning the NWRC credential qualify for the NYSED CDOS Pathway approved 4+1 assessment option.



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**OneWorkSource Campus Highlights, Grant Status & High School Equivalency and Job Skills Training Programs**

**Funding Status:**

- WIOA Corrections: \$1,015,000 over 5 years:  
     per location:  
     Clinton County Jail \$ 203,000  
     Essex County Jail \$ 203,000
- WIOA Literacy Zones: \$300,000  
     per location:  
     Plattsburgh OWS \$ 150,000  
     Elizabethtown OWS\* \$ 150,000  
     (\*New Literacy Zone)
- WIOA Adult Basic Education: \$397,825 over 5 years: \$ 79,565
- EPE (Employment Preparation Education): \$ 421,312
- Supplemental Nutrition Assistance Program (SNAP): \$ 400,000
- Career Pathways: \$ 100,000  
     *(Partnership grant renewed on partnership with FEH BOCES)*
- GED Testing: \$ 7,397
- Incarcerated Youth COSER \$ 13,000  
     Bouquet Valley- \$6,500 plus daily rate when students are attending  
     Beekmantown- \$6,500 plus daily rate when students are attending

**Total Grant/CoSer Funds:** \$1,727,27

**GED Program**

- CV-TEC at OneWorkSource is officially a designated Pearson Testing Center
- Successful transition of High School Equivalency exam from TASC to GED
  - Offering paper-based testing in the jails and computer-based testing at OWS
  - First computer-based test scheduled for 11/7 and 11/8

**Incarcerated Education Program**

- 56 students (54 adults, 2 youth)
- New case manager began on 9/26
- 34 students were transitioned back into the community
- 125 work, soft skills, and community-based certificates earned by students
- 4 students earned a High School Equivalency Diploma
- 3-year recidivism rate for CCJ and ECJ is 23%, NYS recidivism rate is 40%
- Interactive journaling, domestic violence prevention training, and parenting classes have been implemented.

**Adult Literacy Program**

- New Supervisor of Adult Programs & Services, Ms. Maria Huntington, began on 10/11/22
- New classroom teacher began on 6/22
- Currently in the process of filling the Account Clerk/Typist position
- New supervisor will be visiting class sites and scheduling meetings with community partner agencies
- Currently working towards ensuring the NYSED Educational Benchmarks for FY 22/23 are met
- Curriculum team continues to work on the breakdown of the TABE assessment





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### CV-TEC Standards & Conditions

- Subcommittees have been created to address the several areas of improvement:
  - Curriculum mapping
  - Technical assessment administration
  - Remote learning standards
  - Practical Nursing reaccreditation
- The curriculum mapping subcommittee is expanding its use of Atlas to several programs that are up for CTE re-approval with NYSED. These programs along with the rest of the subcommittee will pilot the use of this platform and develop procedures for other programs to replicate over the next several years.
- The technical assessment subcommittee worked with CTE teachers to make sure their assessments and rubrics aligned with the necessary requirements. All CTE programs successfully administered the performance-based technical assessments. After one more year of successful implementation, we will be able to roll this work into our annual procedures and remove it from the strategic plan.
- The remote learning subcommittee has worked with IT to improve access to devices and connectivity to the network and internet. They continue to work with our Shared Decision-Making committee to work on offering educational technology training and guidance for teachers. At our recent divisional strategic planning meeting, we decided to start focusing on more synchronous and asynchronous Microsoft Office training opportunities for teachers where they can earn micro-credentials. The subcommittee will also finalize minimum guidelines for the use of Teams in classrooms at CV-TEC, while continuing to introduce new features as they become available.
- Throughout last year and this year, the Practical Nursing reaccreditation subcommittee has been auditing their performance on the Board of Regents' seven standards for PN program accreditation and prioritizing areas of need based on the audit. They are now adjusting procedures and preparing for the site visit that could happen as early as the summer of 2023.

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**Work-Based Learning Update**

**CAREER EXPLORATION & WBL OPPORTUNITIES**

CV-TEC continues to provide a continuum of career Awareness, Career Exploration, and Career Development opportunities for our CTE students. Our students will now gain WBL hours for participating in the following activities: career fairs, career research and interest assessments, guest speakers, and industry-related credentials. Additional WBL opportunities: job shadowing, community service/volunteering, school-based enterprise, industry-based project, clinical experience (Cosmetology and Health Careers only), paid/unpaid CO-OP, and apprenticeship.



