

# Dutchess **BOCES**

*2010 AND THE DECADE BEYOND*

**COOPERATIVE  
EFFORTS AMONG  
DUTCHESS COUNTY  
SCHOOL DISTRICTS**



*leadership | efficiency | innovation | excellence | collaboration*



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## INTRODUCTION

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*Dutchess BOCES is part of the statewide system of Boards of Cooperative Educational Services. Through the cooperative efforts of our thirteen component school districts, Dutchess BOCES is able to offer a wide variety of educational programs and support services to children and adults in Dutchess County. Costs are reduced by having two or more districts share in these programs and services. Participating districts also receive state aid for the costs. This aid is additional to local district state aid. All services benefit from the professional advice and suggestions of component district personnel.*



*Dutchess BOCES always stands ready to develop additional services tailored to the needs of two or more districts. Suggestions for new services can be directed to the District Superintendent or the appropriate division head. For the convenience of district personnel who may have a specific question, the telephone numbers of the program administrators are listed with each general category of programs. Any BOCES employee listed in this guide will be more than happy to consult with districts regarding our programs and services.*

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## FROM THE DISTRICT SUPERINTENDENT

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*BOCES services are the backbone of our relationship with component districts. These services have greatly benefited from the shared viewpoints of all our colleagues in Dutchess County. Together we work hard to maximize educational resources to support student success as defined by New York's Learning Standards.*



*We at BOCES are in a true partnership of leaders bringing educational excellence to Dutchess County. Please share this publication with your colleagues and call us whenever we can be of assistance.*

*Best wishes for success to all students and educators in Dutchess County.*

*John C. Pennoyer*

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# BOCES

## BOARD OF TRUSTEES

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**CHRISTOPHER W. COMO**

President

**ROBERT M. MEADE**

Vice President

**MARY FALCONE**

**EDWARD L. MCCORMICK**

**JIM MILANO**

**MICHAEL RIEHL**

**NANCY PISANELLI**

District Clerk

---

## ADMINISTRATION

---

**JOHN C. PENNOYER**

District Superintendent

**LINDA A. HEITMANN**

Assistant Superintendent for Educational Services

**LINDA POLESKI**

Assistant Superintendent for Business Services

**ANNA MARIE PAOLERCIO**

Director - Communications and Grants Research

**MATTHEW CARR**

Business Administrator for Human Resources

**NORAH MERRITT**

Director - Alternative and Special Education

---

# COMPONENT SCHOOL DISTRICT SUPERINTENDENTS

---

## **Arlington CSD**

**Frank Pepe**, Superintendent  
696 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.4460  
fax: 845.486.4457  
fpepe@acsdny.org

## **Beacon CSD**

**Fern Aefsky**, Superintendent  
10 Education Drive  
Beacon, NY 12508  
voice: 845.838.6900  
fax: 845.838.6905  
aefsky.f@beaconK12.org

## **Dover UFSD**

**Craig T. Onofry**, Superintendent  
2368 Route. 22  
Dover Plains, NY 12522  
voice: 845.832.4500  
fax: 845.832.4511  
craig.onofry@doverschools.org

## **Hyde Park CSD**

**Carole A. Pickering**, Superintendent  
11 Boice Road  
PO Box 2033  
Hyde Park, NY 12538  
voice: 845.229.4005  
fax: 845.229.4056  
carole.pickering@hydeparkschools.org

## **Millbrook CSD**

**R. Lloyd Jaeger**, Superintendent  
PO Box AA  
Millbrook, NY 12545  
voice: 845.677.4200  
fax: 845.677.4206  
lloyd.jaeger@millbrookcsd.org

## **Pawling CSD**

**Joseph Sciortino**, Superintendent  
515 Route 22  
Pawling, NY 12564  
voice: 845.855.4600  
fax: 845.855.4659  
sciortinoj@pawlingschools.org

## **Pine Plains CSD**

**Linda L. Kaumeyer**, Superintendent  
2829 Church Street  
Pine Plains, NY 12567  
voice: 518.398.7181  
fax: 518.398.6592  
l.kaumeyer@ppcsd.org

## **Poughkeepsie CSD**

**Laval S. Wilson**, Superintendent  
11 College Avenue  
Poughkeepsie, NY 12603  
voice: 845.451.4900  
fax: 845.451.4954  
lwilson@poughkeepsieschools.org

## **Red Hook CSD**

**Paul Finch**, Superintendent  
7401 S. Broadway  
Red Hook, NY 12571  
voice: 845.758.2241  
fax: 845.758.3366  
pfinch@rhcsd.org

## **Rhinebeck CSD**

**Joseph Phelan**, Superintendent  
PO Box 351  
Rhinebeck, NY 12572  
voice: 845.871.5520  
fax: 845.876.4276  
jphelan@rhinebeckcsd.org

## **Spackenkill UFSD**

**Lois Powell**, Superintendent  
15 Croft Road  
Poughkeepsie, NY 12603  
voice: 845.463.7800  
fax: 845.463.7804  
lois.powell@spackenkillschools.org

## **Wappingers CSD**

**James Parla**, Superintendent  
167 Myers Corners Road, Suite 200  
Wappingers Falls, NY 12590  
voice: 845.298.5000  
fax: 845.298.5041  
james.parla@wappingersschools.org

## **Webutuck CSD**

**Lee Bordick**, Interim Superintendent  
194 Haight Road, PO Box N  
Amenia, NY 12501  
voice: 845.373.4100  
fax: 845.373.4102  
lbordick@webutuckschools.org

## Contact Person:

Anna Marie Paolercio  
Director  
Communications and Grants  
Research  
Dutchess BOCES  
900 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.8051  
fax: 845.486.4958  
anna.paolercio@dcboces.org

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## VISION

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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.

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## MISSION

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

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## EQUAL OPPORTUNITY EMPLOYER

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

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## TITLE IX AND 504 COMPLIANCE

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Dutchess BOCES offers employment and educational opportunities without regard to sex, race, color, national origin or disability. Inquiries regarding this nondiscrimination policy may be directed to the contact person noted on this page. This official will provide information, including complaint procedures to any citizen, student or employee who feels that his or her rights under Title IX or Section 504 may have been violated by the BOCES or its officials.



Dutchess BOCES hosts a series of International Society for Technology in Education (ISTE) Webinars featuring nationally known presenters.



