

WAYNE-FINGER LAKES BOCES CATALOG OF SERVICES



2022-2023

WWW.WFLBOCES.ORG



ABOUT OUR CATALOG

The Wayne-Finger Lakes Board of Cooperative Educational Services (W-FL BOCES) 2022-2023 Catalog of Services contains descriptions, identifying cooperative service numbers and the contact(s) for all purchasable programs and services offered.

The Catalog of Services can also be used as a resource for the greater community, such as teachers, parents, students, guidance counselors, business people, agency personnel, library media specialists and others who may want to review the scope of services and programs W-FL BOCES offers. W-FL BOCES is committed to providing desired, cost-effective, high quality educational services to the region.

Our programs and services for adults may be accessed through the Wayne-Finger Lakes BOCES Adult & Continuing Education website at www.wflboces.org/adult-and-continuing-education, or by calling 1-800-527-1765.

The Catalog of Services Table of Contents lists sections that coincide with services divisions:

- **Technical Career Education - 100**
- **Special Education - 200**
- **Itinerant Services - 300**
- **Direct Instruction - 400**
- **Instructional Support - 500**
- **Non-instruction Support - 600**
- **Additional Services**

Inclusion of particular programs within these divisions is determined by the State Education Department. Offerings within each category carry individual numbers that fall within the sectional hundred. For instance, Special Education as a general area is denoted by numbers in the 200's. An example of a specific program for students with emotional disabilities would be #213.000.

Persons who do not know a specific W-FL BOCES service number when seeking a program description will first have to decide which division is most likely to contain that program. The program may be listed under a master heading, or it may have a number of its own in that section. Some programs fit in more than one division, so a second search in another applicable category may be necessary. Programs are listed in numeric order within sections.

We hope this quick "how to" explanation helps you to navigate our Catalog of Services. Please email our Public Information Office at communications@wflboces.org if you need additional information, or call 1-315-332-7292.



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ADDITIONAL BOCES SERVICES

Sampling of literacy, workforce development and vocational programs available to adults in the region. Also, state-funded School Library System Services.

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Individualized courses offered at or through our two Technical and Career Centers afford high school students an opportunity to acquire technical career skills, which are transferable to the workplace. Focusing on technical career, advanced manufacturing and the service areas, these programs also prepare students to further pursue their interests at post-secondary training schools and in college. Attendance is half day for either one or two years. Generally, seniors attend classes in the morning and juniors attend in the afternoon, however, juniors or seniors can enroll in either time slot in select programs.

Training is hands-on and every student can participate in a work-based learning experience. Academic support, career guidance, case management, counseling and placement services are available at both centers. A comprehensive academic services matrix is available from each center through the Guidance Office.

(See INSTRUCTIONAL SECTION, #408.000, 427.000, 428.000 and 429.000 for services related to incarcerated youth and alternative education options.)

Contact: Erin Meehan-Fairben, Assistant Superintendent of P16 Instruction
(315) 332-7400, erin.fairben@wflboces.org

Wayne Technical & Career Center (WTCC) – (315) 589-2600
Finger Lakes Technical & Career Center (FLTCC) – (585) 526-6471

Note: Tuition for 2022-2023 is based on January 1, 2022 enrollment. Districts are obligated to pay for the number of slots they have on January 1, 2022.

Programs will be available upon sufficient student enrollment.

BOCES AID: The maximum salary aided per person is \$30,000 per year, or \$150.00 per day. All benefits are aided.

#101.000 – TECHNICAL AND CAREER CLASSES

Below each program is hands on hours, hours theory, along with whether the program is for one or two years. Most programs are offered at both W-FL BOCES Tech Centers. If, however, this is not the case, the specific program site is noted: FLTCC for Finger Lakes Technical and Career Center in Stanley or WTCC for Wayne Technical and Career Center in Williamson.

1. Advanced Manufacturing and Engineering (AME) Academy

Program Goal

Advanced Manufacturing and Engineering Academy students are exposed to Precision Machining, Computer Aided Design and Welding Technologies, experiencing the interaction of multiple technologies in a real manufacturing environment and through field trips to local industries. In the second year, students select an area of concentration in either Engineering, Precision Machining or Welding Technologies.

Curriculum

Over the two-year program students will follow approved industry methods and engineering standards while learning to fabricate industry specific metal products. Students learn to make components from blueprint to completion. Following the design phase, students utilize lathes, surface grinders, drill presses, and power saws. Upon successful completion of the program, students can earn Machining Level I certification. In addition, students learn how to weld using the four different welding processes. In the second year of machining, there is a focus on Computer Numerical Control (CNC) machining.

Practical Hands-on Hours: 609

Hours Theory: 261

2-Year Program

2. Animal Science

Program Goal

The Animal Science program prepares students for a wide range of careers related to the animal care industry.

Curriculum

Students receive instruction in veterinary care, nutrition, animal anatomy, physiology and animal behavior. The classroom houses many domestic and exotic pets. Students operate a grooming parlor that is used as a learning model for the handling and caretaking of animals. At FLTCC equine and veterinary sciences are studied.

Practical Hands on Hours: 305

Hours Theory: 130

1-Year Program

WTCC

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

FLTCC

3. Auto Body Repair

Program Goal

Students in the Auto Body Repair program work with the latest technologies in order to hone diagnostic and repair skills on a variety of vehicles.

Curriculum

Learning is accomplished in a hands-on environment, on vehicles owned by real customers. During class time students receive practical experience in collision repair, which includes frames, unibody repair and auto refinishing.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

4. Automotive Technology

Program Goal

Automotive Technicians are in high demand. From computerized diagnostics to hands-on repair, students in the Auto Technology program learn to service and maintain all types of cars and light trucks.

Curriculum

Coursework is based on the National Automotive Technician Excellence Foundation (NATEF) standards, which follow the Automotive Service Excellence (ASE) standards.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

5. Carpentry

Program Goal

The Carpentry program is a combination of hands-on skill development and technical training that uses the most up-to-date equipment and resource materials.

Curriculum

The program employs a standardized curriculum that was developed by experts in the construction trades industry through the National Center for Construction Education and Research (NCCER). Students earn NCCER and OSHA 10 certification. Safety is a full time focus of the Carpentry Program ever reminding the students of the ever-present dangers associated with this trade. Students build a variety of large projects on and off campus as part of their experience.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

6. Computer Programming and Video Game Design (P.M. WTCC ONLY)

Program Goal

Our Computer Programming and Video Game Design program enables students to learn to be software developers or video game programmers. Students will also earn 6 college credits from FLCC.

Curriculum

Students learn the essentials of computer programming and practice their skills by writing their own computer games. Students are taught concepts from geometry, trigonometry, and algebra needed to model real-world physics in their games and simulations. During the Spring semester, students also study college-level C# programming. C# is the most modern programming language desired by professional software development firms. Students who demonstrate a proficiency using C# can become eligible for internships with local software development firms.

Practical Hands on Hours: 305

Hours Theory: 130

1-Year Program

7. Computer Technology (FLTCC only)

Program Goal

The Computer Technology Program is designed to give students core knowledge of information technology systems and allows students the hands-on technical expertise to become valuable IT professionals. Students will also earn 6 college credits through dual accreditation.

Curriculum

The course will help students develop skills in computer software and hardware fundamentals, gaming design and programming, web-based programming and web design techniques. Emphasis is placed on college preparatory materials and industry-based standards.

This course will help students learn essential skills in computer software, hardware, operating systems, servers, web/game design, and current trends in IT security and green technology. As a TestOUT Learning Academy FLTCC students can obtain the Test OUT's PC PRO & Network PRO credentials. This technology neutral and vendor-neutral certification is available through our partnership with TestOUT. Students learn critical IT knowledge and skills which will prepare students for higher-level CompTIA certification including A+ & Network + certifications.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

8. Conservation

Program Goal

In the Conservation program your “classroom” can be in the forest one day and the local park the next. Students are introduced to the career areas in heavy equipment operation/maintenance and forest management.

Curriculum

Students will learn skills in surveying, landscaping, forestry, fish and wildlife management. Students will also have the opportunity to compete in the annual Conservation competition. Students will earn their OSHA 10 card and forklift certification. If they meet the requirements, they will have the opportunity to prepare for a New York State Commercial Driver’s License (CDL Class B). The Conservation Program also runs a successful on-campus greenhouse (WTCC).

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

9. Cosmetology

Program Goal

Cosmetology is an exciting career that requires a wide range of skills. Artistic ability, as well as technical and communication skills are critical to success. The Cosmetology program teaches students the competencies and professional skills necessary to pass the New York State Board practical and written licensing exams.

Curriculum

Students attend the program for two years. A clinic open to members of the local community provides students with real life experience in their field. Only licensed cosmetologists may work in salons in New York State. To sit for the licensing exam, students must complete a minimum of 1,000 hours of approved instruction.

**To obtain the 1000 hours required by NYS, students must attend a summer session.*

Practical Hands on Hours: 700

Hours Theory: 300

2-Year Program

10. Criminal Justice

Program Goal

Criminal Justice is a broad-based career exploration program intended to give students skills, knowledge and occupational opportunities in the field.

Curriculum

Through a blending of rigorous academics with a strong hands-on component, students gain insight into what it takes to be successful in the criminal justice

field. In addition, the program includes the study of civil and criminal law providing a strong foundation for entry into the security field or for advanced training at a police academy or college. Several certifications are available such as, NYS Security Guard, CPR/AED, First Aid and others through the Department of Justice, Homeland Security and OSHA.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

11. Culinary Arts

Program Goal

The Culinary Arts program is focused on preparing all students to meet the challenges of employment and/or continuing their education in the culinary field.

Curriculum

In this two-year program, practical experience is gained in both the classroom and fully equipped commercial-style kitchens. Guest speakers from local businesses and food-related careers are also invited to speak with students. The Culinary Arts Program is a member of the New York State Restaurant Association (NYSRA) Educational Foundation ProStart Program. This program provides students the work experience and classroom learning they need to succeed in restaurant/food service careers. Students will have the opportunity to earn their ServSafe Managers certification which is a 5-year certificate.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

12. Diesel Technology (FLTCC only)

Program Goal

The Diesel Technology Program provides training in the skills needed for entry-level employment in the agricultural, industrial and commercial vehicle industries.

Curriculum

Students learn to operate, service and maintain all types of gasoline and diesel engines, including hydraulics, electrical/fuel systems and power trains. Students develop skills in welding, machining, troubleshooting, and repair of vehicles and agricultural machinery. Through hands-on application students will experience working in a well-equipped modern facility. Training in welding, machining, diagnostics and vehicle maintenance is covered. If appropriate, a student will also have the opportunity to prepare for a New York State Commercial Driver's License (CDL Class B).

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

13. Education Professions

Program Goal

Students enrolled in the Education Professions program will be immersed into a culture that expands their knowledge and experience of the many varied career opportunities available in the field of education.

Curriculum

Students will create age-appropriate lesson plans and interact with young children in the center's community-based, on-site preschool. Students will also intern in off-site work-based learning experiences in their specific fields of interest. Eligible seniors may apply for Level I NYS Teacher Assistant Certification. Both juniors and seniors have the opportunity to earn college credit through Finger Lakes Community College (FLCC) and Monroe Community College (MCC). Certifications: CPR/Infant, Child, Adult, AED, First Aid, Mandated Child Abuse Reporting.

Practical Hands on Hours: 518 Hours Theory: 352 2-Year Program

14. Electrical Trades

Program Goal

The purpose of the Electrical Trades program is to prepare students for entry-level employment in the various electrical trades.

Curriculum

Throughout the program, students gain daily practical experience working with residential, commercial and industrial wiring. In addition, the students will have the opportunity to become a Network Cabling Specialist. Students explore renewable energy technologies. The Electrical Trades program has received national certification through the National Center for Construction Education and Research (NCCER).

Practical Hands on Hours: 609 Hours Theory: 261 2-Year Program

15. Emergency Medical Services Academy

Program Goal

Students will experience a wide variety of situations that will allow them to see and experience the value of pre-hospital care in increasing the survival rate of people involved in trauma and suddenly occurring medical situations. The academy is designed to prepare students for Certified First Responder (CFR) certification in the first year. Second year students successfully completing this program the two-year sequences are able to take the New York State Emergency Medical Technician (EMT) practical skills exam. Passing the skills exam makes the student eligible to take the New York State written certification examination. Seniors interested in attending one year for EMT training only shall be

reviewed on an individual basis to determine the likelihood of success in the EMT program.

Curriculum

This program is a one- or two-year program that focuses on the skills required for certification in the field of emergency health care/ pre-Hospital care. In addition, Students will participate in a 10-hour clinical experiences with a NYS certified ambulance service or at a hospital's Emergency Department or a combination of both. Our academic and EMT Instructors will work collaboratively following the New York State Learning Standards requirements to ensure students receive core academic credits in English Language Arts and Science.

In collaboration with the **Finger Lakes Regional Emergency Medical Service Council** this program presents the National Emergency Medical Services Education Standards for Certified First Responders (CFR) / Emergency Medical Technicians (EMT). It consists of modules that are based on the National Scope of Practice. Course content will introduce basic life support concepts, basic training to the professional rescuer who arrives first on the scene of a medical emergency, knowledge and skills to the prospective Emergency Medical Technician. The New York State Emergency Medical Technicians (EMT) / Assistant Emergency Medical Technicians (AEMT), Basic Life Support Protocols are introduced to the prospective student and practiced during lab sessions throughout the course. Certified First Responder (CFR) / Emergency Medical Technicians (EMT) are trained to care for patients at the scene of an accident and while transporting patients by ambulance to the hospital. Emergency Medical Technicians (EMT) have the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies.

Multiple additional certifications are offered in this program including certification in First Aid, Blood Borne Pathogens, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillation (AED).

16. Health Professions

Program Goal

Completion of the Health Professions curriculum provides the student with a solid foundation for pursuing postsecondary study in health professions and the opportunity to obtain employment as a certified Nursing Assistant (NA).

Curriculum

The Health Professions program is a two-year program focusing the first year on the New York State Education Department (NYSED) Health Occupations Education Core, which is the foundation course containing knowledge and competencies common to all health career fields. Students successfully completing this core curriculum take part in clinical rotations and field experiences that provide the training requirements needed to obtain

NYS Nurse Assistants certification and Personal Care Assistant certification. All students that meet NYS eligibility requirements sit for the NYS Nurse Assistant Exam the end of their senior year.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

18. Graphic Media Production (FLTCC)

Program Goal

The Graphic Media Production Program teaches to the Macintosh Operating System national skills standard and includes software instruction in Adobe Photoshop, Illustrator, InDesign, Dreamweaver and Flash.

Curriculum

This program provides instruction in design, layout and the reproduction of artwork in advertising. Both hand and computer illustration skills are developed. At the end of each year, every student will have completed a creative portfolio for use during employment searches and the post-secondary application process. This course of study provides students with the basic technological skills necessary for careers in this growing industry. It's exciting, it's challenging, and it's fun.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

19. Power Mechanics (WTCC ONLY)

Program Goal

In Power Mechanics, students learn the maintenance and repair of diesel and gasoline vehicles, farm machinery, earth-moving equipment and small power equipment used in agriculture, conservation and landscaping. Basic skills are developed in welding/fabrication and troubleshooting.

Practical Hands on Hours: 609

Hours Theory: 261

2-Year Program

20. Network Technician (A.M. WTCC only)

Program Goal

In the Network Technician Program students acquire the hands-on technical expertise to become valuable IT professionals.

Curriculum

In addition to the practical experience, students prepare for industry standard certification exams. Students study computer hardware, operating systems, servers and networking. The highest performing students will have the opportunity to put their knowledge to work in exciting internship opportunities at local companies.

Practical Hands on Hours: 305

Hours Theory: 130

1-Year Program

21. Academic Classes

Credit bearing courses required for a New York State Diploma are offered at the FLTCC & WTCC. Third year non-regents level math and science along with English 12 can be provided to those students who cannot fit this coursework into their home school based on NYS Program Approval of academic integration in specific CTE programs.

#106.XXX – CROSS-CONTRACTED SERVICES

Students wishing to learn a trade not currently available at either tech/career center may, upon request, be placed in specialized programs in neighboring BOCES.

