

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 JUNE 14, 2023
PROPOSED EXECUTIVE SESSION AT 6:00 PM – MEETING TO FOLLOW**

- No Action 1. CALL TO ORDER: Board President
a. The Pledge of Allegiance
b. Roll Call of Board Members
- Action 2. APPOINTMENT OF VACANT BOARD MEMBER SEAT/OATH OF OFFICE
- No Action 3. BOARD RECOGNITION – Board President, Mr. Michael St. Pierre & Dr. Mark Davey
- No Action 4. SKILLSUSA PRESENTATION – Mrs. Michele Friedman, Advisors & Students
- No Action 5. EXECUTIVE SESSION
- No Action 6. INTRODUCTION OF ALL PRESENT
- No Action 7. OPINIONS AND CONCERNS FROM THE AUDIENCE
- No Action 8. STRATEGIC PLAN END-OF-YEAR UPDATE – Dr. Mark Davey, Mr. Eric Bell,
Mrs. Amy Campbell, Mrs. Michele Friedman, and Mr. Matt Slattery
- No Action 9. PURCHASING POLICY PROPOSED CHANGES PRESENTATION- Dr. Mark Davey
And Mr. Eric Bell
- No Action 10. DISTRICT SUPERINTENDENT’S UPDATE
- Action 11. MINUTES OF PREVIOUS MEETING
a. May 10, 2023 Monthly Meeting Minutes (Enc. 1)
12. CONSENT AGENDA FINANCIAL
- Action a. Certification of Warrant (Enc. 2)
- Action b. Treasurer’s Report (Enc. 3)
- Action c. Special Aid Project (Enc. 4)
- Action d. Cross Contract Budgets (Enc. 5)
- Action e. Cross Contract Budget Increases (Enc. 6)
- Action f. Budget Increases (Enc. 7)
- Action g. Contractor/Consultant Agreements (Enc. 8)
- Action h. Installment Purchase Contract (Enc. 9)
- Action i. Uncollectibles (Enc. 10)
13. OLD BUSINESS - Committees
- No Action Committees
--Audit Committee Meeting Highlights – February 8, 2023 (Info. Only) (Enc. 11)

14. CONSENT AGENDA PERSONNEL

- Action a. Amendments (Enc. 12)
- Action b. Resignations For the Purpose of Retirement (Enc. 13)
- Action c. Resignations (Enc. 14)
- Action d. Leave of Absence (Enc. 15)
- Action e. Tenure (Enc. 16)
- Action f. Permanent Appointments (Enc. 17)
- Action g. Temporary Appointments 2023-23(Enc. 18)
- Action h. Three- Year Probationary Appointment (Enc. 19)
- Action i. Four-Year Probationary Appointment (Enc 20)
- Action j. 26-Week Civil Service Probationary Appointment (Enc. 21)
- Action k. 52-Week Civil Service Probationary Appointment (Enc. 22)
- Action l. Provisional Civil Service Appointment (Enc. 23)
- Action m. Temporary Grant Appointment (Enc. 24)
- Action n. Additional Work (Enc. 25)
- Action o. Temporary Appointments 2023-24 (Enc. 26)
- Action p. Hourly Appointments (Enc. 27)
- Action q. Substitute and Temporary On-Call Appointments (Enc. 28)
- Action r. Volunteers for 2022-23 (Enc. 29)
- Action s. Volunteers for 2023-24 (Enc. 30)
- Action t. Additional Work (Enc. 31)
- Action u. Facilitator(s) 2023-24 (Enc. 32)
- Action v. Facilitator(s) (Enc. 33)
- Action w. Summer Work (Enc. 34)
- Action x. Special Education Summer School Staffing (Enc. 35)
- Action y. Fingerprint Reimbursement (Enc. 36)

15. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. Revised Policy– Second Reading & Adopt (Enc. 37)
- No Action b. Reserve Plan Summary (Informational Purposes Only) (Enc. 38)
- Action c. Employee Benefit Accrued Liability Reserve Fund Resolution (Enc. 39)
- Action d. Retirement Contribution Reserve Fund Resolution (Enc. 40)
- Action e. Mission, Vision, and Core Belief Update (Enc. 41)

16. NEW BUSINESS

- No Action a. None this month

No Action 17. OTHER

No Action 18. NEXT BOARD MEETING

Wednesday, July 12, 2023, to be held at the Yandon-Dillon Center in Mineville, NY – Proposed Executive Session at 6:00 PM – Monthly Meeting to follow.

No Action 19. REPORTS FROM DIRECTORS (Enc. 42)

Action 20. 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

June 14, 2023	Board Meeting – Conference Center, Plattsburgh – 6:00 PM
June 20, 2023	Rise Center for Success Graduation Ceremony, Yandon-Dillon, Mineville– 11:00 AM
June 20, 2023	CV-TEC Plattsburgh Graduation Ceremony – SUNY Plattsburgh Field House – 7:00 PM
June 21, 2023	CV-TEC Mineville Graduation Ceremony – Moriah Central School – 7:00 PM.

MOTIONS TO ENTER INTO EXECUTIVE SESSION

1. A MATTER WHICH WILL IMPERIL THE PUBLIC SAFETY IF DISCLOSED
2. A MATTER WHICH MAY DISCLOSE THE IDENTITY OF A LAW ENFORCEMENT AGENT OR INFORMER
3. A MATTER OF INFORMATION RELATING TO A CURRENT OR FUTURE INVESTIGATION OR PROSECUTION OF A CRIMINAL OFFENSE WHICH WOULD IMPERIL EFFECTIVE LAW ENFORCEMENT IF DISCLOSED
4. A MATTER OF DISCUSSION REGARDING PROPOSED, PENDING OR CURRENT LITIGATION
5. A MATTER OF COLLECTIVE NEGOTIATIONS PURSUANT TO ARTICLE 14 OF CIVIL SERVICE LAW (THE TAYLOR LAW)
6. A MATTER OF THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION
7. A MATTER OF THE PREPARATION, GRADING OR ADMINISTRATION OF EXAMINATIONS
8. A MATTER OF THE PROPOSED ACQUISITION, SALE OR LEASE OF REAL PROPERTY OR THE PROPOSED ACQUISITION OF SECURITIES, OR SALE OR EXCHANGE OF SECURITIES HELD BY THE SCHOOL DISTRICT IF SUCH DISCUSSION PUBLICITY WOULD SUBSTANTIALLY AFFECT THE VALUE THEREOF
9. A MATTER RELATED TO A SPECIFIC STUDENT OF THE DISTRICT

ENC. 1

Recommend that the Board approve the Draft Minutes from the May 10, 2023 regular Board meeting. (attached)

ENC. 2

Recommend that the Board approve the Certification of Warrant for May 2, 2023 to June 14, 2023. (attached)

ENC. 3

Recommend that the Board approve the Treasurer's Report from April 1, 2023 to April 30, 2023. (attached)

ENC. 4

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

1. That the Employment Preparation Education Program (EPE) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not allowed to exceed \$65,710. (CV-TEC)
2. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program Adult Basic Education & Literacy Services (ABE) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not allowed to exceed \$17,230. (CV-TEC)
3. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Corrections (Essex) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not to exceed \$39,378. (CV-TEC)
4. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Corrections (Clinton) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not to exceed \$41,440. (CV-TEC)
5. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Literacy Zone (Elizabethtown) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not to exceed \$32,374. (CV-TEC)
6. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Literacy Zone (Plattsburgh) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not to exceed \$26,677. (CV-TEC)
7. That the School Library System Basic Operating Aid (F947) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not allowed to exceed \$24,054. (S³)

ENC. 4 (continued)

8. That the School Library System Categorical Aid for Automation (F949) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not allowed to exceed \$2,452. (S³)
9. That the School Library System Supplemental Operating Aid (F956) special aid fund be allowed to continue providing services for the period July 1 – September 30, 2023. Expenditures are not allowed to exceed \$11,737. (S³)

ENC. 5

Recommend that the Board approve the following Cross-Contract Budgets:

1. Approve the Itinerant – Special Education Albany BOCES budget in the amount of \$5,400 for the 2022-2023 school year, to accommodate for a cross contract with Albany BOCES (Ticonderoga). (Co-Ser 327 – Special Education)
2. Approve the Odyssey of Mind – WSWHE BOCES budget in the amount of \$420 for the 2022-2023 school year to accommodate for a cross-contract with WSWHE BOCES (Schroon Lake). (Co-Ser 420 – S³)

ENC. 6

Recommend that the Board approve the following Cross Contract budget increases:

1. Increase the Distance Learning Albany BOCES budget from \$166,800 to \$222,000 for the 2022-2023 school year, to accommodate for an additional cross-contract with Albany BOCES (Moriah). (Co-Ser 431 – S³)
2. Increase the Workshops – FEH BOCES budget from \$30,000 to \$40,000 for the 2022-2023 school year, to accommodate for additional cross contracts with FEH BOCES (AuSable, Beekmantown, Bouquet Valley, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Saranac, Schroon Lake, Ticonderoga, Willsboro). (Co-Ser 517 – S³)
3. Increase the Staff Development Workshop – WSWHE BOCES budget from \$1,500 to \$2,400 for the 2022-2023 school year to accommodate for an additional cross-contract with WSWHE BOCES (Schroon Lake). (Co-Ser 520 – S³)

ENC. 7

Recommend that the Board approve the following Budget Increase(s):

1. Increase the Career and Technical Education – Job Target/Pre-CTE Program budget from \$955,854 to \$967,074 due to increase in student services in Job Target/Pre-CTE classes for the 2022-2023 school year (CoSer 115/116 – CV-TEC)

ENC. 8

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

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Harris Beach, PLLC for Legal Services as needed, at a rate of \$215 per hour for attorney services and \$100 per hour for law clerk, paralegal, and legal research services for the period July 1, 2023 through June 30, 2024. (Administration) (attached)
2. Agreement between Clinton-Essex-Warren-Washington BOCES and Stafford, Owens, Murnane, Kelleher, Miller, Meyer & Zedick, PLLC for Legal Services as needed, at a rate of \$225 per hour for all attorney services; \$125 per hour for law clerk services; and \$95 per hour for paralegal services for the period July 1, 2023 through June 30, 2024. (Administration) (attached)
3. Agreement between Clinton-Essex-Warren-Washington BOCES and Honeywell Law Firm, PLLC for Legal Services as needed, at a rate of \$210 per hour for legal services for the period June 5, 2023 through June 30, 2024. (Administration) (attached)
4. Agreement between Clinton-Essex-Warren-Washington BOCES and Ferrara Fiorenza PC for Legal Services as needed, at a rate of \$230 per hour for partner, senior counsel and counsel services; \$175 to \$225 per hour for associate services; \$140 per hour for law clerk services; and \$120 per hour for paralegal services for the period July 1, 2023 through June 30, 2024. (Administration) (attached)
5. Agreement between Clinton-Essex-Warren-Washington BOCES and Bartlett, Pontiff, Stewart & Rhodes, P.C. for Legal Services as needed, at a rate of \$250 per hour for attorney services and \$150 per hour for paralegal services for the period of July 1, 2023 through June 30, 2024. (Administration) (attached)
6. Agreement between Clinton-Essex-Warren-Washington BOCES and Commercial Sales for the purpose of obtaining comprehensive services from Commercial Sales for the receipt, inventory, warehousing, assembly, delivery, and set-up of a Virco Furniture Project at Rise Center for Success in Plattsburgh. Services are anticipated to take place during the period of June 1, 2023 through September 30, 2023. The total amount for all project services is \$8,900. (Rise) (attached)

ENC. 9

Recommend that the Board approve the following resolution authorizing an Installment Purchase Contract:

WHEREAS, Clinton-Essex-Warren-Washington Board of Cooperative Educational Services (the BOCES) desires to undertake the Purchase of equipment, machinery or apparatus for use by the BOCES School Support Services Printshop.

WHEREAS, the cost of the installment purchase contract for the Purchase is not to exceed the principal amount of \$111,414.00, all or a portion of which is to be financed at an interest rate of 0% for a period of no more than five years.

ENC. 9(continued)

WHEREAS, the BOCES desires to finance the Purchase by executing and delivering an installment purchase contract for said equipment, machinery or apparatus; and

WHEREAS, the BOCES desires to take certain preliminary actions to provide such financing and further desires to delegate the authority to negotiate, approve, execute and deliver an installment purchase contract and to carry out all other necessary or appropriate actions in furtherance thereof and of the Purchase;

NOW THEREFORE, BE IT RESOLVED, as follows:

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

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

Section 3. The BOCES has evaluated the financing alternatives available to it and hereby determines that it is in the best interest of the BOCES to finance the Purchase pursuant to an installment purchase contract for the following reasons:

- a. Financing the Purchase provides the advantages of improved cash flow and provides a closer matching of expenditures to the useful life of the Purchase, the BOCES may not finance the Purchase under the local finance law but may do so by an installment purchase contract. The use of an installment purchase contract provides the BOCES with a means to directly finance the Purchase.
- b. The use of an installment purchase contract provides the BOCES with flexibility in structuring the payment for the Purchase, including, but not limited to, the timing of the closing of financing and the establishment of principal repayment schedules.

Section 4. The authority to solicit alternative quotations for financing from qualified interested parties and to select the quotation deemed to be in the best interest of the BOCES is hereby delegated to the President of BOCES, the chief fiscal officer, in accordance with section 39.8 of the regulations of the NY Department of Audit & Control, including without limitation the authority to determine the principal amount thereof (not to exceed the maximum principal amount set forth above), the interest rate (at a rate to be obtained by competitive written, fax or telephone quotations from qualified parties), the amount, timing and frequency of the payments, and to choose the lessor, and to make all other determinations appropriate thereto. The President and the District Superintendent of the BOCES are hereby authorized to execute and deliver an installment purchase contract and related documents for the purchase on behalf of and in the name of the BOCES in accordance with such determinations by the President, and the

ENC. 9(continued)

Clerk is hereby authorized to affix the seal of the BOCES thereto and attest the same, with such changes, variations, omissions and insertions as the authorized persons executing such contract or document shall approve, the execution thereof by such persons to constitute conclusive evidence of such determinations and approval. The form and substance of the installment purchase contract to be entered into for the Purchase, as so approved and in the form approved by Counsel to the BOCES, is hereby approved.

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

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

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

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

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

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

Section 11. This resolution shall take effect immediately.

ENC. 10

Recommend that the Board approve the write-off of the following list of uncollectible account receivables after efforts to collect have been unsuccessful on these accounts over a year old. Under audit, these accounts are no longer considered current and should be written off the financial records before year-end.

<u>Invoice#</u>	<u>Date of Invoice</u>	<u>Amount</u>	<u>Program</u>
034-22A	9/23/2021	\$3903.00	Construction Trades Tuition
053-22A	9/23/2021	\$2552.10	LPN Tuition
078-22A	10/5/2021	<u>\$3815.75</u>	LPN Tuition
		\$10,270.85	

ENC. 11

Committees

February 8, 2023 Audit Committee Meeting Highlights (informational) (attached)

ENC. 12

Recommend that the Board Amend the following appointments that were approved at the February 8, 2023 Board meeting:

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

1. Name: Jennifer Parker
Tenure Area: Instructional Support Services in Curriculum and differentiated instruction, incorporating the analysis of student performance data
Position: CTE & Academic Curriculum Coordinator
Effective Date: April 3, 2023
Tentative Tenure Date: April 3, 2026
Certification Status: Natural Resources & Ecology 7-12 Professional
Annualized Salary: \$73,973

Recommend that the Board amend the following appointment(s) that were approved on the May 10, 2023 agenda:

Recommend that the Board approve the following 2023-2024 Special Education Summer School Staffing:

Food Service Helper, \$15.50/hr \$16.50/hr
Gladys Daniels WAF

Teacher Aide/ Student Aide, \$15.50/hr \$16.50/hr
Debra Rogers WAF

ENC. 12 (continued)

Teaching Assistant/ hourly rate of pay per contract \$28/hr
Dawn Bordeau

ENC. 13

Recommend that the Board accept the following letter of Resignation for the purpose of Retirement:

1. Laura Supley, Job Placement Aide, effective July 1, 2023 (*23 years of service*)

ENC. 14

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

1. Rhonda Sargent, Teacher Aide/Student Aide, effective May 19, 2023
2. Janet McCray, Teaching Assistant, effective May 29, 2023
3. Lori Jamil, Employment and Training Counselor, effective June 7, 2023
4. Evie Angle, Account Clerk/Typist, effective July 1, 2023
5. Brianna Finnegan, Special Education Teacher, effective August 31, 2023
6. Christopher Falvey, Special Education Teacher, effective May 23, 2023, for the purpose of accepting a Coordinator position
7. Ashley Brown, Teaching Assistant, effective May 30, 2023, for the purpose of accepting a temporary Special Education Teacher position.
8. Lauren Jaquish, Teacher Aide/ Student Aide, effective May 31, 2023, for the purpose of accepting a Teaching Assistant position
9. Dawn Bordeau, Teacher Aide/Student Aide, effective July 1, 2023, for the purpose of accepting a Teaching Assistant position
10. Elizabeth Laundrie, Teacher of the Deaf, effective July 1, 2023, for the purpose of accepting a Special Education Teacher position
11. Kelly Gowett, Allied Health Teacher, effective July 1, 2023, for the purpose of accepting the Health Careers Program Coordinator position
12. Chelsea Benway, Teaching Assistant, effective September 1, 2023, for the purpose of accepting a temporary Special Education Teacher position

ENC. 15

Recommend that the Board approve the following leave(s) of absence:

1. Laura Supley, Job Placement Aide, unpaid leave of absence, Effective May 30, 2023, through June 30, 2023

ENC. 16

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

1. Stephanie Sorgule, School Counselor, Effective September 1, 2023

ENC. 17

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

1. Chirag Patel, Account Clerk/Typist, Effective June 12, 2023
2. Angie Lecuyer, Account Clerk/Typist, Effective July 1, 2023

ENC. 18

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

1. Name: MaryLou Allen
Position: Adult Literacy Teacher
Effective Date: May 15, 2023- June 30, 2023
Certification Status: Computer Technology 7-12, Initial Certificate
Annualized Salary: \$49,465
2. Name: Ashley Brown
Position: Special Education Teacher
Effective Date: May 30, 2023- June 30, 2023
Certification Status: Teaching Assistant Level III
Annualized Salary: \$48,450
3. Name: Lauren Jaquish
Position: Teaching Assistant
Effective Date: May 31, 2023- June 30, 2023
Certification Status: Uncertified
Annualized Salary: \$26,062

