

Cooperative Services Guide 2015-2016



Service. Solutions. Savings.

DUTCHESS  CES

Introduction

Dutchess BOCES is part of the New York system of Boards of Cooperative Educational Services. Through the cooperative efforts with our thirteen component school districts, Dutchess BOCES offers a wide variety of educational programs and support services to children and adults in Dutchess County. Costs are reduced by having two or more districts share in these programs and services. Participating districts then receive state aid for these costs. This aid is additional to local district state aid. All services benefit from the professional advice and suggestions of component district personnel.

Dutchess BOCES always stands ready to develop new services tailored to the needs of two or more districts. Suggestions for new services can be directed to the District Superintendent or the appropriate division head. For the convenience of district personnel who may have a specific question, the telephone numbers of the program administrators are listed with each general category of programs. Any BOCES employee listed in this guide will be more than happy to consult with districts regarding the services listed.

Districts should communicate in late January the shared services they plan to request for the 2015-2016 school year (see page 9). Final commitments for these services are due May 1. This Services Guide is on our Web site at **www.dcboces.org**.

From the District Superintendent

BOCES services are the glue in our partnerships with component districts. These services reflect the shared viewpoints of all our colleagues in Dutchess County. Together we work hard to maximize educational resources to support student success.

We pledge to continue to provide the most cost-effective educational services of vital interest to our school districts. We look forward to continuing our leadership role in bringing educational excellence and efficiency to Dutchess County.



Look for these icons!

Component School District Superintendents

BRENDAN LYONS

Arlington Central Schools

BARBARA WALKLEY

*(Interim)
Beacon City Schools*

MICHAEL TIERNEY

Dover Union Free Schools

GREER RYCHCIK

Hyde Park Central Schools

PHILIP D'ANGELO

Millbrook Central Schools

WILLIAM WARD

Pawling Central Schools

MARTIN HANDLER

Pine Plains Central Schools

NICOLE WILLIAMS

Poughkeepsie City Schools

PAUL FINCH

Red Hook Central Schools

JOSEPH PHELAN

Rhinebeck Central Schools

LOIS POWELL

Spackenkill Union Free Schools

JOSÉ CARRIÓN

Wappingers Central Schools

RAY CASTELLANI

*(Interim)
Webutuck Central Schools*

BOCES Board of Trustees

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President

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Vice President

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Administration

JOHN C. PENNOYER

District Superintendent

LINDA A. HEITMANN

Deputy Superintendent

SHERRE WESLEY

*Assistant Superintendent for
Business Services*

NORAH MERRITT

*Executive Director for
Human Resources*

WILLIAM BALL

Director for Educational Programs

Mission

The Board of Cooperative Educational Services provides educational leadership through service, solutions and savings.

Vision

Dutchess BOCES is recognized for its premier educational and support services providing quality and cost-effective solutions for our community. We promote an organizational culture fostering collaboration, innovation, efficiency, excellence and leadership.

DUTCHESS BOCES

5 BOCES Road, Poughkeepsie, NY 12601

STATEMENT OF NON-DISCRIMINATION

Dutchess BOCES offers employment and educational opportunities without regard to race, color, national origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this nondiscrimination policy may be directed to the following individuals. These officials will provide information, including complaint procedures to any citizen, student or employee who feels that his or her rights may have been violated by the BOCES or its officials.

THE DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity Act (Education Law §11[7]) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably or substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being.

Inquiries regarding discrimination on the bases listed above may also be made to the United States Department of Education, Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005, (646) 428-3800, ocr.newyork@ed.gov.

EQUAL OPPORTUNITY EMPLOYER

Dutchess BOCES does not discriminate on the basis of age, race, sex, creed, color, national origin, marital status or disability.

Dutchess BOCES

5 BOCES Road, Poughkeepsie, NY 12601

Title IX/ Sexual Harassment – Employees

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Section 504/DASA Coordinator

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Sexual Harassment – Students

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Director of Educational Programs

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FIXED UNIT COSTS 51**GLOSSARY OF TERMS BELOW****Glossary of Terms**

I-6-1	I Teacher – 6 Students – 1 Supplementary School Personnel	FTE	Full-Time Equivalent
I-8-1	I Teacher – 8 Students – 1 Supplementary School Personnel	HSED	High School Equivalency Diploma
I-12-1	I Teacher – 12 Students – 1 Supplementary School Personnel	IEP	Individual Education Plan
I-6-2	I Teacher – 6 Students – 2 Supplementary School Personnel	LAN	Local Area Network
I-8-2	I Teacher – 8 Students – 2 Supplementary School Personnel	LPN	Licensed Practical Nurse
I-12-4	I Teacher – 12 Students – 4 Supplementary School Personnel	OT	Occupational Therapy
ALI	Adult Learning Institute	PEACCE	Providing Education for Autistic and Communication Impaired Children Effectively
A.U.S.S.I.E.	Australian and U.S. Service in Education	PT	Physical Therapy
BETA	BOCES Education and Training Academy	RSE-TASC	Regional Special Education Technical Assistance Support Center
BOCES	Board of Cooperative Educational Services	RWADA	Resident Weighted Average Daily Attendance
CDOS	Career Development and Occupational Studies	SED	State Education Department
COSER	Cooperative Service (approved by SED)	SE-TASC	Special Education Technical Assistance Support Center
CTE	Career and Technical Education	SPC	Salt Point Center
CTI	Career and Technical Institute	STW	School to Work
DEHIC	Dutchess Educational Health Insurance Consortium	VI	Visually Impaired
E-Rate	Federal funding for Internet access, LAN, and telecommunications	WAN	Wide Area Network
ESY	Extended School Year		

BOCES General Information

What is BOCES?

BOCES stands for Board of Cooperative Educational Services. BOCES are public organizations that were created by the New York State Legislature in 1948 to provide shared educational programs and services to school districts.

How do the BOCES programs work?

BOCES services are created when two or more school districts determine they have similar needs that can be met by a shared program. BOCES help school districts save money by providing opportunities to pool resources and share costs. Sharing is an economical way for districts to provide programs and services that they might not be able to afford otherwise. It is usually more efficient and less costly to operate one central service than it is to have separate programs in each school district. However, BOCES services are often customized, offering districts the flexibility to meet their individual needs.

How is BOCES governed?

Each BOCES is governed by a board of education that is made up of representatives from component school districts. They are elected by component boards of education but serve at-large for the county. BOCES board members are responsible for policy decisions.

I know BOCES provides special and alternative education programs and career/technical programs, but does BOCES offer other services?

BOCES provides many different types of programs, although Special Education and Career and Technical Education are usually the largest programs. Other services available through BOCES fall into the categories of Technology, Professional Development, Adult Education, Communications and Business Services. The numbers and types of services offered change continuously as component districts' needs and requests evolve.

Who decides which BOCES services to purchase?

Local boards of education review their district's needs each year and make decisions about BOCES services. Because districts' needs change every year, decisions about BOCES services may also change every year. The decision about whether to participate in each BOCES service is based on the unique needs of each district. If a district doesn't need a BOCES service, it doesn't request it and does not pay for it.



Why do school districts participate in BOCES services?

Because BOCES services are shared by two or more school districts, they generally cost much less than if districts provided the services on their own. Districts pool their resources and share the savings.

How are BOCES services paid for?

BOCES have no taxing authority. An administrative charge is assessed in proportion to each component district's size, but most BOCES revenue is from the fees charged to component districts for the BOCES services they have chosen to use. BOCES expenses are incorporated into each district's annual budget. State aid helps to offset some of the cost, and other services are directly funded by the state or federal government.

What is BOCES aid, who gets it, and why?

New York State gives a financial incentive to encourage participation in shared services by offering BOCES state aid for BOCES services. This is how BOCES state aid works: Each district's board of education selects BOCES services for the current year. In the following school year, a portion of the cost of BOCES services is returned to the district by the State of New York. The amount returned to each district depends on which services the district buys and is based on a formula that takes into account the district's financial resources. Money returned to the district is used as revenue.

What BOCES services do not generate BOCES aid for local districts?

Special education services from BOCES do not earn BOCES aid for local districts, but local districts do receive Excess Cost Aid to offset some of the costs of special education. Also, some expenses within services may not be aided. Other services that do not qualify for BOCES aid are student transportation, services funded from other sources, consumables and adult education. The amount of aid varies from district to district.

Do BOCES students graduate from high school?

BOCES does not confer high school diplomas. Most career and technical students and some special education students graduate from their local districts with Regents diplomas.

Request for Services Schedule

January 9, 2015

Initial Service Request period open online; hard copy available

January 30, 2015

Submission of 2015-2016 Initial Service Requests

February 13, 2015

Submission of 2015-2016 COSERS to State Education Department for approval

March 17, 2015

Final Service Request period opens online

April 8, 2015

BOCES Annual Meeting

May 1, 2015

Submission to BOCES of 2015-2016 Final Service Requests by districts. Figures submitted to BOCES will be used for Service Contract

June 15, 2015

Submission to the State Education Department of operating plan and budget for 2015-2016 based on Final Service Requests

June 26, 2015

Distribution to districts of BOCES Service Contracts for 2015-2016

July 24, 2015

Submission to BOCES of signed Service Contracts for 2015-2016



Students are enthusiastic about the career training opportunities offered by Dutchess BOCES.



In addition to serving as the Chief Executive Officer of Dutchess BOCES, the District Superintendent serves as the Commissioner's representative to the component districts, as well

as the liaison between local districts and the State Education Department.

DUTCHESS CES

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JOHN C. PENNOYER
Superintendent

NANCY PISANELLI
*Executive Secretary
Clerk of the Board*

Below: Recognition events highlight student accomplishments including academic achievement and community service projects.

Above: Dutchess BOCES administrators work closely with District Superintendents from throughout the county and beyond.





Following are some of the District Superintendent's services to provide cost efficiency for participating districts and decentralization for the State Education Department. **There is no charge to component districts for these services.**

- ▶ Conduct searches to fill vacant superintendentcies.
- ▶ Facilitate communication and cooperation among districts, the State Education Department and other public and private agencies.
- ▶ Interpret and clarify Education Law, Commissioner's Regulations, and other policies affecting education in this region; and serve as the regional contact point for State initiatives.
- ▶ Assist schools identified as requiring improvement.
- ▶ Assist with reorganization studies in participating districts.
- ▶ Facilitate goal-setting workshops for component district Boards and staff.
- ▶ Investigate, hear, and decide upon boundary line disputes between districts.
- ▶ Provide advice and counsel to local Boards of Education and in-service education for local superintendents.
- ▶ Provide assistance to non-public schools.
- ▶ Act on behalf of other District Superintendents when directed to do so.
- ▶ Approve BOCES service contracts and cross contracts.

In providing consultant services, the District Superintendent is able to call upon the resources of the State Education Department, colleges and universities, as well as professional staff of the BOCES. If your district wishes to avail itself of any of these services, please contact District Superintendent John C. Pennoyer.

We encourage and welcome suggestions and requests for other services from the Schools Superintendents.

Contact Us ▶ **John C. Pennoyer ▶845.486.4800 ▶john.pennoyer@dcboces.org**



The Enterprise Group at Dutchess BOCES leverages employee suggestions to the benefit of the agency. Since its inception, the Enterprise Group has evaluated more than 130 proposals to improve operations.



The Adult Learning Institute (ALI) provides NYSED approved literacy and high quality in demand vocational programming designed to meet the needs of adults age 21 years or older, and out of school youth. Additionally English as a Second Language classes are

available for those whose primary language is other than English. Occupational/post secondary training serves business and industry, job seekers and current workers of the greater Hudson Valley. ALI responds directly to employers' needs for skilled workers and continuously strives to stay ahead of changing technologies. BOCES ALI is an approved training provider for North American Technical Excellence (NATE) and the National Center for Construction Education and Research (NCCER). Classes are available throughout Dutchess County at many partner locations. Our Course Catalog is published twice a year and includes the most up to date class locations, times, and subject areas.

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SHERRE WESLEY
Assistant Superintendent for Business Services

ELIZABETH HAYTER
Adult Education Administrator

MICHAEL BATIRA
Staff Specialist

ALI collaborates with many agencies at the local, regional and state levels to address adult students' varied educational, employment readiness and career needs.



ALI in partnership with the Mid-Hudson Regional Library and Bard College, participated in this year's Big Read.



Adult Academic Programs

We urge success, identified when individuals demonstrate increased reading, writing and mathematics skills, earn their high school equivalency diplomas, and/or improve their ability to read, write, and speak English.

