

Partnering for the Future



2012-13

Programs and Services Guide

Champlain Valley Educational Services

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WELCOME

At Champlain Valley Educational Services, we're always striving to provide innovative programs and services for our component school districts. But we can't do it alone. Fortunately, we have a long list of partners who share our dedication to providing educational opportunities to our districts and their communities.

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. Our divisions work with each other and component districts to create programs that make a real difference in students' lives.

Partnerships strengthen all those in-

involved. They bring about positive change and all involved are better for the work done together. We want to be responsive to our component school districts, and are always looking for innovative, relevant programs. It's when we work with our districts, that we find our most valued services and programs.

Thank you for your continued support, your feedback and suggestions and your willingness to collaborate. Together, we can make the future for our North Country students brighter.



Larry Barcomb
President
CVES Board of Education

BOARD OF EDUCATION

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ADMINISTRATION

Mr. Craig L. King
District Superintendent of Schools
Mrs. Teri Calabrese-Gray
Assistant Superintendent

Dr. Barry Mack
Director of Champlain Valley - TEC
Ms. Roxanne Pombrio
Director of Special Education

Mrs. Rachel Risetto
Director of Human Resources
Mr. Ron Clamser
School Business Executive



Component Districts

DISTRICT	SUPERINTENDENT	BOARD PRESIDENT
AuSable Valley	Paul Savage	Mary Bailey
Beekmantown	Scott Amo	Steve Trombley
Chazy	John Fairchild	Rosemary Souza-Botten
Crown Point	Shari Brannock	Michael St.Pierre
Elizabethtown-Lewis	Gail Else	Brett Sicola
Keene	Cynthia Ford-Johnston	Jim Marlatt
Moriah	William Larrow	Charles French
Northeastern Clinton	Peter Turner	Daniel Letourneau
Northern Adirondack	Laura Marlow	Ronald Tomo
Peru	A. Paul Scott – Interim	Roderick Driscoll
Plattsburgh	James Short	Leisa Boise
Putnam	Matthew Boucher	Richard Wilson
Saranac	Kenneth Cringle	Tracy Allen-Waite
Schroon Lake	Bonnie Finnerty	John Armstrong
Ticonderoga	John McDonald	Fred LaVallie
Westport	John Gallagher	Alice LaRock
Willsboro	Stephen Broadwell	Craig Jackson

CALENDAR - 2012/2013

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

November 1, 2011

Services Guide and Request for Services to Chief School Officers.

December 1, 2011

Initial request due from districts to Champlain Valley Educational Services.

February 1, 2012

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

February 8, 2012

Budget Presentations to Board of Education.

March 7, 2012

Review Budget with Chief School Officers.

March 23, 2012

Final Request for Services sent to Chief School Officers.

April 4, 2012

Annual Meeting - Adoption of 2012-2013 Budget.

April 20, 2012

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

April 26, 2012

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

May 25, 2012

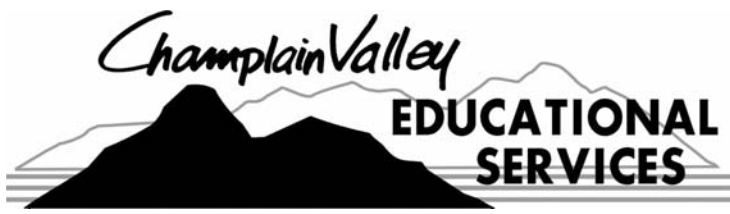
Preliminary Contracts to Districts.

July 23, 2012

Contracts for 2012-2013 services due back from Districts.

July 29, 2012

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.

Residency Service

CO-SER: NEW

- * This service will assist school districts with potential student residency issues in an effort to limit the financial responsibility of the district. Personnel will research student residency issues at the district's request, as provided for by the State Education Department guidelines and Commissioner's decisions. Information provided through this process will assist districts with residency determinations.

CROSS CONTRACTS

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

- * 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 2012-13 Capital Region BOCES Services Guide should be available on its website in December 2011.

