

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 OCTOBER 11, 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. AUDIT PRESENTATION FOR YEAR-END JUNE 30, 2023  
-- West & Company, CPA, PC
- No Action 3. BOARD APPRECIATION MONTH
- No Action 4. EXECUTIVE SESSION
- No Action 5. INTRODUCTION OF ALL PRESENT
- No Action 6. OPINIONS AND CONCERNS FROM THE AUDIENCE
- No Action 7. DISTRICT SUPERINTENDENT’S UPDATE
- Action 8. MINUTES OF PREVIOUS MEETING
- a. September 13, 2023 Regular Board Minutes (Enc. 1)
9. NEW BUSINESS
- Action a. Approval of Annual Independent Audit (Enc 2)
10. CONSENT AGENDA FINANCIAL
- Action a. Certification of Warrant (Enc. 3)
  - Action b. Treasurer’s Reports (Enc. 4)
  - Action c. Extraclassroom Treasurer’s Reports (Enc. 5)
  - Action d. Change Fund Approvals 2023-2024 (Enc. 6)
  - Action e. Contracts (Enc. 7)
  - Action f. Initial Cross Contracts (Enc. 8)
  - Action g. Cross Contracts (Enc. 9)
  - Action h. Cross Contract Budget Increase(s) (Enc. 10)
  - Action i. Special Aid Fund Project (Enc. 11)
  - Action j. Special Aid Fund Projects Continuations (Enc. 12)
  - Action k. Budget Increase(s) (Enc. 13)
  - Action l. Agreement(s) (Enc. 14)
  - Action m. Memorandum of Agreement (Enc. 15)
11. OLD BUSINESS
- No Action a. N/A this month

12. CONSENT AGENDA PERSONNEL

- Action a. Termination(s) (Enc. 16)
- Action b. Amend (Enc. 17)
- Action c. Leave(s) of Absence (Enc. 18)
- Action d. Resignations (Enc. 19)
- Action. e. Temporary Grant Appointment(s) (Enc. 20)
- Action. f. Appointment of Civil Rights Compliance Officer (Enc. 21)
- Action g. Temp-On-Call and Substitute Positions for 2023-24 (Enc. 22)
- Action h. Permanent Appointment (Civil Service) (Enc. 23)
- Action i. Tenure (Enc. 24)
- Action j. Four-Year Probationary Appointment(s) (Enc. 25)
- Action k. 52-Week Civil Service Probationary Appointment(s) (Enc. 26)
- Action l. Provisional Civil Service Hourly Appointment(s) 2023-24 (Enc. 27)
- Action m. Civil Service Provisional Appointment(s) (Enc. 28)
- Action n. Temporary Appointment(s) 2023-24 (Enc. 29)
- Action o. 2023 Summer Work (Enc. 30)
- Action p. Adult Education Course Instructors 2023-24 (Enc. 31)
- Action q. Additional Work 2023-24 (Enc. 32)

13. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- No Action a. Corrective Action Plan Audit Response (Enc 33)
- Action b. Revised Policy– Second Reading & Adopt (Enc. 34)
- No Action c. New Policy- First Reading (Enc. 35)
- Action d. Revised Policy– Waive and Adopt (Enc. 36)
- Action e. Recertification of Lead Evaluator Resolution (Enc. 37)
- Action f. Request for Approval to attend Conference/Workshop (Enc. 38)

14. NEW BUSINESS

- No Action 15. OTHER

- No Action 16. NEXT BOARD MEETING

Wednesday, November 8, 2023, at the Yandon Dillon Center in Mineville, NY, – Proposed Executive Session at 6:00 p.m. monthly meeting to follow.

- No Action 17. REPORTS FROM DIRECTORS (Enc. 39)

- Action 18. ADJOURNMENT

## **CHAMPLAIN VALLEY EDUCATIONAL SERVICES**

### **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.*

### **VISION**

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

### **IMPORTANT DATES**

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 & Rise Center Family Night – Mineville – 6:00 pm
October 19, 2023	Rise Center 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 –SUNY Plattsburgh – 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 September 13, 2023 Regular Board meeting.

**ENC. 2**

Recommend that the Board approve the Annual Independent Audit, performed by West & Company, CPA, PC for the 2022-23 school year.

**ENC. 3**

Recommend that the Board approve the Certification of Warrant for September 2, 2023 to September 29, 2023.

**ENC. 4**

Recommend that the Board approve the Treasurer's Report from August 31, 2023.

**ENC. 5**

Recommend that the Board approve the Extraclassroom Treasurer's Report from August 31, 2023.

**ENC. 6**

Recommend that the Board approve the following individual(s) for the 2023-2024 Change Fund:

1. Authorize Kimberly Lincoln as a custodian of the \$100 change fund at the CV-TEC Cosmetology Plattsburgh Campus.
2. Authorize Aliana Weare as a custodian of the \$200 change fund at the Culinary Arts Resort Services Plattsburgh Campus.

**ENC. 7**

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

1. Contract between C-E-W-W BOCES and The Southern Regional Education Board/Schools that Work (SREB) to outline SREB's participation expectations and services under BOCES' partnership with SREB to work towards school reform and continuous improvement of quality instruction at CV-TEC. The agreement remains in effect for the period of July 1, 2023 through June 30, 2024. The total billable amount for SREB services is \$156,000. (CV-TEC) (attached)

## **ENC. 8**

Recommend the Board approve the following Initial Cross Contract(s):

1. 2023-24 Initial - Franklin-Essex-Hamilton BOCES, \$600,126
  - SSFC Participation (Boquet Valley)
  - Shared Business Office (Boquet Valley, Putnam)
  - Substitute Coordination (Beekmantown, Boquet Valley, Schroon Lake)
  - Insurance ACA Consulting (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Schroon Lake)

## **ENC. 9**

Recommend the Board approve the following Cross Contract Budget(s):

1. Approve the School Curriculum/Improvement – Cayuga BOCES budget in the amount of \$4,250 for the 2023-2024 school year, to accommodate for a Cross Contract with Cayuga BOCES (Ticonderoga). (Co-Ser 510 – S3)
2. Approve the School Improvement – ONC BOCES budget in the amount of \$495 for the 2023-2024 school year, to accommodate for a Cross Contract with ONC BOCES (Willsboro). (Co-Ser 523 – S3)

## **ENC. 10**

Recommend the Board approve the following Cross Contract Budget Increase(s):

1. Increase the Distance Learning – Capital Region BOCES budget from \$153,614 to \$154,000 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (Plattsburgh). (Co-Ser 431 – S<sup>3</sup>)
2. Increase the Computer Assisted Instruction – Capital Region BOCES budget from \$257,942 to \$262,900 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (AuSable). (Co-Ser 530 – S<sup>3</sup>)
3. Increase the Computer Services Admin – Capital Region BOCES budget from \$3,232,700 to \$3,263,600 for the 2023-2024 school year, to accommodate for additional Cross Contracts with Capital Region BOCES (AuSable, Beekmantown, Plattsburgh, Schroon Lake). (Co-Ser 604 – S<sup>3</sup>)
4. Increase the Facilities Security – Monroe 1 BOCES budget from \$6,386 to \$28,050 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Monroe 1 BOCES (Peru). (Co-Ser 617 – S<sup>3</sup>)
5. Increase the Teacher Certification – Capital Region BOCES budget from \$42,194 to \$47,900 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (Beekmantown). (Co-Ser 667 – Mgmt Svcs)

## **ENC. 11**

Recommend that the Board approve the following Special Aid Fund Project(s):

1. Regional Food Bank of NENY BackPack Program Special Aid Fund project, in the amount of \$2,523.08, for the period of July 1, 2023 through June 30, 2024. This is due to rollover of the 2022-2023 project funds. (Rise Center)
2. Healthcare Worker Bonus Fund, Special Aid Fund project, in the amount of \$13,456.25, for the period of July 1, 2023 through June 30, 2024. This program is funded through the New York State Department of Health (Mgmt Svcs)
3. Perkins V Special Aid Fund project in the amount of \$214,497 for the period of July 1, 2023 through June 30, 2024. (CV-TEC)

## **ENC. 12**

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

1. That the Employment Preparation Education Program (EPE) Special Aid Fund be allowed to continue providing services for the period October 1 – December 31, 2023. Expenditures are not allowed to exceed \$86,388. (CV-TEC)
2. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program Adult Basic Education & Literacy Services (ABE) Special Aid Fund be allowed to continue providing services for the period October 1 – December 31, 2023. Expenditures are not allowed to exceed \$27,487. (CV-TEC)
3. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Corrections (Essex) Special Aid Fund be allowed to continue providing services for the period October 1 – December 31, 2023. Expenditures are not to exceed \$54,259. (CV-TEC)
4. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Corrections (Clinton) Special Aid Fund be allowed to continue providing services for the period October 1 – December 31, 2023. Expenditures are not to exceed \$55,343. (CV-TEC)
5. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Literacy Zone (Elizabethtown) Special Aid Fund be allowed to continue providing services for the period October 1 – December 31, 2023. Expenditures are not to exceed \$42,984. (CV-TEC)
6. That the Workforce Innovation and Opportunity Act Title II & Welfare Education Program – Literacy Zone (Plattsburgh) Special Aid Fund be allowed to continue providing services for the period October 1 – December 31, 2023. Expenditures are not to exceed \$50,010. (CV-TEC)

### **ENC. 13**

Recommend that the Board approve the following budget increase(s):

1. Increase the School Curriculum Improvement Service budget from \$609,934 to \$919,934, for the 2023-2024 school year, to accommodate for additional district requests. (Co-Ser 506 – S<sup>3</sup>)

### **ENC. 14**

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

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Cornell University for the purpose of obtaining the following training session: “5-Day Therapeutic Crisis Intervention Training of Trainers for Schools” for the dates of December 4-8, 2023. The total amount for all services is \$34,500. (S<sup>3</sup>) (attached)

### **ENC. 15**

Recommend that the Board approve the following Memorandum(s) of Agreement:

1. Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the 12-Month Support Staff, regarding adding the title of Computer Programmer to the contract (attached.)
2. Recommend that the Board approve the following Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals, regarding the assessment of Instructor competency by the Health Careers Coordinator per state-outlined components for the purpose of NYSED accreditation (attached.)

### **ENC. 16**

Recommend that the Board terminate the following person(s) in accordance with Civil Service Law:

1. Cailin Ferrari, Teacher Aide/ Student Aide, effective October 12, 2023

### **ENC. 17**

Recommend that the Board amend the following resignation(s) that were approved at the September 13, 2023 Board meeting:

1. Maura Trombley, Special Education Teacher, effective September 22 23, 2023



## **ENC. 17 (Continued)**

Recommend that the Board amend the following appointment(s) that were approved at the September 13, 2023 Board meeting:

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

Name: Ciarra Smith

Annualized Salary: ~~\$26,828~~ \$29,381

2. Recommend that the Board approve the following Additional Work for the 2023-24 School Year:

Stipend Positions, Compensation per collective bargaining agreement

Nicole Santaniello      ~~Skills USA Advisor~~ Skills USA Co-Advisor, Plattsburgh

## **ENC. 18**

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

1. Brandy Rosselli, Teaching Assistant, unpaid Leave of Absence, Effective October 5, 2023 – June 30, 2023 for the purpose of accepting a Special Education Teacher position

## **ENC. 19**

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

1. Kendra Lamborn, Teacher Aide/ Student Aide, effective September 5, 2023
2. Vanessa Blow, Teacher Aide/ Student Aide, effective September 14, 2023
3. Austin Martin, Custodial Worker, effective September 19, 2023
4. Toni Perez, School Social Worker, effective September 23, 2023
5. Kelly Schwenk, Teacher Aide/ Student Aide, effective September 25, 2023
6. Olivia Blais, Speech Language Pathologist, effective October 13, 2023
7. Travis Stone, School Lunch Manager, effective October 13, 2023
8. Kaitlyn Goodenough, Account Clerk/ Typist, effective October 18, 2023
9. Brianna Burnham, School Social Worker, effective October 18, 2023
10. Angela Provost, Cook Manager, effective October 28, 2023
11. Jacob Cummings, Teacher Aide/ Student Aide, effective September 5, 2023, for the purpose of accepting a Teaching Assistant position
12. Alyssa Morin, Teacher Aide/ Student Aide, effective September 5, 2023, for the purpose of accepting a Teaching Assistant position

### **ENC. 19 (Continued)**

13. Dawn Perry, Teacher Aide/ Student Aide, effective September 13, 2023, for the purpose of accepting a Teaching Assistant position
14. Emily Norwood, Teacher Aide/ Student Aide, effective September 13, 2023, for the purpose of accepting a Teaching Assistant position

### **ENC. 20**

Recommend that the Board approve the following Temporary Grant Appointment from July 1, 2023 – December 31, 2023:

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

### **ENC. 21**

1. Recommend that the Board amend Michelle Lawrence as CVES Civil Rights Compliance Officer, effective July 2023 reorganizational meeting through October 11, 2023, with no additional compensation.
2. Recommend that the Board appoint Maria Huntington as the CVES Civil Rights Compliance Officer, effective October 12, 2023 through the July 2024 Reorganization Meeting, with no additional compensation.

