



ST. LAWRENCE-LEWIS
BOCES

2026/27

**DIRECTORY
OF SERVICES**



St. Lawrence-Lewis BOCES Component School Districts

BRASHER FALLS CENTRAL SCHOOL

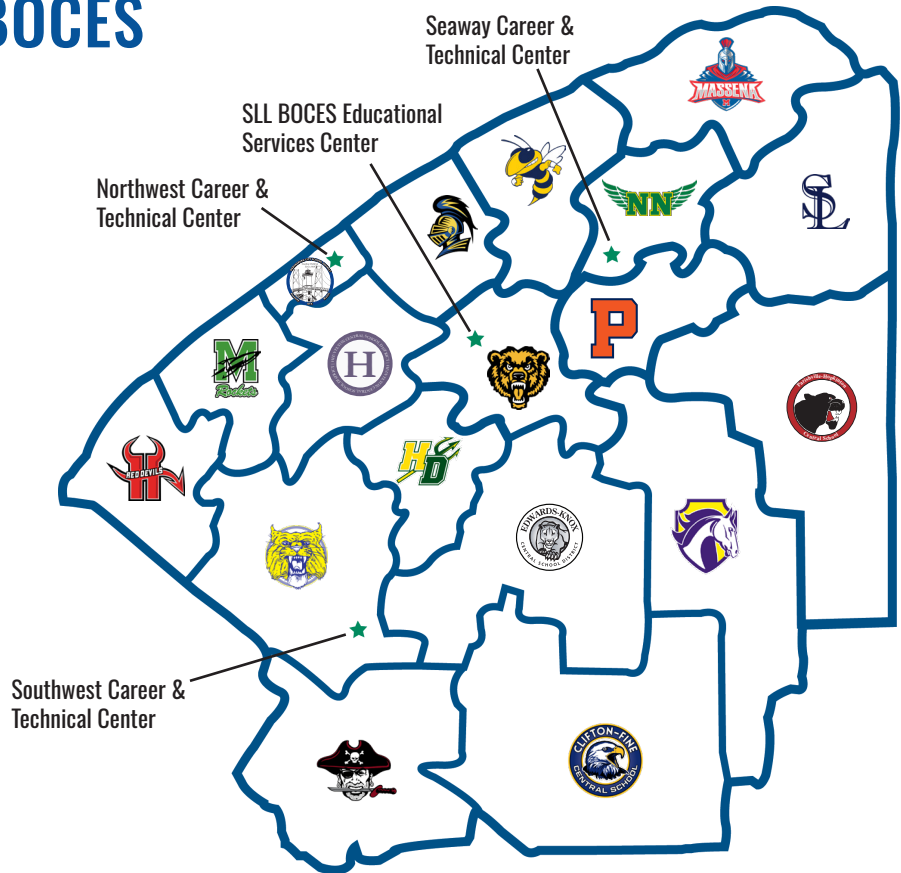
Superintendent Christopher Rose
1039 New York 11C
Brasher Falls, NY 13613
(315) 389-5131

CANTON CENTRAL SCHOOL

Superintendent Joseph McDonough
99 State Street
Canton, NY 13617
(315) 386-8561

CLIFTON-FINE CENTRAL SCHOOL

Superintendent Matthew Southwick
11 Hall Avenue
Star Lake, NY 13690
(315) 848-3333

**COLTON-PIERREPONT CENTRAL SCHOOL**

Superintendent Jennifer McKinley
4921 State Highway 56
Colton, NY 13625
(315) 262-2100

EDWARDS-KNOX CENTRAL SCHOOL

Superintendent Erin Woods
2512 County Route 24
Hermon, NY 13652
(315) 562-8130

GOUVERNEUR CENTRAL SCHOOL

Superintendent Jacquelyn Kelly
133 East Barney Street
Gouverneur, NY 13642
(315) 287-4870

HAMMOND CENTRAL SCHOOL

Superintendent Lauren Morley
51 South Main Street
Hammond, NY 13646
(315) 324-5931

HARRISVILLE CENTRAL SCHOOL

Superintendent Robert Finster
14371 Pirate Lane
Harrisville, NY 13648
(315) 543-2707

HERMON-DEKALB CENTRAL SCHOOL

Superintendent Megan Foster-Trim
709 East DeKalb Road
DeKalb Junction, NY 13630
(315) 347-3442

HEUVELTON CENTRAL SCHOOL

Superintendent Jesse Coburn
87 Washington Street
Heuvelton, NY 13654
(315) 344-2414

LISBON CENTRAL SCHOOL

Superintendent Patrick Farrand
6866 County Route 10
Lisbon, NY 13658
(315) 393-4951

MADRID-WADDINGTON CENTRAL SCHOOL

Superintendent Eric Burke
2582 State Highway 345
Madrid, NY 13660
(315) 322-5746

MASSENA CENTRAL SCHOOL

Superintendent Ronald Burke
84 Nightengale Avenue
Massena, NY 13662
(315) 764-3700

MORRISTOWN CENTRAL SCHOOL

Superintendent Staci Vaughn
408 Gouverneur Street
Morristown, NY 13664
(315) 375-8814

NORWOOD-NORFOLK CENTRAL SCHOOL

Superintendent Brooke Ashley
7852 State Highway 56
Norwood, NY 13668
(315) 353-9951

OGDENSBURG ENLARGED CITY SCHOOL

Superintendent Kevin Kendall
1100 State Street
Ogdensburg NY 13669
(315) 393-0900

PARISHVILLE-HOPKINTON CENTRAL SCHOOL

Superintendent Steven Coffin
12 County Route 47
Parishville, NY 13672
(315) 265-4642

POTSDAM CENTRAL SCHOOL

Superintendent Jerry Griffin
29 Leroy Street
Potsdam, NY 13676
(315) 265-2000



Our Vision

The St. Lawrence-Lewis BOCES is committed to providing students, families, schools and communities with educational opportunities to prepare for successful futures in the evolving global economy.

Our Mission

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

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



MESSAGE FROM THE DISTRICT SUPERINTENDENT



St. Lawrence-Lewis BOCES exists to serve our eighteen component school districts through collaboration, innovation, and a shared commitment to student success. As we look ahead to the 2026–2027 school year, our work continues to be shaped by important statewide initiatives including new flexibilities around graduation measures informed by NY INSPIRES and the

New York State Portrait of a Graduate.

In this evolving context, we remain focused on regional collaboration and purposeful goal setting to ensure a sustainable, high-quality, and equitable educational program for every student we collectively serve. These efforts reinforce our shared responsibility to expand opportunities while responding to the unique needs of our rural and diverse region.

This Directory of Services reflects the breadth and depth of programs, instructional supports, and operational services available through St. Lawrence-Lewis BOCES. Our continued development of Co-operative Services (Co-Sers) and instructional programs support districts in accessing enhanced aid streams while creating expanded and meaningful opportunities for students.

I am grateful for the strong partnerships we share with our boards of education, superintendents, administrators, educators, and community stakeholders. Together, we will continue to adapt, innovate, and lead—ensuring that our students are prepared not only for today, but for the future they will shape.

Thank you for your continued collaboration and trust in St. Lawrence-Lewis BOCES.

Darin P. Saiff

A handwritten signature of Darin P. Saiff in black ink.

