

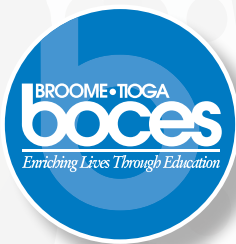


Broome-Tioga BOCES Services Guide 2024-2025

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Preface



February 2024

Dear colleague,

We are pleased to present the 2024-2025 edition of the Broome-Tioga BOCES Services Guide. Within these pages, you will find a comprehensive list of our 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 allows a district to receive BOCES aid. This services guide is designed to complement our “final request for services” (FRS).

I want to extend an open invitation to visit any of 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, I hope we never lose sight of the main reason 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 strive to improve our service offerings.

As always, I assure you that we at BOCES will always focus on our main goal- Enriching Lives Through Education - and I look forward to working together to provide opportunities for success in education.

Sincerely,

Dr. Rebecca Stone
District Superintendent &
Chief Executive Officer

435 Glenwood Rd., Binghamton, NY 13905-1699

(607) 766-3802

FAX: (607) 763-3215



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

Rebecca Stone, district superintendent & chief executive officer
Kerri Bullock, assistant superintendent, Professional Learning & Innovation Center
Christine Choi, director, executive operations officer
Robin Eccleston, director of human resources and district compliance officer
Thomas McNair, assistant superintendent for instructional programs
Thomas Guillon, director, South Central Regional Information Center

Component School Districts

Binghamton

Dr. Tonia Thompson, superintendent
607-762-8100, x 318

Chenango Forks

Thomas Burkhardt, superintendent
607-648-7543

Chenango Valley

Dr. Larry Dake, superintendent
607-779-4710

Deposit

Denise Cook, superintendent
607-467-5380

Harpursville

Heath Georgia, superintendent
607-693-8100

Johnson City

Eric Race, superintendent
607-763-1230

Maine-Endwell

Jason Van Fossen, superintendent
607-754-1400

Newark Valley

Tim Calice, superintendent
607-642-3221

Owego Apalachin

Dr. Corey Green, superintendent
607-687-6224

Susquehanna Valley

Natalie Brubaker, superintendent
607-775-9100

Tioga

Josh Roe, superintendent
607-687-8000

Union-Endicott

Nicole Wolfe, superintendent
607-757-2112

Vestal

Cliff Kassan, superintendent
607-757-2241

Whitney Point

Jo-Ann Sexton, superintendent
607-692-8202

Windsor

Dr. Jason Andrews, superintendent
607-655-8216

Planning Requirements - Key Dates

April 10	Annual Meeting and Budget Review BOCES meets with component school district board members.
April 22	Vote on Administrative Budget Component school district boards vote on BOCES' administrative budget.
April 23	Commitments for Services Participating school districts submit their commitments for services with BOCES.
May 8	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 1	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 are 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 offered. Client needs and requests are incorporated into 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 - based on 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

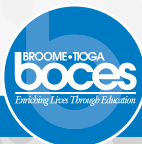
One can also file a grievance with the Office of Civil Rights:

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 opportunities, 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

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 funding source.

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.

Duplication of state aid must be avoided.

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

Services must meet or exceed recognized standards to justify the using BOCES aid.

A new service should be initiated based on established needs after participating districts have indicated an 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 deemphasizing responsibility that properly belongs to the school districts.

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

Physical facilities must be available and meet the 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 member's 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 applicable to a school district operating a similar activity unless BOCES is specifically exempt.
 3. Approval of service is for one year only. Each service will be reviewed annually through the New York State Education Department using the following criteria:
 4. 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 sell bonds for capital construction.

BOCES derives its revenue from charges to component and non-component 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 submit preliminary budget estimates annually 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.

The 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 services are distributed among the operating divisions.

Each BOCES program budget must stand independent of others. Therefore, 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 a 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 a board resolution signed by the district board president.
4. By May 15, the BOCES board will adopt 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 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 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 the costs, advantages, features, and limitations of the service. This will ensure 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.



BOCES Operating Principles

Charges for the Professional Learning & Innovation Center (PLIC) and South Central Regional Information Center (SCRIC)

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

If a district plans to use a service it is not currently using, it is important that personnel from the district and BOCES meet to discuss the costs, advantages, features, and limitations of the service. This will ensure 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:

$$\frac{\text{Total pupil count FTEE by district}}{\text{Grand total Expenditure Enrollment FTEE}} \times \text{Program}$$

Alternative Education

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

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.

BOCES Operating Principles

Determining BOCES aid

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

Approved with aid—All expenditures of the program are aided. However, salaries over \$30,000 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, which is “current year aid”) is paid in the two years following the year of expenditure. At year-end, BOCES submits financial reports to the SED. BOCES also submits an aid request on behalf of each district for the amount of eligible BOCES aid. BOCES aid claims must take into account the aid restrictions placed by the SED on each program.

The SED audits state aid claims before payment is made. The aid payments are sent to the BOCES, which then disburses them to the districts.



BOCES Operating Principles

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 percent 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 **Manager for Budget and Finance**

BOCES Business Office

Molly St. John, 607-766-3803

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 2024-2025 *

District	Aid ratio	District	Aid ratio
Binghamton	.824	Owego-Apalachin	.767
Chenango Forks	.804	South Mt. Hickory	.360
Chenango Valley	.784	Susquehanna Valley	.777
Deposit	.350	Tioga	.803
Harpursville	.762	Union-Endicott	.792
Johnson City	.782	Vestal	.687
Maine-Endwell	.833	Whitney Point	.837
Newark Valley	.807	Windsor	.745

* 2024-25 aid ratios as posted on the NYSED website at press time.

District Superintendent Services

Contact: District Superintendent
Dr. Rebecca Stone, 607-766-3802
Email: rstone@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 assists 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 region's changing needs.

Consultation and coordination

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

Selection of school superintendents

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

Public outreach and publicity

The district superintendent is often called upon for public relations and publicity activities to promote various educational programs and initiatives in the region. In addition, the district superintendent coordinates regional forums and workshops to involve various business and agency groups in the ongoing process of education reform.



Management Support Services

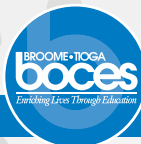
**Providing cooperative business and administrative services so schools can concentrate on Job #1:
*Educating children***



