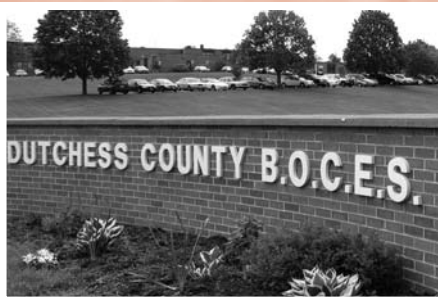


*collaboration | innovation | efficiency | excellence | leadership*

# Dutchess B|O|C|E|S



## **S E R V I C E S   G U I D E**

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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.

This Services Guide assists component school districts to plan and select the shared services they will need in the 2009-2010 school year. Shared services have a proven track record of high quality and cost effectiveness. Our goal is to strengthen this record during the 2009-2010 school year.

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 the services listed.

Districts should indicate in early February the shared services they plan on requesting for the 2009-2010 school year. Final commitments for these services are due late in April. Consult the “Request for Services Calendar” on page 8 of this guide.

This Services Guide is on our website at [www.dcboces.org](http://www.dcboces.org).



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## FROM THE DISTRICT SUPERINTENDENT

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*BOCES services are the key to our partnerships with component districts. These services benefit greatly 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 pledge to continue to provide some of the most cost-effective educational services of vital interest to our communities. We look forward to continuing our leadership role in bringing educational excellence and efficiency to Dutchess County.*

*John C. Pennoyer  
January 2009*

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# CONTENTS

---

Introduction .....	1
From the District Superintendent.....	2
BOCES Board of Trustees .....	7
Administration .....	7
Component School District Superintendents .....	7
Request for Services Calendar .....	8
Vision .....	9
Mission.....	9
Equal Opportunity Employer.....	9
Title IX and 504 Compliance .....	9
BOCES General Information.....	10
<b>District Superintendent’s Services .....</b>	<b>11</b>
<b>Career and Technical Education.....</b>	<b>13</b>
<b>ADULT CAREER AND TECHNICAL EDUCATION</b>	
Adult Academic Programs for Special Populations .....	14
Career and Technical Education .....	14
Career Center.....	14
Community Solutions for Transportation (CST) .....	14
Community Transition Programs.....	14
Corporate Training .....	14
Defensive Driving .....	14
ed2go .....	14
English as a Second Language (ESL) .....	15
Giving Ready Adults a Study Program (GRASP).....	15
Health Occupations Job Training.....	15
High School Equivalency Classes (GED) .....	15
Incarcerated Education Programs .....	15
Learn to Read and the Pre-GED Distance Learning Programs .....	15
Licensed Practical Nurse.....	15
Manufacturing and Technology Institute (MTI).....	15
Neglected and Delinquent Youth/Incarcerated Youth .....	15
New Beginnings .....	15
NO MAN IS AN ISLAND .....	15
<b>HIGH SCHOOL CAREER AND TECHNICAL EDUCATION</b>	
CO-SER 101.000 Career and Technical Education (CTE).....	16
CO-SER 442.000 Equivalency/GED Academic/CTE Program: At-Risk Students.....	16
<b>Special Education .....</b>	<b>17</b>
<b>SALT POINT EDUCATIONAL CENTER PROGRAMS</b>	
CO-SER 204.000 Center-based Classroom: 1-6-1.....	18

CO-SER 213.000	Fresh Start: 1-12-1.....	18
FEDERAL - F835	ESY: Students with Disabilities.....	18
FEDERAL - F843	ESY: Students with Disabilities 1: Aide .....	18
CO-SER 218.000	Center-based Classroom: 1-8-1.....	18
CO-SER 227.000	Intensive Learning Environment: 1-6-2.....	18
CO-SER 227.000	PEACCE Program: 1-6-2 .....	18
CO-SER 229.000	Academics, Behavior & Community (ABC).....	19
<b>SPECIAL EDUCATION DISTRICT PROGRAMS</b>		
CO-SER 203.000	Component District Classroom: 1-12-1.....	19
CO-SER 209.000	Component District Classroom: 1-12-4.....	19
CO-SER 212.000	Component District Classroom: 1-6-1.....	19
CO-SER 219.000	Component District Classroom: 1-8-1.....	20
CO-SER 228.000	PEACCE Program ~ Component District Classroom: 1-6-2.....	20
<b>SPECIAL EDUCATION DAY TREATMENT PROGRAMS</b>		
CO-SER 220.000	Adolescent Day Treatment: 1-12-1.....	20
CO-SER 220.010	Adolescent Day Treatment: 1-8-1.....	20
CO-SER 220.020	Adolescent Day Treatment: 1-6-1.....	20
CO-SER 222.000	Alternative Secondary: 1-8-2.....	20
<b>RELATED SERVICES</b>		
CO-SER 717.000	Speech.....	21
CO-SER 718.000	Visually Impaired .....	21
CO-SER 719.000	Occupational/Physical Therapy .....	21
CO-SER 720.000	Counseling .....	21
CO-SER 721.000	One-to-One Aides and Supplementary School Personnel.....	21
CO-SER 722.000	Interpreters .....	21
CO-SER 723.000	Job Coach .....	21
CO-SER 724.000	Assistive Technology Support.....	21
CO-SER 733.000	Teacher of the Deaf and/or Hearing Impaired.....	21
<b>ITINERANT SERVICES</b>		
CO-SER 313.000	Teacher of the Hearing Impaired.....	22
CO-SER 314.000	Interpreters .....	22
CO-SER 315.000	Evaluations - OT/PT, VI, Speech.....	22
CO-SER 322.000	Teacher of the Visually Impaired.....	22
CO-SER 332.000	Itinerant Job Coach .....	22
CO-SER 333.000	Assistive Technology.....	22
<b>Alternative Education .....</b>		<b>23</b>
CO-SER 423.000	Dutchess Alternative High School (non-classified).....	24
CO-SER 423.000	Dutchess Alternative High School (classified).....	24
CO-SER 424.020	Academics, Behavior and Community (ABC) .....	24
CO-SER 428.000	Intensive Day Treatment Transitional Program.....	24
CO-SER 428.010	St. Francis Hospital Education.....	24
<b>Educational Resources .....</b>		<b>25</b>
<b>SCHOOL IMPROVEMENT</b>		
CO-SER 512.000	School Improvement .....	26
CO-SER 512.020	School Improvement: Additional Costs .....	26

CO-SER 512.030	School Improvement: Climate .....	26
CO-SER 512.050	School Improvement: A.U.S.S.I.E. Instruction Day ..... (Australian and U.S. Service in Education)	26
CO-SER 512.051	School Improvement: A.U.S.S.I.E. Conference Day.....	27
CO-SER 512.052	School Improvement: A.U.S.S.I.E. Additional Costs .....	27
CO-SER 512.070	School Improvement: Regional Scoring.....	27
CO-SER 512.071	School Improvement: Training - ELA.....	27
CO-SER 512.072	School Improvement: Training - Math.....	27
CO-SER 512.080	School Improvement: Audit - Literacy .....	27
CO-SER 512.081	School Improvement: Audit - Math.....	27
CO-SER 303.000	Itinerant School Psychologist .....	27
CO-SER 312.000	Itinerant Teacher: Agriculture .....	27
CO-SER 325.000	Itinerant Teacher: Music .....	27
CO-SER 334.000	Itinerant English as a Second Language (ESL) Teacher.....	27
CO-SER 402.000	Harlem Valley Summer School .....	28
CO-SER 422.000	High School Seminars for Advanced Students .....	28
CO-SER 422.010	Events for Advanced Intermediate Elementary Students .....	28
CO-SER 422.020	Formal Debate Program.....	28
CO-SER 422.030	Scholastic Bowl .....	28
CO-SER 422.040	Scholastic Match-up .....	28
CO-SER 438.000	High School of Excellence Summer Scholars Program.....	28
CO-SER 439.000	Integrated Arts-in-Education Program .....	28
CO-SER 542.000	Model Schools Program .....	28
CO-SER 542.010	In-District Professional Development Day .....	29
CO-SER 542.020	Compass Learning Consulting and Training.....	29
CO-SER 542.021	Technology Integration Coach .....	29
CO-SER 542.030	JASON Project.....	29
CO-SER 542.050	My Learning Plan.....	29
CO-SER 560.000	Home Instruction .....	29
	Special Education Training & Resource Center (SETRC) .....	29
	Mid-Hudson Regional Special Education Training & Resource Center (SETRC).....	29
<b>LEARNING TECHNOLOGY</b>		
CO-SER 448.000	Distributed Learning.....	30
CO-SER 448.010	Distributed Learning- Course Fee.....	30
CO-SER 448.050	Video-conferencing .....	30
CO-SER 519.000	Learning Technology Services .....	30
CO-SER 519.010	Lease Purchases.....	30
CO-SER 519.015	Hardware/Software Purchasing.....	30
CO-SER 519.021	Cisco Certified Network Services .....	31
CO-SER 519.030	Centralized Web Filtering.....	31
CO-SER 519.031	Centralized Internet Connectivity .....	31
CO-SER 519.040	Shared Technicians Reporting to Districts .....	31
CO-SER 519.043	Antivirus Protection (Etrust).....	31
CO-SER 519.045	Hardware/Software Maintenance Agreements.....	31
CO-SER 519.046	Network Printer Maintenance .....	31
CO-SER 519.048	Email Archiving .....	31