### **ENC. 22**

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

<u>Name</u>	<u>Position</u>
Cynthia Ford-Johnson	Administrator
Adam Siano	Custodial Worker
Thomas Tregan	Principal
Amelia Davis	Teaching Assistant
Lauren Vaccaro	Teaching Assistant
Amelia Davis	Teacher
Lauren Vaccaro	Teacher
Hunter Boadway	Teacher Aide/ Student Aide
Diane Katzfey	Teacher Aide/ Student Aide

### **ENC. 23**

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

1. Deanna Akin, Purchasing Clerk, effective October 2, 2023
2. Jessica Lagree, Purchasing Clerk, effective October 2, 2023
3. Joey LaFranca, Communications & Publications Manager, effective October 20, 2023
4. Sienna Bibeau, Teacher Aide/ Student Aide, effective October 27, 2023

### **ENC. 24**

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

1. Margaret DeMeulemeester, Teaching Assistant, effective March 2, 2024

### **ENC. 25**

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

1. Name: Dawn Perry  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: September 13, 2023  
Tentative Tenure Date: September 13, 2027  
Certification Status: Teaching Assistant, Level I  
Annualized Salary: \$28,000
2. Name: Morgyn Cassavaugh  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: September 16, 2023  
Tentative Tenure Date: September 16, 2027  
Certification Status: Teaching Assistant, Level I  
Annualized Salary: \$26,828
3. Name: Jean Gonyo  
Tenure Area: Technical Subjects, Cosmetology  
Position: Cosmetology Teacher  
Effective Date: September 13, 2023  
Tentative Tenure Date: September 13, 2027  
Certification Status: Cosmetology 7-12, Trans A

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

Annualized Salary: \$54,269

4. Name: Jacoby Richards  
Tenure Area: Technical Subjects, Vehicle Body Repair & Paint  
Position: Auto-body Teacher  
Effective Date: September 22, 2023  
Tentative Tenure Date: September 22, 2027  
Certification Status: Vehicle Body Repair & Painting 7-12, Trans A  
Annualized Salary: \$50,895

## **ENC. 26**

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

1. Name: Jennifer Graham  
Position: Teacher Aide/ Student Aide  
Effective Date: September 25, 2023  
Tentative Permanent Date: September 25, 2024  
Annualized Salary: \$20,950
2. Name: Casandra Kellaway  
Position: Teacher Aide/ Student Aide  
Effective Date: September 25, 2023  
Tentative Permanent Date: September 25, 2024  
Annualized Salary: \$20,950
3. Name: Debra Rogers  
Position: Teacher Aide/ Student Aide  
Effective Date: September 25, 2023  
Tentative Permanent Date: September 25, 2024  
Annualized Salary: \$20,950
4. Name: Melissa Waite  
Position: Teacher Aide/ Student Aide  
Effective Date: September 25, 2023  
Tentative Permanent Date: September 25, 2024  
Annualized Salary: \$20,950

### **ENC. 26 (Continued)**

5. Name: Michelle Mosher  
Position: Teacher Aide/ Student Aide  
Effective Date: October 10, 2023  
Tentative Permanent Date: October 10, 2024  
Annualized Salary: \$22,000

### **ENC. 27**

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

1. Amelia Stevens, Communications & Publications Assistant, \$20/hour  
(EFFECTIVE PERMANENT DATE TO BE DETERMINED UPON SUCCESSFUL COMPLETION OF CIVIL SERVICE EXAM)

### **ENC. 28**

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

1. Name: Michaelene Booth  
Position: Account Clerk/ Typist  
Effective Date: September 26, 2023  
Annualized Salary: \$31,000

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

### **ENC. 29**

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

1. Name: Emily Norwood  
Position: Teaching Assistant  
Effective Date: September 13, 2023 – June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$26,828
2. Name: Charles Forgette  
Position: Electrical Design, Installation & Alternative Energy Teacher  
Effective Date: September 25, 2023 – December 31, 2023

## **ENC. 29 (Continued)**

Certification Status: Uncertified  
Annualized Salary: \$52,000

3. Name: Brandy Rosselli  
Position: Special Education Teacher  
Effective Date: October 5 – June 30, 2024  
Certification Status: Teaching Assistant, Level I  
Annualized Salary: \$47,582
  
4. Name: Kayla Coolidge  
Position: Teaching Assistant  
Effective Date: October 16 – June 30, 2023  
Certification Status: Uncertified  
Annualized Salary: \$26,828

## **ENC. 30**

Recommend that the Board approve the following 2023 Summer Work:

Classroom Move/ Setup, hourly rate of pay

Kenny Allen	Not-to-exceed 6 hours
Richard Beaudry	Not-to-exceed 6 hours
Jean Gonyo	Not-to-exceed 6 hours
Grace Mayhew	Not-to-exceed 6 hours
Donna Wyant	Not-to-exceed 6 hours
Caitlyn Yell	Not-to-exceed 6 hours
Thomas Willette	Not-to-exceed 6 hours
Jennifer Haley	Not-to-exceed 8 hours
Rachel Aldrich	Not-to-exceed 20 hours
Roxanna Palmer	Not-to-exceed 20 hours
Robert Holt	Not-to-exceed 20 hours
Margarett DeMeulemeester	Not-to-exceed 20 hours

## **ENC. 31**

Recommend that the Board appoint the following Adult Education Course Instructors of the 2023-2024 School Year:

Adult Education, hourly rate of pay per contract

Kenny Allen

**ENC. 32**

Recommend that the Board approve the following Additional Work for the 2023-24 School Year:

Stipend Positions, Compensation per collective bargaining agreement

Kylee Gonyea	Skills USA Co-Advisor, Plattsburgh
Jennifer Cowling	New Employee Mentor x2
Steve Couture	New Employee Mentor
Latalya Duell	New Employee Mentor x3
Chris Falvey	New Employee Mentor x2
Jennifer Gero	New Employee Mentor x2
Melissa Gough	New Employee Mentor x4
Kelly Gowett	New Employee Mentor
Jennifer Haley	New Employee Mentor x3
Shanni Hicks-Wilson	New Employee Mentor
Kathy Kotsogiannis	New Employee Mentor x2
Katie LaBonte	New Employee Mentor
Elizabeth Laundrie	New Employee Mentor
Joelle Lucia	New Employee Mentor x2
Deb Misik	New Employee Mentor x2
Dana Poirier	New Employee Mentor x2
Cathy Premore	New Employee Mentor
Tonya Robinson	New Employee Mentor x3
Brandy Rosselli	New Employee Mentor
Stephanie Sorgule	New Employee Mentor
Kevin Shaw	New Employee Mentor x4
Erin Spoor	New Employee Mentor
Ellen Supinski	New Employee Mentor
Susan Tourville	New Employee Mentor x2
Angie Waldron	New Employee Mentor x6
Donna Wyant	New Employee Mentor
Krystal Jaquish	New Employee Mentor

Mentor/Mentee Training, Hourly rate of pay per contract

Cynthia Moran	Not-to-exceed 10 hours
Heather Agoney	Not-to-exceed 10 hours
Karen Yeager	Not-to-exceed 10 hours
Joelle Lucia	Not-to-exceed 10 hours
Maxwell Neimeier	Not-to-exceed 10 hours
Krista Williams	Not-to-exceed 10 hours
Jennifer Haley	Not-to-exceed 10 hours
Ashley Brown	Not-to-exceed 10 hours
Arianna Menard	Not-to-exceed 10 hours
Mariellen Boyd	Not-to-exceed 10 hours
Chelsea Benway	Not-to-exceed 10 hours
Melissa Slagenweit	Not-to-exceed 10 hours

**ENC. 32 (Continued)**

Kathy Kotsogiannis	Not-to-exceed 10 hours
Johanna Pray	Not-to-exceed 10 hours
John “Eli” Law	Not-to-exceed 10 hours
Susan Tourville	Not-to-exceed 10 hours
Morgyn Cassavaugh	Not-to-exceed 10 hours
Erin Garrison	Not-to-exceed 10 hours
Elizabeth Laundrie	Not-to-exceed 10 hours
Peter Blackburn	Not-to-exceed 10 hours
Jacob Gittler	Not-to-exceed 10 hours
Kayla Laughlin	Not-to-exceed 10 hours
Jeffery Parker	Not-to-exceed 10 hours
Audrey Crucetti	Not-to-exceed 10 hours
Latalya Duell	Not-to-exceed 10 hours
Dawn Bordeau	Not-to-exceed 10 hours
Julie Fillion	Not-to-exceed 10 hours
Brandy Rivers	Not-to-exceed 10 hours
Melissa Gough	Not-to-exceed 10 hours
Patrick McCaffrey	Not-to-exceed 10 hours
Lauren Jaquish	Not-to-exceed 10 hours
Nichole Haran	Not-to-exceed 10 hours
Alyssa Morin	Not-to-exceed 10 hours
Jennifer Cowling	Not-to-exceed 10 hours
Lisa Whalen	Not-to-exceed 10 hours
Janine Manley	Not-to-exceed 10 hours
Brandy Rosselli	Not-to-exceed 10 hours
Jill Spring	Not-to-exceed 10 hours
Eric Pollard	Not-to-exceed 10 hours
Cathy Premore	Not-to-exceed 10 hours
Reed Hofmann	Not-to-exceed 10 hours
Dana Gilbo	Not-to-exceed 10 hours
Shanni Hicks-Wilson	Not-to-exceed 10 hours
Katelyn Christian	Not-to-exceed 10 hours
Stephanie Sorgule	Not-to-exceed 10 hours
Brianna Burnham	Not-to-exceed 10 hours
Mandi Spofford	Not-to-exceed 10 hours
Krystal Jaquish	Not-to-exceed 10 hours

**ENC. 33**

Recommend that the Board approve the Corrective Action Plan in response to the May, 2023 Internal Audit Risk Assessment Final Report. (attached)



**ENC. 34**

Revised Policy – Adopt Policy Revision  
#4000.1 Mission, Vision, and Core Beliefs (attached)

**ENC. 35**

New Policy - First Reading  
# Corporal Punishment, Restraint of Students, and Time Out Policy

**ENC. 36**

Revised Policy – Waive and Adopt  
#5010 Anti-Discrimination Policy  
#9013 Title IX Sexual Harassment Policy

**ENC. 37**

Recommend that the Board approve the following Lead Evaluator Certifications:

1. The re-certification of the following Lead Teacher Evaluators for the 2023-2024 school year, who have attended various CVES in-house meetings and state, regional and/or local professional development offerings most recently Gearing Up on August 22, 2023 to be considered by the CVES BOCES for recertification as Lead Teacher Evaluators: Mark Brown, Amy Campbell, Adam Facticeau, Michele Friedman, Michelle Lawrence, Crystal Rhino, Matthew Slattery, Diane Thompson and Matthew Walentuk
2. The re-certification of the following Lead Principal Evaluators for the 2023-2024 school year, have attended various CVES in-house meetings and state, regional and/or local professional development offerings, most recently Gearing Up on August 22, 2023 to be considered by the CVES BOCES for recertification as Lead Principal Evaluators: Amy Campbell, Michele Friedman and Matthew Slattery.

**ENC. 38**

Recommend that the Board approve the following request(s) for approval of attendance to conference/workshop for the following Board member(s):

1. Leisa Boise, Kathy Comins-Hunter, Dina Garvey, Patricia Gero, Donna LaRocque, Bruce Murdock, Emily Phillips, Craig Randall, Lori Saunders, Michael St. Pierre, Eddie Webbinaro, Donna Wotton  
2023 Board Member Retreat  
October 23, 2023 Peru, NY

**ENC. 38 (Continued)**

2. Leisa Boise, Richard Harriman Sr., Patricia Gero, Emily Phillips, Eddie Webbinaro, Ed Marin, Michael St. Pierre, Craig Randall, Donna Wotton  
RSA Winter Conference 2023  
November 30-December 1, 2023 Saratoga, NY

**ENC. 39**

Reports from Directors (attached)

MEMO

To: Kaitlyn Smart, BOCES Board Clerk  
 Clinton-Essex-Warren-Washington BOCES  
 From: Angela Jennette, Claims Auditor  
 Date: October 2, 2023  
 Re: Report for Board Agenda for October 11, 2023, Meeting

The following warrant claims were reviewed from, September 2, 2023, to, September 29, 2023:

<b>Warrant No. &amp; Date</b>	<b>Check Information</b>	<b>Gross Total Amount</b>
W #11 - 09/07/2023	*Check Nos: 243332-243356** *Check Nos: 001611-0001646-WEX ACH Payments: ACH009044-ACH009083 WEX-ACH Payments: ACH01127-ACH01159	\$ 6,512,291.25
W #12 - 09/14/2023	*Check Nos: 243413-243501** 243504-243561** 243563-243566 *Check Nos: 001647-001675-WEX ACH Payments: ACH009084-ACH009598 WEX-ACH Payments: ACH01160-ACH01196	\$ 3,238,289.98
W #13 - 09/21/2023	*Check Nos: 243567-243624 *Check Nos: 001676-001865-WEX ACH Payments: ACH009599-ACH009651 WEX-ACH Payments: ACH01197-ACH01211	\$ 145,170.51

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

IRS-EFTPS: PR#7-Wire #2407FEDTAX Wire #2407FICA Wire #2407MEDI- Warrant #12

NYS Promptax: PR #7- Wire #2407NY- Warrant #12;

NYS Office of Comptroller ERS Retirement & Loans: PR #&-Wire #ERS--Warrant #;

NYS Quarterly Sales Tax: Wire #ST100-0923- Warrant #12

Health Ins. Monthly: Wire #HINS-92023- Warrant #12;

<u>FSA/HRA</u> :	Wire #BEN-082523- Warrant #11	Wire #BEN082923A- Warrant #11
	Wire #BEN-082823- Warrant #11	Wire #BEN082923B- Warrant #11
	Wire #BEN-083023- Warrant #11	Wire #BEN082923C- Warrant #11
	Wire #BEN-083123- Warrant #11	
	Wire #BEN-090123- Warrant #12	Wire #BEN090623A- Warrant #12
	Wire #BEN-090523- Warrant #12	Wire #BEN090623B- Warrant #12
	Wire #BEN-090723- Warrant #12	Wire #BEN090623C- Warrant #12
		Wire #BEN090623D- Warrant #12
	Wire #BEN-090823- Warrant #13	Wire #BEN091223A- Warrant #13

CC: Eric Bell  
 Christine Myers  
 Hayden Reidy

Wire #BEN-091123- Warrant #13      Wire #BEN091223B- Warrant #13  
Wire #BEN-091323- Warrant #13      Wire #BEN091223C- Warrant #13  
Wire #BEN-091423- Warrant #13

**Benefit Claims Acc. :**      Wire #WEX-090723- Warrant #11;  
Ck & ACH's Listed Above      Wire #WEX-091423- Warrant #12  
Wire #WEX-092123- Warrant #13

<u>Health Insurance Consortium Payments:</u>		<u>Benetech Workers Compensation Payments:</u>	
9/5/23	\$ 1,680,070.66	9/7/23	\$ 15,712.44
9/11/23	\$ 1,816,245.47	9/8/23	\$ 10,474.49
9/18/23	\$ 2,425,107.55	9/20/23	\$ 20,789.59
9/25/23	\$ 1,833,642.47		

