

# Services Guide



**DUTCHESS**  **CES**

**2017-18**

# Request for Services Calendar

**January 6, 2017**

Forms distributed to districts

**February 1, 2017**

Submission of 2017-2018 COSERS to State  
Education Department for approval

**February 3, 2017**

Submission of 2017-2018 Initial Service Requests

**February 28, 2017**

Final Service Request forms distributed to districts

**April 1, 2017**

BOCES Annual Meeting

**May 1, 2017**

Submission to BOCES of 2017-2018 Final Service  
Requests by districts. Figures submitted to BOCES  
will be used for Service Contract

**June 22, 2017**

Submission to the State Education Department of  
operating plan and budget for 2017-2018 based on  
Final Service Requests

**June 30, 2017**

Distribution to districts of BOCES Service Contracts  
for 2017-2018

**July 29, 2017**

Submission to BOCES of signed Service Contracts  
for 2017-2018

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### Mission

*The Board of Cooperative Educational Services provides educational leadership through service, solutions and savings.*

### Vision

*Dutchess BOCES is recognized for its premier educational and support services providing quality and cost-effective solutions for our community. We promote an organizational culture fostering collaboration, innovation, efficiency, excellence and leadership that is embraced by BOCES and its community.*

## Educational Services

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# Introduction

Through cooperative efforts with our 13 component school districts, Dutchess BOCES offers a wide variety of educational programs and support services to children and adults in Dutchess County. When two or more districts share programs and services, costs are reduced. Participating districts also benefit financially because they receive state aid (above and beyond local district state aid) to help pay for those programs and services.

Dutchess BOCES stands ready to develop new services tailored to the needs of two or more districts. Please direct any suggestions for new services to the District Superintendent or the appropriate division head. For your convenience, telephone numbers of the program administrators are listed in this guide. We would be pleased to answer any questions you may have regarding our offerings.

We ask that districts communicate the shared services they plan to request for the 2017-2018 school year by early February (see page 3). Final commitments for these services are due May 1, 2017. We are confident that our collaboration with our component districts will continue to improve the education of students throughout Dutchess County and beyond.



Richard M. Hooley, Ed.D.

## District Superintendent Services

**In addition to serving as the Chief Executive Officer of Dutchess BOCES, the District Superintendent serves as the Commissioner's representative to the component districts, as well as the liaison between local districts and the State Education Department.**

**The District Superintendent is able to call upon the resources of the State Education Department, colleges and universities, as well as professional staff of the BOCES to provide consulting services. If your district wishes to avail itself of any of these services, please contact District Superintendent Dr. Richard M. Hooley.**

Some of the services provided without charge to component districts:

- Conduct searches to fill vacant superintendent positions
- Facilitate communication and cooperation among districts, the State Education Department and other public and private agencies
- Interpret and clarify Education Law, Commissioner's Regulations, and other policies affecting education in the region; and serve as the regional contact point for State initiatives
- Assist schools identified as requiring improvement
- Assist with reorganization studies in participating districts
- Facilitate goal-setting workshops for component district Boards and staff
- Investigate, hear, and decide upon boundary line disputes between districts
- Provide advice and counsel to local Boards of Education and in-service education for local superintendents
- Provide assistance to non-public schools
- Act on behalf of other District Superintendents when directed to do so
- Approve BOCES service contracts and cross contracts

# Business Services

Dutchess BOCES offers a series of cooperative business service programs that provide cost savings, improve service delivery and increase efficiency through shared services among the component districts. The component district's share of BOCES administrative, lease and capital costs is based either on the Resident Weighted Average Daily Attendance (RWADA) or on real property valuation.

Dr. Sherre Wesley, Assistant Superintendent for Business Services  
845.486.4800 x2215 | sherre.wesley@dcboces.org

COSER 001.000	<b>Administration</b> This COSER includes expenses of the BOCES Board, District Superintendent's Office, General Administration and Central Support.
COSER 001.005	<b>Retiree Benefits</b> This COSER includes retiree health insurance costs. These costs are included in the Administrative Budget. Any increases in this portion of the Administrative Budget are considered a "contingent expense." Sherre Wesley   845.486.4800 x2215   sherre.wesley@dcboces.org
COSER 002.470	<b>Capital and Rentals</b> This COSER includes the cost of renting classrooms/facilities for BOCES programs and capital projects (safety-related improvements, lighting, ceiling, classroom renovation and other renovation work).
COSER 609.000	<b>School District Staff Contract Analysis</b> Under this COSER, the BOCES collects and analyzes employee contract and school district expenditure-related data for Dutchess County school districts. The Contract Analysis Report provides information on district staffing, salary and fringe benefits, student populations, tax rates, valuation, district wealth as well as expenditures per pupil. The Fact Sheet Report provides comparative financial data covering a period of at least five fiscal years. Sherre Wesley   845.486.4800 x2215   sherre.wesley@dcboces.org
COSER 612.000	<b>Cooperative Bidding</b> Dutchess BOCES develops detailed specifications and conducts competitive bidding for various commodities, supplies, equipment and services. Cost savings are achieved through price discounts that are obtained as a result of increased quantities and an increase in efficiency. Duplication of effort is reduced. With the more cost-effective development of complex, detailed specifications, where outside consultant help is needed, the costs of such expenses can be included in the service. Examples of cooperative bids are: Cafeteria; Custodial Supplies; Fuel Oil; Office and Computer Supplies; Nursing Barbara Costakis   845.486.4800 x2262   barbara.costakis@dcboces.org

# Business Services

COSER 619.000	<b>Telecommunications</b> This service is the umbrella COSER that covers line charges and the management of such telecommunications services as Intellipath (four-digit dialing between school buildings), T-1 and high speed data transmission (broadband) for the Dutchess BOCES Wide Area Network (WAN).
COSER 619.002	<b>Administrative Fees</b> This administrative fee is used to cover the cost of operating the 619 Telecommunications COSER.
COSER 619.010	<b>Telecom-Fax Lines</b> The telecom-fax lines can be itemized and separated from the regular phone line service when used for special programs such as Distance Learning.
COSER 619.015	<b>Integrated Services Digital Network Lines</b> Integrated Services Digital Network (ISDN) Lines can be used for voice or video communications. Mark Stein   845.486.4840 x4886   mark.stein@dcboces.org
COSER 619.020	<b>Intellipath Lines</b> This is a Verizon-based service to provide POTS line phone service to a school district.
COSER 619.021	<b>T-1 Voice Lines</b> This is a digital service for voice communication.
COSER 619.025	<b>Telecom-Equipment Leases</b> Districts have the option of leasing new telecommunications equipment through this COSER.
COSER 619.045	<b>High-Speed LAN/WAN Access</b> This provides the district-wide LAN/WAN connectivity between district buildings as well as connectivity back to the BOCES and the rest of the county.
COSER 619.050	<b>Telecom-VoIP</b> Districts have the option of purchasing VoIP support, maintenance agreements and their VoIP telecommunications equipment through this COSER. Mark Stein   845.486.4840 x4886   mark.stein@dcboces.org
COSER 619.060	<b>Telecommunications/E-Rate Consortium</b> Dutchess BOCES coordinates E-Rate reimbursement filing for over fifty school districts in the Mid-Hudson region. BOCES files for eligible telecommunications, broadband, and equipment services. The discounts are based on enrollment and the number of students eligible for the National School Lunch Program. Services provided include program integrity, audit reviews, and the filing of forms 470, 471, 472, 486 and 498. Julann Troiano   845.486.4800 x2229   julann.troiano@dcboces.org

COSER 360.000

### Shared Business Official

BOCES provides a shared professional staff person to perform as a local business official and to perform specific tasks within a business office. Services are tailored to a district's specific needs.

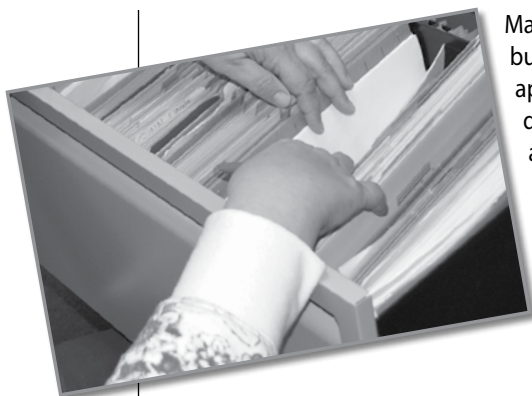
COSER 651.000

### Business Office Support

Dutchess BOCES provides participating school districts with business office support services designed to help them maximize their resources. Districts can select the service modules that meet their needs. Offerings include, but are not limited to, data analytics and forecasting.

Sherre Wesley | 845.486.4800 x2215 | sherre.wesley@dcboces.org

## Cross Contracts



Many of New York State's 37 BOCES offer similar services, but not every service is offered by every BOCES. With approval of the local District Superintendent, a school district may receive services from another BOCES through a cross-contract.

School districts outside of Dutchess County which are interested in purchasing one of our services should contact the Dutchess BOCES Administrator for the program, as noted in this Services Guide.

# Human Resources

Dutchess BOCES offers services to support compliance with personnel law and to increase cost-saving efficiency. Assistance is offered in a variety of areas including: recruitment efforts, complying with certification regulations for coaches, Medicaid reimbursement, shared Human Resource office management, and audits of Human Resources functions.

Norah Merritt, Executive Director of Human Resources  
845.486.8004 x2278 | [norah.merritt@dcboces.org](mailto:norah.merritt@dcboces.org)

## COSER 610.000 | Employee Benefits Coordination

The Dutchess County Schools Workers' Compensation Self-Insured Program Trustees established this service to coordinate a variety of activities for the program. Part-time office support is provided to audit claims, assist the Board of Trustees with program related activities, follow up on inquiries from employees, maintain cooperative financial records, and analyze claims information and process paperwork involved with the workers' compensation program. Member districts of the program participate in this service.

Matthew Metzger | 845.486.4800 x2228 | [matthew.metzger@dcboces.org](mailto:matthew.metzger@dcboces.org)

## COSER 614.000 | Cooperative Recruitment

Services include local, regional and national advertising of agencies, coordinating the flow of applicant information, maintaining a database of job applications/resumes, liaison with placement offices, attendance at recruitment fairs, as well as the development of joint efforts to broaden the range of diversity.

Norah Merritt | 845.486.8004 x2278 | [norah.merritt@dcboces.org](mailto:norah.merritt@dcboces.org)

## COSER 614.010 | Diversity Recruitment

Human Resources Department assists Districts with their recruiting efforts for a culturally and ethnically diverse teacher and administrative faculty. Cooperative Recruitment participants can take part in the Diversity Recruitment Program.

## COSER 614.020 | Substitute Training

Substitute Teacher Training and Emergency Preparedness is another way to assist participating districts in maintaining competent substitute teachers by providing preventive, supportive, and corrective actions appropriate for implementation by substitute teachers.

