Mission
Enriching lives through education

Values
Respect and support for every individual
Personal commitment
Positive learning and working environment

Quality principles
Customer satisfaction
Teamwork processes
Continuous improvement
Providing leadership in education

BOCES
Broome-Tioga Board of Cooperative Educational Services

2019-20 Services Guide
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Dear colleague,

We are pleased to present the 2019-2020 edition of the Broome-Tioga BOCES Services Guide. Within these pages you will find a comprehensive listing of our many programs and services along with a brief description of each, a contact person at BOCES, and a service number relating to a Co-Ser application that enables a district to receive BOCES aid. This services guide is designed to complement our "final request for services" (FRS).

I would like to extend to you my open invitation to visit our programs and speak with our dedicated staff. With the fiscal challenges we all face, I believe it is sometimes easy to overlook the passion that all of us bring to improving student performance and success. Education is often discussed in the media as an expense that needs to be cut, and I hope that none of us lose sight of the reason we are here – to help ALL students reach their full potential.

I am confident you will be pleased with our efforts to provide quality programs and services. Please contact us with any questions or suggestions you may have. Our objective is to provide services that meet the needs of all of our students and our school districts. Your input and suggestions are important to us as we continually strive to improve our service offerings.

As always, I want to assure you that we at BOCES remain committed to our primary mission - Enriching Lives Through Education - and look forward to working together to provide opportunities for success in education.

Sincerely,

Allen D. Buyck
District Superintendent

February 2019
**Organization**

**BOCES Board of Education**
Sandra H. Ruffo, president
David Hawley, vice president
Joseph Burns
John Crosby
Ursula Hambalek
Peter Nowacki
Donald M. Vredenburgh

**BOCES Central Administration Team**
Allen D. Buyck, district superintendent, chief executive officer
James Mullins, assistant superintendent for instruction
Kerri Bullock, director, Professional Development & Resource Center
Robin Eccleston, director of human resources and district compliance officer
John Harvey, chief operating officer
Dan Myers, director, South Central Regional Information Center

**Component School Districts**

**Binghamton**  
Dr. Tonia Thompson, superintendent  
762-8100, x 318

**Chenango Forks**  
Dr. Lloyd “Joe” Peck, superintendent  
648-7543

**Chenango Valley**  
Dr. David Gill, superintendent  
779-4710

**Deposit**  
Denise Cook, superintendent  
467-5380

**Harpursville**  
Michael Rullo, superintendent  
693-8100

**Johnson City**  
Mary Kay Roland, superintendent  
763-1230

**Maine-Endwell**  
Jason Van Fossen, superintendent  
754-1400

**Newark Valley**  
Ryan P. Dougherty, superintendent  
642-3221

**Owego-Apalachin**  
Corey Green, superintendent  
687-6224

**Susquehanna Valley**  
Roland Doig, superintendent  
775-9100

**Tioga**  
Dr. David Hamilton, superintendent  
687-8000

**Union-Endicott**  
Dr. Suzanne E. McLeod, superintendent  
757-2112

**Vestal**  
Jeffrey Ahearn, superintendent  
757-2241

**Whitney Point**  
Patricia A. Follette, superintendent  
692-8202

**Windsor**  
Dr. Jason Andrews, superintendent  
655-8216
### Planning Requirements - Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 10</td>
<td>Annual Meeting and Budget Review</td>
<td>BOCES meets with component school district board members.</td>
</tr>
<tr>
<td>April 16</td>
<td>Commitments for Services</td>
<td>Participating school districts submit their commitments for services with BOCES.</td>
</tr>
<tr>
<td>April 23</td>
<td>Vote on Administrative Budget</td>
<td>Component school district boards vote on BOCES’ administrative budget.</td>
</tr>
<tr>
<td>May 15</td>
<td>BOCES Budget</td>
<td>BOCES adopts administrative, capital and services budgets.</td>
</tr>
<tr>
<td>June 1</td>
<td>Annual Operating Plan / Co-Sers</td>
<td>BOCES files revised Co-Sers with State Education Department.</td>
</tr>
<tr>
<td>August 1</td>
<td>Base Contracts</td>
<td>BOCES files with State Education Department.</td>
</tr>
<tr>
<td>Throughout the year</td>
<td>Supplemental Contracts / Co-Sers</td>
<td>BOCES files with State Education Department.</td>
</tr>
</tbody>
</table>
Definitions

Services
A variety of programs offered to client schools and the community.

Co-Ser
“Cooperative Service” applications (Co-Sers) for every BOCES service must be filed and approved by the New York State Education Department before a service can be provided. BOCES is required to file Co-Sers for every service it offers, regardless of whether the program is aided.

Shared Service
A service in which two or more school districts participate. Sharing is one of the requirements necessary for service costs to be considered for BOCES aid.

Itinerant Service
BOCES may employ staff members to provide direct services on a shared basis among school districts. The content areas can include all certified and specialty support personnel. Services can be provided at the local school, at BOCES or at another appropriate site. They can be delivered at certain hours each day, certain days per week or certain periods during a school year. However, to receive BOCES aid, no district’s “share” of an itinerant staff member’s schedule can exceed 60 percent.

Cross Contract
A cross contract enables a component district of Broome-Tioga BOCES to obtain services provided by other BOCES in New York state. A cross contract with Broome-Tioga BOCES must be filed before the service from the other BOCES can be provided or aided.

Services Guide
This document is designed to assist clients in understanding the nature of the services being offered. Client needs and requests are incorporated in the design of our services. In addition, services not listed in this guide may be provided if clients request them.

Final Request for Services (FRS)
A commitment by a school district for services to be rendered in the following school year (July-June).

Civil Rights Notice


Anyone who believes BOCES or its staff has failed to apply or has inadequately applied the principles or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Sexual Orientation Non-Discrimination Act of 2002, or any other relevant statute or regulation, may bring forward a complaint, called a grievance, to the district's compliance officer, the director of human resources, Robin Eccleston, by contacting him at (607) 766-3823, or reclelst@btboces.org., or mailing to: Broome-Tioga BOCES, Robin Eccleston, Human Resources Director/District Compliance Officer, 435 Glenwood Road, Binghamton N.Y. 13905.

One can also file a grievance with the Office of Civil Rights:

Office for Civil Rights, New York Office, U. S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500
Telephone: (646) 428-3800 - Facsimile: (646) 428-3843 - Email: OCR.NewYork@ed.gov
What is a BOCES?

BOCES is a unique and innovative educational institution established to help public schools share services. BOCES stands for Board of Cooperative Educational Services and operates as an extension of local school districts and the New York State Education Department.

New York state is divided into 37 BOCES regions, and public schools within each region decide whether, and to what extent, they want to participate in their BOCES. Each BOCES operates under the regulations and guidelines of the state education department but is unique because of the varied geographic and demographic requirements of its participating schools.

All BOCES operate under the fundamental concepts of cooperation, coordination, interdependence and shared decision-making to fulfill their role of providing services to their primary clients, the local school districts. These services vary from direct instructional programs in career education and special education to providing instructional resources, technical services, staff development and management systems.

BOCES’ chief goal is to meet the educational and financial challenges of an ever-changing world. These challenges include equalizing educational opportunity, preparing adults and younger students for useful careers, streamlining educational management, and maintaining diversity and quality in New York state public education, all at a cost affordable to taxpayers.

General criteria for BOCES services

1. Any function or service supported within the service budgets of BOCES must be approved by the state education department.

   A cooperative service application for each service must be submitted and approved by the state education department before that service begins, regardless of the source of funding.

2. Each aided service must be operated on a shared basis. To be considered a shared service, each must be provided to two or more districts or one district and BOCES. Application and approval of a shared service is for the total program presented, not just that portion used by the individual districts requesting the service.

3. Duplication of state aid must be avoided.

4. BOCES may provide services for which no state aid is claimed.

5. Services must meet or exceed recognized standards to justify the use of BOCES aid.

   A new service should be initiated based on established need, after participating districts have indicated interest in and commitment to supporting the service.

   Each shared service should be developed based on effectiveness or economics, or as a demonstration project, or some combination of these factors. There must be clear justification for a BOCES-shared program or service when it would supplant services previously sponsored by the school districts.

   Cooperative programs and services should avoid duplicating, overlapping or de-emphasizing responsibility that properly belongs to the school districts.

6. Teachers and other professional employees of BOCES are subject to the same certification requirements as school district employees.

7. Physical facilities must be available and meet standards and requirements of the state education department.

8. The state education department limits a single district to three-fifths (60 percent) of an itinerant staff members’ time and that person must be shared with another district or BOCES.

   A person may not be a BOCES employee providing a service to a school district and, at the same time, be an employee of that school district in a similar or different instructional area.
General principles governing BOCES

1. BOCES provides services as an extension of local school districts, to supplement, advise and support their activities and programs.

2. All BOCES activities must meet the current requirements of the Education Law, regulations of the commissioner and recognized Standards of Practice, as would be applicable to a school district operating a similar activity, unless BOCES is specifically exempt.

3. Approval of a service is for one year only. Each service will be reviewed annually through the New York State Education Department using the following criteria:
   - Annual evaluations will consider the long-range plans of the department as well as specific criteria appropriate to the service.
   - The practical effects on children will have a bearing on the mechanics of phasing out a program.
   - Approval of service applications should not be expected in circumstances where the proposed service could or should be rendered effectively by the individual districts.
   - Sparsity of population, distance, travel time and other pertinent factors will be considered with respect to applying criteria for any specific service.
   - Major programs such as career education and computer services should be developed with ongoing user committee involvement at the technical and executive levels, particularly in planning, monitoring and evaluating.

Fiscal operating principles

BOCES is an annual contract service agency accountable to local school districts and to the New York State Education Department. It has no authority to levy taxes or to sell bonds for capital construction.

BOCES derives its revenue from charges to component and noncomponent schools, as well as from federal grants, special state grants and tuition fees from individuals.

Each school district receives state aid for the approved expenditures that the BOCES makes in support of services to that district. See pages 10 and 11 for more information about BOCES aid.

BOCES may not carry a fund balance within the general fund and must return all surplus funds to client school districts annually.

Budgeting principles

BOCES must annually submit preliminary budget estimates to the New York State Education Department for approval. All appropriations necessary to defray expenses of that service for a fiscal year must be paid by respective clients for that fiscal year; e.g. equipment replacement, fringe benefits, transportation, phones, etc.

BOCES budget is a dynamic document in that shared services appropriations are continually revised to reflect changing client requests.

Appropriations for operation and maintenance, transportation, mailing, duplicating and other such services are distributed among the operating divisions.

Each BOCES program budget must stand independent of others. Funds may not be interchanged among the various program budgets.
Cost-saving principles
BOCES seeks to minimize the cost of providing service to its component school districts through:

- Vigorous application for state and federal funds to defray program costs.
- Use of revenue from patron services in occupational education to help defray the cost of instructional supplies and materials.
- Extending services to non-component districts after the needs of component districts have been met.
- Seeking donations of equipment and services.
- Charging districts for only requested services.

Development of service contracts
Budgets are developed, contracts are sent to the districts and amendments to the contracts occur throughout the year as districts request additional services. After the end of the year, the difference between the amount paid to BOCES and the amount expensed or encumbered is refundable surplus to the schools. Districts then receive BOCES aid on approved expenditures for that year.

Budgeting and billing

1. The BOCES budget is developed by formatting discrete budgets for each program and for administration and capital expenses.

2. The BOCES annual meeting is held between April 1-15. Participating districts vote on the BOCES administrative budget between April 16-30.

