

2013
2014

St. Lawrence-Lewis BOCES

OVERVIEW AND DIRECTORY OF SERVICES

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Our Vision

The St. Lawrence-Lewis BOCES is committed to building futures and creating meaningful, successful lives through education, collaboration, and partnerships.

Our Mission

The St. Lawrence-Lewis BOCES Mission is to provide quality, cost-effective programs and services characterized by leadership, innovation, creativity, and flexibility.

- Prepare students to become contributing members of their community,
- Initiate programs in response to emerging needs,
- Encourage the sharing of resources and expertise,
- Provide opportunities for professional growth,
- Include constituents in the decision-making process,
- Provide professional and technical assistance.

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Message from the District Superintendent

Dear Board Members and School Administrators:

I am pleased to present the 2013-14 St. Lawrence-Lewis BOCES Services Guide, which is a result of the successful collaboration between all of our local school districts and the BOCES. In this time of increased expectations and accountability, and greatly diminished funding to carry out our common educational mission, we have been able to get the job done together.



With school district capacity under significant strain, we have focused our efforts on providing a regional delivery system to fill in the gaps and provide the appropriate leadership and training in professional development, school improvement, APPR, the Common Core Standards, and technology support and instruction. Our non-instructional services, such as the Cooperative Business Office and School Food Management, are growing based on district needs and requests. We are undergoing a thorough review of these two services, in conjunction with school officials, to maintain quality and efficiency as these programs expand.

Special Education, Career and Technical Education, and Professional Development continue to form the instructional backbone of BOCES. With the economy showing slow signs of improvement, record numbers of students are enrolling in Adult Education Programs. These adult programs are self-funded through tuition and grant funds. Retraining and redeploying these members of our adult work force will certainly help improve our local economy.

These are challenging times, yet this moment presents opportunities to restructure and improve what we do to ensure that all of our students leave school ready for the world of work, post-secondary education, and prepared to be productive and participating citizens.

The shared services highlighted in this guide were developed in collaboration with many stakeholders and superintendents. Your continued support, interest, and involvement are greatly appreciated by all of us here at St. Lawrence-Lewis BOCES. If there is a service that you do not find in our guide, please contact me at 315-386-4504, so that we may find an appropriate service or work to create new opportunities for our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas R. Burns".

Thomas R. Burns
District Superintendent/Executive Officer

Welcome to the St. Lawrence-Lewis BOCES Overview and Directory of Services

This publication is designed to serve component districts and other agencies in planning for the needs of students and staff. Included in this directory, is a brief description of each service and the name of the contact person if more information is needed.

Services requests submitted by school districts enable BOCES to apply for State Education Department approval of the services. This also provides the basis for cost estimates for programs, thus enabling budget preparation for both the individual districts and the BOCES. In all cases, BOCES programs and services for school districts are eligible for State aid only when two or more school districts share the program and after the service has been approved by the State Education Department.

What is a BOCES?

BOCES is the Board of Cooperative Educational Services. It is a regional public education cooperative which functions in New York State as an extension of the component school districts. BOCES was created in 1948 by the legislature to help school districts obtain and provide educational services that would be prohibitively expensive if school districts maintained them.

There are 37 BOCES statewide. The St. Lawrence-Lewis BOCES serves approximately 16,000 students in 18 school districts, pre-school through grade 12, as well as hundreds of educators and community members.

How does BOCES work with the local school districts?

- School Superintendents meet semi-monthly with the District Superintendent to address educational needs and mutually define which of these needs could be met most efficiently on a regional, cooperative basis.
- BOCES introduces programs and responds to school district requests, as well as initiatives from the State Education Department.
- BOCES provides services, facilities, and personnel to meet the mutual needs of component school districts.
- BOCES receives and administers grants for a variety of services that benefit students, staff, and community members in the region.

Where is the St. Lawrence-Lewis BOCES located?

All the areas served by the school districts in St. Lawrence County, plus the Harrisville School District in Lewis County, form the St. Lawrence-Lewis BOCES community.

The BOCES is comprised of the Educational Services Center located in Canton and three Career and Technology Education (CTE) Centers (Northwest Tech in Ogdensburg, Seaway Area Tech on the BOCES Northeast Campus in Norwood, and Southwest Tech in Gouverneur). The CTE centers also house the high school alternative education programs. Located on The Northeast Campus are the Health Occupations Center and Adult Education programs. The Learning Resource Center (LRC) and Special Education School Improvement Specialist (SEIS) are now located at the Educational Services Center in Canton. Other Adult Education programs are located in Massena, Gouverneur, and Ogdensburg. The One Stop Career Center is located at 80 SH 310, Suite 8, Canton.

BOCES Special Education classes are housed in public schools throughout the area with regional service hubs in Heuvelton, Ogdensburg, and Potsdam.



Who is responsible for running BOCES?

The BOCES Board consists of 9 members, each serving a 3-year term of office. Each of the nine members is a current or past board member of a component school district.

The Chief Executive Officer of each BOCES also serves as the District Superintendent of the Supervisory District, fulfilling responsibilities as an agent of the New York State Commissioner of Education.

BOCES Board of Education

Member	Year Term Expires
Roger M. Bennett, President	2013
Dana Smith, Vice President	2014
Nancy Cappellino	2014
Patricia Gengo	2015
Marjorie McCullough	2014
Shelli Prespare-Weston	2013
Andrea Webb	2013
James Young	2015
Dr. John Zeh	2015

2012-2013 Component School Superintendents and Board Presidents



Important Dates to Remember

December 12

Overview & Directory of Services and Preliminary Request Forms distributed to Chief School Administrators

January 7

Preliminary Services Request completed and certified in Win-Cap Web

February 15

Final Request Forms distributed to Chief School Administrators

March 22

BOCES Board Vacancy Nomination Forms due

March 28

Final Services Request completed and certified in Win-Cap Web

April 11

BOCES Annual Meeting and Review of the Tentative Budget

April 22

Component Districts vote on BOCES Administrative Budget and BOCES Board Members

May 9

Adoption of the 2013-2014 BOCES Budget

Brasher Falls Central School

Mr. Stephen Putman, Superintendent
Mr. James Lattimer, President

Canton Central School

Mr. William Gregory, Superintendent
Mrs. Barbara Beekman, President

Clifton-Fine Central School

Mrs. Susan Shene, Interim Superintendent
Ms. Michelle Durham, President

Colton-Pierrepont Central School

Mr. Joseph Kardash, Superintendent
Mrs. Shelli Prespare-Weston, President

Edwards-Knox Central School

Ms. Suzanne Kelly, Superintendent
Ms. Teresa Hogle, President

Gouverneur Central School

Mrs. Lauren French, Superintendent
Mr. Barry R. Smith, President

Hammond Central School

Mr. Douglas McQueer, Superintendent
Mr. Timothy Pitcher, President

Harrisville Central School

Mr. Rolf Waters, Superintendent
Ms. Jan Mosher, President

Hermon-DeKalb Central School

Ms. Ann Adams, Superintendent
Mr. Richard Hamilton, President

Heuvelton Central School

Mrs. Susan Todd, Superintendent
Mr. Michael Davis, President

Lisbon Central School

Ms. Erin Woods, Superintendent
Mr. Blake Gendebien, President

Madrid-Waddington Central School

Mrs. Lynn Roy, Superintendent
Mr. Michael Miller, President

Massena Central School

Mr. Roger B. Clough, II, Superintendent
Mr. John Boyce, President

Morristown Central School

Dr. David Glover, Superintendent
Mr. Cyril Aldrich, Jr., President

Norwood-Norfolk Central School

Mrs. Elizabeth Kirnie, Superintendent
Mr. Jon Hazen, President

Ogdensburg Enlarged City School

Mr. Timothy Vernsey, Superintendent
Mr. Frederick P. Bean, President

Parishville-Hopkinton Central School

Mr. Darin Saiff, Superintendent
Mr. Ward Remington, President

Potsdam Central School

Mr. Patrick Brady, Superintendent
Mr. Chris Cowen, President

INSTRUCTIONAL RESOURCES

- **Stephen J. Todd** 386-4504, Ext. 15101
Assistant Superintendent for Instruction
- **Jennifer French** 386-4504, Ext. 15107
Senior Supervisor of School Improvement
- **Patti Fisher** 386-4504, Ext. 15106
Supervisor of Instructional Technology/Model Schools
- **Roberta Stillin-Dowman** 386-4504, Ext. 15119
Supervisor of Instructional Resources/Title I Support
- **Marcia Eggleston** 386-4504, Ext. 10200
LRC Supervisor/Director of School Library Services

The Instructional Resources program provides shared teachers, school improvement services, enrichment programs, and professional development. Programs are guided by the mission of providing the best in educational services to our districts through information, consultation, and training.

