

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
CVES CONFERENCE CENTER IN PLATTSBURGH, NY ON DECEMBER 14, 2022
PROPOSED EXECUTIVE SESSION AT 7:30 P.M. – MONTHLY MEETING TO FOLLOW**

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| 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 |
| Action | 5. AUDIT COMMITTEE HIGHLIGHTS/UPDATE – Mr. Eric Bell |
| | a. Corrective Action Plan & Audit Response (Enc. 1) |
| No Action | 6. BUDGET COMMITTEE UPDATE -- Dr. Mark C. Davey & Mr. Eric Bell |
| No Action | 7. DISTRICT SUPERINTENDENT’S UPDATE |
| Action | 8. MINUTES OF PREVIOUS MEETING |
| | a. November 9, 2022 Regular Board Minutes (Enc. 2) |
| | 9. CONSENT AGENDA FINANCIAL |
| Action | a. Certification of Warrant (Enc. 3) |
| Action | b. Treasurer’s Report (Enc. 4) |
| Action | c. Donations (Enc. 5) |
| Action | d. Budget Increases (Enc. 6) |
| Action | e. Contractor/Consultant Agreement (Enc. 7) |
| Action | f. Preventative Maintenance Contract (Enc. 8) |
| Action | g. Agreements for Service (Enc. 9) |
| Action | h. Memorandum of Agreement (Enc. 10) |
| Action | i. Internal Auditor Appointment/Engagement Letter (Enc. 11) |
| Action | j. Internal Audit Services (Enc. 12) |
| | 10. OLD BUSINESS - Committees |
| No Action | a. None this month |
| | 11. CONSENT AGENDA PERSONNEL |
| Action | a. Amendments (Enc. 13) |
| Action | b. Resignations for the Purpose of Retirement (Enc. 14) |
| Action | c. Resignations (Enc. 15) |

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| Action | d. | Leave(s) of Absence (Enc. 16) |
| Action | e. | Four-Year Probationary Appointments (Enc. 17) |
| Action | f. | Civil Service Probationary Appointments (Enc. 18) |
| Action | g. | Civil Service Provisional Appointment (Enc. 19) |
| Action | h. | Permanent Appointments (Enc. 20) |
| Action | i. | Part-Time Appointment (Enc. 21) |
| Action | j. | Temporary Appointments (Enc. 22) |
| Action | k. | Temporary Grant Appointment (Enc. 23) |
| Action | l. | Additional Work (Enc. 24) |
| Action | m. | Facilitators (Enc. 25) |
| Action | n. | Substitutes (Enc. 26) |

12. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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| Action | a. | Memorandum of Agreement CEWW BOCES & CVES CSEA Unit (Enc. 27) |
| No Action | b. | Revised Policy – 1 st Reading (Enc. 28) |

No Action 13. OTHER

No Action 14. NEXT BOARD MEETING

Wednesday, January 11, 2023, at the Yandon-Dillon Center in Mineville, – Proposed Executive Session at 6:00 p.m. – monthly meeting to follow.

No Action 15. REPORTS FROM DIRECTORS (Enc. 29)

Action 16. ADJOURNMENT

CHAMPLAIN VALLEY EDUCATIONAL SERVICES

VISION

WE ASPIRE TO BE A NATIONALLY RECOGNIZED, PREMIER PROVIDER OF DYNAMIC AND INNOVATIVE PROGRAMS AND SERVICES, SERVING AS A CATALYST FOR PERSONAL AND REGIONAL ECONOMIC GROWTH

MISSION

THE CHAMPLAIN VALLEY EDUCATIONAL SERVICES EMPOWERS STUDENTS, SCHOOLS AND COMMUNITIES BY PROVIDING EXEMPLARY EDUCATION, TRAINING, SUPPORT AND SHARED SERVICES

IMPORTANT DATES

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 Corrective Action Plan for the 2021-22 Annual Independent Audit Management Letter Comments. (Attached)

ENC. 2

Recommend that the Board approve the Draft Minutes from the November 9, 2022 Regular Board meeting. (attached)

ENC. 3

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

ENC. 4

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

ENC. 5

Recommend the Board approve the following Donations:

1. Donation of a Walmart gift card from Meaghan McKenna, valued at \$50. This donation will be used to purchase snow sleds for students at the Rise Center for Success.
2. Donation of a stove and washing machine from Frank Mercier, with an estimated value of \$1,000. This donation will benefit the Pre-CTE Food Service Program.

ENC. 6

Recommend that the Board approve the following Budget Increases:

1. School Curriculum Improvement Service budget from \$819,697 to \$956,560, for the 2022-2023 school year, to accommodate for additional district requests. (Co-Ser 506 - S3)
2. Inter-Scholastic Sports Coordination budget from \$425,673 to \$877,400, for the 2022-2023 school year, to accommodate for the costs of payments to officials. (Co-Ser 554 - S3)
3. Instructional Technology Service budget from \$1,090,152 to \$1,424,620, for the 2022-2023 school year, to accommodate for additional district participation. (AuSable, Moriah, Northern Adirondack) (Co-Ser 564 – S3)
4. School Public Relations budget from \$162,766 to \$185,090, for the 2022-2023 school year, to accommodate for the cost restructuring of the service. (Co-Ser 610 – S3)
5. Emergency Communications System budget from \$74,698 to \$77,915, for the 2022-2023 school year to accommodate for additional district participation. (Brushton-Moira) (Co-Ser 640 – S3)

ENC. 6 CONTINUED

6. Substitute Coordination budget from \$17,849 to \$32,622, for the 2022-2023 school year to accommodate for additional district participation. (AuSable) (Co-Ser 654 – S3)

7. Career and Technical Education – Job Target/Pre-CTE Program budget from \$731,209 to \$835,941 due to increased participation in Job Target/Pre-CTE classes for the 2022-2023 school year. (CoSer 115/116 – CV-TEC)

ENC. 7

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

1. Clinton-Essex-Warren-Washington BOCES and Jen Hesseltine Education Consulting for the purpose of obtaining a “New Teacher Workshop Series” for BOCES and participating Districts. The workshops will take place at the CVES Conference Center in Plattsburgh on the dates of February 8, 2023 and March 14, 2023. The total amount for services is \$5,000. (S3) (attached)

ENC. 8

Recommend that the Board approve the following Preventative Maintenance Contract:

1. Contract between Clinton-Essex-Warren-Washington BOCES and Otis Elevator Company for the purpose of obtaining a preventive maintenance service plan for the Otis Elevator located at the Plattsburgh Satellite Campus. The contract duration shall be for a period of five years beginning January 3, 2023 and ending January 2, 2028 and may renew for successive five-year terms upon notice to Otis Elevator of BOCES intent to proceed. Commencing with the initial contract term of January 3, 2023 through January 2, 2024 the annual maintenance fee shall be \$2,712, with fees adjusting annually or in response to labor rate increases and/or substantial changes in service-related expenses. (Management Services) (attached)

ENC. 9

Recommend that the Board approve the following Agreements for Service:

1. Clinton-Essex-Warren-Washington BOCES and Leadership for Educational Achievement Foundation, Inc. (LEAF) under which LEAF will provide leadership coaching services for specified district positions at Peru Central School District during the 2022-23 school year. The total amount for all services will be \$5,500. (S3) (attached)

2. Clinton-Essex-Warren-Washington BOCES and Leadership for Educational Achievement Foundation, Inc. (LEAF) under which LEAF will provide leadership coaching services for specified district positions at Boquet Valley Central School District during the 2022-23 school year. The total amount for all services will be \$6,600. (S3) (attached)

3. Clinton-Essex-Warren-Washington BOCES and Leadership for Educational Achievement Foundation, Inc. (LEAF) under which LEAF will provide leadership coaching services for specified district positions at Chazy Central School District during the 2022-23 school year. The total amount for all services will be \$6,600. (S3) (attached)

ENC. 1
CLINTON-ESSEX –WARREN –WASHINGTON BOCES
CORRECTIVE ACTION PLAN ASSOCIATED WITH THE
2021-2022 ANNUAL INDEPENDENT AUDIT
MANAGEMENT LETTER COMMENTS

The following illustrates management's corrective action plan for the recommendations rendered in our Management Letter from the 2021-2022 annual independent audit.

Prior-Year [2020-2021 Fiscal Year] Findings

1. Personnel Files

Prior Condition: During the testing of employees, we noted that the personnel files were inconsistent in the documents retained.

Status: This condition has been corrected for the year ended June 30, 2022.

2. Bidding

Prior Condition: During our review of expenditures by vendor in the school lunch program we noted that the BOCES did not purchase from vendors in accordance with their purchasing policy.

Status: This condition has been corrected for the year ended June 30, 2022.

3. Timecards/Payroll

Prior Condition: While testing payroll we noted that certain employees are still using paper timecards while others have transitioned to the electronic timecard system. We further noted that there is no person cross-trained in the payroll function.

Status: This condition has improved for the year ended June 30, 2022. The BOCES has cross-trained an employee and one additional division has been transitioned to the electronic timecard system. Two more divisions are remaining to be transitioned at the end of the next fiscal year.

Recommendation: We recommend that BOCES continue to move all employees to the electronic time card system.

Response: The conversion to the remaining employee groups to an electronic timecard system is in still in progress and is expected to be completed by June 30, 2023. The conversion is a detailed process requiring intensive set-up time by Management Services and IT staff. This will be phased in over the remaining months of this fiscal year for those divisions not yet utilizing this option.

Anticipated completion date: June 30, 2023

Contact Person: Assistant Superintendent of Management Services

Current-Year [2021-2022 Fiscal Year] Findings

4. Purchasing

Condition: During our expenditure testing we noted 3 out of 40 instances where the purchase order was dated subsequent to the invoice date.

Recommendation: We recommend that BOCES ensure all purchasing complies with its purchasing policy and that no purchases are made without prior authorization.

Response: With the volume of purchases in a BOCES and the numerous staff/employees involved in initiating purchases, there will always be a small level of purchases that may occur prior to a purchase order (PO) being issued, especially in emergency situations. However, this finding duly indicates the growing number of purchases being made in the recent year without an authorized PO in place. Procedures have been in place to address these instances of non-compliance on a continuous basis. These occurrences are often caught by the Purchasing Department and/or Claims Auditor and then addressed by the Purchasing Agent through verbal and written communication to the supervisor and employee. These notices are tracked and if repeat incidents happen with the same employee, additional steps are taken and administration may become involved to eliminate future issues. With an increase in the number of new employees at the BOCES, on-boarding training related to key financial areas is essential to limit these situations. As part of the BOCES' strategic plan, Management Services intends to develop and deploy training videos on these areas to assist staff understand their responsibilities in being aware and compliant with fiscal policies and procedures.

Anticipated completion date: Procedures are already in place. The creation of training videos will be started by June 30, 2023 and completed by June 30, 2024 for all critical fiscal functions.

Contact Person: Assistant Superintendent of Management Services

5. Extraclassroom Activity Funds

Condition: From our review of expenditures in the extraclassroom activity funds, we noted on instance where sales tax was not paid on a purchase.

Recommendation: We recommend that BOCES ensure all activity in the extraclassroom activity fund complies with NYS Pamphlet #2.

Response: Procedures are already in place to ensure compliance with NYS Pamphlet #2, however, this occurrence was an oversight in processing. Steps have been taken to reinforce the importance of compliance with NYS Pamphlet #2 and ensure items such as sales tax are carefully scrutinized.

Anticipated completion date: Completed September 15, 2022.

Contact Person: Assistant Superintendent of Management Services

ENC. 2

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

DRAFT

DATE: November 9, 2022
KIND OF MEETING: Regular Board Meeting
PLACE: Yandon-Dillon Center – Mineville, NY

Board Members Present:

Leisa Boise
Kathy Comins-Hunter
Richard Harriman, Sr.
Thomas McCabe
Bruce Murdock
Emily Phillips
Lori Saunders *arrived at 6:20pm*
Florence Sears
Michael St. Pierre
Donna Wotton

Board Members Absent:

Patricia Gero
Donna LaRocque
William Malott
Ed Marin

Executive Officer:

Dr. Mark C. Davey

Board Clerk:

Meaghan Rabideau

Others Present:

Amy Campbell
Michele Friedman
Matthew Slattery
Eric Bell
James Bouffard
Eric Robert
Paul Lamoy

MEETING
TO ORDER

Board President St. Pierre called the meeting to order at 6:00 p.m.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:02 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; and #9 - A matter related to a specific student of the district. All Board Members present voted yes—motion carried.

In Executive Session, Dr. Davey and the Board first reviewed confidential staff matters including hiring recommendations, personnel matters, and anticipated retirements. Next, Dr. Davey shared various labor relations matters including a Stage II Grievance response by the District Superintendent regarding a matter involving the CVES United Professionals Association. A discussion occurred regarding an anticipated Memorandum of Agreement (MOA) with CVES' Teacher Aides and CSEA to address increases in the upcoming rise in the minimum wage which will occur on December 31, 2022. Additional labor management topics discussed with the Board included needed staffing and responsibility updates which may require an MOA. Third, an update was provided on implementing the State's Health Care Workers Bonus program and which CVES staff have been determined to meet the recommended guidelines for NYS schools. Lastly, the Board was updated on several confidential student disciplinary matters that involved local law enforcement. Mrs. Boise moved, seconded by Mr. Murdock, that the Board come out of Executive Session at 6:44 p.m. All Board Members present voted yes—motion carried.

Note: Lori Saunders, Board member, arrived at the meeting at 6:20 p.m.

**CAPITAL PROJECT
UPDATE**

Dr. Davey introduced the Capital Project's team of presenters, including CVES' Eric Bell, James Bouffard of Tetra Tech Architects & Engineers, Eric Robert, and Paul Lamoy of SchoolHouse Construction LLC. First, Mr. Bell commended the team for their work and partnership and highlighted CVES' upcoming Phase 2 Capital Project cornerstones, overall scope, and major tenants. Next, Mr. Bouffard reviewed the crucial infrastructure for all campuses starting with Mineville, which includes HVAC improvements to the administrative suite and classrooms and a whole building generator. At the Plattsburgh Campus, HVAC improvements are recommended in the Rise Center for Success wing, whole building generator(s), and remaining windows and exterior doors which were not yet replaced. Lastly, improvements planned for the CVES Conference Center infrastructure will include reconstructing the south building's north wall. Mr. Robert then presented the project's budget with considerations for current bid market factors (material shortages, pandemic, labor shortages, etc.). Mr. Robert explained to the Board that bid alternates might impact the level of quality or scope of the planned work specified in the base bid. For this project, alternates include exterior windows and doors at Plattsburgh Campus for CV-TEC and the Rise Center. Lastly, Mr. Lamoy reviewed the project's anticipated timeline. This timeline contains our planned Phase Two final recommended adjustments in design, SED review and approval, the projected bid process and primary construction period (April 2024 – October 2024), and the planned project closeout period in December 2024.

**BUDGET
COMMITTEE
UPDATE**

An update was provided to the Board based on the November 1, 2022, Budget Committee meeting. Mr. Bell thanked Committee members for attending and shared that discussions were held on the 2023-24 budget development and he reviewed expected budgetary challenges. Next Mr. Bell shared highlights on CVES recruitment and hiring efforts to fill vacancies, especially where there are increases in student needs. He reviewed current enrollment data for CV-TEC and the Rise Center for Success. Additionally, CVES is exploring additional offsite classrooms in component districts for potential program expansion based on district needs. Upcoming budget factors that influenced the development of the 2023-24 CVES budget include a slight decrease in TRS rates and an expected increase in ERS rates for the next school year. The Committee discussed the funding of the Phase 2 Capital annual appropriations for the work. Lastly, the Board was provided an opportunity for questions. The next Budget Committee meeting will be held on December 6, 2022, at 7:00 p.m., at the CVES Conference Center.

