

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

**AGENDA FOR BOARD MEETING TO BE HELD AT THE CVES CONFERENCE CENTER IN  
PLATTSBURGH, NY ON AUGUST 16, 2023 PROPOSED EXECUTIVE SESSION AT 6:00 P.M. –  
MONTHLY MEETING TO FOLLOW**

- No Action 1. CALL TO ORDER: BOARD PRESIDENT
- a. The Pledge of Allegiance
  - b. Roll Call of Board Members
- No Action 2. EXECUTIVE SESSION
- No Action 3. INTRODUCTION OF ALL PRESENT
- No Action 4. OPINIONS AND CONCERNS FROM THE AUDIENCE
- No Action 5. DISTRICT SUPERINTENDENT’S UPDATE
- Action 6. MINUTES OF PREVIOUS MEETING
- a. July 12, 2023 Regular Board Minutes (Enc. 1)
7. CONSENT AGENDA FINANCIAL
- Action a. Certification of Warrant (Enc. 2)
  - Action b. Cross Contracts (Enc. 3)
  - Action c. Budget (Enc. 4)
  - Action d. Contractor/Consultant Agreements (Enc. 5)
  - Action e. Rental Agreement (Enc. 6)
  - Action f. Donations (Enc. 7)
  - Action g. Memorandum Of Agreement- CPR (Enc. 8)
  - Action h. Memorandum Of Agreement- 403b (Enc. 9)
8. OLD BUSINESS – School Boards
- No Action a. Representatives for Clinton and Essex County School Boards (Enc. 10)
9. CONSENT AGENDA PERSONNEL
- Action a. Alternate Purchasing Agent (Enc. 11)
  - Action b. Authorization of Individual(s) to Collect Money (Enc. 12)
  - Action c. Dignity Act Coordinator (Enc. 13)
  - Action d. Extraclassroom Activity Fund (Enc. 14)
  - Action e. Rescind (Enc. 15)
  - Action f. Amendment(s) (Enc. 16)
  - Action g. Resignation(s) (Enc. 17)
  - Action h. Resignation for Retirement (Enc.18)
  - Action i. Leave of Absence(s) (Enc. 19)
  - Action j. Tenure (Enc. 20)
  - Action k. Permanent Appointment(s) (Civil Service) (Enc. 21)
  - Action l. Four-Year Probationary Appointment(s) (Enc. 22)
  - Action m. 52-Week Civil Service Probationary Appointment(s) (Enc. 23)
  - Action n. Civil Service Provisional Appointment(s) (Enc. 24)

- Action o. Temporary Appointment(s) for 2023-24 School Year (Enc. 25)
- Action p. Provisional Civil Service Hourly Appointment(s) for 2023-24 School Year (Enc. 26)
- Action q. Facilitator(s) 2023-24 School Year (Enc. 27)
- Action r. Temp-On-Call and Substitute Positions for 2023-24 School Year (Enc. 28)
- Action s. Building Checks 2023-24 School Year (Enc. 29)
- Action t. Special Education Summer School Staffing Additions (Enc. 30)
- Action u. Summer Work (Enc. 31)
- Action v. Additional Work (Enc. 32)

10. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. Adopt Revised Policy (Enc. 33)
- Action b. Recommend Waive First Reading & Adopt Revised Policy (Enc. 34)
- Action c. New Policy First Reading (Enc. 35)

11. NEW BUSINESS

- No Action 12. OTHER

- No Action 13. NEXT BOARD MEETING

Wednesday, September 13, 2023, at the Yandon-Dillon Center in Mineville – Proposed Executive Session at 6:00 p.m. – monthly meeting to follow.

- No Action 14. REPORTS FROM DIRECTORS (Enc. 36)

- Action 15. ADJOURNMENT

## CHAMPLAIN VALLEY EDUCATIONAL SERVICES

### VISION

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

### MISSION

*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.*

### IMPORTANT DATES

August 16, 2023	Board Meeting – CVES Conference Center – 6:00 pm
September 13, 2023	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 pm
October 11, 2023	Audit Committee Meeting – Conference Center, Plattsburgh – 5:00 pm
October 11, 2023	Board Meeting – Conference Center, Plattsburgh – 6:00 pm
October 18, 2023	CV-TEC & Special Education Family Night – Mineville – 6:00 pm
October 19, 2023	Special Education Family Night - WAF – 5:00 pm
October 26, 2023	CV-TEC Family Night – Plattsburgh – 6:00 pm
October 26-28, 2023	NYSSBA Convention – Buffalo
November 1, 2023	Board Budget Committee Meeting – Discuss Budget Development & Review 2023-24 Reconciliations – Conference Center, Plattsburgh 7:00 pm
November 8, 2023	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 pm
December 5, 2023	Board Budget Committee Meeting – Review 2022/23 Reconciliations & Set Parameters for 2024-25 Budgets – Conference Center, Plattsburgh 7:00 pm
December 13, 2023	Audit Committee Meeting – CV-TEC Plattsburgh 5:00 pm
December 13, 2023	Board Meeting – CVES Plattsburgh – 6:00 pm
January 10, 2024	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 pm
January 25, 2024	Board Budget Committee Meeting – Analyze/Discuss Preliminary 2024-25 Budgets – Finalize Draft Budgets – Conference Center, Plattsburgh - 7:00 pm
February 14, 2024	Audit Committee Meeting – Conference Center, Plattsburgh 5:00 pm
February 14, 2024	Board Meeting/Budget Presentations – Conference Center, Plattsburgh – 6:00 pm
March 13, 2024	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 pm
March 20, 2024	CV-TEC Open House – Mineville – 6:00 pm
March 21, 2024	CV-TEC Open House – Plattsburgh – 6:00 pm
April 10, 2024	Annual Meeting – CVES Conference Center, Plattsburgh – 6:00 pm
April 18, 2024	Election of CVES Board Members and Vote on Administrative Budget
May 8, 2024	Audit Committee Meeting – Yandon-Dillon Center, Mineville 5:00 pm
May 8, 2024	Board Meeting – Yandon-Dillion Center, Mineville – 6:00 pm
May 15, 2024	NTHS Ceremony (Mineville Campus) Moriah CSD – 7:00 pm
May 22, 2024	NTHS Ceremony (Plattsburgh Campus) Conference Center – 7:00 pm
June 5, 2024	SkillsUSA Awards – CVES Conference Center, Plattsburgh – 6:00 pm
June 6, 2024	No. Country Loggers Awards Banquet – CV-TEC, Plattsburgh – 6:00 pm
June 7, 2024	WAF Graduation Ceremony – SUNY Giltz Auditorium – 9:30 am
June 12, 2024	Board Meeting – Conference Center, Plattsburgh – 6:00 pm
June 12, 2024	Plattsburgh Rise Center kindergarten Graduation – 10:00 am
June 18, 2024	CV-TEC Mineville Graduation Ceremony – Moriah Central School – 7:00 pm
June 20, 2024	CV-TEC Plattsburgh Graduation Ceremony – TBD – 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 offence 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 July 12, 2023 Regular Board meeting. (attached)

## **ENC. 2**

Recommend that the Board approve the Certification of Warrant for June 29, 2023 to August 7, 2023. (attached)

## **ENC. 3**

Recommend the Board approve the following Cross Contracts:

1. 2023-24 Initial - Capital Region BOCES, \$4,021,991.24
  - Distance Learning (Ausable Valley, Beekmantown, CVES, Moriah, Northeastern Clinton, Northern Adirondack, Plattsburgh, Saranac, Willsboro)
  - School Curriculum Improvement (Ausable Valley, Beekmantown, CVES, Northern Adirondack, Peru, Ticonderoga)
  - Internet Services (Ausable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Peru, Plattsburgh, Putnam, Schroon Lake, Ticonderoga, Willsboro)
  - Model Schools (AuSable Valley)
  - Computer Services (Ausable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Saranac, Schroon Lake, Ticonderoga, Willsboro)
  - Laser Fiche (Peru)
  - VOIP Telephone Services (AuSable Valley, Boquet Valley, Chazy, Crown Point, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Schroon, Ticonderoga)
  - Teacher Certification (Ausable Valley, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Saranac, Schroon Lake, Ticonderoga, Willsboro)
2. 2023-24 Initial - Washington-Saratoga-Warren-Hamilton-Essex BOCES, \$141,855.55
  - Special Education- Vision Services (Schroon Lake)
  - Model Schools (Beekmantown, Chazy, CVES, Plattsburgh)
  - Learning Technology (Beekmantown, Schroon Lake, Willsboro)
3. 2023-24 Initial – St. Lawrence-Lewis BOCES, \$44,279.00
  - Section X Athletic Coordination (Peru, Plattsburgh)
  - Cooperative Purchasing (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh City, Saranac, Schroon Lake, Ticonderoga, Willsboro)

### **ENC. 3 (Continued)**

4. 2022-23 Final – Capital Region BOCES \$4,293,416.46
- Distance Learning (AuSable Valley, Beekmantown, CVES, Moriah, Northeastern Clinton, Northern Adirondack, Plattsburgh, Saranac, Willsboro)
  - School Curriculum Improvement (AuSable Valley, Beekmantown, CVES, Northern Adirondack, Peru, Ticonderoga)
  - Internet Services (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Peru, Plattsburgh, Putnam, Schroon Lake, Ticonderoga, Willsboro)
  - Model Schools (AuSable Valley)
  - Computer Services (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Saranac, Schroon Lake, Ticonderoga, Willsboro)
  - Laser Fiche (Peru)
  - VOIP Telephone Services (AuSable Valley, Boquet Valley, Chazy, Crown Point, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Schroon, Ticonderoga)
  - Teacher Certification (AuSable Valley, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Ticonderoga, Willsboro)

### **ENC. 4**

Recommend that the Board approve the following budget:

1. Approve the Itinerant - Bilingual/ESL Teacher budget in the amount of \$113,581 for the 2023-2024 school year, to accommodate for additional service requests (AuSable Valley, Peru). (Co-Ser 345 – S<sup>3</sup>)

### **ENC. 5**

Recommend that the Board approve the following Contractor/Consultant Agreement(s):

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Premier Assessment Services, Inc. for the purpose of obtaining Vendor Scoring services for the 2023-2024 school year for grades 3-8 ELA and Mathematic Assessments; grades K-12 NYS English as a Second Language Assessment Tests (NYSESLAT); grades 5 and 8 NYS Science Assessments; and Regents Exams as requested. Service dates and terms are specified as per the agreement. The total amount payable for all services will not exceed \$200,000. (S<sup>3</sup>) (attached)

## **ENC. 6**

Recommend that the Board approve the following resolution(s):

1. Recommend that the Board approve a resolution to allow Clinton-Essex-Warren-Washington BOCES to enter into a rental agreement, or agreements, for the rental of an excavator for use by the Mineville Campus Natural Resources Management Program. The approximate duration of the rental period is September 11, 2023 through June 30, 2024 with a total expenditure not anticipated to exceed \$31,600. Be it further recommended that the CVES District Superintendent be granted authority to enter into rental agreements contingent upon CVES' attorney approval.

## **ENC. 7**

Recommend that the Board approve the donation of (3) WIOA Title 1 Student Laptops by Clinton County Department of Social Services. The item donated to the CV-TEC Division will benefit students in the Adult, Dislocated Worker, or Out-of-School Youth Programs at the OneWorkSource Campus.

## **ENC. 8**

Recommend that the Board approve:

Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals regarding payment of time spent for CPR training (attached.)

## **ENC. 9**

Recommend that the Board approve:

Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals regarding payment of members' 403b retirement incentive (attached.)

## **ENC. 10**

For acknowledgment purposes only. No representation needed at this time for the Clinton or Essex County School Boards Association.

## **ENC. 11**

Recommend that the Board Appoint Alternative Purchasing Agent:

Recommend that the Board appoint Hayden Reidy to the position of Alternate Purchasing Agent, as needed, effective August 16, 2023 to the 2024 reorganization meeting, with no additional compensation. The Alternative

### **ENC. 11 (Continued)**

Purchasing Agent shall have all powers and duties of the Purchasing Agent in event the Purchasing Agent is unavailable, as determined by the District Superintendent or his designee.

### **ENC. 12**

Recommend that the Board authorize the following individuals to collect money at the following CVES location for the 2023-24 school year:

#### **CV-TEC – All Campuses**

Aliana Weare – Culinary Arts Management Program Activities – Plattsburgh Campus

### **ENC. 13**

Recommend that the Board approve the following Dignity Act Coordinator update for the 2023-24 school year:

Tina Mitchell- Mineville Campus

### **ENC. 14**

#### **Extraclassroom Activity Fund**

This is the fund which accounts for the monies raised by students through their projects. There is a need to have staff involved with the management of this fund. It is recommended that the following people be appointed to monitor this fund, effective September 1, 2023 through July 2024 Reorganization Meeting, with no additional compensation:

Chief Faculty Advisor, Tina Mitchell for the Mineville Campus

### **ENC. 15**

Recommend that the Board rescind the following appointment(s) that was approved at the July 12, 2023 Board Meeting:

Recommend that the Board approve the following Part-Time Allied Health Teacher(s) for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>		<u>Annualized Salary</u>	<u>Prorated Salary</u>
Britany DuBrey	Allied Health Teacher	20%	\$47,895	\$9,579



## **ENC. 16**

Recommend that the Board amend the following appointment(s) that were approved at the June 14, 2023 Board Meeting:

Recommend that the Board appoint the following person(s) to a ~~Four-Year~~ Three-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

## **ENC. 17**

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

1. Tina Goyette, Teacher Aide/ Student Aide, effective July 22, 2023
2. Jocelyne Saliba, Teacher Aide/ Student Aide, effective July 27, 2023
3. Laura Birtz-Sisson, Speech & Hearing Handicapped Teacher, effective August 1, 2023
4. Juliana Baker, Teaching Assistant, effective August 14, 2023
5. Tanner Senecal, Culinary Arts Teacher, effective August 25, 2023
6. Sadie Trunck, School Psychologist, effective August 31, 2023
7. Jenna Broeker, Deaf and Hearing-Impaired Teacher, effective September 1, 2023
8. Jordan Wendling, Special Education Teacher, effective September 1, 2023
9. Rachel Boire, Special Education Teacher, effective September 1, 2023
10. Kylyn Miller, Computer Specialist, effective August 8, 2023 for the purpose of accepting a Network and Systems Technician position.
11. Mariellen Boyd, Teaching Assistant, effective September 5, 2023 for the purpose of accepting a Special Education Teacher position.
12. Johanna Pray, Teacher Aide/ Student Aide, effective September 5, 2023 for the purpose of accepting a Teaching Assistant Position
13. Nicole Haran, Teacher Aide/Student Aide, effective September 5, 2023 for the purpose of accepting a Teaching Assistant Position
14. Arianna Menard, Teaching Assistant, effective September 5, 2023 for the purpose of accepting a Special Education Teacher position.

## **ENC. 18**

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

1. Melodie Paynter, Teacher Aide/ Student Aide, effective August 30, 2023

## **ENC. 19**

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

1. Cheryl Spoor, Teaching Assistant, unpaid leave of absence effective September 5, 2023- June 30, 2024 for the purpose of accepting a temporary teaching position
2. Kayla Laughlin, Behavior Specialist/ Analyst, unpaid leave of absence effective September 7, 2023- September 11, 2023

## **ENC. 20**

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

1. Greg Cassavaugh, Heavy Equipment/ Diesel Mechanics Teacher, effective January 29, 2024

## **ENC. 21**

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

1. Jeremy Ceisner, Custodial Worker, effective July 20, 2023
2. Aaron Wilkins, Network and Systems Technician, effective July 27, 2023
3. John Law, Teacher Aide/ Student Aide, effective September 6, 2023
4. Alexander Benware, Teacher Aide/Student Aide, effective September 7, 2023
5. Alyssa Morin, Teacher Aide/ Student Aide, effective September 7, 2023
6. Julie Boulrice, Teacher Aide/ Student Aide, effective September 11, 2023

## **ENC. 22**

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

1. Name: Staci Norton  
Position: Teaching Assistant  
Tenure Area: Teaching Assistant  
Effective Date: September 5, 2023  
Tentative Tenure Date: September 5, 2027  
Certification Status: Teaching Assistant Level I  
Annualized Salary: \$29,381
2. Name: Suezanne Chrisman  
Position: Teaching Assistant  
Tenure Area: Teaching Assistant  
Effective Date: September 5, 2023

**ENC. 22 (Continued)**

Tentative Tenure Date: September 5, 2027  
Certification Status: Teaching Assistant Level 1  
Annualized Salary: \$27,084

3. Name: Sheilah Boyea  
Position: Teaching Assistant  
Tenure Area: Teaching Assistant  
Effective Date: September 5, 2023  
Tentative Tenure Date: September 5, 2027  
Certification Status: Teaching Assistant Level III  
Annualized Salary: \$34,000
4. Name: Karen Yeager  
Position: Special Education Teacher  
Tenure Area: Special Education Teacher  
Effective Date: September 5, 2023  
Tentative Tenure Date: September 5, 2027  
Certification Status: Student with Disabilities 1-6 Professional, English 7-12 Professional  
Pre-K-6 Permanent, Special Education Permanent  
Annualized Salary: \$57,000
5. Name: Katelyn Christian  
Position: Speech Language Pathologist  
Tenure Area: Speech Language Pathologist  
Effective Date: September 5, 2023  
Tentative Tenure Date: September 5, 2027  
Certification Status: Speech and Language Disabilities, Initial  
Annualized Salary: \$50,582
6. Name: Brandy Rivers  
Position: Teaching Assistant  
Tenure Area: Teaching Assistant  
Effective Date: September 5, 2023  
Tentative Tenure Date: September 5, 2027  
Certification Status: Teaching Assistant Level 1  
Annualized Salary: \$26,828
7. Name: Amy LaDue  
Position: Teaching Assistant  
Tenure Area: Teaching Assistant  
Effective Date: September 5, 2023  
Tentative Tenure Date: September 5, 2027  
Certification Status: Teaching Assistant Level III

## **ENC. 22 (Continued)**

Annualized Salary: \$34,000

8. Name: Julie Filion  
Position: Teaching Assistant  
Tenure Area: Teaching Assistant  
Effective Date: September 5, 2023  
Tentative Tenure Date: September 5, 2027  
Certification Status: Teaching Assistant Level III  
Annualized Salary: \$31,500

(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. 23**

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

1. Name: Chase Rabideau  
Position: Computer Specialist  
Effective Date: August 7, 2023  
Tentative Permanent Date: August 7, 2024  
Annualized Salary: \$40,794
2. Name: Caleb Barton  
Position: Computer Specialist  
Effective Date: August 7, 2023  
Tentative Permanent Date: August 7, 2024  
Annualized Salary: \$40,794
3. Name: Dawn Perry  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$22,000
4. Name: Audrey Crucetti  
Position: Behavior Specialist/Analyst

