

*collaboration | innovation | efficiency | excellence | leadership*

# Dutchess BOCES



## SERVICES GUIDE

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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 with our thirteen component school districts, Dutchess BOCES offers 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 usually receive state aid for these costs as well. This aid is additional to local district state aid. All services benefit from the professional advice and suggestions of component district personnel.

Dutchess BOCES always stands ready to develop new 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 communicate in early February the shared services they plan to request for the 2012-2013 school year (see page 8). 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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**LOOK FOR THESE ICONS!**

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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 reflect 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 the most cost-effective educational services of vital interest to our school districts. We look forward to continuing our leadership role in bringing educational excellence and efficiency to Dutchess County.*

*John C. Pennoyer*



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At CTI students may receive twelfth-grade English Language Arts credit as part of their two-year program. Many CTI programs also give credit for math and science.

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# BOCES BOARD OF TRUSTEES

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**EDWARD L. MCCORMICK**  
President

**MICHAEL RIEHL**  
Vice President

**RALPH CHIUMENTO, JR.**

**THOMAS HURLEY**

**THOMAS JOHNSON**

**ROBERT M. MEADE**

**JIM MILANO**

**NANCY PISANELLI**  
Clerk of the Board

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## ADMINISTRATION

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**JOHN C. PENNOYER**  
District Superintendent

**LINDA A. HEITMANN**  
Deputy Superintendent

**SHERRE WESLEY**  
Assistant Superintendent for Business Services



**MATTHEW CARR**  
Business Administrator for Human Resources

**NORAH MERRITT**  
Director - Alternative and Special Education

**ANNA MARIE PAOLERCIO**  
Director - Communications and Grants Research

**MITCHELL SHRON**  
Supervisor/Principal - Career and Technical Institute

**MARY FAYNE SIMPSON**  
Adult Education Administrator

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# COMPONENT SCHOOL DISTRICT SUPERINTENDENTS

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**LORENZO LICOPOLI**  
Arlington Central Schools (*Interim*)

**RAYMOND BANDLOW**  
Beacon City Schools

**MICHAEL TIERNEY**  
Dover Union Free Schools

**GREER F. FISCHER**  
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 POWELL**  
Spackenkill Union Free Schools

**JAMES PARLA**  
Wappingers Central Schools

**JAMES GRATTO, JR.**  
Webutuck Central Schools

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# REQUEST FOR SERVICES CALENDAR

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*January 2012*

Distribution of Initial Service Request forms to school districts

*February 1, 2012*

Submission to BOCES of 2012-2013 Initial Service Request forms

*February 15, 2012*

Submission of 2012-2013 COSERS to State Education Department for approval

*February 27, 2012*

Distribution of Final Service Request forms to school districts

*April 27, 2012*

Submission to BOCES of 2012-2013 Final Service Requests/Commitments by districts

Figures submitted to BOCES will be used for Service Contracts

*June 15, 2012*

Submission to the State Education Department of operating plan and budget for 2012-2013 based on Final Service Requests

*June 29, 2012*

Distribution to districts of BOCES Service Contracts for 2012-2013

*July 31, 2012*

Submission to BOCES of signed Service Contracts for 2012-2013



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Dutchess BOCES will be supporting the roll-out of the new Common Core State Standards for English Language and Literacy and the Common Core State Standards for Mathematics.

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## VISION

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

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## MISSION STATEMENT

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

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## EQUAL OPPORTUNITY EMPLOYER

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

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## TITLE IX AND 504 COMPLIANCE

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Dutchess BOCES offers employment and educational opportunities without regard to sex, race, color, national origin or disability. Inquiries regarding this nondiscrimination policy may be directed to the following individual. This official will provide information, including complaint procedures to any resident, 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 Paolercio**

Director - Communications and Grants Research

Dutchess BOCES BETA

900 Dutchess Turnpike, Poughkeepsie, NY 12603

voice: 845.486.8051 • fax: 845.486.4958

[anna.paolercio@dcboces.org](mailto:anna.paolercio@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 helps school districts save money by providing opportunities to pool resources and share costs.

Sharing is an economical way for districts to provide programs and services that they might not be able to afford otherwise. It is 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 trustees 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 each district's needs and requests evolve.

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

Local boards of education review the needs of their district 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 a specific 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 comes from the fees charged to 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 county, 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  
Clerk of the Board

*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.*



John C. Pennoyer  
District Superintendent  
Tel: 845.486.4800  
Fax: 845.486.4981  
john.pennoyer@dcbooces.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.*

- \* **Conduct searches to fill vacant superintendencies** in local districts.
- \* **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.
- \* **Assist schools identified as requiring improvement.**
- \* **Assist with reorganization studies** in participating districts and coordinate related efficiency grants.
- \* **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.
- \* **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 Mid-Hudson RSE-TASC has a team of specialists committed to improving outcomes for students with disabilities in all settings.

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# Administrative Services

**SHERRE WESLEY**

Assistant Superintendent for Business Services

*Administrative services provide for the central administration and support of Dutchess BOCES. The component district's share of BOCES administrative, lease and capital costs is based either on the Resident Weighted Average Daily Attendance (RWADA) or on real property valuation.*



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*COSER 001.000*

## Administration

Sherre Wesley  
845.486.4800 ext. 215  
sherre.wesley@dcboces.org

This COSER includes expenses of the BOCES Board, District Superintendent's Office, General Administration and Central Support. If the 2012-2013 portion of the Administrative Budget is not approved by a majority of the component boards, this portion of the Administrative Budget is limited to a dollar amount equal to the 2011-2012 budget.

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*COSER 001.005*

## Retiree Benefits

Sherre Wesley  
845.486.4800 ext. 215  
sherre.wesley@dcboces.org

This COSER includes retiree health insurance costs. These costs are included in the Administrative Budget and are part of the budget to be voted upon. These costs are not subject to a prior year's budget dollar amount. Any increases in this portion of the Administrative Budget are considered a "contingent expense."

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*COSER 002.470*

## Capital and Rentals

Sherre Wesley  
845.486.4800 ext. 215  
sherre.wesley@dcboces.org

This COSER includes the cost of renting classrooms/facilities for BOCES programs and capital projects (safety-related improvements, lighting, ceiling, classroom renovation and other renovation work).



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The BOCES state aid process was converted from manual to a new computerized system. The Dutchess BOCES team was instrumental in refining the system for SED.

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# Adult Learning Institute

MARY FAYNE SIMPSON  
Adult Education Administrator

*The Adult Learning Institute (ALI) offers programs designed to meet the literacy and occupational needs of adults and out-of-school youths. This post-secondary technical training institute serves business and industry, job seekers and current workers of the greater Hudson Valley. ALI responds directly to employers' needs for skilled workers and continuously strives to stay ahead of changing technologies. BOCES ALI is an approved training provider for North American Technical Excellence (NATE) and the National Center for Construction Education and Research (NCCER). Dutchess BOCES is a Building Performance Institute (BPI) affiliate.*

*The adult programs provide classes from various locations throughout Dutchess County. Programming encompasses six major areas – career-technical, academic classes, programs for targeted populations, customized training for business and industry, community education, and online classes.*



# ADULT LEARNING INSTITUTE (ALI)

Mary Fayne Simpson  
845.483.3640, ext. 6102  
mary.simpson@dcbooces.org

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## Adult Academic Programs for Special Populations

Academic Programs for Special Populations are designed for adults 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)

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

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## Community Transition Programs

These programs serve at-risk people 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 its employees. Training can be offered 24/7 at an employer’s site or ours. The Adult Learning Institute (ALI) is an approved training provider for North American Technical Excellence (NATE) and the National Center for Construction Education and Research (NCCER). Dutchess BOCES is a Building Performance Institute (BPI) affiliate. BOCES ALI 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 ServSafe.

