2017-2018
Greater Southern Tier BOCES
Service Planning and Purchasing Guide

Bush Campus
459 Philo Road
Elmira, NY 14903
(607)739-3581

Coopers Campus
9579 Vocational Drive
Painted Post, NY 14870
(607)962-3175

Wildwood Campus
1126 Bald Hill Road
Hornell, NY 14843
(607)324-7880

www.gstboces.org
Table of Contents

GST BOCES Administration ................................................................. 4
Component School Districts............................................................... 5-6
GST BOCES Board of Education......................................................... 6
Calendar of Target Dates................................................................. 7
Instructional Services........................................................................ 8-17

Support Services
  Instructional Support Services ....................................................... 18-23
  Computer Services......................................................................... 24-28
  Management Services ................................................................... 29-32

Index .................................................................................................. 33-34

Appendix ............................................................................................ 35
Dear Colleagues,

As we prepare the Greater Southern Tier BOCES budget for the 2017-18 school year, we continue to focus on providing cost effective services that provide possibilities for every student in our region. We know that collaboration with our districts is the key to achieving this and we value your partnership as we work toward our common goal of student success. We hope that you find this services guide useful as you plan for the coming year, and that within these listings are the resources needed to achieve that goal.

The field of education is ever-changing and we must be able to adapt and evolve to meet new challenges as they arise. We will continue to provide resources to our districts within our existing programs and services and will work with you to create new programs in response to changing needs.

I look forward to our continued collaboration and know that together we can create positive outcomes for every student.

Sincerely,

James Frame
District Superintendent
Administration

James Frame, District Superintendent  
Coopers Campus Building #8  
9579 Vocational Drive  
Painted Post, NY 14870  
(607) 962-3175 ext. 2288  
Fax: (607) 654-2302  
email: jframe@gstboces.org

Stacy Saglibene, Director of Special Education and Itinerant Services  
Coopers Campus Building #8  
9579 Vocational Drive  
Painted Post, NY 14870  
(607) 739-3581 ext. 1302  
Fax: (607) 654-2304  
email: ssagilbe@gstboces.org

Margaret Munson, Assistant Superintendent for Finance and Administrative Services  
Bush Campus Building #1  
459 Philo Road  
Elmira, NY 14903  
(607) 739-3581 ext. 1247  
Fax: (607) 795-5304  
email: mmunson@gstboces.org

Douglas Johnson, Director of Human Resources and Employee Relations  
Bush Campus Building #1  
459 Philo Road  
Elmira, NY 14903  
(607) 739-3581 ext. 2233  
Fax: (607) 654-2280  
email: djohnson@gstboces.org

Sarah Vakkas, Assistant Superintendent for Instruction  
Bush Campus Building #3  
459 Philo Road  
Elmira, NY 14903  
(607) 739-3581 ext. 1303  
Fax: (607) 795-5310  
Email: svakkas@gstboces.org

Steven Manning, Manager  
Computer Services Center  
Bush Campus Building #4  
459 Philo Road  
Elmira, NY 14903  
(607) 795-5338 ext. 1702  
Fax: (607) 795-5307  
email: smanning@gstboces.org

Sarah Vakkas, Assistant Superintendent for Instruction  
Bush Campus Building #3  
459 Philo Road  
Elmira, NY 14903  
(607) 739-3581 ext. 3106  
Fax: (607)-324-0201  
Email: svakkas@gstboces.org

Christopher Weinman, Executive Director, Career and Technical Education and Technical Curriculum Coordination  
Wildwood Campus Building #1  
1126 Bald Hill Road  
Hornell, NY 14843  
(607) 739-3581 ext. 3106  
Fax: (607)-324-0201  
email: cweinman@gstboces.org

Linda Perry, Director, School Improvement and Instructional Support  
Bush Campus Building #3  
459 Philo Road  
Elmira, NY 14903  
(607) 739-3581 ext. 3307  
(607) 795-5310  
email: lperry@gstboces.org  
and  
Dormann Library  
103 West Morris Street  
Bath, NY 14810  
(607) 776-2105  
Fax: (607) 654-2303  

Bernadette Sramek, Business Executive  
Bush Campus Building #1  
459 Philo Road  
Elmira, NY 14903  
(607) 739-3581 ext. 1105  
Fax: (607) 795-5304  
email: bsramek@gstboces.org
## Component Districts

<table>
<thead>
<tr>
<th>District Name</th>
<th>Superintendent</th>
<th>Address</th>
<th>Box Number</th>
<th>City, NY</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Addison Central School District</strong></td>
<td>Joseph DioGuardi, Superintendent</td>
<td>1 Cowell Street</td>
<td></td>
<td>Addison</td>
<td>(607) 359-2244</td>
</tr>
<tr>
<td><strong>Canaseraga Central School District</strong></td>
<td>Chad Groff, Superintendent</td>
<td>4-8 Main Street, Box 230</td>
<td></td>
<td>Canaseraga</td>
<td>(607) 545-6421</td>
</tr>
<tr>
<td><strong>Alfred-Almond Central School District</strong></td>
<td>Richard Calkins, Superintendent</td>
<td>6795 Route 21</td>
<td></td>
<td>Almond</td>
<td>(607) 276-2981</td>
</tr>
<tr>
<td><strong>Canisteo-Greenwood Central School District</strong></td>
<td>Jeremy Palotti, Superintendent</td>
<td>84 Greenwood Street</td>
<td></td>
<td>Canisteo</td>
<td>(607) 698-4225</td>
</tr>
<tr>
<td><strong>Arkport Central School District</strong></td>
<td>Jesse Harper, Superintendent</td>
<td>35 East Avenue</td>
<td></td>
<td>Arkport</td>
<td>(607) 295-7471</td>
</tr>
<tr>
<td><strong>Corning-Painted Post Area School District</strong></td>
<td>Michael Ginals, Superintendent</td>
<td>165 Charles Street</td>
<td></td>
<td>Painted Post</td>
<td>(607) 936-3704</td>
</tr>
<tr>
<td><strong>Avoca Central School District</strong></td>
<td>Stephen Saxton, Superintendent</td>
<td>17-29 Oliver Street</td>
<td></td>
<td>Avoca</td>
<td>(607) 566-2221</td>
</tr>
<tr>
<td><strong>Elmira City School District</strong></td>
<td>Hillary Austin, Superintendent</td>
<td>951 Hoffman Street</td>
<td></td>
<td>Elmira</td>
<td>(607) 735-3000</td>
</tr>
<tr>
<td><strong>Bath Central School District</strong></td>
<td>Joseph Rumsey, Superintendent</td>
<td>25 Ellas Avenue</td>
<td></td>
<td>Bath</td>
<td>(607) 776-3301</td>
</tr>
<tr>
<td><strong>Elmira Heights Central School District</strong></td>
<td>Mary Beth Fiore, Superintendent</td>
<td>2083 College Avenue</td>
<td></td>
<td>Elmira Heights</td>
<td>(607) 734-7114</td>
</tr>
<tr>
<td><strong>Bradford Central School District</strong></td>
<td>John Marshall, Superintendent</td>
<td>2820 Route 226</td>
<td></td>
<td>Bradford</td>
<td>(607) 583-4616</td>
</tr>
<tr>
<td><strong>Hammondsport Central School District</strong></td>
<td>Kyle Bower, Superintendent</td>
<td>8272 Main Street</td>
<td></td>
<td>Hammondsport</td>
<td>(607) 569-5200</td>
</tr>
<tr>
<td><strong>Campbell-Savona Central School District</strong></td>
<td>Kathleen Hagenbuch, Superintendent</td>
<td>8455 County Route 125</td>
<td></td>
<td>Campbell</td>
<td>(607) 527-9800</td>
</tr>
<tr>
<td><strong>Hornell City School District</strong></td>
<td>Douglas Wyant, Jr., Superintendent</td>
<td>25 Pearl Street</td>
<td></td>
<td>Hornell</td>
<td>(607) 324-1302</td>
</tr>
</tbody>
</table>
Horseheads Central School District
Dr. Thomas Douglas, Superintendent
One Raider Lane
Horseheads, NY 14845
(607) 739-5601

Jasper-Troupsburg Central School District
Michael Mead, Superintendent
3769 State Route 417
Jasper, NY 14855
(607) 792-3675

Odessa-Montour Central School District
Christopher Wood, Superintendent
300 College Avenue
Odessa, NY 14869
(607) 594-3341

Prattsburgh Central School District
Jeffrey Black, Superintendent
1 Academy Street
Prattsburgh, NY 14873
(607) 522-3795

Spencer-Van Etten Central School District
Joseph Morgan, Superintendent
16 Dartts Crossroad
P.O. Box 307
Spencer, NY 14883
(607) 589-7100

Watkins Glen Central School District
Thomas Phillips, Superintendent
301 12th Street
Watkins Glen, NY 14891
(607) 535-3220

Waverly Central School District
Dr. Randy Richards, Superintendent
15 Frederick Street
Waverly, NY 14892
(607) 565-2841

Rose Apgar
Horseheads

Neil Bulkley
Corning-Painted Post

Amy Dlugos
Prattsburgh

Robert Everett, Vice President
Watkins Glen

Donald Keddell, President
Elmira

Alice Learn
Odessa-Montour

Mark Lemmon
Waverly

Gloria Moss
Elmira Heights

William Peoples
Addison

Gary Scott
Campbell-Savona

Robert Wheeler
Bath
Target Dates

- **November** - BOCES Directors hold planning meetings with districts.
- **December 2** - Districts submit Initial Requests for Services.
- **December** - Adoption of Cost Methodology for 2017-2018.
- **February 7** - Review of preliminary budget by BOCES Board.
- **February** - Preliminary budget review with component superintendents.
- **April 4** - Annual Meeting.
- **April 19** - Component Boards vote on Administrative budget.
- **May 1** - Districts make final commitment to BOCES for 2017-2018 services.
- **May 9** - BOCES Board adopts 2017-2018 budget.
- **June** - Final service contracts sent to districts for signature.