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# DUTCHESS COUNTY

## SCHOOL BUSINESS OFFICIALS

---

**ROBIN ZIMMERMAN**

Assistant Superintendent for Business  
Arlington Central Schools  
696 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 486-4450 x126  
fax: 486-4492  
rzimmerman@acsdny.org

**LISA BARKER**

School Business Administrator  
Arlington Central Schools  
696 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 486-4450 x129  
fax: 486-4492  
lbarker@acsdny.org

**ANN MARIE QUARTIRONI**

Business Manager  
Beacon City Schools  
10 Education Drive  
Beacon, NY 12508  
voice: 838-6900 x2003  
fax: 838-6905  
quartironi.a@beaconk12.org

**CHRISTOPHER PRILL**

Assistant Superintendent  
for Business Affairs  
Dover Union Free Schools  
2368 Route 22  
Dover Plains, NY 12522  
voice: 832-4510  
fax: 832-4512  
chris.prill@doverschools.org

**LINDA POLESKI**

Assistant Superintendent  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 486-7795  
fax: 486-4821  
linda.poleski@dcboces.org

**WAYNE KURLANDER**

Assistant Superintendent for Business  
Hyde Park Central Schools  
11 Boice Road  
P.O. Box 2033 (mailing)  
Hyde Park, NY 12538  
voice: 229-4009  
fax: 229-4056  
wayne.kurlander@hydeparkschools.org

**KURT ROBB**

Business Administrator  
Millbrook Central Schools  
P.O. Box AA  
Millbrook, NY 12545  
voice: 677-4200  
fax: 677-4206  
kurt.robbs@millbrookcsd.org

**WARREN DONOHUE**

Chief Business Administrator  
Pawling Central Schools  
515 Route 22  
Pawling, NY 12564  
voice: 855-4605  
fax: 855-4635  
donohuew@pawlingschools.org

**MICHAEL GOLDBECK**

Assistant Superintendent  
for Business and Finance  
Pine Plains Central Schools  
2829 Church Street  
Pine Plains, NY 12567  
voice: 518-398-7181  
fax: 518-398-6592  
m.goldbeck@ppcsd.org

**KEVIN SHELDON**

Asst. Supt. for Business Services  
Poughkeepsie City Schools  
11 College Avenue  
Poughkeepsie, NY 12603  
voice: 451-4962  
fax: 451-4955  
ksheldon@poughkeepsieschools.org

**BRUCE MARTIN**

Business Administrator  
Red Hook Central Schools  
7401 South Broadway  
Red Hook, NY 12571  
voice: 758-2241 x4706  
fax: 758-1093  
bmartin@rhcsd.org

**THOMAS BURNELL**

Assistant Superintendent  
for Support Services  
Rhinebeck Central Schools  
Box 351 – 45 N. Park Road  
Rhinebeck, NY 12572  
voice: 871-5520  
fax: 876-4276  
tburnell@rhinebeckcsd.org

**KEVIN GEOGHAN**

Assistant Superintendent for Business  
Spackenkill Union Free Schools  
15 Croft Road  
Poughkeepsie, NY 12603  
voice: 463-7800  
fax: 463-7804  
kevin.geoghan@spackenkillschools.org

**MICHELE MOLONEY**

Business Manager  
Wappingers Central Schools  
167 Myers Corners Rd. – Suite 200  
Wappingers Falls, NY 12590  
voice: 298-5000 x150  
fax: 298-5047  
michele.moloney@wappingersschools.org

**MARY GRDEN**

Business Administrator  
Webutuck Central Schools  
P.O. Box N – Haight Road  
Amenia, NY 12501  
voice: 373-4100  
fax: 373-4102  
mgrden@webutuckschools.org

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# BOCES

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## GENERAL INFORMATION

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### ***What is BOCES?***

BOCES stands for Board of Cooperative Educational Services. BOCES are public organizations that were created by the New York State Legislature in 1948 to provide shared educational programs and services to school districts.

### ***How do the BOCES programs work?***

BOCES services are created when two or more school districts determine they have similar needs that can be met by a shared program. BOCES help school districts save money by providing opportunities to pool resources and share costs.

Sharing is an economical way for districts to provide programs and services that they might not be able to afford otherwise. It is usually more efficient and less costly to operate one central service than it is to have separate programs in each school district. However, BOCES services are often customized, offering districts the flexibility to meet their individual needs.

### ***How is BOCES governed?***

Each BOCES is governed by a board of education that is made up of representatives from component school districts. They are elected by component boards of education but serve at-large for the county. BOCES board members are responsible for policy decisions.

### ***I know BOCES provides special education programs and career/technical programs, but does BOCES offer other services?***

BOCES provides many different types of programs, although Special Education, Career and Technical Education, and Alternative Education are usually the largest programs. Other services available through BOCES fall into the categories of Technology, Professional Development, Adult Education and Management Services. The numbers and types of services offered change continuously as component districts' needs and requests evolve.

### ***Who decides which BOCES services to purchase?***

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

### ***Why do school districts participate in BOCES services?***

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

### ***How are BOCES services paid for?***

BOCES have no taxing authority. An administrative charge is assessed in proportion to each component district's size, but most BOCES revenue is from the fees charged component districts for the BOCES services they have chosen to use. BOCES expenses are incorporated into each district's annual budget. State aid helps to offset some of the cost, and other services are directly funded by the state or federal government.

### ***What is BOCES aid, who gets it, and why?***

New York State gives a financial incentive to encourage participation in shared services by offering BOCES state aid for BOCES services. This is how BOCES state aid works: Each district's board of education selects BOCES services for the current year.

In the following school year, a portion of the cost of BOCES services is returned to the district by the State of New York. The amount returned to each district depends on which services the district buys and is based on a formula that takes into account the district's financial resources. Money returned to the district is used as revenue.

### ***What BOCES services do not generate BOCES aid for local districts?***

Special education services from BOCES do not earn BOCES aid for local districts, but local districts do receive Excess Cost Aid to offset some of the costs of special education. Also, some expenses within services may not be aided. Other services that do not qualify for BOCES aid are student transportation, services funded from other sources, consumables and adult education. The amount of aid varies from district to district.

### ***Do BOCES students graduate from high school?***

BOCES does not confer high school diplomas. Most career and technical students and some special education students graduate from their local districts with Regents diplomas.

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# COOPERATIVE EFFORTS BY DUTCHESS COUNTY SCHOOL DISTRICTS

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School districts in the Dutchess County Board of Cooperative Educational Services (BOCES) region are working with each other and other municipal agencies to save money. Through the sharing of resources, using the group's purchasing power and the sharing of personnel, districts have realized savings in the millions of dollars. In addition to the efficiencies that result from cooperative ventures, districts also receive BOCES aid, which otherwise would be unavailable if they acted alone. Depending on the district, this aid can vary from 40% to 65% of the approved expense.

Some of these collaborative efforts have been going on for years; others are more recent. These efforts began to expand in 1988 when a number of districts and BOCES formed the Dutchess Health Insurance Consortium (DEHIC), a coalition for purchasing high quality health insurance services for employees of participating agencies. Today the collaborative efforts include everything from workers' compensation insurance, facilities maintenance, shared transportation to employee recruitment and purchasing.