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## 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.

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## Driver’s Education Program

This is a NYS Education Department and DMV approved driver’s education program that includes classroom and road driving experience.

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## ed2go

Dutchess BOCES is pleased to offer ed2go programs through ALI. Students can take online courses from the convenience of their homes or offices, anytime day or night. For more information about Dutchess BOCES’ growing catalog of online courses, contact Dutchess BOCES at 845.483.3640. To register for online courses, visit [www.ed2go.com/dcbooces](http://www.ed2go.com/dcbooces).

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## 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.

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### Five-hour Pre-licensing

The five-hour pre-licensing course is a mandated five-hour course for all permit holders to obtain a New York State Driver's License.

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### 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.

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### Health Occupations Job Training

This adult program offers a comprehensive range of health related job training programs including Home Health Aide, Nursing Assistant (NA), Phlebotomy Technician, Medical Coding, Dental Laboratory 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.

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### 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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### Neglected and Delinquent Youth/Incarcerated Youth

Programs operate in collaboration with 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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### Skills Tutor Adult Basic Education/GED® Home Study Program

Skills Tutor is a computerized, K-12 multi-level curriculum that focuses on math, reading and communication skills. Participants must be 21 years old or older.

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

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



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Our GED® and ESL classes are comprised of individuals from all over the world--from 60+ countries.

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# Career and Technical Institute

**MITCHELL SHRON**  
Supervisor/Principal

**BARRY EYRING**  
Coordinator of Special Education

**EILEEN SIKORA**  
Coordinator of Curriculum

**SUSAN MORACA**  
Coordinator of Health Occupations and New Visions

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



## Career and Technical Education (CTE)

Mitchell Shron

845.486.8001

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. Some classes offer Specialized and Integrated Math and Science. (Students are responsible for some program consumable supply fees.)*



### Arts/Humanities

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

### Business Information Systems

- ❖ A + Computer Training
- ❖ Computer Networking

### Engineering Technology

- ❖ Auto Body Collision and Refinishing
- ❖ Auto Body Exploration
- ❖ Automotive Programs
  - Exploratory Automotive Trades
  - Advanced Auto Mechanic and Technician Training
- ❖ Construction Electricity
- ❖ Finish Carpentry
- ❖ HVAC
- ❖ Plumbing Mechanic and Service Technician
- ❖ Residential Construction
- ❖ Residential Construction Wiring
- ❖ Small Engine Technology
- ❖ Turf Equipment and ATV Maintenance
- ❖ Welding and Fabrication

### Health Services

- ❖ Introduction to Health Occupations
- ❖ Nursing Assistant
- ❖ Practical Nurse I

### Human and Public Service

- ❖ Cosmetology
- ❖ Culinary Arts
- ❖ Early Childhood Education
- ❖ Law Enforcement and Criminal Justice
- ❖ Security and Public Safety

### Related Academics

- Math, Science, Technology (MST)
- Social Studies 12

### Skills Program

Barry Eyring

845.486.8001

barry.eyring@dcbooces.org

These courses comprise an entry-level skills development program which meets the individual needs of students classified with disabilities. Upon successful completion, students may return the following year(s) to our main-stream CTE programs. In addition to an inclusive learning environment, services include career counseling, job shadowing and placement and special education liaison support. Courses include Auto Service Bay Basics, Caregiver Basics and Food Service Basics.

COSER 442.000

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

Barry Eyring

845.486.8001

barry.eyring@dcbooces.org

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

### Dutchess School of Practical Nursing

(Approved Post-Secondary Program, HEGIS Code 5209.20)

Susan Moraca

845.486.8045

susan.moraca@dcbooces.org

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).

# Special Education

**LINDA A. HEITMANN**  
Deputy Superintendent

**NORAH MERRITT**  
Director  
Alternative and Special Education

**BARBARA CESARIO**  
Coordinator - Related/Itinerant

**JOHN JEFFREY**  
Principal - BETA Center

**LEAH POLLACK**  
Staff Specialist

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

**KENNETH LOUIS JEUNE**  
Coordinator - Special Education

**DUANE SHARROCK**  
Coordinator - Alternative Education

*Dutchess BOCES Special Education Programs respond to the academic and special education 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.*



# SPECIAL EDUCATION PROGRAMS AT SPC AND BETA

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*COSER 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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*COSER 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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*SPECIAL AID - 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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*SPECIAL AID - 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 COSER provides a 1:1 aide for students in the ESY Students with Disabilities program.

**ESY - Extended School Year**

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*COSER 218.000*

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

at Salt Point Center and BETA

**Doug Damiani**                      **John Jeffrey**  
845.486.8004 ext. 407              845.486.4840 ext. 3047  
doug.damiani@dcbooces.org      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. Also available under this COSER is a program designed for students with Asperger's Syndrome and others on the Autism spectrum.

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*COSER 227.000*

## Intensive Learning Environment: 1-6-2

at Salt Point Center

**Doug Damiani**  
845.486.8004 ext. 407  
doug.damiani@dcbooces.org

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

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*COSER 227.000*

## PEACCE Program: 1-6-2

at Salt Point Center

**Leah Pollack**  
845.486.8004 ext. 439  
leah.pollack@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 students' IEPs.

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*COSER 229.000*

## Academics, Behavior and Community (ABC)

at Salt Point Center

**Norah Merritt**  
845.486.4840 ext. 3034  
norah.merritt@dcboces.org

**Doug Damiani**  
845.486.8004 ext. 407  
doug.damiani@dcboces.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 who are in elementary and middle grades, 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.

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*COSER 423.010*

## Dutchess Alternative High School

at BETA (classified)

**John Jeffrey**  
845.486.4840 ext. 3047  
john.jeffrey@dcboces.org

This is a full-day high school program that provides a unique opportunity for classified 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 Services for Children and Families, which provides a variety of counseling services, including both individual and group sessions.

## SPECIAL EDUCATION DISTRICT PROGRAMS

**Norah Merritt**  
845.486.4840 ext. 3034  
norah.merritt@dcboces.org

**Kenneth Louis Jeune**  
845.486.4840 ext. 3020  
kenneth.louisjeune@dcboces.org

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*COSER 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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*COSER 209.000*

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

This program provides services to multiply disabled and traumatic brain injured students aged 5-21 years who have multi-sensory or motor deficiencies and developmental lags in physical, cognitive and psychomotor capabilities. 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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*COSER 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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*COSER 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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*COSER 228.000*

### **PEACCE Program**

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

Leah Pollack  
845.486.8004 ext. 439  
leah.pollack@dcboces.org

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 children to learn. Related services are provided as designated on students' IEPs.

