

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

**AGENDA FOR BOARD MEETING TO BE HELD AT THE
YANDON DILLON CENTER IN MINEVILLE, NY ON NOVEMBER 8, 2023
PROPOSED EXECUTIVE SESSION AT 6:00 P.M. – MONTHLY MEETING TO FOLLOW**

- No Action 1. CALL TO ORDER: BOARD PRESIDENT
- a. The Pledge of Allegiance
 - b. Roll Call of Board Members
- No Action 2. EXECUTIVE SESSION
- No Action 3. INTRODUCTION OF ALL PRESENT
- No Action 4. OPINIONS AND CONCERNS FROM THE AUDIENCE
- No Action 5. BUDGET COMMITTEE UPDATE — Dr. Mark Davey & Mr. Eric Bell
- No Action 6. STRATEGIC PLAN PRESENTATION — Dr. Mark Davey, Mrs. Amy Campbell, Mr. Eric Bell, Mrs. Michele Friedman & Mr. Matthew Slattery
- No Action 7. CAPITAL PROJECT PHASE 2 UPDATE — Dr. Mark Davey & Mr. Eric Bell
- No Action 8. DISTRICT SUPERINTENDENT’S UPDATE
- Action 9. MINUTES OF PREVIOUS MEETING
- a. October 11, 2023 Regular Board Minutes (Enc. 1)
- Action 10. NEW BUSINESS
- a. Adoption of 2023-2026 District Strategic Plan (Enc 2)
- Action 11. CONSENT AGENDA FINANCIAL
- a. Certification of Warrant (Enc. 3)
 - b. Treasurer’s Reports (Enc. 4)
 - c. Extraclassroom Treasurer’s Reports (Enc. 5)
 - d. Contractor/Consultant Agreement (Enc. 6)
 - e. Projects (Enc. 7)
 - f. Cross Contract Budget Increase(s) (Enc. 8)
 - g. Special Aid Fund Project (Enc. 9)
 - h. Budget Increase(s) (Enc. 10)
 - i. Agreement(s) (Enc. 11)
 - j. FEH SNAP Agreement (Enc. 12)
- No Action 12. OLD BUSINESS
- a. Committees
- Audit Committee Meeting Highlights – May 10, 2023 (Info. Only)

13. CONSENT AGENDA PERSONNEL

- Action a. Rescind (Enc. 13)
- Action b. Resignation(s) (Enc. 14)
- Action c. Four- Year Probationary Appointment(s) (Enc. 15)
- Action. d. 52-Week Civil Service Probationary Appointment(s) (Enc. 16)
- Action. e. Civil Service Provisional Appointment(s) (Enc. 17)
- Action f. Temporary Appointment(s) for 2023-24 (Enc. 18)
- Action g. Permanent Appointment (Civil Service) (Enc. 19)
- Action h. Temp-On-Call and Substitute(s) 2023-24 (Enc. 20)
- Action i. Intern(s) (Enc. 21)
- Action j. Temporary Grant Appointment(s) (Enc. 22)
- Action k. Provisional Civil Service Hourly Appointment(s) 2023-24 (Enc. 23)
- Action l. Additional Work 2023-24 (Enc. 24)
- Action m. New Employee Orientation 2023 (Enc. 25)
- Action n. Summer Work (Enc. 26)
- Action o. Authorized Money Collectors (Enc. 27)
- Action p. School Lunch Manager (Enc. 28)
- Action q. Extra-Curricular Student Activity Fund Club Advisors (Enc. 29)

14. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. New Policy- Second Reading & Adopt (Enc. 30)
- Action b. Certification of Lead Evaluator (Enc. 31)
- Action c. Proposal for Asbestos Monitoring Services (Enc. 32)
- Action d. Request for Approval to attend Conference/Workshop (Enc. 33)

No Action 15. OTHER

No Action 16. NEXT BOARD MEETING

Wednesday, December 13, 2023, at the CVES Conference Center in Plattsburgh, NY, –
Proposed Executive Session at 6:00 p.m. monthly meeting to follow.

No Action 17. REPORTS FROM DIRECTORS (Enc. 34)

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

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 October 11, 2023 Regular Board meeting.

ENC. 2

Recommend that the Board adopt the CVES 2023-2026 District Strategic Plan for Continuous Improvement.

ENC. 3

Recommend that the Board approve the Certification of Warrant for October 2, 2023 to October 30, 2023.

ENC. 4

Recommend that the Board approve the Treasurer's Report from September 30, 2023.

ENC. 5

Recommend that the Board approve the Extraclassroom Treasurer's Report from September 30, 2023.

ENC. 6

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

1. Agreement between Clinton-Essex-Warren-Washington BOCES and The New England Center for Children for the purpose of obtaining clinical and educational consultation services for the 2023-2024 school year. The current estimated annual expenditure for the agreement is \$48,640. (RISE) (attached)

ENC. 7

Recommend that the Board award the following Project:

1. Recommend, based on Tetra Tech Architects & Engineers review and approval, that the Board award the IP Public Address Improvement Project at the Main Campus, Learning Hub South Building, and Yandon-Dillon Facility to Day Automation of Victor, NY in an amount not to exceed \$684,244. The work shall take place in accordance with the terms and conditions of New York State Contract PT 68783 and will be compliant with SED Capital Project construction requirements. (Management Services)

ENC. 8

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

1. Increase the Distance Learning – Capital Region BOCES budget from \$154,000 to \$160,000 for the 2023-2024 school year, to accommodate for additional Cross Contracts with Capital Region BOCES (Beekmantown, Saranac). (Co-Ser 431 – S³)
2. Increase the Virtual Summer School – Capital Region BOCES budget from \$4,448 to \$4,550 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (NCCS). (Co-Ser 459 – S³)
3. Increase the Computer Assisted Instruction – Capital Region BOCES budget from \$262,900 to \$302,000 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (Beekmantown, Boquet Valley, Crown Point, Keene, Moriah, NCCS, Peru, Plattsburgh, Schroon Lake). (Co-Ser 530 – S³)
4. Increase the Computer Services Admin – Capital Region BOCES budget from \$3,263,600 to \$3,350,000 for the 2023-2024 school year, to accommodate for additional Cross Contracts with Capital Region BOCES (AuSable Valley, Beekmantown, Plattsburgh, Schroon Lake, Willsboro). (Co-Ser 604 – S³)
5. Increase the Computer Services Management – GST BOCES budget from \$9,833 to \$16,150 for the 2023-2024 school year, to accommodate for an additional Cross Contract with GST BOCES. (Northern Adirondack). (Co-Ser 613 – S³)
6. Increase the Voice & Electronic Communication Service – Capital Region BOCES budget from \$216,858 to \$230,200 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (Plattsburgh). (Co-Ser 623 – S³)
7. Increase the Insurance ACA Reporting – FEH BOCES budget from \$70,266 to \$82,000 for the 2023-2024 school year, to accommodate for an additional Cross Contract with FEH BOCES (Boquet Valley). (Co-Ser 634 – Mgmt Svcs)

ENC. 9

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

1. Employment Preparation Education (EPE) special aid fund project in the amount of \$320,000 for the period of July 1, 2023 through June 30, 2024.
(CV-TEC)

ENC. 10

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

1. Increase the Career and Technical Education – Job Target/Pre-CTE Program budget from \$780,621 to \$950,023 due to increased participation in Job Target/Pre-CTE classes for the 2023-2024 school year. (CoSer 115/116 – CV-TEC)

ENC. 11

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

1. Agreement between the Adirondack Community Action Programs, Inc (ACAP) and Clinton-Essex-Warren-Washington BOCES for the rental of office space at 72 Court Street, PO Box 848, Elizabethtown, NY, commencing July 1, 2023 and ending June 30, 2026. The annual rent paid by BOCES to ACAP for the three-year term shall be \$741.20 per year. At the end of the three-year term, the parties have the option to renew the lease for mutually agreed upon terms. (CV-TEC)
2. Agreement between the North Country Workforce Partnership, Inc. (NCWP) and Clinton-Essex-Warren-Washington BOCES for the rental of office space at OneWorkSource, 194 U.S. Oval, Plattsburgh, commencing July 1, 2023 and ending June 30, 2024. The annual rent paid by BOCES to NCWP for the one-year term shall be \$3,300 per year. At the end of the one-year term, the parties have the option to renew the lease for mutually agreed upon terms. (CV-TEC)
3. Agreement between the North Country Workforce Partnership, Inc. (NCWP) and Clinton-Essex-Warren-Washington BOCES for the rental of office space consisting of room 221 at OneWorkSource, 194 U.S. Oval, Plattsburgh, commencing July 1, 2023 and ending June 30, 2024. The annual rent paid by BOCES to NCWP for the one-year term shall be \$7,128.00 per year. At the end of the one-year term, the parties have the option to renew the lease for mutually agreed upon terms. (RISE)
4. Agreement between the North Country Workforce Partnership, Inc. (NCWP) and Clinton-Essex-Warren-Washington BOCES for the rental of office space consisting of rooms 123 through 127 and room 129 at OneWorkSource, 194 U.S. Oval, Plattsburgh, commencing July 1, 2023 and ending June 30, 2024. The annual rent paid by BOCES to NCWP for the one-year term shall be \$36,630.00 per year. At the end of the one-year term, the parties have the option to renew the lease for mutually agreed upon terms. (CV-TEC)

ENC. 12

Recommend that the Board approve the following resolution regarding the revised Supplemental Nutrition Assistance Program Employment & Training Venture V (SNAP ET Venture V) agreement:

WHEREAS, CEWW BOCES heretofore approved an agreement on December 14, 2022 for professional services rendered by FEH BOCES in connection with the Supplemental Nutrition Assistance

ENC. 12 (Continued)

Program Employment & Training Venture V Contract (SNAP ET Venture V) for the period of December 1, 2021 to November 30, 2026;

WHEREAS, by reason of the need to modify language due to changes in the grant structure and the amount of milestone funding allocated to the program, FEH BOCES and CEWW BOCES have agreed to execute a revised agreement that encompasses all changes and cancel the proposed agreement approved by CEWW BOCES on December 14, 2022;

NOW THEREFORE, BE IT RESOLVED, that the proposed agreement by and between FEH BOCES and CEWW BOCES dated December 1, 2021 to November 30, 2026 that was approved by CEWW BOCES on December 14, 2022 is hereby canceled and rescinded; and be it further

RESOLVED, that the proposed revised agreement by and between Franklin-Essex-Hamilton BOCES and CEWW BOCES commencing December 1, 2021 and ending November 30, 2026 is hereby approved.

ENC. 13

Recommend that the Board rescind the following appointment(s) from the September 13, 2023 agenda:

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

Stipend Positions, Compensation per collective bargaining agreement
Heather Agoney PBIS Coordinator - Plattsburgh

ENC. 14

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

1. Charles Forgette, Electrical Design, Installation & Alternative Energy Teacher, effective November 4, 2023
2. Michael Drew, Building Trades/ Carpentry Teacher, effective December 15, 2023
3. Susanne Ford-Croghan, Coordinator of School Library Systems, effective January 19, 2023 for the purpose of accepting the School Library Systems Program Administrator Position
4. Joseph Judge, Computer Specialist, effective October 10, 2023, for the purpose of accepting a Computer Programmer Position
5. Dale Bracy, Cook, effective October 30, 2023, for the purpose of accepting a Cook Manager Position

ENC. 15

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

1. Name: Lauren Jaquish (*was temporary*)
Tenure Area: Teaching Assistant

ENC. 15 (Continued)

Position: Teaching Assistant
Effective Date: September 5, 2023
Tentative Tenure Date: September 5, 2027
Certification Status: Teaching Assistant, Level I
Annualized Salary: \$27,084

2. Name: Jill Spring (*was temporary*)
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: \$28,593

3. Name: Britany Dubrey (*was temporary*)
Tenure Area: School Nurse Teacher
Position: Allied Health Teacher
Effective Date: October 24, 2023
Tentative Tenure Date: October 24, 2027
Certification Status: Nurse's Assisting 7-12, Trans A
Annualized Salary: \$50,896

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

ENC. 16

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

1. Name: Dale Bracy
Position: Cook Manager
Effective Date: October 30, 2023
Tentative Permanent Date: October 30, 2024
Annualized Salary: \$30,500
2. Name: Garrett Denton (*pending fingerprint clearance*)
Position: Custodial Worker
Effective Date: November 6, 2023
Tentative Permanent Date: November 6, 2023
Annualized Salary: \$34,500

ENC. 17

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

1. Name: Joseph Judge
Position: Computer Programmer
Effective Date: October 10, 2023
Annualized Salary: \$50,000
2. Name: Tera Filion Potts
Position: Account Clerk/Typist
Effective Date: October 23, 2023
Annualized Salary: \$31,000
3. Name: Zachary Zarling
Position: School Lunch Manager
Effective Date: October 30, 2023
Annualized Salary: \$46,000

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

ENC. 18

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

1. Name: Brittany Wood
Position: Business Management and Entrepreneurship Teacher
Effective Date: October 16 - June 30, 2023
Certification Status: Uncertified
Annualized Salary: \$47,582
2. Name: Arianna Hicks
Position: School Social Worker
Effective Date: November 6, 2023 - June 30, 2023
Certification Status: Uncertified
Annualized Salary: \$56,676

ENC. 19

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

1. Dustin Ryan, Teacher Aide/ Student Aide, effective November 14, 2023
2. Marta Leavine, Assistant to the Food Service Director, effective November 23, 2023

ENC. 19 (Continued)

3. Jocelyn Lopez, School Lunch Manager, effective November 23, 2023
4. Sadie Kaltenbach, School Lunch Manager, effective November 23, 2023
5. Caitlin Thompson, Occupational Therapist, effective November 29, 2023
6. Heather Brawn, Account Clerk/ Typist, effective December 5, 2023
7. Joshua Arthur, Custodial Worker, effective December 7, 2023

ENC. 20

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>
Victoria Paiser	Teacher Aide/ Student Aide
Hannah Sorel	Teacher Aide/ Student Aide
Robert Thierry (<i>pending fingerprint clearance</i>)	Teaching Assistant
Robert Thierry (<i>pending fingerprint clearance</i>)	Teacher
Nicole Soden	Food Service Helper

ENC. 21

Recommend that the Board approve the following list of Intern(s) for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Location</u>
Deneil White	Intern	\$14.20/hr	Management Services

ENC. 22

Recommend that the Board approve the following Temporary Grant Appointment from October 30, 2023 – December 30, 2023:

1. Joseph Ashline-Beaudet, Work Study Student, not to exceed 120 hours, at \$14.20/hour
2. Celia Cook, Work Study Student, not to exceed 36 hours, at \$14.20/hour

ENC. 23

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

1. Deborah Sears, Personnel Specialist, \$25/hr
2. Jessica Lagree, Personnel Specialist, \$25/hr

ENC. 23(Continued)

3. Sarah Luposello, Personnel Specialist, \$25/hr

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

ENC. 24

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

Continuation of Normal Work-Day Duties, hourly rate of pay

Maiya Giroux	Not-to-exceed 150 hours
Jerilynn Lamere	Not-to-exceed 150 hours
Jacob Cummings	Not-to-exceed 150 hours
Ciarra Smith	Not-to-exceed 150 hours
Marky DesRocher	Not-to-exceed 150 hours
Dawn Perry	Not-to-exceed 150 hours
Myah Green	Not-to-exceed 150 hours
Audrey Crucetti	Not-to-exceed 50 hours
Kayla Laughlin	Not-to-exceed 50 hours

ENC. 25

Recommend that the Board approve the following list of employees to receive compensation for attending the CVES New Employee Orientation on August 29, 2023:

Hourly rate of pay

Kiara Colgan
Amanda St.Hilaire

ENC. 26

Recommend that the Board approve the following Summer Work:

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

Teaching Assistant

Nicole Haran	Not-to-exceed 6 hours
Brandy Rivers	Not-to-exceed 6 hours
Margarett DeMeulemeester	Not-to-exceed 6 hours

ENC. 26 (Continued)

John Eli Law	Not-to-exceed 6 hours
Alyssa Morin	Not-to-exceed 6 hours

PBIS Planning for the 23-24 School Year, hourly rate of pay per contract
Carrie stone Not-to-exceed 12 hours

ENC. 27

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

Dale Bracy for Cafeteria Sales – Plattsburgh Campus

ENC. 28

Recommend that the Board approve the following Resolution:

Upon the recommendation of the District Superintendent, BE IT RESOLVED, that the Board approve the following resolution: Ratify the employment agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Zachary Zarling, School Lunch Manager, effective October 30, 2023- June 30, 2027

ENC. 29

Recommend that the Board approve the following list of CV-TEC Extra Curricular Student Activity Fund Club Advisors with no additional compensation:

Cosmetology (Reflections)	Kimberly Lincoln (Co-Advisor)
Cosmetology (Reflections)	Lisa Banker (Co-Advisor)
Cosmetology (The Razor’s Edge)	Jean Gonyo (Mineville)
North Country Loggers	Josh Pierce (Co-Advisor)
North Country Loggers	Grace Mayhew (Co-Advisor)
LPN	Kelly Gowett (Co-Advisor)
LPN	Charles Johnson (Co-Advisor)
SkillsUSA (Mineville & Plattsburgh)	Nicole Santaniello
FFA	Anika Craig
FFA	Josh Pierce
FFA	Erin Meyer
FFA	Grace Mayhew

ENC. 30

New Policy – Second Reading and Adopt
Corporal Punishment, Restraint of Students, and Time Out Policy

ENC. 31

Recommend that the Board approve the following Lead Evaluator Certification(s):

Section 30-2.9 of the Rules of the Board of Regents provides that, to be certified as lead evaluators, administrators must be trained in the nine required elements. CVES administrators have attended numerous meetings/trainings over the past year that addressed the nine required elements as set for by the Board of Regents, as well as insuring inter-rater reliability among administrators. I am requesting you forward the names below for consideration by the CVES Board of Cooperative Educational Services at their October meeting.

