

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

January 23, 2020      6:15 p.m.      Tech Valley High School  
SUNY Polytechnic Institute  
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 and Waive 72 Hour Notice
3. Minutes
4. Recognition of Visitors
5. Privilege of the Floor
6. Review of the External Audit Report for TVHS
7. Personnel Considerations
  - a. Amended Action (leave of absence)
    1. Varada Vaughan
8. Business Items
  - a. Board Policies – Second Reading
  - b. Internal Claims Auditor Report
  - c. Treasurer’s Report
  - d. Acceptance of Donations
9. Principal’s Report
10. District Superintendents’ Report
11. Board Discussions
12. Summary Actions
13. Adjournment

1. **Pledge of Allegiance**

2. **Approval of the Agenda**

RESOLVED: that the Tech Valley High School Operating Board approves the agenda as presented and add any items introduced by unanimous vote.

3. **Minutes**

RESOLVED: that the Tech Valley High School Operating Board approves Minutes from the November 21, 2019 Reorganization Meeting and the November 21, 2019 Board Meeting. (copies 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, 2019.

7. **Personnel Considerations**

a. Amended Action (leave of absence)

1. Varada Vaughan

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the request of Varada Vaughan, Mathematics Teacher, for a family medical leave of absence from October 20, 2019 through February 7, 2020 and an unpaid leave of absence from February 8, 2020 through June 30, 2020, be approved. (copy attached)

8. **Business Items**

a. Board Policies-Second Reading

Recommend that the Tech Valley High School Operating Board conducts a second reading and ratifies the following policies:

Policy No. 5025	Suspected Child Abuse and Maltreatment (5025R)
Policy No. 9020	Conditional or Emergency Conditional Appointed Employees and School Safety

(copies attached)

b. Internal Claims Auditor Report

RESOLVED: that the Tech Valley High School Operating Board accepts the Internal Claims Auditor Report for November 6, 2019 through December 18, 2019. (copies attached)

c. Treasurer's Report

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

d. Acceptance of Donations

RESOLVED: that the Tech Valley High School Operating Board hereby accepts the following in accordance with Capital Region BOCES Policy #6770:

1. Three works of art, two Sam Francis aquatint etchings and one Steven Sorman collage, from Ms. Sharon Koplik of Bonita Springs, Florida.
2. One microwave oven from Ms. Kathy Buff of Altamont, New York.
3. Four tablets with wireless broadband service from the National Conference on Citizenship, Washington, DC.

9. Principal's Report

(copy attached)

10. District Superintendents' Report

11. Board Discussions

12. Summary Actions

13. Adjournment



**REORGANIZATION MEETING – November 21, 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 November 21, 2019 at the Tech Valley High School, SUNY Polytechnic Institute, College of Nanoscale Science and Engineering, 246 Tricentennial Drive, Albany, New York 12203. The meeting was called to order at 6:16 p.m. by Ms. Anita Murphy.

**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**

Frank Zwack

**STAFF**

James Niedermeier

**GUESTS**

Mike Buono  
Joseph Dragone  
Lauren Gemmill  
Danielle Hemmid  
Gail Phelan

Ms. Murphy 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 Mrs. Lenhardt and seconded by Mr. Brooks to nominate Mr. John Phelan.

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

Mr. Phelan was elected unanimously as President of the Board for the 2019-20 School Year.

It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt to nominate Mr. Edward Brooks to the office of Vice President.

**ELECTION OF  
VICE PRESIDENT**

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

Mr. Brooks was elected unanimously as Vice President of the Board for the 2019-20 School Year.

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

**OATHS OF OFFICE**

The meeting was turned over to President Phelan.

It was moved by Mr. Garland and seconded by Mr. Brooks to authorize the District Superintendents to approve attendance of Board Members at conferences during the 2019-20 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 Mr. Garland and seconded by Mr. Brooks 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 Mr. Garland and seconded by Mr. Brooks to appoint Gretchen E. Wukits as Clerk of the Board for the 2019-20 School Year. The motion passed unanimously.

**APPOINTMENT OF  
CLERK OF THE  
BOARD**

It was moved by Mr. Garland and seconded by Mr. Brooks to appoint Kimberly A. Duran as Treasurer for the 2019-20 School Year. The motion passed unanimously.

**APPOINTMENT OF  
TREASURER**

It was moved by Mr. Garland and seconded by Mr. Brooks to designate Questar III BOCES to provide Internal Auditor services for the 2019-20 School Year. The motion passed unanimously.

**DESIGNATION OF  
INTERNAL  
AUDITOR  
SERVICES**

It was moved by Mr. Garland and seconded by Mr. Brooks to designate Capital Region BOCES to provide Purchasing Agent services for the 2019-20 School Year. The motion passed unanimously.

**DESIGNATION OF  
PURCHASING  
AGENT SERVICES**

It was moved by Mr. Garland and seconded by Mr. Brooks to designate Capital Region BOCES to provide Claims Auditor services for the 2019-20 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 Mr. Garland and seconded by Mr. Brooks to designate Key Bank as the official depository for the Tech Valley High School.

**DESIGNATION OF DEPOSITORY**

It was moved by Mr. Garland and seconded by Mr. Brooks to designate the official newspapers of Capital Region BOCES and Questar III as the official newspapers for the 2019-20 School Year. The motion passed unanimously.

**NEWSPAPER DESIGNATION**

It was moved by Mrs. Lenhardt and seconded by Ms. Clum to adjourn the meeting at 6:19 p.m. The motion passed unanimously.

**ADJOURNMENT**

January 6, 2020

Date

Gretchen E. Wukits

Gretchen E. Wukits  
Clerk of the Board



**REGULAR MEETING – November 21, 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 November 21, 2019 at the Tech Valley High School, SUNY Polytechnic Institute, College of Nanoscale Science and Engineering, 246 Tricentennial Drive, Albany, New York 12203. The meeting was called to order at 6:19 p.m. by President Phelan.

**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**

Frank Zwack

**STAFF**

James Niedermeier

**GUESTS**

Mike Buono  
Joseph Dragone  
Lauren Gemmill  
Danielle Hemmid  
Gail Phelan

It was moved by Mr. Kutzscher and seconded by Ms. Clum to accept the agenda and to waive the 72-hour notice to add items to the agenda by unanimous resolution. The motion passed unanimously. **AGENDA**

It was moved by Mr. Garland and seconded by Mrs. delPrado to accept the July 25, 2019 Board Meeting Minutes and the September 26, 2019 Reorganization Meeting Minutes. The motion passed unanimously. **MINUTES**

Mr. Hill shared the letter of resignation from the TVHS Operating Board from Mrs. Marilyn Noonan and announced the appointment of Mr. Frank Zwack to complete her term. **PRIVILEGE OF THE FLOOR**

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

**PERSONNEL  
CONSIDERATIONS**

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the amended action of change in status from regular substitute to probationary be approved and the following Teacher for the Tech Valley High School be appointed to a four year probationary term, commencing on July 1, 2019, 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:

(Amended Action  
[Change in Status])

Name: Brian Rozmierski  
 Position: Teacher, Technology Education (1.0 FTE)  
 Effective: July 1, 2019  
 Certification: Computer Technology 7-12 (Transitional A)  
 Type of Appointment: Probationary  
 Tenure Area: Technical Subjects - Computer Technology  
 Probationary Period: Four years (retroactive to date of original appointment July 1, 2019)  
 Annual Salary: \$50,000  
 Benefits: As set forth in the TVHS Teacher Association agreement

The motion passed unanimously.

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

(Appointments)

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

<u>Name</u>	<u>Dates</u>	<u>Position</u>	<u>Rate</u>
Baki Boyzel	September 4, 2019-June 30, 2020	Clerk	\$20.83/hour
Jenny Mazzei	September 16, 2019-June 30, 2020	Clerk	\$18.54/hour
Erin Milsom	September 4, 2019-June 30, 2020	Teacher	\$100/day

The motion passed unanimously.

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

(Change of Status)



RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the change of part-time appointment of Jean Kerr, Special Education Teacher, from .60 FTE to .70 FTE, effective October 21, 2019 through June 30, 2020, be approved.

The motion passed unanimously.

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the request of Varada Vaughan, Mathematics Teacher, for a family medical leave of absence from October 20, 2019 through June 30, 2020, be approved. (Leave of Absence)

The motion passed unanimously.

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

**BOARD  
POLICIES –  
FIRST  
READING**

<u>Policy Title</u>	<u>Number</u>
Code of Conduct for Students, School District Employees and Visitors to Tech Valley High School	5000
Suspected Child Abuse and Maltreatment (5025R)	5025
Field Trips	5100
Student Records (5500R, 5500N and 5500L)	5500
Student Privacy	5550
Mentor Policy	9000
Conditional or Emergency Conditional Appointed Employees and School Safety	9020
Probationary Appointments	9050
Protocols for Internships and Student Teaching Assignments	9100
Family and Medical Leave Act	9200
Drug-Free Workplace	9320
Staff Evaluation	9420
Defense and Indemnification of Officers and Employees	9700
Employees Previously Retired Under a Public Retirement System	9800
Tenure Policy	9900
Obtaining Permanent Status – Civil Service Employees	9950

Board members raised concerns about the language in Policy No. 5025 and Policy No. 9020. It was agreed that, after consultation with the school attorneys, the policies would be brought back for a second reading at the next Board meeting.

It was moved by Mr. Kutzscher and seconded by Mr. Garland to approve the first reading and to adopt the following policies:

<u>Policy Title</u>	<u>Number</u>
Suspected Child Abuse and Maltreatment (5025R)	5025
Conditional or Emergency Conditional Appointed Employees and School Safety	9020

The motion passed unanimously.

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

<u>Policy Title</u>	<u>Number</u>
Code of Conduct for Students, School District Employees and Visitors to Tech Valley High School	5000
Field Trips	5100
Student Records (5500R, 5500N and 5500L)	5500
Student Privacy	5550
Mentor Policy	9000
Probationary Appointments	9050
Protocols for Internships and Student Teaching Assignments	9100
Family and Medical Leave Act	9200
Drug-Free Workplace	9320
Staff Evaluation	9420
Defense and Indemnification of Officers and Employees	9700
Employees Previously Retired Under a Public Retirement System	9800
Tenure Policy	9900
Obtaining Permanent Status – Civil Service Employees	9950

The motion passed unanimously.

It was moved by Mr. Brooks and seconded by Ms. Clum to approve the following:

**INTERNAL  
CLAIMS  
AUDITOR  
REPORT**

RESOLVED: that the Tech Valley High School Operating Board accepts the Internal Claims Auditor Report for July 3, 2019 through August 29, 2019 and September 4, 2019 through October 31, 2019. The motion passed unanimously.

It was moved by Mr. Brooks and seconded by Ms. Clum 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, 2019, August 31, 2019, September 30, 2019 and October 31, 2019. The motion passed unanimously.

Dr. James Niedermeier, Principal and Chief Academic Officer, TVHS, presented his report and provided an overview of project-based learning.

**PRINCIPAL'S  
REPORT**

Dr. Gladys Cruz, District Superintendent, Questar III BOCES, indicated that an architect's report on the future capacity of the TVHS building would be forthcoming as well as a financial analysis. In response to questions from Board members, Ms. Anita Murphy, District Superintendent, Capital Region BOCES, recommended a study be conducted on the feasibility of paperless transmission of copies of the Board agenda, minutes and supplemental documents.

**DISTRICT  
SUPERINTENDENTS'  
REPORT**

Board members discussed possible opportunities to meet more frequently.

**BOARD  
DISCUSSIONS**

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

**SUMMARY  
ACTIONS**

- Policy No. 5025
- Policy No. 9020
- Architect Report
- Financial Study

It was moved by Mrs. Lenhardt and seconded by Mr. Brooks to adjourn the meeting at 7:12 p.m. The motion passed unanimously.

**ADJOURNMENT**

December 30, 2019

Date

Gretchen E. Wukits

Gretchen E. Wukits  
Clerk of the Board

CUSACK & COMPANY  
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

December 5, 2019

To the Board of Trustees  
Tech Valley Regional Technology Institute

We have audited the financial statements of Tech Valley Regional Technology Institute (the "Institute") for the year ended June 30, 2019. 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 July 1, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

*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 2019. 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 December 5, 2019.

