

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

**AGENDA FOR BOARD MEETING TO BE HELD AT
YANDON-DILLON EDUCATIONAL CENTER IN MINEVILLE, NY
ON JANUARY 15, 2025, PROPOSED EXECUTIVE SESSION AT 6:00 PM –
MONTHLY MEETING TO FOLLOW**

- No Action 1. CALL TO ORDER: DISTRICT SUPERINTENDENT
 a. The Pledge of Allegiance
 b. Roll Call of Board Members
- No Action 2. INTRODUCTION OF ALL PRESENT
- No Action 3. EXECUTIVE SESSION
- No Action 4. OPINIONS AND CONCERNS FROM THE AUDIENCE
- No Action 5. CVES CAPITAL PROJECT & FACILITIES EXPANSION UPDATE
- No Action 6. DISTRICT SUPERINTENDENT’S UPDATE
- Action 7. MINUTES OF PREVIOUS MEETING
 a. December 11, 2024 (Enc. 1)
- Action 8. CONSENT AGENDA FINANCIAL
Action a. Treasurer’s Reports (Enc. 2)
Action b. Extraclassroom Treasurer’s Reports (Enc. 3)
Action c. Certification of Warrant (Enc. 4)
Action d. Authorized Money Collector (Enc. 5)
Action e. Extra-Curricular Student Activity Fund Advisor(s) (Enc. 6)
Action f. Contractor/Consultant Agreement (Enc. 7)
Action g. Budget Increase(s) (Enc. 8)
Action h. Equipment Lease (Enc. 9)
- No Action 9. OLD BUSINESS
 a. Committees
 -- Audit Committee Highlights – October 9, 2024 (Info. Only) (Enc. 10)
- Action 10. CONSENT AGENDA PERSONNEL
Action a. Rescind (Enc. 11)
Action b. Amend (Enc. 12)
Action c. Resignation(s) for the Purpose of Retirement (Enc. 13)
Action d. Resignation(s) (Enc. 14)

- Action e. Leave(s) of Absence (Enc. 15)
- Action f. Permanent Appointment(s) (Enc. 16)
- Action g. Tenure (Enc. 17)
- Action h. 52-Week Civil Service Probationary Appointment(s) (Enc. 18)
- Action i. Four-Year Probationary Appointment(s) (Enc. 19)
- Action j. Temporary Appointment for 2024 – 2025 School Year (Enc. 20)
- Action k. Temporary Civil Service Appointment (Enc. 21)
- Action l. Temp-On-Call and Substitute(s) (Enc. 22)
- Action m. Facilitators 2024 – 2025 (Enc. 23)
- Action n. Additional Hours 2024 – 2025 (Enc. 24)

11. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. Requests for Approval to Attend Conference/Workshop (Enc. 25)
- Action b. Adopt 2025 – 2026 School Calendar (Enc. 26)
- No Action c. Administrative Procedure (Enc 27)

No Action 12. OTHER

No Action 13. NEXT BOARD MEETING

Wednesday, February 12, 2025, at the CVES Learning Hub Conference Center in Plattsburgh
Proposed Executive Session at 6:00 pm. Monthly Meeting to follow.

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

Action 15. ADJOURNMENT

CHAMPLAIN VALLEY EDUCATIONAL SERVICES

MISSION

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

VISION

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

IMPORTANT DATES

January 15, 2025	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 pm
February 4, 2025	Board Budget Committee Meeting – Analyze/Discuss Preliminary 2025 – 2026 Budgets – Finalize Draft Budgets – Conference Center, Plattsburgh - 6:00 pm
February 12, 2025	Audit Committee Meeting – Conference Center, Plattsburgh – 5:00 pm
February 12, 2025	Board Meeting/Budget Presentations – CVES Conference Center, Plattsburgh – 6:00 pm
February 26, 2025	CV-TEC Open House – Mineville – 6:00 – 7:30 pm (Snow Date is March 5, 2024)
February 27, 2025	CV-TEC Open House – Plattsburgh – 6:00 – 7:30 pm (Snow Date is March 6, 2024)
March 12, 2025	Board Meeting – Yandon-Dillon Center, Mineville – 6:00 pm
March 19, 2025	CVES Regional Spelling Bee
April 9, 2025	Annual Meeting – Yandon-Dillon Center , Mineville – 6:00 pm
April 29, 2025	Election of CVES Board Members and Vote on Administrative Budget
May 14, 2025	Audit Committee Meeting – CVES Conference Center, Plattsburgh 5:00 pm
May 14, 2025	Board Meeting – Yandon-Dillion Center, Plattsburgh – 6:00 pm
May 15, 2025	NTHS Ceremony (Mineville Campus) Moriah CSD – 6:00 pm
May 22, 2025	NTHS Ceremony (Plattsburgh Campus) Conference Center – 6:00 pm
June 13, 2025	WAF Graduation Ceremony – SUNY Giltz Auditorium – 9:30 am
June 11, 2025	Board Meeting – Yandon- Dillon Center, Mineville – 6:00 pm
June 18, 2025	Plattsburgh Rise Center Kindergarten Graduation – 10:00 am
June 24, 2025	CV-TEC Plattsburgh Graduation Ceremony – SUNY Plattsburgh Field House – 7:00 pm
June 25, 2025	CV-TEC Mineville Graduation Ceremony – Moriah Central School – 7:00 pm
TBD	Yandon-Dillon Graduation Ceremony – Mineville Campus

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 offense 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 Dec. 11, 2024, Regular Board meeting. (attached)

ENC. 2

Recommend that the Board approve the Treasurer's Reports from November 2024. (attached)

ENC. 3

Recommend that the Board approve the Extraclassroom Treasurer's Reports from Nov. & Dec. 2024. (attached)

ENC. 4

Recommend that the Board approve the Certification of Warrant for Nov. 7, 2024, to December 23, 2024. (attache

ENC. 5

Recommend the Board approve the following Authorized Money Collector(s):

1. Authorize Lisa Banker to collect money for CV-TEC programs-Plattsburgh campus.

ENC. 6

Recommend the Board approve the following Extra-Curricular Student Activity Fund Advisor(s):

SkillsUSA (Plattsburgh)
SkillsUSA (Plattsburgh)
SkillsUSA (Plattsburgh)
SkillsUSA (Mineville)
SkillsUSA (Mineville)

Katie Gadway
Lisa Tallman
Alaina Weare
Kylee Gonyea
Maria Spadafora

Club Advisors will receive no additional compensation

ENC. 7

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

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Premier Assessment Services, Inc. for the purpose of obtaining Vendor Scoring services for the period of January 2025 through August 2025 for grades 3-8 ELA and Mathematic Assessments; grades K-12 NYS English as a Second Language Assessment Tests (NYSESLAT); grades 5 and 8 NYS Science Assessments; and January,

ENC. 7 (Continued)

June and August Regents Exams as requested. Service dates and terms are specified as per the agreement. The total amount payable for all services in an amount not anticipated to exceed \$200,000. (S³) (attached)

ENC. 8

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

1. Increase the Health Insurance/Workers Compensation Insurance Coordination budget (Co-Ser 602) from \$906,169 to \$913,669 for the 2024 – 2025 School Year to accommodate for additional service requests by FEH BOCES and Brushton-Moira Central School District for Employee Benefit Plan Administration. (Mgmt. Services)

ENC. 9

Recommend that the Board approve the following equipment lease:

1. Recommend that the Board approve an equipment lease (the “lease”) with Municipal Leasing Consultants for Beekmantown Central School District for 5 years in a base amount not to exceed \$346,016.10 with five payments of \$69,203.22 each (Disposition is \$1 buyout). Items to lease: (400) HP Pro SFF Computers and (100) HP E24 Monitors. These payments are based on an interest rate of 5.58%. Be it further recommended that the CVES District Superintendent be granted authority to enter into the “lease” contract contingent upon CVES’s attorney approval.

ENC. 10

Audit Committee Meeting Highlights – October 9, 2024 (Info. Only)

ENC. 11

Recommend that the Board rescind the following appointment that was approved at the December 11, 2024, Board meeting:

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

1. Name: Debra Rogers (*was temporary*)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: November 14, 2024
Tentative Tenure Date: November 14, 2028

ENC. 11 (Continued)

Certification Status: Teaching Assistant, Level 1 Certificate

ENC. 12

Recommend that the Board amend the following appointment that was approved at the December 11, 2024, Board meeting:

Recommend that the Board approve the following temp-on-call and substitute positions for the 2024–2025 school year:

<u>Name</u>	<u>Position</u>
Vivian Porter	Communications and Publications Assistant (\$25/hr)

ENC. 13

Recommend that the Board accept the following letter(s) of resignation for the purpose of retirement:

1. Jerry Brooks, Director of Facilities II, effective June 30, 2025

ENC. 14

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

1. Robert Holt, Teaching Assistant, effective December 16, 2024, for the purpose of accepting a Registered Behavior Technician position
2. Lesley Ramos, Dean of Students, effective January 1, 2025, for the purpose of accepting an Assistant Principal position
3. Jeffrey Coon, Building Maintenance Mechanic, effective January 1, 2025, for the purpose of accepting a Senior Building Maintenance Worker position
4. Cynthia Sherman, Teacher Aide/ Student Aide, effective January 2, 2025

ENC. 15

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

1. Eryn Revette, Occupational Therapist, unpaid leave of absence, effective December 14, 2024 – January 5, 2025
2. Danielle Brienza, Teacher Aide/ Student Aide, unpaid leave of absence, effective December 27, 2024 – March 1, 2025

ENC. 15 (Continued)

3. Patricia Sharlow, Teaching Assistant, unpaid leave of absence, effective January 6, 2025 – June 30, 2025
4. Savannah Donah, Teacher Aide/ Student Aide, unpaid leave of absence, effective April 28, 2025 – May 2, 2025

ENC. 16

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

1. Barrett Miller, School Lunch Manager, effective December 27, 2024
2. Zachary Zarling, School Lunch Manager, effective December 27, 2024
3. Sarah Luposello, Personnel Specialist (Schools), effective January 17, 2025
4. Katelyn Parrow Arnold, Personnel Specialist (Schools), effective January 23, 2025

ENC. 17

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

1. Mark Brown, Principal, effective July 19, 2025

ENC. 18

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

1. Name: Robert Holt
Position: Registered Behavior Technician
Effective Date: December 16, 2024
Tentative Permanent Date: December 16, 2025
Annualized Salary: \$36,000
2. Name: Kelsey Monette (was provisional)
Position: School District Treasurer (Shared)
Effective Date: December 27, 2024
Tentative Permanent Date: March 20, 2025
3. Name: Taylor Sullivan (was provisional)
Position: School District Treasurer (Shared)
Effective Date: December 27, 2024
Tentative Permanent Date: June 17, 2025

ENC. 18 (Continued)

4. Name: Miranda Sheffer (was provisional)
Position: School District Treasurer (Shared)
Effective Date: December 27, 2024
Tentative Permanent Date: July 29, 2025

5. Name: Jeffrey Coon
Position: Senior Building Maintenance Worker
Effective Date: January 1, 2025
Tentative Permanent Date: January 1, 2026
Annualized Salary: \$60,000

6. Name: Katrina Brown
Position: Teacher Aide/ Student Aide
Effective Date: January 2, 2025
Tentative Permanent Date: January 2, 2026
Annualized Salary: \$21,686

7. Name: Sarah Peck
Position: Registered Nurse (Schools)
Effective Date: January 13, 2025
Tentative Permanent Date: January 13, 2026
Annualized Salary: \$47,000

8. Name: Karin Mulligan (pending fingerprint clearance)
Position: Purchasing Agent
Effective Date: January 31, 2025
Tentative Permanent Date: January 31, 2026
Annualized Salary: \$47,000

ENC. 19

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

1. Name: Carrie Stone (was temporary)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: October 16, 2024
Tentative Tenure Date: October 16, 2028
Certification Status: Teaching Assistant, Level 1 Certificate

2. Name: Albert Stickle (was temporary)
Tenure Area: Computer Aided Drafting 7-12

ENC. 19 (Continued)

Position: New Visions Applied Engineering Teacher
Effective Date: November 19, 2024
Tentative Tenure Date: November 19, 2028
Certification Status: Computer Aided Drafting 7-12, Transitional A Certificate

3. Name: Brian Womer (was temporary)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: November 23, 2024
Tentative Tenure Date: November 23, 2028
Certification Status: Teaching Assistant, Level 1 Certificate
4. Name: Tera Filion Potts (was temporary)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: December 5, 2024
Tentative Tenure Date: December 5, 2028
Certification Status: Teaching Assistant, Level 1 Certificate
5. Name: Taylor Sprague (was temporary)
Tenure Area: Natural Resources & Ecology 7-12
Position: Environmental Conservation/ Forestry Teacher
Effective Date: December 17, 2024
Tentative Tenure Date: December 17, 2028
Certification Status: Natural Resources & Ecology 7-12, Transitional A Certificate
6. Name: Lesley Ramos
Tenure Area: Assistant Principal
Position: Assistant Principal
Effective Date: January 1, 2025
Tentative Permanent Date: January 1, 2029
Certification Status: School Building Leader, Initial Certificate
Annualized Salary: \$85,000
7. Name: Michelle Mosher (was temporary)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: January 1, 2025
Tentative Tenure Date: January 1, 2029
Certification Status: Teaching Assistant, Level 1 Certificate
8. Name: Casandra Kellaway (was temporary)
Tenure Area: Teaching Assistant

ENC. 19 (Continued)

Position: Teaching Assistant
Effective Date: January 3, 2025
Tentative Tenure Date: January 3, 2029
Certification Status: Teaching Assistant, Level 1 Certificate

