

Directory of Services



2014-2015

Oswego County
BOCES

179 County Route 64, Mexico, NY 13114

(315) 963-4251

www.OswegoBOCES.org

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Board of Education

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

Component School Districts



Altmar-Parish-Williamstown Central School District

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; Erin Hess, Board President



Mexico Academy & Central School District

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



Oswego City School District

Ben Halsey, Superintendent; Kathleen Allen, Board President



Phoenix Central School District

Judith Belfield, Superintendent; Earl Rudy, Board President



Pulaski Academy & Central School District

Dr. Marshall Marshall, Superintendent; Mike Monnat, Board President



Sandy Creek Central School District

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

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

OUR CORE VALUES

We Make Student Based Decisions with
**HONESTY, RESPECT,
AND INTEGRITY.**

We Embrace
**INNOVATION
AND CREATIVITY.**

We Collaborate, Focused on
**QUALITY SERVICE,
EXPERTISE AND
STUDENT SUCCESS.**

Administrative Staff

Christopher J. Todd District Superintendent.....	963-4222 ctodd@oswegoboces.org
Roseann Bayne Assistant Superintendent for Instruction	963-4248 rbayne@oswegoboces.org
Mark LaFountain Assistant Superintendent for Personnel.....	963-4286 mlafountain@oswegoboces.org
Michael Sheperd Assistant Superintendent for Administrative Services.....	963-4260 msheperd@oswegoboces.org
Gisele Benigno Coordinator of Business Administration, PR & Special Projects	963-4241 gbenigno@oswegoboces.org
Ronald Camp Director of Alternative Programs.	963-4314 rcamp@oswegoboces.org
Tracy Fleming Interim Director of Technology & Data	963-4303 tfleming@oswegoboces.org
Paul Gugel Director of Adult & Migrant Education	963-4256 pgugel@oswegoboces.org
Jim Huber Director of Exceptional Education	963-4315 jhuber@oswegoboces.org

Budget Development Target Dates

Initial Request for Services form due from Components	December 20, 2013
Draft of Services Rates & Tuitions to Components	January 27, 2014
Final Request for Services forms sent to Components	March 14, 2014
Annual Meeting; Review of Proposed Budget	April 9, 2014
Final Request for Services forms due from Components	April 11, 2014
Budget Vote & Board Election	April 23, 2014
2014-15 AS-7 Contracts to Components for execution	June 2, 2014
2014-15 AS-7 Contracts due from Components	June 27, 2014

About Us



District Superintendent Services

The Oswego County BOCES District Superintendent is appointed by the Commissioner of Education to serve a dual role in the BOCES. On one hand he leads the district in its capacity as a collaborative and cooperative service provider for the benefit and at the request of the component districts, while on the other he serves as a field representative of the Commissioner, consulting, advising and representing the component districts interests at the New York State Department of Education level.

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

Recruitment and Selection of School Superintendents

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

New York State Education Department Liaison

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



Regional Certification Office

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

Consultation Services

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

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:

Assist. Superintendent for Administrative Services

Michael Sheperd 963-4260

msheperd@oswegoboces.org

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:

Assist. Superintendent for Administrative Services

Michael Sheperd 963-4260

msheperd@oswegoboces.org



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Student Programs - General Education

General Education

Career and Technical Education

CoSer 101

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

Contact:

Principal of CTE

Marla Berlin 963-4262

mberlin@oswegoboces.org

Career Exploration

New Vision Allied Health (3980)

New Vision Law & Government (3764)

New Vision Specialized Careers (3820)

Engineering/Technology

Auto Body Repair (3341)

Auto Technology 1 & 2 (3345)

Construction Technology (3444)

Computer Systems & Networking:

CISCO or A+ (3512)

Heavy Equipment Repair and Operation (3448)

Advanced Metal Manufacturing (3611)

Outdoor Power Equipment Technology (3344)

Welding Technology (3613)

Digital Media Technology (3165)

Health Services

Nursing Assistant (3974)

Human and Public Service

Cosmetology (3641)

Culinary Arts (3672)

Early Childhood Education (3213)

Public Safety and Justice (3763)

Natural and Agricultural Sciences

Career Connections (3767)



Student Programs - Exceptional Education

Exceptional Education

10-Month Programs

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

Exceptional Education 12:1:1 (Full Day)

CoSer 201

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

12:1:1 Work-study Program class: This program is designed for students ages 16 to 21 years old and emphasizes vocational skills, job acquisition skills, and life skills. Students in year one of the program are typically placed in part-day/part-week building-level job assignments with job coaches. In year two, students are typically placed in part-day/part-week community job assignments with job coaches. As student skill and independence levels increase, job coaches fade and community job assignments become more frequent in terms of length of day and/or days per week. In the final year, students are typically placed in a job assignment near his/her residence in an effort to be gainfully employed upon exiting schooling. The 12:1:1 Work-study Program class is presently located at 4th Street School.

