

ST. LAWRENCE-LEWIS  
**BOCES**

[www.sllboces.org](http://www.sllboces.org)

# 2024-25 DIRECTORY OF SERVICES



# St. Lawrence-Lewis BOCES Component School Districts

**BRASHER FALLS CENTRAL SCHOOL**  
 Superintendent Christopher Rose  
 1039 New York 11C  
 Brasher Falls, NY 13613  
 (315) 389-5131

**CANTON CENTRAL SCHOOL**  
 Interim Superintendent Susan Todd  
 99 State Street  
 Canton, NY 13617  
 (315) 386-8561

**CLIFTON-FINE CENTRAL SCHOOL**  
 Superintendent Matthew Southwick  
 11 Hall Avenue  
 Star Lake, NY 13690  
 (315) 848-3333

**COLTON-PIERREPONT CENTRAL SCHOOL**  
 Superintendent James Nee  
 4921 State Highway 56  
 Colton, NY 13625  
 (315) 262-2100

**EDWARDS-KNOX CENTRAL SCHOOL**  
 Superintendent Erin Woods  
 2512 County Route 24  
 Hermon, NY 13652  
 (315) 562-8130

**GOVERNEUR CENTRAL SCHOOL**  
 Superintendent Jacquelyn Kelly  
 133 East Barney Street  
 Gouverneur, NY 13642  
 (315) 287-4870

**HAMMOND CENTRAL SCHOOL**  
 Superintendent Douglas McQueer  
 51 South Main Street  
 Hammond, NY 13646  
 (315) 324-5931

**HARRISVILLE CENTRAL SCHOOL**  
 Superintendent Robert Finster  
 14371 Pirate Lane  
 Harrisville, NY 13648  
 (315) 543-2707

**HERMON-DEKALB CENTRAL SCHOOL**  
 Superintendent Mark White  
 709 East DeKalb Road  
 DeKalb Junction, NY 13630  
 (315) 347-3442

**HEUVELTON CENTRAL SCHOOL**  
 Superintendent Jesse Coburn  
 87 Washington Street  
 Heuvelton, NY 13654  
 (315) 344-2414

**LISBON CENTRAL SCHOOL**  
 Superintendent Patrick Farrand  
 6866 County Route 10  
 Lisbon, NY 13658  
 (315) 393-4951

**MADRID-WADDINGTON CENTRAL SCHOOL**  
 Superintendent Eric Burke  
 2582 State Highway 345  
 Madrid, NY 13660  
 (315) 322-5746

**MASSENA CENTRAL SCHOOL**  
 Superintendent Ronald Burke  
 84 Nightengale Avenue  
 Massena, NY 13662  
 (315) 764-3700

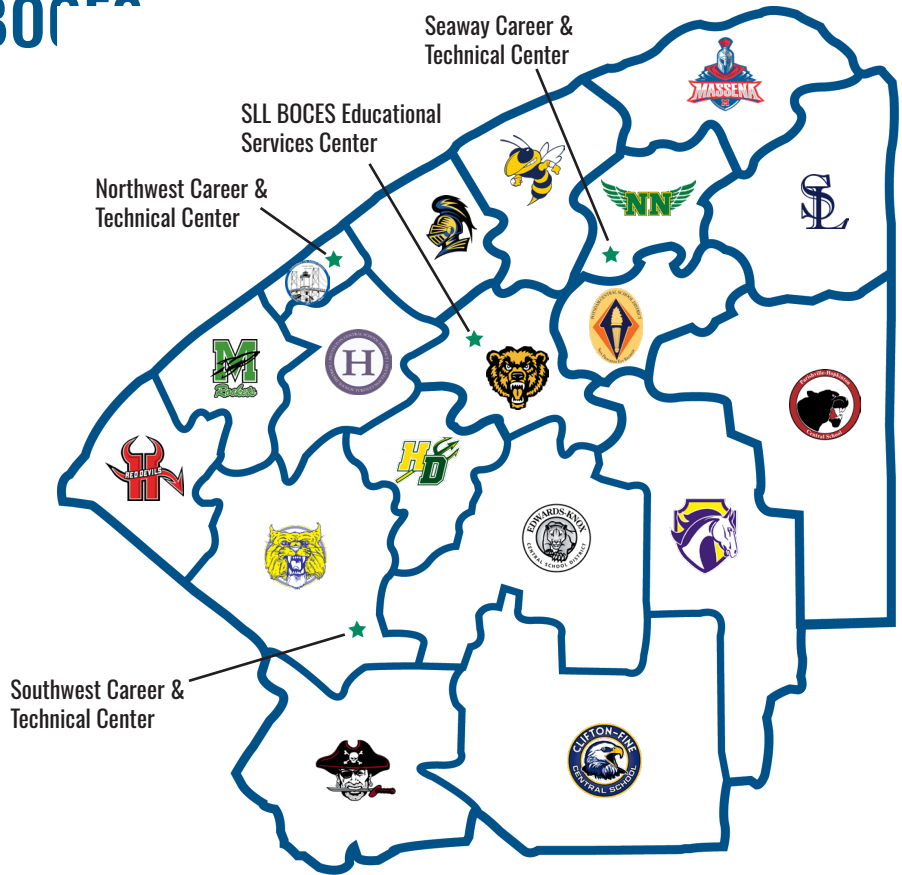
**MORRISTOWN CENTRAL SCHOOL**  
 Superintendent Staci Vaughn  
 408 Gouverneur Street  
 Morristown, NY 13664  
 (315) 375-8814

**NORWOOD-NORFOLK CENTRAL SCHOOL**  
 Superintendent James Cruikshank  
 7852 State Highway 56  
 Norwood, NY 13668  
 (315) 353-9951

**OGDENSBURG ENLARGED CITY SCHOOL**  
 Superintendent Kevin Kendall  
 1100 State Street  
 Ogdensburg NY 13669  
 (315) 393-0900

**PARISHVILLE-HOPKINTON CENTRAL SCHOOL**  
 Superintendent Steven Coffin  
 12 County Route 47  
 Parishville, NY 13672  
 (315) 265-4642

**POTSDAM CENTRAL SCHOOL**  
 Superintendent Jerry Griffin  
 29 Leroy Street  
 Potsdam, NY 13676  
 (315) 265-2000





### Our Vision

The St. Lawrence-Lewis BOCES is committed to providing students, families, schools and communities with educational opportunities to prepare for successful futures in the evolving global economy.

### Our Mission

The St. Lawrence-Lewis BOCES Mission is to provide quality, cost-effective programs and services characterized by leadership, innovation, creativity, and flexibility, to:

- Prepare students to become contributing members of their community.
- Initiate programs in response to emerging needs.
- Encourage the sharing of resources and expertise.
- Provide opportunities for professional growth.
- Include constituents in the decision-making process.
- Provide professional and technical assistance.



## MESSAGE FROM THE DISTRICT SUPERINTENDENT



As we transition back to more “normal” rules of engagement with our policymakers, politicians and budgets, and with declining state aid, revenues and enrollments, we are prepared to play an important role in reshaping our educational systems. In this new post-pandemic landscape, regional collaboration and goal setting will be necessary to insure that we have an adequate and sustainable educational system for all of the students within our BOCES region.

Our programs and services for 2024-2025 reflect this new reality and provide a stepping off point for school districts to increase opportunities and development for their students. Through sharing, school districts may move in the direction of achieving a greater economy of scale and revenue growth. It will also be critically important to ensure equity for all our learners in every community.

It is our hope that you will support our efforts to provide quality programs and services. Our objective has always been, and will always be, to help increase student performance and enhance opportunities for all of the students in the 18 component districts that we serve. In addition to this printed version, this guide is available on our website. The online version can be accessed at [www.sllboces.org](http://www.sllboces.org) throughout the year, as we add services to meet the needs of our component school districts.

We look forward to another year of serving our students and communities together.

Thomas R. Burns

A handwritten signature in black ink that reads "Tom".

District Superintendent/Executive Officer  
315-386-4504, ext. 10150  
[tburns@sllboces.org](mailto:tburns@sllboces.org)

# 2024-2025 BUDGET CALENDAR

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														31																					30						

December 1, 2023	Additions & changes for the service guide and Wincap for each CoSer due to both Kristy McDougall & Patti Rowan
January 10, 2024	Discuss with the superintendent program changes at the CSA meetings.
January 12, 2024	Transfers entered into Wincap by all programs. Any transfers exceeding 5% over previous year need to have back-up submitted to Assistant Superintendent for Instruction & Director of Financial Affairs.
January 24, 2024	At CSA meeting with superintendents – provide BOCES budget timeline.
January 29, 2024	By 4:00 pm – initial budgets must be entered in Wincap with supporting documentation (revenue, FTE’s, copies of budgets) sent to Patti Rowan – <i>send reminder to administrators a week or so prior to date.</i>
January 31, 2024	BOCES President designates, by letter, date of BOCES Annual Election and Budget Vote. Letter and nomination forms mailed to each component and BOCES BOE member – forms due back to BOCES Clerk March 22, 2024 (30 days prior to election – April 22, 2024)
February 21, 2024	Final Service Request Form available to superintendents and business managers online through wincap web.
March 22, 2024	BOCES Board Vacancy Nomination Form due back from component school districts (30 days prior to election).
March 27, 2024	Final Services Request completed and certified in Wincap web by superintendents
March 28, 2024	14 days <u>prior to Annual Meeting</u> – Notice of date, time, and place of annual meeting must be mailed to each member of the Boards of component school districts. Sent to clerks, copies to superintendent and board of education presidents, and BOCES board members.  Legal Notification to newspaper – first notice to papers March 28, 2024
April 4, 2024	Second notice to newspapers (within 14 days of meeting – one week following first notice in newspaper – 3/28/24)
April 8, 2024	14 days prior to the <u>election</u> (April 22, 2024) – BOCES mails ballot containing slate of candidates for BOCES board (to clerks – certified, RRR and to superintendents)
April 11, 2024	BOCES Annual Meeting – review tentative budget
April 12, 2024	Final budget entered into Wincap by program staff – based on Final Services Request forms. Supporting documentation (revenue, FTE’s, copies of budgets) to Patti Rowan – by close of business.
April 22, 2024	Component districts vote on BOCES Administrative Budget & BOCES board members.
April 23, 2024	Component districts notify BOCES of results of election and vote.
May 9, 2024	BOCES BOE meeting – 2024-2025 budget adopted by Board of Education
June 14, 2024	2024-2025 BOCES budget submitted to Commissioner - SED

