Shared Services Guide
2020-2021
Dear Colleague:

I am pleased to share with you the 2020-2021 Shared Services Guide, which describes the programs and services offered through Eastern Suffolk BOCES. As you will note, Eastern Suffolk BOCES provides a vast array of programs and services to component school districts, as well as to the region’s school-age and adult students. Our programs and services reflect our commitment to excellence and equity, innovation, collaboration, and responsiveness to the changing needs of our stakeholders. Our goal is to ensure that these shared programs and services enhance efficiency and increase access across the region.

The Shared Services Guide includes the names and telephone numbers of the Eastern Suffolk BOCES staff members responsible for each program or service. The guide also identifies the timeline for arranging participation in shared services for next year. Please use this guide as a resource as you plan and budget for the school year.

I want to take this opportunity to thank you for your support. It is your utilization and feedback that helps us to think more critically about what we offer and how we provide services. As your needs change, our response to them must change as well. I thank you for that ongoing collaboration and dialogue.

Please feel free to contact the person associated with the program or service in which you are interested. In addition, you can always call me or Susan Maddi, Director of Administrative Services. Thank you.

Sincerely,

Julie Davis Lutz, Ph.D.
Chief Operating Officer
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Eastern Suffolk Board of Cooperative Educational Services (BOCES) was created to support and supplement local school districts. Eastern Suffolk BOCES offers regional services that a single district could not provide as efficiently and economically on its own. Local school districts pay only for the services that they elect to purchase, as well as a proportionate share of the Administrative Budget.

Eastern Suffolk BOCES, created from the merger of the former First and Second Supervisory Districts of Suffolk County, is one of the largest BOCES in the State. Serving 51 school districts across an area nearly 1,000 square miles, Eastern Suffolk BOCES enrolls over 3,700 school-age students, over 4,800 adult education students, and offers the most innovative and diverse array of BOCES programs in New York State.

Agency Mission

Eastern Suffolk BOCES, an educational cooperative of 51 Long Island school districts, provides regional leadership and advocacy, direct instruction, management, and support through quality, cost-effective instructional programs, and shared services. These programs and services maximize educational and career opportunities for Long Island’s diverse community of lifelong learners, both children and adults, to achieve excellence and enhance the operational effectiveness of the region.

Agency Beliefs

We believe that...

- Successful organizations create effective operational systems and enable individuals who take responsibility for their actions, are accountable for the programs and services they deliver to fulfill the expectations of those who rely on them, and use all of their expertise and resources to meet the expectations of those they serve.
- Everyone has the right to a safe, healthy, and caring environment which fosters cultural competence, respect and high expectations, maximizes potential, motivates interest and enthusiasm, and encourages the sharing of ideas.
- We are a diverse community of reflective, lifelong learners, both children and adults.
- Our community of children and adult learners is a valuable resource entitled to the highest quality instruction and equitable service.
- Respect, honesty, trust, and integrity are essential in all of our interactions.
- Continuous evaluation, high standards, innovation, and effective communication are the foundation of organizational success.
- The integrity and high standards of our educational programs are reflected in our student outcomes, and provide students with the skills they need to become responsible citizens and contributing members of the global society.
- Effective communication of accurate information improves understanding and enhances engagement.
- Production of quality outcomes depends on the collective effort of a well-developed and motivated workforce that embraces the agency’s mission and beliefs.

Middle States Accreditation

Eastern Suffolk BOCES became the first intermediate educational agency to be accredited in 2000 by the Middle States Association of Colleges and Schools. We have been reaccredited twice since then. The accreditation represents our organization’s commitment to Strategic Planning and the provision of services that meet rigorous external standards. We are proud of this accomplishment and are willing to help other organizations grow and improve through this accreditation process. Please feel free to contact Eastern Suffolk BOCES for further information.
Agency Goals 2017-2024

In order to continue providing cost-effective programs and services that address the needs of our component school districts and support the success of all students in the supervisory district, Eastern Suffolk BOCES has established the following goals for the 2017-2024 period:

I. High Standards for Student Achievement
Eastern Suffolk BOCES will ensure that every student who is educated in an Eastern Suffolk BOCES program meets or exceeds expectations set by the New York State Board of Regents.

II. Professional Development
Eastern Suffolk BOCES will promote the continued professional growth of current and future educators, leaders, and support staff by providing coordinated programs of needs-based, effective, and affordable professional development.

III. Shared Services
Eastern Suffolk BOCES will promote and offer a wide array of needs-based services to school districts within the region, and facilitate partnerships between school districts, business and industry, municipalities, and institutions of higher education.

IV. Program and Services Availability
Eastern Suffolk BOCES will be responsive to the region through the creation and delivery of high-quality, innovative programs and services, and other resources throughout the region.

V. Cost Effectiveness, Quality Management, and Operational Efficiency
Eastern Suffolk BOCES will operate with optimum efficiency consistent with the delivery of high-quality, cost-effective programs and services, will utilize best management practices, and will actively seek new funding sources to aid in accomplishing its goals.

VI. Technology
Eastern Suffolk BOCES will continuously use an integrated system of technology to enhance operational and instructional effectiveness and efficiency, and support improved outcomes for all members of the educational community.

VII. Strategic Planning
Eastern Suffolk BOCES will continuously seek stakeholder input to identify, assess, prioritize, and communicate its goals and objectives using a flexible strategic planning and budgetary process to support this endeavor.

VIII. Health, Safety, Security, and Space
Eastern Suffolk BOCES will ensure that appropriate space is available for all of its programs and services throughout the region, and that all students and staff have a safe, secure, and healthy environment in which to learn and work.

IX. Public Information
Eastern Suffolk BOCES will ensure that all stakeholders and their communities are knowledgeable about the full range and benefits of Eastern Suffolk BOCES programs and services.

X. Internal Communications
Eastern Suffolk BOCES will ensure that all staff are fully informed about programs, services, and the strategic planning process.

XI. Human Resources
Eastern Suffolk BOCES will recruit, retain, and support a highly-qualified and diverse staff, and serve as a regional resource for human resource administration.

XII. Research, Program Improvement and Regional Advocacy
Eastern Suffolk BOCES will meet the present and future needs of its stakeholders through outreach, research, program improvement, and regional advocacy.
Eastern Suffolk BOCES Board

President
Lisa Israel

Vice President
William K. Miller

Member and Clerk
Fred Langstaff

Members
Arlene Barresi
Walter Wm. Denzler, Jr.
Stephen L. Gessner, Ph.D.
Linda S. Goldsmith
William Hsiang
Susan Lipman

Component Member School Districts

Amagansett UFSD
Bay Shore UFSD
Bayport-Blue Point UFSD
Brentwood UFSD
Bridgehampton UFSD
Center Moriches UFSD
Central Islip UFSD
Comsewogue UFSD
Connetquot CSD
East Hampton UFSD
East Islip UFSD
East Moriches UFSD
East Quogue UFSD
Eastport-South Manor CSD
Fire Island UFSD
Fishers Island UFSD
Greenport UFSD
Hampton Bays UFSD
Hauppauge UFSD
Islip UFSD
Little Flower UFSD
Longwood CSD
Mattituck-Cutchogue UFSD
Middle Country CSD
Miller Place UFSD
Montauk UFSD
Mount Sinai UFSD
New Suffolk Common SD
Oysterponds UFSD
Patchogue-Medford UFSD
Port Jefferson UFSD
Quogue UFSD
Remsenburg-Speonk UFSD
Riverhead CSD
Rocky Point UFSD
Sachem CSD
Sag Harbor UFSD
Sagaponack Common SD
Sayville UFSD
Shelter Island UFSD
Shoreham-Wading River CSD
South Country CSD
Southampton UFSD
Southold UFSD
Springs UFSD
Three Village CSD
Tuckahoe Common SD
Wainscott Common SD
West Islip UFSD
Westhampton Beach UFSD
William Floyd UFSD

Islip
1 Brentwood UFSD
2 West Islip UFSD
3 Bay Shore UFSD
4 Islip UFSD
5 Hauppauge UFSD
6 Central Islip UFSD
7 East Islip UFSD
8 Connetquot CSD
9 Sayville UFSD
10 Bayport-Blue Point UFSD
11 Fire Island UFSD

Brookhaven
12 Three Village CSD
13 Port Jefferson UFSD
14 Comsewogue UFSD
15 Middle Country CSD
16 Sachem CSD
17 Mount Sinai UFSD
18 Miller Place UFSD
19 Rocky Point UFSD
20 Longwood CSD
21 Patchogue-Medford UFSD
22 South Country CSD
23 William Floyd UFSD
24 Center Moriches UFSD
25 East Moriches UFSD

Riverhead
26 Shoreham-Wading River CSD
27 Little Flower UFSD
28 Riverhead CSD

South
29 Mattituck-Cutchogue UFSD
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31 Southold UFSD
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Shelter Island
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Southampton
36 Eastport-South Manor CSD
37 Remsenburg-Speonk UFSD
38 Westhampton Beach UFSD
39 Quogue UFSD
40 East Quogue UFSD
41 Hampton Bays UFSD
42 Tuckahoe Common SD
43 Southampton UFSD
44 Bridgehampton UFSD
45 Sagaponack Common SD

East Hampton
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48 East Hampton UFSD
49 Springs UFSD
50 Amagansett UFSD
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**Shared Services Calendar**

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<tr>
<th>Month</th>
<th>Event Description</th>
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<tr>
<td>September</td>
<td>Discuss preliminary service needs for the next school year</td>
</tr>
<tr>
<td>February</td>
<td>Service request software open to component districts</td>
</tr>
<tr>
<td>April</td>
<td>ESBOCES Annual Meeting and vote on administrative budget</td>
</tr>
<tr>
<td>May</td>
<td>Service commitments by local boards on which AS-7 contracts will be based are due to ESBOCES</td>
</tr>
<tr>
<td>June</td>
<td>ESBOCES submits budget to Commissioner of Education</td>
</tr>
<tr>
<td>August</td>
<td>Signed AS-7 contracts due to New York State Education Department</td>
</tr>
</tbody>
</table>
Eastern Suffolk BOCES Educational Services Division, in partnership with all of our stakeholders, is dedicated to meeting the needs of diverse life-long learners. We provide a full spectrum of cost-effective educational and career learning programs and services. These services include those that empower school districts and other educational providers to build capacity for teaching and learning, ensure equitable access to the best education for all students, and achieve excellence. We are committed to high-quality programs, research-based decision making, safety and respect for our students and staff, and attention to our continually changing world.

The Educational Services Division is comprised of three departments and the Regional Information Center that provide direct and supportive educational services for school-age and adult learners.

**Department of Special Education**

The Special Education Department offers a broad spectrum of classes and services that are highly specialized to meet the diverse needs of students with disabilities, as well as non-classified students in need of alternative school settings.

Classes are offered for students ranging in age from 5 to 21 years in Eastern Suffolk BOCES centers, as well as inclusive settings in our component district buildings.

Students enrolled in our district sites are provided with opportunities for inclusion in general education academic classes, special subject classes, and building-wide activities while receiving specialized support services and instruction from Eastern Suffolk BOCES.

All programs are aligned with Next Generation Learning Standards and are designed to achieve appropriate educational outcomes for each student we serve. These outcomes include completion of a New York State Regents course of study, as well as academic, behavioral, and social skills development. These skills are developed along the continuum of student needs exhibited within the Eastern Suffolk BOCES area.

All of our programs have received accreditation by the Middle States Association of Colleges and Schools. We continue to work toward improving student outcomes through a focus on transition, research and assessment of best practices, and emerging trends in the field.

**Department of Career, Technical and Adult Education**

College and career readiness at its finest! The Career, Technical and Adult Education Department offers a broad array of programs designed to meet the needs of our component school districts’ school-age and adult students. Our focus is to improve student outcomes for all learners by meeting or exceeding New York State Education Department standards. Our efforts reflect our ongoing commitment to deliver quality programs that transform lives.

We offer approximately 60 career education courses for secondary and adult students at the Edward J. Milliken Technical Center in Oakdale, the Gary D. Bixhorn Technical Center in Bellport, and the Harry B. Ward Technical Center in Riverhead. Local colleges offer articulation agreements to students in many areas of study, and high school students may earn college credits for advanced standing at selected post-secondary institutions.
Career and Technical programs provide quality, state-of-the-art courses, which are New York State certified, assuring that a student may receive a Regents diploma with a technical endorsement. Graduates are prepared to continue on to post-secondary programs and are better prepared to become gainfully employed upon completion of the programs.

We deliver the highest quality programs and services to support our learners and our school districts to meet their goals.

**Department of Educational Support Services**

The Department of Educational Support Services provides local school districts with a wide range of educational support services, including leadership training, professional development, student enrichment programs, curriculum writing, assessment service data analysis and instructional technology programs. Researched-based and targeted to local needs, these services are available to teachers, administrators, boards of education, support staff, and students.

Initiatives include, but are not limited to, responding to the updated New York State Learning Standards and alignment, meeting the needs of diverse learners, instructional technology, educational leadership, the arts, library media, shared decision making, and strategic planning. Workshops and seminars provide opportunities for participating districts to learn from the foremost experts in the field, with on-site or in-class experience, providing the link between theory and practice.

**Regional Information Center**

The Suffolk Regional Information Center (RIC), in conjunction with other RICs across the state, provides school districts across the region with a wide array of technology tools and solutions. These high-quality programs and services are designed to provide districts with the most cost effective and efficient technologies available. The RIC continues to be a regional leader in technology by offering a variety of services in support of instructional and administrative software and systems. Financial and District Services office provides computer-based services and customer support for fiscal and administrative management software for financial applications, election management, cafeteria point of sale, capital projects, facilities management, document imaging, emergency notification systems, and language interpretation services. Also offered are a Data Privacy and Security Core Service, secure email service, email archiving, School Safety and Educational Climate (SSEC) reporting, and administrative district integration platforms. The enhanced Virtual Learning service provides opportunities for credit recovery, credit bearing, home-bound instruction, and blended courses/content, in addition to a large variety of K-12 video conferencing opportunities. LAN/WAN/Network/Technical Infrastructure Management and Support services provide internet access and fiber WAN services, hosted NOC management solutions, and security and surveillance services along with Google and Microsoft Office 365 implementation and maintenance support. Technology Acquisition Services awards opportunities for the procurement of one-time and multi-year administrative and instructional hardware/software options, and network printer projects.

The Student Data Services program provides support and training for student information systems as well as special education software, test scoring, data warehouse, required state data reporting, and student data analysis.
Eastern Suffolk BOCES is proud to offer a broad spectrum of programs and services that are highly specialized to meet the diverse needs of students with disabilities, ages 5-21. Classes are offered in Academic and Learning Centers, as well as in a number of component district buildings. Eastern Suffolk BOCES students in included settings are provided opportunities for inclusion in general education academic classes, special subject classes, and building-wide activities while receiving support from Eastern Suffolk BOCES staff. All programs are dedicated to the ongoing enhancement of service to students with the goal of maximizing each student’s potential to achieve a productive and rewarding life. Programs are continually refined to improve our services, and new programs and services are developed based on identified need in the region. Eastern Suffolk BOCES is committed to service development and to ever-increasing responsiveness to the changing needs of our component districts.

Elementary center-based sites focus on the acquisition of social and behavioral needs while offering Common Core Learning Standards curriculum. These programs also provide included classes within component district buildings for students who demonstrate readiness. Certain programs provide classes for students with disabilities that are cognitive, physical, neurological, or sensory in origin. Programs serve students of elementary age and are supported by the spectrum of related services. For more specific information regarding services offered in our centers, please reference the Eastern Suffolk BOCES Student Services Delivery Continuum.

**Elementary Programs**
- Premm Learning Center
- Tecumseh Elementary School
- Sayville Elementary School
- Westhampton Beach Learning Center

**Elementary Included Sites**
- East Moriches Elementary Learning Center
- Premm Learning Center @ Merrimac Elementary School
- Premm Learning Center @ Timber Point Elementary School
- Sayville Elementary School @ Paul J. Bellew Elementary School
- Tecumseh Elementary School @ Sherwood Elementary School

Secondary center-based sites focus on students' social, behavioral, and academic needs within a Common Core Learning Standards aligned curriculum. Students may work toward Regents, local diploma, skills and achievement commencement credential or career development and occupational studies commencement credential depending on their specific needs. Certain programs provide services for students with disabilities that are cognitive, physical, neurological, or sensory in origin. Other programs provide intensive counseling services for students with emotional and/ or psychiatric needs. Programs serve students at a secondary age and are supported by the spectrum of related services. For more specific information regarding services offered in our centers, please reference the Eastern Suffolk BOCES Student Services Delivery Continuum.

**Secondary Programs**
- Bellport Academic Center
- Brookhaven Learning Center
- Islip Academic Center
- Jefferson Academic Center
- Sequoya High School
- Transition Services Program @ Brookhaven Learning Center
- Westhampton Beach Learning Center

**Secondary Included Sites**
- Brookhaven Learning Center @ Samoset MS
- East Moriches Middle Learning Center
- Jefferson Academic Center @ Oregon MS
- Sequoya High School @ Patchogue Medford HS
Sagamore/Eastern Suffolk BOCES
Day Treatment Centers

Serves youngsters ages 5 to 18 who are diagnosed as having a severe emotional disorder and need extensive psychiatric support.

Diagnostic categories include, but are not limited to, attention deficit, anxiety, schizophrenia, paranoia, and affective autism spectrum disorders:

- Services include 6:1:1 or 8:1:1 placement with appropriate support staff at the Sayville Academic Center and 8:1:1 placement with appropriate support staff at the Sequoya High School and Jefferson Academic Center
- Psychiatric, rehabilitation, social work, and psychological services
- Students who no longer need intensive psychiatric support can remain at their respective centers and receive counseling from Eastern Suffolk BOCES staff

Stony Brook/Eastern Suffolk BOCES
Psychiatric Program

- Provides an inpatient psychiatric program for elementary-age students enabling them to continue their education while undergoing psychiatric treatment
- Accepts parent or school referrals and admits youngsters after thorough evaluations by social workers, physicians, and psychologists
- Length of stay ranges from 1-12 weeks, during which time a full academic curriculum is provided by Eastern Suffolk BOCES

Stony Brook/Eastern Suffolk BOCES
Inpatient Program

- Provides an educational program to support children with chronic or life-threatening illness that requires treatment at the hospital for an extended period of time.
- Length of stay varies, during which time a full academic curriculum is provided by Eastern Suffolk BOCES.

Outreach House/Eastern Suffolk BOCES
Education Program

Outreach House is a residential chemical dependency treatment facility for adolescents ages 12 to 18. The Special Education Department works in conjunction with Outreach House to provide secondary classes within a Common Core Learning Standards curriculum. Students work toward a Regents or local diploma, depending upon their specific needs.
**Autism Consultant Services/Parent Training/Home ABA Services**

Consultations and trainings are designed to assist staff to work effectively with the most challenging students on the autism spectrum. These services are added to a district’s Commitment Form/student IEP when the service of a behavioral specialist or autism consultant is recommended by the CSE for implementation on a regular basis over a period of time. Autism consultants will address applied behavior analysis strategies, behavioral strategies, and educational strategies.

Parent Training provides a bridge between home and school programs and can assist parents in utilizing strategies in the home that are consistent with those used in school to facilitate student progress.

Home ABA Services are designed to meet the needs of component districts for students with autism spectrum disorders to provide for continuity and generalization across environments. Methodologies include applied behavior analysis, discrete trial instruction, and task analysis. Progress is tracked and monitored to emphasize effective collaboration and consistency between home, school, and community.

**Related Services**

Related Services for students attending Eastern Suffolk BOCES Special Education Programs are available at a specified cost per session, based on the IEP.

**Related services include:**
- Speech/Language Therapy
- Counseling
- English as a Second Language
- Hearing Services
- Vision Services
- Occupational Therapy
- Physical Therapy

**Specialized Support Services for School Districts**

Specialists are available to provide itinerant related services in individual, group, or consult sessions to students with disabilities who attend regular and special education classes in their home school districts. Consulting teachers work with general or special education staff to support their use of effective, research-based methods of pedagogy to educate students with disabilities or to facilitate the transition of students returning to district from an Eastern Suffolk BOCES or out-of-district placement. Consultation can be provided in areas such as instructional strategies, behavioral management techniques, language development, organizational skills, translation and augmentative communication.
Consulting Teacher Services/Parent Training/ Home ABA Services

Specialists assist districts in the implementation of district-based programs for students with autism spectrum disorders and other disabilities by providing targeted prescriptive trainings for district staff that are designed to meet the individual needs of a school district. They will meet with administration to develop a plan that is responsive to individual district needs.

These needs may include but are not limited to:
- Assisting the district in starting a new class
- Observing an existing class to develop strategies for enhanced classroom structure, improved team interaction, and more effective educational and behavioral strategies
- Providing a series of parent training offerings
- Offering in-home parent training
- Assisting the district in developing its own parent training program

Home ABA Services are designed to meet the needs of component districts for students with autism spectrum disorders and to promote consistency and generalization across environments. Individualized programs are created for students educated in district buildings. They are created in accordance with IEP goals and methodologies, including applied behavior analysis and discrete trial instruction. Progress is tracked and monitored to emphasize effective collaboration between home, school, and community.

Occupational and Physical Therapy Concentrated Consultation Services

This intensive, student-based consultative service is designed for teachers and school staff working with a student with sensory, perceptual, or physical disabilities that are affecting school performance. Through half-day or full-day on-site contact, the therapist recommends management and instructional strategies for the student’s use during routine school activities. A school therapy evaluation is necessary prior to implementing this service.

