

NYSED PROTOCOL FOR FILING FOR AID ON FEES PAID TO SUBSTITUTE TEACHERS

For members of the New York State Model Schools Program, CoSer A532, substitute teacher fees paid for teachers for expenses incurred related to attendance at instructional technology activities composed of participants from two or more districts can be aidable by following these steps:

1. Districts pay their own substitute teachers directly at the time services are rendered.
2. Quarterly, the superintendent of each participating district sends Eastern Suffolk BOCES a cover letter, to the attention of Darlene Roces, and a completed invoice for substitute teachers.

The completed invoice, signed by the superintendent, must list:

- The teacher's name.
 - The substitute's name.
 - The amount paid. (The maximum aidable daily substitute stipend is \$100.00. Any amount above that figure will be deducted from the invoice.)
 - The name and date of the staff development activity or event, **in chronological order**, with special effort to avoid listing any event more than once.
3. In order to assist us in reviewing your claims for aid on substitute teachers, please adhere to the following guidelines:
 - Be sure to include all the fields (column headings).
 - Give the exact title of the staff development event.
 - **Please do not include attendance at conferences, workshops, etc., sponsored by other agencies or professional associations. Substitute teachers for these meetings are not aidable.**
 4. Eastern Suffolk BOCES generates a purchase order to "reimburse X district for substitutes per attached invoice."
 5. Eastern Suffolk BOCES bills the district for this same amount, plus a 10% coordination fee. Please alert your business office that the bill is coming.
 6. The district pays the bill we send. BOCES pays the district invoice.
 7. This expense is then BOCES aidable.

NYSED PROTOCOL FOR FILING FOR AID ON STIPENDS PAID TO TEACHERS THAT DELIVER PROFESSIONAL DEVELOPMENT FOCUSED ON THE USE OF INSTRUCTIONAL TECHNOLOGY

For members of the New York State Model Schools Program, CoSer A532, stipends paid to teachers for expenses incurred when delivering professional development focused on the use of instructional technology that is composed of participants from two or more districts can be aidable by following these steps:

1. Districts pay their own teacher stipends directly at the time services are rendered.
2. Annually, the superintendent of each participating district sends Eastern Suffolk BOCES a cover letter, to the attention of Darlene Roces, and a completed invoice for teacher stipends.

The completed invoice, signed by the superintendent, must list:

- The teacher's name.
- The amount paid.
- The name and date of the staff development activities or events, **in chronological order**, with special effort to avoid listing any event more than once.
- **The district must post their shared professional development experiences to the Model Schools eBoard available at:**
www.ESBMS.esb.site.eboard.com
Password: 82007

3. In order to assist us in reviewing your claims for aid on teacher stipends, please adhere to the following guidelines:
 - Be sure to include all the fields (column headings).
 - Give the exact title of the staff development event.
4. Eastern Suffolk BOCES generates a purchase order to "reimburse X district for teacher stipends per attached invoice."
5. Eastern Suffolk BOCES bills the district for this same amount, plus a 10% coordination fee. Please alert your business office that the bill is coming.
6. The district pays the bill we send. BOCES pays the district invoice.
7. This expense is then BOCES aidable.