NOTICE OF NON-DISCRIMINATION

The Cattaraugus-Allegany-Erie-Wyoming Board of Cooperative Educational Services does not discriminate on the basis of an individual’s actual or perceived race, color, religion, creed, ethnicity, national origin, citizenship status, age, marital status, partnership status, disability, predisposing genetic characteristics, sexual orientation, gender (sex), military status, veteran status, domestic violence victim status or political identity, gender expression, and religious practices or any other basis prohibited by New York State and/or federal non-discrimination laws in employment or its programs and activities. The District provides equal access to community and youth organizations. Inquiries regarding the District's non-discrimination policies should be directed to:

Civil Rights Compliance Officer, Human Resources, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760, 716-376-8237. Email: CivilRightsCompliance@caboces.org
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Core Value #1
To have highly satisfied customers

Core Value #2
To treat all individuals with respect

Core Value #3
To provide an environment of innovation and risk
Mission
To enhance the quality of education through shared resources.

Board of Education
- Candace Clemens, President
- Michael Conroy, Vice President
- Charles Bessette
- Richard Chapman
- Steve Crowley
- Ira Katzenstein
- Ralph Kerr
- Brad Sande
- Voni Walker

Administrators
- Scott Payne, District Superintendent
- Pamela Kirkwood, Esq., General Counsel / Director of Labor Relations
- Carol Fial, Assistant Superintendent for Special Education
- Michael Graf, Director of Information Technology
- Tim Cox, Assistant Superintendent for Instructional Support Services
- James Schifley, Assistant Superintendent for Career and Technical Education/Workforce Development and Community Learning
- Thomas Potter, Controller
- Mallory Short, Director of Personnel

CA BOCES Career and Technical Education Centers
CTE CENTER AT BELMONT
5536 County Route 48, Belmont, New York 14813-9758
Phone (716) 376-8322; FAX (716) 376-8415

CTE CENTER AT ELLICOTTVILLE
5550 Route 242 East, Ellicottville, New York 14731
Phone (716) 376-8300; FAX (716) 376-8457

CTE CENTER AT OLEAN
1825 Windfall Road, Olean, New York 14760-9303
Phone (716) 376-8200; FAX (716) 376-8450

CA BOCES Exceptional Education Buildings
ELM STREET ACADEMY
24 Elm Street, Cuba, New York 14712
Phone (716) 376-8378; FAX (716) 376-8418

IJN
411 West Henley Street, Olean, New York 14760
Phone (716) 376-8405; FAX (716) 376-8407

CA BOCES Instructional Support Buildings
THE BARN - OLEAN CTE CENTER CAMPUS
1825 Windfall Road, Olean, New York 14760
Phone (716) 376-8334

LEARNING RESOURCES CENTER
182 East Union Street, Allegany, New York 14706
Phone (716) 376-8245

SOUTHERN TIER WEST
4039 Route 219, Salamanca, New York 14779
Phone (716) 376-8334
Allegany-Limestone Central School............................. Anthony Giannicchi
Andover Central School............................................. Larry Spangenburg
Belfast Central School ............................................... Wendy Butler
Bolivar-Richburg Central School................................. Michael Retzlaff
Cattaraugus-Little Valley Central School .................... Sharon Huff
Cuba-Rushford Central School................................... Carlos Gildemeister
Ellicottville Central School......................................... Robert Miller
Fillmore Central School............................................ Michael Dodge
Franklinville Central School....................................... Christopher Swiatek
Friendship Central School........................................ Judy May
Genesee Valley Central School.................................. Brian Schmitt
Hinsdale Central School........................................... Larry Ljungberg
Olean City Public School.......................................... Rick Moore
Pioneer Central School............................................ Benjamin Halsey
Portville Central School........................................... Thomas Simon
Randolph Academy.................................................. Lori DeCarlo
Randolph Central School.......................................... Kaine Kelly
Salamanca City Central School................................. Robert Breidenstein
Scio Central School.................................................... Jennifer Cappelletti
Wellsville Central School........................................... David Foster
West Valley Central School....................................... Eric Lawton
Whitesville Central School........................................ Tammy Emery
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<td>December 15, 2019 - January 15, 2020</td>
<td>Chief School Advisory Committees review 2020-21 Budgets</td>
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<td>January 2020</td>
<td>Distribution of Services Guide and review of service requests with districts</td>
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<td>January 8, 2020</td>
<td>BOCES Board reviews Administrative budget</td>
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<td>February 1, 2020</td>
<td>BOCES files proposed COSERS with SED</td>
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<td>February 5, 2020</td>
<td>BOCES Board approves Administrative budget, reviews program budgets and approves cost estimates</td>
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<td>Initial Service Requests electronically submitted to districts</td>
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<td>March 15, 2020</td>
<td>Preliminary Service Contracts submitted to districts</td>
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<td>March 15 - May 1, 2020</td>
<td>Districts finalize Service Requests</td>
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<tr>
<td>March 15, 2020</td>
<td>Budget book distributed electronically to districts</td>
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<td>April 1, 2020</td>
<td>BOCES Annual Meeting at Center at Olean</td>
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<td>April 21, 2020</td>
<td>Component Boards vote on BOCES administrative budget and election of BOCES Board members</td>
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<tr>
<td>May 1, 2020</td>
<td>Districts finalize Service Requests. Information submitted to BOCES used for firm service contracts. After May 1, a district is not permitted to withdraw from a service.</td>
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<td>May 6, 2020</td>
<td>BOCES Board adopts 2020-21 budget</td>
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What is a BOCES?
The acronym BOCES stands for Board of Cooperative Educational Services. A BOCES is a voluntary, cooperative association of school districts in a geographic area that share planning, services and programs to provide educational and support activities in an economic, efficient, and equitable manner. There are currently 37 BOCES incorporating all but 9 of the 721 school districts in New York State.

Which districts are in the Cattaraugus-Allegany BOCES service area?
See listing on page 5.

What is a Co-Ser [COSER]?
A Co-Ser is a “Cooperative Service” application, which must be filed for every BOCES service and which must be approved by the State Education Department before such a service can be provided. BOCES is required to file Co-Sers for any service it offers, regardless of whether the program is aided or not aided.

What is a Shared Service?
A shared service is a service in which two or more school districts participate. Sharing is one of the requirements in order for the costs of a service to be considered for BOCES aid.

What is an Itinerant Service?
BOCES employs staff members who provide direct services on a shared basis among school districts. Because the service involves staff members traveling from place to place, the service is known as an itinerant service. Content areas that can be served include all certified and specialty support personnel. Services can be provided at the local school, BOCES or at another appropriate site. They can be delivered at certain hours each day, certain days per week or certain periods during a school year. However, no district’s “share” of an itinerant staff member’s schedule can exceed 60 percent if there is to be BOCES aid.

What is a Cross Contract?
A Cross Contract enables a component district of Cattaraugus-Allegany BOCES to obtain services provided by other BOCES in New York State. A Co-Ser with Cattaraugus-Allegany BOCES must be filed before the service from the other BOCES can be provided or aided.

What are the seniority rights of teachers, teaching assistants and teacher aides when a school district takes back from a BOCES a program under which they were employed?
When a teacher, teaching assistant, or teacher aide is exceeded from a BOCES because of a takeback by a component district, the former BOCES employee has a vested right to employment with the component district, and in fact, becomes an employee of the component district by operation of law, subject to availability of positions based on seniority (§ 3014-b(1)). In such cases, no vote of the component school board is necessary to hire the exceeded BOCES teacher (Appeal of Valentine, Ed Dept Rep 39 (1998)).
Such employees maintain the same tenure and seniority status they enjoyed before the takeback and may also be entitled to another district (§ § 3014-a(3), 3014-b(3); Appeal of Adler, 37 Ed Dept Rep 95 (1997), rev’d on other grounds, Bd. of Educ. of the N. Tonawanda City Sch. Dist. v. Mills, 263 A.D.2d 574 (3d Dep’t), lv. to appeal denied, 94 N.Y.2d 751 (1999)).
Where does BOCES derive its revenue?

BOCES has no authority to levy taxes; or to sell bonds for capital construction projects.

BOCES derives its revenue from charges to component districts, non-component districts, federal grants, special state grants, and tuition fees from individuals.

BOCES may not carry a fund balance and must return all surplus funds to participating school districts annually.

Administrative and Capital Budgets:

All component districts are required to pay for the administrative and capital budgets based on the most current audited RWADA.

Program Budgets:

The BOCES program budgets are dynamic in that the shared services appropriations are continually revised to reflect changing client requests. Districts only pay for the program services that they choose to participate in on an annual basis.

Appropriations for operation and maintenance, mailing, duplicating, computer support, telephone services and other such services are distributed, based on usage, among the program budgets and administrative budget.

Each BOCES program budget must stand alone. Funds may not be interchanged among independent budgets.

How is BOCES aid paid to a participating district?

The BOCES aid generated by a district’s participation in a service is paid to school districts in the year following the year of expenditure. The only exception is BOCES rental aid and the aid paid on capital projects. Both of these aids are paid in the “current year.”

BOCES submits an aid request on behalf of each of the districts for the amount of eligible BOCES aid. The aid claims must take into account the aid restrictions placed by SED on each program.

SED audits State Aid claims before payments are made. SED sends aid payments to BOCES which, in turn, disburses the aid to each district.

BOCES Aid restrictions include:

- $30,000 cap on aidable salaries
- no aid on materials which become district property
- shared staff is capped at 60% for aid to a single district (up to 80% permitted, but without aid)
- no aid for transportation costs for students
- no aid for Special Education services

Superintendent Advisory Committees:

Each division within BOCES has an advisory committee made up of a group of superintendents from the component school districts. The role of each committee is to evaluate, redesign, and recommend programming to meet component district objectives. As a function of this charge, the advisory committees also serve an important role in the budget review process for each program budget as well as the administrative budget.
Certain services are add-ons and require participation in a base service in order to be eligible for BOCES aid. These include:

**CoSer 402.010**
Enrichment Programs: District must belong to CoSer 402 (base) OR CoSer 403 (base) in order to utilize this service.

