

WAYNE-FINGER LAKES BOCES  
**CATALOG** *of* **SERVICES**

2020  
2021



**WAYNE - FINGER LAKES**  
Board of Cooperative Educational Services

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



# ABOUT OUR CATALOG

*The Wayne-Finger Lakes Board of Cooperative Educational Services (W-FL BOCES) 2020-2021 Catalog of Services contains descriptions, identifying cooperative service numbers and the contact(s) for all purchasable programs and services offered.*

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The Catalog of Services can also be used as a resource for the greater community, such as teachers, parents, students, guidance counselors, business people, agency personnel, library media specialists and others who may want to review the scope of services and programs W-FL BOCES offers. W-FL BOCES is committed to providing desired, cost-effective, high quality educational services to the region.

Our programs and services for adults may be accessed through the Wayne-Finger Lakes BOCES Adult & Continuing Education website at [www.wflboces.org/adult-and-continuing-education](http://www.wflboces.org/adult-and-continuing-education), or by calling 1-800-527-1765.

The Catalog of Services Table of Contents lists sections that coincide with services divisions:

- **Technical Career Education - 100**
- **Special Education - 200**
- **Itinerant Services - 300**
- **Direct Instruction - 400**
- **Instructional Support - 500**
- **Non-instruction Support - 600**
- **Additional Services**

Inclusion of particular programs within these divisions is determined by the State Education Department. Offerings within each category carry individual numbers that fall within the sectional hundred. For instance, Special Education as a general area is denoted by numbers in the 200's. An example of a specific program for students with emotional disabilities would be #213.000.

Persons who do not know a specific W-FL BOCES service number when seeking a program description will first have to decide which division is most likely to contain that program. The program may be listed under a master heading, or it may have a number of its own in that section. Some programs fit in more than one division, so a second search in another applicable category may be necessary. Programs are listed in numeric order within sections.

We hope this quick "how to" explanation helps you to navigate our Catalog of Services. Please email our Public Information Office at [communications@wflboces.org](mailto:communications@wflboces.org) if you need additional information, or call 1-315-332-7292.



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## Technical and Career Education – 100

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Individualized courses offered at or through our two Technical and Career Centers afford high school students an opportunity to acquire technical career skills, which are transferable to the workplace. Focusing on technical career, advanced manufacturing and the service areas, these programs also prepare students to further pursue their interests at post-secondary training schools and in college. Attendance is half day for either one or two years. Generally, seniors attend classes in the morning and juniors attend in the afternoon, however, juniors or seniors can enroll in either time slot in select programs.

Training is hands-on and every student can participate in a work-based learning experience. Academic support, career guidance, case management, counseling and placement services are available at both centers. A comprehensive academic services matrix is available from each center through the Guidance Office.

*(See INSTRUCTIONAL SECTION, #408.000, 427.000, 428.000 and 429.000 for services to incarcerated youth and alternative education options.)*

**Contact:** Justin DeMartin, Executive Principal, P16  
(315) 332-7553 or [justin.demartin@wflboces.org](mailto:justin.demartin@wflboces.org)

Wayne Technical & Career Center (WTCC) – (315) 589-2600

Finger Lakes Technical & Career Center (FLTCC) – (585) 526-6471

**Note:** Tuition for 2020-2021 is based on January 1, 2020 enrollment.  
Districts are obligated to pay for the number of slots they have on January 1, 2020.

Programs will be available upon sufficient student enrollment.

**BOCES AID:** The maximum salary aided per person is \$30,000 per year, or \$150.00 per day. All benefits are aided.

## #101.000 – Technical and Career Classes

Below each program is hands on hours, hours theory, along with whether the program is for one or two years. Most programs are offered at both W-FL BOCES Tech Centers. If, however, this is not the case, the specific program site is noted: FLTCC for Finger Lakes Technical and Career Center in Stanley or WTCC for Wayne Technical and Career Center in Williamson.

### **1. Advanced Manufacturing and Engineering (AME) Academy**

#### **Program Goal**

Advanced Manufacturing and Engineering Academy students are exposed to Precision Machining, Computer Aided Design and Welding Technologies, experiencing the interaction of multiple technologies in a real manufacturing environment and through field trips to local industries. In the second year, students select an area of concentration in either Engineering, Precision Machining or Welding Technologies.

#### **Curriculum**

Over the two-year program students will follow approved industry methods and engineering standards while learning to fabricate industry specific metal products.

Students learn to make components from blueprint to completion. Following the design phase, students utilize lathes, surface grinders, drill presses, and power saws. Upon successful completion of the program, students can earn Machining Level I certification. In addition, students learn how to weld using the four different welding processes. In the second year of machining, there is a focus on Computer Numerical Control (CNC) machining.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

### **2. Animal Science**

#### **Program Goal**

The Animal Science program prepares students for a wide range of careers related to the animal care industry.

#### **Curriculum**

Students receive instruction in veterinary care, nutrition, animal anatomy, physiology and animal behavior. The classroom houses many domestic and exotic pets. Students operate a grooming parlor that is used as a learning model for the handling and caretaking of animals. At FLTCC equine and veterinarian sciences are studied.

*Practical Hands on Hours: 305*

*Hours Theory: 130*

*1-Year Program WTCC*

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program FLTCC*

### 3. Auto Body Repair

#### Program Goal

Students in the Auto Body Repair program work with the latest technologies in order to hone diagnostic and repair skills on a variety of vehicles.

#### Curriculum

Learning is accomplished in a hands-on environment, on vehicles owned by real customers. During class time students receive practical experience in collision repair, which includes frames, unibody repair and auto refinishing.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

### 4. Automotive Technology

#### Program Goal

Automotive Technicians are in high demand. From computerized diagnostics to hands-on repair, students in the Auto Technology program learn to service and maintain all types of cars and light trucks.

#### Curriculum

Coursework is based on the National Automotive Technician Excellence Foundation (NATEF) standards, which follow the Automotive Service Excellence (ASE) standards.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

### 5. Carpentry

#### Program Goal

The Carpentry program is a combination of hands-on skill development and technical training that uses the most up-to-date equipment and resource materials.

#### Curriculum

The program employs a standardized curriculum that was developed by experts in the construction trades industry through the National Center for Construction Education and Research (NCCER). Students earn NCCER and OSHA 10 certification. Safety is a full time focus of the Carpentry Program ever reminding the students of the ever-present dangers associated with this trade. Students build a variety of large projects on and off campus as part of their experience.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

### 6. Computer Programming and Video Game Design (P.M. WTCC ONLY)

#### Program Goal

Our Computer Programming and Video Game Design program enables students to learn to be software developers or video game programmers. Students will also earn 6 college credits from FLCC.

## Curriculum

Students learn the essentials of computer programming and practice their skills by writing their own computer games. Students are taught concepts from geometry, trigonometry, and algebra needed to model real-world physics in their games and simulations. During the Spring semester, students also study college-level C# programming. C# is the most modern programming language desired by professional software development firms. Students who demonstrate a proficiency using C# can become eligible for internships with local software development firms.

*Practical Hands on Hours: 305*

*Hours Theory: 130*

*1-Year Program*

## 7. Computer Technology (FLTCC only)

### Program Goal

The Computer Technology Program is designed to give students core knowledge of information technology systems and allows students the hands-on technical expertise to become valuable IT professionals. Students will also earn 6 college credits through dual accreditation.

### Curriculum

The course will help students develop skills in computer software and hardware fundamentals, gaming design and programming, web-based programming and web design techniques. Emphasis is placed on college preparatory materials and industry-based standards.

This course will help students learn essential skills in computer software, hardware, operating systems, servers, web/game design, and current trends in IT security and green technology. As a TestOUT Learning Academy FLTCC students can obtain the Test OUT's PC PRO & Network PRO credentials. This technology neutral and vendor-neutral certification is available through our partnership with TestOUT. Students learn critical IT knowledge and skills which will prepare students for higher-level CompTIA certification including A+ & Network + certifications.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## 8. Conservation

### Program Goal

In the Conservation program your "classroom" can be in the forest one day and the local park the next. Students are introduced to the career areas in heavy equipment operation/maintenance and forest management.

### Curriculum

Students will learn skills in surveying, landscaping, forestry, fish and wildlife management. Students will also have the opportunity to compete in the annual Conservation competition. Students will earn their OSHA 10 card and forklift certification. If they meet the requirements, they will have the opportunity to prepare for a New York State Commercial Driver's License (CDL Class B). The Conservation Program also runs a successful on-campus greenhouse (WTCC).

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## 9. Cosmetology

### Program Goal

Cosmetology is an exciting career that requires a wide range of skills. Artistic ability, as well as technical and communication skills are critical to success. The Cosmetology program teaches students the competencies and professional skills necessary to pass the New York State Board practical and written licensing exams.

### Curriculum

Students attend the program for **two years**. A clinic open to members of the local community provides students with real life experience in their field. Only licensed cosmetologists may work in salons in New York State. To sit for the licensing exam, students must complete a minimum of 1,000 hours of approved instruction.

***\*To obtain the 1000 hours required by NYS, students must attend a summer session.***

*Practical Hands on Hours: 700*

*Hours Theory: 300*

*2-Year Program*

## 10. Criminal Justice

### Program Goal

Criminal Justice is a broad-based career exploration program intended to give students skills, knowledge and occupational opportunities in the field.

### Curriculum

Through a blending of rigorous academics with a strong hands-on component, students gain insight into what it takes to be successful in the criminal justice field. In addition, the program includes the study of civil and criminal law providing a strong foundation for entry into the security field or for advanced training at a police academy or college. Several certifications are available such as, NYS Security Guard, CPR/AED, First Aid and others through the Department of Justice, Homeland Security and OSHA.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## 11. Culinary Arts

### Program Goal

The Culinary Arts program is focused on preparing all students to meet the challenges of employment and/or continuing their education in the culinary field.

### Curriculum

In this two-year program, practical experience is gained in both the classroom and fully equipped commercial-style kitchens. Guest speakers from local businesses and food-related careers are also invited to speak with students. The Culinary Arts Program is a member of the New York State Restaurant Association (NYSRA) Educational Foundation ProStart Program. This program provides students the work experience and classroom learning they need to succeed in restaurant/food service

careers. Students will have the opportunity to earn their ServSafe Managers certification which is a 5-year certificate.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## 12. Diesel Technology (FLTCC only)

### Program Goal

The Diesel Technology Program provides training in the skills needed for entry-level employment in the agricultural, industrial and commercial vehicle industries.

### Curriculum

Students learn to operate, service and maintain all types of gasoline and diesel engines, including hydraulics, electrical/fuel systems and power trains. Students develop skills in welding, machining, troubleshooting, and repair of vehicles and agricultural machinery. Through hands-on application students will experience working in a well-equipped modern facility. Training in welding, machining, diagnostics and vehicle maintenance is covered. If appropriate, a student will also have the opportunity to prepare for a New York State Commercial Driver's License (CDL Class B).

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## 13. Education Professions

### Program Goal

Students enrolled in the Education Professions program will be immersed into a culture that expands their knowledge and experience of the many varied career opportunities available in the field of education.

### Curriculum

Students will create age-appropriate lesson plans and interact with young children in the center's community-based, on-site preschool. Students will also intern in off-site work-based learning experiences in their specific fields of interest. Eligible seniors may apply for Level I NYS Teacher Assistant Certification. Both juniors and seniors have the opportunity to earn college credit through Finger Lakes Community College (FLCC) and Monroe Community College (MCC).

**Certifications:** CPR/Infant, Child, Adult, AED, First Aid, Mandated Child Abuse Reporting.

*Practical Hands on Hours: 518*

*Hours Theory: 352*

*2-Year Program*

## 14. Electrical Trades

### Program Goal

The purpose of the Electrical Trades program is to prepare students for entry-level employment in the various electrical trades.

## Curriculum

Throughout the program, students gain daily practical experience working with residential, commercial and industrial wiring. In addition, the students will have the opportunity to become a Network Cabling Specialist. Students explore renewable energy technologies. The Electrical Trades program has received national certification through the National Center for Construction Education and Research (NCCER).

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## 15. Emergency Medical Services Academy (FLTCC only)

### Program Goal

Student will experience a wide variety of situations that will allow them to see and experience the value of pre-hospital care in increasing the survival rate of people involved in trauma and suddenly occurring medical situations. The academy is designed to prepare students for Certified First Responder (CFR) certification in the first year. Second year students successfully completing this program the two-year sequences are able to take the New York State Emergency Medical Technician (EMT) practical skills exam. Passing the skills exam makes the student eligible to take the New York State written certification examination. Seniors interested in attending one year for EMT training only shall be reviewed on an individual basis to determine the likelihood of success in the EMT program.

### Curriculum

This program is a one- or two-year program that focuses on the skills required for certification in the field of emergency health care/ pre-Hospital care. In addition, Students will participate in a 10-hour clinical experiences with a NYS certified ambulance service or at a hospital's Emergency Department or a combination of both. Our academic and EMT Instructors will work collaboratively following the New York State Learning Standards requirements to ensure students receive core academic credits in English Language Arts and Science.

In collaboration with the **Finger Lakes Regional Emergency Medical Service Council** this program presents the National Emergency Medical Services Education Standards for Certified First Responders (CFR) / Emergency Medical Technicians (EMT). It consists of modules that are based on the National Scope of Practice. Course content will introduce basic life support concepts, basic training to the professional rescuer who arrives first on the scene of a medical emergency, knowledge and skills to the prospective Emergency Medical Technician. The New York State Emergency Medical Technicians (EMT) / Assistant Emergency Medical Technicians (AEMT), Basic Life Support Protocols are introduced to the prospective student and practiced during lab sessions throughout the course. Certified First Responder (CFR) / Emergency Medical Technicians (EMT) are trained to care for patients at the scene of an accident and while transporting patients by ambulance to the hospital. Emergency Medical Technicians (EMT) have the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies.

Multiple additional certifications are offered in this program including certification in First Aid, Blood Borne Pathogens, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillation (AED).

## 16. Health Professions (FLTCC)

### Program Goal

Completion of the Health Professions curriculum provides the student with a solid foundation for pursuing postsecondary study in health professions and the opportunity to obtain employment as a certified Nursing Assistant (NA).

### Curriculum

The Health Professions program is a two-year program focusing the first year on the New York State Education Department (NYSED) Health Occupations Education Core, which is the foundation course containing knowledge and competencies common to all health career fields. Students successfully completing this core curriculum take part in clinical rotations and field experiences their senior year that provides the training requirements needed to obtain NYS Nurse Assistants certification. All seniors that meet NYS eligibility requirements sit for the NYS Nurse Assistant Exam the end of their senior year.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## 17. Health Dimensions (WTCC)

### Program Goal

Health Dimensions provides the basic knowledge and competencies considered common to careers in the health field as well as preparing to meet competencies for Certified Nurse Assistant.

### Curriculum

Students will explore many areas of employment through discussion, field trips and hands-on experiences before choosing a specialized course of study. Students take part in summer clinical experience that provides the additional training and education requirements needed to sit for the NYS Nurse Assistants Exam and may include exploration of, and exposure to additional health related careers.

*Practical Hands on Hours: 305*

*Hours Theory: 130*

*1-Year Program*

## 18. Graphic Media Production (FLTCC)

### Program Goal

The Graphic Media Production Program teaches to the Macintosh Operating System national skills standard and includes software instruction in Adobe Photoshop, Illustrator, InDesign, Dreamweaver and Flash.

### Curriculum

This program provides instruction in design, layout and the reproduction of artwork in advertising. Both hand and computer illustration skills are developed. At the end of each year, every student will have completed a creative portfolio for use during employment searches and the post-secondary application process. This course of study provides students with the basic technological skills necessary for careers in this growing industry. It's exciting, it's challenging, and it's fun.

