NOTICE OF NON-DISCRIMINATION

The Cattaraugus-Allegany-Erie-Wyoming Board of Cooperative Educational Services does not discriminate on the basis of an individual’s actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. Inquiries regarding the District’s non-discrimination policies should be directed to:

Civil Rights Compliance Officer, Human Resources, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760, 716-376-8237. Email: CivilRightsCompliance@caboces.org
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CA BOCES
Core Values

Core Value #1
To have highly satisfied customers

Core Value #2
To treat all individuals with respect

Core Value #3
To provide an environment of innovation and risk
Mission
To enhance the quality of education through shared resources.

Board of Education
- Brad Sande, President
- Candace Clemens, Vice President
- Michael Conroy
- Steve Crowley
- Robert Keenan
- Ralph Kerr
- Louis Nicol
- Susan Potter
- Voni Walker

Administrators
- Lynda Quick, District Superintendent and BOCES Chief Executive Officer
- Pamela Kirkwood, Esq., Director of Personnel and Labor Relations
- Carol Fial, Assistant Superintendent for Special Education
- Michael Graf, Director of Information Technology
- Tim Cox, Assistant Superintendent for Instructional Support Services
- Tracie Preston, Assistant Superintendent for Career and Technical Education/Adult Education
- Thomas Potter, Controller

CA BOCES
Career and Technical Education Centers

CTE CENTER AT BELMONT
5536 County Route 48
Belmont, New York 14813-9758
Phone (716) 376-8322 or (585) 268-5681; FAX (716) 376-8415

CTE CENTER AT ELICOTTVILLE
5550 Route 242 East
Ellicottville, New York 14731
Phone (716) 376-8300 or (716) 699-2382; FAX (716)376-8457

CTE CENTER AT OLEAN
1825 Windfall Road
Olean, NY 14760-9303
Phone (716) 376-8200; FAX (716) 376-8450
Allegany-Limestone Central School ........................................ Mark Ward, Interim
Andover Central School .................................................. Larry Spangenburg
Belfast Central School ..................................................... Wendy Butler
Bolivar-Richburg Central School ........................................ Michael Retzlaff
Cattaraugus-Little Valley Central School ......................... Sharon Huff
Cuba-Rushford Central School ........................................ Carlos Gildemeister
Ellicottville Central School ............................................. Robert Miller
Fillmore Central School ................................................ Ravo Root
Franklinville Central School ........................................... Michelle Spasiano
Friendship Central School ............................................. Judy May
Genesee Valley Central School ....................................... Brian Schmitt
Hinsdale Central School ................................................ Larry Ljungberg
Olean City Public School .............................................. Rick Moore
Pioneer Central School .................................................. Benjamin Halsey
Portville Central School ................................................ Thomas Simon
Randolph Academy ...................................................... Lori DeCarlo
Randolph Central School ................................................ Kaine Kelly
Salamanca City Central School ....................................... Robert Breidenstein
Scio Central School ........................................................ Gregory Hardy
Wellsville Central School ............................................... David Foster
West Valley Central School .......................................... Eric Lawton
Whitesville Central School ............................................. Laurie Sanders
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<td>Distribution of Services Guide and review of service requests with districts</td>
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<td>March 15 - May 1, 2018</td>
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<tr>
<td>May 1, 2018</td>
<td>Districts finalize Service Requests. Information submitted to BOCES used for firm service contracts. After May 1, a district is not permitted to withdraw from a service.</td>
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What is a BOCES?

The acronym BOCES stands for Board of Cooperative Educational Services. A BOCES is a voluntary, cooperative association of school districts in a geographic area that share planning, services and programs to provide educational and support activities in an economic, efficient, and equitable manner. There are currently 37 BOCES incorporating all but 9 of the 721 school districts in New York State.

Which districts are in the Cattaraugus-Allegany BOCES service area?

See listing on page 5.

What is a Co-Ser [COSER]?

A Co-Ser is a “Cooperative Service” application, which must be filed for every BOCES service and which must be approved by the State Education Department before such a service can be provided. BOCES is required to file Co-Sers for any service it offers, regardless of whether the program is aided or not aided.

What is a Shared Service?

A shared service is a service in which two or more school districts participate. Sharing is one of the requirements in order for the costs of a service to be considered for BOCES aid.

What is an Itinerant Service?

BOCES employs staff members who provide direct services on a shared basis among school districts. Because the service involves staff members traveling from place to place, the service is known as an itinerant service. Content areas that can be served include all certified and specialty support personnel. Services can be provided at the local school, BOCES or at another appropriate site. They can be delivered at certain hours each day, certain days per week or certain periods during a school year. However, no district’s “share” of an itinerant staff member’s schedule can exceed 60 percent if there is to be BOCES aid.

What is a Cross Contract?

A Cross Contract enables a component district of Cattaraugus-Allegany BOCES to obtain services provided by other BOCES in New York State. A Co-Ser with Cattaraugus-Allegany BOCES must be filed before the service from the other BOCES can be provided or aided.
Where does BOCES derive its revenue?

BOCES has no authority to levy taxes; or to sell bonds for capital construction projects.

BOCES derives its revenue from charges to component districts, non-component districts, federal grants, special state grants, and tuition fees from individuals.

BOCES may not carry a fund balance and must return all surplus funds to client school districts annually.

Administrative and Capital Budgets:

All component districts are required to pay for the administrative and capital budgets based on the most current audited RWADA.

Program Budgets:

The BOCES program budgets are dynamic in that the shared services appropriations are continually revised to reflect changing client requests. Districts only pay for the program services that they choose to participate in on an annual basis.

Appropriations for operation and maintenance, mailing, duplicating, computer support, telephone services and other such services are distributed, based on usage, among the program budgets and administrative budget.

Each BOCES program budget must stand alone. Funds may not be interchanged among independent budgets.

How is BOCES aid paid to a participating district?

The BOCES aid generated by a district’s participation in a service is paid to school districts in the year following the year of expenditure. The only exception is BOCES rental aid and the aid paid on capital projects. Both of these aids are paid in the “current year.”

BOCES submits an aid request on behalf of each of the districts for the amount of eligible BOCES aid. The aid claims must take into account the aid restrictions placed by SED on each program.

SED audits State Aid claims before payments are made. SED sends aid payments to BOCES which, in turn, disburses the aid to each district.

BOCES Aid restrictions include:

- $30,000 cap on aidable salaries
- no aid on materials which become district property
- shared staff is capped at 60% for aid to a single district (up to 80% permitted, but without aid)
- no aid for transportation costs for students
- no aid for Special Education services

Superintendent Advisory Committees:

Each division within BOCES has an advisory committee made up of a group of superintendents from the component school districts. The role of each committee is to evaluate, redesign, and recommend programming to meet component district objectives. As a function of this charge, the advisory committees also serve an important role in the budget review process for each program budget as well as the administrative budget.
Certain services are add-ons and require participation in a base service in order to be eligible for BOCES aid. These include:

**CoSer 403**

Arts in Education: Required for receiving services in 403.010 Performances and 403.020 Artist in Residency.

**CoSer 416**

Environmental Education: Required to receive services in 416.020 Environmental Education - Residential Overnight Camping Experiences.

**CoSer 501**

Educational Communications: Required to receive technical services 503 which is AV/TV/Computer repair and itinerant technician service.

**CoSer 517**

Model Schools: Required to participate in 517.010 Technology Staff Development and 517.605 Data Warehouse Training.

**CoSer 518**

Computer Coordination and Support Services: Required for participation in 517 Model Schools.

**CoSer 521.200**


**CoSer 529**

Effective Schools: Required to participate in 529.002 Regional Scoring, 529.010 Substitute reimbursement

**CoSer 601**

Labor Relations: Required to receive 601.010 services for negotiations, arbitrations, and grievances and 601.020 student hearings.

**CoSer 609**

Energy Management: Required to participate in 609.011 cooperative purchase of natural gas and 609.012 cooperative purchase of electricity.

**CoSer 610**

Safety/Risk Management: Required to receive services 610.010 Safety Manuals and building inspections; 610.020 MSDS coordination and chemical inventories; 610.030 special training in safety and health matters; 610.040 and itinerant safety assistant and 610.050 fingerprinting.
District Superintendent Services

The District Superintendent is an employee of the State Education Department and is the area representative of the Commissioner of Education. The District Superintendent serves in an advisory capacity for all 22 component school districts in the Cattaraugus, Allegany, Erie, Wyoming Sole Supervisory District. She also acts as a consultant for individual districts and as a liaison between districts and the State Education Department.