**CoSer 501**
Educational Communications: Required to receive technical services 503 which is AV/TV/Computer repair and itinerant technician service.

**CoSer 518**
Computer Coordination and Support Services: Required for participation in 517 Model Schools.

**CoSer 524**
Curriculum Coordination: Required for participation in 529.020 Individualized District Curriculum Improvement.

**CoSer 601**
Labor Relations: Required to receive 601.010 services for negotiations, arbitrations, and grievances and 601.020 student hearings.

**CoSer 609**
Energy Management: Required to participate in 609.011 cooperative purchase of natural gas and 609.012 cooperative purchase of electricity.

**CoSer 610**
Safety/Risk Management: Required to receive services 610.010 Safety Manuals and building inspections; 610.020 MSDS coordination and chemical inventories; 610.030 special training in safety and health matters; 610.040 and itinerant safety assistant and 610.050 fingerprinting.
The District Superintendent is an employee of the State Education Department and is the area representative of the Commissioner of Education. The District Superintendent serves in an advisory capacity for all 22 component school districts in the Cattaraugus, Allegany, Erie, Wyoming Sole Supervisory District. He also acts as a consultant for individual districts and as a liaison between districts and the State Education Department.

School Superintendent Searches

The District Superintendent is available to assist Boards of Education of component districts in developing selection criteria, screening candidates, and determining finalists for the position of Superintendent of Schools when requested.

Consultation and Coordination

The District Superintendent is available to consult with school districts on a variety of educational issues and coordinate the resulting activities and programs. Topics may include:

- Academic Performance/School Report Cards
- Commissioner’s Regulations and Procedures
- Board/Administration Relationships
- Programs for the Handicapped
- Superintendent and Board Performance Appraisals
- Superintendents’ In-Service and Professional Growth
- Management and Planning
- School Boundaries
- Occupational Education
- Superintendent Contracts
- Reorganization and Merger
- Legislation and Policy Actions

In providing consultant services, the District Superintendent is able to call upon the resources of the State Education Department and the BOCES professional staff.

Liaison Activities

The District Superintendent is available to:

- Facilitate communication between districts and the State Education Department, as well as other public and private agencies.
- Interpret and clarify Education Law, Commissioner’s Regulations, and other policies that have an impact on education in the region.

Note - There are no charges for the services of the District Superintendent. However, printing, mailing and advertisement costs for superintendent searches must be paid by the district requesting the search service.

Scott Payne
District Superintendent
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Career and Technical Education Services provide a valuable career pathway to students from BOCES’ component schools. Graduates who meet the criterion are eligible for a Technical Endorsement on their Regents Diploma, signifying they have exceeded the regular graduation requirements.

Career and Technical Education Services:

- NYSED Approved CTE Programs with 4+1 Pathway Assessments
- Academic Coursework/Remediation
- Alternative Education
- Cross Contracts

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Building Principal  
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Noel Sheehy  
Building Principal  
CTE Center at Ellicottville  
716-376-8344  
noel_sheehy@caboces.org

Melissa Rivers  
CTE/Workforce Development and Community Learning Principal  
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The Career and Technical Education Programs are designed to provide a valuable career pathway to students while satisfying many requirements of a Regents diploma. Students learn, reinforce, and apply academic skills such as ELA, Math, and Science in the context of their CTE Program, and prepare for further study at the post-secondary level or employment. The facilities are state-of-the-industry, providing excellent instructional activities and experiences. Important components of each CTE program are articulation agreements with post secondary colleges and universities, internships, and valuable industry certifications and/or licenses. The curriculum is assessed against national industry standards and meets the New York State learning standards.

CTE Math, Science, and ELA are integrated in each of our CTE programs, allowing successful completers to earn their third unit of math and science, and their fourth unit of ELA required for high school graduation. All CABOCES CTE programs are NYS approved every five years and offer an approved 4+1 CTE Pathway exam.
The Adventure Course provides an experiential learning environment that fosters shared learning, openness, acceptance of outcomes, cooperation and application of learning for students. This experience is comprised of energizers, games, initiatives and outdoor activities, including low and high elements. The course offers a combination of mental and physical challenges, requiring students to work together to accomplish specific goals. Students will further their ability to collaborate, communicate, problem-solve, respect others, and develop critical thinking skills. Groups will improve team cohesiveness by working together on creative tasks and learn to view obstacles as opportunities for growth.

Incarcerated Youth Education

BOCES will provide instructional programs for pupils incarcerated at the correctional facility located in Little Valley based on a contract with the district in which the correctional facility is located.

CTE: Non-Components

New Vision - Health Professions (Belmont and Olean)

A one-year, Senior-level, highly academic program that allows students the opportunity to explore the health care field while gaining high school and college credits.

Adventure Course (Student Participants)

CTE Center at Ellicottville

Career and Technical Education Programs

Programs are offered at all three CTE Centers unless noted otherwise.

- Animal Science
- Audio Visual Production (Olean)
- Automotive Technology
- Carpentry and Construction Trades (Belmont and Ellicottville)
- Collision Repair Auto Body Technology
- Cosmetology
- Criminal Justice
- Culinary Arts
- Early Childhood Education/Human Services
- Heavy Equipment (Belmont and Ellicottville)
- Media Communications Technology
- Medical Assisting (Belmont and Ellicottville)
- Medical Professions (Olean)
- Natural Resources (Belmont and Ellicottville)
- New Vision Education Career Exploration and Human Services (Olean)
- Power Equipment Technology (Ellicottville)
- Pre-Engineering/CADD (Belmont)
- Product Design and Manufacturing (Olean)
- Welding/Metal Fabrication

Remediation

This service provides remedial support for students who need academic reinforcement to pass a regents exam. Remediation support will constitute a minimum of 90 minutes of instruction (direct or indirect) per week. Remediation is currently offered for the following areas:

- Math
- Science
- English
- English
These programs prepare high school age students for the High School Equivalency Test (TASC™-Test Assessing Secondary Completion) and are offered at the Career and Technical Education Centers at Belmont and Ellicottville. Typically, this is a two year, half day program, and students spend the other half of their day in a Career and Technical Education program at the center.

Alternative HS Equivalency Preparation Program (AHSEPP)

These programs prepare high school age students for the High School Equivalency Test (TASC™-Test Assessing Secondary Completion) and are offered at the Career and Technical Education Centers at Belmont and Ellicottville. Typically, this is a two year, half day program, and students spend the other half of their day in a Career and Technical Education program at the center.

Equivalent Attendance Program (EAP)

This program prepares students 18-1/2 to 20 years of age to take the examination for a high school equivalency diploma. The program operates on a 6-hour-per-week basis. There are day and evening classes available at multiple locations.

Early Entry CTE (Ellicottville and Belmont)

Early Entry CTE is a multi-year, half day program that is designed to meet the needs of students 14 years of age or older who are having difficulty connecting traditional academic instruction to practical application and process. This program will provide students the opportunity to develop the skills and work habits to succeed in work and life after high school. Early Entry CTE offers real-life experiences combined with job skill development. Visitation opportunities to explore CTE programs are also available when a student demonstrates readiness.

Students enrolled in our Early Entry CTE program will meet the requirements of the CDOS credential. Work Based Learning opportunities include, but are not limited to, student participation in: industry based internships, job shadowing, community service, volunteering, service learning, senior projects, and school-based enterprise. Content is structured around CTE skills and activities, which are used to teach and reinforce CDOS and academic skills, including ELA, Math, Science, and Technology. Students are prepared for entry into an approved CTE program or an entry level position in the workforce with fundamental job skills, knowledge, and attitudes. Students enrolled in Early Entry CTE will have the option to earn a .5 health credit along with a 1.0 math credit as determined by the district.

Academic Coursework

This service provides opportunities for students who need Academic Course Credit. All courses will constitute a minimum of 180 minutes of instruction (direct or indirect) per week. Academic course work is currently offered for the following areas:

- Math
- English
- Science
- Health
- Physical Education

Material Characterization - Nanotechnology Equipment

The Nanotechnology equipment available at CABOCES will allow students and teachers access to advanced characterization instruments typically found only at research universities. Experience on this type of equipment allows students to develop a deeper understanding of science concepts and solve real-world research based problems.

This service will provide:

- Guided lessons using the remote options of the Scanning Electron Microscope (SEM)
- Use of the SEM to generate images and EDS (Energy Dispersive X-ray Spectroscopy) reports
- Technical support
- On-site lab activities
- Preparation of sample (if one is provided) or choose from a CABOCES in-house sample
- Full access to CABOCES website: Nanotech.CABOCES.org

Academic Coursework

Material Characterization - Nanotechnology Equipment

CoSer 412

CoSer 412.001

CoSer 413

CoSer 419
OPTION 1: To participate as part of a staff development initiative

The Adventure Course provides an experiential learning environment that fosters shared learning, openness, acceptance of outcomes, cooperation and application of learning for students. This experience is comprised of energizers, games, initiatives and outdoor activities, including low and high elements. The course offers a combination of mental and physical challenges, requiring students to work together to accomplish specific goals. Students will further their ability to collaborate, communicate, problem-solve, respect others, and develop critical thinking skills. Groups will improve team cohesiveness by working together on creative tasks and learn to view obstacles as opportunities for growth.

OPTION 2: To participate in course facilitation and/or refresher training

Adventure Couse facilitation requires the acquisition of specific knowledge and technical skills. These professional development opportunities are designed to develop the knowledge and skills required to facilitate on the adventure course. At the conclusion of these professional development experiences, and with on-site skill verification, teachers will be allowed to facilitate classes on the course. In this course the following areas will be covered:

- **Experiential Learning** - This professional development covers foundational concepts of experiential education and adventure programming. Participants will be immersed in the process and learn the techniques needed to begin programming using games, initiatives, and low and high elements. Participants will explore the course and experience a variety of activities, debriefing methods, and explore ways to use the reflective process in order to promote Social and Emotional Learning outcomes for students.

