Our Mission
Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.

Our Vision
We aspire to be a nationally recognized, premier provider of dynamic and innovative programs and services, serving as a catalyst for personal and regional economic growth.

Our Core Beliefs
1. Students are our first priority.
2. We value open and honest communication.
3. We embrace collaboration and shared decision-making.
4. We promote creativity and innovation.
5. All students can learn and be successful.
6. We all lead by example.
7. We act with integrity, fostering respect for all.
8. Students, family and community are valued partners for success.
9. We ensure a safe, supportive learning and work environment.
10. We all impact the educational process and are dedicated to perform at the highest possible levels.

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

Matthew Slattery
Section 504 Compliance Officer
1585 Military Turnpike
P.O. Box 455, Plattsburgh, NY 12901
Phone: 518-561-0100 ext. 299
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CVES Board

Larry Barcomb, President
Michael St. Pierre, Vice President
Bruce Murdock, Deputy Vice President

Leisa Boise  Richard Harriman, Sr.
Patricia Gero  Donna LaRocque
Evan Glading  Richard Malaney
Linda Gonyo-Horne  Ed Marin

Thomas McCabe  Lori Saunders
Donna LaRocque  Doug Spilling
Richard Malaney  Scott Thurber

Administration

Mark C. Davey, Ed.D.
District Superintendent/CEO

Teri Calabrese-Gray
Assistant Superintendent for Instruction and 21st Century Learning

Michele Friedman
Director of Career and Technical Education

Christine Myers
Treasurer

Eric Bell
Assistant Superintendent of Management Services

Matthew Slattery
Director of Special Education
Dear Colleagues,

In operation since 1949, CVES is currently in its 70th year of service to our 16 component school districts. We are proud to support and serve their 13,500 students, their staff and Boards of Education through a vibrant and collaborative partnership. Together, we provide excellent educational opportunities throughout the North Country.

On behalf of the CVES Board, I thank you for your continued support of CVES, where students are our first priority, as it is in every component district, where our students, their families and our communities are valued partners in our success.

Your partner in education,

Larry Barcomb
President, CVES Board

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Dear Friends,

We share an ongoing interest in expanding educational opportunities for all students under our care. After 70 years of collaboration, consultation, and the application of best practices to our programs and services, our cooperative and shared efforts have culminated in the 2020-2021 Programs and Services Guide before you.

As our offerings continue to evolve, we trust that the CVES commitment to continuous improvement is apparent not only in this publication, but also in the dedication and purpose that all CVES staff bring to work every day. Our students are your students: we are one.

The value of BOCES shared services is more important to our component districts than at any time in our 70 year history. CVES is proud to offer its 16 component district partners the slate of cost-effective programs and services detailed in the following pages.

Sincerely,

Dr. Mark C. Davey
CVES District Superintendent/CEO
### Component Districts

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<td>AuSable Valley</td>
<td>Paul Savage</td>
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<td>James Knight, Jr.</td>
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<td>Putnam</td>
<td>Matthew Boucher</td>
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### CALENDAR - 2020-2021  Schedule of Requests, Services Guide, Budget and Co-Sers

- **November 1, 2019** - Programs & Services Guide and Request for Services to Chief School Officers
- **December 2, 2019** - Initial request due from districts to CVES
- **January 31, 2020** - CVES Co-Sers and proposed operating plans transmitted to the State Education Department
- **February 12, 2020** - Budget Presentations to CVES Board
- **February 14, 2020** - Review Budget with Chief School Officers
- **March 6, 2020** - Final Request for Services sent to Chief School Officers
- **April 8, 2020** - Annual Meeting - Adoption of 2020-2021 Budget
- **April 23, 2020** - Election of CVES Board Members & Vote on Administrative Budget
- **May 1, 2020** - Component school districts must notify CVES of intent to participate in shared services and identify those services
- **June 2, 2020** - Preliminary Contracts to Districts
- **July 15, 2020** - Contracts for 2020-2021 services due back from Districts
- **July 23, 2020** - CVES sends letter listing preliminary contracts with component districts on file in District Superintendent’s Office
DISTRICT SUPERINTENDENT’S 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 Commissioner’s 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 leading the search process, developing selection criteria, screening candidates, helping coordinate selection surveys and community forums, 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

CEWW Health Insurance & Workers’ Compensation Consortium Coordination
Co-Ser 602
The CEWW Health Insurance Consortium coordination service coordinates with school districts, third party administrators, stakeholders, and consultants to provide health insurance coverage to Board of Cooperative Educational Services and 15 local school districts’ active employees and retirees.

Services include benefit analysis, plan design, cost control measures, funding, bonding, auditing, claims management, and all other requirements necessary in providing quality health coverage. This service provides accounting and budgeting services for the over 90 million dollar health consortium and makes recommendations to the board of directors comprised of 15 school superintendents, the BOCES district superintendent, and 4 labor representatives.

The CEWW Workers’ Compensation service provides coordinated oversight with school districts, third party administrators, stakeholders, and consultants to reduce overall costs, improve the quality of service, provide timely information, increase the effectiveness of cost containment programs, and provide local control of funding and reserves.

This service provides accounting and budgeting services for the consortium and makes recommendations to the board of directors comprised of 16 school superintendents and the BOCES district superintendent.