- ▶ High School Equivalency Classes
- ▶ English as a Second Language
- ▶ Giving Ready Adults a Study Program

Career and Technical Education

The main goal is to serve community needs. The focus of our program is to encourage individuals to “UNLOCK THEIR POTENTIAL” through lifelong learning. Classes are offered during the day, evenings and on weekends. Courses help community members upgrade current job skills, prepare for new careers and grow personally and professionally. Our offerings range from courses providing highly technical skills to those promoting general interest and self-development.

Health Occupations

- ▶ Nurse Assistant – This 150 hour New York State approved curriculum prepares individuals to be a nursing assistant who provides quality care in settings such as nursing homes and hospitals. Upon successful completion students take a New York State Certification Exam.
- ▶ Phlebotomy Technician – This 75 hour classroom and 75 hour clinical experience prepares individuals to work as an entry-level phlebotomist working in a lab, nursing home or hospital. Upon successful completion students take a certification exam accepted throughout New York State.
- ▶ Medical Billing and Coding Specialist – The popular and in-demand field requires individuals to have a comprehensive overview and understanding of coding guidelines. The curriculum includes medical terminology, basic anatomy and physiology alongside of coding components. Billing procedures, insurance fundamentals and HIPAA regulations are also included.
- ▶ NA Return to Practice – This class provides hands on skills for those individuals whose NA certification has lapsed and they need to re-take the certification exam. In 28 hours students review all necessary skills required on the exam.

Community Solutions for Transportation (CST)

Community Solutions for Transportation (CST) is an employment-related program that assists low-income, eligible individuals to obtain necessary transportation to maintain or improve their job status and raise the family's level of self-sufficiency. This comprehensive program with strict eligibility guidelines includes case management, learner's permit fees, driver experience training, defensive driving, five-hour pre-licensing, financial management workshops, car maintenance instruction, vehicle donations to working families in need, and more.

Contact Us ▶

Elizabeth Hayter ▶ 845.483.3640, ext. 6102 ▶ elizabeth.hayter@dcbooces.org



Corporate Training

Corporate Training is targeted and customized to meet the needs of each business and its employees. Training can be offered 24/7 at an employer's site or ours. The Adult Learning Institute (ALI) is an approved training provider for North American Technical Excellence (NATE) and the National Center for Construction Education and Research (NCCER). BOCES ALI is also a corporate member of Refrigeration Service Engineers Society (RSES) and a member of Air Conditioners and Contractors of America (ACCA). We offer training in Occupational Safety and Health Administration (OSHA) programs, National Electric Code (NEC).

Veteran's Guided Learning Empowerment and Socialization Recovery Project (VGLE and SR Project)

Formerly known as "No Man is an Island," this is a special computer-assisted program that serves as an adjunct to the Veteran's Administration (VA) medical treatment program to increase veterans' awareness, mental alertness, socialization, and interaction in the real world. The computer application program is designed to build veterans' basic computer knowledge and enable veterans to augment their interests and global access.

Continuing Education

Defensive Driving

This community service program is offered on and off-site. We also customize courses for businesses and groups. This course is offered in cooperation with the National Safety Council. In addition to providing attendees with improved driving safety awareness, successful completion results in point reduction and insurance premium reductions.

Driver's Education Program

This is a NYS Education Department and DMV approved driver's education program that includes classroom and road driving experience.

Five-hour Pre-licensing

The five-hour pre-licensing course is a mandated five-hour course for all permit holders to obtain a New York State Driver's License.

Contact Us ▶ **Elizabeth Hayter** ▶ 845.483.3640, ext. 6102 ▶ elizabeth.hayter@dcboces.org



Career and technical education programs at ALI help position adult students for new employment opportunities.



Dutchess BOCES is pleased to offer ed2go programs through ALI. Students can take online courses from the convenience of their homes or offices, anytime day or night. For more information about Dutchess BOCES' growing catalog of online courses, contact Dutchess BOCES at 845.483.3640.

To register for online courses, visit www.ed2go.com/dcboces.

LITERACY

High School Equivalency Classes (HSE)

This individualized instruction prepares students for the High School Equivalency Diploma Examination. Classes are held in multiple locations throughout the county.

English as a Second Language (ESL)

ESL classes assist adults with limited proficiency in English by building basic skills in speaking, reading and writing in English. Classes are held in various locations throughout the county.

Giving Ready Adults a Study Program (GRASP)

GRASP is a home study program for students who do not have a high school diploma or High School Equivalency Diploma and who are unable to attend traditional classes offered throughout the county. Instructional packets are available at local libraries or one of our locations. Individuals wishing to participate must be 21 years old or older and have obtained at least a ninth grade reading level as determined by a pretest given at intake.

Contact Us ▶

Elizabeth Hayter ▶ 845.483.3640, ext. 6102 ▶ elizabeth.hayter@dcboces.org



The Adult Learning Institute offers a comprehensive Nursing Assistant program that prepares students to provide quality care in various health care settings, including nursing homes and hospitals.

EDUCATIONAL PROGRAMS



LINDA A. HEITMANN

Deputy Superintendent

WILLIAM BALL

Director for Educational Programs

Alternative Education

JOHN JEFFREY

Principal - BETA

DUANE SHARROCK

Coordinator - Alternative Education

Career & Technical Institute

MITCHELL SHRON

Principal - CTI

EILEEN SIKORA

Associate Principal - CTI

SUSAN MORACA

Coordinator of Health Occupations and New Visions

JO ANNE WILLIAMS

Staff Specialist

BRIAN CONTE

Staff Specialist

Special Education

DOUGLAS A. DAMIANI

Principal - Salt Point Center

KENNETH LOUIS-JEUNE

Coordinator - Special Education

BRIAN CONTE

Staff Specialist

LEAH RAFTIS

Staff Specialist

BARBARA CESARIO

Coordinator - Related/Itinerant Services

Educational Programs is flexible and adaptive to the needs of our component districts. We stand at the ready to consult and build programs based upon the ever-changing college and career needs of students in the 21st Century. Where more than one district identifies a need, Educational Programs will work to identify the means and the modality to build that service or program.

Dutchess BOCES offers several Alternative Education Programs for young people recognized as being "at risk." These programs provide students with an individualized instructional program with extensive support services leading to a high school diploma.

The Career and Technical Institute offers programs designed to meet the occupational needs of both adults and high school students. The high school program consists of an extensive list of courses that enable students to develop skills and attitudes that lead to career success while fulfilling their high school diploma requirements. A majority of the courses carry college articulations and merit a Career and Technical Education endorsement on a Regents diploma.

Dutchess BOCES Special Education Programs respond to the academic and special education needs of students and component districts by providing academic and vocational programs, promoting positive attitudes and behaviors and assuring opportunities for individual student growth. A continuum of services from the consultant teacher model to self-contained classrooms is available for students from age five through transitional services to the adult world of work.

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Students develop technical skills and experience hands-on training at the Career and Technical Institute.

New York State Alternate Assessment

These services include training, support, and scoring of the New York State Alternate Assessment (NYSAA) datafolios.

NYSAA Administration Training for Teachers

This service includes a half day initial training for Lead Special Education Teachers, I Collegial Review, and follow-up support as need.

Additional On-Site Collegial Review

Alternate Assessment Training Network Specialists (AATNS) will provide a half day review of Lead Special Education Teachers' datafolios at a designated school site.

Scoring of NYSAA datafolios

Alternate Assessment Training Network Specialists (AATNS) will conduct scoring of NYSAA datafolios for each school district. School districts will also be asked to provide a number of scorers based on the datafolios being scored.

Contact Us ▶ **Leah Pollack Raftis** ▶ 845.480.8004 ext. 5439 ▶ leah.raftis@dcbooces.org



Students develop technical skills and experience hands-on training at the Career and Technical Institute.



EDUCATIONAL PROGRAMS

Career and Technical Education (CTE)

COSER 101.000

The Career and Technical Institute offers programs designed for all students to be Career and College ready. Students may take multiple pathways to their destination. Whether a student is looking for a CDOS Credential or a Regents Diploma, going to a post-secondary school or into the world of work, CTI offers hands on learning combined with theory, a thorough foundation in the Common Core and the 21st century skills necessary for success after high school. All of our Core classes offer 12th grade English Language Arts and many offer a credit of math or science. Our Core classes also offer articulation agreements with SUNY and private schools in New York State and beyond. This allows students to be placed in or waived through some entry-level college classes.

Contact Us **Mitchell Shron** ▶ 845.486.8001 ext. 4555 ▶ mitchell.shron@dcbooces.org

Create your Career Pathway to Post Secondary Success

Agriculture

- ▶ Small Engine Technology I&II
- ▶ Landscape Design
- ▶ New Vision Environmental Science
- ▶ Veterinary Science

Architecture & Construction

- ▶ Construction Trades I&II
- ▶ Electrical Construction Technology I&II
- ▶ Plumbing & HVAC I&II
- ▶ Project Management

Arts, Technology & Communication

- ▶ Graphic Arts/Design & Media Arts I&II
- ▶ Graphic Arts/Film Production I&II
- ▶ Video Game Design I&II

Education

- ▶ Early Childhood Education I&II
- ▶ New Visions Education

Health Sciences

- ▶ Introduction to Health Occupations
- ▶ Nursing Assistant
- ▶ Practical Nursing I – Seniors Only

- ▶ Pharmacy Tech
- ▶ New Visions Health

Hospitality & Tourism

- ▶ Culinary Arts & Restaurant Management I & II
- ▶ Hospitality and Tourism Industry

Human Services

- ▶ Cosmetology I & II
- ▶ Barbering

Information Technology

- ▶ A+ Computer Repair
- ▶ Computer Networking
- ▶ Cyber Security
- ▶ Video Game Design

Law & Public Safety

- ▶ Security & Law I&II
- ▶ New Visions Law

Transportation

- ▶ Automotive I & II
- ▶ Aviation
- ▶ Auto Body I & II
- ▶ Heavy Equipment I & II

Dutchess BOCES provides individualized instruction to assist students in meeting graduation requirements.





Dutchess School of Practical Nursing (Approved Post-Secondary Program, HEGIS Code 5209.20)

Prepare for a rewarding health career in a growing labor market. We are committed to providing excellent, competitively priced education with clinical and classroom instruction in preparation for the NCLEX-PN Examination (State Licensing Exam).

Contact Us ▶ **Susan Moraca** ▶845.486.8045 ext. 4545 ▶susan.moraca@dcbooces.org

Career Exploration COSER 101.000

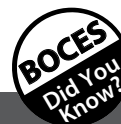
This course is geared for students who are eligible to receive the new **CDOS Credential**. Students will receive all of the requirements for New York State's Commencement Level CDOS Credential through work based learning experiences and career counseling, along with the technical coursework to assist our students in entering a career path for their post high school success. Students may take this program for more than one year and may also be eligible to enter into CTE courses upon successful completion of the Career Exploration program.

Contact Us ▶ **Eileen Sikora** ▶845.486.8001 ext. 4532 ▶eileen.sikora@dcbooces.org

High School Equivalency/CTE Program – At-Risk Students COSER 442.000

Students 16-18 years of age can complete their high school graduation requirements by preparing for the High School Equivalency Credential. CTE competencies will be developed through student participation in the secondary day program. Students must score at the ninth grade reading level on State approved tests to be eligible for this program.

Contact Us ▶ **Eileen Sikora** ▶845.486.8001 ext. 4532 ▶eileen.sikora@dcbooces.org



CTI students receive math credits for taking programs such as Culinary Arts and Construction Trades, and receive science credits for taking programs such as Cosmetology and Trade Electricity.



EDUCATIONAL PROGRAMS

Center-based Classroom: I-6-I at Salt Point Center

COSER 204.000

Students in these classes receive a responsive series of supports for their academic and behavioral needs. Classes are self-contained for academics and supported by our team of counselors, crisis intervention specialist and related services where prescribed. Referral candidates will have academic delays or gaps. Immature or acting out behaviors, which require adult management, may be prevalent. Some students may also have physical delays to be addressed by prescribed therapy.

Contact Us ▶ **Doug Damiani ▶845.486.8004 ext. 5407 ▶doug.damiani@dcbooces.org**

Fresh Start: I-12-I at BETA

COSER 213.000

The Fresh Start Program is designed for secondary students who have high management needs and low academic success as evidenced by few or no Carnegie Credits earned. In this program, behavior is redirected through PBIS (Positive Behavioral Intervention and Support), and students are prepared for a High School Equivalency diploma.

Contact Us ▶ **John Jeffrey ▶845.486.4840 ext. 3047 ▶john.jeffrey@dcbooces.org**

ESY: Students with Disabilities at Salt Point Center and BETA

SPECIAL AID-F835

The Extended School Year (ESY) program serves students from all school districts who require a 12-month program as determined by the local Committee on Special Education.

