

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 MAY 8, 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. CVES ANNUAL STAFF STRATEGIC PLAN SURVEY PRESENTATION  
–Dr. Davey & Ms. Amy Campbell
- No Action 6. AUDIT COMMITTEE UPDATE – Dr. Davey & Dr. Eric Bell
- No Action 7. DISTRICT SUPERINTENDENT UPDATE – Dr. Davey
- Action 8. MINUTES OF PREVIOUS MEETING
- a. April 10, 2024 Annual Meeting Minutes (Enc. 1)
  - b. April 10, 2024 Regular Meeting Minutes (Enc. 2)
9. CONSENT AGENDA FINANCIAL
- Action a. Certification of Warrant (Enc. 3)
  - Action b. Treasurer’s Reports (Enc. 4)
  - Action c. Extraclassroom Treasurer’s Reports (Enc. 5)
  - Action d. Budget Increase(s) (Enc. 6)
  - Action e. Cross Contract Budget Increase(s) (Enc. 7)
  - Action f. School Lunch Fund Budgets (Enc. 8)
  - Action g. Special Aid Fund Project (Enc. 9)
  - Action h. Cooperative Bidding Resolution (Enc. 10)
  - Action i. Agreement(s) (Enc. 11)
  - Action j. Donation(s) (Enc. 12)
  - Action k. Uncollectibles (Enc. 13)
10. OLD BUSINESS — Committees
- No Action a. None this month
11. CONSENT AGENDA PERSONNEL
- Action a. Amendment(s) (Enc. 14)
  - Action b. Rescind (Enc. 15)
  - Action c. Termination(s) (Enc. 16)
  - Action d. Resignation(s) for the purpose of Retirement (Enc. 17)
  - Action e. Resignation(s) (Enc. 18)

- Action f. Leave(s) of Absence (Enc. 19)
- Action g. Facilitator(s) 2023-24 School Year (Enc. 20)
- Action h. Facilitator(s) (Enc. 21)
- Action i. Substitute and Temp-On-Call for 2023-24 School Year (Enc. 22)
- Action j. Permanent Civil Service Appointment(s) (Enc. 23)
- Action k. Temporary Appointment(s) (Enc. 24)
- Action l. Four-Year Probationary Appointment(s) (Enc. 25)
- Action m. 52-Week Civil Service Probationary Appointment(s) (Enc. 26)
- Action n. Civil Service Provisional Appointment (Enc. 27)
- Action o. Temporary Civil Service Appointment for 2024-25 School Year (Enc. 28)
- Action p. Additional Hours (Enc. 29)
- Action q. Temporary Appointment(s) for 2024-25 School Year (Enc. 30)
- Action r. Additional Work for 2024-25 School Year (Enc. 31)
- Action s. 2024-25 Special Education Summer School (ESY) Staffing (Enc. 32)

12. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. CVES Total Budget (Enc. 33)
- Action b. Revised Policy- Second Reading & Adopt (Enc. 34)
- Action c. 2024-25 CVES Board Meeting Dates (Enc. 35)
- Action d. Request for Approval to Attend Conference/Workshop (Enc. 36)
- Action e. Memorandum of Agreement (Enc.37)
- Action f. Memorandum of Agreement (Enc. 38)
- Action g. Memorandum of Agreement (Enc. 39)
- Action h. Memorandum of Agreement (Enc. 40)
- Action i. Memorandum of Agreement (Enc. 41)
- Action j. Memorandum of Agreement (Enc. 42)

No Action 13. OTHER

No Action 14. NEXT BOARD MEETING  
Wednesday, June 12, 2024, at the CVES Learning Hub Conference Center in Plattsburgh, NY,  
– Proposed Executive Session at 6:00 pm – monthly meeting to follow.

No Action 15. REPORTS FROM DIRECTORS (Enc. 43)

Action 16. 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**

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	Mineville Rise Center Graduation – Yandon- Dillon, Mineville – 10:00 am
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 April 10, 2024 Annual Board meeting.

**ENC. 2**

Recommend that the Board approve the Draft Minutes from the April 10, 2024 Regular Board meeting.

**ENC. 3**

Recommend that the Board approve the Certification of Warrant for March 27, 2024 to April 29, 2024.

**ENC. 4**

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

**ENC. 5**

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

**ENC. 6**

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

1. Increase the Instructional Printing budget (Co-Ser 505) from \$475,000 to \$485,000 for the 2023 – 2024 school year, to accommodate for increased costs. (S<sup>3</sup>)
2. Increase the Staff Development: Bus Drivers budget (Co-Ser 603) from \$40,604 to \$50,000 for the 2023 – 2024 school year, to accommodate for additional district requests through year-end. (S<sup>3</sup>)
3. Increase the Emergency Communications budget (Co-Ser 640) from \$78,732 to \$80,028 for the 2023 – 2024 school year, to accommodate for increased participation (Northeastern Clinton). (S<sup>3</sup>)

**ENC. 7**

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

1. Increase the Policy Service – Erie I BOCES budget (Co-Ser 659) from \$3,325 to \$8,025 for the 2023 - 2024 school year, to accommodate for an additional Cross Contract with Erie I BOCES (Chazy). (S<sup>3</sup>)

## **ENC. 8**

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

1. Yandon-Dillon Cafeteria Fund Regular School Year budget (Co-Ser C791) in the amount of \$181,648 for the 2024 - 2025 school year. (School Lunch Fund)
2. William A Fritz Cafeteria Fund Regular School Year budget (Co-Ser C791) in the amount of \$255,362 for the 2024 - 2025 school year. (School Lunch Fund)
3. William A Fritz Cafeteria Fund Extended School Year budget (Co-Ser C791) in the amount of \$20,251 for the 2024 - 2025 school year. (Co-Ser C791 – School Lunch Fund)

## **ENC. 9**

Recommend that the Board approve the following Special Aid Fund project:

1. High School Equivalency Test Administration special aid fund project, in the amount of \$6,900 for the period of January 1, 2024 through December 31, 2024. (CV-TEC)

## **ENC. 10**

Recommend that the Board approve the following Cooperative Bidding Resolution:

WHEREAS, A number of Boards of Cooperative Educational Services (BOCES) and School Library Systems (SLS) require software and database access

WHEREAS, The BOCES or SLS named below is desirous of participating with other BOCES and SLS in New York State in cooperatively procuring the software and database access, as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The BOCES named below wishes to appoint the Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES) to advertise for, receive competitive proposals, and award contracts on their behalf; therefore

BE IT RESOLVED, That the BOCES listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related legal notifications, and,

BE IT FURTHER RESOLVED, That the BOCES listed below authorizes Capital Region BOCES to represent it in all matters leading up to and including the entering into a contracts for the purchase of the above mentioned software and database access, and,

BE IT FURTHER RESOLVED, That the BOCES listed below agrees to (1) abide by majority decisions of the participating districts; (2) abide by the award of the Capital Region BOCES Board; (3) and that after the award of contracts it will conduct all negotiations directly with the awarded contractors

**ENC. 11**

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

1. Revocable Permit Agreement between Clinton-Essex-Warren-Washington BOCES and the State University of New York at Cortland, William H. Parks Family Center for Environmental and Outdoor Education Raquette Lake for the purpose of renting dormitory space at Camp Huntington for Rise Center for Success student field trips at a total cost not anticipated to exceed \$33,000. The dates for the permit event are June 14, 2024, through June 18, 2024, and June 18, 2024, through June 22, 2024. (Rise Center) (attached)

**ENC. 12**

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

1. Donation of one (1) 2016 Ford Explorer by the Essex County Sheriff's Department. The item donated to the CV-TEC division will be utilized for the Security and Law Enforcement Program at Yandon-Dillon within the CV-TEC division.

**ENC. 13**

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

<u>Invoice#</u>	<u>Date(s) of Invoice</u>	<u>Amount</u>	<u>Program</u>
117-23A & 129-23A	10/17/2022 & 12/7/2022	\$6839.24	LPN Tuition & Books
069-23A	10/17/2022	\$866.24	LPN Tuition
074-23A	10/17/2022	<u>\$1250.62</u>	LPN Tuition
		<b>\$8956.10</b>	

**ENC. 14**

Recommend that the Board amend the following appointment that was approved at the March 13, 2024 Board meeting:

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

1. 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

**ENC. 14 (Continued)**

Annualized Salary: ~~\$55,000~~-\$60,000

**ENC. 15**

Recommend that the Board rescind the following additional work that was approved at the March 13, 2024 Board Meeting:

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. 16**

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

1. Emma Ducharme, Teacher Aide/Student Aide, effective May 9, 2024

**ENC. 17**

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

1. Judith Deyo, Special Education Teacher, effective June 30, 2024

**ENC. 18**

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

1. Kim O’Leary, Facilitator, effective March 11, 2024
2. Kristin Velazquez, Teaching Assistant, effective April 20, 2024
3. Melissa Waite, Teacher Aide/ Student Aide, effective April 26, 2024
4. Heather Hampton, Teaching Assistant, effective April 26, 2024
5. Tina Recore, Junior Accountant, effective April 27, 2024
6. Dawn Abar, Registered Nurse, effective June 28, 2024
7. Sheilah Boyea, Special Education Teacher, effective June 30, 2024
8. Tera Fillion Potts, Account Clerk/Typist, effective May 6, 2024 for the purpose of accepting a Teaching Assistant position
9. Crystal Rhino-Defayette, Assistant Principal, effective July 1, 2024 for the purpose of accepting a Principal Position
10. Michelle Lawrence, Assistant Principal, effective July 1, 2024 for the purpose of accepting a Principal Position
11. Alexis Beyer, Teacher Aide/ Student Aide, effective July 1, 2024 for the purpose of accepting a Teaching Assistant Position



### **ENC. 18 (Continued)**

12. Kiara Colgan, Teacher Aide/ Student Aide, effective July 1, 2024 for the purpose of accepting a Teaching Assistant Position
13. Sarah Agnew, Teacher Aide/ Student Aide, effective July 1, 2024 for the purpose of accepting a Teaching Assistant Position
14. Brianna Hall, Teacher Aide/ Student Aide, effective July 1, 2024 for the purpose of accepting a Teaching Assistant Position
15. Realelena Hurley, Teacher Aide/ Student Aide, effective July 1, 2024 for the purpose of accepting a Teaching Assistant Position
16. Patricia Fortin, Teacher Aide/ Student Aide, effective July 1, 2024 for the purpose of accepting a Teaching Assistant Position
17. Jocelyn Rock, Teacher Aide/ Student Aide, effective July 1, 2024 for the purpose of accepting a Teaching Assistant Position
18. Jessica Willette, Teacher Aide/ Student Aide, effective July 1, 2024 for the purpose of accepting a Teaching Assistant Position
19. Anika Craig, Animal Science Teacher, effective September 3, 2024 for the purpose of accepting a Work-Based Learning Specialist Position

### **ENC. 19**

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

1. Christina Yates, Teacher Aide/ Student Aide, unpaid leave of absence, effective April 12, 2024 – June 30, 2024
2. Johanna Pray, Teaching Assistant, unpaid leave of absence, effective April 24, 2024 – April 26, 2024
3. Cindy Waldron, Teacher Aide/ Student Aide, unpaid leave of absence, effective April 25, 2024 – May 27, 2024

### **ENC. 20**

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

Facilitators, \$30/hour

Jeffrey Morelock (*pending fingerprint clearance*)

Elizabeth Coon (*pending fingerprint clearance*)

### **ENC. 21**

Recommend the Board approve the following Facilitators for the period of June 14, 2024 – June 22, 2024:

Facilitators, \$30/hour

Tonya Robinson

Not-to-exceed 70 Hours

Jacob Cummings

Not-to-exceed 70 Hours

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

Suezanne Chrisman	Not-to-exceed 70 Hours
Robert Holt	Not-to-exceed 70 Hours
Arianna Menard	Not-to-exceed 70 Hours
Ciarra Smith	Not-to-exceed 70 Hours
Emily Duquette	Not-to-exceed 70 Hours
Karen Yeager	Not-to-exceed 70 Hours
Shay Maggy	Not-to-exceed 70 Hours
Heather Agoney	Not-to-exceed 70 Hours
Emily Norwood	Not-to-exceed 70 Hours
Madison Bokus	Not-to-exceed 70 Hours
Cynthia Lindberg	Not-to-exceed 70 Hours
Marky Desrocher	Not-to-exceed 70 Hours
Dawn Perry	Not-to-exceed 70 Hours
Olivia Blais	Not-to-exceed 70 Hours

### **ENC. 22**

Recommend that the Board approve the following Substitute and Temp-On-Call Positions for the 2023 – 2024 School Year:

Teaching Assistant  
Faye Dayton

### **ENC. 23**

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

1. Maria Huntington, Supervisor of Adult Services and Programming, effective March 27, 2024
2. William Badger, Teacher Aide/Student Aide, effective May 13, 2024
3. Theodore Santaniello, Network and Systems Technician, effective May 28, 2024
4. Alexis Beyer, Teacher Aide/ Student Aide, effective June 3, 2024