Audiological Evaluation and Consultation Services

A full complement of audiological evaluation and consultation services is available to support the education of students with hearing loss, either in-district or in an Eastern Suffolk BOCES setting. In addition to full audiological evaluations, follow-up, parent and staff training, Eastern Suffolk BOCES offers a full spectrum of services to support the use of Frequency Modulation (FM) auditory trainers, including needs assessment evaluations, selection and ordering, equipment adjustments, summer maintenance, ear molds, training workshops, and review of district equipment.
Evaluation Services for Students

A wide variety of specialists is available to provide evaluations. Resulting reports help the districts determine the most appropriate educational program, related services, or educational strategies for the students. Upon request, test results are reviewed with parents and presented to the CSE.

The following evaluations are available:
- Speech/Language
- Psychological
- Vision
- Hearing
- Psychiatric
- Neuropsychological
- Augmentative/Alternative Communication
- Assistive Technology
- Mobility
- ESL
- Language psychological evaluations and educational assessments (Spanish)
- Autism spectrum disorder diagnostic
- Occupational Therapy
- Physical Therapy
- Autism Specialty Report (ADOS-2)

Psychiatric Consultation

Initial psychiatric evaluations of students with behavioral, developmental, and/or mood disorders are provided by consulting psychiatrists. Psychoeducational and neuropsychological evaluations, classroom observations, medication reviews, and follow-up school consultations are available.

Augmentative and Assistive Technology Services

Augmentative and Alternative Communication:
- Assist in the identification of students in need of augmentative communication intervention services
- Conduct comprehensive augmentative communication evaluations on students presenting with severe communication impairments
- Provide consultation/support services for all staff working with students who utilize augmentative communication aids, techniques, and strategies
- Conduct individual and/or small group trainings related to the use of specific augmentative communication aids, techniques, and strategies

Assistive Technology:
- Evaluate a student’s ability to access the curriculum depending on his/her physical disability
- Collaborate with the educational team to identify software programs and/or adaptive equipment to enable the student to access the curriculum as independently as possible
- Provide training/consultations to students, staff, and family in the use and implementation of the recommended adaptive equipment and/or software
- Equipment orders placed for component school districts upon request
**Summer Services**

The special education summer services provide IEP-based extended year services for those students with intensive management and/or educational needs requiring 12-month instruction to avoid significant regression.

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**Regional Alternative High School Program**

The Regional Alternative High School Program provides high school students ages 16 to 21 who have been identified as having needs not being met in current school programs in our region. The program will be located in local area high schools and/or BOCES programs and offers “at risk” students an opportunity to address individual and family issues that are currently hampering their progress toward a New York State diploma. The program will continue to offer academic education at a commencement level, development of transition skills, and the development of social skills designed to foster improved function in a school setting.

The Regional Alternative High School Program offers placement to students that have been suspended or are awaiting an out of district placement, as well as offering students the option to attend for credit recovery and test preparation for state assessments.

The Regional Alternative High School is also offering placement to students who are English Language Learners. Students enrolled in this program will have a daily schedule that consists of a four hour departmentalized format. Instruction takes place in “blocks”, focusing on two core subjects (ELA and Math), and includes a daily CTE component.

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**Regional Special Education Summer School Program**

The Regional Summer School Program was developed in response to requests from local school districts. Eastern Suffolk BOCES organized a consortium to create and oversee a regional summer school program. The program is located in local area school districts and serves students who attend their home districts during the traditional school year. Students with intensive management and/or educational needs require a continuation of district curriculum and instructional approaches during the summer months to prevent regression.

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**Contact Information**

**CoSer 848, 948**

CONTACT:
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631-244-4033

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**CoSer 419**

CONTACT:
Debra Ciccarelli
Program Administrator for Special Education
dciccare@esboces.org
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**CoSer 801, 901**

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The Eastern Long Island Academy of Applied Technology serves high school juniors and seniors with rigorous and relevant learning in specific technical fields. Our broad array of programs are designed to meet the needs of component districts, students and our local workforce. Our dedication to sustained excellence is manifested in our agency-wide strategic planning initiative, and we continue to work with all of our partners and stakeholders to design future program offerings.

We prescribe to continuous improvement, with a focus on improving student outcomes, meeting or exceeding New York State Education Department standards, offering career and technical courses that are New York State Education Department approved, and utilizing research and best practices related to our student needs.

Our efforts reflect our ongoing commitment to deliver quality programs that transform the lives of our secondary and adult learners.

For more information, please visit www.AcademyLI.org.

Career and Technical Education

Eastern Suffolk BOCES offers approximately 50 career education courses at the Edward J. Milliken Technical Center in Oakdale, Gary D. Bixhorn Technical Center in Bellport, and Harry B. Ward Technical Center in Riverhead.

Many colleges offer articulation agreements to students in targeted areas of study, and students may earn college credits or advanced standing at select post-secondary institutions.

New York State Education Department (NYSED) approved academic Regents credit is integrated and is awarded for Career and Technical Education-approved courses. All courses may be used toward a Regents diploma. Currently, students attending the technical centers may also earn an additional credit for the state-mandated Career and Financial Management (CFM) course requirement.

Secondary students typically spend one-half day in their home school district and one-half day at one of our three centers: Edward J. Milliken Technical Center, Gary D. Bixhorn Technical Center, or Harry B. Ward Technical Center.

101.100 – Career and Technical Courses:
- Animal Science
- Art, Design and Visual Communications
- Audio Production
- Auto Body Repair and Car Customizing
- Automotive Technology
- Aviation/Professional Pilot Training
- Bartering
- Carpentry/Residential Construction and Home Improvement
- Certified Personal Trainer
- Clinical Medical Assisting
- Computer Science and App Development
- Computer Technology and Repair
- Cosmetology
- Culinary Arts/Restaurant Operations Management
- Dental Chairside Assisting
- Drone Technology
- Early Childhood Education
- Electrical Trade and Alternative Energy Engineering
- Fashion Merchandising and Design
- Heating, Ventilation and Air Conditioning (HVAC)
- Law Enforcement
- Marine/Motorsports Technology
- Nurse Assisting
- Physical Therapy Aide
- Plumbing and Heating
- Practical Nursing
- Professional Photography and Digital Imaging
- STEM High School
- Television, Video and Digital Film Production
- Welding/Metal Fabrication
Engineering Collaborative - Regional STEM High School
Launched in September 2014, our two-year STEM High School services incoming juniors entering the program through completion of the program in their senior year. This unique, full-day program provides accelerated coursework in all academic areas, project-based learning with real-world experiences, and expanded learning opportunities in the vast field of engineering. Students must enroll in a CTE program Course (101.100) as well as the CTE Extended Day (449.211).

101.130 – Career and Technical Education – Pull-Outs
Career and Technical senior-level students who require a health or remedial course in order to meet graduation requirements who are not able to fit one in their academic schedule at high school can take the course at The Academy. Students receive instruction during their 2.5 hour session. For additional details, please call or email the contacts listed.

449.211 – STEM HS/CTE Extended Day
After attending our Engineering program, students spend the academic portion of their day with us. We will provide all necessary academic coursework needed for graduation through a combination of classroom and online instruction through an interdisciplinary lens. The student’s Regents and NYSED graduation requirements will be fulfilled by direct instruction from a certified content area teacher. All other remedial or accelerated coursework needed will be provided through a blended model of classroom and online instruction, or direct instruction.

306.100 – Work Experience Coordinator/Teacher – 2 days per week
The New York Department of Education and the Department of Labor outline specific requirements for students placed by the school in work-based learning experiences such as internships. Work-Based Learning Coordinator Teachers have NYS certification to oversee and provide these experiences. In addition, they recruit and maintain employer relationships, monitor student expectations and outcomes, collect attendance and report all required data, and offer student classes and instruction for all employability and career related areas. Teachers work from an office at the school, and become a part of the school instructional and support environment. All work-based learning and CDOS requirements are met for students that qualify.

In-District CTE
326.110 – In-District CTE
To improve affordability and accessibility to CTE programs, BOCES created an In-District CTE model. In-District CTE will provide an Academy CTE course on-site for 4 periods or 2.5 hours per day. The district is able to enroll as many as 20 students in the program per session, or up to 30 students with the support of a classroom paraprofessional.

The courses offered will mirror the BOCES CTE courses in the Technical Centers by using the same or equivalent curriculum, materials and equipment, work-based learning opportunities and field experiences. Districts purchase the CTE course in its entirety, but house the course on-site. The costs are budgeted to include curriculum, resources, materials, staffing, equipment and field experiences.

101.120 – Career and Technical Education – Transportation
Secondary Career and Technical students enrolled in Practical Nursing, Nurse Assisting and Clinical Medical Assisting engage in various clinical internships throughout the school year. These internships are an integral part of the courses mentioned and are a required component of the curriculum. Supervised clinical rotations may include extended internship experience in nursing homes, hospitals, and/or medical offices. Students enrolled in these programs are transported to their assigned internships by The Academy.
101.140 – *Bilingual Intensive Support Services*

Bilingual Intensive Support Services is a program designed to assist limited English proficient students to pursue and negotiate opportunities in Special Career and Technical Education. Students will attend their career class for the full school year with the support of a bilingual aide. Students will choose and specialize in one of the many career and technical education offerings.

Major components of this program are introduction and development of basic and technical language through conceptualized learning, career exploratory and/or vocational training, development of specialized content area knowledge, as well as pre-employment skill development.

101.279 – *Career and Technical Education – Individual Aide – Half Day*

An individual aide is provided for those students attending a secondary career and technical program when requested by the district. The aide remains with the student for their entire session (AM or PM) each day.

**Special Career Education**

The Special Career Education Program provides a wide range of courses for students with disabilities. In addition to career and technical education, students receive specialized services designed to meet their IEP or transition plan goals and objectives. Mainstreaming into programs offered at the technical centers is available for high student achievers upon recommendation by a Special Career Education instructor. Every course fulfills the Career Development and Occupational Studies credential requirements which include work experiences, an employability profile, and documented work skills.

Special Career Education provides technical and academic skills needed to prepare for future employment and a successful path to college or other post-secondary programs.

**Senior High School Level Offerings for Individuals with Disabilities**

Students with disabilities concentrate on one or more selected career and technical education areas and develop entry-level employment skills in any of the following Special Career Education courses:

All courses are introduction or entry level courses.

103.110 – *Special Career Education 12-1-1 – Half Day*

103.111 – *Special Career Education 12-1-1 – Full Day*

103.120 – *Special Career Education 8-1-1 – Half Day*

103.121 – *Special Career Education 8-1-1 – Full Day*

Auto Body Repair and Refinishing

Auto Front End and Brakes

Canine Careers

Carpentry

Computer Graphic Arts Technology

Cosmetology

Digital Media Production

Early Childhood Education

Facilities Maintenance

Food Preparation/Service

Health Related Occupations

Horticulture

Introduction to Appearance Enhancement

Introduction to Baking

Introduction to Cooking

Introduction to Heating, Ventilation and Air Conditioning (HVAC)

Introduction to Personal Training

Introduction to Welding/Metal Fabrication

Modern Automotive Technology

Project SEARCH®

Retail Store Services

Supermarket and Warehouse Occupations

Transportation Service

Vehicle Maintenance and Light Repair

*Course offerings and class size options change every year. Please contact us for current offerings and class size options.
103.170 – Special Career Education – Individual Aide – Full Day
A full-day individual aide is provided for those students attending a special career education program when requested by the district. The aide remains with the student for the entire school day.

103.180 – Bilingual Intensive Support Services
Bilingual Intensive Support Services is a program designed to assist limited English proficient students to pursue and negotiate opportunities in Special Career and Technical Education. Students will attend their career class for the full school year with the support of a bilingual aide. Students will choose and specialize in one of the many career and technical education offerings.

Major components of this program are introduction and development of basic and technical language through conceptualized learning, career exploratory and/or vocational training, development of specialized content area knowledge, as well as pre-employment skill development.

Related Services
Related Services for students attending Eastern Suffolk BOCES Career and Technical Education Programs are available to local districts at a specified cost per session, based on the IEP.

Related services include:
- Speech/Language Therapy
- Counseling
- Individual Aide
- Occupational Therapy
- Physical Therapy
- Transition Planning
- Psychological Evaluation

103.295 – Autism/Behavioral Consultant
Consulting services are designed to meet the needs for students with autism spectrum disorders to provide continuity and generalization across environments to emphasize consistency between home, school and community.

103.297 – Parent Training
Parent Training provides a bridge between home and school programs and can assist parents in utilizing strategies in the home that are consistent with those used in school to facilitate student progress.

Regional Summer School
432.110 – The Regional Summer School Program offers up to two courses for students who need remediation in academic areas including English, mathematics, social studies, science, and foreign languages. Accelerated health and grade 12 English are also available. Regents and Regents Competency examinations are administered at the conclusion of this six-week course of study. Students who have an IEP with a 12-month education requirement are not eligible for this program.

432.120 – Regents Review Class
Students who are recommended by their district Principal to participate in review classes, as opposed to retaking an entire course, are offered twelve days of Regents review preparation. Students meet with an instructor for two hours for each of the twelve days of the program. The cost of the Regents exam is included in the Regents Review Class fee.

432.130 – Regents Exam
Secondary students may register to take the New York State Regents exams held during the month of August at various sites. Please contact Janet Kiley for additional information.
**Jail Education Programs**

**Re-ROUT (Recently Released Offenders Under Training)**
Re-ROUT provides individualized services to Suffolk County residents who have been incarcerated and need assistance in obtaining employment or education after re-entry into their community.

**Alternative to Incarceration (ATI)**
The goal of the ATI program is to reduce recidivism through educational achievement and employability development. ATI is designed to meet the individual needs of youth 16 - 21, who are assigned as a court placement or for high-risk students whose needs are not being met in their current school setting.

**Program for Incarcerated Youths**
This program provides educational and counseling services for incarcerated youth under 21 years of age. The program is designed to prepare students to complete the requirements for a Regents, Local or High School Equivalency Diploma. Courses of study infuse contextualized learning, career preparation and skills achievement into daily lessons.

**Program for Incarcerated Adults**
Individuals over the age of 21 have the opportunity to enroll in an Adult Basic Education program leading to a High School Equivalency Diploma or an English for Speakers of Other Languages (ESOL) class.

**Practical Nursing Program**
Students may attend either a one-year full-time program (adults 18 and over) or a 17 month (10 months part-time and 7 months full-time) program (adults and high school seniors). For special registration procedures, please call Dolly Kranz.

**Supported Employment**
This program is coordinated with and partially funded by the Office of Adult Career and Continuing Education Services/Vocational Rehabilitation (ACCES-VR) and/or the Office for People with Developmental Disabilities (OPWDD). It provides job placement, intensive job site training and support, ongoing assessment of the adult participant’s performance, and long-term follow-up services geared toward maintaining competitive employment.
**Perkins V Basic Secondary CTE Assistance Programs**

The Strengthening Career and Technical Education for the 21st Century Act was signed into law on July 31, 2018. This bill amends the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and this amended act is now referred to as Perkins V. The purpose of this grant is to develop more fully the academic knowledge and technical and employability skills of secondary education students who elect to enroll in career and technical education programs by:

- Including preparation in high-skill, high-wage or in demand occupations
- Integrating rigorous and challenging academic and CTE instruction that link secondary and post-secondary
- Providing technical assistance that improves the quality of CTE faculty, teachers, counselors, and administrators
- Supporting partnerships between secondary, post-secondary, local workforce boards, business and industry
- Proving individuals with opportunities and skills to keep the US competitive

The new grant will fund activities and materials to support our region’s efforts in meeting the four State Defined Priority Areas:

- Program Evaluation
- Develop and improve Work-Based Learning programs and activities
- Support Students with Disabilities (SWD) and English Language Learners (ELLs)
- CTE Teacher Training

**Equivalent Aid Program**

The Equivalent Aid Program delivers basic literacy courses to out-of-school youths between the ages of 18 and 21. Instruction is provided in reading, writing, mathematics, and the development of English speaking, listening, and writing skills. This program includes assessment and support services to help young adults plan for future employment.

**Adult Education Program**

The Adult Education Program is designed to meet the occupational and educational needs of adults on Long Island. More than 180 certification, licensing and continuing education courses are available. For a complete list of career opportunities, visit our website at [www.esboces.org/AEV](http://www.esboces.org/AEV).

Adult CTE program course offerings include the following:

- Career Training, Licensing and Certification courses
- Continuing Education and Personal Enrichment courses
- Business, Employers & Corporate Training
- Summer Career Exploration

**Employment Preparation Education Program (EPE)**

The Employment Preparation Education Program offers Adult Secondary Education (ASE), Adult Basic Education (ABE), English as a Second Language (ESL), and job readiness training classes at no charge to adults 21 and older. Classroom instruction includes employability skills, reading, writing, mathematics, citizenship, and high school equivalency. Many adult students enroll in career and technical classes to prepare themselves for the workplace.

**Literacy Programs:**

- Adult Basic Education (ABE)
- Adult Secondary Education (ASE)
- English as a Second Language (ESL)
Adaptive Driver Training

Eastern Suffolk BOCES offers an Adaptive Driver Training program for individuals exhibiting physically or non-physically disabling conditions. Candidates can be first-time drivers or re-trainees. All prospective students must possess a New York State learner’s permit or valid driver’s license. Additionally, students are required to undergo a thorough driving evaluation to determine whether they possess the appropriate physical, mental, and emotional abilities necessary for success in driver training. All vehicles are fully equipped with adaptive driving equipment for those with physical limitations.

One-on-one training is individualized and designed to teach driving habits and skills necessary to pass a New York State road test. The service is available to all school districts, as well as state and private rehabilitation programs and those with a physician’s referral. This course is designated as the Regional Adaptive Driver Training Program of Suffolk County for the Handicapped by the Office of Adult Career and Continuing Education Services – Vocational Rehabilitation.
The Department of Educational Support Services offers a variety of high-quality programs and services designed to assist school districts in our region and beyond in enhancing instruction with the goal of improving student outcomes. Research-based and targeted to meet local needs, these services are available for teachers, administrators, support staff, Boards of Education, parents, and students.

Educational Support Services continues to improve communication with our districts through the increased use of technology and data, including a variety of listservs and web-based information.

Initiatives include:
- Arts-in-Education/Exploratory Enrichment
- Coaching/Professional Development
- Collaborations with local colleges and universities
- Cultural Competence
- Curriculum Development and Alignment
- Educational Leadership and Support
- Grant Writing
- Junior Naval/Air Force ROTC
- MyLearningPlan/Frontline
- NYS Standards and Assessments
- Regional Scoring Services
- School Data Bank Services
  - Shared Data Experts
  - Ellevation
- School Library System Services
- Strategic Planning
- Student Enrichment Programs
- Teacher Integration Specialists
- Technology Equipment Loaner Service

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**Exploratory Enrichment**

**405.110 – Exploratory Enrichment Programs**
Eastern Suffolk BOCES Exploratory Enrichment is a shared instructional program in academic or occupational subject areas providing activities which exceed, or are different from, content offerings found in standard courses. Students participate in shared learning activities, focusing on NYS academic and/or occupational standards with scientists, mathematicians, engineers, environmentalists, technology experts, historians, career development specialists, health and wellness experts, character education specialists, and others who provide students and teachers access to instructional resources and programs not typically available in the traditional classroom environment. This service includes:

- block booking programs, including in-school and off-site performances, workshops, residencies, field studies, and videoconferences
- publishing of an online comprehensive program catalog, including evaluations, with a wide selection of programs of academic excellence for Exploratory Enrichment as befits individual district needs and interests
- onsite and/or offsite student visits to Brookhaven National Laboratory (Brookhaven Science Associates) or other designated location(s)

**Junior ROTC**

**422.100 – The Naval/Air Force Junior ROTC program includes:**
- the hiring and supervision of teaching staff
- supplies and materials
- coordination of field trips and leadership conference
- school course credit

**422.110 – Junior ROTC – Leadership Training**
An annual workshop for JROTC cadets on leadership and citizenship. Open to all units on Long Island to attend.

**Summer Enrichment Programs**

**432.445 – Summer Enrichment**
A literacy, math and science enrichment program for all students grades 1-6.

**Science and Math Enrichment Courses** – Hands-on science and math classes are designed to make ALL students get excited about the world around them. Sample programs include Robotics, Legoland, Rocketry, Coding, Web Design and Google Expedition.

**Literacy Courses** – Students will participate in small groups specifically designed to develop literacy skills and engage students in their learning. Students should have fun as they design and author their own creative works. Sample programs include Cook Up A Story, Curious George-a-thon, Chef Shop, Reader’s Theater, Candy Chemistry, Puppetry and Book Creator.

**Reading Adventures-Reading for All** – Students will explore a wide variety of texts by participating in small reading groups at their instructional levels and will become involved in activities related to their reading. Reading Adventures will use fiction and non-fiction to engage students as they learn how reading can expand their world. Students will be benchmarked at beginning of program and retested at the end.
Year-Round Enrichment Programs

The Year-Round Enrichment Program includes:

**435.110.100 – WISE (For High School)**
The High School Women in Science and Engineering (WISE) programs are multi-faceted programs designed for young women who show academic promise or interest in science, technology, engineering and mathematics. WISE encourages young women to pursue STEM careers by providing exciting hands-on research and learning opportunities by pairing each participant with active scientists to mentor them.

**435.130 – Regional Quiz Bowl**
A competition between schools on Long Island that is based on quick recall of curriculum-based information covered in academic areas.

**435.150 – Long Island Science and Engineering Fair – Junior Varsity**
The Long Island Science and Engineering Fair – Junior Varsity - provides an opportunity for students in grades 9–12 to develop their presentation skills through participation in a local science competition.

**435.160 – Long Island Science and Engineering Fair**
The Long Island Science and Engineering Fair is a regional qualifier for the Intel International Science and Engineering Fair. This fair promotes and supports excellence in scientific inquiry in grades 9-12.