Contact Us ▶ **William Ball ▶845.486.8004 ext. 2222 ▶william.ball@dcbooces.org**

ESY: Students with Disabilities I-I Aide at Salt Point Center and BETA

SPECIAL AID-F843

This COSER provides a I:I aide for students in the ESY Students with Disabilities program.

Contact Us ▶ **William Ball ▶845.486.8004 ext. 2222 ▶william.ball@dcbooces.org**

CTI students create the foundation for future careers in many areas including nursing, security, information technology, and culinary arts.



SPECIAL EDUCATION PROGRAMS AT SPC AND BETA**Center-based Classroom: I-8-1
at Salt Point Center and BETA****COSER 218.000**

Students in these classes are preparing to return to the integrated settings of BOCES or their home district. Students receive a responsive series of supports for their academic and behavioral needs. Classes are self-contained for academics. Depending on individual student needs, counseling, crisis intervention and related services are available. Program candidates may be behind by one or two grade levels. Some immature of acting-out behaviors, that require adult management, may exist. This may include Asperger Syndrome. Some students may have some mild physical delays.

Contact Us ▶ **Doug Damiani ▶845.486.8004 ext. 5407 ▶doug.damiani@dcboces.org
John Jeffrey ▶845.486.4840 ext. 3047 ▶john.jeffrey@dcboces.org**

**Intensive Learning Environment: I-6-2
at Salt Point Center****COSER 227.000**

These programs are designed for students aged 5-10 years with highly intensive management needs. Students typically lack impulse control and may be substance affected. These programs are augmented with related services as specified by the student's IEP.

Contact Us ▶ **Doug Damiani ▶845.486.8004 ext. 5407 ▶doug.damiani@dcboces.org**

**PEACCE Program: I-6-2
at Salt Point Center****COSER 227.000**

These classrooms are designed for students with autism and/or severely communicatively impaired students grades K-8. The program is based off the TEACCH Model as developed at the University of North Carolina. A very defined model that provides the structure and visual supports required for the children to learn. Related services are provided as designated on students' IEPs.

Contact Us ▶ **Leah Raftis ▶845.486.8004 ext. 5439 ▶leah.raftis@dcboces.org**

**PEACCE Program: Applied Behavior Analysis I-6-2
at Salt Point Center****COSER 227.000**

These classrooms are designed for students with autism and/or severely communicatively impaired students grades K-3. The program is based off the TEACCH Model as developed at the University of North Carolina with a strong focus on Applied Behavior Analysis. These are highly structured environments that utilize positive reinforcement and repetition of skills for the children to learn. Related services are provided as designated on students' IEPs.

Contact Us ▶ **Leah Raftis ▶845.486.8004 ext. 5439 ▶leah.raftis@dcboces.org**



EDUCATIONAL PROGRAMS

SPECIAL EDUCATION PROGRAMS AT SPC AND BETA

Academics, Behavior and Community (ABC) at Salt Point Center

COSER 229.000

This program is an intensive, full-day program that fully integrates academics, social and behavioral competencies. Academically, the emphasis will be on reading, writing, and math. This program includes embedded activities that teach specific social and behavioral skills. The purpose is to address the relationship between behaviors/social issues and academic difficulties.

- ▶ This program serves students who are in elementary and middle grades, as well as nonclassified students who may be eligible for Section 504 services.
- ▶ Each student is enrolled for one semester with a targeted transition plan back to a home school placement. The opportunity to remain in the program is available based on the student's needs.
- ▶ The program is staffed by Special Education/Elementary Education teachers with extensive training in effective reading strategies, and supplementary school personnel.
- ▶ The ABC program consists of two (1-8-1) classrooms at the BOCES Salt Point Center. The population consists of classified and nonclassified students.
- ▶ To maintain consistency and ensure the success of each student, parents and home district teachers are provided training for successful transition back to the student's district classroom.

Contact Us ▶ **Doug Damiani ▶845.486.8004 ext. 5407 ▶doug.damiani@dcbores.org**
William Ball ▶845.486.8004 ext. 2222 ▶william.ball@dcbores.org

Dutchess Alternative High School at BETA (classified)

COSER 423.010

This is a full-day high school program that provides a unique opportunity for classified students to earn a Regents diploma in an alternative setting. Characteristics of the program include small class sizes and the ability to individualize instruction if needed. Students are offered a full range of courses and academically related experiences, similar to those typically found in the traditional school setting. A High School Equivalency preparation program is also available for students enrolled in this program. Additionally, students have the opportunity to attend the Dutchess BOCES Career and Technical Institute.

Contact Us ▶ **John Jeffrey ▶845.486.4840 ext. 3047 ▶john.jeffrey@dcbores.org**

SPECIAL EDUCATION DAY TREATMENT PROGRAMS

Adolescent Day Treatment: 1-8-1 at Salt Point Center and BETA

COSER 220.010

This day treatment program is fully integrated with clinical services for severely emotionally disabled students who need a more restrictive environment that combines academics, leading to a Regents, High School Equivalency or CDOS Credential. The high school program is located at BETA. The middle school program is located at Salt Point Center. The referred student must exhibit a cluster of behaviors that results in a principal diagnosis, as specified in the American Psychiatric Association's Diagnostic and Statistical Manual. Counseling services are provided by the Astor Services for Children and Families.

Contact Us ▶ **William Ball ▶845.486.8004 ext. 2222 ▶william.ball@dcbores.org**



SPECIAL EDUCATION DISTRICT PROGRAMS

Component District Classroom: I-12-1

COSER 203.000

This program serves students who have been recommended by their local Committee on Special Education (CSE) for a BOCES class in a local district setting as necessary for the least restrictive environment. Mainstreaming opportunities are identified where appropriate. Instruction and related services are provided according to each student's IEP. Disability specific classes at the secondary level emphasize Adaptive Daily Living Skills, including shopping, budgeting, travel, leisure activities, cooking, sewing, home maintenance, and vocational skills.

Component District Classroom: I-12-4

COSER 209.000

This program provides services to multiply disabled and traumatic brain injured students aged 5-21 years who have multi-sensory or motor deficiencies and developmental lags in physical, cognitive and psychomotor capabilities. This class is highly individualized and provides academics, perceptual motor training, self-help skills and vocational activities as designated on the student's IEP.

Component District Classroom: I-6-1

COSER 212.000

This program serves students who require a more intensive management level, and who have been recommended by their local Committee on Special Education for a BOCES class in a local district setting as necessary for the least restrictive environment. Mainstreaming opportunities are identified where appropriate. Related services are provided where appropriate. Related services are provided according to each student's IEP.

Component District Classroom: I-8-1

COSER 219.000

This program serves students who have been recommended by their local Committee on Special Education for a BOCES class in a local district setting as necessary for the least restrictive environment. Mainstreaming opportunities are identified where appropriate. Related services are provided according to students' IEPs. Regular and IEP diplomas are available through this option. There is a specialized I-8-1 program at the elementary and secondary levels for students requiring a total communication approach to intensive speech/language needs. Additionally, there are classes that focus on Adaptive Daily Living Skills.

Contact Us ▶ **Kenneth Louis-Jeune ▶845.486.4840 ext. 3020 ▶kenneth.louisjeune@dcboces.org**

PEACCE Program: Component District Classroom I-6-2 at Salt Point Center

COSER 228.000

These classrooms are designed for students with autism and/or severely communicatively impaired students grades K-12. The program is based off the TEACCH Model as developed at the University of North Carolina. A defined model that provides the structure and visual supports required for the children to learn. There are opportunities for integration in general education settings. Related services are provided as designated on students' IEPs.

Contact Us ▶ **Leah Raftis ▶845.486.8004 ext. 5439 ▶leah.raftis@dcboces.org**

Contact Us ▶ **Kenneth Louis-Jeune ▶845.486.4840 ext. 3020 ▶kenneth.louisjeune@dcboces.org**



EDUCATIONAL PROGRAMS

RELATED SERVICES

A variety of both certified and specialty support personnel is available to provide related services to special education students enrolled in classes run by Dutchess BOCES. These additional services are provided in accordance with each student's Individual Education Plan (IEP), or as requested by the district.

Speech

COSER 717.000

Speech services are delivered by New York State certified professionals. This service focuses on articulation and/or language needs as identified on each student's IEP. BOCES speech staff assist in the augmentative communication programs, in many instances incorporating assistive technology devices for the students within their sessions.

Visually Impaired

COSER 718.000

A teacher of the visually impaired works closely with the Commission for the Blind and Visually Disabled, and is available to provide direct service to students, including direct remedial instruction, strengthening other sensory areas and the use of specialized equipment where appropriate.

Occupational/Physical Therapy

COSER 719.000

Occupational and physical therapists provide occupational and physical therapy on an individual or small group basis for students whose IEPs indicate a need for this service. Occupational and physical therapists work with teachers to support programs within the classrooms as needed.

Contact Us ▶

Barbara Cesario ▶845.486.8004 ext. 5428 ▶barbara.cesario@dcboces.org

Counseling

COSER 720.000

Counseling services are delivered by New York State certified social workers who focus on issues that impede the individual student from benefiting from an education. The service is delivered as prescribed on each student's IEP.

Contact Us ▶

John Jeffrey ▶845.486.4840 ext. 3047 ▶john.jeffrey@dcboces.org

I - I Aides and Supplementary School Personnel

COSER 721.000

One-to-one aides provide mobility, feeding, toileting, and monitor individual activities as directed by a teacher. One-to-one supplementary school personnel provide, under the supervision of a certified teacher, direct instructional service to an individual student. These staff function as part of the classroom team. These services must be indicated on the student's IEP.

Contact Us ▶

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Kenneth Louis-Jeune ▶845.486.4840 ext. 3020 ▶kenneth.louisjeune@dcboces.org

Job Coach

COSER 723.000

This program is for students not otherwise receiving BOCES services who are eligible to receive the CDOS Credential as their existing credential. This program will provide the 54 hours of Work-Based Learning required for the CDOS Credential through a New York State Certified Coordinator of Work-Based Learning. Transportation to and from job sites is not included in this program.

Contact Us ▶

Mitchell Shron ▶845.486.8001 ext. 4555 ▶mitchell.shron@dcboces.org



RELATED SERVICES CONTINUED

Assistive Technology Support

COSER 724.000

This service consists of assistive technology consultation, and training for students and staff to promote the integration and use of technology tools within the academic environment. Follow-up support is provided upon district request, including staff development.

Teacher of the Deaf and/or Hearing Impaired

COSER 733.000

Serving students in grades K-12, the program provides academic support and utilizes total communication for hearing-impaired students. This support includes direct remedial instruction, use of visual supports and use of specialized equipment where appropriate.

Contact Us ▶ **Barbara Cesario ▶845.486.8004 ext. 5428 ▶barbara.cesario@dcbooces.org**

ITINERANT SERVICES

The BOCES Shared Personnel Program is designed to accommodate the instructional and support services needs of the participating districts. Under this program, certified and qualified personnel are employed to work in two or more districts. Some of these services may be available to special education students who are enrolled in private or parochial schools. The Shared Personnel Program provides services in the following areas. Other areas may be developed as district needs emerge. We have the ability to generate new COSERS for services not listed upon request.

Teacher of the Deaf and/or Hearing Impaired

COSER 313.000

Serving students in grades K-12, the program provides academic support and uses total communication for hearing impaired students. This support includes direct remedial instruction, use of visual supports and use of specialized equipment where appropriate.

Interpreters

COSER 314.000

Interpreters provide a means for hearing impaired students to access communication in the school setting, according to the language level of the student. The interpreter effectively communicates classroom information between the educational staff, the hearing impaired student and their classmates.

Evaluations – OT/PT, Visually and Hearing Impaired, Speech

COSER 315.000

Related services personnel evaluate students through the use of a variety of assessment tools and strategies to gather relevant academic, functional and developmental information. The evaluation provides the educational team with pertinent information to determine if related services intervention in the school setting will improve educational outcomes.

Assistive Technology Evaluation

COSER 315.010

Visually Impaired

COSER 322.000

A teacher of the visually impaired works closely with the Commission for the Blind and Visually Disabled and is available to provide direct service to the students, including direct remedial instruction, strengthening of other sensory areas and the use of specialized equipment where appropriate.

Assistive Technology Support

COSER 333.000

This service consists of assistive technology, consultation and training for students and staff to promote the integration and use of technology tools within the academic environment. Follow-up support is provided upon district request, including staff development.