Cost: Varies

#108.000 – NEW VISION PROGRAMS

1. New Vision Health Therapy Sciences

Program Goal

Exercise Science is becoming one of the fastest growing college majors and occupational area in the health and medical industry. Both theory and hands-on experience are introduced in this exciting program. The Health Therapy Science Program is designed to provide high school seniors the opportunity to intensely investigate future college and professional career options within the fields of health, exercise science, and kinesiology.

Curriculum

A one-year program that follows the New Vision Model by offering student mentored based shadowing experiences at local hospitals, colleges and medical profession offices and introduces students to all aspects of Exercise Science including anatomy, especially the musculoskeletal system; fitness and flexibility; nutrition and weight management; safety, injuries, and injury prevention; cardiorespiratory endurance; exercise physiology; medical terminology; applied kinesiology (the study of human movement); and resistance and cardiorespiratory training programs/progressions. The New Vision Exercise Program is designed to prepare students for a wide variety of college majors related to health, physical activity, and sport. The program also serves as a stepping stone to further education in high demand medical careers.

This is a broad-based professional curriculum that will target student development of the knowledge and skills of a wide range of career options within the health, sports, and exercise science fields. Additionally, this program will give students a foundation of basic skills required for workplace situations and is

uniquely suited to help students build skills related to communications, decision making, time management and relationship building, among others.

Students will study and experience academics in an environment that uses an interdisciplinary approach to English Language Arts, Math, Science and Technology. Secondary English, Science, and Physical Education credits will be offered through an integrated model with FLTCC academic staff and the program instructor providing the instruction. Post-secondary dual credit agreement with Finger Lakes Community College will give students a head start on their college studies.

Practical Hands on Hours: 210

Hours Theory: 240

1 Year Program

Curricular Areas to be Covered

- Human Anatomy and Physiology
- Neuroscience
- Exercise Techniques
- Biomechanics
- Neuromuscular Control
- Fitness Safety

Admission Requirements

1. Completed application
2. Personal essay based on one of the topics listed on the application
3. Transcript forwarded to Finger Lakes Technical and Career Center (FLTCC)
4. Recommended by your high school counselor (enclosed)
5. One teacher of your choosing complete and return a recommendation form

2. New Vision Medical Careers (FLTCC)

Program Goal

The New Vision Medical program's goal is to provide an interdisciplinary and experiential learning opportunity to high school seniors interested in pursuing health careers. The classroom is located on the Geneva General Hospital campus allowing students to *explore a full array of medical careers* while gaining **150 hours of clinical experience** and **nine college credits** (ENG101, ENG103, and SSC205).

Curriculum

Students master *clinical competencies* useful in a wide range of careers that enable them to interact with patients and medical staff while on **24 clinical rotation sites**. Rotation sites are arranged in 4, 6-week blocks of analogous units; **Diagnostic, Acute Care, Life Stages, and Surgical** to enhance students' understanding of patient/resident care, increase retention of clinical knowledge, and master system-based practices. **Computer Based Learning modules**

introduce students to specific principles (i.e. call lights, rapid response, Accu-Chek, moderate sedation) and medical-surgical disorders of human organ systems (i.e. stroke risk factors and assessment, dementia, pneumonia, sepsis, COPD) they are likely to observe in each block. Directed Experience outlines for each rotation site provides a guide for students to be proactive and places them in charge of their own learning. The interdisciplinary classroom approach allows students to study English, government, economics and health sciences simultaneously and apply this practice-based learning in a multidisciplinary professional environment.

Practical Hands on Hours 240

Hours Theory: 170

1-Year Program

Curricular Areas

- Medical Ethics
- Medical Terminology
- AHA BLS & AED
- College Application Evidence Based Writing
- Healthcare Reform Preventive Health
- The Art of Medicine Grand Rounds
- Critical Thinking, Reading and Writing
- GDP/Economics
- Stewardship
- Money Management
- Human Anatomy
- Disease Processes
- Socio Economic Issues
- Current Events Case Studies

Admission Requirements

1. Completed application
2. Personal essay based on one of the topics listed on the application
3. Transcript forwarded to Finger Lakes Technical and Career Center (FLTCC)
4. Recommended by your high school counselor (enclosed)
5. One teacher of your choosing complete and return a recommendation form

3. New Vision Medical Careers (WTCC)

Program Goal

The New Vision Medical Careers program is an intensive clinical shadowing experience in 20 plus hospital acute care and geriatric units; working with Physicians, Nurses, Physician Assistants, Nurse Practitioners, Clinical Unit Technicians, Dietitians, Respiratory, Physical, Occupational and Speech Therapists, Clinical Laboratory Scientists – Medical Technologists, Midwives, Radiologists and Medical Imaging Professionals. The goal of this one-year, academically intensive program is to learn university human anatomy and physiology, develop critical thinking skills by creating case studies, perform laboratories and learn the scientific method applied to clinical practice in multiple disciplines. The college preparatory program prepares students in rigorous time-management, technology and computer applications skills while exploring the depths of clinical careers by observation and hands-on experiences.

Curriculum

Students work as hospital team members – volunteers observing and

helping in the acute care setting, at Newark-Wayne Community Hospital as part of the Rochester General Hospital Health System. Students are American Heart Association Hospital BLS (Basic Life Support) CPR /AED and First Aid certified during the school year. High school seniors take college-level human anatomy and physiology (FLCC Bio 101), blended with clinical research and case studies preparation. Students take college-level English Composition (FLCC 101/103) to develop exception writing skills. Clinical Mentoring, Clinical Dialog and Junior College-level/Workplace - Medical Terminology is supplemented with required literature readings detailing the thinking of clinical professionals, such as nurses, neurosurgeons, surgeons, microbiologists, and many other disciplines and clinical situations. Students not choosing the college pathway receive high school credit. Students develop clinical packets documenting observed and actual hands-on activities in the clinical units, writing journals linked to A&P, clinical procedures, and critical clinical thinking questions validated by working clinical staff member's evaluations.

Practical Hands on Hours 240

Hours Theory: 170

1-Year Program

Admissions

Students apply to the New Vision Medical program during their junior year.

Program requisites include:

- Three years of Regent's Math, Science, English and Social Studies
- Completion of a New Vision Medical application including well-written short answer questions and recommendations from a high school counselor and a science and English teacher.

5. New Vision Veterinary Assistant (WTCC)

Program Goal

The New Vision Veterinary Assistant program is designed to provide high school seniors the opportunity to intensely investigate future college and professional career pathways within the field of Veterinary Science. Both theory and hands-on experiences are introduced in the Veterinary Assistant program. New Vision Veterinary Assistant program students may earn certification as a Veterinary Assistant.

Curriculum

An approved program by the National Association of Veterinary Technicians Association (NAVTA), this one-year program follows the New Vision Model by offering student mentored internships at local veterinary offices, humane societies and area farms. The program also introduces students to all aspects of Veterinary Science including: office and hospital procedures, communication and client relations, vaccinations, examination room procedures, surgical preparation and assisting. The New Vision Veterinary Assistant program is designed to prepare students for a wide variety of careers related to Veterinary Science.

Veterinary Technicians are employed by animal shelters, aquariums, boarding kennels, humane societies and animal rescue shelters, pharmaceutical companies, research facilities at universities, veterinary hospitals, wildlife sanctuaries and zoos.

(source: <http://www.collegesanddegrees.com/programs/veterinary-technician/job-outlook>)

This is a broad-based professional curriculum that will target student development of the knowledge and skills of a wide range of career options within the Veterinary Science field. Additionally, this program will give students a foundation of basic skills required for workplace situations and is uniquely suited to help students build skills related to communication, decision making, time management and relationship building, among others.

Students will study and experience academics in an environment that uses an interdisciplinary approach to English Language Arts, Math, Science and Technology. Post-secondary dual credit agreements with SUNY Morrisville and Finger Lakes Community College (Eng. 101/103 and Bio 101) will give students a head start on their college studies.

Practical Hands on Hours 225

Hours Theory: 225

1-Year Program

Contacts for information on New Vision Programs:

Adam Smith, School Counselor at WTCC
(315) 589-2605 or adam.smith@wflboces.org

Cristi Kuhn, School Counselor at FLTCC
(585) 526-6414 or cristi.kuhn@wflboces.org



Special Education programs are provided for students with disabilities, including those who need social, functional, communication, and physical skills development in addition to specific learning strategies.

A six-week summer school program is provided for students whose Individualized Education Program (IEP) requires a 12-month school year.

Related services are provided for students in these programs by occupational therapists, physical therapists, adaptive physical education instructors, psychologists, social workers, counselors, speech/language therapists, instructors of the visually impaired, and assistive technology specialists. Descriptions of these positions may be found at the end of this section. Costs for them are variable.

Additionally, a Least Restrictive Environment (LRE) support service for schools is available. See Instructional Support section, #521.000.

BOCES will accept special education students from a constituent district if BOCES can provide a safe education environment for the student, other students and staff within the initial service and cost limits set by the constituent district. Such students' daily interaction with their peers and with BOCES staff makes the students an integral part of BOCES programs. Therefore, BOCES reserves the right to inform a constituent district if problems with a student's education placement arise and to be involved in subsequent decisions (such as CSE meetings, impartial hearings, etc.) regarding the student's placement that may affect BOCES. BOCES also reserves the right to modify the supports it provides to a student (without a change in his or her educational placement) at the constituent district's expense.

Contact: Erin Meehan-Fairben, Assistant Superintendent of P16 Instruction
(315) 332-7400 or erin.fairben@wflboces.org

Kristen Marchiole, Administrator of Special Education
(315) 332-7366 or Kristen.Marchiole@wflboces.org

NO BOCES AID: There is no BOCES aid on Special Education services.

#202.200 – TRANSITION CLASS 15:1:1 (CAREER CREATIONS)

High School 18-21 yr. olds

This full or half-day program is designed to meet the needs of students, ages 18-21 with mild to moderate cognitive abilities who are eligible to attend school until the age of 21. Students should complete 4 years of high school prior to entering. Instruction is provided in the four Core content areas. There is a strong focus on development of employment skills. In addition, emphasis is placed on social, self-care, communication and transition goals.

Cost: Per student, per week

#213.000 – SOCIAL SKILLS DEVELOPMENT (EMOTIONALLY DISABLED)

These classes are provided for students with mild retardation to gifted ability who are unable to succeed in home school district programs because of unmet behavioral management needs. Instruction is two-sided, enabling the students to learn academic skills as rapidly as possible, as well as those skills needed to work and live with other people. It is hoped that students will ultimately be able to return to their home districts for instruction.

Cost: Per student, per week

#232.000 – FUNCTIONAL SKILLS DEVELOPMENT 1:12 + (3:1) (MULTIPLY DISABLED)

This program provides instruction for students with multiple disabilities. The students function cognitively within a severe to profound range developmentally. Students in this program need moderate to maximum support to meet a range of management needs. Many of these students have severe physical disabilities and some have a history of medical issues (i.e. seizure disorders, cerebral palsy, developmental syndromes, etc.). The program is individualized with emphasis on functional self-care skills, sensory and environmental awareness experiences, physical and muscular development, language and communication and pre-vocational training. Related service staff, teachers and paraprofessionals work closely together to provide an integrated program that meets the student needs in all areas.

Cost: Per student, per week

#242.000 – APPROPRIATE SOCIAL, BEHAVIORAL AND COMMUNICATION SKILLS PROGRAM 6:1:2 (AUTISTIC, PERVASIVE DEVELOPMENT DISORDER, MULTIPLE DISABILITIES)

By providing a supportive, structured teaching environment, students are given individualized opportunities to learn and grow independently.

This program meets the needs of students who are experiencing great difficulty in the areas of pragmatic language and communication, social awareness, social interactions, academic learning and behavior management. This program serves students who are at or below grade level standards as well as those with more significant developmental disabilities.

These students struggle in many areas. They may be withdrawn, impulsive, self-abusive, aggressive or lacking in social skills. They have moderate to normal physical development and moderate to severe management needs. These students tend to have unique characteristics and learning styles that make it difficult for them to meet with success in a more traditional setting. However, there is a strong emphasis on working with districts to provide transition services and consultant support for students who demonstrate readiness to return to their home schools.

Cost: Per student, per week

#252.000 – COMMUNICATION AND PHYSICAL MOBILITY DEVELOPMENT 1:6:1

This program is designed to meet the complex educational needs of students with physical/orthopedic disabilities and/or other health impairments. The program serves students who are at or below grade level standards as well as those with more significant developmental disabilities. The students require varying degrees of physical assistance/intervention to meet their total management needs. There is a strong emphasis on meeting the academic and related services needs of students with a wide range of learning styles and abilities. There is a focus on increasing independent communication skills and the students are provided individualized teaching strategies and therapy in the areas of augmentative and assistive technology.

Related service staff, teachers and paraprofessionals work closely together to create an integrated program that provides a supportive, individualized, multi-sensory teaching environment. There is a strong emphasis on working with districts to provide transition services and consultant support for students who demonstrate the readiness to return to their home school district.

Cost: Per student, per week

#262.000 – ACADEMIC, COMMUNICATION AND CAREER DEVELOPMENT PROGRAM (ACCD) (FORMERLY KNOWN AS CSD (202) AND FSD (222) AT NEC)

This is an academic, communication and career development program for K-12 students designed to provide instruction and services for students with speech and language delays, mild to moderate cognitive delays and/or learning disabilities. This program will serve students across a spectrum of disabilities.

Instruction is differentiated and individualized to meet the needs of all students. Some will participate in Regents level courses to attain a local diploma, as well as students who may work to achieve the NYSSA Skills and Achievement Credential and the CDOs Skills Credential. Opportunities for mainstreaming will be available, as appropriate. Instruction will be provided by team of special education teachers, speech therapists, teaching assistants and related service staff. Groupings of students will be individualized with strong emphasis on academic and pragmatic language and Social skills. K-8 group speech is provided as part of program, K-8 individual and 9-12 individual and group is billed per student IEP. All classes are 12:1:1 grades K-12 (up to age 21)

Cost: Per student, per week

The following specialized Special Education services are related to the general education of children with disabilities. Students assigned to special education classes as described on the preceding pages may also require support from professionals in these areas.

Contact: Erin Fairben, Assistant Superintendent of P16 Instruction
(315) 332-7400 or Erin.Fairben@wflboces.org

#XXX.020 – OCCUPATIONAL THERAPY AND/OR #XXX.030 – PHYSICAL THERAPY

Occupational and physical therapists provide direct therapy, consultation, evaluations and screenings. Direct service may consist of individual or group sessions. A prescription by a physician may be required. Therapists also collaborate with classroom teachers, other staff members, parents and each other to design activities that may be implemented within the school, home and community.

Cost: 020-OT - Per hour, one hour per week (40 weeks)
030-PT - Per hour, one hour per week (40 weeks)

Contact: Elise Comella, Newark Education Center Principal
elise.comella@wflboces.org

ASSISTIVE TECHNOLOGY SERVICES (PENDING SERVICE REQUESTS)

Assistive technology consultant services are available through direct billing. Assistive technology consultant evaluations are available through Clinical Support Services funds for districts belonging to CSS and through direct billing for others. (Go to #324.000 – Clinical Support Services) Assistive technology consultants are available to provide the following services:

- District/program need and resource assessment
- Individual student technology screening, evaluation, consultation/service delivery
- Professional staff development on topics related to assistive technology and universal design for learning
- Classroom/team/parent consultations
- Technical assistance in providing instructional materials in alternate formats
- Device loan, based on availability and technical support

Cost: Per hour

Contact: Mary Perkins, Assistant Technology Consultant
mary.perkins@wflboces.org

#XXX.041 – ADAPTIVE PHYSICAL EDUCATION

This is a developmental program of activities which enables children with a wide variety of disabilities to improve motor skills and perception. A.P.E. instruction is given individually or to groups of children at a frequency determined by the Committee for Special Education (C.S.E.).

Cost: Per hour, one hour per week (40 weeks)

#XXX.042 – SPEECH THERAPY

Certified speech therapists and/or speech pathologists provide direct instruction to students with communication deficiencies such as language delays, voice impairments and unintelligible speech. As with other related services, the frequency of sessions is determined by the local C.S.E.

