

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

**AGENDA FOR BOARD MEETING TO BE HELD AT THE YANDON-DILLON EDUCATIONAL CENTER IN  
MINEVILLE, NY ON MARCH 12, 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. ROOFTOP BOCES PARTNERSHIP WITH THE OFFICE OF SPECIAL EDUCATION
- No Action      6. DISTRICT SUPERINTENDENT’S UPDATE
- Action         7. MINUTES OF PREVIOUS MEETING  
                    a.      February 12, 2025 (Enc. 1)
8. CONSENT AGENDA FINANCIAL
- Action         a.      Certification of Warrant (Enc. 2)
- Action         b.      Treasurer’s Reports (Enc. 3)
- Action         c.      Extraclassroom Treasurer’s Reports (Enc. 4)
- Action         d.      Special Aid Fund Project(s) (Enc. 5)
- Action         e.      Special Aid Fund Project Budget Increase(s) (Enc. 6)
- Action         f.      Donations (Enc. 7)
- Action         g.      Cross-Contract Budget(s) (Enc. 8)
- Action         h.      Cross-Contract Budget Increase(s) (Enc. 9)
- Action         i.      Agreement(s) (Enc. 10)
9. OLD BUSINESS – Committees
- No Action      a.      December 11, 2024 Audit Committee Highlights (Info. Only) (Enc. 11)
10. CONSENT AGENDA PERSONNEL
- Action         a.      Amend (Enc. 12)
- Action         b.      Resignation(s) for the Purpose of Retirement (Enc. 13)
- Action         c.      Resignation(s) (Enc. 14)
- Action         d.      Leave(s) of Absence (Enc. 15)
- Action         e.      52-Week Civil Service Probationary Appointment(s) (Enc. 16)

- Action f. Temporary Appointment for 2024 – 2025 School Year (Enc. 17)
- Action g. Four-Year Probationary Appointment (Enc. 18)
- Action h. Building Checks (Enc. 19)
- Action i. Substitute & Temp-On-Call (Enc. 20)
- Action j. 2025 – 2026 Special Education Summer School (ESY) Staffing (Enc. 21)

11. BOARD OF COOPERATIVE EDUCATIONAL SERVICES

- Action a. 2025 – 2026 Board Meeting Dates & Locations (Enc. 22)

No Action 12. OTHER

No Action 13. NEXT BOARD MEETING

Wednesday, April 9, 2025, at the Yandon-Dillon Educational Center in Mineville –  
Proposed Executive Session at 6:00 pm. Annual and Monthly Meeting to follow.

No Action 14. REPORTS FROM DIRECTORS (Enc. 23)

Action 15. ADJOURNMENT

## **CHAMPLAIN VALLEY EDUCATIONAL SERVICES**

### **MISSION**

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

### **VISION**

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

### **IMPORTANT DATES**

|                |   |
|----------------|---|
| March 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 Feb. 12, 2025, Regular Board meeting. (attached)

**ENC. 2**

Recommend that the Board approve the Certification of Warrant for Feb. 4, 2025, to March 3, 2025. (attached)

**ENC. 3**

Recommend that the Board approve the Treasurer's Reports from January 31, 2025. (attached)

**ENC. 4**

Recommend that the Board approve the Extraclassroom Treasurer's Report from January 1, 2025, to January 31, 2025.

**ENC. 5**

Recommend the Board approve the following Special Aid Fund project:

1. National School Lunch Program (NSLP) Equipment Assistance Grant in the amount of \$20,000 for the period of July 1, 2024, through June 30, 2025. These funds will be used to for the purchase of Cafeteria Equipment for the Yandon-Dillon cafeteria.
2. Adirondack for Kids – Sliding for Success Special Aid Fund project in the amount of \$2,500 for the period of January 1, 2025, through December 31, 2025. (Rise)

**ENC. 6**

Recommend the Board approve the following Special Aid Fund project budget increase:

1. Employment Preparation Education (EPE) Special Aid Fund project budget from \$255,042 to \$261,288 for the period of July 1st, 2024, through June 30, 2025, due to an increase in funding in the amount of \$6,246. (CV-TEC)
2. Increase School Library System Supplemental Operating Aid (F956) from \$49,800 to \$53,295, for the period of July 1, 2024, through June 30, 2025, due to rollover funds from 2023-2024. (S<sup>3</sup>)

## **ENC. 6 (Continued)**

3. Increase School Library System Categorical Aid for Automation (F949) from \$10,212 to \$14,761, for the period of July 1, 2024, through June 30, 2025, due to rollover funds from 2023 – 2024 (S<sup>3</sup>)

## **ENC. 7**

Recommend that the Board approve the following Donations:

1. Donation of a 2018 Mitsubishi Mirage from Jenny Bryan. The item donated will be utilized within the Automotive Technology program within the CV-TEC Plattsburgh division.
2. Donation of miscellaneous medical, first aid, and maple syrup production supplies from Michael Hepmeier. The items donated will be utilized by multiple programs at CV-TEC. They will be used for staff and student training.

## **ENC. 8**

Recommend that the Board approve the following Cross Contract budget:

1. Approve the Community Schools – FEH BOCES budget (Co-Ser 574) in the amount of \$7,350 for the 2024 – 2025 school year, to accommodate for a Cross Contract with FEH BOCES (Northern Adirondack). (S<sup>3</sup>)
2. Approve the Special Education 6:1:1 – WSWHE BOCES budget (Co-Ser 215) in the amount of \$10,554 for the 2024 – 2025 school year, to accommodate for a Cross Contract with WSWHE BOCES (Schroon Lake). (Rise)

## **ENC. 9**

Recommend that the Board approve the following Cross Contract budget increase:

1. Increase the Virtual Summer School – Capital Region BOCES budget (Co-Ser 459) from \$6,336 to \$11,730 for the 2024-2025 school year, to accommodate for an additional Cross Contract with Capital Region BOCES (Plattsburgh). (S<sup>3</sup>)

## **ENC. 10**

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

1. Agreement between Clinton-Essex-Warren-Washington BOCES and Cornell University for the purpose of obtaining the following training session: “5-day Therapeutic Crisis Intervention Training of Trainers for Schools” (TCIS TxT) for the dates of May 5-9, 2025. The total amount for all services is \$35,500. (S<sup>3</sup>) (attached)
2. Agreement between Clinton-Essex Warren-Washing BOCES and Cornell University for the purpose of obtaining the following training session: “1-day Therapeutic Crisis Intervention Training of Trainers for Schools” (TCIS update) Competence, Training, and Evaluation (CT & E) for the date of May 2, 2025. The total amount of this service is \$6,700. (S<sup>3</sup>) (attached)

## **ENC. 11**

Audit Committee Meeting Highlights – December 11, 2024 (Info. Only)

## **ENC. 12**

Recommend that the Board amend the following Tenure Appointment that was approved at the January 15, 2025, Board meeting, due to prior tenure as a School Counselor:

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

1. Name: Lauren LaValley  
Tenure Area: School Counselor  
Position: School Counselor  
Effective Date: February 24, 2025  
Tentative Tenure Date: ~~February 24, 2029~~ February 24, 2028

## **ENC. 13**

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

1. Kenneth Simmons, Custodial Worker, effective March 1, 2025
2. Angela Jennette, Clerk, effective October 21, 2025

## **ENC. 14**

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

1. Kelly Java-Farnsworth, Teaching Assistant, effective February 21, 2025
2. Kelsey Monette, School District Treasurer (Shared), effective March 15, 2025
3. Megan McCullough, School Social Worker, effective March 29, 2025
4. Stephanie Zehr, School Social Worker, effective June 28, 2025

## **ENC. 15**

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

1. Cindy Waldron, Teacher Aide/ Student Aide, unpaid leave of absence, effective February 19, 2025 – March 4, 2025
2. Scarlett Dauplaise, unpaid leave of absence, effective February 26, 2025 – March 4, 2025
3. Danielle Brienza, Teacher Aide/ Student Aide, unpaid leave of absence, effective March 1, 2025 – March 16, 2025
4. Taylor Galarneau, unpaid leave of absence, effective March 19, 2025 – May 9, 2025

## **ENC. 16**

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

1. Name: Shaylee Garrow  
Position: Teacher Aide/ Student Aide  
Effective Date: February 24, 2025  
Tentative Permanent Date: February 24, 2026  
Annualized Salary: \$21,686

## **ENC. 17**

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

1. Name: Nicole Ormsby  
Position: Teaching Assistant  
Effective Date: February 24, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750

## **ENC. 18**

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

1. Name: Kenny Allen (was temporary)  
Tenure Area: Technical Subjects/ Welding Teacher  
Position: Welding Teacher  
Effective Date: February 1, 2025  
Tentative Tenure Date: February 1, 2029  
Certification Status: Welding 7-12, Transitional A Certificate
  
2. Name: Kyle Smith (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: February 5, 2025  
Tentative Tenure Date: February 5, 2029  
Certification Status: Teaching Assistant, Level 1 Certificate
  
3. Name: Celia Bashaw (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: February 21, 2025  
Tentative Tenure Date: February 21, 2029  
Certification Status: Teaching Assistant, Level 1 Certificate
  
4. Name: Eileen Davis-Roesler (was 40%)  
Tenure Area: Deaf & Hearing Impaired  
Position: Teacher of the Deaf 60%  
Effective Date: February 24, 2025  
Tentative Tenure Date: February 24, 2029  
Certification Status: Deaf and Hard of Hearing, Initial Certificate  
Annual Base Salary: \$62,000  
FTE Adjusted Annual Salary: \$37,200
  
5. Name: Zachary Buzzell (was temporary)  
Tenure Area: Residential/ Commercial Building Maintenance & Remodeling 7-12  
Position: Building Trades/ Carpentry Teacher  
Effective Date: February 27, 2025  
Tentative Tenure Date: February 27, 2029  
Certification Status: Carpentry 7-12, Transitional A Certificate

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

6. Name: Wyatt Warren (was temporary)  
Tenure Area: Teaching Assistant  
Position: Teaching Assistant  
Effective Date: March 4, 2025  
Tentative Tenure Date: March 4, 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. 19**

Recommend that the Board approve the following person(s) to perform Building Checks for the 2024 – 2025 school year:

| <u>Name</u>   | <u>Location</u>         |
|---------------|-------------------------|
| Devin LaPorte | Plattsburgh (\$100/day) |

### **ENC. 20**

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 Parent | Teaching Assistant                      |
| Adam Stickle     | Bus Driver ( <i>pending clearance</i> ) |

### **ENC. 21**

Recommend that the Board approve the following 2025 – 2026 Special Education Summer School (ESY) Staffing:

Teacher, Hourly rate of pay per contract  
Suzanne Chrisman

Teaching Assistant, Hourly rate of pay per contract  
Casandra Kellaway  
Kiera Simpson

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

Emily Duquette  
Hailey Reynolds

Registered Nurse (schools), hourly rate of pay per contract

Kelly Tursky

Registered Behavior Technician, hourly rate of pay per contract

Emily Norwood

## **ENC. 22**

Recommend that the Board approve the following CVES Board Meeting dates for the 2025 – 2026 school year:

July 9, 2025 – Plattsburgh  
August 20, 2025 – Mineville  
September 10, 2025 – Plattsburgh  
October 8, 2025 – Plattsburgh  
November 12, 2025 – Mineville  
December 10, 2025 – Plattsburgh  
January 14, 2026 – Mineville  
February 11, 2026 – Plattsburgh  
March 11, 2026 – Mineville  
April 1, 2026 – Plattsburgh  
May 13, 2026 – Mineville  
June 10, 2026 – Plattsburgh

## **ENC. 23**

Board Reports (attached)

CHAMPLAIN VALLEY EDUCATIONAL SERVICES

Board of Cooperative Educational Services  
Sole Supervisory District of Clinton, Essex,  
Warren and Washington Counties

DATE: February 12, 2025  
KIND OF MEETING: Regular Board Meeting  
PLACE: CVES Learning Hub Conference Center Plattsburgh, NY

Board Members Present:

Leisa Boise (6 :31pm)  
Kathy Comins-Hunter  
Dina Garvey  
Richard Harriman, Sr.  
Donna LaRocque  
Ed Marin  
Bruce Murdock  
Emily Phillips  
Emily Reynolds Bergh (6:17pm)  
Lori Saunders  
Michael St. Pierre  
Donna Wotton

Board Members Absent:

Patricia Gero  
Bob Bourgeois  
Eddie Webbinaro

Others Present:

Dr. Eric Bell  
Amy Campbell  
Dr. Matthew Slattery  
Michele Friedman  
Susan Wilson  
Jay LeBrun

Executive Officer:

Dr. Mark Davey

Board Clerk:

Katelyn Smart

MEETING  
TO ORDER

Board President Michael St. Pierre called the meeting to order at 6:13 pm.

EXECUTIVE  
SESSION

Mr. Murdock. moved, seconded by Mrs. Comins-Hunter, that the Board go into Executive Session at 6:14 pm for the following reasons: #5 - A matter of collective negotiations pursuant to article 14 of Civil Service Law (the Taylor Law); #6 - A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and #8 - A matter of the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the School District if such discussion publicity would substantially affect the value thereof.

District Superintendent Dr. Davey began the Executive Session with a confidential overview of the potential updates to the NYSED Regulations 124-1 by the Board of Regents regarding District Superintendents, and contractual aspects as related to the NYS Management Confidential employees. Second, Dr. Bell, Deputy Superintendent, and Ms. Campbell, Assistant Superintendent of Educational Services, discussed the hiring process and the hiring recommendation of the Director of School Support candidate. This hire was planned as an Addendum action item. Dr. Davey was not present for this discussion. Third, Dr. Davey returned and discussed several confidential Labor Relations updates on upcoming negotiations and proposal recommendations for CVES' administrators and confidential employee updates.

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board come out of Executive Session at 7:02 pm. All Board Members present voted yes, and the motion was carried.