SHARED SERVICE TEACHERS:

**COSER 302.010,
303.010, 306.010,
331.030, 332.010,
341.010**

Contact: Stephen Todd
or Patti Fisher

Teachers are shared between two or more component school districts to allow expanded district offerings to students. Component districts are currently utilizing shared services in areas of art, health, and physical education. These CoSers may also include core area intervention specialists and a variety of other teacher certification areas. Please call with individual needs. *BOCES Aidable*

SHARED ADMINISTRATOR – GENERAL SUPERVISOR:

COSER 310.010

Contact: Stephen Todd
or Jennifer French

This service provides administrative services to districts as a District Administrator with specific responsibilities and a job description developed by the individual school district. Service must be shared with two districts or with a BOCES program. *BOCES Aidable*

EXPLORATORY ENRICHMENT:

**COSER 401.010
Planning Fee**

Contact:
Stephen Todd or
Deborah Champagne

Students in grades K-12 engage in enrichment activities offered through Clarkson University, St. Lawrence University, and/or regional agencies. These programs provide extensions to the regular school curriculum and allow students to participate in programs that are not available in their home school. Districts are required to pay the planning fee to participate in these programs.

Available programs include:

- Rock-N-Fusion [401.020]
- Challenge Day [401.030]
- Living History Day [401.040]
- Talented Juniors [401.050]
- Project Challenge [401.060]
- Horizons I [401.070]
- Horizons II [401.071]
- Horizons III [401.072]
- First Robotics Advanced [401.080]
- First Lego League [401.090]
- Additional First Lego League [401.091]
- First Tech Challenge [401.100]
- Additional First Tech Challenge [401.101]
- Jr. First Lego League [401.120]
- Additional First Lego League [401.121]
- Nature Center Programs [401.130]

Programs available via Cross Contract include: Buster the Bus, Freddie the Fire Truck, and Andy the Ambulance. *BOCES Aidable*

ARTS IN EDUCATION/ PERFORMING ARTS (AIE):

<p>COSER 402.010 Basic Program Fee</p> <p>Contact: Stephen Todd or Deborah Champagne</p>	<p>The AIE Program provides component school districts with high-quality, professional performances and art-integrated learning experiences for students in grades K-12.</p> <p>The program components are:</p> <ul style="list-style-type: none">• Base Performances National/Local Touring Groups – Covered in the Basic Program Fee [402.010]• Visiting Artists – Covered in the Basic Program Fee [402.010]• Additional Contract Performances as Requested (i.e. OCP, NYSSMA, CPS) –These are not included in the Basic Program Fee and include an additional 10% administrative fee. [402.020]• Districts also have the ability to “set-aside” funding for projected other performances. This service is not part of the Basic Program Fee. [402.015] <i>BOCES Aidable</i>
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REGIONAL SUMMER SCHOOL:

<p>COSER 420.010</p> <p>Contact: Tim Richards or Laurie Cappello</p>	<p>A regional summer school is held at four sites (Canton CSD, Gouverneur CSD, Massena CSD, and Ogdensburg Enlarged City School). Each site is shared by students in grades 7-12 from two or more participating districts. Academic subjects are taught (e.g. English, mathematics, social studies, and science) and support services are provided (library and resource room). Driver Education is NOT part of these services. <i>BOCES Aidable</i></p>
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ESEA – Title I Services:

COMPREHENSIVE AND CONSOLIDATED APPLICATION:

<p>COSER 501.010.010</p> <p>Contact: Roberta Stillin-Dowman</p>	<p>Major components of the service are the completion of the ESEA Consolidated Application, all associated budgets, required reporting documents and serving as liaison to SED. Districts are assisted in implementing their AIS program, as well as other programs and plans in compliance with state and federal regulations such as RTI and LEP. This service provides assistance to districts in implementing a comprehensive educational program that enhances the regular classroom, student achievement and development of tools necessary for student assessment and data collection. Services provided in 501.010.020 are included in this service.</p> <p>Electronic data (standardized, state, and local) is collected to develop a K-12 Needs Assessment database which is used to determine AIS needs. Provides AIS Eligibility reports with state scores (Grades 3-12), type of service, level of service, provider of service, and funding. Included are additional reports to be used for monitoring student academic achievement and reporting for the AIS program. Basic service is required for participation. <i>BOCES Aidable</i></p>
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BASIC SERVICE:	
COSER 501.010.020 Contact: Roberta Stillin-Dowman	Updates from NYSED and technical assistance are provided with regard to ESEA Consolidated Application, McKinney-Vento Homeless Education Act, accountability, assessments and regulatory issues. Additionally a monthly online reproducible Title I – Parent Involvement Newsletter and other resources are provided. <i>BOCES Aidable</i>

COORDINATION OF DISTRICT INITIATIVES:	
COSER 501.020.021 Contact: Roberta Stillin-Dowman	Assistance to school districts in long-range planning initiatives, designing and/or implementation of RTI and professional development plans, well as the coordination of other district initiatives to meet SED and ESEA mandates. Basic service is required for participation. <i>BOCES Aidable</i>

COACHING FOR PREVENTION FOCUSED INSTRUCTION:	
COSER 501.010.070 Contact: Roberta Stillin-Dowman	On-site building and grade level coaching, mentoring and facilitating of scientifically based researched instructional practices are provided to prepare and guide teachers. Support and assistance on the use and analysis of progress monitoring assessments and the facilitation of curriculum mapping and standards alignment are also included. <i>BOCES Aidable</i>

EXTRACURRICULAR ACTIVITIES:	
COSER 503.010 Contact: Stephen Todd or Deborah Champagne	Academic challenge programs offer team and individual opportunities for students. Programs include: <ul style="list-style-type: none"> • Odyssey of the Mind (only the coordination fee is Aidable) [503.010.010] • Odyssey of the Mind Additional Memberships [503.010.020] • SAT Verbal and Math [503.010.030] • Whiz Quiz [503.010.040] • The Spelling Bee offered via Cross Contract <i>BOCES Aidable</i>



ELECTRONIC EQUIPMENT REPAIR SERVICE:

COSER 505.010

Contact:
Marcia Eggleston

This service offers repair of all types of equipment used in classroom instruction except computers and computer peripherals. It includes diagnosis of problems and recommendation for replacement when more cost effective than repair. Equipment travels between the District and BOCES via the van delivery service. All repairs are made in compliance with manufacturer standards. The Learning Resources Center is able to provide equipment 'loaners,' on a limited basis, to assist districts having key equipment in the repair shop. The base service for inclusion in this program is Learning Resources Center CoSer 509. *BOCES Aidable*

MICROCOMPUTER REPAIR SERVICE:

COSER 505.030 (formerly CoSer 507)

Contact:
Marcia Eggleston

This service offers schools access to local repair of computers and computer related peripherals to include the diagnosis of problems and recommendation for repair or replacement if more cost effective. Equipment travels between the district and BOCES via the van delivery service. Technicians maintain status as authorized service providers, and repairs are made in compliance with manufacturer standards. The base service for inclusion in this program is Learning Resources Center CoSer 509. *BOCES Aidable*

SCHOOL LIBRARY SYSTEM SERVICES:

COSER 508.010

Contact:
Marcia Eggleston

This service provides access to interlibrary loan. Components include password ICICILL accounts, interlibrary loan supplies and materials, and access to NYS Library and system-provided online resources. It also ensures that local library holdings are added to the regional catalog. In addition, this service provides staff development programming and access to professional resources. Finally, it allows participation in the Coordinated Cooperative Collection Development (CCCD) program, including the Virtual Reference Library (VRL), ProQuest Online databases, and access to consortium priced online databases. *BOCES Aidable*

LEARNING RESOURCES SERVICES:

