

Teaching - Learning - Life

The 2019-2020 Services Guide

Office of the District Superintendent

Dear Friends and Colleagues:

With great pride, I present you with the latest Southern Westchester BOCES Services Guide, detailing the full range of cooperative services available to your district in the 2019-2020 school year.

Developed in collaboration with our district partners, these services are designed with your specific needs in mind. It is our mission to support your student body, faculty and leadership as you pursue the goals of your school community. BOCES is here to support that work as cost-effectively as possible.

Education Commissioner Mary Ellen Elia and the New York State Board of Regents have established priorities for the work currently being done in districts across the state. The focus this year is on the Next Generation Learning Standards rollout, school safety, social/emotional learning, and on revisiting the Annual Professional Performance Review and State Assessments. Your BOCES is actively engaged in each of these initiatives, serving as a bridge between the work being done across the state and our Southern Westchester region. As your BOCES, we are poised to work closely with you to address the demands of these coming changes and support work with helping all students meet standards.

As New York State makes changes this year to implement their approved plan for the federal Every Student Succeeds Act (ESSA), Southern Westchester BOCES will provide leadership and continue to be a close partner in navigating the changes. These include addressing school climate, attendance, educational equity, access for all students, and the social-emotional development of students. Districts will be asked to engage in instructional practices that are research-based and have measurable outcomes. Southern Westchester BOCES will continue to be a close partner in understanding the changing data scene around ESSA, helping our districts navigate changes in learning standards, assessments, equity and access, and the social/emotional initiatives of New York State. Our mission is to support you in educating all students in your district.

Southern Westchester BOCES supports district leaders. Our Curriculum Council, area administrator meetings, professional development opportunities and partnerships with regional Universities and Colleges are part of our comprehensive approach to support school leaders.

Please review this Services Guide to see the many opportunities for students who enroll in BOCES programs. New programs are continuously added to meet the needs of area students and prepare them for the job market.

We look forward to continuing our collaborative partnership with you and to supporting your district's unique needs as you define them today and as they evolve in the future. We are committed to helping foster schools of excellence and achievement for all learners in all of our communities.

Sincerely yours,



Dr. Harold A. Coles, District Superintendent, Southern Westchester BOCES



The Office of the District Superintendent

The District Superintendent is the Chief Executive Officer of Southern Westchester BOCES and serves as the Education Commissioner's representative in the region. He is also a liaison between local districts and the state Education Department. Responsibilities of New York's 37 District Superintendents are established by the legislature and the commissioner to provide cost efficiency for participating districts and decentralization for the Education Department.

Districts are not charged for the following services:

- ◇ Facilitating communications and cooperation among districts, the state Education Department, and other public and private agencies;
- ◇ Interpreting and clarifying Education Law, Commissioner's regulations, and policies that affect education in the region;
- ◇ Serving as regional contact for state initiatives, such as the new state standards and assessments;

- ◇ Assisting in developing educational policy and working with legislators on behalf of public education;
- ◇ Reporting to the commissioner and working with state Education Department staff;
- ◇ Assisting with reorganization issues and studies in participating districts;
- ◇ Conducting superintendent searches for local districts;
- ◇ Investigating and ruling on boundary disputes between districts;
- ◇ Providing advice and counsel to local boards of education and in-service education for local superintendents; and
- ◇ Approving BOCES service contracts and cross contracts.

To participate in these services, call (914) 937-3820 or email hcoles@swboces.org.

A Letter from Jacqueline O'Donnell

Dear Colleagues:

On behalf of the Southern Westchester BOCES Board of Education, our administrative team, and our staff, I am pleased to present you with our 2019-2020 SWBOCES Services Guide.

The role of BOCES is to support the good work being done by our districts, providing cost-effective shared services, collaborative venues for shared thinking, cutting-edge technology leadership and high quality student programs. Southern Westchester BOCES is committed to working closely with our districts to identify emerging needs and provide support as a valued partner.

While BOCES is known for excellent Career/Technical programs and Special Education services, people are often surprised by the many other services provided by the Southern Westchester team. These services are highlighted below.

- ◇ The Lower Hudson Regional Information Center supports districts in the Rockland, Putnam/Northern Westchester and Southern Westchester BOCES regions. This support includes technology infrastructure, professional development around technology integration and data management services.
- ◇ Adult education serves around 6,000 students. Programs include career/technical training, Practical Nursing studies and literacy programs offered throughout the county.
- ◇ Our Incarcerated Youth Program at the Westchester County jail provides educational programs to high school and adult students.
- ◇ BOCES supports school libraries through our library and media division. This division facilitates a library council and hosts communication coordinator meetings to create collaboration and shared learning opportunities throughout the region.
- ◇ The Center for Interscholastic Athletics coordinates Section One events and supports athletic programs serving 79 high schools in four counties.
- ◇ BOCES continues to support regional learning opportunities. Collaborations take place with our neighboring Teachers Centers, colleges and universities and other partners.
- ◇ The Professional Development Center leads shared learning throughout the region. The division serves as a bridge with the New York State Education Department, sharing updates and crafting learning opportunities that build on best practices.

Southern Westchester BOCES is always looking for innovative and research-informed practices. Committed to the values of trust, respect, collaboration and excellence, we continue to build services that support students and schools. Please visit our websites to see what is happening across our programs. Southern Westchester BOCES is committed to a strong partnership that will assist our districts in continued excellence. We look forward to working with you in the coming school year.

Sincerely,



Jacqueline O'Donnell
Chief Operating Officer/
Deputy District Superintendent



Front, from left, Trustee Lynn Frazer-McBride, President Catherine Draper, Deputy Superintendent/COO Jacqueline O'Donnell; back, from left, Trustee Robert Johnson, Vice President John Filiberti, Trustees John DeSantis and Georgia Riedel, District Clerk Valerie Cermele and District Superintendent Harold Coles, Psy.D.

Component School Districts

District	Superintendent	Phone	Board President
Ardsley	Ryan Schoenfeld	693-6300	Nicole Minore
Blind Brook	Jonathan Ross	937-3600	Ryan Goldstein
Bronxville	Roy R. Montesano	395-0500	Jonathan Atkeson
Byram Hills	Jen Lamia	273-4082	Scott Levy
Dobbs Ferry	Lisa Brady	693-1500	Jean Lucasey
Eastchester	Walter Moran, III	793-6130	Mary Messner Martin
Edgemont	Victoria Kniewel	472-7768	Jonathan Faust
Elmsford	Marc P. Baiocco	592-8440	James B. Henson
Greenburgh Central	Tahira DuPree Chase	761-6000	David Warner
Greenburgh Eleven	Anthony Gyetua-Danquah	693-8500	David Howe
Greenburgh Graham	Oliver B. Levy	478-1106	Jess Dannhauser
Greenburgh North Castle	Carolyn McGuffog	231-8620	Robert Hendrickson
Harrison	Louis Wool	835-3300	Kelly Mulvoy Mangan
Hastings-on-Hudson	Charles Wilson	478-6200	Doug Sundheim
Hawthorne Cedar Knolls	Mark K. Silverstein	749-2900	Daniel Leffell
Irvington	Kristopher Harrison	591-8501	Michael Hanna
Mount Pleasant Blythedale	Emily Hersh	347-1800	Peter Rittmaster
Mount Pleasant Central	Kurtis M. Kotes	769-5500	Colleen Scaglione Neglia
Mount Pleasant Cottage	Stephen Beovich	769-0456	Rita Golden
Mount Vernon	Kenneth R. Hamilton	665-5000	Wanda White
New Rochelle	Magda Parvey	576-4300	Jeffrey Hastie
Pelham	Cheryl H. Champ	738-3434	Sue Bratone Childs
Pleasantville	Mary Fox-Alter	741-1400	Angela Vella
Pocantico Hills	Carol Conklin-Spillane	631-2440	Alfred Pacile
Port Chester-Rye	Edward Kliszus	934-7900	Carolee Brakewood
Rye	Eric Byrne	967-6108	Karen Belanger
Rye Neck	Barbara Ferraro	777-5200	Pietro Fasolino
Scarsdale	Thomas Hagerman	721-2410	Scott Silberfein
Tarrytowns	Christopher Borsari	631-9404	Mimi Godwin
Tuckahoe	Carl Albano	337-6600	Michelle Liscio
Valhalla	Christina Howe, Acting	683-5040	LaVerne Clark
White Plains	Joseph Ricca	422-2019	Rosemarie Eller
Non-Component School Districts			
Mamaroneck	Robert I. Shaps	220-3000	Steve Warner
Yonkers	Edwin M. Quezada	376-8100	Rev. Steve Lopez

Using this guide to select SWBOCES services

This Services Guide has been prepared to help our component districts plan for and select shared services they will need in the 2019-2020 school year. Upon a district's request and state Education Department approval, the SWBOCES staff will develop other services related to the needs of two or more districts. Suggestions for new services may be made to the District Superintendent.

In January and February, districts should indicate which shared services they expect to request, so that the SWBOCES team can be prepared to offer them. A price guide can be found at the back of this guide for that purpose. Completing the form does not commit a district to participate in the services chosen, but is used only to help SWBOCES plan for future needs.

Final commitments and contracts are prepared and finalized in the late spring of each school year.

February-March 2019

Southern Westchester BOCES distributes its budget and price list for districts to use in contracting for 2019-2020 services.

April 10, 2019

Southern Westchester BOCES Annual Meeting, where the budget is presented to component school board members and superintendents.

April 23, 2019

Southern Westchester BOCES trustee elections and administrative budget vote by component districts.

April 24, 2019

Southern Westchester BOCES adopts 2019-2020 budget.

August 1, 2019

District Superintendent's letter is submitted to Albany, confirming district service contracts.

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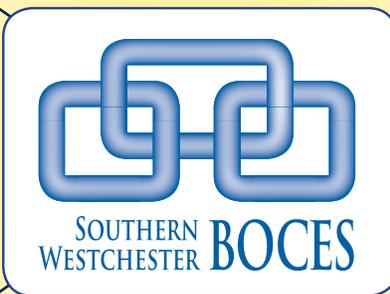
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MISSION

The job of BOCES is to support the work being done in schools by providing services and supports they are not able to provide for themselves.

GOALS

We commit to writing goals that support our work with Mission and Vision and incorporate our values. SMART goals will create shared references for our teams and provide clarity around our shared work.



VISION

We want districts to view us as leaders in the field – competent, responsive, collaborative and helpful. We want the services and supports we provide to be of high quality and be valued both internally and externally.

VALUES

We recognize that we need to focus on communication, establishing protocols and practices that are respectful and engage in behaviors that build trust.

The Center for Career Services

The Center offers a variety of Career and Technical Education (CTE) programs for both the general education and classified high school student with varying educational needs. Students enrolled in the CTE program learn a variety of disciplines that support the development of 21st century college and career readiness skills.

The Secondary Day two-year career and technical education program curricula are approved by the New York State Education Department to offer the CTE student the opportunity to earn academic and CTE credits concurrently. In addition, all NYSED-approved CTE programs offer advanced placement college credit, college articulation agreements and industry certifications.

The Center for Career Services also offers an alternative pathway to a high school diploma through our Test Assessing Secondary Completion (TASC) program. The TASC program (formerly GED) is a half-day program that operates under CoSer 101 and gives students an opportunity to strengthen core academic skills in a smaller instructional setting. The curricula are supported with workforce-ready study skills that benefit students preparing to enter a career. A half-day of instruction in a CTE program of the student's choice is available for an additional cost to create a full-day program.

In addition to services designed for a general education population, the Center for Career Services offers programs with increased educational supports for students pursuing a CDOS Commencement Credential or a Skills and Achievement Commencement Credential.

The Introduction to Career and Technical Education (iCTE) program is aligned with the new NYSED Career Development & Occupational Studies (CDOS) Commencement Credential initiative. iCTE is a CTE program designed to address the needs of students who may require additional supports as they are instructed in entry level employment skills aligned with the NYSED CDOS standards. This is a general education program individualized and tailored to meet the needs of a diverse population. Therefore, it includes additional instructional supports such as a modified curriculum, teaching assistant support, consultant teachers, etc. In addition, students in the iCTE program are given the opportunity to rotate through courses under the advisement of a counselor.

Introduction to CTE may take place in a blended classroom environment, as would occur on a real job-site, where multiple levels of employees work together to accomplish a common goal. iCTE students will be trained to work in local businesses, and those who are successful in the program will be given the opportunity to enroll in one of the advanced CTE programs that provide a pathway to industry certification.

Other services and supports have been developed at the Center for Career Services in line with the new NYSED credential initiatives, such as vocational assessment, life skills training support, work-based learning coordination, and CDOS/SKILLS credential consultation, as we work to provide our component districts with regional leadership in Career and Technical Education.

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Technical Education Programs

CoSer 101

The Secondary Career and Technical Education (CTE) Programs prepare students to become college and career ready. Our CTE programs offer students the opportunity to obtain 21st century college and career readiness skills while they learn specific skills in their area of training. Students enrolled will spend a half-day in their local high schools and the other half at the Center for Career Services Valhalla campus. Students will learn in technology-supported classrooms and all instruction is facilitated by NYSED certified CTE and academic teachers with extensive professional experience in their respective fields.

CTE students will master 21st century job skills in a career cluster area of their choice and earn related academic credit concurrently. All of our NYSED

approved CTE programs offer the successful student the opportunity to earn related academic credit, for example; Cosmetology integrated Science and English, and Electrical Construction integrated English and Math.

We also provide comprehensive pupil support services for students who attend our CTE programs, such as school counseling, college and career planning, transition and work-based learning coordinators, and the services of a full-time social worker. All programs carry up to four sequence credits per year toward graduation.

All students who successfully complete a CTE program will have the opportunity to receive a diploma with Technical Endorsement, provided they pass a national or state certification examination in their trade/skill area. Articulation agreements are in place with post-secondary institutions and

colleges throughout New York and other states, and some provide students the opportunity to gain up to 9 college credits while enrolled in CTE courses. Students enrolled in the following Secondary Day Career Clusters can obtain National and NYS industry certification and earn a diploma with CTE distinction. Our current program offerings include:

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Arts, Audio/Video Technology and Communication

Architecture and Interior Design/3D Art

The Architecture and Interior Design/3D Art program is an introduction to the elements and principles of art and design. The program combines graphic design skills using Illustrator and Photoshop with a focus on uses in the interior design field. The curriculum includes an overview of the history of architecture, furniture design, perspective drawing and rendering, drafting and Google Sketch-Up. A student completing the two-year program leaves with a comprehensive portfolio as well as internship opportunities.

Commercial Art/Multimedia

Students interested in pursuing art as a career should consider enrolling in the Commercial Art/Multimedia program. The Commercial Art/Multimedia curriculum offers instruction in figure drawing, illustration, animation, advertising, marketing, art history, and portfolio development. Computer software instruction in Adobe Creative Suite 6 includes Photoshop, Illustrator, InDesign, Dreamweaver and Flash. Graduates can find jobs as graphic or commercial designers, illustrators and animators. Many graduates choose to pursue a post-secondary degree in advertising, graphic arts and fine arts. The Commercial Art/Multimedia program is recognized by major art schools throughout the country and articulation with a number of local colleges and art institutions are in place.