AUDIT  
COMMITTEE  
UPDATE

Dr. Bell shared the highlights of the Audit Committee Meeting held at 5 pm. The Claims Auditors for CVES were present at this meeting and shared there were no major items to report. Ms. Amy Skiff, our External Auditor, conducted an Entrance exam. This year one of our focuses will be payroll. Lastly, Board Audit Committee members provided their support for the meetings discussion and presentations.

2024 – 2025  
STRATEGIC PLAN  
MID-YEAR  
UPDATE

Dr. Davey began the 2024 – 2025 CVES Strategic Plan Mid-Year Update. He thanked Mr. Harriman Sr., and Mrs. Saunders for their support and participation on the District Planning Team (DPT). The Strategic Plan has been an active part of CVES, our goal setting and plan implementation for the past eleven years to help make continuous improvement each year. Dr. Davey used the recent approval of the planned inclusive Outdoor Learning Space Playground Construction Project which was developed through the Rise Center for Success Divisional Strategic Planning team over the past few years.

Next, Dr. Davey introduced Mrs. Friedman, Executive Director of CV-TEC, who provided an update on the Division’s Strategic Initiatives. She shared that every member of CV-TEC actively participates in a Divisional Strategic Planning Committee, each with a specific operational focus. Team CV-TEC is organized into four key committees: the Standards & Conditions Committee, the Onboarding, Mentoring, and Coaching Committee, the Multiple Pathways Committee, and the CV-TEC Adult Services Committee.

Ms. Friedman emphasized the importance of supporting both new and experienced CTE teachers through comprehensive mentorship programs, ensuring they receive ongoing guidance throughout their careers. She also highlighted an exciting milestone - this year, CV-TEC will host Signing Day, a special event to celebrate students as they officially commit to their future employers. Following her presentation, Dr. Bell, Deputy Superintendent, was introduced to provide an update on the Management Services Division.

Third, Dr. Bell shared key highlights from the 2024 - 2025 Management Services Strategic Plan, emphasizing the Division’s essential role in providing a solid foundation for CVES and its component districts. Management Services supports all aspects of the organization, ensuring operational efficiency and excellence.

Dr. Bell credited the Division’s success to the dedicated and highly talented team, whose commitment to serving the staff and students of our region continues to drive a meaningful impact. Data was presented showcasing CVES’s growth and its direct influence on the expanding role of Management Services.

Dr. Bell shared highlights from the 2024 – 2025 Management Services Strategic Plan. Management Services has provided an excellent and strong foundation for CVES and our component districts supporting all aspects of the organization. The success of Management Services is because of the people that we have on the team. Management Services is extremely talented and committed to serving the staff and students of our region. Data was shared showing the growth of CVES and its impact on Management

Services. Following his presentation, Dr. Bell introduced Ms. Campbell, Assistant Superintendent of School Support Services (S<sup>3</sup>), to share updates on the Rise Center and S<sup>3</sup> initiatives.

Ms. Campbell presented the Mid-Year Update for the Rise Center for Success on behalf of Dr. Slattery, highlighting key initiatives, including the ambitious Plattsburgh Campus expansion set for Fall 2026. This project aims to enhance accessibility, inclusivity, and functionality for students and staff. Based on insights from a needs assessment survey completed by 51 staff members, the Capital Improvement Committee is refining campus design to better serve diverse learners. Plans include dedicated program wings with embedded sensory spaces, an outdoor learning center designed with universal access principles, and a state-of-the-art Wiggle Room to support movement and sensory regulation.

Professional development remains a priority, with ongoing training in TCIS<sup>2</sup>, CALM, and Restorative Practice Circle Ups. Rise has also strengthened its focus on NYS compliance, ensuring high-quality IEP development and effective behavioral interventions through FBAs and BIPs. Additionally, the Division is implementing The *Zones of Regulation* framework to enhance classroom management, expanding higher education partnerships to strengthen the talent pipeline, and launching a new hire survey to improve onboarding, support, and retention. Rise is also collaborating with Management Services/HR to analyze survey data and implement targeted improvements to better attract and retain top educators. These efforts reflect our ongoing commitment to fostering a student-centered, innovative, and supportive learning environment.

School Support Services (S<sup>3</sup>) was the final division to present, with Ms. Campbell outlining their Action Plan. S<sup>3</sup> prioritizes quarterly staff meetings focused on professional support, staff recognition, and the documentation of adaptive leadership best practices, while also increasing awareness of the Division's impact across CVES.

Ms. Campbell highlighted key accomplishments from Grants Management, Communications, Health, Safety & Risk Management (HSRM), and the Instructional Technology Department. She also emphasized S<sup>3</sup>'s ongoing efforts to educate component districts and the broader CVES BOCES organization on the high-quality services and cost-sharing benefits the S<sup>3</sup> Division provides.

Additionally, at a December 2024 DPT Check-In meeting, a Sub-Committee was formed to develop the 2025 Survey, with Mrs. Saunders serving as the CVES Board representative. Ms. Campbell addressed planned adjustments from the 2024 survey, noting key changes while also maintaining valuable components from the previous year.

Dr. Davey also reviewed the remaining 2024 – 2025 Strategic Planning timeline for the rest of the year, emphasizing the continued focus on key initiatives. In closing, he reflected on the high-quality work being accomplished across CVES and the impressive pace of progress made so far. He expressed deep appreciation for the dedication, collaboration, and commitment of staff in advancing CVES's mission. He shared a heartfelt thank you

to everyone for the excellent work and accomplishments in the first half of the year. The DPT and Divisional Team's dedication and efforts are truly making a difference, and we look forward to building on this momentum in the months ahead.

2025 – 2026 CVES  
PROPOSED  
BUDGET  
PRESENTATION

Dr. Davey opened the CVES 2025 - 2026 Proposed Budget presentation by expressing gratitude to the District Superintendent's Cabinet, Administrative Team, Supervisors Team, and Management Services staff, including the accountants and support personnel involved in this year's budget development. He specifically recognized Dr. Eric Bell, Deputy Superintendent, and Mrs. Christine Myers, CVES Treasurer, for their leadership and extensive efforts in preparing the 2025 - 2026 Draft Proposed Budget.

Dr. Davey and Dr. Bell collaborated with the CVES Communications Department to create a budget overview video. This video, shown during the presentation, was accompanied by a corresponding PowerPoint (PPT). It began with Dr. Davey outlining the budget calendar and thanking CVES Board Budget Committee members for their dedication and hard work.

In the video, Dr. Bell reviewed key budget development factors impacting the 2025 – 2026 budget, including the Governor's Executive Budget, rising health insurance costs, fringe benefit rates, and the minimum wage increase. He also outlined CVES' Administrative & Capital Budgets, highlighting ongoing cost-mitigation strategies. Dr. Davey and Dr. Bell then provided a division-by-division review, sharing programmatic highlights and budget details. The presentation concluded with an overview of RWADA, BOCES aid, surplus summaries, and projected aid ratios for CVES' 16 component districts.

Dr. Davey then detailed the next steps in the budget process. CVES will present the proposed budget to component district CSOs and business officials on Thursday, February 13, 2025. The BOCES Annual Meeting will take place on Wednesday, April 9, 2025, featuring a final budget presentation, followed by the CVES Administrative Budget vote and Board Member Elections on April 29, 2025. Following the video, Board members had the opportunity to ask questions and provide feedback and recommended the approval of the printing of the 2025 - 2026 Educational and Fiscal Plan.

APPROVAL TO  
PRINT 2025 – 2026  
EDUCATIONAL  
PROGRAM &  
FISCAL PLAN

Mr. Murdock moved, seconded by Mrs. Boise to grant approval to have the 2025 – 2026 CVES Educational Program and Fiscal Plan printed to share with Component School Districts.

All Board Members present voted yes—motion carried.

DS UPDATE

Dr. Davey began his update by acknowledging that we are now past the halfway point of the 2025 - 2026 school year. He also celebrated CV-TEC alumni who have returned as instructors, highlighting their success in this year's Success Stories publication which was provided to the Board members at the meeting.

Second, Dr. Davey congratulated CV-TEC for being named the 2025 North Country Chamber of Commerce Economic Development Partner of the Year. He recognized Ms. Friedman, Executive Director of Career and Technical Education, and the CV-TEC team for their exceptional work in earning this prestigious award. Ms. Friedman expressed gratitude for the North Country Chamber's trust in CVES, emphasizing the honor of a school being recognized in this category. She and Dr. Davey accepted the award on behalf of CVES and the entire CV-TEC team at the Annual Chamber of Commerce Dinner.

Third, Dr. Davey spoke about the School Boards Association dinner held at CVES on January 30, 2025, attended by component districts and CVES Board members. The event featured speakers including Regent Dr. Roger Catania, David Frank - NYSED Assistant Commissioner, and Dr. Catie Huber – District Superintendent from ONC BOCES, who is leading regionalization efforts within her BOCES. Additionally, Dr. Davey highlighted that Dr. Bill Daggett will be working with CVES and its component districts to further advance regionalization efforts across the region. He then shared key takeaways from his January District Superintendents Meeting, where the Board of Regents emphasized the Science of Literacy and the reimagining of New York State's accountability system. He also provided updates on navigating recent Executive Orders issued by the Federal Government.

Fourth, Dr. Davey also reminded the Board that the Annual Board Member Election will take place on April 29, 2025. He listed the component districts eligible to nominate candidates this year and expressed his appreciation to CVES' current Board members for their dedicated service, and he encouraged them to continue their CVES Board service and leadership if interested.

Lastly, he provided an update on the new CTE Center construction, confirming that the project remains on schedule. The target groundbreaking date is February 17, 2025, though this remains weather dependent. He assured the Board that a built-in timeline buffer allows for flexibility if needed.

The next CVES Board meeting will be held on March 12, 2025, at the Yandon-Dillon Educational Center in Mineville, NY.

PREVIOUS  
MINUTES

Mr. Murdock moved, seconded by Mr. Harriman Sr., to approve the minutes of the January 15, 2025, as presented. All Board Members present voted yes—motion carried.

CONSENT  
AGENDA  
FINANCIAL

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

TREASURERS'  
REPORTS

Approve the Treasurer's Reports from December 31, 2024. (attached)

CERTIFICATION  
OF WARRANT

Approve the Certification of Warrant for Dec. 24, 2024, to Feb. 3, 2025. (attached)

**SPECIAL AID  
FUND PROJECT(S)**

Approve the following Special Aid Fund project:

1. High School Equivalency Test Administration Special Aid Fund project, in the amount of \$6,900 for the period of January 1, 2025, through December 31, 2025. (CV-TEC)
2. New York State Empire State Development Special Aid Fund project in the amount of \$3,000,000 for the period of January 1, 2025, through September 30, 2026. (Mgmt. Services)
3. Supplemental Nutrition Assistance Program (SNAP) Employment & Training Venture IV Special Aid Fund project in the amount of \$400,000 for the period of December 1, 2024, through November 30, 2025. (CV-TEC)
4. Core Rehabilitation Services (CRS) Special Aid Fund project, in the amount of \$468,655 for the period of January 1, 2025, through December 31, 2025. (Rise)
5. NYSID "CREATE" Program Special Aid Fund project in the amount of \$1,000 for the period of January 1, 2025, through June 30, 2025. (CV-TEC)

**SPECIAL AID  
FUND PROJECT  
BUDGET  
INCREASE**

Approve the following Special Aid Fund project budget increase:

1. Increase the WIOA Title I Special Aid Fund project budget from \$465,676 to \$719,242 for the period of July 1st, 2024, through June 30, 2025, due to a second release of funding in the amount of 253,566. (CV-TEC)

**SPECIAL AID  
FUND PROJECT  
BUDGET  
INCREASE(S)**

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

1. Increase the School Library System Basic Operating Aid (F947) from \$102,123 to \$102,207, for the period of July 1, 2024, through June 30, 2025, due to rollover funds from 2023-2024. (S<sup>3</sup>)
2. Increase School Library System Supplemental Operating Aid (F956) from \$49,800 to \$51,494, for the period of July 1, 2024, through June 30, 2025, due to rollover funds from 2023-2024. (S<sup>3</sup>)
3. Increase School Library System Categorical Aid for Automation (F949) from \$10,212 to \$13,707, for the period of July 1, 2024, through June 30, 2025, due to rollover funds from 2023-2024. (S<sup>3</sup>)

DONATION(S)

Approve the following Donation(s):

1. Donations from the following for the 2025 Scripps National Spelling Bee Scholarship:
  1. Donation of \$500 from Luck Brothers
  2. Donation of \$500 from Pipeline Mechanical
  3. Donation of \$250 from William J. Murray, Inc.
  4. Donation of \$100 from SeaComm Federal Credit Union
2. Donations of cosmetology supplies from Kaitlyn Benove, Manager of the Cosmo Prof. The supplies donated will be utilized for the Cosmetology programs within the CV-TEC Plattsburgh division.
3. Donation of a 2016 Ford Explorer Police Interceptor from Major Michael Blaise, Chief Deputy of the Essex County Sheriff's Department. The vehicle donated will be utilized for the Security & Law Enforcement program as well as the Auto Technology program within the CV-TEC Plattsburgh division.

