

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

May 28, 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. Tenure Appointments
 - a. Sarah Fiess
 - b. Laura Lee
 - c. Bradford Hale
7. Personnel Considerations
 - a. Resignation
 1. James Niedermeier
 - b. Appointments
 1. Lynne Wells
 2. Sarah Fiess
8. Business Items
 - a. Internal Claims Auditor Report
 - b. Treasurer's Report
 - c. Approval of Grievance Settlement and Article 7 Amendment

9. Change to 2019-2020 TVHS Calendar
10. Principal's Report
11. District Superintendents' Report
12. Board Discussions
13. Summary Actions
14. 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 March 26, 2020 Board Meeting. (copy attached)

4. **Recognition of Visitors**

5. **Privilege of the Floor**

6. **Tenure Appointments**

a. **Sarah Fiess**

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

Name: Sarah Fiess
Effective: July 6, 2020
Tenure Area: Instructional Support Services in Professional Development

(copy attached)

b. **Laura Lee**

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

Name: Laura Lee
Effective: June 6, 2020
Tenure Area: School Counseling

(copy attached)

c. **Bradford Hale**

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

Name: Bradford Hale
 Effective: September 1, 2020
 Tenure Area: Teaching Assistant

(copy attached)

7. **Personnel Considerations**

a. Resignation

1. James Niedermeier

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the resignation of James Niedermeier, Principal and Chief Academic Officer of Tech Valley High School, be accepted effective June 30, 2020.

(copy attached)

b. Appointments

1. Lynne Wells

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Administrator for the Tech Valley High School be appointed, subject to the approval by the Commissioner of Education for an application of a waiver pursuant to Retirement and Social Security Law Section 211:

| | |
|----------------------|--------------------------------|
| Name: | Lynne Wells |
| Position: | Interim Principal (Per Diem) |
| Effective: | July 1, 2020-December 31, 2020 |
| Type of Appointment: | Temporary |
| Tenure Area: | N/A |
| Probationary Period: | N/A |
| Salary: | \$550 per day |
| Benefits: | N/A |

2. Sarah Fiess

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, Sarah Fiess will be granted a stipend of \$3,500 for special duties beginning July 1, 2020 and ending December 31, 2020.

8. **Business Items**

a. Internal Claims Auditor Report

RESOLVED: that the Tech Valley High School Operating Board accepts the Internal Claims Auditor Report for March 1, 2020 through April 30, 2020. (copy attached)

b. Treasurer's Report

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer's Reports for the periods ending March 31, 2020 and April 30, 2020. (copies attached)

c. Approval of Grievance Settlement and Article 7 Amendment

RESOLVED: that the Tech Valley High School Operating Board, upon the recommendation of the Executive Officers, hereby ratifies the Grievance Settlement and Article 7 Amendment between the Executive Officers of each joint employer BOCES and the Tech Valley High School Teachers' Association. (copy attached)

9. Change to 2019-2020 TVHS Calendar

WHEREAS, the response to the COVID-19 Pandemic requires modification of the 2019-2020 school calendar; NOW THEREFORE BE IT RESOLVED, that the Operating Board of Tech Valley High School, upon the recommendation of its Principal and the District Superintendents from Questar III BOCES and Capital Region BOCES, and subject to any further modification as required by additional Executive Orders or government guidance, the 2019-2020 Tech Valley High School calendar is revised so as to make June 18, 2020 the final day of school.

10. Principal's Report

(copy attached)

11. District Superintendents' Report

12. Board Discussions

13. Summary Actions

14. Adjournment



REGULAR MEETING – March 26, 2020

A Regular Meeting of the Tech Valley Regional Technology Institute (Tech Valley High School), a joint venture of the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties, 900 Watervliet-Shaker Road, Albany, New York, and the Board of Cooperative Educational Services of Rensselaer-Columbia-Greene Counties, 10 Empire State Boulevard, Castleton, New York, was held on March 26, 2020 via conference call, as directed in the Governor's Executive Order 202.1, due to the response to the COVID-19 Pandemic. The meeting was called to order at 6:15 p.m. by President Phelan.

PRESENT

John Bergeron
 Edmund Brooks
 Nancy delPrado
 Joseph Garland
 John Hill
 Kevin Kutzscher
 Lynne Lenhardt
 John Phelan
 Frank Zwack
 Gladys Cruz, Dist. Supt.
 Anita Murphy, Dist. Supt.

ABSENT

Lynn Clum
 Gretchen Wukits,
 Clerk of the Board

STAFF

James Niedermeier

GUESTS

Danielle Hemmid

President Phelan led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

President Phelan noted that the Agreement with the Audio-Visual Corporation was being removed from the agenda. It was moved by Dr. Bergeron and seconded by Mrs. Lenhardt 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 January 23, 2020 Board Meeting Minutes. The motion passed unanimously.

MINUTES

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

**PERSONNEL
CONSIDERATIONS**

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

| <u>Name</u> | <u>Dates</u> | <u>Amount (per diem)</u> |
|-----------------|---|---------------------------------------|
| Jessica Obercon | February 19, 2020- February 21, 2020 | 1/200 th of 2019-20 salary |

The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mr. Kutzscher to approve the following policy conventions and renumbering of the related policies:

**BOARD
POLICIES –
RENUMBERING**

0000-Philosophy, Goals, and Objectives
2000-Board Governance
3000-Administration
4000-Instruction
5000-Student Policies
6000-Business
8000-Miscellaneous
9000-Personnel

| <u>Old Number</u> | <u>New Number</u> | <u>Policy</u> |
|-------------------|-------------------|---|
| 1 | 2000 | Tech Valley Regional Technology Institute |
| 2 | 2020 | Privilege of the Floor |
| 3 | 2030 | Authorization to Sign Contracts |
| 4 | 2040 | Policy Development |
| 5 | 2050 | Controlling Policy |
| 9 | 2090 | Gifts and Donations |
| 8 | 5000 | Code of Conduct |
| 10 | 5100 | Attendance |
| 5100 | 5200 | Prohibit Sexual Harassment for Students |
| 5025 | 5300 | Child Abuse Reporting and Regulations |
| 5100 | 5400 | Field Trips |
| 9100 | 9060 | Internships and Student Teaching |
| | | Assignments |
| 12 | 9300 | Prohibition of Discrimination, Sexual and Other Unlawful Harassment of Employees, Non-Employees and Interns |

The motion passed unanimously.