**435.170 – Long Island Science and Engineering Fair – The Society for Science and the Public Middle School Program (SSP MSP)**
The Long Island Science and Engineering Fair – SSP MSP provides an opportunity for students in middle school to research and present a scientific topic of study. Students are judged on their knowledge and application of scientific research. Students are evaluated on merit of their work for positions at the National Competition.

**435.185 – Extended Day Enrichment Program**
The Extended Day Enrichment Program includes enrichment opportunities combined with homework assistance. The district can choose the extended day hours. Current programs operate from 7:00 - 9:00 a.m. before school and from 2:15 - 6:00 p.m. after school under the supervision of an Eastern Suffolk BOCES appointed Director. Students will participate in the homework room, where they will be provided assistance with their homework by a certified teacher and assistants. Parents will provide transportation to the program in the morning and pick up their child after school. The program will provide refreshments consisting of a nutritious snack and milk or juice each afternoon for each student. Students will be provided time for snack and recreation. Typical recreational activities will occur through the use of the school’s gymnasium, use of an established activity room and use of the school’s playgrounds. During the course of the year, certain clubs will be made available for students to join. In addition, presentations are booked through the ESBOCES Arts-in-Education program based on district and student interest.

**435.200 – Middle School iCare**
Short term targeted instruction for middle school students who have specific skills deficits in order to close the academic gap and attain grade level performance.

**435.205 – High School Course Tutoring**
Short term targeted instruction for high school students who have specific skills deficits in order to close the academic gap and attain grade level performance.

**435.210 – Home Based Instruction**
Home based instruction provides academic education that will enable the student to obtain a high school diploma.

**435.220 – Enrichment Program – WISE (Middle School)**
Women in Science and Engineering (WISE) Middle School Students - a program designed for young women who show academic promise or interest in science, technology, engineering and mathematics (STEM).
Arts-In-Education
440.110 – Arts-in-Education Programs
Eastern Suffolk BOCES operates a shared service designed to integrate the arts into education. Individual activities may include music, drama, dance, writing, and the visual and media arts and the like. Staff development related to a specific arts activity may also be provided. Arts integration and arts enrichment activities are aligned with the NYS Arts Standards and the curriculum either as stand alone arts, arts through another curriculum area, another area through the arts, or across curriculum programming.
Eastern Suffolk BOCES Arts-in-Education (AIE) Regional Services (for both Suffolk County BOCES) includes:
- the coordination and block booking of arts and arts integration programs, including In-School and Off-Site Performances, Workshops, Residencies, Field Studies, Field Trips, Videoconferences, Webinars and Professional Development
- publishing of a comprehensive online program catalog, including evaluations, with a wide selection of programs of artistic excellence for Arts-in-Education as befits individual district needs and interests
- facilitating professional development activities for the arts and general education community promoting the value of arts experiences, as well as specific skills in the arts, and the integration of arts into the curriculum
- workshops on the role of the arts and alignment of the New York State Learning Standards for the Arts, NY State Learning Standards and the National Core Arts Standards
- student conferences in media arts through a partnership with Long Island Media Arts Show
- the publication of the newsletter, The Star

440.120 – Conference for Kids
STEAM (Science, Technology, Engineering, Art & Math) Conference for grades 4-6 provides a full day of intensive arts, science and enrichment workshops.

Science 21 Professional Development
504.100 – Science 21, an integrated K-6 Science curriculum, is a program designed by teachers for teachers and is linked to the NYS learning standards for mathematics, science, and technology. Science 21 kits are purchased directly through Putnam BOCES. Professional Development and curriculum manuals for kit implementation are provided by Eastern Suffolk BOCES.

School Library System
The School Library System enables schools to participate in the development of a system-wide database and provides regional resource sharing among all types of libraries. The School Library System serves as the communication link to NYSED. This state-funded program is provided to all school districts.

508.100 – Library Automation – Participation Fee
Library Automation assists districts in maintaining their library catalogs online. Hardware, software, networks, user groups, and service contracts may be included. Two software programs are available:
- OPALS (Open Source Automated Library System)
- Follett Destiny
User group meetings are included at no charge.

508.200 – Follett Destiny and OPALS
508.205 – OPALS Full Day Training
508.210 – OPALS Half Day Training
508.220 – Library Automation Scanners
Materials which become the property of the district are not eligible for BOCES aid.

508.250 – OverDrive Standalone Platform, eBook & eTextbook Service
Districts may allot funds to purchase the OverDrive Standalone Platform service with agreement to Schedule C, and other ebooks and etextbooks from a selection of vendors (for example: Gale, Follett, Mackin, and Rosen) for their libraries. Call the School Library System for details.
School Data Bank Services

514.410 – Introductory Services PS/PK-12 districts
514.420 – Introductory Services PS/PK-6 districts
Introductory Service includes individual user logon IDs, select ReportNet reports, invitations and discounts to all data related trainings and workshops hosted by Student Data Services and Educational Support Services, the Annual Suffolk County Assessment Comparison Portfolio, membership on the Data Advisory Team, and one registration to the DATAG Summer Conference.

Note: 514.410 – Introductory Services PS/PK-12 districts also includes up to two in-district three-hour presentations.

514.430 – Full Service K12
Full Service includes all Introductory Service offerings, up to two registrations to DATAG Summer Conference; up to three in-district three-hour presentations, BARS (BOCES Assessment Reporting System), up to two customized in-district surveys to support district needs, no charge for the two Regents exams scanned with the highest counts of papers processed for the June test period, additional ReportNet Reports available: for example, Electronic Post-Secondary Reports, Regents Discrepancy Reports, Assessment Reports, Optional Services: Certify – NYS Data Validation Service, Post-Secondary Data Reports, K12 Insight, Ellevation Inc. Billing will be based upon the most recent verified BEDS PS/PK-12 enrollment as reported in L2RPT.

514.440 – .2 FTE Staff Developer/Shared Data Expert
The Staff Developer/Shared Data Expert is available to assist the District Data Coordinator, Testing Coordinator, and District Administrators in their efforts to coordinate the district’s test scanning, reporting, and data inquiry team initiatives. The Staff Developer/Shared Data Expert is a member of the School Data Bank Services program at Eastern Suffolk BOCES, and is informed of the latest reporting requirements and regulations. All Staff Developer/Shared Data Experts are NYS Masters certified teachers with an expertise in data analysis, technology, use of instructional reports, assessment tools, and in the translation and communication of data outcomes to inform instruction. Using multiple sources of data, the Staff Developer/Shared Data Expert can produce reports in Excel, Access, PowerPoint, etc. This professional will work with groups of administrators and teachers to explain the meaning of test scoring reports, School Report Card data, and reports from the district’s student management system, and third party assessment software.

514.470 – Inclusive Service – Per Student
Inclusive Service incorporates all of the services included in the Full Service offerings, up to three registrations to the DATAG Summer Conference; one additional in-district three-hour workshop or presentations (for a total of four), two additional customized in-district surveys to support district needs (for a total of four), no charge for the four Regents exams scanned with the highest counts of papers processed for the June test period. This subscription requires one .2 FTE Staff Developer/Shared Data Expert at a reduced rate to assist the District Data Coordinator, Testing Coordinator, and District Administrators in their efforts to coordinate the district’s test scanning, reporting, and data inquiry team initiatives. Billing will be based upon the most recent verified BEDS PS/PK-12 enrollment as reported in L2RPT. (Requires 514.480)

514.480 – Inclusive Service – .2 FTE Staff Developer/Shared Data Expert - Discounted
The Staff Developer/Shared Data Expert is available to assist the District Data Coordinator, Testing Coordinator, and District Administrators in their efforts to coordinate the district’s test scanning, reporting, and data inquiry team initiatives. The Staff Developer/Shared Data Expert is a member of the School Data Bank Services program at Eastern Suffolk BOCES, and is informed of the latest reporting requirements and regulations. All Staff Developer/Shared Data Experts are NYS Masters certified teachers with an expertise in data analysis, technology, use of instructional reports,
assessment tools, and in the translation and communication of data outcomes to inform instruction. Using multiple sources of data, the Staff Developer/Shared Data Expert can produce reports in Excel, Access, PowerPoint, etc. This professional will work with groups of administrators and teachers to explain the meaning of test scoring reports, School Report Card data, and reports from the district’s student management system, and third party assessment software. (Requires 514.470)

514.485 – Bantam Service
Districts with a total student count of 1,000 or under:
Up to ten days of a Staff Developer/Shared Data Expert Service
Access to BARS (BOCES Assessment Reporting System)
Discounted Optional Service: Certify - NYS Data Validation Service

514.487 – School Data Bank Services – Staff Developer/Shared Data Expert Service
Ten Day Package
Ten Day package of Staff Developer/Shared Data Expert is available to districts that participate in the School Data Bank Services at the Full, Inclusive or Bantam Levels of Service.

514.650 – Ellevation Inc.
Ellevation Inc. is a web-based software platform that supports the unique needs of English Language Learner Students and the educators that serve them. School districts enhance instruction, improve collaboration, and simplify compliance requirements so educators can focus on helping English Language Learner Students succeed.

514.961 – BARS Enhanced with myTrack Training
BARS Enhanced with myTrack creates a comprehensive platform for accessing data and analysis. Users can create personalized education plans for every student. By leveraging the power of the ESBOCES Level 1 Data Warehouse, administrators and teachers can access BARS Enhanced with myTrack to experience data integration from various source systems into a single platform. Including your Student Management System, Third Party Assessments tools, and New York State Assessments, creating an opportunity to view data visualizations and analyze multiple measures of achievement for all students.
Required enrollment in 514.960 – BARS and BARS Enhanced with myTrack

Library Services/Media

516.100 – Library Services/Media – Participation Fee
Library Services/Media assists library media centers in acquiring specialized online materials and services to support instruction. Full fee for non-508 Library Automation participants.

516.210 – Library Services/Media – Virtual Reference Collection
A vast array of online databases are available through the Virtual Reference Collection (VRC) serving elementary, middle, and high school students.

516.220 – Library Services – Supplemental Databases
A vast array of online databases NOT available on the Virtual Reference Collection (VRC) can be purchased through the School Library System for all grade levels PreK-12.

516.230 – VRC or DML District Training – Half Day
3 hour training available through the School Library System.

516.240 – VRC or DML District Training – Full Day
6 hour training available through the School Library System.

516.245 – VRC or DML Two Hour Consultation 1:1 Training
Trainer will provide 1:1 training with teacher/librarian on using VRC/DML effectively.

516.250 – Digital Media Library with current VRC participation

516.260 – Digital Media Library without current VRC participation
The Digital Media Library provides PreK-12 digital video for our districts from a broad selection of educational media vendors.
Professional Development

531.100 – New York State Curriculum and Assessment Service
These services provide support for teaching and learning in all content areas. Grounded in instructional best practices and current federal, state and local educational requirements, the base service provides access to:
- classroom-embedded coaching
- professional listservs
- regional professional and curriculum development
- substitute reimbursement
- discounted professional development workshops

531.300 – Customized Staff Development In District
Our mission is to build local instructional capacity based on district identified goals and NYSED guidelines.

Customized Services Include:
- classroom-embedded coaching
- curriculum development specialists
- customized staff development
- Bridging the Achievement Gap
- Data Driven Instruction
- Teacher and Principal Evaluation
- Mental Health/Social Emotional Learning

Additional Initiatives:
- State Standards
- Differentiated Instruction
- Creating Cultural Competence
- Assessment Review/Revision
- Shared Decision Making training
- Mentor training
- Content areas

531.315 – Professional Development and Curriculum Workshops
This service provides regional professional development and curriculum workshops for our component school districts. Professional development workshops are planned to meet NYSED initiatives, districts’ goals and teachers’/administrators’ objectives.

531.610 – Athletes Helping Athletes
This leadership team program trains high school student-athlete leaders to deliver an early intervention drug, alcohol and tobacco abuse prevention program to upper elementary school students, and to process the issues of sportsmanship/civility, as well as bullying and teasing. Student-athlete leaders from each school are trained at three conferences to prepare them for this program.

531.200 – MyLearningPlan/Frontline – A Web-Based Professional Learning Management System
The service was developed to offer access to a powerful web-based data management system to assist districts in managing teacher participation in professional development.

The MyLearningPlan/Frontline System includes:
- alignment of district goals to professional development activities
- automated forms and procedures
- workshop approvals
- purpose of professional development experiences
- tracking of hours

MyLearningPlan/Frontline – Employee Evaluation Management (EEM) (formerly OASYS)
The Employee Evaluation Management (EEM) is a web-based observation and appraisal management system, offers district leaders scheduling, managing, completing and reporting of all components of the evaluation process for teachers, principals, administrators and non-instructional staff. This system includes multiple rating categories, valid measures, and analysis of data on student growth. It works on any handheld device, tablet computer or laptop, including the iPad, and iPhone.
Professional Development (continued)

*MyLearningPlan/Frontline Employee Evaluation Management (formerly OASYS) with Danielson utilizes Danielson’s 2011/13 rubric and there is an additional fee.

MyLearningPlan/Frontline Coaching and Collaboration (formerly ELEVATE)
This is the online VIDEO-BASED Evaluator Training and Certification System from MyLearningPlan/Frontline.

Leadership Development Placement Service
531.400 – Educational Leadership, Development, and Placement Service – Basic
531.410 – Educational Leadership, Development, and Placement Service – Expanded
531.420 – Educational Leadership, Development, and Placement Service – Enhanced
This leadership initiative addresses four specific areas:
- Recruitment of new administrators
- Placement of interim administrative staff
- Development of aspiring administrators
- Professional development for new and current administrators

531.430 – Grant Writing Services
Eastern Suffolk BOCES has a host of grant writing professionals to help meet district needs for grant writing services. These individuals/companies can be contracted through CoSer 531, and this service is aid eligible.

Grant Writing Services may include:
- budget development
- development of a district profile
- evaluation design
- technical assistance
- program planning
- staff training
- training services

It is suggested that all interested districts apply for the service they require as soon as possible. For the larger grants, forecasts appear as early as September and extend through January, and grant applications are available beginning in February and ending in July. Notifications are not made until August or September, with funding commencing October 1, the beginning of the government fiscal year. Small grants vary greatly in their availability, submission, and commencement dates.

Principal Evaluator Service
This service provides a certified, experienced Superintendent or Assistant Superintendent who has been specifically trained in the Annual Professional Performance Review of principals to assist districts in providing a comprehensive principal evaluation.
531.640 – Principal Evaluator Service – Basic
The basic service includes two (2) full days, which include two principal visits and an evaluation.

531.641 – Principal Evaluator Service – Enhanced
The enhanced service includes two (2) principal visits, an evaluation, plus additional coaching/mentoring days as agreed upon by both the district and the evaluator.
Curriculum Services

531.350 – Comprehensive Curriculum Development
531.351 – Curriculum Writing
531.352 – Curriculum Printing

The Eastern Suffolk BOCES Comprehensive Curriculum Development Service offers the availability of the following:

- Free and/or discounted seats at curriculum writing workshops with local and/or national curriculum writing presenters
- Summer or year round curriculum writing – Eastern Suffolk BOCES hires your teachers to write curriculum for your district. Participation in regional curriculum writing will gain you access to regionally developed curriculum created by district teams and local experts.
- Use of the Eastern Suffolk BOCES bid on printed materials such as: Agenda Books, Student Workbooks, Regents Reference Tables (i.e., Earth Science, Chemistry, Physics), Study Guide Manuals, Science Lab Manuals, Teacher Lesson Books
- Use of Eastern Suffolk BOCES duplication services to reproduce NYSED documents to support your classroom curriculum

531.360 – New York State Next Generation Learning Standards Duplication

The NYS Next Generation Learning Standards duplication service allows districts to order copies of the New York State Next Generation Learning Standards in a spiral-bound format. Options include all appendices for ELA and Literacy, along with PreK – 12 for both ELA and Mathematics. ELA and Mathematics may be further broken down into elementary and secondary grade levels.

Assessment Services

The Assessment Service includes:

- training on NYSED grades 3-8 and NYSAA assessments
- regional scoring on NYSSA and NYSESLAT assessments
- full service vendor scoring for NYSED grades 3-8

531.510 – Regional Scoring for NYSESLAT Assessments

The Assessment Service includes Regional Scoring on K-12 NYSESLAT assessments. Participating districts must send the required number of teachers for each scheduled day of scoring.

531.515 – Full Service Scoring for NYSED Grades 3-8 and NYSESLAT Grades K-12

Eastern Suffolk BOCES will coordinate and supervise full service scoring for the New York State Testing Program Grades 3-8 assessments and the NYSESLAT Grades K-12 with a scoring vendor. This scoring option has been created to assist districts that are faced with the staffing challenges that occur when teachers need to be pulled out of the classroom for assessment scoring.

531.525 – In-District Scoring Leader Request for Grades 3-8 NYSED Assessment Scoring

Eastern Suffolk BOCES Assessment Scoring Trainers are available to facilitate the 3-8 assessment scoring in your district.

531.530 – New York State Alternate Assessment (NYSAA) Grade 3- HS Training for Computer Based Testing

The program will include:

- Information from the Department of Education regarding the NYSAA
- Detailed overview of the changes to the assessment
- A presentation of the training program for teachers administering the NYSAA in ELA, mathematics and science.
Model Schools
Rates vary by enrollment:

532.100.110 – 2000 or < students
532.100.120 – 2001 students

The Model Schools Program offers support to teachers and administrators in the area of technology integration. It provides Teacher Integration Specialists who offer customizable and affordable services through on-site professional development, as well as:

- administrative workshops
- district-to-district networking
- free technology integration workshops
- interactive White Board workshops
- Long Island Technology Summit
- Model Schools liaison meetings and technology showcases
- online course delivery
- on-site customized training
- substitute reimbursement
- technology planning

532.200 – Model Schools – On-Site Staff Developers - Per Day
532.205 – Model Schools – On-Site Staff Developer Technology Services
532.210 – Model Schools – Professional Development - Units of 40 Days

Third Party Assessment Service

601.810 – aimsweb

aimsweb®Plus screens and monitors the reading and math skills of PreK-12 students. aimswebPlus helps to uncover learning gaps quickly, identify at-risk students, and assess individual and classroom growth. aimswebPlus also has add-on screeners for behavior and dyslexia for a comprehensive, all in one system.

aimsweb™Plus is a web-based formative assessment tool that enables you to quickly and accurately:

- Screen all K-8 students with brief, valid, reliable measures
- Identify those at risk of academic failure
- Enable early intervention
- Measure, monitor and document the impacts of intervention efforts

Bringing standards-aligned and curriculum based measures together:
aimswebPlus uses a new battery of tests that provides composite scores, and includes both timed curriculum-based measures (CBMs) plus untimed standards-based measures.

- Accurately assess student skills
- Determine the effectiveness of instruction
- Monitor students’ progress
- Manage student assessment data

With the combination of CBMs and standards-aligned measures, you can screen and monitor progress for all students in grades K-8. Online scoring is available for grades K-1 and complete online administration is available for grades 2-8.

aimswebPlus includes new measures that are compatible with any curriculum to assess skills in:

- Early literacy
- Early numeracy
- Reading, including vocabulary and comprehension
- Silent reading fluency
- Math computation
- Math concepts and applications

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601.860 – Northwest Evaluation Association (NWEA)
Approved by New York State for achievement and as a student growth measure. All assessments are aligned to state standards:
- MAP® Growth™ Reading, Mathematics, Language Usage: Adaptive diagnostic for K-12 students provides growth and proficiency data
- MAP® Growth™ K-2: Reading and Mathematics
- MAP® Growth™ Science
- MAP® Spanish Math for grades 2-12
- MAP® Skills™ An in-class tool for small group or individual students which supports remediation or enrichment and pinpoints skill gaps for focused instruction
- Children’s Progress Academic Assessment™ (CPAA™): An adaptive skills assessment designed for Prekindergarten and early primary students
- MAP® Reading Fluency™ is an online, adaptive assessment that efficiently measures oral reading fluency, comprehension, and foundational skills. It uses advanced technology to enable group testing, automatically record and score each student, and deliver instructionally useful data.

601.865 – LinkIt!
LinkIt! is a simple, yet comprehensive system for assessment creation, delivery, scoring, and reporting. The platform consists of an assessment system, a dashboard-style reporting interface, and sophisticated, yet intuitive, analytical tools for tracking student and teacher performance. Its integrated content modules include a standards-aligned item bank, a benchmark assessment series, and a library of intervention lessons.

601.880 – Renaissance Learning, Inc. (STAR)
- Accelerated Reader: Renaissance Accelerated Reader provide teachers with insight into independent reading practice, research-proven goal setting tools, activities that span a variety of skills and text types, and a community of support. Students enjoy endless choice and the agency required to truly fall in love with reading, achieve mastery, and grow.
- Accelerated Math: Renaissance Accelerated Math® provides deep math practice at the unique levels students need in order for them to grow - from foundational skills to grade-level standards.
Third Party Assessment Service (continued)

601.890 – Right Reason Technology
RightPath Student Success System
RightPath™ is an integrated student and teacher success system, which provides solutions in the areas of Data Informed Instruction, Instructional Planning, Learning Resources & Programs and Professional Performance. RightPath components include:

- **Blended Learning & eLearning**: Online core courses and electives for credit recovery, Regents Prep, Suspensions, Homebound, Alternative Education and Learning Support.
- **Assessments**: Benchmark assessments for K-8 in ELA and Math as well as local and regional assessments aligned to the common-core. Approved by New York State for achievement and as a student growth measure.
- **Learning Support**: RightPath™’s Intervention Lessons
- **Instructional Development**: APPR and Teacher Evaluation tools for the management of state requirements. The suite includes SLO Creation and Management, Observations, EOY Evaluations, HEDI Sheets and Teacher Performance Profiles.
- **Comprehensive Data Analysis**: A comprehensive data analysis system. Create, score and scan bubble sheets. Provide RtI Management and longitudinal student performance profiles.
- **Instructional Planning**: Suite includes online planning, daily and weekly lesson plans, teacher and administrator sharing, access to online student assignments and student gradebook.

