

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

**AGENDA FOR BOARD MEETING TO BE HELD AT THE YANDON-DILLON EDUCATION CENTER IN  
MINEVILLE, NY, ON MARCH 13, 2024  
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. STRATEGIC PLANNING SURVEY UPDATE PRESENTATION
- No Action      6. DISTRICT SUPERINTENDENT UPDATE — Dr. Davey
- Action          7. MINUTES OF PREVIOUS MEETING
- a.      February 14, 2024 Regular Board Minutes (Enc. 1)
8. CONSENT AGENDA FINANCIAL
- Action          a.      Certification of Warrant (Enc. 2)
  - Action          b.      Treasurer’s Reports (Enc. 3)
  - Action          c.      Extraclassroom Treasurer’s Reports (Enc. 4)
  - Action          d.      Budget Increase(s) (Enc. 5)
  - Action          e.      Special Aid Fund Project (Enc. 6)
  - Action          f.      Cross Contract Budget Increase(s) (Enc. 7)
  - Action          g.      Donation(s) (Enc. 8)
9. OLD BUSINESS — Committees
- No Action      a.      None this month
10. CONSENT AGENDA PERSONNEL
- Action          a.      Resignation For Retirement (Enc. 9)
  - Action          b.      Resignation(s) (Enc. 10)
  - Action          c.      Leave(s) of Absence (Enc. 11)
  - Action          d.      Temp-On-Call Substitutes (Enc. 12)
  - Action          e.      Volunteer(s) (Enc. 13)
  - Action          f.      Facilitator(s) (Enc. 14)
  - Action          g.      Tenure (Enc. 15)
  - Action          h.      Four-Year Probationary Appointment(s) (Enc. 16)
  - Action          i.      52-Week Civil Service Probationary Appointment(s) (Enc. 17)
  - Action          j.      Temporary Appointment(s) for the 2023-24 School Year (Enc. 18)
  - Action          k.      Civil Service Provisional Appointment(s) (Enc. 19)
  - Action          l.      Additional Work for the 2023-24 School Year (Enc. 20)

Action m. Special Education Summer School (ESY) Staffing 2024-25 (Enc. 21)

11. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. Memorandum of Agreement for Reimbursement of Fees (Enc. 22)
- Action b. Confidential Group Salary and Benefit Package (Enc. 23)
- Action c. Independent External Audit Appointment (Enc. 24)
- Action d. New Policy—Second Reading & Adopt (Enc. 25)
- Action e. Workplace Violence Prevention Coordinator(s) (Enc. 26)
- Action f. Request for Approval to attend Conference/Workshop (Enc. 27)

No Action 12. OTHER

No Action 13. NEXT BOARD MEETING

Wednesday, April 10, 2024, at the CVES Learning Hub Conference Center in Plattsburgh, NY, – Proposed Executive Session at 6:00 p.m. Annual and monthly meeting to follow.

No Action 14. REPORTS FROM DIRECTORS (Enc. 28)

Action 15. 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**

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 – Learning Hub 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) Learning Hub Conference Center – 7:00 pm
June 5, 2024	SkillsUSA Awards – Learning Hub 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 – Learning Hub 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 February 14, 2024 Regular Board meeting.

### **ENC. 2**

Recommend that the Board approve the Certification of Warrant for February 6, 2024 to February 27, 2024.

### **ENC. 3**

Recommend that the Board approve the Treasurer's Report from January 31, 2024.

### **ENC. 4**

Recommend that the Board approve the Extraclassroom Treasurer's Report from January 1, 2024 to January 31, 2024.

### **ENC. 5**

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

1. Increase Central Business Office (Co-Ser 675) from \$220,000 to \$245,000, for the period of July 1, 2023 through June 30, 2024, due to increase service requests from Boquet Valley Central School District. (Mgmt Serv.)
2. Increase Insurance Coordination (Co-Ser 602-7810) from \$628,958 to \$681,458, for the period of July 1, 2023 through June 30, 2024, due to increased consultant costs. (Mgmt Serv.)
3. Increase the On-Line High School budget (Co-Ser 411) from \$19,740 to \$54,740 due to anticipated increased participation in on-line high school classes for the 2023-2024 school year. (Online access passwords are pre-purchased) (CV-TEC)

### **ENC. 6**

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

1. Increase the Healthcare Worker Bonus Fund, Special Aid Fund project, from \$109,803 to \$117,338.50 for the period of July 1, 2023 through June 30, 2024. This program is funded through the New York State Department of Health (Mgmt Services)
2. Core Rehabilitation Services (CRS) Special Aid Fund be allowed to continue providing services for the period January 1 – March 30, 2024. Expenditures are not allowed to exceed \$147,083 (Rise Center)

## **ENC. 7**

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

1. Increase the Virtual Summer School – Capital Region BOCES budget (Co-Ser 459) from \$6,200 to \$12,000 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (Plattsburgh). (S<sup>3</sup>)

## **ENC. 8**

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

1. Donation of four (4) retired police bicycles by Lt. Pond of the Plattsburgh Police Department. The items donated to the CV-TEC Division will be utilized for training purposes in the Security and Law Enforcement class within the CV-TEC Plattsburgh Division.
2. Donation of the twenty-five (25) tubes of Socolor Matrix Color by Crystal O’Jida-Blair of New Impressions Salon. The items donated to the CV-TEC Division will be utilized for training purposes in the Cosmetology class, within the CV-TEC Plattsburgh division.

## **ENC. 9**

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

1. Leslie Plant, Teacher Aide/ Student Aide, effective June 28, 2025
2. Celia Briggs, Teacher Aide/Student Aide, effective June 28, 2025

## **ENC. 10**

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

1. Casandra Kellaway, Teacher Aide/ Student Aide, effective March 4, 2024, for the purpose of accepting a Teaching Assistant position
2. Michelle Mosher, Teacher Aide/ Student Aide, effective March 4, 2024, for the purpose of accepting a Teaching Assistant position

## **ENC. 11**

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

1. Cindy Waldron, Teacher Aide/ Student Aide, unpaid leave of absence, unpaid leave of absence, effective March 1, 2024 - March 20, 2024

## **ENC. 12**

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

<u>Name</u>	<u>Title</u>
Matthew Bushey	Food Service Helper ( <i>pending fingerprint clearance</i> )
Brenda Speshock	Registered Nurse (Schools)
Brenda Speshock	Teacher
Brenda Speshock	Teacher Aide/ Student Aide
Brenda Speshock	Teaching Assistant
Leah Willbrant	Teaching Assistant

## **ENC. 13**

Recommend that the Board approve the following Volunteer(s) for the 2023-2024 School Year:

<u>Name</u>
Nathan Billups

## **ENC. 14**

Recommend that the Board approve the following Facilitator(s) for the 2023-2024 School Year:

<u>Facilitators, \$30/hour</u>
Holley Christiansen

## **ENC. 15**

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

1. Jennifer Cowling, Special Education Teacher, effective September 2, 2024

## **ENC. 16**

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

1. Name: Marky DesRocher (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: February 22, 2024  
Tentative Tenure Date: February 22, 2028  
Certification Status: Teaching Assistant Level 1

## **ENC. 16 (Continued)**

2. Name: John E. Law (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: February 22, 2024  
Tentative Tenure Date: February 22, 2028  
Certification Status: Teaching Assistant Level 1
  
3. Name: Lindsey Gilmore  
Tenure Area: Speech Language Pathologist  
Position: Speech Language Pathologist  
Effective Date: September 3, 2024  
Tentative Tenure Date: September 3, 2028  
Certification Status: Speech And Language Disabilities, Initial Certificate  
Annualized Salary: \$55,000

(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. 17**

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

1. Name: Shyenne LaFountain  
Position: Teacher Aide/ Student Aide  
Effective Date: February 26, 2024  
Tentative Permanent Date: February 26, 2025  
Annualized Salary: \$20,950
  
2. Name: Emma Ducharme  
Position: Teacher Aide/ Student Aide  
Effective Date: March 5, 2024  
Tentative Permanent Date: March 5, 2025  
Annualized Salary: \$20,950



## **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: Casandra Kellaway  
Position: Teaching Assistant  
Effective Date: March 4, 2024 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$26,828
2. Name: Michelle Mosher  
Position: Teaching Assistant  
Effective Date: March 4, 2024 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$26,828

## **ENC. 19**

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

1. Name: Katharine Tufo  
Position: Digital Print Machine Operator  
Effective Date: February 27, 2024  
Annualized Salary: \$32,000

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

## **ENC. 20**

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

Stipend Positions, Compensation per collective bargaining agreement  
Kimberly Lincoln                      New Employee Mentor

## **ENC. 21**

Recommend that the Board approve the following 2024-2025 Special Education Summer School (ESY) Staffing:

Teacher, Hourly rate of pay per contract  
Agoney, Heather  
Ballard, Jesse  
Beaudry, Joanne

## ENC. 21 (Continued)

Benway, Chelsea  
Cowling, Jennifer  
Daly, Tom  
Durham, Amy  
Gough, Melissa  
Haley, Jennifer  
Katzfey, Bethany  
Langley, Tyler  
Lucia, Joelle  
McCaffery, Patrick  
Neimeier, Maxwell  
Palmer, Roxana  
Restrepo, Alyssa  
Rosselli, Brandy  
Slagenweit, Melissa  
Spoor, Cheryl  
Van Alphen, Heather  
Williams, Krista

### Teaching Assistant, Hourly rate of pay per contract

Bola, Allison  
Bordeau, Dawn  
Blackburn, Peter  
Cassavaugh, Morgyn  
Chrisman, Suezanne  
Coolidge, Kayla  
DeLavergne, Conner  
DeMeulemeester, Margaret  
Duell, Latalya  
Duquette, Emily  
Gagnier, Whitney  
Garrison, Erin  
Hampton, Heather  
Haran, Nicole  
Holt, Robert  
Jaquish, Lauren  
Keech, Amy  
Kellaway, Casandra  
Kotsogiannis, Kathleen  
Lavoie, James  
Law, John  
McCray, Janet  
Morin, Alyssa  
Morse, Britteny  
Norton, Staci

## ENC. 21 (Continued)

Norwood, Emily  
Pray, Johanna  
Rivers, Brandy  
Romeo, Maryssa  
Smith, Tammy Ann  
Spring, Jill  
Spring, Sara  
Trombley, Andrea  
Velazquez, Kristin

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

Agnew, Sarah  
Badger, William  
Benware, Alexander  
Beyer, Alexis  
Bokus, Madison  
Bordeau, Tina  
Caramia, Donna  
Cassavaugh, Eric  
Colgan, Kiara  
Conklin, Sean  
Dauplaise, Scarlett  
Defayette, Janeen  
Defayette, Mikayla  
Desotel, Lisa  
Ducharme, Emma  
Edwards, Patti  
Everleth, Karen  
Fortin, Patrica  
Fox, Jennie  
Frenyea, Angelia  
Gamache, Nichole  
Gordon, Margaret  
Hall, Brianna  
Huchro, Adele  
Hurley, Realelena  
LaBombard, Cynthia  
LaDeau, Erin  
Lindsay- French, Denice  
Lobdell, Jill  
LaFountain, Shyenne  
McKee, Tina  
Merrill, Michele  
Mills, Kayla  
Monteleone, Kayleigh

## **ENC. 21 (Continued)**

Montroy, Donna  
Newell, Randa  
Paiser, Victoria  
Riley, Rebekah  
Rock, Jocelyn  
Rock, Tristan  
Rogers, Debra  
Root, Hannah  
Ryan, Dustin  
Schwalb, Emily  
Simpson, Kiera

School Nurse (RN), Hourly rate of pay per contract  
Plumadore, Jaimie  
Spadafora, Maria  
Smart, Stacey  
Tursky, Kelly

## **ENC. 22**

Recommend that the Board approve the following:

1. Memorandum of Agreement between the Clinton-Essex-Warren-Washington (CEWW) Board of Cooperative Educational Services and the Champlain Valley Educational Services Civil Service Employees Association (CSEA) regarding the reimbursement of fees incurred by employees (attached.)

