



Tompkins-Seneca-Tioga BOCES Guide to Services 2015-2016



**555 Warren Road
Ithaca, NY 14850**

Serving

**Candor Central School District, Dryden Central School District,
George Jr. Republic Union Free School District, Groton Central School District,
Ithaca City Schools, Lansing Central School District, Newfield Central School District,
South Seneca Central School District and Trumansburg Central School District**

**Dr. Jeffrey Matteson, District Superintendent and Executive Officer for the BOCES
Barry Derfel, Assistant Superintendent of Instructional Services**

The mission of our Tompkins-Seneca-Tioga Board of Cooperative Educational Services is to identify, to propose, And to provide high quality services for children and for All the customers served which are economical and efficient In their operation, and which will complement the Educational programs provided by the local school districts and other Agencies in our region.



Members of the Board of Cooperative Educational Services

	<u>District</u>	<u>Term</u>	<u>Years of Service</u>
Hope VanScoy	Candor	2016	1
Kathy Zahler, President	Dryden	2016	6
Brian June	George Jr. Republic	2016	1
Linda Competillo Vice-President	Groton	2015	9
Tom Parsons	Ithaca	2017	3
Michael Koplinka-Loehr	Lansing	2015	2
David Teeter	Newfield	2015	4
John Nihill	South Seneca	2017	11
Douglas Ann Land	Trumansburg	2016	2

Key Events

Tuesday, November 11, 2014	B.O.C.E.S. distributes Initial Service Requests and Guide to Services to component schools.
Monday, December 15, 2014	Superintendents return Initial Service Requests to BOCES.
Monday, February 2, 2015	B.O.C.E.S. sends Final Service Requests to component schools
Monday, March 2, 2015	Superintendents return Final Service Requests to B.O.C.E.S.
Monday, March 9, 2015	B.O.C.E.S. provides copies of tentative Administrative, Capital, and Program Budgets (Annual Meeting Brochure) to Members of local Boards and component schools
Wednesday, April 8, 2015	B.O.C.E.S. Annual Meeting and Budget Explanations
Wednesday, April 22, 2015	Local Boards of Education hold independent meetings to elect BOCES Board Members and to vote on the BOCES Administrative Budget
Wednesday, May 6, 2015	B.O.C.E.S. adopts Annual Operating Budget for 2014-2015
June, 2015	B.O.C.E.S. sends Estimated Service Contracts to component schools
August, 2015	B.O.C.E.S. sends Actual Service Contracts to component schools

TABLE OF CONTENTS

ADMINISTRATIVE SERVICES and CAPITAL EXPENDITURES.....	1
Dr. Jeffrey Matteson; Barry Derfel; David Parsons	1
CAREER and TECHNICAL EDUCATION.....	2
Anthony DiLucci, Director; Jeffrey Podolak, Principal	2
101 ANTICIPATED CAREER and TECHNICAL EDUCATION PROGRAMS	2
NEW VISIONS PROGRAMS	2
♦ Medical and Health Sciences.....	2
♦ Life and Environmental Sciences	2
CAREER AND TECHNICAL PROGRAMS	2
♦ Agriculture.....	2
♦ Technology Education.....	2
♦ Health Occupations	2
♦ Family and Consumer Sciences.....	2
♦ Engineering/Technologies-Trade & Technical	3
WORLD OF WORK PROGRAMS	3
410 Physical Education	3
EDUCATION OF EXCEPTIONAL PUPILS	4
David Barr	4
OPTIONS:	4
202 IIB 12:1:1 – Bridges	4
Cheryl Button	4
Cheryl Button	5
202 IIC 12:1:1 – Springboard (Gr. 9-12; ages 15-21).....	5
Mary Meeker	5
203 8:1:1 – Turning Point (Gr. K-12)	5
Mary Meeker	5
203 8:1:1 – Turning Point Transition (Gr 9-12) – Smith School	6
Mary Meeker	6
203 8:1:1 – Branches	6
Cheryl Button	6
204 12:1:4 – Steps	7
Cheryl Button	7
RELATED SERVICES	7
1:1 TEACHER AIDE, NURSE, or SPECIAL EDUCATION MONITOR	7
ITINERANT SERVICES – SPECIAL EDUCATION	8
David Barr; Cheryl Button	8
Current COSERS Available in Itinerant Special Education Services:.....	8
307 Speech Therapist	8
308 Occupational Therapist.....	8
309 Teacher of the Deaf and Hearing Handicapped	8
316 Teacher of the Blind and Visually Impaired & Orientation and Mobility Teacher	8

320 CONSULTATIVE and SUPPORT TEAM (CAST)	8
Cheryl Button	8
ITINERANT SERVICES – SHARED STAFF	9
Current COSERS	9
301 Spanish, Diahann Hesler	9
302 ESL, Diahann Hesler	9
305 School Lunch Supervisor, David Parsons	9
310 Art, Diahann Hesler	9
311 School Counselor, Diahann Hesler	9
312 Music, Diahann Hesler	9
322 Home and Careers, Diahann Hesler	9
325 French, Diahann Hesler	9
328 Internal Auditor, David Parsons	9
335 Itinerant Coordinator of Curriculum Instruction, Assessment and Professional Development	9
Barry Derfel	9
ALTERNATIVE INSTRUCTION	10
403 LIGHTHOUSE – Middle & High School Students	10
Mary Meeker	10
403.001 ALTERNATIVE INSTRUCTION – Cayuga Medical Center	10
Middle & High School Students	10
Diahann Hesler	10
403.010 POSSIBILITIES	10
Mary Meeker	10
TST BOCES Regional Alternative School	11
Anthony DiLucci, Director; Maxine Parker, Principal	11
404.000 Test Assessing Secondary Completion (TASC) Preparation	11
Maxine Parker	11
405 ALTERNATIVE EDUCATION TRANSITION	11
Maxine Parker	11
EQUIVALENT ATTENDANCE	12
404.010 Diahann Hesler	12
ADULT EDUCATION	12
409 Diahann Hesler	12
LITERACY PROGRAMS	12
ADULT EDUCATION SERVICES	12
COOPERATIVE ENRICHMENT COORDINATION	13
Holly Kazarinoff	13
415 EXPLORATORY ENRICHMENT	13
416 ARTS-IN-EDUCATION	13
417 ENVIRONMENTAL EDUCATION	13
REGIONAL SUMMER SCHOOL	14
431 Diahann Hesler	14
450 DISTANCE LEARNING	14
Barry Derfel	14

