



Innovations

*ensuring the future
of our communities*

**Programs & Services Guide 2010-11
Champlain Valley Educational Services**

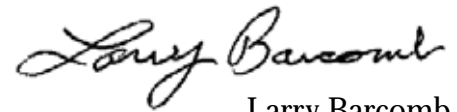
WELCOME

As we progress further into the 21st Century, it's imperative that students are well-prepared for post secondary education, the workforce and citizenship. At Champlain Valley Educational Services, we're always striving to provide innovative programs and services for our component school districts and 2010-11 will be no exception.

In this year's Programs and Services Guide, you'll find descriptions of our offerings in the four divisions – Administrative, Special Education, CV-TEC and Instructional Services. Each division constantly takes creative ideas and takes action to make a genuine difference, resulting in new or altered processes/changes in the programs/services we offer.

Innovation refers to a new way of doing something. The goal of innovation is positive change, to make someone or something better. It is our goal to be responsive to our component school districts, always seeking creative ways of doing something and when we actually "bring those ideas to life" we have achieved innovation, resulting in relevant and valued programs and services.

Thank you for your continued support and feedback, through which you help us generate new ideas and then we figure out how to make it happen for the benefit of our children in the North Country. Let's continue to be pioneers together!



Larry Barcomb
President

CVES Board of Education

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Director of Champlain Valley - TEC

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Director of Human Resources

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School Business Manager

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CALENDAR - 2010/2011

CHAMPLAIN VALLEY EDUCATIONAL SERVICES SCHEDULE OF REQUESTS, SERVICE GUIDE, BUDGET AND CO-SERS

November 2, 2009

Services Guide and Request for Services to Chief School Officers.

December 1, 2009

Initial request due from districts to Champlain Valley Educational Services.

February 1, 2010

Champlain Valley Educational Services Co-Sers and proposed operating plans transmitted to the State Education Department.

February 10, 2010

Budget Presentations to Board of Education.

March 3, 2010

Review Budget with Chief School Officers.

March 26, 2010

Final Request for Services sent to Chief School Officers.

April 7, 2010

Annual Meeting - Adoption of 2010-2011 Budget.

April 22, 2010

Election of Champlain Valley Educational Services Board Members & Vote on Administrative Budget.

April 23, 2010

Component school districts must notify Champlain Valley Educational Services of intent to participate in shared services and identify those services.

May 28, 2010

Preliminary Contracts to Districts.

July 20, 2010

Contracts for 2010-2011 services due back from Districts.

July 27, 2010

Champlain Valley Educational Services sends letter listing preliminary contracts with component districts on file in District Superintendent's Office.



OUR GOALS

1. CVES will assist our component school districts in their efforts to have all students meet and exceed state standards.
2. Continue to develop, maintain and nurture collaborative relationships among educational institutions, our community, local agencies and businesses in order to ensure the highest level of student achievement.
3. Develop, in collaboration with CVES, special needs faculty, component districts and CSE chairpersons, programs, services and curriculum modifications to meet the needs of our students and school districts' Committees on Special Education.
4. Special needs students will be educated appropriately in the least restrictive environment.
5. We will be fiscally responsible in order to maximize resources that will benefit component school districts.
6. Staff will be recognized for quality performance that enhances student achievement.
7. CVES will provide the leadership that will enable school districts and CVES to utilize technology to enhance student achievement.
8. Develop and market new CV-TEC programs and courses and make curriculum adjustments to respond to the changing needs of both our school districts and the business community.
9. CVES will provide adequate space and an appropriate environment for our employees and all our learners so that they will be able to attain their potential.
10. CVES will maximize the educational opportunities available at CVES Yandon-Dillon Campus for component districts, students and their communities.

OUR VISION

To meet the needs and expectations of our component schools, communities and all learners who are affected by our services.

OUR MISSION

CVES, in partnership with local school districts and their communities, the Board of Regents, and the Commissioner of Education, will be a leader in providing quality, cost-effective programs and services that support school districts and their communities to achieve higher standards through enhanced educational opportunities.

ADMINISTRATIVE/MANAGEMENT SUPPORT SERVICES

- » DISTRICT SUPERINTENDENT'S SERVICES
- » MANAGEMENT SERVICES
- » PERSONNEL SERVICES

DISTRICT SUPERINTENDENT'S SERVICES

∞ CO-SER: 001

Liaison

The District Superintendent is available to:

- * Facilitate communications between districts and the State Education Department
- * Interpret and clarify Commissioners Regulations, Education Law and other policies that may impact education in our region

Selection of School Superintendents

The District Superintendent will assist a Board of Education in developing selection criteria, screening candidates, and presenting a slate of finalists for the position of Superintendent of Schools.

This service is provided without charge except for the incidental cost of the recruitment and selection process.

Consultation & Coordination

The District Superintendent is available to consult with school districts on a variety of education concerns and assist in the coordination of resulting programs or activities. Issues/topics may include:

Reorganization and Merger, Board-Administration Relationships, School Boundaries, Superintendent Contracts, Superintendent In-Service and Professional Growth, Policy Development, Teacher Certification, District and BOCES Report Cards, Graduation Requirements, Local Assistance Planning, and Commissioner of Education Initiatives

Board of Education Professional Development

∞ CO-SER: 650

The Board of Cooperative Educational Services provides staff development programs and activities at the request of participating districts for school board members. The staff development for board members can be customized to meet the needs of the district.

MANAGEMENT SERVICES

Itinerant Business Manager

∞ CO-SER: 351

Board of Cooperative Educational Services provides a shared professional staff person to perform as a local business manager and to supervise local non-certified personnel in the operation of the business office. The Shared Business Manager may be responsible (depending on requirements of districts) for the following functions:

Cash Flow Analysis, Budget Development, Budget Control, Interpret Budget Status Report, State Aid Forms, Investments, Review of Routing Data Sheets, Analyze Insurance Needs, Financial Planning, Annual Financial Report, Purchasing, Cafeteria Reports, Bid Specifications, Federal Project Budgets, Contracts, Financial Research, Inventory, Bus Driver 19-A, Tax Bills, Tax Warrants, Surveys, Questionnaires, Capital Building Project, Board of Ed. Meetings, Negotiations Information, and Audits

PERSONNEL SERVICES

Cooperative Health Insurance Plan

∞ CO-SER: 602

The Cooperative Health Insurance Plan provides coordination with school districts, third party administrators, and consultants to provide health insurance coverage to Board of Cooperative Educational Services and school district personnel to include benefit analysis, plan design, cost control measures, funding, bonding, auditing, claims management, and all other requirements necessary in providing quality health coverage.

Cooperative Self-Insured Workers' Compensation Plan

∞ CO-SER: 602

This service provides coordination with school districts, third party administrators, and consultants to reduce overall costs, improve the quality of service, provide more timely information, increase the effectiveness of cost containment programs, and provide local control of funding and reserves.

Employer/Employee Relations/Negotiations

∞ CO-SER: 620

This service provides a complete negotiations/contract management service to participating districts.

The service includes:

1. At-the-Table Negotiations
 - a. Proposal preparation/training
 - b. Serve as chief spokesperson for the district
 - c. Coordinate all phases of impasse through fact finding and super conciliation
 - d. Finalization of contract for printing
2. Grievance/Arbitration
 - a. Counsel through all phases of a grievance
 - b. Preparation for arbitration
 - c. Selection of Arbitrators
 - d. Presentation of district case at arbitration hearing
 - e. Preparation of pre- and post-hearing briefs
3. Contract Analysis
 - a. Comparative analysis of benefits, wages and language
 - b. Documentation and backup to support the above
4. In-Service Workshops
 - a. Timely workshops for board members, superintendents, principals, supervisors and other management personnel
5. Other Negotiations/Contracts Management concerns as they may develop
 - a. Development and preparation of side letters to existing agreements
 - b. Preparation of petitions for classification of positions as managerial and/or confidential
 - c. Counsel districts on recognition of employee bargaining unit
 - d. Serve as clearinghouse for information for PERB, Office of the State Comptroller, Civil Service Administration, and other governmental agencies

The above services are available for all instructional and non-instructional employees.

Teacher Certification

∞ CO-SER: 607

Teacher certification service is a comprehensive service for school districts which provides the following:

- * assistance to Superintendents on issues of certification and assistance to candidates when applying for teacher's certification
- * coaching licenses processed
- * Expedited Service Requests

Personnel Recruiting Service

∞ CO-SER: 606

CVES operates a shared service designed to provide participating school districts with assistance in recruiting certified personnel. Typical activities include:

- * web based posting of positions
- * shared advertisements in local and statewide newspapers

GASB 45- Planning and Valuation

∞ CO-SER: 655

This is a comprehensive service for school districts which provides assistance and coordination with the following:

- * Establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities in the financial reports of state and local governmental employers
- * Improves financial reporting of post-employment benefits; specifically an exchange of salaries and benefits for employee services rendered to attract and retain qualified employees
- * Requires public agencies to report their costs and obligations of current/future retired employees
- * Each district must identify and disclose OPEBs as an expense, and to the extent not pre-funded, a liability on its financial statements. The annual expense will be calculated by a contracted actuarial firm

Fingerprinting Service

∞ CO-SER: 660

- * This service allows component school districts to provide fingerprinting services for district employees. Typical activities include: taking of fingerprints and forwarding to SED's Fingerprinting Processing Unit via SED approved digital technology.