## COSER 615.000 | Employee Assistance Program

Participating districts' employees and their families receive assistance to resolve personal problems that impair job performance. Employees are eligible to receive several sessions at no cost. Additional service may be rendered by referral to other agencies.





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**COSER 618.000 | Substitute Calling Service**

This service provides participating districts with automated substitute calling. Each district supplies the service with lists of teachers, staff and approved substitutes. The system (Aesop) accepts phone calls from employees and places calls electronically to substitutes based on employee request and substitute availability. Teachers and substitutes can also utilize the Internet through [www.aesoponline.com](http://www.aesoponline.com) to create absences and search for jobs. Several reports that record teachers' absences and substitute fill rates are available. This program can produce additional reports such as statistics on substitute/employee activity by date(s), integrate with [mylearningplan.com](http://mylearningplan.com) and integrate with a number of financial management systems.  
Jodi DeLucia | 845.486.4840 x4614 | [jodi.delucia@dcbooces.org](mailto:jodi.delucia@dcbooces.org)

**COSER 627.000 | Medicaid Reimbursement**

BOCES assists component districts to maximize their Medicaid reimbursements and compliance with reimbursement guidelines. This service maintains comprehensive records to support Medicaid reimbursement claims in the event of an audit, submits required claims for reimbursement and follows up inquiries received from the Regional Information Center, state and federal offices. The service provides in-service training to district contact personnel on an ongoing basis and works with district personnel in the development of effective internal data collection and record keeping procedures.  
Sherre Wesley | 845.486.4800 x2215 | [sherre.wesley@dcbooces.org](mailto:sherre.wesley@dcbooces.org)

**COSER 630.000 and  
COSER 630.010 | Temporary Coaching Licenses and Teacher Certification**

The Human Resource Regional Certification Office acts as a liaison between the New York State Education Department and the Office of Teaching Initiatives.  
Norah Merritt | 845.486.8004 x2278 | [norah.merritt@dcbooces.org](mailto:norah.merritt@dcbooces.org)

**COSER 650.000 | Central Human Resource Office Support – Management and Staff**

Dutchess BOCES will provide support to districts with two resources: a human resources manager to oversee the human resource function and to supervise local support personnel, and shared support personnel.  
Norah Merritt | 845.486.4800 x2278 | [norah.merritt@dcbooces.org](mailto:norah.merritt@dcbooces.org)

**Dutchess Educational Health Insurance Consortium (DEHIC)**

The Consortium commenced operation in July 1988 with ten districts and an enrollment of approximately 2,400 and has grown to 25 participating organizations (including Dutchess Community College, Sullivan and Ulster BOCES) and over 10,000 enrollee contracts and approximately 20,000 individuals covered. The total premiums for the year are over \$150 million. The Alternative PPO now handles the majority of contracts. DEHIC also offers the Healthy Advantage PPO and EPO 20.  
Matthew Metzger | 845.486.4800 x2228 | [matthew.metzger@dcbooces.org](mailto:matthew.metzger@dcbooces.org)

# Communications & Grants Research

The Office of Communications and Grants Research (CGR) promotes public awareness of programs and services offered by Dutchess BOCES and its component school districts. In addition to developing and implementing BOCES' internal and external communications, the division provides public information/graphic design services to help districts enhance their communication efforts. Additionally, a full range of professional printing services is available, including printing of a wide selection of materials for the Common Core Curriculum. Web services tailored to your specific needs are available. The division is available to research educational grant opportunities.

Genevieve Kellam, Director of Communications | 845.486.8051 | genevieve.kellam@dcboces.org

COSER 536.000  
COSER 536.010  
and  
COSER 536.020

## Shared Printing Service

The Dutchess BOCES Shared Printing Service provides a full range of printing services, including printing materials for the Common Core Curriculum. The professional quality, prompt service and cost-effectiveness of the Dutchess BOCES Print Shop is our hallmark. We are dedicated to meeting the needs of our component districts and can assist you through all phases of your printed materials from design to finished product. Projects designed and produced by the Print Shop have been recognized by the National School Public Relations Association (NSPRA). The Print Shop serves all thirteen component school districts in Dutchess County as well as cross-contracts with school districts outside this region. The labor portion of jobs printed by BOCES qualifies for state aid and the materials used are purchased through cooperative paper bids, lowering costs to the districts.

Robert Patterson | 845.486.4840 x3006 | robert.patterson@dcboces.org

Examples of documents that can be produced by the Print Shop:

### Services:

- Typesetting
- Layout
- Design
- High-speed Black & White Copying
- High-speed Full Color Printing
- Wide Format Full Color Printing

### Sample Offering:

- Art and Literary Magazines
- Awards and Commencement Programs
- Badges
- Booklets
- Business Cards
- Calendars
- Carbonless Multi-part Forms
- Certificates
- Door Hanger
- Envelopes
- Flyers
- Folders
- Handbooks
- Hole Punching
- Labels
- Laminating
- Letterhead
- Menus
- Newsletters
- Numbering
- Pads
- Passes
- Perforating
- Permanent Record Cards
- Planners
- Postcards
- Posters
- Report Cards
- Tickets



COSER 635.000  
COSER 635.001  
and  
COSER 635.012

## Public Information Service

The award-winning Dutchess BOCES Public Information Service assists school districts in building a systematic, planned process of communication between the district and its internal and external publics. We provide districts with a variety of services to enhance their communication and public relations efforts. Projects include, but are not limited to, publications, internal communications, budget campaign materials, media relations, imaging and marketing, student and staff recognition, and event coverage. The National School Public Relations Association (NSPRA) and the New York School Public Relations Association (NYSPPRA) have recognized publications produced by the Public Information Service team for excellence.

Each district may draw on this shared service to the extent it determines most helpful. Projects are developed in close collaboration with school administration and staff and can be individually created to reflect the district's character. Public Information Specialists provide technical and professional public information services necessary to implement district plans. Districts may take advantage of district-based shared staff, with charges based on FTE of service provided. Printing and materials destined to become district property are recognized to be non-aidable.

Genevieve Kellam | 845.486.8051 | [genevieve.kellam@dcbooces.org](mailto:genevieve.kellam@dcbooces.org)

COSER 635.015

## Translation Services

Dutchess BOCES provides translation services to component school districts in over 18 languages to support communication with families and community. Translators will translate common letters, newsletters, IEP's, information regarding safety and security, authorization letters and more to support families for whom English is a new language. Translators are available in Albanian, Arabic, Bengali, Chinese Mandarin/Cantonese Traditional/Simplified, French, Gujarati, Hindi, Korean, Nepalese, Punjabi, Romanian, Russian, Spanish, Tagalog, Ukrainian, Urdu, Uzbek, and Vietnamese. Common documents may be shared across districts. If necessary, we may be able to accommodate additional language requests.

The per word rate varies from \$.28 - \$.35 depending on language.

Genevieve Kellam | 845.486.8051 | [genevieve.kellam@dcbooces.org](mailto:genevieve.kellam@dcbooces.org)

COSER 635.025

## Web Services

Would you like assistance with the design of your district's web presence? Dutchess BOCES offers a variety of web services based upon your specific needs such as: district website design, consulting, site maintenance, traffic analysis, and training.

William DeReza | 845.486.4840 x3148 | [william.dereza@dcbooces.org](mailto:william.dereza@dcbooces.org)

## Grants Research

Communications and Grants Research (CGR) may also assist with the following: Exploration and dissemination of various funding opportunities from state, federal and private foundation sources; coordination of grant research and writing workshops; participation on various committees that will research and develop project plans to assist in the identification of their specific funding sources; work in cooperation with other BOCES to research funding opportunities from major foundations.

See page 14 for additional grant support services under Educational Resources.

Genevieve Kellam | 845.486.8051 | [genevieve.kellam@dcbooces.org](mailto:genevieve.kellam@dcbooces.org)

# Educational Resources

The Educational Resources Division provides a broad array of professional support to school districts, schools, their staff and students, including training, planning & data analysis, specialized student programming and learning technology/infrastructure.

The Educational Resources Advisory Council is comprised of instructional leaders from component school districts. They work collaboratively with the Educational Resources administrators to identify needs and topics for this service.

Dr. Jodi DeLucia, Director Educational Resources | 845.486.4840 x4614 | [jodi.delucia@dcboces.org](mailto:jodi.delucia@dcboces.org)

## School Improvement/Services

**School Improvement provides a broad range of educational programs and services operating in concert with the State Education Department, component districts, local institutions of higher education, public and private agencies, educational consultants, professional organizations and other BOCES. These programs offer school districts a cost-effective means of responding to student and staff needs. School Improvement services assist component school districts in developing local capacity to successfully improve their schools through comprehensive programs for staff, curriculum development and technological training.**

COSER 512.000  
and  
COSER 512.010

### School Improvement

This service provides support to districts in the implementation of the New York State Learning Standards, provides professional development, and assists districts in meeting state and federal regulatory requirements. The School Improvement base service includes a wide array of service offerings. The Educational Resources Division will provide customized training to best meet the specific needs of your district. Districts may purchase additional professional development (technical assistance) days as necessary.



COSER 512.030

### Leadership Academy: Seminar Series

This service will provide strategic, collaboratively identified seminars for school and district leaders throughout the course of the school year. Participating in this service will afford districts no cost attendance for building and district leaders at all seminars offered.

Jodi DeLucia | 845.486.4840 x4614 | [jodi.delucia@dcboces.org](mailto:jodi.delucia@dcboces.org)



COSER 512.040

### Instructional Coach

This service includes in-district support, modeling and coaching for teachers in increments of one full day per week annually. A specialist is scheduled for a specific day of the week for in-district support.

COSER 512.050

### Generation Ready Instruction Day

This service covers the cost for one classroom literacy consultancy day in-district.

COSER 512.051

### Generation Ready Conference Day

This service covers the cost for one conference day or workshop day.



COSER 512.060

### Critical Incident Stress Management (CISM)

This service will support a regional CISM team and offer professional development workshops to support district-based and regional responses to emergencies among students and staff.

