

# Greater Southern Tier BOCES Service Planning and Purchasing Guide

2021-2022



**Bush Campus**  
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Elmira, NY 14903  
(607) 739-3581

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

**Wildwood Campus**  
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[www.gstboces.org](http://www.gstboces.org)



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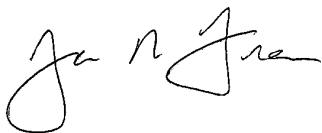
# Letter from the District Superintendent

Dear Colleagues,

As we develop programs for the students of the Greater Southern Tier, our goal is to collaborate with you to provide the most efficient and engaging services possible. Our partnership relies on our joint efforts to provide opportunities and programs to support our students.

We hope that you find this services guide helpful for your planning and comprehensive in its offerings. As always, we appreciate your support and guidance and look forward to continued collaboration in creating positive outcomes for our students.

Sincerely,



James Frame  
District Superintendent

# Administration

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# Component Districts

**Addison Central School District**

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7 Cleveland Drive, Suite 101  
Addison, NY 14801  
(607) 359-2244

**Alfred-Almond Central School District**

Tracie Bliven, Superintendent  
6795 Route 21  
Almond, NY 14804  
(607) 276-6501

**Arkport Central School District**

Jesse Harper, Superintendent  
35 East Avenue  
Arkport, NY 14807  
(607) 295-7471

**Avoca Central School District**

Stephen Saxton, Superintendent  
17 Oliver Street, #29, PO Box G  
Avoca, NY 14809  
(607) 566-2221

**Bath Central School District**

Joseph Rumsey, Superintendent  
25 Ellas Avenue  
Bath, NY 14810  
(607) 776-3301

**Bradford Central School District**

John Marshall, Superintendent  
2820 Route 226  
Bradford, NY 14815  
(607) 583-4616

**Campbell-Savona Central School District**

Kathleen Hagenbuch, Superintendent  
8455 County Route 125  
Campbell, NY 14821  
(607) 527-9800

**Canaseraga Central School District**

Chad Groff, Superintendent  
4-8 Main Street  
Canaseraga, NY 14822  
(607) 545-6421

**Canisteo-Greenwood Central School District**

Thomas Crook, Superintendent  
84 Greenwood Street  
Canisteo, NY 14823  
(607) 698-4225

**Corning-Painted Post Area School District**

Michelle Caulfield, Superintendent  
165 Charles Street  
Painted Post, NY 14870  
(607) 936-3704

**Elmira City School District**

Hillary Austin, Superintendent  
951 Hoffman Street  
Elmira, NY 14905  
(607) 735-3000

**Elmira Heights Central School District**

Michael Gill, Superintendent  
2083 College Avenue  
Elmira Heights, NY 14903  
(607) 734-7114

**Hammondsport Central School District**

Kyle Bower, Superintendent  
8272 Main Street  
Hammondsport, NY 14840  
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**Hornell City School District**

Jeremy Palotti, Superintendent  
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Hornell, NY 14843  
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# Component Districts/Board of Education

## **Horseheads Central School District**

Dr. Thomas Douglas, Superintendent  
One Raider Lane  
Horseheads, NY 14845  
(607) 739-5601

## **Jasper-Troupsburg Central School District**

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## **Odessa-Montour Central School District**

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## **Prattsburgh Central School District**

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## **Spencer-Van Etten Central School District**

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Greg Kelahan, Superintendent  
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## **Waverly Central School District**

Eric Knolles, Superintendent  
15 Frederick Street  
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## **Donald Keddell, President**

Elmira

## **Alice Learn, Vice President**

Odessa-Montour

## **Neil Bulkley**

Corning-Painted Post

## **Amy Dlugos**

Prattsburgh

## **Mark Lemmon**

Waverly

## **Matthew Maloney**

Bradford

## **Pamela Strollo**

Horseheads

## **William Peoples, Jr.**

Addison

## **Thomas Phillips**

Watkins Glen

## **Gary Scott**

Campbell-Savona

## **Robert Wheeler**

Bath

# Target Dates

2021

- November - BOCES Directors hold planning meetings with districts.
- December 2 - Districts submit Initial Requests for Services.



2022

- January - Adoption of Cost Methodology for 2021-2022.
- February 2 - Review of preliminary budget by BOCES Board.
- February - Preliminary budget review with component superintendents.
- April 13 - Annual Meeting.
- April 21 - Component Boards vote on Administrative budget.
- May 1 - Districts make final commitment to BOCES for 2021-2022 services.
- May 11 - BOCES Board adopts 2021-2022 budget.
- June - Final service contracts sent to districts for signature.