Cost: Per hour, one hour per week (40 weeks)

#XXX.043 – PSYCHOLOGICAL COUNSELING

Improvement of communications and interactions between students and family or school personnel is the focus of the scheduled counseling sessions provided by a school psychologist/counselor/social worker. Students are assisted with situations and conditions that are interfering with the educational process.

Cost: Per hour, one hour per week (40 weeks)

#XXX.044 – 1:1 TEACHER ASSISTANT OR LICENSED PRACTICAL NURSE

Cost: Teacher Assistant, Licensed Practical Nurse

#XXX.045 – INSTRUCTOR FOR VISUALLY IMPAIRED

Students whose visual impairment adversely affects their educational performance are provided evaluation, instruction and support by a certified teacher. Consultations and material preparation is also provided as indicate on the IEP. As with other services, the frequency of vision services is determined by the local CSE.

Cost: Per hour, one hour per week (40 weeks)

SUMMER SCHOOL

Summer school programs are available where students' social/emotional/instructional needs require a 12-month program, as determined by the local CSE.

Cost: Per Student/Season

Special billing procedures apply to summer school.

ITINERANT SERVICES - 300



Itinerant Services are provided by BOCES staff who are shared by two or more districts, usually on a Full-Time Equivalent (FTE) basis. This arrangement enables component districts to increase their offerings without adding full-time positions. They are directly billed to the sharing districts. Other services of a support nature are also included in this category. (BOCES aid is unavailable for support positions and services that are otherwise aided.)

An initial offering of specific personnel is based on assumptions about final requests for the coming year. However, requests for Itinerant Services can occur throughout the year and need not be restricted to the positions on the initial list. Once requested an Itinerant Service is a commitment for the entire school year. Subject and special areas in which itinerant teachers generally are found are listed below. (These are only a few of the subject and special areas that may be shared. Please contact Michele Sullivan for a complete listing.)

- #301.000 Speech Improvement
- #316.000 School Food Services Supervisor
- #320.000 Public Relations Coordinator
- #325.000 Home Economics Instructor
- #347.000 School Social Worker
- #350.000 Pupil Personnel Coordinator
- #355.000 School to Career Counselor
- #356.000 Shared Business Official
- #364.000 Shared Transportation Supervisor
- #367.000 CSE Chair
- #369.000 Shared Librarian

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day.

All benefits are aided.

- #304.000 Occupational Therapist
- #317.000 ENL
- #311.000 Physical Therapist
- #319.000 Visually Impaired Instructor

NO BOCES AID: There is no BOCES aid on these services.

#324.000 – CLINICAL SUPPORT SERVICES

This unique service provides individualized diagnostic evaluations and consultations. Evaluations and consultations are provided by a variety of medical and education professionals including, but not limited to:

- Psychiatric Evaluation & Consultation
- Psychological Evaluation
- Psycho-Educational Evaluation
- Projective Testing
- Neuro-Developmental Behavioral Evaluation
- Autism Evaluation & ASD Consultation
- Bilingual Psychological Evaluation
- Bilingual Educational Evaluation
- Bilingual Speech/Language Evaluation
- Classroom, Individual Consultation
- Educational and Behavioral Consultation
- Audiological Evaluation
- Speech/Language
- Central Auditory Processing

BOCES AID: Service to handicapped students is not BOCES aidable.
(Aided for non-handicapped students only)

Cost: Per past service use

Note: Operational costs are paid through a percentage of each district's contribution to the service. BOCES aid available for non-classified students.

TRAUMA, ILLNESS & GRIEF CONSORTIUM (TIG)

This service provides support for districts in the event of a significant traumatic event within the school community. Consultation, resources and active support may be offered to districts who are part of the consortium. Joining the consortium includes training district staff, creation of a crisis manual, creation of a district TIG team and offering other districts support of TIG responders in the event of a TIG crisis. Continued collaboration amongst districts and W-FL BOCES supports this initiative.

Cost: No Cost- Amanda, please speak to Shannon Marshal regarding this. We currently are having discussions regarding how to “pay” for this service or not.

Contact: Rebecca Goodman, Coordinator, W-FL BOCES TIG Consortium
(315) 332-7518 or Rebecca.goodman@wflboces.org

DIRECT INSTRUCTION - 400



Specialized programs are provided for identified groups of students such as members of academic teams, technical/career students, gifted and talented, college-bound, youth-at-risk, peer mediators and students serving on student councils. These programs are provided on a collaborative basis for districts that may not have enough students to justify additional staff or expenditures.

ARTS-IN-EDUCATION #402.000, #402.001

#402.000 – REGIONAL ARTS-IN-EDUCATION COORDINATION/CORE

This group of services provides a comprehensive and coordinated program allowing participating districts to receive aid on monies they expend for activities designed to integrate the arts into education, thus helping students meet the New York State Standards for the Arts. The Arts in Education CO-SER is unlike others for two reasons: 1) The sharing requirement is met through participation in the Core and 2) Activities that are single-district in nature can be aidable. The Core Program supports the Arts-In-Education coordinator's position and provides the following services:

- Coordination of scheduling (upon request), contracting and payment to any performances, theaters, authors and institutions to insure state aid on all Arts-In-Education activities
- Technical assistance and support for local Arts-In-Education program planning and implementation
- An advisory council composed of school district representatives, regional artists and art councils
- Arts Experiences tracking reports
- Visiting authors booked to speak at home schools
- Evaluation of the Arts-In-Education programs used by districts
- Assistance in seeking supplementary funds through grant writing to provide specialized offerings and concentrated local program development
- Representation in regional Arts-in-Education forums

Cost: Core

Contact: Addie Klaehn, Coordinator of Regional Programs
(315) 332-7725 or addie.klaehn@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. Must participate in CORE to be aided.

#402.001 – ARTS-IN-EDUCATION PROGRAMS/MONIES ON ACCOUNT

Districts purchasing BOCES Arts-in-Education Core may designate monies for in-school enrichment programs and admission tickets/visits to cultural organizations when coordinated as school field trips.

Cost: Per district, varies

Contact: Addie Klaehn, Coordinator of Regional Programs
(315) 332-7725 or addie.klaehn@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#402.002 – MERRY-GO-ROUND SEQUENTIAL DRAMATICS PROGRAM (MGR)

The Sequential Dramatics Program is provided by The Merry-Go-Round Youth Theatre. Productions are chosen that complement the subject matter students' study in each grade, and thus go hand-in-hand with curriculum. By visiting each classroom before the performance, the actors are able to explore, the content and production material for the show, in detail, as well as the related academic material. The goal of these workshops is to prepare students to thoughtfully and actively view the play. Often, the inclusion of visual aids, such as pictures, props, and costumes from the performance, or having students act out parts from the show or imitate characters they will meet, helps the actors engage all of the students.

Carefully constructed study guides containing both pre and post-performance activities and areas of study, are sent to each classroom teacher. Working together as partners, the MGR staff and teachers can meet many of the Learning Standards for The Arts, as well as support English Language Arts, Science, and Social Studies, as outlined by the New York State Education Department. Under certain conditions, "Merry-Go-Round Playhouse" can provide considerable program subsidies.

Dates: As scheduled by district personnel

Location: Your building(s)

Cost: Tailored to individual district needs + 12% aidable service charge

Contact: Addie Klaehn, Coordinator of Regional Programs
(315) 332-7725 or addie.klaehn@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

GIFTED AND TALENTED #404.000, #404.020/030, #404.070

#404.000 – PROJECT ADEPT CORE – A DIVERSIFIED ENRICHMENT PROGRAM FOR THE TALENTED

Enrichment opportunities often stop after elementary school leaving highly able students in need of opportunities to explore content in-depth, expand their career understanding and interact with their peers. Project ADEPT can answer that need.

Enrichment opportunities are provided with recognized experts in appropriate facilities throughout the Finger Lakes region. All programs are Standards-based, with the goal of touching upon all the standard areas in a given year. New programs are added each year. Some popular offerings include but not limited to:

- Forensics in the Classroom
- Environmental Science Series
- Wayne-Finger Lakes Middle School Mathalon
- Rocketry
- Mock Trials
- Digitarium – The Science of Mythology
- Experimental Science Series

Cost: Core – plus the cost of workshop per student/district
Non-Core – 12% addition to cost of workshop per student/district

Contact: Addie Klaehn, Coordinator of Regional Programs
(315) 332-7725 or addie.klaehn@wflboces.org

Note: Registration flyers will be sent with workshop description brochures throughout the year. You will be able to indicate number of students per level (high school, middle, elementary) in these flyers.

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#404.070 – CURTAIN CALL (FORMERLY SUMMER MUSICAL THEATER ARTS)

This four-week program provided by Lyons Community Players is offered to students in grades 5-12 to build a broad competency base in drama, dance and vocal music. Students will be divided into three groups: grades 5-7, 8-9 and 10-12. Each group will receive daily, specialized instruction in each discipline from recognized regional experts and/or visiting professional artists.

Dates: Start Date TBD (Mon. – Thurs.) July (Excluding July 4th)

Location: Lyons High School

Cost: Per district request + 12% aidable service charge

Contact: Addie Klaehn, Coordinator of Regional Programs
(315) 332-7725 or addie.klaehn@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#408.000 – INCARCERATED YOUTH PROGRAM

This program offers remediation, grade level instruction and preparation for the GED exam and career counseling to school-age youth incarcerated in county correctional facilities. Classes are conducted five days a week, three hours per day on a year-round basis. Located at County Correctional Facilities in Ontario, Seneca, Wayne and Yates Counties, it is administered by the Office of Continuing Education through agreements with local school districts.

Cost: Per district (Special categorical state aid is available only to the four districts which have jails.)

Contact: Gregory Maine, Principal of Special Programs
(315) 332-7379 or Gregory.Maine@wflboces.org

#425.00 – WAYNE-FINGER LAKES PATHWAYS IN TECHNOLOGY EARLY COLLEGE HIGH SCHOOL (P-TECH)

Program Goal:

The W-FL Pathways in Technology Early College High School (P-TECH) connects high school, college, and the world of work through partnerships with Finger Lakes Community College (FLCC) and regional industries. The school is open to incoming ninth-graders who are eager to learn and apply essential skills and knowledge necessary to earn both high school and college degrees. The goal for our diverse student population is completion of a Regents diploma and an FLCC associate's degree within four to six-years.

Curriculum:

The school provides an education that includes both high school and college-level, credit-bearing coursework allowing students to choose their own “pathways” to high-skill jobs. W-FL P-TECH serves students willing to commit themselves to a rigorous academic and career-readiness curriculum. On a daily basis, students are actively involved in the 4 Cs of 21st century learning– Communication, Collaboration, Creativity, and Critical Thinking. In addition to

Regents level curriculum, college level curriculum centers on three career clusters — Information Technology, Instrumentation and Control Technologies, and Mechanical Technologies. Through enrollment at FLCC, students can earn one of these three associate's degrees at no cost to their families and will be highly-considered for jobs with regional industries when they graduate.

Contact: Erin Fairben, Assistant Superintendent of P16 Instruction
(315) 332-7400 or Erin.Fairben@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#425.000 – INSTRUCTIONAL SUSPENSION CLASS (ISC)

ISC is a full-day interim instructional program for students in grades 6-12 who are referred by participating school districts as a result of a disciplinary circumstance. ISC provides academic support (not one-on-one tutoring) outside the traditional school setting. The classroom is a quiet atmosphere for learning with a small teacher-student ratio. Potential students include students in participating districts in grades 6-12 who are being suspended from classes for most offenses.

Home school districts will provide all assignments and instructional material to the ISC instructional staff to ensure the students continue with their academic assignments and have work to complete each day. Students will be transported by their home school on the morning Tech Center bus or be dropped off by a parent/guardian no later than 8:30am. Lunch is available at the site. Dismissal is at 2:43. Students may ride the PM Tech bus to their home district, or a parent may pick them up at Wayne Technical and Career Center (WTCC) or Finger Lakes Technical Career Center (FLTCC).

Contact: Erin Fairben, Assistant Superintendent of P16 Instruction
(315) 332-7400 or Erin.Fairben@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#430.010 – SUMMER SCHOOL - ACADEMIC

This program provides for remedial academic programs and enrichment experiences that do not fit into the school year, such as High School Regents and Elementary Enrichment.

Cost: Per seat, variable (Based on staff needed and supplies)

Contact: Gregory Maine, Principal of Special Programs
(315) 332-7379 or Gregory.Maine@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#430.020 – SUMMER SCHOOL – DRIVER EDUCATION

Provides a summertime driver education program for students.

Cost: Per student, variable (Based on teachers needed and hours)

Contact: Gregory Maine, Principal of Special Programs
(315) 332-7379 or Gregory.Maine@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#433.000 – TUTORING

This service provides tutoring to any enrolled student who is capable of benefiting from instruction but is unable to attend school and/or is unable to learn in the traditional classroom environment.

Cost: 22-23 billing rate of 50.00 per hour

Contact: Michele Sullivan, Assistant Superintendent of Innovation & Accountability
(315) 332-7247 or michele.sullivan@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#438.000 – SATELLITE ACADEMIC PROGRAMS

W-FL BOCES provides Satellite Academic Programs at host districts to be shared by surrounding school districts. All districts must be components of W-FL BOCES. Sharing the course offerings through BOCES allows a pooling of resources and helps preserve, maintain, or expand curriculum choices for students. BOCES provides coordination for the program, including registration, billing, overall supervision, and evaluation. The following programs have been approved by the New York State Education Department.

1. Project Lead the Way

This program is currently hosted at **Williamson Central School District** and the **Palmyra-Macedon Central School District** to provide academic course offerings in specific concentrations.

- Design and Drawing for Production (DDP)
- Principles of Engineering (POE)
- Civil Engineering and Architecture (CEA)
- Computer Integrated Manufacturing (CIM)
- Biotechnical Engineering (PLTW)
- Engineering Design and Development (PLTW)
- Manufacturing Materials & Processes
- World of Technology
- Construction
- Digital Electronics (DE)
- Digital Imaging
- TV & Video Production
- 3D Computer and Design
- Robotics

2. Alternative High School at Canandaigua Central School District

This program hosted at Canandaigua Central School District is designed for high school juniors and seniors interested in pursuing college level courses in communications and technology. Program offerings include:

- Computer Generated Images
- Tech Tools
- Digital Audio and Radio
- Mac Advanced
- Mac for Beginners
- Video Production and Animation

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.diblas@wflboces.org

BOCES AID: All salaries and benefits are aided.

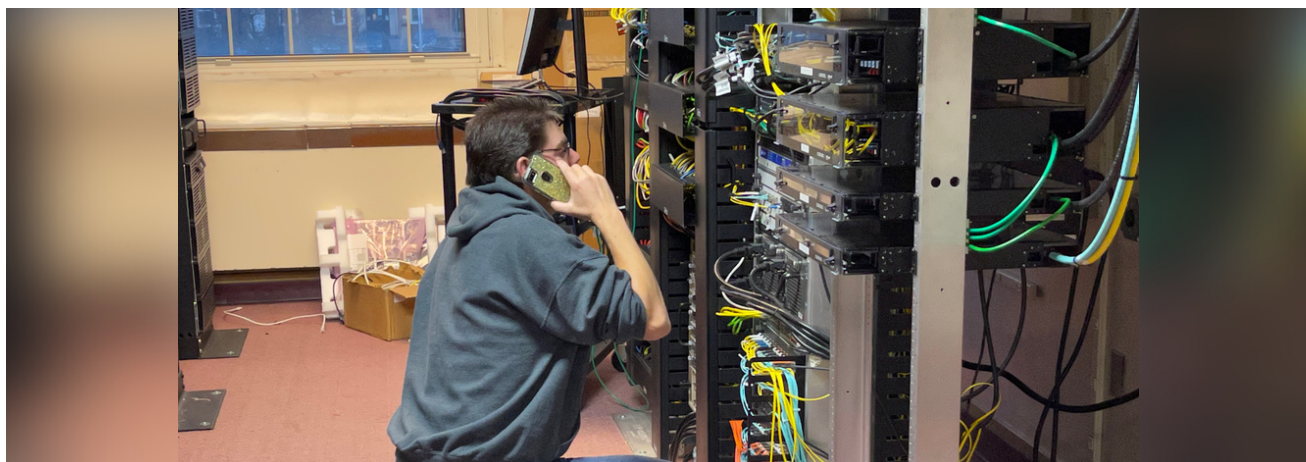
3. Alternative High School at Gananda Central School District

This program hosted at Gananda Central School District is designed for high school juniors and seniors interested in pursuing college level courses in communications and technology. Program offerings include:

- Computer Generated Images
- Tech Tools
- Digital Audio and Radio
- Mac Advanced
- Mac for Beginners
- Video Production and Animation

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.diblas@wflboces.org

BOCES AID: All salaries and benefits are aided.



