

**2022-2023**



**Franklin-Essex-Hamilton**  
**BOCES**

Lighting the Way to Your Future

**Service Guide**

# MISSION

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

# VISION

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

# 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.

## A Message from the District Superintendent

***“Lighting the way to YOUR future.”***

I'm excited to share refreshed Franklin-Essex-Hamilton BOCES branding, including an updated tagline. With the change of one little word, from “Lighting the way to the future” to “Lighting the way to your future,” we were able to emphasize something that’s so important to what we do here at FEH BOCES: maximize the potential of each individual.

I'm trying to keep that in mind as we focus on our goals for the near future. Our Career and Technical Education programs are as strong as ever and provide crucial hands-on experience for career-oriented students from around our region. Our instructional teams are working right now to explore more ways to serve specific needs outside of that core set of programs. While we have always had strong alternative education programming, we are currently planning to build on that strength by creating a pre-CTE course of study to let younger students get a head start on building their foundational knowledge of the trades. Plus, we expect our new Torch Academy virtual school to expand as a means to serve students who have found success learning with an asynchronous, independent model.

Just like every student has their own way of learning and being motivated, I realize that every school district in our region is also unique. Over the last year-and-a-half, I've really enjoyed getting to know better the districts within the Franklin-Essex-Hamilton BOCES community. We at FEH BOCES are currently working to standardize and streamline our processes and make it easier for your districts to take advantage of our services, but it's important to me that we continue to recognize each district's distinct needs and provide individualized support to meet those needs.

Please, don't ever hesitate to reach out if your district or one of your students has a need that you think we can fill. In the end, our main goal here is to support your district, teachers, and students.

I do hope you enjoy our new branding. Our communications team worked with an internal committee to create this modern new look and feel, and we hope it conveys the kind of strong support and quality service that we strive to provide.

Sincerely,



Dale Breault Jr.  
District Superintendent  
dbreault@fehb.org



**District Superintendent**

## Board of Education

---

**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 A. Retrosi**  
Saranac Lake

**Courtney Leonard**  
Chateaugay

**Donald A. Whitmore III**  
Tupper Lake

# Table of Contents

Our mission .....	page 2
Message from the Superintendent .....	page 3
Component districts .....	page 5
Instructional programs .....	page 7
CTE .....	page 7
New Vision .....	page 9
Alternative education .....	page 10
Instructional support services .....	page 13
Itinerant services .....	page 15
Management services .....	page 17
Timeline .....	page 19
Non-discrimination policy .....	page 20

