



OTSEGO NORTHERN CATSKILLS
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

2024-2025

Services Guide



COMPONENT DISTRICTS

Andes Central School District

Dr. Bridgid Collins, Superintendent
Kelly Bauer, Board President

Charlotte Valley Central School District

Eric Whipple, Superintendent
Rebecca Garrison, Board President

Cherry Valley-Springfield Central School District

TheriJo Snyder, Superintendent
Amy Garretson, Board President

Cooperstown Central School District

Sarah Spross, Superintendent
Timothy Hayes, Board President

Edmeston Central School District

Christine Nichols, Superintendent
Jay Lyon, Board President

Gilboa-Conesville Central School District

Bonnie Johnson, Superintendent
Michael Fleishman, Board President

Hunter-Tannersville Central School District

Dr. Vincent Butera, Superintendent
Bobbi Schmitt, Board President

Jefferson Central School District

Dr. Tarkan Ceng, Superintendent
Jessica Hendrickson, Board President

Laurens Central School District

William Dorritie, Superintendent
Cynthia Struckle, Board President

Margaretville Central School District

Michelle Osterdoudt, Superintendent
Doris Warner, Board President

Milford Central School District

Kristen Shearer, Superintendent
Marion Mossman, Board President

Morris Central School District

Jamie Maistros, Superintendent
Mary Dugan, Board President

Oneonta City School District

Thomas Brindley, Superintendent
Patrick Adams, Board President

Roxbury Central School District

Stacy Ward, Superintendent
Edward Fersch, Board President

Schenevus Central School District

Jeffrey Bennet, Superintendent
Tom Snyder, Board President

South Kortright Central School District

Doug Wyant, Superintendent
Terri Chichester, Board President

Stamford Central School District

Dr. Glen Huot, Superintendent
Darby Hartwell, Board President

Windam-Ashland-Jewett Central School District

John Wiktorko, Superintendent
Drew Shuster, Board President

Worcester Central School District

Timothy Gonzales, Superintendent
William Fishcer II, Board President

MESSAGE FROM THE DISTRICT SUPERINTENDENT



Dear Colleagues,

The ONC BOCES mission statement challenges our organization, “to provide leadership and support systems through teamwork with component districts to enhance students’ opportunities for a world class education.” Our work focuses on building capacity across our region to create the conditions for our students and our component districts to thrive.

With our mission in mind, I am proud to present the ONC BOCES 2024-25 Service Guide. Our Service Guide provides a comprehensive overview of the programs and services we offer to meet the needs of our component districts. Not only does the guide provide an overview of our diverse programs for students, our Service Guide offers information on the variety of services and support available to our component districts in the areas of operations, professional learning, and shared services. The work of BOCES is about supporting and expanding capacity in our region in partnership with our component districts. We are pleased to offer such robust offerings to the ONC region.

On behalf of the ONC Board of Education, we look forward to the opportunities for partnership and support with our component districts as we move into 2024-25. Together, we will continue to create the conditions in our region for our students and our schools to thrive.

In partnership,

A handwritten signature in black ink that reads "Catherine Huber". The signature is fluid and cursive, written over a white background.

Dr. Catherine Huber
ONC District Superintendent

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INTRODUCTION

Introduction

This service directory has been developed to assist districts and other agencies in planning for the needs of students and staff for the 2023- 2024 school year.

The Otsego Northern Catskills BOCES serves 19 school districts. This BOCES encompasses 1,660 square miles in Otsego, Delaware, Schoharie, and Greene counties. ONC BOCES is geographically the fourth largest BOCES region in New York State, but is also one of the more sparsely populated.

The 37 BOCES throughout the state are established and operate under the regulations and guidelines of the NY State Education Department. However, each BOCES is structured by the needs of its component districts and communities. As an extension of our component districts, the Otsego Northern Catskills BOCES is committed to providing high quality instructional programs and services to allow students to experience an array of learning opportunities.

The BOCES also offers services to meet the non-instructional needs of our districts. A variety of management services provides districts with fiscal and operational options and resources that would otherwise be unattainable individually. In this manner, districts avoid duplication of services by pooling funds, staffing, and talents.

The Otsego Northern Catskills BOCES offers many programs to assist districts in New York State Learning Standards and meet their educational and operational needs in a high-quality, cost-effective manner.

Questions regarding services should be addressed to the contact person(s) listed under each service. Please direct questions regarding contracting for services to Dr. Jennifer Avery, Deputy Superintendent, at (607) 286-7715, ext. 3325



DIRECTORY

Board of Education

Antoinette Hull, President
School District: Gilboa-Conesville

Timothy Powell, Vice President
School District: Stamford

Joseph Ballard
School District: Charlotte Valley

Dr. Deborah Fox
School District: Roxbury

Kurt Holcherr
School District: Margaretville

Collin Miller
School District: South Kortright

Marion Mossman
School District: Milford

Jaqueline Parry
School District: Laurens

Al Rubin
School District: Oneonta

TBD, Clerk
ONC BOCES
1914 County Route 35 PO BOX 57
Milford, NY 13807

Patricia Powell-Wagner, Treasurer
ONC BOCES
2020 Jump Brook Road
Grand Gorge, NY 12434

Administration

Dr. Catherine Huber, District Superintendent
Dr. Jennifer Avery, Deputy Superintendent
Lynn Chase, Asst. Superintendent for Business & Human Resources
Nathan Jones, Asst. Superintendent for Student Services
& Professional Learning
April Erkson, Director of Student Services
Ashley Amos, Director of Special Education Services
TBD, Principal, Northern Catskills Occupational Center
Dr. Brandie Nissen, Principal, Otsego Area of Occupation Center
Jesse Bright, NCOC Student Programs Supervisor
Tera Talbot, OAOC Student Programs Supervisor
Vincent Wojciechowski, Director of Facilities

Program Coordinators

Thomas Murphy, Business Administrator
Suzanne Swantak-Furman, Executive Coordinator of Catskills Area
School Study Council
Jessica Zinger, CASEBP Health Benefits and Claims Coordinator
Julia Ianello, Coordinator, School Library and Media Services
Doug Favaloro, Director of Employee Relations
Josh Reiss, Safety/Risk Officer, Safety/Risk Management Services
Tara Nolet, Human Resources Coordinator
Tami Fancher, Coordinator, Distance Learning
Genevieve Ballard, Network Administrator
Kimberlea Curran, Supervisor of Intinerant Services
Colleen Crissell, Systems Change Facilitator
Alyssa Oliveri, Workforce Development & Adult Education
Coordinator



ABOUT BOCES

What is BOCES?

BOCES stands for Board of Cooperative Educational Services. BOCES is a public organization that was created by the New York State Legislature in the early 1950s to provide shared educational programs and services to school districts.

How does BOCES work?

BOCES services are created when two or more school districts decide they have similar needs that can be met by a shared program. BOCES helps school districts save money by providing opportunities to pool resources and share costs. Sharing is an economical way for districts to provide programs and services that they might not be able to afford otherwise. It is more efficient and less costly to operate one central service than it is to have separate programs in each school district. However, BOCES services are often customized, offering districts the flexibility to meet their individual needs.

Who makes the decision about which BOCES services to purchase?

Each year local Boards of Education review their districts' needs and make decisions about BOCES services. Because districts need change every year, decisions about BOCES services may also change each year. The decision to participate in BOCES services is based on the unique needs of each district. If the district does not need a BOCES service, it doesn't request it and does not have to pay for it.

Why do school districts participate in BOCES services?

Because BOCES services are shared by two or more school districts, they cost much less than if districts provide the services on their own. Districts pool their resources and share the savings.

In addition, New York State gives financial incentive to participate in shared services by offering BOCES state aid for BOCES services. Here is how BOCES state aid works:

- Each district's Board of Education selects BOCES services for the current year
- The following school year, a portion of the cost of the BOCES services is returned to the district by the State of New York
- The amount returned to the district is based on a formula that takes into account the district's financial resources
- Money returned to the district is used as revenue

How are BOCES services paid for?

Except for administrative and capital charges that are based on each school district's size, districts pay only for BOCES services they use. BOCES expenses are incorporated into each district's annual budget. State aid helps to offset some of the expenses, while the state or federal government directly funds others. BOCES has no taxing authority.

How is BOCES governed?

BOCES is governed just as local districts are governed, by a Board of Education that is made up of representatives from component school districts. Board members are responsible for curricular, financial, and other policy decisions, just as they are at the local level.

VISION AND MISSION STATEMENT

VISION STATEMENT

A BOCES providing world-class opportunities for the districts we represent.

MISSION STATEMENT

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.



Website & E-mail Addresses

Please visit our web site at www.oncboces.org for more information regarding our departments and services, and for links to other educational sites that feature grants and other support. Use this homepage as your starting point to our school's pages and other web links. Employees may be reached by their first initial and last name @oncboces.org.

Please visit us on facebook by searching Otsego Northern Catskills BOCES or find us on Twitter [@ONCBOCES](https://twitter.com/ONCBOCES) or instagram [onc_boces](https://www.instagram.com/onc_boces)

Title IX Compliance

The Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie, and Green Counties does not discriminate on the basis of sex, race, color, national origin, or handicapping condition in the educational programs or activities which it operates, and is in full compliance with Title IX of the Educational Amendments of 1972. The Board's policy of non-discrimination includes the following: recruitment and appointment of employees; employment pay and benefits; no student shall, on the basis of gender, race, color, national origin, disability, age, creed, religion, marital status, sexual orientation, or other legally protected status be excluded from participation in, be denied the benefits of, or otherwise be subject to unlawful discrimination under any career and technical education program or activity.

The compliance officer for Title IX is the Deputy Superintendent, who is available at the Otsego Northern Catskills BOCES, 1914 County Route 35, Milford, New York, 13807, (607) 286-7715, ext. 3325.



PROCEDURES

Initiating Cross-Contracted Services

1. **For ONC BOCES Component Districts and Non-Component Districts:** Complete a “Cross Contract Services Form” as directed. Include description or service title, CO-SER number, and, if appropriate, dates of attendance, performance, exhibit, name(s) of person(s) attending or participating and estimate of cost, if known.
2. Obtain Superintendent signature to authorize/approve expenditure.
3. **For ONC BOCES Component Districts:** Submit to Meghan Johnston, Office of the Deputy Superintendent, ONC BOCES, for processing via e-mail at mjohnston@oncboces.org.
4. **For Non-Component Districts:** Submit to their local BOCES District Superintendent first to obtain a signature, then submit to Meghan Johnston, Office of the Deputy Superintendent, ONC BOCES, for processing via e-mail at mjohnston@oncboces.org. A copy will be returned when the process is complete.

Note: All paperwork must be submitted for processing prior to receiving the service. Payments are then rendered in a timely manner.

Request Additional Service after Firm Commitments have been Submitted for ONC BOCES

1. Complete a new “Additional Service Request” form as directed. Include program name and CO-SER number and estimated cost (if known). If a workshop - the person(s) who are attending must be included.
2. Obtain Superintendent of School District signature to authorize/approve expenditure.
3. Submit to ONC BOCES Program Leader of CO-SER service for processing.
4. CO-SER Program Leader will submit to Patricia Wagner, Business Office, ONC BOCES, for billing via e-mail at pwagner@oncboces.org.
5. The charge for this service will be added to your monthly BOCES bill.