## **ENC. 23**

Recommend that the Board approve the following:

1. Recommend the Board to approve the Salary and Benefit Package between the Clinton-Essex-Warren-Washington (CEWW) Board of Cooperative Educational Services and the Confidential Group, effective July 1, 2024, through June 30, 2028.

## **ENC. 24**

Recommend that the Board approve the following appointment and engagement letter:

1. Appoint West & Company, CPAs, PC, of Gloversville, NY, as the CEWW BOCES Independent External Auditor for the 2023-2024 audits (to be conducted during the 2024-25 school year) as recommended by the CVES Audit Committee and approve the engagement letter. The fee for the 2023-2024 audit is \$16,500.

## **ENC. 25**

Recommend that the Board approve the second reading and adoption for the following new policy:

New Policy – Second Reading & Adopt  
# Workplace Violence Prevention Policy

## **ENC. 26**

Recommend that the Board approve the following individual(s) as Workplace Violence Prevention Coordinators for 2023-24 School Year:

1. Tom Smith, Health Safety & Risk Management Specialist
2. Joseph Coakley, Director of Labor Relations

## **ENC. 27**

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  
Rural Schools Association (RSA) Board of Directors Meeting  
April 19, 2024  
Wayne-Finger Lakes BOCES Conference Center, Newark, NY

## **ENC. 28**

Reports from Directors (attached)

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

DATE: February 14, 2024  
KIND OF MEETING: Regular Board Meeting  
PLACE: CVES Learning Hub Conference Center Plattsburgh, NY

Board Members Present:

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

Board Members Absent:

Kathy Comins-Hunter

Executive Officer:

Dr. Mark Davey

Board Clerk:

Katelyn Smart

Others Present:

Amy Campbell  
Michele Friedman  
Dr. Matthew Slattery  
Dr. Eric Bell  
David Harp

MEETING  
TO ORDER

Board President Michael St. Pierre called the meeting to order at 6:02 pm.

EXECUTIVE  
SESSION

Mrs. Boise moved, seconded by Mr. Randall, that the Board go into Executive Session at 6:03 pm for the following reasons:

#4 – A matter of discussion regarding proposed, pending or current litigation; #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); and #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 publicly would substantially affect the value thereof. All Board Members present voted yes—motion carried.

In the Executive Session, Dr. Davey and the Board discussed building a new Career and Technical Education (CTE) Center in Plattsburgh and the various contractual and legal requirements needed to move the proposal forward. The Board was briefed on utilizing a 20-year lease and renting the facility from a non-profit corporation. This discussion included an overview of the recommendation for an Option to Lease proposal coming before the Board in the evening's meeting. The discussion also included an update on the needed steps to outline and align a

potential Mineville addition and the CVES grant submissions related to both projects.

Next, Dr. Davey reviewed various Labor Relations topics, such as negotiation discussions underway with the CVES United Professionals and updates regarding the Confidential Employees group. Dr. Davey concluded the Executive Session by reviewing several position proposals to the Board members regarding staff additions, associated costs, and the reasons the positions are needed.

Mrs. Boise moved, seconded by Mr. Harriman Sr., that the Board come out of Executive Session at 7:10 pm. All Board Members present voted yes—motion carried.

Mrs. Reynolds Bergh entered the meeting at 7:10 pm.

AUDIT  
COMMITTEE  
UPDATE

Dr. Davey thanked the Audit Committee Members for their time and excellent work during the meeting before the Board Meeting. Mrs. Christine Myers – CVES Treasurer, and Mr. Hayden Reidy – CVES Business Manager, led the meeting. Dr. Davey asked the Audit Committee Members to share their insights from the meeting. Mr. Harriman Sr. praised the CVES staff members for their knowledge and excellent presentations.

CVES PLAN FOR  
PROGRAMMATIC  
& FACILITY  
EXPANSION

Dr. Davey and Dr. Bell met with Clinton County on Tuesday, February 13, 2024, to discuss the possible CTE Center expansion. Dr. Davey will share an update with CVES staff tomorrow, February 15, 2024. Dr. Davey thanked the CVES Board members for supporting and endorsing the process to proceed with the following steps.

In the PowerPoint presentation titled, “*CVES Programmatic and Facilities Expansion*,” Dr. Davey and Dr. Bell shared that our CVES and Special Education enrollment is at a 10-year high. CV-TEC has seen 30% growth in the last ten years, and the Rise Center has seen a 47% growth in the last ten years. While the region’s enrollment has remained similar, the CTE percentage (%) of juniors and seniors who attend CV-TEC has increased from 25% to 43% during this period specifically. Enrollment has increased from 652 students in 2014-15 to 845 students in February 2024. In addition, both the School Support Services (S<sup>3</sup>) and Management Services divisions have grown significantly during this time. This trend has been supported by our component districts’ investment in CVES with our high-quality programming and services. There has been a 30% growth in CVES employees.

Next, the presentation touched on the current space being occupied by CVES throughout all locations, including rental locations. Dr. Bell then spoke about the Facility Expansion; after three years of exhausting available options with

component districts, we still need more space. Dr. Bell provided the pros and cons of a new build on land CVES owns and the option to lease a new building. Ultimately, there are more costs to build on CVES's land, which would require the school districts to take on shared debt. The new building would also require a public vote and a more extensive timeline than a leased building. The leased building option would ensure that lease costs are State aidable and would not require the school districts to share the debt. There would be minimal tax impact and only impact for the first year. In subsequent years, the lease costs would be part of the CVES Capital Budget and be 100% aidable. A non-profit would own the leased property, and a 20-year lease would be utilized. The projected construction project build to occupancy is targeted for a 2-year time frame from start to finish. Mineville renovations, aligned with this process, would happen later in the timeline if approved by voters.

At this time, this proposal outlines building a new CTE Center with specialized designs for the programmatic needs of CTE. Additionally, there are NYS grant monies available for Workforce Development. Our Current CV-TEC Plattsburgh Campus would be used to expand space for Special Education and other CVES Management Services and School Support offerings. Special Education could hold more classrooms with adequate space. It was projected that six new Special Education classes could be opened immediately if space and staffing were available at the Rise Center for Success in Plattsburgh. If the Board approves the Option to Lease tonight, we will start this process immediately.

Dr. Davey spoke about the regional impact of a new CTE center. He believes this would be transformational to our entire region for our programming and supporting the State Workforce Development Initiatives. Our current Business and Industry Partners would be willing to collaborate with us in the state-of-the-art facilities and programmatic offerings. Industry leaders could see the advanced opportunities our students will have and possibly add recruitment of businesses to the area. Lastly, the Board members asked questions and shared their thoughts on the Option to Lease and move the proposal forward.

2023-2024  
STRATEGIC PLAN  
MID-YEAR  
UPDATE

Dr. Davey began the presentation by thanking the Board members serving on the District Planning Team (DPT). Our Strategic Plan has served as a CVES compass for progress since 2014, and CVES has positively impacted all students in our component districts with our BOCES continuous improvement efforts.

Dr. Davey invited our CVES Assistant Superintendents and Divisional Directors to speak about their Strategic Plan work underway for 2023-24. First, Mrs. Michele Friedman, Director of Career and Technical Education, spoke about the WIOA Title 1 Grant and other training they are completing to develop their staff. Next, Dr. Eric Bell, Assistant Superintendent of Management Services, spoke about Management Services and what they do for CVES and component districts. Dr.



Matthew Slattery, our Director of Special Education, shared success stories from the Rise Center and programmatic improvement highlights. We have been able to grow our classrooms because of the Strategic Plan work that has been completed. Ms. Amy Campbell, Assistant Superintendent for Educational Services, shared that we are seeing the most significant growth due to Strategic Planning. She shared information about School Support Services' progress this year in technology, health, safety and risk management, and several other areas of focus.

Dr. Davey then provided an update on the Annual Survey and its planned process for 2023-24. Our CVES Annual Survey has been an essential part of our Strategic Planning process each year. The data gathered from our staff has been used as part of annual Strategic Plan updates. This year, our District Planning Team identified the need for updating the survey, following ten years of administration of the current survey. Dr. Davey, Dr. Slattery, and Ms. Campbell undertook a process to review new surveys and consultants. Following their review, they have recommended an updated survey instrument developed by Panorama Education. The new tool is research-based and was developed by Harvard University researchers. Similar surveys by Panorama Education are used by 5-6 BOCES or more across NYS. There will be a presentation to share and review the complete survey with DPT first, and then the Board in March. Dr. Slattery added that one of the goals was to find a statistically valid survey tool. Dr. Davey, Ms. Campbell and Dr. Slattery answered questions from the Board members about the new survey tool and the process used to select it. Lastly, the Board was provided time for questions and answers.

**2024-2025 CVES  
BOCES BUDGET  
PRESENTATION**

Dr. Davey began the CVES 2024-2025 Proposed Budget presentation by thanking the District Superintendent's Cabinet, the CVES Administrative and Supervisors team, and the Management Services staff, including the accountants and support staff who worked on this year's budget development. Dr. Davey acknowledged Dr. Eric Bell, CVES' Assistant Superintendent of Management Services, CVES Treasurer, Mrs. Christine Myers, and Mr. Hayden Reidy, CVES' Business Manager, for their extensive assistance and leadership in preparing the 2024-2025 CVES Draft Proposed Budget.

Dr. Davey and Dr. Bell, working with CVES' Communications Department, created a video highlighting essential information about the 2024-2025 CVES Proposed BOCES Budget. The CVES 2024-2025 Proposed Budget video was shown, and an accompanying budget PowerPoint Presentation (PPT) was available and corresponded with the video. The video began with Dr. Davey reviewing the 2024-2025 budget calendar and thanking the CVES Board members on the Budget Committee for their time, participation, and hard work throughout the year.

In the video presentation, Dr. Bell reviewed the 2024-2025 Budget development factors for the upcoming school year, including the Governor's Executive Budget, health insurance increases, fringe benefit rates, and minimum wage increase, which all directly affect the proposed CVES budget. The CVES Administrative & Capital budgets were then reviewed, including ways that CVES continues to mitigate cost increases. Dr. Davey and Dr. Bell then shared each Division's review, including programmatic highlights and budget details. Finally, Dr. Bell reviewed changes in RWADA, BOCES aid, surplus summaries, and projected BOCES aid ratios for CVES's 16 component districts.