9. Name: Haley Reynolds (was temporary)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: January 8, 2025
Tentative Tenure Date: January 8, 2029
Certification Status: Teaching Assistant, Level 1 Certificate

(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. 20

Recommend that the Board appoint the following person(s) to a Temporary Appointment as follows for the 2024 – 2025 school year:

1. Name: Patrick Maneely
Position: Electrical Design, Installation and Alternative Energy Teacher
Effective Date: January 2, 2025
Certification Status: Uncertified
Annualized Salary: \$50,500
2. Name: Kaili Bourdeau
Position: Teaching Assistant
Effective Date: January 6, 2025
Certification Status: Uncertified
Annualized Salary: \$29,750
3. Name: Patricia Sharlow
Position: Special Education Teacher
Effective Date: January 6, 2025
Certification Status: Teaching Assistant, Level 1
Annualized Salary: \$50,500

ENC. 21

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: January 1, 2025 – January 24, 2025
Annualized Salary: \$53,000

ENC. 22

Recommend that the Board approve the following temp-on-call and substitute positions for the 2024 – 2025 school year:

<u>Name</u>	<u>Position</u>
Elizabeth Christon	Cleaner/Messenger
Elizabeth Christon	Clerk
Shelby Midgett	Teacher Aide/ Student Aide
Cynthia Sherman	Teacher Aide/ Student Aide
Hannah Sorel	Teacher Aide/ Student Aide
Shelby Midgett	Teaching Assistant
Cynthia Sherman	Teaching Assistant

ENC. 23

Recommend that the Board approve the following Facilitators for the 2024 – 2025 school year:

Facilitators, \$30/hr
John Hetfield

ENC. 24

Recommend that the Board approve the following additional hours for the 2024 – 2025 School Year:

Continuation of normal work year duties, hourly rate of pay:
Hannah Booth Not-to-exceed 75 hours
Jacob Cummings Not-to-exceed 100 hours

ENC. 25

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, Emily Reynolds Bergh, Patricia Gero, Ed Marin, Emily Phillips, Lori Saunders, Michael St. Pierre, Donna Wotton, & Eddie Webbinaro
2025 Area 6 Legislative Breakfast
February 7, 2025
High Peaks Resort, Lake Placid, NY
2. Leisa Boise, Bob Bourgeois, Patricia Gero, Richard Harriman Sr., Donna LaRocque, Ed Marin, Emily Phillips, Emily Reynolds Bergh, Lori Saunders, Michael St. Pierre, & Donna Wotton
Top 10% Dinner
May 1, 2025
Rainbow Banquet Hall, Altona, NY
3. Leisa Boise, Bob Bourgeois, Patricia Gero, Richard Hariman, Sr., Donna LaRocque, Ed Marin, Emily Phillips, Emily Reynolds Bergh, Lori Saunders, Michael St. Pierre, Eddie Webbinaro, & Donna Wotton
Rural Schools Association 2025 Summer Conference
July 13 – 15, 2025
Crowne Plaza, Lake Placid, NY (Overnight accommodations needed)

ENC. 26

Recommend that the Board adopt the school calendar for the following year as recommended by the CVES Component School District Calendar Committee:

2025 – 2026 School Calendar (attached)

ENC. 27

The Board takes notice of the following Administrative Procedure(s), which have been developed by the District Superintendent in consultation with Management Services:

1. Lactation Accommodation Procedure

ENC. 28

Board Reports (attached)

Enc. 1

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

DATE: December 11, 2024
KIND OF MEETING: Regular Board Meeting
PLACE: CV-TEC, Plattsburgh, NY

Board Members Present:

Leisa Boise
Kathy Comins-Hunter
Patricia Gero
Richard Harriman, Sr.
Donna LaRocque
Bruce Murdock
Lori Saunders
Michael St. Pierre
Eddie Webbinaro
Donna Wotton

Board Members Absent:

Bob Bourgeois
Dina Garvey
Ed Marin
Emily Phillips
Emily Reynolds Bergh

Others Present:

Dr. Eric Bell
Amy Campbell
Michele Friedman
Dr. Matthew Slattery
Julie Jolicoeur

Executive Officer:

Dr. Mark Davey

Board Clerk:

Katelyn Smart

MEETING
TO ORDER

Board President Michael St. Pierre called the meeting to order at 7:46 pm.

EXECUTIVE
SESSION

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board go into Executive Session at 7:47 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; #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; and #9 A matter related to a specific student of the district.

Dr. Davey began the Executive Session by updating the Board Members on his 2023 – 2024 NYSED evaluation meeting with Dr. Betty Rosa, the NYS Commissioner of Education. Dr. Eric Bell and Ms. Amy Campbell then joined the Executive Session as requested by Dr. Davey. Second, an update on the new CTE Center Building's Lease changes were discussed. The updates have been reviewed by CVES's attorney and will help improve our expected lease terms. They will also provide cost savings over the term of the lease. Third, topics on labor relations were discussed, including several recommended MOAs (Memorandum of Agreement) slated for approval. In addition, future CSEA 10-Month Support Staff negotiations parameters were discussed, including potential topics for negotiations. Fourth, four position proposals were reviewed with the Board, including a Senior Building Maintenance position, a Central Business Office (CBO) Purchasing Agent position, a Heavy Equipment Diesel Mechanic (CV-TEC) Teaching Assistant position, and a Board-Certified Behavior Analyst (BCBA)(Rise)

position. Lastly, Dr. Davey provided a confidential update to the Board on a Notice of Claim received, including information on our appointed legal counsel and a disciplinary matter related to a specific student who attends the Rise Center for Success.

Ms. Wotton moved, seconded by Mrs. Boise, that the Board come out of Executive Session at 8:26 pm. All Board Members present voted yes, and the motion was carried.

**AUDIT
COMMITTEE
UPDATE**

Dr. Davey introduced Dr. Bell to provide an overview of the Audit Committee Meeting, which was held prior to the Board Meeting. The primary agenda item discussed was the 2023 - 2024 CVES Corrective Action Plan, which is on the CVES Board Agenda to be approved. The Audit Committee recommends the approval of the Corrective Action Plan. Second, the Audit Committee recommended the reappointment of the Management Advisory Group of NY as the CEWW BOCES Internal Auditor for the 2024 – 2025 School Year.

Dr. Davey thanked Dr. Bell and the Audit Committee Members for an excellent and productive meeting.

**BUDGET
COMMITTEE
UPDATE**

Dr. Davey provided an introduction for the CVES Budget Committee Meeting held on Tuesday, December 3, 2024, and he highlighted several important budgetary factors that may impact this year's 2025 – 2026 budget development. Dr. Davey then turned the update over to Dr. Eric Bell, who shared the highlights of the meeting. Dr. Bell summarized the budget status of CV-TEC, the Rise Center for Success, Management Services, and School Support Services (S³). He noted that each Division is functioning well, is at break-even, or is showing a positive financial state. CVES is not showing any deficits at this time. Next, Dr. Bell noted that the Budget Committee also discussed the Foundation Aid Study by the Rockefeller Institute that was released on December 2, 2024. Lastly, estimated costs for 2025 – 2026 for our BOCES Health Insurance, contributions to the Employee Retirement System (ERS), and Teachers' Retirement System (TRS) were reviewed. The Budget Committee members concluded the presentation by sharing insights and thanks from the Budget Committee Meeting. The Committee commented on the thoroughness of the preparation, Dr. Bell, each Division, and Management Services' work for the budget reconciliations. Dr. Davey shared his appreciation for Dr. Bell and Mrs. Christine Myers for their coordination, oversight, and work with all of the accountants, Executive Directors, Mrs. Michele Friedman, Dr. Matthew Slattery, and Ms. Amy Campbell to complete the preparation and summary of the budgets. Lastly, Dr. Davey thanked the CVES Board Budget Committee Members for their time, input, and work in reviewing the 2024 – 2025 budget reconciliations and provided feedback and support for our CVES Budget process.

**CVES CAPITAL
PROJECT &
FACILITIES
EXPANSION
UPDATE**

Dr. Bell started the Capital Project Update sharing that CVES is still working on the Outdoor Educational Space Equipment Project (Playground). CVES is hopeful we will be prepared to present a completed proposal for action on the January agenda.

Second, Dr. Bell shared that in mid-December, CVES plans to close the new CTE Center's lease and financing. We are working closely with the new CTE Center's builder,

BBL Construction Services, who has indicated that our Capital Project is on track and on schedule. CVES is currently working on the Lease Amendment for the new CTE Center with Clinton County Resource Corporation (CIDC Plattsburgh LLC) on the Board agenda to be voted on tonight. The proposed changes should be more favorable to the State Education Department (NYSED) and also result in cost savings. Once we have SED approval, which is expected shortly, CVES can close on financing for the new CTE Center Project. Once received, building permits for the new CTE Center should be available within the next couple of weeks.

A third major update: Dr. Bell acknowledged that at the end of last week, CVES received notification that we had received the Empire State Development (ESD) grant for \$3 million dollars to support our new CTE Center. This major grant will benefit CVES by helping reduce the cost of the project for our component districts and assist in CVES's initial rent payment, which is due before December 30th. This ESD grant will provide \$5.5 million in savings over the life of the lease. Kudos to Management Services, CV-TEC, and Mrs. Michele Friedman for their support in securing the financing. The NYS ESD Grant, as reported in a December 5th, 2024, Governor Hochul's Press Release shared that the "Funding will support the construction of a new Career and Technical Education (CTE) Center.

Fourth, the Institute of Advanced Manufacturing (IAM) Center transition and lease details are continuing to be worked through with Clinton County. To assist in CV-TEC's preparation for programming at the IAM, Assemblyman Billy Jones has provided CVES with \$200,000 in NYS legislative grant monies to support the transition of programming to the IAM Center. Dr. Davey and Dr. Bell thanked Assemblyman Jones for his fiscal support, and they acknowledged Mrs. Michele Friedman, Executive Director of Career and Technical Education (CTE), and Mr. Derek Leavine, CVES's CV-TEC accountant, for their work on this award.

DS UPDATE

Dr. Davey began the District Superintendent's Update, providing noteworthy events and holiday celebrations that had occurred in December. Dr. Davey spoke about the multiple holiday festivities happening with CVES. The Holiday Spirit was alive at the City of Plattsburgh Holiday Parade held on Saturday evening, December 6th, 2024, where CV-TEC participated and was well represented. Additionally, each of CVES's Divisions will be hosting their holiday gatherings in the next couple of weeks. Next, Dr. Davey reported the success of a CVES-wide motivational speaker, Ms. Molly Kennedy, who presented on CVES' early release day on Wednesday, December 5, 2024. Molly Kennedy had spoken previously during the Pandemic, and she was very well received. Several employees mentioned that this speaker was the right person at the right time for CVES.

Third, Dr. Davey shared DS and NYSED updates from his November DS Meeting. He is continuing to have conversations with CSOs about Regionalization. Dr. Rosa distributed a letter before Thanksgiving saying that the Regionalization initiative is voluntary, but encouraged. The Board of Regents acted on the Regionalization Regulations at their December 9th, 2024, Meeting confirming the voluntary nature of the

Regionalization initiative. Dr. Davey and CVES are supportive of all our districts working together and participating in the Regionalization efforts. Dr. Davey has asked the CSOs and our component districts to participate and submit their Regionalization Survey in the SED Portal. We believe that working together has been the key to our success throughout the region. Currently, ten of our sixteen component districts CSOs have filed the Regionalization SED Survey. To support this conversation, the topic of the January 30th, 2025, CEWW School Board Association Dinner and Program will be Regionalization. Mr. David Frank, NYSED Assistant Commissioner, and other guests will be presenting on the topic and leading discussions. Further information will be forthcoming shortly about this event.

Fourth, the Rockefeller Report on Foundation Aid and School Funding was issued on December 2nd, 2024. Mr. Rober Megna, President of the Rockefeller Institute, and Dr. Brian Backstrom, the Institute's Education Policy Director, spoke at the 2024 RSA Winter Conference in Saratoga Springs on December 3, 2024. They provided an excellent overview of the report and highlighted its major topics. NYS Commissioner of Education, Dr. Betty Rosa, received the Rural Education Leader of the Year Award at the RSA Conference, and she spoke and also participated in an NYSED Panel discussion. It was an outstanding conference, and CVES Board Members expressed their thoughts and takeaways on the RSA Winter Conference and the material that was presented.

Lastly, the Board members and Dr. Davey expressed their appreciation for the 2024 Annual Board Holiday Dinner prepared and hosted by CV-TEC Culinary students and teachers Chef Tyler Puchrik, Chef Alaina Weare, and Chef Kaden Douglas-LaDuke. The students and their teachers did an outstanding job with the meal, the presentation, and the service, showing pride, culinary expertise, and professionalism throughout the dinner. The entire experience was exceptional for all attendees.

The next CVES Board meeting is on Wednesday, January 15, 2025, at the Mineville Campus, Yandon-Dillon Educational Center in Mineville, NY.

PREVIOUS
MINUTES

Mr. Murdock moved, seconded by Mrs. Boise, to approve the Draft Minutes from the Nov. 13, 2024, Regular Board meeting as presented. All Board Members present voted yes—motion carried.

CORRECTIVE
ACTION PLAN
2023 – 2024

Mr. Murdock moved, seconded by Mrs. LaRocque, to approve the Corrective Action Plan as recommended by the Audit Committee for the 2023 – 2024 Annual Independent Audit Management Letter Comments. All Board Members present voted yes—motion carried.