BUDGETING TIMELINE

Key Dates in ONC BOCES 2024-25 Budgeting Timeline

October 25	Budget Development Begins! Budget memo to Directors and Program Leaders
December 15	2024-2025 Services Guide sent to Districts & BOCES
January 16	Executive Committee Meeting - Administrative Budget Presentation
January 25	Present completed budgets to Superintendents Advisory Committees
January 31	Budget Books Complete and sent to Districts
February 1 (Due March 1)	Nominating Petitions for BOCES Board Membership sent to Districts (30 days prior to Annual Meeting)
February 1	WinCapWeb Open for Final Service Request Submissions
	Preliminary Service Requests - Due March 1st
	Final Service Requests - Due April 5th (BT BOCES & ONC BOCES)
	Non-Component Service Requests for ONC BOCES services sent to other-BOCES - Due April 15th
February 6	Budget Adoption by Cabinet - Administrative, Capital & Program Budgets
February - March	Review of Budgets with District Boards of Education by Dr. Huber & Dr. Avery - Regional Sessions at NCOC & OAOC
February 14	Administrative, Capital and Preliminary Program Budgets reviewed by Board of Education
March 1	Annual Meeting notice to Component Board Members
March 31	BOCES tentative budgets available for public inspection (upon request)
April 15	Final Service Requests Due - BT BOCES & ONC BOCES
April 22	Vote on BOCES Administrative Budget - Results transmitted to BOCES Board Clerk
May 15	Adoption of Final Budget - Administrative, Capital, and Program by Board of Education

DISTRICT SUPERINTENDENT SERVICES

District Superintendent Services

The District Superintendent serves in an advisory capacity for all school districts in the Otsego Northern Catskills area. She acts as a consultant for individual districts and as a liaison between districts and the New York State Education Department.

For more information contact:

Dr. Catherine Huber, District Superintendent
(607) 286-7715, ext. 2224

Superintendent Search Consultant

The District Superintendent serves as a consultant in the recruitment, screening and evaluation of candidates for the position of Superintendent of Schools.

New York State Education Department Liason

The District Superintendent facilitates communication between districts and the State Education Department and interprets and clarifies education law and Commissioner's regulations. The following services are provided: Regional Certification Office; Approval of Incidental Teaching Applications; Approval of Coaching Licenses. The

Regional Certification Office serves as an extension of the Teacher Certification Division of the New York State Education Department. This office provides evaluation and consultant services to ONC BOCES and component school district staff and residents on New York State teacher certification requirements.

Consultation with the Boards of Education

The District Superintendent is available to consult with Boards of Education on a variety of educational issues, including but not limited to: New York State Board of Regents Standards; Student Achievement/School Improvement; Board-Administration Relationships; Board and District Goal Setting; Board of Education Self-Evaluation; Reorganization and Merger; School Boundaries; Staff Development; Developing Local Programs for Students with Disabilities; Occupational Education; Curriculum Development; Staffing Patterns; and Personnel Recruitment.



Career and Technical Education Programs



For more information contact:

**April Erkson
Director of Student Services
(607) 286-7715, ext. 2605**

**Dr. Brandie Nissen, OAOC Principal, (607) 286-7715, ext. 3106
TBD, NCOC Principal, (607) 588-6291, ext. 1204**

Career and Technical Education programs are available to all high school students, TASC students, and adults.

CAREER AND TECHNICAL EDUCATION PROGRAMS

CO-SER 101 & 103 | Career and Technical Education

Offerings in the secondary program include:

OAOC - Milford

Automotive Service Center Technician
Building Trades
Consultant Teacher Services
Cosmetology
Culinary Arts
Health Occupations
Information Technology
Mechatronics
Natural Resource Occupations
New Visions: Medical Professions
New Visions: Engineering
Visual Arts Communication and Technology
Welding

NCOC - Grand Gorge

Automotive Service Center Technician
Consultant Teacher Services
Cosmetology
Culinary Arts
Equipment Operations & Repair
New Visions: Medical Professions
Visual Arts Communication and Technology
Welding

In addition to instruction by the professional teaching staff, job placement and career counseling services are provided. Our programs are designed to accommodate special needs students. NYSED-approved integrated credits are available in math, science, and English with specialized locally approved credits in social studies.

Academic Services

To provide flexibility in offering Career and Technical Education Programming to students, ONC BOCES offers individual academic classes to students who cannot attend CTE as they are short of a course in their schedule because of scheduling challenges. NYSED Core Certified Academic Specialists are available to teach academic classes to meet student needs.

CO-SER 104.3020 | Consultant Teacher Services

In order to provide better access for students to regular education programming, CTS services can be provided to assist students with IEP's in Career and Technical Education. Consultant Teachers provide accommodations to regular education curriculum, additional or repeated instruction, additional opportunities for practice, test modifications, and program support in classroom and laboratory environments. The Consultant Teacher acts as an advocate for students identified with special learning needs, consults with CTE instructors, and advocates for services to support success in the CTE classroom.

CAREER AND TECHNICAL EDUCATION PROGRAMS

CO-SER 890 | Adult & Continuing Education

General Educational Development Test (GED)

GED and Literacy Instruction Programs are offered at both the Northern Catskills Occupational Center (NCOC) and 31 Center Street, Oneonta, NY. These programs are free of charge to those 21 years and older who do not have a high school diploma or would like to improve their literacy and math skills. Adults who are enrolled and are attending GED classes may also enroll, free of charge, in Career and Technical Education (CTE) courses offered at the occupational centers, subject to availability.

GRASP (Giving Ready Adults a Study Program)

GRASP is a free program available to qualifying adult students 21 years of age or older who wish to prepare for the GED exam at home.

CTE Classes for Adults

Adults may enroll in the Career and Technical (CTE) programs offered at the Northern Catskills Occupational Center (NCOC) or the Otsego Area Occupational Center (OAOC). Tuition for these programs is the adult's responsibility unless the individual qualifies for a tuition waiver.

CO-SER 894 | Intro to Welding, Adult

This continuing education program includes basic welding theory, safety in welding, and introduction to oxygen and plasma cutting theory. SMAW (Stick) welding is covered with various electrodes in the flat fillet position. At the end of the program, students will be able to perform stringer beads with multiple electrodes in the flat fillet position on a mild steel plate. Students will be able to operate both oxyfuel and plasma equipment with some degree of proficiency. Students will also be able to properly adjust the equipment they are using. MIG welding is also introduced. Those who enroll will need to bring the following supplies on the first night of class: safety glasses, workboots, long pants, heavy long-sleeved shirt, welding jacket, and welding gloves.

Adult Health Services Programs

Health Services CTE Classes for Adults

For information contact: Alyssa Oliveri, Workforce Development and Adult Education Coordinator, at 607-286-7715 ext. 1028

Tuition for these programs is the student's responsibility, unless the individual qualifies for tuition assistance.

CAREER AND TECHNICAL EDUCATION PROGRAMS

Certified Nursing Assistant

You must be 18 years or older and have a minimum 8th grade reading level and 6th grade math level (as determined by assessment given) to be eligible for this class. Successful completion of classroom and clinical training (a minimum of 120 hours) allows participants to sit for the Nurse Aide Certification Exam. The CDO Workforce may offer partial funding to eligible candidates. Classes are held in Oneonta, and clinical locations vary. Class size is limited. Once certified, individuals can find employment in Nursing Homes and Hospitals.

Home Health Aide

To be eligible for this class you must be 18 years of age or older and have a minimum 8th grade reading level and 6th grade math level (as determined by assessment given). Successful completion of classroom and clinical training (minimum of 95 hours) allows participants to be issued a certificate from the Health Care Registry certifying them as a Home Health Aide. The CDO workforce may offer partial funding to eligible candidates. Classes are held in Oneonta and clinical locations vary. Class size is limited. Once certified individuals can find employment in Home Healthcare Agencies and with Hospice.

Certified Nursing Assistant Transition to Home Health Aide

Individuals must be 18 years or older, have a current CNA certification, and have worked for at least one year as a CNA to be eligible for this class. Successful completion of classroom and clinical training (a minimum of 22 hours) allows participants to be issued a certificate from the Health Care Registry certifying them as a Home Health Aide. The CDO Workforce may offer partial funding to eligible candidates. Classes are held in Oneonta and clinical locations vary. Class size is limited. Once certified, individuals can find employment in Nursing Homes, Hospital settings, Home Health Agencies and Hospice.

CO-SER 895 | Practical Nursing, Adult

Tuition for these programs is the student's responsibility, unless the individual qualifies for tuition assistance.

The ONC BOCES Practical Nursing Program, also known as Otsego Area School of Practical Nursing, is located at 31 Center Street, Oneonta, NY. It is full-time, 10-month (September through June) BOCES Adult Education Program. Consisting of classroom theory done at the school's location Monday through Friday from 8:00 AM to 2:30 PM and clinical experiences in local healthcare related facilities 2 days a week from November through December and February through June. The days of the week and times of these clinical rotations vary year to year depending on clinical site availability. Students may be required to do day, evening, and/or weekend clinicals.

To apply, prospective students must have a high school diploma or GED/HSE and take an entrance exam. Accepted students may qualify for Federal Aid Funding (PELL Grant and Federal Loans). Upon completing the program, the graduates are eligible to sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN) In New York State. Additional information may be obtained from the ONC BOCES website, www.oncboces.org, under the Practical Nursing Program, after completing the gainful employment acknowledgment therein. Applications are accepted on January 1st for the following September start date.

INNOVATIVE PROGRAMS

Innovative Programs



For information contact:

Ashley Amos

Director of Special Education Services

(607) 286-7715, ext. 2103

The Otsego Northern Catskills BOCES, Innovative Programs department, provides special education services to school districts to augment their locally operated programs. In addition, we provide comprehensive programs for exceptional children within integrated school and community settings.

The following descriptions provide an overview of the programs and services offered to our school districts. Innovative Programs and services are provided both within the component school buildings and at the BOCES campuses located in Grand Gorge and Milford.

Visitations to our Innovative Programs are welcomed and can be arranged by contacting our office. Unless otherwise noted, these services are not eligible for BOCES aid. However, services may be eligible for Special Education high cost aid.

INNOVATIVE PROGRAMS

CO-SER 201 | Career Pathways (15:1:1)

This is a custom designed, multi-year, vocational program for special needs students between the ages of 14 and 21 who are either at risk of dropping out or have been unsuccessful in traditional academic or vocational classes. First and second year students will be actively involved in a variety of career modules that will provide pre-vocational training, critical thinking skills, job training, and other fundamental life skills.

Third year students have two career strands to choose from: a) Career Pathways III or b) a Career Tech program. Students who are recommended for CP III, when ready, will enroll in a half-day job training placement in the community. A job coach will provide support and/or supervision as needed and provide job and task analysis prior to student placement in the community.

Note: This is a half-day program which can be combined with another Innovative Program or with home-school district programs.

CO-SER 202 | Therapeutic Learning Center (8:1:1)

The Therapeutic Learning Center (TLC) program provides a comprehensive evaluation and services to students with emotional and social challenges which impede their academic progress. While in this temporary program, an evaluation is completed while multiple intensive educational and behavioral interventions are attempted to enable the student to develop the skills necessary to eventually return to his/her home school. The evaluation includes Academic, Cognitive, and Social-Emotional testing. By offering a comprehensive system of treatment services provided within a structured educational setting, students have increased opportunities for success.

CO-SER 204 | Basic Life Skills (12:1:1)

This program provides educational experiences for students in grades 9-12 with moderate learning challenges. Classes are staffed with certified and/or licensed personnel who have been trained in special education strategies and behavior management techniques to support success. The program is supported by crisis specialists and a Special Education Supervisor. Students participate in High School core academic subjects and in pre-vocational training and live work site experiences through our Career Pathways Program. IEP counseling is available through our Students with Disabilities Counseling Co-Ser.

INNOVATIVE PROGRAMS

CO-SER 210 | Trust Program (8:1:2)

This program is a service-intensive model for students in grades K-12 with severe behavioral and/or social/ emotional difficulties. It provides a highly structured learning environment and intensive behavior management strategies. Academics are tailored to individual learning abilities and styles, while also following New York State Common-Core Learning Standards. Secondary students ages 14 to 21 have the option to attend classes at the Occupational Centers in Milford or Grand Gorge where their program can be combined with Career and Technical Education program Career Pathways. Students are provided intensive IEP counseling and crisis support, as well as related services per their IEP. This program provides a safe, supportive, and accepting space for students with behavioral or emotional needs to explore appropriate socialization and coping skills as they learn and grow.