CO-SER 540.000	School Library System: Cooperative Collection Development .....	31
CO-SER 540.010	School Library System: Database Access.....	31
CO-SER 541.000	School Library System: Library Automation .....	31
CO-SER 541.020	School Library System: Consultation Services .....	31
CO-SER 545.000	Microcomputer Repair Service.....	32
CO-SER 619.000	Telecommunications .....	32
CO-SER 619.002	Administrative Fees .....	32
CO-SER 619.010	Telecom-Fax Lines .....	32
CO-SER 619.015	Integrated Services Digital Network Lines .....	32
CO-SER 619.020	Intellipath Lines.....	32
CO-SER 619.021	T-1 Voice Lines .....	32
CO-SER 619.025	Telecom-Equipment Leases.....	32
CO-SER 619.030	Telecom-Equipment Maintenance.....	32
CO-SER 619.045	High Speed LAN/WAN Access.....	32
CO-SER 619.060	E-Rate Consortium.....	34
<b>Business Services</b> .....		<b>33</b>
CO-SER 609.000	School District Staff Contract Analysis.....	34
CO-SER 612.000	Cooperative Bidding.....	34
CO-SER 615.000	Employee Assistance Program .....	34
CO-SER 618.000	Substitute Calling Service .....	34
CO-SER 619.060	Telecommunications/E-Rate.....	34
Dutchess Educational Health Insurance Consortium (DEHIC).....		34
<b>Facilities and Operations</b> .....		<b>35</b>
CO-SER 617.000	Safety and Risk Management.....	36
CO-SER 617.010	Safety and Risk Management Technician.....	36
CO-SER 624.000	Cooperative Transportation .....	36
CO-SER 626.000	Cooperative Maintenance .....	36
<b>Human Resources</b> .....		<b>37</b>
CO-SER 610.000	Employee Benefits Coordination.....	38
CO-SER 614.000	Cooperative Recruitment.....	38
CO-SER 627.000	Medicaid Reimbursement.....	38
CO-SER 630.000	Temporary Coaching Licenses .....	38
<b>Communications and Grants Research</b> .....		<b>39</b>
CO-SER 536.000	Shared Printing Service.....	40
CO-SER 635.000	Public Information Service.....	40
CO-SER 635.025	Web Services.....	41
Grants Research.....		41
<b>Fixed Unit Costs</b> .....		<b>42</b>
<b>Glossary of Terms</b> .....		<b>46</b>

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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**

**SAM SHUFELT**

**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



**MATTHEW CARR**

Business Administrator for Human Resources

**DAREN Lolkema**

Coordinator of Learning Technology

**ANNA MARIE MARTINO**

Director - Communications & Grants Research

**NORAH MERRITT**

Director - Alternative & Special Education

**WALTER J. NIEMIEC**

Director - Facilities & Operations

**SHERRE WESLEY**

Adult Education Administrator

---

# COMPONENT SCHOOL DISTRICT SUPERINTENDENTS

---

**FRANK PEPE**

Arlington Central Schools

**FERN AEFKY**

Beacon City Schools

**CRAIG T. ONOFRY**

Dover Union Free Schools

**CAROLE A. PICKERING**

Hyde Park Central Schools

**R. LLOYD JAEGER**

Millbrook Central Schools

**JOSEPH SCIORTINO**

Pawling Central Schools

**LINDA L. KAUMEYER**

Pine Plains Central Schools

**LAVAL S. WILSON**

Poughkeepsie City Schools

**PAUL FINCH**

Red Hook Central Schools

**JOSEPH PHELAN**

Rhinebeck Central Schools

**LOIS COLLETTA**

Spackenkill Union Free Schools

**RICHARD A. POWELL**

Wappingers Central Schools

**RICHARD N. JOHNS**

Webutuck Central Schools

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# REQUEST FOR SERVICES CALENDAR

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*January 2009*

Distribution of Initial Service Requests to school districts

*February 2, 2009*

Submission to BOCES of 2009-2010 Initial Service Requests

*February 16, 2009*

Submission of 2009-2010 CO-SERS to State Education Department for approval

*February 27, 2009*

Distribution of Final Service Requests to school districts

*April 30, 2009*

Submission to BOCES of 2009-2010 Final Service Requests by districts

Figures submitted to BOCES will be used for Service Contracts

*June 5, 2009*

Submission to the State Education Department of operating plan and budget for 2009-2010  
based on Final Service Requests

*June 30, 2009*

Distribution to districts of BOCES Service Contracts for 2009-2010

*July 31, 2009*

Submission to BOCES of signed Service Contracts for 2009-2010

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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.

---

## MISSION

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Dutchess BOCES provides leadership in raising all Dutchess County students' academic performance to a level that meets or exceeds the NYS standards. This is done through focusing available resources in new ways that enhance leadership in our schools, promote strategic data driven decision-making and provide services and programs needed by county schools to fulfill this mission. We continue in our mission of collaborating with other community agencies for the betterment of county residents to meet the educational needs of all citizens.

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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 following individuals. These officials 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:

**Anna Marie Martino, Title IX**

Director - Communications & Grants Research  
Dutchess BOCES BETA  
900 Dutchess Turnpike, Poughkeepsie, NY 12603  
voice: 845.486.8051 • fax: 845.486.4958  
anna.martino@dcboces.org

**Walter J. Niemiec, Section 504**

Director - Facilities & Operations  
Dutchess BOCES CTI  
5 BOCES Road, Poughkeepsie, NY 12601  
voice: 845.486.8087 • fax: 845.486.4818  
walter.niemiec@dcboces.org

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# BOCES 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 and Career and Technical 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.

# District Superintendent's Services

**JOHN C. PENNOYER**  
District Superintendent

**NANCY M. PISANELLI**  
Executive Secretary  
District Clerk

*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.*

Career and Technical Education Recognition Night



John C. Pennoyer  
District Superintendent  
Tel: (845)486-4800  
Fax: (845) 486-4981  
john.pennoyer@dcboces.org

*Following are some of the District Superintendent's responsibilities as assigned by the Legislature and the Commissioner of Education to provide cost efficiency for participating districts and decentralization for the State Education Department. There is no charge to component districts for these services.*

- \* 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 this region; and serve as the regional contact point for State initiatives, such as the new Standards, Capacity, and Assessment initiatives.
- \* Assist in developing educational policy while working closely with area legislators on behalf of public education.
- \* Report to the Commissioner and work closely with the Senior Deputy Commissioner.
- \* Conduct Registration Reviews and assist schools identified as requiring improvement.
- \* Assist with reorganization studies in participating districts and coordinate related efficiency grants.
- \* Conduct searches to fill vacant superintendentcies in local 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.
- \* Take cases on appeal and report testimony to the Commissioner, as directed.
- \* Hold teacher conferences and counsel teachers in matters such as discipline and school management.
- \* 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.

*In providing consultant services, 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. If your district wishes to avail itself of any of these services, please contact District Superintendent John C. Pennoyer.*



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The District Superintendent is the liaison between the State Education Department and component districts: point person, representative, and interpreter.

---

# Career and Technical Education

**MITCHELL SHRON**  
Supervisor/Principal  
Career and Technical Education

**SHERRE WESLEY**  
Adult Education Administrator  
Career and Technical Education

**BARRY EYRING**  
Coordinator of Special Education  
Career and Technical Education

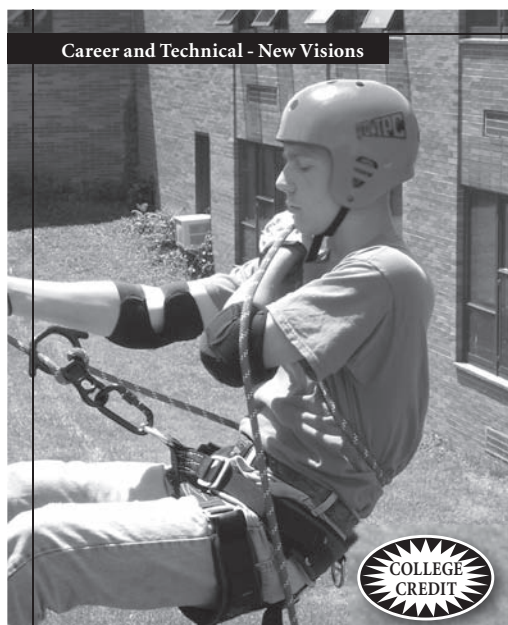
**SUSAN MORACA**  
Coordinator of Health Occupations  
and New Visions  
Career and Technical Education

**EILEEN SIKORA**  
Academic Liaison/Staff Specialist  
Career and Technical Education

*The Career and Technical Education Division offers programs designed to meet the occupational needs of both adults and high school students.*

*The adult programs provide services to adults and out-of-school youth in classes from various locations throughout Dutchess County. Programming encompasses five major areas – career-technical, academic classes, programs for targeted populations, customized training for business and industry, and community education.*

*The high school program consists of an extensive list of courses that enable students to develop skills and attitudes that lead to career success while fulfilling their high school diploma requirements. A majority of the courses carry college articulations and merit a Career and Technical Education endorsement on a Regents diploma.*



# ADULT CAREER AND TECHNICAL EDUCATION

Sherre Wesley  
(845)483-3640  
sherre.wesley@dcbooces.org

Mitchell Shron\*  
(845)486-8001  
mitchell.shron@dcbooces.org

---

## Adult Academic Programs for Special Populations

Academic Programs for Special Populations are designed for adults with special needs who reside in residential homes, attend day treatment centers, participate in shelter workshop programs and are associated with a human resource development agency.

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## Career and Technical Education

The main goal is to serve community needs. The focus of our program is to encourage individuals to “UNLOCK THEIR POTENTIAL” through lifelong learning. Classes are offered during the day, evenings and on weekends. Courses help community members upgrade current job skills, prepare for new careers and grow personally and professionally. Our offerings range from courses providing highly technical skills to those promoting general interest and self-development.

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## Career Center

The Adult Career Center offers students and former students assistance with resume preparation and cover letters, mock interviews, and job readiness training classes. Job leads are regularly posted and mailed to individuals who have completed certain types of training.

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## Community Solutions for Transportation (CST)

This is an employment-related program that assists Temporary Assistance for Needy Families (TANF) and two-hundred percent of poverty 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 guidelines includes: case management, driver experience training, defensive driving, five-hour pre-licensing, transportation through public and private companies, car matching to families in need, and more.

---

## Community Transition Programs

These programs serve at-risk youth in the county. We also serve adults and youth nearing release or released from the Dutchess County Jail by providing comprehensive activities that assist in their transition back into the community. Programs collaborate with Dutchess County Jail, Probation and Parole, Office of Children’s Services, Office of Mental Health, Workforce Investment Board, and other community and state agencies.

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## Corporate Training

Corporate Training is targeted and customized to meet the needs of each business and their employees. Training can be offered 24/7 at employer’s site or ours. MTI is an approved training provider for North American Technical Excellence (NATE) and the National Center for Construction Education and Research (NCCER). MTI is also a corporate member of Refrigeration Service Engineers Society (RSES) and a member of Air Conditioners and Contractors of America (ACCA). We offer training in Occupational Safety and Health Administration (OSHA) programs, National Electric Code (NEC) and Serve Safe.

---

## Defensive Driving

This community service program is offered on and off site. We also customize courses for businesses and groups. This course is offered in cooperation with the National Safety Council. In addition to providing attendees with improved driving safety awareness, successful completion results in point reduction and insurance premium reductions.