3. By May 1, according to Section 1950 of the Education Law, schools must commit to those BOCES services they wish to purchase the following year through board resolution signed by the district board president.

4. By May 15, the BOCES board adopts its budget for the subsequent school year.

5. Schools may make changes to their enrollments in special education through June 15. The changes may be made with the superintendent’s (or designee’s) signature.

6. BOCES sends AS-7 contracts to districts (or designees) in July for the services requested.

7. BOCES sends AS-7 contracts to districts at year’s end to adjust for changes.

8. Schools pay for BOCES services from September through June based on the initial and final AS-7 contracts.

BOCES charges to districts for administrative and capital costs
Financial payments to BOCES from participating districts are based on an annual contract. This contract classifies by law the costs as either administrative, capital or program/service.

Administrative costs generally include:
- Central administration and clerical costs.
- Allocated portion of plant operation costs.
- Board expenses.
- Central support services (business and personnel).

The capital budget includes facility construction and lease expenses, repayment of indebtedness related to capital projects, and related expenses.

Each participating district is charged a share of administrative and capital budgets using a ratio representing each district’s “resident weighted average daily attendance” (RWADA) as a percentage of the total RWADA of the component districts. Each district’s BOCES aid ratio is shown on page 11 of this guide.

Service costs
The methodology for allocating service costs depends on the nature of the program. Tuition costs are generally developed for instructional programs. In non-instructional programs, the total program cost and the number of districts purchasing the service are taken into account. A uniform methodology for service costs must be approved annually by at least three-quarters of the component school districts.
BOCES Operating Principles

Charges for the Center for Educational Support and Technology

Charges for services from the Center for Educational Support and Technology are based on each district’s final request for services (FRS). Unit prices for services are calculated based on the whole cost of providing the service, including equipment, supplies, personnel, etc.

If a district plans to use a service it is not currently using, it is important that personnel from the district and BOCES meet to discuss costs, advantages, features, and limitations of the service. This will ensure we can be sure that there are no misunderstandings about the new service.

When a district decides to acquire a new or additional service, the district superintendent or designee must complete, sign and return to BOCES an “additional request for service” form.

Charges for Instructional Programs

Special Education

**Base contract**—Number of pupils identified for enrollment through June 15.

**Supplemental contracts**—Increased enrollments and special requests for related services result in supplemental charges. Students enrolled during the first 20 weeks of school are charged full tuition; those enrolled during the second 20 weeks are charged half tuition. (Supplemental contracts are issued in September through June.) The supplemental contract in February will include an adjustment to reflect an estimate of service charges based on actual enrollment. If the actual charges are less than the amount collected from a particular district, a credit will be given on this supplemental contract. Also, at the end of the fiscal year, the actual tuition and service charges will be calculated and a refund will be included in the annual distribution of surplus monies.

The date of enrollment for new entrants is the date of formal written acceptance by BOCES of the pupil in a BOCES program. The date of termination from a specific program is the date a formal written notice is received by the Instructional Programs student data center from the chairperson of the committee on special education in the school district. Our enrollment recording system reflects the variable shown here:

1. Individual pupil count by district and by program option:
   - 1 month = .1
   - *1 week = .025 (1/4 x .1)
   - *Enrollment during any week is billed at .025 for that week.

   School year = 40 weeks. Therefore, a pupil enrolling on the first day of school in September through the balance of the school year would be recorded:
   .025/wk x 40 wks = 1.0

   A pupil enrolling January 31 through the balance of the school year would be recorded:
   .025/wk x 20 wks = .5

2. Total pupil count by district by program.

3. Grand total enrollment by program.

4. Index of participation by district by program:
   - Total pupil count by district (FTEE) *
   - Grand total enrollment in program
   - (FTEE - Full-time equivalent enrollment)

Participating school districts will receive a full-time equivalent enrollment status report with their supplemental contracts. This report details any supplemental costs incurred. Actual expenditures by programs are determined through June 30. Participating districts are allocated actual costs for each program:

Total pupil count
FTEE by district
Program

Grand total
Expenditure
Enrollment FTEE

If a district sends fewer than the number of pupils it is obligated to support financially in any of the programs for individuals with disabilities, its costs will be computed based on total participation in each program.

**Alternative Education**

Alternative education is a tuition-per-pupil based program. Districts identify their enrollment needs on May 1. A district will be charged tuition for the number of pupils for which it has pledged financial support on May 1, and for any additional pupils it enrolls.
BOCES Operating Principles

Career & Technical Education
The district charge for Career & Technical Education is based on a ratio of prior year district enrollment in Career & Technical Education to total enrollment in Career & Technical Education. The charge to each district is affected by the number of students enrolled by a district and the total number of students enrolled by all districts. This permits districts to enroll as many students as they wish without incurring additional current-year charges.

Charges for Management Support Services
Charges for services are based on each district's final request for services and supplemental requests. It is recommended that school officials call their BOCES contact person to plan the service to meet district needs.

Determining BOCES aid
BOCES submits “Co-Sers” (cooperative service applications) to the state education department (SED) for any service it proposes to operate. The SED reviews the program description and takes appropriate action. Action categories are:

Approved with aid—All expenditures of the program are aided. Salaries in excess of $30,000, however, are not aided.

Approved without aid—BOCES may operate the program, but no BOCES aid will be paid. This can be because the program is already aided through another category, such as transportation or handicapped, or the program might be a special categorical grant. If BOCES proposes to operate a service where SED does not consider the BOCES role significant, SED may approve the program for operation through BOCES, but will not provide the BOCES aid incentive.

Approved - varying aid—The program may be operated with aid for only certain portions of the program. An example is the duplicating service. Any supplies (such as paper) that remain the property of the district are not aidable, but other costs of operation are aidable (labor, copier, toner supplies).

Not approved—BOCES may not operate the program.

The BOCES aid paid to school districts (except for BOCES rental aid that is “current year aid”) is paid in the two years following the year of expenditure. At year end, BOCES submits financial reports to the SED. BOCES also submits an aid request on behalf of each district for the amount of eligible BOCES aid. BOCES aid claims must take into account the aid restrictions placed by the SED on each program.
The SED audits state aid claims before payment is made. The aid payments are sent to the BOCES, which then disburses them to the districts.

**Aid restrictions that apply to all programs**
In addition to a $30,000 cap on aidable salaries for BOCES staff, the following aid restrictions apply to all programs:

- Materials that become district property
- Temporary staffing agencies
- Shared staff assigned more than 60% to a single district
- Transportation costs for students
- Instructional and non-instructional technology equipment purchases and installation costs, unless the district demonstrates that such shared service is cost-effective. This aid restriction applies to the following services:
  - Common learning objectives
  - Instructional networking services
  - All administrative computer services under Co-Ser 610

Aid restrictions for specific programs are noted where applicable.

**Contact**
Below is a list of typical needs that should be addressed to Molly St. John, business office manager, at 766-3803 or mstjohn@btboces.org.

- Co-Ser approvals
- Cost estimates for the BOCES administrative and capital budgets
- Cross-contracts with other BOCES
- Payments or adjustments on BOCES contracts
- BOCES aid distribution and related questions.
- Non-aidable shared services
- Budget projections for BOCES services

For specific information about services and programs, directly contact the service/program office listed elsewhere in this publication.

**BOCES (RWADA) aid ratios 2019-2020***

<table>
<thead>
<tr>
<th>District</th>
<th>Aid ratio</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Binghamton</td>
<td>.817</td>
<td>Owego-Apalachin</td>
<td>.748</td>
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<td>Windsor</td>
<td>.741</td>
</tr>
</tbody>
</table>

* 2019-20 aid ratios as posted on the NYSED website at press time.
The district superintendent for a BOCES must wear several hats and provide numerous services to component school districts.

The district superintendent is the chief executive officer for BOCES, acts as a liaison between component school districts and the New York State Education Department, and serves as a consultant on various school-related topics and issues.

These services are provided to component schools as part of the basic BOCES administrative fee.

Some specific duties of the district superintendent are as follows:

**Chief executive officer for BOCES**
As the chief executive officer of the BOCES, the district superintendent needs strong leadership, management, fiscal, personnel and communication skills. Overseeing day-to-day operations and long-term activities also requires a good working relationship with the BOCES Board of Trustees.

In addition to managing the operations of the BOCES and a net services budget, the district superintendent is active in developing new BOCES services for component school districts to ensure the delivery of top-quality educational programs.

As a representative of the state education department, the district superintendent is active in assisting local districts with regulations and policies from the SED.

**Liaison activities**
The district superintendent facilitates communication between districts, local businesses and area agencies. The superintendent also coordinates changes in educational programs among the various districts to meet the changing needs of the region.

**Consultation and coordination**
Consultation and coordination for local districts includes such activities as management planning, local program development, policy actions, superintendent and board appraisals, contract negotiations, and in-service opportunities.

**Selection of school superintendents**
The district superintendent can assist districts with filling vacancies for school superintendents, rather than having districts pay additional fees for a private consulting firm. The district superintendent works with districts to assess their needs and requirements for the position and helps facilitate the selection process.

**Public outreach and publicity**
The district superintendent is often called upon for public relations and publicity activities to promote various educational programs and initiatives in the region.

In addition, the district superintendent coordinates regional forums and workshops to involve various business and agency groups in the ongoing process of education reform.
Management Support Services

Providing cooperative business and administrative services so schools can concentrate on Job #1: Educating children

BOCES offers a range of business and infrastructure services designed to ensure high-quality learning and working environments. Through collaborative offerings such as a shared centralized business office, public information, grant writing, personnel, food/nutritional services, health and safety and duplicating services, we help school districts operate cost-effectively and enable them to focus on their most important responsibility - educating children.

Management Support also provides human resource management, financial management, facilities planning/maintenance, and research/planning.

For more information, contact the individual program supervisor.
**Management Support Services**

**Personnel Services**

**Teacher Registry Service**

Service No: 623.140  
Provides participating school districts with an automated substitute placement service.  
Contact: Robin Eccleston, 766-3823  
Email: recclest@btboces.org

**Business Services**

**Central Business Office**

Service No: 680.017.100  
Provides centralized business services, such as payroll, accounting, accounts payable, and budgeting through a professional business manager and shared support staff.  
**Note:** These services can be purchased on an a la carte basis.  
Contact: Kathy Blackman, 786-8562  
Email: kblackma@btboces.org

**Cooperative Purchasing**

Enables participating districts to take advantage of large-volume buying through cooperative bids that meet all legal requirements set forth in NYS General Municipal Laws 103 and 104(b).  
Contact: Kathy Blackman, 786-8562  
Email: kblackma@btboces.org

**Shared Business Manager Service**

Service No: 680.017.200  
This service allows two or more districts to share a common business manager who works primarily at the schools that purchase the service. This service is aidable. The duties, responsibilities and on-site time allocation of the shared business manager will be determined by the purchasing districts, with benefits and salary costs proportioned accordingly.  
Contact: Kathy Blackman, 786-8562  
Email: kblackma@btboces.org

**Duplicating Service**

Service No: 512.313  
High-volume duplicating and printing services in both black & white and color are provided for documents, newsletters, booklets, instructional materials, NYS testing, scoring, report cards, handbooks, yearbooks, posters, banners and many other items. Bindery services include GBC, spiral, folding, scoring, perforating, envelope stuffing and other related items. Daily pickup and delivery of materials, including paper purchased through us, is included. Bulk mailing preparation with post office delivery is available. This service also installs and maintains printer/copiers in school district locations under a zero-term monthly rental arrangement.  
Aid restrictions: materials that become district property, such as paper, are not aidable.  
Contact: John Harvey, 766-3812  
Email: jharvey@btboces.org

