

Broome-Tioga Board of
Cooperative Educational Services

2021-2022 Services Guide



Education: The building blocks of the future

Contents

Preface.....	2
BOCES Board of Education	3
BOCES Central Administration Team	3
Component School Districts/Superintendents	3
Planning Requirements/Key Dates	4
Definitions	5
Civil Rights Notice	5
BOCES Overview	6
BOCES Operating Principles.....	7-11
District Superintendent Services	12
Management Support Services.....	13-16
Personnel Services	14
Business Services.....	14
Other Support Services.....	15
Communications & Public Relations.....	15
Cross Contracts with other BOCES	16
Instructional Programs.....	17-25
Alternative Education	18
Career Education	19-21
Adult Education.....	20-21
Special Education	21-24
Extended Programs.....	24-25
Center for Educational Support and Technology	26-41
Professional Learning and Resource Center.....	27-33
Regional Information Center.....	34-41
Index	42-43

Preface



435 Glenwood Rd., Binghamton, NY 13905-1699

(607) 766-3802

FAX: (607) 763-3215

Allen D. Buyck
District Superintendent &
Chief Executive Officer

February 2021

Dear colleague,

We are pleased to present the 2021-2022 edition of 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. While the cost of education is often the subject of debate in the media and elsewhere, I hope none of us ever loses sight of the main reason why we do what we do – 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 might 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 continue to 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,

A handwritten signature in black ink that reads "Allen D. Buyck".

Organization

BOCES Board of Education

Sandra H. Ruffo, president
David Hawley, vice president
John Crosby
Nicholas Matyas
Peter Nowacki
William Powell
Michon Stuart

BOCES Central Administration Team

Allen D. Buyck, district superintendent, chief executive officer
James Mullins, assistant superintendent for instruction
Kerri Bullock, director, Professional Learning & Innovation 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

Scot E. Taylor, interim superintendent
687-8000

Union-Endicott

Nicole Wolfe, superintendent
757-2112

Vestal

Jeffrey Ahearn, superintendent
757-2241

Whitney Point

Dr. Patricia A. Follette, superintendent
692-8202

Windsor

Dr. Jason Andrews, superintendent
655-8216

Planning Requirements - Key Dates

April 14	Annual Meeting and Budget Review BOCES meets with component school district board members.
April 16	Commitments for Services Participating school districts submit their commitments for services with BOCES.
April 19	Vote on Administrative Budget Component school district boards vote on BOCES' administrative budget.
May 12	BOCES Budget BOCES adopts administrative, capital and services budgets.
June 1	Annual Operating Plan / Co-Sers BOCES files revised Co-Sers with State Education Department.
August 2	Base Contracts BOCES files with State Education Department.
Throughout the year	Supplemental Contracts / Co-Sers BOCES files with State Education Department.

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

Broome-Tioga BOCES does not discriminate - in employment, admission, or in the education programs and activities it operates - on the basis of race, color, national origin, religion, marital status, military status, sex, age, weight, sexual orientation, gender identity, ethnic group, religious practice, disability or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S. C. 12111 et. Seq. known as the Americans with Disabilities Act or section 504 of the Rehabilitation Act of 1973, New York Human Rights Law, and the Boy Scouts of America Equal Access Act of 2001.

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 recclest@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

BOCES Overview

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.

BOCES Operating Principles

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.

BOCES Operating Principles

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 May 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.

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

BOCES Operating Principles

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

Special Education programs are FTE based programs. Districts identify their enrollment needs on May 1. The final request for service, is the pledged financial support by the district. A district will be charged the actual use (FTE) on the monthly supplemental contracts from September through June.

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 X Program

Grand total
Expenditure
Enrollment FTEE

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.

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:

BOCES Operating Principles

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.

BOCES Operating Principles

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 2021-2022*

District	Aid ratio	District	Aid ratio
Binghamton	.832	Owego-Apalachin	.770
Chenango Forks	.808	South Mt. Hickory	.360
Chenango Valley	.778	Susquehanna Valley	.760
Deposit	.299	Tioga	.802
Harpursville	.784	Union-Endicott	.790
Johnson City	.772	Vestal	.665
Maine-Endwell	.818	Whitney Point	.828
Newark Valley	.807	Windsor	.751

* 2021-22 aid ratios as posted on the NYSED website at press time.