---

## ed2go

Dutchess BOCES is pleased to offer Ed2Go programs through the Adult Programs of Career & Technical Education. Students can take online courses from the convenience of their home or office, anytime day or night. For more information about Dutchess BOCES’ growing catalog of online courses, contact Dutchess BOCES at 845-483-3640. To register for online courses, visit [www.ed2go.com/dcbooces](http://www.ed2go.com/dcbooces).

---

### 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 GED 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.

---

### Health Occupations Job Training

This adult program offers a comprehensive range of health related job training programs including a Certified Nursing Assistant (CNA), Phlebotomy Technician, Medical Coding, Medical Assistant, EKG Technician, and CNA Return to Practice.

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### High School Equivalency Classes (GED)

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

---

### Incarcerated Education Programs

These programs serve adults and youth incarcerated in the Dutchess County Jail. Academic and vocational programs are offered as well as case management services. A strong cooperative relationship is maintained with the Community Transitions Program.

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### Learn to Read and the Pre-GED Distance Learning Programs

Learn to Read and the Pre-GED Home Study programs are video-based instruction programs. Instructional packets are available at local libraries or one of our locations. In addition to receiving packets, students can meet with their teachers for face-to-face tutoring. Students twenty-one years or older who do not have a high school diploma or GED are eligible to participate in the programs.

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### Licensed Practical Nurse \*

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).

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### Manufacturing Technology Institute (MTI)

This post-secondary technical training institution serves business and industry, job seekers and current workers of the greater Hudson Valley. MTI responds directly to employers' needs for skilled workers and continuously strives to stay ahead of changing technologies.

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### Neglected and Delinquent Youth/Incarcerated Youth

Programs operate in collaboration with three school districts and several agencies to provide needed services to youth who are in rehabilitation residential programs. Services provided are Life Management Skills, Academic and GED programs as well as assistance in the development of skills necessary to transition back into school and employment.

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### New Beginnings

This program is conducted in conjunction with grants through the State Education Department, New York Department of Social Services, New York State Department of Labor and VESID. New Beginnings is a multicomponent program that offers full-time academic and occupational training. Support services are provided including case management, transportation and job placement assistance.

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### NO MAN IS AN ISLAND

NO MAN IS AN ISLAND 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 enable veterans to augment their interests and global access.

# HIGH SCHOOL CAREER AND TECHNICAL EDUCATION

CO-SER 101.000

## Career and Technical Education (CTE)

Mitchell Shron  
(845)486-8001

[mitchell.shron@dcbooces.org](mailto:mitchell.shron@dcbooces.org)

*This program enables students in grades 10-12 to acquire skills, knowledge and positive attitudes necessary for career success. Graduates are prepared to go directly into the world of work or to further their chosen career education, often with earned college credit via college articulations. In some classes adults may participate in these courses on a tuition basis.*

*The Career and Technical Institute (CTI) offers a wide variety of courses for high school students that will prepare them to enter the workforce or continue their education at a college or post secondary technical institution. All classes offer CTE Integrated English credit. (Students are responsible for some program consumable supply fees.)*



### Arts/Humanities

- ❖ Communication Technology Academy
  - Graphic Arts/Design
- ❖ Communication Technology Academy
  - Media Arts/Video Production

### Business Information Systems

- ⊗ A + Computer Training
- ⊗ Computer Networking
- ⊗ Marketing

### Engineering Technology

- ❖ Auto Body Collision & Refinishing – 1 year
- ❖ Auto Body Exploration – 1 year
- ❖ Automotive Programs
  - Exploratory Automotive Trades – 1 year
  - Basic Automotive Trades – 1 year
  - Advanced Auto Mechanic & Technician Training – 1 year
- ❖ Construction Electricity
- ❖ Finish Carpentry
- ❖ Heating Basics
  - Plumbing Mechanic & Service Technician
- ❖ Residential Construction
- ❖ Residential Construction Wiring
- ❖ Small Engine Technology
- ❖ Turf Equipment & ATV Maintenance
- ❖ Welding & Fabrication

### Health Services

- ❖ Introduction to Health Occupations
- ❖ Pre-Nursing/Certified Nurse Assistant
- ❖ Licensed Practical Nurse I
- ⊗ Emergency Medical Technician

### Human & Public Service

- ❖ Cosmetology
- ❖ Culinary Arts
- ❖ Early Childhood Education
- ❖ Law Enforcement & Criminal Justice
- Multi-Occupations Program
- ❖ Security & Public Safety

### Natural and Agricultural Sciences

- ⊗ Dutchess Academy of Environmental Studies (DAES)

### New Visions

- ⊗ New Visions in Education
- ⊗ New Visions in Health Care
- ⊗ New Visions in Law

### Related Academics

- Math, Science, Technology (MST)
- Social Studies 12
- Remedial Instruction via PLATO software
- Specialized and Integrated Math and Science

### Skills Program

Barry Eyring  
(845)486-8001  
[barry.eyring@dcbooces.org](mailto:barry.eyring@dcbooces.org)

Incorporated into this CO-SER is an entry-level skills development program which meets individual needs of students classified with disabilities. The areas of concentration are Auto Service Bay Technician and Food Service Basics. In addition to an inclusive learning environment, liaison services include counseling, job placement and special education administrative liaison support.

CO-SER 442.000

## Equivalency/GED Academic/CTE Program: At-Risk Students

Barry Eyring  
(845)486-8001  
[barry.eyring@dcbooces.org](mailto:barry.eyring@dcbooces.org)

Students 16-18 years of age can complete their high school graduation requirements by preparing for the General Educational Development (GED) diploma.

Career and Technical Education competencies will be developed through student participation in the secondary day program. Students must score at the 9th grade reading level on State approved tests to be eligible for this program.

# Special Education

**LINDA A. HEITMANN**  
Assistant Superintendent  
Educational Services

**NORAH MERRITT**  
Director  
Alternative & Special Education

**DOUGLAS A. DAMIANI**  
Principal - Salt Point Center

**KENNETH LOUIS JEUNE**  
Coordinator - Special Education

**JOHN JEFFREY**  
Principal - BETA Center

**DENISE D. TRAVER**  
Lead Program Coordinator

*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.*



# SALT POINT EDUCATIONAL CENTER PROGRAMS

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CO-SER 204.000

## Center-based Classroom: 1-6-1

(at Salt Point Center)

Doug Damiani  
(845)486-8004 ext. 407  
doug.damiani@dcbooces.org

These programs serve students whose needs are determined to be highly intensive for reasons related to behavior, delayed development or physical disabilities. They are augmented with related services as designated on the student's IEP. Vocational programs are offered to the secondary students within the special education class framework.

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CO-SER 213.000

## Fresh Start: 1-12-1

(at BETA)

John Jeffrey  
(845)486-4840 ext. 3047  
john.jeffrey@dcbooces.org

The Fresh Start Program is designed for secondary students who have high management needs and low academic success as evidenced by few or no Carnegie Credits earned. In this program, behavior is redirected through accountability, and students are prepared for a GED diploma.

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FEDERAL - F835

## ESY: Students with Disabilities

(at Salt Point Center and BETA)

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcbooces.org

The Extended School Year (ESY) program serves students from all school districts who require a 12-month program as determined by the local Committee on Special Education.

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FEDERAL - F843

## ESY: Students with Disabilities

### 1:1 Aide

(at Salt Point Center and BETA)

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcbooces.org

This co-ser provides a 1:1 aide for students in the ESY Students with Disabilities program.

ESY - Extended School Year

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CO-SER 218.000

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

(at Salt Point Center and BETA)

Doug Damiani  
(845)486-8004 ext. 407  
doug.damiani@dcbooces.org

John Jeffrey  
(845)486-4840 ext. 3047  
john.jeffrey@dcbooces.org

These programs serve students whose management needs are determined to be intensive for reasons related to behavior, delayed development and/or physical disabilities and who can tolerate a slightly higher ratio than 1-6-1 but not as high as 1-12-1. They are augmented with related services as designated on the student's IEP. Vocational programs are offered to secondary students within the special education class framework.

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CO-SER 227.000

## Intensive Learning Environment: 1-6-2

(at Salt Point Center)

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcbooces.org

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

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CO-SER 227.000

## PEACCE Program: 1-6-2

(at Salt Point Center)

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcbooces.org

These programs are designed for students with autism or severe communication impairments. Staff use the TEACCH Model as developed at the University of North Carolina. A very defined program provides the structured environment required for the children to learn. Related services are provided as designated on student's IEP.



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The Salt Point Educational Center is a full-services building. Students receive all of their IEP services in one location.

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CO-SER 229.000

## Academics, Behavior & Community (ABC) (at Salt Point Center)

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcbooces.org

Denise Traver  
(845)486-8004 ext. 428  
denise.traver@dcbooces.org

This program is an intensive, full-day program that fully integrates academics, social and behavioral competencies. Academically, the emphasis will be on reading, writing, and math. This program includes embedded activities that teach specific social and behavioral skills. The purpose is to address the relationship between behaviors/social issues and academic difficulties.

- \* This program serves students in elementary and middle school age, as well as nonclassified students who may be eligible for Section 504 services.
- \* Each student is enrolled for one semester with a targeted transition plan back to a home school placement. The opportunity to remain in the program is available based on the student's needs.
- \* The program is staffed by a counselor with expertise in behavior and social competencies, two Special Education/Elementary Education teachers with extensive training in effective reading strategies, and supplementary school personnel.
- \* The ABC program consists of two (1-8-1) classrooms at the BOCES Salt Point Center. The population consists of classified and nonclassified students.
- \* To maintain consistency and ensure the success of each student, parents and home district teachers are provided training for successful transition back to the student's district classroom.

## SPECIAL EDUCATION DISTRICT PROGRAMS

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcbooces.org

Kenneth Louis Jeune  
(845)486-8004 ext. 456  
kenneth.louisjeune@dcbooces.org

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CO-SER 203.000

### Component District Classroom: 1-12-1

This program serves students who have been recommended by their local Committee on Special Education (CSE) for a BOCES class in a local district setting as necessary for the Least Restrictive Environment. Mainstreaming opportunities are identified where appropriate. Instruction and related services are provided according to each student's IEP. Disability specific classes at the secondary level emphasize Adaptive Daily Living Skills, including shopping, budgeting, travel, leisure activities, cooking, sewing, home maintenance and vocational skills.