The school districts of Dutchess County are committed to continue to find new and better ways to share resources, thereby saving money for taxpayers. Each year, through the efforts of district personnel, the Superintendents of Schools and the Dutchess County School Business Officials, a number of new collaborative projects are considered.

This booklet is designed to give you an overview of many of the cooperative efforts that are currently in place. If you wish further information, please call the contact person who is listed on the corresponding page.

We look forward to continuing and expanding our cooperative efforts for the benefit of our students, school districts and taxpayers of Dutchess County.



### Contact Person:

**Norah Merritt**  
*Director of Alternative  
and Special Education*  
Dutchess BOCES  
900 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.4840  
fax: 845.486.4852  
noah.merritt@dcboces.org

### Contact Person:

**John Jeffrey**  
*Principal  
of Alternative High School*  
Dutchess BOCES  
900 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.4840  
fax: 845.486.4852  
john.jeffrey@dcboces.org

## ALTERNATIVE EDUCATION

### *Historical Perspective:*

Alternative Education programs began over two decades ago and have gradually expanded over the years to address the needs of students recognized as being at risk. They now include the Alternative High School, Academics Behavior, and Community (ABC) Program, Intensive Day Treatment Transitional Program, and St. Francis Hospital Education.

### *Description:*

Dutchess BOCES offers several Alternative Education programs for young people recognized as being "at risk." These programs provide students with an individualized instructional program with extensive support services leading to a high school diploma.

### *Participants:*

**Dutchess County:** All component school districts

**Ulster County:** Ellenville, Marlboro, New Paltz, Rondout Valley, and Ulster BOCES

### *Benefits:*

By sharing teacher expertise and program facilities, savings are realized by each component district. The Alternative Education programs enable school districts access to therapeutic settings to address the needs of non-classified students as well as provide efficiency in planning and service delivery.



**Dutchess BOCES**  
provides services that  
ensure that every child  
receives an education  
and life skills, no matter  
what his or her level of  
ability may be.

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# CAREER AND TECHNICAL EDUCATION

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## Contact Person:

**Mitchell Shron**  
Supervisor/Principal  
Career and Technical Education  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8001  
fax: 845.486.8171  
mitchell.shron@dcboces.org

### *Historical Perspective:*

Career and Technical Education (CTE) has been a mainstay of Dutchess BOCES since its inception. Career and Technical Education programs began in the districts and then moved to Brickyard Hill on Dutchess Turnpike in the Town of Poughkeepsie. By 1968, a plan was established to create a permanent location at the Salt Point campus. Since then, career and technical education has grown and changed as the nature of career and employment has changed in the Hudson Valley. What was once called vocational education or occupational education became today's CTE. Our classes expanded from traditional trade programs such as automotive engineering, trade electricity, practical nursing and plumbing to include communications technology, computer repair, early childhood education and New Visions programming for health and education. CTE continues to grow and expand as the needs of the county have grown and expanded.

### *Description:*

Dutchess BOCES Career and Technical Institute (CTI) offers the following programming: Automotive Technologies, Auto Body, Culinary Arts and Restaurant Management, Cosmetology, Communications Technology, Early Childhood Education, Marketing, HVAC, Introduction to Health Occupations, Law Enforcement and Criminal Justice, New Visions Education, New Visions Health, Nursing Assistant, Practical Nursing, Residential Construction, Small Engines, Trade Electric, Turf Equipment, and Welding. In addition, CTI offers a GED program for students who wish to combine their GED studies with career and technical education.

### *Participants:*

**Dutchess County:** All component school districts

### *Benefits:*

By sharing teacher expertise and program facilities, savings are realized by each component district. The CTE services enable students to receive career and technical training while still in high school. This produces a population of students who are ready to make good career choices, including attending post secondary schools or moving directly to the world of careers.



**Contact Person:**

Linda Poleski  
Assistant Superintendent  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
linda.poleski@dcboces.org

**Contact Person:**

Debbie McAllister  
Purchasing Agent/Budget  
Assistant  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
debbie.mcallister@dcboces.org

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# COOPERATIVE BIDDING

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**Historical Perspective:**

This program began in 1991 and has gradually expanded over the years.

**Description:**

Dutchess BOCES, in close consultation with the Cooperative Bidding Steering Committee, provides coordination for its component districts for a number of cooperative bids. Detailed specifications are developed, advertised, distributed and awarded for various commodities, supplies, equipment and services. The quantities estimated in the bid are intended to meet the needs of the participating local school districts and the BOCES. Cooperative Bids include the purchase of:

#2 Fuel Oil	School Lunch/Beverage	Energy
APC/UPS	Local Telephone Intellipath Service	Custodial Supplies
School Lunch Supplies	Transportation-Special Trips	Print Shop Paper
Office Equipment	Long Distance Telephone Service	Propane
Transportation-Regular Trips	Photocopy Paper	Health Office Supplies
Fiber Optic Components	Office Supplies	E-mail Archiving
Gasoline	Office Furniture	Electrical Supplies
Microcomputer Supplies	Fuel Tank Testing	Generators
	Miscellaneous Auto Parts	

Additionally, Dutchess BOCES will coordinate Request For Proposals (RFP) for group pricing.

**Participants:**

**Dutchess County:** All component school districts

**Benefits:**

Cost savings are achieved through price discounts from vendors for increased quantities. Increased efficiency is achieved since duplication of effort is reduced. Where similar, complex, detailed specifications are needed by a number of participants, the development costs of such specifications can be shared and related expenditures reduced.



Dutchess BOCES  
helps to subsidize the  
costs of doing business  
for school districts by  
centralizing resources  
and qualifying them to  
receive New York State  
aid.

# COOPERATIVE MEDICAID REIMBURSEMENT

## *Historical Perspective:*

The Medicaid Reimbursement COSER has been in existence since 1999. This program was created to provide participating districts with a service that will enhance revenue through reimbursement of Medicaid eligible services.

## *Description:*

Under this program, BOCES assists component districts with increasing their Medicaid reimbursements and compliance with Medicaid reimbursement guidelines. This service maintains comprehensive records to justify Medicaid reimbursement claims in the event of an audit, submits required claims for reimbursement and follows up inquiries received from the Regional Information Center, as well as 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.

## *Participants:*

**Dutchess County:** Dover, Hyde Park, Millbrook, Red Hook, and Wappingers

## *Benefits:*

The benefits of this COSER are to provide participating school districts assistance in maximizing reimbursement of Medicaid dollars for eligible related services provided to students of the district. The staff will also keep district representatives up-to-date on any and all changes to the requirements for Medicaid reimbursement.