CO-SER 212 | Behavioral Adjustment (8:1:1)

This program provides educational experiences for the student with minimal learning problems and moderate behavioral and/or social/emotional difficulties. Elementary, middle and high school students are instructed with appropriate mainstreaming opportunities provided in regular education classes per each student's IEP. Secondary students ages 14 to 21 have the option to attend classes at the Occupational Centers in Milford or Grand Gorge where their program can be combined with Career and Technical Education program Career Pathways. Classes are staffed by certified or licensed personnel who have been trained in behavior-management strategies. IEP counseling is available through our Students with Disabilities Counseling Co-Ser.

CO-SER 308 | Elementary & Secondary Guidance Counselor/Students with Disabilities Counseling

Guidance and counseling are provided to special education and regular education students in districts on a shared basis. Specific duties vary depending upon the need of each district.



ITINERANT SERVICES

Itinerant Services



For more information contact:

Kimberlea Curran
Itinerant Supervisor
(607) 286-7715, ext. 2608
kcurran@oncboces.org

BOCES hires and assigns Itinerant teachers of academics, the arts and student support areas, as well as related service providers to schools that do not generate a student population sufficient to justify a full-time position. Itinerant teachers and related service providers work with the general education population and with students who have disabilities. Every effort is made to hire certified teachers and providers in each discipline and therapy area. Listed below are current areas in which itinerants and related service providers are hired.

If you are interested in a Co-Ser that is not listed below, please reach out to the Itinerant Supervisor for assistance.

ITINERANT SERVICES

CO-SER 301 | Physical Education

Services of a shared Itinerant Physical Education teacher are available for K through 12 students in districts. Instructed by a certified, highly qualified Physical Education teacher, students will perform basic motor and manipulative skills, attain competency in a variety of physical activities and design personal fitness programs.

CO-SER 302 | Adaptive Physical Education for Students with Disabilities

This service is for students who are unable to participate in regular physical education classes because of physical, cognitive, or severe social/emotional difficulties.

Specific activities that promote improved motor and perceptual development are implemented by a physical education teacher in both individual and small group settings.

CO-SER 303 | Music

Services of a highly qualified, certified Music Teacher are available on an Itinerant basis for students K-12. Both elementary and secondary levels follow the prescribed K-12 New York State Music Standards, whereby students will participate in a wide variety of musical styles through exploration, creation, and performance. Students will also be instructed in the use of various traditional classroom instruments and be given the opportunity to collaborate with peers in a musical setting.

CO-SER 304 | Foreign Language

Services of a highly qualified, certified Foreign Language teacher are available on an Itinerant basis for students K through 12. The specific language is determined by the participating district.

CO-SER 305 | Speech Improvement

Therapists deal with a broad range of communication difficulties including, but not limited to: articulation, language delays, auditory processing and so forth. These problems fall into the slight to moderate range of difficulties. This category is generally used for students who do not meet CSE criteria. (See CO-SER 315)

CO-SER 306 | Art

Services of a highly qualified, certified Art teacher are available on an Itinerant basis. Both elementary and secondary levels follow the prescribed K-12 New York State Art Standards, whereby students will create, perform and participate in the arts. Students will also be instructed in the use of various art materials and resources, respond to and analyze works of art, and understand cultural dimensions and contributions of the Arts.

CO-SER 309 | Health

Students in districts will receive instruction in Health Education as prescribed by the New York State Standards. A certified, highly qualified Health teacher will provide this service. Students will understand human growth and development and recognize the relationship between behaviors and healthy development. They will understand ways to promote health and prevent disease and will demonstrate and practice positive health behaviors.

CO-SER 310 | School Psychologists

The goal of psychological services is to provide the precise information on a student's academic and emotional status so that he or she receives the most appropriate education. Psychologists administer a variety of educational tests to help teachers better understand the learning style of the student. They serve as consultants to teachers and counselors, provide direct counseling to students who are experiencing problems, provide support to parents, and serve as a resource to the CSE.

CO-SER 314 | School Library Media Specialist

A highly qualified School Library Media Specialist will be provided to serve district students and staff in the areas of library media and information technology; database searching skills; automation systems; materials selection and purchasing; library management; collaboration with teachers; knowledge of web 2.0 technologies; and engaging students in reading.

CO-SER 315 | Speech/Language Impairment

This service includes diagnosis, program planning and implementation, as well as consultation.

Speech and language therapists serve pupils with a wide range of communication problems including severe articulation, fluency, auditory processing, apraxia, autism and verbal and written language difficulties. A child may be referred for evaluation by parents, classroom teacher, or other related service providers. This referral is made to the pupil's home school Committee on Special Education (CSE).

Speech therapists then administer a number of tests to determine whether a speech or language problem is present. Results are then reported to the Committee on Special Education, along with specific recommendations for therapy and program. When direct treatment and/or consultation is recommended, New York State law requires a physician's prescription before services can be implemented. With CSE approval, therapy is initiated, and progress reports are made quarterly to the Committee on Special Education.

CO-SER 318 | English as a New Language (ENL)

A certified teacher provides direct and indirect instructional support to students who come from a home where a language other than English is spoken. Services are provided in accordance with Part 154 of Commissioner's Regulations for Pupils with Limited English Proficiency.

CO-SER 320 | Service for the Visually Impaired

Students receive instruction in the adaptive skills needed to complete tasks and assignments. Examples of such skills include Braille instruction, listening skills, orientation and mobility (including concept development and body awareness), accessing computers, slate stylus and improvement of functional vision skills. The teacher of the visually impaired also provides students with special materials in alternative formats, such as Braille and large print textbooks, and assists the districts in the purchase of necessary equipment.

CO-SER 321 | Service for the Hearing Impaired/DEAF

This program serves children with medically diagnosed, physiological hearing problems. Each pupil's program is based upon the amount of their residual hearing. Mainstreamed students with hearing loss are encouraged to be as independent as possible in the classroom by learning and practicing self-advocacy skills.

Deaf and hard of hearing students develop competency in the communication modes of speech, speech reading, audition, finger spelling, reading and writing. Instruction is presented using the student's preferred communication method. The teacher provides direct instruction, consultant services, support for parents as needed, and assistance to districts in the purchase of necessary equipment.

CO-SER 324 | School Social Worker

Social workers are assigned to districts to work with students and their families. Services can include individual and small group counseling, crisis intervention and referrals to community agencies. Support provided uses a variety of modalities and Trauma Informed practices.

ITINERANT SERVICES

CO-SER 328 | Physical Therapy

With approval from the Committee on Special Education and written parental consent, an evaluation is completed by a New York State licensed Physical Therapist. Results are reported to the Committee on Special Education, along with specific program recommendations. If direct treatment and/or consultation is recommended, New York State law requires a physician's prescription before services can be implemented. A Physical Therapist specializes in the development of gross motor skills and implements interventions appropriate to functioning in the school setting. Therapy goals are related to the student's IEP when working with students with disabilities.

CO-SER 329 | Occupational Therapy

An Occupational Therapist specializes in developing fine motor and visual perceptual motor skills and activities of daily living. A child may be referred for evaluation by parents, classroom teachers, or other related service providers. This referral is made to the pupil's home school Committee on Special Education (CSE). Therapies are developed by utilizing knowledge based on medical, biological, behavioral, and therapeutic principles. The therapy goals are related directly to the student's individual educational goals as determined by the IEP when working with students with disabilities. If direct treatment and/or consultation are recommended, New York State law requires a physician's prescription before implementing services.

CO-SER 430 | Summer Driver Education

This service provides an instructor of driver education for six weeks during the summer. The time spent in this course will allow students to meet the New York State licensing requirements for class and road time. Districts are responsible for making arrangements for a vehicle, maintenance and all other related expenses. Since instructors are paid based on the number of students registered the first week, districts will be held to these numbers.

CO-SER 504 | Science Enrichment

This service provides updated science demonstration lessons in grades K-12. Demonstration lessons are provided by a BOCES teacher at the request of the school district's teachers. The BOCES teacher schedules time in each participating district for the equivalent of .1 FTE/week.

CO-SER 510 | Community Schools

BOCES Community School Resources Co-Ser coordinates public, non-profit, and private resources to deliver critical services to students using their school as the delivery site to increase student achievement and improve social, emotional, and other positive outcomes. Services may include but are not limited to social worker clinical supervision, evaluation services and parent training, youth mental health first aid training, and behavior specialist services.

CO-SER 530 | Shared CSE Chairperson

The purpose of this service is to provide districts with a shared Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE) Chairperson. This staff member will be responsible for overseeing the Special Education departments in Districts and monitoring the development and implementation of Special Education and Related Services as deemed appropriate by the CSE.

CO-SER 552 | Assistive Technology

Federal and state regulations now mandate that children with disabilities have access to technology services that assist them in education, communication, mobility, independence, and control over their environment. This service includes a consultation with classroom teachers and the student's educational team. Upon conducting a comprehensive review of a student's technology needs, a trained specialist assists in acquiring assistive devices, specialized hardware/ peripherals, and software necessary for appropriate computer access. Assistive Technology support and training will then be provided as needed.

Examples of current devices designed to provide assistance to students include, but are not limited to:

- Large pressure-sensitive keyboards for students with fine motor disabilities
- Specialized software and graphics tablets to assist a preschool or special needs student with cause-and-effect instruction (a prerequisite to successful computer-assisted instruction and/or life skill training)

A variety of single and multiple switch-entry devices to accommodate the unique needs of individual students Assistive Technology provides a variety of services including, but not limited to:

- Equipment, software and peripheral demonstrations with students and teachers
- Training of staff on appropriate use of technology (emphasis will be on utilizing what the district already has)
- Work with CSE to locate funding for adaptive equipment and technology
- Student technology screening
- Collaboration with other support personnel (OT/PT, Speech/Language) to maximize services and treatment

GENERAL INSTRUCTION

General Instruction



For more information contact:

**Dr. Jennifer Avery
Deputy Superintendent
(607) 286-7715, ext. 3325**

GENERAL INSTRUCTION

CO-SER 402 | Environmental Science Academy

Cross Contract with Putnam-N. Westchester BOCES, CO-SER 406.

For students who are serious about pursuing environmental studies and who may plan to attend college, this program offers an in-depth exploration of ecological concepts, aquatic studies, plant and animal science, environmental problems and sustainable solutions. Hands-on activities take place at appropriate on-site locations.

CO-SER 404 | Arts in Education

Cross Contract with Delaware-Chenango-Madison-Otsego BOCES, 607-335-1227, CO-SER 407.

This program brings students, teachers, and communities in Chenango, Delaware, and Otsego counties together with artists and the arts to promote and offer a range of short-term presentations and residencies. Arts in Education staff work with district coordinators to plan integrated arts offerings. Districts should explore additional sponsorships by parent/teacher organizations and local businesses to stretch their arts dollars.

Ticket Purchasing: The DCMO BOCES coordinates a program which assists districts in arranging for students to attend cultural and art programs off-site.

CO-SER 406 | High School Alternative Education

For more information: Alyssa Oliveri, Workforce Development and Adult Education Coordinator, at 607-286-7715 ext. 1028

Alternative Education programs are offered at both occupational centers. They are designed to meet the needs of at-risk students who are not experiencing success in the traditional school setting. Expectations are high for attendance, attitude, and performance. Classes are small, and the lessons are student-centered. Students have the option of combining their academic schedule with Career and Technical Education.

