



Management Services

Champlain Valley Educational Services



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The Management Services Division plays a vital role within CVES BOCES, offering comprehensive support across a wide range of critical functions.

This division provides essential services such as financial leadership, budgeting, accounting, payroll, purchasing, accounts payable, human resources, employee benefits, operations and maintenance, cafeteria management, labor relations, and capital projects oversight.

Additionally, it delivers shared administrative and operational services to school districts, enabling them to reduce costs and enhance efficiency.

Through its expertise in areas such as benefits coordination, health and workers' compensation consortia leadership, labor relations, business office management, HRA/FSA/HSA coordination, NYSED certification, personnel recruitment, and cafeteria management, the division ensures smooth, centralized handling of these complex tasks.

This not only streamlines operations and ensures compliance with state regulations but also provides high-quality services through resource pooling, benefitting all participating districts.

The collaborative approach strengthens district operations and allows for significant cost savings while maintaining superior service delivery.

Co-Sers

CEWW Health Insurance & Workers' Compensation Consortium Coordination

Employee Benefit Plan Administration

Personnel Recruiting Service

Regional Certification Office

Labor Relations Service

Central School Food Management

GASB 75 - Planning and Valuation

Central Business Office



Champlain Valley Educational Services

Clinton - Essex - Warren - Washington BOCES

Key FACTS

**We Manage and Lead
\$175 Million in Budgets**

**2,402 Purchase Orders
Processed in 23-24**

**16,148 Invoices Paid
and 10,046 Payroll
Transactions in 23-24**

602: CEWW Health Insurance & Workers' Compensation Consortium Coordination

The CEWW Health Insurance Consortium coordination service coordinates with school districts, third party administrators, stakeholders, and consultants to provide health insurance coverage to the Board of Cooperative Educational Services (BOCES) and 15 component school districts' active employees and retirees. Services include central registration for all participants, central billing, benefit analysis, plan design, cost control measures, funding, bonding, auditing, claims management, and all other requirements necessary in providing quality health coverage. The Workers' Compensation Consortium supports our BOCES and 16 component school districts' through cost-sharing, risk management and claims management.

602-7812: Employee Benefit Plan Administration and Health Savings Accounts (HSA)

CVES Benefit Services offers Flexible Spending Account (FSA), Health Reimbursement Arrangement (HRA), and Health Savings Account (HSA) administration. These programs are administered with school business office practices in mind. Our reporting and billing structure works to accommodate schools while being member focused. We offer convenience to our employers and employees with online claims submission, no cost debit benefit cards, and mobile applications. CVES Benefit Services works with your District to create Benefit Plans that work for your employees. These offerings include Basic FSA, Dependent Care FSA, HRA Administration, grace periods, runouts, and carryover options for selected plans.

606: Personnel Recruiting Service

CVES operates a shared service designed to provide participating school districts with assistance in recruiting certified personnel. Typical activities include: Web-based posting of positions; Shared advertisements in local and statewide newspapers; Attendance at job fairs.

607: Regional Certification Office (RCO)

The CVES BOCES Regional Certification Office (RCO) serves as an important link between Professionals in Education, school districts, and the New York State Office of Teaching Initiatives (OTI). We act as a liaison, providing support and clarity for individuals navigating the intricate certification process including Classroom Teacher, Pupil Personnel Services, Teaching Assistants, and Coaching.

620: Labor Relations Service

The Labor Relations Service works closely with its participating school districts to provide advice and assistance with labor and personnel relations matters, as well as student relations issues. The Labor Relations Service works closely with its participating districts to provide them with a variety of services, including labor negotiations, contract administration, and professional development opportunities.

642: Central School Food Management

The Central School Food Management Service provides management, direction, and leadership to assist schools in increasing the cost effectiveness and overall quality of their food service programs. The program focuses on serving students healthy meals in cost effective ways, centered on: cooking from scratch, buying from local farms, and limiting sugar and processed foods consumption by students.

655: GASB 75 - Planning and Valuation

This service helps school districts manage and report Other Post-Employment Benefits (OPEB) expenses and liabilities in financial reports. It establishes standards for recognizing and displaying these costs, improving financial reporting through actuarial valuations. The service also assists public agencies in reporting costs and obligations for current and future retirees.

675: Central Business Office (CBO)

The Central Business Office (CBO) Co-Ser offers a full suite of school finance services to our component districts. Our model works to share costs among districts and provide experts in school finance. Current business office offerings include centralized payroll, purchasing, school treasurer, claims auditing, human resources, and benefits. Our CBO works with districts to build a service that works for them and their employees.