

# 2015-16 Directory of Services



**Center for Instruction,  
Technology & Innovation**

*Your education destination*

179 County Route 64  
Mexico, NY 13114  
315.963.4251

[www.CiTiboces.org](http://www.CiTiboces.org)



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# CORE VALUES

We Embrace

**INNOVATION  
& CREATIVITY.**

We Make Student Based Decisions with

**HONESTY, RESPECT  
& INTEGRITY.**

We Collaborate, Focused on

**QUALITY SERVICE,  
EXPERTISE &  
STUDENT SUCCESS.**

**Providing individuals  
with experiences and  
opportunities to allow  
them to achieve for our  
families and communities.**

# Administration

## Board of Education

John Shelmidine, President .....	Sandy Creek Central School District
Gregory Muench, Vice President .....	Central Square Central School District
Casey Brouse.....	Altmar-Parish-Williamstown Central School District
Matthew Geitner.....	Fulton City School District
Donna Blake.....	Hannibal Central School District
Eric Behling .....	Mexico Academy and Central School District
William David (Dave) White .....	Oswego City School District
Kevin Dix.....	Phoenix Central School District
Joel Southwell.....	Pulaski Academy and Central School District

## Component School Districts

### **Altmar-Parish-Williamstown Central School District**

*Anita Murphy, Superintendent; Michael Hale Sr., Board President*

### **Central Square Central School District**

*Joseph Menard, Superintendent; Richard Cripps, Board President*

### **Fulton City School District**

*William Lynch, Superintendent; David Cordone, Board President*

### **Hannibal Central School District**

*Donna J. Fountain, Superintendent; Erin Hess, Board President*

### **Mexico Academy & Central School District**

*Dr. Robert R. Pritchard, Superintendent; James Emery, Board President*

### **Oswego City School District**

*Ben Halsey, Superintendent; Kathleen Allen, Board President*

### **Phoenix Central School District**

*Judith Belfield, Superintendent; Earl Rudy, Board President*

### **Pulaski Academy & Central School District**

*Brian Hartwell, Superintendent; Joel Southwell, Board President*

### **Sandy Creek Central School District**

*Stewart R. Amell, Superintendent; Brian MacVean, Board President*



## Administration

### Administrative Staff

#### Christopher J. Todd

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#### Iraina Gerchman

Director of Instructional Support Services..... 963-4295  
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#### Jim Huber

Director of Exceptional Education..... 963-4315  
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### Budget Development Target Dates

Initial Request for Services form due from Components ..... **December 19, 2014**

Draft of Services Rates & Tuitions to Components ..... **January 26, 2015**

Final Request for Services forms sent to Components ..... **March 20, 2015**

Annual Meeting; Review of Proposed Budget ..... **April 8, 2015**

Final Request for Services forms due from Components ..... **April 17, 2015**

Budget Vote & Board Election ..... **April 22, 2015**

2015-16 AS-7 Contracts to Components for execution ..... **June 1, 2015**

2015-16 AS-7 Contracts due from Components ..... **June 26, 2015**



## District Superintendent Services



The Center for Instruction, Technology & Innovation (CiTi) District Superintendent, Mr. Christopher Todd, is appointed by the Commissioner of Education to serve a dual role. On one hand he leads the CiTi in it's capacity as a collaborative and cooperative service

provider for the benefit and at the request of the component districts, while on the other he serves as a field representative of the Commissioner, consulting, advising and representing the component districts interests at the New York State Department of Education level.

The services provided are generally accessible to the component districts through membership in the CiTi which is subject to administrative fees. These services include Superintendent searches, liaison activities with the NYS Education Department and consultation in a variety of areas.

### Recruitment and Selection of School Superintendents

Upon the request of districts, the office of the District Superintendent may assist in the selection of a final candidate, or initiate the recruitment process, including, but not limited to creating and distributing engaging solicitation materials, advertising, pre-screening applicants based on selection criteria developed with the Board of Education at the onset, conducting interviews and recommending finalists to the district for their consideration and evaluation.

### NYS Education Department Liaison

When component school districts need assistance in interpreting the law or initiatives of the NYS Education Department, the District Superintendent is uniquely positioned to provide clarification relative to rules and regulations formulated at the state level.

### Regional Certification Office

The office of the District Superintendent provides Teacher Certification Services to assist educators in obtaining the appropriate documentation to fulfill the requirements of various educational credentials including Incidental Teaching Applications, Teacher Certifications and Coaching Licenses.

### Consultation Services

At the requests of local Superintendents and their Boards of Education, the District Superintendent may assist in conducting management studies, provide in-service to the leadership on a variety of topics relative to successful educational leadership, assist in the development of policies and performance appraisal tools for the board and superintendent and/or provide guidance in the implementation of new standards and assessments.

### CiTi's Mission

*The mission of the Center for Instruction, Technology & Innovation, a champion of equity and excellence in life-long learning for all people, and a leader in educational development, technology, and the application and dissemination of research, is to enable school districts, their residents, businesses and industries to achieve their desired futures through our flexible delivery of innovative programs and services.*

## Administration

### Administrative CoSers

#### Administration

#### CoSer 001

According to Education Law (1950)(4)(b) and Commissioner's Regulations 170.3(b), each of the component districts is allocated a proportionate share of costs included in the administrative budget. The costs are allocated based on RWADA (resident weighted average daily attendance) regardless of participation levels in elective services that each district may request.

The Center for Instruction, Technology & Innovation (CiTi) administrative budget includes the following items:

Board of Education expenses including: board meetings & trainings, contractual items including policy services, conferences and travel, association dues, expenses for the clerk and officers of the board, supplies, and Board supplies.

District Superintendent's Office expenses including: the salary and benefits of the District Superintendent supplementary to amounts paid by New York State, clerical support salaries, travel expenses, supplies, equipment and contractual expenses associated with leadership and operation of the office.

General Administration expenses including: costs relative to the offices of Human Resources, Administrative Services, and Business Office functions (i.e., accounting, accounts receivable and payable, bidding & purchasing, payroll, budget and inventory control) such as salary and benefits of the corresponding administrators and support staff, travel expenses, supplies, equipment and contractual expenses associated with the operation of each office and general operation of the CiTi.

Other general costs including: central administrative office share of the overhead costs associated with CiTi operations (i.e.: custodial & maintenance, technology support, etc...), operational insurances, legal fees, interest expenses for short term (RAN) borrowings, and the total charge for health insurance provided to retirees from all CiTi programs.

As applicable, also included would be Needs Assessment, Planning and Public Information expenses including: costs associated with conducting surveys and operational evaluations, development, printing, and distribution of newsletters, brochures and media material for the CiTi.

#### Contact:

Assist. Superintendent for Administrative Services

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#### Capital Projects & Rent

#### CoSer 002

According to Education Law (1950)(4)(b) and Commissioner's Regulations 170.3(b), each of the component districts is allocated a proportionate share of costs included in the capital budget. These costs are allocated in the same manner as the administrative budget (i.e.: based on RWADA without regard to participation levels in elective services that each district may request). However, there is no requirement for a vote, as in the administrative budget.

The CiTi capital budget may include the following items if applicable: The costs for leasing space, payments for indebtedness associated with capital projects, appropriations to be used for the purpose of pursuing capital improvements or renovations to the facilities.

#### Contact:

Assist. Superintendent for Administrative Services

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# General Education

## Career and Technical Education

CoSer 101

Half day or full day high school students get the opportunity to learn career skills and gain valuable experience in a wide variety of careers. Typically, high school students pursue one of three options after graduation: further education, work or military service. Regardless of which path is chosen, having a marketable skill upon graduation is very important. Developing these skills in high school can help students be successful in their future endeavors.

### Contact:

Principal of CTE

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## Career Exploration

New Vision Allied Health (3980)

New Vision Law &amp; Government (3764)

New Vision Specialized Careers (3820)

New Vision Business (3914)

CTE Business (3176)

## Engineering/Technology

Auto Body Repair (3341)

Auto Technology 1 &amp; 2 (3345)

Construction Technology (3444)

Computer Systems &amp; Networking:

CISCO or A+ (3512)

Heavy Equipment Repair and Operation (3448)

Advanced Metal Manufacturing (3611)

Outdoor Power Equipment Technology (3344)

Welding Technology (3613)

Digital Media Technology (3165)

STEM Academy (3869)

## Health Services

Nursing Assistant (3974)

## Human and Public Service

Cosmetology (3641)

Culinary Arts (3672)

Early Childhood Education (3213)

Public Safety and Justice (3763)



## Exceptional Education

### Exceptional Education

#### 10-Month Programs

Classes provided for students with cognitive delays, severe learning disabilities, severe cognitive delays, maladaptive behavior and/or emotional issues. All diploma options (Regents, Local, and GED) are provided for, as well as subsidized (sheltered employment), unsubsidized employment pathways, and preparation for accessing either the CDOS Credentials or SACC.

#### Exceptional Education

12:1:1 (Full Day)

CoSer 201

**12:1:1 ID/DD classes:** Life skills, vocational skills, and community experiences are emphasized in 12:1:1 ID/DD class. The 12:1:1 ID/DD class is presently located at G. Ray Bodley High School.

- **Academic Levels:** Students enrolled in this program typically demonstrate 2<sup>nd</sup> to 3<sup>rd</sup> grade ELA and Math skills. Students are typically participating in the New York State Alternate Assessment (NYSAA) and are working toward earning the Skills and Achievement Commencement Credential (SACC).
- **Social/Emotional Profile:** Due to cognitive delays, students often require a high level of adult supervision to be successful within social and academic settings. The student may or may not receive school based counseling as determined by their IEP.