CONSENT
AGENDA
FINANCIAL

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

TREASURER’S REPORTS

Approve the Treasurer’s Reports from October 31, 2024 (attached)

EXTRA-CLASSROOM TREASURER’S REPORTS

Approve the Extraclassroom Treasurer’s Report from October 31, 2024. (attached)

CERTIFICATION OF WARRANT

Approve the Certification of Warrant for Nov. 5, 2024 to Nov. 26, 2024. (attached)

EXTRA-CLASSROOM ADVISORS

Approve the following Extraclassroom Advisors:

Extraclassroom Advisors

Katie Gadway
Lisa Tallman
Alaina Weare
Kylee Gonyea
Maria Spadafora

APPOINTMENT & ENGAGEMENT LETTER

Approve the following appointment and engagement letter:

1. Appoint Management Advisory Group of N.Y., Inc. of Catskill, NY, as the CEWW BOCES Internal Auditor for the 2024 – 2025 audits (to be conducted during the 2025 – 2026 school year) as recommended by the Audit Committee and approve the engagement letter. The fee for the 2024 – 2025 audit is \$9,000.

INDEPENDENT AUDIT SERVICES PROPOSAL

Approve the following proposal:

1. Recommend that the Board approve the proposal for Independent Audit Services for the annual audit of all funds of the BOCES, including single audit and audit of the extraclassroom activity fund, for the 2024 – 2025, 2025 – 2026, 2026 – 2027, and 2027 – 2028 school years from West & Company, CPAs, PC of Gloversville, NY. The fees are contingent upon the Board’s annual appointment of West & Company, CPAs, PC as independent auditor and will be as follows:

2024 – 2025	\$17,000
2025 – 2026	\$17,500
2026 – 2027	\$18,000
2027 – 2028	\$18,500

AUTHORIZED MONEY COLLECTOR

Approve the following Authorized Money Collectors:

1. Authorize Kristen Ryan to collect money for Adult Education Tuitions and CV-TEC programs-Plattsburgh campus.

**CONTRACT/
CONSULTANT
AGREEMENTS**

Approve the following Contract/Consultant Agreements:

1. Agreement between CEWW BOCES and North Country Workforce Development Board for the WIOA Adult/Dislocated Worker Contract whereas the NCWDB desires the services of CEWW BOCES to provide services for the program entitled "WIOA Adult/Dislocated Worker Services" and to administer Title 1 Workforce Investment and Opportunity Act ("WIOA") Program funds. The dates of this agreement are July 1, 2023 through June 30, 2024, with an addendum extending the date through June 30, 2025 in an amount not anticipated to exceed \$785,931.44. (CV-TEC)
2. Agreement between CEWW BOCES and North Country Workforce Development Board for the WIOA Out of School Youth Contract whereas the NCWDB desires the services of CEWW BOCES to provide the services for the program entitled "WIOA Out-of-School Youth Services" and to administer Title 1 Workforce Investment and Opportunity Act ("WIOA") Program funds. The dates of this agreement are July 1, 2023 through June 30, 2024, with an addendum extending the date through June 30, 2025, in an amount not anticipated to exceed \$386,706.31. (CV-TEC)

**SPECIAL AID
FUND PROJECT**

Approve the following Special Aid Fund project:

1. Knights of Columbus Grant, Special Aid Fund project, in the amount of \$1,847, for the period of July 1, 2024 through June 30, 2025. This program is funded through the generous acts of the local Knights of Columbus Council. (CV-TEC)

EASEMENT

Approve the following easement:

1. Recommend that the Board approve an easement to be granted to the New York State Electric and Gas Corporation. The easement is 15 feet wide, enters approximately 110 feet southerly of CVES' northeasterly property corner and continues approximately 960 feet in a westerly direction. (Administration)

**CONSENT
AGENDA
PERSONNEL**

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

**RESIGNATION
FOR THE PURPOSE
OF RETIREMENT
SPOOR**

Accept the following letter(s) of resignation for the purpose of retirement:

1. Cheryl Spoor, Teaching Assistant, effective July 1, 2025

Dr. Davey paused the meeting to acknowledge the 31 years Cheryl worked for CVES. Dr. Matt Slattery shared words about how Cheryl is an amazing human and has dedicated her career to helping students in the high school transition into adult education.

**RESIGNATION(S)
ZIMMERMAN,
GUSHLAW,
DELPOZO, &
MORAN NASON-
WALANTUS**

Accept the following letter(s) of resignation:

- Joseph Zimmerman, Teaching Assistant, effective November 21, 2024
2. Katie Gushlaw, Registered Nurse (Schools), effective December 3, 2024
3. Brian Delpozo, School Lunch Manager, effective December 7, 2024
4. Cynthia Moran Nason-Walantus, Special Education Teacher, effective December 11, 2024

**LEAVE(S) OF
ABSENCE
BRIENZA, &
MCKEE**

Approve the following leave(s) of absence:

1. Danielle Brienza, unpaid leave of absence, effective November 14, 2024 – December 26, 2024
2. Tina McKee, unpaid leave of absence, effective November 16, 2024 – June 30, 2025

**52-WEEK CIVIL
SERVICE
PROBATIONARY
APPOINTMENT
PALKOVIC,
LAGREE, HEAD,
COLLIER,
CHRISMAN,
BOOTH, JAQUISH,
NORWOOD,
GEMMELL, SMITH,
HOLMES,
COUTURE, &
LAWRENCE**

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

1. Name: Matthew Palkovic (was temporary)
Position: Network Administrator
Effective Date: November 1, 2024
Tentative Permanent Date: July 1, 2025
2. Name: Jessica Lagree (was temporary)
Position: Payroll/ Purchasing Clerk
Effective Date: November 1, 2024
Tentative Permanent Date: July 1, 2025
3. Name: Tavin Head (was temporary)
Position: Network and Systems Technician
Effective Date: November 1, 2024
Tentative Permanent Date: July 1, 2025

4. Name: Jessica Collier (was temporary)
Position: Publications Specialist
Effective Date: November 1, 2024
Tentative Permanent Date: July 8, 2025
5. Name: Suezanne Chrisman (was temporary)
Position: Registered Behavior Technician
Effective Date: November 1, 2024
Tentative Permanent Date: September 3, 2025
6. Name: Hannah Booth (was temporary)
Position: Registered Behavior Technician
Effective Date: November 1, 2024
Tentative Permanent Date: September 3, 2025
7. Name: Lauren Jaquish (was temporary)
Position: Registered Behavior Technician
Effective Date: November 1, 2024
Tentative Permanent Date: September 3, 2025
8. Name: Emily Norwood (was temporary)
Position: Registered Behavior Technician
Effective Date: November 1, 2024
Tentative Permanent Date: September 23, 2025
9. Name: Chelsey Gemmell
Position: Teacher Aide/ Student Aide
Effective Date: December 9, 2024
Tentative Permanent Date: December 9, 2025
Annualized Salary: \$21,686
10. Name: Kyle Smith
Position: Teacher Aide/ Student Aide
Effective Date: December 9, 2024
Tentative Permanent Date: December 9, 2025
Annualized Salary: \$21,686
11. Name: Jackie Holmes
Position: Teacher Aide/ Student Aide
Effective Date: December 9, 2024
Tentative Permanent Date: December 9, 2025
Annualized Salary: \$21,686
12. Name: Vanessa Couture (pending fingerprint clearance)

Position: Teacher Aide/ Student Aide
Effective Date: December 9, 2024
Tentative Permanent Date: December 9, 2025
Annualized Salary: \$21,686

13. Name: Yazmine Lawrence
Position: Teacher Aide/ Student Aide
Effective Date: December 12, 2024
Tentative Permanent Date: December 12, 2025
Annualized Salary: \$21,686

**FOUR-YEAR
PROBATIONARY
APPOINTMENTS
CASSAVAUGH,
ROGERS, &
ST.MARIE**

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

1. Name: Eric Cassavaugh (was temporary)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: November 14, 2024
Tentative Tenure Date: November 14, 2028
Certification Status: Teaching Assistant, Level 1 Certificate
2. Name: Debra Rogers (was temporary)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: November 14, 2024
Tentative Tenure Date: November 14, 2028
Certification Status: Teaching Assistant, Level 1 Certificate
3. Name: Nancy St.Marie (was temporary)
Tenure Area: Teaching Assistant
Position: Teaching Assistant
Effective Date: November 14, 2024
Tentative Tenure Date: November 14, 2028
Certification Status: Teaching Assistant, Level 1 Certificate

(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
APPOINTMENTS
2024 – 2025
MYERS**

Appoint the following person(s) to a Temporary Appointment as follows for the 2024 – 2025 school year:

1. Name: Kayla Myers

Position: Special Education Teacher
 Effective Date: December 12, 2024
 Certification Status: Teaching Assistant, Level 1
 Annualized Salary: \$50,500

**TEMP GRANT
 APPOINTMENT
 CORTHELL**

Approve the following Temporary Grant Appointment(s) from December 31, 2024 – June 30, 2025:

1. Brianna Corthell, Work Study Student, not-to-exceed 160 hours at \$15.50 an hour.

**TEMP-ON-CALL &
 SUBSTITUTES
 2024 – 2025**

Approve the following temp-on-call and substitute positions for the 2024 – 2025 school year:

<u>Name</u>	<u>Position</u>
Olivia Paiser	Teacher Aide/ Student Aide (<i>pending fingerprint clearance</i>)
Tammy Work	Teaching Assistant (<i>pending fingerprint clearance</i>)
Allie Huchro	Teaching Assistant
Claudia Czerw	Teaching Assistant (<i>pending fingerprint clearance</i>)
Amelia Davis	Teaching Assistant
Marissa Guerard	Teaching Assistant (<i>pending fingerprint clearance</i>)
Tammy Work	Teacher (<i>pending fingerprint clearance</i>)
Allie Huchro	Teacher
Claudia Czerw	Teacher (<i>pending fingerprint clearance</i>)
Amelia Davis	Teacher
Marissa Guerard	Teacher (<i>pending fingerprint clearance</i>)

**ADDITIONAL
 WORK
 2024 – 2025**

Approve the following Additional Work for the 2024 – 2025 School Year:

<u>Training Preparation/Presentation, hourly rate of pay per contract</u>	
Casandra Kellaway (Touch Math Training)	Not-to-exceed 3.5 hours
Joanne Beaudry (TCIS)	Not-to-exceed 1 hour
Joanne Beaudry (Planbook Training)	Not-to-exceed 1 hour

Stipend Positions, Compensation per collective bargaining agreement

Julie Adams	New Employee Mentor
Heather Agoney	New Employee Mentor x2
Abram Benko	New Employee Mentor
Joanne Beaudry	New Employee Mentor
Chelsea Benway	New Employee Mentor x2
Allison Bola	New Employee Mentor x2
Dawn Bordeau	New Employee Mentor x2
Greg Cassavaugh	New Employee Mentor
Suezanne Chrisman	New Employee Mentor
Jennifer Cowling	New Employee Mentor x2
Conner Delavergne	New Employee Mentor x2

Kimberly Denton	New Employee Mentor
Emily Duquette	New Employee Mentor
Melissa Facteau	New Employee Mentor x3
Christopher Falvey	New Employee Mentor x2
Whitney Gagnier	New Employee Mentor x2
Jami Ganter	New Employee Mentor
Nicole Gillespie	New Employee Mentor
Maiya Giroux	New Employee Mentor
Melissa Gough	New Employee Mentor x3
Jennifer Haley	New Employee Mentor
Heather Hambleton	New Employee Mentor
Ryan Hanley	New Employee Mentor
Shanni Hicks	New Employee Mentor x2
Robert Holt	New Employee Mentor x2
Joan Hubbard	New Employee Mentor
Christopher Huchro	New Employee Mentor x2
Helen Jessey	New Employee Mentor
Kathleen Kotsogiannis	New Employee Mentor x2
Kayla Laughlin	New Employee Mentor
Elizabeth Laundrie	New Employee Mentor
John Law	New Employee Mentor x2
Christie Lee	New Employee Mentor x2
Kimberly Lincoln	New Employee Mentor
Arianna Menard	New Employee Mentor
Jennifer Parker	New Employee Mentor
Eric Pollard	New Employee Mentor
Latalya Randall	New Employee Mentor x3
Alyssa Restrepo	New Employee Mentor
Tonya Robinson	New Employee Mentor x2
Anika Craig	New Employee Mentor
Melissa Slagenweit	New Employee Mentor
Ciarra Smith	New Employee Mentor x2
Sherry Snow	New Employee Mentor
Sara Spring	New Employee Mentor x2
Susan Tourville	New Employee Mentor x2
Andrea Trombley	New Employee Mentor x2
Angelina Waldron	New Employee Mentor x4

**APPROVAL TO
ATTEND
CONFERENCE/
WORKSHOP**

Mrs. LaRocque moved, seconded by Ms. Wotton that the Board approve the following request(s) for approval of attendance to conference/workshop for the following Board member(s):

1. Leisa Boise
Rural Schools Association Board of Directors Meeting
March 28, 2025

Leroy, NY (Overnight accommodations needed)

All Board Members present voted yes—motion carried.

**RESIGNATION
O'MARA**

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

1. Danielle O'Mara, School Counselor, effective December 21, 2024

All Board Members present voted yes—motion carried.

**TEMP-ON-CALL &
SUBSTITUTE
POSITIONS
2024 – 2025**

Mrs. LaRocque moved, seconded by Mrs. Comins-Hunter that the approve the following temp-on-call and substitute positions for the 2024 – 2025 school year:

<u>Name</u>	<u>Position</u>
Vivian Porter	Communications and Publications Assistant

All Board Members present voted yes—motion carried.