In February 2012, 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: 646**

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).

Shared Business Office

 **CO-SER: 657 (FEH BOCES)**

This service, provided through a cross contract with the FEH BOCES, provides a shared Business Office, offering full business services to districts including Business manager, payroll, accounts payable and accounting.

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, sensory skills support and speech services. The program uses research-based methodologies such as Applied Behavior Analysis (ABA), Visual Strategies, Picture Exchange Communication Systems (PECS), augmentative communication 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 the tuition at five half-hour sessions per week. (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. 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. Counseling is an integral part of this program and is included in the tuition at two half-hour sessions per week. Additional counseling services are available on an a la carte basis. Crisis intervention services will be billed if needed.

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 Work Experience Program through in-house work experiences, 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 is an integral part of this program and is included in the tuition at two half-hour sessions per week. Additional counseling services are available on an a la carte basis. Crisis intervention services will be billed if needed.

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 main-

taining 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.

Community Awareness/Integration 12:1:1

CO-SER 201

LOCATION: PLATTSBURGH

The Community Awareness/Integration Program is a half or full-day program which provides services for IEP students ages 14-21 focusing on transitioning students from school to adult living. 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 designed to make the connection between the educational setting and the community. 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, nutrition, household maintenance, safety, self advocacy); health and personal hygiene; employability, (finding and keeping a job, getting along with your boss and co-workers, problem solving); 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.

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 diverse 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 center based classes which are located throughout our BOCES region.

The CVES Career Experience Program is available to IEP students, ages 14-21, 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 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 is designed for IEP students who participate in the CV-TEC program the other half of their day. These students participate in academic assistance to assist in supporting their TEC program as well as work experience to prepare them for the world of work.
- * A full-day program is 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
- * One-on-One Teacher Assistant
- * Interpreter for the Deaf
- * Teacher of the Visually Impaired/Blind
- * Teacher of the Deaf/Hard of Hearing
- * One-on-One Nurse (This service closely monitors the health needs of the student while incorporated

in the educational environment.)

- * Crisis intervention services

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 Preschool 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

The primary mission of CV-TEC 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. In addition, CV-TEC is offering a new program called the Marine Academy to be located at the Ticonderoga High School. The fourth campus at OneWorkSource in Plattsburgh encompasses the Adult Literacy programs 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. 21st Century Skills development is a major aspect of CV-TEC programs.

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
Co-Ser 102 Mineville
Co-Ser 104 Satellite)
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 and one school district 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. A new program in Marine Tech is being offered at the Ticonderoga High School through CV-TEC. 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 (RASS) 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)



CO-SER 102 (MINEVILLE)



CO-SER 104 (SATELLITE)

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 skills 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 in post-secondary education. 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 as part of student portfolios are one of the progressive approaches used at CV-TEC to focus and guide students toward either direct entry into the workforce or further post-secondary education. 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 "Novice" to "Proficient" to the highest, "Exemplary." CTE students achieving an "Exemplary" level certificate 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 as part of the National Work Readiness Skills. In addition, students are expected to meet high standards for attendance and active engagement in planned learning activities, communications, interpersonal, decision-making and life-long learning skills.

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) Marine and Outdoor Power Equipment Academy At Ticonderoga H.S.

An exciting new program in a state-of-the-art Marine Tech lab is being offered by CV-TEC for the first time at the newly renovated Ticonderoga High School called the Marine Tech Academy.

New Visions

CV-TEC has developed New Visions programs for college-bound senior high school students interested in exploring different opportunities related to their career plan. This 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 an in-depth exposure to a wide variety of experiences with mentors in the community.

