<table>
<thead>
<tr>
<th>School</th>
<th>Superintendent</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brasher Falls Central School</td>
<td>Robert Stewart</td>
<td>1039 New York 11C Brasher Falls, NY 13613</td>
<td>(315) 389-5131</td>
</tr>
<tr>
<td>Hammond Central School</td>
<td>Karen Carswell</td>
<td>51 South Main Street Hammond, NY 13646</td>
<td>(315) 324-3931</td>
</tr>
<tr>
<td>Morristown Central School</td>
<td>Douglas McQueer</td>
<td>408 Gouverneur Street Morristown, NY 13664</td>
<td>(315) 375-8814</td>
</tr>
<tr>
<td>Canton Central School</td>
<td>Ronald Burke</td>
<td>99 State Street Canton, NY 13617</td>
<td>(315) 386-8561</td>
</tr>
<tr>
<td>Harrisville Central School</td>
<td>Robert Finster</td>
<td>14371 Pirate Lane Harrisville, NY 13648</td>
<td>(315) 543-2707</td>
</tr>
<tr>
<td>Massena Central School</td>
<td>Patrick Brady</td>
<td>84 Nightengale Avenue Massena, NY 13662</td>
<td>(315) 764-3700</td>
</tr>
<tr>
<td>Clifton-Fine Central School</td>
<td>Regina Yeo</td>
<td>11 Hall Avenue Star Lake, NY 13690</td>
<td>(315) 848-3333</td>
</tr>
<tr>
<td>Hermon-DeKalb Central School</td>
<td>Mark White</td>
<td>709 East DeKalb Road DeKalb Junction, NY 13630</td>
<td>(315) 347-3442</td>
</tr>
<tr>
<td>Norwood-Norfolk Central School</td>
<td>James Cruikshank</td>
<td>7852 State Highway 56 Norwood, NY 13668</td>
<td>(315) 353-9951</td>
</tr>
<tr>
<td>Colton-Pierrepont Central School</td>
<td>James Nee</td>
<td>4921 State Highway 56 Colton, NY 13625</td>
<td>(315) 262-2100</td>
</tr>
<tr>
<td>Heuvelton Central School</td>
<td>Jesse Coburn</td>
<td>87 Washington Street Heuvelton, NY 13654</td>
<td>(315) 344-2414</td>
</tr>
<tr>
<td>Ogdensburg Enlarged City School</td>
<td>Kevin Kendall</td>
<td>1100 State Street Ogdensburg NY 13669</td>
<td>(315) 393-0900</td>
</tr>
<tr>
<td>Edwards-Knox Central School</td>
<td>Erin Woods</td>
<td>2512 County Route 24 Hermon, NY 13652</td>
<td>(315) 562-8130</td>
</tr>
<tr>
<td>Lisbon Central School</td>
<td>Patrick Farrand</td>
<td>6866 County Route 10 Lisbon, NY 13658</td>
<td>(315) 393-4951</td>
</tr>
<tr>
<td>Parishville-Hopkinton Central School</td>
<td>William Collins</td>
<td>12 County Route 47 Parishville, NY 13672</td>
<td>(315) 265-4642</td>
</tr>
<tr>
<td>Gouverneur Central School</td>
<td>Lauren French</td>
<td>135 East Barney Street Gouverneur, NY 13642</td>
<td>(315) 287-4870</td>
</tr>
<tr>
<td>Madrid-Waddington Central School</td>
<td>Eric Burke</td>
<td>2582 State Highway 345 Madrid, NY 13660</td>
<td>(315) 322-5746</td>
</tr>
<tr>
<td>Potsdam Central School</td>
<td>Joann Chambers</td>
<td>29 Leroy Street Potsdam, NY 13676</td>
<td>(315) 265-2000</td>
</tr>
</tbody>
</table>

Cover design by:
Dekota King, Print Shop Student Intern
He is a Senior in the Graphic Communications class at Northwest Technical Center.
Our Vision
The SLL BOCES is committed to providing students, families, schools and communities with educational opportunities to prepare for successful futures in the evolving global economy.

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

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

2019-2020 OVERVIEW & DIRECTORY OF SERVICES

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

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

Table of Contents

Superintendent Message ......................................... 4
Board of Education ................................................. 6
2019-2020 Budget Calendar ................................... 7
Instructional Resources ...................................... 8-11
CTE and Alternative Education ....................... 12-13
Adult and Continuing Education .......................... 14
Administrative and Instructional Technology .... 15-17
Educational Support ......................................... 18-20
Special Education ............................................ 21-25
Glossary ....................................................... 26 & 27
MESSAGE FROM THE DISTRICT SUPERINTENDENT

On behalf of the St. Lawrence-Lewis BOCES and the SLL BOCES Board, I am pleased to share the 2019-20 Services Guide. We are committed as ever to providing services and support to meet your needs in preparing our North Country students for a successful future. With limited state aid, as well as the unknown impact of certain federal changes, the ability to maximize resources, share services and best practices continues to be an excellent way to maintain opportunities for students across the region.

The BOCES strives to offer high-quality services in a cost-effective way to meet your students’ needs. By pooling resources and sharing services, together we can accomplish what we are unable to achieve alone. Taking advantage of BOCES shared services and COSERS allows districts to keep their core functions while generating more state revenue in the form of BOCES aid.

We hope you find the services guide useful as you plan and budget for the upcoming school year. If there is a need in your district that is not met by our existing services, please let us know and we will work with you to design a creative option to fill the gap. We value our partnerships with you and look forward to serving you again in 2019-20.

Sincerely,

Thomas R. Burns
District Superintendent/Executive Officer
315-386-4504, ext. 10150
tburns@sllboces.org

SUPERINTENDENT SEARCH

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

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

- Developing and mailing search brochures
- Placing advertisements in nation-wide publications
- Screening applicants
- Assisting the board in setting up a process for interviews
- Meeting with staff and community groups
- Selecting finalists
School Superintendents meet semi-monthly with the District Superintendent to address educational needs and mutually define which of these needs could be met most efficiently on a regional, cooperative basis.

BOCES introduces programs and responds to school district requests, as well as initiatives from the State Education Department.

BOCES provides services, facilities, and personnel to meet the mutual needs of component school districts.

BOCES receives and administers grants for a variety of services that benefit students, staff, and community members in the region.

The BOCES is comprised of the Educational Services Center located in Canton and three Career and Technical Education (CTE) Centers (Northwest Tech in Ogdensburg, Seaway Area Tech on the BOCES Northeast Campus in Norwood, and Southwest Tech in Fowler). The CTE centers also house the high school alternative education programs. Located on the Northeast Campus are the Health Occupations Center and Adult Education programs. Other Adult Education programs are located in Massena, Gouverneur, and Ogdensburg. The One Stop Career Center is located at 80 SH 310, Suite 8, Canton.