**FOUR-YEAR
PROBATIONARY
APPOINTMENT
MCCULLOUGH**

Mrs. LaRocque moved, seconded by Ms. Wotton, that the Board appoint the following person(s) to a Four-Year Probationary appointment as follows:

1. Name: Megan McCullough (*was temporary*)
Tenure Area: School Social Worker
Position: School Social Worker
Effective Date: December 6, 2024
Tentative Tenure Date: December 6, 2028
Certification Status: School Social Worker, Provisional Certificate

(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(S)
OF AGREEMENT**

Mrs. Boise moved, seconded by Mrs. LaRocque, that the Board approve the following Memorandum(s) of Agreement:

1. Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Service and the Champlain Valley Educational Services United Professionals regarding supervision for LMSWs.

2. Memorandum of Agreement between the Clinton-Essex-Warren-Washington Board of Cooperative Educational Service and the Champlain Valley Educational Services United Professionals regarding tuition reimbursement.

All Board Members present voted yes—motion carried.

SDNA

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board approve the following resolution:

WHEREAS, pursuant to a resolution approved by the Board of the Clinton-Essex-Warren-Washington BOCES (“CEWW BOCES”) on June 12, 2024, CEWW BOCES entered into a Lease Agreement dated July 2, 2024 (the “Lease”) with CIDC Plattsburgh, LLC for the use of certain real property and improvements described in the Lease (the “Premises”); and

WHEREAS, the Lease requires the District to execute certain ancillary documents, including a Subordination, Non-Disturbance and Attornment Agreement (the “SNDA”); and

WHEREAS, the Lease further requires the District to provide certain ongoing financial disclosures and other information to Landlord and/or its lenders and related entities and the Landlord’s lender has requested that CEWW BOCES execute a Continuing Disclosure Agreement to facilitate ongoing compliance with the financial reporting requirements; and

WHEREAS, the Board of the CEWW BOCES has reviewed the terms of the proposed SNDA and Continuing Disclosure Agreement and has determined that the execution of these agreements is appropriate to fulfill the District’s obligations under the Lease;

NOW THEREFORE, BE IT RESOLVED by the Board of CEWW BOCES that the District Superintendent is hereby authorized to execute the Subordination, Non-Disturbance And Attornment Agreement with The Bank of Mellon New York and the Continuing Disclosure Agreement with the Digital Assurance Certification, LLC in substantially the form presented to the Board, with such changes as may be approved by the District Superintendent.

All Board Members present voted yes—motion carried.

LEASE
AMENDMENT

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board approve the following resolution:

WHEREAS, pursuant to a resolution approved by the Board of the Clinton-Essex-Warren-Washington BOCES (“CEWW BOCES”) on June 12, 2024, CEWW BOCES entered into a Lease Agreement dated July 2, 2024 (the “Lease”) with CIDC

Plattsburgh, LLC for the use of certain real property and improvements described in the Lease (the “Premises”); and

WHEREAS, CEWW BOCES and CIDC Plattsburgh, LLC desire to amend the Lease (the “Amendment”); and

WHEREAS, the Board of Education has reviewed the proposed Amendment and has determined that it is in the best interest of CEWW BOCES to proceed with the proposed changes, pending review by the District’s legal counsel and any required review and approval by the Commissioner of Education pursuant to applicable provisions of the Education Law;

NOW, THEREFORE, BE IT RESOLVED, by the Board of CEWW BOCES that the District Superintendent is hereby authorized to execute the Amendment and take any and all actions necessary to effectuate the purposes of this Resolution, provided that such execution and actions are consistent with the final approval by CEWW BOCES’ legal counsel and any requirements of the Commissioner of Education.

All Board Members present voted yes—motion carried.

ADJOURNMENT

Mr. Murdock moved, seconded by Ms. Wotton, to adjourn the meeting at 9:10 pm. All Board Members present voted yes—motion carried.

DRAFT

Katelyn Smart, Board Clerk

CLINTON-ESSEX-WARREN-WASHINGTON BOCES
TREASURER'S REPORT - November 30, 2024

	Account Balances		Receipts		Disbursements		Account Balances		Receipts		Disbursements		Account Balances	
	October 31, 2024	October	October	October	October	October	November 30, 2024	November 30, 2024	Year To Date	Year To Date	Year To Date	Year To Date	November 30, 2024	November 30, 2024
I. SUMMARY OF ACCOUNT ACTIVITY														
CHECKING ACCOUNTS														
Depository General Fund	\$ 6,289,080.14	\$ 3,923,760.18	\$ 5,375,993.37	\$ 4,836,846.95	\$ 29,316,268.47	\$ 29,086,725.48	\$ 4,836,846.95	\$ 4,836,846.95					\$ 4,836,846.95	\$ 4,836,846.95
Special Aid Fund	\$ (856,827.87)	\$ 139,342.71	\$ 267,616.09	\$ (985,101.25)	\$ 1,315,515.47	\$ 1,759,369.51	\$ (985,101.25)	\$ (985,101.25)					\$ (985,101.25)	\$ (985,101.25)
School Lunch Fund	\$ 126,742.41	\$ 42,666.49	\$ 20,361.55	\$ 149,047.35	\$ 140,723.84	\$ 98,198.74	\$ 149,047.35	\$ 149,047.35					\$ 149,047.35	\$ 149,047.35
Capital Fund	\$ 2,111,779.32	\$ -	\$ 1,271,214.59	\$ 840,564.73	\$ 2,972,476.21	\$ 4,366,950.65	\$ 840,564.73	\$ 840,564.73					\$ 840,564.73	\$ 840,564.73
Special Revenue Fund (Excluding ExtraClassroom)	\$ 13,498.32	\$ 200.00	\$ -	\$ 13,698.32	\$ 2,900.00	\$ 1,250.00	\$ 13,698.32	\$ 13,698.32					\$ 13,698.32	\$ 13,698.32
Custodial Fund	\$ 59,038.59	\$ 208,266.58	\$ 87,331.13	\$ 179,974.04	\$ 512,481.62	\$ 599,739.05	\$ 179,974.04	\$ 179,974.04					\$ 179,974.04	\$ 179,974.04
Operating General Fund	\$ 228,349.04	\$ 5,687,989.85	\$ 5,616,331.89	\$ 300,007.00	\$ 31,703,096.67	\$ 31,776,164.21	\$ 300,007.00	\$ 300,007.00					\$ 300,007.00	\$ 300,007.00
SAVINGS ACCOUNTS														
Capital Fund	\$ 1,886,930.71	\$ 7,072.16	\$ -	\$ 1,894,002.87	\$ 76,255.01	\$ 2,972,437.00	\$ 1,894,002.87	\$ 1,894,002.87					\$ 1,894,002.87	\$ 1,894,002.87
General Fund	\$ 2,199,989.00	\$ 8,245.49	\$ -	\$ 2,208,234.49	\$ 45,020.72	\$ -	\$ 2,208,234.49	\$ 2,208,234.49					\$ 2,208,234.49	\$ 2,208,234.49
Special Revenue Fund	\$ 22,058.92	\$ 82.68	\$ -	\$ 22,141.60	\$ 429.67	\$ 1,628.79	\$ 22,141.60	\$ 22,141.60					\$ 22,141.60	\$ 22,141.60
TOTAL FUNDS ON ACCOUNT	\$ 12,080,638.58			\$ 9,459,416.10	\$ 66,085,167.68	\$ 70,662,463.43	\$ 9,459,416.10	\$ 9,459,416.10					\$ 9,459,416.10	\$ 9,459,416.10

	November 30, 2024		Add: Deposits in Transit		Less: Outstanding Checks		November 30, 2024	
	Bank Balance	Account Balances	Transit	Transit	Checks	Checks	Account Balances	Account Balances
TD BANK - MUNICIPAL CHECKING - OPERATING	\$ 930,886.43	\$ -	\$ -	\$ -	\$ (630,879.43)	\$ -	\$ 300,007.00	\$ 300,007.00
TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT	\$ 4,854,630.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,854,630.57	\$ 4,854,630.57
TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TD BANK - MUNICIPAL CHECKING - BENEFIT PLAN CLAIMS	\$ 195,684.98	\$ -	\$ -	\$ -	\$ (15,285.41)	\$ -	\$ 180,399.57	\$ 180,399.57
NYCLASS - SAVINGS, GENERAL FUND	\$ 2,208,234.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,208,234.49	\$ 2,208,234.49
NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT	\$ 1,894,002.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,894,002.87	\$ 1,894,002.87
NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP	\$ 1,004.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,004.75	\$ 1,004.75
NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP	\$ 782.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 782.62	\$ 782.62
NYCLASS - SAVINGS, JWH SCHOLARSHIP	\$ 12,714.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,714.32	\$ 12,714.32
NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP	\$ 2,388.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,388.01	\$ 2,388.01
NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP	\$ 628.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 628.57	\$ 628.57
NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP	\$ 4,623.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,623.33	\$ 4,623.33
TOTAL FUNDS ON ACCOUNT	\$ 9,459,416.10			\$ 66,085,167.68	\$ 70,662,463.43		\$ 9,459,416.10	\$ 9,459,416.10

GENERAL FUND INTEREST RECEIVED 7/01/24 - 11/30/24 \$ 143,799.66
CAPITAL FUND INTEREST RECEIVED 7/01/24 - 11/30/24 \$ 76,255.03

PREPARED BY:  Dated: 12/15/24
Derek Leavine, Deputy District Treasurer

Enc. 3

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

FOR THE PERIOD 11/01/2024 TO 11/30/2024

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	1,533.56	940.81	0.00	940.81	0.00	940.81
SKILLS USA - MINEVILLE	1,720.93	1,720.93	0.00	1,720.93	0.00	1,720.93
NO. COUNTRY LOGGERS	381.40	381.40	0.00	381.40	0.00	381.40
REFLECTIONS	787.06	612.54	0.00	612.54	0.00	612.54
LPN CLASS	1,676.29	1,204.49	484.65	1,689.14	0.00	1,689.14
RAZOR'S EDGE	663.97	663.97	0.00	663.97	0.00	663.97
FUTURE FARMERS OF AMERICA	2,547.86	2,239.21	0.00	2,239.21	0.00	2,239.21
SALES TAX	33.07	19.99	18.64	38.63	19.99	18.64
TOTAL	9,344.16	7,783.34	503.29	8,286.63	19.99	8,266.64

11/30/2024 Bank Balance \$ 8,266.64
Add: Deposits in Transit \$ -
Less: Outstanding Checks \$ 8,266.64

11/30/2024 Bank Balance
Add: Deposits in Transit
Less: Outstanding Checks
11/30/2024 Balance on Hand


COLBY SISKAVICH, EXTRACLASSROOM TREASURER
DATE 11/26/24

Enc. 3

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

FOR THE PERIOD 12/01/2024 TO 12/31/2024

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	1,533.58	940.81	2,730.95	3,671.76	1,271.66	2,400.10
SKILLS USA - MINEVILLE	1,720.93	1,720.93	332.41	2,053.34	654.71	1,398.63
NO. COUNTRY LOGGERS	381.40	381.40	0.00	381.40	0.00	381.40
REFLECTIONS	787.06	612.54	0.00	612.54	0.00	612.54
LPN CLASS	1,676.29	1,689.14	0.00	1,689.14	0.00	1,689.14
RAZOR'S EDGE	663.97	663.97	0.00	663.97	0.00	663.97
FUTURE FARMERS OF AMERICA	2,547.86	2,239.21	1,747.92	3,987.13	0.00	3,987.13
SALES TAX	33.07	18.64	177.81	196.45	18.64	177.81
TOTAL	9,344.16	8,266.64	4,989.09	13,255.73	1,945.01	11,310.72

Colby Siskavich

COLBY SISKAVICH, EXTRACLASSROOM TREASURER

1/16/25
DATE

12/31/2024 Bank Balance \$ 12,210.72
Add: Deposits in Transit \$ (900.00)
Less: Outstanding Checks \$ 11,310.72

Enc. 4

MEMO

To: Katelyn Smart, BOCES Board Clerk
Clinton-Essex-Warren-Washington BOCES
From: Angela Jennette, Claims Auditor
Date: December 23, 2024
Re: Report for Board Agenda for January 15, 2025, Meeting

The following warrant claims were reviewed from November 27, 2024, to December 23, 2024:

<u>Warrant No. & Date</u>	<u>Check Information</u>	<u>Gross Total Amount</u>
	**	
W #23 - 12/05/2024	*Check Nos: 248636-248682** *Check Nos: 05080-05176 ACH Payments: ACH015402-ACH015470 WEX-ACH Payments: ACH04228-ACH04315	\$ 205,992.75
W #24 - 12/12/2024	*Check Nos: 248727-248894** *Check Nos: 05177-05230 ACH Payments: ACH015471-ACH015673 WEX-ACH Payments: ACH04316-ACH04380	\$ 1,817,325.60
W #25 - 12/19/2024	*Check Nos: 248933-249021 *Check Nos: 05231-05265 ACH Payments: ACH015674-ACH01730 WEX-ACH Payments: ACH04381-ACH04437	\$ 4,773,704.64
W #26 - 12/20/2024	*Check Nos: 249022-249050 ACH Payments: ACH015731-ACH015991	\$ 108,866.70

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

IRS-EFTPS: PR# 13-Wire#2513FEDTAX Wire #2513FICA Wire #2513MEDI-Warrant#24
PR# 14-Wire#2514FEDTAX Wire #2514FICA Wire #2514MEDI-Warrant#25
PR# 15-Wire#2515FEDTAX Wire #2515FICA Wire #2515MEDI-Warrant#26

NYS Promptax: PR #13- Wire #2513NY-Warrant #24;
PR #14- Wire #2514NY-Warrant #25;
PR #15- Wire #2515NY-Warrant #26