**STRATEGIC PLAN
PRESENTATION**

Dr. Davey introduced CVES' 2022-25 Strategic Plan for Continuous Improvement Presentation; it is the 9th annual update that the Board has received. First, he provided an overview of CVES' Strategic Plan's guiding principles, performance measures, and steps undertaken to determine the significant priorities for the year. Dr. Davey thanked the Board for their continuing strong leadership and commitment in supporting the charge and he noted the District Planning Team's (DPT) excellent work with our new Strategic Plan facilitator Dr. Stephen Danna. Next, Dr. Davey reviewed the 2022-25 priorities developed in the updated CVES

Strategic Plan. The 2022-23 high priorities and strategies include actively recruiting, supporting, developing, and retaining high-quality employees, CVES' Rebranding Initiative including, finalizing our branding and marketing strategies, and infusing the rationale of the staff's "Why" they work at CVES BOCES. Additional priorities include supporting our school community's expansive social, emotional, and mental health needs and building and embracing a culture of equity, inclusion, and acceptance. Dr. Davey then reviewed the updated performance trends and 2025 targets. Next, each Divisional Director - Mrs. Michele Friedman, Director of Career and Mr. Matthew Slattery, Director of Special Education, and Assistant Superintendent - Mrs. Amy Campbell, Assistant Superintendent for Educational Services, and Mr. Eric Bell, Assistant Superintendent of Management Services reviewed their Divisional updates, action priorities, and their respective Divisional improvement plans. The areas of focus noted were as follows: CV-TEC will be piloting a process of curriculum mapping for Next Generation Standards in CTE programs; Management Services will focus on internal procedures to support staffs' current and future needs. The RISE Center for Success will focus on data tracking of the number of special education students transitioning to LRE (Least Restrictive Environment) which prepares students for independence. School Support Services plans for a focus on growth and sustainability of services to districts. The Board was given the opportunity to ask questions, and then the 2022-2025 District Strategic Plan was recommended for re-adoption.

DS UPDATE

The District Superintendent update began with Dr. Davey providing CVES highlights including the conclusion of the first quarter and congratulations on the recent successful Open House events and campus celebrations. Second, Dr. Davey reviewed current NYSED & District Superintendent (DS) updates from the October BOCES DS monthly meeting held at NYSED. These Board of Regents (BOR) updates included support of CTE participation and equity of access for all students, supporting full foundation aid funding, a Graduation Measures update and 2023-24 BOR Priorities. Third, Dr. Davey shared information from a recent Rural Schools Association (RSA) BOD meeting and that the upcoming RSA Winter Conference - titled "The Gathering," will be held on December 1-2, 2022. Fourth, he reminded the Board of the new 2023-24 CVES Programs and Services Guide which was shared electronically and provided to component districts also. Next, Dr. Davey asked Board members who attended the 2022 NYSSBA Annual Convention to provide feedback from the workshops. Board President Michael St. Pierre, Vice President Ed Marin, and Board members Donna Wotton and Leisa Boise all attended. It was shared that the Law Seminar was informative and provided relevant content for the role of a board member. Other beneficial workshops included curriculum, gender identity seminars, safety in the classroom, and many others. Next year's convention will be in Buffalo from October 26-28, 2023. Finally, the Board was reminded of the upcoming Clinton & Essex County School Boards Meeting on November 17th.

PREVIOUS
MINUTES

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

ADOPTION OF
STRATEGIC PLAN

Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Board adopt the CVES 2022-2025 District Strategic Plan for Continuous Improvement. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

Mrs. Boise moved, seconded by Mr. Harriman Sr., 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 October 4, 2022 to October 31, 2022, as presented.

TREASURER'S
REPORTS

Approve the Treasurer's Report from September 30, 2022 as presented.

DONATIONS

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)	138.04
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.

SPECIAL AID
FUND PROJECT

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)

CONTRACTOR/
CONSULTANT
AGREEMENT

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)

OLD BUSINESS

Audit Committee Meeting Minutes from the May 11, 2022 meeting were shared with the Board.

CONSENT
AGENDA
PERSONNEL

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

AMEND

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)

RESIGNATIONS
FOR THE PURPOSE
OF RETIREMENT
AUBIN, ABAR

Accept 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

RESIGNATIONS
FOSTER,
LAPOINTE, ERO

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

LEAVE OF
ABSENCE
WHALEN

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.

FOUR-YEAR
PROBATIONARY
APPOINTMENTS
GOWETT, BLAIS

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

1. Kelly Gowett, Allied Health Teacher (was temporary), Effective July 7, 2021
2. Olivia Blais, Speech and Hearing Teacher, Effective October 31, 2022, Annualized Salary of \$53,000, Prorated Salary of \$42,665

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

CIVIL SERVICE
PROBATIONARY
APPOINTMENTS
BORDEAU, SNIDE,
FERRARI, ERO,
THOMPSON

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

1. Dawn Bordeaux, Teacher Aide/Student Aide, Effective October 17, 2022, Annualized Salary of \$23,000, Prorated Salary of \$19,763.82
2. Brandy Snide, Teacher Aide/Student Aide, Effective October 25, 2022, Annualized Salary of \$19,226, Prorated Salary of \$15,941.16
3. Cailin Ferrari, Teacher Aide/ Student Aide, Effective November 3, 2022, Annualized Salary of \$19,226, Prorated Salary of \$15,264.87
4. Nathan Ero, Groundskeeper, Effective November 7, 2022, Annualized Salary of \$37,304
5. Caitlin Thompson, Occupational Therapist, Effective November 21, 2022, Annualized Salary of \$53,500, Pro-Rated Salary of \$38,787.50

PERMANENT
APPOINTMENTS
NEWELL, BEAN,
FORGET

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

TEMPORARY
APPOINTMENTS
CONNERS,
HUCHRO, MISIK,
RIVERS

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

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

PART-TIME
APPOINTMENT

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

ADDITIONAL
WORK

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

SUBSTITUTES

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

AUTHORIZATION
OF INDIVIDUAL
TO COLLECT
MONEY

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

CHANGE FUNDS

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

APPOINT DATA
PROTECTION
OFFICER

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.

CVES
PROFESSIONAL
LEARNING PLAN

Mr. Murdock moved, seconded by Mrs. Boise, that the Board approve the CVES Professional Learning Plan for the 2021-2026 school years. All Board Members present voted yes—motion carried.

CERTIFICATION
OF LEAD
EVALUATOR
RESOLUTION

Mr. Murdock moved, seconded by Mr. Harriman Sr., 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;
- 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.

All Board Members present voted yes—motion carried.

**RE-CERTIFICATION
OF LEAD
EVALUATOR**

Mrs. Saunders moved, seconded by Mrs. Boise, 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. All Board Members present voted yes—motion carried.

**RESIGNATION
FOR THE PURPOSE
OF RETIRMENT
BOYEA**

Mrs. Saunders moved, seconded by Mrs. Boise that the Board accept the following letter(s) of Resignation for the Purpose of Retirement:

1.Sheilah Boyea, Teaching Assistant, Effective June 30, 2023
All Board Members present voted yes—motion carried.

**RESIGNATIONS
BEAUDET,
MURRAY, POPE**

Mrs. Saunders moved, seconded by Mrs. Boise, that the Board accept the following letter(s) of Resignation:

1. Corey Beaudet, CDL Instructor, Effective November 7, 2022
2. Eric Murray, Custodial Worker, Effective November 19, 2022
3. Franz Pope, Teacher Aide/Student Aide, Effective November 30, 2022
All Board Members present voted yes—motion carried.

TEMPORARY
APPOINTMENT
HOLT

Mr. Harriman Sr. moved, seconded Mrs. Boise, that the Board appoint the following person(s) to a Temporary Appointment for the 2022-23 school year:
1. Robert Holt, Teaching Assistant (uncertified), Effective November 7, 2022, Annualized Salary of \$26,062, Prorated Salary of \$20,328.36. All Board Members present voted yes—motion carried.

CAMPUS
RENAMING

Mrs. Boise moved, seconded by Mr. Harriman Sr., that Be it resolved upon the recommendation of the District Superintendent and the CVES Rebranding Committee, that the Board approve the renaming of Clinton-Essex-Warren-Washington Board of Cooperative Educational Services campuses to the following:

CVES Learning Hub (formerly the Satellite Campus)
CVES Mineville Campus (no change)
CVES Plattsburgh Campus (formerly Plattsburgh Main Campus)
All Board Members present voted yes—motion carried.

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.

NEXT BOARD
MEETING

The next Board meeting will be held on Wednesday, December 14, 2022, at the CVES Conference Center in Plattsburgh. An anticipated Executive Session will begin at 7:30 p.m., with the monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Boise to adjourn the meeting at 8:30 p.m. All Board Members present voted yes—motion carried.

Meaghan R. [illegible], Board Clerk

DRAFT

ENC. 3

MEMO

To: Meaghan Rabideau, BOCES Board Clerk
Clinton-Essex-Warren-Washington BOCES
From: Angela Jennette, Claims Auditor
Date: December 2, 2022
Re: Report for Board Agenda for December 14, 2022, Meeting

The following warrant claims were reviewed from Nov. 1, 2022, to Dec. 1, 2022:

Warrant No. & Date	Check Information	Gross Total Amount
W #18 - 11/03/2022	*Check Nos: 239974-240018** *Check Nos: 003029-003032 ACH Payments: ACH005576-ACH005606 WEX-ACH Payments: ACH000028-ACH000038	\$ 331,930.34
W #19 - 11/10/2022	*Check Nos: 240048-240132 *Check Nos: 003033-003034 ACH Payments: ACH005607-ACH005719 WEX-ACH Payments: ACH000039-ACH000046	\$ 2,251,952.13
W #20 - 11/17/2022	*Check Nos: 240133-240213** *Check Nos: 003035-003039 ACH Payments: ACH005720-ACH005765 WEX-ACH Payments: ACH000047-ACH000055	\$ 371,466.79
W #21 - 11/30/2022	*Check Nos: 240241-240272** ACH Payments: ACH005766-ACH005823	\$ 104,984.96
W #22 - 11/30/2022	*No Checks- 1 Wire Only EOM	\$ 13,580.81
W #23 - 12/1/2022	*Check Nos: 240277-240345 *Check Nos: 003040-003043 ACH Payments: ACH005824-ACH005885 WEX-ACH Payments: ACH000056-000065	\$ 893,857.86

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

IRS-EFTPS:

PR #9- Wire #941-103122- Warrant #18;
PR #10- Wire #941-111522- Warrant #20;
PR #11- Wire #941-113022- Warrant #23

NYS Promptax:

PR #9- Wire #NYS-103122- Warrant #18;
PR #10- Wire #NYS-111522- Warrant #21;

Omni Financial Group:

PR #10- Wire #OMN-111522- Warrant #19;
PR #11- Wire #OMN-113022- Warrant #21;

Health Ins. Monthly:

Wire #HINS102022- Warrant #19;

FSA/HRA Bank Corp.:

Wire #BEN-102622- Warrant #18; Wire #BEN110122A- Warrant #18
Wire #BEN-102722- Warrant #18; Wire #BEN110122B- Warrant #18
Wire #BEN-102822- Warrant #18; Wire #BEN110122C- Warrant #18
Wire #BEN-103122- Warrant #18;

CC: Eric Bell
Christine Myers

Wire #BEN-110222- Warrant #19 Wire #BEN110822A- Warrant #19
 Wire #BEN-110322- Warrant #19 Wire #BEN110822B- Warrant #19
 Wire #BEN-110422- Warrant #19 Wire #BEN110822C- Warrant #19
 Wire #BEN-110722- Warrant #19

Wire #BEN-110922- Warrant #20 Wire #BEN111522A- Warrant #20
 Wire #BEN-111022- Warrant #20 Wire #BEN111522B- Warrant #20
 Wire #BEN-111422- Warrant #20 Wire #BEN111522C- Warrant #20
 Wire #BEN111522D- Warrant #20

Wire #BEN-111622- Warrant #23 Wire #BEN112222A- Warrant #23
 Wire #BEN-111722- Warrant #23 Wire #BEN112222B- Warrant #23
 Wire #BEN-111822- Warrant #23 Wire #BEN112222C- Warrant #23
 Wire #BEN-112122- Warrant #23 Wire #BEN112922A- Warrant #23
 Wire #BEN-112322- Warrant #23 Wire #BEN112922B- Warrant #23
 Wire #BEN-112522- Warrant #23 Wire #BEN112922C- Warrant #23
 Wire #BEN-112822- Warrant #23

Benefit Claims Acc. : Wire #WEX-103122- Warrant #18 Wire #WEX-120122- Warrant #23
 Ck & ACH 's Listed Above Wire #WEX-110722- Warrant #19
 Wire #WEX-111722- Warrant #20

NYS Office of Comptroller ERS Retirement & Loans:PR#10&11-Wire #ERS-NOV22-Warrant #22;

Transfer TDBank to NYCLASS : General Fund \$ 2,000,000.00 11/18/22
 Capital Project \$ 6,000,000.00 11/18/22
 Health Insurance \$20,000,000.00 11/18/22

<u>Health Insurance Consortium Payments:</u>		<u>Benetech Workers Compensation Payments:</u>	
11/7/22	\$ 1,970,232.52-Wire	11/2/22	\$ 27,511.52-Wire
11/15/22	\$ 1,486,096.67-Wire	11/8/22	\$ 18,746.84-Wire
11/21/22	\$ 2,267,611.40-Wire	11/15/22	\$ 26,400.91-Wire
11/29/22	\$ 909,580.72-Wire	11/17/22	\$ 1,836.00-Ck.#1071
		11/29/22	\$ 29,968.70-Wire

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

Internal Claims Auditor
 (Signature)



CC: Eric Bell
 Christine Myers

<u>Date</u>	<u>Warrant</u>	<u>Vendor #</u>	<u>Claim Audit Finding:</u>	<u>Summary Business Office Response:</u>	<u>Resolution/Options:</u>
11/02/22	Pending W#18	1766	Travel claim on schedule does not match claim.	Corrected.	Approved for final warrant.
11/02/22	Pending W#18	3146	Employee registered for conference before having conference approval and Purchase Order in place.	Oversight by employee to have Purchase order in place before registering. Purchase Agent will remind employee of procedures to be followed before obligations made.	Approved for final warrant.
11/03/22	Final W#18				\$331,930.34
11/09/22	Pending W#19	13410	Purchase Order not issued until 7 weeks after services.	Oversight by Employee Services, has been discussed with department, and efforts being improved to avoid future occurrences.	Approved for final warrant.
11/09/22	Pending W#19	16541	Tier 4 paid out at Mod. Rate; claim is for JV.	Fee corrected.	Approved for final warrant.
11/10/22	Final W#19				\$2,251,952.13
11/16/22	Pending W#20	4630	Service before Purchase Order in place.	This allowance is granted to Employee Services for advertising unexpected positions that need to be replaced.	Approved for final warrant.
11/16/22	Pending W#20	5649	Why are we doing 4 conference approval forms for the same conference of 4 employees.	Will remind division that one conference approval can cover multiple people attending the same event.	Approved for final warrant.
11/17/22	Final W#20				\$371,466.79
11/21/22	Pending W#21	DALYT	1 Incorrect voucher attached to the schedule.	Correct vendor not in system.	Removed from final warrant.
11/21/22	Pending W#21	16415	Voucher for Boys Soccer, schedule is for Girls Soccer.	Corrected schedule.	Approved for final warrant.
11/22/22	Final W#21				\$104,984.96
11/29/22	Pending W#22		No findings. EOM Wire Only		Approved for final warrant.
11/30/22	Final W#22				\$13,580.81
11/30/22	Pending W#23	13797	Service began 7/1/22, Purchase Order requested 11/2/22.	District submitted late request to add service. Purchase Order submitted as soon as request received.	Approved for final warrant.
11/30/22	Pending W#23	2994	Item purchased before Purchase Order issued.	Emergency repair by O&M Purchase Order entered and approved on day of purchase, however, rush process was not requested by division.	Approved for final warrant.
11/30/22	Final W#23				\$893,857.86