# Instructional Services

## 101-3000 Career and Technical Education (101.100-101.300)

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

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

CTE Programs are available on all three of the GST campuses:

- Coopers Education Center, Painted Post, NY (101.100)
- Pauline Bush Education Center, Elmira, NY (101.200)
- Wildwood Education Center, Hornell, NY (101.300)

The following programs are offered at the sites indicated below:

### **Career Beginnings (B Level)**

(Bush, Coopers and Wildwood)

### **Career Exploration (E Level)**

(Bush, Coopers and Wildwood)

### **Career Preparation (S & T Level)**

#### **Agricultural, Food and Natural Resources**

Conservation (Bush)

#### **Transportation, Distribution and Logistics**

Auto Body Repair (Bush, Coopers and Wildwood)

Automotive Technology (Bush, Coopers and Wildwood)

Diesel Equipment Technology (Bush)

Heavy Equipment (Coopers and Wildwood)

## **Architecture and Construction**

Building Construction (Bush, Coopers and Wildwood)

## **Health Science**

Dental Assisting (Bush)

Nurse Assisting (Bush, Coopers and Wildwood)

Animal Science (Bush)

## **Information Technology**

CISCO Networking Academy (Coopers and Wildwood)

## **Law and Public Safety**

Criminal Justice (Bush, Coopers and Wildwood)

## **Manufacturing Production**

Welding (Bush and Wildwood)

Welding and Machine Trades (Coopers)

## **Human Services**

Early Childhood (Bush)

## **Marketing Sales and Services**

Cosmetology (Bush, Coopers and Wildwood)

## **Hospitality and Tourism**

Culinary Arts (Bush, Coopers and Wildwood)

## **Arts, Audio/Video Technology and Communications**

Fashion Design (Bush)

Digital Media Arts (Bush, Coopers and Wildwood)

Audio/Media Design (Bush)

## **New Visions Program Offerings**

New Visions Health (Bush)

New Visions Medical (Coopers and Wildwood)

New Visions Innovation Leadership & Business (Bush)

New Visions Education and Human Services (Bush)

## **Certification/Licensing Opportunities**

A+ (Coopers and Wildwood)

Network + (Coopers and Wildwood)

CISCO Certified Entry Networking Technician (CCENT) (Coopers and Wildwood)

CDL Class B Licensing (Coopers and Wildwood)

Certified Nurse Assistant (CNA) (Bush, Coopers and Wildwood)

Cosmetology (Bush, Coopers and Wildwood)

NCCER (Bush, Coopers and Wildwood)

ProStart (Bush, Coopers and Wildwood)

Security Guard (Bush, Coopers and Wildwood)

## **Proposed Cost Methodology**

Percentage of total averaged enrollment from 2019-2020 fiscal year

## **Aid Status**

BOCES Aid



# Instructional Services

## 403-5873 Alternative Education Program

### A. Alternative Education Secondary (403.003)

#### Coopers, Wildwood and Bush

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

### B. Alternative Education Middle School (403.004) Hornell

Certified academic teachers, social workers and classroom aides develop and maintain a unique and positive learning environment that fosters both academic and social growth for 7th and 8th grade students. This program is designed to identify young students at risk and provide them with the support systems they need to succeed in the educational process.

- **Proposed Cost Methodology**  
July 1st numbers with June adjusted per agreement. (See appendix, page 32)
- **Aid Status**  
BOCES Aid

### C. Adventure Based Learning (403.001)

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

- **Proposed Cost Methodology**

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

- **Aid Status**  
BOCES Aid

## 415-5875 Summer School

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

- **Secondary Summer School (415.000)**

Typically a six-week program providing academic instruction in mathematics, science, English language arts and social studies for grades 7-12 who are repeating a course. These courses are offered in a traditional classroom setting as well as on-line. Enrichment course offerings are based upon component district requests.

- **Driver Education (415.001)**

A six-week program preparing students for meeting NYS Department of Motor Vehicle licensing requirements.

- **Regents Review Classes (415.002)**

Offered for various courses prior to taking the Regents exams.

- **Summer School Regents Exam (415.005)**

Registration for students to take a NYS Regents exam.

- **Proposed Cost Methodology**

Tuition rate per course registration

- **Aid Status**  
BOCES Aid

## 445-5880 P-TECH (STEM ACADEMY)

Provides a curriculum including career-infused, inquiry and project-based instruction with a focus on science, technology, engineering and math that allows students to earn a high school diploma and an Associate's degree in up to 6 years. Instruction is delivered in a student centered, non-traditional, experiential classroom setting that develops students creativity and problem

# Instructional Services

solving skills. Students follow personalized pathways in the fields of Advanced Technical Education, Health Care or Clean Energy as they master academic, personal, technical and workplace skills needed to successfully transition from education to real-world careers.

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

## Special Education

### 203-4220 Special Class: S/P Ratio 1:12:1

#### A. Academic Delay (203.220)

Programs are located within component schools and serve students identified as learning disabled, intellectually disabled or emotionally disabled requiring an academic program within the moderate range.

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

#### B. Transition Program (Adult, Community, College and Educational Support Services) (203.220)

These programs are located in non-traditional school settings. These programs provide soft skill training, portfolio development and vocational skills for students with special needs, ages 18 and up, to ensure a successful school to work transition. Job coaching is available. The home school district is responsible for public transportation costs incurred by their students.

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

### 204-4240 Special Class: S/P Ratio 1:12 + (3:1) (204.000)

Programs are located within schools or on campuses. They serve students with severe multiple disabilities. The programs consist primarily of habilitation and treatment, while academic instruction at the students' individual level is given. In addition to the teacher, the staff/student ratio shall be one staff person to three students. The additional staff may be teachers, supplementary school personnel and/or related service providers (12:1 + (3:1)).

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

### 205-4210 Special Class: S/P Ratio 1:15 (205.000)

This program is located on the Bush campus and provides daily living and pre-vocational/vocational skills for students with developmental disabilities, ages 12 and up. Job coaching is also provided for on-site support.