NYS Quarterly Sales Tax: ST100-1124- Warrant #25

NYS Office of Comptroller ERS Retirement & Loans: PR#11&12-Wire #ERS-NOV24-Warrant #23;
PR#13&14-Wire #ERS-DEC24-Warrant #25

Health Ins. Monthly: Wire #HINS122024-Warrant #24

Instructional Technology: Wire #FLAG-1224-Warrant #26

CC: Eric Bell
Christine Myers

FSA/HRA :

Wire #BEN-111524-Warrant #23	Wire#BEN111924A-Warrant #23
Wire #BEN-111824-Warrant #23	Wire#BEN111924B-Warrant #23
Wire #BEN-112024-Warrant #23	Wire#BEN111924C-Warrant #23
Wire #BEN-112124-Warrant #23	Wire#BEN112624A-Warrant #23
Wire #BEN-112224-Warrant #23	Wire#BEN112624B-Warrant #23
Wire #BEN-112524-Warrant #23	Wire#BEN112624C-Warrant #23
Wire #BEN-112724-Warrant #23	Wire#BEN120224B-Warrant #23
Wire #BEN-112924-Warrant #23	
Wire #BEN120224-Warrant #23	
	Wire#BEN120324A-Warrant #24
Wire #BEN-120424-Warrant #24	Wire#BEN120324B-Warrant #24
Wire #BEN-120524-Warrant #24	Wire#BEN120324C-Warrant #24
Wire #BEN-120624-Warrant #25	
Wire #BEN-120924-Warrant #25	

Benefit Claims Acc. :

Ck & ACH's Listed Above

Wire #WEX-120524-Warrant #23;
Wire #WEX-121224-Warrant #24
Wire #WEX-121924-Warrant #25

Transfers:

12/3/24-NYCLASS-CP to General – Wire #700087519- Phase II
12/17/24-TDBank to NYCLASS- Wire # 700083857- Increase interest rate
12/17/24-TDBank to NYCLASS- Wire # 700083856- Increase interest rate

Health Insurance Consortium Payments:

12/3/24	\$ 1,248,661.40-W
12/9/24	\$ 2,981,144.01-W
12/16/24	\$ 2,054,539.17-W
12/23/24	\$ 2,338,159.32-W

NCA Compensation Payments:

12/3/24 \$ 58,714.47-W

Benetech Payment:

12/12/24 \$ 9,818.00- Ck #1085

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

Internal Claims Auditor

(Signature)



CC: Eric Bell
Christine Myers

Date	Warrant	Vendor #	Claim Audit Finding:	Summary Business Office Response:	Resolution/Options:
12/04/24	Pending W#23	7010	2 claims occurred but schedule didn't separate them.	Payments split to reflect 2 claims.	Approved for final warrant.
12/04/24	Pending W#23	14589	Purchase Order issued after service started.	Purchase Order entered before services took place. Bottleneck at beginning of year in Purchasing created delay in issuance of Purchase Order before classes started.	Approved for final warrant.
12/05/24	Final W#23				\$205,992.75
12/11/24	Pending W#24	14487	Service started before Purchase Order issued.	Non-Component District requested new service with fast turn around needed Cross Contract and approvals of Purchase Order all in place by start date, just delay on issuing.	Approved for final warrant.
12/11/24	Pending W#24	17000	Purchase Order has wrong address for payment.	Confirmed address has been changed in vendor information and remit address on payment schedule is correct. Will be corrected in future.	Approved for final warrant.
12/11/24	Pending W#24	11771	Wrong Purchase Order for claim.	Corrected Purchase Order number.	Approved for final warrant.
12/12/24	Final W#24				\$1,817,325.60
12/18/24	Pending W#25	5166	Incorrect coding.	Coding corrected.	Approved for final warrant.
12/18/24	Pending W#25	11795	Schedule has a check payment, backup reflects Wire payment.	Payment corrected to a Wire payment.	Approved for final warrant.
12/18/24	Pending W#25	14652	Who and what vehicle does this payment go to?	opened a Purchase Order to cover future travels after this unexpected toll was received. Once division was aware of toll, Purchase Order was created timely with explanation.	Approved for final warrant.
12/19/24	Final W#25				\$4,773,704.64
12/20/24	Pending W#26	17819	Wrong address.	Will contact division coordinator to have vendor update W-9 to match correct current address, address matches W-9 on record.	Approved for final warrant.
12/20/24	Final W#26				108,866.70

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

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

BOCES desires to have certain services and activities described as follows: Vendor Scoring for grades 3-8 ELA and Mathematics assessments, grades K-12 New York State English as a Second Language Assessment Test (NYSESLAT) and grades 5 and 8 NYS Science assessments as referenced in Schedule A- Part 1 and Schedule A – Part 2. January, June, and August 2025 Regents Exams including (Physical Setting (PS)/Earth Science, PS/Earth and Space Science, PS/Chemistry, PS/Physics, Living Environment, Life Science: Biology, English Language Arts, Algebra I, Algebra II, Geometry, US History and Government (New Framework), and Global History & Geography II (New Framework) as described in Schedule A- Part 3 Regents Exams. The total cost is not anticipated to exceed \$200,000 and is all-inclusive of travel and other related expenses as per detailed costs on Schedule B. General service terms are based on a proposal from Premier Assessment Services, Inc. dated January 16, 2023.

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

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

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

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

14. **EXECUTORY CLAUSE:** BOCES shall have no liability under this AGREEMENT to Premier Assessment Services, Inc. or to anyone else beyond funds appropriated and available for this AGREEMENT.
15. **TERMINATION:** This AGREEMENT will terminate upon submission by Premier Assessment Services, Inc., of a final product satisfactory to BOCES. BOCES reserves the right to terminate this AGREEMENT upon failure of Premier Assessment Services, Inc., to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules, or regulations by Premier Assessment Services, Inc.
16. **DATA SHARING AND CONFIDENTIALITY:** Premier Assessment Services, Inc. agrees to provide BOCES with a signed Data Sharing and Confidentiality Agreement, as set forth in Attachment II, prior to the commencement of SERVICES.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on this _____ day of _____ 2025.

Date: _____

Date: 12/16/20204

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

Premier Assessments Inc.

By: _____

Dr. Mark C. Davey
Superintendent

By: BethAnne Hutchinson

BethAnne Hutchinson
Chief Executive Officer

Schedule A

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

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

Paper-Based Assessment Scoring:

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

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

Computer-Based Assessment Scoring:

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

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

Test Pickup and Return

ELA

Premier Assessment Services, Inc. will pick up paper-based grades 3-8 ELA assessments and answer sheets twice; the dates below are based on the final release of the 2024-2025 NYSED Grades 3-8 Testing

Schedule and may possibly be renegotiated. The primary pick up of exams and answer sheets will be on Friday, May 1, 2025 between 2:00 pm and 4:00 pm. The make-up pick up of exams and answer sheets will be on Wednesday, May 7, 2025 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at CVES, 1443 Military Turnpike, Plattsburgh, NY on both days. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to CVES, 1443 Military Turnpike, Plattsburgh, NY on Monday, June 9, 2025 between 2:00pm and 4:00 pm. There will be no additional charges for the return of these exams to CVES. Premier Assessment Services, Inc. will deliver ELA answer sheets to Northeastern Regional Information Center (NERIC) in Albany, NY before Monday, May 19, 2025.

Math

Premier Assessment Services, Inc. will pick up paper-based grades 3-8 Math assessments and answer sheets twice; the dates below are based on the final release of the 2024-2025 NYSED Grades 3-8 Testing Schedule and may possibly be renegotiated. The primary pick up of exams and answer sheets will be on Monday, May 12, 2025 between 2:00 pm and 4:00 pm. The make-up pick up of exams and answer sheets will be on Thursday, May 15, 2025 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at CVES, 1443 Military Turnpike, Plattsburgh NY on both days. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to CVES, 1443 Military Turnpike, Plattsburgh NY on Friday, June 13, 2025 between 2:00 pm and 4:00 pm. There will be no additional charges for the return of these exam booklets to CVES. Premier Assessments, Inc. will deliver mathematics answer sheets to NERIC in Albany, NY before Thursday, May 29, 2025.

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

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

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

Vendor scoring process for grades K-12 NYSESLAT assessments:

Paper-Based Assessment Scoring:

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

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

Test Pickup and Return

Premier Assessment Services, Inc. will pick up paper-based grades NYSESLAT assessments and answer sheets once; the date below is based on the final release of the 2024-2025 NYSED Testing Schedule and may possibly be renegotiated. Premier Assessment Services, Inc. will pick up paper-based grades K-12 NYSESLAT assessments and answer sheets on Wednesday, May 28, 2025 between 2:00 pm and 4:00 pm. The exams and answer sheets will be picked up at CVES, 1443 Military Turnpike, Plattsburgh NY. For any make up NYSESLAT exams in grades K-12, school districts will send the exams directly to Premier Assessment Services, Inc. for scoring. There will be no additional charges for the pick-up of these exams and answer sheets. The exam booklets will be returned to CVES, 1443 Military Turnpike, Plattsburgh NY on Friday, June, 20, 2025. There will be no additional charges for the return of these exams to CVES. Premier Assessment Services, Inc. will deliver the grades K-12 NYSESLAT answer sheets directly to NERIC before Friday, June, 6, 2025.

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

- Having staff available 24/7 during pick-up/delivery process to ensure that any challenges are identified and solved immediately
- Using software that tracks designated district contact person information, district locations, times/dates, and courier assignments
- Ensuring vehicles arrive at the CVES at specified dates and times for pick-up/delivery of exams.
- Ensuring materials received from CVES are signed and accounted for upon receipt of pick-up/delivery.
- Ensure records of test locations and security protocols are maintained and available
- Return all answer sheets packages in separate, designated envelopes by district and grade level.
- Providing directions for packaging assessments to be picked-up
- Communicating that Opt-Out answer sheets need to be separated at the district from the assessments and answer sheets prior to sending to vendor scoring
- Ensuring that districts review and confirm that student rosters are current and accurate
- Ensuring that constructed response scores on the bubble sheets are clear, dark, and complete

- **Ensuring that all SED requirements for test security and confidentiality are met**
- **Ensuring no student data will be collected, stored, or shared by any Premier Assessment Services, Inc. staff**
- **Premier Assessment Services, Inc. returns all exams directly to Champlain Valley Educational Services at no additional cost**

Schedule A
Part 3: Scoring Process of Regents Exams

Vendor scoring process of Regents Exams:

Paper-Based Assessment Scoring:

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

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

Premier Assessment Services, Inc. will pick up paper-based Regents Exams (Physical Setting (PS) Earth Science, PS/Earth and Space Science, PS Chemistry, PS Physics, Living Environment, Life Science: Biology, English Language Arts, Algebra I, Algebra II, Geometry, US History and Government (New Framework), and Global History & Geography II (New Framework) and answer sheets within two days of the administration of each subject between 2:00 pm and 4:00 pm; specific dates and times to be negotiated for each administration. The exams and answer sheets will be picked up at the CVES, 1443 Military Turnpike, Plattsburgh, NY. There will be no additional charges for the pick-up of these exams and answer sheets. The exams and answer sheets will be returned to CVES 1443 Military Turnpike, Plattsburgh NY on/or within 5 days of the final submission of answer sheets to the scanning center. There will be no additional charges for the return of these exams and answer sheets to CVES. Addendum for 2024-25: Premier will return all answer sheets directly to Districts that choose to scan their answer sheets in-house, instead of using Premier or NERIC to scan said answer sheets.

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

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

Schedule B

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

Assessment	CBT Pricing	Paper Pricing
	Price Per Student	Price Per Student
ELA 3	\$8.00	\$9.00
ELA 4	\$8.00	\$9.00
ELA 5	\$8.00	\$9.00
ELA 6	\$8.25	\$9.25
ELA 7	\$8.25	\$9.25
ELA 8	\$8.25	\$9.25
Mathematics 3	\$7.00	\$8.00
Mathematics 4	\$7.00	\$8.00
Mathematics 5	\$7.00	\$8.00
Mathematics 6	\$7.50	\$8.50
Mathematics 7	\$7.50	\$8.50
Mathematics 8	\$7.50	\$8.50
Science 5	\$7.50	\$7.50
Science 8	\$9.50	\$9.50
NYSESLAT K-2		\$6.50
NYSESLAT 3-5		\$6.50
NYSESLAT 6-8		\$6.50
NYSESLAT 9-12		\$6.50
Regents Exams		
ELA		\$14.00
Algebra I		\$13.00
Geometry		\$13.00
Algebra II		\$13.00
Living Environment		\$13.00
Earth Science		\$13.00
Chemistry		\$13.00
Physics		\$13.00
Global History II		\$15.00
US History (framework)		\$15.00

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



NY Premier Assessment Services, Inc.
NYS Test Scoring Fees (Updated for 2024-2025)

Tests by Grade & Subject	Price Per Test (Paper)	Price Per Test (CBT)
Grade 3 ELA	\$ 9.00	\$ 8.00
Grade 4 ELA	\$ 9.00	\$ 8.00
Grade 5 ELA	\$ 9.00	\$ 8.00
Grade 6 ELA	\$ 9.25	\$ 8.25
Grade 7 ELA	\$ 9.25	\$ 8.25
Grade 8 ELA	\$ 9.25	\$ 8.25
Grade 3 Mathematics	\$ 8.00	\$ 7.00
Grade 4 Mathematics	\$ 8.00	\$ 7.00
Grade 5 Mathematics	\$ 8.00	\$ 7.00
Grade 6 Mathematics	\$ 8.50	\$ 7.50
Grade 7 Mathematics	\$ 8.50	\$ 7.50
Grade 8 Mathematics	\$ 8.50	\$ 7.50
Grade 5 Science	\$ 7.50	\$ 7.50
Grade 8 Science	\$ 9.50	\$ 9.50
K-12 NYSESLAT	\$ 6.50	
Regents Exams		
US History & Government	\$15.00	
Global History & Geography II	\$15.00	
English Language Arts	\$14.00	
Algebra I	\$13.00	
Geometry	\$13.00	
Algebra II	\$13.00	
Physical Setting/Earth Science	\$13.00	
Living Environment	\$13.00	
Physical Setting/Chemistry	\$13.00	
Physical Setting/Physics	\$13.00	

No fee for courier services for paper test pickup.
No fee for handling of untested answer sheets.
No fee for delivery of answer sheets to regional scan centers.