Fashion Design/Merchandising

This program provides a supportive and rigorous training ground for a career in the fashion and retail merchandising field. Our goal is to introduce students to the world of fashion by giving them a complete overview of the skills necessary to pursue a career in the fashion industry. The curriculum mirrors the courses required by industry recognized fashion design colleges with units of study that include: Fashion Drawing, History of Fashion, Textile Studies, Computer Aided Designing, Patternmaking/ Draping, Sewing Techniques, and Merchandising. Our comprehensive curriculum enables students to have a competitive advantage in the admissions process of post-secondary institutions.

TV/Video Production

Students will obtain TV/Video production skills through a variety of work-based projects. Students will learn how to operate professional state-of-the-art studio equipment, edit videos before and after video production, and operate cameras, sound and lighting equipment. Post-secondary education is recommended for students who are interested in a career in the TV/Video production field. Job opportunities for many of our graduates have included production assistant, lighting technician, camera operator, and video technician.

Sound Production

The Sound Production program is focused on the art, science and creative nature of sound recording. We touch upon all aspects of sound in the analog and digital realm but specializing in music, field and post production. With high-end equipment including a state of the art vocal booth, students have the opportunity to learn professional techniques as well as discover and express their own creativity. Students acquire the skills and knowledge required for using industry standard software and hardware found in the field. Not to mention, the program is designed to mimic real world recording and broadcast studios, as the demand for sound technicians in our area increases.

Business Management and Administration

Computer Information Systems and Medical Administrative Assistant

This program offers students the opportunity to develop a deeper understanding of Microsoft Office Suite and Google Drive tailored for use in general business settings as well as the medical field. Students gain an in-depth knowledge of Word, Excel, PowerPoint, Access, Outlook and OneNote while learning in a simulated office environment. Successful students will be eligible to obtain certifications as a Microsoft Office Specialist or Medical Administrative Assistant.

Health Science

Nursing Assistant

In the Nursing Assistant program, students train to work directly in medical offices and elder care settings, and prepare for medical and nursing school. The two-year program provides students with instruction in human anatomy and physiology, as well as the soft skills needed in offices and the practical skills needed in nursing homes.

Nursing assistant is a combination of classroom instruction and lab activity, where the practical skill development is applied and practiced in a nursing lab on campus.

This program involves a 'clinical' rotation in a nursing care facility as a part of the 2-year experience. Successful students are encouraged to enroll in post-secondary studies to acquire additional certifications in the growing health field. All year 2 Nursing Assistant students attend in our AM session, while 1st year students attend in the PM session due to the clinical requirement.

Emergency Medical Services

This Emergency Medical Services course is designed for anyone interested in working in public safety, including fire, police and ambulance operations. Some graduates work in hospital emergency departments, pre-hospital emergency services, occupational medicine, etc.

The purpose of the program is to provide students with an academic and working knowledge to become

state certified as a Certified First Responder (CFR) and Emergency Medical Technician (EMT-B), the prerequisite to becoming a paramedic (EMT-P). Through lectures, interactive presentations, skills labs, and simulations, students build the knowledge and skills to provide basic life support to critically ill and injured patients. Students learn to manage an airway using artificial devices, assess the severity of illness or injury, assist with the administration of some medications, manage wounds and bleeding, immobilize fractures, perform CPR, use an automated defibrillator, and a host of other procedures required in a pre-hospital emergency setting.

The EMS classroom is also equipped with an "Ambulance Simulator" where students can practice performing pre-hospital care. Students practice radio communication, loading and unloading of stretchers, and the use of other equipment frequently found in an ambulance.

Students must complete 10 hours of observation under the supervision of a preceptor at a designated ambulance company or hospital. Students who successfully complete this program are eligible to take the New York State Certified First Responder (CFR) and/or Emergency Medical Technician (EMT-B) Examination. Seniors are eligible to receive up to 8 college credits from Westchester Community College.

Manufacturing Production

Pre-Engineering/CAD

Pre-Engineering/CAD is a two-year course designed to introduce students to the world of technology and engineering. The course will provide opportunities to apply science, technology, mathematics and communication skills through project-based instruction that will promote real world applications. Many fields of engineering (mechanical, civil, and robotics) as well as engineering concepts and principles will be explored. With a team approach, students will learn and apply the design process, develop organizational, problem solving and creative and analytical-thinking skills. Instruction in Computer Aided Design (CAD) is integrated into the curriculum, offering students real-world experience in a skill applicable in many different industries. This is a great starting point for students interested in entering the field of engineering.

Information Technology

Cisco Academy

Are you an aspiring computer tech? The Cisco Academy curriculum is designed for students who are seeking entry-level information technology jobs or plan to pursue more specialized skills. This course provides comprehensive coverage of networking topics ranging from fundamentals to advanced applications and services.

Over the course of the two-year program, students are exposed to the following CISCO curricula: Internet of Things, Information Technology Essentials, and Certified Cisco Certified Network Associate 1, all of which prepare students to sit for industry relevant exams.

Law and Public Safety

Security, Law & Policing

The Security, Law & Policing program is a two-year program that provides classroom and practical

experience for students interested in becoming first responders, including police officers and firefighters. Students enrolled in this program are trained in policing techniques and HAZMAT controls. This is a comprehensive program that will be a starting point for students interested in entering the field of law enforcement and/or the armed forces.

Agriculture, Food and Natural Resources

Animal Science

In the Animal Science program, students will have the opportunity to work with live animals as they learn their proper handling and care. Students will perform veterinary procedures including how to measure heart rate and temperature, how to collect and analyze samples, and using a microscope and other veterinary tools. Students will have the opportunity to learn about animal physiology and anatomy of animals through dissections, labs, and care of classroom animals. The course will cover topics ranging



from anatomy and physiology to veterinary office management. This course will provide students with a foundation in veterinary terminology and procedures, which will help students succeed in their future careers in animal science as veterinarians, veterinary technicians, and veterinary assistants.

Transportation, Distribution and Logistics

Automotive Technician

Students receive work-based experience in our National Automotive Technician Education Foundation (NATEF) certified classrooms in engine repair, troubleshooting and diagnosis of foreign and domestic cars. In a technology-supported environment, students learn how to assess engine performance, electrical and brake systems, suspension and steering systems, heating and air conditioning, and other diagnostic techniques. After completing the two year program, students can work as certified service technicians, brake and alignment certified technicians, tune-up technicians, repair shop foremen, and auto parts specialists. Students also have the opportunity to receive college incentives and paid summer internships. All students are eligible to earn Automotive Service Excellence certification.

Collision Technician

Students learn complete Automotive Collision repair and gain valuable experience repairing accident-damaged vehicles. Students learn safe working habits, refinishing, and custom painting, including graphics and airbrushing. Students acquire skills in detailing and polishing, mechanical and electrical components, estimating costs, welding and rust repair, sheet-metal fabrication techniques, interior and glass service, and much more. Auto Collision career paths include apprentice, painter, custom painter, custom fabricator, sheet metal technician, welding technician, frame straightening technician, glass technician, shop or insurance company estimator, classic car restorer, supply sales representative, tool and equipment sales and service, and other related careers.

Architecture and Construction

Construction/Plumbing

This course follows the National Center for Construction Education and Research (NCCER) Core: Introductory to Craft Skills and the Plumbing, Level 1 Curricula. Students will acquire basic plumbing and construction skills through authentic work based projects and activities. Students who successfully complete this program are eligible for pre-apprenticeship plumbing/construction opportunities.

Residential Wiring – Electrical Construction

Experienced electricians are in serious demand. The Center for Career Services Electrical program offers each student the opportunity to learn basic electrical skills and progress to the cutting edge of 21st century green technologies. In each theory class and lab, students construct the circuits discussed, gaining skills and experience as they move from residential into commercial and industrial wiring. The materials, meters and methods used in Electrical give students an in-depth understanding of their field and knowledge needed to work with the latest environmentally friendly or “green” technologies.

Electrical students are prepared to earn certification through the National Center for Construction Education and Research (NCCER) Core: Introductory to Craft Skills and Electrical, Level 1 Curricula. Post- secondary education in the electrical industry is available through one-two-and four-year college programs. Specialized training is also available at technical schools or through apprenticeships, and some employers pay for such education. Successful Electrical students are well prepared for entry into the work force or for advanced study in college, technical school or apprenticeship.

Marketing Sales and Service

Cosmetology

The Cosmetology program is a two-year course that provides the required 1,000 hours of NYS cosmetology-approved instruction that leads to the New York State Cosmetology Board examination. Topics of study include hair styling, coloring, natural hairstyling, cosmetics and aesthetics. Upon successful completion, students are granted a temporary NYS Cosmetology license that will facilitate employment in

The Center for Career Services

the cosmetology field until the successful completion of the permanent NYS cosmetology examination.

Hospitality and Tourism

Culinary Arts

Students acquire the needed entry-level culinary skills and learn the fundamental concepts and techniques of cooking in the Culinary Arts Program. Training in cooking methods such as; butchering, baking, nutrition, menu planning and catering is provided. Job opportunities include employment as a specialty cook / chef, caterer, food production, restaurant manager, and restaurateur. Internships and Capstone opportunities in local area culinary establishments are available for interested students. Advanced culinary students are prepared to earn ServSafe certification, through the National Restaurant Association, which certifies employees in basic food safety practices for preparing and serving food.

Test Assessing Secondary Completion (TASC) / Pre-TASC

CoSer 101

The Test Assessing Secondary Completion program

(formerly GED) provides half-day academic instruction for students at substantial risk of not meeting the requirements of a traditional high school diploma.

Instruction is provided in a supportive environment as students build skills to pass the NYS High School Equivalency (HSE) exam. The TASC program includes a workforce component that supports student career exploration and job readiness skills.

Referrals to the TASC program will go through an intake process that involves a review of student records, an assessment of academic reading and mathematics level, and a required in-take interview by a committee to determine the appropriateness of the placement and/or eligibility for the program.

Eligible students for the TASC program must be between 16 and 19 years old, have a limited number of high school credits and have a minimum reading and math composite score of 8.0 G.E. as determined by a standardized test or Test of Adult Basic Education (TABE) exam. Students enrolled in the TASC program are eligible to also enroll in a half-day CTE program, at an additional cost to the district, creating a full-day option.



Introduction to Career and Technical Education

CoSer 102

The iCTE program is a half-day career exploration and training program designed to meet the specific educational goals of students in need of a smaller learning environment. iCTE programs offer practical, hands-on skill development in specific trade areas while students develop general career readiness skills such as the appropriate behavior, dress, language, time management and social skills required to secure and maintain employment.

The iCTE program is intended to be a 2-3 year experience where students are given the opportunity to explore career and technical course offerings and then choose an area of specialization. The goal of the iCTE program is to provide students with an authentic work-based learning experience that will build skills transferable into a future career.

The iCTE program mirrors the Secondary Day program, however provides students additional support as they learn and aligns with the Career Development and Occupational Studies (CDOS) standards.

Students enrolled in the program are more closely supported as they work toward the achievement of a New York State CDOS Commencement Credential and assisted in the development of a work-readiness portfolio that documents their successful completion of all the NYSED requirements to obtain a CDOS Commencement or Skills Credential.

This portfolio includes a Career Plan, Employability Profile, Resume, Cover Letter, Vocational Assessment report, and documentation of the mandated 216 hours of CTE instruction/56 hours of work-based learning required by NYSED and evidence that students have met commencement level of CDOS Standards 1, 2, and 3a.

A student entering the iCTE program must be at least 15 years old by Sept. 1, be pursuing a CDOS or Skills Commencement Credential, and have the goal of becoming competitively employed. This program is not intended for a student who would benefit from a Career and Technical Education (CTE) program that offers commencement level academic/CTE credit.

Highly successful students can also be recommended for a CTE program.

iCTE Offerings for 2019-20 (AM session only):

Auto Body & Detailing

In this program, students will learn proper shop safety, detailing, polishing, dent repair, sheet metal fabrication, refinishing, custom painting, and other aspects of collision repair. In addition, students gain experience in problem solving, teamwork, decision-making, critical thinking, and professionalism while learning a marketable skill.

Potential career paths include auto detailer, auto body shop apprentice, stocking and inventory, or shop assistant in a related occupation.

Automotive Trades & Maintenance

Students learn entry-level automotive repair, maintenance and shop safety skills required to become employable in the automotive industry. Training areas include: Wheels and tires, lubrication, brakes, steering and suspension, engine tune-ups, electrical systems, and small engine repair.

Potential areas of employment are automotive dealerships, service centers, small equipment dealers, tire shops, lubrication centers, or automotive parts stores.

Office Skills, Retail & Related Occupations

This program prepares students for entry-level office and/or retail positions. Coursework includes instruction in the Microsoft Office Suite, business simulations, filing, shredding, office machine operation, and Google Applications. This program also manages a 'school store' on the CCS campus, giving students real-world experience in packaging, pricing, customer service, budgeting and money management, inventory control, ordering, advertising, marketing and sales.

Using live work in an office setting, students are prepared for future employment as receptionists, copy clerks, general office clerks, file clerks, administrative assistants, cashiers, retail store clerk, and stockperson.

Baking, Food, & Retail Service

Students in the program learn to create and package baked goods for sale. Students are exposed to general food preparation techniques while working

The Center for Career Services

in a commercial kitchen/café setting. Skills include following proper health and sanitation procedures, general prep work, following recipes, cooking, measuring, mixing ingredients, baking, inventory, packaging, ordering, and customer service in culinary/food, money skills, cleaning, stocking and marketing products.

Students are prepared for future employment in bakeries, commercial kitchens, delis, cafés, retail stores, supermarkets, and other related occupations.

General Maintenance Assistant

In this program, students are exposed to basic plumbing, electrical, carpentry, painting, sheetrocking, taping, tiling, cleaning, and maintenance. Students learn proper shop safety procedures, measuring, tool identification and usage while they gain the required social skills and collaboration to secure industry employment.

Employment opportunities include entry-level positions as a plumber, electrician, or carpenter's assistant; custodian or maintenance worker; or at hardware stores, home improvement centers, warehouses, electrical and plumbing supply houses.

Fashion/Merchandising

Students in this program learn entry level skills linked to the exciting world of Fashion and Merchandising, a vibrant industry for New York State. Students will be exposed to retail math, sales, stock and inventory control, merchandising, color theory, shelf spacing to maximize purchasing, customer service and elements of design.

Employment opportunities include entry-level positions as a sales clerk and cashier, in a retail environment with job ready skill set for both small and large business.