### **ENC. 24**

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

1. Name: Tera Fillion Potts  
Position: Teaching Assistant  
Effective Date: May 6, 2024 - June 30,2024  
Certification Status: Uncertified  
Annualized Salary: \$26,828

**ENC. 25**

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

1. Name: Arianna Hicks (was temporary)  
Tenure Area: School Social Worker  
Position: School Social Worker  
Effective Date: March 8, 2024  
Tentative Tenure Date: March 8, 2028  
Certification Status: School Social Worker, Provisional
  
2. Name: Myah Green (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: March 29, 2024  
Tentative Tenure Date: March 29, 2028  
Certification Status: Teaching Assistant, Level 1
  
3. Name: Realelena Hurley (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: May 3, 2024  
Tentative Tenure Date: May 3, 2028  
Certification Status: Teaching Assistant, Level 1
  
4. Name: Amy Keech (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: July 1, 2024  
Tentative Tenure Date: July 1, 2028  
Certification Status: Teaching Assistant, Level 1
  
5. Name: Brianna Hall  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: July 1, 2024  
Tentative Tenure Date: July 1, 2027  
Certification Status: Teaching Assistant, Level 1  
Annualized Salary: \$29,750
  
6. Name: Alexis Beyer  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: July 1, 2024  
Tentative Tenure Date: July 1, 2028  
Certification Status: Teaching Assistant, Level 1

**ENC. 25 (Continued)**

Annualized Salary: \$29,750

7. Name: Jocelyn Rock  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: July 1, 2024  
Tentative Tenure Date: July 1, 2028  
Certification Status: Teaching Assistant, Level 1  
Annualized Salary: \$29,750
  
8. Name: Kylee Gonyea (was temporary)  
Tenure Area: Cosmetology Teacher  
Position: Cosmetology Teacher  
Effective Date: July 1, 2024  
Tentative Tenure Date: July 1, 2028  
Certification Status: Cosmetology 7-12, Transitional A
  
9. Name: Anika Craig  
Tenure Area: Instructional Support Services in Work-Based Learning  
Position: Work-Based Learning Specialist  
Effective Date: September 3, 2024  
Tentative Tenure Date: September 3, 2028  
Certification Status: Biology 7-12, Initial, Animal Science 7-12, Initial  
Annualized Salary: \$59,390
  
10. Name: Sarah Ballard (pending fingerprint clearance)  
Tenure Area: Special Education Teacher  
Position: Special Education Teacher  
Effective Date: September 3, 2024  
Tentative Tenure Date: September 3, 2028  
Certification Status: Students with Disabilities, Birth – Grade 2, Initial  
Annualized Salary: \$57,000
  
11. Name: Laurie Dubay (pending fingerprint clearance)  
Tenure Area: Special Education Teacher  
Position: Special Education Teacher  
Effective Date: September 3, 2024  
Tentative Tenure Date: September 3, 2028  
Certification Status: Students with Disabilities, Birth – Grade 2, Initial  
Annualized Salary: \$52,500

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

(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. 26**

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

1. Name: Danielle Sherman  
Position: Registered Nurse (Schools)  
Effective Date: September 3, 2024  
Tentative Permanent Date: September 3, 2025  
Annualized Salary: \$53,000
2. Name: Stacey Yelle  
Position: Teacher Aide/ Student Aide  
Effective Date: September 3, 2024  
Tentative Permanent Date: September 3, 2025  
Annualized Salary: \$27,500
3. Name: Julia Imler  
Position: Teacher Aide/ Student Aide  
Effective Date: September 3, 2024  
Tentative Permanent Date: September 3, 2025  
Annualized Salary: \$21,686

## **ENC. 27**

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

1. Name: Maureen Lozano  
Position: Purchasing Clerk  
Effective Date: May 6, 2024  
Annualized Salary: \$35,000
2. Name: Brooke Gillespie (pending fingerprint clearance)  
Position: Account Clerk/ Typist  
Effective Date: May 13, 2024  
Annualized Salary: \$31,000

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

### **ENC. 28**

Recommend that the Board appoint the following person(s) to a Temporary Civil Service appointment for the 2024-2025 School Year:

1. Name: Dawn Abar  
Position: Registered Nurse  
Effective Dates: September 3, 2024- December 31, 2024  
Annualized Salary: \$53,000

### **ENC. 29**

Recommend that the Board approve the following additional hours for the 2023 – 2024 school year:

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

### **ENC. 30**

Recommend that the Board appoint the following person(s) to a Temporary Appointment as follows for the 2024 – 25 school year:

1. Name: Kiara Colgan  
Position: Teaching Assistant  
Effective Date: July 1, 2024 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750
2. Name: Sarah Agnew  
Position: Teaching Assistant  
Effective Date: July 1, 2024 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750
3. Name: Jessica Willette  
Position: Teaching Assistant  
Effective Date: July 1, 2024 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750
4. Name: Patricia Fortin  
Position: Teaching Assistant  
Effective Date: July 1, 2024 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750

### **ENC. 30 (Continued)**

5. Name: Tera Filion Potts  
Position: Teaching Assistant  
Effective Date: July 1, 2024 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750
  
6. Name: Andrew Tedford  
Position: Special Education Teacher  
Effective Date: September 3, 2024 – June 30, 2025  
Certification Status: Social Studies 7-12, Initial  
Annualized Salary: \$52,500

### **ENC. 31**

Recommend that the Board approve the following Additional Work for the 2024 – 2025 School Year:

Continuation of normal work year duties, hourly rate of pay

Joanne Mazzotte	Not-to-exceed 105 hours
Kevin Donoghue	Not-to-exceed 231 hours
Nicole Santaniello	Not-to-exceed 210 hours
Donna Wyant	Not-to-exceed 21 hours
Britany DuBrey	Not-to-exceed 14 hours
Helen Jessey	Not-to-exceed 14 hours
Jaimie Plumadore	Not-to-exceed 14 hours
Charles Johnson (Hospital Faculty Orientation)	Not-to-exceed 7 hours
Maria Hurteau (Hospital Faculty Orientation)	Not-to-exceed 7 hours
Erin Spoor (Hospital Faculty Orientation)	Not-to-exceed 7 hours

Committee Work, hourly rate of pay per contract

Richard Beaudry (Shared Decision Making)	Not-to-exceed 7 hours
Kenny Allen (Shared Decision Making)	Not-to-exceed 7 hours
Abram Benko (Shared Decision Making)	Not-to-exceed 7 hours
Shelley Charland (Shared Decision Making)	Not-to-exceed 7 hours
Penny Comes (Shared Decision Making)	Not-to-exceed 7 hours
Anika Craig (Shared Decision Making)	Not-to-exceed 7 hours
Lisa Fisher (Shared Decision Making)	Not-to-exceed 7 hours
Helen Jessey (Shared Decision Making)	Not-to-exceed 7 hours
Deborah Misik (Shared Decision Making)	Not-to-exceed 7 hours
Jaimie Plumadore (Shared Decision Making)	Not-to-exceed 7 hours
Nicole Santaniello (Shared Decision Making)	Not-to-exceed 7 hours
Lance Sayward (Shared Decision Making)	Not-to-exceed 7 hours
Kevin Shaw (Shared Decision Making)	Not-to-exceed 7 hours

## **ENC. 31(Continued)**

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

Abram Benko (CTE Program Re-approvals)	Not-to-exceed 7 hours
Shelly Charland (CTE Program Re-approvals)	Not-to-exceed 7 hours
Katherine Savard (CTE Program Re-approvals)	Not-to-exceed 7 hours
Lance Sayward (CTE Program Re-approvals)	Not-to-exceed 7 hours
Caitlin Yell (CTE Program Re-approvals)	Not-to-exceed 7 hours
Donna Wyant (CTE Program Re-approvals)	Not-to-exceed 7 hours
Melissa Smith (CTE Program Re-approvals)	Not-to-exceed 7 hours
Richard Beaudry (CTE Program Re-approvals)	Not-to-exceed 7 hours
Kenny Allen (CTE Program Re-approvals)	Not-to-exceed 7 hours
Chris Huchro (CTE Program Re-approvals)	Not-to-exceed 7 hours
Taylor Sprague (CTE Program Re-approvals)	Not-to-exceed 7 hours
Anika Craig (CV-TEC PD/ Curriculum Dev.)	Not-to-exceed 70 hours

### Classroom Move/ Set Up, hourly rate of pay per contract

Stephen Couture	Not-to-exceed 14 hours
Taylor Sprague	Not-to-exceed 14 hours
Chris Huchro	Not-to-exceed 14 hours

### Trainings, hourly rate of pay per contract

Zachary Buzzell (New CTE Teacher Training)	Not-to-exceed 14 hours
Todd Clowney (New CTE Teacher Training)	Not-to-exceed 14 hours
Katherine Savard (New CTE Teacher Training)	Not-to-exceed 14 hours
Tyler Puchrik (New CTE Teacher Training)	Not-to-exceed 14 hours
Kylee Gonyea (New CTE Teacher Training)	Not-to-exceed 14 hours
Aliana Weare (SREB Professional Development)	Not-to-exceed 35 hours
Britany DuBrey (SREB Professional Development)	Not-to-exceed 35 hours
Albert Stickle (SREB Professional Development)	Not-to-exceed 35 hours
Thomas Willette(SREB Professional Development)	Not-to-exceed 35 hours
Penny Comes (SREB Professional Development)	Not-to-exceed 35 hours
Melanie Faville (SREB Professional Development)	Not-to-exceed 35 hours
Richard Beaudry (SREB Professional Development)	Not-to-exceed 35 hours
Kenny Allen (SREB Professional Development)	Not-to-exceed 35 hours
Stefan Ramirez (SREB Professional Development)	Not-to-exceed 35 hours
Brittany Wood (SREB Professional Development)	Not-to-exceed 35 hours



**ENC. 32**

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

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

Eric Cassavaugh

Teaching Assistant, hourly rate of pay per contract

Alexis Beyer

Kiara Colgan

Melissa Waite

Sarah Agnew

Realelena Hurley

Jocelyn Rock

Jessica Willette

Patricia Fortin

Registered Nurse, \$43/hr

Connie Poupore

Teacher Aide/ Student Aide, \$17/hr

Julia Imler (*pending fingerprint clearance*)

Hailee Liberty (*pending fingerprint clearance*)

Yazmine Lawrence (*pending fingerprint clearance*)

Brandee Nephew

Sydney Myers

Teacher, \$43/hr

Andrew Tedford

Jamie Ledwith

Teaching Assistant, \$29/hr

Patricia Sharlow (*pending fingerprint clearance*)

Sydney Myers

Jordan Doherty

Payton Gough

**ENC. 33**

Recommend that the Board approve the total CVES Budget for the 2024 – 25 school year in the amount of \$54,733,700.

### **ENC. 34**

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

Revised Policy – Second Read & Adopt  
#5600 Personal Property Accountability Policy (attached)

### **ENC. 35**

Recommend that the Board approve the following CVES Board Meeting dates for the 2024 – 25 school year:

July 10, 2024 – Plattsburgh  
August 21, 2024 – Plattsburgh  
September 11, 2024 – Mineville  
October 9, 2024 – Plattsburgh  
November 13, 2024 – Mineville  
December 11, 2024 – Plattsburgh  
January 15, 2025 – Mineville  
February 12, 2025 – Plattsburgh  
March 12, 2025 – Mineville  
April 9, 2025 – Mineville  
May 14, 2025 – Plattsburgh  
June 11, 2025 – Mineville

### **ENC. 36**

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, Ed Marin  
NYSSBA Leadership in Education Event  
July 19-20, 2024  
The Desmond Hotel by Crowne Plaza, Albany, NY (overnight accommodations needed)

### **ENC. 37**

Recommend that the Board approve the following Memorandum of Agreement:

1. Recommend that the Board approve the following Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals regarding the Health Insurance Moratorium.

**ENC. 38**

Recommend that the Board approve the following Memorandum of Agreement:

1. Recommend that the Board approve the following Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services Confidential Employees regarding the Health Insurance Moratorium.

**ENC. 39**

Recommend that the Board approve the following Memorandum of Agreement:

1. Recommend that the Board approve the following Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services 12-Month Support Staff regarding the Health Insurance Moratorium.

**ENC. 40**

Recommend that the Board approve the following Memorandum of Agreement:

1. Recommend that the Board approve the following Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services Administrative Unit regarding the Health Insurance Moratorium.

**ENC. 41**

Recommend that the Board approve the following Memorandum of Agreement:

1. Recommend that the Board approve the following Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services Managerial Employees regarding the Health Insurance Moratorium.

**ENC. 42**

Recommend that the Board approve the following Memorandum of Agreement:

1. Recommend that the Board approve the following Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and the Champlain Valley Educational Services CSEA Unit #6472 regarding the Health Insurance Moratorium.