COSER 509

Contact:
Marcia Eggleston

This service provides a comprehensive curriculum-oriented pre-K-12 media library in diverse formats and at a variety of levels, carefully aligned with the NYS Learning Standards and local curricula. The service includes site-based DVD collections, off-air dubbing, video streaming (including the LEARN360 streaming service), and van delivery of mail, media and equipment. A Classroom Book Collection, which includes multiple copies of a book, (with large print book, audio version(s) and a teacher's guide where available), continues to grow, now including some district-donated titles. Big Book and DVD collections also continue to be developed. Professional library materials, much of which is related to the Common Core, for teaching and administrative staff is a new collection. Online booking of media is available, though materials may also be booked in more traditional ways. Numerous pieces of equipment are available for loan. New forms of delivering media to the districts are constantly being explored and demonstrated. LEARN360, Classroom Video on Demand, and VITAL NY streaming services are integrated into the online booking catalog. Copyright compliant music licensing and access to a cross-contracted sheet music library are also featured services. District Audiovisual Coordinators facilitate communication with the Learning Resources Center and ensure direct district input. *BOCES Aidable*

LIBRARY AUTOMATION:

COSER 510

Contact:
Marcia Eggleston

This service provides a variety of library automation services using OPALS-NA (Opens Source library automation), including database development and support, general assistance with automation issues, different levels of technical assistance for on-site hardware/software support, ongoing conversion of materials, Users Group staff development, on-site training, electronic inventory and purchase of library automation equipment, materials and supplies. *BOCES Aidable*

ELEMENTARY SCIENCE PROGRAM (ESP KITS):

COSER 511.490

Contact:
Nicole Ashley

This service provides for the lease or purchase of grades K-6 kits correlated to the New York State Elementary Science Syllabus. Cross Contract with Monroe 2 Orleans BOCES. *BOCES Aidable*

CURRICULUM DEVELOPMENT:

COSER 512.010

Contact:
Marcia Eggleston

This service allows purchase of subscriptions to The Chronicler, a fourth grade local history paper produced by the St. Lawrence County Historical Association. Specifically geared to the fourth grade Social Studies curriculum, each issue of The Chronicler spotlights locally relevant persons, places, events, or topics of interest. Two issues are published annually, each with its own extensive Teacher's Guide. *BOCES Aidable*

SCHOOL IMPROVEMENT (SI):

COSER 526.010

Contact:
Stephen Todd,
Jennifer French, or
Deborah Champagne

Basic Service - The School Improvement service assists districts in implementing long-range professional and data-based school development plans to meet NYSED requirements and improve student learning and performance. Professional development opportunities meet teacher, school, and district needs based upon plans, data, and state and federal requirements. Professional development offerings will support the major themes identified by the Regional Curriculum Council, Instructional Team and component districts, and whenever possible, programming will be constructed in a job-embedded, sustainable fashion. Development of local capacity will be a priority. Consistent and clear information will be given to districts regarding initiatives and revisions in curriculum, instruction, and assessment policies from NYSED. A basic data service will be included with the purchase of School Improvement to include Grade 3-8 and Regents (Scanned) cumulative, multi-year, reports and graphs. The Enhanced Data Service may be purchased. *BOCES Aidable*

ENHANCED DATA SERVICE:

COSER 526.030

Contact:

Stephen Todd,
Jennifer French, or
Deborah Champagne

This service supports planning efforts, improves curriculum/assessment practices and enhances student achievement towards meeting New York State Learning Standards and Performance Indicators. It is designed to provide in-depth interpretation and data analysis of student achievement/demographic data at regional, district, and school levels, assist teachers with data application to improve instruction, and support in the creation and infusion of formative assessments. On-site technical assistance is provided for teachers and administrators in interpreting the ELA and Math 3-8 data to determine curricular implications. Consolidation, summarization, and graphs of additional benchmark data (DIBELS, F&P, STAR) are also provided (as requested). Working with administrators responsible for program planning, implementation, and evaluation is also a key component. The service provides professional development to administrators and others, as needed, in interpreting accountability system and NYS School Report Card. Assistance with compilation of data needed by SINI schools for their CEP plan. Technical assistance provided in nySTART, as well other SED websites, in order to access data, navigate the system and utilize available reports for instructional purposes in addition to trend charts summarizing ELA and Math 3-8 data and supply item maps for these exams.

Facilitation of focus groups to collect perceptions of various stakeholders, often in conjunction with a survey. Investigate district grading practices as they relate to assessment and discuss report card or policy revisions. At an additional cost, customized services such as program evaluations and predictive studies can be provided. Requires participation in School Improvement 526.010 CoSer. *BOCES Aidable*

REGIONAL ASSESSMENT SERVICE:

COSER 526.040

**Contact:**

Stephen Todd,
Jennifer French, or
Deborah Champagne

Basic Service - The Regional Assessment Service assists districts in the creation, housing, delivery, and scoring of secure, regional assessments as required by the new APPR legislation. Included are both pre-assessments and summative assessments aligned to test maps. Also required for the service are licenses to e-Doctrina software. *BOCES Aidable*

CONSTRUCTIVIST DESIGN CONFERENCE:

COSER 526.080

**Contact:**

Stephen Todd or
Deborah Champagne

The Constructivist Design Conference for Educational Improvement is hosted on the St. Lawrence University campus for one week in July. During the conference participants will experience research-based constructivist strategies first-hand throughout the week and reflect on their impact. Participants will work toward a goal/task which benefits both students and their community and will leave the conference with a product and an implementation plan for its immediate use. *BOCES Aidable*

FISCAL MANAGEMENT- In Service Training:

COSER 527.010

Contact:

Stephen Todd or
Deborah Champagne

This is a shared service designed to improve the skills, through staff and consultant workshops and seminars, of administrators and/or other instructional/instructional support personnel of all eighteen component school districts. Staff development will include financial management, State and Federal compliance issues, long range planning and other management guidance requested. School Improvement (CoSer 526) doesn't include these types of demographic topics or these personnel within the component school. *BOCES Aidable*

COMMUNICATIONS SERVICE:

COSER 609

Contact:

Stephen Todd or
Jennifer French

The Communications Service helps school districts build rapport with internal and external audiences by communicating important matters in public education. The communications specialist will assist administrators with the development and implementation of a public relations plan. In addition, this service assists districts in identifying effective communication strategies for addressing organizational concerns, achieving organizational goals, and supporting the central educational mission of the district. Duties of the communications specialist include: preparing and distributing news releases; providing communications advice and research; assisting in the preparation and dissemination of various types of written material; coordinating the publication of district newsletter(s) and calendar(s); coordinating the publication and promotion of performances, exhibitions; displays, dedications and other district programs open to the public; and developing ideas for booklets, pamphlets, articles and other informational materials. Districts may contract for digital communications through e-newsletters, websites, and social media (Facebook, Twitter, etc.) Additionally, the planning, implementation, and follow up to community forums can be requested. Districts may either contract for an on-site FTE communications specialist or contract for project work. We will work with districts to build customized programs and meet the needs of each district on an individual basis. *BOCES Aidable*

Projects include:

- Communications planning **[609.020.010]**
- Monthly articles for newsletters and websites **[609.020.020]**
- Social Media **[609.020.030]**
- Community Forum **[609.020.040]**
- Print communication documents (newsletters, budget documents, calendars and more) **[609.020.050]**
- Misc. project work **[609.020.060]**

CAREER AND TECHNICAL EDUCATION AND ALTERNATIVE EDUCATION

- **Renee' Langtry-Green** 353-6693 Ext. 20413
Director of Career, Alternative and Adult Education
- **Jane Akins** 393-4570 Ext. 30224
Principal, Northwest Tech
- **Ronald Burke** 353-2293 Ext. 20104
Principal, Seaway Career & Technical Center
- **Timothy Richards** 287-3590 Ext. 50100
Principal, Southwest Tech
- **Rachelle Romoda** 353-6693 Ext. 10422
Supervisor of Instructional Resources

The Career and Technical Education (CTE) program provides occupational training to approximately 1,000 secondary students and adults at the three Career and Technical Education Centers: Seaway Area Tech in Norwood, Northwest Tech in Ogdensburg, and Southwest Tech in Gouverneur.



There are currently 15 different CTE programs available at the three Centers. The administration and staff of the CTE programs, utilizing input from component schools, industry, and the public, strive to provide relevant career and college preparation to secondary students and adult residents of SLL BOCES region. In addition, many articulation agreements and dual enrollment agreements between colleges, in and out of state, and the St. Lawrence-Lewis BOCES are in effect to grant academic credit to CTE Center graduates. Evening CTE courses are offered to adults in conjunction with the Adult and Continuing Education program of study.