The Greater Southern Tier BOCES does not discriminate on the basis of actual or perceived race, color, national origin, ethnic group, disability, sex, religion, religious practice, marital status, sexual orientation, or age, or under the Boy Scouts Act, in its programs, activities, admission of students, or employment. Inquiries concerning the application of regulations prohibiting discrimination may be referred to BOCES’ Civil Rights Compliance Officer, Doug Johnson (djohnson@gstboces.org), 459 Philo Road, Elmira, NY 14903, (607) 739-3581 ext. 2273 or U.S. Department of Education Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500, Telephone: 646-428-3900, FAX: 646-428-3843; TDD: 800-877-8339, Email: OCR.NEWYORK@ed.gov.
101 Career and Technical Education (101.100-101.300)

The GST Career and Technical Education program (CTE) provides innovative, cost effective and responsive educational services. Secondary students in the CTE program have the opportunity to experience hands-on training in a variety of career areas. Students have the opportunity to earn college credit with ever expanding articulation agreements with area colleges. NYSED Common Core academic standards and business/industry national skill standards/credentials are integrated into each CTE course. Additionally, students have access to New Visions programs in areas such as health, education, engineering, and communications.

As the primary source for secondary CTE in the Schuyler, Steuben, Chemung, Tioga, and Allegany counties, the CTE program helps hundreds of students graduate from high school with marketable skills to find employment or to continue their education in their chosen career areas. CTE courses are designed so that high school students earn credit towards their high school diplomas. Courses emphasize applying theory to a wide range of hands-on, real work experience.

CTE Programs are available on all three of the GST campuses:
- Coopers Education Center, Painted Post, NY (101.100)
- Pauline Bush Education Center, Elmira, NY (101.200)
- Wildwood Education Center, Hornell, NY (101.300)

The following programs are offered at the sites indicated below:
- **Career Beginnings (B Level)**
  (Bush, Coopers & Wildwood)
- **Career Exploration (E Level)**
  (Bush, Coopers & Wildwood)
- **Career Preparation (S & T Level)**
- **Agricultural, Food and Natural Resources**
  Conservation (Bush)
- **Transportation, Distribution and Logistics**
  Auto Body Repair (Bush, Coopers and Wildwood)
  Automotive Technology (Bush, Coopers and Wildwood)

  Diesel Equipment Technology (Bush)
  Heavy Equipment (Coopers and Wildwood)

  **Architecture and Construction**
  Building Construction (Bush, Coopers and Wildwood)

  **Health Science**
  Dental Assisting (Bush)
  Nurse Assisting (Bush, Coopers and Wildwood)
  Animal Science (Bush)

  **Information Technology**
  CISCO Networking Academy (Coopers and Wildwood)

  **Law and Public Safety**
  Criminal Justice (Bush, Coopers and Wildwood)

  **Manufacturing Production**
  Welding (Bush & Wildwood)
  Engineering and Metal Fabrication Technology (Coopers)

  **Human Services**
  Early Childhood (Bush)

  **Marketing Sales and Services**
  Cosmetology (Bush, Coopers and Wildwood)

  **Hospitality and Tourism**
  Culinary Arts (Bush, Coopers and Wildwood)

  **Arts, Audio/Video Technology and Communications**
  Fashion Design (Bush)
  Digital Media Arts (Bush, Coopers and Wildwood)

  **New Visions Program Offerings**
  New Visions Health (Bush)
  New Visions Medical (Coopers and Wildwood)
  New Visions Innovation Leadership & Business (Bush)
  New Visions Education and Human Services (Bush)

  **Certification/Licensing Opportunities**
  A+ (Bush, Coopers and Wildwood)
  Network + (Bush, Coopers and Wildwood)
  Cisco Certified Entry Networking Technician (CCENT) (Bush, Coopers and Wildwood)
  CDL Class B Licensing (Coopers and Wildwood)
  Certified Nurse Assistant (CNA) (Bush, Coopers and Wildwood)
  Cosmetology (Bush, Coopers and Wildwood)
  NCCER (Bush, Coopers and Wildwood)
  ProStart (Bush, Coopers and Wildwood)
  Security Guard (Bush, Coopers and Wildwood)
Instructional Services

- **Proposed Cost Methodology**
  Percentage of total averaged enrollment from 2015-2016 fiscal year

- **Aid Status**
  BOCES Aid

### 403 Alternative Education Program

#### A. Alternative Education Secondary (403.003) Coopers and Wildwood
Certified academic teachers, affective counselors/social workers, career coaches and BOCES psychologists develop and maintain a unique and positive learning environment that fosters both academic and social/emotional growth. Integrated with Career and Technical Education, this quality driven program assures that each student participant will acquire the knowledge, skills and work habits necessary to achieve his or her career goals. Students will receive academic report cards and employability profiles to verify completion of their individual instruction plan.

#### B. Alternative Education Middle School (403.004-403.005) Hornell and Coopers Campus
Certified academic teachers, social workers and classroom aides develop and maintain a unique and positive learning environment that fosters both academic and social growth for 7th and 8th grade students. This program is designed to identify young students at risk and provide them with the support systems they need to succeed in the educational process.

- **Proposed Cost Methodology**
  July 1st numbers with June adjusted per agreement.
  (See appendix, page 35)

- **Aid Status**
  BOCES Aid

#### C. Adventure Based Learning (403.001)
The Adventure Based Learning Program uses problem-solving initiatives, challenges, and ropes course elements to develop 21st Century skills and character education. The activities are used as an experiential lab where students can learn, develop, and practice the skills necessary to be a successful student. The program also helps to establish a good foundation of skills necessary for meeting the needs of the common core standards. Students have the opportunity to collaborate, communicate, problem-solve, respect others, and develop critical thinking skills.

- **Proposed Cost Methodology**
  The cost is based on a daily rate that is determined by the number of participants enrolled and the number of facilitators needed.

- **Aid Status**
  BOCES Aid
**Instructional Services**

**415 Summer School**
A variety of general education and enrichment programs are offered during the summer. These include:

- **Secondary Summer School (415.000)** - Typically a six-week program providing academic instruction in mathematics, science, English language arts and social studies for grades 7-12 who are repeating a course. These courses are offered in a traditional classroom setting as well as on-line. Enrichment course offerings are based upon component district requests.
- **Driver Education (415.001)** - A six-week program preparing students for meeting NYS Department of Motor Vehicle licensing requirements.
- **Regents Review Classes (415.002)** - Offered for various courses prior to taking the Regents exams.
- **Summer School Regents Exam (415.005)** - Registration for students to take a NYS regents exam.

- **Proposed Cost Methodology**
- **Aid Status**

**445 P-TECH (STEM ACADEMY)**
Provides a curriculum including career-infused, inquiry and project-based instruction with a focus on science, technology, engineering and math that allows students to earn a high school diploma and an Associate’s degree in up to 6 years. Instruction is delivered in a student-centered, non-traditional, experiential classroom setting that develops students creativity and problem solving skills. Students follow personalized pathways in the fields of Advanced Technical Education, Health Care or Clean Energy as they master academic, personal, technical and workplace skills needed to successfully transition from education to real-world careers.

- **Proposed Cost Methodology**
- **Aid Status**

**Special Education**

**203 Special Class: S/P Ratio 1:12:1**

A. **Academic Delay (203.220)**
Programs are located within component schools and service students identified as learning disabled, intellectually disabled or emotionally disabled requiring an academic program within the moderate range.

- **Proposed Cost Methodology**
- **Aid Status**

B. **ACCESS/EOP Transition Program (Adult, Community, College and Educational Support Services) (203.220)**
This program is located at Alfred University and EOP in Elmira. This program provides soft skill training, portfolio development and vocational skills for students with special needs, ages 18 and up, to ensure a successful school to work transition. Job coaching is available as needed. The home school district is responsible for tuition costs and public transportation costs incurred by their students.

- **Proposed Cost Methodology**
- **Aid Status**

**205 Special Class: S/P Ratio 1:15**
**Elsmere (205.000)**
This program is located on the Bush campus and provides daily living and pre-vocational/vocational skills for students with developmental disabilities, ages 12 and up. Job coaching is also provided for on-site support.

- **Proposed Cost Methodology**
- **Aid Status**
Instructional Services

209 Special Class: S/P Ratio 1:8:1 (209.000)
A. Special Class 1:8:1
This program is located within component schools, Bush Education Center, and Wildwood Education Center. It serves students identified as severely emotionally disabled with behavior management needs requiring high degree of structure and an academic program within the moderate range.

