

# Directory of Services

2013-2014



179 County Route 64  
Mexico, NY 13114  
(315) 963-4251

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

*Oswego County*  
**BOCES**





# Table of Contents

Other Special Aid Funded Programs .....	6
---	---

CoSer Index.....	7
------------------	---

## General Information

Board of Education & Component District Listing.....	8
--	---

Administrative Staff.....	9
---------------------------	---

Budget Development Target Dates.....	9
--------------------------------------	---

## Administrative Services

Administration.....	10
---------------------	----

Capital Projects & Rent .....	10
-------------------------------	----

Public Relations .....	10
------------------------	----

Additional Days of Service.....	11
---------------------------------	----

Supplies & Additional Charges .....	11
-------------------------------------	----

Printing .....	11
----------------	----

Printing Paper Charges .....	11
------------------------------	----

Printing Service Charge.....	11
------------------------------	----

Courier Service .....	11
-----------------------	----

Pupil Transportation .....	12
----------------------------	----

Pupil Transportation - Summer .....	12
-------------------------------------	----

Transportation: Staff Development & Testing .....	12
---	----

Transportation: Home to School .....	12
--------------------------------------	----

Negotiations.....	12
-------------------	----

Negotiations - Law Books .....	13
--------------------------------	----

Substitute Coordination Teacher Calling .....	13
---	----

Safety & Risk Management .....	13
--------------------------------	----

In-District Staff .....	13
-------------------------	----

Safety & Risk Management - Additional Services.....	14
---	----

Fingerprinting (SAVE Legislation) .....	14
---	----

Staff Development: Clerical .....	14
-----------------------------------	----

Staff Development: Maintenance .....	15
--------------------------------------	----

Cooperative Purchasing .....	15
------------------------------	----

Specialty Bid Requests.....	15
-----------------------------	----

## Student Programs

Career and Technical Education .....	15
--------------------------------------	----

Special Education .....	16-22
-------------------------	-------

### 10-Month Programs

Special Education 12:1:1 (Full Day).....	16
--	----

Special Education 12:1:1 (Half Day).....	17
--	----

# Table of Contents (continued)

Special Education 12:1:4 (Full Day) .....	17
Special Education 8:1:1 (Full Day) .....	18
Special Education 6:1:1 (Full Day) .....	18
Resource Room/ Consultant Teacher Services .....	18
Day Treatment Program: 8:1:1 Enhanced (Full Day).....	18
Related Service Options .....	19

## ***Itinerant Services***

1:1 Teaching Assistant .....	19
Itinerant Teacher of the Visually Impaired.....	19
Itinerant Teacher of the Deaf and Hard of Hearing Education .....	20
Itinerant Audiologist .....	20
Comprehensive Educational & Audiological Team Evaluation .....	20
Itinerant Speech Therapist .....	20
Job Coaching.....	21
Physical Therapy Services .....	21
Occupational Therapy Services .....	21
Itinerant Counseling .....	21
Special Education Itinerant Teacher .....	21

## ***Summer School***

Program Classes .....	21
Itinerant Services .....	21
1:1 Teaching Assistant .....	22

## **Alternative Education**

Driver Education (10-Month) .....	22
Alternative Vocational Ed. Multi.-Occupations (Half Day) .....	22
Alternative Education Middle School (Full Day).....	24
Equivalent Attendance Education.....	24
Summer School .....	24
Summer School Driver Education.....	24
Summer School Regents and RCT.....	24
Home School Coordination.....	25

## **Instructional Support Services**

Computer Education Coordinator .....	25
Curriculum Instruction and Coordination .....	25
OCAY League.....	25
Arts-in-Education .....	25
Performance Requests .....	26
Service Charge .....	27
Additional Requests.....	27
Exploratory Enrichment .....	27



Requests.....	27
Service Charge .....	27
Adolescent Pregnancy Prevention Services: SAFE Lessons .....	28
Adolescent Pregnancy Prevention Services: Teen Health Issues .....	28
<b>Distance Learning .....</b>	<b>28</b>
Homebound Students Staying Connected with the Classroom .....	29
Video Conferencing/Virtual Field Trips .....	29
<b>RADI<sup>2</sup>CAL / Instructional Planning .....</b>	<b>29</b>
Instructional Planning - Per Diem .....	30
Instructional Planning - Incidentals .....	30
Grants Services .....	30
Planning Facilitation.....	30
Customized Services .....	31
GIS Planning Service.....	31
Instructional Planning - Additional Staff .....	31
<b>Computer Support Services .....</b>	<b>31</b>
Technology Support.....	31
On-line Training / Instructor-led Training.....	31
Research & Consulting .....	32
Web/Data Services .....	32
Online Functional Behavior Assessments and Behavior Intervention Plans.....	32
Web Services.....	32
<b>Library Media.....</b>	<b>33</b>
Library Media Additional .....	33
Library Media Streaming Only .....	33
<b>Technology Repair .....</b>	<b>33</b>
Technology Repair Parts.....	33
Special Project Technician.....	33
<b>Common Learning Objectives (CLO) .....</b>	<b>34</b>
Hardware/Software .....	34
Itinerant On-Site Technician Support.....	34
Itinerant System (or Assistant System) Administrator.....	34
Itinerant Technology Trainer .....	34
Temporary Special Project Staffing.....	34
My Learning Plan/OASYS/WebReg .....	34
Moodle .....	34
MLP- OASYS Setup Fee .....	34
OASYS without MLP .....	35
<b>Model Schools .....</b>	<b>35</b>
Model Schools Additional Staff .....	35
Model Schools Stipends .....	36
Model Schools Substitutes .....	36
Model Schools Classroom Blogs.....	36
EdTech Network.....	36



## Table of Contents (continued)

Staff Development: Interscholastic Coaches.....	36
RADI <sup>2</sup> CAL / School Improvement.....	37
School Improvement Site Based .....	37
Staff Development .....	38
Partners for Education and Business .....	38
Stipends.....	38
Substitutes .....	38
PDS Consultants .....	39
PDS Professional Activities.....	39
Team Sheldon.....	39
Administrators Mentoring.....	39
Library Automation.....	39
Service Charge - Requests.....	40
Service Fee - Per Library.....	40
Open Source Install Fee .....	40
Open Source Annual Fees.....	40
Library Cooperative Collection Development - Part I .....	40
Service Charge .....	40
Library Cooperative Collection Development-Part II (Base Fee).....	40
Online Resources (Purchased Database) .....	40
LCC Online Resources Service Charge .....	41
Coordination, Implementation and Training Fee.....	41
Library Cooperative Collection Development-Part III.....	41
Database Management via SEARCH.....	41
Itinerant Librarian.....	41

## Other Special Aid Funded Programs

In addition to all the programs listed in this Directory of Services, Oswego County BOCES provided in 2012-2013 the following Grant and Special Aid funded programs and services:

ESEA I Migrant  
WIA, Title 2- Adult Education  
WIA, Title 2- English Speakers of Other Languages  
EPE (Employment Preparation Education)  
SE SIS (Special Education School Improvement Specialists)  
NYS OTDA- Supplemental Nutrition Assistance and Employment Training  
School Library System & SLS Automation  
LSTA Library  
Perkins IV / CTEIA  
GED Testing  
Teacher Center





# CoSer Index

001	Administration .....	10	511	Computer Support Services.....	31
002	Capital Projects & Rent.....	10	512	Library Media .....	33
101	Career and Technical Education .....	15	514	Technology Repair .....	33
201	Special Education 12:1:1 (Full Day).....	16	515	Common Learning Objectives (CLO)....	34
202	Special Education 12:1:1 (Half Day) .....	17	517	Model Schools .....	35
203	Special Education 12:1:4 (Full Day) .....	17	526	Home School Coordination.....	25
205	Special Education 8:1:1 (Full Day) .....	17	532	Interscholastic Coaches.....	36
207	Special Education 6:1:1 (Full Day) .....	17	533	RADI <sup>2</sup> CAL / School Improvement.....	37
209	Resource Room/ Consultant Teacher Services .....	18	534	Library Automation.....	39
217	Day Treatment Program: 8:1:1 Enhanced (Full Day).....	18	537	Library Cooperative Collection Development - Part I .....	41
223	1:1 Teaching Assistant .....	19	599	Printing.....	11
302	Itinerant Teacher of the Visually Impaired.....	19	603	Pupil Transportation .....	12
303	Itinerant Teacher of the Deaf and Hard of Hearing Education .....	20	604	Negotiations.....	12
305	Itinerant Speech Therapist .....	20	611	Substitute Coordination Teacher Calling.....	13
307	Job Coaching.....	21	612	Safety & Risk Management .....	13
312	Itinerant Librarian.....	41	613	Fingerprinting (SAVE Legislation) .....	14
321	Public Relations .....	10	633	Tran.: Staff Development & Testing .....	12
330	Physical Therapy Services .....	21	634	Transportation: Home to School .....	12
331	Occupational Therapy Services .....	21	641	Staff Development: Clerical .....	14
336	Computer Education Coordinator .....	25	642	Staff Development: Maintenance.....	14
338	Curriculum Instruction and Coordination .....	25	670	Cooperative Purchasing .....	15
352	Itinerant Counseling .....	21	814	Special Education Summer School Program Classes .....	21
355	Driver Education (10-Month) .....	22	815	Special Education Summer School Itinerant Services .....	21
402	Alternative Vocational Ed. Multi.- Occupations (Half Day) .....	22	816	Special Education Summer School 1:1 Teaching Assistant .....	22
406	OCA Y League.....	25			
410	Alternative Middle School Full Day.....	24			
412	Equivalent Attendance Education.....	24			
414	Summer School (General Education)...	24			
415	Arts-in-Education .....	25			
418	Exploratory Enrichment .....	27			
477	Distance Learning .....	28			
507	RADI <sup>2</sup> CAL / Instructional Planning.....	29			

# ABOUT US

## Board of Education

John Shelmidine, President.....	Sandy Creek Central School District
Kevin Dix, Vice President .....	Phoenix Central School District
William Scriber .....	Altmar-Parish-Williamstown Central School District
Gregory Muench .....	Central Square 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
Joel Southwell .....	Pulaski Academy and Central School District

## Component School Districts

Altmar-Parish-Williamstown Central School District...	Gerry Hudson, Superintendent Michael Hale, Sr., Board President
Central Square Central School District .....	Joseph Menard, Superintendent Lori Wood, Board President
Fulton City School District .....	William Lynch, Superintendent David Cordone, Board President
Hannibal Central School District .....	Donna J. Fountain, Superintendent Michael LaFurney, Board President
Mexico Academy & Central School District ...	Dr. Robert R. Pritchard, Superintendent Russell Partrick, Board President
Oswego City School District.....	William W. Crist, Superintendent John Dunsmoor, Board President
Phoenix Central School District.....	Judith Belfield, Superintendent Earl Rudy, Board President
Pulaski Academy & Central School District .....	Dr. Marshall Marshall, Superintendent Mike Monnat, Board President
Sandy Creek Central School District.....	Stewart R. Amell, Superintendent Brian MacVean, Board President





## Administrative Staff

Christopher J. Todd District Superintendent .....	963-4222
Mark LaFountain Assistant Superintendent for Personnel .....	963-4286
Jane Suddaby Assistant Superintendent for Instructional Services .....	963-4248
Michael Sheperd Assistant Superintendent for Administrative Services .....	963-4260
Walter Freyer Assistant Superintendent for Pupil Services.....	963-4263
Ronald A. Camp Director of Career and Technical Ed. & Alternative Ed. ....	963-4433
Jim Huber Director of Special Education .....	963-4315
Kevin Clapp Director of Technology .....	963-4303
Paul Gugel Director of Adult & Migrant Education.....	963-4256

## Budget Development Target Dates

Initial Request for Services Form due from Components .....	December 21, 2012
Draft of Services Rates & Tuitions to Components .....	January 25, 2013
Final Request for Services forms sent to Components .....	March 11, 2013
Annual Meeting; Review of Proposed Budget .....	April 10, 2013
Final Request for Services forms due from Components .....	April 12, 2013
Budget Vote & Board Election .....	April 25, 2013
2013-14 AS-7 Contracts to Components for execution .....	June 3, 2013
2013-14 AS-7 Contracts due from Components .....	June 28, 2013



# ADMINISTRATIVE SERVICES

## 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 traditionally allocated based on RWADA (resident weighted average daily attendance) and regardless of participation in the elective services that each district may request.

The BOCES administrative budget includes the following items:

Board of Education expenses including: board meetings & trainings, 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 NYS, clerical salaries directly assigned, travel expenses, supplies, equipment and contractual expenses associated with 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 directly assigned, travel expenses, supplies, equipment and contractual expenses associated with the operation of each office and general operation of the BOCES.

Other general costs including: central administrative office share of the overhead costs associated with BOCES 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 programs of the BOCES.

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

**Contact:** Michael Sheperd ..... 963-4260  
Assist. Superintendent for Administrative Services

## 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 and without regard to participation in the elective services that each district may request). However, there is no requirement for a vote, as in the administrative budget.

The BOCES 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:** Michael Sheperd .....963-4260  
Assist. Superintendent for Administrative Services

## Public Relations

### CoSer 321

This service is designed to help districts develop and implement 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, as well as the distribution of press releases to local media. Our award winning team has developed valuable relationships with local media built on the basis of trust and respect. Using industry-specific

# ADMINISTRATIVE SERVICES

layout and design software and equipment, we provide the graphic design and development of printed materials such as brochures, newsletters, fliers, annual reports, etc. We provide 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:** Gisele Benigno.....963-4241  
Coord. of Business Admin., PR & Special Projects

## ► *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).

## Printing

CoSer 599

The Printing Department provides quick copy services in color and black & white, for just about any job: booklets, pamphlets, multiple-part NCR forms, newsletters, etc. Our highly specialized insertion services for covers, tabs, etc., 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.