School Superintendent Searches

The District Superintendent is available to assist Boards of Education of component districts in developing selection criteria, screening candidates, and determining finalists for the position of Superintendent of Schools when requested.

Consultation and Coordination

The District Superintendent is available to consult with school districts on a variety of educational issues and coordinate the resulting activities and programs. Topics may include:

- Academic Performance/School Report Cards
- Commissioner’s Regulations and Procedures
- Board/Administration Relationships
- Programs for the Handicapped
- Superintendent and Board Performance Appraisals
- Superintendents’ In-Service and Professional Growth
- Management and Planning
- School Boundaries
- Occupational Education
- Superintendent Contracts
- Reorganization and Merger
- Legislation and Policy Actions

In providing consultant services, the District Superintendent is able to call upon the resources of the State Education Department and the BOCES professional staff.

Liaison Activities

The District Superintendent is available to:

- Facilitate communication between districts and the State Education Department, as well as other public and private agencies.
- Interpret and clarify Education Law, Commissioner’s Regulations, and other policies that have an impact on education in the region.

Note - There are no charges for the services of the District Superintendent. However, printing, mailing and advertisement costs for superintendent searches must be paid by the district requesting the search service.

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District Superintendent and CEO
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Career and Technical Education Services provide a valuable career pathway to students from BOCES’ component schools.

**Career and Technical Education Services:**

- NYSED Approved CTE Programs with 4+1 Pathway Assessments
- Academic Coursework/Remediation
- Alternative Education
- Cross Contracts

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**Stephen Dieteman**  
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**James Schifley**  
CTE Administrator for Curriculum and Instruction  
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james_schifley@caboces.org

The Career and Technical Education Programs are designed to provide a valuable career pathway to students while satisfying many requirements of a Regents diploma. Students learn, reinforce, and apply academic skills such as ELA, Math, and Science in the context of their CTE Program, and prepare for further study at the post-secondary level or employment. The facilities are state-of-the-industry, providing excellent instructional activities and experiences. Important components of each CTE program are articulation agreements with post secondary colleges and universities, internships, and valuable industry certifications and/or licenses. The curriculum is assessed against national industry standards and meets the New York State learning standards.

CTE Math, CTE Science, and CTE ELA are integrated in each of our CTE programs, allowing successful completers to earn the third units of Math and Science, and the 4th unit of ELA required for high school graduation. Graduates who meet the criterion may earn a Technical Endorsement on their Regents Diploma, signifying they have exceeded the regular graduation requirements.

All of BOCES’ state-approved CTE secondary programs meet the following standards:

- All teachers are certified in their area of instruction.
- All secondary curricula has been certified by the State Education Department for Regents Technical Endorsement.
- All programs integrate an approved technical math and science curriculum which provides each student with one unit of math and one unit of science to fulfill their third unit requirement for high school graduation.
The Adventure Course provides an experiential learning environment that fosters shared learning, openness, acceptance of outcomes, cooperation and application of learning for students. This experience is comprised of energizers, games, initiatives and outdoor activities, including low and high elements. The course offers a combination of mental and physical challenges, requiring students to work together to accomplish specific goals. Students will further their ability to collaborate, communicate, problem-solve, respect others, and develop critical thinking skills. Groups will improve team cohesiveness by working together on creative tasks and learn to view obstacles as opportunities for growth.

Career and Technical Education Programs

Programs are offered at all 3 CTE Centers unless noted otherwise.

- Animal Science
- Audio Visual Production (Olean)
- Automotive Technology
- Carpentry and Construction Trades (Belmont and Ellicottville)
- Collision Repair/Auto Body
- Cosmetology
- Criminal Justice
- Culinary Arts
- (New) Cyber Security and Networking (Belmont)
- Early Childhood Education/Human Services
- Heavy Equipment (Ellicottville)
- Media Communications Technology
- Medical Assisting (Belmont and Ellicottville)
- Medical Professions (Olean)
- Natural Resources (Belmont and Ellicottville)
- Power Equipment Technology (Belmont and Ellicottville)
- Pre-Engineering/CADD (Belmont)
- Product Design and Manufacturing (Olean)
- Welding/Metal Fabrication

New Vision - Health Professions (Belmont and Olean)

A one-year, Senior-level, highly academic program that allows students the opportunity to explore the health care field while gaining high school and college credits.

Adventure Course (Student Participants)

CTE Center at Ellicottville

The Adventure Course provides an experiential learning environment that fosters shared learning, openness, acceptance of outcomes, cooperation and application of learning for students. This experience is comprised of energizers, games, initiatives and outdoor activities, including low and high elements. The course offers a combination of mental and physical challenges, requiring students to work together to accomplish specific goals. Students will further their ability to collaborate, communicate, problem-solve, respect others, and develop critical thinking skills. Groups will improve team cohesiveness by working together on creative tasks and learn to view obstacles as opportunities for growth.

Remediation

This service provides remedial support for students who need academic reinforcement to pass a regents exam. Remediation support will constitute a minimum of 90 minutes of instruction (direct or indirect) per week. Remediation is currently offered for the following areas:

- Math
- English
- Science
- Science

Incarcerated Youth Education

BOCES will provide instructional programs for pupils incarcerated at the correctional facility located in Little Valley based on a contract with the district in which the correctional facility is located.
CoSer 412

Academic Coursework

This service provides opportunities for students who need Academic Course Credit. All courses will constitute a minimum of 180 minutes of instruction (direct or indirect) per week. Academic course work is currently offered for the following areas:
- Math
- English
- Science
- Health
- Physical Education

CoSer 412.001

(New) Material Characterization - Nanotechnology Equipment

The Nanotechnology equipment available at CABOCES will allow students and teachers access to advanced characterization instruments typically found only at research universities. Experience on this type of equipment allows students to develop a deeper understanding of science concepts and solve real-world research based problems. This service will provide:
- Guided lessons using the remote options of the Scanning electron Microscope (SEM)
- Use of the SEM to generate images and EDS (Energy Dispersive X-ray Spectroscopy) reports
- Technical support for use
- On-site lab activities
- Preparation of sample (if one is provided) or choose from a CABOCES in-house sample
- Full access to CABOCES website: Nanotech.CABOCES.org

CoSer 413

Alternative HS Equivalency Program (AHSEP)

These programs prepare high school age students for the High School Equivalency Test (TASC™ Test Assessing Secondary Completion) and are offered at the Career and Technical Education Centers at Belmont and Ellicottville. Typically, this is a two year, half day program, and students spend the other half of their day in a Career and Technical Education program at the center. For detailed explanations of all High School Equivalency programs and eligibility requirements, please refer to the Guide to High School Equivalency Programs. This guide, as well as an AHSEP Application, is available from the Career and Technical Education Division Office. Please call 716-376-8383 to request a copy.

CoSer 413

Equivalent Attendance Program (EAP)

This program prepares students 18-1/2 to 20 years of age to take the examination for a high school equivalency diploma. The program operates on a 6-hour-per-week basis. There are day and evening classes available at multiple locations.

CoSer 419

Early Entry CTE (Ellicottville and Belmont)

Early Entry CTE is a multi-year, half day program that is designed to meet the needs of students 14 years of age or older who are having difficulty connecting traditional academic instruction to practical application and process. This program will provide students the opportunity to develop the skills and work habits to succeed in work and life after high school. Early Entry CTE offers real-life experiences combined with job skill development. Visitation opportunities to explore CTE programs are also available when a student demonstrates readiness.

Students enrolled in our Early Entry CTE program will meet the requirements of the CDOS credential. Work Based Learning opportunities include, but are not limited to, student participation in: industry based internships, job shadowing, community service, volunteering, service learning, senior projects, and school-based enterprise. Content is structured around CTE skills and activities, which are used to teach and reinforce CDOS and academic skills, including ELA, Math, Science, and Technology. Students are prepared for entry into an approved CTE program or an entry level position in the workforce with fundamental job skills, knowledge, and attitudes. Students enrolled in Early Entry CTE will have the option to earn a .5 health credit along with a 1.0 math credit as determined by the district.
Introduction to Nanotechnology (Nano 101) - Online

Nanotechnology is a rapidly growing field of STEM that embraces concepts from biology, chemistry, engineering, mathematics, and physics. It encompasses the manipulation of very small materials, called “nanomaterials”. This eye-opening survey course is designed to introduce nanotechnology to a broad audience of participants. For each topic, the fundamental scientific principles of nano materials will be presented and their engineering into functional devices will be discussed.