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

### 209-4235 Special Class: S/P Ratio 1:8:1 (209.000)

#### A. Special Class: S/P Ratio 1:8:1 (209.000)

A. This program is located within component schools or on GST BOCES campuses. It serves students who are identified as emotionally disabled and at times, with an intellectual disability. There is intensive behavior and management support. There is a high degree of structure within the academic day. High school students have a work-study component built in. School social workers provide a therapeutic component.

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

# Instructional Services

## B. Project SEARCH (209.215)

This program is located at the Ira Davenport Memorial Hospital in Bath and St. Joseph's Hospital in Elmira. This is a school-to-work transition program for students with disabilities in their last year of high school or school eligibility to learn employment skills, while fully embedded in a work environment. There are three internship rotations where students learn transferable work skills. The students also learn independent living skills. The home school district is responsible for transportation costs incurred by their students.

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

## 216-4230 Special Class: S/P Ratio: 1:6:1

### A. Day Treatment (216.000)

This program serves students who are classified as emotionally disabled with mental health needs, along with intensive behavior management needs. School social workers provide a therapeutic program in a self-contained setting. Staff from Elmira Psychiatric Center provide a day treatment program to the students within these 1:6:1 classes.

### B. Emotionally Disabled (216.214)

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

### C. Autism (216.217)

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

physical and/or occupational therapy is available.

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

## Itinerant Services

*Aid on maximum of 60 percent FTE*

### 300-5830 Itinerant Library Media Specialist (300.000)

Shared service in library media in two or more school districts.

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

### 301-5510 Itinerant Music (301.000)

Shared service in music in two or more school districts.

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

### 303-5320 Itinerant Art (303.000)

Shared service in art in two or more school districts.

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

# Instructional Services

## **304-4620 Itinerant Visually Impaired-Instructional (304.000)**

Shared service providing direct and indirect instruction and/or services to students identified as blind or visually impaired in district classrooms or other approved facilities.

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

## **304-4620 Itinerant Visually Impaired-Instructional Support (304.001)**

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

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

## **305-6716 Itinerant Physical Therapy (305.000)**

Shared service in physical therapy in two or more school districts for students identified in need of service. Requires a medical script.

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

## **307-5200 English as a Second Language (307.000)**

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

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

## **308-5420 Itinerant Physical Education (308.000)**

Shared service in regular or adaptive physical education in two or more school districts.

- **Proposed Cost Methodology**  
Pooled percentage of a full-time equivalent requested by district
- **Aid Status**  
BOCES Aid for regular education students and Excess Cost Aid for students with disabilities

## **309-5130 Itinerant Speech Improvement (309.000)**

Shared service in speech/language in two or more school districts for regular education students.

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

# Instructional Services

## **310-4650 Itinerant Speech Impaired (310.000)**

Shared service in speech/language in two or more school districts for students with disabilities.

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

## **312-6810 Itinerant School Psychologist (312.000)**

Shared service in school psychology in two or more school districts for regular education students.

- **Proposed Cost Methodology**  
Pooled percentage of a full-time equivalent requested by district.
- **Aid Status**  
BOCES Aid for regular education students and Excess Cost Aid for students with disabilities

## **313-6718 Itinerant Interpreter for the Deaf (313.000)**

Shared service providing an interpreter for the deaf in two or more school districts.

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

## **316-3210 Itinerant Home and Careers (316.000)**

Shared service in Home & Careers in two or more school districts.

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

## **320-6163 Itinerant Supervisor of Special Education Programs (320.000)**

This service provides assistance in representing the school district as the CSE Chair. The duties include facilitating CSE meetings, coordinating special education services for students and supervision of staff. Services are provided by a certified administrator.

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

## **321-6510 Shared Attendance Supervisor (321.000)**

Shared service provides an attendance teacher to assist participating districts with improving school attendance.

- **Proposed Cost Methodology**  
District K-12 enrollment (BEDS Fall 2019)
- **Aid Status**  
BOCES Aid

## **323-6813 Itinerant Comprehensive Diagnostic Services (323.000)**

Shared service to assist disabled and non-disabled students. Students will receive in-depth selected evaluations and diagnosis and/or educational and behavioral consultation resulting in recommendations and specific strategies for teachers and parents.

- **Proposed Cost Methodology**  
Pooled percentage of a full-time equivalent requested by district
- **Aid Status**  
Coordination and contracted cost associated with disabled students-Excess Cost Aid  
Coordination cost only associated with non-disabled students-BOCES Aid

# Instructional Services

## **324-6717 Itinerant Occupational Therapy (324.000)**

Shared service in occupational therapy in two or more school districts for students identified in need of service. Requires a medical script.

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

## **326-4640 Itinerant Hard of Hearing (326.000)**

Shared service providing deaf and hard of hearing students direct/indirect instruction and/or related services in district classrooms or other approved programs.

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

## **327-4630 Itinerant Teacher of the Deaf (327.000)**

Shared service providing deaf students direct/indirect instruction and/or related services in district classrooms or other approved programs.

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

## **330-6711 Itinerant Nurse/Nurse Teacher (330.000)**

Shared service providing nurse services in two or more school districts.

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

## **331-4670 Itinerant Consultant Teacher (331.000)**

Shared service providing indirect and direct consultant services in two or more school districts for students with disabilities and program staff.