601.895 – i-Ready

- **Adaptive Diagnostic and Growth Measure**: A K–12 adaptive diagnostic that pinpoints student needs down to the sub-skill level in both reading and math. Also contains a growth monitoring assessment to ensure students are on the right track. Approved by New York State for achievement and as a growth measure. The i-Ready Assessments suite:
  - Pinpoints students’ strengths and knowledge gaps at the sub-skill level
  - Delivers personalized learning paths in i-Ready Instruction
  - Automatically groups students and offers targeted instructional recommendations
  - Helps educators spot trends across student groups
  - Predicts performance on specific standards by school/class

Domains Addressed:

**Reading**: Phonological Awareness, Phonics, High-Frequency Words, Vocabulary, Comprehension: Literature, Comprehension: Informational Text

**Mathematics**: Number and Operations, Algebra and Algebraic Thinking, Measurement and Data, Geometry

- **Teacher-Led Instruction**: i-Ready reports take the diagnostic data and provide teachers with instructional priorities and strategies as well as a plan for differentiated instruction. Reports point them to instructional resources that best meet individual, small group, or whole class needs.

- **Student-Driven Online Instruction & Practice**: Provides explicit instruction, guided practice and scored activities based upon student’s placement levels from the diagnostic.

- **i-Ready Instruction**:
  - Delivers personalized learning paths to growth for each student, balancing rigor and reachability
  - Meets learners at their level, helps them problem solve, and keeps them motivated to continue their progress
  - Provides digital instruction that is proven to drive gains for students at all levels
The Suffolk Regional Information Center (RIC), in conjunction with other RICs across the state, provides school districts across the region with a wide array of technology tools and solutions. These high-quality programs and services are designed to provide districts with the most cost effective and efficient technologies available. The RIC continues to be a regional leader in technology by offering a variety of services in support of instructional and administrative software and systems. Financial and District Services office provides computer-based services and customer support for fiscal and administrative management software for financial applications, election management, cafeteria point of sale, capital projects, facilities management, document imaging, emergency notification systems, and language interpretation services. Also offered are a Data Privacy and Security Core Service, secure email service, email archiving, School Safety and Educational Climate (SSEC) reporting, and administrative district integration platforms. The enhanced Virtual Learning service provides opportunities for credit recovery, credit bearing, home-bound instruction, and blended courses/content, in addition to a large variety of K-12 video conferencing opportunities. LAN/WAN/Network/Technical Infrastructure Management and Support services provide internet access and fiber WAN services, hosted NOC management solutions, and security and surveillance services along with Google and Microsoft Office 365 implementation and maintenance support. Technology Acquisition Services awards opportunities for the procurement of one-time and multi-year administrative and instructional hardware/software options, and network printer projects.

The Student Data Services program provides support and training for student information systems as well as special education software, test scoring, data warehouse, required state data reporting, and student data analysis.

**Virtual Learning Services**

Eastern Suffolk BOCES Virtual Learning Services are designed to provide districts with a variety of delivery options that can best fit the needs of individual districts and students. In addition to virtual learning solutions and videoconferencing, ESBOCES in coordination with the multiple BOCES partners across New York State, also offers one Learning Management System (LMS) to deliver a variety of virtual learning opportunities. Support is available for the various components.

**444.105 – District Based Virtual Learning Services**

Districts select virtual learning solutions such as Blended Courses & Content, Credit/Credit Recovery, Homebound Instruction, Test Prep, or Classroom to Classroom connections on a student by student basis. Offerings include AccelerateU, iTutor, KidOYO, Odysseyware, and the NYS Distance Learning Network.

**444.111 – Immersive Experiences Package**

This subscription based service allows your students the opportunity to engage with expert content providers. Benefits include:

- 1/2 day on-site videoconferencing workshop
- Access to NYS Collaborations – www.nysdlc.org
- Access to a videoconference provider directory
- Additional copies of the videoconference directory available for a small fee, upon request
- Three hard copies of the videoconference directory
- Bi-annual meeting to showcase videoconference providers
- Access to videoconferencing loaner units
- Access to Field Trip Zoom

**444.121 – Learning Management Systems (LMS)**

Learning Management Systems provide software applications for the administration, documentation, tracking, reporting and delivery of electronic educational technology courses or training programs. Licensing, maintenance and support are available for service offerings including, but not limited to Blackboard, Buzz, and Schoology.

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Virtual Learning Services (continued)

444.127 – Video Conference Content
Choice of Virtual Learning video conferencing content is rich and varied, available for K-12 and crossing a multitude of subject areas. All services will include administrative fees for coordination.

444.130 – Virtual Learning – Video Conference Booking
Service includes coordination of video conference with provider, as well as test connections to ensure uninterrupted presentation.

444.140 – Video Conference On-site Technical Support
Technical assistance on-site/in-district for the use of videoconference equipment.

444.160 – On-Demand Video
Broadcast Quality, Plug and Play, Video-on-Demand. Licensing, maintenance and support available.

444.310 – Safari
Safari-Montage - This broadcast quality, plug and play, video-on-demand system is deployed over a building or district network. The system is pre-loaded with top quality educational programs from the leading educational video publishers in the world (e.g. PBS, WGBH, Scholastic, Weston Woods, BBC Worldwide, Disney Educational Productions, National Geographic, Sesame Street, Schlessinger Media, etc.). Programs are aligned down to the performance indicator level of the New York State Standards. The Safari Reading Rainbow package is included with the renewal of any Safari content package.

Eastern Suffolk BOCES services include planning, implementation, training, and ongoing support for this system.

444.400 – Language Interpreting Service
Propio Language Services offers an Over-the-Phone Interpreting Service, providing access to over 200 languages. This service enables school districts to address the needs of students and parents with limited English proficiency on the same level as those who are English proficient.

Nuestro Terrano Común, LLC utilizes trained linguists in over 25 languages. Services include in-person interpretation, document translation, video remote interpreting, and telephone interpretation. Language classes for educators and support staff and English classes for community members are also offered.
Instructional Technology Acquisition Services

This CoSer offers opportunities for the acquisition of hardware, software, services, network components, and installation to support districts’ instructional needs. Instructional Technology Acquisitions require staff development through participation in Model Schools; there is an additional 15% professional development fee for Model Schools (CoSer 532) on all hardware and software acquired under this service code. Contact Technology Acquisition Services for an in-depth explanation of specifics related to one-time acquisitions, and multi-Year financed projects.

514.110 – Multi-Year Financed Projects
Base Service: Participation in the Model Schools CoSer 532
This service offers opportunities to acquire equipment and software over multiple school years to support district goals in relation to Instructional Technology. Additional services supporting multi-year, financed projects such as installation may also be acquired via other RIC CoSers.
Multi-year financed projects for instructional services through Eastern Suffolk BOCES are paid over multiple years with associated interest rates. These board-approved projects allow districts to allocate project costs over three to five years to help contain district expenses.
Multi-year projects require State Education Department approval and are financed through Eastern Suffolk BOCES. There is an associated project coordination fee for all acquisitions and services. Fees are based upon a sliding scale of total budget for each project.

514.130 – One Time Acquisitions
Base Service: Participation in the Model Schools CoSer (532)
This CoSer offers opportunities for the acquisition of hardware, software, services, network components, and installation to support the districts’ instructional needs.
All projects under this category are considered one-time acquisitions; approval and payment occur in the current school year. There is an associated project coordination fee for all acquisitions through this CoSer.

Internet Service Provisioning

514.210
This service includes a basic and enhanced level, and provides school districts with access to fully redundant commercial internet. Bandwidth is guaranteed along with 24/7 support, monitoring and alert management, and monthly utilization reports. Enhanced service includes a dedicated link from the school district connected to the Eastern Suffolk BOCES Regional Information Center.

514.215 – IVB Internet Voice Bundle
Dedicated direct Internet Access combined with digital PRI communication circuits.
**Data Warehouse**

**514.510 – NYS Required Reporting – PS/PK-6 districts**
This service requires mandated participation for all districts as per NYSED. Billing will be based upon most recent verified BEDS PS/PK-6 or PS/PK-12 enrollments as reported in L2RPT. Services include scheduled District Data Coordinator meetings, access to locally developed verification reports, Level 0 software, daily loading to the Level 1 data warehouse, weekly loading to the Level 2 data warehouse, and access to http://datacentral.esboces.org. Also provided is ongoing phone and email support to assist meeting state mandated deadlines. Workshops and resources are provided throughout the year to offer assistance in assuring the accuracy and timely reporting of data. The Data Warehouse contains required information related to student demographics, enrollments, assessments, program services, special education services, student grades and data, as well as all required data elements for Staff Reporting.

**514.520 – NYS Required Reporting – PS/PK-12 districts**

**514.530 – NYS Required Reporting (Teacher/Course)**
This service requires mandated participation for all districts as per NYSED. Billing will be based upon most recent verified BEDS PS/PK-12 enrollments as reported in L2RPT. This data encompasses all staff related required data elements including, but not limited to, staff snapshot, teacher attendance, course/instructor and staff evaluation information. Also provided is ongoing phone and email support to assist meeting state mandated deadlines. Workshops and resources are provided throughout the year to offer assistance in assuring the accuracy and timely reporting of data.

**514.540 – NYS Data Validation Service (Certify)**
This service provides an automated review of the data quality found in district source systems. Customized feedback is provided on a daily basis to assist district staff in making data corrections. This process increases the efficiency and accuracy of the data collection and reporting initiative. The New York State Data Validation Service will apply the Level 0 rules for state data reporting to the data in a district’s student information system and special education data system on a nightly basis. The service produces easy to read reports detailing any reporting discrepancies at the student level. These online, school-targeted error reports allow districts to review and address data issues before data submission deadlines. Billing is based upon most recent verified BEDS day PS/PK-12 enrollment as reported in L2RPT.

**514.800 – Apperson Scan Service, Equipment and Supplies**
This service will produce pre-printed Apperson scan sheets for all students involved in the test taking process including mid-terms, finals, interim/benchmark/local assessments. Districts must provide Student Data Services with the blank Apperson scan sheets, the required file, test information and timeline of when the pre-printed scan sheets are needed.

**514.960 – BARS and BARS Enhanced with myTrack**

Reporting services are provided to districts through the BOCES Assessment Reporting System (BARS), including ESSA and multi-year reports for New York State Assessments and Exams. Districts use this application to produce reports, filter to disaggregate by subgroups, and export and compare data. Reports and data are added to the application as new tests are administered and results become available.

BARS Enhanced with myTrack provides districts with a longitudinal data picture of each student that includes attendance, grades, goals set, behaviors, and assessments, including state, third party, and local test results. This solution provides a single-sign on with BARS, and features the ability to group students by common characteristics; notes; student goal setting at an individual or group level; and a robust, configurable early warning system. The ESBOCES Level 1 data warehouse is leveraged as the data source for this system. Subscription to BOCES Assessment Reporting System (BARS) is required.

Training for BARS Enhanced with myTrack is offered through the Department of Educational and Support Services under service code 514.960.600.
**Subsidized District Acquisitions**

520.150

This service will assist districts with technology related projects by consulting, planning, coordinating, and acquiring aid-able with restrictions hardware, software, and services that will include, but not be limited to:

- Smart Schools Investment Plans
- Other Grant-funded Projects

Based upon the allowable categories, the program will provide leadership, recommendations, and coordination of the acquisition of district-owned hardware, software, and warranties plus installation and services.

While hardware, software, and services are not aid-eligible, all fees will be BOCES aid-eligible.

- 520.150.100 – Hardware/Software/Service Acquisitions (not aid-eligible)
- 520.150.105 – Annual Base Program Fee (BOCES aid-eligible)
- 520.150.110 – Administrative Fee for Hardware/Software/Services (BOCES aid-eligible)
- 520.150.200 – Installation and Related Services (not aid-eligible)
- 520.150.210 – Administrative Fee for Installation and Related Services (BOCES aid-eligible)

**Transportation Management and Routing**

601.090

Eastern Suffolk BOCES will provide project management and implementation services which will include initial needs assessment, database preparation, training, and ongoing support.

System offerings include:

- 601.090.210 – Applied Data Services
- 601.090.215 – Applied Data Services – Annual Program Licensing/Renewal
- 601.090.410 – Education Logistics
- 601.090.415 – Education Logistics – Annual Program Licensing/Renewal
- 601.090.620 – On-site Support
- 601.090.630 – Transportation Management & Routing Systems Applied Data Services per student for year 1
- 601.090.640 – Transportation Management & Routing Systems Applied Data Services per student for year 2+

**Administrative Technology Acquisitions**

This CoSer offers opportunities for the acquisition of hardware, software, services, network components, and installation of districts' administrative needs that support BOCES services.

Contact Technology Acquisition Services for an in-depth explanation of specifics related to one-time acquisitions, multi-Year financed and network printer projects.

- 601.150 – Administrative Technology Acquisitions – One Time Acquisitions
  
  **Base Service:** Participation in a Regional Information Center service or other Eastern Suffolk BOCES service

  This CoSer offers opportunities for the acquisition of hardware, software, services, network components and installation in support of administrative services currently provided by Eastern Suffolk BOCES. All projects under this category are considered one-time acquisitions; approval and payment occur in the current school year. There is an associated project coordination fee for all acquisitions through this CoSer.

- 601.160 – Administrative Technology Acquisitions – Multi-Year Financed Projects
  
  **Base Service:** Participation in a Regional Information Center service or other Eastern Suffolk BOCES service

  This service offers opportunities to acquire equipment and software over multiple school years in support of administrative services currently provided by Eastern Suffolk BOCES. Additional services supporting multi-year, financed projects such as installation may also be acquired via other RIC CoSers.
Administrative Technology Acquisitions (continued)

Multi-year financed projects for administrative services through Eastern Suffolk BOCES are paid for over multiple years with associated interest rates. These board approved projects allow districts to allocate project costs over three to five years to help contain district expenses. Multi-year projects require State Education Department approval and are financed through Eastern Suffolk BOCES. There is an associated project coordination fee for all acquisitions. Fees are based upon a sliding scale of total budget for each project.

601.170 – Administrative Technology Acquisitions – Multi-Year Network Printer Projects

Base Service: Participation in a Regional Information Center service or other Eastern Suffolk BOCES service

This service offers opportunities for the acquisition of networked printers and corresponding software and service to support an administrative service offered by Eastern Suffolk BOCES.

Printer acquisitions made by your district through this CoSer may be paid over multiple years as a multi-year, non-financed project. These board approved acquisitions allow districts to budget for specific monthly expenses. There is an associated project coordination fee for all acquisitions; fees are based upon a sliding scale of total budget for each project.

LAN/WAN/Network/Technical Infrastructure Management and Support Services

601.305 – Security and Surveillance Services

Service offerings include, but are not limited to, the installation of surveillance cameras and door access controls.

601.315 – Google Apps for Education / Microsoft Office 365

The Regional Information Center, backed by companies providing Google for Education Certified Trainers and Microsoft Training Partners, and in cooperation with appropriate district staff, provides support to plan, implement, maintain, and utilize your Google Apps for Education domain and your Microsoft Office 365 tenant. Implementation includes help desk year one support. Year one implementation invariably takes the most time and effort. Google Certified and Microsoft trained RIC staff, in conjunction with the district’s chosen company of Google for Education Certified Trainers or Microsoft Training Partners, work with district leadership to ensure this effort is successful. Districts in the mid-implementation cycle may also take advantage of this support. Semi-annual user group meetings are available to all subscribing districts.

Ongoing help desk support for years two and on is also available.

Please note that districts retain responsibility to accept Google’s and/or Microsoft’s terms and conditions.

601.315.100 – Implementation (Requires Year One Help Desk Support)

Year One Help Desk Support

601.315.110 – 1 - 1,000 students
601.315.120 – 1,001 - 2,500 students
601.315.130 – 2,501 - 5,000 students
601.315.140 – 5,001 + students

Ongoing Help Desk Support (Year Two+)

601.315.210 – 1 - 1,000 students
601.315.220 – 1,001 - 2,500 students
601.315.230 – 2,501 - 5,000 students
601.315.240 – 5,001 + students

601.335 – Centralized Hosted NOC Services

RIC centralized hosting of Eastern Suffolk BOCES supported applications. The ESBOCES hosted environment includes dedicated secure LAN network segments that reside on VMware clusters in a highly-available, disaster avoidance infrastructure. This environment eliminates the needs and challenges districts face with in-district or self-hosted applications.

The comprehensive services covering 601.340, 601.350 and 601.360 provide LAN/WAN network support to all participating districts, in conjunction with professional technical services from our business partners on a per diem or project-by-project basis. Fees for these services vary based upon technical expertise of personnel required and scope of engagement. Project management oversight for installation and maintenance of LANs and WANs and high speed fiber optic circuits is included in this service.
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601.340 – On-site LAN/WAN Support Services
This service provides network support on a per-diem basis to ensure reliability of
network functions.

601.350 – LAN/WAN Projects
Technical projects beyond the scope of daily network maintenance are delivered on a
project-by-project basis.

601.360 – LAN/WAN Equipment/Hardware Maintenance
Maintenance options are available to safeguard equipment/hardware functionality.

601.370 – VoIP Projects
This service provides VoIP (Voice over Internet Protocol) project design, implementation
and management support to all participating districts. Fees for these services vary
based upon provider and the technical expertise of personnel required.

601.380 – Fiber WAN in District – Recurring Cable Maintenance or Cable Installation
This service provides design, implementation, maintenance, monitoring and
management oversight of leased intra-district wide-area dedicated fiber optic
communications facilities.

Financial and District Services

601.405 – Data Privacy and Security Core Service
Designed to provide assistance to districts to locate, identify, and control their data. This
service supports districts’ compliance with New York State’s “Common Core Reform
Act, Education Law 2-d, Parents Bill of Rights.” As part of the core service, participating
districts will have access to leadership resources and an inventory tool.

601.405.100 – Core Service includes:
• Inventory Tool – This tool enables districts to compile a list of their software
inventory, as well as linking to third-party vendor’s software privacy policies, thus
helping districts to comply with provisions of the New York State’s Parents’ Bill of
Rights. This service includes an orientation to the tool for maximum efficiency
• Digital Digests & Archived Digests – Quarterly newsletter on the topic of
data privacy and security with current information, effective strategies, best
practices, and leadership resources
• D3 – Digital Digest Debrief – Deep dive webinar on a featured topic from the
Digital Digest
• Digital Blasts – Timely information as it occurs to keep districts informed of the
latest developments in the field

601.406 – Secure Email Service
Secure email service allows for the safe transmission of confidential information via
email, text, and attachments.

Participating districts will have access to this easy to install and use application
that integrates with the district’s current email system. Secure email uses directory
encryption technology and only the intended recipient can open the encrypted mail.
The RIC will provide Level 1 support. Secure email is fully integrated with Microsoft
Outlook (v 2003 or later). System requirements: Windows 7/XP/Vista 64MB RAM.
Please note this service is incompatible with Apple products and that purchase of the
bundle requires a branded port.

601.410 – Election Management Systems
Centralized voter registration systems enable school districts to compile voter signature
books and budget vote data, produce poll lists and other needed reports. A copy of the
EMS system data for each participating district is secured at the Regional Information
Center. District Clerks meet once a year at Eastern Suffolk BOCES, and a listserv is
provided for both Suffolk and Nassau Counties for all who wish to participate. System
offerings include Bold and NTS Data Services.

601.415 – Cafeteria Systems POS
Eastern Suffolk BOCES will work together with your district to evaluate your district’s
needs, then coordinate with vendors to customize the system of your choice to meet
your requirements, closely supporting initial implementation. We will provide technical
Financial and District Services (continued)

assistance, training, and on-going support for the district’s Cafeteria Management and Point of Sales systems.

System offerings include:

- 601.415.110 – Cafeteria Systems Custom On-site Support
- 601.415.111 – Cafeteria Systems Equip./Hardware
- 601.415.140 – Cafeteria Systems Annual Licensing
- 601.415.160 – Annual Cafe Support Per Serving Line

601.420 – Capital Projects Software

The Capital Projects Planning and Reporting Tool (CPPRT) allows districts to track and report on all aspects of their capital projects on a multi-year basis and provides a complete audit trail and history of the entire project. Features include the ability to address capital projects in conjunction with New York State Education Department of Facilities Planning requirements. The tool automatically generates all required New York State Education Department forms, including the Final Building Project Report.

The Facilities Assessment & Survey Tool (FAST) is designed to assist districts in meeting the mandated Comprehensive Public School Building Safety Program (CPSBSP) and associated reports, such as Building Condition Survey, Annual Visual Inspection, School Facility Report Card, and Five-Year Plan. FAST also provides districts with the ability to develop a comprehensive long-range facilities plan that may serve as a foundation for future capital projects.

- 601.420.120 – Capital Projects FAST - Licensing
- 601.420.125 – Capital Projects FAST Annual Maintenance and Support
- 601.420.140 – Capital Projects Hosting
- 601.420.150 – Capital Projects Reporting Tool Licensing
- 601.420.160 – Capital Projects Reporting Tool Annual Maintenance and Support

601.425 – Meeting Management Solutions

School board meeting management solutions provide a single application that automates the entire public and formal meeting process from agenda preparation through approval and decision workflow to minutes compiling.