BOCES Special Education classes are housed in public schools throughout the area with regional service hubs in Heuvelton, Lisbon, Ogdensburg, Brasher, and Potsdam.

The SLL BOCES serves 18 local school districts in St. Lawrence and Lewis Counties, which have more than 40 schools and approximately 20,000 students. The SLL BOCES enables the county’s residents to enjoy all the benefits of locally-controlled schools while also reaping the benefits of belonging to a large cooperative.
St. Lawrence-Lewis BOCES is committed to work successfully with component districts across the region:

- To enhance and increase student opportunities to access advanced coursework essential for a successful preparation for college and citizenship.

- To promote regional sharing and delivery models through inter-BOCES as well as intra-BOCES arrangements.

- To continuously evaluate BOCES services for quality, efficiency, and potential improvement, including input from our component school district partners. (surveys)

- To facilitate the successful implementation of the Next Generation Learning Standards, Curriculum, and Assessments, and raise performance outcomes for students across the region.

St. Lawrence-Lewis BOCES will:

- Provide financial and operational solutions to our component school districts and other educational partners.

- Work with the Board of Education Facilities Committee and component school districts to complete upgrades at various sites and initiate the BOCES CTE capital project. The project will address critical infrastructure needs and allow existing and new BOCES programs to operate for many years.

- Work with our Regional Partners, including SUNY Potsdam and St. Lawrence University, to build and refine regional pipelines that will produce teachers and future educational leaders for the region, including the new Ed Leadership Program at SUNY Potsdam and the Advanced Certificate in Special Education Program.

- To provide school district and BOCES staff the baseline data that they need to connect district goals and professional development to the needs of their students. Data will include student performance on state assessments, graduation data, and early warning data to identify individual students who are at risk of not graduating on time.

- The BOCES will investigate models of trauma-informed instruction for implementation across the region which will increase the cognitive capacity of all students.
### 2019-2020 BUDGET CALENDAR

<table>
<thead>
<tr>
<th></th>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>1 2</td>
<td>1 2</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>December 14, 2018</td>
<td>Additions &amp; changes for the service guide and wincap for each coser due to both Rebekah Grim &amp; Patti Rowan</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>January 18, 2019</td>
<td>Transfers entered into wincap by all programs. Any transfers exceeding 5% over previous year need to have back-up submitted to Assistant Superintendent for Instruction &amp; Director of Financial Affairs.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>December 19, 2018 &amp; January 23, 2019</td>
<td>Discuss with the superintendent program changes at the CSA meetings.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>January 23, 2019</td>
<td>At CSA meeting with superintendents – provide BOCES budget timeline.</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>January 30, 2019</td>
<td>By 4:00 pm – initial budgets must be entered in wincap with supporting documentation (revenue, FTE’s, copies of budgets) sent to Patti Rowan – <strong>send reminder to administrators a week or so prior to date.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>BOCES President designates, by letter, date of BOCES Annual Election and Budget Vote. Letter and nomination forms mailed to each component and BOCES BOE member – forms due back to BOCES Clerk March 22, 2019 (30 days prior to election – April 22, 2019)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 20, 2019</td>
<td>Final Service Request Form available to superintendents and business managers online through wincap web.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 21, 2019</td>
<td>14 days prior to Annual Meeting – Notice of date, time, and place of annual meeting must be mailed to each member of the Boards of component school districts. Sent to clerks, copies to superintendent and board of education presidents, and BOCES board members – RR, Certified. Notification to newspaper.</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>March 22, 2019</td>
<td>BOCES Board Vacancy Nomination Form due back from component school districts (30 days prior to election).</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>March 28, 2019</td>
<td>Second notice to newspapers (within 14 days of meeting – one week following first notice in newspaper)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>March 29, 2019</td>
<td>Final Services Request completed and certified in wincap web by superintendents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 4, 2019</td>
<td>BOCES Annual Meeting – review tentative budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 8, 2019</td>
<td>14 days prior to the election – BOCES mails ballot containing slate of candidates for BOCES board (to clerks – certified, RRR and to superintendents)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 19, 2019</td>
<td>Final budget entered into wincap by program staff – based on Final Services Request forms. Supporting documentation (revenue, FTE’s, copies of budgets) to Patti Rowan – by close of business.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 22, 2019</td>
<td>Component districts vote on BOCES Administrative Budget &amp; BOCES board members.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 23, 2019</td>
<td>Component districts notify BOCES of results of election and vote.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 9, 2019</td>
<td>BOCES BOE meeting – 2019-2020 budget adopted by Board of Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 15, 2019</td>
<td>2019-2020 BOCES budget submitted to Commissioner - SED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Instructional Resources program provides shared teachers, school improvement services, enrichment programs, and professional development. Programs are guided by the mission of providing the best in educational services to our districts through information, consultation, and training.

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

Jennifer Myers, Ed.D. - Senior Supervisor of School Improvement  
(315) 386-4504, ext. 15107

Patti Fisher - Supervisor of Instructional Technology/Model Schools  
(315) 386-4504, ext. 15106

Roberta Stillin-Dowman - Supervisor of Instructional Resources/Title I Support  
(315) 386-4504, ext. 15119

 Rachelle Amo - Literacy Coordinator  
(315) 386-4504, ext. 10207

Katie Lynch - Supervisor of Title I Support  
(315) 386-4504, ext. 10163

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

### ARTS IN EDUCATION/PERFORMING ARTS (AIE)
CONTACT: DEBORAH CHAMPAGNE  
EXT. 15100

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

<table>
<thead>
<tr>
<th>COSER 402</th>
<th>The AIE Program provides participating school districts with high-quality, professional performances and art-integrated learning experiences for students in grades K-12. BOCES aidable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>402.010</strong> Base Performances (National/Local Touring Groups) - During a fiscal year, participating districts will receive grade level specific National/International performances and one performance by a local performer (budget permitting).</td>
<td></td>
</tr>
<tr>
<td><strong>402.010</strong> Visiting Artists - Participating districts are eligible to receive arts services from area visiting artists as part of the base fee.</td>
<td></td>
</tr>
<tr>
<td><strong>402.015</strong> Projected Other Performances - Participating districts may “set-aside” funding for projected other performances. (This service is not part of the basic program fee.)</td>
<td></td>
</tr>
<tr>
<td><strong>402.020</strong> Additional Contract Performances as Requested - (not covered in the basic program fee and includes a 10% administrative fee). Participating districts may invite contract performers into their district. All performances must have a clear connection to the NYS Learning Standards for the Arts. This also may include payment of NYSSMA fees, Ogdensburg Command Performances (OCP) ticket purchases, and Community Performance Series (CPS) ticket purchases.</td>
<td></td>
</tr>
</tbody>
</table>