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

## **332-6910 Itinerant School Social Worker (332.000)**

Shared service providing a certified school social worker in two or more school districts.

- **Proposed Cost Methodology**  
Pooled percentage of a full-time equivalent requested by district
- **Aid Status**  
BOCES Aid for regular education students and Excess Cost Aid for students with disabilities.

## **409-5874 Academic Programs-Special Facilities Detention Center at Bath (Steuben & Chemung Counties) (409.000)**

This service provides educational services to students who are court placed in the Detention Center.

- **Proposed Cost Methodology**  
Daily rate based on actual pupil days of service
- **Aid Status**  
BOCES Aid for regular education students and Excess Cost Aid for students with disabilities



# Instructional Services

## **520-6817 Comprehensive Support Services (Transition Services for Students with Disabilities) (520.000)**

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

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

## **Related Services**

### **725-4020 Related Service: Occupational Therapy (725.000)**

Occupational therapy services delivered to students as stated on their IEP. Requires a medical script.

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

### **726-4020 Related Service: Physical Therapy (726.000)**

Physical therapy services delivered to students as stated on their IEP. Requires a medical script.

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

### **727-4020 Related Service: Deaf and Hearing Impaired (727.000)**

Deaf and hearing impaired services delivered to students as stated on their IEP.

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

### **728-4020 Related Service: Vision (728.000)**

Visually impaired services delivered to students as stated on their IEP.

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

### **729-4020 Related Service: Speech (729.000)**

Speech/Language services delivered to students as stated on their IEP. Requires a medical script.

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

### **731-4020 Related Service: Adapted Physical Education (731.000)**

Adapted physical education services delivered to students as stated on their IEP.

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



# Instructional Services

## **732-4020 Related Service: 1:1 Teacher Aides - Multiple Options (732.000)**

Teacher Aides for individual students are available per district request. They provide assistance with health, self-care related areas and behavior management to support students in the least restrictive environment.

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

## **733-4020 Related Service: 1:1 Interpreters-Multiple Options (733.000)**

Interpreters are available per district request for hearing impaired/deaf students.

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

## **734-4020 Related Service: Counseling (734.000)**

Counseling services delivered to students as stated on their IEP.

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

## **735-4020 Related Service: Mainstreaming (735.000)**

Mainstreaming is delivered to students as stated on their IEP.

- **Proposed Cost Methodology**  
Rate per one-credit course of mainstreaming.  
(See appendix, page 32)
- **Aid Status**  
Excess Cost Aid

## **737-4020 Related Service: 1:1 Nurse (737.000) (737.001)**

Nursing services provided to students within the Special Education Program

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

## **837-4201 Summer Portion of 12-month Program (Extended School Year)**

### **A. 1:6:1, 1:8:1, 1:12:1, 15:1 (837.021)**

This six-week (30 day) program is designed to continue the school year for students with disabilities who would experience substantial regression without the support of a summer program.

- **Proposed Cost Methodology**  
Actual FTE of enrollment
- **Aid Status**  
Regional rates set by the NYS Program Reimbursement Unit

### **B. Extended School Year 1:1 Aide (837.121)**

Teacher Aides for individual students are available per district request. They provide assistance with health and self-care related areas and behavior management to support students in the least restrictive environment.

- **Proposed Cost Methodology**  
Flat pooled rate based on actual FTE of aide
- **Aid Status**  
Regional rates set by the NYS Program Reimbursement Unit

# Instructional Services

## **C. 1:1 Licensed Practical Nurse (837.221)**

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

- ***Proposed Cost Methodology***  
Flat pooled rate based on actual FTE of nurse
- ***Aid Status***  
Regional rates set by the NYS Program Reimbursement Unit

## **D. 1:1 Registered Nurse (837.321)**

Registered Nurses for individual students are available per district request. A nurse is dedicated to all medical care of an individual student, as indicated by the needs in the student's IEP. The nurse will remain with the student throughout the school day.

- ***Proposed Cost Methodology***  
Flat pooled rate based on actual FTE of nurse
- ***Aid Status***  
Regional rates set by the NYS Program Reimbursement Unit

## **E. Related Service Only (837.021)**

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

- ***Proposed Cost Methodology***  
Actual FTE of staff time
- ***Aid Status***  
Regional rates set by the NYS Program Reimbursement Unit

# Instructional Support Services

## 318-6110 Shared Supervision (318.000)

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

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

## 401-5842 Arts in Education (401.000-401.002)

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

- **Proposed Cost Methodology**  
Base cost: 2 years prior RWADA (2019-2020)  
Flat fees based on artist/performance requested
- **Aid Status**  
BOCES Aid

## 412-5876 Advanced Placement Courses Accelerated College Education (ACE) (412.000)

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

- **Proposed Cost Methodology**  
Based on number of students enrolled for Corning Community College credit. Advanced Placement (AP) test fee paid by student. Specially reduced Corning Community College course credit fee paid by student
- **Aid Status**  
BOCES Aid

## 426-5840 Exploratory Enrichment (426.000-426.001)

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

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

## 430-5877 E-Learning (430.000-430.001)

This service provides students and educators access to high-quality learning opportunities through the use of internet-based or video-based technologies. Opportunities include, but are not limited to, fully-synchronous distance learning, asynchronous online (web-based) learning, and blended/hybrid learning experiences.

