Champlain Valley EDUCATIONAL SERVICES

Clinton · Essex · Warren · Washington BOCES

Enrich, Empower & Energize

Program & Services Guide

2017 - 2018

Providing High Quality, Cost-Effective Shared Programs and Services for Component Districts

ADMINISTRATIVE SUPPORT SERVICES

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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, District Goal Setting, Teacher Certification, District and BOCES Report Cards, Graduation Requirements, Local Assistance Planning, Shared Services, 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

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

(Collaboration with Capital Region BOCES)

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. In addition, this service can provide assistance with Superintendent Hearings and Title IX Investigations, which are billed separately.

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

School Food Management: Itinerant

Co-Ser: 642

The Central School Food Management Service will provide management, direction and leadership to assist schools in increasing the cost effectiveness and overall quality of their food service programs.

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

Residency Service

Co-Ser: 575

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.

Coordination of Insurance Management / Affordable Care Act Technical Assistance

Co-Ser 665

BOCES will provide a shared service designed to assist participating school districts develop and or maintain federal & state compliance with insurance at the district level. BOCES will provide BOCES-based technical support featuring a BOCES-based "help desk" and BOCES-based telephone support to the business officials, health insurance clerks and Superintendents of participating school districts. BOCES will also construct and distribute an "ACA Technical Assistance Manual" intended to help participating school districts plan ahead for – and implement on a timely basis – federal & state mandated employer reporting associated with the Affordable Care Act. BOCES will provide on-site support, in-service workshops and periodic e-mail bulletins featuring suggested actions & timetables to representatives of participating school districts.

Public Non-Discrimination Notice:
Clinton-Essex-Warren-Washington BOCES a/k/a/ Champlain Valley Educational Services does not discriminate on the basis of race, color, national origin, sex, disability, age or any other legally protected status in its programs, activities, employment and admissions; and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding this nondiscrimination policy may be directed to:

James McCartney – Civil Rights Compliance Officer
Cathy Snow – Civil Rights Compliance Officer
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-536-7340

Reginald McDonald
Section 504 Compliance Officer
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