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

**INTERNAL
CLAIMS
AUDITOR
REPORT**

RESOLVED: that the Tech Valley High School Operating Board accepts the Internal Claims Auditor Report for January 1, 2020 through February 29, 2020. The motion passed unanimously.

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

**TREASURER'S
REPORTS**

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer's Reports for the periods ending January 31, 2020 and February 29, 2020. The motion passed unanimously.

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

**APPROVAL OF
AGREEMENT
WITH TRANSEO**

RESOLVED: that the Tech Valley High School Operating Board hereby approves the agreement with Transeo from April 1, 2020 through March 31, 2023 as per the terms of the contract provided for \$4,000. The motion passed unanimously.

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

**APPROVAL OF
CONTINUATION
AGREEMENT WITH
NEW TECH
NETWORK
INC. (NTN)**

RESOLVED: that the Tech Valley High School Operating Board hereby approves the continuation agreement with the New Tech Network Inc. (NTN) from July 1, 2020 through June 30, 2022 as per the terms of the contract provided for \$16,520. The motion passed unanimously.

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

**APPROVAL OF
DISPOSITION OF
PERSONAL
PROPERTY**

RESOLVED: that the Tech Valley High School Operating Board hereby approves the disposition of personal property in accordance with TVHS Policy #6730:

| <u>Model</u> | <u>SN</u> | <u>Q3 Tag</u> | <u>CR Tag</u> |
|------------------------|------------------|---------------|---------------|
| Canon HF M300 | 172030240903 | | |
| Canon HF M300 | 162110523533 | | |
| InFocus Gen10 | AKQR45100053 | 852 | |
| Flashforge Creator Pro | FFX9851506018059 | 30699 | |
| Snowball USB Mic | 41234 | 1102 | |
| Snowball USB Mic | 42307 | | |
| Mitsubishi Projector | 6020845 | | 31887 |
| XD490U | | | |
| Nikon CoolPix | 30626286 | | |

The motion passed unanimously.

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

**APPROVAL OF THE
2020-2021 TVHS
CALENDAR**

RESOLVED: that the Tech Valley High School Operating Board approves the 2020-2021 TVHS calendar. The motion passed unanimously.

Dr. James Niedermeier, Principal and Chief Academic Officer, TVHS, presented the proposed 2020-2021 TVHS Budget. It was moved by Mr. Hill and seconded by Mr. Garland to approve the following:

**PRESENTATION OF
2020-21 TVHS
BUDGET**

RESOLVED: that the Tech Valley High School Operating Board accepts the Proposed Budget of \$2,619,748 for the 2020-21 fiscal year. The motion passed unanimously.

Dr. Niedermeier presented his report. Ms. Anita Murphy, District Superintendent, Capital Region BOCES, extended thanks to staff for their support with the technology for the virtual meeting. Board members discussed resuming monthly Operating Board meetings with the possibility of alternating months for Board resolutions and workshop presentations.

**PRINCIPAL'S
REPORT/
DISTRICT
SUPERINTENDENTS'
REPORT/BOARD
DISCUSSION**

It was moved by Dr. Bergeron and seconded by Mr. Kutzscher to develop a schedule of monthly meetings. The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mr. Brooks to adjourn the meeting at 6:56 p.m. The motion passed unanimously.

ADJOURNMENT

May 22, 2020

Date

Gretchen E. Wukits

Gretchen E. Wukits
Clerk of the Board

The above minutes were compiled from notes from those in attendance at the meeting due to technological difficulties and the inability to access the meeting.

Tenure Appointment

NAME: Sarah Fiess

POSITION: School Outreach Coordinator, Tech Valley High School

CERTIFICATION: English 7-12

TENURE AREA: Instructional Support Services in Professional Development

DATE OF EMPLOYMENT ACTION: July 6, 2016

DATE PROBATIONARY PERIOD STARTED: July 6, 2020

DATE PROBATIONARY PERIOD ENDS: July 6, 2020

RECOMMENDED BY: James Niedermeier, Principal

BACKGROUND DATA: I am providing the following information relative to the granting of tenure to Sarah Fiess, School Outreach Coordinator at Tech Valley High School.

12 MONTH EMPLOYEE EVALUATION (LOCAL EVALUATION TOOL)

A. Professional Characteristics:

Mrs. Fiess is intelligent, responsible, and forward thinking. She identifies problems based on data and then collaborates with relevant team members to solve them. She is an excellent communicator and can adapt her communication to different types of audiences, as she is often called upon to do. She is able to work effectively as a facilitator, a team member, and independently. She is also always willing to assist in any way that is needed, no matter how closely the task aligns with her job description.

B. Evaluations:

Mrs. Fiess's evaluations have been consistently excellent.

C. Pupil and Stakeholder Relations:

Mrs. Fiess has good rapport with students in the TVHS Ambassador program and the students she works with in her camp programs. In addition, she works well with adult learners, whether they are other educators or business professionals. Staff members see her as an instructional expert and frequently seek her out for assistance.

D. Personal Characteristics:

Mrs. Fiess has a good sense of humor and is a life-long learner. She reads widely and is conversant in many topics. She is very responsible and requires little assistance in finishing tasks that have been assigned to her. She also continually looks for new ways to improve our school community. It is also of note that she is thoughtful and kind to both students and staff members, participates in several voluntary committees, and attends all school events.

Summary:

The position of Outreach Coordinator was created four years ago to both improve TVHS's enrollment numbers and to provide development opportunities to component schools. Since Mrs. Fiess's arrival, we have consistently been able to hit application and enrollment targets and we have developed a reputation as provider of high quality professional learning that has attracted many of our component schools and also many institutions from outside of our region. The summer and winter camps she has developed have become very popular and have led to a greater diversity in applicants. Her ambassador program has provided our students with leadership, service, and even employment opportunities. On many occasions, Mrs. Fiess has been the face of TVHS and has greatly assisted in improving our standing. She has been invaluable and I recommend her for tenure without reservation.

Tenure Appointment

NAME: Laura Lee

POSITION: Teacher, Tech Valley High School

CERTIFICATION: School Counseling

TENURE AREA: School Counseling

DATE OF EMPLOYMENT ACTION: June 6, 2020

DATE PROBATIONARY PERIOD STARTED: June 6, 2020

DATE PROBATIONARY PERIOD ENDS: June 6, 2020

RECOMMENDED BY: James Niedermeier, Principal

BACKGROUND DATA: I am providing the following information relative to the granting of tenure to Laura Lee, School Counselor at Tech Valley High School.