ENC. 19

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

1. Name: Elizabeth Laundrie
Tenure Area: Special Education Teacher
Position: Special Education Teacher
Effective Date: July 1, 2023
Tentative Tenure Date: July 1, 2026
Certification Status: Students with Disabilities (all grades) Professional, Childhood Education (Grades 1-6) Professional, Literacy (Grades 5-12) Professional, Deaf and Hearing Impaired, Permanent
Annualized Salary: \$77,735

(The Expiration date for the above appointment(s) 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

ENC. 19 (continued)

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. 20

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

1. Name: Jacob Rivers
Tenure Area: Technical Subjects
Position: Electrical Design, Installation & Alternative Energy Teacher
Effective Date: May 19, 2023
Tentative Tenure Date: May 19, 2027
Certification Status: Electrical 7-12, Transitional A Certificate
Annualized Salary: \$52,773
2. Name: Christopher Falvey
Tenure Area: Instructional Support Services in Special Education
Position: Coordinator
Effective Date: May 23, 2023
Tentative Tenure Date: May 23, 2027
Certification Status: Students with Disabilities (Grades 1-6) Professional, Student with Disabilities (Grades 7-12) Generalist, Supplementary Certificate
Annualized Salary: \$65,000
3. Name: Kelly Gowett
Tenure Area: Health Careers Program Coordinator
Position: Health Careers Program Coordinator
Effective Date: July 1, 2023
Tentative Tenure Date: July 1, 2027
Certification Status: Nurse's Assisting 7-12, Transitional A Certificate
Annualized Salary: \$70,268
4. Name: Joanne Mazzotte
Tenure Area: School Counseling & Guidance
Position: School Counselor
Effective Date: September 5, 2023
Tentative Tenure Date: September 5, 2027
Certification Status: School Counselor, Permanent Certificate
Annualized Salary: \$68,000

ENC. 20 (continued)

5. Name: Dawn Bordeau
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: September 5, 2023
Tentative Tenure Date: September 5, 2027
Certification Status: Teaching Assistant Level I
Annualized Salary: \$29,500

6. Name: Cynthia Moran
Tenure Area: Special Education Teacher
Position: Special Education Teacher
Effective Date: September 5, 2023
Tentative Tenure Date: September 5, 2027
Certification Status: Special Education, Permanent Certificate
Annualized Salary: \$57,000

7. Name: Krista Williams
Tenure Area: Special Education Teacher
Position: Special Education Teacher
Effective Date: September 5, 2023
Tentative Tenure Date: September 5, 2027
Certification Status: Literacy (Birth- Grade 6) Professional Certificate, Childhood Education (Grades 1-6) Professional Certificate
Annualized Salary: \$56,000

(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. 21

Recommend that the Board appoint the following person(s) to a 26-week Civil Service Probationary appointment as follows:

1. Name: Marta Leavine
Position: Assistant to the School Food Service Director (was provisional)
Effective Date: May 23, 2023
Tentative Permanent Date: November 23, 2023

2. Name: Jocelyn Lopez
Position: School Lunch Manager (was provisional)
Effective Date: May 23, 2023
Tentative Permanent Date: November 23, 2023

ENC. 21 (continued)

3. Name: Sadie Kaltenbach
Position: School Lunch Manager (was provisional)
Effective Date: May 23, 2023
Tentative Permanent Date: November 23, 2023

ENC. 22

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

1. Name: Tia Lamkins
Position: Teacher Aide/Student Aide
Effective Date: June 1, 2023
Tentative Permanent Date: June 1, 2024
Annualized Salary: \$20,226
2. Name: Joshua Howland
Position: Custodial Worker
Effective Date: July 17, 2023
Tentative Permanent Date: July 17, 2024
Annualized Salary: \$34,500
3. Name: Reed Hoffmann (*Pending Fingerprint Clearance*)
Position: Physical Therapist
Effective Date: September 5, 2023
Tentative Permanent Date: September 5, 2024
Annualized Salary: \$52,045

ENC. 23

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

1. Name: Kimberly Polhemus
Position: Payroll Clerk
Effective Date: June 6, 2023
Annualized Salary: \$40,000

ENC. 24

Recommend that the Board approve the following Temporary Grant Appointment from May 18, 2023 - June 30, 2023:

1. Nathan Billups, Work Study Student, not to exceed 59 hours, at \$14.20/hour

ENC. 25

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

Stipend Positions, Compensation per collective bargaining agreement

Brandy Rosselli	PBIS Coordinator, YD
Sheilah Boyea	PBIS Coordinator, WAF
Allison Bola	PBIS Coordinator, WAF

Transition Services

Marky Desrocher	Not-to-exceed 30 hours
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ENC. 26

Recommend that the Board appoint the following person(s) to a Temporary Appointment for the 2023-24 school year:

1. Name: Dana Poirier
Position: Community Outreach Coordinator
Effective Date: July 1, 2023- June 30, 2024
Certification Status: Security Operations 7-12, Professional Certificate, Literacy and GED Preparation Instructor, Adult Education Certificate
Annualized Salary: \$96,157
2. Name: Katie LaBonte
Position: Adult Literacy Coordinator
Effective Date: July 1, 2023 - June 30, 2024
Certification Status: Literacy and GED Preparation Instructor, Adult Education Certificate
Annualized Salary: \$70,496
3. Name: Jean Gonyo
Position: Cosmetology Teacher
Effective Date: July 1, 2023 – June 30, 2024
Certification Status: Teaching Assistant Level III
Annualized Salary: \$51,269
4. Name: Chelsea Benway
Position: Special Education Teacher
Effective Date: September 1, 2023
Certification Status: Teaching Assistant, Level I
Annualized Salary: \$50,000
5. Name: Maxwell Neimeier
Position: Special Education Teacher
Effective Date: September 5, 2023- June 30, 2024
Certification Status: Uncertified
Annualized Salary: \$47,582

ENC. 27

Recommend that the Board appoint the following person(s) to an hourly appointment for the 2023-24 school year:

1. Jacob Rivers, Electrician, \$50/Hour
2. Lisa Bulriss, Accountant (Schools), \$30/Hour

ENC. 28

Recommend that the Board approve the following list of Substitute and Temporary On-Call appointments for the 2023-2024 school year:

<u>Name</u>	<u>Title</u>
Teri Calabrese-Gray	Administrator
Paul Ghenoiu	Cleaner/Messenger
Todd Mayo	Cleaner/Messenger
Michael Riley	Cleaner/Messenger
Deborah Sears	Clerk
David Rabideau	Custodial Worker- Retiree
Donald Bush	Laborer
Lucas Pierce	Laborer
Matthew Rugar	Laborer
Bryan Walton	Musical Instrument Repair Tech
Jennifer Christiansen	Principal
Sanford Coakley	Principal
Christopher Mazzella	Principal
Thomas Ryan	Principal
Diane Leavine	Senior Stenographer
Peter Ducharme	Teaching Assistant
Peter Ducharme	Teacher
Dawn Waters	Teacher

ENC. 29

Recommend that the Board approve the following Volunteers for the 2022-23 school year:

1. Collin Bolebruch Communications

ENC. 30

Recommend that the Board approve the following Volunteers for the 2023-24 school year:

1. Collin Bolebruch Communications
2. Brian DelPozo School Lunch Program
3. Haley Cutter School Lunch Program

ENC. 31

Recommend that the Board approve the following Additional Work for the 2023-24 school year:

Shared Decision-Making Committee, hourly rate of pay per contract

Angela Defelice	Not-to-exceed 10 hours
Arianna Menard	Not-to-exceed 10 hours
Brandy Rosselli	Not-to-exceed 10 hours
Christie Lee	Not-to-exceed 10 hours
Danielle O'Mara	Not-to-exceed 10 hours
Jessica Willette	Not-to-exceed 10 hours
Krystal Jaquish	Not-to-exceed 10 hours
Lauren Jaquish	Not-to-exceed 10 hours
Lisa Briscoe	Not-to-exceed 10 hours
Melissa Gough	Not-to-exceed 10 hours
Rachel Boire	Not-to-exceed 10 hours
Sara Spring	Not-to-exceed 10 hours
Stacey Smart	Not-to-exceed 10 hours
Stephanie Sorgule	Not-to-exceed 10 hours
Patti Edwards	Not-to-exceed 10 hours

ENC. 32

Recommend the Board approve the following Facilitators for the 2023-24 school year:

Facilitators, \$30/hour

Dawn Waters (WBL)
Rebecca Banker
Bonnie Berry
Mary Clackler
Sanford Coakley
Brad Counterline
Deborah Daly
Jennifer Daniels
Heather Deans
Kim Denton
Cheryl Dodds
Brenda Drummond
Hilary Eilers
Penny Favreau
Kaitlin Fielder
Theresa Figoni
Sarah Fink
Jacquelyn Germain
Bonnie Gregware
Andrya Heller
Kathleen Howard

ENC. 32(continued)

Tracey Howard
Karen Irwin
Paul Jebb
Dean Lincoln
Carlos Madan
Laurie Martin
Kim Mayer
Ann Mazzella
Christopher Mazzella
Donald Olcott
Joanna Orr
Sarah Paquette
Sonal Patel-Dame
Cheryl Phillips
Rachel Ribis
Joyce Rovers
Charlene Rydgren
A. Paul Scott
Melissa Seymour
Rebecca Shuman
Debra Spaulding
Susan Stafford-Gough
Angie Waldron
Elaine Whitcomb
Sandra Wilkins
Michael Zent

ENC. 33

Recommend the Board approve the following Facilitators for the period of June 15, 2023 - June 30, 2023:

Facilitator, \$30/hour

Tonya Robinson	Not-to-exceed 70 Hours
Jacob Cummings	Not-to-exceed 70 Hours
Robert Holt	Not-to-exceed 70 Hours
Suzanne Chrisman	Not-to-exceed 70 Hours
Conner DeLavergne	Not-to-exceed 70 Hours
Heather Agoney	Not-to-exceed 70 Hours
Dustin Ryan	Not-to-exceed 70 Hours
Dawn Bordeau	Not-to-exceed 70 Hours
Emily Norwood	Not-to-exceed 70 Hours
William Badger	Not-to-exceed 70 Hours
Olivia Blais	Not-to-exceed 70 Hours
Amy Dermody	Not-to-exceed 70 Hours

ENC. 34

Recommend the Board approve the following 2023 Summer Work:

Continuation of normal workday duties, Hourly rate of pay

Kevin Donoghue	Not-to-exceed 200 Hours
Nicole Santaniello	Not-to-exceed 175 Hours
Donna Wyant	Not-to-exceed 18 Hours

School Counselor school year preparation, \$56.67/hr

Joanne Mazzotte	Not-to-exceed 60 Hours
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CV-TEC PD/Curriculum Development, Hourly rate of pay per contract

Kenny Allen	Not-to-exceed 12 Hours
Richard Beaudry	Not-to-exceed 12 Hours
Jean Gonyo	Not-to-exceed 12 Hours
Grace Mayhew	Not-to-exceed 12 Hours

CV-TEC PD/Curriculum Development, \$30/hr

Caitlyn Yell	Not-to-exceed 12 Hours
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Classroom Move/Setup, Hourly rate of pay

Lance Sayward	Not-to-exceed 12 Hours
Kim Lincoln	Not-to-exceed 12 Hours

Summer CTE Teacher Training, Hourly rate of pay per contract

Kenny Allen	Not-to-exceed 18 Hours
Richard Beaudry	Not-to-exceed 18 Hours
Jean Gonyo	Not-to-exceed 18 Hours
Grace Mayhew	Not-to-exceed 18 Hours

Summer CTE Teacher Training, \$30/hr

Caitlyn Yell	Not-to-exceed 18 Hours
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Provide continued instruction for Adult Literacy, SMART, GRASP, HSE, Case Management and Job Skills Training Program, hourly rate of pay

Mary Lou Allen	Not-to-exceed 150 Hours
Penny Bowers	Not-to-exceed 150 Hours
Dalton Castine	Not-to-exceed 180 Hours
Alexis Dirolf	Not-to-exceed 150 Hours
Madeline Kaplan	Not-to-exceed 180 Hours
Kieran Kivlehan	Not-to-exceed 150 Hours
Bridget Snow	Not-to-exceed 150 Hours
Tiffany Snow	Not-to-exceed 150 Hours

ENC. 34 (continued)

CTE Program Reapproval, hourly rate of pay per contract

Lisa Banker	Not-to-Exceed 12 Hours
Greg Cassavaugh	Not-to-Exceed 12 Hours
Anika Craig	Not-to-Exceed 12 Hours
Jean Gonyo	Not to Exceed 12 Hours
Kim Lincoln	Not to Exceed 12 Hours
Grace Mayhew	Not to Exceed 12 Hours
Josh Pierce	Not to Exceed 12 Hours

CTE Program Reapproval, \$30/hr

Caitlyn Yell (assist with Standards)	Not to Exceed 12 Hours
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Shared Decision Making, Hourly rate of pay per contract

Abram Benko	Not-to-exceed 6 Hours
Shelly Charland	Not-to-exceed 6 Hours
Penny Comes	Not-to-exceed 6 Hours
Anika Craig	Not-to-exceed 6 Hours
Lisa Fisher	Not-to-exceed 6 Hours
Helen Jessey	Not-to-exceed 6 Hours
Jamie Plumadore	Not-to-exceed 6 Hours
Nicole Santaniello	Not-to-exceed 6 Hours
Lance Sayward	Not-to-exceed 6 Hours
Kevin Shaw	Not-to-exceed 6 Hours

Life Skills Program Review, hourly rate of pay per contract

Maura Trombley	Not-to-exceed 10 Hours
Heather VanAlphen	Not-to-exceed 10 Hours
Alyssa Restrepo	Not-to-exceed 10 Hours
Jennifer Cowling	Not-to-exceed 10 Hours
Rachel Aldrich	Not-to-exceed 10 Hours

Life Skills Program Review, \$30/hr

Maxwell Neimier	Not-to-exceed 10 Hours
Krista Williams	Not-to-exceed 10 Hours

Positivity Project, hourly rate of pay per contract

Whitney Gagnier	Not-to-exceed 10 Hours
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N2Y Training, \$30/hr

Maxwell Neimier	Not-to-exceed 6 Hours
Krista Williams	Not-to-exceed 6 Hours
Cynthia Moran	Not-to-exceed 6 Hours

ENC. 34 (continued)

Mentor Program, hourly rate of pay per contract

Heather VanAlphan Not-to-exceed 10 Hours

ENC. 35

Recommend the Board approve the following 2023-24 Special Education Summer School Staffing additions:

Teaching Assistant, Hourly rate of pay per contract

Latalya Duell WAF
Vanessa Kwok WAF
Kristin Velazquez WAF

Teacher, Hourly rate of pay per contract

Chelsea Benway WAF
Vanessa Kwok WAF
Rachel Boire WAF

Registered Nurse, Hourly rate of pay per contract

Katie Gushlaw WAF
Nancy Davidson WAF

School Counselor, \$42/hr

Shannon Olsen WAF

Speech Therapist, Hourly rate of pay per contract

Nichole Strong WAF

Occupational Therapist, \$42/hr

Rhonda Baker YD

Physical Therapist, \$42/hr

Reed Hoffman WAF

Registered Nurse, \$35/hr

Bernadette Paul WAF
Dawn Abar WAF

Speech/Language Pathologist, \$42/hr

Sydney Burdo WAF

Teacher Aide/Student Aide, \$16.50/hr

Cindy Williams WAF
Diane Katzfey WAF
Peggy Mello WAF
Julie Filion WAF

ENC. 35(continued)

Kayla Rivera	WAF
Mary Martineau	WAF
Amy Phinney	WAF
Kayla Mills	WAF
Brandee Nephew	WAF
Jordan Doherty	WAF
Cody Clark	WAF
Angela Cook	WAF
Kayla Myers	WAF
Chelsea Sheridan	WAF

Teaching Assistant, \$28/hr

Cindy Williams	WAF
Arihanna Bechard	WAF

Teacher, \$42/hr

Cindy Williams	WAF
Faye Dayton	WAF
Caren Laudree	WAF

ENC. 36

Recommend that the Board authorize reimbursement of fingerprinting fees up to \$105 for employees receiving fingerprint clearance for the purpose of working at CVES. Employees must submit application for reimbursement of costs on or before June 30, 2024. Employees hired in the following positions, and fingerprinted between June 1, 2023 and June 30, 2024, will be eligible for reimbursement of fingerprint fees after working 10 days at CVES:

- Teacher aides/student aides
- Temp on-call Teacher Aides/Student Aides
- Temp on-call Custodial Worker
- Temp on-call Building Maintenance Worker
- Temp on-call Cook
- Temp on-call Food Service Helper
- Temp on-call Cleaner Messenger
- Temp on-call Computer Lab Assistant
- Temp on-call Computer Specialist
- Temp on-call Laborer
- Temp on-call Clerical (all titles)
- Temp on-call Nurse (Registered Nurses)

ENC. 37

Revised Policy – Adopt Policy Revision

Executive Summary (attached)

#6410 Authorized Signatures (attached)

#6680 Credit Card Use (attached)

#6700 Governing Procurements of Goods (attached)

#6700-E.1 Purchasing Exhibit (attached)

#6700-E.3 Verbal Quote Sheet for Purchase Contracts Exhibit (attached)

#6710 Purchasing Authority (attached)

#6720 Competitive Bidding Requirements (attached)

ENC. 38

The 2022-23 Reserve Plan Summary, updated May 9, 2023 (attached), was shared with the Board for informational purposes only.

ENC. 39

Recommend that the Board approve the following resolution:

WHEREAS, the Board has an Employee Benefit Accrued Liability Reserve Fund (“EBALR Fund”) to hold monies to pay the costs of Employee Benefits as permitted in General Municipal Law Section 6-p for future payments, and

WHEREAS, on June 12, 2019 the BOCES approved continued use of and new deposits into its EBALR Fund to pay the cost of future retiree benefits payable through the EBALR Fund, and

WHEREAS, the EBALR Fund has a balance of \$1,304,024 and

WHEREAS, recent contract settlements have included sick leave buyouts,

RESOLVED, that out of the surplus monies of said BOCES on hand for the year 2022-2023 and not otherwise appropriated, a sum not to exceed \$300,000 be appropriated for the EBALR Fund of CVES and that the District Treasurer, with the approval of the District Superintendent is authorized, empowered and directed to transfer from surplus funds of CVES a sum not to exceed \$300,000, to the fund and it is further

RESOLVED, that such additional sums as there may thereafter be appropriated shall become part of the EBALR Fund, and it is further

RESOLVED, that this reserve shall be accounted for in the General Fund of the BOCES and it is further

RESOLVED, that within sixty (60) days after the end of any fiscal year, excess amounts may either be transferred to another reserve or the excess applied to the appropriation of the next succeeding fiscal year’s budget, and it is further

RESOLVED, that expenditures from the EBALR Fund, with the approval of the District Superintendent, may be made by the BOCES Treasurer for the purposes specified in General Municipal Law Section 6-p and related statutes and regulations.