## **SPECIAL EDUCATION DAY TREATMENT PROGRAMS**

Norah Merritt  
845.486.4840 ext. 3034  
norah.merritt@dcboces.org

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*COSER 220.000*

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

at BETA

Designed for severely emotionally disabled students, this is a full-day high school level day treatment program. The referred student must exhibit a cluster of behaviors that results in a principal 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 Services for Children and Families to provide students with a full range of services in departmentalized classes.

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*COSER 220.020*

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

at BETA

This program is 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 principal diagnosis, as specified in the American Psychiatric Association's Diagnostic and Statistical Manual. Counseling services are provided by the Astor Services for Children and Families. There is a strict behavior modification program in place for students needing this program.

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*COSER 220.010*

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

at Salt Point Center and BETA

This day treatment program is 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 principal diagnosis, as specified in the American Psychiatric Association's Diagnostic and Statistical Manual. Counseling services are provided by the Astor Services for Children and Families.



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**The PEACCE Program has classrooms ranging from grades K-8 in both the Salt Point Center and in district settings throughout the county.**

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## RELATED SERVICES

*A variety of both certified and specialty support personnel is 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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### **COSER 717.000**

**Barbara Cesario**  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

#### **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 technology devices for the students within their sessions.

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### **COSER 718.000**

**Barbara Cesario**  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

#### **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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### **COSER 719.000**

**Barbara Cesario**  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

#### **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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### **COSER 720.000**

**John Jeffrey**  
845.486.4840 ext. 3047  
john.jeffrey@dcbooces.org

**Doug Damiani**  
845.486.8004 ext. 407  
doug.damiani@dcbooces.org

#### **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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### **COSER 721.000**

**Doug Damiani**  
845.486.8004 ext. 407  
doug.damiani@dcbooces.org

**Kenneth Louis Jeune**  
845.486.4840 ext. 3020  
kenneth.louisjeune@dcbooces.org

#### **1-1 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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### **COSER 723.000**

**Kenneth Louis Jeune**  
845.486.4840 ext. 3020  
kenneth.louisjeune@dcbooces.org

#### **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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### **COSER 724.000**

**Barbara Cesario**  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

#### **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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### **COSER 733.000**

**Barbara Cesario**  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

#### **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

*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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*COSE 313.000*

Barbara Cesario  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

Teacher of the Hearing Impaired

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*COSE 314.000*

Barbara Cesario  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

Interpreters

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*COSE 315.000*

Barbara Cesario  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

Evaluations - OT/PT, VI, Speech

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*COSE 322.000*

Barbara Cesario  
845.486.8004 ext. 428  
barbara.cesario@dcbooces.org

Teacher of the Visually Impaired



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The Alternative and Special Education Division provides teachers of hearing impaired to provide services for students with hearing impairments.

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# Alternative Education

**LINDA A. HEITMANN**  
Deputy Superintendent

**NORAH MERRITT**  
Director - Alternative and 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 EDUCATION PROGRAMS AT SPC AND BETA

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## *COSER 423.000*

John Jeffrey  
845.486.4840 ext. 3047  
john.jeffrey@dcbooces.org

### Dutchess Alternative High School

at BETA (non-classified)

This is a full-day high school program that provides a unique opportunity for non-classified 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 Services for Children and Families, which provides a variety of counseling services, including both individual and group sessions.

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## *COSER 423.010*

John Jeffrey  
845.486.4840 ext. 3047  
john.jeffrey@dcbooces.org

### Dutchess Alternative High School

at BETA (classified)

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

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## *COSER 424.020*

Doug Damiani  
845.486.8004 ext. 407  
doug.damiani@dcbooces.org

### Academics, Behavior and Community (ABC)

at Salt Point Center (non-classified)

This service, which is for non-classified students, is identical to COSER 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 COSER 229 on page 19 for a more detailed description.

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## *COSER 428.000*

John Jeffrey  
845.486.4840 ext. 3047  
john.jeffrey@dcbooces.org

Doug Damiani  
845.486.8004 ext. 407  
doug.damiani@dcbooces.org

### 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 kindergarten through six.

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## *COSER 428.010*

Kenneth Louis Jeune  
845.486.4840 ext. 3020  
kenneth.louisjeune@dcbooces.org

### St. Francis Hospital Education and Astor Partial Hospitalization

Dutchess BOCES provides comprehensive services to students who are patients in the Adolescent Mental Health Unit of St. Francis Hospital in Poughkeepsie and partial hospitalization with Astor in Poughkeepsie.



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The Dutchess Alternative High School Programs have a student-centered focus, educating students in grades 9 through 12. The small, nurturing environment of these programs affords each student the maximum amount of attention necessary to improve academic and social skills.

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# Educational Resources

**LINDA A. HEITMANN**  
Deputy Superintendent

**CECILIA DANSEREAU-RUMLEY**  
Director of RSE-TASC

**JEFFERY ROUSE**  
Coordinator of Data and Digital Design

**JODI DELUCIA**  
Coordinator of Educational Resources

**MARK STEIN**  
Coordinator of Learning Technology

**PATTI A. DAVIS**  
Special Education School  
Improvement Specialist  
RSE-TASC

**MICHAEL MOORE**  
Transition Staff Specialist  
RSE-TASC

**MARIA PETRELLA**  
Network Team Leader  
Race to the Top

**TINA DESA**  
Staff Specialist  
Educational Resources

**ANN QUINONES-NARCISSE**  
Bilingual Staff Specialist  
RSE-TASC

**SUSANNAH RENZI**  
Staff Specialist  
Educational Resources

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

**DOROTHY NOVOGRODSKY**  
Behavioral Specialist  
RSE-TASC

**JENNY SCHINELLA**  
Special Education School  
Improvement Specialist  
RSE-TASC

**ROBERT HANLEY**  
Approved Private Schools  
Staff Specialist  
RSE-TASC

**BRIAN ORZELL**  
Staff Specialist  
RSE-TASC

**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.*



# 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, curriculum development and technological training.*

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*COSER 512.000 and COSER 512.010*

## School Improvement

Jodi DeLucia  
845.486.4840 ext. 3114  
jodi.delucia@dcbooces.org

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 implementation and roll-out of New York State Education Reform Initiative
- \* Support of Middle and High School 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 half-day or full-day as determined by RWADA
- \* Participation in the Title IIIA Dutchess County Grant Consortium (based on district eligibility)
- \* New York State Regulation and 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 and can be held 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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*COSER 512.020*

## School Improvement: Additional Costs

This service covers the cost for contracted professional services not included in the base program.

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*COSER 512.030*

## School Improvement: Climate Learning

This service covers the cost for one day of professional development in the area of climate and culture.

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*COSER 512.050*

## School Improvement: A.U.S.S.I.E.\* Instruction Day

This service covers the cost for one day of A.U.S.S.I.E. classroom literacy consultancy in district.

- \* Australian and U. S. Service in Education

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*COSER 512.051*

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

This service covers the cost for one conference day or workshop day facilitated by an A.U.S.S.I.E. consultant.