**ENC. 43**

Reports from Directors (attached)

CHAMPLAIN VALLEY EDUCATIONAL SERVICES  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
ANNUAL MEETING

April 10, 2024  
CVES Learning Hub Conference Center, Plattsburgh, NY

2024 MINUTES

The Annual Meeting was called to order at 7:01 pm. by President Michael St. Pierre. The following people were present:

<u>CVES Board Members</u>		<u>Executive Officer</u>	<u>Others Present</u>	<u>Others Present</u>
Leisa Boise	Emily Phillips	Dr. Mark Davey	Amy Campbell	Dan Ashine-Beaudet
Dina Garvey	Lori Saunders		Eric Bell	Rod Sherman
Patricia Gero	Michael St. Pierre	<u>District Clerk</u>	Michele Friedman	
Richard Harriman, Sr.	Eddie Webbinaro	Katelyn Smart	Matthew Slattery	
Ed Marin	Donna Wotton			
Bruce Murdock				

President St. Pierre requested nominations from the floor to elect a Chairperson for the Annual Meeting. The District Clerk then read the notice of the Annual Meeting. Mr. Murdock moved, seconded by Mr. Harriman Sr., to nominate Mr. Ed Marin as Chairperson for the Annual Meeting. All Board Members present voted yes—motion carried. Mr. Marin was named Chairman of the meeting and asked that the meeting begin.

Chairman Marin turned the meeting over to Dr. Davey, the District Superintendent. Before reviewing the Budget, the Board Members and guests in the room introduced themselves. Following introductions, Dr. Davey began the 2024-2025 Proposed Budget Presentation. Dr. Davey thanked the CVES Budget Committee members and all CVES administrators and Management Services staff for their time, hard work, and diligence on the Budget planning and its development. The presented 2024-2025 Proposed Budget is the Proposed CVES BOCES Budget, and the component districts will vote on it on April 18, 2024. The State Budget, Foundation Aid, and district tax rates directly impact our component districts' Annual School District Budget approval process. Dr. Davey and Dr. Bell spoke about the State funding cuts to education, including the Foundation Aid reductions proposed in the 2024-2025 Governor's Executive Budget. Foundation Aid cuts affecting approximately half of our component districts (8 out of 16) will significantly impact on our schools' budgets if not adjusted in the final 2024-2025 NYS approved budget. Next, Dr. Bell presented CVES's 2024-2025 Administrative Budget changes since it was last shared at our February 14<sup>th</sup>, 2024 CVES Board Meeting. Dr. Bell noted that the CEWW Health Insurance Consortium-approved premium increases drive most of the changes. The Administrative Budget was broken down for all attendees. Dr. Davey and Dr. Bell provided the breakdown of the 2024-2025 CVES Budget as follows: Total Administrative Budget - \$7,892,894; Total Capital Budget - \$800,000; Total Program Budget - \$46,040,806; Total CVES Proposed Budget 2024-2025- \$54,733,700.

Dr. Davey then introduced the 2022-2023 Annual CVES/CEWW BOCES Report Card presentation highlighting CVES' successes. Mrs. Michele Friedman presented the highlights from CV-TEC. Mrs. Friedman touched on the numerous innovative and successful pathways CV-TEC has taken during the 2022-2023 school year. Dr. Eric Bell, Assistant Superintendent of Management Services, highlighted the successes of Management Services in supporting the work and operation of CVES in supporting our overall BOCES programs and services and our component districts. Dr. Matthew Slattery, Director of Special Education, shared an example of the immeasurable successes that can be accomplished when an appropriate education is provided to a student with a disability. Ms. Amy Campbell, Assistant Superintendent of Educational Services spoke about School Support Services and the importance of the growth of our Co-Sers, including the expansion within the S<sup>3</sup> division. The 2024-2025 Annual CVES Administrative Budget Vote and Election of CVES Board members will be held on April 18, 2024, in each component district. If appropriate, each district will recommend that the CVES Board approve the 2024-2025 budget at the May 8, 2024 Board meeting.

There being no further business, Mr. Murdock moved, seconded by Mr. Harriman Sr., that the Annual Meeting be adjourned at 7:38 pm. All Board Members present voted yes--motion carried.

Katelyn Smart Board Clerk

**DRAFT**

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

DATE: April 10, 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.  
Ed Marin  
Bruce Murdock  
Emily Phillips  
Lori Saunders  
Michael St. Pierre  
Eddie Webbinaro  
Donna Wotton

Board Members Absent:  
Kathy Comins-Hunter  
Donna LaRocque  
Craig Randall  
Emily Reynolds Bergh

Executive Officer:  
Dr. Mark Davey

Board Clerk:  
Katelyn Smart

Others Present:  
Amy Campbell  
Michele Friedman  
Dr. Matthew Slattery  
Dr. Eric Bell  
Dan Ashline Beaudet  
Rod Sherman

MEETING  
TO ORDER

Board President Michael St. Pierre called the meeting to order at 6:01 pm.

EXECUTIVE  
SESSION

Mr. Murdock moved, seconded by Mrs. Boise, that the Board go into Executive Session at 6:02 pm for the following reasons:

#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; 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.

The Executive Session began with Dr. Davey leading a confidential discussion regarding the planned new CTE Center Expansion and several contractual and property matters. Second, Dr. Davey provided the Board with information about a newly received grant and numerous updates on labor relations matters. This included the 2024-2029 labor agreement agreed upon with the CVES United Professionals. The agreement had been approved by the CVES United Professionals Association and was scheduled to be presented to the Board for its review and approval at the Board Meeting. Next, several Memorandums of

Understanding (MOU) were discussed. Lastly, Dr. Davey reviewed several confidential staff matters and answered the Board's questions.

Mr. Murdock moved, seconded by Mrs. Boise that the Board come out of Executive Session at 6:48 pm. All Board Members present voted yes—motion carried.

Meeting adjourned for the Annual Meeting at 7:00 pm

Meeting resumed at 7:39 pm

**DISTRICT  
SUPERINTENDENT  
UPDATE**

Dr. Davey began his District Superintendent's Update highlighting the CV-TEC Open Houses on March 20<sup>th</sup> and 21<sup>st</sup>. Dr. Davey asked Mrs. Michele Friedman, Director of CTE, to highlight the two Open Houses. Mrs. Friedman shared several highlights to showcase the students and programmatic accomplishments. The Board members then shared their positive experiences and appreciation for attending the Open Houses. Mrs. Friedman acknowledged the extra effort and pride shown by the student's hard work and willingness to participate after school hours. Continuing to speak about CV-TEC's successes, Dr. Davey reviewed with the Board members information about the upcoming State-wide SkillsUSA competition from April 24<sup>th</sup> to April 26<sup>th</sup> in Syracuse. Dr. Davey then reminded the Board that the upcoming National Technical Honor Society (NTHS) Induction Ceremonies will occur on May 15<sup>th</sup> at Moriah HS and May 22<sup>nd</sup> at the Learning Hub Conference Center. Both events start at 7:00 pm, and Dr. Davey invited the Board members to attend the exciting events if they are available.

Next, Dr. Davey shared a Capital Project update. Phase 2 construction planning has been underway throughout the year. Summer construction will begin in June. Dr. Davey asked Dr. Bell to provide additional information. Dr. Bell provided several updates on various projects underway at the Plattsburgh and Mineville campuses. Due to the summer construction projects, the Rise Center's Summer School (ESY) in Plattsburgh and Mineville must be relocated. Dr. Slattery has secured classrooms within component districts to keep ESY on schedule for 2024. Dr. Bell spoke about the new CTE expansion. The new CTE Expansion Project is progressing with CIDC and BBL. As per the schedule, the project plans to break ground in January or February 2025. CVES has been planning and meeting with the builders, architects, and CV-TEC staff. The planned new CTE Center design work is moving forward with updates to the building footprint. CVES plans to submit sketch plans at the end of April for review. The Clinton County Legislature approved the sale of land to CDIC for the new CTE Center. CVES, CIDC, and BBL continue to follow the projected timeline with a planned occupancy of the new CTE Center by CVES in September 2026.

Fifth, Dr. Davey provided various CVES Updates. He shared that as of Wednesday, April 10, 2024, 120 Staff members had taken the updated CVES Strategic Planning Annual Staff Survey. After the closing date of April 19<sup>th</sup>, Ms. Campbell will review

the data with Panorama Education. The results will then be reviewed with the DPT. Following the DPT Meeting on Wednesday, April 24<sup>th</sup>, 2024, the data, and results will be presented to the CVES Board at the May 8<sup>th</sup> Board meeting. Dr. Davey then informed the Board members that the Board-approved Workplace Violence Prevention (WVP) policy has been implemented, and employee input is being secured.

Sixth, Dr. Davey provided several SED updates from his March 2024 District Superintendents meeting at NYSED. He also provided several updates regarding the 2024-2025 NYS Budget discussions underway. Dr. Davey then shared several Rural Schools Association (RSA) Updates, including the 2024 RSA Winter Conference, which will be in Saratoga Springs from Wednesday to Thursday, December 4-5, 2024.

Finally, Dr. Davey reminded the Board Members that the next CVES BOCES Board meeting will be Wednesday, May 8, 2024, at the Yandon-Dillon Education Center in Mineville.

MINUTES OF  
PREVIOUS  
MEETING

Mrs. Boise moved, seconded by Mr. Murdock, to approve the Draft Minutes from the March 13, 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 February 28, 2024, to March 26, 2024.

TREASURER'S  
REPORT

Approve the Treasurer's Report from February 29, 2024.

EXTRA-  
CLASSROOM  
TREASURER'S  
REPORT

Approve the Extraclassroom Treasurer's Report from February 1, 2024 to February 28, 2024.

BUDGET  
INCREASE(S)

Approve the following budget increase(s):

1. Increase the Arts in Education budget (Co-Ser 404) from \$55,000 to \$100,000 for the 2023-2024 school year to accommodate for anticipated additional district requests through year-end. (S<sup>3</sup>)

2. Increase the Instructional Printing budget (Co-Ser 505) from \$439,281 to \$475,000 for the 2023-2024 school year to accommodate for increased costs. (S<sup>3</sup>)
3. Increase the Instructional Technology budget (Co-Ser 564) from \$1,446,540 to \$1,946,540 for the 2023-2024 school year to accommodate for anticipated additional district requests through year-end. (S<sup>3</sup>)
4. Increase the School Public Relations budget (Co-Ser 610) from \$208,363 to \$220,000 for the 2023-2024 school year, to accommodate for increased costs. (S<sup>3</sup>)

**CROSS CONTRACT BUDGET(S)** Approve the following Cross Contract budget(s):

1. Approve the Arts in Education - WSWHE BOCES budget in the amount of \$405 for the 2023-2024 school year, to accommodate for a Cross Contract with WSWHE BOCES (Schroon Lake). (S<sup>3</sup>)
2. Approve the Distance Learning – FEH BOCES budget in the amount of \$1,200 for the 2023-2024 school year, to accommodate for a Cross Contract with FEH BOCES (Northern Adirondack). (S<sup>3</sup>)
3. Approve the STAC Services – Questar III BOCES budget in the amount of \$3,700 for the 2023-2024 school year, to accommodate for a Cross Contract with Questar III BOCES (Chazy). (Rise Center)
4. Approve the Labor Relations – FEH BOCES budget in the amount of \$5,850 for the 2023-2024 school year, to accommodate for a Cross Contract with FEH BOCES (Ticonderoga). (Mgmt. Svcs)
5. Approve the Transportation Planning – FEH BOCES budget in the amount of \$2,459 for the 2023-2024 school year, to accommodate for a Cross Contract with FEH BOCES (Northeastern Clinton). (S<sup>3</sup>)

**CROSS CONTRACT BUDGET INCREASE(S)** Approve the following Cross-Contract Budget increase(s):

1. Increase the Distance Learning – Capital Region BOCES budget (Co-Ser 431) from \$160,000 to \$170,000 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (Boquet Valley). (S<sup>3</sup>)
2. Increase the Workshops – FEH BOCES budget (Co-Ser 517) from \$50,000 to \$60,000 for the 2023-2024 school year, to accommodate for additional Cross Contracts with FEH BOCES (AuSable Valley, Beekmantown, Boquet Valley,



Chazy, Northeastern Clinton, Northern Adirondack, Plattsburgh, Saranac, Schroon Lake, Ticonderoga, Willsboro). (S<sup>3</sup>)

3. Increase the Staff Development Workshop – WSWHE BOCES budget (Co-Ser 520) from \$1,183 to 5,100 for the 2023-2024 school year, to accommodate for additional Cross Contracts with WSWHE BOCES (Boquet Valley, Northern Adirondack, Schroon Lake, Ticonderoga). (S<sup>3</sup>)
4. Increase the Computer Services Admin – Capital Region BOCES budget (Co-Ser 604) from \$3,350,000 to \$3,450,000 for the 2023-2024 school year, to accommodate for anticipated additional Cross Contracts with Capital Region BOCES through year end. (S<sup>3</sup>)
5. Increase the Voice & Electronic Communication Service – Capital Region BOCES budget (Co-Ser 623) from \$230,000 to \$240,000 for the 2023-2024 school year, to accommodate for additional Cross Contracts with Capital Region BOCES (AuSable Valley, Boquet Valley, Plattsburgh). (S<sup>3</sup>)
6. Increase the Fixed Asset & Insurance Management – Questar III BOCES budget (Co-Ser 625) from \$10,463 to \$10,713 for the 2023-2024 school year, to accommodate for an additional Cross Contract with Questar III BOCES (Peru). (Mgmt. Svcs)

SUMMER SCHOOL  
(ESY) BUDGET  
INCREASE(S)

Approve the following Summer School (ESY) budget increase(s):

1. Increase the Summer School (ESY) Aged Non-Specified Program Budget from \$448,002 to \$456,002, for the period of July 1, 2023 through August 31, 2024, due to increase service requests (Rise Center).