### *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 applied certain limited procedures to Management's Discussion and Analysis, Schedule of General Fund Revenue and Expenditures – Budget and Actual, Schedule of Funding Progress – Other Postemployment Benefit Plans, and Schedule of Proportionate Share of Net Pension Asset/Liability, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

*Other Matters*

We applied certain limited procedures to Management's Discussion and Analysis, Schedule of General Fund Revenue and Expenditures – Budget and Actual, Schedule of Funding Progress – Other Postemployment Benefit Plans, and Schedule of Proportionate Share of Net Pension Asset/Liability, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We did have the following comments:

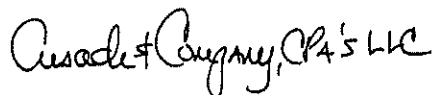
Contributed Services and Rent

Contributed services and rent amounted to \$924,738 or 39% of operating expenses for the year ended June 30, 2019. 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 Board of Trustees 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,



Cusack & Company, CPA's LLC

Tech Valley High School						
Booked Journal Entries						
6/30/2019						
Account	Account Number	Fund	DEBIT	CREDIT	NET IMPACT	
Cash - First Niagara	A203	General		41,439.57		
Due from F Fund	A391	General	73,494.57			
Due to State Teachers Retire	A632	General		18,151.00		
Due to Employees' Retirement	A637	General	3,002.00			
Employees' Retirement	A455-5870-802-00-00	General		3,002.00		
Other Miscellaneous Expense	A455-5870-409-00-00	General	896.00			
Assigned Unappropri. Fund Balance	A915-00	General		14,800.00		
(Adjust DTF, TRS Accrual & Net Assets)			77,392.57	77,392.57	2,106.00	
Cash - First Niagara	F203	Special Aid		41,439.57		
Due To A Fund	F630-01	Special Aid		73,494.57		
Due to Teachers Retirement	F632	Special Aid	32,055.00			
(Adjust DTF and TRS Accrual)			73,494.57	73,494.57	-	

*TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE*

*FINANCIAL REPORT*

*JUNE 30, 2019*



**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**

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JUNE 30, 2019

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**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**

MANAGEMENT'S DISCUSSION

AND ANALYSIS (UNAUDITED)

JUNE 30, 2019

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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, 2019. 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>2019</u>	<u>2018</u>
Salaries and Wages	\$ 1,423,650	\$ 1,360,293
Salaries and Wages as a % of Total Expenditures	59.45%	60.95%
Fringe Benefits Other than Health Insurance	\$ 278,991	\$ 258,112
Fringe Benefits as a % of Total Expenditures	11.65%	11.57%
Health Insurance	\$ 278,223	\$ 266,368
Health Insurance as a % of Total Expenditures	11.62%	11.93%
Total Expenditures	\$ 2,394,701	\$ 2,231,707

- The Institute had 130 students from seven counties and three BOCES enrolled during the 2018-2019 school year.
- The Institute had 118 students from eight counties and four BOCES enrolled during the 2017-2018 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, 2019

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- 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 fund 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.

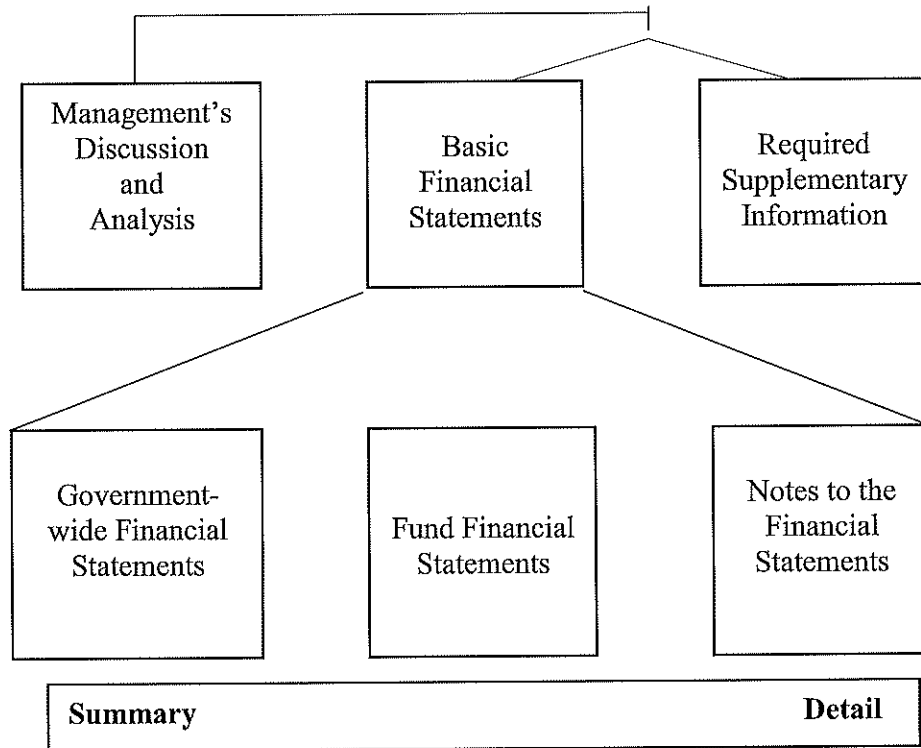
The financial statements also include notes that provide additional information about the financial statements and the balances reported. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the 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, 2019*

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**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, 2019**

**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"> <li>• Statement of Net Position</li> <li>• Statement of Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Statement of Revenue, Expenditures and Changes in Fund Balances</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of Fiduciary Net Position</li> <li>• Statement of Changes in Fiduciary Net Position</li> </ul>
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 the 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, 2019

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## 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 it 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 measurement 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 full 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, 2019

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**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, 2019*

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**FINANCIAL ANALYSIS OF THE INSTITUTE AS A WHOLE**

The Institute's net position computed in accordance with GASB Statement No. 34 increased \$199,638, primarily as a result of a decrease in pension costs and the capitalization of fixed assets.

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

---

	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2018</b>
Current Assets	\$ 1,321,956	\$ 1,097,255
Capital Assets, Net of Depreciation	486,176	426,256
Proportionate Share of Net Pension Assets	136,078	38,707
Deferred Outflows - Pension	<u>734,277</u>	<u>775,202</u>
Total Assets and Deferred Outflows	<u>\$ 2,678,487</u>	<u>\$ 2,337,420</u>
Current Liabilities	\$ 298,078	\$ 153,995
Noncurrent Liabilities	<u>123,270</u>	<u>1,462,558</u>
Total Liabilities	<u>421,348</u>	<u>1,616,553</u>
Deferred Inflows - Pension	265,233	290,124
Deferred Inflows - OPEB	<u>1,361,525</u>	<u>-</u>
Total Deferred Inflows of Resources	<u>1,626,758</u>	<u>290,124</u>
Total Liabilities and Deferred Inflows	<u>2,048,106</u>	<u>1,906,677</u>
Net Position		
Investment in Capital Assets, Net of Related Debt	486,176	426,256
Assigned for Capital Projects	130,642	146,042
Assigned for Future Year Budget (Deficit)	<u>13,563</u>	<u>(141,555)</u>
Total Net Position	<u>\$ 630,381</u>	<u>\$ 430,743</u>

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**CHANGES IN NET POSITION**

The Institute's total fiscal year 2019 and 2018 revenue (for general and special aid funds) totaled approximately \$3.4 million for fiscal year 2019 as compared to approximately \$3.3 million for fiscal year 2018.

The total cost of all programs and services (for general and special aid funds) totaled approximately \$3.3 million for fiscal year 2019 as compared to approximately \$3.4 million for fiscal year 2018.



**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**

MANAGEMENT'S DISCUSSION  
AND ANALYSIS (UNAUDITED) (CONTINUED)  
JUNE 30, 2019

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

	<b>Fiscal Year 2019</b>	<b>Fiscal Year 2018</b>
<b>Revenue (General and Special Aid Funds)</b>		
Program Revenue		
Charges for Services - Operations	\$1,968,165	\$1,879,821
Operating Grants	460,666	460,666
Miscellaneous Revenue	61,888	38,352
Contributed Services and Rent	<u>924,738</u>	<u>950,181</u>
Total Revenue	<u>3,415,457</u>	<u>3,329,020</u>
<b>Expenditures (General and Special Aid Funds)</b>		
Salaries	1,534,689	1,458,942
Equipment	139,008	56,469
Contractual Expenses	1,074,816	1,079,240
Employee Benefits	<u>551,616</u>	<u>846,858</u>
Total Expenditures	<u>3,300,129</u>	<u>3,441,509</u>
<b>Increase (Decrease) in Net Position</b>	<u>\$ 115,328</u>	<u>\$ (112,489)</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**

*MANAGEMENT'S DISCUSSION  
AND ANALYSIS (UNAUDITED) (CONTINUED)  
JUNE 30, 2019*

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**GOVERNMENTAL ACTIVITIES**

The Institute's Governmental Funds fund balance increased from \$943,260 in 2018 to \$1,023,878 in 2019.

The Institute's Governmental Funds revenue was approximately \$3.4 million in 2019 and \$3.3 million in 2018.

The Institute's Governmental Funds expenditures decreased from approximately \$3.4 million in 2018 to approximately \$3.3 million in 2019 primarily as a result of a decrease in employee benefits.

**CAPITAL ASSETS ADMINISTRATION**

The following table reflects the total cumulative cost of various technology and equipment expenditures through the end of fiscal year 2019 and 2018:

**Table A-8: Capital Assets**

---

<u>Category</u>	<u>Fiscal Year-End 2019</u>	<u>Fiscal Year-End 2018</u>
Equipment	\$ 985,457	\$ 605,267
Accumulated Depreciation	<u>(499,281)</u>	<u>(179,011)</u>
Total	<u>\$ 486,176</u>	<u>\$ 426,256</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, 2019*

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**FACTORS BEARING ON THE INSTITUTE'S FUTURE (CONTINUED)**

- Special Education teachers were hired directly by Tech Valley Regional Technology Institute beginning in fiscal year 2018-2019. 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  
LATHAM, NEW YORK 12110  
(518) 786-3550  
FAX (518) 786-1538  
E-MAIL ADDRESS: CPAS@CUSACKCPAS.COM  
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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**

To the Operating Board of Trustees  
Tech Valley Regional Technology Institute  
Albany, New York

We have audited the accompanying financial statements of the governmental activities and fund financial statements of Tech Valley Regional Technology Institute (the "Institute"), as of and for the year ended June 30, 2019, 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 and each governmental fund of Tech Valley Regional Technology Institute, as of June 30, 2019, 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.

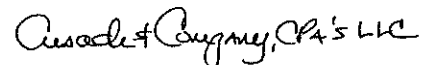
**Other Matters**

*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 37-39 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, and 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.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 5, 2019, 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  
December 5, 2019

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
*STATEMENT OF NET POSITION*  
 JUNE 30, 2019

---

**Assets and Deferred Outflows of Resources**

<b>Current Assets:</b>	
Cash	\$ 1,089,378
State and Federal Aid Receivable	<u>232,578</u>
Total Current Assets	<u>1,321,956</u>
<b>Noncurrent Assets:</b>	
Capital Assets - Net	486,176
Proportionate Share of Net Pension Asset	<u>136,078</u>
Total Noncurrent Assets	<u>622,254</u>
Total Assets	1,944,210
<b>Deferred Outflows of Resources - Pension</b>	<u>734,277</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 2,678,487</u>

**Liabilities and Deferred Inflows of Resources**

<b>Current Liabilities:</b>	
Accounts Payable and Accrued Expenses	\$ 26,957
Due to Other Governments	115,166
Due to Retirement Systems	<u>155,955</u>
Total Current Liabilities	<u>298,078</u>
<b>Noncurrent Liabilities:</b>	
Accrued Other Postemployment Benefits	92,412
Proportionate Share of Net Pension Liability	<u>30,858</u>
Total Long-Term Liabilities	<u>123,270</u>
Total Liabilities	<u>421,348</u>
Deferred Inflows of Resources - Pension	265,233
Deferred Inflows of Resources - OPEB	<u>1,361,525</u>
Total Deferred Inflows of Resources	<u>1,626,758</u>

**Net Position**

Invested in Capital Assets	486,176
Assigned for Capital Projects	130,642
Assigned for Future Budget	<u>13,563</u>
Total Net Position	<u>630,381</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 2,678,487</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2019**

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<u>Functions</u>	<b>Program Revenue</b>			<b>Net Revenue and Change in Net Position</b>
	<u>Expenditures</u>	<u>Charges for Services</u>	<u>Operating Grants</u>	
Salaries	\$ 1,534,689	\$ 1,262,724	\$ 321,250	\$ 49,285
Equipment	139,008	144,654	-	5,646
Contractual	1,074,816	1,100,477	17,292	42,953
Employee Benefits	551,616	446,936	122,124	17,444
Total Functions and Programs	<u>\$ 3,300,129</u>	<u>\$ 2,954,791</u>	<u>\$ 460,666</u>	<u>115,328</u>
Change in Net Position				115,328
Net Position, Beginning of Year, as Restated				<u>515,053</u>
Net Position, End of Year				<u>\$ 630,381</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**

BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2019

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
<b>Assets</b>				
Cash	\$ 958,736	\$ -	\$ 130,642	\$ 1,089,378
State and Federal Aid Receivable	5,700	226,878	-	232,578
Due From Other Funds	73,495	-	-	73,495
Total Assets	<u>\$ 1,037,931</u>	<u>\$ 226,878</u>	<u>\$ 130,642</u>	<u>\$ 1,395,451</u>
<b>Liabilities</b>				
Accounts Payable and Accrued Expenses	\$ 26,957	\$ -	\$ -	\$ 26,957
Due to Other Funds	-	73,495	-	73,495
Due to Other Governments	-	115,166	-	115,166
Due to Retirement Systems	117,738	38,217	-	155,955
Total Liabilities	<u>144,695</u>	<u>226,878</u>	<u>-</u>	<u>371,573</u>
<b>Fund Balances</b>				
Assigned - Capital Projects	-	-	130,642	130,642
Assigned for Future Year Budget	893,236	-	-	893,236
Total Fund Balances	<u>893,236</u>	<u>-</u>	<u>130,642</u>	<u>1,023,878</u>
Total Liabilities and Fund Balances	<u>\$ 1,037,931</u>	<u>\$ 226,878</u>	<u>\$ 130,642</u>	<u>\$ 1,395,451</u>
Reconciliation of Total Government Fund Balances to Net Position of Governmental Activities:				
Total Fund Balances for Governmental Funds				\$ 1,023,878
Capital Assets				486,176
Pension Adjustment - Net				574,264
Deferred Inflows - OPEB				(1,361,525)
Other Postemployment Benefits				<u>(92,412)</u>
Net Position of Governmental Activities				<u>\$ 630,381</u>