This service provides professional learning and support for all aspects of Interactive Video Conferencing (IVC) technologies. The service also provides support for locating, scheduling, and using IVC for shared classes, teacher collaborations, and/or vendor-based educational programs. Consultation and assistance for room design and equipment purchasing for IVC purposes is also provided.

Students are provided with the opportunity to take online courses for first time credit, credit recovery,

# Instructional Support Services

electives, test prep, and/or advanced-level credit (AP/ACE). The E-Learning Coordinator will work as a liaison between course vendors and the districts, support district teachers who act as teachers of record (ToR), and maintain a pool of GST BOCES teachers of record (for use when a district TOR is unavailable). Ongoing Professional Learning opportunities will be provided for staff involved in the planning, organizing, management, and teaching of online courses while also providing overall program evaluation.

The E-Learning Coordinator will represent the GST BOCES region by participating in relevant regional, state-wide, national, and international professional learning communities, consortia and organizations.

- **Proposed Cost Methodology**  
Coordination: Two years prior RWADA (2019-2020)  
District specific requests: Based on actual usage
- **Aid Status**  
BOCES Aid

## 506-6210 Shared Curriculum Development Coordinator (506.000)

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

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

## 508-6316 Library Media Services (508.000-508.002)

Services include interlibrary loan facilitation, access to the SCOOLS regional catalog, Cooperative Collection Development (CCD) available in \$100 blocks for developing specific areas of need, coordinated purchases of

multiple copy titles for classroom use or book discussion groups and coordination of online subscription databases.

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

## 512-6360 Computer Service, Instructional (512.000-512.001)

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

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

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

# Instructional Support Services

## 513-6320 Library Automation (513.000-513.006)

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

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

## 514-6111 Academic All Stars Coordinator (514.000)

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

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

## 516-6212 Planning, Instructional (Grant Writing) (516.000)

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

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

## 518-6161 Coordinator of Home Instruction (518.000)

This service assists school districts in the required responsibilities for students who are instructed at home.

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

## 525-6261 Staff Development: Certified and Administrative (525.000-525.004)

### A. Instructional Support Teachers

Instructional Support Teachers implement and coordinate aspects of identified curriculum developmental projects, including STEM Education, in order to improve instruction and therefore, student performance. The Instructional Support Teachers work closely with district teachers and administration in the planning and implementation of curriculum development, instructional practices and assessment.

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

## 527-6318 Instructional Materials

### A. Science Resource Center (527.000)

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

- **Proposed Cost Methodology**  
Base cost: Two years prior RWADA (2019-2020)  
Specific district requests: Cost per kit
- **Aid Status**  
BOCES Aid

# Instructional Support Services

## B. Science and Discovery Center (527.002)

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

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

## 528-6136 Industry/Education Activities (Career Development Council)

### A. Basic Career Education Services (528.000)

Career Development Council (CDC) base services provide career awareness/career exploration/career development services for K-12 students & educators to advance knowledge about the world of work, the wide range of career options, and to support integration of the New York State Learning Standards for Career Development and Occupational Studies (CDOS) into all content areas.

Partnership in this regional consortium offers access to regional events including:

- Career Panels (opportunities for high school students to gain awareness of various career options in a career category (e.g. Healthcare)
- STEM Day at Corning Community College (primarily juniors & seniors)
- Sophomore Career Day at Alfred State
- Working Worlds – Business/industry tours with professional development for educators series
- Architectural Awareness – middle school level
- Life: Powered by You! – middle school level

School/district specific career development services include onsite CDC school representative to meet with students, teachers, and counselors for requested career

programming which may include a variation of the following:

- Career/Classroom Speakers
- Job Shadows – individuals/small group, for students (primarily juniors & seniors) and/or educators
- Career-related Field Trips including tours of businesses and industry sites
- Career Day (typically elementary/middle school)
- Mock Interviews
- Career-related Student Workshops
- Student data tracking – customized district reports of all activities – BEDS data for student/educator/business involvement

- **Proposed Cost Methodology**  
Based on district K-12 enrollment (BEDS Fall 2019)
- **Aid Status**  
BOCES Aid

## B. High School Internships (528.002)

Unpaid short-term placements, based upon career interests.

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

## C. Youth Leadership Institute (528.005)

One-week summer leadership workshop for sophomores, juniors and seniors. Sessions focus on strengths-based leadership development, plus the opportunity to develop and deliver a public speaking presentation to community leaders.

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



# Instructional Support Services

## D. Additional Career Services (528.008)

Development of new and/or customized services to meet school/district needs

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

## 536-6368 Model Schools (536.000-536.001)

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

- **Proposed Cost Methodology**  
Base service: Two years prior RWADA (2019-2020).  
Stipends: Based on actual participation
- **Aid Status**  
BOCES Aid

## 537-6211 School/Curriculum Improvement Planning (SIP) (537.000-537.004)

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

- **Proposed Cost Methodology**  
Base service: Two years prior RWADA (2019-2020)  
Workshop costs: Based on number of workshop days

districts request on May 1 of prior year (Final Services Request Form) with June billing adjusted per agreement (see appendix, page 32)