COSER 512.070	<p><b>School Improvement: Vendor Scoring</b> This service covers the per paper cost for participating in vendor scoring.</p> <p><b>New York State Alternate Assessment</b> These services include training, support, and scoring of the New York State Alternate Assessment (NYSAA) datafolios.</p>
COSER 512.073	<p><b>NYSAA Administration Training for Teachers</b> This service includes a half day initial training for Lead Special Education Teachers, 1 Collegial Review, and follow-up support as needed.</p>
COSER 512.074	<p><b>Additional On-Site Collegial Review</b> Alternate Assessment Training Network Specialists (AATNS) will provide a half day review of Lead Special Education Teachers' datafolios at a designated school site.</p>
COSER 512.075	<p><b>Scoring of NYSAA Datafolios</b> Alternate Assessment Training Network Specialists (AATNS) will conduct scoring of NYSAA datafolios for each school district. School districts will also be asked to provide a number of scorers based on the datafolios being scored. Victoria Saffioti   845.480.8004 x5428   victoria.saffioti@dcbores.org</p>
COSER 512.080	<p><b>School Improvement: Audit – Literacy</b> The Literacy Audit process will consist of four major components, including: Internal Review (including on-site professional development and self-study), External Review, Facilitated Action Planning, Implementation and Evaluation.</p>
COSER 512.081	<p><b>School Improvement: Audit – Math</b> The Mathematics Audit process consists of four major components, including: Internal Review (including on-site professional development and self study), External Review, Facilitated Action Planning, Implementation and Evaluation.</p>
COSER 512.090 and COSER 512.091	<p><b>School Improvement: Data Services</b> This COSER supports component school districts with the comprehensive implementation of data-driven instruction and data inquiry through professional development, team facilitation, coaching and modeling at both the building and district levels.</p>
COSER 302.000	<p><b>Itinerant English as a Second Language (ESL) Teacher</b> This non-aidable service provides a full-time ESL teacher to two or more school districts where ESL services are desired. The full-time teacher divides the day between the participating districts.</p>
COSER 303.000	<p><b>Itinerant School Psychologist</b> This service provides a full-time school psychologist to two or more districts where services are desired. The full-time school psychologist's schedule is divided between participating districts.</p>

# Educational Resources

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COSER 312.000	<b>Itinerant Teacher: Agriculture</b> This service provides a full-time teacher to students in more than one district where agricultural courses are desired. The full-time teacher divides the instructional day between the participating districts, which otherwise would not be able to offer the courses.
COSER 325.000	<b>Itinerant Teacher: Music</b> This service provides a full-time teacher to students in more than one district where music courses are desired. The full-time teacher divides the instructional day between the participating districts, which otherwise would not be able to offer the courses.
COSER 422.000	<b>High School Seminars for Advanced Students</b> This service provides enriching Model U.N. experiences for high school students.
COSER 422.010	<b>Events for Advanced Intermediate Elementary Students</b> This service provides enriching experiences for advanced intermediate elementary students. Examples of events include Teamwork Counts, and Math Carnival.
COSER 422.020	<b>Formal Debate Program</b> The Formal Debate Program provides training in debate and county-wide competition for students in grades 6-12. Training for district coaches is also provided.
COSER 422.030	<b>Scholastic Bowl</b> Scholastic Bowl enables teams of middle school students, (grades 6,7, and 8) to compete against each other in demonstrating their knowledge of factual information.
COSER 422.040	<b>Scholastic Match-up</b> This service is modeled on the Scholastic Bowl series. Teams of high school students test their knowledge and spontaneous problem solving skills against other teams.
COSER 438.000 and COSER 438.010	<b>Exploratory Enrichment</b> The service is designed to support opportunities for students to participate in shared learning activities, focusing on NYS academic and/or occupational standards, excluding Arts-in-Education which is outlined in COSER 439.000. The program activities offered will include shared enrichment activities provided in BOCES facilities, shared district classrooms, college facilities or specialized facilities.
COSER 438.020	<b>High School of Excellence Summer Scholars</b> The Summer Scholars Program is a week-long program for students attending high schools in Dutchess County. The Summer Scholars Program provides challenging academic opportunities for a selected number of 10th and 11th grade students. The academic program is designed to challenge high school students in multidisciplinary projects.

COSER 439.000 and COSER 439.002	<p><b>Integrated Arts-in-Education Program</b></p> <p>This service is designed to offer Arts experiences and integrates the Arts into all levels of the K-12 instructional program. Arts activities included in this service are: Creative Writing, Dance, Media Arts, Visual Arts, Music, and Theater. The Arts-in-Education Coordinator assists the districts in Arts-in-Education programming and maintains a Web site that lists artists, art institutions and art resources.</p>
COSER 542.000	<p><b>Model Schools Program</b></p> <p>This service supports the effective and efficient integration of instructional technology into the teaching and learning process. Districts purchasing Instructional Technology Services (COSER 519) are required to participate in at least the base service. The Model Schools base service provides two days of in-district training, concurrent sessions for participating districts, online professional development for educators, and the use of the Model Schools computer lab for district-run workshops.</p>
COSER 542.010	<p><b>Model Schools In-District Professional Development Day</b></p> <p>A Model Schools specialist will provide one customized in-district day of professional development in instructional technology. The district specifies the topic as determined by their needs.</p>
COSER 542.021	<p><b>Model Schools Technology Integration Coach</b></p> <p>This service includes in-district support, modeling and coaching for teachers in increments of one full day per week on a ten-month schedule. A Model Schools specialist is scheduled for a specific day of the week for one-on-one, small-group or large-group sessions.</p>
COSER 542.026	<p><b>Model Schools e-Learning</b></p> <p>This service provides educational consulting services, professional development and technology integration support related to teaching and learning in an online environment. e-Learning members will have full access to MOODLE, video conferencing, virtual field trips, multi-user virtual environments and webinar tools, and support for online high school courses and development of online course work. Component school districts who wish to receive services in e-Learning must also be members of the Digital Learning COSER 448.000.</p>
COSER 542.070	<p><b>Model Schools Contract Consortium Professional Development</b></p> <p>This service provides Model Schools consulting, planning, or professional development for a range of instructional technology products offered under the New York State Instructional Technology Contract Consortium (NYSITCC). The NYSITCC products supported by Dutchess BOCES Model Schools include: Achieve 3000, Acuity, AIMSweb, Compass Learning, GradPoint, Learning.com, My Learning Plan, NovaNet, NWEA, OASYS, Renaissance Learning, Rubicon Atlas, Scholastic (several products), Schoology, Skills Tutor, Sungard, TeachScape, and more. Participating districts may purchase as many Contract Consortium Professional Development days as needed. The purchase of software licensing is processed through the Learning Technology Services COSER 519.050.</p>
COSER 560.000	<p><b>Home Schooling</b></p> <p>This service assists school districts and parents with all aspects of the home instruction process including: reviewing Individualized Home Instruction Plans (IHIPs), tracking student progress and assuring compliance with state mandates.</p>
COSER 580.010	<p><b>Grant Support Services Base Service–Information Dissemination</b></p>

# Educational Resources

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## and Grant Support

Dutchess BOCES offers a variety of grant writing support for component districts. Through participation in this service a list of grant opportunities will be sent electronically to up to 10 staff members in your district quarterly. The Grant Coordinator will offer a basic grant writing workshop two times per year. Annually, a meeting with district administrative staff will be held in order to determine fundable projects. Research and identification of viable grant opportunities for identified projects will be conducted with administrative staff. Up to 15 hours of grant writing and support are included in the base service.

COSER 580.020  
and  
COSER 580.030

## Grant Writing and Submission

The Grant Coordinator will work with participating school districts in the development and submission of completed grant proposals. Services may include: writing complete or partial grant proposals, editing grants written by district staff, support and coaching for district staff members writing grants, assistance identifying and facilitating collaborations/partnerships, identifying, drafting, and soliciting required letters of support, identification of and facilitation of meetings with potential collaborators, assistance with registration and submission of proposals, customized workshops on grant-writing fundamentals for district staff.



## Learning Technology

Dutchess BOCES, in conjunction with its component districts, has designed a vision for elementary and secondary education that includes a major commitment to advanced telecommunications and distributed computer technology. To facilitate the implementation of this vision, Dutchess BOCES offers to its component school districts a series of technology services.

COSER 448.000	<b>Digital Learning</b> This service provides districts with a variety of K-12 online virtual education opportunities including credit recovery, basic skills, core curriculum, electives, foreign language, AP courses, and SAT/ACT prep and practice. It also includes video conferencing, video-on-demand and webinars. Members of this COSER must also be members of the 542.026 COSER.
COSER 448.026	<b>NYS Distance Learning and Media Contact Consortium</b> Component districts may purchase services from approved vendors at a discounted rate for online virtual education courses.
COSER 519.000 and COSER 519.011	<b>Learning Technology Services</b> This service affords school districts the means to offer a highly effective instructional program, while simultaneously achieving total infusion and integration of technology throughout their educational environments. A focal point for this service is a common set of learning standards that all participating districts agree to adopt and assess. The Instructional Technology Services Advisory Council (ITSAC) is the advisory body for Learning Technology Services. All technology, including computer hardware, software and courseware purchased through this service, will support the successful implementation of the New York State Education Department educational initiatives. Districts participating in LT Services must also belong to the Model Schools Program (COSER 542). Mark Stein   845.486.4840 x4886   mark.stein@dcboces.org
COSER 519.010	<b>Lease Purchases</b> Service provides districts the option of financing IT projects through a lease purchase program.
COSER 519.013	<b>Network Printers</b> Districts are able to purchase network printers through the deferred payment plan (DPP).
COSER 519.015	<b>Hardware/Software Purchasing</b> Districts are able to purchase instructional-based computer equipment and software through this COSER. State contract prices are standard.
COSER 519.021	<b>Cisco Certified Network Services</b> Computer Systems Integrators, Inc. (CSI) specializes in the design, configuration and implementation of local and wide area network (LAN/WAN) solutions.
COSER 519.025	<b>Supplies and Software Media</b> Districts are able to purchase non-aidable supplies and media for instructional based computer equipment through this COSER.

# Educational Resources

- COSER 519.030** | **Centralized Web Filtering**  
This service provides districts the ability to have a centrally managed and individually customized web filter. Web filtering allows for safe and appropriate use of the Internet by students and staff.
- COSER 519.040** | **Shared Technicians Reporting to Districts**  
This service provides districts the opportunity to hire qualified technical staff for a maximum of three days per week for an entire school year.
- COSER 519.043** | **Anti-virus Protection**  
Participating districts must protect network attached devices with valid anti-virus software. Purchasing AV software through this COSER provides cost effective licensing options.
-  **COSER 519.044** | **District Infrastructure Support**  
Districts can save money by centralizing technology services. There are three support components included in this service: server hosting, ID management, and workstation image management.
- COSER 519.045** | **Hardware/Software Maintenance Agreements**  
Districts are able to purchase maintenance agreements on servers and infrastructure devices purchased through BOCES.
- COSER 519.046** | **Network Printer Maintenance**  
Districts are able to purchase maintenance agreements on network printing devices.
-  **COSER 519.047** | **Distributed Denial Of Service (DDoS) Mitigation & Support**  
This service provides mitigation and support to districts on the Dutchess BOCES WAN in the event of a DDoS attack.
- COSER 519.048** | **E-mail Archiving**  
Ensure litigation requirements can be met by properly archiving your e-mail system.
-  **COSER 519.049** | **Learning Technology In-District Technology Support**  
Districts may purchase short term on-site technology support. Project-based support is available on an hourly and daily basis.
- COSER 519.050** | **Compass Learning**  
Compass Learning Odyssey supports differentiated learning, RTI, and credit recovery. Software licensing, server support, system maintenance are all provided through this COSER. The pricing varies according to curriculum purchased and number of grade levels served. Planning, support and professional development are purchased through COSER 542.020 in Model Schools.
- COSER 519.051** | **NYS Instructional Technology Contract Consortium**  
Through Dutchess BOCES' membership to this state-wide consortium, component districts may purchase services from approved vendors at a discounted rate. Examples include NWEA MAP, Teachscape, and more.
-  **COSER 519.053** | **Data Storage Service**  
Districts are able to leverage BOCES storage and disk space necessary for various purposes such as backups, data replication, and hosted virtual servers.