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

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 Federal Cluster

Environmental Conservation/Forestry
Animal Science/Veterinary Assistant

Architecture & Construction Federal Cluster

Building Trades
Carpentry
(New) Electrical Design, Installation
& Alternative Energy

Arts, Audio, Video, Video Technology & Communications Federal Cluster

Digital Art and Design
Graphic Design and Communications

Business Management & Administration Federal Cluster

Medical Office Assisting
Legal Office Assisting

Education & Training Federal Cluster

None offered currently

Health Science Federal Cluster

Allied Health
Practical Nursing (LPN) – Adults Only
Nurse Assisting (CNA) – Adults Only
Phlebotomy
EKG
Home Health Aide

Hospitality & Tourism Federal Cluster

Hospitality & Resort Services
Culinary Arts

Human Services Federal Cluster

Early Childhood Education
Cosmetology

Information Technology Federal Cluster

None offered currently

Law, Public Safety, Corrections & Security Federal Cluster

Security and Law Enforcement

Marketing Sales & Service Federal Cluster

Marketing & Retail Services

Science, Technology, Engineering & Mathematics Federal Cluster

Digital Art and Design
(New) New Visions: Pre-Engineering

Transportation, Distribution & Logistics Federal Cluster

Auto Collision Repair
Automotive Tech
Heavy Equipment/Diesel Mechanics

Plattsburgh Satellite Campus

Transportation, Distribution & Logistics Federal Cluster

Aviation Tech at Plattsburgh Aeronautical Institute (PAI)
Small Engines and Marine Tech

Architecture & Construction Federal Cluster

Welding

Health Science Federal Cluster

New Visions: Medical Careers (North Region)
Hosted by CVPH
New Visions: Medical Careers (South Region)
Classroom at Elizabethtown-Lewis Central School

Law, Public Safety, Corrections & Security Federal Cluster

New Visions: Law and Government

Mineville Campus

Agriculture, Food and Natural Resources Federal Cluster

Natural Resources Management

Architecture & Construction Federal Cluster

Construction Building Trades

Health Science Federal Cluster

Allied Health
Nurse Assisting (CNA) – Adults Only
New Visions: Medical Careers (South Region)
Classroom at Elizabethtown-Lewis Central School

Human Services Federal Cluster

Early Childhood Education
Cosmetology

Law, Public Safety, Corrections & Security Federal Cluster

Security and Law Enforcement
(NEW) New Visions: Law & Government

Transportation, Distribution & Logistics Federal Cluster

Automotive Tech
(NEW) Marine and Outdoor Power Equipment Academy – Located at Ticonderoga H.S.

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

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

Agriculture, Food & Natural Resources Federal Cluster

Animal Science/Veterinary Assistant Program

This program is designed for students to utilize a hands-on approach while gaining knowledge and skills to prepare them for an animal-related career and/or post-secondary education. Students work with several species of animals, both large and small to learn the following: farm animal production; handling and restraint techniques; basic grooming; parasitology; anatomy and physiology; animal selection and breeding; genetics; animal nutrition and reproduction of various animal species as well as veterinary terminology.

This program prepares students for a wide range of employment opportunities in animal clinics, veterinary offices, pet shops, animal shelters and farms, as well as many other entry level positions working with animals.

Environmental Conservation/Forestry

Students train for a variety of outdoor careers at our off campus work sites located on property owned by Miner Institute. All students learn basic and advanced chainsaw operation while preparing for certificates that can lead to New York State Logger Training. Working with a fleet of nearly 20 professional grade Stihl chainsaws, students learn both safety and efficiency while learning current industry standards. Students learn a variety of timber harvesting methods that include both horse drawn logging as well as cable yarding. During the timber harvesting portion of the program, students demonstrate their abilities to operate several

pieces of forestry equipment including both a 540G Cable Skidder and 450H Bull Dozer. Students experience firsthand road construction and maintenance on nearly five miles of seasonal roadways. During road construction and maintenance, students learn not only how to apply the use of equipment such as bull dozers and backhoes, but they learn traffic control and communication skills. Students participate in all aspects of maple syrup production in both our 1,500 tap sugar bush and in our on campus sugar house. This portion of the class includes training in such things as; tubing installation and repair, sap collection, reverse osmosis and evaporator operation, grading, and canning. All students learn basic seed germination and propagation through our greenhouse operation. From ordering the bedding materials and seeds, to transplanting seedlings, followed by in-house sales, our students gain a working knowledge of the greenhouse industry. Students prepare for multiple career paths as they train in basic tree climbing. Students learn how to safely remove hazardous trees from the top down as they train with modern tree climbing equipment and techniques both on and off campus.