SPECIAL AID  
FUND PROJECT  
BUDGET  
INCREASE(S)

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

1. Increase the WIOA Title I Special Aid Fund project budget from \$664,886 to \$670,536.13 for the period of July 1st, 2023, through June 30, 2024 due to rollover from the prior year in the amount of 5,650.13. (CV-TEC)

DONATION(S)

Approve the following Donation(s):

1. Donation of five (5) virtual reality goggles and equipment along with a five-year curriculum license by VICTORY RX. The item donated to the CV-TEC division will be utilized throughout the CTE Programs within the CV-TEC division.
2. Donations (\$900) to offset the cost of the CVES participation in the Scripps National Spelling Bee:

- Donation of \$100 from Northern Insuring Agency
- Donation of \$200 from Beekmantown Teachers Association Local #2493
- Donation of \$500 from UFirst Federal Credit Union
- Donation of \$100 from Plattco

EXTRA-CURRICULAR STUDENT ACTIVITY FUND CLUB ADVISOR CHANGE(S)

Approve the following Extra-Curricular Student Activity Fund Club Advisor change(s):

Cosmetology (The Razor's Edge)

From Jean Gonyo to Kylee Gonyea (Mineville)

CONSENT AGENDA PERSONNEL

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

RESCIND MAYHEW & GERO

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

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

Stipend Positions, Compensation per collective bargaining agreement

Grace Mayhew	Greenhouse Work- Plattsburgh
Grace Mayhew	Maple Sugaring- Plattsburgh

2. Recommend that the Board rescind the following appointment(s) from the October 11, 2023 meeting:

Stipend Positions, Compensation per collective bargaining agreement

Jennifer Gero	New Employee Mentor x2
---------------	------------------------

RESIGNATION(S) AUBREY, THOMPSON, LAFOUNTAIN, BOKUS, WEBSTER, GAMACHE, SAVARD & PALKOVIC

Accept the following letter(s) of Resignation:

1. Scott Aubrey, Teaching Assistant, effective March 13, 2024
2. Willie Thompson, Adult Education Course Instructor, effective March 13, 2024
3. Shyenne LaFountain, Teacher Aide/ Student Aide, effective March 23, 2024
4. Madison Bokus, Teacher Aide/ Student Aide, effective March 23, 2024
5. Rosemarie Webster, Teacher Aide/ Student Aide, effective March 23, 2024
6. Nichole Gamache, Teacher Aide/ Student Aide, effective March 25, 2024

7. Katherine Savard, Teaching Assistant, effective April 11, 2024, for the purpose of accepting a Teacher position
8. Matthew Palkovic, Network and Systems Coordinator, effective April 11, 2024, for the purpose of accepting a Network Administrator position

LEAVE(S) OF  
ABSENCE

Approve the following leave(s) of absence:

WAITE

1. Melissa Waite, Teacher Aide/ Student Aide, unpaid leave of absence, effective May 9, 2024 - May 16, 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>
Karen Figary	Food Service Helper ( <i>pending fingerprint clearance</i> )
Linda Sweet	Clerk ( <i>pending fingerprint clearance</i> )
Nichole Gamache	Teacher Aide/ Student Aide
Madison Bokus	Teacher Aide/ Student Aide
Kasey MacDougal	Teacher
Judianne Testa Stout	Teacher ( <i>pending fingerprint clearance</i> )
Kathryn Tallman	Teacher ( <i>pending fingerprint clearance</i> )
Kathleen Timoney	Teacher ( <i>pending fingerprint clearance</i> )
Kasey MacDougal	Teaching Assistant
Judianne Testa Stout	Teaching Assistant ( <i>pending fingerprint clearance</i> )
Kathryn Tallman	Teaching Assistant ( <i>pending fingerprint clearance</i> )
Kathleen Timoney	Teaching Assistant ( <i>pending fingerprint clearance</i> )

PERMANENT  
CIVIL SERVICE  
APPOINTMENT(S)  
SMITH, SMART &  
LINDBERG

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

1. Thomas Smith, Health, Safety, and Risk Management Specialist, effective April 16, 2024
2. Katelyn Smart, District Clerk, effective May 1, 2024
3. Cynthia Lindberg, Account Clerk/ Typist, effective May 2, 2024

HOURLY  
APPOINTMENT(S)  
FOR THE 2023-2024  
SCHOOL YEAR  
ST. PIERRE

Appoint the following person(s) to an hourly appointment for the 2023-2024 School Year:

1. Alexander St. Pierre, Sr. Computer Programmer, \$50/hr (was Provisional)

CIVIL SERVICE  
PROVISIONAL  
APPOINTMENT(S)  
PALKOVIC

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

1. Name: Matthew Palkovic

Position: Network Administrator  
Effective Date: April 11, 2024  
Annualized Salary: \$87,500

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

52-WEEK CIVIL  
SERVICE  
PROBATIONARY  
APPOINTMENT(S)  
MORIN-LAKE &  
CLARK

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

1. Name: Joanna Morin-Lake  
Position: Cook Manager  
Effective Date: April 9, 2024  
Tentative Permanent Date: April 9, 2025  
Annualized Salary: \$28,105
2. Name: Kyla Clark (*pending fingerprint clearance*)  
Position: Teacher Aide/ Student Aide  
Effective Date: April 15, 2024  
Tentative Permanent Date: April 15, 2025  
Annualized Salary: \$20,950

FOUR-YEAR  
PROBATIONARY  
APPOINTMENT(S)  
BALLARD &  
SAVARD

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

1. Name: Jesse Ballard (*was temporary*)  
Tenure Area: Special Education Teacher  
Position: Special Education Teacher  
Effective Date: March 15, 2024  
Tentative Tenure Date: March 15, 2028  
Certification Status: Students with Disabilities- Grades 7-12 Generalist, Initial  
Annualized Salary: \$50,895
2. Name: Katherine Savard  
Tenure Area: Mathematics 7-12  
Position: Academic Services Teacher  
Effective Date: April 11, 2024  
Tentative Tenure Date: April 11, 2028  
Certification Status: Mathematics 7-12, Initial  
Annualized Salary: \$50,582

(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).

TEMPORARY  
APPOINTMENT(S)  
FOR THE 2023-2024  
SCHOOL YEAR  
TEDFORD

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

1. Name: Andrew Tedford  
Position: Special Education Teacher  
Effective Date: April 9, 2024- June 30, 2024  
Certification Status: Social Studies 7-12, Initial  
Annualized Salary: \$50,582

TEMPORARY  
GRANT  
APPOINTMENT(S)  
LESCATRE

Approve the following Temporary Grant Appointment(s) from December 31, 2023 - June 30, 2024:

1. Matthew Lescatre, Work Study Student, not-to-exceed 260 hours, at \$15/hr

ADDITIONAL  
WORK FOR THE  
2023-2024  
SCHOOL YEAR

Approve the following Additional Work for the 2023-2024 School Year:

Culinary Arts Management, Hourly rate of pay

Tyler Puchrik	Not-to-exceed 20 hours
Alaina Weare	Not-to-exceed 20 hours

Stipend Positions, Compensation per collective bargaining agreement

Joshua Pierce	Greenhouse Work- Plattsburgh
Anika Craig	NTHS Advisor- Plattsburgh
Allison Bola	New Employee Mentor x2
Greg Cassavaugh	New Employee Mentor x2
Janine Manley	New Employee Mentor

Mentor/Mentee Training, Hourly rate of pay per contract

Amy Keech	Not-to-exceed 10 hours
Janine Manley	Not-to-exceed 10 hours
Michelle Mosher	Not-to-exceed 10 hours
Casandra Kellaway	Not-to-exceed 10 hours
Allison Bola	Not-to-exceed 10 hours

SPECIAL  
EDUCATION  
SUMMER SCHOOL  
(ESY) STAFFING  
2024-2025

Approve the following 2024-2025 Special Education Summer School (ESY) Staffing:

Teacher, \$43/hr  
Jenelle Waldron  
Nicholas Brindisi

Caron Laundree  
Jamie Ledwith

Teaching Assistant, \$29/hr

Kayla Myers  
Cynthia Williams  
Kayla Mills

Teacher Aide/ Student Aide, \$17/hr

Stacey Yelle  
Diane Katzfey  
Kayla Myers  
Allie Huchro

Registered Nurse, \$43/hr

Carol Prager  
Bernadette Paul  
Brenda Speshock

Speech Language Pathologist, \$43/hr

Lindsey Gilmore

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

Karen Everleth  
Shelby Spellman  
Realelena Hurley  
Angelia Frenyea  
Patricia Fortin  
Debra Rogers  
Melissa Waite  
Emily Schwalb  
Bridget Trombley

Teaching Assistant, Hourly rate of pay per contract

John Law

**EMPLOYMENT  
AGREEMENT  
PALKOVIC**

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

Upon the recommendation of the District Superintendent, BE IT RESOLVED that the Board approve the following resolution: Ratify the Employment Agreement by and between Clinton-Essex-Warren-Washington Board of Cooperative Educational Services and Matthew Palkovic, Network Administrator, effective April 10, 2024 through June 30, 2028.

All Board Members present voted yes—motion carried.

CVES 2022-2023  
REPORT CARD

Mr. Harriman Sr. moved, seconded by Mrs. Boise, to approve:

The CVES Report Card as presented at the Annual Meeting.

All Board Members present voted yes—motion carried.

LEAVE(S) OF  
ABSENCE  
WALDRON &  
DESROCHER

Mr. Murdock moved, seconded by Mr. Harriman Sr., to approve the following leave(s) of absence:

1. Cindy Waldron, Teacher Aide/ Student Aide, unpaid leave of absence, effective April 9, 2024 – April 24, 2024
2. Marky Desrocher, Teaching Assistant, unpaid leave of absence, effective April 9, 2024 – April 22, 2024

All Board Members present voted yes—motion carried.

FOUR-YEAR  
PROBATIONARY  
APPOINTMENT(S)  
ROSER

Mr. Murdock moved, seconded by Mrs. Saunders, to approve the following person(s) to a Four-Year Probationary Appointment as follows:

1. Name: Meghan Roser  
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: \$60,000

(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).

All Board Members present voted yes—motion carried.

MEMORANDUM  
OF AGREEMENT  
CVES UNITED  
PROFESSIONALS

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

Recommend the Board to approve the Collective Bargaining Agreement between the Clinton-Essex-Warren-Washington (CEWW) Board of Cooperative Educational Services and the Champlain Valley Educational Services United Professionals, effective July 1, 2024, through June 30, 2029.

All Board Members present voted yes—motion carried.

SPECIAL AID  
FUND PROJECT

Mr. Harriman Sr. moved, seconded by Mrs. Boise, to approve the following Special Aid Fund project(s):

1. Core Rehabilitation Services (CRS) Special Aid Fund project, in the amount of \$455,005, for the period of January 1, 2024 through December 31, 2024. (Rise Center)

All Board Members present voted yes—motion carried.

CONTRACT  
AGREEMENT(S)

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

Core Rehabilitation Services (CRS) Special Aid Fund project, in the amount of \$455,005, for the period of January 1, 2024 through December 31, 2024. (Rise Center)

All Board Members present voted yes—motion carried.

NEXT BOARD  
MEETING

The next Board meeting will be held on Wednesday, May 8, 2024, at the Yandon-Dillon Education Center, Mineville, NY. An anticipated Executive Session will begin at 6:00 pm.

ADJOURNMENT

Mr. Harriman Sr. moved, seconded by Mrs. Boise, to adjourn the meeting at 8:03 pm. All Board Members present voted yes—motion carried.