Data Analysis: Based on a flat rate per building

Leadership: Based on a flat rate per district

Sub Reimbursement: Based on district sub rate

Stipends: Based on regional stipend rate

Superintendents' Retreat: Based on flat rate per district

NYSCOSS: Based on flat rate per district

Principal's Coalition: Based on flat tuition rate

Network Team: Based on flat rate per school building

Regional Scoring: Based on fee per test

Additional services: Based on district specific requests

- **Aid Status**  
BOCES Aid



# Computer Services

## 522-6312 Equipment Repair (Audio Visual, Microcomputer and Electronic) (522.000-522.001)

This service maintains and repairs computers, mobile devices and audio visual equipment, including but not limited to interactive whiteboards/touch boards, digital projectors, TVs/large screen monitors, digital cameras, VoIP phones, microcomputers, laptops, tablets, printers and computer-related peripherals in participating districts. Depot type repairs are available for 1:1 student laptops; the depot is set up to allow for efficiency in getting repairs completed. Preventative maintenance is available for equipment including room mounted projectors. The service also provides interactive whiteboard design/layout templates and setup and installation support.

- **Proposed Cost Methodology**  
Based on actual number of units repaired/installed from July 1, 2019 to June 30, 2020 plus actual parts cost  
Supplies: Based on actual usage
- **Aid Status**  
BOCES Aid  
*District supplies are not eligible for BOCES Aid*

## 605-7710 Computer Service: Management

### A. Network Services

Districts must participate in the core services of Telecom (605.001), Server (605.006) and Backup (605.028) to utilize Desktop (605.002), Email (605.003) and Instructional (605.005). Centralized Help Desk is included in core services.

### A-1. Telecom (605.001) – Core Service

This service provides the Local and Wide-Area Network (WAN) service. It ensures computer network connectivity within district buildings and across the entire regional SSCTA BOCES WAN and includes monitoring, configuration and management of all routers and switches. This service comprises the management and configuration of the regional wireless system including all wireless controllers, access points, licensing, wireless management software and provides appropriate levels

of secure network access according to the type of user and mobile device.

- **Proposed Cost Methodology**  
Number of district computing devices connecting to the regional network, either wired or wirelessly, as of September 1, 2020
- **Aid Status**  
BOCES Aid

### A-2. Desktop Technicians (605.002)

This service provides on-site support of centrally managed networked devices including, but not limited to, notebooks, mobile devices, peripherals, desktops and BOCES standard supported software, with Internet access, general network access, e-mail access and peripheral installation.

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

### A-3. Electronic E-mail Service (605.003)

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

- **Proposed Cost Methodology**  
Number of staff district e-mail accounts as of September 1, 2020. Managed student e-mail accounts will be charged a fee of \$3.00 times the number of staff district e-mail accounts.
- **Aid Status**  
BOCES Aid

### A-4. Instructional Network Service (Inventor, Solidworks, Renaissance Place, etc.) (605.005)

This service provides the design, installation and ongoing support for access to instructional network software, network file and printer sharing access and student H: drive access.

# Computer Services

- **Proposed Cost Methodology**  
Per student fee based on K-12 enrollment (BEDS Fall 2019)
- **Aid Status**  
BOCES Aid

## **A-5. Server (605.006) – Core Service**

This service provides capability and access to network directory services, network stored user data, district application data, network file and printer sharing access, configuration and management of Office 365 services.

- **Proposed Cost Methodology**  
Number of district computing devices connecting to the regional network, either wired or wirelessly, as of September 1, 2020
- **Aid Status**  
BOCES Aid

## **A-6. VOIP Unified Communications Systems Service (605.027)**

This service provides the design, configuration, installation assistance and yearly support for a CISCO based Voice over Internet Protocol (VoIP) unified communication system. Included in this service is the management of Unified Messaging (voicemail integration with Exchange/Outlook), 911 Emergency Management, district IP paging and all-call systems and support, call accounting and phone handset repair. Two service options exist:

- Comprehensive Hosting
- Distributed Support Service

Both options require the district to be connected to the regional wide area network.

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

## **A-7. Backup and Data Restoration Services (605.028) – Core Service**

This service provides centralized backup of users' and application data, including file level data restoration. Regional Disaster Recovery Services are included utilizing

a combination of the BOCES campuses for offsite data storage.

- **Proposed Cost Methodology**  
Number of district computing devices connecting to the regional network, either wired or wirelessly, as of September 1, 2020
- **Aid Status**  
BOCES Aid

## **A-8. IP Security Service (605.029)**

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

- **Proposed Cost Methodology**  
Number of district security cameras as of September 1, 2020 plus system maintenance
- **Aid Status**  
BOCES Aid

## **A-9. Fax Service (605.031)**

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

- **Proposed Cost Methodology**  
Based on number of district fax lines/ATA's as of September 1, 2020
- **Aid Status**  
BOCES Aid

# Computer Services

## **A-10. Data Privacy and Security Service (DPSS) (605.032)**

The service is designed to provide leadership to districts related to student and teacher data privacy best practices. The service delivers data security and privacy tools alongside expertise to support districts in the region to meet their data privacy and security challenges. This service supports district compliance with New York State's Common Core Reform Act, Education Law 2-d.

- **Proposed Cost Methodology**  
No charge for districts participating in all Core Services {Telecom (605.001), Server (605.006) and Backup (605.028)}  
Flat fee for districts not participating in Core Services
- **Aid Status**  
BOCES Aid

## **B. Regional Infrastructure Service (605.007-605.008)**

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

- **Proposed Cost Methodology**  
Based on a per DEMARC (telecommunication router/switch required to connect two school buildings) as of September 1, 2020
- **Aid Status**  
BOCES Aid

## **C. Distributed Systems Resource Service (DSRS)-Technology Directors (605.013)**

This service provides districts with an extensive networked environment with a full range of resources to plan, manage, coordinate and implement districts' technology initiatives.