CROSS CONTRACTS

NERIC (Northeastern Regional Information Center) Computer and Support Services Capital Region BOCES

∞ CO-SER: 530 COMPUTER ASSISTED INSTRUCTION

∞ CO-SER: 604 COMPUTER SERVICES
ADMINISTRATION

- * Student Data Management Services
- * School District Business Management Services
- * Testing and Evaluation Services
- * Other Computer Management Services
- * Instructional Technology Services
- * Guidance Support Services
- * Distance Learning
- * Model Schools Technology
- * Voice and Electronic Communication Services

These services are provided through a cross contract with the Capital Region BOCES.

A description of these services can be obtained through the Capital Region BOCES web site at www.capregboces.org. The 2010-11 Capital Region BOCES Services Guide should be available on its web site in December 2009.

In March 2010, you will receive the NERIC Services and Price List Guide for the services offered.

Cooperative Bidding St. Lawrence-Lewis BOCES Onondaga-Cortland BOCES Eastern Suffolk BOCES

∞ CO-SER: 601

This service, provided through cross contracts with Onondaga-Cortland BOCES, St. Lawrence-Lewis BOCES and Eastern Suffolk BOCES, provides districts with the opportunity to participate in group purchasing to effect savings on equipment, supplies, etc.

Planning Services Management State Aid Planning Service QUESTAR III BOCES

∞ CO-SER: 645

This service is provided through a cross contract with the Questar III Board of Cooperative Educational Services. Estimates of state aid and state aid reports are prepared for participating school districts based on data provided by the school districts. The yearly service includes: assistance in generation and auditing of state aid forms; regional workshops; hot line service; assistance in understanding conceptual framework of state aid in New York State; maximizing state aid; analysis of legislative proposals for state aid to education; legislative monitoring; state aid projections; school district financial comparisons (regional, county, statewide); assistance with presentation material (board, public).

Model Schools Technology

∞ CO-SER: 544 (CAPITAL REGION BOCES)

This service includes planning, management, technical support, and leadership for the provision of staff development activities promoting the integration of technology in the teaching/learning process.

This instructional technology service will be provided in three components:

Planning

This component will develop a staff development plan which will be based on the training needs of the district as derived from the local Instructional Technology Plan. The plan will contain the kinds of training needed, at what levels, the length of each training, who should attend, the time lines for the implementation and the costs for each training.

Training

This component is open to the professional staff of participating districts. The training will be ongoing so new staff can be added to the training model. Teachers already in the program will be given technical support and advanced training.

Evaluation

This component will train staff in the development and use of evaluation procedures and process for instructional technology curriculum and instruction.

SPECIAL EDUCATION

- » 6:1:1 Programs
- » 8:1:1 PROGRAMS
- » 12:1:1 PROGRAMS
- » 12:1-3:1 PROGRAMS FOR MULTIPLY DISABLED
- » RELATED SERVICES
- » ITINERANT SERVICES

Autism 6:1:1

∞ CO-SER 205

LOCATION: PLATTSBURGH (ALL LEVELS)
YANDON-DILLON (ELEMENTARY)

This is a 6:1:1 student to teacher, teacher assistant ratio classroom that focuses on social skills with school psychologist consultation and speech services. The program uses research-based methodologies such as Applied Behavior Analysis (ABA), Visual Strategies, Picture Exchange Communication Systems (PECS), augmentative communications systems, functional behavioral assessment and Positive Behavioral Supports to assist students in attending programs in the least restrictive environment. Academic instruction is addressed individually based on the student's current level of functioning.

8:1:1 Special Education Traditional/STEPP/Career Programs

STEPP 8:1:1

∞ CO-SER: 208

This program is an intensive developmental program focusing on children with severe speech/language/communication deficits. Classes are for children 5, 6, and 7 years of age whose MAPS (management, academic, physical, and social) needs are such that they are unable to function in a less-restrictive educational program within their home school district. The 8:1:1 ratio provides necessary support to meet the high needs in a structured, small group, educational setting. The curriculum addresses the Learning Standards and Alternate Performance Indicators for Students with Severe Disabilities. Adult intervention and facilitation allows for a more systematic approach.

Intensive speech/language services in the classroom provide a therapeutic approach to assist children (such as those

with PDD or language processing disorders) to acquire the most appropriate means of communication. In addition to the language-rich environment, the intent of the program is to provide academic content, which will allow the child to return to the least restrictive educational setting within their home school district with appropriate academic readiness skills.

Language/Speech Therapy is included in tuition. (A version of this program was previously identified as the Language Based classroom).

Traditional Programs for Emotionally Disabled 8:1:1

∞ CO-SER: 208

These programs provide an intensive setting for the students with severe emotional disabilities. Students in these classes have social/emotional needs that are most often characterized by impulsiveness, inattentiveness, oppositional defiant behavior, and/or withdrawn behaviors. These characteristics can cause frustration and serious acting out behaviors. The instructional program focuses on meeting these behavioral needs while addressing academic skills. Students attending the Public School classes are mainstreamed depending on the students strengths for special area subjects (music, art, gym, or library) as well as academic classes where appropriate. Counseling is an integral part of this program and is included in the tuition. Utilizing the milieu model, the classroom teacher and counseling therapist develop an environment or community in which students work cooperatively to develop appropriate social and emotional skills. Additionally, students whose IEP recommends obtaining a high school diploma may earn units of credit for academic subjects. We also offer a program for those students working toward an IEP diploma. Two major components of the program include a strong behavior management system and crisis intervention. Parent involvement is required and parent support groups are encouraged. There is a natural interfacing between the Career Pathways program and this program.

Career Cluster 8:1:1

∞ CO-SER: 208

8:1:1 Career Cluster Programs are available to students, ages 14-21, half or full-day. These programs are designed to meet the needs of students who require intensive support and counseling. Students participate in various levels of the Career Experience Program through in-house work experiences, community team projects, group enclaves, and independent community placements when appropriate.

While exploring career options, strong emphasis is also placed on meeting the individual's life skills, academic, and emotional needs. Counseling services are built into these programs, providing the students with the emotional support they need to overcome barriers.

8:1:1 Special Education Plain for Developmentally Disabled

∞ CO-SER: 210

These 8:1:1 classes are for students ages 5-21, whose needs are such that they are unable to function in a less-restrictive educational program. The 8:1:1 ratio provides necessary support to meet the needs in a structured, small group educational setting. The needs of the students are met on an individual and small group basis. Social, self-help, communication, reading, writing, and math skills are emphasized throughout these programs, which also provide specific related services as recommended by the local school districts Committees on Special Education.

Speech therapy and counseling are NOT included in this tuition, but will be provided as requested by the IEP.

Academic 8:1:1

∞ CO-SER: 210

Yandon-Dillon has developed a high school level 8:1:1 class. The purpose of this class is to offer high school aged students with disabilities the option of a more rigorous academic curriculum, and the opportunity to earn high school credit. The program is appropriate for 15-21 year old students.

12:1:1 Special Education Career Pathways Program Career Exploration Program

∞ CO-SER 201

LOCATION: YANDON-DILLON CENTER

Career Exploration is a full-day program, ages 14-21, which combines the employment theory with "hands on" job experiences to help students acquire the knowledge and develop the skills necessary for obtaining and maintaining meaningful employment. Students practice their "good worker" techniques within their school setting and graduate to community work sites upon reaching their required competency levels. This program is designed to improve students' basic skills in reading, writing and mathematics. Academic elements of the program are presented primarily within the context of students gaining valuable employment skills.

Life Skills 12:1:1

∞ CO-SER 201

LOCATION: WILLSBORO CENTRAL

Life Skills is a CVES full-day program, located at Willsboro Central, available to IEP students ages 14-17. The primary

focus of this program is training and developing skills needed to become as independent as possible when dealing with everyday life. All activities and projects incorporate as many life skills as possible. Project and activity areas include: personal hygiene, self care, social appropriateness, communication, life skills academics (money, writing letters, telephone use, reading recipes, etc.) and a basic introduction to job and careers through classroom, in-school, and community work training opportunities as age appropriate.

Community Awareness 12:1:1

∞ CO-SER 201

LOCATION: PLATTSBURGH

Community Awareness is a full-day program which provides services for IEP students ages 14-17. The four components of this program include functional academics, life skills, community awareness, and work experience. Instruction in all areas includes a blend of "hands on" learning experiences as well as traditional teaching practices. Students participating in this program develop skills in the following areas: functional academics (reading for information and pleasure, writing in a given format, time and money management); independent living (basic cooking, household maintenance, safety); health and personal hygiene; employability, (finding and keeping a job, getting along with your boss and co-workers); recreation and community access. Work experience begins with in-house job placements and leads to community job shadowing and placements as the students demonstrate readiness. Speech therapy is integrated into the classroom curriculum and provides opportunities for the students to practice effective communication strategies in a wide range of settings.

