Regional Summer School Support Services

For districts wishing to create a shared Regional Summer School for their students. By participating collaboratively in a shared Regional Summer School, districts will be eligible for BOCES aid reimbursement.

BOCES Services	District Responsibility
Hiring	
• Appoint teachers and staff • Payroll through CiTi • Advertise	• Review applications • Recruit internal applicants • Interview • Notify staff • Send list of appointments and required information to CiTi for appointments
Professional Development	
• If requested, provide scheduled professional development to staff throughout the summer	• Collaboratively determine topics for PD • Set dates for PD with BOCES administration and/or ISS department
SchoolTool	
• Set up a Regional Summer School SchoolTool platform • Create staff accounts • Create courses • Build and create Master Schedule Shell • Schedule students in SchoolTool	• Transfer, accept and enroll students in RSS platform for both RSS attendance and Regents only
Regents and Scoring	
• Post for Regents' proctors and scorers as needed • Appointment proctors/scorers	• Notify students • Arrange accommodations • Set up proctoring/scoring schedule
Administrative Support	
• Assist in ensuring timelines are met • Help gather data that may be needed for review • Provide the necessary summer school trainings needed for employment	• Mail out report cards/progress reports • Organize any food service accommodations • Provide an administrator on duty for supervision • Schools use local resoures
Regional Scoring	
• Post for regional scorers • Post for a Scoring Leader • Secure a location for scoring • Point person to communicate information to districts with participating districts • Help to recruit scorers • Appoint scorers and scoring Leaders • Payroll through CiTi	• Formally request the service prior to the end of the Regular School Year • Recruit internal applicants • Review applications for scorers • Review applications for Scoring Leader • Notify staff • Send list of appointments and required information to CiTi