- 601.425.210 – BoardDocs
- 601.425.999 – Meeting Management Solutions On-site Support

601.435 – Email Archiving

This is a true ASP/ISP hosted solution and meets key compliance regulations, such as SEC, HIPAA, Sarbanes Oxley Act (SOX), and the Federal Rules of Civil Procedure (FRCP). A dedicated/private connection or VPN with the Eastern Suffolk BOCES Regional Information Center is not required. Archiving can take place via IMAP, POP, sIMAP or sPOP. The solution works with Microsoft Exchange, Lotus Notes, Novell Groupwise, or virtually any IMAP or POP3 email system, making messages available for eDiscovery.

Please note that 1 GB per mailbox is included with additional storage available based on our off-site storage pricing.

601.440 – Emergency and Notification Systems

Web-based calling systems enable school administrators to record, schedule, send, and track personalized messages to students, parents, and staff in minutes. Eastern Suffolk BOCES support: setup, phone support, user group meetings, and training are available.
Remind utilizes text messaging to reach everyone in your community. Educators can send messages instantly from phones or computers in 90+ languages, while students and families have the options of receiving messages by text, smartphone notifications or email. A Remind plan gives school districts the tools to get every family involved, making meaningful communications easier while protecting the community.

To learn more about this shared service and the individual system offerings, please contact the Suffolk RIC.

- **601.440.120** – ENS/Connect Ed (Blackboard Connect) Unlimited Premium
- **601.440.130** – ENS/Connect Ed (Blackboard Connect) Ultra Unlimited
- **601.440.140** – ENS/Connect Ed (Blackboard Connect) Annual Cost
- **601.440.160** – ENS/School Messenger Emergency Notification
- **601.440.170** – ENS/School Messenger per District Start Up
- **601.440.200** – Remind Messaging Service

**601.445** – Web Analytics / Governance

These web governance solutions help school districts remove the need for manually finding website errors and help teams create a strong content strategy.

**601.450** – Document Imaging / Scanning Services

This service provides a seamless web-based content management solution that addresses organizational issues of all sizes. The system controls and manages information created from sources stored in many different forms, including paper files, archival box storage, faxes, emails, and many others. The service is designed to organize, distribute, store, and provide secure access when and where users need it. Off-site storage helps meet state law requirements governing the retention of school and student records. The FileBound Records Management module allows organizations to identify which records need to be maintained, and creates specific retention schedules and rules to accommodate practically any requirement.

System offerings include:

- **601.450.300** – FileBound – Initial Project Set Up Fees
- **601.450.310** – FileBound – Hosting up to 50,000 Images/Documents
- **601.450.315** – FileBound – Software Maintenance and Support up to 50,000 Images/Documents
- **601.450.320** – FileBound – Hosting up to 250,000 Images/Documents
- **601.450.325** – FileBound – Software Maintenance and Support up to 250,000 Images/Documents
- **601.450.326** – FileBound – Hosting up to 500,000 Images/Documents
- **601.450.327** – FileBound – Software Maintenance and Support up to 500,000 Images
- **601.450.330** – FileBound – Hosting up to 750,000 Images/Documents
- **601.450.335** – FileBound – Software Maintenance and Support up to 750,000 Images/Documents
- **601.450.340** – FileBound – Hosting up to 1,000,000 Images/Documents
- **601.450.345** – FileBound – Software Maintenance and Support up to 1,000,000 Images/Documents
- **601.450.350** – FileBound – Hosting up to 1,000,000 Plus Images/Documents
- **601.450.355** – FileBound – Software Maintenance and Support up to 1,000,000 Plus Images/Documents
- **601.450.800** – Scanning by Outsource Vendor

**601.455** – Finance Manager/nVision

Finance Manager/nVision offers a comprehensive, fully integrated business and financial software application that includes the following modules: Payroll, Human Resources, Budget, Receivables, Negotiations, Systems, GASB-34, Requisition, Bid, Timepiece, and OptiGate.

- Receivables is an invoice/billing system which tracks revenue and integrates with Finance Manager/nVision’s accounting module
Financial and District Services (continued)

- Requisition allows users to create electronic requisitions which follow an electronic path of approval, verify funds to create purchase orders, and integrates with Finance Manager/nVision’s accounting module.
- Bid integrates with Finance Manager/nVision’s accounting and requisition modules and is designed to automate the school bidding process.
- Timepiece is a time and attendance management solution that allows employees to punch in and out for attendance and payroll payment. Timepiece integrates with Finance Manager/nVision’s payroll and human resource modules.
- OptiGate is an Employee Self Service Web Portal with workflow management capabilities which can be accessed by employees from any internet-enabled device. Enables access to paystubs, W-2s, W-4s, direct deposit, and attendance information.
- Support services include: telephone application support for all modules, training documentation, classes, user groups, New York State Retirement workshops and on-site training based on daily rate. Virtual support is also available (current copy of your Finance Manager/nVision database containing Eastern Suffolk BOCES user name and password required).
- Finance Manager/nVision Annual License is additional
- W-2/1099 form printing services are available
- nVision and/or Timepiece hosting is available under WinCap code 601.335

Finance Manager/nVision Daily Off-site Data Backup – Automated daily backups of your database stored at the Regional Information Center and out of region. An Eastern Suffolk BOCES user account and password is required within nVision to verify successful file transfer. Processes are in place to alert Eastern Suffolk BOCES staff if daily backup is unsuccessful, in which case districts will be notified to send new backup. All backups will be kept for a 14-day period. Backup on the last day of each month will be archived for a one-year period. Internet connection utilizing a high speed internet circuit is required to subscribe to this service. Remote access to your Finance Manager/nVision server for backup configuration and maintenance tasks is required.

Eastern Suffolk BOCES will abide by any remote access security policies the district has in place.

It is the district’s responsibility to schedule and complete an annual data backup verification. Data recovery will be provided upon request; both the data backup verification and the data recovery are included in this service.

Finance Manager/Timepiece Backup – Automated daily backups of your Timepiece database are stored at the RIC. An Eastern Suffolk BOCES user account and password are required within Timepiece to verify successful file transfer, and Eastern Suffolk BOCES staff is alerted to contact the district to send a new backup if the daily backup is unsuccessful.

601.465 – SAN-Off-site Data Storage
This service provides a way to ensure secure off-site storage of your critical data. Data will be stored on our local storage area network and backed up at a secure out-of-region location.

601.467 – District Central Reporting Systems
This shared service offers a variety of web based software management systems to assist district business offices by offering comprehensive analysis and assessment services. Systems include but are not limited to School Safety and Educational Climate incident information collection, which provides assistance to districts in meeting NYSED data compliance requirements, encrypted survey tools, and custom integrated and distributed form creation tools.

601.467.110 – Software Annual Licensing
Visitor management system software applications assist in providing easier visitor control and increased visitor security. Licensing and support are also available.

601.468.110 – Licensing and Maintenance

601.470 – Administrative District Platforms

Software support systems provide administrators with the ability to address multiple tasks, including but not limited to, attendance, security, building access, data analysis, forms automation, and work-flow process. Available software support systems include but are not limited to Frontline and Hudl.

**ScholarChip**

Eastern Suffolk BOCES support includes setup, training, and telephone support. This K-12 ASP smart card solution has an advanced and comprehensive security and multi-point attendance platform. Features include rapid entry, no swiping, no scanning, electronic payments and signatures, and can be used for access to lockers, the library or cafeteria. Cards are available in credit card size, as token tags for book bags or coats, as paper labels for books, or inventory control tags.

601.470.110 – ScholarChip – Annual License Fee
601.470.115 – ScholarChip – Hardware
601.470.120 – ScholarChip – On-site Support
601.470.300 – Forecast5 – Annual License Fee

Through this shared service, district leaders have the ability, through multi-dimensional data analytics, to develop financial strategies and monetize valuable insights. Districts are using Forecast5 applications for data discovery, performance assessment, benchmarking, long term planning and strategic governance to complete time sensitive tasks quickly, manage resources optimally, and engage and communicate with stakeholders. To learn more about this shared service, please contact the Suffolk RIC.

601.470.400 – Hudl – Annual License Fee

Through this shared service, districts will have access to tools for coaches and athletes to review and analyze game footage and improve team play. Hudl offers tools to edit and share video, study associated play diagrams, and create quality highlight reels for entertainment and recruiting purposes. Videos may be recorded from iPhone, iPad or hard drive camera and viewed from any computer or mobile device. Team schedules, rosters and results can also be updated throughout the season.

In addition, these tools can be used for play production, speech team, marching band, show choir, classroom projects, general physical education classes, and more.

601.470.500 – Frontline – Annual License Fee

Through this multi-dimensional shared service, districts have several opportunities. Frontline Recruiting and Hiring utilizes a software application to better navigate the hiring process through enhanced recruiting, streamlined interviewing, easier targeting, and faster hiring.

Frontline Central is an online centralized employee record keeping system geared towards securely and efficiently managing sensitive information while improving communications between Human Resources and employees. Features of this application include integration and analysis of valuable employment data, and management of the tracking of certifications and licenses of K-12 state specific employee credentials.

Additional module for time and attendance is also available.
Financial and District Services (continued)

601.470.550 – K12 Insight
K12 Insight works with school leaders to build stronger relationships with parents, teachers, students and staff utilizing survey solutions.
- Reliable survey instruments on all topics relevant to school districts are available as part of K12 Insight’s solution
- A proven way to build highly-engaged and trusted relationships with parents, teachers, students and members of the community to improve the quality of education
- Surveys may be customized to a district’s specific needs
- Coordination of the report generation phase will inform the decision-making process.

601.470.750 – FinalForms
FinalForms is an online registration and data management system designed to help schools collect, verify, and distribute student and staff data to meet department, district, and state compliance requirements and increase student safety while reducing risk, controversy, and liability with a real-time, digital paper trail.

601.470.999 – Support

601.475 – Facilities Management Systems
Internet-based facilities management systems are designed specifically for facility professionals to help educational institutions increase efficiency and improve services. Separate modules are available for IT and maintenance work orders, preventive maintenance, inventory management, facility usage and scheduling, utility tracking and reporting, budget and capital planning, IT asset management, event scheduling, and trip planning and management. System offerings include:
- 601.475.110 – SchoolDude – Help Desk
- 601.475.120 – SchoolDude – Inventory Direct
- 601.475.130 – SchoolDude – Maintenance Essentials Pro
- 601.475.160 – SchoolDude – Event Manager
- 601.475.190 – SchoolDude Licensing – Other
- 601.475.210 – SchoolDude – Community Use
- 601.475.220 – SchoolDude – On-site Support
- 601.475.810 – Que Ware

601.478 – Equipment to Support District Services

601.490 – Web-Based Registration Management
This shared service offers online registration and enrollment management, providing school districts a broader reach and connection into their communities for the promotion of school sports, camps, programs, clubs, activities and more.

Student Management Systems

Please call for specific details about each Student Management System since each package is unique. Billing will be based upon the most recent verified BEDS PS/PK-12 enrollment as reported in L2RPT.

601.510 – PowerSchool Student Management System
This is a web-based student information system that allows teachers, administrators, parents, and students to access a broad array of information and student data. Attendance, state reports, parent portal, disciplinary tracking, and a teacher grade book are all included in this web-based student information service.

Included Within Service:
- Application support, local BOCES hosted training, user group meetings, help desk

Additional Available Services:
- Custom pages and reports, production services, in-district support, on-site support

ESBOCES Student Data Services provides three levels of application and server hosting using a high-availability virtual infrastructure. Participating districts benefit by reducing their in-house equipment and personnel costs. Additional benefits are realized...
because ESBOCES retains the responsibility of firewall security, power redundancy, load balancing, and application and equipment updates.

- PowerSchool Sandbox serves as a playground for the district users to test data without risking changes on their real data.

**601.610 – Infinite Campus Student Management System**

This is a web-based, centralized database student management system that tracks attendance, student demographics, grading, discipline reporting, and master and walk-in scheduling. Students, parents, and teachers can access secure information from anywhere.

**Included Within Service:**
- Application support, local BOCES hosted training, user group meetings, help desk

**Additional Available Services:**
- Custom pages and reports, production services, in-district support, on-site support

ESBOCES Student Data Services provides three levels of application and server hosting using high-availability virtual infrastructure. Participating districts benefit by reducing their in-house equipment and personnel costs. Additional benefits are realized because ESBOCES retains the responsibility of firewall security, power redundancy, load balancing, and application and equipment updates.

**601.710 – eSchoolData Student Management System**

eSchoolData is delivered via a completely web-based application service platform. Key features include Student Portfolio Management, real-time attendance tracking and reports, master and walk-in scheduling, disciplinary tracking and reports, health information, and access to historical data.

**Included Within Service:**
- Application support, local BOCES hosted training, user group meetings, help desk

**Additional Available Services:**
- Custom pages and reports, production services, in-district support, on-site support

GURUBoards® are an analytical tool that presents real-time data in meaningful ways, helping to drive educational instruction and policy. Unlike traditional dashboards, GURUBoards® can be tailored to meet all business and reporting needs from a single, personalized interface. The administration module allows the district to easily create and share role-based GURUBoards® with administrators, counselors, teachers, and other district staff members to ensure that they have access to the data that they need. Within GURU is ZAPS Data Exchange which enables the automation of data management tasks and selection from a library of generic and vendor-specific profiles to feed third-party applications or import student data using CSV files.

**601.800 – webEDGE and Edge Document Solutions**

webEDGE Assessment Portfolio allows districts to digitally present their state and district administered assessment parent reports via the parent portal. Districts can publish images for unlimited real time viewing, which dramatically enhances communication between the district and parents. The archive feature within webEDGE allows for images to be hosted over multiple school years. The EDGE Transcript software license allows for users to print and archive custom transcript documents, individually or in Bulk PDF formats. The software also allows for the upload of transcripts to the webEDGE online service if district has also purchased webEDGE separately.

**601.815 – Passport for Good**

Passport for Good is a simple software solution that supports established volunteer and community service programs, offers long-term personal tracking of student volunteer hours, automates authentication of volunteer hours and provides aggregated data about the impact that volunteering has on communities. In addition to providing value for the student, Passport for Good demonstrates the significant value that schools and colleges bring to the community. The result is greater engagement by faculty, staff, families, taxpayers, local businesses and community nonprofits.
Student Management Systems (continued)

601.850 – schooltool Student Management System
This is a web-based, centralized database student management system that tracks attendance, student demographics, grading, discipline reporting, and master and walk-in scheduling. Students, parents, and teachers can access secure information from anywhere.

Included Within Service:
- Application support, local BOCES hosted training, user group meetings, help desk

Additional Available Services:
- Custom pages and reports, production services, in-district support, on-site support

ESBOCES Student Data Services provides three levels of application and server hosting using high-availability virtual infrastructure. Participating districts benefit by reducing their in-house equipment and personnel costs. Additional benefits are realized because ESBOCES retains the responsibility of firewall security, power redundancy, load balancing, and application and equipment updates.

601.820 – Curricuplan
Curricuplan is a powerful web-based curriculum mapping and instructional content management solution for developing high quality curriculum aligned to the New York State Learning Standards and the EngageNY curriculum. Curricuplan provides secure, online access for educators to participate in an online community focused on the development, sharing and review of teachers’ instructional plans with the common goal of increasing student achievement and meeting state mandates. Curricuplan has the following features: Curriculum Planning Online, Curriculum Mapping, Teacher Portfolio and Customized Templates.

Included Within Service:
- Application support
- Local training
- Help desk

601.830 – eBoard
eBoard is an easy-to-use, online service that allows educators to quickly post information for parents and students. It can be used by classroom teachers, administrators, nurses, coaches, or anyone in the school community with a need to communicate. eBoard helps foster a sense of community and can help increase traffic to your district’s website.

Included Within Service:
- Application support
- Local training
- Help desk

601.845 – n2y – Unique Licenses
News 2 You (n2y) is a literacy and language based instruction module where students explore diverse current events topics.

Unique Learning System is an online, interactive, standards-based curriculum specifically designed for students with special needs. Subscribers interact with monthly, instructional, thematic units of study. Each unit contains special education lesson plans and interactive materials that teachers can implement into classroom learning activities. The unit lesson plans define three levels of differentiated tasks which accommodate the diversity of learners with significant disabilities. Data collection is incorporated with Unique Learning System, allowing teachers, parents and administrators the ability to watch student growth! This software is geared for the New York State Alternate Assessment students.

SymbolStix PRIME is a web-based, symbol search engine that gives you access to the most complete and current symbol sets available anywhere with 30,000 symbols.

L3 Skills is an online resource that engages and creates opportunities for individuals with special needs to master educational concepts through age appropriate games and activities.

SymbolStix Squares promotes the development of communication and comprehension skills for emergent learners. Each 3x3 picture card provides visual vocabulary support to enhance understanding, reinforce concepts, and engage learning for the home, school, and therapy environments.
Positivity is an online behavior and classroom management tool used to promote positive behaviors in and out of the classroom for successful learning outcomes, promotes confidence, emotional control, and independence through student centered activities, and includes simple data reporting and tracking features.

**Special Education Student Management Services**

601.020 – Clear Track 200
This web-based, fully customizable system manages any and all information relevant to the special education process. It is compliant with all NYSED requirements, with updates provided free of charge. The program includes a comprehensive student demographic section, a flexible evaluation component, goal and objective banks, least restrictive environment statements, transitional plan components where appropriate, and an integrated Medicaid reimbursement component. Extensive letters, documents, and IEPs can be generated, and information can readily be exported for use within spreadsheets, databases, etc. Comprehensive reports, including the generation of the STAC, exist within the system with the capability to create user-defined reports. Data entry and production of IEPs are available at an additional charge.

601.030 – Frontline RTI (Response to Intervention) Direct
Frontline RTI (Response to Intervention) Direct unlimited license include access to this web-based program that allows teachers and administrators to meet the requirements for teaching and reporting the progress of RTI students.

**Note:** Frontline will charge an implementation fee to add any feature/module that is not currently included in the district’s subscription.

601.040 – Frontline IEP Direct
Frontline IEP Direct unlimited license includes:
Frontline IEP Direct is a web-based special education student information and program management application. It gives districts the ability to draft IEPs online and share student and program information district-wide and district to district. It enables districts to produce state-mandated reports, CSE and CPSE reports, or customized reports. Frontline IEP can help monitor, track, and review all of your special education needs.

**Frontline IEP Centris Sync:** Centris Sync automatically checks for database changes between the general education student information system and the IEP Direct and regularly sends any changes as appropriate.

**Frontline IEP Document Repository:** This service is an online document management solution designed exclusively for Special Education.

**Frontline NYS NYSE Directors:** An online interactive web-based resource for NYS special education directors.

**Frontline IEP 504 Direct:** An accommodation plan if the student has a physical or mental impairment that substantially limits a major life activity.

**Frontline IEP Automated Data Warehouse:** Provides an extract of relevant Special Education data elements from Frontline IEP Direct that is loaded into Certify on a nightly basis.

**Note:** Frontline will charge an implementation fee to add any feature/module that is not currently included in the district’s subscription.

601.050 – Frontline Medicaid
Frontline Medicaid unlimited licenses includes access to:
Frontline Medicaid Direct: An integrated Medicaid module for Medicaid data entry and submission.

**Frontline Medicaid Direct Toolkit:** An innovative new product that delivers powerful diagnostic and reporting features designed to drive significant increases in Medicaid.

**Note:** Frontline will charge an implementation fee to add any feature/module that is not currently included in the district’s subscription.

601.855 – Branching Minds, Inc.
Branching Minds, Inc. is a web-based software platform that delivers and monitors the intervention process to struggling students for remediating learning challenges.
**Special Education Student Management Services**
(continued)

**601.875 – Super Duper, Inc. – Hearbuilder**
A systematic learning program for PreK to eighth-grade students that provides individualized instruction in basic concepts, following directions, phonological awareness, sequencing, and auditory memory.

**Test Scanning and Reporting Services**
**601.990 Series – New York State Assessments and Regents Exams**
This service processes and scores all of NYS assessments for grades 3-8, the NYSAA, NYSESLAT and NYSITELL, as well as secondary level Regents exams, submits required data to NYSED, and provides reports to participants. NYSED requires that all districts participate for grades 3-8 Math and ELA assessments, grades 8 Science, NYSAA, NYSESLAT, NYSITELL, and Regents exams.

**Intellipath**
**644.110 – Intellipath**
Provided in partnership with Verizon, Intellipath/Centrex is a central office based telecommunications service. The network affords voice communications for schools, and permits direct dialing between lines connected to the service (inter-office). Districts benefit from volume discounts on non-Intellipath calls in the virtual private network, and they have access, through Eastern Suffolk BOCES, to a dedicated service representative.

**644.130 – PRI Line Charges**
In partnership with the Office of General Services approved options, PRI lines are offered at discounted rates.
**Student Assistance Service**

In addition to the programs offered by the Eastern Suffolk BOCES Divisions of Educational and Management Services, there are several programs available to our component school districts and their students to assist them in meeting their respective goals. For more information, please contact the program administrator.

**525.110 – The Student Assistance Service (SAS)** is a resiliency-based pro-active education, prevention and early intervention program utilizing certified/licensed professional counselors to provide services to students grades K-12. The program is available to all students but targets those who are beginning to exhibit behavioral, academic or social problems. Intervention is warranted when there are any signs of stress which can result in substance abuse or other self-destructive behavior.

SAS was modeled after our successful Employee Assistance Program [EAP] and provides similar services for students:

- Education
- Identification
- Assessment

Emphasis is placed on creating a caring and supportive atmosphere, encouraging high expectations and fostering a sense of belonging. Counselors provide guidance on Social Emotional Learning [SEL] concerns and are often recognized for their expertise in both substance abuse prevention and social/behavioral/emotional problem management. When a school district contracts with SAS, they purchase a service along with a counselor being assigned to a particular school. Counselors establish themselves in their buildings through faculty and classroom presentations. When a student sees the SAS counselor, the counselor will provide an assessment and help formulate a plan. This may include a referral to an in-school group with the professional counselor or other pupil personnel service. Those students in need of other services are referred to resources within the community. The program focuses on a model of universal, selected and indicated interventions. This highlights the importance of establishing building-wide initiatives in addition to reaching out to the community while working with students and groups.