Community Integration 12:1:1

∞ CO-SER 201

LOCATION: PLATTSBURGH

The Community Integration Program is a full-day program, which focuses on transitioning students from school to adult living. This program serves IEP students ages 17-21. The three components of this program are advanced life skills, community language, and work experience. The curriculum is structured around theme units, which are student-driven and are designed to make the connection between the educational setting and the community setting. Students participating in this program develop skills in self-advocacy, problem solving, personal safety, community access, household management, nutrition, communication, employment and recreation. Academics are addressed in a functional manner and incorporated into each theme project in a relevant format.

Career Experience 12:1:1

∞ CO-SER 201

LOCATION: PLATTSBURGH

CVES Career Experience consists of a series of programs offering students an opportunity to develop the skills they will need to transition from school to adult life. Career Experience meets the needs of all disabled students by making available several different educational programs. These programs provide different levels of educational programming, varying degrees of support (physical and emotional), and a diversity of in-house and community work experiences (simple to complex). The choice of which program is most appropriate depends upon the specific needs of the student being referred for services.

Career Experience currently consists of numerous classes which are located throughout our BOCES region. Center based and public school based opportunities exist.

The CVES Career Experience Program is available to IEP students, ages 14-21, for a half or full day. There are three types of students in this program. Under the Career Experience Program, the following options are available:

- * A half-day program designed for IEP students who receive their academics at district. The goal of this program is to allow students to participate fully in in-house/community work experiences while exploring career options. Students are given the opportunity to expand their work experiences with increasing independence as appropriate.
- * A half-day program designed for IEP students who participate in the CV-TEC program the other half of their day. These students participate in academic assistance to support their TEC program as well as work experience to prepare them for the world of work.
- * A full-day program designed for IEP students who participate in work experience opportunities as well as receive functional academics with the primary focus on Reading and Math.

12:1-3:1 Special Education Multiply Disabled Programs

∞ CO-SER 207

This program provides intensive adult-student interaction required by pupils with multiple disabilities. The students in the program are profoundly and severely mentally disabled and/or physically disabled. The needs of these students consist primarily of habitation in treatment and specifically involve motor development, perceptual development, daily living skills, language development and socialization. The curriculum addresses the total communicative program as per the needs of the child. Speech therapy, assistive technology, physical therapy, and occupational therapy are provided as recommended by their local Committee on Special Education. Support for parents is also provided.

Related Services

A student's Individual Education Program requests services which mirror those of the itinerant service but are delivered while a student attends a self-contained classroom at one of the CVES special education classroom locations. The services offered are:

- * Speech Therapy
- * Counseling
- * Physical Therapy
- * Occupational Therapy
- * Assistive Technology
- * One-on-one Aide
- * Interpreter for the Deaf
- * Teacher of the Visually Impaired/Blind
- * Teacher of the Deaf/Hard of Hearing
- * Nurse (1:1)-This service closely monitors the health needs of the student while incorporated in the educational environment.

Itinerant Services

Upon request of the local school district, itinerant personnel are available to provide support services to district programs. They include occupational therapy, physical therapy, speech, counseling, and assistive technology.

Itinerant Teacher of the Deaf/Hearing Impaired

∞ CO-SER 301

A certified teacher provides services to a student with a hearing loss. The services may be direct or consultative and include evaluation, general education, staff support, and assistance with appropriate technology for the student of the hearing impaired. This service is provided to students within the regular education, special education, TEC classrooms and in the community settings.

Itinerant Special Education Speech/Language

∞ CO-SER 302

A certified teacher of speech and hearing or a speech pathologist provides services to special education students who exhibit difficulties with language, language processing and articulation.

Itinerant Guidance and Counseling

∞ CO-SER 303

A certified school counselor, school social worker, or school psychologist provides services to a school district.

Itinerant Interpreter for the Deaf

∞ CO-SER 306

An interpreter provides services for students who participate in the educational mainstream as well as self-contained programs.

A C-Print Captionist provides services for students in the educational mainstream that are deaf or hard of hearing. This is included in the 306 Co-Ser.

Itinerant School Psychologist

∞ CO-SER 308

A certified school psychologist who can perform psycho-educational assessments, individual counseling and serve on the Committee on Special Education provides services.

Itinerant Visually Impaired/Blind

∞ CO-SER 309

Services include Braille instruction and specially designed materials such as large print texts and assistance with appropriate technology. Orientation and mobility and rehabilitation services may also be available.

Itinerant Speech and Hearing

∞ CO-SER 311

The service of a certified Teacher of Speech and Hearing provides speech improvement services.

Itinerant Physical Therapy

∞ CO-SER 321

A licensed Physical Therapist or Physical Therapist Assistant facilitates development of a student's gross motor skills. Physical Therapy is provided under a prescription of a physician.

Itinerant Occupational Therapy

∞ CO-SER 323

A licensed Occupational Therapist or Occupational Therapist Assistant facilitates development of a student's fine motor skills, sensory-motor and visual perceptual skills in an educational setting. Occupational therapy is provided under a prescription of a physician.

Itinerant Assistive Technology

∞ CO-SER 324

This service assists students in the selection, acquisition or use of assistive technology devices (e.g., adaptive computer equipment, communication systems). The service may be direct or consultative.

Preschool Committee on Special Education

∞ CO-SER 550

This service provides clerical support for the district's Pre-school Committee on Special Education. Referral, Consent to Evaluate, Due Process, CPSE meetings, STACs, BOE notification and record keeping responsibilities are some of the services provided through this CO-SER.

Academic Programs, Special Facilities

∞ CO-SER 441

This service provides the educational component required for regular and special education students, age 5-18, who are hospitalized in the Child and Adolescent Mental Health Unit at CVPH.



CV-TEC MISSION

CV-TEC's mission is to prepare students for successful careers and lifelong learning including post-secondary education.

DIVISION OVERVIEW

CV-TEC, a major division of CVES, is the premier provider of programs and services in both the Career and Technical Education (CTE) and Adult Literacy arenas in the Champlain Valley region. Academic Services is an integral part of the CTE offerings on three campuses. The Main campus is in Plattsburgh with the Plattsburgh Satellite Campus located nearby. The third campus is situated in Mineville. The fourth campus at OneWorkSource in Plattsburgh encompasses the Adult Literacy program for CV-TEC. The division also offers comprehensive programming for Adult Education and Business & Industry Training administered from the Satellite Campus. CV-TEC coordinates a Regional Academic Summer School hosted at an area school. Online High School & Adult Education courses are also available for interested students.

PROGRAMS AND SERVICES

CV-TEC offers a selection of rigorous and relevant educational programs and services to school districts and their communities in the Champlain Valley. These programs and services are available for high school students as well as adults and the business community as part of our shared services.

CV-TEC Co-Sers

1. Career and Technical Education (CTE) with integrated Academics
(Co-Ser 101 Plattsburgh Main and Satellite & 102 Mineville)
2. Alternative Education High School
(Co-Ser 422 High School)
3. Freshman Academy
(Co-Ser 421)
4. Adult and Continuing Education
(Co-Ser 103)
5. Adult Literacy Education
(Co-Ser 950)
6. Regional Academic Summer School
(Co-Ser 423)
7. Online High School Courses
(Co-Ser 411)

CV-TEC - Rigorous and Relevant Programming Responding to Various Customer Needs

CV-TEC programs and services are offered in a variety of settings throughout the Champlain Valley region. They have been carefully crafted to be both rigorous and relevant in response to various customers' needs. This includes premier Career and Technical Education (CTE) programming offered on three campuses with direct links to area businesses. The Main campus is located in Plattsburgh with a Satellite campus one mile away and a third campus is located in Mineville. CV-TEC students may also earn college credits for course work in most programs. Literacy Education, including adult literacy, is provided at OneWorkSource, in the community, in area schools and homes through a variety of effective strategies including distance learning. Customized Business and Industry Programs for area employers are provided both on campus and in area businesses on an as needed basis. A Regional Academic Summer School is coordinated each summer. Academic Services are offered on all three campuses permitting students to complete specific academic course work required for graduation as part of their CTE program. In addition, integrated academics are provided for CV-TEC CTE students in support of New York State Standards. Students are able to earn high school academic credits in addition to their CTE credits towards their Regents' diploma. There is a major focus on the development and documentation of achievement of 21st Century Skills in response to business needs and the New York State Regents Standards.

Career and Technical Education (CTE) and Academic Services

∞ CO-SER 101 (PLATTSBURGH AND SATELLITE)

∞ CO-SER 102 (MINEVILLE)

CV-TEC has responded to dramatic changes in the workplace by developing rigorous and relevant Career and Technical Education (CTE) programs tied to state and national skill standards. More than 30 CTE programs are available to students who choose to specialize in a career major at CV-TEC as part of their graduation career plan. High school students spend one-half of each day in their home school and one-half day at CV-TEC. These competency-based programs offer practical hands-on training for both high school and adult students. The CV-TEC New York State certified teaching staff has years of personal work related experience in their career field to offer students a rich and relevant educational experience. The resulting education affords students the opportunity to become immediately employed or continue their education in college. Students

may earn college credits in most CTE programs while still in high school.