\* Australian and U. S. Service in Education

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*COSER 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).

\* Australian and U. S. Service in Education

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*COSER 512.070*

### **School Improvement: Regional Scoring**

This service covers the per paper cost for participating in regional scoring.

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*COSER 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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*COSER 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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*COSER 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
- 

*COSER 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 consists 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
- 

### **Race to the Top Network Team**

Linda Heitmann  
845.486.4800 ext. 202  
linda.heitmann@dcbooces.org



The Network Team will support all Race to the Top initiatives and work directly with educators from participating member districts to provide consistent, high-quality professional development and related services to ensure successful statewide implementation of the RTTT project. Professional development for teachers and administrators on the Common Core Learning Standards in English Language Arts and Mathematics will transcend into aligned curriculum maps and unit plans preparing every student in Dutchess County for college and career success. Best practices in data driven instruction will be shared so districts and schools can analyze assessment data, then use the analysis to design and utilize action plans to ensure instruction promotes continual student improvement. To improve teacher and leader effectiveness, evidence based observation will be used to promote professional learning and Lead Evaluator Training (For Teacher Evaluators) will be delivered. The team will also assist LEA's in coordinating and aligning RTTT initiatives with the existing professional development activities in the schools for which they are responsible. Our goal is to use the Common Core Learning Standards, Data Driven Instruction and evidence based observation to improve student achievement for all students.



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*COSER 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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*COSER 542.020*

### **Compass Learning Consulting and Training**

This service provides one day of consulting, planning or professional development related to the Compass Learning Odyssey system. A comprehensive web-based instructional tool, Compass Learning Odyssey supports differentiated learning, RTI, and credit recovery. The purchase of the software licensing is processed through the COSER 519.050 in Learning Technology Services.

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*COSER 542.021*

### **Technology Integration Coach**

This service includes in-district support, modeling and coaching for teachers in increments of one full day per week on a ten-month schedule. A Model Schools specialist is scheduled for a specific day of the week for one-on-one, small-group or large-group sessions.

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*COSER 542.022*

### **River City**

River City is a multi-user virtual environment for middle grades science students to learn scientific inquiry and 21st century skills. Students are presented with a problem in River City and must use their avatar to conduct “in-world” research and to find a solution for the mayor. Developed in conjunction with the National Science Foundation and Harvard University, River City is now supported by Activeworlds.

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*COSER 542.026*

### **e-Learning**

This service provides educational consulting services, professional development and technology integration support related to teaching and learning in an online environment. e-Learning members will have full access to MOODLE, video conferencing, virtual field trips, multi-user virtual environments and webinar tools, and support for online high school courses and development of online course work. Component school districts who wish to receive services in e-Learning must also be members of the Digital Learning COSER 448.000.

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*COSER 560.000*

### **Home Instruction**

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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### **Mid-Hudson Regional Special Education Technical Assistance Support Center (RSE-TASC)**

**Cecilia Dansereau Rumley**  
845.486.4840 ext. 3023  
[celia.dansereaurumley@dcbooces.org](mailto:celia.dansereaurumley@dcbooces.org)

The Mid-Hudson Regional Special Education Technical Assistance Support Center (Regional SE-TASC), which is housed at Dutchess BOCES, is federally funded through VESID at the New York State Education Department to provide professional development support to school district staff in Dutchess, Orange, Sullivan, and Ulster County schools. The Regional SE-TASC is an expansion of technical support previously provided by multiple support networks through VESID, such as Regional SETRC, Transition Coordination Sites, Bilingual SETRC, and the NYS PBIS projects. The Regional SE-TASC office for the Mid-Hudson Valley offers coordinated professional development support to districts with shared needs in the areas of: Special Education Regulations, Secondary Transition of Students with Disabilities, Bilingual Special Education Services, Positive Behavior Supports, and Special Education Services and Programs in Approved Private School Settings. New York State Education publications and professional resources can be accessed through the Regional SE-TASC office loaning library.

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## Special Education Technical Assistance Support Center (SE-TASC)

Patti A. Davis

845.486.4840 ext. 3079

patti.davis@dcbooces.org

Jenny Schinella

845.486.4840 ext. 3087

jenny.schinella@dcbooces.org

The Special Education Technical Assistance Support Center (SE-TASC) at Dutchess BOCES is funded through VESID at the New York State Education Department to provide professional development support to district staff in Dutchess County schools. Formerly known as the Special Education Training and Resource Center (SETRC), the emphasis of technical support is now focused on districts identified by VESID that need to improve outcomes for students with disabilities under the State Performance Plan Accountability System. The SE-TASC office works in collaboration with BOCES COSER 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 SE-TASC office houses a loaning library of professional development materials and New York State Education publications for its community of schools.



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The Mid-Hudson RSE-TASC is a NYSED funded network that supports more than 50 public schools, BOCES and approved private special education schools in the Mid-Hudson Valley.

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

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*COSER 448.000*

## Digital Learning

Jeff Rouse  
845.486.4840 ext. 3080  
jeff.rouse@dcbooces.org

This service provides districts with a variety of K-12 online virtual education opportunities including credit recovery, basic skills, core curriculum, electives, foreign language, AP courses, and SAT/ACT prep and practice. It also includes video conferencing, video-on-demand and webinars. Members of this COSER must also be members of the 542.026 COSER.

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*COSER 519.000 and COSER 519.011*

## Learning Technology Services

Mark Stein  
845.486.4840 ext. 3086  
mark.stein@dcbooces.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 (COSER 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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*COSER 519.010*

## Lease Purchases

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

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*COSER 519.013*

## Network Printers

Districts are able to purchase network printers through the purchase option plan agreement (POP) in this service.

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*COSER 519.015*

## Hardware/Software Purchasing

Districts are able to purchase instructional based computer equipment and software through this COSER. State contract prices are standard. This service also includes participation in New York State Instructional Technology Contract Consortium (NYSITCC).

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*COSER 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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*COSER 519.025*

## Supplies and Software Media

Districts are able to purchase unaidable supplies and media for instructional based computer equipment through this COSER.

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*COSER 519.030*

## Centralized Web Filtering

This service provides districts the ability to have a centrally managed and individually customized web filter. Web filtering allows for safe and appropriate use of the internet by students and staff.

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*COSER 519.040*

### Shared Technicians Reporting to Districts

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

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*COSER 519.043*

### Anti-virus Protection (E-trust)

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

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*COSER 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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*COSER 519.046*

### Network Printer Maintenance

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

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*COSER 519.048*

### E-mail Archiving

Ensure litigation requirements can be met by properly archiving your e-mail system.

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*COSER 519.050*

### Compass Learning

A comprehensive web-based instructional tool, Compass Learning Odyssey supports differentiated learning, RTI, and credit recovery. Software licensing, server support, system maintenance are all provided through this COSER. The pricing varies according to curriculum purchased and number of grade levels served. Planning, support and professional development are purchased through COSER 542.020 in Model Schools.