ENC. 40

Recommend that the Board approve the following resolution:

WHEREAS, the BOCES has a Retirement Contribution Reserve Fund (RCR) as permitted in General Municipal Law Section 6-r to fund employer retirement contributions to the State and Local Employees' Retirement System (ERS); and

WHEREAS, the BOCES has approved the establishment of the Retirement Contribution Reserve – TRS Sub-Fund as permitted in the General Municipal Law Section 6-r to fund employer retirement contributions to the NYS Teachers' Retirement System (TRS); and

WHEREAS, the BOCES wishes to fund the TRS Sub-Fund Reserve,

BE IT THEREFORE RESOLVED that the BOARD authorizes and directs the Treasurer to use surplus funds in the amount of \$199,625.00, equivalent to 2% of the 2021-2022 TRS Billable Earnings, to the Retirement Contribution Reserve – TRS Sub-Fund.

ENC. 41

Be it resolved, that upon the recommendation of the District Superintendent and the District Planning Team (DPT), that the Board approve the updates to the CVES Mission, Vision and Core Beliefs as presented at the April 5, 2023 Board Meeting.

ENC. 42

Board Reports (attached)

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

DRAFT

DATE: May 10, 2023
KIND OF MEETING: Regular Board Meeting
PLACE: CVES Conference Center- Plattsburgh, NY

Board Members Present:

Patricia Gero
Richard Harriman, Sr.
Thomas McCabe
Bruce Murdock
Emily Phillips
Lori Saunders
Michael St. Pierre
Donna Wotton
Eddie Webbinaro

Board Members Absent:

Kathy Comins-Hunter
Leisa Boise
Donna LaRocque
Ed Marin

Executive Officer:

Dr. Mark Davey

Board Clerk:

Katelyn Smart

Others Present:

Eric Bell
Amy Campbell
Julie Jolicoeur
Christine Myers
Adam Facteau
Ethan Dukett
Lucas Pierce
Gage Coryea
Rosanna Pierce
Kaitlin Pierce

MEETING
TO ORDER

Board President St. Pierre called the meeting to order at 6:07 p.m.

BOARD MEMBER
APPOINTMENT

Mr. Murdock. moved, seconded by Mrs. Gero, that the Board appoint Mrs. Donna LaRocque to vacant seats on the CVES Board through April 20, 2024. Mrs. LaRocque will take her Oath of Office and file with the Board Clerk. All Board Members present voted yes—motion carried.

BOARD MEMBER
APPOINTMENT

Mr. Murdock moved, seconded by Mrs. Gero, that the Board appoint Mr. Eddie Webbinaro to an unexpired 2-year 2-month term on the CVES Board effective immediately June 30, 2025. Mr. Webbinaro took his Oath of Office and filed with the Board Clerk. All Board Members present voted yes—motion carried.

EXECUTIVE
SESSION

Mr. Murdock moved, seconded by Mrs. LaRocque, that the Board go into Executive Session at 6:08 p.m., for the following reasons: Mr. Harriman Sr. moved, seconded by Mr. Murdock, that the Board go into Executive Session at 6:29 p.m., for the following reasons: #4 - A matter of discussion regarding proposed, pending or current litigation; #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); #6 - A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; All Board Members present voted yes—motion carried.

In Executive Session (#1), the District Superintendent first provided the Board with a brief presentation of his 2022-23 evaluation year's highlights and accomplishments. The Board provided initial feedback and asked several questions of Dr. Davey regarding the 22-23 school year. The Board will now complete their portion of the District Superintendent's evaluation using SuperEval, the online Superintendent's evaluation instrument. Second, the Board was provided a labor relations update negotiations underway with the 12-Month Support Unit and the

Managerial Group, the status of several individual contracts, and the Mineville Campus Principal Search process. Third, the District Superintendent gave a hiring recommendation for the Business Manager position, and several position proposals were reviewed to help meet the needs of our expanding educational programs and growing services. Lastly, Dr. Davey reviewed several confidential staffing updates and recommendations regarding personnel.

Mr. Harriman Sr. moved, seconded by Mr. Murdock, that the Board come out of Executive Session at 7:23 p.m. All Board Members present voted yes—motion carried.

CV-TEC
STUDENT LAMP
SHOWCASE

Mr. St. Pierre asked several CV-TEC electrical students to showcase the lamp project they designed and built. The students Ethan Dukett, Lucas Pierce, and Gage Coryea were accompanied by CV-TEC Plattsburgh Principal Adam Facteau. The students described their lamps and answered questions from Board members.

STAFF
STRATEGIC
PLAN SURVEY
RESULTS

Dr. Davey introduced CVES' Assistant Superintendent for Educational Services, Mrs. Amy Campbell, to present CVES' 10th annual Staff Strategic Plan Survey PowerPoint (PPT) Presentation to the Board. Mrs. Campbell highlighted 2023 as a rebound year. This year's survey showed marked improvement in almost all areas over last year's results. Mrs. Campbell spoke to the results as a testament to the intentional work put in by CVES' Leadership. She shared that 274 employees took the anonymous survey, which was CVES' second-highest participation rate in its ten-year administration; the survey showed a solid improvement from the previous year's results. The survey also revealed that CVES staff is looking for more diverse Professional Development options. Mrs. Campbell shared and highlighted targeted areas of work for each division, and she identified where improvements have been shown. Mrs. Campbell highlighted the rebound in positive communication results and overall improvement across the entire survey. She noted that the staff's support for their coworkers has been a strength again on the survey this year. Dr. Davey thanked Mrs. Campbell and Mrs. Michelle Lawrence for their work on the presentation's development, Mrs. Campbell for her presentation to the Board, and the District Planning Team (DPT) for providing feedback and input on the analysis of the results to prepare for the Board's presentation. The Board was then offered an opportunity for questions and answers. Several Board Members provided feedback and comments on the results. Lastly, we thank Board members Mrs. Saunders and Mr. Harriman Sr. for their service and assistance with DPT.

AUDIT
COMMITTEE

Mr. Eric Bell provided the Board with an Audit Committee update. Mr. Bell, Mrs. Myers, Dr. Davey, and the Audit Committee members met with the internal and external auditors in the meeting. The internal auditor is new to CVES. In June, CVES will receive a final copy of the internal audit. The auditors were complimentary of the CVES team. The auditors recommended that cash depositing outside the Business Office be timelier, changing our fixed assets threshold, continuing with cross-training payroll duties, and expanding our payroll audit. This

week CVES external auditors, Mr. Michael Rossi, and Ms. Amy Pedrick were working on-site at CVES and attended the Audit Committee meeting. Mr. Rossi and Ms. Pedrick provided an update on their planned 2022-23 year-end audit process, which will be completed in late August, and the final report will be issued for the October CVES Board Meeting. The External Auditors will meet with the full Board in October.

DS UPDATE

Dr. Davey began his update by speaking about the Top 10% Dinner recently held in Altona. Dr. Davey congratulated CVES' Mrs. Myers on her daughter's recognition. Dr. Davey also thanked Board members Mrs. Boise and Mr. Harriman Sr. for their attendance representing the CVES Board at the Clinton County School Board's Top 10% dinner. Next, Dr. Davey congratulated the SkillsUSA State Champions from CVES, and Mrs. Friedman, Director of CTE, shared that our 9 competitors will continue to Nationals in Atlanta, GA. Dr. Davey congratulated Mrs. Campbell, as her daughter is one of the 9 State Champions. Next, Dr. Davey then shared the upcoming CVES events, including the NTHS Ceremonies and upcoming WAF and CV-TEC graduations.

- NTHS Ceremonies in Mineville (Weds, 5/24 – Moriah CSD), and Plattsburgh (Thurs, 5/25 – CVES Conference Center, Plattsburgh)
- SkillsUSA Awards Ceremony (Weds, 6/7 – CVES Conference Center)
- Pre-CTE Student Celebration of Success Ceremony (Thurs, 6/8 – CV-TEC Culinary Lab)
- WAF Special Education Graduation (Fri, 6/9 – SUNY Glitz Auditorium)
- CV-TEC Plattsburgh Campuses Graduation - (Tues, 6/20 – SUNY Plattsburgh Field House)
- CV-TEC Mineville Campus Graduation – (Weds, 6/21 – Moriah CSD)

Dr. Davey then shared his DS-SED update, briefly reviewing his May 1st-2nd, 2023 DS Meeting highlights, including several updates and presentations on the Blue-Ribbon Commission work, and a Teacher Residency and Apprenticeship Initiative, which will be shared with the CSOs in their upcoming meeting. Next, Dr. Davey shared several Board updates, including the upcoming DPT end-of-year meeting and the RSA Summer Conference, which numerous CVES Board members will attend. Lastly, he reviewed the Revised Purchasing Policy recommendations for the Board's first reading in the evening's Board meeting.

PREVIOUS MINUTES

Mr. Murdock moved, seconded by Mr. Harriman Sr., to approve the minutes of the April 5, 2023, Board Meeting and April 5, 2023, Annual Meeting as presented. All Board Members present voted yes—motion carried.

CONSENT AGENDA FINANCIAL

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

CERTIFICATION
OF WARRANT

Approve the Certification of Warrant for March 28, 2023, to May 1, 2023, as presented.

TREASURER'S
REPORT

Approve the Treasurer's Report from March 31, 2023, as presented.

CROSS-
CONTRACT
BUDGETS

Approve the following: Cross-Contract Budgets:

1. Approve the Arts in Education – WSWHE BOCES budget in the amount of \$310 for the 2022-2023 school year, to accommodate for a cross-contract with WSWHE BOCES (Schroon Lake). (Co-Ser 406 – S3)

2. Approve the School Curriculum Improvement – Cayuga BOCES budget in the amount of \$2,500 for the 2022-2023 school year, to accommodate for a cross-contract with Cayuga BOCES (AuSable). (Co-Ser 510 – S3)

3. Approve the Staff Development: Cert & Admin PNW BOCES budget in the amount of \$125 for the 2022-2023 school year, to accommodate for a cross contract with PNW BOCES (Plattsburgh). (Co-Ser 525 – S3)

4. Approve the Staff Development – Ulster BOCES budget in the amount of \$100 for the 2022-2023 school year, to accommodate for a cross-contract with Ulster BOCES (Beekmantown). (Co-Ser 529 – S3)

5. Approve the Labor Relations – FEH BOCES budget in the amount of \$33,000 for the 2022-2023 school year to accommodate for a Co-Ser change by FEH BOCES. (Northeastern Clinton). (Co-Ser 648 – Management Services)

BUDGET
INCREASES

Approve the following Budget Increases:

1. Increase the Staff Development Workshop – WSWHE BOCES budget from \$1,150 to \$1,500, for the 2022-2023 school year, to accommodate for an additional cross-contract with WSWHE BOCES (Schroon Lake). (Co-Ser 520 – S3)

2. Increase the Computer Assisted Instruction – Albany BOCES budget from \$207,465 to \$240,000, for the 2022-2023 school year, to accommodate for additional cross contracts with Albany BOCES (Beekmantown, Crown Point). (Co-Ser 530 – S3)

3. Increase the CIT Web Services – Nassau BOCES budget from \$10,875 to \$14,300, for the 2022-2023 school year, to accommodate for an additional cross contract with Nassau BOCES (Beekmantown). (Co-Ser 619 – S3)

4. Increase the Voice & Electronic Communication Service – Albany BOCES

budget from \$214,800 to \$223,500, for the 2022-2023 school year, to accommodate for additional cross contracts with Albany BOCES (AuSable, Crown Point, Moriah). (Co-Ser 623 – S3)

5. Increase the Drug & Alcohol Testing – Jefferson-Lewis BOCES budget from \$20,000 to \$25,000, for the 2022-2023 school year, to accommodate for anticipated additional bill as used services (AuSable, Beekmantown, Boquet, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Willsboro). (Co-Ser 624 – S3)

6. Increase the Insurance ACA Reporting – FEH BOCES budget from \$65,065 to \$75,700, for the 2022-2023 school year, to accommodate for a Co-Ser change by FEH BOCES. (Boquet). (Co-Ser 634 – Management Services)

7. Increase the Shared Business Office – FEH BOCES budget from \$435,460 to \$437,000, for the 2022-2023 school year, to accommodate for an additional cross contract with FEH BOCES (Boquet). (Co-Ser 657 – Management Services)

CAMP
HUNTINGTON

Recommend that the Board approve the following Agreement:

Revocable Permit Agreement between Clinton-Essex-Warren-Washington BOCES and the State University of New York at Cortland, William H. Parks Family Center for Environmental and Outdoor Education Raquette Lake for the purpose of renting dormitory space at Camp Huntington for Rise Center for Success student field trips at a total cost not anticipated to exceed \$14,140. The dates for the permit event are June 16, 2023, through June 19, 2023, and June 19, 2023, through June 22, 2023. (Rise Center for Success) (attached)

CV-TEC CDL
PROGRAM

Recommend that the Board award the following Bid:

1. Award the bid for a “2019 or Newer Day Cab Tractor” to R.R. Charlebois Inc. of Milton, VT for a used 2019 Freightliner 122SD in the amount of \$90,000. The tractor will be utilized by the CV-TEC CDL Program at the CVES Learning Hub North.

Note: One additional company submitted a bid:

1. Allegiance Trucks of Plattsburgh, NY with a bid of \$134,925 for a used 2020 International HX520

CVES MAIN
CAMPUS
INTERIOR DOOR

Recommend that the Board award the following Bid:

1. Award the “CVES Main Campus Interior Door Replacement Project” bid for the

REPLACEMENT

replacement of specified doors at the Plattsburgh Campus, RISE Center for Success, in the amount of \$180,000 to Murnane Building Contractors, Inc. of Plattsburgh, NY.

Note: One additional company submitted a bid:

Branon Construction Co. Inc. of Plattsburgh, NY with a bid of \$244,699

CEILING
REPLACEMENT

Recommend that the Board award the following Bid:

1. Award the “CVES Main Campus CV-TEC Ceiling Replacement Project” bid for the replacement of specified ceilings at the Plattsburgh Campus, CV-TEC Division, in the amount of \$250,000 to Murnane Building Contractors, Inc. of Plattsburgh, NY.

Note: One additional company submitted a bid:

JFP Enterprises Inc. of Plattsburgh, NY with a bid of \$329,067

TETRA TECH
BUILDING
CONDITIONS
SURVEY

Recommend that the Board accept the following Proposal:

Recommend that the Board accept a proposal submitted by Tetra Tech Architects of Ithaca, NY for a 2023 Building Conditions Survey (BCS), a Five-Year Capital Facilities Plan, and an Enhanced Facility Evaluation. Proposal work will take place at the Plattsburgh Campus, the Learning Hub North and South, and the Mineville Campus. The total amount for all services will be \$22,000 plus reimbursable expenses. Work will commence as soon as possible with an expected completion date of March 1, 2024, for the BCS and early spring of 2024 for the Five-Year Capital Facilities Plan.

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

Note: No additional proposals were received.

SPECIAL AID
FUND

I would like to request Board approval at the May 2023 Board meeting for the School Smart Snowshoeing Fund, special aid fund project, in the amount of \$2,500, for the period of April 1, 2023, through March 31, 2024.

Recommend that the Board approve the following special aid fund project:

School Smart Snowshoeing Fund, special aid fund project, in the amount of \$2,500, for the period of April 1, 2023, through March 31, 2024. This program is funded through The CVPH Foundation. (Rise Center for Success)

OLD
BUSINESS

None.

CONSENT
AGENDA
PERSONNEL

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

RESIGNATIONS
BEZON

Accept the following letter(s) of Resignation:

1. Chawntelle Bezon, Teacher Aide/Student Aide, Effective April 25, 2023

LEAVE OF
ABSENCE
HAMPTON,
HOLT

Approve the following leave(s) of absence:

1. Heather Hampton, Teaching Assistant, unpaid leave of absence, effective April 8, 2023, through May 8, 2023
2. Robert Holt, Teaching Assistant, unpaid leave of absence, effective April 19, 2023, through May 31, 2023

4- YEAR
PROBATIONARY
APPOINTMENT
MAYHEW
YELL

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

1. Name: Grace Mayhew, Environmental Conservation/Forestry Teacher, Effective Date May 11, 2023, Tentative Tenure Date May 11, 2027, Certification Status Biology 7-12 Initial, Agriculture Initial, Annualized Salary of \$49,465
2. Name: Caitlin Yell, English Teacher 7-12, Effective Date September 5, 2023 Tentative Tenure Date September 5, 2027, Certification Status English Language Arts 7-12 Initial, Annualized Salary of \$50,582

(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
WALDRON,
BEYER,
WILLIAMS

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

1. Cindy Waldron, Teacher Aide/ Student Aide, Effective April 27, 2023, Tentative Permanent Date April 27, 2024, Annualized Salary of \$20,226
2. Alexis Beyer, Teacher Aide/Student Aide, Effective May 9, 2023, Tentative Permanent Date May 9, 2024, Annualized Salary of \$20, 226.
3. Cynthia Williams, Teacher Aide/Student Aide, Effective September 5, 2023, Tentative Permanent Date Sept 5, 2024, Annualized Salary of \$23,000.

PERMANENT
APPOINTMENT
(CIVIL SERVICE)
GAMACHE,
LEAVINE,
JOHNSON

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

1. Nichole Gamache, Teacher Aide/Student Aide, effective May 11, 2023
2. Derek Leavine, Accountant (Schools), effective June 5, 2023
3. Brandon Johnson, Network and Systems Technician, effective June 8, 2023

TEMPORARY
APPOINTMENT
ALLEN

Recommend that the Board appoint the following person(s) to a Temporary Appointment as follows for the 2022-2023 school year

1. Name: Kenny Allen, Teaching Assistant, Effective May 1, 2023, through June 30, 2023, Certification Status Uncertified, Annualized Salary of \$26, 062.