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 based 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 Federal Cluster

Building Trades

In the first year of the program students will explore the two areas of the cluster: Carpentry & Electrical. 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 two 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, Installation & Alternative Energy

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. New sources include a focus on alternative curriculum components including solar and wind energy.

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, pulse 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 Federal Cluster

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.

Digital Art & Design

The Digital Art and Design curriculum is designed to give students the opportunity to learn and practice skills on software (Adobe Photoshop, Fireworks, Flash, Dreamworks, Autodesk AutoCAD, Maya, 3ds Max, Mudbox, and more) that was used to create films by studios such as Pixar (Toy Story) and Dreamworks (Shrek) and video games by companies such as EA (Mass Effect, Dragon Age, The Sims) and Ubisoft (Assassin's Creed, Splinter Cell, Raving Rabbids). During the student's two years, he or she will be able to choose his or her own path of study to reach that individual student's own

goals. The course focuses on three categories: digital image creation and manipulation (including drafting and pre-engineering), animation and Web design/development.

During the students' first year, they will receive formal Level 1 instruction in all three categories as an introduction. During this time, they will also be given considerable time for practice. At the end of each phase, students will complete a project to showcase their new skills. At the end of the year, students will need to create a website that will be used as an online portfolio for prospective post-secondary schools and employers.

At the beginning of the second year, students will be given a choice regarding which path they would like to pursue: animation, Web design/development, game design or architecture. Students will be expected to successfully complete Level 2 and Level 3 instruction in at least one of these categories. However, students have the opportunity to complete more if they so desire. In the end, students have the potential to receive up to 15 credits from colleges throughout the State of New York.

Business Management & Administration

Medical Office Assisting

In this one-year program, students will learn extensive medical office procedures, medical terminology, ten-key calculating, and Microsoft Office Suite, "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 general office settings.

Legal Office Assisting

This one-year program offers extensive training in legal office procedures, legal terminology, Microsoft Office Suite, switchboard training, office machines, Internet research 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, attorneys, banks and investment firms.

Government & Public Administration Cluster

(NEW) New Visions – Law & Government

The CV-TEC New Visions: Law & Government 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 Federal Cluster

Allied Health I and II

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 Phlebotomy Tech preparation for certification.. 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 1160-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 (Seniors Only)

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 alongside the professionals. Campus locations in two locations: CVPH (North) and Elizabethtown-Lewis CSD (South).

Hospitality and Tourism Federal Cluster

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 Federal Cluster

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. New York State licensure requires the student to pass both a written and practical State exam. This program provides the instruction to meet these requirements.

Law, Public Safety, Corrections & Security Federal Cluster

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

The CV-TEC New Visions: Law & Government 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.

Manufacturing Federal Cluster

Welding

Students performing extensive hands-on work will learn welding techniques in MIG, TIG, shielded metal arc welding, pulse 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 Federal Cluster

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.

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.

Science, Technology, Engineering & Mathematics Federal Cluster

(New) New Visions: Pre-Engineering

CV-TEC’s New Visions: Pre-Engineering is a one-year, academically rigorous program designed for college-bound seniors planning on majoring in one of the engineering fields. New Visions: Pre-Engineering students will have the opportunity to experience the world of engineering through hands-on projects that integrate academics and engineering concepts. Job shadowing opportunities with Mechanical, Civil, Electrical, and Chemical Engineering practitioners will be coordinated throughout the school year enabling students to see first-hand the activities and responsibilities associated with the various engineering disciplines. Participants will develop a variety of academic skills including math, science, engineering design, research, and report writing and will earn a number of articulated and dual enrollment credits during their participation in this challenging, experiential course.