- **Proposed Cost Methodology**  
District K-12 enrollment (BEDS Fall 2019) and FTE requested (level of service)
- **Aid Status**  
BOCES Aid

## **D-1. Financial Services (605.033 and 605.034)**

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

- **Proposed Cost Methodology**  
Per paycheck fee from July 2019 to June 2020 plus district specific software license fee
- **Aid Status**  
BOCES Aid

## **D-2. Tax Bill Printing and Collection (605.035)**

This service utilizes data obtained from the NYS RPS system to calculate taxes and generate tax bills and other related reports. Additionally, the service provides a web-based tax collection application.

- **Proposed Cost Methodology**  
Per tax bill from July 2019 to June 2020
- **Aid Status**  
BOCES Aid

## **D-3. Inventory and Asset Management Service (605.036)**

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

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

## **E. Student Management Service-SchoolTool (605.010-605.011)**

This service provides the ability to manage census, homeroom attendance, period by period attendance, grades, transcripts, schedules, discipline, health records and hundreds of reports for each school/district, as well

# Computer Services

as access to customized databases, as well as parental access to child's information.

- **Proposed Cost Methodology**  
Two-years prior RWADA (2019-2020)
- **Aid Status**  
BOCES Aid

## F. Special Education Management Service/ Academic Intervention Service (AIS) (605.020)

This service provides software programs to manage and report data on special education students and students who require academic intervention, as well as electronic transfer of STAC and PD reports to the NYS Education Department.

- **Proposed Cost Methodology/Special Education Management Service**  
Number of Special Education students as of September 1, 2020
- **Aid Status**  
BOCES Aid
- **Proposed Cost Methodology/AIS**  
Per student fee based on K-12 enrollment (BEDS Fall 2019)
- **Aid Status**  
BOCES Aid

## G-1. Testing Service (605.015-605.016)

This service provides computerized scoring of most standardized and all state tests (including Regents) and a variety of reports.

- **Proposed Cost Methodology**  
Number of tests scored and test booklets  
September 1, 2019 - August 31, 2020
- **Aid Status**  
BOCES Aid

## G-2. State Data Collection/Datawarehousing & Assessment Reporting (605.016)

This services collects data from multiple sources (e.g. students systems, NYS & local assessments, HR/Finance systems, Food Services systems, Special Educations systems) into a central data warehouse for purposes of regional reporting and subsequent data collection activ-

ities required for reporting to NYSED. This is a mandatory service.

- **Proposed Cost Methodology**  
Flat fee per district and flat fee per building for datawarehouse hosting
- **Aid Status**  
BOCES Aid

## G-3. Data Administrator Consultation Service (605.016)

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

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

## H. Instructional Development of Educational Application Service (IDEAS) (605.017)

This service provides the development of web-based learning applications (e.g., assessments, curriculum design templates, instructional lessons, content-related custom-designed software and ToolboxPro), video streaming services, aerial videography and the design of interactive multimedia online staff development courses.

- **Proposed Cost Methodology**  
Per student fee based on K-12 enrollment (BEDS Fall 2019)
- **Aid Status**  
BOCES Aid

## I. Internet Service (605.018-605.019)

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

- **Proposed Cost Methodology**  
Percentage of utilization from July 2019 to June 2020
- **Aid Status**  
BOCES Aid

# Computer Services

## J. Cafeteria Point of Sales (605.021-605.022)

This service provides districts with a computerized cash register school meal management and reporting system. Included in service is training, end user support and data loads from/to other systems.

- **Proposed Cost Methodology**  
Per student fee based on K-12 enrollment (BEDS Fall 2019) in each school building
- **Aid Status**  
BOCES Aid

## K. Student/Staff ID Card (605.023)

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

- **Proposed Cost Methodology**  
Charges July 2019-June 2020 are itemized as follows:
  - Initial Card \$2.00
  - Additional Card \$1.00
  - Badge Clip At cost
  - Badge Holder At cost
  - Lanyard At cost
  - Prox Card \$5.00
- **Aid Status**  
BOCES Aid

## L. Medicaid Reimbursement Service (605.024)

This service provides coordination and billing for services provided to Medicaid-eligible students.

- **Proposed Cost Methodology**  
Per student fee based on K-12 enrollment (BEDS Fall 2019)
- **Aid Status**  
BOCES Aid

## M. Document Imaging Service (605.009)

This service provides an enterprise content management system that allows school districts to easily access old and recent employee and student records from their desktop computer. The service provides scanning of paper documents from the district office, digitization,

indexing and electronic storage and retrieval as well as backup and retention of data.

- **Proposed Cost Methodology**  
Two years prior RWADA (2019-2020)
- **Aid Status**  
BOCES Aid

## N. Shared Chief Information Officer (CIO) Service (605.026)

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

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

## O. Energy Utilization Metering & Management Service (605.025)

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



# Computer Services

# Management Services

- **Proposed Cost Methodology**

Per installed building

- **Aid Status** BOCES Aid

## **P. Facilities Management (605.037)**

This service provides procurement, coordination, and support of hardware & software associated with facility management products and systems.