- **Low Element Technical Skills and Facilitation** - This professional development introduces activity facilitation on low elements by allowing participants to explore the low elements on the course. Key learning includes: foundations of experiential education, facilitation methods, debriefing, facilities and documentation, element inspection, course set-up and take-down, course safety guidelines and standard operating procedures.

- **High Element Technical Skills and Facilitation** - This professional development will expand facilitator technical skills and allow participants to explore the high elements on the course. Key learning includes: foundations of experiential education, facilitation methods, debriefing, facilities and documentation, harnesses, helmets, carabiners, delay devices, knot-tying, course set-up and take-down, delay team management, course safety guidelines and standard operating procedures.
The Exceptional Education department provides programs and services to meet the individual needs of students. All programs are supported by supervisors, behavior specialists, math coach, literacy coach, STEM coach, and social workers.

Current host districts for classrooms: Cuba Rushford Elementary; Ellicottville; Franklinville Elementary; Genesee Valley; Olean (Washington West, High School, Middle School); Pioneer (Delevan, High School, Middle School); Scio; and Wellsville (Elementary, High School, Middle School); Stand Alone Buildings (IJN and Elm Street Academy).

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Assistant: Charlie Gardner

Olean School District / IJN
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Pioneer School District
Franklinville School District
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Assistant: Sarah Rueger

Occupational Therapy, Physical Therapy, Counseling, Speech Therapy, Adaptive Physical Education

These related services are provided within BOCES classrooms. If any of these services are needed for students in BOCES Exceptional Education classrooms, use the 200 series program service codes. Evaluation can also be provided for: FBA’s, speech, OT, PT, APE, vision and deaf education. In addition, tutoring and interpreter services are available.

CoSer 200

1:8:1

This option provides a teacher and aide for up to eight students. This classroom is designed to provide a smaller class size for students whose academic/cognitive, and/or social needs require this level of support. This program is designed to meet the needs of students who have been diagnosed primarily with an emotional disturbance. Some classrooms operate as an inclusionary program. Services are provided at district-based sites. Locations: Washington West; Olean Middle School; Olean High School; Delevan; Pioneer Middle School; Scio; Wellsville; Franklinville Elementary.

CoSer 201

1:12:1 with Teacher Assistant Support

This option provides a teacher, an aide and a teacher assistant. The teacher assistant helps set up and support student internships. This program operates in a district based high school setting and Elm Street Academy. Focus is on meeting the CDOS requirements. Locations: Elm Street Academy; Pioneer High School; Olean High School.
CoSer 206

This service provides a teacher aide to work with special education students in either district, BOCES-operated classrooms. It can also be used to provide skilled nursing services.

CoSer 209

This option provides a teacher and an aide for up to 12 students. Students are grouped by similarity of academic, cognitive or physical need. This program is designed to meet the needs of students who have been diagnosed primarily with multiple disabilities. The program provides a self-contained classroom. Services are provided at district-based sites. Locations: Elm Street Academy; Scio; Washington West; Olean Middle School; Delevan.

CoSer 211

Teacher Aide

This service provides a teacher aide to work with special education students in either district, BOCES-operated classrooms. It can also be used to provide skilled nursing services.

CoSer 304

Deaf/Hearing Impaired

The services of a teacher of the deaf provide instruction and/or consultation to deaf or hard of hearing students. Services are offered for students age 5 to 21.

CoSer 305

Speech Improvement for Non-Handicapped Students

This program provides instruction by a speech therapist to students who are in need of speech and language services but are not classified as special education. Instruction can be provided for grades K-12. This service is limited to 60% with BOCES aid.

CoSer 308

Visually Impaired

The services of a teacher of the visually impaired provide instruction and/or consultation to blind or partially sighted students. Services are provided for students age 5 to 21. Students receive instruction in Braille, as well as support aides, both mechanical and in supply form (talking books, large print books, etc.).
This service provides a special education teacher to provide instruction to special education students. It can be direct and/or indirect instruction. This program is designed for students ages 5-21. It provides supplementary instruction only, in district classrooms, private schools or at the career and technical education centers.

**Consultant Teacher**

This program provides the services of a school psychologist. Typical duties would include testing as well as counseling. This service is limited to 60% with BOCES aid.

**School Psychologist**

This program provides the services of a school psychologist during the summer months.

**School Psychologist - Summer**

This program provides individual counseling for special education students that are not enrolled in BOCES special education classrooms. Refer to CoSer 200 for students in BOCES special education classrooms.

**Individual Counseling Services for Non-BOCES Special Education Students**

This program provides group counseling for special education students who are not enrolled in BOCES special education classrooms. Refer to CoSer 200 (page 17) for students in BOCES special education classrooms.

**Group Counseling Services for Non-BOCES Special Education Students**

This program provides the services of a school guidance counselor. Counseling may be career or non-career oriented, but not IEP counseling sessions. This service is limited to 60% with BOCES aid.

**School Guidance Counselor**

This program provides the services of a school guidance counselor during the summer. Counseling may be career or non-career oriented.

**School Guidance Counselor - Summer**

This program provides the services of a physical education teacher to provide physical education instruction on an itinerant basis. This service is limited to 60% with BOCES aide.

**Physical Education**

This program provides the services of a physical education teacher to provide physical education instruction on an itinerant basis. This service is limited to 60% with BOCES aide.
Adaptive Physical Education - Individual Sessions for Non-BOCES Special Education Students

This program provides individual sessions of Adaptive Physical Education for students who are not enrolled in BOCES special education classrooms. Refer to CoSer 200 (page 19) for students in BOCES special education classrooms.

Adaptive Physical Education - Group Sessions for Non-BOCES Special Education Students

This program provides group sessions of Adaptive Physical Education for students who are not enrolled in BOCES special education classrooms. Refer to CoSer 200 (page 19) for students in BOCES special education classrooms.

Occupational Therapy

This program provides the services of an occupational therapist to provide instruction on an itinerant basis. Services are provided by a registered occupational therapist (OTR) or a certified occupational therapy assistant (COTA) under the supervision of an OTR.

Occupational Therapy - Individual Sessions for Non-BOCES Special Education Students

This program provides individual occupational therapy sessions for special education students that are not enrolled in BOCES special education classrooms. Refer to COSER 200 (page 19) for students in BOCES special education classrooms.

Occupational Therapy - Group Sessions for Non-BOCES Special Education Students

This program provides individual occupational therapy sessions for special education students that are not enrolled in BOCES special education classrooms. Refer to COSER 200 (page 19) for students in BOCES special education classrooms.

Occupational Therapy Evaluations

Initial evaluations are completed when requested by the CSE Chairperson. The cost is per initial evaluation completed. Occupational therapy evaluations are done on an annual basis for all students who receive OT services from BOCES.
Physical Therapy

This program provides the services of a physical therapist to provide instruction on an individual, itinerant basis.

Physical Therapy - Individual Sessions for Non-BOCES Special Education Students

This program provides individual sessions of physical therapy to students not enrolled in BOCES special education classrooms.

Physical Therapy Evaluations

Initial evaluations are completed when requested by the CSE Chairperson. The cost is per initial evaluation completed. Physical therapy evaluations are done on an annual basis for all students who receive PT services from BOCES.

Speech Therapy

This program provides individual speech therapy to special education students by FTE.

Speech Therapy - Individual Sessions for Non-BOCES Special Education Students

This program provides individual speech therapy to special education students not enrolled in BOCES special education classrooms.

Speech Therapy - Group Sessions for Non-BOCES Special Education Students

Initial evaluations are completed when requested by the CSE Chairperson. The cost is per initial evaluation completed. Speech therapy evaluations are done on an annual basis for all students who receive speech services from BOCES.

Speech Therapy Evaluations

Initial evaluations are completed when requested by the CSE Chairperson. The cost is per initial evaluation completed. Speech therapy evaluations are done on an annual basis for all students who receive speech services from BOCES.

Social Worker

This service provides social work services to districts through a shared MSW. Duties include development and implementation of individual services plans; recommendations for services; conducting studies of the home and school environments in order to assess the appropriateness of action plans; and maintaining records as necessary. This service is limited to 60% with BOCES aide.
Diagnostic and Prescriptive Services

This service provides behavior management and or academic intervention and prevention strategies, assessments and recommendations for districts. It is provided on an itinerant basis. It is limited to 60% with BOCES aide. This service does not provide services if listed on IEP’s.

Alternative Education

This option is for general education or special education students who would benefit from a non-traditional education. Class size is small. Services are provided at the Elm Street Academy in Cuba and Ellicottville Central School. Available for students in grades 7-12 (Contingent on Enrollment numbers). Programs are provided that allow students to work toward meeting their graduation requirements. Counseling and consultant teacher services are included. Locations: Elm Street Academy; Ellicottville Central School.

Contact: Chris Gagliardo
716-376-8339
christopher_gagliardo@caboces.org

Special Education Committee Support/CSE Chairperson

This program provides services to school districts on an itinerant basis. The service provides coordination and support for students with disabilities, most often in the form of a CSE (Committee on Special Education) chairperson. This individual’s duties include chairing the committee and coordinating CSE activities.

Special Education Committee Support/CSE Chairperson - Summer

This program provides services to school districts on an itinerant basis during the summer months. The service provides coordination and support for students with disabilities, most often in the form of a CSE chair.

School Age Extended School Year Classrooms

Special Education classrooms operating the same ratios provided during the school year. Locations: Pioneer Schools; Olean Schools; Scio.

School Age Extended School Year Related Service Only

12:1:2 - Preschool Special Class

This program operates in district based elementary buildings. School year and extended school year. Locations: Washington West; Genesee Valley; Franklinville Elementary.