**NYSED WBL Manual**

**BLUE COLLAR CONNECTION**

**Northern Home and Lifestyle Association Blue Collar Connection Work based Learning program**



This opportunity allows our CV-TEC Construction Trades students to gain exposure in the various aspects of the construction trades industry by rotating through participating businesses in an unpaid CO-OP experience. Students get to apply the skills they've gained in the classroom, while having an opportunity to network and work with mentors in the following businesses:

- **Hulbert Supply, PM Leary Builders, PM Leary Plumbing, Cedar Knoll, Fuller Excavating, Lake Champlain Pools, Rene's Repair, Ace Electric, Fessette Drywall.**
- **Newly added companies: B&E Development-Honey Do Team, CALC Properties-Curtis Latremore**
- **This program is further developing to incorporate other industries and CTE programs this school year.**

**CV-TEC New Visions Applied Engineering (NVAE) WBL Program** continues to provide **54+ Hours of WBL** to include Guest Speakers, Employer Interviews, Industry Tours, Authentic STEM Project and Job Shadowing Opportunities.

**2022-2023 NVAE Business and Industry Partners:**

3Drpd, AQ, AEDA, AES Northeast, PLLC, Agri-Mark, Alstom, Barrett Industries/Upstone Materials  
 BETA Technologies, Camso, Earth Science Engineering, General Composite, Moldrite Plastics  
 Norsk Titanium, North Woods Engineering, Nova Bus/Prevost, NYS Dept. of Environmental Conservation  
 PlattCo-PLC, Pre-Tech Plastics, Salerno, Schluter Systems, Skyko International, Spencer ARL,  
 Vapor Stone



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Authentic STEM-CV-TEC continues to work with our business partners, the NCWDB, and the Universitüt Sigen to further develop Authentic STEM projects in our CTE programs. The second round of Authentic STEM will kick off in January 2023.



**Beta Technologies Partnership** Beta Technologies is an aerospace and electric aircraft manufacturer based out of Burlington, VT. We are partnering this year to provide a unique training opportunity for students enrolled in our Automotive Collision Repair program. Students will train alongside BETA’s Aerospace Paint Industry experts to work towards a professional certification as an Aerospace Coatings Applicator Specialist (ACAS). The initial pilot will be held onsite at our CV-TEC Plattsburgh Main Campus.

**WBL Calendar of Events:**

- **NORTH COUNTRY MANUFACTURING DAY, CCC & IAM** **Wednesday, November 16<sup>th</sup>, 9 AM-2PM**  
 Currently 12 school districts, and 600 students in 9<sup>th</sup>-12<sup>th</sup> grade will participate in this year’s event. Students will network with over 20 local manufacturers and participate in interactive activities; giving them a real-life look at what it takes to work in this growing industry.
- **Coryer Staffing-RAMP Presentation-November 17<sup>th</sup>** This presentation will provide our juniors and seniors with an overview of the program and the application process. Highlighting the viable options available to them after graduation.





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#### Employability Seminar Series:

We kicked off this year with an Employability Skills Workshop for all CTE students. The training focused on defining employability skills, and how we will provide structured workshops and challenges that target these essential skills.

- **Sexual Harassment Prevention Seminar, November 2022**  
CV-TEC will collaborate with the ETS, Ready4Real team to provide a 1-hour, interactive Sexual Harassment Prevention Seminar to all CTE seniors. The presentation will define sexual harassment, discuss ways to prevent it, and promote positive workplace relationships and communication. All participants will receive a certificate upon successful completion of the exam.
- **Financial Literacy Seminar, March 3, Mineville Campus; March 9, CVES Conference Room**  
This year, our seniors from all campuses will once again participate in the Mad City Money Financial Literacy simulation, and we will partner with UFirst and TrailNorth Federal Credit Unions. This experience allows our students to gain budgeting experience, while also learning about the importance of savings and checking accounts, and the importance of a great credit score.
- **Job Seeking Seminar March-April 2023** This seminar will include workshops that focus on tailoring the resume for the job, elevator pitch, networking, and the job interview.
- **Regional Career Fair April 2023**  
In collaboration with the Adirondack Region Career Pathways Committee, and our area school districts, we will host a multi-county wide event that will include over 20 school districts, and students between 9<sup>th</sup> and 12<sup>th</sup> grade. We will be able to combine resources to provide a career exploration experience that targets the 16 career clusters. This event will also highlight job opportunities for students pursuing employment or internships.
- **CV-TEC Signing Day May 5, 2023**  
We will celebrate this event on SkillsUSA National Signing Day. Our students will be recognized for their acceptance into their chosen pathways, including the workplace, military, and post-secondary institutions.
- **CV-TEC Partnership Appreciation Event June 16, 2023@8:30 AM**  
This event will allow us to recognize over 300 of our business partners for their continued support of CTE, our programs, and most of all our students.