**Food Service Management**

Service No: 624.612  
Provides management and coordination of the district's food service program, coordinates and oversees the Rock on Cafe program, and provides nutritional support with a registered dietician.  
Contact: Mark Bordeau, 766-3926  
Email: mbordeau@btboces.org
Management Support Services

Other Support Services

Health and Safety
Service No: 625.470
This service provides technical assistance to schools in a variety of health and safety areas, including, but not limited to: right-to-know training, AHERA technical information, indoor air quality, blood borne pathogens, lead in water and paint, annual fire inspections, integrated pest management, emergency management planning, confined space entry, respiratory protection, lockout/tagout, and interpretation of or assistance with other health and safety regulations affecting schools. Individual services can be purchased on a project or hourly basis.
Contact: John Harvey, 766-3812
Email: jharvey@btboces.org

Research/Planning Service
Service No: 628.210
This service provides information and planning assistance to superintendents and school board members on such topics as school finance, negotiations, state regulations and new legislation. The executive director coordinates meetings and workshops and prepares research and information reports. Collaborative efforts are designed to better meet the needs of the children within the boundaries of Broome-Tioga BOCES.
Contact: Michelle Savory, 766-3807
Email: msavory@btboces.org

Chief School Officers’ Professional Development
Service No: 550.262
This service offers professional development discussions among local chief school offices and the district superintendents. A summer workshop is part of this co-ser. Additional costs: registration in the statewide school finance consortium.
Contact: Michelle Savory, 766-3807
Email: msavory@btboces.org

Communications & Development

Public Information Service
Service No: 627.511.100
Participating districts receive assistance in developing and implementing an effective community relations program. Services are customized and can include the production of printed materials such as newsletters, brochures, flyers and calendars, event consultation and planning, webpage support, video production, photography and media relations. A service package can be tailored to meet the individual needs of any district. Individual services can be purchased on a project or hourly basis.
Aid restrictions: Printing costs are eligible for BOCES aid with restrictions through the BOCES duplicating service.
Contact: Doug Titus, 766-3834
Email: dtitus@btboces.org

Regional Grant Writer Service - Base Service
Service No: 551.213.330
A grant writer researches, plans, and writes grants based on requests from an advisory committee. The grant writer also provides technical assistance and staff development on topics such as grant searches and proposal writing.
Contact: Doug Titus, 766-3834
Email: dtitus@btboces.org

District Grant Writer Service
Service No: 551.6213.331
A shared grant writer researches, plans, and writes grants to benefit a component district.
Contact: Doug Titus, 766-3834
Email: dtitus@btboces.org
Cross contracts enable participating school districts to obtain services from other BOCES if those services aren’t available from Broome-Tioga BOCES. The district requests the service from Broome-Tioga BOCES, which then contracts with the providing BOCES so that service can be delivered to the component district, if possible, with aid.

Listed below are some of the services available from other BOCES via cross contracts.

- **GASB 75 Planning and Valuation**
  Service No. 636.270 - Questar III BOCES

- **State Aid Planning Service**
  Service No. 632.270 - Questar III BOCES

- **Energy Management**
  Service No. 620.320 - Tompkins-Seneca BOCES

- **Internal Auditor**
  Service No. 329.320 - Tompkins-Seneca BOCES

- **Waste Removal**
  Service No. 666.320 - Tompkins-Seneca BOCES

- **Safety/Risk Mgmt.**
  Service No. 621.120 - Greater Southern Tier BOCES

- **Schedule Galaxy**
  Service No. 626.455 - OCM BOCES

- **Hospital-Based Teaching**
  Service No. 455.210 - OCM BOCES

- **Natural Gas/Electric**
  Service No. 670.210 - OCM BOCES

- **Interscholastic Sports Coordination**
  Service No. 529.050 - Delaware-Chenango BOCES

- **CBO Financial Tracking Service - (STAC)**
  Service No. 619.010 - Delaware-Chenango BOCES

- **Medicaid Reimbursement**
  Service No. 604.050 - Delaware-Chenango BOCES

- **Superintendent Evaluation**
  Service No. 555.010 - Erie 2 BOCES

- **Election Management System**
  Service No. 605.010 - NASSAU BOCES
  Service No. 603.010 - Eastern Suffolk BOCES

- **Forecast 5 Analytics**
  Service No. 635.010 - ONC BOCES

- **Negotiations**
  Service No. 613.030 - Cayuga BOCES

- **Policy Manual**
  Service No. 650.080 - Erie I BOCES

- **GASB 75**
  Service No. 655.040 - Clinton Essex BOCES

- **Kinney Medicaid Planning Service**
  Service No. 630.340 - WSWHE BOCES
  Service No. 606.010 Albany BOCES

- **Regional Recruitment**
  Service No. 608.112 - Putnam BOCES

- **Project Lead the Way**
  Service No. 521.180 - Monroe 2 BOCES

For more information, contact Maria Majka in the business office at 607-766-3813 or mmajka@btboces.org
Instructional Programs

For more information, contact the individual program administrator or:

Assistant Superintendent for Instruction
James Mullins
607-763-3345
jmullins@btboces.org

Director
Maggie Collins
607-763-3632
mcollins@btboces.org

Director
Tom McNair
607-763-3632
tmcnair@btboces.org
Alternative Education

Alternative Elementary School
Grades K-5
Service No. 420.400
A full-day program (known as KIDS) for at-promise youths in small, individualized settings. Program goals are to engage with families to increase literacy, numeracy and pro-social skills, with the ultimate outcome of returning to the home school within one academic year.
Site: Owego-Apalachin Elementary School
Contact: Melissa Woodruff, 763-3424
Email: mwoodruf@btboces.org

Alternative Middle School
Grades 6-8
Service No. 420.000
This full-day program serves youths who are deemed to be at-risk and may benefit from social development as well as academic preparation. Academic instruction includes ELA, social studies, science, mathematics, related arts and physical education. The program focuses on hands-on skills, social skill building and academic instruction, while preparing students for the NYS intermediate assessments. Students are involved in local community projects as available. Positive work habits and attitudes are stressed. The goal is to academically and socially prepare students to enter a transitional 9th-grade setting as productive citizens.
Site: East Learning Center
Contact: Charles Wheeler, 762-6400
Email: cwheeler@btboces.org
Site: West Learning Center
Contact: Maria Keesler, 786-2020
Email: mkeesler@btboces.org

Alternative High School
Grades 9-12
Service No. 420.000
Full-day Program
At-risk students are involved in individualized full-time academic course work and character education to help them become successful, productive citizens of tomorrow. Program goals include successful transition to the component school setting, course work leading to a NYS Regents high school diploma, graduation, career education, employment preparation skills, life-skills training and improved self-image.

Parent involvement and varied community linkages are an integral part of the program. A work experience apprenticeship component is available. Students attend courses that lead to a high school diploma. Programming is provided for students in grades 9-12.

These programs encourage students to explore either a career and technical or creative arts curriculum. The program's goal is for students to successfully meet state standards and obtain a high school diploma. The program also focuses on personal growth, helping each student to become a contributing member of the community.
Site: East Learning Center
Contact: Charles Wheeler, 762-6400
Email: cwheeler@btboces.org

Site: EverTech Academy (full day) - Glenwood Education Center
Contact: Matt Sheehan, 763-3423
Email: msheehan@btboces.org
Site: West Learning Center
Contact: Maria Keesler, 786-2020
Email: mkeesler@btboces.org

TASC (formerly GED) Program
Service No. 452.100 (half day)
This program is for high school students ages 16-21 who are at risk of not completing the requirements for a high school diploma. The program's goal is to help students successfully obtain a TASC certification, increase their life-skill training and assist with obtaining employment. Program options include half-day academic preparation or full-day academic preparation with work experience opportunities.
Site: East Learning Center
Contact: Charles Wheeler, 762-6400
Email: cwheeler@btboces.org

Site: West Learning Center
Contact: Maria Keesler, 786-2020
Email: mkeesler@btboces.org
Career Education
Center for Career & Technical Excellence
Service No. 102.000
We offer Career & Technical Education training opportunities at the introductory, intermediate and advanced levels. The content areas include: automotive, building trades, health science, human services and computer services.

Automotive
Programs in the Automotive Technology cluster prepare students for entry and higher level jobs in the auto, heavy equipment and recreational vehicle industry. Many of our graduates are employed by local auto dealers, service stations, construction companies, auto body repair shops and the small gas engine/recreational vehicle industry.

Courses include:
- Auto Body Careers
- Auto Body Repair
- Auto Technology
- Engine Mechanics
- General Automotive Service
- Heavy Equipment Repair/Operation

Building Trades
Programs in the Building Trades cluster prepare students for entry and higher level jobs in the building trades industry. Many of our graduates are employed by local construction companies, private home builders and building supply stores.

Courses include:
- Carpentry
- Masonry
- Building Trades/Plumbing Careers
- Electricity

Business/Communications
Programs in the Business/Communications Technology cluster prepare students for entry and higher level jobs in computer services, retail & warehousing careers and secretarial, office and video/media careers. Many of our graduates are employed by IBM, Security Mutual, Time Warner, Broome County Government, Wegman’s, Giant/Weis Markets, AIG, NCI, JC Penney, Boscov's, and local television and radio stations.

Courses include:
- Business/Computer Careers
- Retail/Warehousing Skills
- Video Production

Health
Programs in the Health Science cluster prepares students in basic job-entry skills for a variety of health occupations. Many of our graduates are employed by local hospitals, nursing homes, developmental centers and home care facilities.

Courses include: Health Science (Certified Nurse Assistant)

Manufacturing
Programs in the Manufacturing cluster prepare students for entry and higher level jobs in drafting, electronics, welding, computer repair and networking and machine trades. Our graduates are employed by local industries such as IBM, Universal Instruments, Endicott Precision, Innovation Associates, Raymond Corp., J & K Plumbing/Heating, and Akraturn Mfg.

Courses include:
- Advanced Manufacturing
- Computer-Aided Design & 3-D Animation
- Graphic and Gaming Design
- IT Specialist
- Welding

Animal Science
Programs in Animal Science prepare students for entry-level jobs in animal breeding and animal grooming.

Courses include:
- Animal Science
- Plant and Landscaping Science

Personal Services
Programs in the Personal Services cluster prepare students for entry and higher level jobs in the food industry, law enforcement, security, beauty and hair care, and the education field. Many of our graduates are employed by local restaurants, salons, security companies, public safety organizations, police agencies and schools.

Courses include:
- Cosmetology
- Criminal Justice
- Culinary Arts
- Hospitality Industry Careers

Tech Academy (half day)
A half-day career and technical education program. Students begin in 9th grade and continue through graduation. The Tech Academy focuses on project-based learning in an applied, real-world model, and study the methods and theories of design while using cutting-edge technology. Students leave the program prepared to continue an education in a career and technical education field.