### ELEMENTARY SCIENCE PROGRAM (ESP KITS)
CONTACT: PATTI ROWAN  
EXT. 10159

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

<table>
<thead>
<tr>
<th>COSER 511</th>
<th>This service provides for the lease or purchase of grades K-6 kits correlated to the New York State Elementary Science Syllabus. Cross contract with Monroe 2 Orleans BOCES. BOCES aidable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>402.010</strong> Base Performances (National/Local Touring Groups) - During a fiscal year, participating districts will receive grade level specific National/International performances and one performance by a local performer (budget permitting).</td>
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<td></td>
</tr>
</tbody>
</table>

### EXTRACURRICULAR ACTIVITIES
CONTACT: DEBORAH CHAMPAGNE  
EXT. 15100

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

<table>
<thead>
<tr>
<th>COSER 503.010</th>
<th>Odyssey of the Mind BOCES aidable</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSER includes:</td>
<td></td>
</tr>
<tr>
<td><strong>503.010.010</strong> Odyssey of the Mind (only the coordination fee is aidable)</td>
<td></td>
</tr>
<tr>
<td><strong>503.010.020</strong> Odyssey of the Mind Additional Memberships</td>
<td></td>
</tr>
</tbody>
</table>

### SAT Exam Prep
CONTACT: PATTI ROWAN  
EXT. 10159

<table>
<thead>
<tr>
<th>COSER 503.020</th>
<th>SAT Exam Prep BOCES aidable</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSER includes:</td>
<td></td>
</tr>
<tr>
<td><strong>503.010.010</strong> Odyssey of the Mind (only the coordination fee is aidable)</td>
<td></td>
</tr>
<tr>
<td><strong>503.010.020</strong> Odyssey of the Mind Additional Memberships</td>
<td></td>
</tr>
</tbody>
</table>
EXPLORATORY ENRICHMENT
CONTACT: DEBORAH CHAMPAGNE
EXT. 15100

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

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

Available programs include:

- **401.030** Challenge Day
- **401.040** Living History Day
- **401.050** St. Lawrence University Scholars Enrichment Program
- **401.060** Project Challenge
- **401.070** Horizons I
- **401.071** Horizons II
- **401.072** Horizons III
- **401.080** First Robotics Advanced
- **401.090** First Lego League
- **401.091** Additional First Lego League
- **401.100** FIRST Robotics Tech Challenge
- **401.101** FIRST Robotics Tech Challenge
- **401.120** Jr. First Lego League
- **401.121** Additional Jr. First Lego League
- **401.130** Nature Center Programs

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

FISCAL MANAGEMENT
IN-SERVICE TRAINING
CONTACT: DARIN SAIFF, EXT. 15100

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

REGIONAL SUMMER SCHOOL
CONTACT: REBEKAH MAURER
EXT. 10415

A regional summer school is held at three sites (Gouverneur CSD, Massena CSD, and Ogdensburg Enlarged City School). Each site is shared by students in grades 7-12 from two or more participating districts. **BOCES aidable**

Summer School Driver Education

**COSER 420.020**

The regional summer schools at Massena CSD and Ogdensburg Enlarged City School offer students Driver Education. Students will qualify for their MV278 (5-hour pre-licensing certificate) and the MV285 (blue card) upon successful completion. **Not BOCES aidable**

Summer School Refresher Courses

**COSER 420.040**

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

SCHOOL/CURRICULUM IMPROVEMENT
WITH BASIC DATA
CONTACT: JENNIFER MYERS, Ed.D
EXT. 15107

**COSER 526.010**

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

Whiz Quiz

**COSER 503.030**

*Not BOCES aidable*

The Spelling Bee offered via cross contract. **BOCES aidable**

**REGIONAL SUMMER SCHOOL**
**CONTACT: REBEKAH MAURER**
**EXT. 10415**

**COSER 420.010**

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**COSER 526.010**

Basic Service - The School Improvement service assists districts to implement long-range professional and data-based school development plans to meet NYSED requirements and improve student learning and performance. Professional development opportunities meet teacher, school, and district needs based upon plans, data, and State and Federal requirements (526.020). Professional development offerings will support the major themes identified by the Instructional Team and component districts, and whenever possible, programming will be constructed in a job-embedded, sustainable fashion. Development of local capacity will be a priority. Consistent and clear information will be given to districts regarding initiatives and revisions in curriculum, instruction, and assessment policies from NYSED. A basic data service will be included with the purchase of School Improvement to include grade 3-8 and Regents (scanned) cumulative, multi-year, reports and graphs. **BOCES aidable**
The Constructivist Design Conference for Educational Improvement is hosted on the St. Lawrence University campus for one week in July. During the conference participants will experience research-based constructivist strategies first-hand throughout the week and reflect on their impact. Participants will work toward a goal/task which benefits both students and their community and will leave the conference with a product and an implementation plan for its immediate use. 

**Constructivist Design Conference**

**COSER 526.080**

Instructional/Assessment Teacher

**COSER 526.090.010**

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

**Instructional/Assessment Teacher**

**COSER 526.090.010**

Regional Assessment Service

**COSER 526.040**

THIS SERVICE IS NO LONGER AVAILABLE. Contact Jennifer Myers, Ed.D for more information.

**Regional Assessment Service**

**COSER 526.040**

Math Professional Developer/Coach

**COSER 526.091.010**

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

**Math Professional Developer/Coach**

**COSER 526.091.010**

Literacy Professional Developer/Coach

**COSER 526.092.010**

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

**Literacy Professional Developer/Coach**

**COSER 526.092.010**

**SHARED CURRICULUM COORDINATOR**

**CONTACT: JENNIFER MYERS, Ed.D**

**EXT. 15107**

**COSER 309.010 - 12 month**

This service provides administrative services to districts as a District Administrator with specific curriculum, instruction, and assessment responsibilities determined by the individual school district. Service must be shared with two districts or with a BOCES program. 

**SHARED CURRICULUM COORDINATOR**

**COSER 309.010 - 12 month**

**SCHOOL LIBRARY/LEARNING RESOURCES CENTER**

**CONTACT: GINGER TEBO**

**EXT. 10200**

Itinerant Librarian

**COSER 335.010**

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

**Itinerant Librarian**

**COSER 335.010**

School Library System Services

**COSER 508.010**

This service provides access to staff development programming, interlibrary loan, and professional resources. It also allows participation in the Coordinated Cooperative Collection Development (CCCD) program, including the Virtual Reference Library (VRL) of over 1200 regionally-accessible ebooks, ProQuest Online research databases, and access to consortium-priced online databases.