**12:1:1 Work-study Program class:** This program is designed for students ages 16 to 21 years old and emphasizes vocational skills, job acquisition skills, and life skills. Students in year one of the program are typically placed in part-day/part-week building-level job assignments with job coaches. In year two, students are typically placed in part-day/part-week community job assignments with job coaches. As student skill and independence levels increase, job coaches fade and community job assignments become more frequent in terms of length of day and/or days per week. In the final year, students are typically placed in a job assignment near his/her residence in an effort to be gainfully employed upon exiting schooling. The 12:1:1 Work-study

Program class is presently located at 4th Street School.

- **Academic Levels:** Students enrolled in this program typically demonstrate 3<sup>rd</sup> to 4<sup>th</sup> grade ELA and Math skills. Students are working toward earning the Skills and Achievement Commencement Credential (SACC) or the CDOS Commencement credential.
- **Social/Emotional Profile:** Students require the ability to interact at a social/emotional level that does not require consistent adult supervision. The typical student demonstrates the ability to build upon their academic and social experiences. The student may or may not receive school based counseling as determined by their IEP.

#### Contact:

Director of Exceptional Education

**Jim Huber** ..... **963-4315**

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#### Exceptional Education

12:1:1 (Half Day)

CoSer 202

**Work-study (AM and PM):** The half-day work-study program, also known as the Vocational Enrichment Program (VEP), is designed for students (typically) ages 16 to 19 years old. This program emphasizes vocational skills and job acquisition skills. Students in year one of the program are typically placed in 4 different job assignments with a job coach. In year two, students hone skills and are typically placed in 2 different job assignments with a job coach. In the final year, students are typically placed in a single job assignment with a job coach. Job coaches fade as student skill and independence levels increase. Students exit the VEP program with a well-developed portfolio that may be utilized upon seeking employment or added to upon (typically) enrolling in a Full Day 12:1:1 Work-study Program class. Students participating in the half-day work-study program have the opportunity to receive 3 high school credits (1 Science and 2 vocational/elective) awarded by the home school. The 12:1:1 (Half-Day) Work-study Program classes



are presently located at SUNY Oswego.

- **Academic Levels:** Students enrolled in this program typically demonstrate 1<sup>st</sup> to 4<sup>th</sup> grade ELA and Math skills. Students are working toward earning the Skills and Achievement Commencement Credential (SACC) or the CDOS Commencement credential.
- **Social/Emotional Profile:** Students require the ability to interact at a social/emotional level that does not require consistent adult supervision. The typical student demonstrates the ability to build upon their academic and social experiences. The student may or may not receive school based counseling as determined by their IEP.

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Director of Exceptional Education

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## Exceptional Education 12:1:4 (Full Day)

**CoSer 203**

Class provides for students with significant disabilities. The program emphasizes daily living skills, basic life skills, and basic vocational skills. The 12:1:4 SMD class is presently located at G. Ray Bodley High School.

- **Academic Levels:** Students enrolled in this program typically demonstrate K to 4<sup>th</sup> grade ELA and Math skills. Students participate in the New York State Alternate Assessment (NYSAA) and are working toward earning the Skills and Achievement Commencement Credential (SACC).
- **Social/Emotional Profile:** Students typically require an intense level of adult supervision with regard to their physical and emotional needs. Students often require medical procedures that are provided within the academic setting. Programming of academic content is highly modified and often supplemented with alternative methods of communication.

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## Exceptional Education 8:1:1 (Full Day)

**CoSer 205**

**8:1:1 ED/LD:** Classes provide for students with moderate behavior management needs which are defined as moderately intensive, occasional and which result in aggressive, self-abusive or withdrawn behavior patterns that adversely affect educational performance.

**8:1:1 HSE/TASC class:** Students attending the 8:1:1 HSE/TASC (High School Equivalency/Test Assessing Secondary Completion) class must be at least 16 years old to enroll in an AHSEP (Alternative High School Equivalency Preparation) program.

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## Exceptional Education

### 10-Month Programs (continued)

Students are TABE (Test of Adult Basic Education) tested prior to entry in order to determine academic remediation needs as related to the TASC exam. Students must read at a 9.0 grade level as determined on a standardized achievement test. Students must also have fewer high school credits than the (TASC) formula allows (less than 12 ½% of the number of units of credit required by the school district for a local diploma multiplied by the number of years the student has been in grades 9-12). Test modifications must be approved by Albany prior to being recommended for TASC testing. The HSE/TASC instructor will initiate the paperwork process with the home school district.

8:1:1 HSE/TASC students typically participate in a Multi.-Occ. 2, Multi.-Occ. 3, Multi.-Occ. 4 or Career and Technical Education half-day vocational component. The 8:1:1 HSE/TASC class is presently located at the BOCES Campus.

#### Contact:

Director of Exceptional Education

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### Exceptional Education 6:1:1 (Full Day)

CoSer 207

Classes provide for students with severe behavior management needs that are defined as highly intensive, frequent and which result in aggressive, self-abusive or withdrawn behavior patterns that adversely affect educational performance. Students that attend the 6:1:1 high school classes at Campus have the ability to obtain high school credits (awarded by their home school) in the following areas: Art, English 9, English 10, English 11, English 12, Foreign Language (ASL), Health, Math – Foundations of Algebra, Algebra 1, Geometry, JET Math, Physical Education, Science - General Science, Earth Science, Living Environment, and Social Studies - Global Studies 9, Global Studies 10, U.S. History 11, Economics, Participation In Government. 6:1:1 SED classes are presently located at the CiTi Mexico Campus and Maroun Elementary School.

The goal of the 6:1:1 program is to foster the development of independence in social, emotional, behavioral, academic, and vocational skills. We provide an integrated service delivery to address each child's unique educational, social, emotional, vocational, and developmental needs.

We believe that children can realize their potential given an environment that is supportive, developmentally appropriate, and geared toward specific individual needs.

Vocational education is often an integral part of program for high school students. On-site (Campus) and community-based opportunities are available.

- **Academic Levels:** Students enrolled in this program typically demonstrate academic skills in ELA and Math that are two to three grade levels or more below their cohort grade level. Limited academic progress has typically resulted due to behavioral, emotional, social, and/or mental health needs. Small classes with experienced teachers help each student meet with academic success. There are opportunities for the full spectrum of diploma and certificate exit credentials for all students. Competency-based curriculum, portfolio development, and assessments align with the common core and provide performance-based data demonstrating achievement.
- **Social/Emotional Profile:** Students require intensive intervention due to severe emotional, behavioral, developmental, and/or learning problems. A high level of structure and support is required. Restorative Practice philosophy is employed.
- **Restorative Practice Philosophy:**
  - The program prescribes to and embraces the Restorative Practice philosophy which is guided by an ethic of care and justice. It is an approach to build community, promote a culture of care, foster a sense of belonging, and invite responsibility and provide accountability, reparation, reconciliation, and reintegration where harm has occurred

- Restorative Practice is based upon mutual respect and appreciation, belief in people's ability to resolve their own problems, acceptance of diversity, an inclusive approach to problem solving so that feelings, needs, and views of everyone in the community are taken into account, and there is a congruence of beliefs and actions
- The goals of Restorative Practice are to make the schools and the community safe, raise morale and build connection, promote respect among the school community and foster a sense of belonging for students and staff in the school, raise attendance, reduce behavioral referrals, and dramatically diminish suspensions and expulsions, eliminate bullying and all kinds of violence in the school, and in doing all the above, raise academic performance for all students.

## Contact:

Director of Exceptional Education

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ensure a continuity of service and facilitate student success. Teacher services may be purchased at half-hour per week per year increments.

This CoSer also provides component school districts with the opportunity to select teaching assistant support only (CoSer 209.050). Students with occasional CTE class work, homework, organizational skill needs, and/or test accommodations may benefit from this option

## Contact:

Director of Exceptional Education

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## Day Treatment Program 8:1:1 Enhanced (Full Day)

**CoSer 217**

The day treatment program, also known as the Stepping Stones Day Program, is designed for students with intense management needs. The program offers a structured small group environment that helps students overcome the emotional and behavioral challenges that interfere with learning, so that they may return successfully to their home district. Academic and exceptional education instruction is provided by CiTi staff. The Hillside Children's Center provides the therapeutic component of the program. This component involves individual, family, and group therapy as well as parent and family support. The program also provides for regular on-site psychiatric consultations and medication management. Documentation of a mental health diagnosis is required to attend this program. Students that attend the Stepping Stones Day Program high school classes have the ability to obtain high school credits (awarded by their home school) in the following areas: English 9, English 10, Foreign Language (ASL), Math (Foundations of Algebra, Algebra 1, Geometry, Physical Education), Science (Earth Science, Living Environment), and Social Studies (Global Studies 9, Global Studies 10). Day treatment classes are presently located at the 4<sup>th</sup> Street School.

## Resource Room/ Consultant Teacher Services CoSer 209

209.020 / 209.050

Resource Room/Consult Teacher services are designed to help students meet their IEP goals and objectives, typically while attending a general education Career and Technical Education (CTE) program. CTE students attend either morning or afternoon sessions at the CiTi Mexico Campus and receive assistance based on the CSE recommendation and the students' IEP's. Using both push-in and pull-out models, supplemental individual and small group services are provided to help students gain proficiency with IEP goals. Frequent conferences are held with the CTE instructors to identify student strengths and weaknesses, and communication is coordinated with the component school's CSE. It is highly recommended that students with a disability receiving assistance in their component schools also be provided support in their CTE programs to

*continued on page 16*



# Exceptional Education

## 10-Month Programs (continued)

- **Academic Levels:** Students enrolled in this program typically demonstrate academic skills in ELA and Math that are two to three grade levels below their chronological grade level. Loss of academic progress has been hindered by emotional and or mental health needs.
- **Social/Emotional Profile:** The Stepping Stones Day Program serves children and youth in grades K-12 who have behavioral and emotional challenges, and who would benefit from special education instruction and fully integrated on-site mental health services. Documentation of a mental health diagnosis is required.
- **Therapeutic Transition Team:** Stepping Stones students who transition to a less restrictive environment may still need and benefit from therapeutic supports. A Behavior Support Professional and/or Clinician may be purchased per diem (217.005) and per hour (217.006), respectively. Objectives of these services include:
  - Provide extended in-classroom support for the youth, teachers and other classroom staff to review strategies for achieving positive outcomes
  - Continue to work with the youth on skill areas that could use improvement
  - Coordinate follow-up meetings with the youth's family to discuss progress on goals laid out in discharge plan and supports that would help further that progress.
  - Provide additional trainings and supports as requested by the school district
  - Coordinate ongoing mental and behavioral health supports with community-based providers

### Contact:

Director of Exceptional Education

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## Related Service Options

For students attending CiTi program classes in CoSers 201, 202, 203, 205, 207, and 217:

**Audiology:** Audiologists provide direct (2XX.101), consultation (2XX.102), or auditory processing disorder evaluation services (2XX.103), to students who need aids or equipment to supplement their residual hearing.

