

Agenda – Regular Meeting
Tech Valley High School Operating Board
A Joint Venture of Capital Region BOCES and Questar III

November 29, 2018 6:15 p.m. Tech Valley High School
SUNY College of Nanoscale Science and Engineering
246 Tricentennial Drive
Albany, New York 12203

District Superintendent: Ms. Anita Murphy, Capital Region BOCES
District Superintendent: Dr. Gladys Cruz, Questar III BOCES

1. Pledge of Allegiance
2. Approval of the Agenda
3. Minutes from the September 27, 2018 Reorganization Meeting and the September 27, 2018 Board Meeting
4. Recognition of Visitors
5. Privilege of the Floor
6. Review of the External Audit Report for TVHS
7. Business Items
 - a. Board Policies – First Reading
 - b. Internal Claims Auditor Report
 - c. Treasurer’s Report
8. Principal’s Report
 - a. Field Trip to China
 - b. Field Trip to New York City
9. District Superintendents’ Report
10. Board Discussions
11. Summary Actions
12. Adjournment

1. **Pledge of Allegiance**

2. **Approval of the Agenda**

RESOLVED: that the Tech Valley High School Operating Board approves the agenda as presented.

3. **Minutes**

RESOLVED: that the Tech Valley High School Operating Board approves the Minutes from the September 27, 2018 Reorganization Meeting and the September 27, 2018 Board Meeting. (copy attached)

4. **Recognition of Visitors**

5. **Privilege of the Floor**

6. **Review of the External Audit Report for TVHS**

Mr. John Tafilowski, Cusack and Company, Certified Public Accountants LLC, will present the External Audit Report pertaining to the TVHS.

RESOLVED: that the Tech Valley High School Operating Board accepts the Tech Valley Regional Technology Institute Financial Report dated June 30, 2018.

7. **Business Items**

a. Board Policies – First Reading

Recommend that the Tech Valley High School Operating Board conduct a first reading of the following proposed policy:

Policy No. 10 Attendance Policy

(copy attached)

Recommend that the Tech Valley High School Operating Board conduct a first reading of the following revised policies:

- Policy No. 1 Tech Valley Regional Technology Institute
- Policy No. 6 Benefits for Non-Represented Employees
- Policy No. 7 School Safety Plan
- Policy No. 8 Code of Conduct

(copies attached)

b. **Internal Claims Auditor Report**

RESOLVED: that the Tech Valley High School Operating Board approves the Internal Claims Auditor Report for September 5, 2018 through October 31, 2018. (copy attached)

c. Treasurer's Report

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer's Reports for the periods ending September 30, 2018 and October 31, 2018. (copy attached)

8. Principal's Report

a. Field Trip to China

RESOLVED: that the Tech Valley High School Operating Board approves the participation of 36 TVHS students in a field trip to Beijing, Xi'an, and Shanghai, China. The trip will be from April 13, 2019-April 23, 2019. The trip will be coordinated and supervised by Ms. Sophia Hsia. In addition to Ms. Hsia, Mr. James Niedermeier, Principal and Chief Academic Officer, TVHS, will join the trip. This exchange will provide an opportunity for the students of TVHS to (1) practice their Mandarin language skills, and (2) experience Chinese culture and society. The following requirements will apply:

- 1.) Students will abide by all requirements of the trip coordinator.
- 2.) Parent/guardian permission forms and forms required by the coordinator, including medical authorization forms, will be completed before a student may participate.
- 3.) Parent/guardians shall be responsible for assuring that their student is properly immunized in accordance with their own medical provider's recommendations; and
- 4.) Travel insurance and other costs of participation shall be solely at student/parent expense.

b. Field Trip to New York City

RESOLVED: that the Tech Valley Operating Board approves the participation of 10th and 12th grade TVHS students in a field trip on May 15, 2019 to New York City to visit the Museum of Chinese in America and to attend a Broadway play. The trip will be coordinated and supervised by Mr. James Niedermeier, Principal and Chief Academic Officer, TVHS, staff members, and parent chaperones. This field trip will provide an opportunity for the students of TVHS to (1) experience unique cultural experiences that will broaden their perspective on the world we live in, and (2) help them explore their own identities as they navigate in the city. (copy attached)

9. District Superintendents' Report

10. Board Discussions

11. Summary Actions

12. Adjournment



REORGANIZATION MEETING – September 27, 2018

A Regular Meeting of the Tech Valley Regional Technology Institute (Tech Valley High School), a joint venture of the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties, 900 Watervliet-Shaker Road, Albany, New York, and the Board of Cooperative Educational Services of Rensselaer-Columbia-Greene Counties, 10 Empire State Boulevard, Castleton, New York, was held on September 27, 2018 at the Tech Valley High School, SUNY College of Nanoscale Science and Engineering, 246 Tricentennial Drive, Albany, New York 12203. The meeting was called to order at 6:15 p.m. by Dr. Gladys Cruz, District Superintendent of the Questar III BOCES.

PRESENT

John Bergeron
Edmund Brooks
Nancy delPrado
Joseph Garland
John Hill
Kevin Kutzscher
Lynne Lenhardt
John Phelan
Gladys Cruz, Dist. Supt.
Anita Murphy, Dist. Supt.
Gretchen Wukits, Clerk of the Board

ABSENT

Marilyn Noonan
Paul Puccio

STAFF

James Niedermeier
Susan DiDonato

GUESTS

Danielle Bouton-Wales
Joseph Dragone
Danielle Hemmid

Dr. Cruz led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

The floor was opened for nominations for the position of Board President.

ELECTION OF PRESIDENT

It was moved by Dr. Bergeron and seconded by Mr. Kutzscher to nominate Mr. Paul Puccio.

It was moved by Mr. Hill and seconded by Mrs. Lenhardt to nominate Mr. Edmund Brooks.

Mr. Kutzscher inquired about Mr. Puccio's health. Mr. Hill responded that he had a conversation with Mr. Puccio who was very concerned about his health and the strength required for the duties of President, and he had

requested Mr. Hill support Mr. Brooks' nomination. In recognition of Mr. Puccio's concerns, Mr. Kutzscher withdrew his second of the nomination. Dr. Bergeron noted that Mr. Puccio could decline the nomination.

It was moved by Mr. Hill and seconded by Mrs. Lenhardt to close the floor for nominations. The motion passed unanimously.

Mr. Brooks was elected unanimously as President of the Board for the 2018-19 School Year. Mr. Brooks thanked the Board members for their confidence in his nomination and election.

It was moved by Mrs. Lenhardt and seconded by Mr. Kutzscher to nominate Mr. John Phelan to the office of Vice President.

**ELECTION OF
VICE PRESIDENT**

It was moved by Mrs. Lenhardt and seconded by Mr. Kutzscher to close the floor for nominations. The motion passed unanimously.

Mr. Phelan was elected unanimously as Vice President of the Board for the 2018-19 School Year.

The Oath of Office was administered to President Brooks and Vice President Phelan by Gretchen Wukits.

OATHS OF OFFICE

The meeting was turned over to President Brooks.

President Brooks noted that the Designation of Internal Auditor Services section of the agenda should read Questar III BOCES. It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to approve the agenda, as amended. The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to authorize the District Superintendents to approve attendance of Board Members at conferences during the 2018-19 School Year, and to approve expenses associated with the discharge of duties at Board expense when not reimbursed by the respective BOCES Boards, within budgetary allotments and subject to General Municipal Law 77-b. The motion passed unanimously.

**AUTHORIZATION
FOR BOARD
MEMBERS TO
ATTEND CONFER-
ENCES AND
RECEIVE
REIMBURSEMENT**

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to authorize the Executive Officers to approve conference attendance and expenses associated with the discharge of duties at Board expense within the budgetary allotments and subject to General Municipal Law 77-b. The motion passed unanimously.

**AUTHORIZATION
OF EXECUTIVE
OFFICERS AND
STAFF TO ATTEND
CONFERENCES
AND RECEIVE
REIMBURSEMENT**

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to appoint Gretchen E. Wukits as Clerk of the Board for the 2018-19 School Year. The motion passed unanimously.

APPOINTMENT OF CLERK OF THE BOARD

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to appoint Kimberly A. Duran as Treasurer for the 2018-19 School Year. The motion passed unanimously.

APPOINTMENT OF TREASURER

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to designate Questar III BOCES to provide Internal Auditor services for the 2018-19 School Year. The motion passed unanimously.

DESIGNATION OF INTERNAL AUDITOR SERVICES

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to designate Capital Region BOCES to provide Purchasing Agent services for the 2018-19 School Year. The motion passed unanimously.

DESIGNATION OF PURCHASING AGENT SERVICES

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to designate Capital Region BOCES to provide Claims Auditor services for the 2018-19 School Year. The motion passed unanimously.

DESIGNATION OF CLAIMS AUDITOR SERVICES

The Oath of Office was administered to the appointed officers by Gretchen Wukits. Officers not in attendance will receive the Oath of Office within 30 days after appointment as required by law.

OATHS OF OFFICE

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to designate Key Bank as the official depository for the Tech Valley High School.

DESIGNATION OF DEPOSITORY

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to designate the official newspapers of Capital Region BOCES and Questar III as the official newspapers for the 2018-19 School Year. The motion passed unanimously.

NEWSPAPER DESIGNATION

It was moved by Mrs. Lenhardt and seconded by Mr. Kutzscher to adjourn the meeting at 6:17 p.m. The motion passed unanimously.

ADJOURNMENT

November 15, 2018

Date

Gretchen E. Wukits

Gretchen E. Wukits
Clerk of the Board



REGULAR MEETING – September 27, 2018

A Regular Meeting of the Tech Valley Regional Technology Institute (Tech Valley High School), a joint venture of the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties, 900 Watervliet-Shaker Road, Albany, New York, and the Board of Cooperative Educational Services of Rensselaer-Columbia-Greene Counties, 10 Empire State Boulevard, Castleton, New York, was held on September 27, 2018 at the Tech Valley High School, SUNY College of Nanoscale Science and Engineering, 246 Tricentennial Drive, Albany, New York 12203. The meeting was called to order at 6:18 p.m. by President Brooks.

PRESENT

John Bergeron
Edmund Brooks
Nancy delPrado
Joseph Garland
John Hill
Kevin Kutzscher
Lynne Lenhardt
John Phelan
Gladys Cruz, Dist. Supt.
Anita Murphy, Dist. Supt.
Gretchen Wukits, Clerk of the Board

ABSENT

Marilyn Noonan
Paul Puccio

STAFF

James Niedermeier
Susan DiDonato

GUESTS

Danielle Bouton-Wales
Joseph Dragone
Danielle Hemmid

It was moved by Mr. Garland and seconded by Mrs. Lenhardt to approve the agenda as presented. The motion passed unanimously.

AGENDA

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to accept the July 26, 2018 Board Meeting Minutes. The motion passed unanimously.

MINUTES

Mrs. Lenhardt noted that this was the first TVHS Operating Board meeting for Mrs. delPrado. At her request, the members of the TVHS and Questar III staffs introduced themselves: Mr. James Niedermeier, Principal and Chief Academic Officer, TVHS; Ms. Danielle Bouton-Wales, Director of Career and Technical Education (CTE), Questar III BOCES; Ms. Susan DiDonato, TVHS School Attorney; and Ms. Danielle Hemmid, Special Education Teacher, TVHS.

PRIVILEGE OF THE FLOOR

It was moved by Mr. Kutzscher and seconded by Mrs. delPrado to approve the following:

**PERSONNEL
CONSIDERATIONS**

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the resignation of Jan Snedaker, Special Education Teacher, (Part-time .50 FTE), be accepted effective August 17, 2018.

(Resignation)

Mrs. Lenhardt noted that Ms. Snedaker had been appointed to the part-time position at the July Board Meeting and asked what had happened. Mr. Niedermeier responded that she had received a full-time appointment in her home district.

The motion passed unanimously.

It was moved by Mr. Kutzscher and seconded by Dr. Bergeron to approve the following:

(Appointments)

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teacher for the Tech Valley High School be appointed to a four year probationary term, commencing on August 20, 2018, provided that, except to the extent required by law, in order to be granted tenure, he shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c or §3012-d of either effective or highly effective in at least 3 of the 4 preceding years, and if he receives an ineffective composite or overall rating in the final year of the probationary period, he shall not be eligible for tenure at that time:

Name:	Andrew Betor
Position:	Teacher, Physical Education and Health (1.0 FTE)
Effective:	August 20, 2018
Certification:	Physical Education Professional (Pending); Health Education (Initial)
Type of Appointment:	Probationary
Tenure Area:	Physical Education
Probationary Period:	Four years
Annual Salary:	\$50,000
Benefits:	As set forth in the TVHS Teacher Association agreement

The motion passed unanimously.

It was moved by Mr. Kutzscher and seconded by Dr. Bergeron to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teacher for the Tech Valley High School be appointed:

Name: Xiaoyan Huang
Position: Teacher, Chinese
Effective: November 1, 2018-December 31, 2018
Certification: Chinese (Initial) (in process)
Type of Appointment: Regular Substitute
Tenure Area: N/A
Probationary Period: N/A
Annual Salary: \$48,000
Benefits: As set forth in the TVHS Teacher Association agreement

The motion passed unanimously.

It was moved by Mr. Kutzscher and seconded by Dr. Bergeron to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teacher for the Tech Valley High School be appointed:

Name: Jean Kerr
Position: Teacher, Special Education (0.60 FTE)
Effective: September 11, 2018-June 30, 2019
Certification: Special Education, K-12 (Permanent); Social Studies, 7-12 (Permanent)
Type of Appointment: Part-time (non-probationary)
Tenure Area: N/A
Probationary Period: N/A
Annual Salary: \$58,675 (to be prorated based upon FTE)
Benefits: As set forth in the TVHS Teacher Association agreement (prorated based upon FTE)

The motion passed unanimously.

It was moved by Mr. Kutzscher and seconded by Dr. Bergeron to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the Tech Valley High School Operating Board approves the certification of Danielle Bouton-Wales as a Lead Evaluator of Teachers.

The motion passed unanimously.

It was moved by Mr. Kutzscher and seconded by Dr. Bergeron to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the Tech Valley High School

Operating Board approves the certification of James Niedermeier as a Lead Evaluator of Teachers.

The motion passed unanimously.

It was moved by Mr. Kutzscher and seconded by Dr. Bergeron to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the Tech Valley High School Operating Board approves the certification of Kimberly Sparkman as a Lead Evaluator of Teachers.

The motion passed unanimously.

It was moved by Mr. Kutzscher and seconded by Dr. Bergeron to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following per diem substitute be appointed:

<u>Name</u>	<u>Dates</u>	<u>Position</u>	<u>Rate</u>
Xiaoyan Huang	October 1, 2018- October 31, 2018	Teacher	\$100/day

The motion passed unanimously.

It was moved by Dr. Bergeron to approve the 1st reading and to ratify the following policies:

**BOARD
POLICIES -
FIRST
READING**

<u>Policy Title</u>	<u>Number</u>
Tech Valley Regional Technology Institute	1
Benefits for Non-Represented Employees	6
School Safety Plan	7
Code of Conduct	8
Attendance Policy	10

Ms. DiDonato explained that Policies #1-#8 contained revisions to existing policies, whereas Policy #10 was a new proposed policy. She also reminded the Board that Policy #4, Policy Development, allows for the Board to waive a second reading and adopt a policy upon the first reading when an urgent need exists to do so or other circumstances so warrant. It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to amend the motion to waive the second reading of the policies. Mr. Kutzscher indicated a need to discuss the various details of the Attendance Policy. He asked for more information about the positive behavioral incentive system (PBIS) cited on page 4, section 6 of the

policy. He also raised a concern about the five day threshold for unexcused absences. An extensive discussion followed regarding tracking and reporting of student absences. Ms. Anita Murphy, District Superintendent, Capital Region BOCES, stated it would be helpful if Mr. Niedermeier explained the process that is followed daily, step-by-step, in the event of unexcused absences. He provided details about the automated system used to notify parents of unexcused student absences. Mr. Phelan suggested the policy should reflect what the school is actually doing. Mrs. delPrado asked if contacting parents directly is an everyday occurrence. Ms. DiDonato explained that section 6 identifies the progression of actions to be taken and is required by Part 100 regulations. Ms. Murphy added that chronic student absences are weighted against schools. Dr. Bergeron commented that the program at TVHS is more rigorous because it is based on project based learning and that when students do not participate due to unexcused absences, they affect other students. Mr. Phelan recommended that section D. on page 3 be changed from "...TVHS personnel or an electronic calling system may call the student's home..." to "...shall call the student's home...". Dr. Bergeron asked how far the TVHS attendance policy could deviate from the students' home school district policies. Ms. Murphy and Ms. DiDonato stated it is addressed in the first paragraph on page 1 of the policy. Mrs. Lenhardt emphasized that the language of the policy be consistent with current procedures being followed.