BUDGET  
INCREASE(S)

Approve the following Budget increase(s):

1. Increase the Arts in Education budget (Co-Ser 404) from \$56,100 to \$156,100 for the 2024 – 2025 school year, to accommodate for additional district requests. (AuSable Valley). (S<sup>3</sup>)
2. Increase the Instructional Printing budget (Co-Ser 505) from \$442,490 to \$612,490 for the 2024 – 2025 school year, to accommodate for additional expenses. (CVES). (S<sup>3</sup>)
3. Increase the Instructional Technology budget (Co-Ser 564) from \$1,687,600 to \$1,724,031 for the 2024 – 2025 school year, to accommodate for expected additional district requests (AuSable Valley, Boquet Valley, Peru, Plattsburgh, Schroon Lake). (S<sup>3</sup>)
4. Increase the 8:1:2 Life Skills budget (Co-Ser 209) from \$7,770,280 to \$7,828,683 for the 2024 – 2025 School Year to accommodate for increases in student enrollment and associated related services. (Rise)
5. Increase the Severe Social Emotional Hospital Education Program (Co-Ser 441) from \$111,860 to \$121,691 for the 2024 – 2025 School Year to accommodate for increases in student enrollment and associated related services. (Rise)
6. Increase the Health Insurance/Workers Compensation Insurance Coordination / Employee Benefit Plan Administration budget (Co-Ser 602) from \$913,669 to \$999,169 for the 2024 – 2025 School Year to accommodate for additional bill as used services (CEWW Health Insurance Consortium, Ausable Valley, Beekmantown, Moriah, Northeastern Clinton, Peru, Plattsburgh, Saranac, and Schroon Lake). (Mgmt. Services)

CROSS-  
CONTRACT  
BUDGET

Approve the following cross-contract budget:

1. Approve the School Curriculum Workshops – GST BOCES budget (Co-Ser 518) in the amount of \$107,100 for the 2024 – 2025 school year, to accommodate for a Cross Contract with GST BOCES (Beekmantown). (S<sup>3</sup>)
2. Approve the School Improvement – SLL BOCES budget (Co-Ser 522) in the amount of \$470, for the 2024 – 2025 school year, to accommodate for a Cross Contract with SLL BOCES (Northern Adirondack). (S<sup>3</sup>)
3. Approve the School Improvement – Jefferson-Lewis BOCES budget (Co-Ser 528) in the amount of \$2,720 for the 2024 – 2025 school year, to accommodate for a Cross Contract with Jefferson-Lewis BOCES (Northern Adirondack). (S<sup>3</sup>)

CROSS-  
CONTRACT  
BUDGET  
INCREASE

Approve the following Cross Contract budget increase:

1. Increase the Related Service (Co-Ser 202) – WSWHE BOCES budget from \$9,360 to \$19,914 for the 2024 – 2025 school year, to accommodate for an additional Cross Contract with WSWHE BOCES (Schroon Lake). (Rise Center)
2. Increase the Staff Development Workshop (Co-Ser 520) – WSWHE BOCES budget from \$100 to \$2,650 for the 2024 – 2025 school year, to accommodate for additional Cross Contracts with WSWHE BOCES (Northern Adirondack, Ticonderoga, Willsboro). (S<sup>3</sup>)
3. Increase the Recruiting (Co-Ser 616) – PNW BOCES budget from \$20,465 to \$21,630 for the 2024 – 2025 school year, to accommodate for an additional Cross Contract with PNW BOCES (Chazy). (Mgmt. Svcs)
4. Increase the Planning (Co-Ser 627) – Western Suffolk BOCES budget from \$5,464 to \$17,900 for the 2024 – 2025 school year, to accommodate for an additional Cross Contract with Western Suffolk BOCES (Northeastern Clinton). (S<sup>3</sup>)

MEMORANDUM  
OF AGREEMENT

Approve the following Memorandum of Agreement:

1. Agreement between Clinton-Essex-Warren-Washington BOCES and the North Country Workforce Partnership, Inc. (NCWP) under which NCWP will reimburse BOCES for professional services rendered in connection with the North Country Region Career Pathways III Program (NCRCP3P) in an amount not anticipated to

exceed \$100,000 per year for a period of one-year. The agreement commenced April 1, 2024, and will terminate March 31, 2025, (CV-TEC) (attached)

**COOPERATIVE  
BIDDING  
RESOLUTION**

Approve the following Cooperative Bidding Resolution:

**WHEREAS,**

A number of Boards of Cooperative Educational Services (BOCES) and School Library Systems (SLS) require software and database access for the 2025/2026 school year

**WHEREAS,**

Clinton-Essex-Warren-Washington (C-E-W-W) BOCES is desirous of participating with other BOCES and SLS in New York State in cooperatively procuring the software and database access, as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

Clinton-Essex-Warren-Washington (C-E-W-W) BOCES wishes to appoint the Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES) to advertise for, receive competitive proposals, and award contracts on their behalf; therefore

**BE IT RESOLVED,**

That Clinton-Essex-Warren-Washington (C-E-W-W) BOCES hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related legal notifications, and,

**BE IT FURTHER RESOLVED,**

That Clinton-Essex-Warren-Washington (C-E-W-W) BOCES authorizes Capital Region BOCES to represent it in all matters leading up to and including the entering into contracts for the purchase of the above mentioned software and database access, and,

**BE IT FURTHER RESOLVED,**

That Clinton-Essex-Warren-Washington (C-E-W-W) BOCES agrees to (1) abide by majority decisions of the participating districts; (2) abide by the award of the Capital Region BOCES Board; (3) and that after the award of contracts it will conduct all negotiations directly with the awarded contractors

AUTHORIZED  
MONEY  
COLLECTOR

Approve the following authorized money collector:

1. Authorize Barrett Miller to collect money for the Rise Cafeteria – Plattsburgh

CONSENT  
AGENDA  
PERSONNEL

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

RESIGNATION  
FOR THE  
PURPOSE OF  
RETIREMENT  
MINER, SPRING,  
POIRIER, &  
RECORE

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

1. April Miner, Stenographer, effective July 19, 2025
2. Sara Spring, Teaching Assistant, effective August 1, 2025
3. Dana Poirier, Coordinator of Community Outreach, effective August 1, 2025
4. Lisa Recore, Certified Occupational Therapist Assistant, effective August 30, 2025

Dr. Davey paused the meeting to acknowledge the Retirees and the years of service they have at CVES. Dr. Davey thanked each of them and asked their Department's leaders to speak about their years at CVES.

Amy Campbell spoke about working with April Miner. April is her Assistant, and she was blessed to come into CVES and have someone so knowledgeable. April will be missed when she retires.

Amy Campbell spoke for Dr. Slattery when she shared kudos to Sara Spring for her 31 dedicated years as a Teaching Assistant at CVES in the Rise Center. The Mineville campus will miss her immensely.

Lisa Recore worked in the Rise Center, and Amy Campbell shared Dr. Slattery's words of appreciation for Lisa's years with CVES. Lisa provided outstanding support for CVES and component districts as an OTA.

Michele Friedman shared how happy she is for Dana Poirier in his retirement, but sad for CVES. He served our country as a Marine and a State Trooper prior to CVES. Dana has overseen bringing education to incarcerated adults and incarcerated youth. His impact on this region has been significant.

RESIGNATIONS  
DELAVERGNE,  
CLARK, SNIDE,  
SMITH,  
STRANAHAN, &  
CHRISMAN

Accept the following letter(s) of resignation:

1. Conner DeLavergne, Teaching Assistant, effective February 12, 2025
2. Kyla Clark, Teacher Aide/ Student Aide, effective February 5, 2025, for the purpose of accepting a Teaching Assistant position
3. Kendra Snide, Teaching Assistant, effective February 8, 2025
4. Kyle Smith, Teacher Aide/ Student Aide, effective February 5, 2025, for the purpose of accepting a Teaching Assistant position

5. Heather Stranahan, Special Education Teacher, effective February 6, 2025, for the purpose of accepting a Teaching Assistant position
6. Suezanne Chrisman, Registered Behavior Technician, effective February 10, 2025, for the purpose of accepting a Special Education Teacher position

**LEAVE(S) OF  
ABSENCE  
WALDRON,  
BOURDEAU &  
BOURDEAU**

Approve the following leave(s) of absence:

1. Cindy Waldron, Teacher Aide/ Student Aide, unpaid leave of absence, effective January 16, 2025 – February 18, 2025
2. Kaili Bourdeau, Teaching Assistant, unpaid leave of absence, effective May 29, 2025 – June 6, 2025
3. Dawn Bourdeau, Teaching Assistant, unpaid leave of absence, effective February 3, 2025 – June 30, 2025, for the purpose of accepting a temporary Special Education Teacher position.

**PERMANENT  
APPOINTMENT  
(CIVIL SERVICE)  
LAUGHLIN,  
RABIDEAU,  
TUFO, &  
REVETTE**

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

1. Kayla Laughlin, Behavior Analyst, effective January 27, 2025
2. Chrysa Rabideau, Labor Specialist, effective January 27, 2025
3. Katharine Tufo, Digital Print Machine Operator, effective March 5, 2025
4. Eryn Revette, Occupational Therapist, effective March 6, 2025

Dr. Davey acknowledged the employees that will be granted a Permanent Civil Service Appointment with CVES.

**52-WEEK CIVIL  
SERVICE  
PROBATIONARY  
APPOINTMENTS**

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

1. Name: Thomas Houle (was provisional)  
Position: Health, Safety and Risk Management Specialist  
Effective Date: January 27, 2025  
Tentative Permanent Date: July 29, 2025
2. Name: Derek Leavine (was provisional)  
Position: Deputy School District Treasurer  
Effective Date: January 27, 2025  
Tentative Permanent Date: August 26, 2025
3. Name: Vincent Bondinello-Reyes (was provisional)  
Position: Accountant (Schools)  
Effective Date: January 27, 2025  
Tentative Permanent Date: September 3, 2025
4. Name: Shannon Shofner (pending fingerprint clearance)  
Position: School Lunch Manager  
Effective Date: February 14, 2025

Tentative Permanent Date: February 14, 2026  
Annualized Salary: \$47,000

5. Name: Sara Sloan (pending fingerprint clearance)  
Position: Occupational Therapist, 40%  
Effective Date: March 3, 2025  
Tentative Permanent Date: March 3, 2026  
Annualized Salary: \$60,500  
FTE Adjusted Salary: \$24,200

TEMPORARY  
APPOINTMENTS  
2024 – 2025

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

1. Name: Dawn Bordeau  
Position: Special Education Teacher  
Effective Date: February 3, 2025 – June 30, 2025  
Certification Status: Teaching Assistant, Level 1  
Annualized Salary: \$50,500
2. Name: Kelly Java-Farnsworth  
Position: Teaching Assistant  
Effective Date: February 10, 2025 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$31,500
3. Name: Kyla Clark  
Position: Teaching Assistant  
Effective Date: February 5, 2025 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750
4. Name: Kyle Smith  
Position: Teaching Assistant  
Effective Date: February 5, 2025 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750
5. Name: Heather Stranahan  
Position: Teaching Assistant  
Effective Date: February 6, 2025 – June 30, 2025  
Certification Status: English 7-12 Initial  
Annualized Salary: \$29,750
6. Name: Suezanne Chrisman  
Position: Special Education Teacher  
Effective Date: February 10, 2025 – June 30, 2025  
Certification Status: Teaching Assistant, Level 1

Annualized Salary: \$50,500

7. Name: Amber Wethington (pending fingerprint clearance)  
Position: Teaching Assistant  
Effective Date: February 10, 2025 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750
8. Name: Morgan Koyste (pending fingerprint clearance)  
Position: Teaching Assistant  
Effective Date: February 24, 2025 – June 30, 2025  
Certification Status: Uncertified  
Annualized Salary: \$29,750

POSITION  
DECREASE

Decrease the following position(s):

1. Name: Stacey Smart  
Position: Registered Nurse (Schools) – decrease from 100% to 80%  
Effective Date: February 24, 2025  
Annualized Salary: \$55,137  
FTE Adjusted Salary: \$44,109.60

TEMPORARY  
PART-TIME CIVIL  
SERVICE  
APPOINTMENT

Appoint the following person(s) to a Temporary Part-Time Civil Service appointment for the 2024 – 2025 school year:

1. Name: Dawn Abar  
Position: Registered Nurse (Schools) 20%  
Effective Dates: February 24, 2025 – June 30, 2025  
Annualized Salary: \$53,000  
FTE Adjusted Salary: \$10,600

ADULT  
EDUCATION  
COURSE  
INSTRUCTORS

Approve the following Adult Education Course Instructors for the 2024 – 2025 school year:

Adult Education, hourly rate of pay per contract  
Tyler Puchrik  
Alaina Weare

TEMPORARY  
GRANT  
APPOINTMENT

Appoint the following Temporary Grant Appointment from January 16, 2025 – June 30, 2025:

1. Jacob Honness, Work Study Student, not to exceed 160 hours, at \$15.50/hour

SUBSTITUTE AND TEMP-ON-CALL 2024 – 2025 Recommend that the Board approve the following Substitute and Temp-on-call positions for the 2024 – 2025 school year:

| <u>Name</u> | <u>Position</u>            |
|-------------|----------------------------|
| Dawn Abar   | Registered Nurse (schools) |

ADDITIONAL WORK 2024 – 2025 Approve the following Additional Work for the 2024 – 2025 school year:

Continuation of normal work-year duties, hourly rate of pay:

|                  |                        |
|------------------|------------------------|
| Audrey Crucetti  | Not-to-exceed 80 hours |
| Kayla Laughlin   | Not-to-exceed 30 hours |
| Joan Hubbard     | Not-to-exceed 10 hours |
| Caitlin Thompson | Not-to-exceed 10 hours |

Stipend Positions, Compensation per collective bargaining agreement

|                    |                     |
|--------------------|---------------------|
| Dawn Bordeau       | New Employee Mentor |
| Christopher Falvey | New Employee Mentor |
| Lisa Tallman       | New Employee Mentor |

2025 – 2026 SPECIAL EDUCATION SUMMER SCHOOL (ESY) STAFFING Approve the following 2025 – 2026 Special Education Summer School (ESY) Staffing:

Teacher, Hourly rate of pay per contract

Alyssa Restrepo  
Amy Durham  
Bethany Katzfey  
Bridget Trombley  
Chelsea Benway  
Heather Van Alphen  
Heather Agoney  
Jacob Cummings  
Jennifer Haley  
Jesse Ballard  
Jillian Zieger  
Joanne Beaudry  
Joelle Lucia  
Kayla Myers  
Mariellen Boyd  
Maxwell Neimeier  
Pamela Carroll  
Patricia Sharlow  
Sarah Ballard  
Jennifer Cowling  
Melissa Gough  
Patrick McCaffery