HOURLY
APPOINTMENT

Recommend that the Board appoint the following person(s) to an hourly appointment for the 2023-2024 school year:

Automotive Mechanic, \$50/hour
Stephen Bassett Not to exceed 80 hours

2023
SUMMER
WORK

Recommend that the Board approve the following 2023 Summer Work:

Summer Auto-Body Technician, \$50/hour
Jacoby Richards Not to exceed 80 hours

SPECIAL
EDUCATION
SUMMER
SCHOOL
STAFFING

Recommend that the Board approve the following 2023-2024 Special Education Summer School Staffing:

Teacher Aide/Student Aide, hourly rate of pay per contract
Alyssa Morin YD
Amy Keech YD

Brianna Hall	WAF
Donna Caramia	WAF
Donna Montroy	WAF
John Law	WAF
Emily Norwood	WAF
Hannah Root	WAF
Janeen Defayette	WAF
Jennie Fox	YD
Jill Lobdell	YD/WAF
Jill Spring	YD
Johanna Pray	WAF
Julie Manley	WAF
Kara Velie	WAF
Karen Everleth	WAF
Karen McKee	WAF
Kendra Lamborn	WAF
Lauren Jaquish	YD
Leslie Plante	YD
Lisa Desotell	WAF
Madison Bokus	WAF
Margaret Gordon	WAF
Melodie Paynter	WAF
Mikayla Defayette	WAF
Nichole Gamache	WAF
Nichole Haran	YD
Patricia Fortin	WAF
Patti Edwards	YD
Peter Blackburn	WAF
Realelena Hurley	WAF
Rhonda Sargent	YD
Sarah Ryan	WAF
Sean Conklin	WAF
Shanna Rivers	WAF
Shay Maggy	WAF
Sienna Bibeau	WAF
Stacey Yelle	WAF
Tabitha Imondi	WAF
Tina Bordeau	WAF
Tina Goyette	YD
William Badger	WAF

Teacher, hourly rate of pay per contract

Alyssa Restrepo	WAF
Amy Guynup	WAF
Ellen Supinski	WAF
Heather VanAlphen	WAF

Jean Gonyo	YD
Jennifer Cowling	YD
Jennifer Haley	WAF
Joanne Beaudry	WAF
Jordan Wendling	WAF
Kaitlin Diskin	YD
Melissa Gough	YD
Rachel Aldrich	WAF
Savanna-Lin Frederick	WAF
Stefan Ramirez	WAF
Tom Daly	WAF
Tyler Langley	WAF/YD

Teaching Assistant, hourly rate of pay per contract

Allison Bola	WAF
Andrea Trombley	WAF
Bethany Katzfey	WAF
Brandy Rosselli	YD
Britteny Morse	WAF
Cheryl Spoor	WAF
Conner Delavergne	WAF
Dawn Bordeau	WAF
Emily Duquette	WAF
Erin Garrison	WAF
Heather Agoney	WAF
Heather Hambleton	WAF
Jacob Cummings	Sibley
James Lavoie	WAF
Janet McCray	YD
Juliana Baker	WAF
Kathleen Kotsogiannis	WAF
Kelsey Harland	YD
Kent Olsen	WAF
Lisa Whalen	YD
Margarett DeMeulemeester	YD
Maryssa Romeo	WAF
Melissa Slagenweit	WAF
Melissa Smith	WAF
Robert Holt	WAF
Sara Spring	YD
Sheilah Boyea	WAF
Staci Norton	YD
Suezanne Chrisman	WAF
Tammy Ann Smith	WAF
Whitney Gagnier	WAF

Cook Manager, hourly rate of pay per contract

Angela Provost	WAF
Adele Huchro	YD

Cook, hourly rate of pay per contract

Dale Bracy	WAF
Meagan Whitman	YD

School Counselor, hourly rate of pay per contract

Kim Denton	WAF
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School Psychologist, hourly rate of pay per contract

James Anderson	YD
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School Social Worker, hourly rate of pay per contract

Jami Ganter	WAF
Brooke Stevens	WAF
Stephanie Zehr	WAF
Danielle O'Mara	YD

Speech Language Pathologist, hourly rate of pay per contract

Krystal Jaquish	YD
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Lifeguard, hourly rate of pay per contract

Shelby Lottie	WAF
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Registered Nurse, hourly rate of pay per contract

Jamie Plumadore	WAF
Stacey Smart	WAF

Occupational Therapist, hourly rate of pay per contract

Philip Bean	WAF
Catlin Thompson	WAF
Emma Newell	WAF

Occupational Therapist Assistant, hourly rate of pay per contract

Lisa Recore	WAF
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Physical Therapist, hourly rate of pay per contract

Catherine Premore	WAF
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Food Service Helper, \$15.50/hr

Gladys Daniels	WAF
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Teacher Aide/ Student Aide, \$15.50/hr
Debra Rogers WAF

Registered Nurse, \$35/hr
Connie Poupore WAF

Teacher, \$42/hr
Nicholas Brindisi WAF
Elizabeth Christon WAF

Teaching Assistant, \$28/hr
Amy LaDue WAF
Elizabeth Christon WAF

**SUBSTITUTE
AND TEMP ON-
CALL
APPOINTMENTS**

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>
Mary Salton	Food Service Helper
Anelise Gifford	Teacher Aide/ Student Aide
Susan Mitchell	Teaching Assistant
Emily Cashman	Teaching Assistant

Recommend that the Board approve the following list of Substitute and Temporary-On-Call appointments for the 2023-24 school year.

<u>Name</u>	<u>Title</u>
Lori Ducharme	Teacher

**RESIGNATION
PEETS**

Mr. Harriman Sr. moved, seconded by Mrs. Saunders that the Board accept the following letter(s) of Resignation: 1. Kurt Peets, Custodial Worker, effective May 13, 2023. All Board Members present voted yes—motion carried.

**LEAVE OF
ABSENCE
SUPLEY**

Mr. Harriman Sr. moved, seconded by Mrs. Saunders that the Board accept the following leave(s) of absence: 1. Laura Supley, Job Placement Aide, unpaid leave of absence effective May 29, 2023. All Board Members present voted yes—motion carried.

**TEMPORARY
APPOINTMENT
BORDEAU**

Mr. Harriman sr. moved, seconded by Mrs. Saunders that the Board appoint the following person(s) to a Temporary Appointment as follows for the 2023-24 school year: 1. Dawn Bordeau, Teaching Assistant, Effective September 5, 2023, through June 30, 2024, Uncertified, Annualized Salary of \$29,500. All Board Members present voted yes—motion carried.

**CIVIL SERVICE
PROBATIONARY**

Mrs. Saunders moved, seconded by Mrs. Gero that the Board appoint the following person(s) to a (52 week) Civil Service probationary appointment as follows: Alexis

APPOINTMENT
BEYER

Beyer, Teacher Aide/ Student Aide, Effective May 11, 2023, tentative permanent date, May 11, 2024, annualized salary of \$20, 226. All Board Members present voted yes—motion carried.

CIVIL SERVICE
PROVISIONAL
APPOINTMENT
MCGINNESS,
LAUGHLIN,
PARKER,
REIDY

Mr. Harriman Sr. moved, seconded by Mrs. Saunders, that the Board appoint the following person(s) to a Civil Service Provisional appointment as follows: 1. Jordan McGinness, School Lunch Manager, Effective May 2, 2023, Annualized Salary of \$45,000 2. Kayla Laughlin, Behavior Specialist/Analyst, Effective May 4, 2023, Annualized Salary of \$60,000. 3. Jeffrey Parker, Behavior Specialist/Analyst, Effective May 11, 2023, Annualized Salary of \$63,000. 4. Hayden Reidy, Business Manager (Schools), Effective Date May 30, 2023, Annualized Salary of \$83,000. (EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM) All Board Members present voted yes—motion carried.

MEMORANDUM
OF AGREEMENT
PAYROLL CLERK

Mr. Harriman Sr. moved, seconded by Mrs. Saunders, that the Board approve the following Memorandum of Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Confidential Employees Salary and Benefits Package that acknowledges and agrees to add the title of Payroll Clerk to the contract. All Board Members present voted yes—motion carried.

AGREEMENT
TCIS REVISIONS

Mr. Harriman Sr. moved, seconded by Mrs. Saunders, that the Board approve the following Agreement between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Cornell University for the purpose of obtaining the following training session: “Therapeutic Crisis Intervention Training of Trainers for Schools Update: TCIS Revisions (TCIS UP)” for the dates of June 21-22, 2023. The total amount for all services is \$12,100. (S3) All Board Members present voted yes—motion carried.

BID AWARD
FRESH FRUIT

Mrs. Saunders. moved, seconded by Mr. Harriman, Sr., that the Board approve the following bid:

Award the “Fresh Fruit, Vegetable and Meat” bid to the following vendors. Bid pricing shall remain valid for the dates of September 1, 2023, through June 30, 2024.

Essex Food Hub Inc, dba The Hub on the Hill of Essex, NY as follows:

Zucchini, Shredded and Frozen \$25.00 per 20lb case; Pasta, Assorted Shapes \$37.50 per 15lb case; Sweet Potatoes, Diced and Frozen \$35.00 per 20lb case; Diced Chicken \$170.00 per 30lb case; Ground Chicken \$170.00 per 30lb case; Rolled Oats \$63.75 per 25lb bag; Rolled Oats \$127.50 per 50lb bag; Whole Wheat Flour \$30.00 per 25lb bag; Wheatberries \$22.50 per 25lb bag.

Districts and BOCES serviced: Bouquet Valley CSD, Crown Point CSD, CVES

Plattsburgh, CVES Mineville, Keene CSD, Lake Placid CSD, Moriah CSD, Northern Adirondack CSD, Peru CSD, Plattsburgh City Schools, Saranac CSD, Schroon Lake CSD, Ticonderoga CSD, and Willsboro CSD.

Juniper Hill Farm of Westport, NY as follows:

Tomatoes \$2.25/lb.; Cucumbers \$1.84/lb.; Green Peppers \$2.00/lb.; Red Peppers \$3.25/lb.; Onions \$25.00 per 25lb bag; Lettuce, Salad Mix \$5.98/lb.; Apples \$25.00 per 100 to 150 count case; Potatoes \$25.00 per 25lb bag; Romaine Lettuce \$1.75 per head; Kale Red or Green \$1.50 per bunch; Carrots \$27.50 per 25lb bag; Beets \$25.00 per 25lb bag; Spinach \$7.50/lb.; Fresh Zucchini, Yellow or Green \$.90/lb.; Peaches \$62.00 per 30lb to 40lb case; Pears \$24.00 per 30-40lb case; Eggs \$45.00 per 15 dozen case.

Districts and BOCES serviced: Bouquet Valley CSD, Crown Point CSD, CVES Plattsburgh, CVES Mineville, Keene CSD, Lake Placid CSD, Moriah CSD, Northern Adirondack CSD, Peru CSD, Plattsburgh City Schools, Saranac CSD, Schroon Lake CSD, Ticonderoga CSD, and Willsboro CSD.

Lillie Valley Farm of Putnam Station, NY as follows:

Ground Beef, Grain Feed \$25.00 per 5-pound pack.

Districts and BOCES serviced: Bouquet Valley CSD, Crown Point CSD, CVES Plattsburgh, CVES Mineville, Keene CSD, Lake Placid CSD, Moriah CSD, Peru CSD, Plattsburgh City Schools, Saranac CSD, Schroon Lake CSD, Ticonderoga CSD, and Willsboro CSD

Smith Packing Company of Utica, NY as follows:

Butternut Squash, Diced and Frozen \$33.00 per 20lb case

Districts and BOCES serviced: Bouquet Valley CSD, Crown Point CSD, CVES Plattsburgh, CVES Mineville, Keene CSD, Lake Placid CSD, Moriah CSD, Peru CSD, Plattsburgh City Schools, Saranac CSD, Schroon Lake CSD, Ticonderoga CSD, and Willsboro CSD

Notes:

Four additional vendors submitted bids:

- The Hub of Tupper Lake, NY
- Moon Valley Farm, LLC of West Nyack, NY
- Slate Foods, Inc. dba Red Barn Provisions of NY, NY
- Donahue's Livestock Farms of Malone, NY

CVES BUDGET
2023-24

Mr. Harriman Sr. moved, seconded by Mrs. Saunders that the Board approve the total CVES Budget for the 2023-24 school year in the amount of \$47,750,330. All Board Members present voted yes—motion carried.

NEW POLICY
FIRST READING

The following Revised Policies were shared with the Board for a First Reading.

Revised Purchasing Policies – First Reading
Executive Summary (attached)
#6410 Authorized Signatures (attached)
#6680 Credit Card Use (attached)
#6700 Governing Procurements of Goods (attached)
#6700-E.1 Purchasing Exhibit (attached)
#6700-E.3 Verbal Quote Sheet for Purchase Contracts Exhibit (attached)
#6710 Purchasing Authority (attached)
#6720 Competitive Bidding Requirements (attached)

2023-24 CVES
BOARD
MEETING
DATES

Mr. Harriman Sr. moved seconded by Mrs. Saunders, that the Board approve the following CVES Board Meeting dates for the 2023-24 school year:

July 12, 2023 – Mineville
August 16, 2023 – Plattsburgh
September 13, 2023 – Mineville
October 11, 2023 – Plattsburgh
November 8, 2023 – Mineville
December 13, 2023 – Plattsburgh
January 10, 2024 – Mineville
February 14, 2024 – Plattsburgh
March 13, 2024 – Mineville
April 10, 2024 – Plattsburgh
May 8, 2024 – Mineville
June 12, 2024 – Plattsburgh

REQUEST FOR
APPROVAL TO
ATTEND
CONFERENCE/
WORKSHOP

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

1. Leisa Boise
Rural Schools Association (RSA) Summer Conference
July 9, 2023, Cooperstown, NY (overnight accommodations needed)
2. Richard Harriman Sr.
Rural Schools Association (RSA) Summer Conference
July 9, 2023, Cooperstown, NY (overnight accommodations needed)
3. Ed Marin
Rural Schools Association (RSA) Summer Conference
July 9, 2023, Cooperstown, NY (overnight accommodations needed)

4. Emily Phillips
Rural Schools Association (RSA) Summer Conference
July 9, 2023, Cooperstown, NY (overnight accommodations needed)

5. Michael St. Pierre
Rural Schools Association (RSA) Summer Conference
July 9, 2023, Cooperstown, NY (overnight accommodations needed)

6. Donna Wotton
Rural Schools Association (RSA) Summer Conference
July 9, 2023, Cooperstown, NY (overnight accommodations needed)

All Board Members present voted yes—motion carried.

SALARY &
BENEFIT
AGREEMENT
MCGINNESS

Mr. Harriman Sr. moved, seconded by Mrs. Saunders, that upon the recommendation of the District Superintendent, BE IT RESOLVED, that the Board ratify the employment agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Jordan McGinness, School Lunch manager, effective May 1, 2023 - June 30, 2026. All Board Members present voted yes—motion carried.

SALARY &
BENEFIT
AGREEMENT
REIDY

Mr. Harriman Sr. moved, seconded by Mrs. Saunders, that upon the recommendation of the District Superintendent, BE IT RESOLVED, that the Board ratify the employment agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Hayden Reidy, Business Manager, effective May 30, 2023 - June 30, 2027. All Board Members present voted yes—motion carried.

NEXT BOARD
MEETING

The next Board meeting will be held on Wednesday, June 14, 2023, at the CVES Conference Center in Plattsburgh. An anticipated Executive Session will begin at 6:00 p.m., with the monthly meeting following.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Saunders to adjourn the meeting at 8:50 p.m. All Board Members present voted yes—motion carried.

