



2025-2026

ERIE 1 BOCES **On-Site** **Administrative** **Leadership** **Support**

Service Code: 537.009.01

This service is for on-site only district professional development for administrators and instructional support staff. All professional development opportunities are developed under the framework of the Professional Standards for Educational Leaders and/or integrate NY State learning standards.



A la carte packages are available for the following:

- ESSA SCEP/DCIP Planning support
- Strategic Planning
- District Plan Progress Monitoring and Administrator Support
- Consultation on STEPS (3012e) Plans for teachers and principals

Please refer to the following sections for more details about these services.

Note: Access to district data for BOCES staff developers is required. Participation in Administrative Leadership Base is required. Unless a service package is available, site visits are scheduled and billed in half and full day increments.

Per diem billed support is available for:

- Lead Evaluator training
- Consultation on NYSED required plans (e.g. Professional Learning Plans, Technology Plans)
- Instructional leadership for curriculum, assessment, and MTSS
- Administrative council sessions
- DDI turn-key models
- BOE meeting preparation/support
- SEL Support
- Custom requests

ESSA SCEP/DCIP Planning Support Package

This will support districts and schools identified by NYSED as TSI/CSI in order to develop their plans in accordance with regulations. The district /school agrees to assemble a team, select a survey tool, and administer the survey. Progress monitoring support available in a separate package.

Sub-services:

Quantitative Data Collection & Analysis

- ESSA indicator levels
- Enrollment, demographics
- 3-8 NYS Assessment data
- Grad rates
- Absenteeism (optional)

Scheduling: Up to 1 day on-site

Cost: \$2,800/building

Qualitative Data Collection & Analysis

- Analysis of School Climate Survey Data
- Creation of Focus Group Questions
- Facilitate Focus Groups

Scheduling: Up to 1 day on-site

Cost: \$2,800/building

Developing the DCIP Plan

This takes 3 hours to complete. Choose between one half day or two 1.5 hour sessions.

- Session 1: Data review, Evaluate success of 24-25 DCIP plan, Review SCEP plans, Establish Priorities
- Session 2: Develop Key Strategies, Success Criteria, Review, complete, share the plan

Cost:

- 1-4 Buildings: \$2,100
- 5+ Buildings: \$4,200

Developing the SCEP Plan

Select one of the plan development schedule options:

1 Full day:

- Introduction to ESSA, Data sharing and analysis
- Envision Activity, Establishing Commitments
- Establishing Key Strategies (must be evidence based)
- Develop Implementation Plan, Resources
- Establish Success Criteria and Benchmark Targets

2 Half days:

- Half Day 1: Introduction to ESSA, Data sharing and analysis, Envision Activity, Establishing Commitments, Begin establishing key strategies
- Half Day 2: Continue establishing key strategies (must be evidence based), Develop Implementation Plan, Resources, Establish Success Criteria and Benchmark Targets

4 After School Sessions (1.5 hours each):

- Session 1: Introduction to ESSA, Data sharing and analysis
- Session 2: Envision Activity, Establishing Commitments, and Establishing Key Strategies
- Session 3: Develop Implementation Plan, Resources
- Session 4: Establish Success Criteria and Benchmark Targets

Cost: \$2,800/building

Strategic Planning Package

School-wide/district-wide strategic planning is essential for fostering a shared vision, promoting accountability, and enhancing the overall effectiveness and success of an educational institution. It provides a roadmap for continuous improvement and helps align the efforts of all stakeholders toward common objectives. Progress monitoring support available in a separate package.

Sub-services:

Mission & Vision Statements

Facilitation around clearly articulating the purpose and direction of the school, describing its core values, and outlining the desired future state.

Scheduling: Up to 2 half days on site

Cost: \$2,800

Needs Assessment

- Conducting a comprehensive analysis of the current state of the school, including strengths, weaknesses, opportunities, and threats
- Conducting a school-wide survey using Thought Exchange
- Facilitate multiple stakeholder focus group discussions for qualitative data
- Information may involve gathering data on academic performance, student demographics, staff capabilities, and community engagement

Scheduling: No on-site support

Cost: \$4,900

Goals, Outcomes, and Action Plan

- Facilitating the establishment of specific, measurable, achievable, relevant, and time-bound goals that align with the school's mission and address identified needs
- Facilitating the development of plans outlining the steps and initiatives required to achieve the established goals and outcomes. Details may include strategies for curriculum development, professional development, student support services, and/or community involvement.

Scheduling: Up to 2 full days or 4 half days on-site

Cost: \$4,900

Communication and Engagement Plan

- Communication plan can be customized to meet needs.
- All would be customized to feature district's colors/branding

Thought Exchange Launch Materials

- Superintendent letter encouraging participation
- Email to stakeholders encouraging participation
- Social Media graphics and copy encouraging participation
- Poster encouraging participation
- Presentation slide to be used as needed encouraging participation

Final/Approved Plan Materials

- Accessible PDF of the final/approved plan
- Social media graphics and copy announcing new strategic plan
- Superintendent letter summarizing and celebrating new strategic plan
- Email to stakeholders to view the strategic plan

Scheduling: No on-site support

Cost: \$2,800

District Plan Progress Monitoring Support Package

This service supports districts in progress monitoring ESSA plans and/or strategic plans, including opportunities for administrator coaching and development as well as systems and process development.

Sub-services:

ESSA SCEP/DCIP Progress Monitoring

- Beginning, middle, and end of year check in meetings
- Middle of year full-day data collection with multiple E1B staff:
 - Focus groups
 - Classroom observations
- District beginning and end of year meetings

Scheduling/Cost:

- Up to 3 half days on-site: \$4,200 per building
- Up to 1 full day on-site: \$2,800 - 4,200 per building*
- Up to 2 half days on-site: \$2,800

**Cost will be determined based on extent of mid-year progress monitoring requested*

Strategic Plan Progress Monitoring

- Facilitating the development of the plan for ongoing monitoring and evaluation on the progress toward goals.
- Includes presentations and survey development as needed.

Scheduling: Up to 2 half days on-site

Cost: \$4,200

STEPS (3012e) Consultation for Teachers and Principals Package

This service can be utilized to support districts that are creating new 3012e-aligned teacher and principal evaluation plans. Each sub-service must be purchased separately for teacher evaluation planning vs. principal evaluation planning.

Sub-services:

In-District Professional Development

Overview of 3012e regulations and NYS Teacher or Principal Standards Presentation

Scheduling: Up to 1 full day on-site presentation

Cost: \$1,400

Asset Mapping

- Current plan alignment with NYS Teacher or Principal Standards
- Crosswalk with 3012e requirements and CRSE framework

Scheduling: Up to 1 full day on-site presentation

Cost: \$1,400

Plan Development

With diverse stakeholder group:

- Review items in current plan to keep
- Develop evaluation cycle plan
- Develop standards-aligned evidence
- Create final plan for review

Scheduling: Up to 4 half-days or 6 after school/evening on-site

Cost: \$5,600

Connect With Us

Erie 1 BOCES is here to support districts through planning and consultation. To learn more or explore additional supports, please reach out

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