**ENC. 23 (Continued)**

Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$73,500

5. Name: Denice French  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$20,950
6. Name: Kayla Mills  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$20,950
7. Name: Rosemarie Webster  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$20,950
8. Name: Kiera Simpson  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$20,950
9. Name: Connie Staley  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$20,950
10. Name: Carrie Stone  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$20,950
11. Name: Kendra Snide  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024

## **ENC. 23 (continued)**

Annualized Salary: \$20,950

12. Name: Vanessa Blow  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$20,950

13. Name: Shanna Rivers  
Position: Teacher Aide/ Student Aide  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$20,950

## **ENC. 24**

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

1. Name: Joseph Judge  
Position: Computer Specialist  
Effective Date: August 1, 2023  
Annualized Salary: \$40,794
2. Name: Kylyn Miller  
Position: Network and Systems Technician  
Effective Date: August 8, 2023  
Annualized Salary: \$62,416
3. Name: Ryan Bone  
Position: Junior Accountant  
Effective Date: August 10, 2023  
Annualized Salary: \$39,000
4. Name: Tina Recore  
Position: Junior Accountant  
Effective Date: August 14, 2023  
Annualized Salary: \$39,000
5. Name: Travis Stone  
Position: School Lunch Manager  
Effective Date: August 25, 2023  
Annualized Salary: \$46,000

## **ENC. 24 (Continued)**

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

## **ENC. 25**

Recommend that the Board appoint the following person(s) to a Temporary Appointment as follows for the 2023-2024 school year:

1. Name: Trevor Cameron  
Position: Special Education Teacher  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Pre-K- 6 Permanent, School District Administrator Permanent  
Annualized Salary: \$69,500
2. Name: Britany DuBrey  
Position: Allied Health Teacher  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,895
3. Name: Cheryl Spoor  
Position: Special Education Teacher  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Teaching Assistant Level III  
Annualized Salary: \$55,846
4. Name: Johanna Pray  
Position: Teaching Assistant  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$26,828
5. Name: Mariellen Boyd  
Position: Special Education Teacher  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Teaching Assistant Level III  
Annualized Salary: \$47,582
6. Name: Jacob Gittler  
Position: Teaching Assistant  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Uncertified

## **ENC. 25 (Continued)**

Annualized Salary: \$26,828

7. Name: Aliana Weare  
Position: Culinary Arts Management Teacher  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,582
  
8. Name: Charles Johnson  
Position: LPN Teacher  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,582
  
9. Name: Melanie Faville  
Position: Digital Production & Multimedia Communications Teacher  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$47,582
  
10. Name: Arianna Menard  
Position: Special Education Teacher  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Teaching Assistant Level 1  
Annualized Salary: \$47,582
  
11. Name: Nicole Haran  
Position: Teaching Assistant  
Effective Date: September 5, 2023 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$36,000

## **ENC. 26**

Recommend that the Board appoint the following person(s) to a Provisional Civil Service Hourly Appointment for the 2023-2024 school year:

1. Alexander St. Pierre, Senior Computer Programmer, \$50/hour



**ENC. 27**

Recommend that the Board approve the following Facilitator(s) for the 2023-24 school year:

Facilitators, \$30/hour  
Melissa Dudyak  
Grace Stay

**ENC. 28**

Recommend that the Board approve the following Temp-On-Call and Substitute positions for the 2023-2024 school year:

<u>Name</u>	<u>Title</u>
Allie Huchro	Teacher Aide/ Student Aide
Grace Stay	Administrator
Grace Stay	Principal
Mary Salton	Food Service Helper
Debra Geddes	Account Clerk/Typist
Christina Lefevre	Account Clerk/Typist
Timmy Aubin	Bus Driver
Michael Defayette	Bus Driver
Kim Mayer	Bus Driver
Stephanie Lumb	Bus Driver
Katelynn Belair	Food Service Helper
Gladys Daniels	Food Service Helper
Janice Hart	Food Service Helper
Mary Salton	Food Service Helper
Karlea Luxon	Food Service Helper
Bernadette Paul	School Nurse
Danielle Sherman	School Nurse
Cindy Brunell	School Nurse
Robert Cavanaugh	Teacher
David Gardiner	Teacher
Bailey Marcil	Teacher
Alma Medina	Teacher
Elizabeth Parent	Teacher
Kristy Brehm	Teacher
Elora Langley	Teacher
Mario Bouchard	Teacher
Michael Magee	Teacher
Faye Dayton	Teacher
Emily Heiland	Teacher
Elizabeth Lennon	Teacher
Richard Brogowski	Teacher

**ENC. 28 (Continued)**

Karlea Luxon	Teacher Aide/Student Aide
Rebekah Riley	Teacher Aide/Student Aide
Janice Hart	Teacher Aide/Student Aide
Peter Hartwell	Teacher Aide/Student Aide
Debra Rogers	Teacher Aide/Student Aide
Chelsea Sheridan	Teacher Aide/Student Aide
Robert Cavanaugh	Teaching Assistant
Emily Heiland	Teaching Assistant
Alma Medina	Teaching Assistant
Kristy Brehm	Teaching Assistant
Elora Langley	Teaching Assistant
Michael Magee	Teaching Assistant
Elizabeth Lennon	Teaching Assistant

**ENC. 29**

Recommend that the Board approve the following person(s) to perform Building Checks for the 2023-2024 school year:

<u>Name</u>	<u>Location</u>
Ken Simmons	Plattsburgh (\$100/day)
Jeff Coon	Plattsburgh (\$100/day)
Mike Clark	Plattsburgh (\$100/day)
Mike Fisher	Plattsburgh (\$100/day)
Eric Rosselli	Mineville (\$65/day)

**ENC. 30**

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

<u>Teacher Aide/Student Aide, \$16.50/hr</u>	
Kimberly Myers	WAF
Celia Briggs	Y/D

<u>Teacher, hourly rate of pay per contract</u>	
Anika Craig	WAF

<u>Social Worker, hourly rate of pay per contract</u>	
Toni Perez	WAF

<u>Teaching Assistant, hourly rate of pay per contract</u>	
Tom Daly	WAF

## ENC. 31

Recommend that the Board approve the 2023 Summer Work:

### Classroom Move/ Setup, hourly rate of pay

Jennifer Haley	Not to exceed 12 hours
Latalya Duell	Not to exceed 12 hours
Pamela Carroll	Not to exceed 12 hours
Johanna Pray	Not to exceed 12 hours
Alyssa Restrepo	Not to exceed 12 hours
Heather Hampton	Not to exceed 12 hours
Olivia Blais	Not to exceed 12 hours
Britany DuBrey	Not to exceed 12 hours
Aliana Weare	Not to exceed 12 hours
Charles Johnson	Not to exceed 12 hours
Melanie Faville	Not to exceed 12 hours

### Work Experience Training, hourly rate of pay per contract

Karen Yeager	Not to exceed 18 hours
Erin Garrison	Not to exceed 18 hours

### Duken Program Review, hourly rate of pay per contract

Cynthia Moran	Not to exceed 6 hours
Melissa Smith	Not to exceed 6 hours
Amy LaDue	Not to exceed 6 hours
Alyssa Restrepo	Not to exceed 6 hours
Heather Hampton	Not to exceed 6 hours
Jami Ganter	Not to exceed 6 hours

### Book Leveling Project, hourly rate of pay per contract

Julie Adams	Not to exceed 10 hours
Maura Trombley	Not to exceed 10 hours

### Hospital Faculty Orientation, hourly rate of pay

Charles Johnson	Not to exceed 6 hours
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### Professional Development, hourly rate of pay per contract

Tina Mitchell	Not to exceed 20 hours
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### Summer CTE Teacher Training, Hourly rate of pay per contract

Britany DuBrey	Not to exceed 18 hours
Aliana Weare	Not to exceed 18 hours
Charles Johnson	Not to exceed 18 hours
Melanie Faville	Not to exceed 18 hours
Thomas Willette	Not to exceed 18 hours

## ENC. 31 (Continued)

### Curriculum Development, hourly rate of pay per contract

Britany DuBrey	Not to exceed 12 hours
Steve Couture	Not to exceed 12 hours
Aliana Weare	Not to exceed 12 hours
Charles Johnson	Not to exceed 12 hours
Melanie Faville	Not to exceed 12 hours
Thomas Willette	Not to exceed 12 hours

### PD SREB Work, hourly rate of pay per contract

Jacoby Richards	Not to exceed 18 hours
Jake Rivers	Not to exceed 18 hours
Taylor Sprague	Not to exceed 18 hours
Helen Jessey	Not to exceed 18 hours
Krysten Conners	Not to exceed 18 hours

### Summer Science Project, hourly rate of pay per contract

Melissa Gough	Not to exceed 15 hours
Jennifer Haley	Not to exceed 15 hours
Savanna-Lin Frederick	Not to exceed 15 hours
Julie Adams	Not to exceed 15 hours
Joelle Lucia	Not to exceed 15 hours

### Related Service Providers (to create Fall caseloads and schedules), hourly rate of pay

Brigitte Phillips	Not to exceed 4 hours
Brooke Stevens	Not to exceed 4 hours
Danielle O'Mara	Not to exceed 4 hours
Heidi Wells	Not to exceed 4 hours
James Anderson	Not to exceed 4 hours
Jami Ganter	Not to exceed 4 hours
Kim Denton	Not to exceed 4 hours
Randy Ducatte	Not to exceed 4 hours
Stephanie Sorgule	Not to exceed 4 hours
Stephanie Zehr	Not to exceed 4 hours
Caitlin Thompson	Not to exceed 4 hours
Eileen Goralczyk	Not to exceed 4 hours
Emma Newell	Not to exceed 4 hours
Joan Hubbard	Not to exceed 4 hours
Lisa Briscoe	Not to exceed 4 hours
Lisa Recore	Not to exceed 4 hours
Philip Bean	Not to exceed 4 hours
Roseanna Pierce	Not to exceed 4 hours
Allie Wells	Not to exceed 4 hours
Alyssa Crockett	Not to exceed 4 hours
Catherine Premore	Not to exceed 4 hours

**ENC. 31 (Continued)**

Elizabeth Theeman	Not to exceed 4 hours
Reed Hofmann	Not to exceed 4 hours
Sharon Recore	Not to exceed 4 hours
Tracy Girard	Not to exceed 4 hours
Christie Lee	Not to exceed 4 hours
Katelyn Christian	Not to exceed 4 hours
Krystal Jaquish	Not to exceed 4 hours
Melissa Litts	Not to exceed 4 hours
Nichole Strong	Not to exceed 4 hours
Olivia Blais	Not to exceed 4 hours
Shanni Hicks-Wilson	Not to exceed 4 hours
Eric Pollard	Not to exceed 4 hours

Training/Preparation for 23-24 School Year, hourly rate of pay per contract

Teachers

Alyssa Restrepo	Not to exceed 6 hours
Amy Guynup	Not to exceed 6 hours
Ashley Brown	Not to exceed 6 hours
Chelsea Benway	Not to exceed 6 hours
Cynthia Moran	Not to exceed 6 hours
Elizabeth Dugan	Not to exceed 6 hours
Elizabeth Laundrie	Not to exceed 6 hours
Heather Van Alphen	Not to exceed 6 hours
Janine Manley	Not to exceed 6 hours
Jennifer Cowling	Not to exceed 6 hours
Jennifer Haley	Not to exceed 6 hours
Jesse Ballard	Not to exceed 6 hours
Joanne Beaudry	Not to exceed 6 hours
Joelle Lucia	Not to exceed 6 hours
Julie Adams	Not to exceed 6 hours
Krista Williams	Not to exceed 6 hours
Lisa Whalen	Not to exceed 6 hours
Mariellen Boyd	Not to exceed 6 hours
Maura Trombley	Not to exceed 6 hours
Maxwell Neimeier	Not to exceed 6 hours
Melissa Gough	Not to exceed 6 hours
Pamela Carroll	Not to exceed 6 hours
Patrick McCaffrey	Not to exceed 6 hours
Rachel Aldrich	Not to exceed 6 hours
Rhona Stoffel	Not to exceed 6 hours
Savana-Lin Frederick	Not to exceed 6 hours
Trevor Cameron	Not to exceed 6 hours

**ENC. 31 (Continued)**

Arianna Menard Not to exceed 6 hours  
Karen Yeager Not to exceed 6 hours

Teaching Assistants

Allison Bola Not to exceed 6 hours  
Andrea Trombley Not to exceed 6 hours  
Bethany Katzfey Not to exceed 6 hours  
Brandy Rosselli Not to exceed 6 hours  
Brittney Morse Not to exceed 6 hours  
Cheryl Spoor Not to exceed 6 hours  
Conner Delavergne Not to exceed 6 hours  
Dawn Bordeau Not to exceed 6 hours  
Emily Duquette Not to exceed 6 hours  
Heather Agoney Not to exceed 6 hours  
Heather Hambleton Not to exceed 6 hours  
Heather Hampton Not to exceed 6 hours  
James Lavoie Not to exceed 6 hours  
Johanna Pray Not to exceed 6 hours  
Kathleen Kotsogiannis Not to exceed 6 hours  
Kelsey Harland Not to exceed 6 hours  
Kent Olsen Not to exceed 6 hours  
Kristin Velazquez Not to exceed 6 hours  
Latalya Duell Not to exceed 6 hours  
Lauren Jaquish Not to exceed 6 hours  
Maryssa Romeo Not to exceed 6 hours  
Melissa Slagenweit Not to exceed 6 hours  
Melissa Smith Not to exceed 6 hours  
Morgyn Cassavaugh Not to exceed 6 hours  
Robert Holt Not to exceed 6 hours  
Sara Spring Not to exceed 6 hours  
Shelia Boyea Not to exceed 6 hours  
Staci Nortin Not to exceed 6 hours  
Sue Tourville Not to exceed 6 hours  
Suzeanne Chrisman Not to exceed 6 hours  
Tammy Ann Smith Not to exceed 6 hours  
Whitney Gagnier Not to exceed 6 hours  
Jacob Gittler Not to exceed 6 hours  
Julie Filion Not to exceed 6 hours  
Amy LaDue Not to exceed 6 hours

**ENC. 32**

Recommend that the Board approve the following Additional Work for the 2023-2024 School Year:

<u>School Lunch Manager Preparation for the new school year, Daily rate of pay</u>	
Jocelyn Lopez	Not-to-exceed 5 additional days
Sadie Kaltenbach	Not-to-exceed 5 additional days
Barrett Miller	Not-to-exceed 5 additional days
Jordan McGinness	Not-to-exceed 5 additional days

**ENC. 33**

Recommend that the Board adopt the following Revised Policy:

#5600 Personal Property Accountability

**ENC. 34**

Recommend that the Board waive the first reading and adopt the following Revised Policies:

- #8160 CVES District-Wide School Safety Plan
- #8160.1 Special Ed/CV-TEC Building Level Emergency Response Plan
- #8160.3 Yandon-Dillon Building Level Emergency Response Plan
- #8160.4 Satellite Campus Building Level Emergency Response Plan

**ENC. 35**

New Policy – First Reading

#6690 Cell Phone Policy

**ENC. 36**

Board Reports (attached)

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

DATE: July 12, 2023  
KIND OF MEETING: Regular Board Meeting  
PLACE: Yandon-Dillon Center, Mineville, NY

Board Members Present:

Kathy Comins-Hunter  
Dina Garvey  
Patricia Gero  
Richard Harriman, Sr.  
Bruce Murdock  
Emily Phillips  
Craig Randall  
Lori Saunders  
Michael St. Pierre  
Leisa Boise

Board Members Absent:

Donna LaRocque  
Ed Marin  
Eddie Webbinaro  
Donna Wotton

Others Present:

Eric Bell  
Amy Campbell  
Michele Friedman  
Matthew Slattery  
Christine Myers

Executive Officer:

Dr. Mark Davey

Board Clerk:

Katelyn Smart

MEETING  
TO ORDER

District Superintendent Dr. Mark Davey called the meeting to order at 6:08 pm.

OATH OF OFFICE

Mrs. Dina Garvey took her Oath of Office in front of the Board. Mrs. Emily Reynolds Bergh and Mr. Ed Marin will sign and file their Oath of Office. Re-Elected Board Members Mr. Murdock and Mr. St. Pierre took their Oath of Office.

2023-24 BOARD  
PRESIDENT

Mr. Murdock moved, seconded by Mrs. Boise, to nominate Mr. Michael St. Pierre as President of the CVES Board for 2023-24. There being no other nominations, Mr. Harriman Sr. moved, seconded by Mrs. Boise, to close the nominations. All Board Members present voted yes – motion carried. Mr. St. Pierre was elected Board President for 2023-24 and will sign and file his Oath of Office.

2023-24 BOARD  
VICE PRESIDENT

Mr. Murdock moved, seconded by Mrs. Saunders, to nominate Mr. Ed Marin as Vice President of the CVES Board for 2023-24. There being no other nominations, Mr. St. Pierre moved, seconded by Mrs. Saunders, to close the nominations. All Board Members present voted yes—motion carried. Mr. Marin was elected Board Vice President for 2023-24 and will sign and file the Oath of Office.

2023-24 BOARD  
DEPUTY VICE  
PRESIDENT

Mr. St. Pierre moved, seconded by Mrs. Saunders, to nominate Mr. Bruce Murdock as Deputy Vice President of the CVES Board for 2023-24. There being no other nominations, Mr. St. Pierre moved, seconded by Mrs. Saunders to close the nominations. All Board Members present voted yes—motion carried. Mr. Murdock was elected Board Deputy Vice President for 2023-24 and will sign and file his Oath of Office.



EXECUTIVE  
SESSION

Mr. Harriman Sr. moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:21 pm 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); and #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.

In Executive Session, the Board reviewed the District Superintendent's recommended updated contract amendment, which was developed and finalized by President St. Pierre with Mrs. Jacqueline Kelleher, Esq., CVES' attorney from Stafford, Owens, Murnane, Kelleher, Miller, Myer & Zedick, PLLC. The DS contract amendment provides a one-year extension through June 30, 2026. Second, a Labor Relations Update was provided by Dr. Davey. He discussed with the Board the development of a Memorandum of Understanding (MOU) regarding a recent 30-year+ retiree whose retirement date became effective in early July 2023. The matter will be discussed with the CVES United Professionals Association for consideration next month. Additionally, several position proposals were reviewed with the Board, including a new component district full-time School Lunch Manager, an English as a Second Language (ELL) teacher position for two-component districts requesting services, and additional staffing needs at OneWorkSource based on the WIOA grant administration CVES has recently added in collaboration with Clinton County. Next, Dr. Davey reviewed the recommended contract extension for Mr. Matthew Palkovic, CVES' Network and Systems Coordinator. Lastly, several confidential employee updates were provided by Dr. Davey.