Contact Us ▶ **Barbara Cesario ▶845.486.8004 ext. 5428 ▶barbara.cesario@dcbooces.org**



EDUCATIONAL PROGRAMS

ALTERNATIVE EDUCATION PROGRAMS AT SPC AND BETA

Dutchess Alternative High School at BETA (non-classified)

COSER 423.000

This is a full-day high school program that provides a unique opportunity for non-classified students to earn a Regents diploma in an alternative setting. Characteristics of the program include small class sizes and the ability to individualize instruction if needed. Students are offered a full range of courses and academically related experiences, similar to those typically found in the traditional school setting. A High School Equivalency preparation program is also available for students enrolled in this program. Additionally, students have the opportunity to attend the Dutchess BOCES Career and Technical Institute.

Dutchess Alternative High School at BETA (classified)

COSER 423.010

This is the full-day high school program described in COSER 423.000 above, for classified students.

Contact Us ▶ **John Jeffrey ▶845.486.4840 ext. 3047 ▶john.jeffrey@dcboces.org**

Academics, Behavior and Community (ABC) at Salt Point Center (non-classified)

COSER 424.020

This service, which is for non-classified students, is identical to COSER 229. It is an intensive, full-day program that fully integrates academics, social and behavioral competencies. Academically, the emphasis will be on reading, writing, and math. The program includes embedded activities that teach specific social and behavioral skills. The purpose is to address the relationship between behaviors/social issues and academic difficulties. Please refer to COSER 229 on page 21 for a more detailed description.

Contact Us ▶ **Doug Damiani ▶845.486.8004 ext. 5407 ▶doug.damiani@dcboces.org**

Intensive Day Treatment Transitional Program at Salt Point Center and BETA

COSER 428.000

This is a short-term transitional program to serve students in acute emotional crisis. Clinical services are provided by Rockland Children's Psychiatric Center. This program offers two classes: one designed for adolescents, grades seven through twelve, and the second designed for students in grades kindergarten through six.

Contact Us ▶ **Doug Damiani ▶845.486.8004 ext. 5407 ▶doug.damiani@dcboces.org**
John Jeffrey ▶845.486.4840 ext. 3047 ▶john.jeffrey@dcboces.org

Mid-Hudson Regional Medical Center Education and Astor Partial Hospitalization

COSER 428.010

Dutchess BOCES provides comprehensive services to students who are patients in the Adolescent Mental Health Unit of St. Francis Hospital in Poughkeepsie and partial hospitalization with Astor in Poughkeepsie.

Contact Us ▶ **Kenneth Louis-Jeune ▶845.486.4840 ext. 3020 ▶kenneth.louisjeune@dcboces.org**



The Educational Resources Division provides a broad array of professional support to school districts, schools, their staff and students. The division goal is to improve teaching and learning for all students. This goal is met through services that focus on leadership development, staff training and curriculum development, comprehensive planning, data analysis, integration of special and general education, specialized student programming, broadband network infrastructure for video and data, and learning technology.

LINDA A. HEITMANN

Deputy Superintendent

JODI DELUCIA

Director of Educational Resources

JENNY SCHINELLA

Director of RSE-TASC

JEFFERY ROUSE

Coordinator of Data and Digital Design

MARK STEIN

Coordinator of Learning Technology

DUTCHESS  BOCES

Service. Solutions. Savings.



Educational Resources Division training helps support staff improve teaching skills.



SCHOOL IMPROVEMENT

School Improvement provides a broad range of educational programs and services operating in concert with the State Education Department, component districts, local institutions of higher education, public and private agencies, educational consultants, professional organizations and other BOCES. These programs offer school districts a cost-effective means of responding to student and staff needs. School Improvement services assist component school districts in developing local capacity to successfully improve their schools through comprehensive programs for staff, curriculum development and technological training.

School Improvement

COSER 512.000 and COSER 512.010

This service provides support to districts in the implementation of the New York State Learning Standards, provides professional development, and assists districts in meeting NCLB requirements. The School Improvement base service includes a wide array of service offerings including:

- ▶ Access to Educational Resources staff for inquiries and research related to curriculum, assessment, instruction, and professional development topics
- ▶ Information and updates on state assessment implementation
- ▶ Support the implementation of the New York State Education Department's Reform Initiatives
- ▶ Support of Middle and High School Principals Meetings
- ▶ Coordination of the Educational Resources Advisory Council**
- ▶ Coordination of the Special Education Administrator's Meetings
- ▶ Research and development of projects leading to grant funding
- ▶ Regional, collaborative Professional Development activities
- ▶ On-site professional development to meet district and building needs (number of days determined by RWADA)
- ▶ Participation in the Title IIIA Dutchess County Grant Consortium (based on district eligibility)
- ▶ New York State Regulation and Education Law updates
- ▶ Access to professional resource materials
- ▶ Participation in regional scoring and scoring training at membership rates
- ▶ Formats for service delivery range from faculty meetings to full-day or half-day sessions and can be held on site or regionally scheduled. The Educational Resources Division will provide customized training to best meet the specific needs of your district. Districts may purchase additional professional development (technical assistance) days as necessary.

Contact Us ▶ **Jodi DeLucia ▶ 845.486.4840 ext. 4614 ▶ jodi.delucia@dcboces.org**

** The Educational Resources Advisory Council is comprised of instructional leaders from component school districts. They work collaboratively with the Educational Resources administrators to identify needs and topics for this service.

School Improvement: Additional Costs **COSER 512.020**

This service covers the cost for contracted professional services not included in the base program.

School Improvement: Climate **COSER 512.030**

This service covers the cost for one day of professional development in the area of climate and culture.

Generation Ready (formerly AUSSIE) Instruction Day **COSER 512.050**

This service covers the cost for one day of A.U.S.S.I.E. classroom literacy consultancy in district.

Generation Ready (formerly AUSSIE) Conference Day **COSER 512.051**

This service covers the cost for one conference day or workshop day facilitated by an A.U.S.S.I.E. consultant.

School Improvement: Regional Scoring **COSER 512.070**

This service covers the per paper cost for participating in regional scoring.

School Improvement: Training – ELA **COSER 512.071**

This service provides training for up to 10 teachers per grade for the New York State English Language Arts Assessments (grades 3-8).

School Improvement: Training – Math **COSER 512.072**

This service provides training for up to 10 teachers per grade for the New York State Mathematics Assessments (grades 3-8).

School Improvement: Audit – Literacy **COSER 512.080**

The Literacy Audit process is designed to provide schools and districts with information on the alignment between their elementary, middle, or K-8 literacy programs and research-based effective literacy practices. The Literacy Audit process will consist of four major components, including:

- ▶ 1) Internal Review (including on-site professional development and self study)
- ▶ 2) External Review
- ▶ 3) Facilitated Action Planning
- ▶ 4) Implementation and Evaluation

School Improvement: Audit – Math **COSER 512.081**

The Mathematics Audit process is designed to provide schools and districts with information on the alignment between their elementary, middle, or K-8 mathematics programs and research-based effective mathematics practices. The Mathematics Audit process consists of four major components, including:

- ▶ 1) Internal Review (including on-site professional development and self study)
- ▶ 2) External Review
- ▶ 3) Facilitated Action Planning
- ▶ 4) Implementation and Evaluation

School Improvement: Data Services **COSER 512.090 and 512.091**

This COSER supports component school districts with the comprehensive implementation of data driven instruction and data inquiry through professional development, team facilitation, coaching and modeling at both the building and district levels. It also supports the integration of data driven instruction with all aspects of the NYS Regents Reform Agenda. This includes the collection and analysis of school data, and assistance with analyzing and interpreting New York State assessment data, as well as common local formative and interim assessments.



Itinerant English as a Second Language (ESL) Teacher COSER 302.000

This non-aidable service provides a full-time ESL teacher to two or more school districts where ESL services are desired. The full-time teacher divides the day between the participating districts.

Itinerant School Psychologist COSER 303.000

This service provides a full-time school psychologist to two or more districts where services are desired. The fulltime school psychologist's schedule is divided between participating districts.

Itinerant Teacher: Agriculture COSER 312.000

This service provides a full-time teacher to students in more than one district where agricultural courses are desired. The full-time teacher divides the instructional day between the participating districts, which otherwise would not be able to offer the courses.

Itinerant Teacher: Music COSER 325.000

This service provides a full-time teacher to students in more than one district where music courses are desired. The full-time teacher divides the instructional day between the participating districts, which otherwise would not be able to offer the courses.

High School Seminars for Advanced Students COSER 422.000

This service provides enriching experiences for advanced high school students. The seminars give students the opportunity to interact with other students who share similar abilities and interests, to work with nationally recognized experts, and to experience multidisciplinary learning throughout the year. Two Model United Nations General Assemblies were held last year.

Events for Advanced Intermediate Elementary Students COSER 422.010

This service provides enriching experiences for advanced intermediate elementary students. Examples of events include Teamwork Counts, for teams of students to collaboratively work on solving a wide array of problems, and a Math Carnival designed for students to engage in a variety of mathematical experiences in a carnival atmosphere.

Formal Debate Program COSER 422.020

The Formal Debate Program provides training in debate and county-wide competition for students in grades 6-12. Training for district coaches is also provided. The emphasis of this program is placed on the development and exercise of critical thinking, listening and speaking skills.

Scholastic Bowl COSER 422.030

Scholastic Bowl enables teams of middle school students to compete against each other in demonstrating their knowledge of factual information. There will be four after school tournaments for students in grades six, seven and eight.

Scholastic Match-up COSER 422.040

This service is modeled on the Scholastic Bowl series. Teams of high school students test their knowledge and spontaneous problem solving skills against other teams. Four after-school tournaments will be held during the school year (including semifinals and finals).

Exploratory Enrichment

COSER 438.000 and 438.010

The service is designed to support opportunities for students to participate in shared learning activities, focusing on NYS academic and/or occupational standards, excluding Arts-in-Education which is outlined in COSER 439.000. The program activities offered will include shared enrichment activities provided in BOCES facilities, shared district classrooms, college facilities or specialized facilities.

High School of Excellence Summer Scholars

COSER 438.020

The Summer Scholars Program is a week-long program for students attending high schools in Dutchess County. The Summer Scholars Program provides challenging academic opportunities for a selected number of 10th and 11th grade students. The academic program is designed to challenge high school students in multidisciplinary projects.

Contact Us ▶ **Jodi DeLucia ▶845.486.4840 ext. 4614 ▶jodi.delucia@dcbores.org**

Integrated

Arts-in-Education Program

COSER 439.000 and COSER 439.002

This service is designed to offer Arts experiences and integrates the Arts into all levels of the K-12 instructional program. Arts activities included in this service are:

- ▶ Creative Writing
- ▶ Music
- ▶ Dance
- ▶ Theater
- ▶ Media Arts
- ▶ Visual Arts

The Arts-in-Education Coordinator assists the districts in Arts-in-Education programming and maintains a Web site that lists artists, art institutions and art resources. Workshops are offered to provide information regarding the Learning Standards for the Arts and State Education Department guidelines.

Contact Us ▶ **Maria DeWald ▶845.486.4840 ext. 4581 ▶maria.dewald@dcbores.org**

Model Schools Program

COSER 542.000

This service supports the effective and efficient integration of instructional technology into the teaching and learning process. Districts purchasing Instructional Technology Services (COSER 519) are required to participate in at least the base service. The Model Schools base service provides two days of in-district training, concurrent sessions for participating districts, online professional development for educators, and the use of the Model Schools computer lab for district-run workshops. Additional fee services are available for the coordination, training and support for e-Learning, Compass Learning, My Learning Plan, and OASYS. Districts may also purchase additional In-District Professional Development Days or a percentage of a shared Technology Integration Coach for in-district use.

Contact Us ▶ **Jodi DeLucia ▶845.486.4840 ext. 4614 ▶jodi.delucia@dcbores.org**

Model Schools In-District Professional Development Day

COSER 542.010

A Model Schools specialist will provide one customized in-district day of professional development in instructional technology. The district specifies the topic as determined by their needs.

Model Schools Technology Integration Coach

COSER 542.021

This service includes in-district support, modeling and coaching for teachers in increments of one full day per week on a ten-month schedule. A Model Schools specialist is scheduled for a specific day of the week for one-on-one, small-group or large-group sessions.



Model Schools e-Learning

COSER 542.026

This service provides educational consulting services, professional development and technology integration support related to teaching and learning in an online environment. e-Learning members will have full access to MOODLE, video conferencing, virtual field trips, multi-user virtual environments and webinar tools, and support for online high school courses and development of online course work. Component school districts who wish to receive services in e-Learning must also be members of the Digital Learning COSER 448.000.