A Unique Occupations program, designed to provide career exploration and community-based work experience to interested high school seniors throughout the county offers opportunities in career areas that could not otherwise be studied in the CTE Centers or the traditional high school setting, Allied Health, a college prep course offered at the CTE Centers, provides an opportunity for interested senior students to explore careers in health occupations.

CAREER & TECHNICAL EDUCATION:

COSER 180

Contact:

Renee' Langtry-Green

Career Education programs for high school students funded by tuition. Successful completion leads to technical endorsement on a local or Regents high school diploma. Students earn high school credit towards graduation in their technical area as well as math and science through an integrated approach to instruction. *BOCES Aidable*

UNIQUE OCCUPATIONS:

COSER 180.380

Contact:

Timothy Richards

A community-based cooperative work experience for students interested in fields not addressed in the existing programs at the Career & Technical Education Centers or component schools. Program outcomes may include skills acquisition and/or in-depth career exploration. Funded by tuition. *BOCES Aidable*

GATEWAYS TO CAREERS:

COSER 180.280



Contact:
Rachelle Romoda

Gateways to Careers is an annual college and career readiness workshop, providing students from component school districts, the opportunity to learn and practice critical college and career readiness skills. On behalf of students, districts will be able to access materials to prepare students to meet with area employers, military and college representatives at a student skills workshop. With area professionals, students will participate in mock interviews, and receive feedback on communication and presentation skills, resume, portfolios, and overall readiness skills. *BOCES Aidable*

CAREER PREP PROGRAM:

COSER 409

Contact:
Jane Akins,
Ronald Burke or
Timothy Richards

This program is designed for students (ages 16 +) requiring intensive assistance with reading and math-skill development has been implemented at the three BOCES Career and Technical Education Centers. The program design includes intensive, individualized, project-based academics that will prepare students to enter the GED program or return to a traditional academic setting. *BOCES Aidable*

GENERAL EDUCATIONAL DEVELOPMENT (GED):

COSER 409

Contact:
Jane Akins,
Ronald Burke or
Timothy Richards

This program is for students who are unable to meet requirements for a Regents diploma. Students in this program will study for the GED Exam. Certified counselors and instructors provide assistance with career planning and life skills training for students enrolled in all three program options. Students must be capable of achieving a 9th grade equivalent in reading and math skills prior to entry into this program. Programs are available at the three CTE Centers: Seaway Tech in Norwood, Southwest Tech in Gouverneur and Northwest Tech in Ogdensburg. *BOCES Aidable*

EDUCATION FOR INCARCERATED YOUTH:

COSER 410.010

Contact:
Lisa McKeel

The St. Lawrence-Lewis BOCES provides the educational component for incarcerated youth (ages 16-20) housed in the St. Lawrence County Correctional Facility. Students can enroll in a comprehensive program that includes instruction in basic core academic skills and life skills that will lead to a GED and/or a high school diploma. In transitioning from incarceration to a productive life style in the community, an array of services are offered to help students maintain grade-level status and further their education, secure the services needed from a variety of agencies in the community, and explore career options through job readiness and employment related activities. All components together will enhance skills needed to develop a positive self-image and impact life-long learning.

CONSULTANT TEACHER AT CAREER & TECHNICAL EDUCATION CENTERS:

COSER 525

Contact:
Renee' Langtry-Green

Special Education services will be provided to students enrolled in CTE programs at the tech centers. Teacher will consult with teachers at the tech centers to ensure IEP's are enforced. The teacher will also work with the home school district in the development of IEP's and to ensure the placement is educationally beneficial.

ADULT AND CONTINUING EDUCATION

• **Renee' Langtry Green**
 Director Career, Alternative
 & Adult Education

315-353-6693
 Ext. 20413

• **Lisa McKeel**
 Supervisor of Adult Education

315-353-6693
 Ext. 20416

Adult Literacy Centers create, provide and integrate ongoing, high quality, cost effective services that are a part of the Workforce Development System in St. Lawrence County. Primary customers include youth, adults and local businesses and industries.



MISSION

To collectively create and maintain an environment which will assist and encourage people to develop the knowledge, skills and values needed to realize their maximum potential in employment and in academic and personal development so as to have satisfying lives, to be contributing members of society, and to be life-long learners.

HIGH SCHOOL EQUIVALENCY:

COSER 405.010

Contact:
 Lisa McKeel

Provides basic educational services, high school equivalency preparation, job readiness training, and career planning to participants ages 19-20. Schools are billed and reimbursed through Equivalent Attendance Aid.

MANDATORY SCHOOL BUS SAFETY REFRESHER:

COSER 604.010.010

Contact:
 Renee' Langtry-Green

State Education Department requires a minimum of two, 2-hour safety refreshers per school year for all school bus driver, monitors, and attendants. The first refresher must be completed prior to the first day of school. The second refresher is held between December 1 and March 1 of each school year. Training must be completed under the direct supervision of a certified School Bus Driver Instructor (SBDI). *BOCES Aidable*

MANDATORY SCHOOL BUS DRIVER ROAD/WITTEN/PHYSICAL PERFORMANCE TESTS:

**COSER 604.010.020 &
 604.010.030**

Contact:
 Renee' Langtry-Green

N.Y.S. Department of Motor Vehicles requires each driver testing as follows: Test conducted by a Certified Examiner Defensive Driving Review-Annual, Behind-the-Wheel Road Test, and Written/Oral Exam-Biennial. New York State Education Department requires each driver, monitor, and attendant to complete/pass a Physical Performance Test every two years. Tests must be conducted by a Department of Motor Vehicle Certified Examiner. *BOCES Aidable*

MANDATORY BUS DRIVER SAFETY TRAINING (BASIC / ADVANCED):

COSER 604.020.010

Contact:

Renee' Langtry-Green

State Education Department requires school bus drivers to complete the Basic Course for School Bus Driver (Minimum 30 hours) within the first year of employment. State Education Department requires School Bus Monitors and Attendants complete the Basic Course (Minimum 10 hours) within the first year of employment. Both courses must be conducted under the direct supervision of a NYSED Certified School Bus Driver Instructor.

BOCES Aidable

RECOMMENDED SCHOOL BUS DRIVER, MONITOR, AND ATTENDANT TRAINING:

COSER 604.020.020

Contact:

Renee' Langtry-Green

State Education Department recommends drivers complete the Advanced Course for School Bus Drivers. This course is approved by the Department of Motor Vehicles for Point and/or Insurance Reduction benefits. This course must be conducted under the direct supervision of a NYSED SBDI. *BOCES Aidable*

TRAINING FOR TRANSPORTING STUDENTS WITH SPECIAL NEEDS:

COSER 604

Contact:

Renee' Langtry-Green

This course is aimed at school bus drivers, monitors, and attendants working with students who have special needs. This course covers Federal and State legislation; roles, responsibilities and communication; behavior management; special education terminology; emergencies and evacuations; basic first aid; injury protection; and securing wheelchairs. *BOCES Aidable*

EMPLOYMENT PREPARATION EDUCATION (EPE I & II):

COSER 822.000

Contact:

Lisa McKeel

Provides services to adults ages 21 and over who do not possess a high school diploma or those who have a high school diploma but their literacy levels are below 8.9 in either mathematics or reading. Services include basic skills instruction, career exploration, GED or EDP diploma preparation, life skills, life management and job readiness training. *No cost to component schools*



ADULT OCCUPATIONAL EDUCATION:

COSER TBA

Contact:
Lisa McKeel

CERTIFICATE, NON-SECONDARY PROGRAMS:

Provides full continuum of holistic ACCESS services to those enrolled in training: nurse aide, home health aid, healthcare and financial clerical support. *No cost to eligible participants*

EVENING OCCUPATIONAL EDUCATION:

Provides occupational education to local residents. Course options include: Industry/Trade, Computers, Healthcare, Business, and Personal Enhancement. Tuition from participants or sponsoring agencies. *No cost to component schools*

CUSTOMIZED TRAINING:

Tailor-made training programs are created in response to specific needs/requests from business, industries, and organizations. *No cost to component schools*

APPRENTICE RELATED INSTRUCTION:

COSER 810

Contact:
Lisa McKeel

Provides instruction for those individuals registered with the N.Y.S. Department of Labor. Courses are open to the general public, with seating preference to registered apprentices. *No cost to component schools*

ONE STOP CAREER CENTER:

COSER TBA



Contact:
Lisa McKeel

Provides computer instruction, job readiness training, life management, career exploration, and job training. Services are integrated at the Center with other workforce development programs in the county. *No cost to component schools*



ADMINISTRATIVE AND INSTRUCTIONAL TECHNOLOGY SERVICES

The Administrative and Instructional Technology Services support instructional technology as well as administrative, student and networking systems. Administrative and Instructional Technology Services represent a collaborative effort between the St. Lawrence-Lewis BOCES and the Northeastern Regional Information Center (NERIC) which encompasses a seven BOCES region. Through this cooperative effort, BOCES aid is available on all approved services.