## **Contact Person:**

**Matthew Carr**  
*Business Administrator  
for Human Resources*  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
matthew.carr@dcbooces.org



### Contact Person:

Matthew Colavito  
Supervisor  
Facilities and Operations  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8087  
fax: 845.486.4818  
matthew.colavito@dcboces.org

### Contact Person:

Kelly Seibert  
Staff Specialist  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486-4821  
kelly.seibert@dcboces.org

# COOPERATIVE TRANSPORTATION CONSORTIUM

### *Historical Perspective:*

This cooperative began in the fall of 1992, and has grown from thirteen cooperative transportation routes transporting 115 students from ten school districts and Dutchess BOCES, to thirty-four routes transporting over 106 students from eleven school districts and Dutchess BOCES.

### *Description:*

This service was established through the efforts of the Dutchess County School Business Officials and Dutchess BOCES. The service provides for shared routes and assists component school districts with their out-of-district and special route transportation needs. Dutchess BOCES provides program coordination in compliance with transportation regulations and issues the cooperative transportation bids. Contracts are coordinated among the transportation contractor(s), the BOCES and participating school districts. The service accommodates the transportation needs of regular education students as well as special education students during the regular school year and the summer months.

In addition to the regular routes, the Cooperative provides runs that are considered as "special trips". Such runs may include field trips, special education needs or sporting events. The program also depends on the input of the Cooperative Transportation Advisory Consortium, which monitors the program and meets every three months to discuss a wide variety of transportation topics.

### *Participants:*

**Dutchess County:** All component school districts and Dutchess BOCES

### *Benefits:*

Cost savings are achieved by consolidating bus runs and economies through shared and volume use of vehicles. The amount of savings per district depends on the number of shared routes and the number of students. Since inception of the consortium savings are estimated to be over \$2,000,000.



Participating school districts may purchase public information services including Web services from BOCES at a fraction of the cost of similar service in the public sector.



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# COOPERATIVE TRANSPORTATION SCHOOL BUS DRIVER TRAINING

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## *Historical Perspective:*

Providing safe and effective student transportation programs has always been a primary concern for schools. Such programs go hand-in-hand with providing quality instructional programs. As part of this concern for the safety of our students, School Bus Driver Training Courses have been offered to participating districts. Within the past five years, the number and frequency of transportation safety course offerings have expanded

## *Description:*

Dutchess BOCES coordinates both the Basic and Advanced School Bus Driver Training Courses, and in the past also sponsored the Professional Driver Seminars (PDS).

The Basic Training Course offers some of the finest instructors in the Mid-Hudson region, who are recognized leaders in the transportation and health and safety industry, and who bring with them unique and valuable experiences. This course allows current school bus drivers to complete the requirements needed to remain a professional school bus driver. Each participant receives a course certificate authorized by the New York State Education Department. In many instances, participants can also benefit from the point/insurance reduction program.

The Advanced Training Course for School Bus Driver Instructors is offered to school bus drivers who wish to become certified as an instructor for the Basic Training Course.

## *Participants:*

**Dutchess County:** All component school district transportation personnel

## *Benefits:*

This course is coordinated and sponsored by Dutchess BOCES, and allows for district transportation personnel to attend courses offered locally in order to complete the required coursework to maintain certification as a Professional School Bus Driver and School Bus Driver Instructor. Such courses eliminate the need for travel out of the region and overnight stays and cut down the expenses for participating districts.



## *Contact Person:*

**Matthew Colavito**  
*Supervisor*  
Facilities and Operations  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8087  
fax: 845.486.4818  
matthew.colavito@dcboces.org

## *Contact Person:*

**Kelly Seibert**  
*Staff Specialist*  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486-4821  
kelly.seibert@dcboces.org

## Contact Person:

Linda Poleski  
Assistant Superintendent  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
linda.poleski@dcbooces.org

# DUTCHESS EDUCATIONAL HEALTH INSURANCE CONSORTIUM

## *Historical Perspective:*

During 1987 and 1988, school districts in the Mid-Hudson area and New York state experienced significant increase in health insurance premiums. In response to these increases, the Dutchess Educational Health Insurance Consortium (DEHIC) was formed. Since then, DEHIC has been able to obtain quality health insurance coverage at a reasonable cost for many employees, dependents and retirees of educational institutions in the Mid-Hudson area.

## *Description:*

Currently, twenty-seven different educational organizations make up the Consortium. It has approximately 10,000 contracts that provide health benefits for approximately 25,000 teachers, administrators, support staff and retirees, as well as their dependents. In 2001 an alternate PPO option was offered, which now handles the majority of contracts – this option has achieved significant growth and savings since inception. In 2001 an alternate PPO option was offered, which now handles the majority of contracts. This option has achieved significant growth and savings since inception. A joint group of trustees representing all levels of employees oversees the DEHIC program of benefits. The trustees deal with fiscal issues, the benefits structure, monitor program effectiveness, claims processing and payments. They are assisted by a consulting firm that specializes in health insurance programs.

## *Participants:*

**Mid-Hudson Area:** Twenty-seven participating educational organizations

## *Benefits:*

DEHIC has saved the districts significant dollars since its inception. In addition, the Consortium has maintained a high level of benefits, equal to or better than those of the Statewide Plan.



Dutchess BOCES  
collaborates with  
area colleges such as  
Dutchess Community,  
Marist, Vassar and Bard  
as well as other regional  
BOCES to provide  
educational services to  
Dutchess County and  
surrounding regions.

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# EMPLOYEE ASSISTANCE PROGRAM

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## *Historical Perspective:*

Dutchess BOCES, on behalf of many of its component school districts, has contracted with The Workplace at St. Francis Hospital to provide services under The Employee Assistance Program (EAP). The EAP is a confidential service which acts as a resource for work organizations and their employees.

## *Description:*

The Employee Assistance Program provides a participating district's employees and their families assistance in resolving personal problems which may impair job performance. These problems range from alcoholism and substance abuse to family/marital and financial/legal difficulties. The program employs social worker/counselors who provide specific assistance to employees and members of their immediate family. Employees are eligible to receive several sessions at no cost. Additional service may be rendered by referral to other agencies. A participating district's employees may receive training from the EAP counselor or other qualified individuals on the services of the program and how to identify and deal with particular problems. This includes training to promote program awareness among employees as well as specific training in such areas as alcohol and drug abuse.

## *Participants:*

**Dutchess County:** Beacon, Pine Plains, Poughkeepsie, Rhinebeck, Spackenkill, and Dutchess BOCES

## *Benefits:*

The EAP will assist employees with problems that may interfere with their ability to function on the job. Assistance provided by the EAP may allow for the employee to perform better in the workplace.