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:** Gisele Benigno.....963-4241  
Coord. of Business Admin., PR & Special Projects

## ► *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

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



# ADMINISTRATIVE SERVICES

## Pupil Transportation

CoSer 603

Oswego County BOCES can provide transportation for special needs students to various educational programs throughout Oswego County, as well as throughout New York State. Based on district requests, BOCES currently transports to programs in Batavia, Rome, Cortland, as well as various other facilities in Central New York. Fully certified bus drivers and bus attendants provide transportation on buses that are wheelchair accessible. Services are provided via establishment of NYSED transportation contracts initiated by school districts, and are eligible for transportation aid.

**Contact:** Kathy Jamerson .....963-4228  
Director of Transportation

### ► *Pupil Transportation - Summer*

603.010

Transportation services for special needs students to various educational summer programs throughout Oswego County, as well as throughout New York State. Based on district requests, BOCES currently transports to programs in Batavia, Rome, Cortland, as well as various other facilities in Central New York. Fully certified bus drivers, and bus attendants provide transportation on buses that are wheelchair accessible. Services are provided via establishment of NYSED transportation contracts initiated by school districts, and are eligible for special education aid as allowed by NYS.

## Transportation: Staff

### Development & Testing

CoSer 633

This service enables districts to meet school bus driver and monitor/attendant requirements mandated by the State Education Department in regards to yearly required refresher courses. Also, as may be requested by districts, staff development training for school bus drivers

and monitors/attendants would be coordinated and delivered in areas including but not limited to: school bus safety, defensive driving skills, student management, first aid, emergency preparedness, proper loading/unloading and transporting of students who utilize wheelchairs, etc. In addition, BOCES assists districts with the required school bus driver testing as required either by SED or the Department of Motor Vehicles under article 19-A. This includes 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:** Liane Benedict .....963-4246  
Staff Development Specialist

## Transportation:

### Home to School

CoSer 634

BOCES operates a shared service which provides participating school districts with home to school, field trip and sports trip transportation for their public school pupils in accordance with Education Law Section 3635.

**Contact:** Kathy Jamerson .....963-4228  
Director of Transportation

## 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:** Mark LaFountain .....963-4286  
Assistant Superintendent for Personnel





# ADMINISTRATIVE SERVICES

## ► *Negotiations - Law Books*

604.030

Oswego County BOCES, 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:** Mark LaFountain .....963-4286  
Assistant Superintendent for Personnel

## Safety & Risk Management CoSer 612

Oswego County BOCES offers component districts comprehensive consultative and regulatory compliance assistance through the Safety and Risk Management service. 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:

- Hazard Communications (Right-To-Know)
- AHERA asbestos regulations
- Project S.A.V.E. Emergency Planning/ Dignity for All Students
- Chemical Hygiene Standards for laboratories
- Bloodborne Pathogens
- Pesticide Use and Compliance
- Petroleum Storage Tanks
- OSHA/PESH/EPA/DEC/DOH

In addition, the 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.

Safety and Risk Management will also provide 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.

Services cover instruction and assistance to ensure safe work place conditions for public employees and a safe learning environment for students.

Annual Building inspection, Annual Fire Safety Inspections, NYS Building and Fire Code interpretation, IAQ analysis, Hearing/Noise assessments, respiratory protection, AHERA inspection, management planning and reporting issues, provide assistance with district Safety committee. Whenever possible, BOCES staff will develop and provide training; however, services that require external support and expertise are subject to additional costs.

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

**Contact:** Debra Eichholtz .....963-4476  
Safety and Risk Coordinator

*continued on next page*



# ADMINISTRATIVE SERVICES

## ► *In-District Staff*

612.020

In-district staff, provided by Oswego BOCES, 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

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).

## Fingerprinting (SAVE Legislation) CoSer 613

The Oswego County BOCES 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.

**Contact:** Mark LaFountain .....963-4286  
Assistant Superintendent for Personnel

## 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:** Liane Benedict .....963-4246  
Staff Development Specialist

## 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:** Liane Benedict .....963-4246  
Staff Development Specialist





# STUDENT PROGRAMS

## 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 and Meat
- Culinary and Cooking Supplies
- Paper and Plastic Supplies
- Bread Products
- Milk and Dairy Products
- Soda and Juice

The Cooperative Bid Coordinator meets with participants to review bid specifications, advertises, produces and analyzes the bids, producing an award recommendation for Oswego County BOCES Board approval. 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:** Gisele Benigno.....963-4241  
Coord. of Business Admin., PR & Special Projects

## ► 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.

## Career and Technical 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.

*continued on next page*



# STUDENT PROGRAMS

## Engineering/Technology

Auto Body Repair (3341)  
Auto Technology 1 & 2 (3345)  
Construction Technology (3441)  
Computer Systems & Networking:  
    CISCO or A+ (3512)  
Heavy Equipment Repair and Operation (3448)  
Motorsports Fabrication (3611)  
Outdoor Power Equipment Technology (3344)  
Welding Technology (3613)  
Digital Media Technology (3165)

## Health Services

Nursing Assistant (3974)

## Career Exploration

New Vision Allied Health (3980)  
New Vision Law & Government (3764)  
New Vision Education (3820)



## Human and Public Service

Cosmetology (3641)  
Culinary Arts (3672)  
Early Childhood Education (3213)  
Public Safety and Justice (3763)

## Natural and Agricultural Sciences

Floral Design & Greenhouse Technology (3117)

**Contact:** Ronald Camp .....963-4433  
Director of Career & Technical Education and  
Alternative Education

## Special 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) and unsubsidized employment pathways.

## Special 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 classes. 12:1:1 ID/DD classes are presently located at 4th Street School and G. Ray Bodley High School.

**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

# STUDENT PROGRAMS

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.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

## Special 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. 12:1:1 (Half-Day) Work-study Program classes are presently located at SUNY Oswego.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

## Special Education

### 12:1:4 (Full Day) CoSer 203

Classes provide for students with multiple disabilities so severe that it adversely affects educational performance. Daily living skills, basic life skills, and basic vocational skills are typically

emphasized. 12:1:4 SMD classes are presently located at Granby Elementary School and G. Ray Bodley High School.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

## Special Education

### 8:1:1 (Full Day) CoSer 205

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. The 8:1:1 ED/LD class is presently located at Mexico Middle School.

**8:1:1 GED class:** Students attending the 8:1:1 GED class must be at least 16 years old and are TABE (Test of Adult Basic Education) tested prior to entry in order to determine academic remediation needs as related to the GED 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 (GED) formula allows. 8:1:1 GED 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 GED class is presently located at the BOCES Campus.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

## Special 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

*continued on next page*

# STUDENT PROGRAMS

high school classes at Campus have the ability to obtain high school credits (awarded by their home school) in the following areas: Art, Foreign Language (ASL), Health, 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 BOCES Campus, Mexico Elementary School, and New Haven Elementary School.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

## 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 B. Ramer Technical Career Center at the BOCES 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 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:** Jim Huber.....963-4315  
Director of Special Education

## 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 special education instruction is provided by BOCES 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. Day treatment classes are presently located at the 4<sup>th</sup> Street School.