District Superintendent Services

For more information, contact **District Superintendent Allen D. Buyck** at 607-766-3802 or abuyck@btboces.org

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

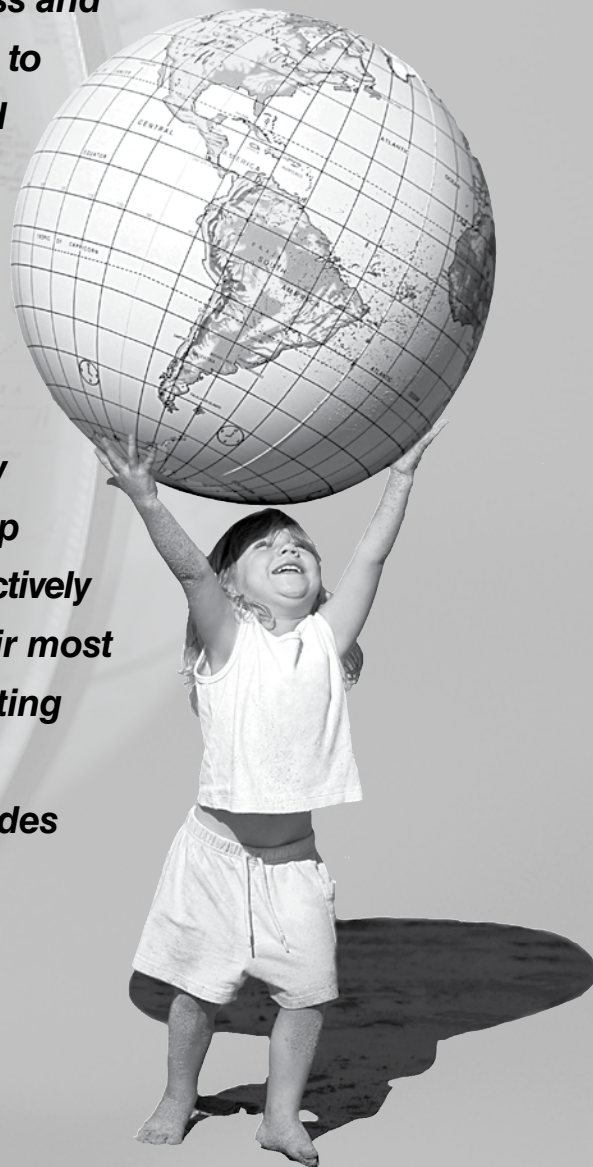
The district superintendent is often called upon for public relations and publicity activities to promote various educational programs and initiatives in the region.

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

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: recclrest@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

Document Services

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. Laminating services include wide-format laminating. Daily pickup and delivery of materials, including paper purchased through us, is included. Bulk mailing preparation with post office delivery is available.

Aid restrictions: materials that become district property, such as paper, are not aidable.

Contact: Gordie Woolbaugh, 766-3922

Email: gwoolbau@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@btbooces.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@btbooces.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. An annual workshop is part of this Co-ser. Additional costs: registration in the statewide school finance consortium.

Contact: Michelle Savory, 766-3807

Email: msavory@btbooces.org

Communications &

Public Relations

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, website management and support, social media management and support, rebranding campaigns, video production, photography, crisis management and media relations. A service package can be tailored to meet the individual needs of any district. Individual and enhanced services can be purchased on a project or hourly basis.

Aid restrictions: Printing costs are eligible for BOCES aid with restrictions through BOCES Document Services Center.