1:1 - Preschool

Aides school year and extended school year. Locations: Franklinville Elementary; Wellsville Elementary; Genesee Valley Elementary; Washington West.
SERVICE CATEGORIES:

Instructional Support Services

Instructional Support Services is made up of over twenty-five different cooperative services that are organized into three main categories: Learning Resources led by Amy Windus, Professional Development led by Tim Clarke, and Student Programs led by Mary Morris. Our mission is to support the educational community of Cattaraugus and Allegany counties by arming all learners with the most current educational resources and contemporary pedagogical understanding so all learners will be competitive in a connected, global, economic, and cultural society. Please contact Tim Cox, Assistant Superintendent for Instructional Support Services, for more details: tim_cox@caboces.org or 716-376-8247.

- Search Our Classroom Media and Resources: http://resources.caboces.org
- Search Our Events Registration: http://register.caboces.org
- Meet Our Team: https://register.caboces.org/userinfo/indexprofile?staff=1
- Follow Us On Facebook: https://www.facebook.com/CABOCESInnovativeTeaching
- Follow Us On Twitter: https://twitter.com/CABOCESIt

Learning Resources

Students and teachers have access to thousands of high quality resources through Learning Resources COSER’s. Search our database for science kits, digital and media resources, student and professional texts, curriculum resources, and other physical classroom resources. Insignia, our online resource management tool found at resources.caboces.org, provides students and teachers with 24/7 access to all our media resources. Our Distance and Online Learning team is a thought leader in New York State in bringing hundreds of courses to students in our region. From lamination services to star labs, and Environmental Education to virtual field trips, our Learning Resources Team is ready to assist. Please contact Amy Windus, Program Manager for Learning Resources for more details: amy_windus@caboces.org or 716-376-8285.

Learning Resources COSER’s include:
- Distance and Online Education (COSER 420)
- Educational Communications - Classroom and Digital Resources (COSER 501)
- Environmental Education (COSER 416)
- Instructional Materials – Science, Engineering, Health, Math and STEM (COSER 521)
- Library Services and Online Databases (COSER 510)

Professional Development

Our Professional Development team proudly offers hundreds of annual professional development sessions with regional classroom teachers and educational leaders. All our professional development COSER’s work together to provide high quality training and facilitation on various topics, as well as regional scoring, the Curriculum Forum, Community Schools Advisors/Showcases, and the Technology Coordinator/Integrator Forum (TCIF). Attend any of our offerings or contact anyone on our professional development staff to plan and implement professional development at your school. Please contact Tim Clarke, Senior Program Manager for Professional Development, for more details: tim_clarke@caboces.org or 716-376-8321.

Professional Development COSER’s include:
- Athletic Coaching Staff Development (COSER 509 and 509.001)
- Bus Driver Staff Development (COSER 613 and 613.001)
- Community Schools Resources (COSER 525)
- Computer Coordination and Support Services (COSER 518 and 518.001)
- Curriculum Development (COSER 524)
- Effective Schools (COSER 529 and 529.001)
- Model Schools/Technology Integration (COSER 517)
- Shared Professional Development (COSER 507)

Student Programs

Our Student Programs team works to bring meaningful experiences to students in our region that include: Itinerant Teacher Services, County Government Student Intern Program, Driver’s Education, and Regional Academic Summer School. The Exploratory Enrichment and Arts In Education programs bring culture and arts alive in learning with events like the Buffalo Philharmonic Orchestra, live regional theater productions, and extra-curricular events that include student tournaments in First Lego League, VEX Robotics, Scholastic Challenge, and Odyssey Of The Mind. Please contact Mary Morris, Program Manager for Student Programs, for more details: mary_morris@caboces.org or 716-376-8284.

Student Programs include:
- Itinerant Teacher Services (COSER’s 301-328)
- County Government Intern Program (COSER 402)
- Performing Arts Program (COSER 403)
- Regional Academic Summer School (COSER 405)
- Extracurricular Activity Coordination (COSER 506)
- Industry Education Activities Coordination (COSER 520)

Divisional Contact: Tim Cox, Assistant Superintendent for Instructional Support Services
716-376-8216 • tim_cox@caboces.org
Divisional website: https://caboces.org/services/instructional-support-services/
Itinerant Teacher Services

Instructional Support Services Division provides a wide range of itinerant teaching services in the non-core academic areas. Districts who request itinerant instructional services share a teacher up to a 60% FTE (3 full days per week per teacher). The costs are distributed to schools based on the amount of service time requested from each of the shared districts. BOCES is responsible for the hiring, supervision, and evaluation of all itinerant staff. Two requesting schools are required in order to utilize these COSER’s. Additional Itinerant COSER’s could include: Foreign Language, Health Education, Driver Education, Food Supervisor, Technology Education, Advanced English, Advanced Math, Advanced Science, Advanced Social Studies, Agriculture, Occupationally Related Areas, Theater, Dance, Gifted and Talented, Math Intervention, Science Intervention, Social Studies Intervention, Remedial Reading, Pre-Kindergarten, and Secondary Remediation.

- COSER 301: Bi-Lingual/English as a New Language (ENL)
- COSER 302: Family and Consumer Science (FACS)
- COSER 307: Art
- COSER 312: Music
- COSER 317: Library/Media Specialist

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org
Program website: https://caboces.org/services/student-programs/itinerant-teachers-services/

County Government Student Intern Program and Exploratory Enrichment

The County Government Student Intern program is a hands-on learning experience for high school seniors that exposes them to the processes of county government and takes place at the county office buildings. Students meet one day/week with our County Government teacher, who facilitates their learning through department presentations, discussions and debates on current events. Cattaraugus county schools participate from September-December; Allegany county schools participate from January-June.

- COSER 402.000 - Base Service (Required)
- COSER 402.010 - Enrichment Programs
  Also included in this COSER are opportunities for districts to coordinate Exploratory Enrichment programs according to the COSER guidelines. The event or experience must be a program that exceeds or is different from content offerings found in standard courses, and align to NYSED Learning Standards. For example, anti-bullying and character education presentations and programs; the Challenger Learning Center programs; Young Entrepreneurs Association program; and educational tours to various destinations. Participation in COSER 403.000 is required if not participating in the County Government Program.

Visit website for specific COSER/SED guidelines and more information.

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org
Program website: https://caboces.org/services/student-programs/county-government/
Arts in Education

Through this service, districts can provide students with engagement in the arts in a variety of ways including but not limited to cultural field trips, art/music lessons and performances, museums and art exhibitions. Students may also experience the arts by attending regional live theatrical performances throughout the year.

- **COSER 403.000 - Base Service (Required)**
- **COSER 403.010 - Arts in Education - Individual**
  This service allows participating school districts to purchase student tickets to arts related educational events according to the COSER guidelines. Artists in residence and authors can be brought into districts with prior CA BOCES Board of Education approval. Visit website for specific COSER/SED guidelines and more information.
- **COSER 403.040 - Buffalo Philharmonic Orchestra**
  Students in participating districts may attend a regional live orchestral concert performed by the Buffalo Philharmonic Orchestra, during their educational concert series. Enrichment instructional materials are also provided to teachers to help make this a truly rewarding cultural experience for all students.

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org

Regional Academic Summer School

Regional Academic Summer School provides summer courses for middle and high school students in Allegany and Cattaraugus counties at one or two locations. The program is designed to enable students to gain the knowledge and skills necessary to gain credit towards graduation within the framework of the New York State Summer School requirements. Participating schools may enroll students in Math, English, Social Studies, Science, as well as additional on-line courses. Districts may also register students for August Regents Exams and Driver Education.

- **COSER 405.020 - Middle and High School Courses**
- **COSER 405.030 - Driver Education**
- **COSER 405.040 - Tests Only**

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org
Program website: [https://caboces.org/services/student-programs/regional-academic-summer-school/](https://caboces.org/services/student-programs/regional-academic-summer-school/)

Environmental Education

Environmental Education offers over 50 exciting hands-on, scientific programs for your students to learn the fundamentals of our environment provided by our environmental science teacher. Students will dig into the study of the effects of natural and unnatural processes, and of interactions of the physical components of the planet on the environment. Special environmental education programming is available at an additional cost and includes options such as Science On Seneca and Camp Allegany. Additionally, guest presentation programs such as Hawk Creek, Bwana Jim, the Planetarium, and the Nature Ed-Ventures are available for an additional fee that is aidable by BOCES.

- **COSER 416.000 - Base Service (Required)**
- **COSER 416.010 - Environmental Ed-Residential Overnight Camp**
  Residential overnight camping experiences are designed for middle school students. School and CA BOCES staff work together to develop goals and environmental education teaching staff serve as a support to help member schools reach those goals.

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org
Program website: [https://caboces.org/services/learning-resources/environmental-education/](https://caboces.org/services/learning-resources/environmental-education/)
The Distance Education program coordinates and supports the sharing of courses and content between local districts as well as across New York State and the world. Videoconferencing allows for synchronous high school/college connections and K-12 Virtual Field Trips/collaborations. Asynchronous online courses are offered with mentor support for credit recovery and credit accrual. Training, technical support, and storage on the Moodle course management system also allows teachers to create their own online courses. Zoom provides web-based video conference capabilities and aids in desktop-to-desktop meetings or training. Field Trip Zoom Zone provides on-demand virtual field trip experiences and is a FREE add-on for districts.

Keeping you connected to each other and the world with:
- 24 fully-equipped Distance Education rooms in CA BOCES component schools
- 92 Polycom endpoints
- 17 Newly installed Zoom Carts/Rooms
- Onsite technical support and maintenance
- Scheduling and testing of all connections
- Archiving storage of course material
- One Zoom Pro Account per district
- Fieldtrip Zoom Zone access for all participating districts

- COSER 420.000 - Base Service (Required)
- COSER 420.010 - Online Courses
  Open enrollment is available to start students on the path to course completion for credit recovery, for course accrual for transfer students, or for unique course needs. CA BOCES provides full student support with NYS certified teachers who travel to participating districts to mentor students enrolled in online courses.