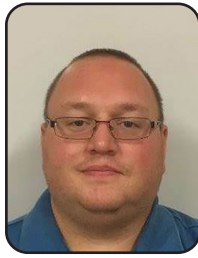
# 2024 Board of Education



**Roger Bennett**  
President



**John "Jack" Zeh, DVM**  
Vice President



**Todd Bates**



**Michael Davis**



**James Lattimer**



**Cindy McLean**



**Michael Miller**



**Ward Remington**



**Kevin Wells**

## SUPERINTENDENT SEARCH

Upon request, the BOCES District Superintendent may be called upon by a component Board of Education to act as a consultant in the selection of a superintendent of schools, in the recruitment, and in the screening and evaluation of candidates.

This service is provided under the BOCES Administrative Service Budget. This process includes:

- Developing and mailing search brochures
- Placing advertisements in state-wide publications
- Screening applicants
- Assisting the board in setting up a process for interviews
- Meeting with staff and community groups
- Selecting finalists

**St. Lawrence-Lewis BOCES is committed to work successfully with component districts across the region:**

- To increase student performance and enhance opportunities to access advanced coursework essential for a successful preparation for college, career, and citizenship including alternative and technology-based platforms
- To promote regional sharing and delivery models through inter-BOCES as well as intra-BOCES arrangements
- To continuously evaluate BOCES services for quality, efficiency, and potential improvement, including input from our component school district partners
- To provide financial and operational solutions to our component school districts helping them maximize new revenue sources, and specifically to provide training and build school district preparedness for lean times due to reductions of federal and state aid.

**St. Lawrence-Lewis BOCES will:**

- Work with our Regional Partners, including SUNY Potsdam, to build and refine regional pipelines that will produce teachers and future educational leaders for the region, including the Ed Leadership Program at SUNY Potsdam and the Advanced Certificate in Special Education Program, and the District Superintendents' Innovation Committee and BOCES of NYS Teacher Ambassador Program.
- Work with component districts to provide professional development of a multi-year Implementation of The Science of Reading to address significant literacy gaps across the region.
- Continue to provide school districts and BOCES staff the information, resources, and training necessary to protect digital information, including Personally Identifiable Information (PII) of staff/students, and to protect our technology platforms.
- Develop resources to support BOCES and SLL component districts as they raise awareness and build capacity toward the implementation of the New York State Education Department's Culturally Responsive Sustaining Education Framework and the embedded components of Diversity, Equity, and Inclusion.
- Begin a comprehensive review of regional Special Education programs and classes, both BOCES and school district, with an eye towards future restructuring.





## **2024-2025 OVERVIEW & DIRECTORY OF SERVICES**

This publication is designed to serve component districts and other agencies in planning for the needs of students and staff. Included in this directory is a brief description of each service and the name of the contact person if more information is needed.

Service requests submitted by school districts enable the BOCES to apply for State Education Department approval of the services. This also provides the basis for cost estimates for programs, thus enabling budget preparation for both the individual districts and the BOCES. The BOCES programs and services for school districts are eligible for state aid only when two or more school districts share the program and after the service has been approved by the State Education Department. For more detailed information about each service offered through the BOCES, please visit [wincapweb.com](http://wincapweb.com).

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# Instructional Resources

The Instructional Resources program provides shared teachers, school improvement services, enrichment programs, and professional development. Programs are guided by the mission of providing the best in educational services to our districts through information, consultation, and training.



## Darin Saiff

Assistant Superintendent for Instruction  
(315) 386-4504, ext. 15101

## Johnathan Hirschey

Director of Instructional Resources  
(315) 386-4504, ext. 15106

## Rachel Atkins

Supervisor of Instructional Technology  
(315) 386-4504, ext. 15118

## Cassidy Mattimore

Supervisor of Title I Services  
(315) 386-4504, ext. 15110

## Margeaux Davis

Supervisor of Instructional Resources  
(315) 386-4504, ext. 15111

## Ginger Tebo

LRC Supervisor/School Library System Director  
(315) 386-4504, ext. 10200

## ARTS IN EDUCATION/ PERFORMING ARTS (AIE)

COSER 402

CONTACT: DARIN SAIFF, EXT. 15101

The AIE Program provides participating school districts with high-quality, professional performances and art-integrated learning experiences for students in grades K-12. *BOCES aidable*

**402.010** Base Performances (National/Local Touring Groups)- During a fiscal year, participating districts will receive grade level specific National/International performances.

**402.010** Visiting Artists - Participating districts are eligible to receive arts services from area visiting artists as part of the base fee.

**402.015** Projected Other Performances - Participating districts may "set-aside" funding for projected other performances. (This service is not part of the basic program fee).

**402.020** Additional Contract Performances as Requested - (not covered in the basic program fee and includes a 10% administrative fee). Participating districts may invite contract performers into their district. All performances must have a clear connection to the NYS Learning Standards for the Arts. This also may include payment of NYSSMA fees, Ogdensburg Command Performances (OCP) ticket purchases, and Community Performance Series (CPS) ticket purchases.

## CSE/CPSE CHAIRPERSON

COSER 524.010,  
524.015, 524.020

CONTACT: DARIN SAIFF, EXT. 15101

A district may request the services of a professional to chair the district's Committee on Special Education.

## DEI/CRSE

COSER 502

CONTACT: GINGER TEBO, EXT. 10200

BOCES will provide Diversity, Equity, and Inclusion (DEI), and Culturally Responsive-Sustaining Education (CRSE) resources to participating districts. The DEI/CRSE Resources service will provide guidance, best practices, and training on developing and implementing district policy and practices on Diversity, Equity, and Inclusion.

Some aspects may include:

- Establishing a regional DEI committee
- Providing a shared DEI/CRSE Coordinator to districts as needed
- Identifying, coordinating, and delivering professional development on DEI/CRSE strategies and implementation
- Providing workshops and training for community stakeholder groups
- Developing metrics to measure and monitor progress in DEI/CRSE implementation

*BOCES aidable*

## ELEMENTARY SCIENCE PROGRAM (ESP KITS)

COSER 511

CONTACT: PATTI ROWAN, EXT. 10159

This service provides for the lease or purchase of grades K-6 kits correlated to the New York State Elementary Science Syllabus. Cross contract with Monroe 2 Orleans BOCES. *BOCES aidable*

## EXTRACURRICULAR ACTIVITIES

CONTACT: DARIN SAIFF, EXT. 15101

Extra-Curricular activities enrich the educational experience, promote connectedness and a sense of belonging, and contribute to the development of well-rounded students. Determination, perseverance, achievement, respectfulness, and teamwork are some of the valuable lessons that can be attained through these activities. These activities promote higher order thinking skills to solve real-life problems. *BOCES aidable*

**SAT Exam Prep** *BOCES aidable* **COSER 503.020**

**Whiz Quiz** *Not BOCES aidable* **COSER 503.030**

**Regional Spelling Bee** **COSER 581.490**

The Regional Spelling Bee is offered via a cross contract with Jefferson-Lewis BOCES. *BOCES aidable*

**Odyssey of the Mind** **COSER 581.491**

Odyssey of the Mind is offered via a cross contract with Jefferson-Lewis BOCES. *BOCES aidable*

## EXPLORATORY ENRICHMENT

**COSER 401.010 • Planning Fee**

CONTACT: DARIN SAIFF, EXT. 15101

This service facilitates experiences that extend beyond traditional classroom instruction. Students in grades K-12 engage in enrichment group activities offered through area universities and regional agencies.