## *Contact Person:*

Linda A. Heitmann  
Assistant Superintendent  
for Educational Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4981  
linda.heitmann@dcboces.org



## Contact Person:

Linda Poleski  
Assistant Superintendent  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
linda.poleski@dcboces.org

# MAXIMIZING STATE AID

## *Historical Perspective:*

For many years, the Dutchess County School Business Officials and Dutchess BOCES have coordinated an annual Maximizing State Aid Workshop in coordination with Questar BOCES.

## *Description:*

This two-day workshop provides the school business officials with up-to-date state aid information as well as strategies which would allow for maximizing state aid. In addition, each school district has the opportunity to meet and work individually with state aid experts in order to review current formulas and other related information. These individual sessions provide quality time for questions and the review of data in order to make sure that each district receives all funds entitled to under state aid legislation.

## *Participants:*

**Dutchess County:** All component school districts

**Mid-Hudson Area:** Districts within our Joint Management Team (Dutchess, Orange/Ultser, Sullivan, and Ulster counties)

## *Benefits:*

These workshops can provide a greater guarantee that the benefits of state aid formulas are taken advantage of to their greatest extent.



Dutchess BOCES  
hosts a series of  
International Society  
for Technology  
in Education (ISTE)  
Webinars featuring  
nationally known  
presenters.

# MID-HUDSON COOPERATIVE RECRUITMENT

## *Historical Perspective:*

The Mid-Hudson Cooperative Recruitment Program has been in existence since 1996 in response to a recognized need by the component districts of Dutchess County to streamline the recruitment process of both certified and civil service positions.

## *Description:*

Under this COSER, the BOCES Human Resources Office provides shared staff recruitment services to school districts. Services include local, regional and national advertising of vacancies, 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 and diversity of the applicant pool available to school districts. Internet posting of vacancies is also provided by the service. An on-line application is available for quick submission of information by candidates.

## *Participants:*

**Dutchess County:** Arlington, Beacon, Millbrook, Pawling, Pine Plains, Poughkeepsie, Rhinebeck, Spackenkill, Wappingers, Webutuck, and Dutchess BOCES

**Ulster County:** Ellenville, Marlboro, New Paltz, Rondout Valley, Westpark Union Free School District, and Ulster BOCES

## *Benefits:*

The benefits of this COSER are to effect savings in recruitment costs for those participating districts. These districts will have access to over one thousand candidate applications for teaching positions. A representative of the Cooperative Recruitment Program attends several educator job fairs on an annual basis and advises candidates of the current vacancies in the school districts.

## *Contact Person:*

Matthew Carr  
Business Administrator  
for Human Resources  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
matthew.carr@dcboces.org



## Contact Person:

Anna Marie Paolercio  
Director  
Communications and Grants  
Research  
Dutchess BOCES  
900 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.8051  
fax: 845.486.4958  
anna.paolercio@dcboces.org

## Contact Person:

Jeffery T. Rouse  
Staff Specialist – Web Services  
Dutchess BOCES  
900 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.4840  
fax: 845.486.4958  
jeff.rouse@dcboces.org



Dutchess BOCES  
Shared Printing Service  
offers complete print-  
ing services and the  
labor portion of any  
project qualifies for  
BOCES aid through  
New York State.

# PUBLIC INFORMATION

## Historical Perspective:

The Communications and Grants Research Division first started in April 2002 by providing public relations services to Dutchess BOCES. By request of two districts, Dutchess BOCES began the Public Information Service in September 2004. Since that time, an additional seven districts have joined this COSER. This COSER also offers a Web Services component, to which four districts currently subscribe.

## Description:

The 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 and provides school districts with a variety of services to enhance their communication and public relations efforts. Potential types of projects may include, but are not limited to, publications, internal communications, budget campaign materials, media relations, imaging and marketing, student and staff recognition, and event planning.

Each participating district may draw on this shared service to the extent it determines most helpful. Projects can be 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. Printing and materials destined to become district property are recognized as not to receive state aid. As part of this service, Dutchess BOCES also offers a variety of individual Web services to districts based on their specific needs. These services include district Web site design, consulting, maintenance, traffic analysis, and training; blogs; Web-accessible database solutions; listservs; Web-based calendars; podcasts; online survey tool; and a content management system.

## Participants:

**Dutchess County:** Dover, Hyde Park, Millbrook, Pawling, Pine Plains, Poughkeepsie, Red Hook, Rhinebeck, Spackenkill, Wappingers, and Dutchess BOCES

## Benefits:

The participating districts using this service receive state aid in the following year. The services we provide are comparable or superior to services provided by the private sector. Staff members are very knowledgeable in the field of public education as well as with current challenges facing most school districts. By participating in these services, districts also eliminate the need to either hire or delegate their own staff to take on these often significant and time-intensive tasks.



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# RELATED AND ITINERANT EDUCATION

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## *Historical Perspective:*

The Dutchess County Board of Cooperative Educational Services (BOCES) came into existence on May 22, 1957. In this same year, the first BOCES class for handicapped students was organized and classroom space was rented at a former Shell gas station on Route 199. In 1962-1963, the programs for handicapped students moved from the schoolroom on Route 199 to the Thorne Building in Millbrook with three classes.

## *Description:*

A variety of both certified and specialty support personnel are available to provide related services to special education students enrolled in classes run by Dutchess BOCES. These additional services are provided in accordance with each student's Individual Education Plan (IEP), or as requested by the district.

The BOCES Shared Personnel Program is designed to accommodate the instructional and support services needs of the participating districts. Under this program, certified and qualified personnel are employed to work in two or more districts. Some of these services may be available to special education students who are enrolled in private or parochial schools.

## *Participants:*

**Dutchess County:** All component school districts

## *Benefits:*

By sharing staff expertise and program facilities, savings are realized by each component district. The programs not only address the individual needs of each classified student, but also provide efficiency in planning and service delivery.

## *Contact Person:*

Norah Merritt  
Director of Alternative  
and Special Education  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8004  
fax: 845.486.8044  
noah.merritt@dcboces.org



### Contact Person:

Matthew Colavito  
Supervisor  
Facilities and Operations  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8087  
fax: 845.486.4818  
matthew.colavito@dcbooces.org

### Contact Person:

David Witherwax  
Safety Coordinator  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8087  
fax: 845.486.4818  
david.witherwax@dcbooces.org



Dutchess BOCES  
Educational Resources  
School Library  
Services assists our  
public school libraries  
with automation  
and shared resources,  
reducing costs.

## SAFETY AND RISK MANAGEMENT

### Historical Perspective:

In 1988, the service was formed primarily to monitor the AHERA inspections of five component school districts. Since then, the activities have increased tremendously. The Safety and Risk Department now provides a comprehensive package of services to thirteen component school districts and Dutchess BOCES. Over the years, the number of health and safety requirements which impact schools have also grown tremendously.