- **Proposed Cost Methodology**
  Actual FTE of enrollment
- **Aid Status**
  Excess Cost Aid

B. Special Class 1:8:1 Broad Horizons Academy
This program serves students who are classified as emotionally disabled with intensive behavior and management needs. School social workers provide a therapeutic program in a self-contained setting.

- **Proposed Cost Methodology**
  Actual FTE of enrollment
- **Aid Status**
  Excess Cost Aid

216 Special Class: S/P Ratio: 1:6:1 (216.000)
A. Day Treatment at Broad Horizons Academy
This program serves students who are classified as emotionally disabled with mental health needs, along with intensive behavior management needs. School social workers provide a therapeutic program in a self-contained setting. Staff from Elmira Psychiatric Center provide a day treatment program to the students within these 1:6:1 classes.

B. Emotionally Disabled (216.214)
This program is located within component schools, Bush Education Center, and Wildwood Education Center. This program serves students who are classified as emotionally disabled with intense behavior and management needs. School social workers provide a therapeutic program in a self-contained setting.

C. Autism (216.217)
This program is located within component schools and primarily serves students with an autistic diagnosis or students who are in need of an environment that is highly structured. The emphasis is on communication and sensory-based strategies. This program provides an instructional emphasis on the development of behavior management, daily living, socialization, communication and academic skills. Language development is a concentrated component of the program. When needed, physical and/or occupational therapy is available.

D. Multiply Disabled (216.219)
This program is located within component schools. Although primary classifications may vary, all students referred to the program require a high degree of structure, possible medical support and an intensive academic program. When needed, speech, physical and/or occupational therapy is available.

- **Proposed Cost Methodology**
  Actual FTE of enrollment
- **Aid Status**
  Excess Cost Aid
Itinerant Services

301 Itinerant Music (301.000)
Shared service in music in two or more school districts.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
  BOCES Aid

303 Itinerant Art (303.000)
Shared service in art in two or more school districts.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
  BOCES Aid

304 Itinerant Visually Impaired-Instructional (304.000)
Shared service providing direct and indirect instruction and/or services to students identified as blind or visually impaired in district classrooms or other approved facilities.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
  Excess Cost Aid

304 Itinerant Visually Impaired-Instructional Support (304.001)
Shared service providing instructional support for students receiving direct and/or indirect instruction from a Teacher of the Blind and Visually Impaired (TBVI). These services may include but are not limited to brailing, enlarging, ordering/returning materials etc.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
  BOCES Aid

305 Itinerant Physical Therapy (305.000)
Shared service in physical therapy in two or more school districts for students identified in need of service. Requires a medical script.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
  Excess Cost Aid

307 English as a Second Language (307.000)
Shared service providing direct services to identified students whose native language is other than English (ESL/LEP/ELL) with one on one and small group instruction and indirect support to instructional staff involved with the students. The primary emphasis is to teach the English language so that students can be maintained in regular class settings and benefit from general education instruction.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district.
- **Aid Status**
  ESL Aid

308 Itinerant Physical Education (308.000)
Shared service in regular or adaptive physical education in two or more school districts.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
  BOCES Aid
Instructional Services

309 Itinerant Speech Improvement (309.000)
Shared service in speech/language in two or more school districts for regular education students.

- **Proposed Cost Methodology**
Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
BOCES Aid

310 Itinerant Speech Impaired (310.000)
Shared service in speech/language in two or more school districts for students with disabilities.

- **Proposed Cost Methodology**
Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
Excess Cost Aid

312 Itinerant School Psychologist (312.000)
Shared service in school psychology in two or more school districts for regular education students.

- **Proposed Cost Methodology**
Pooled percentage of a full-time equivalent requested by district.
- **Aid Status**
BOCES Aid

313 Itinerant Interpreter for the Deaf (313.000)
Shared service providing an interpreter for the deaf in two or more school districts.

- **Proposed Cost Methodology**
Pooled percentage of a full-time equivalent requested by district.
- **Aid Status**
Excess Cost Aid

316 Itinerant Home and Careers (316.000)
Shared service in Home & Careers in two or more school districts.

- **Proposed Cost Methodology**
Pooled percentage of a full-time equivalent requested by district
- **Aid Status**
BOCES Aid

318 Shared Supervision (318.000)
Shared service provides professional, administrative-ly certified staff to assist districts with supervision du-
ties including teacher supervision and evaluation. All BOCES staff working in this COSER will be trained and certified by the BOCES Board of Education as lead evaluators.

- **Proposed Cost Methodology**
FTE of staff support requested based on a pooled rate
- **Aid Status**
BOCES Aid

320 Itinerant Supervisor of Special Edu-
cation Programs (320.000)
This service provides assistance in representing the school district as the CSE Chair. The duties include facilitating CSE meetings, coordinating special education services for students, and supervision of staff. Services are provided by a certified administrator.

- **Proposed Cost Methodology**
Pooled percentage of a full time equivalent requested by district.
- **Aid Status**
Excess Cost Aid

321 Shared Attendance Supervisor (321.000)
Shared service provides an attendance teacher to assist participating districts with improving school at-
tendance.

- **Proposed Cost Methodology**
District K-12 enrollment (BEDS Fall 2015)
- **Aid Status**
BOCES Aid
323 Itinerant Comprehensive Diagnostic Services (323.000)
Shared service to assist disabled and non-disabled students. Students will receive in-depth selected evaluations and diagnosis and/or educational and behavioral consultation resulting in recommendations and specific strategies for teachers and parents.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district

- **Aid Status**
  Coordination and contracted cost associated with disabled students-Excess Cost Aid
  Coordination cost only associated with non-disabled students-BOCES Aid

324 Itinerant Occupational Therapy (324.000)
Shared service in occupational therapy in two or more school districts for students identified in need of service. Requires a medical script.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district

- **Aid Status**
  Excess Cost Aid

326 Itinerant Hard of Hearing (326.000)
Shared service providing deaf and hard of hearing students direct/indirect instruction and/or related services in district classrooms or other approved programs.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district

- **Aid Status**
  Excess Cost Aid

327 Itinerant Teacher of the Deaf (327.000)
Shared service providing deaf students direct/indirect instruction and/or related services in district classrooms or other approved programs.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district

- **Aid Status**
  Excess Cost Aid

330 Itinerant Nurse/Nurse Teacher (330.000)
Shared service providing nurse services in two or more school districts.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district

- **Aid Status**
  BOCES Aid

331 Itinerant Consultant Teacher (331.000)
Shared service providing indirect and direct consultant services in two or more school districts for students with disabilities & program staff.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district

- **Aid Status**
  Excess Cost Aid

332 Itinerant School Social Worker (332.000)
Shared service providing a certified school social worker in two or more school districts.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested by district

- **Aid Status**
  BOCES Aid for regular education students and Excess Cost Aid for students with disabilities.
409 Academic Programs - Special Facilities

Detention Center at Bath (Steuben & Chemung Counties) (409.000)
This service provides educational services to students who are court placed in the Detention Center.

- **Proposed Cost Methodology**
  Daily rate based on actual pupil days of service

- **Aid Status**
  BOCES Aid for regular education students and Excess Cost Aid for special education students

520 Comprehensive Support Services
(Transition Services for Students with Disabilities) (520.000)
This program includes transitional support services provided by BOCES staff. This program supports instructional staff, guidance, CTE, school nurses and instructional support teams to increase student success in school and help maintain students in the least restrictive environment. It provides direct and indirect service for students with disabilities and the staff. The service focuses on students, ages 15-21, with an emphasis on students within their last two years of school.

- **Proposed Cost Methodology**
  Percentage of Participation

- **Aid Status**
  Excess Cost Aid

### Related Services

725 Related Service:
**Occupational Therapy (725.000)**
Occupational therapy services delivered to students as stated on their IEP. Requires a medical script.

- **Proposed Cost Methodology**
  Rate per individual or group session per student IEP

- **Aid Status**
  Excess Cost Aid

726 Related Service:
**Physical Therapy (726.000)**
Physical therapy services delivered to students as stated on their IEP. Requires a medical script.

- **Proposed Cost Methodology**
  Rate per individual or group session per student IEP

- **Aid Status**
  Excess Cost Aid

728 Related Service:
**Vision (728.000)**
Visually impaired services delivered to students as stated on their IEP

- **Proposed Cost Methodology**
  Rate per individual or group session per student IEP

- **Aid Status**
  Excess Cost Aid

729 Related Service:
**Speech (729.000)**
Speech/Language services delivered to students as stated on their IEP. Requires a medical script.

- **Proposed Cost Methodology**
  Rate per individual or group session per student IEP

- **Aid Status**
  Excess Cost Aid
### 731 Related Service: Adapted Physical Education (731.000)
Adapted physical education services delivered to students as stated on their IEP.

- **Proposed Cost Methodology**
  Rate per individual or group session per student IEP

- **Aid Status**
  Excess Cost Aid

### 732 Related Service: 1:1 Teacher Aides - Multiple Options (732.000)
Teacher Aides for individual students are available per district request. They provide assistance with health, self-care related areas and behavior management to support students in the least restrictive environment.