Career Development and Work-Based Learning/Life Skills Services

CoSer 102

Life Skills Training Facility

The Center for Career Services is proud to offer a life skills training facility for district use. The newly developed 'classroom' space is a support to our districts for in-district life skills instruction. Our newly renovated 'apartment' has a functioning kitchen, bathroom, bedroom and laundry services where

students can apply and refine real-world life skills in a simulated setting. This classroom is available to our districts by reservation and can be used as a one-time 'field trip' or on a more regularly scheduled basis, according to district need.

Vocational Assessment

CoSer 370

Districts requiring in-depth vocational assessments for students may obtain them through the Center for Career Services under CoSer 102. The vocational assessment includes a career-interest inventory, and work-readiness assessment, and measures vocational strengths and weaknesses in some of these areas: manual dexterity, finger dexterity, and color discrimination. This service includes a detailed post-assessment report that offers districts insight into potential career paths that best match their assessed students' interests and abilities.

Work-Based Learning Coordination

CoSer 530

A certified work-based learning coordinator is available to assist in our local districts' implementation of programs related to the Career Development and Occupational Studies (CDOS) Commencement Credential or a Skills and Achievement Commencement Credential.

Through this service, the WBL coordinator works collaboratively with school district personnel to support existing in-district CDOS programming. Examples of supports available through this service are: consulting on current curriculum, integrating the CDOS standards, assistance in the tracking and maintenance of data related to CDOS, and completing the required NYSED documentation for a district to grant the CDOS/Skills Commencement Credential. The WBL can develop on campus work experiences and create connections for off campus business sites for schools to create work opportunities for students. Also, the WBL plays a key role in development of additional supports designed to meet the specific needs of each individual district in relation to CDOS. The shared goal is to generate data for students will allow the school to grant a CDOS Credential or an Endorsement for a HS Diploma.

The Center for Special Services

The Center for Special Services provides specialized programs and services designed to help school districts meet the current and future educational challenges of students with disabilities. School districts refer students to Southern Westchester BOCES programs through their CSE process. Programs are located in local school district buildings, community settings and BOCES center-based settings throughout Westchester County. SWBOCES also provides specialized services to students who attend school in their local districts. Financial assistance may be available to districts as BOCES services may qualify for BOCES Aid or Excess Cost Aid. Following are descriptions of the programs offered by CoSer. Each CoSer has a tuition rate (as delineated in the SWBOCES price list). The tuition rate includes services as listed in each individual program description. Services beyond those included in the program as recommended by the CSE are charged separately.

Programs for Students with Multiple Disabilities

CoSer 201

Student-Teacher Ratio: 12:1:4

A comprehensive educational team in a highly structured environment addresses the communication, sensory-motor needs and social skills of students with moderate to severe multiple disabilities. This program is designed to meet the needs of students who are determined by their CSE to be alternately assessed (NYSAA).

Included Related Services for CoSer 201:

- ◇ Counseling for Transitional Services
- ◇ Consultant Pediatrician
- ◇ Consultant Occupational and Physical Therapists
- ◇ Consultant Teacher of Speech
- ◇ Consultant School Nurse

Direct OT, PT, Nursing, Counseling, Speech services, or other related services, as per student IEP are billed to districts in addition to tuition costs.

Programs for Autism Spectrum Disorders

CoSer 203

These programs provide a highly structured district or site-based classroom environment designed primarily for students with autism spectrum disorders at the elementary, middle and high school levels.

Classrooms are provided for students who are either state-assessed (NYSAA) or alternately assessed (NYSAA). Instructional methodology includes the applications of Structured Teaching, Applied Behavioral Analysis (ABA) and Essentials for Living (EFL) that have demonstrated effective and measurable outcomes in the school environment.

SWBOCES Services Guide

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Specialized clinical consultation is provided for both Structured Teaching and ABA classes. In addition to academic outcomes, the development of appropriate communication, social and behavioral skills are stressed.

At the secondary level, the program provides students with transition supports, skills development and vocational experiences necessary for students to attain the Skills and Achievement Commencement Credential, Career Development and Occupational Studies Credential (CDOS) or Career and Technical Education (CTE) certification. High school students may participate in programs offered through the Center for Career Services, either iCTE or CTE, at no additional charge to the district.

The Center for Special Services

Districts are responsible for providing transportation services for students to be able to attend programs located at the Career Services Center in Valhalla.

Southern Westchester BOCES can provide transportation services for a fee that would be billed separately to participating districts.

AllM Alternate Assessment K-12 Student-Teacher Ratio: 8:1:2

CoSer 203.1

Included Related Services for CoSer 203.1:

- ◇ Speech/Language Individual 1x30 min. per week (Elementary only)
- ◇ Speech/Language Group 1x30 min. per week (Middle School only)
- ◇ Counseling for group and transitional services
- ◇ Consultant Occupational Therapy

- ◇ Consultant Speech and Language Services
- ◇ Consultant Psychiatric Services
- ◇ Parent Training

Other related services, as per student IEP, are billed to districts in addition to tuition costs.

AllM State Assessed K-5 Student-Teacher Ratio: 8:1:2

CoSer 203.2

Included Related Services for CoSer 203.2

- ◇ Speech/Language Individual 1x30 min. per week
- ◇ Speech/Language Group 1x30 min. per week
- ◇ Consultant Occupational Therapy
- ◇ Consultant Speech and Language Services
- ◇ Consultant Psychiatric Services
- ◇ Parent Training

Other related services, as per student IEP, are billed to districts in addition to tuition costs.

AllM State Assessed 6-8 Student-Teacher Ratio: 8:1:1

CoSer 203.4

Included Related Services for CoSer 203.4

- ◇ Speech/Language Individual 1x30 min. per week
- ◇ Speech/Language Group 1x30 min. per week
- ◇ Consultant Occupational Therapy
- ◇ Consultant Speech and Language Services
- ◇ Consultant Psychiatric Services
- ◇ Parent Training

Other related services, as per student IEP, are billed

to districts in addition to tuition costs.

AllM State Assessed 9-12 Student-Teacher Ratio: 8:1:1

CoSer 203.5

Included Related Services for CoSer 203.5:

- ◇ Speech/Language Group 1x30 min. per week
- ◇ Consultant Occupational Therapy



- ◇ Consultant Speech and Language Services
- ◇ Consultant Psychiatric Services
- ◇ Parent Training

Other related services, as per student IEP, are billed to districts in addition to tuition costs.

Therapeutic Support Programs

CoSer 230 & 231

These programs are offered at elementary, middle and high school levels. Programs in this CoSer enable students with a range of academic abilities and severe social/emotional/behavioral challenges to develop the necessary skills to function successfully in home, school and community environments.

Programs are offered in district-based, community-based and center-based settings. High school students may participate in programs offered through the Center for Career Services, either iCDOS or iCTE, at no additional charge to the district.

Districts are responsible for providing transportation services for students to be able to attend programs located at the Career Services Center in Valhalla.

Southern Westchester BOCES can provide transportation services for a fee that would be billed separately to participating districts.

Therapeutic Support Program (TSP/Secondary) Student-Teacher Ratio 12:1:1

CoSer 230.2

Included Related Services for CoSer 230.2:

- ◇ Consultant Psychiatric services
- ◇ Counseling Individual 1x30 min. per week
- ◇ Counseling Group 1x30 min. per month
- ◇ Social Emotional Learning Program (DBT)
- ◇ Consultant guidance counselor services

Direct OT, PT, nursing, counseling, speech services, or other related services, as per student IEP, are billed to districts in addition to tuition costs.

This program is offered at the middle school and high school levels in district-based settings, for students who require small group instruction in a therapeutic setting. Students in this program primarily present with mental health challenges that significantly interfere with the student's ability to be educated and supported within a typical general education classroom environment. Students participate in a general education curriculum and are pursuing a Regents diploma. Students' needs are met through highly structured classroom settings with counseling and instructional supports. Students have access to mainstream classes as appropriate. The program provides students with transition services and supports.

Therapeutic Support Program for State Assessed (TSP/Intensive) Student-Teacher Ratio 8:1:2

CoSer 231.2

Included Related Services for CoSer 231.2:

- ◇ Consultant Psychiatric services
- ◇ Counseling Individual 1x30 min. per week
- ◇ Counseling Group 1x30 min. per week
- ◇ Social Emotional Learning Program (DBT)

Direct OT, PT, nursing, speech, counseling (additional) or other related services as per student IEP are billed to districts in addition to tuition costs.

This program is designed to meet the needs of students who are pursuing their NYS Regents Diploma as determined by their CSE. Students participate in a general education curriculum. Students in the TSP/Intensive Program primarily exhibit significant external behavioral challenges that interfere with students' ability to learn.

Therapeutic Support Program for Developmentally Delayed (TSP/DD) Student-Teacher Ratio 8:1:1

CoSer 231.1

Included Related Services for CoSer 231.1:

- ◇ Psychiatric consultant services

- ◇ Counseling Group 1x30 min. per week
- ◇ Counseling for Transitional Services
- ◇ Consultant Occupational Therapy
- ◇ Consultant Speech and Language Services
- ◇ Consultant guidance counselor

Direct OT, PT, nursing, speech, counseling (additional) or other related services as per student IEP are billed to districts in addition to tuition costs.

This program is designed to meet the needs of students who are determined by their CSE to be alternately assessed (NYSAA). The TSP/DD Program facilitates social/emotional/behavioral skills necessary for students with developmental disabilities and behavioral challenges to function successfully in home, school and community environments. Functional academics and specialized instruction are emphasized. At the secondary level, the program provides students with transition supports, career awareness and services, and vocational experiences and skills necessary for students to attain the Skills and Achievement Commencement Credential.

Program for Therapeutic Support and Communication and Academic Development (CAD)
NYSAA Grades K-5
Student-Teacher Ratio 8:1:1

CoSer 231.3

Included Related Services for Coser 231.3:

- ◇ Speech/Language Group 1x 30 min. per week
- ◇ Consultant guidance counselor services

Direct OT, PT, nursing, counseling, speech services, or other related services, as per student IEP are billed to districts in addition to tuition costs.

This program is designed to meet the needs of elementary school students who are determined by their CSE to be alternately assessed (NYSAA). This comprehensive program concentrates on the acquisition and development of language, communication and social and academic skills, using a multi-disciplinary approach. Programs are provided in center-based and district-based settings.

Program for Communication and Academic Development (CAD)
NYSAA Grades 6-12
Student-Teacher Ratio 12:1:1

CoSer 230.1

Included Related Services for Coser 230.1:

- ◇ Speech/Language Group 1x 30 min. per week
- ◇ Consultant guidance counselor services

Direct OT, PT, nursing, counseling, speech services, or other related services, as per student IEP are billed to districts in addition to tuition costs.

This program is designed to meet the needs of middle and high school students who are determined by their CSE to be alternately assessed (NYSAA). This comprehensive program concentrates on the acquisition and development of language, communication, social and academic skills, using a multi-disciplinary approach. Programs are provided in center-based and district-based settings. The program provides students with transition supports, skills development, and vocational experiences necessary for students to attain the Skills and Achievement Commencement Credential.

Sign Language Interpreters/Tutors

CoSer 340

This program provides sign language interpreting and tutoring services to students requiring total communication support.

Assessment Intervention Services

CoSer 370

Local school districts may contract with Southern Westchester BOCES for evaluations of classified and non-classified students.

Assessments and evaluations are conducted in the following areas:

- ◇ Occupational therapy
- ◇ Physical therapy

- ◇ Speech and language
- ◇ Psychiatric
- ◇ Psychological
- ◇ Educational
- ◇ Functional Behavior/Behavior Intervention Plans (FBA/BIP)
- ◇ Assistive/adaptive technology
- ◇ Reading
- ◇ Transitional assessments
- ◇ Vocational assessments
- ◇ Technology for the visually impaired
- ◇ Bilingual assessments

Intensive Day Treatment Elementary

CoSer 401

Our educational and clinical team works with students in acute emotional crisis. Students can receive support at home and in school rather than facing hospitalization or placement outside of their home.

Children who are reentering the community from hospitals or residential placements can receive short term transition services.

Once a child is referred to IDT, complete mental health evaluations are scheduled, followed by a team meeting with parents and school district representatives.

IDT clinical and education teams provide intensive support to achieve short-term goals of reducing symptoms and regaining pre-crisis behavior patterns.

The program can serve students in grades K-6 for 30 days. The district is responsible for providing the classwork to the IDT instructional team. The completed work will be returned electronically to the district liaison.

Intensive Day Treatment MS/HS

CoSer 401

This 30-day-plus day educational program is provided for students, ages 12 to 18, who are in crisis and can be stabilized to pre-crisis levels. Intensive services ensure a stable transition to a student's home school

district by linking the program, the family, the district and local mental health and educational systems.

The program offers a small student-to-teacher ratio, psychiatric services, and counseling. This program serves both classified and non-classified students.

Comprehensive Support Services

CoSer 530

Services within this CoSer include individual, group and consultation for students enrolled in Southern Westchester BOCES programs when such services are not included in the BOCES program's tuition. Services



are also available to non-BOCES students enrolled in local school districts.

Services include:

- ◇ Occupational therapy
- ◇ Physical therapy
- ◇ Speech and language therapy
- ◇ Teachers of the deaf and hearing impaired
- ◇ Teachers of the blind and visually impaired
- ◇ Adaptive Physical Education
- ◇ Reading instruction
- ◇ Job coach training
- ◇ Strength-based assessments
- ◇ Job development
- ◇ Transition support

BASIS – Before/After School Intervention Services

CoSer 530

This service is designed to assist students and families before and after school hours. Staff assistance may be provided to enhance safe transportation to and from school by providing qualified 1:1 supports. Home visits may be contracted for acquisition of daily living skills in home and community environments. Support to district staff in the home-school environment are available before and after school hours. Teacher aides, teaching assistants, teachers and clinicians may be requested at varying rates.

Itinerant Services

CoSer TBD

Districts may purchase fractional full-time equivalents (FTE) for professional staff to augment their district staff and to provide services to students within their own district. Professional staff includes, but is not limited to teachers, school psychologists, school social workers, guidance counselors, school nurses, physical therapists, occupational therapists, teachers of the deaf and hard of hearing, teachers of speech

and language, teachers of the blind and visually impaired, behavioral specialists, and transition specialists.

The Extended School Year Program

CoSer 842

The Extended School Year (ESY) program serves Southern Westchester BOCES students who are recommended to participate in an ESY program by the home district Committee on Special Education.

Southern Westchester BOCES offers extended school year programs for CoSer 201 Multiply Disabled Program elementary, middle and high school; CoSer 203 AIM elementary, middle and high school; and CoSer 231 Therapeutic Support Program/ Intensive (TSP/I) and Therapeutic Support Program Developmentally Disabled (TSP/ DD). Extra support for individual students must be authorized by the district prior to the start of ESY.

Districts will be charged a flat rate for ESY. Related services that are required above and beyond the CoSer descriptions will be charged separately.

The Center for Interscholastic Athletics serves 79 high schools in Dutchess, Putnam, Rockland, and Westchester counties, providing help with the organization and management of athletic programs.