**School Library System Services**

**COSER 508.010**

Learning Resources Services

**COSER 509**

This service provides regional Van Delivery service, a curriculum-oriented Media Library with thousands of items in diverse formats and levels, including makerspace and multimedia kits, DVD's, audiobooks, classroom book sets, and a collection of professional titles. The Media Library also provides access to digital audio and video streaming collections through the SNAP online catalog. All participants in this CoSer are covered by public performance site license through Movie Licensing USA and MPLC. Copyright compliant music and access to a cross-contracted sheet music library are also featured services.

**Learning Resources Services**

**COSER 509**

Library Automation

**COSER 510**

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

**Library Automation**

**COSER 510**
TITLE I SERVICES
CONTACT: ROBERTA STILLIN-DOWMAN
EXT. 15119

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

BOCES aidable

Comprehensive and Consolidated Application

Major components of the service are: completion of the ESSA Consolidated Application, all associated budgets, required reporting documents and serving as liaison to SED. Assistance is provided in implementing AIS, RTI and ELL programs and completing required reports. Support is given for the electronic collection of assessment data (standardized, state, and local) to determine AIS needs and service, as well as, provide compliance reports. 501.010.020 Technical Assistance Title I Service is included. BOCES aidable

ADDITIONAL SERVICES

501.010.011 - Private School
Completion of the Consolidated Application forms for private school and the coordination of services.

501.010.012 - Comparability for Multiple Elementary Schools
Completion of the Comparability Report and budgeting.

501.010.013 - 3 or more BEDS Codes
Coordination of Title I services for districts with 3 or more BEDS codes.

Technical Assistance Title I
Updates from NYSED and technical assistance are provided with regard to ESSA Consolidated Application, McKinney-Vento Homeless Education Act, accountability, assessments and regulatory issues. Additionally a monthly online reproducible Title I – Parent Involvement Newsletter and other resources are provided. BOCES aidable

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

X/C Oneida-Herkimer-Madison Cooperative Music Sharing

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

Cost Notes: Participants must purchase 509.049 to cover postage related to this service.

X/C OHM Cooperative Music Postage

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

SHARED ADMINISTRATOR
CONTACT: DARIN SAIFF, EXT. 15101

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

SHARED SERVICES TEACHERS
CONTACT: DARIN SAIFF, EXT. 15101

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

When two or more school districts have similar needs for part-time instruction, itinerant professionals will provide the service to those districts. This shared service allows expanded opportunities for students. BOCES aidable
The Career and Technical Education (CTE) program provides occupational training to approximately 1,000 secondary students and adults at the three Career and Technical Education Centers: Seaway Area Tech in Norwood, Northwest Tech in Ogdensburg, and Southwest Tech in Gouverneur. There are currently 16 different CTE programs available at the three centers. The administration and staff of the CTE programs, utilizing input from component schools, industry, and the public, strive to provide relevant career and college preparation to secondary students and adult residents of SLL BOCES region. In addition, many articulation agreements and dual enrollment agreements between colleges, in and out of state, and the St. Lawrence-Lewis BOCES are in effect to grant academic credit to CTE Center graduates.

Jane Akins - Director of Career, Alternative & Adult Education (315) 386-4504, ext. 10413
Larry Jenne - Principal, Northwest CTE Center (315) 393-4570, ext. 30224
Stephen Putman - Principal, Seaway CTE Center (315) 353-2293, ext. 20104
Lori Sheffield - Principal, Southwest CTE Center (315) 287-3590, ext. 50100
Lisa McKeel - Supervisor of Instructional Resources (315) 386-4504, ext. 10426

**ALTERNATIVE EDUCATION**

**CONTACT:** JANE AKINS
**EXT. 10413**

This program is for students who are unable to meet requirements for a Regents diploma. Certified counselors and instructors provide assistance with career planning and life skills training for students enrolled in all three program options. Students must be capable of achieving a 9th grade equivalent in reading and math skills prior to entry into this program. **BOCES aidable**

409.010 Alternative Education - Seaway
409.010.300 AHSEP - Alternative HS Equivalency Program

409.020 Alternative Education - NWT
409.020.300 AHSEP - Alternative HS Equivalency Program

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

180.100 Career and Technical Education - SATC
180.200 Career and Technical Education - NWT
180.300 Career and Technical Education - SWT

**CAREER & TECHNICAL EDUCATION**

**CONTACT:** JANE AKINS
**EXT. 10413**

**COSER 409**

**COSER 180.100, 180.200, 180.300**
CONSULTANT TEACHER AT CAREER & TECHNICAL EDUCATION CENTERS
CONTACT: JANE AKINS
EXT. 10413
COSER 525
Special Education services will be provided to students enrolled in CTE programs at the tech centers. A special education teacher will consult with CTE teachers, ensure IEP’s are enforced and work with the home school district in the development of IEP’s and to ensure the placement is educationally beneficial. *Not BOCES aidable*

525.010 Special Ed./Consultant Teacher - SATC
525.020 Special Ed/Consultant Teacher - NWT
525.030 Special Ed/Consultant Teacher - SWT

GATEWAYS TO CAREERS
CONTACT: LISA MCKEEL
EXT. 10426
COSER 180.280
Gateways to Careers is an annual college and career readiness workshop, providing students from component school districts, the opportunity to learn and practice critical college and career readiness skills. With area professionals, students will participate in mock interviews, and receive feedback on communication and presentation skills, resume, portfolios, and overall readiness skills. *BOCES aidable*

AGRICULTURAL STUDIES ACADEMY
CONTACT: STEPHEN PUTMAN
EXT. 20104
COSER 180.210
Agricultural Studies Academy (ASA) operates in partnership with the Cornell Cooperative Extension. Students have the opportunity to attend the traditional CTE Senior and Junior Half Day schedule OR extended full day for seniors. This program is open to all St. Lawrence-Lewis BOCES sending schools and will offer a comprehensive introduction to agricultural science and business management. *BOCES aidable*

EDUCATION CAREERS ACADEMY
CONTACT: STEPHEN PUTMAN, EXT. 20104
COSER 404.010
The Education Careers Academy, located at SUNY Potsdam, is a full day program, open to high school seniors in St. Lawrence-Lewis BOCES sending schools. In collaboration with SUNY Potsdam, the students will receive a comprehensive introduction to careers in the field of education. Students enrolled in the program will have the opportunity to earn transferable college credit while completing Regents requirements. *BOCES aidable*