Mr. Kutzscher noted the reference to the Questar III School Safety Plan applying to TVHS in Policy #7 and recommended it be attached to the policy.

Mrs. Lenhardt suggested it would be beneficial to review the policies from both Questar III and Capital Region BOCES. Ms. DiDonato referenced Policy #5, Controlling Policy, that states the policies of the BOCES designated to be responsible for any particular function shall control with respect to that function.

Mr. Kutzscher asked who is the contact person for policy generation.

Ms. Murphy responded that Ms. DiDonato and Ms. Michele Jones, School Attorney, Capital Region BOCES, worked on the policies. Due to the number of questions and lengthy discussion regarding the policies, Dr. Bergeron and Mr. Kutzscher recommended revisiting the policies in November. It was agreed that in light of the Board members' questions, the school attorneys would confer and refine the policies incorporating Board members' suggestions. Mr. Niedermeier mentioned that the TVHS web site is being redesigned and that policies and archival minutes will be accessible. Dr. Bergeron recommended including the preamble to the inter-municipal agreement with the policies. Dr. Bergeron withdrew the motion to approve the 1st reading and to ratify the policies.

It was moved by Mr. Garland and seconded by Mrs. Lenhardt to approve the following:

RESOLVED: that the Tech Valley High School Operating Board approves the Internal Claims Auditor Report for May 31, 2018 and June 30, 2018.

Mr. Garland requested an explanation for the two items listed under Exceptions. Ms. Murphy noted that Ms. Wendy Ashley, Director of Business Operations, Capital Region BOCES, was not present, but that his questions would be

**INTERNAL
CLAIMS
AUDITOR
REPORT**

conveyed to her and answers provided. The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to approve the following:

TREASURER’S REPORTS

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer’s Reports for the periods ending July 31, 2018 and August 31, 2018. The motion passed unanimously.

Mr. Niedermeier began his report by illustrating the addition of demographics to the report. Dr. Bergeron commented on the gender demographic and referenced the original aim to create gender diversity. Mr. Niedermeier acknowledged recruiting female students remains a challenge. Ms. Murphy recognized the demographics provide a mechanism for familial connection for free and reduced lunches. Mr. Niedermeier explained developing teachers for college level instruction. Testing mastery of algebra I was discussed, and Ms. Murphy stated she was pleased with the emphasis on math mastery. Mr. Niedermeier reviewed the Schoolwide Learning Outcomes and acknowledged that “Agency and Self-Direction” are the most challenging. A discussion followed after Dr. Bergeron asked about specific outreach to female students during recruitment and referenced the original rubric to ensure gender diversity within the lottery. Mr. Niedermeier noted that the limited pool of applicants makes it difficult to utilize the rubric fully. Mrs. delPrado inquired about school districts refusing to send students. Mr. Niedermeier concluded his report by showing a preview of the TVHS web site. Board members recognized his work and conveyed their thanks.

PRINCIPAL’S REPORT

Dr. Gladys Cruz, District Superintendent, Questar III BOCES, noted that members of the Board of Regents and the Chancellor would be visiting TVHS on October 16, 2018.

DISTRICT SUPERINTENDENTS’ REPORT

Dr. Bergeron asked for an update on the relationship with Excelsior College. Mr. Niedermeier responded that he meets with them every month. Mr. Phelan requested a tour of the fitness center after the meeting adjourned.

BOARD DISCUSSIONS

The following items are follow-up items for the next meeting.

SUMMARY ACTIONS

- Board Policies
- Explanation for the two items listed under Exceptions on Internal Claims Auditor Report

It was moved by Mrs. Lenhardt and seconded by Mr. Kutzscher to adjourn the meeting at 8:02 p.m. The motion passed unanimously.

ADJOURNMENT

November 7, 2018

Date

Gretchen E. Wukits

Gretchen E. Wukits
Clerk of the Board

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Certified Public Accountants LLC
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MEMBERS OF:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:
NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

November 5, 2018

To the Operating Board
Tech Valley Regional Technology Institute

We have audited the financial statements of the governmental activities of Tech Valley Regional Technology Institute (the "Institute") for the year ended June 30, 2018, and have issued our report thereon dated November 5, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 31, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tech Valley Regional Technology Institute are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Institute during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates affecting the financial statements.

Certain financial statements disclosures are particularly sensitive because of their significance to financial statement users. There were no sensitive disclosures affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached journal entries summarize all adjustments to the financial statements, if applicable.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 5, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Institute's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Institute's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the required supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We did have the following comments:

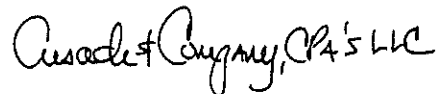
Contributed Services and Rent

Contributed services and rent amounted to \$950,181 or 43% of operating expenses for the year ended June 30, 2018. These contributions are not recorded on an interim basis but only recorded at year end, therefore interim reports to management exclude a material amount of expenditures.

We recommend that management consider recording contributed services and rent monthly.

This information is intended solely for the use of the Operating Board and management of Tech Valley Regional Technology Institute and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Cusack & Company, CPA's LLC". The signature is written in a cursive, flowing style.

Cusack & Company, CPA's LLC

Tech Valley High School
Booked Journal Entries
6/30/2018

Account	Account	Fund	Financial Statement Effect of Booked Journal Entries - Debit (Credit)					
			Total Assets	Total Liabilities	Working Capital	Fund Balance	Revenues	Expenditures
Due From F Fund	A391-02	General	35,912	-	-	-	-	-
Due to State Teacher Retire	A632	General	-	(23,722)	-	-	-	-
Teachers' Retirement (Adjust TRS Accrual)	A455-5870-803-00-02	General	-	-	-	-	-	(12,190)
Due to Teachers Retirement	F632	Special Aid	-	35,912	-	-	-	-
Due To A Fund (Adjust TRS Accrual)	F630-01	Special Aid	-	(35,912)	-	-	-	-
TOTAL			35,912	(23,722)	-	-	-	(12,190)

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE

FINANCIAL REPORT

JUNE 30, 2018

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE

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TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
*MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED)*
JUNE 30, 2018

This section of the Tech Valley Regional Technology Institute's (the "Institute") annual financial report presents its discussion and analysis of financial performance during the fiscal year ended June 30, 2018. Please read it in conjunction with the financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

- Tech Valley Technology Institute continued to receive \$460,666 in Aid to Localities Grant.
- The following is a two-year comparison of certain expenditures, without regard to contributed services.

	<u>2018</u>	<u>2017</u>
Salaries and Wages	\$ 1,360,293	\$ 1,267,997
Salaries and Wages as a % of Total Expenditures	60.95%	54.85%
Fringe Benefits Other than Health Insurance	\$ 258,112	\$ 280,520
Fringe Benefits as a % of Total Expenditures	11.57%	12.13%
Health Insurance	\$ 266,368	\$ 248,587
Health Insurance as a % of Total Expenditures	11.93%	10.75%
Total Expenditures	\$ 2,231,707	\$ 2,311,755

- The Institute had 118 students from eight counties and four BOCES enrolled during the 2017-2018 and 2016-2017 school year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Institute's basic financial statements. The Institute's annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the Institute:

- The first two statements are **government-wide financial statements** that provide both *short-term* and *long-term* information about the Institute's *overall* financial status.

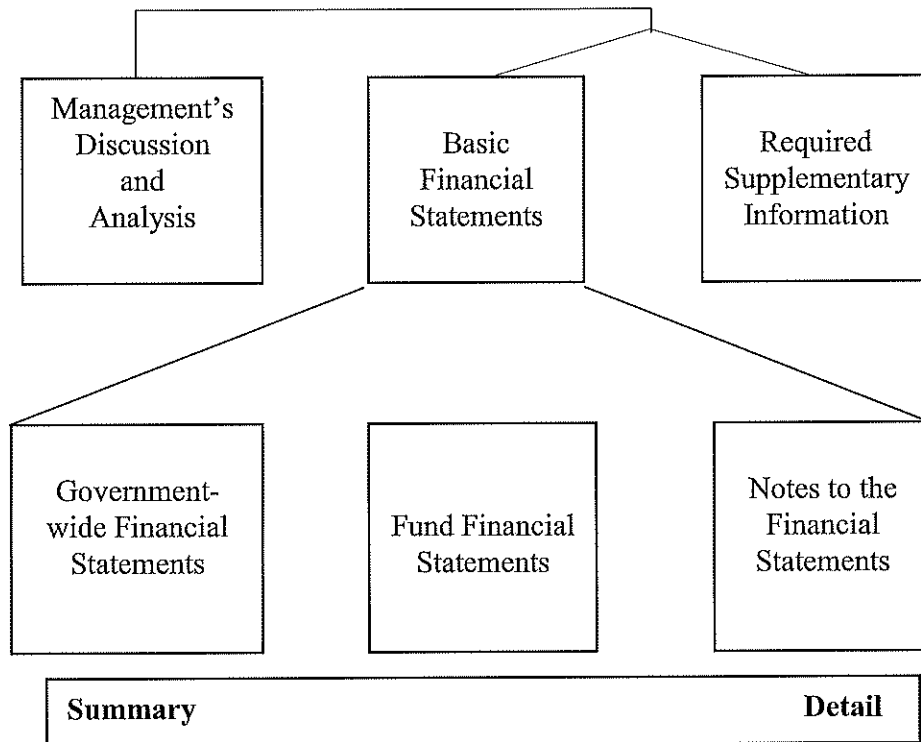
TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
*MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED) (CONTINUED)*
JUNE 30, 2018

- The remaining statements are ***fund financial statements*** that focus on *individual parts* of the Institute, reporting the operations in *more detail* than the government-wide statements.
- The ***governmental fund statements*** tell how basic services such as instruction and support functions were financed in the *short-term* as well as what remains for future spending.
- ***Fiduciary funds statements*** provide information about the financial relationships in which the Institute acts solely as a *trustee* or *agent* for the benefit of others, including the employees of the Institute.

The financial statements also include notes that provide additional information about the financial statements and the balances reported. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the Institute's budget for the year. Table A-1 shows how the various parts of this annual report are arranged and related to one another.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
*MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED) (CONTINUED)*
JUNE 30, 2018

Table A-1: Organization of Tech Valley Regional Technology Institute's Annual Financial Report



TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
*MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED) (CONTINUED)*
JUNE 30, 2018

Table A-2 Summarizes the major features of the Institute’s financial statements, including the portion of the Institute’s activities they cover and the types of information they contain. The remainder of this overview section of management’s discussion and analysis highlights the structure and contents of each of the statements.

Table A-2: Major Features of the Government-wide and Fund Financial Statements

<u>Description</u>	<u>Government-wide Statements</u>	<u>Fund Financial Statements</u>	
		<u>Governmental</u>	<u>Fiduciary</u>
1. Scope	Entire Institute (except fiduciary funds)	The day-to-day operating activities of the Institute, such as special education and instruction	Instances in which the Institute administers resources on behalf of others, such as employee benefits
2. Required financial statements	<ul style="list-style-type: none"> • Statement of Net Position • Statement of Activities 	<ul style="list-style-type: none"> • Balance Sheet • Statement of Revenue, Expenditures and Changes in Fund Balances 	<ul style="list-style-type: none"> • Statement of Fiduciary Net Position • Statement of Changes in Fiduciary Net Position
3. Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual and current financial resources measurement focus	Accrual accounting and economic resources focus
4. Type of asset and liability information	All assets and liabilities, both financial and capital, short-term and long-term	Current assets and liabilities that come due during the year or soon thereafter; no capital assets or long-term liabilities included	All assets and liabilities, both financial and capital, short-term and long-term; funds do not contain capital assets, although they can
5. Type of inflow and outflow information	All revenue and expenditures during year; regardless of when cash is received or paid	Revenue for which cash is received during the year or soon thereafter; expenditures when goods or services have been received and the related liability is due and payable	All additions and deductions during the year, regardless of when cash is received or paid

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED) (CONTINUED)
JUNE 30, 2018

GOVERNMENT-WIDE STATEMENTS

The government-wide statements report information about the Institute as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Institute's assets and liabilities. All of the current year's revenue and expenditures are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide statements report the Institute's *net position* and how they changed. Net position, the difference between the assets and liabilities, is one way to measure the financial health or position of the Institute.

- Over time, increases and decreases in net position is an indicator of whether the financial position is improving or deteriorating, respectively.
- For assessment of the overall health of the Institute, additional non-financial factors such as changes in the Institute's revenue base and the condition of buildings and other facilities should be considered.

Net position of the governmental activities differ from the governmental fund balances because governmental fund level statements only report transactions using or providing current financial resources. Also, capital assets are reported as expenditures when financial resources (money) are expended to purchase or build said assets. Likewise, the financial resources that may have been borrowed are considered revenue when they are received. The principal and interest payments are both considered expenditures when paid. Depreciation is not calculated as it does not provide or reduce current financial resources. Finally, capital assets and long-term debt are both accounted for in account groups and do not affect the fund balances.

Government-wide statements are reported utilizing an economic resources management focus and full accrual basis of accounting that involves the following steps to format the Statement of Net Position:

- Capitalize current outlays for capital assets;
- Report long-term liabilities including debt and compensated absences;
- Depreciate capital assets;
- Calculate revenue and expenditures using the economic resources measurement focus and the accrual basis of accounting; and
- Allocate net position balances as follows:
 - *Net position* invested in capital assets, net of related debt;
 - *Restricted net position* are those with constraints placed on the use by external sources (creditors, grantors, contributors, or laws or regulations of governments) or imposed by law through constitutional provisions or enabling legislation; and
 - *Unrestricted net position* are net assets that do not meet any of the above restrictions.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
*MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED) (CONTINUED)*
JUNE 30, 2018

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Institute's funds. Funds are accounting devices that the Institute uses to keep track of specific revenue sources and spending on particular programs. The funds have been established by the laws of the State of New York.

The Institute has two kinds of funds:

- **Governmental funds:** Most of the basic services are included in governmental funds, which generally focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the programs of the Institute. Because this information does not encompass the additional long-term focus of the government-wide statements, additional information at the bottom of the governmental fund statements explains the relationship (or differences) between them. In summary, the governmental fund statements focus primarily on the sources, uses and balances of current financial resources and often has a budgetary orientation. Included are the general, special aid and capital project funds. Required statements are the Balance Sheet and the Statement of Revenue, Expenditures and Changes in Fund Balances.
- **Fiduciary funds:** The Institute is the trustee or *fiduciary* for assets that belong to others, such as scholarship funds. The Institute is responsible for ensuring that the assets reported in these funds are used only for their intended purposes and by those to whom the assets belong.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED) (CONTINUED)
JUNE 30, 2018

FINANCIAL ANALYSIS OF THE INSTITUTE AS A WHOLE

The Institute's net position computed in accordance with GASB No. 34 decreased \$415,807, primarily as a result of an increase in pension costs.