These activities focus on curriculum that is based on the NYS Learning Standards in academic and career education areas. Transportation costs are not aidable. Districts are required to pay the planning fee to participate in these programs. *BOCES aidable*

**Available programs include:**

**401.030** Challenge Day

**401.040** Living History Day

**401.050** St. Lawrence University Scholars Enrichment Program

**401.060** Project Challenge

**401.070** Horizons I

**401.071** Horizons II

**401.072** Horizons III

**401.080** First Robotics Advanced

**401.090** First Lego League

**401.091** Additional First Lego League

**401.100** FIRST Robotics Tech Challenge

**401.101** FIRST Robotics Tech Challenge

**401.120** First Lego League Explorer

**401.121** Additional First Lego League Explorer

**401.130** Nature Center Programs

Programs available via cross contract include: Buster the Bus, Freddie the Fire Truck, and Andy the Ambulance. *BOCES aidable*

8 Instructional Resources

## ESSA - FUNDED PROGRAMS (TITLE I SERVICES)

CONTACT: CASSIDY MATTIMORE, EXT. 15110  
OR MARGEUX DAVIS, EXT. 15111

A comprehensive service which includes completion of the consolidated application with ongoing support and a basic – technical support level of service are available. Additionally, coordination of district initiatives can be requested. *BOCES aidable*

### Comprehensive and Consolidated Application

**COSER 501.010.010**

Major components of the service are: completion of the ESSA Consolidated Application, serving as liaison to SED, preparing required reporting documents such as BEDS, Supplement Not Supplant Survey, Comparability Report, and Title IV CSPR. Service also supports district and school planning for Professional Learning Plan, Schoolwide Plan, AIS/RTI Plan and associated ESSA required BOE policies. Assistance and guidance is provided in implementing AIS, RTI and ENL programs and completing required reports. 501.010.020 Technical Assistance Title I Service is included. *BOCES aidable*

### ADDITIONAL SERVICES

**501.010.011 - Private School**

Completion of the Consolidated Application forms for private school and the coordination of services.

**501.010.012 - Comparability for Multiple Elementary Schools**

Completion of the Comparability Report and budgeting.

**501.010.013 - 3 or more BEDS Codes**

Coordination of Title I services for districts with 3 or more BEDS codes.

**501.010.014 - Title ID - Neglected and Delinquent Facilities**

Completion of Application and support for program compliance.

**Technical Assistance Title I Service** **COSER 501.010.020**

Updates from NYSED and technical assistance are provided with regard to ESSA Consolidated Application, McKinney-Vento Homeless Education Act, accountability, assessments and regulatory issues. Additionally, a monthly online reproducible Title I – Home & School Connection newsletter and other resources are provided. *BOCES aidable*

**Coordination of District Initiatives** **COSER 501.010.080**

The service provides assistance to school districts in long-range planning initiatives and designing and/or implementation of RTI/MTSS and professional development, as well as, the coordination of other district initiatives to meet SED and ESSA accountability requirements and mandates. *BOCES aidable*

**CRSSA/ARP Subservice** **COSER 501.010.090**

Assistance in creating the budget and required paperwork for management of the federal funds provided under the Coronavirus Response and Relief Supplemental Appropriations Act and the American Rescue Plan Act.



## FISCAL MANAGEMENT IN-SERVICE TRAINING

COSER 527.010

CONTACT: DARIN SAIFF, EXT. 15101

This is a shared service designed to improve the skills, through staff and consultant workshops and seminars, of administrators and/or other instructional/instructional support personnel of all 18 component school districts. Staff development will include financial management, State and Federal compliance issues, long range planning and other management guidance requested. School Improvement (COSER 526) does not include these types of demographic topics nor these personnel within the component school. *BOCES aidable*

## VIRTUAL SUMMER SCHOOL

COSER 421.010

CONTACT: JOHNATHAN HIRSCHEY, EXT. 15106

St. Lawrence-Lewis BOCES will operate a program of instruction for component districts during the summer using video based and/or web based interactive technologies. The Virtual Summer School will service students in grades 7-12 from students in two or more participating districts. *BOCES aidable*

## REGIONAL SUMMER SCHOOL

COSER 420

CONTACT: JOHNATHAN HIRSCHEY, EXT. 15106

### Summer School Driver Education

COSER 420.020

Students will qualify for their MV278 (5-hour pre-licensing certificate) and the MV285 (blue card) upon successful completion. *Not BOCES aidable*

### Summer School Refresher Courses

COSER 420.040

Summer School Refresher courses are 1-week mini-courses that are offered for students who either want to improve a grade on a Regents exam or might have only failed by a small margin. These courses are offered so that the students will not need to retake the entire course. The cost is equal to 1/6 of the full summer school cost. *BOCES aidable*

## SCHOOL LIBRARY/ LEARNING RESOURCES CENTER

CONTACT: GINGER TEBO, EXT. 10200

### Itinerant Librarian

COSER 335.010

This service is for an itinerant school librarian to be shared between districts where needed and requested by the school districts served by St. Lawrence-Lewis BOCES. Services must be purchased on an FTE basis not to exceed .6 FTE. Please call with individual needs. *BOCES aidable*

## Library Automation

COSER 510

This service provides a variety of library automation services, including database development and support, library “helpdesk” services, cataloging, staff development, on-site training, library inventory, and purchase of library automation equipment, materials, and supplies. *BOCES aidable*

## School Library System Services

COSER 508.010

This service provides access to staff development programming, interlibrary loan, and professional resources. It also allows participation in the Coordinated Cooperative Collection Development (CCCD) program and access to consortium-priced online databases. Access to the Virtual Reference Library (VRL) of digital reference materials, Sora Regional Collection of ebooks and audiobooks for all grade levels, and ProQuest Online research databases is also included. *BOCES aidable*

## Learning Resources Services

COSER 509

This service provides regional Van Delivery service, a curriculum-oriented Media Library with thousands of items in diverse formats and levels, including technology and multimedia kits, DVD’s, audiobooks, classroom book sets, and a collection of professional titles. The Media Library also provides access to digital audio and video streaming collections. All participants in this CoSer are covered by public performance site licenses through Movie Licensing USA. Access to a cross-contracted sheet music library is available as an optional service. *BOCES aidable*

## X/C Oneida-Herkimer-Madison Cooperative Music Sharing

COSER 582.490

The Cooperative Music Library provides districts with access to over 6000 sheet music selections at minimal cost, and enables participating school districts to cooperatively purchase choral, band, and orchestral music. Benefits to school districts include a central location, ongoing support by Media Library staff, online search access, combined buying power of several districts, and compliance with music copyright laws. This program is delivered through a Cross Contract with Oneida-Herkimer-Madison BOCES. *All costs incurred due to lost or damaged materials are the responsibility of the borrowing district. BOCES aidable*

## X/C Oneida-Herkimer-Madison Cooperative Music Postage

COSER 509.049

Participants in the Oneida-Herkimer-Madison Cooperative Music Sharing service must purchase this service to cover the postage costs associated with the delivery and return of these materials. *BOCES aidable*

## SCHOOL/CURRICULUM IMPROVEMENT WITH BASIC DATA

COSER 526.010

CONTACT: JOHNATHAN HIRSCHEY, EXT. 15106

Basic Service - The School Improvement service assists districts to implement long-range professional and data-based school development plans to meet NYSED requirements and improve student learning and performance. Professional development opportunities meet teacher, school, and district needs based upon plans, data, and State and Federal requirements (526.020). Professional development offerings will support the major themes identified by the Instructional Team and component districts, and whenever possible, programming will be constructed in a job-embedded, sustainable fashion. Development of local capacity will be a priority. Consistent and clear information will be given to districts regarding initiatives and revisions in curriculum, instruction, and assessment policies from NYSED. A basic data service will be included with the purchase of School Improvement to include grade 3-8 and Regents (scanned) cumulative, multi-year, reports and graphs. *BOCES aidable*

### Instructional/Assessment Teacher COSER 526.090.010

The instructional support services teacher will assist district administrators and teachers to implement DDI. Duties include assisting teachers to obtain, organize, and analyze data from a variety of software programs. *BOCES aidable*

### Math Professional Developer/Coach COSER 526.091.010

On-site building and grade level math coaching, mentoring and facilitating of scientifically based researched instructional practices are provided to prepare and guide teachers. Math coaches provide support and assistance on the use and analysis of progress monitoring assessments and the implementation of the NYS Learning Standards. *BOCES aidable*

### Literacy Professional Developer/Coach COSER 526.092.010

On-site building and grade level literacy coaching, mentoring and facilitating of scientifically based researched instructional practices are provided to prepare and guide teachers. Literacy coaches provide support and assistance on the use and analysis of progress monitoring assessments and the implementation of the NYS Learning Standards. *BOCES aidable*

### General Professional Learning Developer COSER 526.093.010

On-site district, building, and grade level professional learning sessions of evidence-based instructional practices. General professional developers provide not only professional learning sessions, but also facilitate data meetings and strategic planning towards district goals. *BOCES aidable*

## SHARED ADMINISTRATOR

COSER 310.010 - 12 month  
COSER 310.020 - 10 month

CONTACT: DARIN SAIFF, EXT. 15101

This service provides administrative services to districts as a District Administrator with specific responsibilities and a job description developed by the individual school district. Service must be shared with two districts or with a BOCES program. *BOCES aidable*

## SHARED ITINERANT NURSE COSER 330.010

CONTACT: JOHNATHAN HIRSCHEY, EXT. 15106

The shared itinerant nurse will provide direct care to students in two or more component districts. They will carry out medical treatments as prescribed by a physician such as distributing medications and will attend to daily and emergent medical needs of the students. They will also maintain and process records, provide consultation and in-service education to students and staff, and serve as a liaison between school and families. *BOCES aidable*

## SHARED SERVICES TEACHERS

CONTACT: CASSIDY MATTIMORE, EXT. 15110  
OR DEBORAH FISHER, EXT. 15100

- 302.010 Music
- 303.010 Technology
- 306.010 Art
- 322.010 Family Consumer Science
- 323.010 ELA AIS
- 324.010 Math AIS
- 327.010 Spanish
- 331.030 Physical Education
- 332.010 Health
- 341.010 Business

When two or more school districts have similar needs for part-time instruction, itinerant professionals will provide the service to those districts. This shared service allows expanded opportunities for students. *BOCES aidable*

# Career and Technical Education & Alternative Education

The Career and Technical Education (CTE) program provides occupational training to approximately 1,100 secondary students and adults at the three Career and Technical Education Centers: Seaway Area Tech in Norwood, Northwest Tech in Ogdensburg, and Southwest Tech in Fowler. There are currently 16 different CTE programs available at the three centers. The administration and staff of the CTE programs, utilizing input from component schools, industry, and the public, strive to provide relevant career and college preparation to secondary students and adult residents of SLL BOCES region. In addition, many articulation agreements and dual enrollment agreements between colleges, in and out of state, and the St. Lawrence-Lewis BOCES are in effect to grant academic credit to CTE Center graduates.