Graphic Media Production (FLTCC) cont...

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## **19. Power Mechanics (WTCC ONLY)**

### **Program Goal**

In Power Mechanics, students learn the maintenance and repair of diesel and gasoline vehicles, farm machinery, earth-moving equipment and small power equipment used in agriculture, conservation and landscaping. Basic skills are developed in welding/fabrication and troubleshooting.

*Practical Hands on Hours: 609*

*Hours Theory: 261*

*2-Year Program*

## **20. Network Technician (A.M. WTCC only)**

### **Program Goal**

In the Network Technician Program students acquire the hands-on technical expertise to become valuable IT professionals.

### **Curriculum**

In addition to the practical experience, students prepare for industry standard certification exams. Students study computer hardware, operating systems, servers and networking. The highest performing students will have the opportunity to put their knowledge to work in exciting internship opportunities at local companies.

*Practical Hands on Hours: 305*

*Hours Theory: 130*

*1-Year Program*

## **21. Academic Classes**

Credit bearing courses required for a New York State Diploma are offered at the FLTCC & WTCC. Third year non-regents level math and science along with English 12 can be provided to those students who cannot fit this coursework into their home school based on NYS Program Approval of academic integration in specific CTE programs.

## **#106.xxx – Cross-Contracted Services**

Students wishing to learn a trade not currently available at either tech/career center may, upon request, be placed in specialized programs in neighboring BOCES.

**Cost:** Varies

## #108.000 – New Vision Programs

### 1. New Vision Health Therapy Sciences (FLTCC)

#### Program Goal

Exercise Science is becoming one of the fastest growing college majors and occupational area in the health and medical industry. Both theory and hands-on experience are introduced in this exciting program. The Health Therapy Science Program is designed to provide high school seniors the opportunity to intensely investigate future college and professional career options within the fields of health, exercise science, and kinesiology.

#### Curriculum

A one-year program that follows the New Vision Model by offering student mentored based shadowing experiences at local hospitals, colleges and medical profession offices and introduces students to all aspects of Exercise Science including anatomy, especially the musculoskeletal system; fitness and flexibility; nutrition and weight management; safety, injuries, and injury prevention; cardiorespiratory endurance; exercise physiology; medical terminology; applied kinesiology (the study of human movement); and resistance and cardiorespiratory training programs/progressions. The New Vision Exercise Program is designed to prepare students for a wide variety of college majors related to health, physical activity, and sport. The program also serves as a stepping stone to further education in high demand medical careers.

This is a broad-based professional curriculum that will target student development of the knowledge and skills of a wide range of career options within the health, sports, and exercise science fields. Additionally, this program will give students a foundation of basic skills required for workplace situations and is uniquely suited to help students build skills related to communications, decision making, time management and relationship building, among others.

Students will study and experience academics in an environment that uses an interdisciplinary approach to English Language Arts, Math, Science and Technology. Secondary English, Science, and Physical Education credits will be offered through an integrated model with FLTCC academic staff and the program instructor providing the instruction. Post-secondary dual credit agreement with Finger Lakes Community College will give students a head start on their college studies.

*Practical Hands on Hours: 210*

*Hours Theory: 240*

*1 Year Program*

#### Curricular Areas to be Covered

Human Anatomy and Physiology  
Neuroscience  
Exercise Techniques  
Biomechanics  
Neuromuscular Control  
Fitness Safety

Biomechanics / Kinesiology  
Medical Terminology  
CPR / First Aid / AED Certification  
Therapeutic Rehabilitation  
Nutrition  
Exercise Physiology

#### Admission Requirements

1. Completed application
2. Personal essay based on one of the topics listed on the application

3. Transcript forwarded to Finger Lakes Technical and Career Center (FLTCC)
4. Recommended by your high school counselor (enclosed)
5. One teacher of your choosing complete and return a recommendation form.

## 2. New Vision Medical Careers (FLTCC)

### Program Goal

The New Vision Medical program’s goal is to provide an interdisciplinary and experiential learning opportunity to high school seniors interested in pursuing health careers. The classroom is located on the Geneva General Hospital campus allowing students to **explore a full array of medical careers** while gaining **150 hours of clinical experience** and **nine college credits** (ENG101, ENG103, and SSC205).

### Curriculum

Students master **clinical competencies** useful in a wide-range of careers that enable them to interact with patients and medical staff while on **24 clinical rotation sites**. Rotation sites are arranged in 4, 6-week blocks of analogous units; **Diagnostic, Acute Care, Life Stages, and Surgical** to enhance students’ understanding of patient/resident care, increase retention of clinical knowledge, and master system-based practices. **Computer Based Learning modules** introduce students to specific principles (i.e. call lights, rapid response, Accu-Chek, moderate sedation) and medical-surgical disorders of human organ systems (i.e. stroke risk factors and assessment, dementia, pneumonia, sepsis, COPD) they are likely to observe in each block. **Directed Experience** outlines for each rotation site provides a guide for students to be proactive and places them in charge of their own learning. The **interdisciplinary classroom** approach allows students to study English, government, economics and health sciences simultaneously and apply this practice-based learning in a multidisciplinary professional environment.

*Practical Hands on Hours 240*

*Hours Theory: 170*

*1-Year Program*

### Curricular Areas

Medical Ethics	GDP/Economics
Medical Terminology	Stewardship
AHA BLS & AED	Money Management
College Application	Human Anatomy
Evidence Based Writing	Disease Processes
Healthcare Reform	Socioeconomic Issues
Preventive Health	Current Events
The Art of Medicine	Case Studies
Grand Rounds	
Critical Thinking, Reading and Writing	

### Admission Requirements

1. Completed application
2. Personal essay based on one of the topics listed on the application
3. Transcript forwarded to Finger Lakes Technical and Career Center (FLTCC)
4. Recommended by your high school counselor (enclosed)
5. One teacher of your choosing complete and return a recommendation form

### 3. New Vision Medical Careers (WTCC)

#### Program Goal

The New Vision Medical Careers program is an intensive clinical shadowing experience in 20 plus hospital acute care and geriatric units; working with Physicians, Nurses, Physician Assistants, Nurse Practitioners, Clinical Unit Technicians, Dietitians, Respiratory, Physical, Occupational and Speech Therapists, Clinical Laboratory Scientists – Medical Technologists, Midwives, Radiologists and Medical Imaging Professionals. The goal of this one-year, academically intensive program is to learn university human anatomy and physiology, develop critical thinking skills by creating case studies, perform laboratories and learn the scientific method applied to clinical practice in multiple disciplines. The college preparatory program prepares students in rigorous time-management, technology and computer applications skills while exploring the depths of clinical careers by observation and hands-on experiences.

#### Curriculum

Students work as hospital team members – volunteers observing and helping in the acute care setting, at Newark-Wayne Community Hospital as part of the Rochester General Hospital Health System. Students are American Heart Association Hospital BLS (Basic Life Support) CPR /AED and First Aid certified during the school year. High school seniors take college-level human anatomy and physiology (FLCC Bio 101), blended with clinical research and case studies preparation. Students take college-level English Composition (FLCC 101/103) to develop exception writing skills. Clinical Mentoring, Clinical Dialog and Junior College-level/Workplace - Medical Terminology is supplemented with required literature readings detailing the thinking of clinical professionals, such as nurses, neurosurgeons, surgeons, microbiologists, and many other disciplines and clinical situations. Students not choosing the college pathway receive high school credit. Students develop clinical packets documenting observed and actual hands-on activities in the clinical units, writing journals linked to A&P, clinical procedures, and critical clinical thinking questions validated by working clinical staff member's evaluations.

*Practical Hands on Hours 240*

*Hours Theory: 170*

*1-Year Program*

#### Admissions

Students apply to the New Vision Medical program during their junior year. Program requisites include:

- Three years of Regent's Math, Science, English and Social Studies
- Completion of a New Vision Medical application including well-written short answer questions and recommendations from a high school counselor and a science and English teacher.

### 4. New Vision Nursing (WTCC)

#### Program Goal

The New Vision Nursing Sciences program provides a blended academic and career education, aimed at high school seniors with an interest in the nursing profession. This placement provides high school seniors with the opportunity to explore the nursing profession within an interdisciplinary environment to gain insight into the role of nursing in healthcare. Students in the program develop the skills and knowledge needed for the rapidly growing healthcare industry.

## Curriculum

Students will learn in a hospital setting, Newark-Wayne Community Hospital, alongside nurses, nurse practitioners, physicians, physician's assistants and other member of the healthcare team. High school credits are earned in English 12 and Science. The opportunity to earn college credits for Human Anatomy and Physiology, and English are available.

*Practical Hands on Hours 305*

*Hours Theory: 130*

*1-Year Program*

## Admissions

Students apply to the New Vision Nursing Sciences program during their junior year. Program requisites include:

- Three years of Regent's Math, Science, English and Social Studies
- Completion of a New Vision Nursing Sciences application including well-written short answer questions and recommendations from a high school counselor and a science and English teacher.

## Clinical Experiences

- Emergency Department
- Respiratory Therapy
- Telemetry
- Medical-Surgical
- Cardiac Rehabilitation
- Endoscopy/Infusion Center
- Intensive Care Unit (ICU)
- Psychiatric Unit
- Post-Anesthesia Care Unit (PACU)
- Pharmacy
- Women's Care Center (maternal/child health)

## 5. New Vision Veterinary Assistant (WTCC)

### Program Goal

The New Vision Veterinary Assistant program is designed to provide high school seniors the opportunity to intensely investigate future college and professional career pathways within the field of Veterinary Science. Both theory and hands-on experiences are introduced in the Veterinary Assistant program. New Vision Veterinary Assistant program students may earn certification as a Veterinary Assistant.

### Curriculum

An approved program by the National Association of Veterinary Technicians Association (NAVTA), this one-year program follows the New Vision Model by offering student mentored internships at local veterinary offices, humane societies and area farms. The program also introduces students to all aspects of Veterinary Science including: office and hospital procedures, communication and client relations, vaccinations, examination room procedures, surgical preparation and assisting. The New Vision Veterinary Assistant program is designed to prepare students for a wide variety of careers related to Veterinary Science. Veterinary Technicians are employed by animal shelters, aquariums, boarding kennels, humane societies and animal rescue shelters, pharmaceutical companies, research facilities at universities, veterinary hospitals, wildlife sanctuaries and zoos. (source:<http://www.collegesanddegrees.com/programs/veterinary-technician/job-outlook>)

This is a broad-based professional curriculum that will target student development of the knowledge and skills of a wide range of career options within the Veterinary Science field. Additionally, this program will give students a foundation of basic skills required for workplace situations and is uniquely suited to help students build skills related to communication, decision making, time management and relationship building, among others.

Students will study and experience academics in an environment that uses an interdisciplinary approach to English Language Arts, Math, Science and Technology. Post-secondary dual credit agreements with SUNY Morrisville and Finger Lakes Community College (Eng. 101/103 and Bio 101) will give students a head start on their college studies.

*Practical Hands on Hours 225*

*Hours Theory: 225*

*1-Year Program*

**Contact:**

Adam Smith, School Counselor at WTCC  
(315) 589-2605 or [adam.smith@wflboces.org](mailto:adam.smith@wflboces.org)

Cristi Kuhn, School Counselor at FLTCC  
(585) 526-6414 or [cristi.kuhn@wflboces.org](mailto:cristi.kuhn@wflboces.org)

## Special Education – 200

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Special Education programs are provided for students with disabilities, including those who need social, functional, communication, and physical skills development in addition to specific learning strategies. A six-week summer school program is provided for students whose Individualized Education Program (IEP) requires a 12-month school year.

Related services are provided for students in these programs by occupational therapists, physical therapists, adaptive physical education instructors, psychologists, social workers, counselors, speech/language therapists, instructors of the visually impaired, and assistive technology specialists. Descriptions of these positions may be found at the end of this section. Costs for them are variable.

Additionally, a Least Restrictive Environment (LRE) support service for schools is available. See Instructional Support section, #521.000.

BOCES will accept special education students from a constituent district if BOCES can provide a safe education environment for the student, other students and staff within the initial service and cost limits set by the constituent district. Such students' daily interaction with their peers and with BOCES staff makes the students an integral part of BOCES programs. Therefore, BOCES reserves the right to inform a constituent district if problems with a student's education placement arise and to be involved in subsequent decisions (such as CSE meetings, impartial hearings, etc.) regarding the student's placement that may affect BOCES. BOCES also reserves the right to modify the supports it provides to a student (without a change in his or her educational placement) at the constituent district's expense.

**Contact:** Erin Fairben, Assistant Superintendent, P16  
(315) 332-7366 or [Erin.Fairben@wflboces.org](mailto:Erin.Fairben@wflboces.org)

Justin DeMartin, Executive Principal of P16 Instruction  
(315) 332-7553 or [Justin.DeMartin@wflboces.org](mailto:Justin.DeMartin@wflboces.org)

Kristen Marchiole, Administrator of Special Education  
315-332-7366 or [Kristen.Marchiole@wflboces.org](mailto:Kristen.Marchiole@wflboces.org)

**NO BOCES AID:** There is **no BOCES aid** on Special Education services.

## **#202.200 – Transition Class 15:1:1 (Career Creations)**

### **High School 18-21 yr. olds**

This full or half-day program is designed to meet the needs of students, ages 18-21 with mild to moderate cognitive abilities who are eligible to attend school until the age of 21. Students should complete 4 years of high school prior to entering. Instruction is provided in the four Core content areas. There is a strong focus on development of employment skills. In addition, emphasis is placed on social, self-care, communication and transition goals.

**Cost:** Tuition could fluctuate based on enrollment

## **#213.000 – Social Skills Development (Emotionally Disabled)**

These classes are provided for students with mild retardation to gifted ability who are unable to succeed in home school district programs because of unmet behavioral management needs. Instruction is two-sided, enabling the students to learn academic skills as rapidly as possible, as well as those skills needed to work and live with other people. It is hoped that students will ultimately be able to return to their home districts for instruction.

**Cost:** Per student, per week

## **#232.000 – Functional Skills Development 1:12 + (3:1) (Multiply Disabled)**

This program provides instruction for students with multiple disabilities. The students function cognitively within a severe to profound range developmentally. Students in this program need moderate to maximum support to meet a range of management needs. Many of these students have severe physical disabilities and some have a history of medical issues (i.e. seizure disorders, cerebral palsy, developmental syndromes, etc.). The program is individualized with emphasis on functional self-care skills, sensory and environmental awareness experiences, physical and muscular development, language and communication and pre-vocational training. Related service staff, teachers and paraprofessionals work closely together to provide an integrated program that meets the student needs in all areas.

**Cost:** Per student, per week

## **#242.000 – Appropriate Social, Behavioral and Communication Skills Program 6:1:2 (Autistic, Pervasive Development Disorder, Multiple Disabilities)**

By providing a supportive, structured teaching environment, students are given individualized opportunities to learn and grow independently.

This program meets the needs of students who are experiencing great difficulty in the areas of pragmatic language and communication, social awareness, social interactions, academic learning and behavior management. This program serves students who are at or below grade level standards as well as those with more significant developmental disabilities.

These students struggle in many areas. They may be withdrawn, impulsive, self-abusive, aggressive or lacking in social skills. They have moderate to normal physical development and moderate to severe management needs. These students tend to have unique characteristics and learning styles that make it difficult for them to meet with success in a more traditional setting. However, there is a strong emphasis on working with districts to provide transition services and consultant support for students who demonstrate readiness to return to their home schools.