Referrals may come from many sources: parents, faculty, administrators or other concerned parties. The program is most effective when the main source of referral is the student. The confidentiality of students and parents is respected.

SAS serves many districts and is regarded as a model proactive program by the New York State Office of Alcohol and Substance Abuse Services and the Suffolk County Division of Substance Abuse Services.

**525.120 – Conflict Resolution and Mediation Service**

The implementations of the Safe Schools Against Violence Education [SAVE] and Dignity for All Students [DASA] Acts have encouraged students to be held responsible for their own social interactions when teasing or harassing peers. School districts are now charged with enforcing this accountability and making every effort to support and protect their learning communities from harassment and conflict. However, differentiating between harmless or playful teasing, general peer conflict and bullying can often be quite complex. Many times it is challenging for professional staff to offer this level of oversight when they have their own ambiguity about the threshold between harmless social teasing, peers in conflict and bullying.

The Conflict Resolution and Mediation Service program provides varying levels of intervention to assist districts in elucidating the distinctions and to guide them in formulating operational policies and procedures in compliance with SAVE/DASA legislation. The complexity of understanding social dynamics, preventing and minimizing peer conflict often requires a multi-tiered strategic plan sensitive to the unique culture and characteristics of each district. Subsequently, districts may select a variety of different macro-mesa-micro intervention plans to meet their personal needs.

Program offerings include:

**Small Group Trainings (hourly)**

Interpersonal Conflict Resolution and Peer Mediation Training is available for any of the targeted constituents of the learning community. Trainees will be guided in strategies to understand how to mediate disputes effectively; implement effective and evidenced based conflict mediation strategies and recognizing the continuum between misunderstanding, teasing, harassment and bullying. (Approximately 15 hours).
Student Assistance Service (continued)

Example Topics Might Include:
- Establishing Positive Behavior and Building Cultures
- Conflict Resolution and Mediation Training
- Referral services for students and families
- Diversity, Multiculturalism and Racism
- Turning Conflict into Cooperation
- Early Intervention
- Implementation of evidence-based programs
- Bullies
- Resolving Personal Conflict

Workshops / Presentations (Fee for Service)
Broader topical workshop style presentations provided to district targeted audiences in single or multi-series sessions. The Workshop format is particularly helpful for districts that are instituting new initiatives to change district/building culture and would like on-going professional trainers to provide workshops related to reducing conflict in their buildings. Presenters are carefully selected and recognized professional presenters in such areas as:
- Conflict Resolution
- Bullying or Harassment (DASA)
- Enhancing School Climates

Consultant Services (hourly)
In cases where Districts have established SAVE/DASA teams and are requesting professional consulting services on specific topics of interest (related to SAVE/DASA) a Consultant or Consulting Team is available to provide hourly support. Consultants are often used as districts are implementing new conflict reduction strategies and seek guidance/assistance in managing the strategic plan. Consultants are specialists in designated topical areas and have advanced degrees and specialization in working within their field of expertise.

525.130 – Violence Prevention Specialist
Implementation of the Safe Schools Against Violence Education (SAVE) and Dignity for All Students [DASA] Acts requires districts to review the number of violence related incidents, measure concerns of disproportionality, assess possible intervening/dependent variables and develop strategic plans of action. This requires reflection upon data analysis and making revisions to school/building climate, discipline policies and a myriad of other pro-active prevention strategies.

Social emotional issues contributing to increases in violent related incidents often include: drug abuse/transactions, continuous harassment/bullying of peers, defiance to authority figures and refusal to follow school rules. Building leaders are often challenged in finding effective and proven tools to address these social emotional variables.

The Violence Prevention Specialist provides support through the use of macro-mesa-micro intervention techniques with evidenced based practices proven to be the most operative at improving social emotional learning problems. The goal of the Violence Prevention Specialist is to reduce the frequency of violence related incidents and improve school climate.

District Assigned Violence Prevention Specialist:
A licensed professional mental health provider (i.e., Licensed Clinical Social Worker) who has specialized training in violence prevention and conflict mediation will assist school administration in the development of a district wide comprehensive plan and demonstrate compliance with New York State SAVE and DASA legislation.

The designated Specialist will work in tandem with district administrators recommending or assisting in the implementation of strategies, policies and procedures sensitive to the unique needs of the district. As an example, specialists may offer professional development or program recommendations to support departmental leaders in concern areas such as the incidences of disproportionality or excessive suspension rates. In other cases, the Specialist may target a specific site location or building to offer guidance in growing a culture of peaceful learning.

Specialists use both qualitative (interviewing) and quantitative data from sources such as the Violent and Disruptive Incident Reporting (VADIR) system and/or other district resources to build functional needs assessments. The Specialist then discusses and reviews the outcomes with district designated authorities and builds a plan of action for interventions. This is often referred to as the Transformation Stage. Examples include facilitating community consortiums, building liaison relationships for the district with police/probation, conferencing with building leaders or central administrators or offering workshops/training to targeted district staff. Additional activities might include working with the district administrator for Special Education or Pupil Personnel officer to assist in the development of plans for decreasing student violence, reducing suspension rates from students with special needs or providing on site assistance and consultation on interventions for selected classrooms. Often, the district may also elect to participate in the use of Conflict Resolution workshops/trainers or advisers as
a supplementary [see separate cost-share program] resource. Once the targeted changes have been implemented as demonstrated by quantitative data analysis [pre-post testing], an on-going plan for sustaining the change initiative is developed and the process is complete.

Violence Prevention Specialists require a minimum of a one year commitment and work full-time within the host district setting.
Eastern Suffolk BOCES Management Services Division addresses the diverse needs of our educational community. The Division is a unique regional and internal resource dedicated to continuing its proven history of innovation, expertise, and a deep commitment to quality. The Division designs, provides, and facilitates services and specialized information in the areas of administration, support, and management. Through the delivery of these effective services, the Division assists Eastern Suffolk BOCES programs and Long Island school districts in accomplishing their respective missions.

**Department of Administrative Services**
Shared administrative services promote cost efficiency in school district administration and allow local districts to utilize their limited resources for instructional purposes. Services include regional transportation, food service management, nonpublic school textbook distribution, district printing and duplication services, shared business officials and office staff, auction services, substitute services, public relations, and regional occupational safety and health services.

**Department of Business Services**
Shared business services promote cost efficiency in school district administration and allow local districts to utilize their limited resources for instructional purposes. Services include Cooperative Bidding, Health Insurance Coordination, and the Workers Compensation Consortium.

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Duplication/Printing Services
Eastern Suffolk BOCES Central Support Services Program operates a shared service for participating school districts for the production of high-quality, printed materials to assist districts in reducing their expenses by outsourcing their printing and duplication needs. Printing capabilities range from quick-copy duplicating to custom materials printed in color. Using state-of-the-art equipment, a large variety of items, including, but not limited to, business cards, brochures, booklets, newsletters, calendars, postcards, posters, and other creative educational visual aids can be produced. A variety of paper types and finishing options are available. Post-printing tasks include collating, binding, trimming, folding, hole-punching, and stapling. Delivery service to the district’s central office is also available at no additional cost.

These services are eligible for BOCES aid if the district subscribes to the Library Services/Media base service. Materials which become the property of the district are not eligible for BOCES aid.

Transportation Service Provider
Eastern Suffolk BOCES is equipped to meet the needs of its numerous districts by facilitating the sharing of transportation services among neighboring school districts, to provide safe, efficient, and economical transportation. The cost of transportation is prorated among all districts sharing the total cost of each service. Eastern Suffolk BOCES has a professional, accommodating staff to intervene and resolve all transportation issues/problems. If you are experiencing excessive costs for students being transported outside of your district, call us for a cost effective solution.

603.110 – Regional Winter Transportation for Eastern Suffolk BOCES Special Education Students
603.120 – Regional Summer Transportation for Eastern Suffolk BOCES Special Education Students
603.210 – Regional Winter Transportation for Non-BOCES Special Education/Homeless/Residential Students
603.220 – Regional Summer Transportation for Non-BOCES Special Education/Homeless/Residential Students
604.110 – Regional Transportation for Special Career Education Students (SCE)
604.120 – Regional Transportation for Career and Technical Education Students (CTE)
607.110 – Regional Transportation for Enrichment Students
607.120 – Regional Transportation for Nonpublic School Students
607.121 – Regional Transportation for Late Buses
607.130 – Regional Transportation for In-District Summer School Students
607.230 – Regional Transportation for In-District Winter Students
604.130 – Regional Transportation for Field and Coach Trips

Eastern Suffolk BOCES provides safe, efficient, and economical transportation for field trips utilizing coach and/or school buses. For Coach Service, our staff of NYS DMV and SED certified bus technicians meet with the driver, review their qualifications and inspect the vehicle before each BOCES contracted trip. Pre-trip inspection services are also provided at a nominal fee for vehicles not contracted through BOCES. Our professional, accommodating staff handles all aspects of the trip for the district. Pricing available upon request.

Transportation Resource Center
Eastern Suffolk BOCES offers many services designed to improve safety awareness and ensure compliance with regulatory agencies such as the New York State Education Department, the New York State Department of Motor Vehicles, and the New York State Division of Driver Program Regulations (Bus Driver Certification Unit). Eastern Suffolk BOCES also has a drug and alcohol testing consortium.

417.100 – Eastern Suffolk BOCES Mobile Safety Bus Grades K through 6
The Eastern Suffolk BOCES specialized bus rolls up to a school equipped with TV monitors, a wheelchair lift, and a video camera focused behind the bus. The bus visits schools all over Long Island, and everyone has fun learning bus safety. The visit satisfies one of the three NYSED required bus drills.
Transportation – Related Services

629.110 – Shared Management
Eastern Suffolk BOCES provides a Transportation Professional to manage the district’s transportation operation during the transitional period when the district is in the process of hiring a replacement employee. If a district is in need of supplemental support, Eastern Suffolk BOCES has trained staff who can accommodate.

629.120 – Child Safety Zone
Eastern Suffolk BOCES provides a service to determine whether an area is a Child Safety Zone by conducting an in-depth analysis of conditions, using specific DOT guidelines, under which walking to and from school may endanger the safety of a child.

629.130 – Mapping Services
Eastern Suffolk BOCES offers this service to prepare maps for individual districts, as well as regions, depending on the need of the district.

Auction Services
Eastern Suffolk BOCES operates a shared service for the sale of surplus equipment to assist districts in reducing their storage costs and receive the best price available for surplus equipment without having to dedicate staff to preparing a bid or managing an auction. Using various auction websites, this service will provide a responsible, profitable means to dispose of surplus equipment in a forum open to the public.

School Food Service Programs

610.100 – School Food Service Management
The School Food Service Management Program provides full-time food service managers that may be shared between two or more districts.

610.110 – School Food Service Special Projects
The School Food Service Management Program can assist districts with special school food service projects.

Shared School Business Office Support
This shared service provides “back office” support for a host of business functions, including, but not limited to, general ledger accounting, payroll, accounts payable, accounts receivable, and purchasing. The program provides quality business practices, including accuracy, efficiency, and segregation of duties; consistency in personnel and backup of core functions; access to ancillary services that enhance performance of required business functions; and cost-saving opportunities for smaller districts by consolidating services.

All services are customized to meet the needs of the district, and personnel are supervised by a certified School Business Official.
Nonpublic School Textbook Program

This program processes applications and distributes textbooks to students in grades K-12 who reside in participating public school districts but attend nonpublic schools. Program staff communicates directly with the nonpublic schools and parents. Pooling both textbooks and operation resources results in a considerable savings of both time and money for the public school districts. Textbooks are distributed and collected at five convenient locations in Suffolk County.

Shared School Business Services

This service provides certificated or civil service personnel to lend business office support in a school district. Activities include normal School Business Official functions such as supervision of district staff in the areas of accounting, payroll, and purchasing, as well as performing other financial and/or business-related functions. Other areas might include operations and maintenance, food service, and transportation. The cost includes salary, benefits, and other expenses of the individual prorated for the period of time contracted by the school district.

Substitute Services

This office provides procurement of per diem substitute teachers, nurses, aides, assistants and other personnel. Three levels of service are offered.

628.100 – Basic Level

The substitute service:
• uploads the district’s initial data
• provides training and continued support to the district navigator

628.110 – Level 1

628.111 – Level 1 – Summer Only – Must be currently contracted district to use summer only services.

The district:
• provides the service with a list of active substitutes and employees
• maintains responsibility for providing the service with updated lists of employees and substitutes

The substitute service:
• uploads the district’s initial data and provides initial training
• obtains substitutes from the respective district’s approved lists
• provides daily attendance and replacement personnel
• communicates with district office and building personnel to maintain proper coverage
• communicates with district office to maintain accurate employee and substitute lists

628.120 – Level 2

The district:
• provides the service with a list of active substitutes and employees
• maintains responsibility for providing the service with updated lists of employees

In addition to substitute services provided in Level I, the substitute service:
• interviews/refers and places all substitutes for district
• maintains substitute placement, processes payroll reports, and provides information for unemployment purposes
• provides names and certification status of replacement personnel
• verifies license/certification status of each substitute
Cooperative Bidding

School districts that participate in the Cooperative Bidding Program realize significant savings in time, labor, and money. Presently Eastern Suffolk BOCES is providing this shared service to 68 school districts in Suffolk County including Western Suffolk BOCES and Eastern Suffolk BOCES and the Centerreach Fire District, Town of Babylon, Town of Brookhaven, Town of Southampton, Town of East Hampton, Town of Islip, and the Village of Patchogue. Services that are provided include:

- coordination of membership activity
- bid preparation and analysis
- legal advertisements
- bid award recommendations and reports
- research and qualifying vendors
- intercession on vendor problems and complaints from contacting vendors to issue resolution on behalf of the participant and/or escalation to ESBOCES attorney if necessary.
- coordinate and conduct ad-hoc committees to develop and review cooperative bids

Currently, the program solicits bids for 56 categories, which include the following:

- Architectural Document Management and Storage
- Arts and Crafts Supplies
- Athletic/Equipment/Uniform Reconditioning, Recertifying, Repair and Cleaning
- Audio Visual Supplies and Equipment
- Automatic Temperature Control
- Awards and Trophies (new)
- Boiler, Duct, Kitchen Exhaust Cleaning Services
- Bus Parts and Supplies (catalog purchase)
- Carpentry Services
- Classroom Furniture, Seating, Risers, Lockers & School Related Items (catalog purchase)
- Concrete, Asphalt and Related Site Work Improvements
- Cosmetology, Esthetician and Barber Supplies and Equipment
- Curricular Paper
- Custodial Equipment (catalog purchase)
- Custodial Liners & Gloves
- Custodial Matting (with or without Logo)
- Custodial Supplies
- Data Cabling and Wiring (Supply and Installation)
- Doors – Repair, Maintenance and Installation
- Electrical Lamps, Tubes, and Ballasts
- Electrical Services
- Fence Equipment and Accessories (see additional bid for Metal Fencing below)
- Field Marking Equipment and Paint (new)
- Fine and Recycled Paper
- Fire Extinguisher Maintenance
- Flooring Supply and Installation
- Fuel Oil
- General Office Supplies
- Glazing Services and Supplies
- Graphing Calculators (new)
- Hazardous Waste Removal and Disposal
- HVAC Services
- Industrial Technology Supplies
- Integrated Pest Management
- Labels and Report Cards
- Medical Insurance Consultant – Affordable Care Act
- Metal Fencing
- Microcomputers, Peripherals, and Software
- Music Instrument Rentals
- Music Supplies and Instruments
- Musical Instrument Repairs
- Networked Copiers
- Paint and Paint Supplies
- Painting Services
- Physical Education/Athletic/First Aid Supplies
- Plumbing Services
- Promotional Items (new)
- Roof Repairs
- Science Supplies
- Security Services
- Signage (new)
- Small Wares
- Special Education Instructional Supplies
- Stationery Supplies, Furniture & Equipment (catalog purchase)
- Tank Testing, Repair, and Cleaning
- Third Party Administrator for Tax Sheltered Annuities
Communications Services/Public Relations

601.200 – Web Services
Website development, maintenance, and hosting services are provided to support the district’s communications strategy. Website hosting services are only offered in combination with website maintenance services.

609.100 – Graphics and Communications Services
Services such as graphic design and production of newsletters, brochures, and calendars; printing; event photography; and survey development and data analysis are available to assist school districts in advancing education through effective communication. These services, which are aid eligible, improve school district communication to parents, students, and the community about the district’s programs, services, and accomplishments.

Foreign Language Translation Services – Non-instructional
In response to the language assistance requirement of The Voting Rights Act, this service offers foreign language translation services for budget vote/election materials, and various other non-instructional documents related to public information. In-person translators are also available. Services are eligible for aid.

609.300 – Communication Consulting Services
The Communication Consulting Service (CCS) provides options for school districts to secure communications services with select public relations consulting firms through a Request for Proposal (RFP) solicited and approved by Eastern Suffolk BOCES. Services include consultation, staff development, and guidance on all matters related to public relations and communications, bond referendum support and website development, maintenance, and hosting. Website hosting services are only offered in combination with website maintenance services. Consulting firms work directly with school administration to implement a communication strategy and provide staff development that is district specific. Portions of this service are aid-eligible.

Employee Assistance Program (EAP)

617.100 – The Employee Assistance Program assists employees, retired employees, and their extended family members of participating school districts with resolving social and personal difficulties, which may be affecting job performance. The EAP is a joint union/management program that is confidential, voluntary, and neutral.

The EAP is staffed by licensed mental health professionals who provide help for a wide range of issues including: emotional; financial; family and work-related problems. Services include: crisis intervention counseling, in-person assessments of problem situations and referrals to pre-screened resources. Additional services include: workshops on staff development and professional topics for enhancing the workplace culture; intervention training for supervisors and union representatives; 24-hour availability to district leaders for emergency response services; a monthly administrative and staff newsletter and a comprehensive data bank of pre-screened referral resources. The Referral Data Bank is also utilized to assist the participating school districts’ Pupil Personnel staff in accessing qualified “in/out-of-network” providers for the district’s students and their families.

The EAP utilizes a research-based instrument to measure the program’s effectiveness of services as well as return on investment related to issues of absenteeism, ‘presenteeism’, and workplace distress. The program employs a bottom up, top down Shared Decision Making (SDM) model through the EAP Local Committees which meet regularly throughout the year. These committees enable the EAP to provide a systemic approach to services, addressing the individual’s issues as well as the workplace as a whole.

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Regional Occupational Safety and Health (ROSH)

618.110 – Health and Safety Consultant
Under the ROSH Program, participants have access to Environmental Consultants under an RFQ. These qualified consultants may assist with services beyond the scope of a normal safety officer such as asbestos testing and indoor air quality investigations. Pricing is on a case by case basis as per established contract rates. At a minimum, you must be a part of the ROSH Basic Service to access this contract.

618.120/130 – Health and Safety – Basic Service
ROSH assists local districts in developing a comprehensive health, safety, and risk management program. Basic service participants are serviced on an as needed and as available basis. Services include assisting the district through training, workshops, model plans, and technical assistance in order to understand and comply with local, state, and federal rules, regulations, and laws. Eastern Suffolk BOCES offers training sessions at various locations during the school year, and participating districts may send appropriate employees. If a large number of employees need to be trained, a participant may request an on-site training; however, it is not guaranteed that this request can be accommodated at the Basic level of service. Under the Basic program, we assist with written plans by providing sample plans for your adaptation and use. Basic participants can also attend the various workshops offered during the year.

618.150 – Health and Safety Specialist
Districts that sign up for the In-District Health and Safety Specialist Program are accommodated at a higher level of service. The Health and Safety Specialist will report directly to your school district and coordinate the District Health and Safety Program. All requested training is provided on-site by the Safety Specialist. This also allows for the training of employees as they are hired without having to wait for scheduled group training. Direct assistance with writing and updating written plans (including Safety Data Sheets) and recordkeeping is provided. Additionally, we will assist with any health and safety matter on an “as contracted” basis.

Accordingly, the level of service purchased will have a direct effect upon the amount of services that are accomplished over a given year (i.e., one day a week service can accomplish more than one-half day a week). The service period could range from a minimum of one-half day per week up to a maximum of three days per week, depending upon the needs of the district. Support and technical assistance are provided by the Regional Occupational Safety and Health staff (must also be in Basic ROSH Service).

618.160 – Health and Safety Security Consultant
Under the ROSH Program, participants have access to Security Consultants under an RFQ. These qualified consultants may assist with services beyond the scope of a normal safety officer such as performing Security Audits and providing Security Management Services. Pricing is on a case by case basis as per established contract rates. At a minimum, you must be a part of the ROSH Basic Service to access this contract.

618.210 – Global Compliance Training
Global Compliance Network (GCN) is a web-based product providing online tutorial training in health and safety, sexual harassment, discrimination, drug and alcohol awareness, and other workplace compliance matters impacting school personnel. Tutorials address trainings governed by federal and state laws and/or mandates. Over 80 tutorials are available. Tutorials can also be customized. On average, each tutorial takes 20 minutes to complete. Staff completion of tutorials is documented and archived via an online system accessible to the district assigned system administrator(s).
Coordination of Self-Funded Health Insurance and Workers’ Compensation

633.110 – Health Insurance Coordination Service – East End Health Plan
This program provides administrative services for health insurance coordination on the East End. Services consist of receiving and depositing participant contributions; reimbursing claims and other program charges; maintaining the necessary accounting records; and serving as the liaison between the insurance carrier, program administrator, and participating districts. Individual districts must apply and be approved by the insurance plan to participate in the program.