Model Schools Contract Consortium Professional Development

COSER 542.070

This service provides Model Schools consulting, planning, or professional development for a range of instructional technology products offered under the New York State Instructional Technology Contract Consortium (NYSITCC). The NYSITCC products supported by Dutchess BOCES Model Schools include: Achieve 3000, Acuity, AIMSweb, Compass Learning, GradPoint, Learning.com, My Learning Plan, NovaNet, NWEA, OASYS, Renaissance Learning, Rubicon Atlas, Scholastic (several products), Schoology, Skills Tutor, Sungard, TeachScape, and more. Participating districts may purchase as many Contract Consortium Professional Development days as needed. The purchase of software licensing is processed through the Learning Technology Services COSER 519.050.

Home Instruction

COSER 560.000

This service assists school districts and parents with all aspects of the home instruction process including: reviewing Individualized Home Instruction Plans (IHIPs), tracking student progress and assuring compliance with state mandates.

Contact Us ▶ **Jodi DeLucia ▶ 845.486.4840 ext. 4614 ▶ jodi.delucia@dcboces.org**

Grant Support Services

Base Service – Information Dissemination and Grant Support

COSER 580.010

Dutchess BOCES offers a variety of grant writing support for component districts. Through participation in this service a list of grant opportunities will be sent electronically to up to 10 staff members in your district quarterly. The Grant Coordinator will offer a basic grant writing workshop two times per year. Annually, a meeting with district administrative staff will be held in order to determine fundable projects. Research and identification of viable grant opportunities for identified projects will be conducted with administrative staff. Up to 15 hours of grant writing and support are included in the base service.

Contact Us ▶ **Jodi DeLucia ▶ 845.486.4840 ext. 4614 ▶ jodi.delucia@dcboces.org**

Grant Writing and Submission COSER 580.020 and COSER 580.030

The Grant Coordinator will work with participating school districts in the development and submission of completed grant proposals. Services may include:

- ▶ Writing complete or partial grant proposals.
- ▶ Editing grants written by district staff.
- ▶ Support and coaching for district staff members writing grants.
- ▶ Assistance identifying and facilitating collaborations/partnerships.
- ▶ Identifying, drafting, and soliciting required letters of support.
- ▶ Identification of and facilitation of meetings with potential collaborators.
- ▶ Assistance with registration and submission of proposals.
- ▶ Customized workshops on grant-writing fundamentals for district staff.

RSE-TASC

Mid-Hudson Regional Special Education Technical Assistance Support Center

The Mid-Hudson Regional Special Education Technical Assistance Support Center (Regional SE-TASC), which is housed at Dutchess BOCES, is federally funded through the Office of Special Education (OSE) at the New York State Education Department to provide professional development support to school district staff in Dutchess, Orange, Sullivan, and Ulster County schools. The Regional SE-TASC is an expansion of technical support previously provided by multiple support networks through the OSE, such as Regional SETRC, Transition Coordination Sites, Bilingual SETRC, and the NYS PBIS projects. The Regional SE-TASC office for the Mid-Hudson Valley offers coordinated professional development support to districts with shared needs in the areas of: Special Education Regulations, Secondary Transition of Students with Disabilities, Bilingual Special Education Services, Positive Behavior Supports, and Special Education Services and Programs in Approved Private School Settings. New York State Education publications and professional resources can be accessed through the Regional SE-TASC office loaning library.

Contact Us ▶ **Jenny Schinella ▶845.486.4840 ext. 3087 ▶jenny.schinella@dcbores.org**

SE-TASC

Special Education Technical Assistance Support Center

The Special Education Technical Assistance Support Center (SE-TASC) at Dutchess BOCES is funded through the Office of Special Education at the New York State Education Department to provide professional development support to district staff in Dutchess County schools. Formerly known as the Special Education Training and Resource Center (SETRC), the emphasis of technical support is now focused on districts identified by the OSE that need to improve outcomes for students with disabilities under the State Performance Plan Accountability System. The SE-TASC office works in collaboration with BOCES COSER services and other state funded networks to provide comprehensive professional development planning, data analysis, implementation and evaluation to support the goal of enhancing learning for all students based upon individual district needs. In addition, the SE-TASC office houses a loaning library of professional development materials and New York State Education publications for its community of schools.

Contact Us ▶ **Jenny Schinella ▶845.486.4840 ext. 3087 ▶jenny.schinella@dcbores.org**





LEARNING TECHNOLOGY

Dutchess BOCES, in conjunction with its component districts, has designed a vision for elementary and secondary education that includes a major commitment to advanced telecommunications and distributed computer technology. To facilitate the implementation of this vision, Dutchess BOCES offers to its component school districts a series of technology services. Participation in any or all of these services will improve each school district's capacity to achieve its educational mission.

Digital Learning

COSER 448.000

This service provides districts with a variety of K-12 online virtual education opportunities including credit recovery, basic skills, core curriculum, electives, foreign language, AP courses, and SAT/ACT prep and practice. It also includes video conferencing, video-on-demand and webinars. Members of this COSER must also be members of the 542.026 COSER.

NYS Distance Learning and Media Contact Consortium

COSER 448.026

Through Dutchess BOCES' membership to this state-wide consortium, component districts may purchase services from approved vendors at a discounted rate for online virtual education courses. Examples include Pearson NovaNet, APEX Learning and Florida Virtual High School.

Lease Purchases

COSER 519.010

Service provides districts the option of financing IT projects through a lease purchase program.

Network Printers

COSER 519.013

Districts are able to purchase network printers through the deferred payment plan (DPP), previously referred to as Purchase Option Plan (POP).

Hardware/Software Purchasing

COSER 519.015

Districts are able to purchase instructional-based computer equipment and software through this COSER. State contract prices are standard.

Cisco Certified Network Services

COSER 519.021

Computer Systems Integrators, Inc. (CSI) specializes in the design, configuration and implementation of local and wide area network (LAN/WAN) solutions.

Data Storage Service

COSER 519.053

Districts are able to leverage BOCES storage and disk space necessary for various purposes such as backups, data replication, and hosted virtual servers.

Learning Technology Services COSER 519.000 and COSER 519.011

This service affords school districts the means to offer a highly effective instructional program, while simultaneously achieving total infusion and integration of technology throughout their educational environments. A focal point for this service is a common set of learning standards that all participating districts agree to adopt and assess.

The Instructional Technology Services Advisory Council (ITSAC) is the advisory body for Learning Technology Services. This council meets monthly from September through June. All technology, including computer hardware, software and courseware purchased through this service, will support the successful implementation of the New York State Education Department educational initiatives such as Learning Standards and related assessments as well as the new graduation requirements. Districts participating in LT Services must also belong to the Model Schools Program (COSER 542). Participating districts subscribe to the Dutchess BOCES Wide Area Network (WAN) as part of this service. Dutchess BOCES will provide Internet access to every desktop computer attached to a building's Local Area Network (LAN).

Contact Us ▶ **Mark Stein ▶ 845.486.4840 ext. 4886 ▶ mark.stein@dcboces.org**

Supplies and Software Media COSER 519.025

Districts are able to purchase unaidable supplies and media for instructional based computer equipment through this COSER.

Centralized Web Filtering COSER 519.030

This service provides districts the ability to have a centrally managed and individually customized web filter. Web filtering allows for safe and appropriate use of the internet by students and staff.

Shared Technicians Reporting to Districts COSER 519.040

This service provides districts the opportunity to hire qualified technical staff for a maximum of three days per week for an entire school year in order to meet a district's IT needs.

Anti-virus Protection COSER 519.043

Participating districts must protect network attached devices with valid anti-virus software. Purchasing AV software through this COSER provides cost effective licensing options.

Hardware/Software Maintenance Agreements COSER 519.045

Districts are able to purchase maintenance agreements on servers and infrastructure devices purchased through BOCES.

Network Printer Maintenance COSER 519.046

Districts are able to purchase maintenance agreements on network printing devices.

E-mail Archiving COSER 519.048

Ensure litigation requirements can be met by properly archiving your e-mail system.

Compass Learning COSER 519.050

A comprehensive web-based instructional tool, Compass Learning Odyssey supports differentiated learning, RTI, and credit recovery. Software licensing, server support, system maintenance are all provided through this COSER. The pricing varies according to curriculum purchased and number of grade levels served. Planning, support and professional development are purchased through COSER 542.020 in Model Schools.



NYS Instructional Technology Contract Consortium COSER 519.051

Through Dutchess BOCES' membership to this state-wide consortium, component districts may purchase services from approved vendors at a discounted rate. Examples include NWEA MAP, Acuity, Teachscape, AIMSWeb and more.

My Learning Plan (Instructional and Non-Instructional) COSER 519.054 and COSER 519.055

My Learning Plan is a web-based service for tracking professional development and providing a centralized location to manage the required NYS certification hours. My Learning Plan fees are based on the number of users in the district.

My Learning Plan – OASYS COSER 519.057

OASYS is a web-based service for the scheduling, managing, recording and reporting of the evaluation process for all district educators and administrators. OASYS fees are based on the number of instructional users in the district.

School Library System: Cooperative Collection Development COSER 540.000

This program will assist school library media centers in building collections of print or electronic resources that are high in cost or limited in availability. These specialized collections will be housed in the library media centers of participating schools and will be available for resource sharing. Topics for participating schools will be approved by the SLS Coordinator and the Cooperative Collection Development Committee.

Contact Us ▶ **Rebecca Gerald ▶ 845.486.4840 ext. 4561 ▶ rebecca.gerald@dcboces.org**

School Library System: Database Access COSER 540.010

The system aids with the selection of online database products purchased to meet specific instructional needs. The School Library System negotiates with vendors for prices that are lower than the list price. Additional support includes the coordination of database trials, training and troubleshooting.

School Library System: Database Purchases COSER 540.020

Districts are able to purchase online databases and learning resources for instructional purposes.

School Library System: Library Automation COSER 541.000

The Library Automation Service supports school library media centers through an integrated library management system and resource sharing. The service provides our clients with database management of student records and library collections, comprehensive web-based circulation, cataloging, and inventory modules, technical cataloging services and vendor loading, customized reporting, and Interlibrary-Loan. Libraries are also provided with a customized OPAC (Online Public Access Catalog), giving the school community access to information and resources 24/7, within and beyond the library walls. The service provides ongoing dedicated help-desk support, on-site visits as appropriate, regular trainings and workshops, user group meetings, and upgrades. Servers are housed and maintained at BOCES.

Library Automation: Consultation Services COSER 541.020

Those not in COSER 541.000 may receive automation consultation services, including planning services for new libraries.

School Library System: District Purchases

COSER 541.030

Districts are able to purchase barcodes, scanners and equipment to support library automation services.

Microcomputer Repair Service COSER 545.000 and COSER 545.011

Industry recognized, A+ trained and certified technicians provide hardware repair, upgrades, and preventive maintenance for a full range of microcomputers, laptops, and peripheral equipment. A typical microcomputer system includes the system unit and its internal components, monitor, keyboard, and mouse. Peripheral equipment includes printers, scanners, and other computer attachable devices. Repair technician hours are eligible for BOCES aid. Microcomputer Repair is currently an authorized warranty service for IBM and Dell equipment. Any manufacturer's equipment, both warranty and out of warranty, is accepted for repair by this service. This service utilizes the Dutchess BOCES help desk for transacting business from service inception to closure.

Contact Us ▶ **Mark Stein ▶ 845.486.4840 ext. 4886 ▶ mark.stein@dcboces.org**

Microcomputer Repair – Parts (aidable)

COSER 545.005

Districts are able to purchase aidable parts to facilitate microcomputer hardware repairs.

Microcomputer Repair – Parts (non-aidable)

COSER 545.010

Districts are able to purchase non-aidable parts to facilitate microcomputer hardware repairs.

Microcomputer Repair – Shipping

COSER 545.020

Districts are able to allocate funds for shipping instructional computer equipment to vendor for repair or replacement.

Microcomputer Repair – Other

COSER 545.025

Districts may require whole unit repairs and/or replacement by outside vendor when individual parts cannot be replaced.

Contact Us ▶ **Mark Stein ▶ 845.486.4840 ext. 4886 ▶ mark.stein@dcboces.org**



Dutchess BOCES' Microcomputer Repair Service provides on-site district services such as cleaning of wiring/server closets, preventive maintenance of printers, and service for large printers plotters.



Dutchess BOCES offers a series of cooperative business service programs that provide cost savings, improve service delivery and increase efficiency through shared services among the component districts.

Administrative services provide for the central administration and support of Dutchess BOCES. The component district's share of BOCES administrative, lease and capital costs is based either on the Resident Weighted Average Daily Attendance (RWADA) or on real property valuation.

DUTCHESS BOCES

Service. Solutions. Savings.



SHERRE WESLEY

Assistant Superintendent for Business Services

MATTHEW METZGER

Business Manager



Business Services Staff.