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CO-SER 209.000

### Component District Classroom: 1-12-4

This program provides services to multiply disabled & traumatic brain injured students aged 5-21 years who have multi-sensory or motor deficiencies and developmental lags in physical, cognitive and psychomotor capabilities. This class is highly individualized and provides academics, perceptual motor training, self-help skills and vocational activities as designated on the student's IEP.

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CO-SER 212.000

### Component District Classroom: 1-6-1

This program serves 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 as necessary for the least restrictive environment. Mainstreaming opportunities are identified where appropriate. Related services are provided where appropriate. Related services are provided according to each student's IEP.



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New York State Aid is a financial incentive available to the districts for using BOCES.

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CO-SER 219.000

### Component District Classroom: 1-8-1

This program serves students who have been recommended by their local Committee on Special Education for a BOCES class in a local district setting as necessary for the Least Restrictive Environment. Mainstreaming opportunities are identified where appropriate. Related services are provided according to students' IEPs. Regular and IEP diplomas are available through this option. There is a specialized 1-8-1 program at the elementary and secondary levels for students requiring a total communication approach to intensive speech/language needs. Additionally there are classes that focus on Adaptive Daily Living Skills.

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CO-SER 228.000

### PEACCE Program~

#### Component District Classroom: 1-6-2

These programs are designed for autistic and/or severely communicatively impaired students. Staff is trained in the TEACCH Model as developed at the University of North Carolina. A very defined program provides the structured environment required for the children to learn. Related services are provided as designated on student's IEP.

## SPECIAL EDUCATION DAY TREATMENT PROGRAMS

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcboces.org

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CO-SER 220.000

### Adolescent Day Treatment: 1-12-1

(at BETA)

A full-day high school level day treatment program for severely emotionally disabled students. The referred student must exhibit a cluster of behaviors that results in a principle diagnosis, as specified in the American Psychiatric Association's *Diagnostic and Statistical Manual*. Academics, leading to a GED, are combined with counseling from the Astor School Based Services to provide students with a full range of services in departmentalized classes.

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CO-SER 220.020

### Adolescent Day Treatment: 1-6-1

(at BETA)

A more restrictive day treatment program fully integrated with clinical services for severely emotionally disabled students who need a more restrictive environment that combines academics, leading to a local or IEP diploma. The referred student must exhibit a cluster of behaviors that results in a principle diagnosis, as specified in the American Psychiatric Association's *Diagnostic and Statistical Manual*. Counseling services are provided by the Astor School Based Services. There is a strict behavior modification program in place for the students needing this program.

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CO-SER 220.010

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

(at Salt Point Center and BETA)

A day treatment program fully integrated with clinical services for severely emotionally disabled students who need a more restrictive environment that combines academics, leading to a Regents, GED or IEP diploma. The high school program is located at BETA. The middle school program is located at Salt Point Center. The referred student must exhibit a cluster of behaviors that results in a principle diagnosis, as specified in the American Psychiatric Association's *Diagnostic and Statistical Manual*. Counseling services are provided by the Astor School Based Services.

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CO-SER 222.000

### Alternative Secondary: 1-8-2

(at BETA)

This is a full-day high school program leading to a diploma. The program is for students whose management needs are intensive but who may not require or agree to intensive counseling.



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Combining and pooling services means a higher quality at a lower cost for all school districts. With increasing taxes, BOCES makes sense.

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## RELATED SERVICES

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcboces.org

Denise Traver  
(845)486-8004 ext. 428  
denise.traver@dcboces.org

*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.*

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CO-SER 717.000

### Speech

Speech services are delivered by New York State certified professionals. This service focuses on articulation and/or language needs as identified on each student's IEP. BOCES speech staff assist in the augmentative communication programs, in many instances incorporating assistive tech devices for the students within their sessions.

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CO-SER 718.000

### Visually Impaired

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.

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CO-SER 719.000

### Occupational/Physical Therapy

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.

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CO-SER 720.000

### Counseling

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 each student's IEP.



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BOCES provides shared services to districts that they could not individually afford.

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CO-SER 721.000

### One-to-One Aides and Supplementary School Personnel

One-to-one aides provide mobility, feeding and toileting and monitor individual activities 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. These staff function as part of the classroom team. These services must be indicated on the student's IEP.

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CO-SER 722.000

### Interpreters

Dutchess BOCES employs signed English interpreters. These interpreters are an essential component for the successful education of deaf students. The intensive support given by interpreters is significant in developing academic and social skills necessary for post-secondary opportunities.

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CO-SER 723.000

### Job Coach

This program is offered to classified students as an introduction to the world of work following the School to Work (STW) model. Work experience in the community will be identified.

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CO-SER 724.000

### Assistive Technology Support

This service consists of assistive technology evaluations, student technology consultation, and training to 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.

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CO-SER 733.000

### Teacher of the Deaf and/or Hearing Impaired

Serving students in grades K-12, the program provides academic support and utilizes total communication for hearing-impaired students. Interpreters are provided as necessary.

# ITINERANT SERVICES

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcboces.org

Denise Traver  
(845)486-8004 ext. 428  
denise.traver@dcboces.org

*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. The Shared Personnel Program provides services in the following areas. Other areas may be developed as district needs emerge.*

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CO-SER 313.000

Teacher of the Hearing Impaired

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CO-SER 314.000

Interpreters

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CO-SER 315.000

Evaluations - OT/PT, VI, Speech

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CO-SER 322.000

Teacher of the Visually Impaired

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CO-SER 332.000

Itinerant Job Coach

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CO-SER 333.000

Assistive Technology



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We operate an Alternative High School that serves students in all component districts who may benefit from a non-traditional approach to learning. High school diplomas are conferred by students' home district.

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# Alternative Education

**LINDA A. HEITMANN**  
Assistant Superintendent  
Educational Services

**NORAH MERRITT**  
Director  
Alternative & Special Education

**JOHN JEFFREY**  
Principal  
BETA Center

**DUANE SHARROCK**  
Coordinator  
Alternative Education

*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.*



Alternative High School Graduation

# ALTERNATIVE EDUCATION PROGRAMS

Norah Merritt  
(845)486-4840 ext. 3034  
norah.merritt@dcbooces.org

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CO-SER 423.000

## Dutchess Alternative High School

at BETA (non-classified)

This is a full-day high school program that provides a unique opportunity for students to earn a Regents diploma in an alternative setting. Characteristics of the program include small class sizes and the ability to individualize instruction if needed. Students are offered a full range of courses and academically related experiences, similar to those typically found in the traditional school setting. A GED preparation program is also available for students enrolled in this program. Additionally, students have the opportunity to attend the Dutchess BOCES Career and Technical Institute. Further support is available through the Astor School Based Services, which provides a variety of counseling services, including both individual and group sessions.

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CO-SER 423.000

## Dutchess Alternative High School

at BETA (classified)

This is the full-day high school program described in CO-SER 423.000 above, for classified students.

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CO-SER 424.020

## Academics, Behavior and Community (ABC)

at Salt Point Center (non-classified)

This service, which is for non-classified students, is identical to CO-SER 229. It is an intensive, full-day program that fully integrates academics, social and behavioral competencies. Academically, the emphasis will be on reading, writing, and math. The program includes embedded activities that teach specific social and behavioral skills. The purpose is to address the relationship between behaviors/social issues and academic difficulties. Please refer to CO-SER 229 on page 19 for a more detailed description.

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CO-SER 428.000

## Intensive Day Treatment Transitional Program

at Salt Point Center and BETA

This is a short-term transitional program to serve students in acute emotional crisis. Clinical services are provided by Rockland Children's Psychiatric Center. This program offers two classes: one designed for adolescents, grades seven through twelve and the second designed for students in grades three through six.

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CO-SER 428.010

## St. Francis Hospital Education

at St. Francis Hospital

Dutchess BOCES and St. Francis Hospital provide comprehensive services to students who are patients on the Adolescent Mental Health Unit of St. Francis Hospital in Poughkeepsie.



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**BOCES offers comprehensive special education services in districts and at BOCES sites.**

**Services are provided during the regular school year and summer school.**

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# Educational Resources

**LINDA A. HEITMANN**  
Assistant Superintendent  
Educational Services

**DAREN LOLKEMA**  
Coordinator of Learning Technology

**RUDY ACCARDI**  
Instructional Systems Research  
Specialist

**KELLY BECKER**  
Staff Specialist  
SETRC

**CECILIA DANSEREAU-RUMLEY**  
Staff Specialist  
Educational Resources

**JODI DELUCIA**  
Staff Specialist  
Educational Resources

**DANIEL DONOHUE**  
Staff Specialist  
Library Automation

**REBECCA GERALD**  
Staff Specialist/Coordinator  
School Library Services

**BRIAN ORZELL**  
Staff Specialist  
Regional SETRC

**SUSANNAH RENZI**  
Staff Specialist  
Educational Resources

**ANGELO URRICO**  
Staff Specialist  
Educational Resources

*The Educational Resources Division provides a broad array of professional support to school districts, schools, their staff and students. The division goal is to improve teaching and learning for all students. This goal is met through services that focus on leadership development, staff training and curriculum development, comprehensive planning, data analysis, integration of special and general education, specialized student programming, broadband network infrastructure for video and data, and learning technology.*



Educational Resources - Professional Development

# SCHOOL IMPROVEMENT

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 and curriculum development and technological training.

School Improvement Contact (unless otherwise noted):


Linda A. Heitmann  
(845)486-4800 ext. 202  
linda.heitmann@dcboces.org

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CO-SER 512.000 and CO-SER 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 NCLB requirements. The School Improvement base service includes a wide array of service offerings including:

- \* Access to Educational Resources staff for inquiries and research related to curriculum, assessment, instruction, and professional development topics
- \* Information and updates on state assessment implementation
- \* Support of Middle and High School Level Principals Meetings
- \* Coordination of the Educational Resources Advisory Council\*\*
- \* Coordination of the Special Education Administrator's Meetings
- \* Research and development of projects leading to grant funding
- \* Professional Development activities including:
  - AUSSIE Consultation
  - Climate and Culture
  - Formative Assessment
  - Response to Intervention (RTI) Initiative } 
  - Cognitive Coaching
  - Adaptive Schools
  - Mentoring
  - New Teacher Induction
  - Institutes/Series/Workshops at membership rates
- \* On-site professional development to meet district and building needs in increments of ½ day or 1 full day as determined by RWADA
- \* Participation in the Title IIIA Dutchess County Grant Consortium (based on district eligibility)
- \* New York State Regulation & Education Law Updates
- \* Access to professional resource materials
- \* Participation in regional scoring and scoring training at membership rates

\*\* 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.