Mrs. Boise moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 6:52 pm. All Board Members present voted yes—motion carried.

PUBLIC HEARING ON  
CODE OF CONDUCT

Mrs. Michele Freidman, Director of Career and Technical Education (CTE) and Co-Chair of the Code of Conduct Committee shared a PowerPoint presentation on the updates and revisions made to the Code of Conduct for 2023-24. Mrs. Friedman indicated that the revisions were made to reflect the updates Mr. James Gregory, Esq. provided. Mr. Gregory, Esq. is CVES' attorney from the law firm Ferrara Fiorenza PC. Mrs. Friedman first reviewed that the Code of Conduct is designed to provide CVES with the decorum and expected behaviors of students and staff throughout CVES BOCES. The recommended 2023-24 updated document was revised to include and support gender-neutral language for CVES' dress code and to include a non-body shaming policy. The document clarifies terms used for the Rise Center for Success' Special Education and CV-TEC programs. Additionally, CVES' 2023-24 Compliance Officers have been updated, and several student discipline sections within the Code of Conduct have been updated. Levels of discipline are no longer numbered, and the administrator responsible for discipline is clearly stated for each type of situation. Mrs.

Friedman answered questions from Board Members. The Code of Conduct can be found on the CVES website. There were no concerns from the public.

#### DS UPDATE

Dr. Davey began his District Superintendent Update by congratulating the Rise Center for Success (Special Education) and CV-TEC on their successful Class of 2023 graduations. He provided several highlights and asked Mr. Mathew Slattery, CVES' Director of Special Education, and Mrs. Michele Friedman, Director of Career and Technical Education (CTE), to share additional highlights from their graduations for the Plattsburgh and Mineville Campuses. Mr. Slattery and Mrs. Friedman both added additional memorable comments and highlights. Mrs. Friedman then invited the Board Members to the upcoming OneWorkSource graduation at the CVES Conference Center on Tuesday, July 25, 2023, at 6 pm.

Second, Dr. Davey congratulated Ticonderoga's Emma Cook for receiving a Bronze Medal at the 2023 SkillsUSA Nationals Competition held in Atlanta, Georgia. Mrs. Friedman spoke about Emma's achievements and her area of study, Medical Terminology. Mrs. Friedman provided additional details about the accomplishments of the other CV-TEC student competitors in their respective SkillsUSA competitions. The Board Members shared numerous congratulatory remarks about the student's achievements.

Third, Dr. Davey asked Mr. Slattery to provide Board with an update on the 2023 Extended School Year (ESY). Mr. Slattery shared that ESY opened July 5, 2023, and serves approximately 119 students ages 5-11 between the Plattsburgh and Mineville Campuses. The ESY Program is off to a good start, and this year, CVES is operating a new 8:1:2 program for the first time.

Fourth, Dr. Davey shared an update about the 34<sup>th</sup> Annual Summer Administrative Leadership Conference held in Lake Placid on Wednesday, July 12<sup>th</sup> through Friday, July 14, 2023. This year's Summer Leadership Conference has the largest attendance to date. The Conference has an extensive program of offerings, Mrs. Amy Campbell, Assistant Superintendent for Educational Services, was recognized for being a member of the Conference Planning Committee that helped plan and organize the successful Conference. Dr. Davey shared a copy of the 34<sup>th</sup> Annual Summer Leadership Conference program, which the Board passed around.

Fifth, Dr. Davey shared several highlights about the 2023 Rural Schools Association Summer Conference held on Sunday, July 9<sup>th</sup> through Tuesday, July 11<sup>th</sup>, in Cooperstown, NY. Dr. Davey, Mr. Eric Bell, Mrs. Amy Campbell, and Mr. Matthew Slattery attended the conference. CVES was also well represented by Board members, including, Board President Mr. Michael St. Pierre, Board Vice President Ed Marin, and Board Members Mrs. Leisa Boise, Mr. Richard Harriman Sr., Ms. Emily Phillips, and Ms. Donna Wotton at RSA's annual conference. Each of the Board members who were in attendance provided positive feedback about the various conference sessions they attended. Dr. Davey also congratulated Mr. Eric Bell, Mr. Matthew Slattery, and Willsboro CSD Superintendent Mr. Justin Gardner, who presented at the conference. Their presentation topic was Teacher

Recruitment, Teacher Retention, and the impact of Health Insurance on District Budgets.

Sixth, Dr. Davey shared an update on CVES' exploration and interest in helping to support the creation of a Teacher Apprenticeship and Teacher Residency program with our component districts. Recently, Dr. Stephen Danna and Dr. Davey met to discuss the potential design and framework for the program. Dr. Danna is working with several colleagues on an NYS Department of Labor \$4-5 million dollar grant to help create Teacher Apprenticeships and Teacher Residency programs across NYS.

Lastly, Dr. Davey closed his District Superintendent's Update by providing several 2023-24 Strategic Planning updates, including that the District Planning Team (DPT) will be asking for two Board representatives to serve on the DPT, and he reviewed the planned dates for the DPT, and Divisional Teams to meet with Dr. Danna in the fall.

CONSENT AGENDA RE-ORGANIZATIONAL

Mr. Harriman Sr. moved, seconded by Mrs. Boise to approve the following consent agenda Re-Organizational items presented. All Board Members present voted yes—motion carried.

APPOINTMENT OF BOARD CLERK

Appoint Katelyn Smart to the position of Board Clerk, effective July 12, 2023 through the July 2024 Reorganization Meeting, per terms and conditions of Salary & Benefit Agreement. The Board Clerk will sign and file the Oath of Office.

APPOINTMENT OF DEPUTY BOARD CLERK

Appoint Julie Jolicoeur to the position of Deputy Board Clerk, as needed, effective July 12, 2023 through the July 2024 Reorganization Meeting, with an additional compensation of \$42.99/hr for hours worked beyond the contractual workday. The Deputy Board Clerk will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF TREASURER

Appoint Christine Myers to the position of Treasurer of the Board, effective July 12, 2023 through the July 2024 Reorganization Meeting, per terms and conditions of Employment Agreement. The Treasurer will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF DEPUTY TREASURER

Appoint Derek Leavine to the position of Deputy Treasurer of the Board, as needed, effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation. The Deputy Treasurer will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF CLAIMS AUDITOR

Appoint Angela Jennette to the position of Claims Auditor, effective July 12, 2023 through the July 2024 Reorganization Meeting, with an additional compensation of \$36.00/hour for hours worked beyond the contractual workday. The Claims Auditor will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF DEPUTY CLAIMS AUDITOR

Appoint Deborah Sears to the position of Deputy Claims Auditor, effective July 12, 2023 through the July 2024 Reorganization Meeting, with an additional compensation of \$30.00/hour for hours worked beyond the contractual workday.

The Deputy Claims Auditor will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF  
PAYROLL AUDITOR

Appoint Jessie Moulton to the position of Payroll Auditor, effective July 12, 2023 through the July 2024 Reorganization Meeting, with an additional compensation of \$52.02/hour for hours worked beyond the contractual workday. The Payroll Auditor will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF  
PURCHASING AGENT

Appoint Stephanie Trombly to the position of Purchasing Agent, effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation. The Purchasing Agent will sign the Oath of Office and file with the Board Clerk.

APPOINTMENT OF  
CENTRAL TREASURER-  
EXTRACLASSROOM  
ACTIVITY FUND

Appoint Colby Siskavich to the position of Central Treasurer-Extraclassroom Activity Fund, effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF  
RECORDS ACCESS  
OFFICER

Appoint Katelyn Smart to the position of Records Access Officer, effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF  
RECORDS ACCESS  
APPEALS OFFICER

Appoint Dr. Mark Davey to the position of Records Access Appeals Officer, effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF  
RECORDS  
MANAGEMENT  
OFFICER

Appoint Hayden Reidy to the position of Records Management Officer, effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF  
ASBESTOS DESIGNEE

Appoint Thomas Smith as the Asbestos Designee, effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF  
CIVIL RIGHTS  
OFFICERS

Appoint Matthew Walentuk and Michelle Lawrence as CVES Civil Rights Compliance Officers, effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF  
TITLE IX  
COORDINATORS &  
DECISION MAKER

Appoint Michelle Lawrence & Matthew Walentuk as CVES Title IX Coordinators and appoint Amy Campbell as the CVES Decisionmaker under the Title IX Policy.

APPOINTMENT OF  
SECTION 504 OFFICER

Appoint Matthew Slattery as CVES Section 504 Compliance Officer effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF  
MEDICAID  
COMPLIANCE OFFICER

Appoint Matthew Slattery as Medicaid Compliance Officer effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

APPOINTMENT OF  
DATA PROTECTION  
OFFICER

Appoint Matt Palkovic, Network and Systems Coordinator, as Data Protection Officer, effective July 12, 2023 through the July 2024 Reorganization meeting, with no additional compensation.

APPOINTMENT OF  
MCKINNEY-VENTO  
LIAISON

Appoint Matthew Slattery as McKinney-Vento Liaison effective July 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

DESIGNATING  
OFFICIAL BANK  
DEPOSITORIES

1. Designate TD Bank, New York Cooperative Liquid Assets Security System (NYCLASS) and Glens Falls National as the official depositories for CVES operating accounts for the 2023-24 school year.

2. Recommend that the Board designate the following banks as official depositories for temporary investments, as authorized by Board Policy, for the 2023-24 school year: TD Bank, New York Cooperative Liquid Assets Security System (NYCLASS), Community Bank, Glens Falls National Bank & Trust Co., National Bank and Trust (NBT), KeyBank, Champlain National Bank and Adirondack Bank.

AUTHORIZATION OF  
SIGNATURES ON  
CHECKS

Authorize the Assistant Superintendent of Management Services, District Treasurer, and the Deputy Treasurer to sign checks.

AUTHORIZATION TO  
CERTIFY PAYROLLS

Authorize the Assistant Superintendent of Management Services as Certifier of Payroll at no additional compensation and appoint the Assistant Superintendent for Educational Services as Certifier of Payroll, as needed, effective July 13, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

AUTHORIZATION TO  
APPROVE  
ATTENDANCE AT  
CONFERENCES,  
CONVENTIONS, AND  
WORKSHOPS

Authorize the District Superintendent to approve attendance at conferences, conventions, and workshops, including associated expenses based on CVES policy #6830.

AUTHORIZATION TO  
APPLY FOR  
GRANTS AND AID

Authorize the District Superintendent to apply for grants and aid.

EXTRACLASSROOM  
ACTIVITY FUND

Extraclassroom Activity Fund

This is the fund which accounts for the monies raised by students through their projects. There is a need to have staff involved with the management of this fund. It is recommended that the following people be appointed to monitor this fund,

effective July 13, 2023 through July 2024 Reorganization Meeting, with no additional compensation:

Chief Faculty Advisors – Adam Facticeau for the Plattsburgh Campus, Mark Brown for the Satellite Campus, Grace Stay for the Mineville Campus, and Michele Friedman back up for all campuses.

AUTHORIZATION OF  
INDIVIDUALS TO  
COLLECT MONEY

Authorize the following individuals to collect money at all CVES locations for the 2023-24 school year:

CV-TEC – All Campuses

Tanner Senecal – Culinary Arts Management Program Activities – Plattsburgh Campus

Grace Mayhew – Environmental Conservation/Forestry Program Activities – Plattsburgh Campus

Joshua Pierce – Environmental Conservation/Forestry Program Activities – Plattsburgh Campus

Kimberly Lincoln – Cosmetology Program Activities - Plattsburgh Campus

Lisa Banker – Cosmetology Program Activities - Plattsburgh Campus

Jean Gonyo – Cosmetology Program Activities - Mineville Campus

Erin Meyer – Animal Science/Veterinary Assistant Program Activities – Plattsburgh Campus

Anika Craig – Animal Science/Large Animal Production Program Activities – Plattsburgh Campus

Janet Miller - Adult Education Tuitions and other CV-TEC programs – Plattsburgh Campus

Chirag Patel - Adult Education Tuitions and other CV-TEC programs - Plattsburgh Campus

Nicole Osika – Adult Education Tuitions and other CV-TEC programs – Plattsburgh Campus

Samantha Collins – Adult Education Tuitions and other CV-TEC programs – Plattsburgh Campus

Kathy Mallette - Adult Education Tuitions and other CV-TEC programs – CVES Learning Hub

Kelly Gowett – Health Career Program Activities – Plattsburgh Campus

Jacqueline Dashnaw – Pre-school payments for Early Childhood Education Program - Plattsburgh Campus

Marcie Frasier – Adult Education Tuitions and other CV-TEC programs - Mineville Campus

Deborah Misik, PreCTE Food Service Program Activities – Plattsburgh Campus

Nicole Gillespie, PreCTE Food Service Program Activities - Plattsburgh Campus

Rise Center for Success – Plattsburgh and Mineville Campus

Angie Lecuyer – Program activities – Plattsburgh Campus

Karen Davis – Program Activities – Plattsburgh Campus

Tonya Robinson – Work Experience Program Activities – Plattsburgh Campus

Erin Garrison – Work Experience Program Activities – Plattsburgh Campus

Marcie Frasier – Program Activities – Mineville Campus

School Support Services

Angela Jennette – Participant fees and other SSS services – CVES Learning Hub  
April Miner – Participant fees and other SSS services – CVES Learning Hub  
Tina Trombley – Participant fees and other SSS services – CVES Learning Hub

Management Services

Deanna Akin – Bank deposits and general collections – CVES Learning Hub  
Derek Leavine – Bank deposits and general collections – CVES Learning Hub

Cafeteria

Adele Huchro – Cafeteria Sales - Mineville Campus  
Julie Holbrook – Cafeteria Sales - Mineville & Plattsburgh Campuses  
Marta Leavine – Cafeteria Sales - Mineville & Plattsburgh Campuses  
Angela Provost – Cafeteria Sales - Plattsburgh Campus

DIGNITY ACT  
COORDINATORS

Approve the following Dignity Act Coordinators for the 2023-24 school year:

Adam Facticeau – Main Campus, John Harold Building  
Mark Brown – Satellite Campus  
Dr. Grace Stay – Mineville Campus  
Diane Thompson – Main Campus, William A. Fritz Building

PREVIOUS  
MINUTES

Mr. Harriman, Sr., moved, seconded by Mrs. Boise to approve the minutes of the June 14, 2023, meeting as presented. All Board Members present voted yes—motion carried.

CONSENT AGENDA  
FINANCIAL

Mrs. Boise moved, seconded by Mrs. Comins-Hunter 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 June 6, 2023, to June 28, 2023, as presented.

TREASURER'S  
REPORT

Approve the Treasurer's Report for May 31, 2023, as presented.

EXTRACLASSROOM  
TREASURER'S REPORT

Approve the Extraclassroom Treasurer's Report for May 31, 2023, as presented.

DONATIONS

Approve the donation of (2) 12V Impact/Drive Drill Kits with batteries, chargers, and bags by Hynes Electric Supply Company Inc. The items donated to the CV-TEC Division will benefit two electrical students (Most Outstanding Adult Student and Most Outstanding High School Student) on the CV-TEC Plattsburgh Main Campus.

PETTY CASH  
FUNDS

Approve the following petty cash funds and bursars for the 2023-24 school year (each fund will maintain an amount of \$100/each):

Include:

Rise - CVES Plattsburgh Campus – Karen Davis  
School Support Services - CVES Learning Hub – April Miner  
Rise/CV-TEC - CVES Mineville Campus – Marcie Frasier  
CV-TEC - CVES Learning Hub – Kathy Mallette  
Management Services – CVES Learning Hub – Christine Myers  
CV-TEC - CVES Plattsburgh Campus – Janet Miller

CHANGE FUNDS

Approve the following change funds and custodians of the funds for the 2023-24 school year:

Rise Center for Success:

Work Experience (Plattsburgh), Tonya Robinson - \$25.00  
Short-term classroom program activities (Plattsburgh), Karen Davis - \$25.00

CV-TEC:

Cosmetology II (Plattsburgh), Lisa Banker - \$100  
Cosmetology (Mineville), Jean Gonyo - \$200  
Culinary Arts & Hospitality Resort Services (Plattsburgh), Tanner Senecal - \$200  
(\$100 per each register)  
Conservation (Plattsburgh), Joshua Pierce - \$50  
Student Tuitions and Fees (Plattsburgh), Chirag Patel - \$100

Cafeteria:

Mineville Campus – Adele Huchro - \$50  
Plattsburgh Campus – Angela Provost - \$50

SPECIAL AID  
FUND PROJECT

Approve the following Special Aid Fund Project:

Approval of WIOA Title I, special aid fund project, in the amount of \$664,886, for the period of July 1st, 2023, through June 30, 2024 (pending State Education Department approval). (CV-TEC)



BUDGET(S)

Approve the following Budgets for the 2023-2024 school year:

1. Summer School Aged Non-Specified Programs Budget in the amount of \$448,002 for the 2023-2024 school year (COSER 940 – Special Education)
2. Summer School Aged 6:1:1 Autism Budget in the amount of \$167,318 for the 2023-2024 school year (COSER 941 – Special Education)
3. Summer School Aged Intensive Therapeutic Support Program (ITSP) Budget in the amount of \$41,416 for the 2023-2024 school year (COSER 943 – Special Education)
4. Summer School Aged Related Service Only Budget in the amount of \$3,564 for the 2023-2024 school year (COSER 962 – Special Education)
5. Summer School Aged 1:1 Teacher Assistant Budget in the amount of \$37,170 for the 2023-2024 school year (COSER 964 – Special Education)
6. Summer School Aged 1:1 Nurse Budget in the amount of \$7,811 for the 2023-2024 school year (COSER 965 – Special Education)
7. Summer School Aged 1:1 Aide Budget in the amount of \$297,990 for the 2023-2024 school year (COSER 966 – Special Education)

LEASE  
AGREEMENT

Approve the following Lease Agreement:

Agreement between Clinton-Essex-Warren-Washington BOCES and Plattsburgh City School District for the purpose of allowing BOCES to lease one classroom at the Duken Building, 49 Broad Street, Plattsburgh, NY 12901. The agreement will commence September 1, 2023 and will continue through June 30, 2024. The annual rent paid to Plattsburgh City School District by BOCES for the contract term of September 1, 2023 to June 30, 2024 shall be \$4,900. (Management Services)

ANCILLARY SERVICES  
AGREEMENT

Approve the following Ancillary Services Agreement:

Ancillary Services Agreement between Plattsburgh City School District and Clinton-Essex-Warren-Washington BOCES to coincide with the Duken Administration Building Lease Agreement term of September 1, 2023 through June 30, 2024. The amount of \$4,900 shall be paid by BOCES to the District for ancillary services for the term of the agreement. (Management Services)

LEASE  
AGREEMENT

Approve the following Lease Agreement:

Agreement between Clinton-Essex-Warren-Washington BOCES and Plattsburgh City School District for the purpose of allowing BOCES to lease two classrooms at the Plattsburgh High School, 1 Clifford Drive, Plattsburgh, NY 12901. The agreement will commence September 1, 2023 and will continue through

June 30, 2024. The annual rent paid to Plattsburgh City School District by BOCES for the contract term of September 1, 2023 to June 30, 2024 shall be \$9,800. (Management Services)

ANCILLARY SERVICES AGREEMENT

Approve the following Ancillary Services Agreement:

Ancillary Services Agreement between Plattsburgh City School District and Clinton-Essex-Warren-Washington BOCES to coincide with the Plattsburgh High School Lease Agreement term of September 1, 2023 through June 30, 2024. The amount of \$9,800 shall be paid by BOCES to the District for ancillary services for the term of the agreement. (Management Services)

PARTICIPATION IN COOPERATIVE PURCHASING ALLIANCE

Approve the following resolution to participate in Cooperative Purchasing Alliances:

Be it resolved that the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services agrees to participate in the OMNIA Partners Public Sector, Keystone Purchasing Network (KPN), National Cooperative Purchasing Alliance (NCPA), Sourcewell, 1Government Procurement Alliance (1GPA), and PEPPM Technology Cooperative Purchasing Program for the 2023/2024 school year.