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Interscholastic Athletic Services

CoSer 551

SWBOCES manages more than 40,000 scheduled athletic contests and oversees the administration of more than 80,000 officiating assignments.

SWBOCES also coordinates and rates 3000-plus sports officials and administers the nearly \$4 million payment plan for these officials. The Center for Interscholastic Athletics also maintains a website that can be accessed through www.swboces.org. The site is an invaluable source of information regarding the schedule of all games and tournaments in the Section 1 region as well as specific directions to the schools in which athletic events are held; nearly 100 schools are listed. Supplementary information

on organizations such as the New York State Public High School Athletic Association, the New York State Athletic Administrators Association, the National Collegiate Athletic Association (NCAA) and links to other related sites is also available through this site. Athletic office support is based on a tiered formula reflecting each school's secondary enrollment, as classified by the New York State Public High School Athletic Association. The Officials' Payment Plan fees are not state aidable, but are based on contracts with the organization associated with each sport.

Rates are based on the home school's payment to officials in the prior year.

Contact the Center for Interscholastic Athletics regarding specific costs.

athletics.swboces.org

Transportation and Vehicle Service

Consortium Transportation Management

CoSer 630

SWBOCES manages contract transportation consortium programs for participating local school districts from a satellite transportation office. The consortium program currently includes the BEPT Consortium for students in the Bronxville, Eastchester, Pelham, Tuckahoe and New Rochelle school districts and the MVP Consortium for students in the Mount Pleasant, Valhalla and Pleasantville school districts. Since the inception of consortium management, SWBOCES has reduced transportation costs for districts by sharing busing among districts while maintaining safe, efficient and reliable service by private bus companies. The consortium office relies on routing software to guide operations and provide up-to-date reports to schools, parents and bus companies. Years of experience with Westchester County schools and ongoing professional development enable efficient and effective performance from the consortium transportation office.

[SWBOCES Services Guide](#)

Contact: Stephen Tibbetts
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Cooperative Vehicle Maintenance Services

CoSer 634

Cooperative school bus and vehicle maintenance services are available to any district requiring assistance with fleet maintenance (bus or any other vehicles). Fleet maintenance and inspection services are provided by an experienced team of qualified, efficient technicians at the SWBOCES garage at the Rye Lake Campus in North White Plains. BOCES's DOT inspection rates for other districts' fleets range between 95 and 100 percent. SWBOCES mechanics have been commended frequently by NYS DOT and the New York Association for Pupil Transportation for conducting one of the top school bus maintenance programs in the state. Loaner vans are available for school districts to cover a temporary shortage of vehicles.

School Communications Services

CoSer 646

The Office of Public Information offers a range of services to districts. We are veteran school communications professionals and former journalists. Our mission is to help tell your district's story effectively and to better connect with your community. Our work is consistently recognized by the New York State and National School Public Relations Associations for outstanding quality and achievement.

How the Service Works

A Public Relations Specialist assigned to your district will work directly with your leadership team to provide planned and targeted communications and support in the form of publications, media relations, social media and digital content.

We tailor year-long, full-service contracts that make all of our services available to you for up to three days per week. Limited, project-specific agreements are another way to engage our service outside of a full-year agreement. Our professional services are state aid-eligible. Pricing is calculated on a full-time equivalent (FTE) basis according to the level of service that meets your communications needs.

What the Service Includes

Writing: We produce clear and effective written copy for print and digital publications, press releases, official correspondence, speeches and presentations.

Digital Content & Social Media: We are savvy web, mobile and social media producers, experienced in engagement, mobile video and cross-platform

Director: Brian Howard

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strategy. We develop audience-targeted social media content within a comprehensive plan that emphasizes responsible and effective use of these tools. This includes creating and maintaining your district's social media presence, developing use policies and training personnel in best practices.

Photography & Video: We are skilled photographers and adept mobile video producers with an eye for capturing the perfect moment in the classroom and at district events and programs. This includes editing, archiving, gallery-building and sharing imagery across the web and social media. We look to newsworthy, socially shareable mobile video as an alternative or complement to written and photographic coverage to tell your schools' story.

Media Relations: We'll work with you to develop and implement a media relations plan centered on internal PR coverage of district events and programs as well as assisting with crisis communications. Our aim is to increase visibility within the community, differentiate your district from others, and tout your achievements and successes

Graphic Design: Our in-house graphic design service and team of trusted consultant designers ensure smart, engaging layout and design of your newsletters, brochures, calendars and mailers. We use state-of-the-art software and bring in-depth understanding of the creative and print production processes. This service may be state aid-eligible.



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Professional Development and Curriculum Support

The Center for Professional Development and Curriculum Support is divided into two major service categories: Professional Learning Services and the School Library System.

Our vision is to be the professional learning leader for, and thought partner with, our districts as they serve the students of Southern Westchester. Our core values of collaboration, communication, and inquiry focus us on deepening professional practice in our region

We support districts in:

- Understanding and implementing the Regents Reform Agenda Initiatives
- Integrating the Learning and Next Generation Standards across subject areas and grade levels
- Identifying research-informed practices to support student achievement
- Providing support to strengthen and embed learning practices within individual schools
- Using data-driven instruction to track progress toward learning goals
- Training and sharing resources for APPR implementation
- Developing processes to serve diverse learners
- Building capacity through strategic planning
- Meeting the goals of school and district leaders
- Ensuring the implementation of state-mandated regulations
- Setting and measuring goals for growth
- Sharing promising practices and emerging trends in public education

Contact the Center:

914-345-8500 x3114

Our dedicated team works to collaborate closely with our districts to provide ongoing support for the work being done throughout Southern Westchester. Our learning community is focused on constructivist learning, cognitive engagement and the development of 21st century skills.

Professional Learning Services

Teaching and Learning Services

CoSer 555

Professional development opportunities are available for all members of a school district. Our broad-based work includes learning experiences in leadership, curriculum and instruction, and social/emotional areas. Our work includes:

Data-Driven Instruction and Assessment

Southern Westchester BOCES continues to support component school districts in the use of data to set and measure progress toward teaching, learning, and system goals. This support is based on data-driven instruction (DDI) turnkey training provided by the New York State Education Department (NYSED).

Our ongoing work includes:

Assessment Analysis and Design – Workshops and on-site consultations are structured to review formative and summative assessments and establish targets for student growth. Current and future

assessments are aligned to an approved growth model and NYSED's next-generation assessment priorities.

Goal-Setting – DDI principles are applied to a review of comprehensive learning goals. Processes for aligning district and building goals are developed and reviewed based on a continuous cycle of data collection and analysis.

Dignity for All Students Act

The Dignity for All Students Act went into effect on July 1, 2012 and was amended on July 1, 2013. Schools are required to provide students with supportive, positive learning environments in compliance with this New York State law that protects students from harassment, bullying and discrimination.

Services include:

- ◇ Comprehensive training for employees new to the role of Dignity Act Coordinator
- ◇ Updated annual training for all Dignity Act Coordinators and/or administrators in relation to new NYSED regulations and amendments, procedures and activities
- ◇ Participation in regional workshops for Dignity Act Coordinators and Building Administrators to discuss implementation issues and emerging topics

Great Teachers and Leaders

Southern Westchester BOCES serves as the network team for many of our component districts by providing turnkey training for NYSED initiatives.

Our ongoing work includes:

APPR Teacher and Principal Evaluator Training – Turnkey training based on the NYSED model is offered to assist principal evaluators and lead evaluators of teachers. Additional workshops are offered to support ongoing work with the APPR process. Courses for Lead Evaluators and Principal Evaluators are offered throughout the year.

Curriculum Council - Monthly meetings are held for Assistant Superintendents to build collaborative partnerships throughout Southern Westchester and provide up-to-date information on learning initiatives. These meetings are followed by Administrative Thinking Sessions, which focus on a different topic monthly.

Collegial Circle Forums – Quarterly meetings are facilitated for curriculum directors, department chairs/coordinators, and lead teachers in a variety of areas (Fine and Performing Arts, English Language Arts, Mathematics, Science, Social Studies, World Languages, English as a New Language, Coaching, STEAM and Technology) to share professional learning on current needs and trends in education.

Focus on Learning

Courses are designed to support teachers and administrators in their professional learning through curriculum alignment, research-based and inquiry-focused instructional practices, assessment development and design, and regional collaboration opportunities.

All courses can be extended through on-site support opportunities.

Courses are available in the following areas:

- ◇ **Literacy:** Literacy courses center around best practices in instruction, engagement and assessment. The focus is on utilizing effective research-based practices that allow teachers to return to their classrooms with lessons, strategies and ideas for implementation.
- ◇ **Math:** Math courses focus on building conceptual understanding with students. Providing practice with a variety of strategies, workshops center on strengthening teacher tool kits and repertoires in math.

- ◇ **Social Studies:** Social Studies workshops center around inquiry design, with a focus on the updated frameworks. Additionally, workshops are designed to explore research informed practices in social studies.
- ◇ **Science:** Science workshops focus on examining phenomenon and the Next Generation Science Standards and their implications for instruction. Courses also center on exploration of concepts that tie in to other curricular areas.
- ◇ **World Languages:** Forums are provided for teachers of the world languages to collaborate and share ideas and best practices.
- ◇ **English as a New Language:** The Hudson Valley Regional Bilingual Education Resource Network supplements our opportunities for professional development and technical assistance for districts and educators of English Language Learners (ELLs). Support is provided to assist with the understanding of regulations related to educational programming for ELLs. Workshops focus on instructional practices for ELLs.
- ◇ **Fine and Performing Arts:** Opportunities are provided for teachers of the arts to collaborate and share ideas and best practices. Workshops are designed to reflect an interdisciplinary approach with attention to the recently revised standards.
- ◇ **Health and Wellness:** Opportunities are provided to assist districts in meeting the Mental Health instruction mandate as well as to support health and physical education teachers in their work.

Curriculum

- ◇ Develop meaningful classroom learning opportunities
- ◇ Construct a deeper understanding of the learning standards and skills
- ◇ Design inquiry-based classroom experiences that address 21st-century learning goals
- ◇ Explore instructional methodologies to support student achievement

Instruction

- ◇ Develop strategies to integrate reading and writing instruction throughout the content areas
- ◇ Reflect on current, effective classroom practices
- ◇ Design rigorous instruction to support high levels of practice

The Center for Professional Development & Curriculum Support

- ◇ Identify strategies to meet the instructional needs of all students
- ◇ Examine instructional scaffolds to assist students in meeting learning goals

Assessment

- ◇ Create formative assessment tools to drive classroom instruction
- ◇ Analyze student work diagnostically to create focused instructional opportunities to enhance learning
- ◇ Analyze and utilize summative assessments to inform classroom practices and instruction
- ◇ Connect content and skills by creating meaningful performance assessments

Collaborations

- ◇ Facilitate conferences with nationally-renowned leaders in education
- ◇ Provide opportunities for teachers to collaborate on a variety of subjects, student work, instruction and educational practices
- ◇ Sponsor networking opportunities for K-12 educational leaders
- ◇ Provide on-site consultation about educational topics and trends across content areas

- ◇ Support International Baccalaureate school programs by providing IB training and support

Meeting Diverse Student Needs

Southern Westchester BOCES provides regional and customized professional development to local districts working to support the needs of all students.

Services include:

- ◇ **Academic Interventions** - A variety of workshops are offered to help build strategies needed to close student learning gaps.
- ◇ **Multi-Tiered Support Systems (MTSS)** - Workshops are offered to support districts in the development and effective implementation of RTI.
- ◇ **School-Based Speech/Language Pathologist Staff Development** - Opportunities are provided for practitioners to improve their practice in both stand-alone and integrated programs. Many of our speech-based programs qualify for Continuing Education Units for New York speech language pathologists/audiologists.
- ◇ **Special Education** - The Center seeks to provide support for topics relating to special education methodologies, interventions and supports. These include Multi-tiered Systems of Support, co-teaching and behavior interventions.



Non-Violent Crisis Intervention Training

Managing disruptive, aggressive and violent behavior has become an essential skill relevant to all school personnel. Staff members need safe, effective behavior management training designed to maintain the care, welfare, safety and security of all involved in a crisis. The primary focus of this two-day training is to help school staff identify the different levels of behavior

typically exhibited by students in crisis.

This highly interactive, hands-on training provides participants with opportunities to practice verbal and physical intervention skills that can be effectively applied to real-life situations. Upon successful completion of a post-test, participants receive a one-year certification in Non-violent Crisis Intervention® from the Crisis Prevention Institute.

Section One Physical Education and Health Education Professional Development Consortium

Open to all Section One school districts on an annual membership basis, the Section One Physical Education and Health Education Professional Development Consortium provides high quality, specialized workshops, trainings and conferences for physical education and health education teachers, supervisors and administrators. The Consortium membership fee allows physical education and health education teachers and administrators the opportunity to attend all consortium events at no additional cost. Workshop and conference topics are based upon districts' needs and current trends in physical education and health education.

Substitute and Teacher Stipend Reimbursement Program

Districts that share professional learning services such as staff or curriculum development activities through CoSer 555 are eligible to receive aid on the costs that the district approves and incurs from either stipends paid to teachers or substitutes covering teacher's classrooms. CoSer guidelines require that SWBOCES establish a uniform rate of pay for substitute and stipends. For the 2019-2020 school year, SWBOCES will reimburse up to \$105 per day for a substitute and an hourly rate for teacher stipends.

Featured Partnerships

The Center for Professional Development and Curriculum Support develops partnerships with local and national consultants identified by our component districts as well as local resources and higher education partnerships. Please consult our professional learning services catalog for an updated listing.

Gifted and Talented Services

CoSer 431

Today's Students Tomorrow's Teachers (TSTT) is a career development and mentoring program that recruits and trains economically challenged students from high school through college and places them as effective teachers who help to improve the schools and communities where they reside. TSTT seeks to ensure that students will graduate high school, enter college on scholarships, and graduate with a degree and certification in the field of education. The overall goal is to have them return to their communities as caring, competent and committed teachers.

The Student Leadership Movement is a leadership training program developed for middle school students and serves as a primer and pipeline feeder to the TSTT high school program. As they progress through the program, TSTT high school students become mentors and tutors to middle school students.

Homeless Student Program

CoSer 556

The Homeless Student Program is a collaboration of Southern Westchester BOCES, Westchester County Department of Social Services and The Urban League of Westchester. The goal of the program is to improve the identification, enrollment, attendance, academic competence and educational confidence of homeless students living in temporary housing. The Homeless Student Program provides technical assistance to school districts and community agencies regarding the McKinney-Vento regulations. The program presents regional meetings and workshops for district homeless liaisons, school administrators, teachers, shelter staff, parents and community agencies. In addition, the program provides attendance and academic performance tracking, as well as an intensive case management model to review and discuss the educational progress of homeless students. The program supports student academic competence by offering after-school literacy and math tutorial programs at homeless shelters and local community-based organizations.