SCHOOL COUNSELOR EVALUATION FORM (LOCAL EVALUATION TOOL)**A. Professional Characteristics:**

Mrs. Lee is a responsible and conscientious employee who consistently goes above and beyond her assigned duties. She is visible and accommodating to students and parents and maintains confidentiality. In addition to scheduling, counseling students, and supporting student transition to colleges and careers, Mrs. Lee also chairs the school's Wellness Committee and facilitates many parent-teacher conferences. She also participates in weekly school leadership meetings and bi-weekly faculty and special education team meetings. She has facilitated the creation of a school counseling plan, which codifies and aligns TVHS guidance and transitioning practices.

B. Evaluations:

Mrs. Lee's evaluations show consistently good scores across the board. She has excelled in providing students with mental health counseling and college admissions support.

C. Pupil Relations:

Mrs. Lee has good rapport with TVHS students. They frequently seek her out for mental health and college counseling counseling. She consistently advocates for student needs and mediates staff/student and student/student conflicts.

D. Personal Characteristics:

Mrs. Lee is a compassionate person who truly cares about the students of Tech Valley High School. She takes her responsibilities as a counselor seriously and works to set up students for success. She has a growth mindset and seeks feedback, coaching, and professional learning opportunities.

Summary:

Mrs. Lee is an important member of the Tech Valley High School staff. She performs all assigned tasks well and is a pleasure to work with. I recommend her for tenure without reservations.

Tenure Appointment

NAME: Bradford Hale

POSITION: Teacher, Tech Valley High School

CERTIFICATION: Teaching Assistant

TENURE AREA: Teaching Assistant

DATE OF EMPLOYMENT ACTION: September 1, 2016

DATE PROBATIONARY PERIOD STARTED: September 1, 2016

DATE PROBATIONARY PERIOD ENDS: September 1, 2020

RECOMMENDED BY: James Niedermeier, Principal

BACKGROUND DATA: I am providing the following information relative to the granting of tenure to Bradford Hale, Teaching Assistant at Tech Valley High School.

SCHOOL COUNSELOR EVALUATION FORM (LOCAL EVALUATION TOOL)

A. Professional Characteristics:

Mr. Hale is a tremendous asset to Tech Valley High School. It is notable that Mr. Hale assumed this position after serving for a year as a one-to-one TA for a special education student. His background in math and teaching has allowed us to use him to provide assistance in large classes and make study halls more academically focused. We also frequently use Mr. Hale as a substitute teacher, a role which he fills ably. Mr. Hale is flexible, professional, and intelligent and we are truly lucky to have him.

B. Evaluations:

Mr. Hale's evaluations have been consistently excellent.

C. Pupil Relations:

Mr. Hale is a beloved member of the staff and has, in fact, been chosen by the current senior class to speak at commencement this year. He treats students with respect, courtesy, and patience. He attends nearly all student events and participates in all internal activities with students.

D. Personal Characteristics:

Mr. Hale has a wonderful sense of humor and he has never failed to enthusiastically offer his assistance when we have needed it. He can be effective both as a primary substitute instructor or as management support for a class. He also rarely ever misses work.

Summary:

Mr. Hale is much more than a typical Teaching Assistant. It is my belief that he will be an excellent teacher one day, but until he decides to pursue that, we are fortunate to have him at TVHS. I recommend him for tenure without reservation.



April 8, 2020

Anita Murphy, District Superintendent
Capital Region BOCES
900 Watervliet Shaker Rd
Albany, NY 12205

Gladys Cruz, District Superintendent
Questar III BOCES
10 Empire State Blvd
Castleton-On-Hudson, NY 12033

Dear Anita and Gladys:

Please accept this letter as notice that I will be resigning my position as Principal and Chief Academic Officer of Tech Valley High School, effective June 30, 2020. I have accepted a position as Superintendent of the Duaneburg Central School District.

It has been a distinct pleasure to serve in this role for the past five years. I have learned a great deal from Tech Valley High School's innovative program and its wonderful staff. I hope that my work has helped to enhance the school. I plan to continue to support the mission of providing relevant, engaging, and student-centered programming for students in the Capital Region in my new role.

On a personal note, thank you both for your unwavering support of me. Please also extend my thanks to the members of the Tech Valley High School Operating Board, each member of which provides an example of selfless, lifelong dedication to public service.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Niedermeier".

James Niedermeier, Ed.D.

cc: Tech Valley High School Operating Board, Mike Buono, Gretchen Wukits

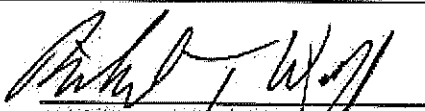


TECH VALLEY HIGH SCHOOL
INTERNAL CLAIMS AUDIT REPORT
 January - February 2020

| Warrant # | Description | Check Dates | Amount | Checks Issued | EFT's | Check Series |
|-----------|--------------------|-------------|--------------|---------------|-------|--------------|
| 50 | General Payables | 3/12/2020 | \$ 6,184.97 | 11 | 0 | 4317-4327 |
| 51 | Payroll Deductions | 3/18/2020 | \$ 16,584.49 | 2 | 7 | 11172-11173 |
| 52 | General Payables | 3/25/2020 | \$ 40,034.31 | 8 | 0 | 4328-4335 |
| 53 | Extra-classroom | 3/25/2020 | \$ 212.85 | 2 | 0 | 1048-1049 |
| 54 | T&A Misc | 3/26/2020 | \$ 5,656.37 | 1 | 0 | 11174 |
| 55 | Payroll Deductions | 4/1/2020 | \$ 16,378.80 | 2 | 7 | 11176-11177 |
| 56 | Payroll Deductions | 4/15/2020 | \$ 16,265.30 | 2 | 7 | 11179-11180 |
| 57 | Payroll Deductions | 4/29/2020 | \$ 15,910.44 | 0 | 4 | n/a |
| 58 | T&A Misc | 4/29/2020 | \$ 5,656.37 | 1 | 0 | 11182 |
| 59 | General Payables | 4/29/2020 | \$ 41,699.00 | 9 | 0 | 4336-4344 |
| 60 | TVHS Federal | 4/29/2020 | \$ 17,292.00 | 1 | 0 | 4345 |

| | | | |
|----------------|---------------|----|----|
| Period Totals: | \$ 181,874.90 | 39 | 25 |
|----------------|---------------|----|----|

| | Exceptions: | Warrant | Amount | Vendor | Explanation |
|---|---------------|---------|-----------|-------------|---------------------------------|
| 1 | Confirming PO | 50 | \$ 944.40 | Questar III | Invoice first knowledge of bill |
| 2 | Confirming PO | 50 | \$ 315.00 | Questar III | Invoice first knowledge of bill |
| | | | | | |