Table A-3: Condensed Statement of Net Position - Governmental Activities

	Fiscal Year 2018	Fiscal Year 2017
Current Assets	\$ 1,097,255	\$ 952,452
Capital Assets, Net of Depreciation	426,256	424,565
Proportionate Share of Net Pension Assets	38,707	-
Deferred Outflows - Pension	<u>775,202</u>	<u>759,457</u>
Total Assets and Deferred Outflows	<u>\$ 2,337,420</u>	<u>\$ 2,136,474</u>
Current Liabilities	\$ 153,995	\$ 174,324
Long-Term Liabilities	<u>1,462,558</u>	<u>1,026,609</u>
Total Liabilities	1,616,553	1,200,933
Deferred Inflows - Pension	<u>290,124</u>	<u>88,991</u>
Total Liabilities and Deferred Inflows	<u>1,906,677</u>	<u>1,289,924</u>
Net Position		
Investment in Capital Assets, Net of Related Debt	426,256	425,864
Assigned for Capital Projects	146,042	146,042
Assigned for Future Year Budget (Deficit)	<u>(141,555)</u>	<u>274,644</u>
Total Net Position	<u>\$ 430,743</u>	<u>\$ 846,550</u>

CHANGES IN NET POSITION

The Institute's total fiscal year 2018 and 2017 revenue (for general and special aid funds) totaled approximately \$3.3 million for fiscal year 2018 as compared to approximately \$3.4 million for fiscal year 2017.

The total cost of all programs and services (for general and special aid funds) totaled approximately \$3.4 million for fiscal year 2018 as compared to approximately \$3.6 million for fiscal year 2017.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED) (CONTINUED)
JUNE 30, 2018

**Table A-4: Changes in Net Position from Operating Results
Governmental Activities Only**

	Fiscal Year <u>2018</u>	Fiscal Year <u>2017</u>
Revenue (General and Special Aid Funds)		
Program Revenue		
Charges for Services - Operations	\$1,879,821	\$1,835,095
Operating Grants	460,666	460,667
Miscellaneous Revenue	38,352	42,207
Contributed Services and Rent	<u>950,181</u>	<u>1,056,193</u>
Total Revenue	<u>3,329,020</u>	<u>3,394,162</u>
 Expenditures (General and Special Aid Funds)		
Salaries	1,458,942	1,449,523
Equipment	56,469	53,476
Contractual Expenses	1,079,240	1,275,736
Employee Benefits	<u>846,858</u>	<u>803,223</u>
Total Expenditures	<u>3,441,509</u>	<u>3,581,958</u>
 Decrease in Net Position	 <u>\$ (112,489)</u>	 <u>\$ (187,796)</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
*MANAGEMENT'S DISCUSSION
 AND ANALYSIS (UNAUDITED) (CONTINUED)*
 JUNE 30, 2018

GOVERNMENTAL ACTIVITIES

The Institute's Governmental Funds Fund Balance increased from \$778,128 in 2017 to \$943,260 in 2018.

The Institute's Governmental Funds Revenue was approximately \$3.3 million in 2018 and \$3.4 million in 2017.

The Institute's Governmental Funds Expenditures decreased from approximately \$3.4 million in 2017 to approximately \$3.1 million in 2018 primarily as a result of a decrease in contractual expenditures.

CAPITAL ASSETS ADMINISTRATION

The following table reflects the total cumulative cost of various technology and equipment expenditures through the end of fiscal year 2018 and 2017:

Table A-8: Capital Assets

<u>Category</u>	<u>Fiscal Year-End 2018</u>	<u>Fiscal Year-End 2017</u>
Equipment	\$ 605,267	\$ 543,173
Accumulated Depreciation	<u>(179,011)</u>	<u>(118,608)</u>
Total	<u>\$ 426,256</u>	<u>\$ 424,565</u>

FACTORS BEARING ON THE INSTITUTE'S FUTURE

At the time these financial statements were prepared and audited, the Institute was aware of the following existing circumstances that could significantly affect its financial position in the future:

- The Institute receives a significant amount of in-kind contributions from both Questar III BOCES and Capital Region BOCES, which is a cause for concern for the long-term sustainability of the Institute. With the assistance of both BOCES and the Tech Valley Education Foundation, the Institute is continuously seeking additional revenue sources as well as exploring cost-cutting measures.
- Tech Valley Regional Technology Institute has had a complete and thorough programmatic review in an effort to identify organizational strengths and weaknesses and to develop a path to achieving sustainability and growth.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
*MANAGEMENT'S DISCUSSION
AND ANALYSIS (UNAUDITED) (CONTINUED)*
JUNE 30, 2018

FACTORS BEARING ON THE INSTITUTE'S FUTURE (CONTINUED)

- Special Education teachers were hired directly by Tech Valley Regional Technology Institute beginning in fiscal year 2017-2018. The expenses associated with these staff members is offset by "Consultant Rate" billing to the relevant districts.

CONTACTING THE INSTITUTE'S FINANCIAL MANAGEMENT

This financial report is designed to provide the Institute's citizens, taxpayers, customers, investors and creditors with a general overview of the Institute's finances and to demonstrate the Institute's accountability with the money we receive. If you have questions about this report or need additional financial information, please contact:

Tech Valley Regional Technology Institute
Attn: Wendy Ashley
c/o Capital Region BOCES
900 Watervliet-Shaker Road
Albany, New York 12205

CUSACK & COMPANY
Certified Public Accountants LLC
7 AIRPORT PARK BOULEVARD
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MEMBERS OF:
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:
NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Operating Board
Tech Valley Regional Technology Institute
Albany, New York

We have audited the accompanying financial statements of the governmental activities of Tech Valley Regional Technology Institute (the "Institute"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Institute's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of Tech Valley Regional Technology Institute, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

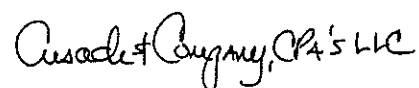
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of funding progress - other postemployment benefits and schedule of proportionate share of net pension asset/liability on pages 1-10 and pages 36-38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Emphasis of Matter

As discussed in Note 2-H to the financial statements, the Institute adopted new guidance for reporting other postemployment benefits which resulted in a restatement to the July 1, 2017 net position. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 5, 2018, on our consideration of the Institute's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Institute's internal control over financial reporting and compliance.



CUSACK & COMPANY, CPA'S LLC

Latham, New York
November 5, 2018

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
STATEMENT OF NET POSITION
JUNE 30, 2018

Assets and Deferred Outflows of Resources

Current Assets:	
Cash	\$ 1,049,177
State and Federal Aid Receivable	48,078
Total Current Assets	<u>1,097,255</u>
 Noncurrent Assets:	
Capital Assets - Net	426,256
Proportionate Share of Net Pension Asset	38,707
Total Noncurrent Assets	<u>464,963</u>
Total Assets	1,562,218
Deferred Outflows of Resources - Pension	<u>775,202</u>
Total Assets and Deferred Outflows of Resources	<u><u>\$ 2,337,420</u></u>

Liabilities and Deferred Inflows of Resources

Current Liabilities:	
Accounts Payable and Accrued Expenses	\$ 11,820
Due to Retirement Systems	142,175
Total Current Liabilities	<u>153,995</u>
 Long-term Liabilities:	
Accrued Other Postemployment Benefits	1,462,558
Total Liabilities	<u>1,616,553</u>
Deferred Inflows of Resources - Pension	<u>290,124</u>

Net Position

Invested in Capital Assets	426,256
Assigned for Capital Projects	146,042
Deficit	<u>(141,555)</u>
Total Net Position	<u>430,743</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u><u>\$ 2,337,420</u></u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2018

<u>Functions</u>	<u>Program Revenue</u>			<u>Net (Expenditures) Revenue and Change in Net Position</u>
	<u>Expenditures</u>	<u>Charges for Services</u>	<u>Operating Grants</u>	
Salaries	\$ 1,458,942	\$ 1,095,168	\$ 320,825	\$ (42,949)
Equipment	56,469	54,338	-	(2,131)
Contractual	1,079,240	1,021,873	17,292	(40,075)
Employee Benefits	<u>846,857</u>	<u>696,975</u>	<u>122,549</u>	<u>(27,333)</u>
Total Functions	<u>\$ 3,441,508</u>	<u>\$ 2,868,354</u>	<u>\$ 460,666</u>	<u>\$ (112,489)</u>
Change in Net Position				\$ (112,489)
Net Position, Beginning of Year, as Restated				<u>543,232</u>
Net Position, End of Year				<u>\$ 430,743</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE

BALANCE SHEET

GOVERNMENTAL FUNDS

JUNE 30, 2018

	<u>General</u>	<u>Special Aid</u>	<u>Capital Project</u>	<u>Total Governmental Funds</u>
Assets				
Cash	\$ 877,210	\$ 25,925	\$ 146,042	\$ 1,049,177
State and Federal Aid Receivable	2,010	46,068	-	48,078
Due From Other Funds	35,912	-	-	35,912
Total Assets	<u>\$ 915,132</u>	<u>\$ 71,993</u>	<u>\$ 146,042</u>	<u>\$ 1,133,167</u>
Liabilities				
Accounts Payable and Accrued Expenses	\$ 11,820	\$ -	\$ -	\$ 11,820
Due to Other Funds	-	35,912	-	35,912
Due to Retirement Systems	106,094	36,081	-	142,175
Total Liabilities	<u>117,914</u>	<u>71,993</u>	<u>-</u>	<u>189,907</u>
Fund Balances				
Assigned - Capital Projects	-	-	146,042	146,042
Assigned for Future Year Budget	797,218	-	-	797,218
Total Fund Balance	<u>797,218</u>	<u>-</u>	<u>146,042</u>	<u>943,260</u>
 Total Liabilities and Fund Balances	 <u>\$ 915,132</u>	 <u>\$ 71,993</u>	 <u>\$ 146,042</u>	 <u>\$ 1,133,167</u>
 Reconciliation of Total Government Fund Balances to Net Assets of Governmental Activities:				
Total Fund Balances for Governmental Funds				\$ 943,260
Capital Assets				426,256
Pension Adjustment - Net				523,785
Other Postemployment Benefits				<u>(1,462,558)</u>
 Net Position of Governmental Activities				 <u>\$ 430,743</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
STATEMENT OF REVENUE, EXPENDITURES AND
CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
Revenue				
Charges for Services	\$ 1,879,821	\$ -	\$ -	\$ 1,879,821
Miscellaneous	38,352	-	-	38,352
Federal Aid	-	460,666	-	460,666
Contributed Services and Rent	<u>950,181</u>	<u>-</u>	<u>-</u>	<u>950,181</u>
Total Revenue	2,868,354	460,666	-	3,329,020
Other Sources				
Interfund Transfers	<u>17,292</u>	<u>-</u>	<u>-</u>	<u>17,292</u>
Total Revenue and Other Sources	<u>2,885,646</u>	<u>460,666</u>	<u>-</u>	<u>3,346,312</u>
Expenditures				
Salaries	1,138,117	320,825	-	1,458,942
Equipment	58,160	-	-	58,160
Contractual	1,079,240	-	-	1,079,240
Employee Benefits	<u>444,997</u>	<u>122,549</u>	<u>-</u>	<u>567,546</u>
Total Expenditures	2,720,514	443,374	-	3,163,888
Other Uses				
Interfund Transfers	<u>-</u>	<u>17,292</u>	<u>-</u>	<u>17,292</u>
Total Expenditures and Other Uses	<u>2,720,514</u>	<u>460,666</u>	<u>-</u>	<u>3,181,180</u>
Excess of Revenue over Expenditures	165,132	-	-	165,132
Fund Balances, Beginning of Year	<u>632,086</u>	<u>-</u>	<u>146,042</u>	<u>778,128</u>
Fund Balances, End of Year	<u>\$ 797,218</u>	<u>\$ -</u>	<u>\$ 146,042</u>	<u>\$ 943,260</u>
Reconciliation of Total Government Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities:				
Total Net Changes in Fund Balances - Governmental Funds				\$ 165,132
Capital Assets Acquired				62,094
Depreciation				(60,403)
Other Postemployment Benefits				(271,418)
Pension Adjustments - Net				<u>(7,894)</u>
Change in Net Position of Governmental Activities				<u>\$ (112,489)</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
STATEMENT OF FIDUCIARY NET POSITION AND CHANGES IN FIDUCIARY NET POSITION
JUNE 30, 2018

Statement of Fiduciary Net Position

	Private-purpose Trusts
Cash and Total Assets	\$ <u>265,577</u>
Total Net Position	\$ <u>265,577</u>

Statement of Changes in Fiduciary Net Position

Contributions	\$ 61,887
Investment Income	342
Total Income	<u>62,229</u>
Other Expenses	<u>35,217</u>
Total Expenses	<u>35,217</u>
Increase in Net Position	27,012
Net Position, Beginning of Year	<u>238,565</u>
Net Position, End of Year	<u>\$ 265,577</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2018

1. ORGANIZATION AND PURPOSE

Chapter 757 of the laws of 2005 established the Tech Valley Regional Technology Institute, a high school course of instruction for grades nine through twelve dedicated to providing expanded learning opportunities to students residing in the Capital Region BOCES and Questar III BOCES in the areas of technology as well as the core academic areas required for the issuance of high school diplomas in accordance with the rules and regulations promulgated by the Board of Regents.

During the 2017-2018 school year, the School had an annualized full-time enrollment of approximately 118 students.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the Tech Valley Regional Technology Institute (“the Institute”) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) for governments as prescribed by the Governmental Accounting Standards Board (GASB) which is the standard-setting body for establishing governmental accounting and financial reporting principles.

A. Reporting Entity

The financial statements include all funds of the Institute as well as the component units and other organizational entities determined to be includible in the Institute’s financial reporting entity.

The decision to include a potential component unit in the Institute’s reporting entity is based on several criteria including legal standing, fiscal dependency and financial accountability. Based on the application of these criteria, the following activity is included on the reporting entity:

Tech Valley School Foundation, Inc.

Tech Valley School Foundation, Inc. was formed primarily to solicit contributions and bequests to support the Institute and scholarships for students of the Institute. The Foundation’s activities are independent of the Institute with respect to its financial transactions and separate Board of Directors and the cash balances are reported in the fiduciary fund of the Institute.

B. Basis of Presentation

The Institute’s financial statements are presented on a government-wide, governmental fund and fiduciary fund basis in accordance with GASB Statement No. 34 - Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments. As a result, these financial statements include a management discussion and analysis of the Institute’s overall financial position and results of operations and financial statements prepared using full accrual accounting for all of the Institute’s activities.

Government-wide Financial Statements

The government-wide financial statements present aggregated information for the overall government, excluding activities reported in fiduciary funds, on a full accrual, economic resource basis. This government-wide focus is more on the sustainability of the Institute as an entity and the change in the Institute’s net assets resulting from the current year’s activities. Internal fund transactions, including, but not limited to, operating transfers, receivables and payables have been eliminated. Government-wide financial statements include a statement of net position and a statement of activities.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Presentation (Continued)

Government-wide Financial Statements (Continued)

The statement of net position recognizes all current and non-current assets including capital assets as well as long-term debt and obligations. The Institute's net position are reported in three parts: invested in capital assets, net of related debt and accumulated depreciation; restricted net assets due to legal limitations imposed on their use by legislation or external restrictions by other position; and unrestricted net position.

The statement of activities presents a comparison between direct expenses (including depreciation) and related program revenue for each function of the Institute's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and are therefore clearly identifiable to a particular function. Indirect expenses for centralized services are allocated among the programs and functions using appropriate allocation methods such as payroll costs and square footage. Program revenue includes charges paid by the recipient for the goods or services offered by the programs and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. The Institute's primary program revenue is charges for services and operating grants.

Basic Financial Statements - Fund Financial Statements

The fund financial statements provide information about the Institute's funds. The operations of each fund are accounted for within a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenue and expenditures. The focus of governmental fund financial statements is on major funds rather than reporting funds by type with each major fund presented in a separate column. The following funds are used by the Institute.