DATA SHARING AND CONFIDENTIALITY AGREEMENT

Including

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

1. Purpose

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

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

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

2. Definitions

As used in this Exhibit:

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

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

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

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

3. Confidentiality of Protected Data

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

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

4. Data Security and Privacy Plan

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

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

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

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

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

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

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

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

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

5. Notification of Breach and Unauthorized Release

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

(b) Vendor will provide such notification to the District by contacting Alex St. Pierre directly by email at cvesnetadmin@cves.org or by calling 518.561.0100 x343.

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

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

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

6. Additional Statutory and Regulatory Obligations ¹

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

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

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

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

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

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

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

PARENTS BILL OF RIGHTS RELATING TO STUDENT DATA

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

1. A student's personally identifiable information will not be sold or released for any commercial purposes;
2. Parents have the right to inspect and review the complete contents of their child's education record.
3. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred.
4. A complete list of all student data elements collected by New York State is available for public review at the following website:
<http://www.nysed.gov/data-privacy-security/student-data-inventory> or by writing to the Office of Information and Reporting Services, NYS Education Department, Room 865 EBA, 89 Washington Avenue, Albany, NY 12234;
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Assistant Superintendent for Instruction and 21st Century Learning, P.O. Box 455, Plattsburgh, NY 12901; Phone: 518-561-0100 Ext. 350; email (gray_teri@cves.org). Complaints to the NYS Education Department should be directed to: Privacy Complaint, Chief Privacy Officer, NYS Education Department, 89 Washington Avenue, Albany, NY 12234. Complaints may also be submitted using the form available at the following website:
<http://www.nysed.gov/data-privacy-security/report-improper-disclosure>.

APPENDIX

Supplemental Information Regarding Third-Party Contractors

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

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

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

Adopted June 10, 2020

BY THE VENDOR:

BethAnne Hutchinson
Name (Print)

BethAnne Hutchinson
Signature

President & COO
Title

October 9, 2024
Date

EXHIBIT (CONTINUED)

Supplemental Information about a Master Agreement between CEWW BOCES and [NY Premier Assessment Services, Inc.]²

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

[NYS Test Scoring Services]

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

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

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

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

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

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

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

Duration of Agreement and Protected Data Upon Termination or Expiration:

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

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

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

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

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

Champlain Valley Educational Services
Audit Committee - Meeting Minutes
October 9, 2024 - 5:00 p.m., CVES Learning Hub

Present:

Richard Harriman, Sr., Audit Committee Member
Donna LaRocque, Audit Committee Member
Emily Phillips, Audit Committee Member
Dr. Mark C. Davey, CVES District Superintendent (5:30)
Eric Bell, Deputy Superintendent
Amy Pedrick, West & Company Auditor
Mike Rossi, West & Company Auditor
Aimee Skiff, Management Advisory Group of New York Auditor

Meeting began approximately 5:00 p.m.

1. Approve the minutes from May 18, 2024 Audit Committee Meeting

No changes noted.

Motion to approve (Richard Harriman, Sr. 1st, Donna LaRocque 2nd). Motion carried.

2. Internal Audit

• **Internal Audit Report**

Amy Skiff discussed the Internal Audit and reviewed the process. She shared that all prior year recommendations have been implemented. For 2023-2024, the area of focus is cash collections and receipts. Ms. Skiff reviewed the Board policy and discussed recommendations for cash collection in Divisions. She was complimentary of the Business Office and their work. The Audit Committee discussed procedures for cash collectors. Dr. Bell expressed his appreciation for Ms. Skiff and the Management Advisory Group's work.

• **Corrective Action Plan**

Dr. Bell reviewed the Internal Audit Corrective Action Plan. Training for cash collectors was discussed, and the Audit Committee decided to add the following sentence to the Corrective Action Plan: "Training for all new cash collectors will be done prior to their ability to collect cash."

3. 2023-2024 External Audit Exit Conference – Review of Audited Financial Statements

Mr. Rossi performed an in-depth review and discussed the handout, *Audited Financial Statements and Supplemental Schedules, June 30, 2024*. He was complimentary of CVES' business team and their work.

Dr. Davey complimented Dr. Bell, Mrs. Myers, and the Business Office. He expressed his gratitude to Mr. Rossi and Ms. Pedrick for their work and advice.

There were discussions of the SNAP program, TRS and ERS.

Motion to move the External Audit, the Internal Audit Report, and the Corrective Action Plan for the Internal Audit to the Board for approval. ((Donna LaRocque 1st, Richard Harriman, Sr. 2nd). Motion carried.

4. Annual Review of Audit Committee Charter

The committee reviewed the Audit Committee Charter. Dr. Davey discussed that that CVES is a “Board of Cooperative Educational Services,” not a “Board of Education”. The Audit Committee agreed that the terminology “Board of Education” should be changed to “Board of Cooperative Educational Services”.

5. Reserve Plan Review

Dr. Bell reviewed the Reserve Fund Strategy and discussed reserves.

6. West & Company, CPAs PC Contract Extension Discussion

During a discussion of a five-year extension of West & Company’s contract, the Audit Committee stated they strongly supported the contract extension.

Motion to send to the Board, the Audit Committee’s strong support and recommendation of a five-year extension of West and Company’s contract. (Richard Harriman, Sr. 1st, Donna LaRocque 2nd) Motion carried.

Meeting adjourned at approximately 6:00 p.m.

Approved December 11, 2024, Richard Harriman, Sr. 1st, Donna LaRocque 2nd

CVES/Component School District

2025-2026

School Calendar
Calendar Committee Recommendation

DRAFT
School is not in session

July						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September
Sept. 1 - Labor Day
Sept. 2 - First Day of School for Staff
Sept. 4 - First Day of School for Students

October
Oct. 13 - Indigenous Peoples Day

November
Nov. 11 - Veterans Day

Important Dates

September						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December
December 22 - January 2 - Winter Recess

January
Jan. 1 - New Year's Day
Jan. 19 - Martin Luther King Jr. Day

February
February 16-20 - February Recess
February 17 - Asian Lunar New Year

January						
Su	M	Tu	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March
March 20 - Superintendent's Conf. Day

April
April 6 - 10 - Spring Recess

May
May 25 - Memorial Day

June
June 19 - Juneteenth
June 26 - Last Day of School

May						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days In Session						
	September	October	November	December	January	February
21					21	22
16					16	15
15					15	17
20					20	20
19					19	19
Total					186	

Scheduled Use of Unused Emergency Days
1 day unused - May 22, 2026
2 days unused - May 26, 2026
3 days unused - April 3, 2026
4 days unused - April 13, 2026

Days in Session Include:
182 School Days & 4 Emergency Days

CEWW BOCES

SUBJECT: Lactation Accommodation Procedures	
ADOPTED DECEMBER 2024	REVISED DATE:
PREPARED BY: DR. DAVEY & DR. BELL	DISTRICT SUPERINTENDENT APPROVAL:
DEFINITIONS/ACRONYMS/ABBREVIATIONS: CEWW BOCES – CLINTON-ESSEX-WARREN-WASHINGTON BOCES NYS - NEW YORK STATE NYSDOL - NEW YORK STATE DEPARTMENT OF LABOR INCLUSIVE LANGUAGE STATEMENT: Throughout this procedure, several terms – breastfeeding, chestfeeding, nursing, and lactating – are used interchangeably to describe feeding human milk (from donor or birth parent). BREASTFEEDING/CHESTFEEDING: Breastfeeding, chestfeeding, human milk feeding, lactation and nursing will be used interchangeably to describe human milk (from donor or birth parent). BREAST PUMPS/PUMPING: BREAST pumps/pumping also indicated chest pumps and expressing human milk.	

1. Internal Procedure:

CEWW BOCES is committed to complying with all applicable NYS and federal laws regarding chest/breastfeeding. CEWW BOCES does not discriminate against any employee who chooses to chest/breastfeed.

2. Purpose:

According to the CDC, research has shown that accommodating chest/breastfeeding employees increases job satisfaction, improves productivity and staff loyalty, and decreases absenteeism, health care costs, and employee turnover. CEWW BOCES provides a supportive environment to enable nursing employees to express their milk during work hours. In accordance with NYS Labor Law 206-c, this procedure will be communicated to all current employees annually, upon return from maternity leave and included in new hire integration.

3. Procedures:

Employer Responsibilities:

Nursing employees who choose to continue providing human milk to their infants after returning to work will receive the following accommodations for up to three years following the child's birth:

- 3.1 Request for lactation accommodations** – Employees will give supervisors advanced notice of the need for lactation accommodations, preferably prior to their return to work. To request accommodations employees will email their supervisors with their request. CEWW BOCES will respond to accommodation requests within a reasonable timeframe, but not to exceed five business days.
- 3.2 Milk expression breaks**- Under current New York law, all employers must give 30-minute paid breaks as often as an employee may need to express chest/breast milk. These breaks will be in addition to any mealtime or other paid break time. Employees may use usual break and meal periods for expressing milk when in excess of 30 minutes.
- 3.3 A place to express milk**- Employees will be provided with a private place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and visitors, to express human milk. Expressed milk can be stored in the refrigerator located in the designated lactation room or in the employee's personal cooler. The space will be:
 - Private and sanitary.
 - Located in close proximity to the employee's work station, well lit, shielded from view, and free from intrusion from other persons in the workplace or the public.

- Equipped with a functional lock and a sign indicating that the space is in use and not accessible.
- Equipped with, at a minimum, a chair, a small table, nearby access to running water and, if the workplace is supplied with electricity and refrigeration, an electrical outlet and access to a refrigerator.

3.4 CEWW BOCES will notify employees in writing through email or printed memo when a room or other location has been designated.

3.5 Staff support- Supervisors will inform pregnant employees and employees returning to work following the birth of a child of their rights under NYS Labor Law 206-c and the national worksite lactation accommodation law in the U.S patient affordable care act. Supervisors will implement procedures and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for nursing employees.

3.6 CVES Personnel Specialists are responsible for providing a copy of the DOL policy to each employee upon hire and annually thereafter.

Employee Responsibilities:

Nursing employees who choose to continue providing human milk to their infants after returning to work will:

3.7 Communicate with the supervisor- Employees will give supervisors advanced notice of the need for lactation accommodations, preferably prior to their return to work. To request accommodations employees will email their supervisors with the request. CEWW BOCES will respond to lactation accommodation requests within a reasonable timeframe, but not to exceed five business days.

3.8 Maintain milk expression areas- Nursing employees will maintain designated areas by wiping surfaces with facility provided anti-microbial wipes, so the area is clean for the next user.

3.9 Safely store expressed milk- Employees will label all expressed milk with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of their milk, and removal of their milk from the refrigerator at the end of each workday

3.10 Use break times to express milk- When more than one nursing employee needs to use the designated lactation room, employees will use the sign-in log provided in the room to negotiate milk expression times that are most convenient and best meet their needs. (Attachment 1)

No employee will be discriminated or retaliated against for nursing or expressing milk during the workday and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

Any act found to be intentional that invades a nursing employee's privacy will be treated as a disciplinary offense and reported to the CVES Deputy Superintendent.

To file a complaint/s with the NYSDOL, call 1-888-52-LABOR, send an email to NYSDOL@info.labor.ny.gov, or visit the nearest labor standards office (Albany District, State Office Campus, Bldg.12, Room 185A, Albany, NY 12240)

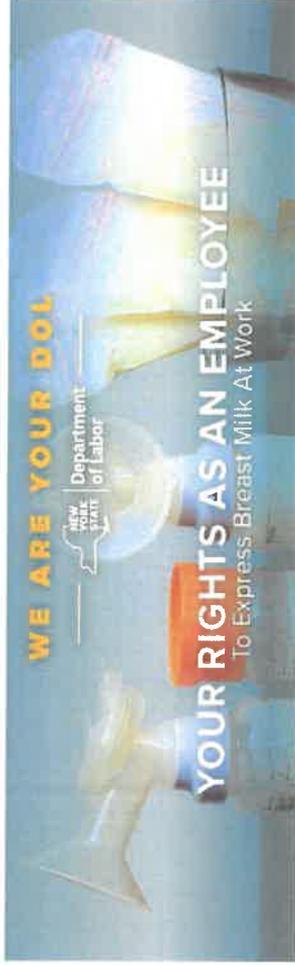
4. References and Attachments

For more information visit:

New York State Labor Law 206-C (Attachment 2): <https://dol.ny.gov/breast-milk-expression-workplace>

United States Department of Labor Break Time For Nursing Mothers Section 7 of The Fair Labor Standards Act (Flsa): <https://www.dol.gov/whd/nursingmothers/>

Attachment 2: New York State Labor Law Fact Sheets (2024)



YOU HAVE THE RIGHT TO EXPRESS BREAST MILK AT WORK

New York State Labor Law Section 206-c requires your employer to provide you with 30 minutes of paid break time when you need to pump breast milk at work. For more information on your rights in the workplace, please view the New York State Department of Labor's (NYS DOL) policy here on.ny.gov/breastmilkexpression. For more information regarding expressing breast milk, please view the New York State Department of Health's Breast Feeding Bill of Rights at health.ny.gov/publications/2028/.