Formats for service delivery range from faculty meetings to full-day or half-day sessions on site or regionally scheduled. 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.

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CO-SER 512.020

### School Improvement: Additional Costs

Cost for contracted professional services not included in the base program.

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CO-SER 512.030

### School Improvement: Climate

Cost for one day of professional development in the area of climate and culture.

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CO-SER 512.050

### School Improvement: A.U.S.S.I.E.

#### Instruction Day (Australian and U.S. Service in Education)

Cost for one day of A.U.S.S.I.E. classroom literacy consultancy in district.

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CO-SER 512.051

### School Improvement: A.U.S.S.I.E. Conference Day

Cost for one conference day or workshop day facilitated by an A.U.S.S.I.E. consultant.

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CO-SER 512.052

### School Improvement: A.U.S.S.I.E. Additional Costs

This service covers the additional costs associated with A.U.S.S.I.E. professional development (i.e. concurrent programs and materials).

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CO-SER 512.070

### School Improvement: Regional Scoring

Per paper cost for participating in regional scoring.

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CO-SER 512.071

### School Improvement: Training - ELA

This service provides training for up to 10 teachers per grade for the New York State English Language Arts Assessments (grades 3-8).

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CO-SER 512.072

### School Improvement: Training - Math

This service provides training for up to 10 teachers per grade for the New York State Mathematics Assessments (grades 3-8).

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CO-SER 512.080

### School Improvement: Audit - Literacy

The Literacy Audit process is designed to provide schools and districts with information on the alignment between their elementary, middle, or K-8 literacy programs and research-based effective literacy practices.

The Literacy Audit process will consist of four major components, including:

1. Internal Review (including on-site professional development and self study)
2. External Review
3. Facilitated Action Planning
4. Implementation and Evaluation

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CO-SER 512.081

### School Improvement: Audit - Math

The Mathematics Audit process is designed to provide schools and districts with information on the alignment between their elementary, middle, or K-8 mathematics programs and research-based effective mathematics practices.

The Mathematics Audit process will consist of four major components, including:

1. Internal Review (including on-site professional development and self study)
2. External Review
3. Facilitated Action Planning
4. Implementation and Evaluation

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CO-SER 303.000

### Itinerant School Psychologist

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.

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CO-SER 312.000

### Itinerant Teacher: Agriculture

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.

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CO-SER 325.000

### Itinerant Teacher: Music

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.

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CO-SER 334.000

### Itinerant English as a Second Language (ESL) Teacher

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.

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CO-SER 402.000

### Harlem Valley Summer School

This service provides a general summer education remediation program in the Harlem Valley for K-12 students.

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CO-SER 422.000

### High School Seminars for Advanced Students

This service provides enriching experiences for advanced high school students. The seminars give students the opportunity to interact with other students who share similar abilities and interests, to work with nationally recognized experts, and to experience multidisciplinary learning throughout the year. Two Model United Nations General Assemblies were held last year.

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CO-SER 422.010

### Events for Advanced Intermediate Elementary Students

This service provides enriching experiences for advanced intermediate elementary students. Examples of events include Teamwork Counts, for teams of students to collaboratively work on solving a wide array of problems, and a Math Carnival designed for students to engage in a variety of mathematical experiences in a carnival atmosphere.

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CO-SER 422.020

### Formal Debate Program

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. The emphasis of this program is placed on the development and exercise of critical thinking, listening and speaking skills.

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CO-SER 422.030

### Scholastic Bowl

Scholastic Bowl enables teams of middle school students to compete against each other in demonstrating their knowledge of factual information. There will be four after-school tournaments for students in grade 6 and four after-school tournaments for students in grades 7 and 8.

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CO-SER 422.040

### Scholastic Match-up

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. Four after-school tournaments will be held during the school year (including semifinals and finals).

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CO-SER 438.000 and CO-SER 438.010

### High School of Excellence Summer Scholars

The Summer Scholars Program is designed to enrich gifted and talented 10th and 11th grade students. Each summer, 100 students spend two weeks in residence at the county's colleges. Each college provides an interdisciplinary program designed for advanced students. A portion of the cost of the program is paid for by grant funding.

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CO-SER 439.000

### Integrated Arts-in-Education Program

Maria DeWald  
(845)486-4840 ext. 3010  
maria.dewald@dcbooces.org

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:

- \* Creative Writing
- \* Music
- \* Dance
- \* Theater
- \* Media Arts
- \* Visual Arts

The Arts-in-Education Coordinator assists the districts in Arts-in-Education programming and maintains a website that lists artists, art institutions and art resources. Workshops are offered to provide information regarding the Learning Standards for the Arts and State Education Department guidelines.

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CO-SER 542.000

### Model Schools Program

Susannah Renzi or Angelo Urrico  
(845)486-4840 ext. 3112  
susannah.renzi@dcbooces.org/angelo.urrico@dcbooces.org

This service supports the effective and efficient integration of instructional technology into the teaching and learning process. Districts purchasing Instructional Technology Services (CO-SER 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, and the use of the BETA computer lab for district-run workshops. Additional fee services include coordination, training, and support for Compass Learning, the JASON Project, and My Learning Plan. Districts may also purchase additional In-District Professional Development Days or a percentage of a shared Technology Integration Coach for in-district use. Model Schools also supports on-line professional development for educators, as well as on-line high school course content.

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CO-SER 542.010

### In-District Professional Development Day

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.

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CO-SER 542.020

### Compass Learning Consulting and Training

This service provides one day of consulting, planning or professional development as related to the Compass Learning Odyssey system. Compass Learning Odyssey, a comprehensive web-based instructional tool that supports differentiated learning, is available through our Learning Technology Services.

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CO-SER 542.021

### Technology Integration Coach



In-district support, modeling and coaching for teachers in increments of one half-day per week on a ten-month schedule. A Model Schools specialist would be scheduled for a specific day of the week and would be available during the school day for one-on-one, small-group or large-group sessions.

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CO-SER 542.030

### JASON Project

The JASON Project is a standards-based curriculum for upper elementary and middle school teachers that includes online games, field work, labs, print work and videos. JASON teachers can access the related standards-based Immersion Presents program for internet-based curriculum activities and live expeditions, and a listserv with a forum to ask science questions and receive updates on sites for lesson plans.

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CO-SER 542.050

### My Learning Plan

My Learning Plan is a web-based service for tracking professional development, providing a centralized location to manage the NYS required certification hours. My Learning Plan fees are based on the number of users in the district.

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CO-SER 560.000

### Home Instruction

Jodi DeLucia  
(845)486-4840 ext. 3114  
jodi.delucia@dcboces.org

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.

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### Special Education Training & Resource Center (SETRC)

Cecilia Dansereau Rumley  
(845)486-4840 ext. 3023  
cecilia.dansereaurumley@dcboces.org

The Special Education Training & Resource Center (SETRC) at Dutchess County BOCES is funded federally through VESID at the New York State Education Department to provide professional development support to administrators, teachers and parents in Dutchess County schools. The SETRC office works in collaboration with BOCES Co-Ser services and other State Funded Networks to provide comprehensive professional development planning, data analysis, implementation and evaluation to support the goal of enhancing learning for all students based upon individual district needs. In addition, the SETRC office houses a loaning library of professional development materials and New York State Education publications for its community of stakeholders.

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### Mid-Hudson Regional Special Education Training and Resource Center (SETRC)

Brian Orzell  
(845)486-4840 ext. 3109  
brian.orzell@dcboces.org

The Mid-Hudson Regional Special Education Training and Resource Center (SETRC), which is housed at Dutchess BOCES, is federally funded through VESID at the New York State Education Department to provide professional development support to administrators, teachers, and parents in Dutchess, Orange-Ulster, Sullivan, and Ulster County schools. The Regional SETRC office supports the shared needs of districts in the Mid-Hudson region related to Special Education regulations. New York State Education publications and professional resources can be accessed through the Regional SETRC office loaning library as well.



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BOCES services go beyond special and alternative education to provide a working trade for many students who take advantage. Our Career & Technical Institute offers an excellent trade education for students. BOCES has great programs for students such as the culinary arts and nursing programs.

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# 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. A decision to participate in any or all of these services will improve each school district's capacity to achieve its educational mission.*

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CO-SER 448.000

## Distributed Learning

Jodi DeLucia  
(845)486-4840 ext. 3114  
jodi.delucia@dcboces.org

This service provides schools with the power of a broadband telecommunications network to offer an array of high school, alternative, continuing, and college level courses. It also provides for video conferencing, student and faculty on-line courses, satellite down links and the ability to develop innovative programs with other districts and their communities.

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CO-SER 448.010

## Distributed Learning- Course Fee

Cost of one course over the distance learning network.

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CO-SER 448.050

## Video-conferencing

Cost for technical support and implementation per IP video conference.

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CO-SER 519.000 and CO-SER 519.011

## Learning Technology Services

Daren Lolkema  
(845)486-4840 ext. 3086  
daren.lolkema@dcboces.org

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. This council meets monthly from October through June. 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 such as Learning Standards and related assessments as well as the new graduation requirements. Districts participating in LT Services must also belong to the Model Schools Program (CO-SER 542).

Participating districts subscribe to the Dutchess BOCES Wide Area Network (WAN) as part of this service. Dutchess BOCES will provide Internet access to every desktop computer attached to a building's Local Area Network (LAN).

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CO-SER 519.010

## Lease Purchases

Service provides districts the option of financing IT projects through a lease purchase program.

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CO-SER 519.015

## Hardware/Software Purchasing

Districts are able to purchase instructional based computer equipment and software through this CO-SER. State Contract prices are standard.



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We provide all aspects of technology to the classroom and provide training to teachers for using technology in the classroom.

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CO-SER 519.021

### Cisco Certified Network Services

Computer Systems Integrators, Inc. (CSI) specializes in the design, configuration and implementation of local and wide area network (LAN/WAN) solutions.

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CO-SER 519.030

### Centralized Web Filtering

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.

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CO-SER 519.031

### Centralized Internet Connectivity

Service provides districts with reliable high speed internet access with a volume pricing discount.

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CO-SER 519.040

### Shared Technicians Reporting to Districts

Service provides districts the opportunity to hire qualified technical staff for a maximum of three days per week for an entire school year in order to meet a district's IT needs.