PRINTING SERVICES..... 15

 David Parsons 15

 503 PRINTING SERVICES..... 15

TECHNOLOGY SERVICES 16

 Dan Parker 16

 515 INSTRUCTIONAL TECHNOLOGY SERVICES 16

YOUTH DEVELOPMENT PROGRAM (Student Assistance Services) 17

 504 Jennifer Astles 17

 504.000 Student Assistance Teams 17

 504.001 Youth Development Survey 17

 504.110 Dignity Act Services – Option III, For Students 18

SCHOOL IMPROVEMENT SERVICES 19

 505 Barry Derfel..... 19

 505.100 Jennifer Astles 20

 505.110 Jennifer Astles 20

SCHOOL LIBRARY AUTOMATION 21

 510 Jane O’Brien 21

 LIBRARY AUTOMATION SOFTWARE/HARDWARE..... 21

ONGOING SYSTEM MAINTENANCE and SUPPLIES 21

MODEL SCHOOLS..... 21

 Cheryl Covell..... 21

 516 DATA ANALYST 21

 516.010 EDUCATIONAL TECHNOLOGY TRAINING..... 22

 Barry Derfel..... 22

 516.010 TECHNOLOGY INTEGRATION INSTRUCTIONAL SPECIALIST 22

 John Hind..... 22

LIBRARY SERVICES/MEDIA 22

 518 Jane O’Brien 22

SPECIALIZED CROSS-CONTRACTED SERVICES 23

 COSERS:..... 23

 513 Effective Schools, Barry Derfel (Wayne-Fingerlakes BOCES)..... 23

 548 Effective Schools Consortium, Barry Derfel (Onondaga BOCES)..... 23

 551 Instructional Microcomputer Support, Barry Derfel (Onondaga BOCES) 23

 617 Food Service, David Parsons (SCT BOCES; DCMO BOCES)..... 23

 618 Cooperative Bidding, David Parsons (SCT BOCES; DCMO BOCES)..... 23

 501 MEDIA LIBRARY 23

 Jane O’Brien 23

 509 SCIENCE PROGRAM KITS..... 23

 Barry Derfel..... 23

 401 PLANETARIUM 23

 Barry Derfel..... 23

 508 READING RECOVERY/LEVELED LITERACY INTERVENTION 24

 Barry Derfel..... 24

 620 DATA PROCESSING..... 24

 Dan Parker 24

OTHER SERVICES	24
504.010 ACCESS TO COLLEGE EDUCATION	24
Anthony DiLucci, Director; Carol Clark, Coordinator	24
506 BASIC LIFE SUPPORT	25
James Drew	25
506.010 PROFESSIONAL DEVELOPMENT FOR DISTRICT PERSONNEL	25
Barry Derfel.....	25
506.110 DIGNITY ACT SERVICE – OPTION II, FOR PARAPROFESSIONALS AND SUPPORT STAFF.....	25
Jennifer Astles	25
514 HOME INSTRUCTION.....	26
Diahann Hesler	26
601 BUS DRIVER TRAINING	26
Robin Parks	26
603 RECRUITING.....	26
David Parsons	26
606 SUBSTITUTE TEACHER CALLING SERVICE	26
Barry Derfel.....	26
607 WORK ENVIRONMENT HEALTH AND SAFETY	27
James Drew, Sandra Yorke	27
609 BUS DRIVER PHYSICAL PERFORMANCE TESTING.....	27
David Pitcher	27
611 EMPLOYEE BENEFITS COORDINATION	27
David Parsons.....	27
615 PUBLIC INFORMATION SERVICE	27
Dan Parker	27
621 ENERGY MANAGEMENT	28
Alwyn John, Chris Santospirito.....	28
627 FINGERPRINTING SERVICES	28
David Pitcher	28
640 CENTRAL BUSINESS OFFICE	28
David Parsons	28
666 WASTE REMOVAL.....	28
David Pitcher	28

CONTACT INDEX

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ADMINISTRATIVE SERVICES and CAPITAL EXPENDITURES

Dr. Jeffrey Matteson; Barry Derfel; David Parsons

Administrative Services includes the functions of the Board, the District Superintendent, the Assistant Superintendent of Instructional Services, the Assistant Superintendent of Administrative Services, and their Support Staff. Dues to state and regional associations (e.g., the Central New York State School Boards' Association), a portion of campus operations and maintenance, and health insurance payments for all eligible BOCES retirees are in the Administrative Services budget.

Specific program administrative costs (e.g., Exceptional Children, Adult Education, Instructional Support Services, Career and Technical Education) are NOT included in these charges. Rented facilities are charged as a separate line on district contracts. Administrative Services also include assistance in superintendent searches, personnel advice, and assistance toward the certification of teachers and administrators, regular meetings of regional administrative councils, workshops for component Boards of Education and administrators, development of new BOCES services, the costs of borrowing the budget, and information and assistance about Regents and State Education Department initiatives and policies. An important developing objective for Administrative Services is the focus of attention upon local district initiatives to improve pupil performance for all students, and the best method for BOCES staff to assist in achieving that objective.

COST BASIS : The charge for Administrative Services and Rent are distributed based on the Resident Weighted Average Daily Attendance (RWADA) for each school district.

AIDABILITY : BOCES

CAREER and TECHNICAL EDUCATION

Anthony DiLucci, Director; Jeffrey Podolak, Principal

The Career and Technical Program Educates Approximately 600 Students Annually.

NEW VISIONS: The Medical and Health Sciences program is for highly motivated high school seniors looking for an opportunity to pursue their interests in health professions. The Life and Environmental Sciences program offers the opportunity for students to explore careers in plant, animal, environmental sciences, and applied scientific research. In the New Visions Programs, the required senior year courses of English, Participation in Government and Economics are integrated with the program.

CAREER AND TECHNICAL EDUCATION is taught with a career focus in mind. These courses include real work experiences and challenging related core academic instruction which assist students in developing the skills and attitudes necessary for college and career readiness. Out-of-school adults can enroll in, and pay tuition to attend Career and Technical classes where space is available. Career and Tech options include courses in specialized/integrated math and science, and physical education which may be used to meet graduation and/or Career and Tech sequence requirements.

The **WORLD OF WORK** program serves the needs of a wide range of high school aged students. Career Education for these students ranges from Pre-Vocational preparation to skill training at basic and intermediate levels and career exploration. Generally students are placed in World of Work classes through decisions made by the Committees on Special Education and guidance staff.

COST BASIS : The tuition rate for New Visions Programs, Career and Technical Programs and World of Work Programs is determined by a three-year pupil enrollment average.