Contact: Don Sbarra, 766-3831

Email: dsbarra@btbooces.org

Management Support Services

Cross contracts with other BOCES

For more information, contact Maria Majka in the business office at 607-766-3813 or mmajka@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

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



Instructional Programs



educate



empower



inspire



For more information, contact the individual program administrator or:

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

Director
Marie Meagher
607-763-3632
mmeagher@btboces.org

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

Director
Melissa Woodruff
607-763-3360
mwoodruf@btboces.org

Alternative Education

Alternative Education

Alternative Elementary School Grades K-5

Service No. 420.400

A full-day program (known as KIDS) for at-risk 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: Jessica Bowerman, 766-3762

Email: jbowerma@btbooces.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@btbooces.org

Site: West Learning Center

Contact: Maria Keesler, 786-2020

Email: mkeesler@btbooces.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@btbooces.org

Site: EverTech Academy (full day) - Glenwood Education Center

Contact: Matt Sheehan, 763-3423

Email: msheehan@btbooces.org

Site: West Learning Center

Contact: Maria Keesler, 786-2020

Email: mkeesler@btbooces.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@btbooces.org

Career Education

Ctr. for Career/Tech 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 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 lo-

cal 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 Akkraturn 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@btbooces.org

Career Education/Adult Education

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

Adult 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 educa-

tion, 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@btbooces.org

Special Education

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: Jessica Bowerman, 766-3762

Email: jbowerma@btbooces.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@btbooces.org

Center-based Services

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@btbooces.org

Reclaim 6:1+1

Service No: 202.000

This program offers a small, therapeutic, highly-structured environment for students (K-8) with intensive emotional and social needs. The focus is 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@btbooces.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 home school.

Site: Greater Binghamton Health Center

Contact: Charles Wheeler, 762-6400

Email: cwheeler@btbooces.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@btbooces.org

Special Education

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: cwheeler@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: lmonico@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: rfalank@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: rfalank@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: rfalank@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

Special Education

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.

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.

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 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.

Extended Education

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 Camp

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 Excellence 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 even 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: lbryan@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: lbryan@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: lbryan@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: lbryan@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: lbryan@btboces.org

The Center for Educational Support & Technology

Providing school districts with leadership in professional 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 learning 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:
PLIC Director Kerri Bullock,
607-766-3766, kbullock@btboces.org,
or SCRIC Director Dan Myers,
607-766-3750, dmyers@btboces.org.

Professional Learning & Innovation Center

Overview

The Professional Learning & Innovation Center provides ongoing support and resources to advance curriculum, instruction and assessment for its schools. Professional learning 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 Learning & Innovation Center, director, 766-3766 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

School/Curriculum Improvement (SCI) Base Service is a comprehensive school improvement planning and professional learning 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 learning, districts receive five on-site customized 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:

SCI Additional Days

Service No. 551.211.16

The School Curriculum Improvement service supports data-driven, job-embedded professional learning that is customized to meet the district's needs. This additional services allows districts to schedule an instructional support specialist on a per diem basis for professional learning and/or follow-up.

Substitute & Stipend Reimbursements: SCI

Service No. 551 [See FRS]

Districts subscribing to the SCI Base Service have 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, 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.

Accelerating Student Literacy Growth: Flexible Decision-Making and Interventions (Year 1)

Service No. 551.211.020

This service provides participating teachers with intensive professional learning 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 learning included as part of this service will be divided into Grades K-1 and Grades 2-8 strands. Each participating school will have an opportunity for ongoing on-site coaching visit(s) as part of the service. Additionally, administrative professional learning opportunities are provided for leaders of schools and districts who have teachers participating in this 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 for teachers in grades K-8, 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 on-site coaching visit(s) and/or customized planning/professional learning as part of the service. Additionally,

Professional Learning & Innovation Center

administrative professional learning opportunities are provided for leaders of schools and districts who have teachers participating in this 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 to grade-level performance in as little as 14-18 weeks. An instructional support 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 learning and on-site coaching support to develop instructional coaches in your building. Districts will identify coaches who will participate in professional learning 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, par-



ticipating coaches will have opportunities for continued professional learning 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.

Leaders 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.

Responsive Classroom

Service No. 551.211.045

Participation allows one participant to attend the Elementary Core Course Responsive Classroom training for four days during the summer. Participants also receive course materials. The core course teaches participants how to create safe and joyful learning communities in which every student can thrive, while helping students develop strong social and academic skills. In four engaging and interactive days, teachers will discover how to begin and end the day positively with Morning Meeting and Closing Circle, integrate energizers and interactive learning structures throughout the school day, teach students how to complete academic tasks, interact with classmates, and maintain routines with Interactive Modeling, establish rules with students and provide positive structures to support success, and much more.

