

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

ADMINISTRATIVE REGULATION

PROCEDURES FOR THE OPERATION OF CAREER AND TECHNICAL EDUCATION CLINICS

On occasion, administration and faculty may involve students in services to agencies and individuals in order to provide needed learning experiences for the students as part of their regular curriculum. The following is the priority: BOCES needs; component school districts; governmental agencies and non-profit community organizations; BOCES students, staff and public.

BOCES is using public funds and public facilities, therefore no service will be designed to compete with private industry or to make a profit. To insure maximum understanding of this intent, live work procedures will be reviewed periodically with the consultant committee of each department.

The client for a special work project shall pay for and may be requested to order materials and/or supplies, plus a shop charge to help cover the costs of utilities and replacement of tools for all live work projects, not only those of the shop collecting the charge.

Potential clients should understand that the work will be performed for instructional purposes by students, not tradesmen or technicians, and that BOCES cannot be responsible for the quality of work or time of completion. Therefore, a proper sign-off form will be used to hold BOCES harmless.

The administration will, at least annually, inform BOCES staff, students and the public concerning this policy, via internal handbooks and other appropriate means. Such information will include the kinds of services offered, procedures for requesting the service, including sign-off forms where necessary, and eligibility including order of priority. Administration will update operating procedures, keeping other staff informed and working with them to insure that the procedures effectively implement this and related board policies.

1. Live Work Guidelines:

- a. All projects must be appropriate to the course and curriculum.
- b. The Campus Principal must be appraised in writing of any unusual shop projects before they are initiated. The estimated cost of the project must be included, and specifically, the beginning and proposed completion dates. Under no circumstances will a project be approved that takes more than one school year to complete and/or is beyond the technical expertise of the students.
- c. The appropriate forms must be filled out prior to any work on the project. Repair orders or general shop invoices must list all material and supplies used on the project. School projects must also have a repair order or invoice.
- d. The Campus Principal must approve all shop projects in advance.
- e. Any situation, which is unclear to the instructor, should be reviewed with the Campus Principal.

2. Repair Orders:

All vehicles must have a repair order completed by the instructor with appropriate signature before any project is initiated. The instructor must verify ownership of each vehicle by making a photocopy of the current registration or vehicle title document. As soon as the work is completed, repair orders are to be completed for payment and sent to the Career and Technical Education office by the end of the period. All repair orders will have a minimum shop fee of \$3.00.

All other instructors are to complete a general shop invoice for all live work projects. This form is to be sent to the main office as soon as the work is completed. Payment must be made to the Career and Technical Education office before the end of the workday in which service is administered to a customer. This includes food, cosmetology, horticulture, as well as the other trade areas.

3. Inspection Station Regulation

A restricted Public Inspection License, certified by the State Education Department and the State Department of Motor Vehicles, has been issued to the Career and Technical Education Division. The Auto Technology II program will provide inspection to vehicles (not motorcycles) in the following order as time and curriculum permits.

1. Vehicles owned by BOCES.
2. Vehicles owned by students.
3. Vehicles owned by staff.

Selected students will conduct the required inspection under the supervision of a BOCES instructor who will be a certified New York State Inspector.

Procedures to be followed by the instructor responsible for inspections:

1. Prepare a final report in June and submit to the Campus Principal.
2. Surplus tickets are to be maintained in a safe located in the Career and Technical Education office.
3. A New York State Inspection Record is to be completed for each inspection.
4. Advertising for this service is to take place only on the BOCES campus.
5. All vehicle owners must show proof of ownership by submitting a current New York State registration or vehicle title document.