DOES THIS LAW COVER MY EMPLOYER?

This law applies to all public and private employers in New York State, regardless of the size or nature of their business.

WHAT IF MY EMPLOYER HASN'T TOLD ME I CAN PUMP BREAST MILK AT WORK?

All employers are required to inform employees about their right to take 30 minute paid breaks during the work day for the purpose of expressing breast milk. Your employer must inform you of this right by providing you with New York State Department of Labor's Policy on the Rights of Employees to Express Breast Milk in the Workplace. This policy can be provided in print or electronically through email. All employees must receive this policy when they are hired and this notice must be given to every to employee returning to work following the birth of a child, as well as once a year thereafter.

DO I HAVE TO GIVE MY EMPLOYER ADVANCE NOTICE IF I WANT TO PUMP BREAST MILK AT WORK?

Yes. If you want to pump breast milk at work, you must notify your employer in advance in writing – preferably before you return to work from maternity leave. Your request should be sent to your direct supervisor or staff member designated by your employer to handle such requests. Your written request can be sent through email, text message, written correspondence or any

chat-based app regularly used by the organization for correspondence that allows for the retention of messages. Your written notification should include details regarding how many breaks you anticipate needing during the work day, if you have preferred times to express breast milk, please include that in your written notification as well.

HOW LONG AFTER MY CHILD IS BORN CAN I PUMP BREAST MILK AT WORK?

You may take break time to pump breast milk at work for up to three years following the birth of your child.

HOW MUCH BREAK TIME CAN I TAKE TO PUMP BREAST MILK?

Your employer must give you a 30 minute paid break when you need to express breast milk. You can take shorter breaks if you choose. The breaks are in addition to any meal time or regular paid breaks you might have. You are permitted to use existing meal time or paid break time if you need additional time for breast milk expression beyond the paid 30 minutes.

HOW OFTEN DURING THE WORKDAY CAN I TAKE BREAKS TO PUMP BREAST MILK?

The number of paid breaks an employee will need is unique to each employee. Your employer must accommodate you whenever you reasonably need to take a break to express milk.

IF I TAKE BREAKS TO PUMP BREAST MILK, CAN MY EMPLOYER REDUCE THE AMOUNT OF OTHER BREAK TIME I GET?

No. If you take paid breaks to pump breast milk, your employer cannot take time away from your regular paid break or meal time.

IF I TAKE BREAKS TO PUMP BREAST MILK, CAN I MAKE UP THAT TIME?

No. Your employer is prohibited from requiring you to work before or after your normal shift to make up for any paid break time you take to pump breast milk. You are not required to make up this time.

DOES MY EMPLOYER HAVE TO PAY ME FOR BREAK TIME I TAKE TO PUMP BREAST MILK?

Yes. Under New York State Law, all employees are entitled 30 minutes of paid break time each time they reasonably need to express breast milk. You may also use your regular paid break or meal time to pump breast milk. You are under no obligation to complete work tasks while expressing breast milk, and your employer cannot require it. You may voluntarily decide to do so if you want to.

DOES MY EMPLOYER HAVE TO PROVIDE A PLACE FOR ME TO PUMP BREAST MILK?

Yes. Your employer must provide you with a private room or other location close to your work area where you can pump breast milk. If your employer can't provide a dedicated lactation room, a temporarily vacant room may be used instead. As a last resort, a cubicle can be used, but it must be fully enclosed with walls at least seven feet tall. You should consult the NYSDOL's Division of Labor Standards if your employer tells you they do not have a place for you to pump breast milk.

CAN THAT PLACE BE A BATHROOM?

No. The room or location provided by your employer cannot be a restroom or toilet stall.

WHAT DOES MY EMPLOYER HAVE TO PUT IN THE ROOM?

The place where you pump breast milk must contain a chair and small table or other flat surface. Additionally, the space must have good natural or artificial light, an electrical outlet (if the workplace has electricity), and be close to accessible, clean water. If the workplace has a refrigerator, you must be allowed to use it to store milk if you would like.

DOES THE ROOM HAVE TO BE PRIVATE?

Yes. The room or place provided by your employer cannot be open to other employees, customers, or members of the public while you are pumping breast milk. It should have a door with a functional lock, or, in the case of a cubicle, a sign warning the location is in use and not accessible to others. If there are windows in the space, they should be covered.

WHAT DO I DO IF MY EMPLOYER ISN'T FOLLOWING THIS LAW?

File a complaint with the NYSDOL's Division of Labor Standards. These complaints are confidential. We will not tell your employer a complaint has been filed against him or her. You may call NYSDOL at 1-888-52-LABOR, email to LSAsk@labor.ny.gov, or come to the nearest Labor Standards to file a complaint. A list of offices is available at labor.ny.gov/workerprotection/laborstandards/workprot/lsdistts.shtm.

WHAT IF MY EMPLOYER PUNISHES ME FOR FILING A COMPLAINT?

Your employer may not discriminate or retaliate in any way against you or any other employee who chooses to pump breast milk in the workplace or who files a complaint with us. If this happens, contact NYSDOL immediately and let us know.

WHERE CAN I FIND ADDITIONAL INFORMATION ON THIS TOPIC?

NYSDOL has issued a policy on the rights of employees to express breast milk in the workplace. Employers are required to provide you with this policy when you are hired, as well as when you return to work after a child is born. The policy is available online at on.ny.gov/breastmilkexpression.

DO ANY OTHER LAWS PROTECT MY RIGHT TO PUMP BREAST MILK AT WORK?

Yes. The Fair Labor Standards Act, a federal law covering all 50 states, also protects your right to pump breast milk at work. For more information, contact the Wage and Hour Division of the U.S. Department of Labor at 1-866-4USWAGE. The federal PUMP Act went into effect in 2023, expanding protections for almost all employees pumping breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with USDOL or file a lawsuit against their employers. For more information, please visit on.ny.gov/breastmilkexpression.

Attachment 2: New York State Labor Law Fact Sheets (2024) cont.



EMPLOYEES HAVE THE RIGHT TO PUMP BREAST MILK AT WORK

New York State Labor Law Section 206-c guarantees employees paid break time to pump breast milk at work.

BUSINESSES COVERED

This law applies to all public and private employers in New York State, regardless of the size or nature of the business.

EMPLOYER NOTICE REQUIREMENT

All employers are required to inform all employees about the right to take paid leave for the purpose of pumping breast milk. Employees must be informed when they are hired, and once a year thereafter. Employers must also remind every employee returning to work following the birth of a child of these rights. As an employer, you can inform your employees of this right by providing them with the New York State Department of Labor's (NYSDOL) policy through email or printed copy. The policy is available here on.ny.gov/breastmilkexpression. Employers must also notify all employees when a space has been designated for breast milk expression.

EMPLOYEE NOTICE REQUIREMENT

Employees who want to pump breast milk at work must notify their employers in advance – preferably before they return to work from maternity leave. Employees must notify employers in writing. This request can be sent through email, text message, written correspondence or any chat-based app regularly used by the organization for correspondence that allows for the retention of messages. Employers should advise employees to include the following information in their written notification: anticipated return date, details regarding how many breaks they anticipate needing during the work day, and potential preferred times to express breast milk. Upon receiving a request, employers must respond in writing within five (5) days to the employee.

DURATION OF THE RIGHT TO PUMP BREAST MILK

An employee may take break time to pump breast milk at work for up to three years following the birth of a child.

LENGTH OF BREAKS

Employers must give their employees a 30 minute paid break when the employee has a need to express breast milk. Employees may take shorter breaks if they choose. This paid time is in addition to any regularly scheduled break time or meal time. Employees may use their regularly scheduled break times or meal time for milk expression should they need additional time in excess of 30 minutes.

FREQUENCY AND SCHEDULING OF BREAKS DURING THE WORKDAY

Employers must allow employees to take breaks as often as they reasonably need to express breast milk. Each employee is different, and employers must accommodate employees based on each individual's needs.

EFFECT OF BREAKS ON OTHER BREAK TIME

As an employer, you cannot deduct paid break time for breast milk expression from the employee's regular paid break or meal time. The paid time for breast milk expression is in addition to any regularly paid break or meal time. Employees can also choose to take breast milk expression breaks right before or after their regularly scheduled paid break or meal periods.

MAKING UP BREAK TIME PROHIBITED

An employee is not required to make up the time spent expressing breast milk. You cannot require an employee to stay beyond their regularly scheduled work hours because they used paid break time to pump at work.

BREAKS OF 30 MINUTES OR LESS MUST BE PAID

Employers must pay employees for up to 30 minutes of break time to pump breast milk. Employees also have the option of using their regular paid break or meal time to pump breast milk, but they are not required to do so. Employers must continue to pay any customarily paid regular break time for an employee who pumps breast milk. Employers cannot require an employee to complete work tasks while expressing breast milk, however, an employee may voluntarily decide to do so.

PROVIDING A PLACE TO PUMP BREAST MILK

Employers are required to provide employees with a private room or other location close to the employees' work area where they can pump breast milk. If the employer can't provide a dedicated lactation room, a temporarily vacant room may be used instead. As a last resort, a cubicle can be used, but it must be fully enclosed with walls at least seven feet tall. Please review the NYSDOL's breast milk expression policy for more details regarding specific space requirements on.ny.gov/breastmilkexpression. You should consult with NYSDOL's Division of Labor Standards if you believe you cannot provide any place for an employee to pump breast milk.

BATHROOMS PROHIBITED

The room for location provided by an employer to pump breast milk cannot be a restroom or toilet stall.

LACTATION ROOM REQUIREMENTS

The place where employees pump breast milk must contain a chair and small table or other flat surface, an electrical outlet (if the workplace has electricity), good natural or artificial light, and access to a clean water supply. If there is a refrigerator, employees must be allowed to use the space to store pumped milk.

PRIVACY OF THE LACTATION ROOM

The room or place provided by the employer cannot be open to other employees, customers, or members of the public while an employee is pumping breast milk. It should have a door with a functional lock, or, in the case of a cubicle, a sign warning the location is in use and not accessible to others. If the space has windows, those windows must be covered.

DISCRIMINATION AND RETALIATION PROHIBITED

Employers may not discriminate or retaliate in any way against any employee who chooses to pump breast milk in the workplace or who files a complaint with the NYSDOL. The Department takes allegations of retaliation very seriously and will investigate promptly.

COMPLAINT PROCESS

Any party may file a confidential complaint with NYSDOL's Division of Labor Standards alleging non-compliance with this law.

SIMILAR FEDERAL LAW

Recent amendments to the Fair Labor Standards Act also protect the rights of nursing mothers to pump breast milk at work. For more information, contact the Wage and Hour Division of the U.S. Department of Labor at 1-866-4USWAGE. The federal PUMP Act went into effect in 2023, expanding protections for almost all employees pumping breast milk at work. Under the PUMP Act, any covered workers not provided with breaks and adequate space for up to a year after the birth of a child are able to file a complaint with the U.S. Department of Labor or file a lawsuit against their employers. For more information please visit dol.gov/agencies/whd/pump-at-work.

ADDITIONAL INFORMATION

NYSDOL has issued a policy on the rights of employees to express breast milk in the workplace. The policy, which employers must provide to all employees, is available online at on.ny.gov/breastmilkexpression. In addition, you may call NYSDOL at 1-888-52-LABOR, email NYSDOL at LSAsk@labor.ny.gov, or come in to the nearest Division of Labor Standards office for more information. A list of offices is available at labor.ny.gov/workprotection/laborstandards/workprot/lsdists.shtm.



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: December 23, 2024

RE: **January 2025 Board Report**

December was a month of significant progress and collaboration in the School Support Services Division, marked by a series of impactful workshops and meetings aimed at enhancing educational practices and support systems. From essential training sessions for administrators and educators to collaborative roundtable discussions and the development of new language proficiency exams, the month was filled with initiatives designed to foster growth and improvement. As we transition into the new calendar year, we look forward to building on these successes and continuing our commitment to excellence in education. The upcoming year promises to bring further advancements in instructional services, technology integration, and community engagement, ensuring that we remain at the forefront of educational innovation and support.

WORKSHOPS FOR SCHOOL IMPROVEMENT

In December, several workshops were held at the CVES Conference Center. The Initial Lead Evaluator Training provided essential training for administrators evaluating staff under APPR 3012-d. The Mastering Classroom Management workshop equipped educators with strategies for creating positive learning environments, emphasizing restorative practices.

The second, in a series of four, MTSS Roundtable meeting was held on December 10th with representatives from four districts attending. The morning consisted of a virtual presentation from Kristin DeFeo (WFL BOCES - MTSS Coordinator), with the afternoon providing district teams dedicated time to work on their MTSS plans and collaboration. Also in December, World Language Exam Checkpoint A and Checkpoint B workshops were held to continue creating the 2025 World Language Checkpoint A Proficiency and World Language Checkpoint B Comprehensive examinations.

SCHOOL LIBRARY SYSTEMS, MODEL SCHOOLS, AND ARTS IN EDUCATION

School Library System details about this topic. The *School Library System* recently held its quarterly Council and Communication Coordinators' meeting, attended by twelve local librarians and library aides. Our OverDrive representative provided a presentation on strategies to boost student access

and usage, along with tips to encourage reading during school breaks. Additionally, the School Library System has expanded its OverDrive collection by purchasing a supplemental library, which includes over 3,500 foreign language titles—eBooks, audiobooks, and magazines—in 19 languages to support English language learners.