**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
**STATEMENT OF REVENUE, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
<b>Revenue</b>				
Charges for Services	\$ 1,968,165	\$ -	\$ -	\$ 1,968,165
Miscellaneous	61,888	-	-	61,888
Federal Aid	-	460,666	-	460,666
Contributed Services and Rent	<u>924,738</u>	<u>-</u>	<u>-</u>	<u>924,738</u>
Total Revenue	<u>2,954,791</u>	<u>460,666</u>	<u>-</u>	<u>3,415,457</u>
<b>Other Sources</b>				
Interfund Transfers	<u>17,292</u>	<u>-</u>	<u>-</u>	<u>17,292</u>
Total Revenue and Other Sources	<u>2,972,083</u>	<u>460,666</u>	<u>-</u>	<u>3,432,749</u>
<b>Expenditures</b>				
Salaries	1,213,439	321,250	-	1,534,689
Equipment	76,079	-	-	76,079
Contractual	1,097,955	-	15,400	1,113,355
Employee Benefits	<u>488,592</u>	<u>122,124</u>	<u>-</u>	<u>610,716</u>
Total Expenditures	<u>2,876,065</u>	<u>443,374</u>	<u>15,400</u>	<u>3,334,839</u>
<b>Other Uses</b>				
Interfund Transfers	<u>-</u>	<u>17,292</u>	<u>-</u>	<u>17,292</u>
Total Expenditures and Other Uses	<u>2,876,065</u>	<u>460,666</u>	<u>15,400</u>	<u>3,352,131</u>
Excess (Deficiency) of Revenue over Expenditures	96,018	-	(15,400)	80,618
Fund Balances, Beginning of Year	<u>797,218</u>	<u>-</u>	<u>146,042</u>	<u>943,260</u>
Fund Balances, End of Year	<u>\$ 893,236</u>	<u>\$ -</u>	<u>\$ 130,642</u>	<u>\$ 1,023,878</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				\$ 80,618
Capital Assets Acquired				94,006
Depreciation				(118,396)
Other Postemployment Benefits				8,621
Pension Adjustments - Net				<u>50,479</u>
Change in Net Position of Governmental Activities				<u>\$ 115,328</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
*STATEMENT OF FIDUCIARY NET POSITION AND CHANGES IN FIDUCIARY NET POSITION*  
JUNE 30, 2019

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**Statement of Fiduciary Net Position**

	<b>Private-purpose Trusts</b>
Cash, Investments and Total Assets	\$ 241,927
Total Net Position	\$ 241,927

**Statement of Changes in Fiduciary Net Position**

Contributions	\$ 33,817
Investment Income	92
Total Income	33,909
Other Expenses	60,059
Total Expenses	60,059
Increase in Net Position	(26,150)
Net Position, Beginning of Year	268,077
Net Position, End of Year	\$ 241,927

# **TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**

## *NOTES TO FINANCIAL STATEMENTS*

*JUNE 30, 2019*

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### **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 regions of 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 2018-2019 school year, the School had an annualized full-time enrollment of approximately 130 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 in the reporting entity:

#### Tech Valley School Foundation, Inc.

Tech Valley School Foundation, Inc. (the “Foundation”) 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 resources 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.

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
*NOTES TO FINANCIAL STATEMENTS (CONTINUED)*  
JUNE 30, 2019

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**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 revenues are 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 includes 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, 2019.

**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, 2019.

**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, 2019.

**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 \$130,642 in assigned fund balance for capital projects at June 30, 2019.

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
*NOTES TO FINANCIAL STATEMENTS (CONTINUED)*  
JUNE 30, 2019

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**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 an unassigned fund balance of \$13,563 at June 30, 2019.

The Board of Trustees 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 Board of Trustees 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, 2019

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**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 December 5, 2019, the date the financial statements were available to be issued. No such events or transactions were identified.

**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, 2019 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, 2019, the institute's total cash in the pooled bank account was \$1,092,601 and had the following book balances by fund:

<u>Fund</u>	<u>Cash</u>
General Fund	\$ 958,736
Capital Projects Fund	130,642
	<u>\$ 1,089,378</u>



**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

**4. INTERFUND TRANSACTIONS - GOVERNMENTAL FUNDS**

Interfund receivable and payable balances as well as interfund revenues and expenditures for the year ended June 30, 2019 are as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>	<u>Interfund Revenues</u>	<u>Interfund Expenditures</u>
General Fund	\$ 73,495	\$ -	\$ 17,292	\$ -
Special Aid Fund	-	73,495	-	17,292
Total	<u>\$ 73,495</u>	<u>\$ 73,495</u>	<u>\$ 17,292</u>	<u>\$ 17,292</u>

**5. CAPITAL ASSETS AND DEPRECIATION**

Capital asset activity for the year ended June 30, 2019 is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Prior Period Adjustment</u>	<u>Ending Balance</u>
Equipment	\$ 605,267	\$ 114,618	\$ (71,015)	\$ 336,587	\$ 985,457
Accumulated Depreciation	<u>(179,011)</u>	<u>(118,396)</u>	<u>50,403</u>	<u>(252,277)</u>	<u>(499,281)</u>
Net Capital Assets	<u>\$ 426,256</u>	<u>\$ (3,778)</u>	<u>\$ (20,612)</u>	<u>\$ 84,310</u>	<u>\$ 486,176</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](http://www.nystrs.org).

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
*NOTES TO FINANCIAL STATEMENTS (CONTINUED)*  
 JUNE 30, 2019

**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 governs 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](http://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:

	ERS		TRS	
	<u>Amounts</u>	<u>Rate</u>	<u>Amounts</u>	<u>Rate</u>
2019	\$ 17,026	15.8%	\$ 136,376	10.62%
2018	\$ 16,676	15.9%	\$ 120,127	9.8%
2017	\$ 18,235	15.9%	\$ 135,019	11.72%

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, 2019**

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**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, 2019, the Institute reported a net pension asset of \$136,078 (TRS) and a net pension liability of \$30,858 (ERS) for its proportionate share of the net pension asset. The net pension asset (TRS) was measured as of June 30, 2018, and the net pension liability (ERS) was measured as of March 31, 2019. 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 proportionate share of the net pension asset/(liability) was based on a projection of the Institute's 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 Institute.

	<u>TRS</u>	<u>ERS</u>
Measurement date	June 30, 2018	March 31, 2019
Institute's proportionate share of the net pension asset/(liability)	\$ 136,078	\$ (30,858)
Institute's portion of the Plan's total net pension asset/(liability)	.007525%	.0004355%

For the year ended June 30, 2019, the Institute recognized pension expense of \$92,015 for TRS and \$11,168 for ERS in the statement of activities.

At June 30, 2019, 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	\$ 101,690	\$ 6,077	\$ 107,767
Change in assumptions	475,681	7,757	483,438
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,768	36	1,804
Contributions made subsequent to the measurement date	137,047	4,221	141,268
	<u>\$ 716,186</u>	<u>\$ 18,091</u>	<u>\$ 734,277</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

**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, 2019, 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	\$ 18,420	\$ 2,071	\$ 20,491
Net difference between projected and actual earnings on pension plan investments	151,057	7,920	158,977
Changes in proportion and differences between employer contributions and proportionate share of contributions	69,114	16,651	85,765
	<u>\$ 238,591</u>	<u>\$ 26,642</u>	<u>\$ 265,233</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, 2020	\$ 263,872	
June 30, 2021	67,327	
June 30, 2022	(7,931)	
June 30, 2023	81,901	
June 30, 2024	52,936	
Thereafter	10,939	
	<u>\$ 469,044</u>	
		<u>TRS</u>
Covered Payroll	<u>\$ 1,284,143</u>	<u>ERS</u>
		<u>\$ 114,765</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

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**6. PENSION PLANS (CONTINUED)**

**TRS Actuarial Assumptions**

The total pension asset for the June 30, 2019 measurement date was determined by an actuarial valuation as of June 30, 2018, with update procedures used to roll forward the total pension liability to June 30, 2019. The actuarial valuation used the following actuarial assumptions:

Actuarial Cost Method	Entry age normal
Inflation rate	2.25%
Projected salary increases	Rates of increase differ based on service. They have been calculated based upon recent NYSTRS member experience.
	<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, 2019 was determined by using an actuarial valuation as of April 1, 2018, with update procedures used to roll forward the total pension liability to March 31, 2019. The actuarial valuation used the following actuarial assumptions.

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

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**6. PENSION PLANS (CONTINUED)**

**ERS Actuarial Assumptions (Continued)**

Significant actuarial assumptions used in the April 1, 2018 valuation were as follows:

Inflation rate	2.5%
Salary increase	4.2%
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, 2018 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	5.8%	4.55%
International equity	7.3%	6.35%
Global equities	6.7%	0%
Real estate	4.9%	5.55%
Private equities	8.9%	0%
Domestic fixed income securities	1.3%	0%
Global fixed income securities	.9%	0%
Private debt	6.8%	0%
Real estate debt	2.8%	1.31%
High-yield fixed income securities	3.5%	0%
Short-term	.3%	(.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%

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

**6. PENSION PLANS (CONTINUED)**

**Discount Rate**

The discount rate used to calculate the total pension asset or liability was 7.25% for TRS and 7.0% for 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 determined. 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 asset or liability.

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

The following presents the Institute'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 Institute'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% Decrease</u>	<u>Current Assumption</u>	<u>1% Increase</u>
<b><u>TRS</u></b>			
Employer's proportionate share of the net pension (asset) liability	\$ 934,876	\$ (136,078)	\$ (1,033,239)
<b><u>ERS</u></b>			
Employer's proportionate share of the net pension (asset) liability	<u>\$ 134,918</u>	<u>\$ 30,858</u>	<u>\$ (56,559)</u>

**Pension Plan Fiduciary Net Position**

The components of the net pension asset (TRS) and liability (ERS) of the employer as of June 30, 2018 and March 31, 2019, respectively, were as follows (in thousands):

	<u>TRS</u>	<u>ERS</u>
Employers' total pension liability	\$ (118,107,253)	\$ (189,803,429)
Plan fiduciary net position	119,915,517	182,718,124
Employers' net pension asset (liability)	<u>\$ 1,808,264</u>	<u>\$ (7,085,305)</u>
Ratio of plan fiduciary net position to the employers' total pension asset (liability)	<u>101.53%</u>	<u>96.27%</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
*NOTES TO FINANCIAL STATEMENTS (CONTINUED)*  
JUNE 30, 2019

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**6. PENSION PLANS (CONTINUED)**

**Payables to the Pension Plan**

For TRS, employer and employee contributions for the fiscal year ended June 30, 2019 are paid to the System in September, October and November 2019 through a state aid intercept. Accrued retirement contributions as of June 30, 2019 represent employee and employer contributions for the fiscal year ended June 30, 2019 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, 2019 amounted to \$151,659.

For ERS, employer contributions are paid annually based on the System's fiscal year, which ends on March 31<sup>st</sup>. Accrued retirement contributions as of June 30, 2019 represent the projected employer contribution for the period of April 1, 2019 through June 30, 2019 based on paid ERS covered wages multiplied by the employer's contribution rate, by tier. Accrued retirement contributions as of June 30, 2019 amounted to \$4,221 of employer contributions. Employee contributions are remitted monthly.

**7. OTHER POSTEMPLOYMENT BENEFITS**

**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 Institute. The plan is a single-employer defined benefit OPEB plan administered by the Institute. 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 GASB Statement 75.

*Benefits Provided* - The Institute provides healthcare and life insurance benefits for retirees and their dependents. 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, 2019, the following employees were covered by the benefit terms:

Active employees

2



**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

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**7. OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)**

**Total OPEB Liability**

The Institute's total OPEB liability of \$92,412 was measured as of June 30, 2019 and was determined by an actuarial valuation as of that date.

*Actuarial Assumptions and Other Inputs* - The total OPEB liability in the June 30, 2019 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	3.5 percent
Healthcare Cost Trend Rates	6.1 percent for 2018, decreasing 0.2 percent per year to an ultimate rate of 4.1 percent for 2019 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 Pub - 2010 Headcount - Weighted table projected generationally MP-2018.

Covered Payroll	<u>\$ 195,949</u>
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The actuarial assumptions used in the June 30, 2019 valuation were based on the results of an actuarial experience study for the period April 1, 2010 - March 31, 2015.

**Changes in the Total OPEB Liability**

Balance at June 30, 2018	<u>\$ 1,462,558</u>
<u>Changes for the Year -</u>	
Service cost	31,648
Interest on total OPEB liability	44,826
Effect of demographic gains or losses	(1,445,048)
Effect of assumptions changes of inputs	<u>(1,572)</u>
Net Changes	<u>(1,370,146)</u>
Balance at June 30, 2019	<u>\$ 92,412</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

**7. OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)**

**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 Institute, 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 or 1-percentage point higher than the current discount rate:

	<u>1% Decrease</u>	<u>Current Discount Rate</u>	<u>1% Increase</u>
Total OPEB Liability	\$ <u>121,086</u>	\$ <u>92,412</u>	\$ <u>70,894</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 or 1-percentage point higher than the current healthcare cost trend rate:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rates</u>	<u>1% Increase</u>
Total OPEB Liability	\$ <u>63,884</u>	\$ <u>92,412</u>	\$ <u>134,491</u>

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2019, the Institute recognized an OPEB benefit of \$8,621. At June 30, 2019, the Institute reported deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ (1,360,045)
Changes of assumptions or other inputs	(1,480)
	<u>\$ (1,361,525)</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

---

**7. OTHER POSTEMPLOYMENT BENEFITS (CONTINUED)**

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB (Continued)**

Amounts reported as deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending June 30,	Amount
2020	\$ (85,095)
2021	(85,095)
2022	(85,095)
2023	(85,095)
2024	(85,095)
Thereafter	(936,050)
	\$ (1,361,525)

**8. 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 are as follows:

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

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 2019

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**9. 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 regions of 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 board of trustees, 5 of which are appointed by Capital Region BOCES and 5 of which are appointed by Questar III BOCES.
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, 2019).
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 2019, the Institute purchased services from Capital Region BOCES in the amount of \$105,905.