**DRAFT**

Katelyn Smart, Board Clerk



MEMO

To: Katelyn Smart, BOCES Board Clerk  
 Clinton-Essex-Warren-Washington BOCES  
 From: Angela Jennette, Claims Auditor  
 Date: April 29, 2024  
 Re: Report for Board Agenda for May 8, 2024, Meeting

The following warrant claims were reviewed from March 27, 2024, to April 29, 2024:

<u>Warrant No. &amp; Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
	**	
W #38 - 03/27/2024	*Check Nos: 245902-245963 *Check Nos: 003337-003410 ACH Payments: ACH011645-ACH011713 WEX-ACH Payments: ACH02520-ACH02568	\$ 409,490.95
W #39 - 04/04/2024	*Check Nos: 245964-246011** *Check Nos: 003411-003443 ACH Payments: ACH011714—ACH011746 WEX-ACH Payments: ACH02569-ACH02596	\$ 778,334.99
W #40 - 04/11/2024	*Check Nos: 246038-246061 *Check Nos: 003444-003549 ACH Payments: ACH011747-ACH011764 WEX-ACH Payments: ACH02597-ACH02675	\$ 1,102,529.06
W #41 - 04/18/2024	*Check Nos: 246062-246136 *Check Nos: 003550-003587 ACH Payments: ACH011765-ACH011839 WEX-ACH Payments: ACH02676-ACH02712 HI ACH Payments: ACH0049-ACH0051	\$ 621,166.85
W #42 - 04/25/2024	*Check Nos: 246168-246219 *Check Nos: 003588-003650 ACH Payments: ACH011840-ACH011888 WEX-ACH Payments: ACH02713-ACH02772 HI ACH Payments: ACH0052-ACH0053	\$ 523,092.42

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

**IRS-EFTPS:** PR#23-Wire #2423 FEDTAX Wire #2423FICA Wire #2423MEDI-Warrant #38  
 PR#24-Wire #2424 FEDTAX Wire #2424FICA Wire #2424MEDI-Warrant #41  
 PR#25-Wire #2425 FEDTAX Wire #2424FICA Wire #2524MEDI-Warrant #42

**NYS Promptax:** PR #23- Wire #2423NY- Warrant #38;  
 PR #24- Wire #2424NY- Warrant #41;  
 PR #25- Wire #2524NY- Warrant #42

**NYS Office of Comptroller ERS Retirement & Loans:** PR #22&23-Wire #ERS-MAR24-Warrant #39;

**Health Ins. Monthly:** Wire #HINS-41124-Warrant #40;  
**Vendor Payment Wire:** Wire #VENY-1291- Warrant #38

CC: Eric Bell  
 Christine Myers  
 Hayden Reidy

**FSA/HRA :** Wire #BEN-031824-Warrant #38 Wire #BEN031924A-Warrant #38  
 Wire #BEN-032024-Warrant #38 Wire #BEN031924B-Warrant #38  
 Wire #BEN-032124-Warrant #38 Wire #BEN031924C-Warrant #38  
 Wire #BEN-032224-Warrant #38  
 Wire #BEN-032524-Warrant #39 Wire #BEN032624A-Warrant #39  
 Wire #BEN-032724-Warrant #39 Wire #BEN032624B-Warrant #39  
 Wire #BEN-032524-Warrant #39 Wire #BEN032624C-Warrant #39  
 Wire #BEN-032924-Warrant #40 Wire #BEN040224A-Warrant #40  
 Wire #BEN-040124-Warrant #40 Wire #BEN040224B-Warrant #40  
 Wire #BEN-040224-Warrant #40  
 Wire #BEN-040324-Warrant #40  
 Wire #BEN-040424-Warrant #40  
 Wire #BEN-040524-Warrant #40  
 Wire #BEN-040824-Warrant #40  
 Wire #BEN040924A-Warrant #40  
 Wire #BEN040924B-Warrant #40  
 Wire #BEN040924C-Warrant #40  
 Wire #BEN-041024-Warrant #41  
 Wire #BEN-041124-Warrant #41  
 Wire #BEN-041224-Warrant #41  
 Wire #BEN-041524-Warrant #42  
 Wire #BEN-041724-Warrant #42  
 Wire #BEN-041824-Warrant #42  
 Wire #BEN-041924-Warrant #42  
 Wire #BEN041624A-Warrant #42  
 Wire #BEN041624B-Warrant #42  
 Wire #BEN041624C-Warrant #42

**Benefit Claims Acc. :** Wire #WEX-032724-Warrant #38;  
 Ck & ACH's Listed Above Wire #WEX-040424-Warrant #39  
 Wire #WEX-041124-Warrant #40  
 Wire #WEX-041824-Warrant #41  
 Wire #WEX-042524-Warrant #42

<b><u>Health Insurance Consortium Payments:</u></b>	<b><u>Benetech Workers Compensation Payments:</u></b>
4/8/24 \$ 1,560,605.75	4/2/24 \$ 94,852.25
4/15/24 \$ 2,332,952.11	4/25/24 \$ 16,917.00- Ck#1078
4/22/24 \$ 1,569,083.15	<b><u>NCS Comp. Compensation Payments:</u></b>
4/29/24 \$ 1,981,967.92	4/18/24 \$ 400,000.00
4/10/24 \$ 92,338.81-Ck#1040	4/25/24 \$ 18,750.00- Ck#1079

<b><u>Transfers-Health Insurance:</u></b>	<b><u>Transfer-Spelling Bee:</u></b>
4/29/24-NYCLASS to TDBank- \$18,000,000.00	NYCLASS to Scholarship \$5,000.00
4/10/24-NYCLASS to TDBank- \$ 34,750.00	TDBank to NYCLASS \$6,000.00

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

Internal Claims Auditor  
 (Signature) 

CC: Eric Bell  
 Christine Myers  
 Hayden Reidy

Date	Warrant	Vendor #	Claim	Audit Finding	Summary Business Office Response	Resolution/Options
03/26/24	Pending W#38	17478		Missing back-up for payment amount.	This is a partial refund of the credit on account. Student is still taking courses, but just not the full course originally paid for. Refund request from division indicates reason for partial refund. Statement attached showing original payment and full credit balance.	Approved for final warrant.
03/26/24	Pending W#38	12532		Invoice over 60 days.	Invoice not received from division timely. Paid timely upon receipt.	Approved for final warrant \$409,490.95
03/27/24	Final W#38	17413			Attorney was approved at the December 2023 Consortium Board meeting. All attorneys must be board approved before services can be rendered. Documentation of approval should be attached to Purchase Orders annually, however, a signed contract will not be processed be Purchasing Agent until board approval is confirmed. Legal services may begin at such time that the board approves, with a Purchase Order to follow, if legally necessary. Payment cannot be rendered without a contract and Purchase Order in place.	Approved for final warrant.
04/03/24	Pending W#39	12772		Services started before Purchase Order requested and all services completed before Purchase Order was issued.	Accounts Payable staff will notify employee to use current year form.	Approved for final warrant \$778,334.99
04/03/24	Pending W#39			Incorrect form used by employee.		
04/04/24	Final W#39					
04/10/24	Pending W#40	17383		Incorrect mileage form being used.	Will have Business Manager review and determine if revised form necessary for payment or whether a formal memo will be issued to employee and division noting that this will be the last allowed submission to be paid without the updated form.	Removed from final warrant
04/11/24	Final W#40					\$1,102,529.06
04/17/24	Pending W#41	15056		Incorrect address.	Address correct.	Approved for final warrant.
04/18/24	Final W#41					\$621,166.85
04/24/24	Pending W#42	17358		Service started before Purchase Order issued but contract started before services.	Oversight by division with new On-The-Job training opportunity. Division authorized students to start while contract was in progress. Purchase Order followed once level of service determined and contract finalized. Will be in place for next year.	Approved for final warrant
04/24/24	Pending W#42	11742		Conference in 10/23, Purchase Order requested 4/24. Conference Approval form was submitted timely prior to conference.	Oversight by division. New staff learning the Purchase Order process. They have been informed of appropriate steps to follow, should not be an issue going forward.	Approved for final warrant
04/25/24	Final W#42					\$523,092.42

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

	Account Balances		Receipts		Disbursements		Account Balances	
	February 29, 2024	March 31, 2024	March	Year To Date	March	Year To Date	March 31, 2024	March 31, 2024
<b>I. SUMMARY OF ACCOUNT ACTIVITY</b>								
<b>CHECKING ACCOUNTS</b>								
Depository								
General Fund	\$ 1,368,786.90	\$ 4,756,429.27	\$ 6,644,436.01	\$ 45,471,290.07	\$ 3,256,793.64	\$ 43,088,159.68	\$ 4,756,429.27	\$ 4,756,429.27
Special Aid Fund	\$ (1,144,984.20)	\$ (1,161,453.49)	\$ 500,123.80	\$ 2,231,580.44	\$ 516,593.09	\$ 2,745,536.52	\$ (1,161,453.49)	\$ (1,161,453.49)
School Lunch Fund	\$ 120,564.20	\$ 123,509.97	\$ 30,798.05	\$ 264,978.51	\$ 27,852.28	\$ 199,593.36	\$ 123,509.97	\$ 123,509.97
Capital Fund	\$ 2,323,811.54	\$ 1,958,580.20	\$ 241.00	\$ 1,140,708.19	\$ 365,472.34	\$ 426,584.08	\$ 1,958,580.20	\$ 1,958,580.20
Special Revenue Fund (Excluding ExtraClassroom)	\$ 12,583.94	\$ 7,715.59	\$ 131.65	\$ 913.00	\$ 5,000.00	\$ 7,680.00	\$ 7,715.59	\$ 7,715.59
Custodial Fund	\$ 131,563.83	\$ 252,063.16	\$ 229,445.19	\$ 1,266,612.19	\$ 108,945.86	\$ 1,104,122.91	\$ 252,063.16	\$ 252,063.16
Operating General Fund	\$ 530,872.78	\$ 487,471.66	\$ 4,186,934.76	\$ 48,112,225.34	\$ 4,230,335.88	\$ 47,908,571.64	\$ 487,471.66	\$ 487,471.66
<b>INVESTMENTS</b>								
Certificates of Deposit	\$ -	\$ -	\$ -	\$ 2,545,286.55	\$ -	\$ 5,045,286.55	\$ -	\$ -
<b>SAVINGS ACCOUNTS</b>								
Capital Fund	\$ 6,377,045.74	\$ 6,405,369.55	\$ 28,323.81	\$ 246,731.97	\$ -	\$ -	\$ 6,405,369.55	\$ 6,405,369.55
General Fund	\$ 2,125,891.02	\$ 2,135,333.21	\$ 9,442.19	\$ 82,252.06	\$ -	\$ -	\$ 2,135,333.21	\$ 2,135,333.21
Special Revenue Fund	\$ 21,933.07	\$ 28,033.90	\$ 6,100.83	\$ 7,625.54	\$ -	\$ -	\$ 28,033.90	\$ 28,033.90
<b>TOTAL FUNDS ON ACCOUNT</b>	<b>\$ 11,868,068.82</b>	<b>\$ 14,993,053.02</b>		<b>\$ 101,370,203.86</b>		<b>\$ 100,525,534.74</b>		<b>\$ 14,993,053.02</b>

	March 31, 2024		Add: Deposits in		Less: Outstanding		March 31, 2024	
	Bank Balance	Account Balances	Transit	Checks	Checks	Account Balances	Account Balances	Account Balances
<b>II. RECONCILIATION TO BANK STATEMENTS</b>								
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 683,301.36	\$ -	\$ -	\$ (195,825.70)	\$ -	\$ 487,471.66	\$ 487,471.66	\$ 487,471.66
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 5,596,559.75	\$ -	\$ -	\$ -	\$ -	\$ 5,596,559.75	\$ 5,596,559.75	\$ 5,596,559.75
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ 87,790.05	\$ -	\$ -	\$ -	\$ -	\$ 87,790.05	\$ 87,790.05	\$ 87,790.05
TD BANK - MUNICIPAL CHECKING - BENEFIT PLAN CLAIMS	\$ 277,483.34	\$ -	\$ -	\$ (24,988.44)	\$ -	\$ 252,494.90	\$ 252,494.90	\$ 252,494.90
TD BANK - CERTIFICATES OF DEPOSIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NYCLASS - SAVINGS, GENERAL FUND	\$ 2,135,333.21	\$ -	\$ -	\$ -	\$ -	\$ 2,135,333.21	\$ 2,135,333.21	\$ 2,135,333.21
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 6,405,369.55	\$ -	\$ -	\$ -	\$ -	\$ 6,405,369.55	\$ 6,405,369.55	\$ 6,405,369.55
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 971.50	\$ -	\$ -	\$ -	\$ -	\$ 971.50	\$ 971.50	\$ 971.50
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 756.61	\$ -	\$ -	\$ -	\$ -	\$ 756.61	\$ 756.61	\$ 756.61
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 12,294.56	\$ -	\$ -	\$ -	\$ -	\$ 12,294.56	\$ 12,294.56	\$ 12,294.56
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 2,554.25	\$ -	\$ -	\$ -	\$ -	\$ 2,554.25	\$ 2,554.25	\$ 2,554.25
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 6,005.53	\$ -	\$ -	\$ -	\$ -	\$ 6,005.53	\$ 6,005.53	\$ 6,005.53
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 5,451.45	\$ -	\$ -	\$ -	\$ -	\$ 5,451.45	\$ 5,451.45	\$ 5,451.45
<b>TOTAL FUNDS ON ACCOUNT</b>		<b>\$ 14,993,053.02</b>				<b>\$ 14,993,053.02</b>		<b>\$ 14,993,053.02</b>