**Bank Transfers:** 9/21/23      Health to CEWW \$99,243.51

**Health Ins. Payments:**  
EMI Co.      \$ 189.87 Ck#1039  
CHUBB      \$15,599.33 Ck#1038

**Workers Comp. Payments:**  
EMI Co.      \$ 94.94 Ck#1076  
CHUBB      \$ 7,799.67 Ch#1075

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

Internal Claims Auditor  
(Signature) Angela J. Smith

CC: Eric Bell  
Christine Myers  
Hayden Reidy

Date	Warrant	Vendor #	Claim Audit Finding:	Summary Business Office Response	Resolution/Options:
09/06/23	Pending W#11	3306	Service started 4/1/23 so why is this a new year Purchase Order?	Missed the cutoff for 22-23 Purchase Order due to oversight by division. Wasn't sure if service would be utilized by new grant period, thus delayed entry of Purchase Order. Grant year runs April to March, so project period still open for expense. Informed accountant to ensure notes are generated on Purchase Orders for post approval items.	Approved for final warrant.
09/06/23	Pending W#11	5649	Purchase Order issued 10 after conference, no notes as to why the delay.	Overlooked by division to put through Purchase Order for event. Will remind them to ensure Purchase Orders are issued in advance. Informed accountant to ensure notes are generated on Purchase Orders for post approval items.	Approved for final warrant.
09/07/23	Final W#11				\$6,512,291.25
09/13/23	Pending W#12	16457	Incorrect amount and level of play in question.	Verified level of play and corrected amount.	Approved for final warrant.
09/13/23	Pending W#12	17044	Incorrect team on schedule per claim.	Team corrected.	Approved for final warrant.
09/14/23	Final W#12				\$3,238,289.98
09/20/23	Pending W#13	16683	Registration fee paid by credit card prior to obtaining a Purchase Order.	Purchasing Agent addressed oversight with division, due to transition of new staff. Rollover database, Purchase Order entry pending authorization from district.	Approved for final warrant.
09/20/23	Pending W#13	15802	Service used prior to Purchase Order issued.	Approval was delayed at district level and entered timely upon receipt.	Approved for final warrant.
09/20/23	Pending W#13	13979	Why is vendor not notified of the correct number of students being serviced?	Vendor invoices based on number of accesses utilized in their system. Not a significant difference at this time. Will ensure future billings remain close to actual student counts.	Approved for final warrant.
09/21/23	Final W#13				\$145,170.51

# Enc. 4

## CLINTON-ESSEX-WARREN-WASHINGTON BOCES TREASURER'S REPORT - AUGUST 31, 2023

	Account Balances		Receipts		Disbursements		Account Balances	
	July 31, 2023	August	August	August	August	August	August 31, 2023	August 31, 2023
<b>I. SUMMARY OF ACCOUNT ACTIVITY</b>								
<b>CHECKING ACCOUNTS</b>								
<u>Depository</u>								
General Fund	\$ 2,823,949.57	\$ 4,108,069.94	\$ 4,108,069.94	\$ 4,441,250.08	\$ 5,463,354.01	\$ 7,531,305.21	\$ 4,441,250.08	\$ 4,441,250.08
Special Aid Fund	\$ (846,907.68)	\$ 301,669.10	\$ 301,669.10	\$ (1,114,109.26)	\$ 941,568.25	\$ 474,956.40	\$ (1,114,109.26)	\$ (1,114,109.26)
School Lunch Fund	\$ 77,409.10	\$ 20,915.00	\$ 20,915.00	\$ 82,876.50	\$ 23,730.49	\$ 48,482.17	\$ 82,876.50	\$ 82,876.50
Capital Fund	\$ 1,244,855.57	\$ 73.20	\$ 73.20	\$ 1,244,928.77	\$ -	\$ 472.68	\$ 1,244,928.77	\$ 1,244,928.77
Special Revenue Fund (Excluding ExtraClassroom)	\$ 14,605.46	\$ 114.54	\$ 114.54	\$ 780.00	\$ 780.00	\$ 237.41	\$ 13,940.00	\$ 13,940.00
Custodial Fund	\$ 147,847.78	\$ 32,240.34	\$ 32,240.34	\$ 130,027.93	\$ 296,911.02	\$ 257,387.33	\$ 50,060.19	\$ 50,060.19
<u>Operating</u>								
General Fund	\$ 216,439.19	\$ 3,111,724.39	\$ 3,111,724.39	\$ 270,740.06	\$ 6,500,083.62	\$ 6,487,005.72	\$ 270,740.06	\$ 270,740.06
<b>INVESTMENTS</b>								
Certificates of Deposit	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00	\$ 2,500,000.00
<b>SAVINGS ACCOUNTS</b>								
Capital Fund	\$ 6,184,761.99	\$ 27,246.19	\$ 27,246.19	\$ 6,212,008.18	\$ -	\$ 53,370.60	\$ 6,212,008.18	\$ 6,212,008.18
General Fund	\$ 2,061,790.15	\$ 9,082.96	\$ 9,082.96	\$ 2,070,873.11	\$ -	\$ 17,791.96	\$ 2,070,873.11	\$ 2,070,873.11
Special Revenue Fund	\$ 20,494.93	\$ 870.45	\$ 870.45	\$ 21,365.38	\$ -	\$ 957.02	\$ 21,365.38	\$ 21,365.38
<b>TOTAL FUNDS ON ACCOUNT</b>	<b>\$ 14,445,246.06</b>			<b>\$ 15,793,933.01</b>		<b>\$ 14,871,976.50</b>	<b>\$ 15,793,933.01</b>	<b>\$ 15,793,933.01</b>

	August 31, 2023		Less: Outstanding		August 31, 2023	
	Bank Balance	Transit	Checks	Account Balances	Account Balances	Account Balances
<b>II. RECONCILIATION TO BANK STATEMENTS</b>						
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 527,504.65	\$ 16,887.39	\$ (273,651.98)	\$ 270,740.06	\$ 270,740.06	
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 4,582,276.68	\$ -	\$ -	\$ 4,582,276.68	\$ 4,582,276.68	
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 86,459.41	\$ -	\$ -	\$ 86,459.41	\$ 86,459.41	
TD BANK - MUNICIPAL CHECKING - BENEFIT PLAN CLAIMS	\$ 67,251.87	\$ -	\$ (17,041.68)	\$ 50,210.19	\$ 50,210.19	
TD BANK - CERTIFICATES OF DEPOSIT	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00	\$ 2,500,000.00	
NYCLASS - SAVINGS, GENERAL FUND	\$ 2,070,873.11	\$ -	\$ -	\$ 2,070,873.11	\$ 2,070,873.11	
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 6,212,008.18	\$ -	\$ -	\$ 6,212,008.18	\$ 6,212,008.18	
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 942.01	\$ -	\$ -	\$ 942.01	\$ 942.01	
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 733.58	\$ -	\$ -	\$ 733.58	\$ 733.58	
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 11,923.49	\$ -	\$ -	\$ 11,923.49	\$ 11,923.49	
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 2,477.46	\$ -	\$ -	\$ 2,477.46	\$ 2,477.46	
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 2.10	\$ -	\$ -	\$ 2.10	\$ 2.10	
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 5,286.74	\$ -	\$ -	\$ 5,286.74	\$ 5,286.74	
<b>TOTAL FUNDS ON ACCOUNT</b>				<b>\$ 13,226,427.39</b>	<b>\$ 15,793,933.01</b>	<b>\$ 15,793,933.01</b>

GENERAL FUND INTEREST RECEIVED 7/01/23 - 8/31/23 \$ 34,139.21  
 CAPITAL FUND INTEREST RECEIVED 7/01/23 - 8/31/23 \$ 53,843.28

*Christine Myers*  
 Christine Myers, District Treasurer

9/15/23

DATED:

PREPARED BY:

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

FOR THE PERIOD 08/01/2023 TO 08/31/2023

TITLE OF ACCOUNT	BAL. ON HAND BEG. OF YEAR	BAL. ON HAND BEG. OF MONTH	RECEIPTS FOR MONTH	TOTAL FOR MONTH	TOTAL EXPEND. FOR MONTH	BALANCE ON HAND
SKILLS USA - PLATTSBURGH	4,395.97	4,544.47	0.00	4,544.47	0.00	4,544.47
SKILLS USA - MINEVILLE	278.80	335.52	0.00	335.52	0.00	335.52
NO. COUNTRY LOGGERS	342.97	342.97	0.00	342.97	0.00	342.97
REFLECTIONS	952.81	952.81	0.00	952.81	0.00	952.81
LPN CLASS	1,004.54	1,004.54	0.00	1,004.54	0.00	1,004.54
RAZOR'S EDGE	663.97	663.97	0.00	663.97	0.00	663.97
FUTURE FARMERS OF AMERICA	1,922.38	1,922.38	0.00	1,922.38	0.00	1,922.38
SALES TAX	61.56	61.56	0.00	61.56	0.00	61.56
<b>TOTAL</b>	<b>9,623.00</b>	<b>9,828.22</b>	<b>0.00</b>	<b>9,828.22</b>	<b>0.00</b>	<b>9,828.22</b>

  
 COLBY SIGKAVICH, EXTRACLASSROOM TREASURER  
 8/27/23  
 DATE

8/31/2023 Bank Balance \$ 10,225.69  
 Add: Deposits in Transit \$ (397.47)  
 Less: Outstanding Checks \$ 9,828.22

**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 Southern Regional Education Board (hereinafter "SREB"), with an office and place of business at 592 Tenth St. NW, Atlanta, Georgia 30318-5790; hereinafter to be collectively referred to as "THE PARTIES."

BOCES desires to have certain services, training sessions, and activities described as follows: Teaching to Lead Professional Development Sessions; Students with Disabilities Training; Powerful CTE Instructional Practices Training and Coaching; and Leadership Coaching (hereinafter collectively known as "SERVICES") as per Attachment I. SERVICES will take place at BOCES aka Champlain Valley Educational Services during the 2023-2024 school year. Additional SERVICES may be added upon written mutual agreement between THE PARTIES regarding service type and cost. Service dates will be scheduled and/or rescheduled as arranged by THE PARTIES.

SREB 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:** SREB is hereby retained by BOCES as an independent contractor. The term of this AGREEMENT shall begin on or about the above date and continue through and include the above listed date.
2. SREB shall perform the SERVICES described above, all such SERVICES being the responsibility of the SREB and those in the SREB's employ.
3. SREB is free to devote his/her attention to the SERVICES as he/she sees fit and is not required to perform the SERVICES during particular hours, on particular days or at a particular location, unless otherwise noted.
4. SREB represents and warrants that neither SREB nor any of SREB's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. SREB 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.
6. SREB 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:** SREB agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Attachment II, prior to commencement of SERVICES. SREB acknowledges that failure to obtain such insurance on behalf of BOCES constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to BOCES.



8. **FEES AND CHARGES:** It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made. SREB's fees include \$2,400 for each service session. The total fee for all SERVICES described in Attachment I shall be \$156,000, with invoicing from SREB to be sent in December 2023 and June 2024. Additional sessions may also be invoiced, provided THE PARTIES mutually agree upon such SERVICES. BOCES will render payment within 30 days after receipt of SREB's invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES.
9. **INDEPENDENT CONTRACTOR:** SREB is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.
10. **PUBLIC RETIREES:** SREB agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
11. **RESPONSIBILITY FOR TAXES:** BOCES will provide SREB with Internal Revenue Service Form 1099. SREB is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.
12. **PAYMENT:** Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
13. **GOVERNING LAW:** This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
14. **EXECUTORY CLAUSE:** BOCES shall have no liability under this AGREEMENT to SREB or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. **TERMINATION:** This AGREEMENT will terminate upon submission by SREB of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of SREB to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by SREB.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

Date: 08-21-2023 \_\_\_\_\_

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

SREB

By: \_\_\_\_\_  
(Dr. Mark C. Davey)

By: Dale Winkler  
(Consultant/ Independent Contractor)



Southern Regional Education Board  
592 Tenth Street, NW  
Atlanta, Georgia 30318-5776  
Phone: 404-875-9211  
SREB.org

## CONTRACT BETWEEN

### THE SOUTHERN REGIONAL EDUCATION BOARD/SCHOOLS THAT WORK AND Champlain Valley Education Services Contract Effective Dates from July 1, 2023 to June 30, 2024

Champlain Valley Technical Center (CV-TEC), Champlain Valley Education Services (CVES), Plattsburgh, New York, proposes to use the Southern Regional Education Board (SREB)/ Making Schools Work framework for school reform. SREB has committed to work with CV-TEC in its efforts towards continuous improvement of quality instruction.

### SREB EXPECTATIONS FOR PARTICIPATION

Each school/district that enters into partnership with SREB for support in implementing the Schools That Work school improvement design agrees to implement key aspects of the design that gives teachers and leaders ownership of the improvement effort. These form the foundation of the work and are vital for sustainability of the effort after the contract ends.

Each school/district that enters into partnership with SREB for support in implementing the Schools That Work school improvement design agrees to meet minimum expectations for participation in the state and national Schools That Work network.

### SERVICES TO BE PROVIDED BY SREB

- 1) **New Teachers – Teach to Lead:** SREB recognizes that professionals with advanced certifications, associate's or bachelor's degrees, and a solid work record of success in a career can make high school meaningful and relevant to students by becoming career-technical education (CTE) teachers. Preparing the next generation of professionals in health care, construction, information technology, hospitality, manufacturing, banking and finance, transportation and other critical career fields requires not only academic but real-world knowledge necessary for success in a career and further study. SREB and the National Research Center for Career and Technical Education (NRCCTE) developed a research-based induction model of professional development to assist new CTE teachers to make a successful transition for preparing students for further learning and careers. **Teaching to Lead** professional development is an induction model for beginning CTE teachers pursuing an alternate route to certification. These individuals will obtain the advanced training and knowledge needed to become successful teachers.

Four professional development modules guide the training for the induction model. Each module is designed around units of study that include specific lessons on topics related to that unit.

- Instructional Planning focuses on creating short-term and long-term standards-based instructional plans on the various learning supports needed by students to achieve the standards.
- Engagement Strategies allows teachers to learn to use instructional strategies that actively engage students in developing problem-solving, critical thinking and teamwork skills.
- Assessment and Feedback is designed to help beginning teachers use two types of assessments: summative and formative.
- Classroom Culture assists teachers in creating a learning environment that encourages student motivation, positive behavior and collaborative social interaction.

