



# Programs & Services Guide 2018-2019

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



Inspiring  
Ideas  
through  
Innovation

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: 518-561-0100 ext. 243

Reginald McDonald  
Section 504 Compliance Officer  
1585 Military Turnpike  
P.O. Box 455, Plattsburgh, NY 12901  
Phone: 518-561-0100 Ext. 299

# INSTRUCTIONAL SERVICES CENTER

- » Professional and Program Development
- » Instructional Support
- » Informational Support



## PROFESSIONAL AND PROGRAM DEVELOPMENT

### School/Curriculum Improvement Service

#### Co-Ser: 506

The School Improvement Team supports the component districts' efforts to meet Federal, State and local requirements by strengthening instruction, raising standards, improving curriculum and assessment practices and building capacity at the district, building and classroom levels. School Improvement staff work collaboratively with the districts to design and/or secure data-driven, research-based professional development offerings to meet the needs of their districts.

Professional development opportunities are provided both regionally and in-district to promote quality teaching and learning. An emphasis is placed on the sharing of effective instructional practices/ initiatives across districts. Whenever possible, local educators and administrators are employed as leaders, trainers and facilitators for professional development activities.

Also, the Instructional Services Center provides technical assistance to administrative and instructional staff and works with districts to customize their professional development around their specific needs. Call us today to develop your plan!

School Improvement activities may include:

- Regional (multi-district) Offerings
- Embedded, In-house Professional Development
- Mentoring
- District/School Improvement Planning
- Regional Scoring (Grades 3-8 and Regents Exams)
- Assessment Development
- Curriculum Development and Coordination
- Professional Learning Communities
- Substitute Reimbursement
- Coaching

## **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 Services Co-Ser, 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.

## **ADK P-TECH (Pathways in Technology Early College High School)**

**CoSer: 450**

P-TECH is an innovative program taking shape across the state. ADK P-TECH was founded in 2013 as one of 16 P-TECH schools funded in round one of a New York State and Federally funded Early College High School initiative. There are currently 33 P-TECH schools operating in New York State.

Students earn a high school diploma, an industry-recognized associate degree, and gain relevant work experience in a growing field. It is a seamless program for students to acquire the academic, technical, and workplace skills and knowledge that employers need.

The unique culture of a P-TECH 9-14 school is built upon high expectations for students and adults alike. Students see themselves as "college students" and "on a career pathway" from the moment they begin 9th grade. Teachers, partners, and parents work together to ensure that every student graduates fully prepared for the 21st century workplace.

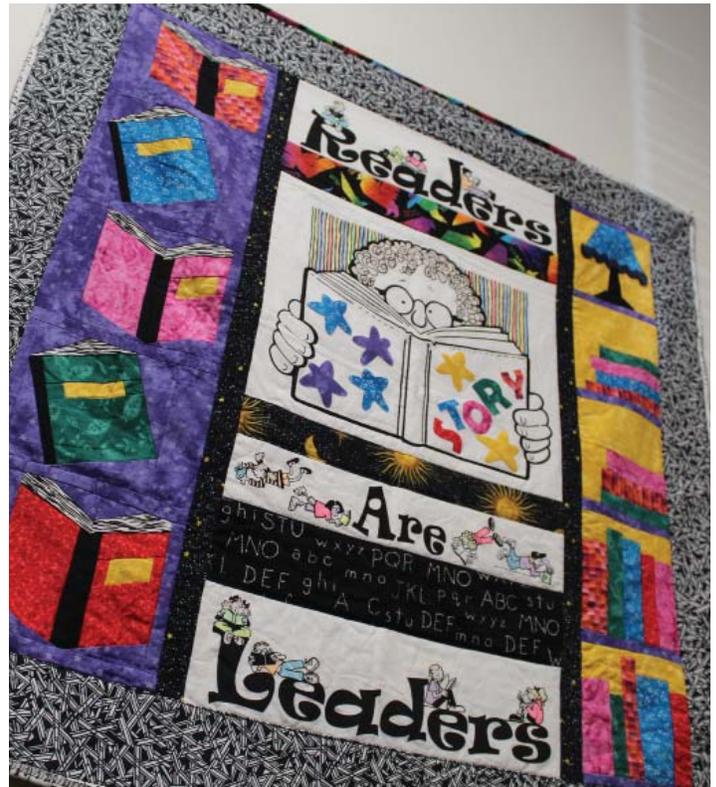
ADK P-TECH students attend classes on the Peru High School Campus during Year 1-3 in "a school within a school model." Students will transition to the Clinton Community College Campus during Year 4 and complete degree requirements in Years 5-6.

## 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 include:

- 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 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).

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.

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, as well as an online library of eBooks and audiobooks through OverDrive. The School Library System will offer instruction in online search strategies, as well as technical support to library media personnel.



### 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 supports the OPALS system, and provides both on-site and phone technical support.