Course goals include providing students with sufficient scientific and engineering knowledge necessary to understand: a) the differences between nano and bulk scale; b) how to choose or design nanomaterials with desired properties for particular applications; c) using particular properties to invent products or solve problems

- This course is recommended for juniors and seniors
- Prerequisites: Algebra, biology, chemistry (concurrent enrollment accepted)
- This course bears a .5 credit recommendation; enrollment limited to 22 students
- Course will run September 2018 - January 2019

Adventure Course (Staff Participants) CTE Center at Ellicottville

Option 1: To participate as part of a staff development initiative

The Adventure Course provides an experiential learning environment that will strengthen groups, empower learners, and enhance an understanding of social and emotional competencies. This experience is comprised of energizers, games, initiatives and outdoor activities, including low and high elements. The course offers a combination of mental and physical challenges, requiring staff to work together to accomplish specific goals. Participants will further their ability to collaborate, communicate, problem-solve, respect others, and develop critical thinking skills. Groups will improve team cohesiveness by working together on creative tasks and learn to view obstacles as opportunities for growth.

Option 2: To be trained as a course facilitator

Adventure Course facilitation requires the acquisition of specific knowledge and technical skills. These professional development opportunities are designed to develop the knowledge and skills required to facilitate on the adventure course. At the conclusion of these professional development experiences, and with on-site skill verification, teachers will be allowed to facilitate classes on the course. Sessions are progressive and must be completed in order.

1. Experiential Learning (3 days) – This professional development covers foundational concepts of experiential education and adventure programming. Participants will be immersed in the process and learn the techniques needed to begin programming using games, initiatives, and low and high elements. Participants will explore the course and experience a variety of activities, debriefing methods, and explore ways to use the reflective process in order to promote Social and Emotional Learning outcomes for students.

2. Low Element Technical Skills and Facilitation (3 days, minimum of 10 participants) – This professional development introduces activity facilitation on low elements by allowing participants to explore the low elements on the course. Key learning includes: foundations of experiential education, facilitation methods, debriefing, facilities and documentation, element inspection, course set-up and take-down, course safety guidelines and standard operating procedures.

3. High Element Technical Skills and Facilitation (4 days, minimum of 10) – This professional development will expand facilitator technical skills and allow participants to explore the high elements on the course. Key learning includes: foundations of experiential education, facilitation methods, debriefing, facilities and documentation, harnesses, helmets, carabiners, delay devices, knot-tying, course set-up and take-down, belay team management, course safety guidelines and standard operating procedures.
The Exceptional Education department provides programs and services to meet the individual needs of students. All programs are supported by special education supervisors, behavior specialists, math coach and literacy coach.

Current host districts for classrooms: Cuba Rushford Elementary; Ellicottville; Franklinville Elementary; Friendship; Genesee Valley; Olean (Washington West, High School, Middle School); Pioneer (Arcade, Delevan, High School, Middle School); Scio; and Wellsville (Elementary, High School, Middle School); Stand Alone Buildings (IJN and Elm Street Academy).

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Occupational Therapy, Physical Therapy, Counseling, Speech Therapy, Adaptive Physical Education

These related services are provided within BOCES classrooms. If any of these services are needed for students in BOCES special education classrooms, use the 200 series program service codes. Evaluation can also be provided for: FBAs speech, OT, PT, APE, vision and deaf education. In addition, tutoring and interpreter services are available.

1:8:1

This option provides a teacher and aide for up to eight students. This classroom is designed to provide a smaller class size for students whose academic/cognitive, and/or social needs require this level of support. This program is designed to meet the needs of students who have been diagnosed primarily with an emotional disturbance. Some classrooms operate as an inclusionary program. Services are provided at district-based sites.

1:12:1 with Teacher Assistant Support

This option provides a teacher, an aide and a teacher assistant. The teacher assistant helps set up and support student internships. This program operates in a district based high school setting and Elm Street Academy. Focus is on meeting the CDOS requirements.
This option provides a teacher and a counselor for up to six students. Age ranges for classrooms are 5-21. Counseling and home school liaison services are included. This program is designed to meet the academic, behavioral and social needs of students with significant emotional and/or behavior disabilities. Some classrooms are in a segregated others are at district-based sites.

**CoSer 206**

**1:12:3**

This option provides a teacher and one staff person to three students. Students are grouped by similarity of cognitive or physical need. This program is designed to meet the needs of students who have been diagnosed primarily with multiple disabilities. The program provides a self-contained classroom. Services are provided at district-based sites. The program is for students age 5-21.

**Teacher Aide**

This service provides a teacher aide to work with special education students in either district, BOCES-operated classrooms. It can also be used to provide skilled nursing services.

**CoSer 304**

**Deaf/Hearing Impaired**

The services of a teacher of the deaf provide instruction and/or consultation to deaf or hard of hearing students. Services are offered for students age 5 to 21.

**CoSer 305**

**Speech Improvement for Non-Handicapped Students**

This program provides instruction by a speech therapist to students who are in need of speech and language services but are not classified as special education. Instruction can be provided for grades K-12. This service is limited to 60% with BOCES aid.

**Visually Impaired**

The services of a teacher of the visually impaired provide instruction and/or consultation to blind or partially sighted students. Services are provided for students age 5 to 21. Students receive instruction in Braille, as well as support aides, both mechanical and in supply form (talking books, large print books, etc.).
Consultant Teacher

This service provides a special education teacher to provide instruction to special education students. It can be direct and/or indirect instruction. This program is designed for students ages 5-21. It provides supplementary instruction only, in district classrooms, private schools or at the career and technical education centers.

School Psychologist

This program provides the services of a school psychologist. Typical duties would include testing as well as counseling. This service is limited to 60% with BOCES aid.

School Psychologist - Summer

This program provides the services of a school psychologist during the summer months.

Individual Counseling Services for Non-BOCES Special Education Students

This program provides individual counseling for special education students that are not enrolled in BOCES special education classrooms. Refer to CoSer 200 for students in BOCES special education classrooms.

Group Counseling Services for Non-BOCES Special Education Students

This program provides group counseling for special education students who are not enrolled in BOCES special education classrooms. Refer to CoSer 200 (page 17) for students in BOCES special education classrooms.

School Guidance Counselor

This program provides the services of a school guidance counselor. Counseling may be career or non-career oriented, but not IEP counseling sessions. This service is limited to 60% with BOCES aid.

School Guidance Counselor - Summer

This program provides the services of a school guidance counselor during the summer. Counseling may be career or non-career oriented.

Physical Education

This program provides the services of a physical education teacher to provide physical education instruction on an itinerant basis. This service is limited to 60% with BOCES aide.
Adaptive Physical Education - Individual Sessions for Non-BOCES Special Education Students

This program provides individual sessions of Adaptive Physical Education for students who are not enrolled in BOCES special education classrooms. Refer to CoSer 200 (page 19) for students in BOCES special education classrooms.

Adaptive Physical Education - Group Sessions for Non-BOCES Special Education Students

This program provides group sessions of Adaptive Physical Education for students who are not enrolled in BOCES special education classrooms. Refer to CoSer 200 (page 19) for students in BOCES special education classrooms.

Occupational Therapy

This program provides the services of an occupational therapist to provide instruction on an itinerant basis. Services are provided by a registered occupational therapist (OTR) or a certified occupational therapy assistant (COTA) under the supervision of an OTR.

Occupational Therapy - Individual Sessions for Non-BOCES Special Education Students

This program provides individual occupational therapy sessions for special education students that are not enrolled in BOCES special education classrooms. Refer to CoSER 200 (page 19) for students in BOCES special education classrooms.

Occupational Therapy - Group Sessions for Non-BOCES Special Education Students

This program provides individual occupational therapy sessions for special education students that are not enrolled in BOCES special education classrooms. Refer to COSER 200 (page 19) for students in BOCES special education classrooms.

Occupational Therapy Evaluations

Initial evaluations are completed when requested by the CSE Chairperson. The cost is per initial evaluation completed. Occupational therapy evaluations are done on an annual basis for all students who receive OT services from BOCES.
Physical Therapy
This program provides the services of a physical therapist to provide instruction on an individual, itinerant basis.