Shared Instructional Coach

Service No. 551.211.500

This service enables districts to share an instructional coach based on their needs. Coaches may serve as literacy coaches, content area coaches, or instructional coaches and are shared by two or more districts.

District Collaboratives

Service No. 551.240.000 and 551.240.100

This service gives districts flexibility in allocating funds for co-planning collaborative professional learning opportunities with other districts. Funds may be used to bring in consultants for professional learning projects that differ from regional priorities. To qualify, at least two or more districts must work together on a 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.

Contact: Melody Fissel, 766-3782

Email: mfissel@btbores.org

Professional Learning & Innovation Center

Regional Grant Writer Service

Service No: 551.211.700

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: Kerri Bullock, 766-3782

Email: kbullock@btbooces.org.

Instructional Technology Services

Contact: Nicole Laura, 766-3731

Email: nwaskiel@btbooces.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 learning opportunities. 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.

Note: The following services include the prerequisite of Model Schools Base Service:

Model Schools Additional 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 district to schedule an instructional support specialist on a per diem basis for professional learning and/or follow-up.

Substitute & Stipend Reimbursements: Model Schools

Service No. 552 [See FRS]

Districts subscribing to the Model Schools Base Service



have 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, 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.

Assessment Professional Learning & 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 learning and can schedule up to two in-district professional learning days for support.

Prerequisite: Participation in Model Schools Base Service.

eSports Support Service (NEW)

Service No. 552.368.250

The eSports Support Service provides support for districts' implementation of eSports programs. Through this service, BT BOCES will provide participating districts with an overview of the regional eSports platform, professional development for district coaches, act as a connection to other schools to foster collaboration, as well as provide guidance around best practice for integrating the ISTE learning standards. The service includes coaching clinics, resource sharing and regional meetings.

Managed Educational Technology Integration

Service No. 552.368.150

This service provides embedded 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 and Online/Blended Learning (Edgenuity.)

Professional Learning & Innovation Center



Instructional Technology Base Service

Service No. 557.360.001

This service supports districts in purchasing instructional hardware and software aligned with regional standards developed via an advisory group of participating districts. This support also includes communication with vendors (quote requests), contract development, coordination of funds, and payment processing.

Distance Learning Base Service

Service No. 460.877.001

The base service is a prerequisite service for participation in any distance learning service, including Online Learning Systems (460.877.100), Online/ Blended Learning- Edgenuity (460.877.300), and Distance Learning: Online Courses (460.877.400) Participation in the service includes support for various video conferencing platforms, including Google Hangouts/ Meet, Microsoft Teams, and/or Zoom. The service also provides opportunities for districts to participate in educational video-conferencing and distance learning programs via content providers (including museums, zoos, and other cultural institutions) and collaborations. Platform licenses and fees are an additional cost.

Online Learning Systems (updated)

Service No. 460.877.100

This service provides districts with support in utilizing a learning management system (Google Classroom, Schoology, and/or SeeSaw). The service includes implementation planning, professional learning opportunities (regional and in-district), user group meetings, and help desk support.

Additional costs: Platform licenses (Google Enterprise, Seesaw, Schoology)

Schoology Administration (add-on)(NEW)

Service No. 460.877.150

This service provides districts with additional administrative support for Schoology, including setup and management of integrations with the SIS, technical support for user accounts, scheduling, gradepass with SIS, integration of 3rd party applications, and ongoing communication with district administration.

Prerequisite Service: Online Learning Systems (460.877.100)

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 learning and technical support for teachers using Edgenuity as a blended learning solution. Additional cost: Edgenuity Licenses

Online HS Elective Courses (NEW)

Service No. 460.877.400

This service enables districts to provide students with expanded access to online courses. Through this service, Broome-Tioga BOCES employs NYS certified teachers from the region to facilitate a range of course options. The courses will be taught using the Schoology Learning Management System, are structured to allow for flexible scheduling, and will be offered on a semester basis. A regional advisory group, consisting of building and district administrators, will meet regularly to identify needs, determine course offerings, and evaluate the program.