CO-SER 411 | Distance Learning

For more information contact: Tami Fancher, Distance Learning Coordinator, 607-588-6291, ext. 2149

The Distance Learning Program is committed to assisting participating school districts in the development and enhancement of their distance learning programs. Our comprehensive support encompasses a variety of educational components, including synchronous video conferencing courses, online learning, virtual field trips, collaborations, hardware and software video conferencing solutions, and tutoring services. At ONC BOCES, we are dedicated to revolutionizing education by providing comprehensive distance learning solutions, facilitating collaboration, and broadening the horizons of students.

Videoconferencing

Distance Learning Synchronous Courses

The ONC BOCES DL Service aids school districts in establishing distance learning classrooms and facilitates the delivery and reception of courses via a secure IP network. Comprehensive support includes coordination, provision of necessary equipment, and training to ensure optimal utilization. Teachers within the ONC BOCES region conduct courses via video conferencing with full audio and video capabilities, providing an interactive learning experience. This service broadens the range of available courses, including advanced and college-level options, offering students diverse educational opportunities. During the 2023-2024 school year, 22 school districts actively participated, sharing over 40 courses with an enrollment of more than 250 students.

Virtual Field Trips

Students have the unique opportunity to virtually explore various places and interact with experts from around the world. Our dedicated Distance Learning team assists teachers in connecting their students to these enriching experiences directly aligned with national and state standards. Over 1000 virtual field trips are available, complemented by pre and post-activities to enhance the learning adventure.

Collaborations

Collaborations foster engaging projects that connect multiple classes, encouraging fun activities centered around specific themes. The ONC BOCES DL Team supports teachers in participating districts by facilitating technology use, creating collaboration events, and identifying collaboration opportunities. Various collaboration examples, such as Monster Match, Turkey Disguises, and Free monthly career connections, broaden students' learning experiences.

Zoom Accounts and Webinars

Zoom, a desktop videoconferencing solution, is supported by ONC BOCES Distance Learning Service. Our program aids in purchasing, training, maintenance, and connections for Zoom accounts, facilitating professional development, meetings, and distance learning classes.

Online Learning

Online Vendor Courses

The Online Learning Program provides individualized learning opportunities through accredited vendor courses, ensuring compliance with EdLaw2d. Students can earn credit and access a wide range of courses to address various academic needs and interests.

GENERAL INSTRUCTION

Learning Management Systems

The Online Learning Program supports and assists in the implementation of various learning management systems, ensuring the best pricing and compliance with EdLaw2d.

Tutoring Services

ONC BOCES offers cost-effective and compliant tutoring services to support students who are suspended or out for medical reasons, contributing to their continued academic progress.

CO-SER 412 | Distance Learning Virtual Summer School

For information contact: Tami Fancher, Distance Learning Coordinator, 607-588-6291, ext. 2149

The ONC BOCES Distance Learning Virtual Summer School offers an opportunity for students to accelerate their academic progress and engage in credit recovery courses during the summer months of July and August. Instruction is led by New York State Certified Teachers of Record ensuring high-quality education and personalized support throughout the program. Flexible Participation Options - Districts have the flexibility to choose between in-district or remote participation for their students, tailoring the program to suit their specific needs and preferences. Students are required to actively participate in daily synchronous connections with their assigned teachers. This ensures engagement, facilitates real-time interactions, and provides students with immediate support and guidance. The curriculum is carefully selected to ensure the essential content and skills required for successful credit recovery. Students have access to a rich academic experience that aligns with New York State standards.

CO-SER 637 | Telephone Interconnect

For more information contact: Tami Fancher, Program Leader, 607-588-9291, ext. 2149

The Telephone Interconnect service provides comprehensive phone service support, encompassing purchasing, implementation, and maintenance of phone services up to the demarcation point (DMARC). Participating school districts receive state aid on 50% of the basic phone service. The service coordinates the bidding process, securing competitive pricing and contracts to ensure cost-effective phone service solutions for participating districts. Support is provided in managing change orders related to phone services, ensuring smooth transitions and necessary adjustments as needed. The service also provides assistance with troubleshooting phone service issues and facilitates the submission of trouble tickets to resolve any technical concerns that may arise. The service also provides monthly phone invoice reviews, ensuring accuracy and efficiency in billing to optimize cost management.

GENERAL INSTRUCTION

CO-SER 421.02 | Enrichment Seminar Program (CASSC)

For information contact: Suzanne Swantak-Furman, Executive Coordinator of CASSC, at (607) 436-2584 or Carolyn Leon-Palm, Assistant Coordinator, at (607) 436-2533

Membership in the Catskill Area School Study Council (CASSC) Coordination CO-SER (532) is a pre-requisite for participation. This CO-SER is fully aidable based on your school district's ratio.

The BOCES CASSC Executive Coordinator oversees the coordination of the Enrichment Seminar Program. Students in grades 3-12 have the opportunity to attend enrichment seminars on a wide variety of topics which supplement the academic programs of their districts.

Elementary and Middle School seminar sessions are held once a week for a four week period during the fall and spring semester. These seminars take place either virtually or in person on the campus of the State University College at Oneonta. The S.A.T. Preparation seminar sessions for grades 10-12 are held virtually once a week for a six week period during both the fall and spring semesters. A minimum enrollment is established for each seminar.

CO-SER 421.021 | Upstate Academic Competition (Enrichment) (CASSC)

Membership in the Catskill Area School Study Council (CASSC) Coordination CO-SER (532) is a pre-requisite for participation. This CO-SER is fully aidable based on your school district's ratio.

This CO-SER is fully aidable based on your school district's ratio. The BOCES CASSC Executive Coordinator oversees this academic event, which is a full-day competition patterned after the successful High School Challenge format. Student teams will participate in a tournament environment and move through preliminary rounds to a championship match. Here is an opportunity to recognize and support "academic" superstars through interscholastic competition. Tournaments are held on the campus of the State University College at Oneonta.



GENERAL INSTRUCTION

CO-SER 421.03 | Youth Concerts (CASSC)

Membership in the Catskill Area School Study Council (CASSC) Coordination CO-SER (532) is a pre-requisite for participation. This CO-SER is fully aidable based on your school district's ratio.

The BOCES CASSC Executive Coordinator arranges the Youth Concert performances for 4th and 5th grade students from CASSC member districts. The concert, given by the Catskill Symphony Orchestra, is specifically designed for student audiences to introduce them to a variety of musical selections, providing information about musical instruments, composers, musical time periods, and providing students from a rural region with the experience of hearing a live symphonic concert presented by a professional orchestra. The concert is held on the campus at the State University College at Oneonta. The performance will be scheduled for the fall semester.

CO-SER 421.04 | Kites & Kings and Catskill Review (CASSC)

Membership in the Catskill Area School Study Council (CASSC) Coordination CO-SER (532) is a pre-requisite for participation. This CO-SER is fully aidable based on your school district's ratio.

The BOCES CASSC Executive Coordinator oversees the publication of two magazines “Kites and Kings” (grades K-6) and “Catskill Review” (grades 7-12). Since 1975, Joe Mish has served as Editor of both publications. These publications are annual collections of student prose, poetry, and artwork submitted by CASSC member districts. Every participating district will have at least one piece of student work selected for publication. Magazines are 28-32 pages in length and usually include 40 to 100 pieces. The magazines are distributed to contributing students and participating schools, administrators, and teachers.

CO-SER 421.05 | Forensic Speech Program (CASSC)

Membership in the Catskill Area School Study Council (CASSC) Coordination CO-SER (532) is a pre-requisite for participation. This CO-SER is fully aidable based on your school district's ratio.

This program is designed for students in grades 6-12 to experience public speaking and debate and to allow them to practice these skills in an open forum. Students participate in Original Oratory, Oral Interpretation, Dramatic Interpretation, Declamation, Humorous Interpretation, Duo Interpretation, Extemporaneous, Public Forum, Lincoln-Douglas Debate, and Impromptu. The tournaments are held on the campus of the State University College at Oneonta three times per year. In addition, our Program Coordinator is willing to support the establishment and development of Speech and Debate clubs in our member districts.

CO-SER 525 | Gifted & Talented - Odyssey of the Mind

This service provides a unified Odyssey of the Mind program for the components of two BOCES' regions. An annual international competition dedicated to creative problem solving and student teamwork. Teams of students work on creative solutions to long-term and spontaneous problems. Competitions are held in the district, at regional, statewide, and nationally. The DCMO BOCES program coordinates the regional competition and offers a variety of training programs for coaches and judges.

INSTRUCTIONAL SUPPORT SERVICES

Instructional Support Services



For more information contact:

**Dr. Jennifer Avery
Deputy Superintendent
(607) 286-7715, ext. 3325**

CO-SER 415 | Portable Planetarium Program

Cross Contract with Oneida-Herkimer-Madison BOCES, (315) 793-8512, CO-SER 415.

The Portable Planetarium Service consists of a portable planetarium and a planetarium instructor who is trained in the setup and use of the planetarium. When a district contracts for Portable Planetarium service, they will receive five 45-50 minute presentations per day. The planetarium can accommodate up to 30 students and a teacher per presentation. Teachers may choose up to 18 available topics listed on the Portable Planetarium website www.oneida-boces.org/planet. Planetarium programs correlate with the NYS Education Department's MST Social Studies, and ELA Frameworks and are in compliance with Regents and Academic Intervention Service mandates.

LIBRARY SERVICES

School Library System

This state-funded service coordinates the networking of information resources and services between school libraries in the Otsego Northern Catskills BOCES. It is a consortium of school libraries joining together for the purpose of resource sharing to meet the needs of students, teachers and administrators in component districts. Services include the Educational Media Library, Interlibrary loan, consulting, and ongoing professional development workshops in all areas of information literacy, curriculum development, policy and services.

The SLS maintains a current regional union catalog of library holdings available within our BOCES and the five adjacent BOCES' School Library Systems in the South Central Region of New York State. This regional "SCHOOLS catalog" is accessible online. Delivery of interlibrary loan materials is through email, fax, UPS, or the BOCES courier service. See COSER 503, 505 and 521.

For more information contact: Julia Iannello, Coordinator of School Library System and Media Library Services, at (607) 286-7715, ext. 2702 or e-mail jiannello@oncboces.org.

CO-SER 503 | Education Media Library

This service provides students and staff with a wide assortment of educational resources that support curriculum and enrich instruction. Programs are reviewed and selected by the Media Library Advisory Group and School Library staff for their quality, appropriateness and relevance to educational programs. The Media Library provides a growing collection of exemplary resources in multiple formats. There are hundreds of hands-on resources such as study kits, exhibits, book sets and STEAM resources and thousands of titles through streaming media and movies. Resources include: online digital streaming, audio books, eBooks, audio/video sets, class sets of e-readers with middle/high school titles, historical exhibits, Jackdaws, differentiated learning kits, multiple book collections, STEAM products, professional development resources, class sets of chromebooks, 3-D Printers, 3Doodler Pens, video projectors, portable microphone system, DVD & CD players, GPS units, iPods®, Google Expedition class sets, class sets of iPads®, digital cameras, BeeBots, ProBots, Dash and Dot robots, OSMO learning system, Mayku Formbox, Padcasters Studios, SWANK movie streaming, Feature Films Movie Streaming, Raspberry Pi Robotics, Selfie Station/Podcasting, NYS Giant Map sets, Solar System Giant Map, Math-in-Movement, Circuitry, Cricut Machines, Poster Printer, SEL Kits, School Psychology Testing materials and online databases such as Classroom Video on Demand, Learn360, OverDrive eBooks, TeachingBooks, Soundzabound and even more!

This service also offers LION's SHARE (Library Online Share) our Media Library booking system. LION's SHARE integrates the School Library System's Media Library lending catalog with the existing infrastructure of our Component District's library catalogs (OPALS), allowing for cross-searching of resources from both the user's school collection and from the School Library System's Media Library. This service provides educational digital streaming for learning management systems such as AgilixBUZZ, Schoology, Google Classroom, Moodle, and other LMS platforms.