PARTICIPATION IN COOPERATIVE PURCHASING PROGRAM

Approve the following resolution to participate in Cooperative Purchasing Program:

Be it resolved that the Clinton-Essex-Warren-Washington BOCES Board agrees to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2023/2024 school year (see attached).

BID AWARD(S)

Award the following Bid:

Award the "CVES Mineville Campus Interior Door Replacement Project" bid, for the replacement of specified doors at the Mineville Campus, in the amount of \$112,682 to Hartson Total Opening, Inc. of Plattsburgh, NY

Note: One additional company submitted a bid:

1. Murnane Building Contractors of Plattsburgh, NY, with a bid of \$134,000

OLD BUSINESS COMMITTEE MEMBERS

Mr. Murdock moved, seconded by Mr. Harriman Sr., to appoint the following Board Members to serve on the CVES Budget Committee for development of the 2024-25 CVES budget for the 2023-24 school year: Mrs. Boise, Mrs. Gero, Mrs. Saunders, and Mr. Randall.

All Board Members present voted yes—motion carried.

Mr. Murdock, moved, seconded by Mrs. Comins-Hunter, to appoint the following Board Members to serve on the CVES Audit Committee (pertaining to the 2022-23 audit) for the 2023-24 school year. Mr. Harriman Sr., Mrs. LaRocque, and Mrs. Phillips.

All Board Members present voted yes—motion carried.

CONSENT AGENDA  
PERSONNEL

Mrs. Boise moved, seconded by Mr. Harriman Sr., to approve the following Consent Agenda Personnel items as presented.

All Board Members voted yes—motion carried.

AMEND  
APPOINTMENTS

Amend the following appointments that were approved at the May 10, 2023 Board meeting:

School Social Worker-Counselor, hourly rate of pay per contract  
Danielle O'Mara YD

Amend the following appointments that were approved at the June 14, 2023 Board meeting:

Approve the following 2023 Summer Work:

School Counselor school year preparation, \$56.67/hr \$48.57/hr  
Joanne Mazzotte Not-to-exceed 60 Hours

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

Name: Reed Hofmann  
Position: Physical Therapist  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: ~~\$52,045~~-\$55,000

RESIGNATION(S)  
RIVERS, RAMIREZ,  
GONZALEZ,  
BROUSSEAU,  
GERTSCH-COCHRAN  
CASSAVAUGH

Accept the following letter(s) of Resignation:

1. Shanna Rivers, Teacher Aide/Student Aide, effective June 23, 2023
2. Stefan Ramirez, Special Education Teacher, effective June 24, 2023
3. Madelyn Gonzalez, Teacher Aide/Student Aide, effective June 24, 2023
4. Andrew Brousseau, Teaching Assistant, effective July 1, 2023, for the purpose of accepting a Teacher Aide/Student Aide position
5. Morgyn Cassavaugh, Teacher Aide/Student Aide, effective September 5, 2023, for the purpose of accepting a Teaching Assistant position
6. Bevan Gertsch-Cochran, Culinary Instructor, effective August 5, 2023

LEAVE(S) OF  
ABSENCE

Accept the following leave(s) of absence:

1. Madison Bokus, Teacher Aide/Student Aide, unpaid leave of absence, effective May 22, 2023, through June 23, 2023.

TEMPORARY GRANT  
APPOINTMENT  
JUNE 2023

Approve the following Temporary Grant Appointment from June 20, 2023-June 30, 2023:

1. Katelyn Bowers, Work Study Student, not to exceed 25 hours, at \$14.20/hour

TEMPORARY GRANT  
APPOINTMENT JULY-  
DEC 2023

Approve the following Temporary Grant Appointment from July 1, 2023-December 31, 2023

1. Katelyn Bowers, Work Study Student, not to exceed 135 hours, at \$14.20/hour
2. Melinda Sears, Work Study Student, not to exceed 160 hours, at \$14.20/hour
3. Brady Brazil, Work Study Student, not to exceed 160 hours, at \$14.20/hour
4. Caleb LaDuke, Work Study Student, not to exceed 160 hours, at 14.20/hour

TEMP-ON-CALL &  
SUBSTITUTE  
2022-2023

Approve the following Temp-On-Call and Substitute positions for the 2022-2023 school year:

<u>Name</u>	<u>Title</u>
Wyatt Premore	Computer Lab Assistant

PERMANENT  
APPOINTMENT  
(CIVIL SERVICE)

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

1. Amanda Buskey, Education Grant Specialist, Effective August 3, 2023
2. Brianna Burnham, Education Grant Specialist, Effective August 7, 2023
3. Erin Keefe, Personnel Specialist, Effective August 15, 2023
4. Laura Sterling, Personnel Specialist, Effective August 15, 2023

52-WEEK CIVIL  
SERVICE  
PROBATIONARY  
APPOINTMENT

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

1. Name: Todd Mayo  
Position: Cleaner/Messenger  
Effective Date: June 26, 2023  
Tentative Permanent Date: June 26, 2024  
Annualized Salary: \$34,000

2. Name: Andrew Brousseau  
Position: Teacher Aide/Student Aide  
Effective Date: July 1, 2023  
Tentative Permanent Date: July 1, 2024  
Annualized Salary: \$22,000
3. Name: Dana Gilbo  
Position: Occupational Therapist  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$59,500
4. Name: Dawn Abar  
Position: Registered Nurse (Schools)  
Effective Date: September 5, 2023  
Tentative Permanent Date: September 5, 2024  
Annualized Salary: \$50,000
5. Name: Samantha Collins (Pending Fingerprint Clearance)  
Position: Account Clerk/Typist  
Effective Date: July 13, 2023  
Tentative Permanent Date: July 13, 2024  
Annualized Salary: \$31,000

**12-WEEK CIVIL  
SERVICE  
PROBATIONARY  
APPOINTMENT**

Appoint the following person(s) to a 12-week Civil Service Probationary appointment as follows:

1. Name: Caroline Goodrow  
Position: Employment and Training Counselor  
Effective Date: July 3, 2023  
Tentative Permanent Date: September 25, 2023  
Annualized Salary: \$58,000
2. Name: Katrina Guynup  
Position: Employment and Training Counselor  
Effective Date: July 3, 2023  
Tentative Permanent Date: September 25, 2023  
Annualized Salary: \$51,000

**TEMPORARY  
APPOINTMENT(S)  
2023-24  
SCHOOL YEAR**

Appoint the following person(s) to a Temporary Appointment as follows for the 2023-2024 school year:

1. Name: Chelsea Benway  
Position: Special Education Teacher  
Effective Date: July 1, 2023- June 30, 2024  
Certification Status: Teaching Assistant Level III  
Annualized Salary: \$50,000

2. Name: Eric Pollard  
 Position: Deaf & Hearing-Impaired Teacher  
 Effective Date: September 5, 2023- June 30, 2024  
 Certification Status: Uncertified  
 Annualized Salary: \$67,000
  
3. Name: Thomas Willette  
 Position: Security and Law Enforcement Teacher  
 Effective Date: September 5, 2023- June 30, 2024  
 Certification Status: Uncertified  
 Annualized Salary: \$47,582
  
4. Name: Morgyn Cassavaugh  
 Position: Teaching Assistant  
 Effective Date: September 5, 2023- June 30, 2024  
 Certification Status: Uncertified  
 Annualized Salary: \$26,828

**TEMPORARY  
 APPOINTMENTS  
SEPT-JUNE 2024**

Renew the following Temporary Appointments effective September 5, 2023 through June 30, 2024:

<u>Name</u>	<u>Position</u>
Mary Lou Allen	Adult Literacy Teacher
Penny Bowers	Adult Literacy Teacher
Dalton Castine	Adult Literacy Teacher
Alexis Dirolf	Adult Literacy Teacher
Madeline Kaplan	Adult Literacy Teacher
Bridget Snow	Adult Literacy Teacher
Tiffany Snow	Adult Literacy Teacher
Rene Sprague	Adult Literacy Teacher
Jacoby Richards	Auto Body Teacher
Jenna Broeker	Deaf & Hearing-Impaired Teacher
Taylor Sprague	Environmental Conservation/Forestry Teacher
Maria Hurteau	LPN Teacher
Erin Spoor	LPN Teacher – 50%
Tyler Langley	Physical Education Teacher
Frank Mercier	Security & Law Enforcement Teacher
Jesse Ballard	Special Education Teacher
Joanne Beaudry	Special Education Teacher
Ashley Brown	Special Education Teacher
Rachel Boire	Special Education Teacher
Judy Deyo	Special Education Teacher
Heather Agoney	Teaching Assistant
Kenny Allen	Teaching Assistant
Suzanne Chrisman	Teaching Assistant
Jacob Cummings	Teaching Assistant
Marky Desrocher	Teaching Assistant
Myah Green	Teaching Assistant

Heather Hampton	Teaching Assistant
Robert Holt	Teaching Assistant
Lauren Jaquish	Teaching Assistant
Staci Norton	Teaching Assistant
Kent Olsen	Teaching Assistant
Richard Beaudry	Welding Teacher

FACILITATORS  
 2023-24  
SCHOOL YEAR

Approve the following Facilitator(s) for the 2023-24 school year:

Facilitators, \$30/hour  
 Danielle Janisewski

PART-TIME  
 APPOINTMENT  
 2022-2023  
SCHOOL YEAR

Approve the following Part-Time appointment for the 2023-2024 school year:

Education Grant Specialist, \$26/hr  
 Kelley Wilson-Stevens

FOUR YEAR  
 PROBATIONARY  
APPOINTMENT

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

1. Name: Krysten Conners  
 Tenure Area: Business Education  
 Position: Business Education Teacher  
 Effective Date: June 16, 2023  
 Tentative Tenure Date: June 16, 2027  
 Certification Status: Business (CTE) 7-12, Transitional A Certificate
  
2. Name: Maxwell Neimeier  
 Tenure Area: Special Education Teacher  
 Position: Special Education Teacher  
 Effective Date: September 5, 2023  
 Tentative Tenure Date: September 5, 2027  
 Certification Status: Students with Disabilities (Grades 1-6) Initial Certificate  
 Annualized Salary: \$50,582

PART-TIME ALLIED  
 HEALTH TEACHER  
 2023-2024  
SCHOOL YEAR

Approve the following Part-Time Allied Health Teacher(s) for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>	<u>Annualized Salary</u>	<u>Prorated Salary</u>
Britany Dubrey	Allied Health Teacher 20%	\$47,895	\$9,579
Emily LeFevre	Allied Health Teacher 20%	\$53,835	\$10,767
Erin Spoor	Allied Health Teacher 20%	\$59,997	\$11,999.40

ADULT EDUCATION  
 COURSE INSTRUCTORS  
 2023-2024

Approve the following Adult Education Course Instructors for the 2023-2024 school year:

SCHOOL YEAR

Adult Education Health Careers, Hourly rate of pay per contract  
Helen Jessey  
Britany Dubrey

Adult Education, \$30/Hr  
Dylan Limlaw  
Kieran Kivlehan

SUMMER  
WORK 2023

Approve the 2023 Summer Work:

Continuation of Normal workday duties, Hourly rate of pay  
Toni Perez Not-to-exceed 24 Hours

Classroom Move/Setup, Hourly rate of pay  
Jennifer Gero Not-to-exceed 12 hours

Summer CTE Teacher Training, Hourly rate of pay per contract  
Penny Comes Not-to-exceed 18 Hours

Hospital Faculty Orientation, hourly rate of pay  
Emily LeFevre Not-to-exceed 6 Hours  
Maria Hurteau Not-to-exceed 6 Hours  
Erin Spoor Not-to-exceed 6 Hours

Accreditation Re-Approval/ Curriculum Development, hourly rate of pay per contract.  
Maria Hurteau Not-to-exceed 18 Hours  
Erin Spoor Not-to-exceed 18 Hours

Student Club/Activity Preparation, Hourly rate of pay per contract  
Elizabeth Theeman Not-to-exceed 6 Hours

Middle School Academic/Behavioral Program Preparation, Hourly rate of pay per contract  
Stephanie Zehr Not-to-exceed 12 Hours  
Jesse Ballard Not-to-exceed 12 Hours  
Suzanne Chrisman Not-to-exceed 12 Hours  
Julie Adams Not-to-exceed 12 Hours

Middle School Academic/Behavioral Program Preparation, \$30/hr  
Dawn Bordeaux Not-to-exceed 12 Hours

Autism Program Training, \$16.50/hr  
Peggy Mello Not-to-exceed 12 Hours  
Julie Fillion Not-to-exceed 12 Hours  
Shannon Breen Not-to-exceed 12 Hours  
Kayla Rivera Not-to-exceed 12 Hours  
Kayla Mills Not-to-exceed 12 Hours



Sarah Ryan	Not-to-exceed 12 Hours
Tabitha Imondi	Not-to-exceed 12 Hours
Sydney Myers	Not-to-exceed 12 Hours
Shannon Breen	Not-to-exceed 12 Hours
Abigail Breyette	Not-to-exceed 12 Hours
Rebekah Riley	Not-to-exceed 12 Hours

Professional Development/ Autism Program, \$30/hr

Tedi Bourg	Not-to-exceed 12 Hours
Jamie Ledwith	Not-to-exceed 12 Hours

Transition Services, Hourly rate of pay per contract

Nga Yu (Vanessa) Kwok	Not-to-exceed 200 Hours
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2023-2024 SPECIAL  
 EDUCATION SUMMER  
 SCHOOL STAFFING  
ADDITIONS

Approve the following 2023-24 Special Education Summer School Staffing additions:

Teacher Aide/Student Aide, \$16.50/hr

Abigail Breyette	WAF
Shannon Breen	WAF
Rebekah Riley	WAF
Dawn Perry	WAF
Sydney Myers	WAF
Abaigael Lebrun	WAF
Brandy Rivers	WAF
Chelsea Sheridan	WAF
Annette Miller	WAF
Elvis Ebot	WAF
Heidi Drollette	WAF( <i>pending fingerprint clearance</i> )

Teacher, \$42/hr

Tedi Bourg	WAF
Jamie Ledwith	WAF

Teaching Assistant, \$28/hr

Kristen Kavanaugh	WAF
Jordan Doherty	WAF
Johanna Pray	WAF

Speech and Hearing Teacher, Hourly rate of pay per contract

Shanni Hicks-Wilson	WAF
Christie Lee	WAF

Teacher Aide/Student Aide, Hourly rate of pay per contract

John Law	WAF
Randa Newell	WAF
Cynthia LaBombard	WAF
Alexis Beyer	WAF

Andrew Brousseau                      WAF  
 Amy Keech                                Y/D

**TEMPORARY ON-CALL  
 RATES FOR 2023-2024  
 SCHOOL YEAR**

Establish the following Temporary On-Call rates for the 2023-2024 school year effective July 1, 2023.

<b>Title (Temporary-On-Call)</b>	<b>2022-23</b>	<b>Type</b>	<b>2023-2024</b>	<b>Type</b>
Teacher	\$125	Daily	\$130	Daily
Counselor	\$125	Daily	\$130	Daily
Nurse (RN)	\$145	Daily	\$150	Daily
Teaching Assistant	\$110	Daily	\$115	Daily
Teacher Aide/Job Placement Aide	\$100	Daily	\$105	Daily
Custodial Worker	\$16	Hourly	\$17	Hourly
Building Maintenance Mechanic	\$17	Hourly	\$18	Hourly
Custodial/Building Maintenance Mechanic - Retiree	\$19	Hourly	\$20	Hourly
Bus Driver	\$21	Hourly	\$22	Hourly
Cook	\$16	Hourly	\$17	Hourly
Food Service Helper	\$15	Hourly	\$16	Hourly
Musical Instrument Repair Technician	\$20	Hourly	\$20	Hourly
Audio Visual Repair Technician	\$15	Hourly	\$15	Hourly
Cleaner Messenger	\$16	Hourly	\$17	Hourly
Computer Specialist	\$16	Hourly	\$17	Hourly
Computer Lab Assistant	\$15	Hourly	\$16	Hourly
Laborer	\$15	Hourly	\$16	Hourly
Temporary-On-Call Clerical (Clerk, Typist, Account Clerk/Typist, Stenographer, and Senior Stenographer)	\$16	Hourly	\$17	Hourly
Temporary-On-Call Clerical – CVES Retiree	\$19	Hourly	\$20	Hourly
Principal	\$365	Daily	\$370	Daily

Administrator	\$465	Daily	\$470	Daily
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REPRESENTATIVES  
 FOR CLINTON & ESSEX  
 COUNTY  
 SCHOOL BOARDS

Mr. Harriman Sr., moved, seconded by Mrs. Comins-Hunter to table this resolution to discuss and determine the need to appoint these representatives. All Board Members present voted yes—motion carried.

VOTING DELEGATE/  
 ALTERNATE FOR  
 NYSSBA  
 CONVENTION

Mrs. Saunders moved, seconded by Mrs. Boise that the Board appoint Mr. Ed Marin as the voting delegate and Mr. Richard Harriman Sr. as the voting alternate for the NYSSBA Convention to be held on October 26-28, 2023.