Site: Glenwood Education Center
Contact: Matt Sheehan, 763-3423
Email: msheehan@btboces.org
Summer Cosmetology
Service No. 101.000
This is a mandated three-week summer program from 8 a.m. - 3 p.m. Students earn hours toward the 1,000-hour requirement for cosmetology licensing.
Site: Glenwood Education Center
Contact: Matt Sheehan, 763-3423
Email: msheehan@btboces.org

New Visions Academies
Service No. 102.000
New Visions is an academically rigorous program for college-bound high school seniors seeking to learn more about their chosen career field. Each New Visions academy provides students with practical, real-world work experiences that enhance their knowledge in their chosen career field while they apply their academic content knowledge in an integrated setting. Students have the opportunity to shadow professionals in a variety of positions within a career field. These experiences support and guide students in making fundamental decisions about their career goals.
New Visions Academies:
- Education
- Engineering
- Health Careers - community & hospital-based
- Law and Government
- Business Enterprise Program
Site: Various locations
Contact: Matt Sheehan, 763-3423
Email: msheehan@btboces.org

P-TECH
Service No. 408.000
P-TECH (pathways in technology early college high school) is an academically rigorous project-based learning program that offers students a unique experience that combines the best elements of high school, college and the world of work. Students can choose from three fields of study: computer technology, engineering or health. Students will be matched with a corporate mentor, take college classes and gain professional work experience, all during their high school years. Students successfully completing the program will graduate with a NYS regents diploma, a technical endorsement, and a no-cost Associate in Applied Science degree from SUNY Broome in the computer technology, engineering or health field.
Courses include: P-TECH 9-12
Site: Glenwood Education Center
Contact: Matt Sheehan, 763-3423
Email: msheehan@btboces.org

Career Expo
Service No. 102.000
Career Expo is a one-day career awareness event sponsored by BOCES’ School-to-Careers Partnership, Binghamton University, the Broome-Tioga Counselors’ Association, and local businesses. Sophomores can select three speakers from about 40 presenters representing a variety of career fields. This annual event is offered separately.
Site: Glenwood Education Center
Contact: Tom McNair, 763-3632
Email: tmcnair@btboces.org

Youth Apprenticeship
These services are no-cost value-added options for any district participating in Career & Technical Education. Youth Apprenticeship provides a work-based, hands-on learning experience that helps students learn by working alongside a person who is highly skilled. Students work 10-20 hours per week in paid and unpaid positions offered in several occupational areas. Students may earn regents credits during their junior and senior years.
Site: Glenwood Education Center
Contact: Tom McNair, 763-3632
Email: tmcnair@btboces.org

Career Development Services
These no-cost services are value-added options for any district participating in Career & Technical Education. These services provide a variety of career development programs for students in grades K-12, all of which are aligned with the NYS learning standards.
Site: Glenwood Education Center
Contact: Tom McNair, 763-3632
Email: tmcnair@btboces.org

Adult Education Services
Overview
The Adult Education program provides opportunities for adults and out-of-school youth to improve their educational and technical skills through a wide variety of job training and academic programs. More than 25 career and technical offerings help students gain competitive workforce skills to compete for employment. The program also works closely with local industry to identify and deliver employer-specific training for current workers, thereby helping businesses compete more effectively.
Adult Basic Education, TASC preparation and English for speakers of other languages (ESOL) support the academic skills development needed for adults to move toward better opportunities in jobs and post-secondary education and training. Note: This is job training, not TASC
**District-based Services**

**Crossroads 8:1:1**  
*Service No. 214.000*  
For students (K-8) whose significant social and emotional needs are impacting their learning. The program offers access to inclusive opportunities and balances academic preparation with social development. Students take the NYS assessments.  
*Contact: Paul Hoffman, 766-3762*  
*Email: phoffman@btboces.org*

**Oak Tree 8:1:1**  
*Service No. 215.000*  
This program offers a structured teaching setting that emphasizes best practices in the field of autism. Students access inclusive opportunities as appropriate. Students (grades K-12) in these classes are characterized by significant management needs requiring a structured environment and small class size. Students must have a diagnosis or classification of autism.  
*Contact: Ilene Monico, 763-3364*  
*Email: imonico@btboces.org*

**Center-based Services**

**PRIDE 12:1:4**  
*Service No. 204.000*  
This program serves students (age 12-21) with severe developmental disabilities resulting in intensive management needs. PRIDE provides a structured environment that emphasizes individualization. Instruction includes life skills and pre-vocational skills with the goal of maximizing each student's potential. Students take the NYS alternate assessment and receive the SACC. Physical education is adapted to meet individual student needs as part of the program.  
*Site: Glenwood Education Center*  
*Contact: Rebecca Falank, 763-3687*  
*Email: rfalank@btboces.org*

**MOVE 12:1+4**  
*Service No. 204.100*  
The Mobility Opportunities Via Education (MOVE) program is designed to help students (5-21 years) with moderate to severe developmental disabilities who are mobility-impaired or non-ambulatory improve their ability to sit, stand and walk through an activities-based curriculum that teaches functional motor skills. The goal is greater participation in family life and in the community, and is achieved through purposeful movement, the use of specific adaptive equipment, and the systematic reduction of prompts. Instruction focuses on functional academics, life skills, pre-vocational skills and social development. Students typically take the NYS alternate assessment and receive the SACC. Physical education is adapted to meet individual needs as part of the program.  
*Site: Glenwood Education Center*  
*Contact: Rebecca Falank, 763-3687*  
*Email: rfalank@btboces.org*

**Reclaim 6:1+1**  
*Service No: 202.000*  
This program offers a small, therapeutic, highly-structured environment for students in grades K-8 with intensive emotional and social needs. This program focuses on building coping skills and resiliency through an environment that stresses belonging, purpose, responsibility and achievement.  
*Site: West Learning Center*  
*Contact: Maria Keesler, 786-2020*  
*Email: mkeesler@btboces.org*

**Adolescent Day Treatment 8:1:1**  
*Service No: 219.000*  
This program is the result of a partnership between Broome-Tioga BOCES and the Greater Binghamton Health Center (GBHC). BOCES is responsible for the educational component, while GBHC is responsible for clinical services. A therapeutic treatment team approach is used. The short-term program is designed for students with disabilities age 13-18 who have significant mental health needs. The goal is re-integration into the student's education, general education development test preparation, English as a second language, life skills and citizenship education.  
*Site: Greater Binghamton Health Center*  
*Contact: [Contact Information]*  
*Email: [Contact Information]*

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**Special Education**

**Equivalent Attendance - Adult Basic Education**  
*Service No. 407.000*  
This program leads to a high school equivalency diploma (TASC) for individuals who are 17 years of age and older. It consists of the following types of instruction: basic education, general education development test preparation, English as a second language, life skills and citizenship education.  
*Site: Johnson City Learning Center*  
*Contact: Lynette Bryan, 763-3616*  
*Email: lbryan@btboces.org*
Special Education

home school.
Site: Greater Binghamton Health Center
Contact: Charles Wheeler, 762-6400
Email: c wheeler@btboces.org

Crossroads 8: 1+1
Service No: 214.000
For students (K-8) whose significant social and emotional needs are impacting their learning and whose management needs require the support and structure of a center-based environment. The program balances academic preparation with social development.
Exit credential: Regents or local diploma.
Site: West Learning Center
Contact: Maria Keesler, 786-2020
Email: mkeesler@btboces.org

Service No: 214.000
This program serves students in grades 6-12 whose significant social and emotional needs are impacting their learning and whose management needs require the support and structure of a center-based environment. This program balances academic preparation with work-based learning and social development. Crossroads also has a middle and high school classroom that serves students working toward a SACC credential.
Site: East Learning Center
Contact: Charles Wheeler, 762-6400
Email: c wheeler@btboces.org

Oak Tree 8:1:1
Service No. 215.000
This program is a structured teaching setting that emphasizes best practices in the field of autism for students 5-21 years who are characterized by significant management needs that require a structured environment and small class size. Physical education is adapted to meet the needs of the students as part of the program. Students typically take the NYS alternate assessment and receive the SACC. Students must have a diagnosis or classification of autism.
Site: Glenwood Education Center
Contact: Ilene Monico, 763-3364
Email: l monico@btboces.org

PALS 8:1:1
Service No. 216.000
This program serves students ages 5-21 who have moderate-to-severe developmental disabilities. The 8:1:1 program provides a supportive learning community that balances the academic, pre-vocational and social development of our students. Direct instruction in life skills is provided with the goal of maximizing each student's potential for independence. Physical education is adapted to meet individual student needs. Students typically take the NYS alternate assessment and receive a SACC.
Site: Glenwood Education Center
Contact: Rebecca Falank, 763-3687
Email: r falank@btboces.org

PALS 12:1:1
Service No. 213.000
This program serves students ages 11-21 who have moderate developmental disabilities through a supportive learning community that provides for academic, social and vocational development. Direct instruction in life skills is provided with a goal of maximizing each student's level of independence. Students typically take the NYS alternate assessment and receive the SACC.
Physical education is adapted to meet the needs of students as part of the program.
Site: Glenwood Education Center
Contact: Rebecca Falank, 763-3687
Email: r falank@btboces.org

Project SEARCH 12:1+1
Service No. 213.100
This program serves students ages 18-21 who have moderate developmental disabilities working toward either the SACC or CDOS credential and in their last year of school and who have previously demonstrated success in a work-experience program. Project SEARCH provides a supportive working community focused on employability skills with internship experiences. Students complete a one-year internship during which they complete three rotations in various departments at Lourdes Hospital. The goal is competitive employment upon graduation. The program is located at Lourdes. Admission into Project SEARCH for each school year requires an interview and skills assessment during the spring semester.
Site: Lourdes Hospital
Contact: Rebecca Falank, 763-3687
Email: r falank@btboces.org

Futures 12:1:1
Service No. 212.000
This program serves high school students with moderate disabilities who are working toward a NYS Regents diploma. Futures uses a collaborative teaching model to ensure quality academic instruction and is paired with individualized accommodations. A portion of each student's day in grades 9 and 10 is focused on project-based learning, while part of the day for students in grades 11 and 12 concentrates on the development of work skills through participation in one of the following
settings: Career & Technical Education or work-based learning.
Site: West Learning Center (grades 9 & 10)
Contact: Maria Keesler, 786-2020
Email: mkeesler@btboces.org
Site: East Learning Center (grades 11 & 12)
Contact: Charles Wheeler, 762-6400
Email: cwheeler@btboces.org

Itinerant Services
Additional support services are provided for students enrolled in BOCES and district programs upon request. Identification of the need for the services as well as the amount and frequency needed are determined by each district’s Committee on Special Education. Services beyond those specifically identified as included in programs are billed separately. Aid restrictions: The maximum aidable share of a given service in a single district is 60 percent of a full-time equivalent or three days per week. Participating districts must be cautious in reporting students for aid purposes. Please consult with your school business official regarding aid issues.
Site: Glenwood Education Center
Contact: Tammy Eaves, 763-3670
Email: teaves@btboces.org.

Adaptive Physical Education
Service No. 303.003
Direct instruction is provided by a certified itinerant teacher for students in BOCES and district classes.

Psychological Services
Service No. 306.006
Service is provided on a shared basis in support of instructional programs.

Social Worker
Service No. 307.007
Service is provided on a shared basis in support of instructional programs.

Visually Impaired
Service No. 309.009
Direct instruction as well as consultation services are provided by certified personnel in school districts and BOCES classes for students who are blind or visually impaired.

Deaf/Hearing Impaired
Service No. 310.010
Direct instruction as well as consultation services are provided by certified personnel in school districts and BOCES classes for students who are deaf/hearing impaired.

Itinerant Teachers
Service No. 330.030
Two or more districts may request that BOCES coordinate common needs for shared teachers or other staff members. These teachers or staff members will then work directly in two or more component district locations, providing instruction or services to meet the unique needs of those districts.

Speech/Disabled
Service No. 314.014
Direct services by certified personnel are provided in BOCES and district classes for student whose IEPs indicate the need for speech therapy.