DRAFT

Smart, Board Clerk

MEMO

To: Kaitlyn Smart, BOCES Board Clerk
 Clinton-Essex-Warren-Washington BOCES
 From: Angela Jennette, Claims Auditor
 Date: June 5, 2023
 Re: Report for Board Agenda for June 14, 2023, Meeting

The following warrant claims were reviewed from, May 2, 2023, to June 5, 2023:

<u>Warrant No. & Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #45 - 05/04/2023	*Check Nos: 242016-242052** *Check Nos: 0000660-0000709-WEX ACH Payments: ACH007836-ACH007853 WEX-ACH Payments: ACH00524-ACH00559	\$ 106,017.71
W #46 - 05/11/2023	*Check Nos: 242088-242137 *Check Nos: 0000710-0000748-WEX ACH Payments: ACH007854-ACH007877 WEX-ACH Payments: ACH00560-ACH00586	\$ 1,138,927.05
W #47 - 05/18/2023	*Check Nos: 242138-242234** *Check Nos: 0000749-0000844-WEX ACH Payments: ACH007878-ACH007966 WEX-ACH Payments: ACH00587-ACH00638	\$ 367,060.53
W #48 - 05/25/2023	*Check Nos: 242266-242341** *Check Nos: 0000845-0000891-WEX ACH Payments: ACH007967-ACH008001 WEX-ACH Payments: ACH00639-ACH00675	\$ 821,054.22
W #49 - 06/01/2023	*Check Nos: 242343-242373 *Check Nos: 0000892-0000939-WEX ACH Payments: ACH008002-ACH008054 WEX-ACH Payments: ACH00676-ACH00703	\$ 73,497.14

*Note Includes electronic wire transaction transfers for CVES Disbursements as listed below:
IRS-EFTPS: PR#24-Wire #2324FEDTAX Wire #2324FICA Wire #2324MEDI- Warrant #46
 PR#25-Wire #2325FEDTAX Wire #2325FICA Wire #2325MEDI- Warrant #48

NYS Promptax: PR #24- Wire #2324NY- Warrant #46;
 PR #25- Wire #2325NY- Warrant #48;

Health Ins. Monthly: Wire #HINS-52023- Warrant #46;

FSA/HRA : Wire #BEN042523A- Warrant #45 Wire #BEN042623A- Warrant #45
 Wire #BEN042723A- Warrant #45 Wire #BEN042823A- Warrant #45
 Wire #BEN050123A- Warrant #45

Wire #BEN050223- Warrant #46 Wire #BEN050323- Warrant #46
 Wire #BEN050423- Warrant #46 Wire #BEN050523- Warrant #46
 Wire #BEN050823- Warrant #46

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>
05/03/23	Pending W#45	16804	Missing backup.	Will obtain backup.	Removed from final warrant.
05/03/23	Pending W#45	14460	Per Wellness Policy item not allowed.	Justification obtained and noted.	Approved for final warrant.
05/03/23	Pending W#45	13165	Purchase made without Purchase Order in place.	Quote was obtained prior to issue of invoice. New vendor staff unaware how Purchase Order process works and issued invoice before PO was in hand. Vendor will address staff for future purchases.	Approved for final warrant.
05/04/23	Final W#45				Approved for final warrant. \$106,017.71
05/10/23	Pending W#46	15478	Service without Purchase Order in place.	Purchasing Agent contacted the division to remind them that orders cannot be placed until Purchase Order is in hand.	Approved for final warrant.
05/10/23	Pending W#46	13875	Check payment on schedule; Wire payment requested.	Correct payment in WinCap from check to wire payment.	Approved for final warrant. \$1,138,927.05
05/11/23	Final W#46				Approved for final warrant.
05/17/23	Pending W#47	17096	1 employee claiming lodging for 6 other employees with all different conference approvals.	Due to a new employee not familiar with the conference attendance process, hotel accommodations were not reserved or processed on a purchase order for a group attending the conference. This was not discovered until a couple days before and a PO could not be done in time for the event. The Purchasing Agent and Treasurer authorized the Coordinator to pay and be reimbursed, with the understanding that the PO process be utilized next time.	Approved for final warrant.
05/17/23	Pending W#47	17065	Why is an employee claiming mileage for delivering mail when we have a mail carrier on staff to perform this duty?	Grant specific time sensitive material needed from Sibley and OWS, mail carrier doesn't visit Sibley, and only visits OWS once a week.	Approved for final warrant.
05/18/23	Final W#47				Approved for final warrant. \$367,060.53
05/24/23	Pending W#48	13849	Incorrect employee on schedule for payment.	Employee corrected.	Approved for final warrant.
05/25/23	Final W#48				Approved for final warrant. \$821,054.22
05/31/23	Pending W#49	1395	Purchase Order issued after service happened. Notes in WinCap state Purchasing Agent to give the OK to Pay, Per Purchasing Agents notes in WinCap they are needed on the claim.	We will get Purchasing Agents Ok to Pay.	Removed from final warrant.
06/01/23	Final W#49				Removed from final warrant. \$73,497.14

CLINTON-ESSEX-WARREN-WASHINGTON BOCES
TREASURER'S REPORT - APRIL 30, 2023

I. SUMMARY OF ACCOUNT ACTIVITY CHECKING ACCOUNTS	Account Balances		Receipts		Disbursements		Account Balances		Receipts		Disbursements		Account Balances	
	March 31, 2023	April	April	April	April	April	April 30, 2023	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	April 30, 2023
<u>Depository</u>														
General Fund	\$ 4,330,661.79	\$ 3,077,959.62	\$ 3,103,298.07	\$ 4,305,323.34	\$ 45,698,854.13	\$ 46,242,923.50	\$ 4,305,323.34	\$	\$	\$	\$	\$	\$	\$ 4,305,323.34
Special Aid Fund	\$ (595,486.93)	\$ 111,407.17	\$ 142,328.33	\$ (626,408.09)	\$ 2,508,970.85	\$ 2,596,988.81	\$ (626,408.09)	\$	\$	\$	\$	\$	\$	\$ (626,408.09)
School Lunch Fund	\$ 93,243.07	\$ 30,804.39	\$ 22,734.22	\$ 101,313.24	\$ 280,154.38	\$ 250,397.26	\$ 101,313.24	\$	\$	\$	\$	\$	\$	\$ 101,313.24
Capital Fund	\$ 2,209,659.38	\$ 1,411.89	\$ 150,706.14	\$ 2,080,364.93	\$ 928,789.28	\$ 8,258,860.67	\$ 2,080,364.93	\$	\$	\$	\$	\$	\$	\$ 2,080,364.93
Special Revenue Fund (Excluding ExtraClassroom)	\$ 13,752.51	\$ 173.97	\$ -	\$ 13,926.48	\$ 2,323.08	\$ 2,575.00	\$ 13,926.48	\$	\$	\$	\$	\$	\$	\$ 13,926.48
Custodial Fund	\$ 49,267.97	\$ 82,688.87	\$ 94,567.68	\$ 37,389.16	\$ 733,833.56	\$ 696,444.40	\$ 37,389.16	\$	\$	\$	\$	\$	\$	\$ 37,389.16
Operating General Fund	\$ 431,084.54	\$ 3,426,147.88	\$ 3,642,187.10	\$ 215,045.32	\$ 47,830,442.13	\$ 48,104,482.94	\$ 215,045.32	\$	\$	\$	\$	\$	\$	\$ 215,045.32
<u>SAVINGS ACCOUNTS</u>														
Capital Fund	\$ 6,085,237.62	\$ 23,504.66	\$ -	\$ 6,108,742.28	\$ 6,108,742.28	\$ -	\$ 6,108,742.28	\$	\$	\$	\$	\$	\$	\$ 6,108,742.28
General Fund	\$ 2,028,612.10	\$ 7,835.85	\$ -	\$ 2,036,447.75	\$ 2,036,447.75	\$ -	\$ 2,036,447.75	\$	\$	\$	\$	\$	\$	\$ 2,036,447.75
Special Revenue Fund	\$ 21,425.39	\$ 82.72	\$ -	\$ 21,508.11	\$ 1,259.47	\$ -	\$ 21,508.11	\$	\$	\$	\$	\$	\$	\$ 21,508.11
TOTAL FUNDS ON ACCOUNT	\$ 14,667,457.44			\$ 14,273,652.52	\$ 106,129,816.91	\$ 106,152,672.58	\$ 14,273,652.52							\$ 14,273,652.52

II. RECONCILIATION TO BANK STATEMENTS

	April 30, 2023 Bank Balance	Add: Deposits in Transit	Less: Outstanding Checks	April 30, 2023 Account Balances
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 769,548.76	\$ 85.00	\$ (554,588.44)	\$ 215,045.32
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 5,606,264.49	\$ -	\$ -	\$ 5,606,264.49
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 248,255.41	\$ -	\$ -	\$ 248,255.41
TD BANK - MUNICIPAL CHECKING - BENEFIT PLAN CLAIMS	\$ 65,197.19	\$ -	\$ (27,808.03)	\$ 37,389.16
NYCLASS - SAVINGS, GENERAL FUND	\$ 2,036,447.75	\$ -	\$ -	\$ 2,036,447.75
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 6,108,742.28	\$ -	\$ -	\$ 6,108,742.28
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 926.47	\$ -	\$ -	\$ 926.47
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 721.35	\$ -	\$ -	\$ 721.35
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 11,923.72	\$ -	\$ -	\$ 11,923.72
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 1,743.38	\$ -	\$ -	\$ 1,743.38
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 2.10	\$ -	\$ -	\$ 2.10
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 6,191.09	\$ -	\$ -	\$ 6,191.09
TOTAL FUNDS ON ACCOUNT	\$ 14,273,652.52			\$ 14,273,652.52

GENERAL FUND INTEREST RECEIVED 7/01/22 - 4/30/23 \$ 95,278.43
CAPITAL FUND INTEREST RECEIVED 7/01/22 - 4/30/23 \$ 147,830.11

PREPARED BY:



Christine Myers, District Treasurer

DATED:

6/2/23

ENC. 11

Champlain Valley Educational Services Audit Committee - Meeting Minutes February 8, 2023 - 5:00 p.m., CVES Learning Hub

Present: Richard Harriman, Sr., Audit Committee Member
Tom McCabe, Audit Committee Member
Dr. Mark Davey, District Superintendent (5:05)
Eric Bell, Assistant Superintendent for Management Services
Christine Myers, BOCES Treasurer
Aimee Skiff, Management Advisory Group of New York, Internal Auditor (Virtual)

Meeting began approximately at 5:00 p.m.

1. Approve the minutes from December 14, 2022 Audit Committee Meeting

Motion to approve (Richard Harriman, Sr 1st, Tom McCabe 2nd). Motion carried.

2. External Auditor for 2022-2023

West & Company will be entering their fourth year of the five-year external auditor RFP. They have worked very well with CVES, continue to be a resource throughout the year and they are holding their fee flat for the entire five-year period. Assistant Superintendent Bell and Mrs. Myers have been happy with West and Company's performance and bring no concerns. Mr. McCabe stated he has also been happy with their performance in the past.

Motion to recommend West & Company as external auditor for the financials of the 2022-2023 school year (Richard Harriman, Sr 1st, Tom McCabe 2nd). Motion carried.

3. Internal Audit for 2022-2023 – Meet with Aimee Skiff

Assistant Superintendent introduced Aimee Skiff, CEO and auditor from Management Advisory Group of New York. Ms. Skiff shared background information of the Management Advisory Group and explained the audit process. Aimee and team will be taking a deep dive into all financial operations of CVES. Mr. McCabe asked if the internal audit would reference the external audit that was performed, and Ms. Skiff answered it would. Ms. Skiff reviewed the timeline which begins with onsite work in April and the audit report to CVES by the end of May. Ms. Skiff discussed performing an initial risk assessment for the first year, and depending on the finding one area of focus may be more closely examined.

The CVES team expressed their pleasure to be working with Management Advisory Group, as did Ms. Skiff to be working with CVES.

Ms. Skiff left the meeting at this time.

Mr. McCabe asked how an area of focus was selected. Assistant Superintendent Bell explained it was based on risk assessment with the perceived riskier areas prioritized.

Mr. Harriman asked if a June meeting would be necessary due to the timeline of the audit. Assistant Superintendent Bell remarked that the decision could be made after updated information is available at May's meeting.

ENC. 11

4. 2022-2023 Reserve Plan Summary

Assistant Superintendent Bell reviewed the handout, *Report on Reserve Fund Balances*. Priorities for funding are the EBLAR and TRS reserves.

This will be the fifth year of funding for the TRS reserve which would put the reserve at the maximum allowed with a target of about \$200,000 in additional funding this year.

As of June 30, 2022 the EBLAR reserve is approximately \$300,000 underfunded so funding this year is a priority. It may be necessary to utilize a portion of the EBLAR reserve this year due to the large number of staff retiring with sick leave payouts.

Mr. Harriman inquired about Board approval for reserve withdrawals. Each reserve has its own specific requirement; however, the Board approves the methodology, so even if not a Board actionable item, an informational item will be presented. Dr. Davey confirmed that a withdrawal should be acknowledged in the Board meeting minutes for transparency.

5. Future Meeting Dates

The next meeting will be held at 5:00 p.m. on May 10, 2023, in the CVES Conference Center at the Learnir Hub in Plattsburgh.

6. Adjournment

Motion to adjourn (Richard Harriman, Sr. 1st, Tom McCabe 2nd.) Motion Carried.

Meeting adjourned at 5:29

ENC. 37

CLINTON-ESSEX-WARREN-WASHINGTON BOCES

6410

AUTHORIZED SIGNATURES

The Board of Cooperative Educational Services authorizes the signature of the District Treasurer or Deputy Treasurer on all district checks. Extra-classroom student activity account checks shall be signed by the Central Treasurer of the extra-classroom activity fund, District Treasurer, or Deputy Treasurer of the District BOCES.

The BOCES Board authorizes the District Superintendent or, upon designation by the District Superintendent, the Assistant Superintendent of Management Services to jointly sign such contracts, documents, papers, agreements, writings and other instruments in writing up to an amount not to exceed \$5,000 \$30,000 in total without Board approval. The Board will be notified of such contracts for informational purposes.

The BOCES Board authorizes the District Clerk, District Superintendent, the President of the BOCES Board, the Assistant Superintendent of Management Services, and the District Treasurer to sign such contracts, documents, papers, agreements, writings and other instruments in writing in excess of \$30,000 as are authorized by the BOCES Board or required by law to be executed.

In the absence or inability of the President of the BOCES Board to sign any of the above documents, the Vice President of the BOCES Board is authorized to sign in his/her place and stead.

The BOCES Board authorizes the use of electronic check signatures to imprint school district checks with the required signature. The electronic check signatures must be safeguarded for the school district's protection. The District Treasurer and Deputy Treasurer have the responsibility of preventing unauthorized use of their electronic check signatures.

Checks exceeding \$100,000 will require the signature of the Deputy Treasurer in addition to the District Treasurer's signature. In the absence of the District Treasurer or Deputy Treasurer, the Assistant Superintendent of Management Services is authorized to sign as the required second signature.

Adopted July 10, 2013

CREDIT CARD USE

The Board of Cooperative Educational Services establishes that the following credit card holders are approved by BOCES. Credit cards may only be used for legitimate BOCES business expenditures. The use of credit cards is not intended to circumvent the BOCES policy on purchasing.

The District Superintendent credit card can be used by the District Superintendent in the performance of his/her duties, in conjunction with the operations of CEWW BOCES, and by Board Members for pre-approved reimbursable travel expenses, such as hotel accommodations, transportation, and meals (exclusive of alcoholic beverages), and conferences, workshops, and meeting costs.

The purchasing credit card can be used by the BOCES Purchasing Agent or the BOCES Assistant Superintendent of Management Services. Purchasing credit card usage will be limited to a) the procurement of equipment, supplies and/or services that cannot be purchased directly from a vendor through a purchase order agreement b) out of state travel for hotels and/or other related out of state services in the event that school purchase orders are not accepted and c) if, in the opinion of the Purchasing Agent and/or the Assistant Superintendent of Management Services, the terms of travel within New York State are best accommodated by the use of the purchasing credit card. These All credit card purchases must be supported by a district purchase order itemizing the full cost of the procurement. In the absence of the Purchasing Agent or Assistant Superintendent of Management Services, the District Superintendent's credit card may be used in the same capacity as the purchasing credit card.

District credit cards for fuel will be used exclusively for the purchase of fuel for district owned vehicles and equipment utilized for BOCES daily operations. Fuel credit cards will be issued upon the written request of the division, including rationale, of the appropriate Director and authorization by the Assistant Superintendent of Management Services.

Credit card and fuel card expenditures will be charged to appropriate budget codes. Original detailed receipts must be forwarded to the Business Office, with claim forms when applicable, for all charges in a timely manner so that the charges can be paid to avoid service fees. Failure to submit original receipts for charges made may result in the officer/employee being personally responsible for the undocumented charges.

Supporting documentation should specify the exact nature and timing of each expenditure. Documentation that shows the nature and timing of an expenditure includes invoices, itemized bills, itemized receipts, etc. For BOCES staff or board member meeting meals paid on the credit card, the purpose of the meeting and those in attendance should be noted.

Documentation that would not be acceptable as adequate supporting documentation includes but is not limited to:

1. credit card slips which only show a total but no detail;
2. the remittance form on a bill without the supporting detail attached;
3. a receipt without item descriptions;

4. any documentation without a date (must include month, day and year);
5. any documentation that does not indicate who or what provided the goods and/or services

Adopted December 12, 2018

**POLICY AND PROCEDURES GOVERNING PROCUREMENTS
OF GOODS AND SERVICES ENACTED IN ACCORDANCE WITH
GENERAL MUNICIPAL LAW § 104-b**

The following procedures shall be followed regarding all procurements of goods and services including those which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law § 103 (1).

DETERMINATION OF WHETHER PUBLIC BIDDING IS REQUIRED

The ~~School Business Official~~ Assistant Superintendent of Management Services and/or the Purchasing Agent shall determine whether public bidding is required.

The determination of public bidding for a particular item shall be based on the total acquisition cost of the same or similar items during the entire school year or term of the contract.

See Chart 6700-E.1 incorporated as part of this policy.

WHEN PARTICULAR ALTERNATE PROPOSALS SHALL BE USED

All documentation shall be filed with the Purchasing Agent and the Board shall, in its resolution of award, make reference to the quotations received and the fact that the documents regarding the quotations are filed with the Purchasing Agent.

PROCEDURE WHEN AWARD IS NOT MADE TO THE LOWEST SUPPLIER

An award need not be awarded to the lowest supplier when:

- the award is based on best value.
- the bidder is not a responsible bidder.
- the language submitted by the bidder imposes conditions which, in the written opinion of the District Superintendent or attorney, are not in the best interests of BOCES.
- the bidder fails to demonstrate that the item or service can be delivered at the appropriate time.
- the proposed product, in the written opinion of the Purchasing Agent, is not compatible with the products which interact with the product desired to be acquired.
- In relation to personnel services, that there is an existing relationship and such continued relationship is in the best interests of BOCES.
- In relation to personnel services, that the experience or educational basis is not the same. It is the desire of the Board to acquire the best professional services available to meet the needs of BOCES. When proposals are received for personnel services, the Board shall consider the professional experience of the applicants in rendering

similar services to other school districts or to this school district. When personnel services are awarded on the basis of experience and background, the resolution of the Board shall identify the various elements considered in making the award.

- ~~BOCES shall give preference in purchasing instructional materials to any vendor able to provide those materials in alternative formats.~~

WHEN NO BID IS RECEIVED

When the procedures are followed and no bid is received, the ~~Board shall by resolution, set forth another method to follow to obtain a quote. The procedures shall then be followed.~~

Purchasing Agent, in consultation with the Assistant Superintendent of Management Services, shall make the determination whether it is in the bests interest of the BOCES to re-bid the project or to negotiate the work through the receipt of a quote, or quotes, and enter into contract accordingly. All documentation shall be filed with the Purchasing Agent and the Board shall, in its resolution of award, make reference to the quotations received and the fact that the documents regarding the quotations are filed with the Purchasing Agent.

PROCEDURES OF § 103 (1)

In all situations, the District Superintendent may elect to follow the procedures of General Municipal Law § 103 (1) even though bidding is not required by law or the anticipated cost is under the statutory limits.

ALTERNATE FORMAT

BOCES shall give preference in purchasing instructional materials to any vendor able to provide those materials in alternative formats.

COOPERATIVE PURCHASING

The Board of Cooperative Educational Services endorses the concept of cooperative purchasing when such method is in the best interest of BOCES. The Purchasing Agent is authorized to explore the possible participation by the Supervisory district in cooperative purchasing ventures with other district and municipalities. All proposals and contracts for cooperative purchasing ventures shall be submitted to the BOCES Board for consideration and approval.