The individual listed below have attended various CVES in-house meetings and state, regional and/or local professional development offerings, most recently Gearing Up on August 22, 2023 and day two of training on October 30, 2023, to be considered by the CVES BOCES for initial certification as Lead Teacher Evaluator:

1. Tina Mitchell

ENC. 32

Recommend that the Board approve the following Proposal:

1. Based on Tetra Tech Architects & Engineers' and Schoolhouse Construction's analysis and recommendation, that the Board accept a proposal submitted by Atlantic Testing Laboratories, Limited of Plattsburgh, NY for Asbestos Project Monitoring Services for Phase 2 of the voter approved Capital Project. Services will take place at the Plattsburgh Main Campus and Mineville Campus.

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

ENC. 33

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, Michael St. Pierre, Patricia Gero, Eddie Webbinaro, Emily Phillips, & Dina Garvey
School Boards Association Meeting.
November 15, 2023 CVES Conference Center, Plattsburgh, NY

ENC. 34

Reports from Directors (attached)

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

DATE: October 11, 2023
KIND OF MEETING: Regular Board Meeting
PLACE: CVES Conference Center Plattsburgh, NY

Board Members Present:

Leisa Boise
Dina Garvey
Patricia Gero
Richard Harriman, Sr.
Donna LaRocque
Bruce Murdock
Emily Phillips
Craig Randall
Lori Saunders
Michael St. Pierre
Eddie Webbinaro
Ed Marin
Emily Reynolds Bergh
Donna Wotton

Board Members Absent:

Kathy Comins-Hunter

Executive Officer:

Dr. Mark Davey

Board Clerk:

Katelyn Smart

Others Present:

Amy Campbell
Matthew Slattery
Eric Bell
Jennifer Parker
Tyler Puchrik
Alaina Weare
Deborah Misik
Betsy Laundrie
Brigitte Phillips
CV-TEC Culinary Students

MEETING
TO ORDER

Board President Michael St. Pierre called the meeting to order at 6:06 pm.

AUDIT
PRESENTATION
WEST & COMPANY

Dr. Davey introduced External Auditors Mr. Michael Rossi, CPA, and Ms. Amy Pedrick, CPA from West & Company. He thanked Mr. Rossi and Ms. Pedrick for their service and annual work with CVES. They have been CVES' Auditors since 2004, nearly twenty years. Mr. Eric Bell commented on the immense asset Mr. Rossi and Ms. Pedrick are to CVES. The Auditors assist CVES with developing robust procedures, providing extra visits, and helping each year as part of their annual financial review and Audit. Mr. Rossi and Ms. Pedrick are working with Mr. Eric Bell, Assistant Superintendent for Management Services, Mrs. Christine Myers, CVES Treasurer, and our Management Services Team to proactively implement procedures to help ensure the correct execution of all of CVES' financial operations, including the new WIOA grant.

Mr. Rossi spoke to the Board Members and public audience about the June 30, 2023 External Audit. Mr. Rossi shared that he and Ms. Pedrick are responsible for meeting with the Audit Committee and reviewing any concerns or suggestions in detail which happened before the board meeting. After the CVES Board approves that Audit, the completed 2022-23 Audit will be sent to the State Comptroller and the NYS Education Department. The last step of the accepted Audit process is sending the single audit to the Federal Government.

This year, the Auditors focused on all the BOCES and Adult Education as their single focus area. Mr. Rossi explained the different points of Audit for areas like the Extraclassroom Activity Fund. This fund is audited once the cash and checks are deposited into the bank account and not at the point of sale.

Overall, the Audit went well. Mr. Rossi informed the entire Board that the Report listed an opinion of “unmodified” and that the financial statements were presented as fair, which is the highest rating of opinion that can be awarded. The Audit is due to New York State by October 15, 2023. Dr. Davey thanked the Auditors and the Audit Committee for their time and work reviewing and discussing the Audit. He also shared his appreciation to CVES’ Management Services staff and internal Auditors for their high-quality work and support throughout the year, which ensured the successful Audit. The Audit Committee recommended that the Board approve CVES’ 2023-23 Annual Independent Audit, which is on the Board's agenda for approval at this meeting.

**BOARD
APPRECIATION
WEEK**

Dr. Davey began the Board Member Appreciation Recognition Celebration by speaking about our CVES Board members' contributions and their collective time of over 100 combined years of voluntary service. Dr. Davey noted that CVES is fortunate to have dedicated Board members who enrich the lives of students, staff, and their component districts with their presence and decision-making capabilities. Board President Michael St. Pierre and Dr. Davey then presented certificates of appreciation to each CVES Board Member. Board President St. Pierre thanked his colleagues on the Board and expressed thoughtful sentiments for everything they do. President St. Pierre and Dr. Davey acknowledged that the Board had two special activities as part of the Board Appreciation Celebration. First, the Rise Center for Success students painted beautiful individual canvas paintings for each Board member. Second, our CV-TEC Culinary students and staff prepared delicious dessert treats for the Board to enjoy.

Mrs. Amy Campbell, Assistant Superintendent of Educational Services, introduced Ms. Jennifer Parker, CV-TEC’s CTE & Academic Curriculum Coordinator. Ms. Parker thanked the Board members for participating in every decision they make to benefit the students and staff of CVES. Ms. Parker spoke of the challenges the new instructors are succeeding through, and the almost completed remodel. Chef Deborah Misik has been an essential person in assisting in the transitions. Then, Ms. Parker introduced the CV-TEC Culinary Team.

Chef Deborah Misik, CV-TEC's Pre-CTE instructor, explained that her class is a stepping stone to enroll in the Culinary Arts Management Program. Chef Misik breaks down that program's curriculum for her students into foundations and pieces for each learning ability in her class. Her students are learning cookie-making basics, including measurement, weights, and teamwork, and her students prepared a brownie and two cookies for the Board members to enjoy.

First-year Culinary Instructors Chef Ms. Alaina Weare and Chef Mr. Tyler Puchrik introduced their program to the Board members, and they praised their Culinary students and introduced them. Both Chefs have diverse backgrounds within the culinary field and bring unique perspectives to the program. The Culinary students made cupcakes, cheesecake, chocolate mousse, and a flourless torte. The Culinary students who were present represented Plattsburgh CSD, Saranac CSD, and NCCS. The students were appreciative of their Culinary instructors and very complimentary about their experiences in the program at CV-TEC. The Board members thanked the students for attending, for their hard work, and for doing an outstanding job preparing the desserts. The Board then asked questions, and the students responded. The Board praised the students for an exceptional job speaking about themselves, their Culinary program, and their teachers.

Board President St. Pierre shared with the students that there is no monetary payment for serving on the Board. He emphasized that seeing each thrive and hearing their stories is more valuable than any monetary payment, and the entire Board concurred. Dr. Davey concluded the Board appreciation portion of the meeting, addressing the students and thanking them for choosing to attend CV-TEC. He acknowledged that when CV-TEC students arrive in September, they meet new students and teachers, but shortly, they create friendships they will build with students who share their passion for their CTE area and work. Dr. Davey acknowledged that they often make new life-long friends who share their experiences and grow together. Dr. Davey thanked the Culinary students and their teachers for attending, for the delicious desserts they created, and for taking a leap of faith to pursue their passions at CV-TEC.

EXECUTIVE SESSION

Mrs. Boise moved, seconded by Mrs. Garvey, that the Board go into Executive Session at 6:56 pm for the following reasons: #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); and #6 - A matter of the medical, financial, credit, or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

In the Executive Session, the District Superintendent (DS) shared with the Board members his 2022-23 Annual Evaluation with the Commissioner of Education. He spoke to the Board members about CVES' priority areas that will be focused on in the 2023-24 school year. Next, Dr. Davey provided several confidential employee updates regarding a termination on the agenda and the extension of administrative leave. Third, Phase 2 contractual capital project updates were discussed. Fourth and lastly, Dr. Davey and the Board reviewed several collective bargaining updates and position proposals to end the Executive Session.

Mr. Harriman Sr. moved, seconded by Mrs. LaRocque., that the Board come out of Executive Session at 8:07 pm. All Board Members present voted yes—motion carried.

DS UPDATE

Dr. Davey began his DS Update, providing the updated information on CVES' enrollment numbers for the 2023-24 school year. There are approximately 860 students enrolled in CV-TEC currently. Dr. Davey shared that 11 years ago in, 2012-13, in comparison, there were 573 students. Matt Slattery, Director of Special Education, confirmed that the Rise Center has 245 students enrolled, a 50% increase in the last four years. He acknowledged that our Divisions, CV-TEC and the Rise Center for Success, and our staff had worked hard to support these exciting increases in enrollment.

Next, Dr. Davey highlighted upcoming activities happening in the next few weeks. The Mineville Campus (CV-TEC & the Rise Center for Success) is having their combined Open House on the 18th of October, The Rise Center is having theirs on the 19th, and CV-TEC in Plattsburgh will host their Family night on October 26th.

Third, Dr. Davey shared a brief Capital Project update. SED has approved Phase 2 of the project, and the written approvals are officially on file. Mr. Eric Bell shared that contractors had the opportunity to tour the project on Monday. Bids are due by October 26th for the project. Mr. Bell stated they hope to have the successful bids on the November CVES Board Agenda for approval.

Fourth, Dr. Dave discussed that the upcoming Solar Eclipse will be directly over the Northeastern part of the US and Plattsburgh on April 8, 2024, at 3:25 pm. Dr. Davey shared with the Board what component districts plan to do in preparation for the Eclipse. It has been reported nationally that Plattsburgh is a definite location where the Eclipse can be viewed, and there is expected to be a significant increase in tourism throughout the region. This increased traffic may impact dismissal times and large crowds. Dr. Davey noted that some districts are planning instructional activities and celebrations for this event.

Dr. Davey briefly provided updates from the DS meeting he attended at the end of September (9/25-9/26) earlier in the month. He reviewed several upcoming planned changes proposed for teacher certification processes. SED is developing new procedures around these updates. Additionally, SED is looking at alternative pathways for certification and amending the educational requirements of a master's degree to provide more options to help individuals attain their certification.

Sixth, Dr. Davey mentioned that NYSSBA has its Annual Business Meeting on Monday, October 16, 2023. Mr. Harriman Sr. is the Voting Delegate for CVES and will attend the virtual meeting. Dr. Davey acknowledged and thanked Mr. Webbinaro, representing the Peru School District for the Resolutions they submitted around DEI and mental health initiatives. There are 56 resolutions this year under consideration by NYSSBA, which is a record.

Next, Dr. Davey and eight CVES Board Members attended the NYSSBA Area 6 Dinner in Malone on October 5th. He thanked each member who was able to attend

the NYSSBA event. The presentation this year at the dinner was about the Science of Reading. The State is focusing on literacy in terms of its long-term importance for graduation rates. Reading fluency at grade 3 is integral for the likelihood of graduating from high school.

Lastly, Dr. Davey spoke about the Board Retreat on October 23rd, starting at 4:30 pm in Peru. Dr. Danna will be facilitating and working with the Board and Dr. Davey to review our 2023-24 Strategic Planning updates and recommendations from the District Planning Team (DPT) and each of the Divisional teams.

PREVIOUS MINUTES

Mrs. LaRocque moved, seconded by Mrs. Boise, to approve the minutes of the September 13, 2023 Board Meeting as presented. All Board Members present voted yes—motion carried.

ANNUAL INDEPENDENT AUDIT

Mrs. LaRocque moved, seconded by Mrs. Boise, to approve the Annual Independent Audit. All Board Members present voted yes—motion carried.

CONSENT AGENDA FINANCIAL

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

CERTIFICATION OF WARRANT

Approve the Certification of Warrant for September 2, 2023, to September 29, 2023, as presented.

TREASURER'S REPORTS

Approve the Treasurer's Reports for August 2023 as presented.

EXTRA-CLASSROOM TREASURER'S REPORT

Approve the Extraclassroom Treasurer's Report from August 31, 2023.

2023 – 2024 CHANGE FUND

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.

CONTRACT(S)

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

INITIAL CROSS CONTRACT(S)

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)

CROSS CONTRACT BUDGET(S)

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)

CROSS CONTRACT BUDGET INCREASE(S)

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 – S³)
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 – S³)
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 – S³)
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 – S³)

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)

SPECIAL AID
FUND PROJECT(S)

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)

SPECIAL AID FUND
PROJECT
CONTINUATION

Approve the following Special Aid Fund Project Continuation(s):

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)

BUDGET
INCREASE(S)

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 – S³)

AGREEMENT(S)

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. (S³) (attached)

MEMORANDUM OF
AGREEMENT(S)

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.)

CONSENT AGENDA
PERSONNEL

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

TERMINATION
FERRARI

Terminate the following person(s) in accordance with Civil Service Law:

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

RESIGNATION
AMENDMENT(S)
TROMBLEY

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

AMEND
APPOINTMENT(S)
SMITH &
SANTANIELLO

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

LEAVE(S) OF
ABSENCE
ROSSELLI

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

RESIGNATION(S)
LAMBORN, BLOW,
MARTIN. PEREZ,
SCHWENK, BLAIS,
STONE,
GOODENOUGH,
BURNHAM,
PROVOST,
CUMMINGS,
PERRY, MORIN &
NORWOOD

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
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

TEMPORARY
GRANT
APPOINTMENT(S)

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

MCSHANE

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

CIVIL RIGHTS
COMPLIANCE
OFFICER
AMENDMENT(S)

Amend the following person(s) Civil Rights Compliance Officer appointment and appoint the following individual(s):

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

TEMP-ON-CALL
AND SUBSTITUTE
POSITIONS

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

PERMANENT
APPOINTMENT(S)
AKIN, LAGREE,
LAFRANCA, &
BIBEAU

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

TENURE
DEMEULEMEESTER

Grant Tenure to the following person(s):

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

Dr. Davey paused the meeting to congratulate Margaret on her tenure. Matt Slattery shared how much of an asset she has been throughout the years.