- **Proposed Cost Methodology**
  Flat pooled rate based on actual FTE of aide

- **Aid Status**
  Excess Cost Aid

### 735 Related Service: Mainstreaming (735.000)
Mainstreaming is delivered to students as stated on their IEP.

- **Proposed Cost Methodology**
  Rate per one-credit course of mainstreaming.
(See appendix, page 35)

- **Aid Status**
  Excess Cost Aid

### 733 Related Service: 1:1 Interpreters - Multiple Options (733.000)
Interpreters are available per district request for hearing impaired/deaf students.

- **Proposed Cost Methodology**
  Flat pooled rate based on actual FTE of interpreter

- **Aid Status**
  Excess Cost Aid

### 734 Related Service: Counseling (734.000)
Counseling services delivered to students as stated on their IEP.

- **Proposed Cost Methodology**
  Rate per individual or group session per student IEP

- **Aid Status**
  Excess Cost Aid

### 737 Related Service: 1:1 Nurse (737.000)
Nursing services provided to students within the Special Education Program

- **Proposed Cost Methodology**
  Flat pooled rate based on actual FTE of nurse

- **Aid Status**
  Excess Cost Aid
837 Summer Portion of 12-month Program (Extended School Year)

A. 1:6:1, 1:8:1, 1:12:1, 15:1 (837.018)
This six-week (30 day) program is designed to continue the school year for students with disabilities who would experience substantial regression without the support of a summer program.

- **Proposed Cost Methodology**
  Actual FTE of enrollment

- **Aid Status**
  Regional rates set by the NYS Program
  Reimbursement Unit

B. Extended School Year 1:1 Aide (837.118)
Teacher Aides for individual students are available per district request. They provide assistance with health and self-care related areas and behavior management to support students in the least restrictive environment.

- **Proposed Cost Methodology**
  Flat pooled rate based on actual FTE of aide

- **Aid Status**
  Regional rates set by the NYS Program
  Reimbursement Unit

C. 1:1 Licensed Practical Nurse (837.218)
Licensed Practical Nurses for individual students are available per district request. A nurse is dedicated to all medical care of an individual student, as indicated by the needs in the student’s IEP. The nurse will remain with the student throughout the school day.

- **Proposed Cost Methodology**
  Flat pooled rate based on actual FTE of nurse

- **Aid Status**
  Regional rates set by the NYS Program
  Reimbursement Unit

D. Related Service Only (837.005)
This six-week (30 day) program is designed to continue related service(s) for students with disabilities who would experience substantial regression without the support of a summer program. The services are provided within the student’s home school district.

- **Proposed Cost Methodology**
  Actual FTE of staff time

- **Aid Status**
  Regional rates set by the NYS Program
  Reimbursement Unit
318 Shared Supervision (318.000)
Shared service provides professional, administratively certified staff to assist districts with supervision duties including teacher supervision and evaluation. All BOCES staff working in this COSER will be trained and certified by the BOCES Board of Education as lead evaluators.

- Proposed Cost Methodology
  FTE of staff support requested based on a pooled rate
- Aid Status
  BOCES Aid

401 Arts in Education (401.000-401.002)
This is a shared service that extends instructional opportunities for students based on The Arts Standards. These activities may take place in your school setting by bringing an artist to work with students or outside of the school setting at museums, theaters, dance studios, etc. The key element of any student activity is the focus on the Arts as it relates to the NYS Standards.

- Proposed Cost Methodology
  Base cost: 2 years prior RWADA (2015-2016)
  Flat fees based on artist/performance requested
- Aid Status
  BOCES Aid

426 Exploratory Enrichment (426.000-426.001)
Exploratory Enrichment is a shared service that extends instruction based on the Learning Standards to curriculum based activities for any curriculum area outside the arts. These activities may take place in your school setting, at various museums, college campuses, observatories, science centers, nature centers, etc. The key element of any student activity will be a real world focus most commonly in a non-traditional environment.

- Proposed Cost Methodology
  Base cost: Percentage of funds committed by the district
  Flat fees based on event requested
- Aid Status
  BOCES Aid

412 Advanced Placement Courses
Accelerated College Education (ACE) (412.000)
This service offers coordination and support to academically talented high school juniors and seniors who may benefit from an opportunity to earn credit by enrolling in Corning Community College (CCC) courses offered at their home schools. Privately sponsored scholarships are available for eligible Chemung County students. Registered students are provided academic and transfer counseling by CCC personnel and home school counselors. In addition to receiving college credit for ACE courses, registered students are awarded high school credit for successfully meeting the requirements of each course and may receive Advanced Placement credit by completing the necessary examinations.
Instructional Support Services

430 Distance Learning
A. Distance Learning/Video Conferencing (430.000-430.001)
This service provides coordination, technical, and instructional staff development support for Distance Learning activities involving Interactive Video Conferencing (IVC) technologies. The Distance Learning Coordinator supports, creates, organizes and presents Distance Learning enabled instructional programming and curriculum based workshops for teachers. The service also provides support for locating, scheduling and using class-to-class IVC collaboration partners and content provider programs. Support for all uses of IVC technology is available, including classes. Consultation and assistance for room design and equipment purchases is also provided.

- **Proposed Cost Methodology**
  Coordination: Two-years prior RWADA (2015-2016)
  District specific requests: Based on actual usage (e.g. equipment, software purchases)
- **Aid Status**
  BOCES Aid

B. Virtual Worlds/Distance Learning (430.002-430.006)
Virtual Worlds are multi-user 3D virtual environments that engage the learning interests of students and are easily tailored to a variety of educational purposes. In the CyberCiv program, the 6th grade social studies curriculum comes alive as students explore virtual ancient civilizations. Students develop increasingly complex technical skills, conduct research and contribute content to the worlds in a year-long process. SciFair is a virtual science fair where teams of students, teachers (coaches) work together to select a topic, design and construct world exhibits for classrooms to visit. BOCES will work with districts to develop additional uses of virtual worlds.

- **Proposed Cost Methodology**
  Coordination: Two years prior RWADA (2015-2016)
  District specific requests: Based on actual enrollment in virtual learning courses and the need to utilize a GST BOCES Online Teacher of Record
- **Aid Status**
  BOCES Aid

C. Virtual Learning/Blended and Online (430.007-430.008)
This service provides the participating districts' students with the opportunity to take online courses for first time credit, credit recovery, electives and Advanced Placement courses. A Virtual Learning Coordinator will work as a liaison between course vendors and the district, support district teachers who act as teachers of record (TOR), and maintain a pool of GST BOCES teachers of record (for use when a district TOR is unavailable). The Virtual Learning Coordinator also provides on-going professional development for teachers of record and program evaluation.

- **Proposed Cost Methodology**
  Coordination: Two years prior RWADA (2015-2016)
  District specific requests: Based on actual enrollment in virtual learning courses and the need to utilize a GST BOCES Online Teacher of Record
- **Aid Status**
  BOCES Aid
Instructional Support Services

506 Shared Curriculum Development Coordinator (506.000)

Professional staff coordinate and administer all aspects of identified curriculum development projects, including STEM Education, in order to improve instruction and therefore, student performance. The coordinator will work with the Instructional Support program and district staff in planning curriculum development.

- **Proposed Cost Methodology**
  FTE of staff support requested based upon pooled rate, substitute reimbursement, specific district requests available on per diem basis, stipends an additional charge.

- **Aid Status**
  BOCES Aid

508 Library Media Services (508.000-508.002)

Services include interlibrary loan facilitation, access to the SCOOLS regional catalog, Cooperative Collection Development (CCD) available in $100 blocks for developing specific areas of need, coordinated purchases of multiple copy titles for classroom use or book discussion groups and coordination of online subscription databases.

- **Proposed Cost Methodology**
  Base cost: Flat rate per district
  Collection Development: Based on $100 blocks
  Databases: Based on the rate charged by vendor for specific district requests (as used)

- **Aid Status**
  BOCES Aid

512 Computer Service, Instructional (512.000-512.001)

Computer Service, Instructional is a comprehensive service that involves the use of computers connected via the Local Area Network, the purchase of instructional hardware and software and support of these initiatives. This program also supports each district in planning processes for instructional technology, the research, evaluation, and facilitation of software and hardware used to support school districts’ curriculum.

Instructional Support Specialists are assigned regionally and also to the districts to provide professional staff development through classes at the BOCES campuses and in districts. Assisting teachers in the integration of technology and curriculum to promote student achievement is an important aspect of this program. The Instructional Support Specialists are certified teachers, who work closely with the district teachers, individually and in small groups, to support online learning and various software programs to enhance classroom lessons.

- **Proposed Cost Methodology**
  Pooled percentage of a full-time equivalent requested plus district specific requests for software and hardware

- **Aid Status**
  BOCES Aid
Instructional Support Services

513 Library Automation (513.000-513.006)
This service provides facilitation of annual maintenance fees and licensing charges, hardware, software, staff development and technical support to automated school libraries. Maintenance of online local and regional catalogs through the WebOPAC is also provided.

- Proposed Cost Methodology
  Base service: Flat rate per library. Additional services based on district specific requests
- Aid Status
  BOCES Aid

514 Academic All Stars Coordinator (514.000)
Service provides for a coordinator for the regional Academic All Stars Program who schedules matches, organizes questions, communicates with coaches and judges, and sets up the banquet and awards ceremony.