**Contact:** Jim Huber.....963-4315  
Director of Special Education



# STUDENT PROGRAMS

## Related Service Options

For students attending BOCES program classes in CoSers 201, 202, 203, 205, 207, 217 and 402:

**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.*

**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).

**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.

**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:** Jim Huber.....963-4315  
Director of Special Education

## 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:** Jim Huber.....963-4315  
Director of Special Education

### 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:** Jim Huber.....963-4315  
Director of Special Education

# STUDENT PROGRAMS

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

**Contact:** Jim Huber.....963-4315  
Director of Special Education

### ► *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.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

## Itinerant Speech Therapist **CoSer 305**

Certified speech therapist 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.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

### ► *Speech Services with Medicaid Documentation*

305.011

Licensed speech pathologists will provide direct or "under the direction of (UDO)" documentation for Medicaid reimbursement purposes.





# STUDENT PROGRAMS

## 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:** Jim Huber.....963-4315  
Director of Special Education

## 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:** Jim Huber.....963-4315  
Director of Special Education

## 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:** Jim Huber.....963-4315  
Director of Special Education

## 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.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

## ► *Special 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 (352.000) 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.

## *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, 8:1:1 enhanced, and 6:1:1 classroom options is offered. Similar to school year programming, all related services are available to students that attend Special Education Summer School.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

### 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 BOCES operated Summer School program classes.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

# STUDENT PROGRAMS

## 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:** Jim Huber.....963-4315  
Director of Special Education

## 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:** Ronald Camp .....963-4433  
Director of Career & Technical Education and Alternative Education



## Alternative Vocational Ed. Multi.-Occupations (Half Day) CoSer 402

Subscription for these Multi-Occupations programs are on a per slot basis.

**Pre-Multi.-Occupations (AM/PM)** - The Pre-Multi.-Occ. Program is designed for students in 7th and 8th grade. Students in the Pre-Multi.-Occ. Program (formerly known as Exploratory Occ.) will participate in a variety of vocational units. The focus of this program is to expose students to various vocational mediums, encouraging interest in both school and vocational programming.

Students can receive direct instruction in English 7 and Math 7 or English 8 and Math 8, depending on student grade level. The Pre-Multi.-Occ. instructors make vocational education recommendations for each of their students annually, which are shared with the student's home school district. Students exiting the Pre-Multi.-Occ. Program often attend Multi.-Occ. 1 the following year. The Pre-Multi.-Occ. classes are presently located at the BOCES Campus.

**Multi.-Occupations 1 (AM and PM)** - The Multi.-Occ. 1 experience is designed for students ages 14 to 15 years old, or approximately 9th grade. This program, designed in five-week career modules, provides an exploration of a variety of career options. Students in Multi.-Occ. 1 are assessed on career abilities and interests. There is a strong emphasis on vocational soft skills, developing basic work habits, and safety. Along with the vocational components of the program, students can receive instruction in 9th grade mathematics and English through a 12:1:1 self-contained model. In this model, a vocational teacher supports a highly qualified special education teacher to provide a practical application of content area skills. This provides opportunities for students participating in Multi.-Occ 1 to receive 3 high school credits (1 Math, 1 English, and 1 elective) awarded by the home school. The Multi.-Occ. 1 instructors make

# STUDENT PROGRAMS

vocational education recommendations for each of their students annually, which are shared with the student's home school district. Students exiting the Multi.-Occ. 1 Program often attend Multi.-Occ. 2 the following year. The Multi.-Occ. 1 classes are presently located at the BOCES Campus.

**Multi.-Occupations 2 (AM/PM)** - The Multi.-Occ. 2 experience is designed for students ages 15 to 16 years old, or approximately 10th grade. It provides students with an opportunity to explore career options in more depth. Students in this program often build on and hone their skills from Multi.-Occ. 1 experiences. Multi.-Occ. 2 students attend four ten-week modules. Along with the vocational components of the program, students can receive instruction in 10th grade mathematics and English through a 12:1:1 self-contained model. In this model, a vocational teacher supports a highly qualified special education teacher to provide a practical application of content area skills. This provides opportunities for students participating in Multi.-Occ 2 to receive 3 high school credits (1 Math, 1 English, and 1 elective) awarded by the home school. The Multi.-Occ. 2 instructors make vocational education recommendations for each of their students annually, which are shared with the student's home school district. Students exiting the Multi.-Occ. 2 Program typically attend Multi.-Occ. 3, Multi.-Occ. 4 (JET Program), or a Career and Technical Education offering the following year. The Multi.-Occ. 2 classes are presently located at the BOCES Campus.

**Multi.-Occupations 3 (PM)** - The Multi.-Occ. 3 Program is designed for students (typically) ages 16 to 17 years old, or approximately 11th grade. It emphasizes a hands-on experience in work preparation and production with a strong emphasis on vocational soft skills and safety. Along with the vocational components of the program, students can receive instruction in 11th grade English through a 12:1:1 self-contained model (a vocational teacher supports a highly qualified special education teacher to provide a practical application of content area skills)

and Design and Drawing for Production (DDP) instruction. This provides opportunities for students participating in Multi.-Occ 3 to receive 3 high school credits (1 English, 1 Art, and 1 elective) awarded by the home school. Multi.-Occ. 3 instructors make vocational education recommendations for each of their students annually, which are shared with the student's home school district. Students exiting the Multi.-Occ. 3 Program often attend Multi.-Occ. 4 (JET Program) or a Career and Technical Education offering the following year. The Multi.-Occ. 3 class is presently located at the BOCES Campus.

**Multi.-Occupations 4 (AM)** - The Multi.-Occ. 4 Program, also known as the Job Education Training (JET) Program is designed for students (typically) ages 17 to 19 years old or at the end of their high school career. This program emphasizes 3 entry-level job skills in each of the following 4 areas: Auto Services, Foods, Maintenance, and Retailing. Students also have the opportunity to earn certification in CPR and First Aid. Students exit the JET Program with a well-developed portfolio that may be utilized upon seeking employment or added to upon enrolling in a Career and Technical Education offering. Along with the vocational components of the program, students will receive instruction in Job Education Training (JET) mathematics and 12th grade English through a 12:1:1 self-contained model. In this model, a vocational teacher supports a highly qualified special education teacher to provide a practical application of content area skills. This provides opportunities for students participating in Multi.-Occ 4 to receive 3 high school credits (1 Math, 1 English, and 1 elective) awarded by the home school. The Multi.-Occ. 4 class is presently located at the BOCES Campus.