Students usually pursue their career plan by enrolling for two years at CV-TEC. Individual Graduation Career Plans are one of the progressive approaches used at CV-TEC to focus and guide students toward either direct entry into the workforce or further education in college. The programs are student oriented and are designed to develop specific technical skills in numerous job target areas. The Individual Graduation Career Plans allow flexibility and individuality in each student's program. Each program offers a work-based learning (WBL) experience to strengthen the mastery of program competencies. The programs are available to both high school and adult students in the Champlain Valley. Students are required to develop a professional portfolio as part of their program in support of the NYS Learning Standards. Rigorous attendance requirements are tied to the 3 levels of graduation certificates from "Career Studies" to "Technical Performance" to the highest "Exemplary Technical Performance Certificate" level. High achieving CTE students may also earn a special "Career and Technical Education Endorsement" seal on their Regents Diploma after passing a rigorous state or national skills exam.

There is a major program focus on 21st Century Skills. These skills include, but are not limited to teamwork, communications and academic skills. In addition, students are expected to meet high standards for attendance and active engagement in planned learning activities.

We live in an increasingly high-tech world requiring many technical and career skills for employment in our competitive global economy. Clearly all students will need to be technically skilled in order to compete in a high performance workplace. CV-TEC Career and Technical Education programs have been redesigned to respond to the changes in employers' educational and technical skill requirements. High-tech labs with state-of-the-art equipment and computers, which have Internet connections, are available on all of our campuses. In addition, students have access to the latest technology through supervised work-based learning experiences in area businesses. In a recent survey of CV-TEC graduates, ninety three percent (93%) indicated that they were either employed or continuing their education.

New Innovative Programs

New Visions

CV-TEC has developed *New Visions* programs for college-bound senior students interested in exploring different opportunities related to their career plan. These rigorous program operates one-half day Monday through Friday in career-related locations in the community. The New Visions program combines academic coursework for credit in senior English and Social Studies with in-depth exposure to a wide variety of experiences with mentors in the community. The programs include:

- * New Visions: Medical Careers
- * New Visions: Law & Government Careers

CV-TEC Daytime Career and Technical Education (CTE) Programs and Services

Listed by Campus and Federal Career Clusters

Important note: Additional programs can be requested and added if sufficient enrollment is reached and space is available on any of the campuses.

Plattsburgh Main Campus

Agriculture, Food and Natural Resources

Environmental Conservation/Forestry
Animal Science/Veterinary Assistant

Architecture & Construction

Drafting / Pre-Engineering and Animation
Building Trades
Carpentry
Electrical Design and Installation
Plumbing

Arts, Audio, Video, Video Technology & Communications

Graphic Design and Communications

Business Management & Administration

Medical Office Assisting
Legal Office Assisting

Education & Training

None offered currently

Government & Public Administration

(NEW) New Visions: Law & Government

Health Science

Allied Health
New Visions: Medical Careers – Hosted by CVPH
Practical Nursing (LPN) – Adults Only
Nurse Assisting (CNA) – Adults Only

Hospitality & Tourism

Hospitality & Resort Services
Culinary Arts

Human Services

Early Childhood Education
Cosmetology

Information Technology

Computer Tech

Law, Public Safety, Corrections & Security

Security and Law Enforcement
(NEW) New Visions: Law & Government – Hosted at Government site

Marketing Sales & Service

Marketing & Retail Services

Science, Technology, Engineering & Mathematics
Drafting (CAD)/Pre-Engineering and Animation

Transportation, Distribution & Logistics
Auto Collision Repair
Automotive Tech
Heavy Equipment/Diesel Mechanics

Plattsburgh Satellite Campus

Aviation Tech at Plattsburgh Aeronautical Institute (PAI)
Small Engines and Marine Tech
Welding
New Visions: Medical Careers – Hosted by CVPH
(NEW) New Visions: Law & Government –
Hosted at Government site
Adult Education

Mineville Campus

Agriculture, Food and Natural Resources
Natural Resources Management

Architecture & Construction
Construction Building Trades

Government & Public Administration
(NEW) New Visions: Law & Government Careers
Hosted at Government Site

Health Science
Allied Health
(NEW) New Visions: Medical Careers
Nurse Assisting (CNA) – Adults Only

Human Services
Early Childhood Education
Cosmetology

Law, Public Safety, Corrections & Security
Security and Law Enforcement
(NEW) New Visions: Law & Government Careers
Hosted at Government site

Transportation, Distribution & Logistics
Automotive Tech

Academic Services

Offered on all three campuses

High School Regents Preparation and Courses for Credit in:

- * Math
- * English/Language Arts
- * Social Studies
- * Science
- * Health
- * Career and Financial Management
- * Regents Exam Preparation Classes
- * Integrated & Specialized Academic Courses as approved by NYSED
- * Academic Intervention Services

- * NYSED Career Pathways with Colleges for Credit
- * Computer Assisted Instruction
- * 21st Century Skills Attainment
- * Student Leadership Development
- * Student Professional Portfolio Assistance
- * Independent Academic Studies Assistance
- * On-Line High School Courses
- * Additional Services as Requested

Career and Technical Education (CTE) Program Descriptions by Career Cluster

Academic Services

The CV-TEC Academic Services Department works in conjunction with our component school districts, CV-TEC Career & Technical Education (CTE) faculty and staff and CV-TEC students to help meet the New York State Learning Standards and Regents graduation requirements. Academic Services are available to CV-TEC students enrolled in a CTE program and pursuing a Regents Diploma and needing academic assistance. In addition, "On-Line" high school courses are available to regional students coordinated through CV-TEC.

The Academic Services Department provides the following services:

- * High School Courses for Recommended Credit
- * Regents Exam Preparation Classes
- * Integrated & Specialized Academic Courses as approved by NYSED
- * Academic Intervention Services
- * Tech Prep Programming
- * Computer Assisted Instruction
- * 21st Century Skills Attainment
- * Student Leadership Development
- * Student Professional Portfolio Assistance
- * Independent Academic Studies
- * Additional Services as Requested

Agriculture, Food & Natural Resources

Animal Science/Veterinary Assistant Program

Students work with a large variety of animals such as dogs, cats, rodents, birds and reptiles. Students learn about general care and feeding of various species as well as tasks the veterinary assistant performs. Tasks include: animal feeding, basic animal grooming, animal nursing, common office/clinic procedures, client education, exam room procedures, surgical and diagnostic lab procedures and maintenance of animal/medical records on computers. Students may receive certificates in kennel maintenance, shelter operations and veterinary foundations. Students interested in furthering their education in the veterinary science and veterinary science technology fields should consider this program.

Environmental Conservation/Forestry

Learn forest logging and heavy equipment operations in

the out-of-doors at our Miner Institute location. Experience the maple season by producing maple syrup or work in the greenhouse where students will seed and grow bedding plant crops. Participate in wildlife management or fruit orchard operation. Students will participate in hands-on experiences in a diversified career field of environmental technologies and construction.

Natural Resources Management

Learn Environmental Studies, Forestry and general heavy construction in the out-of-doors. This program's foundation is built upon the philosophy of "active learning", hands-on instruction. Learning through experience helps develop both the skills to perform work properly and sensitivity to the environment in which the students work. All work projects

are community related and students are involved in the planning from start to finish. This diversified career field will develop the skills needed to become successful in a wide variety of environmental technologies and construction

Architecture & Construction

Drafting (CAD) / Pre-Engineering and Animation

This program is designed to provide specialized occupational instruction in all phases of computer aided drafting (CAD) technology utilized in the drafting field. Students will experience 2-dimensional, 3-dimensional, introductory animation, and applied academics. These skills will be put to use at design firms where students will receive hands-on work experience. This training will enable students to obtain skills and knowledge used within several fields of the drafting and design industry.

Building Trades

In the first year of the program students will explore the following areas of the cluster: Carpentry, Electrical & Plumbing. A hands-on building project will give students the opportunity to participate in the building of a complete home from start to finish. In the second year of the program students will specialize in one of the five cluster areas to become a competent member of the construction industry.

Carpentry

This program is a hands-on approach to gaining a marketable skill towards employment in the general industry of construction. This technical training program will utilize tools and materials found in the trade. Emphasis is on framing of a house to include floor, wall, ceiling and roof framing. Knowledge and skills learned will enable the student to gain employment and advance quickly within the construction industry.

Electrical Design and Installation

An upgraded curriculum offers students the most current trade methods and technology. Electrical construction training is based on compliance with the National Electric Code and emphasizes the electrical design, installation and

maintenance of residential and commercial construction. Students will acquire the capability to meet the demands of a diverse trade using current trade methods, new digital testing equipment and hands-on experience.

Construction Trades

The Construction Trades Program is a hands-on approach to gaining marketable skills toward employment in the general industry of construction. Students will have an introduction to carpentry, electrical and plumbing skills. Knowledge and skills learned will enable the student to gain employment and advance quickly within the construction industry.

Welding

Students performing extensive hands-on work will learn welding techniques in MIG, TIG, shielded metal arc welding, plasma arc cutting, and oxy-acetylene brazing and cutting in a new state-of-the-art lab. These processes will be learned on steel, stainless steel, aluminum and cast iron. Students learn to process work orders, identify the correct repair procedure, and perform new material layout and fabrication from a blueprint. Upon completion of this course the student will be prepared to take a variety of welding certification tests.