- Proposed Cost Methodology
  Flat fee per team
- Aid Status
  BOCES Aid

516 Planning, Instructional (Grant Writing) (516.000)
This program procures public and private grant funds for educational programs within participating school districts. The service provides assistance with program planning, searches for potential grant sources, builds relationships with potential funders, develops program partnerships and completes grant applications and fiscal documents as requested.

- Proposed Cost Methodology
  Based on FTE requested
- Aid Status
  BOCES Aid

518 Coordinator of Home Instruction (518.000)
This service assists school districts in the required responsibilities for students who are instructed at home.

- Proposed Cost Methodology
  Per student fee
- Aid Status
  BOCES Aid

525 Staff Development: Certified and Administrative (525.000-525.013)

A. Curriculum Mentors
Districts request the assistance of a curriculum mentor in one day per week intervals. The curriculum mentor will assist teachers with all aspects of curriculum, instruction and assessment.

B. STEM Curriculum Mentors
Districts request the assistance of STEM curriculum mentors in one day per week intervals. The STEM curriculum mentor will assist STEM districts with the implementation of STEM learning for students. The focus of this work will be to align 21st century fluencies with STEM instruction.

- Proposed Cost Methodology
  Curriculum Mentor: Pooled rate/one day/week
  Substitute reimbursement
  Specific district requests: Available on a per diem basis, stipends an additional charge
- Aid Status
  BOCES Aid
527 Instructional Materials

A. Science Resource Center (527.000)
This service provides materials and kits for inquiry-based science programs that meet NYS Learning Standards. A scope of sequence for science instruction in the elementary and middle grades (K-8) and interdisciplinary links to other subject areas are also provided. STEM instructional materials are also available to support the GST Regional STEM initiative.

- **Proposed Cost Methodology**
  Base cost: Two years prior RWADA (2015-2016)
  Specific district requests: Cost per kit

**Aid Status**
BOCES Aid

B. Science and Discovery Center (527.002)
This program offers five (5) programs that are delivered by the Science and Discovery Center complete with lesson plan, correlated with the New York State Learning Standards, materials and supplies for all students. These are discovery opportunities for grades K-12 that offer interactive science instruction in the classroom, in a mobile lab, in an auditorium setting and at after-school locations.

- **Proposed Cost Methodology**
  Base cost: percentage of funds committed by districts
  Specific district requests: Cost per program

**Aid Status**
BOCES Aid

528 Industry/Education Activities
(Career Development Council)

A. Basic Career Education Services (528.000)
All of the options listed below could be integrated into curricula addressing the New York State Learning Standards for Career Development and Occupational Studies (CDOS).

- Career Education Speakers
- Phone Interviews for Career Research Project
- Career Day Events
- Career Panels
- Job Shadowing-individual or small group, for students (primarily juniors & seniors) and/or educators
- Career-related field trips including tours of businesses and industry sites
- Mock Interviews
- Working Worlds in-service for educators
- Architectural Awareness Program-Middle School level
- Life: Powered by You-Middle School Level
- Student Data tracking—customized district reports of all activities—BEDS data for work based learning and business involvement

**Aid Status**
BOCES Aid

B. Mentoring Programs (528.001)
Career education focused, middle school and high school, customized to fit the needs of the district.

- **Proposed Cost Methodology**
  Specific requests/staff time/direct program expenses

**Aid Status**
BOCES Aid

C. High School Internships (528.002)
Unpaid short-term placements, based upon career interests.

- **Proposed Cost Methodology**
  Specific requests/staff time/direct program expenses

**Aid Status**
BOCES Aid

NOTE: Modified base services are available upon request with a meet and agree to determine level of services. Fees are based upon the specific request, the amount of staff time required and direct program expenses. Modified base services are generally a short-term agreement until funding is restored.
D. Service Learning (528.003)
Customized programs focusing on integration of service learning into classroom instruction, includes data tracking for SED reports.

- **Proposed Cost Methodology**
  Specific requests/staff time/direct program expenses
- **Aid Status**
  BOCES Aid

E. Additional Career Services (528.008)
Examples are: Summer school career-related services, requests for additional staff time, after school career programs, Career Plan support, Career Plan Portfolio review, CDOS Credential Assistance, CDOS Online course and any other customized new program.

- **Proposed Cost Methodology**
  Specific requests/staff time/direct program expenses
- **Aid Status**
  BOCES Aid

F. Youth Leadership Institute (528.005)
One-week summer leadership workshop for sophomores and juniors. Sessions focus on leadership development plus the opportunity to develop a public speaking presentation.

- **Proposed Cost Methodology**
  Cost per participant
- **Aid Status**
  BOCES Aid

536 Model Schools (536.000-536.001)
The Model Schools program is an instructional technology planning and implementation process for the curriculum-driven use of technology. Activities provided within this technology-related service include: planning, curriculum and staff development, assessment and regional collaboration. BOCES' Model Schools program staff facilitates this service with collaboration from district representatives.

- **Proposed Cost Methodology**
  Base service: Two years prior RWADA (2015-2016).
  Stipends: Based on actual participation
- **Aid Status**
  BOCES Aid

537 School/Curriculum Improvement Planning (SIP) (537.000-537.004)
This service offers support for both short-term and long-term professional development goals. Planning, collecting and analyzing data, as well as training services, assists districts as they develop plans to meet NYS Learning Standards. It is our intent to provide the finest in practical, research-based workshops, conducted by the very best regional and national presenters. Opportunities/services include staff development, administrative seminars, data analysis, assistance with NYS assessment scoring and custom-designed activities.

- **Proposed Cost Methodology**
  Base service: Two years prior RWADA (2015-2016)
  Workshop costs: Based on number of workshop days districts request on May 1 of prior year with June adjusted per agreement (Final Services Request Form) (see appendix, page 35)
  Data Analysis: Based on a flat rate per building
  Leadership: Based on a flat rate per district
  Sub Reimbursement: Based on district sub rate
  Stipends: Based on regional stipend rate
  Superintendents Retreat: Based on flat rate per district
  NYSCOSS: Based on flat rate per district
  Principal’s Coalition: Based on flat tuition rate
  Network Team: Based on flat rate per school building.
  Additional services: Based on district specific requests
- **Aid Status**
  BOCES Aid
Computer Services

522 Equipment Repair (Audio Visual, Microcomputer and Electronic) (522.000-522.001)
This service maintains and repairs audio visual equipment as well as interactive whiteboards, digital projectors, VCRs, TVs, television receiving and distribution systems, digital cameras, microcomputers, VoIP phones, peripherals including PDAs, tablets, and printers in participating districts. This service includes interactive whiteboard design template including projector, maintenance, trained Promethean installation, and troubleshooting of each unit.

- **Proposed Cost Methodology**
  Based on actual number of units repaired/installed from July 1, 2015 to June 30, 2016 plus actual parts cost
  Supplies: Based on actual usage
  Note: District supplies are not eligible for BOCES Aid
- **Aid Status**
  BOCES Aid

605 Computer Service: Management

A. Desktop Technicians (605.002)
This service provides on-site support of any network attached device, including notebooks, mobile devices, peripheral equipment, desktop, laptop computer hardware and BOCES standard supported software, with Internet access, general network access, e-mail access and peripheral installation.

- **Proposed Cost Methodology**
  FTE requested
- **Aid Status**
  BOCES Aid

B. Electronic E-mail Service (605.003)
This service provides an electronic e-mail account, calendar and scheduling, as well as a regional e-mail address book accessible from the regional network or Internet. Additionally the service provides student e-mail accounts with the same capabilities. Managed student e-mail accounts can be created for any student that has an account in our regional network directory. These services include antispam and e-mail archiving.

- **Proposed Cost Methodology**
  Number of staff district e-mail accounts as of September 1, 2016. Managed student e-mail accounts will be charged a fee of $3.00 times the number of staff district e-mail accounts.
- **Aid Status**
  BOCES Aid

C. Network Core Services

C-1. Help Desk
Effective July 1, 2013 Help Desk was incorporated into the following services:
- Telecom 605.001
- Backup 605.001.028
- Desktop 605.002
- Email 605.003
- Instructional 605.005
- Server 605.006

C-2. Server Team (Core Service) (605.006)
This service provides capability and access to network directory services, network stored user data, district application data, network file and printer sharing access, as well as regional tape backup of all network application and user data.

- **Proposed Cost Methodology**
  Number of district computers with an installed network card as of September 1, 2016
- **Aid Status**
  BOCES Aid

C-3. Telecommunications (Core Service) (605.001, 605.001.027-605.001.029, 605.001.031)
This service provides the Local and Wide-Area Network (WAN) service. It ensures computer network connectivity within district buildings and
Computer Services

across the entire regional SSCTA BOCES WAN and includes monitoring, configuration, and management of all routers and switches. This service comprises the management and configuration of the regional wireless system including all wireless controllers, access points, licensing, wireless management software and provides appropriate levels of secure network access according to the type of user and mobile device.