- a. General - is the general operating fund and is used to account for all financial transactions except those required to be accounted for in another fund.
- b. Special Aid - is used to account for the proceeds of specific revenue sources such as federal and state grants, that are legally restricted to expenditures for specified purposes and other activities whose funds are restricted as to use, other than expendable trusts or major capital projects. These legal restrictions may be imposed by either governments that provide the funds or outside parties.
- c. Capital Projects - is used to account for financial resources to be used for the acquisition or construction of capital facilities and equipment.

Fiduciary Fund Financial Statements

The fiduciary fund financial statements include a statement of fiduciary net position and a statement of changes in fiduciary net position. Fiduciary funds are used to report assets held in a trustee or agency capacity for others and, therefore, are not available to support Institute programs. The Institute has the following fiduciary fund:

- a. Private Purpose Trust Funds - established to account for trust arrangements in which principal and income benefits annual third party awards and scholarships for students. Established criteria govern the use of the funds and members of the Institute or representatives of the donors may serve on committees to determine who benefits.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting/Measurement Focus

Government-wide and Fiduciary Fund Financial Statements

The government-wide and fiduciary fund financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenditures are recorded at the time the liabilities are incurred regardless of when the related cash flows take place. Nonexchange transactions, in which the Institute receives value without directly giving equal value in return, include grants and donations. Revenue from grants and donations are recognized in the fiscal year in which the eligibility requirements have been satisfied. This approach differs from the manner in which governmental fund financial statements are prepared. The governmental fund financial statements are reconciled to the government-wide financial statements in separate financial statements.

The basis of accounting determines when revenue and expenditures are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied. Measurement focus is the determination of what is measured. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets, current liabilities, and interfund balances are included in the fund types on the balance sheet. Operating statements of these fund types present increases (*i.e.*, revenue and other financing sources) and decreases (*i.e.*, expenditures and other financing uses) in fund balance.

Governmental Fund Financial Statements

Accounting principles generally accepted in the United States of America and the New York State Uniform System of Accounts for Institutes require that the Institute use the modified accrual basis of accounting for recording transactions in its governmental fund types and expendable trust and agency funds as applicable. Under this basis of accounting, revenue is recorded when measurable and available. Available means collectible within the current period or soon thereafter to be used to pay liabilities of the current period. A one-year availability period is used for recognition for governmental fund revenue. Material revenue that is susceptible to accrual include charges for services, intergovernmental revenue and operating transfers. If expenditures are the prime factor for determining eligibility, revenue from federal and state grants are accrued when the expenditure is made. Expenditures are recorded when the fund liability is incurred except that:

- a. Expenditures for prepaid items are recognized at the time of disbursement when the Institute is liable for payment.
- b. Principal and interest on long-term debt is recognized as an expenditure when due.
- c. Interest on short-term debt is recognized as an expenditure when due.
- d. Pension costs are recognized as an expenditure when billed by the State.
- e. Compensated absences for vacation leave and other compensated absences with similar characteristics should be accrued as a liability when expected to be paid in the following year.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting/Measurement Focus (Continued)

Capital Assets and Depreciation

Capital assets are reported at actual cost.

Capital assets with a minimum depreciable base of \$500 are depreciated in the government-wide financial statements using the straight-line method, and capital assets below this threshold are expensed in the year acquired. Estimated useful lives of the depreciable assets are 5 to 15 years for equipment and furniture.

Postemployment Benefits

In addition to providing pension benefits, the Institute provides health insurance coverage and survivor benefits for retired employees and their survivors. Substantially all of the Institute's employees may become eligible for these benefits if they reach normal retirement age while working for the Institute. Health care benefits are provided through plans whose premiums are based on the benefits paid during the year.

Fund Balance

The Institute has implemented GASB 54 *Fund Balance Reporting and Governmental Fund Type Definitions*.

Nonspendable fund balance includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. The Institute had no nonspendable fund balances at June 30, 2018.

Restricted fund balance includes amounts restricted when constraints placed on the use of resources are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. The Institute had no restricted fund balances at June 30, 2018.

Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Trustees and contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements such as the award of a bid by the Board of Trustees. The Institute had no committed fund balances at June 30, 2018.

Assigned fund balance includes amounts that are constrained by the Institute's Board of Trustees intended to be used for specific purposes, but are neither restricted nor committed. Assigned fund balances include funds that are legally mandated to be accounted for separately as well as amounts that have been contractually obligated by the Institute or designated by the Board of Trustees for the ensuing year's budget. The Institute had \$146,042 in assigned fund balance for capital projects at June 30, 2018.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting/Measurement Focus (Continued)

Fund Balance (Continued)

Unassigned fund balance represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. The Institute had a deficit fund balance of \$141,555 at June 30, 2018.

The Operating Board determines whether restricted, committed, assigned or unassigned amounts are considered to have been spent first when resources are available from multiple constraint levels. The default policy is that resources are first spent from the highest constraint level.

D. Budgetary Procedures and Budgetary Accounting

1. Budget Policies

The budget policies are as follows:

- a. The Institute administration prepares a proposed budget for approval by the Operating Board for the General Fund and Special Aid Fund.
- b. Appropriations established by adoption of the budget constitute a limitation on expenditures (and encumbrances) which may be incurred. Appropriations lapse at the fiscal year end unless expended or encumbered. Supplemental appropriations may occur subject to legal restrictions, if the Board approves them because of a need that exists which was not determined at the time the budget was adopted.

2. Budget Basis of Accounting

Budgets are approved annually on a basis consistent with accounting principles generally accepted in the United States of America. Appropriations authorized for the current year are increased by the amount of encumbrances carried forward from the prior year.

E. Interfund Transfers

The operations of the Institute give rise to certain transactions between funds, including transfers to provide and construct assets.

F. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect amounts reported therein. Due to the inherent uncertainty involved in making estimates, actual results reported could differ from the estimates.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2018

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

G. Subsequent Events

Management has evaluated subsequent events or transactions as to any potential material impact on operations or financial position occurring through November 5, 2018, the date the financial statements were available to be issued. No such events or transactions were identified.

H. Change in Accounting Principle and Restatement of Net Position

For the year ended June 30, 2018, the Institute implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The implementation of the statement requires the Institute to report Other Post-Employment Benefits (OPEB) liabilities, OPEB expenses, deferred outflows of resources and deferred inflows of resources related to OPEB. See Note 7 for the financial statement impact of the implementation of the statement.

Adoption of this statement resulted in a decrease to the July 1, 2017 net position of \$303,318 from \$846,550 to \$543,232.

3. CASH AND INVESTMENTS

The Institute's investment policies are governed by state statutes. The Institute monies must be deposited in FDIC-insured commercial banks or trust companies located within the State. The Treasurer is authorized to use demand deposits and certificates of deposit. Permissible investments include obligations of the U.S. Treasury and U.S. Agencies, repurchase agreements, and obligations of New York State or its localities.

Collateral is required for demand and time deposits and certificates of deposit not covered by federal deposit insurance. Obligations that may be pledged as collateral are obligations of the United States and its agencies and obligations of the state and its municipalities and Institutes.

1. Deposits

Deposits are valued at cost or cost plus interest, and are categorized as insured, for which the securities are held by the Institute's agent in the Institute's name.

Total financial institution balances at June 30, 2018 include cash and temporary investments, as reported by the Institute's various banking institutions. The bank balance is insured by the FDIC or FSLIC, or collateralized by securities held by the Institute or a third party in the Institute's name.

Separate bank accounts are not maintained for each of the Institute's funds. Instead, cash is pooled and deposited in pooled bank accounts with accounting records maintained to show the portion of the balance attributable to each fund. At June 30, 2018, the Institute's total cash in the pooled bank account was \$1,104,555 and had the following book balances by fund:

<u>Fund</u>	<u>Cash</u>
General Fund	\$ 877,210
Special Aid Fund	25,925
Capital Projects Fund	146,042
	<u>\$ 1,049,177</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2018

4. INTERFUND TRANSACTIONS - GOVERNMENTAL FUNDS

Interfund receivable and payable balances as well as interfund revenues and expenditures for the year ended June 30, 2018 are as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>	<u>Interfund Revenues</u>	<u>Interfund Expenditures</u>
General Fund	\$ 35,912	\$ -	\$ 17,292	\$ -
Special Aid Fund	-	35,912	-	17,292
Total	<u>\$ 35,912</u>	<u>\$ 35,912</u>	<u>\$ 17,292</u>	<u>\$ 17,292</u>

5. CAPITAL ASSETS AND DEPRECIATION

Capital asset activity for the year ended June 30, 2018 is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Equipment	\$ 543,173	\$ 62,094	\$ -	\$ 605,267
Accumulated Depreciation	<u>(118,608)</u>	<u>(60,403)</u>	<u>-</u>	<u>(179,011)</u>
Net Capital Assets	<u>\$ 424,565</u>	<u>\$ 1,691</u>	<u>\$ -</u>	<u>\$ 426,256</u>

GASB Statement No. 34 requires the Institute to record capital assets in the financial statements and to reflect depreciation on its capital assets. The Institute's capitalization policy increases the capitalization threshold to \$500 for financial reporting purposes. Capital assets below this threshold are recorded as an expense in the year acquired.

6. PENSION PLANS

General Information

The Institute participates in the New York State and Local Employees' Retirement System (ERS), and the New York State Teachers' Retirement System (TRS). These Systems are cost sharing multiple employer, public retirement systems. The Systems offer a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

Provisions and Administration

A 10-member Board of Trustees of the New York State Teachers' Retirement Board administers TRS. TRS provides benefits to plan members and beneficiaries as authorized by the Education Law and the New York State Retirement and Social Security Law (NYSRSSL). Membership is mandatory and automatic for all full-time teachers, teaching assistants, guidance counselors and administrators employed in New York Public Schools and the Institute who elected to participate in TRS. Once a public employer elects to participate in the System, the election is irrevocable. The New York State Constitution provides that pension membership is a contractual relationship and plan benefits cannot be diminished or impaired. Benefits can be changed for future members only by enactment of a State statute. TRS issues a publicly available financial report that contains financial statements and required supplementary information. The report may be obtained by writing to NYSTRS, 10 Corporate Woods Drive, Albany, NY 12211-2395 or by referring to the TRS Comprehensive Annual Financial report, which can be found on the System's website at www.nystrs.org.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2018

6. PENSION PLANS (CONTINUED)

Provisions and Administration (Continued)

ERS provides retirement benefits as well as death and disability benefits. The net position of the System is held in the New York State Common Retirement Fund (the Fund), which was established to hold all net assets and record changes in plan net position allocated to the System. The Comptroller of the State of New York serves as the trustee for the Fund and is the administrative head of the System. NYSRSSL govern obligations of employers and employees to contribute, and benefits to employees. Once a public employer elects to participate in the System, the election is irrevocable. The New York State Constitution provides that pension membership is a contractual relationship and plan benefits cannot be diminished or impaired. Benefits can be changed for future members only by enactment of a State statute. The Institute also participates in the Public Employees' Group Life Insurance Plan (GLIP), which provides death benefits in the form of life insurance. The System is included in the State's financial report as a pension trust fund. ERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to NYSERS, Office of the State Comptroller, 110 State Street, Albany, NY 12244 or by referring to the ERS Comprehensive Annual Report, which can be found at www.osc.state.ny.us/retire/publications/index.php.

Funding Policies

The Systems are noncontributory except for employees who joined after July 27, 1976, who contribute 3% of their salary for the first ten years of membership, and employees who joined on or after January 1, 2010 who generally contribute 3.0% to 3.5% of their salary for their entire length of service. In addition, employee contribution rates under ERS tier VI vary based on a sliding salary scale. For TRS, contribution rates are established annually by the New York State Teachers' Retirement Board pursuant to Article 11 of the Education Law. For ERS, the Comptroller annually certifies the actuarially determined rates expressly used in computing the employers' contributions for the ERS' fiscal year ended March 31. The Institute paid 100% of the required contributions as billed by the TRS and ERS for the current year and each of the two preceding years.

Contributions for the current year and two preceding years were equal to 100% of the contributions required, and were as follows:

	<u>ERS</u>		<u>TRS</u>	
	<u>Amounts</u>	<u>Rate</u>	<u>Amounts</u>	<u>Rate</u>
2018	\$ 16,676	15.9%	\$ 120,127	9.8%
2017	\$ 18,235	15.9%	\$ 135,019	11.72%
2016	\$ 26,183	15.9%	\$ 138,010	13.26%

Chapter 260 of the laws of 2014 of the State of New York allows local employers to bond or amortize a portion (limitations established by fiscal year) of their retirement bill up to 10 years for fiscal years ending March 31, 2005 through 2008. Chapter 57 of the laws of 2010 of the State of New York allows local employers to amortize a portion (limitations established by fiscal year) of their retirement bill for 10 years for fiscal years ending March 31, 2012 and forward.

These laws require participating employers to make payments on a current basis, while bonding or amortizing existing unpaid amounts. The Institute has not bonded or amortized any portion of their retirement obligations.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2018

6. PENSION PLANS (CONTINUED)

Pension Assets, Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the Institute reported a net asset of \$55,258 (TRS) and a liability of \$16,551 (ERS) for its proportionate share of the net pension asset. The net pension assets (TRS) was measured as of June 30, 2017, and the net pension liability (ERS) was measured as of March 31, 2018. The total pension asset used to calculate the net pension asset/liability was determined by an actuarial valuation as of those dates. The Institute's proportion of the net pension asset/liability was based on a projection of the Institute's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. The information was provided by the TRS and ERS Systems in reports provided to the Institute.

The Institute proportion of the net pension asset/(liability) was based on a projection of the long-term share of contributions to the Systems relative to the projected contributions of all participating members, actuarially determined. This information was provided by the TRS and ERS Systems in reports provided to the District.

	<u>TRS</u>	<u>ERS</u>
Measurement date	June 30, 2017	March 31, 2018
District's proportionate share of the net pension asset/(liability)	\$ 55,258	\$ (16,551)
District's portion of the Plan's total net pension asset/(liability)	.00727%	.005128%

For the year ended June 30, 2018, the Institute recognized pension expense of \$128,285 for TRS and an expense of \$11,892 for ERS in the statement of activities.

At June 30, 2018, the Institute reported deferred outflows of resources related to pensions from the following sources:

	<u>TRS</u>	<u>ERS</u>	<u>Total Deferred Outflows of Resources</u>
Differences between expected and actual experience	\$ 45,464	\$ 5,903	\$ 51,367
Change in assumptions	562,263	10,975	573,238
Net difference between projected and actual earnings on pension plan investments	-	24,040	24,040
Changes in proportion and differences between employer contributions and proportionate share of contributions	2,153	72	2,225
Contributions made subsequent to the measurement date	120,197	4,135	124,332
	<u>\$ 730,077</u>	<u>\$ 45,125</u>	<u>\$ 775,202</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2018

6. PENSION PLANS (CONTINUED)

Pension Assets, Pension Liabilities, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

At June 30, 2018, the Institute reported deferred inflows of resources related to pensions from the following sources:

	<u>TRS</u>	<u>ERS</u>	<u>Total Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 21,545	\$ 4,878	\$ 26,423
Net difference between projected and actual earnings on pension plan investments	130,149	47,452	177,601
Changes in proportion and differences between employer contributions and proportionate share of contributions	<u>64,993</u>	<u>21,107</u>	<u>86,100</u>
	<u>\$ 216,687</u>	<u>\$ 73,437</u>	<u>\$ 290,124</u>

Direct contributions made subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

June 30, 2019	\$ 121,904	
June 30, 2020	135,108	
June 30, 2021	79,104	
June 30, 2022	7,632	
June 30, 2023	95,503	
Thereafter	<u>45,827</u>	
	<u>\$ 485,078</u>	
		<u>TRS</u>
		<u>ERS</u>
Covered Payroll	<u>\$ 1,225,786</u>	<u>\$ 115,962</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2018

6. PENSION PLANS (CONTINUED)

Pension Assets, Pension Liabilities, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

TRS Actuarial Assumptions

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of June 30, 2017, with update procedures used to roll forward the total pension liability to June 30, 2018. The actuarial valuation used the following actuarial assumptions:

Inflation rate	2.5%										
Projected salary increases	Rates of increase differ based on service. They have been calculated based upon recent NYSTRS member experience.										
	<table border="0"> <thead> <tr> <th style="text-align: center;"><u>Service</u></th> <th style="text-align: center;"><u>Rate</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4.72%</td> </tr> <tr> <td style="text-align: center;">15</td> <td style="text-align: center;">3.46%</td> </tr> <tr> <td style="text-align: center;">25</td> <td style="text-align: center;">2.37%</td> </tr> <tr> <td style="text-align: center;">35</td> <td style="text-align: center;">1.90%</td> </tr> </tbody> </table>	<u>Service</u>	<u>Rate</u>	5	4.72%	15	3.46%	25	2.37%	35	1.90%
<u>Service</u>	<u>Rate</u>										
5	4.72%										
15	3.46%										
25	2.37%										
35	1.90%										
Projected COLAs	1.5% compounded annually										
Investment rate of return	7.25% compounded annually, net of pension plan investment expense, including inflation										

Annuitant mortality rates are based on plan member experience, with adjustments for mortality improvements based on Society of Actuaries Scale MP 2014, applied on a generational basis. Active members mortality rates are based on plan member experience.