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

I. SUMMARY OF ACCOUNT ACTIVITY CHECKING ACCOUNTS	Account Balances	Receipts	Disbursements	Account Balances	Receipts	Disbursements	Account Balances
	September 30, 2022	October	October	October 31, 2022	Year To Date	Year To Date	October 31, 2022
TD Bank - Depository							
General Fund	\$ 7,377,935.41	\$ 2,164,227.60	\$ 3,526,988.41	\$ 6,015,174.60	\$ 19,966,775.55	\$ 18,800,993.66	\$ 6,015,174.60
Special Aid Fund	\$ (1,051,636.84)	\$ 233,849.33	\$ 188,808.35	\$ (1,006,595.86)	\$ 822,344.77	\$ 1,290,550.50	\$ (1,006,595.86)
School Lunch Fund	\$ 73,390.89	\$ 3,010.00	\$ 29,051.18	\$ 47,349.71	\$ 75,397.62	\$ 99,604.03	\$ 47,349.71
Capital Fund	\$ 9,166,870.65	\$ 5,444.39	\$ 350,755.12	\$ 8,821,559.92	\$ 18,704.06	\$ 587,580.46	\$ 8,821,559.92
Special Revenue Fund (Excluding ExtraClassroom)	\$ 14,134.40	\$ 199.52	\$	\$ 14,333.92	\$ 830.52	\$ 675.00	\$ 14,333.92
Custodial Fund	\$ (10,768.49)	\$ 66,839.69	\$ 49,020.70	\$ 7,030.50	\$ 140,066.64	\$ 133,036.14	\$ 7,030.50
ID Bank - Operating							
General Fund	\$ 359,418.60	\$ 3,841,228.23	\$ 3,804,421.84	\$ 396,224.99	\$ 20,282,709.00	\$ 20,375,570.14	\$ 396,224.99
SAVINGS ACCOUNTS							
NYCLASS Capital Fund	\$ -	\$	\$	\$ -	\$ -	\$ -	\$ -
Special Revenue Fund	\$ 21,017.52	\$ 51.47	\$	\$ 21,068.99	\$ 820.35	\$	\$ 21,068.99
TOTAL FUNDS ON ACCOUNT	\$ 15,950,342.14			\$ 14,316,146.77	\$ 41,307,648.51	\$ 41,288,009.93	\$ 14,316,146.77

II. RECONCILIATION TO BANK STATEMENTS

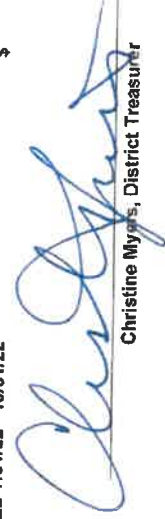
TD BANK - MUNICIPAL CHECKING - OPERATING	October 31, 2022	October 31, 2022
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	Bank Balance	Account Balances
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 486,345.84	\$ 396,224.99
TD BANK - MUNICIPAL CHECKING - BENEFIT PLAN CLAIMS	\$ 6,866,554.55	\$ 6,866,554.55
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 6,979,469.47	\$ 6,979,469.47
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 54,170.60	\$ (1,341.83)
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 907.55	\$ -
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 706.56	\$ 907.55
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 11,680.28	\$ 706.56
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 1,707.81	\$ 11,680.28
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 2.10	\$ 1,707.81
	\$ 6,064.69	\$ 2.10
		\$ 6,064.69

TOTAL FUNDS ON ACCOUNT

\$ 14,316,146.77

GENERAL FUND INTEREST RECEIVED 7/01/22 - 10/31/22 \$ 19,564.41
CAPITAL FUND INTEREST RECEIVED 7/01/22 - 10/31/22 \$ 16,291.06

PREPARED BY:


Christine Myers, District Treasurer

DATED:

12/7/22

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

FOR THE PERIOD 10/01/2022 TO 10/31/2022

TITLE OF ACCOUNT	BAL. ON HAND BEG. OF YEAR	BAL. ON HAND BEG. OF MONTH	RECEIPTS FOR MONTH	TOTAL FOR MONTH	TOTAL EXPEND. FOR MONTH	BALANCE ON HAND
SKILLS USA - PLATTSBURGH	4,467.00	4,501.95	950.00	5,451.95	0.00	5,451.95
SKILLS USA - MINEVILLE	569.55	569.55	285.74	855.29	0.00	855.29
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	0.00	22.86	22.86	0.00	22.86
TOTAL	8,265.54	7,694.26	1,258.60	8,952.86	0.00	8,952.86

COLBY SISKAVICH, EXTRACLASSROOM TREASURER

DATE

10/31/2022 Bank Balance
Add: Deposits in Transit
Less: Outstanding Checks
10/31/2022 Balance on Hand

\$ 8,952.86
\$ -
\$ -
\$ 8,952.86

CHAMPLAIN VALLEY EDUCATIONAL SERVICES
INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

AGREEMENT made this day of 2022, by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 518 Rugar Street, Plattsburgh, New York 12901 (hereinafter "BOCES") and Jen Hesselkline Education Consulting, with an office and place of business at *41 State St, Malone NY* hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: New Teacher Workshop Series as per performance at CVES Conference Center on February 8, 2023 and March 14, 2023. The total cost of this will be \$5,000 to be charged at \$2,500 per day. The day will begin at 8:30 a.m. and end at 3:00 p.m. Any of these dates may be rearranged or cancelled at the mutual consent of the parties.

Jen Hesselkline Education Consulting 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:** Jen Hesselkline Education Consulting is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. Jen Hesselkline Education Consulting shall perform the SERVICES described above, all such SERVICES being the responsibility of Jen Hesselkline Education Consulting and those in Jen Hesselkline Education Consulting employ.
3. Jen Hesselkline Education Consulting is free to devote her 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. Jen Hesselkline Education Consulting represents and warrants that neither Jen Hesselkline Education Consulting nor any of Jen Hesselkline Education Consulting employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. Jen Hesselkline Education Consulting 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. Jen Hesselkline Education Consulting 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:** Jen Hesselkline Education Consulting agrees to provide BOCES with a Hold Harmless Form, prior to commencement of SERVICES. Jen Hesselkline Education Consulting 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. Jen Hesselhine Education Consulting fee shall be all inclusive, and shall be limited to \$2,500 per day and paid as follows: BOCES will render payment within 30 days after receipt of Jen Hesselhine Education Consulting invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES. Such fee shall not be subject to modification based on the number of hours devoted by Jen Hesselhine Education Consulting to the project.
9. **INDEPENDENT CONTRACTOR:** Jen Hesselhine Education Consulting 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:** Jen Hesselhine Education Consulting 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 Jen Hesselhine Education Consulting with Internal Revenue Service Form 1099. Jen Hesselhine Education Consulting 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 Jen Hesselhine Education Consulting or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. **TERMINATION:** This AGREEMENT will terminate upon submission by Jen Hesselhine Education Consulting of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of Jen Hesselhine Education Consulting to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by Jen Hesselhine Education Consulting.

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

Date: _____

Date: 11/3/2022

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

Jen Hesselline Education Consulting

By: _____

By: J Hesselline

Mark C. Davey
Superintendent

Jennifer Hesselline

Date: _____

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

By: _____

Michael St. Pierre
CVES Board President



INSTRUCTIONAL SERVICES CENTER

518-561-0100
FAX 518-561-0240

CVES MISSION

CVES, in partnership with local school districts and their communities, the Board of Regents and the Commissioner of Education, will be a leader in providing quality, cost-effective programs and services that support school districts and their communities to achieve higher standards through enhanced educational opportunities.

INSURANCE AGREEMENT - PROFESSIONAL CONSULTANTS

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

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

Attachment I

Signature Contract

**Signature
Service****ACCOUNT NAME &
ADDRESS**

CHAMPLAIN VALLEY BOCES
518 RUGAR ST
PLATTSBURGH, NY 12901

**CUSTOMER NAME &
CONTACT INFO**

ERIC BELL
(518) 957-2230
Bell_Eric@cves.org

CONTRACT SUMMARY

**MAINTENANCE**

Overview of your preventative maintenance plan and which parts are included

**RELIABILITY &
RESPONSIVENESS**

Details concerning the level of coverage you have along with Otis' method for ensuring timely dispatching and parts availability to meet your needs

**COMMUNICATION**

Summary of the many ways for you to communicate with us and receive information from us

**SAFETY &
ENVIRONMENT**

Safety is our number one priority- this section includes an outline of safety features and activities pertaining to your equipment

**SCHEDULE &
CLARIFICATIONS**

Terms and conditions about our regular working hours, insurance coverage and legal requirements

**PAYMENT &
ACCEPTANCE**

Price and term of agreement followed by the signatory area and billing information

COVERAGE TERMS

Price : \$211.00 per month, payable annually in advance
Duration : five (5) year(s)

DELIVERING THE PROMISE

We look forward to delighting you with world class service.

Otis Elevator Company
M: (415) 638-2023

For emergencies:
OTISLINE® Customer Care 800.233.6847

20 LOUDONVILLE ROAD
ALBANY, NY 12204
otis.com

OTIS
Confidential

Otis Service

11/18/2022

CUSTOMER NAME

CHAMPLAIN VALLEY BOCES
518 RUGAR ST
PLATTSBURGH, NY 12901

OTIS ELEVATOR COMPANY

20 LOUDONVILLE ROAD
ALBANY, NY 12204

PROJECT LOCATION

CHAMPLAIN VALLEY BOCES
518 RUGAR ST
PLATTSBURGH, NY 12901

PROPOSAL NUMBER

QTE-001540023

Otis Elevator Company or "we" agree to furnish Otis Service to Customer or "you" on the equipment ("Units") described below as set forth in this Contract.

EQUIPMENT DESCRIPTION

No Of Units	Type Of Units	Manufacturer	Customer Designation	Machine Number
1	Hydraulic	OTIS	ONLY	U1L689

CONTRACT PRICE

The contract gross price is two hundred eleven dollars (\$211.00) per month, payable annually in advance.

TERM & RENEWAL

The Commencement Date will be 1/3/2023. The initial term of this Contract will be for five (5) year(s) beginning on the Commencement Date.

This Contract will expire at the end of the term, unless the parties agree to renew for successive five (5) year term by giving written notice to the other party at least 90 days, but no more than 120 days prior to the end of the then-current term.

PAYMENT

Payments will be due and payable on or before the first day of each year for the term of the Contract, in accordance with the payment instructions on your invoice. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

The standard method of invoice delivery is via email. Please provide your email address(es) in the bill to section of this document. You agree to immediately update us with any changes to the electronic invoicing email address(es). Exceptions for traditional mail delivery may be accommodated by notifying your account manager.

The method of payment will be check or ACH payment.

PRICE ADJUSTMENT

The Contract Price will be adjusted on the Commencement Date anniversary or as of the effective date of any labor rate increase by the percentage increase in the straight time hourly labor cost under the International Union of Elevator Constructors. The term "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is maintained. In addition, Otis may adjust the Contract Price as a result of any substantial changes in service expenses, including but not limited to expenses in connection with fuel, waste disposal, environmental requirements, cost of materials, changes to government regulations or other administrative costs. If the price adjustment date and billing frequency do not align, the price adjustment date will be changed to ensure continued alignment with the billing frequency.

OTIS MAINTENANCE MANAGEMENT SYSTEM™ (OMMST™)

We will use the Otis Maintenance Management System (OMMST™) preventative maintenance program to deliver service tailored to your specific building needs. Equipment type, component life, equipment usage, and building environment will be taken into account by the OMMST™ scheduling system, which will be used to plan maintenance activities in advance.

MAINTENANCE

Otis will maintain the Units using trained personnel directly employed and supervised by us, or through the use of remote monitoring or other technology in Otis' sole discretion. Without affecting our obligation to provide service under this Contract, you agree to permit us to train our personnel on the Units. The maintenance will not include repair, but will include inspection, lubrication and, in Otis' discretion, minor adjustment of the following parts:

- Controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps, and position indicating equipment.
- Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car and counterweight guide shoes including rollers and gibs, and emergency car lighting.
- Hoistway door interlocks and hangers, bottom door guides, and auxiliary door closing devices.
- Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts.
- Motors, brushes, operating-switch and relay components, plug-in relays, special lamps for car and hall fixtures, special lamps for emergency car lighting, and fuses (except main line disconnect).
- Governor components, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
- Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers and cylinders, and hydraulic fluid tanks.
- Escalator handrails, handrail drive chains, handrail brush guards, handrail guide rollers, alignment devices, steps, step treads, step wheels, step chains, step axle bushings, comb plates, floor plates, tracks, external gearing, and drive chains.
- Escalator upper drives, upper drive bearings, tension sprocket bearings, upper newel bearings and lower newel bearings, demarcation lights, and comb lights.

In addition to other exclusions set forth in this Contract, this Contract does not include any service of parts that are not listed above. No service other than that specifically stated as covered in this Contract is included or intended. Furthermore, this Contract does not cover any service that requires disassembly, exceeds two (2) hours of service time, or requires a team of two (2) or more personnel. If any services that are not covered are later requested by you, you agree to pay extra at our regular billing rates or overtime rates, as may be applicable.

PARTS COVERAGE

Unless excluded elsewhere in the Contract if necessary, due to normal usage and wear, Otis will repair or replace the following parts at its sole discretion: motor brushes, operating-switch and relay components, plug-in relays, special lamps for car and hall fixtures, special lamps for emergency car lighting, and fuses (except main line disconnect). Any parts under this Contract requiring replacement will be replaced with parts selected by Otis.

PARTS INVENTORY

Otis will, during the term of this Contract, use commercially reasonable efforts to maintain a supply of frequently used replacement parts and lubricants selected by Otis to meet the specific routine requirements of the Units. Any such parts or items shall remain our property until installed in the Units.

QUALITY CONTROL

Otis will periodically conduct field audits of our personnel and the Units to maintain quality standards. Otis field engineers will provide technical assistance, technical information, and Code consultation to support our maintenance organization.

CUSTOMER REPRESENTATIVE

As a service to you, and at your request, an Otis representative will be available to discuss with you about modernization, traffic handling ability, recommendations and requirements of Code authorities, proper use and care of the Units, and the OMMSTM program. There is no additional charge for this consulting service, but by making this service available to you, Otis does not assume any duty to warn and you agree to not hold or seek to hold Otis responsible or liable whatsoever in connection with, arising out of, or related to any recommendation or alleged duty to or failure to warn.

REPORTS – CUSTOMER PORTAL

We will use the OMMSTM program to record completion of maintenance procedures. We will, at your request, provide you access to the Customer Portal, our proprietary customer interface that permits you to access electronic records of repair, completed maintenance procedures and service call history for the Unit(s) during the prior twelve (12) months. You will be responsible for obtaining Internet access to use the Customer Portal.

SAFETY

We will conduct safety tests only if required by the applicable Elevator Code in effect on the Commencement Date of the initial term. Tests that are subsequently required by the applicable Elevator Code or authority having jurisdiction are not covered under this Contract, but may be performed for an additional charge which shall be presented at the time of request to perform any such additional test. We will instruct our personnel to use appropriate personal protection equipment and follow safe work practices.

SAFETY TESTS – HYDRAULIC ELEVATORS

We will conduct an annual no load test and annual pressure relief valve test.

FIREFIGHTERS' SERVICE TEST

If the equipment has firefighters' service, you assume responsibility for performing and keeping a record of any Code required tests and for the maintenance, functioning and testing of the smoke and/or heat detectors. If during the initial firefighters' service test any elevator firefighters' service is found to be inoperable, the building and or you will be responsible for all of the cost associated with the repairs necessary to bring the unit in compliance with the applicable Codes. If any applicable Code or governing authority mandates that such required tests be performed by a licensed elevator mechanic, Otis will provide such testing and service for an additional charge on an open order basis. You will be responsible for the costs associated with such testing and service.

24 – HOUR DISPATCHING

Otis will, at your request, provide you with access to the Customer Portal and our OTISLINE™ 24-hour, year-round dispatching service. In the event a Unit malfunction occurs between regular examinations, you will be able to place a service call on the Customer Portal or through an OTISLINE™ customer service representative, who will, at your request, dispatch an examiner to perform service. In the event Otis receives an emergency call from the phone in the elevator and a passenger indicates a need for assistance, Otis shall attempt to contact a building representative for an assessment of the situation and authorization to respond to the call. If Otis is unable to reach a building representative, Otis shall respond to the emergency call from the phone in the elevator. The visit will be treated as chargeable service request. Any service required outside of normal working hours will be billed to you in accordance with the work schedule detail below.