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Exceptional Education 12:1:1 (Half Day)

CoSer 202

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Exceptional Education 12:1:4 (Full Day)

CoSer 203

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Student Programs - Exceptional Education

Exceptional Education

8:1:1 (Full Day)

CoSer 205

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

8:1:1 Test Assessing Secondary Completion (TASC)¹: Students attending the 8:1:1 TASC 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 TASC exam. Students must read at a 9.0 grade level as determined on a standardized achievement test. Students must also have fewer high school credits than the TASC formula allows. 8:1:1 TASC students typically participate in a Multi.-Occ 2, Multi.-Occ. 3, Multi.-Occ. 4 or Career and Technical Education half-day vocational component. The 8:1:1 TASC class is presently located at the BOCES Campus.

Contact:

Director of Exceptional Education

Jim Huber 963-4315

jhuber@oswegoboces.org

¹ Replaces the GED

Exceptional Education

6:1:1 (Full Day)

CoSer 207

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315

jhuber@oswegoboces.org

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



Student Programs - Exceptional Education

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 (209.050). Students with occasional CTE class work, homework, organizational skill needs, and/or test accommodations may benefit from this option.

Contact:

Director of Exceptional Education

Jim Huber **963-4315**
jhuber@oswegoboces.org

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

CoSer 217

The day treatment program, also known as the Stepping Stones Day Program, is designed for students with intense management needs. The program offers a structured small group environment that helps students overcome the emotional and behavioral challenges that interfere with learning, so that they may return successfully to their home district. Academic and exceptional education instruction is provided by 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. Students that attend the Stepping Stones Day Program high school classes have the ability to obtain high school credits (awarded by their home school) in the following areas: English 9, English 10, Foreign Language (ASL), Math – Foundations

of Algebra, Algebra 1, Geometry, Physical Education, Science - Earth Science, Living Environment, and Social Studies - Global Studies 9, Global Studies 10. Classes are presently located at the 4th Street School.

Contact:

Director of Exceptional Education

Jim Huber **963-4315**
jhuber@oswegoboces.org

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 coping 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



Student Programs - Exceptional Education

counseling is a built-in component of that program.

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

Occupational and Physical Therapy: Occupational therapists provide direct individual (2XX.401) or group (2XX.405), consultation (2XX.402), and/or evaluation services (2XX.403) to students who have fine and/or gross motor deficiencies. Physical therapists provide direct individual (2XX.501) or group (2XX.505), consultation (2XX.502), and/or evaluation services (2XX.503) to students who have fine and/or gross motor deficiencies.

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

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

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

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

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. Teacher Assistants are billed under service code 223.010; Teacher Assistant/Interpreter under 223.011; and Teacher Aide under 223.012.

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Itinerant Teacher of the Visually Impaired

CoSer 302

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Student Programs - Exceptional Education

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:

Director of Exceptional Education

Jim Huber **963-4315**
jhuber@oswegoboces.org

► *Itinerant Audiologist / CEAT Evaluations*

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

A Comprehensive Educational and Audiological Team (CEAT) Evaluation is an evaluation performed by, but not limited to, an Educational Audiologist and a Teacher of the Deaf and Hard of Hearing Education. This team collects information through formal and informal assessments of the student and his/her listening environment (classroom) to determine the impact of auditory and related communication deficits on the following areas: auditory acuity, auditory discrimination, auditory comprehension, auditory skills in quiet and in noise, communication, English Language Arts (ELA), additional academic content

areas, social-emotional development, life skills, cognitive status, and transitional/vocational skills when appropriate. Any special background circumstances related to educational progress are also noted and considered throughout the evaluation.

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

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

Itinerant Speech Therapist CoSer 305

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

Speech Services with Medicaid Documentation

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

Contact:

Director of Exceptional Education

Jim Huber **963-4315**
jhuber@oswegoboces.org

Student Programs - Exceptional Education

Adapted Physical Education CoSer 306

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Job Coaching CoSer 307

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Foreign Language, ASL CoSer 311

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Physical Therapy Services CoSer 330

This service is for students with special needs who have gross motor deficiencies. Services must be purchased on an FTE basis

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org

Occupational Therapy Services

CoSer 331

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

Contact:

Director of Exceptional Education

Jim Huber 963-4315
jhuber@oswegoboces.org



Student Programs - Exceptional 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 (352.040) not to exceed .6 FTE, to serve district students.

