

September 21, 2015

Thomas Burns
District Superintendent
PO Box 231
40 West Main Street
Canton, NY 13617

Dear Tom:

Thank you very much for the opportunity to work with St. Lawrence-Lewis BOCES on a study focusing on aspects of the vision and staffing for your technology, instructional support, clerical support, and special education departments. Alan Pole and I are pleased to be able to present you with this proposal.

The task, as we understand your needs, focuses on a review of several areas of BOCES services to identify options for future reorganization to meet the needs of the component districts as well as to maximize effectiveness and efficiency. The description that follows clarifies the task and defines the deliverable.

Review identified areas of the technology, school improvement, support staff and special education departments to determine options that will meet the needs of the component districts in an effective and efficient manner.

1. **Overview.** Over the past six years, the St. Lawrence-Lewis BOCES has examined through a study process, its administrative structure, CTE and special education departments, human resource functions, and potential for central business office services. Careful and deliberate changes were made to the program offerings and organizational structure as a result of the studies. The consolidation of service locations as well as anticipated staffing transitions due to retirements provide an opportunity for looking at additional planning for long-term program and structural change to allow the BOCES to be flexible and facile in its responsiveness to component districts.

2. **Tasks.** While this is considered as one study, it is clear that there are 4 major components including review of:

- a. Special education staffing and classroom sites
- b. School improvement focus and service provision
- c. Technology services and future vision
- d. Support staff structure

Identification of potential options for each of these areas will be discussed as well as the strengths and weaknesses of each option.

3. **Process.** Consultants' activities will include interviewing administrative staff, component superintendents, and board members using a structured interview protocol to identify the current state as well as desired changes. An on-line survey of a sample of BOCES customers will be developed and implemented, if desired. Documents reviewed will include staffing information, current job descriptions, organizational charts, budgets, and other organizational information.

4. **Deliverables.** A report defining the current state and recommended options for reorganizing the areas studied will be provided as well as a presentation to the District Superintendent and BOCES Board of Education, if desired.

5. **Timeline.** October 1, 2015 – April 15, 2016

6. **Estimated cost.** \$12,000 plus reimbursement of expenses related to the study to include mileage, copying, meals, lodging, and other miscellaneous expenses.

Please consider this description as an initial proposal subject to further discussion and clarification as to your needs. After you have had an opportunity to review our ideas, please let us know what revisions you might require.

We look forward to the opportunity to work with you.

Sincerely,



Jessica F. Cohen, Associate
Castallo & Silky