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CO-SER 519.043

### Antivirus Protection (Etrust)

Participating districts must protect network attached devices with valid anti-virus software. Purchasing E-trust AV software through this CO-SER provides cost effective licensing options.

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CO-SER 519.045

### Hardware/Software Maintenance Agreements

Districts are able to purchase maintenance agreements on servers and infrastructure devices purchased through BOCES.

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CO-SER 519.046

### Network Printer Maintenance

Districts are able to purchase maintenance agreements on network printing devices.

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CO-SER 519.048

### Email Archiving

Ensure litigation requirements can be met by properly archiving your email system.

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CO-SER 540.000

### School Library System:

#### Cooperative Collection Development

Rebecca Gerald  
(845)486-4840 ext. 3061  
rebecca.gerald@dcbores.org

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.

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CO-SER 540.010

### School Library System:

#### Database Access

The System aids with the selection of on-line database products purchased to meet specific instructional needs. Discounts of 15% - 85% are obtained by negotiating with vendors and through consortium memberships. Additional support includes coordinating trial access, record keeping, tabulating and summarizing usage statistics, troubleshooting connection problems and arranging training.

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CO-SER 541.000

### School Library System:

#### Library Automation

The Library Automation Service supports school library media centers with resource sharing through the use of an on-line public access catalog (OPAC), a circulation management system and interlibrary loan. The service provides initial professional consultation and planning, the acquisition and installation of hardware and software, and MARC record conversion services. Continued support via training, maintenance and upgrades, database management of student records, vendor loads and authority control is also provided.

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CO-SER 541.020

### School Library System:

#### Consultation Services

Those not in CO-SER 541.000 may receive automation consultation services, including planning services for new libraries.

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CO-SER 545.000

## Microcomputer Repair Service

Daren Lolkema  
(845)486-4840 ext. 3086  
daren.lolkema@dcbores.org

Industry recognized, A+ trained and certified technicians provide hardware repair, upgrades, and preventive maintenance for a full range of microcomputers, laptops, and peripheral equipment. A typical microcomputer system includes the system unit and its internal components, monitor, keyboard, and mouse. Peripheral equipment includes printers, scanners, and other computer attachable devices. Repair technician hours are eligible for BOCES aid.

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. This service utilizes the Dutchess BOCES help desk for transacting business from service inception to closure.

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CO-SER 619.000

## Telecommunications

Daren Lolkema  
(845)486-4840 ext. 3086  
daren.lolkema@dcbores.org

This service is the umbrella CO-SER 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).

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CO-SER 619.002

## Administrative Fees

This administrative fee is used to cover the cost of operating the 619 Telecommunications CoSer.

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CO-SER 619.010

## Telecom-Fax Lines

The telecom-fax lines can be itemized and separated from the regular phone line service when used for special programs such as Distance Learning.

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CO-SER 619.015

## Integrated Services Digital Network Lines

ISDN Lines can be used for Voice or Video communications.

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CO-SER 619.020

## Intellipath Lines

This is a Verizon based service to provide POTS line phone service to a school district.

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CO-SER 619.021

## T-1 Voice Lines

This is a digital service for voice communication.

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CO-SER 619.025

## Telecom-Equipment Leases

Districts have the option of leasing out new telecommunications equipment through this CoSer.

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CO-SER 619.030

## Telecom-Equipment Maintenance

Districts have the option of purchasing their maintenance agreements on their telecommunications equipment through BOCES.

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CO-SER 619.045

## High Speed LAN/WAN Access

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.

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CO-SER 619.060

## E-rate Consortium

Julann Troiano  
(845)486-4800 ext. 280  
julann.troiano@dcbores.org

Dutchess BOCES coordinates E-rate reimbursement filing for school districts. BOCES files applications with the Schools and Libraries Division of the Universal Service Administrative Company for E-Rate discounts for eligible telecommunications services. The discounts are based on student population for grades K-12 and the percentage of students eligible for the National School Lunch Program. Program participants receive discounts on expenditures for various telecommunications services. Services provided include program integrity audit reviews and the filing of forms 470, 471, 472 and 486.

# Business Services

**LINDA POLESKI**

Assistant Superintendent  
Business Services

**KELLY SEIBERT**

Staff Specialist  
Business Services

**DEBBIE MCALLISTER**

Budget Assistant/Purchasing Agent

**MATT METZER**

Treasurer

**REESA SHERYL**

Accounting and Financial Specialist

**JULANN TROIANO**

Support Services Administrator for E-rate

*Dutchess BOCES offers a series of cooperative business service programs that are designed to provide cost savings, improve service delivery and increase efficiency through shared services among the component districts.*

Students learning business skills



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CO-SER 609.000

## School District Staff Contract Analysis

Linda Poleski  
(845)486-4800 ext. 215  
linda.poleski@dcbooces.org

Under this CO-SER, 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 general provisions, salary schedules, fringe benefits and leaves. It also covers district staffing, 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.

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CO-SER 612.000

## Cooperative Bidding

Debbie McAllister  
(845)486-4800 ext. 251  
debbie.mcallister@dcbooces.org

Dutchess BOCES, in consultation with the Cooperative Bidding Committees, develops detailed specifications and conducts competitive bidding for various commodities, supplies, equipment and services to meet its own needs and those of participating local school districts. Cost savings are achieved through price discounts that are obtained from vendors as a result of increased quantities and an increase in efficiency, since 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. Thus, the expense of specification development on a project-by-project basis is eliminated.

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CO-SER 615.000

## Employee Assistance Program

Linda A. Heitmann  
(845)486-4800 ext. 202  
linda.heitmann@dcbooces.org

This program provides a participating district's employees and their families assistance in resolving personal problems that impair job performance. These problems range from alcoholism and substance abuse to family/marital and financial/legal difficulties. The BOCES employs a social worker/counselor who provides specific assistance to employees and members of their immediate families. Employees are eligible to receive several sessions at no cost. Additional service may be rendered by referral to other agencies. This service is eligible for BOCES aid.

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CO-SER 618.000

## Substitute Calling Service

Linda A. Heitmann  
(845)486-4800 ext. 202  
linda.heitmann@dcbooces.org

This service provides participating districts with automated substitute calling. Each district supplies the service with lists of staff and approved substitutes. The service generates reports on where and when the substitutes worked on a daily basis. This program can produce other reports such as statistics on substitute/employee activity on a monthly basis.

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CO-SER 619.060

## Telecommunications/E-rate Consortium

<b>Telecommunications Contact:</b>	<b>E-rate Contact:</b>
Daren Lolkema	Julann Troiano
(845)486-4840 ext. 3086	(845)486-4800 ext. 280
daren.lolkema@dcbooces.org	julann.troiano@dcbooces.org

This service is the umbrella CO-SER 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).

Dutchess BOCES coordinates E-rate reimbursement filing for school districts. BOCES files applications with the Schools and Libraries Division of the Universal Service Administrative Company for E-Rate discounts for eligible telecommunications services. The discounts are based on student population for grades K-12 and the percentage of students eligible for the National School Lunch Program. Program participants receive discounts on expenditures for various telecommunications services. Services provided include program integrity audit reviews and the filing of forms 470, 471, 472 and 486.

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## Dutchess Educational Health Insurance Consortium (DEHIC)

Linda Poleski  
(845)486-4800 ext. 215  
linda.poleski@dcbooces.org

The Dutchess Educational Health Insurance Consortium (DEHIC) provides participating districts with an affordable alternative to the State Health Insurance Program. The Consortium commenced operation in July 1988 with ten districts and an enrollment of approximately 2,400 and has grown to twenty-seven participating organizations (including Dutchess Community College, Sullivan & Ulster BOCES) and nearly 9,600 enrollee contracts. In 2001 an alternative PPO option was offered, which now handles the majority of contracts. This option has achieved significant growth and savings since inception.

# Facilities and Operations

**WALTER J. NIEMIEC**  
Director  
Facilities & Operations

**MATTHEW COLAVITO**  
Supervisor of Facilities

**DAVID WITHERWAX**  
Safety Coordinator

*The Facilities and Operations division offers an assortment of cooperative programs designed to assist districts with providing a safe and healthy environment, building maintenance and transportation. These programs provide districts with cost effective professional expertise.*



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CO-SER 617.000

## Safety and Risk Management

Walter J. Niemiec  
(845)486-8087  
walter.niemiec@dcboces.org

This BOCES service provides for the dissemination of information, monitoring of activities, training of staff and development of policies and procedures to make sure school districts comply with federal, state and local regulations, procedures and laws dealing with safety and risk management. The BOCES-coordinated Safety Advisory Council, consisting of district representatives, addresses such items as health and safety, asbestos, lead, toxic/hazardous materials, waste regulations, blood-borne pathogens and hazard communication.

*Some activities are:*

- \* “Right to Know” training
- \* Transportation safety training
- \* Assistance in establishing record keeping systems
- \* Training in health hazard information
- \* Assistance with Disaster Preparedness Program
- \* Assistance with SAVE legislation compliance
- \* Liaison between districts and enforcement agencies
- \* Analysis of accident claims
- \* Assistance with required inspections

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CO-SER 617.010

## Safety and Risk Management Technician

Walter J. Niemiec  
(845)486-8087  
walter.niemiec@dcboces.org

The Safety and Risk Management Technician is responsible for the planning, organizing, conducting, directing and enforcement of large-scale safety programs. The work is carried out following existing governmental regulations and by developing and implementing procedures, guidelines and policies. These technicians provide school districts with services that assist them in meeting the requirements of Federal and State health maintenance legislation and regulations and other related employee health and safety issues. Necessary inspections, i.e., asbestos, radon, air monitoring and routine industrial inspections are also provided.

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CO-SER 624.000

## Cooperative Transportation

Walter J. Niemiec  
(845)486-8087  
walter.niemiec@dcboces.org

This service assists component school districts with their out-of-district and special 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. Duplicate routes and associated costs are eliminated through cooperation among participating districts servicing regular and special education students. It is estimated that members of the Cooperative saved over \$3,500,000 since its inception in 1993.

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CO-SER 626.000

## Cooperative Maintenance

Walter J. Niemiec  
(845)486-8087  
walter.niemiec@dcboces.org

Under this service BOCES coordinates, manages and provides highly skilled maintenance technicians such as electricians, a carpenter, roof maintenance workers, refrigeration workers, plumbers, 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.