**Contact:** Jim Huber.....963-4315  
Director of Special Education



# STUDENT PROGRAMS

## Alternative Education

### Middle School (Full Day) CoSer 410

The middle school alternative education program, also known as The Crossroads Academy, is designed to for an enrollment of 8-10 students per section and provide the individual attention that students need to successfully complete required courses and to reach their fullest potential. These students frequently present with attendance issues, and are in need of a highly motivational and educational experience. Family therapy is an element of the program which can facilitate improvement in the family support structure for the student. Through that therapeutic process the student, parent and school program staff will be engaged in a partnership directed towards student's success as the end goal.

The full-day program covers the entire gamut of courses required for middle school students. They include courses such as: math, ELA, science, social studies, health and career exploratory/technology. Content is delivered in non-traditional ways, integrating Project Based Learning into course instruction whenever possible. This approach is designed to not only engage students, but to highlight educational relevance to students' daily lives.

The program will engage with parents to orchestrate the necessary internal family support mechanisms to facilitate the student's daily attendance and successful school functioning. Family therapy efforts will empower the parents to support the student's educational success and establish the needed connections and partnerships within community resources and support agencies. Alternative education middle school classes will be located at the BOCES Campus.

**Contact:** Jim Huber.....963-4315  
Director of Special Education

## Equivalent

### Attendance Education CoSer 412

Equivalent Attendance (EA) - Provides instruction in preparation for the GED test 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:** Paul Gugel .....963-4256  
Director of Adult & Migrant Education

## Summer School

### CoSer 414

Oswego BOCES 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:** Ronald Camp .....963-4433  
Director of Career & Technical Education and Alternative 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.





# INSTRUCTIONAL SUPPORT SERVICES

## Home School Coordination

CoSer 526

Employees of the BOCES 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 BOCES 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:** Ronald Camp .....963-4433  
Director of CTE and Alternative Education

## 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 BOCES' Instructional Technology Department as may be needed.

**Contact:** Jane Suddaby .....963-4248  
Assistant Superintendent for Instructional Services

## 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 BOCES 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:** Jane Suddaby .....963-4248  
Assistant Superintendent for Instructional Services

## OCAV 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:** Jane Suddaby .....963-4248  
Asst. Superintendent for Instructional Services

## Arts-in-Education

CoSer 415

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

- Oswego BOCES
- Cayuga-Onondaga BOCES
- Jefferson-Lewis BOCES
- Onondaga-Cortland-Madison BOCES

This service is intended to encourage a school district to allocate resources through

*continued on next page*



# INSTRUCTIONAL SUPPORT SERVICES

a comprehensive and coordinated BOCES 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 provides districts with membership on the BOCES Arts Advisory Council, publications, on-site consultation, staff development programs, grant services, showcases, and access to a full range of K-12 programs and art providers.

**Contact:** Marsha W. Marcarian .....963-4249  
Arts-in-Education Coordinator

## ► *Performance Requests*

415.010

Program components available include:

**1. Touring Artist Program:** “In School” performances, in a wide variety of art genres. All programs of this type are eligible to receive BOCES aid.

**2. Arts-In-Education Showcase:**  
An annual spring event, the showcase features “preview performances” from top artists. Exhibitors are also present. Plan on attending the annual showcase to find the best artists for your school.

**3. Arts-In-Education Website:** Please visit our arts-in-education website: <http://artsined.oswegoboces.org> for information on performing groups, visual artists, ticket vendors, exploratory enrichment activities, and authors. Also on the site are forms for you to print out, links to artist resource sites, and grant opportunities.

**4. Artist in Residence Programs:** The Oswego County BOCES Arts-In- Education Service has information on a wide variety of artists who are experienced in conducting residencies in all artistic disciplines – dance, music, drama and visual arts. Residencies

last from three to five days, or more. These experiences give students unique insights into the creative process and we can provide models for curriculum integration.

**5. Arts-In-Education Grants:** There are several grants available for schools that wish to undertake larger or more long-term arts-in-education projects. Contact our office for information on the type of grants that would best suit your curriculum, and for assistance in preparing grants.

**6. Admission Tickets for Performance/Exhibition Attendance:** Tickets for students to attend performances/exhibitions (CRC Youtheatre, Syracuse Stage, Cortland Repertory, Erie Canal Museum, Everson Museum, Tyler Art Gallery, etc.) can be purchased through the arts service. This also includes aidable purchase of tickets to performances in major cities (New York, Toronto, etc.). This component is intended for off-site experiences in the arts areas only, and not intended for health, science, technology, etc. types of programs. (see CoSer 418)

**7. Conference and Festival Registration:** School and student registration fees for such organizations as NYSSMA, NYSTEPA, and NYSATA. Instructional materials required for each event can generate aid if purchased through the sponsoring organization.

**8. Author Visits:** This component helps districts bring authors and illustrators into their schools. Current visit opportunities/ author information is kept on file. Author requests are also handled through this component.

**9. Facilities Reviews:** A consultant in technical theater design and theater health, safety and insurance issues will review school district performance rooms and spaces. Each member district can receive one day of technical consultation upon



# INSTRUCTIONAL SUPPORT SERVICES

request. Additional days may be purchased if desired.

## 10. Professional Development

**Opportunities:** Throughout the school year, workshops will be provided for art, music, theater, and general area teachers. Workshop topics range from “Best Practices” in the arts to curriculum-integrated instructional unit design.

### ► *Service Charge*

415.020

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

### ► *Additional Requests*

415.030

For districts whose staff participates in activities offered through the AIE CoSer, including staff development and the showcase.



## Exploratory Enrichment CoSer 418

Offered as a regional service through the Regional Arts-In-Education Service of the Oswego County BOCES, the Exploratory Enrichment CoSer (418.010) is available to participating districts as a stand-alone CoSer for the express purpose of enabling subscribing school districts to participate in curriculum-based programs in areas outside of the arts (such as social studies, science, technology, environmental education, health, etc.) wherein students visit various sites, institutions and exhibits related to the respective subject areas. Examples are visits to planetariums, science museums and exhibits, technology fairs, historical sites, resource management facilities, etc.

**Contact:** Marsha W. Marcarian .....963-4249  
Arts-in-Education Coordinator

### ► *Requests*

418.020

Exploratory Enrichment programs are curricula based non-arts programs. For example, Physics Day at Darien Lake and The MOST.

Other programs such as the Planetarium and Environmental Education are available through cross- contract.

Fees covered under this CoSer 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 CoSer 418.020.

*continued on next page*

# INSTRUCTIONAL SUPPORT SERVICES

## ► *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:** Ronald Camp .....963-4433  
Director of Career & Technical Education  
and Alternative Education

## ► *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.

Oswego BOCES/APPS will coordinate this service and specialists in human sexuality education will deliver it.