Benefits of online courses include:
- Increased graduation rates
- Expanded course opportunities
- Cutting edge digital content and learning management systems that provide the perfect learning environment for modern learners
- Reduced scheduling conflicts

- COSER 420.011 - Virtual Field Trips
  Virtual Field Trips are a great way to flip the field trip. Rather than taking students to the destination, VFTs bring the destination to the classroom. There are many free and fee-based trips with experts and locations from across the globe. We will do all the work for you and your students, from helping you find the perfect trip and destination to ensuring all the technical details and support are in place.

- COSER 420.020 - Equipment
  Technical equipment purchases that provide video conference connections to other participating school districts.

- COSER 420.098 - Zulama Online
  Zulama, an Entertainment Technology Curriculum, is available as an added service. Zulama teaches both analog and digital game design via computer coding in middle school and high school.

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org
Program website: https://caboces.org/services/learning-resources/distance-education/
CoSer 501  

Educational Communications - Classroom and Digital Resources

Educational Communications provides engaging digital, equipment, and kit resources that support and enhance classroom instruction in the form of streaming video clips, digital content, web-based presentation, reading, STEM and assessment preparation programs, classroom book kits, leveled readers, DVDs, and curricular media. Training and technical support for all products is also provided. This COSER includes lamination and DVD duplication services at no additional charge.

- Insignia provides teachers and students 24/7 access to our digital and hard copy media. Access all media and kits at http://resources.caboces.org.
- Digital media usage will continue to expand as digital natives continue to fill classrooms and teachers seek to meet their needs.

Sample Robotic Kits: Bee Bots, Cubelets, Littlebits, Osmo Coding Kits, Ozobots, Spheros, and many more!
Sample Equipment Kits: Baby Think It Overs, Go-Pro Cameras, iPads, Class Set Books, and many more!

- COSER 501.000 - Base Service (Required)
- COSER 501.100 - Digital Content ONLY (No Physical Resources)
- COSER 501.600 - Complete Package (Digital Content AND Physical Resources)

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org
Program website: https://caboces.org/services/learning-resources/educational-communications/
Search resources: http://resources.caboces.org/

CoSer 506  

Extracurricular Activity Coordinator

Through this service, student teams from the CA BOCES region participate in annual challenges and competitions that provide opportunities for them to exercise critical thinking, problem solving, collaboration and promote the practice of good sportsmanship.

- COSER 506.001 - Odyssey of the Mind
- COSER 506.002 - Scholastic Challenge
- COSER 506.003 - FIRST LEGO League
- COSER 506.004 - FIRST LEGO League Kits
- COSER 506.008 - VEX Robotics

Contact: Mary Morris
716-376-8284
mary_morris@caboces.org
Program website: https://caboces.org/services/student-programs/extra-curricular-activities/
Shared Staff Development

This service is for administrators or teachers supporting collaborative and consortium learning that is shared between at least two districts. This COSER also supports elements of implementation. Districts use this COSER to share professional development and related contracts when two or more schools districts are involved in joint professional development. Matching districts must prove cost savings in sharing the contract beyond receiving BOCES aid. Consult our website for specific COSER/SED guidelines.

- COSER 507.000 & 507.001 - Base Service (Required)
- COSER 507.002 - Shared Staff Development (Aided in-district shared events)

Contact: Tim Cox
716-376-8247
tim_cox@caboces.org
Program website: https://caboces.org/services/professional-learning/shared-professional-development/

Staff Development - Athletic Coaching

CA BOCES operates an NYSED approved in-service program designed to provide the three necessary courses necessary for athletic coaching for Certified Teachers and Non-Teachers in online formats. CA BOCES is also an approved provider of First Aid and CPR/AED training in New York State.

Courses are scheduled throughout the year. Visit our website for course offerings and schedules.

- COSER 509.000 & 509.001 - Base Service (Required)

Contact: Tim Cox
716-376-8247
tim_cox@caboces.org
Program website: https://caboces.org/services/professional-learning/athletic-coaching-training/

Library Services and Online Databases

This service provides collections of databases, periodicals, newspapers, and reference resources. Teachers and students can use multiple, searchable databases for informational text and research projects. Our Database Service provides access to major online resources and eBooks. This service also allows for district purchase of various databases.

Included within this service are World Book Online, Tumble Books, Noodle Tools, and NewsBank.

- COSER 510.000 - Base Service (Required)
- COSER 510.005 - OverDrive
Overdrive is an addition to Library Services that provides faculty, staff, and students access to electronic books. Participating schools have access to a unique collection of books selected and purchased by its school librarian, as well as a shared collection selected and purchased by the CA BOCES School Library Systems Coordinator.
- COSER 510.100 - Databases
Add databases to your collection.
- COSER 510.200 - Music Library
The shared Music Library allows districts to purchase and share sheet music. Visit our website to search titles: resources.caboces.org

Contact: Amy Windus
716-376-8285
amy_windus@caboces.org
Program website: https://caboces.org/services/learning-resources/school-library-system-and-database/
Search resources: http://resources.caboces.org/
**Model Schools Technology**

CA BOCES Professional Development and Curriculum Coordinators on our Model Schools team specialize in educational technology integration. We place emphasis on quality instruction serving as the starting point for integrating technology into classroom practice with the intent to help teachers improve student learning. Model Schools learning opportunities are provided at BOCES sites, as well as on-site within your school district. We specialize in customizing our professional development services to meet your specific needs and criteria. The team members in this program attend state and national conferences and meetings to remain current with best practices.

Expertise areas include:

- Introductory Technology Training
- Model Lessons and Coaching
- One-to-One Device Implementation and Best Practice
- Best Instructional Practices
- Just-in-Time Professional Development
- Blended Learning
- Current Trends and Topics in Educational Technology

For a current and complete listing of our offerings, please visit our online registration system or our calendar. Substitute and stipend reimbursement apply for this COSER.

- **COSER 517.000 & 517.010 - Base Service (Required) - This service MUST be purchased with COSER 518.000 & 518.001**
- **COSER 517.030 - Substitute Reimbursement**
- **COSER 517.011 - Individual District Technology Integration**
- **COSER 517.020 - Technology and Data Integration**

**Contact:** Tim Clarke  
716-376-8321  
tim_clarke@caboces.org  
Program website: https://caboces.org/services/professional-learning/regional-professional-learning-and-model-schools/

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**CoSer 518**

**Computer Coordination and Support Services (Technology Coordinators)**

Technology Coordinators and Integrators play such a critical role in today’s highly technical learning environments. This quarterly meeting during the school year provides collaboration and new learning on effective technology integration, software, hardware, mobile device management, etc. The meeting features presentations from classroom teachers and students and how they have used technology in their classrooms and in their learning. We partner with our Information Technology department to provide updates on services and trends. Forum attendees are also connected to key information through the TCIF Listserv.

- **COSER 518.000 & 518.001 - Base Service (Required) - This service MUST be purchased with COSER 517.000 & 517.010**

**Contact:** Tim Clarke  
716-376-8321  
tim_clarke@caboces.org

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**CoSer 520**

**Industry - Education Activities Coordinator**

This program offers ‘Behind the Scenes Career Explorations’ during the school year that provide high school students with experiences to observe a variety of careers in action. Students travel to various destinations in Western New York that target specific careers, tour the facility and explore the skill sets and education required to be successful in those career paths.

- **COSER 520.000 - Base Service (Required)**

**Contact:** Mary Morris  
716-376-8284  
mary_morris@caboces.org  
Program website: https://caboces.org/services/student-programs/behind-the-scenes-career-explorations/
Membership in the Instructional Materials program (COSER 521) provides access to all hands-on and standards-aligned classroom curriculum resources for learning experiences in the elementary (Grades K-6 – COSER 521.001) and middle level (Grades 7-8 – COSER 521.002) classrooms. Over one hundred kit titles can be ordered online to be delivered directly to your school. Kits are outfitted with all the resources needed to deliver the curriculum in a classroom of up to thirty students and include teacher training and support as well. Visit our website for all kit titles: https://caboces.org/services/learning-resources/instructional-kit-program/

- COSER 521.000 - Base Service (Required)
- 521.001 K-6 - Curriculum Kits
  Advancing STEM is a complete curriculum that aligns with all 2016 NYS Science Learning Standards for grades K-6. The curriculum was written by over forty educators from over twenty school districts in the Cattaraugus-Allegany BOCES and Erie 2 Chautauqua-Cattaraugus BOCES regions. All curriculum materials can be reviewed at www.advancingSTEM.com. Teachers in this service also have access to Engineering is Elementary kits, a curriculum developed by the Boston Museum of Science that focuses on engineering and science. Our Legacy Kit titles (aligned to 1997 NYS Science Learning Standards), including Health Kit titles, are also available. The Star Lab may also be reserved through this service.
- 521.002 7-8 - Curriculum Kits
  Lab-Aids is a research-based kit curriculum designed specifically for grades 7-8 by Lab-Aids, Inc. and aligned to 2016 NYS Science Learning Standards. Kits in this program are provided for Life Science, Earth Science, and Physical Science.
- 521.003 K-12 STEM Kits

Contact: Amy Windus
716-376-8284 • amy_windus@caboces.org
Program website: https://caboces.org/services/learning-resources/instructional-kit-program/

Curriculum Coordination Services

Curriculum Coordinators, Principals, Superintendents, and designated teacher leaders are invited to attend the regional Curriculum Forum hosted and facilitated by CA BOCES. The Curriculum Forum aims to provide updates from the State Education Department, share curriculum resources, and provide professional development to educational experts in local districts. The Forum convenes quarterly, with monthly online sessions. The Curriculum Listserv also connects members with each other, as well as with the State Education Department, and CA BOCES Curriculum Experts.