During 2019, the Institute received charges for services of \$718,217 from Capital Region BOCES and \$1,249,948 from Questar III.

In addition, Capital Region BOCES and Questar III provided the following contributed services and rents to the Institute during 2019:

	<b>Capital Region BOCES</b>	<b>Questar III</b>	<b>Total</b>
Contributed Rent	\$ 333,934	\$ 333,934	\$ 667,868
Contributed Salaries and Benefits	99,306	65,235	164,541
Contributed Contractual Services	56,319	36,010	92,329
	<u>\$ 489,559</u>	<u>\$ 435,179</u>	<u>\$ 924,738</u>

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
*NOTES TO FINANCIAL STATEMENTS (CONTINUED)*  
 JUNE 30, 2019

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**9. RELATED PARTY TRANSACTIONS (CONTINUED)**

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:

2020	\$	761,742
2021		776,976
2022		792,516
2023		808,366
2024		824,534
Thereafter		9,292,876
		<u>\$ 13,257,010</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.

**10. RESTATEMENT OF NET POSITION**

The Institute's net position for the year ended June 30, 2018 has been adjusted to correct the financial statements for the following activities:

Capital Assets (Understated)	\$	336,587
Accumulated Depreciation (Understated)		(252,277)
Net Position, as Originally Reported		<u>430,743</u>
Net Position, as Restated		<u>\$ 515,053</u>

**REQUIRED SUPPLEMENTARY INFORMATION**

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
**SCHEDULE OF GENERAL FUND REVENUE AND EXPENDITURES - BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2019**

**SUPPLEMENTAL SCHEDULE #1**

	<u>Approved Budget</u>	<u>General Actual*</u>	<u>Special Aid Activities</u>	<u>Variance</u>
<b>Revenue</b>				
Charges for Services	\$ 1,898,462	\$ 1,968,165	\$ -	\$ 69,703
Miscellaneous	20,500	61,888	-	41,388
Federal Aid	<u>460,666</u>	<u>-</u>	<u>460,666</u>	<u>-</u>
Total Revenue	<u>2,379,628</u>	<u>2,030,053</u>	<u>460,666</u>	<u>111,091</u>
<b>Other Sources</b>				
Interfund Transfers	<u>-</u>	<u>17,292</u>	<u>-</u>	<u>17,292</u>
Total Revenue and Other Sources	<u>2,379,628</u>	<u>2,047,345</u>	<u>460,666</u>	<u>128,383</u>
<b>Expenditures</b>				
Salaries	1,423,711	1,102,400	321,250	61
Equipment	78,710	76,079	-	2,631
Contractual	352,716	337,758	-	14,958
Employee Benefits	<u>572,447</u>	<u>435,090</u>	<u>122,124</u>	<u>15,233</u>
Total Expenditures	<u>2,427,584</u>	<u>1,951,327</u>	<u>443,374</u>	<u>32,883</u>
<b>Other Uses</b>				
Interfund Transfers	<u>-</u>	<u>-</u>	<u>17,292</u>	<u>(17,292)</u>
Total Expenditures and Other Uses	<u>2,427,584</u>	<u>1,951,327</u>	<u>460,666</u>	<u>15,591</u>
<b>Excess (Deficiency) of Revenue over Expenditures</b>	<u>\$ (47,956)</u>	<u>\$ 96,018</u>	<u>\$ -</u>	<u>\$ 143,974</u>

\* Actual revenues were reduced by \$924,738 for contributed revenues and salary expense was reduced by \$111,039, contractual expense by \$760,197 and employee benefits by \$53,502 to reflect contributed goods and services not included in the budget.

**TECH VALLEY REGIONAL TECHNOLOGY INSTITUTE**  
**SCHEDULE OF FUNDING PROGRESS - OTHER POSTEMPLOYMENT BENEFIT PLANS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

**SUPPLEMENTAL SCHEDULE #2**

Measurement Date	June 30, 2019	June 30, 2018
Total OPEB liability:		
Service cost	\$ 31,648	\$ 228,819
Interest	44,826	42,599
Effect of demographic gains or losses	(1,445,048)	-
Effect of assumption changes or inputs	<u>(1,572)</u>	<u>-</u>
Net change in total OPEB liability	(1,370,146)	271,418
Total OPEB liability, beginning of year	<u>1,462,558</u>	<u>1,191,140</u>
Total OPEB liability, end of year	<u>\$ 92,412</u>	<u>\$ 1,462,558</u>
Covered payroll	<u>\$ 195,949</u>	<u>\$ 1,348,637</u>
Total OPEB liability as a percentage of covered payroll	<u>47.16%</u>	<u>108.45%</u>

Note: 10 years of historical information was not 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, 2019**

**SUPPLEMENTAL SCHEDULE #3**

<u>TRS</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>	<u>June 30, 2016</u>	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Proportionate share of net pension assets (liabilities)	\$ 136,078	\$ 55,258	\$ (72,240)	\$ 647,110	\$ 658,086
Covered payroll	\$ 1,284,143	\$ 1,225,786	\$ 1,152,039	\$ 1,040,796	\$ 872,666
Proportionate share of net pension assets (liabilities) as a percentage of covered payroll	10.60%	4.51%	(6.27%)	62.17%	75.41%
Plan fiduciary net position as a percentage of total pension asset	101.53%	100.66%	99.01%	110.49%	111.48%
Contractually required contribution	\$ 120,127	\$ 135,019	\$ 138,010	\$ 164,054	\$ 164,969
Actual contribution	\$ 120,127	\$ 135,019	\$ 138,010	\$ 164,054	\$ 164,969
Contribution as a percentage of covered payroll	9.35%	11.01%	11.98%	15.76%	18.87%
<u>ERS</u>					
Proportionate share of net pension liability	\$ 30,858	\$ 16,551	\$ 66,547	\$ 138,042	\$ 28,827
Covered payroll	\$ 114,765	\$ 115,962	\$ 109,266	\$ 164,204	\$ 155,888
Proportionate share of net pension liability as a percentage of covered payroll	26.89%	14.27%	60.90%	84.07%	18.49%
Plan fiduciary net position as a percentage of total pension liability	96.27%	98.24%	94.70%	90.6%	97.9%
Contractually required contribution	\$ 16,676	\$ 18,235	\$ 23,726	\$ 32,253	\$ 32,784
Actual contribution	\$ 16,676	\$ 18,235	\$ 23,726	\$ 32,253	\$ 32,784
Contribution as a percentage of covered payroll	14.53%	15.72%	21.71%	19.64%	21.03%

Note: 10 years of historical information was not available upon implementation in 2015. 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.

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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***

To the Operating Board of Trustees  
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 and the fund financial statements of Tech Valley Regional Technology Institute (the "Institute"), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Institute's basic financial statements, and have issued our report thereon dated December 5, 2019.

**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.

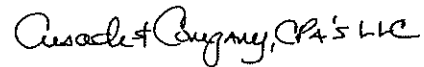
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not 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  
December 5, 2019

Varada Pandya-Vaughan  
73 Brookline Avenue  
Albany, NY 12203  
January 7, 2020

TVHS Operating Board  
246 Tricentennial Drive  
Albany, NY 12203

Re: Request for Unpaid Leave of Absence

Dear Board Members,

As Mr. Niedermeier can attest, my husband, Lee, has been ill. I have been away from school since October 21 under FMLA. This leave ends on February 7, 2020. For the rest of the school year, I would like to remain home for the purpose of caring for my ill husband. To that end, I am requesting unpaid leave through the end of the school year starting February 10, 2020. Please honor my request.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Varada Pandya-Vaughan". The signature is written in a cursive style with a large initial 'V' and a stylized 'P'.

Varada Pandya-Vaughan

## **POLICY QUESTIONS**

### **5025: SUSPECTED CHILD ABUSE AND MALTREATMENT**

“Upon being notified of the report, the building principal or their designated agent will take or cause to be taken color photographs of visible trauma and shall, if medically indicated, cause a radiological examination of the child to be performed.”

Q: Can we change "the building principal or their designated agent" to "the school nurse or other medical personnel"?

A: The Social Services Law 416 requires photos, by principal or designee:

§ 416. Obligations of persons required to report. Any person or official required to report cases of suspected child abuse and maltreatment may take or cause to be taken at public expense photographs of the areas of trauma visible on a child who is subject to a report and, if medically indicated, cause to be performed a radiological examination on the child. Any photographs or x-rays taken shall be sent to the child protective service at the time the written report is sent, or as soon thereafter as possible. Whenever such person is required to report under this title in his capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, he shall immediately notify the person in charge of such institution, school, facility or agency, or his designated agent, who shall then take or cause to be taken at public expense color photographs of visible trauma and shall, if medically indicated, cause to be performed a radiological examination on the child.

### **9020: CONDITIONAL OR EMERGENCY CONDITIONAL APPOINTED EMPLOYEES AND SCHOOL SAFETY**

“II. Conditional and Emergency Conditional Appointments

Under certain circumstances provided by law, and upon recommendation of the District Superintendents, the Operating Board may appoint on a conditional or emergency conditional basis without the prior clearance for employment granted by the State Education Department.”

Q: Can an employee really begin working before their fingerprints and records have been cleared? Do we need to alter this language to comply with the law?

A: Employees should pass the criminal background check before hire. However, the legislature has annually extended the authority to hire as emergency conditional appointments under 1950(II)(c):

c. Upon the recommendation of the district superintendent, the board may make an emergency conditional appointment when an unforeseen emergency vacancy has occurred. When such appointment is made, the process for conditional appointment pursuant to paragraph b of this subdivision must also be initiated. Emergency conditional appointment may commence prior to notification from the commissioner on conditional clearance but shall terminate twenty business days from the date such appointment commences or when the prospective employer is notified by the commissioner regarding conditional clearance, whichever occurs earlier, provided that if conditional clearance is granted, the appointment shall continue as a conditional appointment. Prior to the commencement of such appointment, the prospective employer must obtain a signed statement for emergency conditional appointment from the prospective employee, indicating whether, to the best of his or her knowledge, he or she has a pending criminal charge or criminal conviction in any jurisdiction. An unforeseen emergency vacancy shall be defined as: (i) a vacancy that occurred less than ten business days before the start of any school session, including summer school, or during any school session, including summer school, without sufficient notice to allow for clearance or conditional clearance; (ii) when no other qualified person is available to fill the vacancy temporarily; and (iii) when emergency conditional appointment is necessary to maintain services which the district is legally required to provide or services necessary to protect the health, education or safety of students or staff. The provisions of subparagraph (i) of this paragraph shall not apply if the board finds that the district has been unable to fill the vacancy despite good faith efforts to fill such vacancy in a manner which would have allowed sufficient time for clearance or conditional clearance.

d. Shall develop a policy for the safety of the children who have contact with an employee holding conditional appointment or emergency conditional appointment.

\* NB Effective until July 1, 2020

**SUSPECTED CHILD ABUSE AND MALTREATMENT****I. Obligation to Report Suspected Abuse or Maltreatment**

Any school official or employee who is a mandated reporter who has reasonable cause to suspect that a child, less than 18 years old, coming before them in their professional or official capacity has been subjected to abuse or maltreatment by a parent, person in parental relation, or other person legally responsible for the child's care, shall immediately report the case to the New York State Child Abuse and Maltreatment Register, in accordance with law and this policy. (See Administrative Regulation 5025R(I)(A),(B) for the definitions of "abused child" and "neglected or maltreated child").

Mandated reporters under Section 413 of the Social Services Law include but are not limited to: physicians, psychologists, registered nurses, social workers, school officials, school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators, any other school personnel required to hold a teaching or administrative license or certificate, or a full or part-time compensated school employee required to hold a temporary coaching license or a professional coaching certificate. (See Administrative Regulation 5025R(I)(E)).

Mandated reporters who have reasonable cause to suspect that a child has been subjected to abuse or maltreatment must promptly make a report to the New York Statewide Central Register for Child Abuse and Maltreatment. After making such a report, the mandated reporter should then notify the building principal. However, the building principal shall not require mandated reporters to first come to him/her with any suspected child abuse or maltreatment before reporting same to the New York Statewide Central Register for Child Abuse and Maltreatment.

**II. Reporting to State Office of Children and Family Services**

The report to the NYS Central Register of Child Abuse and Maltreatment shall be made by telephone or via facsimile on a form supplied by the New York State Office of Children and Family Services. Telephone reports can be made through the hotline: (800) 342-3720. School administrators and teachers can also report suspected abuse or mistreatment to: (800) 635-1522.

After an oral report has been made, a written report on a form supplied by the New York State Office of Children and Family Services must be submitted to the appropriate local child protective service (unless a report must be made to the NYS Central Register of Child Abuse and Maltreatment in accordance with NYSOCFS requirements). Any report shall include the name, title and contact information for every staff person who is believed to have direct knowledge of the allegations in the report.

Upon being notified of the report, the building principal or their designated agent will take or cause to be taken color photographs of visible trauma and shall, if medically indicated, cause a radiological examination of the child to be performed.

III. No Contact with Child's Family Regarding Suspicions

School employees and officials shall not contact the child's family or any other person to determine the cause of the suspected abuse or maltreatment. It is not the legal responsibility of the school official or employee to prove that the child has been abused or maltreated.