Exceptional Education Itinerant Teacher or Skilled Nursing

A certified Special Education Teacher (352.010) or Skilled Nurse (352.050) may provide direct or consultation services to school age students with disabilities. Services for students are purchased on an FTE basis not to exceed .6 FTE, to serve district students. Locations for these services could include but are not limited to: the student's home, hospital, neutral site, or in district operated special education programs

Contact:

Director of Exceptional Education

Jim Huber **963-4315**
jhuber@oswegoboces.org

Summer School

Program Classes CoSer 814 & CoSer 817

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, 6:1:1 and Day Treatment (817.000) classroom options is offered. Similar to school year programming, all related services are available to students that attend Exceptional Education Summer School.

Contact:

Director of Exceptional Education

Jim Huber **963-4315**
jhuber@oswegoboces.org

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:

Director of Exceptional Education

Jim Huber **963-4315**
jhuber@oswegoboces.org

1:1 Teaching Assistant

CoSer 816

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

Contact:

Director of Exceptional Education

Jim Huber **963-4315**
jhuber@oswegoboces.org

Student Programs - Alternative 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:

Director of Alternative Programs

Ronald Camp 963-4314
rcamp@oswegoboces.org

Project Explore Programs (Half Day)

CoSer 402

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



Project Explore Program Level 1 (AM/PM)

The Project Explore Level 1 program experience is designed for students ages 14 to 15 years old, or approximately 9th grade. Designed in five-week career modules, the program provides an exploration of a variety of career options after students are assessed on career abilities and interests. The program focuses on emphasizing vocational soft skills, developing basic work habits, and safety. Along with the vocational components, 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 to receive 3 high school credits (1 Math, 1 English, and 1 elective) awarded by the home school. The instructors make vocational education recommendations for each of their students annually, which are shared with the student's home school district. Students exiting the Level 1 program often attend Level 2 program the following year. Classes are presently located at the BOCES Campus.

Project Explore Program Level 2 (AM/PM)

The Project Explore Level 2 program experience is designed for students ages 15 to 16 years old, or approximately 10th grade and provides students with an opportunity to explore career options in more depth. Students in this program often build on and hone their skills from their Level 1 experiences. Delivered in four ten-week modules, student may, along with the vocational components of the program, 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 to receive 3 high school credits (1 Math, 1 English, and 1 elective) awarded by the home school. The instructors make vocational education recommendations for each of their students annually, which are shared with the student's home school district. Students exiting the Level 2 program typically attend Level 3 and/or Level

Student Programs - Alternative Education

4 (JET Program), or a Career and Technical Education offering the following year. Classes are presently located at the BOCES Campus.

Project Explore Program Level 3 (PM)

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

Project Explore Program Level 4 (AM)

- The Project Explore Level 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 to receive 3 high school credits (1 Math, 1 English, and 1 elective) awarded by the home school. This class is presently located at the BOCES Campus.

Contact:

Director of Alternative Programs

Ronald Camp **963-4314**

rcamp@oswegoboces.org

Alternative Education Middle/High 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. Subscription for this program is on a per slot basis. 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

Student Programs - Alternative Education

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:

Director of Alternative Programs

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

Equivalent Attendance Education

CoSer 412

Equivalent Attendance (EA) - Provides instruction in preparation for the Test Assessing Secondary Completion (TASC)² High School Equivalency exam for adult students to 20 years of age. Subscription to the service is on a per slot basis using the contact hour rate communicated by the New York State Education Department.

Contact:

Director of Adult and Migrant Education

Paul Gugel..... **963-4256**
pgugel@oswegoboces.org

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:

Director of Alternative Programs

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

► Summer School Driver Education

414.010

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

► Summer School Regents and RCT

414.015

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

Home School Coordination

CoSer 526

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:

Director of Alternative Programs

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

² Replaces the GED

Student Programs - Adult Education

Adult Education

Adult Literacy Classes

CoSer 826

Programs offered at no cost to Oswego County residents meeting a minimum age requirement, no longer enrolled in high school include English for Speakers of Other Languages (ESOL), Adult Basic Education (ABE), and preparation for the TASC.³

Contact:

Director of Adult and Migrant Education

Paul Gugel..... 963-4256

pgugel@oswegoboces.org

Continuing Education

CoSer 880

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

Contact:

Director of Adult and Migrant Education

Paul Gugel..... 963-4256

pgugel@oswegoboces.org

³ Replaces the GED

Health Occupations Trades & Technology

CoSer 881
CoSer 886

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

Contact:

Director of Adult and Migrant Education

Paul Gugel..... 963-4256

pgugel@oswegoboces.org



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Instructional Programs and Materials

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 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 (415.000) 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:

Arts-in-Education Coordinator

Marsha W. Marcarian..... 963-4249
mwheeler@oswegoboces.org

► *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 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.
3. **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.
4. **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.
5. **Admission Tickets for Performance/Exhibition Attendance:** Tickets for students to attend performances/exhibitions (CRC Theatre, 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)
6. **Conference and Festival Registration:** School and student registration fees for such organizations as NYSSMA, NYSTEAA, the CNY Scholastic Art Competition, and NYSATA. Instructional materials required for each event can generate aid if purchased through the sponsoring organization.