- **Stephen J. Todd** 386-4504, Ext. 15101
Assistant Superintendent for Instruction
- **Jennifer French** 386-4504, Ext. 15107
Senior Supervisor of School Improvement
- **Craig Lalonde** 386-4504, Ext. 10154
Information Technology Supervisor
- **Patti Fisher** 386-4504, Ext. 10106
Supervisor of Instructional Technology
- **Marcia Eggleston** 386-4504, Ext. 10200
LRC Supervisor/Director of School Library Services



DISTANCE LEARNING:

COSER 408

Contact:

Jennifer French

Distance Learning connects a teacher to students in multi-districts. The fully interactive distance-learning network has the capacity to send and receive video, audio and data simultaneously to provide full communication at a distance. Low enrollment courses can be provided more cost effectively when additional students are added to the class at remote sites. College level courses are available during for high school students, without having to commute to a college campus. In addition to the enriched curricular offerings, there are expanded opportunities for committee meetings/conferences and staff development utilizing the network while sharing expertise among school districts.

Students may also take advantage of fully online courses through Accelerate U (cross-contract). Courses may be taken for credit recovery, advancement or enrichment.

Video conferencing and desktop connections will also be used to expand the traditional distance learning opportunities by allowing a district to send or receive two or more courses simultaneously. Classroom to classroom collaborations and electronic field trips will also be arranged within the BOCES region and beyond for every grade level and curricular area. *BOCES Aidable*

INSTRUCTIONAL TECHNOLOGY:

COSER 506

Contact:

Jennifer French or
Craig Lalonde

The instructional technology service provides comprehensive support of instruction through the use of technology. The BOCES staff generates hardware/software and training proposals, purchases, installs and maintains all parts of the network, servers, desktop computers and software. Networked copiers may be purchased using an installment purchase. Technical support will be provided on a number of levels including central site, as well as an on-site computer technician to address the district technology needs. Website development and hosting is also provided for districts. Services may be purchased through St. Lawrence - Lewis BOCES or Cross Contracted with Albany BOCES. *BOCES Aidable*

MODEL SCHOOLS:

COSER 516

Contact:

Jennifer French or
Patti Fisher

Basic Service - The Model Schools office works with districts to address three areas: 1) provision of training that will give the component district staff the knowledge and skills to integrate technology into the teaching/learning process, 2) support and training of technologies needed for State Ed initiatives, and 3) regular assessment of student performance as a result of integrating technology. The Model Schools office provides assistance with all SED mandated technology and related plans. The base service provides up to five days of assistance from the Model Schools staff. Blocks of workshops are available at a reduced rate if commitment occurs prior to July 1st.

Model Schools Instructional Technology/Curriculum Coaches provide just in time support to teachers in the integration of technology into standards based lessons and assist district administration by organizing and facilitating all instructional technology staff development. Instructional Technology/Curriculum Coaches may be purchased on an FTE basis. *BOCES Aidable*



ADMINISTRATIVE COMPUTING:

COSER 608

Contact:
Jennifer French or
Craig Lalonde

The following services are available as a cross-contract with the Albany BOCES NERIC:

My Learning Plan
Oasys and iObservation (APPR – Evaluation System)
ClearTrack 200 and IEP Direct (Special Education Information System)
Bus Transportation Software
StarWeb, SchoolTool, and eSchool data (Student Info System)
Tax Billing Software,
WinCap and Finance Manager (Financial Software)
NYS Assessments and Data Warehousing

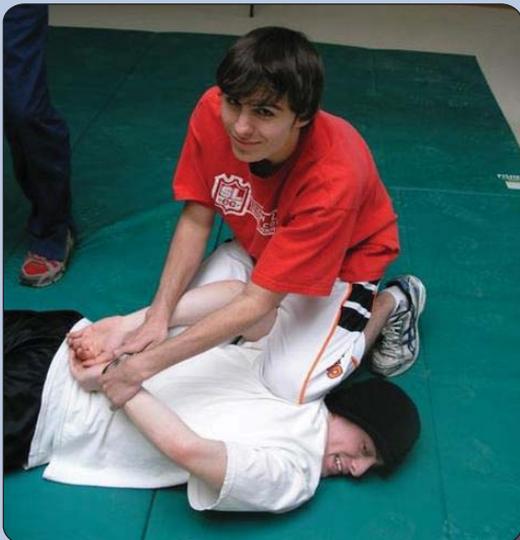
BOCES Aidable

TELEPHONE INTERCONNECT:

COSER 621

Contact:
Craig Lalonde or
Jennifer French

The Cooperative Telephone Interconnect service is designed to provide participating school districts a cost-effective, efficient network of voice and data communications. This is accomplished through a cooperative design, utilizing Verizon's "Assume Dial 8" Centrex service so that the districts are sharing a large Private Branch Exchange (PBX) type phone system. Voice over Internet Protocol (VoIP) is also incorporated to connect districts across the fiber optic (DANC) data lines to take advantage of least cost routing. Each district remains autonomous with respect to main numbers, switchboard operations, and extension numbers. *BOCES aid at 50% of local phone costs, VoIP equipment and maintenance.*



EDUCATIONAL SUPPORT SERVICES

Thomas Burns 386-4504 Ext. 10150
District Superintendent

- Regional Certification Officer
Diane Wright 779-7020
- Program Planning and Grant Development
Gail Gotham 353-6693 Ext. 20423

Nicole Ashley 386-4504 Ext. 10172
Director of Financial Affairs

- Health Care Administration
Jayne Carbone 1-800-722-0782
- Cooperative Purchasing Agent
Donald Haller 1-800-954-1929
- Cooperative Business Office
Nicole Ashley 386-4504 Ext. 10172
- Buildings and Grounds
Kevin Peretta 386-4504 Ext. 10278
- Safety/Risk Management
John Warneck 779-7055
- Section X Athletic Coordinator
Carl Normandin 386-4504 Ext. 15102
- Central School Food Management
Arlis Frego 353-9951
- School Facilities Management
Robert Brothers 265-2000
- Print Shop 393-3555

Martha Phillips 386-4504 Ext. 10145
Director of Employer/Employee Relations

- Labor Relations Specialist 386-8506
Andrew Silver

Jennifer French 386-4504 Ext. 15107
Senior Supervisor of School Improvement

- Bus Repeater
- Telephone Interconnect



Educational support services are designed to complement and enhance diverse and specialized programs provided to component school districts and the BOCES, including Cooperative Purchasing, Employer/Employee Relations, Health and Safety Programs, Healthcare Administration, Print Shop/Newsletter Service, Central School Food Management, School Facilities Management and the Regional Certification Office.



HOME/HOSPITAL INSTRUCTION:

COSER 412

Contact:
Nicole Ashley

This service is provided as needed to students who are hospitalized or confined to the home due to illness, surgery, etc. Cross-contracts can be requested for hospitals outside this area. Cost varies depending on length of stay, etc. *Aidable with Restrictions*

PRINT SHOP - NEWSLETTER SERVICE:

COSER 504.010

Contact:
Nicole Ashley

The St. Lawrence-Lewis BOCES offers complete printing services to the component school districts. The staff includes five full-time employees to handle printing needs. The Print Shop can save districts time and money utilizing word processing files. The shop is presently printing school district newsletters, student handbooks, report cards, purchase orders, padded forms, school calendars, contracts, stationery and envelopes, program announcements, flyers, graduation programs, posters, etc. The Print Shop is also capable of meeting districts' copying needs using high speed duplicating equipment as well as a networked color copying system. Additionally, the service now offers wide format printing which could include posters and banners.

Billing is on a unit of service per hour basis and will be added to regular monthly billings. *BOCES Aidable*

PROGRAM PLANNING AND DEVELOPMENT:

COSER 513.010

Contact:
Gail Gotham

The goal of the 513 CoSer is to facilitate and support component districts in collaborative efforts to:

- Share Resources
- Build Partnerships
- Secure Funding
- Explore Scientific-based Research and Best Practices
- Create and Build Program Models
- Sustain and Replicate Successful Programs

Services include grant writing, grant implementation, creating and building partnerships with school districts, community organizations and higher education and helping districts develop programs and share resources.

