

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

May 23, 2019 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 March 28, 2019 Board Meeting
4. Recognition of Visitors
5. Privilege of the Floor
6. Personnel Considerations
 - a. Retirement
 1. Sean O’Brien
 - b. Appointments
 1. Jean Kerr
 2. TVHS Camp Innovation Staff
 3. TVHS Camp Innovation Team Mentors
 - c. Abolishment of Position
7. Business Items
 - a. Board Policies – Second and First Readings
 - b. Internal Claims Auditor Report
 - c. Treasurer’s Report
8. Principal’s Report

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 March 28, 2019 Board Meeting. (copy attached)

4. Recognition of Visitors

5. Privilege of the Floor

6. Personnel Considerations

a. Retirement

1. Sean O'Brien

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the retirement of Sean O'Brien, English Teacher, be accepted effective July 1, 2019.

(copy attached)

b. Appointments

1. Jean Kerr

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:	July 1, 2019-June 30, 2020
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:	\$60,435.25 (to be prorated based upon FTE)
Benefits:	As set forth in the TVHS Teacher Association agreement (prorated based upon FTE)

2. TVHS Camp Innovation Staff

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following TVHS staff be appointed to serve as staff for Tech Valley High's Camp Innovation:

<u>Name</u>	<u>Dates</u>	<u>Amount (per diem)</u>
Jennifer Muirhead	July 10 and July 15, 2019-July 19, 2019	1/200 th of 2019-20 salary
Jessica Obercon	July 10 and July 22, 2019-August 2, 2019	1/200 th of 2019-20 salary

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following be appointed to serve as staff for Tech Valley High's Camp Innovation:

<u>Name</u>	<u>Dates</u>	<u>Amount</u>
Kasey White	July 10, 2019-August 2, 2019	\$2,800
John Hartnett	July 10, 2019-August 2, 2019	\$250 per diem

3. TVHS Camp Innovation Team Mentors

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and the Capital Region BOCES, the following students be appointed to serve as Team Mentors at Tech Valley High's Camp Innovation:

<u>Name</u>	<u>Dates</u>	<u>Rate</u>
Dominique Fiddemon	July 10, 2019-August 2, 2019	\$11.10/hour
Macy Hayes	July 10, 2019-August 2, 2019	\$11.10/hour
Alexandra O'Keefe	July 10, 2019-August 2, 2019	\$11.10/hour
Markus Jones	July 10, 2019-August 2, 2019	\$11.10/hour
Chris Mahoney	July 10, 2019-August 2, 2019	\$11.10/hour
Nick Miller	July 10, 2019-August 2, 2019	\$11.10/hour
Tim Benac	July 10, 2019-August 2, 2019	\$11.10/hour
Darien Seifridsberger	July 10, 2019-August 2, 2019	\$11.10/hour
Maeve Corcoran	July 10, 2019-August 2, 2019	\$11.10/hour
Sydney Hayes	July 10, 2019-August 2, 2019	\$11.10/hour
Kerry Lindemann	July 10, 2019-August 2, 2019	\$11.10/hour
Mackenzie Squair	July 10, 2019-August 2, 2019	\$11.10/hour
Adeline Weatherwax	July 10, 2019-August 2, 2019	\$11.10/hour
Alaina March	July 10, 2019-August 2, 2019	\$11.10/hour
Amanda Thrasher	July 10, 2019-August 2, 2019	\$11.10/hour
Shane Thrasher	July 10, 2019-August 2, 2019	\$11.10/hour

c. Abolishment of Position

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the classified position of School Monitor be abolished effective June 30, 2019.

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, Jeff Montross, School Monitor be excused effective June 30, 2019 due to the abolishment of the classified position.

7. Business Items

a. Board Policy - Second Reading

Recommend that the Tech Valley High School Operating Board ratifies the following policy:

Policy No. 2000	Tech Valley Regional Technology Institute
Policy No. 5800	Senior Open Lunch Privilege Policy
Policy No. 8130	Tech Valley High School Building School Safety Plan
Policy No. 9100	Benefits for Non-Represented Employees
Policy No. 9200	Prohibition of Discrimination, Sexual and Other Unlawful Harassment of Employees, Non-Employees and Interns

(copies attached)

Board Policies – First Reading

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

Policy No. 5100	Prohibition of Discrimination, Sexual Harassment and Other Unlawful Harassment of Students
Policy No. 6110	Budget Planning
Policy No. 6410	Authorized Signatures
Policy No. 6600	Fiscal Accounting and Reporting
Policy No. 6650	Claims Auditor
Policy No. 6650-E	Claims Auditor Exhibit

(copies attached)

b. Internal Claims Auditor Report

RESOLVED: that the Tech Valley High School Operating Board approves the Internal Claims Auditor Report for March 6, 2019 through April 24, 2019. (copy attached)

c. Treasurer's Report

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer's Reports for the periods ending March 31, 2019 and April 30, 2019. (copy attached)

8. Principal's Report

(copy attached)

9. District Superintendents' Report

a. TVHS Board Meeting dates for 2019-20 will be discussed. (copy attached)

b. 2018-19 TVHS Board Member Directory

The directory has been revised with additional updates since the last meeting. (copy attached)

10. Board Discussions

11. Summary Actions

12. Adjournment



REGULAR MEETING – March 28, 2019

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 March 28, 2019 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 6:11 p.m. by President Brooks.

PRESENT

John Bergeron
Edmund Brooks
Lynn Clum
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

STAFF

James Niedermeier
Susan DiDonato

GUESTS

Wendy Ashley
Danielle Bouton-Wales
Mike Buono
Joseph Dragone
Danielle Hemmid
Ian Jensen
Amanda Thrasher
Lynne Wells

President Brooks led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

In order to ensure accurate accounting of Board members' approval of motions, President Brooks asked the Board members to indicate approval/disapproval by a show of hands. He introduced Ms. Lynn Clum, a Questar III Board member from the Germantown School District, who succeeds Mr. Paul Puccio. President Brooks also offered congratulations to Mr. James Niedermeier, Principal and Chief Academic Officer, TVHS, for being named a 2019 40 Under 40 by the Albany Business Review. It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to approve the agenda as presented. The motion passed unanimously.

AGENDA

It was moved by Mr. Garland and seconded by Dr. Bergeron to accept the February 25, 2019 Board Meeting Minutes. The motion passed unanimously.

MINUTES

Mr. Niedermeier introduced two students; Ian Jensen, a junior from Middleburgh, and Amanda Thrasher, a sophomore from Brittenkill. They shared their experiences at TVHS and what had attracted them to attend the school. Amanda said she regarded her enrollment as a cultural experience and wanted to learn Chinese. She explained her project on solar food dehydration. Mr. Niedermeier noted that Amanda’s twin brother also attends TVHS. Ian stated that he was interested in the robotics program and projected-based learning. Dr. Gladys Cruz, District Superintendent, Questar III BOCES, inquired about their college plans. Ian responded that he intends to pursue a career that involves problem solving. Amanda said she will focus on the humanities, possibly working in the music industry or as a teacher of English as a second language. President Brooks asked if they had taken advantage of the college credits offered at TVHS. Mr. Niedermeier highlighted that Ian had participated in the FIRST Robotics Competition New York Tech Valley Regional at RPI and was chosen as a finalist for the FIRST Dean’s List Award.

RECOGNITION OF VISITORS

Mr. Garland stated he had been reading the historical documentation and legislation creating Tech Valley High School. He raised a question about the language addressing the payment of substitutes when teachers from component school districts come to TVHS for professional development. President Brooks responded it had been part of the initiative to promote awareness of TVHS. Dr. Cruz indicated that requests for reimbursement for substitutes had never happened. Mr. Kutzscher said the costs of reimbursement could outweigh the advantage of promoting the school. Ms. Anita Murphy, District Superintendent, Capital Region BOCES, recommended the language be reviewed to determine its intent, and a cost-effective solution explored such as covering the substitution costs through a COSER.

PRIVILEGE OF THE FLOOR

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

PERSONNEL CONSIDERATIONS

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

(Appointment)

<u>Name</u>	<u>Dates</u>	<u>Position</u>	<u>Rate</u>
Christina Papadopoulos	February 1, 2019- June 30, 2019	Teacher	\$100/day
Jillian Priester	March 4, 2019- June 30, 2019	Teacher	\$100/day

The motion passed unanimously.

It was moved by Mr. Phelan and seconded by Mrs. delPrado to enter into Executive Session to discuss a collective bargaining matter at 6:33 p.m. The motion passed unanimously.

EXECUTIVE SESSION

It was moved by Mr. Phelan and seconded by Mrs. Lenhardt to reconvene the Regular Session at 6:38 p.m. The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to approve the second reading and to ratify the following policy:

BOARD POLICY - SECOND READING

<u>Policy Title</u>	<u>Number</u>
Attendance	10

The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mr. Garland to approve the first reading and to adopt 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
Building School Safety Plan	7
Code of Conduct	8
Senior Open Lunch Privilege Policy	11
Prohibition of Discrimination, Sexual and Other Unlawful Harassment of Employees, Non-Employees and Interns	12

President Brooks, Dr. Bergeron, and Mrs. Lenhardt commented that the policies appeared to have been thoroughly vetted by the school attorneys. Mr. Hill suggested it would be helpful to assemble the policies in a binder. The motion passed unanimously.

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

INTERNAL CLAIMS AUDITOR REPORT

RESOLVED: that the Tech Valley High School Operating Board approves the Internal Claims Auditor Report for January 4, 2019 through February 27, 2019.

President Brooks noted that he and Mr. Phelan would be focusing on the area of the financial reports. Mr. Garland inquired if the Audit Committee would be reviewing the exceptions. Mr. Brooks responded that they would examine them and the administrative salary adjustments. The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mr. Phelan 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 January 31, 2019 and February 28, 2019. The motion passed unanimously.

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

BUSINESS ALLIANCE MEMBERSHIP

RESOLVED: that the Tech Valley High School Operating Board approve the appointment of the following Business Alliance Members for the terms as follows.

<u>Name</u>	<u>Company</u>	<u>Term Expires</u>	(Appointments)
Paul Kelly Vice President	IEEE Global Spec	June 30, 2022	
Richard Lin Founder and CEO	Agora Technologies	June 30, 2022	
Gary Striar Regional Chief Executive Officer	Red Cross	June 30, 2022	
Bruce Toyama Business Development Director – Artificial Intelligence Programs	SUNY Polytechnic Institute	June 30, 2022	

The motion passed unanimously.

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

APPROVAL OF THE 2019-20 TVHS CALENDAR

RESOLVED: that the Tech Valley High School Operating Board approves the 2019-20 TVHS calendar. The motion passed unanimously.

Mr. Niedermeier presented the Proposed 2019-20 TVHS Budget.

