



## District Collaboratives Service No. 551.240

This service allows districts flexibility in allocating funds for co-planning collaborative professional development opportunities with other regional school districts. Funds may be used to bring in outside consultants for professional development projects that are different from regional priorities. To qualify, at least two schools must work together on each project.

PD&RC district support will be provided in the areas of contract development, publication/registration/sign-in sheets via WebReg, coordination of funds, payment processing and substitute/stipend processing.

Prerequisite: Participation in School Curriculum Improvement Base Service

### CONTACT FOR COORDINATION OF ACTIVITY:

**Melody Fissel**

[mfissel@btboces.org](mailto:mfissel@btboces.org)

**607-766-3782**

### NOTEWORTHY

1. Broome-Tioga BOCES must be named as the contracting party for all contracts, agreements, and invoices.
2. All contracts, agreements, and invoices must reflect tax-exempt status.
3. No contracted activities can occur prior to board approval; amendments for additional services cannot be made/occur to existing contracts without prior board review and approval.
4. Funds to support the collaborative must be secured prior to board review.
5. The District Collaboratives Services is aidable under the SCI CoSer making district participation restricted to administrators and certified staff only; exception: district-wide event.
6. Classroom materials are not supported under this CoSer
7. Sign-in sheets to support participation must be provided to the PD&RC following the collaborative session(s).

### COLLABORATIVE PROFESSIONAL DEVELOPMENT ACTIVITY CHECKLIST

\_\_\_ **Pre-approval of activity** received from Kerri Bullock for any NEW (non-established) activity

- Scope of work

\_\_\_ **Collaborative Districts**

- Identify participating districts
- Identify district contact name(s)
- Estimated participation count per district
- Cost-share methodology / Identify how costs will be split between participating districts

\_\_\_ **Consultant Contact Information** (name, address, email, phone number)

\_\_\_ **Consultant Contract**, if available; else, BT BOCES will develop contract

- Consultant Fee (recommendation – all-inclusive)
- Incidental fees must be defined. Consultants requiring reimbursement for travel expenses (meals, lodging, mileage and the like) MUST include not-to-exceed estimate of expenses in contract and they must provide itemized receipts when invoicing for payment.

\_\_\_ **Venue Agreement** (if applicable)

- If quote exceeds \$5,000, district must provide three comparable quotes.

\_\_\_ **Catering Agreement** (if applicable)

- If quote exceeds \$5,000, district must provide three comparable quotes.

\_\_\_ **Additional Costs** associated with activity – provide itemized list with:

- Source Contact Information
- Quantity
- Cost per Unit

\_\_\_ **WebReg publishing?**

- No
- Yes

\_\_\_ **PD Details for WebReg** (MLP)

Please provide this information if you would like the collaborative published in WebReg; registration will be isolated by district and sign-in sheets will be provided prior to service date.

- Presenter Name
- Presentation Title
- Agenda / Overview & Outcomes
- Audience (specify grade levels / content areas when applicable)
- Date(s)
- Location (district & building or contracted venue)
- Time (clarify lunch hour as 0.5 or 1.0 hour)