Instructional Support encompasses areas of the educational program that enhance the quality of education for students. Included are opportunities for collaborative curriculum development, staff development at all levels and coordination of extensive learning materials and services. This section also provides the planning, technical support and coordination necessary to the integration and use of computers, software and network resources in the various curriculum areas.

#502.000 – HOME INSTRUCTION COORDINATION

This service assists school districts in the required responsibilities for students who are instructed at home. The specific responsibilities of BOCES are to:

- Ensure that all home-schooled students adhere to and remain in compliance with Part 100.10 of the New York State Commissioner's Regulation.
- Coordinate all required communication to parents, mail information packet and response letters, field home school phone inquiries.
- Review and maintain all required Individualized Home Instruction Plans, quarterly reports, and annual assessment testing results.
- Make recommendations to the Superintendent of the home district regarding equivalency of instruction.
- Inform the Superintendent of the home district about any inadequate student progress and/or delinquencies in required reporting.
- Maintain records of all students who are being instructed at home.
- Assist home school parents/guardians in understanding, interpreting, and adhering to the regulations of home instruction.
- Assist school district personnel in understanding and interpreting the regulations of home instruction.

Cost: Varies

Contact: Erin Fairben, Assistant Superintendent of P16 Instruction
(315) 332-7400 or erin.fairben@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#505.000 – MEDIA LIBRARY

Media Library CoSer includes:

The Media Library provides student and staff access to large collections of e-books, audio books, video streaming and full-length feature films. School districts in the Media Library also receive umbrella movie licensing to support copyright protected showing of films. Additionally, districts receive training and technical support for setup, access, and use of resources and services.

Cost: Per student

Contact: Katherine Hammill, School Library System Director
(315) 332-2100 or Katherine.Hammill@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided

#507.000 – IMAGING CENTER

The Imaging Center is a print service bureau that provides a variety of services to Wayne-Finger Lakes BOCES and its component school districts. The department is equipped with six high speed industrial copiers that use a variety of paper stock in multiple colors and weights. We also have several types of bindery equipment: Paper Cutter, Paper Drill, Thermal Binder, Coil Binder and Padding equipment.

Printing

There are many different styles and options available for printing such as, printing in color or black, 1 or 2 sided to create the following and many more:

- Brochures
- Bulk mailing
- Calendars
- Carbonless forms
- Certificates
- Coloring booklets
- Drivers Daily Reports
- Hall passes
- Cards
- Newsletters
- Note pads
- Permission slips
- Postcards
- Posters
- Programs
- Workbooks

Binding

The Imaging Center offers several types of binding:

- 3-hole punch
- Coil binding
- Stapling (single and dual)
- Thermal binding
- Padding

Frequently Asked Questions:

How do I request the print of a computer file? Submit the Print Request Form with your file to: imagingcenter@wflboces.org or bring an USB flash drive to the Imaging Center.

How do I request copies of an original (Hard Copy)? Send the original to the Imaging Center with a Print Request Form or bring the original to the Imaging Center.

How do I receive my print job? The courier service will deliver the next delivery day to their drop point at your school district. Or you can pick up the copies at the Imaging Center at 131 Drumlin Court, Newark, NY 14513.

My office has a copier, when should I use the Imaging Center instead? The Imaging Center is the place to go to save time and money when you need:

- A large number of prints or copies.
- To print something on paper that is too large for your printer.
- Help polishing up the design of your project.
- Folding, Cutting, Binding or other finishing services.

Contact: John Bowman, Manager, Imaging Center
(315) 332-7435 or john.bowman@wflboces.org

Marissa Sapp, Assistant, Imaging Center
(315) 332-7420 or marissa.sapp@wflboces.org

General email: imagingcenter@wflboces.org

Cost: Quotes provided upon request.

Hours: 7:00 am – 3:30 pm, Monday – Friday

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$1.50 per day. All benefits are aided. Supplies and Materials are not aided.

#510.XXX – INSTRUCTIONAL COMPUTER SUPPORT SERVICES

(See customized EduTech packets sent to school districts under separate cover.)

This service group includes training, technical support and project coordination as they relate to instruction. There is an Instructional Training Support Umbrella, which allows districts to choose not only workshops on the following pages, but those in EduTech's Instructional Technology Training Catalog, as well. The umbrella also provides access to various training options. Also found in this group are technical assistance services which are purchasable without the umbrella.

With the exception of the Support Umbrella, its workshops and training options (510-6360-ITS), component school districts should direct all questions related to the following 510's to their Project Coordinators.

Note: All service costs in category #510 that are followed by ♦ include salary and fringe benefits for staff, and the cost center's portion of overhead allocations, as well as expenses related to office space, supplies, equipment, training, travel, and where applicable, service-specific forms and related incidentals. Component districts should direct all questions related to 510's to their Project Coordinators.

#510-6360-NS – NETWORK SUPPORT

Network support includes support related to file servers, switches, and hubs, UPSs, tape backup, all aspects of network design, research and development and troubleshooting. Also includes: Storage Area Network System, Video Storage

Cost: ♦ Base Fee + per file server, per switch, router & access point, per tape backup and per RWADA

VMWare is a software suite that allows users to run multiple instances of an operating system on one server; that is VMWare allows users to build virtual machines, servers on one physical server. VMware Inc. refers to the physical hardware computer as the host machine and identifies the operating system or virtual appliance running inside a virtual machine as the guest.

Cost: ♦ Host Server 1 Base Fee
Host Server 2 Base Fee
Host Server 3 Base Fee
Virtual Center Base Fee
Storage Area Network (SAN) Base Fee
VMWare Tape Library
Video Storage System
Storage Area Network Installation
Virtual Center Installation Fee
Host 1 Installation Fee
Host 1 Installation Fee

Additional Consideration:

If the district currently subscribes to EduTech's in-district Exchange service (and has an in-district server running those applications) AND they intend to install those applications on the VMWare configuration service charges for those applications need to be adjusted. Basically, we are "unbundling" the application support from the server/application support fee.

Cost: ♦ Base Fee for Exchange application support fee.

#510-6360-WS – WORKSTATION SUPPORT

Workstation Support includes support related to workstations, as well as support for network access (Internet, LAN, and Printing), desktop operating system, troubleshooting, research and development and hardware diagnostics.

Cost: ♦ Base fee + per workstation (1/2 price for Netbooks & Thin Client)

#510-6360-PC – PROJECT COORDINATION/SAA SUPPORT – REQUIRED

Project Coordination provides support for districts with planning, installation, and SAA contract development. It also provides overall project coordination for all EduTech customer activities. Project Coordination is a required service area.

Cost: ♦ Base fee + per RWADA + per first 100 workstations

#510-6360-IM – INSTRUCTIONAL MAINTENANCE

District Maintenance includes fees assessed by maintenance companies for repair of district equipment.

Cost: ♦ Base fee

#510-6360-SS – STUDENT SERVICES

Guidance Services

The functions include software and technical support to district personnel. Various workstation, networked software and web-based programs are available from Bridges.com. Frontline Group offers one program, Guidance Direct, as a web-based software.

Cost: Base Fee + per site fee + annual software license (per product)

Note: Software License Fees are also assessed by software companies for use of their software. (Bridges.com and Frontline Group)

Integrated Learning Systems

This area provides additional planning and technical support to district staff specific to the implementation of network software products into curriculum areas such as instructional aids and tools. It also includes software preview, planning and consultative support.

Cost: SuccessMaker Base fee

Note: Software License Fees are also assessed by software companies for use of their software.

Common Set of Learning Objectives (CSLO) – Required

This area is concerned with the development and coordination of the Common Set of Learning Objectives.

Cost: ♦ Base fee

eDoctrina System Support

eDoctrina is an assessment data program which allows for the creation of paper and online assessments, scanning answer sheets, and data reporting. eDoctrina contains a SLO and RTI tool. OBSeRVE is eDoctrina's Teacher Observation Tool.

Cost: ♦ Base Under 1,000 RWADA
Base Over 1,000 RWADA

Student Evaluation (NWEA MAP)

Cost: ♦ Base Fee

#510-6360-NPC - NETWORKING PRINTING CENTERS

Network Printing Centers

This area includes all support necessary to set up and maintain Xerox, Eastern, Ricoh and Toshiba Copiers.

Cost: ♦ per workstation Network Printing Center Billing and Technical Support Fee

Network Printing Center Maintenance/Leases

This area covers the maintenance agreements for any Network Printing Center purchased under Xerox, Eastern, Ricoh or Toshiba Maintenance Plans. The Processing Fee is a one-time fee, charged for the first year of the maintenance agreement.

Cost: ♦ Processing Fee per workstation (first year only) + annual payment on maintenance/lease determined by agreement with provider.

#510-6360-MYPA - MULTI-YEAR PURCHASE AGREEMENT

This area covers all installment purchases made by a district.

Cost: ♦ Processing fee, per agreement + annual payment determined by bank.

#510-6360-IT - INSTRUCTIONAL TRAINING

This area includes training of all EduTech supported software, research and development of new courses, and conference day services. Instructional Training Support is a required service area.

Cost: ♦ Base fee + Per Participant Fee

Lab Based Training

Provides training, which develops skills associated with the use of computer software. Training is conducted at one of the two training labs located throughout the region. Full day training, six (6) hours in length, is held primarily during school hours. A workshop catalog is published and distributed on a regional basis three (3) times a year. Participants must reschedule or cancel their workshop registration at least three (3) school days prior to the workshop start date otherwise the district will be charged the full workshop fee.

Cost: ♦ Per Participant Fee, per workshop

#510-6360-SS - SHARED SUPPORT

This service provides a shared (.60 FTE maximum), on-site technician who will provide computer support in areas of his/her expertise. Civil Service job descriptions for the positions listed below are available upon request.

- Computer Services Assistant (workstation software support)
- Senior Computer Services Assistant (network software support)
- Information Technology Network Analyst I (network hardware support)
- Information Technology Network Analyst II (network hardware support)
- Information Technology Network Technician (network hardware support)
- Coordinator

Reminder: The State Education Department does not allow shared staff to work on district owned equipment.

#510-6360-RD – RESEARCH & DEVELOPMENT, LAKENET INTERNET-REQUIRED

This area covers research and development projects related to the Internet, including all equipment, supplies, consultants and training needed to conduct this research.

Cost: ♦ Base fee

Equipment, Special

Covers all district hardware purchases. While we cannot predict what your district costs for this area will be for the next year, we can estimate what your district has spent to date with EduTech for hardware.

Supplies, Special

Covers all district software purchases. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for software.

General Miscellaneous

This area covers other services provided by EduTech. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for software.

Examples of Services covered:

- Fileserver Installation
- Fileserver Installation, Clustered
- CD-ROM Server Installation
- Server Hard Drive Upgrade
- Server/Network OS Upgrade
- Workstation Installation
- SAN
- Workstation OS Upgrade
- Software on Local Hard Drive
- Workstation RAM Upgrade
- Networked Printer Installation
- Termination Per Hour
- Application on Server (excludes Mandarin, CCC)
- Router Installation
- Switches Installation
- Document Center with 5 Workstations
- Document Center with 6+ Workstations
- Local Printer Installation
- CD Sound Card Installation
- Replacement Workstation Installation
- Tape Library
- Interactive Whiteboard handling fee
- Creation of Images
- Reconfiguration of existing servers

#513.XXX – INSTRUCTION AND STAFF DEVELOPMENT SERVICES

These services are designed to support districts as they work to meet the needs of all learners. Each area outlined below is designed to strengthen instruction through implementation of standards-aligned curriculum and assessments. Districts participating in this service will receive targeted support to educate and develop children who are healthy, safe, engaged, supported, and challenged.

Examples of activities within this service include:

- Professional staff development
- Curriculum development and adaptation
- Assessment design
- Data collection and analysis
- District planning designed to meet the initiatives set forth by the NYS Department of Education

Districts who participate in the Instruction and Staff Development service are eligible to receive state aid on associated costs. To be eligible for state aid in Staff Development/School Improvement activities, the following requirements must be met:

- Districts must purchase the Staff Development Core
- Activities are coordinated by BOCES
- Activities are tied to the school improvement planning process
- Activities with consultants may not replace services provided by BOCES
- Activities with consultants must have multi-district participation
- Participants include certified staff

Contact: Jessica Sheridan, Director of Staff Development
(315) 332-7490 or Jessica.Sheridan@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

Districts must belong to the Staff Development Core to receive aid.

#513.000 – STAFF DEVELOPMENT CORE

The Staff Development Core cost supports the necessary core functions of the Staff Development Department. It ensures that these functions are in place to support the ongoing changes and demands associated with strengthening curriculum, instruction, and assessment related activities. Participation in the Core service is required as a condition to receive state aid.

Coordination of Regional Activities:

1. Districts can work directly with BOCES Staff Developers to plan and implement professional learning activities for certified staff.
2. In the case where districts need to bring in an outside consultant, up to 10% of the total expense will be charged for BOCES Coordination. Districts must coordinate with BOCES during the initial planning stages in order to secure state aid.
3. There is a 30% increase in price of workshops and services if districts do not purchase the Staff Development Core service. The activity and associated sub costs or stipends are not eligible for aid.

The requirements of this CoSer necessitate that districts be part of the Core program in order to receive BOCES aid for activities in this instructional area. Participation in the Core provides BOCES aid on the following eligible activities:

- Staff Development sponsored workshops (in-person and web-based)
- Curriculum development and adaptation
- Creating standards aligned assessments (formative and summative)
- Data analysis to target instruction
- Facilitation of meetings or retreats
- Coaching of teachers and leaders
- Regional test scoring
- Shared instructional coaches
- Shared staff developers
- Strategic planning
- The Wayne-Finger Lakes Leadership Academy
- The Wayne-Finger Lakes Leadership Institute
- Reimbursement of teacher substitute or stipend costs during BOCES coordinated staff development
- Cross contracts with other BOCES (in most instances)

Professional Learning Workshops

Regional Professional Learning workshops are offered throughout the year to empower educators as they work to maximize achievement for all students. All regional workshops are designed based on state learning standards, best instructional practices and the NYS professional learning standards. Workshops are continuously adapting and changing to support regional needs.

For more information, please visit our website –
<https://www.wflboces.org/teaching-and-learning/staff-development>

#513.301 – PERSONALIZED LEARNING

Wayne Finger Lakes Mission for Personalized Learning: We will tailor learning to students' individual strengths, needs and interests while providing flexibility and support to ensure mastery at the highest standards possible. This will be accomplished through using evidence to inform decisions, targeting instruction, leveraging the use of technology and empowering student ownership over their learning.

- **PL Visioning Kick-Off** - This offering is meant for Districts looking to kick-off or strengthen their personalized learning implementation. BOCES Staff Developers will come on-site and lead conversations and planning around district-wide implementation of PL. By the end of the 4 days the district will have developed a district vision of Personalized Learning, an implementation plan to carry out that vision and communication tools to help brand PL across varying stakeholder groups.