**Counseling:** Certified pupil personnel specialists provide direct (2XX.701), consultation (2XX.702), or evaluation services (2XX.703), to students to cope with social, emotional, behavioral and/or learning difficulties that interfere with their educational progress. *Note: this service is not required for students attending the Day Treatment program, as counseling is a built-in component of that program.*

**Job Coaching:** Provides an adult to accompany a student on a job-shadowing experience or job site to supervise and teach the student job responsibilities. Job coach hours are requested in increments of 1-12 hours per week or for students typically in their commencement year, 1-24 hours per week (2XX.020).

**Occupational and Physical Therapy:** Occupational therapists provide direct individual (2XX.401) or group (2XX.405), consultation (2XX.402), and/or evaluation services (2XX.403) to students who have fine and/or gross motor deficiencies. Physical therapists provide direct individual (2XX.501) or group (2XX.505),



consultation (2XX.502), and/or evaluation services (2XX.503) to students who have fine and/or gross motor deficiencies.

**1:1 Registered Nurse:** A professional registered nurse provides skilled nursing services to medically fragile students with complex health care needs within a school setting as prescribed by the student's IEP (2XX.704).

**Speech Therapy:** Certified staff provides direct (2XX.201), direct with Medicaid (2XX.204), consultation (2XX.202), and/or evaluation services (2XX.203) to students with communication disorders.

**Teacher of the Deaf and Hard of Hearing Education:** Certified staff provides direct (2XX.104), consultation (2XX.105), or evaluation services (2XX.106) to students whose hearing loss adversely affects educational performance. CEAT evaluations are also available (2XX.107).

**Teacher of the Visually Impaired:** Teacher provides direct (2XX.030), consultation (2XX.040), or evaluation services (2XX.050) to students whose visual impairment adversely affects educational performance.

**Contact:**

Director of Exceptional Education

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## Itinerant Services

### 1:1 Teaching Assistant

**CoSer 223**

223.010 / 223.011 / 223.012

A certified teaching assistant will work with an individual student in a district operated special education program as requested by a component district. For a Teacher Assistant select CoSer 223.010. For a Teacher Assistant/Interpreter select CoSer 223.011. For a Teacher Aide select CoSer 223.012.

**Contact:**

Director of Exceptional Education

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### Itinerant Teacher of the Visually Impaired

**CoSer 302**

An Itinerant Teacher of the Visually Impaired provides direct, consultation, or evaluation services to students whose visual impairment adversely affects educational performance. Services must be purchased on an FTE basis (302.000) not to exceed .6 FTE, to serve district students.

**Contact:**

Director of Exceptional Education

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### Itinerant Teacher of the Deaf and Hard of Hearing Education

**CoSer 303**

An Itinerant Teacher of the Deaf provides direct, consultation, or evaluation services to students whose hearing loss adversely affects educational performance. Services must be purchased on an

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## Exceptional Education

### *Itinerant Services (continued)*

FTE basis (303.000) not to exceed .6 FTE, to serve district students.

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#### ► ***Itinerant Audiologist***

303.100

An Itinerant Audiologist provides direct, consultation, or auditory processing disorder evaluation services to students who need aids or equipment to supplement their residual hearing. Included are: hearing services, manufacturing and fitting ear molds and adapting, adjusting and maintaining equipment. Services must be purchased on an FTE basis (303.100) not to exceed .6 FTE, to serve district students.

#### ► ***Comprehensive Educational & Audiological Team Evaluation***

303.120

A Comprehensive Educational and Audiological Team (CEAT) Evaluation is an evaluation performed by, but not limited to, an Educational Audiologist and a Teacher of the Deaf and Hard of Hearing Education. This team collects information through formal and informal assessments of the student and his/her listening environment (classroom) to determine the impact of auditory and related communication deficits on the following areas: auditory acuity, auditory discrimination, auditory comprehension, auditory skills in quiet and in noise, communication, English Language Arts (ELA), additional academic content areas, social-emotional development, life skills, cognitive status, and transitional/vocational skills when appropriate. Any special background circumstances related to educational progress are also noted and considered throughout the evaluation.

As part of this evaluation, the student is also rated on a Student Summary using a scale from one to six based on intervention levels. Each area of evaluation is reported on an individual student chart to depict an overall profile of the student's current functioning.

Should a need for intervention be evident, the Student Summary will identify the appropriate levels of service related to educational Audiology and/or Teacher of the Deaf and Hard of Hearing Education. Suggestions for classroom modifications and/or FM equipment will be recommended based on the student's overall profile and the acoustical environment within the classroom.

### **Itinerant Speech Therapist CoSer 305**

Licensed Speech Language Pathologist (SLP) provides direct, consultation, or evaluation services to students with communication disorders. Services must be purchased on an FTE basis (305.000) not to exceed .6 FTE, to serve district students. SLP will provide direct or "under the direction of (UDO)" documentation for Medicaid reimbursement purposes.

**Contact:**

Director of Exceptional Education

**Jim Huber** ..... **963-4315**  
[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)

### **Adapted Physical Education CoSer 306**

Certified physical education teacher provides adapted physical education services to students. Services must be purchased on an FTE basis (306.000) not to exceed .6 FTE, to serve district students.

**Contact:**

Director of Exceptional Education

**Jim Huber** ..... **963-4315**  
[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)



## Job Coaching

CoSer 307

Provides an adult to accompany a student on a job-shadowing experience or job site to supervise and teach the student job responsibilities. Services must be purchased on an FTE basis (307.000) not to exceed .6 FTE, to serve district students.

### Contact:

Director of Exceptional Education

**Jim Huber** ..... 963-4315  
[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)

## Occupational Therapy Services

CoSer 331

This service is for students with special needs who have fine motor deficiencies. Services must be purchased on an FTE basis (331.050) not to exceed .6 FTE, to serve district students.

### Contact:

Director of Exceptional Education

**Jim Huber** ..... 963-4315  
[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)

## Foreign Language, ASL

CoSer 311

Certified ASL teacher provides ASL instruction to students. Services must be purchased on an FTE basis (311.000) not to exceed .6 FTE, to serve district students.

### Contact:

Director of Exceptional Education

**Jim Huber** ..... 963-4315  
[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)

## Itinerant Counseling

CoSer 352

Certified pupil personnel specialists provide direct, consultation, or evaluation services for students with disabilities to help them cope with social, emotional, behavioral and/or learning difficulties that interfere with their educational progress. Services must be purchased on an FTE basis (352.000) not to exceed .6 FTE, to serve district students.

### ► *Exceptional Education Itinerant Teacher*

352.010

A certified Special Education Teacher provides direct or consultation services to school age students with disabilities. Services for students are purchased on an FTE basis (352.010) not to exceed .6 FTE, to serve district students. Locations for these services could include but are not limited to: the student's home, hospital, neutral site, or in district operated special education programs

### Contact:

Director of Exceptional Education

**Jim Huber** ..... 963-4315  
[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)

## Physical Therapy Services

CoSer 330

This service is for students with special needs who have gross motor deficiencies. Services must be purchased on an FTE basis (330.050) not to exceed .6 FTE, to serve district students

### Contact:

Director of Exceptional Education

**Jim Huber** ..... 963-4315  
[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)



## Exceptional Education

### Summer School

#### Program Classes

CoSer 814

A six week (full day) summer program is available for students identified as needing an extended school year (ESY). A full complement of 12:1:1, 12:1:4, 8:1:1, and 6:1:1 classroom options is offered. Similar to school year programming, all related services are available to students that attend Exceptional Education Summer School.

**Contact:**

Director of Exceptional Education

**Jim Huber** ..... 963-4315

[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)

#### Itinerant Services

CoSer 815

Summer itinerant services are available as follows: Audiology, Counseling, Job Coaching, Special Education Itinerant Teacher, Speech Therapy, Teacher of the Deaf and Hard of Hearing Education, and Teacher of the Visually Impaired. Services typically take place in the home but may also occur at a variety of sites other than CiTi operated Summer School program classes.

**Contact:**

Director of Exceptional Education

**Jim Huber** ..... 963-4315

[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)



#### 1:1 Teaching Assistant

CoSer 816

A certified teaching assistant, teaching assistant/interpreter, or teacher aide will work with an individual student as requested by a component district.

**Contact:**

Director of Exceptional Education

**Jim Huber** ..... 963-4315

[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)

#### Day Treatment

CoSer 817

A six week (full day) summer program is available for students identified as needing an extended school year (ESY) in a day treatment program. Similar to school year programming, all related services are available to students that attend Exceptional Education Summer School at the Stepping Stones program.