Speech/Non-Disabled
Service No. 315.015
Direct services are provided on a shared basis for non-disabled students in district classes identified as needing speech improvement services.

English as a Second Language Teacher
Service No. 353.053
Two or more districts may share an English as a Second Language teacher to work with those students in grades K-12 who are English language learners. The service is provided in the home district.

Occupational and Physical Therapy
OT Service No. 311.011
PT Service No. 312.012
Direct services are provided by licensed therapists for students in BOCES and district programs. A physician’s prescription is needed for these services.

Community Schools Service
Service No. 548.000
Broome-Tioga BOCES coordinator will collaborate with lead community partners to organize resources and provide services for at-risk youth within school districts. The coordinator will work with school district personnel to develop a coordinated strategy to provide services that include, but are not limited to, family engagement, academic support, civic engagement, advocacy, life-skills development, job-readiness training and social emotional support. The coordinator will develop a service plan for each participating school district based on each district’s
Extended Education

needs. Community based providers will serve as consultants to provide additional, specific and customized services to students, families and districts as identified in the needs assessment.
Contact: Tammy Eaves, 763-3670
Email: teaves@btboces.org

Consultant Teacher Services
Service No. 303.004
Direct instruction as well as consultation services are provided by certified personnel in school districts and BOCES classes for students whose IEP's identify the need for additional instructional support.

Regional Cooperative Summer School
Service No. - See below
The goal of the Cooperative Summer School is to encourage advancement and to provide students with an opportunity to maintain their grade level status in an effort to close gaps that cause students to fail or drop out. Highly qualified teachers are hired to teach classes at the high school and middle school level for students who need to repeat a course taken during the year and for students who seek to accelerate their learning.
Contact: Charles Wheeler, 762-6400
Email: cwheeler@btboces.org

Summer School Programming
There are a variety of program types to meet the students’ needs. They include but are not limited to:
- Academic classes - New Credit (406.000)
- Credit Recovery and/or Regents Prep (406.200)
- Online Academics - New Credit (406.400)
- Online Credit Recovery and/or Regents Prep (406.500)
- Regents Exam (406.600)
Site: Determined by district annually
Contact: Charles Wheeler, 762-6400
Email: cwheeler@btboces.org

Student Enrichment Courses
(after school and summer)
Service No. 410.000 (per term), 410.100 (contract amt.)
BOCES School Enrichment Program provides districts the opportunity to offer hands-on, experimental learning opportunities to help meet goals to improve student achievement. Enrichment classes allow students to learn and have fun in a challenging but relaxed environment in many cases with a lower student-teacher ratio. Three terms are offered: fall/winter (September – January), spring - 410.000 (January – June), and summer (July – August)- 410.050.
This service offers coordinated educational opportunities outside of the regular school day, such as after school or during the summer break. Program activities must be different from those offered during the course of the regular school year.
Note: Transportation, food costs, and admission tickets are not aidable under this service.
Site: Johnson City Learning Center
Contact: Lynette Bryan, 763-3692
Email: lbryan@btboces.org

Tioga County Coalition for Better Schools
Service No. 410.300
The Tioga County Coalition for Better Schools is a collective partnership between school districts, local businesses and community organizations to provide educational enrichment activities to the students of Tioga County. This service provides Tioga schools with a coordinator to organize shared activities.
Contact: Lynette Bryan, 763-3692
Email: lbryan@btboces.org

Summer STEAM Academy
Service No. 410.400
This is a hands-on program that engages students in project-based learning around science, technology, engineering, math and art through the design cycle. Local engineers and other professionals team up with students in small learning communities to explore and develop projects with real-world applications.
Approximately 250 students in grades 7-10 are immersed in STEAM activities in partnership with the Eastern Southern Tier STEM Hub and its facilitators, including Lockheed Martin and SUNY Broome.
Contact: Matt Sheehan, 763-3423
Email: msheehan@btboces.org

Summer CTE Academy
Service No. 410.450
In this two-week program, fifth-graders become immersed in career and technical education activities in partnership with local industry and vocational training. Career and Technical Education provides students with the foundational skills to succeed in today's job market. The program is designed to expose students to multiple career pathways through direct teacher instruction and project-based learning. This hands-on practice enables students to experiment and find success in a nontraditional classroom setting.
Site: Glenwood Education Center
Contact: Matt Sheehan, 763-3423
Email: msheehan@btboces.org
Extended Education

**Extracurricular Activities**
Extracurricular Activities include Odyssey of the Mind, a creative problem-solving competition for students of all ages from local schools; Odyssey of the Mind Spontaneous Workshop, a two-hour workshop designed to teach strategies for success with creative problems that are featured during Odyssey of the Mind competition; and Celebrate Your Future, an event that demonstrates the range of services and programs available in our community to individuals with disabilities.

**Site:** Johnson City Learning Center  
**Contact:** Lynette Bryan, 763-3272  
**Email:** Odyssey@btboces.org

**Odyssey of the Mind Regional Tournament Package**
**Service No. 518.000**
Odyssey of the Mind is an international educational program that provides creative problem solving opportunities for students from kindergarten through grade 12. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They bring their solutions to a regional tournament at Broome-Tioga BOCES with the winners advancing to the state tournament. Included in the package is a full training session for new coaches, monthly building coordinator meetings, and the opportunity to participate in the Regional Tournament in early spring.

**Contact:** Lynette Bryan, 763-3272  
**Email:** Odyssey@btboces.org

**Spontaneous Workshop**
**Service No. 518.100**
This two-hour workshop is designed to provide familiarity with and introduce strategies for success with the three types of creative problems featured during the spontaneous component of the Odyssey of the Mind competition. These include verbal, hands-on, and hybrid problems (which contain both verbal and hands-on solutions). This workshop is suitable both for current Odyssey teams and any other K-12 students who enjoy creative problem solving. It is possible to order this service without ordering the tournament package; however, the workshop alone does not grant entrance into the regional tournament.

**Contact:** Lynette Bryan, 763-3272  
**Email:** Odyssey@btboces.org

**Instructional Coordination - Other**
This service includes Home School Liaison for students whose parent(s)/guardian(s) elect to educate their children at home; Home Tutoring, which can be arranged through BOCES for students who are legally absent for a prolonged period of time; and Itinerant Teachers, under which two or more districts may request that BOCES coordinate common needs for shared teachers or other staff members.

**Site:** Johnson City Learning Center  
**Contact:** Lynette Bryan, 763-3272  
**Email:** lbryan@btboces.org

**Home Schooling Liaison**
**Service No. 517.000**
For students whose parent(s)/guardian(s) elect to educate their children at home, BOCES provides district support in meeting the legal requirements. These mandates are based on state legislation or interpretation of federal opinions. In addition, the courts are involved in settling precedent-setting disputes that can further inform districts.

For districts that participate in this service, BOCES reviews and maintains all student documentation, working closely with the home district to ensure compliance. In addition, BOCES is responsible for monitoring new legislation and education department regulations regarding home schooling, providing districts timely notification of all changes.

The Home School Liaison service provides consistency in process, definitions, expectations, documentation and communication for parents. In addition, it provides a consistent level of expertise on which districts can rely.

**Contact:** Lynette Bryan, 763-3272  
**Email:** Odyssey@btboces.org

**Home Tutoring**
**Service No. 420.350**
For students who are legally absent for a prolonged period of time, home tutoring can be arranged through BOCES. The component school provides the curriculum guidelines for home tutoring. Instruction is provided by certified teachers. Completed assignments and a student behavior profile are provided upon the student’s return to the component district.

**Contact:** Lynette Bryan, 763-3272  
**Email:** Odyssey@btboces.org
Providing schools with leadership in professional development, information management, and state-of-the-art technology.

“The Center” at BOCES provides leadership and cost-effective programs and services to schools throughout the Southern Tier and across a ten-county region. Our many programs fall under three, broadly defined missions: to provide secure, reliable, regional computer networks; to facilitate information sharing and data management; and to offer research-based professional development and state-of-the-art resources for teachers. Whether our staff is leading a workshop on literacy, providing support for a student or financial management system, or offering planning and cost-effective pricing for technology, BOCES is committed to supporting districts in their efforts to improve teaching and learning.

For more information, contact:
PDRC Director Kerri Bullock, 607-766-3766, kbullock@btboces.org. or RIC Director Dan Myers, 607-766-3750, dmyers@btboces.org.
Overview
The Professional Development & Resource Center provides ongoing support and resources to advance curriculum, instruction and assessment for its schools. Professional development includes regional workshops and customized district-based work in areas of curriculum, instruction, technology integration and assessment. Resources include a broad range of instructional software, digital content, and library services.

For more information, contact Kerri Bullock, Professional Development & Resource Center, director, 766-3782 or kbullock@btboces.org.

School Curriculum Improvement
Contact: Kerri Bullock, 766-3782
Email: kbullock@btboces.org

School/Curriculum Improvement Base Service
Service No: 551.211.001
This is a comprehensive school improvement planning and professional development service designed to improve curriculum, instruction and assessment. Professional and curriculum development programs and school improvement services are developed in collaboration with the Organization of Instructional Representatives (OIR), which serves as the regional advisory committee. In addition to regional professional development, districts receive five on-site professional development days for assistance with planning, organizing, and implementing instruction, curriculum and assessment. This service also includes participation in Principals’ Center meetings. Meetings are held monthly for each division and include an opportunity for state/regional updates and networking with other principals.

NOTE: The following services include the prerequisite of School/Curriculum Improvement Base Service.

Additional SCI Professional Development Days
Service No. 551.211.16
The School Curriculum Improvement service supports data-driven, job-embedded professional development that is customized to meet the district's needs. This additional services allows districts to schedule a professional development specialist on a per diem basis for professional development and/or follow-up.

Accelerating Student Literacy Growth: Flexible Decision-Making and Interventions (Year 1)
Service No. 551.211.020
This service provides participating teachers with intensive professional development in knowledge and use of literacy learning progressions, specific assessment tools, and a wide range of instructional strategies to guide their decision making to address learner needs. The participants will learn how to select and modify intervention strategies based on analysis of student data to flexibly respond to students' needs. The goal is to accelerate student learning through explicit teaching to reach grade level expectations. The professional development included as part of this service will be divided into Grades K-1 and Grades 2-5 strands. Each participating school will have an opportunity for ongoing on-site coaching visit(s) as part of the service.

Accelerating Student Literacy Growth: Flexible Decision-Making and Interventions (Year 2)
Service No. 551.211.021
This service provides ongoing support for teachers who participated in Year 1. Regional workshops will continue to be offered in Grades K-1 and Grades 2-5 strands,
with participants adding strategies and resources to their instructional toolkit to better target comprehension, vocabulary, and phonics instruction to meet the needs of struggling readers. Each participating school will have an opportunity for onsite coaching visit(s) and/or customized planning/professional development as part of the service.

**Leveled Literacy Intervention (LLI)**  
**Service No. 551.211.014**  
This service provides an introduction to the K-8 Leveled Literacy Intervention System framework, an effective, research-based, early intervention plan that can prevent literacy difficulties before they turn into long-term challenges. This supplementary system is designed to help teachers provide powerful daily small-group instruction for struggling readers and writers with the ability to elevate students’ up to grade-level performance in as little as 14-18 weeks. A professional development specialist provides LLI teachers and administrative teams with follow-up support and up to two site visits during the school year.  
**Prerequisite:** District purchase of LLI system.