Melissa Whitley  
Jeffrey Way  
Tyler Langley  
Roxanna Palmer  
Christie Lee

Teacher, \$44/hr  
Caren Laundree  
Jenell Waldron  
Nicholas Brindisi  
Eileen Davis-Roesler

Teaching Assistant, Hourly rate of pay per contract

Alexis Beyer  
Allison Bola  
Andrea Trombley  
Bethany Katzfey  
Brandy Rivers  
Brianna Hall  
Brittany Morse  
Carrie Stone  
Cynthia Williams  
Dawn Bordeau  
Eric Cassavaugh  
Erin Garrison  
Heather Stranahan  
James Lavoie  
Jerilynn LaMere  
Jessica Willette  
Johanna Pray  
John Law  
Joshua Prue  
Kaili Bourdeau  
Kathleen Callanan  
Kathleen Kotsogiannis  
Kayla Mills  
Kiara Garneau  
Kyla Clark  
Latalya Randall  
Lia Hemingway  
Lynasia Rabideau  
Margaret DeMeulemeester  
Maryssa Romeo  
Matthew Taylor  
Melissa Slagenweit  
Michelle Mosher

Mikayla Defayette  
Nancy St. Marie  
Patricia Fortin  
Patricia Sharlow  
Realelena Hurley  
Rebekah Riley  
Sarah Agnew  
Sean Conklin  
Shanna Rivers  
Suezanne Chrisman  
Shay Maggy  
Tammy Ann Smith  
Taylor Galarneau  
Whitney Gagnier  
Adele Huchro  
Amy Keech  
Aylssa Morin  
Janet McCray  
Jill Spring  
Jocelyn Rock  
Kelsey Harland  
Lisa Whalen  
Payton Gough  
Staci Nortin

Teaching Assistant, \$30/hr

Leah Willbrant  
Chelsea Sheriden  
Conner DeLavergne  
Cynthia Sherman  
Allie Huchro

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

Andrew Brousseau  
Angelia Freneyea  
Chelsey Gemmel  
Cindy Waldron  
Cynthia Labombard  
Cynthia Williams  
Debra Rogers  
Donna Caramia  
Donna Montroy  
Hannah Root  
Jackie Holmes  
Jade Drollette  
Janeen Defayette

Julia Imler  
Karen Everleth  
Lisa Desotell  
Madison Bokus  
Michael Mills  
Molly Martineau  
Renee Barber  
Sarah Ryan  
Stacey Yelle  
Vanessa Couture  
Victoria Paiser  
Yazmine Lawrence  
Celia Briggs  
Denice French-Lindsey  
Erin Ladeau  
Jennie Fox  
Charles Looby  
Patti Edwards

Registered Nurse (schools), hourly rate of pay per contract

Danielle Sherman  
Sarah Peck

Registered Nurse (schools), \$44/hr

Jamie Plumadore  
Erin Spoor

Speech Language Pathologist, hourly rate of pay per contract

Katelyn Christian  
Lindsey Gilmore  
Meghan Drollette  
Krystal Jaquish

School Social Worker, hourly rate of pay per contract

Arianna Hicks  
Brianna Burnham  
Brooke Stevens  
Jami Ganter

School Psychologist, hourly rate of pay per contract

Mandi Spofford

Physical Therapist, hourly rate of pay per contract

Catherine Premore  
Reed Hofmann

Occupational Therapist, hourly rate of pay per contract

Dana Gilbo  
Eryn Revette  
Philip Bean

Certified Occupational Therapist Assistant, hourly rate of pay per contract

Lisa Recore

Registered Behavior Technician, hourly rate of pay per contract

Hannah Booth  
Robert Holt  
Lauren Jaquish

Lifeguard, hourly rate of pay per contract

Shelby Lottie

Behavior Analyst/Specialist, hourly rate of pay per contract

Kayla Laughlin

APPROVAL TO  
ATTEND A  
CONFERENCE/  
WORKSHOP

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

1. Donna Wotton  
2025 NYSSBA Area 6 Legislative Breakfast  
February 7, 2025  
High Peaks Resort, Lake Placid, NY (Overnight Accommodations needed)

All Board Members present voted yes—motion carried.

THREE-YEAR  
PROBATIONARY  
APPOINTMENT  
WILSON

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

1. Name: Susan Wilson  
Tenure Area: Director of School Support Services  
Position: Director of School Support Services  
Effective Date: April 28, 2025  
Tentative Tenure Date: April 28, 2028  
Certification Status: School District Administrator, Permanent, Reading Teacher,  
Permanent, English 7-12, Permanent, Pre-K-6 & English 7-9 Ext Permanent  
Annualized Salary: \$120,000

(The Expiration date 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.

SPECIAL  
PROJECTS  
ADMINISTRATOR  
WILSON

Mrs. LaRocque moved, seconded by Mrs. Boise, that the Board approve the following Special Projects Administrator(s) for the 2024 – 2025 school year:

1. Susan Wilson, \$50/hr

All Board Members present voted yes—motion carried.

GRANT

Mr. Murdock moved, seconded by Mrs. Boise, that the Board accept the following:

1. Accept an award from the Dormitory Authority State of New York (DASNY), for a Community Resiliency, Economic Sustainability, and Technology Program (“CREST”) grant, in the amount of \$50,000 to purchase (4) New Welding Units to replace outdated/obsolete equipment and ensure uninterrupted, high-quality training in the Welding Program hosted at Clinton Community College’s Institute for Advanced Manufacturing (IAM). (CV-TEC)

All Board Members present voted yes—motion carried.

ADJOURNMENT

Mr. Murdock moved, seconded by Mrs. Reynolds Bergh, to adjourn the meeting at 8:49 pm. All Board Members present voted yes—motion carried.

**DRAFT**

Katelyn Smart, Board Clerk

MEMO

To: Katelyn Smart, BOCES Board Clerk  
Clinton-Essex-Warren-Washington BOCES  
From: Angela Jennette, Claims Auditor  
Date: March 3, 2025  
Re: Report for Board Agenda on March 12, 2025, Meeting

The following warrant claims were reviewed from February 4, 2025, to March 3, 2025:

| <b>Warrant No. &amp; Date</b> | <b>Check Information</b>  | <b>Gross Total Amount</b> |
|-------------------------------|---|---------------------------|
| W #31 - 2/06/2025             | *Check Nos: 249416-249483**<br>*Check Nos: 05567-05635<br>ACH Payments: ACH017061-ACH017273<br>WEX-ACH Payments: ACH04752-ACH04811  | \$ 4,219,221.00           |
| W #32 - 2/13/2025             | *Check Nos: 249527-249597**<br>*Check Nos: 05636-05699<br>ACH Payments: ACH017274-ACH017312<br>WEX-ACH Payments: ACH048129-ACH04878 | \$ 2,194,284.36           |
| W #33 - 2/20/2025             | *Check Nos: 249635-249699<br>*Check Nos: 05700<br>ACH Payments: ACH017313-ACH017690<br>WEX-ACH Payments: ACH04879-ACH04886          | \$ 727,226.27             |
| W #34 - 2/27/2025             | *Check Nos: 249700-249755<br>*Check Nos: 05701-5837<br>ACH Payments: ACH017691-ACH017827<br>WEX-ACH Payments: ACH04887-ACH04999     | \$ 397,501.51             |

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

**IRS-EFTPS:** PR# 21-Wire2521FEDTAX    Wire #2521FICA    Wire #2521MEDI-Warrant #32  
PR# 22-Wire2522FEDTAX    Wire #2522FICA    Wire #2522MEDI-Warrant #33

**NYS Promptax:** PR #21- Wire #2521NY- Warrant #32;  
PR #22- Wire #2522NY -Warrant #33;

**Workers Compensation:** Wire #WC-202425A- Warrant #31

**Health Ins. Monthly:** Wire #HINS-22025-Warrant #32;

|                  |                              |                              |
|------------------|------------------------------|------------------------------|
| <b>FSA/HRA :</b> | Wire #BEN-012425-Warrant #31 | Wire #BEN012825A-Warrant #31 |
|                  | Wire #BEN-012725-Warrant #31 | Wire #BEN012825B-Warrant #31 |
|                  | Wire #BEN-012925-Warrant #31 | Wire #BEN012825C-Warrant #31 |
|                  | Wire #BEN-013025-Warrant #31 |                              |
|                  | Wire #BEN-013125-Warrant #32 | Wire #BEN020425A-Warrant #32 |
|                  | Wire #BEN-020325-Warrant #32 | Wire #BEN020425B-Warrant #32 |
|                  | Wire #BEN-020525-Warrant #32 | Wire #BEN020425C-Warrant #32 |
|                  | Wire #BEN-020625-Warrant #32 |                              |
|                  | Wire #BEN-020725-Warrant #33 | Wire #BEN021125A-Warrant #33 |

CC: Eric Bell  
Christine Myers

Wire #BEN-021025-Warrant #33  
Wire #BEN-021225-Warrant #33  
Wire #BEN-021325-Warrant #33  
Wire #BEN-021425-Warrant #33  
Wire #BEN-021825-Warrant #34  
Wire #BEN-022025-Warrant #34

Wire #BEN021125B-Warrant #33  
Wire #BEN021125C-Warrant #33  
  
Wire #BEN021925A-Warrant #34  
Wire #BEN021925B-Warrant #34  
Wire #BEN021925C-Warrant #34  
Wire #BEN021925D-Warrant #34

**Benefit Claims Acc. :**  
Ck & ACH's Listed Above

Wire #WEX-020626-Warrant #31;  
Wire #WEX-021325-Warrant #32  
Wire #WEX-022025-Warrant #33  
Wire #WEX-022725-Warrant #34

**Health Insurance Consortium Payments:**

|         |                 |
|---------|-----------------|
| 2/10/25 | \$ 1,298,558.69 |
| 2/19/25 | \$ 1,649,510.01 |
| 2/25/25 | \$ 3,025,699.28 |

**NCACompensation Payments:**

|         |               |
|---------|---------------|
| 2/3/25  | \$ 79,901.77  |
| 2/28/25 | \$ 148,113.06 |

**HSA Contributions Transfers:**

|         |              |
|---------|--------------|
| 2/3/25  | \$ 37,916.21 |
| 2/6/25  | \$ 2,500.64  |
| 2/6/25  | \$ 133.63    |
| 2/10/25 | \$ 5,037.09  |
| 2/13/25 | \$ 372.80    |
| 2/27/25 | \$ 349.92    |

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

Internal Claims Auditor

(Signature)



CC: Eric Bell  
Christine Myers

| <u>Date</u> | <u>Warrant</u> | <u>Vendor #</u> | <u>Claim Audit Finding:</u>                              | <u>Summary Business Office Response:</u>  | <u>Resolution/Options:</u>  |
|-------------|----------------|-----------------|--|---|-----------------------------|
| 02/05/25    | Pending W#31   | 17422           | Payments are not separated on schedule.                  | Payments split to reflect 2 claims.   | Approved for final warrant. |
| 02/05/25    | Pending W#31   | 3146            | Event happened before Purchase Order was issued.         | Oversight by division, spoke with employee about why and to be diligent of conferences in the future.   | Approved for final warrant. |
| 02/05/25    | Pending W#31   | 16601           | Invoice over 3 months old.                               | Invoice received late by Accounts Payable, paid timely upon receipt.  | Approved for final warrant. |
| 02/06/25    | Final W#31     |                 |  |   | \$4,219,221.00              |
| 02/21/25    | Pending W#32   | 7092            | Claim is missing backup.                                 | Will obtain backup.   | Removed from final warrant. |
| 02/12/25    | Pending W#32   | 16672           | Statement account does not support claim.                | Attached copy of invoice, column on statement report unable to expand.  | Approved for final warrant. |
| 02/13/25    | Final W#32     |                 |  |   | \$2,194,284.36              |
| 02/19/25    | Pending W#33   | 16681           | Address in incorrect.                                    | Individual is currently in the process of moving and working to confirm address. Will issue and hold check until updated address received to ensure it is mailed to the correct location.   | Approved for final warrant. |
| 02/19/25    | Pending W#33   | 10137           | Dates of Purchase Order different then license.          | Confirmed service did not begin until Purchase Order and contract were issued. Vendor will not Pro-rate service dates and only offers on a school year basis, so invoice shows full school year. Informed division to enter roles on Purchase Order in these types of situations. | Approved for final warrant. |
| 02/19/25    | Pending W#33   | 16471           | Back-up coding does not match the Purchase Order coding. | Corrected coding.   | Approved for final warrant. |
| 02/20/25    | Final W#33     |                 |  |   | \$727,226.27                |
| 02/26/25    | Pending W#34   | 90201           | Missing part of back-up.                                 | Attached missing back-up.   | Approved for final warrant. |
| 02/26/25    | Pending W#34   | 16880           | Incorrect address.                                       | Address Corrected.  | Approved for final warrant. |
| 02/27/25    | Final W#34     |                 |  |   | \$397,501.51                |