**Contact:**

Director of Exceptional Education

**Jim Huber** ..... 963-4315

[jhuber@oswegoboces.org](mailto:jhuber@oswegoboces.org)



## Alternative Education

### Driver Education (10-Month)

**CoSer 355**

Successful completion of this course qualifies students for an MV-285 Course Completion Certificate and an MV-278 Pre-licensing Certificate. The program consists of 24 hours of classroom instruction and 24 hours of in vehicle instruction, with 6 hours behind the wheel, and 18 hours observing. Students must be 16 years old prior to the beginning of the course. Billed by FTE, the vehicle is provided and serves a maximum of 24 students per semester.

**Contact:**

Director of Alternative Programs

**Ronald Camp** ..... **963-4314**

[rcamp@oswegoboces.org](mailto:rcamp@oswegoboces.org)

### Project Explore Programs (Half Day)

**CoSer 402**

Formerly known as Multi-Occ., subscription for these vocational explorations programs is on a per slot basis.

The Project Explore Program provides students in grades 9 -12 with an opportunity to explore various vocational mediums encouraging interest in both school and vocational programming. The program provides students with a variety of educational options including:

- Common Core Academics in Math, English, Science and DDP (Design, Drawing and Production)
- A strong emphasis on vocational soft skills and entry-level job skills
- Developing basic work habits and safety
- Carpentry and Computer-Based Carpentry
- Welding
- Outdoor Education/Conservation
- Automotive Services
- Small Engines

- Aquaponics
- Retailing
- CDOS Credential Opportunities

Students will exit the program with an Employability Profile, Career Plan and Portfolio that may be utilized upon seeking employment or added to upon entering a Career and Technical Education Program

**Contact:**

Director of Alternative Programs

**Ronald Camp** ..... **963-4314**

[rcamp@oswegoboces.org](mailto:rcamp@oswegoboces.org)

### Equivalent Attendance Education

**CoSer 412**

Equivalent Attendance (EA) - Provides instruction in preparation for the Test Assessing Secondary Completion (TASC) High School Equivalency exam for adult students to 20 years of age. Subscription to the service is on a per slot basis using the contact hour rate communicated by the New York State Education Department.

**Contact:**

Assistant Superintendent for Personnel

**Mark LaFountain** ..... **963-4286**

[mlafountain@oswegoboces.org](mailto:mlafountain@oswegoboces.org)

### Summer School

**CoSer 414**

The CiTi conducts a county-wide summer school program. The program offerings depend upon the needs expressed by each district. These can include remedial and enrichment academic courses in grades K-12, and Academic Intervention Services. Subscription is on a per course basis.

**Contact:**

Director of Alternative Programs

**Ronald Camp** ..... **963-4314**

[rcamp@oswegoboces.org](mailto:rcamp@oswegoboces.org)

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## Alternative & Adult Education

### ► Summer School Driver Education

414.010

Successful completion of this course will qualify the student for an MV-285 Course Completion Certificate and an MV-278 Pre-licensing Certificate. The program consists of 24 hours of classroom instruction and 24 hours of in vehicle instruction, with 6 hours behind the wheel, and 18 hours observing. Students must be 16 years of age prior to the beginning of the course. Districts subscribe on a per student basis.

### ► Summer School Regents and RCT

414.015

Service provides Regents test administration and oversight at a central location, including proctoring, and grading. Subscription is on a per test basis.

### Home School Coordination

CoSer 526

CiTi employees will coordinate the process for confirming the competence and substantial equivalency of instruction being provided to home schooled students. This process will be in response to Education Law sections 3204(2) and 3210(2)(d) and Commissioner's Regulations 100.10. While CiTi staff will coordinate the process, it will remain the responsibility of the local school superintendent to determine competence and substantial equivalence of instruction being provided to home schooled students residing in their district.

#### Contact:

Director of Alternative Programs

**Ronald Camp** ..... 963-4314  
rcamp@oswegoboces.org

## Adult Education

### Adult Literacy Classes

CoSer 826

Programs offered at no cost to Oswego County residents meeting a minimum age requirement, no longer enrolled in high school include English for Speakers of Other Languages (ESOL), Adult Basic Education (ABE), and preparation for the TASC.

#### Contact:

Assistant Superintendent for Personnel

**Mark LaFountain** ..... 963-4286  
mlafountain@oswegoboces.org

### Continuing Education

CoSer 880

Short term courses offered to the public: Infection Control or 6-Hour Defensive Driving.

#### Contact:

Assistant Superintendent for Personnel

**Mark LaFountain** ..... 963-4286  
mlafountain@oswegoboces.org

### Health Occupations Trades & Technology

CoSer 881

CoSer 886

Adult Career and Technical Education Training Programs in Health Occupations (Practical Nursing, Dental Assisting, Medical Assisting, Medical Billing/Coding, Phlebotomy, Nurse Assistant) or Trades (HVAC, CDL A, CDL B, Heavy Equipment Maintenance and Operations, Welding, Auto Technology, etc.).

#### Contact:

Assistant Superintendent for Personnel

**Mark LaFountain** ..... 963-4286  
mlafountain@oswegoboces.org



## Instructional Programs and Materials

### Arts-in-Education

### CoSer 415

Offered as a regional service, the Arts-In-Education CoSer is available to all component school districts in the following Central New York BOCES:

- Center for Instruction, Technology & Innovation
- Cayuga-Onondaga BOCES
- Jefferson-Lewis BOCES
- Onondaga-Cortland-Madison BOCES

This service is intended to encourage a school district to allocate resources for arts enrichment programming through a comprehensive and coordinated Board of Cooperative Educational Services program administered as per State Education Department guidelines. This service works through an advisory council of school district representatives (BAAC). A steering committee, comprised of Superintendents and BOCES representatives, is also in place. The base fee (415.000) provides districts with membership on the CiTi Arts Advisory Council, publications, on-site consultation, staff development programs, showcases, and access to a full range of K-12 programs and art providers.

#### Contact:

Arts-in-Education Coordinator

**William Jones**..... 963-4417  
[wjones@oswegoboces.org](mailto:wjones@oswegoboces.org)

#### ► Performance Requests

415.010

Performance requests are billed in service code 415.010.

#### ► Service Charge

415.020

The service charge is based upon a percentage of the service requested in service code 415.010.

#### ► Additional Requests

415.030

Requests for services not included in the base fee are billed in service code 415.030.

### Exploratory Enrichment

### CoSer 418

Offered as a service through the Regional Arts-In-Education department of the Center for Instruction, Technology & Innovation, Exploratory Enrichment (billed under service code 418.010) is available to participating districts as a stand-alone CoSer. The purpose is to enable subscribing school districts to participate in curriculum-based enrichment programs in areas outside of the arts (such as social studies, science, technology, environmental education, health, etc.) wherein students can visit various sites, institutions and exhibits related to the respective subject areas or bringing consultants into the buildings. Examples of use include planetariums, science museums and exhibits, technology fairs, historical sites, resource management facilities, character education assemblies, STEAM programs, etc.

#### Contact:

Arts-in-Education Coordinator

**William Jones**..... 963-4417  
[wjones@oswegoboces.org](mailto:wjones@oswegoboces.org)

#### ► Requests

418.020

Exploratory Enrichment programs are billed in service code 418.020.

Fees covered under this service are limited to site fees or arrangements for consultant/presenter fees. Fees do not cover the costs of food, lodging and transportation.

#### ► Service Charge

418.030

The service charge is based upon a percentage of the service requested in service code 418.020.

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## Instructional Programs and Materials

### ► *Adolescent Pregnancy Prevention Services: SAFE Lessons*

418.065

Lessons can be purchased individually. This does not constitute a peer education group, as lessons need to build one-to-another in order to understand the entire concept and be peer educator prepared.

**Contact:**

Director of Alternative Programs

**Ronald Camp**..... 963-4314  
[rcamp@oswegoboces.org](mailto:rcamp@oswegoboces.org)

### ► *Adolescent Pregnancy Prevention Services: Teen Health Issues*

418.080

This service includes one-to-one or small group health education/counseling, confidential pregnancy testing, transportation (with parent permission), and enhanced information and referrals. Enhanced refers to the referral process. APPS does not simply give the student a name and phone number. They work closely with that student to explore "known" referral options and barriers. Once a referral is made follow-up is maintained in order to achieve a successful result. The service is billed on a day per week basis.

The APPS Teen Health Issues Educators are mandated reporters, they promote abstinence, reinforce communication and decision-making skills that will lead to healthy lifestyles. Educators focus on risk reduction by teaching medically accurate human sexuality information. Up to 10 classroom lessons are included in this service at no additional charge.

The Center for Instruction, Technology & Innovation APPS team will coordinate this service and specialists in human sexuality education will deliver it.

**Contact:**

Director of Alternative Programs

**Ronald Camp**..... 963-4314  
[rcamp@oswegoboces.org](mailto:rcamp@oswegoboces.org)

### OCA Youth League

CoSer 406

406.040

The Oswego County Academic Youth League was founded on the premise of academic excellence through the competition of schools in Oswego County. Teams are made up of eight to sixteen members and compete in several events throughout the school year. Cost of the program includes materials, sites, awards, related personnel expenses, plus a service charge for processing.