### Description:

This service provides for the dissemination of health and safety information, monitoring activities, various inspections, staff training, and assistance with policy and procedures development to insure school district compliance with federal, state and local regulations, as well as laws dealing with safety and risk management. Program staff work closely with districts and the Safety Advisory Council made up of representatives from participating districts to advise of new, changing and impending regulations. Activities of the department include, but are not limited to:

- Digital Fingerprinting Service
- Asbestos Surveillance
- "Right-to-Know" training
- Laboratory Safety/Chemical Hygiene
- Building Inspections
- Fire Inspections
- Playground Inspections
- Indoor Air Quality Reviews
- Radon Testing
- VDT Surveillance
- Emergency Disaster Preparedness with Inclement Weather Warning
- Lockout/Tagout Procedures/Training
- Underground Storage Tank Surveillance
- Establish health and safety related record keeping systems
- Liaison between districts and enforcement agencies
- Analysis of accident claims
- Coordinate classes for certification/re-certification and related physicals as required by law

### Participants:

**Dutchess County:** All component school districts

### Benefits:

By sharing safety and risk services and the expertise of highly skilled management and technicians, savings are realized by the participants. It would be cost prohibitive for districts to provide such services on their own.



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# SCHOOL BUSINESS OFFICIALS GROUP IN DUTCHESS COUNTY

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## *Historical Perspective:*

The group was formed many years ago to foster information sharing, better relationships, and promote cooperation between school district business officials in Dutchess County.

## *Description:*

The group representing the school business official, as well as other business operations personnel from the various Dutchess County school districts, meets on a monthly basis to discuss issues of mutual concern. The group's meetings have served as a forum from which a number of the programs described in this document were developed. They have also sponsored in-service activities and presentations dealing with legal, insurance, health and safety, tax, purchasing and other business-related issues to sharpen the business skills of its members.

## *Participating Districts:*

**Dutchess County:** All component school districts and Dutchess BOCES

## *Benefits:*

The sharing of good business and management practices, professional growth and promotion of cooperation are the results of the group's work.

### **Contact Person:**

Linda Poleski  
Assistant Superintendent  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
linda.poleski@dcboces.org

### **Contact Person:**

Kelly Seibert  
Staff Specialist  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
kelly.seibert@dcboces.org



## Contact Person:

Linda Poleski  
Assistant Superintendent  
for Business Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
linda.poleski@dcbooces.org

# SCHOOL DISTRICT CONTRACT ANALYSIS AND FINANCIAL DATA

## *Historical Perspective:*

In December of 1990, many of the component districts felt the need to have available financial data and analysis of school district labor contracts with employee bargaining groups. These activities are sponsored by the Dutchess BOCES, Dutchess County Chief School Officers and the Dutchess County School Boards Association.

## *Description:*

This program is designed primarily for the purpose of collecting, analyzing, codifying and disseminating information about the school districts of Dutchess County. Negotiated labor contracts with teachers, administrators and support personnel, which include salaries, fringe benefits, clauses relating to working conditions and job related issues, are analyzed and arranged in a book entitled *Dutchess County Contract Analysis*. Other features include district demographics information, true value tax rates, financial wealth of districts, annual costs to educate a student, annual costs per student for instruction, costs for operations and maintenance, costs for student transportation, and costs for extra-curricular activities. A section consisting of information relative to student, faculty and non-teaching populations is also provided. At the request of subscribing districts, surveys can be conducted annually. These surveys can deal with aspects of instruction, negotiations or financial condition. The results are then distributed to all participating districts. Negotiation workshops can also be conducted periodically under the auspices of this program. The workshop items and discussions are restricted to the negotiation process. At times, a school district attorney can be present to answer questions raised by the negotiating personnel.

## *Participants:*

**Dutchess County:** All component school districts

## *Benefits:*

This information proves to be very valuable to all participants, especially during the negotiations process. Each participant has up-to-date information on issues of a contractual nature and corresponding district financial data. The sharing of this information allows each district to make a comparative review of other Dutchess County school districts who may be in like circumstances.



Dutchess BOCES  
offers comprehensive  
special education  
services in districts  
and at BOCES sites.  
Services are provided  
during the regular  
school year and dur-  
ing summer school.

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# SHARED MAINTENANCE

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## *Historical Perspective:*

In the spring of 1994, three component school districts and the Dutchess BOCES expressed an interest in sharing the services of highly-skilled maintenance technicians. The program was put in place during the 1994-1995 school year. Since that time, several more districts have joined the services of this program.

## *Description:*

Under this service, Dutchess BOCES coordinates, manages and provides skilled journeymen such as electricians, plumbers, painters, masons, maintenance workers, and boiler maintenance mechanics. If requested, a shared summer maintenance crew could also assist districts with preventive summer maintenance needs.

## *Participants:*

**Dutchess County:** Beacon, Dover, Millbrook, Pine Plains, Poughkeepsie, Spackenkill, Red Hook, Rhinebeck, Webutuck, and Dutchess BOCES

## *Benefits:*

By sharing these services among districts, the BOCES is able to cut costs significantly for the districts. Service delivery becomes highly cost-effective because the program does not gain a profit on parts and has minimal overhead.

## *Contact Person:*

**Matthew Colavito**  
*Supervisor*  
*Facilities and Operations*  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8087  
fax: 845.486.4818  
matthew.colavito@dcboces.org



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## SHARED PRINTING

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### Contact Person:

Anna Marie Paolercio  
Director  
Communications and Grants  
Research  
Dutchess BOCES  
900 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.8051  
fax: 845.486.4958  
anna.paolercio@dcboces.org

### Contact Person:

Genevieve Kellam  
Reproduction Coordinator  
Dutchess BOCES  
900 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.4840  
fax: 845.486.4795  
genevieve.kellam@dcboces.org

### *Historical Perspective:*

Shared printing services for Dutchess County component school districts have been provided since 1988. The service was created in an effort to take advantage of the cost savings to the component districts by centralizing printing services.

### *Description:*

The Dutchess BOCES Shared Printing Service provides a full range of printing services. The professional quality, prompt service and cost-effectiveness of the Dutchess BOCES Print Shop are our hallmark. Dedicated to meeting the needs of our component districts, the Print Shop can assist school districts through all phases of print production from design to finished product. Projects designed and produced by the Print Shop have been recognized by the National School Public Relations Association (NSPRA).

### *Participants:*

**Dutchess County:** All component school districts

**Mid-Hudson Area:** Various cross-contracts with school districts outside this region.

### *Benefits:*

The pricing structure of the Dutchess BOCES Printing Service is competitive or below competitive for this area. In addition to competitive printing and labor pricing, the labor portion of jobs printed by BOCES qualify for state aid and stock materials used are purchased through cooperative paper bids, lowering costs to the districts.