**Contact:** Ronald Camp .....963-4433  
Director of Career & Technical Education  
and Alternative Education

## 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 and College Courses for K–12 students over GigE Fiber Network
- IP 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:** Laurie Ouderkirk.....963-4298  
Distance Learning Coordinator

## ► *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
- Project Management and Coordination
- Technical Support & Training for student, family, and faculty
- Liaison between home, school, and hospital

# INSTRUCTIONAL SUPPORT SERVICES

## ► Video Conferencing/Virtual Field Trips

477.020

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
- Coordinating and scheduling educational, standards based field trips
- Technical Support and Training
- Facilitation of Field Trip during Video Conference

## RADI<sup>2</sup>CAL\*

CoSers 507/533

Oswego BOCES Research, Planning, and School Improvement Departments are referred to as Research and Data Informing Instruction, Curriculum, Assessment, & Leadership (RADI<sup>2</sup>CAL). The mission is to support the process of school improvement by utilizing data to create learning opportunities for educators that improve instructional practices for all students.

**\* CoSers 507 and 533 are a combined service but are billed to districts separately.**

**Contact:** Jane Suddaby .....963-4248  
Assistant Superintendent for Instructional Services

**Contact:** Liane Benedict .....963-4246  
Staff Development Coordinator

**Contact:** Barb Recchio-Demmin .....963-4246  
Research & Planning Specialist/Staff  
Development Specialist

## Instructional Planning

CoSer 507

Instructional Research & Planning under the RADI<sup>2</sup>CAL combined service promotes school improvement through data driven planning linked to best practices. Base fees (507.000) for these services include:

### Data Analysis Services

- Support for district administrators in their understanding of accessing and using data to improve classroom instruction
- Support for district Data Administrators including sharing of work plans and best practices
- Support for district Data Teams / Inquiry Teams including training in assessment literacy, goal setting, and protocols for collaboration and dialogue
- Core data analysis reports for grades 3-8 state assessments along with supporting documentation for utilizing data to guide instruction, as requested
- Data portfolios containing district and regional data for all major state assessments (in collaboration with CNYRIC)
- Item analysis reports for NYS assessments with color-coding to identify gaps, as requested
- Support for HS teachers and administrators in utilizing Regents reports generated through CNYRIC scanning
- Analysis of results from gap analysis including recommendations for future professional development
- Hosting of CNYRIC Data Administrator Meetings via Video Conferencing
- Support for data access and analysis, and training in available tools (COGNOS, SIS Web, Excel, SPSS, ArcGIS)
- DATAG (NY Schools Data Analysis Technical Assistance Group) representation

*continued on next page*

# INSTRUCTIONAL SUPPORT SERVICES

## **Delivery of Base Fee Services**

- On-going support and visitations with district staff

## **GIS: Geographic Information Services**

Analyzing data from a geographic perspective. Access to standard maps such as:

- District boundaries
- Zip Code areas
- Local, regional and wide area maps
- Training on use of free software (ArcReader - similar to Acrobat Reader)

**Contact:** Barb Recchio-Demmin .....963-4246  
Research & Planning Specialist/Staff  
Development Specialist

## **► *Instructional Planning - Per Diem***

507.010

Research Specialist will work closely with building leaders, department leaders, and others for the purpose of analyzing and interpreting data as it impacts instruction. This service is billed on a full day per diem rate. Associated incidentals will be billed in 507.020.



## **► *Instructional Planning - Incidentals***

507.020

Charges for materials and supplies used in the delivery of CoSer 507 services that are not included in base fees.

## **► *Grants Services***

507.025

Grants Services provides research and grant writing for school districts and outside agencies with appropriate agreements. The service informs districts about federal, state and local, public, private and corporate funding opportunities.

Grants Services includes web content for individuals to obtain information pertaining to researching and cultivating funding sources, developing programs and budgets, preparing and submitting grant applications, and other research and planning activities.

Grants Services offers proposals RFP analysis for eligibility and planning; assistance with needs identification; writing, editing and proposal review in coordination with key district staff for submission of accurate and complete grant applications. Grants Services can also include preparing budgets and budget narratives based on the district's calculations.

Outside agencies other than school districts, agencies can enter into a Cooperative Agreement with the BOCES prior to receiving any grant services.

**Contact:** Ross Gullo .....963-4458  
Grant Writer

## **► *Planning Facilitation***

507.030

Site based facilitation of AIS, PDP, CDEP, CSPD and other facilitation services customized for district planning.



# INSTRUCTIONAL SUPPORT SERVICES

## ► *Customized Services*

---

507.040 - 507.080

Custom reports (507.040), surveys (507.050), enrollment projections (507.060), grant evaluations (507.070), and services to non-components (507.080).

## ► *GIS Planning Service*

---

507.085

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. This service is billed on a full day per diem rate, associated incidentals, and a one-time RWADA fee.

## ► *Instructional Planning - Additional Staff*

---

507.090

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.

## *Computer Support Services CoSer 511*

---

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

**Contact:** Kevin Clapp.....963-4303  
Director of Technology

## ► *Technology Support*

---

511.010 / 511.020 / 511.030

The Oswego County BOCES 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 (CoSer 511.010), phone (CoSer 511.020), or on-site (CoSer 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 (CoSer 511.050), on-line (CoSer 511.040), computer-based and via live, remote connections through the Internet (CoSer 511.055). In addition to creating and delivering training, BOCES 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

*continued on next page*

# INSTRUCTIONAL SUPPORT SERVICES

more. Visit [www.pearsonvue.com](http://www.pearsonvue.com) for a complete list of certification tests available, which can be taken and proctored at Oswego County BOCES. Certipoint Microsoft Office Specialist and IC3 (Computing Core Certification) testing is also available.

## ► *Research & Consulting*

---

511.060

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

## ► *Web/Data Services*

---

511.070

The web data services group at Oswego County BOCES develops solutions for districts. Solutions are delivered through the web and typically 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:

- **Classroom Blogs** – We provide classroom blogs using a customized version of Wordpress. Our implementation makes it easy for a single administrator to manage all users and all blog sites. Hosted within our network allows for restricting access to a finite set of web viewers.
- **Team Task Manager / Inventory** – An on-line system for tracking, categorizing and reporting upon the activities and inventory of teams (Help Desk, technical support, operations and maintenance, etc).
- **Custom surveys** – Much more powerful

and flexible than some popular tools, we utilize open source solutions to help you perform surveys and data collection.

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

---

511.071

Oswego BOCES is pleased to provide districts 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.

## ► *Web Services*

---

511.080

The web services group at Oswego County BOCES develops an abundance of 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 360° virtual-reality, still and video images of every district facility. Used by emergency and district personnel during times of crisis.
- **Graphic Design** – A collection of services focused on the improvement of the look/feel of district information for multimedia, web, print or broadcast.
- **Multimedia Creation** – Mixing a collection of capabilities and skills, our team can produce videos, animations, DVD/CD products, etc.
- **Video Recording & Production** – Members of our team can go on-site to





# INSTRUCTIONAL SUPPORT SERVICES

digitally record events, presentations, etc., and then convert this information into DVD or web-deliverable formats.

## Library Media

CoSer 512

This service is the combined media libraries of OCM BOCES, Oswego BOCES and TST BOCES. Through MediaConnect, our online media ordering system, subscribers have access to an extensive collection of educational resources that support classroom instruction and student achievement, as well as an excellent selection of staff development materials. Many titles are available in digital format, providing an efficient manner of delivery that allows for “teachable moments” as they occur.