**Contact:**

Director of Instructional Support Services

**Iraina Gerchman** ..... 963-4295  
[igerchman@oswegoboces.org](mailto:igerchman@oswegoboces.org)

### Distance Learning

CoSer 477

The Distance Learning service connects sites simultaneously via full motion interactive audio and video technologies for the purpose of sharing educational resources

The services include:

- Online Classes including High School, Advanced Placement, and Credit Recovery Courses
- Distance Learning Classes, including High School, Advanced Placement, SAT Prep, Regents Review and College Courses for K-12 students
- Educational Video conferencing / Virtual Field Trips
- Classroom to Classroom Collaborations
- Professional Development for Educational Staff and Community Members
- Technical Support and Training
- Overall Coordination of the Program

**Contact:**

Distance Learning Coordinator

**Laurie Ouderkerk**..... 963-4298  
[louderkerk@oswegoboces.org](mailto:louderkerk@oswegoboces.org)

## ► **Homebound Students Staying Connected with the Classroom**

477.010

Portable Distance Learning units, capable of real-time audio and video interaction, are provided through this service to students that are ill, hospitalized, or homebound so they can participate in their school courses and maintain connections with their teachers and classmates

The service provides:

- Equipment Lease (monthly fee 477.015)
- Project Management and Coordination
- Technical Support & Training for student, family, and faculty
- Liaison between home, school, and hospital

## ► **Video Conferencing / Virtual Field Trips**

477.020 / 477.050 / 477.055

The Video Conferencing service connects classrooms to content providers for the purpose of interactively participating in an exchange of information with an expert.

This service provides:

- Access to databases of educational field trip opportunities (477.050 Field Trip only base fee & 477.055 Additional trips)
- Coordinating and scheduling educational, standards based field trips
- Technical Support and Training
- Facilitation of Field Trip during Video Conference

## Library Media

CoSer 512

512.000

The Library Media Service offers a rich collection of Common Core aligned digital resources to accommodate a variety of student learning styles. Subscribers have access to streamed resources from Discovery Education, Learn360, PBS

LearningMedia. Middle and High School educators also have access NBC Learns.

Contact:

School Library System Director

**Marla Yudin** ..... **963-4363**  
[myudin@oswegoboces.org](mailto:myudin@oswegoboces.org)

## Library Automation

CoSer 534

534.000 / 534.010 / 534.015 / 534.016

The Library Automation service provides and maintains a regional, integrated system for library automation and resource sharing in Oswego County, plus access to 1) the Northern NY Library Network's ICICILL-Interlibrary Loan system; 2) the School Library System Union Catalog; 3) OCLC's nationwide interlibrary loan service.

Cost of Follett Software is billed under 534.000, with a service charge on the purchase billed under service code 534.010.

A per library service fee applies for resource sharing via Interlibrary Loan and Union Catalog on the web for Follett and OPALS users (534.015) or Mandarin users (534.016).

Contact:

School Library System Director

**Marla Yudin** ..... **963-4363**  
[myudin@oswegoboces.org](mailto:myudin@oswegoboces.org)

## ► **OPALS Libraries Coordination and Support**

534.020 / 534.030 / 534.040 / 534.050

OPALS is a web-based Open-Source Library Automation system. The School Library System will train and support, maintain, troubleshoot, and catalog library materials for each OPALS district.

The OPALS first year installation and coordination fee will be billed under service code 534.020 with the corresponding first year maintenance fee billed under 534.030.

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## Instructional Programs and Materials

After the first year, the maintenance fee is billed under 534.040. This includes barcode tracking; enhanced online record data such as book cover images, journaled book reviews, lexiles, readalike recommendations; and product improvements. A service charge on the maintenance fee applies, and will be billed under 534.050.

### ► **Textbook or Equipment Management Software**

534.060 / 534.070

OPALS users may add textbook and equipment management modules for an additional fee. If your library or institution does not use OPALS, please contact the School Library System to set up the basic OPALS platform.

Textbook inventory services will be billed under service code 534.060, while equipment inventory services will be billed under service code 534.070.

### **Library Cooperative Collection Development - Part I** **CoSer 537**

537.000 / 537.010

Participating school librarians coordinate collection development, on a yearly basis, to meet curricular needs throughout Oswego County schools. Resources are then purchased and processed by the School Library System, delivered to participating schools, and shared through interlibrary loan, providing greater access to curricular materials for all Oswego County students. Areas of concentration can change in subsequent years, depending on needs.

The cost of requests is billed under service code 537.000, with a corresponding service charged billed under 537.010.

#### **Contact:**

School Library System Director

**Marla Yudin** ..... **963-4363**  
[myudin@oswegoboces.org](mailto:myudin@oswegoboces.org)

### ► **Library Cooperative Collection Development Part II (Online Resources)**

537.020 / 537.030 / 537.035 / 537.040

Online Resources include library databases and digital curricular content, with discounted pricing negotiated via a statewide purchasing consortium. Contact the School Library System for a list of products and companies. Over 80 vendors participate in our statewide RFP's. Training and support are provided.

Participating districts will be charged the base fee under service code 537.020. The actual use costs will be billed under 537.030 while a Federated SEARCH app for single log-in to the resources, Noodle Tools and Gale Virtue Reference Library is provided through service code 537.035. An Online Resource coordination, implementation and training fee will be charged on a per student basis, under service code 537.040.

### ► **Overdrive Electronic Books Catalog**

537.050

The School Library System's Overdrive eBooks Catalog consists of 1000+ high interest eBooks selected to support instruction and develop a love of reading. Books are easily transferred to a wide variety of devices. Coordination, implementation and maintenance of an online eBooks catalog is included. Fees for this service are charged on a per school basis.

### ► **Database Management via SEARCH**

537.060

Recent studies have shown that simplified and easy-to-remember passwords increases usage to these resources. The School Library System at CiTi can coordinate all of your online resources so that all students and teacher will have just one user name and password for ease of access to the resources they need. This service is for non-Oswego County School Districts only, with costs billed on a per library basis.

## Staff Instructional Supports

### Itinerant Librarian

**CoSer 312**

This service is for an itinerant school librarian to be shared between districts where needed and requested by the school districts served by CiTi. Services must be purchased on an FTE basis (312.000) not to exceed .6 FTE.

**Contact:**

School Library System Director

**Marla Yudin ..... 963-4363**

[myudin@oswegoboces.org](mailto:myudin@oswegoboces.org)

### Assistant/Associate Superintendent for Instruction CoSer 310

At the requested percentage of FTE, districts are provided on-site supervision and leadership in the administration, development, implementation, coordination and evaluation of the district's K-12 instructional program. This includes development and evaluation of curriculum, coordination of staff in-service, and evaluation of instructional effectiveness, including the observation and evaluation of designated personnel (principals, supervisors, and teachers). Specific responsibilities would be mutually developed by the CiTi Instructional Support Services Department and the local district. Additional options may also include: recruitment and assignment of staff, effecting horizontal and vertical continuity and articulation of instructional program (K-12) throughout the district, supervising the process for selection and/or development of instructional materials and textbooks, and coordinating grade-level and departmental or committee meetings as needed.

**Contact:**

Assistant Superintendent for Instruction

**Roseann Bayne..... 963-4297**

[rbayne@oswegoboces.org](mailto:rbayne@oswegoboces.org)

### Curriculum and Instruction Coordination

**CoSer 338**

On-site coordination of curriculum and instructional support is available on an FTE basis. Specific responsibilities are mutually developed by the CiTi Instructional Support Services Department and the local district, and may include coordination and provision of professional development, coordination and facilitation of district and SED curriculum initiatives, provision of support and mentoring of new teachers and/or facilitation of improvement initiatives.

**Contact:**

Assistant Superintendent for Instruction

**Roseann Bayne..... 963-4297**

[rbayne@oswegoboces.org](mailto:rbayne@oswegoboces.org)

### Grant Writing Services

**CoSer 507**

**507.025**

The Center for Instruction, Technology and Innovation Grant Services offers a flexible range of services, including basic grant notification services; district-specific grant identification; editing of grant proposals and start-to-finish grant writing. Our staff can offer help with a variety of funding options, from teachers applying for small classroom grants to districts looking to coordinate large grants with other schools and/or community organizations/businesses.

#### ► **Additional Customized Services**

**507.005 / 507.010 / 507.015**

District-specific grant identification and grant writing assistance can be customized to district specific needs.

Additional service may provide dedicated grant personnel to partner with participating school districts in the development and timely submission

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## Staff Instructional Supports

of well-prepared, competitive, and allocated grant proposals. Services available either on a per diem (507.010) or FTE Basis (507.015) may include any or all of the following components:

- Providing the research and documentation necessary to substantiate the needs section required by most grant proposals.
- Research into scientific or evidence-based validation of proposed program's effectiveness, as required by many grant proposals.
- Identifying, drafting, and soliciting appropriate letters of support required by many grant proposals.
- Identification of and facilitation of meetings with potential collaborators (e.g., other educational agencies; community agencies; faith-based groups; businesses) to determine common goals and objectives, and to identify roles of partners.
- Assistance and/or preparation of grant elements, as required, including narrative, timeline, budgets, bibliographies, and attachments such as tables and charts.
- Crafting of grant narratives as necessary.
- Development of a program or project that does not currently exist in the district but is necessary to meet the needs of the district while satisfying the elements set forth in the grant solicitation.
- Assistance with registration and submission of electronic proposals when required.

### Contact:

Director of Instructional Support Services  
**Iraina Gerchman** ..... 963-4295  
[igerchman@oswegoboces.org](mailto:igerchman@oswegoboces.org)

### School Improvement

### CoSer 533

533.000 / 533.005

School Improvement promotes student achievement through direct and indirect staff instructional supports. This CoSer includes a variety of services in three main areas: Data Analysis and Assessment; Curriculum, Instructional and Leadership Support; and Staff Development.