PRESENTATION OF PROPOSED 2019-20 TVHS BUDGET

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

RESOLVED: that the Tech Valley High School Operating Board approve the Proposed Budget of \$2,544,696 for the 2019-20 fiscal year.

Mr. Garland stated that although he recognized the need to approve the Proposed Budget, he was sensitive to vulnerability of component school districts’ proposed budgets being dependent on the state budget not yet being passed. Ms. Murphy acknowledged the need to build budgets cautiously. President Brooks

recommended that next year’s budget plans should recognize and include the discussion of TVHS sustainability.

The motion passed unanimously.

Mr. Niedermeier shared the results of the lottery and the expected enrollment for September 2019. Dr. Bergeron requested an explanation on the attrition rate. Mr. Phelan inquired if only offering Chinese as a foreign language is considered a disadvantage, and Mr. Niedermeier responded it is not. Mrs. delPrado asked how many students who had applied had not been chosen. Mr. Niedermeier said 107 applications had been received, and 51 had been selected, so 56 students were not accepted. Dr. Bergeron asked about the discrepancy in the applications from the Albany City School District. It was noted that three students had applied, but the school district’s Board had only supported the enrollment of two. Mr. Niedermeier provided an update on the field trip plans to China. Dr. Bergeron voiced concern about the students’ safety in the event of unrest in the country. Both Mr. Niedermeier and Ms. Murphy assured the Board that the tour company had measures in place to address any occurrences.

PRINCIPAL’S REPORT

Dr. Gladys Cruz highlighted the language in the proposed state budget for early college high school. Ms. Murphy said Capital Region BOCES would assist with the related grant application. She also extended her thanks to the component school district superintendents who had never sent students to TVHS before and whose students would be enrolled in 2019-20.

DISTRICT SUPERINTENDENTS’ REPORT

Mr. Phelan acknowledged that the updated 2018-19 TVHS Board Member Directory is helpful.

BOARD DISCUSSIONS

It was moved by Mrs. Lenhardt and seconded by Mr. Phelan to adjourn the meeting at 7:36 p.m. The motion passed unanimously.

ADJOURNMENT

May 13, 2019
Date

Gretchen E. Wukits
Gretchen E. Wukits
Clerk of the Board



May 6, 2019

Dear James Niedermeier,

Please let this letter indicate my intention to retire from Tech Valley High School, effective at the end of this academic year, 2018-19.

Sincerely,

A handwritten signature in black ink, appearing to read "SDOB", with a horizontal line extending to the right from the end of the signature.

Sean D. O'Brien

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:

SENIOR OPEN LUNCH PRIVILEGE POLICY

I. Purpose

The Tech Valley High School Operating Board recognizes that allowing some additional freedoms to seniors can prepare them for life outside of high school. In addition, it recognizes that there are advantages to its present location on the SUNY Polytechnic Institute campus in helping students feel what it is like to be on a college campus. The purpose of this policy is to allow 12th graders who meet certain requirements to earn the privilege of going off campus for lunch.

II. Conditions of this privilege

Students who wish to exercise this privilege must:

1. Be in 12th grade
2. Have a 70 or above in **all** classes
3. Have passed **all** required Regents exams
4. Have had **no** behavioral referrals within the last 30 days
5. Must sign in and out of the building each time they choose to exercise this privilege.
6. Must not leave before or return after the approved time period.

III. Permission required

Written parental/legal guardian permission shall be obtained for each student who is deemed eligible for the privilege.

IV. Transportation and supervision

Transportation and supervision will not be provided for students seeking to exercise this privilege. Parents of students agreeing to allow their students access to this privilege must understand that there is some risk involved in leaving the building unsupervised. Students who will be driving must obey all driving rules and conditions on their licenses (i.e. only one passenger). Walking students should be dressed for the weather.

V. Applicability of the Code of Conduct

The Tech Valley High School Code of Conduct governs conduct when students are off campus during the school day.

VI. Rescinding the privilege.

Failure to abide by the conditions described in section II may result in loss of this privilege. Student behavior in the community must also be appropriate and reflect well on TVHS. Poor behavior or failure to abide by the conduct outlined in the School Code of Conduct may result in the loss of this privilege.

VII. Administrative Regulations

The District Superintendents or their designee may adopt administrative regulations and forms in order to implement this policy

APPROVED:

TECH VALLEY HIGH SCHOOL
BUILDING SCHOOL SAFETY PLAN

I. Statement of Intent

It is the policy of Tech Valley High School (TVHS) to provide for a safe and secure learning and teaching environment for its students and staff through the adoption and implementation of this School Safety Plan which provides:

- Protocols and procedures for addressing emergency situations.
- Policies for responding to threats of violence concerning school district property, facilities and premises.
- Prevention and intervention strategies for students manifesting at-risk behaviors.
- Policies and procedures for contacting law enforcement officials and parents in the event of a violent incident or emergency situation.
- Policies and procedures for school building security and training of students and staff in school security.
- Strategies to improve communication regarding the reporting of violent incidents.

II. Application of BOCES-Wide Plan

The Questar III BOCES-Wide School Safety Plan shall apply to the Tech Valley High School relating to any matter not otherwise addressed in this Building School Safety Plan. The District Superintendents are authorized to designate person(s) to receive any notice or notification required to be given by this policy to the District Superintendent. Lock Down, Lock Out, building evacuation drills, and other emergency drills will be held as required by the State Education Department. An annual calendar of emergency drills will be prepared, in consultation with the Questar III Director of Health and Safety.

III. Public Information and Media Relations

All contacts from the news media shall be forwarded to the District Superintendents, or his or her designees, for a response. No written materials shall be distributed to the public, media outlets or parents until reviewed and approved by the District Superintendents, or his or her designees. In the event that the emergency procedures provide for explanatory written information to be sent home with students or otherwise transmitted to parents, the District Superintendents, or his or her designees, may direct that appropriate information be prepared. No information shall be distributed unless reviewed and approved by the District Superintendents, or his or her designees.

Reference: Questar III Board Policy 7-100

BOARD POLICY NO. 7
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[https://www.questar.org/about/board-of-
education/policies/](https://www.questar.org/about/board-of-education/policies/)

Approved:

BENEFITS FOR NON-REPRESENTED EMPLOYEES

I. Application of Policy.

This policy applies to the following employees provided such employee is not represented by a certified or recognized employee organization or employed pursuant to an individual employment contract.

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:

**PROHIBITION OF DISCRIMINATION, SEXUAL AND OTHER UNLAWFUL
HARASSMENT OF EMPLOYEES, NON-EMPLOYEES AND INTERNS**

The Tech Valley High School Operating Board is committed to safeguarding the right of all employees, certain non-employees and interns to work in an environment that is free from all forms of sexual harassment, including but not limited to any act of sexual violence. The Operating Board recognizes that sexual harassment depends not only on the offender's intention but also upon how the person who is the target of the alleged harassment perceives the behavior or is offended by it. The Operating Board further recognizes that sexual harassment can be committed by a person of either sex against a person of either the opposite sex or the same sex, and by peers as well as supervisors, students, and vendors.

The Operating Board therefore condemns and prohibits all unwelcome behavior of a sexual nature that is directed at an employee or intern and also behavior that has the purpose or effect of creating an intimidating, hostile or offensive working environment for employees and interns. Sexual harassment is considered a form of employee misconduct. Sanctions will be enforced against individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue.

The Operating Board also prohibits sexual harassment of non-employees in the Tech Valley High School workplace when Tech Valley High School and/or BOCES supervisors or officers knew or should have known that the non-employee was subjected to sexual harassment in the workplace and failed to take immediate and appropriate corrective action. In cases involving non-employees, the extent of Tech Valley High School's control or other legal responsibility Tech Valley High School has with respect to the conduct of the harasser shall be considered.

The Operating Board is also committed to safeguarding the right of all employees and interns to work in an environment that is free from all other unlawful harassment on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, or other characteristic protected by federal or state law (collectively, the "protected characteristics").

Tech Valley High School does not discriminate against employees or interns on the basis of protected characteristics in its programs and activities, including but not limited to recruitment and appointment of employees, employee pay and benefits, and other terms and conditions of employment. The Operating Board strictly prohibits discrimination against employees and interns on the basis of any protected characteristic.

The following persons have been designated to handle inquiries regarding this policy and the complaints of discrimination, sexual harassment or other unlawful harassment of employees, interns or contractors on the basis of any protected characteristic on behalf of Tech Valley High School in accordance: the Questar III Director of Human Resources, or any other designated Compliance Officer. The Questar III Director of Human

Resources may be contacted at: Questar III Administrative Offices, 10 Empire State Blvd., Castleton, NY. Other Compliance Officers, and their contact information, may be jointly designated by the District Superintendents. The phone number for the Questar III Administrative Offices is 518-477-8771. Inquiries and complaints also may be submitted by email to: compliance@questar.org .

The District Superintendents shall develop or cause to be developed and implement specific procedures on reporting, investigating and remedying allegations of discrimination, sexual harassment or other unlawful harassment on the basis of any prohibited characteristic. Appropriate corrective action shall be taken promptly, up to and including discharge of the offender, if an employee. Appropriate disciplinary action shall be taken promptly, if a student. In the absence of a victim's complaint, Tech Valley High School shall, upon either learning of or having reason to suspect the occurrence of discrimination, sexual harassment or other unlawful harassment on the basis of any protected characteristic ensure that an investigation is commenced immediately by appropriate individuals.

Such procedures shall be consistent with any applicable provisions contained in the Tech Valley High School collective bargaining agreements and with the tenure or civil service laws of the State of New York.

A copy of this policy and whatever regulations are developed to ensure its implementation shall be distributed to all employees and interns of Tech Valley High School and shall also be posted on the Tech Valley High School website and in appropriate places.

References

Tech Valley High School Intermunicipal Sharing Agreement, as amended
Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.*
Executive Law §296-d (prohibition of sexual harassment of non-employees)
Labor Law §201-g (required sexual harassment policy and training)
Civil Practice Law and Rules §§5003-b (nondisclosure agreements optional); 7515 (mandatory arbitration prohibited)
General Obligations Law §5-336 (nondisclosure agreements optional)
Davis v. Monroe County Board of Education, 526 U.S. 629, 652 (1999)
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
Burlington Industries v. Ellerth, 524 U.S. 742 (1998)
Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
Office for Civil Rights *Revised Sexual Harassment Guidance* (January 19, 2001)
Office for Civil Rights, *Dear Colleague Letter: Sexual Harassment Issues* (2006)
Office for Civil Rights, *Dear Colleague Letter: Bullying* (October 26, 2010)

ADOPTED:

**PROHIBITION OF DISCRIMINATION, SEXUAL HARASSMENT
AND OTHER UNLAWFUL HARASSMENT OF STUDENTS**

WHEREAS Tech Valley High School is committed to safeguarding the well-being of all its students, to fostering the efficient and effective provision of services to all BOCES constituencies and stakeholders, and to acting in the spirit of its educational mission by excluding from all TVHS learning environments, to the fullest extent possible, any form of discrimination, sexual harassment and other unlawful harassment;

NOW, THEREFORE, BE IT RESOLVED that the Board adopt the following policy:

**DISCRIMINATION, SEXUAL HARASSMENT AND OTHER UNLAWFUL
HARASSMENT OF STUDENTS**

The Operating Board is committed to safeguarding the right of all students to learn in an environment that is free from all forms of sexual harassment, including but not limited to any act of sexual violence. The Operating Board recognizes that sexual harassment depends not only on the offender's intention but also upon how the person who is the target of the alleged harassment perceives the behavior or is offended by it. The Operating Board further recognizes that sexual harassment can be committed by a person of either sex against a person of either the opposite sex or the same sex, and by student peers as well as employees, interns and vendors.