Arts, Audio/Video Technology & Communications

Graphic Design and Communications

This program is actually two programs in one. Learn the basics of photography, layout and design, desktop publishing and computer graphics while working as teams on practical projects such as holiday cards, booklets and posters. Students will also become proficient in printing and reproduction through fundamental print and bindery operations.

Business Management & Administration

Medical Office Assisting

In this one-year program, students will learn extensive medical office procedures, medical terminology, office calculating, Speedwriting Shorthand, Word Perfect and Microsoft Word, "hands-on" switchboard training, and much more. Students also participate in off-site internships that will prepare them for a wide variety of jobs in the medical field. Former students are now working in hospitals, doctor's offices, and public health departments.

Legal Office Assisting

This one-year program offers extensive training in legal office procedures, legal terminology, Speedwriting and dictation, Word Perfect, Microsoft Word, switchboard training, office machines and much more. Students will be qualified for a wide range of career opportunities in the legal field. They will be able to find jobs with police departments, public health department, attorneys, private investigators, banks and investment firms.

Government & Public Administration

(NEW) New Visions – Law & Government Careers

The CV-TEC New Visions: Law & Government Careers Program is an academically rigorous, in-depth exploratory program studying career opportunities as legislators, tax examiners, collectors, and revenue agents, urban and regional planners and other varied elected government officials. New Visions: Law & Government is a unique program for college-bound high school seniors who can benefit from exposure to the many public service professions as an integral part of their career preparation. Students observe staff in their actual work situations combining practical, applied work experience with integrated academics while meeting requirements for English 12, Economics, and Government.

Health Science

Allied Health

Enter the world of health care! Learn skills used across the industry in a wide variety of health care occupations. Lab practice, job shadowing and clinical experiences are an integral part of the program. Students receive preparation for entering a health career in Certified Nurse Assisting, Certified EKG Technician and Certified Phlebotomy Technician. This program is a great start for entering the world of work or for continuing in a post-graduate health profession career pathway.

Practical Nursing (LPN) - Adults Only

Start a nursing career! Prepare for licensure and employment in hospitals, clinics, physician's offices, nursing homes and home care. Students gain the skills and knowledge that will allow them to deliver safe, effective nursing care working in partnership with Registered Nurses and other health care team members. This 1,200-hour post-graduate program is accredited by the New York State Department of Education. Opportunities exist for continuing into Registered Nursing programs with advanced credit for learning based on becoming a Licensed Practical Nurse.

New Visions: Medical Careers

The New Visions: Medical Careers Program is an academically rigorous one-year exploratory program for selected college-bound seniors planning to major in a field of study such as pre-med, chemistry, biology or other allied health fields. The academic curriculum is combined with practical, applied work experience as students observe the work day of health care professionals as they deliver patient care at one of the area medical facilities. Learn what the health care field is really about by working along side the professionals.

Hospitality and Tourism

Hospitality and Resort Services

This program cluster has curriculum designed to meet the needs of the hotel-restaurant industry including: front desk, maintenance, accounting, management, and food and

beverage operations. The food and beverage section offers instruction in purchasing, controls, service, sanitation, and food preparation. The on-site CV-TEC Café allows students to practice these acquired skills.

Culinary Arts

Emphasis is on practical “hands-on” experience in food selection and preparation, menu planning, food storage, sanitation and safety guidelines, inventory control and management skills. Through actual work experience in our student run dining room they will learn the many facets of meal preparation, baking and table service. Students will be prepared for positions in all areas of quantity foods: preparation, receiving, operations, purchasing and service.

Human Services

Early Childhood Education

Early childhood Education focuses on developing skills in early childcare. This program provides students an opportunity to work with young children. Instruction will be provided in all areas of child development. Students will learn how a child develops physically, socially, intellectually and emotionally. Practical experiences and training will expose students to real life situations and prepare them to obtain jobs working with children. Students will explore career opportunities in family day care, pre-school and education.

Cosmetology

Students participate in the operation of a Cosmetology Clinic that offers them actual salon experience working with clients and retail sales as well as learning essential people skills. First-year students master basic Cosmetology competencies, while those in the second year advance to more refined skills including exposure to the dynamics of cosmetology through local and international style shows. State licensure requires the student to pass both a written and practical exam. This program provides the instruction to meet these requirements.

Information Technology

Computer Tech

This program is essentially broken into two categories: networking and web design. During the first year, students will learn the purpose of networks and how to configure and troubleshoot them – from both a software and hardware standpoint. This includes learning the various protocols involved in networking and the Internet, such as TCP/IP. They will also obtain an extensive understanding of various aspects of the Internet (e.g. web browsing, multimedia on the web, databases and search engines, e-mail, Internet services and tools (FTP, VNC, MSTSC, etc.), Internet security, and IT project management.

In their second year, students will delve into website development. Initially, students will learn the basics of how to create HTML Web pages using various graphical

elements, hyperlinks, tables, forms, and frames. This also involves understanding some image techniques used to manipulate images on Web pages. In addition, client and server-side languages and CSS are introduced to further customize and make interactive Web sites.

Upon completion of the program, students who pass the necessary exams will become certified CIW Associate Design Specialists.

Law, Public Safety, Corrections & Security

Security & Law Enforcement

The Security and Law Enforcement Academy is a NYS Division of Criminal Justice Services (DCJS) Security Guard Training School. Cadets receive nationally recognized certifications in: Teen CERT (Community Emergency Response Team); Certified Protection Officer; PPCT Defensive Tactics and Smith & Wesson Academy Military and Police Handcuffing. In addition, New York State certifications are provided in the areas of Office of Homeland Security; Defensive Driving; and DCJS Security Guard. A Department of Homeland Security Law Enforcement Explorer Program is integrated into the curriculum. Work experiences are available with several area law enforcement agencies, including, but not limited to: U.S. Customs and Border Protection (CBP); U.S. Border Patrol; CBP Air Branch, Clinton County Sheriffs Department and the Plattsburgh City Police Department. Cadets perform security related duties on campus and in the community. The curriculum includes instruction in all areas of the security profession, corrections, law enforcement and homeland security.

(NEW) New Visions: Law & Government Careers

The New Visions: Law and Government Careers Program is an academically rigorous, in-depth exploratory program studying career opportunities as a lawyer, paralegal, law clerk, judge, mediators, court reporters. This is a unique program for college-bound high school seniors who can benefit from exposure to the legal professions as an integral part of their career preparation. Students observe staff in their actual work situations combining practical, applied work experience with integrated academics while meeting requirements for English 12, Economics, and Government.

Manufacturing

Welding

Students performing extensive hands-on work will learn welding techniques in MIG, TIG, shielded metal arc welding, plasma arc cutting, and oxy-acetylene brazing and cutting in new state-of-the-art welding lab and classroom facilities. These processes will be learned on steel, stainless steel, aluminum and cast iron. Students learn to process work orders, identify the correct repair procedure, and perform new material layout and fabrication from a blueprint. Upon completion of this course the student will be prepared to take a variety of welding certification tests.

Marketing, Sales & Service

Marketing & Retail Services

This program is a hands-on approach to gaining skills towards employment in the Retail/Marketing Industry. Students will learn cash register operations, shipping/receiving, stocking, inventory control, record keeping, accounting, payroll, sales, management, merchandising and marketing through the operation of the CV-TEC Café/Gift Shop. A work experience in the community will further enhance these skills.

Science, Technology, Engineering & Mathematics

Drafting / Pre-Engineering & Animation

This program is designed to provide specialized occupational instruction in all phases of computer aided drafting (CAD) technology utilized in the drafting field. Students will experience 2-dimensional, 3-dimensional, introductory animation, and applied academics. These skills will be put to use at design firms where students will receive hands-on work experience. This training will enable students to obtain skills and knowledge used within several fields of the drafting and design industry.

Transportation, Distribution & Logistics

Auto Collision Repair

This is a career that is part craftsmanship, part artistry, and that involves extensive practice and acquired skill. Students will learn how to restore vehicles using the latest equipment and technology. As a member of a team, students learn how to repair late model vehicles from start to finish, remove and install glass, repair frames, work with auto plastics and fiberglass, estimate costs of repairs and write work orders. Graduates will be prepared for a growing job market in the collision repair field.

Automotive Tech

Computers have revolutionized the automotive industry. Experience the latest technology in a hands-on electronics-based curriculum. Learn to diagnose and service automotive electrical systems, drivelines, brakes, fuel injection systems, emissions systems, steering, suspension, engines, and transmissions. Receive a world class education in automotive mechanical, technical and service areas.