FOUR-YEAR
PROBATIONARY
APPOINTMENT(S)
PERRY,
CASSAVAUGH,
GONYO &
RICHARDS

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
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

52-WEEK CIVIL
SERVICE
PROBATIONARY
APPOINTMENT(S)
GRAHAM,
KELLAWAY,

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

ROGERS, WAITE &
MOSHER

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

PROVISIONAL
CIVIL SERVICE
HOURLY FOR THE
2023-2024
SCHOOL YEAR
STEVENS

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)

CIVIL SERVICE
PROVISIONAL
BOOTH

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)

TEMPORARY
APPOINTMENT(S)
2023-2024 SCHOOL
YEAR
NORWOOD,
FORGETTE,
ROSSELLI, &
COOLIDGE

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
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

2023 SUMMER
WORK

Approve the following 2023 Summer Work:

<u>Classroom Move/ Setup, hourly rate of pay</u>	
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

ADULT
EDUCATION
COURSE
INSTRUCTORS FOR
2023-2024
SCHOOL YEAR

Appoint the following Adult Education Course Instructors of the 2023-2024 School Year:

Adult Education, hourly rate of pay per contract
Kenny Allen

ADDITIONAL
WORK FOR
2023-2024
SCHOOL YEAR

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
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

CORRECTIVE
ACTION PLAN

Mr. Murdock moved, seconded by Mrs. Boise to approve the following Corrective Action Plan in response to the May 2023 Internal Audit Risk Assessment Final Report. All Board Members present voted yes—motion carried.

REVISED POLICY
SECOND READING
& ADOPT

Mr. Murdock moved, seconded by Mrs. Boise that the Board adopt the following revised policy: #4000.1 Mission, Vision, and Core Beliefs.
All Board Members present voted yes—motion carried.

POLICY
FIRST READING

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

Corporal Punishment, Restraint, of Students, and Time Out Policy.

ADOPT REVISED
POLICIES

Mrs. Boise moved, seconded by Mrs. LaRocque, that the Board waive the first reading and adopt the following revised policies:

#5010 Anti-Discrimination Policy

#9013 Title IX Sexual Harassment Policy

All Board Members present voted yes—motion carried.

LEAD EVALUATOR
CERTIFICATIONS

Mrs. LaRocque moved, seconded by Mrs. Reynolds Bergh to approve the following Lead Evaluator Certifications:

1. The recertification 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 Facteau, Michele Friedman, Michelle Lawrence, Crystal Rhino, Matthew Slattery, Diane Thompson, and Matthew Walentuk
2. The recertification 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.

All Board Members present voted yes—motion carried.

REQUEST TO
ATTEND
CONFERENCE/
WORKSHOPS

Mr. Murdock moved, seconded by Mrs. Boise to 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
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

All Board Members present voted yes—motion carried.

ADMINISTRATIVE
LEAVE EXTENSION

Mr. Murdock moved, seconded by Mrs. Saunders, that upon the recommendation of the District Superintendent, the Board of Cooperative Educational Services hereby continues the administrative leave of a temporary employee through November 8, 2023. All Board Members present voted yes—motion carried.

RESCIND

Mrs. LaRocque moved, seconded by Mrs. Boise to rescind the following appointment(s) that were approved at the September 13, 2023 Board meeting:

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

1. Name: Tara Walentuk
Position: Teacher of the Deaf
Tenure Area: Deaf & Hearing Impaired
Effective Date: October 13, 2023
Tentative Tenure Date: October 13, 2027
Certification Status: Speech & Language Disabilities, Professional
Annualized Salary: \$71,000

All Board Members present voted yes—motion carried.

NEXT BOARD
MEETING

The next Board meeting will be held on Wednesday, November 8, 2023, at the Yandon-Dillon Center in Mineville, NY. An anticipated Executive Session will begin at 6:00 pm, with the monthly meeting to follow.

ADJOURNMENT

Mr. Murdock moved, seconded by Ms. Wotton, to adjourn the meeting at 8:53 pm. All Board Members present voted yes—motion carried.

DRAFT

Katelyn Smart, Board Clerk

MEMO

To: Katelyn Smart, BOCES Board Clerk
 Clinton-Essex-Warren-Washington BOCES
 From: Angela Jennette, Claims Auditor
 Date: October 30, 2023
 Re: Report for Board Agenda for November 8, 2023, Meeting

The following warrant claims were reviewed from October 2, 2023, to October 30, 2023:

<u>Warrant No. & Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
	**	
W #14 - 10/05/2023	*Check Nos: 243668-243673** 243676-243796** *Check Nos: 001866-001954-WEX ACH Payments: ACH009652-ACH009768 WEX-ACH Payments: ACH01212-ACH01290	\$ 927,221.24
W #15 - 10/12/2023	*Check Nos: 243838-243909 *Check Nos: 001955-001985-WEX ACH Payments: ACH009769-ACH009864 WEX-ACH Payments: ACH01291-ACH01335	\$ 1,335,833.57
W #16 - 10/19/2023	*Check Nos: 243910-243995** *Check Nos: 001986-002023-WEX ACH Payments: ACH009865-ACH009969 WEX-ACH Payments: ACH01336-ACH01381	\$ 217,581.26
W #17 - 10/26/2023	*Check Nos: 244031-244105 *Check Nos: 002024-002042-WEX ACH Payments: ACH009970-ACH010066 WEX-ACH Payments: ACH01382-ACH01422	\$ 1,604,097.57

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

IRS-EFTPS: PR#8-Wire #2408FEDTAX Wire #2408FICA Wire #2408MEDI- Warrant #14
 PR#9-Wire #2409FEDTAX Wire #2409FICA Wire #2409MEDI- Warrant #15
 PR#10-Wire #2410FEDTAX Wire #2410FICA Wire #2410MEDI- Warrant #17

NYS Promptax: PR #8- Wire #2408NY- Warrant #14;
 PR #9- Wire #2409NY- Warrant #15;
 PR #10- Wire #2410NY- Warrant #17

NYS Office of Comptroller ERS Retirement & Loans: PR #7&8-Wire #SEPT23-Warrant #15;

Health Ins. Monthly: Wire #HINS102023- Warrant #15

Worker Compensation: Wire #WC-2324B- Warrant #15

CC: Eric Bell
 Christine Myers
 Hayden Reidy

FSA/HRA : Wire #BEN-091523-Warrant #14
Wire #BEN-091823-Warrant #14
Wire #BEN-092023-Warrant #14
Wire #BEN-092123-Warrant #14
Wire #BEN-092223-Warrant #14
Wire #BEN-092523-Warrant #14

Wire #BEN091923A- Warrant #14
Wire #BEN091923B- Warrant #14
Wire #BEN091923C- Warrant #14

Wire #BEN092623F- Warrant #14
Wire #BEN092623B- Warrant #14
Wire #BEN092623C- Warrant #14

Wire #BEN-092723-Warrant #14
Wire #BEN-092823-Warrant #14
Wire #BEN-092923-Warrant #14
Wire #BEN-100223-Warrant #15
Wire #BEN-100423-Warrant #15
Wire #BEN-100523-Warrant #15
Wire #BEN-100623-Warrant #16
Wire #BEN-101023-Warrant #16
Wire #BEN-101223-Warrant #16

Wire #BEN100323A- Warrant #15
Wire #BEN100323B- Warrant #15
Wire #BEN100323C- Warrant #15
Wire #BEN101123A- Warrant #16
Wire #BEN101123B- Warrant #16
Wire #BEN101123C- Warrant #16
Wire #BEN101123D- Warrant #16
Wire #BEN101723A- Warrant #17
Wire #BEN101723B- Warrant #17
Wire #BEN101723C- Warrant #17

Wire #BEN-101323-Warrant #17
Wire #BEN-101623-Warrant #17
Wire #BEN-101823-Warrant #17
Wire #BEN-101923-Warrant #17

Benefit Claims Acc. :

Ck & ACH's Listed Above

Wire #WEX-092823-Warrant #14
Wire #WEX-100523-Warrant #14
Wire #WEX-101223-Warrant #15
Wire #WEX-101923-Warrant #16
Wire #WEX-102623-Warrant #17

Health Insurance Consortium Payments:

10/2/23	\$ 1,662,726.41
10/10/23	\$ 1,239,476.27
10/16/23	\$ 2,682,722.33
10/23/23	\$ 1,840,957.58
10/30/23	\$ 1,576,448.79

Benetech Workers Compensation Payments:

10/4/23	\$ 23,089.91
10/18/23	\$ 18,189.18
10/24/23	\$ 12,912.45

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

Internal Claims Auditor
(Signature)



CC: Eric Bell
Christine Myers
Hayden Reidy

Date	Warrant	Vendor #	Claim Audit Finding:	Summary Business Office Response:	Resolution/Options:
10/04/23	Pending W#14	99000	Incorrect coding on schedule.	Coding corrected.	Approved for final warrant.
10/04/23	Pending W#14	16046	Wrong person being claimed on voucher.	Corrected vendor to right person.	Approved for final warrant.
10/04/23	Pending W#14	17216	Purchase made without Purchase Order in place.	Delay in issuance of Purchase Order due to staff absence. Will confirm whether employee had permission to proceed without a Purchase Order, otherwise, purchasing agent will follow-up with reminder on need for Purchase Order.	Approved for final warrant.
10/05/23	Final W#14				\$927,221.24
10/11/23	Pending W#15	6665	Date missing on face of Purchase Order.	Will obtain date information.	Removed from final warrant.
10/11/23	Pending W#15	3526	Service without Purchase Order issued.	New grant and new staff were still in process of learning procedures. They are now up to speed on process requirements by Grant Accountant.	Approved for final warrant.
10/11/23	Pending W#15	17225	Incorrect coding on schedule.	Coding corrected.	Approved for final warrant.
10/12/23	Final W#15				\$1,335,833.57
10/18/23	Pending W#16	17065	Why is an employee making mail runs to Sibley when we have a Mail Carrier on staff?	Will inquire of division as to nature of trips necessary.	Approved for final warrant.
10/18/23	Pending W#16	3612	Backup doesn't match Claim.	Will obtain correct backup.	Removed from final warrant.
10/19/23	Final W#16				\$217,581.26
10/25/23	Pending W#17	1056	Wrong address and should be an ACH Payment.	Corrected to ACH Payment.	Approved for final warrant.
10/25/23	Pending W#17	16998	Missing Ok to Pay.	Ok to Pay obtained.	Approved for final warrant.
10/25/23	Pending W#17	14530	Miscoded on schedule.	Coding corrected.	Approved for final warrant.
10/26/23	Final W#17				\$1,604,097.57

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

	Account Balances		Receipts		Disbursements		Account Balances	
	August 31, 2023	September	September	September	September	September	September 30, 2023	September 30, 2023
I. SUMMARY OF ACCOUNT ACTIVITY								
CHECKING ACCOUNTS								
Depository								
General Fund	\$ 4,441,250.08	\$ 11,733,671.80	\$ 8,431,906.87	\$ 7,743,015.01	\$ 13,895,260.88	\$ 19,264,977.01	\$ 7,743,015.01	\$ 7,743,015.01
Special Aid Fund	\$ (1,114,109.26)	\$ 304,059.36	\$ 265,293.97	\$ (1,075,343.87)	\$ 1,206,862.22	\$ 779,015.76	\$ (1,075,343.87)	\$ (1,075,343.87)
School Lunch Fund	\$ 82,876.50	\$ 4,174.95	\$ 15,731.42	\$ 71,320.03	\$ 39,461.91	\$ 52,657.12	\$ 71,320.03	\$ 71,320.03
Capital Fund	\$ 1,244,928.77	\$ -	\$ 562.84	\$ 1,244,365.93	\$ 562.84	\$ 472.68	\$ 1,244,365.93	\$ 1,244,365.93
Special Revenue Fund (Excluding ExtraClassroom)	\$ 13,940.00	\$ 127.84	\$ -	\$ 14,067.84	\$ 780.00	\$ 365.25	\$ 14,067.84	\$ 14,067.84
Custodial Fund	\$ 50,060.19	\$ 68,386.43	\$ 100,894.05	\$ 17,552.57	\$ 397,805.07	\$ 325,783.76	\$ 17,552.57	\$ 17,552.57
Operating								
General Fund	\$ 270,740.06	\$ 11,271,577.25	\$ 11,292,889.77	\$ 249,427.54	\$ 17,792,973.39	\$ 17,758,582.97	\$ 249,427.54	\$ 249,427.54
INVESTMENTS								
Certificates of Deposit	\$ 2,500,000.00	\$ 33,935.99	\$ 2,533,935.99	\$ -	\$ 2,533,935.99	\$ 33,935.99	\$ -	\$ -
SAVINGS ACCOUNTS								
Capital Fund	\$ 6,212,008.18	\$ 26,696.67	\$ -	\$ 6,238,704.85	\$ -	\$ 80,067.27	\$ 6,238,704.85	\$ 6,238,704.85
General Fund	\$ 2,070,873.11	\$ 8,899.76	\$ -	\$ 2,079,772.87	\$ -	\$ 26,691.72	\$ 2,079,772.87	\$ 2,079,772.87
Special Revenue Fund	\$ 21,365.38	\$ 91.76	\$ -	\$ 21,457.14	\$ -	\$ 1,048.78	\$ 21,457.14	\$ 21,457.14
TOTAL FUNDS ON ACCOUNT	\$ 15,793,933.01			\$ 16,604,339.91	\$ 35,867,642.30	\$ 38,323,598.31	\$ 16,604,339.91	\$ 16,604,339.91

	September 30, 2023		September 30, 2023		September 30, 2023	
	Bank Balance	Add: Deposits in Transit	Less: Outstanding Checks	Account Balances	Account Balances	Account Balances
II. RECONCILIATION TO BANK STATEMENTS						
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 564,829.80	\$ 2,442.00	\$ (317,844.26)	\$ 249,427.54	\$ 249,427.54	\$ 249,427.54
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 6,219,999.77	\$ 1,690,815.76	\$ -	\$ 7,910,815.53	\$ 7,910,815.53	\$ 7,910,815.53
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 86,459.41	\$ -	\$ -	\$ 86,459.41	\$ 86,459.41	\$ 86,459.41
TD BANK - MUNICIPAL CHECKING - BENEFIT PLAN CLAIMS	\$ 38,139.79	\$ 5,451.28	\$ (25,888.50)	\$ 17,702.57	\$ 17,702.57	\$ 17,702.57
NYCLASS - SAVINGS, GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 2,079,772.87	\$ -	\$ -	\$ 2,079,772.87	\$ 2,079,772.87	\$ 2,079,772.87
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 6,238,704.85	\$ -	\$ -	\$ 6,238,704.85	\$ 6,238,704.85	\$ 6,238,704.85
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 946.03	\$ -	\$ -	\$ 946.03	\$ 946.03	\$ 946.03
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 736.74	\$ -	\$ -	\$ 736.74	\$ 736.74	\$ 736.74
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 11,974.72	\$ -	\$ -	\$ 11,974.72	\$ 11,974.72	\$ 11,974.72
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 2,488.09	\$ -	\$ -	\$ 2,488.09	\$ 2,488.09	\$ 2,488.09
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 2.10	\$ -	\$ -	\$ 2.10	\$ 2.10	\$ 2.10
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 5,309.46	\$ -	\$ -	\$ 5,309.46	\$ 5,309.46	\$ 5,309.46
TOTAL FUNDS ON ACCOUNT	\$ 16,604,339.91	\$ 38,323,598.31	\$ 35,867,642.30	\$ 16,604,339.91	\$ 16,604,339.91	\$ 16,604,339.91

GENERAL FUND INTEREST RECEIVED 7/01/23 - 9/30/23 \$ 83,250.95
CAPITAL FUND INTEREST RECEIVED 7/01/23 - 9/30/23 \$ 80,625.78

PREPARED BY:



Christine Myers, District Treasurer

DATED:

10/31/23

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

FOR THE PERIOD 09/01/2023 TO 09/30/2023

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	61.56	0.00
TOTAL	9,623.00	9,828.22	0.00	9,828.22	61.56	9,766.66

09/30/2023 Bank Balance \$ 10,064.13
 Add: Deposits in Transit \$ (297.47)
 Less: Outstanding Checks \$ 9,766.66

09/30/2023 Bank Balance
 Add: Deposits in Transit
 Less: Outstanding Checks
 09/30/2023 Balance on Hand

COLBY SISKAVICH, EXTRACLASSROOM TREASURER

10/26/23
 DATE

CHAMPLAIN VALLEY EDUCATIONAL SERVICES
INDEPENDENT CONTRACTOR/ CONSULTANT AGREEMENT

AGREEMENT made by and between the Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (hereinafter "BOCES"), with its principal place of business at 1585 Military Turnpike, Plattsburgh, New York 12901 and The New England Center for Children (hereinafter "NECC"), with an office and place of business at 33 Turnpike Road Southborough, MA 01772; hereinafter be collectively referred to as "THE PARTIES."