ISS - Instructional Programs and Materials

7. **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.
8. **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 request. Additional days may be purchased if desired.
9. **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 service code 415.010. ...

► *Additional Requests*

415.030

For districts whose staff participates in activities offered through the Arts-in-Education CoSer, including staff development and the 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

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 (billed under service code 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:

Arts-in-Education Coordinator

Marsha W. Marcarian..... 963-4249

mwheeler@oswegoboces.org

ISS - Instructional Programs and Materials

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

► *Service Charge*

418.030

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

► *Adolescent Pregnancy Prevention Services: SAFE Lessons*

418.065

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

Contact:

Director of Alternative Programs

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

► *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:

Director of Alternative Programs

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

OCCAY 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:

Assistant Superintendent for Instruction

Roseann Bayne..... **963-4248**
rbayne@oswegoboces.org

ISS - Instructional Programs and Materials

Distance Learning

CoSer 477

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

The services include:

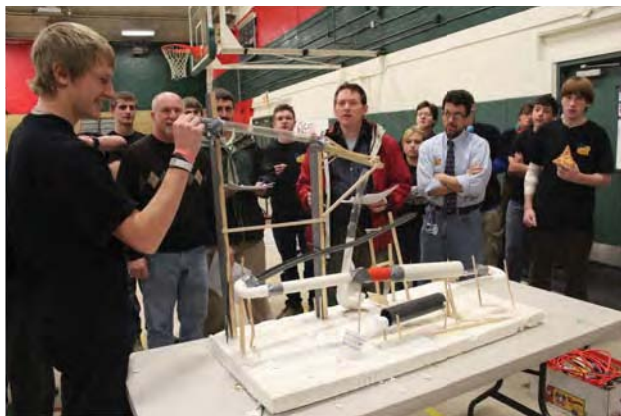
- Online Classes including High School, Advanced Placement, and Credit Recovery Courses
- Distance Learning Classes, including High School, Advanced Placement, SAT Prep, Regents Review and College Courses for K–12 students
- Educational Video conferencing / Virtual Field Trips
- Classroom to Classroom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

Contact:

Distance Learning Coordinator

Laurie Ouderkirk..... 963-4298

louderkirk@oswegoboces.org



► *Homebound Students Staying Connected with the Classroom*

477.010

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

The service provides:

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

► *Video Conferencing / Virtual Field Trips*

477.020 / 477.050 / 477.055

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

This service provides:

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

ISS - Instructional Programs and Materials

Library Media

CoSer 512

512.000

Instructional Multimedia Service provides resources for teaching and learning. Different media formats accommodate a variety of student learning styles and are a necessary component for resource-rich learning experiences. Our professional media staff assists teachers with locating, evaluating and integrating media resources to prepare students for higher standards and more rigorous assessments.

The BOCES Media Library offers almost 50,000 streaming audio/video titles of educational media resources. The media collection includes DVDs, Audiobooks, Digital Pictures, Jackdaws, cd roms, kits, audio & video streaming, multiple books, videos, and Big Books. The Media Library resources cover all curricular areas K-12 and are aligned to the Common Core Learning Standards. The collection can be accessed and booked on-line via Media Connect catalog. In addition to the curriculum center choices, "Timely Topics" is a collection of seasonal videos conveniently sent to every elementary school participant. A collection of "Learning Lending Videos" (LLV) is placed in each elementary and middle school library. The department also offers off-air taping.

Contact:

School Library System Director

Marla Yudin **963-4363**

myudin@oswegoboces.org

► Library Media Additional Requests

512.010

Districts wishing to add Discovery Education Streaming to the 512 base service for the Elementary Buildings.

► Library Media Streaming Only

512.020 / 512.025

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).

Library Automation

CoSer 534

534.000 / 534.010 / 534.015 / 534.016

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

School Library System & Library Automation

The School Library System is a state-funded network that facilitates interlibrary loan and resource sharing among member libraries and higher education.

The School Library System:

- Facilitates library automation and training
- Secures reduced prices for research databases and other electronic learning tools
- Provides access to full-text electronic resources such as NOVEL databases
- Provides free professional development for school librarians and teachers on topics such as literacy skills for the 21st Century Learner, Inquiry Based Learning (or Problem Based Learning), and research methods.
- Facilitates more than 12,000 interlibrary loans annually
- Provides libraries a connection to higher-education libraries
- Maintains our Union Catalog which combines the holdings of our 40 BOCES component school libraries.

ISS - Instructional Programs and Materials

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 on the web; 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.