Aviation Tech at Plattsburgh Aeronautical Institute (PAI)

PAI's program requires one additional year of post-graduate study, in order for "Technician Candidates" to earn full Federal Aviation Administration (FAA) certification as Airframe and Powerplant Technicians. As high school juniors and seniors enrolled at CV-TEC, candidates will receive instruction in "General" aviation and a significant portion of the "Airframe" curriculum as mandated by the FAA as well as international curriculum established by "Transport Canada." While still in high school, Technician Candidates will receive college credit for their work along with high

school integrated academics. All candidates will receive extensive hands on, aviation-related learning opportunities throughout the duration of their course of study. PAI training results in a Graduation Certificate from CV-TEC and referral to the FAA for final oral, written and practical examination. CV-TEC graduates who are successful on their FAA exams may enroll at Clinton Community College and receive 36 credits or Mohawk Valley Community College earning 42 credits for their work at CV-TEC towards an Associates Degree.

In order to accommodate students who reside outside a reasonable bus travel distance, CV-TEC offers a full-day enrollment option with Plattsburgh City Schools. Students selecting this plan attend PAI for ½ day and ½ day in a nearby “sponsoring” district. This full-day option enables students to complete their secondary graduation requirements while actively participating in the PAI program.

Small Engines & Marine Tech

This program is a hands-on approach to a marketable trade in the world of recreational vehicles. Obtain the knowledge needed to maintain and repair a variety of small engines used on portable power equipment. Learn the principles of internal combustion engine operation, read technical manuals and develop customer relations. Work on snowmobiles, motorcycles, and personal watercraft, lawn, garden, golf course maintenance equipment and larger watercraft. Students will acquire all the skills needed from basic tune-ups to rebuilding engines.

Heavy Equipment/Diesel Mechanics

This course covers the basic theory, operation and safety practices of heavy equipment. It is designed to meet the entry-level needs in the field of diesel technologies and repair for agricultural equipment, stationary power equipment, and class 6-8 on highway vehicles. This course covers two- and four-cycle engine theories, operations and repair practices, troubleshooting and repair, and preventive maintenance of diesel-powered equipment. The course also covers basic hydraulic theory and principals, fuel systems, basic electrical and electronic systems, brake systems, hydraulic/air and ABS, on-board diagnostic procedures and an introduction to net-based information systems used by today’s equipment manufacturers.

Alternative Education (NEW) High School Level Program

∞ CO-SER 422

LOCATION: MINEVILLE ONLY

An Alternative Education Program for high school students is offered on the Mineville Campus. This is a full-day program on the campus with a strong Career and Technical Education (CTE) component. An individualized program is developed for each student leading to a GED diploma. A special waiver approved by the State Education Department permits a student to apply to the program for acceptance as a GED candidate. Students are provided

with a half-day CV-TEC Career and Technical Education program as part of their Alternative Education tuition. The program targets students who need an alternative setting or approach in meeting GED requirements. Small student to teacher ratios attribute to the student’s success in this caring and supportive environment. 21st Century Skills are an important component of this program. This program is designed for high school students who do not need special education programming.

Program Components

- * GED Preparation
- * Career and Technical Education – CTE (half-day) Program
- * “Shadowing” experience with selected employers
- * Individualized Graduation Career Plans
- * Community educational resources
- * Integration of curriculum
- * Computer Technology and Internet
- * 21st Century Skills
- * Newspapers in Education Program
- * Personal and Career Counseling
- * Character Education

(NEW) Freshman Academy

∞ CO-SER 421

LOCATION: MINEVILLE ONLY

Students entering ninth grade and considered at risk for academic difficulty are candidates for this one-year “Freshman Turn Around” program. The specially designed, self-contained program will focus on strengthening basic academic skills, organizational skills, career plans, 21st Century and technology skills, goal setting and meeting NYS ninth grade requirements. Students will return to their home schools better prepared for tenth grade.

Adult & Continuing Education

∞ CO-SER 103

The CV-TEC Adult and Continuing Education department provides programs and services on site to area adults on the Plattsburgh and Mineville campuses and off site including in area schools. The programming for adults encompasses six major areas: Career and Technical Education, Academic Preparation, Avocational Courses and Apprenticeship Training.

The programs are self-supporting through registration fees paid by participants or through special funding. No component school district money is expended for Adult and Continuing Education Programs.

Career & Technical Education for Adults

Adults can register for any CV-TEC daytime Career and Technical Educational program on a space available basis. Enrollment is on a self-pay basis or with special funding through VESID, CCETA, DOL, or other sources including

special training vouchers. Low-interest loans are available through the Sallie Mae Corporation. Programs for adults who wish to enter, re-enter and/or gain advancement in employment are offered during the daytime and in shorter courses in the evening on both campuses.

Practical Nursing (LPN)

This rigorous 10-month program encompasses 1,200 hours of instruction. Enter the world of nursing by preparing for licensure and employment in hospitals, clinics, physician's offices, nursing homes and home care. Accredited by the NYS Department of Education. Offered on the Plattsburgh Campus in cooperation with several health care agencies. Prepares graduates to take the NCLEX-PN State Board Examination..

Nurse Assisting (CNA)

The Certified Nurse Assistant Program provides students with 120 hours of instruction and training. The Nurse Assistant works as a member of the nursing team delivering personal care to clients who need assistance. Certification is available through the State Department of Education.

CPR

Learn how to save a life. This course leads to certification for CPR for infants, children and adults. Eight hours of instruction is provided over two sessions. Certification is available through the National Safety Council or American Red Cross.

Standard First Aid

The workshop details management of basic injuries and medical emergencies. Standard First Aid can be provided in conjunction with CPR or as a 6-8 hour stand-alone workshop. Certification is available through the National Safety Council or American Red Cross.

AED

This program provides hands on training of the Automated External Defibrillator to individuals who plan to volunteer as responders to cardiac emergencies where trained medical personnel are not immediately available. Topics include the use of the machines, maintenance of the equipment and legal liabilities to the volunteer. This workshop can be combined with CPR/First Aid or be offered as a stand-alone workshop. Certification is available through the National Safety Council or American Red Cross. This workshop is available to component districts in order to provide training for meeting the new AED mandate.

Phlebotomy

Our Certified Phlebotomy Technician course prepares the learner to perform finger punctures and venous blood drawing for the purposes of obtaining blood samples for laboratory analysis. Certification is available through NHA and/or NCA. This 10-week course meets 3 hours per week during the evenings. Certification is available through the National Health Career Association.

EKG

Our Certified EKG Technician course prepares the learner to interpret a variety of heart rhythms and operate the electrocardiograph machine. This 10-week course meets 3 hours per week during the evenings. Certification is available through the National Health Career Association.

Customized Health Training Programs

CV-TEC can design a customized health care training program to meet specific institutional needs. These can be offered either on campus or at the worksite.

Academic Preparation

All CV-TEC Career Preparation programs are offered free for adults who are 21 years old or older and do not have a high school diploma or GED. Special funding is available from the State Education Department to cover the costs for these programs.

Instruction is offered in a number of areas including: basic academic skills, GED preparation, Career, Family and Life Skills, career-planning, computer instruction, job seeking and keeping skills and a CV-TEC daytime Career and Technical Education program of the student's choice. Work experience opportunities are available to all students.

Avocational Courses

Numerous avocational courses are offered to adults on both campuses in the evening program. The courses are offered year-round for any interested adult. These are offered in conjunction with Career and Technical Education courses. A registration fee is set to cover the costs of the programs.

Although courses vary by semester, frequently offered courses have included:

- * Auto CAD I, II, III
- * Auto Mechanics
- * Blue Print Reading
- * Carpentry
- * Commercial Electricity
- * Cosmetology
- * Heavy Equipment
- * Introduction to Computers
- * Machining
- * Oil Burner Servicing
- * Precision Measurement
- * Residential Electricity
- * Security & Law
- * Small Engine Repair
- * Welding

Apprenticeship Programs

CV-TEC is the authorized Designated Lead Educational Agency (DLEA) certified to conduct, administer, oversee and approve classroom instruction for Union Apprenticeship Training Programs in the region. Apprenticeship Training is conducted in the areas approved by the New York State Department of Labor.

Commercial Driver's Licence

CV-TEC offers a popular 60-hour Certified Driver's License (CDL) Program for those seeking to receive a Class A driver's license from the Department of Motor Vehicles. The program features an extremely high pass rate and offers participants a flexible driving training schedule. Candidates must possess a CDL permit prior to acceptance, and must pass a drug and medical examination prior to admission.

A Road Test Prep Course is also offered for advanced drivers. The course is designed for a student having a permit and considerable prior tractor-trailer driving experience. This is a 15-hour one-on-one course.

Business and Industry Training

Programs

Training programs for business and industry designed to meet the educational needs of local businesses are available in technical, academic and 21st Century Skills areas. Programs include communication and computational skills and computer literacy training. PLATO academic software is available for use as needed.

Customized Training for Business and Industry

Customized training programs are tailored to meet the needs of local businesses and industries. These programs are designed to upgrade employees' technical and management skills. These programs are offered on both campuses or on-site at the employer's location. The fees vary depending on the length and content of the training program. State economic development financial assistance may be available.

National Paralegal Certification Program

In partnership with the Washington Online Learning Institute (WOLI), CV-TEC offers local area residents the opportunity to become nationally certified paralegals. Become nationally certified in as little as 10 months. Select from a variety of four-week legal course options online.