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

May 28, 2020

TECH VALLEY HIGH SCHOOL
CONSOLIDATED BUDGET STATUS REPORT

as of 04/30/2020

| Description | Initial Budget | Adjustments | Current Budget | Year-to-Date Expenditures | Encumbrances Outstanding | Unencumbered Balance |
|-------------------------------------|----------------|-------------|----------------|------------------------------|-----------------------------|-------------------------|
| 150 CERTIFIED SALARIES | | | | | | |
| TEACHER SALARIES | 1,030,147.00 | 31,550.00 | 1,061,697.00 | 877,273.20 | 145,770.93 | 38,652.87 |
| ADMINISTRATIVE SALARIES | 294,003.00 | 14,000.00 | 308,003.00 | 258,738.14 | 48,913.94 | 350.92 |
| 150 Subtotal Certified Salaries | 1,324,150.00 | 45,550.00 | 1,369,700.00 | 1,136,011.34 | 194,684.87 | 39,003.79 |
| 160 SUPPORT SALARIES | | | | | | |
| 160 Subtotal Support Salaries | 95,780.00 | | 95,780.00 | 78,531.92 | 15,724.22 | 1,523.86 |
| 200 EQUIPMENT | | | | | | |
| 200 Subtotal Equipment | 73,000.00 | (5,737.39) | 67,262.61 | 10,015.62 | 4,486.00 | 52,750.99 |
| 300 SUPPLIES & MATERIALS | | | | | | |
| GENERAL SUPPLIES | 27,000.00 | 13,361.42 | 40,361.42 | 26,463.21 | 9,913.23 | 3,984.98 |
| TEXTBOOKS | 15,000.00 | (8,500.00) | 6,500.00 | 6,031.64 | 0.00 | 418.36 |
| Periodicals | 1,000.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| Assets under \$500 | 2,000.00 | (800.00) | 1,200.00 | 168.08 | 0.00 | 1,031.92 |
| CAFETERIA (FRL) | 800.00 | 0.00 | 800.00 | 242.40 | 557.60 | 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 | (13,775.00) | 6,825.00 | 2,337.50 | 900.00 | 3,587.50 |
| 300 Subtotal Supplies & Materials | 81,400.00 | (9,713.58) | 71,686.42 | 48,401.04 | 11,370.83 | 11,914.55 |
| 400 CONTRACTUAL & OTHER | | | | | | |
| TELEPHONE | 6,205.00 | 0.00 | 6,205.00 | 5,037.50 | 1,007.50 | 160.00 |
| DATA COMMUNICATIONS | 7,901.00 | 900.00 | 8,801.00 | 5,698.79 | 3,000.00 | 101.21 |
| INSURANCE | 46,350.00 | 0.00 | 46,350.00 | 44,142.00 | 0.00 | 2,208.00 |
| EQUIP RENTALS & LEASES | 8,500.00 | (300.00) | 8,200.00 | 2,203.67 | 2,636.33 | 3,360.00 |
| POSTAGE | 2,500.00 | (1,000.00) | 1,500.00 | 1,182.99 | 252.00 | 65.01 |
| TRAVEL-IN DISTRICT | 6,000.00 | 0.00 | 6,000.00 | 1,612.92 | 1,537.08 | 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 | 3,500.00 | 19,500.00 | 17,351.56 | 1,015.00 | 1,133.44 |
| FIELD TRIPS | 1,500.00 | 2,250.00 | 3,750.00 | 1,786.75 | 1,950.00 | 13.25 |
| ADMISSIONS Transportation | 12,000.00 | 13,050.00 | 25,050.00 | 12,129.24 | 11,334.76 | 1,586.00 |
| PRINTING & COPYING | 3,000.00 | 0.00 | 3,500.00 | 0.00 | 1,500.00 | 2,000.00 |
| OTHER MISC EXPENSE | 46,500.00 | (15,351.00) | 31,149.00 | 4,705.33 | 0.00 | 26,443.67 |
| FACILITY PAYMENTS | 83,000.00 | 0.00 | 83,000.00 | 75,297.91 | 7,012.93 | 589.16 |
| 400 Subtotal Contractual & Other | 247,956.00 | 3,049.00 | 251,005.00 | 177,219.80 | 31,245.80 | 42,539.50 |