TRAVEL TIME AND EXPENSE

In the event there is a service call that is deemed billable by us as being out of the maintenance scope, you agree to pay us travel time and expenses at our regular or overtime billing rates as applicable from the time of dispatch to the building under contract and return.

NORMAL HOURS

All maintenance procedures and repairs will be performed during our regular working hours of our regular working days for the examiners who perform the service. All lamp and signal replacements will be performed during regular examinations.

For purposes of this Contract, a service request is a response by Otis to a request for service for assistance made (a) by the customer or customer representative; (b) by the building or building representative ; (c) by emergency personnel ; (d) through the ADA phone line ; and/or (e) through REM™ monitoring system, for service or assistance, on an as needed basis, excluding regularly scheduled maintenance.

Regular working hours: 8:00 AM – 4:30 PM.

Regular working days: Monday – Friday excluding holidays.

OVERTIME SERVICE REQUESTS

Service requests outside of regular working hours will be billed at standard overtime rates.

EXCLUSIONS

This Contract does not cover car enclosures (including, but not limited to, wall panels, door panels, car gates, plenum chambers, hung ceilings, lighting, light diffusers, light tubes and bulbs, handrails, mirrors and floor coverings), rail alignment, hoistway enclosures, hoistway gates, hoistway inserts and brackets, mainline disconnect switches, doors, door frames, sills, swing door hinges and closing devices, below ground or unexposed hydraulic cylinders and plungers, buried or unexposed piping, escalator balustrades, escalator lighting or wedge guards. This Contract does not cover computer and microcomputer devices, such as terminal keyboards and display units that are not exclusively dedicated to the elevator system. This Contract does not cover telephones installed by others, intercoms, heat sensors, smoke sensors, communications equipment, or safety signaling equipment, or instructions or warnings in connection with use by

passengers. Further, we will not be responsible for, required, or liable: (i) to perform any tests other than those required by applicable Elevator Code in effect on the Commencement Date of the initial term; (ii) to make any replacements with parts of a different design or type or where the original item has been replaced by an item of a different design; (iii) to make any changes in the existing design of the Units; (iv) to alter, update, upgrade or modernize Units, whether recommended or directed by governmental authorities or by any third party; (v) to make repairs or replacements necessitated by failures detected during or due to testing of the Units or buried or unexposed hydraulic cylinders or piping; (vi) to replace or repair any component or system utilizing obsolete or discontinued parts, including but not limited to parts for which the original design is no longer manufactured or available for sale by the original equipment manufacturers or that is replaceable only by fabrication or purchase from a different after-market distributor or manufacturer; (vii) to replace or repair any equipment (except Screen equipment set forth below) more than twenty (20) years and one calendar day from the original installation date; (viii) to repair or replace any touch screen, touch pad, tactile pad including without limitation LCD, LED, CRT, TFT, DLP, Plasma, or OLED screens (such as, but not limited to, Otis Compass screens) (collectively "Screen") or any component or part directly connected to the Screen for up to and no more than one (1) year and one calendar day from the original installation date; (ix) to provide reconditioned or used parts; (x) to make any replacements, renewals, repairs or provide any service necessitated by reason of any cause beyond our control including, but not limited to, fire, explosion, theft, floods, water, weather, epidemic, pandemic, quarantine, earthquake or other act of nature or God, vandalism, misuse, abuse, mischief, or repairs by others. Otis will not be required to make renewals or repairs necessitated by fluctuations in the building AC power systems, adverse hoistway or machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit), or excessive humidity.

UPGRADES

The options and features associated with the service for your unit are priced based upon options and features selected by you and available on your contract start date. Additional features and options released after your contract start date may not be available to you or may be made available to you only at additional cost. These features are designed to operate in the current technological environment.

OTIS SERVICE EQUIPMENT, SOFTWARE, AND ANALYTICS

Any counters, meters, tools, machinery, remote monitoring devices, or communication devices which we may use or install under this Contract remain our property, solely for the use of Otis employees. Such service equipment is not considered a part of the Units. You grant us the right to store or install such service equipment in your building and to electrically connect it to the Units. You will restrict access to the service equipment to authorized Otis personnel. You agree to keep the software resident in the service equipment in confidence as a trade secret for Otis. You will not permit others to use, access, examine, copy, disclose or disassemble the service equipment or the software resident in the service equipment for any purpose whatsoever. If the Contract or service is terminated for any reason, we will be given access to your premises to remove the service equipment, including the resident software, at our expense.

Software owned by Otis may be embedded in parts or otherwise provided by Otis as part of this Contract. Otis grants to you the non-exclusive right to use this software only for operation of the units for which the part was provided. You may not otherwise copy, display, adapt, modify, distribute, reverse assemble, reverse compile, disassemble, decompile, or otherwise translate the software. You will not transfer possession of the software except as part of a transfer of ownership of the Units and the assumption of the rights and obligations under this Contract by the transferee.

Otis may at its sole and absolute discretion employ remote diagnostics and predictive analytics to provide customized service and improve efficiency and increase your satisfaction ("Otis Service Software" or "Service Software"). The Otis Service Software is an Otis trade secret deployed pursuant to your service contract to enhance our efficiency and your experience with Otis service. The data generated by these Otis service diagnostic and predictive analytical tools shall be and remain the property of Otis. You agree

to keep the Service Software in confidence and proprietary to Otis. You will not permit others to use, access, examine, copy, disclose, reverse engineer, decompile or disassemble the Service Software for any reason. Upon termination of this Contract, regardless of the reason, Otis may disable either remotely and/or via onsite visit (which you hereby permit) such Service Software. You retain your rights to any software not provided by Otis contained in the Units and agree to allow Otis to make one backup or archival copy of such software.

QUALITY AUDITS

Otis may periodically conduct audits not only to assess the functionality of your equipment, but also to assess more broadly Otis product and service offerings, to understand usage, performance, or to simply evaluate the products and determine next generation. Otis shall own this information. This audit activity may be done on-site by Otis personnel or remotely through Otis Service equipment installed on your unit depending upon the audit purpose.

MAINLINE DISCONNECTS

You agree to engage a qualified electrician on an annual basis to service the elevator mainline disconnects located in the elevator equipment room.

ACCESS

You agree to provide us with a safe workplace as well as unrestricted ready and safe access to all areas of the building in which any part of the Units are located and to keep all machine rooms and pit areas free from water, stored materials, debris, and other potentially hazardous conditions.

ENVIRONMENTAL PROTECTION

Otis has practices in place to reduce generation of waste materials, to minimize risks to the environment, customers, the general public and Otis employees, and to comply with federal and state environmental laws and regulations. Material Safety Data Sheet (MSDS) Manuals are available for review at your request. You assume responsibility for and agree to remove and remediate any waste or hazardous materials including but not limited to hydraulic oil spills, asbestos, or other hazardous materials in accordance with applicable laws and regulations.

MALFUNCTIONING UNITS OR DANGEROUS CONDITIONS

If any Unit is malfunctioning or is in a dangerous condition, you agree to immediately notify us using the 24-hour OTISLINE™ service. Until the problem is corrected and the malfunction or dangerous condition is eliminated, you agree to remove the Unit from service and take all necessary precautions to prevent access or use.

INSTRUCTIONS / WARNINGS

You agree to properly post, maintain, and preserve any and all instructions or warnings to passengers in connection with the use of any Units.

LOCK OUT / TAG OUT ("LOTO")

In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel

who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.

WIRING DIAGRAMS

You agree to provide us with current wiring diagrams reflecting all previously made changes for Units covered by this Contract to facilitate proper maintenance of the equipment as set forth in this Contract. Otis shall maintain the wiring diagrams so that they properly reflect any changes made by Otis to the equipment. These diagrams will remain your property.

SERVICE TOOLS

You are responsible to secure our right to use any special service tools required to maintain your non- Otis equipment. These tools must be provided prior to us beginning maintenance on such equipment.

RESPONSIBILITY FOR THE UNITS

It is agreed that Otis does not assume possession or control of the Units, that such Units remain yours solely as owner and operator, lessee, or agent of the owner or lessee, and that you are solely responsible for all requirements imposed by any federal, state, or local law, Code, ordinance or regulation.

CODE VIOLATIONS

You assume responsibility for the cost of correcting all Elevator Code violations existing as of the Commencement Date, as well as throughout the duration of the Contract. If such Elevator Code violations or other outstanding safety violations are not corrected in accordance with this Contract, Otis may, in addition to any other remedies resulting from material breach of your obligations hereunder, with respect to the equipment not meeting Elevator Code requirements, cancel and remove such equipment from this Contract without penalty to Otis by providing thirty (30) days written notice.

THIRD PARTY INTERFACE

Should you require us to interface with a third party, Otis will add an appropriate fee to cover the additional cost associated with this service.

ELECTRICAL AND LIGHTING REQUIREMENTS

You agree to provide a grounded, 3-prong electrical system and proper lighting in the machine rooms and pits.

ACCIDENT

You will provide Otis with written notice within twenty-four (24) hours after occurrence of any accident or incident in or about the elevator (s) and/or escalator(s) that leads to any injury or is alleged to cause any injury. You will provide such written notice to us, and if required by law, to any local authorities. You further agree to preserve any parts that are replaced after such an incident.

ENTRAPMENT

In the event of an entrapment, you will call Otis and wait for a trained and licensed elevator mechanic to arrive, except for a medical emergency situation where it may be appropriate to summon a professional first responder such as police or firemen. You agree that your agents, contractors, employees or representatives shall not attempt to extricate any passengers from an elevator that becomes stalled within the hoistway. Any entrapment responded to by Otis shall be treated as a chargeable service request unless otherwise deemed covered under this Contract by Otis.

ALTERATIONS

You will not allow others to make alterations, additions, adjustments, or repairs to the units.

TELEPHONE

Otis shall not be liable for any claim, injury, delay, death or loss or property, or damage resulting from telephone equipment failure, false alarms, interruption of telephone service, or "no voice calls", i.e. calls from inside the equipment to OTISLINE™ where there is no verbal response to the OTISLINE™ operator. It is your responsibility to maintain the telephone equipment and have a representative available to receive and respond to OTISLINE™ calls.

PRIVACY

The products and/or services being provided may result in the collection of Personal Information. The Parties will comply with applicable Data Privacy Laws as they pertain to personal information processed in connection with activity under this Contract. "Personal Information" shall mean information and data exchanged under this Contract related to an identifiable natural person. "Processing" of Personal Information shall mean the operation or set of operations whether automated or not, performed on Personal Information such as collecting, recording, organizing, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing, sharing or erasing. "Controller" shall mean the party that determines the purposes and means of processing Personal Information. With respect to any Personal Information provided by you to Otis, you shall be the Controller and you warrant that you have the legal right to share such Personal Information with Otis and you shall be responsible for all obligations relating to that data, including without limitation providing notice or obtaining consent as may be required by law. Once you have lawfully provided Personal Information to Otis, you and Otis shall become co-Controllers. Otis may share such Personal Information internally, across borders and with service providers in accordance with applicable Data Privacy Laws. Otis may transfer information subject to corporate rules of its parent company. Otis may store Personal Information provided by you on servers located and accessible globally by Otis or its parent and their services providers. The parties agree to cooperate and to take reasonable commercial and legal steps to protect Personal Information against undue disclosure. In this regard each party shall notify the other in the event of a data breach, which shall include the actual or unauthorized access to or possession of, or the loss or destruction of, Personal Information, whether intentional or accidental. The party whose system was compromised in the data breach incident shall be responsible for any notifications and associated costs. Should either party receive in any form, (i) a complaint or allegation indicating a violation of applicable data privacy law, (ii) a request seeking access to correct or delete Personal Information or (iii) an inquiry or complaint related to the processing of personal information, said party shall take reasonable commercial steps to immediately notify the other party.

PURCHASE ORDERS

Any purchase order issued by you in connection with services to be provided by Otis shall be deemed to be issued for your administrative or billing identification purposes only, and shall not be binding upon Otis under any circumstance. The parties agree that the terms and conditions contained herein will exclusively govern the services to be provided.

MATERIAL BREACH BY CUSTOMER

Failure to pay any sum due by you within sixty (60) days will be considered a material breach under this Contract. You agree to pay a late charge from the date such sums become due of one and one-half percent (1.5%) per month (18% per annum), or the highest legally permitted rate, whichever is less, on any balance past due for more than thirty (30) days, together with all costs (including, but not limited to, legal fees) incurred by us to collect any overdue amounts. In addition, the following events shall constitute a material breach of your obligations under this Contract: (1) failure to notify Otis of a dangerous condition or malfunction, or for a Unit that has a dangerous condition or is malfunctioning, to take the unit out of service; (2) failure to provide unrestricted and safe access to all areas of the building in which any part of the Units are located; (3) failure to provide a safe workplace or failure to adhere to our safety requirements; (4) failure to remove hazardous waste; (5) failure to adhere to lock-out/tag-out procedures; (6) failure to upgrade, improve or modernize the Units if Otis reasonably determines that such Units are unsafe to employees, inspectors or the riding public without such upgrades, improvements or modernization; and/or

(7) failure to correct Elevator Code violations. In the event of a material breach by you, Otis shall be entitled to immediately suspend the affected Units or terminate service without prejudice to Otis, at its sole discretion.

TERMINATION FOR CUSTOMER'S BREACH

If this Contract is terminated for your material breach or for any reason other than our own default, you agree to immediately pay as liquidated damages, fifty percent (50%) of the remaining amount due under the current term of this Contract. The parties agree that quantifying Otis' losses arising from your material breach or premature termination would be difficult and uncertain, and further agree that the agreed upon formula is not a penalty, but rather a reasonable measure of Otis' damages which are based on Otis' experience in the elevator service industry and the losses that may result from such premature termination or material breach of this Contract.

TRANSFER OF INTEREST IN PROPERTY

In the event that you sell the property or your interest in the property is terminated prior to the expiration of the Contract, you agree to undertake best efforts to assign the Contract to the new owner or successor and to cause the new owner to assume your obligations under this Contract.

FORCE MAJEURE

Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.

LIMITATION ON DAMAGES

Other than as specifically set forth above, under no circumstances (including third party claims) will either party be liable for any indirect, special, or consequential damages of any kind, including, but not limited to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financial costs, or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise.

INDEMNITY

Otis shall indemnify you for damages related to accidents and injuries to persons or property only when adjudged to have been caused by Otis' sole negligence or willful misconduct. In all other instances, you shall defend, indemnify, and hold Otis harmless against all, damages, losses, costs, and expenses (including reasonable legal fees) in connection with any claims, demands, suits or proceedings made or brought against Otis arising out of or connected with the use, repair, maintenance, operation or condition of the Units or your obligations under, or material breach of, this Contract.

INSURANCE

Otis agrees to maintain the following insurance throughout the term of the Contract: General Liability coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate; Automobile Liability in the amount of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage; Worker's Compensation in accordance with applicable statutory requirements, and Employer's Liability for: (i) bodily injury by each accident, up to the \$1,000,000 applicable annual limit per insured, (ii) bodily injury by disease, each employee up to the \$1,000,000 applicable annual limit per insured. We shall maintain worker's compensation and employers' liability insurance covering our liability for injury or death sustained

by our employees, and comprehensive general liability insurance. You shall insure that all risk insurance upon the full value of the Work and material delivered to the job site is maintained at no cost to us. Otis does not participate in SDI programs.

CERTIFICATES

If either party so requires, in writing, the other party shall furnish a copy of the certificates of insurance evidencing the above insurance coverages.

CONFIDENTIALITY

Customer shall not disclose to any third party the terms of this Contract except as required by law or as necessary for the purposes of obtaining professional legal or accounting advice. This confidentiality provision is an integral part of this Contract and is a material condition upon which this Contract is based and shall survive the termination of this Contract.

ENTIRE CONTRACT

This Contract constitutes the entire and exclusive agreement between us for the services to be provided and your authorization to perform as outlined herein. Except as otherwise expressly stated herein, all prior or contemporaneous oral or written representations or agreements regarding the subject matter herein not incorporated herein will be superseded.