Lastly, at the video's conclusion, Dr. Davey reviewed CVES' budget's next steps, including that CVES will present the proposed budget to component district CSOs and business officials on Friday, February 16, 2024. He also shared that the BOCES Annual meeting will be held on Wednesday, April 10, 2024, including a final budget presentation. Dr. Davey confirmed that the CVES Administrative Budget vote and CVES Board Member Elections will be held on April 18, 2024. Time was then provided for Board members to ask questions and provide feedback on the presentation. Following the video presentation, the Board voted on printing the 2024-2025 Educational and Fiscal Plan.

**APPROVAL TO  
PRINT THE CVES  
2024-2025  
EDUCATIONAL  
PROGRAM &  
FISCAL PLAN**

Mr. Murdock moved, seconded by Mrs. Boise, to have the 2024-2025 CVES Educational Program & Fiscal Plan printed to share with Component School Districts. All Board Members present voted yes—motion carried.

**DISTRICT  
SUPERINTENDENT  
(DS) UPDATE**

Dr. Davey began his District Superintendent's Update by discussing the upcoming February school break and the subsequent numerous activities and component District Board of Education visits. The Board members were supplied with the 2023-2024 CVES Success Stories publication, and Dr. Davey provided several exciting highlights.

On Thursday, February 1<sup>st</sup>, 2024, CVES held the Clinton and Essex County School Boards Association Dinner and presentation on Superintendent and Board relationships; the speakers were from the NYS School Boards Association (NYSSBA). This event was successful and had strong CVES Board member representation. Next, Dr. Davey indicated he had spoken with the NYSSBA Executive Director about the Board President and Superintendent Leadership Workshop planning. There is more information coming in the Spring for a planned Fall rollout. He then reviewed the recent 2024 NYSSBA Legislative Breakfast in Lake Placid on Friday, February 9<sup>th</sup>, this was the largest Legislative Breakfast on record, and CVES had an excellent turnout, with 9 board members

participating. The Board members shared stories and feedback on the breakfast, which was a positive experience.

Next, Dr. Davey discussed the planned first reading for a new Workplace Violence Prevention Policy on tonight's CVES meeting agenda. He shared that this is an NYS-required policy, and the version we are using is recommended by the NYS Department of Labor and CVES legal counsel, Mr. James Gregory, Esq. There will be additional updates next month to support the 2nd Reading and adoption.

Dr. Davey will attend his DS meetings in Albany following the February break. The BOCES DS Lobby Day is also following the February break. The Lobby Day will only be attended by the DS this year. Dr. Davey and Julie Jolicoeur will help set up a virtual Lobby Day for CVES this year for our Board members, Cabinet Members, CVES Association leaders, and students.

Next, Dr. Davey reported that the Rural Schools Association (RSA) Summer Conference has been announced and is scheduled to be in Lake Placid on July 14-16, 2024. Dr. Davey reminded the Board members they will be registered for this conference once it is available. Many Board members are planning on attending.

The 2024-2025 CVES Administrative Budget and BOCES Board Member Elections are on April 18, 2024. A memo has been sent to the Superintendents regarding Board Member Nomination procedures. Three CVES Board Members are up for re-election, and potentially, a total of five Board seats are available. Dr. Davey thanked the Board members for serving and hopes they consider serving another term on the CVES Board. Dr. Davey also thanked our At-Large Board members for their service.

Lastly, Dr. Davey spoke about the mileage reimbursement process for our Board members. The Board members are volunteers but can submit for CVES Board-related travel expenses. Mr. Hayden Reidy, CVES' Business Manager, developed a packet of information to assist the Board members with their expense reimbursement process. Dr. Davey briefly reviewed the forms and the process.

MINUTES OF  
PREVIOUS  
MEETING

Mr. Murdock moved, seconded by Mr. Harriman Sr., to approve the Draft Minutes from the January 10, 2024, regular Board Meeting. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

Mr. Harriman Sr. moved, seconded by Mrs. Boise to approve the Consent Agenda Financial. All Board Members present voted yes—motion carried.

CERTIFICATION  
OF THE WARRANT

Approve the Certification of Warrant for December 28, 2023, to February 5, 2024

TREASURER'S  
REPORT

Approve the Treasurer's Report from December 31, 2023.

EXTRA-  
CLASSROOM  
TREASURER'S  
REPORT

Approve the Extraclassroom Treasurer's Report from December 1, 2023 to December 31, 2023.

BUDGET  
INCREASE(S)

Approve the following budget increase(s):

1. Increase Co-Ser 205, 6:1:1 Autism budget, from \$3,991,499 to \$4,527,502 for the 2023-2024 School Year to accommodate for increases in student enrollment and associated related services from Northeastern Clinton, Peru, and Saranac Lake. (Rise Center)
2. Increase Co-Ser 208, 8:1:1 Academic/Behavioral budget, from \$5,383,569 to \$5,763,481 for the 2023-2024 School Year to accommodate for increases in student enrollment and associated related services from Chazy, Crown Point, Plattsburgh, and Ticonderoga. (Rise Center)
3. Approve Co-Ser 209, 8:1:2 Life Skills budget, in the amount of \$720,857 for the 2023-2024 School Year to accommodate district requests from Boquet Valley, Crown Point, Moriah, Schroon Lake, and Ticonderoga. (Rise Center)
4. Increase Co-Ser 220, 6:1:1 Intensive Therapeutic Support budget, from \$1,124,530 to \$1,217,173 for the 2023-2024 School Year to accommodate for increases in student enrollment and associated related services from AuSable Valley and Northeastern Clinton. (Rise Center)
5. Approve Co-Ser 326, Itinerant Behavioral Support budget, in the amount of \$36,117 for the 2023-2024 School Year to accommodate for anticipated participation in this new service offering to districts. (Rise Center)
6. Increase Co-Ser 404, Arts in Education budget, from \$45,634 to \$55,000 for the 2023-2024 school year, to accommodate for anticipated additional district requests through year-end. (S<sup>3</sup>)
7. Increase Co-Ser 508, Library Service/Media budget, from \$348,675 to \$360,000 for the 2023-2024 school year, to accommodate for anticipated additional district requests through year-end. (S<sup>3</sup>)

8. Increase Co-Ser 608, School Employee Safety Risk Management budget, from \$206,141 to \$257,346 for the 2023-2024 school year, to accommodate for additional services offered. (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Putnam, Saranac, Schroon Lake, Ticonderoga, Willsboro). (S<sup>3</sup>)

**CROSS-  
CONTRACT  
BUDGET(S)**

Approve the following Cross-Contract Budget(s):

1. Professional Development – PNW BOCES budget in the amount of \$4,000 for the 2023-2024 school year, to accommodate for a Cross Contract with PNW BOCES (Ticonderoga). (S<sup>3</sup>)

**CROSS CONTRACT  
BUDGET  
INCREASE(S)**

Approve the following Cross-Contract Budget increase(s):

1. Increase the Related Service Vision – WSWHE BOCES budget from \$9,029 to \$9,120 for the 2023-2024 school year, to accommodate for an additional Cross Contract with WSWHE BOCES (Schroon Lake). (Rise)
2. Increase the Virtual Summer School – Capital Region BOCES budget from \$4,550 to \$6,200 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (AuSable Valley). (S<sup>3</sup>)
3. Increase the Workshop – FEH BOCES budget from \$13,505 to \$50,000 for the 2023-2024 school year, to accommodate for additional Cross Contracts with FEH BOCES (AuSable Valley, Boquet Valley, Northeastern Clinton, Northern Adirondack, Plattsburgh, Saranac, Schroon Lake, Willsboro). (S<sup>3</sup>)
4. Increase the Computer-Assisted Instruction – Capital Region BOCES budget from \$302,000 to \$312,000 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (AuSable Valley). (S<sup>3</sup>)
5. Increase the DEI – FEH BOCES budget from \$19,000 to \$25,000 for the 2023-2024 school year, to accommodate for an additional Cross Contract with FEH BOCES (Beekmantown). (S<sup>3</sup>)
6. Increase the Computer Services Management – GST BOCES budget from \$16,150 to \$26,000 for the 2023-2024 school year, to accommodate for an additional Cross Contract with GST BOCES. (Northern Adirondack). (S<sup>3</sup>)

- Increase the Drug & Alcohol Testing – Jefferson-Lewis BOCES budget from \$11,044 to \$25,000 for the 2023-2024 school year, to accommodate for anticipated additional Cross Contracts with Jefferson-Lewis BOCES. (AuSable Valley, Beekmantown, Boquet Valley, Chazy, Crown Point, CVES, Keene, Moriah, Northeastern Clinton, Northern Adirondack, Peru, Plattsburgh, Saranac, Schroon Lake, Willsboro). (S<sup>3</sup>)

STUDENT  
 STIPEND  
 DONATIONS

Approve the following Student Stipend Donations:

Pepsi (July, 2023 – December, 2023)	\$306.76
United Way (July, 2023 – December, 2023)	\$355.92
<hr/>	
TOTAL	\$662.71

DONATIONS

Approve the following Donations:

Donation of a 2006 Kia Rio5 by Mark Preston. This item donated to the CV-TEC division will be utilized for training opportunities for the automotive technology class within the CV-TEC division.

Donations from the following to offset the cost of CVES’s Participation in the 2024 Scripps National Spelling Bee:

- Donation of \$2,400 from Eye Care for the Adirondacks
- Donation of \$100 from the Architecture, Engineering and Land Surveying Northeast, PLLC
- Donation of \$100 from Twinstate Technologies
- Donation of \$100 from SeaComm Federal Credit Union

SPECIAL AID  
 FUND PROJECTS  
 BUDGET  
 INCREASE(S)

Approve the following Special Aid Fund Projects budget increase(s):

- Increase School Library System Basic Operating Aid (F947) from \$98,268 to \$102,638, for the period of July 1, 2023 through June 30, 2024, due to rollover funds from 2022-2023. (S<sup>3</sup>)
- Increase School Library System Supplemental Operating Aid (F956) from \$47,919 to \$48,390, for the period of July 1, 2023 through June 30, 2024, due to rollover funds from 2022-2023. (S3)
- Increase School Library System Categorical Aid for Automation (F949) from \$9,827 to \$12,391, for the period of July 1, 2023 through June 30, 2024, due to rollover funds from 2022-2023. (S3)

SPECIAL AID  
FUND PROJECT

Approve the following Special Aid Fund Project(s):

1. Supplemental Nutrition Assistance Program (SNAP) Employment & Training Venture IV special aid fund project in the amount of \$400,000 for the period of December 1, 2023 through November 30, 2024 (pending a fully-executed contract with NYS). (CV-TEC)

AUTHORIZED  
MONEY  
COLLECTOR(S)  
GONYEA

Approve the following Authorized Money Collector(s):

1. Authorize Kylee Gonyea (replacing Jean Gonyo) as custodian of the \$200 change fund at the CV-TEC Cosmetology Mineville Campus.
2. Authorize Kylee Gonyea (replacing Jean Gonyo) to collect money at the CV-TEC Cosmetology Mineville Campus.