GENERAL FUND INTEREST RECEIVED 7/01/23 - 3/31/24 \$ 256,303.58  
 CAPITAL FUND INTEREST RECEIVED 7/01/23 - 3/31/24 \$ 248,806.56

PREPARED BY:  Christine Myers, District Treasurer  
 DATED: 4/24/24

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

FOR THE PERIOD 03/01/2024 TO 03/31/2024

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	3,328.81	0.00	3,328.81	0.00	3,328.81
SKILLS USA - MINEVILLE	278.80	1,878.93	0.00	1,878.93	0.00	1,878.93
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	1,866.19	0.00	1,866.19	0.00	1,866.19
RAZOR'S EDGE	663.97	663.97	0.00	663.97	0.00	663.97
FUTURE FARMERS OF AMERICA	1,922.38	2,747.86	0.00	2,747.86	0.00	2,747.86
SALES TAX	61.56	151.13	33.38	184.51	151.13	33.38
TOTAL	9,623.00	11,932.67	33.38	11,966.05	151.13	11,814.92

  
 COUBY SISKAVICH, EXTRACLASSROOM TREASURER  
 4/24/24  
 DATE

3/31/2024 Bank Balance \$ 12,087.30  
 Add: Deposits in Transit \$ (272.38)  
 Less: Outstanding Checks \$ 11,814.92

**State University of New York at Cortland  
William H. Parks Family Center for Environmental and Outdoor Education  
Raquette Lake**

**Revocable Permit – Use of University Facilities for Covered Activities  
Under the State University of New York Child Protection Policy**

THIS AGREEMENT, made this 4th day of April **2024**, by and between the STATE UNIVERSITY OF NEW YORK, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at SUNY Plaza, Albany, New York, 12246, by and on behalf of the State University of New York at Cortland, having its principal place of business at 21 Graham Avenue, Cortland, NY (hereinafter referred to as “SUNY Cortland” and CEWW BOCES (Clinton-Essex-Warren-Washington BOCES)), Tonya Robinson, a non-commercial organization having its principal place of business located at 1585 Military Tpk., Plattsburgh, NY 12901, hereinafter referred to as “the Permittee,” and collectively as “the Parties.”

**W I T N E S S E T H:**

**WHEREAS**, the Permittee will be conducting an on-campus activity which requires certain facilities; for a Covered Activity, defined herein as an activity conducted by the Permittee occurring at W.H. Parks Family Outdoor Center, Raquette Lake, for the duration of which the responsibility for custody, control and supervision of children is vested in Permittee; and

**WHEREAS**, SUNY Cortland has such facilities; and

**WHEREAS**, the parties desire to enter into an agreement whereby SUNY Cortland will make such facilities available to the Permittee for the Covered Activity.

**NOW, THEREFORE**, be it known that a revocable permit is hereby granted to the Permittee, subject to the terms and conditions as hereinafter provided, to use the facilities and services designated in Exhibit B, attached hereto and made a part hereof, on the date(s) and at the times specified thereon.

1. SUNY Cortland shall supply all ordinary and necessary water, gas, electricity, light, heat and sewerage facilities for the premises. Unless specifically indicated otherwise in Exhibit B, no telephone service shall be provided by SUNY Cortland to Permittee hereunder.
2. The Permittee shall take good care of the premises, fixtures and appurtenances to preserve the premises in good order and condition. Upon removal from said premises, the Permittee shall, at its sole cost and expense, restore the premises as nearly as possible to the condition in which these premises were in when the use by the Permittee began, other than ordinary wear and tear to the premises.

3. Upon the prior written approval by SUNY Cortland , the Permittee may use other areas of the W.H. Parks Family Outdoor Center, Raquette Lake upon the same terms and conditions as provided herein.
4. The Permittee agrees to provide SUNY Cortland with a copy of its [Incorporation Papers or Receipt of Filing as a nonprofit agency or a commercial entity filed with the Secretary of State, or Papers Filed with the appropriate County Clerk for Conducting Business in its Name].
5. In consideration of the facilities and services to be provided by SUNY Cortland, the Permittee agrees to reimburse SUNY Cortland in accordance with the costs or services stipulated on Exhibit C, attached hereto and made a part hereof, and any other extraordinary costs incurred by SUNY Cortland to meet the requirements of the Permittee. Payment shall be made by the Permittee payable upon receipt of an official billing statement from SUNY Cortland. The form and manner of presentation of the statement shall be mutually agreed upon by the Parties.
6. The Permittee shall be responsible for any and all damages or loss by theft or otherwise of property whether such property shall belong to SUNY Cortland or to others, and for injury to persons (including death) which may in any way result from the operation or conducting of the Covered Activity, or may be caused by any of the persons involved in the Covered Activity, whether or not directly caused by the Permittee.
7. The Permittee shall be responsible for and shall maintain good discipline and proper behavior on the part of all persons in any way involved with the Covered Activity and agrees to remove any personnel involved in the Covered Activity whose actions, or failure to act, shall in the sole judgment of SUNY Cortland, after consulting with the Permittee, be deemed to be detrimental to SUNY Cortland.
8. If in the judgment of SUNY Cortland the activities of any personnel in any way involved in the Covered Activity should be such that SUNY Cortland, after consultation with the Permittee, shall determine that the continuation of the Covered Activity for the then remaining period covered by this Agreement shall be contrary to the best interest of SUNY Cortland, SUNY Cortland may terminate this Agreement without liability of any kind whatsoever therefore, and the Permittee and all personnel so involved shall be thereupon removed from SUNY Cortland premises.
9. This Agreement shall be interpreted according to the laws of the State of New York. The Permittee shall comply with established State University of New York and SUNY Cortland regulations and policies and with all laws, rules, orders, regulations, and requirements of Federal, State and municipal governments applicable thereto including the provisions contained in the rider attached hereto and made a part hereof as Exhibit A. If necessary, Permittee shall obtain and keep in force at its sole cost and expense, any permits or licenses which may be required by any local, State or Federal Governmental body.

10. The Permittee agrees that the issuance of this permit shall in no way diminish the statutory authority of the State University of New York or SUNY Cortland to possession, pursuant to the Education Law, of the State controlled property to which this permit relates; nor shall the dominion and control by the State University of New York over the said State property be in any way diminished.
11. The Permittee specifically agrees that this permit does not create the relationship of landlord and tenant between SUNY Cortland and the Permittee regarding the use of the State controlled property to which this permit relates.
12. The Permittee specifically agrees that this permit shall be void and of no further force and effect upon any use of the State controlled property to which this permit relates which is inconsistent with State Law or which in any way conflicts with the purposes or objectives of SUNY Cortland.
13. The Permittee shall have the right, so long as this permit shall remain in force, to enter upon said State lands for the purpose of maintaining, operating and using facilities designated in *Exhibit B*.
14. The Permittee specifically agrees not to hold itself out as representing the State of New York or State University of New York in connection with the use of the State-owned property to which this permit relates, nor shall the name of the State of New York, the State University of New York, or the State University of New York at Cortland be used by Permittee for any purpose without prior approval of the SUNY Cortland.
15. The Permittee assumes all risk incidental to the use of said facilities and shall be solely responsible for any and all accidents and injuries to persons and property (including death) arising out of or in connection with the Covered Activity, use of facilities, its appurtenances and the surrounding grounds and hereby covenants and agrees to indemnify and hold harmless the State of New York and the State University of New York from any and all claims, suits, actions, damages and costs of every nature and description arising out of or relating to the use of the facilities, its appurtenances and the surrounding grounds or the violation by said Permittee, its agents, employees or contractors of any law, code, order, ordinance, rule or regulation in connection therewith. The Permittee further agrees, on being requested to do so, to assume the defense and to defend, at its own cost and expense, any action brought at any time against the State of New York and/or the State University of New York in connection with the claims, suits and losses, as aforesaid. Subject to the availability of lawful appropriations and consistent with Section 8 of the State Court of Claims Act, SUNY Cortland shall hold Permittee harmless from and indemnify it for any final judgment of a court a competent jurisdiction to the extent attributable to the negligence of the State University of New York or of its officers or employees when acting within the course and scope of their employment.
16. The Permittee agrees to provide SUNY Cortland with the insurance coverage listed below, naming the State University of New York, as an additional insured covering



property damage, personal injury or death arising out of the use of SUNY Cortland facilities. The Permittee further agrees to provide the SUNY Cortland designee cited in paragraph 19 of this Permit evidence of such coverage within five (5) business days of execution of this permit or at minimum two weeks (14 days) prior to the Covered Activity. Permittee agrees to provide notice to SUNY Cortland of any cancellation of such policies, renewal policies, or new policies.

- (a) General Liability insurance two million dollars (\$2,000,000) each occurrence and two million dollars (\$2,000,000) in the aggregate;
- (b) New York State Workers' Compensation and disability insurance during the term of the revocable permit for the benefit of Permittee's employees required to be covered under the NYS Workers' Compensation Law and the NYS Disability Benefits Law.

*If required:*

- (c) Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of University facilities.
17. If the Covered Activity for which this permit issues is a children's camp as defined by New York Public Health Law § 1392, Permittee agrees to provide SUNY Cortland with a copy of its camp operator permit issued by the New York State Commissioner of Health upon execution of the Permit, and not later than two weeks (14 days) before the scheduled use of University facilities.
18. The Permittee represents and warrants that for all of its employees, volunteers, subcontractors and agents who shall enter upon University facilities for purposes related to the Covered Activity, Permittee has conducted within the ninety (90) day period preceding the use of University facilities (i) a search of the NY Sex Offender Registry; and (ii) a search of the National Sex Offender Public Registry.
- a. A search of the NY Sex Offender Registry means:
    - (i) a search of the file of persons required to register pursuant to Article 6-C of the Correction Law maintained by the NY Division of Criminal Justice Services pursuant to NY Correction Law § 168-b for every level of sex offender (Level 1 through Level 3), which requires an email, CD or hard copy submission of names and identifiers to DCJS as described on the DCJS website ([http://www.criminaljustice.ny.gov/nsor/800info\\_cdsubmit.htm](http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm)); and
    - (ii) retention of the records of the results of such search. Note that an internet search alone will not meet the requirements of this Policy.

- b. A search of the National Sex Offender Public Registry means:
- (i) a search by first and last name of the National Sex Offender Public Website maintained by the United States Department of Justice at this link: <http://www.nsopw.gov/>; and
  - (ii) retention of the records of the results of such search.
19. The Permittee represents and warrants that for all facets of the Covered Activity:
- (a) it shall adhere to the following minimum staff-to-child supervision ratios by age of child:

5 years and younger:	1 staff for each 6 children;
6-8 years:	1 staff for each 8 children;
9-14 years:	1 staff for each 10 children;
15-16 years:	1 staff for each 12 children.
  - (b) at least 80% of its staff are eighteen (18) years of age or older and that all staff are at least sixteen (16) years of age and at least two (2) years older than the children with whom they are working;
  - (c) its staff has training specific to the program or activity; and
  - (d) the overall supervisor for each program and activity is an adult with certification or documented training and/or experience in that program or activity.
20. The Permittee represents and warrants that any time it provides transportation for participating minors to and from the SUNY campus grounds, in addition to the driver of the vehicle, there shall be at least one other staff member in the vehicle at all times.
21. The Permittee acknowledges that it has received a copy of the State University of New York Child Protection Policy and Mandatory Reporting and Prevention of Child Sexual Abuse Policy and agrees to abide by all of their terms, including its requirement that any suspected physical abuse or sexual abuse of a child be reported immediately to University Police. The Permittee's written acknowledgement is attached hereto as Exhibit D. Permittee represents and warrants that it has caused each of its employees, agents and volunteers, and those of its sub-permittees, who is responsible for custody, control or supervision of children participating in the covered Activity, to complete the Acknowledgement of review of the above-referenced policies and their agreement to abide by their terms, available at these links:
- Exhibit D, Permittee Acknowledgement of Receipt of SUNY Child Protection Policies
  - SUNY Child Protection Policy
  - SUNY Policy on Mandatory Reporting and Prevention of Child Sexual Abuse

Policy Document No. 6504.

22. The Permittee specifically agrees that if this permit is cancelled or terminated for any reason, the Permittee shall have no claim against SUNY Cortland, its officers and employees, nor any claim against the State of New York, its officers and employees, and both the State University of New York and the State of New York and their officers and employees shall be relieved from any and all liability.
23. Any notice to either party hereunder must be in writing signed by the party giving it and shall be addressed as follows:

TO SUNY Campus: SUNY Cortland  
Rhonda Pitoniak  
PO Box 2000, Professional Studies Bldg., Rm. 1131  
Cortland, NY 13045  
607-753-5488

TO THE PERMITTEE: CEWW BOCES (Clinton-Essex-Warren-Washington  
BOCES)  
Tonya Robinson  
1585 Military Tpk.  
Plattsburgh, NY 12901  
518-726-6477

Or to such other addressee as may be hereafter designated by notice. All notices become effective only when received by the addressee.