CO-SER 503.11 | BOCES Van Delivery/Courier Service

This service provides for bi-weekly courier service of mail, media, interlibrary loan materials, and equipment between 19 school districts, BOCES programs, and various educational institutions within Otsego Northern Catskills BOCES. Delivery routes are organized into Tuesday/Thursday and Wednesday/Friday schedules throughout the year. The van delivery schedule follows the school calendar vacations and holidays. The van service operates the week prior to the start of school and ends the week after school closes in June. Items moving on to another site are sorted and delivered to their final destination on the next delivery day.

CO-SER 505.010 | Library Instructional Resources

This service provides access to current instructional tools, including print, media, and online resources, to meet the rapidly changing information needs of library patrons. Through regional planning and coordinated purchasing, the School Library System (SLS) explores partnerships with other library systems, publishers and information vendors to seek the most cost-effective contracts and services. The SLS staff assists districts with training and technical assistance with electronic resources. The resources provided through this service are EdLaw2D compliant and available through the NYS Dream Consortium to offer the best pricing across NYS. Districts may participate in one or all of the extended service levels.

CO-SER 505.080 | District Purchases (Databases, Books, Magazines, Ebooks)

This service offers educational databases, cooperative collection development resources, books (CCD), magazines, print and online for students and district staff with an opportunity to purchase at a volume discount. These print and online fee-based subscriptions, which can be accessed from school or home, support the PK-12 curriculum. Resources assist in linking the students and staff to curriculum-related materials necessary to be successful in the information age. This shared service includes online resources, eBooks, online databases, online encyclopedias, magazines, newspapers, curriculum reference tools, print books and CCD resources. This service also includes a user-friendly online ordering system for Librarians and school officials to select and manage databases. Specific popular products paid for and provided by the School Library System include Newsbank, News-O-Matic, Soundzabound (copyright free music), Noodletools, Scholastic Go!, Exploring Nature, Teaching Books and ROSEN Teen Health and Wellness. Our ebooks are offered through OverDrive/SORA to all component schools with 24/7 access to curriculum-based & recreational eBooks & audiobooks. The main collection is for all participating districts to share, and each school has an individual shelf for eBooks specific to that school's users. Schools can also purchase Simultaneous use and Class Set copies of select titles. Title can be downloaded to all devices, including PCs, Macs, Chromebooks, eReaders, MP3 Players, Smart Phones, iPads/iPods/iPhones etc.

Each library in the Otsego Northern Catskills BOCES School Library System (ONC BOCES SLS) exists to serve the needs of its community. We acknowledge that local school district collections cannot satisfy every patron's needs. While each library is responsible for developing a core collection, school libraries also rely on cooperative collections to meet the research and reading needs of students and staff. The Cooperative Collection Development (CCD) plan benefits all member districts by participating in joint collection development that all districts in the school library system can draw upon through the established inter-library loan (ILL) network. The ONC BOCES CCD Plan provides school districts access to current print, media and digital resources, and meets the rapidly changing needs of library patrons by providing equitable access to information in a variety of formats.

CO-SER 506 | Imaging Center/Printing Services

Cross Contract with Delaware-Chenango-Madison-Otsego BOCES, (607) 335-1227, CO-SER 521.

The BOCES Printshop provides high-quality, cost-effective materials to districts. Services include consultation, typesetting, layout, offset printing, and/or copying of student materials, newsletters, calendars, brochures, carbonless forms, and handbooks.

CO-SER 508 | Interscholastic Sports Coordination

Cross Contract with Delaware-Chenango-Madison-Otsego BOCES, (607) 335-1227, CO-SER 524.

This service provides for the coordination of sectional athletic events and activities. Coordination is limited to school districts who belong to the Section IV Athletic Conference.

CO-SER 509 | Science Kits

Cross Contract with Monroe 2-Orleans BOCES, (800) 832-8011 or (585) 352-1140, CO-SER 502

A resource for students and teachers of elementary science sponsored by The Elementary Science Program, Monroe 2-Orleans BOCES.

The Elementary Science Program (ESP) is a hands-on, interdisciplinary curriculum that transforms the classroom into a science laboratory. The program is correlated to NYS Learning Standards for Mathematics, Science and Technology, the Elementary Science Core Curriculum, grades K-4, and the Intermediate Level Science Core Curriculum, grades 5-8. Students perform experiments and pursue ideas and investigations on their own initiative while the teacher provides individual attention and direction. Development of positive attitudes toward science by students is encouraged through hands-on activities.

CO-SER 521.010 | Library Automation

This service is designed to provide ongoing software support for school libraries in the ONC BOCES using the OPALS Library Automation Program.

Library automation includes a joint online union catalog called SCOOLS, record conversion, and an interlibrary loan (ILL) system. The union catalog serves as an electronic backup for each school library collection. This combined catalog enables students to borrow books from other libraries throughout the region, state and country. The service includes a local help desk, technology support and a listserv for problem resolution, consultation, equipment purchase, workshops and training. The Database Positioning System (DPS), called SEEK (Search Educational eResources for Knowledge). SEEK organizes all database subscriptions on one page, allowing students and faculty to search all database subscriptions with one password. SEEK promotes the use of all online databases and increases their use for student success.

CO-SER 523 | Instructional Technology

For information contact: Genevieve Ballard, Technology Services Network Administrator, at (607) 286-7715, ext. 2402, or e-mail gballard@oncbores.org

Technology Services Offerings

Technology services provides support for instructional technology through planning, purchasing, installation, and technical support. Installment purchasing is also a key element of this program.

Subscription is through a base fee, and technical support is offered for full or half days. Three tiers of technology support are available to districts.

Participation in Co-Sers 524/527 is required in order to participate in this Co-Ser.

Technology Support for Districts

Purchasing any level of support requires participating in the base for this Co-Ser and the base for Co-Ser 524/527. Support is offered at full or half days.

Microcomputer Specialist

This support level provides assistance in the installation, configuration, and maintenance of all desktop technology, including workstations, printers, scanners and other peripherals. This level also provides systems-level support, including supporting servers, network equipment, account management, and backups.

Communication Specialist

In addition to providing microcomputer specialist support, this level also provides support for in-house network management, wireless and server infrastructure.

Network Administrator

This position provides the highest level of support for in-house network management, wireless and server infrastructure. This position also offers guidance and leadership with technology planning, coordination and support.

Technology Purchasing

Straight Purchases

Schools participating in the Instructional Technology Co-Ser may purchase approved technology equipment through ONC BOCES and receive BOCES aid on their purchases. ONC BOCES also participates in several different bids, including the New York State Instructional Technology Consortium, which allows us to obtain lower pricing as a result of volume purchasing. Purchasing is handled by ONC BOCES on behalf of the district.

INSTRUCTIONAL SUPPORT SERVICES

Installment Purchase Agreements

Participating school districts also have the option of purchasing equipment through an installment purchase agreement (IPA) arranged by ONC BOCES. IPA's are loans with terms of 2-5 years and school districts receive BOCES aid on IPA payments. This purchase option allows school districts to replace more equipment at a lower initial cost to the district. In subsequent years, the aid received on the IPA payments may offset some of the cost of the IPA's yearly payments.

Other Technology Services Offerings

Website Services

ONC BOCES works with several vendors to provide website design and hosting services. When this service is purchased through ONC BOCES, school districts will receive BOCES aid on the purchase.

Disaster Recovery and Backup System

ONC BOCES provides a comprehensive disaster recovery and backup system to participating districts. This system includes hard-disk based backup and features recovery and restoration capabilities. This system requires minimal user intervention which reduces time-consuming backup supervision and human error factors. This solution also satisfies state auditors' requirements for off-site school disaster recovery/backup. Each school district has a Data Protection Unit (DPU) server. This DPU backs up the district's servers daily. Each district DPU sends their backups to the ONC BOCES Data Protection Vault nightly via a high-bandwidth, secure connection.

Mobile Device Management

This service allows for the remote management of school-owned mobile devices, including pushing apps to devices, remote unlock and other management services. It is compatible with most operating systems and devices.

Digital Signage

ONC BOCES offers a hosted digital signage system for your school. We have a digital signage system through VISIX that allows for customized content.

CO-SER 514 | Staff Development In-Service Coordination

For information contact: Nathan Jones, Assistant Superintendent of Student Services & Professional Learning, at 607-588-6291, ext. 2142 or email njones@oncboces.org.

Coaching Courses

Designed to assist certified physical education teachers, other certified teachers, and non-teachers in meeting the requirements of the State Education Department coaching interscholastic sports in grades 7-12. The Philosophy and Principles of Coaching, Health Related Aspects of Coaching, Theory and Techniques of Coaching offered and taught by a NYSED approved instructor. Contact Nate Jones, Assistant Superintendent for Student Services & Professional Learning, at 607-588-6291 ext. 2142 or email: njones@oncboces.org.

INSTRUCTIONAL SUPPORT SERVICES

School Culture & Climate * DASA

For information contact: Maizy Jaklitsch, Staff Developer Specialist, 607-286-7715 ext. 2315 or email: mjaklitsch@oncboces.org.

This service is designed to support assessment, development, and maintenance of positive school culture and climate, which is a foundation of student learning. Services include:

- 6 - hour Dignity All Students Act training, required of applicants for NYSED certifications (offered bimonthly by NYSED approved trainers).
- Annual training and workshops for Dignity Act Coordinators.
- Regional workshops and technical assistance focused on positive school culture and climate, safety, and mental health to support the implementation of Dignity for All Students Act.

CO-SER 524 | Model Schools

For information contact: Brian DeBoyace, Staff Developer/Educational Technology Specialist, at 607-286-7715 ext. 2311 or email: bdeboyace@oncboces.org.

The focus of the Model Schools CO-SER is to support the integration of technology into instruction. Quarterly meetings allow district technology leaders to share best practices, discuss technology integration planning, and collaborate on regional initiatives. Through the Model Schools CO-SER, districts have access to the NYS Instructional Technology Contract Consortium (NYSITCC). Personalized support, and regional technology workshops will be offered focusing on the NYSITCC products.

CO-SER 527 | School & Curriculum Development

For information contact: Nate Jones, Assistant Superintendent for Student Services & Professional Learning, at 607-588-6291 ext. 2142 or email: njones@oncboces.org.

The School and Curriculum Development CO-SER provides leadership and support designed to strengthen instruction, build capacity, and improve curriculum and assessment practices. Examples include, but are not limited to, professional learning focused on standards or assessments, Annual Professional Performance Review technical assistance, monthly Principal Academy, and new teacher mentor training. Access to regional workshops is provided through participation in the base (additional costs may be applied).

Workshops with joint participation by two or more districts generate BOCES state aid on the cost of the program including consultants, substitute teachers, stipends, and travel.

Embedded Staff Development

School districts may purchase in-district support with a BOCES staff developer. In-district support is purchased in blocks of days and is scheduled individually based on the needs and articulated goals of the component district.

New Principal/Leader Mentorship

This program provides support and professional growth for new building-level or program-level administrators. ONC BOCES will provide the new principal/leader with a Mentor and the Mentor will provide guidance, support and coaching throughout the school year. Support will be provided through monthly meetings, weekly check-ins, and quarterly gatherings. This program meets the required mentor component of NYS Certification Requirements.

Data Coordination: Civil Rights Data Collection

This service provides the support to districts in collecting, reviewing, and analyzing the data requested for biennial Civil Rights Data Collection.