The actuarial assumptions used were based on the results of an actuarial experience study for the period July 1, 2009 to June 30, 2014.

The long-term rate of return on pension plan investments was determined in accordance with Actuarial Standard of Practice (ASOP) No. 27, *Selection of Economic Assumptions for Measuring Pension Obligations*. ASOP No. 27 provides guidance on the selection of an appropriate assumed investment rate of return. Consideration was given to expected future real rates of return (expected returns, net of pension plan investment expense and inflation) for each major asset class as well as historical investment data and plan performance.

ERS Actuarial Assumptions

The total pension liability at June 30, 2018 was determined by using an actuarial valuation as of April 1, 2017, with update procedures used to roll forward the total pension liability to March 31, 2018. The actuarial valuation used the following actuarial assumptions.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2018

6. PENSION PLANS (CONTINUED)

ERS Actuarial Assumptions (Continued)

Significant actuarial assumptions used in the April 1, 2017 valuation were as follows:

Inflation rate	2.5%
Salary increase	3.8%
Projected COLA	1.3%
Investment Rate of Return	7.0%

Annuitant mortality rates are based on April 1, 2010 - March 31, 2015 System's experience with adjustments for mortality improvements based on MP-2014.

The actuarial assumptions used in the April 1, 2016 valuation are based on the results of an actuarial experience study for the period April 1, 2010 - March 31, 2015.

Long-Term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation for TRS and ERS are as follows:

<u>Asset Class</u>	<u>TRS</u>	<u>ERS</u>
Domestic equity	5.9%	4.55%
International equity	7.4%	6.35%
Real estate	4.3%	5.55%
Alternative investments	9.0%	0%
Domestic fixed income securities	1.6%	0%
Global fixed income securities	1.3%	0%
Mortgages	2.8%	1.31%
High-yield fixed income securities	3.9%	0%
Short-term	.6%	(.25%)
Private equity	0%	7.50%
Absolute return	0%	3.75%
Opportunistic portfolio	0%	5.68%
Real assets	0%	5.29%
Inflation - indexed bonds	0%	1.25%
Private equities	9.1%	7.51%

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

6. PENSION PLANS (CONTINUED)

Discount Rate

The discount rate used to calculate the total pension liability was 7.25% for TRS and 7.0% ERS. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from employers will be made at statutorily required rates, actuarially. Based upon the assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore the long term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Assets/Liability to the Discount Rate Assumption

The following presents the District's proportionate share of the net pension asset/liability calculated using the discount rate of 7.25% (TRS) and 7.0% (ERS), as well as what the District's proportionate share of the net pension asset/liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1 percentage point higher than the current rate:

	<u>1%</u> <u>Decrease</u>	<u>Current</u> <u>Assumption</u>	<u>1%</u> <u>Increase</u>
<u>TRS</u>			
Employer's proportionate share of the net pension (asset) liability	\$ 951,936	\$ (55,258)	\$ (898,733)
<u>ERS</u>			
Employer's proportionate share of the net pension (asset) liability	\$ 125,232	\$ 16,551	\$ (75,388)

Pension Plan Fiduciary Net Position

The components of the net pension asset (TRS) and liability (ERS) of the employer as of June 30, 2017 and March 31, 2018, respectively, were as follows (in thousands):

	<u>TRS</u>	<u>ERS</u>
Employers' total pension liability	\$ (114,708,261)	\$ (183,400,590)
Plan fiduciary net position	115,468,360	180,173,145
Employers' net pension asset (liability)	<u>\$ 760,099</u>	<u>\$ (3,227,445)</u>
Ratio of plan fiduciary net position to the employers' total pension asset (liability)	<u>100.66%</u>	<u>98.24%</u>

6. PENSION PLANS (CONTINUED)

Payables to the Pension Plan

For TRS, employer and employee contributions for the fiscal year ended June 30, 2018 are paid to the System in September, October and November 2018 through a state aid intercept. Accrued retirement contributions as of June 30, 2018 represent employee and employer contributions for the fiscal year ended June 30, 2018 based on paid TRS covered wages multiplied by the employer's contribution rate and employee contributions for the fiscal year as reported to the TRS System. Accrued and employee withheld retirement contributions as of June 30, 2018 amounted to \$138,040.

For ERS, employer contributions are paid annually based on the System's fiscal year, which ends on March 31st. Accrued retirement contributions as of June 30, 2018 represent the projected employer contribution for the period of April 1, 2018 through June 30, 2018 based on paid ERS covered wages multiplied by the employer's contribution rate, by tier. Accrued retirement contributions as of June 30, 2018 amounted to \$4,135 of employer contributions. Employee contributions are remitted monthly.

7. OTHER POSTEMPLOYMENT BENEFITS

A. General Information about the OPEB Plan

Plan Description - The Institute's defined benefit OPEB plan, provides OPEB for all permanent full-time general and public safety employees of the District. The plan is a single-employer defined benefit OPEB plan administered by the District. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the Institute Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided - The Institute provides healthcare and live insurance benefits for retirees and their dependants. The benefit terms are dependent on which contract each employee falls under. The specifics of each contract are on file at the Institute offices and are available upon request.

Employees Covered by Benefit Terms - At June 30, 2018, the following employees were covered by the benefit terms:

Active employees

22

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

7. OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)

B. Total OPEB Liability

The Institute's total OPEB liability of \$1,462,558 was measured as of June 30, 2018, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs - The total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.6 percent
Salary Increases	2.6 percent, average, including inflation
Discount Rate	3.0 percent
Healthcare Cost Trend Rates	7.5 percent for 2017, decreasing 0.5 percent per year to an ultimate rate of 4.5 percent for 2018 and later years
Retirees' Share of Benefit-Related Costs	100 percent of projected health insurance premiums for retirees

The discount rate was based on the Bond Buyer General Obligation 20 Year Municipal Bond Index.

Mortality rates were based on the April 1, 2010-March 31, 2015 NYSLRS experience with adjustments for mortality improvements based on the Society of Actuaries Scale MP-2017.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period April 1, 2010 - March 31, 2015.

C. Changes in the Total OPEB Liability

Balance at June 30, 2017, as restated	<u>\$ 1,191,140</u>
<u>Changes for the Year</u> -	
Service cost	228,819
Interest	<u>42,599</u>
Net Changes	<u>271,418</u>
Balance at June 30, 2018	<u>\$ 1,462,558</u>

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2018

7. OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)

C. Changes in the Total OPEB Liability (Continued)

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate - The following presents the total OPEB liability of the District, as well as what the Institute's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.00 percent) or 1 percentage point higher (4.00 percent) than the current discount rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Total OPEB Liability	\$ <u>1,836,601</u>	\$ <u>1,462,558</u>	\$ <u>1,175,792</u>

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates - The following presents the total OPEB liability of the Institute, as well as what the Institute's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower (8.5 percent) or 1percentage point higher (6.5 percent) than the current healthcare care trend rate:

	<u>1% Decrease (6.5% Decreasing to 1.84%)</u>	<u>Healthcare Cost Trend Rates (7.5% Decreasing to 3.84%)</u>	<u>1% Increase (8.5% Decreasing to 4.84%)</u>
Total OPEB Liability	\$ <u>1,097</u>	\$ <u>1,462,558</u>	\$ <u>1,972,978</u>

D. OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB.

For the year ended June 30, 2018, the District recognized OPEB expense of \$271,418. At June 30, 2018, the Institute reported no deferred inflows of resources related to OPEB.

8. DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Institute has five items totaling \$775,202 relating to pensions reported as deferred outflows.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future periods(s) and so will not be recognized as an inflow of resources (revenues) until that time. The Institute has three items totaling \$290,124 related to pensions reported as deferred inflows.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2018

9. OTHER

Contingencies and Commitments

Compensated Absences

The Institute does not accrue a liability for accumulating nonvesting sick leave since payment is based on an uncontrollable future event (sickness). In accordance with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 16, the value for accumulating, nonvesting sick leave is considered a contingent liability.

Other - Risk Financing and Related Insurance

The Institute is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; injuries to employees and natural disasters. The Institute insures through commercial insurance companies for the following:

Health Insurance
Life Insurance
Commercial Property

Settled claims have not exceeded this commercial coverage in any of the past three years.

Union Contracts

The Institute's employees are represented by collective bargaining agents. Those agents which represent them and the dates of expiration of their agreements were as follows:

<u>Bargaining Unit</u>	<u>Contract Expiration Date</u>
Teachers' Association	June 30, 2022
Support Services	June 30, 2022

10. RELATED PARTY TRANSACTIONS

Chapter 757 of the laws of 2005, established the Tech Valley Regional Technology Institute, a high school course of instruction for grades nine through twelve, dedicated to providing expanded learning opportunities to students residing in the Capital Region BOCES and Questar III BOCES, in the areas of technology as well as the core academic areas required for the issuance of high school diplomas in accordance with the rules and regulations promulgated by the Board of Regents.

The joint venture operates under the terms of an inter-municipal agreement dated June 6, 2008. The agreement is for a period of five years and automatically renews for another five years unless either party provides notice of a desire not to renew.

1. The venture is governed by a 10 member operating board, 5 of which are appointed by Capital Region BOCES and 5 of which are appointed by Questar III BOCES.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

JUNE 30, 2018

11. RELATED PARTY TRANSACTIONS (CONTINUED)

2. Operating costs are allocated to Capital Region BOCES and Questar III based on the percentage of each party's component and non-component districts (30% Capital Region BOCES and 70% Questar III for the year ended June 30, 2018).
3. Rent and capital costs are allocated equally to Capital Region BOCES and Questar III.
4. The governing body has established charges at rates intended to be self-sustaining to cover all operating costs. Any shortfall in revenues produced by such charges is to be provided in the same manner as operating costs.

During 2018, the Institute purchased services from Capital Region BOCES in the amount of \$49,992.

During 2018, the Institute received charges for services of \$466,408 from Capital Region BOCES and \$1,413,413 from Questar III.

In addition, Capital Region BOCES and Questar III provided the following contributed services and rents to the Institute during 2018:

	Capital Region BOCES	Questar III	Total
Contributed Rent	\$ 366,081	\$ 366,081	\$ 732,162
Contributed Salaries and Benefits	70,398	71,317	141,715
Contributed Contractual Services	76,304	-	76,304
	<u>\$ 512,783</u>	<u>\$ 437,398</u>	<u>\$ 950,181</u>

Lastly, Capital Region BOCES and Questar III have signed a twenty year lease effective August 1, 2014 to provide classroom space for the Institute. Future minimum lease payments are as follows:

2019	\$ 746,805
2020	761,742
2021	776,976
2022	792,516
2023	808,366
Thereafter	<u>10,117,411</u>
	<u>\$ 14,003,816</u>

It is anticipated that Capital Region BOCES and Questar III will be responsible for 89.4% of the lease payments each and that the Institute will be responsible for 10.6% of the lease payments.

REQUIRED SUPPLEMENTARY INFORMATION

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
SCHEDULE OF GENERAL FUND REVENUE AND EXPENDITURES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2018

SUPPLEMENTAL SCHEDULE #1

	<u>Approved Budget</u>	<u>General Actual*</u>	<u>Special Aid Activities</u>	<u>Variance</u>
Revenue				
Charges for Services	\$ 1,902,331	\$ 1,879,821	\$ -	\$ (22,510)
Miscellaneous	500	38,352	-	37,852
Federal Aid	460,666	-	460,666	-
Total Revenue	<u>2,363,497</u>	<u>1,918,173</u>	<u>460,666</u>	<u>15,342</u>
Other Sources				
Interfund Transfers	-	17,292	-	17,292
Total Revenue and Other Sources	<u>2,363,497</u>	<u>1,935,456</u>	<u>460,666</u>	<u>32,634</u>
Expenditures				
Salaries	1,324,333	1,039,468	320,825	(35,960)
Equipment	76,500	58,160	-	18,340
Contractual	396,091	270,774	-	125,317
Employee Benefits	566,573	401,931	122,549	42,093
Total Expenditures	<u>2,363,497</u>	<u>1,770,333</u>	<u>443,374</u>	<u>149,790</u>
Other Uses				
Interfund Transfers	-	-	17,292	(17,292)
Total Expenditures and Other Uses	<u>2,363,497</u>	<u>1,770,333</u>	<u>460,666</u>	<u>132,498</u>
Excess of Revenue over Expenditures	<u>\$ -</u>	<u>\$ 165,132</u>	<u>\$ -</u>	<u>\$ 165,132</u>

* Actual revenues were reduced by \$950,181 for contributed revenues and salary expense was reduced by \$98,649, contractual expense by \$808,466 and employee benefits by \$43,066 to reflect contributed goods and services not included in the budget.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
SCHEDULE OF FUNDING PROGRESS - OTHER POSTEMPLOYMENT BENEFITS PLANS
FOR THE YEAR ENDED JUNE 30, 2018

SUPPLEMENTAL SCHEDULE #2

Measurement Date	June 30, 2018
Total OPEB liability:	
Service cost	\$ 228,819
Interest	<u>42,599</u>
Net change in total OPEB liability	271,418
Total OPEB liability, beginning of year, as restated	<u>1,191,140</u>
Total OPEB liability, end of year	<u>\$ 1,462,558</u>
Covered payroll	<u>\$ 1,348,637</u>
Total OPEB liability as a percentage of covered payroll	<u>108.45%</u>

Note: 10 years of historical information will not be available upon implementation in 2018. An additional year of historical information will be added each year subsequent to the year of implementation until 10 years of historical data is available.

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION ASSET/LIABILITY
FOR THE YEAR ENDED JUNE 30, 2018

SUPPLEMENTAL SCHEDULE #3

<u>TRS</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>
Proportionate share of net pension assets (liabilities)	\$ 55,258	\$ (72,240)	\$ 647,110
Covered payroll	\$ 1,225,786	\$ 1,152,039	\$ 1,040,796
Proportionate share of net pension asset (liabilities) as a percentage of covered payroll	4.51%	(6.27%)	62.17%
Plan fiduciary net position as a percentage of total pension asset	100.66%	99.01%	110.49%
Contractually required contribution	\$ 135,109	\$ 138,010	\$ 164,054
Actual contribution	\$ 135,019	\$ 138,010	\$ 164,054
Contribution as a percentage of covered payroll	11.01%	11.98%	15.76%

<u>ERS</u>	<u>March 31, 2018</u>	<u>March 31, 2017</u>	<u>March 31, 2016</u>
Proportionate share of net pension liability	\$ 16,551	\$ 66,547	\$ 138,042
Covered payroll	\$ 115,962	\$ 109,266	\$ 164,204
Proportionate share of net pension liability as a percentage of covered payroll	14.27%	60.90%	84.07%
Plan fiduciary net position as a percentage of total pension liability	98.24%	94.70%	90.6%
Contractually required contribution	\$ 18,081	\$ 23,726	\$ 32,253
Actual contribution	\$ 18,081	\$ 23,726	\$ 32,253
Contribution as a percentage of covered payroll	15.59%	21.71%	19.64%

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AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:
NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Operating Board
Tech Valley Regional Technology Institute
Albany, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of Tech Valley Regional Technology Institute (the "Institute"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Institute's basic financial statements, and have issued our report thereon dated November 5, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Institute's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control. Accordingly, we do not express an opinion on the effectiveness of the Institute's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

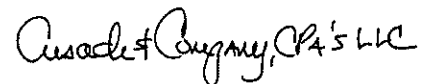
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Institute's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CUSACK & COMPANY, CPA'S LLC

Latham, New York
November 5, 2018

ATTENDANCE POLICY

I. Purpose/Statement of Objectives

Good attendance is a central component of the educational process. The project based learning program offered by Tech Valley High School (TVHS) is based upon student collaboration and requires continuity of instruction and classroom participation so students can successfully achieve State learning standards. This attendance policy will ensure adequate records by verifying the attendance of all children at instruction in accordance with Education Law 3205 and 3210. It establishes a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies to improve school attendance and achievement. This policy governs TVHS students, not home district policy.