BOCES desires to have certain services and activities described as follows: NECC will provide clinical and educational consultation to 6 classrooms through a combination of weekly remote consultation and on-site visits; hereinafter "SERVICES." SERVICES will be provided from August 1, 2023 to June 30, 2024.

SERVICES will be provided by Board Certified Behavior Analyst to the staff at BOCES and include the following components:

- 1) **Weekly consultation via video conferencing and/or phone – up to 6 hours per week**
 - Consultation on educational programming overseen by classroom teachers as needed.
 - Communication via e-mail including responding to questions and communicating recommendations
 - Consultation on the development of clinical programming in conjunction with BOCES staff members
 - Consultation on educational programming overseen by classroom teachers.
 - Review of student performance
- 2) **On-Site Consultation Visits – up to 6 on-site visits (8 hours each) across agreement period (In the event of an extended school closure, onsite consultation hours will be converted to up to 8 hours of remote consultation per week.)**
 - Classroom / student observation across the 6 target classrooms
 - Reviewing student evaluations, assessments, behavior data and skill acquisition data as needed
 - Participation in meetings with school-based staff
 - In-vivo training and consultation to classroom teachers and direct care staff on the implementation of behavior analytic programming including skill acquisition and behavior reduction.

The total cost for the above services is **\$4,421.82 per month**, billed monthly for a total of \$48,640 for the agreement period. The total cost includes travel, lodging, and incidentals for up to 6 on-site visits over the course of the contract period.

NECC is responsible for all travel arrangements for the NECC Consultant.

NECC 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:** NECC 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. NECC shall perform the SERVICES described above, all such SERVICES being the responsibility of NECC and those in NECC's employ.
3. NECC 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. NECC represents and warrants that neither NECC nor any of NECC's employees, agents, or assigns performing SERVICES for BOCES pursuant to this AGREEMENT has been convicted of a felony.
5. Notwithstanding any provisions herein to the contrary, all terms and conditions of the Data Sharing and Confidentiality Agreement entered into between NECC and BOCES as of June 23, 2020, are incorporated herein.
6. NECC agrees to provide copies of all certifications and licenses required by law to undertake the SERVICES to be performed for BOCES pursuant to this AGREEMENT, and further agrees to provide BOCES with a minimum of two (2) business references.
7. NECC 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.
8. INSURANCE: NECC agrees to provide BOCES with a Certificate of Insurance, which meets the requirements set forth in Attachment I, prior to commencement of SERVICES. NECC 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.
9. FEES AND CHARGES: It is understood by and between THE PARTIES that the above-described SERVICES will be completed before payment is made.

NECC shall submit an invoice for services rendered no later than (90) days from the date of service to be paid as follows: BOCES will render payment within 30 days after receipt of NECC invoice at the conclusion of services and in consideration of receipt of services and a final product which is satisfactory to BOCES.
10. INDEPENDENT CONTRACTOR: NECC is an independent contractor, not an employee of BOCES and is not entitled to: participation in any benefit plan provided to the employees of BOCES; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of BOCES.
11. PUBLIC RETIREES: NECC agrees to fully comply with employment, income limitations, and reporting requirements of public retirement systems and the New York State Retirement and Social Security Law.
12. RESPONSIBILITY FOR TAXES: BOCES will provide NECC with Internal Revenue Service Form 1099. NECC is responsible for the payment of taxes and all other sums required by law to be withheld from payments made under this AGREEMENT.

13. PAYMENT: Payment pursuant to this AGREEMENT is dependent upon the satisfactory completion of the SERVICES, faithful compliance with the AGREEMENT and acceptance of the work by BOCES. Submission of an invoice describing the SERVICES performed is a condition precedent to payment by BOCES.
14. GOVERNING LAW: This AGREEMENT shall be governed by the laws of the State of New York and any dispute arising hereunder shall be litigated in a Court of competent jurisdiction situate in Clinton County, New York; the parties agree they shall not bring an action in any other court for interpretation, enforcement, or monetary damages arising out of or under this agreement.
15. EXECUTORY CLAUSE: BOCES shall have no liability under this AGREEMENT to NECC or to anyone else beyond funds appropriated and available for this AGREEMENT.
16. TERMINATION: Either party can terminate services with a 60-day written notice, and furthermore, BOCES reserves the right to terminate this AGREEMENT immediately upon failure of NECC to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules or regulations by NECC. The AGREEMENT may also terminate naturally upon submission by NECC of a final product satisfactory to BOCES.
17. BOCES shall not during the term of this Agreement or for one year thereafter solicit to hire, hire or contract with employees or representatives of NECC who provide consult services to BOCES per the terms of this agreement ("One-Year Non-Solicitation"). In the event of any breach of such One-Year Non-Solicitation, BOCES shall pay and NECC shall accept an amount equal to twice the annual salary of the relevant employee or representative as liquidated damages.

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

Date: 09/05/2023

Date: 8/16/2023

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

CONTRACTOR/CONSULTANT

By: [Signature], EdD
Dr. Mark C. Davey/District Superintendent

By: [Signature]
The New England Center for Children



Security Solutions | Building Automation | Instructional Technology | Energy Services

October 26, 2023

Eric Bell
Assistant Superintendent of Management Services
Champlain Valley Educational Services

Re: IP Public Address – Main Campus Building, Mineville Building, South Building
Estimate: DAY-016753 and DAY-017572

Dear Mr. Bell,

Day Automation is pleased to provide the following proposal for your review and approval.

Project Summary: Day Automation is proposing the following IP Public Address Project for Champlain Valley Educational Services Main Campus, Mineville, and South Buildings. This proposal includes all materials and installation. All technical services including programming and commissioning quoted separately (Estimate DAY-017558) and must be accepted for a full project.

Removal of the existing Public Address System is included.

- **InformaCast licensing is not included**
- **Asbestos Abatement is not included in this quote – to be determined by Schoolhouse Construction**

Scope of Work

- **Main Campus**
 - Provide (1) wall rack.
 - To house amplifiers and zone controllers – up to (3) zones included
 - Hallways, Exterior, Offices
 - Provide (1) SIP microphone
 - Provide (176) analog speakers
 - Provide (83) IP clocks with speakers
 - Provide (11) analog strobes
 - Provide (1) IP strobe
 - Provide (3) IP speakers
 - Provide (1) InformaCast Server
 - **District to provide (1) 6-output relay from Alertus**
- **Mineville – Provide and install the following:**
 - Provide (1) wall rack.
 - To house amplifiers and zone controllers – up to (2) zones included
 - Hallways, Exterior
 - Provide (1) SIP microphone
 - Provide (71) analog speakers
 - Provide (35) IP clocks with speakers
 - Provide (7) analog strobes
 - Provide (1) InformaCast Server
 - **District to provide (1) 6-output relay from Alertus**
- **South Building**
 - Provide (1) wall rack.
 - To house amplifiers and zone controllers – up to (1) zone included
 - Covers all call to all 70V speakers - Hallways, Exterior, Offices
 - Provide (1) SIP microphone
 - Provide (86) analog speakers
 - Provide (5) IP clocks with speakers
 - Provide (7) analog strobes
 - Provide (1) InformaCast Server



- District to provide (1) 6-output relay from Alertus

Clarifications and Exclusions:

- All required system programming, testing, and system commissioning performed by Day Automation.
- All cable furnished and installed by Day Automation.
- All network switch/ switches furnished and installed by customer
- Management of network switches by the customer
- All network connectivity and static IP addresses will be provided by the customer.
- All field terminations by Day automation
- All server terminations by Day Automation
- All required 120vac for system power requirements will be furnished by the customer.
- All work to be performed during regular business hours (7:00AM to 3:30PM, Monday – Friday, excluding holidays).
- Day Automation technicians assume either free access or escorted access to all required areas of the facility during the installation.
- Includes 1-year warranty. Warranty does not apply to existing equipment/cable.
- Prices quoted herein will be honored for a period of 30 days.
- The customer is responsible for any renewals, permits, fees as required.
- Not included
 - Performance and Payment Bond
 - Painting, patching and sound caulking
 - Contingency for unforeseen circumstances
 - Hazardous material abatement
 - Sales or use tax
 - Premium time

System Engineering to include the following:

- Submittals to include site specific riser diagrams, termination details, floor plans showing device locations and spec sheets. Day Automation requires the customer to furnish facility drawings in order to provide system As-Built drawings.
- Warranty, Close-Out Documentation.
- O&M's

Project management / Field Implementation:

- Coordinate the implementation of the project with the customer.
- Programming.
- Field testing.
- (1) User Training Session

Pricing Summary:

Building	Non-NYSC Equipment	NYSC Equipment	Subcontractor	Total
Mineville	\$831.06	\$68,528.44	\$115,406.00	\$184,765.50
Main Campus	\$2,253.26	\$146,796.68	\$226,860.00	\$375,909.94
South Building	\$98.26	\$24,290.45	\$82,180.00	\$106,568.71
TOTAL				\$667,244.15

Project Cost.....\$667,244.15

Cost includes \$3,185.57 in non-NYS contract materials

Construction Allowance*.....\$17,000.00

Construction Allowance allotment is provided- written notice will be given to Day Automation to execute or modify the allowance as needed.



Please be advised that this proposal was prepared and is in strict accordance with the requirements of Day Automation Systems' NYS OGS contract PT-68783.

This proposal has been prepared prior to final project engineering and design. As such, the selection of the equipment is preliminary and may change based upon project design. Technical Services and installation may also change as a function of these modifications however the project pricing is firm and fixed unless these adjustments ultimately result in an overall lower cost for the project.

The project will be progress billed monthly.

Please contact me if you have any questions or would like additional information.

Sincerely,

Brian Bujnowski

Account Executive

Day Automation

m: 315-323-2416

e: brian.bujnowski@dayautomation.com

North Country Workforce Partnership, Inc. (NCWP)

and

The Board of Cooperative Educational Services, (CVES) sole Supervisory District of Clinton, Essex, Warren and Washington Counties, also known as Champlain Valley Educational Services (CVES)

Lease Agreement 7/1/23 to 6/30/24

LEASE AGREEMENT made July 1st, 2023 between the **North Country Workforce Partnership, Inc.**, hereinafter referred to as "Landlord", and **The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties, also known as Champlain Valley Educational Services (CVES)** hereinafter referred to as "Tenant".

1. **Premises:** Landlord hereby leases to the Tenant, and the Tenant hereby takes, pursuant to the terms and conditions hereof, the following property, with use of common areas for the right of ingress and egress to the premises, situated in the City of Plattsburgh, and State of New York and more particularly an office space at 194 U.S. Oval, Plattsburgh New York 12903, specifically:
 - a. Room 123
 - b. Room 124
 - c. Room 125
 - d. Room 126
 - e. Room 127
 - f. Room 129
2. **Term of Lease:** The term of this lease shall commence on July 1, 2023 and end on June 30th, 2024.
3. **Rent:** The Tenant shall pay the Landlord, without notice or demand, in lawful money of the United States, at the office of the Landlord or at such other place as Landlord may designate, the following rental:
 - a. An annual fixed rent totaling \$36,630.00 per year; or \$3052.50 per month. Rent includes housekeeping services, utilities, access to employee and customer designated restrooms, and employee access to kitchen facilities. Rent does not include private phone service or Internet services. The tenant shall be responsible for securing phone and/or Internet services, if desired. If using the landlord phone system, tenant will be billed monthly for phone service.

- b. Rent shall be due and payable on or before the fifteenth day of each quarter of the lease term.

If Tenant shall fail to pay any installment of fixed rent or any payment of additional rent for a period of thirty (30) days after such installment or payment shall become due, Tenant shall pay interest at the rate prescribed by Article 11-A of the State Finance Law.

4. **Use:** Tenant shall occupy and use the demised premises for a professional office. Landlord agrees that any customer wishing to access professional office may use the services of the facility. Tenant shall not suffer or permit the demised premises or any part thereof to be used in any manner, or anything to be done therein, or suffer or permit anything to be brought into or kept in the demised premises that would in any way:
 - i. Violate any law or requirement or public authorities;
 - ii. Cause structural injury to the building or any part thereof;
 - iii. Constitute a public or private nuisance;
 - iv. Alter the appearance of the exterior of the building; and/or
 - v. Include storage of flammable or hazardous fuels.
5. **Maintenance and Repairs:** The Tenant shall, during the term of this lease and any renewal or extension thereof, at its sole expense, keep the interior of the leased property in as good order and repair as it is at the date of commencement of the Lease, reasonable wear and tear expected.
6. **Obligations of Landlord:** The Landlord is responsible for all necessary structural repairs and exterior maintenance, including snow and ice removal. Landlord is also responsible for interior maintenance including replacement of air filters, seasonal mechanical servicing, light replacement, and upkeep of building systems such as electrical, plumbing and ventilation. The Landlord shall be responsible for keying all entries and shall provide keys to Tenant.
7. **Insurance:** Tenant, at its own cost and expense, shall maintain adequate insurance for Tenant's personal property. Tenant, as a New York State agency, is self-insured, which is acceptable to Landlord.
8. **Assignment, Subletting, Mortgaging:** Tenant shall not assign, mortgage, or encumber this Lease, sublet the premises or permit the premises to be used by others without the Landlords prior written consent in each instance.
9. **Rules and Regulations:** Any rules and regulations regarding the premises shall be observed by the Tenant, its employees and customers.

The Landlord reserves the right to rescind any presently existing rules applicable to the premises and to make other such reasonable rules and regulations that affect the safety, care, and cleanliness of the premises.

Landlord agrees that, except in the case of emergency, it will give Tenant 30 days to comply with every rule and regulation adopted.

10. **Obligations of Tenant:** Tenant acknowledges that the premises are smoke-free and smoking is not permitted on the premises. All signage and window treatments shall be installed only after written consent of the Landlord. Landlord reserves the right to maintain uniformity of the premises.

11. **Termination:** The Landlord, at its option, may, with thirty (30) days' notice, terminate this lease and the Tenant's rights, should any one or more of the following occur:
 - a. The Tenant shall become insolvent, make a general assignment for the benefit of creditors, file a bankruptcy petition or petition to seek reorganization under the federal bankruptcy laws; or
 - b. The Tenant voluntarily abandons, deserts, or vacates the premises; or
 - c. A lien is filed against the premises because of an act of omission of the Tenant; or
 - d. The Tenant fails to pay rental or make other payments due the Landlord when due and such failure continues for more than five (5) days after written notice of non-payment; or
 - e. The Tenant fails to keep, perform, and observe every promise and agreement set forth in the Lease.
 - f. The tenant may terminate this lease immediately upon notice to Landlord that there are not sufficient appropriations available to Tenant to pay the rent.
 - g. Rent will continue to be an obligation of Tenant for the period of occupancy by Tenant following the notice to terminate.

12. **Damage:** Tenant must give the Landlord prompt notice of fire, accident, or dangerous, defective conditions. If the premises cannot be used because of fire or other casualty, Tenant is not required to pay rent for the time the premises are unusable, unless the fire or other damage was caused by the Tenant. If part of the premises cannot be used, Tenant must pay rent of the usable part. Landlord and Tenant will mutually decide which part of the premises remains usable. In the event that Landlord and Tenant cannot mutually agree on the useable portion, a disinterested, qualified architectural engineer will be consulted. Landlord and Tenant will each pay one-half of the cost for such services and both parties agree to be bound by the opinion of the architectural engineer. In the event of such damage, Landlord need only repair the damaged structural parts if the premises to their previous useful condition.