---

## 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

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

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

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

**St. Joseph's Elementary School**  
99 Elm St.  
Malone, NY 12953

# Component Districts

## Brushton-Moira

Todd LaPage, Superintendent

## Chateaugay

Loretta Fowler, Superintendent

## Lake Placid

Timothy Seymour, Superintendent

## Long Lake

Noelle Short, Superintendent

## Malone

Jerry Griffin, Superintendent

## Raquette Lake

Richard Rose, Superintendent

## St. Regis Falls

vacant, Superintendent

## Salmon River

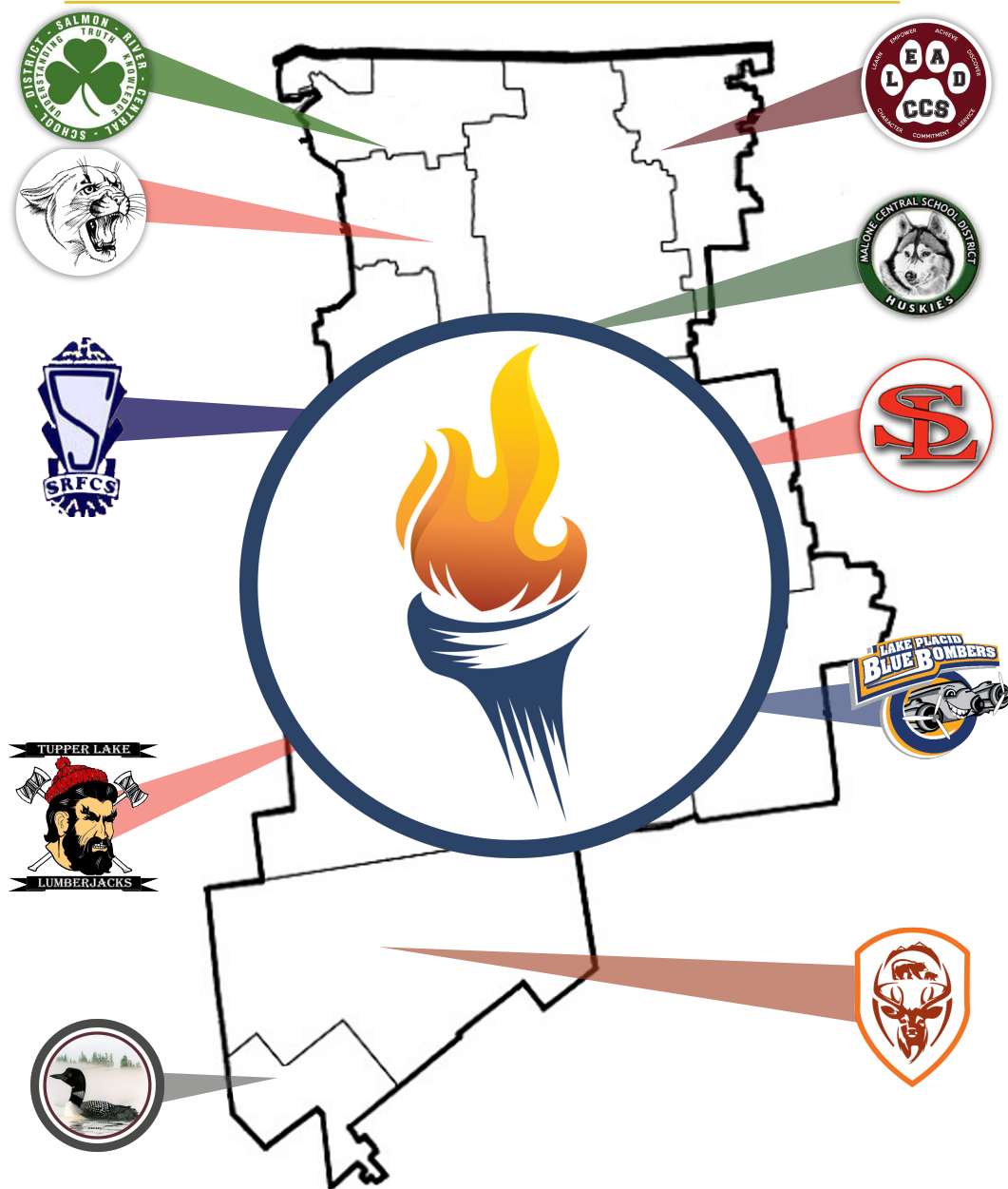
Dr. Stanley J. Harper, Superintendent

## Saranac Lake

Diane C. Fox, Superintendent

## Tupper Lake

Russell Bartlett, Superintendent





## **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 programs help kids earn college credit and job certifications along with their diploma through half-day learning at the educational center in their area. Academic skills are strengthened through integration of math, language arts, science and social studies into both theory and practical application.

### **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. Instructors strive to provide students with classroom experience that is as close to one they'd find at a job site as possible, and students get the chance to build a home from the ground up — either a modular house or a tiny house.

### **Cosmetology**

*Offered in Saranac Lake and Malone*

Students gain practical experience in the skills and theory necessary to be a licensed cosmetologist. Students get hands-on experience with the latest techniques in hair design, nail care, skin care and related services offered in a spa or salon. In classrooms that

# Instructional Programs



mimic a real salon environment, students serve clients from the community, and they develop computer, management and employability skills that will give them an edge when entering the work force.

### **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 lunch menus 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. 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, as well as basic knowledge of tools, methods and materials used in the construction industry. On-site learning experience includes hands-on installation, maintenance, troubleshooting and repair of electrical wiring systems.

### **Health Occupations**

*Offered in Saranac Lake and Malone*

Students learn theory and entry-level skills related to the nurse assisting role, and they are acquainted with general concept around other health occupations. Classroom instruction includes working with mannequins in hospital beds as our teachers strive to provide an environment close to what students will experience in their careers. Students also get real-world experience through supervised clinical hours at local health care facilities.