Facilities Compliance, Health, Safety and Violence Prevention Services

CoSer 644

Contact

Brandon Cruz, Supervisor

914-345-8500 x 3167

bacruz@swboces.org

Learning flourishes in a healthy, safe school environment. CoSer 644 will provide training, consultation services, technical assistance and leadership to help create and maintain an educational environment that is a model for workplace safety and best practices. We will work directly with school districts, building- and district-level safety teams and teaching and non-teaching staff to handle matters of compliance. Available services include but are not limited to:

Facilities and Compliance

- ◇ Asbestos testing and training
- ◇ Bloodborne Pathogens
- ◇ Chemical Hygiene Plan Development
- ◇ Chemical and Petroleum Storage
- ◇ Cooling Towers Inspections
- ◇ Fire Inspections
- ◇ Indoor Air Quality Testing
- ◇ Lockout/Tagout
- ◇ Playground and Gymnasium Inspections
- ◇ Right to Know
- ◇ Underground Storage Tank Programs
- ◇ Water Testing

School Safety

- ◇ Active Shooter Training
- ◇ Building Level Emergency Response Planning
- ◇ CPR/AED
- ◇ Crisis Response Training
- ◇ DASA/Violence Prevention refreshers
- ◇ Crisis Plan Development
- ◇ Incident Command Management
- ◇ Lockdown Emergency Training
- ◇ New Building Emergency Plan Template
- ◇ Risk Assessments

- ◇ Safety Audits
- ◇ School Bus Safety Training
- ◇ Student De-escalation Training
- ◇ Table Top Exercises



Contact

Melissa Iamónico, Supervisor

914-345-8500 x 3127

miamonico@swboces.org

Media Resource Service

CoSer 511

The Media Resource Service incorporates the latest technology into its offerings. Video streaming allows 24/7 remote access to faculty and students. In addition to generalized K-12 content, specific subject video streaming is also available. Subscribers are able to select from a variety of vendors (Discovery Education, Defined Learning, Espresso Education, Soundzabound, JoVE, Learning 360, NBC Learns, Visual Learning). Professional Development is offered through workshops, webinars and online support.

Automated Library Systems

CoSer 512

This service provides computerized library management systems. An online catalog, including Follett Destiny, Mandarin Oasis and OPALS, allows students and faculty to effectively use the resources of the school library media center. On-site training provides improved technical services and maintenance of library collections.

Through technical planning and consultation, automation of the school library becomes part of the district's technology plan in providing appropriate on-site and remote electronic access for students.

Destiny Resource Manager, a universal system for managing resources, inventory and assets throughout your school district gets the right resources into the right hands at the right time. An e-book and audiobook service, SWBOCES SLS Digital Library, is offered for both a shared collection among districts in SWBOCES

The Center for Professional Development & Curriculum Support

and a private building collection. The School Library System also offers Tales2Go, a comprehensive, simultaneous user e-book service. The SWBOCES School Library System Digital Library Advisory Board membership meets annually to inform policy and support collection development.

Online Information Resources

CoSer 513

This service provides subscribers with access to comprehensive full text and/or indexed reference databases that complement the K-12 curriculum. Up-to-date resources improve student research through successful searching strategies. Students are able to select the type of information required to meet their needs in a range of formats (citations, abstracts, full text documents and page-image documents).

Staff development provides hands-on opportunities

to incorporate databases into the teaching and learning process. Cost-effective database packages for elementary and secondary schools are available. In addition, subscribers are able to select from more than 100 individual online resources including AP Photo Archives, EBSCO, Newsela, Brainpop, Turnitin, Capstone, JStore, Scholastic, Learning A to Z, Gale Resource Centers, ProQuest, SIRS Series, World Book and Serial Solutions.

Search for Success, a database management system featuring easy one-password access, mobile apps and statistical/usage reports. Students, faculty and parents will be able to access all of their libraries' databases, including the free databases in NOVELNY. This database management system will help districts obtain maximum use of their online databases in support of the New York State Next Generation Standards.

sls.swboces.org

Department of Human Resources

In addition to administering all personnel policies and procedures for approximately 1,000 employees of Southern Westchester BOCES, the Human Resources Department offers personnel-related services designed to meet the changing needs of component districts and their employees. The department provides a variety of services, such as regional certification and an automated substitute management service. The Department's mission is to provide regional leadership and to collaborate with school districts to meet their personnel challenges by delivering cost-effective, high quality human resources services.

Contact: Suzanne Doherty, Director
914-937-3820 x4553
sdoherty@swboces.org

Regional Certification

CoSer 606

Contact Cynthia Bambace
Regional Certification Officer
cbambace@swboces.org

The Regional Certification Office functions as an extension of the New York State Education Department's Office of Teaching Initiatives. We provide advisement and counseling to subscribing districts and Southern Westchester BOCES employees on matters of New York State certification.

Substitute Management Service

CoSer 624

Contact Doris Quinn, Personnel Assistant
914-937-3820 x 4532
dquinn@swboces.org

Southern Westchester BOCES provides AESOP, an automated substitute placement service for school districts. AESOP eliminates the requirement of providing staff dedicated to the tedious process of filling vacancies, thereby freeing their time for other responsibilities. This service does not require any hardware or software to be purchased by the district. An affordable solution can be provided for school districts of any size.

The Lower Hudson Regional Information Center (LHRIC)

The Lower Hudson Regional Information Center (LHRIC) is a nonprofit consortium providing educational and administrative technology services to 62 school districts in Westchester, Putnam, and Rockland counties. The LHRIC is one of 12 Regional Information Centers located throughout New York State. It operates with an annual budget of approximately \$70 million and employs around 200 information technology professionals based in Harrison, NY. In our region, the LHRIC provides a full range of educational technology services to over 225,000 students, and nearly 12,000 teachers, located in approximately 300 school buildings connected to the Internet via our Private Wide Area Network. As one of our primary offerings, the LHRIC provides network support/technical services to its component school districts as they continue to move toward one to one devices and BYOD. The LHRIC provides a comprehensive menu of services, including technical services and support, managed IT, Internet access, regional Internet filtering, test scoring, data warehousing, financial and student information systems, staff development, technology planning, project management, research and development, systems integration, distance education (video conferencing and online learning), video streaming, state reporting and verification, unified communications via VoIP, digital signage, CIO mentorship, and emerging technologies, to name a few, while continuing to remain on the cutting edge of trends and mandates that impact the technology needs of our member districts. The LHRIC is primarily focused on assisting districts in transforming teaching and learning through the use of technology. The LHRIC distinguishes itself from other service providers by its commitment to instructional services that are positioned to have regional impact for students and teachers. The LHRIC coordinates closely with districts to develop services that expand the boundaries of traditional classrooms and provide high quality, professional growth opportunities for all district personnel.

Executive Director: Kathy Conley
914-592-4203
kconley@lhric.org



LHRIC SERVICE AREAS

The LHRIC provides a comprehensive menu of services in five key areas:

- ◇ Technical Services, including Networking, Telcom/WAN, and School Security
- ◇ Business & Administrative Services, including Finance, Facilities, and Web Communications & Alert Services
- ◇ Instructional Technology Services, including Software & System Services, Professional Development Services (Model Schools), and Leadership Services
- ◇ RIC One, including support for Education Law 2-d and data integration services
- ◇ Student & Administrative Data Services, including Data Analysis, Testing Services, Student Information Systems, and State Reporting.

The services and support available to your district do not end with the programs listed here — through cross contracts with other BOCES, you may also choose from a wider selection of programs and services. Contact your account manager for more information about services you may be interested in.

CONTACT INFORMATION

Please contact your account manager:

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Technical Services

TECHNOLOGY SUPPORT SERVICES

The Technology Support Services provide seamless technology support for all networking, hardware repair, telecommunications, and service desk needs including but not limited to, service and support for file servers, workstations, network operating systems, closet electronics, and a variety of peripherals, and printers. Service is offered through a variety of support options. These include a shared technician model on-site, Collaborative Support. Another model is Managed IT Services, which entails technology experts centralized at the LHRIC and armed with automated tools to monitor and react to technology problems immediately and remotely. Districts participating in our services take advantage of our in-depth level of experience in supporting and maintaining educational networks, and benefit from a shared pricing model.

The services offered include:

- ◇ Maintenance of technical support contracts with vendors
- ◇ Technology evaluation, design, planning, development, and on-site technical consulting
- ◇ Field-tests of new technologies and updates, patches and new versions of current products
- ◇ Central distribution of patches, updates and antivirus software
- ◇ Monitoring of technical support issues and service delivery through a centralized web-based help desk solution
- ◇ Training and support through in-house and third-party partners.
- ◇ After-hours support for network emergencies

Managed IT Services

CoSer 510 & 611

Managed IT combines centrally managed support in collaboration with a local field support presence that provides high quality and seamless network support services to local school district networks. Our Managed IT Service includes subject matter experts that provide support in key areas:

MIT Lead

Provides operational management overseeing the support teams to ensure issues are resolved in a timely manner; assists with technology planning; and will be your resource for project management to drive seamless inception of all installed technology.

Service Desk Support

Provides first-level support resolving technology issues on first contact, by categorizing, prioritizing, and escalating issues to the appropriate support team when necessary.

Managed Infrastructure Support

Provides daily support and management of district network infrastructure, including proactive monitoring, alerts to technology support staff, switch configuration backups, optimization and remediation of issues with any district infrastructure equipment including routers, switches and firewalls. Centralized services also include secure management of the district's local network infrastructure, providing role-based access while capturing log data of user access.

Managed Wireless Support

Provides daily support and management of your district's local wireless network solution, including support for all district-owned wireless controllers, access points, network access management, proactive monitoring and alerting, and optimization of district wireless environment. A standardized wireless implementation is included, which provides simplified access and increased security to district wireless solutions.

Managed End-User Computing

Provides districts with comprehensive support for all district-owned client computers, devices, and peripherals, which includes a centralized management platform for Windows and Apple devices. The service also includes management and support for Google Apps for Education and Office 365 applications.

Managed Systems Support

Provides support and management of all servers, storage devices, backup strategies, email hosting

and server virtualization solutions. This support includes proactive monitoring and alerting, regularly scheduled maintenance, systems optimization and standardization of district systems. Another available complement is LHRIC Server Hosting, which provides the district with the option to move their servers into the LHRIC consortium private cloud.

Field Support Staff

provides in-district, level 1 support in collaboration with the centralized, specialized support teams.

Collaborative Field Support

(In-District Technology Support)

CoSer 510 & 611

The Collaborative Field Support Service model provides on-site technicians of varying skillsets and quantity as determined by the district in collaboration with LHRIC recommendations. These shared technicians are responsible for day-to-day upkeep, maintenance, and management of systems, end-user computing, infrastructure and wireless support in your districts network environment; which includes in-district data centers. A MIT Lead is provided to oversee the district support team, ensures issues are resolved in a timely manner, assists with technology planning, and will be your resource for project management to drive seamless inception of all installed technology. Service Now is a tool provided to be used in conjunction with this service for incident management, project management tracking and procurement.

Network Security

CoSer 510 & 611

In anticipation of the requirements for district compliance to Education Law 2-d, the LHRIC Technical Services will expand to provide optional services to help districts align with the NIST Cyber Security Standards. Anticipated district compliance to the new regulations is by December 2019.

Centralized Energy Management

CoSer 611

LHRIC Centralized Energy Management Service brings a cost-effective and environmentally conscious

solution for your district. Powered by the Cisco Energy Management Suite, the system allows us to see, measure and manage all IP connected devices such as desktop workstations, monitors, and printers. An evaluation period identifies current energy consumption patterns and establishes a recommended schedule to automatically shut down devices at a designated time when they are routinely left powered up but are not being used. Policies can be adjusted for systems that may need to be on at all times. Installation, support, policy modeling, monitoring and reporting are included in the service cost.

Hardware Repair Services

CoSer 510 & 611

Our Hardware Repair Service gives you access to certified technicians who can be dispatched to your location to conduct on-site repairs. If more complicated issues are uncovered we have a shop setup to complete additional repairs. We offer authorized repair service for Apple®, Dell® and HP® brand computers and peripherals. We can also attempt repairs for Acer®, Apple®, Asus®, Dell®, HP® brand computers and peripherals, Smart® brand Smart Boards and Projectors, as well as other brands of Chromebooks, desktops, laptops, iPads, monitors, printers, projectors, tablets and portable devices that are no longer under warranty.

Asset Management and Retirement

CoSer 611

The LHRIC provides asset retirement of end-of-life computer equipment to all districts, regardless of where the equipment was purchased. There is no cost to your district for this service. Before requesting a pick up, we ask that you have 20 or more computers at each location. To request a pickup please download and fill out the Asset Retirement Form from https://www.lhric.org/asset_retirement. Email the completed form to Recycle@lhric.org

INTERNET AND WAN SERVICES

The LHRIC's Wide Area Network team provides network design, support and maintenance, service upgrades, and proactive monitoring of internal and Internet connectivity. Your district is provided

access to system reports that allows collaboration and visibility into managing bandwidth and usage patterns. All networking services, from endpoints to the Internet and cloud services, are managed by expert staff in collaboration with your district. The services allow your district to leverage USAC E-Rate reimbursement and NYS BOCES Aid.

Internet Services

CoSer 510 & 611

LHRIC Internet Services provide school districts with enterprise-grade Internet access. This service includes the following value points:

- ◇ High availability and redundancy (Internet egress in Westchester and Rockland)
- ◇ Generator backed data centers
- ◇ Enterprise grade firewalls
- ◇ Enterprise Threat Management – Intrusion Prevention/Detection Systems (IPS/IDS)
- ◇ Secure VPN connections with district pre-approval and audit trail
- ◇ Proactive bandwidth management utilizing bandwidth monitoring tools. We ensure appropriate dedicated Internet bandwidth is available to your district.

Secure Remote Access Service - Virtual Private Network (VPN)

CoSer 611

The Remote Access Service provides users with secure, role-based access to the district's network. Users connect securely to their files and district applications anywhere and at any time through a virtual private network (VPN). The district determines the level of network access that is granted to each user. The service also can provide your District VPN activity logs.

TELECOMMUNICATIONS: UNIFIED COMMUNICATIONS (UC) AND VOICE SERVICES

Phone Services

CoSer 611 & 612

Two types of phone services are available through the LHRIC: Voice over IP (VoIP) which can be hosted in-district or Hybrid/Hosted and Intellipath. VoIP allows a district to make voice calls using their existing data network (LAN) connection instead of regular or analog phone lines. Both of our VoIP services offer support in: consulting, design, planning, implementation, maintenance and repair, as well as ongoing operations (additions/moves/changes).

The Intellipath service provides districts with a flexible, cost effective and efficient network for voice and data communications by using Verizon's Intellipath II (Centrex) and PRI services. Intellipath service users become part of the LHRIC Intellipath consortium and save on phone circuit costs.