II. Strategies to be Employed

TVHS will employ the following strategies to ensure good attendance of all of its students:

- A. Development of this policy and appropriate record-keeping guidelines to ensure that the attendance of all students is tracked and analyzed.
- B. Development of procedures to intervene on the individual student level when a student's attendance record demonstrates a need for improvement.
- C. Development of a TVHS program to encourage good attendance and improve the attendance of all TVHS students.

III. Definitions

For purposes of this policy, any reference to "parent" or "parents" shall include person or persons in parental relation to the student.

IV. Excused and Unexcused Absences

A. Excused Absences or Tardiness/Early Departure. The parents are responsible for notifying the school in writing, by email, or by telephone to the school office, of the reason for their student's absences or tardiness/early departures. Whenever possible, parents are encouraged to contact the school, in writing or by telephone, prior to the absence. The following circumstances will constitute excused absences, tardiness or early departure:

- 1. Personal illness
- 2. Illness or death in family
- 3. Medical appointments

4. Court appearance
 5. Incarceration
 6. Religious observances
 7. Quarantine
 8. Supervised education project or TVHS sponsored activity
 9. Approved cooperative work program
 10. Military obligation
 11. Pre-approved college visits for high school juniors and seniors
 12. Inclement weather
 13. Absence authorized by the home school district (including home school district closure or delay)
 14. Suspension from school
 15. Any other absence excused by the discretion of the TVHS principal or his or her designee
- B. Unexcused Absences or Tardiness/Early Departure. Absence, tardiness, or early departure for any reason not included in the list set forth in Section III-A, is an unexcused absence, tardiness or early departure. Absences, for reasons set forth in Section III.A, for which a student does not have pre-approval from TVHS or the student's home school district, or for which school was not notified in writing, by email, or by telephone of the reason for the absences within five (5) school days of his/her return to school, will also be recorded as an unexcused absence.

Parent requests excusing their child from school for reasons not included above (e.g., to take a driver's test, to get a haircut, to go shopping, to go on a family trip, oversleeping, car trouble or an unspecified reason) are unexcused absences or tardinesses.

V. Record Keeping:

- A. When Attendance Will Be Taken. Attendance will be taken as follows:
1. Attendance shall be taken each period. Each classroom teacher shall record the student's presence or absence in the applicable electronic attendance record.
- B. Content/Form of Attendance Records. TVHS maintains an electronic permanent register of attendance ("electronic attendance record") for all students enrolled in instruction. Attendance will be maintained by each teacher in accordance with this policy. The electronic attendance record will be reviewed and updated, as necessary, on a building-level basis by the building principal. In accordance with Commissioner's regulations, entries into the electronic attendance record shall be considered verified, as accurate, under oath or affirmation. The record shall include the following information for each student: name; date of birth; names of parents or persons in parental relation; address where student resides; phone number(s) where parent(s), or person(s) in parental relation

can be contacted; date of enrollment; a record of the student's attendance on each day of scheduled instruction recorded and coded as provided in the student management system and this policy; a record of each scheduled day of instruction during which the school is closed for all or part of the day due to extraordinary circumstances; and date when student withdraws or is dropped from enrollment.

- C. Absences, tardiness, and early dismissal. Absences, tardiness, and early dismissal will be recorded in the electronic student management system by coding whether the absence is excused or unexcused in accordance with this policy, and the reason for such absences, tardiness and early dismissal where excused.
- D. Contacting parents. In the event that a student is absent from school, tardy, or leaves school early without a previous notification to the teacher or building principal, TVHS personnel or an electronic calling system will call the student's home or the contact phone number listed on the student's emergency contact form. If contact is not made with a parent a message will be left for the parent to call the school. Parents will be contacted regarding chronic absences, tardiness or earlier departures in accordance with Section VI. of this policy.

VI. Rewards for Good Attendance, Contacting Parents, and Receipt of Course Credit

- A. Rewards for Good Attendance. In addition to the likelihood of enhanced educational progress, good attendance will be the basis for student recognition awards or other incentives. Any student who exhibits exemplary attendance as determined by the TVHS principal will be eligible for good attendance recognition. In addition, incentives for improving student attendance will be considered during program reviews and at faculty meetings as appropriate. Good attendance will be a positive endorsement factor in any letter of recommendation written by a school employee.
- B. Contacting Parents. Chronic absences, tardiness, and early dismissals are disruptive to the educational process. The following procedures may be used to address excessive absences.
 - 1. 5 days absent – conference with student and email sent home.
 - 2. 10 days absent– formal letter to parents and request to conference.
 - 3. 15 days absent – letter to parents and follow-up contact with home school CSE or principal advising that student could be at academic risk. Parents will be requested to discuss the student's absences.
 - 4. 20 days absent – letter to parents and follow-up contact with home school CSE or principal advising that absences may be referred to appropriate social services entities for educational neglect proceedings and that student may be at academic risk.

- C. **Additional Attendance Considerations.** Certain courses offered at TVHS have strict attendance requirements for the purposes of meeting college attendance requirements. Teachers of such programs shall notify the principal when any student is at risk of failing to complete their required program hours. Parents of such students shall be notified by that the student is at risk of failing to complete their required program hours. Parents will be provided the opportunity to meet with TVHS staff to discuss the student's absences.
- D. **Course credit.** TVHS believes that there is a correlation between good attendance and active participation in the classroom with academic success. When students successfully complete courses, TVHS recommends that credit be granted by the student's home school district. Students and parents should be aware of any policies of their home school district relating to attendance and awarding course credit. Unexcused tardiness and absences will also subject a student to the range of penalties specified in the TVHS Code of Conduct.

VII. Development of an Attendance Intervention Strategy:

- A. Each principal or designee shall review pupil attendance records and consult with guidance counselors and other staff members as appropriate to identify patterns of unexcused absences, tardiness or early departures, and to initiate appropriate action at the building level to address these patterns.
- B. TVHS shall, through a committee composed of the principal, teachers and other staff designated by the principal, review quarterly building level attendance records and develop an attendance intervention strategy consistent with this policy in the event that these attendance records suggest that overall student attendance is declining, or should be improved. The TVHS principal shall make an annual report to the District Superintendents and the Operating Board, which shall include, where appropriate, recommendations for revision of this policy.

VIII. Policy Review and Assessment

This policy shall be reviewed annually by the Operating Board after the annual report is made to the District Superintendents, as provided in paragraph VII, above. If the attendance records show a decline in attendance, the Board shall revise this policy as is necessary to improve attendance.

IX. Distribution and Public Awareness:

- A. Public Meeting. This Policy shall be adopted only after it has been presented at a public meeting of the Operating Board, duly noticed, that provides for the participation of school personnel, parents, students, and any other interested persons.
- B. Plain Language Summary. A plain language summary of this Policy shall be distributed to parents and persons in parental relationship to all TVHS students at the beginning of each school year.
- C. Distribution to Staff. Each teacher and administrator shall be notified that this Policy is available on the TVHS website. Additionally, each new teacher or administrator shall be provided with a copy of this Policy upon employment.
- D. This Policy shall be published on the TVHS website and a copy will be made available to any member of the community upon request.

References: Education Law, sections 3205 and 3210
8 NYCRR 104.1

ADOPTED:

TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE

I. Legislative Authorization

Chapter 757 of the Laws of 2005, as amended by Chapter 109 of the Laws of 2006 and Chapter 489 of the Laws of 2007, established the Tech Valley Regional Technology Institute to provide an innovative high school course of instruction for grades nine through twelve, dedicated particularly to technology in addition to core academic areas. Pursuant to these laws, the Tech Valley Regional Technology Institute is a joint venture of the Capital Region BOCES (the Albany-Schoharie-Schenectady-Saratoga Board of Cooperative Educational Services) and Questar III (the Rensselaer, Columbia and Greene Counties Board of Cooperative Educational Services). It is a regional educational program operated jointly- by but is not a part or subsidiary of either BOCES.

II. Operational- Documents Recognized

Pursuant to the statutes creating this undertaking,- the Boards of Capital Region BOCES and Questar III entered- into an intermunicipal sharing agreement pursuant to the General Municipal Law, duly creating a joint board that will operate the institute in accordance with the Agreement and applicable law. Pursuant to such agreement, the joint operating board is to be known as the "Tech Valley High School Board" or "TVHS Board."

III. Use of Name

Pursuant to the Agreement, the educational program established by the Tech Valley Regional Technology Institute is entitled "Tech Valley High School" or "TVHS." The TVHS Board recognizes this name as the official name of the educational program. Any documents having legal effect, such as contracts or leases, however, shall use the name "Tech Valley Regional Technology Institute-" or shall be in the names of the two BOCES. All other documents, correspondence, and informational materials shall use the term "Tech Valley High School" or "TVHS." Diplomas issued by home school districts of students completing the TVHS program of study shall include an annotation as to the successful completion of the "Tech Valley High School" educational program.

References:

Chapter 757 of the Laws of 2005, as amended by Chapter 109 of the Laws of 2006 and Chapter 489 of the Laws of 2007

-Education Law, section 1950

General Municipal Law, Art. 5-G

Adopted: January 25, 2007

Revised:

BENEFITS FOR NON-REPRESENTED EMPLOYEES

I. Application of Policy.

This policy applies to employees not represented by a certified or recognized employee organization or employed pursuant to an individual employment contract (“non-represented employees”).

II. Benefits for Non-Represented Employees.

Non-represented employees shall be provided health insurance, leave time, and other benefits in accordance with the Questar III Benefits for Non-Represented Employees Policy as may be amended from time to time (Policy 5-120). Notwithstanding such policy, Tech Valley High School non-represented employees will contribute fifteen percent (15%) of the premium for the health plan selected.

Adopted: March 22, 2007

Ratified: March 22, 2007

TECH VALLEY HIGH SCHOOL
SCHOOL SAFETY PLAN

It is the policy of Tech Valley High School to provide a safe and secure learning and teaching environment for its students and staff. The Questar III Project SAVE School Safety Plans Policy (7-100) as may be amended from time to time shall apply to Tech Valley High School. Questar III shall develop a building level plan and related emergency procedures and protocols in cooperation with the Tech Valley High School principal and staff.

In the event of emergency, Questar III and/or Capital Region BOCES resources will be made available for crisis management, emergency response, post-emergency response and any other resources that may be desirable as determined by the district superintendents.

Adopted: November 1, 2007

Ratified: December 6, 2007

CODE OF CONDUCT

I. Designation of Applicable Policy

In order to comply with the Education Law requirements relating to establishing a Code of Conduct for the Tech Valley High School, the Board designates the Questar III Code of Conduct Policy as applicable to the Tech Valley High School, supplemented by the following expectations for conduct desirable to enhance project-based learning at a school located ~~within a college~~ and business setting. Such expectations shall be in addition to, and not in limitation of, provisions of the Questar III Code of Conduct Policy.

II. Supplemental Expectations for Conduct

The following additional expectations for conduct shall apply to Tech Valley High School. Failure to comply with such expectations shall be addressed as Category I behavior or, for repeated behaviors, Category II behavior.

A. Students, personnel and visitors must be respectful of the business setting of the school, ~~and students must refrain from:~~

1. ~~Interacting, contacting, or communicating with CNSE or the University at Albany Campus personnel unless directed otherwise by TVHS staff.~~
2. ~~Interrupting CNSE or University at Albany functions.~~
3. ~~Attempting to enter or entering any areas of the building or property not designated for TVHS use.~~
4. ~~Referencing CNSE or University at Albany in an communications, either written or electronic, without permission of TVHS.~~
1. ~~Interacting, contacting, communicating with MapInfo personnel unless directed otherwise;~~
2. ~~Interrupting MapInfo functions;~~
3. ~~Attempting to enter or entering any area of the building or property not designated for TVHS use;~~
4. ~~Lingering in the parking or sidewalk areas;~~
5. ~~Referencing MapInfo or Pitney-Bowes in any communications—written or electronic—without permission of TVHS.~~

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B. Students, personnel and visitors at TVHS activities held in other business or public settings must exhibit conduct generally expected in business settings.

C. Students and personnel issued "swipe cards" for access to TVHS must use such cards in accordance with school directions for use of such cards.

D. In a project based learning environment, being respectful means fully engaging in learning activities in a cooperate manner. Individual conduct reflects on the team and the school, and could impact the future of educational opportunities available to other students. As members

of project based learning teams, showing respect means allowing everyone to participate fully, listening to others, completing team work in a timely manner and to the best of one's ability, and allowing the team as a whole to succeed by actively participating in the team's work.

E. Students will be expected to dress themselves for the activity or job they will be performing that day. Students will be expected to be aware of the school calendar and to know what clothing appropriately corresponds to the day's activities. The following expectations reflect the various environments students will encounter:

I. Regular School Day:

On regular school days students will dress and groom themselves neatly in clothes that are suitable for school activities according to personal preferences or styles however TVHS is located on a college and professional business campus and has frequent visitors. In addition to the Questar III Code of Conduct requirements for appropriate school attire, TVHS students must meet the following:

- a. Clothing that is torn/shredded, overly revealing, or offensive in its message is inappropriate for the school environment.
- b. Extremely brief garments that do not extend below the tips of the fingers when the student's arms are at his/her side are not appropriate.
- c. Tops must cover midriffs and have straps that cover undergarments.
- d. If wearing leggings, students should make sure to wear a tunic, skirt, or shorts that extend to the length of finger tips.
- e. Plunging necklines open armholes or backs that allow showing of cleavage are not appropriate.
- f. Low-rider pants and pants that fall below undergarments are inappropriate.
- g. Pajamas or slippers are not appropriate.
- h. Hats and hoods are not allowed to be worn in the building at any time and students must refrain from wearing headgear in school unless for a medical or religious purpose.
- i. Students will wear footwear at all times.

Workplace:

On some school days students will be interacting with the public, workplace professionals, and/or participating community members. This includes days where students present projects, invite guests to speak or work with them, visit businesses, public buildings or workplace environments. For boys, appropriate work dress on these days could be a collared shirt with khakis or more formal attire as needed. Girls could wear a business-style dress or skirt, or dress pants and a blouse. A general neat and clean appearance should be the guide, as students keep in mind the "codes" that govern people in the workplace.

2. Field Work:

On certain days class work will involve visits to the outdoors for exploration, data collection or experimentation. Appropriate dress for these days means wearing clothes that the student is comfortable getting dirty and that allow the student to move easily. Clothing must be suitable

for the season and the weather. Sturdy, comfortable shoes will be important. Students will not wear shorts or sandals on field work days, as the natural environments being visited require coverage of arms, legs and feet to the extent possible.

3. EYP Fab Lab:

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For health and safety reasons, students must wear or have available have available every day a pair of closed toe shoes appropriate for work in the Laboratory or in the EYP Fab Lab. If students do not have appropriate shoes for an activity in the Laboratory and/or the EYP Fab Lab may cause a loss of credit for that day's activity.