The Operating Board therefore condemns and prohibits all unwelcome behavior of a sexual nature that is directed at a student and also behavior that has the purpose or effect of creating an intimidating, hostile or offensive learning environment for students.

The Operating Board does not discriminate against students on the basis of actual or perceived race, color, weight, national origin, ethnic group, sex, disability, religion, religious practice, sexual orientation, or gender (including gender identity or expression), or other characteristic protected by federal or state law (collectively, the "protected characteristics") in its programs and activities, including but not limited to K-12 and adult education programs, extracurricular activities, and services. The Operating Board strictly prohibits discrimination and all forms of unlawful harassment of students on the basis of any protected characteristic.

The following persons at Tech Valley High School have been designated to handle inquiries regarding this anti-harassment policy and the complaints of discrimination, sexual harassment or other unlawful harassment on the basis of any protected characteristic: the Questar III Title IX Coordinator, the Questar III Section 504 Coordinator, or any other designated Compliance Officer. The Questar III Title IX Coordinator may be contacted at: Questar III Administrative Offices, 10 Empire State Blvd., Castleton, NY. The Questar III Section 504 Coordinator may be contacted at: Questar III Administrative Offices, 10 Empire State Blvd., Castleton, NY. Other designated Compliance Officer, and their contact information, is as follows: the Dignity Act Coordinator designated for Tech Valley High School. The phone number for the

Questar III Administrative Offices is: 518-477-8771. Inquiries and complaints may also be submitted to Compliance Officers by email: compliance@questar.org .

The District Superintendents shall develop or cause to be developed and implement specific procedures on reporting, investigating and remedying allegations of discrimination, sexual harassment or other unlawful harassment on the basis of any prohibited characteristic. Appropriate corrective action shall be taken promptly, up to and including discharge of the offender, if an employee or intern. Appropriate disciplinary action shall be taken promptly, if a student. In the absence of a victim's complaint, Tech Valley High School shall, upon either learning of or having reason to suspect the occurrence of discrimination, sexual harassment or other unlawful harassment on the basis of any protected characteristic related to educational programs, extracurricular activities, and services, ensure that an investigation is commenced immediately by appropriate individuals.

Such procedures shall be consistent with New York Education Law § 3214, and federal and state laws governing disciplinary action against students with disabilities, when applicable.

A copy of this policy and whatever regulations are developed to ensure its implementation shall be distributed to all students in adult education programs and to parents of students in Tech Valley High School, and shall also be posted on the Tech Valley High School website and in appropriate places.

ADOPTED:

Reference

Tech Valley High School Code of Conduct Policy

ADOPTED:

**DISCRIMINATION, SEXUAL HARASSMENT AND OTHER
UNLAWFUL HARASSMENT COMPLAINT PROCEDURE
FOR STUDENTS**

ADMINISTRATIVE REGULATION

The Operating Board has adopted a policy prohibiting discrimination, sexual harassment and other unlawful harassment of students and has directed the District Superintendents to establish procedures to address complaints of such discrimination or harassment. These regulations establish such procedures. All students are encouraged to pursue questions and complaints regarding discrimination, sexual harassment and other unlawful harassment.

I. Responsibilities of All Employees and Interns

- A. Tech Valley High School is committed to maintaining environments free of discrimination and unlawful harassment. Tech Valley High School employees and interns are expected to engage themselves in a professional manner and to avoid all conduct that could be perceived by a reasonable person to create, bolster or perpetuate a hostile workplace or education environment.
- B. Any employee who knows that harassment of or retaliation against a student is occurring, or receives information that such might be occurring, is required to immediately contact a designated Compliance Officer (identified below) to discuss appropriate and immediate action. Any employee who knows or receives information that a student is being discriminated against is required to immediately contact a designated Compliance Officer with such information.
- C. Unlawful harassment of students is also prohibited by the Tech Valley High School Code of Conduct in accordance with the Dignity for All Students Act. All investigations shall include coordination with the designated Dignity Act Coordinator.

II. Making and Resolving Complaints

A. Definitions -

- 1. *Complainant* shall mean a student who alleges, either directly, or for K-12 students, by a parent or guardian, that he or she has been discriminated against or harassed on the basis of any protected characteristic.
- 2. *Complaint* shall mean any alleged violation of Tech Valley High School's policies prohibiting discrimination, sexual harassment or other unlawful harassment.
- 3. *Compliance Officer* shall mean the Questar III Title IX Coordinator, the Questar III Section 504 Coordinator, or other designated Compliance Officer, including the Dignity Act Coordinator for Tech Valley High School.

4. *Hostile Environment* shall mean an educational environment which is both subjectively and objectively perceived as abusive, intimidating, or threatening, as a result of sexual or other unlawful harassment. Relevant considerations include the frequency or severity of the conduct or communications, whether or not physical contact has occurred and the relationship of the alleged victim and harasser. An isolated incident, unless extremely severe, usually will not give rise to a hostile environment.
5. *Protected Characteristic* shall mean actual or perceived race, color, weight, national origin, ethnic group, sex, disability, religion, religious practice, sexual orientation, or gender (including gender identity or expression), or other characteristic protected by federal or state law.
6. *Representative* shall mean any person, other than an attorney, designated by the complainant or the alleged perpetrator to act on her/his behalf.
7. *Sexual Harassment* shall mean any act of sexual violence, and any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of a student's education or participation in extra-curricular activities or services; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting a student's education or participation in extra-curricular activities or services; or
 - c. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in extra-curricular activities or services, or creating an intimidating, hostile or offensive educational environment.
8. *Sexual Violence* shall mean any nonconsensual sexual act proscribed by federal or state law, including when the victim lacks capacity to consent. Sexual violence includes rape, sexual assault, sexual abuse, forcible touching, aggravated sexual contact, and other offenses defined in N.Y. Penal Law Article 130.
9. *Unlawful Harassment* shall mean harassment on the basis of any protected characteristic. Unlawful harassment occurs when the educational environment becomes intimidating, hostile or offensive as a result of conduct or communications which have the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in extra-curricular activities or services.
10. *Unlawful Discrimination* shall mean discrimination on the basis of any protected characteristic.

B. Initial Complaint Procedures

1. Any student who believes he or she has been discriminated against, harassed, or has been the subject of retaliation, should immediately take one or more of the following steps, either directly, or for K-12 students, by his or her parent or guardian:
 - a. Tell the offender that the conduct is offensive;
 - b. Discuss the matter with his or her teacher or other member of the instructional staff or building principal;
 - c. Discuss the matter with the Questar III Title IX Coordinator, Questar III Section 504 Coordinator, or other designated Compliance Officer;
 - d. If the student is not satisfied, the student, either directly, or for K-12 students by his or her parent or guardian, should file a written complaint, using the form attached to these regulations (also available at [NEED TVHS WEBSITE LINK](#)). When necessary, the Compliance Officer shall assist the student in completing the complaint form. Tech Valley High School, however, will investigate reported sexual or other unlawful harassment in the absence of a written complaint.
 - e. When the complainant and/or the alleged perpetrator is a K-12 student, the student's parent(s)/guardian(s) will be notified of and receive a copy of the written complaint.
 - f. Any student may also file an external complaint with the U. S. Department of Education, Office of Civil Rights ("OCR") as follows:

Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843;
Email: OCR.NewYork@ed.gov

2. Interim Remedial Measures: Upon receipt of a complaint or report, the Compliance Officer, in consultation with the District Superintendents, and the complainant's parent(s)/guardian(s), for K-12 students, shall determine whether the complainant needs any accommodations to ensure his or her safety and well-being pending the outcome of the investigation. Interim remedial measures may be incorporated into a written safety plan and may include:

- A “permanent” hall pass that allows the student to visit a designated staff member at any time;
- Access to private bathroom facilities;
- Access to private locker room facilities;
- An escort during passing periods;
- If the student feels unsafe in a specific class, an opportunity for individual tutoring or independent study until the case is resolved;
- An opportunity for independent study at home with BOCES-provided tutor until the case is resolved;
- Permission to use a personal cell phone in the event that the student feels threatened and needs immediate access to a parent or guardian; or
- Other safety measures targeted to meet the needs of the student.

Tech Valley High School may also offer information on health services and mental health counseling services, rape victim or other victim advocacy services, and the right to report an act of sexual violence to local law enforcement. In determining what, if any, interim remedial measures are appropriate, the Compliance Officer and District Superintendents should consider a number of factors including any specific need expressed by the complainant, the severity or pervasiveness of the alleged conduct, any continuing effects on the complainant, and the proximity of the complainant and alleged perpetrator.

3. Investigation: The standard of evidence used to evaluate a complaint or report of discrimination, sexual harassment or other unlawful harassment is a “preponderance of the evidence.” Under this standard, a determination must be made on the basis of whether it is more likely than not that the alleged perpetrator violated the policy prohibiting sexual or other unlawful harassment.

In investigating the complaint or report, the designated Compliance Officer shall:

- a. Meet with the appropriate individuals and review all appropriate records that bear on the case, including but not limited to records that may be retained by the Dignity Act Coordinator.
- b. Discuss the allegations in the complaint or report with the complainant and the alleged perpetrator at separate meetings, and provide the complainant and the alleged perpetrator with equal opportunities to identify witnesses and present evidence supporting their respective positions at these meetings.
- c. Provide the complainant and the alleged perpetrator with the same opportunities for a non-attorney representative of their choice throughout the process, including any meeting, conference, hearing or other procedural action. Students in grades K-12 may be accompanied by a parent/guardian.

- d. Attempt, where appropriate, to resolve the complaint by exploring and suggesting possible solutions to the problem with all involved parties, provided, however, that the complainant will not be required to participate in mediation with the alleged perpetrator.

All students and employees of Tech Valley High School shall cooperate fully with the Compliance Officer and any designee of the Compliance Officer in such investigation.