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*COSER 519.054 and 519.055*

### My Learning Plan

(Instructional and Non-Instructional)

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

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*COSER 519.057*

### My Learning Plan - OASYS

OASYS is a web-based service for the scheduling, managing, recording and reporting of the evaluation process for all district educators and administrators. OASYS fees are based on the number of instructional users in the district.

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*COSER 540.000*

### School Library System: Cooperative Collection Development

Rebecca Gerald  
845.486.4840 ext. 3061  
rebecca.gerald@dcbooces.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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*COSER 540.010*

### School Library System: Database Access

The system aids with the selection of online database products purchased to meet specific instructional needs. The School Library System negotiates with vendors for prices that are lower than the list price. Additional support included coordinating trail access, record keeping, troubleshooting connection problems and arranging training.

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*COSER 540.020*

### School Library System: Database Purchases

Districts are able to purchase online databases and learning resources for instructional purposes.

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*COSER 541.000*

### School Library System: Library Automation

The Library Automation Service supports school library media centers with resource sharing through the use of an online 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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*COSER 541.020*

### Library Automation: Consultation Services

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

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*COSER 541.030*

### School Library System: District Purchases

Districts are able to purchase barcodes, scanners and equipment to support library automation services.



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Dutchess BOCES Learning Technology Department, Microcomputer Repair Service provides a number of onsite district services such as cleaning of wiring/server closets, preventative maintenance of printers, and service for large printers plotters.

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*COSER 545.000 and COSER 545.011*

### Microcomputer Repair Service

Mark Stein  
845.486.4840 ext. 3086  
mark.stein@dcboces.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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*COSER 545.005*

### Microcomputer Repair - Parts (aidable)

Districts are able to purchase aidable parts to facilitate microcomputer hardware repairs.

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*COSER 545.010*

### Microcomputer Repair - Parts (non-aidable)

Districts are able to purchase non-aidable parts to facilitate microcomputer hardware repairs.

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*COSER 545.020*

### Microcomputer Repair - Shipping

Districts are able to allocate funds for shipping instructional computer equipment to vendor for repair or replacement.

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*COSER 545.025*

### Microcomputer Repair - Other

Districts may require whole unit repairs and/or replacement by outside vendor when individual parts cannot be replaced.

# Business Services

**SHERRE WESLEY**

Assistant Superintendent  
Business Services

**MARIANNE HESLIN**

Assistant Business Manager

**DEBBIE MCALLISTER**

Budget Assistant/Purchasing Agent

**MATT METZGER**

Treasurer

**JULANN TROIANO**

School Administrative Analyst

*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.*



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*COSER 609.000*

## School District Staff Contract Analysis

Sherre Wesley  
845.486.4800 ext. 215  
sherre.wesley@dcbooces.org

Under this COSER, the BOCES collects and analyzes employee contract and school district expenditure-related data for Dutchess County school districts. The Contract Analysis Report provides information on 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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*COSER 612.000*

## Cooperative Bidding

Debbie McAllister  
845.486.4800 ext. 251  
debbie.mcallister@dcbooces.org

Dutchess BOCES, in consultation with the Cooperative Bidding Committee, 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.

***Examples of cooperative bids are:***

- \* Cafeteria
- \* Construction
- \* Custodial Supplies
- \* Fuel Oil
- \* Office and Computer Supplies
- \* Nursing

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*COSER 619.000*

## Telecommunications

Mark Stein  
845.486.4840 ext. 3086  
mark.stein@dcbooces.org

This service is the umbrella COSER that covers line charges and the management of such telecommunications services as Intellipath (four-digit dialing between school buildings), T-1 and high speed data transmission (broadband) for the Dutchess BOCES Wide Area Network (WAN).

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*COSER 619.002*

## Administrative Fees

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

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*COSER 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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*COSER 619.015*

## Integrated Services Digital Network Lines

Integrated Services Digital Network (ISDN) Lines can be used for voice or video communications.

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*COSER 619.020*

## Intellipath Lines

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

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*COSER 619.021*

## T-1 Voice Lines

This is a digital service for voice communication.

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*COSER 619.025*

## Telecom-Equipment Leases

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

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*COSER 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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*COSER 619.050*

## Telecom-Equipment Maintenance

Districts have the option of purchasing VoIP support, maintenance agreements and their VoIP telecommunications equipment through this COSER.

## Telecommunications/E-Rate Consortium

Julann Troiano

845.486.4800 ext. 280

julann.troiano@dcbooces.org

Dutchess BOCES coordinates E-Rate reimbursement filing for over fifty school districts in the Mid-Hudson region. 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 BOCES had a very successful year for the cooperative bids, especially custodial and cafeteria. We received a record number of bid responses, which translate into savings for our components.**

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# Facilities and Operations

**COLE BENDER**  
Working Supervisor

**DANIEL SPIEGEL**  
Head Maintenance Mechanic

**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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COSER 616.000

## Fingerprinting

Margaret DeVivo  
845.486.4800 ext. 224  
margaret.devivo@dcbooces.org

The Safety and Risk Department offers “livescan” fingerprinting. Live Scan is an inkless electronic fingerprinting. Applicant fingerprints are electronically transmitted to SED for the completion of a criminal record check. The Live Scan technology replaces the process of recording fingerprint patterns through a rolling process which uses ink. Digitizing the fingerprint images enables the school districts to receive results within 48 hours, instead of months. The Live Scan process helps in avoiding many of the problems associated with ink prints, such as smudging, smearing, and over or under inking – saving a tremendous amount of labor and time. In the past, prospective employees were allowed to work while waiting for certification clearance, which could take months to complete. Now, as a result of our quick turnaround process, the protection and safety of our children has been further supported.

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COSER 617.000

## Safety and Risk Management

David Witherwax  
845.486.8087  
david.witherwax@dcbooces.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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COSER 617.010

## Safety and Risk Management Technician

David Witherwax  
845.486.8087  
david.witherwax@dcbooces.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 (such as asbestos, radon, air monitoring and other routine industrial inspections) are also provided.

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COSER 617.020

## AED Training

This course is intended for individuals currently certified in CPR. It provides the skills and knowledge needed to provide care for victims of sudden cardiac arrest through the safe use of an automated external defibrillator (AED).

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COSER 617.030

## Elevator Inspection

The inspector will furnish all labor, materials and equipment to complete required elevator inspections. Annual safety tests require inspection of equipment and general performance of an elevator. All work is performed in accordance to applicable codes, regulations and accepted industry standards.

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COSER 617.040

## Asbestos (Inspector, Management Planner, Supervisor)

These courses prepare individuals to become licensed asbestos workers and meet AHERA requirements and OSHA standards, fulfill EPA requirements, and provide refresher training, as needed.

- \* History and Uses of Asbestos
- \* Potential Health Effects of Asbestos Exposure
- \* PPE and Respirators
- \* Establishing Containment and Decon Systems
- \* Waste Handling and Disposal
- \* Inspecting for Friable and Nonfriable ACM
- \* Bulk Sampling
- \* Hazard Assessment
- \* Federal and State Regulations

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*COSER 617.041*

### **Lead Renovator**

This training is required for work on projects involving Renovation, Repair, or Painting (RRP) in residential or child-occupied (children under age 6) facilities built before 1978 in which lead paint exists. There must be a Certified Lead Renovator supervising the project. This 1-day (8-hr) class explains how to comply with EPA's RRP rule. Subjects covered include health effects, regulations, lead safe work practices, containment, cleaning and record-keeping. After passing an end-of-class exam, students receive RRP certificates. Regulatory Authority: 40 CFR 745.90(a)(1) and 40 CFR Subpart L.