Administration

COSER 001.000

This COSER includes expenses of the BOCES Board, District Superintendent's Office, General Administration and Central Support. If the 2015-2016 portion of the Administrative Budget is not approved by a majority of the component boards, this portion of the Administrative Budget is limited to a dollar amount equal to the 2014-2015 budget.

Retiree Benefits

COSER 001.005

This COSER includes retiree health insurance costs. These costs are included in the Administrative Budget and are part of the budget to be voted upon. These costs are not subject to a prior year's budget dollar amount. Any increases in this portion of the Administrative Budget are considered a "contingent expense."

Capital and Rentals

COSER 002.470

This COSER includes the cost of renting classrooms/facilities for BOCES programs and capital projects (safety-related improvements, lighting, ceiling, classroom renovation and other renovation work).

School District Staff Contract Analysis

COSER 609.000

Under this COSER, the BOCES collects and analyzes employee contract and school district expenditure-related data for Dutchess County school districts. The Contract Analysis Report provides information on general provisions, salary schedules, fringe benefits and leaves. It also covers district staffing, student populations, tax rates, valuation, district wealth as well as expenditures per pupil. The Fact Sheet Report provides comparative financial data covering a period of at least five fiscal years.

Contact Us ▶ **Sherre Wesley ▶ 845.486.4800 ext. 2215 ▶ sherre.wesley@dcboces.org**

Cooperative Bidding

COSER 612.000

Dutchess BOCES, in consultation with the Cooperative Bidding Committee, develops detailed specifications and conducts competitive bidding for various commodities, supplies, equipment and services to meet its own needs and those of participating local school districts. Cost savings are achieved through price discounts that are obtained from vendors as a result of increased quantities and an increase in efficiency, since duplication of effort is reduced. With the more cost-effective development of complex, detailed specifications, where outside consultant help is needed, the costs of such expenses can be included in the service. Thus, the expense of specification development on a project-by-project basis is eliminated. Examples of cooperative bids are:

- ▶ Cafeteria
- ▶ Custodial Supplies
- ▶ Office and Computer Supplies
- ▶ Construction
- ▶ Fuel Oil
- ▶ Nursing

Contact Us ▶ **Matthew Metzger ▶ 845.486.4800 ext. 2228 ▶ matthew.metzger@dcboces.org**

Telecommunications

COSER 619.000

This service is the umbrella COSER that covers line charges and the management of such telecommunications services as Intellipath (four-digit dialing between school buildings), T-1 and high speed data transmission (broadband) for the Dutchess BOCES Wide Area Network (WAN).

Administrative Fees

COSER 619.002

This administrative fee is used to cover the cost of operating the 619 Telecommunications COSER.

Contact Us ▶ **Mark Stein ▶ 845.486.4840 ext. 4886 ▶ mark.stein@dcboces.org**



Telecom-Fax Lines

COSER 619.010

The telecom-fax lines can be itemized and separated from the regular phone line service when used for special programs such as Distance Learning.

Integrated Services Digital Network Lines

COSER 619.015

Integrated Services Digital Network (ISDN) Lines can be used for voice or video communications.

Intellipath Lines

COSER 619.020

This is a Verizon-based service to provide POTS line phone service to a school district.

T-1 Voice Lines

COSER 619.021

This is a digital service for voice communication.

Telecom-Equipment Leases

COSER 619.025

Districts have the option of leasing new telecommunications equipment through this COSER.

High-Speed LAN/WAN Access

COSER 619.045

This provides the district-wide LAN/WAN connectivity between district buildings as well as connectivity back to the BOCES and the rest of the county.

Telecom-VoIP

COSER 619.050

Districts have the option of purchasing VoIP support, maintenance agreements and their VoIP telecommunications equipment through this COSER.

Contact Us ▶ **Mark Stein ▶845.486.4840 ext. 4886 ▶mark.stein@dcbores.org**

Telecommunications/E-Rate Consortium

COSER 619.060

Dutchess BOCES coordinates E-Rate reimbursement filing for over fifty school districts in the Mid-Hudson region. BOCES files applications with the Schools and Libraries Division of the Universal Service Administrative Company for E-Rate discounts for eligible telecommunications services. The discounts are based on student population for grades K-12 and the percentage of students eligible for the National School Lunch Program. Program participants receive discounts on expenditures for various telecommunications services. Services provided include program integrity audit reviews and the filing of forms 470, 471, 472 and 486.

Contact Us ▶ **Julann Troiano ▶845.486.4800 ext. 2229 ▶julann.troiano@dcbores.org**

Shared Business Official

COSER 360.000

BOCES provides a shared professional staff person to perform as a local business official and to perform specific tasks within a business office. Services are tailored to a district's specific needs and might include, but are not limited to: Budget development and analysis, assistance with auditing requirements, financial analysis, tracking and report preparation, compliance and filings.

Business Office Support



COSER 651.000

Dutchess BOCES provides participating school districts with business office support services designed to help them maximize their resources. Districts can select the service modules that meet their needs. Offerings include, but are not limited to, data analytics and forecasting. Dutchess BOCES is prepared to develop business support modules to meet evolving needs. Under consideration are employee attendance and benefits tracking, compliance and filings, and records management.

Contact Us ▶ **Sherre Wesley ▶845.486.4800 ext. 2215 ▶sherre.wesley@dcbores.org**



The Facilities and Operations Division offers an assortment of cooperative programs designed to provide districts with a safe and healthy environment, building maintenance and transportation. These programs provide districts with cost effective professional expertise.

DUTCHESS CES

Service. Solutions. Savings.



COLE BENDER
Director of Facilities

CATHERINE KELLY
Head Maintenance Mechanic



*Health and safety
is our number
one priority.*



*Preventive
maintenance
saves money.*



Safety and Risk Management

COSER 617.000

This service provides comprehensive environmental/occupational health and safety consulting services to participating component school districts. The program's health & safety professionals are available to help districts comply with federal, state and local regulations and act as liaison to regulatory agencies and environmental contractors.

- ▶ **Accessibility**
 - ADAAG Compliance Surveys
- ▶ **AED Compliance**
 - Public Access Defibrillator (PAD) Program Compliance
 - Inspections & Maintenance
 - Software Updates
- ▶ **Asbestos**
 - AHERA Inspections & Surveillances
 - AHERA Management Plan Development & Updates
 - Asbestos Abatement Project Guidance
 - Asbestos Abatement Project Monitoring & Air Clearances
 - Asbestos Bulk Sampling for Analysis
 - Asbestos Air Sampling for Analysis
 - Asbestos Awareness Training for Employees
- ▶ **Lead**
 - Lead Paint & Materials Sampling for Analysis
- ▶ **PCBs**
 - Materials & Soil Sampling for Analysis
- ▶ **Water**
 - Potable Water Systems Sampling for Analysis
- ▶ **Training**
 - Asbestos Awareness
 - Blood Borne Pathogens
 - Confined Space
 - HazCom-Right to Know
 - Lock-out/Tag-out
 - Personal Protective Equipment
- ▶ **Inspections**
 - Annual Fire Safety Inspections
 - Annual Visual Inspections
 - AED monthly & Yearly Inspections
 - Laboratory Inspections
- ▶ **Chemical Inventory & Identification**
- ▶ **Confined Space Identification & Evaluation**
- ▶ **Hazardous Materials Management & Disposal**
- ▶ **Medical Waste Management & Disposal**
- ▶ **Industrial Hygiene**
 - Air Quality Monitoring
 - Ergonomic Studies
 - Indoor Air Quality Studies
 - Radon Monitoring
 - Respirator Fit Testing
 - Ventilation Assessments
 - Infrared Photometry
- ▶ **New York State Building & Fire Code Compliance**
 - Annual Fire Inspections
 - Information & Technical Assistance

Safety and Risk Management Technician

COSER 617.010

This service provides participating component school districts with environmental/occupational health and safety field services that include required inspections and trainings, hazardous materials management and indoor air quality monitoring.

Contact Us ▶ **Christopher Naney ▶ 845.486.8087 ▶ christopher.naney@dcbooces.org**

AED Training

COSER 617.020

This course is intended for individuals currently certified in CPR. It provides the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator (AED).

Elevator Inspection

COSER 617.030

The inspector will furnish all labor, materials and equipment to complete required elevator inspections. Annual safety tests require inspection of equipment and general performance of an elevator. All work is performed in accordance to applicable codes, regulations and accepted industry standards.

Asbestos (Inspector, Management Planner, Supervisor)

COSER 617.040

These courses prepare individuals to become licensed asbestos workers and meet AHERA requirements and OSHA standards, fulfill EPA requirements, and provide refresher training, as needed.

- ▶ History and Uses of Asbestos
- ▶ Potential Health Effects of Asbestos Exposure
- ▶ PPE and Respirators
- ▶ Establishing Containment and Decon Systems
- ▶ Waste Handling and Disposal
- ▶ Inspecting for Friable and Nonfriable ACBM
- ▶ Bulk Sampling
- ▶ Hazard Assessment
- ▶ Federal and State Regulations

Lead Renovator

COSER 617.041

This training is required for work on projects involving Renovation, Repair, or Painting (RRP) in residential or child-occupied (children under age 6) facilities built before 1978 in which lead paint exists. There must be a Certified Lead Renovator supervising the project. This 1-day (8-hr) class explains how to comply with EPA's RRP rule. Subjects covered include health effects, regulations, lead safe work practices, containment, cleaning and record-keeping. After passing an end-of-class exam, students receive RRP certificates. Regulatory Authority: 40 CFR 745.90(a)(1) and 40 CFR Subpart L.

Confined Space Rescue Training

COSER 617.050

Confined Space Rescue Training helps workers operate around dangerous confined spaces and take steps in the event of an emergency rescue situation. Workers will learn the responsibilities of the employer and entry supervisor. Upon completion, workers will be able to identify permit-required spaces, understand the hazards of confined spaces, and know the proper procedures to use when working in/around a confined space. This course is designed to create consciousness of hazards, safety measures and regulations associated with confined spaces 1910.146.

Indoor Air Quality

COSER 617.070

This service provides participating component school districts with monitoring, sampling and analysis of indoor air quality parameters to ensure a healthy learning environment. Services include ventilation assessment, asbestos, mold, radon and particulate sampling, moisture intrusion mitigation and building envelope assessment.



Cooperative Transportation – Regular and Administrative

COSER 624.000 and 624.002

This service assists component school districts with their out-of-district transportation routes. Dutchess BOCES provides coordination for this shared program in compliance with transportation regulations and issues BOCES-wide transportation bids. Transportation contracts are coordinated among the contractors, BOCES and participating school districts. Cost savings are achieved by competitive pricing and consolidation of bus runs among the participating local school districts that transport students who attend private, parochial and other special schools. It is estimated that members of the Cooperative saved over \$4,000,000 since its inception in 1993.

Contact Us ▶ **Cole Bender ▶845.486.8070 ▶cole.bender@dcboces.org**

Cooperative Transportation – Fuel

COSER 624.003

Dutchess BOCES provides fuel for the cooperative transportation routes. Fuel cost savings are achieved by competitive bid pricing.

Cooperative Transportation – Summer Runs

COSER 624.010

This service specifically assists component school districts with their out-of-district summer runs. Dutchess BOCES provides coordination for this shared program in compliance with transportation regulations and issues BOCES-wide transportation bids. Transportation contracts are coordinated among the contractors, BOCES and participating school districts.

Cooperative Transportation – Special Runs

COSER 624.020

This service specifically assists school districts with their out-of-district special runs. Dutchess BOCES provides coordination for this shared program in compliance with transportation regulations and issues BOCES-wide transportation bids. Transportation contracts are coordinated among the contractors, BOCES and participating school districts.

Cooperative Transportation – Training

COSER 624.030

This service provides various training courses for school bus drivers and monitors. Upon completion of the courses, attendees receive required certifications.

Cooperative Maintenance

COSER 626.000

Under this service BOCES coordinates, manages and provides highly skilled maintenance technicians such as electricians, a carpenter, roof maintenance workers, plumbers, HVAC, etc., as needed. Shared Maintenance personnel can provide assistance with telephones and telecommunications wiring. A shared summer maintenance crew can also be provided to assist districts with summer maintenance needs. On a shared basis, such personnel are available to perform preventive, routine and emergency maintenance for participating districts. The service is not intended to take the place of the existing maintenance staff.

Contact Us ▶ **Cole Bender ▶845.486.8070 ▶cole.bender@dcboces.org**



Dutchess BOCES offers services intended to effectively support compliance with personnel law and cost saving efficiency. Recruitment activities of component districts for both certified

and non-certified staff, provides assistance to school districts in complying with certification regulations for coaches, enables participating districts to receive eligible medicaid reimbursement dollars, offers shared services to support Human Resource office management and support staff functions, acts as a regional certification office for residents and school districts of Dutchess County, and supports auditing of Human Resources functions.