4. As soon as possible, usually within twenty (20) business days after receipt of the complaint or report, the Compliance Officer shall make a finding in writing, using the preponderance of the evidence standard, that there has or has not been a violation of Tech Valley High School's policy prohibiting sexual or other unlawful harassment. If, due to the complexity of the investigation or other extenuating circumstances, a written decision cannot be issued within twenty business days, the Compliance Officer shall provide a written status report to both parties, and shall advise both parties of the estimated date by which a written determination shall be issued. In the event that the Compliance Officer finds that there has been a violation, she/he shall propose a resolution of the complaint. Such proposed resolution may include the implementation or continuation of remedial measures/accommodations to ensure the safety and well-being of the victim.
5. Both the complainant and the alleged perpetrator shall be notified in writing of the outcome of the investigation. When the complainant and/or the alleged perpetrator is a K-12 student, the student's parent(s)/guardian(s) will be notified of the outcome of the investigation.
6. If the complainant is not satisfied with the finding of the Compliance Officer, or with the proposed resolution of the complaint, then the complainant, either directly, or for K-12 students, by his or her parent or guardian, may within ten (10) business days after she/he has received the Compliance Officer's report, file a written request for review by the District Superintendents.
7. The District Superintendents retain the authority to initially direct the complaint to their consideration. The District Superintendents may designate another person(s), such as the School Attorneys, to carry out his/her responsibility with respect to either an initial investigation or review of the Compliance Officer's findings and proposed resolution, as set forth below.

C. Review by the District Superintendent

1. The District Superintendents may request that a complainant, the alleged perpetrator, and the Compliance Officer present a written statement to her/him setting forth any information that such person has relating to the complaint and the facts surrounding it. When the complainant or the alleged perpetrator is a

- K-12 student, a parent or guardian may submit a written statement on behalf of the student.
2. The District Superintendents shall notify all parties concerned as to the time and place where separate meetings will be held where each party may appear and may present oral and written statements supplementing their positions in the matter. The complainant and the alleged perpetrator shall have the same right to be accompanied by a non-attorney representative at such meetings. Such meetings shall be held as soon as possible, but no later than fifteen (15) days after the receipt of a direct complaint or the appeal by the District Superintendent.
 3. As soon as possible, but not later than fifteen (15) days after the meetings with each party, the District Superintendents shall render their joint determination in writing, using the preponderance of the evidence standard. Such determination shall include a finding that there has or has not been a violation of Tech Valley High School's policies prohibiting discrimination, sexual harassment or other unlawful harassment and also a proposal for equitably resolving the complaint, including any remedial measures/accommodations for the victim, when appropriate. When the complainant and/or the alleged perpetrator is a K-12 student, the student's parent(s)/guardian(s) will be notified of the District Superintendents' determination.

E. Retaliation

All students have the right to be free from retaliation or reprisal for bringing a complaint of discrimination, sexual or other unlawful harassment under Tech Valley High School policies. Any student who believes that he or she has been retaliated against should bring his or her concern to the attention of the Questar III Title IX Coordinator, Questar III Section 504 Coordinator, other designated Compliance Officer, or the Tech Valley High School Principal and Chief Academic Officer.

Regulations Adopted:

**DISCRIMINATION, SEXUAL HARASSMENT OR OTHER UNLAWFUL
HARASSMENT COMPLAINT FORM
Students**

The Tech Valley High School Operating Board has prohibited discrimination, sexual harassment and other unlawful harassment of students. Tech Valley High School is committed to safeguarding the right of all students to learn in an environment that is free from discrimination and all forms of harassment on the basis of actual or perceived race, color, weight, national origin, ethnic group, sex, disability, religion, religious practice, sexual orientation, or gender (including gender identity or expression), or other characteristic protected by federal or state law (collectively, the "protected characteristics").

Instructions: This form may be completed by the complainant, the parent(s)/guardian(s) of a K-12 student, or a reporting designee. The complainant, or parent(s)/guardian(s) of a K-12 student, must sign the form. The form must be immediately filed with the Questar III Title IX Coordinator, Questar III Section 504 Coordinator: at 10 Empire State Blvd., Castleton, NY 12033; or with the Tech Valley High School Dignity Act Coordinator; or by email: compliance@questar.org

Name of Complainant: _____ Date: _____

School Building and/or Program: _____

Home Address of Complainant: _____

Home Phone Number of Complainant: _____

Date(s) of Alleged Incidents: _____

Name(s) of Persons(s) Accused of Harassment or Discrimination: _____

Time and Place of Incident(s): _____

Name(s) of Witness(es), if any: _____

Basis of the alleged harassment (check all that apply):

_____ race

_____ sex

_____ color

_____ religion

_____ weight

_____ religious practice

_____ national origin

_____ sexual orientation

_____ ethnic group

_____ gender (including gender identity or expression) other (specify) _____

_____ disability

Description of incident(s): *Describe actions and statements of all persons involved, including yourself. Be specific. Use additional pages if necessary.*

Remedy Requested by Complainant:

This complaint is filed based upon my honest belief that I have been subjected to discrimination, sexual harassment or other unlawful harassment. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Signature of Complainant: _____ Date: _____
(or Parent/Guardian)

Complaint Received By: _____ Date: _____

Complaint Received by Compliance Officer:

BUDGET PLANNING

The Principal and Chief Academic Officer, with the assistance of the District Superintendents, or designees, shall be responsible for preparation of the budget.

In March or April, the TVHS Operating Board shall review and adopt the Administrative budget.

The budget shall be designed to reflect the TVHS goals and objectives for the education of its children.

Ref: Education Law §§1608(2)-(4); 1716(2)-(4); 1804(4); 1906(1); 1950; 2002(1); 2003(1); 2004(1); 2022(2); 2601-a
Fiscal Management (NYSSBA, 1997)

Adoption date: _____

AUTHORIZED SIGNATURES

In accordance with the Intermunicipal Sharing Agreement between Questar III and Capital Region BOCES the TVHS Operating Board authorizes the signature on checks issued against all accounts of the Capital Region BOCES to be that of the Treasurer or, in his/her absence, the Deputy Treasurer to process and pay the claims of TVHS, pursuant to Capital Region BOCES Policy 6410.

Contracts authorized by TVHS Operating Board resolution shall be signed by the TVHS Operating Board President or in his/her absence the Vice-President, unless a different signatory is identified in the TVHS Operating Board resolution or authorized by board policy. Purchase orders for goods and/or services identified in the various budget codes of the TVHS budget may be executed by the Capital Region BOCES Purchasing Agent responsible for the procurement of such goods and/or services.

The TVHS Operating Board authorizes the payment in advance of audit of claims for all public utility services, postage, freight and express charges, in accordance with law.

Ref: Education Law §§1720; 1724; 2523
8 NYCRR §§170.1(c)(d); 172
Intermunicipal Agreements

Adoption date: _____

FISCAL ACCOUNTING AND REPORTING

The TVHS Operating Board requires clear, complete, and detailed accounting of all financial transactions for which the TVHS Operating Board is held accountable.

Accounting and Reporting Systems

The system of accounts will conform to the Uniform System of Accounts for Boards of Cooperative Education Services. The accounting system will yield information necessary for the BOCES management to make appropriate financial and program decisions.

The TVHS Operating Board shall be kept informed of the financial status of TVHS through monthly cash reconciliation, periodic budget status reports and annual fiscal reports. The Capital Region BOCES Business Office should notify the District Superintendents of any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to them for consideration by the TVHS Operating Board to remedy the situation. The Capital Region BOCES Business Office shall prepare and submit, through the District Superintendents, to the BOCES Board and the Commissioner of Education, such reports as are prescribed by law.

The safeguarding of incoming TVHS revenue is crucial to maintaining strong internal controls. The Capital Region BOCES Business Office shall establish a system of control for all monies received, in whatever form.

Independent/External Audits

TVHS shall be audited annually by an independent certified public accountant or a public accountant. The auditor's report shall be adopted by resolution of the TVHS Operating Board.

Capital Region BOCES and Questar III BOCES shall prepare a joint response to all audit findings and recommendations. Such response is to include a statement of the corrective actions taken or proposed to be taken, or if action is not taken or proposed, an explanation of reasons, as well as a statement on the status of corrective actions taken on findings or recommendations contained in any previous report of examination or external audit, or any management letter for which a response was required.

The Capital Region Business Office shall also ensure that the provisions contained in the General Municipal Law in regard to audit reports are followed.

Cross-ref: 1120, BOCES Records

Ref: Education Law §§1610; 1721; 2117; 2528; 2577; 2590-i
General Municipal Law §§33; 34
8 NYCRR §§155.1; 170.1; 170.2

Adoption date: _____

CLAIMS AUDITOR

The Capital Region BOCES Board will designate and appoint a claims auditor for Tech Valley High School (TVHS). The claims auditor shall serve at the pleasure of the Capital Region BOCES Board. The claims auditor may not be a member of either the Capital Region or Questar III BOCES Boards; the clerk or treasurer of the Capital Region or Questar III BOCES Board; the District Superintendent or other official of Capital Region BOCES responsible for business management; the person designated as purchasing agent; and/or clerical or professional personnel directly involved in accounting and purchasing functions of the BOCES.

The claims auditor is responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against TVHS. The auditing process should determine:

1. that the proposed payment is for a valid and legal purpose;
2. that the obligation was incurred by an authorized TVHS official;
3. that the items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. that the obligation does not exceed the available appropriation; and
5. that the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based.

The claims auditor shall provide periodic written reports as may be requested by the Capital Region or Questar III BOCES Board and/or the TVHS Operating Board.

Cross-ref: 6680, Internal Audit Function

Ref: Education Law §§1604 (35); 1709(20-a); 1724; 2509; 2526; 2554(b)
8 NYCRR §170.2
Matter of Levy, 22 EDR 550 (1983)

Adoption date: _____

CLAIMS AUDITOR EXHIBIT

Checklist for Accounts Payable Clerk/Claims Auditor

1. Purchase Orders

When invoice is received:

- Make sure all items are received
- Determine whether partial or complete payment to be made
- Make sure charges are correct by scrutinizing bill for tax
- Run tape for each item on invoice including shipping/handling and attach to invoice
- Review late fees and other charges
- Mark on PO date to be paid and amount to be paid
- Initial PO signifying all of the above was done
- Initial and date invoice that above was done

2. Claims and other bills not on PO

When invoice or claim is received:

- Make sure it is not a duplicate payment if not original invoice and over 60 days
- Check charges, IE tax, late fees, overcharges
- Make sure services were rendered
- Make sure invoice and receipt, if any, match
- Initial and date invoice or claim that all of the above was done

When ready to pay:

- Take a machine tape
- Give to Claims Auditor
- Input items to computer
- When finished run checks to printed report
- Match total to tape and check for errors
- Correct if any errors

When ready to run checks:

- Run Warrant Report
- Give invoices, POs Warrant Report and checks to be printed report to Claims Auditor
- When Claims Auditor is done it should be given back to accounts payable clerk to be mailed out

Note: The above procedures are to be followed for all funds where applicable.