All Board Members present voted yes—motion carried.

NYSSBA  
 LEGISLATIVE  
 LIAISON

Mrs. Comins-Hunter moved, seconded by Mrs. Boise, that the Board appoint Mr. Richard Harriman Sr. as the NYSSBA Legislative Liaison for the 2023-24 school year.

All Board Members present voted yes—motion carried.

REQUEST FOR  
 APPROVAL OF  
 ATTENDANCE TO  
 CONFERENCE/  
 WORKSHOP

Mrs. Saunders moved, seconded by Mrs. Comins-Hunter that the Board approve the following request for approval of attendance to conference(s)/workshop(s) for the following Board Member(s):

1. Leisa Boise  
 NYSSBA Leadership in Education Conference  
 July 28-29, 2023, Albany, NY (overnight accommodations needed)
2. Leisa Boise, Patricia Gero, Richard Harriman, Sr., Donna LaRocque,  
 Ed Marin, Emily Phillips, Emily Reynolds-Bergh, Michael St. Pierre  
 & Donna Wotton  
 2023 NYSSBA Annual Convention  
 October 26-28, 2023 Buffalo, NY (overnight accommodations  
 needed)

All Board Members present voted yes—motion carried.

RESOLUTION TO  
 APPROVE STAFFING  
 UPDATES/CHANGE  
 FOR  
 SAFETY PLANS

Mr. Harriman Sr. moved, seconded by Mrs. Comins-Hunter that the Board approve updates of any names, titles, numbers throughout the District-Wide and all building level Safety Plans to reflect staffing changes/updates, as well as any technology instruction modifications as a result of equipment upgrades, from July 1, 2023 through June 30, 2024.

All Board Members present voted yes—motion carried.

POLICY  
FIRST READING

The following Revised Policy was shared with the Board for a First Reading:

#5600 Personal Property Accountability

ADOPT REVISED  
POLICY

Mrs. Comins-Hunter moved, seconded by Mrs. Boise that the Board waive the first reading and adopt the following revised policy: #5300 Code of Conduct.

All Board Members present voted yes—motion carried.

POLICIES TO BE  
REVIEWED ANNUALLY

The following policies were included in the Board packet for annual review:

1. #6240 Investment Policy
2. #6700 Policy and Procedures Governing Procurements of Goods and Service Enacted in Accordance with General Municipal Law § 104-b
3. #6700-E.1 Purchasing Exhibit

POLICY REQUIRING  
BOARD MEMBER'S  
SIGNATURE

The following policy was presented which requires Board Member's signature:

1. #2160 BOCES Board Officer and Board Member Responsibilities
- Board Members were asked to sign the last page and return it to the Board Clerk.

MEMORANDUM OF  
AGREEMENT  
MATT PALKOVIC

Mr. St. Pierre moved, seconded by Mr. Harriman Sr., that the Board approve the Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Mr. Matthew Palkovic, Network and Systems Coordinator, regarding Term of Employment and Compensation.

All Board Members present voted yes—motion carried.

MEMORANDUM OF  
AGREEMENT  
JUNIOR ACCOUNTANT

Mr. St. Pierre moved and seconded by Mr. Harriman Sr., that the Board approve the following Memorandum of Agreement between the Clinton-Essex-Warren-Washington (CEWW) Board of Cooperative Educational Services and the 12-Month Support Staff, regarding adding the title of Junior Accountant to the contract.

All Board Members present voted yes—motion carried.

LEASE AGREEMENT  
ACAP

Mr. Harriman Sr. moved, seconded by Mrs. Comins-Hunter that the Board approve the Lease Agreement between Clinton-Essex-Warren-Washington BOCES and Adirondack Community Action Programs, Inc. for the purpose of allowing Adirondack Community Action Programs, Inc. to lease one classroom from Clinton-Essex-Warren-Washington BOCES at their Mineville Campus in Mineville, NY, for use by Adirondack Community Action Programs, Inc.'s Head Start program. The agreement will commence July 1, 2023 and will continue for a period of 3 years through June 30, 2026. The annual rent paid to Clinton-Essex-Warren-Washington BOCES by Adirondack Community Action Programs, Inc. for the contract term of July 1, 2023 to June 30, 2024 shall be \$25,000; for the contract term of July 1, 2024 to June 30, 2025 the rent shall be \$25,500; for the contract term of July 1, 2025 to June 30, 2026 the rent shall be \$25,500. The Board

of Cooperative Educational Services affirms that they have made a study and do not anticipate a need for the leased property during the term of the proposed lease, that the annual amount of rental payment is not less than the fair market rental value as determined by such Board of Cooperative Educational Services and the lease is in the best educational and financial interest of the Board. (Management Services)

All Board Members present voted yes—motion carried.

AGREEMENT WITH  
CLINTON COUNTY  
SHERIFF'S OFFICE

Mr. St. Pierre moved, seconded by Mr. Harriman Sr., that the Board approve the following Agreement between Clinton-Essex-Warren-Washington BOCES (BOCES) and the Clinton County Sheriff's Office (County) under which the County will provide the services of a School Resource Officer (SRO) at BOCES from July 1, 2023 through June 30, 2024 for a total amount not anticipated to exceed \$35,000. (Administration)

All Board Members present voted yes—motion carried.

LETTER(S) OF  
RESIGNATION,  
MARTINO, SMITH, &  
CAMERON

Mr. Harriman Sr. moved, seconded by Mrs. Comins-Hunter that the Board accept the following letter(s) of resignation:

1. Andrea Martino, Behavior Analyst (Coordinator), effective September 1, 2023
2. Ciarra Smith, Teacher Aide/Student Aide, effective September 5, 2023, for the purpose of accepting a Teaching Assistant Position
3. Trevor Cameron, Assistant Principal, effective September 5, 2023 for the purpose of accepting a Special Education Teacher position

All Board Members present voted yes—motion carried.

LEAVE(S) OF  
ABSENCE

Mr. Harriman Sr. moved, seconded by Mrs. Comins-Hunter that the Board accept the following leave(s) of absence:

1. Marky DesRocher, Teaching Assistant, unpaid leave of absence, effective September 5, 2023, through October 23, 2023.
2. Melissa Gough, Teaching Assistant, unpaid leave of absence, effective September 5, 2023, through June 30, 2024, for the purpose of accepting a Temporary Teacher position.

All Board Members present voted yes—motion carried.

ADDITIONAL WORK  
FOR THE 2022-2023  
SCHOOL YEAR

Mrs. Boise moved, seconded by Mr. Harriman Sr., that the Board approve the following additional work for the 2022-2023 school year:

SREB Training, Hourly rate of pay per contract

Anika Craig	Not to exceed 12 hours
Frank Mercier	Not to exceed 12 hours
Lisa Tallman	Not to exceed 12 hours

Fay Cheney Not to exceed 12 hours  
Chris Huchro Not to exceed 12 hours

All Board Members present voted yes—motion carried.

SPECIAL EDUCATION  
SUMMER SCHOOL  
STAFFING  
ADDITIONS 2023-24

Mrs. Comins-Hunter moved, seconded by Mrs. Boise, that the Board approve the following 2023-24 summer school staffing additions:

Teacher Aide/Student Aide, \$16.50/hr  
Karley Calabrese WAF  
Connie Staley WAF  
Marcia Brinton WAF  
Carrie Stone WAF  
Patrick McCaffrey Y/D

Teaching Assistant, Hourly rate of pay per contract  
Lauren Jaquish Y/D

All Board Members present voted yes—motion carried.

2023 SUMMER  
WORK

Mr. Harriman Sr. moved, seconded by Mrs. Boise, that the Board approve the following 2023 summer work:

Provide continued instruction for Adult Literacy, SMART, GRASP, HSE, Case Management and Job Skills Training Program, hourly rate of pay  
Rene Sprague Not-to-exceed 180 hours

Curriculum Mapping/ CTE Reapproval, Hourly rate of pay per contract  
Frank Mercier Not-to-exceed 6 hours  
Tanner Senecal Not-to-exceed 6 hours  
Kevin Shaw Not-to-exceed 6 hours  
Mike Drew Not-to-exceed 6 hours  
Helen Jessey Not-to-exceed 6 hours  
Maria Spadafora Not-to-exceed 6 hours  
Jamie Plumadore Not-to-exceed 6 hours  
Jake Rivers Not-to-exceed 6 hours  
Anika Craig Not-to-exceed 6 hours  
Donna Wyant Not-to-exceed 6 hours  
Jackie Dashnaw Not-to-exceed 6 hours  
Richard Beaudry Not-to-exceed 6 hours  
Kenny Allen Not-to-exceed 6 hours  
Kylee Gonyea Not-to-exceed 6 hours

Shared Decision Making, Hourly rate of pay per contract  
Deborah Misik Not-to-exceed 6 hours  
Richard Beaudry Not-to-exceed 6 hours  
Kenny Allen Not-to-exceed 6 hours

WBL Facilitators, Hourly rate of pay per contract

Lisa Tallman  
Kevin Shaw  
Lori Ducharme

Classroom Move/ Setup, \$39.65/hr

Albert Stickle Not-to-exceed 12 hours

Curriculum Development, \$30/hr

Albert Stickle Not-to-exceed 12 hours

Summer CTE Teacher Training, \$30/hr

Albert Stickle Not-to-exceed 18 hours

All Board Members present voted yes—motion carried.

ADULT EDUCATION  
COURSE INSTRUCTORS  
2023-2024  
SCHOOL YEAR

Mrs. Boise moved, seconded by Mr. Harriman Sr., that the Board approve the following Adult Education Course Instructors for the 2023-24 school year:

Adult Education, \$30/hr

Harold Mallette  
Scott Fairchild  
Christopher Latremore  
Willie Thompson

All Board Members present voted yes—motion carried.

TEMP-ON-CALL &  
SUBSTITUTE  
2023-2024  
SCHOOL YEAR

Mr. Harriman Sr. moved, seconded by Mrs. Boise, that the Board approve the following Temp-On-Call and Substitute positions for the 2023-2024 school year:

<u>Name</u>	<u>Title</u>
Evie Angle	Account Clerk/Typist
Donald Bush	Cleaner/Messenger
Rebecca Garrow	Clerk

All Board Members present voted yes—motion carried.

TEMPORARY  
APPOINTMENT(S)  
EFFECTIVE  
SEPT-JUNE 30, 2024

Mr. Harriman Sr. moved, seconded by Mrs. Boise that the Board renew the following temporary appointment(s) effective September 5, 2023 through June 30, 2024:

<u>Name</u>	<u>Position</u>
Melissa Gough	Special Education Teacher

All Board Members present voted yes—motion carried.

DISTRICT  
SUPERINTENDENT  
CONTRACT

Mr. Harriman Sr. moved, seconded by Mrs. Comins-Hunter, that Upon advice and approval of Counsel, recommended that the Board approve the following resolution:

BE IT RESOLVED, that the contract for the District Superintendent be extended by the 9<sup>th</sup> Amendment for an additional 12 months, through June 30, 2026 and that the annual salary for the 2024-25 school year be set at \$207,973.50 including the portion paid by the State of New York pursuant to Education Law §2209 (i.e. \$43,499) and the supplementary salary paid by BOCES pursuant to Education Law §1950(4)(a) (i.e. \$164,474.50). The amendment restates the salary for the 2025-26 school year be set at \$208,250.50 including the portion paid by the State of New York pursuant to Education Law §2209 (i.e. \$43,499) and the supplementary salary paid by BOCES pursuant to Education Law §1950(4)(a) (i.e. \$164,751.50); and that any changes to conform the benefits provided in the Agreement to legal requirements be included.

All Board Members present voted yes—motion carried.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, August 16, 2023, at the CVES Conference Center in Plattsburgh. An anticipated Executive Session will begin at 6:00 pm, with the monthly meeting following.

ADJOURNMENT

Mr. Harriman moved, seconded by Mrs. Comins-Hunter to adjourn the meeting at 8:21 pm. All Board Members present voted yes—motion carried.

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Katelyn Smart, Board Clerk

**DRAFT**



Enc. 2

MEMO

To: Katelyn Smart, BOCES Board Clerk  
Clinton-Essex-Warren-Washington BOCES  
From: Angela Jennette, Claims Auditor  
Date: August 7, 2023  
Re: Report for Board Agenda for August 16, 2023, Meeting

The following warrant claims were reviewed from June 29, 2023, to August 7, 2023:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
W #54 - 06/29/2023	*Check Nos: 242762-242814	\$ 217,433.76
W #1 - 07/03/2023	*Wire Only*	\$ 23,342.69
	*Check Nos: 0001078-0001312-WEX WEX-ACH Payments: ACH00840-ACH00863	
W #55 - 07/05/2023	*Check Nos: Wires Only	\$ 16,477.63
W #2 - 07/06/2023	*Check Nos: 242815-242846**	\$ 322,720.49
	*Check Nos: 0001313-0001342-WEX ACH Payments: ACH008766-ACH008799 WEX-ACH Payments: ACH00864-ACH00895	
W #3 - 07/13/2023	*Check Nos: 242901-242963	\$ 1,847,873.06
	*Check Nos: 0001343-0001357-WEX ACH Payments: ACH008800-ACH008875 WEX-ACH Payments: ACH00896-ACH00915	
W #4 - 07/20/2023	*Check Nos: 242964-242981**	\$ 128,826.01
	*Check Nos: 0001358-0001392-WEX ACH Payments: ACH008876-ACH008880 WEX-ACH Payments: ACH00916-ACH00956	
W #5 - 07/27/2023	*Check Nos: 243013-243048**	\$ 621,148.40
	*Check Nos: 0001393-0001439-WEX ACH Payments: ACH008881-ACH008912 WEX-ACH Payments: ACH00957-ACH00992	
W #6 - 08/03/23	*Check Nos: 243050-243078	\$ 231,722.09
	*Check Nos: 0001440-0001472-WEX ACH Payments: ACH008913-ACH008931 WEX-ACH Payments: ACH00993-ACH01018	

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

**IRS-EFTPS:** PR#29-Wire #2329FEDTAX Wire #2329FICA Wire #2329MEDI- Warrant #54  
PR#01-Wire #2401FEDTAX Wire #2401FICA Wire #2401MEDI- Warrant #3  
PR#02-Wire #2402FEDTAX Wire #2402FICA Wire #2402MEDI- Warrant #4  
PR#03-Wire #2403FEDTAX Wire #2403FICA Wire #2403MEDI- Warrant #5  
PR#06-Wire #2406FEDTAX Wire #2406FICA Wire #2406MEDI- Warrant #6

CC: Eric Bell  
Christine Myers

**NYS Promptax:**

PR #29- Wire #2329NY- Warrant #54;  
PR #01- Wire #2401NY- Warrant #3;  
PR #02- Wire #2402NY- Warrant #4  
PR #03- Wire #2403NY- Warrant #5

**OMNI :**

PR #29- Wire OMNI063023- Warrant #54

**NYS Office of Comptroller ERS Ret. & Loans:**

PR #26-29- Wire #ERS-JUNE23-Warrant #3;  
PR #01-03- Wire #ERS-JULY23- Warrant #5

**Workers Comp Quarterly :** Wire #WC-202324- Warrant #6

**Health Ins. Monthly:**

Wire #HINS-2223S- Warrant #3  
Wire #HINS-72023- Warrant #3

**FSA/HRA :**

Wire #BEN-061623- Warrant #54  
Wire #BEN-062023- Warrant #54  
Wire #BEN-062223- Warrant #54  
  
Wire #BEN-062323- Warrant #55  
Wire #BEN-062623- Warrant #55  
Wire #BEN-062823- Warrant #55  
Wire #BEN-062923- Warrant #55

Wire #BEN070523- Warrant #3  
Wire #BEN070623- Warrant #4  
Wire #BEN072723- Warrant #4  
Wire #BEN071023- Warrant #4  
Wire #BEN071223- Warrant #4  
Wire #BEN071323- Warrant #4  
Wire #BEN071423- Warrant #5  
Wire #BEN071723- Warrant #5  
Wire #BEN071923- Warrant #5  
Wire #BEN072023- Warrant #5  
Wire #BEN072123- Warrant #5  
Wire #BEN072423- Warrant #5  
Wire #BEN072623- Warrant #6  
Wire #BEN072723- Warrant #6

Wire #BEN062123A- Warrant #54  
Wire #BEN062123B- Warrant #54  
Wire #BEN062123C- Warrant #54  
Wire #BEN062123D- Warrant #54  
Wire #BEN062723A- Warrant #55  
Wire #BEN062723B- Warrant #55  
Wire #BEN062723C- Warrant #55  
Wire #BEN063023A- Warrant #55  
Wire #BEN063023B- Warrant #55  
Wire #BEN063023C- Warrant #55  
Wire #BEN070523A- Warrant #3  
Wire #BEN070623A- Warrant #4  
Wire #BEN071123A- Warrant #4  
Wire #BEN071123B- Warrant #4

Wire #BEN071823A- Warrant #5  
Wire #BEN071823B- Warrant #5  
Wire #BEN071823C- Warrant #5

Wire #BEN072523A- Warrant #6  
Wire #BEN072523B- Warrant #6  
Wire #BEN072523C- Warrant #6

**Benefit Claims Acc. :**

Chk & ACH's Listed Above

Wire #WEX-070323- Warrant #1;  
Wire #WEX-070623- Warrant #2  
Wire #WEX-071323- Warrant #3  
Wire #WEX-072023- Warrant #4  
Wire #WEX-072723- Warrant #5  
Wire #WEX-080323- Warrant #6

CC: Eric Bell  
Christine Myers

**Health Insurance Consortium Payments:**

7/3/23	\$ 21,897.57
7/10/23	\$ 1,752,441.56
7/17/23	\$ 2,019,528.98
7/24/23	\$ 1,895,101.24
7/31/23	\$ 1,904,051.83
8/7/23	\$ 1,783,510.75

**Benetech Workers Compensation Payments:**

7/11/23	\$ 12,618.95
7/26/23	\$ 23,800.80
7/26/23	\$ 47,659.76
7/26/23	\$ 5,081.90
7/26/23	\$ 33,934.00- Ck #1074

**Bank Transfers:** 6/29/23 Workers Comp to NYCLASS- \$500,000.00

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

Internal Claims Auditor

(Signature)



CC: Eric Bell  
Christine Myers

Date	Warrant	Vendor #	Claim Audit Finding	Summary Business Office Response	Resolution/Options
06/28/23	Pending W#54	17104	Purchase Order was not in place before services.	Coordinator is aware of requirement to have an official Purchase Order in place prior to committing resources. Purchasing Agent has discussed multiple times with employee. Notes attached on why PO not done in advance, however, circumstances did not prevent entry of PO at onset of request from district.	Approved for final warrant.
06/29/23	Final W#54				\$217,433.76
07/05/23	Pending W#55		No findings, wires only		\$16,477.63
07/05/23	Final W#55				\$16,477.69
07/03/23	Pending W#1		No findings, 1 wire only.		\$23,342.69
07/03/23	Final W#1				\$23,342.69
07/10/23	Pending W#2	9477	Update vendor with our new address.	Vendor will be notified to update address.	Approved for final warrant.
07/10/23	Pending W#2	13363	Why are we not using lowest quote?	Vendor used was lowest quote until route was changed and price increased by the vendor. Once committed to a vendor, we cannot change vendors for a service.	Approved for final warrant.
07/06/23	Final W#2				\$322,720.49
07/12/23	Pending W#3	16704	Invoices over 9 months old.	In doing a final reconciliation of all sporting events for the year, these vouchers were found to be unpaid. Thus they were submitted late in order to close out the 22-23 school year transactions.	Approved for final warrant.
07/12/23	Pending W#3	13949	Incorrect coding on schedule.	Coding corrected.	Approved for final warrant.
07/12/23	Pending W#3	16905	This an AP payment, schedule incorrect.	Corrected to be a payable for 22-23.	Approved for final warrant.
07/13/23	Final W#3				\$1,947,873.06
07/19/23	Pending W#4	11742	Invoice is over 4 months old.	Delay in receiving OK to Pay caused delay in payment. Clarified and paid timely upon resolution.	Approved for final warrant.
07/19/23	Pending W#4	17152	Should be an ACH payment as his payroll is Direct Deposit.		Approved for final warrant.
07/20/23	Final W#4				\$128,826.01
07/26/23	Pending W#5	16630	Incorrect coding on schedule.	Coding corrected.	Approved for final warrant.
07/26/23	Pending W#5	6665	Why would we have this on last years Purchase Orders when event is in the new fiscal year?	Reservation made in 22-23 school year, deposit required to hold room prior to end of year, and non-cancellable, so obligation of 22-23.	Approved for final warrant.
07/27/23	Final W#5				\$621,148.40
08/02/23	Pending W#6	16630	Coding incorrect on schedule.	Coding corrected.	Approved for final warrant.
08/03/23	Final W#6				\$231,722.09

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

**AGREEMENT** made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services, with its principal place of business at 1443 Military Turnpike, Plattsburgh, New York 12901 (hereinafter "BOCES") and Premier Assessment Services, Inc., with an office and place of business at 2568 Western Avenue, Suite 206, Altamont, NY hereinafter be collectively referred to as "THE PARTIES."