The collection includes VHS, DVD, Streaming Video and Audio, Audio Books, PlayAway Recorded Books, Jackdaws, Kits, and Photo Collections. Streaming Video includes resources from Learn360, Vital New York, and SoundzAbound. High Schools and Middle/Junior High Schools also receive NBC News Archive, and Discovery Education. Additionally, the Media Collection houses approximately 500 classic titles on 16mm film, one of the largest film collections available in New York State.

**Contact:** Marla Yudin .....963-4363  
School Library System Director

### ► Library Media Additional Requests

512.010

Additional Requests (512.010).



### ► Library Media Streaming Only

512.020 / 512.025

For those districts wishing to move to a “streaming only” service, allowing for flexible, differentiated instruction and increased student access to digital resources. Content providers include, Discovery Education, learn 360 and NBC Learns, as well as other streaming media providers. Streaming Media only base fee (512.020); Streaming Media, actual use (512.025).

## Technology Repair

CoSer 514

514.000 / 514.005

The Technology Repair service provides repair, preventative maintenance and/or replacement services for computers, peripherals, audio/video equipment, and any other technologies used by school districts. The service is charged based upon a base fee (CoSer 514.000), plus an RWADA cost (CoSer 514.005).

**Contact:** Kevin Clapp .....963-4303  
Director of Technology

### ► Technology Repair Parts

514.010

Districts have an option of designating funds specifically for the purchase of repair parts. Those dollars can be allocated here. Parts required in repair activities are billed at cost plus a percentage.

### ► Special Project Technician

514.040

On-site technicians can be made available for your short-term projects and their time is billed on an hourly or daily basis.

# INSTRUCTIONAL SUPPORT SERVICES

## 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 Oswego County BOCES Model School service (CoSer 517) is required.

**Contact:** Kevin Clapp.....963-4303  
Director of Technology

#### ► *Hardware/Software*

515.020 / 515.021

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. CoSer 515.021 is for lease payments.

#### ► *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 (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.

#### ► *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.

#### ► *Moodle*

515.084 / 515.085 / 515.086

On-line learning environments to extend the classroom to the Internet and complement instructional activities.

#### ► *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.



# INSTRUCTIONAL SUPPORT SERVICES

## ► *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.

## ► *Model Schools Additional Staff*

517.010 / 517.020 / 517.025

Technology itinerant support staff will facilitate the integration of instructional technology as a teaching tool, intervention tool, and assessment tool. Model Schools staff support instructional practices that strengthen student skills and proficiencies through the integration of technology and 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. These tools are used to integrate state and national academic and technology standards into interactive lessons for the teacher and student.

Districts may request an Itinerant Computer Education Coordinator who will support classroom initiatives with technology including, but not limited to: SMART Boards, CPS and SMART Response (interactive student response systems), Moodle (Virtual Learning Environment), Microsoft Office, Castle Learning, Digital Photography, Internet Safety, NETS for Students, Teachers and Administrators, Technology Planning and Technology Literacy Assessment.

*continued on next page*

## Model Schools

## CoSer 517

The Model Schools Program is designed to offer professional development and curriculum development for teachers to successfully integrate technology into the curriculum and classroom. The base fee provides some days in-district for instructional workshops and on-site follow-up (model lessons, planning, problem-solving, and coaching). These days, however, may not fall on a countywide Superintendent's Conference Day. Shared workshops between districts at a district site are also an option to help facilitate teacher professional development in technology. The base fee also allows teachers in participating districts to attend Model Schools Workshops at no additional cost. If a workshop requires the purchase of specialized software or the hiring of a specialized presenter, an additional fee will be charged to the participants. Other professional and curriculum development services are available for an additional fee emphasizing instructional technology applications and their integration within the curriculum. Implementation at the on-site classroom of teachers for actual hands on use will focus as follow up to ensure teacher's proficiency and ease of use with students.

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

**Contact:** Peri Nelson.....963-4269  
Technology Resource Coordinator



# INSTRUCTIONAL SUPPORT SERVICES

Districts may request additional staff on a per diem basis (517.010). CoSer 517.020 Secondary and CoSer 517.025 Elementary provide additional staff on an FTE basis. Both services provide a link between districts and BOCES instructional technology department.

## ► *Model Schools Stipends*

---

517.030

Aid is available for those districts paying professional development stipends.

## ► *Model Schools Substitutes*

---

517.040

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

## ► *Model Schools Classroom Blogs*

---

517.050

Oswego BOCES 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. Something that no other blog service offers currently.

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

Base Fee participation is required.

## ► *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.

Base Fee participation is required.

## Staff Development:

### *Interscholastic Coaches*

---

CoSer 532

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





# INSTRUCTIONAL SUPPORT SERVICES

requirements will be provided for certified physical education teachers, other certified teachers and non-teachers.

**Contact:** Mark LaFountain .....963-4286  
Assistant Superintendent for Personnel Services

## **RADI<sup>2</sup>CAL\*** **CoSers 507/533**

Oswego BOCES Research, Planning, and School Improvement Departments are referred to as Research and Data Informing Instruction, Curriculum, Assessment, & Leadership (RADI<sup>2</sup>CAL). The mission is to support the process of school improvement by utilizing data to create learning opportunities for educators that improve instructional practices for all students.

**\* CoSers 507 and 533 are a combined service but are billed to districts separately.**

**Contact:** Jane Suddaby .....963-4248  
Assistant Superintendent for Instructional Services

**Contact:** Liane Benedict .....963-4246  
Staff Development Coordinator

**Contact:** Barb Recchio-Demmin .....963-4246  
Research & Planning Specialist/Staff Development Specialist

## **School Improvement** **CoSer 533**

School Improvement under the RADI<sup>2</sup>CAL combined services promotes school improvement through data driven planning linked to best practices. Base fees are charged under 533.000 and RWADA charges are charged under 533.005. Base fee services for 533 include:

### **Leadership/School Improvement**

- Coordination and Supervision of all RADI<sup>2</sup>CAL Services
- Network Team planning and coordination in support of Race To The Top initiatives
- Staff/Curriculum Development Network

liaisons

- Oswego County Curriculum & Instruction Committee facilitation
- Oswego County Leadership meetings facilitation
- Oswego County Leadership support and development
- Administrative mentoring support and facilitation
- Facilitation and coordination of district and team planning initiatives
- School Board development and facilitation
- Research & sharing of best practices
- Facilitating of faculty meetings and topic overviews as requested
- Maintain listservs & online learning/communities for ongoing communication
- Oswego County Literacy Network facilitation
- Oswego County Math Network facilitation
- Oswego County Assessment Liaisons facilitation

### **Scoring Services**

(Incidental costs billed in 533.020)

- Scoring Leader and Table Facilitator Training for ELA & Math
- Regional Scoring participation and facilitation, as requested
- County wide support and SED liaison during scoring

### **Consultation Services**

- Staff service for your district including telephone support (off-site consultation)
- On-going support and visitations with district staff

**Contact:** Liane Benedict .....963-4246  
Staff Development Specialist

*continued on next page*

# INSTRUCTIONAL SUPPORT SERVICES

## ► *School Improvement Site Based*

533.010

Additional request for services for district customization of school improvement initiatives. Full day per diem rate. Associated incidentals will be billed in 533.020.