Physical Therapy - Individual Sessions for Non-BOCES Special Education Students
This program provides individual sessions of physical therapy to students not enrolled in BOCES special education classrooms.

Physical Therapy Evaluations
Initial evaluations are completed when requested by the CSE Chairperson. The cost is per initial evaluation completed. Physical therapy evaluations are done on an annual basis for all students who receive PT services from BOCES.

Speech Therapy
This program provides individual speech therapy to special education students by FTE.

Speech Therapy - Individual Sessions for Non-BOCES Special Education Students
This program provides individual speech therapy to special education students not enrolled in BOCES special education classrooms.

Speech Therapy - Group Sessions for Non-BOCES Special Education Students
Initial evaluations are completed when requested by the CSE Chairperson. The cost is per initial evaluation completed. Speech therapy evaluations are done on an annual basis for all students who receive speech services from BOCES.

Speech Therapy Evaluations
Initial evaluations are completed when requested by the CSE Chairperson. The cost is per initial evaluation completed. Speech therapy evaluations are done on an annual basis for all students who receive speech services from BOCES.

Social Worker
This service provides social work services to districts through a shared MSW. Duties include development and implementation of individual services plans; recommendations for services; conducting studies of the home and school environments in order to assess the appropriateness of action plans; and maintaining records as necessary. This service is limited to 60% with BOCES aide.
Diagnostic and Prescriptive Services

This service provides behavior management and or academic intervention and prevention strategies, assessments and recommendations for districts. It is provided on an itinerant basis. It is limited to 60% with BOCES aide. This service does not provide services if listed on IEP's.

Alternative Education

This option is for general education or special education students who would benefit from a non-traditional education. Class size is small. Services are provided at the Elm Street Academy in Cuba and Ellicottville Central School. Available for students in grades 9-12. Programs are provided that allow students to work toward meeting their graduation requirements. Counseling and consultant teacher services are included.

Contact: Chris McNell
716-376-8339
chris_mcnell@caboces.org

Special Education Committee Support/CSE Chairperson

This program provides services to school districts on an itinerant basis. The service provides coordination and support for students with disabilities, most often in the form of a CSE (Committee on Special Education) chairperson. This individual’s duties include chairing the committee and coordinating CSE activities.

Special Education Committee Support/CSE Chairperson - Summer

This program provides services to school districts on an itinerant basis during the summer months. The service provides coordination and support for students with disabilities, most often in the form of a CSE chair.

School Age Extended School Year Classrooms

Special Education classrooms operating the same ratios provided during the school year. Locations in Allegany and Cattaraugus Counties.

School Age Extended School Year Related Service Only

12:1:2 - Preschool Special Class

This program operates in district based elementary buildings. School year and extended school year.
**CoSer 814**

1:1 - Preschool

Aides school year and extended school year.

**CoSer 815**

6:1:1 - Preschool Special Class in Integrated Setting (SCIS)

This program operates in Delevan Elementary School.

**CoSer 823**

Special Education School Improvement Specialist (SEGIS)

State funded embedded Special Education support provided to districts. State designation required.
SERVICE CATEGORIES:

Student Programming
- Itinerants
- Performing Arts
- Exploratory Enrichment
- Regional Academic Summer School
- Extra-Curricular
- School-to-Career Connections

COSER’s in our Student Programs department work together to bring meaningful experiences to students in our region which include Itinerant Services, County Government Student Intern Program, Driver’s Education and Regional Academic Summer School. The Exploratory Enrichment and Arts in Education COSER’s bring culture and arts alive in learning with events like the Buffalo Philharmonic Orchestra, TheatreWorks USA live productions, and Extra Curricular events that include student tournaments in FIRST LEGO league, Scholastic Challenge and Odyssey of the Mind. Please contact Mary Morris, Program Manager for Student Programs more details.

Learning Resources
- Environmental Education
- Distance and Online Learning
- Educational Communications and Media
- Library Services and On-Line Databases
- Elementary Science/Health/Math Instructional Materials

Students and teachers have access to hundreds of thousands of high quality resources through our Learning Resources COSER’s. Search our database for Science Kits, digital and media resources, books and curriculum resources. SNAP provides students and teacher 24/7 access to hundreds of thousands of media resources. Our Distance and Online Learning Team is a thought leader in New York State in bringing hundreds of courses to students in our region. From lamination services to star labs, and Environmental Education to video conference connections, our Learning Resource Team is ready to assist. Please contact Amy Windus, Program Manager for Learning Resources, for more details.

Professional Development
- Shared Professional Development
- Model Schools
- Curriculum Coordination
- Effective Schools
- Coaching
- Bus Driver, Monitor, and Attendant Training

Cattaraugus Allegany BOCES proudly offers over 1300 annual professional development sessions with classrooms teachers and regional educational leaders. All our Professional Development COSER’s work together to provide high quality training and facilitation on various topics, as well as Regional Scoring, the Curriculum Forum, and the Technology Coordinator/Integrator Forum (TCIF). Access our offerings hosted in the region and also feel free to contact anyone on our staff to plan and implement professional development at your school. Please contact Tim Clarke, Program Manager for Professional Development, for more details.

Tim Cox
Assistant Superintendent
716-376-8216
tim_cox@caboces.org
Itinerant Teacher Services

The Cattaraugus-Allegany BOCES Instructional Support Services Division provides a wide range of itinerant teaching services in the non-core academic areas. Districts who request itinerant instructional services share a teacher up to a 60% FTE (3 full days per week per teacher). The costs are apportioned to schools based on the amount of service time requested from each of the shared districts. BOCES is responsible for the hiring, supervision, and evaluation of all itinerant staff.


- COSER 301: Bi-Lingual/ESL Itinerant
- COSER 302: Family and Consumer Science (FACS)
- COSER 307: Art
- COSER 310: Health Education
- COSER 312: Music
- COSER 314: Driver Education
- COSER 316: Food Supervisor (Cook Manager)
- COSER 316.010: Food Supervisor (Cook Manager) - Summer
- COSER 317: Library/ Media Specialist
- COSER 328: Technology Education (Industrial Arts)

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org

County Government Intern Program

The County Government Student Intern Program is a hands-on learning experience for high school seniors that exposes them to the processes of county government. Also included in this COSER are enrichment programs that provide opportunities for students to experience programs outside of the regular classroom. They include anti-bullying/character education presentations, the Challenger Learning Center, the Zoo, Science Museums, Ropes Courses, education trips to NYC, Gettysburg, Boston, Washington DC, etc. Two or more district match and CA BOCES Board approval is required for in-district events. Participation in COSER 403 is required if not participating in the County Government Program.

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org

Performing Arts/Enrichment

Through the Arts in Education COSER, students can experience the arts by attending live theatrical performances throughout the year by TheatreWorks USA. Districts may also purchase tickets to productions at Shea’s Performing Art Center, the Regina A. Quick Center for the Arts at St. Bonaventure University, various music programs at Houghton College, and other art related events. Artists in residence and authors can also be brought into districts with prior CA BOCES Board approval.

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org
**Enrichment**

**CoSer 403.001**

**Contact:** Mary Morris  
716-376-8284  
mary_morris@caboces.org

**Arts in Education**

This program enables schools to fund tickets to cultural events outside the district for students and may include theatre, choral, and instrumental performances, speakers, authors, etc.

**Contact:** Mary Morris  
716-376-8284  
mary_morris@caboces.org

**Buffalo Philharmonic Orchestra**

Students at the primary, elementary, and intermediate levels are treated to a live orchestral concert presented by the Buffalo Philharmonic through their educational concert series. Enrichment instructional materials are also provided to teachers to help make this a truly rewarding cultural experience for students.

**Contact:** Mary Morris  
716-376-8284  
mary_morris@caboces.org

**Summer School**

Through this service students in grades 7-12 may enroll in academic core subjects and a variety of on-line courses, held in one of two regional locations. The NYSED August Regents exams are administered and scored as part of the service. Driver’s Education summer classes are held in participating districts throughout the two counties.