The Landlord is not required to repair or replace any equipment, fixtures, furnishings, or decorations unless originally installed by Landlord. Landlord will undertake repair work promptly and will monitor the work with due diligence.

13. **Surrender of Premises:** Upon expiration or other termination of this Lease, Tenant shall surrender the premises in good order and condition, ordinary wear and tear expected. Tenant shall promptly remove all of its property from the premises.
14. **Security:** Tenant shall be entitled to the premises during normal business hours and will be responsible for all visitors to the premises. Tenant will ensure that the building is secure when not in use.
15. **Notices:** Any request, demand, or other communication required by the terms of this Lease either by Landlord or Tenant or Tenant to Landlord shall be in writing and sent certified mail, return receipt requested to the addresses stated in the Lease.
16. **Renewal:** Tenant is entitled to renew this lease. Tenant shall advise Landlord thirty (30) days prior to the end of the Lease if it intends to renew. The terms of the renewal shall be the basic terms of this lease with the rental amount to be agreed upon based on the reasonable rental value of the premises.
17. **Attestation:** The Landlord attests that neither they nor any of its principle employees are listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs.
18. **Enforcement:** This lease is not enforceable against Clinton, Essex, Warren, Washington Board of Cooperative Educational Services (CEWW BOCES) unless and until it has been approved in writing by the Commissioner of Education in accordance with Section 1905- (4) (p) (a) of the Education Law.

North Country Workforce Partnership, Inc.



BY: _____ **DATE:** _____

Sylvie Nelson, Executive Director

The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties, also known as Champlain Valley Educational Services (CVES)

BY: _____ **DATE:** _____
District Superintendent

BY: _____ **DATE:** _____
Board President

North Country Workforce Partnership, Inc. (NCWP)

and

The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties, also known as Champlain Valley Educational Services (CVES)

Lease Agreement 7/1/23 to 6/30/24

"Partners in Transition Program"

LEASE AGREEMENT made July 1st, 2023 between the **North Country Workforce Partnership, Inc.**, hereinafter referred to as "Landlord", and **The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties**, also known as Champlain Valley Educational Services (CVES) hereinafter referred to as "Tenant".

1. **Premises:** Landlord hereby leases to the Tenant, and the Tenant hereby takes, pursuant to the terms and conditions hereof, the following property, with use of common areas for the right of ingress and egress to the premises, situated in the City of Plattsburgh, and State of New York and more particularly office space at 194 U.S. Oval, Plattsburgh New York 12903, specifically:
 - a. Room 221
2. **Term of Lease:** The term of this lease shall commence on July 1st, 2023 and end on June 30th, 2024.
3. **Rent:** The Tenant shall pay the Landlord, without notice or demand, in lawful money of the United States, at the office of the Landlord or at such other place as Landlord may designate, the following rental:
 - a. An annual fixed rent totaling \$7128.00 per year or \$594.00 per month. Rent includes housekeeping services, utilities, access to employee and customer designated restrooms, and employee access to kitchen facilities. Rent does not include private phone service or Internet services. The tenant shall be responsible for securing phone and/or Internet services, if desired. If using the landlord phone system, tenant will be billed monthly for phone service.
 - b. Rent shall be due and payable on or before the fifteenth day of each quarter of the lease term.

If Tenant shall fail to pay any installment of fixed rent or any payment of additional rent for a period of thirty (30) days after such installment or payment shall become due, Tenant shall pay interest at the rate prescribed by Article 11-A of the State Finance Law.

4. **Use:** Tenant shall occupy and use the demised premises for a professional office. Landlord agrees that any customer wishing to access professional office may use the services of the facility. Tenant shall not suffer or permit the demised premises or any part thereof to be used in any manner, or anything to be done therein, or suffer or permit anything to be brought into or kept in the demised premises that would in any way:
 - i. Violate any law or requirement or public authorities;
 - ii. Cause structural injury to the building or any part thereof;
 - iii. Constitute a public or private nuisance;
 - iv. Alter the appearance of the exterior of the building; and/or
 - v. Include storage of flammable or hazardous fuels.

5. **Maintenance and Repairs:** The Tenant shall, during the term of this lease and any renewal or extension thereof, at its sole expense, keep the interior of the leased property in as good order and repair as it is at the date of commencement of the Lease, reasonable wear and tear expected.

6. **Obligations of Landlord:** The Landlord is responsible for all necessary structural repairs and exterior maintenance, including snow and ice removal. Landlord is also responsible for interior maintenance including replacement of air filters, seasonal mechanical servicing, light replacement, and upkeep of building systems such as electrical, plumbing and ventilation. The Landlord shall be responsible for keying all entries and shall provide keys to Tenant.

7. **Insurance:** Tenant, at its own cost and expense, shall maintain adequate insurance for Tenant's personal property. Tenant, as a New York State agency, is self-insured, which is acceptable to Landlord.

8. **Assignment, Subletting, Mortgaging:** Tenant shall not assign, mortgage, or encumber this Lease, sublet the premises or permit the premises to be used by others without the Landlords prior written consent in each instance.

9. **Rules and Regulations:** Any rules and regulations regarding the premises shall be observed by the Tenant, its employees and customers.

The Landlord reserves the right to rescind any presently existing rules applicable to the premises and to make other such reasonable rules and regulations that affect the safety, care, and cleanliness of the premises.

Landlord agrees that, except in the case of emergency, it will give Tenant 30 days to comply with every rule and regulation adopted.

10. **Obligations of Tenant:** Tenant acknowledges that the premises are smoke-free and smoking is not permitted on the premises. All signage and window treatments shall be installed only after written consent of the Landlord. Landlord reserves the right to maintain uniformity of the premises.
11. **Termination:** The Landlord, at its option, may, with thirty (30) days' notice, terminate this lease and the Tenant's rights, should any one or more of the following occur:
- a. The Tenant shall become insolvent, make a general assignment for the benefit of creditors, file a bankruptcy petition or petition to seek reorganization under the federal bankruptcy laws; or
 - b. The Tenant voluntarily abandons, deserts, or vacates the premises; or
 - c. A lien is filed against the premises because of an act of omission of the Tenant; or
 - d. The Tenant fails to pay rental or make other payments due the Landlord when due and such failure continues for more than five (5) days after written notice of non-payment; or
 - e. The Tenant fails to keep, perform, and observe every promise and agreement set forth in the Lease.
 - f. The tenant may terminate this lease immediately upon notice to Landlord that there are not sufficient appropriations available to Tenant to pay the rent.
 - g. Rent will continue to be an obligation of Tenant for the period of occupancy by Tenant following the notice to terminate.
12. **Damage:** Tenant must give the Landlord prompt notice of fire, accident, or dangerous, defective conditions. If the premises cannot be used because of fire or other casualty, Tenant is not required to pay rent for the time the premises are unusable, unless the fire or other damage was caused by the Tenant. If part of the premises cannot be used, Tenant must pay rent of the usable part. Landlord and Tenant will mutually decide which part of the premises remains usable. In the event that Landlord and Tenant cannot mutually agree on the useable portion, a disinterested, qualified architectural engineer will be consulted. Landlord and Tenant will each pay one-half of the cost for such services and both parties agree to be bound by the opinion of the architectural engineer. In the event of such damage, Landlord need only repair the damaged structural parts if the premises to their previous useful condition.
- The Landlord is not required to repair or replace any equipment, fixtures, furnishings, or decorations unless originally installed by Landlord. Landlord will undertake repair work promptly and will monitor the work with due diligence.
13. **Surrender of Premises:** Upon expiration or other termination of this Lease, Tenant shall surrender the premises in good order and condition, ordinary wear and tear expected. Tenant shall promptly remove all of its property from the premises.

- 14. **Security:** Tenant shall be entitled to the premises during normal business hours and will be responsible for all visitors to the premises. Tenant will ensure that the building is secure when not in use.
- 15. **Notices:** Any request, demand, or other communication required by the terms of this Lease either by Landlord or Tenant or Tenant to Landlord shall be in writing and sent certified mail, return receipt requested to the addresses stated in the Lease.
- 16. **Renewal:** Tenant is entitled to renew this lease. Tenant shall advise Landlord thirty (30) days prior to the end of the Lease if it intends to renew. The terms of the renewal shall be the basic terms of this lease with the rental amount to be agreed upon based on the reasonable rental value of the premises.
- 17. **Attestation:** The Landlord attests that neither they nor any of its principle employees are listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs.
- 18. **Enforcement:** This lease is not enforceable against Clinton, Essex, Warren, Washington Board of Cooperative Educational Services (CEWW BOCES) unless and until it has been approved in writing by the Commissioner of Education in accordance with Section 1905- (4) (p) (a) of the Education Law.

North Country Workforce Partnership, Inc.



BY: _____ DATE: July 1, 2023
 Sylvie Nelson, Executive Director

The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties, also known as Champlain Valley Educational Services (CVES)

BY: _____ DATE: _____
 District Superintendent

BY: _____ DATE: _____
 Board President

North Country Workforce Partnership, Inc. (NCWP)

and

The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties, also known as Champlain Valley Educational Services (CVES)

Lease Agreement 7/1/2023 to 6/30/24

"WIOA Title 1 Grant"

LEASE AGREEMENT made July 1st, 2023 between the **North Country Workforce Partnership, Inc.**, hereinafter referred to as "Landlord", and **The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties**, also known as Champlain Valley Educational Services (CVES) hereinafter referred to as "Tenant".

1. **Premises:** Landlord hereby leases to the Tenant, and the Tenant hereby takes, pursuant to the terms and conditions hereof, the following property, with use of common areas for the right of ingress and egress to the premises, situated in the City of Plattsburgh, and State of New York and more particularly 194 U.S. Oval, Plattsburgh New York 12903.
1. **Term of Lease:** The term of this lease shall commence on July 1st, 2023 and end on June 30th, 2024.
2. **Rent:** The Tenant shall pay the Landlord, without notice or demand, in lawful money of the United States, at the office of the Landlord or at such other place as Landlord may designate, the following rental:
 - a. An annual fixed rent totaling \$3300.00 per year or \$275.00 per month. Rent includes housekeeping services, utilities, access to employee and customer designated restrooms, and employee access to kitchen facilities. Rent does not include private phone service or Internet services. The tenant shall be responsible for securing phone and/or Internet services, if desired. If using the landlord phone system, tenant will be billed monthly for phone service.
 - b. Rent shall be due and payable on or before the fifteenth day of each quarter of the lease term.

If Tenant shall fail to pay any installment of fixed rent or any payment of additional rent for a period of thirty (30) days after such installment or payment shall become due, Tenant shall pay interest at the rate prescribed by Article 11-A of the State Finance Law.

3. **Use:** Tenant shall occupy and use the demised premises for a professional office. Landlord agrees that any customer wishing to access professional office may use the services of the facility. Tenant shall not suffer or permit the demised premises or any part thereof to be used in

any manner, or anything to be done therein, or suffer or permit anything to be brought into or kept in the demised premises that would in any way:

- i. Violate any law or requirement or public authorities;
- ii. Cause structural injury to the building or any part thereof;
- iii. Constitute a public or private nuisance;
- iv. Alter the appearance of the exterior of the building; and/or
- v. Include storage of flammable or hazardous fuels.

4. **Maintenance and Repairs:** The Tenant shall, during the term of this lease and any renewal or extension thereof, at its sole expense, keep the interior of the leased property in as good order and repair as it is at the date of commencement of the Lease, reasonable wear and tear expected.
5. **Obligations of Landlord:** The Landlord is responsible for all necessary structural repairs and exterior maintenance, including snow and ice removal. Landlord is also responsible for interior maintenance including replacement of air filters, seasonal mechanical servicing, light replacement, and upkeep of building systems such as electrical, plumbing and ventilation. The Landlord shall be responsible for keying all entries and shall provide keys to Tenant.
6. **Insurance:** Tenant, at its own cost and expense, shall maintain adequate insurance for Tenant's personal property. Tenant, as a New York State agency, is self-insured, which is acceptable to Landlord.
7. **Assignment, Subletting, Mortgaging:** Tenant shall not assign, mortgage, or encumber this Lease, sublet the premises or permit the premises to be used by others without the Landlords prior written consent in each instance.
8. **Rules and Regulations:** Any rules and regulations regarding the premises shall be observed by the Tenant, its employees and customers.

The Landlord reserves the right to rescind any presently existing rules applicable to the premises and to make other such reasonable rules and regulations that affect the safety, care, and cleanliness of the premises.

Landlord agrees that, except in the case of emergency, it will give Tenant 30 days to comply with every rule and regulation adopted.

9. **Obligations of Tenant:** Tenant acknowledges that the premises are smoke-free and smoking is not permitted on the premises. All signage and window treatments shall be installed only after written consent of the Landlord. Landlord reserves the right to maintain uniformity of the premises.

10. **Termination:** The Landlord, at its option, may, with thirty (30) days' notice, terminate this lease and the Tenant's rights, should any one or more of the following occur:
- a. The Tenant shall become insolvent, make a general assignment for the benefit of creditors, file a bankruptcy petition or petition to seek reorganization under the federal bankruptcy laws; or
 - b. The Tenant voluntarily abandons, deserts, or vacates the premises; or
 - c. A lien is filed against the premises because of an act of omission of the Tenant; or
 - d. The Tenant fails to pay rental or make other payments due the Landlord when due and such failure continues for more than five (5) days after written notice of non-payment; or
 - e. The Tenant fails to keep, perform, and observe every promise and agreement set forth in the Lease.
 - f. The tenant may terminate this lease immediately upon notice to Landlord that there are not sufficient appropriations available to Tenant to pay the rent.
 - g. Rent will continue to be an obligation of Tenant for the period of occupancy by Tenant following the notice to terminate.
11. **Damage:** Tenant must give the Landlord prompt notice of fire, accident, or dangerous, defective conditions. If the premises cannot be used because of fire or other casualty, Tenant is not required to pay rent for the time the premises are unusable, unless the fire or other damage was caused by the Tenant. If part of the premises cannot be used, Tenant must pay rent of the usable part. Landlord and Tenant will mutually decide which part of the premises remains usable. In the event that Landlord and Tenant cannot mutually agree on the useable portion, a disinterested, qualified architectural engineer will be consulted. Landlord and Tenant will each pay one-half of the cost for such services and both parties agree to be bound by the opinion of the architectural engineer. In the event of such damage, Landlord need only repair the damaged structural parts if the premises to their previous useful condition.
- The Landlord is not required to repair or replace any equipment, fixtures, furnishings, or decorations unless originally installed by Landlord. Landlord will undertake repair work promptly and will monitor the work with due diligence.
12. **Surrender of Premises:** Upon expiration or other termination of this Lease, Tenant shall surrender the premises in good order and condition, ordinary wear and tear expected. Tenant shall promptly remove all of its property from the premises.
13. **Security:** Tenant shall be entitled to the premises during normal business hours and will be responsible for all visitors to the premises. Tenant will ensure that the building is secure when not in use.

- 14. **Notices:** Any request, demand, or other communication required by the terms of this Lease either by Landlord or Tenant or Tenant to Landlord shall be in writing and sent certified mail, return receipt requested to the addresses stated in the Lease.
- 15. **Renewal:** Tenant is entitled to renew this lease. Tenant shall advise Landlord thirty (30) days prior to the end of the Lease if it intends to renew. The terms of the renewal shall be the basic terms of this lease with the rental amount to be agreed upon based on the reasonable rental value of the premises.
- 16. **Attestation:** The Landlord attests that neither they nor any of its principle employees are listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs.
- 17. **Enforcement:** This lease is not enforceable against Clinton, Essex, Warren, Washington Board of Cooperative Educational Services (CEWW BOCES) unless and until it has been approved in writing by the Commissioner of Education in accordance with Section 1905- (4) (p) (a) of the Education Law.

North Country Workforce Partnership, Inc.