**Cost:** Per student, per week

### **#252.000 – Communication and Physical Mobility Development 1:6:1**

This program is designed to meet the complex educational needs of students with physical/orthopedic disabilities and/or other health impairments. The program serves students who are at or below grade level standards as well as those with more significant developmental disabilities. The students require varying degrees of physical assistance/intervention to meet their total management needs. There is a strong emphasis on meeting the academic and related services needs of students with a wide range of learning styles and abilities. There is a focus on increasing independent communication skills and the students are provided individualized teaching strategies and therapy in the areas of augmentative and assistive technology.

Related service staff, teachers and paraprofessionals work closely together to create an integrated program that provides a supportive, individualized, multi-sensory teaching environment. There is a strong emphasis on working with districts to provide transition services and consultant support for students who demonstrate the readiness to return to their home school district.

**Cost:** Per student, per week

### **#262.000 – Academic, Communication and Career Development Program (ACCD) (Formerly known as CSD (202) and FSD (222) at NEC)**

This is an academic, communication and career development program for K-12 students designed to provide instruction and services for students with speech and language delays, mild to moderate cognitive delays and/or learning disabilities. This program will serve students across a spectrum of disabilities. Instruction is differentiated and individualized to meet the needs of all students. Some will participate in Regents level courses to attain a local diploma, as well as students who may work to achieve the NYSSA Skills and Achievement Credential and the CDOs Skills Credential. Opportunities

for mainstreaming will be available, as appropriate. Instruction will be provided by team of special education teachers, speech therapists, teaching assistants and related service staff. Groupings of students will be individualized with strong emphasis on academic and pragmatic language and Social skills. K-8 group speech is provided as part of program, K-8 individual and 9-12 individual and group is billed per student IEP. All classes are 12:1:1 grades K-12 (up to age 21)

**Cost:** Per student, per week

**The following specialized Special Education services are related to the general education of children with disabilities. Students assigned to special education classes as described on the preceding pages may also require support from professionals in these areas.**

**Contact:** Erin Fairben, Assistant Superintendent of P16  
(315) 332-7366 or [Erin.Fairben@wflboces.org](mailto:Erin.Fairben@wflboces.org)

### **#xxx.020 – Occupational Therapy and/or** **#xxx.030 – Physical Therapy**

Occupational and physical therapists provide direct therapy, consultation, evaluations and screenings. Direct service may consist of individual or group sessions. A prescription by a physician may be required. Therapists also collaborate with classroom teachers, other staff members, parents and each other to design activities that may be implemented within the school, home and community.

**Cost:** 020-OT - Per hour, one hour per week (40 weeks)  
030-PT - Per hour, one hour per week (40 weeks)

**Contact:** Molly Campbell-Ellis, Coordinator OT/PT  
(315) 332-7315 or [Molly.Ellis@wflboces.org](mailto:Molly.Ellis@wflboces.org)

### **Assistive Technology Services (pending service requests)**

Assistive technology consultant services are available through direct billing. Assistive technology consultant evaluations are available through Clinical Support Services funds for districts belonging to CSS and through direct billing for others. **(Go to #324.000 – Clinical Support Services)** Assistive technology consultants are available to provide the following services:

- District/program need and resource assessment
- Individual student technology screening, evaluation, consultation/service delivery

- Professional staff development on topics related to assistive technology and universal design for learning
- Classroom/team/parent consultations
- Technical assistance in providing instructional materials in alternate formats
- Device loan, based on availability and technical support

**Cost:** Per hour

**Contact:** Eileen Frum, (315) 332-7477 or [Eileen.Frum@wflboces.org](mailto:Eileen.Frum@wflboces.org)  
Molly Campbell-Ellis, (315) 332-7315 or [Molly.Ellis@wflboces.org](mailto:Molly.Ellis@wflboces.org)

### **#xxx.041 – Adaptive Physical Education**

This is a developmental program of activities which enables children with a wide variety of disabilities to improve motor skills and perception. A.P.E. instruction is given individually or to groups of children at a frequency determined by the Committee for Special Education (C.S.E.).

**Cost:** Per hour, one hour per week (40 weeks)

### **#xxx.042 – Speech Therapy**

Certified speech therapists and/or speech pathologists provide direct instruction to students with communication deficiencies such as language delays, voice impairments and unintelligible speech. As with other related services, the frequency of sessions is determined by the local C.S.E.

**Cost:** Per hour, one hour per week (40 weeks)

### **#xxx.043 – Psychological Counseling**

Improvement of communications and interactions between students and family or school personnel is the focus of the scheduled counseling sessions provided by a school psychologist/counselor/social worker. Students are assisted with situations and conditions that are interfering with the educational process.

**Cost:** Per hour, one hour per week (40 weeks)

### **#xxx.044 – 1:1 Teacher Assistant or Licensed Practical Nurse**

**Cost:** Teacher Assistant, Licensed Practical Nurse

## #xxx.045 – Instructor for Visually Impaired

Students, whose visual impairment adversely affects their educational performance are provided evaluation, instruction and support by a certified teacher. Consultations and material preparation is

also provided as indicate on the IEP. As with other services, the frequency of vision services is determined by the local CSE.

**Cost:** Per hour, one hour per week (40 weeks)

## Summer School

Summer school programs are available where students' social/emotional/instructional needs require a 12-month program, as determined by the local CSE.

**Cost:** Per Student/Season  
**Special billing procedures apply to summer school.**

## **Itinerant Services – 300**

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Itinerant Services are provided by BOCES staff who are shared by two or more districts, usually on a Full-Time Equivalent (FTE) basis. This arrangement enables component districts to increase their offerings without adding full-time positions. They are directly billed to the sharing districts. Other services of a support nature are also included in this category. (BOCES aid is unavailable for support positions and services that are otherwise aided.)

An initial offering of specific personnel is based on assumptions about final requests for the coming year. However, requests for Itinerant Services can occur throughout the year and need not be restricted to the positions on the initial list. Once requested an Itinerant Service is a commitment for the entire school year. Subject and special areas in which itinerant teachers generally are found are listed below. (These are only a few of the subject and special areas that may be shared. Please contact Michele Sullivan for a complete listing.)

**#316.000 School Food Services Supervisor**  
**#320.000 Public Relations Coordinator**  
**#325.000 Home Economics Instructor**  
**#347.000 School Social Worker**

**#350.000 Pupil Personnel Coordinator**  
**#355.000 School-to-Career Coordinator**  
**#356.000 Shared Business Official**  
**#364.000 Shared Transportation Supervisor**  
**#369.000 Shared Librarian**

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day.  
All benefits are aided.

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**#301.000 Speech Improvement**  
**#304.000 Occupational Therapist**  
**#317.000 ENL**  
**#311.000 Physical Therapist**  
**#319.000 Visually Impaired Instructor**

**NO BOCES AID:** There is **no BOCES aid** on these services.

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### **#312.000 School Psychologist**

**BOCES AID:** Service to handicapped students is not BOCES aidable.  
**(Aided for non-handicapped students only)**

**Cost:** Variable, according to FTE requested and salaries.

**Contact:** Michele Sullivan, Director of Shared Management Services  
(315) 332-7247 or [michele.sullivan@wflboces.org](mailto:michele.sullivan@wflboces.org)

## #324.000 – Clinical Support Services

This unique service provides individualized diagnostic evaluations and consultations by a variety of medical and education professionals including, but not limited to:

- Psychiatric
- Psychological
- Psycho-Educational
- Audiological
- Speech/Language
- W-FL BOCES Assistive Technology Evaluations

**BOCES AID:** Service to handicapped students is not BOCES aidable.  
**(Aided for non-handicapped students only)**

**Cost:** Per past service use

**Note:** *Operational costs are paid through a percentage of each district's contribution to the service. BOCES aid available for non-classified students.*

## Autism Diagnostic Observation Schedule (ADOS)

This is a semi-structured, standardized assessment of communication and social interaction skills of individuals from 3 to 21 years of age. The standard activities of the assessment allow for the observation of behaviors that have been identified as important in the diagnosis of Autism Spectrum Disorders.

**Cost:** Per district

**Contact:** Mary Fabrizio, Coordinator, Clinical Support Services  
(315) 332-7533 or [mary.fabrizio@wflboces.org](mailto:mary.fabrizio@wflboces.org)

## Person Centered Planning

Facilitation provided for Circles of Support for individuals preparing to transition out of the public school system. Circles meet as needed to develop on-going action plans addressing the student's home, school, community, and employment needs.

**Cost:** Per district

**Contact:** Mary Fabrizio, Coordinator, Clinical Support Services  
(315) 332-7533 or [mary.fabrizio@wflboces.org](mailto:mary.fabrizio@wflboces.org)

## Direct Instruction – 400

Specialized programs are provided for identified groups of students such as members of academic teams, technical/career students, gifted and talented, college-bound, youth-at-risk, peer mediators and students serving on student councils. These programs are provided on a collaborative basis for districts that may not have enough students to justify additional staff or expenditures.

### ARTS-IN-EDUCATION #402.000, #402.001

#### #402.000 – Regional Arts-In-Education Coordination/Core

This group of services provides a comprehensive and coordinated program allowing participating districts to receive aid on monies they expend for activities designed to integrate the arts into education, thus helping students meet the New York State Standards for the Arts. The Arts in Education CO-SER is unlike others for two reasons: 1) The sharing requirement is met through participation in the Core and 2) Activities that are single-district in nature can be aidable. The Core Program supports the Arts-In-Education coordinator's position and provides the following services:

- Coordination of scheduling (upon request), contracting and payment to any performances, theaters, authors and institutions to insure state aid on all Arts-In-Education activities
- Technical assistance and support for local Arts-In-Education program planning and implementation
- An advisory council composed of school district representatives, regional artists and art councils
- Arts Experiences tracking reports
- Visiting authors booked to speak at home schools
- Evaluation of the Arts-In-Education programs used by districts
- Assistance in seeking supplementary funds through grant writing to provide specialized offerings and concentrated local program development
- Representation in regional Arts-in-Education forums

**Cost:** Core

**Contact:** Mary Harvey, Enrichment Coordinator  
(315) 332-7265 or [Mary.Harvey@edutech.org](mailto:Mary.Harvey@edutech.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. **Must participate in CORE to be aided.**

#### #402.001 – Arts-in-Education Programs/Monies on Account

Districts purchasing BOCES Arts-in-Education Core may designate monies for in-school enrichment programs and admission tickets/visits to cultural organizations when coordinated as school field trips.

**Cost:** Per district, varies

**Contact:** Mary Harvey, Enrichment Coordinator  
(315) 332-7265 or [Mary.Harvey@edutech.org](mailto:Mary.Harvey@edutech.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## **#402.002 – Merry-Go-Round Sequential Dramatics Program (MGR)**

The Sequential Dramatics Program is provided by The Merry-Go-Round Youth Theatre. Productions are chosen that complement the subject matter students' study in each grade, and thus go hand-in-hand with curriculum. By visiting each classroom before the performance, the actors are able to explore, the content and production material for the show, in detail, as well as the related academic material. The goal of these **workshops** is to prepare students to thoughtfully and actively view the play. Often, the inclusion of visual aids, such as pictures, props, and costumes from the performance, or having students act out parts from the show or imitate characters they will meet, helps the actors engage all of the students.

Carefully constructed **study guides** containing both pre and post-performance activities and areas of study, are sent to each classroom teacher. Working together as partners, the MGR staff and teachers can meet many of the Learning Standards for The Arts, as well as support English Language Arts, Science, and Social Studies, as outlined by the New York State Education Department.

Under certain conditions, "Merry-Go-Round Playhouse" can provide considerable program subsidies.

**Dates:** As scheduled by district personnel

**Location:** Your building(s)

**Cost:** Tailored to individual district needs + 12% aidable service charge

**Contact:** Mary Harvey, Enrichment Coordinator  
(315) 332-7265 or [Mary.Harvey@edutech.org](mailto:Mary.Harvey@edutech.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## **GIFTED AND TALENTED #404.000, #404.020/030, #404.070**

### **#404.000 – Project ADEPT Core - A Diversified Enrichment Program for the Talented**

Enrichment opportunities often stop after elementary school leaving highly able students in need of opportunities to explore content in-depth, expand their career understanding and interact with their peers. Project ADEPT can answer that need.

Enrichment opportunities are provided with recognized experts in appropriate facilities throughout the Finger Lakes region. All programs are Standards-based, with the goal of touching upon all the standard areas in a given year. New programs are added each year. Some popular offerings include but not limited to:

- Forensics in the Classroom
- Environmental Science Series
- Wayne-Finger Lakes Middle School Mathalon
- Rocketry
- Mock Trials
- Digitarium – The Science of Mythology
- Experimental Science Series

**Cost:** Core - plus the cost of workshop per student/district  
Non-Core – 12% addition to cost of workshop per student/district

**Contact:** Mary Harvey, Enrichment Coordinator  
(315) 332-7265 or [Mary.Harvey@edutech.org](mailto:Mary.Harvey@edutech.org)

**Note:** Registration flyers will be sent with workshop description brochures throughout the year. You will be able to indicate number of students per level (high school, middle, elementary) in these flyers.

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

### **#404.070 – Curtain Call (formerly Summer Musical Theater Arts)**

This four-week program provided by Lyons Community Players is offered to students in grades 5-12 to build a broad competency base in drama, dance and vocal music. Students will be divided into three groups: grades 5-7, 8-9 and 10-12. Each group will receive daily, specialized instruction in each discipline from recognized regional experts and/or visiting professional artists.

**Dates:** Start Date TBD (Mon. – Thurs.) July (Excluding July 4<sup>th</sup>)

**Location:** Lyons High School

**Cost:** Per district request + 12% aidable service charge

**Contact:** Mary Harvey, Enrichment Coordinator  
(315) 332-7265 or [Mary.Harvey@edutech.org](mailto:Mary.Harvey@edutech.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

### **#408.000 – Incarcerated Youth Program**

This program offers remediation, grade level instruction and preparation for the TASC exam and career counseling to school-age youth incarcerated in county correctional facilities. Classes are conducted five days a week, three hours per day on a year-round basis. Located at County Correctional Facilities in Ontario, Seneca, Wayne and Yates Counties, it is administered by the Office of Continuing Education through agreements with local school districts.

**Cost:** Per district (Special categorical state aid is available only to the four districts which have jails.)

**Contact:** Gregory Maine, Principal of Special Programs  
(315) 332-7379 or [Gregory.Maine@wflboces.org](mailto:Gregory.Maine@wflboces.org)

### **#425.00 – Wayne-Finger Lakes Pathways in Technology Early College High School (P-TECH)**

**Program Goal:**

The W-FL Pathways in Technology Early College High School (P-TECH) connects high school, college, and the world of work through partnerships with Finger Lakes Community College (FLCC) and regional industries. The school is open to incoming ninth-graders who are eager to learn and apply essential skills and knowledge necessary to earn both high school and college degrees. The goal for our diverse student population is completion of a Regents diploma and an FLCC associate's degree within four to six-years.

**Curriculum:**

The school provides an education that includes both high school and college-level, credit-bearing coursework allowing students to choose their own “pathways” to high-skill jobs. W-FL P-TECH serves students willing to commit themselves to a rigorous academic and career-readiness curriculum. On a daily basis, students are actively involved in the 4 Cs of 21st century learning– Communication, Collaboration, Creativity, and Critical Thinking. In addition to Regents level curriculum, college level curriculum centers on three career clusters — Information Technology, Instrumentation and Control Technologies, and Mechanical Technologies. Through enrollment at FLCC, students can earn one of

these three associate's degrees at no cost to their families and will be highly-considered for jobs with regional industries when they graduate.