As per Premier Assessment Services, Inc. proposal dated January 16, 2023, BOCES desires to have certain services and activities described as follows: Vendor Scoring for grades 3-8 ELA and Mathematics assessments, grades K-12 New York State English as a Second Language Assessment Test (NYSESLAT) and grades 5 and 8 NYS Science assessments as referenced in Schedule A- Part 1 and Schedule A – Part 2. January, June, and August 2024 Regents Exams including (Physical Setting (PS)/Earth Science, PS/Chemistry, PS/Physics, Living Environment, English Language Arts, Algebra I, Algebra II, Geometry, US History and Government (New Framework), and Global History & Geography II (New Framework) as described in Schedule A- Part 3 Regents Exams. The total cost will be no more than \$200,000 all-inclusive of travel and other related expenses as per detailed costs on Schedule B.

Premier Assessment Services, Inc., is qualified and if required, licensed and/or certified to provide or render the SERVICES described above.

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

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

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

16. **TERMINATION:** This AGREEMENT will terminate upon submission by Premier Assessment Services, Inc., of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of Premier Assessment Services, Inc., to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules, or regulations by Premier Assessment Services, Inc.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this 19th day of July 2023.

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

Date: 7/19/2023

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

Premier Assessments Inc.

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

By: Beth Anne Hutchinson

Dr. Mark C. Davey  
Superintendent

BethAnne Hutchinson  
Chief Executive Officer

## Schedule A

### Part 1: Scoring Process for Grades 3 to 8 ELA and Math and Science Assessments

Vendor scoring process for grades 3-8 ELA and Math, and Science assessments:

#### Paper-Based Assessment Scoring:

Premier Assessment Services, Inc., will employ evaluated and selected NYS certified teachers to score the constructed response items. Premier Assessment Services, Inc. will

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

#### Computer-Based Assessment Scoring:

Premier Assessment Services, Inc., will employ evaluated and selected NYS certified teachers to score the constructed response items through the Questar Score Point software program. Premier Assessment Services, Inc. will

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



## Test Pickup and Return

### ELA

Premier Assessment Services, Inc. will pick up paper-based grades 3-8 ELA assessments and answer sheets twice; the dates below are pending based on a final release of the 2023-2024 NYSED Grades 3-8 Testing Schedule and may possibly be renegotiated. The primary pick up of exams and answer sheets will be on Tuesday, April 16, 2024 between 2:00 pm and 4:00 pm. The make-up pick up of exams and answer sheets will be on Friday, April 19, 2024 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at CVES, 1443 Military Turnpike, Plattsburgh, NY on both days. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to CVES, 1443 Military Turnpike, Plattsburgh, NY on Wednesday, May 15, 2024 between 2:00pm and 4:00 pm. There will be no additional charges for the return of these exams to CVES. Premier Assessment Services, Inc. will deliver ELA answer sheets to Northeastern Regional Information Center (NERIC) in Albany, NY before Wednesday, May 22, 2024.

### Math

Premier Assessment Services, Inc. will pick up paper-based grades 3-8 Math assessments and answer sheets twice; the dates below are pending based in a final release of the 2023-2024 NYSED Grades 3-8 Testing Schedule and may possibly be renegotiated. The primary pick up of exams and answer sheets will be on Monday, May 13, 2024 between 2:00 pm and 4:00 pm. The make-up pick up of exams and answer sheets will be on Wednesday, May 15, 2024 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at CVES, 1443 Military Turnpike, Plattsburgh NY on both days. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to CVES, 1443 Military Turnpike, Plattsburgh NY on Wednesday, May 29, 2024 between 2:00 pm and 4:00 pm. There will be no additional charges for the return of these exam booklets to CVES. Premier Assessments, Inc. will deliver mathematics answer sheets to NERIC in Albany, NY before Wednesday, May 22, 2024.

Services provided by Premier Assessment Services, Inc. as it relates to pick-up and delivery include:

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

**Schedule A**  
**Part 2: Scoring Process of K-12 NYSESLAT Assessments**

Vendor scoring process for grades K-12 NYSESLAT assessments:

Paper-Based Assessment Scoring:

Premier Assessment Services, Inc. will employ evaluated and selected NYS certified teachers to score the constructed response items. Premier Assessment Services, Inc. will

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

Test Pickup and Return

Premier Assessment Services, Inc. will pick up paper-based grades NYSESLAT assessments and answer sheets once; the date below is pending based on a final release of the 2023-2024 NYSED Testing Schedule and may possibly be renegotiated. Premier Assessment Services, Inc. will pick up paper-based grades K-12 NYSESLAT assessments and answer sheets on Wednesday, May 29, 2024 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at CVES, 1443 Military Turnpike, Plattsburgh NY. For any make up NYSESLAT exams in grades K-12, school districts will send the exams directly to Premier Assessment Services, Inc. for scoring. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to CVES, 1443 Military Turnpike, Plattsburgh NY on a date TBD by NYSED. There will be no additional charges for the return of these exams to CVES Premier Assessment Services, Inc. will deliver the grades K-12 NYSESLAT answer sheets directly to NERIC before a date TBD by NYSED.

Services provided by Premier Assessment Services, Inc. as it relates to pick-up and delivery include:

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

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

#### Schedule A

#### Part 3: Scoring Process of Regents Exams

Vendor scoring process of Regents Exams:

Paper-Based Assessment Scoring:

Premier Assessment Services, Inc. will employ evaluated and selected NYS certified teachers to score the constructed response items. Premier Assessment Services, Inc. will:

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

Premier Assessment Services, Inc. will pick up paper-based Regents Exams (Physical Setting (PS) Earth Science, PS Chemistry, PS Physics, Living Environment, English Language Arts, Algebra I, Algebra II, Geometry, US History and Government (New Framework), and Global History & Geography II (New Framework) and answer sheets within two days of the administration of each subject between 12:00 pm and 2:00 pm; specific dates and times to be negotiated for each administration. The exams and answer sheets will be picked up at the CVES, 1443 Military Turnpike, Plattsburgh, NY. There will be no additional charges for the pick-up of these exams and answer sheets. The exams and answer sheets will be returned to CVES 1443 Military Turnpike, Plattsburgh NY on/or within 5 days of the final submission of answer sheets to the scanning center. There will be no additional charges for the return of these exams and answer sheets to CVES.

Services provided by Premier Assessment Services, Inc. as it relates to pick-up and delivery include:

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

- **Providing directions for packaging assessments to be picked-up**
- **Ensuring that districts review and confirm that student rosters are current and accurate**
- **Ensuring that constructed responses scores on the bubble sheets are clear, dark, and complete**
- **Ensuring that all SED requirements for test security and confidentiality are met**
- **Ensuring no student data will be collected, stored, or shared by any Premier Assessment Services, Inc staff**
- **Premier Assessment Services, Inc. returns all exams directly to Champlain Valley Educational Services at no additional cost**

**Schedule B**

The following scoring services fees represents a full-service approach to meeting the expectations of CVES BOCES.

Assessment	CBT Pricing	Paper Pricing
	Price Per Student	Price Per Student
ELA 3	\$8.50	\$9.50
ELA 4	\$8.50	\$9.50
ELA 5	\$8.50	\$9.50
ELA 6	\$8.75	\$9.75
ELA 7	\$8.75	\$9.75
ELA 8	\$8.75	\$9.75
Mathematics 3	\$7.50	\$8.50
Mathematics 4	\$7.50	\$8.50
Mathematics 5	\$7.50	\$8.50
Mathematics 6	\$8.00	\$9.00
Mathematics 7	\$8.00	\$9.00
Mathematics 8	\$8.00	\$9.00
Science 5	\$11.00*	
Science 8	\$13.00*	
NYSESLAT K-2		\$6.00
NYSESLAT 3-5		\$6.50
NYSESLAT 6-8		\$7.00
NYSESLAT 9-12		\$7.00
<b>Regents Exams</b>		
ELA		\$15.00
Algebra I		\$13.00
Geometry		\$13.00
Algebra II		\$13.00
Living Environment		\$14.00
Earth Science		\$14.00
Chemistry		\$14.00
Physics		\$14.00
Global History II		\$14.00
US History (framework)		\$14.00

\*Per test pricing for grades 5 & 8 Science are subject to change based upon the structure of the new assessments and are not to exceed the fee presented in the table above.

Premier Assessment Services, Inc. returns all exams directly to Champlain Valley Educational Services at no additional cost. Premier Assessment Services must mutually agree to any other billable shipping costs with Champlain Valley Educational Services if they intend to be reimbursed.



## CENTRAL ADMINISTRATION

518-561-0100

District Office FAX 518-562-1471  
Management Services FAX 518-561-9382  
Employee Services FAX 518-324-6612

### CVES MISSION

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

## INSURANCE AGREEMENT – PROFESSIONAL CONSULTANTS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional safety consultant (Consultant) hereby agrees to effectuate the naming of Clinton-Essex-Warren-Washington BOCES (hereinafter CEWW BOCES) as an additional insured on the Consultant's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
2. The policy naming CEWW BOCES as an additional insured shall:
  - a. Be an insurance policy from an A.M. Best rated "secure" insurer, licensed in New York State. CEWW BOCES, at its sole discretion, may accept an insurer otherwise authorized to provide insurance in New York State.
  - b. State that the Consultant's coverage shall be primary and noncontributory coverage for CEWW BOCES, its Board, employees and volunteers.
3.
  - a. CEWW BOCES shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with CEWW BOCES. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance. The decision to accept an alternative endorsement rests solely with CEWW BOCES.
  - b. If so requested, the Consultant will provide copies of the required policies.
4. The Consultant agrees to indemnify CEWW BOCES for any applicable deductibles or self-insured retentions.
5. Required Insurance:
  - a. **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
  - b. **Workers' Compensation and N.Y.S. Disability**  
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
6. Consultant acknowledges that failure to obtain such insurance on behalf of CEWW BOCES constitutes a material breach of contract. The Consultant is to provide CEWW BOCES with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of CEWW BOCES to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by CEWW BOCES.
7. CEWW BOCES is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The Consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only CEWW BOCES but also NYSIR, as CEWW BOCES's insurer.

# **DATA SHARING AND CONFIDENTIALITY AGREEMENT**

Including

**Parent's Bill of Rights for Data Privacy and Security  
and  
Supplemental Information about a Master Agreement between  
Clinton-Essex-Warren-Washington BOCES (CEWW BOCES) and Premier Assessment  
Services, Inc.**

## **1. Purpose**

(a) CEWW BOCES (hereinafter "District") and Premier Assessment Services, Inc. (hereinafter "Vendor") are parties to a contract or other written agreement pursuant to which Vendor will receive student data and/or teacher or principal data that is protected under New York Education Law Section 2-d and Part 121 of the Regulations of the Commissioner of Education (collectively referred to as "Section 2-d") from the District for purposes of providing certain products or services to the District (the "Master Agreement").

(b) This Exhibit supplements the Master Agreement to which it is attached, to ensure that the Master Agreement conforms to the requirements of Section 2-d. This Exhibit consists of a Data Sharing and Confidentiality Agreement, a copy of the District's Bill of Rights for Data Security and Privacy signed by Vendor, and the Supplemental Information about the Master Agreement between CEWW BOCES and Premier Assessment Services, Inc. that the District is required by Section 2-d to post on its website.

(c) In consideration of the mutual promises set forth in the Master Agreement, Vendor agrees that it will comply with all terms set forth in the Master Agreement and this Exhibit. To the extent that any terms contained in the Master Agreement, or any terms contained in any other Exhibit(s) attached to and made a part of the Master Agreement, conflict with the terms of this Exhibit, the terms of this Exhibit will apply and be given effect. In addition, in the event that Vendor has online or written Privacy Policies or Terms of Service (collectively, "TOS") that would otherwise be applicable to its customers or users of the products or services that are the subject of the Master Agreement between the District and Vendor, to the extent that any terms of the TOS, that are or may be in effect at any time during the term of the Master Agreement, conflict with the terms of this Exhibit, the terms of this Exhibit will apply and be given effect.

## **2. Definitions**

As used in this Exhibit:

(a) "Student Data" means personally identifiable information, as defined in Section 2-d, from student records that Vendor may receive from the District pursuant to the Master Agreement.

(b) "Teacher or Principal Data" means personally identifiable information, as defined in Section 2-d, relating to the annual professional performance reviews of classroom teachers or principals that Vendor may receive from the District pursuant to the Master Agreement.

(c) "Protected Data" means Student Data and/or Teacher or Principal Data, to the extent applicable to the product or service actually being provided to the District by Vendor pursuant to the Master Agreement.

(d) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

## **3. Confidentiality of Protected Data**

(a) Vendor acknowledges that the Protected Data it receives pursuant to the Master Agreement originates from the District and that this Protected Data belongs to and is owned by the District.

(b) Vendor will maintain the confidentiality of the Protected Data it receives in accordance with federal and state law (including but not limited to Section 2-d) and the District's policy on data security and privacy. The District will provide Vendor with a copy of its policy on data security and privacy upon request.

## **4. Data Security and Privacy Plan**

As more fully described herein, throughout the term of the Master Agreement, Vendor will have a Data Security and Privacy Plan in place to protect the confidentiality, privacy and security of the Protected Data it receives from the District.

Vendor's Plan for protecting the District's Protected Data includes, but is not limited to, its agreement to comply with the terms of the District's Bill of Rights for Data Security and Privacy, a copy of which is set forth below and has been signed by the Vendor.

Additional components of Vendor's Data Security and Privacy Plan for protection of the District's Protected Data throughout the term of the Master Agreement are as follows:



(a) Vendor will implement all state, federal, and local data security and privacy requirements including those contained within the Master Agreement and this Data Sharing and Confidentiality Agreement, consistent with the District's data security and privacy policy.

(b) Vendor will have specific administrative, operational and technical safeguards and practices in place to protect Protected Data that it receives from the District under the Master Agreement.

(c) Vendor will comply with all obligations contained within the section set forth in this Exhibit below entitled "Supplemental Information about a Master Agreement between CEWW BOCES and Premier Assessment Services, Inc." Vendor's obligations described within this section include, but are not limited to:

- (i) its obligation to require subcontractors or other authorized persons or entities to whom it may disclose Protected Data (if any) to execute written agreements acknowledging that the data protection obligations imposed on Vendor by state and federal law and the Master Agreement shall apply to the subcontractor, and
- (ii) its obligation to follow certain procedures for the return, transition, deletion and/or destruction of Protected Data upon termination, expiration or assignment (to the extent authorized) of the Master Agreement.

(d) Vendor has provided or will provide training on the federal and state laws governing confidentiality of Protected Data for any of its officers or employees (or officers or employees of any of its subcontractors or assignees) who will have access to Protected Data, prior to their receiving access.

(e) Vendor will manage data security and privacy incidents that implicate Protected Data and will develop and implement plans to identify breaches and unauthorized disclosures. Vendor will provide prompt notification to the District of any breaches or unauthorized disclosures of Protected Data in accordance with the provisions of Section 5 of this Data Sharing and Confidentiality Agreement.

**5. Notification of Breach and Unauthorized Release**

(a) Vendor will promptly notify the District of any breach or unauthorized release of Protected Data it has received from the District in the most expedient way possible and without unreasonable delay, but no more than seven (7) calendar days after Vendor has discovered or been informed of the breach or unauthorized release.

(b) Vendor will provide such notification to the District by contacting Matthew Palkovic directly by email at [cvesnetadmin@cves.org](mailto:cvesnetadmin@cves.org) or by calling 518.561.0100 x343.

(c) Vendor will cooperate with the District and provide as much information as possible directly to Matthew Palkovic or his/her designee about the incident, including but

not limited to: a description of the incident, the date of the incident, the date Vendor discovered or was informed of the incident, a description of the types of Protected Data involved, an estimate of the number of records affected, the schools within the District affected, what the Vendor has done or plans to do to investigate the incident, stop the breach and mitigate any further unauthorized access or release of Protected Data, and contact information for Vendor representatives who can assist affected individuals that may have additional questions.