Champlain Valley

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**Health Careers Update**

**LPN:**

- Testing period of Jan. 1st thru Sept 30th 2022:
  - CV-TEC: **90%** first time pass rate for the class that graduated in June 2022.
    - National Pass Rate: 80.63%
    - NYS Pass Rate: 75.52%
    - CV-TEC Pass Rate : **90%**
- 14 students currently seated (19 accepted, 16 enrolled) \*Trends show lower number of nursing applicants with less qualified candidates
- Meadowbrook Healthcare sponsoring 4 of their employees (full tuition and salary)
- Stable faculty (classroom and clinical)
- Clinical site adjustments due to COVID (decrease in ratio of faculty: student, weekly testing, all students/faculty must be fully vaccinated)
- Preparation ongoing for Self-Study and Site visit in 2023 by State for Re-Accreditation of the program by The NYS Board of Regents.

**Adult CNA:**

- Have experienced a decrease in enrollment (funding, trends)
- Spring 2023 open for enrollment

**Adult Phlebotomy:**

- Have experienced a decrease in enrollment (funding, trends)
- Spring 2023 Class open for enrollment.

**Allied Health:**

- Total Enrollment: Approx. 95 students at 2 campuses
  - Live clinical started Oct. 19<sup>th</sup> with students fully vaccinated
  - Testing required at some sites (rapid testing at the door)
  - Fit testing for N-95 masks required at CVPH for all students/faculty
  - Still have a decrease in faculty to student ratios required by sites
  - Generally, sites are open to students as there is such a need to recruit employees

**New Visions Medical Careers:**

- 31 total students enrolled on 2 campuses.
- Returned to clinical sites with fully vaccinated students

**CPR/First Aid:** Training per industry need continues



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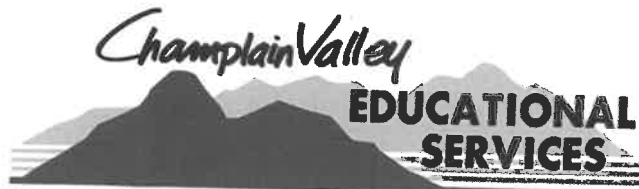
### Student Services Department Update

#### **Student Services 2022-2023 Goals**

- Assist in Retention and Transition of Students by Providing Access to Mental Health Counseling Services
- Incorporate Trauma Informed Counseling Practices
- Assist in Transitioning of Students by Providing Access to College and Financial Assistance
- Work with Home School Guidance Departments to Assist Students in Meeting Graduation Requirements.
- Work with Home School CSE Departments to Assist CV-TEC Teachers in Implementing IEPs and 504s
- Assist in Recruitment Efforts by Scheduling/Delivering Individual and Group Visitations/Presentations for Youth and Adults
- Assist Veterans with GI Bill funding and maintain compliance with the US Dept of Veterans Affairs

#### **Enrollment & Recruitment Efforts**

- Record enrollment of 846 on all three CTE campuses; record enrollment on the CV-TEC Mineville Campus at 160 students.
- Enrollment finalization is in process. We continue to work with districts to ensure all required student data has been received.
- Continue to provide career exploration of other programs for current students looking to adjust their training program.
- Assisted to secure Veterans Administration (VA) funding for several post-secondary students
- Participated in several student assemblies.
- We have received IEPs/504s from all component districts schools. All IEPs/504s have all been reviewed and SchoolTool updated with notes for our teachers. Roster audits with component schools are in progress to ensure we have all needed documents for students receiving services
- Briefed all teachers on changes to accessing their documents during first faculty meeting. We are working with new teachers in understanding the requirements and implementation of IEPs and 504s.
- Recruitment activities are scheduled during Regents week in January for eighth grade tours
- SUNY Plattsburgh Teacher Education Students have visited and toured the CV-TEC Main Campus
- Will begin scheduling tenth grade tours soon
- District progress meeting have been scheduled with component school counselors
- Hosted Instant Admissions Day with Hudson Valley Community College: 14 students accepted
- Participated in Crown Point College Fair: Allied Health and Natural Resources Management participated. Attended by Crown Point, Bouquet, and Moriah students.
- Will be hosting North Country Community College for an instant admission day at the end of October.