**Contact:** Erin Fairben, Assistant Superintendent of P16  
(315) 332-7366 or [Erin.Fairben@wflboces.org](mailto:Erin.Fairben@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

### **#425.000 – Instructional Suspension Class (ISC)**

ISC is a full-day interim instructional program for students in grades 6-12 who are referred by participating school districts as a result of a disciplinary circumstance. ISC provides academic support (not one-on-one tutoring) outside the traditional school setting. The classroom is a quiet atmosphere for learning with a small teacher-student ratio. Potential students include students in participating districts in grades 6-12 who are being suspended from classes for most offenses.

Home school districts will provide all assignments and instructional material to the ISC instructional staff to ensure the students continue with their academic assignments and have work to complete each day. Students will be transported by their home school on the morning Tech Center bus or be dropped off by a parent/guardian no later than 8:30am. Lunch is available at the site. Dismissal is at 2:43. Students may ride the PM Tech bus to their home district, or a parent may pick them up at Wayne Technical and Career Center (WTCC) or Finger Lakes Technical Career Center (FLTCC).

**Contact:** Erin Fairben, Assistant Superintendent P16  
(315) 332-7366 or [Erin.Fairben@wflboces.org](mailto:Erin.Fairben@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

### **#430.010 – Summer School - Academic**

This program provides for remedial academic programs and enrichment experiences that do not fit into the school year, such as *High School Regents* and *Elementary Enrichment*.

**Cost:** Per seat, variable (Based on staff needed and supplies)

**Contact:** Gregory Maine, Principal of Special Programs  
(315) 332-7379 or [Gregory.Maine@wflboces.org](mailto:Gregory.Maine@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #430.020 – Summer School - Driver Education

Provides a summertime driver education program for students.

**Cost:** Per student, variable (Based on teachers needed and hours)

**Contact:** Gregory Maine, Principal of Special Programs  
(315) 332-7379 or [Gregory.Maine@wflboces.org](mailto:Gregory.Maine@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #433.000 – Academic Programs Off-Site (Tutoring)

This service provides tutoring to any enrolled student who is capable of benefiting from instruction but is unable to attend school and/or is unable to learn in the traditional classroom environment.

**Cost: Billing rate of \$40.00 per hour**

**Contact:** Michele Sullivan, Director of Shared Management Services  
(315) 332-7247 or [michele.sullivan@wflboces.org](mailto:michele.sullivan@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #438.000 – Satellite Academic Programs

W-FL BOCES provides Satellite Academic Programs at host districts to be shared by surrounding school districts. All districts must be components of W-FL BOCES. Sharing the course offerings through BOCES allows a pooling of resources and helps preserve, maintain, or expand curriculum choices for students. BOCES provides coordination for the program, including registration, billing, overall supervision, and evaluation. The following programs have been approved by the New York State Education Department.

### **1. Project Lead the Way**

This program is currently hosted at **Williamson Central School District** and the **Palmyra-Macedon Central School District** to provide academic course offerings in specific concentrations.

- Design and Drawing for Production (DDP)
- Principles of Engineering (POE)
- Digital Electronics (DE)
- Civil Engineering and Architecture (CEA)
- World of Technology
- Construction
- Manufacturing Materials & Processes
- Robotics

**WAYNE - FINGER LAKES**  
Board of Cooperative Educational Services

- Computer Integrated Manufacturing (CIM)
- Biotechnical Engineering (PLTW)
- Engineering Design and Development (PLTW)
- Digital Imaging
- TV & Video Production
- 3D Computer and Design

**2. Alternative High School at Canandaigua Central School District**

This program hosted at the Canandaigua Central School District offers a Regents curriculum where students benefit from an alternative setting, with small class sizes that allow them much interaction with staff and each other. There is a deliberate and strong emphasis on career development and graduates from this program are ready for college and the workforce.

**Contact:** Keith Henry, Assistant Superintendent for Administration  
(315) 332-7428 or [Keith.Henry@wflboces.org](mailto:Keith.Henry@wflboces.org)

**BOCES AID:** All salaries and benefits are aided.

**3. Alternative High School at Gananda Central School District**

This program hosted at the Gananda Central School District provides a small class setting and more individual attention, while taking students' unique qualities, goals and life circumstances into consideration. Dedicated teachers and a program counselor form positive relationships with the students, parents, their families and community health professionals to ensure all the students' needs are being met.

**Contact:** Keith Henry, Assistant Superintendent for Administration  
(315) 332-7428 or [Keith.Henry@wflboces.org](mailto:Keith.Henry@wflboces.org)

**BOCES AID:** All salaries and benefits are aided.

## **Instructional Support - 500**

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Instructional Support encompasses areas of the educational program that enhance the quality of education for students. Included are opportunities for collaborative curriculum development, staff development at all levels and coordination of extensive learning materials and services. This section also provides the planning, technical support and coordination necessary to the integration and use of computers, software and network resources in the various curriculum areas.

### **#502.000 – Home Instruction Coordination**

This service assists school districts in the required responsibilities for students who are instructed at home. The specific responsibilities of BOCES are to:

- Ensure that all home-schooled students adhere to and remain in compliance with Part 100.10 of the New York State Commissioner’s Regulation.
- Coordinate all required communication to parents; mail information packet and response letters, field home school phone inquiries.
- Review and maintain all required Individualized Home Instruction Plans, quarterly reports, and annual assessment testing results.
- Make recommendations to the Superintendent of the home district regarding equivalency of instruction.
- Inform the Superintendent of the home district about any inadequate student progress and/or delinquencies in required reporting.
- Maintain records of all students who are being instructed at home.
- Assist home school parents/guardians in understanding, interpreting, and adhering to the regulations of home instruction.
- Assist school district personnel in understanding and interpreting the regulations of home instruction.

**Cost:** Varies

**Contact:** Michele Sullivan, Director of Facilities and Shared Management Services  
(315) 332-7247 or [Michele.Sullivan@wflboces.org](mailto:Michele.Sullivan@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

### **#505.000 – Media Library**

**Media Library CoSer includes:**

- Student and teacher access to e-books and audio books
- High quality K-12 educational video streaming content

- Training and technical support for setup, access, and use of services

**Cost:** Per student

**Contact:** Katherine Hammill, School Library System Director  
(315) 332-2100 or [Katherine.Hammill@wflboces.org](mailto:Katherine.Hammill@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #507.000 – Imaging Center

### Digital Printing

The Imaging Center integrates digital processing, printing, and finishing technologies in a single area. Users can request production publishing from networked PCs and workstations, as well as on-demand reprints of previously printed jobs. Originals can also be manually scanned. High-quality documents produced from “hard copy” or electronic files are available.

### Posters & Flipcharts

Flyers, drawings, pages of text, etc., can all be made into posters or flip chart pages with this service. The finished products, which range in size from 8½" x 11" to 11" x 17" are appropriate for presentation materials, teaching aids, displays and exhibits.

**Cost:** Quote provided upon request

**Contact:** Shellie Huie, Manager, Imaging Center  
(315) 332-7420 or [Shellie.Huie@wflboces.org](mailto:Shellie.Huie@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. **Supplies and Materials are not aided.**

## #510.xxx – Instructional Computer Support Services

*(See customized EduTech packets sent to school districts under separate cover.)*

This service group includes training, technical support and project coordination as they relate to instruction. There is an Instructional Training Support Umbrella, which allows districts to choose not only workshops on the following pages, but those in EduTech’s Instructional Technology Training Catalog, as well. The umbrella also provides access to various training options. Also found in this group are technical assistance services which are purchasable without the umbrella.

With the exception of the Support Umbrella, its workshops and training options (510-6360-ITS), component school districts should direct all questions related to the following 510's to their Project Coordinators.

**All others may call:** The Genesee Valley/Wayne-Finger Lakes EduTech Director  
315-332-7244

**Note:** All service costs in category #510 that are followed by ♦ include salary and fringe benefits for staff, and the cost center's portion of overhead allocations, as well as expenses related to office space, supplies, equipment, training, travel, and where applicable, service-specific forms and related incidentals.

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #510-6360-NS – Network Support

Network support includes support related to file servers, switches, and hubs, UPSs tape backup, all aspects of network design, research and development and troubleshooting. Also includes: Mandarin and CommServe file servers, Storage Area Network System, and cluster file servers.

**Cost:** ♦ Base Fee + per file server, per switch, router & access point, per tape backup and per RWADA

VMWare is a software suite that allows users to run multiple instances of an operating system on one server; that is VMware allows users to build virtual machines, servers on one physical server. VMware Inc. refers to the physical hardware computer as the host machine and identifies the operating system or virtual appliance running inside a virtual machine as the guest.

**Cost:** ♦ Host Server 1 Base Fee  
Host Server 2 Base Fee  
Host Server 3 Base Fee  
Virtual Center Base Fee  
Storage Area Network (SAN) Base Fee  
VMWare Tape Library  
Video Storage System  
Storage Area Network Installation  
Virtual Center Installation Fee  
Host 1 Installation Fee  
Host 1 Installation Fee

### **Additional Consideration:**

If the district currently subscribes to EduTech's in-district Exchange service (and has an in-district server running those applications) AND they intend to install those applications on the VMWare

configuration service charges for those applications need to be adjusted. Basically, we are “unbundling” the application support from the server/application support fee.

**Cost:** ♦ Base Fee for Exchange application support fee.

### **#510-6360-WS – Workstation Support**

Workstation Support includes support related to workstations, as well as support for network access (Internet, LAN, and Printing), desktop operating system, troubleshooting, research and development and hardware diagnostics.

**Cost:** ♦ Base fee + per workstation (1/2 price for Netbooks & Thin Client)

### **#510-6360-PC – Project Coordination/SAA Support – Required**

Project Coordination provides support for districts with planning, installation, and SAA contract development. It also provides overall project coordination for all EduTech customer activities. Project Coordination is a required service area.

**Cost:** ♦ Base fee + per RWADA + per first 100 workstations

### **#510-6360-IM – Instructional Maintenance**

District Maintenance includes fees assessed by maintenance companies for repair of district equipment.

**Cost:** ♦ Base fee

### **#510-6360-SS – Student Services**

#### **Guidance Services**

The functions include software and technical support to district personnel. Various workstation, networked software and web-based programs are available from Bridges.com. Frontline Group offers one program, Guidance Direct, as a web-based software.

**Cost:** \$549.62 Base Fee + \$329.24 per site fee + annual software license (per product)

**Note:** Software License Fees are also assessed by software companies for use of their software. (Bridges.com and Frontline Group)

### **Integrated Learning Systems**

This area provides additional planning and technical support to district staff specific to the implementation of network software products into curriculum areas such as instructional aids and tools. It also includes software preview, planning and consultative support.

**Cost:** SuccessMaker \$2,670.34 Base fee

**Note:** Software License Fees are also assessed by software companies for use of their software.

### **Common Set of Learning Objectives (CSLO) – Required**

This area is concerned with the development and coordination of the Common Set of Learning Objectives.

**Cost:** ♦ \$3,774.75 Base fee

### **eDoctrina System Support**

eDoctrina is an assessment data program which allows for the creation of paper and online assessments, scanning answer sheets, and data reporting. eDoctrina contains a SLO and RTI tool. OBSerVE is eDoctrina's Teacher Observation Tool.

**Cost:** ♦ \$227.11 Under 1,000 RWADA  
\$340.66 Over 1,000 RWADA

### **Student Evaluation (NWEA MAP)**

**Cost:** ♦ \$56.77 Base Fee

## **#510-6360-NPC - Networking Printing Centers**

### **Network Printing Centers**

This area includes all support necessary to set up and maintain Xerox, Eastern, Ricoh and Toshiba Copiers.

**Cost:** ♦ per workstation Network Printing Center Billing and Technical Support Fee

### **Network Printing Center Maintenance/Leases**

This area covers the maintenance agreements for any Network Printing Center purchased under Xerox, Eastern, Ricoh or Toshiba Maintenance Plans. The Processing Fee is a one-time fee, charged for the first year of the maintenance agreement.

**Cost:** ♦ Processing Fee per workstation (first year only) + annual payment on maintenance/lease determined by agreement with provider.

## #510-6360-MYPA - Multi-Year Purchase Agreement

This area covers all installment purchases made by a district.

**Cost:** ♦ Processing fee, per agreement + annual payment determined by bank.

**Contact:** Kelli Eckdahl, Director, Genesee Valley/Wayne-Finger Lakes EduTech  
(315) 332-7321 or [kelli.eckdahl@edutech.org](mailto:kelli.eckdahl@edutech.org)

## #510-6360-IT - Instructional Training

This area includes training of all EduTech supported software, research and development of new courses, and conference day services. Instructional Training Support is a required service area.

**Cost:** ♦ Base fee + Per Participant Fee

### **Lab Based Training**

Provides training, which develops skills associated with the use of computer software. Training is conducted at one of the two training labs located throughout the region. Full day training, six (6) hours in length, is held primarily during school hours. A workshop catalog is published and distributed on a regional basis three (3) times a year. Participants must reschedule or cancel their workshop registration at least three (3) school days prior to the workshop start date otherwise the district will be charged the full workshop fee.

**Cost:** ♦ Per Participant Fee, per workshop

## #510-6360-SS - Shared Support

This service provides a shared (.60 FTE maximum), on-site technician who will provide computer support in areas of his/her expertise. Civil Service job descriptions for the positions listed below are available upon request.

- Computer Services Assistant (workstation software support)
- Senior Computer Services Assistant (network software support)
- Information Technology Network Analyst I (network hardware support)
- Information Technology Network Analyst II (network hardware support)
- Information Technology Network Technician (network hardware support)
- Coordinator

**Reminder:** *The State Education Department does not allow shared staff to work on district owned equipment.*

## **#510-6360-RD – Research & Development, LAKENET Internet-Required**

This area covers research and development projects related to the Internet, including all equipment, supplies, consultants and training needed to conduct this research.

**Cost:** ♦ Base fee

### **Equipment, Special**

Covers all district hardware purchases. While we cannot predict what your district costs for this area will be for the next year, we can estimate what your district has spent to date with EduTech for hardware.

### **Supplies, Special**

Covers all district software purchases. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for software.

### **General Miscellaneous**

This area covers other services provided by EduTech. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for software.

Examples of Services covered:

- Fileserver Installation
- Fileserver Installation, Clustered
- CD-ROM Server Installation
- Server Hard Drive Upgrade
- Server/Network OS Upgrade
- Application on Server (excludes Mandarin, CCC)
- Workstation Installation
- Replacement Workstation Installation
- Workstation OS Upgrade
- Software on Local Hard Drive
- Workstation RAM Upgrade
- Networked Printer Installation
- Termination Per Hour
- Document Center Scanning Option
- Cafeteria Design, coordination, implementation
- ZenWorks Installation
- Router Installation
- Switches Installation
- Document Center with 5 Workstations
- Risograph Printer Installation
- Document Center with 6+ Workstations
- Local Printer Installation
- CD Sound Card Installation
- SAN
- Tape Library
- Interactive Whiteboard handling fee
- Creation of Images
- Reconfiguration of existing servers

## #513.xxx – Instruction and Staff Development Services

These services are designed to support districts as they work to meet the needs of all learners. Each area outlined below is designed to strengthen instruction through implementation of standards-aligned curriculum and assessments. Districts participating in this service will receive targeted support to educate and develop children who are healthy, safe, engaged, supported, and challenged.