## Jane Akins

Director of Career, Alternative & Adult Education  
(315) 386-4504, ext. 10413

## Kyle DiTullio

Principal, Northwest CTE Center  
(315) 393-4570, ext. 30224

## Nicki O'Donnell

Principal, Seaway CTE Center  
(315) 353-2293, ext. 20104

## Holly Durham

Principal, Southwest CTE Center  
(315) 287-3590, ext. 50100

## Lori Sheffield

Supervisor of CTE Instructional Resources  
(315) 386-4504, ext. 10308

## AGRICULTURAL STUDIES ACADEMY

COSER 180.110

CONTACT: LORI SHEFFIELD, EXT. 10308

Agricultural Studies Academy (ASA) operates in partnership with the Cornell Cooperative Extension. Students have the opportunity to attend the traditional CTE Senior and Junior half day schedule OR extended full day for seniors. This program is open to all St. Lawrence-Lewis BOCES sending schools and will offer a comprehensive introduction to agricultural science and business management. *BOCES aidable*

## ALTERNATIVE EDUCATION

COSER 409

CONTACT: JANE AKINS, EXT. 10413

This program is for students who are unable to meet requirements for a Regents diploma. Certified counselors and instructors provide assistance for students working to attain their Alternative Diploma (TASC). *BOCES aidable*

409.010 Alternative Education - Seaway

409.010.300 AHSEP - Alternative HS Equivalency Program

409.020 Alternative Education - NWT

409.020.300 AHSEP - Alternative HS Equivalency Program



CTE & ALTERNATIVE EDUCATION

## CAREER & TECHNICAL EDUCATION

COSER 180.100,  
180.200, 180.300

CONTACT: JANE AKINS, EXT. 10413

Career education programs for high school students funded by tuition. Successful completion leads to technical endorsement on a local or Regents high school diploma. Students earn high school credit towards graduation in their technical area, as well as math and science through an integrated approach to instruction. *BOCES aidable*

180.100 Career and Technical Education - SATC

180.200 Career and Technical Education - NWT

180.300 Career and Technical Education - SWT

## CONSULTANT TEACHER AT CAREER & TECHNICAL EDUCATION CENTERS COSER 525

CONTACT: JANE AKINS, EXT. 10413

Special Education services will be provided to students enrolled in CTE programs at the tech centers. A special education teacher will consult with CTE teachers, ensure IEP's are enforced and work with the home school district in the development of IEP's to ensure the placement is educationally beneficial. *Not BOCES aidable*

525.010 Special Ed./Consultant Teacher - SATC

525.015 Special Ed./CTE 1:1 TA - SATC

525.020 Special Ed./Consultant Teacher - NWT

525.025 Special Ed./CTE 1:1 TA - NWT

525.030 Special Ed./Consultant Teacher - SWT

525.035 Special Ed./CTE 1:1 TA - SWT

## EDUCATION FOR INCARCERATED YOUTH

COSER 410.010

CONTACT: DAVE EVANS, EXT. 10417

This program is for incarcerated youth under the age of 21, and is housed in the St. Lawrence County Correctional Facility. Students may enroll in a comprehensive program that includes instruction in basic core academic skills that will lead to either a high school equivalency or a high school diploma. *Not BOCES aidable*

## GATEWAYS TO CAREERS

COSER 180.280

CONTACT: LORI SHEFFIELD, EXT. 10308

Gateways to Careers is an annual college and career readiness workshop, providing students from component school districts, the opportunity to learn and practice critical college and career readiness skills. With area professionals, students will participate in mock interviews, and receive feedback on communication and presentation skills, resume, portfolios, and overall readiness skills. *BOCES aidable*



# Adult & Continuing Education

Adult Literacy Centers create, provide and integrate ongoing, high quality, cost effective services that are a part of the Workforce Development System in St. Lawrence County. Primary customers include youth, adults and local businesses and industries.

**Jane Akins**

Director of Career, Alternative & Adult Education  
(315) 386-4504, ext. 10413

**Dave Evans**

Program Manager of Adult Education & Workforce Development  
(315) 379-7963, ext. 10417

**Lori Smith**

Assistant Program Manager of Adult Education  
(315) 379-7963, ext. 10419

## MISSION:

To collectively create and maintain an environment which will assist and encourage people to develop the knowledge, skills and values needed to realize their maximum potential in employment and in academic and personal development so as to have satisfying lives, to be contributing members of society, and to be life-long learners.

## HIGH SCHOOL EQUIVALENCY COSER 405.010

CONTACT: JANE AKINS, EXT. 10413

Provides basic educational services, high school equivalency preparation, job readiness training, and career planning to participants ages 19-20. The focus of this program is to provide participants with the skills necessary to transition to post-secondary education or employment. *BOCES aidable*



# Administrative and Instructional Technology

The Administrative and Instructional Technology Services support instructional technology as well as administrative, student and networking systems. Administrative and Instructional Technology Services represent a collaborative effort between the St. Lawrence-Lewis BOCES and the Northeastern Regional Information Center (NERIC) which encompasses a seven BOCES region. Through this cooperative effort, BOCES aid is available on all approved services.

**Darin Saiff**  
Assistant Superintendent for Instruction  
(315) 386-4504, ext. 15101

**Lori Remington**  
Director of Instructional Technology  
(315) 386-4504, ext. 10170

**Rachel Atkins**  
Supervisor of Instructional Technology  
(315) 386-4504, ext. 15118

## ADMINISTRATIVE COMPUTING COSER 608

CONTACT: LORI REMINGTON, EXT. 10170

The following services are available as a cross-contract with the Capital Region BOCES NERIC:

- Frontline PLMS (Professional Dev. Tracking)
- iObservation & Frontline EEMS (Teacher/Principal Evaluation System)
- ClearTrack 200 and Frontline IEP Direct (Special Education Information System)
- Microsoft Licensing EES
- SchoolTool, eSchool data and PowerSchool (Student Info System)
- Tax Billing Software
- WinCap and Finance Manager (Financial Software)
- NYS Assessments and Data Warehousing
- Que Centre (Facilities Systems Software)
- Heartland (Nutrikids) (Cafeteria Systems Software)
- One Call Now & Remind Messaging (Mass Communication Software)
- easySCAT, Hudl & Family ID (Sporting & Event Management)

*BOCES aidable*

## DISTANCE LEARNING COSER 408.010

CONTACT: RACHEL ATKINS, EXT. 15118

Distance learning connects a teacher to students in multiple districts. The fully interactive distance-learning network has the capacity to send and receive video, audio, and data simultaneously to provide full communication at a distance. Low enrollment courses can be provided more cost effectively when additional students are added to the class at remote sites. College level courses are available for high school students, without having to commute to a college campus. High school courses are available through the New York State Distance Learning Consortium data base. *BOCES aidable*

## Video Conferencing COSER 408.020

Video conferencing support base fee includes support for video conferencing. This includes maintenance costs and support of individual needs (i.e.: setup for student on medical leave). Video conferencing will also be used to expand the traditional distance learning opportunities by allowing a district to send or receive two or more courses simultaneously. Real time instruction can be provided to students unable to attend school.

In addition to the enriched curricular offerings, there are expanded opportunities for committee meetings/conferences and staff development utilizing the network while sharing expertise among school districts. *BOCES aidable*

## Virtual Field Trips (as used) COSER 408.025

Classroom to classroom collaborations and electronic field trips will also be arranged within the BOCES region and beyond, for every grade level and curricular area.

*BOCES aidable*

## Data Lines COSER 408.030

Data lines provide the transport of data to district. This service is required for internet connectivity. *BOCES aidable*

## Online Courses

**COSER 408.060**

The distance learning staff will assist districts to find and contract with vendors for online content and/or instruction. Students may take courses as initial instruction or for credit recovery. Staff will provide set up support for students taking an online course. *BOCES aidable*

## Zoom Licensing

**COSER 408.070**

Zoom licenses will be purchased in bulk to ensure best pricing. Districts purchasing the Distance Learning base fee or video conferencing support will be supported at no additional cost. *BOCES aidable*

## Accelerated BOCES Courses

**COSER 408.080**

This service provides college credit bearing courses in conjunction with SUNY Potsdam.