District Superintendent/Executive Officer
315-386-4504, ext. 10150
darin.saiff@slloboces.org

2026-2027 OVERVIEW & DIRECTORY OF SERVICES

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

Service requests submitted by school districts enable the BOCES to apply for State Education Department approval of the services. This also provides the basis for cost estimates for programs, thus enabling budget preparation for both the individual districts and the BOCES. The BOCES programs and services for school districts are eligible for state aid only when two or more school districts share the program and after the service has been approved by the State Education Department.

For more detailed information about each service offered through the BOCES, please visit wincapweb.com.

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St. Lawrence-Lewis BOCES board members serve at large; each term of office is for three years. BOCES board members either currently sit on component school Boards of Education or are retired from a component school Board of Education.

St. Lawrence-Lewis BOCES is committed to working successfully with component districts across the region:

- To increase student performance and enhance opportunities to access advanced coursework essential for a successful preparation for college, career, and citizenship.
- To promote regional sharing and delivery models through inter-BOCES as well as intra-BOCES arrangements.
- To continuously evaluate BOCES services for quality, efficiency, and potential improvement, including input from our component school district partners.
- To provide financial and operational solutions to our component school districts to provide training and build school district preparedness for reductions in federal and state aid, decreases in enrollment, and staffing challenges.



Roger Bennett
President



John "Jack" Zeh, DVM
Vice President



Todd Bates



Michael Davis



James Lattimer



Cindy McLean



Michael Miller



Ward Remington



Kevin Wells



Jonathan Robinson
Student Ex-Officio



Ryanna Todd
Student Ex-Officio

2026 Board of Education

St. Lawrence-Lewis BOCES will:

- Support BOCES and SLL component districts as they raise awareness and build capacity toward the implementation of the New York State Education Department's Portrait of a Graduate.
- Work with our Regional Partners, including SUNY Potsdam, to build and refine regional pipelines that will produce teachers and future educational leaders for the region, including the Ed Leadership Program at SUNY Potsdam and the Advanced Certificate in Special Education Program, and the District Superintendents' Innovation Committee and BOCES of NYS Teacher Ambassador Program.
- Work with component districts to provide the necessary professional development for a multi-year implementation of The Science of Reading, Numeracy and Science of Learning to address significant learning gaps across the region, as well as comply with new legislation and NYSED through regulations.
- Continue to provide BOCES faculty and staff with the information, resources and training necessary to protect digital information, including Personally Identifiable Information (PII) of staff/students and to protect our technology platforms. We will collaborate with the component school districts to support them in this area.
- Develop an organizational position statement on artificial intelligence during the 2025-26 school year.
- Fully support and assist our 18 component school districts with the implementation of the NYSED initiatives on both graduation measures and regionalization.

SUPERINTENDENT SEARCH

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

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

- Developing and mailing search brochures
- Placing advertisements in state-wide publications
- Screening applicants
- Assisting the board in setting up a process for interviews
- Meeting with staff and community groups
- Selecting finalists

2026-2027 BUDGET CALENDAR

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
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4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9							
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16							
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23							
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30			24	25	26	27	28	29	30							
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December 1, 2025	Additions & changes for the service guide and Wincap for each CoSer due to both Kristy McDougall & Patti Rowan
January 7, 2026	Discuss with the superintendent program changes at the CSA meetings.
January 9, 2026	Transfers entered into Wincap by all programs. Any transfers exceeding 5% over previous year need to have back-up submitted to Deputy Superintendent & Director of Financial Affairs.
January 20-23, 2026	Department Budget meetings with Deputy Superintendent
January 21, 2026	At CSA meeting with superintendents – provide BOCES budget timeline.
January 26, 2026	By 4:00 pm – initial budgets must be entered in Wincap with supporting documentation (revenue, FTE's, copies of budgets) sent to Patti Rowan – <i>send reminder to administrators a week or so prior to date.</i>
January 30, 2026	BOCES President designates, by letter, date of BOCES Annual Election and Budget Vote. Letter and nomination forms mailed to each component and BOCES BOE member – forms due back to BOCES Clerk March 20, 2026 (30 days prior to election – April 20, 2026)
February 18, 2026	Final Service Request Form available to superintendents and business managers online through Wincap Web.
March 18, 2026	14 days <u>prior to Annual Meeting</u> – Notice of date, time, and place of annual meeting must be mailed to each member of the Boards of component school districts. Sent to clerks, copies to superintendent and board of education presidents, and BOCES board members. Legal Notification to newspaper – first notice to papers March 18, 2026
March 20, 2026	BOCES Board Vacancy Nomination Form due back from component school districts (30 days prior to election).
March 25, 2026	Final Services Request completed and certified in Wincap Web by superintendents
March 25, 2026	Second notice to newspapers (within 14 days of meeting – one week following first notice in newspaper – 3/18/26)
April 1, 2026	BOCES Annual Meeting – review tentative budget
April 6, 2026	14 days prior to the <u>election</u> (April 20, 2026) – BOCES mails ballot containing slate of candidates for BOCES board (to clerks – certified, RRR and to superintendents)
April 15, 2026	Final budgets entered into Wincap by program staff – based on Final Services Request forms. Supporting documentation (revenue, FTE's, copies of budgets) to Patti Rowan – by close of business.
April 20, 2026	Component districts vote on BOCES Administrative Budget & BOCES board members.
April 21, 2026	Component districts notify BOCES of results of election and vote.
May 14, 2026	BOCES BOE meeting – 2026-2027 budget adopted by Board of Education
June 15, 2026	2026-2027 BOCES budget submitted to Commissioner - SED

Instructional Resources

James Nee

Deputy Superintendent
(315) 386-4504, ext. 15101

Johnathan Hirschey

Director of Instructional Resources
(315) 386-4504, ext. 15106

Rachel Atkins

Supervisor of Instructional Technology
(315) 386-4504, ext. 15118

Cassidy Mattimore

Supervisor of Title I Services
(315) 386-4504, ext. 15110

Brooke Santamont

Supervisor of Instructional Resources
(315) 386-4504, ext. 15107

Ginger Tebo

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

The Instructional Resources program provides shared teachers, school improvement services, enrichment programs, and professional learning. Programs are guided by the mission of providing the best in educational services to our districts through information, consultation, and training.



ADMINISTRATORS LEARNING PROJECT

COSER 527.020

CONTACT: JOHNATHAN HIRSCHHEY, EXT. 15106

The Administrators Learning Project provides school and district leaders with access to an ongoing mentorship and peer learning network designed to strengthen leadership capacity. Through structured professional learning opportunities, participants engage in collaborative inquiry, knowledge sharing, and reflective practice that enrich their leadership skills. This service supports administrators in applying evidence-based strategies, fostering continuous growth, and advancing the effectiveness of their schools and districts. Participation in this CoSer is established on a unit cost per designated administrator and may not be shared among multiple administrators within a district.

ARTS IN EDUCATION/ PERFORMING ARTS (AIE)

COSER 402

CONTACT: JAMES NEE, EXT. 15101

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

402.010 Base Performances (National/Local Touring Groups)- During a fiscal year, participating districts will receive grade level specific National/International performances.

402.010 Visiting Artists - Participating districts are eligible to receive arts services from area visiting artists as part of the base fee.

402.015 Projected Other Performances - Participating districts may “set-aside” funding for projected other performances. (This service is not part of the basic program fee).