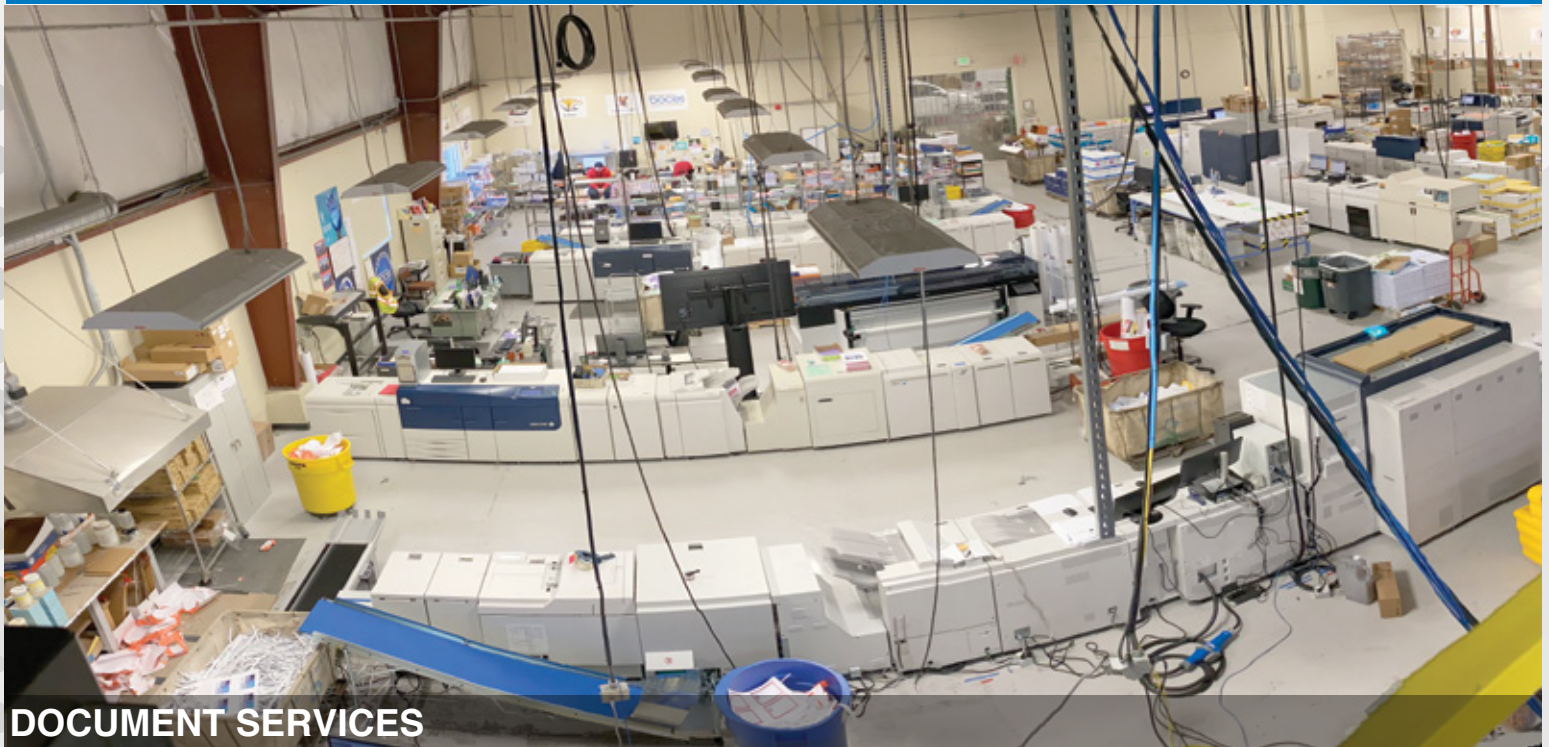
CULINARY

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

For more information, contact the individual program supervisor.



Management Support Services



DOCUMENT SERVICES

Personnel Services

Teacher Registry Service

Service No: 623.140

Provides participating school districts with an automated substitute placement service.

Contact: Robin Eccleston, 607-766-3823

Email: recclest@btboces.org

Business Services

Central Business Office

Service No: 680.017.100

Provides centralized business services, such as payroll, accounting, accounts payable, and budgeting through a professional business manager and shared support staff.

Note: These services can be purchased on an a la carte basis.

Contact: Kathy Blackman, 607-786-8562

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, 607-786-8562

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. 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, 607-786-8562

Email: kblackma@btboces.org

Management Support Services

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. Graphic design work. 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: Pamela Memos, 607-766-3922

Email: pmemos@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 Café program, and provides nutritional support with a registered dietician.

Contact: Annie Hudock, 607-766-3925

Email: ahudock@btboces.org



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 Garcia, 607-766-3375

Email: jgarcia@btboces.org

Research/Planning Service

Service No: 628.210

This service provides information and planning assistance to superintendents and school board members on such topics as school finance, negotiations, state regulations and new legislation. The executive director coordinates meetings and workshops and prepares research and information reports. Collaborative efforts are designed to better meet the needs of the children within the boundaries of Broome-Tioga BOCES.

Contact: Michelle Savory, 607-766-3807

Email: msavory@btboces.org

Management Support Services

Chief School Officers' Professional Development

Service No: 550.262

This service offers professional development discussions among local chief school officers 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, 607-766-3807

Email: msavory@btboces.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, rebranding campaigns, video production, photography, crisis communications 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.

Contact: Christina Kunzman, 607-239-7405

Email: ckunzman@btboces.org

Video Highlight Packages

Service No: 627.511.500

Use video to highlight your district this year with our video service. Our creative team will deliver customized videos based on your specific needs. These videos will showcase your district and create a sense of pride within your school community and beyond.

Contact: Christina Kunzman, 607-239-7405

Email: ckunzman@btboces.org

Project-based work that can be a la carte includes:

- Video scripting, shooting, narration and editing
- Special events and program videos
- District marketing videos
- Event photography
- Logo designs and rebranding campaigns
- Capital project and/or budget campaigns
- Media training
- Crisis communications
- Communication audits
- Graphic design
- Marketing materials
- Print management

Prices available upon request

Contact: Christina Kunzman, 607-239-7405

Email: ckunzman@btboces.org



VIDEO HIGHLIGHT PACKAGE

Management Support Services

Cross contracts with other BOCES

Contact: Maria Majka, 607-766-3813

Email: 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

Aktivate (formerly 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

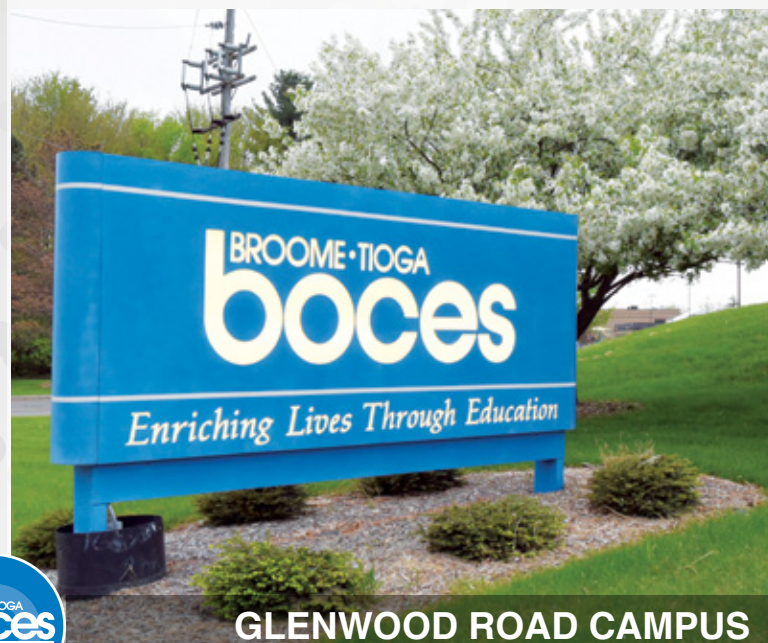
Service No. 650.080 - Erie I BOCES

GASB 75

Service No. 655.040 - Clinton Essex BOCES

Regional Recruitment

Service No. 608.112 - Putnam BOCES



GLENWOOD ROAD CAMPUS

Instructional Programs



educate



empower



inspire

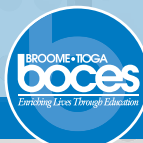


For more information, contact the individual program administrator or:

**Assistant Superintendent
for Instruction**
Tom McNair
607-763-3345
tmcnair@btboces.org

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

**Director Center for Career
& Technical Excellence**
Matt Sheehan
607-763-3632
msheehan@btboces.org



Alternative Education

Alternative Education

ACE Alternative Middle School Grades 7-8

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: Boys & Girls Club

Contact: Charles Wheeler, 607-762-6400

Email: cwheeler@btboces.org



ACE MIDDLE SCHOOL

Alternative High School Grades 9-12

Service No. 420.000

Full-day Program

At-risk students are involved in individualized full-time academic coursework 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, 607-762-6400

Email: cwheeler@btboces.org

Site: EverTech Academy (full day)

Glenwood Education Center

Contact: Jeff Franey, 607-763-3423

Email: jfraney@btboces.org

Site: West Learning Center

Contact: Maria Keesler, 607-786-2020

Email: mkeesler@btboces.org

Alternative Education / Career Education

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, 607-762-6400

Email: cwheeler@btboces.org

Career Education

Center 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
- 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



AUTOMOTIVE

Career Education

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, Broome County Government, Wegmans, Weis Markets, AIG, NCI, JCPenney, Boscov's, and local television and radio stations.

Courses include:

- Business/Computer Careers
- Retail/Warehousing Skills
- Video Production

Health

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

Courses include:

- Health Science (Certified Nurse Assistant)

Manufacturing

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

Courses include:

- 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



Career Education

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: Jeff Franey, 607-763-3423

Email: jfraney@btboces.org

Summer Cosmetology

Service No. 101.000

This is a mandated three-week summer program from 8 a.m. - 3 p.m. Students earn hours toward the 1,000- hour requirement for cosmetology licensing.

Site: Glenwood Education Center

Contact: Jeff Franey, 607-763-3423

Email: jfraney@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: Jeff Franey, 607-763-3423

Email: jfraney@btboces.org



Career Education

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, 607-763-3632

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: Nicole Tryt, 607-763-3671

Email: ntryt@btboces.org

Youth Apprenticeship

These services are 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: Nicole Tryt, 607-763-3671

Email: ntryt@btboces.org



Career Education / Adult Education

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: Nicole Tryt, 607-763-3671

Email: ntryt@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 industries 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 education, general education development test preparation, English as a second language, life skills and citizenship education.

Site: Johnson City Learning Center

Contact: Lynette Bryan, 607-763-3616

Email: lbryan@btboces.org



ADULT EDUCATION - PHLEBOTOMY

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: Meredith Ross, 607-766-3762

Email: mross@btboces.org

Oak Tree 8:1:1

Service No. 215.000

This program offers a structured teaching setting that emphasizes best practices in the field of autism. Students access inclusive opportunities as appropriate. Students (grades K-12) in these classes are characterized by significant management needs requiring a structured environment and small class size. Students must have a diagnosis or classification of autism.

District Contact: Meredith Ross, 607-766-3762

Email: mross@btboces.org

Center Contact: Ilene Monico, 607-763-3364

Email: imonico@btboces.org



Center-Based Services

MOVE 12:1+4

Service No. 204.100

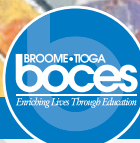
The Mobility Opportunities Via Education (MOVE) program is designed to help students (5-21 years) with moderate to severe developmental disabilities who are mobility-impaired or non-ambulatory improve their ability to sit, stand and walk through an activities-based curriculum that teaches functional 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: Kirsten Stebbins, 607-763-3687

Email: kstebbins@btboces.org



CROSSROADS EAST LEARNING CENTER

Special Education

Reclaim 6:1+1

Service No: 202.000

This program offers a small, therapeutic, highly-structured environment for students (K-9) 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, 607-786-2020

Email: mkeesler@btboces.org

Adolescent Day Treatment 8:1:1

Service No: 219.000

This program is the result of a partnership between Broome-Tioga BOCES and the Greater Binghamton Health Center (GBHC). BOCES is responsible for the educational component, while GBHC is responsible for clinical services. A therapeutic treatment team approach is used. The short-term program is designed for students with disabilities aged 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, 607-762-6400

Email: cwheeler@btboces.org

Crossroads 8:1+1

Service No: 214.000

For students (K-6) 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, 607-786-2020

Email: mkeesler@btboces.org

Crossroads 8:1+1

Service No: 214.000

This program serves students in grades 7-12 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, 607-762-6400

Email: cwheeler@btboces.org



CROSSROADS AT WLC

Special Education

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, 607-763-3364

Email: imonico@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: Kirsten Stebbins, 607-763-3687

Email: kstebbins@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: Kirsten Stebbins, 607-763-3687

Email: kstebbins@btboces.org



Special Education

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: Glenwood Education Center (gr. 9 & 10)

Contact: Jeff Franey, 607-763-3423

Email: jfraney@btboces.org

Itinerant Services

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

Site: Glenwood Education Center

Contact: Tammy Eaves, 607-763-3670

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.



NEW VISIONS HEALTH ACADEMY

Special Education

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.

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, 607-762-6400

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, 607-762-6400

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, 607-763-3692

Email: lbryan@btboces.org



SUMMER CTE CAMP

Extended Education

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, 607-763-3423

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, 607-763-3423

Email: msheehan@btboces.org

Extracurricular Activities

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

Site: Johnson City Learning Center

Contact: Lynette Bryan, 607-763-3272

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, 607-763-3272

Email: lbryan@btboces.org

Extended Education

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, 607-763-3272

Email: lbryan@btboces.org

Instructional Coordination

Service No: 517.000

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, 607-763-3272

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, 607-763-3272

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, 607-763-3272

Email: lbryan@btboces.org

Professional Learning & Innovation Center

Professional Learning and Innovation Center

Overview

The Professional Learning & Innovation Center (PLIC) provides ongoing support and resources to advance learning and overall school improvement. Support includes professional learning through regional workshops, customized district-based work, and instructional coaching in the areas of:

- Standards, instruction, and assessment
- Culturally responsive practices
- Social emotional learning
- Technology integration

Regional resources provided include a broad range of instructional software, digital content, programs, and library services. The PLIC also supports schools with additional services including community schools, diversity, equity, and inclusion, distance learning/ Virtual Learning Academy, and grant writing.

Contact: Kerri Bullock, assistant superintendent, Instructional Support Services & Leadership

Email: kbullock@btboces.org

Contact: Nicole Waskie-Laura, director, Professional Learning & Innovation

Email: nwaskiel@btboces.org

Extended Classroom Service Fee

Service No: 410.842.100

Extended Classroom District Budget

Service No: 410.842.200

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.

Contact: Nicole Waskie-Laura

Email: nwaskiel@btboces.org

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), science investigation kits, and science classroom kits. There are more than 100 science kits from which to select, including a large variety of Foss kits for all grades, teaching tanks, a human torso, animal and insect specimens, math manipulatives, weather kit, egg-hatching kit, electricity kit, a TetraView LCD digital microscope, a set of 15 LED cordless elementary microscopes, and much more. Kits are loaned for two-week durations and are transported by courier.