BY: _____ DATE: July 1, 2023
 Sylvie Nelson, Executive Director

The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties, also known as Champlain Valley Educational Services (CVES)

BY: _____ DATE: _____
 District Superintendent

BY: _____ DATE: _____
 Board President

Adirondack Community Action Programs, Inc (ACAP)

And

The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties, also known as Champlain Valley Education Services (CVES)

Lease Agreement 7/1/2023 to 6/30/26

“Essex County Literacy Zone”

LEASE AGREEMENT made July 1st,2023 between the **Adirondack Community Action Programs, Inc** hereinafter referred to as “Landlord”, **The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren and Washington Counties**, also known as Champlain Valley Education Services (CVES) hereinafter referred to as “Tenant”.

1. **Premises:** Landlord hereby leases to the Tenant, and the Tenant hereby takes, pursuant to the terms and conditions hereof, the following property, with use of common areas for the right of ingress and egress to the premises, situated in the town of Elizabethtown, and State of New York and more particularly 72 Court Street, Suite 2, PO Box 848, Elizabethtown, NY 12932.
2. **Term of Lease:** The Term of this lease renewal shall be for three (3) years which shall commence on July 1st,2023 and end on June 30th,2026, which may be renewed for mutually agrees upon terms in accordance with the provision of section 16 herein.
3. **Rent:** The tenant shall pay the Landlord, without notice or demand, in lawful money of the United States, at the office of the Landlord or such other place as Landlord may designate, the following rental:
 - a. An annual fixed rent of \$4.36 per square foot for 170 sq.ft. totaling \$8,894.40 per year or \$741.20 per month. Rent includes housekeeping service, utilities, access to employee and customer designated restrooms, phone service, and internet service.
 - b. Rent shall be due and payable on or before the fifteenth day of each quarter of the lease term.

If Tenant shall fail to pay any installment of fixed rent or any payment of additional rent for a period of thirty (30) days after such installment or payment shall become due, Tenant shall pay interest at the rate prescribed by Article 11-A of the State Finance Law.

4. **Use:** Tenant shall occupy and use the demised premises for professional office. Landlord agrees that any customer wishing to access professional office may use the services of the facility. Tenant shall not suffer or permit the demised premises or any part thereof to be used in any manner, or anything to be done therein, suffer or permit anything to be brought into or kept in the demised premises that would in any way:
 - i. Violate any law or requirement of public authorities; or
 - ii. Cause structural injury to the building or any part thereof; or
 - iii. Constitute a public or private nuisance; or
 - iv. Alter the appearance of the exterior of the building; and/or
 - v. Include storage of flammable or hazardous fuels.

5. **Maintenance and Repairs:** The Tenant shall, during the term of this lease and any renewal or extension thereof, at its sole expense, keep the interior of the leased property in as good order and repair as it is at the date of commencement of the lease, reasonable wear and tear expected.

6. **Obligations of the Landlord:** The Landlord is responsible for all necessary structural repairs and exterior maintenance. Including snow and ice removal. Landlord is also responsible for interior maintenance including replacement of air filters, seasonal mechanical servicing, light replacement, and upkeep of building systems such as electrical, plumbing and ventilation. The Landlord shall be responsible for keying all entries and shall provide keys to Tenant.

7. **Insurance:** Tenant, at its own cost and expense, shall maintain adequate insurance for Tenant's personal property. Tenant, as a New York State Agency, is self-insured, which is acceptable to Landlord.

8. **Assignment, Subletting, Mortgaging:** Tenant shall not assign, mortgage, or encumber this Lease, sublet the premises, or permit the premises to be used by others without the Landlord's prior written consent in each instance.

9. **Rules and Regulations:** Any rules and regulations regarding the premises shall be observed by the Tenant, its employees, and customers.

The Landlord reserves the right to rescind any presently existing rules applicable to the premises and to make other such reasonable rules and regulations that affect the safety, care, and cleanliness of the premises.

Landlord agrees that, except in the case of emergency, it will give Tenant 30 days to comply with every rule and regulation adopted.

- 10. Obligation of Tenant:** Tenant acknowledges that the premises are smoke-free, and smoking is not permitted on the premises. All signage and window treatments shall be installed only after written consent of the Landlord. Landlord reserves the right to maintain uniformity of the premises.
- 11. Termination:** The Landlord, at its option, may, with thirty (30) days' notice, terminate this lease and the Tenant's rights, should any one or more of the following occur:
- a. The Tenant shall become insolvent, make a general assignment for the benefit of creditors, file a bankruptcy petition or petition to seek reorganization under the federal bankruptcy laws: or
 - b. The Tenant voluntarily abandons, deserts, or vacates the premises; or
 - c. A lien is filed against the premises because of an act of omission; or
 - d. The Tenant fails to pay rental or makes other payments due the Landlord when due and such failure continues for more than five (5) days after written notice of non-payment; or
 - e. The Tenant fails to keep, perform, and observe every promise and agreement set forth in the Lease.
 - f. The Tenant may terminate this lease immediately upon notice to the Landlord that there are not sufficient appropriations available to Tenant to pay the rent.
 - g. Rent will continue to be an obligation of Tenant for the period of occupancy by Tenant following the notice to terminate.
- 12. Damage:** Tenant must give the Landlord prompt notice of fire, accident, or dangerous defective conditions. If the premises cannot be used because of fire or other casualty, Tenant is not required to pay rent for the time the premises are unusable, unless the fire or other damage was caused by Tenant. If part of the premises cannot be used, Tenant must pay rent of the usable part. Landlord and Tenant will mutually decide which part of the premises remains usable. In the event that the Landlord and Tenant cannot mutually agree on the usable portion, a disinterested, qualified architectural engineer will be consulted. Landlord and Tenant will each pay one-half of the cost for such services and both parties agree to be bound by the opinion of the architectural engineer. In the event of such damage, Landlord need only repair the damaged structural parts of the premises to their previous useful condition.
- The Landlord is not required to repair or replace any equipment, fixtures, furnishings, or decorations unless originally installed by Landlord. Landlord will undertake repair work promptly and will monitor the work with due diligence.
- 13. Surrender of Premises:** Upon expiration or other termination of this Lease, Tenant shall surrender premises in good order and condition, ordinary wear and tear expected. Tenant shall promptly remove all of its property from the premises.

14. Security: Tenant shall be entitled to the premises during normal business hours and will be responsible for all visitors to the premises. Tenant will ensure that the building is secure when not in use.

15. Notices: Any request, demand, or other communication required by the terms of this lease either the Landlord to Tenant or Tenant to Landlord shall be in writing and sent certified mail, return receipt requested to the addresses stated in the Lease.

16. Renewal: Tenant is entitled to renew this lease. Tenant shall advise Landlord thirty (30) days prior to the end of the Lease if it intends to renew. The terms of the renewal shall be the basic terms of this lease with the rental amount to be agreed upon based on the reasonable rental value of the premises.

17. Attestation: The Landlord attests that neither they nor any of its principle employees are listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs.

18. Enforcement: This lease is not enforceable against Clinton, Essex, Warren, Washington Board of Cooperative Educational Services (CEWW BOCES) unless and until it has been approved in writing by the Commissioner of Education in accordance with Section 1905- (4) (p) (a) of the Education Law.

Adirondack Community Action Programs, Inc

By: _____ **Date:** _____

Executive Director

The Board of Cooperative Educational Services, sole Supervisory District of Clinton, Essex, Warren, and Washington Counties, also known as Champlain Valley Education Services (CVES)

By: _____ **Date:** _____

District Superintendent

By: _____ **Date:** _____

Board President

Enc. 12

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

MEMORANDUM AGREEMENT

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

WITNESSETH:

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

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

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

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

SCOPE OF WORK:

CVES will:

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

FEH BOCES will:

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

- Provide documentation to CVES as per SNAP ET milestones criteria prior to request for vouchering.
- Complete quarterly participant reporting and submit to CVES by the 5th day following the quarter; i.e. January 5, 2023, April 5, 2023, July 5, 2023,...
- Complete monthly participant reports and submit to CVES by the 8th day of the following month.

TERM:

The term of this agreement is for the period December 1, 2021 through November 30, 2026 unless earlier terminated under the provisions of this agreement. Job retention milestones may be vouchered 90 days past current program year.

COMPENSATION AND MAXIMUM COST:

In full and complete consideration of FEH BOCES's satisfactory performance under this agreement the CVES will make payment to FEH BOCES for allowable costs incurred in accordance with the terms of this agreement up to \$80,000. Should additional funding become available or if \$80,000 in milestones are reached, this amount will be re-negotiated by both parties.

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

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

PAYMENT:

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

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

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

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

TERMINATION:

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

LIABILITY TO THIRD PARTIES:

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

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

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

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

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

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

IN WITNESS WHEREOF, this Agreement has been duly executed.

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

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

10/19/23
Date Signed

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

By: _____
MARK DAVEY, DISTRICT SUPERINTENDENT/LARRY BARCOMB, BOARD PRESIDENT Date Signed

Champlain Valley Educational Services
Audit Committee - Meeting Minutes
May 10, 2023 - 5:00 p.m., CVES Learning Hub

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

Meeting began at 5:00 p.m.

- 1. Approve the minutes from February 8, 2023 Audit Committee Meeting**
Motion to approve (Richard Harriman, Sr 1st, Tom McCabe 2nd). Motion carried.

- 2. Internal Auditors' Report**

Aimee Skiff reviewed the Internal Auditors Report. She stated the overall assessment was great with no significant risk condition identified. There were a few risk items highlighted but none were classified as significant, and recommendations to improve operations were included. Amy Skiff was complimentary, stating CVES' procedures were in great shape and was well staffed for internal controls and segregation of duties.

- 3. 2022-2023 External Audit Entrance Conference – West and Company CPA's**

Amy Pedrick shared West & Company was currently onsite performing initial risk assessments with the probable area of focus being adult programs or the school lunch/breakfast program. Michael Rossi discussed leases and the criteria of right to use assets. He clarified that the focus would be on the BOCES' school lunch program and CoSers would be examined in the regular audit.

There was a discussion of WinCap, ENvision and software packages.

The overall shortage of auditors was discussed, and Mr. McCabe expressed his appreciation of West & Company, adding that they have been thorough and informative.

- 4. Updated Reserve Plan and June 2023 Reserve Funding**

There are no changes to the plan presented on October 12th.

Due to the large number of retirements this year, there is an expectation that it may be necessary to utilize a portion of the Employee Benefit Accrued Liability Reserve to cover the cost. This will probably be CVES' largest payout year because of contractual language change of the Teacher Association/CVES United Professionals' contract. The change requiring members to begin to contribute towards health insurance in retirement beginning July 1, 2023 has motivated a significant number of retirements from that group.

Funding priorities are TRS and Employee Benefit Accrued Liability Reserve. TRS is the highest priority as this is the fifth and final year to fund that reserve. CVES would like to fund at approximately \$200,000.

The Employee Benefit Accrued Liability Reserve is the second priority. The goal is to fund a strong reserve without overfunding.

Michael Rossi discussed how increased salaries and staff may affect the TRS funding window and/or amounts.

5. Future Meeting Dates

The next meeting will be held at 5:00 p.m. on October 11, 2023, in the CVES Conference Center at the Learning Hub in Plattsburgh.

6. Adjournment

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

Meeting adjourned at 5:44

Approved October 11, 2023 Richard Harriman, Sr. (1st), Emily Phillips (2nd)



Clinton - Essex - Warren - Washington BOCES
P.O. Box 455, Plattsburgh, NY 12901 www.cves.org

ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES

Amy Campbell
campbell_amy@cves.org
518-561-0100

CVES MISSION

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

MEMORANDUM

TO: Dr. Mark Davey

FROM: Amy Campbell

DATE: October 30, 2023

RE: Initial Certification of Lead Evaluators for Teachers

Section 30-2.9 of the Rules of the Board of Regents provides that, to be certified as lead evaluators, administrators must be trained in the nine required elements. CVES administrators have attended numerous meetings/trainings over the past year that addressed the nine required elements as set for by the Board of Regents, as well as insuring inter-rater reliability among administrators. I am requesting you forward the names below for consideration by the CVES Board of Cooperative Educational Services at their October meeting.

The individual listed below have attended various CVES in-house meetings and state, regional and/or local professional development offerings, most recently Gearing Up on August 22, 2023 and day two of training on October 30, 2023, to be considered by the CVES BOCES for initial certification as Lead Teacher Evaluator:

Tina Mitchell

Additional Information

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

1. *NYS Teaching Standards, and their related elements and performance indicators or ISLLC standards and their related functions;*
2. *Evidence-based observation techniques grounded in research;*
3. *Application and use of the student growth percentile model and the value-added growth model;*
4. *Application and use of approved teacher or principal practice rubric(s) selected by the district or BOCES for use in evaluations, including training on the effective application of such rubrics to observe a teacher's or principal's practice;*
5. *Application and use of any assessment tools that the school district or BOCES utilizes to evaluate its classroom teachers or building principals, including but not limited to, structured portfolio reviews; student, parent, teacher and/or community surveys; professional growth goals and school improvement goals, etc.;*
6. *Application and use of any State-approved locally-selected measures of student achievement used by the school district or BOCES to evaluate its teachers or principals;*
7. *Use of the Statewide Instructional Reporting System;*
8. *Scoring methodology utilized by the Department and/or the district or BOCES to evaluate a teacher or principal under this Subpart, including how scores are generated for each subcomponent and the composite effectiveness score and application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the teacher's or principals' overall rating and their subcomponent ratings; and*
9. *Specific considerations in evaluating teachers and principals of English language learners and students with disabilities.*



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ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES



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campbell_amy@cves.org
518-561-0100

CVES MISSION

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MEMORANDUM

TO: Dr. Mark Davey
FR: Amy Campbell AC
DA: October 30, 2023
RE: **November 2023 Board Report**

This month has marked some settling into the 2023-2024 School Year. Our School Support Services departments have been finalizing orders and requests by our component districts. Staff in all our departments are providing exceptional services, and our meeting spaces are meeting the professional development needs of administrators, teachers, library media specialists, and bus drivers. The Divisional Strategic Planning Team constructed an action plan that focuses on uniting us in our diversity, and we look forward to achieving our goals as the year progresses.

WORKSHOPS FOR SCHOOL IMPROVEMENT

Our conference center has hosted several excellent workshops and retreats this month to support the development of the professionals in our region. Our New Teacher Cohort series continued this month with 47 participants representing eight of our component districts. This four part series is structured to support our early career teachers in developing skills to advance student learning and supporting each other in this cohort model. The Conference Center was host to the two-day TCIS Trainer refresher series updating many of our regional TCIS trainers to the newest version of TCIS – TCIS UP. Additionally, the Conference Center hosted the entire NAC teaching staff for their Superintendent's Conference Day on October 20th and the Beekmantown Board of Education Retreat on October 23rd.

SCHOOL LIBRARY SYSTEMS, MODEL SCHOOLS, AND ARTS IN EDUCATION



The *School Library System* hosted its first Council and Communication Coordinators meeting on October 13. This brings together representatives from many of our districts to discuss items relevant to their libraries and library programs. The meeting also offered a presentation by JoVE (a program to help with high school science instruction) and TeachingBooks (a database that is purchased by the SLS for each district). We also hosted our annual OPALS users meeting, which gives our librarians the

opportunity to learn about OPALS updates, as well as ask questions. Harry Chan, the OPALS CEO, was part of the day.

The *Model Schools* Lending Library is now ready for districts to begin borrowing. Saranac Central School was the first to place a request and borrowed our ClassVR kit. They stated that it was successfully used for a variety of curriculum enhancements, including ELA, Science and Social Studies.

Arts in Education continues to support art and music in our districts. This month, districts have requested visits by the Seagle Colony, musician Jared Campbell, and visits to the Babbie Rural Farm Museum.



INSTRUCTIONAL TECHNOLOGY

The rush at the beginning of the school year has begun to subside so the team is finding more opportunities to work on larger projects.

New copiers were deployed at the Rise and CV-TEC campus in Plattsburgh, that will nearly complete our transition to Konica Minolta copiers. This is important because Papercut, which controls our print release queues, requires all copiers to be the same brand or you need a separate queue for each brand. This increases efficiency for our department and our staff.