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

Professional Learning & Innovation Center

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.

Coaches Course II: Theory and Techniques of Coaching

Service No. 550.261.002

This 30-hour course is 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 II, or current Coaches Course II 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 requirements for certified teachers and non-teacher coaches of interscholastic athletics. The course is a series of interactive exercise and activities designed to study health sciences as they apply to coaching sports.

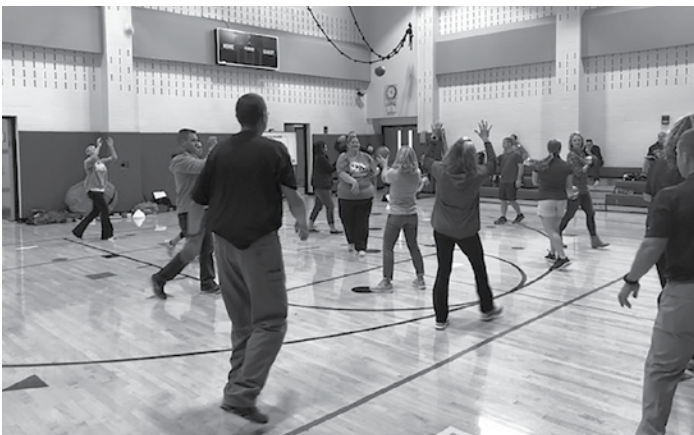
Classroom Enrichment Resources

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 or virtually. 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



Professional Learning & Innovation Center



learning standards for the arts. Participants have access to an online Arts-in-Education directory. Artist and corresponding 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 associated with this Co-Ser are not eligible for BOCES aid.

Extended Classroom Service Fee
Service No. 410.842.100

Extended Classroom District Budget
Service No. 410.842.200

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 kits for use in their classrooms. There are more than 100 science kits from which to select, including a large variety of Foss 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. Recently added items include a TetraView LCD digital microscope, a set of 15 LED cordless elementary microscopes, and triple-beam balances; the Portable Planetarium features a new dome and software system. Kits are loaned for two-week durations and are transported through bus mail.

Note: Training on the Portable Planetarium is required prior to borrowing.

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/SCHOOLS 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, material cutting machines, and 3D Printers) and associated professional learning 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 at an additional cost:

- User barcodes
- Book/resource barcodes
- Database authentication

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.schoolaid.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 districts in the 5 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/>.

South Central Regional Information Center



The South Central Regional Information Center (SCRIC) provides shared information technology services to 50 school districts and three BOCES centers in the south central region of New York state. The scope of SCRIC's services include:

- Regional networks/Internet connectivity
- Network and infrastructure support
- Workstation & data storage protection
- Telephone systems and services
- Student management systems
- Special education systems
- Data collection & testing services
- Local assessment systems & services
- Financial management systems
- Cafeteria management systems
- Managed services (data and IT)
- Data security and privacy
- A variety of other administrative IT services

Regional Telecommunications Services

Service No. 610.730.100

Shared Telecommunication Resources

All hardware, software, staff and maintenance to support 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: Philip Sage, 607-766-3710

Email: psage@btboces.org

Data Security and Privacy Support Service (DSP)

This service supports school districts' development and ongoing compliance with Part 121 of the Commissioner's Regulations related to Ed Law 2D.

Base Service

Service No. 610.742.500

The base service support includes: Regional implementation sessions, one on-site presentation, annual staff

South Central Regional Information Center

training resources, data privacy software inventory tool, informational list serv subscription (digital digests, digital blasts, digital debriefs), additional resources and templates (ex: risk assessment, incident response plan template, etc.). Additional support options are available to districts.

Contact: Christine Choi, 607-725-1851

Email: cchoi@btboces.org

Network Support Service

NSS Base Service

Service No. 610.742.210

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.

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

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.

BT BOCES Region

Contact: Tom Guillon, 607-644-4785

Email: tguillon@btboces.org

DCMO and ONC regions

Contact: Steve Andrus, 607-766-3754

Email: sandrus@btboces.org

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.

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

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.

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

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.

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

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.