402.020 Additional Contract Performances as Requested - (not covered in the basic program fee and includes a 10% administrative fee). Participating districts may invite contract performers into their district. All performances must have a clear connection to the NYS Learning Standards for the Arts. This also may include payment of NYSSMA fees, Ogdensburg Command Performances (OCP) ticket purchases, and Community Performance Series (CPS) ticket purchases.

CSE/CPSE CHAIRPERSON

COSER 524.010,
524.015, 524.020

CONTACT: JAMES NEE, EXT. 15101

A district may request the services of a professional to chair the district’s Committee on Special Education.

DEI/CRSE

COSER 502

CONTACT: GINGER TEBB, EXT. 10200

BOCES will provide Diversity, Equity, and Inclusion (DEI), and Culturally Responsive-Sustaining Education (CRSE) resources to participating districts. The DEI/CRSE Resources service will provide guidance, best practices, and training on developing and implementing district policy and practices on Diversity, Equity, and Inclusion.

Some aspects may include:

- Introductory professional development on DEI/CRSE strategies and implementation, including DEI principles and conflict resolution
- On-demand incident response support
- Climate survey support to measure and monitor progress in DEI/CRSE implementation
- Resource facilitation & procurement of professional learning speakers relating to DEI/CRSE

BOCES aidable

EARLY COLLEGE ACCESS

COSER 406

CONTACT: JAMES NEE, EXT. 15101

The 406 Early College Access CoSer enables purchasing districts to establish a comprehensive infrastructure for the delivery and administration of dual enrollment programs. Through this service, districts’ dual enrollment courses are registered through SLL BOCES in order to generate aid on courses administered by the district, and districts may also generate aid on a prorated portion of a teacher’s salary corresponding to the time devoted to dual enrollment instruction. The service further supports institutional quality and compliance by facilitating course review and instructor approval processes with postsecondary partners, ensuring that offerings meet college-level expectations. In addition, the CoSer provides professional learning opportunities for dual enrollment instructors and coordinates student counseling services with postsecondary institutions to promote academic readiness and continuity of supports across secondary and postsecondary environments.

ELEMENTARY SCIENCE PROGRAM (ESP KITS)

COSER 511

CONTACT: PATTI ROWAN, EXT. 10159

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

ESSA - FUNDED PROGRAMS (TITLE I SERVICES)

CONTACT: CASSIDY MATTIMORE, EXT. 15110
OR BROOKE SANTAMONT, EXT. 15107

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

Comprehensive and Consolidated Application

COSER 501.010.010

Major components of the service are: completion of the ESSA Consolidated Application, serving as liaison to SED, preparing required reporting documents such as BEDS, Supplement Not Supplant Survey, Comparability Report, and Title IV CSPR. Service also supports district and school planning for Professional Learning Plan, Schoolwide Plan, AIS/RTI Plan and associated ESSA required BOE policies. Assistance and guidance is provided in implementing AIS, RTI and ENL programs and completing required reports. 501.010.020 Technical Assistance Title I Service is included. *BOCES aidable*

ADDITIONAL SERVICES

501.010.011 - Private School

Completion of the Consolidated Application forms for private school and the coordination of services.

501.010.012 - Comparability for Multiple Elementary Schools

Completion of the Comparability Report and budgeting.

501.010.013 - 3 or more BEDS Codes

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

501.010.014 - Title ID - Neglected and Delinquent Facilities

Completion of Application and support for program compliance.

Technical Assistance Title I Service **COSER 501.010.020**

Updates from NYSED and technical assistance are provided with regard to ESSA Consolidated Application, McKinney-Vento Homeless Education Act, accountability, assessments and regulatory issues. Additionally, a monthly online reproducible Title I – Home & School Connection newsletter and other resources are provided. *BOCES aidable*

Coordination of District Initiatives **COSER 501.010.080**

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

EXTRACURRICULAR ACTIVITIES

CONTACT: JAMES NEE, EXT. 15101

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

SAT Exam Prep *BOCES aidable*

COSER 503.020

Whiz Quiz *Not BOCES aidable*

COSER 503.030

Regional Spelling Bee

COSER 581.490

The Regional Spelling Bee is offered via a cross contract with Jefferson-Lewis BOCES. *BOCES aidable*

Odyssey of the Mind

COSER 581.491

Odyssey of the Mind is offered via a cross contract with Jefferson-Lewis BOCES. *BOCES aidable*

EXPLORATORY ENRICHMENT

COSER 401.010 • Planning Fee

CONTACT: JAMES NEE, EXT. 15101

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

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

Available programs include:

401.030 Challenge Day

401.040 Living History Day

401.050 St. Lawrence University Scholars Enrichment Program

401.060 Project Challenge

401.080 First Robotics Advanced

401.090 First Lego League

401.091 Additional First Lego League

401.100 FIRST Robotics Tech Challenge

401.101 FIRST Robotics Tech Challenge

401.120 First Lego League Explorer

401.121 Additional First Lego League Explorer

401.130 Nature Center Programs

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

FISCAL MANAGEMENT IN-SERVICE TRAINING

COSER 527.010

CONTACT: JAMES NEE, EXT. 15101

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

REGIONAL SUMMER SCHOOL

COSER 420

CONTACT: JOHNATHAN HIRSCHEY, EXT. 15106

Summer School Driver Education

COSER 420.020

Students will qualify for their MV278 (5-hour pre-licensing certificate) and the MV285 (blue card) upon successful completion. *Not BOCES aidable*

Summer School Refresher Courses

COSER 420.040

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

VIRTUAL SUMMER SCHOOL

COSER 421.010

CONTACT: JOHNATHAN HIRSCHEY, EXT. 15106

St. Lawrence-Lewis BOCES will operate a program of instruction for component districts during the summer using video based and/or web based interactive technologies. The Virtual Summer School will service students in grades 7-12 from students in two or more participating districts.

BOCES aidable



SCHOOL/CURRICULUM IMPROVEMENT WITH BASIC DATA

COSER 526.010

CONTACT: JOHNATHAN HIRSCHEY, EXT. 15106

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

Tableau Access Base Fee

COSER 526.070.010

Included in this service is access to Tableau Data Reports Services offered through NERIC. Tableau allows access to the Level 1 Data Warehouse, Level 2 State Reports data, and NYSED publicly released data. Reports generated in Tableau allow data to become specialized and actionable to accountability, student achievement, and overall district growth.