**Contact:** Mary Morris  
716-376-8284  
mary_morris@caboces.org

**Summer School - Middle and High**

**Summer School - Driver Education**

**Summer School - Tests**

**Contact:** Mary Morris  
716-376-8284  
mary_morris@caboces.org
The Environmental Education COSER offers exciting hands-on learning experiences in environmental and natural science for Pre-K to 12th grade students. Participating districts gain access to powerful programs that directly correlate with NYS core curriculum, learning standards and assessments. Schools receive updated program information annually. These programs are delivered on-site in individual districts.

The highly engaging hands-on learning experiences focus on:
- Energy flow in the environment
- Recycling materials and interrelationships of life on Earth
- Respecting our natural world and taking care of our planet
- Food/energy webs, habitats, astronomy, mammals, pond life
- Applying population data loggers, scientific test equipment

This COSER also facilitates overnight camps and field trips.

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org

Environmental Education - Residential Overnight Camping Experiences

Residential overnight camping experiences are designed for middle school students. School and C-A BOCES staff develop their goals, and environmental teaching staff serve as support to help member schools reach those goals.

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org

Distance and Online Learning

This COSER provides for the sharing of courses and content between local districts or across New York State and the world. Videoconferencing allows for synchronous high school/college connections and K-12 Virtual Field Trips/ collaborations. Asynchronous online courses are offered with mentor support for credit recovery or accrual. Training, technical support and storage on the Moodle course management system also allows teachers to create their own online courses. Zoom provides web-based videoconferencing capabilities and aids in desktop-to-desktop meetings or training.

Keeping you connected to each other and the world.
- 24 fully-equipped Distance Learning rooms in CA BOCES schools
- 92 mobile Polycoms in our schools
- Tech support/maintenance on-site
- Scheduling and testing of all connections
- Archived storage of course material
- One Zoom pro account per district

Continued on Page 26
Online Learning and Credit Accrual and Recovery - Open enrollment is available to start students on the path to course completion for credit recovery, for course accrual for transfer students, or for unique course needs. CA BOCES provides full student support with traveling NYS certified DL teachers.

- Increase graduation rates
- Expand course opportunities
- Reduce scheduling conflicts
- Digital content

Video Conference Courses - In today’s economic times, sharing courses through videoconference has become a great solution. Over 60 synchronous courses are in session minutes apart in our classrooms each day. Training and support provided.

- Increase course choices
- Increase depth of transcript
- Save on college tuition

Course Management Systems and Moodle - Get your students equipped for college, the workforce, and life in a technological society by providing an online learning experience. Training and support provided.

- Teacher created content
- Embedded videos and archived material
- Student college and career readiness
- Mahara E-Portfolio
- student project platform
- collect achievements
- show growth over time

Zoom – Connect anywhere with any device that has a webcam and microphone.

**Contact:** Amy Windus
716-376-8285
amy_windus@caboces.org

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**CoSer 420.010**

**CoSer 420.011**

**Virtual Field Trips**

**CoSer 420.454**

**Erie 1 BOCES Support**

**Contact:** Amy Windus
716-376-8285
amy_windus@caboces.org

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**CoSer 420.098**

**Zulama Online**

Zulama, an Entertainment Technology Curriculum, is available as an added service. Zulama teaches both analog and digital game design via computer coding in middle school and high school. Contact us for specifics regarding pricing and structure.

**Contact:** Amy Windus
716-376-8285
amy_windus@caboces.org
Educational Communications

Educational Communications provides engaging digital, equipment, and kit resources that support and enhance classroom instruction in the form of streaming video clips, digital content, web-based presentation, reading, STEM and assessment preparation programs, classroom book kits, leveled readers, DVDs, and curricular media. Also provided is training and technical support for all products. This COSER includes lamination, off-air recording and video duplication services at no additional charge.

- SNAP Media provides teachers and students 24/7 access our materials and media. Access all media and kits at snap.caboces.org.
- Digital Media usage will continue to expand as digital natives continue to fill classrooms and teachers seek to meet their needs.

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org

CoSer 501

CoSer 501.100 Digital Content
Complete Package

CoSer 501.600

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org

CoSer 506 (Base)

Extracurricular Activity Coordinator

Base Service for Odyssey of the Mind, Scholastic Challenge, and LEGO League.

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org

CoSer 506.001

Odyssey of the Mind

Odyssey of the Mind engages grades K – 12 students in hands-on and verbal team competitions requiring creative problem solving skills. Winners are then eligible to compete in the NYS competition.

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org

CoSer 506.002

Scholastic Challenge

Scholastic Challenge involves middle and high school students in a fast-paced contest of academic knowledge and trivia.

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org
LEGO League

Using LEGO bricks and other elements such as sensors, motors, and gears, teams gain hands-on experience in engineering and computer programming principles as they construct and program their unique robot inventions and compete in a yearly challenge. Costs are based on team participation and purchase of the Lego Challenge Kit.

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org

Shared Staff Development

Instructional Support Services is available to assist in planning and operating district-wide conference days and workshops when two or more school districts are involved in joint conference days or their joint staff development efforts, in a more systematic way.

Examples of this service are:
- Shared Staff Development activities such as access to pilot programs through research and development programs
- Administrative, Superintendent and Board Retreats
- Joint Superintendent Days

Contact: Tim Cox
716-376-8247
tim_cox@caboces.org

Athletic Coaching Staff Development

Mandated courses for coaching certification offered through this service are:
- Principles, Philosophy, and Organization of Athletics
- Health Related Aspect of Coaching
- Theory and Techniques of Coaching
- Courses via Distance Learning, Online Courses

Additionally:
- First Aid and CPR
- First Aid and CPR Refresher
- AED Training

Contact: Tim Cox
716-376-8247
tim_cox@caboces.org

Library Services and Online Databases

This service provides collections of databases, periodicals, newspapers and reference resources. Teachers and students can use these multiple, searchable databases for informational text and research projects.

Our Database Service provides access to two major online resources and eBooks. The Service also allows for district purchase of databases.

Encyclopedia Britannica Online School Edition includes:
- Elementary, Middle and High School levels

Continued on Page 29
Online research storage area; easy access for students
World Book Online includes:
• World Book Kids, World Book Student, World Book Advanced
• Spanish Encyclopedia
• Videos, e-Books, and online research storage area
  Reinforce:
• College and Workforce Readiness
• Student close reading of non-fiction

Note: Participating schools can elect to have additional specialized databases at a reduced cost, for example: BookflixFlix, Opposing View Points, Turnitin, non-fiction eBooks, and many others.

Included E-Books:
• Tumble Books
• Sylvan Dell Books
• Project-based Learning resources
• AASL Elementary activities

The service also provides access to Overdrive, an online e-book library that is district/library specific. Participating districts also have access to a shared regional library. Book files are managed locally and are viewable on most electronic devices.

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org

OverDrive

OverDrive is an addition to the Library Services that provides faculty, staff, and students access to electronic books. Participating schools have access to a unique collection of books selected and purchased by its school librarian, as well as a shared collection selected and purchased by the CABCES School Library Systems Coordinator.

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org

Online Databases

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org

Music Library Materials

The Shared Music Library allows districts to purchase and share sheet music for band.

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org
Model Schools/Technology

The purpose of this service is to assist teachers in the integrations of technology within the classroom. The service provides:
- Facilitation of new and emerging technologies
- District help developing technology plans
- Enhancement of technology integration through instruction one-on-one in the teacher’s classroom
- Enhancement of instruction through group training through teacher sharing of curriculum
- Assessment and instructional practices
- Understanding of appropriate and ethical use of technology.

Contact: Tim Clarke
716-376-8321
tim.clarke@caboces.org

Model Schools/Staff Development

CoSer 517.010

Model School Staff Development/Substitute Reimbursement

Expenditures for stipends for teachers or for substitutes for classrooms related to staff development are eligible for BOCES aid. The participating district pays such costs and the district is, in turn, reimbursed by BOCES.

Contact: Tim Clarke
716-376-8321
tim.clarke@caboces.org

Computer Coordination and Support Services

CoSer 518 (Base) and 518.001

The purpose of this service is to provide assistance to district technology coordinators and district technology integration specialists. The service provides: Quarterly District Technology Meetings, Liaison for Erie 1 RIC - ITAC and Customer Service, Liaison for the NYS Education Department via Model Schools, Telephone and online support regarding Instructional Technology issues. This is the base service for Model Schools.

Contact: Tim Clarke
716-376-8321
tim.clarke@caboces.org

Industry - Education Activities Coordination

CoSer 520

This COSER service offers 'Behind the Scenes Career Explorations' during the school year that provide high school students with experiences to observe a variety of careers in action. Students travel to various destinations in WNY that target specific careers, tour the facility and explore the skill sets and education required to be successful in those career paths.