Cost of Follett Software is billed under 534.000, with a service charge on the purchase billed under service code 534.010. A per library service fee also applies for resource sharing via Inter-Library Loan and Union Catalog on the web for Follett and OPALS users (534.015) or Mandarin users (534.016).

Contact:

School Library System Director

Marla Yudin **963-4363**
myudin@oswegoboces.org

► *OPALS Libraries Coordination and Support*

534.020 / 534.030 / 534.040 / 534.050

This 21st Century Library Automation system is designed to give libraries a one-stop shopping platform for information and databases, websites, media and books. This new web-based system is available to students 24/7 from home and school. BOCES



will train and support, maintain, troubleshoot, and catalog library materials for each district.

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

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

► *Textbook or Equipment Management Software*

534.060 / 534.070

If your library uses OPALS, the core system is in place to implement and use the textbook or equipment management system. The textbook or equipment management module will use the library system's user (patron) database, so you do not have to enter this information again. If your library or institution does not use OPALS, please contact the Oswego County School Library System to set up the basic OPALS platform.

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

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

537.000 / 537.010

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

ISS - Instructional Programs and Materials

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.

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

Contact:

School Library System Director

Marla Yudin **963-4363**
myudin@oswegoboces.org

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

537.020 / 537.030 / 537.035 / 537.040

Online Resources. 21st Century electronic books and research tools —Deep discounts are available for online databases via a statewide purchasing consortium. Contact the School Library System for a list of products and companies. Over 80 vendors participate in our statewide RFP's.

Participating districts will be charged the base fee under service code 537.020. The actual use costs will be billed under 537.030 while an Online Resource Service Guide is available under service code 537.035. An Online Resource coordination, implementation and training fee will be charged on a per student basis, under service code 537.040.

► *Overdrive Electronic Books Catalog*

537.050

Oswego County Overdrive eBooks Catalog consists of over 1000 high quality eBooks chosen from award winners, curriculum related and high interest level booklist, for the K-12 student. Books are easily transferred to a wide variety of devices. Coordination, implementation and maintenance of eBooks catalog. Fees for this services are charged on a per school basis.

► *Database Management via SEARCH*

537.060

Recent studies have shown that simplified and easy-to-remember passwords increases usage to these resources. 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.

This service is for non-Oswego County School Districts only, with costs billed on a per library basis.

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. Services must be purchased on an FTE basis (312.000) not to exceed .6 FTE.

Contact:

School Library System Director

Marla Yudin **963-4363**
myudin@oswegoboces.org



ISS - Staff Instructional Supports

Staff Instructional Supports

Assistant/Associate Superintendent for Instruction CoSer 310

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

Contact:
Assistant Superintendent for Instruction
Roseann Bayne..... 963-4297
rbayne@oswegoboces.org

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:
Assistant Superintendent for Instruction
Roseann Bayne..... 963-4297
rbayne@oswegoboces.org

Instructional Planning & School Improvement

CoSer 507-Instructional Planning and CoSer 533-School Improvement formerly joined under the name RADI²CAL have been combined into one CoSer for 2014-15 simply entitled "School Improvement." All services that existed under the two separate base CoSers, which had two separate fees, now exist as one CoSer with one base fee identified through CoSer 533. Only Grant Writing Services remain in CoSer 507.

Grant Writing Services CoSer 507

507.000

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

This service, offered at no cost to Oswego BOCES component districts, provides subscribers with a bi-weekly e-newsletter featuring grant opportunities and includes one annual workshop for district staff on grant writing, developing ideas for fundable projects or other topics districts request.

ISS - Staff Instructional Supports

► *Additional Customized Services*

507.005 / 507.010 / 507.015

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

Basic additional service may include annual meetings with district staff to facilitate a needs assessment and help districts determine fundable projects including research and identification of viable grant opportunities that would be good matches for funding needs. Districts will provide BOCES with the names of their grant writing committee and our grant writer will lead the group in identifying appropriate grant opportunities. This will be billed via service code 507.005.

Advanced additional service may provide dedicated grant personnel to partner with participating school districts in the development and timely submission of well-prepared, competitive, and allocated grant proposals. Services available either on a per diem (507.010) or FTE Basis (507.015) may include any or all of the following components:

- Providing the research and documentation necessary to substantiate the needs section required by most grant proposals.
- Research into scientific or evidence-based validation of proposed program's effectiveness, as required by many grant proposals.
- Identifying, drafting, and soliciting appropriate letters of support required by many grant proposals.
- Identification of and facilitation of meetings with potential collaborators (e.g., other educational agencies; community agencies; faith-based groups; businesses) to determine common goals and objectives, and to identify roles of partners.
- Assistance and/or preparation of grant elements, as required, including narrative, time-line, budgets, bibliographies, and attachments such as tables and charts.
- Crafting of grant narratives as necessary.