District Data Coordination: Foundational Support

In pursuit of leveraging data to facilitate informed instructional decision making, the District Data Coordinator: Foundational Support oversees the coordination and transmission of district data to State through:

- Coordinating SIRS data collection and reporting activities; providing documentation to understand error reports and Incorrect NYSISS ID.
- Performing data extracts from District Student Management Systems.
- Providing data verification documentation to help districts understand errors and facilitating the fix. Resolving state course code mapping errors.
- Acting as a liaison between the district and the Regional Information Center.

District Data Coordination: System-level Support, Offered in collaboration with SCRIC

The focus of this service is to support district administrators and leaders in creating systems that focus on the daily use of data to inform decision-making. The District Data Coordination: System-level Support leads districts through.

- Creating protocols and systems for district and building data-meetings.
- Supporting district, school, and teacher leaders in data interpretation activities.
- Facilitating professional learning focused on Level 2 data and these data's relationships with ESSA designations.
- Consulting on data sources available for School Improvement, Professional Learning, Shared-Decision Making, and Social-Emotional Learning team reviews.

CO-SER 532 | Coordination: Catskill Area School Study Council

For more information contact: Suzanne Swantak-Furman, Executive Coordinator of CASSC at (607) 436-2584 or Carolyn Leon-Palm at (607) 436-2533.

The activities of CASSC are developed and organized by the Executive Coordinator and Assistant Coordinator. CASSC hires additional staff with content expertise to support some programs. Each of the following activities coordinated by the CASSC are operated under separate CO-SERs. These activities are Student Leadership Training Workshops (CO-SER 421.01), Enrichment Seminars (CO-SER 421.02), Upstate Academic Competition (CO-SER 421.021), Youth Concerts (CO-SER 421.03), Kites & Kings/Catskill Review (CO-SER 421.04), School Board Seminars (CO-SER 622), Educational Office Professional Training (CO-SER 621.02), School Bus Drivers Refresher Program (CO-SER 604.02), (COSER 621.01) Staff Development Non-Instructional Leadership

CO-SER 535 | Grant Writing

For more information contact: Dr. Jennifer Avery, Deputy Superintendent at (607) 286-7715, ext. 3325.

School districts can better stretch their tax dollars by supplementing programs and services through grant funding streams. Students and faculty will benefit from the increased funds. This CO-SER provides assistance with writing grants for districts. A grant writer is available to write grants for school districts individually or collaboratively.

CO-SER 807- Regional Partnership Center

For information contact: Colleen Crisell, Systems Change Facilitator, at 607-335-1352.

The Southeast Regional Partnership Center (RPC) is under the direction of the New York State Education Department (NYSED), Office of Special Education. The RPC includes a Systems Change Facilitator, Special Education Trainer, Behavior Specialist, Transition Specialist, Literacy Specialist, and Specially Designed Instruction Specialist. The RPC engages in systems change work with districts to improve outcomes for students with disabilities by providing a variety of supports including targeted professional development and technical assistance. This is offered through a tiered system approach including regional learnings, targeted skills groups, and embedded support. The work focuses on improving the infrastructure of educational organizations, so they can successfully implement evidence-based practices.

NON-INSTRUCTIONAL SUPPORT SERVICES

Non-Instructional Support Services



For more information contact:

**Dr. Jennifer Avery
Deputy Superintendent
(607) 286-7715, ext. 3325**

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 330 | Shared Business Manager

For more information contact: Dr. Jennifer Avery, Deputy Superintendent at (607) 286-7715, ext. 3325

ONC BOCES will provide a shared professional staff person to perform as a local business manager and to supervise local non-certified personnel in the operation of the business office.

CO-SER 332 | Shared Facilities Director

For more information contact: Lynn Chase, Assistant Superintendent for Business and Human Resources, at (607) 588-6291, ext. 2172.

This service will provide a Shared Facilities Director to oversee buildings and grounds for the participating school districts. The Shared Facilities Director will provide supervision to district custodial staff; including scheduling, be responsible for the general security and safety of district buildings, serve as liaison for all general contractors and district administration regarding buildings and grounds services, represent the districts at appropriate seminars, regional meetings and conferences, evaluate facility needs, maintain district equipment, oversee the general cleaning and maintenance of district buildings, and purchase parts and supplies for custodial and maintenance activities. The Shared Facilities Director will provide a way for schools to obtain and retain high quality staff through a shared service.

CO-SER 602 | Regional Telecommunications & Computer Services - Administration

For more information contact: Dr. Jennifer Avery, Deputy Superintendent, at (607) 286-7715, ext. 3325

This service provides a variety of resources to plan, manage and maintain a high-speed regional telecommunications network for school districts in the BT, ONC, and DCMO BOCES regions.

Components include: Technical staff to troubleshoot, support and maintain the regional network; Lease and management of the regional Internet gateway, including actual ISP costs — DNS and NAT services are also provided; Maintenance and support of other shared telecommunications resources — these include the regional firewall, intrusion detection system, network management system and traffic monitoring and shaping devices; Line charges and management for the Luminet fiber optic network in the BT region, broadband network links in the DCMO & ONC regions and other district-wide area network (WAN) links; Planning of district-wide area networks (WANs) as it relates to the connection to the regional network; Purchase, maintenance and configuration of equipment as it relates to the telecommunications service (i.e., edge routers, switches, DSUs); E-rate processing for shared telecommunications services, including coordination and submission of applications; Monitor and maintain existing telecommunications contracts and the bidding of future telecommunications contracts. Includes planning and consultation, network support, technical support, programming, training and technical support and technology research.

CO-SER 604.01 | 30 Hour Bus Driver Course

For more information contact: Suzanne Swantak-Furman, Executive Coordinator of CASSC, at (607) 436-2584 or Carolyn Leon-Palm, Assistant Coordinator, at (607) 436-2533.

A basic 30-hour course consisting of fifteen units is conducted once annually by a state-certified instructor. This course meets the regulations of the New York State Education Department which requires that each school bus driver completes a course of instruction in school bus safety practice within the first year of employment. The New York State Education Department curriculum is followed and meets section 156.3 regulations. Participants are eligible for point and insurance reduction. Enrollees are awarded a Certificate of Completion by the State Education Department upon successful completion of all requirements. Aid for this CO-SER is available through state transportation aid.

CO-SER 604.02 | School Bus Driver Refresher (CASSC)

For information contact: Suzanne Swantak-Furman, Executive Coordinator of CASSC, at (607) 436-2584 or Carolyn Leon-Palm, Assistant Coordinator, at (607) 436-2533

Membership in the Catskill Area School Study Council (CASSC) Coordination CO-SER (532) is a pre-requisite for participation. The CASSC Executive Coordinator oversees the program development of the state-mandated School Bus Driver Refresher Training which is held in August and January of each year. Workshops are held on the campus of the State University College at Oneonta. Participants attend two one-hour safety programs which are conducted by local individuals, BOCES and SED personnel. Aid for this CO-SER is available through state transportation aid.

CO-SER 604.03 | School Bus Monitor & Attendant Course

For information contact: Suzanne Swantak-Furman, Executive Coordinator of CASSC, at (607) 436-2584 or Carolyn Leon-Palm, Assistant Coordinator, at (607) 436-2533

This 10-hour basic course meets the New York State Education Department Regulation 156.3 requirement that all attendants and monitors hired after July 1, 2003 take a 10-hour basic School Bus Monitor and Attendant course within their first year of employment. The instructor follows the New York State Education Department approved curriculum as issued by the Pupil Transportation Safety Institute. The 10-hour course is held once a year.

CO-SER 604.04 | Advanced Bus Driver 10-Hour Course

For information contact: Suzanne Swantak-Furman, Executive Coordinator of CASSC, at (607) 436-2584 or Carolyn Leon-Palm, Assistant Coordinator, at (607) 436-2533

New York's children deserve safe transportation. Everyday stress and daily routine can sometimes hinder a driver's mental outlook and attitude toward the job. This advanced course will offer an opportunity for veteran drivers to recharge their batteries while sharing experiences with other drivers. We will cover current laws and regulations, self-assessment and revisit the basic operations that will help ensure safe student transportation. This professional development opportunity will allow your drivers to share, learn, and reflect on how they complete their daily tasks. This Advanced Course is approved through the NYS Education Department and must be taught by a NYSED approved School Bus Driver Instructor (SBDI). Drivers who successfully complete this course may receive a NYSED Advanced Course certificate and will be eligible for NYS DMV Point/Insurance Reduction.

CO-SER 604.050 | School Bus Driver In-District Refresher

For information contact: Suzanne Swantak-Furman, Executive Coordinator of CASSC, at (607) 436-2584 or Carolyn Leon-Palm, Assistant Coordinator, at (607) 436-2533

The BOCES School Bus Driver Safety trainer will go to individual districts to deliver the New York State mandated School Bus Driver and Monitor Safety Trainings (Four per year. One in the fall, one in the winter). If the training involves delivery of the fourth non-mandated topic, the district will assist the BOCES trainer on the development of the fourth topic in collaboration with the local district transportation director and administration.

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 605 | Employee Safety and Risk Management Coordination

For more information contact: Josh Reiss, Risk and Safety Officer, (607) 435-4535, Carrie Gullestad, Assistant Risk and Safety Officer, cgullestad@oncboces.org, or Richard Shaw, Assistant Risk and Safety Officer, rshaw@oncboces.org, at (607) 286-7715, ext. 2606, fax: (607) 286-3339

Asbestos

- Management Plan Compliance
- Material Sampling & Lab Analysis
- 2-Hour Awareness Training for Custodial Staff
- AHERA Three Year Re-inspection/Reporting
- EPA/DOH Audit Assistance
- LEA Designee Training
- SED Triennial Reporting

Required Facility Inspections

- Annual Fire Safety

Required Policy Development & Training

- Blood Borne Pathogens/Exposure Control
- Chemical Hygiene
- Confined Space
- Fire Safety
- Right-to-Know/Hazardous Communication
- Lock Out - Tag Out
- Personal Protective Equipment

Student Safety Programs

- Job Safety Awareness — As requested
- CPR-AED-First Aid (American Red Cross)
- Stop the Bleed
- Say Something Anonymous Reporting System - Sandy Hook Promise

Additional Services

- Americans with Disability Act
- Petroleum Bulk Storage Tank Assistance
- Electronic/Universal/Chemical Waste Disposal
- Electronic Partition Assistance
- Elevator Inspection Assistance
- Emergency Management Planning & Response
- GHS Safety Data Sheet Compliance
- Indoor Air Quality Response and Assistance
- Insurance Health & Safety Audits
- Integrated Pest Management
- Lead in Water Sampling & Lab Analysis
- Occupational Illness & Injury Reporting Awareness
- ONC BOCES District-Wide Crisis Team Directory
- Pandemic Preparedness Training & Policy Development
- Playground Safety Inspection
- Safety Committee Assistance/Training Liaison
- Resource Library
- Student Bullying Awareness
- Thermal Imaging/Analysis
- Universal Precaution Minimum Health Care Kits
- Website Resource

CO-SER 605.03 | PublicSchoolWORKS

The award-winning EmployeeSafe Suite includes a comprehensive package of resources and customizable tools to implement, manage, and sustain a comprehensive staff safety and regulatory compliance program. Designed by veteran school administrators, this complete set-it-and-forget-it programs are designed to be hands-off, eliminating the “knot in the stomach” concerns administrators often feel about whether safety compliance requirements are being met. The web-based administrative software tools enable you to take safety to a new level. Fully automated, managed, and mobile, EmployeeSafe ensures that your safety program is on task, whether you’re in your office or away.



CO-SER 605.04 | Navigate360

Navigate360 offers proven technology, education and professional services delivering the latest in preventing, preparing for, responding to and recovering from threats, emergencies and other dangerous situations. By working to prevent violence through addressing mental health and concerning behaviors we can stem the violent incidents that are on the rise today. We are here to help you build a culture of safety and to save and enhance lives.