Transportation, Distribution & Logistics Federal Cluster

Auto Collision Repair

A career that is part craftsmanship, and part artistry, 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.” Technician Candi-

dates are eligible to receive college credit from various colleges 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 or Mohawk Valley Community College and receive 36 or 42 college credits toward Associate Degrees, respectively, or enroll at Embry Riddle University and receive 30 college credits toward one of two Baccalaureate Degree Programs.

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 basic machining, 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.

(New) Marine Academy

The Marine Tech Academy is being offered at Ticonderoga High School in a brand new state-of-the-art lab for regional students. This program is a hands-on approach to a marketable trade in the world of marine technology and recreational vehicles. Obtain the knowledge needed to maintain and repair a variety of marine and small recreational engines. Learn the principles of basic machining, internal combustion engine operation, read technical manuals and develop customer relations. Hands-on-learning with motor craft, snowmobiles, motorcycles, and personal watercraft, lawn, garden, and golf course maintenance equipment. 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 & 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, Mineville and Satellite 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 ACCESS-VR, CCETA, DOL, Veterans Administration or other sources including special training vouchers. Federal financial aid is available for those who qualify for some programs. Low interest loans are also 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 1,160 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 mornings, 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 21 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
- * 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 Federal regulations, strengthen instruction, raise standards, improve curriculum and build capacity at the regional, district, 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 within and 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 online and hard copy. A listserv is maintained by the coordinator in order to promote continuous sharing of information and coordination of services.

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 41 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 ability 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

The Library Services CO-SER offers 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 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 collaborates 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) initiatives. They also connect the use of data to make data-driven decisions as it relates to curriculum. The coordinator of these services utilizes the Data Council regional and in-district trainings to inform school districts of state and federal requirements.

Instructional Support

Instructional Printing

CO-SER: 505

Printing and Duplicating

The ISC Printing and 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, stationery, forms, flyers, posters, cards, curriculum guides, certificates, budget reports, PowerPoint presentations, and much more! The ISC Print Shop team strives to provide the best services possible in an effort to meet component district needs.

Graphic Design/Layout/Desktop Publishing

This service is provided by the Printing and Duplicating team. The graphic designer 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

Services

This service provides for the in-shop repair of most computer hardware and peripherals, whether in, or out of warranty. The technician on staff is a CompTIA A+ Certified Technician who is an Authorized Self-Servicer for Apple and HP. We can perform warranty repair in-shop for Apple and HP products and facilitate warranty repair for most other equipment.

Other services include, but are not limited to: hardware upgrade installation, troubleshooting and diagnostics, module and/or component level repair. When possible, we can also facilitate recovery of many computer operating systems as well as data backup, transfer, and recovery for repairs that have potential for critical data loss.

Cost Effective Repairs

Districts are only charged for repairs that require replacement parts. Many repairs can be performed without the need to order any parts at all. We are often able to perform repairs at the component level, eliminating the need to replace entire modules. In addition, we have a large supply of used parts that can be used for out of warranty repairs to further reduce costs. If, for any reason, a piece of equipment cannot be repaired, or the district determines that it is not cost effective to repair, we will gladly remove the user serviceable parts (hard drives, RAM, etc.) to be returned to the district for their re-use. The remainder of the defunct unit will be added to your district's spares stock. This way, future repairs on the same model can be performed using your spare parts at no cost, instead of purchasing an expensive replacement part.

Costs for out of warranty repairs are kept low by using brand name, after market parts with trusted reliability, and purchasing those parts in bulk when possible. These parts are the same as, or better than the parts that were used to build the equipment originally.

On Site Repairs

On-Site service may be requested if your equipment is "mission critical" or too large to transport. This generally includes items like servers, rack-mount battery backup systems, plotters, and very large printers permanently attached to bulk paper feeders.