This Contract will be deemed voidable, even after execution, if it is determined at Otis' discretion that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.

Notwithstanding this section, or any other provision of the contract, Otis agrees that nothing in this contract shall supersede the warranty on the product during the warranty period of January 13, 2022 through January 13 2023

AMENDMENT

This Contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Otis. Further, any manual changes to this form will not be effective as to Otis unless initialed by an authorized representative of Otis.

SUBMITTED BY: Bryant Schmidt
TITLE:
E-MAIL: Bryant.Schmidt@otis.com

Accepted in Duplicate

CHAMPLAIN VALLEY BOCES

Otis Elevator Company

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: Tom Salzberg

Title: _____

Title: General Manager

Email: _____

Email: tom.salzberg@otis.com

Company Name: CHAMPLAIN VALLEY BOCES

☐ Principal, Owner or Authorized Representative of
Principal or Owner

☐ Agent _____

OTIS SERVICE

BILL TO INFORMATION

Company Name: CHAMPLAIN VALLEY BOCES
Address: 518 RUGAR ST
Address 2: _____
City: PLATTSBURGH
State: _____
Zip Code: 12901

ACCOUNTS PAYABLE CONTACT

Name: ERIC BELL
Phone Number: (518) 957-2230
Fax Number: _____
E-mail: Bell_Eric@cves.org

TAX STATUS

Are you tax exempt? (Yes or No)

If yes, please provide tax exempt certificate

Do you require a Purchase Order be listed on your invoices? (Yes or No)

If yes, please provide contact info for PO renewal:

Name: _____
Fax: _____
Phone: _____
E-Mail: _____



Signature
Service

Otis ONE™ Solution

CUSTOMER NAME

CHAMPLAIN VALLEY BOCES

CUSTOMER ADDRESS

518 RUGAR ST
PLATTSBURGH, NY 12901

BUILDING NAME

CHAMPLAIN VALLEY BOCES
518 RUGAR ST
PLATTSBURGH, NY 12901

Quote Number

QTE-001540023

Otis ONE RIDER TO OTIS MAINTENANCE CONTRACT

Otis will provide IoT Services selected below on the EQUIPMENT, as hereinafter described in accordance with the terms and conditions of this rider ("RIDER"). This RIDER supplements the existing maintenance services currently provided by OTIS to CHAMPLAIN VALLEY BOCES ("CUSTOMER") on the subject equipment ("EQUIPMENT") pursuant to maintenance contract(s) ("MAINTENANCE CONTRACT") entered between the parties identified in Section 1.2.

SECTION 1 – PRODUCT OVERVIEW AND SCHEDULE OF EQUIPMENT

1.1 OTIS ONE PACKAGES

☒ **Otis ONE™ Prime**

Otis ONE Prime is an IoT platform for connected elevators that provides customers access to real-time information, proactive communication, and predictive insights via the Customer Portal.

☐ **Otis ONE™ Plus**

Otis ONE Plus includes all the features of Otis ONE Prime in addition to real-time alerts, remote dispatching, and no "running on arrival" (ROA) fees at Otis' discretion. A ROA call is defined as a callback where the mechanic arrives onsite and the elevator is operating normally and no repair is necessary.

☐ **Otis ONE™ Plus with Voice**

Otis ONE Plus with Voice includes all the features of Otis ONE Plus in addition to VoIP phone service for trapped passenger communication. When required by code an emergency



personnel station will be included to allow emergency personnel to communicate with trapped passengers.

☐ **Otis ONE™ Pro**

Otis ONE Pro includes all the features of Otis ONE Plus in addition to voice, video and text-based communication services. Otis ONE Pro includes the communication system required to comply with IBC 3001.2-2018 and ASME A17.1-2019 codes regarding communication systems for the hearing and speech impaired. When required by code an emergency personnel station will be included to allow emergency personnel to communicate with trapped passengers.

☐ eView™ is an infotainment service option to Otis ONE Pro that enhances the passenger experience with news, weather, and sports highlights. You can also promote your brand and share your custom content with passengers.

1.2 AUTHORIZED PERSONNEL STATION

An authorized personnel station allows authorized personnel to communicate with trapped passengers in elevators equipped with Otis ONE Plus with Voice or Otis ONE Pro. Authorized personnel can speak to passengers and when the elevator is equipped with Otis ONE Pro, view a live video feed from inside the elevator and communicate with passengers via text messaging.

☐ **Otis-Provided Authorized Personnel Station**

Required if customers want to monitor elevators themselves using an Otis provided tablet PC.

☐ **Customer-Provided Authorized Personnel Station**

Required if customers want to monitor elevators themselves using their own computer hardware. Requires PC with speaker, microphone and Chrome browser. There is no additional cost for a customer-provided authorized personnel station.

1.3 SCHEDULE OF EQUIPMENT

OTIS proposes to install and enable IoT Services as defined above on the EQUIPMENT specified below subject to a final survey and approval by OTIS. If, in OTIS' judgment installation and enabling of IoT Services on the EQUIPMENT is not feasible, then OTIS may at its discretion terminate this RIDER immediately.

Quote Number	Machine Number	Customer Designation	Otis ONE Package
QTE-001540023	U1L689	ONLY	Prime

1.4 LOCATION OF THE EQUIPMENT

Address:

CHAMPLAIN VALLEY BOCES, 518 RUGAR ST PLATTSBURGH, NY 12901

SECTION 2 – TERM, RENEWAL AND RIDER PRICE

2.1 TERM & RENEWAL

The Commencement Date of this RIDER shall be 1/3/2023 and the duration of the term shall be equal to the remainder of the term under the current applicable MAINTENANCE CONTRACT for the corresponding EQUIPMENT identified in Section 1.2. This RIDER shall automatically renew for a term equal to the renewal term of the corresponding MAINTENANCE CONTRACT for the subject EQUIPMENT. Customer may cancel the Otis ONE subscription at any time by providing OTIS with a 90-day written notice with the intent to cancel.

2.2 RIDER PRICE

The activation fee is \$500.00 for the Otis ONE packages selected in Section 1.1 This fee includes an emergency personnel station if required by code and includes an authorized personnel station if selected in Section 1.2.

The subscription fee is \$15 per month for the Otis ONE packages selected in Section 1.1.

Discounts of any type, if any are set forth in the underlying MAINTENANCE CONTRACT, shall not apply to the price nor services set forth in this Rider.

SECTION 3 – GENERAL TERMS AND CONDITIONS OF IOT SERVICE

3.1 OTIS SERVICE EQUIPMENT

Any counters, meters, tools, sensors, car top or hoistway cameras, remote monitoring devices or communication devices which OTIS may use or install pursuant to this RIDER remain OTIS' property, solely for the use of OTIS employees. Some OTIS IoT Service equipment may be installed at the factory. The method of installation shall not affect OTIS' rights to the Otis Service Equipment. The CUSTOMER grants OTIS the right to store or install such OTIS IoT Service Equipment in the CUSTOMER's building and to use the CUSTOMER's electricity to connect the OTIS IoT Service Equipment to the EQUIPMENT. The CUSTOMER will restrict access to the Otis IoT Service Equipment the authorized OTIS personnel.

OTIS employs remote diagnostics and predictive analytics to provide customized service and improve efficiency and increase the CUSTOMER's satisfaction. The data generated by these OTIS service diagnostic and predictive analytical tools shall be and remain the property of OTIS. The CUSTOMER agrees to keep the software resident in the OTIS IoT Service Equipment ("IoT Software") in confidence as a trade secret for OTIS. The CUSTOMER will not permit others to use, access, examine, copy, disclose, disassemble or reverse engineer the OTIS IoT Service Equipment or the IoT

Software resident in the OTIS IoT Service Equipment for any purpose whatsoever. If IoT Service is terminated for any reason, and regardless of the reason, OTIS may at its discretion disable and/or remove either remotely and/or via onsite visit such IoT Software and/or Otis IoT Service Equipment. OTIS will be given access to The CUSTOMER's premises to remove the OTIS IoT Service Equipment. OTIS may, at its discretion, determine not to remove the OTIS IoT Service Equipment at the termination of the IoT Contract. All of the IoT Software and IoT Service Equipment remain the sole property of OTIS (and OTIS shall have the right at its discretion to disable, purge, delete, scrub or otherwise remove IoT Software and IoT Service Equipment residing in or otherwise accessible through the IoT Service Equipment) and remain subject to the terms herein.

3.2 NORMAL WEAR AND TEAR

OTIS' subscription service obligations hereunder do not include the performance of any work, including the furnishing of supplies and parts, required due to vandalism, abuse, misuse, neglect, accidents not caused by OTIS, or any other cause beyond OTIS' control, normal wear and tear excepted, or replacement of parts that are obsolete or have reached end of life. All parts provided by OTIS shall be of good quality and furnished on an exchange basis. Printed circuit boards used for replacement will be new or refurbished boards of comparable quality. Exchanged parts, if not already belonging to Otis, become OTIS property.

3.3 EVALUATE REMOTELY AND ONSITE

OTIS shall have remote and onsite access in order to, at its discretion, evaluate the EQUIPMENT remotely, provide remote or onsite solutions, gather data (including usage, performance, or evaluate the products and determine next generation products, if any), provide updates, or make changes to system configurations and/or hardware, as deemed appropriate by OTIS. This information shall be and remain the property of OTIS. In the event that remote diagnostics are such that a visit by a service technician is required OTIS will either send a service technician to the EQUIPMENT or OTIS will contact the CUSTOMER concerning the issue, and the terms and conditions (including any charges and/or service requirements) relating to such visits shall be governed by the provisions of the applicable maintenance contract.

SECTION 4 – LIABILITY AND DATA PRIVACY & SECURITY

4.1 OTIS' LIABILITY

OTIS' liability for any loss, damage or delay arising from any act, default or omission, negligence or otherwise, in or about the performance and completion of this RIDER, shall be limited to liability for physical damage or injury to any person and damage to property to the extent adjudicated by a court of competent jurisdiction to have been proximately caused by OTIS, its servants or agents solely and not jointly with any other person. In no event shall OTIS be liable for consequential damages suffered by THE CUSTOMER or any person claiming against or through THE CUSTOMER or for claims against or through THE CUSTOMER for any other damage or loss of any kind.

4.2 DATA PRIVACY & SECURITY

The products and/or services being provided may result in the collection of Personal Information. The Parties will comply with applicable Data Privacy Laws as they pertain to personal information processed in connection with activity under this Agreement. "Personal Information" shall mean information and data exchanged under this agreement related to an identifiable natural person. "Processing" of Personal Information shall mean the operation or set of operations whether automated or not, performed on Personal Information such as collecting, recording, organizing, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing, sharing or erasing. "Controller" shall mean the party that determines the purposes and means of Processing Personal Information. With respect to any Personal Information provided by the CUSTOMER to OTIS, the CUSTOMER shall be the Controller and warrants that the CUSTOMER has the legal right to share such Personal Information with OTIS and the CUSTOMER shall be responsible for all obligations relating to that data, including without limitation providing notice or obtaining consent, as may be required by law. In particular, where the EU or UK General Data Protection Regulation ("GDPR") applies, the CUSTOMER warrants that the CUSTOMER has provided notice to individuals in accordance with Article 14 GDPR within one (1) month of receiving the data about the Processing of their Personal information, including the purposes and legal bases relied on for such Processing. The CUSTOMER further warrants that where the GDPR applies, the CUSTOMER will only use Personal Information collected to provide the service, and will not Process Personal Information for any other purpose unless the CUSTOMER first establish a valid legal basis to do so and provide further notice to individuals about the intended Processing (and obtain their consent, if necessary). OTIS shall not sell Personal Information that the CUSTOMER provides to OTIS; however, OTIS may share such Personal Information internally, across borders and with service providers in accordance with applicable Data Privacy Laws. OTIS shall ensure appropriate controls, given the nature of the data, which are designed to protect such Personal Information against undue disclosure. OTIS shall in this regard notify the CUSTOMER without undue delay in the event of a data breach, which shall include the actual or unauthorized access to or possession of, or the loss or destruction of, Personal Information, whether intentional or accidental. Should OTIS receive in any form, (i) a complaint or allegation indicating a violation of applicable data privacy law, (ii) a request seeking access to correct or delete Personal Information or (iii) an inquiry or complaint related to the Processing of Personal Information, OTIS shall take reasonable commercial steps to provide the CUSTOMER prompt notice of such communication should it pertain to the CUSTOMER's Processing of Personal Information.

SECTION 5 – TERMINATION

Otis shall be entitled to terminate this RIDER if any of the following events occur:

- a) The legal and beneficial ownership of the building has changed or the building is vacated;



- b) In OTIS' opinion, the EQUIPMENT and or IoT Service Equipment is or has been subject to unreasonable use;
- c) OTIS is prevented from performing any obligation under this RIDER by any cause outside its control;
- d) in OTIS' judgment installation and enabling of IoT Services on the EQUIPMENT is not feasible;
- e) in OTIS' opinion, there is a material change in the original intent of the usage of the EQUIPMENT and/or IoT Service Equipment or in the function or character of the building;
- f) without OTIS' consent, any work upon the EQUIPMENT within the scope of this RIDER is undertaken by anyone other than OTIS employees;
- g) THE CUSTOMER refuses or fails to carry out work or replacement falling outside the scope of this RIDER and/or the MAINTENANCE CONTRACT, within a reasonable period of time, after written notice from OTIS that such work or replacement is necessary.
- h) THE CUSTOMER fails to pay any monies due under this RIDER and/or the applicable MAINTENANCE CONTRACT within thirty (30) days of their becoming due; or
- i) The applicable MAINTENANCE CONTRACT expires or terminated for any reason whatsoever.



Please provide the names and email addresses of those who require access to the Otis ONE Customer Dashboard :

Name	Email Address

CHAMPLAIN VALLEY BOCES

Otis Elevator Company

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: Tom Salzberg

Title: _____

Title: General Manager

Email: _____

Email: tom.salzberg@otis.com

Company Name: CHAMPLAIN VALLEY BOCES

☐ Principal, Owner or Authorized Representative of
Principal or Owner

☐ Agent _____
(Name of Principal or Owner)

OTIS ONE™

ENC. 9



Agreement for Services

Peru Central School District will use the Leadership Coaching Program provided through the CECW BOCES and the Leadership for Educational Achievement Foundation as a framework for leadership development for the 2022-2023 school year. The document authorizes the services to be provided.

1. LEAF will provide leadership coaching for the following leaders in the District. This coaching will focus on general leadership development, situational leadership and specific leadership for instructional improvement where appropriate. The following coaching will be provided:

Superintendent

2. Coaches meet with leaders on a monthly basis and will be available to meet with the leaders as needed via telephone and electronic communications.
3. Coaches support leaders in other ways as per the specific requirements of the position. For example, the coach may attend a faculty meeting or a board meeting as an observer, review critical documents or advise on long term planning issues.
4. Participants in the LEAF coaching program will also benefit from the following services at no additional cost:
 - i. Specific sessions at the fall and winter NYSCOSS conference for participants of the coaching program.
 - ii. *Thoughts for Leaders* newsletter, which is only provided to participants in the program and our coaches.
 - iii. Networking opportunities for coaching participants at the fall and winter NYSCOSS conference.

The total cost of the program for the district is \$5,500, plus any applicable BOCES fees. Please sign and return a copy of this agreement to Terri Iskra at teiskra@e2ccb.org

Please call me at (315) 521-2001 if I can answer any questions. We are very pleased to serve your school district.

Peru Central School District
Agreement for Leadership Coaching

Accepted:



Mike Ford, Director of Leadership Development
Leadership for Educational Achievement Foundation

Scott Storms, Superintendent
Peru Central School District

David O'Rourke, District Superintendent
Erie 2 BOCES



Agreement for Services

Boquet Valley Central School District will use the Leadership Coaching Program provided through the **CEWW** BOCES and the Leadership for Educational Achievement Foundation as a framework for leadership development for the 2022-2023 school year. The document authorizes the services to be provided.