It is recommended that the district schedule 25 days for the delivery of Teaching to Lead as follows:

- 5-day summer institute before the school year
- 12 days for three 4-day visits that include coaching and PD (based on 10 teachers)
- 2 days for mentor and administrator training
- 1 day for Google Classroom development and monitoring
- 5-day summer institute at the end of the school year

**2) Intermediate and Veteran Teachers – Students with Disabilities and Powerful Instructional Practices:**

- a. The Teaching to Lead Curriculum has a component on teaching diverse populations. SREB recommends that more experienced teachers revisit this training and expand upon the lesson design.
- b. SREB's Powerful Instructional Practices engage teachers in designing lessons, assignments and assessments that empower students to take ownership of their learning and reach new heights of achievement in every content area. What's more, our PIPs work with *any* existing curriculum product to improve instruction. SREB has found that teachers who embrace these practices create high-quality learning experiences and high-performance classrooms that motivate students to make the effort needed to achieve rigorous technical, academic and workplace standards.
- c. SREB has found through experience that in order for learning to take hold it must be supported by effective coaching. The goal of training is to change behaviors that will in turn change results. In the absence of coaching, there tends to be a short-term change in behaviors immediately following training, followed by return to previous behaviors. With coaching, changes in behavior are sustained over time resulting in upward trajectories for both behaviors and results (Thomas Crane, *The Heart of Coaching*, 4th edition, 2012).

**3) Leadership Coaching - Working with administrators and district support staff to guide them through the process of leading the continuous improvement process and offering feedback to teachers based on the professional development plan outlined in this program of support.**

## Budget

Description of Services	Cost	Quantity	Total	Notes
Teaching to Lead	\$2,400.00	25	\$60,000.00	See recommended schedule above. If there are more than 10 teachers, we would anticipate needing to add 4 more days of coaching.
Students with Disabilities Training	\$2,400.00	8	\$19,200.00	4 two-day visits, that focus on intensive coaching and planning around serving students with disabilities.
Powerful CTE Instructional Practices training and coaching	\$2,400.00	24	\$57,600.00	On-site coaching to provide teachers with strategies that improve CTE instruction.
Leadership Coaching	\$2,400.00	8	\$19,200.00	4 two-day visits, that focus on leading teacher-leaders through the SREB support tools.
<b>Total</b>			<b>\$156,000.00</b>	

# TOTAL AMOUNT - \$156,000.00

*The Board of Control for Southern Regional Education, d/b/a Southern Regional Education Board (SREB), as a not-for-profit educational compact, must comply with OMB Circular A-133. Please indicate with your remittance whether any of the funds are from Federal sources, including CFDA number. In the absence of any notification with remittance, SREB will assume that the funds are not subject to OMB Circular A-133, and that there is not "recipient" nor "sub recipient" relationship created hereunder.*

*Dale Winkler*

05-16-2023

Dale Winkler  
SREB Vice President

Date

\_\_\_\_\_  
Superintendent or Designee  
Champlain Valley Education Service

\_\_\_\_\_  
Date

Return Signed Documents to:  
Southern Regional Education Board  
Attn: Jenn Carter  
592 10th St. NW  
Atlanta, GA 30318  
404-875-9211  
jenn.carter@sreb.org  
SREB.org



## 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.
  - c. **Professional Errors and Omissions Insurance**  
\$2,000,000 per occurrence/ \$2,000,000 aggregate for the consulting services being performed, directly or through sub-consultants, by the Consultant performed under the contract for CEWW BOCES. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

Attachment II

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.**



**TRAINING SERVICES AGREEMENT**

**between**

**CORNELL UNIVERSITY on behalf of its Bronfenbrenner Center  
for Translational Research  
and**

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

This training services agreement (hereinafter "Agreement") is made effective as of the date of signature of both parties below, by and between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services (hereinafter Client) with its offices located at P.O. Box 455, Plattsburgh, NY 12901 and Cornell University on behalf of its Bronfenbrenner Center for Translational Research with its offices located at 3M207 MVR Hall, 37 Forest Home Dr., Ithaca, NY 14853-4401 (hereinafter "Cornell University").

**WITNESSETH**

**WHEREAS**, *CLIENT* and Cornell University desire to enter into an agreement relating to Therapeutic Crisis Intervention Training of Trainers services which are to be provided by Cornell University for *CLIENT*, delivered at a location to be determined at a later date and agreed upon by both parties.

**WHEREAS**, *CLIENT* and Cornell University have been engaged in discussions, and have exchanged proposals all relating to the scope of services to be provided by Cornell University to Client and their respective rights and responsibilities; and

**WHEREAS**, *CLIENT* desires to engage Cornell University for the purpose of providing to *CLIENT* specific training, education, and associated services (hereinafter detailed as "Services") and Cornell University is willing and agrees to perform the requested Services, all under and pursuant to the terms and conditions of this Agreement; and

**WHEREAS**, *CLIENT* and Cornell University wish to formalize all of their understandings and their mutual agreements by their signing, acceptance and entry into this Agreement.

**NOW THEREFORE**, in consideration of the mutual promises exchanged between the parties, *CLIENT* and Cornell University hereby agree as follows:

**1. DESCRIPTION OF SERVICES.**

- (a) "Services" (which as used in this Agreement shall include educational services) shall include the following described activities and all activities of Cornell University necessary to its performance of the work included in the description herein described.

- i. **Materials:** Cornell University agrees to ship training materials to the appropriate training locations.
    - ii. **Training Delivery:** Additionally, Cornell University agrees to deliver a 5-day *Therapeutic Crisis Intervention Training of Trainers for Schools* for up to 20 people. The dates of the training will be December 4-8, 2023. The location of the training to be determined at a later date and agreed upon by both parties.
  - (b) **Fee for Services:** *CLIENT* agrees to pay to Cornell University a fee of \$34,500.00 for the provided services.
2. **BILLING.** Services will be billed by Cornell University through Residential Child Care Project, 3M207 MVR Hall, 37 Forest Home Dr., Ithaca, NY 14853-4401.

Clinton-Essex-Warren-Washington  
Counties Board of Cooperative  
Educational Services,  
P.O. Box 455  
Attn: Stephanie Trombley  
E-mail: [trombly\\_stephanie@cves.org](mailto:trombly_stephanie@cves.org)

Payment for services shall be made to the Bronfenbrenner Center for Translational Research within thirty (30) days of *CLIENT* receipt of the bill for services. Outstanding balances beyond 30 days will be assessed a penalty of 5% per month. Payment via credit card is also available upon request, in the amount specified in this agreement plus a 5% credit card transaction charge. Purchase orders and checks, payable to Cornell University, will be forwarded to:

Alissa Medero  
Bronfenbrenner Center for Translational Research  
3M207 MVR Hall, 37 Forest Home Dr.,  
Ithaca, NY 14853  
Phone: 607 255-4528  
E-mail: [ab358@cornell.edu](mailto:ab358@cornell.edu)

3. **TERM.** The term of this Agreement shall commence on the date of signing by both parties and shall continue until December 31, 2023, unless terminated sooner in accordance with its terms.
4. **DISCLAIMER AND TERMINATION.** It is recognized that situations may arise which would make it difficult, if not impossible for Cornell University's instructors to deliver the training as agreed to or in the timeframe agreed to. It is further recognized that there may be situations in which *CLIENT* will desire to discontinue the program. Therefore, it is understood and agreed that Agreement may be postponed or discontinued at any time at the option of either party, upon thirty (30) days prior written notice to the other party. If the training is cancelled by *CLIENT* less than 30 days prior to the training, you will be charged a cancellation fee of \$500.00.

5. **TRAINING EQUIPMENT.** *CLIENT* will provide suitable training equipment, such as a laptop, LCD projector, and speakers; or an equivalent training system, for the Cornell University instructors to utilize in performing the services under this Agreement.
6. **INDEPENDENT CONTRACTOR.** Cornell University's relationship to *CLIENT* in performing Services under this Agreement is that of an independent contractor. The personnel who will perform services under this Agreement shall at all times be under Cornell University's exclusive direction and control and shall be employees or independent contractors of Cornell University and not *CLIENT*. Cornell University shall pay all wages, salaries, fringe benefits, and other amounts due to its personnel or its independent contractors in connection with this Agreement and shall further be responsible for all reports and obligations respecting them relating to Social Security, income tax withholding, unemployment compensation, workers' compensation, and similar matters.
7. **REPRESENTATIONS.** All Services shall be performed in accordance with sound and generally accepted professional practices and industry standards by professional, managerial, and administrative personnel fully qualified in the respective professional discipline required. All statements and materials regarding its qualifications to perform the Services under this Agreement are true and correct and are not misleading or incomplete for any reason, including by reason of omission. Cornell University makes no warranty, either express or implied, regarding the application or use of its services by *CLIENT*, including any specific outcome or result. Notwithstanding the provisions in Section 4 of this Agreement to the contrary, Cornell University agrees that *CLIENT* may immediately terminate this Agreement if Cornell University has misstated its qualifications to perform the Services hereunder.
8. **CONFIDENTIAL AND PROPRIETARY INFORMATION.** Confidential or proprietary information, which is disclosed by either party to the other for purposes of performing the Services hereunder and which is clearly identified by the disclosing party as confidential or proprietary information, shall be protected by the receiving party in the same manner and with the same degree that the receiving party uses to protect its own confidential or proprietary information. Without limiting the foregoing, the terms of this Agreement shall be deemed confidential information. However, neither party shall be required to keep confidential information which: (a) is or becomes publicly available; (b) already in that party's possession at the time of disclosure by the other party; (c) independently developed by that party outside the scope of this Agreement; or (d) rightfully obtained from third persons. Nothing in this Agreement shall prevent *CLIENT* from disclosing Cornell University's proprietary and confidential information to the extent required by law. Cornell University acknowledges and agrees *CLIENT* is a public corporation subject to New York's Freedom of Information Law ("FOIL") and as such this Agreement may be subject to a valid third-party FOIL request and *CLIENT* cannot guarantee confidentiality under this Agreement. *CLIENT* agrees however that it shall only disclose Cornell's proprietary and confidential information pursuant to FOIL to the extent required under applicable law.
9. **INDEMNIFICATION AND RESPONSIBILITY.** In no event shall Cornell

University be responsible for any accident or injury caused by the failure of *CLIENT* employees to perform the training exercises properly. *CLIENT* understands that there is inherent risk of personal injury associated with the performance of the training exercises by its trainees. To the fullest extent allowed by law, *CLIENT* agrees to indemnify and hold Cornell University, its trustees, officers, employees, and agents harmless from any accident or injury (including death) due to the inherent risk of performing the training exercises, or from any claims, actions, losses, liabilities, damages, costs, expenses (including reasonable attorneys' fees) or judgments arising from the acts or omissions of *CLIENT*, its employees or agents (collectively, "Claims"), except to the extent, if any, that such Claims are caused by the gross negligence, recklessness, or willful misconduct of Cornell University, its employees, contractors or agents, and *CLIENT* hereby waives subrogation on behalf of itself and its insurance company for any workers compensation claim. As a condition of indemnification, each party agrees to notify the other of any asserted claim, and to cooperate fully in the defense of any such claim.

**10. INTELLECTUAL PROPERTY & NON-EXCLUSIVE LICENSE TO *CLIENT*.**

The following provisions shall apply with respect to copyrightable works and intellectual property which pertain to the Services performed by Cornell University under this Agreement:

(a) All materials belonging to or in the possession of *CLIENT*, written, printed, or otherwise recorded, shall be used by Cornell University only in the performance of Services hereunder and Cornell University shall not record, reference, or reproduce such materials without the express written consent of *CLIENT*.

(b) Cornell University and/or the instructor shall retain exclusive copyright and all intellectual property rights to materials developed under this Agreement. The participants in the programs delivered pursuant to the Scope of Work may use the program materials for reference purposes, but any additional use of the materials requires the written permission of Cornell University

**11. CONSEQUENTIAL DAMAGES.** In no event shall either party be liable to the other for payment of any consequential, special, indirect, or punitive damages, even if advised of the possibility of such damages..

**12. INSURANCE CERTIFICATE & ADDITIONAL INSURED STATUS.** During the term of this Agreement, Cornell University shall maintain and provide proof upon request to *CLIENT* of the existence of general commercial liability insurance coverage or self insurance program, together with such further insurance coverages which are satisfactory to *CLIENT*. Upon request by *CLIENT*, its officers, directors, agents, affiliates, members and employees, shall all be designated as additional insured on Cornell University general liability insurance policies but limited to those claims accident or incidents arising out of the acts, errors or omissions of Cornell University as specifically limited by section 9.

**13. NONDISCRIMINATION.** The parties agree that they will not discriminate because of sex, race, religion, color, or national origin, and will not discriminate

on any basis covered under other applicable laws in any area of their operations under this Agreement. Any violation of this Section 13 by either party shall constitute a material breach of this Agreement.

**14. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If to *CLIENT*:

Attn: Stephanie Trombly

Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services  
P.O. Box 455

Tel: 518-957-2232

E-mail: [trombly\\_stephanie@cves.org](mailto:trombly_stephanie@cves.org)

If to Cornell University

Cornell University, College of Human Ecology, Bronfenbrenner Center for Translational Research, Residential Child Care Project

Attn: Martha Holden

Title: Project Director

3M207 MVR Hall, 37 Forest Home Dr.,

Ithaca, NY 14853-4401

Tel: (607) 254-5337 E-mail: [mjh19@cornell.edu](mailto:mjh19@cornell.edu)

Such addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

**15. ENTIRE AGREEMENT.** This Agreement, including any appended Exhibits or Schedules contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**16. AMENDMENT.** This Agreement may be modified or amended if the modification or amendment is made in writing and is signed by both parties.

**17. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**18. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**19. APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of New York, and any claims hereunder shall be brought in Tompkins County, New York.

- 20. ASSIGNMENT.** This Agreement shall be binding upon the successors of either party hereto but shall not be assigned by either party without the written consent of both parties, said consent not to be unreasonably withheld or delayed. The provisions of this Agreement are solely for the benefit of and shall be enforceable only by *CLIENT* and Cornell University and their respective successors and assigns as permitted hereunder.
- 21. FORCE MAJEURE.** Neither party shall be held responsible for any delay or failure in the performance of any part of this Agreement to the extent that such delay or failure is caused by pandemic, epidemic, fire, flood, lightning, lockout, riot, explosion, war, strike, embargo, government requirement, civil or military authorities, government

travel restriction, acts of God or by the public enemy, acts of terrorism, or other causes beyond the reasonable control of such party.