- **Proposed Cost Methodology**
  Number of district computers with an installed network card as of September 1, 2016
- **Aid Status**
  BOCES Aid

**C-3a. VOIP Unified Communications Systems Service (605.001.027)**
This service provides the design, configuration, installation assistance and yearly support for a CISCO based Voice over Internet Protocol (VoIP) unified communication system. Included in this service is the management of Unified Messaging (voicemail integration with Exchange/Outlook), 911 Emergency Management, district IP paging and all-call systems and support, call accounting and phone handset repair. Two service options exist:
  - Comprehensive Hosting
  - Distributed Support Service
Both options require the district to be connected to the regional wide area network.

- **Proposed Cost Methodology**
  Per license plus equipment, maintenance and support costs
- **Aid Status**
  BOCES Aid

**C-3b. Backup & Data Restoration Services (605.001.028)**
This service provides centralized backup of users’ and application data, including file level data restoration. Regional Disaster Recovery Services are included utilizing a combination of the BOCES Campuses and District NOC’s for off-site data storage.

- **Proposed Cost Methodology**
  Number of district computers with an installed network card as of September 1, 2016
- **Aid Status**
  BOCES Aid

**C-3c. IP Security Service (605.001.029)**
This service provides support for districts using IP security cameras and door access control units running over the wide area network. Service includes maintenance of the anti-virus, implementation of patches and updates of the operating system, backups, database maintenance, planning, coordination, and management for hardware upgrades, maintenance for hardware and software, mitigation of issues caused by hardware failures and/or software corruption.

- **Proposed Cost Methodology**
  Number of district security cameras as of September 1, 2016 plus system maintenance
- **Aid Status**
  BOCES Aid

**C-3d. Fax Service (605.001.031)**
This service provides a method of using an Outlook email client or webmail to send and receive faxes to be sent or received anywhere at any time. A scanner or multifunction copier replaces the traditional fax machine. Each fax line can have multiple designated recipients without incurring any additional costs. Media converters (ATA’s) that are currently being used to connect traditional analog fax machines to the data network will also be brought into this server and will incur the same costs.

- **Proposed Cost Methodology**
  Based on number of district fax lines/ATA’s as of September 1, 2016
- **Aid Status**
  BOCES Aid

**D. Instructional Network Service (Inventor, Solidworks, Renaissance Place, etc.) (605.005)**
This service provides the design, installation and
ongoing support for access to instructional network software, network file and printer sharing access, and student H: drive access.

- **Proposed Cost Methodology**
  Per student fee based on K-12 enrollment (BEDS Fall 2015)
- **Aid Status**
  BOCES Aid

E. Regional Infrastructure Service
(605.007-605.008)
This service provides the hardware (switches, routers, etc.) and infrastructure to access, transmit and receive electronic data from regional, state and national databases. It also provides the infra-structure to transport video conferencing, telephone and Internet services to each school building in the region.

- **Proposed Cost Methodology**
  Based on a per DEMARC (telecommunication router/switch required to connect two school buildings) as of September 1, 2016
- **Aid Status**
  BOCES Aid

F. Distributed Systems Resource Service (DSRS)-Technology Directors (605.013)
This service provides districts with an extensive networked environment with a full range of resources to plan, manage, coordinate and implement districts’ technology initiatives.

- **Proposed Cost Methodology**
  District K-12 enrollment (BEDS Fall 2015) and FTE requested (level of service)
- **Aid Status**
  BOCES Aid

G. Financial Services (605.012.033)
This service provides Software (WINCAP & WINCAP WEB) as an integrated financial and human resources management system for school district business offices and central administration.

- **Proposed Cost Methodology**
  Per paycheck fee from July 2015 to June 2016
- **Aid Status**
  BOCES Aid

G-1. Tax Bill Printing & Collection (605.012.030)
This service utilizes data obtained from the NYS RPS system to calculate taxes and generate tax bills and other related reports. Additionally, the service provides a web-based tax collection application.

- **Proposed Cost Methodology**
  Per tax bill
- **Aid Status**
  BOCES Aid

G-2. Inventory and Asset Management Service (605.012.030-605.012.031)
This service utilizes RAMI software which electronically transfers assets from WINCAP to RAMI, for tracking asset location and providing inventory control and reporting services. This service includes procurement, coordination of implementation, system set-up, data conversion, unlimited training of district staff, daily technical and application support, data backup and restoration.

- **Proposed Cost Methodology**
  Flat rate fee per district plus per asset charge plus software maintenance fee per module.
- **Aid Status**
  BOCES Aid

H. Student Management Service-SchoolTool
(605.010-605.011 and 605.014)
This service provides the ability to manage census, homeroom attendance, period by period attendance, grades, transcripts, schedules, discipline, health records and hundreds of reports for each school/district, as well as access to customized databases as well as parental access to child’s information.

- **Proposed Cost Methodology**
  Two-years prior RWADA (2015-2016)
- **Aid Status**
  BOCES Aid
Computer Services

I. Clear Track 200 & Centris Special Education Mgmt. Service/Academic Intervention Service (AIS) (605.020)
This service provides software programs to manage and report data on special education students and students who require academic intervention, as well as electronic transfer of STAC and PD reports to the State Education Department.

- **Proposed Cost Methodology/Clear Track 200 & Centris**
  Number of Special Education students as of September 1, 2016
- **Aid Status**
  BOCES Aid

- **Proposed Cost Methodology/AIS**
  Per student fee based on K-12 enrollment (BEDS Fall 2015)
- **Aid Status**
  BOCES Aid

J-1 Test Scoring (605.015-605.016)
This service provides computerized scoring of most standardized and all state tests (including Regents) and a variety of reports.

- **Proposed Cost Methodology**
  Number of tests scored and test booklets September 1, 2015 - August 31, 2016
- **Aid Status**
  BOCES Aid

J-2 State Data Collection /Datawarehousing & Assessment Reporting
This service provides the Datawarehouse repository and reporting of State ELA, Math, Social Studies, Science and supported district based assessments. Provide electronic transfer of student demographic data to populate answer sheets and database.

- **Proposed Cost Methodology**
  Flat fee for Datawarehouse hosting
- **Aid Status**
  BOCES Aid

J-3 Data Administrator Consultation Service
This service works through the superintendent and other school district administrators to ensure complete, consistent and accurate data are stored and maintained in school information systems.

- **Proposed Cost Methodology**
  Equal share
- **Aid Status**
  BOCES Aid

K. Instructional Development of Educational Application Service (IDEAS) (605.017)
This service provides the development of web-based learning applications (e.g., assessments, curriculum design templates, instructional lessons, content related custom-designed software and ToolboxPro) and the design of interactive multimedia online staff development courses.

- **Proposed Cost Methodology**
  Per student fee based on K-12 enrollment (BEDS Fall 2015)
- **Aid Status**
  BOCES Aid

L. Internet Service (605.018-605.019)
This service provides content-managed internet access and web page development for educational purposes to all workstations on the Wide Area Network and procedural support of listserv and Internet Explorer. Also custom web programming, on-line surveys and electronic agendas (BOE).

- **Proposed Cost Methodology**
  Percentage of utilization from July 2015 to June 2016
- **Aid Status**
  BOCES Aid

M. Cafeteria Point of Sales (605.021-605.022)
This service provides districts with a computerized cash register school meal management and reporting system. Included in service is training, end user support and data loads from/to other systems.
Computer Services

• **Proposed Cost Methodology**
  Per student fee based on K-12 enrollment (BEDS Fall 2015) in each school building

• **Aid Status**
  BOCES Aid

N. Student/Staff ID Card (605.023)
This service provides the coordination of exporting data from the Win-Cap HR System or the Student Management System to produce ID and/or prox cards for students and staff. Photos are taken when data is not available in either of above systems

**Proposed Cost Methodology**
Charges July 2015-June 2016 are itemized as follows:
- Initial Card $2.00
- Additional Card $1.00
- Badge Clip $.25
- Badge Holder $.55
- Lanyard $1.50
- Prox Card $5.00

• **Aid Status**
  BOCES Aid

O. Medicaid Reimbursement Service (605.024)
This service provides coordination and billing for services provided to Medicaid eligible students.

• **Proposed Cost Methodology**
  Per student fee based on K-12 enrollment (BEDS Fall 2015)

• **Aid Status**
  BOCES Aid

P. Document Imaging Service (605.009)
This service provides an enterprise content management system that allows school districts to easily access old and recent employee and student records from their desktop computer. The service provides scanning of paper documents from the district office, digitization, indexing and electronic storage & retrieval as well as backup and retention of data.

• **Proposed Cost Methodology**
  Two years prior RWADA (2015-2016)

• **Aid Status**
  BOCES Aid

Q. Shared Chief Information Officer (CIO) Service (605.026)
The Chief Information Officer (CIO) service provides districts with a qualified and trained professional that will work and receive direction from the BOCES/RIC Director and the respective school districts Superintendent. The shared CIO will have comprehensive knowledge and understanding of the local RIC Data Collection and Reporting process, district data sources, district data flows, relationships between district data management systems and data flow as well as SED’s data collection requirements, submission timelines and will ensure the districts reports comply accordingly. The CIO will work with district Administrators assuring reports and data submissions are completed in a timely and accurate manner. The CIO will be the district liaison with local BOCES RIC for Data Administrator/CIO meetings, attend these meetings as well as other relevant state and local meetings, trainings and workshops. The CIO will not be responsible for final sign-off of the reports, but will ensure the Superintendent understands the meaning, compliance and purpose of NYSED’s testing and assessment reports.