1. LEAF will provide leadership coaching for the following leaders in the District. This coaching will focus on general leadership development, situational leadership and specific leadership for instructional improvement where appropriate. The following coaching will be provided:

Superintendent

2. Coaches meet with leaders on a monthly basis and will be available to meet with the leaders as needed via telephone and electronic communications.
3. Coaches support leaders in other ways as per the specific requirements of the position. For example, the coach may attend a faculty meeting or a board meeting as an observer, review critical documents or advise on long term planning issues.
4. Participants in the LEAF coaching program will also benefit from the following services at no additional cost:
 - i. Specific sessions at the fall and winter NYSCOSS conference for participants of the coaching program.
 - ii. **Thoughts for Leaders** newsletter, which is only provided to participants in the program and our coaches.
 - iii. Networking opportunities for coaching participants at the fall and winter NYSCOSS conference.

The total cost of the program for the district is \$6,600, plus any applicable BOCES fees. Please sign and return a copy of this agreement to April Minor at Miner_April@cves.org

Please call me at (315) 521-2001 if I can answer any questions. We are very pleased to serve your school district.

Boquet Valley Central School District
Agreement for Leadership Coaching

Accepted:



Mike Ford, Director of Leadership Development
Leadership for Educational Achievement Foundation



Josh Meyer, Superintendent
Boquet Valley Central School District

Mark Davey, District Superintendent
CVES BOCES



Leadership for Educational
Achievement Foundation, Inc.

Agreement for Services

Chazy Central School District will use the Leadership Coaching Program provided through the CFWV BOCES and the Leadership for Educational Achievement Foundation as a framework for leadership development for the 2022-2023 school year. The document authorizes the services to be provided.

1. LEAF will provide leadership coaching for the following leaders in the District. This coaching will focus on general leadership development, situational leadership and specific leadership for instructional improvement where appropriate. The following coaching will be provided:

Superintendent

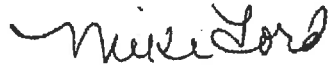
2. Coaches meet with leaders on a monthly basis and will be available to meet with the leaders as needed via telephone and electronic communications.
3. Coaches support leaders in other ways as per the specific requirements of the position. For example, the coach may attend a faculty meeting or a board meeting as an observer, review critical documents or advise on long term planning issues.
4. Participants in the LEAF coaching program will also benefit from the following services at no additional cost:
 - i. Specific sessions at the fall and winter NYSCOSS conference for participants of the coaching program.
 - ii. *Thoughts for Leaders* newsletter, which is only provided to participants in the program and our coaches.
 - iii. Networking opportunities for coaching participants at the fall and winter NYSCOSS conference.

The total cost of the program for the district is \$6,600, plus any applicable BOCES fees. Please sign and return a copy of this agreement to April Miner at miner_april@cves.org

Please call me at (315) 521-2001 if I can answer any questions. We are very pleased to serve your school district.

Chazy Central School District
Agreement for Leadership Coaching

Accepted:



Mike Ford, Director of Leadership Development
Leadership for Educational Achievement Foundation



Scott Osborne, Superintendent
Chazy Central School District

David O'Rourke, District Superintendent
Erie 2 BOCES

ENC. 10

Recommend that the Board approve the following Memorandum of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington (CEWW) BOCES and Franklin-Essex-Hamilton (FEH) BOCES under which CEWW BOCES will reimburse FEH BOCES for professional services rendered in connection with the Supplemental Nutrition Assistance Program Employment & Training Venture V Program (SNAP ET Venture V) in an amount not to exceed \$80,000 annually. The period of the agreement is December 1, 2021 through November 30, 2026. (CV-TEC) (attached)

ENC. 11

Recommend that the Board appoint Management Advisory Group of N.Y., Inc. of Catskill, NY as the Clinton-Essex-Warran-Washington BOCES Internal Auditor for the 2022-2023 internal audits and approve the engagement letter (attached). The fee for the 2022-2023 audit is not to exceed \$8,000.

ENC. 12

Recommend that the Board approve Management Advisory Group of N.Y., Inc. of Catskill, NY for Internal Audit Services for the annual audit of all funds of the BOCES, for the 2022-23, 2023-24, and 2024-25 school years. The fees are contingent upon the Board's annual appointment of Management Advisory Group of N.Y., Inc. as internal auditor and are not to exceed the following:

2022-2023	\$8,000
2023-2024	\$8,500
2024-2025	\$9,000

ENC. 13

1. Recommend that the Board amend the following Four-Year Probationary Appointment(s) that was approved at the July 13, 2023 Board: Susan Tourville, Teaching Assistant, Tenure Area: Teaching Assistant, Effective Date: August 31, 2022, Annual Base Salary: ~~\$26,314~~ **\$33,000**

2. Recommend that the Board amend the following Four-Year Probationary Appointment(s) that was approved at the October 12, 2023 Board meeting: Helen Jessey, Allied Health Teacher, Tenure Area: ~~School Nurse Teacher~~ **Practical Nurse Instructor**

ENC. 14

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

1. Sandra Ryan, Physical Therapist, effective June 24, 2023
2. Faye Dayton, Special Education Teacher, effective June 30, 2023
3. Amy LaDue, Teaching Assistant, effective June 30, 2023
4. Beverly Thwaites, Cosmetology Teacher, effective June 30, 2023
5. Dena Tedford, Health Careers Program Coordinator, effective June 30, 2023

BOARD OF COOPERATIVE EDUCATIONAL SERVICES CLINTON-ESSEX-WARREN-WASHINGTON COUNTIES

MEMORANDUM AGREEMENT

The Clinton-Essex-Warren-Washington Board of Cooperative Educational Services, also known as Champlain Valley Educational Services, hereinafter known as **CVES**, and the Franklin-Essex-Hamilton Board of Educational Services, hereinafter known as **FEH BOCES**, agree as follows:

WITNESSETH:

WHEREAS, The New York State Office of Temporary and Disability Assistance has awarded a **Supplemental Nutrition Assistance Program Employment and Training SNAP ET Venture V** contract, hereinafter known as **SNAP ET Venture V** program to the Champlain Valley Educational Services; and

WHEREAS, The aforesaid contract provides that **CVES** shall provide a **SNAP ET Venture V** program to the residents of the Champlain Valley Educational Services and the FEH BOCES, and:

WHEREAS, The **CVES** desires to enter into an agreement with the **FEH BOCES** for the performance of this project; and

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

SCOPE OF WORK:

CVES will:

- Participate in SNAP ET program roll out and subsequent statewide meetings.
- Maintain participant files ensuring accuracy of documentation to support vouchering and auditing purposes.
- Maintain participant vouchering and data entry into NYS OTDA data system.
- Submit timely and accurate vouchers to NYS OTDA.
- Provide payment to FEH BOCES for milestones achieved as per approved voucher.
- Participate in quarterly regional meetings with FEH BOCES to review program progress and address questions and issues.

FEH BOCES will:

- Provide at least sixty (60) hours of instruction and guidance to eligible SNAP ET participants in literacy, numeracy, HSE preparation, Job Readiness Training and Job Skills training as detailed in the SNAP ET proposal.
- Assist participants in the development of a Career Plan.
- Assist participants in obtaining educational gains and credentials (e.g. HSE, C.N.A. certification).
- Verify that participants are eligible to participate based on SNAP ET eligibility requirements.
- Assist participants in job search activities that lead to obtaining and retaining employment.

- Provide documentation to CVES as per SNAP ET milestones criteria prior to request for vouchering.
- Complete quarterly participant reporting and submit to CVES by the 5th day following the quarter; i.e. January 5, April 5, July 5, and November 5.
- Complete monthly participant reports and submit to CVES by the 8th day of the following month.

TERM:

The term of this agreement is for the period December 1st, 2021 through November 31, 2026 unless earlier terminated under the provisions of this agreement. Job retention milestones may be vouchered until March 31, 2027 for participants obtaining employment prior to November 30, 2026.

COMPENSATION AND MAXIMUM COST:

In full and complete consideration of **FEH BOCES's** satisfactory performance under this agreement the **CVES** will make a payment to **FEH BOCES** for allowable costs incurred in accordance with the terms of this agreement up to \$80,000 annually. Additional milestones of job entry and retention would be reimbursed but not exceed \$40,000 annually. If additional funding becomes available or if \$80,000 in milestones in any grant year are reached, this amount will be re-negotiated by both parties.

Should Franklin-Essex-Hamilton (FEH) BOCES or Champlain Valley Educational Services not achieve maximum milestones for their respective Memorandum Agreements, the remaining money may be reallocated to the remaining agency/agencies.

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

PAYMENT:

FEH BOCES will submit a detailed invoice to **CVES** at the following address:

**One Work Source
194 US Oval
Plattsburgh, NY 12903**

Such invoices will be submitted monthly but must be received by **CVES** prior to the last day of each month:

- A) Promptly after receipt of an invoice, **CVES** shall, subject to the provision hereof, make payment thereon as requested by **FEH BOCES**.
- B) Payment is contingent upon the **CVES** receipt of funds from the New York State Office of Temporary and Disability Assistance.

TERMINATION:

Either **CVES** or **FEH BOCES** may terminate this agreement at any time by giving thirty (30) days written notice to the other contracting party. All payments and liability therefore by **CVES** shall end on the date of termination and shall include all services performed up to the date of termination.

LIABILITY TO THIRD PARTIES:

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

FEH BOCES status under this Agreement shall be that of an independent contractor and not that of any agent or employee. **FEH BOCES** warrants and represents that it has complied with all federal, state and local laws that are required for it to perform the services set forth in this Agreement.

CVES will not withhold or pay on behalf of **FEH BOCES** or any of its employees: (a) federal and local income taxes, or (b) any other payroll tax of any kind. In accordance with the terms of this Agreement neither **FEH BOCES** nor any of its agents or employees shall be treated as an employee of **CVES** with respect to the services provided in this Agreement.

FEH BOCES has no authority to enter into contracts or agreements on behalf of **CVES**. This Agreement does not create a partnership between the parties.

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

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements or understanding between **CVES** and **FEH BOCES**

IN WITNESS WHEREOF, this Agreement has been duly executed.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT OF FRANKLIN-ESSEX-HAMILTON BOCES

By: _____
Dennis J. Egan, Board President, Franklin/Essex/Hamilton BOCES Date Signed

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT OF CLINTON-ESSEX-WARREN-WASHINGTON COUNTIES
ALSO KNOWN AS CHAMPLAIN VALLEY EDUCATIONAL SERVICES

By: _____
MARK DAVEY, DISTRICT SUPERINTENDENT/MICHAEL ST. PIEERE, BOARD PRESIDENT Date Signed



ENC. 11

Management Advisory Group of N.Y., Inc.
Educational and Administrative Consultants
"Doing It Better for Less"

Chairman of the Board
Dr. Timothy P. Clay

Phone (518) 943-0708
Fax (518) 943-5632

President & CEO
Aimee Skiff

November 28, 2022

Eric Bell
Assistant Superintendent of Management Services
CEWW BOCES
Champlain Valley Educational Services
PO Box 455
Plattsburgh, NY 12901

Dear Mr. Bell:

We are pleased to confirm our understanding of the internal audit services we are to provide the CEWW BOCES for the fiscal year ending June 30, 2023. Aimee Skiff will be your auditor and can be reached at 518-928-0805 or via email askiff@magnyinc.com. Fieldwork will be scheduled for a time that is mutually agreeable.

We will perform a full risk assessment of the BOCES business operations for the current school year. Our risk assessment will be in accordance with United States Generally Accepted Auditing Standards, applicable standards contained in Government Auditing Standards issued by the Comptroller General of the United States, and will meet the District's obligations under New York Education Law § 2116-b. Our risk assessment will include, but not be limited to, a review of financial policies and procedures and the evaluation of the District's internal controls.

In-depth testing will also be performed on an area agreed upon by the audit committee.

You are responsible for making all financial records and related information available to us and for the accuracy and completeness of that information.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving: (a) management, (b) employees who have significant roles in internal controls, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with all applicable laws and regulations.

We will document the results of our fieldwork in a formal report. The report will analyze significant findings, recommend changes for strengthening controls and reducing identified risks.

We will perform, in subsequent years, annual reviews and updates of the risk assessment and monitor and report on compliance with agreed-upon recommendations. The results of our assessment and our report are intended for internal use only and should not be used for any other purposes.

We restrict access to Nonpublic Personal Information about you to those of our employees and other parties who must use that information to provide services to you. Their right to further disclose and use the information is limited by our employee code of conduct, applicable law, Code of Professional Conduct, and nondisclosure agreements, where appropriate. We also maintain physical, electronic, and procedural safeguards in compliance with applicable laws and regulations to guard Nonpublic Personal Information.

Our fee for the risk assessment and area of testing will not exceed \$8,000. We will invoice you 50% of our estimate upon completion of our fieldwork, and the balance upon issuance of the final report.

If for any reason we are unable to complete our engagement, we will not issue a report as a result of this engagement.

We appreciate the opportunity to be of service to CEWW BOCES and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

MAGNY, INC.

Management Advisory Group of New York, Inc.

CEWW BOCES

Signature: _____

Title: _____

Date: _____

ENC. 12



Management Advisory Group of N.Y., Inc.
Educational and Administrative Consultants
"Doing It Better for Less"

Chairman of the Board

Dr. Timothy P. Clay

Phone (518) 943-0708

Fax (518) 943-5632

President & CEO

Aimee Skiff

Internal Audit Contract 2022-23

This agreement is made by and between CEWW BOCES, Champlain Valley Educational Services Plattsburgh, NY 12901 and Management Advisory Group of N.Y., Inc. (MAGNY) 385 Main Street, Catskill, New York 12414.

1. Scope of Work:

- MAGNY will, in conjunction with BOCES personnel, evaluate risk factors, perform a risk assessment to identify any potential or specific risks, and prioritize areas of interest based on the results.
- We will review financial policies and procedures, and test internal controls on all business function areas. We will make recommendations for strengthening any weaknesses found, monitor remediation, and report annually to the Board of Education.

2. Timeframe:

- This is a multi-year process, with the entire scope of the review to cover three years. Reports to the Board of Education, including each new analysis and an update on all prior year reports, will be presented annually.
- The order of areas to be tested will be determined by the risk assessment. A minimum of one area will be tested per year.
 - Upon acceptance-June 30, 2023, Initial risk assessment and 1 area of testing.
 - July 1, 2023-June 30, 2024, Update of risk assessment, area(s) sampling and testing.
 - July 1, 2024-June 30, 2025, Update of risk assessment, area(s) sampling and testing.

3. Compensation

- An annual fee covers the initial risk assessment, annual risk assessment updates and reports to the Board of Education
- Annual fee is based on hourly rates and estimated time to perform the audit, these can be found in detailed proposal attached.
 - i. Rates per year are not to exceed:

1. 2022-23	\$8,000
2. 2023-24	\$8,500
3. 2024-25	\$9,000

4. Acceptance

CEWW BOCES

Date

Management Advisory Group of New York, Inc.