## INSTALLMENT (EQUIPMENT) PURCHASES

**COSER 506.030.020**

CONTACT: LORI REMINGTON. EXT. 10170

Equipment may be purchased using an installment plan. Primarily, districts purchase networked copiers through this service which require the district also contract for the 506.020.030 Copier Maintenance and 506.020.035 Excess Print Charges. *BOCES aidable*

## INSTRUCTIONAL TECHNOLOGY

**COSER 506.010**

CONTACT: LORI REMINGTON. EXT. 10170

The instructional technology service provides comprehensive support of instruction through the use of technology. The BOCES staff generates hardware/software and training proposals, purchases, installs and maintains all parts of the network, servers, desktop computers and software. Purchases must adhere to the Regional Standards established by the 793 plan. Hosted server space is available. *BOCES aidable, Must purchase 516.010*

### 506.010.020 Hosted Servers

Districts may house their file servers at the BOCES central office where they are backed up nightly and upgraded as needed. In the event of a hardware failure servers will be back online quickly, often within hours.

### 506.010.030 - Comp Tech- End User

This service provides technical support focused primarily on end user devices such as computer workstations, printers, Smartboards, and tablets, as well as the configuration of software used on these devices.

### 506.010.035 - Comp Tech- District Proj Coord

This service provides advanced technical support involving mixed environments and support of on premise instructional servers for districts not participating in the Hosted Server Service.

### 506.010.040 - Comp Tech-Server

This service provides technical support focused primarily on the setup, maintenance, and monitoring of file servers housed in the district.

### 506.010.050 - Comp Tech-Infrastructure

This service provides technical support focused primarily on the setup, maintenance and monitoring of the technology infrastructure including security cameras, switches, wireless devices, and VoIP.

### 506.010.060 - Comp Tech-Data Base

This services provides technical support focused primarily on the creation, updating, and reporting from databases and web based applications.

### 506.010.070 - Hosted WiFi

Districts may connect their wireless access points to a BOCES hosted and managed wireless controller for maintenance and configuration management.

### 506.025 - Hardware/Software Anticipated Purchases

(Funding is moved to the actual purchase code, 506.035, when a purchase order is created)

### 506.040 - Software Purchases

- See online services guide for complete list of available software

### 506.050.030 - Onsite Device Internet Content Filtering

This service provides content filtering within the school network to ensure CIPA compliance.

### 506.050.031 - Offsite Device Internet Content Filtering

This service provides content filtering for student mobile devices taken outside the school network to ensure CIPA compliance.

### 506.060 Webhosting Site and Online Software

506.060.010 - Edlio website development software and site hosting.

506.060.020 - Blackboard website development software and site hosting.

506.060.030 - APPTEGY

506.060.035 - APPTEGY Rooms

506.060.040 - Finalsite

## MODEL SCHOOLS

COSER 516

CONTACT: RACHEL ATKINS, EXT. 15118

Basic Service - The Model Schools office provides training to the component districts' staff to develop and enhance the knowledge and skills needed to integrate technology into the teaching/learning process. Staff will also gain the skills and knowledge to assess student performance as a result of integrating technology. The Model Schools office provides assistance with all SED mandated technology and related plans. The base service provides up to five days of on-site assistance from the Model Schools staff. *BOCES aidable*

### E-Rate Partners

COSER 516.040

Completion of E-Rate services for both individual district and BOCES-wide services. The cost for filing for Priority 2 is included in the cost and will be refunded if not used. *BOCES aidable. Telephony Related Charges Are No Longer Eligible for E-rate.*

### Instructional Tech Curriculum Coaches

COSER 516.070

Model Schools Instructional Technology/Curriculum Coaches provide just in time support to district staff in the area of technology. An ITCC provides 1 on 1 support, group PD, and team teaching with teachers using technology in the classroom. Instructional Technology/Curriculum Coaches may be purchased on an FTE basis. *BOCES aidable*

### Virtual Learning Coaches

COSER 516.080

Model Schools Virtual Learning Coaches provide just in time support to district educators providing instruction in a remote environment. A Virtual Learning Coach provides 1 on 1 support, group PD, and team teaching with teachers for using technology in a remote or hybrid environment. Virtual Learning Coaches may be purchased on an FTE basis. *BOCES aidable*



## REPAIR SERVICES

COSER 505.010

CONTACT: LORI REMINGTON, EXT. 10170

Consists of repair of computers, related peripherals and basic AV equipment, used in classroom instruction. MUST sign up for LRC COSER 509. *BOCES aidable*

## TELEPHONE INTERCONNECT

COSER 621.010

CONTACT: LORI REMINGTON, EXT. 10170

The cooperative telephone interconnect service is designed to provide participating school districts a cost-effective, efficient network of voice and data communications. Voice over Internet Protocol (VoIP) is also incorporated to connect districts across the fiber optic (DANC) data lines to take advantage of least cost routing. Each district remains autonomous with respect to main numbers, switchboard operations, and extension numbers. *BOCES aid at 50% of local phone costs, VoIP equipment and maintenance.*

**Telephony Related Charges Are No Longer Eligible for E-rate.**

### 621.020

Phone charges for local calls (must sign up for .010)

### 621.030

Maintenance contracts for VoIP equipment

### 621.040

VoIP telephone equipment purchases

### 621.050

VoIP network support (*required for all districts implementing district hosted VoIP*)

### 621.050.030

VoIP Hosted Phones - Rather than install a full phone system, districts may host phones on a BOCES System. *BOCES aidable*





# Educational Support

Educational support services are designed to complement and enhance diverse and specialized programs provided to component school districts and the BOCES, including Cooperative Purchasing, Employer/Employee Relations, Health and Safety Programs, Healthcare Administration, Print Shop/Newsletter Service, Central School Food Management, School Facilities Management and the Regional Certification Office.

## **Thomas Burns**

District Superintendent  
(315) 386-4504, ext. 10150

## **Darin Saiff**

Assistant Superintendent for Instruction  
(315) 386-4504, ext. 15101

## **Nicole Ashley**

Director of Financial Affairs/CBO/Healthcare Admin  
(315) 386-4504, ext. 10172

## **Darlene Bessette**

Supervisor of Purchasing Services  
(315) 386-4504, ext. 10127

## **Mark Wilson**

Section X Athletic Director  
(315) 386-4504, ext. 15102

## **Kevin Perretta**

Director of Facilities  
(315) 386-4504, ext. 10278

## **Arlis Frego**

School Food Management Services  
(315) 386-4504, ext. 10138

## **Renee' Langtry-Green**

Director of Personnel and Professions  
(315) 386-4504, ext. 10167

## **Marshall Fiese**

Director of Labor Relations/General Counsel  
(315) 386-4504, ext. 10145

## **Andrew Silver**

Labor Relations Specialist  
(315) 386-8506

## **Jason Ring**

Regional Certification Officer  
1-(315) 779-7020

## **Raymond Filley**

Safety/Risk Management  
1-(315) 779-7050

## **CENTRAL SCHOOL FOOD MANAGEMENT**

**COSER 625.010**

CONTACT: ARLIS FREGO, EXT. 10138 OR  
NICOLE ASHLEY, EXT. 10172

BOCES operates a centralized school food management operation on a shared service basis. Operation includes managing the food service program through hiring, training, supervision, menu planning, meeting dietary requirements, cooperative purchasing, reporting, and meeting with district officials. *BOCES aidable*

## **COMMUNICATIONS SERVICE**

**COSER 660**

CONTACT: NICOLE ASHLEY, EXT. 10172

Districts may contract for public relations, marketing, and communications services. This includes design of print publications, ongoing social media and website management, media relations, and crisis communications. Cross Contract with Capital Region BOCES. *BOCES aidable.*

## **COMPREHENSIVE PUBLIC SCHOOL SAFETY**

**COSER 614.490.050**

CONTACT: NICOLE ASHLEY, EXT. 10172

A code enforcement person will perform the visual structural inspection(s) and assist in the generation of five-year reports, school report card, and other items required under Section 155 of the Regulations of the Commissioner of Education. Cross Contract with Jeff-Lewis BOCES. *BOCES aidable*

## **COOPERATIVE BUSINESS OFFICE**

**COSER 619**

CONTACT: NICOLE ASHLEY, EXT. 10172

Participating school districts are provided a centralized business office operation, including the services of a professional business manager and support personnel for the functions of accounting, accounts payable, claims auditing, and payroll. *BOCES aidable*



## EMPLOYER/EMPLOYEE RELATIONS COSER 602

CONTACT: RENEE' LANGTRY-GREEN, EXT. 10167

The Employer/Employee Relations Service is *BOCES aidable* and includes the following:

- Negotiation, interpretation, and management of collective bargaining agreements
- Representation in disciplinary matters including investigations
- Representation at improper practice hearings, unit clarification matters, and at labor related mediation, arbitration, and fact finding
- Assistance with questions of tenure, seniority, staff reduction and recall, discipline, dismissal and related matters
- Electronic training for staff in areas of health, safety, and organizational culture
- Labor posters for all federal and state mandated employee notifications
- Unemployment insurance cost control
- Access to a Common Application
- HR Consulting
- Forecast 5 Software
- Coordination of data to aide in contract negotiations
- Records grant coordination

## COOPERATIVE PURCHASING COSER 601.010

CONTACT: DARLENE BESSETTE, EXT. 10127

This service offers individual districts large-volume purchasing power by combining the bids of several districts throughout the St. Lawrence-Lewis, Jefferson-Lewis, Franklin, and Clinton-Essex BOCES. Items are bid in a variety of categories including: cafeteria foods, school supplies, custodial supplies, transportation supplies, fuels, and utilities. For a complete list of bid items, please visit [sllboces.org](http://sllboces.org). *BOCES aidable*

## DRUG & ALCOHOL TESTING AND COORDINATION COSER 607.490

CONTACT: NICOLE ASHLEY, EXT. 10172

This service was developed to assist schools in complying with the Federal mandates regarding drug and alcohol testing of bus drivers and others holding a commercial driver's license. BOCES will coordinate the services of a contractor who will perform on-site collection, provide laboratory analysis and medical review officer services, and will also provide record keeping and training services. Cross contract with Jeff-Lewis BOCES. *Transportation aidable*

## EMERGENCY COMMUNICATION SYSTEM (BUS REPEATER) COSER 606.010

CONTACT: KEVIN PERRETTA, EXT. 10278

This service provides communication between buses, school districts, and emergency services. Technical assistance and radio evaluation is available. *Transportation aidable*

## HEALTH CARE ADMINISTRATION COSER 611

CONTACT: NICOLE ASHLEY, EXT. 10172

This COSER includes coordination of the GASB 45/75 Actuarial services for participating districts and administration of applications.