Instructional/Assessment Teacher

COSER 526.090.010

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

Math Professional Developer/Coach

COSER 526.091.010

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

Literacy Professional Developer/Coach

COSER 526.092.010

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

General Professional Learning Developer

COSER 526.093.010

On-site district, building, and grade level professional learning sessions of evidence-based instructional practices. General professional developers provide not only professional learning sessions, but also facilitate data meetings and strategic planning towards district goals. *BOCES aidable*

SCHOOL LIBRARY/LEARNING RESOURCES CENTER

CONTACT: GINGER TEBO, EXT. 10200

Itinerant Librarian **COSER 335.010**

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

Library Automation **COSER 510**

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

School Library System Services **COSER 508.010**

This service provides access to staff development programming, interlibrary loan, and professional resources. It also allows participation in the Coordinated Cooperative Collection Development (CCCD) program and access to consortium-priced online databases. Access to the Virtual Reference Library (VRL) of digital reference materials, Sora Regional Collection of ebooks and audiobooks for all grade levels, and ProQuest Online research databases is also included. *BOCES aidable*

Learning Resources Services **COSER 509**

This service provides regional Van Delivery service, a curriculum-oriented Media Library with thousands of items in diverse formats and levels, including technology and multimedia kits, DVD’s, audiobooks, classroom book sets, and a collection of professional titles. The Media Library also provides access to digital audio and video streaming collections. All participants in this CoSer are covered by public performance site licenses through Movie Licensing USA. Access to a cross-contracted sheet music library is available as an optional service. *BOCES aidable*

X/C Oneida-Herkimer-Madison Cooperative Music Sharing **COSER 582.490**

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

X/C Oneida-Herkimer-Madison Cooperative

Music Postage

COSER 509.049

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

SHARED ADMINISTRATOR

COSER 310.010 - 12 month

COSER 310.020 - 10 month

CONTACT: JAMES NEE, EXT. 15101

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

SHARED ITINERANT NURSE **COSER 330.010**

CONTACT: JAMES NEE, EXT. 15101

The shared itinerant nurse will provide direct care to students in two or more component districts. They will carry out medical treatments as prescribed by a physician such as distributing medications and will attend to daily and emergent medical needs of the students. They will also maintain and process records, provide consultation and in-service education to students and staff, and serve as a liaison between school and families. *BOCES aidable*

SHARED SERVICES TEACHERS

CONTACT: CASSIDY MATTIMORE, EXT. 15110
OR DEBORAH FISHER, EXT. 15100

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

When two or more school districts have similar needs for part-time instruction, itinerant professionals will provide the service to those districts. This shared service allows expanded opportunities for students. *BOCES aidable*

Career and Technical Education and Alternative Education

Lori Sheffield

Director of Career, Alternative & Adult Education
(315) 386-4504, ext. 10308

Ami Larson

Supervisor of CTE Instructional Resources
(315) 386-4504, ext. 10309

Steven Morrow

Principal, Northwest CTE Center
(315) 393-4570, ext. 30224

Nicki O'Donnell

Principal, Seaway CTE Center
(315) 353-2293, ext. 20104

Holly Durham

Principal, Southwest CTE Center
(315) 287-3590, ext. 50100

The Career and Technical Education (CTE) program provides occupational training to approximately 1,100 secondary students and adults at the three Career and Technical Education Centers: Seaway Area Tech in Norwood, Northwest Tech in Ogdensburg, and Southwest Tech in Fowler. There are currently 16 different CTE programs available at the three centers. The administration and staff of the CTE programs, utilizing input from component schools, industry, and the public, strive to provide relevant career and college preparation to secondary students and adult residents of SLL BOCES region. In addition, many articulation agreements and dual enrollment agreements between colleges, in and out of state, and the St. Lawrence-Lewis BOCES are in effect to grant academic credit to CTE Center graduates.



AGRICULTURAL STUDIES ACADEMY

COSER 180.110

CONTACT: LORI SHEFFIELD, EXT. 10308

Agricultural Studies Academy (ASA) operates in partnership with the Cornell Cooperative Extension. Students have the opportunity to attend the traditional CTE Senior and Junior half day schedule OR extended full day for seniors. This program is open to all St. Lawrence-Lewis BOCES sending schools and will offer a comprehensive introduction to agricultural science and business management. *BOCES aidable*



ALTERNATIVE EDUCATION

COSER 409

CONTACT: LORI SHEFFIELD, EXT. 10308

This program is for students who are unable to meet requirements for a Regents diploma. Certified counselors and instructors provide assistance for students working to attain their Alternative Diploma (TASC). *BOCES aidable*

409.010 Alternative Education - Seaway

409.010.300 AHSEP - Alternative HS Equivalency Program

409.020 Alternative Education - NWT

409.020.300 AHSEP - Alternative HS Equivalency Program

409.030 Alternative Education - SWT

409.030.300 AHSEP - Alternative HS Equivalency Program

CAREER & TECHNICAL EDUCATION

COSER 180.100,
180.200, 180.300

CONTACT: LORI SHEFFIELD, EXT. 10308

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

180.100 Career and Technical Education - SATC

180.200 Career and Technical Education - NWT

180.300 Career and Technical Education - SWT

CONSULTANT TEACHER AT CAREER & TECHNICAL EDUCATION CENTERS

COSER 525

CONTACT: LORI SHEFFIELD, EXT. 10308

Special Education services will be provided to students enrolled in CTE programs at the tech centers. A special education teacher will consult with CTE teachers, ensure IEP's are enforced and work with the home school district in the development of IEP's to ensure the placement is educationally beneficial. *Not BOCES aidable*

525.010 Special Ed./Consultant Teacher - SATC

525.015 Special Ed./CTE 1:1 TA - SATC

525.020 Special Ed./Consultant Teacher - NWT

525.025 Special Ed./CTE 1:1 TA - NWT

525.030 Special Ed./Consultant Teacher - SWT

525.035 Special Ed./CTE 1:1 TA - SWT

EDUCATION FOR INCARCERATED YOUTH

COSER 410.010

CONTACT: DAVE EVANS, EXT. 10417

This program is for incarcerated youth under the age of 21, and is housed in the St. Lawrence County Correctional Facility. Students may enroll in a comprehensive program that includes instruction in basic core academic skills that will lead to either a high school equivalency or a high school diploma. *Not BOCES aidable*

GATEWAYS TO CAREERS

COSER 180.280

CONTACT: AMI LARSON, EXT. 10309

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

Adult Education and Workforce Development

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

Lori Sheffield

Director of Career, Alternative & Adult Education
(315) 386-4504, ext. 10308

Dave Evans

Program Manager of Adult Education & Workforce Development
(315) 379-7963, ext. 10417



MISSION:

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

HIGH SCHOOL EQUIVALENCY COSER 405.010

CONTACT: LORI SHEFFIELD, EXT. 10308

Provides basic educational services, high school equivalency preparation, job readiness training, and career planning to participants ages 19-20. The focus of this program is to provide participants with the skills necessary to transition to post-secondary education or employment. *BOCES aidable*

Administrative and Instructional Technology

James Nee

Deputy Superintendent
(315) 386-4504, ext. 15101

Lori Remington

Director of Information Technology
(315) 386-4504, ext. 10170

Rachel Atkins

Supervisor of Instructional Technology
(315) 386-4504, ext. 15118

The Administrative and Instructional Technology Services support instructional technology as well as administrative, student and networking systems. Administrative and Instructional Technology Services represent a collaborative effort between the St. Lawrence-Lewis BOCES and the Northeastern Regional Information Center (NERIC) which encompasses a seven BOCES region. Through this cooperative effort, BOCES aid is available on all approved services.