Note: Training on the portable planetarium is required every 2 years prior to borrowing.

Contact: Paul Volkert

Email: pvolkert@btboces.org

Professional Learning & Innovation Center

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.

Contact: Paul Volkert

Email: pvolkert@btboces.org

Arts-In-Education

Arts-in-Education Service Fee

Service No: 411.842.100

Arts-in-Education District Budget

Service No: 411.842.200

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 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.

Contact: Nicole Waskie-Laura

Email: nwaskiel@btboces.org

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 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.

Contact: Dustin Andrus

Email: dandrus@btboces.org

Online Learning Systems

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. Teachers and administrators can schedule up to two in-district professional learning days for support.

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

Contact: Dustin Andrus

Email: dandrus@btboces.org

Professional Learning & Innovation Center

Schoology Administration (add-on)

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 third-party applications, and ongoing communication with district administration.

Prerequisite Service: Online Learning Systems (460.877.100)

Additional cost: Schoology Enterprise license

Contact: Dustin Andrus

Email: dandrus@btboces.org

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

Contact: Dustin Andrus

Email: dandrus@btboces.org

Online HS Elective Courses

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 online using a 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.

Contact: Dodie Ainslie

Email: dainslie@btboces.org

Virtual Learning Academy

Service No: 460.877.500

The Virtual Learning Academy (VLA) is a fully online/ virtual school for grades 3-12 students. The elementary classrooms (Grades 3-6) include multi-grade synchronous & asynchronous classrooms for all students as well as required instruction in the Arts, Physical Education, and Social Emotional Learning. The secondary academy is for Grades 7-12, and includes a daily morning check-in, asynchronous and synchronous instruction assigned through Edgenuity and Google Classroom.

Contact: Dodie Ainslie

Email: dainslie@btboces.org



PORTABLE PLANETARIUM

Professional Learning & Innovation Center

School Library Services

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.

Contact: Alicia Sherman

Email: asherman@btboces.org

Media Library / Educational Communications

Service No: 504.310.100

This service provides teachers with instructional resources (e.g. eBooks and audiobooks, digital streaming media, multimedia kits, board games, coding, and maker-space resources, multiple-copy book sets, specialized media-related equipment, iPads and accessories, Podcasting Kits, Glowforge and Cricut cutting machines, and associated professional learning resources and training.

Contact: Alicia Sherman

Email: asherman@btboces.org



LEADERSHIP ACADEMY



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.

Contact: Alicia Sherman

Email: asherman@btboces.org

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.

Contact: Alicia Sherman

Email: asherman@btboces.org

OPALS, Year 2 & beyond

Service No: 505.320.210

Subsequent years include on-going training and support, including library collection inventory, cataloging assistance, barcodes, and access to scheduled half-day users' meetings with OPALS' parent company, Media Flex. In addition to the basic OPALS service, database authentication is available at an additional cost.

Contact: Alicia Sherman

Email: asherman@btboces.org

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.

Contact: Alicia Sherman

Email: asherman@btboces.org

Professional Learning & Innovation Center

Database Authentication, Non-OPALS subscribers

Service No: 505.320.610

A non-OPALS subscriber option for the database authentication service.

Contact: Alicia Sherman

Email: asherman@btboces.org

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 interlibrary loans among the component districts in the five BOCES.

Prerequisite: Participation in the basic state-funded School Library System service.

Contact: Alicia Sherman

Email: asherman@btboces.org

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.

Contact: Alicia Sherman

Email: asherman@btboces.org

SLS - Coordinated Cooperative Collection Development

CCCD Service Fee Service No. 506.316.100

CCCD Budget 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.

Contact: Alicia Sherman

Email: asherman@btboces.org

Community Schools Base Service

Service No: 548.709.001

This service provides support to districts interested in learning more about the Community Schools Strategy and its implementation. The Community Schools Service is based on the research and the model developed by National Center for Community Schools and the Community Schools Forward Framework to guide the implementation of the Community Schools Strategy. The base service also provides regional coordination and support of community school leaders and coordinators through: regional meetings, regional professional learning, provide connections to community-based, state and national organizations, access to a regional database of services available to support district needs, and a quarterly e-newsletter highlighting best practices and sharing resources relevant to Community Schools 2024-2025, All Broome County schools have access to the base service due to Promise Zone funding from Broome County Mental Health. (Tier 1)

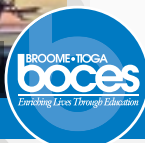
Note: Districts interested in participating in the additional tiers of Community Schools support must participate in the base service.

Contact: Sara Fontana

Email: sfontana@btboces.org



OPALS TRAINING



Professional Learning & Innovation Center

Community School Coordination

Service No: 548.709.200

This service provides customized district support to implement the Community Schools (CS) strategy with the support of an embedded Community School Coordinator. The Community Schools Coordinator will be trained in the National Center for Community Schools model. The Community School Coordinator(s) will participate as a contributing member of district/building leadership teams as well as any other district committees that support the scope of the work. Broome-Tioga BOCES will coordinate and supervise the community schools coordinators and support the district team(s) to administer a needs assessment, develop goals and coordinated activities, connect and collaborate with community resources, and implement and evaluate plans towards school improvement. As needed, 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. If the district's Community Schools action plan identifies a resource need it can be purchased through the Community Schools Resources service (Service No. 548.709.300/350). (Tier 2)

Contact: Sara Fontana

Email: sfontana@btboces.org

Community School Resources

Service No: 548.709.300/350

This service provides support to districts that have developed goals and action plans through the Community Schools Needs Assessment process. The resource(s) identified align to the practices in the Community Schools Forward Framework. For example, resources like Universal Social-Emotional Screening tools, or attendance tracking software can be purchased based on identified needs. The Community Schools Regional Leadership Advisory Group will maintain a database of resources and services districts can access through this service and will be reviewed annually. (Tier 3)

Contact: Sara Fontana

Email: sfontana@btboces.org

Coaching Courses

The required courses for athletic coaching certification are scheduled once per school year. The courses are the approved courses per the NYSED.

Contact: Kerri Bullock

Email: kbullock@btboces.org

Contact: Melody Fissel

Email: mfissel@btboces.org



SCIENCE DATA TRAINING

Professional Learning & Innovation Center

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 nine 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 exercises and activities designed to study health sciences as they apply to coaching sports.

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.

Contact: Nicole Waskie-Laura

Email: nwaskiel@btboces.org

NOTE: The following services include the pre-requisite of School/Curriculum Improvement Base Service:

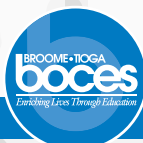
SCI Additional Days

Service No: 551.211.16

This service allows districts to schedule additional days for support of standards, curriculum, instruction, or assessment on a per diem basis. The base service is a prerequisite of this service.

Contact: Nicole Waskie-Laura

Email: nwaskiel@btboces.org



Professional Learning & Innovation Center

Substitute & Stipend Reimbursements: SCI

Service No: 551 [See FRS]

Districts subscribing to the SCI Base Service have the option of allocating funds for teacher stipend payments or for classroom substitutes 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.