**22. CAPTIONS AND HEADINGS.** The division of this Agreement into sections and the use of captions and headings are solely for the convenience of the parties and shall have no effect in construing the provisions of this Agreement.

**23. SIGNATORY AUTHORITY.** The individuals signing below on behalf of *CLIENT* and Cornell University are authorized to sign and bind their respective organizations to the terms of this Agreement.

**IN WITNESS WHEREOF,** *CLIENT* and Cornell University on Behalf of its Bronfenbrenner Center for Translational Research have authorized their representatives to execute this Agreement on their behalves on the dates indicated below.

**CONTRACTING ORGANIZATION**

Dated: \_\_\_\_\_, 2023

By:

\_\_\_\_\_  
Michael St. Pierre/Board President  
Mark Davey/District Superintendent

**Cornell University on behalf of its  
Bronfenbrenner Center for Translational  
Research**

Dated: \_\_\_\_\_, 2023

By:

\_\_\_\_\_  
Jennifer Austin  
Director, Contracts and Compliance  
Human Ecology, Bronfenbrenner Center  
for Translational  
Research

## MEMORANDUM OF AGREEMENT

**AGREEMENT** made this \_\_\_\_ day of October 2023, by and between the Champlain, Essex, Warren, Washington Board of Cooperative Educational Services (“BOCES”) and the Champlain Valley Educational Services United Professionals (“Association”).

**WHEREAS**, the Association and the BOCES are parties to a collective bargaining agreement (“CBA”) covering the period July 1, 2019 through June 30, 2024; and

**WHEREAS**, the BOCES offers an adult education Practical Nursing Program in which it employs instructors who are members of the Association; and

**WHEREAS**, the BOCES employs a health careers coordinator who is a member of the Association; and

**WHEREAS**, in order for the BOCES to be accredited by the New York State Education Department every five (5) years, the instructors’ competency in state-outlined components of clinical experiences in a practical nursing program must be assessed; and

**WHEREAS**, the parties wish to have the health careers coordinator conduct said assessment; and

**NOW, THEREFORE**, the parties agree as follows:

1. No less than once per school year, the health careers coordinator shall assess each instructor’s competency in state-outlined components of clinical experiences.
2. After completing the assessment, the coordinator shall share/discuss their findings with the instructor.
3. After completing assessments of all instructors, the coordinator shall report a summary of their findings to BOCES administration for the purpose of NYSED accreditation.
4. No assessment done by the coordinator shall be used for the purpose of counseling or disciplining any instructor.
5. Assessments completed by the coordinator shall not be used by BOCES administration in making decisions about the continued employment of the instructors.
6. Instructors will still adhere to the Evaluation Procedures outlined in Article 10 of the CBA.
7. The terms of this agreement shall be incorporated into the successor CBA between the parties as subletter R of Article 5, Working Conditions.
8. The terms of this agreement shall be enforced through use of the negotiated grievance procedure, Article 12 of the CBA.

In WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.



Association

BOCES

By: \_\_\_\_\_  
Elizabeth Laundrie, CVES UP President

By: \_\_\_\_\_  
Dr. Mark C. Davey, District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT

**Memorandum of Agreement  
Between the  
Clinton-Essex-Warren-Washington Board of Cooperative Educational Services  
And the  
Clinton-Essex-Warren-Washington Board of Cooperative Educational Services 12 Month  
Support Staff**

AGREEMENT made this \_\_\_\_ day of October, 2023 BY AND BETWEEN the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services, hereinafter referred to as “CEWW BOCES” and the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services 12-Month Support Staff, hereinafter referred to as “SSE;”

WHEREAS the CEWW BOCES and the SSE are parties to a collective bargaining agreement (“CBA”) in effect from July 1, 2023- June 30, 2027; and

WHEREAS the title of Computer Programmer is now being created by CEWW BOCES, and the parties desire to include that position within the negotiations unit represented by 12-Month Support Staff Unit pursuant to Article 2, Paragraph A, of the parties’ CBA; and

WHEREAS the parties have met and conferred as to the terms and conditions of such title;

THEREFORE, except as revised or amended below, the language of the CBA will continue in full force and effect with respect to the added title. The agreed-upon revisions will be effective upon ratification by the parties and will continue thereafter in any successor agreement until changed by agreement of the parties.

1. **ARTICLE 2:** Change provisions to add Computer Programmer to the list of positions that follow the statement below:
  - A. The BOCES hereby recognizes the SSE as the sole and exclusive bargaining agent for the personnel employed at least 50% in any one of the following titles:
  
2. **ARTICLE 4:** Change provisions to add Computer Programmer to the list of position in chart of Article 4, paragraph B, that follow the statement below:
  - A. The workday for the following employees will be seven (7) hours per day exclusive of an unpaid minimum meal break of one-half (1/2) hour:
  
3. **ARTICLE 20: SALARY**

The minimum entry level salary for the title of Computer Programmer will be:

  - 2023-2024: \$50,000
  - 2024-2025: \$51,000
  - 2025-2026: \$52,000
  - 2026-2027: \$53,000

4. Other Matters:

All other CBA provisions: Unless specifically qualified here, employees in the title of Computer Programmer shall receive all contractual benefits.

THEREFORE, the parties have agreed and accepted:

FOR THE BOCES:

\_\_\_\_\_  
Dr. Mark C. Davey, District Superintendent

\_\_\_\_\_  
Date

FOR 12-MONTH SUPPORT:

  
\_\_\_\_\_  
Kim Wimett, Unit President

  
\_\_\_\_\_  
Date

Memorandum of Agreement  
Between the  
Clinton-Essex-Warren-Washington Board of Cooperative Educational Services  
And the  
Clinton-Essex-Warren-Washington Board of Cooperative Educational Services 12 Month  
Support Staff

AGREEMENT made this \_\_\_\_\_ day of October, 2023 BY AND BETWEEN the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services, hereinafter referred to as “CEWW BOCES” and the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services 12-Month Support Staff, hereinafter referred to as “SSE;”

WHEREAS the CEWW BOCES and the SSE are parties to a collective bargaining agreement (“CBA”) in effect from July 1, 2023- June 30, 2027; and

WHEREAS the title of Computer Programmer is now being created by CEWW BOCES, and the parties desire to include that position within the negotiations unit represented by 12-Month Support Staff Unit pursuant to Article 2, Paragraph A, of the parties’ CBA; and

WHEREAS the parties have met and conferred as to the terms and conditions of such title;

THEREFORE, except as revised or amended below, the language of the CBA will continue in full force and effect with respect to the added title. The agreed-upon revisions will be effective upon ratification by the parties and will continue thereafter in any successor agreement until changed by agreement of the parties.

1. ARTICLE 2: Change provisions to add Computer Programmer to the list of positions that follow the statement below:
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  - A. The workday for the following employees will be seven (7) hours per day exclusive of an unpaid minimum meal break of one-half (1/2) hour:
  
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  - 2025-2026: \$52,000
  - 2026-2027: \$53,000

4. Other Matters:

All other CBA provisions: Unless specifically qualified here, employees in the title of Computer Programmer shall receive all contractual benefits.

THEREFORE, the parties have agreed and accepted:

FOR THE BOCES:

\_\_\_\_\_  
Dr. Mark C. Davey, District Superintendent

\_\_\_\_\_  
Date

FOR 12-MONTH SUPPORT:

  
\_\_\_\_\_  
Kim Wimett, Unit President

  
\_\_\_\_\_  
Date

**Memorandum of Agreement  
Between the  
Clinton-Essex-Warren-Washington Board of Cooperative Educational Services  
And the  
Clinton-Essex-Warren-Washington Board of Cooperative Educational Services 12 Month  
Support Staff**

AGREEMENT made this \_\_\_\_ day of October, 2023 BY AND BETWEEN the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services, hereinafter referred to as "CEWW BOCES" and the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services 12-Month Support Staff, hereinafter referred to as "SSE;"

WHEREAS the CEWW BOCES and the SSE are parties to a collective bargaining agreement ("CBA") in effect from July 1, 2023- June 30, 2027; and

WHEREAS the title of Computer Programmer is now being created by CEWW BOCES, and the parties desire to include that position within the negotiations unit represented by 12-Month Support Staff Unit pursuant to Article 2, Paragraph A, of the parties' CBA; and

WHEREAS the parties have met and conferred as to the terms and conditions of such title;

THEREFORE, except as revised or amended below, the language of the CBA will continue in full force and effect with respect to the added title. The agreed-upon revisions will be effective upon ratification by the parties and will continue thereafter in any successor agreement until changed by agreement of the parties.

1. ARTICLE 2: Change provisions to add Computer Programmer to the list of positions that follow the statement below:
  - A. The BOCES hereby recognizes the SSE as the sole and exclusive bargaining agent for the personnel employed at least 50% in any one of the following titles:
  
2. ARTICLE 4: Change provisions to add Computer Programmer to the list of position in chart of Article 4, paragraph B, that follow the statement below:
  - A. The workday for the following employees will be seven (7) hours per day exclusive of an unpaid minimum meal break of one-half (1/2) hour:
  
3. ARTICLE 20: SALARY  
The minimum entry level salary for the title of Computer Programmer will be:
  - 2023-2024: \$50,000
  - 2024-2025: \$51,000
  - 2025-2026: \$52,000
  - 2026-2027: \$53,000

4. Other Matters:

All other CBA provisions: Unless specifically qualified here, employees in the title of Computer Programmer shall receive all contractual benefits.

THEREFORE, the parties have agreed and accepted:


FOR THE BOCES:

\_\_\_\_\_  
Dr. Mark C. Davey, District Superintendent

\_\_\_\_\_  
Date

FOR 12-MONTH SUPPORT:

  
\_\_\_\_\_  
Kim Wimett, Unit President

  
\_\_\_\_\_  
Date

CLINTON – ESSEX – WARREN – WASHINGTON BOCES  
CORRECTIVE ACTION PLAN ASSOCIATED WITH THE 2022-2023 INTERNAL AUDIT FINDINGS

The following illustrates management's corrective action plan for the recommendations rendered in our 2022-2023 internal audit.

1. Review the cash collections process with building cash collectors and enforce the three-day rule in Board Policy #6415

**Risk Condition Identified:** Board Policy #6415 "Receipts of Money in School Buildings" states that monies collected should be delivered to the treasurer within 3 days of receipt and deposited weekly. Our testing noted several instances of monies being held in buildings for more than the 3-day period therefore, not being deposited timely.

**Assessment:** Moderate Impact – Medium Likelihood. There is a risk of loss of theft if monies are held in classrooms or offices and not sent to the Treasurer for deposit.

**Response:** CVES will implement twice per year trainings for cash collectors in school buildings. The trainings will cover CVES cash collection policies, procedures, and expectations.

**Anticipated Completion Date:** June 30, 2024

**Contact Person:** Assistant Superintendent for Management Services

2. Continue to train another Payroll Clerk for back up duties.

**Risk Condition Identified:** Currently there is one Payroll Clerk responsible for the majority of the payroll process. There are some documented procedures.

**Assessment:** Significant Impact – Medium Likelihood. In the event of the payroll clerk's unanticipated absence, it would be difficult to have someone else step in and process payroll.

**Response:** With the growth of the business office duties and the Central Business Office (CBO) co-ser, CVES will be cross-training staff on different responsibilities. CVES will utilize shared CBO payroll clerks to cross-train on BOCES specific payroll duties. CVES will also begin payroll process documentation to create more job aides.

**Anticipated Completion Date:** June 30, 2024

**Contact Person:** Assistant Superintendent for Management Services



3. Implement a full payroll audit for each payroll and periodically review employees' files for accuracy.

**Risk Condition Identified:** There is a spot check (audit) review of payroll by another staff member after payroll is printed. Employees' personnel/payroll files are not periodically reviewed.

**Assessment:** Significant Impact – Medium Likelihood. A full payroll audit similar to a claims audit would assure accuracy of payments. Errors can be discovered by reviewing employees' files.

**Response:** With the volume of payroll transactions at CEWW BOCES, it is not feasible to complete a complete payroll audit with every payroll period. CVES will begin to scale-up the payroll audit and perform a more in-depth audit at certain points of the year to help mitigate any errors in payroll.

**Anticipated Completion Date:** June 30, 2024

**Contact Person:** Assistance Superintendent for Management Services

4. Consider increasing the asset threshold from \$500 to \$1,000 or higher.

**Risk Condition Identified:** While not considered a risk, the threshold for a minimum cost should be evaluated periodically. Currently, the threshold is \$500, this is low considering the economy and equipment costs.

**Assessment:** Moderate Impact – Medium Likelihood. Increasing the threshold to \$1,000 - \$5,000 is more reasonable.

**Response:** In August of 2023, the CVES Board voted to increase the current threshold from \$500 to \$2,500.

**Completion Date:** September 1, 2023

**Contact Person:** Assistant Superintendent of Management Services

## **MISSION, VISION, AND CORE BELIEFS**

### **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.

### **VISION**

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

### **CORE BELIEFS**

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

### **Corporal Punishment, Restraint of Students, and Time Out**

This policy is to establish District guidelines prohibiting the use of corporal punishment, restraint and timeout of students in response to or to address student behaviors.