EDUCATION FOR INCARCERATED YOUTH
CONTACT: DAVE EVANS
EXT. 10417
COSER 410.010
This program is for incarcerated youth under the age of 21, and is housed in the St. Lawrence County Correctional Facility. Students may enroll in a comprehensive program that includes instruction in basic core academic skills that will lead to either a high school equivalency or a high school diploma. *Not BOCES aidable*
Adult & Continuing Education

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

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

**Dave Evans** - Program Manager of Adult Education & Workforce Development  
(315) 386-4504, ext. 10417

**Jennifer Rowledge** - Coordinator of Workforce Development  
(315) 386-4504, ext. 10419

**Felicia Saumier** - Coordinator of Adult Literacy  
(315) 386-4504, ext. 10410

**Kirsten Jandreau** - Coordinator of Student Support Services  
(315) 386-4504, ext. 10402

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

**HIGH SCHOOL EQUIVALENCY**
CONTACT: JANE AKINS, EXT. 10413

**COSER 405.010**
Provides basic educational services, high school equivalency preparation, job readiness training, and career planning to participants ages 19-20. *BOCES aidable*
The Administrative and Instructional Technology Services support instructional technology as well as administrative, student and networking systems. Administrative and Instructional Technology Services represent a collaborative effort between the St. Lawrence-Lewis BOCES and the Northeastern Regional Information Center (NERIC) which encompasses a seven BOCES region. Through this cooperative effort, BOCES aid is available on all approved services.

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

**Jennifer Myers, Ed.D.** - Senior Supervisor of School Improvement  
(315) 386-4504, ext. 15107

**Patti Fisher** - Supervisor of Instructional Technology/Model Schools  
(315) 386-4504, ext. 15106

**Craig Lalonde** - Information Technology Supervisor  
(315) 386-4504, ext. 10154

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**ADMINISTRATIVE COMPUTING**

CONTACT: JENNIFER MYERS, ED.D., EXT. 15107  
OR CRAIG LALONDE, EXT. 10154  

COSER 608

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

- My Learning Plan
- Oasys and iObservation (APPR – Evaluation System)
- ClearTrack 200 and IEP Direct (Special Education Information System)
- Bus Transportation Software
- StarWeb, SchoolTool, eSchool data and PowerSchool (Student Info System)
- Tax Billing Software
- WinCap and Finance Manager (Financial Software)
- NYS Assessments and Data Warehousing
- Que Centre (Facilities Systems Software)
- Nutrikids (Cafeteria Systems Software)
- Mass Communication Software

**DISTANCE LEARNING**

CONTACT: PATTI FISHER  
EXT. 15106

COSER 408.010

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

**Data Lines**  
COSER 408.030

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

**Online Courses**  
COSER 408.060

The distance learning staff will assist districts to find and contract with vendors for online content and/or instruction. Students may take courses as initial instruction or for credit recovery. Staff will provide set up support for students taking an online course.
Video Conferencing  **COSER 408.020**

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

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

Virtual Field Trips  **COSER 408.025**

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

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**INSTALLMENT (EQUIPMENT) PURCHASES**

**CONTACT:** JENNIFER MYERS, ED.D.  
**EXT. 15107**

**COSER 506.030.020**

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

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**INSTRUCTIONAL TECHNOLOGY**

**CONTACT:** CRAIG LALONDE, EXT. 10154 OR JENNIFER MYERS, ED.D., EXT. 15107  

**COSER 506.010**

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

**506.010.020 Hosted Servers**

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

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**506.010.030 - Comp Tech- End User**

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

**506.010.040 - Comp Tech-Server**

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

**506.010.050 - Comp Tech-Infrastructure**

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

**506.010.060 - Comp Tech-Data Base**

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

**506.010.070 - Hosted WiFi**

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

**506.025 - Hardware/Software Anticipated Purchases**

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

**506.040 - Software Purchases**

- See online services guide for complete list of available software

**506.050.030 - Onsite Device Internet Content Filtering**

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

**506.050.031 - Offsite Device Internet Content Filtering**

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

**506.060 Webhosting Site and Online Software**

(costs associated with webhosting are no longer eligible for e-rate).

**506.060.010 - Edlio website development software and site hosting.**

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

BOCES Aidable

E-Rate Partners

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

Instructional Tech Curriculum Coaches

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

TELEPHONE INTERCONNECT

CONTACT: CRAIG LALONDE, EXT. 10154 OR JENNIFER MYERS, ED.D., EXT. 15107

The cooperative telephone interconnect service is designed to provide participating school districts a cost-effective, efficient network of voice and data communications. Voice over Internet Protocol (VoIP) is also incorporated to connect districts across the fiber optic (DANC) data lines to take advantage of least cost routing. Each district remains autonomous with respect to main numbers, switchboard operations, and extension numbers. BOCES aid at 50% of local phone costs, VoIP equipment and maintenance. Telephony Related Charges Are No Longer Eligible for E-rate.

621.020 Phone charges for local calls (must sign up for .010)
621.030 Maintenance contracts for VoIP equipment
621.040 VoIP telephone equipment purchases
621.050 VoIP network support (required for all districts implementing district hosted VoIP)
621.050.030 VoIP Hosted Phones - Rather than install a full phone system, districts may host phones on a BOCES System. BOCES Aidable

REPAIR SERVICES

CONTACT: CRAIG LALONDE, EXT. 10154 OR JENNIFER MYERS, ED.D., EXT. 15107

Electronic Equipment Repair Service

Consists of repair of equipment used in classroom instruction. MUST sign up for LRC COSER 509. BOCES Aidable

Microcomputer Repair Service

Consists of repair of computers and peripherals. MUST sign up for LRC COSER 509. BOCES Aidable
Educational support services are designed to complement and enhance diverse and specialized programs provided to component school districts and the BOCES, including Cooperative Purchasing, Employer/Employee Relations, Health and Safety Programs, Healthcare Administration, Print Shop/Newsletter Service, Central School Food Management, School Facilities Management and the Regional Certification Office.