LHRIC On-Prem VoIP Service

CoSer 611

Districts can upgrade from legacy Private Branch Exchange (PBX) systems to VoIP-based platforms. VoIP systems allow for voicemail to be sent to via email. This enables your users to be more responsive rather than wait until they return to their classroom or office to check voicemail. Additionally, your district can add app-based communications, building speaker/paging and physical door access control to move toward a unified communication model.

The VoIP support service provides monitoring and remediation of phone system issues. Dedicated VoIP team members support district phone systems remotely. Currently supported systems are Cisco Unified Communications and ShoreTel/Mitel. Depending on the VoIP platform, your district may be able to integrate the Unified Communications/VoIP systems with building security as part of your school safety goals. With VoIP, districts can make and receive video-based calls with other endpoints that have video capable units.

LHRIC Hybrid VoIP Service

CoSer 611

The LHRIC is offering a new streamlined voice service known as Hybrid VoIP, which expands on the capabilities of On-Prem VoIP systems by providing much higher redundancy and availability to schools.

Hybrid VoIP adds Voice Call Managers and Unity Servers that are housed in the LHRIC's private cloud and are exclusive to our districts. This provides higher standardization, centralized system configuration and system redundancy. This adds new features such as a disaster recovery kit, which allows schools to configure phones for impacted buildings quickly at an alternate or recovery location.

Exclusive to Hybrid VOIP, shared, centralized SIP Trunk services deliver dial tone on phone circuits that are configured for IP based networking. This feature allows automatic failover and easier call rerouting to alternate locations.

DATA CENTER SERVICES

Data Center Services are hosted in a private cloud and located in a secured SOC 2 certified LHRIC Data Center with disaster recovery options.

Data Center Hosting

CoSer 611

This service provides private cloud hosting of district servers in the LHRIC Data Center. This is a cost-effective alternative to building out and maintaining server hardware, virtual machine licensing and Windows licensing. LHRIC Data Center servers are protected by the LHRIC Disaster Recovery strategy, which includes replication to an offsite disaster recovery facility.

Remote Backup

CoSer 611

The Remote Backup Service ensures that data is protected from loss in the event of viruses, accidental deletions and/or hardware failures. The Remote Backup Service provides nightly backup and storage in a secure, remote location. Daily emails provide the status of the district backups. If data recovery is required, the time needed for recovery is minimal. Training to use a

web-based console to perform retrieval is included in the service.

Email SPAM Filtering

CoSer 611

The Email SPAM Filtering service quarantines unsolicited email as well as emails with certain words and attachments. A report is sent to the recipient for review of the quarantined email to determine if it is in fact SPAM. Users may designate the email as appropriate (white list) or leave correctly marked as SPAM (black list).

Internet Filtering

CoSer 611

The Internet Filtering Service is a managed service that ensures that students and staff are CIPA compliant and protected when using an Internet-connected device in the district. District-owned devices that are taken home can be protected as well. Reporting on internet activity is available for 60 days via a web console.

SCHOOL SECURITY SERVICES

The LHRIC Security Service offers security-related technology solutions such as video cameras with image recording capabilities, door access control and visitor management systems. We offer analysis of your network infrastructure to ensure recommended technology solutions are possible. The service includes consulting, design, procurement, installation and ongoing school security systems support. Base Security Support participation is required to participate in additional School Security services.

Base Security Support

CoSer 611

The Base Security Support Service provides your district with:

- ◇ An evaluation of your current physical security systems
- ◇ Recommendations to strengthen existing security hardware and software
- ◇ An analysis of existing network infrastructure

- ◇ Help Desk support, to manage system operations
- ◇ A Security Command Center that provides a private setting to train your staff on physical Security solutions, including how to configure and replay footage on Avigilon and Cisco systems.

Access Control (Door Access) Security

CoSer 611

The Access Control Security Service provides a system to unlock exterior entrances and interior doors that protect high value or sensitive locations. Access control is activated using proximity cards, key fobs, swipe cards, bar codes, or biometric readers. The system can be configured to control who may enter select doorways and can also limit the time of day staff and students may enter.

IP Video Security

CoSer 611

This service provides placement strategy, procurement and installation of IP Video Cameras for surveillance of school hallways, buildings and grounds. We provide a thorough evaluation for optimal camera placements, both inside and outside. Camera footage can be monitored in real time and recorded for playback. Integration with police or fire agencies is an option for this service.

Visitor Management

CoSer 611

LHRIC Visitor Management system scans each visitor's driver license or state-issued ID instantly against the national registered sex offender database. When a visitor is cleared, a temporary badge is issued with the visitor's photo, name, and destination within the school building. The service helps schools keep unwanted visitors out and keeps track of all visitors who have entered the building.

Business Services

FINANCIAL SERVICES

ACA Processing

CoSer 455 & 611

LHRIC offers a comprehensive Affordable Care Act strategic plan to comply with the law and meet your district's needs. Our integrated technology uses data from your payroll & benefits carriers to track employee hours and produce IRS required forms 1095 & 1094.

We offer hands-on full ACA: Administrative and Financial Consultation Services using a web-based ACA solution, which can include: implementation plan compliance & policies, monitoring of ongoing salary, ongoing hourly, and all variable hour activity; tracking via monthly reports to prepare for Annual IRS reporting and audits; compiling of information for IRS reporting; PDFs of IRS Form 1095s for applicable employees; and electronic filing of IRS form 1094.

Finance Manager Support

CoSer 611

The LHRIC supports Finance Manager's nVision software, which provides business offices with the ability to manage financial, human resources and other business operations. The LHRIC service provides initial and ongoing training, workshops, user groups, telephone and, when applicable, on-site support, a financial helpdesk, and meetings with TRS, ERS and the IRS.

The software can be hosted at the LHRIC or at the district running Windows Server. The LHRIC provides a comprehensive Disaster Recovery/Business Continuity Plan in our generator powered facility. Data is also backed up to offsite Regional Information Centers located elsewhere in the state. Disaster recovery can be initiated at these other locations depending on the nature and extent of the emergency.

Finance Manager provides payroll, human resources, negotiations, budget projections, remote requisitioning, purchasing, accounts payables and receivables, bidding, general ledger, time management, GASB34 reporting modules, report

writing capabilities and interface with Excel. Finance Manager allows for software interfaces to Omni and Frontline's attendance product (formerly known as AESOP). The TimePiece module allows you to choose from a variety of methods to capture time and also interfaces with the payroll module. A new web-based employee self-service portal is being launched this year.

Forecast5

CoSer 611

Forecast5 has partnered with NYSASBO to bring data analytics to New York schools. Combining various data sets such as BEDS, ST-3 and Report Card data, Forecast5 is delivering a Business Intelligence model to schools across the state. This transformational approach allows school district officials to spend time analyzing rather than gathering relevant data.

Procurement

CoSer 510 & 611

Procurement Services include the purchase of hardware and software in support of districts' evolving technology needs. The service provides processes for renewals of software licensing and hardware support; and can accommodate non-project-based purchase requests through our automated online procurement system (NPPR). Procurement Services support LHRIC departments in securing favorable contracts and standards guidance in procurement for school district project-based orders. We work diligently to ensure the proper purchasing channels are in place to meet district's goals and objectives. Purchases may be funded via Installment Purchase Agreements (IPAs), Multifunction Device Leases, General Funds, SSBA, and E-Rate.

FACILITIES SERVICES

Facilities Management (Capital Project/Building Planning)

CoSer 611

The LHRIC partners with CapProSoft, a facilities management software developer, and hosts a fault-tolerant environment for two software applications:

CPPRT and FAST. These applications provide systems for Capital Project Management and Facilities 5-year planning.

CPPRT enables districts to track and report on capital projects on a multi-year basis. It allows districts to maintain fiscal control, provides an audit trail and history for projects and works with the New York State Education Department's facilities planning requirements — generating all required reports.

FAST provides a district with a central database of information about facilities infrastructure, building types, health/safety issues, major utility systems, site conditions and fire inspections. FAST is designed to help districts fulfill mandates of the Comprehensive Public School Building Safety Program, including annual visual inspections and the 5-year facilities plan. It can also serve as a knowledge base for future capital projects.

SchoolDude Solutions

CoSer 611

SchoolDude offers solutions to streamline all areas of your operations – maintenance management, energy management, facility usage and technology management. SchoolDude's products automate the work order process, monitor inventory usage, schedule preventive maintenance, simplify facility usage scheduling and track technology assets. Many of the solutions integrate to provide a global-view of your district's operations and improves communication with all departments and faculty.

DISTRICT WEB

COMMUNICATIONS AND

ALERT SERVICES

LHRIC Communication and Alert Services include software and consulting for district websites, administrative content and mass notification. Coordination across multiple departments and services within districts and the BOCES, such as student systems and offices of public relations, are often included in these services.

Content Management Systems

CoSer 554 & 611

Content Management Systems service providers guide districts through the selection, design, and implementation of district web site solutions either as a new approach to communication or moving between solution providers. Services include selection of software solutions, content mapping and design, accessibility analysis, as well as professional development and training.

Solutions supported in this category include:

- ◇ Blackboard Web Community Solution
- ◇ eChalk
- ◇ Finalsite (with or without Audio Eye)

Ensemble Video

CoSer 444 & 554

Ensemble Video On Demand, built exclusively for K-12, is a video management, catalog, and streaming solution that provides the ability for administrators, teachers, students and staff to publish and share original video content and share them publicly or privately across any digital content system. Districts are able to stream live events using the live streaming feature. The service includes software, hosting and storage of video content, professional coaching and training for staff.

Messaging/Alert Services

CoSer 611

The LHRIC provides support for K-12 Alerts, Blackboard Mass Notification, ShoutPoint and School Messenger services. These messaging services provide communication and emergency messages to parents and staff through work and home emails, land lines, and text. The messaging services have different hosting methods. BlackBoard Connect and K-12 Alerts are fully hosted, whereas School Messenger provides a hosted and a shared service). Each offers different benefits in the areas of language translation, community access, and connectivity to Student Information Systems. Contact the LHRIC for more information on which package suits your district's needs.

Remind.com

CoSer 611

Remind is a text messaging app that helps teachers, students, and parents communicate quickly and efficiently. This can be used at the district, school, or classroom level. There is a widely used free version, and the LHRIC service supports the enterprise version for districtwide deployment.

ADMINISTRATIVE SERVICES

Records Management-Laserfiche

CoSer 611

This service will help your district comply with Records Retention and Disposition Schedule ED-1. We can accept both your paper and electronic documents to scan, import and index in our system to archive for as many years as required as well as for offsite disaster planning and prevention. Designated user(s) will be able to retrieve and search for documents via the Laserfiche web tool.

Instructional Technology Services

SOFTWARE AND SYSTEMS

SERVICES

These services include a comprehensive approach to the identification of and planning for instructional software as supplemental curriculum and administrative support for students and teachers. Services include software selection, consulting, professional development, user groups, and procurement. For the more comprehensive software systems, implementations include a plan to ensure the successful adoption and evaluation of software in support of district teaching and learning goals. For software information and service, contact us or visit our website at https://it.lhric.org/az_product_list

K-12 Instructional Software as a Service

CoSer 510 & 554

Instructional software solutions provide supplemental curriculum content delivery systems that support RTI, differentiated instruction, blended and flipped classroom instruction.

The LHRIC supports the selection, implementation, professional development, data analysis, and ongoing maintenance and support for the following research-based K-12 curriculum instructional software.

This support includes professional development workshops, user groups, site visits, telephone and online support. Consulting is available to district data inquiry teams to maximize the reporting features of the supported programs. All solutions meet state and federal requirements and will be vetted with local districts to ensure they meet instructional needs.

Student Assessment

- ◇ AIMSweb & AIMSweb Plus*
- ◇ Castle Learning*
- ◇ iReady (diagnostic and progress monitoring)
- ◇ NWEA (MAPS)
- ◇ PowerSchool (formerly Performance Pathways)
- ◇ RTI/Progress Monitoring (Renaissance)
- ◇ Star 360 (Renaissance)*

Teacher Evaluation & Compliance

- ◇ OASYS (Frontline) – via SWBOCES
- ◇ Global Compliance Network (Compliance tutorials)

Guidance

- ◇ Hobsons Naviance Career and Guidance system

Curriculum Mapping

- ◇ Atlas (formerly Rubicon Atlas)

Literacy

- ◇ Accelerated Reader (Renaissance)
- ◇ Achieve 3000
- ◇ Compass Learning Reading*
- ◇ English in a Flash (Renaissance)
- ◇ iLit (Pearson)*
- ◇ Lexia Learning

- ◇ Rosetta Stone
- ◇ SuccessMaker (Pearson)*
- ◇ Waterford Early Learning

Math

- ◇ Accelerated Math (Renaissance)*
- ◇ ALEKS
- ◇ Compass Learning Math*
- ◇ Dreambox
- ◇ Imagine Learning (including Think Through Math)
- ◇ IXL
- ◇ Red Bird
- ◇ SuccessMaker (Pearson)*

Curriculum

- ◇ Accelerate U (online courses)
- ◇ Edgenuity*
- ◇ Gradepoint
- ◇ Learning.com
- ◇ Virtual High School

Keyboarding

- ◇ Keyboarding without Tears
- ◇ Learning.com

Production & Productivity

- ◇ Explore Learning (Gizmos & Reflex)

Google

- ◇ Microsoft
- ◇ Nearpod
- ◇ Wixie

*RIC One data integration available.

College and Career Readiness Guidance Systems

CoSer 510 & 554

Hobsons Naviance Career and Guidance system provides support for students and parents in preparing for college and careers. The system tracks results for school administration and enhances productivity of guidance departments. LHRIC provides procurement, planning and support for this product. LHRIC also coordinates user groups to discuss the use of these solutions.

Curriculum Mapping

CoSer 611 & 554

The LHRIC offers support for Atlas (formerly Rubicon Atlas). This solution provides school districts with the ability to map, manage and analyze curriculum across grades and disciplines. Teachers can share and integrate knowledge more effectively, and administrators can ensure that students' learning experiences build on what they have learned in previous years to prepare them for future classes and achievements.

Model Schools EdTech Research Portal (formerly Electronic Resources)

CoSer 554

Model Schools member districts can enjoy the EdTech Research Portal (formerly Electronic Resources). This online portal is a unique resource that provides easy access to research articles in the field of technology and instruction. The EdTech Research Portal picks up where Google searches leave off. Members will have access to an elegant website with carefully curated, research-based content—released on the 1st of each month.

Online, Distance, and Blended Learning

CoSer 444

This service provides software, consulting and professional development for schools to build capacity and offer a variety of alternative pathways for learning. These solutions are most often used for credit recovery, credit accrual, electives, advanced placement (AP), Response to Intervention (RTI), and access for homebound or hospitalized students. New trends in blended learning are showing effective use of these tools for credit recovery, review, and as a supplement to curriculum content being delivered in the classrooms.