## HEALTH AND SAFETY PROGRAM (SAFETY RISK MANAGEMENT) COSER 614.490.010

CONTACT: NICOLE ASHLEY, EXT. 10172

This service assists local school districts in coordinating and implementing a health-risk management program to comply with state and federal regulations. Examples of compliance issues include: asbestos, radon, lead, OSHA, hazardous waste disposal, indoor air quality and a safe school environment for students and staff members. Assistance is also available with emergency plans, safety plans, training and fingerprinting. Cross contract with Jeff-Lewis BOCES. *BOCES aidable*

## **HOME/HOSPITAL INSTRUCTION** COSER 412

CONTACT: NICOLE ASHLEY, EXT. 10172

This service is provided as needed to students who are hospitalized or confined to the home due to illness, surgery, etc. Cross-contracts can be requested for hospitals outside this area. *BOCES aidable*

## **PERSONNEL RECRUITMENT** COSER 617

CONTACT: NICOLE ASHLEY, EXT. 10172

This service assists local districts in recruiting and locating educators to work in North Country schools. This service includes newspaper block ads, advertising through job networks and colleges, data base of available candidates, inclusion in a regional brochure and audio/visual presentation, and possible recruitment fairs. Cross contract with FEH BOCES.

*BOCES aidable*

## **POLICY SERVICES** COSER 616.490

CONTACT: NICOLE ASHLEY, EXT. 10172

This service provides three levels of school district policy assistance: development of a policy manual; development of an administrative manual; and a policy update. Cross contract with the Erie I BOCES. *BOCES aidable*

## **PRINT SHOP SERVICE** COSER 504.010

CONTACT: NICOLE ASHLEY, EXT. 10172

The St. Lawrence-Lewis BOCES print shop provides a full printing service to the component school districts. The print shop can save districts time and money on the design, printing and assembly of a job. The print shop has high speed duplicating equipment, networked color copying system and outsourced press capability for your copying and printing needs.

The print shop is capable of a various number of print services that include but not limited to: common core modules, district newsletters, student handbooks, purchase orders, padded forms, school calendars, contracts, stationery and envelopes, program announcements, flyers, graduation programs, posters, and banners. *BOCES aidable*

## **RECORDS MANAGEMENT** COSER 610.010.010

CONTACT: NICOLE ASHLEY, EXT. 10172

Districts can contract for software to scan paper records into a digital format according to the district's record retention and disposition schedule. This will cover the cost of Laserfiche software. Recommended for districts that have participated in the LGRMIF grant in the past. *BOCES aidable.*

## **SCHOOL BUS TRAINING SERVICES** COSER 676

CONTACT: NICOLE ASHLEY, EXT. 10172

The following School Bus Training Services are available through a cross contract with Jefferson-Lewis BOCES:

- SED 30-hour Basic School Bus Driver Training
- SED 10-hour Basic School Bus Monitor/Attendant Training
- SED 10-hour Advanced School Bus Driver Training
- SED Pre-service School Bus Driver/Monitor/Attendant Training
- SED 2-hour School Bus Driver/Monitor/Attendant Refresher Training

*Transportation aidable*

## **SECTION X ATHLETICS** COSER 517.010

CONTACT: MARK WILSON, EXT. 15103

Section X coordinates all of the public Junior/Senior High School athletic contests for 18 St. Lawrence/Lewis and 6 Franklin County districts. Responsibilities include: mentoring/assisting component district administrators on the rules and regulations of the New York State Education Department and the New York State High School Athletic Association. Section X Athletics also recruit and assist in the training of sport officials for the 20 different sports. *BOCES aidable*

## **SHARED FACILITIES MANAGEMENT** COSER 360

CONTACT: NICOLE ASHLEY, EXT. 10172

A shared facilities director will oversee the operation, maintenance, repair, and construction of the physical plant and property of the district. Functions include the supervision of operations and maintenance staff, long-range facilities planning, development and maintenance of facilities budgets, liaison to SED on facilities needs. *BOCES aidable*

## SHARED TRANSPORTATION DIRECTOR

COSER 361

CONTACT: NICOLE ASHLEY, EXT. 10172

A shared transportation director will oversee two or more school districts. Operation includes supervising transportation staff, overseeing the maintenance and repair of all district vehicles, establishing bus routes, maintaining records for article 19A requirements, assisting in reporting for state aid purposes, and developing and managing transportation budgets. *Transportation aidable*

## SHARED HUMAN RESOURCES MANAGER

COSER 340

CONTACT: NICOLE ASHLEY, EXT. 10172

BOCES will provide a shared Human Resources Manager to component districts to oversee the human resources function of participating districts. This may include:

- i. Monitor personnel policies and procedures.
- ii. Implement and maintain a workflow and forms management system for the human resources office.
- iii. Recruit, screen and recommend staff as appropriate. This includes implementing a digital onboarding system.
- iv. Coordinate the district's evaluation process.
- v. Participate in collective bargaining negotiations.
- vi. Administer collective bargaining agreements.
- vii. Prepare the personnel portion of the board of education agenda.
- viii. Provide personnel related training to district staff as needed.

## SOLID WASTE DISPOSAL

COSER 620

CONTACT: KEVIN PERRETTA, EXT 10278  
OR NICOLE ASHLEY, EXT. 10172

BOCES operates a comprehensive waste disposal service including the proper disposal of solid waste, recyclables, scrap metal, etc. A comprehensive Elevator Preventative Maintenance Service is also available for the regular inspection, repair and preventative maintenance of elevators. *Not BOCES aidable*

## STATE AID PLANNING

COSER 612.490

CONTACT: NICOLE ASHLEY, EXT. 10172

This coser assists districts in determining accurate state aid forecasting as well as providing workshops for various topics related to state aid. Cross contract with Questar III BOCES. *BOCES aidable*

## TEACHER CERTIFICATION

COSER 675

CONTACT: JASON RING, 315-779-7020

This shared service provides assistance on issues related to teacher and teaching assistant certification, including review and analysis of academic credentials, evaluation of eligibility for teaching certification, and response to related inquiries. Cross contract with Jeff-Lewis BOCES. *BOCES aidable*

## WORKERS COMPENSATION ADMINISTRATION

COSER 615.010

CONTACT: ANNETTE BESAW, 315-379-3076

This coser administers benefits and processes the workers compensation claims of participating districts. The service is charged by the level of total payroll of participating districts. *BOCES aidable*



# Special Education

The St. Lawrence-Lewis BOCES Special Education Program provides services for students with disabilities from age 3 to 21. Each student receives the program and/or related services requested by the local district's Committee on Special Education (CSE) or Committee for Pre-school Special Education (CPSE), and specified in the student's Individualized Education Program (IEP). Potsdam, Ogdensburg, Heuvelton, and Canton are designated as regional sites for BOCES-operated Special Education Programs. Most classes are located in component district school buildings and provide opportunities for participation in the least restrictive environment. Specialized Alternative Programs (Community Connections) are located in Norwood and Ogdensburg.

## **Julie Austin-Kormanyos**

Director of Special Education  
(315) 386-4504, ext. 10132

## **Melissa Fennessy**

Principal of Canton ABA  
(315) 386-8561, ext. 45117

## **Lori Murray**

Principal of Heuvelton Region; Norwood CC;  
Transition Services-CBWP  
(315) 344-2414, ext. 28852

## **Rachel O'Donnell**

Principal of Ogdensburg Region  
(315) 393-4264, ext. 32045

## **Jacqueline Bill**

Principal of Potsdam Region:  
Elementary, Middle & High School  
(315) 265-2000, ext. 36123

## **Dillon Chichester**

Asst. Principal of Potsdam Region: High School  
(315) 265-2000, ext. 36123

## **Kady Sharp**

Principal of Potsdam Region:  
Elementary, Middle School & Annex  
(315) 265-2000, ext. 36123

## PROGRAMS

### **12:1+1 LIFE SKILLS PROGRAM**

**COSER 204.010**

12:1+1 special class for students with moderate learning needs.