- COSER 524.000 - Base Service (Required)

Contact: Tim Clarke
716-376-8321 • tim_clarke@caboces.org
Program website: https://caboces.org/services/professional-learning/curriculum-forum/

Community Schools Resources

The Community Schools Resources Service represents a strategy to organize resources so that academics, social and emotional needs, and medical and dental services and supports are integrated into the fabric of schools. This work helps to remove obstacles to learning and serve the needs of the whole child so teachers are free to teach and students are ready to learn.

The community schools strategy focuses on four key components; collaborative leadership, expanded learning opportunities, integrated student supports & services and family engagement. Overall, the goal of the strategy is to strengthen schools, improve student learning, create stronger families and healthier communities.

Member districts have access to professional development and other resources that benefit the child, school, and community. Visit our webpage for more information.

- COSER 525.000 & 525.100 - Base Service (Required)
- COSER 525.465 - Mentoring Services
- COSER 525.466 - School Physician Services (School Medical Director)

Contact: Tim Clarke
716-376-8321 • tim_clarke@caboces.org
Program website: https://communityschools.caboces.org/
CoSer 529

Effective Schools (Professional Learning)

CA BOCES Professional Development and Curriculum Coordinators work with national-level experts to gain knowledge and application in a variety of service areas. Professional development services are provided at BOCES sites, as well as on-site within your school district. We specialize in customizing our professional development services to meet your specific needs and criteria. The team members in this program attend regular meetings in Albany to remain current with changes in NYS standards and initiatives.

Expertise areas include:
• New York State Learning Standards (Next Generation ELA/Math, Social Studies Framework, etc.)
• NYS Curriculum Modules
• Curriculum Alignment and Development
• Assessment Alignment and Development
• Data Analysis and Data Driven Instruction
• Annual Professional Performance Review (APPR) Technical Assistance
• Best Instructional Practices
• Current Trends and Topics in Education

For a current and complete listing of our offerings, please visit our online registration system (register.caboces.org). Substitute and stipend reimbursement apply for this COSER. This service can also provide a professional development and curriculum coordinator on-site to facilitate the curriculum planning and delivery in your district.

• COSER 529.000 & 529.001 - Base Service (Required)
• COSER 529.002 - Regional Scoring
• COSER 529.003 - Capturing Kids Hearts
• COSER 529.010 - Substitute Reimbursement
• COSER 529.020 - Individual District Curriculum Development
• COSER 529.030 - RTI Math/ELA Coach
• COSER 529.040 - Leadership Institute (Call to Leadership)

Contact: Tim Clarke
716-376-8321
tim_clarke@caboces.org
Program website: https://caboces.org/services/professional-learning/regional-professional-learning-and-model-schools/

CoSer 613

Bus Driver Staff Development

This service provides bus driver programs in other areas such as discipline, safety, drug and alcohol testing program and physical performance testing management. Required bus driver courses include: 3-hour Pre-Service, 2-hour Refresher courses and a 10-hour Advanced course. Also included in this COSER is the Bus Monitor/Attendant Basic Course, pre-service/refresher as well as the Physical Performance Testing for both bus drivers and bus monitors/attendants.

• COSER 613.000 & 613.100 - Base Service (Required)

Contact: Tim Cox
716-376-8247
tim_cox@caboces.org
Program website: https://caboces.org/services/professional-learning/bus-driver-training/
Public Information Services:

- Public Information Coordinator
- District Newsletter Editor
- District Newsletter Postage
- District Newsletter Bulk Mailing Preparation
- Publication Development
- Web Site Support and Maintenance

School districts know the value of communication for promoting a positive image of their educational programs, staff and facilities. Fostering an open rapport can create a relationship with the community that is essential in helping districts reach their goals—whether gaining approval for a bus purchase, passing the latest budget, or gathering support for building renovations or entire new campuses.

Through CoSer 602, professionals from BOCES Communications Services Group partner with school districts to get their message out through quality publications such as newsletters, calendars, budget bulletins and building brochures. Our team includes staff specialists and graphic designers who can complement any school’s public relations effort. CoSer 602 also enables districts to stretch taxpayer dollars. Our staff acts as itinerants and cross-contracts for printing with another BOCES, thus allowing subscribing districts to qualify for state aid on these services.

Newsletters are one of the few tools a district has that reaches the home of every stakeholder. Statistics released by the National School Public Relations Association show parents rely on these publications as a primary information source, second only to what their children tell them.

Starting a monthly or bi-monthly newsletter is as easy as being assigned a specialist to act as editor. District staff supplies all stories and photos, while our editor oversees layout, proofing, printing, bulk-mail prep and postal delivery. Bulk mail prep and postage (602.010 and 602.020) do not qualify for aid.

Michael Graf
Director of Information Technology
716-376-8218
michael_graf@caboces.org

Printing

Printing of district newsletters, brochures, calendars, student agendas, forms, posters, curriculum guides, teacher handbooks, yearbooks, etc. Our highspeed digital printing system also provides a superior, cost effective product.

- Recently added Large Format Banner/Sign Printer
- Enables prints of Large Banners, Posters, Car Wraps, Wall Decals, etc.

Contact: Lisa Nianiatus
716-376-8289
lisa_nianiatus@caboces.org
Public Information Coordinator

A shared specialist is assigned to work on your district up to three days per week throughout the school year to ensure a consistent and professional communications program. This service is ideal for districts that have made a commitment to improve communications as part of a strategic plan, or that have an ongoing public relations concern. The specialist will carefully analyze the public information needs of a district and work closely with administrators to structure an effective public relations plan that addresses concerns within their community.

Contact: Michael Graf
716-376-8218
michael_graf@caboces.org

District Newsletter Editor

A district newsletter remains at the very core of any contemporary school public relations effort. Studies by the National School Public Relations Association show that parents rate the school newsletter as their most important source of information, second only to what their children say about school.

Working with district staff, who supply stories and photos, a BOCES specialist acts as the editor for each school’s monthly or bi-monthly newsletter. The publications are laid out using a desktop publishing system and sent “camera-ready” (reducing production costs) to our printshop (CoSer 511.000), using a high-speed digital printing press for outstanding quality.

Contact: John Gethicker VI
716-376-8271
john_gethicker@caboces.org

Contact: Lisa Nianiatus
716-376-8289
lisa_nianiatus@caboces.org

District Newsletter Postage

Postage charges for mailing district newsletters and annual calendars are accounted for under this COSER. Schools are billed directly for their actual postage costs.

Contact: John Gethicker VI
716-376-8271
john_gethicker@caboces.org

District Newsletter Bulk Mailing Prep

Charges for bulk mailing preparation of district newsletters and annual calendars are accounted for under this COSER. Costs are based upon the actual number of newsletters prepared for bulk mailing and delivery charges to the appropriate post office. Schools are billed directly for their actual bulk mailing preparation costs.

Contact: John Gethicker VI
716-376-8271
john_gethicker@caboces.org
Desktop computers are wonderful tools, but producing quality print pieces requires more than just hardware. Quality demands time, experience and offers the varied skills of a BOCES’ public relations specialists.

Graphic Design can support or fully provide the following: budget campaign materials, special board vote publications, reports and surveys, brochures, directories, handbooks, logo development, annual calendars, and any other district design needs.

Contact: Kimberly Survil
716-376-8351
kimberly_survil@caboces.org

Support can be provided for school web site design, support, and maintenance. BOCES can also provide support for schools in database design, support, and maintenance.

Contact: Oliver Berman
716-376-8360
oliver_berman@caboces.org
Labor Relations Services

- Negotiations/Arbitrations/Grievances
- Employee Investigations/Matters
- Student Disciplinary Hearings
- Workshops and Trainings
- Labor Law Posters
- Publications-Law Books
- Personnel Procedures Audits

Pamela Kirkwood, Esq.
General Counsel / Director of Labor Relations
716-376-8237
pam_kirkwood@caboces.org

Labor Relations - Base Service

The Labor Relations base service includes a management-oriented Labor Relations/Personnel consulting service. The service includes the collection and processing of information and data for use in negotiations. That information and data is distributed to school districts on request and made available on the BOCES website. Additionally, the service provides information concerning relevant court and administrative decisions in areas such as labor, general municipal, public officer, education, and civil service law, valuable guides to assist administrators in Labor Relations/Personnel matters and student disciplinary matters, updates and presentations on labor and school related issues, and a password-protected web resource.

Contact: Pamela Kirkwood, Esq.
716-376-8237
pam_kirkwood@caboces.org

Negotiations/Investigations/Grievances/Arbitrations

The Labor Relations service provides component schools with at-the-table representation in collective negotiations and grievance representation from the time a grievance is filed at its initial stage through arbitration and post hearing preparations. Additionally, representation before PERB and/or other state agencies is available, as well as assistance with employee investigations and resolution of employee matters.

Contact: Pamela Kirkwood, Esq.
716-376-8237
pam_kirkwood@caboces.org
The Labor Relations program provides districts with assistance in student disciplinary hearings pursuant to NYS Education Law. When districts contemplate long-term suspensions, the services of hearing officers for conducting such proceedings are available through Labor Relations.

**Contact:** Pamela Kirkwood, Esq.
716-376-8237
pam_kirkwood@caboces.org

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Student Disciplinary Hearings

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**CoSer 601.020**

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Labor Law Posters

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**CoSer 601.030**

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Publications: School Law Books

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**CoSer 601.040**

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Workshops and Trainings Related to Labor Relations and Personnel Matters

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**CoSer 601.050**

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**Contact:** Pamela Kirkwood, Esq.
716-376-8237
pam_kirkwood@caboces.org
Service categories:

- Auditing Services
- Business Office
- Insurance Coordination
- Transportation

**Thomas Potter**
Controller
716-376-8250
tom_potter@caboces.org

**Business Manager**

This service provides an itinerant business manager to provide school business management and supervision of business office operations.

**Contact:** Thomas Potter
716-376-8250
tom_potter@caboces.org

**Business Office Support**

This service provides centralized business office operations. Also available on a per use/unit basis are: cooperative investments, state aid/financial planning, capital projects accounting, centralized accounts payable, centralized payroll, and flex plan administration.