AIDABILITY : BOCES

101 ANTICIPATED CAREER and TECHNICAL EDUCATION PROGRAMS

NEW VISIONS PROGRAMS

- ◆ Medical and Health Sciences
- ◆ Life and Environmental Sciences

CAREER AND TECHNICAL PROGRAMS

- ◆ Agriculture
 - ◆ Animal Science

- ◆ Technology Education
 - Computer Technology
 - Networking and Robotics Engineering
 - Digital Media Technology I & II

- ◆ Health Occupations
 - Certified Nurse Assisting/Home Health Care Aide

- ◆ Family and Consumer Sciences
 - Early Childhood Education and Work Experiences
 - Cosmetology I & II

- Culinary Arts and Advanced Culinary Arts
- Criminal Justice I & II
- ♦ Engineering/Technologies-Trade & Technical
 - Auto Body Repair Technology I & II
 - Automotive Technology I & II
 - Construction Technologies I & II
 - Environmental Conservation Heavy Equipment Repair and Operation I & II
 - Welding I & II

WORLD OF WORK PROGRAMS

- Outdoor Recreational Services
- Career Exploration
- Food Service

410 Physical Education

This service provides academic courses for students attending C&T programs to meet New York State graduation requirements and learning standards. Courses are determined in cooperation with the component schools and taught according to the guidelines established by the SED. Students will be awarded appropriate units/credits by the component school upon successfully completing the academic requirements.

COST BASIS : The tuition is determined by pupil enrollment in the program.

AIDABILITY : BOCES

EDUCATION OF EXCEPTIONAL PUPILS

David Barr

TUITION-BASED 10-MONTH SPECIAL EDUCATION and ALTERNATIVE EDUCATION PROGRAMS and RELATED SERVICES

BOCES programs provide a portion of the continuum of services available to districts as they seek appropriate placements in Special Education, for students' grades K-12, and Alternative Education, for students' grades 6-12. All services conform to current Commissioner's Regulations.

The Darwin C. Smith School located on the main BOCES campus offers a wide range of programs. Additional classes are not currently housed in age-appropriate component district school buildings but certainly can be added as needs arise. Application to Special Education programs is made by the school district's CSE Chair who sends a completed application form and student packet to the BOCES Program Principal. BOCES then works with the district CSE to schedule the intake process and to arrange a CSE meeting which BOCES attends, prior to any student placement in a BOCES program. Applications are processed in the order in which they are received for each program (within appropriate age ranges).

COST BASIS : Districts are charged based on the full-time-equivalent of enrollment. Only a few alternative education programs (i.e. Lighthouse and Possibilities) are billed on a cost basis other than FTE (e.g. per diem rate).

AIDABILITY : Public excess cost aid. School districts do not receive BOCES aid on Special Education programs.

OPTIONS:

202 IIB 12:1:1 – Bridges

Cheryl Button

One student enrolled full-day Sept. – June = 1.0 FTE

One teacher, one aide, maximum 12 students (located at BOCES).

Class age ranges are no more than 36 months for students up to 15 years of age. There is no range limit for students age 16 and older. This program is designed for students whose educational needs require specialized instruction with other pupils having similar special educational needs. Classes are located in the Smith School. The educational program is a blend of academics and prevocational supervised work experience activities that lead to independent or semi-independent living. Students in this program will earn either the Skills and Achievement Commencement Credential (SACC) or the Career Development and Occupational Studies Commencement Credential (CDOS).

Regular related services (Speech, Occupational Therapy, and Counseling) are available and are billed separately.

(COSER 202.005)

202 12:1:1 – Career Skills Program (1/2 day)

Cheryl Button

Half-Day Career Skills is a half-day program designed to teach vocational related skills and behaviors. The program will provide student exploration of a variety of realistic career options in a highly supervised setting. Using a hands-on approach, students will learn technical skills and appropriate work-related behaviors that can be transferred to any job.

202 IIC 12:1:1 – Springboard (Gr. 9-12; ages 15-21)

Mary Meeker

One student enrolled half-day Sept. – June = 0.5 FTE

One teacher, one aide, maximum 12 students (located at BOCES).

Springboard offers a three-to-five year program culminating in either a CDOS Commencement Credential or Test Assessing Secondary Completion (TASC). This half-day academic program provides access to high school Regents courses and credits as well as preparation for transition to independent adult living.

Many students enrolled in Springboard also enroll in a Career and Technical Education program for the other half of the school day. The student's application to a CTE program and the billing for that program is handled by the CTE department.

Regular related services (Speech, Occupational Therapy, Counseling) are available and are billed separately (COSER 202.005).

203 8:1:1 – Turning Point (Gr. K-12)

Mary Meeker

One student enrolled full-day Sept. – June = 1.0 FTE

One teacher, one aide, maximum eight students (located at BOCES).

Class age ranges are no more than 36 months for students up to 15 years of age. There is no age range limit for students age 16 and older. Students in this program might earn a Regents or local diploma, a TASC and the CDOS Commencement Credential.

This program is designed for students whose emotional and behavioral needs require a therapeutic setting as well as close supervision combined with a management system that offers highly intensive interventions. Student behaviors may be aggressive, self-abusive, or extremely withdrawn.

Regular related services (Speech, Occupational Therapy, Counseling) are available and are billed separately (COSER 203.005). Participation in group and/or individual counseling is a required part of the Turning Point program, billed as a related service. The Turning Point program offers the services of a licensed Day Treatment program provided through a partnership of T-S-T BOCES and the Franziska Racker Centers. Day Treatment services may include the support of a psychiatrist, a psychiatric nurse, medication monitoring, family counseling, etc.

203 8:1:1 – Turning Point Transition (Gr 9-12) – Smith School
Mary Meeker

One student enrolled full-day Sept. – June = 1.0 FTE

Class age ranges are no more than 36 months for students up to 15 years of age. There is no age range limit for students age 16 and older.

The two classes in the Turning Point Transition program offer a less restrictive environment than the K-12 Turning Point Program; this program serves students with emotional and/or behavioral needs who are able to learn in a self-contained setting, who generally do not require Day Treatment services (although a limited number of Day Treatment slots may be available), and who do not need physical interventions. Students in this program are all working to earn Regents or local diplomas and the CDOS Commencement Credential.

Counseling is available as a related service and is billed separately. (COSER 202.005)

203 8:1:1 – Branches

Cheryl Button

Smith School – BOCES Campus; One student enrolled full-day Sept. – June = 1.0 FTE

This class is designed for elementary and middle school students with multiple disabilities in a setting of one teacher, one aide, and maximum eight students.

Regular related services (Speech, Occupational Therapy, Counseling) are available and are billed separately (COSER 203.005).

204 12:1:4 – Steps

Cheryl Button

One student enrolled full-day Sept. – June = 1.0 FTE (located at BOCES)

There are no age range requirements for these classes due to the severe and profound setting. These classes are for our students with the most severe developmental and physical and medical disabilities, Autism, etc. Often students require specialized nursing, vision therapy, or other related services. The severity of student needs is what determines the ratio of 1 aide for every three students.

This program provides intensive adult/student interaction for pupils with severe multiple disabilities. Students in this program are those with the most serious physical and intellectual disabilities, functioning with very little expressive language and with limited physical abilities. Classes are housed at BOCES.

Students in this program earn the Skills and Achievement Commencement Credential (SACC).