- | | |
|--|--|
| • ALICE Active Shooter Training | • Panic Buttons |
| • Emergency Management Suite | • Risk Assessments & Security Audits |
| • Visitor & Volunteer Management | • Building & Site Mapping |
| • SEL & Character Education | • Intervention & Restorative Practices |
| • PBIS Rewards | • Mental Health & Prevention |
| • Professional Development & Cert | • Suicide Awareness & Prevention |
| • Detect: Digital Scanning & Notification | • Referral Management |
| • P3 Anonymous Reporting & Tipline | • Threat Assessment Training & Cert |
| • Behavioral Threat Assessment & Case Mgmt | • Web & Device Filtering |



CO-SER 606 | State Aid Planning

For information contact: Dr. Jennifer Avery, Deputy Superintendent, at (607) 286-7715, ext. 3325. Cross Contract with QUESTAR BOCES, (518) 477-2635, CO-SER 621.

This service assists district administrators in developing and maintaining fiscal policies and financial planning procedures conducts regional workshops on state aid issues, analyzes major state aid proposals, and informs administrators of the impact on school districts.

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 608 | Gas/Electric Cooperative Purchasing Service

For information contact: Dr. Jennifer Avery, Deputy Superintendent, at (607) 286-7715, ext. 3325. Cross Contract with Onondaga-Cortland-Madison BOCES, (315) 431-8584, CO-SER 670.

Through cooperative efforts by OCM BOCES and schools districts throughout New York State, the opportunity exists to save money by participating in cooperative purchasing for gas/electric service.

CO-SER 610.01 | Self-Funded, Self-Administered, Healthcare Benefit Coordination

For information contact: Jessica Zinger, Catskill Area Schools Employee Benefit Plan (CASEBP) Coordinator, at (607) 588-8917, or (800) 962-6294

This service coordinates and administers the Catskill Area Schools Employee Benefit Plan. Included in this service are the coordination of the health plan with a third-party administrator, the hiring of consultants, and the fiscal agent of the Plan. The CASEBP Plan is governed by a Board of Trustees. The cost of coordination is an aidable expense. CASEBP also administers Flexible Spending Account (FSA), Vision Plan, Affordable Care Act (ACA) compliance services, Group Term Life Insurance, Short and Long Term Disability, and Long Term Care Coverage.

CO-SER 610.02 | Self-Funded, Self-Administered, Dental Program Coordination

For information contact: Jessica Zinger, Catskill Area Schools Employee Benefit Plan (CASEBP) Coordinator, at (607) 588-8917, or (800) 962-6294

This service coordinates and administers the Catskill Area Schools Employee Dental Plan. Included in this service are the coordination of the dental plan with a third-party administrator, the hiring of consultants, and the fiscal agent of the Plan. This service operates similarly to the Catskill Area Schools Employee Benefit Plan. The cost of coordination is an aidable expense. CASEBP also administers Flexible Spending Account (FSA), Vision Plan, Affordable Care Act (ACA) compliance services, Group Term Life Insurance, Short and Long Term Disability, and Long Term Care Coverage.

CO-SER 611 | Communications

For information contact: Dr. Jennifer Avery, Deputy Superintendent, at (607) 286-7715, ext. 3325. Cross Contract with Capital Region BOCES, (518) 464-3960

With a quarter-century of experience to draw upon, the Capital Region BOCES Communications team helps school leaders communicate in an open and timely manner about important news and information in public schools. We help school leaders build trust and credibility with their publics through a planned and strategic program of two-way communication aligned with district goals and priorities. If your district is interested in this dedicated support, please contact us about the services available.

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 612 | Policy Update Service

For more information contact: Dr. Jennifer Avery, Deputy Superintendent, at (607) 286-7715, ext. 3325 Cross Contract with Erie 1 BOCES, (716) 821-7007, CO-SER 659.

This service offers a process tailored to the special needs of a school district to achieve a well-organized board of education policy manual. If desired, a member of the Policy Services staff will make a presentation to the board of education. Board members and administrative staff are involved in the formulation and review of multiple drafts. Multiple copies of the final policy manual will be prepared in binders and on CD's. Also provides Admin. Manual Service, Level, 1, 2, 3 Policy Service.

CO-SER 614 | School Food Service Manager

For more information contact: Lynn Chase, Assistant Superintendent for Business and Human Resources, at (607) 588-6291, ext. 2172.

This service will provide overall management of the school nutrition services for multiple participating schools. The manager will be responsible for staffing recommendations, training and supervision of food service staff, menu development with understanding of all pertinent nutritional guidelines, purchasing, commodity orders, meal pricing and free/reduced meal applications. The School Food Service will provide a way for schools to obtain and retain high quality staff through a shared service.

CO-SER 615 | Cooperative Bidding Coordination/Purchasing Service

For more information contact: Dr. Jennifer Avery, Deputy Superintendent, at (607) 286-7715, ext. 3325 Cross Contract with DCMO BOCES, (607) 335-1262, CO-SER 615

This service enables participating districts, large and small, to secure the pricing and advantages of large volume purchasing through aggregate bidding. In addition, the service provides the means for districts to meet and be consistent with all local, state and federal laws. Electronic transfer of data is now included in this service. Food bidding is also included. The service also provides: research and implementation of new bids; state contract assistance and information; purchasing history; bidding procedures; instructions for non-cooperative bids requested by districts; and quoting assistance, and surplus sales through eBay®.

CO-SER 616 | Self-Funded Worker's Compensation Program Coordinator

For information contact: Jessica Zinger, Catskill Area Schools Employee Benefit Plan (CASEBP) Coordinator, (607) 588-8917 or (800) 962-6294.

This service coordinates and administers the self-funded Catskill Area Schools Workers' Compensation Plan. Included in this service are the coordination of the workers' compensation plan with a third-party administrator, the hiring of consultants, and the fiscal agent of the Plan. This service operates similarly to the Catskill Area Schools Employee Benefit Plan. The cost of coordination is an aidable expense. CASEBP also administers Flexible Spending Account (FSA), Vision Plan, Affordable Care Act (ACA) compliance services, Group Term Life Insurance, Short and Long Term Disability, and Long Term Care Coverage.

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 617 | GASB 45 Planning Service

Cross Contract with Capital Region BOCES (518) 464-3976.

This service provides school districts and BOCES with the Other Post Employee Benefit (OPEB) valuation required by the Government Accounting Standards Board (GASB) Statement 45, and also assists subscribers in monitoring the financial and economic impact of OPEB costs. This service also provides actuarial attestations for districts participating in Medicare's Retiree Drug Subsidy (RDS) program. All work for this service is performed by the BOCES' inhouse actuary and his staff. The BOCES' inhouse actuary is supported by a nationally-recognized actuarial firm.

CO-SER 621.02 | Educational Office Professional Training Programs (CASSC)

Membership in the Catskill Area School Study Council (CASSC) Coordination CO-SER 532 is a pre-requisite for participation. The CASSC Executive Coordinator oversees the program development of these day-long seminars and workshops designed to enhance the skills of vital office staff personnel. Program offerings are created to target the specific needs of office and administrative staff due to their unique position of responsibility within the school system. This CO-SER is fully aidable based upon your school district's ratio.

CO-SER 621.021 | Educational Office Professional Webinar Series (CASSC)

CASSC offers a 6-part webinar series as part of the 621 staff development Co-Ser. This is an excellent way to support best practices and provide ongoing professional development to your Educational Office Professionals through this engaging webinar series. Schools may choose to attend webinars "live", or watch the recorded webinar following the live stream at a time that works best for each team's needs. This year the series is titled Microsoft Productivity with each webinar focused one of the applications with tips, tricks, and productivity strategies that can be effectively applied now while we social distance and in the future at our schools.

Co-Ser 621.010 | CASSC Educational Online Learning (Webinar) Series

CASSC offers a variety of 6-part online learning series as part of the 621 staff development Co-Ser. This is an excellent way to support best practices and provide professional development for your educational office staff and leadership team. The online sessions are offered live from 1-2pm and the recording and information is shared with all participants following the session to best meet each team's needs. We offer a variety of series including Lunch and Learn (a range of communication and technology skills), Excel Beginner series, Excel Advanced series and Google Sheets and Outlook. We can customize sessions for each district's needs. Please reach out to CASSC to discuss any of these series.

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 621.022 | Educational Office Professional Training (Virtual) Programs (CASSC)

CASSC Executive Coordinator oversees the program development of these virtual day-long seminars, workshops designed to enhance the skills of vital education office professionals. CASSC has worked to develop and grow this program to offer additional professional development opportunities. Program offerings are created to target the specific needs of office and administrative staff due to their unique position of responsibility within the school system. This CO-SER is fully aidable based upon your school district's ratio.

CO-SER 622.01, 622.011 (in-person evening), 622.012 (Virtual evening), 622.014 (Full Day) | School Board Institute (CASSC) (Base membership)

Membership in the School Board Institute 622.010 base gives member schools preferred pricing and access to a variety of evening seminars and workshops that support the professional learning needs of our local board of education members. The CASSC Executive Coordinator oversees the program development based on guidance from the CASSC Board of Trustees. Generally, one or two evening programs are conducted each year along with Day-long training opportunities. Programs may be delivered in-person and/or virtually. Workshops are designed to provide information on relevant local topics and initiatives.

CO-SER 622.013 | School Board Institute Governance and Finance (CASSC)

CASSC partners with the New York State School Board Association (NYSSBA) to offer their New School Board Member Academy locally. This is the New York State mandated fiscal and governance training that all new School Board members must complete. This training is delivered through workshops over a two-day program offered in our region. By participating in NYSSBA's core training curriculum, new school board members sharpen their governance and fiscal skills and meet their mandated requirements while becoming familiar with board roles and responsibilities, policies and procedures, legal rights, fiscal duties, and more.

CO-SER 628.010 | Staff Development: Non-Instructional Leadership Development (CASSC)

CASSC plans will offer professional learning opportunities to assist non-instructional school leaders with strengthening their leadership skills. Topics may include but are not limited to supervision of staff, goal setting, effective communication, how to work with stakeholders, effective use of technology, professional development opportunities to non-instructional leaders in school districts. We are looking to support Directors of Transportation, Food Service managers, Head of Facilities, HR Office managers, head custodians, and anyone else who supervises non-teaching staff in a school district.

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 631 | Employee Relations

For more information contact: Doug Favaloro, Employee Relations Director, (607) 286-7715. ext. 2707, or Rebecca Welton, Employee Relations Legal Secretary, at (607) 348-6323.

This service provides access to an employee/labor relations specialist and assists component districts in the areas of labor relations, negotiations, and human resources. Services are provided through email, video conference, telephone, and face-to-face consultation, as follows:

Contract Negotiations

Provide surveys and data analysis on comparable wages and benefits, provide Chief Negotiator for contract negotiations, meet with Superintendents and Boards of Education to establish negotiations goals, conduct negotiations, prepare/assist with district proposals and analysis of potential costs, provide leadership to districts in the Impasse in the Mediation stages of negotiations, review new contract language, and prepare and print contracts, upon request.

Personnel Management

Provide answers to questions regarding contract interpretation, payroll, and personnel policies & procedures, the Family Medical Leave Act, Civil Service Law, Workers Compensation, Education Law and Regulations, the Taylor Law & Americans with Disabilities Act. Negotiate Memoranda of Agreements. Review evaluations, improvement plans, and requests from unions. Assist districts with investigations of harassment or employee misconduct, and assist Superintendents in Board communications.

Grievances/Arbitrations

Assist districts with grievances, edit grievance replies, and provide grievance support to districts up to the arbitration stage. Meet with Boards of Education regarding grievances and other personnel related matters.

Employee Discipline and Discharge

Answer questions regarding certified or classified civil service personnel, lead and execute employee misconduct investigations and issue counseling memos as needed, review and edit correspondence to employees, recommend disciplinary actions, and negotiate termination agreements (actual Section 75 hearings or 3020-a proceedings handled by the districts' legal counsel).