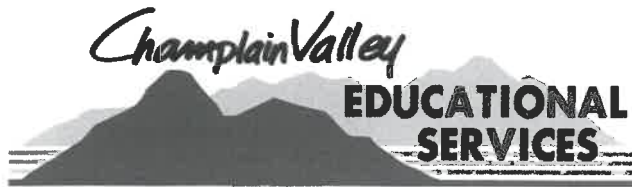
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## SPECIAL EDUCATION DIVISION

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To: Dr. Mark Davey, District Superintendent  
From: Matt Slattery, Director of Special Education  
Date: November 2022  
Re: Board of Cooperative Educational Services Report



### Community Helper Day at WAF a Huge Success

Community Helper Day returned to our Plattsburgh Campus on Friday, September 30, after a two-year hiatus due to the pandemic. Students rotated through stations featuring agencies representing the greater community in which we live, this included the NYS Police, Clinton County Sheriff's Department, Morrisonville Fire Department, Morrisonville EMS, NYS Police K-9 Unit, NYS Environmental Conservation K-9 Unit, VT National Guard, and the NYS Department of Corrections.

Students were able to learn about the purpose and function of each of these essential agencies within our community. The learning was hands-on as students and even staff were able to climb in vehicles, explore the equipment and gear used, and meet/see demonstrations of the highly trained dogs of the K-9 Units. Students also experienced navigating a tricycle course while wearing goggles that impair your vision. Our agency visitors were treated to a lunch in our HS ITSP classroom that was catered by our CV-TEC's Culinary Program.

Ultimately, this was a fun day about learning and building positive relationships with these essential community agencies. Many thanks for all those involved and for Deputy Tracy Hilliker for organizing this even for our school!







**New Student Furniture In Place**

We are excited to announce that all classrooms at the Rise Center on both campuses have been outfitted with new student chairs, desks, classroom tables and flexible seating options after a year of surveys, needs assessments, and committee meetings. All standard student chairs are designed with the idea that sometimes kids need to move and sometimes they don't, the Choose to Move chairs offer the ultimate choice in active, flexible seating with a unique mode selector allowing you to choose between flex or fixed mode. Our new student desks and classroom tables offer unique shaped collaborative tops allowing for single-student use or grouping of multiple desks in various arrangements and come in regular height or standing height options. All desks and tabletops are also dry erase compatible for creative learning opportunities! We are over the moon about the new possibilities for learning!



**Positive School Recognition Off to an Amazing Start**

The Rise Center for Success on our Plattsburgh Campus has implemented a new student incentive program to support our P2BIS initiative (Positive Behavioral Interventions and Supports (PBIS) and Positivity Project (P2)).

Students are acknowledged for following the 4 B's with our brand-new RISE PRIDE Bracelets:

- Safety
- Respect
- Responsible
- Cooperative

Students are excited to show off their bracelets!

Students who receive the most RISE PRIDE bracelets for each classroom earn their way to the Student of the Month Luncheon!

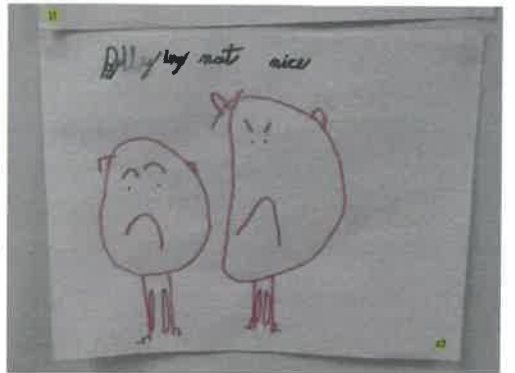


Students also receive monthly rewards as part of the Positivity Project and participate in our Monthly P2 Hallway Celebration.



**The 2022 Be a Buddy NOT A BULLY Poster Celebration**

The Rise Center for Success celebrated STOP BULLYING month by wearing BLUE and participating in a 'Be a Buddy NOT A BULLY' Poster contest. This year we have over 50 entries and winners were selected on 10-27. We are proud to have so many very talented and caring students and staff at the Rise Center for Success! The Top 5 will be showcased and the creators will receive a certificate and prize. Voting is easy and is open to all staff and students.