Central School Food Management
Co-Ser 642
The Central School Food Management Service provides management, direction and leadership to assist schools in increasing the cost effectiveness and overall quality of their food service programs. The program focuses on serving students healthy meals in cost effective ways, centered on: cooking from scratch, buying organic from local farms, limiting sugar consumption, and avoiding serving processed foods to students.

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
- attendance at job fairs

Central School Food Management
Co-Ser 642
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GASB 75– 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 Other Post-Employment Benefits (OPEB) expenses and related liabilities in the financial reports of state and local governmental employers
- Improves financial reporting of post-employment benefits through an actuarial valuation
- Assists public agencies to report their costs and obligations of current/future retired employees
- Each district must identify and disclose OPEBs as an expense and a liability on its financial statements which will be calculated by a contracted actuarial firm
- Certification
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.

Itinerant Transportation Director  
Co-Ser 327

CEWW BOCES will provide a shared Transportation Director for school districts. The Director will be a BOCES employee and will be responsible for the administration and planning of the bus transportation system for each participating school district.

The service will provide a Director with knowledge of State Education Law as it pertains to reimbursement, minimum student transportation limits, transportation of the handicapped, bus operator training and medical standards for operators; knowledge of Transportation Law as it pertains to driver qualifications, bus operations and traffic and safety requirements and precautions, knowledge

Bus Maintenance - Shared  
Co-Ser 670

CEWW BOCES will provide a shared Bus Maintenance for school districts. The mechanics will be BOCES employees and will include all normal preventative maintenance such as monthly and 10,000 mile inspections and body or mechanical repair. The program will be staffed with a FTE Head Mechanic who will supervise other mechanics, do job scheduling, inventory control, parts ordering, etc. Mechanics will be employed to carry out the maintenance tasks.

The service will provide a Head Mechanic with knowledge of State and Department of Transportation Regulations. Trained bus maintenance mechanics will provide the participating districts with engine repair, body work, safety maintenance and preventative maintenance, such as periodic changes of fluids

Regional Transportation - Home to School  
Co-Ser 672

CEWW BOCES will provide participating school districts with home to school, field trip and sports trip transportation for their public school pupils in accordance with Education Law Section 3635.

Through a shared transportation service, CEWW BOCES will provide transportation using district owned buses to public school pupils.
A large number of cross contracts are available through CVES. For more information, please consult the list of cross contracts on the CVES website at:

www.cves.org/cross-contracts
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, the Career and Technical Education (CTE) Division of CVES, is the primary provider of Career and Technical Education and Adult Literacy programs and services for secondary and post-secondary (adult) students in Clinton & Essex Counties. The CV-TEC Division offers programs and services on four campuses: The Plattsburgh Main Campus and the Plattsburgh Satellite Campus are both located in Clinton County and the Mineville Campus located in Essex County all provide CTE Programming for secondary and post-secondary students; the OneWorkSource Campus in Plattsburgh provides Literacy, High School Equivalency (HSE) and Job Skills Training (JST) programs for adult students.

All CV-TEC CTE two-year programs are approved by the New York State Education Department (NYSED) as CTE Approved Programs of Study. Students in our programs can earn high school credit toward graduation, advanced college credit, industry certifications/credentials/licenses, participate in work-based learning activities (including paid and unpaid work experiences) and are eligible for the NYS Board of Regents Advanced Designation: CTE Endorsement. Core academic instruction is an integral part of all of the CTE programs as well as 21st Century & Work Readiness Skills development.

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 Plattsburgh Satellite

2. Adult and Continuing Education
   Co-Ser 103

3. Adult Literacy Education
   Co-Ser 950

4. Online High School Courses
   Co-Ser 411

5. Pre-CTE Program
   Co-Ser 115 Plattsburgh Main
   Co-Ser 116 Mineville

2019 HSE Graduation
Career and Technical Education (CTE) and Academic Services

Co-Ser 101 (Plattsburgh)
Co-Ser 102 (Mineville)
Co-Ser 104 (Satellite)

CV-TEC continues to respond to innovations in the workplace by developing rigorous and relevant Career and Technical Education (CTE) programs tied to state and national industry skills standards. The NYSED approved competency-based programs offer practical hands-on training for both high school and post-secondary students. 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 pathway. Most students enrolling in a CTE program will engage in instruction for two years at CV-TEC. High school students will spend one-half of each day in their home school and the remaining one-half day at one of the three CV-TEC CTE campuses during their two-year program of study. The resulting education affords students the opportunity to become immediately employed or continue in post-secondary education. Students may also earn high school academic credit and college credits, state and/or national certifications, and the NYSED Career and Technical Education Endorsement seal on their Regents Diploma after passing a rigorous national or state industry assessment.

CV-TEC Daytime Career and Technical Education (CTE) Program Descriptions

Allied Health I and II (Plattsburgh Main & Mineville)

Students will 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 and instruction in Certified Nurse Assisting, Certified EKG Technician and Phlebotomy Tech. Upon completion of the program students can earn their CNA, EKG Technician, and Phlebotomy Technician Certifications and enter the workforce immediately. This program is a great start for entering the world of work or for continuing in a post-secondary health profession career pathway.

Animal Science: Large Animal Production
(Plattsburgh Main)

The swiftly changing livestock industry has a variety of careers for the individual interested in large animal production. This program offers basic and advanced skills in areas such as nutrition, animal husbandry, anatomy and physiology of animals and practical skills such as handling and restraint, clinical laboratory skills and medical terminology. Traditional instruction and hands on learning enhances the students learning experience. Upon completion of the program, students can continue on to a career or choose to enroll in post-secondary education to earn a degree in an animal related field.