TECH VALLEY HIGH SCHOOL CONSOLIDATED BUDGET STATUS REPORT

as of 04/30/2020

| Description | Initial Budget | Adjustments | Current Budget | Year-to-Date Expenditures | Encumbrances Outstanding | Unencumbered Balance |
|---|---------------------|------------------|---------------------|---------------------------|--------------------------|----------------------|
| 440 CONTRACTED PROFESSIONAL SERVICES | | | | | | |
| Funding Initiatives | 17,292.00 | 0.00 | 17,292.00 | 17,292.00 | 0.00 | 0.00 |
| CONSULTANTS & OTH PERS SRV | 9,500.00 | 0.00 | 9,500.00 | 8,900.00 | 0.00 | 600.00 |
| Other Professional & Tech | 1,500.00 | 4,000.00 | 5,500.00 | 0.00 | 4,000.00 | 1,500.00 |
| 440 Subtotal Contracted Professional Services | 28,292.00 | 4,000.00 | 32,292.00 | 26,192.00 | 4,000.00 | 2,100.00 |
| 470 Rental of Facilities | 0.00 | 0.00 | 0.00 | | | |
| 470 Subtotal Services From Rental of Facilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 490 SERVICES FROM SCH DIST & BOCES | | | | | | |
| 490 Subtotal Services From Sch Dist & BOCES | 75,065.00 | 4,500.00 | 79,565.00 | 58,479.99 | 6,101.24 | 14,983.77 |
| 800 EMPLOYEE BENEFITS | | | | | | |
| HEALTH INSURANCE | 344,682.00 | (18,050.00) | 326,632.00 | 268,749.48 | 55,230.73 | 2,651.79 |
| EMPLOYEES' RETIREMENT | 14,384.00 | (100.00) | 14,284.00 | 11,358.53 | 2,247.68 | 677.78 |
| TEACHERS' RETIREMENT | 123,684.00 | (2,369.00) | 121,315.00 | 97,909.60 | 17,193.04 | 6,212.36 |
| SOCIAL SECURITY | 108,635.00 | 875.00 | 109,510.00 | 88,457.41 | 16,096.30 | 4,956.29 |
| UNEMPLOYMENT INSURANCE | 2,832.00 | 105.00 | 2,937.00 | 2,429.12 | 420.79 | 87.09 |
| WORKERS' COMPENSATION | 1,296.00 | 0.00 | 1,296.00 | 0.00 | 0.00 | 1,296.00 |
| DENTAL INSURANCE | 8,057.00 | 0.00 | 8,057.00 | 6,488.00 | 1,368.00 | 201.00 |
| DISABILITY INSURANCE | 10,483.00 | (225.00) | 10,258.00 | 4,079.62 | 461.67 | 5,716.71 |
| EMPLOYEE BENEFITS | 5,000.00 | 0.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 800 Subtotal Employee Benefits | 619,053.00 | (19,764.00) | 599,289.00 | 479,471.76 | 93,018.22 | 25,799.02 |
| TOTAL CURRENT EXPENDITURES BUDGET | 2,544,696.00 | 21,884.03 | 2,566,580.03 | 2,014,323.47 | 360,630.98 | 191,625.58 |

5/18/20
Date

Kimberly A. Duman
Treasurer

John D. Matter
Deputy Treasurer

5/18/2020
Date

TECH VALLEY HIGH SCHOOL
CONSOLIDATED REVENUE STATUS REPORT
as of 04/30/2020

| | Original Estimate | Adjustments | Current Estimate | Year-to-Date Revenues | Anticipated Balance |
|------------------------------------|---------------------|------------------|---------------------|-----------------------|---------------------|
| Anticipated Revenues | | | | | |
| Tuition A455 | 1,785,000.00 | | 1,785,000.00 | 1,501,383.33 | 283,616.67 |
| 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 | 23,356.67 | 6,673.33 |
| Special Education Billing | 225,000.00 | 6,800.00 | 231,800.00 | 180,288.88 | 51,511.12 |
| Legislative Grant 2017/2018 F904 | 460,666.00 | | 460,666.00 | 254,658.00 | 206,008.00 |
| TVHS Foundation | 0.00 | 16,050.00 | 16,050.00 | 18,787.79 | -2,737.79 |
| 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 | 20,744.72 | 19,255.28 |
| Interest Income | 500.00 | 0.00 | 500.00 | 1,011.00 | 0.00 |
| Total Anticipated Revenues | 2,544,696.00 | 24,734.03 | 2,569,430.03 | 2,000,230.39 | 567,826.61 |

HIGHLIGHTS/CHANGES

5/18/20
Date

Kimberly A. Duran
Treasurer

5/18/2020
Date

J. D. Matter
Deputy Treasurer

TECH VALLEY HIGH SCHOOL

2019-2020 BUDGET

as of April 30, 2020
Presented on the Accrual Basis

| ACTUAL RESULTS 2018/2019 | APPROVED BUDGET 2019/2020 | ACTUAL BUDGET 2019/2020 |
|--------------------------------|---------------------------------|-------------------------------|
|--------------------------------|---------------------------------|-------------------------------|

REVENUES

| Estimated Number of Students | 130 | 140 | 135 |
|------------------------------------|------------------|------------------|------------------|
| 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 | 480,866 | 480,866 | 480,866 |
| 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 | - | 18,050 |
| Miscellaneous Revenue | 51,876 | 40,000 | 40,000 |
| Interest Income | 1,327 | 500 | 500 |
| TOTAL REVENUES | 2,555,068 | 2,544,896 | 2,569,430 |

TECH VALLEY HIGH SCHOOL

2019-2020 BUDGET

as of April 30, 2020
Presented on the Accrual Basis

| ACTUAL RESULTS 2019/2019 | APPROVED BUDGET 2019/2020 | ACTUAL BUDGET 2019/2020 |
|--------------------------------|---------------------------------|-------------------------------|
|--------------------------------|---------------------------------|-------------------------------|

EXPENSES

ADMINISTRATIVE

Personnel

| | | | |
|-----------------------------|----------------|----------------|----------------|
| Administrative Salaries | 121,513 | 122,604 | 122,604 |
| Support & Clerical Salaries | 74,459 | 50,880 | 63,980 |
| Fringe Benefits | 89,162 | 83,985 | 83,986 |
| | <u>285,124</u> | <u>257,469</u> | <u>260,570</u> |

Equipment

| | | | |
|-----------|--------|--------|--------|
| Equipment | 30,873 | 18,000 | 19,023 |
|-----------|--------|--------|--------|

Materials & Supplies

| | | | |
|---------------------------------|---------------|---------------|---------------|
| General Supplies | 11,641 | 10,000 | 14,881 |
| 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 | 4,800 |
| | <u>21,219</u> | <u>38,800</u> | <u>37,461</u> |

Contractual

| | | | |
|---------------------------|----------------|----------------|----------------|
| Telephone | 6,073 | 6,205 | 6,205 |
| Insurance | 42,621 | 46,360 | 46,360 |
| Equip Rentals & Leases | 4,216 | 8,500 | 8,200 |
| Postage | 1,282 | 1,500 | 1,500 |
| Travel-In-District | 1,631 | 6,000 | 6,000 |
| Conference & Other Travel | 5,799 | 8,000 | 8,000 |
| Assoc Dues & Memberships | 10,507 | 10,000 | 13,500 |
| Printing & Copying | 1,326 | 3,500 | 3,500 |
| Fieldtrips | 1,901 | - | - |
| Workshop Related Costs | 6,059 | - | - |
| Other Misc Expense | 28,160 | 37,000 | 29,499 |
| Facility Payment | 78,982 | 83,000 | 83,000 |
| | <u>188,466</u> | <u>210,065</u> | <u>205,764</u> |