**Developing Instructional Coaches - Year 1**  
**Service No. 551.211.030**  
This service provides professional development and on-site coaching support to develop instructional coaches in your building. Districts will identify coaches who will participate in professional development about the fundamentals of coaching, foundations of effective teaching, and the fundamentals of instruction and assessment. Participants will be required to begin coaching in their buildings and will be provided with “coach-the coach” support and feedback. As part of this service BT staff will work with administration and coaches in participating schools to create a coaching plan that meets the needs of the school.

**Developing Instructional Coaches - Ongoing**  
**Service No. 551.211.031**  
This service provides additional support for instructional coaches who previously participated in Developing Instructional Coaches - Year 1. During the second year, participating coaches will have opportunities for continued professional development and on-site coaching visits. There will be opportunities to try different coaching models and strategies to extend the year one coaching work. Additionally, we will further our practice of coaching conversations to meet different levels of teacher needs.

**Leader’s Academy**  
**Service No. 551.211.200**  
This service provides a summer professional learning opportunity for building and district administrators. The focus varies year to year and is planned based on the current needs of participating districts.

**District Collaboratives**  
**Service No. 551.240.000 and 551.240.100**  
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 or more districts must work together on each project. District support will be provided in the areas of contract development, publication and registration via WebReg, coordination of funds and payment processing and substitute and stipend processing.  
**Prerequisite:** Participation in School Curriculum Improvement Base Service.  
**Contact:** Melody Fissel, 766-3782  
**Email:** mfissel@btboces.org
Model Schools Base Service
Service No. 552.368.100
This service offers comprehensive support for integrating technology into the curriculum through instructional technology planning, regional, and district professional development opportunities. In addition to regional professional development, districts receive five on-site professional days. This service, in conjunction with the Instructional Technology Base Service, provides school districts with a comprehensive approach to planning, acquisition, and implementation of instructional technology.

Model Schools Additional Professional Development Days
Service No. 552.368.200
The Model Schools service supports district or building implementation of new and ongoing technology initiatives. This additional service allows districts to schedule a professional development specialist on a per diem basis for professional development and/or follow-up. Prerequisite: Participation in Model Schools Base Service.

Assessment Professional Development & Support
Service No. 552.368.300
This service supports districts with the use of eDoctrina for instruction and assessment in the classroom. Teachers and administrators can participate in regional professional development and can schedule up to two in-district professional development days for support. Prerequisite: Participation in Model Schools Base Service.

Managed Educational Technology Integration
Service No. 552.368.150
This service provides access to dedicated instructional technology integration specialists, streamlined access to related instructional technology services, and collaborative planning for educational technology initiatives related to curriculum, instruction, and assessment. This managed service will assist districts with the planning, implementation, and day-to-day support for comprehensive educational technology integration as an essential part of effective instruction. The participating districts benefit from planning and training that is customized to meet their technology and instructional initiatives. Participation in this service also includes participation in the following instructional technology services: Model Schools Base Service, Assessment Professional Development & Support (eDoctrina), Online Learning Systems (Schoology) and Online/Blended Learning (Edgenuity.)

Instructional Technology Base Service
Service No. 557.360.001
This service, formerly known as Common Learning Objectives, provides districts with the opportunity to purchase instructional hardware and software aligned with regional standards. The service includes the purchasing and support of guidance applications (formerly part of a separate service). The support in this service for all software and hardware includes communication with vendors (quote requests), contract development, coordination of funds, and payment processing.

Video Conferencing
Service No. 460.877.001
This service provides opportunities for districts to participate in educational videoconferencing and distance learning programs via content providers (including museums, zoos, and other cultural institutions) and collaborations.

Online Learning Systems
Service No. 460.877.100
This service provides districts with access to a learning management system (Schoology). The service includes technical support, help desk support, administrative functions, user group meetings, regional professional development and two days of on-site district support. Additional cost: Schoology Enterprise License
Online/Blended Learning - Edgenuity
Service No. 460.877.300
Edgenuity provides engaging online education and blended learning solutions that propel success for students in grades K-12. This service provides professional development and technical support for teachers using Edgenuity as a blended learning solution.
Additional cost: Edgenuity Licenses

Health, Wellness and Physical Education Resources
Contact: Kerri Bullock, 766.3782
Email: kbullock@btboces.org

Comprehensive School Health/Wellness Service (CSHW)
Service No. 586.318.100
The CSHW service provides districts with a complete program assessment and assists in the development of a K-12 coordinated school health and physical education program that aligns and supports SED initiatives. Included are up to three days of customized assessment, staff development or other customized time spent in the district working on curriculum, instruction and assessment. Resources and technical assistance are included. Annual plans will be created between district and BOCES staff. This service also provides loan of equipment such as kayaks, cross-country skis, portable fitness equipment, “Baby Think It Over” dolls, and many other resources to assist with health and physical education instruction. Delivery of equipment is also included as part of this service.

Coaches Course I: Philosophy, Principles and Organization of Athletics in Education
Service No. 550.261.001
This 45-hour course is the first-of-three courses required by the New York State Education Department to meet coaching requirements for non-certified physical education teachers, all other certified teachers and non-teacher coaches of interscholastic athletics. Course I focuses on the foundations of coaching, including state and local regulations. Coaching courses do not have to be taken in sequential order.

Coaches Course II: Theory and Techniques of Coaching
Service No. 550.261.002
This 30-hour course is the one of three courses required by the state education department to meet coaching requirements for certified teachers and non-teacher coaches of interscholastic athletics. This course will certify coaches in one sport of their choice. It includes an internship and practical experience as a coach in the specific sport.

Coaches Course II: Additional Sport Certification
Service No. 550.261.004
The additional sport certification is an option for coaches who have already completed Coaches Course 2, or current Coaches Course 2 participants who seek certification in an additional sport. Participation in this option will provide the coach with an opportunity to become certified in additional sports. The course consists of 9 hours of meeting time with a resource coach in the identified sport and a three-hour internship experience ending in a project in their chosen sport.
Coaches Course III: Health Sciences
Applied to Coaching
Service No. 550.261.003
This 45-hour course is one of three courses required by
the state education department to meet coaching require-
ments for certified teachers and non-teacher coaches of
interscholastic athletics. The course is a series of interac-
tive exercise and activities designed to study health sci-
ences as they apply to coaching sports.

Classroom Enrichment
Resources
Contact: Nicole Laura, 766-3731
Email: nwaskiel@btboces.org

Arts-In-Education
Arts-In-Education provides cooperative performance
scheduling of professional artists in the areas of dance,
music, theater and the visual arts for component school
districts. Performances occur in participating schools or
at a performing arts center. Residencies in the arts are an
integral part of this service and can be custom-designed
to fit district curriculum needs. All performances serve
to enhance the regular curriculum and to integrate state
learning standards for the arts. Participants have access
to an online Arts-in-Education directory. Artist and cor-
responding service fees vary. Transportation and lodging
for activities associated with this Co-Ser are not eligible
for BOCES aid.

Arts in Education Service Fee
Service No. 411.842.100

Arts in Education District Budget
Service No. 411.842.200

Extended Classroom
Broome-Tioga BOCES offers a variety of instructional
enrichment opportunities. The purpose of the Extended
Classroom service is to connect teachers with community
education partners who can provide enhanced learning
experiences that are aligned with instructional objectives
and state learning standards. Participants have access to
an online Extended Classroom directory. Field trip venues
and corresponding service fees vary. Admission tickets
must include participation in a program to be eligible for
BOCES aid. Transportation and lodging for activities as-
associated with this Co-Ser are not eligible for BOCES aid.

Regional Center for Science Base
Service
Service No. 410.840.200
This service allows teachers to borrow the Portable
Planetarium (Digital Dome) for two weeks (10 days) and
science and math kits for use in their classrooms. There
are more than 80 science and math kits to select from,
including a large variety of Foss kits, Lego® kits for all
grades, magnets, microscopes, teaching tanks, a human
torso, animal and insect specimens, math manipulatives,
weather kit, egg-hatching kit, electricity kit, and much
more. New items include a TetraView LCD digital micro-
scope, a set of 15 LED cordless elementary microscopes,
and triple-beam balances; the Portable Planetarium fea-
tures a new dome and software system.
Kits are loaned for two-week durations and are transport-
ed through bus mail.
Note: Training on the Portable Planetarium is required
prior to borrowing.

Extended Classroom Service Fee
Service No. 410.842.100

Extended Classroom District Budget
Service No. 410.842.200
Portable Planetarium Additional Time  
Service No. 410.840.410  
Additional time for the Portable Planetarium is available in 10-day increments.  
Prerequisite: Regional Center for Science and Math base service.

School Library Services  
Contact: Nicole Laura, 766-3731  
Email: nwaskiel@btboces.org

School Library System  
The basic, state-funded service provides a means of sharing resources among component school libraries via interlibrary loan. There is no cost for participation in the basic service. School Library System – Expanded Interlibrary Loan services, which covers interlibrary loan beyond the BT BOCES/SCOOLS region, is offered at an additional cost to component districts.

Media Library / Educational Communications  
Service No. 504.310.100  
This service provides teachers with instructional resources (e.g. eBooks, digital streaming media, multimedia kits, including augmented/virtual reality, coding, and maker-space resources, audiobooks, multiple-copy book sets, DVDs, and document collections), specialized media-related equipment (Google Expeditions, iPads and accessories, and 3D Printers) and associated professional development resources and training.

Open Source Automated Library System (OPALS)  
School Library Automation  
This service offers access to a Web-based, open source library automation program and support. Basic OPALS service includes building-level library catalogs; OPALS catalogs can be customized, and include dynamic, interactive features (user book reviews, pathfinders, virtual bookshelves); new features are regularly added. Prerequisites: Participation in the basic state-funded School Library System service and in the Expanded Database Development service.

OPALS, Year 1  
Service No. 505.320.200  
The initial year of implementation includes the creation of a new library catalog database, import of machine-readable (MARC) format item records and user accounts, and new user training.

OPALS, Year 2 & beyond  
Service No. 505.320.210  
Subsequent years include on-going training and support, including library collection inventory, cataloging assistance, and access to scheduled ½ day users' meetings with OPALS' parent company, Media Flex. In addition to the basic OPALS service, available services include:
- User barcodes
- Book/resource barcodes
- Database authentication (Service No. 505.320.600): This service provides streamlined access to all district purchased and BOCES-provided online databases through a single password portal. A sample page is available at http://bdt.auth.orc.scoolaid.net/bin/dblisting.

Database Authentication  
Service No. 505.320.600  
This service provides streamlined access to all district-purchased and BOCES-provided online databases through a single password portal. As sample page is available at http://bdt.auth.orc.scoolaid.net/bin/dblisting.
Database Authentication, Non-OPALS subscribers
Service No. 505.320.610
A non-OPALS subscriber option for the database authentication service.

School Library System, Expanded Database - Development and South Central Organization of School Library Systems’ (SCOOLS) Database
Service No. 506.316.001
This service includes the input of newly acquired school-owned resources into a central database covering five BOCES in the south-central regions of New York State (SCOOLS). The SCOOLS database allows for inter-library loans among the component school districts in the five BOCES.
Prerequisite: Participation in the basic state-funded School Library System service.

SLS - Expanded Interlibrary Loan
Service No. 506.316.002
This service provides interlibrary loan of resources beyond the SCOOLS region, including schools, universities, public libraries and special libraries (hospitals, museums) across the United States.
Prerequisite: Participation in the basic state-funded School Library System service.