ADMINISTRATIVE COMPUTING COSER 608

CONTACT: LORI REMINGTON, EXT. 10170

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

- Frontline PLMS (Professional Dev. Tracking)
- iObservation & Frontline EEMS (Teacher/Principal Evaluation System)
- ClearTrack 200 and Frontline IEP Direct (Special Education Information System)
- Microsoft Licensing EES
- SchoolTool, eSchool data and PowerSchool (Student Info System)
- Tax Billing Software
- WinCap and Finance Manager (Financial Software)
- NYS Assessments and Data Warehousing
- Que Centre (Facilities Systems Software)
- Heartland (Nutrikids) (Cafeteria Systems Software)
- One Call Now & Remind Messaging (Mass Communication Software)
- easySCAT, Hudl & Family ID (Sporting & Event Management)

BOCES aidable

DISTANCE LEARNING

COSER 408.010

CONTACT: RACHEL ATKINS, EXT. 15118

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

Video Conferencing

COSER 408.020

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

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

Virtual Field Trips (as used)

COSER 408.025

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

BOCES aidable

Data Lines

COSER 408.030

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

Online Courses

COSER 408.060

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

Zoom Licensing

COSER 408.070

Zoom licenses will be purchased in bulk to ensure best pricing. Districts purchasing the Distance Learning base fee or video conferencing support will be supported at no additional cost. *BOCES aidable*

Accelerated BOCES Courses

COSER 408.080

This service provides college credit bearing courses in conjunction with SUNY Potsdam.

INSTRUCTIONAL TECHNOLOGY COSER 506.010

CONTACT: LORI REMINGTON. EXT. 10170

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

506.010.020 Hosted Servers

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

506.010.030 - Comp Tech-End User

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

506.010.035 - Comp Tech-District Proj Coord

This service provides advanced technical support involving mixed environments and support of on premise instructional servers for districts not participating in the Hosted Server Service.

506.010.040 - Comp Tech-Server

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

506.010.050 - Comp Tech-Infrastructure

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

506.010.060 - Comp Tech-Data Base

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

506.010.070 - Hosted WiFi

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

506.025 - Hardware/Software Anticipated Purchases

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

506.040 - Software Purchases

- See online services guide for complete list of available software

506.050.030 - Onsite Device Internet Content Filtering

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

506.050.031 - Offsite Device Internet Content Filtering

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

506.060 Webhosting Site and Online Software

506.060.010 - Edlio website development software and site hosting.

506.060.020 - Blackboard website development software and site hosting.

506.060.030 - APPTEGY

506.060.035 - APPTEGY Rooms

506.060.040 - Finalsite

INSTALLMENT (EQUIPMENT) PURCHASES

COSER 506.030.020

CONTACT: LORI REMINGTON. EXT. 10170

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



MODEL SCHOOLS

COSER 516

CONTACT: RACHEL ATKINS, EXT. 15118

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

E-Rate Partners

COSER 516.040

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

Instructional Tech Curriculum Coaches

COSER 516.070

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

Virtual Learning Coaches

COSER 516.080

Model Schools Virtual Learning Coaches provide just in time support to district educators providing instruction in a remote environment. A Virtual Learning Coach provides 1 on 1 support, group PD, and team teaching with teachers for using technology in a remote or hybrid environment. Virtual Learning Coaches may be purchased on an FTE basis. *BOCES aidable*

REPAIR SERVICES

COSER 505.010

CONTACT: LORI REMINGTON, EXT. 10170

Consists of repair of computers, related peripherals and basic AV equipment, used in classroom instruction. MUST sign up for LRC COSER 509. *BOCES aidable*

TELEPHONE INTERCONNECT

COSER 621.010

CONTACT: LORI REMINGTON, EXT. 10170

The cooperative telephone interconnect service is designed to provide participating school districts a cost-effective, efficient network of voice and data communications. Voice over Internet Protocol (VoIP) is also incorporated to connect districts across the fiber optic (DANC) data lines to take advantage of least cost routing. Each district remains autonomous with respect to main numbers, switchboard operations, and extension numbers. *BOCES aid at 50% of local phone costs, VoIP equipment and maintenance.*

Telephony Related Charges Are No Longer Eligible for E-rate.

621.020

Phone charges for local calls (must sign up for .010)

621.030

Maintenance contracts for VoIP equipment

621.040

VoIP telephone equipment purchases

621.050

VoIP network support (*required for all districts implementing district hosted VoIP*)

621.050.030

VoIP Hosted Phones - Rather than install a full phone system, districts may host phones on a BOCES System. *BOCES aidable*

Educational Support

Darin Saiff

District Superintendent
(315) 386-4504, ext. 10150

James Nee

Deputy Superintendent
(315) 386-4504, ext. 15101

Nicole Ashley

Director of Financial Affairs/CBO/
Healthcare Admin/Print Shop
(315) 386-4504, ext. 10172

Darlene Bessette

Supervisor of Purchasing Services
(315) 386-4504, ext. 10127

Mark Wilson

Section X Athletic Director
(315) 386-4504, ext. 15102

Kevin Perretta

Director of Facilities
(315) 386-4504, ext. 10278

Arlis Frego

School Food Management Services
(315) 386-4504, ext. 10138

Renee Langtry-Green

Director of Personnel and Professions
(315) 386-4504, ext. 10167

Marshall Fiese

Director of Labor Relations/
General Counsel
(315) 386-4504, ext. 10145

Andrew Silver

Labor Relations Specialist
(315) 386-8506

Jason Ring

Regional Certification Officer
(315) 779-7020

Raymond Filley

Safety/Risk Management
(315) 779-7050



Educational support services are designed to complement and enhance diverse and specialized programs provided to component school districts and the BOCES, including Cooperative Purchasing, Employer/Employee Relations, Health and Safety Programs, Healthcare Administration, Print Shop Services, Central School Food Management, School Facilities Management and the Regional Certification Office.

CENTRAL SCHOOL FOOD MANAGEMENT

COSER 625.010

CONTACT: ARLIS FREGO, EXT. 10138 OR
NICOLE ASHLEY, EXT. 10172

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

COMMUNICATIONS SERVICE

COSER 660

CONTACT: NICOLE ASHLEY, EXT. 10172

Districts may contract for public relations, marketing, and communications services. This includes design of print publications, ongoing social media and website management, media relations, and crisis communications. Cross Contract with Capital Region BOCES. *BOCES aidable*.

COMPREHENSIVE PUBLIC SCHOOL SAFETY

COSER 614.490.050

CONTACT: NICOLE ASHLEY, EXT. 10172

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

COOPERATIVE BUSINESS OFFICE

COSER 619

CONTACT: NICOLE ASHLEY, EXT. 10172

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

COOPERATIVE PURCHASING

COSER 601.010

CONTACT: DARLENE BESSETTE, EXT. 10127

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

DRUG & ALCOHOL TESTING AND COORDINATION

COSER 607.490

CONTACT: NICOLE ASHLEY, EXT. 10172

This service was developed to assist schools in complying with the Federal mandates regarding drug and alcohol testing of bus drivers and others holding a commercial driver's license. BOCES will coordinate the services of a contractor who will perform on-site collection, provide laboratory analysis and medical review officer services, and will also provide record keeping and training services. Cross contract with Jeff-Lewis BOCES. *Transportation aidable*

EMERGENCY COMMUNICATION SYSTEM (BUS REPEATER)

COSER 606.010

CONTACT: KEVIN PERRETTA, EXT. 10278

This service provides communication between buses, school districts, and emergency services. Technical assistance and radio evaluation is available. *Transportation aidable*

EMPLOYER/EMPLOYEE RELATIONS

COSER 602

CONTACT: RENÉE LANGTRY-GREEN, EXT. 10167

The Employer/Employee Relations Service is *BOCES aidable* and includes the following:

- Negotiation, interpretation, and management of collective bargaining agreements
- Representation in disciplinary matters including investigations
- Representation at improper practice hearings, unit clarification matters, and at labor related mediation, arbitration, and fact finding
- Assistance with questions of tenure, seniority, staff reduction and recall, discipline, dismissal and related matters
- Electronic training for staff in areas of health, safety, and organizational culture
- Labor posters for all federal and state mandated employee notifications
- Unemployment insurance cost control
- Access to a Common Application
- HR Consulting
- Forecast 5 Software
- Coordination of data to aide in contract negotiations
- Records grant coordination

HEALTH CARE ADMINISTRATION COSER 611

CONTACT: NICOLE ASHLEY, EXT. 10172

This COSER includes coordination of the GASB 45/75 Actuarial services for participating districts and administration of applications.