24. This Agreement constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the subject matter of this contract are hereby superseded. In the event of any inconsistency or conflict among the documents comprising this Agreement, such inconsistency or conflict shall be resolved by giving precedence to the documents in the following order:
1. Exhibit A, State University of New York Standard Contract Clauses
  2. This Agreement
  3. Exhibit B, Designated Facilities and Services
  4. Exhibit C, Costs and Services
  5. Exhibit D, Permittee Acknowledgement of SUNY Child Protection Policies
25. The relationship of the Permittee to State University of New York and the State of New York arising out of this agreement shall be that of independent contractor.
26. The permission hereby granted shall be effective **June 14, 2024 at 10:00 a.m. and June 18, 2024 at 10:00 a.m.** and may be revoked at any time without cause. Upon revocation of the permission hereby granted and notice thereof served either in person or by certified

mail, return receipt requested, said Permittee shall and will promptly discontinue the use of the premises and shall thereupon remove all of its property from the premises and shall restore the premises to the same condition it was in before use by the Permittee commenced, except that this permit shall terminate **June 18, 2024 at 5:00 p.m. and June 22, 2024 at 5:00 p.m.** in any event, if not sooner revoked. Under no circumstances shall State University of New York be held liable for damages of any kind, either direct or indirect, for termination of this permit.

IN WITNESS WHEREOF, the Permittee has caused this instrument to be sealed and signed by its duly authorized officer, and SUNY Cortland has caused this instrument to be executed by its duly authorized officer.

STATE UNIVERSITY OF NEW YORK  
AT CORTLAND

PERMITTEE

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

Name/Title

[Print Name]

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

Dr. Mark C. Davey, District Superintendent

/Michael St. Pierre, Board President

Official Representative of Permittee  
or Authorized Designee

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

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

**EXHIBIT B**

**Designated Facilities and Services  
State University of New York at Cortland**

**CEWW BOCES (Clinton-Essex-Warren-Washington BOCES)**

The following facilities and services at SUNY Campus are provided by the State University to the above-named Permittee in accordance with the terms and conditions of this Agreement.

**Dormitories and meeting space as assigned, as well as dining room, kitchen, bathroom facilities and outdoor recreational space at \_\_\_ Antlers or  Camp Huntington.**

**Dates of Use: June 14-18, 2024 and June 18-22, 2024**

**EXHIBIT C**

**Costs and Services**

State University of New York at Cortland

CEWW BOCES (Clinton-Essex-Warren-Washington BOCES)

The group agrees to pay SUNY Cortland an amount based on the following per person and group charges times the actual attendance for the reservation period or 90% of the Declared Attendance 21 days prior to arrival, whichever is higher.

Cancellations received between 60-21 days prior to your arrival date will be subject to a 20% cancellation fee. (New policy)

Minimum group size is 15 people. Groups may come with less people, but will pay for a minimum of 15 unless there is another group in camp.

**DATE(S):** June 14-18, 2024 and June 18-22, 2024

**ROOM CHARGE PER PERSON, PER NIGHT:** \$ 25

**BOARD CHARGE PER PERSON, PER DAY:** \$ 46

**RATE PER PERSON PER SESSION:** (5 days x \$46) + (4 nights x \$25) \$ 330

**START TIME:** 10:00 a.m.      **END TIME:** 5:00 p.m.

**Payable to: SUNY Cortland**

**EXHIBIT D [Revised 5/8/15]**

**Permittee Acknowledgement of Receipt of SUNY Child Protection Policies**

**State University of New York at Cortland**

**Revocable Permit Issued to CEWW BOCES (Clinton-Essex-Warren-Washington BOCES)**

CEWW BOCES (Clinton-Essex-Warren-Washington BOCES) acknowledges that on April 4, 2024 it has received copies of the State University of New York policies entitled: (1) Child Protection Policy; and (2) Policy on Mandatory Reporting and Prevention of Child Sexual Abuse. CEWW BOCES (Clinton-Essex-Warren-Washington BOCES) represents that it has reviewed said policies and agrees to abide by their terms, including provisions requiring that actual and suspected physical abuse and sexual abuse of a child be reported immediately to the campus University Police Department at Rm 110 Whitaker Hall (607) 753-2112.

CEWW BOCES (Clinton-Essex-Warren-Washington BOCES) acknowledges that for all of its employees and volunteers, and employees and volunteers of its sub-permittees who shall enter upon University facilities for purposes related to Covered Activity, permittee has (i) required said Covered Persons to review the above-named policies and to complete an Acknowledgment of their agreement to abide by their terms; (ii) conducted a search of the NY Sex Offender Registry; and (iii) conducted a search of the National Sex Offender Public website within the ninety (90) day period preceding its use of University facilities and has retained the records of such search.

**PERMITTEE NAME**

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

Print Name: Dr. Mark C. Davey.

Title: . District Superintendent

Address: 1585 Military Tpk, Plattsburgh NY, 12901

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

**PERSONAL PROPERTY ACCOUNTABILITY**

**I. Definition of Personal Property**

1. Personal property shall mean all tangible personal property of the Clinton-Essex-Warren- Washington BOCES that is not consumable and has a useful life of one year or more, including but not limited to equipment, supplies, parts, vehicles and materials, provided that such terms shall not include buildings or other real property or equipment which is permanently affixed to real property, or leases, notes or other written instruments.
2. Valuable personal property shall mean personal property which has a unit resale value of ~~\$2,500~~ \$5,000 or more and supplies, parts or materials which are disposed of in lots having an aggregate resale value of ~~\$2,500~~ \$5,000 or more.
3. Surplus personal property shall mean personal property which has no known immediate or currently foreseeable use to Clinton-Essex-Warren-Washington BOCES.

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

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



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

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

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

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

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

#### IV. Perpetual Inventory

1. The Assistant Superintendent of Management Services shall develop in writing, the basic rules and regulations to be followed in maintaining the personal property records. Procedures employed shall comply with all applicable laws and requirements of the New York State Department of Audit and Control, which are issued pursuant to Section 36 of the General Municipal Law.
  - a. The minimum standards to be considered for inclusion in the personal property record are:
    - i. The property must have significant value. Personal property valued at ~~\$100~~ \$2,500 or more, but less than ~~\$2,500~~ \$5,000, may be included, and personal property valued at ~~\$2,500~~ \$5,000, or more shall be included. Technology devices valued at ~~\$100~~ \$1,000 or more shall be included.
    - ii. The property must have an estimated useful life of one year or more.
    - iii. The physical characteristics of the property are not appreciably affected by use or consumption.
  - b. It shall be the responsibility of the Assistant Superintendent of Management Services or designee to assure that all new acquisitions, by purchase or gift, are entered into the perpetual inventory system.

2 Inventory Records. The inventory record shall contain sufficient information to identify each item classified as a personal property and include the following.

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

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

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

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

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

### **Property Located at the BOCES**

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

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

### **2 Procedures for Disposition of Equipment, Supplies or Materials**

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

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

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

These accounts will serve to:

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

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

Fixed assets acquired having a value equal to or greater than ~~\$2,500~~ \$5,000 are considered depreciable assets and shall be inventoried for the purposes of GASB 34 accounting practices and placed on a depreciation schedule according to its asset class and estimated useful life as stipulated by the NYS Comptroller's Office or the IRS. A standardized depreciation method and averaging convention shall also be established for depreciation calculations.

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

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

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

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

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

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

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

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

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

Adopted August 16, 2023



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



**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:** April 29, 2024  
**RE:** May 2024 Board Report

As May begins, the School Support Services Division moves into the last two months of the school year with the same positive momentum and determination with which we started this school year. Our achievements stand as testament to our dedication, and as we turn the page to a new month, our enthusiasm remains unwavering. We look forward with anticipation to further growth and enhancement in the days to come, buoyed by the successes we've already achieved.

#### **WORKSHOPS FOR SCHOOL IMPROVEMENT**

Our CVES Conference Center continues to host amazing workshop opportunities for our region. Following our last update, over forty-five educators from the North Country participated in the day long event, *Teaching Two-Gether* with Mills Rodgers. This event focused on how to capitalize on co-teaching classrooms and provide excellent services for all students. The evaluations from the event were extremely positive and we look forward to working with Mr. Rodgers in the future.

High School Social Studies teachers from the region gathered together to review the data from the new Social Studies Regents exams and collaborate on best practices in classrooms. Led by Stephanie Sorgule, Assessment and Planning Coordinator, this workday allowed teachers to share with each other what they are seeing in the classroom and develop resources to support students learning of social studies standards.

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



In April, the CVES *School Library System* and the FEH School Library System hosted a professional development day with Jennifer LaGarde, aka "Library Girl," who presented Digital Detectives and Game-Based Learning. Jennifer LaGarde is a nationally known librarian, author, presenter, blogger, and part-time lecturer at Rutgers University. With the passing of the state budget, our area librarians breathed a sigh of relief that NOVELNY will continue for another year. NOVELNY is the state-funded "library without walls" that provides a gateway for all New Yorkers, even those in

the most geographically isolated communities, to a vast array of electronic books, e-journals, full-text magazines, and articles that our districts depend on for student research.



Arts in Education had a busy month! Many area districts attended the Dalton Rashad Criss Adirondack High School Honors Gospel Festival at the Strand Theater. Moriah, Peru, and AuSable Valley all hosted jazz musician Kevin Burt. Northern Adirondack Central School hosted The Traveling Lantern Theater Company. Additionally, many district students attended motivational speaker Inky Johnson's talk at the Strand Theater.



The *Model Schools* lending library continues to be popular, especially our ClassVR kit. This month, districts used the kit in foreign language, science, and social studies classes.

### **INSTRUCTIONAL SERVICES UPDATES**

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

Our Health Safety Risk Management Specialists continued to support CVES and our Component Districts through continued learning and on-site support. With the impending retirement of our Asbestos Inspector, Don Olcott, Tom Smith has completed the Asbestos Manager/Planner Course so he can continue that work following the triennial inspection. Both Tom Smith and Nik Koltowski are completing their training in advanced threat assessment and will be participating in the train the trainer course with Dewey Cornell this summer, allowing us to bring CSTAG training to our region on a regular basis.

Support in districts included observing NAC's reunification drill at a new location, conducting Workplace Violence Prevention meetings, trainings, and walk throughs in various districts, as well as participating in Safety Committee meeting in three of our component districts.

Several meetings were held with community partners, including Champlain Valley Family Center, Community Action Center, and SUNY Plattsburgh to discuss future collaborations.



On April 19<sup>th</sup>, Tom, Nik, and Assistant Superintendent Amy Campbell attended the SUNY Plattsburgh Risk and Resilience Symposium. The keynote speaker was Dr. Vincent Covello, a nationally and internationally recognized trainer, researcher, consultant, and expert in emergency, crisis, conflict, change, and risk communications. Dr. Covello provided insight and materials that can be used to build our Threat Assessment Teams and support for crisis management in the region.

### Grants Management



In February, Education Grant Specialist Amanda Buskey, collaborated with Willsboro CSD to prepare, and apply for the 2024 Generous Acts Grant through the Adirondack Foundation. The competitive grant supports two crucial aspects of educational pathways: ensuring all children benefit from high-quality learning and providing meaningful opportunities for learners to pursue post-secondary educations, career training, and pathways to gainful employment. In April, Willsboro CSD was notified the district has been a chosen recipient for the 2024 Generous Acts Grant and will be awarded the grant funding from Adirondack Foundation. The district will utilize the funding to implement

their Maple Sugar Shack Program, providing students equitable access to expanded learning opportunities and career readiness preparation.

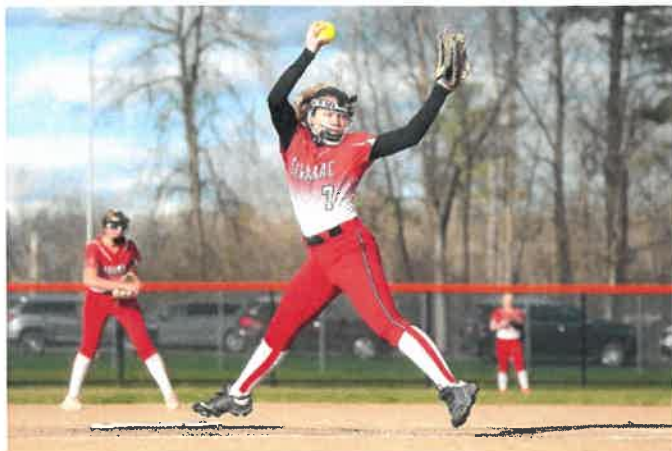
Throughout the month of April the Grants Office continued to work with component districts to complete and submit 2024 REAP/SRSA Applications. On April 16<sup>th</sup>, the Grants Office attended the COPS School Violence Prevention Program (SVPP) Competitive Grant Webinar. The SVPP is a competitive grant aimed at improving security at schools and on school grounds in the jurisdiction of the grantee through evidence-based school safety programs and technology.