### **8:1+1 MANAGEMENT NEEDS PROGRAM**

**COSER 207.010**

8:1+1 specialized classroom for students whose management needs are determined to be intensive and who require a high degree of individualized behavioral intervention. Counselors are available to address behavioral and management issues as they arise.

### **6:1+1 APPLIED BEHAVIORAL ANALYSIS PROGRAM**

**COSER 203.010**

6:1+1 specialized classroom for students who can benefit from the specific technique of ABA and have a similarity of needs (including diagnosis on the autism spectrum and one or more other related disorders). Includes support from BCBA Services. Lessons are aligned with the ACE curriculum.

### **6:1+1 COMMUNITY CONNECTIONS PROGRAM WITH APE**

**COSER 203.011**

6:1+1 placement for students age 14 and older who need an alternative from typical 8:1+1/6:1+1 in the public school. Counselors are available to address behavioral and management issues as they arise. Program also includes adaptive physical education.

### **COMMUNITY BASED WORK PROGRAM**

**COSER 205.010**

Work experience provided to disabled high school students in BOCES or district programs. Community based career exploration, varying levels of on-the-job supervision for students in BOCES or district programs. Typically .5 (1/2 day)

### **6:1+2 COMPREHENSIVE MANAGEMENT PROGRAM WITH APE**

**COSER 203.012**

6:1+2 classroom for students who are unable to be supported in the regular school setting due to intensive behavioral needs. Concentrated efforts to integrate academics, social and emotional needs, physical wellness and parental involvement so students can develop skills that facilitate a successful transition back to a public school setting.

## RELATED AND SHARED SERVICES

A variety of related and support services provided by BOCES to meet individual and district student needs enrolled in BOCES programs.

### Evaluations

Evaluations to determine the need for related services can be requested for Physical Therapy, Occupational Therapy, Adapted Physical Education, Visually Impaired Services, Assistive Technology, and Audiology. *Evaluations are billed on a per-session basis*

### ADAPTED PHYSICAL EDUCATION

**COSER 203, 204, or 207 sub code 718.050**

Adapted physical education provided to students in BOCES special education programs. *Per session cost*

#### COSER 331.020

Adapted physical education provided to disabled students in district programs. *Per session cost*

### COUNSELING

**COSER 203, 204, or 207  
sub code 718.020**

Counseling provided as a related service to students in BOCES special education programs. *Per session cost*

#### COSER 319.030

Counseling provided to students in district special education programs. Shared services per FTE

#### COSER 319.010

Counseling provided to non-disabled students in district. Shared services per FTE. Minimum increments of 20%. *BOCES aidable*

### OCCUPATIONAL THERAPY

**COSER 203, 204, or 207  
sub code 718.040**

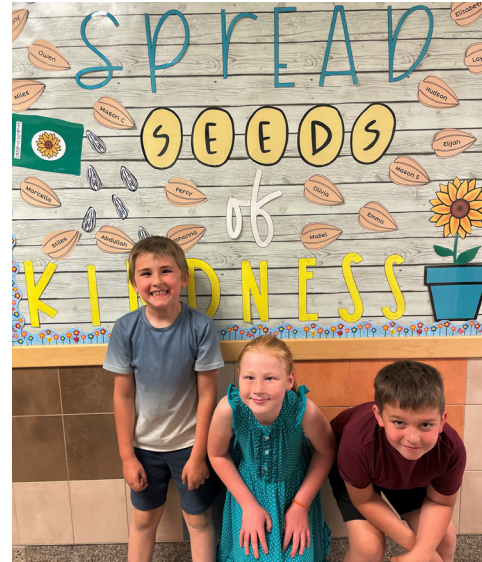
Occupational Therapy provided as a related service to students in BOCES special education programs. Doctor's prescription required. *Per session cost*

#### COSER 343.010

Occupational Therapy provided to disabled students in district programs. Doctor's prescription required. *Per session cost*

#### COSER 343.015

Occupational Therapy Improvement provided for a group of non-disabled students in district. Doctor's prescription required. Per FTE minimum 10% preferred (2½-3 hours/week)



### PHYSICAL THERAPY

**COSER 203, 204, or 207  
sub code 718.030**

Physical Therapy provided as a related service to students in BOCES special education programs. Doctor's prescription required. *Per session cost*

#### COSER 314.010

Physical Therapy provided to disabled students in district programs. Doctor's prescription required. *Per session cost*

### SOCIAL WORKER

**COSER 203, 204, or 207  
sub code 718.025**

Social workers will work with students in BOCES programs and their families. These services can include direct counseling, conflict resolution, crisis intervention, and accessing community agencies.

### SPEECH

**COSER 203, 204, or 207  
sub code 718.010**

Speech Therapy provided as a related service to students in BOCES special education programs. *Per session cost*

#### COSER 313.010

Speech Therapy provided to disabled students in district programs. (Minimum increments of 20% preferred) *Per FTE*

#### COSER 308.010

Speech Improvement provided to non-disabled students in district programs. (Minimum increments of 20% preferred) *BOCES aidable. Per FTE*

## SUPPLEMENTARY SCHOOL PERSONNEL

Provided at the request of the Committee on Special Education.

### INDIVIDUAL (1:1) TEACHING ASSISTANTS FOR CBWP Use COSER 205.040

Paraprofessionals working with students in BOCES Community Based Work Program, when the student needs require ongoing support.

### INDIVIDUAL (1:1) LICENSED PRACTICAL NURSE Use COSER 201.070, 203.070, 204.070, or 207.070

LPN for individual students in BOCES Special Education programs, who require ongoing medical support.

### INDIVIDUAL (1:1) TEACHING ASSISTANTS Use COSER 203.050, 204.040, or 207.050

Paraprofessionals working with individual students, one on one, whose needs are unique, requiring support and instruction beyond that of an individual aide. (Per Part 200 of the Commissioner's Regulations)

### INDIVIDUAL (1:1) TEACHING ASSISTANTS FOR DISTRICT PROGRAMS COSER 201.060

For any paraprofessional working with individual district students, one on one, whose needs are unique, requiring individualized support and instruction.

## ASSISTIVE TECHNOLOGY (A.T.) COSER 203, 204, or 207 sub code 718.080

Includes evaluation to students in BOCES special education programs. *Per session cost*

### COSER 312.010.100

Includes evaluation to disabled or non-disabled students in district operated programs or regular classes. *Per session cost*

## AUDIOLOGY COSER 350.010

Provide audiological evaluations in district and BOCES programs and follow up as directed by CSE. *Per session cost*

## BEHAVIORAL CONSULTANT COSER 203, 204, or 207 sub code 718.090

Consultant services to evaluate and support students with severe behavior and emotional needs in BOCES Special Education programs. Consultant will work with school-based teams in establishing effective programs to meet student needs. *Per session cost*

### COSER 312.020.100

Consultant services to evaluate and support students with severe behavior and emotional needs to disabled or non-disabled students in district programs. Consultant will work with school-based teams in establishing effective programs to meet student needs. *Per session cost*

### COSER 312.020.200

Consultant services to evaluate and support students with severe behavior and emotional needs to disabled or non-disabled students in district programs. Consultant will work with school-based teams in establishing effective programs to meet student needs. (2 ½ - 3 hours/week) *Per FTE minimum 10%*

## SCHOOL PSYCHOLOGY

### COSER 317.010

School Psychological Services provided to disabled students. (Minimum increments of 20% preferred) *Shared services per FTE*

### COSER 307.010

School Psychological Services provided to non-disabled students in district. Shared services per FTE, (Minimum increments of 20% preferred) *BOCES aidable*

## VISUALLY IMPAIRED COSER 203, 204, or 207 sub code 718.060

Teacher of the blind and visually impaired services are provided as a related service to students in BOCES Special Education programs. *Per session cost*

### COSER 316.010

Teacher of the blind and visually impaired are provided to disabled students in district programs. *Per session cost*

## ORIENTATION AND MOBILITY COSER 203, 204, or 207 sub code 718.065

Orientation and Mobility specialist services are provided as a related service to students in BOCES special education programs. *Per session cost*

### COSER 316.020

Orientation and Mobility specialist are provided to disabled students in district programs. *Per session cost*



## SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) PROGRAMS

A six week summer program to meet the needs of students requiring 12 month programming to maintain development levels. *All related services included*

### ACTIVITIES OF DAILY LIVING: 12:1+1 COSER 802

12:1+1 program for students with moderate disabilities.

### BEHAVIORAL BASED PROGRAM: 6:1+1 COSER 803

6:1+1 program for students with a variety of developmental disabilities that warrant a behavioral-based instructional approach and structured instructional model.

### APPLIED BEHAVIORAL ANALYSIS PROGRAM: 6:1+1 COSER 803

A specialized 6:1+1 program for students who can benefit from the specific technique of ABA and have a similarity of needs (including diagnosis on the autism spectrum and one or more other related disorders). Lessons are aligned with the ACE curriculum.

### COMPREHENSIVE MANAGEMENT NEEDS PROGRAM: 6:1+2 COSER 807

6:1+2 program for students who are unable to be supported in the regular school setting due to intensive behavioral needs. Concentrated efforts to integrate academics, social and emotional needs, physical wellness and parental involvement so students can develop skills that facilitate a successful transition back to a public school setting.

### MANAGEMENT NEEDS/EMOTIONAL DISABILITIES: 8:1+1 COSER 869

8:1+1 program for students with emotional disabilities.