Worry Free Repairs

- * All warranty repairs are performed with genuine OEM parts, assuring a perfect fit and factory performance after the repair.
- * All other out of warranty repairs are performed with either OEM parts or high quality, brand name replacements.
- * All new and refurbished parts used for out of warranty repairs are backed with a minimum 30 day warranty, with many parts boasting a full 90 day warranty.
- * All new hard drives we replace for out of warranty equipment are covered by a full 5 year warranty.

Support

Our technician also provides telephone and e-mail support for technology coordinators and technicians of participating districts. This support ranges from basic questions about operating system functionality or hardware settings, to remote troubleshooting or diagnostics when needed. If we cannot solve their technical problems over the phone, we will research the problem, and usually contact the school with a possible working solution within a few days.

Equipment

NOTE: This is not an all inclusive list. Generally if it's technology related, we can usually fix it or facilitate repair.

Computer Equipment

- * Servers
- * Desktop Computers
- * Laptop Computers
- * Tablet Computers
- * All-In-One Computers
- * CRT Monitors
- * LCD Monitors

Printers

- * Color Laser Printers
- * Dot Matrix Printers
- * Inkjet printers
- * Label Printers
- * Laser Printers
- * Plotters
- * Thermal Printers
- * FAX Machines

Peripherals

- * Presentation systems / LCD Projectors
- * Scantron Equipment
- * External drives

- * Flatbed/Handheld Scanners
- * Keyboards
- * Mice
- * Trackballs
- * Barcode Scanners
- * UPS systems

TV and Video Repair

This service provides a technician capable of repairing all types of television equipment. Our shop has a large stock of spare parts for common brands and models of equipment, allowing for fast turnaround on most repairs. We repair all brands and models of the following items:

- * TVs
- * VCRs
- * DVDs
- * TV/VCR Combos
- * TV/DVD Combos
- * Dual Deck VCRs
- * DVD/VCR Combos
- * Laserdisc Players
- * Camcorders

Audio/Visual Repair

This service provides a technician capable of repairing all types of Audio/Visual and related equipment. Our shop has a large stock of spare parts and replacement bulbs for common brands and models of overhead projectors, allowing for fast turnaround on most repairs. We repair all brands and models of the following items and more:

- * Overhead projectors
- * Opaque projectors
- * Filmstrip projectors
- * Microfiche readers
- * Cassette recorders
- * Cassette players
- * Reel-to-reel tape recorders
- * Record players
- * CD players
- * CD/Cassette combos
- * Karaoke machines
- * Amplifiers
- * P.A. Sets
- * Microphones
- * Speakers
- * Laminators
- * Card readers
- * Electronic adaptive equipment

Musical Instrument Repair

Our musical instrument repair technician repairs and maintains brass, woodwind, percussion and string instruments. The service currently provides both piano tuning and the repair of instruments used by students in orchestra.

Each instrument is completely repaired; we make all repairs necessary to put the instrument in the best possible playing condition. Typical repairs include but are not limited to:

- * Brass - dent removal, valve and slide repairs, soldering, and preventative maintenance
- * Woodwinds - padding, corking, adjustments, and

silver soldering broken keys - complete re-pads are performed when needed

- * Strings - gluing, bridge work, stringing, etc.
- * Percussion instruments are also repaired as needed
- * Cases for all instruments
- * Keyboards, electric guitars and amps can be repaired and/or diagnosed
- * Piano tuning is also available.

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.

HSRM continues to contract 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 2011-2012 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 and 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 FM radio channel. Repeaters are located at optimum locations to provide adequate coverage including direct access to the Emergency Communications Centers operated by Emergency Services of Clinton, Essex, and Franklin counties to ensure 24-hour-a-day, seven-day coverage.

CVES is currently upgrading equipment and service to meet new FCC regulations on narrow banding. During this conversion, the equipment will be changed to meet the above FCC requirements and will go to a digital format from the current analog setup. This will provide even more privacy, a clearer signal and allow the addition of GPS.

School Public Relations

CO-SER: 610

The Communications Specialist provides the following services to component districts:

- * creating and updating Websites
- * 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 websites 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 individuals 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.

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Board of Cooperative Educational Services**

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