Regular related services (Speech, Occupational Therapy, Counseling) are available and are billed separately (COSER 204.005)

RELATED SERVICES

Within the BOCES Special Education programs, a student may receive Related Services provided by appropriate specialists. Services are determined by the component school districts' Committees on Special Education. Services may be direct contact with students and/or consultations for teachers, and may range from daily sessions to less frequent contact, as determined by the CSE. Regular Related Services include Speech, Counseling, and Occupational Therapy. TST BOCES does not provide Physical Therapy services. Districts arrange for these services through a private provider, such as Franziska Racker Centers, and are billed through the Agency.

COST BASIS: The unit cost for Speech, Occupational Therapy, and Counseling is per session (individual or group). Additionally, students in BOCES classes who require a Teacher of the Deaf (COSER 309) or Teacher of the Blind and/or Orientation and Mobility (O&M) Teacher (COSER 316) can receive those services, which are billed per full-time equivalent.

1:1 TEACHER AIDE, NURSE, or SPECIAL EDUCATION MONITOR

In each of our Special Education programs, the service of a 1:1 Teacher Aide, Nurse, or Special Education Monitor is available, for an additional charge.

COST BASIS: Districts are charged per aide, nurse, or monitor. Nearly all costs are based on 1.0 FTE

ITINERANT SERVICES – SPECIAL EDUCATION

David Barr; Cheryl Button

Itinerant Services are provided to students enrolled in component district school buildings. T-S-T BOCES can also provide Itinerant Services by Speech Therapists, Occupational Therapists, Teachers of the Deaf/Hard of Hearing, and Teachers of the Blind and Visually Impaired and Orientation and Mobility Teachers. Therapists can provide up to a maximum of nine sessions of service per day, with remaining time dedicated to required documentation and reporting functions.

Itinerant services are available only during the ten-month school year.

Current COSERS Available in Itinerant Special Education Services:

- 307 Speech Therapist
- 308 Occupational Therapist
- 309 Teacher of the Deaf and Hearing Handicapped
- 316 Teacher of the Blind and Visually Impaired & Orientation and Mobility Teacher

COST BASIS: Usage. As appropriate, the calculation of full-time equivalent includes a portion of travel time and indirect service or consultant time in addition to direct services to students. The smallest portion of FTE that will be sold is 0.025 FTE (approximately 27 hours per year, including direct and indirect time).

320 CONSULTATIVE and SUPPORT TEAM (CAST)

Cheryl Button

This service provides additional support for educational teams to help a school-aged child remain in the home school in the least restrictive environment. This can be presented through various methods according to specific identified needs, such as a student who requires an in-depth assessment and ongoing support due to behavioral issues or a team requesting assistance with adapting equipment for a multiply-disabled child. BOCES and Franziska Racker Center staff members provide CAST services. These services are designed to provide support and to empower the school team to develop and implement meaningful strategies to assist a student. (CAST may also include Assistive Technology Evaluation services.)

COST BASIS: Percentage of FTE needed. Districts sign up for a percentage of FTE in advance, but can request an increase later if needed. A full-time FTE is prorated and translated into hours. For example, .10 FTE provides approximately 125 hours per year; .05 FTE provides 62.5 hours per year. Hours are calculated including the time it takes the BOCES team to travel to/from the site, as well as the hours of time spent by each individual BOCES team member. If Franziska Racker Center staff members are part of the team, Franziska Racker Center bills the district directly for that time on an hourly basis.

ITINERANT SERVICES – SHARED STAFF

Current COSERS

- 301 Spanish, Diahann Hesler
- 302 ESL, Diahann Hesler
- 305 School Lunch Supervisor, David Parsons
- 310 Art, Diahann Hesler
- 311 School Counselor, Diahann Hesler
- 312 Music, Diahann Hesler
- 322 Home and Careers, Diahann Hesler
- 325 French, Diahann Hesler
- 328 Internal Auditor, David Parsons

Itinerant staff may be provided by BOCES with up to 80% of a person's time allowable in a single school district (60% eligible for BOCES aid for regular education programs and students). Shared staff is allowable in most areas of teaching, administration, and pupil personnel and support.

COST BASIS : FTE plus the costs of necessary instructional equipment, materials, supplies, conference, and travel between districts.

AIDABILITY : BOCES; No Aid for Internal Auditor, No Aid for Itinerant ESL Teacher

335 Itinerant Coordinator of Curriculum Instruction, Assessment and Professional Development

Barry Derfel

As part of an on-going need to update and align both core and other academic curriculum in the component districts and to train teachers in the process of writing effective curriculum and assessment documents, and improving instructional practices districts will share an itinerant Coordinator of Curriculum, Instruction, Assessment and Professional Development. This individual will provide leadership in the areas in which small rural districts tend to have deficits, that is, in on-going embedded staff and curriculum development for both classroom teachers and administrators.

COST BASIS : Fee based on percentage of use – salary and benefits.

ALTERNATIVE INSTRUCTION

403 LIGHTHOUSE – Middle & High School Students

Mary Meeker

The Lighthouse Classroom provides a short-term, intensive, clinical intervention in an alternative setting outside the student's home school. Staffed by a full-time teacher and full-time Clinical Social Worker, Lighthouse offers a therapeutic educational environment that supports a student in crisis and his/her family. Through collaboration with the home school district, students continue their school work, with the goal of students returning to their districts within thirty days. Lighthouse can offer diagnostic assessment and referral services as well as assist with transitions to/from hospitals and home schools.

COST BASIS : Districts purchase individual "slots"; each "slot" is one student's stay, up to thirty days. Districts sign up for slots in advance. Occasionally, a district who has not signed up for a slot in advance may request to purchase a single slot from a participating district. If the participating district agrees to sell a slot, there will be a 10% surcharge to the nonparticipating district; this surcharge is credited to the selling district.

AIDABILITY : Partial Aid

403.001 ALTERNATIVE INSTRUCTION – Cayuga Medical Center

Middle & High School Students

Diahann Hesler

BOCES provides a certified teacher who works as part of the team to assist students in the adolescent hospital unit in continuing with the schoolwork sent from the home school and planning for the student's successful return to school.

COST BASIS : This service is charged on a per diem rate, with the required two hours of daily instruction and one hour of case management to coordinate student curriculum.

AIDABILITY : None

403.010 POSSIBILITIES

Mary Meeker

This program provides itinerant intensive services to students in grades K-12 via a flexible and extensive clinical case management model. Instruction is not included in this program; rather instruction is provided through the student's home district. A Clinical Social Worker provides services that may include Comprehensive Diagnostic Screening; Ongoing Case Management; Intensive Short-term Goal Oriented Counseling; Parent Education and Advocacy; Component District School Support, and support with the community of care model for effective residential transitions.

COST BASIS : Districts purchase individual "slots." Each slot is one student's service time of thirty days. Districts sign up for slots in advance. Occasionally, a district who has not signed up for a slot in advance may request to purchase a single slot from a participating district. If the participating district agrees to sell a slot, there will be a 10% surcharge to the nonparticipating district.