ETS AGREEMENT  
PAYROLL  
SERVICES

Approve the following agreement(s):

1. Staffing Agreement between CEWW BOCES and ETS, Inc. for the purpose of payroll services for on-the-job training for students at One Work Source. This agreement commences on January 1, 2024, and will end December 1, 2024. The current estimated expenditure is not anticipated to exceed \$29,000. (CV-TEC)

CONSENT  
AGENDA  
PERSONNEL

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

RESCIND  
SANTANIELLO &  
GONYEA

Rescind the following appointment(s) from the October 11, 2023 meeting:

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

Stipend Positions. Compensation per collective bargaining agreement

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

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

Stipend Positions. Compensation per collective bargaining agreement

Kylee Gonyea Skills USA Co-Advisor, Plattsburgh

RESIGNATION  
FOR THE PURPOSE  
OF RETIREMENT  
YELLE

Accept the following letter(s) of Resignation for the purposes of Retirement:

1. Stacey Yelle, Teacher Aide/ Student Aide, effective July 1, 2024

Dr. Davey Paused the meeting to acknowledge Stacey Yelle's almost 31 years of service with CVES. Dr. Slattery spoke about how Stacey loves what she does, and he could not say enough wonderful things about her.

RESIGNATION(S)  
LAMKINS,  
MERRILL, DECKER,  
GRAHAM,  
DUNTLEY, ST.  
HILAIRE, RIVERS,  
DENTON, IMONDI,  
MAYHEW &  
SAVARD

Accept the following letter(s) of Resignation:

1. Tia Lamkins, Teacher Aide/ Student Aide, effective January 3, 2024
2. Nicole Merrill, Teacher Aide/ Student Aide, effective January 17, 2024
3. Lynn Decker, Teacher Aide/ Student Aide, effective January 19, 2024
4. Jennifer Graham, Teacher Aide/ Student Aide, effective January 25, 2024
5. Deborah Duntley, Cook Manager, effective January 26, 2024
6. Amanda St. Hilaire, Teaching Assistant, effective January 26, 2024
7. Shanna Rivers, Teacher Aide/ Student Aide, effective February 3, 2024
8. Garrett Denton, Custodial Worker, effective February 3, 2024
9. Tabitha Imondi, Teacher Aide/ Student Aide, effective February 7, 2024
10. Grace Mayhew, Environmental Conservation and Forestry Teacher, effective March 6, 2024
11. Katherine Savard, Permanent Building Substitute Teacher, effective January 29, 2024, for the purpose of accepting a Teaching Assistant position.

LEAVE(S) OF  
ABSENCE  
WALDRON &  
BOOTH

Approve the following leave(s) of absence:

1. Cindy Waldron, Teacher Aide/ Student Aide, unpaid leave of absence, effective January 17, 2024 - February 29, 2024
2. Michaelene Booth, Account Clerk/Typist, unpaid leave of absence, effective February 1, 2024 - March 1, 2024

TEMP-ON-CALL  
SUBSTITUTE(S)

Approve the following Temp-On Call (TOC) and Substitute Positions for the 2023-2024 school year:

<u>Name</u>	<u>Position</u>
Kim Wimett <i>clearance)</i>	Digital Print Machine Operator, \$25/hr <i>(pending fingerprint</i>
Jane Bush <i>clearance)</i>	Digital Print Machine Operator, \$25/hr <i>(pending fingerprint</i>
Jack Hanania	Food Service Helper <i>(pending fingerprint clearance)</i>
Sandra Martin	Food Service Helper
Haley Cutter	School Lunch Manager, \$30/hour
Tabitha Imondi	Teacher Aide/Student Aide
Amanda Dagley	Teaching Assistant <i>(pending fingerprint clearance)</i>



Warren Spaulding	Teaching Assistant <i>(pending fingerprint clearance)</i>
Scott Aubrey	Teaching Assistant <i>(pending fingerprint clearance)</i>
Amanda Dagley	Teacher <i>(pending fingerprint clearance)</i>
Warren Spaulding	Teacher <i>(pending fingerprint clearance)</i>
Scott Aubrey	Teacher <i>(pending fingerprint clearance)</i>

**FACILITATOR(S)  
GRANT**

Approve the following Facilitator(s) for the 2023-2024 school year:

Facilitators, \$30/hour  
James Grant *(pending fingerprint clearance)*

**PERMANENT  
APPOINTMENT(S)  
BOUSQUET**

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

1. Olivia Bousquet, Publications Specialist, effective January 29, 2024

**FOUR-YEAR  
PROBATIONARY  
APPOINTMENT(S)  
BLACKBURN**

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

1. Name: Peter Blackburn (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: February 2, 2024  
Tentative Tenure Date: February 2, 2028  
Certification Status: Teaching Assistant Level 1

(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).

**PROVISIONAL  
CIVIL SERVICE  
HOURLY  
APPOINTMENT(S)  
FOR THE 2023-2024  
SCHOOL YEAR  
BASSETT**

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

1. Tami Bassett, Personnel Specialist, \$25/hr

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

**CIVIL SERVICE  
PROVISIONAL  
APPOINTMENT(S)  
KOKTWOSKI**

Appoint the following person(s) to a Civil Service Provisional appointment as follows:

1. Name: Nikolas Koktwoski  
Position: Health, Safety and Risk Management Specialist  
Effective Date: January 16, 2024  
Annualized Salary: \$63,719

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

**52-WEEK CIVIL  
SERVICE  
PROBATIONARY  
APPOINTMENT  
LINDBERG,  
CASSAVAUGH,  
DECKER, RILEY,  
TROMBLEY &  
SIANO**

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

1. Name: Cynthia Lindberg (was provisional)  
Position: Account Clerk/ Typist  
Effective Date: April 28, 2023  
Tentative Permanent Date: April 28, 2024
2. Name: Eric Cassavaugh  
Position: Teacher Aide/ Student Aide  
Effective Date: January 17, 2024  
Tentative Permanent Date: January 17, 2025  
Annualized Salary: \$23,000
3. Name: Lynn Decker  
Position: Teacher Aide/ Student Aide  
Effective Date: January 17, 2024  
Tentative Permanent Date: January 17, 2025  
Annualized Salary: \$23,000
4. Name: Rebekah Riley  
Position: Teacher Aide/ Student Aide  
Effective Date: January 29, 2024  
Tentative Permanent Date: January 29, 2025  
Annualized Salary: \$20,950
5. Name: Bridget Trombley  
Position: Teacher Aide/ Student Aide  
Effective Date: January 29, 2024  
Tentative Permanent Date: January 29, 2025  
Annualized Salary: \$20,950
6. Name: Adam Siano  
Position: Custodial Worker

Effective Date: February 5, 2024  
Tentative Permanent Date: February 5, 2025  
Annualized Salary: \$34,500

TEMPORARY  
APPOINTMENT(S)  
FOR THE 2023-2024  
SCHOOL YEAR  
MEDINA, SAVARD  
& KEECH

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

1. Name: Alma Medina  
Position: Teaching Assistant  
Effective Date: January 16, 2024 - June 30, 2024  
Certification Status: Uncertified  
Annualized Salary: \$26,828
2. Name: Katherine Savard  
Position: Teaching Assistant  
Effective Date: January 29, 2024 - June 30, 2024  
Certification Status: Mathematics 7-12, Initial Certificate  
Annualized Salary: \$26,828
3. Name: Amy Keech  
Position: Teaching Assistant  
Effective Date: January 29, 2024 - June 30, 2024  
Certification Status: Teaching Assistant Level 1  
Annualized Salary: \$26,828

ADDITIONAL  
WORK FOR THE  
2023-2024 SCHOOL  
YEAR

Approve the following Additional Work for the 2023-2024 school year:

Stipend Positions, Compensation per collective bargaining agreement

Ryan Hanley	New Employee Mentor (x2)
Shanni Hicks-Wilson	New Employee Mentor
Melissa Smith	New Employee Mentor (x2)
Sherry Snow	New Employee Mentor
Brook Stevens	New Employee Mentor
Angie Waldron	New Employee Mentor

Mentor/Mentee Training, Hourly rate of pay per contract

Angie Waldron	Not-to-exceed 10 hours
Ariana Hicks	Not-to-exceed 10 hours
Bethany Katzfey	Not-to-exceed 10 hours
Dawn Perry	Not-to-exceed 10 hours
Emily Norwood	Not-to-exceed 10 hours
Jamie Ganter	Not-to-exceed 10 hours
Kayla Coolidge	Not-to-exceed 10 hours

Maiya Giroux Not-to-exceed 10 hours  
Whitney Gagnier Not-to-exceed 10 hours

N2Y Training, Hourly rate of pay per contract  
Bethany Katzfey Not-to-exceed 8 hours

MEMORANDUM  
OF AGREEMENT  
2 HOUR  
EMERGENCY  
SCHOOL DELAYS

Mr. Murdock moved, seconded by Mrs. Reynolds Bergh to approve the following Memorandum of Agreement:

1. Memorandum of Agreement between the Clinton-Essex-Warren-Washington (CEWW) Board of Cooperative Educational Services and the 12-Month Support Staff regarding the compensation of Operations & Maintenance workers during two (2) hour emergency school delays.

All Board Members present voted yes—motion carried.

CONFERENCE/  
WORKSHOP  
ATTENDANCE  
BOISE, GERO,  
HARRIMAN SR.,  
LAROCQUE,  
MARIN, PHILLIPS,  
RANDALL,  
REYNOLDS  
BERGH,  
SAUNDERS, ST.  
PIERRE &  
WOTTON

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

1. Leisa Boise, Dina Garvey, Patricia Gero, Richard Harriman Sr., Donna LaRocque, Ed Marin, Emily Phillips, Craig Randall, Emily Reynolds Bergh, Lori Saunders, Michael St. Pierre & Donna Wotton.  
Rural Schools 2024 Summer Conference  
July 14-16, 2024  
Lake Placid Conference Center, Lake Placid, NY

All Board Members present voted yes—motion carried.

INTERNAL  
AUDITOR  
2023-2024

Mrs. LaRocque moved, seconded by Mr. Murdock, to approve the following:

Appoint Management Advisory Group of N.Y., Inc. of Catskill, NY as the Clinton-Essex-Warren-Washington BOCES Internal Auditor for the 2023-2024 internal audits. The fee for the 2023-2024 audit is not to exceed \$8,500.

All Board Members present voted yes—motion carried.

SPECIAL  
PROJECTS  
ADMINISTRATOR  
DRAGONE

Mr. Harriman Sr. moved, seconded by Mrs. LaRocque, to approve the following Special Projects Administrator(s) for the 2024-2024 school year:

1. Joseph Dragone, \$50/hr

All Board Members present voted yes—motion carried.

OPTION TO LEASE  
AGREEMENT

Mr. Harriman Sr. moved, seconded by Mrs. LaRocque, to approve the following:

Recommend authorization of the District Superintendent to enter into an agreement, pending attorney approval, for an Option to Lease agreement between the Clinton-Essex-Warren-Washington BOCES and CIDC Plattsburgh, LLC, 15375 Blue Fish Circle, Lakewood Ranch, FL 34202. CIDC Plattsburgh, LLC is granting an Option to Lease a new CTE Facility to be built at a location to be determined. BOCES will pay \$2,000,000. The contract period commences when the Option to Lease is executed and is effective for a period of twelve months.

All Board Members present voted yes—motion carried.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, March 13, 2024, at the Yandon-Dillon Education 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 Mrs. Boise, to adjourn the meeting at 9:23 pm. All Board Members present voted yes—motion carried.