HEALTH AND SAFETY PROGRAM (SAFETY RISK MANAGEMENT) COSER 614.490.010

CONTACT: NICOLE ASHLEY, EXT. 10172

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

HOME/HOSPITAL INSTRUCTION COSER 412

CONTACT: NICOLE ASHLEY, EXT. 10172

This service is provided as needed to students who are hospitalized or confined to the home due to illness, surgery, etc. Cross-contracts can be requested for hospitals outside this area. *BOCES aidable*

PERSONNEL RECRUITMENT COSER 617

CONTACT: NICOLE ASHLEY, EXT. 10172

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

POLICY SERVICES COSER 616.490

CONTACT: NICOLE ASHLEY, EXT. 10172

This service provides three levels of school district policy assistance: development of a policy manual; development of an administrative manual; and a policy update. Cross contract with the Erie I BOCES. *BOCES aidable*

PRINT SHOP SERVICES COSER 504.010

CONTACT: NICOLE ASHLEY, EXT. 10172 OR
KRISTY MCDUGALL, EXT. 40302

The St. Lawrence-Lewis BOCES print shop provides a full printing service to the component school districts. The print shop can save districts time and money on the design, printing and assembly of a job. The print shop has high speed duplicating equipment, networked color copying system and outsourced press capability for your copying and printing needs.

The print shop is capable of a various number of print services that include but not limited to: common core modules, district newsletters, student handbooks, purchase orders, padded forms, school calendars, contracts, stationery and envelopes, program announcements, flyers, graduation programs, posters, and banners. *BOCES aidable*

RECORDS MANAGEMENT COSER 610.010.010

CONTACT: NICOLE ASHLEY, EXT. 10172

Districts can contract for software to scan paper records into a digital format according to the district's record retention and disposition schedule. This will cover the cost of Laserfiche software. Recommended for districts that have participated in the LGRMIF grant in the past. *BOCES aidable.*

SCHOOL BUS TRAINING SERVICES COSER 676

CONTACT: NICOLE ASHLEY, EXT. 10172

The following School Bus Training Services are available through a cross contract with Jefferson-Lewis BOCES:

- SED 30-hour Basic School Bus Driver Training
- SED 10-hour Basic School Bus Monitor/Attendant Training
- SED 10-hour Advanced School Bus Driver Training
- SED Pre-service School Bus Driver/Monitor/Attendant Training
- SED 2-hour School Bus Driver/Monitor/Attendant Refresher Training *Transportation aidable*

SECTION X ATHLETICS COSER 517.010

CONTACT: MARK WILSON, EXT. 15103

Section X coordinates all of the public Junior/Senior High School athletic contests for 18 St. Lawrence/Lewis and 6 Franklin County districts. Responsibilities include: mentoring/assisting component district administrators on the rules and regulations of the New York State Education Department and the New York State High School Athletic Association. Section X Athletics also recruit and assist in the training of sport officials for the 20 different sports. *BOCES aidable*

SHARED FACILITIES MANAGEMENT COSER 360

CONTACT: NICOLE ASHLEY, EXT. 10172

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

SHARED TRANSPORTATION DIRECTOR COSER 361

CONTACT: NICOLE ASHLEY, EXT. 10172

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

SHARED HUMAN RESOURCES MANAGER COSER 340

CONTACT: NICOLE ASHLEY, EXT. 10172

BOCES will provide a shared Human Resources Manager to component districts to oversee the human resources function of participating districts. This may include:

- i. Monitor personnel policies and procedures.
- ii. Implement and maintain a workflow and forms management system for the human resources office.
- iii. Recruit, screen and recommend staff as appropriate. This includes implementing a digital onboarding system.
- iv. Coordinate the district's evaluation process.
- v. Participate in collective bargaining negotiations.
- vi. Administer collective bargaining agreements.
- vii. Prepare the personnel portion of the board of education agenda.
- viii. Provide personnel related training to district staff as needed.

SOLID WASTE DISPOSAL COSER 620

CONTACT: KEVIN PERRETTA, EXT 10278
OR NICOLE ASHLEY, EXT. 10172

BOCES operates a comprehensive waste disposal service including the proper disposal of solid waste, recyclables, scrap metal, etc. A comprehensive Elevator Preventative Maintenance Service is also available for the regular inspection, repair and preventative maintenance of elevators. *Not BOCES aidable*

STATE AID PLANNING COSER 612.490

CONTACT: NICOLE ASHLEY, EXT. 10172

This coser assists districts in determining accurate state aid forecasting as well as providing workshops for various topics related to state aid. Cross contract with Questar III BOCES. *BOCES aidable*

TEACHER CERTIFICATION COSER 675

CONTACT: JASON RING, 315-779-7020

This shared service provides assistance on issues related to teacher and teaching assistant certification, including review and analysis of academic credentials, evaluation of eligibility for teaching certification, and response to related inquiries. Cross contract with Jeff-Lewis BOCES. *BOCES aidable*

WORKERS COMPENSATION ADMINISTRATION COSER 615.010

CONTACT: ANNETTE BESAW, 315-379-3076

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



Reginald McDonald

Interim Director of Special Education
(315) 386-4504, ext. 10132

Jacqueline Bill

Principal of Canton ABA
(315) 386-8561, ext. 42103

Lori Murray

Principal of Heuvelton Region;
Norwood CC; Transition Services-CBWP
(315) 344-2414, ext. 20228

Julie Austin-Kormanyos

Interim Principal of Ogdensburg Region
(315) 393-4264, ext. 32049

Jacqueline Bill

Principal of Potsdam Region:
Elementary, Middle & High School
(315) 265-2000, ext. 36123

Kady Sharp

Principal of Potsdam Region:
Elementary, Middle & High School
(315) 265-2000, ext. 36123

Dillon Chichester

Asst. Principal of Potsdam Region
(315) 265-2000, ext. 36123

Michaele Webb

Instructional Support Administrator
(315) 386-4504, ext. 10202

The St. Lawrence-Lewis BOCES Special Education Program provides services for students with disabilities from age 3 to 21. Each student receives the program and/or related services requested by the local district's Committee on Special Education (CSE) or Committee for Pre-school Special Education (CPSE), and specified in the student's Individualized Education Program (IEP). Potsdam, Ogdensburg, Heuvelton, and Canton are designated as regional sites for BOCES-operated Special Education Programs. Most classes are located in component district school buildings and provide opportunities for participation in the least restrictive environment. Specialized Alternative Programs (Community Connections) are located in Norwood and Ogdensburg.



The **MISSION** of the St. Lawrence-Lewis BOCES Special Education division states all persons involved with our students will create quality educational experiences within a positive learning environment in which individuals achieve their fullest potential and contribute as members of their community.