DUTCHESS CES

Service. Solutions. Savings.



NORAH MERRITT

Executive Director for Human Resources



Providing HR services to acquire and retain skilled professional staff.





Employee Benefits Coordination

COSER 610.000

The Dutchess County Schools Workers' Compensation Self-Insured Program Trustees established this service to coordinate a variety of activities for the program. Part-time office support is provided to audit claims, assist the Board of Trustees with program-related activities, follow up on inquiries from employees, maintain cooperative financial records, analyze claims information and process paperwork involved with the worker's compensation program. Member districts of the program participate in this service.

Contact Us ▶ **Matthew Metzger ▶ 845.486.4800 ext. 2228 ▶ matthew.metzger@dcbooces.org**

Cooperative Recruitment

COSER 614.000

Under this COSER, the BOCES Human Resources Office provides shared staff recruitment services to school districts. Services include local, regional and national advertising of vacancies, coordinating the flow of applicant information, maintaining a database of job applications/resumes, liaison with placement offices, attendance at recruitment fairs, as well as the development of joint efforts to broaden the range and diversity of the applicant pool available to school districts. Internet posting of vacancies is also provided by the service. An online application is available for quick submission of information by candidates.

Diversity Recruitment

COSER 614.010

The Dutchess County Human Resource Department assists Districts with their recruitment efforts for a culturally and ethnically diverse teacher and administrative faculty. Cooperative Recruitment participants can take part in the Diversity Recruitment program. Recruitment fairs are held yearly, providing the opportunity for districts to interview candidates for anticipated and existing certified positions. Cooperative Recruitment automatically sends Professional job listings to a list of area colleges and the NY State Department of Labor. Specific requests for college listings can also be handled on a case-by-case basis.

Substitute Training

COSER 614.020

Substitute Teacher Training and Emergency Preparedness is another way to assist participating districts in maintaining competent substitute teachers, which provides training in preventive, supportive, and corrective actions appropriate for implementation by substitute teachers. The participants will explore instructional techniques, classroom and behavior management strategies, emergency preparedness and focuses on the skill needed for a substitute teacher to succeed in the classroom.

Employee Assistance Program

COSER 615.000

Participating districts' employees and their families receive assistance to resolve personal problems that impair job performance. These problems range from alcoholism and substance abuse to family/marital and financial/legal difficulties. The BOCES employs a social worker/counselor who provides specific assistance to employees and members of their immediate families. Employees are eligible to receive several sessions at no cost. Additional service may be rendered by referral to other agencies. This service is eligible for BOCES aid.

Online Compliance Training

COSER 615.010

Under this COSER, the BOCES Human Resources Office provides 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 training governed by federal and state laws and/or mandates. Service training and support is administered by the Dutchess BOCES Department of Human Resources. Working with Global Compliance Net tutorials are available in OSHA, HR and Professional Development topics. The GCN tutorials meet the minimum standards for compliance as mandated by state and federal laws and are continually updated.

Contact Us ▶ **Norah Merritt ▶ 845.486.8004 ext. 2278 ▶ norah.merritt@dcbooces.org**



Substitute Calling Service

COSER 618.000

This service provides participating districts with automated substitute calling. Each district supplies the service with lists of teachers, staff and approved substitutes. The system (Aesop) accepts phone calls from employees and places calls electronically to substitutes based on employee request and substitute availability. Teachers and substitutes can also utilize the internet through www.aesoponline.com to create absences and search for jobs. Several reports that record teachers' absences and substitute fill rates are available. This program can produce additional reports such as statistics on substitute/employee activity by date(s), integrate with mylearningplan.com and integrate with a number of financial management systems.

Contact Us ▶ **Jodi DeLucia ▶845.486.4840 ext. 4614 ▶jodi.delucia@dcbooces.org**

Medicaid Reimbursement

COSER 627.000

BOCES assists component districts to maximize their Medicaid reimbursements and compliance with reimbursement guidelines. This service maintains comprehensive records to support Medicaid reimbursement claims in the event of an audit, submits required claims for reimbursement and follows up inquiries received from the Regional Information Center, state and federal offices. The service provides in-service training to district contact personnel on an ongoing basis and works with district personnel in the development of effective internal data collection and record keeping procedures.

Coaching Licenses and Teacher Certification

COSER 630.000 and COSER 630.010

The Human Resources Office provides a local contact with SED's Office of Teaching Initiatives to facilitate timely processing of teaching certificates, and coaching licenses. Teaching certificate and coaching license applications are reviewed by the Regional Certification Office, and sent to Albany for formal approval and issuance of the credential. Copies of all documents submitted are stored at Dutchess BOCES.

Contact Us ▶ **Norah Merritt ▶845.486.8004 ext. 2278 ▶norah.merritt@dcbooces.org**

Dutchess Educational Health Insurance Consortium (DEHIC)

The Consortium commenced operation in July 1988 with ten districts and an enrollment of approximately 2,400 and has grown to twenty-six participating organizations (including Dutchess Community College, Sullivan and Ulster BOCES) and over 10,000 enrollee contracts and approximately 20,000 individuals covered. The total premiums for the year are over \$150 million. The Alternative PPO now handles the majority of contracts. DEH&C recently introduced the Healthy Advantage PPO.

Contact Us ▶ **Sherre Wesley ▶845.486.4800 ext. 2215 ▶sherre.wesley@dcbooces.org**

Central Human Resource Office Support – Management and Staff

COSER 650.000

Dutchess BOCES will provide support to districts with two resources: a human resources manager to oversee the human resource function and to supervise local support personnel, and shared support personnel.

A HR manager may oversee hiring of new staff and processing of staff records; provide information for the administration and negotiation of collective bargaining agreements, coordinate the evaluation process; serve as Title IX, DASA, Sexual harassment, 504 officer, and manage benefits, for example. Services provided by support personnel may include: data tracking and management, monitoring and reporting human resource information, employment evaluation system management, employee appointment, tenure and layoff tracking, compliance issues and file management. Support staff for a human resource office can be deployed to maintain increasing levels of accountability, function and compliance.

Contact Us ▶ **Norah Merritt ▶845.486.4800 ext. 2278 ▶norah.merritt@dcbooces.org**



The mission of the Office of Communications and Grants Research (CGR) is to promote public awareness of programs and services offered by Dutchess BOCES and its component school districts and to explore funding opportunities. This office is primarily responsible for the overall

development and implementation of our organization's internal and external communications and for providing school districts with a variety of services to enhance their communication and public relations efforts.

DUTCHESS BOCES

Service. Solutions. Savings.



LINDA A. HEITMANN

Deputy Superintendent

GENEVIEVE KELLAM

Administrator for Communications and Grants Research

WILLIAM DEREZA

Web Services Support Specialist



The award-winning communications professionals at Dutchess BOCES offer a variety of public relations services to school districts, including web design, and photography.



Dutchess BOCES Shared Printing Service provides printed Common Core Curriculum materials to school districts.

Shared Printing Service

COSER 536.000 and COSER 536.010

The Dutchess BOCES Shared Printing Service provides a full range of printing services. The professional quality, prompt service and cost-effectiveness of the Dutchess BOCES Print Shop is our hallmark. We are dedicated to meeting the needs of our component districts and can assist you through all phases of your printed materials from design to finished product. Projects designed and produced by the Print Shop have been recognized by the National School Public Relations Association (NSPRA). The Print Shop serves all thirteen component school districts in Dutchess County as well as cross-contracts with school districts outside this region. The labor portion of jobs printed by BOCES qualify for state aid and the materials used are purchased through cooperative paper bids, lowering costs to the districts.

Examples of documents that can be produced by the Print Shop:

Services:

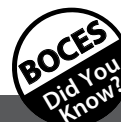
Typesetting
Layout
Design
High-speed Black and White Copying
High-speed Full Color Printing
Wide Format Full Color Printing

Sample Offering:

- | | | |
|------------------------------------|-----------------|--------------------------|
| ▶ Art and Literary Magazines | ▶ Certificates | ▶ Newsletters |
| ▶ Awards and Commencement Programs | ▶ Door Hanger | ▶ Numbering |
| ▶ Badges | ▶ Envelopes | ▶ Pads |
| ▶ Booklets | ▶ Flyers | ▶ Passes |
| ▶ Business Cards | ▶ Folders | ▶ Perforating |
| ▶ Calendars | ▶ Handbooks | ▶ Permanent Record Cards |
| ▶ Carbonless Multi-part Forms | ▶ Hole Punching | ▶ Planners |
| | ▶ Labels | ▶ Postcards |
| | ▶ Laminating | ▶ Posters |
| | ▶ Letterhead | ▶ Report Cards |
| | ▶ Menus | ▶ Tickets |

Contact Us ▶

Genevieve Kellam ▶ 845.486.8051 ▶ genevieve.kellam@dcboces.org



The National School Public Relations Association (NSPRA) and the New York School Public Relations Association (NYSPRA) have recognized publications produced by the Public Information Service for excellence.



Public Information Service COSER 635.000, COSER 635.001, 635.011, 635.012

The award-winning Dutchess BOCES Public Information Service assists school districts in building a systematic, planned process of communication between the district and its internal and external publics and provides school districts with a variety of services to enhance their communication and public relations efforts. Projects include, but are not limited to, publications, internal communications, budget campaign materials, media relations, imaging and marketing, student and staff recognition, and event planning. The National School Public Relations Association (NSPRA) and the New York School Public Relations Association (NYSPRA) have recognized publications produced by the Public Information Service team of experts for excellence.

Each district may draw on this shared service to the extent it determines most helpful. Projects are developed in close collaboration with school administration and staff and can be individually created to reflect the district's character. Public Information Specialists provide technical and professional public information services necessary to implement district plans. Districts may take advantage of district-based shared staff, with charges based on FTE of service provided. Printing and materials destined to become district property are recognized to be non-aidable.

Contact Us ▶ **Genevieve Kellam ▶ 845.486.8051 ▶ genevieve.kellam@dcboces.org**

Web Services

COSER 635.025

Would you like assistance with the design of your district's web presence? Dutchess BOCES offers a variety of web services based upon your specific needs:

- ▶ District Web-site design
- ▶ Web-based calendar system
- ▶ Consulting
- ▶ Web-accessible database solutions
- ▶ Maintenance
- ▶ Traffic analysis and training

Contact Us ▶ **William DeReza ▶ 845.486.4840 ext. 3148 ▶ william.dereza@dcboces.org**

Grants Research

Communications and Grants Research (CGR) may also assist with the following:

- ▶ Exploration and dissemination of various funding opportunities from state, federal and private foundation sources;
- ▶ Coordination of grant research and writing workshops;
- ▶ Participation on various committees that will research and develop project plans to assist in the identification of their specific funding sources; and
- ▶ Work in cooperation with other BOCES to research funding opportunities from major foundations.

See page 32 for new, additional Grant Support Services.