## 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 a data driven culture by utilizing protocols to support data driven decision making. Utilizing the data driven protocols created by the Instructional Planning and Assessment Coordinator, training is also provided to develop classroom and school-wide assessments related to the NYS Learning Standards and Assessments.

The Coordinator collaborates with the Northeastern Regional Information Center (NERIC) to ensure accurate analyses, explanations, and interpretations of student assessment data.

The Coordinator partners with North Country Thrive to expand the analysis of data to the Pre-K level, and analyzes high school data to support school improvement and other high school initiatives.

The Coordinator also facilitates the Champlain Valley Educational Services (CVES) Data Council. This council discusses current New York State Education Department (NYSED) initiatives. The Coordinator 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 printing, photocopying and graphic design services to participating school districts. Our goal is to provide schools with quality, cost-effective printing in a timely manner.

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/school newsletters, student and parent handbooks, school calendars, stationery, carbonless forms, flyers, full-sized color posters, cards, curriculum guides, certificates, budget reports, PowerPoint presentations, and much more!

### 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 print materials. Our desktop publishing services also include PowerPoint creation for the component districts.

### Microcomputer / TV & Video / AV Repair Services

#### Co-Ser: 512

### Microcomputer Repair

Services through this Co-Ser include:

- A Dell-certified technician on staff, able to repair Dell desktops and laptops that are under warranty at no additional cost. We can provide non-warranty repairs on all other commercially available computers and laptops at the cost of just part(s).
- We can repair cracked or broken LCD screens including but not limited to iPads, iPhones, Android Tablets, and Chromebooks for a fraction of the cost.

- We are able to access parts for HP LaserJet printers, and repair most other Manufacturers' standard LaserJet printers in a timely manner.
- We can facilitate direct, non-warranty Apple repairs at the cost of parts, and facilitate Apple Warranty repairs by sending directly to Apple.

Equipment repair examples include: Portable Devices (iPads/iPods/iPhones, Android Tablets, Chromebooks, Microsoft Surface, and Windows Tablets), Computer equipment (desktops, laptops, All-In-One Computers, External Drives and UPS systems, Printers (Color Laser Printers, Black and White Laser Printers, and Inkjet Printers).



## Audio/Visual Repair

Participating school districts benefit from the services of a technician capable of repairing all audiovisual, television, VCR, and audio reproduction equipment.

A list of routinely serviced equipment includes: overhead projectors, film strip projectors, 16mm projectors, televisions, video cassette recorders, video cassette players, VCRs, audio cassette recorders/players, card readers, record players, microphones, sound reinforcement equipment, portable podiums, stereos, musical instrument amplifiers, headphones, and more.

The repair services are routinely capable of returning the equipment within three working days of delivery to the repair center (depending on parts availability).

## Musical Instrument Repair

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

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 & COMMUNICATION SUPPORT

## School Employee Safety Risk Management

Co-Ser: 608

This service provides direct support, assistance and training to ensure that member school districts are in compliance with Federal, State, and local 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:

- AHERA and Asbestos Management Services
- AED Program Leadership
- Blood-borne Pathogens/Infection Control
- Director of Facilities Quarterly Meetings
- Chemical Hygiene and Inventory Control
- District-Wide School Safety Planning
- Building-Level Emergency Planning
- Fall Protection Training
- PPE Training
- Hazard Assessment
- Indoor Air Quality
- Integrated Pest Management
- Lead Hazard Training
- Lock-Out / Tag-Out Awareness Training
- Respirator Protection Program Maintenance & Training
- Respirator Use and Care Program
- Right to Know and Hazard Communications Awareness Program
- Fire Safety Inspections
- Hazard Mitigation
- Dignity for All Students Act (DASA) Evaluation and Training
- "Get Up, Stand Up" Bullying/Harassment Prevention, Assessment, and Training
- Olweus Bullying Prevention Programs
- I Stand Against Bullying (ISAB) Regional Video Awards
- Lead Testing
- Youth Empowerment



## Gifted and Talented Programs

Co-Ser: 408

A gifted and talented program will be offered 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.



## **Interscholastic Athletics Coordination**

### **Co-Ser 554**

The Interscholastic Athletics Service provides the planning and coordination of all Section VII\* public athletic contests. The scheduling responsibilities involve 28 school districts, thousands of student athletes and approximately 500 sports officials. The individual coordinating the service will maintain current knowledge of rules and regulations pertaining to interscholastic athletics and act as the interpreter. This includes, but is not limited to NYSPHSAA Rules and regulations, Section VII policies, procedures and constitution, education law, and regulations of the Commissioner of Education. Also, the individual will advise schools on all matters of interpretations and compliance. Additional services include the coordination of training, payment of officials for post-season playoffs contests, and the maintenance of centralized scheduling and section records.

