



**FRANKLIN-ESSEX-HAMILTON BOCES**  
**SERVICE GUIDE**  
**2021-2022**

## COMPONENT DISTRICTS

Brushton-Moira  
Todd LaPage, superintendent

Malone  
Jerry Griffin, superintendent

Salmon River  
Dr. Stanley J. Harper,  
superintendent

Chateaugay  
Loretta Fowler, superintendent

Raquette Lake Union Free  
Richard Rose, superintendent

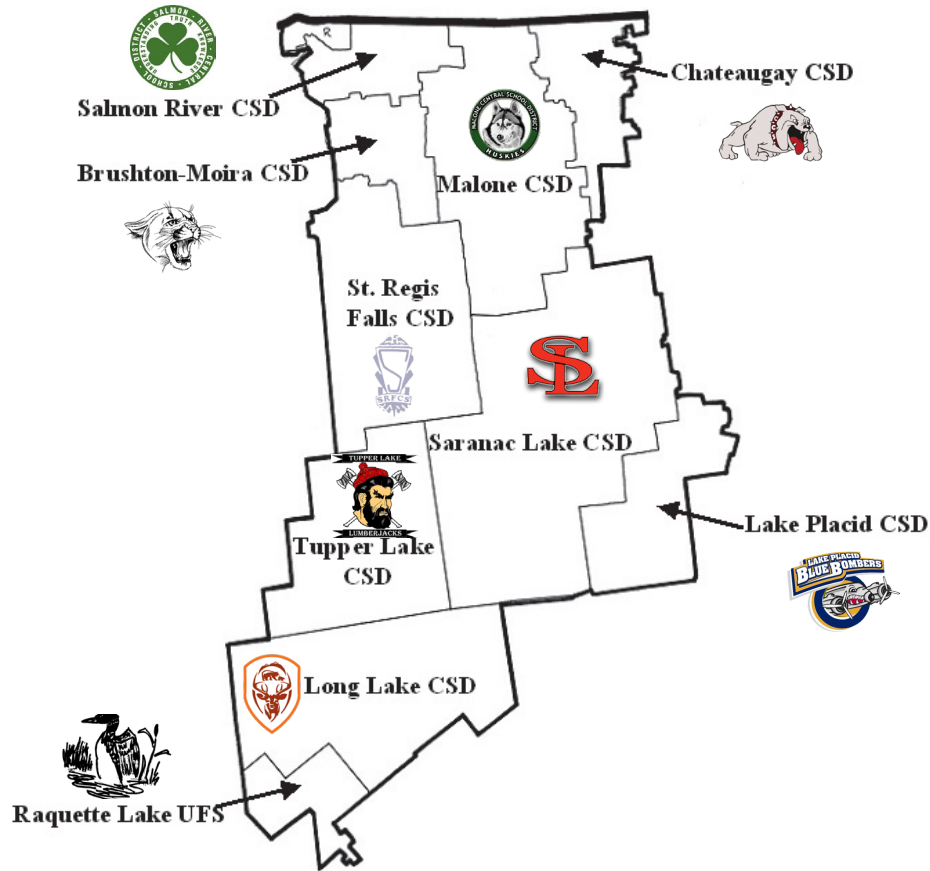
Saranac Lake  
Diane C. Fox, superintendent

Lake Placid  
Dr. Roger P. Catania, superintendent

St. Regis Falls  
Timothy Seymour,  
superintendent

Tupper Lake  
Russell Bartlett, superintendent

Long Lake  
Noelle Short, superintendent



## OUR LOCATIONS

North Franklin Educational Center  
23 Husky Lane  
Malone, New York 12953  
518-483-6420

Adirondack Educational Center  
711 NYS Route 3  
Saranac Lake, NY 12983  
518-891-1330

### Satellite sites

Salmon River High School  
637 County Rd 1, Fort Covington, NY 12937

Chateaugay Central School  
42 River St, Chateaugay, NY 12920

### Program partners

Centenary United Methodist Church  
345 W Main St.  
Malone, NY 12953

Adirondack Medical Center  
2233 State Route 86  
Saranac Lake, NY 12983

Alice Hyde Medical Center  
133 Park St.  
Malone, NY 12953

## A MESSAGE FROM THE DISTRICT SUPERINTENDENT

At Franklin-Essex-Hamilton BOCES, things are changing.