**DRAFT**

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Katelyn Smart, Board Clerk

**MEMO**

To: Katelyn Smart, BOCES Board Clerk  
 Clinton-Essex-Warren-Washington BOCES  
 From: Angela Jennette, Claims Auditor  
 Date: February 27, 2024  
 Re: Report for Board Agenda for March 13, 2024, Meeting

The following warrant claims were reviewed from, February 6, 2024, to February 27, 2024:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
	**	
W #31 - 2/08/2024	*Check Nos: 245279-245335 *Check Nos: 002801-002894 ACH Payments: ACH011054-ACH011135 WEX-ACH Payments: ACH02088-ACH02160	\$ 4,937,756.17
W #32 - 2/15/2024	*Check Nos: 245336-245346** 245348-245391** *Check Nos: 002895-002974 ACH Payments: ACH011136-ACH011173 WEX-ACH Payments: ACH02161-ACH02221	\$ 925,391.35
W #33 - 2/22/2024	*Check Nos: 245419-245467 *Check Nos: 002975-003077 ACH Payments: ACH011174-ACH011202 WEX-ACH Payments: ACH02222-ACH02287	\$ 488,898.82

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

**IRS-EFTPS:** PR#19-Wire #2419FEDTAX Wire #2419FICA Wire #2419MEDI- Warrant #32  
 PR#21-Wire #2421FEDTAX Wire #2421FICA Wire #2421MEDI- Warrant #32  
 PR#20-Wire #2420FEDTAX Wire #2420FICA Wire #2420MEDI- Warrant #33

**NYS Promptax:** PR #19- Wire #2419NY- Warrant #32;  
 PR #20- Wire #2420NY- Warrant #33;

**Health Ins. Monthly:** Wire #HINS-22024-Warrant #31;

CC: Eric Bell  
 Christine Myers  
 Hayden Reidy

**FSA/HRA :** Wire #BEN-012624-Warrant #31 Wire #BEN013024A-Warrant #31  
 Wire #BEN-012924-Warrant #31 Wire #BEN013024B-Warrant #31  
 Wire #BEN-013124-Warrant #31 Wire #BEN013024C-Warrant #31  
 Wire #BEN-020124-Warrant #31  
 Wire #BEN-020224-Warrant #31 Wire #BEN020624A-Warrant #32  
 Wire #BEN-020524-Warrant #32 Wire #BEN020624B-Warrant #32  
 Wire #BEN-020724-Warrant #32 Wire #BEN020624C-Warrant #32  
 Wire #BEN-020824-Warrant #32  
 Wire #BEN-020924-Warrant #32  
 Wire #BEN-021224-Warrant #33 Wire #BEN021324A-Warrant #33  
 Wire #BEN-021424-Warrant #33 Wire #BEN021324B-Warrant #33  
 Wire #BEN-021524-Warrant #33 Wire #BEN021324C-Warrant #33  
 Wire #BEN-021624-Warrant #33

**Benefit Claims Acc. :** Wire #WEX-020824-Warrant #31;  
 Ck & ACH's Listed Above Wire #WEX-021524-Warrant #32  
 Wire #WEX-022224-Warrant #33

<b><u>Health Insurance Consortium Payments:</u></b>		<b><u>Benetech Workers Compensation Payments:</u></b>	
2/12/24	\$ 1,606,190.58	2/7/24	\$ 260,207.87
2/20/24	\$ 3,291,878.57	2/22/24	\$ 23,347.82
2/26/24	\$ 2,131,160.53		

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

Internal Claims Auditor  
 (Signature) \_\_\_\_\_



CC: Eric Bell  
 Christine Myers  
 Hayden Reidy

<u>Date</u>	<u>Warrant</u>	<u>Vendor #</u>	<u>Claim Audit Finding:</u>	<u>Summary Business Office Response:</u>	<u>Resolution/Options:</u>
02/07/24	Pending W#31	1056	Vendor is an ACH payment in system. Service started in 9/23 and Purchase Order was not generated until 12/14/23.	Corrected to ACH payment. Oversight by new employee not knowing Purchase Order needed to be entered. Procedures reviewed and should not reoccur in future.	Approved for final warrant.
02/07/24	Pending W#31	91200			Approved for final warrant.
02/08/24	Final W#31				\$4,937,756.17
02/14/24	Pending W#32	3306	Services without a Purchase Order in place. Per Wellness Policy several items not in compliance and no justification noted.	Oversight by division for the start of the new contract negotiation year. Discussed with division our new contract policies, and timeliness requirements for next year.	Approved for final warrant.
02/14/24	Pending W#32	14460		Justification obtained and noted.	Approved for final warrant.
02/15/24	Final W#32				\$925,391.35
02/21/24	Pending W#33	2831	Service before Purchase Order was issued.	New employee started after 1/1/24, membership is a blanket date of 1/1-12/31/24. Purchase Order was requested after employee was hired and determined they needed the membership.	Approved for final warrant.
02/22/24	Final W#33				\$488,898.82



ENC. 3

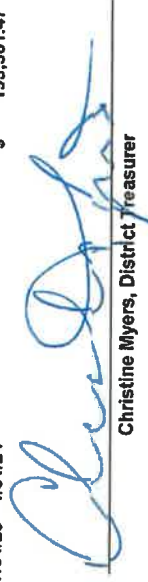
CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
TREASURER'S REPORT - JANUARY 31, 2024

	Account Balances		Receipts		Disbursements		Account Balances	
	December 31, 2023	January	January	January	January	January	January 31, 2024	January 31, 2024
<b>I. SUMMARY OF ACCOUNT ACTIVITY</b>								
<b>CHECKING ACCOUNTS</b>								
Depository								
General Fund	\$ 5,178,547.50	\$ 3,210,072.54	\$ 3,210,072.54	\$ 3,312,281.58	\$ 3,312,281.58	\$ 33,547,468.30	\$ 5,076,338.46	\$ 5,076,338.46
Special Aid Fund	\$ (907,688.60)	\$ 65,395.84	\$ 65,395.84	\$ 253,593.37	\$ 253,593.37	\$ 1,586,531.49	\$ (1,095,886.13)	\$ (1,095,886.13)
School Lunch Fund	\$ 95,779.27	\$ 26,902.74	\$ 26,902.74	\$ 19,576.96	\$ 19,576.96	\$ 193,853.66	\$ 103,105.05	\$ 103,105.05
Capital Fund	\$ 1,204,237.08	\$ 239.72	\$ 239.72	\$ 19,795.00	\$ 19,795.00	\$ 1,337.45	\$ 1,184,681.80	\$ 1,184,681.80
Special Revenue Fund (Excluding ExtraClassroom)	\$ 14,365.30	\$ 59.32	\$ 59.32	\$ 1,900.00	\$ 1,900.00	\$ 722.03	\$ 12,524.62	\$ 12,524.62
Custodial Fund	\$ 76,380.69	\$ 99,238.66	\$ 99,238.66	\$ 128,933.62	\$ 128,933.62	\$ 796,419.57	\$ 46,685.73	\$ 46,685.73
Operating								
General Fund	\$ 481,037.62	\$ 3,640,294.91	\$ 3,640,294.91	\$ 3,846,640.05	\$ 3,846,640.05	\$ 35,828,568.96	\$ 274,692.48	\$ 274,692.48
<b>INVESTMENTS</b>								
Certificates of Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,545,286.55	\$ -	\$ -
<b>SAVINGS ACCOUNTS</b>								
Capital Fund	\$ 6,322,329.89	\$ 28,260.44	\$ 28,260.44	\$ -	\$ -	\$ 191,952.75	\$ 6,350,590.33	\$ 6,350,590.33
General Fund	\$ 2,107,650.63	\$ 9,421.07	\$ 9,421.07	\$ -	\$ -	\$ 63,990.55	\$ 2,117,071.70	\$ 2,117,071.70
Special Revenue Fund	\$ 21,744.81	\$ 97.23	\$ 97.23	\$ -	\$ -	\$ 1,433.68	\$ 21,842.04	\$ 21,842.04
<b>TOTAL FUNDS ON ACCOUNT</b>	\$ 14,594,384.19	\$ 14,091,646.08	\$ 14,091,646.08	\$ 14,091,646.08	\$ 14,091,646.08	\$ 74,757,564.99	\$ 14,091,646.08	\$ 14,091,646.08

	January 31, 2024		Less: Outstanding		January 31, 2024	
	Bank Balance	Transit	Checks	Account Balances	Account Balances	Account Balances
<b>II. RECONCILIATION TO BANK STATEMENTS</b>						
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 735,389.49	\$ 546.00	\$ (461,243.01)	\$ 274,692.48	\$ 274,692.48	
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 5,193,182.48	\$ -	\$ -	\$ 5,193,182.48	\$ 5,193,182.48	
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 87,324.18	\$ -	\$ -	\$ 87,324.16	\$ 87,324.16	
TD BANK - MUNICIPAL CHECKING - BENEFIT PLAN CLAIMS	\$ 58,415.03	\$ -	\$ (11,472.16)	\$ 46,942.87	\$ 46,942.87	
TD BANK - CERTIFICATES OF DEPOSIT	\$ -	\$ -	\$ -	\$ -	\$ -	
NYCLASS - SAVINGS, GENERAL FUND	\$ 2,117,071.70	\$ -	\$ -	\$ 2,117,071.70	\$ 2,117,071.70	
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 6,350,590.33	\$ -	\$ -	\$ 6,350,590.33	\$ 6,350,590.33	
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 963.14	\$ -	\$ -	\$ 963.14	\$ 963.14	
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 750.10	\$ -	\$ -	\$ 750.10	\$ 750.10	
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 12,189.43	\$ -	\$ -	\$ 12,189.43	\$ 12,189.43	
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 2,532.53	\$ -	\$ -	\$ 2,532.53	\$ 2,532.53	
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 2.10	\$ -	\$ -	\$ 2.10	\$ 2.10	
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 5,404.74	\$ -	\$ -	\$ 5,404.74	\$ 5,404.74	
<b>TOTAL FUNDS ON ACCOUNT</b>	\$ 14,091,646.08	\$ 74,757,564.99	\$ 74,814,302.81	\$ 14,091,646.08	\$ 14,091,646.08	

GENERAL FUND INTEREST RECEIVED 7/01/23 - 1/31/24 \$ 208,565.26  
 CAPITAL FUND INTEREST RECEIVED 7/01/23 - 1/31/24 \$ 193,561.47

PREPARED BY:



Christine Myers, District Treasurer

DATED:

2/27/24

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

FOR THE PERIOD 01/01/2024 TO 01/31/2024

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	4,985.67	0.00	4,985.67	422.50	4,563.17
SKILLS USA - MINEVILLE	278.80	2,279.10	0.00	2,279.10	162.36	2,116.74
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	1,629.54	0.00	1,629.54	0.00	1,629.54
RAZOR'S EDGE	663.97	663.97	0.00	663.97	0.00	663.97
FUTURE FARMERS OF AMERICA	1,922.38	1,113.42	1,634.44	2,747.86	0.00	2,747.86
SALES TAX	61.56	31.38	151.55	182.93	31.38	151.55
<b>TOTAL</b>	<b>9,623.00</b>	<b>11,998.86</b>	<b>1,785.99</b>	<b>13,784.85</b>	<b>616.24</b>	<b>13,168.61</b>