Contact: Nicole Waskie-Laura

Email: nwaskiel@btboces.org

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

Service No: 551.211.020

This service provides participating teachers with intensive, ongoing 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. Additionally, elements of structured literacy are reviewed and applied to programs and tools that teachers are currently using, with discussion of elements or practices that may need to be adjusted to meet student 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 2-5 strands. Each participating teacher 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.

Contact: Kathryn Bailey

Email: kbailey@btboces.org



Professional Learning & Innovation Center

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-5, with participants adding strategies and resources to their instructional toolkit to better target comprehension, vocabulary, and phonics instruction to meet student needs. Each participating teacher will have an opportunity for an onsite coaching visit(s) and/or customized planning/ professional learning 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.

Contact: Kathryn Bailey

Email: kbailey@btboces.org

Cognitive Coaching: Increasing Individual Potential

Service No: 551.211.032

Cognitive Coaching is a research-based model that capitalizes upon and enhances teachers' cognitive processes. The model supports individuals and organizations in becoming self-directed, and in turn, become self-managing, self-monitoring and self-modifying. Participation in this service includes access to the Foundations of Cognitive Coaching Seminar®, an eight-day training conducted over the course of the year, taught by a certified Cognitive Coaching trainer.

Contact: JoAnn Hawley

Email: jhawley@btboces.org

Adaptive Schools: Developing Collaborative Teams

Service No: 551.211.033

The Adaptive Schools Foundation and Advanced Seminars present a productive, practical set of ideas and tools for developing collaborative groups in becoming effective and better equipped to resolve complex issues around student learning. The work of the Adaptive Schools Seminars is to develop the resources and capacities of the organization and of individuals to cohesively respond to the changing needs of students and society, working towards overall school improvement. Participation in this service includes access to the Foundations of Adaptive Schools Seminar®, a four-day training conducted over the course of the year, taught by a certified Adaptive Schools trainer.

Contact: JoAnn Hawley

Email: jhawley@btboces.org

New Teacher Institute - Years 1 and 2

Service No: 551.211.045

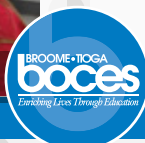
This service provides new teachers (in the first 3 years of teaching) with intensive professional development in evidence-based strategies around creating a positive classroom culture, student engagement, behavior management, instructional design, and many other pieces that make up "highly effective" teaching. Participants will choose, utilize, and gain feedback from a coach on strategies that meet students' needs in their classrooms. The professional learning includes full group and district-specific learning experiences in order to better meet participants' needs. Each participating teacher will have regular onsite coaching visits as part of the service.

Contact: Nicole Waskie-Laura

Email: nwaskiel@btboces.org



NEW TEACHER INSTITUTE



Professional Learning & Innovation Center

Southern Tier Teacher Academy

Service No: 551.211.050

The Southern Tier Teacher Academy is a program designed to inspire and educate aspiring future educators. Students in participating districts have the opportunity to take two experiential, dual-enrollment education courses, in partnership with local institutes of higher education, giving them the ability to earn up to six (6) college credits. In the fall of each year, students enroll in a Fast Forward course with SUNY Broome Community College (EDU 111-Foundations of American Education). In the spring of each year, students enroll in a dual enrollment course with Binghamton University (EDUC 101- So You Want to Be an Educator?). The courses are hands-on and provide the students with opportunities to visit teacher preparation programs and observe teaching in other participating schools. The teachers of the dual enrollment courses are current high school district staff who are approved by the institutes of higher education. They will have the opportunity to participate in ongoing professional learning with higher education faculty and BOCES/ lead staff. BT BOCES staff will work with all participating districts to coordinate school visits and student field trips as required as part of the courses. All participating districts, teachers, and students will be invited to attend an end-of-year celebration at the conclusion of each school year.

Contact: Nicole Waskie-Laura

Email: nwaskiel@btboces.org

Leadership Support

Service No: 551.211.200

This service provides support for building and district leaders through monthly principal and other leadership meetings. Additional instructional leadership professional learning opportunities are available throughout the year and are determined by the regional advisory group of the Organization of Instructional Representatives (OIR). This service also includes the cost of the regional summer leadership academy for participating building and district administrators. The focus of the academy varies year to year and is planned based on the current needs of participating districts.

Contact: Kerri Bullock

Email: kbullock@btboces.org

Shared Instructional Coach

Service No: 551.211.500

This service enables districts to share an embedded instructional coach based on their needs. Coaches may support specific content areas (e.g., literacy, science, math) or serve as general instructional coaches. Coaches are shared by two or more districts.

Contact: Nicole Waskie-Laura

Email: nwaskiel@btboces.org

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: Nicole Waskie-Laura

Email: nwaskiel@btboces.org



Professional Learning & Innovation Center

Regional Grant Writer Service

Service No: 551.211.700

This service supports the coordination of regional grants. A grant writer researches, plans, and writes grants based on requests from the regional advisory committee.

Contact: Kerri Bullock

Email: kbullock@btboces.org

Model Schools Base Service

Service No: 552.368.100

This service offers comprehensive support for integrating technology into the curriculum through instructional technology planning, regional, and district professional 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. In addition to regional professional learning, districts receive five on-site customized days for assistance with planning, organizing, and implementing educational technology-related instruction, curriculum and assessment.

Contact: Dustin Andrus

Email: dandrus@btboces.org

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

Model Schools Additional Days

Service No: 552.368.200

This service allows districts to schedule additional days for support of instructional technology on a per diem basis. The base service is a prerequisite of this service.

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 teacher stipend payments or for classroom substitutes 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.

Contact: Dustin Andrus

Email: dandrus@btboces.org

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. This service includes technical support for teachers and leaders through Service Now, coordination with the company on behalf of the district, and support with accessing data reports. 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.

Contact: Dustin Andrus

Email: dandrus@btboces.org

Professional Learning & Innovation Center

eSports Support Service

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 NYS CS/DF learning standards. The service includes coaching clinics, resource sharing, and regional meetings.

Contact: Dustin Andrus

Email: dandrus@btboces.org

Managed Educational Technology Integration

Service No: 552.368.150

This service provides embedded educational technology integration specialists, streamlined access to related educational 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 educational technology services: Model Schools Base Service, Assessment Professional Development & Support (eDoctrina), Online Learning Systems and Online/ Blended Learning (Edgenuity.)

Contact: Dustin Andrus

Email: dandrus@btboces.org

Diversity, Equity & Inclusion- Base Service (NEW)

Service No: 553.250.100

BOCES will provide Diversity, Equity, and Inclusion (DEI), and Culturally Responsive Sustaining Education (CRSE) resources and training to participating districts. The DEI/CRSE service will provide guidance, best practices, and training on developing and implementing district determined policies and practices on Diversity, Equity, and Inclusion. The service will support all aspects of NYSED's DEI framework and call to action as requested by participating districts.

Contact: Carla Murray

Email: cmurray@btboces.org

Diversity, Equity & Inclusion- Coordination (NEW)

Service No: 553.250.200

This service provides customized district support to support diversity, equity & inclusive practice & policy in alignment with the NYSED Culturally Responsive Sustaining framework. There will be an Instructional Support Specialist assigned to your district to work collaboratively with administrators and other stakeholders. Ultimately working to provide an organizational structure that supports the NYS Board of Regents DEI policy: to encourage and support efforts at the local level to create within schools an ecosystem of success that is built upon a foundation of diversity, equity, inclusion, access, opportunity, innovation, confidence, trust, respect, caring, and relationship-building.