The pandemic has certainly meant many changes in how we do things. We've had to alter our hands-on learning model into something that works for remote learning,, and that's helped us to learn ways to use technology to better serve our students' education. We are now eating lunch in classrooms rather than large communal areas, screening staff and students everyday and wearing masks in school to protect one another.

But even before COVID-19 was on our radar, we were working hard to change things up. We're on the verge of completing our capital project that saw significant upgrades to our educational centers in Saranac Lake and Malone. With cutting edge tools and high-tech connectivity installed throughout our buildings, our spaces will soon be capable of giving students experience with the latest tools for their trade.

We're also making changes to our School Business Office in order to better serve you. While we're still offering a full-service School Business Office CoSer, we have split out each of the functions of the SBO — human resources, payroll, accounting, accounts payable and purchasing — so it's easier for component districts to make use of what they need and not pay for services they won't use.

You may notice that this guide looks very different than the trifold brochures we've presented in the past to let you know about all of our services. One of my goals is to make sure that we communicate more clearly and efficiently with our districts, students and families. That means we're taking a look at ways to improve all the publications we currently put out, making them more clear and informative. We're happy to help our component districts with communications needs - head to page 13 to learn more.

I hope these changes will help both FEH BOCES and our component school districts grow and thrive. I'm looking forward to what positive changes the next year will bring.

Sincerely,

Dale Breault  
District Superintendent  
dbreault@fehb.org



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## OUR BOARD

Dennis J. Egan,  
president  
Brushton-Moira

Thomas O'Bryan, vice  
president  
St. Regis Falls

Jason C. Brockway  
Salmon River

Elizabeth R. Forsell  
Raquette Lake

Christine Crossman-  
Dumas  
Malone

Richard M. Preston  
Lake Placid

Richard A. Retrosi  
Saranac Lake

Courtney Leonard  
Chateaugay

Donald A. Whitmore III  
Tupper Lake

## OUR MISSION

Provide high-quality educational programs and shared services for our students, schools and communities.

## OUR VISION

Maximize the potential of each individual so today's learners become tomorrow's skilled professionals.

## OUR CORE BELIEFS

- Everyone can learn and grow.
- We place students at the forefront of all decisions.
- We model integrity, positivity, hard work, and professionalism.
- We value creativity and innovation.
- We embrace diversity and treat each other with respect, compassion, and dignity.
- We offer multiple pathways to success.
- We build effective partnerships through collaboration and shared decision-making.
- Safety is everyone's responsibility.



# Instructional programs

**Lori Tourville**

*assistant superintendent for instruction* | 518-483-6420

**Shawn McMahon**

*NFEC executive principal* | 518-483-5230

**Rick Swanston**

*AEC principal* | 518-891-1330

**Karie Doelger**

*school library director* | 518-483-6420

Our instructional programs add to what school districts can offer their students. Career and Technical Education programs give students the opportunity to take a career-focused approach to their education, and we have many resources for students who may need a little extra help.

The North Franklin Educational Center in Malone serves students in the Brushton-Moria, Chateaugay, Malone, Salmon River and St. Regis Falls school districts. The Adirondack Educational Center in Saranac Lake serves students in Lake Placid, Long Lake, Raquette Lake, Saranac Lake and Tupper Lake. Some additional programs are housed at Salmon River High School.

## CAREER & TECHNICAL EDUCATION

*CoSer 102*

Students learn real-world skills to finish high school ready for the job they want, or with a head start on college. Our two-year CTE tracks help kids earn college credit and job certifications along with their diploma through half-day learning at the educational center in their area.

### **Automotive Technology**

*Offered in Saranac Lake and Malone*

Students learn entry-level automotive repair skills along with academics to prepare for continuing education at a technical college. They will gain hands-on experience working on the mechanical, electronic and computerized systems of our fleet of shop vehicles. Classroom instruction teaches the scientific principles behind the systems used in the automobile and light truck, and the in-demand skills of diagnosis, repair and preventative maintenance.

### **Building Trades**

*Offered in Saranac Lake and Malone*

Students learn the basic theories of carpentry using the tools and equipment of the trade, as well as how to apply their skills and knowledge to a variety of lab projects for hands-on experience in the classroom and at off-campus

construction sites. Recent projects have included the construction of a tiny house, auctioned to the public after completion.

### **Cosmetology**

*Offered in Saranac Lake and Malone*

Students gain practical experience in the skills and theory necessary to be a licensed cosmetologist. Our teachers share the latest techniques in hair design, nail care, skin care and related services offered in a spa or salon. Our students learn in a real salon environment with clients from the community, and they develop computer, management, and employability skills that will give them an edge when entering the work force. The successful completion of the program (including a minimum 1,000 hours of instruction) qualifies students to take the New York State Cosmetology Licensing Exam.