A. Definitions. As used in this policy, the following terms shall have the following meanings:

- (1) Aversive intervention means an intervention that is intended to induce pain or discomfort for the purpose of eliminating or reducing student behavior, including such interventions as:
  - (i) contingent application of noxious, painful, intrusive stimuli or activities; strangling, deep muscle squeezes or other similar stimuli;
  - (ii) any form of noxious, painful or intrusive spray, inhalant or tastes;
  - (iii) contingent food programs that include the denial or delay of the provision of meals or intentionally altering staple food or drink in order to make it distasteful;
  - (iv) movement limitation used as a punishment, including but not limited to helmets and mechanical restraints as defined in paragraph (4) of this section; or
  - (v) other stimuli or actions similar to the interventions described in this paragraph. The term shall not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions.
- (2) Corporal punishment means any act of physical force upon a student for the purpose of punishing that student. The term does not include the use of physical restraints, as defined below, to protect the student, another student, teacher or any other person from physical injury when alternative procedures and methods not involving the use physical restraint cannot reasonably be employed to achieve these purposes.
- (3) De-escalation means the use of a behavior management technique that helps a student increase control over their emotions/ behaviors and results in a reduction of a present or potential level of danger to the student or others.
- (4) Mechanical restraint means the use of any device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include devices implemented by trained school personnel, or utilized by a student, that have been

prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- (i) adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
  - (ii) vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
  - (iii) restraints for medical immobilization; or
  - (iv) orthopedically prescribed devices that permit a student to participate in activities without risk of harm.
- (5) Multi-tiered system of supports means a proactive and preventative framework that utilizes data to inform instruction and the allocation of services to maximize achievement for all students and support students' social, emotional and behavioral needs from a culturally responsive and strength-based perspective.
- (6) Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location.
- (7) Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Physical restraint does not include a physical escort or brief physical contact and/or redirection to promote student safety, calm or comfort a student, prompt or guide a student when teaching a skill or assisting a student in completing a task, or for other similar purposes.
- (8) Prone restraint means physical or mechanical restraint while the student is in the face down position.
- (9) Seclusion means the involuntary confinement of a student alone in a room or space where they are physically prevented from leaving or they may perceive that they cannot leave at will. Seclusion does not include timeout as defined below.
- (11) Timeout means a behavior management technique that involves the monitored separation of a student in a non-locked setting and is implemented for the purpose of de-escalating, regaining control, and preparing the student to meet expectations to return to their education program in accordance with subdivision (c) of this section. The term timeout shall not include:
- (i) a student-initiated or student-requested break to utilize coping skills, sensory input, or self-regulation strategies;

- ii) use of a room or space containing coping tools or activities to assist a student to calm and self-regulate, or the use of such intervention strategies consistent with a student with a disability's behavioral intervention plan as defined in by state regulation; or
- (iii) a teacher removal, in-school suspension; or any other appropriate disciplinary action.

B. Prohibition of the use of corporal punishment, aversive interventions, and seclusion.

- (1) School employees and agents are prohibited from using any of the following against a student:
  - (i) corporal punishment;
  - (ii) aversive interventions; or
  - (iii) seclusion.
- (2) The term “agent” shall include, but not be limited to, school resource officers, except when a student is under arrest and handcuffs are necessary for the safety of the student and others.

C. Authorized limited use of timeout and physical restraint.

- 1. In all situations, positive, proactive, evidence- and research-based strategies through a multi-tiered system of supports as defined above shall be used to reduce the occurrence of challenging behaviors, eliminate the need for the use of timeout and physical restraint, and improve school climate and the safety of all students.
- 2. Timeout and physical restraint may be used only when: other less restrictive and intrusive interventions and de-escalation techniques would not prevent imminent danger of serious physical harm to the student or others; there is no known medical contraindication to its use on the student; and school staff using such interventions have been trained and their training is current in its safe and appropriate application in accordance with the requirements of this policy.
- 3. Timeout and physical restraints shall not be used as discipline or punishment, retaliation, or as a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior.
- 4. Use of Timeout
  - (1) Except in accordance with 8 NYCRR 200.22(c), timeout shall only be used in a situation that poses an immediate concern for the physical safety of the student or others. Staff shall return the student to their educational program as soon as the student has safely de-escalated, regained control and is prepared to meet expectations.

- (2) A room or physical space used for purposes of timeout may be located within a classroom or outside of the classroom and shall comply with the following requirements:
  - (i) The room or physical space shall:
    - (1) be unlocked, and any door must be able to be opened from the inside. The use of locked rooms or physical spaces is prohibited.
    - (2) provide a means for continuous visual and auditory monitoring of the student;
    - (3) be of adequate width, length and height to allow the student to move about and recline comfortably;
    - (4) be clean and free of objects and fixtures that could be potentially dangerous to a student; and
    - (5) meet all local fire and safety codes.
    - (6) Wall and floor coverings shall, to the extent practicable, be designed to prevent injury to the student and there shall be adequate lighting and ventilation.
    - (7) The temperature of the room or physical space shall be within the normal comfort range and consistent with the rest of the building.
    - (8) Staff shall continuously monitor the student in a timeout room or space.
    - (9) Staff functioning as timeout monitors shall be trained in accordance with the requirements set forth by this policy.

5. Use of physical restraint. Physical restraint shall only be used in a situation in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others.
  - (i) The type of physical restraint used shall be the least restrictive technique necessary and be discontinued as soon as the imminent danger of serious physical harm has resolved.
  - (ii) Physical restraint shall never be used in a manner that restricts the student's ability to breathe or communicate or harms the student.
  - (iii) The use of prone restraint is prohibited.

- (iv) Physical restraint shall not be used as a planned intervention on a student's individualized education program, Section 504 accommodation plan, behavioral intervention plan, or other plan developed for a student by the school.
  - (v) Physical restraint shall not be used to prevent property damage except in situations where there is imminent danger of serious physical harm to the student or others and the student has not responded to positive, proactive intervention strategies.
  - (vi) Physical restraints shall be administered only by staff who have received training and such training is current in accordance with the requirements set forth below.
  - (vii) Following a physical restraint, school medical personnel, including the school nurse, will determine if an injury has been sustained by the student. Medical personnel shall document any marks, bruises or other injuries the student may have at the time of the evaluation.
6. Parental notification. Each building principal is responsible for developing procedures for parental notification of restraints and timeouts. Such procedures must:
- (i) include same day notification to a parent or person in parental relation to the student following the use of timeout, including timeout used in conjunction with a student's behavioral intervention plan or use of a physical restraint. When the student's parent or person in parental relation cannot be contacted, after reasonable attempts are made, the school principal or building administrator shall record such attempts. For students with disabilities, the school principal or building administrator shall report such attempts to the student's committee on preschool special education or committee on special education. Such notification shall offer the parent the opportunity to meet regarding the incident; and
  - (ii) provide the parent or person in parental relation to the student a copy of the documentation of the incident within three school days of the use of timeout or a physical restraint.
7. Documentation. The school shall maintain documentation of each incident involving the use of timeout, including timeout used in conjunction with a student's behavioral intervention plan or physical restraint on each student, which shall include:
- (a) the name and date of birth of the student;
  - (b) the setting and location of the incident;

- (c) the name of the staff who participated in the implementation, monitoring and supervision of the use of timeout and/or physical restraint and any other persons involved;
- (d) a description of the incident including duration, and for physical restraint, the type of restraint used;
- (e) whether the student has an individualized education program, Section 504 accommodation plan, behavioral intervention plan, or other plan developed for the student by the school;
- (f) timeout or physical restraint; and for students with disabilities, whether those strategies were consistent with a student's behavioral intervention plan, if applicable;
- (g) the details of any injuries sustained by the student or staff during the incident and whether the student was evaluated by the school nurse or other medical personnel;
- (h) the date and method of notification to the parent or person in parental relation pursuant to paragraph (3) of this subdivision and whether a meeting was held; and
- (i) the date of the debriefing.
- (j) The name and title of the supervisory personnel who reviewed the documentation and, if necessary, documentation that the school nurse or other medical personal completed review.
- (k) Documentation of each incident shall be maintained by the school and made available for review by the department upon request.

8. Debriefing. As soon as practicable, and after every incident in which timeout or a physical restraint is used on a student, a school administrator or designee shall:

- (a) meet with the school staff who participated in the use of timeout or physical restraint to discuss:
  - (i) the circumstances leading to the use of timeout or physical restraint;
  - (ii) the positive, proactive intervention strategies that were utilized prior to the use of timeout physical restraint; and
  - (iii) planning for the prevention and reduction of the future need for timeout or physical restraint with the student including, if applicable, whether a referral should be made for special education programs and/or other support services or, for a student with a disability, whether a referral for review of the student's



individualized education program or behavioral intervention plan is needed; and

- (iv) direct a school staff member to debrief the incident with the student in a manner appropriate to the student's age and developmental ability and to discuss the behavior(s), if any, that precipitated the use of timeout or physical restraint.

9. Review of documentation. The school administrator or designee shall regularly review documentation on the use of timeout and physical restraint to verify compliance with school's policy and procedures. When there are multiple incidents within the same classroom or involving the same staff, the school administrator or designee shall take appropriate steps to address the frequency and pattern of use.
10. Staff training.
  - (a) All staff shall receive annual training on the school's policies and procedures related to the use of timeout and physical restraint; evidence-based positive, proactive strategies; crisis intervention and prevention procedures and de-escalation techniques.
  - (b) Any staff who may be called upon to implement timeout or physical restraint, shall receive annual, evidence-based training in safe and effective developmentally appropriate timeout and physical restraint procedures.

## **ANTI-DISCRIMINATION POLICY**

BOCES does not discriminate in employment or in the education programs and activities or in access of students to vocational instruction opportunities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability, predisposing genetic characteristic, or domestic violence victim status in violation of Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Title IV; 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Title II of the ADA [known as the Americans with Disabilities Act] 1990; New York State Human Rights Law; The Boy Scouts of America Equal Access Act of 2001; The Genetic Information Non-Discrimination Act of 2008 (GINA).

### **Grievance Procedure**

**For all claims of sexual harassment, use the complaint procedure under Title IX Sexual Harassment Policy #9013, regarding Title IX complaints.**

#### **Section 1**

If any person believes that BOCES or any of BOCES' staff has failed to apply or has inadequately applied the principles or regulations of any of the aforementioned Civil Rights laws that person may bring forward a complaint, which shall be referred to as a grievance, to BOCES' Civil Rights compliance officers.

#### **Section 2**

##### **Step (a):**

The complainant may discuss the grievance informally with the compliance officer, or may file a written complaint with the compliance officer. The compliance officer or designee will then investigate the substance of the complaint in a prompt and equitable, thorough and impartial manner. The compliance officer will reply to each complainant in writing within seven days of the initiation of the complaint, though the full investigation may take longer. Each complainant and respondent will be provided with a written copy of the findings within 60 days of the filing of the complaint, unless exceptional circumstances require additional time.

##### **Step (b):**

If any complainant or respondent (party) wishes to appeal the decision of the compliance officer, the party may submit a signed statement of appeal to the District Superintendent within seven days after receipt of the compliance officer's findings. The District Superintendent shall

meet with the party and any representative and make such other inquiries which the District Superintendent deems appropriate. Thereafter, the District Superintendent shall set forth a conclusion and respond in writing to all parties within 14 days, unless exceptional circumstances require additional time.

**Step (c):**

If a party is not satisfied with the conclusion of the District Superintendent, the party may appeal through a signed, written statement to the BOCES' Board within seven days of receipt of the District Superintendent's response in Step (b). In an attempt to resolve the grievance, the BOCES' Board shall meet with the party and any representative within 30 days of receipt of such an appeal. The BOCES' Board's written disposition of the appeal shall be sent to all parties within ten days of this decision, unless exceptional circumstances require additional time.

**Step (d):**

If the grievance has not been satisfactorily settled at Step (c), further appeal may be made to:  
Office for Civil Rights,  
U. S. Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Telephone: (646) 428-3800  
Facsimile: (646) 428-3843  
Email: OCR.NewYork@ed.gov

**Section 3**

The compliance officer, on request, will provide a copy of the BOCES' grievance procedure to any employee or student of BOCES. It is also on the BOCES website.

A copy of each of the acts and regulations upon which this notice is based will be made available upon written request directed to the BOCES' compliance officer.

When used in this policy *days* shall mean BOCES business days. The words *person* and *complainant* shall include an employee as well as a student of BOCES.

Inquiries concerning the anti-discriminatory policy may be made to:  
Director, Office for Civil Rights,  
U. S. Department of Education  
32 Old Slip, 26th Floor  
New York, NY 10005-2500

## **Publication**

BOCES shall promulgate this policy, which includes sexual harassment, as follows:

- A copy of this policy and the sexual harassment policy shall be provided at the beginning of employment to each employee in their employment packet, and provided annually to each employee.
- These policies shall be published as part of the BOCES' student handbook.
- Any changes to the policies shall be published in the official newspaper of BOCES.
- These policies shall be provided annually to the president of each bargaining unit.
- These policies shall be posted prominently and easily found on the BOCES' website.

Annual publications shall contain the name, business address and telephone number of the BOCES' compliance officer.

## **Employment Application**

Each employment application of BOCES shall contain the following language:

BOCES does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability, predisposing genetic characteristic, or domestic violence victim status in violation of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, 42 U.S.C. 12111 etseq., known as the Americans With Disabilities Act, § 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the ADA 1990, New York State Human Rights Law, The Boy Scouts of America Equal Access Act of 2001, The Genetic Information Non-Discrimination Act of 2008 (GINA), or in access of students to vocational instruction opportunities.

The following person(s) have been designated to handle inquiries regarding non-discrimination inquiries:

**Matthew Walentuk – Civil Rights Compliance Officer**  
1443 Military Turnpike  
Plattsburgh, NY 12901  
Phone: 518-561-0100  
[Walentuk\\_matt@cves.org](mailto:Walentuk_matt@cves.org)

**Maria Huntington – Civil Rights Compliance Officer**  
194 US Oval  
Plattsburgh, NY 12901  
Phone: 518-561-0430  
[Huntington\\_maria@cves.org](mailto:Huntington_maria@cves.org)

Matthew Slattery  
Section 504 Compliance Officer – [slattery\\_matt@cves.org](mailto:slattery_matt@cves.org)  
1585 Military Turnpike  
P.O. Box 455, Plattsburgh, NY 12901  
Phone: 518-561-0100 Ext. 299

Updated September 28, 2023

CLINTON-ESSEX-WARREN-WASHINGTON BOCES

**TITLE IX SEXUAL HARASSMENT POLICY**

It is the policy of the BOCES that no person in the BOCES shall be excluded on the basis of sex from participation in, denied benefits of, or be subjected to discrimination under any education program or activity. This includes the following types of sexual harassment:

**Quid Pro Quo Harassment:** No employee may condition the provision of aid, benefit, or service of the BOCES on an individual's participation in unwelcome sexual conduct.

**Hostile Environment Harassment:** No person may engage in unwelcome sexual conduct which a reasonable person would find to be so severe and objectively offensive so as to deny a person's equal access to the BOCES' educational program or activity. Sexual assault, domestic violence and stalking are considered hostile environment harassment.

For purposes of this policy, the BOCES' educational program or activity is defined as any location, event, or circumstance over which the BOCES exhibits substantial control over both the alleged harasser and the context in which the harassment occurred.

The BOCES will provide notice of this policy and the related grievance procedure on an annual basis and the policy and related procedure will be posted on the BOCES' website.