Thomas Burns - District Superintendent (315) 386-4504, ext. 10150
Darin Saiff - Assistant Superintendent for Instruction (315) 386-4504, ext. 15101
Diane Wright - Regional Teacher Certification Officer 1-(315) 779-7020
Nicole Ashley - Director of Financial Affairs/CBO (315) 386-4504, ext. 10172
Carl Normandin - Section X Athletic Director (315) 386-4504, ext. 15102
Kevin Perretta - Director of Facilities (315) 386-4504, ext. 10278
Arlis Frego - School Food Management Services (315) 386-4504, ext. 10138
Rebekah Grim - Manager of Communications and Print Services (315) 386-4504, ext. 15108
Jayne Carbone - Healthcare Administration 1-(800)-722-0782
Amy Pastuf - Cooperative Purchasing Agent 1-(315) 779-7390
Fred Hauck - Safety/Risk Management 1-(315) 779-7055
Rafael Olazagasti - Director of Human Resources/Labor Relations (315) 386-4504, ext. 10129
Andrew Silver - Labor Relations Specialist (315) 386-8506

CENTRAL SCHOOL FOOD MANAGEMENT
CONTACT: ARLIS FREGO, EXT. 10138 OR NICOLE ASHLEY, EXT. 10172

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

COOPERATIVE PURCHASING
CONTACT: AMY PASTUF, 315-779-7390 OR KATHY MERCHANT, 315-779-7392

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

COOPERATIVE BUSINESS OFFICE
CONTACT: NICOLE ASHLEY, EXT. 10172

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

COMPREHENSIVE PUBLIC SCHOOL SAFETY
CONTACT: NICOLE ASHLEY, EXT. 10172

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

DRUG & ALCOHOL TESTING AND COORDINATION
CONTACT: NICOLE ASHLEY, EXT. 10172

This service was developed to assist schools in complying with the Federal mandates regarding drug and alcohol testing of bus drivers and others holding a commercial driver's license. BOCES will coordinate the services of a contractor who will perform on-site collection, provide laboratory analysis and medical review officer services, and will also provide record keeping and training services. Cross contract with Jeff-Lewis BOCES. **Transportation aidable**
EMERGENCY COMMUNICATION SYSTEM (BUS REPEATER)
CONTACT: JENNIFER MYERS, ED.D
EXT. 15107
This service provides communication between buses, school districts, and emergency services. Technical assistance and radio evaluation is available. Transportation aidable

EMPLOYER/EMPLOYEE RELATIONS
CONTACT: RAFAEL OLAZAGASTI
EXT. 10129
The Employer/Employee Relations Service is BOCES aidable and includes the following:
- Negotiation, interpretation, and management of collective bargaining agreements
- Representation in disciplinary matters
- Representation at improper practice hearings, unit clarification matters, and at labor related mediation, arbitration, and fact finding
- Assistance with questions of tenure, seniority, staff reduction and recall, discipline, dismissal and related matters
- Electronic training for staff in areas of health, safety, and organizational culture
- Labor posters for all federal and state mandated employee notifications
- Unemployment insurance cost control

HEALTH AND SAFETY PROGRAM (SAFETY RISK MANAGEMENT)
CONTACT: NICOLE ASHLEY
EXT. 10172
This service assists local school districts in coordinating and implementing a health-risk management program to comply with state and federal regulations. Examples of compliance issues include: asbestos, radon, lead, OSHA, hazardous waste disposal, indoor air quality and a safe school environment for students and staff members. Assistance is also available with emergency plans, safety plans, training and fingerprinting. Cross contract with Jeff-Lewis BOCES. BOCES aidable

HOME/HOSPITAL INSTRUCTION
CONTACT: NICOLE ASHLEY
EXT. 10172
This service is provided as needed to students who are hospitalized or confined to the home due to illness, surgery, etc. Cross-contracts can be requested for hospitals outside this area. BOCES Aidable

PERSONNEL RECRUITMENT
CONTACT: NICOLE ASHLEY
EXT. 10172
This service assists local districts in recruiting and locating educators to work in North Country schools. This service includes newspaper block ads, advertising through job networks and colleges, data base of available candidates, inclusion in a regional brochure and audio/visual presentation, and possible recruitment fairs. Cross contract with FEH BOCES. BOCES aidable

POLICY SERVICES
CONTACT: NICOLE ASHLEY
EXT. 10172
This service provides three levels of school district policy assistance: development of a policy manual; development of an administrative manual; and a policy update. Cross contract with the ERIE I BOCES. BOCES aidable

STATE AID PLANNING
CONTACT: NICOLE ASHLEY, EXT. 10172
This coser assists districts in determining accurate state aid forecasting as well as providing workshops for various topics related to state aid. Cross contract with Questar III BOCES. BOCES aidable
Districts may contract for public relations, marketing, and communications services. This includes design of print publications, ongoing social media and website management, media relations, and crisis communications. *BOCES aidable.

**SHARED FACILITIES MANAGEMENT**  
CONTACT: NICOLE ASHLEY, EXT. 10172  
COSER 360  

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

**SHARED TRANSPORTATION DIRECTOR**  
CONTACT: NICOLE ASHLEY, EXT. 10172  
COSER 361  

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

**SCHOOL BUS TRAINING SERVICES**  
CONTACT: NICOLE ASHLEY, EXT. 10172  
COSER 676  

The following School Bus Training Services are available through a cross contract with Jefferson-Lewis BOCES:  
- SED 30-hour Basic School Bus Driver Training  
- SED 10-hour Basic School Bus Monitor/Attendant Training  
- SED 10-hour Advanced School Bus Driver Training  
- SED Pre-service School Bus Driver/Monitor/Attendant Refresher Training  
- SED 2-hour School Bus Driver/Monitor/Attendant Refresher Training  
*Transportation aidable*

**WORKERS COMPENSATION ADMINISTRATION**  
CONTACT: JAYNE CARBONE, 1-800-722-0782  
COSER 615.010  

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

**SOLID WASTE DISPOSAL**  
CONTACT: KEVIN PERRETTA, EXT 10278  
OR NICOLE ASHLEY, EXT. 10172  
COSER 620  

BOCES operates a comprehensive waste disposal service including the proper disposal of solid waste, recyclables, scrap metal, etc. A comprehensive Elevator Preventative Maintenance Service is also available for the regular inspection, repair and preventative maintenance of elevators. *Not BOCES aidable*
The St. Lawrence-Lewis BOCES Special Education Program provides services for students with disabilities from age 3 to 21. Each student receives the program and related services requested by the local district’s Committee on Special Education (CSE) or Committee for Pre-school Special Education (CPSE), and specified in the student's Individualized Education Program (IEP). Potsdam, Ogdensburg, Lisbon, Heuvelton, and Canton are designated as regional sites for BOCES-operated Special Education Programs. Most classes are located in component district school buildings and provide opportunities for participation in the least restrictive environment. Specialized Alternative Programs (Community Connections) are located in Norwood and Ogdensburg.