\*Section VII is a division of the New York State Public High School Athletic Association. The association serves as a central organization through which its member high schools in the state may cooperate to:

- Encourage as many pupils as possible to participate in athletic games
- Promote sportsmanlike conduct in all athletic contests
- Maintain essential minimum standards of eligibility
- Provide means to settle disputed athletic contests amicably and authoritatively
- Conduct appropriate athletic meets and tournaments
- Cooperate with the State Education Department in fostering educationally sound athletic programs
- Adapt rules governing sports contests to the particular condition governing high school competition
- Continually seek data to support rule changes leading to greater safety for high school athletes

## **Staff Development - Transportation**

### **Co-Ser: 603**

This service provides Certified School Bus Driver Instructors (SBDIs) and/or Certified 19A Instructors to member schools districts in order to assist them with the training of their school bus drivers, attendants and monitors. The service also sponsors quarterly workshops for school district transportation officials.

- Annual Defensive Driving Reviews
- Basic School Bus Driver Training Program
- 2-Hour Bus Driver Pre-Service Training
- 2-Hour Bus Driver Refresher Training
- 10-Hour School Bus Attendant/Monitor Training Course
- 3-Hour School Bus Attendant/Monitor Pre-Service Training
- 2-Hour School Bus Attendant/Monitor Refresher Training
- Transportation Supervisors Quarterly Workshops
- Bi-Annual Written & Road Test

## **Transportation, Drug and Alcohol Testing Coordination**

### **Co-Ser: 614**

This service provides member school districts with a complete drug & alcohol testing program. The sample collection, analysis, medical review and reporting components are provided under a cross contract with Jefferson-Lewis BOCES.

The training and coordination components are handled by the Health, Safety, Risk Management Service with the assistance of Jefferson-Lewis BOCES.

## **Staff Development: Clerical**

### **Co-Ser 630**

This service provides 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

The program provides a system for regular emergency communications between school district offices, maintenance facilities, school buses and other district vehicles using F.M. Radio channels with repeaters at optimum locations.

This includes direct access to the Emergency Communications Centers operated by the Emergency Preparedness in Clinton, Essex, and Franklin counties, ensuring 24-hour-a-day, 7-days-a-week coverage. Currently, 15 school districts participate in the FM Emergency Communication System (Co-Ser 640) and utilize over 500 Base, Mobile and Portable Units.

## School Public Relations

### Co-Ser: 610

The Communications Specialist provides the following services to component districts:

- creating and updating Websites
- social media (Facebook, Twitter, Instagram, YouTube, etc.)
- video productions
- writing and editing newsletters
- photographing or video recording school events
- creating informational or promotional documents
- media relations
- crisis communication
- community/taxpayer information
- training faculty & staff to create/update websites and photograph events

The Communication Specialist is available to shoot and edit video productions using state-of-the-art equipment.

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.

## School Planning: Data Analytics and Grant Procurement

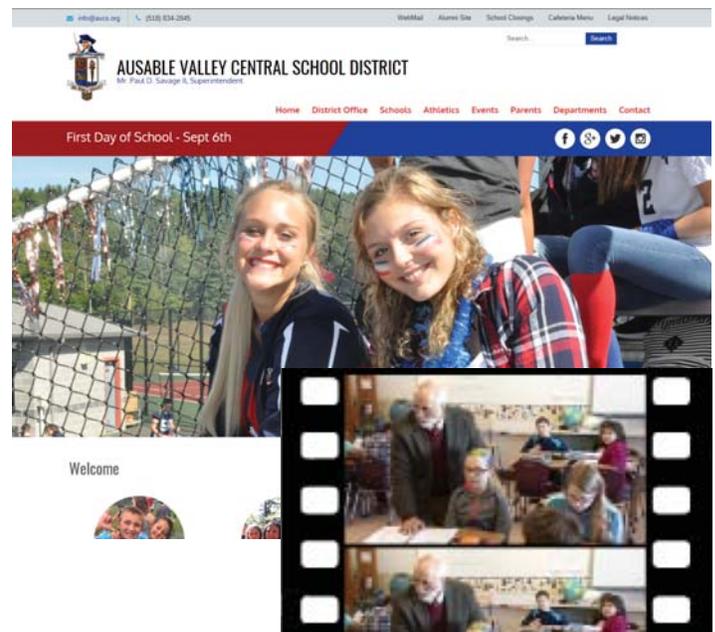
### Co-Ser: 645

The data analytics service allows districts to develop plans and share information with various stakeholder groups by creating documents utilizing a tool or linking to a page that provides transparency to community members.

School district leaders utilize the technology to develop financial strategies and monetize valuable data insights. By focusing the power of multi-dimensional data processing on the most pressing issues facing component school districts, the tools assist in helping districts locate new resources, increase operational efficiency, and strengthen decision processes with analytics. The Grant Procurement service provides assistance to individual districts 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.



*Business Cards, Posters, Booklets, Flyers, and Stationery*





---

**CLINTON/ESSEX/WARREN/WASHINGTON  
Board of Cooperative Educational Services**

**1585 Military Turnpike Extension  
Plattsburgh, NY 12901  
518-561-0100  
[www.cves.org](http://www.cves.org)**