## **Culinary Arts/Commercial Foods**

### ***Offered in Saranac Lake and Malone***

Students gain the skills and knowledge that can lead to a wide range of employment in restaurants, hotels and other food services. The program gives students a strong background in food production, baking and pastry arts, table service and dining room management. Teachers also give students the authentic experience of preparing a daily menu for the school's staff and students, and students help plan, prepare, and serve many catered events in the school buildings. The program emphasizes quality production and pride in workmanship in an educational atmosphere that meets individual needs. Academic skills are strengthened through integration of math, language arts, science and social studies into both theory and practical application. Each school year, Culinary Arts students participate in teacher-directed work

experiences followed by an external work placement in a BOCES-approved site of the student's choice.

## **Early Childhood Education**

### ***Offered in Malone***

Students learn about the development and education of children from birth to school age. Hands-on placement experiences offer the opportunity to demonstrate theory knowledge by educating and caring for young children. First Aid and CPR training are key components in the child safety unit. Students who complete the course may be eligible to receive a Child Development Association Certificate and a Child Abuse Maltreatment/Neglect Certificate, as well as 15 credit hours from the New York State Office of Children and Family Services.

## **Electrical Trades**

### ***Offered in Malone***

This program builds a strong foundation of the theory and skills needed for a variety of careers related to residential and commercial electricity. Students will learn the theory and principles of electricity. On-site learning

experience includes hands-on installation, maintenance, troubleshooting and repair of electrical wiring systems.

## **Health Occupations**

### ***Offered in Saranac Lake and Malone***

Through classroom instruction and clinical, supervised experience, students get a true picture of health occupations. They will learn about human physiology and put that knowledge to work gaining entry-level skills in a variety of health care fields. Hands-on experience includes supervised practical learning at area health care centers.



## **Heating, Ventilation and Air Conditioning**

### ***Offered in Salmon River***

Students learn entry-level skills to start a career in heating, ventilation and air conditioning. Successful students may receive industry certifications.

## **Heavy Equipment**

### ***Offered in Malone***

Students are taught to operate and repair heavy equipment, including bulldozer, backhoe, front-end loader, excavator, motor grader, dump truck and trailer. Through classroom instruction and hands-on experience, students learn basic principles, theory and skills to keep heavy equipment operating safely and optimally. We teach about diesel and gas fuel systems, hydraulic systems, power train and vehicle electricity.

## **Natural Resource Science**

### ***Offered in Saranac Lake***

Students learn industry and academically modern techniques in Natural Resource Science, and apply them to real-world situations in a safe, project-based, educational environment.

## **Welding Technology**

### ***Offered in Salmon River***

Students learn metalworking and welding technology through hands-on fieldwork and an integrated advanced curriculum. Successful students in this program will be prepared for several certifications in the field of metalworking technology and welding.

## NEW VISION

These pre-professional elective CTE programs combine career exploration and applied work-based learning with advanced academic study. They are one-year programs for high school seniors that provide authentic, career-oriented learning that integrates high school and college credit.

### Game Design and Development

#### *Offered in Saranac Lake and Malone*

Students are taught to design and program complete games and applications from the ground up. They learn the fundamentals of programming, design and production of small and medium scale projects in a collaborative, hands-on studio environment. They will study and design game rules, mechanics and simulations. Game Design & Development is a project-based course, with several projects that help prepare our students for college and university programs in programming, game design and related fields (including schools in this area such as SUNY Canton and Rochester Institute of Technology). Students have access to a laptop computer and remote server in an online and face-to-face classroom environment. Interested students must have taken algebra and have a minimum 85 average. Advanced coursework in geometry and/or trigonometry is recommended.

### Government and Law

#### *Offered in Malone*

Students learn and work through interdisciplinary immersion in a professional setting alongside lawyers, court officials, law enforcement and a wide range of other legal professionals. New Vision Government & Law is an academically rigorous program for college-bound seniors who plan to major in pre-law, political science or criminal justice. The academic curriculum combines with experiential rotation to provide a rich and rewarding learning opportunity. Government & Law students develop a positive work ethic, professionalism, and maturity. New Vision Government & Law is taught in Malone, close to legal offices, the Franklin County courthouse, and the law library.