• **Proposed Cost Methodology**
  District requested FTE

• **Aid Status**
  BOCES Aid

R. Energy Utilization Metering & Management Service (605.025)
This service provides all technical support and assistance required to connect existing site natural gas and electric meters to the Actionable Energy Intelligence System hosted at the Computer Services Center. All buildings where this service will be installed must be connected to the Regional Wide Area Network.

• **Proposed Cost Methodology**
  Per installed building

• **Aid Status**
  BOCES Aid
Management Support Services

Management Services

507 Interscholastic Sports Coordination (507.000)
BOCES employee coordinates athletic activities by scheduling athletic contests as well as working with each sports coordinator and athletic director when rescheduling is needed.

- **Proposed Cost Methodology**
  Flat rate per district
- **Aid Status**
  BOCES Aid

511 Printing (511.000-511.002)
A. Participating districts must participate in the Educational Communications Center or Library Services/Media base service to be approved for aid. This service provides school districts with cost effective printing, including newsletters, calendars, brochures, student handbooks, student planners, programs, letterhead, certificates, posters and other printed material. Bulk mailing also is available.

- **Proposed Cost Methodology**
  Supplies: Based on actual usage
  *Note*—District supplies are not eligible for BOCES Aid
- **Aid Status**
  BOCES Aid

B. Courier Service (511.005)
Delivery service to participating districts.

- **Proposed Cost Methodology**
  Percent of usage comprised of number of delivery days multiplied by number of locations
- **Aid Status**
  BOCES Aid

602 Employee Benefit Coordination
A. Healthcare Plan Steuben Plan (602.001)
A BOCES employee coordinates activities for the self-funded health insurance plan known as Steuben Area Schools Employees Benefit Plan. This service provides coordination between the plan’s board of directors, consultants, third-party administrators and the New York State Insurance Department.

- **Proposed Cost Methodology**
  Fee per enrollee in health care plan, December 2016
- **Aid Status**
  BOCES Aid

B. Worker's Compensation Plan (602.002)
This program provides management and coordination of the Worker’s Compensation Plan. A BOCES employee serves as the treasurer for this plan.

- **Proposed Cost Methodology**
  Flat rate per participating district
- **Aid Status**
  BOCES Aid

606 Substitute Coordination (Sub Teacher Registry) (606.000)
Twenty-four hour access using an electronic calling system either by phone or web based. Teacher Registry staff coordinates and interacts with participating districts' personnel.

- **Proposed Cost Methodology**
  Number of district employees requiring a sub as of October 1, 2016
- **Aid Status**
  BOCES Aid
Management Support Services

608 Negotiations (Labor relations)
This service provides assistance in representing school districts in personnel and labor-related matters (i.e. negotiations). Subscribing districts using the services benefit from professional labor relations representation, personnel administration advisement, in-service training and access to the most up-to-date information and data on labor-related issues.

- **Proposed Cost Methodology**
  Flat rate per district for coordination plus a rate based on number of district employees reported by district October 1, 2016
- **Aid Status**
  BOCES Aid

609 Safety/Risk Management
This service assists districts in meeting the health and safety needs of their employees and maintaining compliance with state and federal mandates related to facilities.

A. Coordination (609.000)
Provides information related to health and safety issues, including newsletters and acts as a liaison with state and federal agencies.

- **Proposed Cost Methodology**
  Flat fee (required for participation in additional services in this co-ser)
- **Aid Status**
  BOCES Aid

B. Training (609.002)
- Right to Know
- Chemical Hygiene Plan
- Blood Borne Pathogens
- Lock Out Tag Out
- Confined Space
- Respirator Fit
- Two-hour Asbestos Awareness Training
- Integrated Pest Management
- AED

C. Option A Testing (609.003)
- Indoor Air Quality
- Noise
- Radon
- Water Quality
- Mold Sampling
- Emergency Management Plans
- Laboratory Hood Test
- Microwave Testing

- **Proposed Cost Methodology**
  Flat fee (Lab fees not included)
- **Aid Status**
  BOCES Aid

D. Asbestos Service (609.004)
- Asbestos Sampling
- Emergency Response Air Testing
- Regulatory Updates
- Assist with Abatements
- AHERA Recertification Training
- LEA Training
- Inspections (six months and triennial)

- **Proposed Cost Methodology**
  Total square footage of district
- **Aid Status**
  BOCES Aid

E. Fire/Structural Inspections (609.005)
- Annual Inspections
- Filing Reports with SED
- Facility Report Cards
- Five-year Plans

- **Proposed Cost Methodology**
  Total square footage of district
- **Aid Status**
  BOCES Aid
Management Support Services

610 Employee Assistance Program (610.000)
The Employee Assistance Program (EAP) provides confidential assessment, referral, monitoring and follow-up services for employees whose job performance, attendance or behavior is being impaired by personal or medical problems. The service also provides consultation and specialized training for supervisory staff and access to information and community resources for counseling referrals and support services.

- **Proposed Cost Methodology**
  Based on number of district employees reported by district October 1, 2016
- **Aid Status**
  BOCES Aid

611 Transportation: Other Programs (Drug and Alcohol Testing) (611.000)
The Drug and Alcohol Testing Program provides pre-employment, post-accident and random collection of urine specimens and breathalyzer tests for drivers with a CDL license. The service also provides the necessary information and training for employees and supervisors.

- **Proposed Cost Methodology**
  Based on number of drivers with CDL licenses as of October 1, 2016
- **Aid Status**
  Transportation Aid

612 Business Office Support (CBO) (612.000-612.002)
The Central Business Office (CBO) provides school districts with necessary business office functions such as consultation, payroll, accounts payable, purchasing and accounting. The CBO will assist districts with updated fiscal requirements to ensure that they are in compliance with all state and federal regulations.

- **Proposed Cost Methodology**
  CBO Administration charge based on two-years prior RWADA (2015-2016)
  Requested services- Based on FTE of staff requested
- **Aid Status**
  BOCES Aid
  Claims auditing is not eligible for aid

614 Public Information Service: Central (614.000-614.001)
The Community Information staff advise and assist administrators, school boards, and other district personnel in gathering and preparing publications, calendars, newsletters and other public communications to promote positive and effective school/community relations.

- **Proposed Cost Methodology**
  Pooled rate based on FTE of service requested
- **Aid Status**
  BOCES Aid

617 School Food Management (Central) (617.000)
The 617 co-ser provides participating districts with a comprehensive school food management and coordination service. This service includes: coordination of food bids, kitchen and cafeteria equipment; assistance in hiring, training and supervising food service staff; financial analysis and menu planning.

- **Proposed Cost Methodology**
  Based on FTE of labor costs requested by district
- **Aid Status**
  BOCES Aid
Management Support Services

618 GASB-45 Planning & Valuation Service (618.000)
This service includes assistance in collecting and reporting required demographic data, an actuarial valuation of demographic data for the purpose of providing disclosures required for school districts’ audited financial statements, and assistance in interpreting the results.

- **Proposed Cost Methodology**
  Coordination: Flat fee
  Actuarial Consultant: Based on BOCES contract with consultant
- **Aid Status**
  BOCES Aid

623 Recruiting Service (Cooperative Advertising) (623.000-623.001)
School districts receive lower costs for local classified advertising for recruitment purposes through this service.

- **Proposed Cost Methodology**
  Coordination: Percentage of FTE based on district participation
  Advertising: Based on flat fee per district request.
- **Aid Status**
  BOCES Aid

624 Staff Development: Board of Education (624.000)
Coordination of staff development for component school district and Greater Southern Tier BOCES Board members.

- **Proposed Cost Methodology**
  Charge per district/BOCES Board
  **Aid Status**
  BOCES Aid
Index of Programs and Services