633.120 – Health Insurance Coordination Service - Suffolk School Employees’ Health Plan
This program provides administrative services for health insurance coordination in parts of Suffolk County. Services consist of receiving and depositing participant contributions; reimbursing claims and other program charges; maintaining the necessary accounting records; and serving as the liaison between the insurance carrier, program administrator, and participating districts. Individual districts must apply and be approved by the insurance plan to participate in the program.

633.130 – East End Workers’ Compensation Plan
This program provides administrative services for the Workers’ Compensation Insurance Consortium. Services consist of receiving and depositing participant contributions; reimbursing claims and other program charges; maintaining the necessary accounting records; and serving as the liaison between the insurance carrier, program administrator, and participating districts. Individual districts must apply and be approved by the insurance plan to participate in the program.
The Eastern Suffolk BOCES Department of Human Resources advances the region’s pursuit of excellence by fostering expertise and best practices in development of the agency’s most valuable resources – high performing people and quality programs. Through a collaborative effort, the Department provides a range of services that promote staff development, recruitment, communications, and research that capitalize on the diverse backgrounds and experiences of the agency’s staff. Together, these efforts allow the Department to support the growth of services and programs that build capacity for teaching and learning throughout the region.

**Human Resources Manager**

**314.100 – Human Resources Manager.2 FTE (1 day per week)**

Eastern Suffolk BOCES will provide a shared Human Resources Manager to oversee the Human Resources function of participating districts and to supervise local support personnel in the operation of a Human Resources office. The Human Resources Manager may perform the following tasks:

- recruit, screen, and recommend staff as appropriate;
- participate in collective bargaining negotiations with unions;
- administer Collective Bargaining Agreements;
- monitor personnel policies;
- coordinate the district’s evaluation process;
- serve as the district’s Title IX Officer;
- supervise the preparation of the personnel portion of the Board of Education agenda;
- attend district Board of Education meetings upon request of the district;
- prepare job descriptions;
- prepare information for salary studies and statistical reports;
- coordinate activities with the local Civil Service Commission;
- organize employee training programs; and
- advise employees on benefit programs.

**Negotiations Information Services**

**602.110 – Negotiations Information Services (NIS) is a regional data warehouse system that provides districts with the ability to request data and reports, from multiple data sets, in ways that support the unique needs of individual districts.**

Subscribing districts may request reports pertaining to the bargaining units listed below. Reports are prepared using the ESBOCES database. Subscribing districts agree to complete and return to ESBOCES digital survey forms that provide contract data for their bargaining units.

- Teachers
- Administrators
- Clerical
- Custodial
- Para-professionals
- Cafeteria Staff
Personnel Services

606.100 – Personnel Services .2 FTE (1 day per week)
The Personnel Services shared service will provide the district with assistance and support for day-to-day Human Resource/Personnel operations. The scope of the assistance and support will be developed by the district in consultation with the ESBOCES Department of Human Resources. Areas of support and assistance include:

- Human Resources/Personnel Audit Services
- Negotiation Planning
- Regional Negotiations Information and Trends
- Policy and Regulation Development and Guidance
- Labor Contract Administration
- Professional Development to Support Best Practices in Human Resources Administration, Supervision, and Progressive Discipline
- Guidance to Support Compliance with Civil Service Requirements
- Guidance Under New APPR/Tenure Requirements
- Grievance/Arbitration Procedures
- Employee Participation in Financial Planning Fairs (Providing Education in Development of Strategic Planning for Financial Well-being)

Recruiting Service

This shared service is designed to assist participating districts with the recruitment of potential staff. Such assistance is provided through three levels of service depending upon the needs of subscribing districts. Districts may select the level of service appropriate for their specific needs.

608.110 – Participation in Recruitment/Diversity Fair
This Diversity Fair is aimed at recruiting highly qualified and diversified educators to serve students in school districts throughout the region. On the day of the fair, school district staff conducts brief screening interviews with candidates who have passed a paper screening (completed by Eastern Suffolk BOCES) and meet the minimum qualifications for the vacancies that participating school districts are seeking to fill. A candidate database maintained by Eastern Suffolk BOCES is available to all participating school districts throughout the year.

608.115 – Human Resources Professional Development
This service will provide districts with the opportunity to obtain professional development in the area of Human Resources Best Practices. When available, such workshops will be provided to districts at a maximum rate of $250.00 per participant per workshop (some workshop pp price may be less). In addition, membership in this level shared service includes participation in the ESBOCES Recruitment Diversity Fair.

608.120 – Basic Recruitment Assistance
Eastern Suffolk BOCES will assist districts in basic recruitment and candidate screening services. Participating members will have the opportunity to provide Eastern Suffolk BOCES with precise qualifications required for such positions, which will be used to post and attract highly qualified individuals for the identified positions tailored to district needs.
Recruiting Service *(continued)*

608.130 – *Enhanced Recruitment Assistance* .2 FTE (1 day per week)

Districts subscribing to this level of service receive the benefits of full recruitment services, including:

- designing vacancy announcements;
- advertising positions;
- collecting applications;
- pre-screening and initial interviews;
- identifying highly qualified candidates; and
- performing reference and background checks.

This level of service also offers:

- professional development to promote organizational cultural responsiveness to support district goals to recruit and retain staff reflective of the community’s diversity and
- the opportunity to participate in recruitment networking events.

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Recruiting Service *(continued)*
GRANTS AND SPECIALY FUNDED PROGRAMS
Eastern Suffolk BOCES provides numerous services through specially funded projects that provide support to Eastern Suffolk BOCES students and component districts. Those projects are described in the following section. For more information, contact the staff member indicated.

**Esperanza Homeless Children and Youth Program**

This program is funded by a state grant awarded to the New York State Migrant Education Consortium through ESBOCES and provides additional support to agricultural migrant children who live in temporary or transitional housing, doubled up with other families due to economic need and all who do not have a fixed, regular and adequate place to live.

The ESPERANZA Program serves agricultural migrant eligible children and youth ages 3 – 22 that are also affected by homelessness in the Long Island – Metro and (7) additional regions across NYS. These students are provided with additional advocacy, school supplies, emergency assistance such as food and clothing if needed, as well as transportation needed to access instructional programs and education-related activities.

Services are designed to support students and school districts in providing access and assistance to homeless, migrant students, and to remove the additional barriers to education that they experience due to their lack of stable housing.

These services are available to families meeting the traditional migrant eligibility, as well as the criteria for homelessness, as stated in the McKinney-Vento Homeless Children and Youth Act, and are provided at no charge to families or school districts.

**McKinney-Vento Supplemental Service Consortia for Students in Grades K–5**

These programs are funded by a series of McKinney-Vento sub-grants offered through the New York State Education Department in collaboration with ESBOCES and 13 regional school districts. These state grant-funded programs collaborate with school districts, homeless shelters, and community-based agencies to provide a combination of advocacy and supplementary educational services to children and youth living in temporary or transitional housing in participating Districts throughout Suffolk County at no cost to Districts.

Services include emergency assistance, school supplies, personal-care, nutritional support, Summer Enrichment and Career Exploration Programming as well as Outreach, Advocacy and Orientation to high school. In addition, supplemental tutoring (homework help) in Family Shelters affiliated with the Districts. An inclusive network of school district McKinney-Vento Liaisons and agency professionals meet quarterly during the school year. They exchange ideas, share best practices, learn and to support each other as they work to responsibly accommodate the rights of children under the law. Professional development training is offered as needed throughout the county.

This office also serves as a provider of resources, in collaboration with NYS-TEACHS (New York State Technical & Educational Assistance Center for Homeless Students) for printed information and materials related to the success of homeless children in school. For additional information contact: [http://www.nysteachs.org/](http://www.nysteachs.org/), or call (800) 388-2014.
Long Island – Metro Migrant Education Program (MEP)

This program is funded through a state grant and authorizes supplementary Title I educational services and advocacy for all Agricultural Migrant Eligible students, families and Out-of-School Youth. Migrant eligibility is determined through a certification process by the New York State Office of Identification and Recruitment (ID&R). Families who have moved into a school district within the past three years and whose primary wage earner works in agriculture or fisheries may be referred to determine their eligibility.

Once eligibility is confirmed, the Migrant Education Program addresses the distinctive needs of migrant children ages 3 – 22 as outlined in the NYSED – MEP Service Delivery Plan. Parents, students, and staff work in partnership with local schools, community service agencies and agricultural businesses to help migrant children and youth meet New York State’s challenging educational standards. Assuming an advocacy role, staff members assess the educational, health, and social needs of each family member and outlines an appropriate service provision model. All services are supplemental to the local school district’s efforts. For additional information, please see: http://www.nysmigrant.org/about.

These services are available to migrant eligible workers under age 22 and to children of agricultural workers, fishers and food packers in school districts in Suffolk, Nassau and the five Boroughs at no cost to districts.

Intensive Teacher Institute in Bilingual Special Education (ITI-BSE)

This state-funded program was established in 1994 to address the severe shortage of certified special education teachers in Bilingual Education and English as a New Language (ENL) classrooms. The program provides tuition assistance for a 15-credit coursework sequence toward a Bilingual Education Extension or Teacher of English to Speakers of Other Languages (TESOL) certification. Teachers and personnel meeting the following criteria may be eligible: special education teachers, teachers of students with speech and language disabilities, and pupil personnel professionals who are currently working in New York approved preschool or public school Bilingual Education or English as a New Language (ENL) programs. The ITI-BSE Program also provides tuition assistance support to bilingual teaching assistants working in special education settings. The program collaborates with 23 New York City districts, 14 school districts in the rest of the state, 23 pre-schools, 2 charter schools, and 21 institutions of higher education (IHEs) across New York State. These IHEs offer 58 unique courses of study related to Bilingual Special Education and ENL at the graduate and undergraduate levels on their campuses.

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Long Island Regional Bilingual Education Resource Network (L.I. RBERN)

The state-funded L.I. RBERN provides a variety of educational resources to all 125 school districts in both Nassau and Suffolk Counties. The purpose of this program is to assist public school personnel in designing, developing, implementing, and enhancing educational services for English Language Learners (ELLs) across Long Island. Districts and schools identified by NYSED as not meeting annual accountability measures for the ELL subgroup under ESSA are considered priorities for receiving technical assistance and professional development to improve ELL student outcomes.

L.I. RBERN services include:

- Regional technical assistance and consultations
- Collaboration with NYSED and Statewide/Regional Networks related to school improvement efforts
- Participation on Diagnostic Tool for School and District Effectiveness Teams as required by NYSED’s Office of Accountability
- Intensive on-site staff development and embedded coaching
- Program planning, implementation, and review related to the education of ELLs
- Information related to federal and state regulations and resources
- Dissemination of research, state memoranda, and other materials
- Annual Long Island Teachers’ Institute
- Local and statewide conference coordination for educators of ELLs
- Resource library with professional books, sample textbooks, and other materials related to the education of ELLs
- Parent involvement, outreach efforts, and advocacy

Suffolk ESSA Title III English Language Learners (ELL) Consortium

The Long Island RBERN is the lead applicant and coordinating entity for a consortium that provides specialized technical assistance and staff development to English as a New Language (ENL) programs in 28 districts in Eastern and Western Suffolk BOCES. The program is carried out with collaboration from the Eastern and Western Suffolk BOCES Model Schools Programs and the Student Data Services of the Suffolk Regional Information Center. The purpose of the Suffolk Consortium is to improve the instruction and achievement of English Language Learners (ELLs) through analysis of assessment data and incorporation of technology in their instruction. Title III funding provides hardware, software, Internet subscriptions, iPad applications and several full-day staff development sessions on personalized learning and instructional technology to all ENL teachers in the Suffolk Consortium districts, along with three days of embedded coaching in each district. The “Celebration of Learning” is the annual collaborative culminating activity at which all Long Island Consortium teachers share Learning Experiences developed for their students that include the use of the hardware, software, Internet subscriptions, and iPad applications provided through the Consortium.
Nassau ESSA Title III English Language Learners (ELL) Consortium

The Long Island RBERN is the lead applicant and coordinating entity for a consortium that provides specialized technical assistance and staff development to English as a New Language (ENL) programs in 19 districts in Nassau BOCES. The program is carried out with collaboration from the Nassau BOCES Model Schools Programs. The purpose of the Nassau Consortium is to improve the instruction and achievement of English Language Learners (ELLs) through analysis of assessment data and incorporation of technology in their instruction. Title III funding provides hardware, software, Internet subscriptions, iPad applications and several full-day staff development sessions on personalized learning and instructional technology to all ENL teachers in the Nassau Consortium districts, along with three days of embedded coaching in each district. The “Celebration of Learning” is the annual collaborative culminating activity at which all Long Island Consortium teachers share Learning Experiences developed for their students that include the use of the hardware, software, Internet subscriptions, and iPad applications provided through the Consortium.

CONTACT:
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Program Administrator
cstevens@esboces.org
631-218-5175
School districts can benefit from services that are provided by BOCES throughout the state. These services are available through a “cross-contract” with Eastern Suffolk BOCES. This arrangement assures that the contracting school district receives the BOCES state aid that is available when subscribing to a specific service. Costs are determined by the respective BOCES that delivers the service. Eastern Suffolk BOCES does not charge a fee for the coordination of services between school districts and other BOCES.

**Policy Services**

Please visit our Policy Services website at [www.e1b.org](http://www.e1b.org) for further information and to view examples of our services. Click on the Policy Services tab under Quick Links.

**Policy Manual Development** – This service offers a process tailored to the special needs of a school district to achieve a well-organized board of education policy manual. If desired, a member of the Policy Services staff will make a presentation or video conference to the board of education. Board members and administrative staff are involved in the formulation and review of multiple drafts in consultation with an assigned policy coordinator. This coordinator is available to answer questions, discuss the process and assist the district with the customization of the policy manual at each stage of development. Multiple copies of the final policy manual will be prepared in binders and on CDs. Districts will also receive a complimentary subscription of the Monthly Policy Updates (Level 1) during the development of the Policy Manual.

**Administrative Manual Development** – As a complementary service to the Policy Manual, the Administrative Manual is usually developed upon completion of the Policy Manual and defines the areas for which administrators are responsible. This manual may also be developed in conjunction with the development of the Policy Manual. The manual contains regulations, procedures and forms related to policies developed by the board and the administration in consultation with an assigned policy coordinator. This coordinator is available to answer questions, discuss the process and assist the district with the customization of the administrative manual at each stage of development. Multiple copies of the final administrative manual will be prepared in binders and on CDs. Districts will also receive a complimentary subscription of the Monthly Administrative Updates (Level 1) during the development of the Administrative Manual.

**Online Policy Manual** – This service allows districts to place their policy manual in a secure online document library which will be maintained by Policy Services. The Online Policy Manual will be linked to the district’s existing website to allow access by the public. The Online Policy Manual is fully searchable by policy topic. Districts will contract for an initial one-time set up fee for Policy Services to place the new or recently completed Policy Manual into the document library. In the following year (and subsequent years), the district will be charged an annual fee for Policy Services to maintain the Policy Manual in the Document Library. The annual fee will be in addition to one of the existing Policy Services maintenance options (Level 2 or Level 3).

**Online Policy Manual Maintenance** – This service provides for the continued maintenance of the Online Policy Manual in the year (and subsequent years) after a district has placed their Policy Manual into the secure online document library. The Online Policy Manual will continue to be linked to the district’s existing website to allow access by the public to be fully searchable by policy topic. Once the Online Policy Manual is up and running in the document library, districts will contract for an annual fee to maintain the Online Policy Manual. The annual fee will be in addition to one of the existing Policy Services maintenance options (Level 2 or Level 3).

**BoardDocs**

BoardDocs is a cloud-based service that enables districts to upload, display, distribute and house board of education business documents. Developed specifically for governing bodies, such as School Districts, BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, policies and procedures via the Internet. Districts are able to hold virtually paperless meetings with preparation time and effort greatly reduced. Information can be made public or kept confidential, accessible only to users with sufficient privileges. The service allows for archiving items metasearch capabilities for anything stored by BoardDocs’ secure server. Two different
versions are available. With BoardDocs Pro, board members can use an online voting feature, distribute confidential newsletters, and use other library features. BoardDocs LT is an economical solution for districts working to stay within a budget. Districts also have the option to add additional “Policy Services Support” for an additional fee, which allows our staff to become your “Policy Editors” to upload and maintain your policies within BoardDocs. If your local BOCES does not offer BoardDocs, you may cross contract for this service through Erie 1 BOCES to receive your BOCES aid.

**Specialized Policy Projects** – This service provides individualized Policy Services to districts to address unique situations or needs related to policy issues. The service includes an assessment meeting to determine the needs and goals of the district, followed by consulting support, as requested, to achieve the district’s goals. The service would consist of strategic planning meetings with the district team to determine the needs of the district and implications on policy. The cost would be determined and billed per project depending on the size of the district and scope of the project (plus expenses). Examples of Specialized Policy Projects include:

- An “Extended Policy Audit” may be used to fully update a Policy Manual that was developed more than one year ago. (Policy manuals that were completed less than one year ago are eligible for the traditional Policy Audit [Level 3]). This service is intended for policy manuals that are in need of extensive revisions, but do not yet warrant the full development of a new Policy Manual to bring it into full legal compliance. Upon completion of the Extended Policy Audit, the district would contract for either the Policy Audits (Level 3) or the Quarterly Policy Revision and Updates (Level 2) in the subsequent year as the means to keep their manuals updated in a consistent manner. This process is also available for the Administrative Manuals.
- Consultation prior to or in anticipation of a district merger to explore and discuss how the consolidation or re-figuration of the merged districts would affect the policy and/or administrative regulations.
- The development of a combined policy manual following the merger of two school districts.
- Review and update a specific section of the Policy and/or Administrative Manual, such as Non-Instructional/Business Operations or Special Education.

**Policy Manual Review** – This service has been created for districts that are unsure of the status of their policy or administrative manual and wish to determine how many policies (or regulations, procedures and forms) may be out of date or missing from their manuals. For manuals more than about eight to ten years old, the development of a new manual is usually strongly recommended. For those manuals that may be about four to seven years old, a policy manual review will provide the data necessary for the district and board to make an informed decision on the best course of action.

A comprehensive review of your current policy or administrative manual is performed to determine if the development of a new manual is necessary or recommended. Following the review, if the district decides to pursue the development of a new manual, the cost of the special project will be deducted from the cost of the new manual if the new manual is contracted for within the same fiscal year. The cost is determined by the scope of the project, plus expenses.

**MAINTENANCE OF THE POLICY AND/OR ADMINISTRATIVE MANUALS**

**Note:** We offer three levels of service to maintain your Policy and/or Administrative Manual. Refer to Level 1, Level 2 or Level 3. Policy/Administrative Updates (Level 1) and Quarterly Policy/Administrative Revisions (Level 2) may be purchased without previously subscribing to the Manual Development Service.

**Monthly Policy Updates (Level 1)** – On a monthly basis, participating districts are provided with either a Policy Update or Special Alert. The Policy Update includes an informational newsletter and a recommended sample policy based on the latest state and federal laws, regulations or other educational guidance. A Special Alert provides pertinent information and guidance on a current topic of importance to districts, but generally does not include a sample policy. These Monthly Updates and Alerts provide general information that is applicable and of interest to all districts, whether they have recently developed a Policy Manual or currently have a Policy Manual from another source. Previous Policy Update topics have included:
Monthly Administrative Updates (Level 1) – On a monthly basis, participating districts are provided with an Administrative Update, which includes an informational newsletter and one or more recommended sample regulations, procedures and/or forms based on the latest state and federal laws, regulations or other educational guidance. Typically, the topic of the Administrative Update corresponds to the Monthly Policy Update. Previous Administrative Update topics have included:

- Methodology for Allocation of Title I (Aug. 2018)
- Sexual Harassment in the Workplace (Oct. 2018)
- Drug and Alcohol Testing for School Bus Drivers (Jan. 2019)
- Qualifications of Teachers (April 2019)
- Immunization of Students (July and Aug. 2019)

Quarterly Policy Revisions & Monthly Policy Updates (Level 2) – In addition to receiving Policy Updates, districts will receive a quarterly summary of recommended revisions based on review of changes in federal and state laws, Commissioner’s regulations and SED guidance impacting existing district policies. New/revised policies will be included with the quarterly summary with changes highlighted in the text of the policy for ease of board of education review. Materials will be provided electronically. This service will provide timely and comprehensive information to ensure districts are able to revise and maintain their own policy manuals.

Quarterly Administrative Revisions & Monthly Administrative Updates (Level 2) – In addition to receiving Administrative Updates, districts will receive a quarterly summary of recommended revisions based on review of changes in federal and state laws, Commissioner’s regulations and SED guidance impacting existing district regulations. Revised regulations will be included with the quarterly summary with changes highlighted in the text of the regulation. Changes may also be recommended for procedures or forms. Materials will be provided electronically. This service will provide timely and comprehensive information to districts that revise and maintain their own administrative manuals.

Annual Policy Audits (Level 3) – For policy manuals developed recently by Erie 1 BOCES, this service provides districts with customized updating of the policy manuals to reflect the many changes in legislative mandates and regulations. Due to the numerous changes in various mandates and the increased responsibility for the board of education and district to ensure compliance, it is critical that policies are reviewed periodically. Proposed changes will be annually sent to the district in a highlighted fashion for ease of board of education review. Once the recommended revisions are adopted by the board, the changes are prepared in multiple copies for insertion into the policy manuals. New CDs of the completely revised manual will also be provided to the district. This process ensures that all manuals contain the same information, that policies are current and accurately reflect any of the policy actions taken by the board at its meetings. Additionally, districts will receive the Monthly Policy Updates.