### Health Care Exploration

#### *Offered in Malone and Saranac Lake*

Students learn and work through interdisciplinary immersion in the healthcare field. The college-preparatory curriculum centers around clinical observational rotations



in local healthcare facilities. This experience helps students make their important career decisions and prepare for college success. North Franklin Educational Center students participate in clinical observation at the Alice Hyde Medical Center in Malone. Adirondack Educational Center student rotations take place at the Adirondack Medical Center in Saranac Lake.

### New this year: Education

#### *Offered in Malone*

This program, new in the 2020-21 school year, gives students the opportunity to prepare for a career in the fields of education K-12. Students will be presented with theory studies to prepare them for planning, creating and reviewing educational instruction. Clinical experiences will introduce students to various educational careers. A wide assortment of hands-on projects will give students helpful experience that will inform their future studies.

What makes this program so special is not only the ability for students to obtain college credits during the student's high school years, it also allows students the opportunity to participate in a paid substituting internship at local schools during their college career. After successful completion of the New Vision Education program, students qualify for this unique opportunity with North Country Community College to take a summer class, opening up their schedules to make this paid internship possible. Internships such as these are invaluable for instilling career knowledge, as well as excelling students in their chosen educational careers.



## ALTERNATIVE EDUCATION

### Alternative high school programs

#### *CoSer 102*

For at-risk students who have trouble thriving in the traditional school setting, we offer alternative education tracks. These programs feature small class sizes that offer the ability for the student to benefit from plenty of personal attention.

- Prevocational Alternative Student System, or PASS  
*Offered in Saranac Lake*  
Grades 9-12
- Alternative Education Program  
*Offered in Malone*  
Grades 7-12

### Northern Borders Academy (P-TECH)

#### *Offered in Malone*

#### *CoSer 415*

P-TECH students are incoming ninth-graders who in four to six years will simultaneously earn a Regents high school diploma and an associate degree from North Country Community College at no cost to their families.

P-TECH is a new model for secondary education that trades the classroom for “innovation spaces” and offers students group collaboration and hands-on learning. Students take the lead role in their learning, choosing pathways to their careers and taking college-level, credit bearing courses starting their second year. The sequence emphasizes individualized pathways to completion, workplace experiences, career coaching, in-depth project-based learning and real-world experience. P-TECH is short for Pathways in Technology Early College High School, also the name of the state grant that supplements the tuition for this program.

### High school equivalency preparation program

#### *CoSer 407*

The high school equivalency program is designed to improve the educational and employment opportunities of adults in the Franklin-Essex-Hamilton BOCES area. A variety of programming is offered throughout the area including Malone, Saranac Lake, Tupper Lake and the Akwesasne Mohawk Reserve. Program options consist



of morning, afternoon or evening sessions. In addition, opportunities to participate in distance learning (home study) are available for those students who are unable to attend traditional programming.

### **Regional summer school**

#### **CoSer 408**

- Summer Adventure Program  
Elementary summer school reading, literacy & math grades K - 5
- Grades 6-8  
Integrated project based learning
- Grades 9-12  
AIS, credit recovery and credit acceleration

### **Special education**

#### **CoSer 705**

- 15:1
- 12:1+1
- 6:1+1
- 12:1+1:3
- Resource Room

- Consultant Teaching for Transition (**CoSer 325**)
- Comprehensive Support for Student Transition Services (**CoSer 505**)
- Special Education Committee Support (**CoSer 507**)

### **Extended school year (ESY)**

#### **CoSer 811**

This 30-day summer program helps students with disabilities who would have significant regression without 12-month programming.

### **Library media services**

#### **CoSer 502**

### **Related services**

- Additional Counseling
- Behavioral School Social Worker
- Hearing Impaired
- Occupational Therapy
- Physical Therapy
- Speech & Language
- Visually Impaired





# Instructional support services

**Shannon Pitcher-Boyea**

*director of instructional support* | 518-483-6420

The following services are available to component school districts through the Office of Instructional Support:

- Arts-In-Education (**CoSer 401**)
- College Enrichment for High School Students (**CoSer 402**)
- Comprehensive Support for Student Transition Services (**CoSer 505**)
- Exploratory Enrichment: Wild Center, Applied Robotics, MOOC (**CoSer 409**)
- Distance Learning (**CoSer 410**)
- Musical Instrument Repair (**CoSer 501**)
- Educational Communications Service (**CoSer 502**)
- School Improvement (**CoSer 504**)
- Model Schools (**CoSer 506**)
- Instructional Technology (**CoSer 508**)
- Elementary Science Program (**CoSer 519**)
- Teach Certification (**CoSer 607**)
- Alcohol & Controlled Substance Coordination (**CoSer 615**)
- Community School (**CoSer 554**)