Animal Science: Veterinary Assistant
(Plattsburgh Main)

The Animal Science Veterinary Assistant Program at Champlain Valley Educational Services, CV-TEC is designed for those interested in pursuing a career in an animal related field. This program encompasses the study of dogs, cats, pocket pets, livestock, equines and exotic species. Traditional instruction with hands on learning provides students with practical experience while focusing on critical thinking and depth of understanding. Through hands on application, shared skills and career exploration opportunities, students will poses employability skills, good work ethic and become a team player.
New Visions: Medical Careers

Follow us on Facebook at www.fb.me/cvtec.cves or on Instagram: @cvtecboces
Allied Health students learn industry-wide skills used in a wide variety of health care occupations. Students receive preparation for careers in Certified Nurse Assisting, Certified EKG Technician, and Phlebotomy Tech.

Animal Science: Large Animal Production is a dynamic program where students will train in all aspects of modern livestock production. Hands on learning utilizing animals on site, along with traditional instruction, prepare students with a skill set to be successful in today’s animal industry.

Animal Science: Veterinary Assistant is designed for those interested in pursuing a career in an animal related field. This program encompasses the study of dogs, cats, pocket pets, livestock, equines and exotic species.

Automotive Collision Repair focuses on collision damage repair and refinishing using the latest technology in a state-of-the-art commercial body shop.

Automotive Service this pre-CTE course trains students in basic vehicle maintenance including basic electrical and brake repair. Instruction in interior and exterior detailing is also provided.

Automotive Technology teaches the skills necessary to troubleshoot and repair the complex systems of today’s high tech automobiles.

Aviation Fundamentals provides high school students with instruction in General Aviation and Airframe I as well as extensive, hands-on, aviation-related learning opportunities.

Construction Trades students learn all aspects of the trade, from using hand and power tools, blueprints and rough framing, to both interior and exterior finish work.

Cosmetology students develop skills in haircutting, hairstyling, and haircoloring as well as skin care, manicuring and pedicuring. Students receive hands-on practice in our salon.

Culinary Arts Management provides hands-on training in cooking, baking, and management skills. Students operate the CV-TEC Café and cater special events.

Digital Art & Design will introduce students to several topics during their first year, including: Graphic Design, Technical and Residential Drafting, 3-D Modeling and Animation, Web Design and Computer Programming. During the second year, students are given more specialized training and practice in the field of their choosing.

Early Childhood Education teaches students an overview of a child’s physical, cognitive, social, and emotional development. Through the combination of academics and hands-on practice in our Pre-K room the students are prepared for real life situations and the opportunity to obtain jobs and/or continue to post-secondary education.

Electrical Design, Installation, & Alternative Energy trains students for careers in electrical construction. 21st Green Energy Technology integrating solar and wind energy are part of the electrical construction training.

Environmental Conservation & Forestry is designed to give students a better understanding of our natural resources as they train for a variety of outdoor careers. Applied learning is provided through activity-based experiences and opportunities in our outdoor classroom.

Food Services this pre-CTE course provides specific preparation for employment in the food service industry including entry level positions for kitchen helpers, fast food cooks, bakers, etc.

Graphic Design & Communications students learn to use state-of-the-art SLR digital cameras and computers with Adobe Creative Suite as well as design and layout, desktop publishing and printing and reproduction.

Heavy Equipment/Diesel Mechanics covers the basic theory, operation and safety practices of heavy equipment. It is designed to meet entry-level needs in the field of diesel technologies and repair.

Marine Technology is designed to provide students the skills and knowledge for a career in the marine industry. Students will gain hands-on experience with all aspects of marine service.

Medical Office Assisting students are trained in medical office assisting and electronic health record data entry. Training includes extensive office procedures, Microsoft Office, and terminology in preparation for off-site work-based learning experiences. Post-secondary students complete two additional 30-hour internships.

Natural Resource Management is a diverse field that will develop the skills needed to become successful in a wide variety of environmental technologies, forestry, and heavy construction.

New Visions: Medical Careers is an intensive exploratory course for high school seniors who are interested in pursuing a career in the health sciences. This course is a culmination of academic coursework, clinical rotation/shadowing experiences, and college preparation.

PowerSport Technology students obtain the knowledge and hands-on training needed to maintain and repair a variety of small engines used in recreation vehicles and outdoor power equipment.

Practical Nursing (LPN) is a rigorous 10-month program that 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.

Security & Law Enforcement is a para-military academy providing training in arrest procedures, self-defense, handcuffing, forensics, and more. Work experiences are available with numerous law enforcement agencies.

Welding teaches the knowledge and skills of metal cutting and joining techniques. Students will become familiar with the tools and equipment of the metal fabrication industry.
Automotive Collision Repair (Plattsburgh Main)

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. The program focuses on collision damage repair and refinishing using the latest technology in a state-of-the-art commercial body shop.

Cosmetology (Plattsburgh Main & Mineville)

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 skills, 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.

Automotive Technology (Plattsburgh Main & Mineville)

This program teaches the skills necessary to troubleshoot and repair the complex systems of today's high tech automobiles. Experience the latest technology in a hands-on electronics-based curriculum. Students will learn to diagnose and service automotive electrical systems, drivelines, brakes, fuel injection systems, emissions systems, steering, suspension, engines, and transmissions.