Contact: Mary Morris
716-376-8284
mary.morris@caboces.org
CoSer 521 (Base)  

Instructional Materials - Science, Health, and Math  

Membership in the 521 COSER provides over 50 hands-on and standards-aligned classroom resources for learning experiences at the elementary and middle levels. Kits can be ordered online through Snap.caboces.org and are supported by teacher training and digital resources.

- Advancing STEM Curriculum kit titles are available that align with current New York State Science Learning Standards (www.advancingSTEM.com)
- Engineering is Elementary Curriculum Kits are available to introduce STEM concepts and engineering tasks to teachers and students.

Contact: Amy Windus  
716-376-8285  
amy_windus@caboces.org

CoSer 521.001  
CoSer 521.002  

K-6 Curriculum Kits  

(New) 7-8 Curriculum Kits  

Contact: Amy Windus  
716-376-8285  
amy_windus@caboces.org

CoSer 524  

Curriculum Development  

Curriculum staff development services including the Curriculum Forum which meets face-to-face as well as via webinar to deliver information and professional development from NYSED to our region. The NYSED Office of Curriculum often meets with us via video conference during these meetings for updates. This COSER also provides the Curriculum Coordinator list serve which provides communication and updates to leaders in curriculum and instruction. This COSER is mainly designed to support administration in curriculum development and support roles.

Contact: Tim Clarke  
716-376-8321  
tim_clarke@caboces.org

CoSer 529 (Base)  
and 529.001  

Effective Schools  

Programming in this COSER is designed based on current trends and research as well as mandated programming and projects aligned to the NYS Teaching Standards. In addition to offerings in teacher and leadership development, the team of professionals working under this COSER work with districts on an ongoing basis in order to be prepared for instructional best practice as well as to address any new expectations or requirements from the NYSED. Offerings are provided at BOCES and on-demand in district.

Contact: Tim Clarke  
716-376-8321  
tim_clarke@caboces.org
State assessments are scored collaboratively by participating district teachers. Assessments that are regionally scored include all 3-8 assessments and some regents exams.

**Effective Schools - Regional Scoring**

Contact: Tim Clarke  
716-376-8321  
tim_clarke@caboces.org

Expenditures for stipends for teachers or for substitutes for classrooms related to staff development are eligible for BOCES aid. The participating district pays such costs and the district is, in turn, reimbursed by BOCES. Include anticipated expenditures for next year.

**Effective Schools - Substitute Reimbursement**

Contact: Tim Clarke  
716-376-8321  
tim_clarke@caboces.org

Service provides a professional development and curriculum coordinator on-site to facilitate the curriculum planning and delivery in your district.

**Individual District Curriculum**

Contact: Tim Clarke  
716-376-8321  
tim_clarke@caboces.org

School Bus Driver training is coordinated through Instructional Support Services. Available courses are:
- Mandated 30-Hour Course
- 10-Hour Advanced
- Mandated 3-Hour Pre-Service
- 2-Hour Refresher Course
- 10-Hour Basic Bus Monitor Attendant

**Bus Driver Staff Development**

Contact: Tim Cox  
716-376-8247  
tim_cox@caboces.org
Communication Services

Public Information Services:

- Public Information Coordinator
- District Newsletter Editor
- District Newsletter Postage
- District Newsletter Bulk Mailing Preparation
- Publication Development
- Web Site Support and Maintenance

School districts know the value of communication for promoting a positive image of their educational programs, staff and facilities. Fostering an open rapport can create a relationship with the community that is essential in helping districts reach their goals—whether gaining approval for a bus purchase, passing the latest budget, or gathering support for building renovations or entire new campuses.

Through CoSer 602, professionals from BOCES Communications Services Group partner with school districts to get their message out through quality publications such as newsletters, calendars, budget bulletins and building brochures. Our team includes staff specialists and graphic designers who can complement any school’s public relations effort. CoSer 602 also enables districts to stretch taxpayer dollars. Our staff acts as itinerants and cross-contracts for printing with another BOCES, thus allowing subscribing districts to qualify for state aid on these services.

Newsletters are one of the few tools a district has that reaches the home of every stakeholder. Statistics released by the National School Public Relations Association show parents rely on these publications as a primary information source, second only to what their children tell them.

Starting a monthly or bi-monthly newsletter is as easy as being assigned a specialist to act as editor. District staff supplies all stories and photos, while our editor oversees layout, proofing, printing, bulk-mail prep and postal delivery. Bulk mail prep and postage (602.010 and 602.020) do not qualify for aid.

Michael Graf
Director of Information Technology
716-376-8218
michael_graf@caboces.org

Printing

Printing of district newsletters, brochures, calendars, student agendas, forms, posters, curriculum guides, teacher handbooks, yearbooks, etc. Our highspeed digital printing system also provides a superior, cost effective product.

Contact: Lisa Nianiatus
716-376-8289
lisa_nianiatus@caboces.org
Public Information Coordinator

A shared specialist is assigned to work on your district up to three days per week throughout the school year to ensure a consistent and professional communications program. This service is ideal for districts that have made a commitment to improve communications as part of a strategic plan, or that have an ongoing public relations concern. The specialist will carefully analyze the public information needs of a district and work closely with administrators to structure an effective public relations plan that addresses concerns within their community.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org

District Newsletter Editor

A district newsletter remains at the very core of any contemporary school public relations effort. Studies by the National School Public Relations Association show that parents rate the school newsletter as their most important source of information, second only to what their children say about school.

Working with district staff, who supply stories and photos, a BOCES specialist acts as the editor for each school’s monthly or bi-monthly newsletter. The publications are laid out using a desktop publishing system and sent “camera-ready” (reducing production costs) to our printshop (CoSer 511.000), using a high-speed digital printing press for outstanding quality.

Contact: John Gethicker VI
716-376-8271
john_gethicker@caboces.org

Contact: Lisa Nianiatus
716-376-8289
lisa_nianiatus@caboces.org

District Newsletter Postage

Postage charges for mailing district newsletters and annual calendars are accounted for under this COSER. Schools are billed directly for their actual postage costs.

Contact: John Gethicker VI
716-376-8271
john_gethicker@caboces.org

District Newsletter Bulk Mailing Prep

Charges for bulk mailing preparation of district newsletters and annual calendars are accounted for under this COSER. Costs are based upon the actual number of newsletters prepared for bulk mailing and delivery charges to the appropriate post office. Schools are billed directly for their actual bulk mailing preparation costs.

Contact: John Gethicker VI
716-376-8271
john_gethicker@caboces.org
Publication Development

Desktop computers are wonderful tools, but producing quality print pieces requires more than just hardware. Quality demands time, experience and offers the varied skills of a BOCES’ public relations specialists.

Graphic Design can support or fully provide the following: budget campaign materials, special board vote publications, reports and surveys, brochures, directories, handbooks, logo development, annual calendars, and any other district design needs.

**Contact:** Kimberly Survil
716-376-8351
kimberly_survil@caboces.org

Website Support and Maintenance

Support can be provided for school web site design, support, and maintenance. BOCES can also provide support for schools in database design, support, and maintenance.

**Contact:** Oliver Berman
716-376-8360
oliver_berman@caboces.org
Labor Relations Services

Service categories:

• Labor Relations
• Negotiations/Arbitrations/Grievances
• Student Disciplinary Hearing
• Labor Law Posters
• Publications-Law Books
• Workshops and Trainings Related to Labor Relations and Personnel Matters
• Personnel Assistance
• Non-Aided Materials

Pamela Kirkwood, Esq.
Director of Personnel and Labor Relations
716-376-8237
pam_kirkwood@caboces.org

Labor Relations - Base Service

The Labor Relations base service includes a management-oriented Labor Relations/Personnel consulting service that encompasses all labor related issues. The service includes the collection and processing of information and data for use in negotiations. That information and data is distributed to school districts on request and made available on the BOCES website. Additionally, the service provides information concerning relevant court and administrative decisions in areas such as labor, general municipal, public officer, education, and civil service law, a valuable handbook to assist administrators in Labor Relations/Personnel matters, updates and presentations on labor and school related issues, and a password-protected web resource.