AIDABILITY : None

TST BOCES Regional Alternative School

Anthony DiLucci, Director; Maxine Parker, Principal

The T-S-T BOCES Regional Alternative School provides an alternative education setting with a variety of programs. Limited Consultant Teacher and Resource Room services are available. Students can access counseling support from a full-time School Social Worker. Classes are small, allowing for increased student support and ongoing student/staff communication. The school strives to establish a positive peer culture and an active learning community where students and staff work together.

404.000 Test Assessing Secondary Completion (TASC) Preparation

Maxine Parker

One student enrolled half-day Sept. – June = 0.5 FTE Cost FTE

This is a half-day program, available as either an a.m. or a p.m. session. This program is open to students ages 16 and older and offers classes at two ability levels. Many students additionally enroll in a Career and Technical Education program for the other half of the academic day (billed separately). Some students work at jobs in the community the other half of the day.

COST : FTE
AIDABILITY : BOCES

405 ALTERNATIVE EDUCATION TRANSITION

Maxine Parker

Middle and High School Students

One student enrolled full-day Sept.–June = 1.0 FTE OR One student enrolled half-day Sept.–June = 0.5 FTE

This is a full-day program for students in grades 6–12, offering academic classes leading to a Regents diploma. Middle School students attend full-day. Some High School students attend for half-day, and enroll in a Career and Technical Education program for the other half of the academic day (billed separately). The student's home school district awards his/her credits and diploma. Art, Physical Education, and Spanish are available in addition to core subjects.

COST : FTE
AIDABILITY : BOCES

EQUIVALENT ATTENDANCE

404.010 Diahann Hesler

The Equivalent Attendance COSER is for student “dropouts” 16 to 20 years old who attend Adult Education High School Equivalency (HSE) or ESL classes. These students are no longer enrolled in a school program.

We do not know, in the beginning of the year, how many EA students will come to our program or from which schools. At the half year, or when a district asks, we will send a report of the number, names, addresses and current contact hours.

COST BASIS : Student contact hour

AIDABILITY : BOCES

ADULT EDUCATION

409 Diahann Hesler

The Adult Education program focuses on Literacy Education and provides a variety of services to the adults in our communities.

COST BASIS : Our programs incur no direct cost to school districts. Pupils in Adult Literacy Programs generate aid from sources such as Employment Preparation Education (EPE) or Workforce Investment Act (WIA). We have contracts and agreements with other agencies to provide services to them. At least one school district is needed as a sponsoring district for the Adult Education Program to operate through this BOCES.

AIDABILITY : None

LITERACY PROGRAMS

NOTE: As of January 2014, New York State will no longer offer “GED”. “GED” is a trade mark for a test assuring the requirements for a High School Equivalency diploma have been met. New York is transitioning to another such test, the Test Assessing Secondary Completion (TASC).

Our Adult Literacy programs are for those who have not completed high school. Students must be 18 years old or older. Programs include Adult Basic Education and Adult Secondary Education for High School Equivalency (HSE) preparation, HSE Distance Learning GRASP (Giving Rural Adults A Study Program), SMART (Students Making A Right Turn) and Skills Tutor plus the Educational Resources Program, Tompkins County Day Reporting/Drug Treatment Court, English as a Second Language (ESL) and ED2GO online. There is a fee for ESL classes but otherwise literacy programs are supported by grants with no fees charged to participants. The Test Assessing Secondary Completion (TASC) will be offered according regularly throughout the year. A graduation ceremony is typically held in May.

ADULT EDUCATION SERVICES

Courses are offered in such areas of specialized training as welding, use of computers, security officer training update, also defensive driving and coaching classes. Courses are open to anyone over 18 years old and fees are charged to participants.

COOPERATIVE ENRICHMENT COORDINATION

Holly Kazarinoff

Enrichment programs enhance the curriculum and usually take place during the school day. The coordinator organizes and facilitates the enrichment programs described below, as well as opportunities for staff and curriculum development (especially for music, art and PE teachers), regional conference days, assistance with arts and environmental grants. Districts must contract for all three COSERS. Coordination charges are based on a three-year average.

415 EXPLORATORY ENRICHMENT

The Exploratory Enrichment COSER supports enrichment programs and field trips dealing with multicultural education, diversity education, character education, guest speakers, history, etc. The TST BOCES Creative Writing Contest for students in grades 4 – 12 is free to all districts participating in Enrichment Services. The COSER also includes the Tompkins-Seneca Music Educators Association (All County) which provides music festivals and sheet music libraries housed in various schools. Student registration fees for other NYSSMA Festivals such as All State, are aidable.

COST BASIS : Participating districts pay program fees for activities selected, plus coordination charges.

AIDABILITY : BOCES - bussing costs are not aidable.

416 ARTS-IN-EDUCATION

The Arts in Education COSER supports arts programs (visual art, drama, music, dance, media arts), in the form of assemblies, classroom workshops, residencies, and field trips. Activities may be for small groups of selected students, full grade levels or the whole school.

COST BASIS : Participating districts pay program fees for activities selected, plus coordination charges.

AIDABILITY : BOCES - bussing costs are not aidable

417 ENVIRONMENTAL EDUCATION

The Environmental Education COSER supports programs such as Cayuga Nature Center, Sciencenter, Lime Hollow, Museum of the Earth-PRI, and other programs that address the issue of sustainability. Activities can take place in school or as field trips to various sites.

COST BASIS : Participating districts pay program fees for activities selected, plus coordination charges.

AIDABILITY : BOCES - bussing costs are not aidable.

REGIONAL SUMMER SCHOOL

431 Diahann Hesler

TST BOCES offers four different regional summer school programs. One is a traditional program for high school students who need to take credit recovery courses or courses for new credit during the summer. The second program (PLATO) is an online, web-based summer school program also for high school students repeating courses or taking new courses. Classes for these programs run for six weeks, starting after the July 4th holiday and ending the day before Regents exams in August. BOCES administers Regents and RCT exams in August. A third summer school program is for middle level students who need academic intervention services in literacy and mathematics. The program is a four-week program. The fourth summer school program is for students in grades K-6, in need of extended academic programming, and it runs for six weeks as well. All regional summer school programs are open to all students in the TST BOCES region although students must be enrolled by their home district.

COST BASIS : Participating districts pay a per student cost for regional summer school programs. The cost for summer school is BOCES aidable for districts that pay the student tuition. BOCES cannot charge students and/or parents for summer school courses.

AIDABILITY : BOCES

450 DISTANCE LEARNING

Barry Derfel

TST BOCES will support academic instruction programs using web based and/or video-based interactive technologies. Options include, but are not limited to fully online (web based) courses, blended and hybrid courses, or fully synchronous distance learning. The eLearning Specialist will assist participating districts with the placement of students on the appropriate environment. Resources provided by the Distance Learning COSER include Licenses for online credit recovery software (such as PLATO), support for teachers using online courses, and possible regional online courses with instructors hired through BOCES.