**Reporting Sexual Harassment:**

Any person believing they have been the victim of sexual harassment may report the harassment to the BOCES' Title IX Coordinator. BOCES employees who have knowledge of sexual harassment under this policy are required to report the harassment to the BOCES' Title IX Coordinator promptly even if the person reporting is not the victim. The report may be made in person, by email, telephone or in writing.

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

Once the Title IX Coordinator has notice of the sexual harassment, the Coordinator must respond promptly to the report of harassment. The Title IX Coordinator will promptly reach out to the victim of the alleged harassment to discuss the formal complaint procedure, availability of supportive measures and to determine the victim's wishes regarding supportive measures. The Title IX Coordinator will treat both parties equitably and will offer supportive measures to both parties. Supportive measures include, but are not limited to non-disciplinary, non-punitive, individualized services such as counseling, course modification, schedule changes or increased monitoring or supervision. Supportive measures will be designed to restore or preserve equal access to education programs or activities without unreasonably burdening the other party.

The Title IX Coordinator will also conduct an individualized safety and risk analysis to determine whether removal of the respondent is necessary to protect a student or another individual from an immediate threat to physical health and safety. If there is an immediate threat to physical health or safety, the respondent can be removed on an emergency basis. If the respondent is removed, the respondent must be given notice and opportunity to challenge the decision immediately after the removal. Removal for an employee is administrative leave.

For purposes of this policy, the respondent is the individual who has been reported to be the perpetrator of the conduct that could be considered sexual harassment.

### **Formal Complaint:**

A formal complaint may only be filed by the victim of the alleged harassment during the time that the victim is participating in or attempting to participate in the BOCES' educational program. Once the victim is no longer participating in the BOCES' educational program or attempting to participate, a complaint may no longer be filed under Title IX. Parties other than the victim, with the exception of the BOCES' Title IX Coordinator, may not file a formal complaint on behalf of the victim. A person may still have the right to file a complaint using BOCES other anti-discrimination policies, where the person can't under Title IX. The Title IX Coordinator may file a formal sexual harassment complaint on behalf of the victim. A formal complaint must be written and signed on the BOCES' Title IX Complaint form.

Once the formal complaint has been filed, the BOCES will ensure that the parties are treated equitably during the grievance procedure, evidence will be evaluated objectively, and the Title IX Coordinator or investigator does not have a conflict of interest against a party. Further, the Title IX Coordinator and the investigator will presume that the respondent is not responsible for the alleged conduct and that the grievance procedure moves forward in a reasonably prompt manner. Both parties will be advised of the

procedures and advised about the possible disciplinary outcomes and remedies which may be implemented following a determination of responsibility.

Upon filing of a formal complaint, the Title IX Coordinator will provide both parties with a Notice of Formal Complaint.

The Notice of Formal Complaint will include the following:

- a. Supportive measures available
- b. Appeals procedures
- c. Notice of allegations in sufficient detail to allow the respondent to prepare a response
- d. Informal resolution process, if any
- e. A statement that the respondent is presumed not responsible for the conduct and responsibility will be determined at the conclusion of the grievance process
- f. The parties' right to be represented by an attorney or other representative
- g. The right to review and inspect the evidence
- h. Notice of any provision of the Code of Conduct that prohibits making false statements or providing false information during the grievance process
- i. The right to be notified of any new allegations occurring during the grievance process.

The Notice will be provided to the parties prior to the initial interview and early enough to allow the respondent to prepare a response to the complaint. The Notice will be sent separately to each party.

In evaluating complaints, the BOCES adopts an evidentiary standard of preponderance of the evidence. The Title IX Coordinator may dismiss a complaint if the complaint does not constitute sexual harassment as defined by this policy, if the Title IX Coordinator receives a request for the complaint to be withdrawn, the respondent's employment or enrollment ends, or circumstances exist which prevent the BOCES from gathering evidence.

Once a formal complaint is received, an investigation is triggered. The Title IX Coordinator handling the formal complaint will refer the matter to the BOCES other Title IX Coordinator to act as investigator unless a conflict of interest against either party exists with that Investigator. Other investigators may be appointed as needed. In conducting the investigation, the BOCES must:

- a. Bear the responsibility for gathering the evidence and meeting the burden of proof;
- b. Provide both parties an equal opportunity to present witnesses and evidence;
- c. Refrain from restricting either party's ability to discuss the allegations or gather and present evidence;
- d. Provide both parties the same opportunity to have a representative present during the interview and subsequent hearing, if any;
- e. Provide both parties written notice of date, time, participants, purpose and location of any investigative interview, hearing or other meetings with sufficient time for the party to prepare;



- f. Provide both parties and representatives, if any, equal opportunity to review all the evidence that is directly related to the allegations in the formal complaint, including evidence the BOCES does not rely on and any exculpatory or inculpatory evidence from any source. This evidence is to be provided at least 10 days prior to completion of the investigatory report and the parties may submit a written response which will be considered prior to completion of the investigation report.

Once the investigation is complete, the investigator must prepare a written investigative report and provide the report to the parties and representatives, if any, for their review and written response. The complaint, evidence, investigation report and any written responses must then go to a Decision maker or Decision Maker's Designee for a determination regarding responsibility of the respondent for the conduct alleged.

At least 10 days prior to any hearing or other determination of responsibility by the Decision maker, each party has the opportunity to submit to the Decision maker relevant questions to be asked of another party or witness. The Decision maker will provide the answers and the parties will be given a follow-up opportunity for questions.

The Decision maker, and any designee, must be a person who is neither the Title IX Coordinator nor the investigator. Once the Decision maker reviews all the documentation, the Decision maker must issue a written response within 10 days of the last submission of documentation. The written decision must address the allegations, procedural steps taken, finding of facts, and application of the Code of Conduct to the facts and a statement of and rationale for each allegation including determination of responsibility, disciplinary sanctions and whether remedies to restore or preserve equal access to the educational program will be provided.

### **Appeal of Decision**

If either party is unhappy with the final determination of the complaint for the following reasons, the party may appeal:

- a. A procedural irregularity existed that affected the outcome of the investigation and final determination;
- b. New evidence has been discovered which was not reasonably available at the time of the determination and which could affect the outcome;
- c. There was a conflict of interest on the part of the Title IX Coordinator, investigator or Decision maker.

The appeal must be filed with the Title IX Coordinator within 10 days of the final written determination. Upon receipt of the written request for appeal, the Title IX Coordinator will notify both parties of the appeal and given them each an equal opportunity to submit in writing a statement in support of or challenging the final determination. Within 10 days of submission of statements, the appeal will be reviewed by the BOCES District Superintendent, or his designee as the Appeals Officer. The Appeals Officer may not be the Title IX Coordinator, investigator or Decision maker and may not have a conflict of interest. Within 10 days after receipt of the submissions, a written decision will be issued by the Appeals Officer to both parties on the appeal.

If a party is not satisfied with the outcome of the appeal, either party may seek further legal remedies. Specifically, the New York State Human Rights Law protects employees, students, and non-employees from sexual harassment. Complaints may be filed with the Division of Human Rights or in New York State Supreme Court. Further, the United States Equal Employment Opportunity Commission enforces federal

discrimination laws, including Title VII of the Federal Civil Rights Act. Contact information is provided below.

New York State Division of Human Rights  
1 Fordham Plaza, Fourth Floor  
Bronx, NY 10458  
(888) 392-3644

United States Equal Employment Opportunity Commission (EEOC)  
1-800-669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Department of Education  
Office of Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
(800) 872-5327  
[www.ed.gov](http://www.ed.gov)

All records regarding the formal complaint, investigation, remedies, sanctions and appeals must be maintained by the BOCES for at least 7 years.

Any BOCES' employee is prohibited from engaging in retaliation against any person involved in the complaint, the grievance process, appeal or investigation.

[TO BE GIVEN ONCE A FORMAL COMPLAINT IS RECEIVED]

**NOTICE OF FORMAL COMPLAINT OF SEXUAL HARASSMENT UNDER TITLE IX**

The Title IX Coordinator has received a formal complaint of sexual harassment to which you are a party. The complaint will now proceed to the investigation process. During that process, you have the following rights:

- You have the right to be treated equitably during the investigation and decision making process.
- You have the right to representation in all aspects of the Title IX process.
- You have the right to appeal if the complaint is dismissed or if you are unhappy with the outcome of the grievance process.
- You have the right to be free from retaliation as a result of the complaint and participation in the investigation process.
- You have the right to submit written questions to the Decision Maker and have written responses.
- You have the right to an Investigator, Decision Maker and Title IX Coordinator who does not have a conflict of interest.
- You have a right after the investigation is complete, to review the investigation report and all evidence prior to a decision of responsibility by the Decision Maker.
- All available evidence will be evaluated objectively throughout the process.
- The Title IX Coordinator, Investigator and the Decision Maker will not have a conflict of interest against either party.
- BOCES may attempt informal resolution of the complaint if all parties are open to it.
- A presumption that the respondent is not responsible for the alleged conduct.
- Timeframes for the process that are reasonably prompt.
- Disciplinary outcomes may consist of but are not limited to reassignment, suspension, termination, counseling, training and additional supervision.
- The evidence standard used to evaluate the complaint is *preponderance of the evidence*.
- Entitled to supportive measures including but not limited to counseling, reassignment, leave, additional supervision, and training. The Title IX Coordinator will contact you directly to discuss available supportive measures.
- Evidentiary questions which seek privileged information are prohibited unless the party waives the privilege.
- At the end of the investigation and at least 10 school days before the investigation report is finalized, you have the right to review all evidence and respond in writing.
- If you are untruthful during the investigation process, the following Code of Conduct provisions may be applicable: **[Insert Code of Conduct provisions]**
- If new allegations arise during the investigation, you have a right to receive notice of them in writing.

The allegations of the complaint are:

- [*List individual allegations constituting sexual harassment*]

If you are the respondent to the complaint (*the person accused of sexual harassment*) you have a right to respond to these allegations in writing within 10 school days and prior to any initial interview.

A copy of the BOCES's Grievance Procedures and Title IX policy have been attached for your review.

Matthew Slattery – Civil Rights Compliance Officer

1443 Military Turnpike

Plattsburgh, NY 12901

Phone: 518-561-0100 xt 299

[Slattery\\_matt@cves.org](mailto:Slattery_matt@cves.org)

Maria Huntington – Civil Rights Compliance Officer

194 US Oval

Plattsburgh, NY 12901

Phone: 518-561-0430

[Huntington\\_maria@cves.org](mailto:Huntington_maria@cves.org)

## NOTICE OF DECISION

[TO BE PROVIDED WITH DECISION]

You are a party to a Title IX complaint. Attached is the final Decision which contains findings of fact and determination of responsibility for the alleged conduct. Additional supportive measures or disciplinary measures may be included.

Appeal from the decision may be granted for the following reasons:

- A procedural irregularity affected the outcome
- New evidence is now available which was not previously available but could affect the outcome
- The Title IX Coordinator, Investigator or Decision Maker had a conflict of interest
- The complaint was dismissed by the Title IX Coordinator prior to investigation, and you believe the dismissal was contrary to Title IX

You may appeal the complaint by submitting a written statement challenging the decision. The written statement must be provided within 10 school days. If you are in support of the outcome of the complaint, you may submit a written statement supporting the outcome and arguing against appeal. The BOCES will select a qualified individual to decide the appeal.

The person deciding the appeal will not have a conflict of interest against either party. Further, the person hearing the appeal will review the entire record including your statements about the decision. The person hearing the appeal will make a final decision on the complaint within 10 school days of receiving the appeal.

**FORMAL COMPLAINT OF SEXUAL HARASSMENT**

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) - \_\_\_\_\_ Email: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Victim: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Location of incident/incidents: \_\_\_\_\_

Description of the Incident/Incidents: (Attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

I understand that by signing this formal written complaint form, I am making a formal complaint of sexual harassment and, as a result, an investigation and determination of responsibility will occur.

\_\_\_\_\_  
Complainant

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_  
Title IX Coordinator

\_\_\_\_\_  
Date

**TITLE IX CHECKLIST**

[TO BE COMPLETED BY THE TITLE IX COORDINATOR]

Supportive measures discussed: \_\_\_\_\_

Complainant's preference for supportive measures:

\_\_\_\_\_

Action taken on supportive measures: \_\_\_\_\_

Copy of Title IX policy given: \_\_\_\_\_

Copy of procedures given: \_\_\_\_\_

Investigator assigned: \_\_\_\_\_

Decision Maker assigned: \_\_\_\_\_

Notice of Formal Complaint given to both parties: \_\_\_\_\_

Supportive measures offered respondent: \_\_\_\_\_

Action taken on supportive measures: \_\_\_\_\_

Physical Health and safety risk assessment conducted? \_\_\_\_ Yes \_\_\_\_ No

If no, why not: \_\_\_\_\_

Actions taken as a result of the risk assessment, if any:

\_\_\_\_\_



CV-TEC Plattsburgh Campus - P.O. Box 455, Plattsburgh, NY 12901  
CV-TEC Learning Hub - 1449 Military Turnpike, Plattsburgh, NY 12901  
CV-TEC Mineville Campus - 3092 Plank Road Box B, Mineville, NY, 12956  
CV-TEC OneWorkSource - 194 US Oval, Plattsburgh, NY 12903

CV-TEC Plattsburgh Campus, 518-561-0100 FAX: 518-561-049  
CV-TEC Learning Hub, 518-561-0100 FAX: 518-942-336  
CV-TEC Mineville Campus, 518-942-6691 FAX: 518-324-662  
CV-TEC OneWorkSource, 518-561-0430 FAX: 518-324-337

**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 C. Davey**  
**FROM: Michele M. Friedman**  
**DATE: October 2, 2023**  
**RE: October 2023 Board Report**

**October is National Principals Month**

The CV-TEC Division is proud to recognize and honor our campus principals in celebration of National Principals Month. Their expertise and dedication are truly appreciated, and their hard work does not go unnoticed. A heartfelt thank you from Team CV-TEC to: Ms. Tina Mitchell, Mr. Adam Facteau, and Mr. Mark Brown.



**2023 Fall Family Nights for Parents of Current Students Scheduled for October 18<sup>th</sup> and October 26<sup>th</sup> for Mineville and Plattsburgh Campuses**

We are expecting our current students and their families to visit our three campuses for the scheduled Fall Family Nights for the CV-TEC Division. This is an opportunity for the families of current students to meet with our CTE & Academic teachers during the scheduled evening hours. October 18<sup>th</sup> is scheduled for our Mineville Campus and October 26<sup>th</sup> for our Plattsburgh and Learning Hub Campuses.