All construction contracts must be advertised, bid on and awarded in accordance with the BOCES' policy and procedures for competitive bidding. No school building may be erected, purchased, repaired, enlarged or remodeled, nor will an advertisement for bids for the execution of the plans and specifications for a school building be placed in the supervisory district, at an expense that will exceed \$10,000 until the plans and specifications have been submitted to the Commissioner of Education and his/her approval received. Such plans and specifications will show in detail the ventilation, heating and lighting of such buildings.

ANNUAL REVIEW

This policy shall be reviewed annually. The annual review shall take place during the first six weeks of the beginning of the school year. This policy shall be considered a continuing policy unless modified by resolution of the Board.

PRIOR CONSULTATION

Before enacting this resolution, comments concerning the policies and procedures were solicited from the District Superintendent, ~~School Business Official, Treasurer~~ Assistant Superintendent of Management Services, District Treasurer, ~~Internal Auditor~~ and Purchasing Agent.

Adopted March 11, 2015

PURCHASING EXHIBIT

Methods of Competition To Be Used For Non-Bid Procurement

	0 1	2	3	3	More than 3	Bid	RFP	Other
	Verbal Quotes			Written Quotes				
Purchase Contracts up to \$19,999:								
Under \$800 \$2,000	X							
\$800 - \$1,499 \$2,000 - \$4,999		X						
\$1,500 - \$4,999			X					
\$5,000 \$ - \$19,999				X				
\$20,000 total or more						X		
Public Works Contracts Up to \$34,999								
Under \$1,000 \$5,000	X							
\$1,000 - \$4,999 \$5,000 - \$14,999		X						
\$5,000 - \$9,999 \$15,000 - \$4,999			X					
\$10,000 - \$34,999				X				
\$35,000 total or more						X		
Emergencies								X
Insurance								X
Professional Services*								X
Leases of Personal Property								X
Second-Hand Equip. From Other Governments								X
Certain Food & Milk Purchases								X
Certain Municipal Hospital Purchases								X
Sole Source (for example, a monopoly, a patented item, certain textbooks and educational publications)								X

(Note: Remove this Row)

(Note: Remove this Row)

(Note: Remove this Row)

* An RFP may be required, however, contracts for professional services may be awarded without competitive bidding.

Cooperative bids, state contracts, county contracts or preferred vendors must be utilized prior to initiating a non-bid procurement. Obtain procedures from the division-office Business Office.

The Purchasing Agent may require additional quotes when not mandated by policy if they deem that such competition is in the best interests of the BOCES.

General Municipal Law requires that similar procurements that exceed \$20,000 in a fiscal year must be grouped together for the purpose of determining whether a particular item or group of items must be bid. Such bids will be made at the discretion of the Business-Manager Purchasing Agent.

* An RFP may be required, however, contracts for professional services may be awarded without competitive bidding.

DEFINITIONS:

Purchase Contract: An order for supplies and/or equipment or other goods.

Public Works Contract: An order for the construction or repair of any building, structure, fixture or other improvement on real property including all materials used and all work, labor and other services rendered in connection with such construction or repair.

Professional Services: A service involving specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity.

RFP: Request For Proposal

Verbal Quote Sheet for Purchase Contracts between ~~\$800 - \$1,499~~ \$2,000 - \$4,999

	Vendor #1	Vendor #2
Company Name		
Address		
City, State Zip		
Phone # ()	()	()
Contact Person		
Date of Quote		
Item Description:		
Subtotal		
Shipping & Handling		
Grand Total		

NOTE: Update this Policy number from #6700E3 to #6700E2

PURCHASING AUTHORITY

The Board of Cooperative Educational Services designates the Purchasing Agent for the Supervisory district, under the general supervision of the District Superintendent ~~of Schools and the Assistant Superintendent of Management Services~~, to be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the BOCES. The Board will annually appoint the designee responsible for the purchasing agent function at the reorganizational meeting.

All purchases shall be made through the Business Office subject to the approval of the Purchasing Agent and the ~~School Business Official~~ Assistant Superintendent of Management Services. In addition, all purchases in excess of ~~\$1,000~~ \$20,000 are also subject to the approval of the District Superintendent.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the BOCES Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

The Purchasing Agent shall be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the Purchasing Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Adopted 9/10/14

COMPETITIVE BIDDING REQUIREMENTS

The ~~School Business Official~~ Assistant Superintendent of Management Services or the Purchasing Agent has the authority to prepare, advertise and open bids for all purchase contracts and contracts for public work, if formal competitive bidding is required by the General Municipal Law.

The ~~School Business Official~~ Assistant Superintendent of Management Services or the Purchasing Agent, subject to the approval of the District Superintendent ~~of Schools~~, will be responsible for the development and administration of regulations for the competitive purchasing of goods and services by the school district in compliance with the requirements of the General Municipal Law.

Adopted 9/10/14



CENTRAL ADMINISTRATION

www.cves.org
PHONE: 518-561-0100

District Office
Management Services
Business Office
Employee Services

FAX: 518-562-1471
FAX: 518-561-9382
FAX: 518-324-6612

CVES MISSION

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

ENC. 38

2022-2023 RESERVE PLAN SUMMARY Updated (May 09, 2023)

Reserve funds in a BOCES are mechanisms for accumulating cash for the specific purpose of offsetting unanticipated financial impacts and certain retirement costs that could have an adverse effect on BOCES budgets and the education of our component district students. The practice of planning and systematically saving for these unplanned or larger financial occurrences is considered prudent management.

Most reserve funds are established to provide resources for an intended future use. An important concept to remember is that a reserve fund should be established with clear intent or plan in mind regarding the future purpose, use, and when appropriate, replenishment of funds from the reserve. Reserve funds should not be merely a “parking lot” for excess cash or fund balance. Local governments and school districts should balance the desirability of accumulating reserves for future needs with the obligation to make sure taxpayers are not overburdened by these practices. A clear purpose or intent should exist for reserve funds that aligns with statutory authorizations.

A BOCES is limited in the types of reserves that can be maintained per General Municipal Law (GML). Each statute that authorizes a BOCES reserve fund sets forth a particular purpose for the fund. For example, provisions of the General Municipal Law (the GML) allow BOCES to establish a retirement contribution reserve for paying retirement contributions payable to NYS Employees’ Retirement System. The GML also authorizes the establishment of an employee benefit accrued liability reserve for the payment of the monetary value of accumulated, unused leave time to employees upon separation from service. Planning today and saving incrementally for expected future events can help mitigate the financial impact of major, nonrecurring or unforeseen expenditures on the annual operating budget. Establishing and funding allowable reserve funds for a clear purpose can help smooth out spokes in the annual budget.

Source: Office of the New York State Comptroller-Local Management Guide for Reserves

<http://www.osc.state.ny.us/localgov/pubs/lgmg/reservefunds.pdf>

UNEMPLOYMENT INSURANCE RESERVE

Creation: This long-standing reserve was established prior to 1997 with a formal reserve methodology adopted through board resolution on August 26, 2009, and subsequently modified in May 2012.

Purpose: To pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the school district uses the benefit reimbursement method.
(General Municipal Law (GML), §6-m).

Funding Methodology & Levels: The reserve was funded from unexpended budget appropriations and will be maintained at an amount not to exceed \$295,000. Interest must be allocated to the reserve in accordance with GML and will be credited first to the reserve. If interest results in a balance above the maximum approved level, as approved by the Board, the interest will be used to offset current year unemployment claims. Should interest exceed the current year claims, the interest will default to increase the reserve balance and offset the next year claims prior to utilization of budget appropriations.

The maximum balance is representative of the amount paid in one year based on historical claims data during a time-period when unemployment claims exceeded budget appropriations. Future contributions to replenish the reserve will be made from current year unexpended unemployment budget appropriations. The reserve balance was established as the “safety net” for unanticipated reoccurrence of similar factors.

Use of Reserve: The reserve will only be utilized for the payment of current year unemployment claims in the event the claims exceed the current year budget appropriation for such costs.

Monitoring of the Reserve: The Assistant Superintendent of Management Services and the BOCES Treasurer will monitor this reserve.

2022-2023 Recommended Utilization/Funding: Utilization of the reserve in 2022-2023 is not expected as there have been minimal claims paid-to-date. Annual interest accrued on the reserve will be used to offset current year unemployment claims. No additional contributions are anticipated to be made to the reserve.

Balances:

June 30, 2022 - \$295,000

Estimated balance June 30, 2023 - \$295,000

**CAREER AND TECHNICAL EDUCATION
INSTRUCTIONAL EQUIPMENT RESERVE (CTE RESERVE)**

Creation: The reserve was established through approval of the majority of component districts on April 28, 2011, and CVES Board approval on May 11, 2011.

Purpose: This reserve is only available to a BOCES for the replacement and purchase of advanced technology equipment used in instructional programs conducted by the BOCES. (Education Law, §1950(4)(ee); 8NYCRR §170.3(k)). A key component to the success of a Career and Technical Education (CTE) program is the purchase of industry standard technology and equipment for the instruction of students. As yearly budget appropriations for equipment are often affected by fluctuating enrollment, this reserve assists the CTE programs obtain more expensive equipment replacements when annual appropriations are not sufficient, or the cost of such equipment would cause an extraordinary spike in budget costs.

Funding Methodology & Levels: CVES Policy #6227 was adopted on February 9, 2011, to set forth the funding methodology for this reserve. The policy limits contributions to the proceeds from the sale of surplus CTE instructional equipment. The amount of funds that can be contributed each year and maintained in the reserve is also subject to certain limitations set forth by the Commissioner of Education. (8 NYCRR § 170.3(k)(5)). Per Education Law, an amount not exceeding the greater of 20 percent of the BOCES current year career education services budget or \$500,000 may be retained in the reserve fund at the end of a school year for future expenditures, provided that the total amount retained shall not exceed \$2,000,000. Interest must be allocated to the reserve in accordance with GML.

Use of Reserve: Purchases from the reserve are subject to approval of the commissioner and will be identified annually by the Director of CTE and submitted to the ASMS and DS for consideration of Board approved utilization.

Monitoring of the Reserve: The Director of CTE, Assistant Superintendent of Management Services (ASMS), and BOCES Treasurer will collaborate to monitor this reserve.

2022-2023 Recommended Utilization/Funding: Ongoing discussions are being had with CVES leadership and CV-TEC divisional team to determine need for utilization of the reserve to support program improvements and significantly increased enrollment. No significant contributions to the reserve are planned for 2022-2023 except proceeds from the minor sale of surplus CTE equipment.

Balances:

June 30, 2022 - \$803,408

Estimated balance June 30, 2023 – \$821,100

Future Considerations: Discussions with the School Superintendents and CVES Board will continue for consideration to modify the CVES CTE Equipment Reserve policy to allow additional means of contributing to the reserve in accordance with the NYS regulations associated therein.

RETIREMENT CONTRIBUTION RESERVE (RCR) & TRS SUB-FUND

Creation: The reserve was established by board approval on January 14, 2009. The reserve had been active since 2004 but did not have official board approval until 2009. On June 10, 2019, the board approved the establishment of the Teachers' Retirement Sub-Fund Reserve within the RCR.

Purpose: Prior to April 1, 2019, the RCR could only be used for the sole purpose of financing retirement contributions made to the NY State and Local Employees' Retirement System (ERS). Effective April 1, 2019, the Teachers Retirement System (TRS) Sub-Fund reserve was authorized by NYS under the Retirement Contribution Reserve umbrella to finance contributions payable to TRS (General Municipal Law, §6-r). Expenditures from these reserves can only be made pursuant to a board resolution and must be used to finance retirement contributions (General Municipal Law, §6-1).

Funding Methodology & Levels: The current Board approved methodology allows the RCR to pay the costs of employer contributions to ERS and TRS and shall be maintained at an amount to be determined annually by the Board. For 2021-2022, ERS equaled \$706,724, or 10.9% of applicable salaries; TRS equaled \$975,865, or 9.33% of 2021-2022 salaries. Interest must be allocated to the reserve in accordance with GML and will be credited first to the reserve. If interest results in a balance above the maximum approved funding level, the interest will be used to offset current year retirement obligations.

Retirement Contribution Reserve – ERS

The amount maintained in this reserve is to be recommended and derived from current budget analyses and long-term forecasting. Currently, the level maintained in the reserve would cover approximately 6%-7% increases across multiple years without completely draining the reserve balance and allow for a moderate increase to budgets to reach the required level. This amount represents a historical representation of past occurrences for utilization of the reserve when rates fluctuated beyond current budget appropriations for multiple consecutive years.

Retirement Contribution Reserve – TRS Sub-Fund

The moneys contributed annually, and the balance maintained therein for the reserve sub-fund shall not exceed 2% in annual contributions and 10% in total, respectively, of the total compensation or salaries of all teachers (as defined in Education Law §501[4]) employed by the BOCES who are members of TRS paid during the immediately preceding fiscal year. The current reserve balance would only cover a one-time 7.75% unanticipated increase, however, future anticipated contributions to the new reserve could extend the beneficial impact for multiple years.

Use of Reserve: Use of the reserve for authorized purposes will be established in the annual report on reserves to the board and all uses of the reserve must be board approved.

Monitoring of the Reserve: The Assistant Superintendent of Management Services and the BOCES Treasurer will monitor this reserve.

RETIREMENT CONTRIBUTION RESERVE (RCR) & TRS SUB-FUND, CONT'D

2022-2023 Recommended Utilization/Funding:

RCR for ERS: No utilization or contributions to the RCR for ERS obligations are necessary for 2022-2023, except annual interest to be credited.

RCR for TRS: For the TRS Sub-Fund, the recommendation is to contribute up to 2% of total teachers' compensation equal to an estimated \$199,625, as defined above, dependent upon available funds from budget appropriations.

Balances:

June 30, 2022:

RCR for ERS - \$1,315,589

RCR for TRS - \$773,581

Estimated balances, June 30, 2023:

RCR for ERS - \$1,328,203

RCR for TRS - \$973,206

EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE (EBALR)

Creation: The reserve was established by board approval June 21, 2001, for the purpose noted below. On August 26, 2009, the board terminated the reserve based on the determination the fund was overfunded and efforts were in progress to reduce the obligation for which the reserve could be utilized. Therefore, excess funds were transferred to other reserve funds by board action and no further contributions could be made to the reserve fund. On June 10, 2019, the board approved the re-activation of this reserve for purposes of allowing contributions to fund future liabilities.

Purpose: This reserve may be established and utilized for the purpose of funding the monetary value of accrued but unused sick leave, personal leave, vacation time, and any other forms of payment of accrued but unliquidated time earned by employees payable upon an employee's termination of employment, i.e., retirement. Establishing or expending the reserve does not require voter approval. (General Municipal Law, §6-p).

Funding Methodology & Levels: The reserve is currently underfunded by \$326,753 in comparison to the calculated liability as of June 30, 2022. The board may authorize annual contributions to the reserve. The balance maintained in the reserve may not exceed the estimated current liability as determined at the end of each fiscal year. Interest must be allocated to the reserve in accordance with GML and will be credited first to the reserve. If interest results in a balance above the maximum approved level or estimated EBALR liability, whichever is less, the interest will be used to offset current year payment of EBALR expenses. Should interest exceed the current year expenses, the interest will default to increase the reserve balance and offset the next year EBALR costs prior to utilization of budget appropriations.

Use of Reserve: Use of the reserve for authorized purposes is only anticipated at such time the reserve level meets the estimated liability or in such event that the actual cost exceeds current available budget appropriations.

Monitoring of the Reserve: The Assistant Superintendent of Management Services and the BOCES Treasurer will monitor this reserve.

2022-2023 Recommended Utilization/Funding: Utilization from the reserve is anticipated for 2022-2023 due to the significant number of retirements expected by June 30, 2023, with the change in retirement benefits for the CVES United Professionals (NYSUT) unit that takes effect July 1, 2023. If the circumstance occurs that meets the criteria as an allowed "Use of the Reserve" and current budget appropriations cannot support the 2022-2023 obligations, the reserve fund may be used for this purpose. For 2022-2023, a contribution to the reserve is not currently expected but may be reasonable dependent on the amount of utilization necessary from the reserve as noted above. The liability as of June 30, 2022, was approximately \$326,753 more than the reserve balance, however, with an expected decrease in this liability as of June 30, 2023 and June 30, 2024 due to a change in contractual benefits for sick leave payout at retirement calculated herein, it will be determined whether contributions in 2022-2023 are appropriate depending on the final 2023-2024 estimated liability to avoid any potential of overfunding in the near future. A resolution to approve contributions will be put forth at an amount not to exceed \$300,000, to allow funding if deemed appropriate based on the final liability calculation.

Balances:

June 30, 2022 - \$1,304,024 (Estimated liability \$1,630,777)

Estimated balance June 30, 2023: \$1,316,500 (Before utilization for 6/30/23 retirements)

Reserve Fund Strategy

2022-2023 Reserve Fund Use Priorities

- The EBALR reserve will most likely be utilized to cover retirement payouts for unused sick-leave days which are estimated at greater than \$400,000 for the 2022-2023 school year. Actually, amount for use of reserve will be determined in June 2023.

2022-2023 Reserve Fund funding Priorities

- Contribute annual maximum to the Retirement Contribution Reserve – TRS Sub-Fund for future stability. Reserve funding is limited annually and takes 5 years to be fully fund. 2022-2023 will be the fifth year of funding.
- Employee Benefit Accrued Liability Reserve – Continue to fund annually to match current liability based on available budget appropriations at year end. The reserve is expected to be used in 2022-2023 which will impact the amount of underfunding of the liability.

Updated Mission, Vision & Core Beliefs

Mission: Updated — March 29, 2023

Champlain Valley Educational Services is committed to being a valued and trusted partner by supporting students, schools, and communities to excel through high-quality education, training, and shared services.

Vision: Updated — March 29, 2023

We aspire to be the premier provider of dynamic and innovative educational programs and shared services, serving as a catalyst for personal and regional growth and development towards a brighter global future.

Core Beliefs:

- Students are our first priority.
- Staff are essential to the health and well-being of our organization
- We value open and honest communication.
- We embrace collaboration and shared decision-making.
- We promote creativity and innovation.
- ALL students can learn and be successful.
- We lead and act with integrity, fostering respect for all by ensuring the acceptance, inclusion, and celebration of our community members
- Students, family and community are valued partners for success.
- We ensure a safe, supportive learning and work environment.
- We all impact the educational process and are dedicated to perform at the highest possible levels.