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES  
TREASURER'S REPORT - January 31, 2025**

|  | Account Balances       |                 | Receipts        |                        | Disbursements           |                         | Account Balances       |                        |
|--|------------------------|-----------------|-----------------|------------------------|-------------------------|-------------------------|------------------------|------------------------|
|  | December 31, 2024      | January         | January         | January                | January                 | January                 | January 31, 2025       | January 31, 2025       |
| <b>I. SUMMARY OF ACCOUNT ACTIVITY</b>              |                        |                 |                 |                        |                         |                         |                        |                        |
| <b>CHECKING ACCOUNTS</b>                           |                        |                 |                 |                        |                         |                         |                        |                        |
| Depository   |                        |                 |                 |                        |                         |                         |                        |                        |
| General Fund                                       | \$ 3,883,812.74        | \$ 6,228,530.26 | \$ 4,355,081.82 | \$ 5,757,261.18        | \$ 39,369,024.03        | \$ 40,518,981.25        | \$ 5,757,261.18        | \$ 5,757,261.18        |
| Special Aid Fund                                   | \$ (2,999,669.19)      | \$ 432,465.45   | \$ 179,811.37   | \$ (2,747,015.11)      | \$ 4,121,170.53         | \$ 1,915,402.63         | \$ (2,747,015.11)      | \$ (2,747,015.11)      |
| School Lunch Fund                                  | \$ 136,838.52          | \$ 24,727.48    | \$ 29,290.69    | \$ 132,275.31          | \$ 170,099.82           | \$ 195,852.88           | \$ 132,275.31          | \$ 132,275.31          |
| Capital Fund                                       | \$ 2,014,129.98        | \$ -            | \$ 376,339.30   | \$ 1,637,790.68        | \$ 4,743,289.95         | \$ 4,146,041.46         | \$ 1,637,790.68        | \$ 1,637,790.68        |
| Special Revenue Fund<br>(Excluding ExtraClassroom) | \$ 15,048.32           | \$ 803.33       | \$ -            | \$ 15,851.65           | \$ 1,250.00             | \$ 5,053.33             | \$ 15,851.65           | \$ 15,851.65           |
| Custodial Fund                                     | \$ 174,787.70          | \$ 241,305.84   | \$ 158,885.16   | \$ 257,208.38          | \$ 884,644.58           | \$ 874,621.49           | \$ 257,208.38          | \$ 257,208.38          |
| Operating  |                        |                 |                 |                        |                         |                         |                        |                        |
| General Fund                                       | \$ 202,677.43          | \$ 4,231,507.72 | \$ 3,919,990.06 | \$ 514,195.09          | \$ 41,752,148.87        | \$ 41,893,269.42        | \$ 514,195.09          | \$ 514,195.09          |
| <b>SAVINGS ACCOUNTS</b>                            |                        |                 |                 |                        |                         |                         |                        |                        |
| Capital Fund                                       | \$ 685,660.31          | \$ 2,480.77     | \$ -            | \$ 688,141.08          | \$ 4,180,779.56         | \$ 78,735.78            | \$ 688,141.08          | \$ 688,141.08          |
| General Fund                                       | \$ 2,216,503.52        | \$ 8,019.45     | \$ -            | \$ 2,224,522.97        | \$ 61,309.20            | \$ 61,309.20            | \$ 2,224,522.97        | \$ 2,224,522.97        |
| Special Revenue Fund                               | \$ 22,224.54           | \$ 80.33        | \$ -            | \$ 22,304.87           | \$ 1,628.79             | \$ 592.94               | \$ 22,304.87           | \$ 22,304.87           |
| <b>TOTAL FUNDS ON ACCOUNT</b>                      | <b>\$ 6,352,013.87</b> |                 |                 | <b>\$ 8,502,536.10</b> | <b>\$ 95,224,036.13</b> | <b>\$ 89,689,860.38</b> | <b>\$ 8,502,536.10</b> | <b>\$ 8,502,536.10</b> |

|   | January 31, 2025       |                          | Less: Outstanding       |                        | January 31, 2025       |                  |
|---|------------------------|--------------------------|-------------------------|------------------------|------------------------|------------------|
|   | Bank Balance           | Add: Deposits in Transit | Checks                  | Account Balances       | Account Balances       | Account Balances |
| <b>II. RECONCILIATION TO BANK STATEMENTS</b>              |                        |                          |                         |                        |                        |                  |
| TD BANK - MUNICIPAL CHECKING - OPERATING                  | \$ 1,167,555.05        | \$ 996.15                | \$ (654,356.11)         | \$ 514,195.09          | \$ 514,195.09          |                  |
| TD BANK - MUNICIPAL CHECKING - DEPOSITORY ACCOUNT         | \$ 4,800,971.59        | \$ -                     | \$ -                    | \$ 4,800,971.59        | \$ 4,800,971.59        |                  |
| TD BANK - MUNICIPAL CHECKING - CAPITAL PROJECT DEPOSITORY | \$ -                   | \$ -                     | \$ -                    | \$ -                   | \$ -                   |                  |
| TD BANK - MUNICIPAL CHECKING - BENEFIT PLAN CLAIMS        | \$ 233,086.02          | \$ -                     | \$ (18,601.73)          | \$ 214,484.29          | \$ 214,484.29          |                  |
| BELL BANK - CHECKING - HSA DISTRIBUTION ACCT              | \$ -                   | \$ -                     | \$ -                    | \$ -                   | \$ -                   |                  |
| BELL BANK - CHECKING - HSA CONTRIBUTION ACCT              | \$ 37,916.21           | \$ -                     | \$ -                    | \$ 37,916.21           | \$ 37,916.21           |                  |
| NYCLASS - SAVINGS, GENERAL FUND                           | \$ 2,224,522.97        | \$ -                     | \$ -                    | \$ 2,224,522.97        | \$ 2,224,522.97        |                  |
| NYCLASS - SAVINGS, BOCES-WIDE CAPITAL PROJECT             | \$ 688,141.08          | \$ -                     | \$ -                    | \$ 688,141.08          | \$ 688,141.08          |                  |
| NYCLASS - SAVINGS, KEITH BROADWELL SCHOLARSHIP            | \$ 1,012.17            | \$ -                     | \$ -                    | \$ 1,012.17            | \$ 1,012.17            |                  |
| NYCLASS - SAVINGS, JONELLE MARIE BUCK SCHOLARSHIP         | \$ 788.40              | \$ -                     | \$ -                    | \$ 788.40              | \$ 788.40              |                  |
| NYCLASS - SAVINGS, DONALD W. COGSWELL SCHOLARSHIP         | \$ 12,808.10           | \$ -                     | \$ -                    | \$ 12,808.10           | \$ 12,808.10           |                  |
| NYCLASS - SAVINGS, SPELLING BEE SCHOLARSHIP               | \$ 2,405.61            | \$ -                     | \$ -                    | \$ 2,405.61            | \$ 2,405.61            |                  |
| NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP       | \$ 633.17              | \$ -                     | \$ -                    | \$ 633.17              | \$ 633.17              |                  |
| NYCLASS - SAVINGS, CV-TEC ALLIED HEALTH SCHOLARSHIP       | \$ 4,657.42            | \$ -                     | \$ -                    | \$ 4,657.42            | \$ 4,657.42            |                  |
| <b>TOTAL FUNDS ON ACCOUNT</b>                             | <b>\$ 8,502,536.10</b> |                          | <b>\$ 95,224,036.13</b> | <b>\$ 8,502,536.10</b> | <b>\$ 8,502,536.10</b> |                  |

GENERAL FUND INTEREST RECEIVED 7/01/24 - 1/31/25 \$ 183,756.52  
 CAPITAL FUND INTEREST RECEIVED 7/01/24 - 1/31/25 \$ 81,590.80

PREPARED BY:   
 Derek Leavine, Deputy District Treasurer

DATED: 2/24/25

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

FOR THE PERIOD 01/01/2025 TO 01/31/2025

| TITLE OF ACCOUNT          | BAL. ON HAND<br>BEG. OF YEAR | BAL. ON HAND<br>BEG. OF MONTH | RECEIPTS FOR<br>MONTH | TOTAL FOR<br>MONTH | TOTAL EXPEND.<br>FOR MONTH | BALANCE ON<br>HAND |
|---------------------------|------------------------------|-------------------------------|-----------------------|--------------------|----------------------------|--------------------|
| SKILLS USA - PLATTSBURGH  | 1,533.58                     | 2,400.10                      | 350.30                | 2,750.40           | 422.23                     | 2,328.17           |
| SKILLS USA - MINEVILLE    | 1,720.93                     | 1,398.63                      | 2,700.50              | 4,099.13           | 146.04                     | 3,953.09           |
| 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                      | 14.20                 | 1,703.34           | 0.00                       | 1,703.34           |
| RAZOR'S EDGE              | 663.97                       | 663.97                        | 0.00                  | 663.97             | 0.00                       | 663.97             |
| FUTURE FARMERS OF AMERICA | 2,547.86                     | 3,987.13                      | 0.00                  | 3,987.13           | 0.00                       | 3,987.13           |
| SALES TAX                 | 33.07                        | 177.81                        | 30.30                 | 208.11             | 22.47                      | 185.64             |
| <b>TOTAL</b>              | <b>9,344.16</b>              | <b>11,310.72</b>              | <b>3,095.30</b>       | <b>14,406.02</b>   | <b>590.74</b>              | <b>13,815.28</b>   |

  
 COLBY SISKAVICH, EXTRACLASSROOM TREASURER  
 2/5/25  
 DATE

1/31/2025 Bank Balance \$ 15,211.32  
 Add: Deposits in Transit \$ (1,396.04)  
 Less: Outstanding Checks \$ 13,815.28

# TRAINING SERVICES AGREEMENT

between

**CORNELL UNIVERSITY on behalf of its Bronfenbrenner Center  
for Translational Research  
and**

**Clinton-Essex-Warren-Washington Counties Board of  
Cooperative Education Services**

This training services agreement (hereinafter "Agreement") is made effective as of the date of signature of both parties below, by and between Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (hereinafter Client) with its offices located at 1443 Military Turnpike Plattsburgh, NY 12901 and Cornell University on behalf of its Bronfenbrenner Center for Translational Research with its offices located at 3M207 MVR Hall, 37 Forest Home Dr., Ithaca, NY 14853-4401 (hereinafter "Cornell University").

## WITNESSETH

**WHEREAS**, *CLIENT* and Cornell University desire to enter into an agreement relating to Therapeutic Crisis Intervention Training of Trainers services which are to be provided by Cornell University for *CLIENT*, delivered at a location to be determined at a later date and agreed upon by both parties.

**WHEREAS**, *CLIENT* and Cornell University have been engaged in discussions, and have exchanged proposals all relating to the scope of services to be provided by Cornell University to Client and their respective rights and responsibilities; and

**WHEREAS**, *CLIENT* desires to engage Cornell University for the purpose of providing to *CLIENT* specific training, education, and associated services (hereinafter detailed as "Services") and Cornell University is willing and agrees to perform the requested Services, all under and pursuant to the terms and conditions of this Agreement; and

**WHEREAS**, *CLIENT* and Cornell University wish to formalize all of their understandings and their mutual agreements by their signing, acceptance and entry into this Agreement.

**NOW THEREFORE**, in consideration of the mutual promises exchanged between the parties, *CLIENT* and Cornell University hereby agree as follows:

### 1. DESCRIPTION OF SERVICES.

- (a) "Services" (which as used in this Agreement shall include educational services) shall include the following described activities and all activities of Cornell University necessary to its performance of the work included in the description herein described.

- i. **Materials:** Cornell University agrees to ship training materials to the appropriate training locations.
  - ii. **Training Delivery:** Additionally, Cornell University agrees to deliver a five-day *Therapeutic Crisis Intervention Training of Trainer for Schools (TCIS TxT)* for up to 20 people. The dates of the training will be May 5-9,2025. The location of the training to be determined at a later date and agreed upon by both parties.
  - iii. **Training Delivery:** Additionally, Cornell University agrees to deliver a one-day *Therapeutic Crisis Intervention Training Assessment and Planning* meeting for key Cornell and Client employees, attendees to be determined. The dates and location of the training to be determined at a later date and agreed upon by both parties.
- (b) **Fee for Services:** *CLIENT* agrees to pay to Cornell University a fee of \$35,500.00 for the provided services, if paying by check or wire transfer. *CLIENT* agrees to pay to Cornell University a fee of \$36,825 for the provided services, if paying by credit card, or e-check.
1. **BILLING.** Services will be billed by Cornell University through Residential Child Care Project, 3M207 MVR Hall, 37 Forest Home Dr., Ithaca, NY 14853-4401.
  2. **BILLING.** Services will be billed by Cornell University through Residential Child Care Project, 3M207 MVR Hall, 37 Forest Home Dr., Ithaca, NY 14853-4401.

Clinton-Essex-Warren-Washington  
Counties Board of Cooperative  
Educational Services,  
1443 Military Turnpike,  
Plattsburgh, NY 12901  
Attn: Accounts Payable  
E-mail: [accountspayable@cves.org](mailto:accountspayable@cves.org)

Payment for services shall be made to the Bronfenbrenner Center for Translational Research within thirty (30) days of *CLIENT* receipt of the bill for services. Outstanding balances beyond 30 days will be assessed a penalty of 5% per month. Payment via credit card is also available upon request, in the amount specified in this agreement plus a 5% credit card transaction charge. Purchase orders and checks, payable to Cornell University, will be forwarded to:

Alissa Medero  
Bronfenbrenner Center for Translational Research  
3M207 MVR Hall, 37 Forest Home Dr.,  
Ithaca, NY 14853  
Phone: 607 255-4528  
E-mail: [ab358@cornell.edu](mailto:ab358@cornell.edu)

3. **TERM.** The term of this Agreement shall commence on the date of signing by both parties and shall continue until December 31, 2025, unless terminated sooner in accordance with its terms.
  
4. **DISCLAIMER AND TERMINATION.** It is recognized that situations may arise which would make it difficult, if not impossible for Cornell University's instructors to deliver the training as agreed to or in the timeframe agreed to. It is further recognized that there may be situations in which *CLIENT* will desire to discontinue the program. Therefore, it is understood and agreed that Agreement may be postponed or discontinued at any time at the option of either party, upon thirty (30) days prior written notice to the other party. If the training is cancelled by *CLIENT* less than 30

days prior to the training, you will be charged a cancellation fee of \$500.00.