BOCES Aidable



SECTION X ATHLETIC DIRECTOR'S OFFICE:

COSER 517.010

Contact:

Carl Normandin

This Interscholastic Athletics Service (Section X) coordinates all of the public Junior/Senior High School athletic contests that take place in St. Lawrence and Franklin Counties.

The scheduling coordination involves (18) St. Lawrence/Lewis and (6) Franklin County school districts, thousands of boys and girls and approximately 500 sport officials.

Responsibilities include but are not limited to- mentoring/assisting component districts administrators on the rules and regulations of the New York State Education Department and the New York State High Athletic Association. We also recruit and assist in the training of sport officials for the 19 different sport officiating associations. We are responsible for the assigning of officials for every contest and the payment of game officials for post season playoff contests. We maintain and train athletic directors on our centralized sports scheduling program. We produce all of the postseason awards and certificates for every sectional and regional championship contest. We archive section records; assist in the organization and supervision of postseason contest. We schedule in-service sessions for CPR/First Aid training courses for coaches and provide the instruction of the three NYSED Mandated coaching certification courses each year. We assist the school districts, officials and coaches in NYSED certification process to ensure compliance and the appropriate licensure for their duties.

The Interscholastic Athletic service "Section X" assists subscribing school districts in many of their administrative duties related to their extracurricular activity programs.

Section X is a division of the New York State Public High School Athletic Association

The Association serves as a central organization through which its member high schools in the state may cooperate to:

- Encourage as many pupils as possible to participate in athletic games
- Promote sportsmanlike conduct in all athletic contests
- Maintain essential minimum standards of eligibility
- Provide means to settle disputed athletic contests amicably and authoritatively
- Conduct appropriate athletic meets and tournaments
- Cooperate with the State Education Department in fostering educationally sound athletic programs
- Adapt rules governing sports contests to the particular conditions governing high school competition
- Continually seek data to support rule changes leading to greater safety for high school athletes

Geographically, Section X consists of the St. Lawrence River Valley, parts of the Thousand Islands region, and the Adirondacks. The Section stretches for 3, 500 square miles and is vastly rural.

Of the 24 schools that compete in the Section; 12 are classified as D, 5 are classified C, 5 are classified B and 2 are classified A schools - according to the school enrollment figures that are submitted to NYSPHSAA annually.
BOCES Aidable

COOPERATIVE PURCHASING:

COSER 601.010

Contact:

Don Haller or
Kathy Merchant

Serving St. Lawrence-Lewis, Jefferson-Lewis, Franklin, and Clinton-Essex BOCES, Cooperative Purchasing offers individual districts large-volume purchasing power. By combining the requirements of several districts, participants realize major savings on equipment and supplies while avoiding much of the administrative cost created by the bidding process. Product Area Specialist Committees, consisting of participating districts' personnel, review requisitions and bid awards prior to distribution.

Bids are offered in the following commodities:

- A.V. Equipment / Supplies
- Art Supplies
- Athletic Equipment & Supplies
- Bread
- Cafeteria Foods
- Frozen Entrees - Meat & Fish
- Construction/Art Paper
- Cosmetology Supplies
- Custodial Supplies
- Diesel Fuel
- Duplicating, Mimeo & Xerographic Paper
- Electricity - SMEC (School & Municipality Energy Cooperative of Western NY)
- Fuel Oil
- Furnishings
- Gasoline
- General School & Office Supplies
- Health Supplies
- Ice Cream
- Institutional Paper
- Propane
- Milk / Juice
- Musical Instruments
- Natural Gas
- Printed Envelopes
- Science Classroom Supplies
- Teaching Aids
- Technology and Shop Supplies
- Transportation Supplies
- Word Processing / Computer Supplies

BOCES Aidable

EMPLOYER/EMPLOYEE RELATIONS:

COSER 602	Included in the Employer/Employee Relations service are the following: <ul style="list-style-type: none">• Negotiation of collective bargaining agreements, including assistance in developing proposals;• Representation and research for mediation and fact-finding;• Contract interpretation and management assistance;• Grievance processing, including drafting of responses, witness preparation, advocacy at arbitration, and composition of necessary briefs;• Representation before Public Employment Relations Board at improper practice hearings and in unit clarification matters;• Investigation, reporting and disciplinary recommendations in instances of alleged employee misconduct;• Case preparation and representation in Civil Service Section 75 disciplinary hearings;• Assistance with questions of tenure, seniority, staff reduction and recall, discipline, and dismissal;• Electronic training for staff in areas of health, safety, and organizational culture;• Labor posters for all federal and state mandated employee notifications;• Compilation and archival of each district's collective bargaining agreements, arbitration awards, fact-finding reports, and litigation determinations;• Complete library of NYS statutes and case law, Commissioner's Decisions, Codes, Rules & Regulations, and PERB decisions;• Unemployment insurance cost control through National Employers Council. <i>BOCES Aidable</i>
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EMERGENCY COMMUNICATION SYSTEM (Bus Repeater):

COSER 606.010	This service provides communication between buses, school districts, and emergency services. Technical assistance and radio evaluation is available.
Contact: Jennifer French	

DRUG & ALCOHOL TESTING AND COORDINATION:

COSER 607.490	This service was developed to assist schools in complying with the Federal mandate regarding drug and alcohol testing of bus drivers and others holding a commercial driver's license. BOCES will coordinate the services of a contractor who will perform on-site collection, provide laboratory analysis and medical review officer services. BOCES will also provide recordkeeping and training services. The fee for this service will be based on the level of service requested. Cross contract with Jeff-Lewis BOCES. <i>Transportation Aidable</i>
Contact: Nicole Ashley or John Warneck	

HEALTH CARE ADMINISTRATION:

COSER 611	This COSER processes the health care claims of participating districts. Service is charged by the level of health care enrollees. Health Care Administration also administers the Flexible Spending Plan, which processes the eligible medical, dental, adoption, premium expense reimbursement plan as well as the dependent child care claims for participating districts. The service is charged by the number of enrollees participating in the Flexible Spending Plan. The Health Care Administration also administers the GASB 45/Post Employment Benefit Actuarial Valuation by participating district. <i>BOCES Aidable</i>
Contact: Jayne Carbone	

STATE AID PLANNING:	
COSER 612.490 Contact: Nicole Ashley	CoSer 612 assists districts in determining accurate State aid forecasting as well as accurate claims. This is billed equally to participants. Cross Contract with Questar III BOCES. <i>BOCES Aidable.</i>

HEALTH AND SAFETY PROGRAM (Safety Risk Management):	
COSER 614.490.010 Contact: Nicole Ashley or John Warneck	<p>This service has been developed to assist local school districts in coordinating and implementing a Health-Risk Management program. To ensure compliance with Federal and State rules and regulations regarding environmental, labor, and occupational work conditions such as asbestos, radon, lead, OSHA, hazardous waste disposal, indoor air quality and a safe school environment for students and staff members. This CoSer also assists with the SAVE regulations including emergency plans, safety plans, training and fingerprinting.</p> <p>Health and Safety workshops are offered to present information and training for local school personnel. A comprehensive listing of the full range of services is available by contacting BOCES. Cross Contract with Jeff-Lewis BOCES. <i>Aidable</i></p>

COMPREHENSIVE PUBLIC SCHOOL SAFETY:	
COSER 614.490.050 Contact: Nicole Ashley or John Warneck	BOCES provides through the Health and Safety COSER, a code enforcement person to perform the visual structural inspection(s) and assist in the generation of five year reports, school report card, and other items required under Section 155 of the Regulations of the Commissioner of Education. Cross Contract with Jeff-Lewis BOCES. <i>Aidable</i>

WORKERS COMPENSATION ADMINISTRATION:	
COSER 615.010 Contact: Jayne Carbone	This COSER processes the workers compensation claims of participating districts. The service is charged by the level of total payroll of participating districts. <i>Subject to BOCES Aid</i>

POLICY SERVICES:	
COSER 616.490 Contact: Nicole Ashley	This service provides three levels of school district policy assistance: 1) the development of a policy manual; 2) the development of an administrative manual, and 3) a policy update. Cross contract with the ERIE I BOCES. <i>BOCES Aidable</i>

PERSONNEL RECRUITMENT:	
COSER 617 Contact: Nicole Ashley	This service assists local districts in the recruiting process with the purpose of locating educators to work in North Country school systems. This service includes newspaper block ads, advertising through job networks and colleges, data base of available candidates, inclusion in a regional brochure and audio/visual presentation, and possible recruitment fairs. Individual classified ads are available at additional cost. Cross-contract with Franklin-Essex-Hamilton BOCES. <i>BOCES Aidable</i>

COOPERATIVE BUSINESS OFFICE:

COSER 619

Contact:
Nicole Ashley

BOCES operates a shared service which provides participating component school districts with a centralized business office operation, including the services of a professional business manager and support personnel.