**CV-TEC Enrollment for the 2023-2024 School Year**

We have been receiving enrollment confirmations from all our districts to verify student participation on our three campuses for both the CV-TEC CTE and Pre-CTE Programs. Enrollment numbers from all component districts are exceeding our projections for this school year and are looking to be the highest enrollment participation in our CV-TEC Division’s history. Currently, there are **846 high school students and 34 post-secondary students** across all three campuses, for a **total of 880 students**. These numbers are unofficial until the October 1<sup>st</sup> and December 1<sup>st</sup> billing cycles have been completed. Post-secondary enrollment is still under review; however, we expect the enrollment numbers to remain steady. Reconciliation of our projected budgets will begin once we receive final confirmation of the high school and adult enrollment figures for the 2023-2024 school year.



**\$25,000 Donation to the NEW Adirondack Foundation: CV-TEC Career & Technical Education Pathways Fund**

At a press conference held at the CV-TEC Plattsburgh Campus on Monday, September 25, 2023, members of the Moore family presented a \$25,000 check to the Adirondack Foundation to support the new CV-TEC Career and Technical Education Pathways Fund. The purpose of this fund is to create meaningful educational and sustainable employment pathways by eliminating economic and social barriers for the talented CV-TEC Career and Technical Education (CTE) students of the North Country. This fund will support students participating in CTE programs. The annual grants can be used for: student tools and uniforms, work-based learning stipends, scholarships for additional training or to attend degree programs, etc. CV-TEC is truly grateful to the Moore Family and the Adirondack Foundation for their generosity and support of Career & Technical Education.



**Online High School Available To Component Schools for 2023-2024 School Year**

Our component districts once again will have the opportunity to utilize and access Online High School courses through participation in the CoSer 411 option. **Advanced Academics, Western Suffolk BOCES, Connexus and Gradpoint** have been contracted to implement Online High School for our districts.

**CTE is Essential**

It has been an incredible month on our CV-TEC Campuses! Our industry expert CTE & Academic teachers, Team CV-TEC staff members and our talented students have been working hard in each of their Career & Technical Education Programs of Study and Adult Literacy & Job Skills Training programs. We are so proud of all the work that has been accomplished so far and look forward to the months ahead. Some of the highlights of this past month's instruction:





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**CVES MISSION**

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

**Annual Law Enforcement Torch Run for Special Olympics A Great Success**

On September 15 The RISE Center for Success was able to host the opening festivities of the annual Law Enforcement Torch Run for Special Olympics. Students from the RISE Center showed full support for the participants by designing and painting signs and banners in Mrs. Palmer's art class. Students proudly displayed their artwork for the participants of Torch Run to see as they ran by.





**Mineville's Rise Center for Success Off to a Great Start**

Students from Melissa Gough's room, along with students from Brandy Roselli's class visited Rulf's Orchard for a fun Fall field trip! They picked pumpkins, apples, had fresh cider and cider donuts. Everyone had a great time!



Students in Melissa Gough's class are studying the lifecycle of the butterfly. They were all excited to see the caterpillar had transformed into the chrysalis. They are excited to finally see their painted butterflies!



The RISE Center's Mineville Campus had their first PBIS activity of the school year! They had a wonderful ice cream social on a beautiful Friday afternoon!



### **RISE Center Staff Showcase Strengths in Professional Development**

In late August, the dedicated educators at the RISE Center engaged in a comprehensive full-day professional development program, covering an array of essential topics. As part of this enriching experience, participants took the Positivity Project's character strengths survey, a tool rooted in positive psychology research and VIA Classification of Strengths, designed to assess 24 character traits. The survey outcomes unveiled the top five character strengths embodied by our teachers and teaching assistants: love, kindness, teamwork, humor, and gratitude.



These strengths underscore the compassionate, cooperative, cheerful, and appreciative outlook that our staff brings to their roles and interactions with students. More importantly, these qualities are in perfect harmony with our school's core vision and values, which emphasize the creation of a positive and supportive learning environment.

### **Rise Center Unveils Modernization Initiative with New Furniture and Cabinetry**

The recent introduction of a new round of furniture and cabinetry at the Rise Center signifies a crucial step in modernizing the facility. This comprehensive update encompasses various areas, such as offices and workspaces reflecting a commitment to enhancing the overall educational environment and supplementing the classroom upgrades completed last year.

The core focus of this modernization effort is to streamline the surroundings. By doing so, the Rise Center aims to create a more efficient and aesthetically pleasing setting. The inclusion of these new furnishings not only serves a functional purpose but also contributes to achieving a cohesive look throughout the center. This investment in the physical space aligns with the broader goal of nurturing an innovative and forward-thinking community within the Rise Center. Highlighted below is our newly designed Work Experience Lab.





### **Collaborative Innovation: Creating Communication Solutions for Students**

Throughout this year, our dedication to supporting both teachers and related service providers has been unwavering. An excellent example of this commitment is the collaboration between Ms. Litts and Ms. Way, which has yielded remarkable results.

Ms. Litts, in her role as the facilitator of our new language-based life skills classroom, developed an ingenious communication book template. This template, designed to empower students to express their wants and needs, has proven to be highly effective. What makes this initiative truly special is the collaborative spirit that ensued: students from Ms. Way's Autism Classroom joined forces with Ms. Litts to replicate and customize this template. The result? A collection of communication books that will serve as invaluable tools, enhancing students' abilities to navigate various aspects of their day, from mealtimes to special activities and even answering simple yes/no questions.







#### **Early Success: CALM Training and Collaboration at the Rise Center**

This month marked a significant achievement at the Rise Center, as we successfully conducted our first CALM (Crisis Aggression Limitation Management) training of the year. What sets this accomplishment apart is that it's the earliest in the year that we've been able to provide this essential training for new team members.

This proactive approach equips our new staff members with invaluable de-escalation skills, essential for supporting our students through challenging behaviors. During the training, while some staff members were temporarily absent from the building, our remaining team exhibited remarkable teamwork. They pulled together, effectively shared responsibilities, and ensured our students continued to make progress.

In a heartwarming display of appreciation, following the completion of CALM training, a student from Ms. Brown's room took it upon themselves to distribute CALM training certificates. Furthermore, they shared Core Skill Assessment kits, acquired through our partnership with the New England Center for Children. This thoughtful gesture underscores the sense of community and support that defines our Rise Center family.

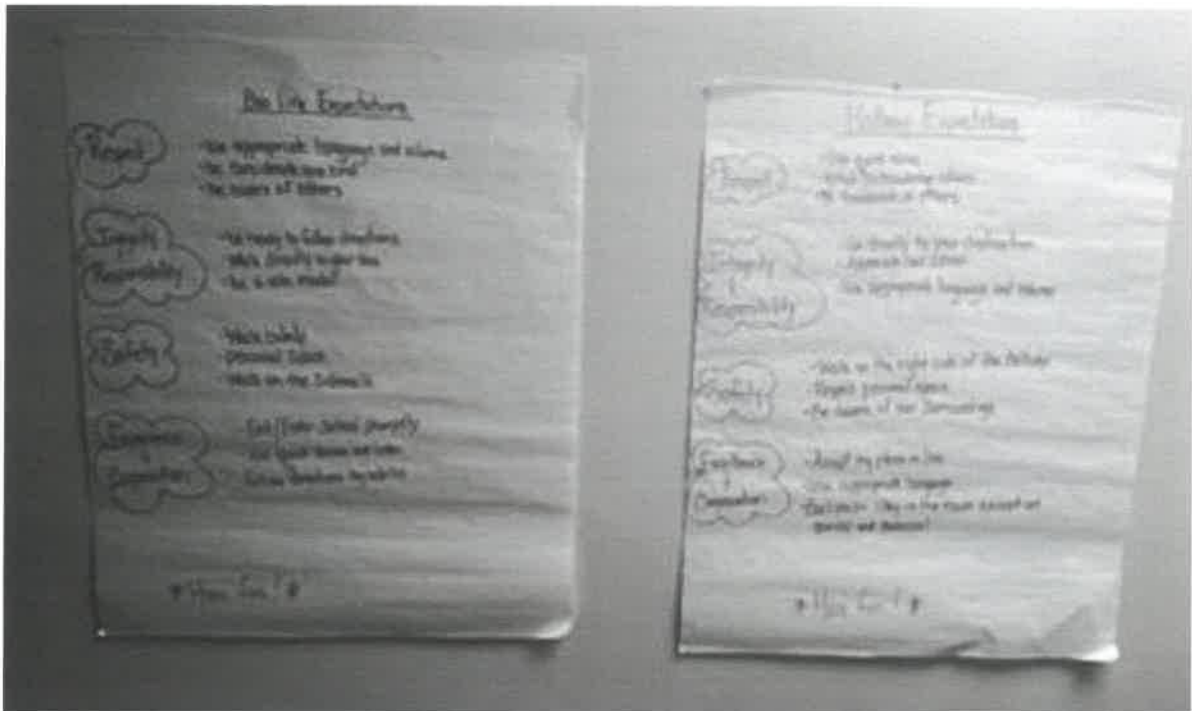


### Assistant Principals Lead Interactive Lessons on School Expectations

Mrs. Michelle Lawrence and Ms. Crystal Rhino, dedicated Assistant Principals at the Rise Center for Success, recently took on a fun and educational challenge. They spent two mornings engaging with our elementary students, imparting valuable lessons about school rules and expectations.

In these interactive sessions, the students had the opportunity to learn proper etiquette for navigating the school's hallways and managing arrival/dismissal times. The atmosphere was filled with laughter and lively engagement as the familiar staff demonstrated, with great exaggeration, all the wrong ways to behave in these areas.

Amidst the playful chaos, the students eagerly embraced their roles as role models, showcasing the correct and respectful behavior expected in these crucial parts of our school environment. This dynamic approach to teaching not only made learning enjoyable but also fostered a sense of shared responsibility for maintaining a positive school culture.





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**ASSISTANT SUPERINTENDENT FOR  
EDUCATIONAL SERVICES**



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### **CVES MISSION**

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## **MEMORANDUM**

**TO:** Dr. Mark Davey

**FR:** Amy Campbell AC

**DA:** October 2, 2023

**RE:** October 2023 Board Report

September is one of the best months of the year. The return to school operations and the buildings filling with our ten-month staff and students reminds us of why we do the work we do. In School Support Services we enjoy seeing the results on the summer work and tackling any new issues that arise as we open for another year. Our teams are excited for what this school year will bring and look forward to continuing to support our students, staff, and component districts with excellent services.

### **WORKSHOPS FOR SCHOOL IMPROVEMENT**



The Conference Center was bursting with excitement and people as we hosted the Opening Day celebration for our CVES Family of Professionals. In addition, our Rise Center for Success Staff from both our Plattsburgh and Mineville campuses met as a division with Director Slattery on the first day of our return. The Rise Center located in the William A. Fritz building held their first faculty meeting in our space as well. It was amazing to see everyone on our campus with so much excitement for the year ahead.



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



The *School Library System* began the school year by updating our districts' OPALS catalogs and OverDrive accounts. OverDrive eBooks and audiobooks have become extremely popular with our students and teachers, and circulation has tripled in the past three years. We have added magazine and comic subscriptions, making our library a well-rounded resource.

*Model Schools* will be hosting many PD sessions in the coming months, including AI in the classroom, Tech Tools best practices, and discussions around Computer Science and Digital Fluency Standards. We will be hosting a Lending Library Learning Day on October 4, 2023. This will be a full day, with our liaison meeting in the morning, followed by Tech Tools PD and ClassVR PD. Once the learning day is complete, districts will be able to borrow the items in our lending library.



*Arts in Education* continues to process requests for the 2023-2024 school year. Districts have already successfully hosted The Seagle Colony's production of the children's opera *The Ugly Duckling* and musician Jared Campbell, as well as made visits to the Babbie Farm.



## INSTRUCTIONAL TECHNOLOGY

The start of the new School year is always the IT department's busiest time of the year, and this year was no exception. At the end of August and the beginning of September crises of all sorts popped up at several districts that CVES personnel are responsible for, and it was so gratifying to see the team pull together to try and help our fellow team members and other districts when they needed it the most.

Some of these issues delayed projects, but we did manage to get several important ones completed over the summer including replacing all the network switches in Chazy at the end of August. Several CVES projects are now close to the finish line that we had hoped to complete over the summer. When completed in the coming weeks the transitions of Papercut, Wincap, and the data backup system that should help improve efficiency and security while automating tasks that used to be manually done in the past.

## INTERSCHOLASTIC SPORTS

The 554 Coser is in full swing this Fall season. On Monday, September 25<sup>th</sup>, we held a workshop with every Section VII school athletic administrator covering some key topics in Section VII and having Robert Zayas, the Executive Director of the New York State Public High School Athletic Association (NYSPHAA) present key policies and procedures. With eight of our 26 school schools having new athletic administrators in place, this was an important workshop. With the start of Fall that means Sectional championships are a few weeks out. We will continue to prepare for the Winter season as we have league meetings coming up next week where we review schedules, rule changes and provide feedback for our first quarterly meeting of the NYSPHAA coming up in the middle of October.



## PUBLICATIONS AND COMMUNICATIONS UPDATE



The Communications and Print Shop Teams continue to be busy as summer work has wrapped up and the traditional fall schedule begins with school in session. For the Print Shop, the summer workload is always structured chaos as our crew likes to call it. They are up for the challenge and determined to serve our schools in the best way possible. Our Communications Team continues to see growth in workload. Peru, Northern Adirondack and Beekmantown have all

committed to monthly and/or quarterly district newsletters — all exciting work that was not part of last year's workflow.

Notably, Beekmantown has rejoined the Communications Co-Ser. Part of their enrollment has included the purchase of a once-a-week in-district Publications Specialist, which has led to refreshing success stories Beekmantown can share on its various communication platforms. Beekmantown is now the second district — following Boquet Valley — to enroll in the new in-district model the Communications Department launched in Spring 2023.

Other work for the Communications Team has included updates to several in-house print documents, website design and video production. As the months roll on, the Communications Team will continue to develop and eventually deliver a large Capital Project Testimonial Video to Boquet Valley.