- Development of a program or project that does not currently exist in the district but is necessary to meet the needs of the district while satisfying the elements set forth in the grant solicitation.
- Assistance with registration and submission of electronic proposals when required.

Contact:

Grant Writer

Ross Gullo 963-4458

rgullo@oswegoboces.org

School Improvement

CoSer 533

533.000 / 533.005

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

The base fee for School Improvement is charged under service code 533.000, with an accompanying RWADA charge under 533.005.

Enhanced services in each of these three areas may be obtained for additional fees, billed in service codes 533.010 - 533.190.

DATA ANALYSIS AND ASSESSMENT

- Access district data for use in preparing reports that support instructional improvements
- Assist districts in selecting best practices for data driven instruction
- Train district Data Teams in assessment analysis, goal setting, and protocols for collaborative teams
- Support districts in aligning their Comprehensive District Evaluation Plans (CDEP) with district objectives and goals.
- Preparation of core data analysis reports for Grades 3-8 ELA and Math
- Assist in the interpretation and use of data to guide instructional practices

ISS - Staff Instructional Supports

- Preparation of comprehensive district data portfolios using district and regional data
- Item analysis reports for NYS assessments with identified gaps in CC Learning Standards
- Support for district LinkIt users including all aspects of assessment creation, assessment delivery and data analysis
- Support for data access, analysis, and training in available tools (COGNOS, SPSS, ArcGIS).
- DATAG representation (Data Analysis Technical Assistance Group)

Contact:

Research & Planning Specialist/Staff Development Specialist

Barbara Reccio-Demmin 963-4416
brecchio-demmin@oswegoboces.org

CURRICULUM, INSTRUCTION, AND LEADERSHIP SUPPORT

- Network Team coordination and planning in support of standards and curriculum implementation
- Staff/Curriculum Development Network liaisons
- APPR guidance and plan development/support
- Guidance for compliance with SED guidelines
- SLO development support
- Curriculum & Instruction Committee facilitation
- K-8 Principal meetings
- Literacy Network facilitation
- Math Network facilitation
- LOTE Literacy Network
- Common Core Learning Standards Guidance
- Regional Scoring participation and facilitation, as requested (additional fees apply for incidentals 533.020)

- Resource & information aggregation and sharing
- Instructional Coaching as requested
- Development & management of listservs and technology based learning communities that support BOCES School Improvement efforts
- Consultation Support – on-site, as requested

Contact:

Staff Development Coordinator

Liane Benedict 963-4300
lbenedict@oswegoboces.org

STAFF DEVELOPMENT

- Cognitive Coaching training and support for teachers and administrators
- Teacher to Teacher workshops – Math & ELA
- Initial Lead Evaluator Training
- Lead Evaluator Recertification Activities
- Facilitate Leadership Skills Assessments
- Administrators as Instructional Leaders Training
- Facilitation/Professional Development on-site as requested
- Scoring Leader and Table Facilitator Training for ELA & Math
- County wide support and SED liaison during scoring
- Other Professional Development activities and offerings as relevant or requested based on data, collaborative discussions or Regents requirements

Contact:

Assistant Superintendent for Instruction

Roseann Bayne 963-4297
rbayne@oswegoboces.org

ISS - Staff Instructional Supports

► *Instructional Planning / School Improvement- Per Diem*

533.010

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

► *Staff Development - Instruction*

533.015

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



► *Instructional Planning / School Improvement- Incidentals*

533.020

Charges for materials and supplies used in the delivery of CoSer 533 services that are not included in base fees.

For example, incidental costs associated with regional scoring of state assessments including space rental, food, supplies and consultants as necessary, will be billed under this service code.

► *Planning Facilitation*

533.025

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

► *Partners for Education and Business*

533.030

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

ISS - Staff Instructional Supports

regional activities; awards program, including Student of the Year; and forum with leaders from business/industry.

► *Stipends*

533.040

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

► *Substitutes*

533.050

Aid is available for eligible district substitute expenses.

► *Team Sheldon*

533.070 / 533.071 / 533.072

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

► *Administrators Mentoring*

533.080

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

► *RTTT Assessment Support Service*

533.081 / 533.082 / 533.083

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 (billed under service code 533.081) 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.