The following digital software solutions are currently supported:

◇ *Accelerate U* provides course content and New York State Certified Teachers for core, elective, and AP courses for grades 6-12, as well as courses for professional development.

- ◇ *Edgenuity* provides course content and direct instruction video in core subjects, electives, AP, and career and technical education (CTE) courses; grades 6-12.
- ◇ *Global Compliance Network* provides districts with over 125 tutorials covering a broad range of topics from Health & Safety, Privacy and Security and Blood Borne Pathogens to Policies and Regulations.
- ◇ *Pearson's GradPoint* provides the ability to address virtual and blended learning, credit recovery, dropout prevention, alternative education, English language learning, summer school, and more, all on one platform. The program includes over 180 rigorous, multimedia courses, seven learning pathways, and any time, anywhere, any place access via web browser.
- ◇ *The Virtual High School Collaborative (VHS)* provides elective courses through a global consortium for students in grades 6-12.
- ◇ *OC21 Virtual School* is a Putnam/Northern Westchester consortium school comprised of regional district students and teachers. Local district teachers provide blended elective courses for area students in grades 9-12.
- ◇ *Schoology* brings together the best K-12 learning management systems with assessment tools to improve student performance, foster collaboration, and personalize learning.

Virtual Student Presence Service for Homebound Students

CoSer 444

Homebound and hospitalized students are often prevented from participating in school classes and activities due to physical, mental or emotional illness, or injury. Technology now provides a pathway for them to participate in classroom instruction and school activities from home, or in some cases a hospital. Using the VGo Virtual Robot, students participate in real time in their classes or simply stay connected with peers from home using a tablet, laptop or desktop computer by controlling the robot video system located at school. They can see and talk with teachers and other students and control the movement of the video robot around the building.

Services include the use of VGo video robot,

procurement and setup of a student computer, technical assessment and monitoring. Training is provided for students and their parents/guardians, classroom teachers and other identified support staff.

Response to Intervention (RTI) Systems

CoSer 510 & 554

The LHRIC supports an array of Response to Intervention (RTI) Systems designed to screen students, identify Tier 1, Tier 2 and Tier 3 learning interventions and assist in the monitoring of student progress. The service includes the implementation, needs analysis, scope and sequencing in support of local RTI program goals.

Supported products include:

- ◇ AIMSWeb, AIMSWeb Plus*
- ◇ iReady's Growth Monitoring*
- ◇ RTI (Frontline), formerly RTIm Direct
- ◇ Star 360 (Renaissance)*

*RIC One data integration available.

PROFESSIONAL DEVELOPMENT SERVICES

Model Schools Core

CoSer 554

The Model Schools Core Service is the basic instructional service provided by the Model Schools team. Through the Core Service, districts have access to Model School's catalog of professional development workshops, special events, webinars, demonstrations, and self-paced, online courses. Content is focused on key issues and topics in instructional technology. Districts have unlimited access to sessions where professional staff will learn about innovation and develop competencies that they can immediately bring back to their districts.

Customized consulting is available for districts for on-site professional development. LHRIC professional development coaches provide "at elbow" classroom level coaching and job embedded support for

individual teachers, grade levels, teams and PLCs.

Membership in the core services provides districts access to the Brightbytes Tech & Learning Module (formerly known as Clarity). This software platform helps districts measure the impact of technology on classroom instruction and develop improvement plans aligned to goals. Included with the Tech & Learning module are user group session and consulting services to ensure districts are able to maximize the impact of their technology program(s).

LHRIC instructional technology expertise includes:

- ◇ 21st Century and contemporary Teaching and Learning Strategies and Environments
- ◇ Active Learning and Maker Spaces
- ◇ Virtual and augmented reality technologies
- ◇ Classroom cloud solutions with Google G Suite and Office 365
- ◇ Coding, programming and robotics
- ◇ Social media in instructional settings
- ◇ Safe and ethical use of technology for teachers and students
- ◇ Digital storytelling and use of instructional multimedia
- ◇ STEAM leadership, support and instructional Strategies
- ◇ Blended and online learning strategies
- ◇ The Flipped Classroom
- ◇ Understanding and working with performance data
- ◇ Mobile learning technologies (iPads, Smartphones, Chromebooks)
- ◇ Supplemental Instructional Software

ACTIVE LEARNING CENTER

The LHRIC Active Learning Center (ALC) is located at 450 Mamaroneck Avenue in Harrison and is available to districts for visits and tours, design consultation and implementation planning, meeting facilitation, and a variety of professional development sessions. Experiences are designed to incorporate research-based practices for active learning and are included in the Model Schools Core membership. Extended opportunities for consultation, visits, and use of the room are available on request.

Model Schools Core Plus (Cohort Based Professional Development)

CoSer 554

Model Schools Core service member districts can take advantage of high quality, structured, job-embedded instructional technology coaching in district for a cohort of teachers/instructional staff. The Model Schools Core Plus option provides up to the equivalent of 10 days of cohort based, job-embedded professional development for up to eight teachers.

The cohort-based professional development is comprised of planning, preparation and job embedded coaching with the specific focus on participant skill acquisition, lesson development, co-teaching, and reflection & revision. All cohort participants are given 1-1 attention during the coaching process, including in-classroom support and planning/post-lesson debrief conversations and recommendations to strengthen their classroom practices with technology.

Customized Professional Development

CoSer 554

Anticipating the professional development needs in support of district initiatives can't always be predicted a year in advance. Often these customized professional development needs arise throughout the school year and vary year to year. This service is designed to support the unique and specific district professional development needs and schedules that arise. The Model Schools team works with districts to identify needs and assign appropriate staff based on skill, knowledge and availability. This service option is intended to supplement existing professional development efforts in the district and to be a flexible option that will meet a variety of scheduling and staffing requirements. Customized professional development is a per diem commitment, not an annual service subscription. Model Schools Core Service is a pre-requisite to have access under the Model Schools 554 CoSer.

On-site Instructional Technology Coach

CoSer 554 & 611

If your district is looking to enhance the current instructional technology initiatives or supplement the efforts of your own staff, LHRIC offers on-site shared collaborative staffing. Our certified professional coaches are experienced and trained in the instructional uses of technology. Their time in district can range from a few days of targeted support to multiple days each week — the frequency of support is customizable. LHRIC provides placement and coordination support, as well as ongoing oversight of work throughout the year.

Emerging Technologies Service

CoSer 554

This service is supplemental to the core service and provides a teacher leader who is certified in school district administration, teaching, professional development as well as Google and Microsoft.

The Emerging Technologies Service was designed to respond to school districts who have an enterprise approach to cloud technologies. This is a shared staffing model where certified professionals work with multiple districts in the analysis, design and implementation of transformative solutions that incorporate cloud technologies in to teaching and learning activities in support of the local and state curriculum standards.

Training for Administrators and Support Staff

CoSer 554

Administrators and building-level support staff can learn new or enhance skills by attending sessions that explore current versions of Microsoft Office, Office 365, Adobe Acrobat Pro, Google Apps, and Outlook. Sessions can be custom designed for your needs and are available upon request at our state-of-the-art LHRIC training facility or in your own district. Class sizes are kept small to maximize the learning experience.

LEADERSHIP SERVICES

Technology Leadership Institute (TLI)

CoSer 554

The Technology Leadership Institute (TLI) provides school district leaders with opportunities to engage with and learn from nationally known educational technology experts. The program's goal is to identify and communicate the value of technology and how it can be used to improve and transform education.

TLI events are hosted locally and provide our districts with the opportunity to congregate, learn, and collaborate. Membership allows up to eight members of your staff to attend the informative events. The program also offers opportunities to attend regional technology-centered events by organizations such as NYSCATE.

Strategic Technology Planning

CoSer 554

Instructional Technology Planning is required by NYSED for compliance and eligibility for funding in the form of BOCES Aid, Grants and Bonds. This service provides consulting, review and evaluation of district technology plans in accordance with NYSED regulations, with timeline reminders. Additional consulting is available to assist districts in developing goals, detailed implementation plans, actions items and goal evaluations.

Shared staff are available two or three days per week annually to assist district technology leaders in the execution of district instructional technology plans.

Individuals in this role have the skills to manage projects and provide professional development.

The Brightbytes Tech & Learning, Learning Outcomes and Digital Privacy and Security modules are available to districts to help them proactively plan and evaluate the status of the Instructional

Technology Plans and goals, software usage and ROI, and checklist for ensuring district readiness relative to privacy and security. Brightbytes Tech & Learning module is included in the Model Schools Core Service Fee.

Services in this category include consulting, shared staff, and software.

Technology Planning and Coordination (Shared Staff)

CoSer 554

This service was designed with the busy Technology leader in mind. LHRIC provides an instructional technology leader with the skills and knowledge necessary to deal with the breadth and depth of the job requirements for a technology program. It is designed as a supplemental support for sitting technology leaders to assist in meeting the expanding responsibilities and demands of this busy role. Technology Planning and Coordination is a shared staff model providing support for two or three days per week. LHRIC staff are skilled in various instructional technology requirements as well as the overall business and technical needs of a contemporary school district.

RIC One

RIC One is 12 Regional Information Centers working together as one. The collaboration with other RICs increases available resources and enhances the offerings of the service.

RIC One Data Privacy & Security Service

CoSer 611

The Data Privacy and Security Service supports districts' compliance with New York State's Common Core Reform Act, Education Law 2-D and the Parents' Bill of Rights, and provides resources to confront the increasing threats to district data and security. Specifically, the Data Privacy and Security Service focuses on three important questions related to district data:

◇ Where is your district data?



- ◇ Who is responsible for data in your district?
- ◇ Do those responsible for data know what to do and what not to do?

The Base Service includes access to:

- ◇ **Inventory Tool** – This enables districts to compile a list of their software inventory as well as links to third-party vendors' software Privacy Policies and notices, thus enabling districts to comply with provisions of the New York State's Parents' Bill of Rights. Over 1,000 products are currently included in the database, and districts may submit requests for additional products.
- ◇ **Information Security Professional Development** – Web-based data privacy and security awareness training follows a structured outline, including a formal assessment and printable certificates of completion. Also available are materials for small group and whole group instruction that focus on data privacy and security, cyberbullying and digital citizenship.
- ◇ **Digital Digests & Archived Digests** – Quarterly newsletters focus on data privacy and security with current information, effective strategies, best practices, and leadership resources.
- ◇ **Digital Debrief Webinars** – Interviews with industry experts address topics related to data privacy and security in education.
- ◇ **Digital Blasts** – Timely information as it occurs keeps districts informed of the latest developments in the field.
- ◇ **Data Privacy & Security Service Website** – Password protection provides secure access to resources such as archived Digital Digests, recorded webinars, online PD and the software inventory tool.

Additional services:

In anticipation of the requirements for district compliance to Education Law 2-d, the RIC One DPSS will expand to provide optional services to help districts comply with the NIST Cyber Security Standards. Anticipated district compliance with the new regulations – December 2019.

Other optional services will include Phishing expeditions and consultants for risk assessments.

RIC One API

CoSer 611

RIC One API is a components of the RIC One initiative. The integration service has expanded from three applications in 2017/2018 to 40 for the 2019-20 school year. Go to ricone.org/marketplace for the current list of applications.

RIC One API connects a district's Student Information System to authorized vendors via a secure infrastructure. Districts retain control of their data while in the custody of the LHRIC.

No more extracts, .csv files or manual setting up of classes — rostering and account creation are done automatically. This provides a cost savings to districts, enables nightly updates from the student system, and gives teachers and students more time for teaching and learning.

RIC One LOGIN is under development. When available, it will provide users with one login to multiple applications, which will allow more time for teachers to teach and students to learn.

Data Services

STATE REPORTING DATA SERVICES

State Data Validation (Certify)

CoSer 611

This service provides districts with an automatic, web-based New York State data quality management service. Software tests the District Student Information System, Special Education System and HR system data against NYSED reporting rules on a daily basis. This Rules Validation Engine software specifically tests more than 700 Level 0 business rules and provides next-day notification of errors, giving the district time to correct problems. A scorecard for each New York State extract is generated and can be emailed to district data owners to help prevent the repetition of errors.

DDA/CIO Mentoring

CoSer 611

This service provides district DDA/CIOs with timely one-on-one help and guidance and is designed to

support the less-experienced DDA/CIOs. The mentoring process provides periodic review of databases, support for effective communication, direction for establishing processes and procedures, examples of best practices, review of basic data analysis, identification of training needs, and monitoring of compliance timelines. This program is designed as a one-year support plan; extended participation is available upon request. Participation involves one-on-one meetings as well as ongoing assistance via phone and e-mail.

DDA/CIO Shared Support (Customized CIO Support)

CoSer 611

This service is designed to support districts with the state reporting responsibilities typically assigned to a DDA/CIO. The frequency and intensity of support is customizable and can range from a few days of targeted support to the equivalent of multiple days each week. Your district can use this service to support your current DDA/CIO, to replace exiting DDA/CIOs, or to respond to emergency long-term absences of your DDA/CIO.

Data Collection - State Reporting

CoSer 611

This state-mandated service is necessary for the transfer of data from public school districts to the state data repository. It allows districts to be compliant with the demands and timelines established by the State Education Department. Monthly CIO Meetings and timely webinars support districts in keeping up with NYSED reporting deadlines and changing requirements throughout the year.

STUDENT INFORMATION SYSTEMS (SIS) AND STUDENT DATA SERVICES

Student Information Systems

CoSer 611

The LHRIC provides service and support for multiple student information systems: eSchoolPLUS, eSchoolData, Infinite Campus and school**tool**. All are

web-based K-12 student information systems (SIS) with real-time access to enrollment, attendance, discipline, grade books and reporting, transcripts, communication, and curriculum scheduling. They offer mobile access, parent portals, integration with assessments, IEPs, APPR reporting, data warehousing functionality and more. The LHRIC not only provides support for these student information systems but also helps districts identify modules and associated products required for successful student information system operation. With state reporting increasingly playing an important role in data collection, the student information team constantly monitors reporting requirements to assure the student information system remains current and compliant. RIC One data integration is available.

IEP Systems (formerly Special Education Management (IEP))

CoSer 611

The LHRIC hosts IEP Direct in a secure environment allowing access on 24/7 basis. This web-based special education management system allows teachers to draft IEPs directly online, provide notification of upcoming meetings, and generate form letters, reports, and student lists. The service also offers user meetings and training sessions during the year and communicates updates, IEP-related issues, and State & Federal mandates. This product directly links into your Student Information System, and through Centris Sync can update Student's Record. In addition, there is a Document Repository module, NYSE module, Guidance Direct, and a Response to Intervention (RTIM) module.

Powerschool OnLine Registration (formerly InfoSnap)

CoSer 611

Powerschool OnLine Registration is a cloud-based registration management system, which includes online application, admissions, school choice/lottery, new student enrollment, returning student registration, and staff registration solutions. It is designed specifically to be used in Pre-K-12 independent, charter, and public schools.