Contact: Carla Murray

Email: cmurray@btboces.org

Diversity, Equity & Inclusion- Additional Days (NEW)

Service No. 553.250.300

This service allows districts to schedule additional days for support of DEI on a per diem basis. The base service is a prerequisite of this service.

Contact: Carla Murray

Email: cmurray@btboces.org



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.

Contact: Dustin Andrus

Email: dandrus@btboces.org

Comprehensive School Health/Wellness Service (CSHW)

Service No: 586.318.100

The CSHW service provides districts with support of health and physical education programs. Included are up to three days of customized assessment, professional learning or other customized support.

This service also provides loans of health and physical education equipment such as kayaks, cross-country skis, portable fitness equipment, "Baby Think It Over" dolls, and many other resources to enhance instruction. Delivery of equipment is included as part of this service.

Contact: Kerri Bullock

Email: kbullock@btboces.org



South Central Regional Information Center



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.

Director of SCRIC
Tom Guillon, 607-644-4785
tguillon@btboces.org



SCRIC

South Central Regional Information Center

Managed Services

Managed IT Service (MITS)

Service No: 610.726.010

This service provides customer-focused information technology resources, management and staffing to support your school district's technology infrastructure. The service includes IT service development and planning with district administration, policy and procedure development, coordination of IT projects, onsite staffing and remote technology support, service desk functions, purchasing, budget development, and training.

***Prerequisites** - Technology Procurement and Lifecycle Management Service and Data Integration Service

****Includes** – Server and Network Infrastructure Support Services

Contact: Tim Miller, 607-201-2259

Email: tmiller2@btboces.org

Managed Data Tier I Service

Service No: 610.726.050

This service provides comprehensive support for select federal and state reporting requirements. The Managed Data Tier I Service offers remote support only and includes the following:

- Support for SIRS reporting including error triaging
- 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

***Prerequisites** – SMS-SchoolTool, NYS Data Collection Automation Service

Contact: Tim Miller, 607-201-2259

Email: tmiller2@btboces.org

Managed Data Tier II Service

Service No: 610.726.052

The Managed Data Service Tier II Service offers dedicated onsite support and 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 (SchoolTool) primary contact
- Assist with CRDC reporting
- Assist with SSEC reporting
- Support for verifying SIRS reports

***Prerequisite** - Managed Data Tier I Service

Contact: Tim Miller, 607-201-2259

Email: tmiller2@btboces.org



South Central Regional Information Center

Managed Data Service Add-On: Online Central Registration Support Service Service No: 610.726.060

This service provides a comprehensive online registration solution for districts looking for additional support of this critical in district function to our shared service model. SCRIC Managed Data Service (MDS) will provide a shared on-site staff member to setup and maintain an online registration application, verify all information is entered correctly with supporting documentation (i.e., proof of residency, proof of age, etc.) per district board of education policies, and ensure all students are brought into SchoolTool within a predetermined time frame. MDS will enter appropriate enrollment and program service codes into SchoolTool, once determined by district staff. MDS will notify appropriate district staff of any non-resident or home-schooled students.

***Prerequisites** - NYS Data Collection Automation Service, Managed Data Tier I Service, Managed Data Tier II Service and Digital Forms Management Service

Contact: Tim Miller, 607-201-2259
Email: tmiller2@btboces.org

Managed Technology Service Service No: 610.726.100

The Managed Technology Service provides leadership for building and maintaining a healthy school district technology and digital ecosystem. Advisory committees are established and engaged to identify and prioritize technology needs and a menu of potential solutions are presented, selected, and implemented aligned to district educational, strategic, and operational goals.

***Prerequisites** – Managed IT Service and Managed Data Service

****Includes** – Data Security & Privacy Support Service, Data Security & Privacy Coordination Service

Contact: Tom Guillon, 607-644-4785

Email: tguillon@btboces.org

Administrative Systems Training & Support Services /Student Management Service

Service No: 610.727.020, 610.727.023

This service provides consultation, support, and training for web-based student management systems. Supported system is SchoolTool.

Contact: Stephanie Mohamed, 607-768-4296

Email: smohamed@btboces.org

Special Education Management Service

Service No: 610.727.060

This service provides consultation, support, and training for web-based special education management systems. Supported systems include Cleartrack & Frontline IEP.

Contact: Joanne DeWitte, 607-757-3004

Email: jdewitte@btboces.org

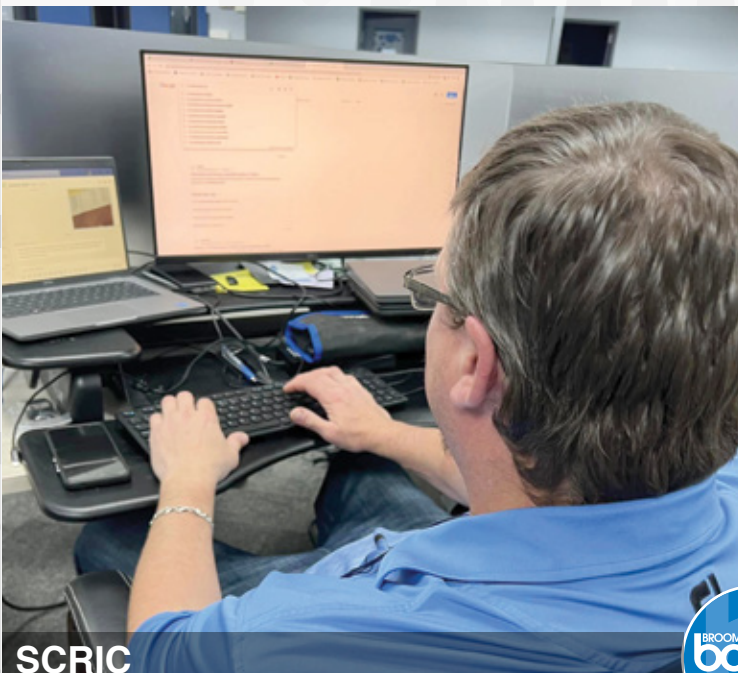
RTI – Response to Intervention Service

Service No: 610.727.065

This service provides consultation, support, and training for the RTI Edge and Frontline RTI systems. These systems allow districts to track and identify students at risk of failing, monitor progress, and predict student success.

Contact: Joanne DeWitte, 607-757-3004

Email: jdewitte@btboces.org



South Central Regional Information Center

Financial Service

**Service No: 610.727.354,
610.727.358-360**

This service provides consultation, support, and training for the Wincap and nVision financial systems including their add-on option modules.