Examples of activities within this service include:

- Professional staff development
- Curriculum development and adaptation
- Assessment design
- Data collection and analysis
- District planning designed to meet the Regents' State initiatives

Districts who participate in the Instruction and Staff Development service are eligible to receive state aid on associated costs. To be eligible for state aid on Staff Development/School Improvement activities, the following requirements must be met:

- Districts must purchase the Staff Development Core
- Activities are coordinated by BOCES
- Activities are tied to the school improvement planning process
- Activities with consultants may not replace services provided by BOCES
- Activities with consultants must have multi-district participation
- Districts' School Improvement (or Professional Learning) plans are on file at BOCES
- Participants include certified staff

**Contact:** Jessica Sheridan, Director of Staff Development  
(315) 332-7490 or [Jessica.Sheridan@wflboces.org](mailto:Jessica.Sheridan@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

***Districts must belong to the Staff Development Core to receive aid.***

## #513.000 – Staff Development Core

The Staff Development Core cost supports the necessary core functions of the Staff Development Department. It ensures that these functions are in place to support the ongoing changes and demands associated with strengthening curriculum, instruction, and assessment related activities. Participation in the Core service is required as a condition to receive state aid.

### **Coordination of Regional Activities:**

1. Districts can work directly with BOCES Staff Developers to plan and implement professional learning activities for certified staff.

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Board of Cooperative Educational Services

2. In the case where districts need to bring in an outside consultant, up to 10% of the total expense will be charged for BOCES Coordination. Districts must coordinate with BOCES during the initial planning stages in order to secure state aid.
3. There is a 30% increase in price of workshops and services if districts do not purchase the Staff Development Core service. The activity and associated sub costs or stipends are not eligible for aid.

The requirements of this CoSer necessitate that districts be part of the Core program in order to receive BOCES aid for activities in this instructional area. Participation in the Core provides BOCES aid on the following eligible activities:

- Staff Development sponsored workshops (in-person and web-based)
- Curriculum development and adaptation
- Creating standards aligned assessments (formative and summative)
- Data analysis to target instruction
- Facilitation of meetings or retreats
- Coaching of teachers
- Coaching of leaders
- Regional test scoring and vendor scoring
- Shared instructional coaches
- Shared staff developers
- Strategic planning
- The Wayne-Finger Lakes Leadership Academy
- The Wayne-Finger Lakes Leadership Institute
- Reimbursement of teacher substitute or stipend costs during BOCES coordinated staff development
- Cross contracts with other BOCES (in most instances)

## **Professional Learning Workshops**

Regional Professional Learning workshops are offered throughout the year to empower educators as they work to maximize achievement for all students. All regional workshops are designed based on state learning standards, best instructional practices and the NYS Professional Learning Standards. Workshops are continuously adapting and changing to support regional needs.

For more information, please visit our website – [www.wflboces.org/teaching-and-learning/staff-development](http://www.wflboces.org/teaching-and-learning/staff-development)

## **#513.302 – Shared Professional Development Service**

With the Shared Professional Development Service, component districts can reserve specific W-FL BOCES Staff Development personnel to support short-and long-term staff development goals for the 2020-2021 academic school year. This service is designed to support districts with on-site professional learning that will build local capacity for improved instruction and leadership.

**Contract term-agreements:**

- Each Staff Development personnel are reserved for a minimum of 0.05 Full Time Equivalent (FTE) to a maximum 0.15 FTE
- Services must be used within the given school year (July 1 - June 30)
- For each FTE position there is a maximum number of days that may be used during July and August
- In-District Coaching = 1 day of service
- In-District Workshops (with preparation) = 2 days of service (1 day for preparation; 1 day for presenting)

**Contact:** Jessica Sheridan, Director of Staff Development  
(315) 332-7490 or [Jessica.Sheridan@wflboces.org](mailto:Jessica.Sheridan@wflboces.org)

### **#513.303 – Shared Instructional Coaching Service**

Instructional Coaching provides teachers with intense support to help increase student achievement. Participation in this service will provide your district with an embedded Wayne-Finger BOCES Instructional Coach (current coaches specialize in: Literacy, Math, Instructional Technology, Multi-Tiered Systems of Support, Personalized Learning). Prior to the Instructional Coach beginning, district leaders will meet with Jessica Sheridan to create an entrance plan to determine goals for the coach's time with teachers. Shared Instructional Coaches will attend quarterly regional coaching meetings at BOCES centered on the best practices of instructional coaching. This service is designed to support districts as they create a culture of continuous learning, while subsidizing that investment through BOCES aid.

**Contract-term agreements:**

- Per NYS, coaches must be shared between at least two school districts
- Each Instructional Coach is reserved for a minimum of 0.40 Full Time Equivalent (FTE) to a maximum 0.60 FTE
- Coaching positions are 12 months
- Services must be used within the given school year (July 1 - June 30)

**Note:** All costs in category #513.303 include salary and fringe benefits for staff, BOCES supervision and secretarial support, as well as expenses related to supplies, equipment, training, and travel.

**Contact:** Jessica Sheridan, Director of Staff Development  
(315) 332-7490 or [Jessica.Sheridan@wflboces.org](mailto:Jessica.Sheridan@wflboces.org)

## #513.304 – Coaching Development Program

The Wayne-Finger Lakes BOCES Coaching Development Program is designed to support district embedded instructional coaches with their own coach or mentor. Each instructional coach has unique skills and abilities, and as a team (coach, district/building administrators and Jessica Sheridan) we will determine a plan to help foster and grow those skills. Along with the customized opportunities, each participant will attend quarterly regional coaching meetings at BOCES centered on the best practices of instructional coaching. These meetings will be with other Instructional Coaches from the region, allowing district coaches to develop their own professional learning network. The price of the program will be set based on the expected costs of the personalized coaching plan. The goal of this program is to increase your district's capacity for instructional coaching while subsidizing that investment through BOCES aid.

**Contact:** Jessica Sheridan, Director of Staff Development  
(315) 332-7490 or [Jessica.Sheridan@wflboces.org](mailto:Jessica.Sheridan@wflboces.org)

## #513.090 – Reading Recovery

Reading Recovery is offered through a cross-contract.

Other possible Literacy Training includes:

- Next Generation Learning ELA Standards
- Guided Reading
- Running Recorded Analysis
- Writer's Workshop

**Contact:** Jessica Sheridan, Director of Staff Development  
(315) 332-7490 or [Jessica.Sheridan@wflboces.org](mailto:Jessica.Sheridan@wflboces.org)

## #514.000 – Library Automation

**Library Automation CoSer includes:**

- Library automation support and training
- Courier service for Interlibrary Loan materials

Please Contact the SLS Office for costs and additional add-ons.

**Contact:** Katherine Hammill, School Library System Director  
(315) 332-2100 or [Katherine.Hammill@wflboces.org](mailto:Katherine.Hammill@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #518.XXX – Instructional Materials Center

The following services involve the distribution of instructional kits: #518.000, Science Training and Kits, including Fourth and Eighth Grade Performance Tests, ESTEC Science Kits, Science 21, Inquiring Minds STEM Kits, and BOCES 4 Science kits

## #518.000 Materials Processing / Elementary Science Training and Education Center (ESTEC)

The Elementary Science Training and Education Center (ESTEC) provides materials and training that enable the successful implementation of a comprehensive, quality, classroom science program at the elementary level. The basis of this service is individual science kits, the cost of which includes not only the student materials, but also unlimited teacher training, continuous material revision, teacher manual updates, consultant resources for teachers and administrators and teacher-to-teacher networking. New grade level titles are being added each year to accommodate the new science learning standards (NYSSLS).

**Contact:** Sharon Bassage, Coordinator of Science Programs  
(315) 332-7267 or [Sharon.Bassage@wflboces.org](mailto:Sharon.Bassage@wflboces.org)

**Note:** *Please confirm with your teachers the time and duration they want the kits. You will be charged additional fees if the kits are kept longer than their allotted time (minor extensions excluded).*

Reservations for the kits are on a first come, first served basis. If your kit orders are late, the time in which you receive the kit may be adjusted to accommodate all the school districts. Check your confirmation letters to determine time of delivery. Additionally, please double-check the teachers and grade levels listed on your order forms. If a teacher no longer works in the district, or if a class has been dropped from a grade level, let us know. If you do not update your lists, once the budget has been set for the year, your district will be charged for the all kits ordered, even if they are not used.

### **Kit Reservations:**

A business administrator must sign all teacher request forms. This procedure ensures that the school has confirmed all kit orders. Science kits will automatically be booked for the recommended number of weeks. If a kit is desired for a longer period of time, it must be signed out twice on the order form or an additional signed note is required, on letterhead, indicating the duration of time and the appropriate costs. (Call for further information, minor extensions excluded.)

### **Booking Schedule:**

Science kits can be booked anytime during the school year. You may have to be flexible with the time you want the kit, but we will do everything we can to get you the science title when you want it.

Science Training and Kit descriptions can be found on our website at:  
[www.wflboces.org/teaching-and-learning/instructional-services/science-kits](http://www.wflboces.org/teaching-and-learning/instructional-services/science-kits)

## **#518.050 – RIPPLES**

Ripples is a regional literacy and visual art magazine for everyone. It provides a voice for the thoughts and ideas of our youth. The goal is that this might bring young people, as well as adults, a new means of understanding each other. By providing young people with this outlet, new levels of self-understanding can be discovered. RIPPLES serves as a vehicle that can encourage young people to take their work beyond the classroom, delving into the process of getting their work published as a professional would. In return for the cost of the program, districts receive:

- Unlimited K-12 art and literature submissions
- Student representatives on the selection committee if any volunteers
- Complimentary copy of the magazine for every student selected for publication
- Complimentary copy for teachers who submit published student work

**Cost:** Core - per district

**Contact:** Mary Harvey, Enrichment Coordinator  
(315) 332-7265 or [Mary.Harvey@edutech.org](mailto:Mary.Harvey@edutech.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## **#520.000 – Community School Services/Family Support Center Counseling**

The Community School Service provides liaison services between district and community-based agencies. The main role is to create opportunities for families to be fully supported between home and school based on individual needs. This service can also assist districts with sustaining initiatives originally funded through grants. This service can run contracts, such as Delphi Rise as well as other community agency services.

The Family Support Center service provides short term, solution focused family counseling services after school hours to students and their families in grades PreK-12.

**Contact:** Michele Sullivan, Director of Facilities and Shared Management Services  
(315) 332-7247 or [Michele.Sullivan@wflboces.org](mailto:Michele.Sullivan@wflboces.org)

## **#521.000 – Special Education Support Service/Autism Consultation/Least Restrictive Environment (LRE)**

This Wayne-Finger Lakes BOCES service provides guidance for understanding students with an Autism Spectrum Disorder and other special learning needs. The goal of our service includes supporting the educational success in the least restrictive environment (LRE).

Wayne-Finger Lakes BOCES provides individually designed site-based support and training to Districts. This consultant service provides the following options for staff, administration, parents and students:

- Direct on-site consultation
- Team Development
- Meeting Facilitation
- Classroom Observations and Feedback
- Parental Support and Training
- Technical Assistance
- Teacher Mentoring in Special Education
- Disability Awareness programs
- Staff Development
- Collaboration and Problem Solving Educational Issues
- Coaching and Support for Paraprofessionals
- Behavioral Support
- Assistance in Student Program Transitioning
- Material/Classroom Adaptations and Accommodations

Staff Development Includes (but is not limited to):

- Understanding ALL Disabilities/Strategies for the classroom
- Transporting Students with Disabilities/ Refresher for PJ's Law State (State-Mandated)
- Being a Para Pro! For Paraprofessionals
- Collaboration/Teaming/ Working with Parents
- Sensitivity/Disability Awareness for Peers and Staff
- State Education Department Mandated Autism Training

**Cost:** Per hour general consultation support \$131.00

**Contact:** Cynthia B. Mattoon, Coordinator, Special Education Support Services Program  
(315) 729-5076 or [Cindy.Mattoon@wflboces.org](mailto:Cindy.Mattoon@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## **#525.000 – Grant Writing/Facilitation**

The Grants Office provides an aidable research and grant writing service for subscriber component school districts. The service informs districts about funding opportunities and gives easy access to expert, experienced writers and to the Grants Coordinator whose primary responsibility is writing grants for schools. The Grants Office has been awarded more than \$96 million in competitive grants in the last six years and has enabled districts to pursue innovative, educationally enhancing programs. **In the last two years our award rate for competitive grants is 68%.**

We also provide assistance to districts with their non-competitive grants to include Consolidated Applications and School Improvement Grants. Our services include:

### **Research**

The Grant Coordinator seeks out federal, state and local, public, private and corporate sites weekly for K-12 funding prospects. We look for opportunities to help districts implement new ideas and support current programs. We can also do targeted searches to find funders interested in districts specific concerns upon individual request.

### **Grant Announcements**

When we discover grants opportunities suitable to our component school districts, we inform the districts of each opportunity.

### **Grant Advisement**

We provide districts with advisement on the pursuit of grant funding, to include the districts eligibility, the probability of receiving the grant, and steps they can take to plan for future grants. When districts choose to write grants, we can provide consultation to the grant writer or team on the preparation of their application.

### **Grant Reviews**

We provide districts with critical reviews of grants. We will look at the grant with in the eyes of a reviewer and give critical advice on the improvement of that grant to improve the districts chances of receiving the grant award.

### **Program and Project Development**

Our grant writers can assist you with developing evidence and research-based programs and projects that can produce improved academic outcomes. Then we can work with you to determine sources of funding for these programs and projects.

### **Grant Writing**

W-FL BOCES has a cadre of carefully selected grant writers available to write grant applications for districts. Our Grant Coordinator will provide the writing service or will engage the writer, pay the writer

for hours worked, and costs such as travel, copying and mailing. We will then bill the district. The grant writer will construct your proposal so it:

- is aligned with your desired program goals
- clearly describes your project
- includes measurable outcomes (Logic Model if needed)
- follows a clearer graphed timeline
- develop and negotiate memorandum of/partnership agreements (if required)
- includes a clear budget narrative
- includes any required forms and assurances

### **Grant Start-up and Management**

Our grants office can assist you with the start-up or your successful grant program and on-going advisement or project management of the program.

### Grant Evaluation

We can provide an internal or external evaluator for your grant as may be required by the funder. Our evaluators are educated and experienced in evaluations.

### Program Start-up or Project Management

The grant writer or our grant coordinator, a certified Project Management Professional can assist your management team with the start-up or project management of the funded program.

### Training Services

The Grants Office can be of further help:

- Offer on-site training programs tailored to district needs that prepare teams to work with grant writers to create winning applications and to manage grants you have been awarded.
- Training programs for teachers so they can apply directly for classroom-oriented grants.

**Cost:** Hourly, includes cost of grant writer and coordination of grants services. Copying, postage, mileage - paid by the district.

**Contact:** Christopher Semler, Grants Coordinator  
(585) 200-2568 or [Chris.Semler@wflboces.org](mailto:Chris.Semler@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #526.000 – On-Line Information Resources

### Online Information Resources CoSer includes:

- Online database selection, ordering, pricing support
- Negotiated lowest statewide online database pricing
- Online database training and workshops

**Note:** *A listing of databases available will be emailed to school librarians and Business Managers.*

**Contact:** Katherine Hammill, School Library System Director  
(315) 332-2100 or [Katherine.Hammill@wflboces.org](mailto:Katherine.Hammill@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #530.00 – Regional Spelling Bee

The Spelling Bee program for students in fourth through eighth grades is designed to foster accurate spelling and recognize excellent spellers. Local districts will manage their district contests (using study and contest words provided by Scripps), sending the two top winners to compete at the regional level, held each March at Hobart. The top winner of this contest will go on to compete at the Scripps National Spelling Bee in Washington, D.C., the end of May. (Travel costs included in CoSer fee)

**Cost:** Per district (Includes Scripps, per-building, enrollment fee)

**Contact:** Mary Harvey, Coordinator Enrichment Services  
(315) 332-7265 or [mary.harvey@edutech.org](mailto:mary.harvey@edutech.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. **Supplies and materials are not aided.**

## #530.01 – Esports

The Esports program for students in 9-12 grades is designed to foster collaboration, sportsmanship and teamwork skills through digital gaming platforms.