SLS - Coordinated Cooperative Collection Development
Service No. 506.316.004
Coordinated Cooperative Collection Development (CCCD) enables school libraries to plan resource purchases with the greatest cost efficiency.
Prerequisite: Participation in the basic state-funded School Library System service.
Aid restriction: At least one library media specialist must attend planning meetings with representatives from other participating districts.
CCCD Service Fee
Service No. 506.316.100
CCCD Budget
Service No. 506.316.004

SLS - Educational Research (Hanover)
Service No. 506.316.005
This service provides access to an online professional collection of digital resources, including the Hanover Education Research database, which includes access to a repository of education research briefs and the ability request customized research. https://www.hanoverresearch.com/.

Substitute & Stipend Reimbursements
Contract: Kerri Bullock, 766-3782
Email: Kbullock@btboces.org
Both School Curriculum Improvement and Model Schools services provide districts with the option of allocating funds for expenditures for stipend payments for teachers or for substitutes for classrooms that are eligible for BOCES aid. To be eligible for BOCES aid, the following conditions must be met: expenses incurred must be related to attendance at activities comprised of participants from two or more districts with follow-up activities taking place within 12 months of the shared activity (documentation must be kept); stipends must be uniform for all participants and paid in a uniform manner agreed upon by BOCES and participating districts; payment for substitutes must be initiated by participating districts.
*Prerequisite: Participation in the applicable Co-Ser’s base service is required.

School Curriculum Improvement*
Service No. 551 [See FRS]

Model Schools*
Service No. 552 [See FRS]
Regional Telecommunications Services

Service No. 610.730.100

Shared Telecommunication Resources
All hardware, software, staff and maintenance to support and maintain the regional network. This includes the regional firewall, intrusion detection system, internet edge router, core switch, network management system, traffic monitoring system and broadband routers.

Local BOCES Broadband
All line charges and management for the broadband fiber optic network in the BT-BOCES region, broadband network links in the DCMO & ONC regions and other district-wide area network (WAN) links. Also included is the management of service provider contracts and the bidding of future contracts.

Internet (ISP) Service
Lease and management of the regional Internet gateway, including ISP costs, domain name services (DNS) and network address translation (NAT) services.

E-Rate Service
E-rate processing for shared telecommunications services, including coordination and submission of USAC forms and applications. Also includes the monitoring and management of discounts and refunds on behalf of districts for Telecom service expenses.

Optional Support, Planning and Consultation Service
Districts may draw from BOCES’ pool of technical staff, as needed, for additional technical, planning and consulting support. Participation in the Regional Telecom Service is a pre-requisite for this option.

Contact: Steve Andrus, 607-766-3754
Email: sandrus@btboces.org

Network Support Service
Service No. 610.742.210

NSS Base Service
This service provides resources to support technology infrastructure within school districts and allows districts to select from a variety of support options that best suit their individual needs. The Base Network Support Service includes coordination of purchasing, asset and licensing management, participation in volume licensing agreements, access to statewide technology-related bids and
development, management, and support for district-specific RIC budget. The service also provides coordination of regional training opportunities for district technical staff.

Optional services under the Base Network Support Service include:

**Managed IT Service (MITS)**  
Service No. 610.742.240  
Provides full management of all IT services, systems, and technical support staffing at a school district. The service includes IT service development and planning with district administration, policy and procedure development, coordination of IT projects, comprehensive technical support and service desk functions, purchasing, budget development and training. Participation in the Base Network Support Service is a prerequisite for this service. This service includes the Server Infrastructure Support Service, the Network Infrastructure Support Service, all IT staffing and comprehensive management.

**Server Infrastructure Support Service**  
Service No. 610.742.242  
Provides preventive and on-going support of school district servers including: service desk, troubleshooting, server monitoring, server OS, software configuration, back-up planning, maintenance of hardware/software, lifecycle planning and documentation. Requires a broadband connection to the BOCES regional network. Participation in the Base Network Support Service is a prerequisite for this service. The Managed IT Service (MITS) includes this service.

**Network Infrastructure Support Service**  
Service No. 610.742.243  
Provides preventive and on-going support of school district data network equipment including: service desk, troubleshooting, network monitoring, configuration, back-up, maintenance of network infrastructure hardware and software, life cycle planning, network assessments and documentation. Requires a broadband connection to the BOCES regional network. Participation in the Base Network Support Service is a prerequisite for this service. The Managed IT Service (MITS) includes this service.

**Voice over IP (VoIP) Support Service**  
Service No. 610.742.261 or .262  
Provides two options in support of school district telephone systems including: a RIC-managed option including comprehensive voice system management and support, and a RIC-hosted option providing turnkey telephony services on a subscription basis. Participation in the Base Network Support Service and the Network Infrastructure Support Service is a prerequisite for this service.

**Remote Site Storage/Back-up Service (RSB)**  
Service No. 610.742.270  
Provides three options for data and server back-up including: off-site storage of district data, automated server back-ups employing a back-up agent or fully automated, highly recoverable back-ups using BOCES-compatible equipment. The service requires a broadband connection to the BOCES regional network. Participation in the Base Network Support Service is a prerequisite for this service.

**On-site Staffing Service**  
Service No. 610.742.235  
Provides BOCES technical staff on-site at a district. Employee's day-to-day activities are managed by the district. BOCES manages hiring, HR functions, payroll processing, professional development and evaluations. Participation in the Network Support Service is a prerequisite for this service. A charge is prorated per FTE or percentage of FTE.

**Support, Planning and Consultation Service**  
Service No. 610.742.230  
Districts may draw from BOCES' pool of technical staff, as needed, for additional technical, planning and consulting support. Participation in the Network Support Service is a prerequisite for this service.  
Contact: Steve Andrus, 607-766-3754  
Email: sandrus@btboces.org

**Student Management Systems**  
**Student Management System Service**  
This service provides support for three web-based, integrated student management systems. It includes consultation and implementation planning assistance, training and ongoing support for district staff in the use of each module. All supported systems are NYS compliant and can be used to meet NYS and federal reporting requirements, including SIRS reporting, VADIR/DASA and OCRDC. Technical assistance and installation of software releases, maintenance of data integrity, data back-ups and capacity planning are all included. User group/advisory meetings are held annually to coordinate service activities and processes, plan for application upgrades and hardware and infrastructure changes. Support is offered via service desk, phone, email and the SCRIC webpage. All of the SCRIC supported student management systems include the following modules:
Supported systems include:

**eSchoolPLUS**  
Service No. 610.727.030, 610.727.032

**PowerSchool**  
Service No. 610.741.200-610.741.205

**Schooltool**  
Service No. 610.727.020-610.727.029  
Contact: Donna Eaton, 607-757-3013  
Email: deaton@btboces.org

**Special Education Management Systems**

This service provides support for two web-based, integrated special education management systems to assist in day-to-day events of the special education process. They can be accessed at anytime, anywhere. Tracking includes CSE, CPSE and 504 students. It includes consultation, planning, implementation, training and ongoing support. All supported systems are NYS compliant and can be used to meet NYS and federal reporting requirements, including SIRS reporting (BEDS day, end-of-year snapshots, PD8, special education indicators 7, 11, 12, VR14 and VR16.) Support is offered via service desk, phone, email and ServiceNow. Supported systems include:

**ClearTrack200 - AIS Service**  
Service No. 610.727.610

**Frontline IEP**  
Service No. 610.727.620  
Contact: Joanne Demetry, 607-757-3004  
Email: jdemetry@btboces.org

**RTI - Edge Response to Intervention Service**  
Service No. 610.727.611-610.727.612  
RTI Edge enables districts to track universal screenings, identify students at risk of failing, monitor their progress, graph results and predict student success. The application enables decision making based on data and reduces special education referrals. It provides the ability to track universal screening scores on all students, progress monitor scores, skills where there are deficits, goals, interventions, progress reports to parents, and letter processing (meetings, entry or exit to RTI). The SCRIC works with districts to implement the RTI component by using the district’s locally developed RTI plan to customize RTI Edge components to the district’s needs.  
Contact: Joanne Demetry, 607-757-3004  
Email: jdemetry@btboces.org

**Data Services**

**Managed Data Service**  
Service No. 610.727.770  
This service provides comprehensive support for select federal and state reporting as well as support and training for data-related activities such as data integration between student management, special education, financial, and cafeteria systems. Working in collaboration with district staff, this service provides data verification reports and support for error correction for SIRS reporting. Additional student management system support is provided to district personnel as listed in the managed data support matrix.  
Contact: Kelly Twitchell, 607-786-2110  
Email: ktwitchel@btboces.org

**NYS Data Collection and Testing**  
Service No. 610.727.110-610.727.113  
This is a centralized service to facilitate the reporting of all required NYSED SIRS (student information reporting system) data. A web-based data loading application (level 0) is provided, as well as training in its use. Data is examined for errors and districts are notified if they are found. Appropriately remediated data is forwarded to NYSED via SIRS for various uses. The service also provides support for the processing of K-12 NYS assessment answer sheets, the loading of assessment scores to the data warehouse and the preparation of reports for verification. End-user support for state reports L2RPT, NYSED accountability reporting, student/teacher linkage reporting, staff evaluation rating reporting, and BEDS day enrollment reporting is provided. A key feature of the service is its support for the district data coordinator (DDC) as it relates to compliance with, and interpretation of, complex, multidimensional data collection mandates from NYSED.  
Contact: Tim Farnham, 607-757-3009  
Email: tfarnham@btboces.org

**Full-Service Test Scoring**  
Service No. 610.727.460  
This service provides for the scoring of extended response questions on the NYS 3-8 ELA, math and science exams. An image of each student response is digitally captured and then anonymously presented to a qualified and trained NYS test scorer via a proprietary computer application that
is not Web based. The resulting points earned are sent to the RIC in a file where they are merged with the multiple choice responses to create a complete raw score file. The raw score file is loaded to SIRS. The service includes creation of specially formatted barcode labels, instructions on boxing answer booklets for processing, and assistance with the intake process at the RIC to ensure every administered exam is accounted for.

Contact: Tim Farnham, 607-757-3009
Email: tfarnham@btboces.org

Data Integration Service
Service No. 610.727.660
This service supports the work of school districts as they continue to seek ways to support student learning. Recognizing the range of needs varies by district, this versatile service is designed to meet these needs by:

- Working with a district primary contact to confirm data integration needs
- Creating and maintaining existing data integration specifications (systems, frequency, data being shared, transmission method)
- Confirming annual data integration needs with district primary contact.

Contact: Kelly Twitchell, 607-786-2110
Email: ktwitche@btboces.org

Data Requests and Reports Service
Service No. 610.727.661
This service supports the work of school districts as they continue to seek ways to support student learning. Recognizing the range of needs varies by district, this versatile service is designed to meet these needs by:

- Working with a district primary contact to confirm all data requests and reports
- Creating and updating existing data requests and reports in desired format (ex: PDF or Excel)

Contact: Kelly Twitchell, 607-786-2110
Email: ktwitche@btboces.org

iData & iExam Data Dashboards
Service No. 610.727.650
This service provides decision-makers with a single online data dashboard to access current and historical data integrated from multiple sources. Data is merged from SCRIC-supported student management systems, special education systems and the data warehouse, providing advanced insight to assist schools in developing targeted improvement strategies. Data elements include course grades, state assessments, demographics and subgroup information (ex: students with disabilities, economically disadvantaged, etc.). The data can also be downloaded for use with other software tools such as Excel and PowerPoint.

