



LETTER OF CONFIRMATION

June 2, 2021

Ms. Erin Woods, Superintendent
Edwards-Knox Central School District
2512 County Route 24
Hermon, NY 13652

Dear Superintendent Woods:

Based on conversations with your school district, this letter confirms the Edwards-Knox Central School District requests the New York State School Boards Association to conduct an in-person Custom Board Retreat (CBR) for the Board of Education and Superintendent. Jamie McPherson will facilitate this retreat. The topics will concentrate on the roles and responsibilities of school board members and the superintendent, and a review of the board operations survey results. The retreat will take place on the following date and time at the location specified below:

Date & Time:	Tuesday, September 21, 2021 from 5:00 to 9:00 p.m.
Location:	Edwards-Knox Central School District 2512 County Route 24 Hermon, NY 13652

The District agrees to comply with all COVID-19 social distancing requirements as set forth in whatever constitutes the most recent mandate contained in Governor Cuomo's Executive Orders and to ensure that all participants in the CBR will adhere to their responsibilities to follow all such legal obligations set forth in Executive Orders.

In addition, participants agree to absent themselves from the retreat, if just prior to its beginning, they answer "yes" to any of the following questions:

- 1) Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
- 2) Have you tested positive for COVID-19 in the past 14 days?
- 3) Have you experienced any symptoms of COVID-19 in the past 14 days? (Symptoms include the following: cough, shortness of breath or difficulty breathing or at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell).

The COVID-19 questionnaire (as seen above) must be administered by your district on the morning of Tuesday, September 21, 2021.

The fee for this CBR is \$2000. NYSSBA will send an invoice to the district after the program has been completed. Your receipt of this letter and your returning a signed copy of it to us will be deemed acceptance of its provisions unless you notify our office otherwise. *(Notification must be made no later than 72 hours prior to 9/21/21. The district will be responsible for the full retreat amount should the event be cancelled after this time.)*

If you or the board members have questions about this custom program, please contact Darci D'Ercole, Director of Leadership Development at darci.dercole@nyssba.org or 1-800-342-3360.

We are pleased to have this opportunity to serve the Edwards-Knox Central School District.

NEW YORK STATE SCHOOL BOARDS ASSOCIATION

BY: Kristina M. Oliver
Kristina M. Oliver, CPA
Chief Financial Officer

June 2, 2021
Date

EDWARDS-KNOX CENTRAL SCHOOL DISTRICT

BY: _____
Erin Woods
Superintendent

Date