(d) Vendor acknowledges that upon initial notification from Vendor, the District, as the educational agency with which Vendor contracts, has an obligation under Section 2-d to in turn notify the Chief Privacy Officer in the New York State Education Department ("CPO"). Vendor agrees not to provide this notification to the CPO directly unless requested by the District or otherwise required by law. In the event the CPO contacts Vendor directly or requests more information from Vendor regarding the incident after having been initially informed of the incident by the District, Vendor will promptly inform Matthew Palkovic or his/her designee.

#### **6. Additional Statutory and Regulatory Obligations <sup>1</sup>**

Vendor acknowledges that it has the following additional obligations under Section 2-d with respect to any Protected Data received from the District, and that any failure to fulfill one or more of these statutory or regulatory obligations will be deemed a breach of the Master Agreement and the terms of this Data Sharing and Confidentiality Agreement:

(a) To limit internal access to Protected Data to only those employees or subcontractors that are determined to have legitimate educational interests within the meaning of Section 2-d and the Family Educational Rights and Privacy Act (FERPA); *i.e.*, they need access in order to assist Vendor in fulfilling one or more of its obligations to the District under the Master Agreement.

(b) To not use Protected Data for any purposes other than those explicitly authorized in this Data Sharing and Confidentiality Agreement and the Master Agreement to which this Exhibit is attached.

(c) To not disclose any Protected Data to any other party, except for authorized representatives of Vendor using the information to carry out Vendor's obligations to the District and in compliance with state and federal law, regulations and the terms of the Master Agreement, unless:

(i) the parent or eligible student has provided prior written consent; or

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<sup>1</sup> Nothing in Education Law Section 2-d or Part 121 specifically requires an educational agency to include within its contracts with third-party contractors this list of obligations that are imposed on third-party contractors by the statute and/or its implementing regulations. However, many school districts and other educational agencies have considered it a best practice to include these statutory and regulatory obligations within their third-party contracts.

- (ii) the disclosure is required by statute or court order and notice of the disclosure is provided to the District no later than the time of disclosure, unless such notice is expressly prohibited by the statute or court order.
- (d) To maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of Protected Data in its custody.
- (e) To use encryption technology to protect Protected Data in its custody while in motion or at rest, using a technology or methodology specified by the Secretary of the U.S. Department of Health and Human Services in guidance issued under Section 13402(H)(2) of Public Law 111-5.
- (f) To adopt technologies, safeguards and practices that align with the NIST Cybersecurity Framework.
- (g) To comply with the District's policy on data security and privacy, Section 2-d and Part 121.
- (h) To not sell Protected Data nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- (i) To notify the District, in accordance with the provisions of Section 5 of this Data Sharing and Confidentiality Agreement, of any breach of security resulting in an unauthorized release of Protected Data by Vendor or its assignees or subcontractors in violation of applicable state or federal law, the District's Bill of Rights for Data Security and Privacy, the District's policies on data security and privacy, or other binding obligations relating to data privacy and security contained in the Master Agreement and this Exhibit.
- (j) To cooperate with the District and law enforcement to protect the integrity of investigations into the breach or unauthorized release of Protected Data.
- (k) To pay for or promptly reimburse the District for the full cost of notification, in the event the District is required under Section 2-d to notify affected parents, students, teachers or principals of a breach or unauthorized release of Protected Data attributed to Vendor or its subcontractors or assignees.

## **PARENTS BILL OF RIGHTS RELATING TO STUDENT DATA**

Clinton-Essex-Warren-Washington BOCES a/k/a Champlain Valley Educational Services (CVES BOCES) is committed to protecting the privacy and security of student data and teacher and principal data. In accordance with New York Education Law Section 2-d and its implementing regulations, the District informs the school community of the following:

1. A student's personally identifiable information will not be sold or released for any commercial purposes;
2. Parents have the right to inspect and review the complete contents of their child's education record.
3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by New York State is available for public review at the following website:  
<http://www.nysed.gov/data-privacy-security/student-data-inventory> or by writing to the Office of Information and Reporting Services, NYS Education Department, Room 865 EBA, 89 Washington Avenue, Albany, NY 12234;
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Network And Systems Coordinator, P.O. Box 455, Plattsburgh, NY 12901; Phone: 518-561-0100 Ext. 343; email ([dpo@cves.org](mailto:dpo@cves.org)). Complaints to the NYS Education Department should be directed to: Privacy Complaint, Chief Privacy Officer, NYS Education Department, 89 Washington Avenue, Albany, NY 12234. Complaints may also be submitted using the form available at the following website:  
<http://www.nysed.gov/data-privacy-security/report-improper-disclosure>.

## **APPENDIX**

### **Supplemental Information Regarding Third-Party Contractors**

In the course of complying with its obligations under the law and providing educational services to District residents, the Clinton-Essex-Warren-Washington BOCES has entered into agreements with certain third-party contractors. Pursuant to these agreements, third-party contractors may have access to "student data" and/or "teacher or principal data," as those terms are defined by law and regulation.

For each contract or other written agreement that the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data from the District, the following supplemental information will be included with this Bill of Rights:

- 1) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
- 2) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- 3) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the District, and/or whether, when, and how the data will be destroyed);
- 4) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- 5) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and
- 6) Address how the data will be protected using encryption while in motion and at rest.

Adopted June 10, 2020

**BY THE VENDOR:**

BethAnne Hutchinson  
Name (Print)

BethAnne Hutchinson  
Signature

President & COO  
Title

7/19/2023  
Date

## EXHIBIT [1] (CONTINUED)

### Supplemental Information about a Master Agreement between

### CEWW BOCES and Premier Assessment Solutions, Inc. <sup>2</sup>

CEWW BOCES has entered into a Master Agreement with Premier Assessment Solutions, Inc. which governs the availability to the District of the following products or services:

#### Scoring of New York State Assessments

Pursuant to the Master Agreement (which includes a Data Sharing and Confidentiality Agreement), the District may provide to Vendor, and Vendor will receive, personally identifiable information about students and/or teachers and principals that is protected by Section 2-d of the New York Education Law ("Protected Data").

**Exclusive Purposes for which Protected Data will be Used:** The exclusive purpose for which Vendor is receiving Protected Data from the District is to provide the District with the functionality of the products or services listed above. Vendor will not use the Protected Data for any other purposes not explicitly authorized above or within the Master Agreement.

**Oversight of Subcontractors:** In the event that Vendor engages subcontractors or other authorized persons or entities to perform one or more of its obligations under the Master Agreement (including subcontracting hosting of the Protected Data to a hosting service provider), it will require those subcontractors or other authorized persons or entities to whom it will disclose the Protected Data to execute legally binding agreements

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<sup>2</sup> Each educational agency, including a school district, is required to publish a "Bill of Rights for Data Security and Privacy" on its website. See, Education Law Section 2-d(3)(a) and Part 121.3(a). The Bill of Rights [that is posted on a district's website] must also include "supplemental information" for each contract that the school district enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data [protected by Education Law Section 2-d]. See, Education Law Section 2-d(3)(c) and Part 121.3(c).

Nothing in Education Law Section 2-d or Part 121 requires an educational agency to post its third-party contracts on its website *in their entirety*. In addition, nothing in Education Law Section 2-d or Part 121 requires an educational agency to include the "supplemental information" about each contract, within the contract itself.

However, many school districts and other educational agencies have considered it a best practice to include most or all of the required elements of "supplemental information" within each applicable contract, and have complied with the obligation to include the "supplemental information" for each applicable contract with their Bill of Rights, by posting *the text from this page of this Exhibit* from each applicable contract (or a link to this text) on their website in proximity to their Bill of Rights.

acknowledging their obligation under Section 2-d of the New York Education Law to comply with all applicable data protection, privacy and security requirements required of Vendor under the Master Agreement and applicable state and federal law and regulations.

**Duration of Agreement and Protected Data Upon Termination or Expiration:**

- The Master Agreement commences on August 1, 2023 and expires on August 30, 2024.
- Upon expiration of the Master Agreement without renewal, or upon termination of the Master Agreement prior to its expiration, Vendor will securely delete or otherwise destroy any and all Protected Data remaining in the possession of Vendor or any of its subcontractors or other authorized persons or entities to whom it has disclosed Protected Data. If requested by the District, Vendor will assist the District in exporting all Protected Data previously received back to the District for its own use, prior to deletion, in such formats as may be requested by the District.
- In the event the Master Agreement is assigned to a successor Vendor (to the extent authorized by the Master Agreement), the Vendor will cooperate with the District as necessary to transition Protected Data to the successor Vendor prior to deletion.
- Neither Vendor nor any of its subcontractors or other authorized persons or entities to whom it has disclosed Protected Data will retain any Protected Data, copies, summaries or extracts of the Protected Data, or any de-identified Protected Data, on any storage medium whatsoever. Upon request, Vendor and/or its subcontractors or other authorized persons or entities to whom it has disclosed Protected Data, as applicable, will provide the District with a certification from an appropriate officer that these requirements have been satisfied in full.

**Challenging Accuracy of Protected Data:** Parents or eligible students can challenge the accuracy of any Protected Data provided by the District to Vendor, by contacting the District regarding procedures for requesting amendment of education records under the Family Educational Rights and Privacy Act (FERPA). Teachers or principals may request to challenge the accuracy of APPR data provided to Vendor by following the appeal process in the District's applicable APPR Plan.

**Data Storage and Security Protections:** Any Protected Data that Vendor receives will be stored on systems maintained by Vendor, or by a subcontractor under the direct control of Vendor, in a secure data center facility located within the United States. The measures that Vendor (and, if applicable, its subcontractors) will take to protect Protected Data include adoption of technologies, safeguards and practices that align with the NIST Cybersecurity Framework, and safeguards associated with industry standards and best practices including, but not limited to, disk encryption, file encryption, firewalls, and password protection.

**Encryption of Protected Data:** Vendor (and, if applicable, its subcontractors) will protect Protected Data in its custody from unauthorized disclosure while in motion or at



rest, using a technology or methodology that complies with Section 2-d of the New York Education Law.

**PERSONAL PROPERTY ACCOUNTABILITY**

**I. Definition of Personal Property**

1. Personal property shall mean all tangible personal property of the Clinton-Essex-Warren-Washington BOCES that is not consumable and has a useful life of one year or more, including but not limited to equipment, supplies, parts, vehicles and materials, provided that such terms shall not include buildings or other real property or equipment which is permanently affixed to real property, or leases, notes or other written instruments.
2. Valuable personal property shall mean personal property which has a unit resale value of \$2,500 or more and supplies, parts or materials which are disposed of in lots having an aggregate resale value of \$2,500 or more.
3. Surplus personal property shall mean personal property which has no known immediate or currently foreseeable use to Clinton-Essex-Warren-Washington BOCES.

**II. Acquisition of Personal Property by Purchase**

1. Competitive Bidding – Competitive bids or quotations shall be solicited in connection with all purchasing as required by Section 103 of the General Municipal Law. Contracts shall be awarded to the lowest responsible bidder or to the bid with the best value as defined by General Municipal Law complying with specifications and other stipulated bidding conditions.
  - a. Purchases shall be in accordance with BOCES' Purchasing Policy 6700 and Competitive Bidding Requirements 6720.
  - b. All contracts which require public advertising and bidding shall be awarded by resolution of the Board. Recommendations for such contracts shall be made to the Board by the District Superintendent of Schools.
  - c. Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least two (2) Supervisory district employees present at each bid opening, including the Assistant Superintendent of Management Services, or the Purchasing Agent if so designated by the School Business Official. If no spectators are present, the Assistant Superintendent of Management Services or other designated official will have one or more persons serve as witness to the process. All interested parties may also attend the opening bids.
2. Purchases exempt from public bidding requirements shall be made in accordance with the policy on purchasing 6700, et. seq.

### **III. Acquisition of Personal Property by Gift**

1. Acceptance. Only the Board may accept on behalf of Clinton-Essex-Warren-Washington BOCES gifts of either money or merchandise, including federal, state or municipal corporation surplus property and property donated to Clinton-Essex-Warren-Washington BOCES by bequest or devise in a will or trust instrument that in the view of the Board adds to the overall welfare of Clinton-Essex-Warren-Washington BOCES. The District Superintendent, in consultation with the Program Director and Board President, may also approve the acceptance or rejection of such gifts of either money or merchandise, including federal, state, or municipal corporation surplus property only when a condition exists that requires acceptance or rejection of the donation prior to the next available Board meeting. Such acceptance will be reported to the Board at the next subsequent meeting.
  - a. The Board and/or District Superintendent, in consultation with the Program Director and Board President, will not consider the acceptance of a gift until the offer is made in writing.
  - b. The Board and/or District Superintendent, in consultation with the Program Director and Board President, will safeguard the Clinton-Essex-Warren-Washington BOCES staff and students from commercial exploitation from special interest groups.

#### **2. Accounting for Gifts**

- a. All gifts shall be entered into the perpetual physical inventory of Clinton-Essex-Warren-Washington BOCES in the same manner as purchased personal property and consistent with the provisions of Subheading "Perpetual Inventory" below.
- b. Gifts of money shall be annually accounted for as designated by the Board.
- c. Any property donated shall be for the use of Clinton-Essex-Warren-Washington BOCES and no employee shall benefit personally from such donations.
- d. All gifts shall become the sole property of Clinton-Essex-Warren-Washington BOCES.
- e. It shall be the responsibility of the District Superintendent to have the value of the gift or donation established, when necessary, for tax purposes and acknowledge, in writing, the receipt of the gift or donation on behalf of Clinton-Essex-Warren-Washington BOCES.
- f. All gifts or donations shall be immediately brought to the attention of the program director to which the contribution is made.

- g. The program director shall recommend the acceptance or rejection of the gift to the District Superintendent. The program director will notify the donor of the acceptance or rejection of the gift by Clinton-Essex-Warren-Washington BOCES.
- h. The District Superintendent shall make a recommendation to accept or reject such gifts to the Board at a regular meeting. If the District Superintendent approves the acceptance of such gifts or donations, he/she will make a report to the Board of such gifts that have been accepted at the next regular Board meeting. Such a report will include handling or processing fees, or other costs associated with the acquisition of said gift.
- i. The program director to which the gift or donation is made, shall be responsible to see that the gift or donation is appropriately used.
- j. Gifts or donations made that are not specific to a program shall be brought to the attention of the District Superintendent who will be responsible for designating a program director to follow through with the implementation of the regulations as set forth in this policy.

#### **IV. Perpetual Inventory**

- 1. The Assistant Superintendent of Management Services shall develop in writing, the basic rules and regulations to be followed in maintaining the personal property records. Procedures employed shall comply with all applicable laws and requirements of the New York State Department of Audit and Control, which are issued pursuant to Section 36 of the General Municipal Law.
  - a. The minimum standards to be considered for inclusion in the personal property record are:
    - i. The property must have significant value. Personal property valued at \$100 or more, but less than \$2,500, may be included, and personal property valued at \$2,500, or more shall be included. Technology devices valued at \$100 or more shall be included.
    - ii. The property must have an estimated useful life of one year or more.
    - iii. The physical characteristics of the property are not appreciably affected by use or consumption.
  - b. It shall be the responsibility of the Assistant Superintendent of Management Services or designee to assure that all new acquisitions, by purchase or gift, are entered into the perpetual inventory system.

2. **Inventory Records.** The inventory record shall contain sufficient information to identify each item classified as a personal property and include the following.
  - a. A sufficient description of the personal property including make, model, manufacturer's identification number, and assigned BOCES asset number.
  - b. The class of the property (land, building, machinery and equipment, licensed vehicles, etc.)
  - c. The date of acquisition of the property.
  - d. The acquisition cost of the property. If unknown or a gift, the estimated value.
  - e. The source of financing or acquisition (general fund, special aid fund, gift, etc.)
  - f. The physical location of the property. An Asset Relocation/Storage form (5600 E.1 or 5600 E.1A) must be submitted to the Business Office for all subsequent movements or an electronic movement request must be submitted and approved through the asset management system.
3. **Physical Inventory.** A physical inventory shall mean determining the actual existence, and condition, of real and personal property in the records by visually examining the property in question.
  - a. For all personal property maintained in the physical inventory records, a physical inventory shall be conducted at least annually.
4. **Lost or Stolen Property.** A Lost or Stolen Property Report (5600 E.2) must be forwarded to the Assistant Superintendent of Management Services as soon as the loss is discovered.

## **V. Disposition of Valuable Personal Property**

### **Property Located in School Districts**

Ownership of BOCES asset tagged computers, copiers, and related technology equipment is allowable in local component school districts. When the period of probable use is exhausted for these items, the ownership will be transferred to the component school districts. The property becomes surplus without board approval due to it having no value to the BOCES. The Assistant Superintendent of Management Services will be responsible with creating and maintaining a period of probably use for these assets.

At the time of the transfer of ownership, such assets shall be eliminated from the Clinton-Essex-Warren-Washington BOCES inventory and each component school district will be provided an itemized list of the computers, copiers, and related technology equipment located in their district. After Assistant Superintendent of Management Services review and approval for transfer of ownership; maintenance, related supply costs, and insurance coverage will be the responsibility of the component school district.

### Property Located at the BOCES

1. Division directors or their designee(s) are responsible for identifying obsolete and surplus equipment and supplies within their area(s) of responsibility.

Periodically, a determination shall be made as to what equipment, supplies and/or materials are obsolete or surplus and cannot be reassigned to other locations within Clinton-Essex-Warren-Washington BOCES. If items are determined to have potential usefulness in the future, the items will be stored in a central location. (5600 E.1; 5600 E.1A)

2. Procedures for Disposition of Equipment, Supplies or Materials
  - a. All surplus or obsolete equipment, supplies or materials, which is considered valuable personal property, may be sold to the highest bidder, or may be exchanged for equipment, supplies, or materials that are of equal or greater value. Surplus or obsolete equipment, supplies, or materials may also be offered and sold first to the component school district(s), second to another BOCES, and third to a municipal corporation for FMV.
  - b. Any property whose market value would classify it as valuable personal property, but which is determined not to be marketable because it is damaged or in poor condition and has not been marketable after at least one prior attempt at competitive bidding, may be disposed of by Clinton-Essex-Warren-Washington BOCES.
  - c. Disposition of any valuable personal property must be approved by the Assistant Superintendent of Management Services via an Asset Disposal Request Form (5600 E.3, 5600 E.3A) or electronically through the asset management system.
  - d. Prior to classifying as disposable, all items should be considered for reassignment to other locations within Clinton-Essex-Warren-Washington BOCES as needed or stored in a central location if they may have potential usefulness in the future.
  - e. All sales of valuable personal property shall be open to the public unless such sale is to a component school district, a BOCES, or a municipal corporation for fair market value. Notice of the sale and/or requests for bids shall be made through advertisements in the local newspapers and other appropriate means to assure public awareness. The general public shall be eligible to bid on the equipment, supplies and/or materials.