**Renee’ Langtry-Green** - Director of Special Education  
(315) 386-4504, ext. 10132

**Lori Murray** - Supervisor of Special Education  
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**Julie Austin-Kormanyos** - Supervisor of Special Education  
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**Laura Lewis-Brown** - Special Education School Improvement Specialist  
(315) 386-4504, ext. 10425

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**DIVERSE LEARNING NEEDS**

**CONTACT:** RENE’ LANGTRY-GREEN  
**EXT.** 10132

**COSER 201.010**

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

**LIFE SKILLS**

**CONTACT:** RENE’ LANGTRY-GREEN  
**EXT.** 10132

**COSER 204.010**

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

**MANAGEMENT NEEDS**

**CONTACT:** RENE’ LANGTRY-GREEN  
**EXT.** 10132

**COSER 207.010**

8:1+1 special class for students with severe behavioral/emotional challenges.

**Package A**  
**COSER 207.030**

Individual/group counseling/case management.

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**Applied Behavioral Analysis Classroom**  
**COSER 203.010**

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

**Package D**  
**COSER 203.045**

Speech Therapy, Occupational Therapy, Behavioral Consultant/BCBA, Social Worker, and APE.

**Comprehensive Management Needs Program**  
**COSER 203.010**

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

**Package E**  
**COSER 203.046**

Social Worker, Behavior Consultant, APE and Nurse.
Intensive Behavioral Based Classroom

**COSER 203.010**

6:1+1 class for students with more intensive needs than an 8:1+1 class in public schools. Intensive individual/group counseling.

**Package B**

**COSER 203.040**

Students participate in therapeutic behavioral counseling with integrated services from teachers and counselors and adaptive physical education.

Community Connections

**COSER 203.010**

6:1+1 placement for students age 14 and older who need an alternative from typical 8:1+1/6:1+1 in the public school.

**Package B**

**COSER 203.040**

Students participate in therapeutic behavioral counseling with integrated services from teachers and counselors and adaptive physical education.

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**PRE-VOCATIONAL PROGRAM**

**CONTACT:** RENEE’ LANGTRY-GREEN

**EXT. 10132**

Program for secondary students to receive career and job readiness training, CDOS curriculum and exiting standards are integrated into the program.

**Package C**

**COSER 204.030**

For secondary students, includes vocational component and APE.

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**RELATED AND SHARED SERVICES**

**CONTACT:** RENEE’ LANGTRY-GREEN

**EXT. 10132**

A variety of related and support services provided by BOCES to meet the various needs in each district.

**Evaluations**

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

**Adapted Physical Education**

**COSER 201, 203, 204, or 207 sub code 718.050**

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

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

**Contact:** RENEE’ LANGTRY-GREEN

**EXT. 10132**

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**Counseling**

**COSER 201, 203, 204, or 207 sub code 718.020**

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

**COSER 319.030**

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

**COSER 319.010**

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

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**Occupational Therapy**

**COSER 201, 203, 204, or 207 sub code 718.040**

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

**COSER 343.010**

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

**COSER 343.015**

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

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**Physical Therapy**

**COSER 201, 203, 204, or 207 sub code 718.030**

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

**COSER 314.010**

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

**COSER 201, 203, 204, or 207 sub code 718.010**

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

**COSER 313.010**

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

**COSER 308.010**

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

**SUPPLEMENTARY SCHOOL PERSONNEL**

**CONTACT: RENEE’ LANGTRY-GREEN
EXT. 10132**

Provided at the request of the Committee on special education.

**Individual (1:1) Job Coaches**

*Use COSER 205.040*

Paraprofessionals working as individual coaches in BOCES Community Based Work Program, when the student needs require ongoing support.

**Individual (1:1) Licensed Practical Nurse**

*Use COSER 201.070, 203.070, 204.070, or 207.070*

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

**Individual (1:1) Teaching Assistants**

*Use COSER 201.050, 203.050, 204.040, or 207.050*

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

**Individual (1:1) Teaching Assistants for District Programs**

*COSER 201.060*

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

**ASSISTIVE TECHNOLOGY (A.T.)**

**CONTACT: RENEE’ LANGTRY-GREEN
EXT. 10132**

**COSER 201, 203, 204, or 207 sub code 718.080**

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

**COSER 312.010.100**

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

**AUDIOLOGY**

**CONTACT: RENEE’ LANGTRY-GREEN
EXT. 10132**

**COSER 350.010**

Provide audiological evaluations and follow up as directed by CSE. *Per session cost*

**BEHAVIORAL CONSULTANT**

**CONTACT: RENEE’ LANGTRY-GREEN
EXT. 10132**

**COSER 201, 203, 204, or 207 sub code 718.090**

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

**COSER 312.020.100**

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

**COSER 312.020.200**

Consultant services to evaluate and support students with severe behavior and emotional needs to disabled or non-disabled students in district programs. Consultant will work with school-based teams in establishing effective programs to meet student needs. (2 ½ - 3 hours/week) *Per FTE minimum 10%*
SCHOOL PSYCHOLOGY
CONTACT: RENEE' LANGTRY-GREEN
EXT. 10132
COSER 317.010
School Psychological Services provided to disabled students only in district or BOCES Special Education programs. (Minimum increments of 20% preferred) Shared services per FTE

COSER 307.010
School Psychological Services provided to non-disabled students. Shared services per FTE, (Minimum increments of 20% preferred) BOCES aidable

VISUALLY IMPAIRED
CONTACT: RENEE' LANGTRY-GREEN
EXT. 10132
COSER 201, 203, 204, or 207
sub code 718.060
Services of a teacher of the blind and visually impaired are provided as a related service to students in BOCES Special Education programs. Per session cost

COSER 316.010
Services of a teacher of the blind and visually impaired are provided to disabled students in district programs. Per session cost

Orientation and Mobility
COSER 201, 203, 204, or 207
sub code 718.065
Services of an Orientation and Mobility specialist are provided as a related service to students in BOCES special education programs. Per session cost

COSER 316.020
Services of an Orientation and Mobility specialist are provided to disabled students in district programs. Per session cost

TRANSITION SERVICES
CONTACT: RENEE' LANGTRY-GREEN
EXT. 10132
Community Based Work Program
COSER 205.010
Work experience provided to disabled high school students in BOCES or district programs. Community based career exploration, varying levels of on-the-job supervision for students in BOCES or district programs. Typically .5 (1/2 day)

Vocational Assessment
COSER 205.020
Level 2 or 3 vocational assessments are available for students with disabilities from BOCES or district special education programs through the transition services department. Fee charged for each assessment

Transition Support Services
COSER 351.010
A variety of transition planning activities will be offered (district wide and/or by individual student) to meet the transition requirements under NYS Education Law. Activities may include facilitating transition planning, coordinating referrals to adult services providers, and team training.
SPECIAL EDUCATION EXTENDED
SCHOOL YEAR (ESY) PROGRAMS
CONTACT: RENEE’ LANGTRY-GREEN
EXT. 10132

Activities of Daily Living: 12:1+1
COSER 802
A six-week, full-day, summer program for students with moderate disabilities (12:1+1) requiring a 12-month program to maintain developmental levels. All related services included.