IV. Reporting Obligation in Case of the Death of a Child

Any mandated reporter who has cause to suspect that the death of any child is a result of child abuse or maltreatment shall report that fact to the appropriate medical examiner or coroner.

V. Consequences of Failure to Report

In accordance with New York law, any person, official or institution required to report suspected child abuse or maltreatment and who fails to do so may be guilty of a Class A misdemeanor and may be held liable for the damages caused by his/her failure to report.

VI. Immunity and Other Protections

The law grants persons, officials and institutions and others who in good faith report suspected instances of child abuse or maltreatment immunity from any liability that otherwise might be incurred. Immunity shall be presumed so long as the official or employee was discharging their official duties and acting within the scope of their employment, and that liability did not result from willful misconduct or from their gross negligence.

Tech Valley High School shall not take any retaliatory personnel action against an employee because such employee believes that he or she has reasonable cause to suspect that a child is an abused or maltreated child and that employee therefore makes a report in accordance with the Social Services Law and this policy.

VII. Cooperation with C.P.S. Investigations

Tech Valley High School shall cooperate to the fullest extent possible with law enforcement and authorized child protective services workers in their investigations of alleged child abuse or maltreatment.



VIII. Staff Training Program

Tech Valley High School shall provide or recommend training programs to address the identification and reporting of child abuse and maltreatment for all newly certified employees and refresher programs for previously trained employees.

IX. Administrative Regulations and Policy Dissemination

The Capital Region BOCES and Questar III District Superintendents have promulgated regulations to carry out this policy. This policy and the regulations adopted administratively to implement and enforce it shall be printed in all employee handbooks.

References

Child Protective Services Act of 1973

Social Services Law Secs. 411 et seq.

Family Court Act Sec. 1012

20 USC 1232g (Family Educational Rights and Privacy Act)

45 CFR 99.36

Education Law Sec. 3209-a

Mental Hygiene Law, Section 19.27

ADOPTED:

**SUSPECTED CHILD ABUSE REGULATIONS**I. Definitions

- A. "Abused child" means, according to the Social Services Law and Family Court Act, a child less than 18 years of age whose parent or other person legally responsible for his/her care:
1. inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
  2. creates or allows to be created a substantial risk of physical injury to such a child by other than accidental means that would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
  3. commits, or allows to be committed, a sex offense against such child, as defined in the Penal Law.
- B. "Neglected or maltreated child" means, according to the Family Court Act, a child less than 18 years of age:
1. whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his/her parent or other person legally responsible for his/her care to exercise a minimum degree of care in:
    - a. supplying the child with adequate food, clothing, shelter, or education in accordance with provisions of Part One, Article 65 of the Education Law, or medical, dental, optometric, or surgical care though financially able to do so or offered financial or other reasonable means to do so; or
    - b. providing the child with proper supervision or guardianship by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk of harm, including the infliction of excessive corporal punishment; or by misusing a drug or drugs; or by misusing alcoholic beverages to the extent that he/she loses control of his/her actions; or by any other acts of a similarly serious nature requiring the aid of the court; or

2. who has been abandoned by his/her parent(s) or other person(s) legally responsible for his/her care.
- C. "Person legally responsible" means the child's parent, custodian, guardian, or any other person responsible for the child's care at the relevant time. "Custodian" shall be understood to include any person continually or at regular intervals found in the same household as the child when the conduct of such person causes or contributes to the abuse or neglect of the child.
- D. "Impairment of emotional health" and "impairment of mental or emotional condition" mean a state of substantially diminished psychological or intellectual functioning in relation to, but not limited to, such factors as failure to thrive, control of aggressive or self-destructive impulses, ability to think and reason, or acting out of misbehavior, including incorrigibility, ungovernability, or habitual truancy; provided, however, that such impairment must be clearly attributable to the unwillingness or inability of that parent, guardian, or custodian to exercise a minimum degree of care toward the child.
- E. "Mandated reporter" means a Tech Valley High School official or employee who is required by the Social Services Law to report cases of child abuse or maltreatment. Mandated reporters include but are not limited to physicians, psychologists, registered nurses, social workers, school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators, other school personnel required to hold a teaching or administrative license or certificate, full or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate.

## II. Reporting Procedures and Related Information

- A. **REPORTING CASES OF SUSPECTED CHILD ABUSE OR MALTREATMENT.** All Tech Valley High School mandated reporters must report, in accordance with law, when they have reasonable cause to suspect that a child, coming before them in their professional or official capacity has been subjected to child abuse or maltreatment, or when the parent, guardian, custodian or other person legally responsible for such child comes before them in their professional or official capacity and states from personal knowledge facts, conditions or circumstances which, if correct, would render the child an abused or maltreated child. Mandated reporters shall immediately report the case to the New York State Child Abuse and Maltreatment Register, in accordance with law and this policy as follows:

1. Telephone the New York State Central Register of Child Abuse and Maltreatment hotline (800) 635-1522 and inform them of the case. The reporter shall note the case number assigned to the report and the person to whom he/she spoke. The reporter shall request that the child protective services agency advise Tech Valley High School of the outcome of the report.
  2. File a written report with the local child protective services agency within forty-eight (48) hours after the oral or facsimile report made pursuant to II.A.(1), above, except that written reports regarding children in residential care are to be made to the NYS Central Register of Child Abuse and Maltreatment.
  3. Report cases of suspected child abuse or maltreatment to his or her building principal promptly. However, the Tech Valley High School principal shall not require reporters to first come to him or her with any such suspected cases, before reporting same to the New York State Central Register of Child Abuse and Maltreatment.
  4. Submit copies of the written report in a sealed envelope immediately to the Capital Region BOCES and Questar III District Superintendents who shall maintain such reports in dedicated files. Copies of the report shall not be filed in the student's records.
  5. An employee who reports a case of suspected child abuse or maltreatment shall advise the Tech Valley High School principal and any other employees who may have been aware of such suspicions that he/she has reported the case to the Central Register, as provided above.
- B. PHOTOGRAPHING CHILD. The Tech Valley High School principal or her/his designee shall photograph or cause color photographs to be taken of any visible trauma on the child, or, if medically indicated, cause the child to be examined, or both. Such actions may be performed at public expense when required. A camera and film or digital camera will be kept in the school building and will be available for this purpose.
- C. SUBSTANCE OF WRITTEN REPORT. The written report that must be filed pursuant to II.A.2, above, shall be on forms provided by the Commissioner of Social Services which can be found online at <http://ocfs.ny.gov/main/cps/> and a copy of which is attached. The written report shall include:
1. the name and address of the child and her/his parent(s), or guardian(s) or other person responsible for his/her care;

2. if applicable, the name and address of the residential care facility or program in which the child resides or is receiving care;
  3. the child's age, sex, and race;
  4. the nature and extent of the child's injuries, abuse, or maltreatment, including evidence of prior injuries, abuse, or maltreatment to the child or his/her siblings;
  5. if known, the name(s) of the person(s) alleged to be responsible for causing the child's injury or injuries, abuse, or maltreatment;
  6. the members of the child's family or her/his family's composition (i.e., father, mother, stepfather or -mother, number of sisters and brothers, grandparents, etc.)
  7. the source of the report;
  8. the name of the person making the report, and where he/she can be reached;
  9. the actions taken by the reporting source, if any, including photographs or x-rays, removal or retaining of the child, or notifying the medical examiner or coroner;
  10. the names, titles and contact information of staff persons believed to have direct knowledge of the allegations in the report; and
  11. any other information that the New York State Office of Children and Family Services may require or the person making the report believes may be helpful.
- D. **MULTIPLE REPORTS NOT REQUIRED.** Only one report of suspected child abuse or maltreatment per incident shall be required. Failure of one staff member to make a report, however, shall not relieve any other mandated reporter from reporting a case of suspected child abuse or maltreatment.
- E. **RESPONSIBILITIES OF SCHOOL PHYSICIAN.** The school physician shall notify the appropriate police authorities or the local child protective service to take custody of any child that the physician is treating, whether or not additional medical treatment is required, if the physician judges that the child is in danger.
- F. **CONTACTING HOME SCHOOL DISTRICT.** The mandated reporter who reports suspected child abuse or maltreatment shall consult with the Tech

Valley High School principal regarding contacting the home school district Committee on Special Education Chair or other appropriate district official.

- G. **ADDITIONAL CORRESPONDENCE.** All correspondence regarding any report of child abuse or maltreatment, including expungement letters, shall be transmitted immediately in sealed envelopes to the Capital Region BOCES and Questar III District Superintendents.
- H. **CPS INTERVIEW OF CHILD AT SCHOOL.**
1. Presence of School Official During CPS Interview. In the event it is necessary for the Child Protective Services (CPS) to interview a child to ascertain whether that child has been abused or maltreated, or to obtain documentation of such acts, the interview shall be conducted in the presence of a school official unless the circumstances require otherwise. If sexual abuse of the child is indicated, then the school official shall be of the same sex as the child.  
  
Any properly authorized CPS interview is to be conducted without prior notice to the child's parent, custodian, guardian, or any other person responsible for the child's care at the relevant time. Parental consent is not required for a properly authorized CPS Interview to be conducted and may be held over a parent, custodian or guardian's objections.
  2. Verification of C.P.S. Worker's Credentials. Before any child attending Tech Valley High School is interviewed by a person purporting to be a CPS worker or official, and before any such person is authorized to inspect any records of any Tech Valley High School pupil, the school official to whom the person has presented herself or himself shall examine the person's credentials and verify their authenticity, as well as their authority to conduct an interview of a child.
- I. **ON-GOING TRAINING FOR MANDATED REPORTERS.** All Tech Valley High School employees who are mandated to report suspected child abuse may be required periodically to attend or undertake refresher training regarding identification and reporting of all cases of suspected child abuse.
- J. **DISTRIBUTING REGULATIONS TO EMPLOYEES.** Tech Valley High School shall distribute a copy of these regulations and the related Board of Education policy to employees mandated to report suspected child abuse or maltreatment. The policy and regulations shall be incorporated into the employee handbook.

- K. IMMUNITY FOR GOOD FAITH REPORTS. As provided in Section 419 of the Social Services Law, any mandated reporter who, having reasonable cause to suspect and acting in good faith, makes a report or takes photographs of injuries and bruises of a child suspected of being abused or maltreated has immunity from criminal and civil liability. The good faith of any person who is required by law to make such a report is presumed.
- L. MANDATORY REPORT TO CORONER OR MEDICAL EXAMINER. Tech Valley High School personnel, who have reasonable cause to suspect that a child has died due to child abuse or maltreatment shall, as required by Section 418 of the Social Services Law, report this information to the appropriate medical examiner or coroner.
- M. LIABILITIES FOR FAILURE TO REPORT SUSPECTED ABUSE OR MALTREATMENT. As provided in Section 420 of the Social Services Law, any person who is mandated to report suspected cases of child abuse or neglect and who fails to do so may be found guilty of a Class A misdemeanor, and may be held civilly liable for the damages caused by said failure.
- N. SIGNS OF UNLAWFUL METHAMPHETAMINE LABORATORY. Any school official or employee, who in the normal course of their employment travels to locations where children reside and, while doing so, observes signs of an unlawful methamphetamine laboratory shall report the matter to his/her supervisor promptly. The supervisor and employee shall, in consultation with the school attorney, make a report to the appropriate law enforcement agency. Tech Valley High School shall provide appropriate employees with information from the Office of Alcoholism and Substance Abuse Services on recognizing the signs of an unlawful methamphetamine laboratory.
- O. EXPUNGEMENT OF RECORDS WHEN REPORT DEEMED UNFOUNDED. If a report of child abuse or maltreatment has been determined to be unfounded, then all records, including those found in the NYS Central Register and also those placed in school files, shall be expunged. Any reporter who receives notice of such a determination shall notify the Tech Valley High School principal. The Tech Valley High School principal shall notify the Capital Region BOCES and Questar III District Superintendents.

Adopted:

## **CONDITIONAL OR EMERGENCY CONDITIONAL APPOINTED EMPLOYEES AND SCHOOL SAFETY**

### **I. Criminal History Checks Required**

Tech Valley High School is committed to the safety of all students on school premises or participating in school sponsored activities. This commitment to safety is reinforced by the requirement that employees who have direct contact with students must undergo a criminal background check prior to employment in accordance with State law and regulations. Employees having direct contact with students include those that can reasonably be expected to have face-to-face communication or interaction with students during the course of their employment.

Tech Valley High School will, when possible and practicable, appoint prospective school employees only after the New York State Education Department has granted clearance for employment, following fingerprinting and the Department's review of the prospective employee's criminal history record, if any. New York State Law provides for certain circumstances under which prospective employees may be hired by Boards of Cooperative Education, pending review by the State Education Department of the prospective employee's criminal history record, if any.

### **II. Conditional and Emergency Conditional Appointments**

Under certain circumstances provided by law, and upon recommendation of the District Superintendents, the Operating Board may appoint on a conditional or emergency conditional basis without the prior clearance for employment granted by the State Education Department.

Employees subject to a conditional appointment may commence work only after receipt by Tech Valley High School of a conditional clearance for employment from the State Education Department. The conditional nature of such employment shall end immediately upon notification of Tech Valley High School by the State Education Department of clearance of the criminal background check, without further action by the Operating Board. Applicants for such appointment shall be required to sign a statement indicating whether, to the best of his or her knowledge, he or she has a pending criminal charge or criminal conviction in any jurisdiction outside of New York.