COSER 519.054 and COSER 519.055	<b>My Learning Plan (Instructional and Non-Instructional)</b> My Learning Plan is a web-based service for tracking professional development and providing a centralized location to manage the required NYS certification hours. My Learning Plan fees are based on the number of users in the district.
COSER 519.057	<b>My Learning Plan – OASYS</b> OASYS is a web-based service for the scheduling, managing, recording and reporting of the evaluation process for all district educators and administrators. OASYS fees are based on the number of instructional users in the district. Mark Stein   845.486.4840 x4886   mark.stein@dcboces.org

## Dutchess County School Library System

**The School Library System (SLS) at Dutchess BOCES is funded through the New York State Library at the New York State Education Department. This state-wide program includes 41 School Library Systems that are based in the Big 5 Cities and the BOCES. The SLS program provides a formalized network for public and nonpublic school library media centers across the State. The system also provides services to the Dutchess County school community through each school library.**

COSER 540.000	<b>School Library System: Cooperative Collection Development</b> This program will assist school library media centers in building collections of print or electronic resources that are high in cost or limited in availability. These specialized collections will be housed in the library media centers of participating schools and will be available for resource sharing. Topics for participating schools will be approved by the SLS Coordinator and the Cooperative Collection Development Committee. Rebecca Gerald   845.486.4840 x4561   rebecca.gerald@dcboces.org
COSER 540.010	<b>School Library System: Online Information Resources</b> This service provides subscribers with access to a comprehensive selection of eResources that complement the K-12 curriculum. The School Library System negotiates with vendors for prices that are lower than the list price. Subscribers are able to select from over 100 different eResources from approximately 40 individual vendors. Additional support includes the coordination of trials, training and troubleshooting. Rebecca Gerald   845.486.4840 x4561   rebecca.gerald@dcboces.org
COSER 540.020	<b>School Library System: Database Purchases</b> Districts are able to purchase online databases and learning resources for instructional purposes.

# Educational Resources

COSER 541.000	<b>School Library System: Library Automation</b> <p>The Library Automation Service supports school libraries through an integrated library management system and resource sharing. The service provides management of student records and library collections, circulation, cataloging, inventory modules, vendor record loading, customized reporting, and interlibrary loan. Libraries are also provided with a customized OPAC (Online Public Access Catalog) with a database management system featuring easy one password access and usage reporting. The user friendly OPAC provides the school community access to information and resources 24/7, within and beyond the library walls. The service provides ongoing dedicated help-desk support, on-site visits as appropriate, user group meetings, and upgrades. Servers are housed and maintained at BOCES. A new e-book and audiobook service, Dutchess BOCES SLS Digital Library, is offered for both a shared collection among schools in Coser 541.000 and a private building collection.</p>
COSER 541.020	<b>Library Automation: Consultation Services</b> <p>Those not in COSER 541.000 may receive automation consultation services, including planning services for new libraries.</p>
COSER 541.030	<b>School Library System: District Purchases</b> <p>Districts are able to purchase barcodes, scanners and equipment to support library automation services.</p>
COSER 545.000 and COSER 545.011	<b>Microcomputer Repair Service</b> <p>A+ trained and certified technicians provide hardware repair, upgrades, and preventive maintenance for a full range of microcomputers, laptops, and peripheral equipment. Microcomputer Repair is currently an authorized warranty service for IBM and Dell equipment. Any manufacturer's equipment, both warranty and out of warranty, is accepted for repair by this service.</p>
COSER 545.005	<b>Microcomputer Repair – Parts (aidable)</b> <p>Districts are able to purchase aidable parts to facilitate microcomputer hardware repairs.</p>
COSER 545.010	<b>Microcomputer Repair – Parts (non-aidable)</b> <p>Districts are able to purchase non-aidable parts to facilitate microcomputer hardware repairs.</p>
COSER 545.020	<b>Microcomputer Repair – Shipping</b> <p>Districts are able to allocate funds for shipping instructional computer equipment to vendor for repair or replacement.</p>
COSER 545.025	<b>Microcomputer Repair – Other</b> <p>Districts may require whole unit repairs and/or replacement by outside vendor when individual parts cannot be replaced.</p>

Mark Stein | 845.486.4840 x4886 | [mark.stein@dcbores.org](mailto:mark.stein@dcbores.org)

# Mid-Hudson Regional Special Education Technical Assistance Support Center

The Mid-Hudson RSE-TASC is one of ten centers funded by the New York State Office of Special Education. The goal of the Office of Special Education is to create a coordinated statewide network of technical assistance and professional development that improves outcomes for students with disabilities in New York State.

Our center's goal is to provide core instructional programs and trainings to promote effective researched based practices to improve outcomes for students with disabilities and to provide improved coordination of regional resources. The Mid-Hudson RSE-TASC includes both Regional Technical Assistance Specialists serving Dutchess, Orange, Ulster and Sullivan counties (Part I), and Special Education School Improvement Specialists serving Dutchess County (Part II).

Jenny Schinella, Director of RSE-TASC | 845.486.4840 x3023 | [jenny.schinella@dcbooces.org](mailto:jenny.schinella@dcbooces.org)

## PART I

Regional Technical Assistance Specialists provide a range of professional development support to school district staff and regional educators in Dutchess, Orange, Sullivan, and Ulster County. Our specialists provide technical assistance, trainings, workshops and on-site support in the areas of:

- **Behavior:** Our Behavior Specialists provide support to districts with the implementation of Positive Behavioral Interventions and Supports. Regional training is also offered throughout the four counties to preschools, districts and organizations on topics such as: Classroom Management, Functional Behavior Assessments, and Behavior Intervention Plans.
- **Bilingual:** Our Bilingual Special Education Specialist provides support and technical assistance for schools in support of English Language Learners (ELLs) with disabilities through regional professional development trainings on topics that promote educational equity and excellence for culturally and linguistically diverse students with disabilities. These trainings include topics such as: Understanding Language and Cultural Differences in the Classroom, IEP Development for ELLs with Disabilities, and Improving Writing Outcomes for ELLs with Disabilities.
- **Transition:** Our Transition Specialists provide technical assistance to develop and improve quality transition programs. Quality transition programming leads to an increase in graduation rate, decrease in drop-out rate, increase in family involvement, and improved post-school outcomes for students. Their regional trainings include topics such as: Transition Assessments, Transition in the IEP, Career Development and Occupational Studies Commencement Credential, Skills and Achievement Commencement Credential, and Graduation Options.
- **Special Education Regulations:** Our Regional Special Education Training Specialist provides training and technical assistance regarding the provision of special education, consistent with federal and state law, regulations and policy. The regional workshops focus on a variety of topics related to the CPSE/CSE Process and Chairperson Training, IEP Development, Measurable Annual Goal Development, and Progress Monitoring.
- **Non-District School Settings:** Our Non-District Specialist provides regional training and support to approved special education providers in the region and assists selected private schools to make research based improvements in the instructional and behavioral programs for students with disabilities, focusing on the areas of literacy, behavioral supports and specially-designed instructional practices.

## PART II

Special Education School Improvement Specialists (SEIS) provide technical assistance to those school districts identified through regional planning for ongoing school district improvement in core instructional areas for students with disabilities. SEIS work with school-based teams utilizing the Quality Improvement Process (QIP) to analyze data, review district practices, identify root causes, prioritize needs and develop a QIP plan that will address the district's specific needs. Focus is targeted in the areas of literacy, behavioral supports and special education instruction.

# Educational Programs

## Career and Technical Institute

Mitchell Shron, Principal | 845.486.8001 x4555 | mitchell.shron@dcbores.org

CTI offers programs designed for students to be career and college ready. All CTI core classes offer 12th grade English Language Arts and many offer a credit of math or science. Core classes also offer articulation agreements with SUNY and private schools in New York State and beyond. This allows students to be placed in or waived through some entry-level college classes.

COSER 101.000

### Agriculture

- Small Engine Technology I & II
- Veterinary Science I & II

### Architecture & Construction

- Construction Trades I & II
- Electrical Construction Technology I & II
- Plumbing & HVAC
- Welding I & II

### Arts, Technology & Communication

- Graphic Arts and Design I & II
- Film Production I & II

### Education

- Early Childhood Education I & II

### Health Sciences

- Introduction to Health Occupations
- Nursing Assistant
- Practical Nursing I (Seniors Only)

### Hospitality & Tourism

- Culinary Arts & Restaurant Management I & II

### Human Services

- Cosmetology I & II

### Information Technology

- Computer Networking
- Computer Repair

### Law & Public Safety

- Security & Law I & II

### Transportation

- Automotive Technology I & II
- Auto Body Technology I & II
- Diesel Technology I



Approved  
Post-Secondary  
Program, HEGIS  
Code 5209.20

## Dutchess School of Practical Nursing

Prepare for a rewarding health career in a growing labor market. We are committed to providing excellent, competitively priced education with clinical and classroom instruction in preparation for the NCLEX-PN Examination (State Licensing Exam).

Susan Moraca | 845.486.8045 x4545 | susan.moraca@dcbooces.org

COSER 101.000

## Career Exploration

This course is geared for students in 10<sup>th</sup> and/or 11<sup>th</sup> grade who are classified with disabilities pursuing a Regents Diploma or CDOS credential. Students will be given a foundation in career skills and will explore a number of career options. Additional services include career counseling, career research and work-based learning opportunities. Upon successful completion, students may enter CTE programming.

Mitchell Shron | 845.486.8001 x4555 | mitchell.shron@dcbooces.org

COSER 442.000

## High School Equivalency/CTE Program – At-Risk Students

Students 16-18 years of age can complete their high school graduation requirements by preparing for the High School Equivalency Credential. CTE competencies will be developed through student participation in the secondary day program. Students must score at the ninth grade reading level on State approved tests to be eligible for this program.

Eileen Sikora | 845.486.8001 x4532 | eileen.sikora@dcbooces.org



# Educational Programs

## Salt Point Center | Grades K-8

Douglas Damiani, Principal | 845.486.8004 x5407 | doug.damiani@dcbores.org

### **COSER 204.000 | Center-based Classroom: 1-6-1**

Self-contained class for academics, with counseling, crisis intervention, and related services and therapies as required/prescribed. Referral candidates may present with academic delays, immature, or acting out behaviors, which require adult management.