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*COSER 617.050*

### **Confined Space Rescue Training**

Confined Space Rescue Training helps workers operate around dangerous confined spaces and take steps in the event of an emergency rescue situation. Workers will learn the responsibilities of the employer and entry supervisor. Upon completion, workers will be able to identify permit-required spaces, understand the hazards of confined spaces, and know the proper procedures to use when working in/ around a confined space. This course is designed to create consciousness of hazards, safety measures and regulations associated with confined spaces 1910.146.

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*COSER 617.070*

### **Indoor Air Quality**

Indoor Air Quality (IAQ) is a concern to employers and workers because it can impact the health, comfort and productivity of building occupants. If an employee has a concern, the Dutchess BOCES Safety and Risk Department is a key contact to address IAQ issues and can administer tests for air particulates, mold and carbon monoxide.

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*COSER 624.000 and 624.002*

### **Cooperative Transportation - Regular and Administrative**

**Cole Bender**  
845.486.8070  
cole.bender@dcboces.org

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

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*COSER 624.003*

### **Cooperative Transportation - Fuel**

Dutchess BOCES provides fuel for the cooperative transportation routes. Fuel cost savings are achieved by competitive bid pricing.

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*COSER 624.010*

### **Cooperative Transportation - Summer Runs**

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

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*COSER 624.020*

### **Cooperative Transportation - Special Runs**

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

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*COSER 624.030*

### **Cooperative Transportation - Training**

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

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*COSER 626.000*

### **Cooperative Maintenance**

**Cole Bender**  
845.486.8070  
cole.bender@dcboces.org

Under this service BOCES coordinates, manages and provides highly skilled maintenance technicians such as electricians, a carpenter, roof maintenance 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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*COSER 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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*COSER 614.000*

## Cooperative Recruitment

Matthew Carr  
845.486.4800 ext. 278  
matt.carr@dcbooces.org

Under this COSER, the BOCES Human Resources Office provides shared staff recruitment services to school districts. Services include local, regional and national advertising of vacancies, coordinating the flow of applicant information, maintaining a database of job applications/resumes, liaison with placement offices, attendance at recruitment fairs, as well as the development of joint efforts to broaden the range and diversity of the applicant pool available to school districts. Internet posting of vacancies is also provided by the service. An online application is available for quick submission of information by candidates.

---

*COSER 615.000*

## Employee Assistance Program

Jodi DeLucia  
845.486.4840 ext. 3114  
jodi.delucia@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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*COSER 618.000*

## Substitute Calling Service

Jodi DeLucia  
845.486.4840 ext. 3114  
jodi.delucia@dcbooces.org

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

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*COSER 627.000*

## Medicaid Reimbursement

Matthew Carr  
845.486.4800 ext. 278  
matt.carr@dcbooces.org

Under this program, BOCES assists component districts with maximizing their Medicaid reimbursements and compliance with Medicaid reimbursement guidelines. This service maintains comprehensive records to support Medicaid reimbursement claims in the event of an audit, submits required claims for reimbursement and follows up inquiries received from the Regional Information Center, state and federal offices. The service provides in-service training to district contact personnel on an ongoing basis and works with district personnel in the development of effective internal data collection and record keeping procedures.

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*COSER 630.000 and 630.010*

## Coaching Licenses and Teacher Certification

Matthew Carr  
845.486.4800 ext. 278  
matt.carr@dcbooces.org

Under this COSER, the Dutchess BOCES Human Resources Office provides a local contact with SED's Office of Teaching Initiatives to facilitate timely processing of teaching certificates, and coaching licenses. Teaching certificate and coaching license applications are reviewed by the Regional Certification Office, and sent to Albany for formal approval and issuance of the credential. Copies of all documents submitted are stored at Dutchess BOCES.

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## Dutchess Educational Health Insurance Consortium (DEHIC)

**Matt Carr**

**845.486.4800 ext. 278**

**[matt.carr@dcbooces.org](mailto:matt.carr@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 and Ulster BOCES) and over 10,000 enrollee contracts and approximately 20,000 individuals covered. The total premiums for the year are over \$140 million. The Alternative PPO now handles the majority of contracts. This option has achieved significant growth and savings since inception.

# Communications and Grants Research

**ANNA MARIE PAOLERCIO**

Director of Communications and Grants Research

**WILLIAM DEREZA**

Web Services Support Specialist

**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@dcboces.org

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

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

### ***Examples of documents that can be produced by the Print Shop***

- \* Newsletters
- \* Handbooks
- \* Art and Literary Magazines
- \* Planners
- \* Calendars
- \* Menus
- \* Carbonless Multi-part Forms
- \* Envelopes
- \* Report Cards
- \* Folders
- \* Booklets
- \* Posters
- \* Permanent Record Cards
- \* Labels
- \* Badges
- \* Tickets
- \* Business Cards
- \* Letterhead
- \* Passes
- \* Certificates
- \* Pads
- \* Note Cards
- \* Postcards
- \* Flyers
- \* Awards and Commencement Programs

### ***Expanded services***

- \* High-speed Black and White Copying
- \* High-speed Full Color Printing
- \* Wide Format Full Color Printing
- \* File Conversion
- \* High-speed Folding
- \* Special Packaging
- \* Laminating
- \* Perforating
- \* Numbering
- \* Hole Punching
- \* Presswork: 1-color and 2-color
- \* Coil, Comb, Tape, and Saddle-Stitch Binding



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Due to new color production capability in our Print Shop, business cards are 50% less expensive.

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*COSER 635.000, COSER 635.001, 635.011 and 635.012*

## Public Information Service

Anna Marie Paolercio  
845.486.8051  
anna.paolercio@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. The National School Public Relations Association (NSPRA) and the New York School Public Relations Association (NYSPRA) have recognized publications produced by the Public Information Service team of experts for excellence.

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

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*COSER 635.025*

## Web Service

William DeReza  
845.486.4840 ext. 3048  
william.dereza@dcbooces.org

Would you like assistance with the design of your district's web presence? Dutchess BOCES offers a variety of web services based upon your specific needs: district Web-site design, consulting, maintenance, traffic analysis and training; a web-based calendar system; or web-accessible database solutions.

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## Grants Research

Anna Marie Paolercio  
845.486.8051  
anna.paolercio@dcbooces.org

Communications and Grants Research (CGR) may also assist with the following:

- \* exploration and dissemination of various funding opportunities from state, federal and private foundation sources;
- \* coordination of grant research and writing workshops;
- \* participation on various committees that will research and develop project plans to assist in the identification of their specific funding sources; and
- \* work in cooperation with other BOCES to research funding opportunities from major foundations.



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The National School Public Relations Association (NSPRA) and the New York School Public Relations Association (NYSPRA) have recognized publications produced by the Public Information Service for excellence.