5. **TRAINING EQUIPMENT.** *CLIENT* will provide suitable training equipment, such as a laptop, LCD projector, and speakers; or an equivalent training system, for the Cornell University instructors to utilize in performing the services under this Agreement.
6. **INDEPENDENT CONTRACTOR.** Cornell University's relationship to *CLIENT* in performing Services under this Agreement is that of an independent contractor. The personnel who will perform services under this Agreement shall at all times be under Cornell University's exclusive direction and control and shall be employees or independent contractors of Cornell University and not *CLIENT*. Cornell University shall pay all wages, salaries, fringe benefits, and other amounts due to its personnel or its independent contractors in connection with this Agreement and shall further be responsible for all reports and obligations respecting them relating to Social Security, income tax withholding, unemployment compensation, workers' compensation, and similar matters.
7. **REPRESENTATIONS.** All Services shall be performed in accordance with sound and generally accepted professional practices and industry standards by professional, managerial, and administrative personnel fully qualified in the respective professional discipline required. All statements and materials regarding its qualifications to perform the Services under this Agreement are true and correct and are not misleading or incomplete for any reason, including by reason of omission. Cornell University makes no warranty, either express or implied, regarding the application or use of its services by *CLIENT*, including any specific outcome or result. Notwithstanding the provisions in Section 4 of this Agreement to the contrary, Cornell University agrees that *CLIENT* may immediately terminate this Agreement if Cornell University has misstated its qualifications to perform the Services hereunder.
8. **CONFIDENTIAL AND PROPRIETARY INFORMATION.** Confidential or proprietary information, which is disclosed by either party to the other for purposes of performing the Services hereunder and which is clearly identified by the disclosing party as confidential or proprietary information, shall be protected by the receiving party in the same manner and with the same degree that the receiving party uses to protect its own confidential or proprietary information. Without limiting the foregoing, the terms of this Agreement shall be deemed confidential information. However, neither party shall be required to keep confidential information which: (a) is or becomes publicly available; (b) already in that party's possession at the time of disclosure by the other party; (c) independently developed by that party outside the scope of this Agreement; or (d) rightfully obtained from third persons. Nothing in this Agreement shall prevent *CLIENT* from disclosing Cornell University's proprietary and confidential information to the extent required by law. Cornell University acknowledges and agrees *CLIENT* is a public corporation subject to New York's Freedom of Information Law ("FOIL") and as such this Agreement may be subject to a valid third-party FOIL request and *CLIENT* cannot guarantee confidentiality under this Agreement. *CLIENT* agrees however that it shall only disclose Cornell's proprietary and confidential information pursuant to FOIL to the extent required under applicable law.

**9. INDEMNIFICATION AND RESPONSIBILITY.** In no event shall Cornell University be responsible for any accident or injury caused by the failure of *CLIENT* employees to perform the training exercises properly. *CLIENT* understands that there is inherent risk of personal injury associated with the performance of the training exercises by its trainees. To the fullest extent allowed by law, *CLIENT* agrees to indemnify and hold Cornell University, its trustees, officers, employees, and agents harmless from any accident or injury (including death) due to the inherent risk of performing the training exercises, or from any claims, actions, losses, liabilities, damages, costs, expenses (including reasonable attorneys' fees) or judgments arising from the acts or omissions of *CLIENT*, its employees or agents (collectively, "Claims"), except to the extent, if any, that such Claims are caused by the gross negligence, recklessness, or willful misconduct of Cornell University, its employees, contractors or agents, and *CLIENT* hereby waives subrogation on behalf of itself and its insurance company for any workers compensation claim. As a condition of indemnification, each party agrees to notify the other of any asserted claim, and to cooperate fully in the defense of any such claim.

**10. INTELLECTUAL PROPERTY & NON-EXCLUSIVE LICENSE TO *CLIENT*.** The following provisions shall apply with respect to copyrightable works and intellectual property which pertain to the Services performed by Cornell University under this Agreement:

(a) All materials belonging to or in the possession of *CLIENT*, written, printed, or otherwise recorded, shall be used by Cornell University only in the performance of Services hereunder and Cornell University shall not record, reference, or reproduce such materials without the express written consent of *CLIENT*.

(b) Cornell University and/or the instructor shall retain exclusive copyright and all intellectual property rights to materials developed under this Agreement. The participants in the programs delivered pursuant to the Scope of Work may use the program materials for reference purposes, but any additional use of the materials requires the written permission of Cornell University

**11. CONSEQUENTIAL DAMAGES.** In no event shall either party be liable to the other for payment of any consequential, special, indirect, or punitive damages, even if advised of the possibility of such damages..

**12. INSURANCE CERTIFICATE & ADDITIONAL INSURED STATUS.** During the term of this Agreement, Cornell University shall maintain and provide proof upon request to *CLIENT* of the existence of general commercial liability insurance coverage or self insurance program, together with such further insurance coverages which are satisfactory to *CLIENT*. Upon request by *CLIENT*, its officers, directors, agents, affiliates, members and employees, shall all be designated as additional insured on Cornell University general liability insurance policies but limited to those claims accident or incidents arising out of the acts, errors or omissions of Cornell University as specifically limited by section 9.

**13. NONDISCRIMINATION.** The parties agree that they will not discriminate

because of sex, race, religion, color, or national origin, and will not discriminate on any basis covered under other applicable laws in any area of their operations under this Agreement. Any violation of this Section 13 by either party shall constitute a material breach of this Agreement.

- 14. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If to *CLIENT*:

Attn: Tina Trombley

Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services  
1443 Military Turnpike, Plattsburgh, NY 12901  
E-mail: Trombley\_tina@cves.org

If to Cornell University

Cornell University, College of Human Ecology, Bronfenbrenner Center for Translational Research, Residential Child Care Project  
Attn: Martha Holden  
Title: Project Director  
3M207 MVR Hall, 37 Forest Home Dr.,  
Ithaca, NY 14853-4401  
Tel: (607) 254-5337 E-mail: [mjh19@cornell.edu](mailto:mjh19@cornell.edu)

Such addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

- 15. ENTIRE AGREEMENT.** This Agreement, including any appended Exhibits or Schedules contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

- 16. AMENDMENT.** This Agreement may be modified or amended if the modification or amendment is made in writing and is signed by both parties.

- 17. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

- 18. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

- 19. APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of New York. This Agreement is a part of the Standard Training agreement – Cornell University - 2025

New York, and any claims hereunder shall be brought in Tompkins County, New York.

- 20. ASSIGNMENT.** This Agreement shall be binding upon the successors of either party hereto but shall not be assigned by either party without the written consent of both parties, said consent not to be unreasonably withheld or delayed. The provisions of this Agreement are solely for the benefit of and shall be enforceable only by *CLIENT* and Cornell University and their respective successors and assigns as permitted hereunder.
- 21. FORCE MAJEURE.** Neither party shall be held responsible for any delay or failure in the performance of any part of this Agreement to the extent that such delay or failure is caused by pandemic, epidemic, fire, flood, lightning, lockout, riot, explosion, war, strike, embargo, government requirement, civil or military authorities, government

travel restriction, acts of God or by the public enemy, acts of terrorism, or other causes beyond the reasonable control of such party.

**22. CAPTIONS AND HEADINGS.** The division of this Agreement into sections and the use of captions and headings are solely for the convenience of the parties and shall have no effect in construing the provisions of this Agreement.

**23. SIGNATORY AUTHORITY.** The individuals signing below on behalf of *CLIENT* and Cornell University are authorized to sign and bind their respective organizations to the terms of this Agreement.

**IN WITNESS WHEREOF,** *CLIENT* and Cornell University on Behalf of its Bronfenbrenner Center for Translational Research have authorized their representatives to execute this Agreement on their behalves on the dates indicated below.

**CONTRACTING ORGANIZATION**

Dated: \_\_\_\_\_, 2025

By:

\_\_\_\_\_  
Mark Davey/District Superintendent

**Cornell University on behalf of its  
Bronfenbrenner Center for Translational  
Research**

Dated: \_\_\_\_\_, 2025

By:

\_\_\_\_\_  
Jennifer Austin  
Director, Contracts and Compliance  
Human Ecology, Bronfenbrenner Center  
for Translational  
Research

# **TRAINING SERVICES AGREEMENT**

**between**

**CORNELL UNIVERSITY on behalf of its Bronfenbrenner Center  
for Translational Research  
and**

**Clinton-Essex-Warren-Washington Counties Board of  
Cooperative Education Services**

This training services agreement (hereinafter "Agreement") is made effective as of the date of signature of both parties below, by and between Clinton-Essex-Warren-Washington Counties Board of Cooperative Educational Services (hereinafter Client) with its offices located at 1443 Military Turnpike Plattsburgh, NY 12901 and Cornell University on behalf of its Bronfenbrenner Center for Translational Research with its offices located at 3M207 MVR Hall, 37 Forest Home Dr., Ithaca, NY 14853-4401 (hereinafter "Cornell University").

## **WITNESSETH**

**WHEREAS, CLIENT** and Cornell University desire to enter into an agreement relating to Therapeutic Crisis Intervention Training of Trainers services which are to be provided by Cornell University for *CLIENT*, delivered at a location to be determined at a later date and agreed upon by both parties.

**WHEREAS, CLIENT** and Cornell University have been engaged in discussions, and have exchanged proposals all relating to the scope of services to be provided by Cornell University to Client and their respective rights and responsibilities; and

**WHEREAS, CLIENT** desires to engage Cornell University for the purpose of providing to *CLIENT* specific training, education, and associated services (hereinafter detailed as "Services") and Cornell University is willing and agrees to perform the requested Services, all under and pursuant to the terms and conditions of this Agreement; and

**WHEREAS, CLIENT** and Cornell University wish to formalize all of their understandings and their mutual agreements by their signing, acceptance and entry into this Agreement.

**NOW THEREFORE**, in consideration of the mutual promises exchanged between the parties, *CLIENT* and Cornell University hereby agree as follows:

### **1. DESCRIPTION OF SERVICES.**

- (a) "Services" (which as used in this Agreement shall include educational services) shall include the following described activities and all activities of Cornell University necessary to its performance of the work included in the description herein described.

- i. Materials: Cornell University agrees to ship training materials to the appropriate training locations.

Training Delivery: Additionally, Cornell University agrees to deliver a 1-day *Therapeutic Crisis Intervention Training of Trainers for Schools (TCIS update) Competence, Training, and Evaluation (CT & E)* for up to 25 people. The dates of the training will be May 2, 2025. The location of the training to be determined at a later date and agreed upon by both parties.

- (a) Fee for Services: Fee for Services: *CLIENT* agrees to pay to Cornell University a fee of \$6,700.00 for the provided services, if paying by check or wire transfer. *CLIENT* agrees to pay to Cornell University a fee of \$7,035 for the provided services, if paying by credit card, or e-check.

2. **BILLING**. Services will be billed by Cornell University through Residential Child Care Project, 3M207 MVR Hall, 37 Forest Home Dr., Ithaca, NY 14853-4401.
2. **BILLING**. Services will be billed by Cornell University through Residential Child Care Project, 3M207 MVR Hall, 37 Forest Home Dr., Ithaca, NY 14853-4401.

Clinton-Essex-Warren-Washington  
Counties Board of Cooperative  
Educational Services,  
1443 Military Turnpike,  
Plattsburgh, NY 12901  
Attn: Accounts Payable  
E-mail: [accountspayable@cves.org](mailto:accountspayable@cves.org)

Payment for services shall be made to the Bronfenbrenner Center for Translational Research within thirty (30) days of *CLIENT* receipt of the bill for services. Outstanding balances beyond 30 days will be assessed a penalty of 5% per month. Payment via credit card is also available upon request, in the amount specified in this agreement plus a 5% credit card transaction charge. Purchase orders and checks, payable to Cornell University, will be forwarded to:

Alissa Medero  
Bronfenbrenner Center for Translational Research  
3M207 MVR Hall, 37 Forest Home Dr.,  
Ithaca, NY 14853  
Phone: 607 255-4528  
E-mail: [ab358@cornell.edu](mailto:ab358@cornell.edu)

3. **TERM**. The term of this Agreement shall commence on the date of signing by both parties and shall continue until December 31, 2025, unless terminated sooner in accordance with its terms.
4. **DISCLAIMER AND TERMINATION**. It is recognized that situations may arise which would make it difficult, if not impossible for Cornell University's instructors to

deliver the training as agreed to or in the timeframe agreed to. It is further recognized that there may be situations in which *CLIENT* will desire to discontinue the program. Therefore, it is understood and agreed that Agreement may be postponed or discontinued at any time at the option of either party, upon thirty (30) days prior written notice to the other party. If the training is cancelled by *CLIENT* less than 30

days prior to the training, you will be charged a cancellation fee of \$500.00.