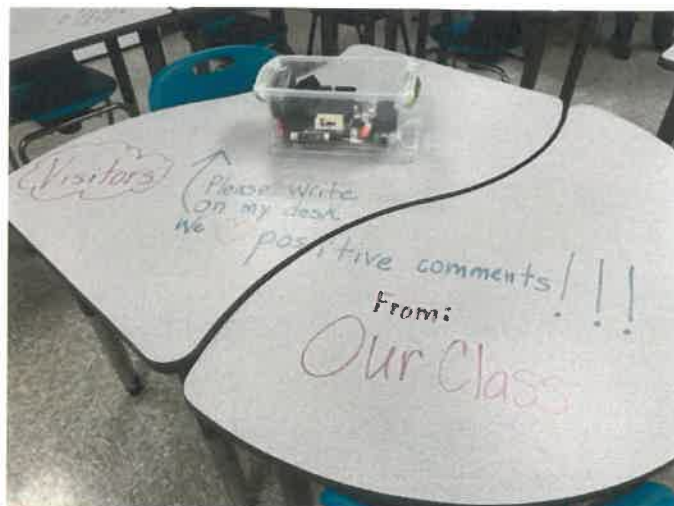


### Open House and a Spaghetti Dinner a Great Success

On Thursday, October 20, 2022, The Rise Center for Success, hosted our annual Family Open House from 5:00pm-7:00pm. We had several families take part in this event, spending time in their child's classroom, talking with their student's team and observing all the amazing things that they're doing throughout their school day. Both families and staff also enjoyed a delicious spaghetti dinner hosted by our cafeteria staff and served by some of our students who are currently in our Duken program.



*Ms. Restrepo and Jesse Maloney serving the spaghetti dinner to families.*



*Friends, families and classmates were able to leave friendly words of encouragement for the students in Mrs. Denton-Lawrence's classroom.*

### Mentoring New Staff at Forefront of Our Work

Mentoring new staff is essential. The goals of the mentor program are to provide guidance and support, develop and improve instructional skills, help the mentee learn the organization's culture, increase retention, and create a professional learning community. This year, the mentor/mentee program has been revitalized in the special education division to ensure we support the needs of our new professional staff members. We have 25 new staff members who qualify for mentoring. Early matching and training is essential to build relationships and welcome them into the school community. Mentors and mentees were matched and notified on the first day of school with a training date within the first two weeks of September. Six small groups met for a half day of training that included individual mentoring time. Clear guidelines, timeframes, reporting, and evaluations were set, and regular follow-ups are scheduled. Staff feedback has been positive. On an evaluation survey of the mentor program implementation, staff reported:

- *"It was great to know at the beginning of opening day so that I could connect with my mentee"*
- *"I enjoyed meeting with my mentees after the training to answer any questions they might of had about the training and planned moving forward."*
- *I enjoyed the time spent setting up a plan with my mentor."*
- *"I commend the district for implementing mentoring training days. I feel this offers new employees a smoother transition into the program and provides opportunities for support."*



**ITSP Middle School's First Adventure Based Counseling (ABC) Excursion**

Students in our new ITSP Middle School program recently hiked Blueberry Hill in Elizabethtown, NY, as part of their ABC work facilitated by BHSN. Students had an excellent experience identifying items found in the great outdoors as well as a feeling of accomplishment by reaching the summit!



**Students Attending Our Duken Post-Graduate Program Conduct a Group Session in the Leaves**



**Divisional Staff Support Breast Cancer Awareness Month Through Wearing Pink (Oct. 13)**



**Divisional Stand Against Bullying Participating in Unity Day (Oct. 19)**



**Divisional Staff and Students Participate in Bullying Prevention Month (Oct. 4)**



**Autism Program Running On All Cylinders**

The first round of CALM refreshers had been completed and was successful. Additional refresher and initial training are being scheduled. We have 2 new staff that have started. They were able to complete the onboarding procedure as planned and are now working in the classrooms. Our 2 newest teachers are meeting regularly with the consultant from NECC to provide additional support. We continue to hold regularly scheduled MBOs throughout the week as well as during the half days. Participating has been great which has allowed all classroom staff and related service providers to hear and share information to keep programming consistent for students.