### **VI. Accounting of Fixed Assets and Depreciation**

The Assistant Superintendent of Management Services shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts and GASB Statement 34 Regulations.

These accounts will serve to:

1. Maintain a physical inventory of assets;
2. Establish accountability;
3. Determine replacement costs; and
4. Provide appropriate insurance coverage.

Fixed assets with a minimum value established by the Board that have a useful life of one (1) year or more and physical characteristics not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

Fixed assets acquired having a value equal to or greater than \$2,500 are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the NYS Comptroller's Office or the IRS. A standardized depreciation method and averaging convention shall also be established for depreciation calculations.

Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

1. The date of acquisition;
2. A sufficient description including make, model, manufacturer's identification number, and assigned BOCES asset number;
3. The acquisition cost. If unknown or a gift, the estimated value;
4. The physical location;
5. Class (land, building, licensed vehicles, machinery and equipment, etc.);
6. Estimated useful life;
7. Salvage value;
8. Date and method of disposition; and
9. Source of financing or acquisition (general fund, special aid fund, gift, etc.)

## **VII. Procedure of Accountability of Officers and Employees for Violating the Personal Property Policy**

1. Penalty for violation. Any officer or employee who violates this policy will be subject to removal from office or discipline in accordance with existing law. Unauthorized use of personal property and the theft or conversion of personal property belonging to Clinton-Essex-Warren-Washington BOCES will be prosecuted vigorously and to the maximum extent allowable under the law.
2. Dissemination of policy. The District Superintendent shall be responsible for the enforcement of this policy and shall take such action as is necessary to communicate this policy to all officers and employees of Clinton-Essex-Warren-Washington BOCES

including but not limited to, the publication of this policy in the Clinton-Essex-Warren-Washington BOCES Policy Manual, the Personnel Handbook, and teacher and employee handbooks. This policy will be included on the agenda of faculty and administrative meetings at least annually.

3. Complaints. Complaints concerning violation of this policy shall be forwarded to the District Superintendent on an appropriate form prescribed by the District Superintendent. The District Superintendent shall cause an investigation to be conducted and a report shall be filed in his office at the completion of the investigation. The District Superintendent is responsible for and shall take such action as is necessary for the enforcement of this policy.

#### **VIII. Review and Amendment of the Policy**

1. Review. Clinton-Essex-Warren-Washington BOCES shall review the policy on personal property accountability annually and make amendments it deems necessary.
2. Amendments. Any amendment made to the originally approved policy on personal property accountability shall be submitted to the Commissioner of Education for approval within 30 days of its adoption by Clinton-Essex-Warren-Washington BOCES.

Legal Reference: Section 170.3 of the  
Regulations of the Commissioner of Education

Adopted July 8, 2020



**POLICY ON CELL PHONE USE**

The Board may from time to time contract with an outside vendor for the provision of cell phones and cell phone service. Employees assigned exclusive use of District cell phones shall be responsible for any personal use of the cell phone in any month where the minutes used on the cell phone exceed the number of minutes provided for in the calling plan contract between the School District and the vendor. In the case of those cell phones not exclusively assigned to employees of the District, employees found responsible for non business use of the cell phone will be billed when the minutes used in any given month exceed the contracted for call plan.



**CVES MISSION**

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.

**MEMORANDUM**

TO: Dr. Mark Davey

FR: Amy Campbell AC

DA: August 7, 2023

RE: **August 2023 Board Report**

For most, summer is a time to enjoy a more relaxed atmosphere and appreciate a season of sunshine and good weather. In the School Support Services division, we do our best to enjoy the time of year while using this time to complete work for CVES and our component districts in preparation for the start of the new school year. Each department within the division has been busy completing projects that will support North Country students well into the 2023-2024 school year.

**WORKSHOPS FOR SCHOOL IMPROVEMENT**

Several workshops were held this summer to support social emotional learning and safety in schools. CVES partnered with [Sweethearts & Heroes](#) to bring Regional Circle Training to Plattsburgh July 19<sup>th</sup> and 20<sup>th</sup> and *13 Pillows for Affective Administrators* on August 2<sup>nd</sup> and 3<sup>rd</sup>. The feedback from both trainings was overwhelmingly positive. Tom Murphy and Pat Fish's message of HOPE has resonated with many and is one tool that educators can use to get to know students better and create spaces where students feel valued and affirmed.



On July 27<sup>th</sup>, CVES continued our partnership with PNW BOCES and offered a second opportunity for our staff and component districts to receive the Comprehensive School Threat Assessment Guidelines Training. On July 28<sup>th</sup>, teams from the region came together to complete table top exercises and critically analyze the plans they have been developing through the lens of scenarios that would require the implementation of the plans. Frank Guglieri and his

team from PNW once again expressed their gratitude for the hospitality they receive in Plattsburgh and were excited to share their experience with our region.

## **INSTRUCTIONAL SERVICES UPDATES**

### **Health, Safety, Risk Management**

Summer began with our Health, Safety, Risk Management Specialist, Tom Smith monitoring air quality reports and sharing the latest updates with CVES administrators and component districts. Tom also has received his certification as a Codes Enforcement Officer which will allow him to complete Fire Safety Inspections for our buildings and component districts this year. That process will start in August and will provide Tom an opportunity to visit many of our schools in the region.

Tom finalized the District-Wide School Safety Plan which is currently open for public comment. In addition, Tom has completed the new amendment to the plan requiring a remote instruction plan.

### **Instructional Planning**

Throughout the summer, NYSED has been releasing pieces of data from the Spring testing cycle. Michelle Lawrence has already been setting up appointments with data teams to review data. In addition, she has been contacting districts to ensure they know where to find the released data and how to use Tableau reports to look at student testing data through various lenses.

### **Grants Management**

Summer is the busiest time of the year for our Grants Management Team and this summer it is even busier, as we have welcomed a new member to the CVES family. Education Grants Specialist Amanda Buskey welcomed her daughter, Alora Anne, on July 13<sup>th</sup>.

In the meantime, our Part-Time Education Grants Specialist, Kelly Wilson-Stevens and Brianna Burnham have been closing out the 2022-2023 formula grants and writing and finalizing the 2023-2024 formula grants that are due on August 31<sup>st</sup>. Fortunately, NYSED extended the deadline to complete UPK grants until mid-September which has given our team a bit of breathing room. In addition, Brianna is supporting and writing some competitive grants for some of our districts.



## **SCHOOL LIBRARY SYSTEMS, MODEL SCHOOLS, AND ARTS IN EDUCATION**



The *School Library System* is continuing to assist districts with their database purchases for the 2023-2024 school year and will soon begin the process of updating all libraries' OPALS (our library management system) sites.

*Model Schools* is continuing the creation of a lending library for our participating districts. All of the technology items have arrived, and we are getting them ready to lend to districts. We will be hosting a Lending Library Learning Day October 4, 2023. This will be a full day, with our liaison meeting in the morning, followed by Tech Tools PD and ClassVR PD.

*Arts in Education* has already received and processed requests for the 2023-2024 school year. Receiving the requests early helps to make the process run smoothly and allows students in our region to have meaningful experiences related to the arts.

## **INSTRUCTIONAL TECHNOLOGY**

Summer project work is in full swing. A new Firewall is being installed in one district, while we are preparing to upgrade another district's network with a whole new set of switches.

A new Computer Specialist, Joseph Judge, starts August 1st, making us fully staffed again for the first time since mid-April. This should help us make considerable progress on our remaining summer tasks now that our Network Technicians should be a bit freer to focus on networking tasks.

Because of how difficult it is to find qualified IT personnel in our region we need to develop skills internally. In order to help address that issue we are happy to see some of the junior members of our department begin assembling a test network this week using some spare older CVES equipment as well as some old equipment from component school districts making a pit-stop on the way to being recycled. (see photo below) Our hope is that our inexperienced staff will be able to gain valuable experience configuring network equipment (servers, server rolls, virtual machines, switches, firewalls, access points, etc.) without fear of negatively impacting an operational business-critical network. Most districts only replace or reconfigure equipment every few years, so unless a Computer Specialist was assigned to a district when a new server or switch was deployed, they may not see another opportunity to help observe or configure that type of equipment for years to come.



It doesn't look like much, but this is something we had been dreaming of creating for some time. Hopefully the seeds we plant today with these cast-off bits of equipment will bear fruit for our department in the future.

## **INTERSCHOLASTIC SPORTS**

The Interscholastic Athletics Co-Ser has been focused on keeping abreast of all the changes in athletic administration at it's respective schools. We will have 9 new athletic directors beginning the 2023-24 school year. We have setup online training and in-person sessions to help with the transition in each school. Additionally, we are in the process of revamping our website so that scores, standings and schedules will be easily accessible to anyone who wants to follow the results of competition in our section. Section VII was well represented at the NYSPHSAA Central Committee meeting last week. We had meetings where we discussed rule changes, safety measures and equity in scheduling among many other topics with the other 10 Sections across the state, the New York State Public High School Athletic Association staff and the new NYSED representative for physical education, Elyse Laughlin. The start of the Fall season is less than 3 weeks away, so we are gearing up to have a smooth start for all of the student-athletes participating this year.

## **PUBLICATIONS AND COMMUNICATIONS UPDATE**



The month of July is a busy one for our Communications and Print Shop Teams. A lot of work is being done behind the scenes preparing for the new school year and making updates to in-house and component district items. One notable item is the revamp of Chazy Central Rural School's website. The Communications Team has been busy working on the Annual Report, which will be unveiled in August. There is also an exciting new CVES Promotional Video being developed. For the Print Shop, summer is busy like usual with plenty of job orders being completed every day.



Our Communications Teams already conducted its first livestream of the new school year, featuring the OneWorkSource (HSE) ceremony from the CVES Conference Center. There's also exciting news in the Print Shop with the addition of a new copier.



TO: Dr. Mark C. Davey  
FROM: Michele M. Friedman  
DATE: August 7, 2023  
RE: August 2023 Board Report

**CV-TEC Represents NYS at the 2023 SkillsUSA National Leadership & Skills Conference in Atlanta, Georgia & WINS BRONZE!**

From June 19-23, 2023 in Atlanta, Georgia, SkillsUSA celebrated proudly at the week-long National Leadership & Skills Conference (NLSC), which is known by being the ultimate recognition of excellence in career and technical education. Official registration reached 16,102! CV-TEC was proud to have four New York State SkillsUSA Champions and four advisors attend, compete, and represent NYS.

From CV-TEC Mineville Campus, Alessia Caputo, New Visions Medical Careers student from Boquet Valley CSD competed in the National Medical Math Competition; and Emma Cook, also a New Visions Medical Careers Student from Ticonderoga CSD, competed in the National Medical Terminology Competition. Both were accompanied by their teacher, Dr. Todd Menia, and SkillsUSA Advisor & School Counselor, Nicole Santaniello. From CV-TEC Plattsburgh Campus, Amara Corrigan, an Early Childhood Education student from Peru CSD competed in the National Job Demonstration A Competition; and Rebekah Riley, also an Early Childhood Education student from Beekmantown CSD competed in National Job Demonstration Open Competition. Both were accompanied by their teachers and SkillsUSA Advisors, Donna Wyant and Jackie Dashnaw.

The NLSC welcomed thousands of industry partners, students, and educators from across the nation for a week of networking, learning and personal growth. The Opening Session (sponsored by Snap-on Incorporated and Toyota) filled State Farm Arena



to the rafters with energized members ready to enjoy the eye-popping graphics and pyrotechnics as the organization delivered national honors and some inspiring member stories.

During her address at the session, SkillsUSA Executive Director Chelle Travis shared the exciting news that SkillsUSA has achieved the largest annual membership since its founding in 1965, with more than 380,000 student and teacher



members. The exciting news galvanized the audience in a sense of collective pride as Travis encouraged them to make the most of every moment. "It's important to understand our past and to plan for the future," she said, "but action only happens in the now — that's where lives are changed, goals are achieved, and dreams are realized."

The week's main event, of course, was the SkillsUSA Championships, with nearly 6,000 state champions ready to test their skills against the best career and technical students in the nation in 110 career competition events, the most ever held, from 3-D Animation to Welding and everything in between. The closing Awards Session capped off the exhilarating week as more than 1,100 medals were presented to the top career and technical education students in the nation. A new national officer team was also introduced, and a new member theme was unveiled to guide the upcoming school year: "SkillsUSA: No Limits."

**It was at this ceremony that our very own, Emma Cook was named the 2023 National Bronze Medalist for Medical Terminology! This was truly an extraordinarily emotional and proud moment for all of CVES, the North Country and New York State!**

We are extremely proud of not only the performance of our competitors but also the amount of time and effort studying and practicing both CV-TEC competitors put in leading up to the SkillsUSA National Competitions. We are equally proud of our exceptionally talented teachers who continually teach, guide, and support our students.





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

friedman\_michele@cves.org

CV-TEC Plattsburgh Campus - P.O. Box 455, Plattsburgh, NY 12901  
CV-TEC Learning Hub - 1443 Military Turnpike, Plattsburgh, NY 12901  
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CV-TEC OneWorkSource, (518) 561-0430 FAX (518) 324-3379

**CV-TEC Wins National 2023 Pacesetter School Award!**

CV-TEC, the Career & Technical Education Division of Champlain Valley Educational Services (CVES) with campuses in Mineville and Plattsburgh, New York is the winner of a 2023 Gene Bottoms Pacesetter School Award from the Southern Regional Education Board. CV-TEC was honored on July 18, 2023, at SREB’s Annual Making Schools Work Conference in Orlando, Florida.

Pacesetter School Awards recognize schools that are implementing one of SREB’s Making Schools Work school improvement frameworks and are achieving success in meeting bold goals related to success rates, student achievement, readiness for college and careers, and/or credential attainment.

The Southern Regional Education Board works with states and educators to improve education at every level, from early childhood through postsecondary education.



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.



Champlain Valley Educational Services  
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**CVES MISSION**

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.

To: Dr. Mark Davey, District Superintendent  
From: Matt Slattery, Director of Special Education  
Date: August 2023  
Re: Board of Cooperative Educational Services Report

**Successful Summer Adventures in Mineville: Arts, Science, and Smiles**

Our Mineville summer program was a resounding success! Students embarked on exciting weekly trips to Arts Trek, immersing themselves in the world of performing arts. Keep an eye out for a special appearance by a former local Superintendent during one of the acts! Our students also engaged in captivating science experiments, discovering the preferences of worms in different environments – wet leaves emerged as the clear winner. As the summer comes to a close, we're thrilled with the enriching and enjoyable learning experiences our students had!



## **Partners in Transition Summit: Empowering Students with Disabilities for Employment Success**

This June, Partners in Transition and SUNY Cortland joined forces once again to offer an enriching learning adventure to students from Clinton, Essex, Franklin, and St. Lawrence Counties. Through two immersive four-day, three-night camps held at the beautiful Camp Huntington on Raquette Lake, students with disabilities embarked on a journey to develop vital soft skills tailored for today's job market.

With the support of ACCES-VR grant funding, these camps are designed to boost participants' confidence, competence, and resilience, setting them up for success in their future careers. In a nurturing and inclusive environment, students enjoyed recreational activities, formed lasting friendships, and honed their soft skills. The experienced professionals from the Rise Center guided students through interactive workshops, group exercises, and real-world simulations that focused on communication, teamwork, problem-solving, relationship building, and work ethic.

The Partners in Transition Summit takes a holistic approach, incorporating physical activities, outings, and self-reflection to promote personal growth and well-being alongside skill development. This unique collaboration between Partners in Transition and SUNY Cortland emphasizes the importance of essential soft skills, fostering a generation of self-advocates ready to excel in the workforce.

Armed with newfound skills and knowledge, these students are well-prepared to navigate the challenges of modern employment and build fulfilling careers. Through dedicated partnerships like these, we're committed to providing transformative experiences that empower students with disabilities to achieve their aspirations.

### **Quotes from Campers, Parents, and Rise Center Staff Facilitators**

*"I had a lot of personal growth during camp and can't wait to see the friends I met again" ~ Camper*



*"I came home from camp feeling like I was accepted and with the knowledge and personal growth I needed to move to my next step" ~ Camper*

*"Just before coming to camp, I was thinking about hurting myself. Camp has shown me that I am not alone, and I am worthy and there are others that understand." ~Camper*

*"My son felt very supported not only by the staff but his peers as well. He has always struggled to fit in. This is the first time he has gone on a trip or outing that has been a positive experience for him. He returned with a more positive outlook on activities and group outings and self-confidence. I really don't even know how to begin to express the gratitude I feel." ~Parent*

*"I am just thankful that my son and other young adults have these amazing opportunities to help them grow as adults." ~ Parent*

*"My camper has grown so much from this experience. He has become more social with friends and has new friends." ~ Parent*

*"I now understand the "magic" of Camp Huntington and how it has helped so many of our students grow over the past few years. This trip answered so many questions that I still had for myself, and it made me truly appreciate the job that I have. I see how life changing it is to be part of a student's growth and I would never give up my career in education now that I have experienced this!" ~ Camp Facilitator*





**Empowering Experiences: Rise & Shine Café and Adventures in Baking**

During the ESY Program at the Rise Center for Success, our students embarked on inspiring journeys as they collaborated with Ms. Aly Restrepo in the Rise & Shine Café. A hub of creativity and learning, the café provided a platform for students to immerse themselves in the art of being a barista and gaining café work experience.

From crafting specialty coffees and beverages to serving breakfast delights, students engaged with the responsibilities of a barista while honing customer service skills. Interacting with adults, taking orders, handling transactions, and preparing requested items, they gained invaluable hands-on insights.

Beyond the café, students embraced the world of baking, creating cookies and hand pies while crafting their very own bakery box. This baking adventure allowed them to delve into diverse baking techniques and understand the significance of following recipes accurately.



The Rise & Shine Café and the baking experiences are emblematic of our commitment to providing holistic and enriching learning opportunities that transcend the traditional classroom. Through practical engagement, our students are empowered to develop essential life skills and ignite their passions for diverse career paths.



### **Summer Blossoms: Thriving Growth at the Rise Center**

Just look at us 'grow' at the Rise Center for Success! We've had another very busy summer at the Rise Center for Success. Students have been busy learning both in and out of the classroom by enjoying outdoor learning activities and experiences on field trips as well as on campus. Ms. Restrepo has had our Rise & Shine Café busy with students brewing and blending up some scrumptious drinks for staff purchase! Below, Ms. VanAlphen's class has had great success with their garden even with the crazy weather this summer (and the gopher's visiting-eeek). Many of her students had never grown vegetables before and thoroughly enjoyed seeing the 'fruits' or rather, the vegetables, of their labor!