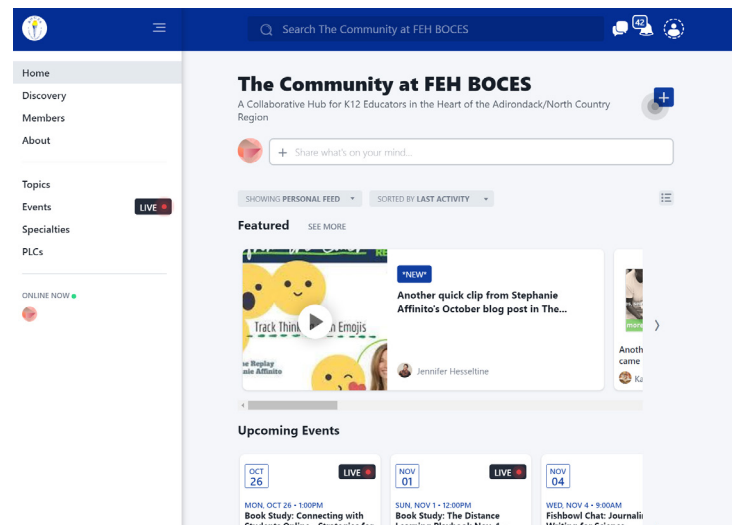
## THE COMMUNITY

All component school districts in the FEH BOCES region have access to a new service through your existing participation in our instructional support services. The Community at FEH BOCES is an online hub where teachers from across the region can share ideas and resources without the extra noise that comes with other social sharing platforms.

Education consultant Jennifer Hesseltine manages the space, connecting teachers who have specific questions to others who might be able to help, and sharing resources that may be helpful. Jennifer leads short live discussions that teachers can hit up quickly between classes, and she lets users know about professional development opportunities.

Teachers can also join small groups that focus on specific topics or join specific groups of teachers together into professional learning communities.

The Community at FEH BOCES was created to be



flexible enough to grow and change as our teachers' needs change.

The Community currently has members from districts throughout the FEH BOCES region, and we hope to expand it to include districts in other regions in the North Country so our staff members have a wide range of connections to learn from and discuss ideas with.

# Itinerant services

**Shannon Pitcher-Boyea**

*director of instructional support* | 518-483-6420

**Karie Doelger**

*school library director* | 518-483-6420

If your district wants to add a part-time teacher or have someone teach a class with low enrollment, FEH BOCES may be able to help by providing an itinerant teacher who can be shared between multiple districts.

Itinerant staff operate as members of the component school faculty, working under local district supervision and following local district school calendars.

Please note that districts can not earn BOCES aid on services provided only to disabled students.

Art (**CoSer 307**)

Driver's Education (**CoSer 306**)

Health, Family & Consumer Science (**CoSer 323**)

Instructional Support for SWD (**CoSer 322**)

Library Media Specialist (**CoSer 308**)

Music (**CoSer 305**)

Physical Education (**CoSer 309**)

Technology (**CoSer 320**)

French (**CoSer 327**)

School Counselor (**CoSer 312**)

Speech Impaired (**CoSer 302**)

Speech Improvement (**CoSer 304**)

School Psychologist (**CoSer 314**)

# Management services

**Stacy M. Vincent**

*assistant superintendent of operations* | 518-483-6420

We're working to expand our management services and restructure them to better serve our students and our districts. If you have any questions, please feel free to reach out.

- ACA Reporting (**CoSer 614**)
- Computer Services (**CoSer 605**)
- Emergency Communications (**CoSer 613**)
- Food Service Management (**CoSer 617**)
- Financial Planning Assistance (**CoSer 604.600**)
- Health/Safety/Risk Management (**CoSer 606**)
- Printing (**CoSer 513**)
- Recruiting/Hiring Central (**CoSer 609**)
- Shared Business Office (**CoSer 604**)
- Staff Development-Bus Driver (**CoSer 602**)
- Substitute Coordination (**CoSer 608**)

## COMMUNICATIONS

At FEH BOCES, we're investing in communications - for us and for you. Our new communications team works alongside our full-service print shop to provide for all of your public relations, marketing and communication needs. We can help with a wide variety of copywriting, editing, design, layout and communication strategy needs including:

- individual projects like writing a press release, designing a poster or pamphlet, rebranding, logo design, emergency communication for a specific event, or creating a single-issue marketing campaign
- ongoing services like social media management, newsletter composition and distribution, crisis communications strategies, website posting and updates, and more.