Add-in Options:

Wincap Web: Web-based solutions for employees to enter and track leave time and view paycheck and W2 information.

nVision Timepiece or Wincap Timesheets: Timekeeping management systems that are fully integrated with the financial system.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Employee Management Service

Service No: 610.727.370

This service provides consultation, support, and training for Web-based Employee Management Systems that help school districts streamline Human Resources processes. The supported system is SchoolFront.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Professional Learning and Staff Evaluation Tracking Service

610.727.400, 610.727.450, 610.727.455

This service provides consultation, support, and training for systems that track professional development hours/credits and staff evaluation. Supported systems include Frontline Professional Growth, Employee Evaluation Management, and KickUp.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Cafeteria Management Service

Service No: 610.727.600

This service provides consultation, support, and training for web-based school lunch management systems. Supported systems include eTriton and Mosaic.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Facilities Management Service

Service No: 610.727.615

This service provides consultation, support, and training for web-based systems that manage work orders, preventative maintenance, inventory, and event scheduling. Supported systems include SchoolDude, and MasterLibrary.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Building Automation Services - Badge ID Cards Service

Service No: 610.727.625, 610.727.627

This service offers badge printing options including customized badge design and cafeteria system barcode integration using blank or proximity cards.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Building Automation Services - Visitor Management Service

Service No: 610.727.630

This service provides consultation, support, and training for electronic registration and visitor tracking systems. These systems allow users to scan a driver's license and populate the enrollment screen and print temporary badges for easy identification of guests. Supported system is TPASS.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

South Central Regional Information Center

Building Automation Services - Building Surveillance Services

Service No: 610.727.635, 610.727.636

This service provides consultation, support, and training for surveillance systems. The supported vendors are Day Automation and Linstar. Tier 2 service requires an additional service level agreement to enable the SCRIC to assist with additional support needs.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Building Automation Services - Door Access Services

Service No: 610.727.640

This service offers a range of technology procurement options for schools to secure their campus with state-of-the-art door access systems. Supported vendor is Linstar.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Voice Over IP Support Service

Service No: 610.727.652

This service provides configuration and support of school district telephone systems including comprehensive voice system management, vendor support, and troubleshooting.

***Prerequisites** - Technology Procurement and Lifecycle Management Service and Network Infrastructure Support Service

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

Digital Media & Messaging Service

Service No: 610.727.725

The Digital Media and Messaging Service provides support and training for systems offering an all-in-one solution for district communications. These systems incorporate Web Content Management, Mobile App, and Auto Notifications which allows districts to send notifications via Facebook, Twitter, Instagram, email, text message, and voice calls. Supported system is Apptegy.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Content Management Service

Service No: 610.727.750 – 610.727.754

This service provides support and training for web-based content management systems. The service assists with customized design of the website and ongoing support on the various modules for each supported system. Supported system is eSchoolView.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

CMS Custom Mobile App Service

Service No. 610.727.755

This service provides support and training on district-branded custom mobile apps. Supported system is eSV2Go.

***Prerequisite** – Content Management Service

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Auto Notification Service

Service No. 610.727.800

This service provides support and training for web-based systems that enable districts to mass communicate with parents and staff via phone calls, text messages and/or emails. Various add-on modules are available for each system. Supported systems are SchoolMessenger, Parent Square and Apptegy Rooms.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org



South Central Regional Information Center

Auto Notification Custom Mobile App Service

Service No. 610.727.810

This service provides support and training on district- branded custom mobile apps. Supported system is SchoolMessenger.

***Prerequisite** – Auto Notification Service

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Digital Forms Management Service

Service No. 610.727.825

The Digital Forms Management Service provides support and training on systems to enable districts and families with an easy way to register and pay for extracurricular activities and programs. Supported system is FamilyID.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Electronic Document Management Service

Service No: 610.727.830

This service provides support and training for electronic document management systems that enables districts to easily capture, index, store, search, and retrieve records in standard format. Supported system is OnBase.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Board Meeting Management Service

Service No: 610.727.850

This service provides support for cloud-based systems that enables districts to upload, display, distribute and store board of education business documents. Supported system is BoardDocs.

Contact: Dodie Sherman, 607-766-3723

Email: dsherman@btboces.org

Data Services

Data Integration Service

Service No: 610.728.100

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 designated 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: Tim Myers, 607-760-7339

Email: tmyers@btboces.org

Data Projects Service

Service No: 610.728.150

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 the data project specifications
- Creating and updating existing data projects in the desired format

Contact: Tim Myers, 607-760-7339

Email: tmyers@btboces.org

South Central Regional Information Center

NYS Data Collection and Testing Service

Service No: 610.728.200

This is a centralized service to facilitate the reporting of all required NYSED SIRS data. This service also provides support for CBT and paper-based 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 SIRS reports is provided. The service helps to support the DDC on compliance and interpretation of complex NYSED data collection requirements.

Contact: Kathie Mras, 607-757-3009

Email: kmras@btboces.org

Contact: Tim Myers, 607-760-7339

Email: tmyers@btboces.org

NYS Data Collection Automation Service

Service No: 610.728.250

This service provides automation of Student and Staff extracts from supported source systems into Level 0. Level 0 import and edit checks are applied and reports can be viewed by the district in Level 0. The district is responsible for all error resolution.

***Prerequisites** - NYS Data Collection & Testing Service, Financial Services, Special Education Management Service, Cafeteria Management Service, & Student Management Services – SchoolTool

Contact: Kathie Mras, 607-757-3009

Email: kmras@btboces.org

Contact: Tim Myers, 607-760-7339

Email: tmyers@btboces.org

Full-Service Test Scoring

Service No: 610.728.260

This service provides the scoring of extended response questions on the NYS 3-8 ELA, Math, & Science exams. The service includes creation of specialty 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. A NYS approved vendor processes the exams using a proprietary application and the results are sent to the RIC in a file where they are merged with the multiple-choice responses to complete a raw score file.

Contact: Kathie Mras, 607-757-3009

Email: kmras@btboces.org

Contact: Tim Myers, 607-760-7339

Email: tmyers@btboces.org

Data Security & Privacy Support Service

Service No: 610.728.300

This service supports the school district's development and ongoing compliance with Part 121 of the Commissioner's Regulations relating to Ed Law 2-d. The service includes access to helpful tools, resources, templates, regional sessions, and additional support upon request. Add-on service options are also available.

****Included as part of the Managed Technology Service**

Contact: Ashleen Speen, 607-427-4423

Email: aspeen@btboces.org



CAREER EDUCATION - IT SPECIALIST

South Central Regional Information Center

Data Security & Privacy Coordination Service

Service No: 610.728.310

The Data Security and Privacy Coordination service remotely assists districts with implementing NYS Education Law 2-d and their data security and privacy initiatives. Utilizing the Data Security and Privacy Support service guidance and resources, this service will help assist in improving an individual district's cybersecurity posture. The service assists districts with the following:

Lead district's NIST gap analysis team and help the community prioritize action steps and coordinate the implementation of identified action plan items

Facilitate the development of relevant district data security and privacy policies, procedures, and processes

Maintain district software inventory and assist the district in pursuing compliance for district products

Coordinate required annual training and facilitate additional training as needed

Annually review all documents and processes

***Prerequisite:** Data Security and Privacy Support Service

****Included as part of the Managed Technology Service**

Contact: Ashleen Speen, 607-427-4423

Email: aspeen@btboces.org

Regional Telecommunications Service

Regional Telecommunications Service

Service No: 610.730.100

The Regional Telecommunications service provides shared telecommunication resources, cybersecurity technologies, E-rate program coordination, as well as local broadband connection and contract management.

Shared Telecommunication resources include the underlying infrastructure required to facilitate internet and regional network connectivity. Shared Domain Name System (DNS) access is included.