## ► *Staff Development*

533.020

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.

## ► *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 10 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, 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.



# INSTRUCTIONAL SUPPORT SERVICES

## ► *PDS Consultants*

533.060

Paid consultants through assignment of Team Sheldon to support school improvement activities.

## ► *PDS Professional Activities*

533.061

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.

## ► *Team Sheldon*

533.070

Team Sheldon is a 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.

## ► *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 / 533.0082

Oswego BOCES is pleased to offer a Race to the Top Assessment Support Service inclusive of LinkIt! LinkIt! is a web based assessment tool that provides a simple and comprehensive system for assessment creation, delivery, scoring, and reporting. The tool also features a dashboard-style interface and sophisticated,

yet intuitive analytical tools for tracking student and teacher performance. The integrated content modules include a standards-aligned item bank, a benchmark assessment series and a library of intervention lessons available in both digital and print format.

This service also includes the implementation and analysis of regionally developed assessments for RTTT requirements, as well as facilitation of a District Comprehensive Assessment Framework. One time set up fee and initial data migration support fees charged under 533.082.

## Library Automation

CoSer 534

The goal of the automation service is to develop a regional, integrated system for library automation and resource sharing in Oswego County. Library automation means using computer technology to improve a library's ability to access, process, store, retrieve, transfer and share information and resources.

The per library fee includes access to 1) the North Country ICICILL-Interlibrary system; 2) the Oswego BOCES SLS Union Catalog; 3) nationwide interlibrary loan service.

Provision and support of integrated library management software and suitable hardware will remain the same and includes Follett Library Automation Systems and Open Source Automation for Library Systems.

**Contact:** Marla Yudin .....963-4363  
School Library System Director

*continued on next page*

# INSTRUCTIONAL SUPPORT SERVICES

## ► *Service Charge - Requests*

534.010

Based on actual use (must also participate in CoSer 534.015).

## ► *Service Fee - Per Library*

534.015 / 534.016

Per library fee for administration of all services.

## ► *Open Source Install Fee*

534.020

Installation and conversion of records.

## ► *Open Source Annual fees*

534.030 / 534.040 / 534.050

Updates to program (must also participate in CoSer 534.015) in the first year are billed under 534.030; Open Source per library annual fee is billed under 534.040 with an annual Open Source maintenance fee billed under 534.050.

## Library Cooperative Collection Development - Part I CoSer 537

This CoSer supports the instructional program and informational needs of K - 12 administrators, students and staff and others in the Oswego County BOCES region. Due to budget constraints and the increasing costs of library resources, school districts are often not able to buy the full range of resources needed to support the curriculum. The Oswego County School Librarians have developed a plan to coordinate collection development in Oswego County schools. Librarians will identify curriculum areas of need. Participating school libraries will choose areas on which to concentrate and select appropriate materials for purchase. This area of concentration can change in subsequent years. Orders will be sent to the BOCES School Library System for processing.

Upon receiving the materials, cataloging information will be entered into the regional database and sent back to the appropriate schools.

Districts subscribe on a per building basis for the number of buildings they choose.

**Contact:** Marla Yudin .....963-4363  
School Library System Director

## ► *Service Charge*

537.010

Based on a percentage of requests in CoSer 537.000.

## ► *Library Cooperative Collection Development-Part II (Base Fee)*

537.020

The School Library System provides direct access to online databases and instructional library resources, including periodicals, newspapers, references, literature, and visual images to participating school libraries. Many resources also include text-to-speech functionality. These resources provide staff and students access to quality information on relevant topics that support the Common Core Curriculum Standards.

Participating schools receive at least one additional database, selected to meet curricular needs. The additional resources are included in the base fee.

Participating districts will be charged the base fee under service code 537.020

## ► *Online Resources (Purchased Database)*

537.030

A menu listing of available subscription allows schools to select the most appropriate resources for their instructional needs. Example subscriptions may include resources from: Ebsco; Gale; Grolier; ProQuest/SIRS; and World Book.





# INSTRUCTIONAL SUPPORT SERVICES

## ► *LCC Online Resources Service Charge*

537.035

Based on a percentage of requests in 537.030.

## ► *Coordination, Implementation and Training Fee*

537.040

For each additional database purchased under 537.030, a minimum of 2 hours training per database may be offered, including instruction in online search strategies and technical support to librarians, teachers and administrators. Fee is per Student K-12, for those participating in CoSer 537.030

## ► *Library Cooperative Collection Development-Part III*

537.050 / 537.055

To meet the evolving changes in content delivery, and to support to Common Core Curriculum Standards' requirement for increasing use of digital content in instruction, the School Library System offers an e-book service, providing both e-readers and e-book content. Participating districts receive access to an e-book catalog (currently Overdrive and Marshall Cavendish), which is cooperatively selected to support curriculum. The e-book catalog is available entirely online for students to access, browse, and read at home. Supported devices include iPod, iPhone, iPad, Android, Sony EReader, plus many other mobile devices. Schools may purchase additional e-book titles to create customized collections.

Schools participate in the cooperatively developed eBook catalog through participation in 537.050.

Purchase of additional e-book content, including purchases through the Barnes and Noble Business to Business group

purchasing process, is available through CoSer 537.055

Participation in 537.050 is required to access 537.055

## ► *Database Management via SEARCH.*

537.060

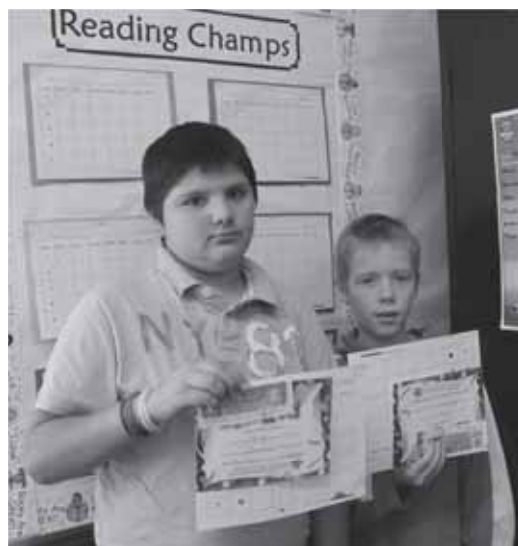
Recent studies have shown that simplified and easy-to-remember passwords increases usage to these resources. Oswego County BOCES can coordinate all of your online resources so that all students and teacher will have just one user name and password for ease of access to the resources they need.

## *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 Oswego County BOCES.

**Contact:** Marla Yudin .....963-4363  
School Library System Director









**179 County Route 64, Mexico, NY 13114**

**(315) 963-4251**

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