This service is also offering individual modules that districts can participate in when districts do not want the entire shared business office solution. Services offered to school districts include: payroll, accounts payable, accounting, claims auditing and business management. Multiple selections can be made. *BOCES Aidable*

SOLID WASTE DISPOSAL:

COSER 620

Contact:
Kevin Perretta or
Nicole Ashley

BOCES operates a comprehensive waste disposal service. Operation includes the proper disposal of solid waste, recyclables, scrap metal, etc. *No Aid*

BOCES operates a comprehensive Elevator Preventative Maintenance Services. Service includes regular inspection, repair and preventative maintenance. *No Aid*

CENTRAL SCHOOL FOOD MANAGEMENT:

COSER 625.010

Contact:
Arlis Frego or
Nicole Ashley

BOCES operates a centralized school food management operation on a shared service basis. Operation includes managing the food service program through hiring, training, supervision, menu planning, meeting dietary requirements, centralizing purchasing, reporting and meeting with district officials. In addition, the service works to expand the in-depth food service specialties. *BOCES Aidable*

TEACHER CERTIFICATION:

COSER TBD

Contact:
Diane Wright

BOCES provides a shared service on issues related to teacher certification. Program staff provides local contact with SED Division of Teacher Education and Certification to facilitate action on local certification needs. Review and analysis of academic credentials, evaluation of eligibility for teaching certification, maintenance of certification data on local staff and response to related inquiries are all performed by this office. Available through Cross Contract with Jeff-Lewis BOCES. *BOCES Aidable*

SHARED FACILITIES DIRECTOR:

COSER 360

Contact:
Nicole Ashley

This service provides for a shared facilities director to oversee the efficient and economical operation, maintenance, repair, and construction of the physical plant and property of the school district. Functions include the supervision of operations and maintenance staff, long-range facilities planning, development and maintenance of facilities budgets and acting as liaison to SED on facilities needs. *BOCES Aidable*

SHARED TRANSPORTATION DIRECTOR:

COSER 361

Contact:
Nicole Ashley

This service provides a shared transportation director of two or more school districts. Operation includes supervising transportation staff, overseeing the maintenance and repair of all school district vehicles, establishing bus routes, maintaining records for article 19A requirements, assisting in reporting for state aid purposes and developing and managing transportation budgets. *Transportation Aidable*

SPECIAL EDUCATION

The St. Lawrence-Lewis BOCES Special Education Program provides services for students with disabilities from 3 to age 21. Each student receives the program and related services requested by the local district's Committee on Special Education and specified in the student's Individualized Education Program.

Potsdam, Ogdensburg and Heuvelton, are designated as regional sites for BOCES-operated Special Education Programs. Most classes are located in Component District School buildings and provide opportunities for participation in the least restrictive environment. A Collaborative Day Treatment Program is located on the grounds of the St. Lawrence Psychiatric Center. Specialized Alternative Programs (Community Connections) are located in Canton and Ogdensburg.

- **Nancy Avery** 386-4504
Director Ext. 10155
- **Shannon Pitcher-Boyea** 386-4504
Supervisor, Beginning Years Ext. 10222
- **Katherine LaVigne** 386-4504
Shared Administrator, Special Ed/CSE Chair Ext. 20222
- **Sue Bouchey** 344-2414
Supervisor, Special Education Ext. 2201
- **Reginald McDonald** 265-2000
Supervisor, Special Education Ext. 123
- **Lori Montpetit** 386-4504
Supervisor, Special Education Ext. 10707
- **Gerald Swalnick** 386-4504
SE SIS Special Education School Improvement Specialist Ext. 10155

DIVERSE LEARNING NEEDS:

COSER 201.010 Contact: Nancy Avery	12:1+1 A 12:1+1 special class for students with mild to moderate learning needs. Staffing consists of one teacher, up to 12 students, with one paraprofessional.
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MANAGEMENT NEEDS:

COSER 203.010 Contact: Nancy Avery	<p>6:1:1 Collaborative Day Treatment: Located at the St. Lawrence Psychiatric Center in Ogdensburg. A 6:1+1 class for students with more intensive needs than 8:1+1 class. Intensive individual and family counseling by an MSW. Referrals necessary to St. Lawrence Psychiatric Center.</p> <p><u>No Package</u> - Billed for APE 1x30 minutes per week</p> <p>6:1:1 Located at the Educational Services Center in Canton. A 6:1+1 class for students with more intensive needs than an 8:1+1 class in public schools. Intensive individual/group counseling.</p> <p>Community Connections: Specialized Alternative Programs: A 6:1+1 placement for students age 14 and older who need an alternative from typical 8:1+1/6:1+1 in the public school.</p>
COSER 203.040	Package B - Students participate in therapeutic behavioral change with integrated services from teachers and counselors. Includes physical education.
COSER 203.045	Applied Behavioral Analysis Classroom: A specialized 6:1+1 program for students who can benefit from the specific technique of ABA and have a diagnosis on the Autism Spectrum Scale.
	Package D - Speech Therapy, Occupational Therapy, Behavioral Consultant/BCBA, Social Worker, and APE.

LIFE SKILLS:	
COSER 204.010 Contact: Nancy Avery	12:1+1 A 12:1+1 special class for students with moderate learning needs
COSER 204.030	<u>Package C</u> - For Secondary students, includes vocational component and APE.

MANAGEMENT NEEDS:	
COSER 207.010 Contact: Nancy Avery	8:1:1 An 8:1+1 special class for students with severe behavioral/emotional challenges.
COSER 207.030	<u>Package A</u> - Individual/group counseling/case management.

TRANSITION SERVICES:	
COSER 205.010 Contact: Nancy Avery	<u>Community Based Work Program:</u> Work Experience provided to disabled high school students in BOCES or district programs. Community based career exploration, varying levels of on-the-job supervision for students in BOCES or district programs. Typically .5 (1/2 day)
COSER 205.020	<u>Vocational Assessment:</u> Level 2 or 3 Vocational Assessments are available for students with disabilities from BOCES or District Special Education programs through the transition services department. <i>Fee charged for each assessment</i>
COSER 351.010	<u>Transition Support Services:</u> A variety of transition planning activities will be offered (district wide and/or by individual student) to meet the transition requirements under NYS Education Law. Activities may include facilitating transition planning, coordinating referrals to adult services providers, and team training.

RELATED AND SHARED SERVICES:	
A variety of related and support services provided by BOCES to meet the various needs in each district. Services for disabled students are eligible for Excess Cost Aid. Services for non-disabled students are eligible for BOCES Aid unless the district claims that student for ERSS (Educationally Related Support Services) Aid. BOCES Aid and ERSS Aid may not be claimed for the same student.	
This key applies to the following descriptions:	
A) Disabled students in BOCES program	
B) Disabled students in district program	
C) Non-disabled students (not CSE or ERSS)	
D) Disabled students served by a district therapist	

ADAPTED PHYSICAL EDUCATION:	
Use COSER 201, 203, 204, or 207 w/sub code 718.050	A) Adapted physical education provided to students in BOCES Special Education programs. <i>Per session cost</i>
COSER 331.020	B) Adapted physical education provided to disabled students in district programs. <i>Per session cost.</i>

ASSISTIVE TECHNOLOGY (A.T.):	
Use COSER 201, 203, 204, or 207 w/sub code 718.080	A) A.T. Services to include evaluation, consultation, or direct services to students in BOCES Special Education programs. Per session cost.