Shared recruitment  
lessens the burden  
on individual districts  
and widens the pool  
of candidates for all  
schools.

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# SPECIAL EDUCATION

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## *Historical Perspective:*

The Dutchess County Board of Cooperative Educational Services (BOCES) came into existence on May 22, 1957. In this same year, the first BOCES class for handicapped students was organized and classroom space was rented at a former Shell gas station on Route 199. In 1962-1963, the programs for handicapped students moved from the schoolroom on Route 199 to the Thorne Building in Millbrook with three classes. By 1968, the increase in the number of pupils reached a point where the need for permanent facilities was obvious and steps were taken to acquire land and to establish the facility on Salt Point Turnpike.

Dutchess BOCES grew slowly but steadily over the first twenty-five years. In 1982, fifteen school districts, with a total of 45,000 students and 2,100 teachers and administrators were served by BOCES. At that time, not many people in the community were aware of the existence of BOCES and to which extent they assisted school districts.

## *Description:*

Dutchess BOCES Special Education Programs respond to the needs of students and component districts by providing academic and vocational programs, promoting positive attitudes and behaviors and assuring opportunities for individual student growth. A continuum of services from the consultant teacher model to self-contained classrooms is available for students from age five through transitional services to the adult world of work.

## *Participants:*

**Dutchess County:** All component school districts

## *Benefits:*

By sharing teacher expertise and program facilities, savings are realized by each component district. The programs not only address the individual needs of each classified student, but also provide efficiency in planning and service delivery.

### **Contact Person:**

**Norah Merritt**  
*Director of Alternative  
and Special Education*  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8004  
fax: 845.486.8044  
noah.merritt@dcboces.org

### **Contact Person:**

**Doug Damiani**  
*Principal at Salt Point Center*  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8004  
fax: 845.486.8044  
doug.damiani@dcboces.org

### **Contact Person:**

**Kenneth Louis Jeune**  
*Coordinator of  
Special Education - District  
Classes*  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.8004  
fax: 845.486.8044  
kenneth.louisjeune@dcboces.org

## Contact Person:

Linda A. Heitmann  
Assistant Superintendent  
for Educational Services  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4981  
linda.heitmann@dcboces.org

# SUBSTITUTE CALLING

## *Historical Perspective:*

The Dutchess BOCES Substitute Calling Service arranges substitutes for employees on behalf of many component districts. The service has an automated system (AESOP) which 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.

## *Description:*

This service provides participating districts with automated substitute calling. Each district supplies the service with lists of faculty and staff as well as approved substitutes. 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.

## *Participants:*

**Dutchess County:** Arlington, Beacon, Millbrook, Poughkeepsie, Red Hook, Rhinebeck, Spackenkill, Wappingers, Webutuck, and Dutchess BOCES

**Orange County:** Chester

## *Benefits:*

The automated Substitute Calling System operates twenty-four hours per day, seven days per week. An operator is available Monday through Friday from 6:00 a.m. to 2:00 p.m. A Help Desk with voice mail is available for assistance.

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# TELECOMMUNICATIONS

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## *Historical Perspective:*

Telecommunications services, such as the Intellipath Telephone System and the county-wide WAN for Dutchess County schools, have provided Dutchess County districts the opportunity to save on costs of phone and data services, and to collaborate on education related projects such as E-Learning.

## *Description:*

Dutchess BOCES, on behalf of its component districts and in partnership with Lightower Fiber Networks, has deployed a fiber optic telecommunications network for the transmission of voice, video and data. This network currently links twelve of the county's thirteen school districts and provides the basis for several applications including E-Learning, automated libraries, and integrated instructional technologies. E-Learning represents a union of teaching and technology. Students and teachers located at two or more sites are linked through data communications technology in a wide variety of fully interactive teaching and learning experiences. The Intellipath Telephone System allows the participating districts to dial other participating school districts using Intellipath four-digit dialing, instead of the typical seven digits. By using this four-digit dialing, districts save money on local message units.

## *Participants:*

**Dutchess County:** Twelve participating school districts and Dutchess BOCES

## *Benefits:*

E-Learning provides schools with the means to offer an array of high school courses, such as a variety of foreign languages or advanced placement programs that may not have otherwise been available to students. The network is also used for staff in-service programs. Project benefits include improved program delivery and variety for students, improved staff in-service and training opportunities, availability of up-to-date technology within districts, savings through volume purchases, savings on local message units and on the per-minute rate, and provides for a stable long-term rate commitment, lower line charges, lower long distance rates, and added revenues through BOCES aid.

## *Contact Person:*

**Linda A. Heitmann**  
*Assistant Superintendent  
for Educational Services*  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4981  
linda.heitmann@dcboces.org

## *Contact Person:*

**Daren Lolkema**  
*Coordinator of Learning  
Technology*  
Dutchess BOCES  
900 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.4840  
fax: 845.486.4781  
daren.lolkema@dcboces.org



**Contact Person:**

**Christopher Prill**  
 Chairperson of Trust  
 Assistant Superintendent for  
 Business Affairs  
 Dover Union Free Schools  
 2368 Route. 22  
 Dover Plains, NY 12522  
 voice: 845.832.4510  
 fax: 845.832.4512  
 chris.prill@doverschools.org

**Contact Person:**

**Lisa Barker**  
 Secretary of Trust  
 School Business Administrator  
 Arlington Central School  
 District  
 696 Dutchess Turnpike  
 Poughkeepsie, NY 12603  
 voice: 845.486.4450  
 fax: 845.486.4492  
 lbarker@acsdny.org

**Contact Person:**

**Matthew Carr**  
 Vice President of Trust  
 Business Administrator  
 for Human Resources  
 Dutchess BOCES  
 5 BOCES Road  
 Poughkeepsie, NY 12601  
 voice: 845.486.4800  
 fax: 845.486.4821  
 matthew.carr@dcboces.org

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## WORKERS' COMPENSATION CASE MANAGEMENT

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**Historical Perspective:**

In November of 1994, the Dutchess County Schools Workers' Compensation Cooperative signed an agreement with The Workplace at St. Francis Hospital to provide Workers' Compensation Case Management Services.