4. Physical Education:

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For health and safety reasons, proper attire is expected for athletic/fitness activities including sneakers or athletic footwear, t-shirts, sweatpants, among other athletic-appropriate wear. Clothing worn during the school day, open-toed shoes and sleeveless shirts are not appropriate.

Adopted: December 6, 2007
Revised:

TECH VALLEY HIGH SCHOOL
CONSOLIDATED REVENUE STATUS REPORT
as of 10/31/2018

	Original Estimate	Adjustments	Current Estimate	Year-to-Date Revenues	Anticipated Balance
Anticipated Revenues					
Tuition A455	1,725,000.00		1,725,000.00	1,041,900.00	683,100.00
Tuition Other BOCES A455	13,462.00		13,462.00	2,887.60	10,574.40
Tuition Non Component A455			0.00		0.00
Special Education Billing	160,000.00		160,000.00		160,000.00
Legislative Grant 2017/2018 F904	460,666.00		460,666.00	115,166.00	345,500.00
Designated Prior Year Fund Balance		62,447.67	62,447.67		62,447.67
Miscellaneous	20,000.00	25,446.00	45,446.00	25,446.00	20,000.00
Interest Income	500.00		500.00	231.83	268.17
Total Anticipated Revenues	2,379,628.00	87,893.67	2,467,521.67	1,185,631.43	1,281,890.24


HIGHLIGHTS/CHANGES

TUITION: Components - As of August 31, 2018 there are 130 students attending Tech Valley High School. Budget based upon 130.

TUITION: Other BOCES - One student from Ballston Spa CSD attends Tech Valley High School.

Designated Prior Year Fund Balance are carry over encumbrances

11/14/18
Date


Treasurer

11/14/18
Date


Deputy Treasurer

**TECH VALLEY HIGH SCHOOL
CONSOLIDATED BUDGET STATUS REPORT**

as of 10/31/2018

Description	Initial Budget	Adjustments	Current Budget	Year-to-Date		Encumbrances Outstanding	Unencumbered Balance
				Expenditures	Encumbrances		
<u>150 CERTIFIED SALARIES</u>							
TEACHER SALARIES	904,465.00	(9,128.00)	895,337.00	303,500.24	575,914.10	15,922.66	
ADMINISTRATIVE SALARIES	365,130.00	16,791.00	381,921.00	118,295.08	263,598.84	27.08	
150 Subtotal Certified Salaries	1,269,595.00	7,663.00	1,277,258.00	421,795.32	839,512.94	15,949.74	
<u>160 SUPPORT SALARIES</u>							
160 Subtotal Support Salaries	115,850.00	9,695.00	125,545.00	41,822.43	83,718.00	4.57	
<u>200 EQUIPMENT</u>							
200 Subtotal Equipment	55,080.00	27,814.65	82,814.65	76,079.44	83.76	6,651.45	
<u>300 SUPPLIES & MATERIALS</u>							
GENERAL SUPPLIES	29,000.00	(5,200.00)	23,800.00	13,491.22	3,163.37	7,145.41	
SUBSCRIPT & PERIODICALS	1,000.00		1,000.00	254.00	0.00	746.00	
TEXTBOOKS	8,000.00	5,200.00	13,200.00	13,044.41	0.00	155.59	
COMPUTER SOFTWARE PURCH	21,900.00	(1,402.00)	20,498.00	1,778.63	5,850.75	12,868.62	
CAFETERIA (FRL)	1,000.00		1,000.00	195.60	704.40	100.00	
300 Subtotal Supplies & Materials	60,900.00	(1,402.00)	59,498.00	28,763.86	9,718.52	21,015.62	
<u>400 CONTRACTUAL & OTHER</u>							
TELEPHONE	0.00	6,023.00	6,023.00	2,007.50	4,015.00	0.50	
DATA COMMUNICATIONS	12,300.00	(5,600.00)	6,700.00	5,478.44	1,181.17	40.39	
INSURANCE	45,000.00	0.00	45,000.00	42,629.00	550.00	1,821.00	
EQUIP RENTALS & LEASES	8,835.00	(423.00)	8,412.00	1,364.96	3,035.04	4,012.00	
POSTAGE	2,500.00	0.00	2,500.00	295.58	604.42	1,600.00	
TRAVEL-IN DISTRICT	4,495.00	0.00	4,495.00	133.36	1,668.98	2,692.66	
CONFERENCE & OTHER TRAVEL	5,737.00	437.66	6,174.66	2,917.53	0.00	3,257.13	
PRINTING & COPYING	3,500.00	0.00	3,500.00	758.88	741.12	2,000.00	
ASSOC DUES & MEMBERSHIPS	15,000.00	0.00	15,000.00	9,874.00	225.00	4,901.00	
ADMISSIONS (FIELD TRIPS)	3,000.00	0.00	3,000.00	541.00	0.00	2,459.00	
FIELD TRIPS	38,385.00	(50.00)	38,335.00	4,408.31	10,225.64	23,701.05	
TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	
WRKSHR RELATED COSTS	6,000.00	0.00	6,000.00	4,534.44	785.00	680.56	
OTHER MISC EXPENSE	35,117.00	13,845.36	48,962.36	15,116.86	18,359.50	15,486.00	
FACILITY PAYMENTS	79,101.00	0.00	79,101.00	32,808.00	46,109.28	183.72	
400 Subtotal Contractual & Other	258,970.00	14,233.02	273,203.02	122,867.86	87,500.15	62,835.01	

**TECH VALLEY HIGH SCHOOL
CONSOLIDATED BUDGET STATUS REPORT**

as of 10/31/2018

Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
440 CONTRACTED PROFESSIONAL SERVICES						
CONSULTANTS & OTH PERS SRV	9,000.00	0.00	9,000.00	0.00	8,900.00	100.00
440 Subtotal Contracted Professional Services	9,000.00	0.00	9,000.00	0.00	8,900.00	100.00
470 Rental of Facilities						
490 Subtotal Services From Rental of Facilities	0.00	0.00	0.00	0.00	0.00	0.00
490 SERVICES FROM SCH DIST & BOCES						
490 Subtotal Services From Sch Dist & BOCES	43,397.00	15,400.00	58,797.00	16,823.70	31,301.14	10,672.16
800 EMPLOYEE BENEFITS						
HEALTH INSURANCE	278,864.00	(4.00)	278,860.00	87,979.32	181,378.38	9,502.30
EMPLOYEES' RETIREMENT	37,961.00	(11,648.00)	26,313.00	4,979.72	12,034.13	9,299.15
TEACHERS' RETIREMENT	124,361.00	11,553.00	135,914.00	44,824.89	88,930.59	2,158.52
SOCIAL SECURITY	105,219.00	810.00	106,029.00	34,371.32	70,627.20	1,030.48
UNEMPLOYMENT INSURANCE	2,752.00	48.00	2,800.00	933.74	1,846.46	19.80
WORKERS' COMPENSATION	1,437.00		1,437.00	0.00	0.00	1,437.00
DENTAL INSURANCE	7,440.00	120.00	7,560.00	2,440.00	5,120.00	0.00
DISABILITY INSURANCE	8,882.00		8,882.00	2,764.18	5,720.58	397.24
EMPLOYEE BENEFITS	0.00	6,365.00	6,365.00	454.80	5,909.60	0.60
800 Subtotal Employee Benefits	566,916.00	7,244.00	574,160.00	178,747.97	371,566.94	23,845.09
TOTAL CURRENT EXPENDITURES BUDGET	2,379,628.00	80,647.67	2,460,275.67	886,900.58	1,432,301.45	141,073.64

11/14/18
Date

Kimberly D. Duwan
Treasurer

11/14/18
Date

David S. [Signature]
Deputy Treasurer

TECH VALLEY HIGH SCHOOL

2018-2019 BUDGET

as of October 31, 2018
Presented on the Accrual Basis

ACTUAL RESULTS 2017/2018	APPROVED BUDGET 2018/2019	ACTUAL BUDGET 2018/2019
--------------------------------	---------------------------------	-------------------------------

REVENUES

	118	130	130
Estimated Number of Students			
Tuition	1,628,743	1,725,000	1,725,000
Tuition Other BOCES	13,462	13,462	13,462
Tuition Non-Component	0	-	-
Special Education Billing	237,817	160,000	160,000
Assigned Balance	-	460,666	460,666
Legislative Grant #1	460,666	-	62,448
Tech Valley High School Foundation	-	20,000	45,446
Miscellaneous Revenue	55,483	500	500
Interest Income	161	-	-
TOTAL REVENUES	2,396,132	2,378,628	2,467,522

TECH VALLEY HIGH SCHOOL

2018-2019 BUDGET

as of October 31, 2018

Presented on the Accrual Basis

ACTUAL RESULTS 2017/2018	APPROVED BUDGET 2018/2019	ACTUAL BUDGET 2018/2019
--------------------------------	---------------------------------	-------------------------------

EXPENSES

ADMINISTRATIVE

Personnel

Administrative Salaries	119,844	119,033	119,033
Support & Clerical Salaries	80,048	73,554	73,805
Fringe Benefits	88,233	86,663	92,814
	<u>288,125</u>	<u>279,250</u>	<u>285,652</u>

Equipment

Equipment	29,279	5,000	32,815
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Materials & Supplies

General Supplies	7,736	9,000	9,000
Subscriptions & Periodicals	-	1,000	1,000
Software Licenses	4,737	21,900	20,498
Meeting Expenses/Food & Grocery	2,146	1,000	1,000
Textbooks	-	-	-
	<u>14,619</u>	<u>32,900</u>	<u>31,498</u>

Contractual

Telephone	6,023	-	6,023
Insurance	42,174	45,000	45,000
Equip Rentals & Leases	3,955	8,835	8,412
Postage	1,246	1,500	1,500
Travel-In-District	1,286	4,495	4,495
Conference & Other Travel	1,358	4,737	5,175
Printing & Copying	774	3,500	3,500
Assoc Dues & Memberships	13,992	15,000	15,000
Workshop Related Costs	2732.11	6,000	6,000
Other Misc Expense	19,954	25,125	38,920
Facility Payment	78,101	78,101	79,101
	<u>93,503</u>	<u>193,293</u>	<u>213,128</u>

Contract Prof Service

Accountants & Auditors	8,700	9,000	9,000
Consultants	1,500	-	-
	<u>10,200</u>	<u>9,000</u>	<u>9,000</u>

School Districts & Other BOCES

BOCES/SCH DST -OTHER SRV	23,591	43,397	43,397
	<u>23,591</u>	<u>43,397</u>	<u>43,397</u>

Occupancy

Data Communications	6,688	12,300	6,700
Cleaning/Ancillary Lease costs	-	-	-
	<u>6,688</u>	<u>12,300</u>	<u>6,700</u>

TOTAL ADMINISTRATIVE

	<u>466,005</u>	<u>575,140</u>	<u>622,188</u>
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TECH VALLEY HIGH SCHOOL
2018-2019 BUDGET
as of October 31, 2018
Presented on the Accrual Basis

ACTUAL RESULTS 2017/2018	APPROVED BUDGET 2018/2019	ACTUAL BUDGET 2018/2019
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INSTRUCTIONAL

Personnel

Instructional Salaries	1,109,850	1,148,062	1,166,419
Instructional Support Salaries	41,100	42,288	41,046
Substitute Teacher Salaries	9,453	2,600	2,600
Fringe Benefits	451,047	480,252	493,383
	<u>1,611,450</u>	<u>1,673,110</u>	<u>1,703,348</u>

Equipment

Equipment	66,659	50,000	50,000
Furniture	-	-	-
	<u>66,659</u>	<u>50,000</u>	<u>50,000</u>

Materials & Supplies

Supplies	18,698	20,000	14,800
Textbooks	16,527	8,000	13,200
	<u>34,225</u>	<u>28,000</u>	<u>28,000</u>

Contractual

Postage	-	-	-
Staff Development & Conferences	196	1,000	1,000
Admissions	1,791	1,000	1,000
Transportation	13,961	3,000	3,000
Physical Education-Related Expenditures	70,315	38,365	38,335
Online Tuition	17,292	-	-
Software Licenses	18,598	-	-
Misc	7,755	9,992	10,042
	<u>129,908</u>	<u>53,377</u>	<u>53,377</u>

BOCES/SCH DST -OTHER SRV

	-	-	15,400
TOTAL INSTRUCTIONAL	<u>1,842,242</u>	<u>1,804,487</u>	<u>1,850,126</u>

TOTAL PROGRAM COSTS

	<u>2,308,247</u>	<u>2,379,627</u>	<u>2,472,313</u>
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COST PER STUDENT

	\$ 19,561	\$ 18,305	\$ 19,018
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SURPLUS OR (DEFICIT)

	<u>\$ 87,886</u>	<u>\$ 1</u>	<u>\$ (4,791)</u>
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Designated Prior Year Fund Balance are carry over encumbrances

11/14/18
Date

11/15/18
Date

Kimberly A. Duran
Treasurer

[Signature]
Deputy Treasurer

TVHS PRINCIPAL'S REPORT

NOVEMBER 29, 2018

Tech Valley High School

Principal's Report
Operating Board
November 29, 2018

Tech Valley High School provides a unique and innovative student-centered educational opportunity, engages students in current emerging technologies, and supports the growth and economy of the region.



Principal's Report

1. China Trip Proposal: 4/13/19-4/23/19
2. NYC Trip Proposal: 5/15/19
3. CollegeReady Program Update
4. Recruitment Update
5. UAlbany Partnership

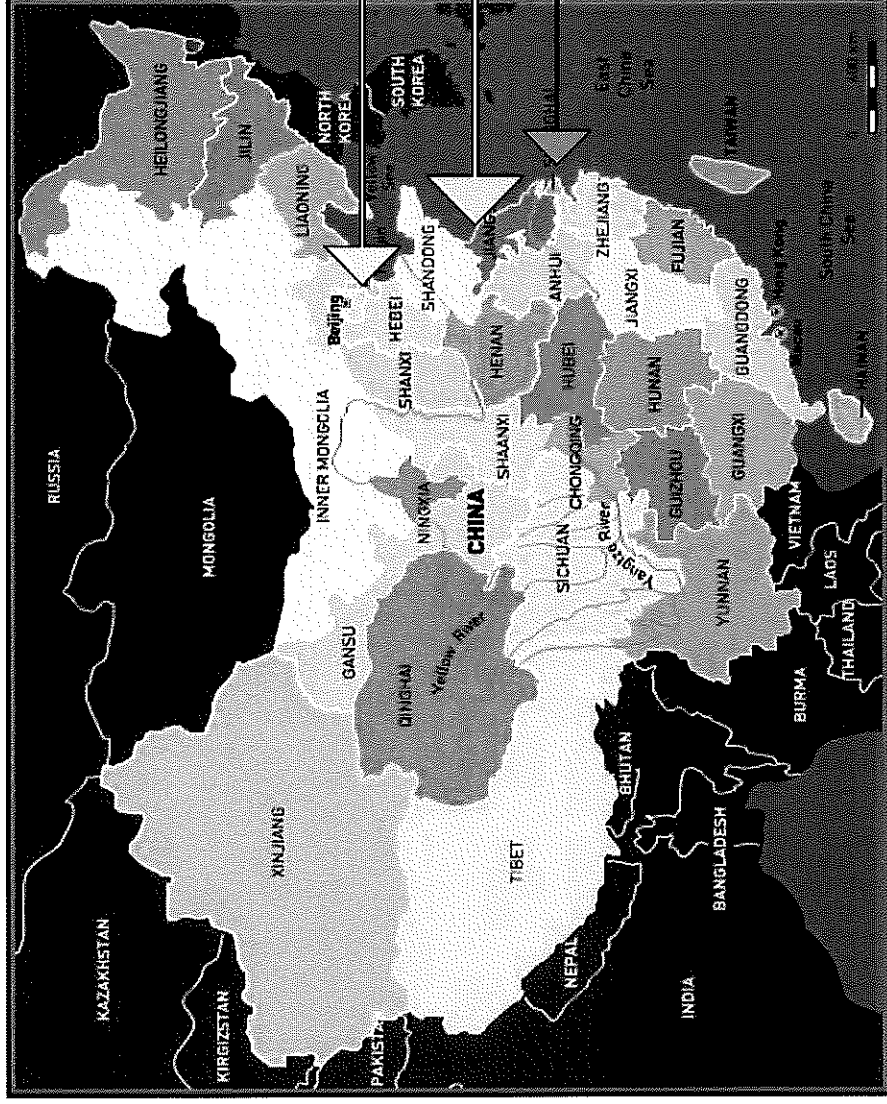
We're gaining a new perspective on the world

Why international experiences are important

- To gain awareness of global perspectives and connections
- To align with school curricula and bring subjects, places and events to life
- To develop the interpersonal skills necessary to navigate new experiences with confidence, maturity and flexibility
- To stand out on college applications and future resumes




China Trip Proposal 4/13/19-4/23/19!