ASSISTIVE TECHNOLOGY (AT): CON'T	
COSER 312.010.100	B) A.T. Services to include evaluation, consultation, or direct services to disabled or non-disabled students in district operated programs or regular classes. <i>Per session cost</i>
COSER 312.010.200	C) A.T. Services to include evaluation, consultation, or direct services to disabled or non-disabled students in district operated programs or regular classes. <i>Per FTE minimum 10% (2 ½ - 3 hours per week)</i>

AUDIOLOGY:	
COSER 350.010	Provide audiological evaluations and follow up as directed by CSE. <i>Per session cost</i>

BEHAVIORAL CONSULTANT:	
Use COSER 201, 203, 204, or 207 with sub code 718.090	A) Consultant Services to evaluate and support students with severe behavior and emotional needs in BOCES Special Education programs. Consultant will work with school-based teams in establishing effective programs to meet student needs. <i>Per session cost.</i>
COSER 312.020.100	B) Consultant Services to evaluate and support students with severe behavior and emotional needs to disabled or non-disabled students in district programs. Consultant will work with school-based teams in establishing effective programs to meet student needs. <i>Per session cost.</i>
COSER 312.020.200	C) Consultant Services to evaluate and support students with severe behavior and emotional needs to disabled or non-disabled students in district programs. Consultant will work with school-based teams in establishing effective programs to meet student needs. <i>Per FTE minimum 10% (2 ½ - 3 hours per week)</i>

COUNSELING:	
Use COSER 201, 203, 204, or 207 with sub code 718.020	A) Counseling provided as a related service to students in BOCES Special Education programs. <i>Per session cost.</i>
COSER 319.030	B) Counseling provided to students in district special education programs. <i>Shared services per FTE.</i>
COSER 319.010	C) Counseling provided to non-disabled students. Shared services per F.T.E. Minimum increments of 20%. <i>BOCES Aid.</i>

OCCUPATIONAL THERAPY:	
Use COSER 201, 203, 204, or 207 with sub code 718.040	A) Occupational therapy provided as a related service to students in BOCES Special Education programs. Doctor's prescription required. <i>Per session cost.</i>
COSER 343.010	B) Occupational Therapy provided to disabled students in district programs. Doctor's prescription required. <i>Per session cost.</i>
COSER 343.015	C) Occupational Therapy Improvement provided for a group of non-disabled students. Doctor's prescription required. <i>Per FTE minimum 10% (2½ - 3 hours per week).</i>

PHYSICAL THERAPY:	
Use COSER 201, 203, 204, or 207 with sub code 718.030 COSER 314.010	A) Physical Therapy provided as a related service to students in BOCES Special Education programs. Doctor's prescription required. <i>Per session cost.</i> B) Physical Therapy provided to disabled students in district programs. Doctor's prescription required. <i>Per session cost.</i>

SPEECH:	
Use COSER 201, 203, 204, or 207 with sub code 718.010 COSER 313.010 COSER 308.010	A) Speech Therapy provided as a related service to students in BOCES Special Education programs. <i>Per session cost.</i> B) Speech therapy provided to disabled students in district programs. (Minimum increments of 20%) <i>Per FTE</i> C) Speech improvement provided to non-disabled students in district programs. Shared teacher. <i>BOCES Aid.</i> (Minimum increments of 20%)

VISUALLY IMPAIRED:	
Use COSER 201, 203, 204, or 207 with sub code COSER 718.060 COSER 316.010 Use COSER 201, 203, 204, or 207 with sub code COSER 718.065 COSER 316.020	<u>Vision:</u> A) Services of a teacher of the blind and visually impaired are provided as a related service to students in BOCES Special Education programs. <i>Per session cost</i> B) Services of a teacher of the blind and visually impaired are provided to disabled students in district programs. <i>Per session cost</i> <u>Orientation and Mobility:</u> A) Services of an Orientation and Mobility specialist are provided as a related service to students in BOCES Special Education programs. <i>Per session cost</i> B) Services of an Orientation and Mobility specialist are provided to disabled students in district programs. <i>Per session cost</i>

EVALUATIONS:	
Evaluations to determine the need for related services can be requested for Physical Therapy, Occupational Therapy, Adapted Physical Education, Visually Impaired Services, Assistive Technology, and Audiology. <i>Evaluations are billed on a per-session basis</i>	

SCHOOL PSYCHOLOGY:	
COSER 317.010 Contact: Nancy Avery COSER 307.010	A) School Psychological Services provided to disabled students only in district or BOCES Special Education programs. <i>Shared services per FTE (Minimum increments of 20%)</i> B) School Psychological Services provided to both disabled and non-disabled students. <i>Shared services per FTE, BOCES Aid - (Minimum increments of 20%)</i>

CPSE COORDINATION:**COSER 524.040**

Coordination of the Committee on Preschool Special Education provides administrative and clerical services to meet requirements of referral and placement of three and four year old children under NYS Education Law, Section 4410. Districts receive Federal funds to cover part of the cost and are reimbursed by the state/county for the rest. *Billed on a per student basis.*

CSE/CPSE CHAIRPERSON:**COSER 524.010,
524.015, 524.020**

A District may request the services of a professional to chair the District's Committee on Special Education.

GENERAL SUPERVISION:**COSER 310**

Provides administrative services to districts as a district administrator with specific responsibilities and a job description developed by the individual school district. Service must be shared with two districts.

INDIVIDUAL STUDENT SUPPORT:

Provided at the request of the Committee on Special Education

INDIVIDUAL AIDES:**Use COSER 201.020 or
204.020**

Teacher aides provided for students requiring individual support for behavioral, medical, or academic support in BOCES Special Education programs, when the mandated staffing level is not sufficient to meet the student's needs.

INDIVIDUAL TEACHING ASSISTANTS:**Use COSER 201.050,
203.050, 204.050,
206.050, or 207.050**

Paraprofessionals working with individual students, one on one, whose needs are unique, requiring support and instruction beyond that of an individual aide. (Per Part 200 of the Commissioner's Regulations.)

INDIVIDUAL JOB COACHES:**Use COSER 205.040**

Paraprofessionals working as individual coaches in BOCES Community Based Work Program, when the student needs require ongoing support.

INDIVIDUAL LICENSED PRACTICAL NURSE:**Use COSER 201.070,
203.070, 204.070,
206.070, or 207.070**

LPN for individual students in BOCES Special Education programs, who require ongoing medical support.

INDIVIDUAL TEACHING ASSISTANTS FOR DISTRICT PROGRAMS:**COSER 201.060**

For any paraprofessional working with individual students, one on one, whose needs are unique, requiring individualized support and instruction.

SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAMS:

Current year State Aid (Chapter 683) for 80% tuition and transportation

SUMMER PROGRAM, ACTIVITIES OF DAILY LIVING: 12:1+1**COSER 802**

A six-week, full-day, summer program for students with moderate disabilities (12:1+1) requiring a 12-month program to maintain developmental levels. *All related services included.*

SUMMER PROGRAM, EMOTIONAL DISABILITIES: 8:1+1**COSER 869**

A six-week, full-day, summer program for students with emotional disabilities requiring a 12-month program to maintain developmental levels. *All related services included.*

COLLABORATIVE DAY TREATMENT/MANAGEMENT NEEDS: 6:1+1**COSER 803**

A six-week, management needs full-day, summer program for students with emotional disabilities requiring a 12-month program to maintain developmental levels. *All related services included.*

SUMMER PROGRAM, RELATED SERVICES:**COSER 804**

A six-week, itinerant program for students in need of specialized instruction or related services in order to maintain developmental levels. *Thirty minutes per session cost*

SUMMER RELATED SERVICES WITH SPECIALIZED INSTRUCTION:**COSER 804**

A six week program for students who are blind/visually impaired - provided at home or local school district. Not included as a related service. *Thirty minute per session cost*

SUMMER PROGRAM, COMMUNITY BASED WORK EXPERIENCE:**COSER 805**

A six week, work experience, half or full day, provided to disabled high school-aged students, requiring 12 month programming to maintain developmental levels.

SPECIAL EDUCATION TRANSPORTATION:**COSER 603**

Contact:
Sue Collins-Rickett

Special Education classes are located in various locations throughout the county. Some districts contract through BOCES to transport disabled children from home to District. Both local school districts and private contractors provide the actual service, whichever is in the best interest of the school district.

Children in residential schools or private schools for the disabled are a responsibility of the local school district for both tuition and transportation. BOCES will coordinate bids and contract for required transportation at the request of the local school district. In previous school years, contracts have been executed for the Rome School for the Deaf, Batavia School for the Blind, and the St. Lawrence Psychiatric Center. *Transportation Aid is applicable to these contracts.*

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Board of Cooperative Educational Services

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The St. Lawrence-Lewis BOCES affirms the right of all citizens to participate equally in employment and program opportunities regardless of age, sex, religion, national origin, or disabilities.