Contact: Kelly Twitchell, 607-786-2110
Email: ktwitche@btboces.org

Financial Services
nVision/WinCap
Service No. 610.727.350 - 610.727-354, .358
Financial and human resource management systems designed to meet the needs of New York state school district business offices. These platforms are optimized for data integration, reporting and analysis. Applications include modules for accounting, accounts payable, accounts receivable, negotiations, budget, human resource, payroll, requisitions, bidding and customizable reports.

Options:

nVision - Optigate
Service No. 610.727.360
A web solution for employees to enter and track leave time.

nVision Timepiece or WinCap Timesheet
Service No. 610.727.320
nVision Timepiece and WinCap Timesheet are time management solutions fully integrated with Finance Manager and nVision. Districts can streamline their time sheet and attendance entries. Timepiece utilizes biometrics time clock technology that has a touchscreen and proximity reader.

Contact: Dodie Sherman, 607-766-3723
Email: dsherman@btboces.org

MUNIS Service
Service No. 610.727.380 - .381
MUNIS is a fully integrated financial and human resource management system designed to meet the requirements of school district business offices. Modules include accounts payable, accounts receivable, applicant tracking, bid management, budget, fixed assets, general billing, general ledger, human resources, inventory, payroll, project accounting, purchasing, requisitions, employee self-service and employee expense reimbursement. It includes standard reports, the ability to export data to MS Word and Excel, and comes with Crystal Report Writer. MUNIS also offers the latest SQL platform with powerful dashboard technology.

Contact: Dodie Sherman, 607-766-3723
Email: dsherman@btboces.org
Info-Matic Service
Service No. 610.727.400-610.727.402
Info-Matic is a semi-integrated fund accounting, payroll, budget, personnel and tax collection system. Modules include Info-Fund, Info-Pay, Info-Budget, Info-Tax, Info-Web, Info-Staff, Info-Club, Info-Net and others. This service provides limited training and standard check and tax forms.
Contact: Dodie Sherman, 607-766-3723
Email: dsherman@btboces.org

NYS Staff Data Reporting
Service No. 610.727.510
This service provides support for NYSED reporting to accommodate NYS specific financial system requirements. We provide consulting and training to ensure districts can utilize the financial system as their primary data source for state reporting. This service also provides Human Resource support and training for various modules to enable districts to track ACA reporting, benefits, attendance, and other employee related information.
Contact: Dodie Sherman, 607-766-3723
Email: dsherman@btboces.org

Cafeteria Management Services
MiChoice / NutriKids / Mosaic
Service No. 610.741.401
This service provides a fully integrated school lunch management system, training and support. The application uses a Windows-based platform and offers a variety of options:
- Touch-screen point-of-sale solutions
- Serving line and manager point-of-sale solutions
- Centralized office management
- Free and reduced application processing
- Inventory control
- Nutritional analysis
- Menu planning software
- Online prepayment service
The systems interact with credit card payment software and the School Messenger notification system. The service provides service desk support and remote support, training via webinar, year-end processing/grade advancement and coordination of contracts for hardware and software maintenance.
Contact: Trina Twitchell, 607-766-3724
Email: ttwitche@btboces.org

Professional Development
Tracking, Observation, Appraisal
This service provides planning, implementation, consulting and ongoing support for SCRIC-supported applications used to track professional development hours/credits and the evaluation process for teachers, principals, administrators and non-instructional staff. The RIC currently supports the following service options:

Frontline PDMS (formerly My Learning Plan)
Service No. 610.727.050
Frontline is a web-based application used to track professional development hours and course credits for all professional development activities completed by employees. Teachers and non-instructional staff can record, view and analyze all professional development activities. Authorized staff can view a district catalog of activities, link to college or BOCES catalogs, electronically submit requests for professional development activities, and review their current status. Administrators can create a district catalog, establish a multi-level approval and verification process, and do query reporting.

Frontline Evaluation (formerly OASYS)
Service No. 610.727.056
Frontline Evaluation is an online educator observation and appraisal management system, separate from, yet fully integrated with, My Learning Plan. Frontline Evaluation offers district leaders scheduling, managing, completing and reporting of all components of the evaluation process for teachers, principals, administrators and non-instructional staff. Frontline Evaluation facilitates classroom observations, informal walkthroughs, self-reflective assessments, peer reviews and observation, rubric design and scoring, student growth data analysis, portfolio evaluation, individual or team action research, student learning objectives and principal evaluations. Frontline Evaluation is adaptable to meet specific organizational needs and streamlines processes, via online approval processing and electronic signatures.
Contact: Dodie Sherman, 607-766-3711
Email: dsherman@btboces.org
Facilities Management

Facilities Management Service
Service No. 610.741.302

SchoolDude / QWare
This service provides a web-based system for those currently using complex paperwork orders or “home grown” maintenance record keeping systems. Both SchoolDude and QWare offer a suite of solutions that will advance your ability to quickly and easily manage work orders, preventative maintenance, inventory, event scheduling and more.
Contact: Trina Twitchell, 607-766-3724
Email: ttwitche@btboces.org

Building Automation Services
Many security options available including ID badges, video surveillance, and door access controls to help create a safer more secure learning environment.
Options include:

Badge ID Cards
Service No. 610.741.050, .052
Badge printing for faculty, support staff and students a SCRIC-managed option that includes procurement, support and printing of ID Badges to a centralized card printer at the SCRIC, and an option for SCRIC team members to capture images and print ID badges on behalf of the district.

Visitor Management
Service No. 610.741.051
Electronic registration and tracking of visitors that allows users to scan a visitors driver’s license and populate the enrollment screen, gather any additional information, and check them in. Print customized temporary badges for easy identification of all guests in the building.

Building Surveillance
Service No. 610.741.057
Numerous options for visual surveillance.

Door Access
Service No. 610.741.058
Control who is entering or leaving the building.
Contact: Trina Twitchell, 607-766-3724
Email: ttwitche@btboces.org

Web Hosting Content Management System (powered by eSchoolView)
Service No. 610.748.120 - 610.748.124
eSchoolView is a web content management system that offers maximum flexibility for school districts. eSchoolView will create a unique district design, move any or all content from an existing website and provide all the tools necessary for customizing and managing a website. The district, school or teacher can create a web presence that meets their needs and delivers content in their own unique way. eSchoolView provides an extensive list of features and components that include: closing and alert messages, event calendars, staff directories, forms, surveys, blogs, streaming video, photo galleries, news features, links, documents, ADA scanning and monitoring services, social media hub, event registration and more. Administrators are able to quickly and easily publish all their school's latest news and events (complete with RSS feeds) to engage parents and the community. eSchoolView will design a mobile site for viewing the district website on a mobile device.

Other modules available:
OneView - Combines parent portal features, athletic forms, online enrollment for new students and forms for currently enrolled students in one complete package.
Parent Portal – A customized, online dashboard which provides access to vital information such as student progress, daily activities, account balances, and classroom assignments.
Instant Connect – eSchoolViews communication solution to stay connected by sending emergency alerts, staff notifications, bus schedule changes and more - all with Instant Connect.
Facilities Management – This tool maximizes building usage and increases efficiency by enabling users to coordinate reservations, contacts and reminders.
Event Registration - Designed to assist staff, families, and community members in registering for K-12 school-related events and professional development courses.
School Store - An e-commerce product that integrates with our easy-to-use content management system (CMS), creating a virtual store with a secure and encrypted checkout area.
BoxCast (live streaming) – An integrated web-based video experience with the capability of streaming live HD video straight from your district website.
Contact: Trina Twitchell, 607-766-3724
Email: ttwitche@btboces.org
Mobile App
eSchoolView’s eSV2Go
SchoolMessenger’s CustomApp
Service No. 610.748.125
This service provides district-branded custom mobile apps published in Apple’s App store and Google Play, making it easy to share information with parents and the community. Districts can pull content from various channels they already publish to, or login to the admin and add, edit or adjust content anytime. News, alerts, sports scores, lunch menus and more can be available in a convenient mobile app that can be accessed on the go.
Contact: Trina Twitchell, 607-766-3724
Email: ttwitche@btboces.org

Board Meeting Management Service (Powered by Board Docs)
Service No. 610.748.200
BoardDocs is a cloud-based system that enables districts to upload, display, distribute and store board of education business documents. Meeting agendas, minutes, policies and any other supporting documents can be accessed and viewed online. Districts are able to hold virtually paperless meetings with preparation time and effort greatly reduced. Information can be made public or kept confidential. BoardDocs is offered in three versions (LT, Pro, PLUS), each with differing features to meet specific district needs.
Contact: Trina Twitchell, 607-766-3724
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Other Administrative Services
Electronic Document Management Service (powered by OnBase)
Service No. 610.741.020
This service provides an electronic document management system that enables school districts to easily capture, index, store, search and retrieve records in a standard format via a hosted centralized server. Importing of electronic documents from other systems is also available. This system reduces physical storage needs, enables documents to be stored electronically and securely with fast retrieval of information, thus reducing the associated time and cost. Documents can be scanned with any TWAIN, ISIS or Kofax compliant scanner.
Contact: Trina Twitchell, 607-766-3724
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Telephone Interconnect Service
Service No. 611.420
This service provides participating school districts with a cost-effective means to contract for and manage land-line telephone circuits and mobile communications/cell plans, including the negotiation of shared contracts with local exchange carriers, long distance carriers and cellular providers; the maintenance of a regional interconnect to generate usage savings among participating districts; the coordination of dialing plans among school districts and BOCES; centralization of bill processing at BOCES; and completion of E-rate filings for included telecom services on behalf of districts. Districts continue to control changes to telephone services within their schools. Aid restrictions: 50% of carrier charges are subject to BOCES aid. No aid is allowed on Co-Ser 610 for technology equipment purchases and installation costs unless the district demonstrates that such shared service is cost-effective.
Note: This service is available only at DCMO and BT-BOCES.
Contact: Trina Twitchell, 607-766-3724
Email: ttwitche@btboces.org

Auto Notification Service
Service No. 610.741.010
This service provides a system that rapidly communicates with parents, staff, and others through mass-delivery of prerecorded messages via phone calls, text messages and/or emails. This system is capable of simultaneously sending communications to phone numbers/email addresses. Notifications can be used for attendance, school closings, early dismissals, emergencies, reminders, announcements, etc.
Other modules available:

Custom Mobile Apps (CustomApp)
Service No. 610.741.011
Custom-designed apps for both Apple IOS and Android mobile devices. News, alerts, events, sports scores, lunch menus and grades are available in a convenient mobile app that parents can access on the go.

Classroom Messaging – Allows school personnel to send messages directly to parents based on hundreds of student specific comments.

Secure Document Delivery – Supports electronic distribution of materials to parents and staff. The service is complete with email read duration reporting to quantify who opened the message from those recipients who did not open the message.
SchoolMessenger App – PLUS – Provides schools and districts with the ability to create all-in-one parent app featuring access to multiple types of individual student data and teacher messaging.

SchoolMessenger App – SafeArrival – Student absence tracking tool built to help schools save time and money on attendance reporting and follow-up while enhancing student safety.

InfoCenter - With parents increasingly on the go, it is ever-more important to provide student information in a secure, mobile format. InfoCenter is an easy, secure way to deliver student-specific information through the Mobile App, which will provide parents and students with access to grades, attendance history, lunch balance, class schedules and more.

Contact: Trina Twitchell, 607-766-3724
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Mission
Enriching lives through education

Values
Respect and support for every individual
Personal commitment
Positive learning and working environment

Quality principles
Customer satisfaction
Teamwork processes
Continuous improvement
Providing leadership in education

Broome-Tioga Board of Cooperative Educational Services

2019-20 Services Guide