### COMMUNITY BASED WORK EXPERIENCE COSER 805

A six week, work experience, half or full day, provided to disabled high school-aged students.

### ESY RELATED SERVICES ONLY COSER 804

Speech Therapy; Occupational Therapy, Physical Therapy, Teacher of the Visually Impaired, Audiology and Counseling services will be provided to students not enrolled in a BOCES Extended Year Program.

### ESY INDIVIDUAL TEACHING ASSISTANT, LPN COSER 806

Paraprofessionals working with individual students one-on-one whose needs require individualized support for instruction, medical, or management needs.



## Instructional Resources **PAGES 7-10**

- Arts in Education/Performing Arts (AIE) COSER 402
- CSE/CPSE Chairperson COSER 524.010/COSER 524.015/COSER 524.020
- DEI/CRSE COSER 502
- Elementary Science Program (ESP KITS) COSER 511
- Extracurricular Activities COSER 503.010/COSER 503.020  
COSER 503.030/COSER 581.490
- Exploratory Enrichment COSER 401.010
- ESSA - Funded Programs (Title I Services) COSER 501.010.010  
COSER 501.010.020/COSER 501.010.080/COSER 501.010.090
- Fiscal Management In-Service Training COSER 527.010
- School Library/Learning Resources Center COSER 335.010/COSER 510  
COSER 508.010/COSER 509/COSER 582.490/COSER 509.049
- School/Curriculum Improvement COSER 526.010
- Shared Administrator COSER310.010/COSER 310.020
- Shared Itinerant Nurse COSER 330.010
- Shared Services Teachers COSER 302.010/COSER 303.010/COSER 306.010  
COSER 322.010/COSER 323.010/COSER 324.010/COSER 327.010  
COSER 331.030/COSER 332.010/COSER 341.010
- Virtual Summer School COSER 421.010/COSER 420.020/COSER 420.040

## Career and Technical Education & Alternative Education **PAGES 11-12**

- Agricultural Studies Academy COSER 180.110
- Alternative Education COSER 409
- Career & Technical Education COSER 180.100/COSER 180.200/  
COSER 180.300
- Consultant Teacher at Career & Technical Education Centers  
COSER 525.010 / COSER 525.020 / COSER 525.030  
COSER 525.015 / COSER 525.025 / COSER 525.035
- Education for Incarcerated Youth COSER 410.010
- Gateways to Careers COSER 180.280

## Adult & Continuing Education **PAGE 13**

- High School Equivalency COSER 405.010

## Administrative and Instructional Technology **PAGES 14-16**

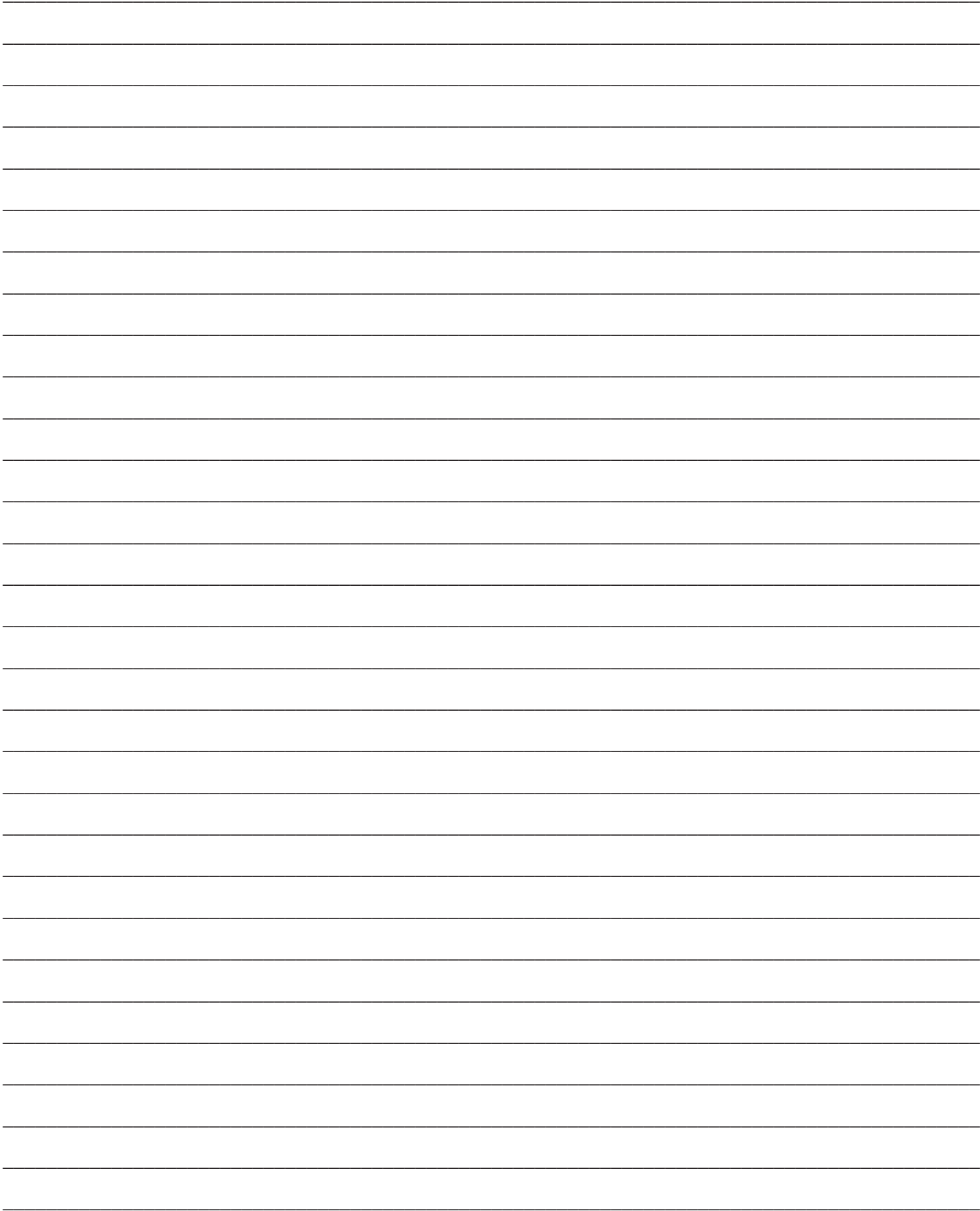
- Administrative Computing COSER 608
- Distance Learning COSER 408.010/COSER 408.020/ COSER 408.025  
COSER 408.030/COSER 408.060/COSER 408.070/COSER408.080
- Installment (Equipment) Purchases COSER 506.030.020
- Instructional Technology COSER 506.010
- Model Schools COSER 516/COSER 516.040COSER 516.070/COSER 516.080
- Repair Services COSER 505.010
- Telephone Interconnect COSER 621.010

## Educational Support **PAGES 17-20**

- Central School Food Management COSER 625.010
- Communications Services COSER 660
- Comprehensive Public School Safety COSER 614.490.050
- Cooperative Business Office COSER 619
- Cooperative Purchasing COSER 601.010
- Drug & Alcohol Testing and Coordination COSER 607.490
- Emergency Communication System COSER 606.010
- Employer/Employee Relations COSER 602
- Health Care Administration COSER 611
- Health and Safety Program COSER 614.490.010
- Home/Hospital Instruction COSER 412
- Personnel Recruitment COSER 617
- Policy Services COSER 616.490
- Print Shop Services COSER 504.010
- Records Management COSER 610.010.010
- School Bus Training Services COSER 676
- Section X Athletics COSER 517.010
- Shared Facilities Management COSER 360
- Shared Transportation Director COSER 361
- Shared Human Resources Manager COSER 340
- Solid Waste Disposal COSER 620
- State Aid Planning COSER 612.490
- Teacher Certification COSER 675
- Workers Compensation Administration COSER 615.010

## Special Education **PAGES 21-24**

- Life Skills COSER 204.010
- Management Needs COSER 207.010
- Applied Behavioral Analysis Program COSER 203.010
- Community Connections Program with APE COSER 203.011
- Community Based Work Program COSER 205.010
- Comprehensive Management Needs Program with APE COSER 203.012
- Related and Shared Services - COSER 203, 204, OR 207 sub code 718.020
  - Adapted Physical Education COSER 331.020
  - Counseling COSER 319.030/COSER319.010
  - Occupational Therapy COSER 343.010/COSER 343.015
  - Physical Therapy COSER 314.010
  - Social Worker COSER 203, 204, OR 207 sub code 718.025
  - Speech COSER 313.010/COSER 308.010
- Supplementary School Personnel COSER 205.040/COSER 201.070  
COSER 203.070/COSER 204.070/COSER 207.070/COSER 203.050  
COSER 204.040/COSER 207.050/COSER 201.060
- Assistive Technology (A.T.) COSER 203, 204, or 207 sub code 718.080
- Audiology COSER 350.010
- Behavioral Consultant COSER 203, 204, or 207 sub code 718.090  
COSER 312.020.100/COSER 312.020.200
- School Psychology COSER 317.010/COSER 307.010
- Visually Impaired COSER 203, 204, or 207 sub code 718.090  
COSER 316.010/COSER 316.020
- Special Education Extended School Year (ESY) Programs COSER 802/COSER 803/COSER 804/COSER 805  
COSER 806/COSER 807/COSER 869



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