*[Signature]*  
 BOBY SISKAVICH, EXTRACLASSROOM TREASURER  
 2/24/24  
 DATE

1/31/2024 Bank Balance \$ 13,868.01  
 Add: Deposits in Transit \$ (699.40)  
 Less: Outstanding Checks \$ 13,168.61

Memorandum of Agreement  
Between the  
Clinton-Essex-Warren-Washington Board of Cooperative Educational Services  
And  
Civil Service Employees Association, Inc. Local 1000 AFSCME, AFL-CIO, Champlain Valley  
Educational Services (BOCES) Unit 64720 of Clinton County Local 810

AGREEMENT made this 13 day of March, 2024 BY AND BETWEEN the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services, hereinafter referred to as "CEWW BOCES" and the Civil Service Employees Association, Inc. Local 810 AFSCME, AFL-CIO, herein referred to as the "Association";

WHEREAS, the CEWW BOCES and the Association are parties to a collective bargaining agreement ("CBA") in effect from July 1, 2021 – June 30, 2025; and

WHEREAS, the CBA does not provide language regarding reimbursement for achieving a Level One (1) Teaching Assistant Certification; and

WHEREAS, the need for Teaching Assistants has increased due to program changes implemented to deliver a higher level of educational service;

THEREFORE, the parties agree to the following provisions:

- 1) **Certification Reimbursement:** The CEWW BOCES agrees to reimburse association members for the cost of the requirements to earn a Level One (1) Teaching Assistant Certification attained after September 1, 2023, during their employment. Reimbursement by the BOCES is subject to the following:
  - a. The Level One (1) Teaching Assistant Certification requires the following:
    - i. A high school diploma, GED, or HSE submitted to and verified by the Office of Teaching Initiatives (OTI).
    - ii. A qualifying score on the New York State Teacher Certification Exam-ATAS.
    - iii. Completion of Child Abuse Identification workshop, School Violence Intervention and Prevention workshop, and Dignity for All Students Act workshop.
    - iv. Fingerprint clearance through the New York State Education Department.
    - v. Submission of and payment for the certification application.
  - b. Employees must have written pre-approval from the Director of their division.
  - c. Reimbursement is limited to the cost of the following:
    - i. NYS ATAS certification exam fee, NYS teaching assistant certification application fee, child abuse identification workshop, school violence intervention & prevention workshop, and Dignity for All Students Act workshop.
  - d. Employees must present proof of payment (receipt or invoice) for each requirement of the certification listed in section A. Employees must submit pre-approval, proof of payment for requirements, and proof of certification to the Human Resources

Department to receive reimbursement. Only requirements with proof of payment will be reimbursed.

- e. Upon receiving certification, employees must work at CEWW BOCES for three (3) years from the date of reimbursement or face repayment based on the following schedule if employment ends prematurely:
    - i. Less than two (2) years: 100% repayment
    - ii. Between two (2) and three (3) years: 50% repayment
  - f. CEWW BOCES may deduct repayment from the employees' last paycheck if their employment ends prior to three (3) years.
- 2) This agreement will expire June 30, 2025. Only certifications applied for prior to this date will be reimbursed.
  - 3) This agreement will be enforced by the negotiated grievance procedures outlined in Article 24 of the CBA.
  - 4) This Memorandum of Agreement does not set forth any precedent in the interpretation or application of the collective bargaining agreement by and between the parties and is unique only to this matter within the terms and dates outlined herein.

FOR THE BOCES:

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

\_\_\_\_\_  
Date

FOR THE ASSOCIATION:

  
\_\_\_\_\_  
Erin LaDuke, Unit President

  
\_\_\_\_\_  
Date







January 31, 2024

To the Audit Committee of the Board of Education  
Clinton-Essex-Warren-Washington Counties  
Board of Cooperative Educational Services  
PO Box 455  
518 Rugar Street  
Plattsburgh, NY 12901

We are pleased to confirm our understanding of the services we are to provide for Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (the BOCES) for the year ended June 30, 2024.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the BOCES as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the BOCES' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the BOCES' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget (Non-GAAP Basis) and Actual – General Fund
- 3) Schedule of Fundings Progress – Changes in Total Other Post-Employment Benefits Liability and Related Ratios
- 4) Schedule of the Local Government's Proportionate Share of the Net Pension Liability
- 5) Schedule of Local Government Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the BOCES' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements.

- 1) Schedule of Expenditures of Federal Awards
- 2) Analysis of Account A431 – School Districts
- 3) Schedule of Revenues, Expenditures and Encumbrances – Compared to Budget – General Fund
- 4) Schedule of Capital Projects Fund – Project Expenditures and Financing Resources
- 5) Net Investment in Capital Assets

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditors' report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

#### **Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.



We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the BOCES' ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We have identified the following significant risk of material misstatement as part of our audit planning:

- Management override of internal controls

Our audit of financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the BOCES' compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the BOCES' major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the BOCES' compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.



### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the BOCES in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services we provide by designating an individual, Eric Bell, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

To the Audit Committee of the Board of Education  
Clinton-Essex-Warren-Washington Counties  
Board of Cooperative Educational Services  
Page Seven

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

#### **Engagement Administration, Fees, and Other**

As an attest client, WEST & Company CPAs PC cannot retain your documents on your behalf. This is in accordance with the ET 1.295.143 of the *AICPA Code of Professional Conduct*. Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services is responsible for maintaining its own data and records.

NetClient CS is used solely as a method of exchanging information and is not intended to store Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services' information. At the end of the engagement, WEST & Company CPAs PC will provide Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services with a copy (in an agreed-upon format) of deliverables and data related to the engagement from the NetClient CS. For multi-year engagements, this exchange will occur annually.

Upon completion of the engagement, data and other content will either be removed from the NetClient CS or become unavailable to WEST & Company CPAs PC within a reasonable time frame, six months. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

To the Audit Committee of the Board of Education  
Clinton-Essex-Warren-Washington Counties  
Board of Cooperative Educational Services  
Page Eight

The audit documentation for this engagement is the property of WEST & Company CPAs PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the New York State Education Department or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of WEST & Company CPAs PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by your regulators. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Amy M. Pedrick, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately May 15, 2024.

Our fee for these services will not exceed \$16,500. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the President and the other members of the Board of Education of Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

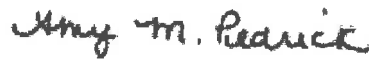
You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2020 peer review report accompanies this letter.

To the Audit Committee of the Board of Education  
Clinton-Essex-Warren-Washington Counties  
Board of Cooperative Educational Services  
Page Nine

We appreciate the opportunity to be of service to Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

WEST & Company CPAs PC



Amy M. Pedrick, CPA

**RESPONSE:**

This letter correctly sets forth the understanding of Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services.

Management

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Governance

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



CERTIFIED PUBLIC ACCOUNTANTS  
BUSINESS CONSULTANTS

## Report on the Firm's System of Quality Control

January 26, 2021

To the Shareholders of WEST & Company CPAs PC and the Peer Review Committee of the Pennsylvania Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of WEST & Company CPAs PC (the firm) in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; and an audit of employee benefit plan. As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of WEST & Company CPAs PC in effect for the year ended June 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. WEST & Company CPAs PC has received a peer review rating of *pass*.

  
Sciarabba Walker & Co., LLP

410 East Upland Road  
Ithaca, New York 14850  
607-272-5550 / 607-273-6357 (Fax)

[www.swllp.com](http://www.swllp.com)

CLINTON-ESSEX-WARREN-WASHINGTON BOCES

**Workplace Violence Prevention Policy**

*Clinton-Essex-Warren-Washington BOCES* is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against the District/BOCES employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

**Workplace Violence Prevention Coordinator: To be in accordance with appointment at Annual Reorganization Meeting, or otherwise appointed.**





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

**FR:** Amy Campbell AC

**DA:** February 27, 2024

**RE:** March 2024 Board Report

February signals a continuation of the renewed energy and focus that the new year brought. In School Support Services, we take pride in the accomplishments of the first half of the year, and with an optimistic outlook, we are excited to strategically expand and enhance our division in the months ahead.

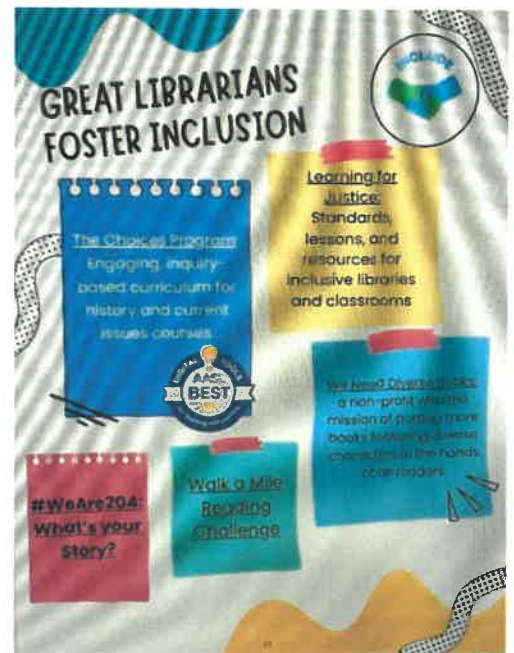
**SCHOOL LIBRARY SYSTEMS, MODEL SCHOOLS, AND ARTS IN EDUCATION**



The CVES and FEH *School Library Systems* hosted a professional development day, *Best Strategies to Increase the Effectiveness and Impact of Your School Library Program*, presented by Dr. Kristen Mattson. The workshop was attended by librarians and library assistants from around the region.

*Model Schools* hosted the monthly liaison meeting, which included discussions on AI in the classroom and a presentation by Canva. The Canva presentation discussed the free, district wide subscription and how educators can use it for themselves and in their classrooms with students.

*Arts in Education* continues to support districts in bringing the arts to students. This month, districts hosted local author and illustrator Shaundra Bartlett.





## **INSTRUCTIONAL SERVICES UPDATES**

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

In February, significant activities were undertaken by our HSRM team. We initiated a meet and greet with our partners at PNW BOCES to introduce Nik to the staff and established a collaborative relationship for training purposes. Nik began training at PNW, attending an initial threat assessment training and shadowing Frank and his staff in various districts. We conducted a CPR/AED class for PT/OT staff at AVCS and performed a walkthrough at NAC, focusing on ADA compliance for restroom facilities and discussing potential modifications.

Webinars were attended, covering topics such as Threat Assessment for preventing mass attacks, the new 988 number for suicide and crisis support, and dealing with bed bugs. Our commitment to Workplace Violence Plans continued with presentations to Beekmantown administrators, initiating a plan for their facilities audit. Similar efforts were made with Saranac and Ausable, setting up meetings and plans for facility walkthroughs.

Collaborative initiatives included discussions with James Palcyk of Safer STEM to establish a lab/science safety PD Day and participation in the St. Regis Falls Tabletop exercise planning session. A meet and greet at NAC explored the possibility of assisting in a reunification drill later in the year. Our team offered support and expressed interest in making this a regular offering for districts.

To expand our services, an Asbestos Inspector Initial Certification course was attended, enabling us to continue offering this service independently. Research and discussions with Willsboro focused on expanding a maple sugaring project while ensuring safety compliance.

The DMV audit, concluding last week, revealed a successful outcome. This positive result underscores our commitment to safety and compliance in all aspects of our operations.