- **PL Consortium (Leadership Teams)** - Time, space and access to collaboration with colleagues is the main focus of the Personalized Learning Consortium. Districts utilizing this option will be able to send their established PL Leadership Council/Team to BOCES for continued work towards personalized learning implementation. BOCES will lead on-demand professional development as well as facilitate team time to continue progress on implementation. Learning topics will be based on district needs/requests, but may include going deeper with the core elements of PL (using evidence to inform decisions, targeting instruction, leveraging the use of technology and empowering student ownership over their learning), analyzing data to target district needs, and promoting a culture of innovation.
- **PL Consortium (Teachers)** - This offering allows teachers from varying districts to come together and form ongoing learning networks with job-alike peers. The general format of the workshop will remain consistent throughout the course of the year. Yet, agenda items within each session will be targeted for the content area/grade levels attending. Teachers will be asked to reflect on their current practices and then explore resources and strategies that will further support them in putting students at the center of the learning. Prior to the sessions beginning, district leaders will be asked to agree upon overarching areas of focus, which will then maximize the planning for each session.

Contact: Jessica Sheridan, Director of Staff Development
(315) 332-7490 or Jessica.Sheridan@wflboces.org

#513.302 – SHARED PROFESSIONAL DEVELOPMENT SERVICE

With the Shared Professional Development Service, component districts can reserve specific W-FL BOCES Staff Development personnel to support short-and long-term staff development goals for the 2021-2022 academic school year. This service is designed to support districts with on-site professional learning that will build local capacity for improved instruction and leadership.

Contract term-agreements:

- Each Staff Development personnel are reserved for a minimum of 0.05 Full Time Equivalent (FTE) to a maximum 0.15 FTE
- Services must be used within the given school year (July 1 - June 30)
- For each FTE position there is a maximum number of days that may be used during July and August
- In-District Coaching = 1 day of service
- In-District Workshops (with preparation) = 2 days of service (1 day for preparation; 1 day for presenting)

Contact: Jessica Sheridan, Director of Staff Development
(315) 332-7490 or Jessica.Sheridan@wflboces.org

#513.303 – SHARED INSTRUCTIONAL COACHING SERVICE

Instructional Coaching provides teachers with intense support to help increase student achievement. Participation in this service will provide your district with an embedded Wayne-Finger BOCES Instructional Coach (current coaches specialize in: Literacy, Math, Instructional Technology, Multi-Tiered Systems of Support, Personalized Learning). Prior to the Instructional Coach beginning, district leaders will meet with Jessica Sheridan to create an entrance plan to determine goals for the coach's time with teachers. Shared Instructional Coaches will attend quarterly regional coaching meetings at BOCES centered on the best practices of instructional coaching. This service is designed to support districts as they create a culture of continuous learning, while subsidizing that investment through BOCES aid.

Contract-term agreements:

- Per NYS, coaches must be shared between at least two school districts
- Each Instructional Coach is reserved for a minimum of 0.40 Full Time Equivalent (FTE) to a maximum 0.60 FTE
- Coaching positions are 12 months
- Services must be used within the given school year (July 1 - June 30)

Note: All costs in category #513.303 include salary and fringe benefits for staff, BOCES supervision and secretarial support, as well as expenses related to supplies, equipment, training, and travel.

Contact: Jessica Sheridan, Director of Staff Development
(315) 332-7490 or Jessica.Sheridan@wflboces.org

#513.304 – COACHING DEVELOPMENT PROGRAM

The Wayne-Finger Lakes BOCES Coaching Development Program is designed to support district embedded instructional coaches with their own coach or mentor. Each instructional coach has unique skills and abilities, and as a team (coach, district/building administrators and the Director of Staff Development) we will determine a plan to help foster and grow those skills. Along with the customized opportunities, each participant will attend quarterly regional coaching meetings at BOCES centered on the best practices of instructional coaching. These meetings will be with other Instructional Coaches from the region, allowing district coaches to develop their own professional learning network. The price of the program will be set based on the expected costs of the personalized coaching plan. The goal of this program is to increase your district's capacity for instructional coaching while subsidizing that investment through BOCES aid.

Contact: Jessica Sheridan, Director of Staff Development
(315) 332-7490 or Jessica.Sheridan@wflboces.org

#513.090 – READING RECOVERY

Reading Recovery is offered through a cross-contract.

Other possible Literacy Training includes:

- Next Generation Learning ELA Standards
- Guided Reading
- Writer's Workshop
- Balanced Literacy

Contact: Jessica Sheridan, Director of Staff Development
(315) 332-7490 or Jessica.Sheridan@wflboces.org

#514.000 – LIBRARY AUTOMATION

Participation in the Library Automation CoSer provides districts with library automation implementation and support. SLS staff coordinates planning, record conversion/cataloging, implementation, training and ongoing support of the automation system within the district. Districts can choose to participate in the Library Automation service in either a consortium or independent platform model.

Please contact the SLS Office for costs and additional add-ons, including bookroom cataloging.

Contact: Katherine Hammill, School Library System Director
(315) 332-2100 or Katherine.Hammill@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#510.XXX – INSTRUCTIONAL MATERIALS CENTER

The following services involve the distribution of instructional kits: #518.000, Science Training and Kits, including Fourth and Eighth Grade Performance Tests, ESTEC Science Kits, Science 21, Inquiring Minds STEM Kits, and BOCES 4 Science kits.

#518.000 MATERIALS PROCESSING / ELEMENTARY SCIENCE TRAINING AND EDUCATION CENTER (ESTEC)

The Elementary Science Training and Education Center (ESTEC) provides materials and training that enable the successful implementation of a

comprehensive, quality, classroom science program at the elementary level. The basis of this service is individual science kits, the cost of which includes not only the student materials, but also unlimited teacher training, continuous material revision, teacher manual updates, consultant resources for teachers and administrators and teacher-to-teacher networking. New grade level titles are being added each year to accommodate the new science learning standards (NYSSLS).

Contact: Sharon Bassage, Coordinator of Science Programs
(315) 332-7267 or Sharon.Bassage@wflboces.org

Note: *Please confirm with your teachers the time and duration they want the kits. You will be charged additional fees if the kits are kept longer than their allotted time (minor extensions excluded).*

Reservations for the kits are on a first come, first served basis. If your kit orders are late, the time in which you receive the kit may be adjusted to accommodate all the school districts. Check your confirmation letters to determine the time of delivery. Additionally, please double-check the teachers and grade levels listed on your order forms. If a teacher no longer works in the district, or if a class has been dropped from a grade level, let us know. If you do not update your lists, once the budget has been set for the year, your district will be charged for all the kits ordered, even if they are not used.

Kit Reservations:

A business administrator must sign all teacher request forms. This procedure ensures that the school has confirmed all kit orders. Science kits will automatically be booked for the recommended number of weeks. If a kit is desired for a longer period of time, it must be signed out twice on the order form or an additional signed note is required, on letterhead, indicating the duration of time and the appropriate costs. (Call for further information, minor extensions excluded.)

Booking Schedule:

Science kits can be booked anytime during the school year. You may have to be flexible with the time you want the kit, but we will do everything we can to get you the science title when you want it.

Science Training and Kit descriptions can be found on our website at:
www.wflboces.org/teaching-and-learning/instructional-services/science-kits

#518.050 – RIPPLES

Ripples is a regional literacy and visual art magazine for everyone. It provides a voice for the thoughts and ideas of our youth. The goal is that this might bring young people, as well as adults, a new means of understanding each other. By providing young people with this outlet, new levels of self-understanding can be discovered. RIPPLES serves as a vehicle that can encourage young people to take their work beyond the classroom, delving into the process of getting their work published as a professional would. In return for the cost of the program, districts receive:

- Unlimited K-12 art and literature submissions
- Student representatives on the selection committee if any volunteers
- Complimentary copy of the magazine for every student selected for publication
- Complimentary copy for teachers who submit published student work

Cost: Core - per district

Contact: Addie Klaehn, Coordinator of Regional Programs
(315) 332-7725 or addie.klaehn@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#520.000 – COMMUNITY SCHOOL SERVICES/FAMILY SUPPORT CENTER COUNSELING

The Community School Service provides liaison services and contractual pass-through opportunities between district SEL, MTSS or guidance staff and community-based agencies. The main role is to create opportunities for families to be fully supported between home and school based on individual needs. This service can also assist districts with sustaining initiatives originally funded through grants that may occur after school hours.

The Family Support Center service provides short term, solution focused family counseling services after school hours to students and their families in grades PreK-12.

Cost: Contractual pass-through based on each contract. Family Support Center based on district needs.

Contact: Michele Sullivan, Assistant Superintendent of Innovation & Accountability
(315) 332-7247 or michele.sullivan@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. Supplies and materials are not aided

#521.000 – SPECIAL EDUCATION SUPPORT SERVICE/LEAST RESTRICTIVE ENVIRONMENT (LRE)

This Wayne-Finger Lakes BOCES service provides guidance for understanding students with an Autism Spectrum Disorder and other special learning needs. The goal of our service includes supporting the educational success in the least restrictive environment (LRE). Wayne-Finger Lakes BOCES provides individually designed site-based support and training to Districts. This consultant service provides the following options for staff, administration, parents and students:

- Direct on-site consultation
- Team Development
- Meeting Facilitation
- Classroom Observations and Feedback
- Parental Support and Training
- Technical Assistance
- Teacher Mentoring in Special Education
- Disability Awareness programs
- Staff Development
- Collaboration and Problem Solving Educational Issues
- Coaching and Support for Paraprofessionals
- Behavioral Support
- Assistance in Student Program Transitioning
- Material/Classroom Adaptations and Accommodations

Staff Development Includes (but is not limited to):

- Understanding ALL Disabilities/Strategies for the classroom
- Transporting Students with Disabilities/ Refresher for PJ's Law State (State-Mandated)
- Being a Para Pro! For Paraprofessionals
- Collaboration/Teaming/ Working with Parents
- Sensitivity/Disability Awareness for Peers and Staff
- State Education Department Mandated Autism Training

Cost: Per hour, general consultation support \$150.00

Contact: Rebecca Goodman, Coordinator of Clinical Support Services.
(315) 332-7400 or rebecca.goodman@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#525.000 – GRANT WRITING AND MANAGEMENT SERVICE

The Grants Office provides an aidable research and grant writing service for subscriber component school districts. The service informs districts about funding opportunities and gives easy access to expert, experienced writers

and to the Grants Coordinator whose primary responsibility is writing grants for schools. The Grants Office has been awarded more than \$96 million in competitive grants in the last six years and has enabled districts to pursue innovative, educationally enhancing programs. In the last two years our award rate for competitive grants is 71%. We also provide assistance to districts with their non-competitive grants to include Consolidated Applications and School Improvement Grants. Our services include:

Research

The Grant Coordinator seeks out federal, state and local, public, private and corporate sites weekly for K-12 funding prospects. We look for opportunities to help districts implement new ideas and support current programs. We can also do targeted searches to find funders interested in districts specific concerns upon individual request.

Grant Announcements

When we discover grants opportunities suitable to our component school districts, we inform the districts of each opportunity.

Grant Advisement

We provide districts with advisement on the pursuit of grant funding, to include the districts eligibility, the probability of receiving the grant, and steps they can take to plan for future grants. When districts choose to write grants, we can provide consultation to the grant writer or team on the preparation of their application.

Grant Reviews

We provide districts with critical reviews of grants. We will look at the grant with in the eyes of a reviewer and give critical advice on the improvement of that grant to improve the districts chances of receiving the grant award.

Program and Project Development

Our grant writers can assist you with developing evidence and research-based programs and projects that can produce improved academic outcomes. Then we can work with you to determine sources of funding for these programs and projects.

Grant Writing

W-FL BOCES has a cadre of carefully selected grant writers available to write grant applications for districts. Our Grant Coordinator will provide the writing service or will engage the writer, pay the writer for hours worked, and costs such as travel, copying and mailing. We will then bill the district. The grant writer will construct your proposal so it:

- is aligned with your desired program goals
- clearly describes your project
- includes measurable outcomes (Logic Model if needed)
- follows a clearer graphed timeline

- develop and negotiate memorandum of/partnership agreements (if required)
- includes a clear budget narrative
- includes any required forms and assurances

Grant Start-up and Management

Our grants office can assist you with the start-up or your successful grant program and on-going advisement or project management of the program.

Grant Evaluation

We can provide an internal or external evaluator for your grant as may be required by the funder. Our evaluators are educated and experienced in evaluations.

Program Start-up or Project Management

The grant writer or our grant coordinator, a certified Project Management Professional can assist your management team with the start-up or project management of the funded program.

Training Services

The Grants Office can be of further help:

- Offer on-site training programs tailored to district needs that prepare teams to work with grant writers to create winning applications and to manage grants you have been awarded.
- Training programs for teachers so they can apply directly for classroom-oriented grants.

Cost: Hourly, includes cost of grant writer and coordination of grants services. Copying, postage, mileage - paid by the district.

Contact: Michele Sullivan, Assistant Superintendent of Innovation & Accountability
(315) 332-7247 or michele.sullivan@wflboces.org.

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#526.000 – ONLINE INFORMATION RESOURCES

The Online Information Resources (Database) CoSer includes support for database selection, ordering, and technical implementation of district purchased resources. Databases offered through the NYS School Online Library and Informational Database (SOLID) contract to support low statewide online database pricing and student data privacy compliance. Districts can participate in trainings and workshops at no additional cost.

Note: Database order/renewal forms will be emailed to school librarians and Business Managers.

Contact: Katherine Hammill, School Library System Director
(315) 332-2100 or Katherine.Hammill@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#530.000 – REGIONAL SPELLING BEE

The Spelling Bee program for students in fourth through eighth grades is designed to foster accurate spelling and recognize excellent spellers. Local districts will manage their district contests (using study and contest words provided by Scripps), sending the two top winners to compete at the regional level, held each March at Hobart. The top winner of this contest will go on to compete at the Scripps National Spelling Bee in Washington, D.C., at the end of May. (Travel costs included in CoSer fee)

Cost: Per district (Includes Scripps, per-building, enrollment fee)

Contact: Addie Klaehn, Coordinator of Regional Programs
(315) 332-7725 or addie.klaehn@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. **Supplies and materials are not aided.**

#530.01 – COMPETITIVE GAMING (COMING SOON)

The competitive gaming program for students in ninth through twelfth grades is designed to foster collaboration, sportsmanship and teamwork skills through digital gaming platforms.

Cost: Per season (Includes regional coordinator, coaches clinics, game day support)

Contact: Michele Sullivan, Assistant Superintendent of Innovation & Accountability
(315) 332-7247 or michele.sullivan@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. **Supplies and materials are not aided**

#531.000 – INTERSCHOLASTIC SPORTS COORDINATOR/ COACHING CERTIFICATION

Interscholastic Sports Coordinator

This service provides the scheduling for interscholastic sports and the assignment of officials.

Cost: Per league school/Per associate member

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.dibiasi@wflboces.org

Coaching Certification

This service provides coaching certification courses and services including fingerprinting verification for school districts.

Cost: Base fee plus cost of course

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.dibiasi@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.



This area covers a variety of programs and services that assist in the efficient operation and management of a school district while not directly impacting the education of students. The Genesee Valley/Wayne-Finger Lakes Educational Technology Service offerings, including LAKENet, are found in this section. Other non-instructional support services deal with the administrative and personnel areas of school district operations.

#601.000 – COOPERATIVE PURCHASING

This service provides leadership and coordination for component school districts, municipalities and counties in cooperative bidding. Representatives of the school districts and agencies work with BOCES personnel to develop standard specifications for necessary items. BOCES then prepares proposals and bids, solicits vendors to bid, requests samples as needed and coordinates the analysis and decision-making process for cooperative bids. Savings are generated not only from the millions of dollars saved, but also from the time saved by the individual participants.

Possibilities:

- Transportation Parts and Supplies
- Food Commodities
- Electrical Supplies
- Milk & Milk Products
- Fire Extinguisher Services
- Custodial Supplies
- First Aid Equipment/Supplies
- Athletic & Physical Education Equipment/Supplies
- Ice Cream
- Xerographic & Fine Papers
- Cafeteria Paper Products
- Snack & Specialty Foods
- Bread
- Classroom Supplies

Note: For Gas and Electricity Purchasing, see next entry.

Cost: Per district, for any or all of the above

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.diblas@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#601.010 – COOPERATIVE PURCHASING – NATURAL GAS

#601.020 – COOPERATIVE PURCHASING – ELECTRICITY

This allows school districts to participate with a Cooperative Bid where gas and electricity are purchased on the open market. The cost is less than that paid if they were purchased directly from the utility.