The base fee for School Improvement is charged under service code 533.000, with an accompanying RWADA charge under 533.005. ***Enhanced services in each of these three areas may be obtained for additional fees, billed in service codes 533.010 - 533.190.***

### Contact:

Director of Instructional Support Services  
**Iraina Gerchman** ..... 963-4295  
[igerchman@oswegoboces.org](mailto:igerchman@oswegoboces.org)

Staff Development Coordinator  
**Liane Benedict** ..... 963-4300  
[lbenedict@oswegoboces.org](mailto:lbenedict@oswegoboces.org)

Staff Development and Data Coordinator  
**Barbara Reccio-Demmin** ..... 963-4416  
[brecchio-demmin@oswegoboces.org](mailto:brecchio-demmin@oswegoboces.org)

## DATA ANALYSIS AND ASSESSMENT

The School Improvement Team can provide a variety of services focused on the access, preparation, and analysis of data including 3-8 assessments, Regents exams, and more. This includes the training of data teams in research based protocols for working with data and the use of data to shape instruction

## CURRICULUM, INSTRUCTION, AND LEADERSHIP SUPPORT

The School Improvement Team can provide facilitation in the development and alignment of curriculum, in the design and coaching for instruction aligned to that curriculum, and the development of assessments to measure the curriculum implementation. This team acts as the liaison to NYSED and various local, state, and federal groups as we implement the Regents Reform Agenda which includes: Standards and Assessments, Data Driven Instruction, Effective Teachers and Leaders, and Turn-Around Schools

## STAFF DEVELOPMENT

A variety of professional development delivery models are used to build capacity in the region. From 1:1 coaching to regional scoring initiatives, the School Improvement Team will work with the district leadership and instructional staff to design targeted professional development based on the needs of staff and students. The team will also assist districts in program evaluation and auditing and comprehensive planning

### ► **Instructional Planning / School Improvement- Per Diem**

533.010

This service code is for additional request for services for district customization of school improvement initiatives. For example, Staff Development and Data Coordinators can work closely with building leaders, department leaders, and/or others, for the purpose of analyzing and interpreting data as it impacts instruction and/or implementation of instructional strategies for school improvement. This service is billed on a full day per diem rate (533.010) with associated incidentals billed under service code 533.020.



### ► **Staff Development - Instruction**

533.015

Staff Development offerings are developed to meet the needs of the districts. In addition to pre-planned offerings, custom work can be requested and organized through this service. Currently, the focus is primarily in support of Common Core integration through the building of foundational understanding as well as supporting growth in the Six Shifts and related instructional strategies.

### ► **Instructional Planning / School Improvement- Incidentals**

533.020

Charges for materials and supplies used in the delivery of CoSer 533 services that are not included in base fees. For example, incidental costs associated with regional scoring of state assessments including space rental, food, supplies and consultants will be billed under this service code as necessary.

### ► **Planning Facilitation**

533.025

Site based facilitation of AIS, PDP, CDEP, CSPD and other facilitation services customized for district planning. A CiTi representative will facilitate or serve on your district planning committees as requested.

### ► **Partners for Education and Business**

533.030

This service is designed to formalize, through a shared service, the Partners for Education and Business (PEB) consortium of districts that began with Goals 2000 funds and has existed for the past 13 years. During that time districts have been consortium participants and other districts have contracted with PEB for individual services for their schools. On average, 5,000 students and their teachers have participated per year in services such as school-business partnerships, job shadowing, internships, career fairs (speakers), career expo,

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## Staff Instructional Supports

industry tours, etc. which have been coordinated by PEB. The costs for individual services within the service cover PEB's coordination of the various activities.

The service consists of a registration fee and a menu of services, based on the needs of the district. Regardless of the level of service selected, all districts participating will receive: access to professional development opportunities and grant opportunities; publicity; updates on workforce development trends, regional activities; awards program, including Student of the Year; and forum with leaders from business/industry.

### ► **Stipends**

533.040

Aid is available for those districts paying professional development stipends for participation in activities composed of participants from two or more districts. Stipends must be uniform for all participating districts in the activity and are paid in a uniform manner.

### ► **Substitutes**

533.050

Aid is available for eligible district substitute expenses.

### ► **Team Sheldon**

533.070 / 533.071 / 533.072

Team Sheldon is collaboration between SUNY Oswego's Department of Education and the participating component school districts. Team Sheldon meets to enhance communication and programs supported by both the university and educators in the field (533.070) Paid consultants through assignment of Team Sheldon to support school improvement activities are billed through service code 533.071. Professional Development Schools are schools which have adopted a model of pre-service teachers, college courses taught on site by practicing teachers, along with other professional activities through Team Sheldon (533.072).

### ► **Administrators Mentoring**

533.080

One to one mentors are matched with administrators to help support and facilitate growth and skill sets of future leaders.

### ► **RTTT Assessment Support Service**

533.081 / 533.082 / 533.083

The assessment development and analysis support service provides support in the creation of high quality assessment development and analysis protocols and tools (533.081 and 533.083).

Some tools require set up and support fees including data migration which can be charged under 533.082.

### ► **GCNY Educational Consortium**

533.110

The Greater Central New York Educational Consortium is a planning group comprised of chief executives of school districts, BOCES, higher education and Business Institutions in Onondaga-Cortland-Madison, Oswego, Cayuga-Onondaga, Jefferson-Lewis-Hamilton-Herkimer, Madison-Oneida, and Tompkins-Seneca-Tioga BOCES regions. Their purpose is to build connections between the area's colleges and universities and its elementary and secondary schools to strengthen the delivery of educational services for the Central New York community.

### ► **Customized Services - Data**

533.140 - 533.180

Custom reports (533.140), surveys (533.150), enrollment projections (533.160), are available upon request.

## ► GIS Planning Service

533.185

The GIS planning service allows for analysis of any data that can be linked to a specific address or point on a map. This makes it especially useful for studies involving grade realignments, school closings, building of new schools, BOCES Space Plans and merger of districts. Deliverables include ArcReader files of district maps including up to five planning scenarios, printed report, and informational presentation

## ► Instructional Planning Data-Additional Staff

533.190

Data Verification Support to assist districts in their understanding of, and verification of, reports required for the data warehouse and state reporting. Support includes individual and group training; guidance for district staff in articulating data responsibilities and developing processes; developing a district-specific data and assessment calendar including data refresh and verification deadlines; assisting in the verification of student data, and working closely with building leaders, department leaders, and others for the purpose of analyzing and interpreting data as it impacts instruction.

## Transportation: Staff Development & Testing

CoSer 633

This service provides yearly refresher courses for school bus driver and monitor/attendant requirements mandated by the State Education Department. Staff development training for school bus drivers and monitors/attendants in areas including school bus safety, defensive driving skills, student management, first aid, emergency preparedness, proper loading/unloading and transporting of students who utilize wheelchairs is also available. CiTi assists districts with the required school bus driver testing as required either by SED or the Department of Motor Vehicles under article 19-A, including physical performance testing,

biennial behind the wheel road testing, the oral/written examination, and the defensive driving examination. 19-A bus driver record maintenance is also available.

### Contact:

Staff Development Coordinator

**Liane Benedict** ..... 963-4300

[lbenedict@oswegoboces.org](mailto:lbenedict@oswegoboces.org)

## Staff Development: Clerical CoSer 641

This service is designed to provide training to clerical staff for the improvement of skills and knowledge in the delivery of support to school districts. Examples of training include, but are not limited to, specific school software packages, new federal and state regulations, educational compliance issues etc. Conferences, workshops and classes will be offered as needed or requested by the component districts.

### Contact:

Staff Development Coordinator

**Liane Benedict** ..... 963-4300

[lbenedict@oswegoboces.org](mailto:lbenedict@oswegoboces.org)

## Staff Development: Maintenance CoSer 642

This service enables districts to train various types of maintenance staff to improve the skills necessary to do their jobs effectively and efficiently. This service will also allow districts to train staff members to carry out State Education Department initiatives. Examples of training include, but are not limited to school safety guard training, maintenance of computer networks, Green Cleaning requirements etc. Conferences, workshops and classes will be offered as needed or requested by the component districts.

### Contact:

Staff Development Coordinator

**Liane Benedict** ..... 963-4300

[lbenedict@oswegoboces.org](mailto:lbenedict@oswegoboces.org)

## Technology Instructional Supports

### Technology Instructional Supports

#### Computer Education Coordinator

CoSer 336

This service provides itinerant staff for technology instruction to students. The service can also assist in district efforts toward technology integration planning, and serve as a liaison between districts and the CiTi Instructional Technology Department as may be needed.

**Contact:**

Assistant Superintendent for Instruction

**Roseann Bayne**..... 963-4297

[rbayne@oswegoboces.org](mailto:rbayne@oswegoboces.org)

#### Computer Support Services

CoSer 511

The computer support service provides an array of technology-related functions to enhance or expand district capabilities. CiTi staff will strategize with districts to develop and deploy cost-effective solutions that improve productivity and capability.

**Contact:**

Executive Director of

Technology and Data Management

**Tracy Fleming** ..... 963-4303

[tfleming@oswegoboces.org](mailto:tfleming@oswegoboces.org)

#### ► Technology Support

511.010 / 511.020 / 511.030

The CiTi Technology Team is available when district technical support teams need additional capacity or require special skills not available internally. We provide support via e-mail (511.010), phone (511.020), or on-site (511.030). Costs are based on actual use and are quoted following an initial consultation with the district

#### ► On-line Training / Instructor-led Training

511.040 / 511.050 / 511.055

We provide a variety of training opportunities for district personnel. Training is offered in several

formats including instructor-led (511.050), on-line (511.040), and computer-based via live remote connections through the Internet (511.055). In addition to creating and delivering training, CiTi personnel work with other training providers to coordinate supplementary training opportunities for our districts.

Certification Testing: Pearson VUE certification testing is the standard certification platform for many technologies and skills. Certification is available for Cisco, Networking, CompTIA, Nursing, Medical, Driving, Financial, Legal, Soft Skills, and more. Visit [www.pearsonvue.com](http://www.pearsonvue.com) for a complete list of certification tests available, which can be taken and proctored at the CiTi. Certiport Microsoft Office Specialist and IC3 (Computing Core Certification) testing is also available.

#### ► Research & Consulting

511.060

Our team provides research, consulting, and development of services to support district needs. Possible topics include networking, SharePoint sites, virtualization, educational software and hardware, adaptive technologies, server builds and integration, vendor selection, etc.