Contact Us ▶ **Genevieve Kellam ▶ 845.486.8051 ▶ genevieve.kellam@dcboces.org**

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FIXED UNIT COSTS 2015-2016

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
CAREER AND TECHNICAL EDUCATION			
101.000	Career and Technical Education (CTE)	\$10,002.00	per student
	Estimated Consumable Student Supply Fees		
	• A+ Computer Repair/Networking – Uniform	\$50.00	
	• Auto Body – Uniform and Boots	\$100.00	
	• Automotive – Uniform and Boots	\$100.00	
	• Aviation – TBD	TBD	
	• Construction – Uniform and Boots	\$100.00	
	• Cosmetology – Cosmetology Kit per year	\$250.00	
	• Culinary Arts – Uniform	\$150.00	
	• Early Childhood Education – Teaching Supplies	\$20.00	
	• Electrical – Uniform	\$125.00	
	• Graphic Arts/Video Production	\$30.00	
	• Heavy Equipment – Uniform and Boots	\$100.00	
	• Introduction to Health Occupations – Uniform	\$60.00	
	• Nursing – Uniform (PN)	\$175.00	
	• Nurse Assistant – Uniform	\$175.00	
	• Security – Uniform	\$75.00	
	• Small Engines – Uniform and Boots	\$100.00	
101.000	Career Exploration	\$3,000.00	
442.000	High School Equivalency/CTE Program – At-Risk Students	\$3,548.00	per student
SPECIAL EDUCATION			
Special Education Center Programs			
204.000	Center-based Classroom: I-6-1	\$39,070.00	per student
213.000	Fresh Start: I-12-1	\$36,032.00	per student
F835	ESY: Students with Disabilities	TBA	per student
F843	ESY: Students with Disabilities: I-1 Aide	TBA	per student
218.000	Center-based Classroom: I-8-1	\$39,844.00	per student
227.000	Intensive Learning Environment: I-6-2	\$43,883.00	per student
227.000	PEACCE Program: I-6-2	\$43,883.00	per student
229.000	Academics, Behavior and Community (ABC – classified)	\$24,952.00	per student
Special Education Day Treatment Programs			
220.010	Adolescent Day Treatment: I-8-1	\$53,506.00	per student
Special Education District Programs			
203.000	Component District Classroom: I-12-1	\$25,140.00	per student
209.000	Component District Classroom: I-12-4	\$47,959.00	per student
212.000	Component District Classroom: I-6-1	\$38,685.00	per student
219.000	Component District Classroom: I-8-1	\$34,457.00	per student
228.000	PEACCE Program – Component District Classroom: I-6-2	\$42,408.00	per student

FIXED UNIT COSTS 2015-2016

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
Related Services			
717.000	Speech.....	\$162.00	per hour
	Group –	\$40.50	per session
	Individual –	\$81.00	per session
718.000	Visually Impaired	\$139.00	per hour
	Group –	\$34.75	per session
	Individual –	\$69.50	per session
719.000	Occupational/Physical Therapy.....	\$130.00	per hour
	Group –	\$32.50	per session
	Individual –	\$65.00	per session
720.000	Counseling.....	\$170.00	per hour
	Group –	\$42.50	per session
	Individual –	\$85.00	per session
721.000	One-to-One Aides and Supplementary School Personnel.....	\$47,559.00	per student
723.000	Job Coach	\$45.00	per hour
724.000	Assistive Technology Support.....	\$176.00	per hour
	Group –	\$44.00	per session
	Individual –	\$88.00	per session
733.000	Teacher of the Deaf and/or Hearing Impaired.....	\$147.00	per hour
	Group –	\$36.00	per session
	Individual –	\$72.00	per session
Itinerant Services			
313.000	Teacher of the Hearing Impaired.....	\$147.00	per hour
	Group –	\$36.75	per session
	Individual –	\$73.50	per session
314.000	Interpreters.....	\$69,860.00	per student
315.000	Evaluations – OT/PT,VI, Speech	\$408.00	per evaluation
315.010	Evaluations – Assistive Technology.....	\$2000	per evaluation
322.000	Teacher of the Visually Impaired	\$151.00	per hour
	Group –	\$37.75	per session
	Individual –	\$75.50	per session
333.000	Assistive Technology	\$175.00	per hour
ALTERNATIVE EDUCATION			
423.000	Dutchess Alternative High School, non-classified	\$24,970.00	per student
423.010	Dutchess Alternative High School, classified.....	\$29,255.00	per student
424.020	Academics, Behavior and Community (ABC – non-classified)....	\$25,605.00	per student
428.000	Intensive Day Treatment Transitional Program	\$183.00	per day
428.010	Mid-Hudson Regional Medical Center Education and Astor Partial Hospitalization	\$183.00	per day
EDUCATIONAL RESOURCES			
School Improvement			
512.000	School Improvement – Base Fee.....	\$10,630.00	per district
512.010	School Improvement: RWADA.....	varies	per RWADA
512.020	School Improvement: Additional Costs.....		actual cost
512.030	School Improvement: Climate.....	\$1,000.00	per day

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
512.050	Generation Ready (AUSSIE) Instruction Day	\$1,522.50	per day
512.051	Generation Ready (AUSSIE) Conference Day	\$1,950.00	per day
512.052	Generation Ready (AUSSIE) Additional Costs		actual cost
512.070	School Improvement: Regional Scoring.....	\$3.50	per paper
512.071	School Improvement: Training – ELA.....	\$1,450.00	per district
512.072	School Improvement: Training – Math	\$1,450.00	per district
512.073	NYSAA Administration Training for Teachers	\$110.00	per component teacher
512.074	Additional On-Site Collegial Review.....	\$400.00	per 3 hour review for component districts
512.075	Scoring of NYSAA data folios	\$75.00	per student datafolio for component districts
512.080	School Improvement: Audit – Literacy.....		actual cost
512.081	School Improvement: Audit – Math		actual cost
512.090	School Improvement: Data Services.....	\$2,800.00	per district
512.091	School Improvement: Data Services.....	\$1,000.00	per building
422.000	High School Seminars for Advanced Students	\$4,896.00	per district
422.010	Events for Advanced Intermediate Elementary Students	\$3,770.00	per district
422.020	Formal Debate Program	varies	based on participation
422.030	Scholastic Bowl	\$2,780.00	per grade level
422.040	Scholastic Match-up	\$1,560.00	per event
438.000	Exploratory Enrichment – Base Fee.....	\$500.00	per district
438.010	Exploratory Enrichment – Administrative Fee.....	20%	per event
438.020	High School of Excellence Summer Scholars	\$1,383.00	per student
439.000	Integrated Arts-in-Education Program – Base Fee.....	\$4,335.00	per district
439.002	Integrated Arts-in-Education Program – Administrative Fee	7.00%	based on performances
439.010	Integrated Arts-in-Education Program – Performance Fee		actual cost
542.000	Model Schools Program: Technology/Planning – Base Fee	\$15,250.00	per district
542.010	In-District Professional Development Day.....	\$800.00	per day
542.021	Technology Integration Coach	\$22,652.00	per .2 FTE
542.026	e-Learning.....	\$2,900.00	per district
542.070	Contract Consortium Professional Development.....	\$1,000.00	per day
560.000	Home Instruction.....	\$153.00	per student
580.010	Grant Support Services: Base Service	\$5,200.00	per district
580.020	Grant Support Services: Grant Writing and Submission	\$98.00	per hour
580.030	Grant Support Services: Grant Writing and Submission.....	\$24,000.00	per .2 FTE

LEARNING TECHNOLOGY

448.000	Digital Learning – Base Fee.....	\$739.50	+\$1.00/RWADA per district
448.026	NYS Distance Learning & Media Contract Consortium – Administrative Fee.....	5.00%	per purchase
519.000	Learning Technology Services.....	varies	per RWADA
519.011	Learning Technology Services – Base Fee	\$17,000.00	per district
519.010	Lease Purchases.....	varies	bank negotiated rates
519.013	Network Printers.....	varies	state contract pricing
519.015	Hardware/Software Purchasing.....	varies	state contract pricing

FIXED UNIT COSTS 2015-2016

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
519.021	Cisco Certified Network Services	\$133.50	per hour
519.025	Supplies and Software Media.....	varies	state contract pricing
519.030	Centralized Web Filtering	varies	per RWADA
519.040	Shared Technicians Reporting to Districts	\$14,999.31	per .2 FTE
519.043	Antivirus Protection	\$4.05	per computer
519.045	Hardware/Software Maintenance Agreements	varies	state contract pricing
519.046	Network Printer Maintenance	varies	state contract pricing
519.048	E-mail Archiving	\$3.50	per inbox
519.050	Compass Learning.....	varies	state contract pricing
519.051	NYS Instructional Technology Contract Consortium – Administrative Fee	5.00%	per purchase
519.054	My Learning Plan: Instructional User	\$20.00	per user
519.055	My Learning Plan: Non-Instructional User	\$15.00	per user
519.057	My Learning Plan: OASYS.....	\$13.00	per user
540.000	School Library System: Cooperative Collection Development.....	\$4,600.00	per district
540.010	School Library System: Database Access.....	varies	\$500.00: < 1,000 students \$1,000.00: 1,001-1500 students \$1,500.00: 1,501-5,000 students \$2,000.00: > 5,000 students
540.020	School Library System: Database Purchases	actual cost	
541.000	School Library System: Library Automation	\$7,650.00	per library
541.020	School Library System: Consultation Services	\$600.00	per day
541.030	School Library System: District Purchases		actual cost
545.000	Microcomputer Repair Service.....	\$90.65	per hour
545.011	Microcomputer Repair Service – Base Fee.....	\$6,085	per district
545.005	Microcomputer Repair – Parts (aidable).....	varies	per repair
545.010	Microcomputer Repair – Parts (non-aidable).....	varies	per repair
545.020	Microcomputer Repair – Shipping.....	varies	per repair
545.025	Microcomputer Repair – Other	varies	per repair
BUSINESS SERVICES			
001.000	Administration.....	varies	per district
001.005	Retiree Benefits.....	varies	per district
002.470	Capital and Rentals	varies	per district
609.000	School District Staff Contract Analysis.....	\$1,200.00	per district
612.000	Cooperative Bidding	varies	per RWADA
619.000	Telecommunications – Base Fee	\$3,873.10	per district
619.002	Telecommunications – Administrative Fee	7.75%	per district based on participation
619.010	Telecom-Fax Lines.....		consortium pricing
619.015	Integrated Services Digital Network Lines.....		consortium pricing
619.020	Intellipath Lines		consortium pricing
619.021	T-1 Voice Lines		consortium pricing
619.025	Telecom-Equipment Leases.....		consortium pricing

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
619.045	High Speed LAN/WAN Access		consortium pricing
619.050	Telecom-VoIP	varies	per service
619.060	Telecommunications/E-Rate Consortium.....	varies	per RWADA
650.000	Shared Business Official	\$5,200.00 base fee	\$12,000.00 per .1 FTE

FACILITIES AND OPERATIONS

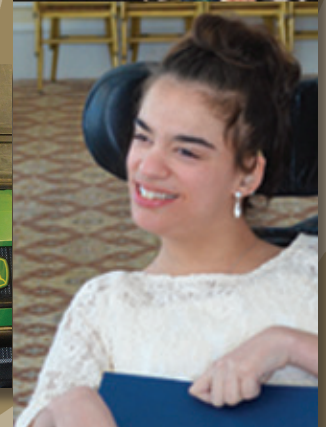
617.000	Safety and Risk Management – Base Fee	\$6,205 plus RWADA	per district
617.010	Safety and Risk Management Technician	varies	based on participation
617.020	AED Training	\$60.00	per person
617.030	Elevator inspection	varies	per inspection
617.040	Asbestos (Inspector, Management Planner, Supervisor).....	varies	per course
617.041	Lead Renovator	varies	per course
617.050	Confined Space Rescue Training	varies	per course
617.070	Indoor Air Quality.....	varies	per service
624.000	Cooperative Transportation	varies	per routes/per students
624.002	Cooperative Transportation – Administrative Fee.....	5%	based on participation
624.003	Cooperative Transportation – Fuel	varies	per district/per routes
624.010	Cooperative Transportation – Summer Runs	varies	per routes/per students
624.020	Cooperative Transportation – Special Runs.....	varies	per routes/per students
624.030	Cooperative Transportation – Training	varies	per course
626.000	Cooperative Maintenance – Base Fee.....	\$2,000.00	
626.000	Cooperative Maintenance	\$67.05	per hour

HUMAN RESOURCES

610.000	Employee Benefits Coordination.....	\$2,990.00 base fee	plus RWADA
614.000	Cooperative Recruitment.....	\$2,037.00 base fee	plus RWADA
615.000	Employee Assistance Program.....	\$37.00	per employee
618.000	Substitute Calling Service	\$43.00	per sub user
618.010	Substitute Calling Service	\$25.00	per non-sub user
627.000	Medicaid Reimbursement.....	\$1,037.00 base fee	plus RWADA
630.000	Temporary Coaching Licenses	\$50.00	per license
630.010	Teacher Certification.....	\$2,000.00 base fee	plus RWADA
	Central Human Resource Office Support.....	\$2,000.00 base fee	plus varied unit costs

COMMUNICATIONS AND GRANTS RESEARCH

536.000	Shared Printing Service – Base Fee	varies	divided proportionately among districts based on prior 3-year usage
536.010	Shared Printing Service	varies	per print job request
635.000	Public Information Service – Base Fee.....	\$2,250.00	per district
635.001	Public Information Service.....	\$355.00	per page (regular projects)
635.001	Public Information Service.....	\$70.00	per hour (special projects)
635.002	Public Information Service – Administrative Fee	5.50%	of the per page project cost
635.011	Shared Public Information Officer (non-aidable)	\$7,700.00	per .1 FTE
635.012	Shared Public Information Officer (aidable).....	\$7,700.00	per .1 FTE
635.003	Web Services Only – Base Fee	\$1,500.00	per district
635.025	Web Services	\$3,653.64	per district



Service. Solution. Savings.

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Business Services

Sherre Wesley, *Assistant Superintendent for Business Services*
Matthew Metzger, *Business Manager*
Cynthia Hawthorne, *Staff Specialist*

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Office of Communications and Grants Research
Shared Printing Service
Genevieve Kellam Administrator