Cost: #601.010-Natural Gas, per district, plus additional charge for gas used.
#601.020-Electricity, per district, plus additional charge for electricity used.

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.dibiasi@wflboces.org

#602.000 – STAFF DEVELOPMENT FOR SUPPORT PERSONNEL

Regional workshops, co-sponsored with the Upstate Institute for School Boards & Staff Development (upstateinstitute.org), are offered for the following support personnel: food service, safety and security, facilities, office professionals and para-educators. Additionally, transportation personnel have opportunities for advanced driver and safety training and supplemental staff development (see #605.00*). Upon request, specialized subject matter training for internal auditors, extra-classroom fund managers and first-line supervisors can be provided. Other training opportunities can be designed and delivered for support staff personnel based on user(s) needs (i.e. ARC flash safety, therapeutic crisis intervention, etc.) and can include various certifications (pool operator, AED/CPR). Programs are also designed to be eligible for credit hours from professional associations to meet certification requirements.

Cost: \$500 per district

Contact: Addie Klaehn, Coordinator of Regional Programs
(315) 332-7725 or addie.klaehn@wflboces.org

BOCES AID: Not BOCES aidable.

#603.490 – EMPLOYEE RELATIONS/NEGOTIATIONS

Provides negotiations and contract administration.

Cost: Per contract, cross-contract

Contact: Quinn M. Smith, Director of Human Resources
(315) 332-7282 or Quinn.Smith@wflboces.org

#605.000 – TRANSPORTATION SAFETY AND COMPLIANCE TRAINING

Regional trainings are offered for drivers and monitors to meet the FEDERAL, NYSED, NYSDOT and DMV requirements. Trainings include but are not limited to:

- “Behind the Wheel” Training
- Federal Closed Course Range Training
- Federal Theory training
- DMV 19-A Training / Testing
- NY SED 10 Hour Basic School Bus Monitor/Attendant Training
- NY SED 30 Hour Basic School Bus Driver Training
- NY SED 10 Hour Advanced School Bus Driver Training
- NY SED Pre-Service School Bus Driver/Monitor/Attendant Training
- Y SED School Bus Driver/Monitor/Attendant Refresher Training

Cost: Base Fee

Contact: Robert Corey, Director of Transportation Safety and Compliance
robert.corey@wflboces.org

#605.002 – STAFF DEVELOPMENT FOR TRANSPORTATION PERSONNEL

Regional workshops (therapeutic crisis intervention, transporting LGBTQ students, student management issues) co-sponsored by the Upstate Institute for School Boards & Staff Development can be offered to supplement required training and refreshers.

Cost: Varies per person; per workshop

Contact: Michele Sullivan, Assistant Superintendent for Innovation & Accountability
(315) 332-7247 or Michele.Sullivan@wflboces.org

#611.000 – ADMINISTRATIVE COMPUTER SUPPORT SERVICES

(See customized EduTech packets sent to school districts under separate cover.)

Note: All service costs in category #611 that are followed by ♦ include salary and fringe benefits for staff, and the cost center’s portion of overhead allocations, as well as expenses related to office space, supplies, equipment, training, travel, and where applicable, service-specific forms and related incidentals.

Component districts should direct all questions related to 611’s to their Project Coordinators.

#611-7710-FS – FINANCIAL SERVICES

This group of services provides support for distributed payroll, personnel, accounts payable, general ledger, and encumbrance accounting. Financial software covered includes Finance Manager/nVision. Professional Development Plan Software is also described within this service group.

Cost: ♦ Base fee

Accounts Payable/Encumbrance Accounting

This service provides a system to monitor the district budget, produce checks for payment of bills, assist with budget preparation and provide information for state data collection-ST-3.

Cost: ♦ Base fee + per check

Software Licenses

This area includes fees assessed by software companies for use of their software. (Finance Manager/nVision)

Payroll

Provides regularly issued payroll checks and related reports each payroll cycle, as well as state and federal reporting.

Cost: ♦ Base fee + per W-2

Personnel/Employee Attendance

This service provides a flexible database for compilation of standard personnel items; employee absence records and accruals of leave are maintained.

Cost: ♦ Base fee + additional per W-2

TimePiece

Timepiece is a real-time, time and attendance software intended for school districts and municipalities. Timepiece can function as a solely stand-alone system or can be fully integrated with the Finance Manager suite. Timepiece allows districts to improve the efficiency and accuracy of their payroll. Timepiece allows districts to configure guidelines, pay rules, scheduling, generate reports, and receive real-time updates from time clocks.

One Time Costs: EduTech implementation charges plus vendor hardware and software charges.

Cost: ♦ Base Fee + per clock + Vendor charges

#611-7710-SS – STUDENT SERVICES

EduData

EduData will provide a wide array of data services to support growing state and federal reporting requirements as well as local instructional improvement and guidance for developing sound data governance and data security policies and best practices. EduTech will provide data support for districts to assist meeting current ESSA requirements. The service will provide assistance to districts to interpret their current ESSA designations as well as provide data to support school improvement in order to meet future requirements. EduTech will provide guidance around which NYSED reports are important to monitor in effort to achieve and maintain accountability compliance. The service includes assistance in the compilation of data of data upon request.

Data Warehousing

This service includes the availability and support of the Level 1 Data Warehouse application that provides numerous verification and instructional reports and dashboards for data that is reported to the Student Information Repository System (SIRS). Student, staff and state assessments are available in the Level 1 Data Warehouse throughout the year according to availability and NYSED timelines.

Cost: Base fee + per RWADA + per User Beyond 3

Data Driven Instruction

The Data Driven Instruction Service will provide support for districts in implementing data driven practices to improve instructional outcomes. EduTech will provide data coaching, data management and process management for implementing effective data improvement practices. EduTech will lead comprehensive data teams to build a district profile to assist with making sound decisions. EduTech will help districts navigate the wide range of data sources to help select what is most appropriate for individual district needs. The service will include regional training as well as in-district visits in order to guide districts through the data improvement process. The service will provide guidance on gathering and analyzing data as well as creating a culture around data that leads to the implementation of successful instructional processes.

Cost: Base Fee & per RWADA

Data Security

The Data Security Service will provide support for districts in keeping compliance with NYS Education Law 2d along with other applicable state and federal regulations. EduTech will work closely with the district's appointed data privacy officer to provide assistance with performing data systems inventories, data security self-assessments along with implementing appropriate controls to

ensure that data is safe and secure. The service will provide guidance on which training is appropriate for district staff depending on their role and access to sensitive data. EduTech will communicate support and guidance in order to remain in compliance with current regulations as well as follow the latest best practices and procedures. The service will provide guidance in developing system controls to monitor data systems on a continual basis.

Cost: Base Fee & per RWADA

schooltool

The service includes technical and user support of the schooltool system including assistance with registration, scheduling, technical maintenance and state and federal reporting. EduTech hosts user group meetings, provides help desk support, documentation as well as in-person and online training. The service includes importing and exporting of data including the import of New York State assessment scores, as well as the display of IEPs from within schooltool and export of data to multiple district systems. EduTech provides technical support and system maintenance including system updates as well as assistance on end of year rollovers and custom development of report cards.

Cost: Base Fee + per RWADA years 1 & 2 and per RWADA year 3 forward

SchoolTool Database Server (EduTech Hosted)

SchoolTool Web Server (EduTech Hosted)

SchoolTool Report Server (EduTech Hosted)

Clear Track Special Ed Management Service

This student information management service is a web-based application subscription service hosted on servers operated by EduTech, at EduTech. Secure access (user-level security) is provided via web browser with a user ID and password. No additional hardware or software at the district, on any client workstations, is required. IEP viewing and data transfer function may be setup with other EduTech supported student systems.

Cost: Base Fee + per Special Ed Student

AIS Edge

With AIS Edge's integrated solution, districts can easily manage Intervention Services. These include Academic Interventions and Response to Intervention instruction beyond the general curriculum to identify students at risk of not achieving New York State Learning Standards. Designed to improve academic performance, they may include academic, attendance, behavior, guidance, counseling, and study skills.

Cost: No charge to ClearTrack subscribers

Others: Base Fee + additional per Special Ed Student

IEP Direct Special Ed Management Service

This is a web based Special Education information management system hosted on servers operated and maintained at EduTech. Secure access (user-level security) is provided via web browser with a user ID and password, with no additional hardware or software to install at the district on any client workstations. IEP viewing and data transfer function may be setup with other EduTech supported student systems.

Cost: Base Fee + per Special Ed Student

Medicaid Direct

Medicaid Direct is a web-based NYS Medicaid Claiming software. Through Medicaid Direct, providers using IEP Direct will have the ability to utilize data in their current system to maximize student eligibility, in turn, maximizing and validating their revenues.

Cost: Base Fee + additional per Special Ed Student

RTIm Direct

RTIm Direct is a comprehensive and user-friendly web-based system for tracking, documenting, monitoring, & managing Response to Intervention.

Cost: Base fee + additional per student

Medicaid Claiming Support Service and Documentation Review

This allows for EduTech Staff to meet, in-district, with district staff to review the Medicaid Claiming process, including a review of areas of specific concern (and success) to the district within Medicaid documentation requirements, data collection requirements, reimbursement claim submissions, and claim retrieval process.

Cost: No Charge/grant based

Moodle

This is an open-source course management system (CMS) or e-learning platform. Moodle is designed to allow educators to create effective online learning communities through the interaction of teachers, students, parents and school districts. More than technology for technology's sake, the modular design of Moodle allows course administration to provide anything from simple assignments and documentation to on-line evaluation and assessment.

Cost: Base Fee

Software Licenses

Includes fees assessed by software companies for use of their software. (IEP Direct, Connect-ED, FastLane, Infinite Campus and Schooltool.)

Cafeteria Systems

EduTech supports two Cafeteria services –NutriKids and Mosiac.

Mosiac and NutriKids are point-of-sale software products designed for school cafeterias that allows the district food service manager to move students quickly and efficiently through the lunch line, minimize exchange of cash, and accurately generate required reports for Free and Reduced Lunch reporting.

EduTech Service includes database updates from EduTech supported systems, hardware and software installation and maintenance, point of contact for vendor support and problem resolution. EduTech also performs end-of-year rollover and upgrade procedures, working with our own Student Team and district IT Departments. This rollover includes purging graduates and inactive students, resetting Free and Reduced Status, rolling balances for returning students, and inputting Pre-K and/or Kindergarten students and new enrollments. The service also includes preparing the extract of poverty data for NYSED state data warehouse reporting.

Cost: Base fee + per RWADA- Mosaic
 Base fee + per RWADA-NutriKids

Heartland MealViewer Service Description

MealViewer is a communication tool for parents, students, and schools that can help boost participation and grow your program. The MealViewer platform provides cafeteria menus, dietary information, allergens, and school announcements to parents and students in real-time. MealViewer uses data from a school's nutrition management software to generate digital menus which can be available on desktops, mobile devices, and even smartwatches. They also provide digital signage that schools can use in the cafeteria to help drive higher sales and participation.

Cost: Vendor quote required for software licensing, implementation, and hardware costs.

EduTech Support Charges:

Annual base fee \$500, which includes, data export & import, support, and training.

#611-7710-DS – STATE DATA COLLECTION SERVICES

State Data Collection

The State Data Collection Service provides ongoing support for assisting districts in reporting the State Information Repository System (SIRS). EduTech collaborates with NYSED to communicate technical, policy and timeline requirements. Information reported includes multiple templates of staff

and student data required to meet state and federal reporting requirements. The service includes weekly transmission of data into SIRS from EduTech supported systems along with ongoing support to help districts meet dynamic state and federal reporting requirements. EduTech provides three Data Coordinator meetings to provide along with multiple in-person and online trainings throughout the year in order to provide the latest guidance and reporting requirements. The service also includes on-sight meetings as requested, the creation of documentation and help desk support. Technical support, account management and data support is provided for multiple required systems as well as ad-hoc reports provided by NYSED in order to support the reporting, verification and certification of data.

Cost: ♦ Base fee

Medicaid

Provides support for Medicaid billing collection, data conversion, and reporting to the state. Under New York State law only a portion of the price for Medicaid Services is aidable.

Cost: ♦ Base fee

Teacher Evaluation (Teachscape)

Teachscape is an online training and assessment system for teacher evaluation management. Teachscape's suite of products includes: Focus, Reflect, Learn, and Advance

Cost: ♦ Base Fee

Test Scoring/Processing for NYS Tests

Paper Based Testing

The Paper Based Test Scoring Service provides support in the development and processing of answer sheets as well as technical and policy guidance to support the administration of the exams including the accurate reporting of data to New York State. Based on information provided to EduTech by district staff, EduTech preprints answer sheets with student and teacher information, then delivers the answer sheets to districts before the test administration. Districts are responsible to verify that the correct answer sheets have been received, including accurate counts with the correct preprinted student and teacher information.

EduTech provides ongoing help desk support the administration period, and when necessary acts as a liaison with NYSED to provide assistance with any issues that may arise. After the tests have been administered the process is slightly different based on how the answer sheets are scored (See Vendor Scoring and District Scoring Below). Once the answer sheets have been processed, according to NYSED timelines on when they can be available EduTech provides multiple reports based on the exam.

The following exams are included in this service:

- Grades 3-8 ELA and Math
- Grades 4 & 8 Science
- NYSESLAT

Cost: ♦ Base fee + per paper test processed + per computer test support

Vendor Scoring

EduTech coordinates with the district, BOCES and scoring vendor to provide district training and answer sheet delivery. Answer Sheets are delivered to their BOCES based on assigned delivery dates. The vendor then scans the answer sheets, scores the constructed responses and securely delivers the raw data files to EduTech. After EduTech receives the data files, they reconcile the data and merge the files as necessary. EduTech then runs multiple verifications including comparing testing data to data reported in SIRS and works with districts to make sure that data is accurate according to NYS requirements. EduTech will then report the data to the NYS Student information Repository System (SIRS).

EduTech is working with the vendor to coordinate vendor scoring to provide a consistent experience for both Wayne-Finger Lakes BOCES (W-FL BOCES) and Genesee Valley Educational Partnership (GVEP).

Cost: ♦ Vendor quote for scoring costs

District Scoring

Once the test administration and constructed response scoring is complete, answer sheets are delivered to EduTech. EduTech scans the answer sheets and creates data files, then reconciles the data and merge the files as necessary. EduTech then runs multiple verifications including comparing testing data to data reported in SIRS and works with districts to make sure that data is accurate according to NYS requirements. EduTech will then report the data to the NYS Student information Repository System (SIRS).

Computer Based Testing

EduTech communicates with NYSED throughout the school year to ensure that testing systems, policies and procedures will meet district needs as well as NYSED requirements and timelines. EduTech collaborates with NYSED to provide training to districts on all aspects of computer based testing. EduTech provides technical and policy guidance to districts throughout the test administration, scoring, verification and reporting processes. EduTech assists districts with meeting data loading deadlines so that testing systems are populated and provides support to ensure that students and staff are entered into test scoring systems correctly.

Before and during the test administration EduTech provides help desk support and when necessary acts as the liaison between the district, vendor and

NYSED as needed. After the test administration, EduTech supports districts in making sure that tests have been processed properly in the testing system. EduTech then runs multiple verification reports including comparing testing data to data reported in SIRS and works with districts to make sure that data is accurate according to NYS requirements. EduTech will then report the data to the NYS Student information Repository System (SIRS). The service provides support of verification and instructional reports available in the Level 1 Data Warehouse once they become available. The following exams are included in this service:

- 3-8 ELA and Math
- NYSAA

NYSITELL

NYSITELL answer sheets are processed through the ASAP application. The Regents Scanning service purchased by the district determines whether the answer sheets are scanned in-district or out of district. If the district has purchased the Regents In-District Scanning Service, training is available either online or before the Regents administrations in August, January and June. Training is also available upon request. The district downloads the NYSITELL answer sheet from the EduTech FTP site and once the test is administered, the answer sheet is then scanned and loaded into the EduTech ASAP application. Once the processing is complete, score reports are available immediately in ASAP. EduTech will then report the data to the NYS Student information Repository System (SIRS).