The CVES IT team has also finished configuring a new backup system for our network that should automatically produce local and cloud backups on a regular basis for years to come.

Our team has been working with Comsource NY to finish deploying Boquet Valley CSD's wired network infrastructure as well as completely replace their Wireless network. Over 70 Access points have been mounted in classrooms so far and there is more to be done in the coming weeks to complete the project. When completed the district should have nearly quadrupled the number of access points, ensuring that every device in every classroom should be able to seamlessly and effortlessly connect to the internet while receiving faster service.



The Network and Systems Technicians and Network Coordinator were also able to take some time out of our busy schedule and attend the 5th Annual Cyber Security Conference at SUNY Plattsburgh (See photo above). Now that some of the growing pains and new-school onboarding difficulties have mostly been worked out the team will be able to focus on improving the redundancy, reliability, resiliency and security at the districts we support.

INTERSCHOLASTIC SPORTS



Sectional championship season is the focus of the interscholastic athletics Co-Ser at this time of year. On Saturday, October 14th, we held our first championship of the 2023-2024 school year with our gymnastics athletes meeting at Plattsburgh High School. We had members from all 4 teams (Beekmantown, Plattsburgh, Peru, and Seton Catholic) qualify for the State Championships to be held in Buffalo in March. On October 18th, NYSPHSAA held an Executive Committee meeting in Saratoga Springs. Interscholastic Athletics Administrator, Matt Walentuk joined two committee members (Josh Harrica – NCCS and Kendra McCoy – Ticonderoga) representing Section VII and advocating for our student-athletes and schools. We shared with the whole state, concerns that some schools have been having with the technical support received from the NFHS Network, which our schools use to livestream. Additionally, NYSPHSAA locked in State championship locations for flag football (Cortland), girls basketball (Hudson Valley CC) among other items. In the coming weeks we have 4 straight days of soccer championships and our girls tennis qualifiers are heading to Schenectady for the Tennis State Championships.



PUBLICATIONS AND COMMUNICATIONS UPDATE

The busy times continue in our Communications and Print Shop Co-Sers. There is great collaboration between the two groups as monthly and quarterly newsletters are being delivered to component districts.

In the video world, the Communications Team has started working on a Superintendent search video for Beekmantown. The ongoing Capital Project video for Boquet Valley, which is reaching the final stages of production, received plenty of positive feedback from Boquet Valley Superintendent Josh Meyer upon first glance.

We want to take this time to also welcome Amelia Stevens who joined our Communications Team as an hourly assistant. She has been a welcomed addition and has helped our group take on additional jobs and help guarantee faster turnaround times on work orders.



Willsboro
CENTRAL SCHOOL DISTRICT

Community Report

Positivity Project Arrives at Willsboro Central School

Think plenty of positivity at Willsboro Central School. And it's not just been the good energy and spirit brought by students, faculty and staff each day.

Beginning this year, WCS is over a positive school at The Positivity Project, which means faculty will have resources in a number of graduate presentations for daily 15-minute staff lessons and much more.

"We are very excited to bring this to Willsboro and involve our entire school in this program," Willsboro Principal Heidi Progett said. "The main building is located in The Positivity Project, and the planning process has been great with plenty of collaboration."

Willsboro initially planned to begin the project during the 2023-2024 school year. However, plans were expedited to begin next year.

On with a plan to begin in November, much plenty of excitement in all building.

"Through the project, students in 2nd-4th through 12th grade have about 24 different chances to engage throughout the school year.

Each week, WCS teachers will develop one specific classroom enough and incorporate it into their curriculum and lessons for the day and the week.

"The whole main goal of this is so that you help students learn how to help create a positive school," Progett said. "That's the program behind The Positivity Project. Helping kids see beyond themselves and recognize this relationship helped other people to grow."

The classroom strength brought them encouragement, honesty, transparency, integrity and respect.

Learning from others: encourage to help children establish a foundation for greater self-confidence in self awareness and recognize the importance of working together.

Progett is working with a 10-member committee to bring the mission of The Positivity Project to life.

"Seeing that we are a small school and have our students at our building, we have the unique opportunity to help students of this project here on school and make it our own."

"We are excited WCS is 'The Building Our Future'."

On only those days, Willsboro has plans to plan to present these students

School Mascot Update

Willsboro CSD Community

As a school mascot for groups, students, faculty, staff, alumni, and community members, the mascot is an important part of the school's identity and the pride of the school.

The first mascot of Willsboro Central School District was the Blue Jay. It was chosen in 1920 and has since been a symbol of pride for the school.

For more information on the mascot update, please visit the website at www.willsboro.org.



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: 518-561-0494
CV-TEC Learning Hub, 518-561-0100 FAX: 518-942-3368
CV-TEC Mineville Campus, 518-942-6691 FAX: 518-324-6620
CV-TEC OneWorkSource, 518-561-0430 FAX: 518-324-3379

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 30, 2023
RE: November 2023 Board Report

Fall Family Nights

Our Mineville and Plattsburgh campuses hosted Fall Family Nights for our CV-TEC families on October 18 and 26, 2023 respectively. Families of current students were encouraged to visit our three campuses for the scheduled Fall Family Nights for the CV-TEC Division. This was a wonderful opportunity for the families of current students to meet with our CTE & Academic teachers during the scheduled evening hours. Both events were very well attended.

Update on Divisional Goals and Divisional Strategic Plan

2023-2024 CV-TEC DIVISIONAL GOALS

1. Strengthen Team CV-TEC by focusing our decision making on our established Core Beliefs; particularly, "Students are our first priority."
2. Strengthen Team CV-TEC by providing quality & effective instructional leadership and professional development.
3. Promote the Social-Emotional well-being of our students & staff.
4. Strengthen Team CV-TEC by implementing, monitoring, and updating the CVES Strategic Plan and the CV-TEC Division Action Plan:
 - a. Provide the framework for alignment to and documentation of CTE Programs with NYS Blueprints and State/National industry standards and affiliations.
 - b. Provide a framework for onboarding, mentoring, and coaching our CV-TEC Team Members.
 - c. Provide our students multiple pathways to success that allow seamless, efficient transitions to further education or to the workplace.
 - d. Meet Federal and State grant outcomes to lead adult students on a pathway out of poverty toward success in education, training, post-secondary and/or employment.
5. Strengthen Team CV-TEC by emphasizing Divisional continuity among all buildings, sites, departments, programs and team members through ongoing professional development, collaboration and reorganization of Divisional procedures and protocols.



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CV-TEC Division

Michele Friedman
Director of Career & Technical Education

friedman_michele@cves.org

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CVES MISSION

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2023-2024 CV-TEC Priority Areas of Focus: BUILDING STRONG FOUNDATIONS

Effective & Explicit Teaching & Learning: Instructional Coaching & Leadership

- Utilization of the Employability Skills Profile for instruction, assessment, and industry alignment.
- Re-Integration of Technology: expectations, protocols, etc.
- Alignment of all curricula to the NYS Standards and Blueprints.
- Train Team Members & Implement Required Exit Portfolio Standards

Professional Behavioral Expectations: Building & Classroom Explicit Expectations implementation.

- Operationalizing the CV-TEC Professional Behavior Expectations: Divisional, All Campuses, All Departments, All Classrooms.
- Continue to provide recommendations to improve student attendance.

Culture Setting: Personal & Authentic

- Embrace a culture of inclusivity, collaboration, and support.
- Enhance Women in Trades Initiative.
- Explore Diversity, Equity, and Inclusion (DEI) resources to develop an implementation plan.
- Provide meaningful opportunities for Social Emotional Learning for students and Team CV-TEC Members.
- Revitalize & reformat the Spring Open House Events (all campuses) for purposes of community & career awareness and recruitment of new students.
- Increase professional collaboration opportunities among team members, related educational professionals, and business & industry partners.
- Provide authentic recognition and acknowledgment of CV-TEC Team Members' and CV-TEC students' efforts, successes, and highly effective work.

Ongoing Areas of Focus:

- Oversee the LPN Program NYS Re-Accreditation.
- Improve GED test pass rate.
- Increase the number of adults who transition from incarceration into education or training programs.
- Continue and expand Adult Education Support in Essex County.
- Reinvigorate continuing education and job skills education training.
- Continue to evaluate and update program equipment/technology needs.
- Update all print media and electronic media, including the CV-TEC section of the CVES Website
- Strengthen CV-TEC Divisional Continuity.



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CV-TEC Division

Michele Friedman
 Director of Career & Technical Education

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CV-TEC Strategic Action Plan SY 23-24											
CV-TEC Division Performance Targets	Performance Measures	17-18	18-19	19-20	20-21	21-22	22-23 Target	22-23 Actual	23-24 Target	23-24 Actual	24-25 Target
	Total CTE program high school daytime enrollment (Co-Ser 101, 115)	588	600	619	633	714	730	778	818	820	835
	Total CTE program post-secondary daytime enrollment (Co-Ser 103)	70	80	59	44	43	85	38	59	40	42
	Total high school equivalency (HSE-GED) enrollment	-	-	281	246	203	250	225	275		250
	Total post-secondary enrollment in job skills training or continuing education courses	61	63	67	27	60	85	99	91		125
	% CTE high school (HS) daytime completion rate ²	95	98	98	98	98	98	98	98		98
% CTE HS daytime enrollment exiting with additional rigorous outcome:											
	- # earning dual enrollment credit (CCCR 2.0 weight)	-	-	45	57	31	65	53	135		120
	- % eligible earning NYSED CTE Technical Endorsement (Advanced Regents Designation) (CCCR 2.0 weight)	51	63	68	67	50	75	61	71		70
	- % earning National Work Readiness Credential or Precision Exam equivalent (CCCR 1.5 weight)	87	83	73	79	77	90	82	91		88
	% CTE program post-secondary completion rate:	88	94	90	94	88	97	97	95		97
	- % successfully earning a technical endorsement equivalent	77	93	n/a ³	DNT	100	90	100	95		100
% CV-TEC @ OneWorkSource obtaining employment or enrolling in post-secondary											
	- % employed 6 months after exit from the program	-	-	32	31	33	32	21	33		32
	- % employed 12 months after exit from the program	-	-	37	30	34	30	26	32		30
	- % showing Measurable Skill Gain (MSG)	-	-	-	-	-		53			54
	- % Post-Test Rate	-	-	-	-	-	-	72			73
	- % earning their HSED	-	-	-	-	-	-	75			76

STANDARDS & CONDITIONS	ONBOARDING, MENTORING & COACHING	MULTIPLE PATHWAYS	ADULT SERVICES
<p><i>Provide the framework for alignment to & documentation of CTE Programs & Courses with NYS Blueprints & National/State Industry Standards and Affiliations</i></p> <p>Committee Charge for 23-24:</p> <ul style="list-style-type: none"> Alignment of CTE Approved Program curriculum to NYS Next Gen Standards through Atlas Oversee the LPN Program NYS Re-Accreditation. 	<p>To provide a framework for onboarding, mentoring and coaching our CV-TEC Team Members.</p> <p>Committee Charge for 23-24:</p> <ul style="list-style-type: none"> Create an Onboarding Document for all new Team CV-TEC Members with multiple chapters for all areas. Instructional Coaching & Mentoring for all CV-TEC Team Members. Revise 3-year mentor/coaching plan 	<p>To provide our students with multiple pathways to success that allow seamless, efficient transitions to further education or to the workplace.</p> <p>Committee Charge for 23-24:</p> <ul style="list-style-type: none"> Providing pathways through the new Career & Leadership Center, certifications/licenses, exit portfolios. Utilization of the Employability Skills Profile for instruction, assessment, and industry alignment. Educate stakeholders on articulation credits and dual enrollment, Partnership day Signing day 	<p>Meet Federal and State grant outcomes to lead adult students on a pathway out of poverty toward success in education, training, post-secondary and/or employment.</p> <p>Committee Charge for 23-24:</p> <ul style="list-style-type: none"> Implementation plan for WIOA Title 1 Grant. Continue educating OWS participants about CV-TEC. Continue educating CV-TEC Staff of OWS programs and services. Create English-as-a-Second Language (ESL) programs in county jails.

CVES MISSION

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

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 1st and December 1st 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.

180 High School Students Earn the NYSED Board of Regents Advanced Regents Designation: CTE Endorsement:

NYSED Advanced Regents Designation: CTE Endorsement: Students who successfully complete their CTE Program of study with a cumulative GPA of 85% or higher or previously passed a NYSED approved industry technical assessment, successfully completed an industry approved performance assessment, completed the CV-TEC Professional Portfolio Requirements and Employability Skills Competencies Assessment, and all NYSED graduation requirements are eligible to earn Advanced Regents Designation: CTE Endorsement on their high school diploma.



\$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.



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Carl D. Perkins V Grant & Academic Services Update

Perkins:

The Perkins Grant initiative funds Career and Technical Education (CTE) initiatives at CV-TEC. The amount for the 2023-2024 school year is \$214,497.

Based on the information gathered from the Comprehensive Local Needs Assessment (CLNA) conducted during the 2021-2022 school year, we've partnered with the Southern Regional Education Board (SREB) to provide the Teach to Lead (T2L) training and instructional coaching since the 2022-2023 school year and continues into the 2023-2024 school year. All CTE Teachers / Mentors are benefiting from SREB's Instructional Coaching which includes Teach2Lead, Next Generational Instructional Coaching, Leadership Coaching, and Powerful Instructional Practices (PIP).

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

NYSED CTE Program Re-Approval Process:

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

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

During the 2024-2025 school year, the following CTE programs are scheduled for the NYSED Re-Approval process: Education and Human Services, Marine Technology, and Welding.

National Work Readiness Credential (NWRC):

During the Spring 2023 semester, the NWRC administration was conducted with all CV-TEC juniors and those seniors that had been unsuccessful last year. A few Sophomores participated as well. The results of this administration include: Of the 618 students that completed the NWRC, 511 were successful in earning their credential, which is an 83% success rate. Of those: 5 out of 8 were sophomores (63%), 221 of 275 juniors (80%), 269 of 317 seniors (85%) and 16 of the 18 post-secondary (89%). We are very pleased with our results! In addition to earning the nationally recognized employment credential, high school students earning the NWRC credential qualify for the NYSED CDOS Pathway approved 4+1 assessment option.



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

Funding Status – Operating and successfully managing 10 Grants with more than 2 million dollars – Workforce Innovation Opportunity Act (WIOA), Employment Preparation Education (EPE)/Supplemental Nutrition Assistance Program (SNAP), Career Pathways, GED Testing, and Incarcerated youth.

Collectively we supported 225 adult learners with federal and state funding. 73% were post-tested (70% is NYS benchmark) and 52% showed measurable skill gain (49% is NYS benchmark). 65 adult learners sat for the GED exam, and 49 (75%) passed and were issued High School Equivalency Diplomas.

Additionally, we support several incarcerated learners who are not counting in the above figure. These are learners who have a diploma already but are participating in online course work and certificate programs prior to release.

Our CV-TEC OWS Campus has received another **\$600,000+** grant to deliver WIOA Title 1 funds for adults, dislocated workers, and youth-out-of-school. This program was previously operated by Clinton County and expressed that they no longer wished to run the program. CV-TEC believed it aligned nicely with its other adult programs. WIOA Title 1 supports individuals who are looking to enter training, get their diploma, attend post-secondary education, or get a promotion. To date, we have served 9 Dislocated Workers, 27 Adults, and 15 Youth.

Some attend workforce training at CV-TEC, Clinton community College, apprenticeship through the local electrical union (EJATC).

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

- Advisory Council meeting scheduled for Oct. 26th 2023 and we have 37 participants so far including DA's from both Clinton and Essex Counties and local school districts.
- CCJ enrollment has increased 57% from 3rd quarter 2020 (70 students) to 3rd quarter 2023 (110 students).
- ECJ enrollment has increased 133% from 3rd quarter 2020 (32 students) to 3rd quarter 2023 (74 students)
- In the process of hiring an ESL instructor for Clinton County jail as the need for English as a Second language has been requested.