### **Heating, Ventilation and Air Conditioning (HVAC)**

*Offered in Salmon River*

Students learn entry-level skills to help them start a career in heating, ventilation and air conditioning. The program integrates shop operations, job planning and estimating, troubleshooting and installation, maintenance skills, customer service, professionalism, and appropriate work ethics.

### **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

## **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.

### **Education**

*Offered in Malone*

This recent addition to our New Vision lineup gives students the opportunity to prepare for a career in the fields of K-12 education. Students study educational theories to prepare them for planning, creating and reviewing instruction. Clinical experiences and other hands-on activities introduce students to various educational careers, from administration to social work.

Because students obtain college credits during their high school years in this program, it allows students the opportunity to have room in their schedule for paid substituting at local schools during their college career. Not only does this give students crucial real-world experience, it also helps districts manage the substitute teacher shortage.

### **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 and 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

through broad exposure to the operation, standards and current practices in the field of welding and fabrication. With a strong emphasis on safety, students learn through classroom instruction, demonstrations, field trips, guest speakers, and hands-on practice of welding techniques.

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. Government and 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 and Law students develop a positive work ethic, professionalism, and maturity. The program 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 health care 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.

# More Instructional Programs

## Torch Academy

### CoSer 421 **New!**

Our new virtual learning school lets districts give their students the option to study online, for a single class or the entire school year. Districts set up guidelines for participation in Torch Academy.

Students learn in an asynchronous environment with a full infrastructure of online supports plus FEH BOCES teachers monitoring their progress and available to help.

## 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 9-12

## 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. 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 and math for 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 and language
- Visually impaired





**Shannon Pitcher-Boyea**  
Director Of Instructional Support | 518-483-6420

## School Improvement

### CoSer 504

This robust CoSer features a family of supports for your instructional staff. It includes:

#### The Community at FEH BOCES

Like Facebook for professional development, this custom online learning hub connects teachers throughout the region. The Community at FEH BOCES, launched by FEH BOCES in spring 2020, is managed by educational consultant Jennifer Hesseltine, who coordinates and leads mini-PD sessions, shares learning resources, and facilitates an environment of support for educators to learn, discuss, and grow at their convenience.

#### Statewide Curriculum Development Networks

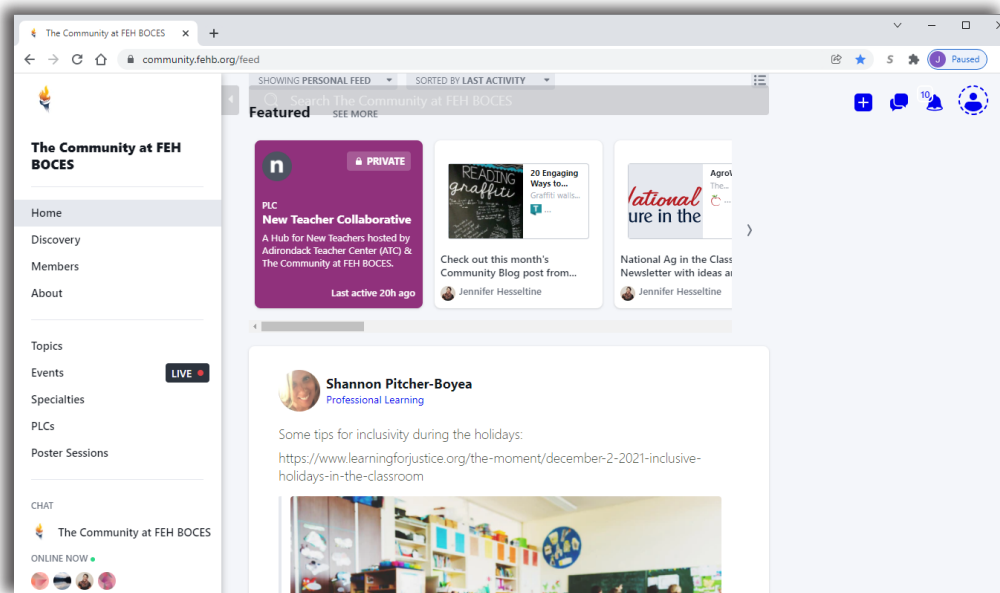
Through the Statewide Curriculum Development Networks structure, FEH BOCES supports regional chairpeople to represent core content areas. These teachers attend networking and training sessions with colleagues across the state then bring that knowledge back to our region to lead regional trainings at home.