► *GCNY Educational Consortium*

533.110

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

► *Customized Services - Data*

533.140 - 533.180

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

ISS - Staff Instructional Supports

► *GIS Planning Service*

533.185

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

► *Instructional Planning Data-Additional Staff*

533.190

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

school bus driver testing as required either by SED or the Department of Motor Vehicles under article 19-A, including physical performance testing, biennial behind the wheel road testing, the oral/written examination, and the defensive driving examination. 19-A bus driver record maintenance is also available

Contact:

Staff Development Coordinator

Liane Benedict 963-4300

lbenedict@oswegoboces.org

Staff Development: Clerical CoSer 641

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

Contact:

Staff Development Coordinator

Liane Benedict 963-4300

lbenedict@oswegoboces.org

Transportation: Staff Development & Testing

CoSer 633

This service provides yearly refresher courses for school bus driver and monitor/ attendant requirements mandated by the State Education Department. Staff development training for school bus drivers and monitors/ attendants in areas including school bus safety, defensive driving skills, student management, first aid, emergency preparedness, proper loading/unloading and transporting of students who utilize wheelchairs is also available. BOCES assists districts with the required

ISS - Staff/Technology Instructional Supports

Staff Development: Maintenance CoSer 642

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

Contact:

Staff Development Coordinator

Liane Benedict 963-4300

lbenedict@oswegoboces.org



Technology Instructional Supports

Computer Education Coordinator

CoSer 336

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

Contact:

Assistant Superintendent for Instruction

Roseann Bayne 963-4297

rbayne@oswegoboces.org

Computer Support Services CoSer 511

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

Contact:

Interim Executive Director
of Technology and Data

Tracy Fleming 963-4303

tfleming@oswegoboces.org

► 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.

ISS - Technology Instructional Supports

We provide support via e-mail (511.010), phone (511.020), or on-site (511.030). Costs are based on actual use and are quoted following an initial consultation with the district.

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

511.040 / 511.050 / 511.055

We provide a variety of training opportunities for district personnel. Training is offered in several formats including instructor-led (511.050), on-line (511.040), and computer-based via live remote connections through the Internet (511.055). In addition to creating and delivering training, 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 more. Visit www.pearsonvue.com for a complete list of certification tests available, which can be taken and proctored at Oswego County BOCES. Certiport Microsoft Office Specialist and IC3 (Computing Core Certification) testing is also available.

► *Research & Consulting*

511.060

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

► *Web/Data Services*

511.070

The web data services group at Oswego County BOCES develops online solutions for districts. Solutions are delivered through the web and driven by SQL-compliant database

architectures. This helps to assure that solutions are available at any time, from any location and from any type of Internet-connected computer system.

Some of our solutions include:

- Team Task Manager / Inventory– An on-line help desk tracking solution supporting categorization and reporting on the efforts and activities of specialized staff members such as IT specialists and technicians. This solution includes asset tracking and a customizable knowledge base.
- Website development and content Management Systems– A collection of online tools enabling districts to develop, publish, and maintain their public website and sub-sites

► *Online Functional Behavior Assessments and Behavior Intervention Plans*

511.071

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

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

► *NYS CDOS-SACC Credential Management System*

511.072

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

ISS - Technology Instructional Supports

aggregate district level progress as well as student level progress toward acquisition of the credentials.

► *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 still and video images of every district facility simulating 360° virtual reality. Used by emergency and district personnel during times of crisis.
- **Content Design** – A collection of services focused on improving the look and feel of district e-content and online products.
- **Multimedia Creation** – Mixing a collection of capabilities and skills, our team can produce videos, animations, DVD/CD products, etc.

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 (514.000), plus an RWADA cost (514.005).

Contact:

Interim Executive Director
of Technology and Data

Tracy Fleming 963-4303
tfleming@oswegoboces.org

► *Technology Repair Parts*

514.010

Districts have an option of designating funds specifically for the purchase of repair

parts. Those dollars can be allocated under service code 514.010. 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. This service is billed on an hourly or daily basis.

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:

Interim Executive Director
of Technology and Data

Tracy Fleming 963-4303
tfleming@oswegoboces.org

► *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.

ISS - Technology Instructional Supports

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

515.045

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

► *Itinerant Technology Trainer*

515.050

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

► *Temporary Special Project Staffing*

515.055

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

► *My Learning Plan/OASYS/WebReg*

515.081 / 515.082 / 515.083

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

► *Moodle*

515.084 / 515.085 / 515.086

On-line learning environments to extend the classroom to the Internet and complement instructional activities. This service includes a base fee (515.084) and RWADA charge (515.085), with a Per Diem rate established for additional services (515.086).

► *MLP-OASYS Setup Fee*

515.087

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

► *OASYS without MLP*

515.088

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

Instructional Technology Support: Model Schools

CoSer 517

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

Basic service (517.000) includes:

- In-district days for instructional workshops (as scheduled with Peri Nelson, except on county-wide Superintendent's Conference Days)
- On-site follow-up to training (model lessons, planning, problem-solving and coaching)



ISS - Technology Instructional Supports

- Shared workshops between districts
- BOCES-led ITS: Model School Workshops
- Technology Newsletters/Blogs
- Technology Integration and assistance with Common Core Learning Standards

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

Contact:

Technology Resource Coordinator

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

pnelson@oswegoboces.org

► *Additional Fees*

517.005

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

► *Itinerant Staff*

517.010 / 517.020 / 517.025

Technology itinerant support staff will facilitate the integration of instructional technology as a teaching tool, intervention tool, and assessment tool. ITS: Model Schools staff supports teaching teachers instructional practices that strengthen student skills and proficiencies through the integration of technology.