Aviation Fundamentals (Plattsburgh Satellite)

Students enrolled in the Aviation Fundamentals program will receive instruction in General Aviation and Airframe I. All students will receive extensive hands on, aviation-related learning opportunities throughout the duration of their course of study. Students will also receive integrated academic credit.

Culinary Arts Management (Plattsburgh Main)

This program introduces students to careers in the hospitality and food service industries and teaches the entry-level skills and knowledge they need for success in this field. Hands-on training along with classroom instruction enables students to experience all aspects of operating and managing a food service establishment, and also helps students build good business and management skills. The nationally recognized ProStart Curriculum is utilized to provide comprehensive Hotel/Restaurant Management instruction. The on-site CV-TEC Café allows students to practice these acquired skills.

Construction Trades (Plattsburgh Main & Mineville)

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.
Digital Art & Design (Plattsburgh Main)

Students will be introduced to several topics during their first year, including: Graphic Design, Technical and Residential Drafting, 3D Modeling and Animation, Web Design and Computer Programming. During the second year, students are given more specialized training and practice in the field of their choosing. 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. Students have the opportunity to complete more if they so desire. In the end, students have the potential to receive up to 30 credits from colleges throughout the State of New York.

Early Childhood Education (Plattsburgh Main)

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 as well as participating in the operation of our on-site preschool. 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.

Electrical Design, Installation & Alternative Energy (Plattsburgh Main)

The 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.
Environmental Conservation & Forestry
(Plattsburgh Main)

Students train for a variety of outdoor careers at our off campus work sites located on property owned by the Miner Institute. All students learn basic and advanced chain saw operation while preparing for certificates that can lead to New York State Logger Training. Working with a fleet of nearly 20 professional grade Stihl chain saws, 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 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.

Graphic Design and Communications (Plattsburgh Main)

Students learn to use state-of-the-art SLR digital cameras and computers with Adobe Creative Suite as well as design and layout, desktop publishing and printing and reproduction. Students will 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.

Heavy Equipment/Diesel Mechanics (Plattsburgh Satellite)

This state-of-the-art program 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 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.
Marine Technology (Mineville)

This course is designed to provide students the skills and knowledge to begin a career in the region's prominent marine industry. Students will gain hands-on experience with all aspects of marine service, including basic yard operations, two-stroke and four-stroke engine theory, fuel injection systems, computer diagnostics, drive systems, engine and drive rebuilding, fiberglass and gelcoat repair, parts ordering, and service writing. Students will acquire all of the skills necessary to begin a career as an entry level marine technician.

Medical Office Assisting (Plattsburgh Main)

Students will learn extensive medical office procedures, medical terminology, ten-key calculating, and Microsoft Office Suite, Internet research projects, “hands-on” training on Electronic Medical Record (EMR) software, create a professional portfolio and much more. Students also participate in off-site internships that will prepare them for a wide variety of jobs in the medical field. Students in this program also become involved with community service projects for the American Heart Association and Breast Cancer Awareness. Former students are now working in hospitals, doctor’s office and general office settings.

Natural Resource Management (Mineville)

Students will learn components and competencies of 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. Students will engage in heavy equipment operations as well as surveying. In addition, students participate in all aspects of maple syrup production 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 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.

New Visions: Medical Careers (High School Seniors by Application Only) (Plattsburgh Satellite & Mineville)

The New Visions: Medical Careers Program is an academically rigorous, competitive application based 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.
New Visions: Applied Engineering (High School Seniors by Application Only) (Plattsburgh Satellite & Mineville)

Application-based program for high school seniors expressing an interest in a post-secondary educational experience in the field of Engineering.

This rigorous one-year exploratory program is for select college-bound seniors planning to major in a field of study in Engineering and/or related fields. The academic curriculum is combined with practical, applied work experience as students engage in STEM concepts at the Institute of Advanced Manufacturing (IAM) and clinical observations with business partners in the field. The program would incorporate dual enrollment in college and high school credit-bearing coursework with career exploration and Work-Based Learning (WBL) experiences in Applied Engineering. Students will participate in daily ½ day sessions for the course of the school year during the Senior Year.

The program would have two locations: The Institute for Advanced Manufacturing at Clinton Community College in the north, and the CV-TEC Mineville Campus in the south; each with dual credit options at both CCC and North County Community College.

PowerSport Technology (Plattsburgh Main)

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

Security & Law Enforcement (Plattsburgh Main & Mineville)

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 Sheriff’s 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.

Welding (Plattsburgh Satellite)

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.
Academic Services

The Academic Services Department works in conjunction with our component school districts, CV-TEC Career and Technical Education (CTE) faculty and staff, and CV-TEC students to meet the New York State Education Department (NYSED) graduation requirements. Academic services are available to CV-TEC students enrolled in our NYSED CTE Approved Programs of Study.

Services provided through the Academic Services Department:

- High School Regents Core Academic Course Instruction & Examination Preparation in:
  - Math
  - English/Language Arts
  - Social Studies
  - Science
  - Health
  - Career and Financial Management

- Integrated & Specialized Core Academic Courses as approved by NYSED

- Workplace Readiness Skills integration and implementation

- Dual Credit Courses Instruction for College Credit

- Student Professional Portfolio

- Computer Assisted Instruction

- Student Leadership Development

- On-Line High School Courses

PRE-CTE PROGRAMS

The CV-TEC Pre-CTE programs are designed to deliver differentiated and targeted introductory service-level Pre-CTE instruction and is open to all high school students in grades 9-12. In addition, the Pre-CTE Programs meet the NYSED requirements for the Career Development and Occupational Studies (CDOS) Credential. This program will allow students to explore the career field, develop technical and work readiness skills and earn two general education CTE credits.