Checklist for Claims Auditor after checks are printed

Claims Auditor will receive:

- PO's and checks

- Backup
- Warrant Report and checks to be printed

Claims Auditor will perform the following:

- Match each check to backup making sure the Accounts Payable Clerk has made the proper payment by:
 1. Matching check to PO and Warrant Report and verifying no duplicate payments
 2. Verify matching tape to equal Total Warrant Report
 3. Sign Warrant Report

Note: The above procedures are to be followed for All Funds


Adoption date: _____



TECH VALLEY HIGH SCHOOL
INTERNAL CLAIMS AUDIT REPORT
March - April 2019

Warrant #	Description	Check Dates	Amount	Checks Issued	EFT's	Check Series
54	Payroll Deductions	3/6/2019	\$ 19,180.74	2	8	11028-11029
55	General Payable	3/13/2019	\$ 2,843.24	7	0	4058-4064
56	Payroll Deductions	3/20/2019	\$ 19,148.51	2	8	11035-11036
57	General Payable	3/22/2019	\$ 880.00	1	0	4065
58	Misc. T&A	3/27/2019	\$ 4,771.12	1	0	11037
59	Federal Payables	3/27/2019	\$ 17,292.00	1	0	4066
60	General Payable	3/27/2019	\$ 43,868.84	14	0	4067-4080
61	Payroll Deductions	4/3/2019	\$ 18,416.56	2	8	11039-11040
62	General Payable	4/10/2019	\$ 11,440.65	15	0	4081-4095
63	Extra Classroom	4/10/2019	\$ 2,826.98	4	0	1028-1031
64	Payroll Deductions	4/17/2019	\$ 18,514.86	2	8	11042-11043
65	General Payable	4/17/2019	\$ 26,096.71	6	0	4096-4101
66	Extra Classroom	4/17/2019	\$ 150.00	1	0	1032
67	Misc. T&A	4/17/2019	\$ 4,459.00	1	0	11044
68	Extra Classroom	4/24/2019	\$ 471.75	1	0	1033
Period Totals			\$ 190,360.96	60	32	

	<u>Exceptions:</u>	<u>Warrant</u>	<u>Amount</u>	<u>Vendor</u>	<u>Comment</u>
1	After the fact PO	62	\$ 393.75	Fuller Rd Mgmt Corp	Invoice was the first knowledge of the purchase
2	After the fact PO	62	\$ 60.00	Questar III	Invoice was the first knowledge of the purchase


 Michael T. Wolff, C.I.A.
 Claims Auditor
 Tech Valley High School
 5/13/2019

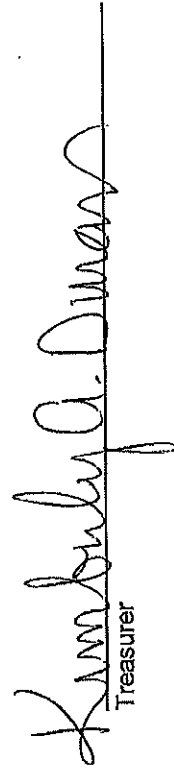
TECH VALLEY HIGH SCHOOL
CONSOLIDATED REVENUE STATUS REPORT
as of 4/30/2019

	Original Estimate	Adjustments	Current Estimate	Year-to-Date Revenues	Anticipated Balance
Anticipated Revenues					
Tuition A455	1,725,000.00		1,725,000.00	1,554,225.00	170,775.00
Tuition Other BOCES A455	13,462.00	976.00	14,438.00	11,550.40	2,887.60
Tuition Non Component A455			0.00		0.00
Special Education Billing	160,000.00	68,726.68	228,726.68	176,366.69	52,359.99
Legislative Grant 2017/2018 F904	460,666.00		460,666.00	336,806.00	123,860.00
TVHS Foundation		21,950.00	21,950.00	21,950.00	0.00
Revenue for Carry Over Encumbrance	20,000.00	47,047.67	47,047.67	47,541.87	47,047.67
Miscellaneous Revenue	500.00	27,541.87	47,541.87	47,541.87	0.00
Interest Income		541.62	1,041.62	1,041.62	0.00
Total Anticipated Revenues	2,379,628.00	166,783.84	2,546,411.84	2,149,481.58	396,930.26

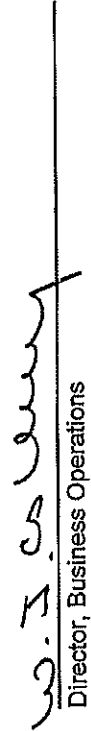
HIGHLIGHTS/CHANGES

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.

5/13/19
Date


Treasurer

5/13/19
Date


Director, Business Operations

TECH VALLEY HIGH SCHOOL
CONSOLIDATED BUDGET STATUS REPORT

as of 04/30/2019

Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
150 CERTIFIED SALARIES						
TEACHER SALARIES	900,517.00	145,135.29	1,045,652.29	846,920.26	198,206.78	525.25
ADMINISTRATIVE SALARIES	365,130.00	(113,737.00)	251,393.00	203,204.26	48,188.67	0.07
150 Subtotal Certified Salaries	1,265,647.00	31,398.29	1,297,045.29	1,050,124.52	246,395.45	525.32
160 SUPPORT SALARIES						
160 Subtotal Support Salaries	115,850.00	(584.00)	115,266.00	90,925.67	24,338.74	1.59
200 EQUIPMENT						
200 Subtotal Equipment	55,000.00	24,609.65	79,609.65	76,079.44	0.00	3,530.21
300 SUPPLIES & MATERIALS						
GENERAL SUPPLIES	29,000.00	(378.00)	28,622.00	22,081.33	1,851.39	4,689.28
SUBSCRIPT & PERIODICALS	1,000.00	(600.00)	400.00	333.00	0.00	67.00
TEXTBOOKS	8,000.00	5,092.00	13,092.00	13,091.81	0.00	0.19
COMPUTER SOFTWARE PURCH	21,900.00	(12,602.00)	9,298.00	7,984.63	648.97	664.40
CAFETERIA (FRL)	1,000.00	300.00	1,300.00	813.05	386.95	100.00
300 Subtotal Supplies & Materials	60,900.00	(6,188.00)	52,712.00	44,303.82	2,887.31	5,520.87
400 CONTRACTUAL & OTHER						
TELEPHONE	0.00		6,123.00	4,516.88	1,574.47	31.65
DATA COMMUNICATIONS	12,300.00	(4,740.00)	7,560.00	6,667.61	652.67	239.72
INSURANCE	45,000.00	0.00	45,000.00	42,621.00	550.00	1,829.00
EQUIP RENTALS & LEASES	8,835.00	(2,673.00)	6,162.00	3,364.22	1,035.78	1,762.00
POSTAGE	2,500.00	(1,000.00)	1,500.00	803.94	609.82	86.24
TRAVEL-IN DISTRICT	4,495.00	(2,014.00)	2,481.00	1,185.89	1,291.45	3.66
CONFERENCE & OTHER TRAVEL	5,737.00	2,542.66	8,279.66	5,939.42	1,803.00	477.24
PRINTING & COPYING	3,500.00	0.00	3,500.00	758.88	741.12	2,000.00
ASSOC DUES & MEMBERSHIPS	15,000.00	(4,445.00)	10,555.00	10,183.00	324.00	48.00
ADMISSIONS (FIELD TRIPS)	3,000.00	(1,000.00)	2,000.00	1,830.00	0.00	170.00
FIELD TRIPS	38,385.00	(5,797.00)	32,588.00	18,300.13	9,324.40	4,963.47
WRKSHIP RELATED COSTS	6,000.00	1,400.00	7,400.00	4,624.44	2,535.00	40.56
OTHER MISC EXPENSE	17,825.00	18,457.36	36,282.36	35,714.35	547.50	20.51
FACILITY PAYMENTS	79,101.00	0.00	79,101.00	72,404.92	6,512.36	183.72
400 Subtotal Contractual & Other	241,678.00	6,854.02	248,532.02	209,174.68	27,501.57	11,855.77

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

as of 04/30/2019

Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
440 CONTRACTED PROFESSIONAL SERVICES						
Funding Initiatives	17,292.00	0.00	17,292.00	17,292.00	0.00	0.00
CONSULTANTS & OTH PERS SRV	9,000.00	0.00	9,000.00	8,900.00	0.00	100.00
440 Subtotal Contracted Professional Services	26,292.00	0.00	26,292.00	26,192.00	0.00	100.00
470 Rental of Facilities	0.00	0.00	0.00			
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	0.00	43,397.00	29,651.12	5,013.72	8,732.16
800 EMPLOYEE BENEFITS						
HEALTH INSURANCE	278,864.00	(550.84)	278,313.16	232,056.54	46,166.22	90.40
EMPLOYEES' RETIREMENT	37,961.00	(13,073.00)	24,888.00	13,474.42	3,539.44	7,874.14
TEACHERS' RETIREMENT	124,361.00	11,489.78	135,850.78	109,779.69	26,043.46	27.63
SOCIAL SECURITY	105,221.00	108.20	105,329.20	88,753.32	20,711.17	664.71
UNEMPLOYMENT INSURANCE	2,752.00	76.50	2,828.50	2,282.12	541.49	4.89
WORKERS' COMPENSATION	5,383.00	3,854.47	9,237.47	0.00	7,801.00	1,436.47
DENTAL INSURANCE	7,440.00	20.00	7,460.00	6,240.00	1,200.00	20.00
DISABILITY INSURANCE	8,882.00	1,032.60	9,914.60	8,281.92	1,626.28	6.40
EMPLOYEE BENEFITS	0.00	8,200.00	8,200.00	3,200.00	5,000.00	0.00
800 Subtotal Employee Benefits	570,864.00	11,157.71	582,021.71	459,068.01	112,629.06	10,324.64
TOTAL CURRENT EXPENDITURES BUDGET	2,379,628.00	65,247.67	2,444,875.67	1,985,519.26	418,765.85	40,590.56

5/13/19
Date

Kimberly G. Dunbar
Treasurer

5/13/19
Date

W.E. Conway
Director, Business Operations

TECH VALLEY HIGH SCHOOL

2018-2019 BUDGET

as of April 30, 2019

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	14,438
Tuition Non-Component	0	-	-
Special Education Billing	237,617	180,000	228,727
Legislative Grant #1	480,886	480,886	460,666
Revenue for Carry Over Encumbrance	-	-	47,048
Tech Valley High School Foundation	-	-	21,960
Miscellaneous Revenue	55,483	20,000	47,542
Interest Income	161	500	1,042
TOTAL REVENUES	2,386,132	2,379,628	2,546,412