Doug Damiani | 845.486.8004 x5407 | doug.damiani@dcbores.org

### **COSER 218.000 | Center-based Classroom: 1-8-1**

Self-contained class for academics, designed to prepare students for return to an integrated BOCES or home district classroom. Students receive a responsive series of supports: counseling, crisis intervention, related services/therapies available. Program candidates may be behind in grade level, present with physical delays, acting-out behaviors, Asperger's Syndrome.

Doug Damiani | 845.486.8004 x5407 | doug.damiani@dcbores.org

### **COSER 227.000 | Intensive Learning Environment: 1-6-2**

These programs are designed for students aged 5-10 years with highly intensive management needs. Students typically lack impulse control and may be substance affected. These programs are augmented with related services as specified by a student's IEP.

Doug Damiani | 845.486.8004 x5407 | doug.damiani@dcbores.org

### **COSER 227.000 | PEACCE Program:**

Designed for students with autism and/or severely communicatively impaired students. A defined model that provides the structure and visual supports required for the children to learn. Related services are provided as designated on a student's IEP.

Victoria Saffioti | 845.486.8004 x5428 | victoria.saffioti@dcbores.org

Kenneth Louis-Jeune | 845.486.4840 x3020 | kenneth.louisjeune@dcbores.org

### **COSER 229.000 | Academics, Behavior and Community (ABC)**

(classified)

Program for classified and non-classified K-8 students. Academic emphasis on reading, writing, and math, with embedded activities to address behaviors, social issues, and academic difficulties, and to teach specific social and behavioral skills.

and

**COSER 424.000**

(non-classified)

Doug Damiani | 845.486.8004 x5407 | doug.damiani@dcbores.org

### **COSER 220.010 | Adolescent Day Treatment: 1-8-1**

A day treatment program for severely emotionally disabled students who need a more restrictive environment, with fully integrated clinical services in an academic setting. Students may pursue Regents, High School Equivalency or CDOS Credential.

Doug Damiani | 845.486.8004 x5407 | doug.damiani@dcbores.org

### **COSER 428.000 | Intensive Day Treatment Transitional Program**

A short-term transitional program serving students in acute emotional crisis. Clinical services (K-8) provided by Rockland Children's Psychiatric Center.

Doug Damiani | 845.486.8004 x5407 | doug.damiani@dcbores.org



## The Alternative High School | Grades 9-12

John Jeffrey, Principal | 845.486.4840 x3047 | john.jeffrey@dcbooces.org

COSER 423.000  
(non-classified)  
and  
COSER 423.010  
(classified)

### Dutchess Alternative High School

Programs for classified and unclassified students to earn a Regents diploma in an alternative setting. This program includes small class sizes; individualized instruction if needed, with a diverse range of academic courses and related school-community activities typical of traditional school settings. High School Equivalency prep program available for students in this program.

John Jeffrey | 845.486.4840 x3047 | john.jeffrey@dcbooces.org

COSER 213.000

### Fresh Start: 1-12-1

Designed to prepare secondary students with high management needs and low academic success (as evidenced by few or no Carnegie Credits earned) for a High School Equivalency diploma. Behavior redirected through PBIS (Positive Behavioral Intervention and Supports).

John Jeffrey | 845.486.4840 x3047 | john.jeffrey@dcbooces.org

COSER 218.000

### Center-based Classroom: 1-8-1

Self-contained class for academics, designed to prepare students for return to an integrated BOCES or home district classroom. Students receive a responsive series of supports: counseling, crisis intervention, related services/therapies are available. Program candidates may be behind in grade level, present with physical delays, acting-out behaviors, Asperger's Syndrome.

John Jeffrey | 845.486.4840 x3047 | john.jeffrey@dcbooces.org

COSER 220.010

### Adolescent Day Treatment: 1-8-1

A day treatment program for severely emotionally disabled students who need a more restrictive environment, with fully integrated clinical services in an academic setting. Students may pursue Regents, High School Equivalency or CDOS Credential.

John Jeffrey | 845.486.4840 x3047 | john.jeffrey@dcbooces.org

COSER 428.000

### Intensive Day Treatment Transitional Program

A transitional program serving students in acute emotional crisis. Clinical services (9-12) provided by Astor Services for Children.

John Jeffrey | 845.486.4840 x3047 | john.jeffrey@dcbooces.org



# Educational Programs

## In-District Classrooms | Grades K-12

Kenneth Louis-Jeune, Coordinator of Special Education | 845.486.4840 x3020 | kenneth.louisjeune@dcboces.org  
Victoria Saffioti, Staff Specialist | 845.486.8004 x5428 | victoria.saffioti@dcboces.org

- COSER 203.000 | Component District Classroom: 1-12-1**  
Serves students referred by their district's Committee on Special Education (CSE) for a BOCES class in a local district setting as necessary for the least restrictive environment. Mainstreaming available where appropriate. Instruction and related services provided according to a student's IEP. Disability-specific classes at the secondary level emphasize adaptive daily living skills.  
Kenneth Louis-Jeune | 845.486.4840 x3020 | kenneth.louisjeune@dcboces.org
- COSER 209.000 | Component District Classroom: 1-12-4**  
Provides services to multiply disabled and traumatic brain injured students aged 5-21 years who have multi-sensory or motor deficiencies and developmental lags in physical, cognitive and psychomotor capabilities. Highly individualized instruction including academics, perceptual motor training, self-help skills and vocational activities as designated on a student's IEP.  
Kenneth Louis-Jeune | 845.486.4840 x3020 | kenneth.louisjeune@dcboces.org
- COSER 212.000 | Component District Classroom: 1-6-1**  
For students who require a more intensive management level, and who have been recommended by their local Committee on Special Education for a BOCES class in a local district setting in the least restrictive environment. Mainstreaming opportunities where appropriate. Related services provided according to a student's IEP.  
Kenneth Louis-Jeune | 845.486.4840 x3020 | kenneth.louisjeune@dcboces.org
- COSER 219.000 | Component District Classroom: 1-8-1**  
Serves students referred by their Committee on Special Education for a BOCES class in a local district setting as necessary for the least restrictive environment. Mainstreaming where appropriate. Related services provided according to a student's IEP. Regular and IEP diploma paths available through this program. Specialized 1-8-1 programs—at the elementary and secondary levels—are available for students requiring intensive speech/language therapies. Additional classes focus on teaching adaptive daily living skills.  
Kenneth Louis-Jeune | 845.486.4840 x3020 | kenneth.louisjeune@dcboces.org
- COSER 228.000 | PEACCE Program**  
Designed for students with autism and/or severely communicatively impaired students. A defined model that provides the structure and visual supports required for the children to learn. Related services are provided as designated on a student's IEP.  
Kenneth Louis-Jeune | 845.486.4840 x3020 | kenneth.louisjeune@dcboces.org  
Victoria Saffioti | 845.486.8004 x5428 | victoria.saffioti@dcboces.org
- COSER 428.010 | Mid-Hudson Regional Medical Center Education and Astor Partial Hospitalization**  
Dutchess BOCES provides comprehensive services to students who are patients in the Adolescent Mental Health Unit of Mid-Hudson Regional Medical Center in Poughkeepsie and partial hospitalization with Astor in Poughkeepsie.  
Kenneth Louis-Jeune | 845.486.4840 x3020 | kenneth.louisjeune@dcboces.org

## Related Services

Leah Raftis, Coordinator of Special Education | 845.486.8004 x5439 | leah.raftis@dcbores.org  
**Services and supports for special needs students enrolled in Dutchess BOCES programs, provided in accordance with a student's IEP, or as requested by the district.**

COSER 717.000	<b>Speech</b> Speech services are delivered by New York State certified professionals. This service focuses on articulation and/or language needs as identified on a student's IEP. BOCES speech staff assist in the augmentative communication programs, in many instances incorporating assistive technology devices for the students within their sessions. Leah Raftis   845.486.8004 x5439   leah.raftis@dcbores.org
COSER 718.000	<b>Visually Impaired</b> A teacher of the visually impaired works closely with the Commission for the Blind and Visually Disabled, and is available to provide direct service to students, including direct remedial instruction, strengthening other sensory areas and the use of specialized equipment where appropriate. Leah Raftis   845.486.8004 x5439   leah.raftis@dcbores.org
COSER 719.000	<b>Occupational/Physical Therapy</b> Occupational and physical therapists provide occupational and physical therapy on an individual or small group basis for students whose IEPs indicate a need for this service. Occupational and physical therapists work with teachers to support programs within the classrooms as needed. Leah Raftis   845.486.8004 x5439   leah.raftis@dcbores.org
COSER 720.000	<b>Counseling</b> Counseling services are delivered by New York State certified social workers who focus on issues that impede the individual student from benefiting from an education. The service is delivered as prescribed on a student's IEP. Salt Point Center: Doug Damiani 845-8004 x5407   doug.damiani@dcbores.org Alternative High School: John Jeffrey   845.486.4840 x3047   john.jeffrey@dcbores.org In-District: Kenneth Louis-Jeune   845.486.4840 x3020   kenneth.louisjeune@dcbores.org
COSER 721.000	<b>I-I Aides and Supplementary School Personnel</b> One-to-one aides may assist students with mobility, feeding, and/or toileting, and monitor student activity as directed by a teacher. One-to-one supplementary school personnel provide, under the supervision of a certified teacher, direct instructional service to an individual student. This service must be indicated on a student's IEP. Salt Point Center: Victoria Saffioti   845.486.8004 x5428   victoria.saffioti@dcbores.org In-District: Kenneth Louis-Jeune   845.486.4840 x3020   kenneth.louisjeune@dcbores.org

# Educational Programs

COSER 723.000	<b>Job Coach</b> This program is offered to students as an introduction to the world of work, following the School to Work (STW) model. Work experience in the community will be identified. In-District: Kenneth Louis-Jeune   845.486.4840 x3020   kenneth.louisjeune@dcbooces.org
COSER 724.000	<b>Assistive Technology Support</b> This service consists of assistive technology consultation, and training for students and staff to promote the integration and use of technology tools within the academic environment. Follow-up support is provided upon district request, including staff development. Leah Raftis   845.486.8004 x5439   leah.raftis@dcbooces.org
COSER 733.000	<b>Teacher of the Deaf and/or Hearing Impaired</b> Provides academic support for hearing-impaired students. This support includes direct remedial instruction, use of visual supports and use of specialized equipment where appropriate. Leah Raftis   845.486.8004 x5439   leah.raftis@dcbooces.org

## Extended Year Program (ESY) - Students with Disabilities (K-12)

Kenneth Louis-Jeune, Coordinator of Special Education | 845.486.4840 x3020 | kenneth.louisjeune@dcbooces.org  
Leah Raftis, Coordinator of Special Education | 845.486.8004 x5439 | leah.raftis@dcbooces.org