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

South Central Regional Information Center

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.

B-T BOCES region

Contact: Tom Guillon, 607-644-4785

Email: tguillon@btboces.org

DCMO and ONC regions

Contact: Steve Andrus, 607-766-3754

Email: sandrus@btboces.org

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: Chris Alunni, 607-766-3958

Email: calunni@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: demographics, student attendance, student scheduling, discipline reporting, secondary report cards, elementary report cards, interim progress reports, academic transcripts, medical records, parent portal, student portal, teacher grade books, teacher portal, NYS reporting, federal reporting, mobile applications.

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 and 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

South Central Regional Information Center

Data Services

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.

Provides two options of support:

Managed Data Tier I Service

Service No. 610.727.771

Tier 1 includes the following: support for SIRS reporting including error triaging, assist with SSEC reporting, assist with facilitating the verification of state testing preprint information, conduct data readiness checks, maintain state reporting documentation, monthly service deliverables updates, participate in conference calls and meetings, remote support only.

Managed Data Tier II Service**

Service No. 610.727.770

Tier 2 includes the following: coordinate district-initiated data requests and integrations, coordinate SCRIC supported application training needs, coordinate SCRIC-initiated projects, coordinate with SCRIC specialists as needed, conduct district meetings, conduct data assessments, serve as SMS primary contact, assist with CRDC reporting, support for verifying SIRS reports, dedicated onsite support.

****Managed Data Tier I service is a prerequisite for the Managed Data Tier II Service.**

Contact: Tim Miller, 607-201-2259

Email: timelier@btbooces.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: Kathie Mras, 607-757-3003

Email: kmas@btbooces.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: Kathie Mras, 607-757-3003

Email: kmas@btbooces.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@btbooces.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

South Central Regional Information Center

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: ktwitch@btbooces.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

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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.

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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.

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Cafeteria Management Services

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.

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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 pro-

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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.

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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.

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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 the RIC team 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 visitor's 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: Dodie Sherman, 607-766-3723

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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.

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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 check-out area.

Custom Mobile Apps (sSchoolView's eSV2Go)

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. Participation in eSchool View Base Service is a prerequisite for this service.

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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.

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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 compliant scanner.

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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

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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:

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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.

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. Participation in the ANS Base Service is a prerequisite for this service.