#### ► Web/Data Services

511.070

The web data services group at the Center for Instruction, Technology & Innovation develops online solutions for districts. Solutions are delivered through the web and driven by SQL-compliant database architectures. This helps to assure that solutions are available at any time, from any location and from any type of Internet-connected computer system.

Some of our solutions include:

- Team Task Manager / Inventory—An on-line help desk tracking solution supporting categorization and reporting on the efforts and activities of specialized staff members such as IT specialists and technicians. This solution includes asset tracking and a customizable knowledge base
- Website development and content Management Systems— A collection of online

tools enabling districts to develop, publish, and maintain their public website and sub-sites

## ► **Online Functional Behavior Assessments and Behavior Intervention Plans**

511.071

The CiTi provides an online solution to collect and process Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP) documentation.

This online tool allows assessment teams to contribute to collaborative confidential documentation replacing paper form based processes. This allows for CSE's and their teams to have a process to edit, monitor, review, and report on current and consistent data.

## ► **NYS CDOS-SACC Credential Management System**

511.072

An online collection of forms, workgroup management tools, and data analytics enabling district personnel to manage and track students' progress toward acquisition of the CDOS or SACC credentials. The digital forms allow management and review of these critical documents. The system allows file attachments to extend documentation beyond the forms themselves. Finally, data dashboards provide visual displays of aggregate district level progress as well as student level progress toward acquisition of the credentials.

## ► **Web Services**

511.080

The web services group at the CiTi develops solutions for districts. Please inquire to see how we can help build custom solutions.

Some of our solutions include:

- **Safe Schools System** – An on-line collection of still and video images of every district facility simulating 360° virtual reality. Used by emergency and district personnel during times of crisis.

- **Content Design** – A collection of services focused on improving the look and feel of district e-content and online products.

## Instructional Technologies- Common Learning Objectives (CLO)

CoSer 515

The Common Learning Objectives service assists school districts with the effective acquisition and deployment of technologies that directly support education.

To make service activities eligible for NY State aid, participation in the CiTi Model School service (CoSer 517) is required.

### Contact:

Executive Director of  
Technology and Data Management

**Tracy Fleming** ..... 963-4303  
[tfleming@oswegoboces.org](mailto:tfleming@oswegoboces.org)

## ► **Hardware/Software**

515.020

The service includes all purchasing and vendor management activities, delivery and installation support and coordination, and inventory and asset tagging activities. Also includes the coordination of equipment disposal as needed.

## ► **Itinerant On-Site Technician Support**

515.040

On-site Technicians and/or Computer Support Assistants are available to serve your district for one, two, or three days per week throughout the entire academic year.

## ► **Itinerant System Administrator (or Assistant System Administrator)**

515.045

On-site System Administrators are available to serve your district for one, two, or three days per week throughout the entire academic year.

## Technology Instructional Supports

### ► ***Itinerant Technology Trainer***

515.050

On-site Technology Trainers are available to serve your district for one, two, or three days per week throughout the entire academic year.

### ► ***Temporary Special Project Staffing***

515.055

On-site temporary technical assistance is available to serve your district. Staffing is obtained for a temporary basis. This is usually summer work deploying technology or large building projects that requires some limited technical skill.

### ► ***My Learning Plan/OASYS/WebReg***

515.081 / 515.082 / 515.083

On-line tracking of professional development and session/conference registration activities. Additional modules allow for observation and appraisal management. MLP set up is purchased through service code 515.081, with a fee per participant billed under 515.082. OASYS per participant fees can be purchased under 515.083.

### ► ***MLP-OASYS Setup Fee***

515.087

For districts initial startup and configuration of the OASYS product. One time charge only, for districts who are a current MyLearningPlan client.

### ► ***OASYS without MLP***

515.088

For districts initial startup and configuration of the OASYS product. One time charge only, for districts who are not a current MyLearningPlan client.

## Instructional Technology Support: Model Schools

**CoSer 517**

The Instructional Technology Support (ITS): Model Schools Program is designed to offer professional development and curriculum development for teachers to successfully integrate technology into the curriculum and classroom.

Basic service (517.000) includes:

- Basic service (517.000) includes:
- In-district days for instructional workshops (as scheduled with Peri Nelson, except on county-wide Superintendent's Conference Days)
- On-site follow-up to training (model lessons, planning, problem-solving and coaching)
- Shared workshops between districts
- BOCES-led ITS: Model School Workshops
- Technology Newsletters/Blogs
- Technology Integration and assistance with Common Core Learning Standards

School districts that participate in CoSer 515 CLO (Common Learning Objectives) are required to participate in the Model Schools CoSer. 517.000.

### Contact:

Technology Resource Coordinator

**Peri Nelson..... 963-4269**

[pnelson@oswegoboces.org](mailto:pnelson@oswegoboces.org)

### ► ***Additional Fees***

517.005

Districts may purchase specialized software for presentations, hire outside consultants or specialized presenters, or additional professional development and curriculum services through the ITS Model Schools CoSer.



## ► **Itinerant Staff**

517.010 / 517.015 / 517.020 / 517.025

Itinerant Computer Education Specialists will facilitate the integration of instructional technology as a teaching tool, intervention tool, and assessment tool. ITS: Model Schools staff supports educators with instructional practices that strengthen student skills and proficiencies through the integration of technology.

Itinerant staff will help teachers implement research-based best practices in their classrooms to enhance learning through research, communication, and the use of an array of technology tools.

Districts may request additional staff on a per diem basis (517.010) or on an FTE basis: 517.015 for Elementary School, 517.020 for Middle School and 517.025 for High School. All services provide a link between districts and CiTi instructional technology department.

## ► **Stipends**

517.030

Aid is available for those districts paying professional development stipends for technology-related instruction.

## ► **Substitutes**

517.040

Aid is available for substitute teachers for those teachers attending Model Schools Workshops.



## ► **Classroom Blogs**

517.050 / 517.051

CiTi provides blogs for classrooms using the most widely used and preferred blogging and CMS software in the industry, WordPress. Our implementation makes it very easy for a single administrator to manage all users and all blog sites in one easy to use dashboard interface. Hosting the service inside our network also allows for restricting access to a finite set of web viewers. This is a feature that no other blog service currently offers.

Some of the ideas for using a blog for the classroom would be:

- Demonstration of Proper Use – social networking is here to stay; teachers can use blogs to model appropriate behavior while teaching critical writing skills;
- Critical Reading – providing a peer evaluation of a writing sample;
- Connected Thinking – skills that demonstrate an active understanding of how the writing a student does is related to the topic they are writing about;
- Extension of the Physical Classroom – an essential part of the classroom today is to extend it past the brick and mortar of the walls and into the digital realm.

## ► **EdTech Network**

517.060

These elementary and secondary groups will meet multiple times during the school year to disseminate technology information, share technology implementation strategies, and promote cross-county dialogue based around educational technology.

## Grant Funded Services

### Grant Funded Services

#### Special Education School Improvement Specialists

CoSer 829

Two Special Education School Improvement Specialist (SEIS) are part of the Regional Special Education Technical Assistance Center (RSE-TAC). They are assigned to targeted schools or districts based upon a regional planning on student outcome data for students with disabilities or outcome data from State Performance Indicators. When assigned to a district or school they engage multiple stakeholders in a collaborative, data driven improvement planning process that identifies goals and activities designed to improve outcomes for students with disabilities. Additionally, they provide training, coaching and technical assistance on the effective education of students with disabilities throughout the region.

**Contact:**

SEIS Coordinator

**Tracy Mosher** ..... 963-3354

[tmosher@oswegoboces.org](mailto:tmosher@oswegoboces.org)

**Contact:**

SEIS Professional Development Specialist

**MaryJo Hart** ..... 963-3322

[mhart@oswegoboces.org](mailto:mhart@oswegoboces.org)



#### Central NY / Oswego County Teacher Center

CoSer 831

The CNYTC/OCTC is a large consortium teacher center, serving educators in twenty-five public school districts, two BOCES, twelve non-public schools, and five institutes of higher education. The CNYTC/OCTC is dedicated to bringing quality professional development experiences to the Central New York region. The teacher center supports educators as they implement instruction by offering workshops in the areas of Common Core Learning Standards, APPR, Data Driven Instruction, and 21st Century Skills.

The CNYTC/OCTC is located at: 4983 Brittonfield Parkway, Suite 203, East Syracuse, NY 13057.

**Contact:**

CNYTC/OCTC Coordinator

**Karen Culotti** ..... 299-7445

[kculotti@oswegoboces.org](mailto:kculotti@oswegoboces.org)





## Human Resources

### Staff Development: Interscholastic Coaches

CoSer 532

532.000 - 532.070

This service enables districts to train coaches to meet the State Education Department Athletic Coaching requirements. Appropriate record keeping and awarding of Coaching Registration Certificates will be provided based on successful course completion and SED guidelines. Since requirements vary for different audiences, advisement of specific requirements will be provided for certified physical education teachers, other certified teachers and non-teachers.

**Contact:**

Assistant Superintendent for Personnel

**Mark LaFountain..... 963-4286**

[mlafountain@oswegoboces.org](mailto:mlafountain@oswegoboces.org)

### Negotiations

CoSer 604

604.486 / 604.490

The negotiations service is currently available as a cross-contract service with Cayuga BOCES and OCM BOCES. This service provides an individual who will set up and structure negotiations for your district.

**Contact:**

Assistant Superintendent for Personnel

**Mark LaFountain..... 963-4286**

[mlafountain@oswegoboces.org](mailto:mlafountain@oswegoboces.org)

#### ► **Negotiations - Law Books**

604.030

The CiTi, upon request, purchases the School Law books for districts.