TECH VALLEY HIGH SCHOOL

2018-2019 BUDGET

as of April 30, 2019

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	72,304	74,220
Fringe Benefits	88,233	87,914	96,017
	<u>288,125</u>	<u>279,251</u>	<u>289,270</u>

Equipment

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

General Supplies	7,736	9,000	11,722
Subscriptions & Periodicals	-	1,000	400
Software Licenses	4,737	21,900	9,298
Meeting Expenses/Food & Grocery	2,146	1,000	1,300
Textbooks	-	-	-
	<u>14,819</u>	<u>32,900</u>	<u>22,720</u>

Contractual

Telephone	6,023	-	6,123
Insurance	42,174	45,000	45,000
Equip Rentals & Leases	3,956	8,835	6,162
Postage	1,245	1,500	1,500
Travel-In-District	1,298	4,495	2,481
Conference & Other Travel	1,358	4,737	8,075
Printing & Copying	774	3,500	3,500
Assoc Dues & Memberships	13,992	15,000	10,555
Fieldtrips	-	-	2,225
Workshop Related Costs	2732.11	6,000	7,400
Other Misc Expense	19,954	7,833	26,240
Facility Payment	-	79,101	79,101
	<u>93,503</u>	<u>176,001</u>	<u>198,362</u>

Contract Prof Service

Accountants & Auditors	8,700	8,000	8,000
Funding Initiatives	17,292	17,292	17,292
Consultants	1,500	-	-
	<u>27,492</u>	<u>26,292</u>	<u>26,292</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	7,560
Cleaning/Ancillary Lease costs	-	-	-
	<u>6,688</u>	<u>12,300</u>	<u>7,560</u>

TOTAL ADMINISTRATIVE

	<u>483,297</u>	<u>575,141</u>	<u>620,416</u>
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TECH VALLEY HIGH SCHOOL
2018-2019 BUDGET
as of April 30, 2019
Presented on the Accrual Basis

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

INSTRUCTIONAL

Personnel

Instructional Salaries	1,109,860	1,141,810	1,175,512
Instructional Support Salaries	41,100	42,296	41,046
Substitute Teacher Salaries	9,453	2,500	2,500
Fringe Benefits	451,047	486,486	486,005
	<u>1,611,450</u>	<u>1,673,102</u>	<u>1,705,063</u>

Equipment

Equipment	66,659	50,000	46,795
Furniture	-	-	-
	<u>66,659</u>	<u>50,000</u>	<u>46,795</u>

Materials & Supplies

Supplies	18,698	20,000	16,900
Textbooks	15,527	8,000	13,092
	<u>34,225</u>	<u>28,000</u>	<u>29,992</u>

Contractual

Postage	-	-	-
Staff Development & Conferences	196	1,000	206
Admissions	1,791	1,000	2,000
Transportation	13,961	3,000	-
Physical Education-Related Expenditures	70,315	38,385	30,363
Online Tuition	-	10,000	-
Software Licenses	18,598	-	-
Misc	7,755	-	10,042
	<u>112,616</u>	<u>53,385</u>	<u>42,610</u>

BOCES/SCH DST -OTHER SRV

-

-

TOTAL INSTRUCTIONAL

<u>1,824,950</u>	<u>1,804,487</u>	<u>1,824,460</u>
------------------	------------------	------------------

TOTAL PROGRAM COSTS

<u>2,308,247</u>	<u>2,379,628</u>	<u>2,444,876</u>
------------------	------------------	------------------

COST PER STUDENT

\$ <u>19,561</u>	\$ <u>18,305</u>	\$ <u>18,807</u>
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SURPLUS OR (DEFICIT)

\$ <u>87,885</u>	\$ <u>-</u>	\$ <u>101,536</u>
------------------	-------------	-------------------

5/13/19
Date

5/13/19
Date

Kimberly A. Duran
Treasurer

W. J. Schreyer
Director, Business Operations

**TECH VALLEY REGIONAL HIGH SCHOOL
CHECKING ACCOUNT**

MONTH OF April 30, 2019

Cash Balance as of: March 31, 2019

General Fund - Key Bank	1,039,859.14
Special Aid Fund - Key	(160,526.28)
T&A Fund - Key	118.92
Capital Fund - Key	<u>130,641.99</u>

TOTAL BEGINNING CASH: \$ 1,010,093.77

RECEIPTS:

General Fund - Key	136,976.21
Special Aid Fund - Key	-
Trust & Agency Fund - Key	114,672.82
Capital Fund - Key	-
Interest on Investments & Savings	<u>121.92</u>

TOTAL RECEIPTS: 251,770.95

DISBURSEMENTS:

General Fund - Key	(125,761.52)
Special Aid Fund - Key	(31,133.15)
Trust & Agency Fund - Key	(114,648.80)
Capital Fund - Key	<u>-</u>

TOTAL DISBURSEMENTS: (271,543.47)

Cash Balance as of April 30, 2019

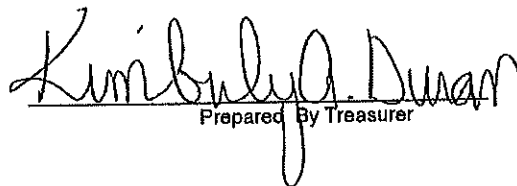
General Fund - Key	1,061,195.75
Special Aid Fund - Key	(191,659.43)
T&A Fund - Key	142.94
Capital Fund - Key	<u>130,641.99</u>

TOTAL ENDING CASH: \$ 990,321.25

BANK BALANCES

Balance per Key Bank Statement:		\$ 991,821.73
Less: Outstanding Checks- Key Checking	\$ (1,500.48)	<u>(1,500.48)</u>
Add: Deposits In Transit	\$ -	<u>-</u>
TOTAL	\$ -	<u>\$ 990,321.25</u>


Verified By Director, Business Operatlons


Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL
CHECKING ACCOUNT**

MONTH OF April 30, 2019

Cash Balance as of: March 31, 2019

Extra Classroom- Key Bank

10,730.62

TOTAL BEGINNING CASH:

\$ 10,730.62

RECEIPTS:

Extra Classroom- Key Bank

3,130.00

TOTAL RECEIPTS:

3,130.00

DISBURSEMENTS:

Extra Classroom- Key Bank

3,448.73

TOTAL DISBURSEMENTS:

3,448.73

Extra Classroom- Key Bank

10,411.89

TOTAL ENDING CASH:

\$ 10,411.89

BANK BALANCES

Balance per Key Bank Statement:

\$ 10,883.64

Less: Outstanding Checks- Key Checking

\$ (471.75)

(471.75)

Add: Deposits in Transit

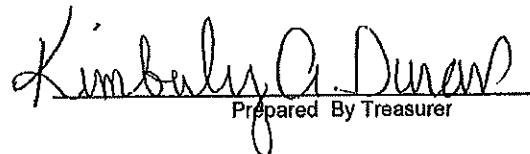
\$ -

-

TOTAL

\$ 10,411.89


Verified by Director, Business Operations


Prepared By Treasurer

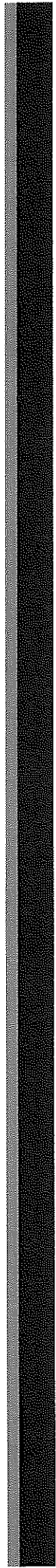
TVHS PRINCIPAL'S REPORT

MAY 23, 2019

Tech Valley High School

Principal's Report
Operating Board
May 23, 2019

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.



Expo Update

Best Humanities Project



Anthropology of Climate Change

How does culture, political orientation, and language use affected perception about climate change?

Most Innovative Project



Renaissance Revival

This group recreated two musical instruments designed by DaVinci.

Best Overall Project



Food is Resistance Colonial influence in regional food

Best STEM Project



Capstone: Pet Finder App

This group developed a working concept for an app that would help pet seekers find their ideal pets at local shelters.

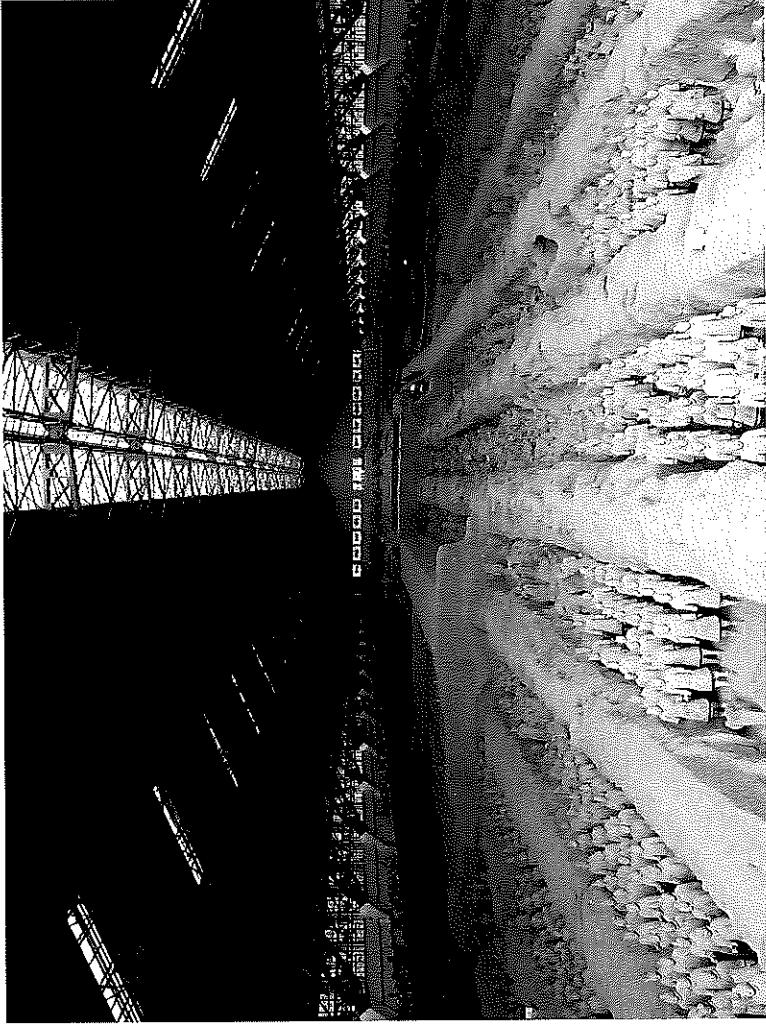
China Trip Update



Beijing

- Temple of Heaven
- Summer Palace
- Tea Ceremony
- Tai Chi Demonstration
- Great Wall
- Forbidden City
- Tiananmen Square
- Middle School
- Kung Fu Show

China Trip Update



Xi'an

- Bike Riding on City Wall
- Muslim Street
- Terracotta Warriors
- Calligraphy Demo