Other Career Certificate and On-Line Certification Programs

Select from a number of national online programs and courses such as Ed2Go, HowToMaster, and other well-known programs through CV-TEC. Obtain career certificates and take national exams in Medical Coding and Billing, and Medical Transcription, and other career fields.

Adult Literacy Education

∞ CO-SER 950

CV-TEC offers free General Educational Development (GED), Pre-GED, and Adult Basic Education to adults, age 18 or older. Programs are offered at the OneWorkSource Centers in Plattsburgh and Elizabethtown through distance learning programs and GED classes. CV-TEC's Adult Literacy programs are all New York State approved and taught by certified teachers. CV-TEC is an approved GED test site in both Plattsburgh and Mineville.

GED Classes

Offered in both counties at various locations. Classes are offered morning, afternoons, and evenings.

Career & Technical Education (CTE) Classes

Students, 21 and older, are eligible to enroll in a CTE class without charge while preparing for their GED. Funding for CTE classes is also available. To qualify for this funding, students must be 18 or older, be low income, have a child under the age of 18 and have low academic skills.

Distance Learning Programs

A variety of programs are available for students unable to attend a GED class. Students study in the comfort of their home at their own pace. Individualized lesson plans are developed for students and delivered every two weeks to a library the student chooses. Students may also choose to pick up and drop off materials every two weeks at the OneWorkSource.

Workplace Literacy

CV-TEC is the New York State designated Adult Education provider for Clinton and Essex Counties. As the state designated educational provider, we are able to offer employers free educational services for their personnel. This is offered to all employees who would like to improve their reading, math, writing, communication and other workplace related skills. Classes are designed to meet the needs of individual businesses and are very flexible. Classes are available both on-site and off-site. Funding is available through part of the Employment Preparation Education (EPE) Grant.

Regional Academic Summer School

∞ CO-SER 423

A 30-day Regional Academic Summer School is provided for 6th – 12th students who need more time to learn. These courses are available for students who have previously taken the courses during the regular school year. Short review courses and regents exams are also offered for students from participating schools.

On-Line High School & Adult Courses

∞ CO-SER 411

CV-TEC is proud to offer high school students the opportunity to take NYS-approved, online courses. Districts may select from a wide variety of Regents, Elective and Advanced Placement (AP) courses.

Designed to ease scheduling and staffing challenges faced by school guidance counselors and administrators, the CV-TEC ~ On-Line High School provides a full range of high quality, instructor-led course options! Visit www.cves.org (click on CV-TEC; scroll down to "Online Course Offerings"). Peruse our On-Line High School District and Mentor handbooks links located on our site!

Features of CV-TEC's Online High School:

- * Courses approved and assigned by District Principals or Guidance Counselors
- * Courses aligned with NYS Learning Standards
- * Regents courses taught by NYS-Certified Instructors
- * Affordable tuition rates: only \$380 per student pass-word, per semester
- * Reimbursable expenses; districts may claim State aid (Co-Ser # A411; Activity Code: 5877)
- * Prompt, local technical support offered by CV-TEC
- * May be augmented, supported, or taught by district-appointed personnel
- * A-synchronous; contact via e-mail with course instructors
- * 24/7 Access to program of study
- * Web-based software application utilized: "Blackboard"
- * Designed to assist or augment districts' course offerings and schedules
- * Districts assign a faculty mentor to assist student through the online learning process. Mentors have ongoing access to a student's progress
- * Convenient enrollment schedule (by semester): September-December; January-June
- * Advanced Placement ("AP") course options available

Other Adult Online Learning Experiences

CV-TEC offers hundreds of other adult online education courses. Participants may enroll in a variety of instructor led, self-paced or enhanced tutorials at affordable prices. Participants can enjoy the convenience of learning at home and of accessing coursework on a 24/7 basis.

Options include:

- * Washington Online Learning Institute: Become a nationally-certified Paralegal in 10 months or less;
- * HowToMaster: Select from dozens of computer education courses (e.g., Microsoft, IC3, A+ and others) that lead to optional national certification
- * Ed2Go: Choose from multiple Certificate Programs (e.g., Medical Coding and Billing; Medical Transcriptionist; Accounting), and hundreds of other possible courses related to personal and professional development

INSTRUCTIONAL SERVICES CENTER

- » PROFESSIONAL AND PROGRAM DEVELOPMENT
- » INSTRUCTIONAL SUPPORT
- » INFORMATIONAL SUPPORT

Professional and Program Development

School/Curriculum Improvement Service

∞ CO-SER: 506

The School/Curriculum Improvement service supports the component districts' efforts to comply with State and NCLB regulations to strengthen instruction, raise standards, improve curriculum and assessment practices, and build capacity at the local, building, and classroom levels.

Primary activities are ongoing, research-based professional development provided both regionally and in-district to promote increased student achievement.

An emphasis is placed on the sharing of effective instructional practices across districts. Whenever possible, local educators and administrators are employed as leaders, trainers, and facilitators for professional development activities. Along with regional activities, the Instructional Services Division provides professional development that is customized to meet individual district needs.

Itinerant Teachers

∞ CO-SER: 304 MUSIC

∞ CO-SER: 305 HOME ECONOMICS

∞ CO-SER: 332 LIBRARY MEDIA

∞ CO-SER: 325 FRENCH/SPANISH

Regular education teachers, employed by CVES, are shared between two or more districts. The Itinerant Teacher service can be provided for any one content area when there is at least one full-time equivalent position among the participating districts. No one district may use more than six-tenths full-time equivalent. When one full-time equivalent is assigned to two or more districts, then additional CVES staff can be assigned in that content area to an additional district up to six-tenths full-time equivalent.

Itinerant Academic Intervention Services

∞ CO-SER: 310 ENGLISH LANGUAGE ARTS

∞ CO-SER: 312 MATHEMATICS

∞ CO-SER: 313 SCIENCE

∞ CO-SER: 314 SOCIAL STUDIES

Regular education teachers, employed by CVES, are shared between two or more districts. The Academic Intervention Service, designed to assist districts with compliance of State and Federal regulations, can be provided for any one content area when there is at least one full-time equivalent position among the participating districts. No one district may use more than six-tenths full-time equivalent. When one full-time equivalent is assigned to two or more districts, then additional CVES staff can be assigned in that content area to an additional district up to six-tenths full-time equivalent.

Arts In Education

∞ CO-SER: 404

By joining cooperatively, schools are able to provide cultural and educational programs for students. An Arts in Education coordinator is available to work with districts, artists, and arts organizations to provide quality programs for students.

A directory of artists and arts opportunities is provided to all districts participating in this service. The directory is available both on-line and hard copy. A listserv is maintained by the coordinator in order to promote continuous sharing of information and coordination of services. The service also provides access to the AIE resource library and artist files.

Arts in Education is designed to help districts integrate the arts and related cultural programs into the core curriculum. Membership in this service includes district participation on a Service Advisory Committee.

School Library System

Our School Library System, coordinated through Champlain Valley Educational Services, is one of 42 state-funded programs created to support library media centers in public and non-public schools. Clinton-Essex-Warren-Washington School Library System is committed to providing equitable access to information for all members, and to supporting member libraries in their efforts to help students meet New York State standards.

Major components of the system are:

- * Interlibrary loan services
- * Union catalog of member library holdings
- * Cooperative library media activities
- * Staff development workshops and professional lending library
- * Communication services including library directories and newsletters
- * Library technology services to improve information delivery

Library Automation

∞ CO-SER: 555

Library Automation assists libraries in their abilities to share resources through an integrated, circulation management system that provides increased access to available materials, and affords students the opportunity to develop search strategies. When schools initially automate, the School Library System converts individual catalog cards into machine-readable cataloging (MARC) records. These records are used to create the online catalog (OPAC) for each library. The online catalog is continually updated. The School Library System provides both on site and phone technical support. Districts have a choice of two automation systems, one maintained on a server in their district, the other maintained at CVES by the School Library System.

Library Services Media

∞ CO-SER: 508

Library Services Media On-line Resources will provide access to on-line and instructional resources to school libraries. In addition to allowing school libraries to purchase these databases, the School Library System will provide staff development, training, and access to technical support for these products.

The Library Services CO-SER would offer component school districts access to two important programs: **Coordinated Cooperative Collection Development (CCCD)**, and **Online Database Resources** (research resources accessed via the Internet, including eBooks). Participating districts have the opportunity of choosing CCCD or Online Database Services, or both. Schools may buy multiple units of CCCD. Online Databases are purchased and billed back to the district.

Coordinated Cooperative Collection Development (CCCD) – This service provides an organized way for libraries to acquire specialized, in-depth collections of information resources to meet specific in-house curriculum needs. With CVES coordination of collection development, duplication of specialized materials is minimal, school libraries are able to cooperatively provide access to a wider variety of resources and library monies are more effectively spent. As an extension of the CCCD program, author, title, and theme kits, which are housed at the CEWW SLS and circulated out to districts upon request.

Online Database Resources – This service will support the instructional program and information needs of students, teachers, administrators and staff. Participating districts will receive direct access to remote electronic information and instructional library resources of their choosing from over 50 vendors and hundreds of resource choices. The School Library System will offer instruction in online search strategies, as well as technical support to library media personnel.