Emergency conditional appointments may be made only where there is an emergency vacancy, as provided by Education Law, §1950(4)(II) and such appointments shall be effective for no more than 20 days for each prospective employee so appointed, unless otherwise provided by law, regulation or the State Education Department. Employees subject to an emergency conditional appointment may commence work immediately. Such employees automatically advance to the status of conditional employment upon notice of conditional clearance from the State Education Department to the School District. The 20-day time period for emergency conditional employment begins upon the date of actual commencement of employment. Applicants for such appointment shall be



required to sign a statement indicating whether, to the best of his or her knowledge, he or she has a pending criminal charge or a criminal conviction in any jurisdiction; and that the applicant's fingerprints have been sent to the State Education Department for a conditional clearance.

Employment of those appointed on a conditional or emergency conditional basis who are denied clearance for employment by the State Education Department shall terminate immediately upon such notification to Tech Valley High School, unless otherwise provided by law, regulation or the State Education Department.

### III. Need for Conditional and Emergency Conditional Appointments

Tech Valley High School recognizes that there will be a need to employ persons who have not been given full clearance by the State Education Department on a conditional or emergency conditional basis, in order for Tech Valley High School to provide services without interruption. The following rules shall apply to the employment of such persons:

1. Tech Valley High School shall only make conditional appointments or emergency conditional appointments as permitted by law.
2. Tech Valley High School, its administrators and employees shall take all reasonable and practicable steps to secure and expedite final clearance for employment to minimize the duration of conditional appointments and emergency conditional appointments.
3. Tech Valley High School and its administrators will determine, on a case by case basis, whether it is necessary or possible to provide additional supervision of conditionally appointed or emergency conditionally appointed individuals.
4. Tech Valley High School shall prescribe a list of positions that are necessary to maintain services which Tech Valley High School is legally required to provide, or services necessary to protect the health, education or safety of students or staff.
5. Tech Valley High School schools may take such actions as are necessary and appropriate to safeguard the safety of the school community in relation to conditionally appointed or emergency conditionally appointed individuals.

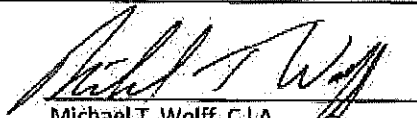
ADOPTED:



TECH VALLEY HIGH SCHOOL  
INTERNAL CLAIMS AUDIT REPORT  
November - December 2019

Warrant #	Description	Check Dates	Amount	Checks Issued	EFT's	Check Series
26	General Payable	11/6/2019	\$ 57,813.54	18	0	4236 - 4253
27	Payroll Deductions	11/13/2019	\$ 17,366.70	2	7	11140 - 11141
28	Payroll Deductions	11/27/2019	\$ 17,373.08	2	7	11143 - 11144
29	General Payable	11/26/2019	\$ 65,538.78	10	0	4254 - 4263
30	T&A	11/26/2019	\$ 5,656.37	1	0	11145
31	Extraclassroom	11/26/2019	\$ 2,247.50	2	0	1044 - 1045
32	Payroll Deductions	12/11/2019	\$ 17,371.44	2	7	11147 - 11148
33	Payroll Deductions	12/24/2019	\$ 17,360.23	2	7	11151 - 11152
34	General Payable	12/18/2019	\$ 37,077.19	10	0	4264 - 4273
35	Extraclassroom	12/18/2019	\$ 64.00	1	0	1046
36	T&A	12/18/2019	\$ 5,656.37	1	0	11153
Period Totals			\$ 243,525.20	51	28	

Exceptions:	Warrant	Amount	Vendor	Explanation
1 Confirming PO	26	\$ 55.00	FuzeHub	Invoice first knowledge of bill
2 Confirming PO	26	\$ 1,548.00	Questar III	Invoice first knowledge of bill
3 Confirming PO	34	\$ 165.10	Ichabod Crane	Invoice first knowledge of bill

  
 Michael T. Wolff, C.I.A.  
 Internal Claims Auditor  
 Tech Valley High School

January 23, 2020

**TECH VALLEY HIGH SCHOOL**  
**CONSOLIDATED REVENUE STATUS REPORT**  
as of 12/31/2019

	Original Estimate	Adjustments	Current Estimate	Year-to-Date Revenues	Anticipated Balance
<b>Anticipated Revenues</b>					
Tuition A455	1,785,000.00		1,785,000.00	934,149.99	850,850.01
Tuition Other BOCES A455	30,030.00	-30,030.00	0.00		0.00
Tuition Non Component A455	0.00	30,030.00	30,030.00	10,010.01	20,019.99
Special Education Billing	225,000.00	6,800.00	231,800.00	77,266.65	154,533.35
Legislative Grant 2017/2018 F904	460,666.00		460,666.00	189,655.00	271,011.00
TVHS Foundation	0.00	16,050.00	16,050.00	16,037.79	12.21
Revenue for Carry Over Encumbrance	0.00	1,884.03	1,884.03	0.00	0.00
Refunds of Prior Years Expense	3,500.00		3,500.00		3,500.00
Miscellaneous Revenue	40,000.00		40,000.00	16,403.53	25,325.47
Interest Income	500.00	0.00	500.00	668.73	0.00
<b>Total Anticipated Revenues</b>	<b>2,544,696.00</b>	<b>24,734.03</b>	<b>2,569,430.03</b>	<b>1,244,191.70</b>	<b>1,325,252.03</b>

**HIGHLIGHTS/CHANGES**

1/6/2020  
Date

*Kim Bulby G. Dunan*  
Treasurer

1/6/2020  
Date

*John D. Hill*  
Deputy Treasurer

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

as of 12/31/2019


Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
<u>150 CERTIFIED SALARIES</u>						
TEACHER SALARIES	1,030,147.00	25,475.00	1,055,622.00	535,817.09	516,955.51	2,849.40
ADMINISTRATIVE SALARIES	294,003.00	14,000.00	308,003.00	149,780.63	157,871.45	350.92
<b>150 Subtotal Certified Salaries</b>	<b>1,324,150.00</b>	<b>39,475.00</b>	<b>1,363,625.00</b>	<b>685,597.72</b>	<b>674,826.96</b>	<b>3,200.32</b>
<u>160 SUPPORT SALARIES</u>						
160 Subtotal Support Salaries	95,780.00	0.00	95,780.00	43,152.38	51,103.76	1,523.86
<u>200 EQUIPMENT</u>						
200 Subtotal Equipment	73,000.00	1,022.61	74,022.61	10,015.62	4,486.00	59,520.99
<u>300 SUPPLIES &amp; MATERIALS</u>						
GENERAL SUPPLIES	27,000.00	3,861.42	30,861.42	19,194.97	9,930.62	1,735.83
TEXTBOOKS	15,000.00	0.00	15,000.00	4,378.55	710.85	9,910.60
Periodicals	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
Assets under \$500	2,000.00	0.00	2,000.00	168.08	0.00	1,831.92
CAFETERIA (FRL)	800.00	0.00	800.00	19.90	780.10	0.00
SUBSCRIPTIONS	15,000.00	0.00	15,000.00	13,108.21	0.00	1,891.79
COMPUTER SOFTWARE PURCH	20,600.00	(9,575.00)	11,025.00	1,730.00	1,507.50	7,787.50
<b>300 Subtotal Supplies &amp; Materials</b>	<b>81,400.00</b>	<b>(5,713.58)</b>	<b>75,686.42</b>	<b>38,599.71</b>	<b>12,929.07</b>	<b>24,157.64</b>
<u>400 CONTRACTUAL &amp; OTHER</u>						
TELEPHONE	6,205.00	0.00	6,205.00	2,518.75	3,526.25	160.00
DATA COMMUNICATIONS	7,901.00	600.00	8,501.00	5,199.79	3,250.00	51.21
INSURANCE	46,350.00	0.00	46,350.00	44,142.00	0.00	2,208.00
EQUIP RENTALS & LEASES	8,500.00	0.00	8,500.00	1,404.22	3,435.78	3,660.00
POSTAGE	2,500.00	0.00	2,500.00	117.14	1,317.85	1,065.01
TRAVEL-IN DISTRICT	6,000.00	0.00	6,000.00	954.27	2,195.73	2,850.00
CONFERENCE & OTHER TRAVEL	8,000.00	0.00	8,000.00	6,070.14	0.00	1,929.86
ASSOC DUES & MEMBERSHIPS	16,000.00	3,000.00	19,000.00	15,417.56	1,884.00	1,698.44
FIELD TRIPS	1,500.00	1,700.00	3,200.00	1,298.75	1,750.00	151.25
ADMISSIONS Transportation	12,000.00	4,000.00	16,000.00	1,464.98	12,949.02	1,586.00
PRINTING & COPYING	3,500.00	0.00	3,500.00	0.00	1,500.00	2,000.00
OTHER MISC EXPENSE	46,500.00	(11,501.00)	34,999.00	2,589.00	1,464.03	30,945.97
FACILITY PAYMENTS	83,000.00	0.00	83,000.00	47,762.67	34,548.17	689.16
<b>400 Subtotal Contractual &amp; Other</b>	<b>247,956.00</b>	<b>(2,201.00)</b>	<b>245,755.00</b>	<b>128,939.27</b>	<b>67,820.83</b>	<b>48,994.90</b>

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

as of 12/31/2019

Description	Initial Budget	Adjustments	Current Budget	Year-to-Date		Encumbrances		Unencumbered Balance
				Expenditures	Outstanding	Outstanding	Balance	
<b>440 CONTRACTED PROFESSIONAL SERVICES</b>								
Funding Initiatives	17,292.00	0.00	17,292.00	0.00	0.00	0.00	0.00	17,292.00
CONSULTANTS & OTH PERS SRV	9,500.00	0.00	9,500.00	7,950.00	950.00	950.00	600.00	600.00
Other Professional & Tech	1,500.00	0.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00
440 Subtotal Contracted Professional Services	28,292.00	0.00	28,292.00	7,950.00	950.00	950.00	0.00	19,392.00
<b>470 Rental of Facilities</b>	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00
<b>490 SERVICES FROM SCH DIST &amp; BOCES</b>								
490 Subtotal Services From Sch Dist & BOCES	75,065.00	4,500.00	79,565.00	39,015.43	28,969.00	28,969.00	0.00	11,590.57
<b>800 EMPLOYEE BENEFITS</b>								
HEALTH INSURANCE	344,682.00	(16,050.00)	328,632.00	159,720.88	164,259.33	164,259.33	0.00	4,651.79
EMPLOYEES' RETIREMENT	14,384.00	(100.00)	14,284.00	6,293.31	7,305.01	7,305.01	0.00	685.68
TEACHERS' RETIREMENT	123,684.00	(4.00)	123,680.00	58,580.34	59,607.49	59,607.49	0.00	5,492.17
SOCIAL SECURITY	108,635.00	875.00	109,510.00	53,164.01	55,533.71	55,533.71	0.00	812.28
UNEMPLOYMENT INSURANCE	2,832.00	80.00	2,912.00	1,457.49	1,451.89	1,451.89	0.00	2.62
WORKERS' COMPENSATION	1,296.00	0.00	1,296.00	0.00	0.00	0.00	0.00	1,296.00
DENTAL INSURANCE	8,057.00	0.00	8,057.00	3,832.00	4,024.00	4,024.00	0.00	201.00
DISABILITY INSURANCE	10,483.00	0.00	10,483.00	4,948.16	5,043.53	5,043.53	0.00	491.31
EMPLOYEE BENEFITS	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
800 Subtotal Employee Benefits	619,053.00	(15,199.00)	603,854.00	287,996.19	297,224.96	297,224.96	0.00	18,632.85
<b>TOTAL CURRENT EXPENDITURES BUDGET</b>	<b>2,644,696.00</b>	<b>21,884.03</b>	<b>2,666,580.03</b>	<b>1,241,256.32</b>	<b>1,138,300.58</b>	<b>1,138,300.58</b>	<b>0.00</b>	<b>187,013.13</b>

  
 Kimberly A. Duran  
 Treasurer

  
 Deputy Treasurer

1/6/2020  
Date

1/6/2020  
Date

**TECH VALLEY HIGH SCHOOL**

**2019-2020 BUDGET**

as of December 31, 2019

Presented on the Accrual Basis

ACTUAL RESULTS 2018/2019	APPROVED BUDGET 2019/2020	ACTUAL BUDGET 2019/2020
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**REVENUES**

Estimated Number of Students	<u>130</u>	<u>140</u>	<u>135</u>
Tuition	1,725,000	1,785,000	1,785,000
Tuition Other BOCES	14,438	30,030	-
Tuition Non-Component	0	-	30,030
Special Education Billing	228,727	225,000	231,800
Legislative Grant #1	460,666	460,666	460,666
Revenue for Carry Over Encumbrance	47,048	-	1,884
Refunds Prior Years Expenses	3,927	3,500	3,500
Tech Valley High School Foundation	21,950	-	16,050
Miscellaneous Revenue	51,976	40,000	40,000
Interest Income	1,327	500	500
<b>TOTAL REVENUES</b>	<u><b>2,555,058</b></u>	<u><b>2,544,696</b></u>	<u><b>2,569,430</b></u>

# TECH VALLEY HIGH SCHOOL

## 2019-2020 BUDGET

as of December 31, 2019

Presented on the Accrual Basis

ACTUAL RESULTS 2018/2019	APPROVED BUDGET 2019/2020	ACTUAL BUDGET 2019/2020
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### EXPENSES

#### ADMINISTRATIVE

##### Personnel

Administrative Salaries	121,513	122,604	122,604
Support & Clerical Salaries	74,459	60,880	63,280
Fringe Benefits	89,162	83,986	83,986
	<u>285,124</u>	<u>267,469</u>	<u>259,870</u>