The following required elements are included:

- Service-level Pre-CTE Technical Skills

- Career Related Coursework

- Work-Based Learning (WBL) Experiences (54 hour minimum)

- CDOS Standards

Pre-CTE: Auto Services (Plattsburgh Main)

Students in grades 9-12 will learn basic principles and practices necessary for employment in the automotive maintenance, basic repair and minor auto collision repair fields. This program will provide students with hands-on training as well as classroom instruction suited for diverse learning styles.

Students will train in basic vehicle maintenance including basic electrical and brake repair. Instruction in interior and exterior detailing is also provided. This program will prepare students for job placement or and/or into the CTE Automotive Tech, Auto Collision Repair, Heavy Equipment/Diesel Mechanics, Small Engines, or Marine Technology Program to further their education.

Pre-CTE Food Services (Plattsburgh Main)

Students in grades 9-12 will have the opportunity to engage in hands-on instruction and training in food and hospitality services. This program will prepare students for entry level employment in the food and hospitality services industry and/or into the CTE Culinary Arts Management Program to further their education.
Career opportunities include food preparation worker, dishwasher, dining room attendant, food server, meal server, prep cook, wait staff, hotel or hospital housekeeping assistant, receptionist/front desk clerk, retail sales clerk, stock clerk, banquet set up, meetings and events planning.

Pre-CTE Exploration (Mineville)
Contact Student Services for more information.

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 Main, Mineville and Satellite campuses and off-site including in area schools. The programming for adults encompasses: Career and Technical Education, Academic Preparation, Continuing Education 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 (CTE) program on a space available basis. Enrollment is on a self-pay basis or with special funding through CV-TEC Literacy, HSE, and Job Skills Training (JST) Program, ACCESS-VR, CCETA, DOL, Veterans Administration or other sources including special training vouchers. 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 all 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, physicians’ 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 CNA 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 70-hour course meets 1-2 times per week during the evenings. Certification is available through the National Health Career Association.

Academic Preparation

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 may be available, depending upon the program of enrollment.

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.
Continuing Education Courses

Numerous continuing education courses are offered to adults on various campuses. 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, some frequently offered courses have included:

- Assembling Industry: Manufacturing & Education (AIME)
- Blue Print Reading
- Introduction to Computers
- Precision Measurement
- Welding

Commercial Driver’s License (CDL)

CV-TEC offers a popular 60-hour CDL Tractor Trailer Driving 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.

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.

Customized Training For Business And Industry

Customized training programs are tailored to meet the needs of local business and industry. These programs are designed to upgrade employees’ technical and management skills. These programs can be designed cooperatively, based on the needs and interest of our business partners. Tuition and fees will vary depending on the length and content of the training program.

Other Career Certificate Programs

Adult Online Learning Experiences

CV-TEC offers hundreds 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. Students can select from a number of national online Ed2Go programs through CV-TEC. Certificates of completion provided by Ed2Go in a number of career and technical programs.

Adult Literacy Education

Co-Ser 950

CV-TEC offers free Adult Basic Education, Adult Secondary Education, and High School Equivalency preparation to adults, age 18 or older. Programs are offered at the OneWorkSource Centers in Plattsburgh and Elizabethtown, Champlain Library, United Methodist Church in Keeseville, North Country Community College, Behavioral Health Services North, CV-TEC, Ellenburg Depot Fire House and Twin Oaks Halfway House. Instruction is provided through distance learning programs and ABE/ASE classes. CV-TEC’s Adult Literacy programs are all New York State approved and taught by certified teachers. CV-TEC is an approved Test Assessing Secondary Completion (TASC) test site in both Plattsburgh and Mineville.

ABE/ASE Classes

Offered in Clinton & Essex counties at various locations. Classes are offered morning, afternoons, and evenings.

Job Skills Training

Funding is available for eligible adults to enroll in job skills training programs. Training programs include Certified Nursing Assistant, Home Health Aide, Welding, Computer Classes, CDL, Customer Service Training and Assembling Industry: Manufacturing and Education (AIME).
Distance Learning Programs

A variety of programs are available for students unable to attend an ABE/ASE class. Students study in the comfort of their home at their own pace. Individualized lesson plans are developed for students and materials are 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 centers.

Online High School

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 Online High School provides a full range of high quality, instructor-led course options from two different providers: Connections Learning and Western Suffolk BOCES (WSB).

Visit www.cves.org (click on CV-TEC; scroll down to “Online Course Offerings”).