Champlain Valley Educational Services

Clinton Essex Warren Washington BOCES

As presented at the April 5, 2023 CVES Board meeting



INSTRUCTIONAL SERVICES CENTER
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 Educational Services
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CVES MISSION

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

MEMORANDUM

TO: Dr. Mark Davey
FR: Amy Campbell AC
DA: June 5, 2023
RE: June 2023 Board Report

May is a busy month in School Support Services as we support CVES and our component districts with state testing and placing of final orders through our various Co-Sers. Our Divisional Strategic Planning team met this month to discuss how our division is performing and to set future goals. One of the noticeable data points from the Staff Strategic Planning Survey for our division was the impact of the Strategic Plan. Many of our members do not see how it impacts the work they do. Our goal is to find ways to make the plan more relevant to our staff in School Support Services.

WORKSHOPS FOR SCHOOL IMPROVEMENT

This month our School Improvement workshops included an in-depth look at the 9-12 Next Generation ELA Standards and Assessments and Developing Writers in the Classroom. Both events had good attendance and we are grateful to our experienced ELA Facilitators, Cheryl Dodds and Ann Mazzella. Both sessions were well received and appreciated by our participants.

This year was the roll out of the new Science Investigations for Elementary and Middle School. The four investigations at each level are required to be completed prior to the new 5th Grade and 8th Grade Science Assessments that will begin in the Spring of 2024. We were pleased to have our own Michelle Lawrence provide an

opportunity for our science educators to participate in a hands-on exploration of the investigations. Teachers were able to complete the investigations themselves and then discuss how this would work in the classroom with their



students. As part of our ongoing support for the new science standards, we will be facilitating a group of science educators from each district to discuss best practices for the science investigations and developing regional protocols for administration and storage.



INSTRUCTIONAL SERVICES UPDATES

Health, Safety, Risk Management

Tom Smith had a busy May taking care of important safety items for CVES and our component districts. All CVES AEDs had to be replaced with a new compliant and current model this month the transition from the old AEDs to the new AEDs were finalized. The old AEDs had to be shipped to CoroMed for appropriate disposal or recycling which earned us a rebate on each of the new units. Tom collaborated with Matt Palkovic to continue to draft a cybersecurity response plan. Tom also facilitated a paint recycling event and was able to recycle roughly 950 gallons of paint. In addition, quarterly meetings were held with the Transportation Supervisors and a in depth work session was conducted with Frank Guglieri of PNW BOCES to improve our safety plans for threat assessment and reunification.

Instructional Planning

The focus of the Instructional Planning Co-Ser in May has been supporting districts in completing NYS Testing in Grades 3-8 Math and the science performance assessment. As we begin the month of June we will be encouraging districts to attend the NERIC hosted Tableau refreshers. We are looking forward to seeing the first run of data related to the 3-8 ELA and Math Assessments and working with districts to utilize the data to center conversations around curriculum and instruction.

Grants Management

We are starting the busy season for our Grants Management office. The final budget amendments, as well as carryover amendments, have been completed on behalf of the districts for ARP, CRRSA, ESD, ESSA, IDEA and UPK. Our two specialists participated in NYSED's educational webinar for UPK Budget Proposals to prepare grant writers for the opening of the 2023-24 grant application. The Grants Management Team also attended a webinar presented by New York State Network for Youth Success on 'Approaching Foundations & Building Relationships with Funders' hosted by Esther Annan (*The John R. Oishei Foundation*), Anne Lawrence (*Robert Bowne Foundation*), Michelle Shafer (*ESL Charitable Foundation*), Polly Singh (*The Wallace Foundation*) and Jay Roscup (*NYSNYS*). The takeaways were geared towards the differences between private funding and government funding; how to apply for private funding; important elements that stand out in proposals for foundations; tips to building relationships with local foundations and private funders; and how to find funding opportunities from foundations. Our team continues to find ways to increase their knowledge to better support the needs of our districts. Willsboro Central School District applied for the Essex Community Fund Grant on Monday, May 22nd, to apply for funding a Mobile Sugar Shack as part of their maple sugaring program during the third quarter Shop-Tech classes. This grant was written by the Grant Management Team. On May 31st, the year three grant applications for Extended School Day were submitted on behalf of Boquet Valley CSD and Peru CSD - this will be the districts third year receiving this funding as they continue to grow their programming every year - thanks to each district's amazing ESD teams.

SCHOOL LIBRARY SYSTEMS



The School Library System had an exciting month. Eight area librarians attended the statewide NYLA Section of School Librarians conference in Binghamton NY on May 4-6. Each of them commented that they were excited to implement what they learned. On May 17, the SLS hosted area librarians for a virtual statewide workshop on Media Literacy, and on May 24, the SLS hosted John Schu, an expert on children's literature who has presented around the world.



INSTRUCTIONAL TECHNOLOGY

The IT team has been gearing up for the summer. While many people see summer as a time to relax and recharge, for school IT personnel the summer is our busiest time of the year. We know that anything we miss or don't have time to accomplish ends up causing major headaches in the fall. We are planning our regular summer work around some major projects, such as installing a new set of Network Switches in Chazy (pending a timely delivery) as well as cleaning up network closets, labeling, and re-arranging equipment in several districts. Temporary summer support are being onboarded so we will have the people on hand to help complete these extensive summer projects.

INTERSCHOLASTIC SPORTS



The interscholastic athletics Co-Ser is putting the finishing touches on the Spring season. The last Section VII championship will be contested on Wednesday, 5/31 – a class D Softball final between Crown Point and Schoon Lake/Bolton. We finish the week out with Regional baseball and softball as well as a State qualifying track and field meet.



The tennis season is finishing well – Plattsburgh High School defeated Glens Falls in a Regional tennis match and will be traveling to Utica to compete against Cazenovia for a chance to compete in the Tennis Team State Championships at the USTA tennis center in Queens.

Our last contests of the Spring season (besides those that advance to State Championships) will be flag football on Friday, June 9th and Saturday, June 10th.

We have had a busy year implementing our new service of paying officials. We have experienced some growing pains and have learned a lot from the process. We are proud of our collaboration with Management Services and our ability to support our component school districts with this task. We look forward to continuing this service that streamlines the process of ensuring our athletes have quality officiating at their contests.



PUBLICATIONS AND COMMUNICATIONS UPDATE

Teacher Appreciation



Anika Craig
Animal Science:
Large Animal
Production Teacher



What is your favorite part about teaching at CV-TEC?

The connection I can make with the kids. You do so much work together that you become a family.

What inspires you to teach?

The students because they all want to go in a different direction, and it's fun to help them get there. This can be a safe place for them to learn.

A fun fact about Anika:

I name all of my animals after food. Some names are Churro, Pumpkin, Spice and Cookie.

Our Communications Team continues to be busy with End-of-Year celebrations starting to ramp up. Our first two livestreams of the year took place in May with coverage of National Technical Honor Society inductions for our CV-TEC Mineville and Plattsburgh students. Livestreaming will continue throughout June with CV-TEC and Rise Center for Success graduations and component district ceremonies.

With graduation season starting, we are keeping a new tradition that started last year. Our Communications Department is providing Cap and Gown portraits for graduates at the Rise Center for Success. Our print shop will be printing the photos that will then be framed and displayed for graduation before they are turned into keepsakes for students and their families.

The Rise Center for Success Prom in Mineville was a big hit, and our Communications Team was there to capture memories. The theme was Roaring 20s, which certainly made for some great pictures!



As we continue to boost our social media presence on all platforms, the months of May and June will be showing appreciation to our teachers. One of our latest campaigns is Teacher Appreciation posts. We originally wanted to run just a few during Teacher Appreciation week but then decided to run posts throughout the remainder of the school year because our teachers deserve it!



TO: Dr. Mark C Davey
FROM: Michele M. Friedman
DATE: June 5, 2023
RE: June 2023 Board Report

CV-TEC TO HOST SEVERAL GRADUATION CEREMONIES FOR 2023 GRADUATES

CV-TEC is proud to announce the hosting of live graduation ceremonies to honor the graduating class of 2023. The CV-TEC Plattsburgh graduates will be celebrated on Tuesday, June 20th at 7 p.m. at the SUNY Plattsburgh Field House. The CV-TEC Mineville Campus graduates will be celebrated on Wednesday, June 21st at 7 p.m. at the Moriah Central School Auditorium. The CV-TEC OWS High School Equivalency graduates will be celebrated on Tuesday, July 25th at 6 p.m. at the CVES Conference Center. All events will be live-streamed and available on our YouTube channel for viewing.

CV-TEC EXCELS AT NYS SKILLSUSA COMPETITIONS

Fifty-nine (59) CV-TEC students competed at the Annual NYS SkillsUSA Championships held on April 26-28, 2023 in Syracuse, NY. Nine (9) students were awarded medals. Four (4) of our students placed first in their competitions and will be representing New York State at the SkillsUSA National Conference in Atlanta, Georgia, from June 19th through the 23rd. The NYS conference was attended by over 3500 participants from all parts of New York State and was truly impressive; with ALL students doing their very best and showcasing their talents.



Team CV-TEC would like to thank the CVES Board and the CVES Administration for their continued support of SkillsUSA. We would also like to thank our amazing and talented CV-TEC teachers and staff for doing such a wonderful job preparing our students for their competitions. Special appreciation is also extended to the SkillsUSA Advisor Team which consisted of Nicole Santaniello, Jackie Dashnaw, Donna Wyant, Bevan Gertsch-Cochran, Jennifer Parker, Shawn Ryan, Kimberly Lincoln, Todd Menia, and Maria Spadafora. Their dedication to our students and organization was very much appreciated and made the trip an outstanding success!

SkillsUSA is a student leadership organization for students training in trade, industrial, and health occupations with over 300,000 members nationwide. Our CV-TEC students participated in career and technical education competitions focusing on their CTE training area and in leadership competitions including Banner and Extemporaneous Speaking! Two students represented our center as part of the New York State Security Corps. We also had two student

delegates who participated in the NYS SkillsUSA Delegation and 2022-2023 elections.

SkillsUSA State Competitions 2023 Results

Awards	Name	Home School	Program	Competition
1 st Place	Alessia Caputo	Boquet Valley	New Vision Medical Careers	Medical Math
1 st Place	Emma Cook	Ticonderoga	New Visions Medical Careers	Medical Terminology
1 st Place	Amara Corrigan	Peru	Education & Human Services	Job Skills Demonstration A
1 st Place	Rebekah Riley	Beekmantown	Education & Human Services	Job Skills Demonstration Open
2 nd Place	Landan Frenyea	Chazy	Welding	Welding Sculpture
2 nd Place	Samantha O'Connor	Moriah	New Visions Medical Careers	Job Skills Demonstration Open
2 nd Place	Delaney Collins	Northern Adirondack	Digital Production & Multimedia Communications	Promotional Bulletin Board
2 nd Place	Abigail Smith	Keene	Digital Production & Multimedia Communications	Promotional Bulletin Board
2 nd Place	Kayleigh Tuttle	Northeastern Clinton	Digital Production & Multimedia Communications	Promotional Bulletin Board



Mrs. Nicole Santaniello Named 2023 NYS SkillsUSA Area III Advisor of the Year



Mrs. Nicole Santaniello was recently named the 2023 NYS SkillsUSA Area III Advisor of the Year for her outstanding contributions to the New York State SkillsUSA students and professional members. Mrs. Santaniello serves as the lead SkillsUSA Advisor for the CV-TEC Campuses and has served in multiple roles in the SkillsUSA organization locally, regionally, and state-wide. CV-TEC is thrilled to learn of the NYS SkillsUSA's decision to award and honor Mrs. Santaniello's years of service.



SkillsUSA State Competitors 2023

Representing CV-TEC Mineville:

First Name	Last Name	Program	Competition	Home School
Maria	Cutting	Cosmetology	Action Skills Basic	Moriah
Joseph	Tompkins	Automotive Technology	Automotive Maintenance and Light Repair	Crown Point
Cole	Simmer	Automotive Technology	Automotive Service Technology	Boquet Valley
Mogran	Keller	Cosmetology	Cosmetology Junior	Schroon Lake
Makenzie	Gonyo	Cosmetology	Cosmetology Quiz Bowl	Moriah
Isabella	Phillips	Cosmetology	Cosmetology Quiz Bowl	Crown Point
Jaylynn	Strack	Cosmetology	Cosmetology Quiz Bowl	Schroon Lake
Miranda	Tompkins	Cosmetology	Cosmetology Quiz Bowl	Crown Point
Corey	Valentin	Cosmetology	Cosmetology Quiz Bowl	Boquet Valley
Ryan	Cave	Security & Law	Crime Scene Investigation	Boquet Valley
Isabella	Giovazzino	Security & Law	Crime Scene Investigation	Moriah
Jennifer	O'Neill	Security & Law	Crime Scene Investigation	Ticonderoga
Alyssa	Arnold	Security & Law	Extemporaneous Speaking	Schroon Lake
Cassandra	Provoncha	Allied Health	First Aid /CPR	Moriah
Alexander	Fingland	NV Medical Careers	Health Knowledge Bowl	Ticonderoga
Laura	Grinnell	NV Medical Careers	Health Knowledge Bowl	Ticonderoga
Haylie	Jordan	Allied Health	Health Knowledge Bowl	Moriah
Kimberly	Wojcik	NV Medical Careers	Health Knowledge Bowl	Ticonderoga
Sarah	Pound	Allied Health	Health Occupations Professional Portfolio	Ticonderoga
Cheyenne	Cosgrove	Allied Health	Job Demo A	Moriah
Jessie	Stormer	Construction Trades	Masonry	Ticonderoga
Samara	Rabideau	Allied Health	Nurse Assisting	Ticonderoga
Boden	Valentine	Construction Trades	Plumbing	Moriah
Hunter	Bessey	Security & Law	Security Corp	Schroon Lake
Haileigh	Bush	Construction Trades	Team Works	Ticonderoga
Adric	Cowin	Construction Trades	Team Works	Moriah
Cayden	Muller	Construction Trades	Team Works	Moriah
Mason	Tuthill	Construction Trades	Team Works	Ticonderoga
Isabel	Collette	Automotive Technology	Welding Sculpture	Crown Point

Representing CV-TEC Plattsburgh & Learning Hub:

First Name	Last Name	Program	Competition	Home School
Makenzie	Lawrence	Education & Human Services	Action Skills Basic	Northern Adirondack
Shelbie	Phillips	Animal Science: Large Animal Production	Animal Careers	Beekmantown
Waylon	Brown	Digital Production & Multimedia Communications	Audio/Radio Production	Beekmantown
Nathan	Collazo	Digital Production & Multimedia Communications	Audio/Radio Production	Willsboro
Jack	Dermody	Culinary Arts Management	Baking & Pastry Arts	Peru
Taylor	LaValley	Cosmetology	Cosmetology Sr.	Northeastern Clinton
Kole	Howie	Culinary Arts Management	Culinary	Beekmantown
Alex	Bousquet	Digital Production & Multimedia Communications	Customer Service	Plattsburgh
Corbin	Bruce	Heavy Equipment & Diesel Mechanics	Diesel Equipment Technology	Saranac
Abigail	Shoram	Education & Human Services	Early Childhood Education	Northeastern Clinton
Morgan	Sanger	Cosmetology	Extemporaneous Speaking	Saranac
Lyndsey	Peary	Culinary Arts Management	Food Prep Basic	Beekmantown
Brooke	Mulverhill	Allied Health	Nurse Assisting	Northeastern Clinton
Alaina	Denton	Environmental Conservation & Forestry	Precision Heavy Equipment Operations	Boquet Valley
Samatha	Parker	Welding	Prepared Speech	Beekmantown
Cadence	Castine	Welding	Related Technical Math	Northeastern Clinton
Haylie	Snyder	Digital Production & Multimedia Communications	T-Shirt Design	Plattsburgh
Elijah	Lederman	Welding	Welding	Peru
Jeremiah	Crane	Welding	Welding Fabrication	Boquet Valley
Lacey	Nolette	Welding	Welding Fabrication	Willsboro
Landon	Sears	Welding	Welding Fabrication	Peru



CV-TEC DIVISION HIGHLIGHTS 2022-2023:

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

Enrollment numbers from all component districts for both the CV-TEC CTE and Pre-CTE Programs exceeded our projections for the current school year and are the highest enrollment participation in over a decade. At our official December 1st billing date, there were 778 high school students and 38 post-secondary students across all three campuses, for a total of 816. Currently, we are accepting enrollment for the upcoming school year. We anticipate a similar, if not larger enrollment for the new school year.

Redesign of the Early Childhood Education Program to an updated Education & Human Services Program Complete:

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

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

Women In Trades Initiative:

CV-TEC launched an initiative to inspire women to explore the trades as a viable career path, and to highlight current and former students, teachers, and colleagues in the Trades. Less than 3.4% of construction trade workers are women, according to research conducted by the Institute for Women’s Policy Research, 2018 report. That number is comparable with other SKILLED TRADES when it comes to percent of women. CV-TEC is focused on narrowing this skills gap.

The US Department of Labor Statistics reports that women are substantially underrepresented (relative to their share of total employment) in agriculture, mining, construction, manufacturing, and transportation and utilities. The jobs that are available and will become available are suffering a shortage and women can help fill those gaps. There are opportunities for learning and careers in these industries that we need to help women realize are out there.

Carl D. Perkins V Grant & Academic Services

The Perkins Grant initiative funds Career and Technical Education (CTE) initiatives at CV-TEC. The amount for the 2022-2023 school year is **\$121,647** and the allocation for the 2023-2024 school year is **\$214,497**. NYSED periodically redistributes unused Perkins funds, which is why there is such a significant allocation for next year.



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Based on the information gathered from the Comprehensive Local Needs Assessment (CLNA) conducted during the 2021-2022 school year, we've partnered with the Southern Regional Education Board (SREB) to provide the Teach to Lead (T2L) training and instructional coaching during the 2022-2023 school year. Several "newer" teachers participated in the summer T2L training which is supported with instructional coaching throughout the year. SREB will also provide training in regard to Students with Disabilities (SWD) and Powerful Instructional Practices (PIP) for all staff throughout the school year. Looking forward to the 2023-2024 school year in accordance with the CLNA, we plan to increase SREB's services to meet the needs of a diverse group of teachers.

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

NYSED CTE Program Re-Approval Process:

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

We will be sunsetting the Power Sport Technology program this school year.

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

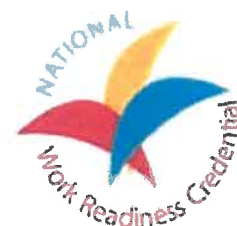
During the 2023-2024 school year, the following CTE programs are scheduled for the NYSED Re-Approval process: Animal Science: Large Animal Production; Cosmetology; Environmental Conservation & Forestry; and Heavy Equipment/ Diesel Repair.