COST BASIS : Each district will pay a flat coordination fee that will cover the cost of an eLearning Specialist, minimal required supplies, and the purchase of any equipment that is not currently owned. Each district will pay for their own PLATO and/or NovaNet Licenses through district software lines in the Technology COSER 301. Through COSER 450, districts may also opt to hire teachers who supervise online courses beyond their contractual work load, if the expense is deemed aidable.

AIDABILITY : BOCES

PRINTING SERVICES

David Parsons

503 PRINTING SERVICES

TST BOCES offers a full printing service operation, including layout work, pre-press preparation, typesetting, printing and copying, bindery, laminating service, sign making, yearbooks, posters, stationery, and consultation/advice for your printing needs.

- COST BASIS :** The costs for labor and coordination of Printing Services are based on RWADA for each school district. The costs of materials for printing projects requested by each district are charged to that district.
- AIDABILITY :** BOCES aid on Labor & Coordination; Aid on copy machine “click” charges, no Aid on Materials

TECHNOLOGY SERVICES

Dan Parker

515 INSTRUCTIONAL TECHNOLOGY SERVICES

The Instructional Technology Services is a comprehensive technology service that includes the following components and support:

- ◆ Approved Hardware and Software Purchases
- ◆ Network Hardware and Software
- ◆ Technician and Network Specialist On-Site Support Services

COST BASIS : Charges for coordination are based on RWADA. The rest of the services are based on percent of use by each participating district. Hardware and software purchases are determined by district requests. Technician and network support are on an FTE basis. TST BOCES does not purchase consumable supplies for component school districts such as batteries, printer cartridges, etc.

AIDABILITY : BOCES

YOUTH DEVELOPMENT PROGRAM (Student Assistance Services)

504 Jennifer Astles

504.000 Student Assistance Teams

Youth Development Specialists are available to deliver healthy decision-making and prevention education programming to students. They are also available to offer skill building sessions to individuals or groups of students who have behavior and/or performance challenges related to personal issues and/or students who have concerns or challenges related to substance abuse. These providers are non-certified and provide adjunct support to existing services. Youth Development staff can provide a variety of staff training opportunities, parent/caregiver/family programs, consultations, and agency referrals related to substance abuse, violence prevention, social and emotional wellness, and activities that promote health/wellness.

Coordinator provides staff training, parent/caregiver/family programs, consultations, direct services for students and agency referrals related to substance abuse, violence prevention, and activities that promote health/wellness. All work is grounded in strength-based and evidence-based strategies.

COST BASIS : Student Assistance Teams are charged at a fixed rate per team. Charges for Youth Development Specialists and Coordinators are based on percent of time

AIDABILITY : BOCES

504.001 Youth Development Survey

The *Communities that Care Youth Development Survey* supports component districts in measuring and targeting the risk and protective factors that lead to youth substance abuse and other problem behaviors. The Youth Development Program provides the organization and dissemination of the survey, analyzes and presents the resulting data points to districts, their students, families and communities, and aids districts in planning and implementing best practices responses.

COST BASIS : Surveys are charged at a fixed rate per student. Data presentations to districts are included in the cost of the survey.

AIDABILITY : BOCES

504.110 Dignity Act Services – Option III, For Students

- Participation in a Youth Leadership Conference at TST BOCES around bullying and harassment
- Bullying/Harassment Prevention Activities with outside consultant
- Group facilitation (4-6 sessions) regarding bullying and harassment issues
- Classroom Presentations regarding bullying and harassment
- Large Group Presentations/Assemblies regarding bullying and harassment
- Individual Student consultation by request
- School Climate Student Survey (Alternative years from the Youth Development Drug and Alcohol survey)

COST BASIS : DASA Services are charged to districts at a fixed rate per student activity. Participation in Coordination is required to participate in any part of the Service Option I, II or III; non-TST BOCES component districts will be charged an additional 20% fee for all Dignity Act Services.

AIDABILITY : BOCES

SCHOOL IMPROVEMENT SERVICES

505 Barry Derfel

School Improvement Services provides component districts and school staff with professional development opportunities. Primary areas of focus include literacy, mathematics, inclusive education, 21st Century Skills and use of data for improving teaching and learning. Instructional specialists provide leadership-focused trainings to build district capacity, as well as providing direct services to districts. School Improvement Services also organizes and publicizes workshops which are open to educators in the region. Curriculum and Instruction related professional development and facilitation is provided, and districts may also use this service to pay teacher stipends for collaborative curriculum projects and professional development. Professional development and resources related to NYS Education Department policies, curriculum, and assessments (including Regional Scoring) are also provided. School Improvement Services also organizes and publicizes workshops which are open to educators in the region. Access to professional development activities in other BOCES is possible through cross-contracting.

505.000 – Coordination for TST BOCES Component Districts (required for Component Districts to participate in Services 000, 010, 015, 020).

505.021 – Staff and Professional Development for TST BOCES Component School Districts (required for Component Districts to participate in Services 000, 010, 015, 020).

COST BASIS : Each district pays an amount based upon RWADA for coordination.

AIDABILITY : BOCES with Restrictions

505.010 – Workshop costs for TST BOCES Component Districts

505.011 – Workshop costs for other districts/BOCES/cross contracts (participation in the 505.000 is not required)

505.015 – Regional Scoring

505.020 – Rural Schools

COST BASIS : Expenditures for training, stipends, and substitutes are charged on an actual cost basis for each participating school district. Expenditures for Regional Scoring are charged at an actual cost basis for each participating school district.

AIDABILITY : BOCES with restrictions

505.100 Jennifer Astles

505.100 – Dignity Act Service – Coordination (required to participate in any part of the Service)

- Annual training for Coordinators and Compliance Officers
- Participation in a regional list serve regarding bullying and harassment
- Electronic Newsletters to include resources for staff, parents/caregivers/families and students
- Support for Bullying/Harassment Policy Development and Code of Conduct alignment
- Access to curriculum resources related to bullying and harassment
- Reserved seats at regional Task Force Meetings hosted by TST BOCES
- Technical assistance (Up to 8 hours; additional hours available for an additional fee)

COST BASIS : DASA Services are charged at a fixed rate per districts. Participation in Coordination is required to participate in any part of the Service Option I, II or III; non-TST BOCES component districts will be charged an additional 20% fee for all Dignity Act Services.

AIDABILITY : BOCES

505.110 Jennifer Astles

505.110 – Dignity Act Service – Option I, for certified teaching staff

- Annual faculty meeting presentation
- Annual professional development – 1 half day
- Reserved seats at regional webinars, seminars and workshops hosted by TST BOCES

Optional Services for an additional fee:

- Consultation services regarding age-appropriate curriculum resources and bullying/harassment prevention lesson development

COST BASIS : DASA Services are charged at a fixed rate per BUILDING. Optional services are charged to districts at a fixed rate per activity. Participation in coordination is required to participate in any part of the Service Option I, II or III; non-TST BOCES component districts will be charged an additional 20% fee for all Dignity Act Services.