##### Equipment

Equipment	30,673	18,000	19,023
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##### Materials & Supplies

General Supplies	11,641	10,000	12,861
Periodicals		1,000	1,000
Assets under \$500		1,000	1,000
Meeting Expenses/Food & Grocery	910	800	800
Subscriptions	333	15,000	15,000
Software Licenses	8,335	11,000	6,500
	<u>21,219</u>	<u>38,800</u>	<u>36,161</u>

##### Contractual

Telephone	6,073	6,205	6,205
Insurance	42,621	46,360	46,350
Equip Rentals & Leases	4,216	8,500	8,500
Postage	1,282	1,500	1,500
Travel-In-District	1,531	8,000	8,000
Conference & Other Travel	5,799	8,000	8,000
Assoc Dues & Memberships	10,507	10,000	13,000
Printing & Copying	1,325	3,500	3,500
Fieldtrips	1,901	-	-
Workshop Related Costs	6,059	-	-
Other Misc Expense	28,160	37,000	29,999
Facility Payment	78,992	83,000	83,000
	<u>186,466</u>	<u>210,055</u>	<u>206,054</u>

##### Contract Prof Service

Accountants & Auditors	8,900	9,500	9,500
Funding Initiatives	17,282	17,292	17,292
Other Prof & Tech	-	1,500	1,500
	<u>26,182</u>	<u>28,292</u>	<u>28,292</u>

##### School Districts & Other BOCES

BOCES/SCH DST -OTHER SRV	35,974	61,199	65,699
	<u>35,974</u>	<u>61,199</u>	<u>65,699</u>

##### Occupancy

Data Communications	7,293	7,901	8,501
Cleaning/Anclliary Lease costs	-	-	-
	<u>7,293</u>	<u>7,901</u>	<u>8,501</u>

##### TOTAL ADMINISTRATIVE

	<u>592,941</u>	<u>621,716</u>	<u>623,600</u>
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**TECH VALLEY HIGH SCHOOL**  
**2019-2020 BUDGET**  
as of December 31, 2019  
Presented on the Accrual Basis

ACTUAL RESULTS 2018/2019	APPROVED BUDGET 2019/2020	ACTUAL BUDGET 2019/2020
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**INSTRUCTIONAL**

**Personnel**

Instructional Salaries	1,183,832	1,027,547	1,050,822
Instructional Support Salaries	-	171,399	185,399
Non-Instructional Salaries	41,046	45,000	45,000
Substitute Teacher Salaries	2,800	2,500	2,500
Fringe Benefits	471,088	635,088	519,868
	<u>1,698,743</u>	<u>1,761,514</u>	<u>1,803,389</u>

**Equipment**

Equipment	46,429	55,000	55,000
Furniture	-	-	-
	<u>46,429</u>	<u>55,000</u>	<u>55,000</u>

**Materials & Supplies**

Supplies	19,519	17,000	18,000
Textbooks	13,092	15,000	15,000
Assets under \$500	-	1,000	1,000
Software Licenses	-	9,600	5,625
	<u>32,611</u>	<u>42,600</u>	<u>39,625</u>

**Contractual**

Postage	-	1,000	1,000
Staff Development & Conferences	200	6,000	6,000
Admissions	1,890	1,500	3,200
Transportation	-	12,000	16,000
Physical Education-Related Expenditures	31,846	-	-
Online Tuition	-	-	-
Assets under \$500	-	-	-
Software Licenses	-	-	-
Misc	11,521	9,500	5,000
	<u>45,257</u>	<u>30,000</u>	<u>31,200</u>

**BOCES/SCH DST -OTHER SRV**

	-	13,866	13,866
--	---	--------	--------

**TOTAL INSTRUCTIONAL**

	<u>1,823,040</u>	<u>1,922,980</u>	<u>1,942,980</u>
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**TOTAL PROGRAM COSTS**

	<u>2,416,981</u>	<u>2,544,896</u>	<u>2,566,580</u>
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**COST PER STUDENT**

	<u>\$ 18,584</u>	<u>\$ 18,176</u>	<u>\$ 19,012</u>
--	------------------	------------------	------------------

**SURPLUS OR (DEFICIT)**

	<u>\$ 139,077</u>	<u>\$ -</u>	<u>\$ 2,850</u>
--	-------------------	-------------	-----------------

1/6/2020  
Date

1/6/2020  
Date

Kimberly A. Dunan  
Treasurer

J. D. [Signature]  
Deputy Treasurer



**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

**MONTH OF December 31, 2019**

**Cash Balance as of: November 30, 2019**

General Fund - Key Bank	862,947.93
Special Aid Fund - Key	8,203.98
T&A Fund - Key	(97.94)
Capital Fund - Key	<u>130,641.99</u>

TOTAL BEGINNING CASH:		\$ 1,001,695.96
-----------------------	--	-----------------

**RECEIPTS:**

General Fund - Key	13,381.33
Special Aid Fund - Key	143.79
Trust & Agency Fund - Key	119,434.62
Capital Fund - Key	-
Interest on Investments & Savings	<u>121.25</u>

TOTAL RECEIPTS:		133,080.99
-----------------	--	------------

**DISBURSEMENTS:**

General Fund - Key	(131,498.01)
Special Aid Fund - Key	(25,089.11)
Trust & Agency Fund - Key	(119,293.47)
Capital Fund - Key	

TOTAL DISBURSEMENTS:		<u>(275,880.59)</u>
----------------------	--	---------------------

**Cash Balance as of December 31, 2019**


General Fund - Key	744,952.50
Special Aid Fund - Key	(16,741.34)
T&A Fund - Key	43.21
Capital Fund - Key	<u>130,641.99</u>

TOTAL ENDING CASH:		\$ <u>858,896.36</u>
--------------------	--	----------------------

**BANK BALANCES**

Balance per Key Bank Statement:		\$ 860,884.20
Less: Outstanding Checks- Key Checking	\$ (1,987.84)	<u>(1,987.84)</u>
Add: Deposits in Transit	\$ -	<u>-</u>
<b>TOTAL</b>		\$ <u>858,896.36</u>

  
 \_\_\_\_\_  
 Verified By Deputy Treasurer

  
 \_\_\_\_\_  
 Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

MONTH OF December 31, 2019

**Cash Balance as of: November 30, 2019**

Extra Classroom- Key Bank 8,714.45

TOTAL BEGINNING CASH: \$ 8,714.45

**RECEIPTS:**

Extra Classroom- Key Bank 827.00

TOTAL RECEIPTS: 827.00

**DISBURSEMENTS:**

Extra Classroom- Key Bank 64.00

TOTAL DISBURSEMENTS: 64.00

Extra Classroom- Key Bank 9,477.45

TOTAL ENDING CASH: \$ 9,477.45

**BANK BALANCES**

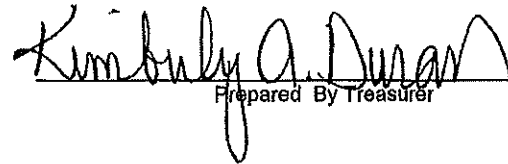
Balance per Key Bank Statement: \$ 9,477.45

Less: Outstanding Checks- Key Checking \$ -

Add: Deposits in Transit \$ -

**TOTAL** \$ 9,477.45

  
Verified by Deputy Treasurer

  
Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

**MONTH OF November 30, 2019**

**Cash Balance as of: October 31, 2019**

General Fund - Key Bank	903,739.43
Special Aid Fund - Key	41,004.82
T&A Fund - Key	143.24
Capital Fund - Key	<u>130,641.99</u>

TOTAL BEGINNING CASH: \$ 1,075,529.48

**RECEIPTS:**

General Fund - Key	174,324.28
Special Aid Fund - Key	-
Trust & Agency Fund - Key	119,240.98
Capital Fund - Key	-
Interest on Investments & Savings	<u>126.82</u>

TOTAL RECEIPTS: 293,692.08

**DISBURSEMENTS:**

General Fund - Key	(215,242.60)
Special Aid Fund - Key	(32,800.84)
Trust & Agency Fund - Key	(119,482.16)
Capital Fund - Key	-

TOTAL DISBURSEMENTS: (367,525.60)

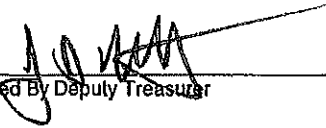
**Cash Balance as of November 30, 2019**

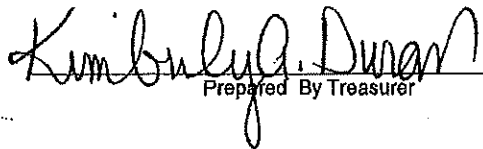
General Fund - Key	862,947.93
Special Aid Fund - Key	8,203.98
T&A Fund - Key	(97.94)
Capital Fund - Key	<u>130,641.99</u>

TOTAL ENDING CASH: \$ 1,001,695.96

**BANK BALANCES**

Balance per Key Bank Statement:		\$ 1,073,783.05
Less: Outstanding Checks- Key Checking	\$ (72,087.09)	<u>(72,087.09)</u>
Add: Deposits in Transil	\$ -	<u>-</u>
<b>TOTAL</b>	<b>\$ -</b>	<b><u>\$ 1,001,695.96</u></b>

  
Verified By Deputy Treasurer

  
Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

**MONTH OF November 30, 2019**

**Cash Balance as of: October 31, 2019**

Extra Classroom- Key Bank 9,303.95

TOTAL BEGINNING CASH: \$ 9,303.95

**RECEIPTS:**

Extra Classroom- Key Bank 1,658.00

TOTAL RECEIPTS: 1,658.00

**DISBURSEMENTS:**

Extra Classroom- Key Bank 2,247.50

TOTAL DISBURSEMENTS: 2,247.50

Extra Classroom- Key Bank 8,714.45

TOTAL ENDING CASH: \$ 8,714.45

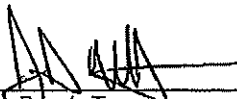
**BANK BALANCES**

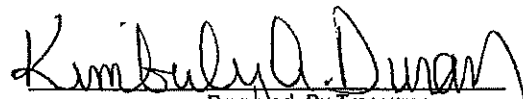
Balance per Key Bank Statement: \$ 8,789.45

Less: Outstanding Checks- Key Checking \$ (75.00) (75.00)

Add: Deposits In Transit \$ -

**TOTAL \$ 8,714.45**

  
\_\_\_\_\_  
Verified by Deputy Treasurer

  
\_\_\_\_\_  
Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

MONTH OF October 31, 2019

**Cash Balance as of: September 30, 2019**

Extra Classroom- Key Bank 7,584.40

TOTAL BEGINNING CASH: \$ 7,584.40

**RECEIPTS:**

Extra Classroom- Key Bank 2,219.55

TOTAL RECEIPTS: 2,219.55

**DISBURSEMENTS:**

Extra Classroom- Key Bank 500.00

TOTAL DISBURSEMENTS: 500.00

Extra Classroom- Key Bank 9,303.95

TOTAL ENDING CASH: \$ 9,303.95


**BANK BALANCES**

Balance per Key Bank Statement: \$ 9,303.95

Less: Outstanding Checks- Key Checking \$ -

Add: Deposits In Transit \$ -

**TOTAL \$ 9,303.95**

  
Verified by Deputy Treasurer

  
Prepared By Treasurer

# TechValley HIGH SCHOOL

January 7, 2020

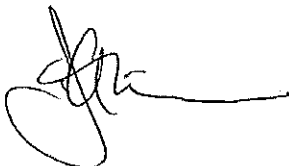
Sharon Koplik  
28652 San Lucas Lane, Apt. 202  
Bonita Springs, FL 34135

Dear Sharon,

On behalf of the students, faculty, and staff of Tech Valley High School, I would like to extend our sincerest thanks for your generous donation of three incredible works of art. Both of the Sam Francis aquatint etchings: "La Primavera" and "Ploggia d'Oro" have been hung and really enhance the modern visual aesthetic of our building. The elegant Steven Sorman collage, "Said Again Larger" is also a wonderful gift to our program.

As you know, Tech Valley High School is a regional public high school that is jointly operated by Capital Region BOCES and Questar III BOCES. We try to use business and community resources to the greatest extent possible in order to keep costs down. Your generous donation helps to make our environment more professional in appearance. We express our gratitude for your amazing gift of 3 abstract paintings.

Sincerely,



Dr. James Niedermeier  
Principal



January 7, 2020

Kathy Buff  
9 School Road  
Altamont, NY 12009

Dear Kathy,

On behalf of the students, faculty, and staff of Tech Valley High School, I would like to extend our sincerest thanks for your generous donation of a microwave oven. Small appliances are used many times each day at TVHS and help to make mealtimes more convenient for teachers and students in our building. When our old microwave broke, we knew that this item was a vital tool that we would need to replace it right away.

As you know, Tech Valley High School is a regional public high school that is jointly operated by Capital Region BOCES and Questar III BOCES. We try to use business and community resources to the greatest extent possible in order to keep costs down. Your generous donation met our need in the exact moment that it was required. Because of your gift, we experienced no interruption to our lunch preparations. Thank you so much, from the bottom of our...stomachs. We appreciate you, Kathy!

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. James Niedermeier", with a horizontal line extending to the right.

Dr. James Niedermeier  
Principal



January 7, 2020

Korey Te Hira  
National Conference on Citizenship  
1900 L Street NW  
Suite 800  
Washington, DC 20036

Dear Korey,

On behalf of the students, faculty, and staff of Tech Valley High School, I would like to extend our sincerest thanks for your generous donation of 4 tablets with wireless broadband service. Our school is committed to harnessing the power of technology in order to reach our learning aims and the grant from the National Conference on Citizenship will help us to advance our school's educational mission.