SPECIAL AID-F835	<b>ESY: Students with Disabilities</b> Serving students that require a 12-month program as determined by the local Committee on Special Education.
SPECIAL AID-F843	<b>ESY: 1-1 Aide</b> In accordance with a student's IEP, provides a 1:1 aide. Kenneth Louis-Jeune   845.486.4840 x3020   kenneth.louisjeune@dcbooces.org Leah Raftis   845.486.8004 x5439   leah.raftis@dcbooces.org
COSER 402.000 and COSER 402.010	<b>Regional Academic Summer School Program</b> A high quality, rigorous selection of course offerings providing opportunities for students to achieve academic success in areas needing improvement, or to help students meet passing grade requirements. Jodi DeLucia   845-486-4840 x4614   jodi.delucia@dcbooces.org

## Itinerant Services

Leah Raftis, Coordinator of Special Education | 845.486.8004 x5439 | leah.raftis@dcboces.org

**These services are designed to accommodate instructional and support services needs of students in participating districts. BOCES certified and qualified personnel are employed to work in two or more districts. Some services may be available to special education students who are enrolled in private or parochial schools. Other areas may be developed as district needs emerge. We have the ability to generate new COSERS for services not listed upon request.**

COSER 313.000	<b>Teacher of the Deaf and/or Hearing Impaired</b> This service provides academic support for hearing-impaired students. This support includes direct remedial instruction, use of visual supports and use of specialized equipment where appropriate.
COSER 314.000	<b>Interpreters</b> Interpreters provide a means for hearing impaired students to access communication in the school setting, according to the language level of the student. The interpreter effectively communicates classroom information between the educational staff, the hearing impaired student and their classmates.
COSER 315.000 and COSER 315.010	<b>Evaluations – OT/PT, Visual, Hearing, Speech; Assistive Technology</b> Related services personnel evaluate students through the use of a variety of assessment tools and strategies to gather relevant academic, functional and developmental information. The evaluation provides the educational team with pertinent information to determine if related services intervention in the school setting will improve educational outcomes.
COSER 322.000	<b>Visually Impaired</b> A teacher of the visually impaired works closely with the Commission for the Blind and Visually Disabled and is available to provide direct service to the students, including direct remedial instruction, strengthening of other sensory areas and the use of specialized equipment where appropriate.
COSER 332.000	<b>Itinerant Job Coach</b> This program is for students not otherwise receiving BOCES services and who are eligible to receive the CDOS Credential. This program will work with local businesses to provide the 54 hours of Work-Based Learning required for the CDOS Credential through a New York State Certified Coordinator of Work-Based Learning. Transportation to and from job sites is not included in this program. Kenneth Louis-Jeune   845.486.4840 x3020   kenneth.louisjeune@dcboces.org
COSER 333.000	<b>Assistive Technology Support</b> This service consists of assistive technology, consultation and training for students and staff to promote the integration and use of technology tools within the academic environment. Follow-up support is provided upon district request, including staff development.

# Adult Learning Institute

The Adult Learning Institute (ALI) provides high quality academic, vocational, and career training to adults age 21 years or older, and out of school youth throughout the greater Hudson Valley. Classes are available throughout Dutchess County at numerous locations and the course catalog is published twice a year.

Programs include NYSED approved literacy classes, English as a Second Language classes and a variety of vocational and career training opportunities. BOCES ALI has approval from various professional trade organizations for our classes.

Elizabeth Hayter, Adult Education Administrator | 845.483.3640 x6102 | elizabeth.hayter@dcboces.org

## Adult Academic Programs

Literacy programs are approved and partially funded through the New York State Department of Education. We have a proven track record with a High School Equivalency pass rate of over 70% for each of the past seven (7) years. Our programs are also, in part, federally funded under WIOA Title II.

### High School Equivalency Classes (HSE)

This individualized instruction prepares students for the High School Equivalency Diploma Examination. Classes are held in multiple locations throughout the county.

### Adult Basic Education classes (ABE)

These classes are the perfect starting point for adults seeking a higher proficiency in their reading and math skills, and who don't have a high school diploma.

### English as a Second Language (ESL)

ESL classes assist adults with limited proficiency in English by building basic skills in speaking, reading and writing in English. Classes are held in various locations throughout the county.

### Giving Ready Adults a Study Program (GRASP)

GRASP is a home study program for students who do not have a high school diploma or High School Equivalency Diploma and who are unable to attend traditional classes offered throughout the county. Instructional packets are available at local libraries or one of our locations. Individuals wishing to participate must be 21 years old or older and have obtained at least a ninth grade reading level as determined by a pretest given at intake.

Michael Batira | 845.486.483.3640 x6107 | michael.batira@dcboces.org

## Career and Technical Education

Trade classes as described in our course catalog published twice a year are held in cooperation with the Career Technical Institute (CTI). Re-occurring offerings include the following:

- Heating Ventilation & Air Conditioning (HVAC)
- Auto Mechanics 1 and 2
- Steering and Suspension
- Lead Safety for Remodeling, Repair, and Painting (RRP)
- Residential House Wiring
- Residential Plumbing



### **Nurse Assistant**

This 150-hour New York State approved curriculum prepares individuals to be a nursing assistant who provides quality care in settings such as nursing homes and hospitals. Upon successful completion students take a New York State Certification Exam.

### **Phlebotomy**

This 75-hour classroom and 75-hour clinical experience prepares individuals to work as an entry-level phlebotomist working in a lab, nursing home or hospital. Upon successful completion students take a certification exam accepted throughout New York State.

### **CNA Return to Practice**

This class provides hands-on-skills for those individuals whose CNA certification has lapsed in order to prepare to re-take the certification exam. In 28 hours, students review all necessary skills required on the exam.

### **Community Solutions for Transportation (CST)**

Community Solutions for Transportation (CST) is an employment-related program that assists low-income, eligible individuals to obtain necessary transportation to maintain or improve their job status and raise the family's level of self-sufficiency. This comprehensive program, with strict eligibility guidelines, includes case management, learner's permit fees, driver experience training, defensive driving, five-hour pre-licensing, financial management workshops, car maintenance instruction, vehicle donations to working families in need, and more.



### **Corporate Training**

Corporate Training is targeted and customized to meet the needs of each business and its employees. Training can be offered 24/7 at an employer's site or ours.

The Adult Learning Institute (ALI) is approved to deliver, Occupational Safety and Health Administration (OSHA), National Electric Code (NEC), Environmental Protection Agency (EPA), National Institute for Auto Service Excellence (ASE), National Oil Heat Research Alliance (NORA), and National Health Association (NHA) programs.

### **Veteran's Guided Learning Empowerment and Socialization Recovery Project (VGL and SR Project)**

Formerly known as "No Man is an Island," this is a special computer-assisted program that serves as an adjunct to the Veteran's Administration (VA) medical treatment program to increase veterans' awareness, mental alertness, socialization, and interaction in the real world. The computer application program is designed to build veterans' basic computer knowledge and to enable veterans to augment their interests and global access.



### **Continuing Education**

These classes have a small amount of hours, but are very popular with our community neighbors: Defensive Driving; Five-hour Pre-licensing; New York State Notary Public Training; Bartending; Getting Paid to Talk and Introduction to Professional Voice-Acting; Anyone Can Draw Levels 1 and 2.

### **ed2go – Online Education ([www.ed2go.com/dcboces](http://www.ed2go.com/dcboces))**

Dutchess BOCES offers ed2go programs through ALI. Students can take online courses from the convenience of their homes or offices, anytime day or night. For more information about Dutchess BOCES' growing catalog of online courses, contact Dutchess BOCES at 845.483.3640.

# Facilities & Operations

The Facilities and Operations Division offers cooperative programs designed to provide districts with a safe and healthy environment, building maintenance and transportation. Included are comprehensive environmental/occupational health and safety consulting services to help districts comply with federal, state and local regulations.

Cole Bender, Director of Facilities | 845.486.8070 | cole.bender@dcbores.org

COSER 617.000

## Safety and Risk Management

This service provides comprehensive environmental/occupational health and safety consulting services to participating component school districts. The program's health & safety professionals are available to help districts comply with federal, state and local regulations and to act as liaison to regulatory agencies and environmental contractors.

### Accessibility

ADAAG Compliance Surveys

### AED Compliance

Public Access Defibrillator (PAD)

Program Compliance

Inspections & Maintenance

Software Updates

### Asbestos

AHERA Inspections & Surveillances

AHERA Management Plan Development & Updates

Asbestos Abatement Project Guidance

Asbestos Abatement Project

Monitoring & Air Clearances

Asbestos Bulk Sampling for Analysis

Asbestos Air Sampling for Analysis

Asbestos Awareness Training for Employees

### Chemical Inventory & Identification

### Confined Space Identification and Evaluation

### Hazardous Materials Management and Disposal

### Inspections

Annual Fire Safety Inspections

Annual Visual Inspections

AED Monthly & Yearly Inspections

Laboratory Inspections

### Industrial Hygiene

Air Quality Monitoring

Ergonomic Studies

Indoor Air Quality Studies

Radon Monitoring

Respirator Fit Testing

Ventilation Assessments

Infrared Photometry

### Lead

Lead Paint & Materials Sampling for Analysis

### Medical Waste Management and Disposal

### New York State Building and Fire Code Compliance

Annual Fire Inspections Information & Technical Assistance

### PCBs

Materials & Soil Sampling for Analysis

### Training

Asbestos Awareness

Blood Borne Pathogens

Confined Space

HazCom-Right to Know

Lock-out/Tag-out

Personal Protective Equipment

### Water

Potable Water Systems Sampling for Analysis



COSER 617.010	<p><b>Safety and Risk Management Technician</b></p> <p>This service provides participating component school districts with environmental/occupational health and safety field services that include required inspections and trainings, hazardous materials management and indoor air quality monitoring.</p> <p>Christopher Naney   845.486.8087   christopher.naney@dcbooces.org</p>
COSER 617.020	<p><b>AED Training</b></p> <p>This course is intended for individuals currently certified in CPR. It provides the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator (AED).</p>
COSER 617.030	<p><b>Elevator Inspection</b></p> <p>The inspector will furnish all labor, materials and equipment to complete required elevator inspections. Annual safety tests require inspection of equipment and general performance of an elevator. All work is performed in accordance to applicable codes, regulations and accepted industry standards.</p>
COSER 617.040	<p><b>Asbestos (Inspector, Management Planner, Supervisor)</b></p> <p>These courses prepare individuals to become licensed asbestos workers and meet AHERA requirements and OSHA standards, fulfill EPA requirements, and provide refresher training, as needed.</p> <ul style="list-style-type: none"> <li>▪ History and Uses of Asbestos</li> <li>▪ Potential Health Effects of Asbestos Exposure</li> <li>▪ PPE and Respirators</li> <li>▪ Establishing Containment and Decon Systems</li> <li>▪ Waste Handling and Disposal</li> <li>▪ Inspecting for Friable and Nonfriable ACBM</li> <li>▪ Bulk Sampling</li> <li>▪ Hazard Assessment</li> <li>▪ Federal and State Regulations</li> </ul>
COSER 617.041	<p><b>Lead Renovator</b></p> <p>This training is required for work on projects involving Renovation, Repair, or Painting (RRP) in residential or child-occupied (children under age 6) facilities built before 1978 in which lead paint exists. There must be a Certified Lead Renovator supervising the project. This one-day (8-hour) class explains how to comply with EPA's RRP rule. Subjects covered include: health effects, regulations, lead safe work practices, containment, cleaning and record-keeping. After passing an end-of-class exam, students receive RRP certificates. Regulatory Authority: 40 CFR 745.90(a)(1) and 40 CFR Subpart L.</p>
COSER 617.050	<p><b>Confined Space Rescue Training</b></p> <p>Confined Space Rescue Training helps workers operate around dangerous confined spaces and take steps in the event of an emergency rescue situation. Workers will learn the responsibilities of the employer and entry supervisor. Upon completion, workers will be able to identify permit-required spaces, understand the hazards of confined spaces, and know the proper procedures to use when working in/around a confined space. This course is designed to create consciousness of hazards, safety measures and regulations associated with confined spaces 1910.146.</p> <p>Cole Bender   845.486.8070   cole.bender@dcbooces.org</p>

# Facilities & Operations

COSER 617.070

## Indoor Air Quality

This service provides participating component school districts with monitoring, sampling and analysis of indoor air quality parameters to ensure a healthy learning environment. Services include ventilation assessment, asbestos, mold, radon and particulate sampling, moisture intrusion mitigation and building envelope assessment.