Regents In-District Scanning Service

The district is responsible for purchasing a computer that meets the minimum technical requirements as communicated by EduTech, as well as a scanner recommended by EduTech and Teleform software including yearly maintenance for this service. EduTech installs the software and scanner and installs all software updates.

Prior to the test administration, EduTech will provide either in-person or online training to ensure that district staff understand how to scan and process Regents answer sheets as well as how to access score level, performance level and item analysis reports in the ASAP application. Once the exams have been administered and the constructed responses have been scored the district will scan the answer sheets into the Teleform software, verifies the responses for accuracy and creates a data file. Once the data file has been created the district will upload the files into the ASAP application and complete the processing.

Cost: ♦ Per Scanned Sheet

Regents EduTech Scanning

The NYS Regents Scanning Service provides support in the development and processing of answer sheets as well as technical and policy guidance to support the administration of the exams including the accurate reporting of data to New York State. Based on information provided to EduTech by district staff, EduTech preprints answer sheets with student and teacher information, then delivers the answer sheets to districts before the August, June and January test administrations. Districts are then responsible to verify that the correct answer sheets have been received, including accurate counts with accurate preprinted student and teacher information.

EduTech provides ongoing help desk support during the administration period, and when necessary acts as a liaison with NYSED to assist with any issues that may arise. After the tests have been administered and constructed responses have been scored, the answer sheets can be processed via the Assessment Scoring and Assessment Program (ASAP) web application. Differences in the process are based on the scanning service that the district has purchased (see Regents In-District Scanning and Regents EduTech Scanning).

After the exams have been processed in the ASAP web application, multiple performance and item analysis reports are available immediately in ASAP. EduTech then loads score and item analysis data to the Student Information Repository System (SIRS) to meet New York State reporting requirements. The service provides support of verification and instructional reports available in the Level 1 Data Warehouse once they become available. Upon district request, EduTech will also load Regents score data into EduTech supported student systems.

After the administration of the Regents exam and the constructed responses have been scored, districts must deliver the answer sheets to EduTech in order to be scanned and processed in the ASAP application by EduTech within 48 hours of their delivery.

Cost: ♦ Per Scanned Sheet

#611-771-NS – NETWORK SUPPORT

Network support includes support related to file servers, switches, hubs, UPSs, tape backup, and, all aspects of network design, research and development and troubleshooting.

Cost: ♦ Base fee + per file server, per switch, per tape backup, per Single Use Fileserver, and per RWADA

#611-7710-SS – SHARED SUPPORT

Shared Data Coordinator Service

The Shared Data Coordinator, working under the general direction of the EduTech Manager of Student Services, Test Scoring and Data Warehouse, will work with multiple districts in the EduTech region acting as the central point of contact for data collection activities in the school district.

Shared Coordinator of Data Governance The goal of the Coordinator of Data Governance is to provide leadership and coordination in the implementation of the policies and procedures required in Education Law Section 2-d along with all other applicable data security and privacy laws, regulations and policies.

The CDG will support the work of the district's designated Chief Privacy Officer and serve as the point of contact for data security and privacy for the educational agency. The CDG will work in a collaborative manner to ensure compliance and accountability for privacy laws, regulations and policies. Oversee and implement district information security and privacy measures to safeguard the Personally Identifiable Information (PII) of students and school personnel.

#611-7710-OAA – OTHER ADMINISTRATIVE APPLICATIONS

Parent Notification Systems

EduTech supports three Parent notification Systems. Blackboard Connect, Parent Square, Connect – Ed, and School Messenger

Each vendor offers a fully off-site hosted web interface. With multiple, redundant call centers. Other features in common are:

- Text to speech
- Save & Reuse Messages
- Off Site Call Function
- Call Back - Caller ID
- Integration with Student Information Systems
- SMS Text messaging
- E-Mail Messaging
- Attendance
- Food Service
- Surveys
- Reporting
- Auditing

Both Blackboard Connect, and School Messenger currently offer three pricing tiers based on features, and call types. Global Connect currently offers one pricing option. For a comprehensive list of features and Pricing, contact your EduTech Project Coordinator. All student charges are based on most recently published NYS Enrollment data.

Cost: ♦ Vendor quote needed for charges, plus EduTech per student charges (lesser charge with sponsor message).

Note: To initiate service – EduTech SAA for vendor and EduTech fees and Vendor District contract referencing the BOCES Master Contract.

Professional Development Plan (PDP)

This is web-based software developed by Erie1 BOCES, PDP Premier assists districts in the tracking of professional development hours completed by teachers in accordance with the new requirements from New York State stating teachers must complete 175 hours of development every five years. PDP provides a paperless procedure for requesting and approving courses and seminars for teachers and other district employees.

Cost: ♦ Base Fee + per certified staff

Note: EduTech Services include phone support, data conversion and extraction, and training of clerical staff.

QueCentre Facilities Management

QueCentre is an EduTech hosted web-based facilities maintenance management software that allows facilities professionals to easily manage on-demand work orders and preventive maintenance requests. QueCentre consists of four Primary modules, Work Order, Preventative Maintenance, Event Scheduler, and Inventory Control. A district may subscribe to any number of these modules.

Cost: ♦ Base Fee + Vendor Charge

eScreenz

eScreenz is a secure, web hosted internal communications tool which can allow a district to disseminate information to staff, faculty, students and parents. Some features and benefits of eScreenz are:

- Utilizes a districts current computing infrastructure
- Centrally managed
- Allows for compliance reporting
- Manages communications to laptops, digital signage & mobile devices
- Integrates with Active Directory
- Reduces e-mail & improves efficiency of internal communications
- Expands ability to communicate emergency communications
- Ability to target communications to specific audiences
- Can be interactive, allowing links to intranet pages, websites or documents

Cost: ♦ Based off staff size

#611-7710-WS – WORKSTATION SUPPORT

The workstation support category includes support related to workstations. It also includes support for network access (Internet, LAN, and Printing), desktop operating system, troubleshooting, research and development and hardware diagnostics.

Cost: ♦ Base fee + per workstation

#611-7710-AM – ADMINISTRATIVE MAINTENANCE

District Maintenance

This area includes fees assessed by maintenance companies for repair of district equipment.

Cost: ♦ Base Fee

#611-7710-NPC – NETWORK PRINTING CENTERS

Network Printing Centers

This area includes all support necessary to set up and maintain Xerox Printing Centers, Risograph Digital Printers, Ikon- Canon Copiers, Com Doc Ricoh Copiers and Toshiba Copiers.

Cost: ♦ Base Fee per workstation Billing and Technical Support Fee

#611-7710-PC – PROJECT COORDINATION/SAA SUPPORT – REQUIRED

Project Coordination provides support for districts with planning, installation, and SAA contract development. It also provides overall project coordination for all EduTech customer activities. Project Coordination is a required service area.

Cost: ♦ Base fee + per RWADA + per first 100 workstations

#611-7710 – MULTI YEAR PURCHASE AGREEMENTS

This area covers all installment purchases made by your district.

Cost: ♦ Processing fee, per agreement + annual payment determined by bank.

#611-7710-AT – ADMINISTRATIVE TRAINING SUPPORT – REQUIRED

This area includes training for all EduTech supported software, research and development of new courses, and conference day services.

Cost: ♦ Base fee

#611-7710-VC – VIDEO CONTENT MANAGEMENT SERVICES (ENSEMBLE)

Ensemble Video is an easy-to-use and flexible Internet video content management system for those organizations that want to manage wide-spread user-generated video content.

Features and Benefits:

- Has an audit log for viewers and content administrators for easier regulatory compliance. Conditional publishing enables date/time for automatically publishing and un-publishing content.
- Flexible Choice of Video Technologies: Can easily work with any industry standard media formats, central or distributed media servers, and most rich media capture and editing tools.
- Easy, Flexible Content Administration: With a few clicks of a mouse, users can upload, catalog, and publish rich media content to Web sites, without requiring assistance from central media services and/or central IT.
- Individual departments and users can manage their own video libraries and easily share content with other users and departments.
- Easily Import Video Files: Has the capability to automatically batch import video files stored on a media server. Can dynamically import video and meta-data from media server directories as video files are added.
- Easily Add Attachments and Links: Upload attachments and specify Web links that are published with video entries, for viewer access.
- Easily Integrate with Media Servers: Supports Windows Media Services, Real Helix, Adobe Flash Media Server, Wowza Media Pro, Quicktime/Darwin Streaming Servers, and Web servers (for progressive download)

Cost: ♦ Base fee + vendor fees

#611-7710-MP – MANAGED PRINT SERVICES

This service is associated with the maintenance, repair/support and supplies needed to manage the districts fleet of desktop printers. This is not to be confused with multifunction print services that utilize large walk-up copiers with fax and finishing capabilities. This service will allow districts to contract with a vendor to provide complete assessment of the print fleet, make recommendations as to equipment location and usage (right sizing equipment) and provide drop shop supplies sent directly to the district. All billing reconciliation is handled by the EduTech. Very detailed reporting is available based on the initial assessment data. The district can make future printing decisions based on facts of usage total cost of ownership data. This is an all-inclusive service except for purchase of replacement equipment. Charges are per click and based on historical information gathered during assessment.

Cost: ♦ Base fee

Equipment, Special

Covers all district hardware purchases. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for hardware.

Supplies, Special

Covers all district software purchases. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for software.

General Miscellaneous

General Miscellaneous covers other services provided by EduTech, such as workstation, fileserver, and fileserver application installations. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for General Miscellaneous.

Examples of Services covered:

- Fileserver Installation
- Server Hard Drive Upgrade
- Server/Network OS Upgrade
- Workstation Installation
- Replacement Workstation Installation
- Workstation OS Upgrade
- Software on Local Hard Drive
- Workstation RAM Upgrade
- Networked Printer Installation
- Router Installation
- Switches Installation
- Application on Server (excludes CP, SM, WIN2000, Part200)
- Local Printer Installation
- Termination Per Hour
- Document Center with 5 workstations
- Document Center Scanning Option
- Document Center with 6+ workstations
- CD Sound Card Installation
- Cafeteria Design, coordinate/implement
- Cafeteria Systems Download of Student Data
- Data Extraction Upload
- PDP Conversion Fee
- Application for Disaster Recovery

This service is associated with the maintenance, repair/support and supplies needed to manage the districts fleet of desktop printers. This is not to be confused with multifunction print services that utilize large walk-up copiers with fax and finishing capabilities. This service will allow districts to contract with a vendor to provide complete assessment of the print fleet, make recommendations as to equipment location and usage (right sizing equipment) and provide drop shop supplies sent directly to the district. All billing reconciliation is handled by the EduTech. Very detailed reporting is available based on the initial assessment data. The district can make future printing decisions based on facts of usage total cost of ownership data. This is an all-inclusive service except for purchase of replacement equipment. Charges are per click and based on historical information gathered during assessment.

Cost: ♦ Base fee

#612.490-#612.495 – PLANNING SERVICES

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.dibiasi@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#612.490 – STATE AID PLANNING

Provides assistance on a wide range of district issues, including understanding and dealing with the present and future effects of changing fiscal policies. Workshops on State aid forecasting and form preparation are included.

Cost: Per district, cross-contract, Rensselaer-Columbia-Greene BOCES

#612.491 – BOARD POLICY HANDBOOK

Develops a Board of Education Policy Manual tailored to district needs, which reflects the involvement of Board members and administrative staff; updates existing policies so that they are consistent with current Education Law, and provides policies where policies are lacking.

Cost: Per district, cross-contract

Contact: Quinn M. Smith, Director of Human Resources
(315) 332-7282 or Quinn.Smith@wflboces.org

#612.492 – ADMINISTRATIVE HANDBOOK

Provides a follow-up service to the Board Policy Handbook development. Contains regulations, procedures and job descriptions, which are keyed to policies developed by the district.

Cost: Per district, cross-contract

Contact: Quinn M. Smith, Director of Human Resources
(315) 332-7282 or Quinn.Smith@wflboces.org

#612.493 – POLICY UPDATE

Selects and provides abstracts of the latest state and federal mandates, laws, regulations, etc. and suggests sample policies based on them; provides rapid notification about new laws and regulations; makes answers to individual questions arising during policy writing readily available by telephone.

Cost: Per district, cross-contract

Contact: Quinn M. Smith, Director of Human Resources
(315) 332-7282 or Quinn.Smith@wflboces.org

#612.495 – FINANCE AND LEGISLATION

Conducts studies on professional/classified salaries and benefits and on general financing; supplies regular updates, summaries and directories on legislative action; offers workshops on State Aid and budget preparation; coordinates a Legislative Breakfast; and provides assistance as special needs arise

Cost: RWADA, cross-contract, Erie I BOCES

#615.490 – HEALTH, SAFETY AND RISK MANAGEMENT

This cross-contracted service provides assistance to local districts regarding the requirements, interpretations and applications of the various state and federal laws related to health and safety.

Cost: Base fee plus additional per sq. ft. up to maximum of 500,000 square ft.

Contact: Don Case, Supervisor - Management Services
(585) 346-4105 or dcase@gvboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#616.000 – SUBSTITUTE TEACHER SERVICE

This service provides for calling of substitutes for absent teachers and support staff as an aidable service. This includes both on-line and phone access. Computerized reports can be provided in tracking specific teacher absences or substitute teacher work histories. The system, which is part of Frontline

Absence Management system can also interface with Wincap and Finance Manager.

Cost: \$5.00 per student based on the previous year reported enrollment.

Contact: Michele Sullivan, Assistant Superintendent for Innovation & Accountability
(315) 332-7247 or Michele.Sullivan@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#618.000 – EMPLOYEE ASSISTANCE PROGRAM

District employees and their families receive free assessment-counseling and referral services from an experienced, master's-level therapist when faced with any of the following job-affecting problems:

- Alcohol & drug abuse
- Marital and family problems
- Stress
- Depression and anxiety
- Life crisis/passage
- Financial difficulties

Posters, wellness newsletters and wallet cards are available. The EAP coordinator will consult with supervisors, as needed.

Cost: Per employee: approx. \$31.40

Contact: Quinn M. Smith, Director of Human Resources
(315) 332-7282 or Quinn.Smith@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#620.000 – CENTRAL BUSINESS OFFICE

Provides Accounts Payable, Accounting, Payroll, and other Business Office Services.

Cost: Varies by district as to the services purchased

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.dibiasi@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#622.000 – HVAC PREVENTATIVE AND EMERGENCY MAINTENANCE

The district is provided an HVAC-R Preventive Maintenance Program which helps heating, ventilating and air conditioning equipment run in the most efficient manner, thereby prolonging equipment life, adding to comfort, and saving money. The program is staffed by qualified, fully equipped, HVAC-R technicians who:

- Inventory all HVAC-R and kitchen equipment
- Calibrate thermostats
- Maintain of all kitchen refrigeration equipment for proper operation (Freon, motors, belts, condensers, etc.)
- Clean and check Univents and filters
- Combustion test boilers
- Maintain all air conditioners, air handling equipment, and air dryers.

Cost: Per building, based on the amount of equipment to be serviced per hour for EMERGENCY SERVICE. Parts are purchased at cost.

Contact: Michele Sullivan, Assistant Superintendent for Innovation & Accountability
(315) 332-7247 or Michele.Sullivan@wflboces.org

BOCES AID: NO BOCES AID is received on this service.

#622.040 – ELECTRICAL / ENERGY SERVICE

Experienced technicians are available to troubleshoot problems and provide a variety of installations and repair on:

- Electrical equipment, panel boxes, lighting
- Computer cabling, including fiber; ends, racks and testing
- Cable TV systems
- Phone systems

Cost: Varies, depending on project. Per hour for EMERGENCY SERVICE

Contact: Michele Sullivan, Assistant Superintendent for Innovation & Accountability
(315) 332-7247 or Michele.Sullivan@wflboces.org

BOCES AID: NO BOCES AID is received on this service.

#623.000 – COOPERATIVE ADVERTISING

BOCES purchases “Help Wanted” advertising in the Democrat and Chronicle at a reduced cost and passes those savings on to school districts. Current discount is 50% off regular rate.

Cost: Per ad, plus component district clerical fee. Per ad, plus non-component district clerical fee. Per ad, plus college clerical fee.