Date

385 Main Street Catskill, New York 12414
www.magnyinc.com

ENC. 15

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

1. Brandy Snide, Teacher Aide/Student Aide, effective November 23, 2022
2. Jamie Cutting, Teacher Aide/Student Aide, effective December 2, 2022
3. Destiny Bolling, Teacher Aide Student Aide, effective December 10, 2022
4. Leslie Wanmer, Teacher Aide/Student Aide, effective December 15, 2022
5. Christina LeFevre, Account Clerk/Typist, effective December 17, 2022
6. Robin Douglass, Special Education Teacher, effective December 22, 2022
7. Shawn Ryan, Security and Law Enforcement Teacher, effective June 30, 2023

ENC. 16

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

1. Chirag Patel, Account Clerk/Typist, unpaid leave of absence, effective March 1, 2023 - March 31, 2023

ENC. 17

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

1. Name: Kathleen Kotsogiannis
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: October 6, 2021
Tentative Tenure Date: October 6, 2025
Certification Status: Teaching Assistant, Level 1
2. Name: Maryssa Romeo **was temporary*
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: October 20, 2022
Tentative Tenure Date: October 20, 2026
Certification Status: Teaching Assistant, Level 1
3. Name: Deborah Misik **was temporary*
Tenure Area: Food Service Teacher
Position: Food Service Teacher
Effective Date: October 21, 2022
Tentative Tenure Date: October 21, 2026
Certification Status: Culinary Careers 7-12, Transitional A Certificate

ENC. 17 CONTINUED

4. Name: Erin Lee Garrison
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: January 3, 2023
Tentative Tenure Date: January 3, 2027
Certification Status: Teaching Assistant, Level 3
Annualized Salary: \$33,000
Prorated Salary: \$19,800

(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. 18

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

1. Name: Kurt L. Peets
Position: Custodial Worker
Effective Date: November 21, 2022
Tentative Permanent Date: November 21, 2023
Annualized Salary: \$32,876
Prorated Salary: \$20,231.38
2. Name: Joshua Arthur
Position: Custodial Worker
Effective Date: November 28, 2022
Tentative Permanent Date: November 28, 2023
Annualized Salary: \$32,876
Pro-rated Salary: \$19,599.15
3. Name: Heather Brawn
Position: Account Clerk/Typist
Effective Date: November 28, 2022
Tentative Permanent Date: November 28, 2023
Annualized Salary: \$28,291
Prorated Salary: \$16,865.79
4. Name: Emily Norwood
Position: Teacher Aide/Student Aide
Effective Date: November 29, 2022
Tentative Permanent Date: November 29, 2023
Annualized Salary: \$19,226
Prorated Salary: \$13,525.83

ENC. 19

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

1. Name: Theodore Santaniello
Position: Network and Systems Technician
Effective Date: December 15, 2023
Annualized Salary: \$60,894
Prorated Salary: \$ 33,023.28
(EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM)

ENC. 20

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

1. Shelbie Lottie, Lifeguard, Effective October 1, 2022
2. Margaret Gordon, Teacher Aide/Student Aide, Effective December 21, 2022
3. Haley Taylor, Network and Systems Technician, Effective January 11, 2023

ENC. 21

Recommend that the Board approve the following Part-time position from November 29, 2022 - June 30, 2023:

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

ENC. 22

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

1. Name: Staci Norton
Position: Teaching Assistant
Effective Date: August 31, 2022 - June 30, 2023
Certification Status: Uncertified
Annualized Salary: \$28,314

ENC. 23

Recommend that the Board appoint the following person(s) to a Temporary Grant Appointment from January 1, 2023 - June 30, 2023:

1. Andrew Mitchell, Work Study Student, not to exceed 160 hours, at \$14.20/hour

ENC. 24

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

Stipend Positions, Compensation per collective bargaining agreement

Brandy Rosselli	Yearbook Advisor, Mineville Campus
Joan Hubbard	New Employee Mentor

Shared Decision Making, Hourly rate of pay per contract

Lisa Briscoe	not to exceed 20 hours
Dawn Abar	not to exceed 20 hours

ENC. 25

Recommend that the Board approve the following Facilitator(s) for the 2022-23 School Year:

Facilitators, \$30.00/hour

Rebecca Banker

ENC. 26

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>
Stephanie Lumb	Bus Driver
Destiny Bolling	Teacher Aide/Student Aide

ENC. 27

Recommend that the Board approve the Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the CVES CSEA Unit that provides pay increases for current staff and amends the starting salaries chart due to minimum wage increase effective December 31, 2022.

ENC. 28

Revised Policy - First Reading:
#3230 Organizational Chart

ENC. 29

Board Reports (attached)

ENC. 27

Memorandum of Agreement
Between the
Board of Cooperative Educational Services
Sole Supervisory District of Clinton, Essex, Warren, and Washington Counties
And the
Civil Service Employees Association,
Inc. Local 1000 AFSCME, AFL-CIO Champlain Valley Educational Services
Unit 64720 of the Clinton County MUNI/SD Employees
Local 810

AGREEMENT made this ____ day of December 2022 by and between the Board of Cooperative Educational Services, hereinafter referred to as the BOCES, and Civil Service Employees Association, Inc. Local 1000 AFSCME, AFL-CIO, hereinafter referred to as the Association, as follows:

WHEREAS, BOCES and the Association are parties to a Collective Bargaining Agreement in effect from July 1, 2021 through June 30, 2025; and

WHEREAS, the minimum wage in New York State is increasing and the parties would like to increase the starting salaries in the contract and salaries of active employees,

THEREFORE, the parties agree to amend language of Article 20 Section A as follows:

1. Section A. Salary Increases Additional Language Below:

- a. For the 2022-2023 school year, all members with a start date prior to December 1, 2022 will receive an increase of \$1,000 in their base salary for the 2022-2023 school year. \$1,000 will be paid out in 2 lump sums, \$500 by February 1, 2023 and \$500 will be paid by June 30, 2023. Members must be active in the unit on the day of the payout to be eligible for the \$500 payment.
- b. The \$1,000 increase will be added to the base salary prior to the 2023-2024 school year raises being calculated.
- c. Employees with greater than or equal to 75 unpaid leave days from August 31, 2022 to January 15, 2023 will not be eligible for the \$500 payout in January 2023. Employees with greater than or equal to 75 unpaid leave days from January 16, 2023 to June 1, 2023 will not be eligible for the \$500 payout in June 2023.
- d. Salary increases for 2023-2024 will be determined based on Article 20 Sections A through D.

2. Section D. Amend Starting Salaries Chart:

- a. The starting salary chart will be amended and replaced with the following chart:

Title	2021-2022	2022-2023	2023-2024	2024-2025
Teacher/Student Aide	\$ 18,530	\$ 20,226	\$ 20,950	\$ 21,686
Job Placement Aide	\$ 18,530	\$ 20,226	\$ 20,950	\$ 21,686
Lifeguard	\$ 25,111	\$ 26,913	\$ 27,744	\$ 28,588
Communications Specialist	\$ 43,590	\$ 45,688	\$ 46,820	\$ 47,970
Cook	\$ 20,323	\$ 22,048	\$ 22,801	\$ 23,566
Cook Manager	\$ 25,461	\$ 27,268	\$ 28,105	\$ 28,955
Food Service Helper	\$ 18,530	\$ 20,226	\$ 20,950	\$ 21,686

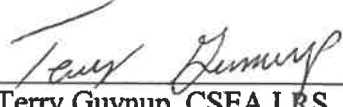
3. The terms of this agreement shall be enforced through the grievance and arbitration provisions of the CBA.

Dr. Mark C. Davey, Superintendent
CLINTON-ESSEX-WARREN-WASHINGTON
BOCES


Erin LaDuke, Unit President
CSEA BARGAINING UNIT

DATE

11/30/2022
DATE

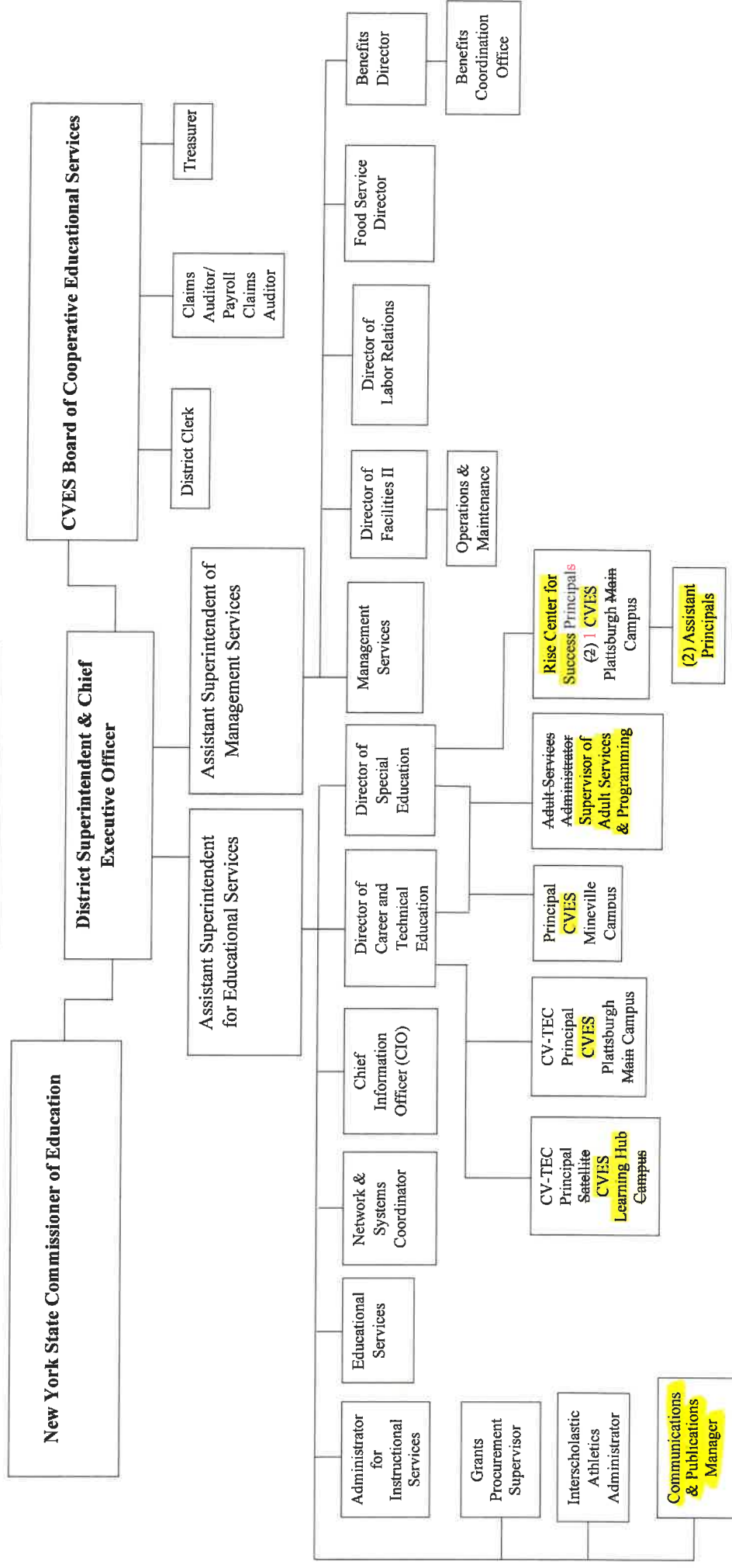

Terry Guynup, CSEA LRS

11-30-22
DATE

ORGANIZATIONAL CHART

The Board of Cooperative Educational Services shall maintain an administrative organization chart showing the relationship among the various administrators and staff.

Adopted ~~August 18, 2021~~

ORGANIZATIONAL CHART

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: December 2, 2022

RE: December 2022 Board Report

November was a busy month for our School Support Services team. As the school year is fully up and running, our staff have been busy supporting our components to provide exceptional experiences for every student in the region. From athletics, to libraries, to technology and data, our services provide districts with the tools they need to meet the ever-changing demands of education in our modern times.

INSTRUCTIONAL SERVICES UPDATES

Michelle Lawrence has continued to work with districts to review data from the 2021-2022 year testing cycle. As part of the service for our Co-Ser 509, Instructional Planning, Michelle meets with administrative teams and reviews how students performed, how the region performed, and then supports them in analyzing the data for areas of improvement. Michelle has also been meeting with grade-level teams in districts to support them in using a data-based approach to focus instruction for students to close gaps and support student growth in the current school year. Feedback about Michelle's level of knowledge and ability to facilitate these discussions has been excellent.

WORKSHOPS FOR SCHOOL IMPROVEMENT



During the month of November, several workshops and one workshop series were offered. Several districts, including staff from the FEH BOCES region attended the school safety workshops offered in collaboration with the New York State Police. The first day was Threat Assessment training and the second day was Reunification training. Both days were facilitated by Frank Guglieri from PNW BOCES. Feedback each day was incredibly positive and our CVES safety team has a plan moving forward to establish safety procedures to support our component districts in implementing the best practices shared over the two days.

WeTeach New Teacher Workshop series began. This four-day series of workshops is being facilitated by Shannon Pitcher-Boyea of Breathing Room, LLC. Session one focused on self-care and staying healthy, classroom management techniques with special focus on students with difficult behaviors, and how to align lessons to meet the New York State next generation standards. Besides providing an excellent experience for these new teachers, this series will help them to develop a regional network that can be a support throughout their teaching career.



INSTRUCTIONAL TECHNOLOGY

The IT team is working diligently to address tickets in districts as well as having meetings with several districts to assist them with E-Rate technology planning season. We are excited to have Ted Santaniello move up from a Computer Specialist to a Network and Systems Technician after an extensive search. His skills will be greatly appreciated in that new position. We recently received a shipment of PCs that our technicians (see below) are preparing to go to one of our component districts and upgrade their entire fleet of Windows computers - they had been getting by on PCs that CVES had lent them last year.

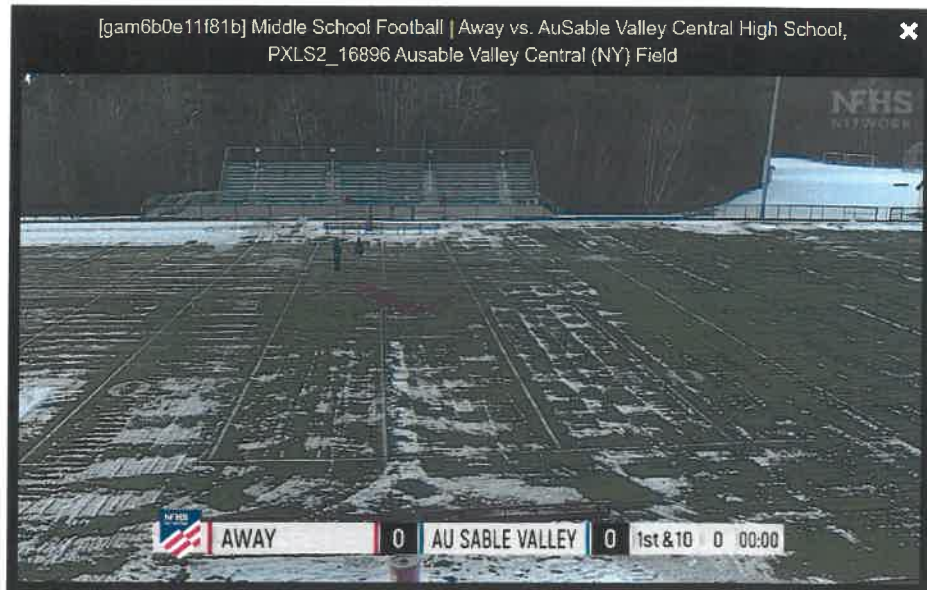


INTERSCHOLASTIC SPORTS – SNOW AND FOOTBALL

We just concluded the Fall Sectional and Regional tournaments with our last event being the Peru vs Ravena Football game at AuSable Valley on Saturday, November 19th. A big thank you goes out to Superintendent Mike Francia, Executive Principal of Athletics, Pre-K Education and Curriculum Kevin Hulbert, Director of Facilities Randy Pray and all the staff that cleared the snow off the field to allow us to host the Regional Championship in Section VII.

The Sectional season couldn't have happened without the phenomenal athletic directors that hosted events for us. Starting with our girls tennis qualifier in Beekmantown, gymnastics at Peru, soccer at Plattsburgh, Northeastern Clinton and Beekmantown. We hosted Cross Country at Cobble Hill golf course in Elizabethtown, Volleyball at Saranac, Girls Swim at AuSable Valley and Football at Plattsburgh. Some also hosted Regional (Intersectional) events as well.

Here is a picture of the snow clearing progress at AuSable Valley a few days before the football game.



PLANKSGIVING WELLNESS CHALLENGE

On November 30th, staff members from the South Building on the Hub Campus gathered together to complete the Planksgiving Wellness Challenge.