Behavioral Based Classroom: 6:1+1
COSER 803
A six-week full day classroom for students with a variety of developmental disabilities that warrant a behavioral-based instructional approach and structured instructional model.

Applied Behavioral Analysis Classroom: 6:1+1
COSER 803
A specialized 6:1+1 classroom for students who can benefit from the specific technique of ABA and have a similarity of needs (including diagnosis on the autism spectrum and one or more other related disorders). Lessons are aligned with the ACE curriculum.

Comprehensive Management Needs: 6:1+2
COSER 807
6:1+2 classroom for students who are unable to be supported in the regular school setting due to intensive behavioral needs. Concentrated efforts to integrate academics, social and emotional needs, physical wellness and parental involvement so students can develop skills that facilitate a successful transition back to a public school setting.

Management Needs/Emotional Disabilities: 8:1+1
COSER 869
A six-week, full-day, summer program for students with emotional disabilities requiring a 12-month program to maintain developmental levels. All related services included.

ESY Program Related Services
COSER 804
A six-week, itinerant program for students in need of specialized instruction or related services in order to maintain developmental levels. Thirty minutes per session cost.

ESY Specialized Instruction
COSER 804
A six week program for students who are blind/visually impaired - provided at home or local school district. Not included as a related service. Thirty minute per session cost.

Community Based Work Experience
COSER 805
A six week, work experience, half or full day, provided to disabled high school-aged students, requiring 12-month programming to maintain developmental levels.

ESY Individual Teaching Assistant, Teacher Aide, Job Coach, LPN
COSER 806
Paraprofessionals working with individual students one-on-one whose needs require individualized support for instruction, medical, or management needs.

CSE/CPSE CHAIRPERSON
CONTACT: DARIN SAIFF
EXT. 15101
COSER 524.010, 524.015, 524.020
A district may request the services of a professional to chair the district’s Committee on Special Education.
**Instructional Resources PAGES 8-11**

- Arts in Education/Performing Arts (AIE) COSER 402
- Elementary Science Program (ESP KITS) COSER 511
- Extracurricular Activities COSER 503.010 / COSER 503.020 / COSER 503.030
- Exploratory Enrichment COSER 401.010
- Fiscal management In-Service Training COSER 527.010
- Regional Summer School COSER 420.010 / COSER 420.020 / COSER 420.040
- School/Curriculum Improvement with Basic Data COSER 526.010 / COSER 526.080 / COSER 526.090.010 / COSER 526.091.010 / COSER 526.092.010
- Shared Curriculum Coordinator COSER 309.010
- School Library/Learning Resources Center COSER 335.010 / COSER 508.010 / COSER 509 / COSER 510
- Shared Administrator COSER 310.010 / COSER 310.020
- Shared Services Teachers
- Title I Services COSER 501.010.010 / COSER 501.010.020 / COSER 501.010.080

**Career and Technical Education & Alternative Education PAGES 12-13**

- Alternative High School Equivalency program COSER 409
- Career & Technical Education COSER 108.100 / COSER 180.200 / COSER 180.300
- Consultant Teacher at Career & Technical Education Centers COSER 525.010 COSER 525.020 / COSER 525.030
- Gateways to Careers COSER 180.280
- Agricultural Studies Academy COSER 180.210
- Education Careers Academy COSER 404.010
- Education for Incarcerated Youth COSER 410.010

**Adult & Continuing Education PAGE 14**

- High School Equivalency COSER 405.010

**Administrative and Instructional Technology PAGES 15-17**

- Administrative Computing COSER 608
- Distance Learning COSER 408.010 / COSER 408.030 / COSER 408.060 / COSER 408.020 / COSER 408.025
- Installment (Equipment) Purchases COSER 506.030.020
- Instructional Technology COSER 506.010
- Model Schools COSER 516 / COSER 516.040 / COSER 516.070
- Telephone Interconnect COSER 621
- Repair Services COSER 505.010 / COSER 505.030
Educational Support PAGES 18-20

- Central School Food Management COSER 625.010
- Cooperative Purchasing COSER 601.010
- Cooperative Business Office COSER 619
- Comprehensive Public School Safety COSER 614.490.050
- Drug & Alcohol Testing and Coordination COSER 607.490
- Emergency Communication System COSER 606.010
- Employer/Employee Relations COSER 602
- Grant Writer/Program Planning and Development 665.490
- Health Care Administration COSER 611
- Health and Safety Program COSER 614.490.010
- Home/Hospital Instruction COSER 412
- Personnel Recruitment COSER 617
- Policy Services COSER 616.490
- State Aid Planning COSER 612.490
- Print Shop Services COSER 504.010
- Communications Services COSER 609
- School Bus Training Services COSER 676
- Shared Facilities Management COSER 360
- Shared Transportation Director COSER 361
- Solid Waste Disposal COSER 620
- Section X Athletics COSER 517.010
- Teacher Certification COSER 675
- Workers Compensation Administration COSER 615.010

Special Education PAGES 21-25

- Diverse Learning Needs COSER 201.010
- Life Skills COSER 204.010
- Management Needs COSER 207.010 / COSER 207.030 / COSER 203.010
  COSER 203.045 / COSER 203.010 / COSER 203.046 / COSER 203.040
- Pre-Vocational Program COSER 204.010 / COSER 204.030
- Related and Shared Services COSER 201, 203, 204, OR 207
  - Adapted Physical Education, Counseling, Occupational Therapy, Physical Therapy and Speech
- Supplementary School Personnel COSER 205.040
- Assistive Technology (A.T.) COSER 201, 203, 204, or 207
- Audiology COSER 350.010
- Behavioral Consultant COSER 201, 203, 204, or 207
- School Psychology COSER 317.010 / COSER 307.010
- Visually Impaired COSER 201, 203, 204, or 207 / COSER 316.010 / COSER 316.020
- Transition Services COSER 205.010 / COSER 205.020 / COSER 351.010
- Special Education Extended School Year (ESY) Programs COSER 802, 803, 804, 805, 806, 807, 869
- CSE/CPSE Chairperson COSER 524.010 / COSER 524.015 / COSER 524.020