Within the Special Education Division, our **VISION** is to foster and maintain a culture of inclusiveness and positive relationships to build the foundation for all students to become engaged and active members of their community.



PROGRAMS

12:1+1 LIFE SKILLS PROGRAM

COSER 204.010

12:1+1 specialized classroom for students with moderate learning needs. Provides support for students to achieve their highest level of independence. Students learning in this program demonstrate cognitive, speech language, motor and social emotional delays.

8:1+1 MANAGMENT NEEDS PROGRAM

COSER 207.010

8:1+1 specialized classroom for students whose management needs are determined to be intensive. Provides services for students with behavioral challenges who have not been successful in a general education setting. Students in the program may have a history of struggling academically due to a variety of unique factors. Students benefit from frequent presets, changes in activities, and an intensive staff ratio in a highly structured classroom. This program includes counseling and behavior consultant support.

6:1+1 APPLIED BEHAVIORAL ANALYSIS PROGRAM

COSER 203.010

6:1+1 specialized classroom for students who can benefit from the specific technique of ABA and have similarity of need. School-age classrooms provide intensive individualized programs based on the principles of applied behavior analysis (ABA). Highly trained Board-Certified Behavior Analysts (BCBAs), teachers, related services providers, and teaching assistants work collaboratively to teach a broad range of skills with the goal of maximizing each child's potential.

6:1+1 COMMUNITY CONNECTIONS PROGRAM WITH APE

COSER 203.011

Provides an environment encouraging academic and personal growth for students who have not been successful in other settings due to attendance, behavior issues, or are returning from a residential setting. Counseling is offered individually and as a group. The program has four major components: academic, social/emotional, work/community service and recreation.

COMMUNITY BASED WORK PROGRAM

COSER 205.010

Provides support for students in a half day work program in a community setting. Students are introduced to this program through an unpaid work experience and will exit with a work skills-based portfolio with resumes and references to assist in gaining future employment. The transition team guides daily program activities to earn the Career and Development and Occupational Studies (CDOS) certificate. The CDOS Learning Standards are aligned with the program and students are assessed on CDOS skills, with the goal of achieving commencement level skills.

6:1+2 COMPREHENSIVE MANAGMENT PROGRAM WITH APE

COSER 203.012

6:1+2 specialized classroom for students who are unable to be supported in the regular school setting due to intensive behavioral needs. Provides a highly structured program for students who are experiencing behavioral difficulties. Students in this program have one or more mental health diagnoses and/or a history of trauma that impacts their academic learning. They may exhibit unpredictable or aggressive behavior and have difficulty with self-regulation, establishing and maintaining relationships, adult authority, classroom routines, and transitions. The program provides a structure of supports for the student's behavioral needs.

RELATED AND SHARED SERVICES

A variety of related and support services provided by BOCES to meet individual and district student needs enrolled in BOCES programs.

Evaluations

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

ADAPTED PHYSICAL EDUCATION

COSER 203, 204, or 207 sub code 718.050

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

COSER 331.020

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

COUNSELING

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

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

COSER 319.030

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

COSER 319.010

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

OCCUPATIONAL THERAPY

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

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

COSER 343.010

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

COSER 343.015

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



PHYSICAL THERAPY

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

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

COSER 314.010

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

SOCIAL WORKER

**COSER 203, 204, or 207
sub code 718.025**

Social workers will work with students in BOCES programs and their families. These services can include direct counseling, conflict resolution, crisis intervention, and accessing community agencies.

SPEECH

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

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

COSER 313.010

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

COSER 308.010

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



SUPPLEMENTARY SCHOOL PERSONNEL

Provided at the request of the Committee on Special Education.

INDIVIDUAL (1:1) TEACHING ASSISTANTS FOR CBWP Use COSER 205.040

Paraprofessionals working with students in BOCES Community Based Work Program, when the student needs require ongoing support.

INDIVIDUAL (1:1) LICENSED PRACTICAL NURSE Use COSER 201.070, 203.070, 204.070, or 207.070

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

INDIVIDUAL (1:1) TEACHING ASSISTANTS Use COSER 203.050, 204.040, or 207.050

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

INDIVIDUAL (1:1) TEACHING ASSISTANTS FOR DISTRICT PROGRAMS COSER 201.060

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

AUDIOLOGY COSER 350.010

Provide audiological evaluations in district and BOCES programs and follow up as directed by CSE. *Per session cost*

BEHAVIORAL CONSULTANT COSER 203, 204, or 207 sub code 718.090

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

COSER 312.020.100

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

COSER 312.020.200

Consultant services to evaluate and support students with severe behavior and emotional needs to disabled or non-disabled students in district programs. Consultant will work with school-based teams in establishing effective programs to meet student needs. (2 ½ - 3 hours/week) *Per FTE minimum 10%*

SCHOOL PSYCHOLOGY

COSER 317.010

School Psychological Services provided to disabled students. (Minimum increments of 20% preferred) *Shared services per FTE*

COSER 307.010

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

VISUALLY IMPAIRED COSER 203, 204, or 207 sub code 718.060

Teacher of the blind and visually impaired services are provided as a related service to students in BOCES Special Education programs. *Per session cost*

COSER 316.010

Teacher of the blind and visually impaired are provided to disabled students in district programs. *Per session cost*

ORIENTATION AND MOBILITY COSER 203, 204, or 207 sub code 718.065

Orientation and Mobility specialist services are provided as a related service to students in BOCES special education programs. *Per session cost*

COSER 316.020

Orientation and Mobility specialist are provided to disabled students in district programs. *Per session cost*

SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) PROGRAMS

A six week summer program to meet the needs of students requiring 12 month programming to maintain development levels. *All related services included*

ACTIVITIES OF DAILY LIVING: 12:1+1 COSER 802

12:1+1 specialized classroom for students with moderate learning needs. Provides support for students to achieve their highest level of independence. Students learning in this program demonstrate cognitive, speech language, motor and social emotional delays.

BEHAVIORAL BASED PROGRAM: 6:1+1 COSER 803

6:1+1 program for students with a variety of developmental disabilities that warrant a behavioral-based instructional approach and structured instructional model.

APPLIED BEHAVIORAL ANALYSIS PROGRAM: 6:1+1 COSER 803

6:1+1 specialized classroom for students who can benefit from the specific technique of ABA and have similarity of need. School-age classrooms provide intensive individualized programs based on the principles of applied behavior analysis (ABA). Highly trained Board-Certified Behavior Analysts (BCBAs), teachers, related services providers, and teaching assistants work collaboratively to teach a broad range of skills with the goal of maximizing each child's potential.

COMPREHENSIVE MANAGEMENT NEEDS PROGRAM: 6:1+2 COSER 807

6:1+2 specialized classroom for students who are unable to be supported in the regular school setting due to intensive behavioral needs. Provides a highly structured program for students who are experiencing behavioral difficulties. Students in this program have one or more mental health diagnoses and/or a history of trauma that impacts their academic learning. They may exhibit unpredictable or aggressive behavior and have difficulty with self-regulation, establishing and maintaining relationships, adult authority, classroom routines, and transitions. The program provides a structure of supports for the student's behavioral needs.