Model Schools held their second quarterly meeting, featuring presentations by SchoolAI and Brisk Teaching. In the afternoon, Greg Kulowiec from the Kulowiec Group led a workshop entitled *Teaching with AI and UDL*. We've added five *Novel Effect* subscriptions to our lending library. Novel Effect is an interactive read-aloud app that adds sound effects and music as you read aloud from a book, enhancing student engagement and retention.

Arts in Education had several districts at Lake Placid Center for the Arts, where they enjoyed performances of The Puppet People's *A Christmas Carol*.

INSTRUCTIONAL SERVICES UPDATES

Health, Safety, Risk Management

Over the past period, significant efforts were made to enhance safety and compliance across CVES and our component districts. This included participating in bus driver training sessions, providing radio use and etiquette training, and conducting workplace violence prevention training at multiple locations. Additionally, important meetings and drills were facilitated, such as the Director of Facilities Quarterly meeting and the last two lockdown drills before the deadline. Progress was also made in emergency response systems, including testing automated notifications and working on the installation of a bus loop emergency notification light system. Finally, continuing education credits for code certification were completed, ensuring ongoing professional development.

Instructional Planning

In December, Mrs. Sorgule presented data to a district's Elementary teachers, including a meeting that presented an overview of how grades 3-8 have performed, as well as grade level meetings that broke down data by building. Mrs. Sorgule also attended a Tableau training, facilitated by NERIC, for a district's leadership team and will return to the district in January to present on 3-8 assessment data and Regents data to teachers. Mrs. Sorgule continues to meet regularly with NERIC to gain more knowledge and understanding of Tableau. Mrs. Sorgule attended the S/CDN December meeting in Saratoga.

Grants Management

The Grants Management Office attended the Bouquet Valley CSD OASIS Partnership: Mid-Year Check In. The meeting was focused on the Extended School Day Grant Mid-Year Report due January 31st, 2025. The OASIS meetings are a great opportunity to hear exciting programmatic updates and successes along with sharing any grant updates and/or answering grant related questions that may arise.

Grants Management Services continued meetings and discussions with component districts regarding 2023-24 IDEA and 2023-24 ESSA carryover funding. After available carryover funding has been allocated the grants management office will complete the required FS-10A documentation. Amendments are submitted to the NYSED program and finance offices for review and approval.

This month the grants office attended the 2024 Grants Professionals Association Data Collection Webinar. The course presenter, Dr. Brandi Rae Hicks, has over 25 years of experience as a grant writer, consultant, and fundraising diversification specialist. The exceptional presentation focused on effective data collection processes, along with monitoring data for integrity, performance management, and ensuring best practices.

INSTRUCTIONAL TECHNOLOGY

As we close in on the end of the calendar year, the IT team continues to focus on the future. Our team has been making sure that any districts with e-rate money left to spend are going to get the best bang for the buck with what they have left.

At CVES several of our large projects are in full swing, vendors are actively switching over our door access, addressing the few remaining issues with our paging system, and installing the new exterior cameras. Meanwhile the CVES IT team is working hard at pulling cable to some of the new camera locations and mounting the new interior cameras.

The team has been actively pursuing a variety of cloud services that have the potential to streamline operations and improve reliability without significantly impacting cost.

INTERSCHOLASTIC SPORTS



The 554 Interscholastic Athletics Co-Ser is off and running with the winter sports season. Both leagues, the MVAC and CVAC are meeting in December to check-in with the start of the season thus far and then look ahead to the Spring season. There are some proposals coming up for the NYSPHSAA Executive Committee at the beginning of February that the leagues will weigh in on and offer feedback. At the Section VII Athletic Council meeting on January 23, we will determine how to

vote on those items. After the break we will be full steam ahead with our league schedules and hope that Mother Nature plays nice and we can get our contests in prior to the February break.



Randy Lozier, Interscholastic Athletics Coordinator is doing a terrific job as always assigning officials to our contests and a special kudos to him and the members of the Northern basketball officials board on their recruitment efforts to bring in over 20 new prospective officials for the winter season!



PUBLICATIONS AND COMMUNICATIONS UPDATE

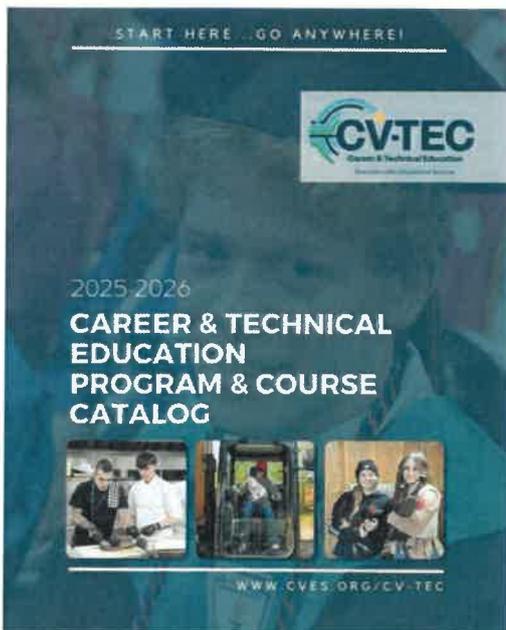
December is always a great time for our Communications Team to capture memorable moments from the holiday season. Across our Mineville and Plattsburgh CVES Campuses as well as our Component Districts, there have been plenty of happy times captured. Whether it was our CVES Holiday Dinner, Santa visiting our Rise Center for Success or holiday decorating contests at CV-TEC, there was plenty of festivity.

Also notably, the new Peru website has been unveiled to the district's technology team. Finishing touches are being made before the official launch takes place with a tentative launch in January. Our Department is also continuing work on the revamps of the CVES and Schroon Lake websites.

For print publications, two of our most exciting items to be completed have been CV-TEC's Course Catalog as well as AuSable Valley's Fall Sports Celebration newsletter.

In our Print Shop, we are excited to have two new copiers installed and operational to begin 2025. These new machines will expedite our workflow and create new opportunities to take on additional work and further support the needs of CVES and our Component Districts.

Happy New Year from our Communications and Print Shop Team!





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

CV-TEC Plattsburgh Campus, 518-561-0100 FAX: 518-561-0494
CV-TEC Learning Hub, 518-561-0100 FAX: 518-942-3366
CV-TEC Mineville Campus, 518-942-6691 FAX: 518-324-6620
CV-TEC OneWorkSource, 518-561-0430 FAX: 518-324-3376

CVES MISSION

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

TO: Dr. Mark C. Davey
FROM: Michele M. Friedman
DATE: December 23, 2024
RE: January 2025 Board Report

CV-TEC Holiday Helpers

CV-TEC continues to support efforts to assist our communities. We are proud to share several activities that our young professionals and team members contributed to during this Holiday Season. Donations were made to the Christmas Bureau on behalf of our CV-TEC Adopt-An-Angel Project and the Make-A-Wish Foundation. In addition, our Allied Health young professionals visited local nursing homes to spread Holiday Cheer!

This holiday season, the CV-TEC SkillsUSA Chapter demonstrated exceptional commitment to supporting the community through two impactful initiatives.

First, our young professionals sold Make-A-Wish Stars door-to-door across campus and during Café times, successfully raising \$330 to help grant life-changing wishes for children in need. This initiative not only supported a meaningful cause but also provided our young professionals with an opportunity to practice essential workplace skills such as communication, teamwork, and professionalism.



Additionally, the CV-TEC SkillsUSA Chapter came together to brighten the holidays for local families. Our CV-TEC young professionals and Team Members selected ornaments from the Holiday Tree in the main lobby, each representing a toy or art supply a local child hoped to receive. Through their generosity, over 100 toys and art supplies were collected and donated to the Clinton County Christmas Bureau.



These efforts reflect the spirit of giving, service, and community engagement that defines CV-TEC. We are proud of our young professionals and their dedication to making a difference this holiday season.

We are proud to highlight the generosity and compassion demonstrated by our Allied Health students at the CV-TEC Plattsburgh Campus this holiday season. Under the guidance of Ms. Dubrey, Mrs. Beggs, and Mrs. Jessey, all three Allied Health classes collaborated to gather items for local residents.

The students donated a variety of thoughtful items, including personal care products, puzzles, playing cards, games, word searches, blankets, socks, nail polish, and handmade holiday cards. Their efforts reflect the values of community care and giving back that we strive to instill in our young professionals.

This initiative not only brought joy to those in need but also reinforced the importance of compassion and service in the Allied Health field. We commend our young professionals and our team members for their outstanding dedication to making a positive impact in our community.



CV-TEC Culinary Arts Management Program Host Annual Holiday Board Dinner

CV-TEC continued the tradition of hosting our annual CVES Board Holiday Dinner before our December CVES BOCES Board meeting. Team CV-TEC members, our Culinary Arts Management and PreCTE Food Service students served an excellent meal to our attendees. We would like to extend special thanks to our industry expert teachers and team members: Chef Alaina Weare, Chef Tyler Puchrik, Chef Kaden Douglas LaDuke and Mrs. Snow for overseeing the exceptional meal and to our DPMC program for the beautiful menu!



CVES MISSION

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To: Dr. Mark Davey, District Superintendent
From: Dr. Matt Slattery, Executive Director of Special Education
Date: January 2025
Re: Board of Cooperative Educational Services Report

Rise Staff and Community Make the Holidays Magical for Students

The staff at RISE have gone above and beyond this holiday season to create a truly magical experience for their students. Their dedication and hard work ensured that every student felt the warmth and joy of the season, making it a time to remember.

To kick off the festivities, the staff organized an exciting **Spirit Week**, filled with themed days that brought energy and fun to the entire school. The students participated enthusiastically, showcasing their school pride and holiday cheer.

In addition to the fun-filled week, the staff reached out to the community for **outside fundraising** to purchase toys for the younger students, ensuring they had something special to open during the holidays. For the older students, an **Ice Cream Sundae Party** was hosted, complete with sweet treats and a festive atmosphere.

The generosity didn't stop there. Two local students took it upon themselves to **fundraise** and personally deliver gifts to the students, donning their best **elf costumes** to add a magical touch to the occasion. As if that wasn't enough, **Santa and Mrs. Claus** made a surprise visit, spreading joy and excitement to everyone in attendance.

Thanks to the incredible efforts of the RISE staff and the support of the local community, this holiday season was filled with warmth, generosity, and unforgettable moments for every student at RISE. Their collective spirit truly made the holidays come alive!





THRIVE Program Shines Bright This Holiday Season

This year, our Partners in Transition THRIVE program at SUNY Plattsburgh made a remarkable impact by volunteering at the Make-A-Wish table during the holiday season. Their efforts nearly doubled last year's donations, raising an impressive \$1,897! In addition, to supporting a wonderful cause, participants gained valuable work readiness skills through this hands-on experience. Kudos to the THRIVE team for their dedication and hard work!



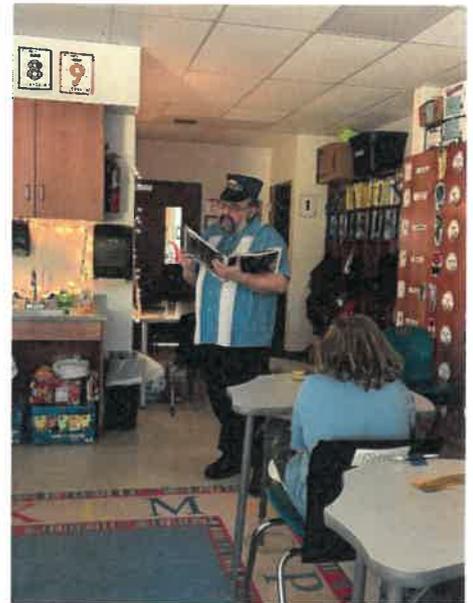
Spreading Holiday Cheer Through Wreath-Making

Students in Mrs. Frederick's class recently completed a wonderful wreath-making project for Christmas presents for their families. They carefully fluffed the wreaths, thoughtfully selected their favorite decorations, and creatively placed them on the wreaths. The excitement and pride they felt were evident as they admired their beautiful creations. This project not only showcased their artistic talents but also embodied the Positivity Projects character trait of kindness, as they put effort and love into making something special for their loved ones. Their acts of kindness brought joy and festive cheer to their families, highlighting the true spirit of the holiday season.



All Aboard...Polar Express Magic Takes Center Stage in Mrs. Haley's Class

In a magical classroom event, our very own Jim Lavoie took on the role of the ultimate story narrator and train conductor! He brought the enchanting tale of "The Polar Express" to life for Mrs. Haley's class. As he read the story, he added an extra touch of excitement by punching the students' train tickets, just like in the book. The students were thrilled and fully immersed in the holiday spirit, making it a memorable experience for everyone involved.



Mineville's Holiday Spirit Week

Rise center for success had wonderful participation for the PBIS planned spirit week before the winter break. The big guy, Mr. C, made a special visit on Polar Express pajama day!! There was hot cocoa, cheer, laughter, and joy all throughout the building! It's events like these that create wonderful memories and foster a positive, engaging atmosphere for everyone involved. What a wonderful way to spread some holiday cheer!



THE MINEVILLE MINUTE

CVES • The Hidden Gem • Rise Center for Success

VOL. 2024/25, ISSUE 17 1/5/2025

EDITOR'S NOTE

Principal Tina Mitchell



As we begin the new year we also head into one of our busiest times. IEP season is here and it brings IEP development and meetings. All of these can seem overwhelming. Please reach out for assistance and support if needed! These documents and meetings are a crucial and important part of the specialized services we provide at The Rise Center for Success.

IMPORTANT DATES

- 1/6-Early Release for students MBOs
- 1/8-PM day for Teachers, TAs, Nurses.
- 1/9-PM Day for RSPs
- 1/14-Early Release Day for Students
- 1/17-Turn in Professional Development Logs
- 1/20-No School. Martin Luther King Jr Day