**Contact:** Thomas Potter
716-376-8250
tom_potter@caboces.org

**Finance Management**

This service provides services and other related finance management activities: Such as, operating procedures development, capital projects reporting, extra-classroom activities, internal control enhancements, affordable care act reporting assistance, transparency reporting, long-range financial planning, transparency reporting, etc.

**Contact:** Thomas Potter
716-376-8250
tom_potter@caboces.org

**Transportation - Special Education**

BOCES bids and contracts for shared transportation services of disabled students to and from the following schools on either a daily or weekly basis:

- Batavia School for the Blind
- Cuba Elm Street Academy
- IJN Special Education Building
- Randolph Academy
- Rochester School for the Deaf
- St. Mary’s School for the Blind
- Stanley Falk School

**Contact:** Thomas Potter
716-376-8250
tom_potter@caboces.org
Cooperative Purchasing

Provides for central coordination of bidding for BOCES and Component Districts. Items bid include office supplies, custodial supplies, copier supplies, classroom supplies, food products (including ice cream, milk, and bread), parking lot resurfacing, first aid supplies, and other items requested by participating districts. Activities include development of standard specifications, preparation and submission of bid proposals and arrangement of the bidding process for joint purchases.

Contact: Thomas Potter
716-376-8250
tom_potter@caboces.org

Medical Health Plan
Employee Benefit Coordination

Service provides for the design, coordination and ongoing supervision of the self-insured health insurance, liability insurance, and workers compensation programs. Service includes plan development, maintaining insurance certification, coordination of enrollment, claims, appeals, new state and federal regulations, and benefit design and coverages. Support/inservice is also provided for COBRA, FMLA, and the Insurance Portability Act. Claims processing, stop loss insurance, insurance audits, and actuary expenses are charged to this program. This service also provides an actuarial study to determine a school’s post employment liability for retiree’s benefits (GASB 75), ACA tracking and reporting.

Contact: Thomas Potter
716-376-8250
tom_potter@caboces.org

Medical Health Plan
Third Party Administrative Services (TPA)

Workers’ Compensation
Employee Benefit Coordination

Workers’ Compensation
Third Party Administrative Services (TPA)
Service categories:

- Energy Management
- Safety/Risk Management
- Transportation

Dean McKnight
Director of Facilities III
716-376-8249
dean_mcknight@caboces.org

Energy Management

This program provides assistance to participating school districts in evaluating their current energy use, as well as, a review of plans and specifications of proposed building renovations and/or additions for energy efficient design. Surveys of a building’s energy using systems can be performed to determine their operating performance, including boiler efficiency tests, or equipment such as boiler firetube cleaners, temperature recorders and electrical testing devices are available for loan to the maintenance personnel.

Additional Services Available Under COSER 609—District Must Subscribe to Base Service to receive Additional Services

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

Cooperative Purchase - Natural Gas

School districts that meet the requirements of their local utility may cooperatively purchase natural gas directly from a supplier and transport this gas over local utility lines, resulting in significant savings to the district.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

Cooperative Purchase - Electricity

School districts that meet the requirements of their local utility may cooperatively purchase electricity directly from a supplier and transport this electricity over local utility lines, resulting in appreciable savings to the district.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

Safety/Risk Management

The program provides assistance to participating school districts in complying with state and federal regulations governing the health and safety of their students and employees. These regulations include Hazard Communications (“Right-To-Know”), Bloodborne Pathogens, SED’s RESCUE and SAVE regulations and the Automatic External Defibrillator (AED) legislation. Current information on regulations and other safety issues is provided to the districts and also disseminated through bimonthly newsletters. BOCES staff meets with district administrative personnel to review their safety plans, training programs and records and to make suggestions for improvement. Assistance is provided to the district staff in the development and implementation of safety policies and procedures and employee training. Training videos and materials are made available to district staff. BOCES staff will also assist district personnel during any PESH inspection and inspections concerning indoor air quality issues such as improper ventilation and the presence of mold.

Additional Services Available Under COSER 610—District Must Subscribe to Base Service to receive Additional Services

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org
BOCES staff provides and annually updates a District Safety Policy Manual that contains all policies required by the various regulatory agencies. The policies include Hazard Communications, Chemical Hygiene, Disaster Preparedness, Exposure Control, Lockout/Tagout and Confined Space Entry. The manual is provided both in hard copy and in electronic media available on-site or through the BOCES web site. The service also provides NYS certified code enforcement officials to perform the annual fire inspections and to be members of the district team that performs the annual visual safety inspections. New York State certified Inspector/Management Planners can also perform the triennial asbestos inspections and updating of the school district management plan as required by the federal AHERA regulations.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

BOCES staff will complete and update a district chemical inventory and compile a file of Material Safety Data Sheets both in hard copy and as computer files. A management system for the inventory of hazardous substances and the organization of MSDS’s will be developed. The service also includes the development of a written Hazard Communications Plan and a Chemical Hygiene Plan for school laboratories.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org

BOCES staff will coordinate and/or provide all required safety training for school district personnel as well as other safety training as requested. Training includes hazard communications (“Right-to-Know”), asbestos awareness, emergency procedures, lockout/tagout procedures, bloodborne pathogens, Automatic External Defibrillator (AED) procedures and safe work practices. Training can be on site or on-line through the BOCES web site. Initial and annual refresher training through a certified agency is also provided for staff to obtain New York State certificates for asbestos worker/handler, contractor/supervisor and inspector management planner. Training records will be maintained by BOCES and provided to the district.

Contact: Dean McKnight
716-376-8249
dean_mcknight@caboces.org
CoSer 610.040

School Safety/Security Assessment and Training

**CABOCES must have an active role in the following services listed in order to properly generate aid. For further information on this or additional questions, please contact Dean McKnight directly.**

- **Security Assessments** - Vendor assessments are provided for every building in a district which include but not limited to site visits, pictures, videos, drone coverage, and physical inspections. The 5-year partnership provides valuable feedback, recommendations and annual updates to help increase safety and protection in the event of an emergency, specifically active shooter incidents.
- **Security and safety glass installations** - Vendor provides several options for security glass installation.
- **Onsite active shooter trainings** - Vendor provides several levels of active shooter trainings (both classroom style and hands-on) for faculty and staff.

**Contact:** Dean McKnight  
716-376-8249  
dean_mcknight@caboces.org

CoSer 610.070

Rapid Responder Program

This new service is an all-hazards emergency preparedness and crisis management system that securely stores critical information for use by the facility personnel and first responders in your area. The system provides information needed to effectively prepare for, respond to and recover from an emergency. Securely hosted by Prepared Response (the host company), the system does not require additional hardware, software or IT support. The system can also be used for day-to-day facilities, security management, and operation.

**Contact:** Dean McKnight  
716-376-8249  
dean_mcknight@caboces.org

CoSer 614

Coordination of Bus Driver Drug and Alcohol Testing

This coordination service includes policy and procedures development, medical officer review, employer and supervisor training and assistance with record keeping. Testing service available under Program 614.010. Districts must belong to coordination service 614 to participate in testing service (614.010).

**Contact:** Dean McKnight  
716-376-8249  
dean_mcknight@caboces.org

CoSer 614.010

Testing Program for Bus Drivers (CDL Holders)

This program provides a full compliance drug and alcohol-testing program for drivers with Commercial Driving Licenses (CDL’s). Testing includes pre-employment, random selection, post-accident, reasonable suspicion and return-to-duty. Testing is provided primarily on-site utilizing a mobile collection vehicle.

**Contact:** Dean McKnight  
716-376-8249  
dean_mcknight@caboces.org
Human
Resources
Services

CoSer 603 (Base) and 603.001

Certification

Mallory M. Short
Director of Personnel
716-376-8201
mallory_short@caboces.org

BOCES serves as a satellite office of the NYSED Office of Teaching, and is available to local district administrators, teachers, and community members of our component school districts. Certification Services provided by a NYSED trained, local representative include:

- Transcript review for NYS Teacher Certification;
- Credential certification directly from NYSED certification files;
- Guidance on Highly Qualified (HQ) Special Education regulations;
- Resource for qualifying education: required for certification(s);
- On-site district visits, one-on-one support, and certification audits;
- Approvals for incidental teaching;
- Issuance of coaching licenses;
- Direct and expeditious liaison with the NYSED Office of Teaching;
- Assistance with other necessary filings with NYS Office of Teaching;
- Guidance on registration and CTLE requirements.

Contact: Candy Rose
716-376-8374
candy_rose@caboces.org

CoSer 615

Recruiting Service

BOCES provides participating districts with assistance in recruitment of school personnel. CoSer 615 intends to provide a two-pronged, coordinated effort to promote available positions within our component districts and the benefits of working and living in our region. Services include cooperative external advertising in newsprint, social media, and online, dedicated staff member to act as liaison with college placement offices and representatives, and web-site listing of vacancies and coordination of annual host interviews, if requested.

Participants may elect to join the Regional AppliTrack Consortium. The electronic application tracking system is designed to attract applicants and maximize in hiring. Participation in the AppliTrack Consortium membership includes: Posting of district vacancies on CABOCES.org based AppliTrack Consortium Website; national exposure with posting on K-12jobspot.com website; and the convenience of tracking applicants from first expression of interest to submission of application, all in one web based setting.

Contact: Mallory Short
716-376-8201
mallory_short@caboces.org

Staff Designee: Kathy Eckel
716-376-8209
katharine_eckel@caboces.org

CoSer 615.447

Recruiting Service - AppliTrack

CoSer 615.452

Recruiting Service - Advertising
Service categories:

- Repair Services

Michael Graf  
Director of Information Technology  
716-376-8218  
michael_graf@caboces.org

Technical Services - Base

The scope of technical services includes varied audiovisual equipment (audio cassette recorders, CD players, television cameras, camcorders, video cameras, multimedia systems, studio and production equipment, lamp replacement for all equipment, cables, connectors, speakers, lecterns, and aging equipment such as 16 mm, film strip and slide projectors, reel-to-reel tape recorders, television sets, VCRs, video projection units, audio mixing and amplifying, distance learning equipment, and DVD/laser disk players).