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

Districts may request 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.

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

► *Stipends*

517.030

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

► *Substitutes*

517.040

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

► *Classroom Blogs*

517.050 / 517.051

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. This is a feature that no other blog service currently offers.

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

- Demonstration of Proper Use – social networking is here to stay; teachers can use blogs to model appropriate behavior while teaching critical writing skills
- Critical Reading – providing a peer evaluation of a writing sample

ISS - Grant Funded Services

- Connected Thinking – skills that demonstrate an active understanding of how the writing a student does is related to the topic they are writing about
- Extension of the Physical Classroom – an essential part of the classroom today is to extend it past the brick and mortar of the walls and into the digital realm.

► *EdTech Network*

517.060

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

targeted schools or districts based upon a regional planning on student outcome data for students with disabilities or outcome data from State Performance Indicators. When assigned to a district or school they engage multiple stakeholders in a collaborative, data driven improvement planning process that identifies goals and activities designed to improve outcomes for students with disabilities. Additionally, they provide training, coaching and technical assistance on the effective education of students with disabilities throughout the region.

Contact:

SEGIS Coordinator

Teri Marks **963-3322**

tmarks@oswegoboces.org

Contact:

SEGIS Professional Development Specialist

Tracy Mosher **963-3354**

tmosher@oswegoboces.org

Grant Funded Services

Special Education School Improvement Specialists

CoSer 829

Two Special Education School Improvement Specialist (SEGIS) are part of the Regional special Education Technical Assistance Center (RSE-TAC). They are assigned to

Central NY /Oswego County Teacher Center

CoSer 831

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

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

Contact:

CNYTC/OCTC Coordinator

Karen Culotti **299-7445**

kculotti@oswegoboces.org



Management Services

Human Resources

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Management Services - Human Resources

Human Resources

Staff Development: Interscholastic Coaches CoSer 532

532.000 - 532.070

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

Contact:

Assistant Superintendent for Personnel
Mark LaFountain..... 963-4286
mlafountain@oswegoboces.org

Negotiations CoSer 604

604.486 / 604.490

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

Contact:

Assistant Superintendent for Personnel
Mark LaFountain..... 963-4286
mlafountain@oswegoboces.org

► *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:

Assistant Superintendent for Personnel
Mark LaFountain..... 963-4286
mlafountain@oswegoboces.org

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:

Assistant Superintendent for Personnel
Mark LaFountain..... 963-4286
mlafountain@oswegoboces.org

Management Services - Support

Personnel Recruitment Services

CoSer 635

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

Contact:

Assistant Superintendent for Personnel
Mark LaFountain.....**963-4286**
mlafountain@oswegoboces.org

Support Services

Public Relations

CoSer 321

This service provides assistance to districts in developing and implementing their community public relations program, crisis communications and community presence. The service includes on-site story and information development; writing and editing of feature stories based on ideas provided by staff, and the distribution of press releases to local media. This award winning team has developed valuable relationships with local media built on the basis of trust and respect.



Using industry-specific layout and design software and equipment, to provide the graphic design and development of printed materials such as brochures, newsletters, fliers, annual reports, this team also provides website content development; photographic work; coverage of special events; and other special projects as identified by the district. Participation in this service also includes a clipping service (see 321.020).

Contact:

Coordinator of Business Administration,
PR & Special Projects
Gisele Benigno**963-4241**
gbenigno@oswegoboces.org

► *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

Management Services - Support

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:

Coordinator of Business Administration,
PR & Special Projects

Gisele Benigno **963-4241**
gbenigno@oswegoboces.org

► *Printing Paper Charges*

599.010

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

► *Printing Service Charge*

599.015

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

► *Courier Service*

599.020

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

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

Management Services - Support

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:

Safety & Risk Coordinator

Patricia Cerio **963-4476**

pcerio@oswegoboces.org

► *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 / 612.035

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

► *Safety & Risk Management - Secure Schools*

612.040

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

Cooperative Purchasing

CoSer 670

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

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

The Cooperative Bid Coordinator meets with participants to review bid specifications, advertises, produces and analyzes the bids, producing an award recommendation for Oswego County BOCES Board approval. The administrator coordinates purchasing details with vendors and component school districts.



Management Services - Support

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

Contact:

School Purchasing Officer

Alyson Inman **963-4253**

ainman@oswegoboces.org

► ***Specialty Bid Requests***

670.010 / 670.020 / 670.030

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

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

www.OswegoBOCES.org