CVES MISSION

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

TO: Dr. Mark C. Davey
FROM: Michele M. Friedman
DATE: November 29, 2022
RE: December 2022 Board Report

Student Leaders Attend SkillsUSA Fall Leadership Conference

Nearly five-hundred student leaders and advisors from sixty-six NYS Career & Technical Centers recently attended the NYS SkillsUSA Fall Leadership Conference held on November 6th -8th, 2022 in Albany, NY. Twelve CV-TEC students from both our Plattsburgh and Mineville Campuses attended the Annual NYS SkillsUSA Fall Leadership Conference. All twelve of our students and all four advisors were awarded their Statesmanship Pin. The Fall



Leadership Conference was impressive, with all students participating in leadership training and activities. Students also toured the New York State Capitol Building. During this tour, they learned about the history of the construction of the building as well as were able to see where their elected officials meet and hold Legislative Sessions. Our Advisors were also provided with an engaging training on the SkillsUSA Framework and how to integrate it into their classrooms.

SkillsUSA is a student leadership organization for students training in trade, industrial, and health occupations with over 300,000 members nationwide. Our CV-TEC SkillsUSA Officers and members participated in this amazing leadership conference, which focused on learning skills that would help them become better leaders, not only in their SkillsUSA chapter, but in their local community.

CV-TEC Hosts Leadership Seminar

On Tuesday, November 15, 2022 CV-TEC hosted a Leadership Seminar for the Student Leaders of Crown Point Central School District. The twenty-eight student leaders participated in several sessions including: The Art of Conversation, Business Etiquette and Dining Room Etiquette. Students were engaged in business standards for handshaking, tie-tying and even the 20-second elevator pitch. CV-TEC Student Leaders facilitated many of the sessions and provided insight and expertise. Students also reviewed resources for resume building, application completion and other business and industry standards of practice.



North Country Manufacturing Day

The 10th Annual North Country Manufacturing Day took place at Clinton Community College and the Institute for Advanced Manufacturing on Wednesday, November 16, 2022.

This year we connected over 500 students, grades 9 through 12, with local manufacturers. 12 school districts throughout Clinton, Franklin and Essex counties, participated in this year's event, along with 14 of the area's most innovative employers.



MFG Day was created to inspire the next generation of manufacturers to ensure the prosperity of the industry, by giving local manufacturers an opportunity to showcase what modern manufacturing is all about. The day highlighted the many rewarding career opportunities that exist in today's innovative manufacturing space, and the unique products that are created right in our own backyard.

This year, the day featured manufacturing themed escape rooms, hands-on activities at each employer booth (like flight simulators, robots, google glasses, 3D printers and more), tours of the IAM and CCC campus, and a look into IAM offerings (with activities like virtual welding, battle bots, robotic arms, e-sports lab, and more.) Students were able to explore pathways by learning more about Clinton Community College and The Institute for Advanced Manufacturing, CV-TEC, and entering the workforce directly.



Participating manufacturers: Beta Technologies, Camso, 3DRPD, Alstom, Agri-Mark, Mold-Rite Plastics, Norsk Titanium, Nova Bus, Salerno, Schluter Systems, Sylvamo, Upstone Materials, Vapor Stone

Event sponsors: Glens Falls National Bank, Sylvamo, and the Workforce Development Institute. Event committee: ETS, Ready4Real, CV-TEC, Clinton Community College and the IAM, NAmTrans and the North Country Chamber of Commerce, The North Country Workforce Development Board, and TDC. With help from CFES Brilliant Pathways, CITEC and The Strand.



CV-TEC Students Participate in RAMP Presentation

On November 17, 2022 the Coryer Staffing RAMP Team presented to our CV-TEC seniors, providing an overview of the program and application process. This presentation allowed our students an opportunity to contemplate the many options that are available to them, including RAMP. The program offers graduates an opportunity to earn a paycheck while exploring different companies and positions throughout our community.



CV-

CV-TEC Hosts a CDL Job Fair

CV-TEC held a CDL Job Fair on Wednesday, October 26, from 1-5 PM at our CVES Conference Center. Students met with local employers to discuss future CDL opportunities in their chosen field. We also provided information regarding our CV-TEC CDL Class B and Class A programs.

Participating CTE Programs

- Automotive Technology
- Automotive Collision Repair
- Construction Trades
- CDL
- Environmental Conservation and Forestry
- Heavy Equipment/Diesel Mechanics
- Welding

Participating Employers

- Advocacy and Resource Center
- Au Sable Valley Central School
- Bellavance Trucking
- Department of Environmental Conservation
- Essex County Department of Public Works
- Essex County Transportation
- ETS, Inc.
- First Transit
- Giroux's Poultry Farm, Inc.
- High Peaks Distributing
- Moore Trucks LLC
- MX Fuels and Propane
- PM Leary LLC
- Saratoga Eagle Sales and Service
- SpencerARL
- Sysco
- Taylor Rental
- Upstone Materials/Barrett Industries
- Ward Lumber



CV-TEC Community Service

Recently our CV-TEC FFA Members took part in a community service event to benefit Elmore SPCA at Tails of the Adirondack. With help of our Pre-CTE Food Services Program, students made their own pumpkin flavored dog treats. Taste tested and dog approved, CV-TEC FFA was able to raise money for a very important cause!



Our CV-TEC students will also have the opportunity to participate in the Make-A-Wish and the Adopt-An-Angel community service projects this Holiday Season sponsored by SkillsUSA.



The CV-TEC SkillsUSA chapter is supporting Make-Wish Northeast New York in their efforts to raise money to grant the wishes of children in our community with life-threatening medical conditions.

Make-A-Wish.

This year, CV-TEC will be at the Make-A-Wish table at Champlain Center North in Plattsburgh. You can sign up with Mrs. Dashnaw, Mrs. Santaniello, or Mrs. Snow for any of the following dates and times.

December 10th, 4-7 PM & 7-9 PM

December 17th, 1-4 PM & 4-7 PM

DONATIONS NEEDED

You can also donate by going to

Make-A-Wish® Northeast New York

Please feel free to forward this link to anyone you may know who might be interested in donating too.

Please contact Mrs. Snow in Teams or at ext. 255 if you have questions or would like more information!

Share the power of a wish!!



2

Ways to Give Back to our Community this Holiday Season!!



ADDITIONAL DONATING UNTIL

DECEMBER 16, 2022

Choose an "Angel" from the "Angel Tree"

Located in the C.V.E.S. CV-TEC Main Campus Lobby

Purchase a **NEW** gift for your "Angel", either individually or as a group!

Return the gift unwrapped by Friday, December 16th to Mrs. Snow in Student Services

OR

If you prefer, bring a NEW toy of your choice, or make a donation to the Clinton County Christmas Bureau!!

Thank you for your generosity and your participation in this very special community service event!

CVES MISSION

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

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



The P2BIS Hallway Celebration: Respect + Integrity + Safety + Excellence = RISE

The Rise Center for Success celebrated by receiving their monthly rewards as part of the Positivity Project and participating in our Monthly P2BIS Hallway Celebration. All award winners also received free loaded hot cocoa certificates from the Rise & Shine Café!



Community Outing a Great Success

Mr. Falvey's class recently went to Price Chopper for a community outing applying and carrying-over in-class skill development into our community.



Mrs. Gough's Class's 100 Hearts (Acts) of Kindness in Mineville

Students and staff within Mrs. Gough's class can designed a special project that will be their theme for this school year. *100 Hearts (Acts) of Kindness* is a way to strengthen their classroom community in a fun and engaging way. Students and staff can prompt the group to recognize someone within that they feel deserves an act of kindness heart. After collecting 100 hearts as a group, the class is rewarded with a celebration of their choosing.



Students just accomplished their first 100 acts of kindness and celebrated with their selection of a "Minecraft Party." Students then designed their menu choosing between a healthy treat, a not so healthy treat, and a drink. Students waited 2 weeks for this celebration to ensure that all of their friends were present celebrating with a three-tier cake, green apples dipped in caramel, and green juice. What a blast!

The focus of this project, which will continue throughout the school year, is to help students understand the benefits of teamwork, to experience respect and kindness from others and how it makes you feel, and how leaning on others can help you complete challenges that are present throughout life.

One of the best experiences that has already come out of this project is when one student recognized another student for their kindness, which was not prompted by any adult. Fostering such a strong classroom community will ensure that everyone's year will be a great success!

Applied Science Class Completes Chaos Tower

We are proud to have so many very talented students at the Rise Center for Success! Mrs. Douglass' 11/12th Applied Science class built a Rube-Goldberg-type machine (for reference - a smaller version of the machine in the mall by American Eagle).



Our Chaos Tower

Mrs. Douglass' CVES
High School Academic
Class



Stage Two.....



RISE Center for Success Bucket Fillers

Not only do we have our P2BIS Student Incentive program, but we also have a faculty/staff Incentive program at the Rise Center for Success in Plattsburgh. Our faculty/staff incentive program is based on the book, *Have You Filled a Bucket Today?* Faculty/staff members fill out a bucket drop to acknowledge a colleague for being kind, caring, and helpful and then place the drop in the bucket. The bucket drops are all read at our monthly community meeting and posted on our Bucket Filler Bulletin board. Bucket drops are selected for various door prizes at each faculty meeting. Prizes vary from a free 40-minute planning period covered by administration, to a free specialty coffee/hot cocoa from the Rise & Shine café, to a free lunch/breakfast from the cafeteria. Even home-made apple pies and a special parking space are included in the drawing. It's easy to fill someone else's bucket!



The Rise Center's Partners in Transition Participates In SUNY Plattsburgh's Social Justice Teach-In

In recognition of Black Solidarity Day, SUNY Plattsburgh hosted a social justice teach-in, held all over campus. The Rise Center's Partners in Transition Community Pre-Vocational program, housed on campus, had the opportunity to host a session titled: Social Justice and Disabilities. Abbie and Shawn led a discussion about their disabilities and their involvement on campus thru the Partners in Transition program. They did a remarkable job, and it fostered several new collaborations with campus students and organizations for future projects.



Breaking Bread for Thanksgiving and Gratitude

Our rockstar cafeteria teams in Mineville and Plattsburgh were busy in the kitchen this past week and provided a delicious Thanksgiving meal to our Special Education staff and students. The dinner included turkey, mashed potatoes, stuffing, gravy, carrots, salad, cranberry sauce, pickles, homemade dinner rolls, and Apple or Pumpkin Crisps. It was amazing!

The entire Special Education program - students and staff joined for the fantastic feast, and our students had the opportunity to try various foods. Seeing our staff and students enjoy time together like this is terrific. We are proud to recognize and acknowledge our Cafeteria staff from Mineville of Adele Huchro and Jo Anna Waters and in Plattsburgh, of Angela Provost, Dale Bracy, Gladys Daniels, and Kate Belair led by our Food Service Director Julie Holbrook.

A BIG CVES thank you to all our food service staff across CVES for the work they do each day and for bringing these delicious dinners to our campuses to celebrate the upcoming Thanksgiving Holiday.



**Pictures of Engagement,
Learning, and Fun from the
Past Month**



Rise Center for Success

CVES William A. Fritz Center School Newsletter | Fall 2022

Principal Mrs. Diane Thompson



My first months at the RISE Center for Success have been incredible. I am so thankful to everyone for welcoming me with open arms as the principal of the William A. Fritz Campus. We see success stories in our building each and every day, and it's due to the outstanding educators and staff we have in our classrooms. Most importantly, I want to say how proud I am of our STUDENTS! We enjoyed a wonderful first quarter, and as we move ahead in the school year, there will be so much more that leaves us proud!

Director Mr. Matthew Slattery



This school year is off to a tremendous start. Our faculty, staff, and administrators have teamed up to make the RISE Center for Success a great educational resource for our students. As we approach Thanksgiving, I am extremely grateful and honored to work with individuals who showcase outstanding professionalism every day. I wish our families a happy and healthy Thanksgiving, and I look forward to continued success in our second quarter!

You may have noticed we have a new name! Over the past school year, Champlain Valley Educational Services underwent a rebranding process and is continuing to implement new names and looks to our organization. For our Special Education Division, we are proud to say we are now the RISE Center for Success!

Events Calendar

Nov. 23-25
Fall Break
Nov. 28
WAF student of the month
celebration
Nov. 29
RISE hallway celebration
Dec. 8
Early Release Day- 11:30 a.m.
pick up
Dec. 14
Early Release Day
Dec. 20
Ugly Winter Sweater RISE Hallway
Celebration
Dec. 21
WAF Student of the month
celebration
Dec. 22
Pajama Day, Hot Chocolate &
Movie day
Dec. 23-Jan. 2
Christmas Break
Jan. 12
Early Release Day
Jan 16
Martin Luther King Jr. Day
Jan. 18
Early Release Day
Jan. 20
End of 2nd Quarter



Halloween at the Rise Center for Success



We loved seeing our students and staff have fun on Halloween this year and all the costumes that filled our hallways! The time our students spend in the classroom is so important, and when we can combine educational opportunities with fun times like this, it's the best!

An Amazing Open House



We were thrilled to have our Open House in October and welcome our guests for a wonderful night at our Plattsburgh Campus. We served more than 200 spaghetti dinners, and some of our own students were on the serving line! We hope everyone who visited enjoyed their time with us!

Picture Day!



As a reminder to all our families, all student Picture Day photos are available at no cost! If you have not yet received your child's picture in a digital format, please contact your child's teacher. We were happy to see the smiles from all our students who were willing and able to have their photo taken!

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

Coser	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	\$ 321,312	\$ 11,250	\$ 79,565	\$ 121,647
Revenue Available/Earned	\$ -	\$ 350,697	\$ 55,961	\$ 98,052	\$ 9,805	\$ 95,608	\$ 725	\$ 79,565	\$ 121,647
Revenue - Prior Year Rollover	\$ 3,651	\$ 131,690	\$ 3,498	\$ 17,702	\$ 2,554	\$ -	\$ 3,854	\$ -	\$ -
Expenditures & Encumbrances to date	\$ (520)	\$ (691,053)	\$ (99,986)	\$ (99,352)	\$ (8,824)	\$ (188,857)	\$ (5,634)	\$ (42,043)	\$ (91,933)
Unexpended Balance	3,131	\$ (208,676)	\$ (40,527)	\$ 16,402	\$ 3,535	\$ (93,249)	\$ (1,055)	\$ 37,522	\$ 29,714

Percentage Utilized	14%	78%	33%	86%	90%	59%	50%	53%	76%
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	11/7/2022	10/22/2022
Coordinator:	Robinson	Robinson	Robinson	Ford-Croghan	Ford-Croghan	Huntington	Huntington	Huntington	Lafountain
Director:	Slattery	Slattery	Slattery	Campbell	Campbell	Friedman	Friedman	Friedman	Friedman

Coser	956-2023	959-2022	963-2023	989-2022	984-2023	995-2023	996-2023	997-2023
Program Description	SLS Supplemental Operating Aid	SNAP Employment & Training Venture	North Country Region Career Pathways III	CCHD Testing Coordination	WIOA, Title II, Incarcerated	WIOA, Title II, Incarcerated	NYS Basic Literacy- Clinton	NYS Basic Literacy- One Work Source
Approved Budget	\$ 47,809	\$ 400,000	\$ 100,000	\$ 784,000	\$ 203,000	\$ 203,000	\$ 150,000	\$ 150,000
Revenue Available/Earned	\$ 47,809	\$ -	\$ 100,000	\$ 784,000	\$ 203,000	\$ 203,000	\$ 150,000	\$ 150,000
Revenue - Prior Year Rollover	\$ 932	\$ 7,939	\$ 51,267	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures & Encumbrances to date	\$ (48,709)	\$ (73,525)	\$ (89,101)	\$ (494,570)	\$ (201,517)	\$ (202,894)	\$ (141,378)	\$ (122,616)
Unexpended Balance	\$ 32	\$ (65,566)	\$ 82,166	\$ 289,430	\$ 1,483	\$ 166	\$ 8,622	\$ 27,384

Percentage Utilized	99.9%	18%	69%	63%	99%	99.9%	94%	82%
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	11/7/2022	11/7/2022	11/7/2022	11/7/2022
Coordinator:	Ford-Croghan	Huntington	Huntington	Lozier	Huntington	Huntington	Huntington	Huntington
Director:	Campbell	Friedman	Friedman	Bell	Friedman	Friedman	Friedman	Friedman

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