Contract Prof Service

| | | | |
|------------------------|---------------|---------------|---------------|
| Accountants & Auditors | 8,900 | 9,500 | 9,500 |
| Funding Initiatives | 17,292 | 17,292 | 17,292 |
| Other Prof & Tech | - | 1,500 | 1,500 |
| | <u>26,192</u> | <u>28,292</u> | <u>28,292</u> |

School Districts & Other BOCES

| | | | |
|--------------------------|---------------|---------------|---------------|
| BOCES/SCH DST -OTHER SRV | 35,974 | 61,199 | 65,899 |
| | <u>35,974</u> | <u>61,199</u> | <u>65,899</u> |

Occupancy

| | | | |
|--------------------------------|--------------|--------------|--------------|
| Data Communications | 7,293 | 7,901 | 8,801 |
| Cleaning/Ancillary Lease costs | - | - | - |
| | <u>7,293</u> | <u>7,901</u> | <u>8,801</u> |

TOTAL ADMINISTRATIVE

| | | | |
|--|----------------|----------------|----------------|
| | <u>592,941</u> | <u>621,718</u> | <u>625,600</u> |
|--|----------------|----------------|----------------|

TECH VALLEY HIGH SCHOOL

2019-2020 BUDGET

as of April 30, 2020
Presented on the Accrual Basis

| ACTUAL RESULTS 2018/2019 | APPROVED BUDGET 2019/2020 | ACTUAL BUDGET 2019/2020 |
|--------------------------------|---------------------------------|-------------------------------|
|--------------------------------|---------------------------------|-------------------------------|

INSTRUCTIONAL

Personnel

| | | | |
|--------------------------------|------------------|------------------|------------------|
| Instructional Salaries | 1,183,832 | 1,027,847 | 1,051,847 |
| Instructional Support Salaries | - | 171,399 | 185,399 |
| Non-Instructional Salaries | 41,046 | 45,000 | 45,000 |
| Substitute Teacher Salaries | 2,800 | 2,600 | 6,860 |
| Fringe Benefits | 471,065 | 535,088 | 515,303 |
| | <u>1,698,743</u> | <u>1,781,514</u> | <u>1,804,199</u> |

Equipment

| | | | |
|-----------|---------------|---------------|---------------|
| Equipment | 46,429 | 55,000 | 48,240 |
| Furniture | - | - | - |
| | <u>46,429</u> | <u>55,000</u> | <u>48,240</u> |

Materials & Supplies

| | | | |
|--------------------|---------------|---------------|---------------|
| Supplies | 19,519 | 17,000 | 25,500 |
| Textbooks | 13,092 | 15,000 | 6,500 |
| Assets under \$500 | - | 1,000 | 200 |
| Software Licenses | - | 9,600 | 2,025 |
| | <u>32,611</u> | <u>42,600</u> | <u>34,225</u> |

Contractual

| | | | |
|---|---------------|---------------|---------------|
| Postage | - | 1,000 | - |
| Staff Development & Conferences | 200 | 6,000 | 6,000 |
| Admissions | 1,880 | 1,500 | 3,750 |
| Transportation | - | 12,000 | 25,050 |
| Physical Education-Related Expenditures | 31,848 | - | - |
| Online Tuition | - | - | 4,000 |
| Other Professional & Tech Services | - | - | - |
| Software Licenses | - | - | - |
| Misc | 11,521 | 9,500 | 1,650 |
| | <u>46,267</u> | <u>30,000</u> | <u>40,450</u> |

BOCES/SCH DST -OTHER SRV

| | | | |
|--|------------------|------------------|------------------|
| | - | 13,868 | 13,868 |
| | <u>1,823,040</u> | <u>1,922,980</u> | <u>1,940,980</u> |

TOTAL INSTRUCTIONAL

TOTAL PROGRAM COSTS

COST PER STUDENT

SURPLUS OR (DEFICIT)

| | | | |
|--|-------------------|------------------|------------------|
| | <u>2,415,981</u> | <u>2,644,698</u> | <u>2,666,580</u> |
| | <u>\$ 18,504</u> | <u>\$ 18,176</u> | <u>\$ 19,012</u> |
| | <u>\$ 139,077</u> | <u>\$ -</u> | <u>\$ 2,850</u> |

5/18/20

Date

5/18/2020

Date

Kimbully A. Duan

Treasurer

John D. Matter

Deputy Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL
CHECKING ACCOUNT**

MONTH OF April 30, 2020

Cash Balance as of: March 31, 2020

| | |
|-------------------------|-------------------|
| General Fund - Key Bank | 1,042,999.49 |
| Special Aid Fund - Key | 5,672.16 |
| T&A Fund - Key | 119.08 |
| Capital Fund - Key | <u>130,641.99</u> |

TOTAL BEGINNING CASH: \$ 1,179,432.72

RECEIPTS:

| | |
|-----------------------------------|-------------|
| General Fund - Key | 163,380.82 |
| Special Aid Fund - Key | - |
| Trust & Agency Fund - Key | 169,335.82 |
| Capital Fund - Key | - |
| Interest on Investments & Savings | <u>9.39</u> |

TOTAL RECEIPTS: 332,726.13

DISBURSEMENTS:

| | |
|---------------------------|--------------|
| General Fund - Key | (181,252.53) |
| Special Aid Fund - Key | (52,158.02) |
| Trust & Agency Fund - Key | (169,252.70) |
| Capital Fund - Key | <u>-</u> |

TOTAL DISBURSEMENTS: (402,663.26)

Cash Balance as of April 30, 2020

| | |
|------------------------|-------------------|
| General Fund - Key | 1,025,137.17 |
| Special Aid Fund - Key | (48,485.86) |
| T&A Fund - Key | 202.30 |
| Capital Fund - Key | <u>130,641.99</u> |

TOTAL ENDING CASH: \$ 1,109,495.60

BANK BALANCES

| | |
|--|------------------------|
| Balance per Key Bank Statement: | \$ 1,180,890.03 |
| Less: Outstanding Checks- Key Checking | \$ (71,394.43) |
| | <u>(71,394.43)</u> |
| Add: Deposits in Transit | \$ - |
| | <u>-</u> |
| TOTAL | \$ <u>1,109,495.60</u> |