**Cost:** Per district, by season (Includes regional coordinator, team enrollment fees to game platform provider, tech support, gameday troubleshooting)

**Contact:** Michele Sullivan, Director of Facilities and Shared Management Services  
(315) 332-7247 or [Michele.Sullivan@wflboces.org](mailto:Michele.Sullivan@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. **Supplies and materials are not aided**

## #531.000 – Interscholastic Sports Coordinator/ Coaching Certification

### **Interscholastic Sports Coordinator**

This service provides the scheduling for interscholastic sports and the assignment of officials.

**Cost:** Per league school/Per associate member

**Contact:** Kathy Hoyt, Executive Director of Section V Athletics  
(315) 332-7324 or [Kathy.Hoyt@wflboces.org](mailto:Kathy.Hoyt@wflboces.org)

### **Coaching Certification**

This service provides coaching certification courses and services including fingerprinting verification for school districts.

**Cost:** Base fee plus cost of course

**Contact:** Kathy Hoyt, Executive Director of Section V Athletics  
(315) 332-7324 or [Kathy.Hoyt@wflboces.org](mailto:Kathy.Hoyt@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## **Non-Instructional Support – 600**

This area covers a variety of programs and services that assist in the efficient operation and management of a school district while not directly impacting the education of students. The Genesee Valley/Wayne-Finger Lakes Educational Technology Service offerings, including LAKENet, are found in this section. Other non-instructional support services deal with the administrative and personnel areas of school district operations.

### **#601.000 – Cooperative Purchasing**

This service provides leadership and coordination for component school districts, municipalities and counties in cooperative bidding. Representatives of the school districts and agencies work with BOCES personnel to develop standard specifications for necessary items. BOCES then prepares proposals and bids, solicits vendors to bid, requests samples as needed and coordinates the analysis and decision-making process for cooperative bids. Savings are generated not only from the millions of dollars saved, but also from the time saved by the individual participants.

**Possibilities:**

- Transportation Parts and Supplies
- Food Commodities
- Electrical Supplies
- Milk & Milk Products
- Fire Extinguisher Services
- Custodial Supplies
- First Aid Equipment/Supplies
- Ice Cream
- Xerographic & Fine Papers
- Cafeteria Paper Products
- Athletic & Physical Education Equipment/Supplies
- Snack & Specialty Foods
- Bread
- Classroom Supplies

**Cost:** Per district, for any or all of the above

**Contact:** Keith Henry, Assistant Superintendent, Administration  
(315) 332-7428 or [Keith.Henry@wflbores.org](mailto:Keith.Henry@wflbores.org)

**Note:** *For Gas and Electricity Purchasing, see next entry.*

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

### **#601.010 – Cooperative Purchasing - Natural Gas**

### **#601.020 – Cooperative Purchasing - Electricity**

This allows school districts to participate with a Cooperative Bid where gas and electricity are purchased on the open market. The cost is less than that paid if they were purchased directly from the utility.

**Cost:** #601.010-Natural Gas, per district, plus additional charge for gas used.  
#601.020-Electricity, per district, plus additional charge for electricity used.

**Contact:** Keith Henry, Assistant Superintendent, Administration  
(315) 332-7428 or [Keith.Henry@wflboces.org](mailto:Keith.Henry@wflboces.org)

## #602.000 – Staff Development for Support Personnel

Regional workshops, co-sponsored with the Upstate Institute for School Boards & Staff Development ([upstateinstitute.org](http://upstateinstitute.org)), are offered for the following support personnel: food service, safety and security, facilities, office professionals and para-educators. Additionally, transportation personnel have opportunities for advanced driver and safety training and supplemental staff development (see #605.00\*). Upon request, specialized subject matter training for internal auditors, extra-classroom fund managers and first-line supervisors can be provided. Other training opportunities can be designed and delivered for support staff personnel based on user(s) needs (i.e. ARC flash safety, therapeutic crisis intervention, etc.) and can include various certifications (pool operator, AED/CPR). Programs are also designed to be eligible for credit hours from professional associations to meet certification requirements.

**Cost:** Per District

**Contact:** Lorry Whipple, Coordinator, Upstate Institute  
(315) 332-7725 or [Lorry.Whipple@wflboces.org](mailto:Lorry.Whipple@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #603.490 – Employee Relations/Negotiations

Provides negotiations and contract administration.

**Cost:** Per contract, cross-contract

**Contact:** Quinn M. Smith, Director of Human Resources  
(315) 332-7282 or [Quinn.Smith@wflboces.org](mailto:Quinn.Smith@wflboces.org)

## #605.000 – Transportation Safety and Compliance Training

Regional trainings are offered for drivers and monitors to meet the NYSED, NYSDOT and DMV requirements.

Trainings include but are not limited to:

- “Behind the Wheel” Training
- DMV 19-A Training / Testing
- NY SED 10 Hour Basic School Bus Monitor/Attendant Training
- NY SED 30 Hour Basic School Bus Driver Training
- NY SED 10 Hour Advanced School Bus Driver Training
- NY SED Pre-Service School Bus Driver/Monitor/Attendant Training
- NY SED 2 Hour School Bus Driver/Monitor/Attendant Refresher Training

**Cost:** Base fee

**Contact:** Robert Corey, Director of Transportation Safety and Compliance  
(315) 332-7311 or [robert.corey@wflboces.org](mailto:robert.corey@wflboces.org)

## #605.002 – Staff Development for Transportation Personnel

Regional workshops (therapeutic crisis intervention, transporting LGBTQ students, student management issues) co-sponsored by the Upstate Institute for School Boards & Staff Development can be offered to supplement required training and refreshers.

**Cost:** Varies per person; per workshop

**Contact:** Lorry Whipple, Coordinator, Upstate Institute  
(315) 332-7725 or [Lorry.Whipple@wflboces.org](mailto:Lorry.Whipple@wflboces.org)

## #611.000 – Administrative Computer Support Services

(See customized EduTech packets sent to school districts under separate cover.)

**Note:** *All service costs in category #611 that are followed by ♦ include salary and fringe benefits for staff, and the cost center’s portion of overhead allocations, as well as expenses related to office space, supplies, equipment, training, travel, and where applicable, service-specific forms and related incidentals.*

Component districts should direct all questions related to 611’s to their Project Coordinators.

**All others may Contact:** Genesee Valley/Wayne-Finger Lakes EduTech  
315-332-7321

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #611-7710-FS – Financial Services

This group of services provides support for distributed payroll, personnel, accounts payable, general ledger, and encumbrance accounting. Financial software covered includes Finance Manager/nVision. Professional Development Plan Software is also described within this service group.

### **Accounts Payable/Encumbrance Accounting**

This service provides a system to monitor the district budget, produce checks for payment of bills, assist with budget preparation and provide information for state data collection-ST-3.

**Cost:** ♦ Base fee + per check

### **Software Licenses**

This area includes fees assessed by software companies for use of their software. (Finance Manager/Nvision)

### **Payroll**

Provides regularly issued payroll checks and related reports each payroll cycle, as well as state and federal reporting.

**Cost:** ♦ Base fee + per W-2

### **Personnel/Employee Attendance**

This service provides a flexible database for compilation of standard personnel items; employee absence records and accruals of leave are maintained.

**Cost:** ♦ Base fee + additional per W-2

### **TimePiece**

Timepiece is a real-time, time and attendance software intended for school districts and municipalities. Timepiece can function as a solely stand-alone system or can be fully integrated with the Finance Manager suite. Timepiece allows districts to improve the efficiency and accuracy of their payroll. Timepiece allows districts to configure guidelines, pay rules, scheduling, generate reports, and receive real-time updates from time clocks.

**One Time Costs:** EduTech implementation charges plus vendor hardware and software charges.

**Cost:** ♦ Base Fee + per clock + Vendor charges

## #611-7710-SS – Student Services

### **EduData**

EduData will provide a wide array of data services to support growing state and federal reporting requirements as well as local instructional improvement and guidance for developing sound data governance and data security policies and best practices. EduTech will provide data support for districts to assist meeting current ESSA requirements. The service will provide assistance to districts to interpret their current ESSA designations as well as provide data to support school improvement in order to meet future requirements. EduTech will provide guidance around which NYSED reports are important to monitor in effort to achieve and maintain accountability compliance. The service includes assistance in the compilation of data of data upon request.

### **Data Warehousing**

This service includes the availability and support of the Level 1 Data Warehouse application that provides numerous verification and instructional reports and dashboards for data that is reported to the Student Information Repository System (SIRS). Student, staff and state assessments are available in the Level 1 Data Warehouse throughout the year according to availability and NYSED timelines.

**Cost:** \$1,246.44 Base fee + \$2.43 per RWADA + \$186.97 per User Beyond 3

### **Data Driven Instruction**

The Data Driven Instruction Service will provide support for districts in implementing data driven practices to improve instructional outcomes. EduTech will provide data coaching, data management and process management for implementing effective data improvement practices. EduTech will lead comprehensive data teams to build a district profile to assist with making sound decisions. EduTech will help districts navigate the wide range of data sources to help select what is most appropriate for individual district needs. The service will include regional training as well as in-district visits in order to guide districts through the data improvement process. The service will provide guidance on gathering and analyzing data as well as creating a culture around data that leads to the implementation of successful instructional processes.

**Cost:** \$1200.00 Base Fee & \$2.24 per RWADA

### **Data Security**

The Data Security Service will provide support for districts in keeping compliance with NYS Education Law 2d along with other applicable state and federal regulations. EduTech will work closely with the district's appointed data privacy officer to provide assistance with performing data systems inventories, data security self-assessments along with implementing appropriate controls to ensure that data is safe and secure. The service will provide guidance on which training is appropriate for district staff depending on their role and access to sensitive data. EduTech will communicate support and guidance in order to remain in compliance with current regulations as well as follow the latest best practices and procedures. The service will provide guidance in developing system controls to monitor data systems on a continual basis.

**Cost:** \$2,700.00 Base Fee & \$2.65 per RWADA

### Infinite Campus

The service includes technical and user support of the Infinite Campus system including assistance with registration, scheduling, technical maintenance and state and federal reporting. EduTech provides ongoing help desk support. The service includes importing and exporting of data including the import of New York State assessment scores, as well as the automated import of IEP information and export of data to multiple district systems. EduTech provides technical support and system maintenance including system updates as well as assistance on end of year rollovers and custom development of report cards.

**Cost:** Vendor Quote needed for implementation costs.  
\$3,000.00 Base Fee + \$13.21 per RWADA for years 1 & 2 and \$10.31 per RWADA year 3 forward

### schooltool

The service includes technical and user support of the schooltool system including assistance with registration, scheduling, technical maintenance and state and federal reporting. EduTech hosts user group meetings, provides help desk support, documentation as well as in-person and online training. The service includes importing and exporting of data including the import of New York State assessment scores, as well as the display of IEPs from within schooltool and export of data to multiple district systems. EduTech provides technical support and system maintenance including system updates as well as assistance on end of year rollovers and custom development of report cards.

**Cost:** \$3,000.00 Base Fee + \$13.21 per RWADA years 1 & 2 and \$10.31 per RWADA year 3 forward

SchoolTool Database Server (EduTech Hosted) \$2,188.53

SchoolTool Web Server (EduTech Hosted) \$2,188.53

SchoolTool Report Server (EduTech Hosted) \$2,188.53

### Clear Track Special Ed Management Service

This student information management service is a web-based application subscription service hosted on servers operated by EduTech, at EduTech. Secure access (user-level security) is provided via web browser with a user ID and password. No additional hardware or software at the district, on any client workstations, is required. IEP viewing and data transfer function may be setup with other EduTech supported student systems.

**Cost:** \$5,380.74 Base Fee + \$14.11 per Special Ed Student

### AIS Edge

With AIS Edge's integrated solution, districts can easily manage Intervention Services. These include Academic Interventions and Response to Intervention instruction beyond the general curriculum to identify students at risk of not achieving New York State Learning Standards. Designed to improve academic performance, they may include academic, attendance, behavior, guidance, counseling, and study skills.

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**Cost:** No charge to ClearTrack subscribers

**Others:** Base Fee + additional per Special Ed Student

**IEP Direct Special Ed Management Service**

This is a web based Special Education information management system hosted on servers operated and maintained at EduTech. Secure access (user-level security) is provided via web browser with a user ID and password, with no additional hardware or software to install at the district on any client workstations. IEP viewing and data transfer function may be setup with other EduTech supported student systems.

**Cost:** \$1,246.44 Base Fee + \$6.13 per Special Ed Student

**Medicaid Direct**

Medicaid Direct is a web-based NYS Medicaid Claiming software. Through Medicaid Direct, providers using IEP Direct will have the ability to utilize data in their current system to maximize student eligibility, in turn, maximizing and validating their revenues.

**Cost:** Base Fee + additional per Special Ed Student

**RTIm Direct**

RTIm Direct is a comprehensive and user-friendly web-based system for tracking, documenting, monitoring, & managing Response to Intervention.

**Cost:** Base fee + additional per student

**Medicaid Claiming Support Service and Documentation Review**

This allows for EduTech Staff to meet, in-district, with district staff to review the Medicaid Claiming process, including a review of areas of specific concern (and success) to the district within Medicaid documentation requirements, data collection requirements, reimbursement claim submissions, and claim retrieval process.

**Cost:** No Charge

**Moodle**

This is an open-source course management system (CMS) or e-learning platform. Moodle is designed to allow educators to create effective online learning communities through the interaction of teachers, students, parents and school districts. More than technology for technology's sake, the modular design of Moodle allows course administration to provide anything from simple assignments and documentation to on-line evaluation and assessment.

**Cost:** \$2,299.24 Base Fee

### Software Licenses

Includes fees assessed by software companies for use of their software. (IEP Direct, Connect-ED, FastLane, Infinite Campus and Schooltool.)

### Cafeteria Systems

EduTech supports three Cafeteria services – Horizon’s Fastlane/Kidserve and OneSource and Heartland Systems’ NutriKids. Horizon Fast Lane and NutriKids are point-of-sale software products designed for school cafeterias that allows the district food service manager to quickly and efficiently move students through the lunch line, minimize exchange of cash, and accurately generate required reports for Free and Reduced Lunch reporting.

EduTech Service includes database updates from EduTech supported systems, hardware and software installation and maintenance, point of contact for vendor support and problem resolution. EduTech also performs end-of-year rollover and upgrade procedures, working with our own Student Team and district IT Departments. This rollover includes purging graduates and inactive students, resetting Free and Reduced Status, rolling balances for returning students, and inputting Pre-K and/or Kindergarten students and new enrollments. The service also includes preparing the extract of poverty data for NYSED state data warehouse reporting.

**Cost:** \$667.58 Base fee + \$2.70 per RWADA- Fast Lane  
\$667.58 Base fee + \$2.07 per RWADA-NutriKids

### Heartland MealViewer Service Description

MealViewer is a communication tool for parents, students, and schools that can help boost participation and grow your program. The MealViewer platform provides cafeteria menus, dietary information, allergens, and school announcements to parents and students in real-time. MealViewer uses data from a school’s nutrition management software to generate digital menus which can be available on desktops, mobile devices, and even smartwatches. They also provide digital signage that schools can use in the cafeteria to help drive higher sales and participation.

**Cost:** Vendor quote required for software licensing, implementation, and hardware costs.

### EduTech Support Charges:

Annual base fee \$500, which includes, data export & import, support, and training.