COSER 624.000

## Cooperative Transportation – Regular, Administrative, and Fuel

COSER 624.002

and

COSER 624.003

This service assists component school districts with their out-of-district transportation routes. Dutchess BOCES provides coordination for this shared program in compliance with transportation regulations and issues BOCES-wide transportation bids. Transportation contracts are coordinated among the contractors, BOCES and participating school districts. Cost savings are achieved by competitive pricing and consolidation of bus runs among the participating local school districts that transport students who attend private, parochial and other special schools. It is estimated that members of the Cooperative saved over \$4,000,000 since its inception in 1993.

COSER 624.010

## Cooperative Transportation – Summer Runs

This service specifically assists component school districts with their out-of-district summer runs. Dutchess BOCES provides coordination for this shared program in compliance with transportation regulations and issues BOCES-wide transportation bids. Transportation contracts are coordinated among the contractors, BOCES and participating school districts.

COSER 624.020

## Cooperative Transportation – Special Runs

This service specifically assists school districts with their out-of-district special runs. Dutchess BOCES provides coordination for this shared program in compliance with transportation regulations and issues BOCES-wide transportation bids. Transportation contracts are coordinated among the contractors, BOCES and participating school districts.

COSER 624.030

## Cooperative Transportation – Training

This service provides various training courses for school bus drivers and monitors. Upon completion of the courses, attendees receive required certifications.

COSER 626.000

## Cooperative Maintenance

Under this service BOCES coordinates, manages, and provides highly skilled maintenance technicians such as electricians, carpenters, roof maintenance workers, plumbers, HVAC, etc., as needed. Shared maintenance personnel can provide assistance with telephones and telecommunications wiring. A shared summer maintenance crew can also be provided to assist districts with summer maintenance needs. On a shared basis, such personnel are available to perform preventive, routine and emergency maintenance for participating districts. The service is not intended to take the place of the existing maintenance staff.

Cole Bender | 845.486.8070 | [cole.bender@dcbores.org](mailto:cole.bender@dcbores.org)



# Fixed Unit Costs

## EDUCATIONAL PROGRAMS

### Career and Technical Education

101.000	Career and Technical Education (CTE) .....	\$10,300.00	per student
	<b>Estimated Consumable Student Supply Fees:</b>		
	A+ Computer Repair/Networking – Uniform .....	\$50.00	
	Auto Body – Uniform and Boots .....	\$100.00	
	Automotive – Uniform and Boots .....	\$100.00	
	Construction – Uniform and Boots .....	\$100.00	
	Cosmetology – Cosmetology Kit per year .....	\$250.00	
	Culinary Arts – Uniform .....	\$150.00	
	Diesel Technology - Uniform and Boots.....	\$100.00	
	Early Childhood Education – Teaching Supplies .....	\$20.00	
	Electrical – Uniform .....	\$125.00	
	Graphic Arts/Video Production.....	\$30.00	
	Introduction to Health Occupations – Uniform.....	\$60.00	
	Nursing – Uniform (PN) .....	\$175.00	
	Nurse Assistant – Uniform .....	\$175.00	
	Plumbing - Uniform and Boots .....	\$100.00	
	Security – Uniform .....	\$75.00	
	Small Engines – Uniform and Boots .....	\$100.00	
	Welding - Uniform and Boots .....	\$100.00.	
442.000	High School Equivalency/CTE Program – At-Risk Students .....	\$3,600.00	per student

### Special Education

204.000	Center-based Classroom: 1-6-1 .....	\$39,954	per student
213.000	Fresh Start: 1-12-1 .....	\$36,847	per student
F835	ESY: Students with Disabilities .....	TBD	per student
F843	ESY: Students with Disabilities: 1-1 Aide .....	TBD	per student
218.000	Center-based Classroom: 1-8-1 .....	\$40,745	per student
227.000	Intensive Learning Environment: 1-6-2 .....	\$44,876	per student
227.000	PEACCE Program: 1-6-2 .....	\$44,876	per student
229.000	Academics, Behavior and Community (ABC – classified).....	\$25,517	per student
220.010	Adolescent Day Treatment: 1-8-1 .....	\$54,581	per student
203.000	Component District Classroom: 1-12-1 .....	\$26,026	per student
209.000	Component District Classroom: 1-12-4 .....	\$49,044	per student
212.000	Component District Classroom: 1-6-1 .....	\$40,049	per student
219.000	Component District Classroom: 1-8-1 .....	\$35,237	per student
228.000	PEACCE Program–Component District Classroom:1-6-2 .....	\$43,367	per student

\*New Service

# Fixed Unit Costs

## EDUCATIONAL PROGRAMS, *continued*

### Related Services

402.000	Regional Academic Summer School .....	TBD	
717.000	Speech .....	\$166.00	per hour
	Group –	\$41.00	per session
	Individual –	\$83.00	per session
718.000	Visually Impaired .....	\$144.00	per hour
	Group –	\$36.00	per session
	Individual –	\$72.00	per session
719.000	Occupational/Physical Therapy .....	\$133.00	per hour
	Group –	\$33.00	per session
	Individual –	\$66.00	per session
720.000	Counseling.....	\$174.00	per hour
	Group –	\$43.00	per session
	Individual –	\$87.00	per session
721.000	One-to-One Aides and Supplementary School Personnel.....	\$48,635.00	per student
723.000	Job Coach.....	\$46.00	per hour
724.000	Assistive Technology Support .....	\$180.00	per hour
	Group –	\$45.00	per session
	Individual –	\$90.00	per session
733.000	Teacher of the Deaf and/or Hearing Impaired .....	\$150.00	per hour
	Group –	\$38.00	per session
	Individual –	\$75.00	per session

### Itinerant Services

313.000	Teacher of the Hearing Impaired.....	\$150.00	per hour
	Group –	\$38.00	per session
	Individual –	\$75.00	per session
314.000	Interpreters.....	\$70,559.00	per student
315.000	Evaluations – OT/PT, VI, Speech.....	\$417.00	per evaluation
315.010	Evaluations – Assistive Technology.....	\$2,045.00	per evaluation
322.000	Teacher of the Visually Impaired.....	\$154.00	per hour
	Group –	\$39.00	per session
	Individual –	\$77.00	per session
332.000	Itinerant Job Coach.....		
333.000	Assistive Technology .....	\$179.00	per hour

### Alternative Education

423.000	Dutchess Alternative High School, non-classified .....	\$25,535.00	per student
423.010	Dutchess Alternative High School, classified .....	\$29,917.00	per student
424.020	Academics, Behavior and Community (ABC – non-classified)....	\$26,184.00	per student
428.000	Intensive Day Treatment Transitional Program.....	\$187.00	per day
428.010	Mid-Hudson Regional Medical Center Education and Astor Partial Hospitalization.....	\$187.00	per day

\*New Service

## EDUCATIONAL RESOURCES

### School Improvement

512.000	School Improvement – Base Fee .....	\$15,035.00	per district
512.010	School Improvement: RWADA.....	varies	per RWADA
512.020	School Improvement: Additional Costs.....		actual cost
512.030*	Leadership Academy: Seminar Series .....	\$1,200.00	per district
512.040*	Instructional Coach.....	\$27,800.00	per .2 FTE (12 month)
512.050	Generation Ready Instruction Day.....	\$1,756.00	per day
512.051	Generation Ready Conference Day.....	\$2,050.00	per day
512.052	Generation Ready Additional Costs.....		actual cost
512.060*	Critical Incident Stress Management .....	\$1,950.00	per district
512.070	School Improvement: Regional Scoring .....	varies	
512.073	NYSAA Administration Training for Teachers.....	\$112.00	per component teacher
512.074	Additional On-Site Collegial Review.....	\$408.00	per 3 hour review for component districts
512.075	Scoring of NYSAA Datafolios .....	\$77.00	per student datafolio for component districts
512.080	School Improvement: Audit – Literacy .....		actual cost
512.081	School Improvement: Audit – Math .....		actual cost
512.090	School Improvement: Data Services .....	\$2,828.00	per district
512.091	School Improvement: Data Services .....	\$1,010.00	per building
422.000	High School Seminars for Advanced Students .....	\$4,945.00	per district
422.010	Events for Advanced Intermediate Elementary Students .....	\$3,737.00	per district
422.020	Formal Debate Program .....	varies	based on participation
422.030	Scholastic Bowl .....	\$2,808.00	per grade level
422.040	Scholastic Match-up .....	\$1,576.00	per event
438.000	Exploratory Enrichment – Base Fee .....	\$515.00	per district
438.002	Exploratory Enrichment – Administrative Fee .....	10%	per event
438.010	Exploratory Enrichment – Contracts .....		actual cost
438.020	High School of Excellence Summer Scholars .....	\$1,992.00	per student
439.000	Integrated Arts-in-Education Program – Base Fee.....	\$4,378.00	per district
439.002	Integrated Arts-in-Education Program – Administrative Fee.....	7%	based on performances
439.010	Integrated Arts-in-Education Program – Performance Fee.....		actual cost
542.000	Model Schools Program: Technology/Planning – Base Fee .....	\$15,711.00	per district
542.010	Model Schools In-District Professional Development Day.....	\$800.00	per day
542.021	Model Schools Technology Integration Coach .....	\$22,879.00	per .2 FTE (10 month)
542.026	Model Schools e-Learning.....	\$2,980.00	per district
542.070	Model Schools Contract Consortium Professional Development..	\$1,000.00	per day
560.000	Home Schooling .....	\$155.00	per student