Contact: Pamela Kirkwood, Esq.
716-376-8237
pam_kirkwood@caboces.org

Negotiations/Arbitrations/Grievances

The Labor Relations service is equipped to provide component schools with at-the-table representation in collective negotiations and grievance representation from the time a grievance is filed at its initial stage through arbitration and post hearing preparations. Additionally, representation before PERB and/or other state agencies is available, as well as assistance with employee investigations.

Contact: Pamela Kirkwood, Esq.
716-376-8237
pam_kirkwood@caboces.org
CoSer 601.020

Student Disciplinary Hearing

The Labor Relations program provides districts with assistance in student disciplinary hearings pursuant to NYS Education Law. When districts contemplate long-term suspensions, the services of hearing officers for conducting such proceedings are available through Labor Relations.

Contact: Pamela Kirkwood, Esq.
716-376-8237
pam_kirkwood@caboces.org

CoSer 601.030

Labor Law Posters

CoSer 601.040

Publications: Law Books

CoSer 601.050

Workshops and Trainings Related to Labor Relations and Personnel Matters

Contact: Pamela Kirkwood, Esq.
716-376-8237
pam_kirkwood@caboces.org
Management Services

Service categories:

- Auditing Services
- Business Office
- Insurance Coordination
- Transportation

**Thomas Potter**
Controller
716-376-8250
tom_potter@caboces.org

CoSer 325
**Business Manager**

This service provides an itinerant business manager to provide school business management and supervision of business office operations.

**Contact:** Thomas Potter
716-376-8250
tom_potter@caboces.org

CoSer 607
**Business Office Support**

This service provides centralized business office operations. Also available on a per use/unit basis are: cooperative investments, state aid/financial planning, capital projects accounting, centralized accounts payable, centralized payroll, and flex plan administration.

**Contact:** Thomas Potter
716-376-8250
tom_potter@caboces.org

CoSer 607.100
**Finance Management**

This service provides services and other related finance management activities. Such operating procedures, development, capital projects reporting, extra-classroom activities, internal control enhancements, affordable care act reporting assistance, etc.

**Contact:** Thomas Potter
716-376-8250
tom_potter@caboces.org

CoSer 608
**Transportation - Special Education**

BOCES bids and contracts for shared transportation services of disabled students to and from the following schools on either a daily or weekly basis:

- Batavia School for the Blind
- Cuba Elm Street Academy
- Randolph Academy
- Rochester School for the Deaf
- St. Mary’s School for the Blind
- Stanley Falk School

**Contact:** Thomas Potter
716-376-8250
tom_potter@caboces.org
Cooperative Purchasing

Provides for central coordination of bidding for BOCES and Component Districts. Items bid include office supplies, custodial supplies, copier supplies, classroom supplies, food products (including ice cream, milk, and bread), parking lot resurfacing, first aid supplies, and other items requested by participating districts. Activities include development of standard specifications, preparation and submission of bid proposals and arrangement of the bidding process for joint purchases.

Contact: Thomas Potter
716-376-8250
tom_potter@caboces.org

Employee Benefit Coordination

Service provides for the design, coordination and ongoing supervision of the self-insured health insurance, liability insurance, and workers compensation programs. Service includes plan development, maintaining insurance certification, coordination of enrollment, claims, appeals, new state and federal regulations, and benefit design and coverages. Support/inservice is also provided for COBRA, FMLA, and the Insurance Portability Act. Claims processing, stop loss insurance, insurance audits, and actuary expenses are charged to this program. This service also provides an actuarial study to determine a school’s post employment liability for retiree’s benefits.

Contact: Thomas Potter
716-376-8250
tom_potter@caboces.org
Service categories:

- Energy Management
- Safety/Risk Management
- Transportation

**Dean McKnight**
Facilities Services Manager
716-376-8249
dean_mcknight@caboces.org

**Energy Management**

This program provides assistance to participating school districts in evaluating their current energy use, as well as, a review of plans and specifications of proposed building renovations and/or additions for energy efficient design. Surveys of a building’s energy using systems can be performed to determine their operating performance, including boiler efficiency tests, or equipment such as boiler firetube cleaners, temperature recorders and electrical testing devices are available for loan to the maintenance personnel.

Additional Services Available Under COSER 609—District Must Subscribe to Base Service to receive Additional Services

**Contact:** Dean McKnight
716-376-8249
dean_mcknight@caboces.org

**Cooperative Purchase - Natural Gas**

School districts that meet the requirements of their local utility may cooperatively purchase natural gas directly from a supplier and transport this gas over local utility lines, resulting in significant savings to the district.

**Contact:** Dean McKnight
716-376-8249
dean_mcknight@caboces.org

**Cooperative Purchase - Natural Gas**

School districts that meet the requirements of their local utility may cooperatively purchase electricity directly from a supplier and transport this electricity over local utility lines, resulting in appreciable savings to the district.

**Contact:** Dean McKnight
716-376-8249
dean_mcknight@caboces.org
Safety/Risk Management

The program provides assistance to participating school districts in complying with state and federal regulations governing the health and safety of their students and employees. These regulations include Hazard Communications (“Right-To-Know”), Bloodborne Pathogens, SED’s RESCUE and SAVE regulations and the Automatic External Defibrillator (AED) legislation. Current information on regulations and other safety issues is provided to the districts and also disseminated through bimonthly newsletters. BOCES staff meets with district administrative personnel to review their safety plans, training programs and records and to make suggestions for improvement. Assistance is provided to the district staff in the development and implementation of safety policies and procedures and employee training. Training videos and materials are made available to district staff. BOCES staff will also assist district personnel during any PESH inspection and inspections concerning indoor air quality issues such as improper ventilation and the presence of mold.

Additional Services Available Under COSER 610—District Must Subscribe to Base Service to receive Additional Services

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

Safety Policy Manual/Fire Safety and Building Inspections

BOCES staff provides and annually updates a District Safety Policy Manual that contains all policies required by the various regulatory agencies. The policies include Hazard Communications, Chemical Hygiene, Disaster Preparedness, Exposure Control, Lockout/Tagout and Confined Space Entry. The manual is provided both in hard copy and in electronic media available on-site or through the BOCES web site. The service also provides NYS certified code enforcement officials to perform the annual fire inspections and to be members of the district team that performs the annual visual safety inspections. New York State certified Inspector/Management Planners can also perform the triennial asbestos inspections and updating of the school district management plan as required by the federal AHERA regulations.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

Chemical Inventory and MSDS Coordination

BOCES staff will complete and update a district chemical inventory and compile a file of Material Safety Data Sheets both in hard copy and as computer files. A management system for the inventory of hazardous substances and the organization of MSDS’s will be developed. The service also includes the development of a written Hazard Communications Plan and a Chemical Hygiene Plan for school laboratories.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org
BOCES staff will coordinate and/or provide all required safety training for school district personnel as well as other safety training as requested. Training includes hazard communications (“Right-to-Know”), asbestos awareness, emergency procedures, lockout/tagout procedures, bloodborne pathogens, Automatic External Defibrillator (AED) procedures and safe work practices. Training can be on site or on-line through the BOCES web site. Initial and annual refresher training through a certified agency is also provided for staff to obtain New York State certificates for asbestos worker/handler, contractor/supervisor and inspector management planner. Training records will be maintained by BOCES and provided to the district.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

This new service is an all-hazards emergency preparedness and crisis management system that securely stores critical information for use by the facility personnel and first responders in your area. The system provides information needed to effectively prepare for, respond to and recover from an emergency. Securely hosted by Prepared Response (the host company), the system does not require additional hardware, software or IT support. The system can also be used for day-to-day facilities, security management, and operation.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

This program provides a full compliance drug and alcohol-testing program for drivers with Commercial Driving Licenses (CDLs). Testing includes pre-employment, random selection, post-accident, reasonable suspicion and return-to-duty. Testing is provided primarily on-site utilizing a mobile collection vehicle.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org
Service categories:

- Certification
- Recruiting

**Pamela Kirkwood, Esq.**
Director of Personnel and Labor Relations
716-376-8237
pam_kirkwood@caboces.org

**Certification**

BOCES serves as a satellite office of the NYSED Office of Teaching. Services are available to local district administrators, teachers, and community members of our component school districts. Services provided by a local NYSED trained representative include:

- Transcript review for NYS Teacher Certification
- Credential verification directly from NYSED certification files
- On-site district visits, one-on-one support, and audits
- Approvals for incidental teaching
- Issuance of coaching licenses
- Fingerprinting services
- Guidance on NCLB issues
- Direct and expeditious liaison with the state Office of Teaching
- Other necessary filings with the Department

**Contact:** Candy Rose
716-376-8374
candy_rose@caboces.org

**Recruiting Service**

BOCES provides participating districts with assistance in recruitment of school personnel, including a coordinated effort to promote the benefits of working and living in our region. The service includes cooperative advertising, liaison with college placement offices and representatives, web-site listing of vacancies and coordination of annual host interviews (if requested).