Board of Cooperative Educational Services for Clinton - Essex - Warren - Washington (CEWW) Counties
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NWRC:

During the Spring 2023 semester, the NWRC administration was conducted with all CV-TEC juniors and those seniors that had been unsuccessful last year. The results of this administration include: Of the 618 students that completed the NWRC, 511 were successful in earning their credential, which is an 83% success rate. Of those: 5 out of 8 sophomores were successful (63%); 221 out of 275 juniors were successful (80%); 269 out of 317 seniors were successful (85%); and 16 out of 18 post-secondary students were successful (89%). We are very pleased with our results!



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

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

Funding Status

- WIOA Corrections: \$203,000 per location, \$1,015,000 over 5 years
 - Clinton County Jail
 - Essex County Jail (New split funding)
- WIOA Literacy Zones: \$300,000 (+17% per grant)
 - Plattsburgh OWS- \$150,000
 - Elizabethtown OWS- \$150,000 (New literacy zone)
- WIOA Adult Basic Education \$ 79,565 (+24%)/ \$397,825 over 5 years
- EPE (Employment Preparation Education): \$421,312
- Supplemental Nutrition Assistance Program (SNAP) \$400,000 (+25%)/ \$2,000,000 over 5 years
- Career Pathways: \$125,000 (Partnership grant renewed on partnership with FEH BOCES)
- GED Testing: \$ 7,397
- Incarcerated Youth COSER* \$13,000+
 - Boquet Valley- \$6500 plus daily rate when students are attending.
 - Beekmantown- \$6500 plus daily rate when students are attending.

Total Grant/CoSer Funds: \$1,752,274*

Corrections Education Program (CEP) at Clinton County Jail and Essex County Jail:

- 172 students (165 adults, 7 youth)
- 10 students earned their GED in the facilities.
- 235 work readiness, soft skills, and community-based certifications were earned by students.
- 34 students were transitioned back into the community. 56% are employed and/or continuing their education.
- The CEP was 1 of 25 National Fatherhood Initiative grant awardees (out of 175 applicants) – entitles us to offer the InsideOut Dads program to 30 incarcerated dads.



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Adult Literacy Program updates at OneWorkSource:

- We have continued outreach in lower Essex County.
- We are starting a class at the Rouses Point Civic Center on Wednesdays from 9-1.
- We are currently in the process of scheduling a job fair for June.
- We are looking to begin a tutoring class at Port Henry Literacy Volunteers on Tuesdays to reach the Essex County population.
- We are continuing to work towards meeting the NYSED benchmarks for FY 22/23.

GED Program updates:

- We have successfully held 3 CBT tests for GED- it is getting easier each time. We have one more scheduled for this FY.
- We are still administering PBT at both jail facilities.
- 27 students have earned their HSE so far this FY.

Standards & Conditions (previously COE)

- Subcommittees were created to address the several areas of improvement:
 - Curriculum mapping
 - Technical assessment administration
 - Remote learning standards
 - Practical Nursing reaccreditation
- Curriculum Mapping
 - We needed to update our service contract for Atlas so we could begin to take full advantage of the platform. We have met with an implementation specialist who is assisting us in moving through this process methodically. Although we have started rolling this out to some programs who were up for re-approval this year, we have gone slowly to prevent wasted effort.
- Technical Assessment
 - We are continuing to assist teachers with task and rubric writing to continue improving assessments. The committee is also improving administration and score reporting procedures to provide direction and clarity for new and veteran teachers. After this year's administration, we will be able to roll this work into our annual procedures and remove it from the strategic plan.
- Remote Learning
 - Minimum guidelines for use of Microsoft Teams within our division have been developed. They need to be reviewed and adopted by administration for official implementation starting next school year.
 - We continue to work with IT to improve access to devices and connectivity to the network and internet.



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- Continued collaboration with our Shared Decision-Making committee allows us to carve out time to offer educational technology training and guidance for teachers. Plans continue to develop with a focus on more synchronous and asynchronous Microsoft Office training opportunities for teachers where they can earn micro-credentials.
- Practical Nursing Reaccreditation
 - We have been auditing our performance on the Board of Regents' seven standards for PN program accreditation and prioritizing areas of need based on the audit. Most procedures are documentation are in place, but there are a few administration tasks that we continue to modify and improve. Dena Tedford is working diligently with her team to make sure that everything is ready for the reaccreditation by the end of June 2023.

Work-Based Learning & Student Services

- 2021-2022 Graduate Follow-up Data:

Secondary Approved Programs:

Employed: 53% Military: 4% Post-Secondary: 40% Unemployed Seeking: 2%
Unavailable for Employment 1%

Post-secondary Approved Programs:

Employed: 77% Military: 0% Post-Secondary: 23% Unemployed Seeking: 0%
Unavailable for Employment: 0%

- **CAREER EXPLORATION & WBL OPPORTUNITIES**

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



BLUE COLLAR CONNECTION

Northern Home and Lifestyle Association Work based Learning Program

This opportunity allows our CV-TEC students to apply the skills they've gained in the classroom while participating in an unpaid CO-OP with local businesses.

Hulbert Supply, PM Leary Builders, PM Leary Plumbing, Cedar Knoll, Fuller Excavating, Lake Champlain Pools, Rene's Repair, Fessette's Drywall, B&E Development-Honey Do Team, CALC Properties-Curtis Latremore, Momot Trailer Sales, Adirondack Hardware, Peru Farm Center, Touraid Travel.





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CV-TEC Mineville Campus - P.O. Box B, Mineville, NY 12956
CV-TEC OneWorkSource - 194 US Oval, Plattsburgh, NY 12903
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CV-TEC New Visions Applied Engineering (NVAE) WBL Program continues to provide 54+ Hours of WBL to include Guest Speakers, Employer Interviews, Industry Tours, Authentic STEM Project and Job Shadowing Opportunities.

2022-2023 NVAE Business and Industry Partners:

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

Authentic STEM-CV-TEC continues to work with our business partners, the NCWDB, and the University of Sigen to further develop Authentic STEM projects in our CTE programs. The second round of Authentic STEM kicked off in January 2023. Our New Visions Applied Engineering students are partnered with German students to work on three problems presented by BETA Technologies. These include explaining Lift over Drag, Electromagnetic Torque, and Energy. Students are being mentored by Clarkson University engineering students and University of Sigen master's students. The Forum of Innovation project presentation will be in June 2023.

NORTH COUNTRY MANUFACTURING DAY, CCC & IAM Wednesday, November 16th, 9 AM-2PM

The 10th Annual North Country Manufacturing Day (NCMFG Day) took place at Clinton Community College and the Institute for Advanced Manufacturing. Over 700 high school students (9th-12th grade) from 13 schools throughout Clinton, Franklin and Essex County attended the day. Students networked with 14 of the area's most innovative employers and had the opportunity to participate in our manufacturing themed escape rooms and the hands-on activities at each employer booth.

Coryer Staffing-RAMP Presentation-November 17th This presentation provided our CV-TEC seniors with an overview of the program and the application process. The RAMP counselors returned to campus in March and meet with interested students, answered their questions, and assisted them with their application.

BETA Technologies Partnership

CV-TEC has collaborated with BETA Technologies to provide an enrichment pathway for students in our Automotive Collision Repair program. Four students were selected for this pilot program and have been training alongside BETA's Aerospace Paint Industry experts and our Automotive Collision Repair teacher. These students have all completed part 1 of the Aerospace Coatings Applicator Specialist (ACAS) certification process. This includes an extensive hands-on component, as well as online modules to work towards a professional certification as an Aerospace Coatings Applicator Specialist (ACAS). The initial pilot will be held onsite at our CV-TEC Plattsburgh Main Campus.



Board of Cooperative Educational Services for Clinton - Essex - Warren - Washington (CEWW) Counties

CVES / CEWW BOCES is a proud member of the statewide BOCES Network since 1949.

Employability Seminar Series

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

Financial Literacy Seminar, March 2, Mineville Campus; March 8, CVES Conference Room



This year, 250 CV-TEC seniors from all campuses participated in the Mad City Money Financial Literacy simulation. We partnered with UFirst and TrailNorth Federal Credit Unions. Jennifer Pribble, Marketing and Business Development Manager, TrailNorth Federal Credit Union, and Meghan McGee Pelkey, Marketing Manager, UFirst Federal Credit Union, led the simulations. Our CTE teachers ran the merchant stations, and Amy Provost, owner of Rigeline Realty Group, as well as Brenda Wells, Associate Broker from Glebus Realty, assisted us at the Realty Realty station. We also had Mary LaPierre,

Director of Financial Aid for SUNY Clinton Community College, and Annette Demarais from SUNY Plattsburgh join as at the simulation to discuss how to pay for college. This included the FAFSA, student loans and scholarship opportunities. Our students learned how to create a budget, while also learning about the importance of savings and checking accounts, and a great credit score.



Sexual Harassment Prevention Seminar, May 19, 2023

CV-TEC will collaborate with the ETS, Ready4Real team to provide a 1-hour, interactive Sexual Harassment Prevention Seminar to all CTE seniors. The presentation will define sexual harassment, discuss ways to prevent it, and promote positive workplace relationships and communication. All participants will receive a certificate upon successful completion of the exam.

Job Seeking Seminar April 28-May 9, 2023 This Our CV-TEC Academic teachers, along with the Coryer Staffing RAMP advisors, assisted with these seminars. All students from each of our campuses participated in these activities. The junior presentation focused on First Impressions and The Elevator Pitch, and our senior seminar focused on Resume Tips and Mock Interviews.

ADK Career Connect May 11, 2023

In collaboration with area school districts, and 1500 students this event to provide that targeted the 16 organizations also opportunities, training programs



the Adirondack Region Career Pathways Committee, and our we will hosted a multi-county wide event that 11 school districts, between 9th and 12th grade. 75 local employers registered for career exploration experiences career clusters. Employers and highlighted their job internships, apprenticeships, and available.



Please scan the QR Code to see the participating employers and sponsors.





Champlain Valley Educational Services

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CV-TEC Signing Day June 2, 2023 12:30-2:30 PM CV-TEC Conference Room

We will celebrate our students signing "letters of intent" for a job offer or apprenticeship in the trades.

CV-TEC Partnership Appreciation Event June 16, 2023 @ 8:30 AM

This event will allow us to recognize over 300 of our business partners for their continued support of CTE, our programs, and most of all our students.

Health Careers

LPN:

- First Time pass rate stable at 90% for last year (NYS:71%, Nationally:77%)
- Nursing enrollments down state-wide (quantity and quality of applicants)
- Currently accepting applications for the 23-24 school year with rolling admissions
- Increased use of LPNs in all healthcare settings is the trend including UVM-CVPH
- Meadowbrook Healthcare sponsoring 5 of their employees (full tuition and salary)
- UVM-CVPH Partnering with us to apply for funding from NYS to support employees to enroll in the program.
- COVID vaccination continues to be required by our clinical sites. Changes anticipated for Fall.
- Preparing for NYSED Accreditation Self-Study and Site visit for Fall 2023. This Accreditation allows our students to apply for federal financial aid (FASFA).

Adult CNA:

- Enrollment has not bounced back yet to pre-pandemic levels. Fall 2023 enrollment is open. A great need in the community for CNA's.

Adult Phlebotomy:

- Fall 2023 Class open for enrollment.

Allied Health:

- Enrollment very healthy over 4 sections/2 campuses
- COVID vaccination still a clinical site requirement. May see changes in the Fall.
- Increased shadow/tours and career exploration has opened up again (COVID, need)
- NYS C.N.A. Testing upcoming: Potentially 40 new CNA's to help fill openings

New Visions Medical Careers:

- 2 sections on 2 campuses
- Return to clinical sites with fully vaccinated students
- Clinical back to pre-pandemic schedule



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CPR/First Aid:

- Training per industry need continues

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: June 2023
 Re: Board of Cooperative Educational Services Report



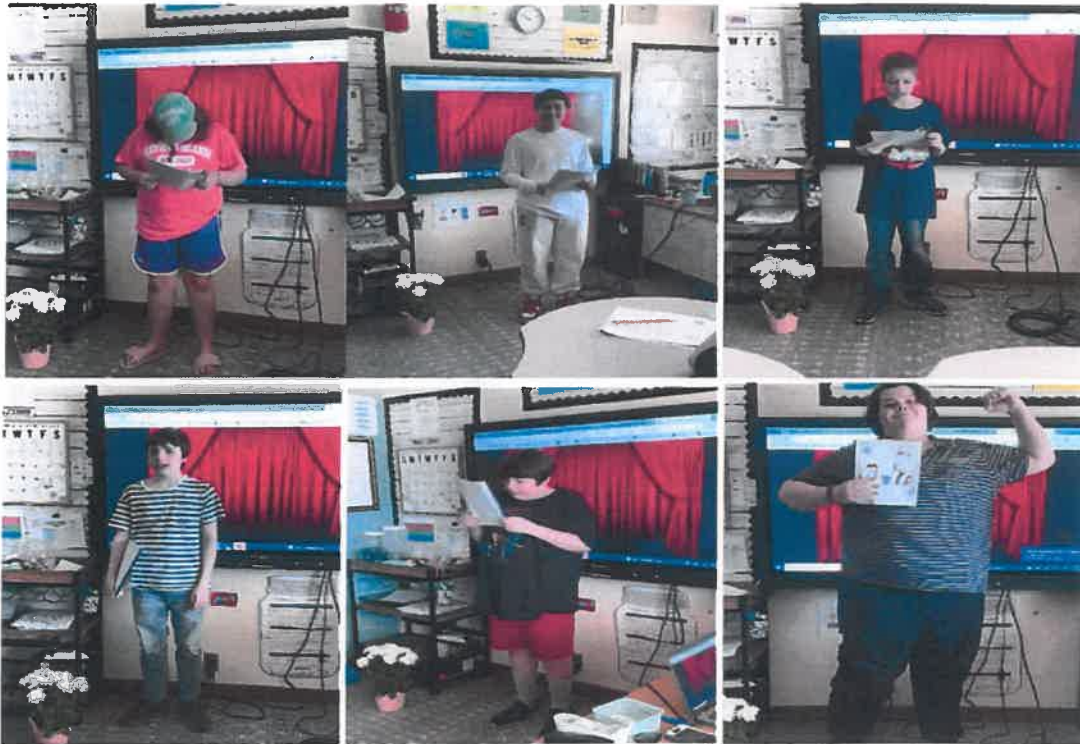
May has been a busy month for the RISE Center for Success on our Plattsburgh Campus

Mrs. Adam’s Middle School class completed a book study of the Greek Gods which culminated in student presentations and a full feast/celebration that included a chocolate fountain. Pictures continued page 2.



RISE Center staff celebrated Unity in Diversity! Great looking group!





The RISE Center for Success celebrated our Administrative Professionals on Administrative Professionals Day. They are the glue that hold us together...they are our heroes and make it all happen every day! Ms. Restrepo's students prepared our Administrative Professional's favorite coffee drinks in the Rise & Shine café. They are better than Starbucks! Stop by sometime and they'd be happy to make YOU your favorite coffee beverage!



Mrs.

Beaudry's class participated in an Adventure-based Counseling outing where many of the students kayaked for their very first time.



The Design of this year's Yearbook Covers in Plattsburgh are Truly Amazing

This year Jacob Honness, one of our seniors, has designed two possible cover choices for the RISE Center yearbook. He used this as his senior project for Digital Production & Multimedia Communication at CV-TEC in Plattsburgh, where he is in his second year. Jacob hand drew all these images using the computer. We liked them both so much that we are offering these out to everyone. Staff and students can choose which cover they would like.



Autism Walk A HUGE Success

On Saturday, May 6th, 2023, many of our RISE staff joined together with families of our Autism Program, to support the Autism Walk at the Clinton County Fairgrounds. The Rise Center for Success successfully raised over \$2100.00 to support the Autism Alliance of the Northeast; an organization that assists many of our families who have children diagnosed as having Autism. Colleagues of the Autism Program joined in the fun by setting up a sensory friendly table that promoted the Rise Center for Success's Autism Program. Friends and families were able to enjoy various activities that included live entertainment, various food trucks, jump houses, craft activities, movement activities and much more. The fun day concluded with the actual Autism Walk, which took place behind the festivities in support of individuals diagnosed with having Autism.



We had CVES staff volunteer both for the Autism Alliance activities as well as a Rise Center for Success sensory and information table.



Students in the Autism Program Continue with Volunteer Work and Vocational Training within Community

It has been a great opportunity for students in the Autism program to get to know students from other programs and make connections. They have been able to take trips to the grocery store for purchasing skills, the SPCA to volunteer with the animals, OLVA to volunteer cleaning the pews and sweeping and the library to work on social and recreational skills.



Students in the autism program also continue to help deliver food items from the backpack program to classrooms. This has been a great way to work on social and vocational skills and create more opportunities to interact with students and staff throughout the building.

The Autism Alliance recently provided the program with passes to the bounce house place in the mall. Students from multiple classrooms were able to go. It was a blast! They were also able to go to the music store in the mall and play a variety of different instruments.



A Fun Educational Day at Cadyville Recreation Park

Ms. Haley's class had a fun and educational day at Cadyville Recreation Park, a public park that offers various outdoor activities for all seasons. The students participated in a kayaking session led by the Town of Plattsburgh Recreation Department, where they learned about safety, paddling, steering and cooperation. They also explored the Storybook Trail, a walking trail that features Arthur's Teacher Trouble, a children's book by Marc Brown. The students practiced their reading, listening and vocabulary skills by taking turns reading out loud to the class.



The Partners in Transition Program at SUNY Plattsburgh had an Exciting Day Exploring Our Community

During their visit to the Plattsburgh Air Force Base, they had the opportunity to explore various planes that were used during different wars. Not only did they learn about these aircraft, but they also had the privilege of meeting two veteran pilots who had flown them. To make the experience even more immersive, they were able to try on pilot suits and hats that were worn during those times. The interaction with the pilots provided valuable insights into how they maneuvered the planes, where the missiles were launched from, and the incredible speed at which these aircraft traveled. As an astonishing example, they mentioned that flying from the Burger King near the oval to the brick building behind us would take just one second! Overall, it was an enlightening and thrilling experience, delving into our community's rich history and technical aspects of these remarkable planes.