- **Proposed Cost Methodology**

Base flat fee per district + flat fee per building + district specific licensing fees & vendor maintenance contracts.

- **Aid Status** BOCES Aid

## **507-6114 Interscholastic Sports Coordination (507.000)**

A BOCES employee coordinates athletic activities by scheduling athletic contests, as well as working with each sports coordinator and athletic director when rescheduling is needed.

- **Proposed Cost Methodology**

Flat rate per district

- **Aid Status**

BOCES Aid

## **511-6313 Printing (511.000-511.002)**

**A. Participating districts must participate in the Educational Communications Center or Library Services/ Media base service to be approved for aid.**

This service provides school districts with cost effective printing, including newsletters, calendars, brochures, student handbooks, student planners, programs, letterhead, certificates, posters and other printed material. Bulk mailing also is available.

- **Proposed Cost Methodology**

Labor: three-year average (2017-2018 through 2019-2020)

Supplies: Based on actual usage

- **Aid Status**

BOCES Aid

*District supplies are not eligible for BOCES Aid*

## **B. Courier Service (511.005)**

Delivery service to participating districts.

- **Proposed Cost Methodology**

Percent of usage comprised of number of delivery days multiplied by number of locations

- **Aid Status**

BOCES Aid

# Management Services

## 602-7810 Employee Benefit Coordination

### A. Healthcare Plan (602.001)

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

- **Proposed Cost Methodology**  
Fee per enrollee in health care plan, December 2020
- **Aid Status**  
BOCES Aid

### B. Worker's Compensation Plan (602.002)

This service provides management and coordination of the GST Area Schools Worker's Compensation Plan. A BOCES employee serves as the secretary/treasurer for this plan.

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

## 606-7410 Substitute Coordination (Sub Teacher Registry) (606.000)

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

- **Proposed Cost Methodology**  
Number of district employees requiring a sub as of October 1, 2020
- **Aid Status**  
BOCES Aid

## 608-7111 Negotiations (Labor Relations)

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

- **Proposed Cost Methodology**  
Flat rate per district for coordination plus a rate based on number of district employees reported by district October 1, 2020
- **Aid Status**  
BOCES Aid

## 609-7470 Safety/Risk Management

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

### A. Coordination (609.000)

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

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

### B. Training (609.002)

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



# Management Services

- **Proposed Cost Methodology**  
Based on number of district employees reported by district October 1, 2020
- **Aid Status**  
BOCES Aid

## C. Option A Testing (609.003)

Indoor Air Quality  
Noise  
Radon  
Water Quality  
Mold Sampling  
Emergency Management Plans  
Laboratory Hood Test  
Microwave Testing

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

## D. Asbestos Service (609.004)

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

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

## E. Fire/Structural Inspections (609.005)

Annual Inspections  
Filing Reports with SED  
Facility Report Cards  
Five-year Plans

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

## 610-7116 Employee Assistance Program (610.000)

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

- **Proposed Cost Methodology**  
Based on number of district employees reported by district October 1, 2020
- **Aid Status**  
BOCES Aid

## 611-7334 Transportation: Other Programs (Drug and Alcohol Testing) (611.000)

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

- **Proposed Cost Methodology**  
Based on number of drivers with CDL licenses as of October 1, 2020
- **Aid Status**  
Transportation Aid

## 612-7017 Business Office Support (CBO) (612.000-612.002)

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

# Management Services

- **Proposed Cost Methodology**  
CBO Administration charge based on two-years prior RWADA (2019-2020)  
Requested services- Based on FTE of staff requested
- **Aid Status**  
BOCES Aid  
Claims auditing is not eligible for aid

## **614-7511 Public Information Service: Central (614.000-614.001)**

The Community Information staff advise and assist administrators, school boards and other district personnel in gathering and preparing publications, calendars, newsletters and other public communications to promote positive and effective school/community relations.

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

## **617-7612 School Food Management (Central) (617.000)**

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

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

## **618-7211 GASB-75 Planning & Valuation Service (618.000)**

This service includes assistance in collecting and reporting required demographic data, an actuarial valuation of demographic data for the purpose of providing disclosures required for school districts' audited financial statements and assistance in interpreting the results.

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

## **623-7112 Recruiting Service (Cooperative Advertising) (623.000-623.001)**

School districts receive lower costs for local classified advertising for recruitment purposes through this service.

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

## **624-7134 Staff Development: Board of Education (624.000)**

Coordination of staff development for component school district and Greater Southern Tier BOCES Board members.

- **Proposed Cost Methodology**  
Charge per district/BOCES Board
- **Aid Status**  
BOCES Aid

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# Appendix

## **403-5873 Alternative Education - Middle School and Secondary Billing**

Districts will submit to BOCES by July 1 the names of students who plan to enroll in the Alternative Education program in September. Each district will be billed based on the number given on July 1.

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

## **537-6211 School/Curriculum Improvement Planning Workshop Billing**

Districts will submit to BOCES by May 1 the numbers of teachers who plan to attend staff development the following school year. Each district will be billed based on the May 1 number.

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

## **735-4020 Mainstreaming**

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



# Greater Southern Tier BOCES

*serving the school districts of:*

Schuyler,

Steuben,

Chemung,

Tioga and

Allegany Counties



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