# Human Resources

**MATTHEW CARR**

Business Administrator for Human Resources

*The Human Resources division facilitates the recruitment activities of component districts for both certified and non-certified staff, provides assistance to school districts in complying with certification regulations for coaches, enables participating districts to receive eligible medicaid reimbursement dollars, and acts as a regional certification office for residents and school districts of Dutchess County.*



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CO-SER 610.000

## Employee Benefits Coordination

Matthew Carr  
(845)486-4800 ext. 278  
matt.carr@dcbooces.org

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, analyze claims information and process paperwork involved with the worker's compensation program. Member districts of the program participate in this service.

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CO-SER 614.000

## Cooperative Recruitment

Matthew Carr  
(845)486-4800 ext. 278  
matt.carr@dcbooces.org

Under this CO-SER, 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.

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CO-SER 627.000

## Medicaid Reimbursement

Matthew Carr  
(845)486-4800 ext. 278  
matt.carr@dcbooces.org

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, 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.

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CO-SER 630.000

## Temporary Coaching Licenses

Matthew Carr  
(845)486-4800 ext. 278  
matt.carr@dcbooces.org

Under this CO-SER, the Dutchess BOCES Human Resources Office processes all applications for professional and temporary coaching licenses that were previously filed with and evaluated by the Office of Teaching in Albany. The application for either of these coaching licenses is submitted to the District Superintendent who acts as the agent for the Commissioner of Education. This process will continue to permit school districts to employ non-teacher coaches, in appropriate circumstances, and will streamline the annual reapplication process. It provides greater flexibility and expeditious approval of subsequent reapplications without the submission of repetitive paperwork.



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Mid-Hudson Cooperative Recruitment program at Dutchess BOCES hosts a Public School Educator Job Fair each year. The job fair provides a face-to-face opportunity for candidates and recruiters to meet. Much better than a paper resume, school districts and newly minted teachers can find what both are looking for.

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# Communications and Grants Research

**ANNA MARIE MARTINO**

Director

Communications & Grants Research

**JEFFERY T. ROUSE**

Staff Specialist

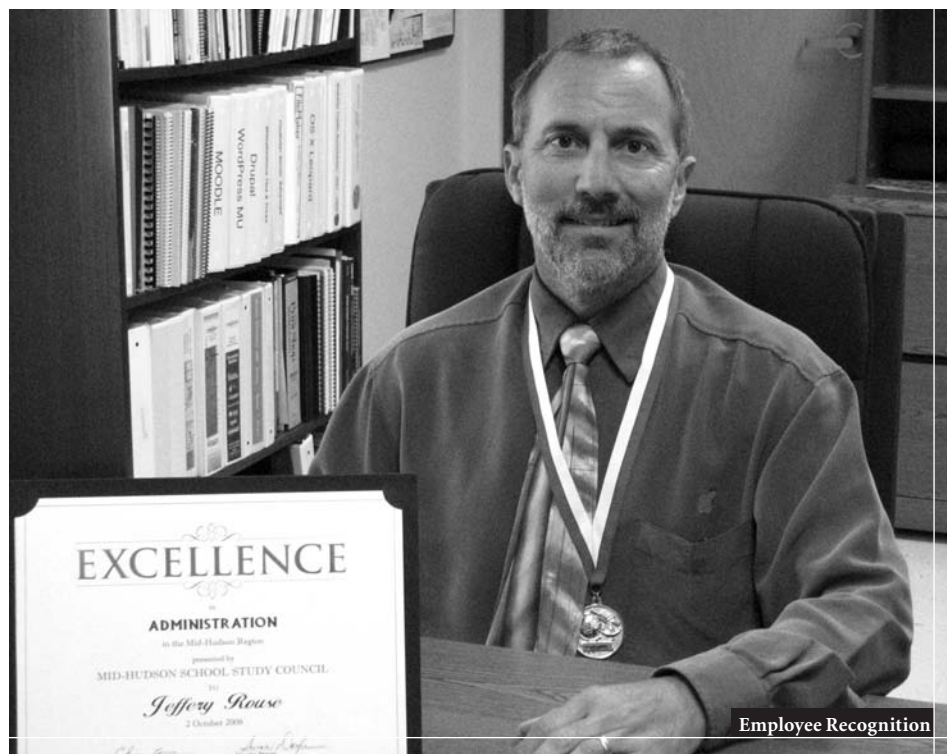
Web Services

**GENEVIEVE KELLAM**

Reproduction Coordinator

Shared Printing Service

*The mission of the Office of Communications and Grants Research (CGR) is to promote public awareness of programs and services offered by Dutchess BOCES and its component school districts and to explore funding opportunities. This office is primarily responsible for the overall development and implementation of our organization's internal and external communications and for providing school districts with a variety of services to enhance their communication and public relations efforts.*



## Shared Printing Service

Genevieve Kellam  
(845)486-4840 ext. 3006  
genevieve.kellam@dcbooces.org

*The Dutchess BOCES Shared Printing Service provides a full range of non-instructional printing services.*

**These services include:**

- \* Typesetting
- \* Layout and Design
- \* Printing and Binding

**Some examples of documents that can be printed by the Print Shop are:**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| * District Newsletters            | * Tickets                       |
| * Handbooks                       | * Booklets                      |
| * Planners and District Calendars | * Business Cards and Letterhead |
| * Menus                           | * Posters                       |
| * Carbonless Multi-part Forms     | * Permanent Record Cards        |
| * Envelopes                       | * Labels                        |
| * Report Cards                    | * Badges                        |

**Expanded services include:**

- |                                   |                 |
|-----------------------------------|-----------------|
| * High-speed B&W Copying          | * Perforating   |
| * Full Color Copying              | * Numbering     |
| * Wide Format Full Color Printing | * Hole Punching |
| * 1 and 2-color Presswork         | * Laminating    |
| * Coil and Tape Binding           |                 |



*The Print Shop plans to offer digital document archiving; scanning of district documents and conversion to PDF for archival purposes and digital document conversion for the web.*

## Public Information Service

Anna Marie Martino  
(845)486-8051  
anna.martino@dcbooces.org

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 and provides school 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 planning. Publications produced by the Public Information Service have been recognized for excellence by the National School Public Relations Association (NSPRA) and the New York School Public Relations Association (NYSPRA).

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. Printing and materials destined to become district property are recognized to be non-aidable.

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CO-SER 635.025

## Web Services

Jeffery T. Rouse  
(845)486-4840 ext. 3080  
jeff.rouse@dcboces.org

Dutchess BOCES offers a variety of individual web services to your district based on your specific needs. Would you like assistance with the design of your district website? Do you need a user-friendly calendar system? Do your teachers need quick and easy access to update classroom information? We can help! These services include:

- \* District website design, consulting, maintenance, traffic analysis and training
- \* Blogs: *Word Press*
- \* Online Learning Environment: *Moodle*
- \* Web-accessible database solutions: *FileMaker*
- \* Listservs: *Mailman*
- \* Web-based calendars: *WebEvent*
- \* Podcasts: *Podcast Producer*
- \* Online survey tool: *PHP Surveyor*
- \* Content Management System: *Drupal*
- \* Archived & Live Video Streaming: *QuickTime Streaming Server*

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## Grants Research

Anna Marie Martino  
(845)486-8051  
anna.martino@dcboces.org

Communications & 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.



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We offer Public Information Services to seven out of our thirteen school districts. Districts can purchase public information services, including web services, from BOCES at a fraction of the cost of similar service in the private sector. We are talented, professional, reliable, thorough and cost-efficient. Our Print Shop offers complete printing services, and the labor portion of any project qualifies for BOCES aid.

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# Fixed Unit Costs 2009-2010

CO-SER	DESCRIPTION	UNIT COST	MULTIPLIER
<b>Career and Technical Education</b>			
101.000	Career and Technical Education (CTE).....	\$8,860.00	per student
	<i>Estimated Consumable Student Supply Fees</i>		
	• Adaptive Services - Uniform .....	\$70.00	
	• Auto Body - Uniform and Boots .....	\$120.00	
	• Automotive - Uniform and Boots .....	\$120.00	
	• Carpentry - Uniform .....	\$50.00	
	• Cosmetology - Cosmetology Kit per year .....	\$150.00	
	• Culinary Arts - Uniform .....	\$100.00	
	• Early Childhood Education - Teaching Supplies.....	\$10.00	
	• Electrical - Uniform .....	\$120.00	
	• Graphic Arts/Video Production - Jump Drive .....	\$12.00	
	• New Visions - Uniform.....	\$30.00	
	• Nursing - Uniform .....	\$75.00	
	• Plumbing - Uniform .....	\$20.00	
	• Security - Uniform Shirt.....	\$18.00	
	• Small Engines - Uniform .....	\$65.00	
	• Welding - Uniform and Boots .....	\$80.00	
442.000	Equivalency/GED Academic/CTE Program: At-Risk Students .....	\$3,820.00	per student
<b>Special Education</b>			
<b>SPECIAL EDUCATION CENTER PROGRAMS</b>			
204.000	Center-based Classroom: 1-6-1 .....	\$33,857.00	per student
213.000	Fresh Start: 1-12-1 .....	\$31,529.00	per student
F835	ESY: Students with Disabilities.....	\$3,100.00	per student
F843	ESY: Students with Disabilities 1:1 Aide .....	\$3,100.00	per student
218.000	Center-based Classroom: 1-8-1 .....	\$34,196.00	per student
227.000	Intensive Learning Environment: 1-6-2.....	\$38,400.00	per student
227.000	PEACCE Program: 1-6-2 .....	\$38,400.00	per student
229.000	Academics, Behavior & Community (ABC).....	\$21,836.00	per student
<b>SPECIAL EDUCATION DISTRICT PROGRAMS</b>			
203.000	Component District Classroom: 1-12-1.....	\$22,012.00	per student
209.000	Component District Classroom: 1-12-4.....	\$41,967.00	per student
212.000	Component District Classroom: 1-6-1.....	\$32,919.00	per student
219.000	Component District Classroom: 1-8-1.....	\$30,757.00	per student
228.000	PEACCE Program ~ Component District Classroom: 1-6-2.....	\$37,109.00	per student
<b>SPECIAL EDUCATION DAY TREATMENT PROGRAMS</b>			
220.000	Adolescent Day Treatment: 1-12-1 .....	\$40,958.00	per student
220.010	Adolescent Day Treatment: 1-8-1 .....	\$45,712.00	per student
220.020	Adolescent Day Treatment: 1-6-1 .....	\$51,917.00	per student
222.000	Alternative Secondary: 1-8-2 .....	\$36,664.00	per student