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# Fixed Unit Costs 2012-2013

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
<b>Administrative Services</b>			
001.000	Administration.....	varies	per district
001.005	Retiree Benefits .....	varies	per district
002.470	Capital and Rentals .....	varies	per district
<b>Career and Technical Education</b>			
101.000	Career and Technical Education (CTE).....	\$9,170.00	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.....	\$3,410.00	per student
<b>Special Education</b>			
<b>SPECIAL EDUCATION CENTER PROGRAMS</b>			
204.000	Center-based Classroom: 1-6-1.....	\$36,459.00	per student
213.000	Fresh Start: 1-12-1 .....	\$33,954.00	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.....	\$36,824.00	per student
227.000	Intensive Learning Environment: 1-6-2 .....	\$41,352.00	per student
227.000	PEACCE Program: 1-6-2.....	\$41,352.00	per student
229.000	Academics, Behavior and Community (ABC - classified) .....	\$23,513.00	per student
<b>SPECIAL EDUCATION DISTRICT PROGRAMS</b>			
203.000	Component District Classroom: 1-12-1 .....	\$23,690.00	per student
209.000	Component District Classroom: 1-12-4 .....	\$45,192.00	per student
212.000	Component District Classroom: 1-6-1 .....	\$35,412.00	per student
219.000	Component District Classroom: 1-8-1 .....	\$33,119.00	per student
228.000	PEACCE Program - Component District Classroom: 1-6-2.....	\$39,962.00	per student
<b>SPECIAL EDUCATION DAY TREATMENT PROGRAMS</b>			
220.000	Adolescent Day Treatment: 1-12-1 .....	\$44,106.00	per student
220.010	Adolescent Day Treatment: 1-8-1 .....	\$49,450.00	per student
220.020	Adolescent Day Treatment: 1-6-1 .....	\$63,030.00	per student

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
<b>RELATED SERVICES</b>			
717.000	Speech.....	<b>\$153.00</b> Group - \$38.25 Individual - \$76.50	<b>per hour</b> per session per session
718.000	Visually Impaired.....	<b>\$131.00</b> Group - \$32.75 Individual - \$65.50	<b>per hour</b> per session per session
719.000	Occupational/Physical Therapy.....	<b>\$125.00</b> Group - \$31.25 Individual - \$62.50	<b>per hour</b> per session per session
720.000	Counseling.....	<b>\$160.00</b> Group - \$40.00 Individual - \$80.00	<b>per hour</b> per session per session
721.000	One-to-One Aides and Supplementary School Personnel.....	<b>\$43,535.00</b>	<b>per student</b>
723.000	Job Coach.....	<b>\$36.00</b> Group - \$9.00 Individual - \$18.00	<b>per hour</b> per session per session
724.000	Assistive Technology Support.....	<b>\$166.00</b> Group - \$41.50 Individual - \$83.00	<b>per hour</b> per session per session
733.000	Teacher of the Deaf and/or Hearing Impaired.....	<b>\$138.00</b> Group - \$34.50 Individual - \$69.00	<b>per hour</b> per session per session
<b>ITINERANT SERVICES</b>			
313.000	Teacher of the Hearing Impaired.....	<b>\$138.00</b> Group - \$34.50 Individual - \$69.00	<b>per hour</b> per session per session
314.000	Interpreters.....	<b>\$61,043.00</b>	<b>per student</b>
315.000	Evaluations - OT/PT, VI, Speech.....	<b>\$357.00</b>	<b>per evaluation</b>
322.000	Teacher of the Visually Impaired.....	<b>\$138.00</b> Group - \$34.50 Individual - \$69.00	<b>per hour</b> per session per session
<b>Alternative Education</b>			
423.000	Dutchess Alternative High School, non-classified.....	<b>\$23,529.00</b>	<b>per student</b>
423.010	Dutchess Alternative High School, classified.....	<b>\$27,568.00</b>	<b>per student</b>
424.020	Academics, Behavior and Community (ABC - non-classified).....	<b>\$23,894.00</b>	<b>per student</b>
428.000	Intensive Day Treatment Transitional Program.....	<b>\$173.00</b>	<b>per day</b>
428.010	St. Francis Hospital Education and Astor Partial Hospitalization.....	<b>\$143.00</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.....	varies	<b>per RWADA</b>
512.020	School Improvement: Additional Costs.....	actual cost	
512.030	School Improvement: Climate Learning.....	<b>\$1,000.00</b>	<b>per day</b>
512.050	School Improvement: AUSSIE Instruction Day.....	<b>\$1,450.00</b>	<b>per day</b>
512.051	School Improvement: AUSSIE Conference Day.....	<b>\$1,950.00</b>	<b>per day</b>
512.052	School Improvement: AUSSIE Additional Costs.....	actual cost	
512.070	School Improvement: Regional Scoring.....	<b>\$2.50</b>	<b>per paper</b>
512.071	School Improvement: Training - ELA.....	<b>\$1,250.00</b>	<b>per district</b>
512.072	School Improvement: Training - Math.....	<b>\$1,250.00</b>	<b>per district</b>
512.080	School Improvement: Audit - Literacy.....	actual cost	
512.081	School Improvement: Audit - Math.....	actual cost	
422.000	High School Seminars for Advanced Students.....	<b>\$4,450.00</b>	<b>per district</b>
422.010	Events for Advanced Intermediate Elementary Students.....	<b>\$3,700.00</b>	<b>per district</b>
422.030	Scholastic Bowl.....	<b>\$2,750.00</b>	<b>per grade level</b>
422.040	Scholastic Match-up.....	<b>\$1,560.00</b>	<b>per event</b>