### INTERSCHOLASTIC SPORTS

The Interscholastic Athletics Co-Ser is in the midst of the Spring Sports season. On Wednesday and Thursday 3/27-3/28, NYSPHSAA held it's Student Leadership Conference at the Albany Hilton. 8 Section VII student-athletes took part in this event. The students were engaged throughout the day and the presenters provided great presentations on topics such as pragmatic college/career preparation, leadership, enacting positive change and the history and workings of the NYSPHSAA.



In a month we will be hosting our spring sectional tournaments. In preparation, the CVAC league meeting on was held on April 10<sup>th</sup> and a Section VII Athletic Council meeting on Friday, April 19<sup>th</sup>. The MVAC will be meeting on Tuesday, 4/23. These meetings help athletic directors communicate their urgent concerns (Spring season), but also allow us to look ahead to next year's schedules and beyond. The Section VII wide schedule, technically the Northern Soccer League, was approved at the Athletic Council meeting. Looking ahead, there is a NYSPHSAA Executive Committee meeting on Wednesday, May 1<sup>st</sup> which has a detailed agenda, but specifically Section VII is concerned with the Regional rotation process in the NYSPHSAA sport committees. The process has been rushed and our representatives have been attending numerous virtual meetings due to the imposed timeline and time crunch.



## **PUBLICATIONS AND COMMUNICATIONS UPDATE**

The month of April and May is all about budget newsletters for our Communications and Print Shop Team.

More of our component districts have started to use our storytelling model for their newsletters, which features Communications Team members going into districts and talking with students and faculty to

showcase their successes. Additionally, there's a chance to capture photographs at various districts and see plenty of smiles and happiness in our schools.

In the video world of our department, we are developing a recruitment video for the Rise Center for Success to bring new employees to our Family of Professionals.

As always, we continue to support our divisions as well as our component districts with website revisions and social media updates. Here's a look at some of our upcoming newsletters, pictures from around our districts, and a screenshot of our soon-to-be released video for the Rise Center for Success.



- NEWSLETTER CONTENT**
1. SUPERINTENDENT'S MESSAGE
  2. CELEBRATING OUR SENIOR CLASS
  3. SENIOR SPOTLIGHTS & RETIREE RECOGNITION
  4. AVCS VISION & PATRIOT PRIORITIES
  5. ELEMENTARY STUDENTS ENJOY STEM DAY
  6. UNIFIED BASKETBALL HIGHLIGHT
  7. PROPOSED BUDGET 2023-24

**Budget Hearing**  
Monday, May 13, 2024  
6 p.m.

**Budget Vote & School Board Election**  
Tuesday, May 21, 2024  
12 p.m. to 9 p.m.



**DEAR COMMUNITY MEMBERS,**

On April 17, 2024, the Avon Valley Central School District Board of Education adopted the proposed budget of \$10,587,331 for the 2024-2025 school year, which will be voted on by the community on May 21, 2024. This budget results in a tax levy increase of 2.25% which falls within the district's allowable state-calculated tax cap limit.

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We sincere AVCS. You May 13, 20 School in t the public.

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*Micha*  
Michael Fr. Superintendent

For more inf



- NEWSLETTER CONTENT**
1. SUPERINTENDENT'S MESSAGE
  2. POSITIVITY PROJECT STORY
  3. VALEDICTORIAN AND SALUTATORIAN
  4. RETIREE SPOTLIGHTS
  5. NEW BUSES INFORMATION
  6. CAPITAL OUTLAY PROJECT
  7. PROPOSED BUDGET 2024-25

**Budget Hearing**  
Tuesday, May 14, 2024  
6 p.m.

**Budget Vote & School Board Election**  
Tuesday, May 21, 2024  
12 p.m. to 8 p.m.



**DEAR COMMUNITY MEMBERS,**

On April 18, 2024, the Willsboro Central School District Board of Education adopted the proposed budget of \$10,587,331 for the 2024-2025 school year, which will be voted on by the community on May 21, 2024. This budget results in a tax levy increase of 2.25% which falls within the district's allowable state-calculated tax cap limit.

The proposed budget honors the district's responsibility to the community to use its resources as effectively and efficiently as possible while also focusing on academic excellence. The proposed budget continues all existing programs and services while also introducing new opportunities to support the overall well-being and academic success of our students.

Throughout our budget development process, decision-making is aligned to our district mission to provide a safe and supportive community future that they choose, RES make their community and challenges, and EMPOWER

After you read the informat, to review the additional fin detailed budget will also be District Office.

We greatly appreciate the o staff and hope to see all eff

Together in education,

*Justin Gardner*  
Justin Gardner  
Superintendent of Schoo

For more information on the 20



*"The proposed budget continues all existing programs and services while also introducing new opportunities to support the overall well-being and academic success of our students."*





**Rise**  
Center for Success  
Champlain Valley Educational Services





CV-TEC Plattsburgh Campus - P.O. Box 455, Plattsburgh, NY 12901  
 CV-TEC Learning Hub - 1443 Military Turnpike, Plattsburgh, NY 12901  
 CV-TEC Mineville Campus - P.O. Box B, Mineville, NY 12956  
 CV-TEC OneWorkSource - 194 US Oval, Plattsburgh, NY 12903  
[www.cves.org](http://www.cves.org)

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

[friedman\\_michele@cves.org](mailto:friedman_michele@cves.org)

CV-TEC Plattsburgh Campus, (518) 561-0100 FAX (518) 561-0494  
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 CV-TEC OneWorkSource, (518) 561-0430 FAX (518) 324-3379

**TO: Dr. Mark C Davey**  
**FROM: Michele M. Friedman**  
**DATE: April 29, 2024**  
**RE: May 2024 Board Report**

### **Congratulations to CV-TEC's Newly Certified Aerospace Coating Applicator Specialists (ACAS)**

Seven (7) CV-TEC Automotive Collision Repair Technology students recently earned their FAA Approved Aerospace Coating Applicator Specialist (ACAS) Certification and will soon be awarded their certificates by representatives of BETA Technologies. The certificate awards presentation will be held at this year's Adirondack Career Connect Event at the SUNY Plattsburgh Field House on May 9, 2024.

Congratulations to Payton McIntyre (Chazy), Dominick Barnaby (NAC), Ethan Crowningshield (AVCS), Justin Senecal (AVCS), David LaVarney (Beekmantown), Ryan Cross (AVCS), and Ethan Taylor (AVCS), who were selected to participate in the second accelerated training cohort which began in February of 2024.

CV-TEC's partnership with aerospace company BETA Technologies provides a unique opportunity for CV-TEC students to train alongside BETA's Aerospace Paint Industry experts and work toward a professional Aerospace Coatings Applicator Specialist (ACAS) certification. This specialized training opportunity is an accelerated enrichment pathway for students enrolled in the NYSED CTE Approved CV-TEC Automotive Collision Repair Technology two-year program of study. Certification is granted when candidates successfully complete the CV-TEC/BETA ACAS technical program. The program is taught by two ACAS-certified BETA engineers - including the original creator of the FAA approved certification course curriculum - as well as ACAS Certified CV-TEC teacher, Jacoby Richards.



BETA Technologies is developing a fully integrated electric transportation system, the heart of which is all-electric aircraft and a multimodal charging infrastructure to support it. The Company has a flight test facility at Plattsburgh International Airport, where it conducts flight testing of its prototype electric aircraft. BETA has also begun developing its charging infrastructure throughout New York, with three chargers installed and online, and four more in development across the state. These sites join the more than 60 BETA chargers online or in development from Vermont to Arkansas.

## Congratulations to our NYS SkillsUSA Championship Medalists

**GOLD & NYS Champion: Medical Terminology: Madison K (CV-TEC Mineville, Keene)**

**SILVER: Early Childhood Education: Kloiee F (CV-TEC Plattsburgh, AVCS)**

**BRONZE: Diesel Mechanics: Christopher T (CV-TEC @ the Learning Hub, NAC)**

**BRONZE: Action Skills: Maria C (CV-TEC Mineville, Moriah)**

**BRONZE: Animal Careers: Gabrielle Braun (CV-TEC Plattsburgh, Chazy)**

Fifty-four (54) CV-TEC students competed at the Annual NYS SkillsUSA Championships held on April 24-26, 2024 in Syracuse, NY. Five (5) students were awarded medals. One of our students placed first in her competition (Medical Terminology) and will be representing New York State at the SkillsUSA National Conference in Atlanta, Georgia, in June. The NYS conference was attended by over 3500 participants from all parts of New York State and was truly impressive; with ALL students doing their very best and showcasing their talents.



Team CV-TEC would like to thank the CVES Board and the CVES Administration for their continued support of SkillsUSA. We would also like to thank our amazing and talented CV-TEC teachers and staff for doing such a wonderful job preparing our students for their competitions. Special appreciation is also extended to the SkillsUSA Advisor Team, which consisted of Nicole Santaniello, Principal Mark Brown, Donna Wyant, Kevin Shaw, Fay Cheney, Tyler Puchrik, Zach Buzzelle, Joanne Mazzotte, Kylee Gonyea, Richard Beaudry, Todd Menia, and Maria Spadafora Their dedication to our students and organization was very much appreciated and made the trip an outstanding success!

SkillsUSA is a student leadership organization for students training in trade, industrial, and health occupations with over 300,000 members nationwide. Our CV-TEC students participated in career and technical education competitions focusing on their CTE training area and in leadership competitions, including Banner and Extemporaneous Speaking! CV-TEC students represented our center as part of the New York State Security Corps. We also had student delegates who participated in the NYS SkillsUSA Delegation and 2024-2025 elections.





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

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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: May 2024  
Re: Board of Cooperative Educational Services Report

**Fostering Cultural Understanding: Field Trips and Global Connections**

Middle school is a pivotal time for students to expand their horizons and deepen their understanding of the world. At the Rise Center for Success, we recognize the value of cultural exploration in fostering empathy, respect for diversity, and global awareness. Through immersive experiences like field trips, guest speakers, and collaborative projects, our students gain firsthand knowledge of different cultures and perspectives.

Recently, the MS ITSP students embarked on a culturally enriching field trip to KOTO Japanese Steakhouse. This outing not only complemented their curriculum but also facilitated cultural exchange and understanding -- essential skills in today's interconnected world. Additionally, the students had the opportunity to Skype with Jing from Shanghai, China, engaging in a dialogue about the differences between schools in China and the United States. This rewarding experience broadened their knowledge of Chinese culture, which they had been studying in their Social Studies class. The students are now exchanging letters with Jing, further strengthening their cultural connections.



### **Embracing Data-Driven Instruction: The TeachNow System**

The integration of the TeachNow data collection system across all classrooms within our Autism program marks a significant stride in educational technology and data-driven instruction. Through a collaborative approach, with classrooms teaching one another how to operate the system, we have successfully equipped six rooms with this powerful tool. With TeachNow, our educators can effectively track and analyze student performance, ensuring that these insights inform and enhance their teaching strategies. This data-driven approach empowers our teachers to make informed decisions, tailoring instruction to meet the unique needs of each student and fostering academic growth.



### **Stepping into the Real World: Community Outings and Financial Literacy**

The Rise Center for Success has increased community outings, providing students with invaluable real-world experiences that extend beyond the classroom walls. From Target and Market 32 to Rawson's Pianos and local restaurants, these diverse excursions serve not only as recreational activities but also as educational opportunities for developing essential life skills.

Carefully designed activities during these outings enhance students' abilities in areas such as communication, patience, and safety awareness – crucial components for their overall growth and independence. Through these hands-on experiences, our students gain practical knowledge and develop confidence in navigating various real-life situations.

Community inclusion activities like shopping trips to the mall play a significant role in enhancing our oldest students' financial literacy. By applying theoretical knowledge to real-life situations, students learn budgeting, decision-making, and critical thinking skills. Through the Work Experience and PAES LAB programs, students earn and spend gift certificates, allowing them to practice responsible spending habits. These experiences provide practical lessons in money management while also fostering confidence, independence, and social skills through interactions with store clerks and peers.







### **Nurturing Whole Child Development: The Team Play Initiative**

At the Rise Center for Success, we understand the importance of a well-rounded developmental experience for our youngest learners. Our newly implemented Team Play initiative in our Autism classrooms focuses on explorative play as a cornerstone of early education. Research consistently demonstrates that learning through play is not only engaging but also crucial in developing cognitive, social, and emotional skills. The Team Play efforts are designed to nurture the whole child through a foundation of curiosity and creativity. As this initiative grows and expands across our classrooms, it promises to continue to be a powerful learning tool, fostering a love for learning and personal growth.



**Celebrating Community Connections: Administrative Professionals Week**

The initiative taken by Ms. Agoney's classroom to celebrate Administrative Professionals Week is a testament to their commitment to practical learning and community engagement. By involving students in the process of surveying preferences, planning menus, shopping, and cooking, they gain hands-on experience in organization, teamwork, and hospitality. This project not only honors the hard work of administrative professionals but also reinforces the practical application of academic concepts in a real-world context. Such innovative approaches to education are vital in preparing students for the challenges and opportunities that lie ahead.



**Some Easter Holiday Fun for both our Plattsburgh and Mineville Campuses**