CEWW BOCES  
SPECIAL AID FUND PROGRAMS REVIEW  
STATUS EVALUATION  
2022/2023

Cosser	924-2023	927-2022	930-2022	947-2023	949-2023	950-2023	951-2022	952-2023	954-2023
Program Description	Regional Food Bank of NENY Backpack Program	Core Rehabilitation Services	Pre-ETS	SLS Operating Aid	SLS Categorical Aid for Automation	EPE	HSE Test Administration	WIOA, Title II, Adult Basic Ed	Perkins IV/CTEIA-Basic Grant
Approved Budget	\$ 3,651	\$ 881,690	\$ 300,000	\$ 98,052	\$ 9,805	\$ 486,486	\$ 11,250	\$ 79,565	\$ 121,647
Revenue Available/Earned	\$ -	\$ 306,641	\$ 55,961	\$ 98,052	\$ 9,805	\$ 36,523	\$ -	\$ 79,565	\$ 121,647
Revenue - Prior Year Rollover	\$ 3,651	\$ 131,690	\$ 3,498	\$ -	\$ -	\$ -	\$ 3,854	\$ -	\$ -
Expenditures & Encumbrances to date	\$ (520)	\$ (693,796)	\$ (102,012)	\$ (97,686)	\$ (8,822)	\$ (190,307)	\$ (6,747)	\$ (40,308)	\$ (84,098)
Unexpended Balance	\$ 3,131	\$ 255,465	\$ 42,553	\$ 353	\$ 983	\$ 153,784	\$ 4,893	\$ 39,257	\$ 37,549
Percentage Utilized	14%	79%	34%	99.6%	90%	39%	78%	51%	69%
Project Term	7/1/2022 6/30/2023	1/1/2022 12/31/2022	1/1/2022 12/31/2022	7/1/2022 6/30/2023	7/1/2022 6/30/2023	7/1/2022 6/30/2023	1/1/2022 12/31/2022	7/1/2022 6/30/2023	7/1/2022 6/30/2023
Finance Approval Obtained:	1/1/2019	1/1/2019	1/1/2020	7/25/2022	8/29/2022	10/4/2022	1/1/2019	Pending	Pending
Coordinator:	Slattery	Robinson	Robinson	Ford-Crogan	Ford-Crogan	Friedman	Friedman	Friedman	Latoumain
Director:	Slattery	Slattery	Slattery	Campbell	Campbell	Friedman	Friedman	Friedman	Friedman
*****									
Cosser	956-2023	959-2022	963-2023	986-2022	994-2023	995-2023	998-2023	997-2023	
Program Description	SLS Supplemental Operating Aid	SNAP Employment & Training, Venture IV	North Country Region Career Pathways III	CC-HD Testing Coordination	WIOA, Title II, Incarcerated Essex	WIOA, Title II, Incarcerated Clinton	NYS Basic Literacy-Essex	NYS Basic Literacy-Clinton	
Approved Budget	\$ 47,809	\$ 400,000	\$ 100,000	\$ 784,000	\$ 203,000	\$ 203,000	\$ 150,000	\$ 150,000	
Revenue Available/Earned	\$ 47,809	\$ -	\$ -	\$ 784,000	\$ 203,000	\$ 203,000	\$ 150,000	\$ 150,000	
Revenue - Prior Year Rollover	\$ -	\$ 7,939	\$ 51,267	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenditures & Encumbrances to date	\$ (47,320)	\$ (73,022)	\$ (72,218)	\$ (503,704)	\$ (197,302)	\$ (197,527)	\$ (129,518)	\$ (111,787)	
Unexpended Balance	\$ 489	\$ 65,083	\$ 20,951	\$ 280,296	\$ 5,698	\$ 5,473	\$ 20,482	\$ 38,213	
Percentage Utilized	99%	18%	72%	64%	97%	97%	86%	75%	
Project Term	7/1/2022 6/30/2023	12/1/2021 11/30/2022	4/1/2022 3/31/2023	8/1/2021 7/31/2023	7/1/2022 6/30/2023	7/1/2022 6/30/2023	7/1/2022 6/30/2023	7/1/2022 6/30/2023	
Finance Approval Obtained:	7/25/2022	12/21/2021	3/1/2022	9/13/2021	Pending	Pending	Pending	Pending	
Coordinator:	Ford-Crogan	Friedman	Friedman	Lozier	Friedman	Friedman	Friedman	Friedman	
Director:	Campbell	Friedman	Friedman	Bell	Friedman	Friedman	Friedman	Friedman	

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