Adult Literacy Program updates at OneWorkSource:

- Our enrollment for this academic year is up from where we were last year at this time.
- Elizabethtown Literacy Zone is up and running. We hired an Instructor/Case Manager, and she is offering classes two days a week at North Country Community College in Ticonderoga, as well as a class once a week at the Elizabethtown OneWorkSource. We believe this will help increase enrollment in lower Essex County. Word of mouth is our most common outreach method, and we believe the class will continue to grow. Our Case Manager also joined BRIEF, Building Resilience in Essex Families, a coalition of community service providers who gather to discuss available community supports.
- We are running a four-hour class on Wednesdays in Rouses Point to meet our rural learners who struggle with finding reliable transportation to Plattsburgh.



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- We just received our EPE award letter from State Ed and they are allowing for more flexibility for classes.
- We have had an influx of youth enrollment, ages 17-20. These youths often need to sit for only one or two subtests of the GED exam. We are considering a youth class that will focus only on computer-based instruction so they can focus on the subtests that they need for the exam, only.

GED Program:

- For this academic year, we have hosted 1 GED exam so far. We have another one at the end of this month, and our first computer-based exam of the FY scheduled at OWS in November. We will offer a few more throughout the year.
- We have administered the GED exam in Braille.
- We are still administering paper-based testing at both jail facilities.

CV-TEC Standards & Conditions Update

Subcommittees were created to address the several areas of improvement:

- Curriculum mapping
- Technical assessment administration
- Remote learning standards
- Practical Nursing reaccreditation

Curriculum Mapping

- All programs that are up for NYS CTE re-approval for the next two years are working on their curriculum mapping this school year. Teachers have received training on the CV-TEC expectations for mapping their curriculum and are given time throughout the school year to develop their maps. As the units and curriculum are entered, we will start seeking assistance from our academic teachers to make sure that it aligns with state standards.

Technical Assessment

- We had a successful administration of our technical assessments in the spring with 67% of students who completed the tests successfully earning their CTE Endorsement. This work has been rolled into our annual procedures and will be removed from the strategic plan.

Remote Learning

- Minimum guidelines for use of Microsoft Teams within our division have been developed. All teachers are expected to have at least one team set up for their program with all students enrolled on that team. They are also expected to provide daily agendas and regular assignments on this platform.
- Continued collaboration with our Shared Decision-Making committee allows us to carve out time to offer educational technology training and guidance for teachers. Plans continue to develop with a focus on more synchronous and asynchronous Microsoft Office and Google training opportunities for teachers where they can earn micro-credentials.



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Practical Nursing Reaccreditation

- Our outgoing and incoming Health Careers Coordinators have been working with their team to make certain that all procedures and documentation were in place for the NYSED LPN Site Visit on October 18-20. This site visit report will be reviewed by the team once it is received.

Student Services: Work-Based Learning Update

CV-TEC Career and Leadership Center

Our mission is to provide our student's a wide array of services and resources designed to explore interests, enhance networking connections, and provide personalized guidance, that will empower them to pursue their goals and build a rewarding career.

Career Preparation

- Skills and Interest Assessments
- Career Exploration
- Employer Interviews
- Job Shadows (live and virtual)
- Career Counseling

Job Seeking Skills

- Resume, References, and Cover letter
- Portfolio Development
- Job Search Strategies/Job Board
- Application Process
- Elevator Pitch
- Interview Preparation/Mock Interviews

Employability Skills Training

- Leadership Seminar
- SkillsUSA Framework Monday's

Micro-credentials and Certifications

- Sexual Harassment Prevention Training-**Nov. 2023**
- OSHA 10
- CPR/AED
- NWRC
- Industry Credentials (ACAS, T10)

Financial Literacy Seminar-March 2024

Networking Events

- North Country Manufacturing Day-11-8,2023
- Career and Internship Fair-**Dec. 2023**
- Meet the Employer Events
- Industry Tours
- RAMP Presentation-**Nov. 2023**
- Armed Services Event-**Nov. 2023**
- Essex County Community Day-**April 2024**
- ADK Career Connect-**May 9, 2024**
- SkillsUSA Signing Day-**June 3-7, 2024**
- Partnership Appreciation Event-**June 18, 2024**

WORK BASED LEARNING

At CV-TEC, Work Based Learning (WBL), enables students to learn about careers, build connections with industry professionals, and develop technical, academic and employability skills needed for career success. WBL occurs on a continuum, ranging from short-term experiences, like guest speakers and job shadows, to more long-term opportunities that include internships or apprenticeships.



100% of our CTE program completers for 2023 obtained the NYSED 54+ hour WBL requirement!

BENEFITS OF WORK BASED LEARNING	
FOR STUDENTS:	<ol style="list-style-type: none"> 1. Establish clear connections between education and workplace 2. Develop awareness of career options 3. Build technical skills through real-world scenarios 4. Increase understanding of workplace expectations and skills needed 5. Discover networking opportunities with potential employers 6. Promotes employability skills and positive work habits
FOR BUSINESSES:	<ul style="list-style-type: none"> • Develop your future workforce • Build a stronger community • Create improved work culture through mentoring opportunities • Increase company awareness



BLUE COLLAR CONNECTION
Northern Home and Lifestyle Association Blue Collar Connection

Work Based Learning Program

Our CV-TEC Construction Trades, Electrical Design, Installation, and Alternative Energy, Automotive Technology, and Heavy Equipment/Diesel Mechanic students gain exposure in the various aspects of the industry by rotating through participating businesses in an unpaid CO-OP experience. Students get to apply the skills they've gained in the classroom, while having an opportunity to network and work with mentors in the following businesses:

- **Hulbert Supply, PM Leary Builders, PM Leary Plumbing, Cedar Knoll, Fuller Excavating, Lake Champlain Pools, Rene's Repair, Ace Electric, Taylor Rental, Peru Farm Center, and Momot Trailer Sales.**

Authentic STEM-CV-TEC continues to work with our business partners, the NCWDB, and the Universitut Sigen to further develop Authentic STEM projects in our CTE programs. Our New Visions Applied Engineering students from our Hub and Mineville campuses will be collaborating with German students to solve problems being presented by Beta Technologies, Norsk Titanium, and Michelin. The projects will begin in January 2024.

Beta Technologies-Aerospace Coatings Applicator Specialist (ACAS) Certification

Five students from our Automotive Collision Repair program have been selected for the ACAS pathway. They have begun their training, working alongside BETA's Aerospace Paint Industry experts, along with Mr. Richards who obtained his certification last year. Four of our 2024 graduates of the program also achieved their ACAS certification and have been in discussion with Beta Technologies regarding upcoming employment opportunities. We also met with Robin Pecaro, from STS Technical Services in Melbourne, Florida. She will also be working with CV-TEC to assist us with placing the graduates of the ACAS program in the industry immediately after they receive their diplomas. Embraer was identified as another viable option for our students to choose from.

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Seamless WBL

We will be using Seamless WBL as our platform this year to manage our work-based learning activities and utilize a live job board for our students and teachers to access. This program will also allow us to efficiently manage our business partners and run our advisory boards.

Health Careers Report Update

LPN:

Testing period of Jan. 1st thru Sept 30th 2023

- CV-TEC: 100% first time pass rate for the class that graduated in June 2023.
 - National Pass Rate: 90.65%
 - NYS Pass Rate: 88.84%
 - CV-TEC Pass Rate: 100%
- 20 Students currently seated (23 accepted, 21 enrolled) *Trends show lower number of nursing applicants with less qualified candidates
- Meadowbrook Healthcare is sponsoring 6 or their employees (full tuition and salary)
- New FT Teacher started in September 2023.
- Ongoing recruitment for qualified per diem clinical faculty continues.
- Clinical sites are stable, with COVID adjustments as needed (decreased ratio of faculty to students, PPE). Vaccination no longer mandated at this time.
- Site visit for re-accreditation by the NYS Board of Regents begins October 18-20.
- Self study completed and all supporting documentation has been submitted.

Adult C.N.A.:

- Class started October 16th (7 accepted, 5 enrolled)

Adult Phlebotomy:

- Class set to start October 18th (11 accepted, 10 enrolled)

Allied Health:

- Total Enrollment: Approx 75 students on 2 campuses
- Live clinical starts on October 25th
- Vaccination no longer mandated
- Fit testing for N-95 masks required at CVPH for all students/faculty
- Still have a decrease in faculty to student ratios required by sites
- All sites back to being open to students as there is such a need to recruit employees

New Visions Medical Careers:

- 34 total students enrolled on 2 campuses
- Full return to clinical sites with ongoing recruitment for new exploration opportunities

CPR/First Aid:

- Training per industry need continues



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Student Support Services Update

Student Services 2023-2024 Goals

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

Enrollment

- Assisted to secure VA funding for several post-secondary students. We have moved to VA all online enrollment platform. It seems to expedite the process.
- We have received IEPs/504s for all schools. 262 IEPs, 94 504s. Currently, we are going through roster audits with component schools to ensure we have all needed documents for students receiving services along with updating notes in SchoolTool notes.
- During a recent faculty meeting a professional development session wh on accessing and understanding IEPs and 504s to all staff.

Recruitment

- Career Days have been scheduled earlier this year in with some schools coming in December and the rest in January.
- SUNY Plattsburgh Teacher Education Students have once again visited and toured the CV-TEC Main Campus
- Counselors' days are scheduled during November when district counselor can receive updates on student progress.

Mineville

- District progress meetings with component school counselors are scheduled for November
- Instant Admissions Day with Hudson Valley Community College is scheduled for 10/24



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

Spooktacular Halloween Celebrations at the Rise Center for Success on our Plattsburgh and Mineville Campuses

On Tuesday, October 31st, our students and staff came together for a day of Halloween delights at the Rise Center for Success. It was a day filled with laughter, creativity, and fantastic costumes that brightened every corner of our school.

Our students showcased their Halloween spirit in an array of school-friendly costumes. From caped superheroes to creative creatures, their enthusiasm was absolutely contagious. Beyond the costumes, the day was jam-packed with Halloween-themed activities that engaged and entertained. These activities included scavenger hunts, cooking and baking adventures, dance parties that had everyone grooving, spooky movie screenings, and various art projects that let imaginations run wild.

As the day unfolded, the excitement reached its peak with our school-wide Trick-or-Treating event. Our students had a blast going from door to door, collecting treats, and sharing smiles.

The day was nothing short of a memorable Halloween extravaganza. Our students and staff showcased their dedication, creativity, and unwavering spirit. We extend our sincere gratitude to everyone who made this day an unforgettable experience, fostering a sense of unity and joy within our school community.







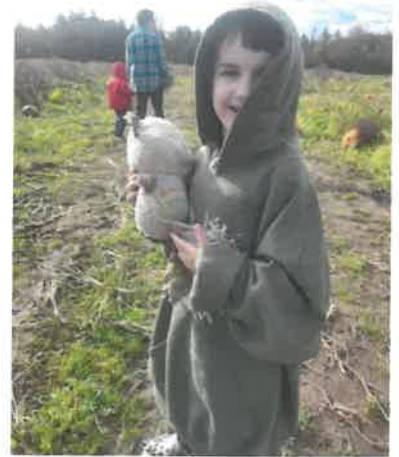
Autism Program Continues to Explore New Horizons

We are thrilled to share the outstanding progress our students are making this school year. Their remarkable adaptability and resilience have shone through as they smoothly transitioned to different learning environments within our school. We are particularly proud of their seamless adjustment to our recent community outings.

This month, many of our students had an unforgettable experience at the pumpkin patch. They had a fantastic time selecting their own pumpkins, engaging in exciting games, and immersing themselves in the wonders of the natural world. As the month continues, we eagerly anticipate even more thrilling activities on the horizon.

In the spotlight are two of our remarkable students. In the image, you can see a student from our youngest room who had a blast during his field trip to the pumpkin patch. Additionally, a student from our oldest classroom showcased his exceptional skills by successfully fulfilling an order while shopping at Sam's Club.

We are proud of our students' accomplishments and look forward to sharing more highlights with our supportive school community. Thank you for being a part of our journey!



High School Academics Explore College Opportunities

Our high school academics recently embarked on an educational journey to North Country Community College in Saranac Lake. The trip included a visit to their college fair. Amidst the breathtaking natural scenery of Saranac Lake, our students had the chance to gather valuable insights and information about potential future educational pursuits. This experience was not only educational but also a memorable one, appreciating both the educational prospects and the beauty of the North Country Community College campus.



Community Spotlight: Miss Adalee's Generous Donation and Exciting School Year Start!"

Miss Adalee Corthell, a real-life angel from the Plattsburgh City School District, made an extraordinary contribution to our RISE Center for Success. She selflessly donated her birthday savings to purchase 24 backpacks, each filled with school supplies, with 12 for boys and 12 for girls. Adalee's remarkable dedication shines through as she spent an entire year saving for this meaningful act of kindness. To honor her benevolence, Adalee was recognized at our recent Community Meeting, receiving a special certificate and a gift card as a token of our immense gratitude for her help in supporting our most deserving RISE Center for Success students.



Our school year is off to an incredibly busy start! Mrs. Aldrich's class embarked on an engaging and educational adventure at Banker's Orchards, where they learned about nature and had a fantastic time picking apples. Our students couldn't hide their excitement as they showed off the apples they gathered.



In Mrs. Beaudry's class, one of our students, who has a soft spot for cats, demonstrated a unique connection with some adorable calves. This heartwarming interaction showcases the joy that animals bring into our lives. Mrs. Beaudry's class also enjoyed an unforgettable horseback riding experience.



The beginning of this school year has been filled with heartwarming moments, generosity, and enriching experiences. We're excited to continue this journey with our amazing students and dedicated educators.

Positivity Project: Celebrating Character Traits at Rise Center for Success, Plattsburgh Campus

On October 29, the Rise Center for Success in Plattsburgh Campus hosted its first Positivity Project (P2) assembly of the year, dedicated to celebrating and acknowledging students who have exemplified the first six character traits of P2: curiosity, teamwork, open-mindedness, integrity, creativity, and recognizing that other people matter by being present. Each academic program had the opportunity to showcase their respective projects related to one of these fundamental character traits.



The Elementary Academic classes creatively crafted vibrant posters, artfully designing letters that spelled out the character traits. Meanwhile, the Middle School ITSP class collaborated on an eye-catching poster that ingeniously illustrated these character traits through a blend of symbols, images, and words. These visual representations depicted the significance of each trait and how they contribute to personal growth and learning.



The Middle School Academic class, on the other hand, delved into journals where they thoughtfully explored integrity, curiosity, and open-mindedness. They shared their insights, reading some of their journal entries aloud. By doing so, they shed light on how

they shared their insights, reading some of their journal entries aloud. By doing so, they shed light on how

these character traits influence their daily choices and actions, with an emphasis on how they can further enhance their character while demonstrating greater respect and kindness towards others.

This assembly provided a platform for students to not only understand these character traits but also to actively practice them in their daily lives. It's heartening to see our students' commitment to personal growth and the positive impact they're making in our community.

Empowering Our Students Through Community Worksite Placements

The students of the Rise Center in Plattsburgh and Mineville have reached a significant milestone on their journey to acquiring essential work skills for future employment. They've recently embarked on community worksite placements, marking a remarkable step towards their professional development.

Our students are embracing this invaluable opportunity with enthusiasm and determination. These placements have been made possible at respected establishments like Stewarts, Napa Auto Parts, WeeBee Oil, Co-Op, Planet Fitness, Essex Industries, and the Plattsburgh High School Cafeteria.

These experiences provide more than just a taste of the professional world. They serve as immersive training opportunities that offer our students hands-on learning experiences. Through these placements, they are cultivating both technical skills and interpersonal competencies, an essential blend of abilities that's crucial for their future success.

These real-world work experiences enable students to grasp the intricacies of various work environments, fostering personal and professional growth. It's truly inspiring to witness our students taking these steps towards their future careers. We're excited to see them develop a comprehensive understanding of the demands and dynamics of the working world, setting the stage for a promising future.