Student Disciplinary Issues

Answer questions regarding student discipline, provide Hearing Officers for Superintendent's Hearings, and review & edit letters to parents regarding student discipline. Provide support to Districts relative to DASA related investigations.

NON-INSTRUCTIONAL SUPPORT SERVICES

Training/Professional Development

Offer “Hot Topics” professional development for Superintendents and administrators (free to participating districts), and provide a variety of training to district staff such as conducting employee evaluations, hiring, employee discipline, student confidentiality, student discipline, harassment, investigations, supervisory skills, writing counseling memoranda, and other related matters.

Miscellaneous

Offer access to website with sample letters, sample Board of Education resolutions, surveys conducted, Employee/Labor Relations presentations, and a password protected Superintendent’s Reference Guide (containing important information and data for use by Superintendents), answer questions regarding staff management, provide individual surveys, and, when requested, review Board of Education policies on personnel. The Employee Relations Director may serve, at the discretion of the BOCES District Superintendent, as a NYS Test Integrity Officer Designee.

CO-SER 635 | Central Business Office

For information contact: Thomas Murphy, Executive Director of Central Business Office Services, at (607) 588-6291, ext 2136.

The goals of the ONC BOCES Central Business Office (CBO) service are to meet the non-instructional/business or financial needs of the school district and to help districts adapt to the 21st century’s changing landscape for delivery of educational services.

Currently, the CBO serves sixteen school districts and is staffed by highly trained professionals which include a certified School Business Administrator, School Business Executive, Assistant Business Manager, Accountants, Junior Accountants, Senior Account Clerks and Account Clerks.

Our CBO services are offered on an a-la-carte basis because we realize the needs of the districts and ensure a cost-effective system for the functions of the school business office. These services also increase the segregation of duties to assist districts in complying with all State and federal audit requirements. The Central Business Office services include fiscal monitoring, annual reporting to NYSED and other agencies, cash now management, payroll, accounts payable, trial balance, board financial reports, warrants, financial statement and check reconciliations, financial audit preparation, and claims auditing.

Other financial services provided to the school district include budget development guidance and training for the Board of Education, Superintendent, and staff on financial matters. Additionally, CBO operations fully support both WinCap and nVision accounting software systems and provide full personnel backup for all clients in every service area. The CBO also has a separate Financial Data Analysis Service using Frontline as well as separate personalized training.

For more information, please contact Heather Gockel, 607-588-6291, ext. 2189.

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 637 | Telephone Interconnect

For more information contact: Tami Fancher, Coordinator, at (607) 588-6291, ext. 2149.

This service provides support in purchasing, implementing, and maintenance of telephone service to each participating school district. State Aid is provided to the district on 50% of the basic service. The service coordinates bid pricing, modification required for existing phone lines, installation of new phone lines, and advocates for the school district for billing, service orders and trouble ticket.

CO-SER 640 | Cooperative Personnel Recruitment

For more information contact: Tara Nolet, Human Resources Coordinator, at (607) 588-6291, ext. 2177 or tnolet@oncbores.org

Cooperative Personnel Recruitment is a service available to all component districts in the ONC BOCES region. This shared service assist schools in recruiting personnel including administrators, teachers and support personnel. There are two levels of service available:

Level I

Components of this service include reduced rates for advertising, attendance at recruitment fairs, and liaison activities with colleges and universities. The cost of this component consists of a base fee plus advertising fees. BOCES will work with the district to create the advertisement at papers and agencies of the district's choice. BOCES will direct contact with the newspapers to place the ad and ensure that the best rate and package is obtained that meets the district's needs. BOCES does all aspects of the accounting process, including purchase orders and processing payments.

Level II

This service is a cross-contract with PNW BOCES which includes the OLAS (On-Line Application System for Educators). This online application system is a cloud-based system designed for New York State school districts and BOCES and is utilized for both instructional and noninstructional vacancies. Districts can view applicant-specific information: resumes, portfolios, and more. Candidates are able to apply to specific positions using one application and/or have an option of granting all participating school districts access to their applications. The system matches the candidate's strengths with the school district's needs. Currently, there are over 555 districts utilizing OLAS for recruiting. Some of the features include:

Benefits to Districts

- Web based and accessible from any computer with internet access.
- Sophisticated search capabilities.
- Several marketing initiatives provided. Ability to customize job postings to include photos & school logos.
- Saves districts time and money.
- Over 165,000 candidates in the database.

NON-INSTRUCTIONAL SUPPORT SERVICES

Benefits to Districts

- No cost to create a profile and apply for jobs.
- View available job openings throughout New York State.
- Easy to apply to jobs in many regions.
- Saved application can be updated at any time and used to apply to other openings.
- Application remains active for one year.

Benefits to Districts

- Jobs are updated daily.
- Verisign secure site.
- Directory of participating school districts.
- Regional maps outline counties and respective school districts.

The fee for OLAS is based on RWADA.

CO-SER 645 | Regional Certification Office

For information contact: Tammy Pochily, Regional Certification Officer, at (607) 588-6291, ext. 2178 or tpochily@oncboces.org

The services that the Regional Certification Office can provide your district are the following:

- Serve as a liaison with the State Education Department - Office of Teaching and District Personnel/Administration to guide with the necessary requirements for certification in all areas such as teacher certification, teaching assistant and coaching licenses as well as pupil personnel requirements.
- Update districts with new NYS Certification Regulations via email.
- Guidance with certificate registration and CTLE regulations.
- Evaluate applications for certification for teaching, coaching and licensed teaching assistants. (When applying in TEACH, Choose Otsego, Delaware, Schoharie, Greene BOCES)
- Assist with sending materials to the Office of Teaching related to the processing of \certification.
- Expedite application(s) according to NYSED guidelines.
- Answer questions regarding new employee hires and certification.
- Martial Relationships
- Child and Teen
- Consumer Complaints
- Financial and Budgeting Concerns
- Tenant Rights
- Grief and Bereavement
- Alcohol and Drug Abuse
- Family Legal
- Tuition Assistance Information
- Present guidelines and regulations at your school district. Example: coaching regulations, CTLE regulations, certificate registration and teaching assistant certification
- Provide resources on my website for discounts on required workshops and guides for teachers, teaching assistants and coaches for certification.

NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 645.020 | Regional Certification Office - Certification Review

Complete certification audit of all certified staff. This is a one-day visit to your district to review all certified personnel with your district's staff member that manages certification. This will be a verification of certification and CTLE (Continuing Teacher & Leader Education Registration) audit. We will check all staff in TEACH to ensure both areas are correct and appropriately completed in their TEACH account. We will discuss solutions to any issues.

CO-SER 645.030 | Regional Certification Office - Certification Training

In-district presentation to discuss areas such as CTLE, Initial/Professional to certified staff, Updated Regulations to Administrative Staff, or a ½ day New District Secretary/Personnel training to review TEACH certifications, fingerprinting, entering statements and basic TEACH overview.

CO-SER 650 | Substitute Calling and Absence Reporting System - Frontline Education

For more information, contact: Tara Nolet, Human Resources Coordinator, at (607) 588-6291, ext. 2177; tnolet@oncboces.org

The substitute calling/absence management service is an automated system for district staff to report absences and secure substitutes and is accessible seven days per week, 24 hours per day. Frontline manages both certified and classified staff. This system offers three options for staff to report their absences (1) internet, (2) mobile device, and (3) telephone. The fee for this service is based on a charge per employee.

Frontline Education works for your Employees by:

- Simplifying the absence reporting process.
- Improving the match between the employee and selected substitutes.
- Allows for voice and/or text special instructions.

Frontline Education works for your Substitutes by:

- Offering jobs matched to their position and preferences.
- Provides a proactive method for securing job assignments via the internet or the telephone as they can schedule themselves to work in available jobs, they are allowed to substitute in.
- Allows for temporary Do Not Disturb and Unavailable statuses.
- Reports are available to Administrators regarding absences, substitute replacements and status of jobs. The system calls out on jobs based on district defined parameters.

The cost of this service is based on employee FTE.



NON-INSTRUCTIONAL SUPPORT SERVICES

CO-SER 660 | Employee Assistance Program (EAP or ESI)

For more information contact: Tara Nolet, Human Resources Coordinator at (607) 588-6291, ext. 2177; tnolet@oncbores.org.

The Employee Assistance Program (EAP) assists school personnel and their eligible family members with a variety of issues. The program is accessible seven days a week, 24 hours per day, by calling a toll-free number. An Employee Assistance Counselor is available to confidentially discuss concerns or to establish an appointment with a counselor in the area. Extensive new training courses are available for staff. This is a great feature for staff training/or professional development. Districts joining this service receive a discount due to the volume of districts in the current service. The EAP program can assist individuals with issues such as the following:

Employee Benefits

- Martial Relationships
- Child and Teen
- Consumer Complaints
- Financial and Budgeting Concerns
- Tenant Rights
- Grief and Bereavement
- Alcohol and Drug Abuse
- Family Legal
- Unlimited telephone counseling
- Up to 3 face-to-face counseling sessions per issue
- Work/Life Benefits
- Informational Resources
- Wellness Benefits

Employer Benefits

- One trauma response at no charge per year per district
- Unlimited administrative referrals
- Unlimited HR consultations
- Unlimited online supervisor training
- Information resources

The cost of this service is based on employee FTE.

CO-SER 670 | Records Management

For more information contact: Genevieve Ballard, Network Administrator (607) 286-7715 ext. 2402

This service provides an electronic document management system (EDMS) for all participating districts. Documents are captured, indexed and stored on our OnBase system. This EDMS provides convenient access and retrieval of your records right from the comfort of your desk.

Boxes of records physically stored in school buildings make them susceptible to environmental hazards such as humidity, water, fire and general age deterioration. Our goal is to eliminate these dangers and help your district reclaim the vital space your records are currently taking up.

Participating in the ONC BOCES Records Management CoSer gives you part of a records management clerk who helps manage your onsite records and electronic documents for you. This program not only gives you easy yet secure access to distinct records but also ensures the records are correctly following the proper retention schedule as outlined by the New York State Archives (LGS-1).

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CAMPUS LOCATIONS

Otsego Area Occupational Center

PO BOX 57, 1914 County Route 35, Milford, New York 13807
(607) 286-7715

Northern Catskills Occupational Center

PO Box 382, 2020 Jump Brook Road, Grand Gorge, New York 12434
(607) 588-6291

Student Programs

OAOC - PO BOX 57, 1914 County Route 35, Milford, New York 13807
(607) 286-7715, ext. 2605

Adult Education

OAOC - PO BOX 57, 1914 County Route 35, Milford, New York 13807
(607) 286-7715, ext. 3101

Itinerant/Related Services

OAOC - PO BOX 57, 1914 County Route 35, Milford, New York 13807
(607) 286-7715, ext. 2701

Instructional Support Services

ISS Complex, 7352 State Highway 23, Oneonta, New York 13820
(607) 286-7715, ext. 2602

Special Education

OAOC - PO BOX 57, 1914 County Route 35, Milford, New York 13807
(607) 286-7715, ext. 2103

Catskill Area Schools Employee Benefit Plan

NCOC - PO Box 382, 2020 Jump Brook Road, Grand Gorge, New York 12434
(607) 588-6291, ext. 2917 or (800) 962-6294

Otsego Northern Catskills BOCES Administrative Offices

OAOC - PO BOX 57, 1914 County Route 35, Milford, New York 13807
(607) 286-7715, ext. 2224

Otsego Northern Catskills BOCES Management Services

OAOC - PO BOX 57, 1914 County Route 35, Milford, New York 13807
(607) 286-7715, ext. 3325



2024-2025 Services Guide