Verified By Deputy Treasurer

Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL
CHECKING ACCOUNT**

MONTH OF March 31, 2020

Cash Balance as of: February 29, 2020

Extra Classroom- Key Bank

9,177.45

TOTAL BEGINNING CASH:

\$

9,177.45

RECEIPTS:

Extra Classroom- Key Bank

-

TOTAL RECEIPTS:

-

DISBURSEMENTS:

Extra Classroom- Key Bank

212.85

TOTAL DISBURSEMENTS:

212.85

Extra Classroom- Key Bank

8,964.60

TOTAL ENDING CASH:

\$

8,964.60

BANK BALANCES

Balance per Key Bank Statement:

\$

9,177.45

Less: Outstanding Checks- Key Checking

\$

(212.85)

(212.85)

Add: Deposits in Transit

\$

-

TOTAL

\$

8,964.60

Verified by Deputy Treasurer

Prepared By Treasurer

4-14-20

GRIEVANCE SETTLEMENT**BY AND BETWEEN****THE QUESTAR III BOCES AND CAPITAL REGION BOCES****AND****THE TECH VALLEY HIGH SCHOOL TEACHERS' ASSOCIATION**

WHEREAS, the Questar III (the Board of Cooperative Educational Services of Rensselaer, Columbia, and Greene Counties) and the Capital Region BOCES (the Albany, Schoharie, Schenectady, Saratoga Board of Cooperative Educational Services) (hereinafter referred to collectively as "BOCES") and the Tech Valley High School Teachers' Association, NYSUT (hereinafter referred to as "Association") are parties to a collective bargaining agreement for the period July 1, 2018 to June 30, 2022 (hereinafter "Agreement"); and,

WHEREAS, on or about March 11, 2019, the Association filed a grievance alleging that the BOCES violated the Agreement by not providing health insurance for members in retirement; and,

WHEREAS, the BOCES has denied any such violation and the matter has proceeded to arbitration; and

WHEREAS, the parties have discussed the matter and agreed to fully and finally resolve all issues raised by the Grievance and avoid any further litigation on the issues raised in the Grievance under the following terms and conditions.

IT IS HEREBY AGREED AS FOLLOW:

1. The Association withdraws the Grievance dated March 11, 2019 and the Demand for Arbitration with prejudice.
2. Regarding the Grievant:
 - a. The BOCES shall pay Sean O'Brien (hereinafter "Grievant") the sum of Five Thousand Dollars (\$5,000.00), less appropriate taxes and other withholdings, in full and complete satisfaction of any claims the Grievant may have had or may have in the future. This payment shall be made within thirty (30) days after the Grievance Settlement is executed by the Association and Grievant and there is final approval of the Grievance Settlement by the Tech Valley High School Operating Board. The parties further agree,

that the payment to the Grievant shall not be a precedent in any proceeding of any nature in the future.

b. Grievant retired effective June 30, 2019 and it is agreed by the parties, that Grievant was not and will not ever be, eligible for any health insurance in retirement under the Agreement or this Grievance Settlement.

3. The parties agree to amend Article 7 of the Agreement, effective on the date of final approval and execution of this Grievance Settlement by the Association and TVHS Operating Board, as follows:

a. Amend Article 7.2 to delete the phrase "...and existing retirees who were employees immediately prior to retirement...";

b. Amend Article 7 to add a new Section 7.8, "Health Insurance in Retirement", to provide as follows:

"A. Employees with fifteen (15) or more years of continuous service with the Agency who retire pursuant to the Rules and Regulations of the Teachers' Retirement System or the State and Local Employees' Retirement system shall have the option of continuing the health insurance plan and coverage in which they participated in accordance with the parameters of Article 7, Section 7.8.

B. Employees hired prior to July 1, 2010 shall pay the percentage of employee share of premium for individual coverage pursuant to Article 7 that the employee paid immediately prior to the employee's retirement during the term of his/her retirement. If such employee wishes to continue dependent coverage, the employee shall pay fifty percent (50%) of the difference in premium between individual and dependent coverage, in addition to the premium contribution towards individual coverage. The Agency will pay the difference in the cost of premiums for individual, two person or family coverage.

C. Employees hired on or after July 1, 2010 shall pay the percentage of employee share of premium for individual coverage pursuant to Article 7 that the employee paid immediately prior to the employee's retirement for the term of his/her retirement. The Agency will pay the difference in the cost of premium for individual coverage of the retiring employee. If such employee wishes to continue dependent coverage (two-

person or family), the retiring employee shall pay 100% of the premium for such dependent coverage in addition to their share of premium contribution towards individual coverage.

4. The parties agree that this agreement fully resolves the grievance and demand for arbitration.

5. This Grievance Settlement, including the amendment to the Agreement, is contingent on the approval of the Tech Valley High School Operating Board.

(This Settlement Agreement may be signed in counterparts)


DATED: April __, 2020

FOR THE TECH VALLEY HIGH SCHOOL:

Gladys I. Cruz
Executive Officer, Questar III BOCES

Anita Murphy
Executive Officer, Capital Region BOCES

FOR THE ASSOCIATION:

 4/28/20

Lana Hower
President

Grievant:

 4/28/2020

Sean O'Brien

Tech Valley High School

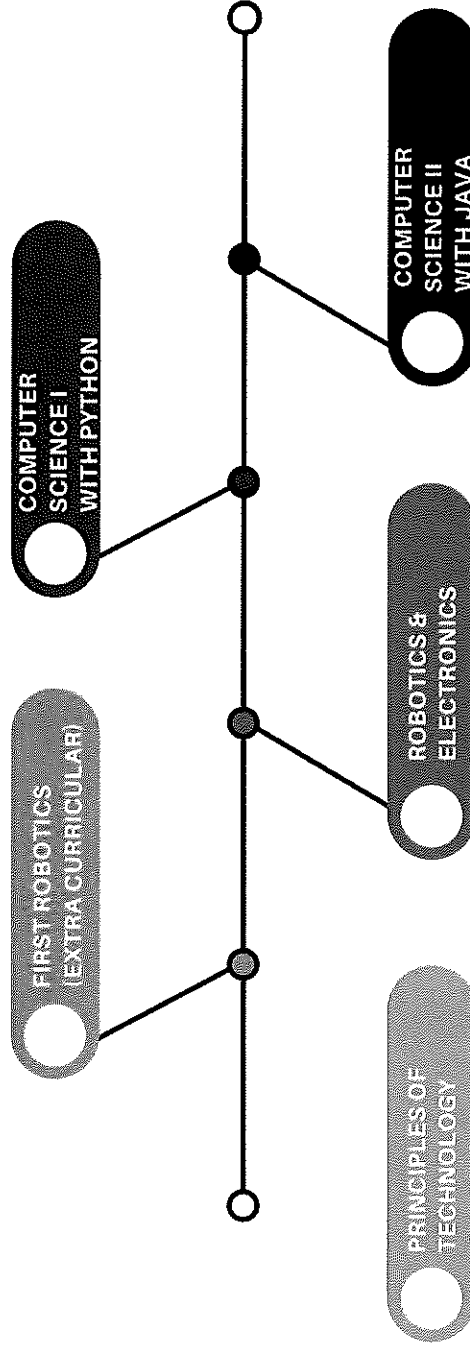
Principal's Report
Operating Board
May 28, 2020