AIDABILITY : BOCES

SCHOOL LIBRARY AUTOMATION

510 Jane O'Brien

The library automation service provides and supports an integrated regional union online catalog to enable interlibrary loan across the region as well as access of titles in each school library. The catalog permits circulation management, cataloging, and authority control.

TST BOCES maintains the operation of the central server. Technology Services staff and School Library System (SLS) staff work together to support library automation through a centralized effort.

Participating districts provide local network and PC maintenance and may assist with troubleshooting support when the library automation system is connected to that network.

COST BASIS : Charges for SLS Coordination, as well as, ongoing maintenance of the catalog, and server are based on RWADA.

AIDABILITY : BOCES

LIBRARY AUTOMATION SOFTWARE/HARDWARE

Upgrades to existing software (i.e., graphical and/or web-based products) and hardware (i.e., server, workstations, and peripherals) can be purchased through the COSER.

COST BASIS : Prices vary. TST BOCES SLS will gather quotes and handle necessary bid procedures.

ONGOING SYSTEM MAINTENANCE and SUPPLIES

System maintenance includes mandatory software maintenance that covers module upgrades and port license fees and optional hardware and peripheral maintenance. The purchase of supplies to maintain the system (barcode labels, tapes, memory upgrades, etc.) may also be included under this COSER.

COST BASIS : Fees are based upon bids.

MODEL SCHOOLS

Cheryl Covell

516 DATA ANALYST

This service assists districts with data analysis activities primarily focusing on student assessment data. This service includes providing participating districts with regular, standard data reports; individual consulting days; training for administrators, teachers and staff; regional representation at DATAG and other JMT or RIC meetings related to data; and assistance with individual district or school data needs.

COST BASIS : For the coordination component (516.00), districts are charged approximately 15% of the average of the previous three year's purchases of instructional technology (e.g., hardware, software, etc.) through the 515 COSER.

AIDABILITY : BOCES

516.010 EDUCATIONAL TECHNOLOGY TRAINING

Barry Derfel

The Model Schools COSER provides professional development and resources related to educational technology (part-time trainer, consultants, online resources). This service also assists districts with various initiatives related to the use of consultants and trainers for integrating technology with instruction. Districts that have paid 516.000 coordination fees can run costs of trainings, workshops, and conferences on integrating instructional technology through the model schools 516.010 COSER.

516.010 TECHNOLOGY INTEGRATION INSTRUCTIONAL SPECIALIST

John Hind

This service assists districts with the integration of instructional technology into classrooms. Regional training will be provided in common instructional technologies. Districts may also request individual training and support. This position provides a regional contact with the New York State Model Schools group and the New York State Association for Computers and Technologies in Education (NYSCATE).

COST BASIS : Expenditures for training, stipends, and substitutes are charged on an actual cost basis for each participating school district. As noted above, coordination fees are charged at approximately 15% of Instructional Technology purchases through the 515 COSER. Expenditures for the Technology Integration Specialist are charged at a percentage of FTE needed. FTE percentages are calculated to include the time it takes the BOCES staff to travel to/from the site, as well as the hours of time spent by each individual BOCES staff.

AIDABILITY : BOCES

LIBRARY SERVICES/MEDIA

518 Jane O'Brien

The School Library System provides access to information and instructional resources through print, AV, and digital options. Training and support are provided.

COST BASIS :

518.000 Coordination Fee is assessed at 10% of the total expenditure for the district.

518.010 Cooperative Collection Development - Districts determine purchase of nonfiction titles.

518.020 Electronic Databases - Charges for database subscriptions vary depending upon annually negotiated vendor contracts.

AIDABILITY : BOCES

SPECIALIZED CROSS-CONTRACTED SERVICES

COSERS:

- 513 Effective Schools, Barry Derfel (Wayne-Fingerlakes BOCES)
- 548 Effective Schools Consortium, Barry Derfel (Onondaga BOCES)
- 551 Instructional Microcomputer Support, Barry Derfel (Onondaga BOCES)
- 617 Food Service, David Parsons (SCT BOCES; DCMO BOCES)
- 618 Cooperative Bidding, David Parsons (SCT BOCES; DCMO BOCES)

COST BASIS : Cross Contract

AIDABILITY : BOCES

501 MEDIA LIBRARY

Jane O'Brien

Districts can access an instructional materials collection (Media Library) that includes over 14,000 curriculum related video, film, and multimedia resources. Other services include reference/consultation, in service training on uses of media in instructional settings, video streaming, and satellite recording services. Selections from the Media Library may be made via the internet.

COST BASIS : RWADA

AIDABILITY : BOCES

509 SCIENCE PROGRAM KITS

Barry Derfel

Offered as a cross-contract from several BOCES, these kits provide units of study that parallel the State Education Department curriculum. Science kits have learning objectives and all necessary materials for observations and experiments. Topics range from electricity to life cycles to rocks and minerals.

COST BASIS : Cost varies, depending upon number of kits per year and the BOCES from which the service is cross-contracted.

AIDABILITY : BOCES

401 PLANETARIUM

Barry Derfel

Available as a cross-contract from the Cayuga-Onondaga BOCES and the Onondaga-Cortland-Madison BOCES.

COST BASIS : Cross-Contract

AIDABILITY : BOCES

508 READING RECOVERY/LEVELED LITERACY INTERVENTION

Barry Derfel

Intensive teacher training is provided for this literacy intervention program. Available as a cross-contract from the Onondaga BOCES

COST BASIS : Cross-Contract

AIDABILITY : BOCES

620 DATA PROCESSING

Dan Parker

Data Processing services are available through the Regional Information Center at the Onondaga-Cortland-Madison BOCES or from the Schuyler-Chemung-Tioga BOCES. (Please refer to the appropriate Service Guide for a complete description).

- ◆ Pupil Attendance, testing and grade reporting
- ◆ Payroll
- ◆ Employee Attendance
- ◆ Accounts Payable
- ◆ Fixed Asset Accounting
- ◆ Supply bid list
- ◆ Taxes
- ◆ Local Educational Agency Program Reports (for Federal/State programs)
- ◆ Daily delivery service of computer data
- ◆ Computer Assisted Instruction and Microcomputer Support

COST BASIS : Cross-Contract, cost varies depending upon Service Contract.

AIDABILITY : BOCES

OTHER SERVICES

504.010 ACCESS TO COLLEGE EDUCATION

Anthony DiLucci, Director; Carol Clark, Coordinator

Access to College Education (A.C.E.) is a collaborative program to expand and support the educational aspirations of students who may be limited by social and/or economic circumstances. A.C.E. assists those students in developing appropriate attitudes, study skills, and life skills necessary for success in secondary and post-secondary settings. A.C.E. also provides information and resources to aid these students in their academic preparation for and transition to post-secondary education.