Beijing

Xi'an

Shanghai



EF's lifetime of experience. Our experience of a lifetime.

- 6-to-1 student-to-chaperone ratio
- Trained and licensed local guides
- 24-hour emergency on-call service
- Insurance Coverage Plan
- Fully accredited, just like our school
- Full-time bilingual Tour Director by our side
- Educational itineraries based on almost 50 years of experience
- Fully immersive tours designed by academic specialists—for the guaranteed lowest prices

What we'll explore

Day 1: Fly overnight to China

Day 2: Beijing

Meet your Tour Director at the airport

Day 3: Beijing

Take a guided tour of Beijing
Visit the Summer Palace
Enjoy a dragon boat ride (April-October)
Participate in a Taiji lesson
Visit the Forbidden City
Visit Tiananmen Square
Visit a local school (subject to school calendars)
Enjoy an authentic Peking Duck dinner

Day 4: Badaling • Beijing

Travel to Badaling
Take a tour of the Great Wall of China
Participate in a tea ceremony
Take a rickshaw tour of hutongs
Enjoy a traditional Chinese meal with Hutong families
Optional: The Legend of Kung Fu show

Day 5: Beijing • Xi'an

Visit the Temple of Heaven Park
Fly to Xi'an
Take a bike ride on the ancient City Wall

Day 6: Xi'an

Take a guided tour of Xi'an
Enjoy free time in Xi'an
Visit the Terracotta Warriors
Tang Dynasty show and dinner

Day 7: Shanghai

Fly to Shanghai
Visit the Shanghai World Financial Center
Enjoy free time on the Bund
Enjoy a Chinese acrobatics show

Day 8: Shanghai

Take an expertly guided tour of Shanghai
Visit the Jade Buddha Temple
Visit Yu Yuan Garden
See Nanjing Lu

Day 9: Depart for home

Logistics

Leave TVHS: 8:00 am by charter bus

Destination:

- **12th grade to Broadway**
- **10th grade to The Museum of Chinese in America**

Meet at 5:45 for Dinner together at restaurant that has been prearranged

Depart at 6:30 for TVHS with one stop in Catskill

Cost paid for by students and chaperones

- **Cost for Seniors: \$70**
- **Cost for Sophomores: \$50**

Seniors to *To Kill a Mockingbird* on Broadway

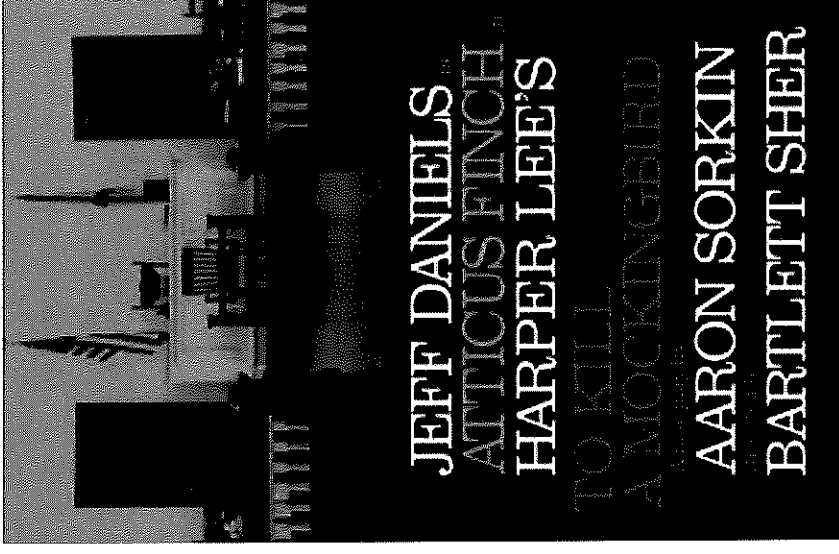
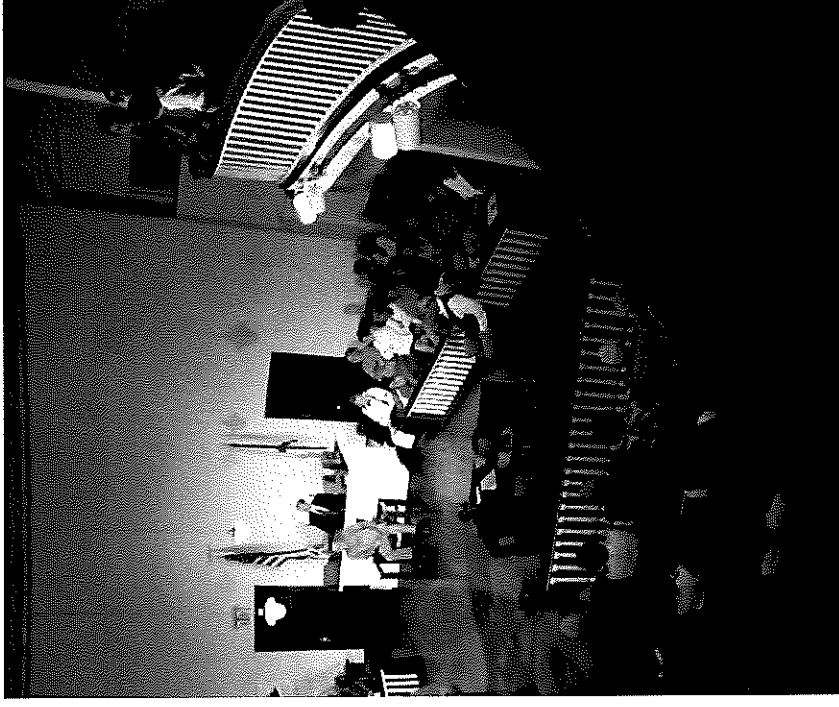
11:30 - 1:30: Exploring designated area around the theater

2:00: *To Kill a Mockingbird*

5:00 - 5:30: Travel to dinner via subway

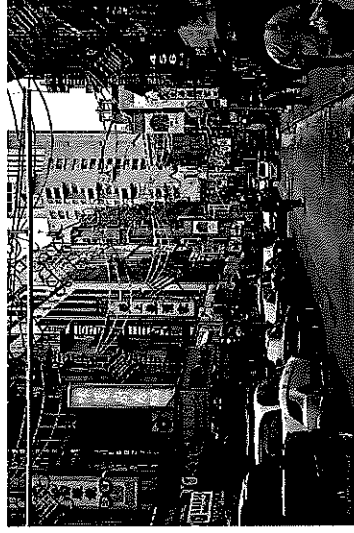
5:30 - 6:30: Dinner

6:30: Depart for Albany



Sophomores to Chinatown and MOCA

12:30-3:30: *MOCA Tour*



3:30-5:30: Chinatown Exploration

5:30 - 6:30: Dinner



6:30: Depart for Albany



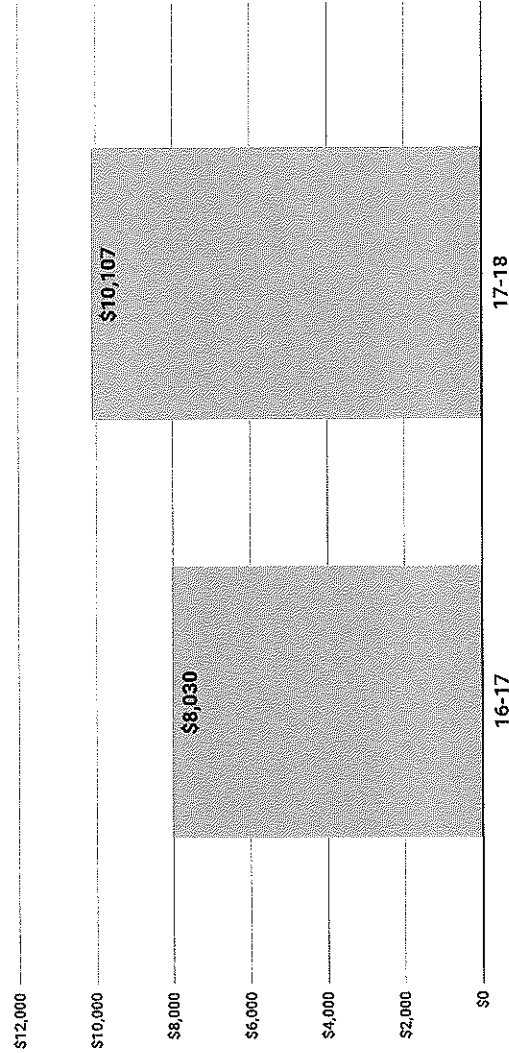


Grow and support college in the high school program

1. Teacher development
2. Student counseling
3. Source of funding

Begin graduating students with A.S. in 2021; all students graduate with at least 3 college credits

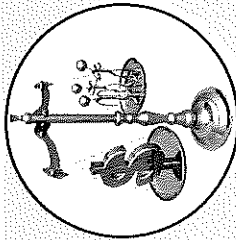
Money reimbursed to TVHS students for college in the high school tuition



How many credits were earned by TVHS students last year?

76 Students

503



Continuing to grow enrollment and seek alternative revenue

1. Continue to meet enrollment targets
2. Continue outreach to components
3. Build PD program

160 students by 2021

- Information Sessions
- Board meetings
- Middle School
 - Promo materials to offices
 - Lunchtime info sessions
 - Camps
 - MS audiences for projects
 - MS fairs
- High School outreach
- Private School outreach

STEMpowerment WINTER CAMP

FEBRUARY 20-22, 2019

JOIN US AS WE EXPLORE THE SCIENCE OF A MISSION TO THE MOON, MARS, AND BEYOND! For your mental muscles at our vacation mini-camp, engage in STEM design challenges, collaborate with other students and professionals, and learn from women in STEM careers.

Open to female students only
 Wednesday through Friday, 9am-3pm
 Tech Valley High School
 246 Tricentennial Drive, Albany

Contact School Outreach Coordinator, Sarah Pless, for more information
 sfpless@techvalleyhigh.org - 518-262-5358

\$75

TECHVALLEYHIGH.ORG

What is TVHS?
 Tech Valley High School is a regional public high school located in Albany, NY. We are currently serving students from the following school districts: Albany, Rensselaer, Schoharie, Warren, and Westerlo. We are currently serving students from the following school districts: Albany, Rensselaer, Schoharie, Warren, and Westerlo.

Career Exploration
 Career Exploration is a program that provides students with hands-on experience in various career fields. This program is designed to help students explore different career options and gain valuable work experience.

Project-based Learning
 Project-based Learning is a teaching method that focuses on students working together to solve real-world problems. This approach emphasizes critical thinking, collaboration, and communication skills.

College in HS
 College in HS is a program that allows students to earn college credit while still in high school. This program provides students with the opportunity to complete college-level coursework and earn credit for up to two college courses.

Student-centered
 Student-centered learning is an approach that focuses on the individual needs and interests of each student. This approach emphasizes student autonomy, choice, and ownership of learning.

Learn more at information sessions:
 Monday, Dec. 10 | Thursday, Jan. 10 | Wednesday, Jan. 23 | Tuesday, Feb. 12
 6-7:30 p.m. @ Tech Valley High School, 246 Tricentennial Dr., Albany, NY
 Thursday, Jan. 31 | 6-7:30 p.m. @ Hudson Jr. High School, 215 Harry Howard Ave., Hudson, NY
 Wednesday, Feb. 6 | 6-7:30 p.m. @ Middleburgh Jr./Sr. HS, 281 Main Street, Middleburgh, NY
 See your school counselor for more information or email: info@techvalleyhigh.org

TechValley

HIGH SCHOOL

UAlbany Partnership

- Reviewed current research and instructional interactions
- Mutual goals
- Next steps:
 - Foundation Board membership for UAlbany
 - Establish communication pipeline
 - Focus group of TVHS/UAlbany students



Alfredo Medina, Jr.
Executive Director
Office of Community Engagement

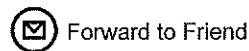


Jason Lane
Dean
School of Education

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Principal's Message: What Leadership Looks Like



Hello everyone,

A couple of weeks ago, after seeing some pen graffiti on a chair, a small group of students came to me to discuss what they could do to take better care of our school. They had developed a plan for students to take pride in the maintenance of our building, which we're now going to enact. I was incredibly proud that they had taken the initiative to correct a problem that they had seen. This is what leadership looks like. This year, I installed a suggestion box in the MPR for students to express their voice on other issues that impact the school. When I announced this to students, I told them that I would read all the suggestions, but that the ones that had their name on them would carry the most weight.

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challenging. One of them, a plan to grant seniors some additional privileges, has taken the work of several students. I was proud of these students as well, not just because they gave up some lunch time, but because our discussion showed their ability to see the issue from all sides. When the kinks are worked out, their plan is going to result in a win for the seniors and a win for the school as a whole.

Too often, we wait around for others to make change instead of working to bring it about ourselves. I hope that our students realize that they can chart their own course in life as well as in school.

Students Write Memoirs in Creative Writing & Art

Students drafted personal memoirs with the input from professional memoir coach Marion Roach Smith, then created collage art based on their memoirs. The class will come full circle by creating written collages based on the art.



Studying & Reflecting on World Religions



For their study of world religions, students visit places of worship, talk to rabbis, monks and imams, and write reflective "This I Believe" podcasts connecting their own personal beliefs to their field experiences. Then they discuss in a Socratic Seminar the role religion should play in society.

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Three TVHS students on track for Associates Degree

Cecilia Arsky, Rishita Nagothi and Alaina March (L-R) are all Sophomores taking several colleges courses for credit, and through Tech Valley's CollegeReady partnership with Excelsior College, they are on track to graduate in 2021 with their High School Diploma and an Associates Degree from Excelsior. Arsky hopes to attend a four-year college and study astrophysics, March wants to study law or criminal psychology, and Nagothi is interested in pursuing a career in medicine.

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TVHS Hosts Several Special Guests in October



We were pleased to host Board of Regents Chancellor Betty Rosa and several Board of Regents members for a tour of our school and overview of our program on October 16. [See more photos from their visit on Facebook.](#)



Later that same week, we hosted Hudson Valley Community College President Dr. Roger Ramsammy for a tour on October 18. We look forward to working with him as he begins his tenure at HVCC!

Upcoming Events

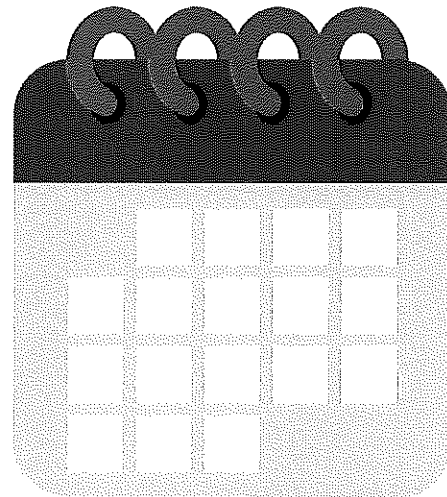
11/12: No School, Veterans Day (observed)

11/16: SLT 1 - No Classes

11/21-24: No School, Thanksgiving Recess

12/10: Information Session for Prospective Students

[See the full calendar](#)



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