Note: Ad cost is not eligible for BOCES aid. Clerical piece is aidable.

Contact: Pauline Thompson, Sr. Account Clerk
(315) 332-7423 or Pauline.Thompson@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#624.000 – SELF-FUNDED WORKERS’ COMPENSATION

Provides coordination of a self-funded workers' compensation program for participating districts.

Cost: Per district, variable

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.dibiasi@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. There is no aid on claim costs.

#624.000 – TELECOMMUNICATION SERVICES

Works in conjunction with the Assistant Superintendent for Administration to provide RFP and Consultant for Telecommunication Services. Consultant in conjunction with BOCES provides RFP and administration, planning and analysis, installation and cutover services, if applicable for District's Telecomm needs. Information can be provided to the District or District can be enrolled for automatic service for E-Rate Application and filing thru BOCES E-RATE Processing under CoSer 699-711-CS Communication Services.

Cost: Per District, variable

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.dibiasi@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

NOTE: E-RATE funds received are deducted before aid is applied. Long Distance is fifty percent (50%) aidable.

#630.000 – RECORDS MANAGEMENT

This service provides the component districts with consultation and expertise on management of inactive and permanent records resulting in space savings, easy access to records and disaster management. We will assist the districts in making decisions about storage, inventory, digitization, microfilming, records disposal, and records retrieval. This may include central storage of records in our regional support center, in-house microfilming and in-house digitizing of records. Records will be identified, transported, prepared for filming and digitizing, filmed and digitized and entered into an inventory database.

Cost: Price based on district needs

Contact: Andrew DiBlasi, Assistant Superintendent for Administration
(315) 332-7428 or andrew.dibiasi@wflboces.org

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#634.000 – CENTRALIZED COMMUNICATIONS

The vision of Centralized Communication Service is to provide a full service approach to support Districts' mission and communication goals. Through this service, Districts will receive a "team lead" who will be responsible for creating an innovative communication plan to advertise, brand and market the District. To implement the District's communication plan, their team lead will have access to a variety of public relation services including but not limited to: graphic design, video creation and strategic messaging.

Through this service, Districts will also have access to the Centralized Communication Service for specialized marketing, branding projects and unique requests including: video, newsletter design, calendar, and budget newsletter creation and strategic planning.

Cost: Price based on district needs

Contact: Michele Sullivan, Assistant Superintendent for Innovation & Accountability
(315) 332-7247 or Michele.Sullivan@wflboces.org

#683.000 – STAFF DEVELOPMENT-BOARD OF EDUCATION

Four County School Board Association

Board membership to the Four County School Boards Association is offered through BOCES as a shared service related to professional development and mandatory board training required by New York State. The association has as its mission strengthening the leadership and advocacy skills of boards of

education. The cost of membership is determined by the number of districts participating in the service.

Contact: Stephen P. Miskell, Ed.D., Executive Director
(315) 332-7294 or fourcountysba@edutech.org

#699.XXX – TELECOMMUNICATIONS SUPPORT SERVICES

(See customized EduTech packets sent to school districts under separate cover.)

All service costs in this category that are followed by ♦ include salary and fringe benefits for staff, and the cost center's portion of overhead allocations, as well as expenses related to office space, supplies, equipment, training, travel, and where applicable, service-specific forms and related incidentals. Component districts should direct all questions related to 699's to their Project Coordinators.

NOTE: See #510-6360-INLK for Instructional LAKENet Research and Development.

NOTE: E-RATE funds received are deducted before aid is applied.

#699-7711-NPS – NETWORK PERSONNEL SUPPORT-REQUIRED FOR LAKENET PARTICIPANTS

Personnel Support

Provides support, and research and development of LAKENet, the region's wide area network. This service also provides support for email, DocuShare, content filers, and the gateway to the Internet.

Cost: ♦ Base fee

Application Support

Provides training, and equipment needed for the continued development of applications to be used on LakeNet (DocuShare, Video Conferencing, and Distance Learning).

Cost: ♦ Base fee

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#699-7711-PCS – PRIVATE CLOUD SECURE BACKUP (REMOTE)

This service allows component districts to backup 'in district servers' to the Private LAKENet Cloud. This is a cost effective way to backup three to four Terabytes of data and eliminate the need for tape backup servers, tapes and the maintenance of these systems.

Backups will be copied to servers in both Newark and Leroy Hubs to ensure redundancy of the data and will be available for restores as needed.

Cost: ♦ Base fee

Additional Consideration:

If backing up larger quantities of data than four Terabytes, we can provide an onsite data storage device and mirror that to a colocation host in Newark for Disaster recovery needs. This space would provide Electric, air, generator and fire suppression.

Cost: ♦ per U

#699-7711-CS – COMMUNICATION SERVICES

Virtual Private Network (VPN)

A workstation connected to LAKENet through a VPN tunnel will be able to use any IP based application at the speed of their connection to the internet which is slower than what is in the district. In conjunction with Terminal Services the VPN allows you to securely run applications as fast as they run at the district. The VPN will also be an alternative to opening holes in the LAKENet firewall to allow third party vendors access to maintain district equipment. The district will have the ability to maintain active VPN user accounts with the same management tools with which they are familiar. This service will use our existing infrastructure; the district will not be required to purchase any hardware to subscribe to this service.

Charges reflect EduTech staff maintaining the operation of the systems, backbone, connectivity, routing and management, while the districts provide the user policy. With this combination, we can achieve both functionality and the ability to meet the individual needs of each member district.

Cost: ♦ Per block of users – 5 User License; 25 User License; 50 User License; 100 User License; 250 User License; 500 User License

Managed Ethernet Connections – Required

This area covers all charges assessed by area telephone companies for the digital lines utilized by LakeNet.

Special Access

Special access is a portal through the firewall, enabling outside entities to access specific in district resources. There are often security issues when implementing this type of access, and it is understood and agreed that the requesting school district is fully aware of the ramifications of open access and the possible security breaches that may occur by opening the district network to the Internet. Further, the district assumes full responsibility for this address and use within LAKENet and on the Internet. Special access is only available for servers, and each device/IP number requires a separate registration form.

NOTE: Special access after the first three IP addresses is subject to a per school year, per IP address charge (subject to change with notice). Special access is only available for server and each device/IP number requires a separates registration form.

Cost: ♦ Base fee

Listserv

A “listserv” is an automated e-mail distribution list usually devoted to specific topics, committee groups or special interests. List members can send a message to a list and it will automatically be sent out to everyone who is subscribed to that list. Variations in set-up allow for custom list behavior. This is an efficient way to promote discussion, disseminate information and communicate to a targeted group via e-mail.

Cost: ♦ Base fee

ERATE Processing

This service provides for the filing of information and forms in compliance with the Telecommunications Act and the Schools and Library Commission.

Cost: ♦ Base fee

Content Filter Management

There are many districts who wish to manage and control how their users access internet resources. The ability to manage resources is available and significantly more intuitive. This is being released as IBoss.

EduTech service includes maintenance of all equipment and records in a central location. There is no local hardware required for this service. The manager of this service in district will get access to a web site that will control how their users interact with the internet and give them tracking abilities based on user login rather than IP number. This is provided through authentication in either the Novel or Microsoft environment. This service will include onsite training or one or two people who will manage the system for the district. It also includes follow up information as necessary.

Cost: ♦ Base fee

Exchange E-Mail Archiving

In response to district requests for email archiving services to be in compliance with the Records Retention and Disposition Schedule ED-1 from the state education department, we are offering a centrally managed email archiving system. This service will archive all email sent or received. It is NOT a backup system, but a tool for e-discovery. This system will allow for retention of 6 years for all members. This service is only available to districts participating in the LAKENet service with an EduTech supported email servicer or those using the LAKENet email service.

EduTech Service includes maintenance of all equipment and records in a central location. There is no local hardware required for this service.

The basic difference between Exchange E-mail archiving has to do with the one time vendor fees.

Cost: ♦ Hardware Support Base Fee

Base Fee + a per year per 150 MB (the average size of the typical mailbox per year based on historical data), but then aggregate the pool of space per district per year. Since the number of mailboxes may fluctuate over time, billing will be based on the actual usage for the previous year, with exception of year one which will be an estimated usage of 150MB per mailbox.

Google Gmail for Education Management Service

With the emerging proliferation of cloud-based applications, EduTech has been researching how we can best support our districts in this endeavor. Google Apps appears to be a clear frontrunner and most stable in the education arena. It includes E-mail, E-mail filtering and protection, and calendar. Some of the services included: integration into NDS/AD; integration into existing services & devices; regular maintenance; troubleshooting; data migration, investigation, and setup of mobile devices.

Cost: ♦ Base Fee + per user. Fee for first 50, then Fee for each additional 50

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

#699-7711-WDS – WEB DEVELOPMENT & SUPPORT

Content Filter Override

This provides flexibility within a monitored environment by monitoring access to Internet web pages and authorizing user to bypass filter for a determined length of time. (Authorization is both written and electronic.)

Cost: ♦ Per Content Filter Override

#699-7711-TM – TELECOMMUNICATIONS MAINTENANCE-REQUIRED FOR LAKENET PARTICIPANTS

Includes Warranty Maintenance on Routers, DocuShare, and Content Filter. The charge covers all annual license and maintenance fees assessed by vendors for routers, application software and content filters on LakeNet.

Cost: ♦ Base Fee

#699-7711-VC – VIDEO CONFERENCING (ZOOM)

Zoom has become a popular choice for schools in need of a videoconferencing solution for distance learning and online meetings. Data privacy and security compliance are more important now as the regulations of Education Law 2-D come into play. EduTech is now offering a Zoom Videoconference solution that includes Education Law 2-D compliance and security assurances. EduTech Districts can now purchase their own Sub-Account of Zoom under EduTech. EduTech will serve as an intermediate set-up and support point of contact for our Districts.

EduTech will work with the District Zoom Administrator (Tech Dir or Coord) on establishing security settings, custom landing page URL, features, and controls. EduTech will provide continued support as needed as well as coordinate the annual billing for our districts.

The EduTech Zoom Service provides:

- An initial minimum of 20 Paid licenses (meetings up to 300 attendees each) with no time or feature limits, 500MB Cloud Storage per account
- Unlimited Basic licenses (time limits, reduced features)
- Vanity URL <http://YourDistrict.zoom.us>
- Zoom Cloud Storage for recordings (500 MB per paid license)
- Additional Paid licenses may be purchased mid-year at the per license rate (\$31.50/each)
- Initial set-up and coordination with Zoom to establish domain
- Assistance with setting up vanity URL custom landing page
- Admin training for District admin on security settings, reports and user management
- Continued support as secondary admin for the district domain
- Coordination of annual billing for services
- Optional Webinar licenses available (100/500/1K/5K attendees)
- Optional Large Meetings (500/1K attendees)
- Bulk import of users from a file or automated, user-driven signup for account creation process
- Optional integrations of third-party software and services via Zoom App Marketplace

(Marketplace integrations not directly supported by EduTech but available to districts)

Cost: ♦ Base Fee

699-7711-HS – HOTSPOTS

Districts are offered an opportunity to offer mobile hotspots to their staff and students through EduTech's Mobile Hotspot Service. These hotspots can be used for instructional purposes when staff and students do not have access to internet from offsite locations.

This managed service will operate through LAKENet and will offer the following:

- BOCES aid on monthly hotspot charges
- Hotspot tagging and inventory
- No charge on hotspot (EduTech owned)
- Management of hot spots by LAKENet through a centralized system
- Hotspot connectivity to district owned devices
- Activation and tracking
- Unlimited data package
- Ability to add or remove hotspots throughout the year
- Renewable year to year
- Configured and ready for deployment upon district arrival
- HotSpots can be returned at the end of the school year during the month of June to make adjustments for the following year

Cost: ♦ Base Fee

Intra-District Connectivity

This area includes all phone line charges assessed by the phone company for connecting district buildings. It is a direct charge-back to the district based on specific phone line charges.

General Miscellaneous

General Miscellaneous covers other services provided by EduTech, such as router installation and switch installation. While we cannot predict what the district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for General Miscellaneous.

Examples of Services covered:

- Application on Server (DHCP Installation)
- Termination Per Hour

BOCES AID: The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. E-Rate funds received are deducted before aid is applied.

ADDITIONAL BOCES SERVICES



The following BOCES-administered and BOCES-related services are available to residents and educational organizations in the four-county area.

HEALTH CAREERS PROGRAMS

Adult Practical Nursing (PN) Program

The PN program is 1125 clock hours (11.5 months) in length. PN programs are currently located at on the W-FL BOCES Newark campus. Daytime and evening classes are available. The Practical Nursing Program is fully approved and accredited by the New York State Education Department. It provides the classroom and clinical/lab instruction necessary to meet PN licensing requirements in New York State. The objective of the program is to provide the students with nursing knowledge and skills for licensure eligibility as a Practical Nurse.

Cost: \$17,350 Per person

Contact: Amy Archey, Coordinator of Health Careers
(315) 332-7374 or amy.archey@wflboces.org

SCHOOL LIBRARY SYSTEM

The School Library System, established by Education Law in 1985, is a state-funded program that supports the instructional program and informational needs of the students and staff in the 25 school districts in the Wayne-Finger Lakes BOCES region.

School Librarians, administrators, and others serve on the School Library System's Advisory Council. In addition, each of the 25 school districts and the non-public schools has a communications coordinator who acts as a liaison to the School Library System and is responsible for facilitating communication between the School Library System program and district/building staff.

School Library System Services

Resource Sharing

School library System supports resource sharing among school, public, and academic libraries in the Wayne-Finger Lakes BOCES area and the Rochester region through an Interlibrary Loan network and delivery service.

Professional Development Program

School Library System provides continuing education opportunities for school librarians and other staff in all areas of library information, including uses of new technology, instruction, library management and collection development.

Professional Collection

School Library System maintains a digital collection of resources that support school the professional and informational needs of school librarians.

Communication

School Library System promotes collaboration between school, public and academic libraries by providing an awareness of library resources, services, and technology.

School Library System Website

The School Library System website includes information on all services and programs offered through the department as well as links of interest to school librarians and teachers.

Delivery Service

School Library System coordinates delivery of requested library material to all school buildings.

Contact: Katherine Hammill, School Library System Director
(315) 332-2100 or katherine.hammill@wflboces.org

ADULT AND CONTINUING EDUCATION CAREER PROGRAMS

Wayne-Finger Lakes BOCES offers a variety of career education programs to train adults for employment in high-demand fields. Programs are held at the Finger Lakes Technical and Career Center located in Stanley, Wayne Technical and Career Center located in Williamson (based on space-availability and successful background check). Programs for adults are published at wflbocesadulted.org on a regular basis.

Cost: Varies

Contact: Greg Maine, Principal of Special Programs
(315) 332-7379 or Gregory.Maine@wflboces.org

Adult Literacy Programs

Adult Literacy Programs provide adults with educational opportunities to improve reading, writing and mathematical skills, obtain their NYS high school equivalency diploma, explore career options, improve job skills, improve English skills and receive their citizenship. Emphasis is also placed on family literacy and parenting skills. All are offered at convenient community sites.

All students must be 21 years of age (unless referred by courts, probation or Workforce).

Adult Basic Education

Individual and small group instruction in reading, grammar, math and life skills. Classes meet twice a week or adults are contacted once a week by a teacher.

High School Equivalency

Individual and small group instruction designed to prepare the student to pass the GED exam. Classes meet twice a week at a convenient site.

TASC/Home Study- Giving Rural Adults a Home Study Program (GRASP)

Another option for those who cannot attend GED classes. Students, who must be 21 years of age or older, receive individualized packets of material prepared by a teacher.

National External Diploma Program (NEDP)

Non-traditional, competency-based program that gives credit for life skills acquired through working and/or raising a family. It incorporates a variety of assessment techniques such as take-home projects, performance assessments, interviewing and documentation review. Successful students receive a NYS high school equivalency diploma upon completion. (Students must be at least 21 years of age.)

Cost: Services are free of charge for students.

Contact: Greg Maine, Principal of Special Programs
(315) 332-7379 or Gregory.Maine@wflboces.org