Instructional Planning for Assessment

∞ CO-SER: 509

The Instructional Planning for Assessment Service provides instructional support by training teachers and administrators to develop, properly administer, and correctly analyze student performance assessment and test data to plan for the improvement of instruction. Training and assistance is provided to develop classroom and school wide assessments related to the NYS Standards and Assessments. The Instructional Planning and Assessment Coordinator cooperates with the Northeastern Regional Information Center (NERIC) to ensure accurate analyses, explanations, and interpretations of student assessment data.

The Coordinator also facilitates the Champlain Valley Educational Services (CVES) Data Council. This council discusses current New York State Education Department (NYSED) and NERIC updates, deadlines, and requirements. The coordinator of these services utilizes the Data Council Regional and in-district trainings to inform school districts of SED and NCLB requirements.

Instructional Support

Instructional Technology Library

∞ CO-SER: 504

DVDs, Videos, Kits, Streaming Media

The Instructional Resource Library holds thousands of videocassettes, DVDs, and electronic books designed to support the PreK-12 curriculum. Kits are available for loan to teachers, including preschool toy kits, and multiple copy book kits. Many professional development materials are available for loan including the popular Harry Wong series

and current titles from the Association for Supervision and Curriculum Development.

Participating districts have the option of purchasing streaming resources from Discovery Education (formerly United Streaming).

“Off-Air” Taping

This service provides teachers with DVDs of educational programming. Users of the service can request specific programs that are then recorded and delivered. This ‘off-air’ recording service is provided seven days a week, 24 hours a day.

Medianet Online Services

All materials can be ordered 24 hours a day, seven days a week utilizing the Medianet online catalog. The catalog provides an easy way to search, order, or renew materials, print paper catalogs, and view your account from any computer with an Internet connection. New in 2009, streaming titles from Discovery Education and VITAL (Video In Teaching & Learning for NYS Educators) are integrated into the online Medianet catalog so that users need to only visit and search one location to find all resources available to them. Technical support is provided by Instructional Resource Library staff.

Media Duplication

This service provides participants the option to change media formatting to fit their needs or obtain multiple copies. Conversion of media from VHS to DVD, micro-cassette or cassette tape to CD is available. DVD and CD duplication is available. All requests must comply with federal copyright laws.

Streaming Media

Subscriptions to streaming media services can be obtained through the Instructional Resource Library in partnership with Discovery Education’s United Streaming. United Streaming allows school districts to provide access to educational media for their staff and students from anywhere with an Internet connection. School districts are able to retain local administrative control of streaming capabilities during the school day.

Training

Both large group and individual trainings by Instructional Resource Library staff may be scheduled by participating districts.

Instructional Printing

∞ CO-SER: 505

Printing and Duplicating

The ISC Printing & Duplicating Center provides a complete line of offset printing and duplicating services to participating school districts. Our goal is to provide schools with quality, cost-effective printing in a timely manner. The Print Shop team produces offset printing, photocopying, word processing, and graphic design. Also included is a

full line of finishing and binding capabilities. The center maintains state-of-the-art equipment that provides the highest quality product possible. A partial listing of requested services includes: district newsletters, student and parent handbooks, report cards, school calendars, stationary, forms, flyers, posters, cards, curriculum guides, certificates, budget reports, PowerPoint presentations, and much more! The ISC Print Shop strives to provide the best services possible in an effort to meet component district needs.

Graphics/Desktop Publishing

This service is provided by the Printing & Duplicating team. The graphic designer to assists districts in the planning, design, layout and production of materials. PC and Macintosh formats are available, giving our designer the flexibility to work with many different programs. Our desktop publishing services also include PowerPoint creation for the component districts.

Microcomputer / TV & Video / AV Repair Services

∞ CO-SER: 512

Participating school districts benefit from the services of full-time technicians capable of repairing all microcomputer, audiovisual, television, VCR, and audio reproduction equipment. A list of routinely serviced equipment includes: computers, disk drives, printers, monitors, computer cables, overhead projectors, film strip projectors, 16mm projectors, televisions, video cassette recorders, video cassette players, VCRs, audio cassette recorders/players, card readers, record players, microphones, sound reinforcement equipment, portable podiums, stereos, headphones, and more. The repair services are routinely capable of returning the equipment within three working days of delivery to the repair center (depending on parts availability).

Musical Instrument Repair

∞ CO-SER: 512

The Musical Instrument Repair Service consists of repair and maintenance of brass, woodwind, and percussion instruments. The service also provides both piano tuning and the repair of instruments used by students in orchestra.

Informational and Communication Support

School Employee Safety Risk Management

∞ CO-SER: 608

This service provides direct support, assistance, and training to ensure that school districts are in compliance with federal and State laws and regulations related to health and safety in the workplace. The Training Specialist is involved with on and off-site training programs, consultations and advisement, as well as coordination of compliance activities

based on applicable standards and guidelines affecting the following issues: AED/CPR compliance, AHERA and Asbestos; Bloodborne Pathogen Standard Awareness; Chemical Inventory Control; Emergency Disaster Management Planning; Fire Safety Inspections; Indoor Air Quality; Integrated Pest Management; Lockout/Tagout; Respirator Use and Medical Surveillance; "Right-To-Know" and Hazard Communication; and annual inspections of school buildings.

During the 2007-08 school year, HSRM contracted with Aizan Technologies to provide CVES and the component districts an Enhanced Messaging Application (EMA). The system, adaptable for the needs of each district, can be used for informational and/or emergency purposes.

Gifted and Talented Programs

∞ CO-SER: 408

A gifted and talented program will be offered at both campuses during the 2009-2010 school year for those students who are performing significantly beyond their peers and need different or additional services to reach their potential. The goal of the program is to provide a challenging, rigorous interdisciplinary program for highly able students in grades 4 through 7 using an inquiry-based approach to learning.

NYS defines gifted children as "children with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. They exhibit high performance capability in intellectual, creative, and/or artistic areas, possess unusual leadership capacity or excel in specific academic field." They require services not ordinarily provided by schools.

Staff Development - Transportation

∞ CO-SER: 603

This service provides Certified School Bus Driver Instructors (SBDIs) and/or Certified 19A Instructors to assist school districts with the training of their school bus drivers. The service also provides school district transportation officials the opportunity to meet on a regular basis and discuss the latest developments concerning pupil transportation.

Transportation, Drug and Alcohol Testing Coordination

∞ CO-SER: 614

This service provides school districts with a complete drug & alcohol testing program. The sample collection, analysis, medical review officer, and reporting components are provided under a consulting agreement with a vendor who meets the licensing/certification standards set by Federal regulation. The training and coordination components are handled by the Health, Safety, Risk Management Service.

Staff Development: Clerical

∞ CO-SER 630

This service will provide staff development programs and activities for clerical support staff at the request of participating districts. District clerks can receive training related to regulations, processes, and best practices through this Co-Ser. Other clerical staff development opportunities will be offered as well.

Emergency Communication System

∞ CO-SER: 640

This program provides a system for regular emergency communications between school district offices, maintenance facilities, school buses, and other district vehicles using an F.M. radio channel. Repeaters are located at optimum locations to provide adequate coverage including direct access to the Emergency Communications Centers operated by the Emergency Preparedness in Clinton and Essex Counties to ensure 24-hour-a-day, seven-day coverage. Districts may also utilize paging capability through this Co-Ser.

School Public Relations

∞ CO-SER: 610

The Communications Specialist provides the following services to component districts:

- * creating and updating Web sites
- * writing and editing newsletters
- * photographing or videotaping school events
- * creating informational or promotional documents
- * media relations
- * community/taxpayer information
- * training faculty & staff to create/update Web sites and photograph events

Co-Ser 610 is billed hourly – as used; there is no fee for joining the Co-Ser and all costs associated with these services are fully aidable. Component districts can participate up to a maximum of 0.6 FTE, or 3 days per week.

Planning Services Management Grant Procurement Specialist

∞ CO-SER: 645

The Grant Procurement Specialist assists individual or a consortia of school districts in the process of identifying and securing grants that support their educational goals. Additional support is also available for the coordination of grant projects, project evaluation, and technical writing.



Component Districts

DISTRICT	SUPERINTENDENT	BOARD PRESIDENT
AuSable Valley	Paul Savage	David Whitford
Beekmantown	Scott Amo	Stan Kourofsky
Chazy	Kevin Mulligan	Mark Henry
Crown Point	Shari Brannock	Michael St.Pierre
Elizabethtown-Lewis	Gail Else	William Haseltine
Keene	Cynthia Johnston	Teresa Cheetham-Palen
Moriah	William Larrow	Charles French
Northeastern Clinton	Peter Turner	Randy LaCount
Northern Adirondack	Laura Marlow	Joey Varin
Peru	A. Paul Scott	Roderick Driscoll
Plattsburgh	James Short	Clayton Morris
Putnam	Matthew Boucher	Richard Wilson
Saranac	Kenneth Cringle	Jules LaPoint
Schroon Lake	Michael Bonnewell	John Armstrong
Ticonderoga	John McDonald	Fred LaVallie
Westport	John Gallagher	Alice LaRock
Willsboro	Stephen Broadwell	Andrea Robare

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