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Index

Adaptive Physical Education	23	Equivalent Attendance, Adult Basic Ed	21
Accelerating Student Literacy Growth.....	27	Extended Classroom	32
Additional SCI Professional Learning Days	27	Extended Education Options	24-25
Adolescent Day Treatment.....	21	Extracurricular Activities	24
Adult Education Services/Equivalent Attendance	20-21	Facilities Management Service.....	39
Alternative Education Options	18	Financial Services	38
Alternative Elementary School	18	Finance Manager/nVision Service.....	38
Alternative Middle School.....	18	Food Service Management	14
Alternative High School Full-day Program	18	Full Service Test Scoring	37
Animal Science.....	19	Futures.....	22
Arts In Education.....	31	GED (now TASC) Alternative Program.....	18
Assessment Prof. Development & Support.....	30	Grant Writer, Regional	29
Automotive.....	19	Graphic Design Service.....	15
Auto-Notification Systems.....	40	Health	19
Board Meeting Management Service	40	Health and Safety	15
BOCES Overview	6	Health Science (Certified Nurse's Assistant)	19
BOCES Aid Ratios.....	11	Health, Wellness, and PE Resources	30
BOCES Operating Principles.....	7-11	Home Schooling Liaison.....	25
Building Automation Services/ID Badges	39	Home Tutoring	25
Building Trades	19	iData & iExam Data Dashboards	37
Business/Communications	19	Instructional Coordination-Other.....	25
Business Services	14	Instructional Programs.....	17-25
Board Docs (Meeting Management Sys.).....	40	Instructional Technology Services	29
Cafeteria Management Services	38	Instructional Technology Base Service.....	29
Career Expo.....	20	Itinerant Services.....	22
Career Development Services.....	20	Leaders Academy.....	28
Career Education Options	19-21	Leveled Literacy Intervention (LLI).....	28
Career & Technical Excellence	19-21	Library Information Services.....	32-33
Center-Based Services.....	21	Literacy Interventions.....	27-28
Center for Ed. Support & Technology	26-33	Managed Data Services	37
Central Business Office	14	Managed Education Technology Integration.....	30
Chief School Officers' Professional Development	15	Management Support Services.....	13-16
Civil Rights.....	5	Manufacturing	19
Classroom Enrichment Resources	31-32	Media Library/Educational Communications	32
ClearTrack 200-AIS	36	Mobile App.....	40
Coaches Course I, II, III.....	31	Model Schools Base Service.....	29
Communications & Public Relations.....	15	Model Schools Additional Professional Development Days.....	29
Community Schools Service	23	MOVE	21
Component School Districts	3	MUNIS Service.....	38
Comprehensive School Health / Wellness Service.....	30	Network Support Services.....	35-36
Consultant Teacher Services	23	New Visions Academies	20
Cooperative Purchasing	14	NutriKids/Mosaic.....	38
Cooperative Summer School.....	24	NYS Staff Data Reporting.....	38
Cosmetology - Summer.....	20	Oak Tree	21-22
Cross Contracts With Other BOCES	16	Occupational and Physical Therapy	23
Crossroads	21	Online/Blended Learning - Edgenuity.....	30
Custom Mobile Apps.....	40	Online Learning Systems.....	30
Data Collection & Testing.....	37	Odyssey of the Mind.....	25
Data Integration Service	37	Open Source Automated Library System (OPALS).....	33
Data Security and Privacy.....	34	Organization	3
Data Requests and Reports Service	37	Other Administrative Services	40-41
Data Services	37	PALS 8: 1:1& 12: 1:1).....	22
Database Authentication, Non-OPALS	33	Personal Services	19
Deaf/Hearing Impaired	23	Personnel Services - Mgmt. Support	14
Definitions.....	5	Planning Requirements	4
Developing Instructional Coaches (years 1 & ongoing).....	28	Portable Planetarium Additional Time.....	32
District Collaboratives.....	29	PowerSchool Student Management System	36
District Superintendent Services	12	Professional Learning & Innovation Center.....	27-33
Duplicating Service	14	Professional Development Tracking.....	38-39
Electronic Document Management (Onbase)	40	Project Search	22

Index

Psychological Services	23
P-TECH	20
Public Information Service.....	15
Reclaim.....	21
Regional Center for Science Base Service	32
Regional Cooperative Summer School.....	24
Regional Recruitment	16
Regional Telecommunications Service	34
Research/Planning Service	15
RTI - Edge	36
School/Curriculum Improvement	27-33
School/Curriculum Improvement Additional PD Days.....	27
School/Curriculum Improvement Base Service.....	27
Shared Business Manager Service	14
SLS Coordinated Cooperative Collection Development	33
SLS Educational Research (Hanover).....	33
SLS Expanded Database (SCOOLS).....	33
SLS Expanded Interlibrary Loan.....	33
Social Worker	23
South Central Regional Information Center	34-41
Special Education.....	21-23
Special Education Management Systems	36
Spectrum (now Crossroads).....	21
Speech/Disabled	23
Spontaneous Workshop	25
STEAM Summer Academy	24
Student Enrichment Courses.....	24
Student Management Systems.....	36
Summer CTE Camp	24
Teacher Registry Service	14
Tech Academy	19-20
Telephone Interconnect Service	40
Tioga County Coalition for Better Schools	24
Visually Impaired	23
Web Hosting Content Mgmt. System/eSchoolView	39
WinCap Service.....	38
Video Conferencing	30
Visually Impaired	23
Youth Apprenticeship	20

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Our Core Beliefs

- Students are our first priority
- Employees are our most valuable resource
- Cultivating diversity, equity and inclusion, and guarding against bias are essential
- Everyone is treated with dignity and respect
- All employees will exhibit professionalism, integrity and excellence
- Creativity and continuous improvement are crucial to everything we do
- A safe, challenging and nurturing environment supports learning
- All can learn and grow academically, socially and emotionally
- Customer service and collaboration are key to being a successful and trusted partner