Cyber Security technologies include firewalls, Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), Cyber Hygiene (CyHy), Distributed Denial Of Service protection (DDOS), Malicious Domain name Blocking (MDBR), and other regionally supported systems.

SCRIC staff work with E-rate consultants to ensure that regional and district connections are successfully taken through the E-rate Category One process for appropriate reimbursement.

SCRIC staff bid regional and network broadband connections to provide the best possible pricing to districts. This work includes contract and vendor management for regional and interdistrict connections.

Contact: Phil Sage, 607-206-5153

Email: psage@btboces.org

South Central Regional Information Center

Technology Support & Procurement Services

Technology Procurement & Life Cycle Management Service

Service No: 610.742.210

This service provides resources to support the procurement and lifecycle management of technology-related hardware, software, maintenance, and contracted services. The service includes RIC district budget development and management, tracking reports, security and privacy compliance, asset disposal, and coordination of purchasing.

Contact: Tom Guillon, 607-644-4785

Email: tguillon@btboces.org

Support, Planning, & Consultation Service

Service No: 610.742.230

School districts may draw from a pool of BOCES technical staff, as needed, for additional technical, planning, and consulting support.

***Prerequisite** - Technology Procurement and Lifecycle Management Service

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

Server Infrastructure Support Service

Service No: 610.742.242

This service provides support of school district servers and includes the following: service desk, guidance for hardware decisions, consulting services for server infrastructure, server OS installs and configurations, hardware installations, and second level escalation for troubleshooting issues.

Note: Routine server maintenance is not included.

***Prerequisite** - Technology Procurement and Lifecycle Management Service

****Included as part of the Managed IT Service**

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

Network Infrastructure Support Service

Service No: 610.742.243

This service provides preventive and ongoing support of school district switching network equipment including service desk, troubleshooting, network monitoring, configuration, maintenance of network infrastructure

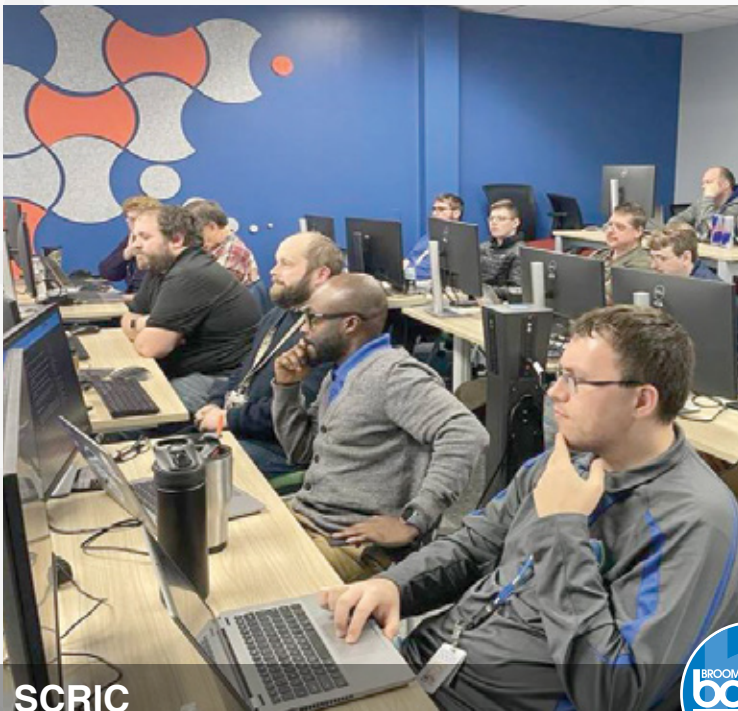
hardware and software, life cycle planning, network assessments, and documentation. Requires a broadband connection to the BOCES regional network.

***Prerequisite** - Technology Procurement and Lifecycle Management Service

****Included as part of the Managed IT Service**

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org



South Central Regional Information Center

Remote Site Backup Service

Service No: 610.742.270

This service offers backups which is the process of storing data in multiple copies for added reliability, helping to recover data in case of primary hardware failures, accidental deletion, and natural disasters. Centralized management of archiving and retrieving data is included in this service.

***Prerequisite** - Technology Procurement and Lifecycle Management Service

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org

Telephone Interconnect Service

Telephone Interconnect Service

Service No: 611.420.100

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 inter- connect to generate usage savings among participating districts and BOCES; and centralization of bill processing at BOCES.

***Prerequisite** - service is only available for BT and DCMO BOCES districts

Note: Aid is not allowed on technology equipment purchases and installation costs.

Contact: Chris Alunni, 607-766-3958

Email: calunni@btboces.org



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CULINARY ARTS



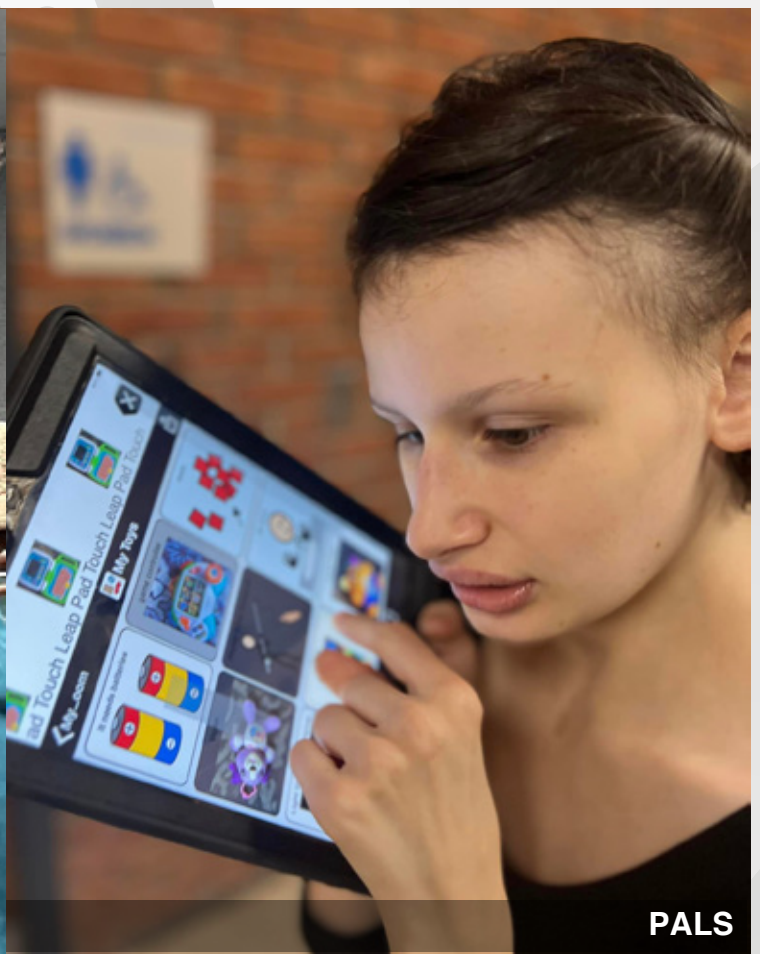
CRIMINAL JUSTICE



AUTOBODY



RECLAIM

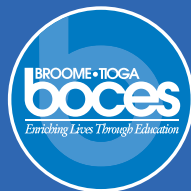


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