Features of CV-TEC’s Online High School:

- Courses approved and assigned by Principals or Guidance Counselors
- Courses aligned with NYS Learning Standards (AAI and WSB)
- 150 consecutive day and semester-by-semester scheduling options available
- Regents courses taught by NYS-Certified Instructors (WSB)
- Affordable tuition rates
- Reimbursable expenses; districts may claim State aid (Co-Ser # A411; Activity Code: 5877)
- Prompt, local technical support offered by CV-TEC
- Courses may be augmented, supported, or taught by district-appointed personnel
- Asynchronous; contact via e-mail with course instructors
- 24/7 access to program of study
- 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
## CV-TEC Secondary, Post-Secondary College Agreements and Licensure Opportunities

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<thead>
<tr>
<th>CV-TEC Career &amp; Technical Education (CTE) Program</th>
<th>Articulated College Agreements</th>
<th>Dual Enrollment College Agreements</th>
<th>NYS Licensure or Corporate/National Association Certification</th>
<th>Approved High School Integrated Academic Credit</th>
<th>NYSED Regulations: (100.5(a), 100.5(b)) (Maximum, 10 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>Clinton Community College, 4 cr. CV-TEC LPN Program, 10 hours</td>
<td>Clinton Community College, 3 credits</td>
<td>CNA, EKG, First Aid/CPR Certifications; and Phlebotomy Certification Prep</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science; CFM*</td>
<td>(Maximum, 10 Credits)</td>
</tr>
<tr>
<td>Animal Science</td>
<td>SUNY Canton, 2 cr. SUNY Cobleskill, 6 cr. SUNY Delhi, 3 cr.</td>
<td>Clinton Community College, 3 credits; SUNY Morrisville, 6 credits</td>
<td>First Aid/CPR and Animal First Aid/CPR Certifications</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Auto Collision Repair</td>
<td>Lincoln Technical Institute SUNY Canton, 5 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>Clinton Community College, 3 credits</td>
<td>ASE Certification Preparation</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Automotive Technology</td>
<td>Lincoln Technical Institute SUNY Canton, 3 cr. SUNY Delhi, 7-12 cr. University of N.W. Ohio, 6 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>Clinton Community College, 3 credits</td>
<td>ASE Certification Preparation; NYS Inspection Licensure</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Aviation Fundamentals</td>
<td>Clinton Community College, 24 cr. Mohawk Valley Community College, 14 cr.</td>
<td>Clinton Community College, 3 credits</td>
<td>FAA Airframe, Powerplant, or Airframe &amp; Powerplant Certification Preparation</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Construction Trades</td>
<td>SUNY Delhi, 6 cr.</td>
<td>Clinton Community College, 3 credits</td>
<td>NYS Licensure</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Cosmetology</td>
<td>North Country Community College, 3 cr.</td>
<td>Clinton Community College, 3 credits</td>
<td>NYS Licensure</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Culinary Arts &amp; Hospitality</td>
<td>Art Institute of Pittsburgh, 12 cr. Cornell University; Experiential Credit Culinary Institute of Arts, Experiential Credit Johnson &amp; Wales, 4.5 cr. SUNY Canton ATC, 6 cr. (Hospitality &amp; Resort; Marketing) New England Culinary Institute, Proficiency Credit Paul Smiths College, 6 cr. SUNY Cobleskill, 2-11 cr. SUNY Delhi, 10 cr. SUNY Plattsburgh, Experiential Credit Schenectady Community College, 3 cr. Other: numerous out-of-state credit opportunities United States Army, promotion to E-4</td>
<td>Clinton Community College, 3 credits</td>
<td>National Restaurant Association (NRA), ServSafe, and First Aid/CPR Certifications</td>
<td>CTE English; CTE Health; CTE Mathematics; CTE Science CFM*</td>
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<tr>
<td>Digital Art and Design</td>
<td>Art Institute of Pittsburgh, 9 cr. CCC Computer Information Systems, 18 cr. CCC Mechanical Technology, 20 cr. SUNY Canton, 5 cr. SUNY Delhi Community College, 2-16 cr. Alfred State (Pending) SUNY Cobleskill, 4 cr. (CCNA) North Country Community College, 6 cr. SUNY Plattsburgh, 6 cr. (Pending) Other: Proficiency Tests Offered by College</td>
<td>Clinton Community College, 36 credits</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Early Childhood Education</td>
<td>Clinton Community College, 6 cr. SUNY Canton, 3 cr. SUNY Cobleskill, 3 cr. Herkimer Community College, 6cr.</td>
<td>Clinton Community College, 3 credits</td>
<td>First Aid/CPR Certifications; Child Development Associate (CDA) Credential Preparation</td>
<td>CTE English; CTE Health; CTE Science; CFM*</td>
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<tr>
<td>Electrical Design &amp; Installation</td>
<td>Clinton Community College, 15 cr. Lincoln Technical Institute SUNY Delhi, 4 cr.</td>
<td>Clinton Community College, 3 credits</td>
<td>IBEW Certification Preparation; First Aid/CPR Certification</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>CV-TEC Career &amp; Technical Education (CTE) Program</td>
<td>Articulated College Agreements</td>
<td>Dual Enrollment College Agreements</td>
<td>NYS Licensure or Corporate/ National Association Certification</td>
<td>Approved High School Integrated Academic Credit NYSED Regulations: 100.5(6), 100.5(7) (Maximum, 10 Credits)</td>
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<tr>
<td>Environmental Conservation/Natural Resource Management</td>
<td>Clinton Community College, 4 cr. Paul Smiths, 3 cr.</td>
<td>Clinton Community College, 3 credits North Country Community College, 3 credits</td>
<td>Level I Game Logging, First Aid/ CPR Certifications</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Graphic Design</td>
<td>Art Institute of Pittsburgh, 3 cr. SUNY Canton, 9 cr. SUNY Cobleskill, 6 cr. Mohawk Valley Community College, 9 cr. North Country Community College, 9 cr. Clinton Community College, 12 cr.</td>
<td>Clinton Community College, 3 credits</td>
<td>First Aid/ CPR Certification</td>
<td>CTE English; CTE Mathematics; CFM*</td>
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<tr>
<td>Heavy Equipment/Diesel Mechanics</td>
<td>Lincoln Technical Institute, 10.5 cr. Nashville Auto Diesel College, Proficiency cr. SUNY Canton, 5 cr. University of N.W. Ohio, 6 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>Clinton Community College, 3 credits</td>
<td>ASE Certification Preparation</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Marine Technology</td>
<td>SUNY Canton, 6 cr. Lakes Region Community College, 3 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>North Country Community College, 3 credits</td>
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<tr>
<td>Medical Office Assisting</td>
<td>North Country Community College, 3 cr.</td>
<td>Clinton Community College, 5 credits</td>
<td>First Aid/CPR, AED Certifications</td>
<td>CTE English; CTE Mathematics; CFM*</td>
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<tr>
<td>New Visions: Medical Careers</td>
<td>Albany College of Pharmacy, $10,000 scholarship</td>
<td>Clinton Community College, 7 credits North Country Community College, 13 credits</td>
<td>First Aid/ CPR Certification</td>
<td>Anatomy &amp; Physiology; English 12; Government and Economics; Health Career; Medical Terminology</td>
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<tr>
<td>New Visions: Applied Engineering</td>
<td>TBD</td>
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<tr>
<td>Power Sport Technology</td>
<td>SUNY Canton (3 cr.) Lincoln Technical Institute Motorcycle Mechanics Institute Paul Smith’s 2 cr. UTI, Proficiency Credit or $1000 tuition Wyotech, Scholarship Available</td>
<td>Clinton Community College, 3 credits</td>
<td>OPEESA Certification Preparation</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>Security &amp; Law Enforcement</td>
<td>SUNY Canton, 3 cr. Clinton Community College, 3 cr. Herkimer Community College, 6 cr. North Country Community College, 9 cr.</td>
<td>Clinton Community College, 3 credits North Country Community College, 3 credits</td>
<td>NYS Security Guard Pre-Assessment Training; Office of Counter Terrorism Enhanced Security Guard; Dept. of Homeland Security Teen CERT (Community Emergency Response Team); Professional Protection Officer (Nationally Recognized Credential)</td>
<td>CTE English; CTE Government; CTE Physical Education; CTE Science; CFM*</td>
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<tr>
<td>Welding</td>
<td>Alfred State, 7 cr. SUNY Canton, 2 cr. Lincoln Technical Institute Mohawk Valley, 5 cr. SUNY Delhi, 7 cr.</td>
<td>Clinton Community College, 3 credits</td>
<td>American Welding Society (AWS)</td>
<td>CTE English; CTE Mathematics; CTE Science; CFM*</td>
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<tr>
<td>CPR</td>
<td>NA</td>
<td></td>
<td>NYS Licensure</td>
<td>NA</td>
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<tr>
<td>CDL</td>
<td>NA</td>
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<td>NYS Licensure</td>
<td>NA</td>
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<tr>
<td>EKG Technician</td>
<td>NA</td>
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<td>NYS Licensure</td>
<td>NA</td>
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<tr>
<td>LPN</td>
<td>SUNY Canton, 3 cr. Clinton Community College, 9 cr. North Country Community College, 17 cr.</td>
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<td>NYS Licensure</td>
<td>NA</td>
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<tr>
<td>Paralegal (Online; Spring 2004)</td>
<td>NA</td>
<td></td>
<td>National Certification</td>
<td>NA</td>
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<tr>
<td>Phlebotomy</td>
<td>Clinton Community College, 2 cr.</td>
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<td>NYS Licensure</td>
<td>NA</td>
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</tbody>
</table>
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 in collaboration 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.