COST BASIS : About half of A.C.E. funding comes from the participating colleges; Cornell University, Ithaca College, S.U.N.Y. Cortland, and Tompkins County Community College. The other half comes from participating school districts that are charged program fee based on their total student enrollment.

AIDABILITY : BOCES

506 BASIC LIFE SUPPORT

James Drew

This service provides assistance to districts in establishing individuals trained in Basic Life Support (Cardiopulmonary Resuscitation, Automated External Defibrillator and Foreign Body Air Obstruction Training) as well as re-certification of individuals for the same in accordance with the American Heart Association programs by a certified BLS instructor. BLS training is required under Public Access Defibrillation laws and is requisite for athletic coaches, nurses, and certain aides in each school. This program will assist districts in tracking trained individuals and notifications of re-certification requirements to prevent lapses of certified individuals.

Basic certification and recertification for First Aid is also provided, under the American Heart Association, as well as basic certification and recertification in First Aid for Coaches, under the New York State Education Department guidelines.

COST BASIS : Participating districts share costs of the program based upon RWADA.

AIDABILITY : BOCES with Restrictions

506.010 PROFESSIONAL DEVELOPMENT FOR DISTRICT PERSONNEL

Barry Derfel

School Improvement Services supports component districts and school personnel with professional development opportunities. School Improvement Services also organizes and publicizes workshops which are open to educators in the region.

COST BASIS : Expenditures for training are charged on an actual basis for each participating school district.

AIDABILITY : BOCES with Restrictions

506.110 DIGNITY ACT SERVICE – OPTION II, FOR PARAPROFESSIONALS AND SUPPORT STAFF

Jennifer Astles

- Annual professional development – 2 half days
- Reserved seats at regional webinars, seminars and workshops hosted by TST BOCES

OPTIONAL SERVICES FOR AN ADDITIONAL FEE:

- Outreach to community stakeholders
- Additional trainings available

COST BASIS : DASA Services are charged at a fixed rate per BUILDING. Optional services are charged to districts at a fixed rate per activity. Participation in coordination is required to participate in any part of the Service Option I, II or III; non-TST BOCES component districts will be charged an additional 20% fee for all Dignity Act Services.

AIDABILITY : BOCES

514 HOME INSTRUCTION

Diahann Hesler

TST BOCES provides support to districts in monitoring compliance with the Commissioner's regulations related to students who are home schooled. BOCES coordinates the receipt and review of required documentation such as letters of intent, individualized home instruction plans, quarterly reports and assessments. BOCES will also help parents understand the regulations and assist parents with preparing documentation and answering questions related to home instruction. BOCES will maintain data bases of all home schooled students as well as individual files for each student. BOCES will notify districts of parents who are out of compliance.

COST BASIS : Charges are per pupil.
AIDABILITY : BOCES

601 BUS DRIVER TRAINING

Robin Parks

This service assists transportation departments with a variety of training services, including State Education Department mandated courses, wheelchair securement, disability awareness seminars, and other transportation safety-related support services for districts.

COST BASIS : Flat fees charged for each participating district.
AIDABILITY : Transportation

603 RECRUITING

David Parsons

This service provides participating school districts with assistance in recruiting certified personnel. This includes, but is not limited to, developing cooperative advertising, maintaining a file of job applications, and coordinating screening of applicants by local school personnel.

COST BASIS : RWADA plus District specific expenses related to advertising.
AIDABILITY : BOCES with Restrictions

606 SUBSTITUTE TEACHER CALLING SERVICE

Barry Derfel

This COSER provides the support of an automated substitute calling service for component district employees. Employees and substitutes are able to use telephone and/or web-based systems to arrange for substitute assignments.

COST BASIS : Charges are based upon the number of employees potentially requiring substitutes.
AIDABILITY : BOCES

607 WORK ENVIRONMENT HEALTH AND SAFETY

James Drew, Sandra Yorke

This service provides assistance to districts in the numerous legal requirements relating to potential hazards in the school environment. Asbestos inspections, employee "Right to Know" training, fire inspections, disposal of hazardous wastes, and other services relating to health and safety of employees and students are provided.

COST BASIS : RWADA

AIDABILITY : BOCES

609 BUS DRIVER PHYSICAL PERFORMANCE TESTING

David Pitcher

This service provides mandated physical performance testing for bus drivers.

COST BASIS : Charges are based upon the number of tests conducted in each district.

AIDABILITY : Transportation

611 EMPLOYEE BENEFITS COORDINATION

David Parsons

Activities relating to the Health and Workers' Compensation Cooperatives for the TST region are coordinated by BOCES to insure maximum efficiency of health, dental, prescription, and Workers' Compensation insurance plans. This service also provides direct service to school districts to assist employees with health benefit claims and questions.

COST BASIS : RWADA

AIDABILITY : BOCES

615 PUBLIC INFORMATION SERVICE

Dan Parker

BOCES operates a shared service which provides participating school districts with the technical and professional public support services necessary to implement district plans. This service also includes Web Master assistance for improving and/or maintaining district websites.

COST BASIS : Percent Use

AIDABILITY : BOCES

621 ENERGY MANAGEMENT

Alwyn John, Chris Santospirito

This service provides assistance to schools by coordinating school district efforts to utilize energy efficiently and economically. School energy usage assessments, staff development and training, and review of school district utility billing information services are provided.

COST BASIS : Percent Use
AIDABILITY : BOCES

627 FINGERPRINTING SERVICES

David Pitcher

This service provides electronic and ink and roll fingerprinting services to school districts.

COST BASIS : Per print fees charged for each participating district.
AIDABILITY : BOCES

640 CENTRAL BUSINESS OFFICE

David Parsons

BOCES operates a Central Business Office (CBO) for participating component school districts. Shared personnel of the CBO perform the processing of payroll, accounts payable, and school tax collection. The comprehensive school tax collection service includes tax roll analysis and tax rate verification; bill preparation, printing and distribution; collection (lockbox service); report preparation, including STAR; online and telecommunication customer service. A Committee comprised of the Business Officials from BOCES and the participating School Districts provide direction and oversight for this shared service.

COST BASIS : RWADA
AIDABILITY : BOCES

666 WASTE REMOVAL

David Pitcher

This service provides waste removal and recycling services to participating districts.

COST BASIS : Costs vary for each district, depending on equipment used and tipping fees.
AIDABILITY : None

**For more Information about
Services and Programs
Contact Us at
Tompkins-Seneca-Tioga BOCES
555 Warren Road
Ithaca, NY 14850
Call (607) 257-1551
or
Visit our Web Site
at
www.tstboces.org**