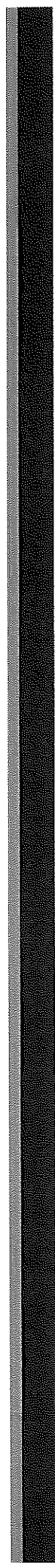
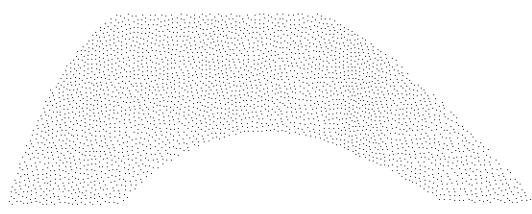
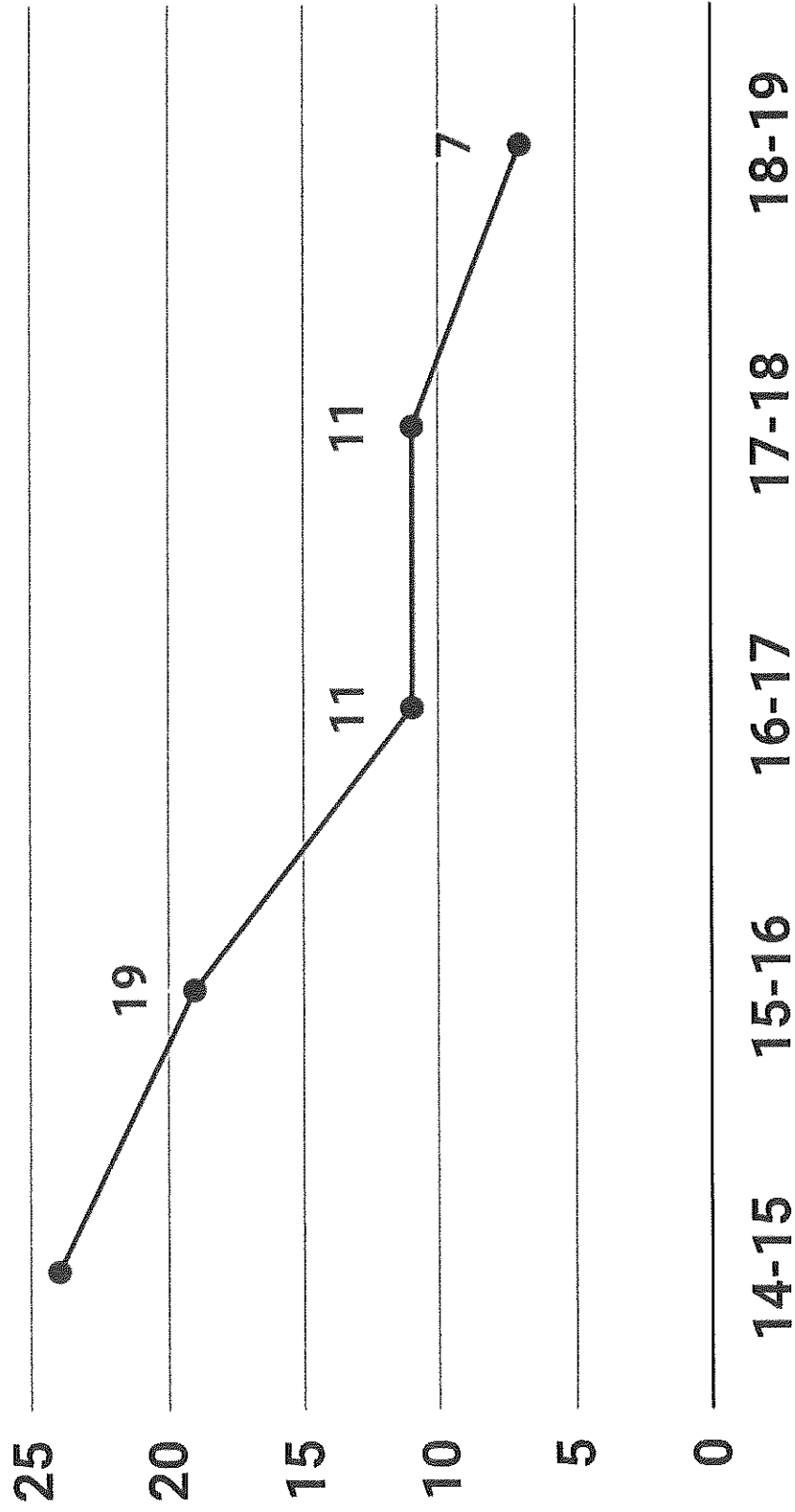
China Trip Update



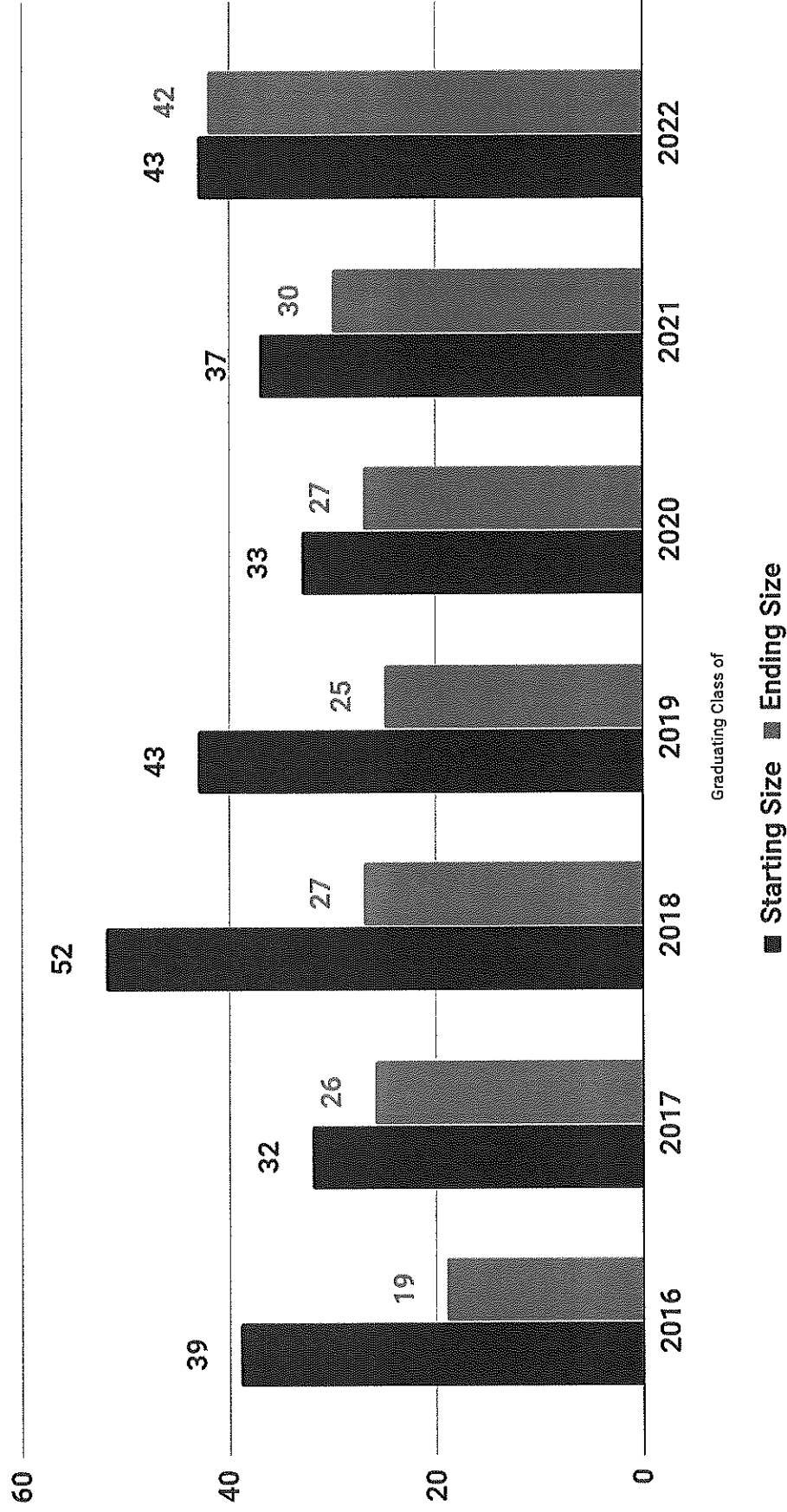
Shanghai

- The Bund
- Street Bazaars
- Observation Tower
- Silk Making
- Buddhist Temple
- River Boat Cruise