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.

Arts in Education is designed to help districts integrate the arts and related cultural programs into the core curriculum. A directory of artists and arts opportunities is provided to all districts participating in this service. The directory is available online at https://artsandenrichment.org. A listserv is maintained by the coordinator in order to promote continuous sharing of information and coordination of services.

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.

ADK P-TECH (Pathways in Technology Early College High School)
Co-Ser: 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.
School Library System

Our School Library System, coordinated through Champlain Valley Educational Services, is one of 40 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.

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 supports the OPALS system, and provides both on-site and phone technical support.
Instructional Planning for Assessment

Co-Ser 509

This service supports school districts in creating, improving/sustaining a culture of data-driven decision making through protocols, common language and goal setting. The services can be tailored to support specific school and district needs.

The strengths of and possible changes to programming that targets instructional activities is accomplished through the collection, management and analysis of various types of district/school/student data. Technical assistance on assessment protocols, data warehousing efforts, graduation rate trends, analysis and interpretation of New York State assessment data are provided. Leverage of the assessments and their connection to curriculum and instructional initiatives promotes sharing and networking among component districts.

The Coordinator also facilitates the Champlain Valley Educational Services (CVES) Data Council. The Coordinator collaborates with the Northeastern Regional Information Center (NERIC) to ensure accurate analyses, explanations, and interpretations of student assessment data aligned to current state and federal initiatives.

The Coordinator oversees the regional K-Readiness credential initiative. Members of this initiative share screening data. High quality professional development is specifically designed to support local and regional needs is provided to participants.