Service also includes the installation, maintenance and signal balancing for TV distributions and media retrieval systems as well as satellite TV systems and associated equipment. We have recently expanded to support digital signage systems, as well as other streaming and distribution type devices. We also troubleshoot, repair, and install most all forms of wiring (Cat5, CATV, fiber, telephone) and can consult with the Districts on proposed capital projects.

Help Desk - Using a problem-solving, team approach, the Help desk will field all technical questions related to Tech Support and Repair on any BOCES technology component such as Distance Learning, satellite programs and teleconferencing. It is open 8 a.m. to 4 p.m. when school is in session. Call the Help Desk at 716-376-8311.

Contact: Michael Graf  
716-376-8218  
michael_graf@caboces.org

Technical Services - Troubleshooting and Repair

Repair services are available for school-owned equipment: registered Apple Repair center which includes MAC, PCs, as well as peripherals such as Ipads, any make or model PC, all peripherals including printers, scanners, fax machines, modems, speakers, and VGA monitors). Troubleshooting is also available through this COSER for school-owned items with no maintenance agreements, such as: scoreboards, public address systems etc. Items that can be sent to BOCES for repair will be accepted via the BOCES courier service. Items that must remain in the school will be serviced on-site by Tech Support and Repair technicians.

Contact: Michael Graf  
716-376-8218  
michael_graf@caboces.org
BOCES can also provide an on-site technician for a specified amount of time per week. This would be a shared itinerant arrangement.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org

BOCES can provide a streamlined web interface for all types of media retrieval and storage.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org

BOCES can provide set-up, installation and support for digital signage networks.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org

- BOCES can provide setup and support for events such as national speakers, meetings, conferences, and seminars that require audio, visual, and computer support.  
- We can provide room design to accommodate sound, video, distance learning and digital production.  
- We can also support your in-house production needs, such as streaming, broadcasts and digital recorded playback.  
- Provides quarterly technical meetings for districts.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org

This service provides telecommunications systems interconnectivity that provides voice, visual and/or data transmission through the BOCES core telecommunications switch. Maintenance of district phone systems is also provided.  
A “mixed-mode” environment model is established that provides a cost-effective, redundant, reliable solution.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org
**Telecom: Maintenance Services**

A BOCES technician will be provided to perform first and second tier support on telephone switches, decreasing response time to Districts.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org

**Telecom: Maintenance Contract**

Aid will be provided to participating districts on phone service maintenance costs.

**Contact:** Michael Graf  
716-376-8218  
michael_graf@caboces.org
Cross contracts must be completed whenever another BOCES is providing services or programs for a C-A BOCES’ component school district. Such cross contracts are necessary to ensure the contracting district receives the aid available under the specific CO-SER. The following procedure must be followed to establish a cross contract:

- The District Superintendent of Cattaraugus-Allegany BOCES must receive from the superintendent of the local district a request to participate in a specific CO-SER.
- Cattaraugus-Allegany BOCES sends a letter to the local district acknowledging receipt of the request.
- Cattaraugus-Allegany BOCES sends to the other BOCES’ District Superintendent a letter informing him of the request.
- The cost of the program/service provided by the other BOCES will be included on the regular invoice sent by this BOCES, and the charge must be paid to this BOCES as part of the monthly bill.

Listed below are examples of services our districts participate in through a cross contract with another BOCES:

- State Aid Planning - Questar III BOCES
- Computer Management Services - Erie 1 BOCES
- Sports Services Coordination - Erie 1 BOCES and GST
- Project KNOW - Erie 2 Chautauqua BOCES
- Board Policy and Regulation Services - Erie 1 BOCES
- Finance and Legislation - Erie 1 BOCES
- Computer Instruction Services - Erie 1 BOCES
- Industry education - Genesee Valley BOCES

**Thomas Potter**
Controller
716-376-8250
tom_potter@caboces.org
Information for Completion of Forms

Complete 2020-2021 Initial Request Column with:

1. Number of pupils if cost basis is per pupil or per student.
2. Number of units if cost basis is per unit. Example: 30 speech sessions is 30 units.
3. Percent of itinerant if cost basis is FTE. Example: 40% Music Teacher is .4 FTE.
4. Number of days if cost basis is per diem.
5. Total number of courses per student if cost basis is per course. Example: 30 kids in summer program math and 20 in summer program English. Total courses is 50.
6. Yes or no if cost basis is x-contract. We have included all x-contract services (except Erie #1 BOCES) in which districts currently participate.
7. Number of hours if cost basis is per hour.
8. Yes or no if cost basis is per district/school.
9. Number of items if cost basis is per item.
10. Number of one-on-one teacher aides if the cost basis is per aide.

Individual Rates and Miscellaneous

Certain services such as Environmental Education include two service request line items. The 416.000 Environmental Education is the base service and is paid by individual rates per district. You should indicate yes or no for participation. The second line (416.020 Environmental Education-Misc.) is for districts which do additional projects such as Camp Allegany and the Science Trip to Pittsburgh. Those districts should indicate such services to help our budgeting as well as their own budgeting.

Itinerant Services Information

- Each itinerant service request must include the form on page 47;
- Part-time positions are calculated at .2 FTE equaling one (1) day per week;
- Itinerant service requests are to be in time segments of half-day or full-day. Please, no requests for less than a half-day;
- A single district is limited to aid on 60% of a person’s time.
- OT/PT/Psychology/Counseling/Speech/Adaptive Physical Education Services for Handicapped Students

1. If these services are requested for handicapped students placed in BOCES classes, please use the 200 series program services codes on the forms.
2. If these services are requested for handicapped students placed in your own district program, please use the 300 series program services codes on the forms.
Annual Service Requests  
2020-2021 School Year  
Itinerant Service Request Form

Cattaraugus-Allegany BOCES  
District ______________________

1825 Windfall Road  
Olean, NY  14760-9303

Please Use a Separate Form for Each Itinerant Service Request

Service Area: _______________________________________________________________________________________

% of Time Requested: ____________________________________________________________________________________

Sharing District/s (if known): ____________________________________________________________________________

A. Is the itinerant request a result of: (check one)

(1) Reduction in staffing at the local district _________

(2) New staffing position _________

(3) Continuation of a BOCES itinerant service _________ _________

*If you checked A(1), please answer questions 1, 2, 3.

1. Has your board taken formal action to reduce staffing? _________________________________________________

2. Have any of your staff been placed on a preferred eligibility list as a result of this reduction in staffing? _____

3. Please provide the name(s) of the staff member(s) placed on the PEL along with their tenure area and seniority status.
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

B. Is the position you are requesting itinerant services for, an encumbered position?

C. Proposed load for the itinerant (IMPORTANT - we need this information)

1. Number of instructional groups? Elementary High School _________ _________

2. Grade levels and course names (please list)? ____________________________________________________________________________________________
____________________________________________________________________________________________

3. How many assignments does a full-time teacher in your district have? __________________________________

4. What times do your full-time teachers arrive and leave? _____________________________________________

5. Indicate time preferences (i.e., all a.m.; all p.m.; alternating days).

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<thead>
<tr>
<th>Days</th>
<th>a.m.</th>
<th>p.m.</th>
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<tr>
<td>Friday</td>
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Minimum request is in half day segments.
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<th>COSER#</th>
<th>SERVICES NAME</th>
<th>CONTACT and PHONE #</th>
<th>PAGE #</th>
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</thead>
<tbody>
<tr>
<td>001.000</td>
<td>Administration</td>
<td>District Superintendent, 716-376-8254</td>
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<tr>
<td>101.000</td>
<td>Career and Technical Education Programs</td>
<td>James Schifley, 716-376-8371</td>
<td>12</td>
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<td>101.400</td>
<td>CTE: Non-Components</td>
<td>James Schifley, 716-376-8371</td>
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<td>104.000</td>
<td>New Vision - Health Professions (Belmont &amp; Olean)</td>
<td>James Schifley, 716-376-8371</td>
<td>12</td>
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<td>200.000</td>
<td>Occupational Therapy, Physical Therapy, Counseling, Speech Therapy, Adaptive Physical Education</td>
<td>Carol Fial, 716-376-8216</td>
<td>15</td>
</tr>
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<td>201.000</td>
<td>Staffing 1:8:1</td>
<td>Carol Fial, 716-376-8216</td>
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<td>202.000</td>
<td>Staffing 1:12:1 with Teacher Assistant Support</td>
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<td>203.000</td>
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<td>Carol Fial, 716-376-8216</td>
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<td>205.000</td>
<td>Staffing 1:6:1</td>
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<td>206.000</td>
<td>Staffing 1:6:2.5 Intensive</td>
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<td>Staffing 1:12:3</td>
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<td>211.000</td>
<td>Teacher Aide</td>
<td>Carol Fial, 716-376-8216</td>
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<td>300-317</td>
<td>Itinerant Teacher Services</td>
<td>Mary Morris, 716-376-8284</td>
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<td>304.000</td>
<td>Deaf/Hearing Impaired</td>
<td>Carol Fial, 716-376-8216</td>
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<td>305.000</td>
<td>Speech Improvement for Non-Handicapped Students</td>
<td>Carol Fial, 716-376-8216</td>
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<td>308.000</td>
<td>Visually Impaired</td>
<td>Carol Fial, 716-376-8216</td>
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<td>309.000</td>
<td>Consultant Teacher</td>
<td>Carol Fial, 716-376-8216</td>
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<tr>
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**2020-2021 CABOCES Services Guide**

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Civil Rights Compliance Officer, Human Resources, Cattaraugus-Allegany BOCES, 1825 Windfall Road, Olean, NY 14760, 716-376-8237. Email: CivilRightsCompliance@caboces.org