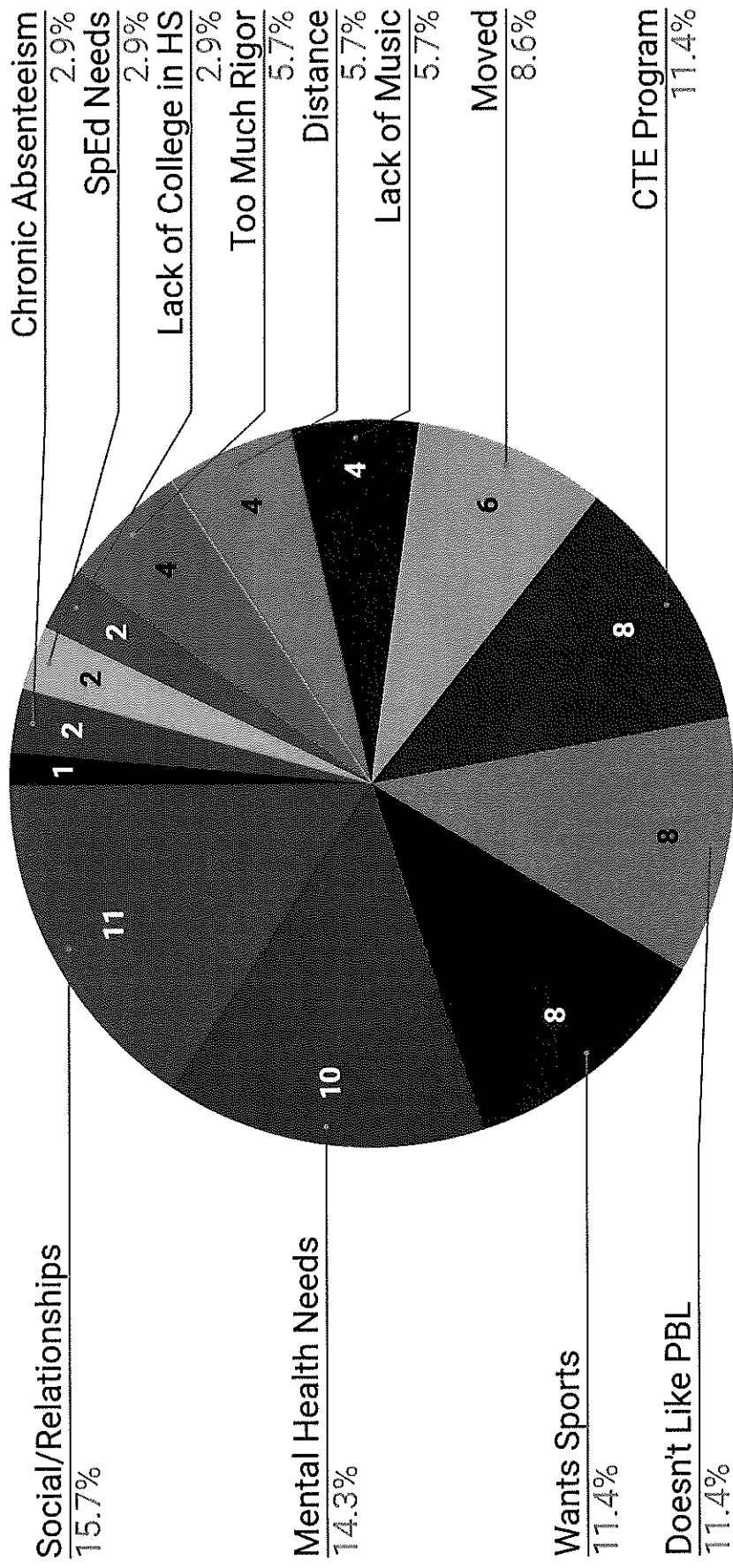
Attrition By Year



Starting Size and Ending Size of Each Graduating Class



Reasons students have left TVHS 2014-15 School Year Until Present



The School Counseling Program shares the Vision of Tech Valley High School.

Its Mission is to support our unique school environment, which is a blend of our component communities and, therefore, includes many challenges. In order to be a successful student at Tech Valley High School, students social and emotional wellness, community and cultural awareness, academic achievement, and college/career readiness must be prioritized.

Goal 1

To better support the mental health and wellness of all students.

Goal 2

To develop a better sense of community and help students gain cultural awareness.

Goal 3

To better support the academic achievement of all students.

Goal 4

Improve college and career planning for all students including college in the high school.

Goal 1
To better support the
mental health and
wellness of all
students.

Students will
recognize the
signs of mental
health needs and
how to seek help

Students will be
able to return to
class able to learn

Students
immediate need
will be addressed
to enable them to
return to class
able to learn

Students
immediate need
will be addressed
to enable them to
return to class
able to learn

Students ongoing
need will be
addressed to
enable them to
return to class
able to learn

Goal 2
To develop a better
sense of
community and
help students gain
cultural awareness.

Students will
demonstrate
understanding of
the program
expectations

Students will
increase
awareness and
acceptance of
different gender
and sexual
identities

Students will
express being
comfortable
working in groups
with cohort
members

Students will
increase
awareness and
acceptance of
different racial and
cultural
backgrounds
within the school

Goal 3

To better support the academic achievement of all students.

Students will learn to recognize their strengths and resiliencies related to school achievement

Students with disabilities will receive the services needed to be successful

Students who are at-risk academically will be identified

Parents will understand their student's needs

Students will be able to identify what is needed to improve academic achievement

Goal 4
Improve college and
career planning for
all students
including college in
the high school.

Students will increase their understanding and utilization of our college in the high school program

Students will increase their understanding of the college exploration and admission process

Students will be able to identify careers related to their interests

Students will be able to navigate the Naviance system with some assistance.

Students will be able to identify careers related to their interests

Students will learn how to improve their SAT scores

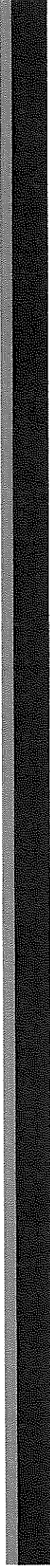
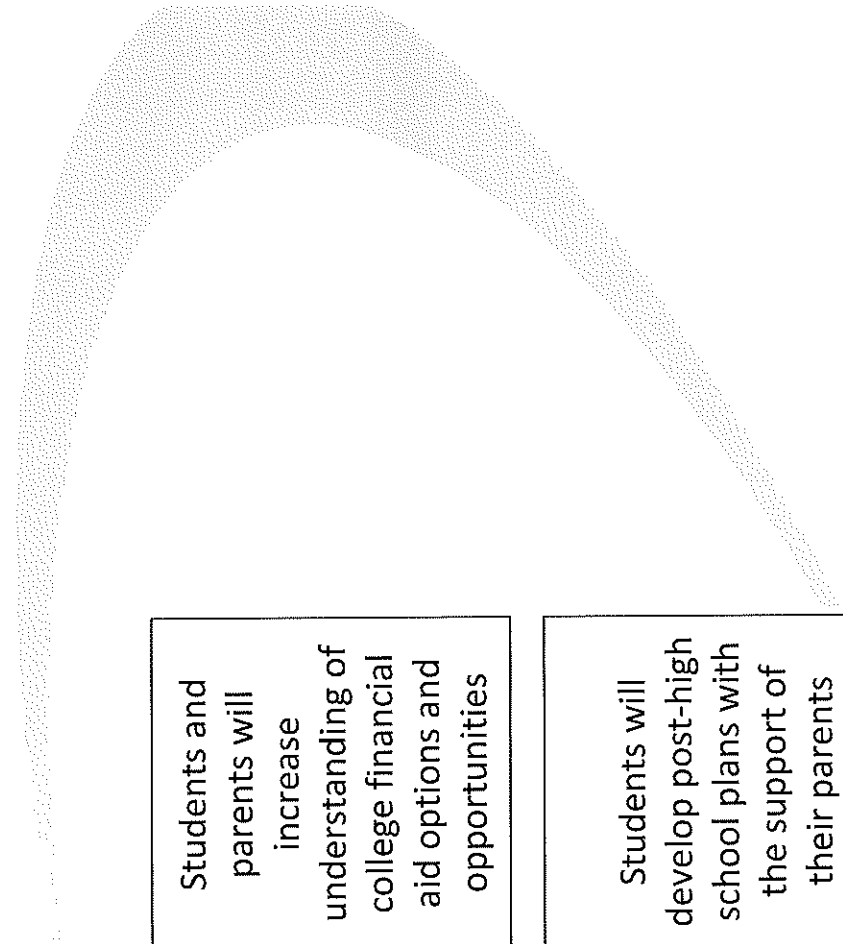
Goal 4
Improve college and
career planning for
all students
including college in
the high school.

Students and
parents will
increase
understanding of
college financial
aid options and
opportunities

Students will
become more
familiar with local
colleges

Students will
develop post-high
school plans with
the support of
their parents

Students and
parents will
increase
understanding of
the college
exploration and
application
process



Upcoming Dates

Graduation

6/27 at 6 PM

Zen Building Atrium



ADDITIONAL INFORMATION

MAY 23, 2019

- 1. Proposed 2019-20 TVHS Board Meeting Dates**
- 2. 2018-19 TVHS Board Member Directory**

2019-20 Tech Valley High School

Board Meetings, Agenda Item Submission Deadlines & Packet Reviews

Held the fourth Thursday of September, November, January, March, May and July at Tech Valley High School at 6:15 pm. unless otherwise noted

BOARD MEETING DATE	AGENDA ITEM SUBMISSION DEADLINE	REVIEW MTG.	Packet Review Completed	Mailing Date
Thursday - September 26, 2019 Reorganization & Regular Mtg.	Monday, September 16, 2019	9/18/19	9/19/19	9/20/19
Thursday - November 21, 2019 (due to Thanksgiving)	<i>Friday, November 8, 2019</i> (due to Veterans Day)	11/13/19	11/14/19	11/15/19
Thursday - January 23, 2020	Monday, January 13, 2020	1/15/20	1/16/20	1/17/20
Thursday - March 26, 2020	Monday, March 16, 2020	3/18/20	3/19/20	3/20/20
Thursday - May 28, 2020	Monday, May 18, 2020	5/20/20	5/21/20	5/22/20
Thursday - July 23, 2020	Monday, July 13, 2020	7/15/20	7/16/20	7/17/20

Please note that these deadlines are firm.

Proposed – 05/13/2019

2018-19 TECH VALLEY HIGH SCHOOL Board Members

Member Name	Position	BOCES	Mailing Address / Phone #'s	E-mail Address
Bergeron, Dr. John	Member	Capital Region BOCES	1058 Ardsley Road, Schenectady, NY 12308 (518) 346-1895 (HOME-Retired)	ruthbergeron@sprynet.com
Brooks, Edmund	President	Questar III	111 Knollwood Drive, Valatie, NY 12184 (518) 784-5025 (HOME-Retired) (518) 423-5525 (CELL)	Edmund.Brooks@questar.org
Clum, Lynn	Member	Questar III	1016 County Rte 6, Germantown, NY 12526 (518) 537-4558 (HOME) (518) 537-6255 (WORK) (518) 567-5731 (CELL)	Lynn.Clum@questar.org
delPrado, Nancy	Member	Capital Region BOCES	55 Merritt Drive, Schenectady, NY 12306 (518) 402-7787 (WORK) (518) 788-4897 (CELL)	Ndelprado642@gmail.com
Garland, Joseph	Member	Questar III	399 Bronk Lake Road, Coxsackie, NY 12051 (518) 731-8689 (HOME) (518) 273-9800 (WORK) (518) 365-3048 (CELL)	Joseph.Garland@questar.org
Hill, John	Member	Questar III	P.O. Box 106 Valley Falls, NY 12185 (518) 753-4779 (HOME) (518) 376-2291 (CELL)	John.Hill@questar.org
Kutzscher, Kevin	Member	Capital Region BOCES	4956 State Route 30, Schoharie, NY 12157 (518) 295-8155 (WORK) (518) 231-1450 (CELL)	driverk69@yahoo.com
Lenhardt, Lynne	Member	Capital Region BOCES	13 Magdalen Road, Delmar, NY 12054 (518) 439-7704 (HOME) (518) 937-3569 (CELL)	lynne12054@gmail.com
Noonan, Marilyn	Member	Questar III	223 Bethel Ridge Road, Catskill, NY 12414 (518) 943-5716 (HOME)	omrlynn@aol.com Marilyn.Noonan@questar.org
Phelan, John	Vice President	Capital Region BOCES	142 Benjamin Street, Schenectady, NY 12303 (518) 356-2764 (HOME) (518) 257-0444 (CELL)	countyalb@aol.com
Wukits, Gretchen	Clerk of the Board	Capital Region BOCES	106 Bruce Street, Scotia, NY 12302 (518) 377-3831 (HOME-Retired)	Gretchen.Wukits@netic.org

Updated 05/17/19 – gew