Annual Administrative Audits (Level 3) – For administrative manuals developed recently by Erie 1 BOCES, this service provides districts with annually customized updating of the administrative manuals to reflect the many changes in law and regulations. Due
to the numerous changes in various mandates and the increased responsibility for the superintendent to ensure compliance, it is critical that administrative regulations are reviewed periodically. Proposed changes will be annually sent to the district in a highlighted fashion for ease of district and administrative review. Changes may also be recommended for procedures or forms. Once the recommended revisions are accepted by the district, the changes are prepared in multiple copies for insertion into the administrative manuals. New CDs of the completely revised manual will also be provided to the district. This process ensures that all manuals contain the same information, that regulations/procedures/forms are current and accurately reflect any changes in the operations of the district, changes in board policies, and/or changes in federal or state mandates. Additionally, districts will receive the Monthly Administrative Updates.

**Employee Handbook** – Policy Services staff will work with district staff to create a draft of the Employee Handbook and send it to the designated district official(s) for review and revisions (as needed). After the district has approved the final draft of the Employee Handbook, Policy Services will provide the agreed upon number of paper copies, as well as CDs of the final handbook.

**Teacher Handbook** – Policy Services staff will work with district staff to create a draft of the Teacher Handbook and send it to the designated district official(s) for review and revisions (as needed). After the district has approved the final draft of the Teacher Handbook, Policy Services will provide the agreed upon number of paper copies, as well as CDs of the final handbook.

**Job Description Handbook** – Policy Services staff will work with district staff to create a draft of the Job Description Handbook and send it to the designated district official(s) for review and revisions (as needed). After the district has approved the final draft of the Job Description Handbook, Policy Services will provide the agreed upon number of paper copies, as well as CDs of the final handbook. The Job Descriptions may also be developed in conjunction with the development of the Administrative (Regulations) Manual.

**Athletic Handbook** – Policy Services staff will work with district staff to create a draft of the Athletic Handbook and send it to the designated district official(s) for review and revisions (as needed). After the district has approved the final draft of the Athletic Handbook, Policy Services will provide the agreed upon number of paper copies, as well as CDs of the final handbook.

**Code of Conduct Review** – Policy Services will provide a policy coordinator to help facilitate the review of the district’s current Code of Conduct. The Coordinator will review the Code of Conduct prior to the first committee meeting and make suggestions for revisions based on changes in law and regulation or areas of significance based on current district practice and culture (for example, the use of electronic equipment by students). As needed, the policy coordinator will help facilitate the discussion and review process at a series of committee meetings, track the revisions discussed during the committee meetings, and provide drafts at subsequent meetings. After the review process is complete, Policy Services will provide final updated copy for the Code of Conduct and also furnish paper copies and/or CDs, as requested/needed.
Elementary Science Program/BOCES 4 Science

Exciting changes have taken place at the Elementary Science Program! In the forefront our excellent quality resources continue to be offered, but behind the scenes Monroe 2-Orleans BOCES has entered into a partnership with three other BOCES in Western NY to develop a new, premier, K-8 science program correlated to the New York State Science Learning Standards (NYSSLS). Monroe 1 BOCES, Monroe 2-Orleans BOCES, Wayne Finger Lakes BOCES, and the Genesee Valley Educational Partnership have collaborated to create what is now known as BOCES 4 SCIENCE. Curriculum development with teachers began in the summer of 2016 and concluded the summer of 2018. Three phases of resources are available now, with the final five titles being released during the 2020-2021 school year. We value our Long Island districts and teachers and hope that as the process unfolds, many will join us for planned professional development. This is a three dimensional, student centered, interdisciplinary service that transforms a classroom into an inquiry zone. Engineering principles are integrated into each activity. The program is correlated to the New York State Science Learning Standards (NYSSLS), as well as the New York State Next Generation Standards for Mathematics and English Language Arts. Phenomena and/or Problem-based units and lessons allow students to construct their understanding regarding the NYSSLS topics. Most Elementary Science Program units are still available at http://espsciencetime.org. Contact BOCES 4 Science today at http://www.boces4science.org for more information and to request a preview of unit resources.

GASB 75 Fiscal Impact Analysis

This service provides school districts, BOCES, and Counties with the Other Post Employment Benefit (OPEB) Valuation required by the Government Accounting Standards Board (GASB) Statement 75 and also assists subscribers in monitoring the financial and economic impact of OPEB costs. The BOCES GASB 75 service is supported by a nationally recognized actuarial firm.
Long Island High School for the Arts

Since 1973 the Nassau BOCES Long Island High School for the Arts is the region’s only public high school dedicated to students who are gifted and talented in the visual and performing arts. The school, located in a specially designed complex in Syosset, offers professional training by master teachers who are recognized, practicing artists. Students may choose courses in the Visual Arts, Dance, Instrumental or Vocal Music, Digital Media, Acting, Film, Musical Theatre, and Technical Theatre.

The half-day Arts High School provides students with intensive arts programs designed to meet New York State requirements for a high school diploma. Students take their academic courses at their home high schools and choose to attend LIHSA for the morning program from 8:00 to 10:30, or the afternoon program from 12:00 to 2:30. Many courses are certified for college credit, and most students graduate with advanced credits and full or partial scholarships to prestigious colleges, universities and conservatories.

Student acceptance to Long Island High School for the Arts is based upon successful completion of an audition or portfolio review and interview.

Online Application System for Educators (OLAS)

Using the Internet to transmit employment applications, candidates can apply to one or more participating districts in the Regional Teacher Recruitment Service by filling out one application. Candidates can target the districts to which they wish to apply and have the option of granting all districts access to their information and other supportive documents. Districts can search for, sort, and print applications, cover letters, and resumes using multiple sophisticated search criteria. The online application is free to candidates. Vacancies in participating districts are entered onto the OLAS web page.

View OLAS at http://www.olasjobs.org/longisland/.
State Aid and Financial Planning Service

This service helps school districts navigate their way through the complex world of school finance. Publications, workshops, personal consultation, and hotline service keep administrators informed and up-to-date on state aid and school finance issues.

Member districts and BOCES receive a broad spectrum of valuable services. From technical assistance with state aid forms and revenue projection, to analysis of state aid proposals and education-related legislations, the State Aid and Financial Planning Service meets your needs.

Primary Service Activities

State Aid and Financial Planning Service members receive the following services on a regular basis:

- **Hotline Information Service** – Specialists are available to answer questions on all aspects of state aid.

- **State Aid Projections** – Specialists help complete state aid claim forms and maintain a statewide database to project state aid under various proposals (Governor, Regents, Legislature, Present Law).

- **Presentations** – Specialists present two sets of regional workshops yearly, at twelve locations across the state, as well as numerous special topic presentations. Staff regularly presents at local chapter and BOCES-wide meetings and state conferences.

- **Publications and On-line Resources**

- **“Coffee and STAC Talk” Webinar Series** – Each month a specific topic related to school business management functions will be reviewed and discussed. The one hour webinars provide real-time, interactive information right at your own desk! The sessions will be delivered entirely over the Internet; no teleconferencing (telephone) is required. There is no registration or fee required. Also, if you miss the session, a recorded version will be available. CTLE credits are offered (pre-registration required).

STAC Service:

The Special Education Aid Assistance Services is designed to help school districts claim all available aid for students with disabilities and allows districts to customize the level of service that best meets local needs. The staff will provide training for district personnel on procedures and best practices for collecting and filing information and utilizing the System to Track and Account for Children (STAC). Districts may choose a more comprehensive service where Questar III staff performs all data collection, submission and verification for all types of special education programs. This service is provided on a fixed fee and requires participation in the State Aid and Financial Planning Service.
Law-Related Education

Mock Trial
The Mock Trial program is offered for elementary and middle school students. Each participating district will receive a full trial with instructions on preparing students. The trial is an adaptation of trials prepared by the New York State Bar Association for the annual high school competition. Each district will prepare both prosecution and defense sides of the case. A team consists of six plaintiffs and six defendants with an option for three alternatives (maximum team size is 15). A district may register several teams. Two training sessions are scheduled for teachers. The program culminates in a one-day Mock Trial tournament in the spring.

Outdoor/Environmental Education Program
As an integral and essential part of a comprehensive curriculum, the Western Suffolk BOCES Outdoor/Environmental Education Program utilizes the natural environment in a multi-disciplinary approach to promote more effective learning. The program strongly supports the New York State Science Learning Standards and supplements, strengthens, and gives new dimension to existing school curriculum by means of direct observation and hands-on learning experiences outside the classroom. The O/EEP also fosters the rational use and preservation of the natural environment by laying the foundation for responsible action.

Note: Districts must arrange their own transportation.

Day Use Program

Teacher In-Service Training
Since teacher participation is the most vital aspect of the success of this program, teachers participate in an environmental education training program. This training provides teachers with the knowledge and professional resources to effectively conduct a class at our outdoor learning labs. During training, teachers will engage in activities relating to:

- New York State Science Learning Standards
- Marine, Freshwater, and Terrestrial Ecology
- Earth’s Systems, Weather and Climate, Structure and Function of Organisms, and Inheritance and Variation in Traits

Throughout the training, teachers build curriculum guides that apply to each specific site where they are enrolled. Teachers then implement lessons making use of the equipment, resources, and staff at each site.

Caleb Smith Outdoor Learning Lab
Located in the 543-acre Caleb Smith State Park Preserve, the laboratory contains numerous displays and serves as a terrific site to facilitate exploration of the deciduous woodland and ponds.

Sunken Meadow Outdoor Learning Lab
A state-of-the-art science facility equipped with a plethora of displays and live organisms serves as a base for teacher trainings and STEM-based student activities. This learning lab is located in a secluded section of the 1,226 acre Sunken Meadow State Park and provides a unique hands-on learning environment to explore salt marsh, beach and dune habitats.

Connetquot Outdoor Learning Lab
Located at the site of the historic Snedecor Inn, this site provides an opportunity to explore a river ecosystem equipped with a working trout hatchery and gristmill. In addition, the learning lab is located within Long Island’s Pine Barrens.
Outdoor/Environmental Education Program (continued)

Residential Program
Teachers and students live and learn together at sites on or off Long Island. This intensive experience allows classes to focus on the natural environment and build an unrivaled bond by participating in many group and team building activities. Residential programs are preceded by in-service training and planning guidance. In addition, staff is available throughout the experience for teacher assistance.

On Long Island

**Dorothy P. Flint** *(Fall/Spring)*
Cornell Cooperative Extension/4H Division, Riverhead
Features: Woodlands, a working farm, and a boardwalk/trail to the seashore
Facilities: Science center, open-air arts and crafts building, and over 40 cabins

**Camp Quinipet** *(Fall/Winter/Spring)*
United Methodist Church, Shelter Island
Features: Woodland property on Peconic Bay
Facilities: Seven heated guest houses, indoor recreation and arts and crafts facility, meeting rooms, and a modern dining hall

Off Long Island

New York

**Frost Valley Environmental Education Center** *(Fall/Winter/Spring)*
Frost Valley YMCA, Oliverea
Activities: Project Adventure, geology, and orienteering
Features: 4,500 acre Catskill Forest Preserve
Facilities: Winterized facilities, two program centers, 45 cabins, nine lodges, and a dining hall

**Greenkill Outdoor/Environmental Education Center** *(Fall/Winter/Spring)*
YMCA-YWCA Camping Services of Greater New York, Huguenot
Activities: Wildlife studies, Project Adventure, forest ecology
Features: Deciduous and coniferous forests, fields, and ponds
Facilities: Activity lodges, modern dormitories, and a dining hall

**The Fresh Air Fund/Sharpe Reservation, Fishkill** *(Fall/Spring)*
Activities: Hiking, camping, freshwater studies
Features: 2,550 acre site in southern Dutchess County
Facilities: Self-contained residences and a dining hall

Special Services
At sites throughout Long Island, OEEP staff guide students through customized, firsthand investigations of the natural world, providing them with a variety of unique authentic science experiences. Additionally, outdoor education staff can create customized programs for individual school districts.

Bay Investigations
These scientific investigations can be conducted in Shinnecock Bay abroad the research vessel Peconic, or in the Great South Bay from Captree Boat Basin. While onboard, students use a variety of nets and sampling equipment to analyze the physical and biological environment of the bay.

Challenge Course
To instill group cooperation skills and team-building abilities as part of your school's Character Education efforts, make the Challenge Course experience a part of your curriculum! The Challenge Course at the Sunken Meadow Outdoor Learning Lab
allows students to work in small groups under the guidance of an instructor/facilitator. During the experience, students progress through a series of increasingly difficult group tasks.

**Conservation Biology**
Whether through a native brook trout reintroduction project or an invasive pine beetle study and pine tree reintroduction project, several options for exciting, engaging real-world science projects are available.

**Dissections**
In school or at one of our Outdoor Learning Labs, students will dissect an organ or an entire organism while being led by a trained biologist. This is a great addition to any biology, physiology or psychology class. Specimens available for dissection include, but not limited to: owl pellets, Albatross bolus, frogs, pigs, sheep brains, sheep eyes, bovine hearts, bovine ovaries, squid and clams.

**Earth Balloon**
This 19-ft. inflatable globe uses high quality satellite images to provide exciting and interactive science and geography programs ranging from Biomes to Human Development. Grade-appropriate programs take place in your school to support your diverse K-12 curriculum, especially promoting geographic literacy. The Earth Balloon can be used in multiple classes each day.

**Ecology Awareness**
The program introduces basic ecology principles and concepts through the investigation of woodland, freshwater, and marine environments.

**Exploring Long Island’s Fisheries Resources**
Students investigate fish anatomy, physiology and ecology, explore fishery habitats and learn about the socio-economic factors affecting fisheries.

**Exploring Long Island’s Secret Wilderness**
Students are acquainted with the Pine Barrens through field excursions, classroom and field exercise, a canoe trip and guest lectures. Students develop an understanding of groundwater, watershed, fire climax forest, and plant and animal competition.

**Farming at Sea: A Mariculture Project**
Students learn about a new type of agriculture – mariculture – by growing hard-shelled clams under controlled conditions. The clams will be seeded in Long Island Sound to help restock coastal waters. Field work is included.

**Fire Island Ecology**
This program is focused on interpreting Long Island’s barrier beach environment and showing students how diverse it can be. In addition, students will understand how this diverse environment influences the inhabitation of organisms.

**Field Natural History**
Students learn the geology, biology, and history of freshwater, marine, and terrestrial environments by studying the Nissequogue and Peconic watersheds.

**Field Research Expedition Program**
Critical thinking skills are developed as students investigate environmental issues and conduct independent research projects. This program involves international and domestic travel, research and publication of projects.

**Insects**
This program focuses on Long Island insects and their adaptations, anatomy, morphology and diversity. Each topic contains an associated “hands-on” activity.

**Introduction to Intermediate Level Science**
In this exciting program, students investigate either a freshwater ecosystem or compare two different biological communities. Students will employ process skills emphasized in the NYS Science Learning Standards, including transect studies, use of dichotomous keys and microscopy.
Outdoor/Environmental Education Program (continued)

Marine Mammals
Students will work with a researcher to conduct a postmortem on a porpoise, dolphin, or seal in a classroom. Program includes a slide/lecture necropsy.

Marine Studies I:
Students explore, investigate, and compare marine habitats, flora, fauna, and Long Island nautical heritage.

Marine Studies II:
Students explore, investigate, and compare marine environments, including estuary/salt marsh, rocky inter-tidal and seashore. Studies are conducted at Sunken Meadow State Park and Flax Pond in Stony Brook.

Nature Discoveries:
Activities emphasize an interdisciplinary approach to geology, botany, reptiles, amphibians, insects, and mammals. Students learn about the availability of natural materials, how they are used, and how to use them in crafts and hobbies.

Ornithology
This is an introduction to the avian world through bird watching. Through field work and readings, students observe and learn firsthand how birds function.

Remote Operated Vehicles (ROV)
This program takes a unique spin on field science. It emphasizes engineering and business and tasks students with building a fully functional remotely operated vehicle (ROV) that will explore and collect data in a marine environment. The goals set for the student are to have a functional ROV, keep it within budget and a Shark Tank style presentation to market it to their peers.

StarLab
This state-of-the-art digital portable planetarium provides an introduction to astronomy and the wonders of the night sky. Grade-appropriate programs take place in your school and can be tailored to meet each class’s learning objectives. While the StarLab is used by one class at a time, the lab can be used in multiple classes each day.

Studies in Long Island History
This program incorporates DBQ and fieldwork to support the New York State Social Studies Standards. This includes field trips, guest speakers and a written research project focusing on Long Island history.

Whales: Study and Research
Students learn about marine mammal behavior, adaptations and their role in the ocean’s ecosystem.

Create a Customized Program
Since school districts have their own unique curricula needs, the Outdoor Environmental Education Program staff is available to work with district staff to create innovative and customized programs and projects. These programs allow students to practice authentic science, meet the district’s science education scope and sequence and gain the content and skills necessary for mastery of the New York State Math and English Standards and NYS P-12 Science Learning Standards.

Science Enrichment Excursions
Grades K through 12
Excursions are from Manhattan to Montauk and beyond. Western Suffolk BOCES staff will discuss and offer assistance with all science-based excursions. We work with museums, Cornell Cooperative Extension, Liberty Science Center, and aquariums.

State University at Stony Brook
Grades 7 through 12
Institute of STEM Education — SUNY @ Stony Brook: Restriction Enzyme Analysis, DNA Restriction Enzyme Analysis, Bacterial Transformation, Plasmid Engineering and Bacterial Transformation, Polymerase Chain Reaction, Forensics Laboratory, Physics Teaching Laboratory, Chemistry Teaching Laboratory, Earth Science Laboratory, Long Island Ecology and Greenhouse Laboratory. Students have the opportunity to use state-of-the-art techniques and equipment utilized in many research laboratories around the world.
Curricula Support Services

Project Lead the Way
Provides transformative learning experiences for K-12 students using science activities, projects, and real-world problems. Offers specific science modules for K-5, 6-8 and 9-12 with a focus on computer science, engineering and biomedical science. Provides teachers with the training, resources, and support they need to engage students in real-world learning.

New York State Science Curriculum Writing
This program is designed to support teachers as they transition to the New York State P-12 Science Learning Standards. This is a program of curriculum development where teachers have science curriculum written for them and are further supported as they implement the new standards in their classroom. This program includes one unit of science curriculum and two in-school visitations of Western Suffolk BOCES Outdoor Education staff per unit.

New York State Science Curriculum Development
This program is designed to support teachers as they transition to the New York State P-12 Science Learning Standards. This is an interactive program of curriculum development where teachers will work intensively with science leaders from the Western Suffolk BOCES Outdoor Environmental Education Program (OEEP) as teachers develop their own curriculum. The role of the OEEP staff is to facilitate curriculum development by using their expertise to assist and strategically develop exciting inquiry-based investigations that take place in the classroom. This can be a single-unit partnership or a full-year partnership as the new standards are implemented. This includes two in-school visitations of OEEP staff per unit.

STEM Curriculum and Materials
This program provides school districts with the opportunity to view and assess various STEM related curricula, materials and services with the assistance of BOCES staff. The curricula, materials and services offered are designed to assist teachers with the design and delivery of engaging STEM instruction that supports the New York State Science Learning Standards (NYSSLS).

Summer New York State Science Curriculum Development
This is a summer program designed to facilitate science curriculum development as science teachers transition to the New York State P-12 Science Learning Standards. This is a one-week program of curriculum development where teachers have the ability to work with colleagues from their own and other districts to design and write new science curriculum that meets the NYS P-12 science learning standards. During this program, teachers will work intensively with science leaders from the Western Suffolk BOCES Outdoor Environmental Education Program (OEEP) as teachers develop curriculum. The role of the OEEP staff is to facilitate curriculum development by using their expertise and the experience of other teachers to assist and strategically develop exciting inquiry-based investigations. In addition, this program will make teachers aware of potential services and resources that can be used in the classroom.

NYS Science and Engineering Fair (NYSSEF)
This is the Intel ISEF/Science Service affiliated state fair of New York. Students compete for scholarships, tuition grants and other prizes. Top high school projects from the Intel division of NYSSEF represent the state of New York. Students in 9th through 12th grade apply for either the NYSSEF ISEF Division or Andromeda Division. Students 6th through 8th grade may only enter the Broadcom Division.

ESBOCES #460

CONTACT:
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Program Coordinator
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631-360-3652
School Planning and Research Services
Provides support for school administrators as they plan for a district’s future needs with detailed demographic, enrollment and facilities studies.

Comprehensive Long-Range Planning Studies
A Long-Range Planning Study presents a detailed analysis of demographic trends in the district, including births, population, housing, resident characteristics and non-public or charter school enrollments. An analysis of historical district enrollment trends, paired with information obtained through the demographic analysis, will lead to ten-year enrollment projections for the district, each grade level and each school. A study may also include an analysis of the current utilization of facilities and an examination of future options for the district. An update study is also available to districts that have previously contracted for a Comprehensive Long-Range Study within the past three years. Updates provide projections based on the most recent trends in the district. Studies produced by Western Suffolk BOCES meet the mandate specified in Section 155.1 of the Commissioner’s regulations for Comprehensive Long-Range Planning.

Geographic Information System (GIS)
Allows districts to create scenarios to evaluate and determine the reassignment of enrollment zones, the closing of a school, and/or optimizing resources to meet individual learning needs.

Superintendent’s Hearing Officer
This service provides support to districts in facilitating Superintendent’s hearings. Experienced hearing officers serve as consultants to districts on a per session, as needed basis.

School Aid Specialist
Western Suffolk BOCES provides participating districts with assistance in the development of internal planning processes, planning skills, the analysis of data in the area of finance, and the development of plans related to school administration and management responsibilities. In addition, participating districts are provided assistance in procuring and maximizing all areas of State and Federal Aid.

Insurance Management Services
Flexible Benefits
This program develops and administers a Section 125 Flexible Benefits Plan for employees of a school district.
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