Participants may elect to join the Regional AppliTrack Consortium. The electronic application tracking system is designed to maximize efficiencies for districts in hiring individuals to openings that may occur throughout the year.

**Contact:** Donna Howard
716-376-8201
donna_howard@caboces.org
Service categories:

• Repair Services

Michael Graf
Director of Information Technology
716-376-8218
michael_graf@caboces.org

Technical Services - Base

The scope of technical services includes varied audiovisual equipment (audio cassette recorders, CD players, television cameras, camcorders, video cameras, multimedia systems, studio and production equipment, lamp replacement for all equipment, cables, connectors, speakers, lecterns, and aging equipment such as 16 mm, film strip and slide projectors, reel-to-reel tape recorders, television sets, VCRs, video projection units, audio mixing and amplifying, distance learning equipment, and DVD/laser disk players).

Service also includes the installation, maintenance and signal balancing for TV distributions and media retrieval systems as well as satellite TV systems and associated equipment. We have recently expanded to support digital signage systems, as well as other streaming and distribution type devices. We also troubleshoot, repair, and install most all forms of wiring (Cat5, CATV, fiber, telephone) and can consult with the Districts on proposed capital projects.

Help Desk - Using a problem-solving, team approach, the Help desk will field all technical questions related to Tech Support and Repair on any BOCES technology component such as Distance Learning, satellite programs and teleconferencing. It is open 8 a.m. to 4 p.m. when school is in session. Call the Help Desk at 716-376-8311.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org

Technical Services - Troubleshooting and Repair

Repair services are available for school-owned equipment: registered Apple Repair center which includes MAC, PCs, as well as peripherals such as Ipad, any make or model PC, all peripherals including printers, scanners, fax machines, modems, speakers, and VGA monitors). Troubleshooting is also available through this COSER for school-owned items with no maintenance agreements, such as: scoreboards, public address systems etc. Items that can be sent to BOCES for repair will be accepted via the BOCES courier service. Items that must remain in the school will be serviced on-site by Tech Support and Repair technicians.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org
Technical Services - Itinerant Technician

BOCES can also provide an on-site technician for a specified amount of time per week. This would be a shared itinerant arrangement.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org

Media Management

BOCES can provide a streamlined web interface for all types of media retrieval and storage.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org

Digital Signage

BOCES can provide set-up, installation and support for digital signage networks.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org

Production Services

- BOCES can provide setup and support for events such as national speakers, meetings, conferences, and seminars that require audio, visual, and computer support.
- We can provide room design to accommodate sound, video, distance learning and digital production.
- We can also support your in-house production needs, such as streaming, broadcasts and digital recorded playback.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org

Telecommunications

This service provides telecommunications systems interconnectivity that provides voice, visual and/or data transmission through the BOCES core telecommunications switch. Maintenance of district phone systems is also provided.

A “mixed-mode” environment model is established that provides a cost-effective, redundant, reliable solution.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org
**CoSer 611.010 Telecom: Maintenance Services**

A BOCES technician will be provided to perform first and second tier support on telephone switches, decreasing response time to Districts.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org

**CoSer 611.100 Telecom: Maintenance Contract**

Aid will be provided to participating districts on phone service maintenance costs.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org
Cross Contracting with other BOCES

Cross contracts must be completed whenever another BOCES is providing services or programs for a C-A BOCES’ component school district. Such cross contracts are necessary to ensure the contracting district receives the aid available under the specific CO-SER. The following procedure must be followed to establish a cross contract:

- The District Superintendent of Cattaraugus-Allegany BOCES must receive from the superintendent of the local district a request to participate in a specific CO-SER.
- Cattaraugus-Allegany BOCES sends a letter to the local district acknowledging receipt of the request.
- Cattaraugus-Allegany BOCES sends to the other BOCES’ District Superintendent a letter informing him of the request.
- The cost of the program/service provided by the other BOCES will be included on the regular invoice sent by this BOCES, and the charge must be paid to this BOCES as part of the monthly bill.

Listed below are examples of services our districts participate in through a cross contract with another BOCES:

- State Aid Planning - Questar III BOCES
- Computer Management Services - Erie 1 BOCES
- Sports Services Coordination - Erie 1 BOCES and GST
- Project KNOW - Erie 2 Chautauqua BOCES
- Board Policy and Regulation Services - Erie 1 BOCES
- Finance and Legislation - Erie 1 BOCES
- Computer Instruction Services - Erie 1 BOCES
- Industry education - Genesee Valley BOCES

Thomas Potter
Controller
716-376-8250
tom_potter@caboces.org
Directions for Completing 2018-2019 Service Request Forms

Information for Completion of Forms

Complete 2018-2019 Initial Request Column with:

1. Number of pupils if cost basis is per pupil or per student.
2. Number of units if cost basis is per unit. Example: 30 speech sessions is 30 units.
3. Percent of itinerant if cost basis is FTE. Example: 40% Music Teacher is .4 FTE.
4. Number of days if cost basis is per diem.
5. Total number of courses per student if cost basis is per course. Example: 30 kids in summer program math and 20 in summer program English. Total courses is 50.
6. Yes or no if cost basis is x-contract. We have included all x-contract services (except Erie #1 BOCES) in which districts currently participate.
7. Number of hours if cost basis is per hour.
8. Yes or no if cost basis is per district/school.
9. Number of items if cost basis is per item.
10. Number of one-on-one teacher aides if the cost basis is per aide.

Individual Rates and Miscellaneous

Certain services such as Environmental Education include two service request line items. The 416.000 Environmental Education is the base service and is paid by individual rates per district. You should indicate yes or no for participation. The second line (416.020 Environmental Education-Misc.) is for districts which do additional projects such as Camp Allegany and the Science Trip to Pittsburgh. Those districts should indicate such services to help our budgeting as well as their own budgeting.

Itinerant Services Information

• Each itinerant service request must include the form on page 53;
• Part-time positions are calculated at .2 FTE equaling one (1) day per week;
• Itinerant service requests are to be in time segments of half-day or full-day. Please, no requests for less than a half-day;
• A single district is limited to aid on 60% of a person’s time.
• OT/PT/Psychology/Counseling/Speech/Adaptive Physical Education Services for Handicapped Students

1. If these services are requested for handicapped students placed in BOCES classes, please use the 200 series program services codes on the forms.
2. If these services are requested for handicapped students placed in your own district program, please use the 300 series program services codes on the forms.
Annual Service Requests
2018-2019 School Year
Itinerant Service Request Form

Cattaraugus-Allegany BOCES
1825 Windfall Road
Olean, NY 14760-9303

Please Use a Separate Form for Each Itinerant Service Request

Service Area: _______________________________________________________

% of Time Requested: ________________________________________________

Sharing District/s (if known): _________________________________________

A. Is the itinerant request a result of: (check one)

(1) Reduction in staffing at the local district _________

(2) New staffing position _________

(3) Continuation of a BOCES itinerant service _________ _________

*If you checked A(1), please answer questions 1, 2, 3.

1. Has your board taken formal action to reduce staffing? ________________

2. Have any of your staff been placed on a preferred eligibility list as a result of this reduction in staffing? ____

3. Please provide the name(s) of the staff member(s) placed on the PEL along with their tenure area and seniority status.
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

B. Is the position you are requesting itinerant services for, an encumbered position?

C. Proposed load for the itinerant (IMPORTANT - we need this information)

1. Number of instructional groups? Elementary High School

_____________________________________________________________________

2. Grade levels and course names (please list)? _____________________________

_____________________________________________________________________

3. How many assignments does a full-time teacher in your district have? __________________________

4. What times do your full-time teachers arrive and leave? __________________________

5. Indicate time preferences (i.e., all a.m.; all p.m.; alternating days).

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<th>a.m.</th>
<th>p.m.</th>
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Minimum request is in half day segments.
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