### **Instructional Planning**

During the month of February, the focus has been on becoming more familiar with Tableau, not only to be a direct support for Districts, but also to collect the necessary data to our trainers who will provide professional learning opportunities in writing and math over the next few weeks. Attending meetings of area administration, including the Associate Principal virtual meeting and in-person meetings for Elementary/Middle School and High School Principals to promote and discuss services and supports offered by the Assessment and Planning Coordinator.

Coordination for NYS Grades 3-8 Assessments continues as CVES has worked to gather information from each District for vendor scoring with Premier Assessment Services. Notices to the school districts regarding packing instructions and scheduled pick-up of testing materials will be sent out in March, as testing begins as students return from Spring Break.

## Grants Management

In February, the Grants Office, led by Education Grant Specialist Amanda Buskey, actively collaborated with Willsboro CSD to prepare, and submit an application for the 2024 Generous Acts Grant through the Adirondack Foundation. This competitive grant aims to support two crucial aspects of educational pathways: ensuring all children benefit from high-quality learning and providing meaningful opportunities for learners to pursue post-secondary education, career training, and pathways to gainful employment. The application was successfully submitted on February 13th, with grant award notifications expected by mid-April.

Additionally, the Grants Office participated in a Technical Assistance Webinar hosted by Erica Meaker, Director of ESSA-Funded Programs at NYSED. This session was designed to provide support to Local Education Agencies (LEAs) in completing the Education Stabilization Fund (ESF) Reports. The Grants Office actively assisted component districts in completing the 2024 ESF Reports and continued collaboration on the 2022-24 Desk Review Monitoring for ESF. All 2024 ESF Reports were successfully submitted through the Business Portal by the February 15th deadline, reflecting the ongoing commitment to compliance and accountability in educational grant management.

## INSTRUCTIONAL TECHNOLOGY

It is decision time for IT spending in districts. E-Rate bids are in and we have been meeting with districts and helping them review and evaluate options. NERIC commitment bills are going out to districts as well and we are working with the districts to help decide what to add, drop, or maintain based on their evolving needs.

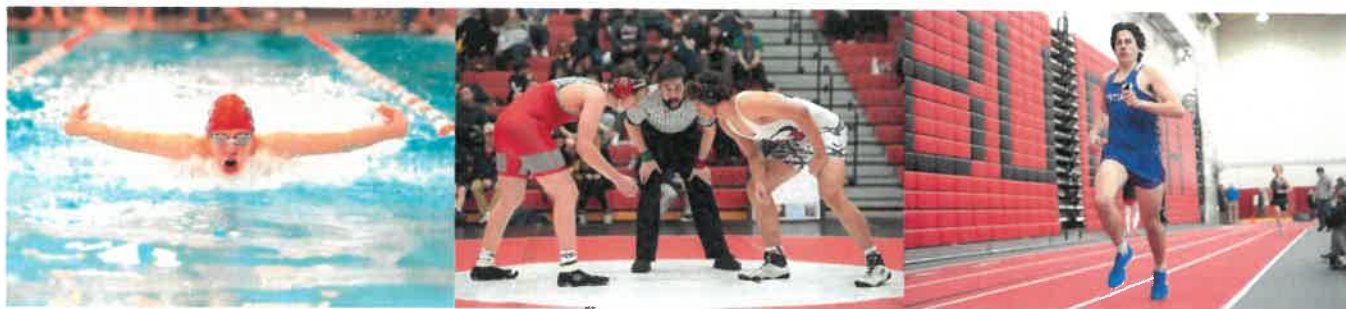
At CVES work has begun on the installation of the new digital public address system. Although it will require more work on the part of the IT team, it is exciting to see some of the new equipment being installed, knowing that we will have a modern and reliable system that will enhance school safety makes the investment of time and resources more than worthwhile.



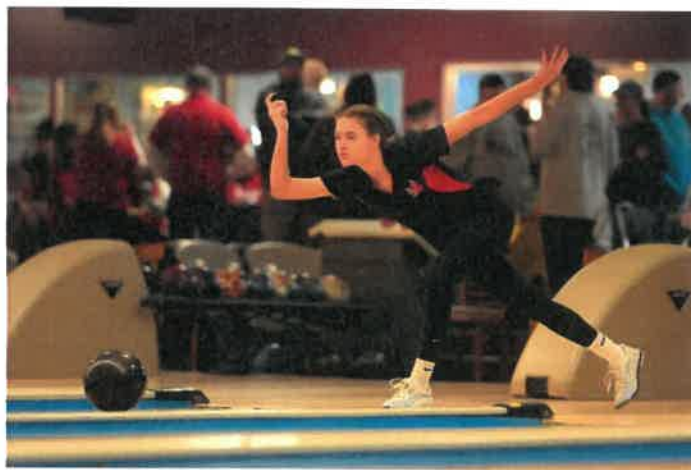
## INTERSCHOLASTIC SPORTS

The beginning of February brings championship season for interscholastic athletics. We held our Girls' Ice Hockey championships on Monday, February 5<sup>th</sup> at the Stafford Ice Arena, where Beekmantown defeated SLP (Saranac Lake/Lake Placid combined team).

On Saturday, February 10th, we held 3 championship events. Boys swimming at AuSable Valley, Indoor Track at the Fieldhouse and Wrestling at Saranac HS. We had two athletes break section records in the 50 m freestyle swim (Alix Perras - AuSable Valley (Beekmantown-student)) and the 55 m dash (Sawyer Schlitt - Peru). AuSable Valley kept the trophy right at home as they won the combined swim meet with Section X. Saranac Central won championships in Wrestling as well as both boys' and girls' Indoor Track and Field.



Bowling sectionals took place on Thursday, February 15<sup>th</sup> at North Bowl Lanes in Plattsburgh in which the Saranac girls won in the last frame of the event by four pins. Peru boys team took home the championship and we also selected our composite team of top bowlers. The champion teams and composite bowlers will all advance to the State Championships in Syracuse. We are about halfway through championships now and we look forward to seeing all of our student-athletes showcase their skills.



## **PUBLICATIONS AND COMMUNICATIONS UPDATE**

Our School Public Relations Co-Ser is preparing for its busy season with budget newsletters right around the corner.

In the meantime, we continue to convert our Component District websites as well as our CVES website to GoDaddy server space. This important work will set the table for updates and revamps visible to the public soon.



In the video world of our department, we collaborated with the District Office and Management Services team to construct our annual Budget Presentation and Mid-Year Update. This included an in-depth video as well as PowerPoint presentation. This was the second year, we collaborated on a Budget Video presentation, which opened the door to doing similar work in Component Districts. Northern Adirondack

has hired our Communications Department to work with them on a Budget Video presentation again this year.

In other exciting news, our in-district work in Component Districts continues to be excellent. We have been working on multiple projects with Beekmantown, Boquet Valley, and Chazy. We will also be taking on a total redesign of AuSable Valley's Budget Newsletter in the coming month.



Lastly, our Communications Team was proud to see the latest edition of Success Stories unveiled at this month's Board Meeting. Our team worked tirelessly to put this publication together and highlighted numerous successes in all our divisions.





CV-TEC Plattsburgh Campus - P.O. Box 465, 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 Division**

**Michele Friedman**  
 Director of Career & Technical Education

friedman\_michele@cves.org

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:** March 4, 2024  
**RE:** March 2024 Board Report

**CV-TEC Celebrates National CTE Month!**

CV-TEC celebrated National CTE Month with multiple events and celebrations of exemplary student work and outstanding instruction. CV-TEC's Career & Technical Education (CTE) Programs provide rigorous and relevant career pathways that engage students; develop their academic, technical and employability skills; and include opportunities for work-based learning and mentorship. By delivering skills for further education and the workplace through flexible and creative models, CTE holds the key to ensuring students can achieve their full potential and develops a prepared workforce that can respond to local and regional economic needs.

**CELEBRATE TODAY,  
 OWN TOMORROW!**

**CTE Month Activities on All CV-TEC Campuses:**

There were a multitude of CTE Month activities conducted on all CV-TEC Campuses throughout the month of February! Those activities included:

- Career Day Visits from 4<sup>th</sup>, 5<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grade students: We are proud to report that we have hosted over 500 student visitors!
- Bring Your Principal To CV-TEC Days: CV-TEC students invited their homeschool principals to experience a day with them at CV-TEC. The principals participated alongside their students in the various CTE programs of study on all three CV-TEC campuses. To date, we have had principals from Saranac, Peru, Plattsburgh, NCCS, Beekmantown, Chazy, Bouquet Valley, and AVCS with more visits scheduled in March.



- New Visions Applied Engineering Days: CV-TEC was thrilled to host the New Visions Applied Engineering (NVAE) Junior Experience Day (North) at the Institute for Advanced Manufacturing. Students from Beekmantown, Chazy, PHS, Peru, Saranac, and Seton and our current NVAE students participated in the full-day hands-on immersion event. The event was facilitated by local Professional Engineers from Clinton County Health Department, Casella Waste Management, Sylvamo, and Schluter Systems. The NVAE Junior Experience Day for our Essex County schools was on the CV-TEC Mineville Campus.





### New Visions Applied Engineering Day's 2024

**January 17, 2024**  
**Clinton Community College-Institute for Advance Manufacturing (IAM)**

- 30 students attended the event from AuSable Valley CSD, Beekmantown CSD, Bouquet Valley CSD, Northern Adirondack CSD, Northeastern Clinton CSD, Plattsburgh High School, Saranac CSD, and Seton.
- **Winners of the Temporary Shelter Design Challenge**

		
<b>1<sup>st</sup> Place</b>	<b>2<sup>nd</sup> Place</b>	<b>3<sup>rd</sup> Place</b>
Eden Turner-NCCS Domanick Paola-NCCS Colton Donah-PHS	Patrick Hagadorn-Beekmantown JD Bleau-PHS Asher Girard-Saranac	Henry Gibson-BV Colton Castine-NCCS Robert Macintyre-NCCS

**February 1, 2024**  
**CV-TEC Mineville Campus**

- 26 students attended the event from Bouquet Valley CSD, Crown Point CSD, Keene CSD, Moriah CSD, Ticonderoga CSD
- **Winners of the Temporary Shelter Design Challenge**

		
<b>1<sup>st</sup> Place</b>	<b>2<sup>nd</sup> Place</b>	<b>3<sup>rd</sup> Place</b>
Henry Becker-Keene Henry Gibson-Boquet Valley	Ashe Gagnon-Keene Otis Wekin-Boquet Valley Adam Miller-Crown Point	Joey Kazlo-Moriah Jared Kimball-Crown Point Vann Morrelli-Keene

**Thank you to our local engineers for sharing your expertise and for serving as judges at these events!**

Amy Davies-Casella Waste Systems, Inc.  
 Ryan Davies-Clinton County Health Department  
 Brian Cortright-Schluter Systems  
 Stefan Goralezky-Schluter Systems  
 Nicholas Bardis-Schluter Systems  
 Farley Tierney-Sylvamo  
 Morgan Webster-Sylvamo






### Spring Open Houses Scheduled

CV-TEC will proudly host Open Houses on all three campuses in March. On **Wednesday, March 20th** from 6:00 p.m. -7:30 p.m. our Mineville Campus will host their Open House. And on **Thursday, March 21st** from 6:00 p.m. -7:30 p.m. both CV-TEC Plattsburgh and Learning Hub Campuses will host their events. The events will include tours of our programs, student demonstrations and agency information tables.