## #611-7710-DS – State Data Collection Services

### EduTech Test Scoring/Processing Service for NYS Tests

Centralized Test Scoring/

Processing is an EduTech service for the following NYS tests:

- Grades 3-8 ELA
- Grades 3-8 Math
- Grades 4 & 8 Science
- NYSAA
- NYSESLAT
- NYSITELL

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Preprinted answer sheets are provided for all tests except the NYSITELL for which a score reporting template is provided. Answer sheets are scanned, and scan records are loaded to the data warehouse for vendor scoring (the final score for the NYS Science Assessments can be determined at the time of processing by EduTech). Local reports of test results are provided on the EduTech Test Scoring FTP site. Assessment data is loaded to the data warehouse for additional reporting and school accountability.

**Cost:** ♦ Base fee + per test scored

### Data Warehousing

This service provides a centralized database of student demographic, activity and performance data. Data is collected from various EduTech supported student management systems, as well as from tests scored through the Test Scoring service. Standardized reports, as well as customized reports are provided for district use.

**Cost:** ♦ Base fee + per RWADA + per User Beyond 3

### State Data Collection

Provides support for collecting, storing, modifying, and generating required information to the State Education Department. State Data Collection is a required area.

**Cost:** ♦ Base fee

### Medicaid

Provides support for Medicaid billing collection, data conversion, and reporting to the state. Under New York State law only a portion of the price for Medicaid Services is aidable.

**Cost:** ♦ Base fee

### NYS Regents In-District Scanning Service

In-district scanning is an EduTech service which provides hardware, software, and training necessary for districts to perform scanning of New York state Regents answer sheets at the district during Regents week. EduTech supplies the preprinted answer sheets used by students. They are scanned with Teleform software as soon after the test administration as the teacher scoring of the constructed response questions can be completed. The scan records are immediately loaded to the EduTech ASAP web application for scoring and reporting. EduTech loads the score results to the data warehouse.

**Cost:** ♦ Per Scanned Sheet

### NYS Regent's EduTech Scanning Service

Centralized scanning is an EduTech service which provides scanning of New York State Regents answer sheets during Regents week. EduTech supplies the preprinted answer sheets used by students. They must be delivered to EduTech as soon after the test administration as the teacher scoring of constructed response questions can be completed. Score reports are available to districts

in the EduTech ASAP web application within 48 hours of receipt of the answer sheet. EduTech loads the score results to the data warehouse.

**Cost:** ♦ Per Scanned Sheet

### **Teacher Evaluation (Teachscape)**

Teachscape is an online training and assessment system for teacher evaluation management. Teachscape's suite of products includes: Focus, Reflect, Learn, and Advance

**Cost:** ♦ Base Fee

## **#611-771-NS – Network Support**

Network support includes support related to file servers, switches, hubs, UPSs, tape backup, and, all aspects of network design, research and development and troubleshooting.

**Cost:** ♦ Base fee + per fileserver, per switch, per tape backup, per Single Use Fileserver, and per RWADA

## **#611-7710-SS – Shared Support**

### **Shared Data Coordinator Service**

The Shared Data Coordinator, working under the general direction of the EduTech Manager of Student Services, Test Scoring and Data Warehouse, will work with multiple districts in the EduTech region acting as the central point of contact for data collection activities in the school district.

## **#611-7710-OAA – Other Administrative Applications**

### **Parent Notification Systems**

EduTech supports three Parent notification Systems. Blackboard Connect, Formerly NTI Connect – Ed, School Messenger and Global Connect.

Each vendor offers a fully off-site hosted web interface. With multiple, redundant call centers. Other features in common are:

- Text to speech
- Save & Reuse Messages
- Off Site Call Function
- Call Back - Caller ID
- Integration with Student Information Systems
- SMS Text messaging
- E-Mail Messaging
- Attendance
- Food Service
- Surveys
- Reporting
- Auditing

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Both Blackboard Connect, and School Messenger currently offer three pricing tiers based on features and call types. Global Connect currently offers one pricing option. For a comprehensive list of features and Pricing, contact your EduTech Project Coordinator. All student charges are based on most recently published NYS Enrollment data.

**Cost:** ♦ Vendor quote needed for charges, plus EduTech per student charges (lesser charge with sponsor message).

**Note:** *To initiate service – EduTech SAA for vendor and EduTech fees and Vendor District contract referencing the BOCES Master Contract.*

### Professional Development Plan (PDP)

This is web-based software developed by Erie1 BOCES, PDP Premier assists districts in the tracking of professional development hours completed by teachers in accordance with the new requirements from New York State stating teachers must complete 175 hours of development every five years. PDP provides a paperless procedure for requesting and approving courses and seminars for teachers and other district employees.

**Cost:** ♦ Base Fee + per certified staff

**Note:** *EduTech Services include phone support, data conversion and extraction, and training of clerical staff.*

### QueCentre Facilities Management

QueCentre is an EduTech hosted web-based facilities maintenance management software that allows facilities professionals to easily manage on-demand work orders and preventive maintenance requests. QueCentre consists of four Primary modules, Work Order, Preventative Maintenance, Event Scheduler, and Inventory Control. A district may subscribe to any number of these modules.

**Cost:** ♦ Base Fee + Vendor Charge

### eScreenz

eScreenz is a secure, web hosted internal communications tool which can allow a district to disseminate information to staff, faculty, students and parents. Some features and benefits of eScreenz are:

- Utilizes a districts current computing infrastructure
- Centrally managed
- Allows for compliance reporting
- Manages communications to laptops, digital signage & mobile devices
- Integrates with Active Directory
- Reduces e-mail & improves efficiency of internal communications
- Expands ability to communicate emergency communications
- Ability to target communications to specific audiences
- Can be interactive, allowing links to intranet pages, websites or documents

**Cost:** ♦ Based off staff size

## **#611-7710-WS – Workstation Support**

The workstation support category includes support related to workstations. It also includes support for network access (Internet, LAN, and Printing), desktop operating system, troubleshooting, research and development and hardware diagnostics.

**Cost:** ♦ Base fee + per workstation

## **#611-7710-AM – Administrative Maintenance**

### **District Maintenance**

This area includes fees assessed by maintenance companies for repair of district equipment.

**Cost:** ♦ Base Fee

## **#611-7710-NPC – Network Printing Centers**

### **Network Printing Centers**

This area includes all support necessary to set up and maintain Xerox Printing Centers, Risograph Digital Printers, Ikon- Canon Copiers, Com Doc Ricoh Copiers and Toshiba Copiers.

**Cost:** ♦ Base Fee per workstation Billing and Technical Support Fee

### **Network Printing Center Leases**

This area covers the lease agreements for any Network Printing Center purchased under Xerox's Lease Plan, Ikon's Lease Plan or Com Doc's Lease Plan. The Processing Fee is a one-time fee, charged for the first year of the maintenance/lease agreement.

**Cost:** ♦ Per Center processing fee (first year only) + annual payment determined by agreement with provider.

## **#611-7710-PC – Project Coordination/SAA Support – Required**

Project Coordination provides support for districts with planning, installation, and SAA contract development. It also provides overall project coordination for all EduTech customer activities. Project Coordination is a required service area.

**Cost:** ♦ Base fee + per RWADA + per first 100 workstations

## #611-7710 – Multi Year Purchase Agreements

This area covers all installment purchases made by your district.

**Cost:** ♦ Processing fee, per agreement + annual payment determined by bank.

## #611-7710-AT – Administrative Training Support – Required

This area includes training for all EduTech supported software, research and development of new courses, and conference day services.

**Cost:** ♦ Base fee

### **Equipment, Special**

Covers all district hardware purchases. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for hardware.

### **Supplies, Special**

Covers all district software purchases. While we cannot predict what your district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for software.

### **General Miscellaneous**

General Miscellaneous covers other services provided by EduTech, such as workstation, fileserver, and fileserver application installations. While we cannot predict what your district costs for this area

will be for next year, we can estimate what your district has spent to date with EduTech for General Miscellaneous. Examples of Services covered:

- Fileserver Installation
- CD-ROM Server Installation
- Server Hard Drive Upgrade
- Server/Network OS Upgrade
- Application on Server (excludes CP, SM, WIN2000, Part200)
- Workstation Installation
- Replacement Workstation Installation
- Workstation OS Upgrade
- Software on Local Hard Drive
- Workstation RAM Upgrade
- Networked Printer Installation
- Router Installation
- Switches Installation
- Local Printer Installation
- Termination Per Hour

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- Document Center with 5 workstations
- Document Center Scanning Option
- Document Center with 6+ workstations
- CD Sound Card Installation
- Risograph Printer Installation
- ZenWorks Installation
- Cafeteria Design, coordinate/implement
- Cafeteria Systems Download of Student Data
- Data Extraction Upload
- PDP Conversion Fee
- Application for Disaster Recovery

## #612.490-#612.495 – Planning Services

**Contact:** Keith Henry, Assistant Superintendent, Administration  
(315) 332-7428 or [Keith.Henry@wflboces.org](mailto:Keith.Henry@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #612.490 – State Aid Planning

Provides assistance on a wide range of district issues, including understanding and dealing with the present and future effects of changing fiscal policies. Workshops on State aid forecasting and form preparation are included.

**Cost:** Per district, cross-contract, Rensselaer-Columbia-Greene BOCES

## #612.491 – Board Policy Handbook

Develops a Board of Education Policy Manual tailored to district needs, which reflects the involvement of Board members and administrative staff; updates existing policies so that they are consistent with current Education Law, and provides policies where policies are lacking.

**Cost:** Per district, cross-contract

**Contact:** Quinn M. Smith, Director of Human Resources  
(315) 332-7282 or [Quinn.Smith@wflboces.org](mailto:Quinn.Smith@wflboces.org)

## #612.492 – Administrative Handbook

Provides a follow-up service to the Board Policy Handbook development. Contains regulations, procedures and job descriptions, which are keyed to policies developed by the district.

**Cost:** Per district, cross-contract

**Contact:** Quinn M. Smith, Director of Human Resources  
(315) 332-7282 or [Quinn.Smith@wflboces.org](mailto:Quinn.Smith@wflboces.org)

## #612.493 – Policy Update

Selects and provides abstracts of the latest state and federal mandates, laws, regulations, etc. and suggests sample policies based on them; provides rapid notification about new laws and regulations; makes answers to individual questions arising during policy writing readily available by telephone.

**Cost:** Per district, cross-contract

**Contact:** Quinn M. Smith, Director of Human Resources  
(315) 332-7282 or [Quinn.Smith@wflboces.org](mailto:Quinn.Smith@wflboces.org)

## #612.495 – Finance and Legislation

Conducts studies on professional/classified salaries and benefits and on general financing; supplies regular updates, summaries and directories on legislative action; offers workshops on State Aid and budget preparation; coordinates a Legislative Breakfast; and provides assistance as special needs arise

**Cost:** RWADA, cross-contract, Erie I BOCES

## #615.490 – Health, Safety and Risk Management

This cross-contracted service provides assistance to local districts regarding the requirements, interpretations and applications of the various state and federal laws related to health and safety.

**Cost:** Base fee plus additional per sq. ft. up to maximum of 500,000 square feet

**Contact:** Don Case, Supervisor - Management Services  
(585) 346-4105 or [dcase@gvboces.org](mailto:dcase@gvboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #616.000 – Substitute Teacher Service

This service provides for calling of substitutes for absent teachers and support staff as an aidable service. This includes both on-line and phone access. Computerized reports can be provided in tracking specific teacher absences or substitute teacher work histories. The system, which is part of Frontline Absence Management system can also interface with Wincap and Finance Manager.

**Cost:** \$6.00 per student based on the previous year reported enrollment

**Contact:** Michele Sullivan, Director of Shared Management Services  
(315) 332-7247 or [Michele.Sullivan@wflboces.org](mailto:Michele.Sullivan@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #618.000 – Employee Assistance Program

District employees and their families receive free assessment-counseling and referral services from an experienced, master's-level therapist when faced with any of the following job-affecting problems:

- Alcohol & drug abuse
- Marital and family problems
- Stress
- Depression and anxiety
- Life crisis/passage
- Financial difficulties

Posters, wellness newsletters and wallet cards are available. The EAP coordinator will consult with supervisors, as needed.

**Cost:** Per employee: **\$28.55**

**Contact:** Quinn M. Smith, Director of Human Resources  
(315) 332-7282 or [Quinn.Smith@wflboces.org](mailto:Quinn.Smith@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #620.000 – Central Business Office

Provides Accounts Payable, Accounting, Payroll, and other Business Office Services.

**Cost:** Varies by district as to the services purchased

**Contact:** Mark Socola, School Business Executive  
(315) 332-7243 or [Mark.Socola@wflboces.org](mailto:Mark.Socola@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #622.000 – HVAC Preventative and Emergency Maintenance

The district is provided an HVAC Preventive Maintenance Program which helps heating, ventilating and air conditioning equipment run in the most efficient manner, thereby prolonging equipment life, adding to comfort, and saving money. The program is staffed by qualified, fully equipped, HVAC refrigeration technicians who:

- Inventory all HVAC and kitchen equipment
- Calibrate thermostats
- Maintain of all kitchen refrigeration equipment for proper operation (Freon, motors, belts, condensers, etc.)
- Clean and check univents and filters
- Combustion test boilers
- Maintain all air conditioners, air handling equipment, and air dryers.

**Cost:** Per building, based on the amount of equipment to be serviced per hour for EMERGENCY SERVICE. Parts are purchased at cost.

**Contact:** Brian Hotto, Building Maintenance Mechanic  
(315) 332-7540 or [Brian.Hotto@wflboces.org](mailto:Brian.Hotto@wflboces.org)

**BOCES AID:** NO BOCES AID is received on this service.

## #622.040 – Electrical Service

Experienced electricians are available to troubleshoot problems and provide a variety of installations and repair on:

- Electrical equipment, panel boxes, lighting
- Computer cabling, including fiber; ends, racks and testing
- Cable TV systems
- Phone systems

**Cost:** Varies, depending on project. Per hour for EMERGENCY SERVICE

**Contact:** Brian Hotto, Building Maintenance Mechanic  
(315) 332-7540 or [Brian.Hotto@wflboces.org](mailto:Brian.Hotto@wflboces.org)

**BOCES AID:** NO BOCES AID is received on this service.

## #623.000 – Cooperative Advertising

BOCES purchases “Help Wanted” advertising in the Democrat and Chronicle at a reduced cost and passes those savings on to school districts. Current discount is 50% off regular rate.

**Cost:** Per ad, plus component district clerical fee. Per ad, plus non-component district clerical fee. Per ad, plus college clerical fee.

**Note:** *Ad cost is not eligible for BOCES aid. Clerical piece is aidable.*

**Contact:** Pauline Thompson, Sr. Account Clerk  
(315) 332-7423 or [Pauline.Thompson@wflboces.org](mailto:Pauline.Thompson@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #624.000 – Self-Funded Workers’ Compensation

Provides coordination of a self-funded workers' compensation program for participating districts.

**Cost:** Per district, variable

**Contact:** Keith Henry, Assistant Superintendent, Administration  
(315) 332-7428 or [Keith.Henry@wflboces.org](mailto:Keith.Henry@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. **There is no aid on claim costs.**

## #624.000 – Telecommunication Services

Works in conjunction with the Assistant Superintendent for Administration to provide RFP and Consultant for Telecommunication Services. Consultant in conjunction with BOCES provides RFP and administration, planning and analysis, installation and cutover services, if applicable for District's Telecomm needs. Information can be provided to the District or District can be enrolled for automatic service for E-Rate Application and filing thru BOCES E-RATE Processing under CoSer 699-711-CS Communication Services.