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
438.000	Exploratory Enrichment - Base Fee .....	\$500.00	per district
438.010	Exploratory Enrichment - Administrative Fee.....	20%	per event
438.020	High School of Excellence Summer Scholars .....	\$1,150.00	per student
439.000	Integrated Arts-in-Education Program - Base Fee .....	\$4,950.00	per district
439.002	Integrated Arts-in-Education Program - Administrative Fee .....	7%	based on performances
439.010	Integrated Arts-in-Education Program - Performance Fee .....	actual cost	
542.000	Model Schools Program: Technology/Planning - Base Fee.....	\$13,750.00	per district
542.010	In-District Professional Development Day .....	\$800.00	per day
542.020	Compass Learning Consulting and Training .....	\$1,000.00	per day
542.021	Technology Integration Coach .....	\$17,500.00	per .2 FTE
542.022	River City.....	varies	based on number of students
542.026	e-Learning .....	\$2,900.00	per district
560.000	Home Instruction.....	\$150.00	per student
<b>LEARNING TECHNOLOGY</b>			
448.000	Digital Learning - Base Fee .....	\$650.00	+\$ .97/RWADA per district
519.000	Learning Technology Services .....	varies	per RWADA
519.011	Learning Technology Services - Base Fee .....	\$17,000.00	per district
519.010	Lease Purchases.....	varies	bank negotiated rates
519.013	Network Printers .....	varies	state contract pricing
519.015	Hardware/Software Purchasing .....	varies	state contract pricing
519.021	Cisco Certified Network Services .....	\$128.77	per hour
519.025	Supplies and Software Media .....	varies	state contract pricing
519.030	Centralized Web Filtering.....	varies	per RWADA
519.040	Shared Technicians Reporting to Districts.....	\$14,616.72	per .2 FTE
519.043	Antivirus Protection (E-trust) .....	\$4.05	per computer
519.045	Hardware/Software Maintenance Agreements.....	varies	state contract pricing
519.046	Network Printer Maintenance .....	varies	state contract pricing
519.048	E-mail Archiving .....	\$3.50/\$7.00	per inbox
519.050	Compass Learning.....	varies	state contract pricing
519.054	My Learning Plan: Instructional User .....	\$20.00	per user
519.055	My Learning Plan: Non-Instructional User.....	\$15.00	per user
519.057	My Learning Plan: OASYS .....	\$12.00	per user
540.000	School Library System: Cooperative Collection Development .....	\$4,400.00	per district
540.010	School Library System: Database Access .....		\$800.00: < 1,500 students \$1,300.00: 1,500-5,000 students \$1,800.00: > 5,000 students
540.020	School Library System: Database Purchases .....	actual cost	
541.000	School Library System: Library Automation .....	\$8,300.00	per library
541.020	School Library System: Consultation Services .....	\$550.00	per day
541.030	School Library System: District Purchases .....	actual cost	
545.000	Microcomputer Repair Service.....	\$90.65	per hour
545.011	Microcomputer Repair Service - Base Fee.....	\$5,995.00	per district
545.005	Microcomputer Repair - Parts (aidable) .....	varies	per repair
545.010	Microcomputer Repair - Parts (non-aidable).....	varies	per repair
545.020	Microcomputer Repair - Shipping.....	varies	per repair
545.025	Microcomputer Repair - Other.....	varies	per repair
<b>Business Services</b>			
609.000	School District Staff Contract Analysis .....	\$1,185.00	per district
612.000	Cooperative Bidding .....	varies	per RWADA
619.000	Telecommunications - Base Fee .....	\$3,675.00	per district
619.002	Telecommunications - Administrative Fee .....	7.75%	per district based on participation
619.010	Telecom-Fax Lines.....		consortium pricing
619.015	Integrated Services Digital Network Lines.....		consortium pricing

COSER	DESCRIPTION	UNIT COST	MULTIPLIER
619.020	Intellipath Lines .....		consortium pricing
619.021	T-1 Voice Lines .....		consortium pricing
619.025	Telecom-Equipment Leases .....		consortium pricing
619.045	High Speed LAN/WAN Access.....		consortium pricing
619.050	Telecom-Equipment Maintenance.....	varies	per service
619.060	Telecommunications - E-Rate Consortium .....	varies	per RWADA

### Facilities and Operations

616.000	Fingerprinting .....	\$18.15	per user
617.000	Safety and Risk Management - Base Fee.....	\$6,560.00 plus RWADA	per district
617.010	Safety and Risk Management Technician .....	varies	based on participation
617.020	AED Training .....	\$60.00	per person
617.030	Elevator Inspeccion.....	varies	per inspection
617.040	Asbestos (Inspector, Management Planner, Supervisor) .....	varies	per course
617.041	Lead Renovator .....	varies	per course
617.050	Confined Space Rescue Training .....	varies	per course
617.070	Indoor Air Quality .....	varies	per service
624.000	Cooperative Transportation .....	varies	per routes/per students
624.002	Cooperative Transportation - Administrative Fee.....	5%	based on participation
624.003	Cooperative Transportation - Fuel .....	varies	per district/per routes
624.010	Cooperative Transportation - Summer Runs.....	varies	per routes/per students
624.020	Cooperative Transportation - Special Runs .....	varies	per routes/per students
624.030	Cooperative Transportation - Training.....	varies	per course
626.000	Cooperative Maintenance .....	\$66.44	per hour

### Human Resources

610.000	Employee Benefits Coordination.....	\$2,626.11 base fee	plus RWADA
614.000	Cooperative Recruitment.....	\$1,949.00 base fee	plus RWADA
615.000	Employee Assistance Program.....	\$39.00	per employee
618.000	Substitute Calling Service .....	\$43.00	per sub user
618.010	Substitute Calling Service .....	\$25.00	per non-sub user
627.000	Medicaid Reimbursement.....	\$1,167.88 base fee	plus RWADA
630.000	Temporary Coaching Licenses.....	\$50.00	per license
630.010	Teacher Certification.....	\$2,000.00 base fee	plus RWADA

### Communications and Grants Research

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.....	\$2,250.00	per district
635.001	Public Information Service.....	\$355.00	per page (regular projects)
635.001	Public Information Service.....	\$70.00	per hour (special projects)
635.002	Public Information Service Administrative Fee.....	5.5%	of the per page project cost
635.011	Shared Public Information Officer (non-aidable).....	\$7,600.00	per .1 FTE
635.012	Shared Public Information Officer (aidable).....	\$7,600.00	per .1 FTE
635.003	Web Services Only - Base Fee.....	\$1,500.00	per district
635.025	Web Services.....	\$3,653.64	per district

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# GLOSSARY OF TERMS

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1-6-1 – 1 Teacher – 6 Students – 1 Supplementary School Personnel

1-8-1 – 1 Teacher – 8 Students – 1 Supplementary School Personnel

1-12-1 – 1 Teacher – 12 Students – 1 Supplementary School Personnel

1-6-2 – 1 Teacher – 6 Students – 2 Supplementary School Personnel

1-8-2 – 1 Teacher – 8 Students – 2 Supplementary School Personnel

1-12-4 – 1 Teacher – 12 Students – 4 Supplementary School Personnel

ALI – Adult Learning Institute

A.U.S.S.I.E. – Australian and U.S. Service in Education

BETA – BOCES Education and Training Academy

BOCES – Board of Cooperative Educational Services

COSER – Cooperative Service (approved by SED)

CTE – Career and Technical Education

CTI – Career and Technical Institute

DEHIC – Dutchess Educational Health Insurance Consortium

E-Rate – Federal funding for Internet access, LAN, and telecommunications

ESY – Extended School Year

FTE – Full-Time Equivalent

GED® – Tests of General Educational Development®

IEP – Individual Education Plan

LAN – Local Area Network

OT – Occupational Therapy

PEACCE – Providing Education for Autistic and Communication Impaired Children Effectively

PT – Physical Therapy

RSE-TASC – Regional Special Education Technical Assistance Support Center

RWADA – Resident Weighted Average Daily Attendance

SED – State Education Department

SE-TASC – Special Education Technical Assistance Support Center

SPC – Salt Point Center

STW – School to Work

VI – Visually Impaired

WAN – Wide Area Network

# NOTES

*produced by* **Dutchess BOCES**

**Office of Communications and Grants Research**

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Marianne Heslin, Assistant Business Manager  
Debbie McAllister, Budget Assistant/Purchasing Agent



*leadership | efficiency | innovation | excellence | collaboration*

**DUTCHESS COUNTY BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

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**Dutchess** **BOCES**