\*New Service

# Fixed Unit Costs

## EDUCATIONAL RESOURCES, *continued*

580.010	Grant Support Services: Base Service .....	\$5200.00	per district
580.020	Grant Support Services: Grant Writing and Submission .....	\$98.00	per hour
580.030	Grant Support Services: Grant Writing and Submission .....	\$24,000.00	per .2 FTE
<b>Learning Technology</b>			
448.000	Digital Learning – Base Fee .....	\$740.00	RWADA band-level fee per district
448.026	NYS Distance Learning & Media Contract Consortium – Administrative Fee .....	5%	per purchase
519.000	Learning Technology Services.....	varies	per RWADA
519.011	Learning Technology Services – Base Fee .....	\$17,428.00	per district
519.010	Lease Purchases.....	varies	bank negotiated rates
519.013	Network Printers.....	varies	state contract pricing
519.015	Hardware/Software Purchasing.....	varies	state contract pricing
	Administrative Fee .....	5%	per purchase (not to exceed district maximum dollar ceiling)
519.021	Cisco Certified Network Services.....	\$141.75	per hour
519.025	Supplies and Software Media.....	varies	state contract pricing
519.030	Centralized Web Filtering.....	varies	per RWADA
519.040	Shared Technicians Reporting to Districts.....	\$15,500.00	per .2 FTE
519.043	Antivirus Protection.....	\$2.80	per computer
519.044*	District Infrastructure Support.....		varies by service
519.045	Hardware/Software Maintenance Agreements.....	varies	state contract pricing
519.046	Network Printer Maintenance .....	varies	state contract pricing
519.047*	Distributed Denial of Service (DDoS) Mitigation and Support.....		divided proportionately among districts based on initial bandwidth levels
519.048	E-mail Archiving.....	\$4.00	per inbox (current archiving);
	E-mail Archiving.....	\$2.00	per inbox (historical archive data)
519.049*	Learning Technology In-District Technology Support.....	varies	per technician title
519.050	Compass Learning.....	varies	state contract pricing
519.051	NYS Instructional Technology Contract Consortium–Admin Fee .....	5%	per purchase
519.053*	Data Storage Service .....	\$900.00	per Terabyte
519.054	My Learning Plan: Instructional User .....	\$21.75	per user
519.055	My Learning Plan: Non-Instructional User.....	\$21.75	per user
519.057	My Learning Plan: OASYS.....	\$13.75	per user
540.000	School Library System: Cooperative Collection Development..	\$4,700.00	per district

\*New Service

**EDUCATIONAL RESOURCES, *continued***

540.010	School Library System: Database Access.....varies	per number of students
	\$850.00: <1,000 students; \$1,050.00: 1,001-1500 students; \$1,550.00: 1,501-5,000 students; \$2,050.00: >5,000 students	
540.020	School Library System: Database Purchases.....	actual cost
541.000	School Library System: Library Automation ..... \$7,650.00	per library
541.030	School Library System: District Purchases .....	actual cost
545.000	Microcomputer Repair Service..... \$91.00	per hour
545.011	Microcomputer Repair Service – Base Fee ..... \$6,146.00	per district
545.005	Microcomputer Repair – Parts (aidable).....varies	per repair
545.010	Microcomputer Repair – Parts (non-aidable) .....varies	per repair
545.020	Microcomputer Repair – Shipping.....varies	per repair
545.025	Microcomputer Repair – Other .....varies	per repair

**BUSINESS SERVICES**

001.000	Administration.....varies	per district
001.005	Retiree Benefits .....varies	per district
002.470	Capital and Rentals .....varies	per district
360.000	Shared Business Official..... \$5,300.00 Base Fee + \$12,000.00	per .1 FTE
609.000	School District Staff Contract Analysis..... \$1,300.00	per district
612.000	Cooperative Bidding.....varies	per RWADA
619.000	Telecommunications – Base Fee..... \$3,912.00	per district
619.002	Telecommunications – Administrative Fee ..... 7%	per district based on participation
619.010	Telecom-Fax Lines .....	consortium pricing
619.015	Integrated Services Digital Network Lines .....	consortium pricing
619.020	Intellipath Lines .....	consortium pricing
619.021	T-1 Voice Lines .....	consortium pricing
619.025	Telecom-Equipment Leases .....	consortium pricing
619.045	High Speed LAN/WAN Access .....	consortium pricing
619.050	Telecom – VoIP .....varies	per service
619.060	Telecommunications/E-Rate Consortium.....varies	per RWADA
651.000	Business Office Support .....varies	per district

**FACILITIES AND OPERATIONS**

617.000	Safety and Risk Management – Base Fee..... \$6,200.00 plus RWADA	per district
617.010	Safety and Risk Management Technician .....	based on participation
617.020	AED Training..... \$61.00	per person
617.030	Elevator Inspection.....varies	per inspection
617.040	Asbestos (Inspector, Management Planner, Supervisor) Training ....varies	per course
617.041	Lead Renovator Training .....varies	per course

\*New Service

# Fixed Unit Costs

## FACILITIES AND OPERATIONS, *continued*

617.050	Confined Space Rescue Training .....	varies	per course
617.070	Indoor Air Quality.....	varies	per service
624.000	Cooperative Transportation .....	varies	per routes/per students
624.002	Cooperative Transportation – Administrative Fee .....	5%	based on participation
624.003	Cooperative Transportation – Fuel .....	varies	per district/per routes
624.010	Cooperative Transportation – Summer Runs .....	varies	per routes/per students
624.020	Cooperative Transportation – Special Runs .....	varies	per routes/per students
624.030	Cooperative Transportation – Training.....	varies	per course
626.000	Cooperative Maintenance – Base Fee .....	\$2,020.00	per district
626.000	Cooperative Maintenance .....	\$68.00	per hour

## HUMAN RESOURCES

610.000	Employee Benefits Coordination.....	\$3,080.00 Base Fee	plus RWADA
614.000	Cooperative Recruitment.....	\$2,417.00 Base Fee	plus RWADA
615.000	Employee Assistance Program .....	\$37.00	per employee
618.000	Substitute Calling Service.....	\$43.00	per sub user
618.010	Substitute Calling Service.....	\$25.00	per non-sub user
627.000	Medicaid Reimbursement .....	\$1,068.00 Base Fee	plus RWADA
630.000	Temporary Coaching Licenses.....	\$50.00	per license
630.010	Teacher Certification .....	\$2,020.00 Base Fee	plus RWADA
650.000	Central Human Resource Office Support.....	TBD	plus varied unit costs

## COMMUNICATIONS AND GRANTS RESEARCH

536.000	Shared Printing Service – Base Fee.....	varies	based on average of prior 3-year usage
536.010	Shared Printing Service – General Printing .....	varies	per print job
536.020	Shared Printing Service – Common Core Materials.....	varies	per print job
635.000	Public Information Service – Base Fee .....	\$2,250.00	per district
635.002	Public Information Service – Administrative Fee .....	5.55%	of the per page project cost
635.001	Public Information Service .....	\$365.00	per page (includes 5 proofs per project)
	Public Information Service – Special Projects .....	\$75.00	per hour
635.011	Shared Public Information Officer (non-aidable) .....	\$7,700.00	per .1 FTE (12 month)
635.012	Shared Public Information Officer (aidable) .....	\$7,700.00	per .1 FTE (12 month)
635.015*	Translation Services .....	varies	per word depending on language
635.003	Web Services – Base Fee.....	\$1,500.00	per district
635.025	Web Services.....	\$3,700.00	per district

\*New Service





# Glossary of Terms

1-6-1	1 Teacher – 6 Students – 1 Supplementary School Personnel	FTE	Full-Time Equivalent
1-8-1	1 Teacher – 8 Students – 1 Supplementary School Personnel	HSED	High School Equivalency Diploma
1-12-1	1 Teacher – 12 Students – 1 Supplementary School Personnel	IEP	Individual Education Plan
1-6-2	1 Teacher – 6 Students – 2 Supplementary School Personnel	LAN	Local Area Network
1-8-2	1 Teacher – 8 Students – 2 Supplementary School Personnel	LPN	Licensed Practical Nurse
1-12-4	1 Teacher – 12 Students – 4 Supplementary School Personnel	OT	Occupational Therapy
ABC	Academics, Behavior and Community	PEACCE	Providing Education for Autistic and Communication Impaired Children Effectively
AED	Automated External Defibrillator	PT	Physical Therapy
ALI	Adult Learning Institute	RSE-TASC	Regional Special Education Technical Assistance Support Center
A.U.S.S.I.E.	Australian and U.S. Service in Education	RWADA	Resident Weighted Average Daily Attendance
BETA	BOCES Education and Training Academy	SED	State Education Department
BOCES	Board of Cooperative Educational Services	SE-TASC	Special Education Technical Assistance Support Center
CDOS	Career Development and Occupational Studies	SLS	School Library System
COSER	Cooperative Service (approved by SED)	SPC	Salt Point Center
CTE	Career and Technical Education	SSP	Supplementary School Personnel
CTI	Career and Technical Institute	STLE	Strengthening Teachers and Leaders Effectiveness
DCFS	Department of Community and Family Services	STW	School to Work
DEHIC	Dutchess Educational Health Insurance Consortium	VI	Visually Impaired
E-Rate	Federal Funding for Internet Access, LAN, and Telecommunications	WAN	Wide Area Network
ESL	English as a Second Language	WIA	Workforce Investment Act
ESY	Extended School Year	WIOA	Workforce Innovation and Opportunity Act

## STATEMENT OF NON-DISCRIMINATION

Dutchess BOCES offers employment and educational opportunities without regard to race, color, national origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this nondiscrimination policy may be directed to the following individuals. These officials will provide information, including complaint procedures to any citizen, student or employee who feels that his or her rights may have been violated by the BOCES or its officials.

## THE DIGNITY FOR ALL STUDENTS ACT (DASA)

The Dignity Act (Education Law §11(7)) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably or substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being.

Inquiries regarding discrimination on the basis listed above may also be made to the United States Department of Education, Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005, 646.428.3800, ocr.newyork@ed.gov.

## Title IX/Sexual Harassment – Employees

**Cora Stempel**

*Deputy Superintendent*

845.486.4800 x2250

[IXcoordinator@dcboces.org](mailto:IXcoordinator@dcboces.org)

## Sexual Harassment – Students

**Norah Merritt**

*Executive Director for Human Resources*

845.486.8004 x2278

[IXcoordinator@dcboces.org](mailto:IXcoordinator@dcboces.org)

## Section 504/DASA Coordinator

**Norah Merritt**

*Executive Director for Human Resources*

845.486.8004 x2278

[norah.merritt@dcboces.org](mailto:norah.merritt@dcboces.org)

## EQUAL OPPORTUNITY EMPLOYER

Dutchess BOCES does not discriminate on the basis of age, race, sex, creed, color, national origin, marital status or disability.



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