MANAGEMENT NEEDS/EMOTIONAL DISABILITIES: 8:1+1 COSER 869

8:1+1 specialized classroom for students whose management needs are determined to be intensive. Provides services for students with behavioral challenges who have not been successful in a general education setting. Students in the program may have a history of struggling academically due to a variety of unique factors. Students benefit from frequent presets, changes in activities, and an intensive staff ratio in a highly structured classroom. This program includes counseling and behavior consultant support.

COMMUNITY BASED WORK EXPERIENCE COSER 805

Provides support for students in a half day work program in a community setting. Students are introduced to this program through an unpaid work experience and will exit with a work skills-based portfolio with resumes and references to assist in gaining future employment. The transition team guides daily program activities to earn the Career and Development and Occupational Studies (CDOS) certificate. The CDOS Learning Standards are aligned with the program and students are assessed on CDOS skills, with the goal of achieving commencement level skills.

ESY RELATED SERVICES ONLY COSER 804

Speech Therapy; Occupational Therapy, Physical Therapy, Teacher of the Visually Impaired, Audiology and Counseling services will be provided to students not enrolled in a BOCES Extended Year Program.

ESY INDIVIDUAL TEACHING ASSISTANT, LPN COSER 806

Paraprofessionals working with individual students one-on-one whose needs require individualized support for instruction, medical, or management needs.

Instructional Resources

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Administrators Learning Project COSER 527.020
Arts in Education/Performing Arts (AIE) COSER 402
CSE/CPSE Chairperson COSER 524.010 / COSER 524.015 / COSER 524.020
DEI/CRSE COSER 502
Early College Access COSER 406
Elementary Science Program (ESP KITS) COSER 511

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ESSA - Funded Programs (Title I Services) COSER 501.010.010
COSER 501.010.020 / COSER 501.010.080
Extracurricular Activities COSER 503.020 / COSER 503.030
COSER 581.490 / COSER 581.491
Exploratory Enrichment COSER 401.010

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Fiscal Management In-Service Training COSER 527.010
Regional Summer School COSER 420.020/COSER 420.040
Virtual Summer School COSER 421.010
School/Curriculum Improvement with Basic Data COSER 526.010
COSER 526.070.010 - Tableau Access Base Fee
COSER 526.090.010 - Instructional/Assessment Teacher
COSER 526.091.010 - Math Professional Developer/Coach
COSER 526.092.010 - Literacy Professional Developer/Coach
COSER 526.093.010 - General Professional Learning Developer

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School Library/Learning Resources Center COSER 335.010/ COSER 510
COSER 508.010 / COSER 509 / COSER 582.490 / COSER 509.049
Shared Administrator COSER310.010/ COSER 310.020
Shared Itinerant Nurse COSER 330.010
Shared Services Teachers: COSER 302.010 - Music
COSER 303.010 - Technology
COSER 306.010 - Art
COSER 322.010 - Family Consumer Science
COSER 323.010 - ELA AIS
COSER 324.010 - Math AIS
COSER 327.010 - Spanish
COSER 331.030 - Physical Education
COSER 332.010 - Health
COSER 341.010 - Business

Career and Technical Education and Alternative Education

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Agricultural Studies Academy COSER 180.110
Alternative Education COSER 409
Career & Technical Education: COSER 180.100 - SATC
COSER 180.200 - NWT
COSER 180.300 - SWT
Consultant Teacher at Career & Technical Education Centers
COSER 525.010 / COSER 525.015 - SATC
COSER 525.020 / COSER 525.025 - NWT
COSER 525.030 / COSER 525.035 - SWT
Education for Incarcerated Youth COSER 410.010
Gateways to Careers COSER 180.280

Adult Education and Workforce Development

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High School Equivalency COSER 405.010

Administrative and Instructional Technology

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Administrative Computing COSER 608
Distance Learning COSER 408.010
COSER 408.020 - Video Conferencing
COSER 408.025 - Virtual Trips
COSER 408.030 - Data Lines
COSER 408.060 - Online Courses
COSER 408.070 - Zoom Licensing
COSER408.080 - Accelerated BOCES Courses

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Instructional Technology COSER 506.010
Installment (Equipment) Purchases COSER 506.030.020

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Model Schools COSER 516
COSER 516.040 - E-Rate Partners
COSER 516.070 - Instructional Tech Curriculum Coaches
COSER 516.080 - Virtual Learning Coaches
Repair Services COSER 505.010
Telephone Interconnect COSER 621.010

Educational Support

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Central School Food Management COSER 625.010
 Communications Services COSER 660
 Comprehensive Public School Safety COSER 614.490.050
 Cooperative Business Office COSER 619
 Cooperative Purchasing COSER 601.010
 Drug & Alcohol Testing and Coordination COSER 607.490
 Emergency Communication System COSER 606.010
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Health Care Administration COSER 611
 Health and Safety Program COSER 614.490.010
 Home/Hospital Instruction COSER 412
 Personnel Recruitment COSER 617
 Policy Services COSER 616.490
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Shared Facilities Management COSER 360
 Shared Transportation Director COSER 361
 Shared Human Resources Manager COSER 340
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 Teacher Certification COSER 675
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Special Education

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12:1+1 Life Skills Program COSER 204.010
 8:1+1 Management Needs Program COSER 207.010
 6:1+1 Applied Behavioral Analysis Program COSER 203.010
 6:1+1 Community Connections Program with APE COSER 203.011
 Community Based Work Program COSER 205.010
 6:1+2 Comprehensive Management Needs
 Program with APE COSER 203.012

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Related and Shared Services:

Adapted Physical Education COSER 203, 204, OR 207 sub code 718.050 /
 COSER 331.020
 Counseling COSER 203, 204, OR 207 sub code 718.020 / COSER 319.030 /
 COSER 319.010

Occupational Therapy COSER 203, 204, OR 207 sub code 718.040 /
 COSER 343.010 / COSER 343.015

Physical Therapy COSER 203, 204, OR 207 sub code 718.030 /
 COSER 314.010

Social Worker COSER 203, 204, OR 207 sub code 718.025

Speech COSER 203, 204, OR 207 sub code 718.010 / COSER 313.010 /
 COSER 308.010

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Supplementary School Personnel:

Individual (1:) Teaching Assistants For CBWP COSER 205.040

Individual (1:) Licensed Practical Nurse COSER 201.070 / COSER 203.070
 COSER 204.070 / COSER 207.070

Individual (1:) Teaching Assistants COSER 203.050 / COSER 204.040 /
 COSER 207.050

Individual (1:) Teaching Assistants For District Programs COSER 201.060

Audiology COSER 350.010

Behavioral Consultant COSER 203, 204, or 207 sub code 718.090 /
 COSER 312.020.100 / COSER 312.020.200

School Psychology COSER 317.010 / COSER 307.010

Visually Impaired COSER 203, 204, or 207 sub code 718.060 / COSER 316.010

Orientation and Mobility COSER 203, 204, or 207 sub code 718.065 /
 COSER 316.020

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Special Education Extended School Year (ESY) Programs:

Activities of Daily Living: 12:1+1 COSER 802

Behavioral Based Program 6:1+1 COSER 803

Applied Behavioral Analysis Program: 6:1+1 COSER 803

Comprehensive Management Needs Program: 6:1+2 COSER 807

Management Needs/Emotional Disabilities: 8:1+1 COSER 869

Community Based Work Experience COSER 805

ESY Related Services ONLY COSER 804

ESY Individual Teaching Assistant, LPN COSER 806

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