COVID has shown us just how important transparency and clear communication can be when running a school, so let us help ensure you're reaching your stakeholders with the right information at the right time.

## PRINT SHOP

We've expanded our print shop's capabilities and can likely meet most of your district's printing needs. We can now print posters and banners up to 36 inches tall. Our print shop staff can also make:

- lawn signs
- adhesive items
- magnets
- postcards
- personalized notepads
- pamphlets with machine-perfect folds
- booklets up to 125 sheets, depending on the binding
- #9, #10 and #11 envelopes
- 2, 3 and 4 part carbonless copies
- lamination up to 24 inches wide

Use our services to produce a calendar, personalized student planner, student literary magazine, directories or budget explainers.

If you don't see what you need printed here, feel free to reach out to our print shop staff and they can let you know if they can print it.

## SCHOOL BUSINESS OFFICE

In order to best serve our districts' needs and provide the highest quality services, we have separated out the various departments of our School Business Office. That way, you can purchase which individual services make sense for your district, or you can buy into the whole School Business Office package for a discount on all of the services included. Districts can also buy a business manager a la cart, or get one with the full School Business Office package. The delineation of these departments means that you can get the services you need, when you need them.

### Human Resources

Human Resources is a rapidly growing field with ever-changing rules and regulations, especially in the COVID-19 era, and our Human Resources service is here to help.

Our Human Resources Department has expanded and grown to offer services including:

- Administer health insurance and COBRA
- Work with the county civil service department on new hire issues
- Provide guidance regarding county civil service rules
- Family and Medical Leave Act and other leave request issues
- American's with Disability Act
- Title IX
- Internal investigations regarding alleged employee misconduct
- Worker's compensation
- Unemployment
- Assist with district policy as it relates to personnel and human resources
- Trouble shooting issues with collective bargaining agreements
- Administer collective bargaining agreements
- Employee counseling and discipline
- Work as a liaison with union representatives to avoid contract grievances
- Assist with collective bargaining
- Oversee and/or coordinate staff training
- Work with administrators and supervisors on personnel issues

We have several options for packaging and pricing of the various HR services we offer, so reach out if you'd like information.

### Payroll

Our payroll team can handle all your payroll needs, managing the biweekly payroll process, ensuring all the proper deductions and adjustments happen when they need to. Payroll can also help with:

- Review every new person coming on and off payroll for accuracy
- Federal/State/ERS/TRS reporting
- Check each claim form and every payroll change made for accuracy
- Attendance
- Creation of pay dates/calendars
- Issuance of claim forms
- Employment verification
- AFLAC/OMNI/NYS Deferred Comp
- And reporting for
  - AFLAC/OMNI/NYS Deferred Comp
  - Preferred group payroll
  - Dental/vision payroll
  - W-2
  - Affordable Care Act
  - NYS Department of Labor reporting
  - Workers compensation reporting
  - Unemployment Payroll Reporting

### Accounting

Plans, implements and monitors a district's fiscal management functions. Our accounting team analyzes and monitors program funds, grants and expenditures, compiles regular financial reports, and helps with other accounting needs.

### Accounts Payable

Our accounts payable team processes invoices from vendors and issues payments. Accounts payable ensures that the quantity and price of items match on purchase orders, receiving reports and vendor invoices before sending payment to vendors.

### Purchasing

Manages the process of buying goods and services. When a teacher, staff member or administrator needs to buy something, they submit a purchase order, which is processed by the Purchasing Department.

Our purchasing staff can organize a bid process to get competitive pricing for larger purchases, maintain an inventory of equipment worth more than \$500, and maintain and update lists of approved vendors.

# TIMELINE FOR DEVELOPING BOCES PROGRAMS AND SERVICES



## **NOTICE OF NON-DISCRIMINATION**

The Franklin Essex Hamilton BOCES does not discriminate on the basis of an individual's actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political affiliation, and additionally does not discriminate against students on the basis of weight, gender identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. Inquiries regarding the District's non-discrimination policies should be directed to:

Civil Rights Compliance Officer  
23 Husky Lane  
Malone, NY 12953  
518-483-6420  
Email: [CivilRightsCompliance@mail.fehb.org](mailto:CivilRightsCompliance@mail.fehb.org)