5. **TRAINING EQUIPMENT.** *CLIENT* will provide suitable training equipment, such as a laptop, LCD projector, and speakers; or an equivalent training system, for the Cornell University instructors to utilize in performing the services under this Agreement.
6. **INDEPENDENT CONTRACTOR.** Cornell University's relationship to *CLIENT* in performing Services under this Agreement is that of an independent contractor. The personnel who will perform services under this Agreement shall at all times be under Cornell University's exclusive direction and control and shall be employees or independent contractors of Cornell University and not *CLIENT*. Cornell University shall pay all wages, salaries, fringe benefits, and other amounts due to its personnel or its independent contractors in connection with this Agreement and shall further be responsible for all reports and obligations respecting them relating to Social Security, income tax withholding, unemployment compensation, workers' compensation, and similar matters.
7. **REPRESENTATIONS.** All Services shall be performed in accordance with sound and generally accepted professional practices and industry standards by professional, managerial, and administrative personnel fully qualified in the respective professional discipline required. All statements and materials regarding its qualifications to perform the Services under this Agreement are true and correct and are not misleading or incomplete for any reason, including by reason of omission. Cornell University makes no warranty, either express or implied, regarding the application or use of its services by *CLIENT*, including any specific outcome or result. Notwithstanding the provisions in Section 4 of this Agreement to the contrary, Cornell University agrees that *CLIENT* may immediately terminate this Agreement if Cornell University has misstated its qualifications to perform the Services hereunder.
8. **CONFIDENTIAL AND PROPRIETARY INFORMATION.** Confidential or proprietary information, which is disclosed by either party to the other for purposes of performing the Services hereunder and which is clearly identified by the disclosing party as confidential or proprietary information, shall be protected by the receiving party in the same manner and with the same degree that the receiving party uses to protect its own confidential or proprietary information. Without limiting the foregoing, the terms of this Agreement shall be deemed confidential information. However, neither party shall be required to keep confidential information which: (a) is or becomes publicly available; (b) already in that party's possession at the time of disclosure by the other party; (c) independently developed by that party outside the scope of this Agreement; or (d) rightfully obtained from third persons. Nothing in this Agreement shall prevent *CLIENT* from disclosing Cornell University's proprietary and confidential information to the extent required by law. Cornell University acknowledges and agrees *CLIENT* is a public corporation subject to New York's Freedom of Information Law ("FOIL") and as such this Agreement may be subject to a valid third-party FOIL request and *CLIENT* cannot guarantee confidentiality under this Agreement. *CLIENT* agrees however that it shall only disclose Cornell's proprietary and confidential information pursuant to FOIL to the extent required under applicable law.

**9. INDEMNIFICATION AND RESPONSIBILITY.** In no event shall Cornell University be responsible for any accident or injury caused by the failure of *CLIENT* employees to perform the training exercises properly. *CLIENT* understands that there is inherent risk of personal injury associated with the performance of the training exercises by its trainees. To the fullest extent allowed by law, *CLIENT* agrees to indemnify and hold Cornell University, its trustees, officers, employees, and agents harmless from any accident or injury (including death) due to the inherent risk of performing the training exercises, or from any claims, actions, losses, liabilities, damages, costs, expenses (including reasonable attorneys' fees) or judgments arising from the acts or omissions of *CLIENT*, its employees or agents (collectively, "Claims"), except to the extent, if any, that such Claims are caused by the gross negligence, recklessness, or willful misconduct of Cornell University, its employees, contractors or agents, and *CLIENT* hereby waives subrogation on behalf of itself and its insurance company for any workers compensation claim. As a condition of indemnification, each party agrees to notify the other of any asserted claim, and to cooperate fully in the defense of any such claim.

**10. INTELLECTUAL PROPERTY & NON-EXCLUSIVE LICENSE TO *CLIENT*.** The following provisions shall apply with respect to copyrightable works and intellectual property which pertain to the Services performed by Cornell University under this Agreement:

(a) All materials belonging to or in the possession of *CLIENT*, written, printed, or otherwise recorded, shall be used by Cornell University only in the performance of Services hereunder and Cornell University shall not record, reference, or reproduce such materials without the express written consent of *CLIENT*.

(b) Cornell University and/or the instructor shall retain exclusive copyright and all intellectual property rights to materials developed under this Agreement. The participants in the programs delivered pursuant to the Scope of Work may use the program materials for reference purposes, but any additional use of the materials requires the written permission of Cornell University

**11. CONSEQUENTIAL DAMAGES.** In no event shall either party be liable to the other for payment of any consequential, special, indirect, or punitive damages, even if advised of the possibility of such damages..

**12. INSURANCE CERTIFICATE & ADDITIONAL INSURED STATUS.** During the term of this Agreement, Cornell University shall maintain and provide proof upon request to *CLIENT* of the existence of general commercial liability insurance coverage or self insurance program, together with such further insurance coverages which are satisfactory to *CLIENT*. Upon request by *CLIENT*, its officers, directors, agents, affiliates, members and employees, shall all be designated as additional insured on Cornell University general liability insurance policies but limited to those claims accident or incidents arising out of the acts, errors or omissions of Cornell University as specifically limited by section 9.

**13. NONDISCRIMINATION.** The parties agree that they will not discriminate

because of sex, race, religion, color, or national origin, and will not discriminate on any basis covered under other applicable laws in any area of their operations under this Agreement. Any violation of this Section 13 by either party shall constitute a material breach of this Agreement.

- 14. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If to *CLIENT*:

Attn: Tina Trombley

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

1443 Military Turnpike, Plattsburgh, NY 12901

E-mail: Trombley\_tina@cves.org

If to Cornell University

Cornell University, College of Human Ecology, Bronfenbrenner Center for Translational Research, Residential Child Care Project

Attn: Martha Holden

Title: Project Director

3M207 MVR Hall, 37 Forest Home Dr.,

Ithaca, NY 14853-4401

Tel: (607) 254-5337 E-mail: [mjh19@cornell.edu](mailto:mjh19@cornell.edu)

Such addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

- 15. ENTIRE AGREEMENT.** This Agreement, including any appended Exhibits or Schedules contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

- 16. AMENDMENT.** This Agreement may be modified or amended if the modification or amendment is made in writing and is signed by both parties.

- 17. SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

- 18. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

- 19. APPLICABLE LAW.** This Agreement shall be governed by the laws of the State of New York. Standard Training agreement – Cornell University - 2025

New York, and any claims hereunder shall be brought in Tompkins County, New York.

- 20. ASSIGNMENT.** This Agreement shall be binding upon the successors of either party hereto but shall not be assigned by either party without the written consent of both parties, said consent not to be unreasonably withheld or delayed. The provisions of this Agreement are solely for the benefit of and shall be enforceable only by *CLIENT* and Cornell University and their respective successors and assigns as permitted hereunder.
- 21. FORCE MAJEURE.** Neither party shall be held responsible for any delay or failure in the performance of any part of this Agreement to the extent that such delay or failure is caused by pandemic, epidemic, fire, flood, lightning, lockout, riot, explosion, war, strike, embargo, government requirement, civil or military authorities, government

travel restriction, acts of God or by the public enemy, acts of terrorism, or other causes beyond the reasonable control of such party.

**22. CAPTIONS AND HEADINGS.** The division of this Agreement into sections and the use of captions and headings are solely for the convenience of the parties and shall have no effect in construing the provisions of this Agreement.

**23. SIGNATORY AUTHORITY.** The individuals signing below on behalf of *CLIENT* and Cornell University are authorized to sign and bind their respective organizations to the terms of this Agreement.

**IN WITNESS WHEREOF,** *CLIENT* and Cornell University on Behalf of its Bronfenbrenner Center for Translational Research have authorized their representatives to execute this Agreement on their behalfs on the dates indicated below.

**CONTRACTING ORGANIZATION**

Dated: \_\_\_\_\_, 2025

By:

\_\_\_\_\_  
Mark Davey/District Superintendent

**Cornell University on behalf of its  
Bronfenbrenner Center for Translational  
Research**

Dated: \_\_\_\_\_, 2025

By:

\_\_\_\_\_  
Jennifer Austin  
Director, Contracts and Compliance  
Human Ecology, Bronfenbrenner Center  
for Translational  
Research

**Champlain Valley Educational Services**  
**Audit Committee - Meeting Minutes**  
**December 11, 2024 - 5:00 p.m., CV-TEC Conference Room**

**Present:**

Richard Harriman, Sr., Audit Committee Member  
Donna LaRocque, Audit Committee Member  
Donna Wotton, Audit Committee Member  
Dr. Mark C. Davey, CVES District Superintendent  
Eric Bell, Deputy Superintendent

**Meeting began approximately 5:00 p.m.**

**1. Welcome – Review of Audit Committee Timeline**

Deputy Superintendent Bell briefly reviewed the timeline for upcoming meetings.

**2. Approve the minutes from October 9, 2024 Audit Committee Meeting**

No changes noted.

*Motion to approve (Richard Harriman, Sr. 1<sup>st</sup>, Donna LaRocque 2<sup>nd</sup>). Motion carried.*

**3. Review and discuss the Corrective Action Plan for the June 30, 2024 Annual Independent Audit Management Letter Comments**

Deputy Superintendent Bell reviewed the *Corrective Action Plan Associated with the 2023-2024 Annual Independent Audit Management Letter Comments* and discussed each recommendation in detail.

*Motion to approve to present to the Board, the Corrective Action Plan Associated with the 2023-2024 Annual Independent Audit Management Letter Comments. (Donna LaRocque 1<sup>st</sup>, Donna Wotton 2<sup>nd</sup>.) Motion Carried.*

**4. Internal Audit for 2024-2025**

Deputy Superintendent Bell discussed the Internal Audit Contract and the positive experience with Management Advisory Group. The Audit Committee discussed the internal audit.

*Motion to approve to present to the Board, Management Advisory Group of New York as the 2024-2025 Internal Auditor. (Donna LaRocque 1<sup>st</sup>, Donna Wotton 2<sup>nd</sup>.) Motion Carried*

**5. Annual Review of Audit Committee Charter**

The Audit Committee reviewed the Audit Committee Charter. No changes were recommended.

**6. Adjournment**

*Motion to adjourn (Richard Harriman, Sr. 1<sup>st</sup>, Donna LaRocque 2<sup>nd</sup>.) Motion Carried.*

**Meeting adjourned at approximately 5:18 p.m.**



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

## ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES



**Amy Campbell**  
campbell\_amy@cves.org  
518-561-0100

### CVES MISSION

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

## MEMORANDUM

TO: Dr. Mark Davey

FR: Amy Campbell AC

DA: March 3, 2025

RE: **March 2025 Board Report**

In February, the School Support Services Division made significant strides across various initiatives. The inaugural Math Learning Community brought together educators from ten districts to discuss student needs, while the School Library System hosted a workshop led by renowned librarian Karen Scott. The Model Schools team addressed changes in Google add-ons due to NYS Ed Law 2d, and Arts in Education facilitated a performance by Le Vent Du Nord. The Health, Safety, and Risk Management Team provided extensive support, including threat assessment training and lead testing. Additionally, the Grants Office and Instructional Planning team worked diligently on assessments and data management, ensuring continued progress and support for our districts.

### WORKSHOPS FOR SCHOOL IMPROVEMENT

In February, the inaugural Math Learning Community was held, providing an opportunity for teachers and administrators from ten districts to engage in discussions about the strengths and needs of students in our region. Assessment and Planning Coordinator, Stephanie Sorgule presented regional data on the 3-8 assessments and the newly introduced Algebra I Regents, which was first administered in June 2024.

### 24<sup>TH</sup> ANNUAL REGIONAL SPELLING BEE

The 24<sup>th</sup> Annual Regional Spelling Bee will be held on Wednesday, March 19<sup>th</sup> at Beekmantown High School in West Chazy. We look forward to the competition between students in fourth through eighth grades from schools throughout our region.

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

The *School Library System* recently hosted a Bureau of Education & Research workshop titled "School Librarians: Better Support Your Classroom Teachers." The session was led by Karen Scott, a nationally recognized school librarian with extensive experience, including service on prominent committees such as the Newbery Committee and AASL's Best Digital Tools Committee. Over twenty librarians from both CVES and FEH school districts attended the event.

The *Model Schools* team has participated in webinars to stay informed about recent changes regarding access to Google add-ons. As part of a statewide initiative driven by the constraints of NYS EdLaw 2d and Google's inability to meet the necessary standards for a Data Privacy Agreement (DPA), Google Additional Services (such as YouTube, Translate, Earth, Photos, etc.) will be disabled for students, restricting direct access to these services. Further details regarding these changes will be provided at upcoming Model Schools and School Library System meetings.

*Arts in Education* continues to support our districts in facilitating artist engagements in schools. In February, students attended a performance by Le Vent Du Nord, a five-piece band from Quebec, at The Strand Theater, offering an enriching opportunity to integrate both music and French studies.

## **INSTRUCTIONAL SERVICES UPDATES**

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

During February, the Health, Safety, and Risk Management Team supported CVES and component districts in several areas. They completed a two-day follow-up training for the Clinton County Threat Assessment Team and met with Johnson Controls to select more fitting fire alarm alerts for campuses. The team also conducted fit testing for nurses across multiple districts, including Peru, Ausable, Willsboro, and Bouquet Valley CSDs.

Additionally, the team provided crucial support to St. Regis Falls CSD by finalizing lead testing results, ensuring other required reports were up to date, and assisting with re-registration into the Health Commerce System. They also met with Chazy's new director of Facilities to prepare for lead testing and concluded an air quality survey at the old Cadyville Elementary building for Saranac CSD. Participation in a webinar on preparing for the new high-temperature legislation and planning a health educator workshop for April were also part of their activities.

Further accomplishments included developing a dynamic, fillable CSTAG documentation package, discussing school mapping software with ESRI (ARC GIS) for better district safety plans, researching door locks and hardware for the RISE Center, and exploring grant funding opportunities with SUNY PD and other program departments.