As you know, Tech Valley High School is a regional public high school that is jointly operated by Capital Region BOCES and Questar III BOCES. We try to use business and community resources to the greatest extent possible in order to keep costs down. Your generous donation helps to make our environment more professional by functioning as an interactive visitor log that is accessible even when we are out of the building in case of emergency. The wireless broadband service can also help us to access important files while on field work experiences, which happen weekly. On behalf of staff and students, I offer our true gratitude for this gift.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Niedermeier", with a long horizontal flourish extending to the right.

James Niedermeier  
Principal



# Tech Valley High School

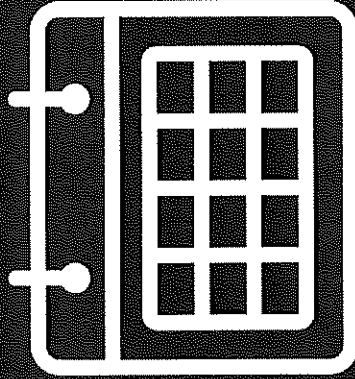
Principal's Report  
Operating Board  
January 23, 2020

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.



10

days



50

interns



70+

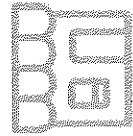
partners



**TechValley**  
HIGH SCHOOL

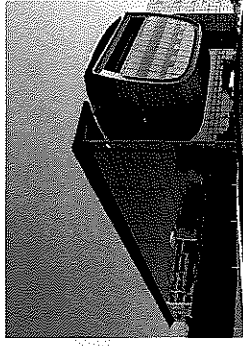
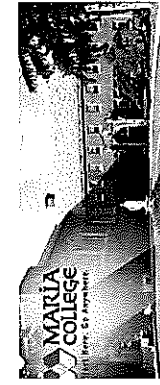
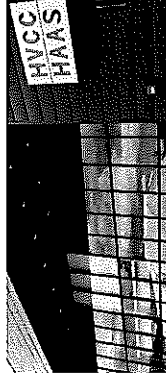
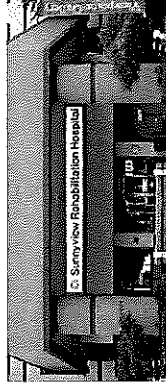
## FIELD WORK

Underclassmen  
explore two local  
industries.



# iTerm 2020

Sunnyview Rehabilitation Hospital  
UAlbany Drone Lab  
RPI EMPAC  
Maria College OT  
NYSP Forensic Investigation Center  
HVCC Advanced MAnufacturing  
SUNY Polytechnic Institute Nanofab  
GE Forge Lab



**TechValley**  
HIGH SCHOOL

## EXPOSIUMS

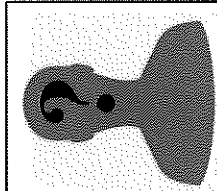
Presentations educate students about potential careers in our region.



# ITerm 2020



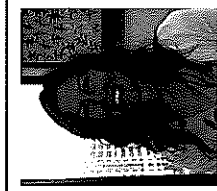
Garry Polmateer  
CEO  
Red Argyle



Cody Vincent  
Data Analyst  
St. Peter's



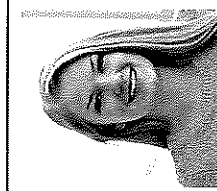
Bev Bisnett-Jenks  
Administrator  
Guilfordland CSD



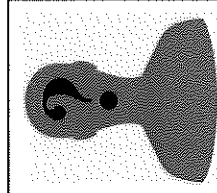
Melissa Toni  
Photographer  
DOT



Joe Arcuri  
Designer  
Freelance



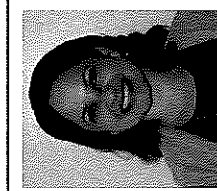
Jaime Drozda  
Research  
RPI



Devin Gaige  
Scientist  
USGS



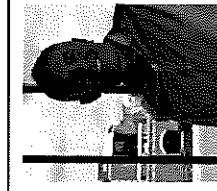
Anthony Taibi  
Chief Academic Officer  
Questar III



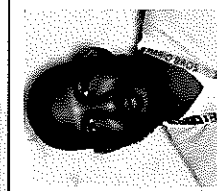
Tammy Ellis-Robinson  
Professor  
UAlbany



Arzu Fallahi  
Artist  
Freelance



Warren Zeiser  
CEO  
WeRise



Steven Flenory  
Studio Head  
WB Games

**TechValley**  
HIGH SCHOOL

**PAIDEIA**

Hands-on workshops  
with local  
professionals.



# iTerm 2020

Gaming  
Cluster  
Speed  
Dating

Logo and  
Tattoo  
Design

Book  
Making

Studio  
Lighting  
and  
Portraiture

Sustainability  
DIY

Blues  
Music Jam  
Session

Intro to  
Yoga

Aikido

So you  
want to  
start a  
band?

German  
Paper  
Stars

Escape  
Room

Bitcoin

Forensic  
Science  
Mini Crime  
Lab

Canine  
Training

Competitive  
Chess

Medieval  
Combat  
and  
Weaponry

Cyber  
Security

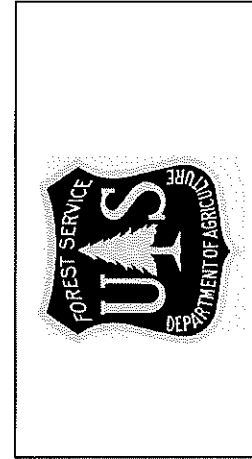
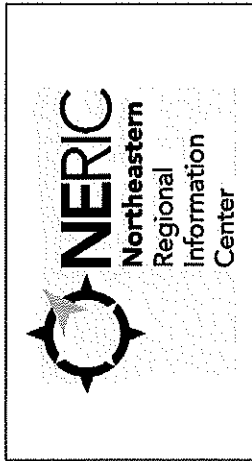
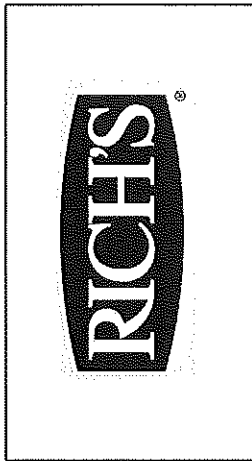
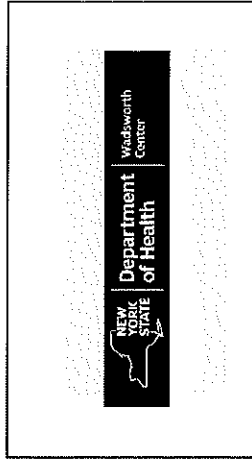
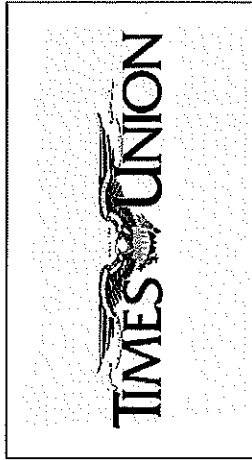
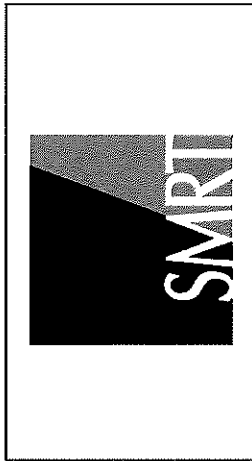
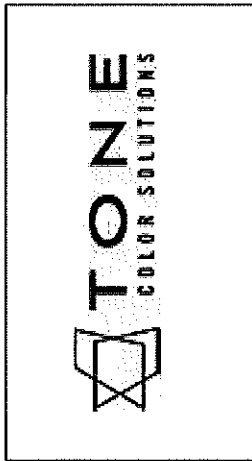
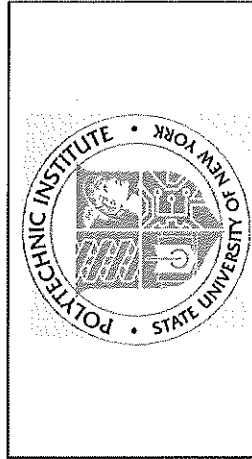
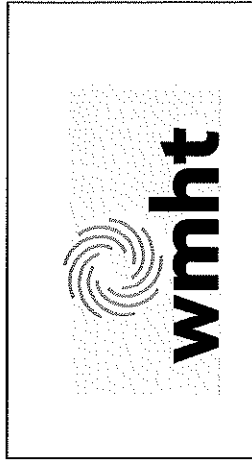
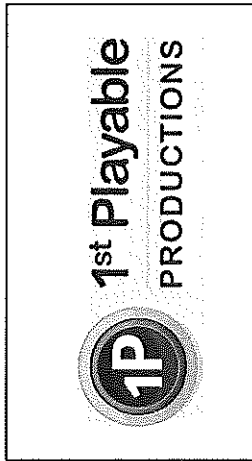
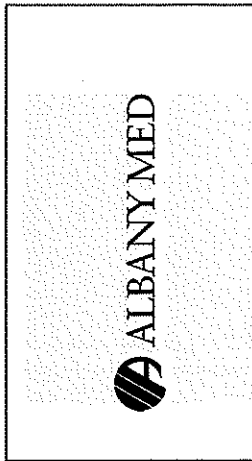
Acrobatics

**EXTREME EXPOSURE**

Juniors work in  
small groups at  
local businesses  
for 15 to 25 hours.



# iTerm 2020

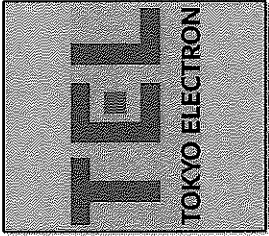
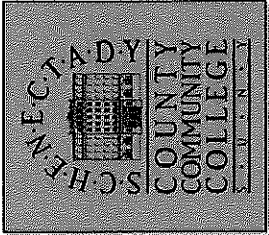
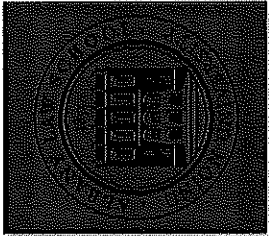
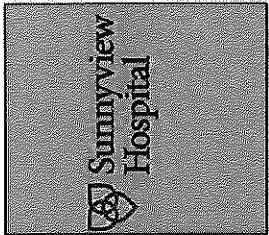
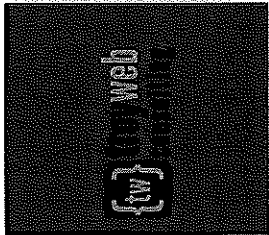
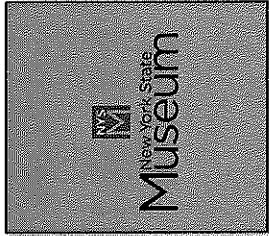
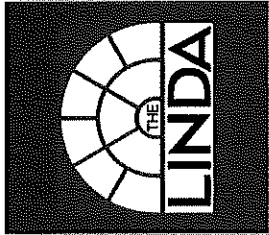
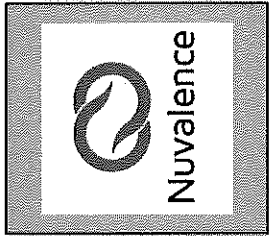
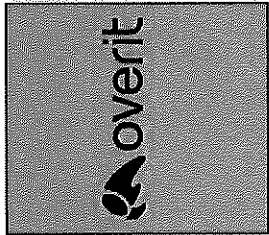
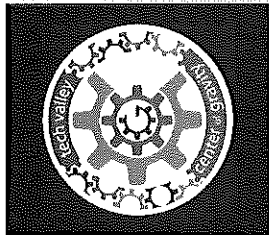
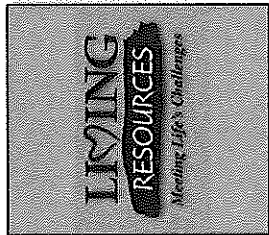
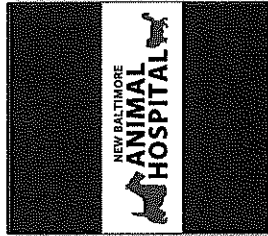
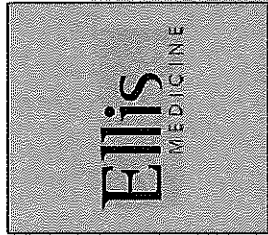
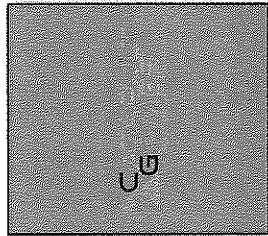
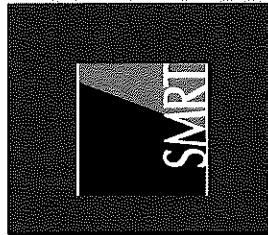
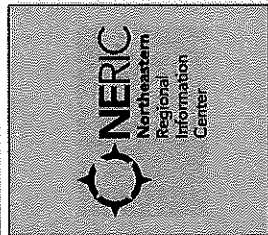
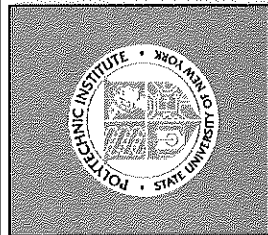


## SENIOR PROJECT

Seniors spend between 40 and 50 hours in the field at a business of their choice.



# iTerm 2020



# Upcoming Dates

3/9-Applications Due

3/13-Lottery

3/26-Next Op Board Meeting (19-20 Enrollment and Budget)

5/13-TVHS Expo

5/29-Award Ceremony

6/25-Graduation