**CV-TEC Proudly Celebrates National CTE Month!**

**Start Here...Go Anywhere!**

#CTEisEssential #ctemonth #teamcvtec #ctemonth2024



- Allied Health
- Animal Science/Large Animal
- Animal Science/Veterinary Assistant
- Automotive Collision Repair Tech
- Automotive Technology
- Business Management & Entrepreneurship
- Construction Trades
- Cosmetology
- Culinary Arts Management
- Security & Law Enforcement
- Welding
- Education & Human Services
- Environmental Conservation & Forestry
- Heavy Equipment/Diesel Mechanics
- Natural Resource Management
- New Visions: Applied Engineering
- New Visions: Medical Careers
- PreCTE: Food Services
- PreCTE: Exploration
- PreCTE: Auto Services
- Digital Production & Multimedia Communications
- Electrical Design, Installation & Alternative Energy





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

**MATTHEW SLATTERY**  
Director of Special Education

slattery\_matt@cves.org  
518-561-0100 ext 299  
FAX 518-561-0494

**CVES MISSION**

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

To: Dr. Mark Davey, District Superintendent  
From: Dr. Matt Slattery, Director of Special Education  
Date: March 2024  
Re: Board of Cooperative Educational Services Report

**Rise Students Give Back Through Service Learning**

Recently, a Rise Center classroom took learning beyond the classroom walls by participating in community service. Under their teacher's guidance, three students visited the local SPCA to drop off donated pet supplies before stopping at PetSmart to pick up items for their classroom's guinea pig.

The outing provided an authentic experience applying functional math, literacy, and social skills. More importantly, it instilled valuable civic lessons about responsible pet ownership and the impacts of giving back.

Through experiences like this, the Rise Center aims to nurture students into caring community members who lead through service. The students exemplified this today by thoughtfully supporting local animals in need.





### **The Rise Center Keeps Families Informed of Program Enhancements**

Transparent communication and collaboration with families drives the Rise Center's approach to program improvements. Letters to families and our component school districts detailed meaningful staffing enhancements taking effect across Programs for the 2024-2025 academic year.

The Autism program is transitioning from a 6:1:1 to a 6:1:3 staffing model based on NYSED guidance. This research-backed change provides three teaching assistants per room to deliver individualized interventions while promoting student independence and self-advocacy.

Director Matt Slattery and Assistant Principal Crystal Rhino-Defayette proactively held an informative session to detail the 6:1:3 shift. **This shift to three teaching assistants per room aligns with NYSED guidance and provides specialized supports tailored to student needs.** Attending families received a comprehensive presentation on the history, rationale, specialized supports, and anticipated benefits. The open Q&A forum also included an opportunity for families to meet individually and confidentially with our Director and Assistant Principal to answer questions or concerns impacting their individual children. This approach further exemplifies our collaborative approach in working through program changes to better serve students.

Similarly, the Academic and Life Skills programs will move to an 8:1:2 model after a successful pilot from the summer of 2023. The additional teaching assistant will allow for personalized academic instruction alongside expertise in behavioral/social emotional supports.

By continually evaluating programs through a student-centered lens, gathering feedback, and transparently sharing enhancements, the Rise Center strengthens vital family-school partnerships while better serving the educational needs of our region. We believe this proactive engagement strengthens the partnerships vital to empowering every student's success.



Champlain Valley Educational Services  
Clinton - Essex - Warren - Washington BOCES  
www.cves.org

## SPECIAL EDUCATION DIVISION

Plattsburgh Campus  
Phone: 518-561-0100 • Fax: 518-561-6624 • Mail: P.O. Box 466, Plattsburgh NY 12901

Mineville Campus  
Phone: 518-942-6601 • Fax: 518-942-3368 • Mail: P.O. Box B, Mineville, NY 12956

### 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.

February 13, 2024

Dear CVES Families,

We are writing to share an important update regarding our program structure for the 2024-2025 school year. After thoughtful review of student needs and input from our educational team, we have made the decision to transition from a 6:1:1 staffing model to a 6:1:3 ratio. This change means that each classroom will be equipped with three teaching assistants, instead of the current number of one.

This change is driven by our commitment to providing the most impactful educational experience for your children. The additional instructional classroom staff will allow us to embed targeted instructional supports and behavior management strategies throughout each student's day. Our skilled teaching teams will have greater flexibility to deliver individualized interventions while encouraging student independence.

With a higher staff to student ratio, we will be able to rely less on dedicated 1:1 student aide supports. This aligns with our mission of developing critical skills that foster independence, self-advocacy, and preparation for future inclusive settings. Students will build confidence navigating their daily routines and activities with guided classroom support.

Please know this shift was made with your child's growth and success at the forefront. We are confident the 6:1:3 model will provide the structure and interventions needed to continue to thrive academically, socially, and emotionally. Additional classroom staff allow more opportunities for meaningful skill generalization and participation.

We welcome any questions you may have as we collaboratively implement this program enhancement. We will hold a Question-and-Answer session at the Rise Center for Success on Thursday, February 15<sup>th</sup>, 2024 at 3:30pm. Our team is dedicated to working closely with families to ensure a smooth transition and open channels of communication. Thank you for your ongoing partnership in empowering each and every one of our students.

Sincerely,

Dr. Matt Slattery  
Director of Special Education

Mrs. Crystal Rhino- Defayette  
Assistant Principal

Mr. Chris Falvey  
Autism Coordinator



Champlain Valley Educational Services  
Clinton - Essex - Warren - Washington BOCES  
www.cves.org

## SPECIAL EDUCATION DIVISION

Plattsburgh Campus  
Phone: 518-561-0100 • Fax: 518-561-6624 • Mail: P.O. Box 466, Plattsburgh NY 12901

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### CVES MISSION

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February 13, 2024

Dear CVES Families,

I am thrilled to share an important enhancement we are making next year in order to further nurture the needs and growth of our students.

After careful evaluation and with great optimism for the future, we will be transitioning our Behavioral Academic and Life Skills classrooms to a model with two teaching assistants with every teacher. This builds upon an 8:1:1 structure that remained in place for many decades, and this evolution will be a better fit for the current dynamic needs our students and programs.

This staffing change reflects our close review of student progress data and the positive results we saw by piloting an 8:1:2 model for last year's extended school year. The second teaching assistant will provide critical additional support for personalized academic instruction, as well as a higher skill set for behavioral and emotional supports and interventions throughout the day.

Please know we make this staffing adjustment with each student's best interests at the heart after evaluating current needs. We welcome any questions or input as we collaboratively implement this enhanced classroom structure for next school year. Our team remains dedicated to regular communication and tailoring our Behavioral Academic and Life Skills Programs to set up all students for ongoing growth and success. Thank you for your ongoing partnership in empowering each and every one of our students.

Sincerely,

Dr. Matt Slattery  
Director of Special Education

# Welcome Families

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## *Autism Program Update for 2024-2025 School Year: 6:1:3's*

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## Agenda



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- Purpose
- Introductions
- Background
- Concerns/Feedback from NYSED
- How can we build more supports...
- NYSED's Student Aide Guidance
- School Based Recommendations
- Program Goals of Shift
- Questions



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# Purpose



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- To share program enhancements for next school year.
- To review NYSED regulations that we must follow.
- To level-set collective understanding of our program's evolution.
- Time will be given for questions at the end.
- We have 1 hour for today's meeting.

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# Introductions



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- Matt Slattery, Director of Special Education
- Crystal Rhino-Defayette, Assistant Principal
- Chris Falvey, Autism Coordinator

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# Background



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- Our Role in the Region
- Autism Program Evolution
  - Need established
  - 2 classrooms started through NECC partnership
  - Currently 6 classrooms with increased program supports of a Coordinator and BCBA
- Concerns/Feedback from NYSED



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# Concerns/Feedback (NYSED)



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- Restrictive nature of current program construct.
- Role of a student aide
  - Instruction versus support
- Need for more group instruction in place of students learning in isolation.
- Need for students to learn from highest qualified professionals within the room.
- Goal of student independence.

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# How can we embed more...



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How can we embed more educational, and classroom supports to better serve students while promoting independence?

- Increased instructional roles built -in
  - Currently, 1 Instructional staff for every 3 students
  - Next year, 1 Instructional staff for every 1.5 students
- What does instruction look like in our specially designed program?

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## Student Aide Guidance



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"A recommendation for an individual aide is a significant programmatic decision and one that should only be made after a comprehensive discussion of other options considered and clear documentation of as to why those options are not appropriate. While, some students may temporarily need the support of a one-to-one aide to receive a free appropriate public education<sup>1</sup>, for other students, the assignment of a one -to-one aide may be unnecessarily and inappropriately restrictive.

A goal for all students with disabilities is to promote and maximize independence. CPSEs/CSEs are responsible for developing and implementing individualized education programs (IEPs) that promote such independence. When a CPSE or CSE determines that a student needs a one -to-one aide, it should always be considered a time-limited recommendation and specific conditions/goals must be established to fade the use of the one -to-one aide.<sup>2</sup>

One-to-one aides may not be used as a substitute for certified, qualified teachers for an individual student or as a substitute for an appropriately developed and implemented behavioral intervention plan or as the primary staff member responsible for implementation of a behavioral intervention plan. While a teaching assistant may assist in related instructional work, primary instruction must be provided to the student by a [certified teacher\(s\)](#). A teacher aide may assist in the implementation of a behavioral intervention plan, but may not provide instructional services to a student"

[Guidelines for Determining a Student with a Disability's Need for a One-to-One Aide | New York State Education Department \(nysed.gov\)](#)

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# Student Aide Guidance



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Two factors in determination of 1:1 aide:

1. The student's individual needs
2. The available supports in the setting where the student's IEP will be implemented

[Guidelines for Determining a Student with a Disability's Need for a One-to-One Aide | New York State Education Department \(nysed.gov\)](#)

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# Student Aide Guidance



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"For a student in a special class, an additional aide should only be recommended for specialized circumstances based on a student's individual needs and when it has been discussed and determined by the CPSE/CSE that the recommended special class size in the setting where the student will attend school, other natural supports, a behavioral intervention plan, etc., cannot meet these needs."

[Guidelines for Determining a Student with a Disability's Need for a One-to-One Aide | New York State Education Department \(nysed.gov\)](#)

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# Student Aide Guidance



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“Whenever a student is recommended for placement in a board of cooperative educational services (BOCES) or approved private school, the CSE should consult with the program regarding their staffing ratios prior to recommending a one-to-one aide in the student’s IEP. The staffing configurations in these programs are designed to fully support students with similar needs.”

[Guidelines for Determining a Student with a Disability's Need for a One -to-One Aide | New York State Education Department \(nysed .gov\)](#)

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# School Based Recommendations



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We must consider:

1. Our specially designed BOCES program
  - a. Increased supports built into program
    - i. 1 staff to 1.5 students
    - ii. Increased natural supports
2. Each student’s individual needs that require adult assistance
3. Potential benefits and negative impact of a 1:1 aide

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# Program Goals of Shift



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1. Increased supports built into each classroom.
2. Increased group learning opportunities for students.
3. Focus on fostering student independence.
4. More highly qualified staff in each classroom.

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## Questions



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