**Description:**

Workers' Compensation Case Management Services is a tracking system for managing and validating Workers' Compensation cases to enable a fair and timely resolution of a claim. The Workplace works closely with injured employees and district personnel in areas such as:

- Monitor employee injuries until the employee is able to return to work
- Contact health care providers, the employer and the claims management organization as necessary
- Assist in documentation of claims assessments
- Negotiate with all involved parties for a timely return to work in a safe working environment
- Determine any necessary second opinions
- Identify unusual claims and injury patterns
- Identify safety considerations of particular building locations, activities or populations that have a high incidence of accidents, injuries or related lost work time
- Maintain close liaison with claims management organization

**Participants:**

**Dutchess County:** Arlington, Beacon, Dover, Hyde Park, Millbrook, Pawling, Pine Plains, Poughkeepsie, Red Hook, Rhinebeck, Spackenkill, Webutuck and Dutchess BOCES

**Benefits:**

This service will assist employees with Workers' Compensation issues, provide re-training where warranted and help employees return to work quickly thereby minimizing the disruption to educational programs.



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# WORKERS' COMPENSATION COOPERATIVE

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## *Historical Perspective:*

The Dutchess County Schools Workers' Compensation Cooperative began July 1, 1991, in response to a recognized need by the Dutchess County School Business Officials to cap the escalating cost of Worker's Compensation insurance. The Cooperative is a self-insured program.

## *Description:*

The purposes of the plan are to provide for the efficient and economical handling, evaluation, processing, administration, defense and payment of claims. Workers' compensation benefit payments to claimants are made through a self-insurance fund. Excess insurance protection is purchased from the open market. The Cooperative is assisted by Wright Risk Management, who serve as consultants as well as claims administrators to the program.

Costs of the plan are shared among the school districts. Annual premiums factor in each school district's payroll and loss experience. The premiums are set annually by the Board of Trustees and are based on the recommendations of an independent actuary. The Board of Trustees is comprised of a representative from each school district. The financial administration and disbursement of funds are through Dutchess BOCES.

## *Participants:*

**Dutchess County:** Arlington, Beacon, Dover, Hyde Park, Millbrook, Pawling, Pine Plains, Poughkeepsie, Red Hook, Rhinebeck, Spackenkill, Webutuck, and Dutchess BOCES

## *Benefits:*

The benefits of the plan are to effect cost savings and quality administration while providing all mandated benefits and the risk management to reduce future liability payments. Based on an actuarial analysis and comparing premiums that would have been charged by the State Insurance Fund to actual contributions by the members, the estimated savings to date from July 1, 1991, is \$6,076,369.

### **Contact Person:**

**Christopher Prill**  
*Chairperson of Trust*  
*Assistant Superintendent for*  
*Business Affairs*  
Dover Union Free Schools  
2368 Route 22  
Dover Plains, NY 12522  
voice: 845.832.4510  
fax: 845.832.4512  
chris.prill@doverschools.org

### **Contact Person:**

**Lisa Barker**  
*Secretary of Trust*  
*School Business Administrator*  
Arlington Central School  
District  
696 Dutchess Turnpike  
Poughkeepsie, NY 12603  
voice: 845.486.4450  
fax: 845.486.4492  
lbarker@acsdny.org

### **Contact Person:**

**Matthew Carr**  
*Vice President of Trust*  
*Business Administrator*  
*for Human Resources*  
Dutchess BOCES  
5 BOCES Road  
Poughkeepsie, NY 12601  
voice: 845.486.4800  
fax: 845.486.4821  
matthew.carr@dcbooces.org

# DUTCHESS BOCES PHONE/FAX NUMBERS

## Phone Numbers

Administration/Central Office .....	486.4800
Adult Education .....	483.3640
Adolescent Day Treatment (BETA) .....	486.4840 x3051
Adolescent Day Treatment (SPC) .....	486.8004
Alternative Education Programs .....	486.4840 x3047
Business Services .....	486.4800 x215
Career and Technical Institute .....	486.8001
Certification Office .....	486.4800 x217
Communications and Grants Research .....	486.8051
Community Solutions for Transportation .....	486.4405
Community Transition Programs .....	452.6088 x3007
Cooperative Maintenance .....	486.8070
Defensive Driving .....	483.3644
Educational Resources .....	486.4840 x3114
Facilities and Operations .....	486.8070
GED/Adult Program .....	483.3640 x129
GED/High School Program .....	486.8001 x310
Help Desk .....	486.4840 x3333
Human Resources .....	486.4800 x271
Hudson Valley Regional Schools	
Support Center .....	486.4840 x3139
Intensive Day Treatment .....	486.4944
Itinerant Special Education Services .....	486.8004
Job Placement/Students .....	483.3640 x131
Learning Technology .....	486.4840 x3086
Manufacturing and Technology Institute .....	483.3640
Microcomputer Repair .....	486.4840 x3050
Mid-Hudson Cooperative Recruitment Program .....	486.4957
Model Schools .....	486.4840 x3112
Nursing Assistant Program .....	483.3640 x119
Regional Special Education	
Technical Assistance Support Center .....	486.4840 x3023
Related Special Education Services .....	486.8004
Safety and Risk Management .....	486.8087
Salt Point Center .....	486.8004
School of Practical Nursing .....	486.8045
Special Education	
Technical Assistance Support Center .....	486.4840 x3023
Special Education Training and Resource Center .....	486.4840 x3023
Shared Printing Service .....	486.4840 x3008
School Improvement Service .....	486.4840 x3114
School Library System .....	486.4840 x3061
Special Education Programs .....	486.8004
VESID Office .....	452.5325
Web Services .....	486.4840 x3080

## Fax Numbers

ADMINISTRATION	
Accounts Payable .....	486.4822
Business Office/Human Resources .....	486.4821
Cooperative Recruitment .....	486.4827
District Superintendent/Central Office .....	486.4981
Medicaid .....	486.4824
BOCES EDUCATIONAL TRAINING ACADEMY (BETA)	
Communications and Grants Research .....	486.4958
Educational Resources line 1 .....	483.3648
Educational Resources line 2 .....	486.4832
Hudson Valley Regional	
School Support Center .....	483.3946
Intensive Day Treatment .....	486.4942
Instructional Programs .....	486.4852
Learning Technology/Help Desk .....	486.4781
Lobby .....	486.4999
Model Schools .....	486.4479
School Library System .....	486.4833
Shared Printing Service .....	486.4795
CAREER AND TECHNICAL INSTITUTE (CTI) .....	486.8171
Conference Room 301 .....	486.4828
Facilities and Operations .....	486.4818
Safety and Risk .....	486.4818
FAMILY PARTNERSHIP CENTER (FPC)	
Community Solutions	
for Transportation (CST) .....	486.4997
MANUFACTURING and TECHNOLOGY	
INSTITUTE (MTI) .....	483.3641
SALT POINT CENTER .....	486.4980



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DUTCHESS COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

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VOICE: 845.486.4800 FAX: 845.486.4981

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[WWW.DCBOCES.ORG](http://WWW.DCBOCES.ORG)

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Dutchess **BOCES**

April 2010