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 in Water Testing
- Youth Empowerment Summit (YES)
- School Climate Outreach Program (YES Programming)

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 27 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 NYS Education Commissioner. 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

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 - 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

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
- live streaming events (graduation, concerts, etc.)
- 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

Data Analytics

School district leaders utilize Forecast 5 or ClearGov 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.

Grant Procurement

The Formula Grants Procurement service provides individual districts regulatory and programmatic expertise for completing all phases of the application and budget management processes to maximize the impact of formula grants including IDEA 611 & 619; ESSA Titles I, II, III and IV; SRSA; UPK; and Expanded Pre-K awards.

Competitive Grants Procurement services are also available to secure public and private grant funds for educational programs within participating school districts on an individual or consortium basis. The service identifies potential grant sources, facilitates strategic planning to assess need, develop goals and objectives, and identify promising strategies and program models.

The service builds relationships with potential funders, develops program partnerships and completes all grant application forms, narratives and fiscal documents as required to secure initial awards and support the continuation of multi-year projects.
SPECIAL EDUCATION PROGRAMS

» 6:1:1 Autism
» 8:1:1 Academic/Behavioral
» 8:1:1 Life Skills
» 6:1:1 Intensive Therapeutic Support

Autism 6:1:1
Co-Ser 205
These 6:1:1 classes are for students with an Autism spectrum disorder and similar needs. The classrooms use a research-based focus on academic and social skill development with the support of a Board Certified Behavior Consultant. The program uses methodologies to include Applied Behavior Analysis (ABA), Visual Strategies, Picture Exchange Communication Systems (PECS), augmentative communication systems, functional analysis of behavior, and Positive Behavior Supports to assist students attending programs in the least restrictive environment. Academic instruction is addressed based on the student’s current level of functioning using Autism Curriculum Encyclopedia (ACE) as well as the New York State Common Core.

8:1:1 Academic/Behavioral Program
Co-Ser 208
These 8:1:1 classes are for students that may have borderline to above average cognitive ability, a learning disability, a mental health diagnosis, and/or display challenging behaviors that interfere with learning. These students require a smaller class setting, intensive adult support and consistent routines for learning. Most students require a Behavioral Intervention Plan, which may be required before enrollment in the program.

The instructional program focuses on meeting these emotional/behavioral needs while addressing academic skills. Students in this program participate in Grades 3-8 state assessments and work towards a Regents/Local diploma aligning to the NYS Curriculum Standards with curricular modifications and supports as needed. Social emotional wellbeing is paramount and addressed through Trauma Informed Schools and Restorative Practices. Students ages 14 and over participate in our school and community-based work experience programs as deemed appropriate leading towards a CDOS Credential.

Counseling is an integral part of this program and is included in the tuition at two half-hour sessions per week. Frequent collaboration and communication with parents and community service providers are an essential component of this program.

Additional services are available on an a-la-carte basis.
8:1:1 Life Skills Program
Co-Ser 210

These 8:1:1 classes are for students identified by their district Committee on Special Education as needing a highly specialized educational program. They may have multiple delays across domains impacting daily functioning, a significant cognitive disability, and/or significant deficits in communication/language and adaptive behavior.

These students require instruction that facilitates the acquisition, application, and transfer of life skills across natural environments. They may also require educational support systems such as assistive technology, daily personal care, or behavioral intervention. They benefit from alternate content and process of instruction. They may have a need for medical supports and assistance/instruction in activities of daily living.

Full-day students participate in work experience and academics. Curriculum focuses on independent living skills, social skills, functional academics, and pre-vocational/vocational skills.

Students in this program work toward the most appropriate credential which may be a Skills and Achievement Credential and/or a CDOS Credential.

This program includes the support of a counselor, as identified in the IEP, to assist with preventative strategies and crisis support. Social emotional wellbeing is paramount and addressed through Trauma Informed Schools and Restorative Practices. Frequent collaboration and communication with parents and community service providers are an essential component of this program.

Additional services are available on an a la carte basis.

6:1:1 Intensive Therapeutic Support Program
Co-Ser 220

The Champlain Valley Educational Services Intensive Therapeutic Support Program services students in grades 9-12 who have been identified as needing special education instruction and mental health clinical services. The program provides a broad range of services designed to strengthen individual and family functioning and prevent children and adolescents from requiring a more restrictive residential environment.

Classroom make up consists of a student to staff ratio of 6:1:1 in a self-contained setting with a decreased academic load working toward a NYS diploma with supports by a teacher and teaching assistant and as appropriate a second teaching assistant. The curriculum includes hands-on activities and technology integrated throughout the curriculum. The environment is set to be calming with a trauma informed teaching model. Daily circles using restorative justice practices, mindfulness and coping strategies/skills are taught and practiced.

A school counselor who leads skills instruction using the ARISE Social Skills for High School Curriculum and provides individual and family therapy.

Additional Services Include:
- Weekly Adventure Based Counseling through BHSN with monthly full day trips
- Bi-weekly animal therapy (varies based on availability and student need)
- Consulting Psychiatrist- Medication Management and Psychiatric consultation
- Medication, when indicated, may be prescribed after consultation with parent(s)/guardian(s)
- Nursing Services
- Medication can be administered with the support of on-site nursing services
- Service referrals- community referrals for services based on the individual needs of the student and family
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
(based on staff availability)
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 of speech and hearing or a speech pathologist provides services to special education students who exhibit difficulties with language, language processing and articulation.

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 the University of Vermont Health Network - Champlain Valley Physicians Hospital (CVPH).
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