#### Regional Professional Learning Network

FEH BOCES's inaugural Professional Learning Network, or PLN, for teachers launched this school year in the form of a cohort of five teachers from across the region. This group of leading educators have been fostering collaboration and learning and growing together throughout the year-long program. In 2022-23, we plan to build upon that work with another cohort.

#### Professional development

We provide a full menu of off-the-shelf and customized professional development opportunities, including meetings, book studies, trainings, and support in selecting materials.



**Instructional Support  
Programs**

## Diversity, Equity and Inclusion

CoSer 566

**New!**

FEH BOCES strives to support our regional school districts in increasing and developing awareness and taking action around diversity, equity and inclusion. Our new DEI service supports districts at different levels including:

- Self-assessment and auditing work
- Developing teams and sustaining focus around the work
- Developing skills around courageous conversations and examining systems
- Strategic planning and governance
- Teaching and learning
- Professional learning opportunities
- Hiring practices
- Engaging all stakeholders in the work, including students

FEH BOCES will support schools in developing equitable policies, procedures and practices that advance the work of diversity, equity and inclusion. We will help your district create cultures and habits of mind that are open, curious and inclusive, seeking various perspectives and experiences to enrich all of our lives.

Participating in this CoSer will give your district access to high-quality resources, instructional materials, professional learning opportunities and professional learning networks that are forward thinking and growth orientated, which will help your team work to eliminate bias and marginalization that may exist in our systems.

## More Instructional Support

Other services we can help component school districts through our Instructional Support services:

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**

## **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**



**Itinerant 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.

### Communications

CoSer 627 **New!**

The Franklin-Essex-Hamilton BOCES Public Information Service will take your school district communications to the next level. It's typical for school districts to piecemeal their communications together over the years, but communications are much more effective when they're part of a strategic, coordinated effort.

Our communications experts work together as a team to develop and implement a plan that strategically address your district's priorities and needs, from writing, editing and designing regular newsletters or social media posts to full capital project campaigns and communications assistance throughout budget season.

Our team can also help your district on a per diem or project basis with initiatives like website redesign, brand refresh or full re-brand, writing and designing important publications, or topic-based campaigns like budget publicity.

### Print Shop

CoSer 513

Our print shop's extensive capabilities can likely meet most of your district's printing needs. We can print posters and banners up to 36 inches tall, as well as:

- 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 carbon-less 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.

### Human Resources

Human Resources is a rapidly evolving 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 offers 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

Management Services

- 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.

## School Business Office

### CoSer 604

Districts can purchase individual business services that make sense for your situation, 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 (**CoSer 303**), or get one with the full School Business Office package.

### 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.

## Other management services

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**

Recruiting/Hiring Central - **CoSer 609**

Staff Development-Bus Driver - **CoSer 602**

Substitute Coordination - **CoSer 608**

# Timeline For Developing BOCES Programs and Services

## January and February 2022

FEH BOCES develops preliminary budget for review and discussion based on districts' preliminary request for services.

- Cooperative Service Applications (CoSers) filed with State Education Department.
- BOCES continues discussions with component school district representatives to review needs and obtain additional input for budget development.
- Component school superintendents review and discuss proposed costs for services identified during the preliminary request phase.
- BOCES adjusts and finalizes budget.

## March 4, 2022

Estimated costs for BOCES services provided to component school superintendents.

## March 15, 2022

Firm costs for BOCES services provided to component school superintendents.

## April 7, 2022

BOCES annual meeting and presentation of tentative administrative, capital and program budgets to school board members of component school districts.

## April 20, 2022

Component school districts make final decisions about BOCES services for 2022-2023 school year and confirm with BOCES. "Intention to Participate" forms returned. Note: Contracts for services are based upon this information.

## April 26, 2022

FEH BOCES annual election and vote on the FEH BOCES administrative budget.

## April 29, 2022

Enrollment forms due for CTE.

## June 3, 2022

Enrollment forms due for PASS and Alternative Education programs for 2022-2023.

## June 17, 2022

Contract for Cooperative Educational Services (CoSer AS-7) sent to districts.

## July 12, 2022

Final date for returning Contract for Cooperative Educational Services (AS-7) to BOCES based on "Intention to Participate" forms.



# Franklin-Essex-Hamilton BOCES

## 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)