Academic All Stars ........................................ 21
Academic Delay ........................................... 10
Academic Intervention Service (AIS) ........... 27
Academic Programs-Special Facilities ........ 15
Accelerated College Education (ACE) ........ 18
ACCESS/Transition Program ..................... 10
Advanced Placement Courses ................. 18
Adventure Based Learning ....................... 9
Alternative Education Program .............. 9
Alternative Education Middle School .... 9
Arts in Education ..................................... 18
Asbestos Service ..................................... 30
Autism .................................................. 11
Backup & Data Restoration Service ......... 25
Business Office Support ......................... 31
Cafeteria Point of Sales ......................... 27-28
Career and Technical Education ........ 8-9
Career Development Council .................. 22
Central Business Office (CBO) ............... 31
Chief Information Officer (CIO) .......... 28
Clear Track 200 (Part 200) Special Ed. .
Management Service and IEP Plus .... 27
Comprehensive Support Services ......... 15
Computer Service, Instructional ............ 20
Computer Service, Management ....... 24-28
Coordinator of Home Instruction ......... 21
Cooperative Advertising ....................... 32
Courier Service ..................................... 29
Curriculum Development Coordinator .... 20
Data Administrator Consultation Service .27
Day Treatment at Broad Horizons Academy 11
Desktop Technicians ............................... 24
Detention Center at Bath .......................... 15
Distance Learning ................................. 19
Distributed Systems Resource Service .
(DSRS) Technology Directors ........... 26
Document Imaging Service ..................... 28
Driver Education .................................... 10
Drug and Alcohol Testing ...................... 31
Electronic E-mail Service ....................... 24
Elsmere Program .................................... 10
Emotionally Disabled ............................ 11
Employee Assistance Program ........... 31
Employee Benefit Coordination .......... 29
Energy Utilization Metering & Management 28
English as a Second Language .......... 12
Equipment Repair (Audio Visual, Electronic
Microcomputer) .................................... 24
Exploratory Enrichment ....................... 18
Extended School Year ......................... 17
Fax Service .......................................... 25
Financial Services ............................... 26
Fire/Structural Inspections ................. 30
GASB-45 .............................................. 32
Grant Writing ....................................... 21
Help Desk .......................................... 24
Industry/Education Activities (Career
Development Council) ....................... 22
Instructional Development of Educational
Application Service (IDEAS) .............. 27
Instructional Materials ......................... 22
Instructional Network Service ........... 25-26
Internet Service ..................................... 27
Interscholastic Sports Coordination ..... 29
Inventory & Asset Management Services .26
IP Security Service ................................. 25
Itinerant Art .......................................... 12
Itinerant Comprehensive Diagnostic ... 14
Itinerant Consultant Teacher ............. 14
Itinerant Hard of Hearing .................. 14
Itinerant Home & Careers .................. 13
Itinerant Interpreter for the Deaf ....... 13
Itinerant Music ..................................... 12
Itinerant Nurse/Nurse Teacher ........... 14
Itinerant Occupational Therapy ....... 14
Itinerant Physical Education ............ 12
Itinerant Physical Therapy ................. 12
Itinerant School Psychologist ......... 13
Itinerant School Social Worker ....... 14
Itinerant Speech Impaired ............... 13
Itinerant Speech Improvement ....... 13
## Index of Programs and Services

<table>
<thead>
<tr>
<th>Program/Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Itinerant Supervisor of Special Education</td>
<td>13</td>
</tr>
<tr>
<td>Itinerant Teacher of the Deaf</td>
<td>14</td>
</tr>
<tr>
<td>Itinerant Visually Impaired</td>
<td>12</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>30</td>
</tr>
<tr>
<td>Library Automation</td>
<td>21</td>
</tr>
<tr>
<td>Library Services/Media</td>
<td>20</td>
</tr>
<tr>
<td>Medicaid Reimbursement Service</td>
<td>28</td>
</tr>
<tr>
<td>Model Schools</td>
<td>23</td>
</tr>
<tr>
<td>Multiply Disabled</td>
<td>11</td>
</tr>
<tr>
<td>Negotiations</td>
<td>30</td>
</tr>
<tr>
<td>Network Core Services</td>
<td>24</td>
</tr>
<tr>
<td>Option A Testing</td>
<td>30</td>
</tr>
<tr>
<td>Planning Instruction (Grant Writing)</td>
<td>21</td>
</tr>
<tr>
<td>Printing Services</td>
<td>29</td>
</tr>
<tr>
<td>P-Tech</td>
<td>10</td>
</tr>
<tr>
<td>Public Information Service: Central</td>
<td>31</td>
</tr>
<tr>
<td>Recruiting Service</td>
<td>32</td>
</tr>
<tr>
<td>Regents Review Classes</td>
<td>10</td>
</tr>
<tr>
<td>Regional Infrastructure Service</td>
<td>26</td>
</tr>
<tr>
<td>Related Service 1:1 Interpreters-</td>
<td>16</td>
</tr>
<tr>
<td>Multiple Options</td>
<td>16</td>
</tr>
<tr>
<td>Related Service 1:1 Teacher Aides-</td>
<td>16</td>
</tr>
<tr>
<td>Multiple Options</td>
<td>16</td>
</tr>
<tr>
<td>Related Service: Adapted Physical Ed.</td>
<td>16</td>
</tr>
<tr>
<td>Related Service: Counseling</td>
<td>16</td>
</tr>
<tr>
<td>Related Service: Mainstreaming</td>
<td>16</td>
</tr>
<tr>
<td>Related Service: 1:1 Nurse</td>
<td>16</td>
</tr>
<tr>
<td>Related Service: Occupational Therapy</td>
<td>15</td>
</tr>
<tr>
<td>Related Service: Physical Therapy</td>
<td>15</td>
</tr>
<tr>
<td>Related Service: Speech</td>
<td>15</td>
</tr>
<tr>
<td>Related Service: Vision</td>
<td>15</td>
</tr>
<tr>
<td>Safety/Risk Management</td>
<td>30</td>
</tr>
<tr>
<td>School Food Management (Central)</td>
<td>31</td>
</tr>
<tr>
<td>School/Curriculum Improvement Planning (SIP)</td>
<td>23</td>
</tr>
<tr>
<td>Science and Discovery Center</td>
<td>22</td>
</tr>
<tr>
<td>Science Resource Center</td>
<td>22</td>
</tr>
<tr>
<td>Secondary Alternative Education</td>
<td>9</td>
</tr>
<tr>
<td>Secondary Summer School</td>
<td>10</td>
</tr>
<tr>
<td>Server Team</td>
<td>24</td>
</tr>
<tr>
<td>Shared Supervision</td>
<td>13, 18</td>
</tr>
<tr>
<td>Special Class 1:12:1</td>
<td>10</td>
</tr>
<tr>
<td>Special Class 1:15</td>
<td>10</td>
</tr>
<tr>
<td>Special Class 1:6:1</td>
<td>11</td>
</tr>
<tr>
<td>Special Class 1:8:1</td>
<td>10-11</td>
</tr>
<tr>
<td>Staff Development: Board of Education</td>
<td>32</td>
</tr>
<tr>
<td>Staff Development: Certified and Administrative</td>
<td>21</td>
</tr>
<tr>
<td>State Data Collection</td>
<td>27</td>
</tr>
<tr>
<td>Student Management Service (SASI)</td>
<td>26</td>
</tr>
<tr>
<td>Student/Staff ID Card</td>
<td>28</td>
</tr>
<tr>
<td>Substitute Coordination</td>
<td>29</td>
</tr>
<tr>
<td>Substitute Teacher Registry</td>
<td>29</td>
</tr>
<tr>
<td>Summer Portion of 12-Month Program</td>
<td>17</td>
</tr>
<tr>
<td>Summer Regents Exam</td>
<td>10</td>
</tr>
<tr>
<td>Summer School</td>
<td>10</td>
</tr>
<tr>
<td>Tax Bill Printing &amp; Collection</td>
<td>26</td>
</tr>
<tr>
<td>Technology Directors</td>
<td>26</td>
</tr>
<tr>
<td>Telecommunications (LAN/WAN)</td>
<td>24-25</td>
</tr>
<tr>
<td>Test Scoring</td>
<td>27</td>
</tr>
<tr>
<td>Transportation: Other Programs</td>
<td>31</td>
</tr>
<tr>
<td>Virtual Learning/Blended and Online</td>
<td>19</td>
</tr>
<tr>
<td>Virtual Worlds/ Distance Learning</td>
<td>19</td>
</tr>
<tr>
<td>VOIP Communications Systems Service</td>
<td>25</td>
</tr>
</tbody>
</table>
403 Alternative Education - Middle School and Secondary Billing
Districts will submit to BOCES by July 1 the names of students who plan to enroll in the Alternative Education program in September. Each district will be billed based on the number given on July 1.

1. Those districts that sent more FTE students to Alternative Education than the number reported on July 1 will be billed the per FTE student charge for each FTE student (daily rate).
2. If total actual enrollment equals or exceeds the July 1 total, the bills to those districts that sent fewer FTE students than reported on July 1 will be reduced to the actual enrollment.
3. If total enrollment is less than the July 1 total, but some districts sent more students than reported on July 1, the bills to those districts that sent fewer students than reported July 1 will be reduced on a prorated basis by taking the total number of fewer students than the July 1 commitment multiplied by the tuition per student to arrive at the total revenue shortfall. The revenue shortfall is then divided by the total negative student number to arrive at a prorated cost per student not sent.

537 School/Curriculum Improvement Planning Workshop Billing
Districts will submit to BOCES by May 1 the numbers of teachers who plan to attend staff development the following school year. Each district will be billed based on the May 1 number.

1. Those districts that sent more participants to staff development workshops than reported on May 1 will be billed the per participant day for each additional participant day (daily rate).
2. If the total actual enrollment equals or exceeds the May 1 total, the bills to those districts that sent fewer participants than reported on May 1 will be reduced to actual enrollment.
3. If the total actual enrollment is less than the May 1 total, but some districts sent more participants than reported on May 1, the bills to those districts that sent fewer participants than reported May 1 will be reduced on a prorated basis by taking the total number of fewer participant days than the May 1 commitment multiplied by the daily rate to arrive at the total revenue shortfall. The revenue shortfall is then divided by the total negative participant days to arrive at a prorated cost participant day not sent.

735 Mainstreaming
Mainstreaming is not covered as part of the tuition rate and will be charged separately just as related services are. Any mainstreaming event that can be considered a one-credit course will be billed at $500. The cost for other mainstreaming courses will be prorated.
GREATER SOUTHERN TIER BOCES

Serving the school districts of:

Schuyler, Steuben, Chemung, Tioga and Allegany Counties