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.



QUESTAR III

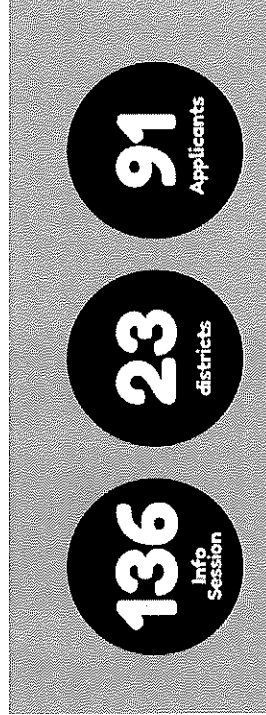
COMPUTER SCIENCE & TECHNOLOGY





March 13, 2020

2020 LOTTERY UPDATE



37 F / 54 M
Every district with more than 2 applicants has a mix of males and females.

19 In-district recruitments
6 Information sessions
Improved Clarity with Large Districts
Data about our Value

What matters most to our applicants?

1. Career Exploration
 2. PBL Curriculum
 3. STEM
 4. College Credits
 5. Positive School Culture
- Small School

18 campers applied for the lottery!

TechValley
HIGH SCHOOL

20-21 Enrollment Breakdown

| BOCES | 9 | 10 | 11 | 12 | Total |
|-------------|----|----|----|----|-------|
| CR | 11 | 11 | 20 | 7 | 49 |
| Non | 3 | 2 | | | 5 |
| Q3 | 21 | 28 | 20 | 19 | 88 |
| Grand Total | 35 | 41 | 40 | 26 | 142 |



May 14, 2020

Dear Graduate & Parent(s):

As you are all aware, the recent pandemic has upended many of the traditional elements that make the end of the school year special. Chief among these events is graduation, which acknowledges seniors for 13 years of effort and closes the book on their high school experiences. Unfortunately, social distancing guidelines dictate that we alter our ceremony this year. We are committed to honoring this proud moment in the lives of our students and hope that our virtual ceremony provides seniors with a memory of their lives in this historic moment.

Graduation Ceremony: A filmed virtual TVHS Graduation will be released via live stream on June 25th at 6:00 PM and will be available for free download anytime afterward to anyone who would like a copy. This film will feature all TVHS seniors in caps and gowns accepting their TVHS certificates. In addition to this traditional activity, each student will be given an opportunity to thank family members, friends, and teachers who have supported them in their journey. Graduation speakers will also be filmed giving their speeches. There will also be an interactive "viewing party" element to the live stream that will allow the audience to participate.

Important Dates

May 28th from 12:00 PM-6:00 PM
Cap and Gown pick-up for students
purchasing them to keep

June 4th and 5th
Filming of virtual graduation at selected
time slot and locker cleaning

June 23rd at 11:30 AM
Zoom Senior Celebration

June 24th from 12:00 PM-6:00 PM
Pick up certificates and drop-off computers
and remaining supplies

June 25th at 6:00 PM
Virtual Graduation Ceremony Streaming
Party



Caps and Gowns: If students would like to keep the cap and gown that they will wear in the video, they may bring \$20 (cash or check payable to Tech Valley High School) and pick them up on May 28 between 12:00 PM and 6:00 PM. Purchased caps may be tastefully decorated by students. If a student does not wish to keep his or her cap and gown, he or she will be provided with one to wear free of charge that can be picked up on the day of the filming or on May 28th. All students will be given a 2020 tassel to keep.

Filming: In order to ensure safety while being filmed, students must sign up for a 15 minute time slot to come to Tech Valley High School individually on June 4 or June 5 on this form: <https://tinyurl.com/tvhsgrad>. Students should come dressed in professional attire (i.e. no sneakers, hats, or jeans) as they would for a graduation ceremony. If students have purchased or decorated caps and gowns in advance, they should also bring them to the filming. Those students who have chosen to speak at graduation must also bring their completed speeches at that time.

Students will be filmed by a small film crew on a set constructed outdoors. The film crew will be prescreened by campus security, masked, and seated an appropriate distance away from the area being filmed. The area being filmed will be disinfected between each student. We ask that family members do not observe the filming.

Locker Cleaning and Senior Gifts: Following filming, seniors may clean out their lockers and will be given a gift from their advisor to take home. We ask that they do not open these gifts until the Senior Celebration, which will be held via Zoom on Tuesday, June 23rd at 11:30. At that virtual event, each senior will be publicly recognized for their unique contributions to Tech Valley High School. This traditional event is the highlight of senior programs at TVHS each year and will be our last opportunity to gather formally as a full faculty/staff and the senior class.

Certificates: Seniors may exchange their TVHS issued computers and textbooks for their actual TVHS program certificate on June 24 between the hours 12:00 PM and 6:00 PM. This time will coincide with underclassmen locker cleaning. Students should park in the bus loop and only 5 students will be allowed in to school at one time. Students entering the school should wear face coverings.



Diplomas: Please remember that the actual diploma comes from students' home districts and that a certificate of program completion is conferred at the TVHS graduation ceremony. Make sure to contact your home district if you are also interested in participating in their ceremonial events and/or to set up a time to pick up the diploma.

If I can be of any assistance, please call me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Niedermeier". The signature is fluid and cursive, with a large initial "J" and "N".

Jim Niedermeier
Principal and CAO
Tech Valley High School