### Substitute Coordination Teacher Calling

CoSer 611

This service provides a registrar, who will secure substitutes for component school districts. This service involves the recording of absences by having the teachers call in, securing of the substitutes for those individuals, and providing the districts with written reports on the absences. Additional hours of service can be obtained through service 611.020.

**Contact:**

Assistant Superintendent for Personnel

**Mark LaFountain..... 963-4286**

[mlafountain@oswegoboces.org](mailto:mlafountain@oswegoboces.org)

### Fingerprinting (SAVE Legislation)

CoSer 613

The CiTi will provide electronic fingerprinting to employees of participating districts as required by the New York State Education Department. Bus drivers are not included as the LiveScan system is not connected to the Department of Transportation. Fingerprinting is included as part of the base service for CoSer 612 Safety & Risk, but represented in CoSer 613 to meet SED reporting requirements, until further notice.

**Contact:**

Assistant Superintendent for Personnel

**Mark LaFountain..... 963-4286**

[mlafountain@oswegoboces.org](mailto:mlafountain@oswegoboces.org)

## Human Resources and Support Services

### Personnel Recruitment Services

CoSer 635

This service is designed to assist component school districts in the recruiting process. CiTi personnel may act as recruiters and travel to sites to conduct on-site interviews and offer specific information about job openings. Information on candidates and resumes will be shared with participating districts.

**Contact:**

Assistant Superintendent for Personnel  
**Mark LaFountain** ..... 963-4286  
[mlafountain@oswegoboces.org](mailto:mlafountain@oswegoboces.org)



## Support Services

### Claims Auditing Service

CoSer 319

The service provides a shared Claims Auditor who will review financial claims and transactions on behalf of Boards of Education of participating school districts and certify that proper documentation and itemization are provided; payments are for legal purposes; transactions are properly authorized prior to approving the voucher or invoice for payment; and payments are made in accordance with the operating policies of the district.

**Contact:**

Assist. Superintendent for Administrative Services  
**Michael Sheperd** ..... 963-4260  
[msheperd@oswegoboces.org](mailto:msheperd@oswegoboces.org)

### Public Relations

CoSer 321

This service provides assistance to districts in developing and implementing their community public relations program, crisis communications and community presence. The service includes on-site story and information development; writing and editing of feature stories based on ideas provided by staff, and the distribution of press releases to local media. This award winning team has developed valuable relationships with local media built on the basis of trust and respect. Using industry-specific layout and design software and equipment, to provide the graphic design and development of printed materials such as brochures, newsletters, fliers, annual reports, this team also provides website content development; photographic work; coverage of special events; and other special projects as identified by the district. Participation in this service also includes a clipping service (see 321.020).

**Contact:**

Coordinator of Business Administration,  
 PR & Special Projects  
**Gisele Benigno** ..... 963-4241  
[gbenigno@oswegoboces.org](mailto:gbenigno@oswegoboces.org)

## ► Additional Days of Service

321.010

Per Diem days of the Public Relations service are available to districts that may have a special need. These days can be used for special district requests.

## ► Supplies & Additional Charges

321.020

For districts participating in 321.000, the public relations team creates an album annually of all stories published in local media. Charges include, the cost of the album(s) and/or special supplies needed to produce public relations materials (other than printing).

The print shop provides laminating services on site, as well as mail pre-sort and bundling services for saturation mailings. Folding, inserting, tabbing, envelope sealing and labeling services make large mailings a breeze! Digital files preferred for labeling/ mailing services, but pre-printed labels are also accepted.

### Contact:

Coordinator of Business Administration,  
PR & Special Projects

**Gisele Benigno** ..... **963-4241**  
[gbenigno@oswegoboces.org](mailto:gbenigno@oswegoboces.org)

## ► Printing Paper Charges

599.010

For purchase of copy paper, business and specialty envelopes and printed materials not produced on-site.

## ► Printing Service Charge

599.015

Service charge assessed for print work not produced on-site.

## ► Courier Service

599.020

The CiTi courier picks up and delivers mail, packages, library books and AV equipment to each Oswego County participating school district daily.

## Printing

## CoSer 599

The Printing Department provides quick copy services in color and black & white, and creates booklets, pamphlets, multiple-part NCR forms, newsletters, etc. Specialized insertion services (i.e. for covers and/or tabs) provide a professional finished look, with quick turnaround time. Bindery options include saddle stitching and/or spiral binding. Work may be duplicated from originals or digital files, on a large variety of paper stock, in varying colors, sizes, weights and finishes. All press work not included in the cooperative printing bid is quoted upon receipt of request, assisting buyers in their efforts to achieve the most favorable pricing. File correction and submission is handled by trained staff when native digital files are provided.



## Support Services

### Safety & Risk Management CoSer 612

The Center for Instruction, Technology & Innovation (CiTi) offers component districts comprehensive consultative and regulatory compliance assistance through the Safety and Risk Management (Base) service. This service provides reviews, recommendations, and assistance with district safety policies, protocols and trainings to minimize instances of accidents and injury, and to safeguard or improve the educational environment.

The shared Safety and Risk Coordinator will provide assistance to participating school districts in complying with state and federal regulations governing the health and safety of their students and employees including, but not limited to:

- Asbestos/AHERA Regulations
  - Asbestos Triennial Inspections
- Bloodborne Pathogens Program (BBP)
- Building Inspections
  - Annual Fire Safety Inspections
  - Annual Visual Inspections
  - Building Condition Survey Assistance
- Chemical Hygiene Standards for Science Laboratories
- District Safety Committee Assistance
- Emergency Management Planning/ Project S.A.V.E.
- Hazard Communications Program (Right-To-Know)
- Indoor Air Quality analysis
- NYS Building and Fire Code interpretation
- OSHA/PESH/EPA/DEC/DOH/SED
  - Regulation Compliance
  - Reporting Requirements
- Pesticide Use and Compliance
- Petroleum Storage Tank Compliance
- Plan Review
- Training

Services cover instruction and assistance to ensure safe work place conditions for public employees and a safe learning environment for students. In addition, this service will also research and provide additional regulatory compliance guidance on new legislation that impacts the school/work environment in regards to health and safety.

Services that require external support are subject to additional costs.

Program is purchased through a base fee (612.010) and RWADA fee (612.000).

#### Contact:

Safety & Risk Coordinator

**Patricia Cerio** ..... **963-4476**

[pcerio@oswegoboces.org](mailto:pcerio@oswegoboces.org)

#### ► In District Safety Officer

612.015

The In-district Safety Officer will provide assistance to participating school districts in complying with state and federal regulations governing the health and safety of their students and employees. All of the services that are included in the Base service are provided to the district on a dedicated basis by itinerant staff.

Districts subscribing to such in-district technical assistance purchase the service on an FTE basis. The minimum service is one day a week or .2 FTE

#### ► In-District Staff

612.020

In-district staff, provided by CiTi, support the following efforts:

- Maintain the district's science chemical inventory database and report, MSDS and hazard determination list.
- Obtain understandable and up-to-date Material Safety Data information for all chemicals on the district's hazardous substance list.
- Coordinate district requests with safety staff to schedule district training and complete other related duties as assigned.



Districts subscribing to such in-district technical assistance purchase the service on an FTE basis. The minimum service is one day a week or .2 FTE. Data generated is the property of the subscribing district.

## ► **Safety & Risk Management - Additional Services**

612.030 / 612.035

Safety training, fit tests, physicals are provided to support school buildings and grounds personnel (612.030). Hepatitis B vaccinations are also provided under service code 612.035.

## ► **Safety & Risk Management - Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR) Training**

612.037

The Center for Instruction, Technology and Innovation (CiTi) is proud to offer AED/CPR training covering adult and pediatric heart, breathing and choking emergencies. This training also covers policies and procedures that should be in place at all districts.

The two trainings that are offered include:

- American Heart Association's Heartsaver CPR/AED (Initial and Renewal)
- American Heart Association's Basic Life Support (BLS) for Healthcare Providers (Initial and Renewal)

These courses are designed to be a combination of classroom instruction and hands-on training.

## ► **Safety & Risk Management - Secure Schools**

612.040

Special programs or services requested by component districts for which there is an additional charge. For example: 360° Photographic Inventory/Mapping database, school safety/security audit using Crime Prevention Through Environmental Design in Schools (CPTED).

## Cooperative Purchasing

CoSer 670

The Cooperative Purchasing Service provides the coordination of the following annual, semi-annual and quarterly bids:

- Custodial Supplies
- Copy Paper
- Specialty Paper
- Art Supplies
- Health Supplies
- Transportation Supplies
- Transportation Fuels
- Presswork
- Calculators
- Computer Technology
- Audio-Visual Supplies
- General Office and Classroom Supplies
- Musical Instruments and Supplies
- Welding Supplies and Materials
- Athletic Equipment and Supplies
- HVAC Filters
- Food, Meat, Soda and Juice
- Culinary and Cooking Supplies
- Paper and Plastic Supplies
- Bread Products
- Milk and Dairy Products

The Cooperative Bid Coordinator meets with participants to review bid specifications, advertises, produces and analyzes the bids, producing an award recommendation for CiTi Board approval.

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## Support Services

The administrator coordinates purchasing details with vendors and component school districts. The process ensures that all New York State Education Department regulations and New York State municipal purchasing requirements have been met. Participating districts place their own purchase orders and receive goods directly from the vendors.

**Contact:**

School Purchasing Officer

**Amy Rhinehart**..... 963-4253

[arhinehart@oswegoboces.org](mailto:arhinehart@oswegoboces.org)

### ► *Specialty Bid Requests*

670.010 / 670.020 / 670.030

This service provides assistance with one-time bids and requests for proposals (RFP) not already included in CoSer 670.000. Contracted individually, per bid or request for proposal, the service includes the development and production of the bid or proposal and assistance with the analysis and award process.



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