### **Instructional Planning**

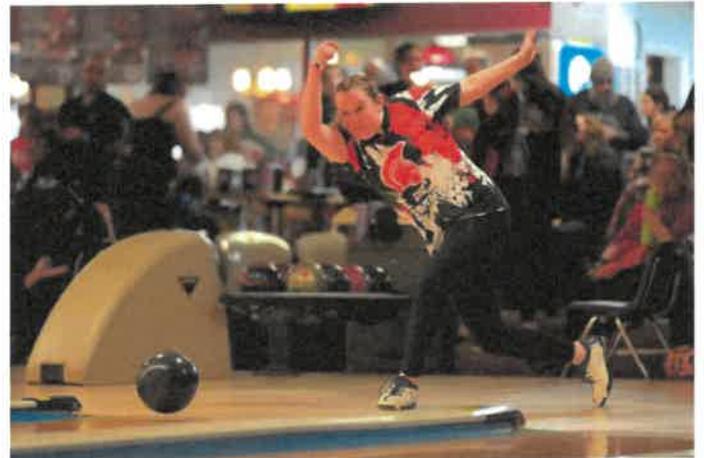
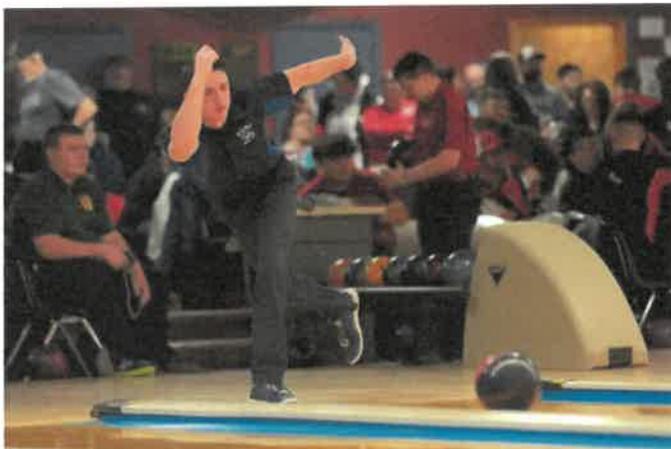
Assessment and Planning Coordinator, Stephanie Sorgule reviewed the January ELA Regents data and will be meeting with a district to identify areas of need for students retaking the ELA Regents in June. Additionally, February was focused on preparing for the 3-8 Assessments, which included collecting testing dates and expected participant numbers from districts. This information is shared with our vendor, Premier, to arrange the pickup of paper-based assessments. Mrs. Sorgule also prepared a data book of all assessment data for the region to provide to our component district Superintendents.

### Grants Management

On January 31, 2025, the NYSED Office of ESSA-Funded Programs posted the 2024-2025 Final Allocations for Title I, Part A; Title I, Part D; Title II, Part A; and Title IV, Part A for all Local Education Agencies online. Adjustments from preliminary allocations (posted in May 2024) to the final allocations are due to changes in student count data and state-level allocations calculated by the United States Department of Education. In February, The Grants Office worked alongside component districts to discuss any allocation changes and complete amendment documentation to be submitted for NYSED approval.

On February 12, 2025, the Education Grants Specialist, Amanda Buskey attended office hours held by NYSED to assist LEA's in completing the 2025 Education Stabilization Fund Annual Reporting. As a condition of receiving federal Elementary and Secondary School Emergency Relief (ESSER) funding under the Coronavirus Aid, Relief, and Economic Security (CARES), Coronavirus Response and Relief Supplemental Appropriations (CRRSA) and American Rescue Plan (ARP) Acts, LEA's assured they would comply with all required reporting requirements to ensure accountability and transparency in the use of these funds. Mrs. Buskey, worked with district administration and business officials to complete the "*Education Stabilization Fund Annual Reporting 2025*", surveys were submitted in the New York State Education Department (NYSED) Business Portal by February 25, 2025.

## INTERSCHOLASTIC SPORTS



On February 4<sup>th</sup> and 5<sup>th</sup> the NYSPHSAA held several meetings in Saratoga. On Tuesday, the Schools without Boundaries committee met to discuss proposals, including higher classifications for private/charter schools in state championships and surveying public schools on tuition-paying students from outside districts. The Executive Directors also reviewed upcoming agenda items and heard a presentation on new NFHS network technologies that could be used by coaches to breakdown game film. On Wednesday, the NYSPHSAA Executive Committee approved state championship sites, flag football rule revisions, and regional rotations.

February marks the beginning of Winter Championships and this year, mother nature has forced us to reschedule several events, namely Cheerleading and Bowling. We were able to hold our championships in Indoor Track, Nordic Skiing, Wrestling, and Girls Ice Hockey as of the last week of February. Over the opening weekend and week of March, Sectional Championships will be held in Girls and Boys Basketball and Boys Ice Hockey. The picture below highlights the 6 student-athletes who competed in the 1<sup>st</sup> ever Girls NYSPHSAA State Championships on Thursday, February 27<sup>th</sup>.



## PUBLICATIONS AND COMMUNICATIONS UPDATE

### Rise Triumph: Shamar Samuel's Inspiring Path Back to District

Rise Center for Success Division

Shamar Samuel came to the Rise Center for Success on his first grade year. He started at the Blue Advantage program but moved to the Rise Center for Success in the summer of 2014 before returning to his home district for the start of the 2014-2015 school year.



The teacher, Angela Howard, credits Samuel's success to the strong bond between him and his family in the district. Howard says, "Shamar's biggest reason for staying was because she saw how much he loved the program and put in the work to be successful."

After meeting with Howard and his family, she says it will allow them to continue to work with him and his family. Howard says, "I had my heart broken, but then I saw that he was still here and I was so happy."



When Shamar moved to the Rise Center for Success, he was in the 1st grade. He was in the 1st grade when he moved to the Rise Center for Success. He was in the 1st grade when he moved to the Rise Center for Success.

Howard says, "I had my heart broken, but then I saw that he was still here and I was so happy."

Howard says, "I had my heart broken, but then I saw that he was still here and I was so happy."

© iStockphoto.com/Steve Delaney

Typically in February, we say busy times await the CVES Communications team, but this year has seen quite an uptick in Component District support. Following a record-setting amount of time dedicated to Component Districts in January, February featured much of the same.

We have already started working on this year's Component District budget newsletters thanks to Ticonderoga kicking things off. Our work with Ticonderoga has expanded in the past two years, and we are excited to announce there will be a print newsletter as well as video testimonials, which are a new component of our budget newsletter service.

Around other Component Districts, there is plenty of exciting news.

Peru's website revamp has reached a "soft-launch" to allow Peru's technology team to make final domain adjustments before the site is made live to the public in March.

Schroon Lake's website updates are continuing with a new draft set to be delivered shortly.

Willsboro's District newsletter was finalized this week and mailed out to district homes. Meanwhile for AuSable Valley, a District newsletter as well as a winter sports newsletter are in the works and set to be unveiled in March.

Meanwhile, Beekmantown, Boquet Valley, Chazy, Peru and Willsboro continue to use our in-district service model and have kept our team busy with various social media, newsletter, and photography/videography projects.

### The Core Four: Management Services Leads With Experience

Management Services Division

During the past four years, CVES has grown exponentially.

All four divisions have experienced change and expansion, adding additional support to meet the needs of CVES and its Component Districts.

The Management Services Division has been called upon to turn fantasies into realities.

Through a strong foundation filled with veteran employees bringing plenty of skill sets to the table, Management Services supports CVES in countless ways.

"Our success in Management Services has helped to continue to foster and inspire growth across our organization," CVES Deputy Superintendent Dr. Eric Bell said. "Given the financial times and needs of our component school districts, finding services and providing services through the BOLES that are high quality, adaptable, and meeting the needs of our schools is critical for today and into our future."

Whether it's the CVES Business Office, Human Resources, Payroll, or Accounts Payable, Management Services works behind the scenes on a daily basis.



During your time at CVES, what has impressed you the most about the growth of the Management Services Division?

Brenda: "What has impressed me the most about the growth of the Management Services Division is the dedication that comes from the staff of putting the effort, time, and work needed into making the growth of the organization happen."

Stephanie: "Through years of growth, the Management Services team has always worked together and helped each other to accomplish mutual goals. We are deeply committed to each other's success and the goals of CVES as a whole."

Jessie: "As our team continues to grow, so does our strong sense of teamwork and family. That's impressive and not always an easy task with a larger group."

Christina: "What's most impressive is the people that we have and continue to have join our team. We have an amazing group of individuals who do so many different things, but they work together with one goal to support each other and CVES."

As a long time employee, how would you describe the impact the Management Services Division makes on CVES? Brenda: "The Management Services Division has a huge impact on CVES because it provides the necessary administrative infrastructure for the organization to function successfully. It is the backbone of the success."

© iStockphoto.com/Steve Delaney



In addition to Component District work, our team was proud to release the latest edition of Success Stories, featuring amazing accomplishments across our four divisions.

We look forward to another busy month in March.

**CVES MISSION**

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

TO: Dr. Mark C Davey  
FROM: Michele M. Friedman  
DATE: March 3, 2025  
RE: March 2025 Board Report



**CELEBRATE TODAY,  
OWN TOMORROW!**

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

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



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

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

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

## CV-TEC Open Houses 2025

The CV-TEC Mineville Campus and the CV-TEC Plattsburgh Campus & Learning Hub each hosted extremely successful Open Houses, February 26, 2025, and February 27, 2025 respectively. The events included student demonstrations, and agency informational tables. The estimated over 400 visitors between all locations had the opportunity to tour the facilities and meet directly with members of Team CV-TEC.



**CVES MISSION**

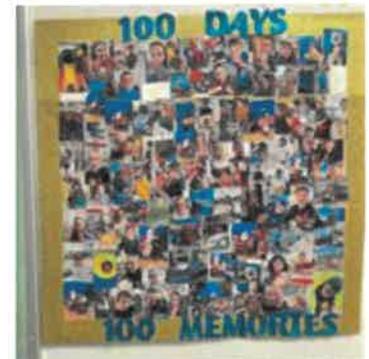
Champlain Valley Educational Services is committed to being a valued and trusted partner by supporting students, schools, and communities to excel through high-quality education, training, and shared services.

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

**Building Community and Celebrating Milestones**

The Rise Center for Success continues to foster a strong sense of community through engaging activities and celebrations. From themed dress-up days to hands-on learning experiences, students and staff are actively building relationships, embracing creativity, and making lasting memories.

**100th Day of School Celebration:** Students and staff celebrated the 100th day of school with a variety of fun and creative activities. One of the highlights was the “Dress Like You’re 100 Years Old” event, where participants transformed into centenarians, showcasing imaginative costumes. Additionally, classrooms created 100-themed posters, highlighting milestones such as 100 words learned, 100 acts of kindness, and 100 favorite memories. These displays added a vibrant and educational touch to the celebration, reinforcing collaboration, creativity, and school spirit.



**Valentine's Day Pajama & Stuffy Day**

The PBIS team organized a cozy Pajama and Stuffy Day to celebrate Valentine's Day. Students arrived in their favorite pajamas, bringing along stuffed animals for a relaxed and welcoming atmosphere. The event encouraged bonding, social interaction, and a sense of togetherness among students and staff.



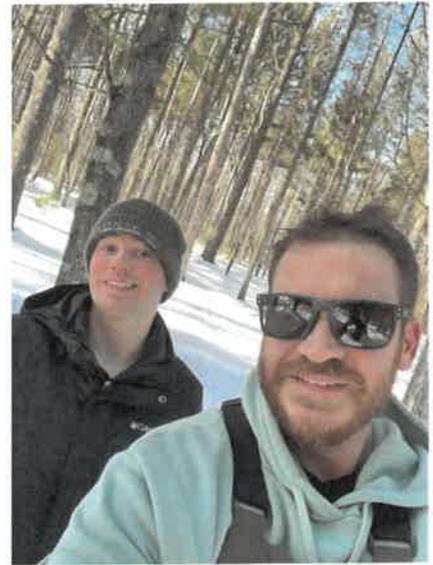
**Friendship Dance**

Elementary Life Skills teacher Aly Restrepo organized a heartwarming Friendship Dance for early elementary students. Each classroom contributed an item to create a "Friendship Trail Mix," and students assisted in decorating the space. The dance was a huge success, featuring music, balloons, and an inclusive environment where students met new friends, danced, and celebrated the spirit of friendship and collaboration.



**Stepping Into Success: Building Work Skills Through Snowshoeing**

The Partners in Transition THRIVE Program gained valuable work readiness skills during a snowshoeing event with the Town of Plattsburgh Recreation Department. They practiced teamwork, communication, and adaptability while navigating the trails. Responsibility and time management were reinforced through equipment care and following schedules. The experience-built confidence, resilience, and problem-solving skills. This hands-on activity helped prepare them for future workplace success.



### **Fire Safety Visit at South Plattsburgh Fire Department**

Students in Mr. Tedford's class had an exciting and educational visit to the South Plattsburgh Fire Department. Firefighters provided a behind-the-scenes look at their daily responsibilities, emergency equipment, and fire trucks. Students engaged in hands-on learning, gaining insights into fire prevention, emergency response, and the teamwork required in firefighting. This visit deepened their appreciation for first responders and reinforced essential safety knowledge.



### **Winter Science Experiment: Snow Volcanoes**

At Mineville Rise Center for Success, young scientists in Ms. Melissa's class took their learning to the next level with an exciting winter science experiment. Using soda and Mentos, students created snow volcanoes, bringing chemistry concepts to life in a fun and interactive way. The experiment sparked curiosity, critical thinking, and a deeper understanding of chemical reactions.



# THE MINEVILLE MINUTE

CVES • The Hidden Gem • Rise Center for Success

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## EDITOR'S NOTE

Principal Tina Mitchell

Wow! January seemed to be neverending, but we made it! We are now headed for longer days, February break, and hopefully some warmer temps! I will continue to share conflict resolution tips that may be helpful to your teams.



Teachers: Please continue to check sharepoint as well as any updates on Microsoft Teams. IEP deadlines, preliminary recommendations, and progress report deadlines are crucial this time of year! These deadlines ensure that we are providing our component districts with timely and high-quality documents. Reach out with any questions!



## 2. Have Patience for Others

Next on our list of conflict resolution skills is having patience. Sometimes, challenges or disputes can be rushed towards a solution. Therefore, you must practice patience. Everyone wants to be correct and have their opinion validated. Therefore, you will need to consider all points of view and have patience until a problem is solved correctly.

## IMPORTANT DATES

**Tues, 2/4**-PM Day for Teachers, TAs, and Nurse  
**Weds. 2/5**-PM Day for RSPs  
**Weds. 2/5**-RSP Progress Notes Due  
**Thurs. 2/6**-Early Release for Students  
**Fri 2/7**-Teacher Prints Final Progress Notes and turn in for review.