**Cost:** Per District, variable

**Contact:** Keith Henry, Assistant Superintendent, Administration  
(315) 332-7428 or [Keith.Henry@wflboces.org](mailto:Keith.Henry@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

**NOTE:** *E-RATE funds received are deducted before aid is applied. Long Distance is fifty percent (50%) aidable.*

## **#630.000 – Records Management**

This service provides the component districts with consultation and expertise on management of inactive and permanent records resulting in space savings, easy access to records and disaster management. We will assist the districts in making decisions about storage, inventory, digitization, microfilming, records disposal, and records retrieval. This may include central storage of records in our regional support center, in-house microfilming and in-house digitizing of records. Records will be identified, transported, prepared for filming and digitizing, filmed and digitized and entered into an inventory database.

**Cost:** Price based on district needs

**Contact:** Keith Henry, Assistant Superintendent, Administration  
(315) 332-7428 or [Keith.Henry@wflboces.org](mailto:Keith.Henry@wflboces.org)

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## **#634.000 – Centralized Communications**

The Centralized Communications Services provides a full-service approach to supporting the Districts' mission and communication goals. Through this service, Districts will receive a Team Lead who will be responsible for creating a personalized communication plan to advertise, brand and market the District. To implement the communication plan, each District will have access to a variety of public relations services including: graphic design (calendar, newsletters, branding guidelines), video creation and strategic messaging.

Districts may also access the Centralized Communication service for specialized projects, as well as specific requests.

**Cost:** Quotes available upon request

**Contact:** Michele Sullivan, Director of Facilities and Shared Management Services  
(315) 332-7247 or [Michele.Sullivan@wflboces.org](mailto:Michele.Sullivan@wflboces.org)

## **#683.000 – Staff Development-Board of Education**

**NOTE:** Please contact the Wayne-Finger Lakes BOCES Communications Office for additional details. (315) 332-7292

## #699.XXX – Telecommunications Support Services

(See customized EduTech packets sent to school districts under separate cover.)

All service costs in this category that are followed by ♦ include salary and fringe benefits for staff, and the cost center's portion of overhead allocations, as well as expenses related to office space, supplies, equipment, training, travel, and where applicable, service-specific forms and related incidentals.

Component districts should direct all questions related to 699's to their Project Coordinators.

**All others may call:** The Genesee Valley/Wayne-Finger Lakes EduTech Director  
(315) 332-7321

**NOTE:** See **#510-6360-INLK** for *Instructional LAKENet Research and Development*

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

**NOTE:** *E-RATE funds received are deducted before aid is applied.*

## #699-7711-NPS – Network Personnel Support-Required for LakeNet Participants

### **Personnel Support**

Provides support, and research and development of LAKENet, the region's wide area network. This service also provides support for email, DocuShare, content filers, and the gateway to the Internet.

**Cost:** ♦ Base fee

### **Application Support**

Provides training, and equipment needed for the continued development of applications to be used on LakeNet (DocuShare, Video Conferencing, and Distance Learning).

**Cost:** ♦ Base fee

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #699-7711-CS – Communication Services

### **E-Mail**

Includes all support necessary to set up and maintain email accounts.

**Cost:** ♦ Per block of users – 5 User License; 25 User License; 50 User License; 100 User License; 250 User License; 500 User License

### Virtual Private Network (VPN)

A workstation connected to LAKENet through a VPN tunnel will be able to use any IP based application at the speed of their connection to the internet which is slower than what is in the district. In conjunction with Terminal Services the VPN allows you to securely run applications as fast as they run at the district. The VPN will also be an alternative to opening holes in the LAKENet firewall to allow third party vendors access to maintain district equipment. The district will have the ability to maintain active VPN user accounts with the same management tools with which they are familiar. This service will use our existing infrastructure; the district will not be required to purchase any hardware to subscribe to this service.

Charges reflect EduTech staff maintaining the operation of the systems, backbone, connectivity, routing and management, while the districts provide the user policy. With this combination, we can achieve both functionality and the ability to meet the individual needs of each member district.

**Cost:** ♦ Per block of users – 5 User License; 25 User License; 50 User License; 100 User License; 250 User License; 500 User License

### Managed Ethernet Connections – Required

This area covers all charges assessed by area telephone companies for the digital lines utilized by LakeNet.

### Special Access

Special access is a portal through the firewall, enabling outside entities to access specific in district resources. There are often security issues when implementing this type of access, and it is understood and agreed that the requesting school district is fully aware of the ramifications of open access and the possible security breaches that may occur by opening the district network to the Internet. Further, the district assumes full responsibility for this address and use within LAKENet and on the Internet. Special access is only available for servers, and each device/IP number requires a separate registration form.

**NOTE:** *Special access after the first three IP addresses is subject to a per school year, per IP address charge (subject to change with notice). Special access is only available for server and each device/IP number requires a separates registration form.*

**Cost:** ♦ Base fee

### Listserv

A “listserv” is an automated e-mail distribution list usually devoted to specific topics, committee groups or special interests. List members can send a message to a list and it will automatically be sent out to everyone who is subscribed to that list. Variations in set-up allow for custom list behavior. This is an efficient way to promote discussion, disseminate information and communicate to a targeted group via e-mail.

**Cost:** ♦ Base fee

### ERATE Processing

This service provides for the filing of information and forms in compliance with the Telecommunications Act and the Schools and Library Commission.

**Cost:** ♦ Base fee

### Content Filter Management

There are many districts who wish to manage and control how their users access internet resources. The ability to manage resources is available and significantly more intuitive. This is being released as IBoss.

EduTech service includes maintenance of all equipment and records in a central location. There is no local hardware required for this service. The manager of this service in district will get access to a web site that will control how their users interact with the internet and give them tracking abilities based on user login rather than IP number. This is provided through authentication in either the Novel or Microsoft environment. This service will include onsite training or one or two people who will manage the system for the district. It also includes follow up information as necessary.

**Cost:** ♦ Base fee

### Exchange E-Mail Archiving

In response to district requests for email archiving services to be in compliance with the Records Retention and Disposition Schedule ED-1 from the state education department, we are offering a centrally managed email archiving system. This service will archive all email sent or received. It is NOT a backup system, but a tool for e-discovery. This system will allow for retention of 6 years for all members. This service is only available to districts participating in the LAKENet service with an EduTech supported email servicer or those using the LAKENet email service.

EduTech Service includes maintenance of all equipment and records in a central location. There is no local hardware required for this service.

The basic difference between Exchange E-mail archiving has to do with the one time vendor fees.

**Cost:** ♦ Hardware Support Base Fee  
Base Fee + a per year per 150 MB (the average size of the typical mailbox per year based on historical data), but then aggregate the pool of space per district per

year. Since the number of mailboxes may fluctuate over time, billing will be based on the actual usage for the previous year, with exception of year one which will be an estimated usage of 150MB per mailbox.

### **Google Gmail for Education Management Service**

With the emerging proliferation of cloud-based applications, EduTech has been researching how we can best support our districts in this endeavor. Google Apps appears to be a clear frontrunner and most stable in the education arena. It includes E-mail, E-mail filtering and protection, and calendar. Some of the services included: integration into NDS/AD; integration into existing services & devices; regular maintenance; troubleshooting; data migration, investigation, and setup of mobile devices.

**Cost:** ♦ Base Fee + per user. Fee for first 50, then Fee for each additional 50

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## **#699-7711-WDS – Web Development & Support**

### **Content Filter Override**

This provides flexibility within a monitored environment by monitoring access to Internet web pages and authorizing user to bypass filter for a determined length of time. (Authorization is both written and electronic.)

**Cost:** ♦ Per Content Filter Override

### **Teacher Toolbox**

The Teacher Toolbox allows the teacher to create an online website without any knowledge of HTML or FTP. The toolbox has a point and click interface facilitating easy editing of web page text and graphics. It also allows easy uploading of files as well.

**Cost:** ♦ Per Participant  
Per Teachers ToolBox Pro

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided.

## #699-7711-TM – Telecommunications Maintenance-Required for LakeNet Participants

Includes Warranty Maintenance on Routers, DocuShare, and Content Filter. The charge covers all annual license and maintenance fees assessed by vendors for routers, application software and content filters on LakeNet.

**Cost:** ♦ Base Fee

### **Intra-District Connectivity**

This area includes all phone line charges assessed by the phone company for connecting district buildings. It is a direct charge-back to the district based on specific phone line charges.

### **General Miscellaneous**

General Miscellaneous covers other services provided by EduTech, such as router installation and switch installation. While we cannot predict what the district costs for this area will be for next year, we can estimate what your district has spent to date with EduTech for General Miscellaneous.

Examples of Services covered:

- Application on Server (DHCP Installation)
- Termination Per Hour

**BOCES AID:** The maximum salary aided per person is \$30,000 per year or \$150.00 per day. All benefits are aided. **E-Rate funds received are deducted before aid is applied.**

## **Additional BOCES Services**

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The following BOCES-administered and BOCES-related services are available to residents and educational organizations in the four-county area.

### **RSE-TASC W-FL Regional Special Education – Technical Assistance Support Center (W-FL RSE-TASC)**

#### **What is the Regional Special Education- Technical Assistance Support Center?**

The WFL Special Education- Technical Assistance Support Center (WFL RSE-TASC) is a federally funded, statewide performance-based network of Special Education School Improvement Specialists (SEIS). The mission of the network is to support school districts and BOCES in improving outcomes for students with disabilities.

#### **What does W-FL RSE-TASC do?**

The New York State Office of Accountability and the RSE-TASC Regional Steering Committee identify districts who will receive RSE-TASC technical assistance to support school improvement efforts for Students with Disabilities. WFL RSE-TASC assists these districts by facilitating the development of data-driven Quality Improvement Plans. RSE-TASC time and resources are allocated for providing these districts with strategic professional planning and activities that impact literacy, positive behavioral interventions, and delivery of special education services.

#### **The RSE-TASC MODEL**

- Is endorsed by the Commissioner’s Advisory Panel (P-16)
- Aligns with ESSA and IDEA
- Uses data-driven planning, implementation and evaluation of activities at all levels
- Promotes research-based interventions to improve results for students with disabilities

**Cost:** None

**Contact:** Rebecca Goodman, Special Education School Improvement Specialist  
(315) 332-7500 or [Rebecca.Goodman@wflboces.org](mailto:Rebecca.Goodman@wflboces.org)

Donna Brooks, Special Education School Improvement Specialist  
[Donna.Brooks@wflboces.org](mailto:Donna.Brooks@wflboces.org)

### **School Library System**

The School Library System, established by Education Law in 1985, is a state-funded program that supports the instructional program and informational needs of the students and staff in the 25 school districts in the Wayne-Finger Lakes BOCES region.

School Librarians, administrators, and others serve on the School Library System's Advisory Council. In addition, each of the 25 school districts and the non-public schools has a communications coordinator who acts as a liaison to the School Library System and is responsible for facilitating communication between the School Library System program and district/building staff.

## School Library System Services

### **Resource Sharing**

School library System supports resource sharing among school, public, and academic libraries in the Wayne-Finger Lakes BOCES area and the Rochester region through an Interlibrary Loan network and delivery service.

### **Professional Development Program**

School Library System provides continuing education opportunities for school librarians and other staff in all areas of library information, including uses of new technology, curriculum development, library management and collection development.

### **Professional Collection**

School Library System maintains a print and digital collection of resources that support school the professional and informational needs of school librarians.

### **Communication**

School Library System promotes collaboration between school, public and academic libraries by providing an awareness of library resources, services, and technology.

### **School Library System Website**

The School Library System website includes information on all services and programs offered through the department as well as links of interest to school librarians and teachers.

### **Delivery Service**

School Library System coordinates delivery of requested library material to all school buildings.

**Contact:** Katherine Hammill, School Library System Director  
(315) 332-2100 or [katherine.hammill@wflboces.org](mailto:katherine.hammill@wflboces.org)

## Adult and Continuing Education Career Programs

Wayne-Finger Lakes BOCES offers a variety of career education programs to train adults for employment in high-demand fields. Programs are held at the Finger Lakes Technical and Career Center located in Stanley, Wayne Technical and Career Center located in Williamson (based on space-availability and successful background check). Programs for adults are published at [wflbocesadulted.org](http://wflbocesadulted.org) on a regular basis.

**Cost:** Varies

**Contact:** Greg Maine, Principal of Special Programs  
(315) 332-7379 or [Gregory.Maine@wflboces.org](mailto:Gregory.Maine@wflboces.org)

## Health Careers Programs

### **Adult Nurse's Assistant**

A 160-hour (7-8 weeks) program is offered at the W-FL BOCES Newark Campus, and Monroe Community Hospital in Rochester. Clinical experience is conducted at one of several area health care facilities. Upon successful completion of the program, the graduate is eligible to take the NYS Nurse Aide Certification testing.

**Cost:** \$2,088 Per person

### **Adult Practical Nursing (PN) Program**

The PN program is 1125 clock hours (11.5 months) in length. PN programs are currently located on the W-FL BOCES Newark campus, and at Monroe Community Hospital in Rochester. Daytime and evening classes are available. The Practical Nursing Program is fully approved by the New York State Education Department and is Nationally Accredited by the Council on Occupational Education. It provides the classroom and clinical/lab instruction necessary to meet PN licensing requirements in New York State. The objective of the program is to provide the students with nursing knowledge and skills for licensure eligibility.

Clinical experience is conducted at area hospitals, Doctor's offices and nursing homes.

**Cost:** \$17,350 Per person

**Contact:** Chris Angus, Coordinator for Health Programs  
(315) 332-7374 or [Chris.Angus@wflboces.org](mailto:Chris.Angus@wflboces.org)

## Adult Literacy Programs

Adult Literacy Programs provide adults with educational opportunities to improve reading, writing and mathematical skills, obtain their NYS high school diploma, explore career options, improve job skills, improve English skills and receive their citizenship. Emphasis is also placed on family literacy and parenting skills. All are offered at convenient community sites.

All students must be 21 years of age (unless referred by courts, probation or Workforce).

## Adult Basic Education

Individual and small group instruction in reading, grammar, math and life skills. Classes meet twice a week or adults are contacted once a week by a teacher.

## High School Equivalency

Individual and small group instruction designed to prepare the student to pass the TASC exam. Classes meet twice a week at a convenient site.

## TASC/Home Study- Giving Rural Adults a Home Study Program (GRASP)

Another option for those who cannot attend TASC classes. Students, who must be 21 years of age or older, receive individualized packets of material prepared by a teacher.

## National External Diploma Program (NEDP)

Non-traditional, competency-based program that gives credit for life skills acquired through working and/or raising a family. It incorporates a variety of assessment techniques such as take-home projects, performance assessments, interviewing and documentation review. Successful students receive a NYS high school equivalency diploma upon completion. (Students must be at least 21 years of age.)

**Cost:** Services are free of charge for students.

**Contact:** Greg Maine, Principal of Special Programs  
(315) 332-7379 or [Gregory.Maine@wflboces.org](mailto:Gregory.Maine@wflboces.org)

It is Wayne-Finger Lakes BOCES' policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admission (or parent of any such student or candidate); (ii) any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception. Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:

Quinn M. Smith, Director of Human Resources  
Administrative Offices, Regional Support Center  
131 Drumlin Court, Eisenhower Building  
Newark, NY 14513-1863  
Telephone: (315) 332-7282  
Email: [Quinn.Smith@wflboces.org](mailto:Quinn.Smith@wflboces.org)



U.S. Department of Education  
New York Office  
Office for Civil Rights  
32 Old Slip, 26th Floor  
New York, NY 10005-2500  
Telephone: (646) 428-3800  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