CO-SER	DESCRIPTION	UNIT COST	MULTIPLIER
<b>ITINERANT SERVICES</b>			
313.000	Teacher of the Hearing Impaired.....	<b>\$130.00</b> <i>Group - \$32.50</i> <i>Individual - \$65.00</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
314.000	Interpreters .....	<b>\$56,417.48</b>	<b>per student</b>
315.000	Evaluations - OT/PT, VI, Speech.....	<b>\$350.00</b>	<b>per evaluation</b>
322.000	Teacher of the Visually Impaired.....	<b>\$129.00</b> <i>Group - \$32.25</i> <i>Individual - \$64.50</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
<b>RELATED SERVICES</b>			
717.000	Speech.....	<b>\$142.50</b> <i>Group - \$35.63</i> <i>Individual - \$71.25</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
718.000	Visually Impaired .....	<b>\$120.00</b> <i>Group - \$30.00</i> <i>Individual - \$60.00</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
719.000	Occupational/Physical Therapy .....	<b>\$120.00</b> <i>Group - \$30.00</i> <i>Individual - \$60.00</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
720.000	Counseling.....	<b>\$140.00</b> <i>Group - \$35.00</i> <i>Individual - \$70.00</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
721.000	One-to-One Aides and Supplementary School Personnel.....	<b>\$40,189.49</b>	<b>per student</b>
723.000	Job Coach .....	<b>\$33.00</b> <i>Group - \$8.25</i> <i>Individual - \$16.50</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
724.000	Assistive Technology Support.....	<b>\$159.00</b> <i>Group - \$39.75</i> <i>Individual - \$79.50</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
733.000	Hearing Impaired .....	<b>\$129.00</b> <i>Group - \$32.25</i> <i>Individual - \$64.50</i>	<b>per hour</b> <i>per session</i> <i>per session</i>
<b>Alternative Education</b>			
423.000	Dutchess Alternative High School.....	<b>\$21,850.00</b>	<b>per student</b>
423.000	Dutchess Alternative High School, classified.....	<b>\$25,600.00</b>	<b>per student</b>
424.020	Academics, Behavior and Community (ABC) .....	<b>\$21,699.00</b>	<b>per student</b>
428.000	Intensive Day Treatment Transitional Program .....	<b>\$158.00</b>	<b>per day</b>
428.010	St. Francis Hospital Education .....	<b>\$140.00</b>	<b>per day</b>
<b>Educational Resources</b>			
<b>SCHOOL IMPROVEMENT</b>			
512.000	School Improvement - Base Fee.....	<b>\$6,500.00</b>	<b>per district</b>
512.010	School Improvement: RWADA .....	<b>varies</b>	<b>per RWADA</b>
512.020	School Improvement: Additional Costs.....	<b>actual cost</b>	
512.030	School Improvement: Climate Learning.....	<b>\$1,000.00</b>	<b>per day</b>
512.050	School Improvement: AUSSIE Institute.....	<b>tbd</b>	<b>per day</b>
512.051	School Improvement: AUSSIE Superintendent Conference.....	<b>tbd</b>	<b>per day</b>
512.052	School Improvement: AUSSIE Additional Costs .....	<b>actual cost</b>	
512.070	School Improvement: Regional Scoring .....	<b>tbd</b>	<b>per paper</b>
512.071	School Improvement: Training - ELA .....	<b>\$1,000.00</b>	

CO-SER	DESCRIPTION	UNIT COST	MULTIPLIER
512.072	School Improvement: Training - Math.....	\$1,000.00	
512.080	School Improvement: Audit - Literacy .....	\$3,000.00	
512.081	School Improvement: Audit - Math.....	\$3,000.00	
303.000	Itinerant School Psychologist.....		based on participation
312.000	Itinerant Teacher: Agriculture .....		based on participation
325.000	Itinerant Teacher: Music .....		based on participation
334.000	Itinerant English as a Second Language (ESL) Teacher .....		based on participation
402.000	Harlem Valley Summer School .....		based on participation
422.000	High School Seminars for Advanced Students (2 model United Nations Events).....	\$4,450.00	per district
422.010	Events for Advanced Intermediate Elementary Students (Math Carnival and Teamwork Counts) .....	\$3,700.00	per district
422.020	Formal Debate Program .....		based on participation
422.030	Scholastic Bowl.....	\$1,560.00	per grade level
422.040	Scholastic Match-up .....	\$1,560.00	per event
438.000	High School of Excellence Summer Scholars Program .....		based on district size
438.010	High School of Excellence Summer Scholars Program - Student Fee.....	\$995.00	per student
439.000	Integrated Arts-in-Education Program - Base Fee.....	\$4,800.00	per district
542.000	Model Schools Program: Technology/Planning.....	\$13,500.00	per district
542.010	Model Schools Program: Training Day .....	\$800.00	per day
542.020	Model Schools Program: Compass Learning.....	\$1,000.00	per day
542.021	Model Schools Program: Coach .....	\$7,500.00	per .1 FTE
542.030	Model Schools Program: Jason Project .....	\$850.00	per teacher
542.050	Model Schools Program: My Learning Plan .....	\$15/\$20.00	per user
560.000	Home Instruction.....	\$150.00	per student
<b>LEARNING TECHNOLOGY</b>			
448.000	Distance Learning - Base Fee .....	\$3,300.00	per district
448.010	Distance Learning- Course Fee.....	\$6,900.00	per course
448.050	IP Video Conference.....	\$75.00	per conference
519.000	Learning Technology Services .....	varies	per RWADA
519.011	Learning Technology Services - Base Fee .....	\$17,000.00	per district
519.010	Lease Purchases .....		bank negotiated rates
519.015	Hardware/Software Purchasing .....		state contract pricing
519.021	Cisco Certified Network Services .....	\$117.84	per hour
519.030	Centralized Web Filtering.....	\$3.00	per computer
519.031	Centralized Internet Connectivity .....	\$57.00	per MB
519.040	Shared Technicians Reporting to Districts .....	\$14,050.00	per .2 FTE
519.043	Antivirus Protection (E-trust).....	\$4.05	per computer
519.045	Hardware/Software Maintenance Agreements.....		state contract pricing
519.046	Network Printer Maintenance.....		state contract pricing
519.048	Email Archiving.....	\$5.00	per inbox
540.000	School Library System: Cooperative Collection Development .....	\$4,300.00	per district
540.010	School Library System: Database Access.....	varies	\$600.00 under 1,500 students, \$1,100.00 between 1,500-5,000 students, \$1,600.00 over 5,000 students

CO-SER	DESCRIPTION	UNIT COST	MULTIPLIER
541.000	School Library System: Library Automation.....	\$8,250.00	per library
541.020	School Library System: Consultation Services .....	\$550.00	per day
545.000	Microcomputer Repair Service.....	\$90.65	per hour
545.011	Microcomputer Repair Service - Base Fee.....	\$5,150.00	per district
619.000	Telecommunications - Base Fee.....	\$2,250.00	per district
619.002	Administrative Fees.....	.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
619.030	Telecom-Equipment Maintenance .....		consortium pricing
619.045	High Speed LAN/WAN Access .....		consortium pricing
619.060	Telecommunications/E-Rate.....	varies	per RWADA
<b>Business Services</b>			
609.000	School District Staff Contract Analysis .....	\$1,154.00	per district
612.000	Cooperative Bidding .....	varies	per RWADA
615.000	Employee Assistance Program.....	\$39.00	per employee
618.000	Substitute Calling Service .....	\$52.00	per user
619.060	Telecommunications- E-Rate.....	varies	per RWADA
<b>Facilities and Operations</b>			
617.000	Safety and Risk Management - Base Fee .....	\$7,848.00 plus RWADA	per district
617.010	Safety and Risk Management Technician.....		% based on participation
624.000	Cooperative Transportation .....	varies	per routes and students
626.000	Cooperative Maintenance .....	\$70.92	per hour
<b>Human Resources</b>			
610.000	Employee Benefits Coordination.....	\$2,550.00 base fee	plus RWADA
614.000	Cooperative Recruitment.....	\$3,397.00 base fee	plus RWADA
627.000	Medicaid Reimbursement.....	\$1,109.00 base fee	plus RWADA
630.000	Temporary Coaching Licenses.....	\$50.00	per certification
<b>Communications and Grants Research</b>			
536.000	Shared Printing Service - Base Fee .....	varies	divided proportionately among districts based on each district's prior 3-year usage
536.010	Shared Printing Service .....	varies	per print job request
635.000	Public Information Service - Base Fee .....	\$2,000.00 plus 5% admin. fee	per district
635.001	Public Information Service .....	\$475.00	per page (regular projects)
635.001	Public Information Service.....	\$60.00	per hour (special projects)
635.025	Web Services .....	\$49.49	per teacher (minimum block of 100; based on participation)

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## GLOSSARY OF TERMS

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- 1-6-1 – One Teacher – 6 Students – 1 Supplementary School Personnel
- 1-8-1 – One Teacher – 8 Students – 1 Supplementary School Personnel
- 1-12-1 – One Teacher – 12 Students – 1 Supplementary School Personnel
- 1-6-2 – One Teacher – 6 Students – 2 Supplementary School Personnel
- 1-8-2 – One Teacher – 8 Students – 2 Supplementary School Personnel
- 1-12-4 – One Teacher – 12 Students – 4 Supplementary School Personnel
- BETA – BOCES Education and Training Academy
- BOCES – Board of Cooperative Educational Services
- CGR – Communications and Grants Research
- CNA – Certified Nursing Assistant
- CO-SER – Cooperative Service approved by the State Education Department
- CTE – Career and Technical Education
- CTI – Career and Technical Institute
- DAES – Dutchess Academy of Environmental Studies
- DEHIC – Dutchess Educational Health Insurance Consortium
- E-Rate – Federal funding for Internet access, LAN, and telecommunications
- ESY – Extended School Year
- FPC – Family Partnership Center
- FTE – Full-Time Equivalent
- GED – General Educational Development
- IEP – Individual Education Plan
- LAN – Local Area Network
- LPN – Licensed Practical Nurse
- MTI – Manufacturing Technology Institute
- OT – Occupational Therapy
- PEACCE – Providing Education for Autistic and Communication Impaired Children Effectively
- PT – Physical Therapy
- RWADA – Resident Weighted Average Daily Attendance
- SPC – Salt Point Center
- STW – School to Work
- VI – Visually Impaired
- WAN – Wide Area Network



NOTES



NOTES



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