Powerschool OnLine Registration solutions

provide secure, customized online forms that are designed using SmartForm Technology; a powerful administrative portal that allows review, editing and management of data. The advanced data integration framework can connect with your Student Information System (SIS).

Parchment

CoSer 611

Parchment is a digital credential service that simplifies the process of sending and tracking official and unofficial transcripts, letters of recommendations, immunization reports, or any other digital file to any destination for district alumni, with real-time status notifications. Parchment software provides a cost-effective, automated process for secondary schools to manage and fulfill alumni transcript orders.

School Dismissal Manager

CoSer 611

School Dismissal Manager is a web-based application that allows parents to manage or change their child's dismissal plans online (instead of with a hand-written note to the teacher), streamlining end-of-day dismissal. Just prior to dismissal, the School Dismissal Manager will automatically send a customized, up-to-date report for all students to the school. The software provides a clear, daily picture of all student dismissal destinations. Copies of reports are archived for a full year, creating an audit trail. RIC One data integration is available.

TESTING SERVICES (SCORING, SCANNING, AND REPORTING)

Testing Services is focused on supporting districts' K-12 state-mandated testing requirements. Services include printing, processing, scanning, scoring, computer based testing support and reporting and analysis.

Regents & NYSITELL In-District Scanning

CoSer 611

Our in-district scanning service will save time and increase score accuracy. You are only responsible for scoring the extended response questions and scanning the answer sheets on your dedicated scanner. Hand scoring multiple choice questions and using conversion charts to score exams are not needed, as the exams are scored electronically. Within 24 hours of scanning a complete exam the scores are posted to the Level 1 reporting website.

State Test Processing K-12

CoSer 611

Through these services, our Testing Services team provides test-processing and support for both paper- and computer-based state assessments. This includes ELA 3-8, Math 3-8, Science 4 & 8, NYSAA K-12, NYSESLAT K-12, NYSITELL and Regents. This includes printing & scanning answer documents, loading/merging data, uploading assessments to Level 1 and to the state for scoring and reporting.

Full-Service Scoring K-8

CoSer 611

Our Full-Service Scoring Service helps keep your teachers in the classroom and save the effort of planning and running a scoring site. Our process includes the scoring of constructed response questions from state exams (ELA 3-8, Math 3-8, Science 4 & 8, NYSESLAT K-12). Exam booklets are scanned, and certified teachers score the constructed response questions using online scoring software. Data is then merged with students' answer sheets for state reporting.

Score Report Printing/Web Hosting

CoSer 611

This service assists your district in delivering score reports from state assessments to parents. Choose to have them printed and shipped to the district, stuffed in envelopes with a district specific cover letter and either shipped to district to hand out, or mailed directly to parents. If your district has a parent portal

you may opt for our web hosting option where our vendor will securely host the Score Reports to be available for parents when they login to the system.

NYSITELL Exam Processing

CoSer 611

This service includes the printing of blank or pre-printed answer sheets, enabling you to scan answer sheets in-district with your regents scanner or deliver to the LHRIC for processing and receive scores the next business day. We load scores to Level 1 and the state for you.

DATA ANALYSIS AND CURRICULUM REPORTING SERVICES

Teacher Level Reporting

CoSer 611

As part of Data Analysis services, LHRIC Teacher Level Reporting Service provides teachers with access to current and past classes with student assessments, course grades, demographic and program service data. We provide item analysis of every test with every released question available as a link in the reports. We show the “forensics” of question analysis by providing how the students answered each question. Interim assessments, course grades, publisher exams, locally administered class tests, etc. can be loaded to the data warehouse so teachers can see more data about each student. The student’s entire history of assessments is always available, and teachers can view their present students as well as students from the previous school year.

This data enables teachers to identify the strengths and weaknesses of students’ skills to improve instruction and enhance student performance. Teacher Level Reporting provides information for administrators about current and past student data by teacher and helps schools improve instructional plans and resources for optimizing student and school performance. Through professional development, data analysis experts work with teachers to determine

which students need help in key skills and what methods they can use to help those students.

Data Analysis

CoSer 611

Data Analysis provides educators with secure access to current student information and historic data. This data belongs to you, the district or school, and the student. It should be used to take positive action on behalf of the student. We present the data in easy to interpret reports and visualizations with tools to query the data warehouse. The service enables teachers and administrators to analyze curriculum and student progress. Reports and visualizations include links to online resources that can help administrators, teachers and students. Data Analysis professional development includes working with teachers and administrators, navigating Level 1 reports and interpreting the data. This allows educators to devise both curricular changes as well as intervention programs for groups of students.

Additionally, access is available to local grades, state and local assessments. Data is available on students with disabilities, special programs, as well as teachers and staff. All data can be downloaded for use with other software tools, such as Excel and PowerPoint.

Center for Adult and Community Services

The Center for Adult and Community Services provides educational programs, workforce preparation and access to community services for adults 18 years of age and older and high-risk youth. The Center serves approximately 5,700 students annually, uses a variety of national, state and local funding sources, and collaborates with an ever-increasing network of community agencies.

Senior Director: Claudia Murphy
914-347-2314
cmurphy@swboces.org

The Center offers classes in Practical Nursing, Phlebotomy Technician, EKG Technician, Clinical Medical Assistant, Dental Assistant, Dialysis Technician, Pharmacy Technician, Cosmetology, Construction Trades, Electricity, HVAC, Auto Services, CISCO, High School Equivalency Exam Prep, Citizenship, and English for Speakers of Other Languages (ESOL); programs for incarcerated youth and adults, and other extensive continuing education programs. Programs are supported by participant fees, tuition, grants and state aid. We also offer Business and Industry Services, which provides customized training for businesses looking to enhance their employees' skills.

NURSING PROGRAMS

Contact

Maria Bradley, RN, MBA Program Coordinator
914-592-0849
mbradley@swboces.org

Practical Nursing

CoSer 107

The Practical Nursing (PN) Program is a New York State licensed program in which students receive the training, clinical experience and counseling support needed to pass the New York State Practical Nursing Boards and work as a Licensed Practical Nurse (LPN). Students receive job placement assistance. Prerequisites for the program are a high school or High School Equivalency diploma, a passing grade on the PN program entrance examination. Students may apply for our full-time day program (Monday-

Friday for 10 months), or our part-time day or evening program (Monday-Thursday for 20 months). Financial aid and/or career loans are available for qualified students.

Nurse Assistant

This 130-hour course qualifies students to take the NYS Certified Nurse Assistant licensure examination. The program includes clinical practice at a local skilled nursing facility. Financial aid is available for qualified students

Adult Learning Center

CoSer 849

Contact

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The Adult Learning Center provides opportunities for adult learners to acquire and/or enhance their skills in a variety of ways. Programs are offered at many community sites and at the Westchester County Correctional Facility. Classes are designed to increase students' ability to read, write, speak, and comprehend English; to enable immigrants 18 years and over to pass the U.S. Citizenship test; to increase students' employability and post-employment skills; and to provide ongoing instruction that will enable students to obtain a High School Equivalency diploma.



Adult Learning Center classes enhance students' basic skills, enabling them to access apprenticeships, vocational training and post-secondary training.

Adult Continuing Education Program

CoSer 110

Contact

Contact: Nick Perna, Coordinator

914-592-0849

nperna@swboces.org

We believe that there are multiple entry points to a Career Pathway. Our clients are both the participants who are seeking training and the businesses who may have opportunities for employees, incumbent or new.

Workforce Preparation

Our Workforce Preparation Programs provide choices from among high-caliber curriculum that hone proficiencies in skillsets ranging from the entry-level to the highly-skilled. Many of our courses that are on the NYS Approved Provider List have classes that stand-alone, or are stackable and lead to a credential. All of which is available to make the participant's experience the best it can be. Students learn the skills necessary to successfully compete in the job market, and are provided with employment readiness workshops, job counseling and job placement assistance. Financial aid and/or career loans are available to qualified students. With an eye toward high-caliber, middle-skills training for in-demand fields, students can choose from a wide array of courses: Air Conditioning/ Refrigeration and Heating (HVAC), Automotive Service Technician, CISCO, Cosmetology, Dental Assistant, Dialysis Technician, Clinical Medical Assistant, Medical Office Management, Nurse Assistant, Pharmacy Technician, Phlebotomy Technician, EKG Technician. Financial aid and/or career loans are available for qualified students.

Business and Industry Services

SWBOCES provides customized contract training with defined, agreed-upon training goals that meet specific employer needs. The curriculum is developed for a particular occupation or trade at reasonable per-contract hourly rates. Class schedules are tailored to employer/employee and classes are held at a SWBOCES site or at the workplace. Business and industry services include pre-employment reading and math assessment, as well as technical training, workplace literacy and English instruction for incumbent employees.

Incarcerated Youth Program (IYP)

CoSer 841

Chapter 683 of the Laws of 1986, and Part 118 of the Regulations of the Commissioner of Education require the provision of educational services to youth incarcerated in correctional facilities. Located at the Westchester County Department of Correction in Valhalla, NY, the BOCES Sprain Brook Academy provides incarcerated youth with secondary school services while institutionalized. Curriculum and instruction are aligned with the NY State Standards and State Regents requirements. Incarcerated students attend a full-day program which includes ESL/ literacy for non-readers, high school academics, High School Equivalency Exam Prep, life skills, and career development. Upon discharge from the facility our students typically return to their communities, and we assist them with transition issues related to housing, employment/training, and higher education.

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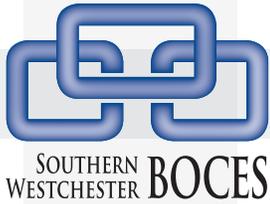
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2019 - 2020 Services Price List

17 Berkley Drive, Rye Brook, NY 10573
914.937.3820 www.swboces.org

CoSer #	Program Name	2019-2020 Price
CENTER FOR CAREER SERVICES		
CoSer 101	Secondary Day Occupational Education	\$16,722 per student
CoSer 102	Introduction to Occupational Development Studies	\$21,036 per student
CENTER FOR SPECIAL SERVICES		
CoSer 201	12:1:4 Multiply Disabled, grades K-12 (MD)	\$74,096 per student
CoSer 203.1	8:1:2 AllM/NYSAA, grades K-12	\$90,449 per student
CoSer 203.5	8:1:1 AllM/SA, grades 9-12	\$82,115 per student
CoSer 230.1	12:1:1 Communication Academic Development/ NYSAA, grades 6-12 (CAD)	\$55,170 per student
CoSer 230.2	12:1:1 Therapeutic Support/SA, grades 6-12 (TSP)	\$61,561 per student
CoSer 231.1	8:1:1 Therapeutic Support/Deveopmentally Delayed/ NYSAA, grades K-12 (TSP/DD)	\$81,427 per student
CoSer 231.2	8:1:2 Therapeutic Support/Intensive, grades K-12 (TSP/I)	\$89,402 per student
CoSer 231.3	8:1:1 Therapeutic Support/Communication Academic Development/NYSAA, Grades K-5 (TSP/CAD)	\$73,761 per student
CENTER FOR PROFESSIONAL DEVELOPMENT AND CURRICULUM SUPPORT		
CoSer 431	Today's Students, Tomorrow's Teachers	\$3,871 per student
CoSer 511	Media Resource Service; Online Media (Video Streaming)	Base Service: \$312 per building. Subscription fees vary with selection.
CoSer 512	Automated Library Systems and Digital Library	Base service: \$805 per building. Additional annual support and maintenance fee based on automation system Digital library participation based on student population: Under 500 students: \$1,836; 501-1,000 students: \$2,448; 1,001-2,000 students: \$3,060; Over 2,000 students: \$3,672
CoSer 513	Online Information Services	Base Service: \$806 per building or based on student population: Under 1,000 students: \$1,310; 1,000-2,000 students: \$2,400; Over 2,000 students: \$3,500. Database costs vary with selection. "Search For Success" Database Management System per building: \$400

CoSer #	Program Name	2019-2020 Price
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CENTER FOR PROFESSIONAL DEVELOPMENT AND CURRICULUM SUPPORT

	CoSer Base Fee School Improvement- Professional Learning Services (includes Curriculum Council)	Fees based on flat base fee plus RWADA
	Section I Physical Education and Health Education Professional Development Consortium	\$1,580/district enrollment fee
CoSer 555	Professional Learning Services (see online catalog for programs and workshops)	Fees vary by program, consultant, level of service
	Substitute Reimbursement Service	Districts must be a member of the base service for CoSer 555 and an 8% service fee will be charged on all on reimbursements.
CoSer 644	Health, Safety and Violence Prevention Services	Under 1,000 students: \$8,992; 1,001-3,500 students: \$12,279; over 3,500 students: \$17,839

THE LOWER HUDSON REGIONAL INFORMATION CENTER

Coser 444	Distance Education	Please contact your Account Manager at the LHRIC
CoSers 510/611	Local Area Network Support Service	Fee varies depending on service
CoSers 510/611	Instructional/Administrative Software Licenses	Fee determined by project scope
CoSer 510	Instructional Technology	Fees vary based on software and professional development selection
	Model Schools Core	General membership: \$11,779.41/annually
	Model Schools Core Plus PD Cohort	\$9,020.27/each
	Model School Customized Consulting	Per diem rate: \$1,122
	Model Schools Shared Staff	Varies based on implementation
CoSer 554	Model Schools Software PD Support	Varies based on implementation
	Model Schools EDU R&D	Fee varies based on school size
	Technology Leadership Institute	Up to 8 seats: \$4,000
CoSer 611	Student Information Technology Services	Fee varies depending on service
	Financial Technology Services	Fee varies depending on service
CoSer 612	Telephone Interconnect	Base charge \$275.81 Line charge is as billed Usage is as billed BOCES service charge 5%

CENTER FOR ADULT AND COMMUNITY SERVICES

CoSer 107	Licensed Practical Nursing	One year: Full-Time Program, \$17,500; One year: Part-Time Program, \$8,175
CoSer 110	Adult Continuing Education	Fees vary for each course, and may be paid by student or by employer. Call (914) 592-0849 to obtain brochure.

DEPARTMENT OF TRANSPORTATION

CoSer 634	Cooperative Vehicle Maintenance Services	\$106 per hour, plus parts and fluids and disposal
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CoSer

Program Name

2019-2020 Price

CENTER FOR INTERSCHOLASTIC ATHLETICS

Note: These assessments exclude payments to officials and all non-member administrative fees.

CoSer 551 Interscholastic Athletic Services

- Tier 1: \$22,311
- Tier 2: \$19,118
- Tier 3: \$15,349
- Tier 4: \$13,620
- Tier 5: \$11,805
- Tier 6: \$ 6,976

ADDITIONAL SWBOCES SERVICES

CoSer 606	Regional Certification Service	\$4,210 per district
CoSer 624	Substitute Management Service	Fees vary based on service
CoSer 646	Public Information Services	Fees vary based on service

*For information about Cross Contract Program costs, contact the sponsoring BOCES.

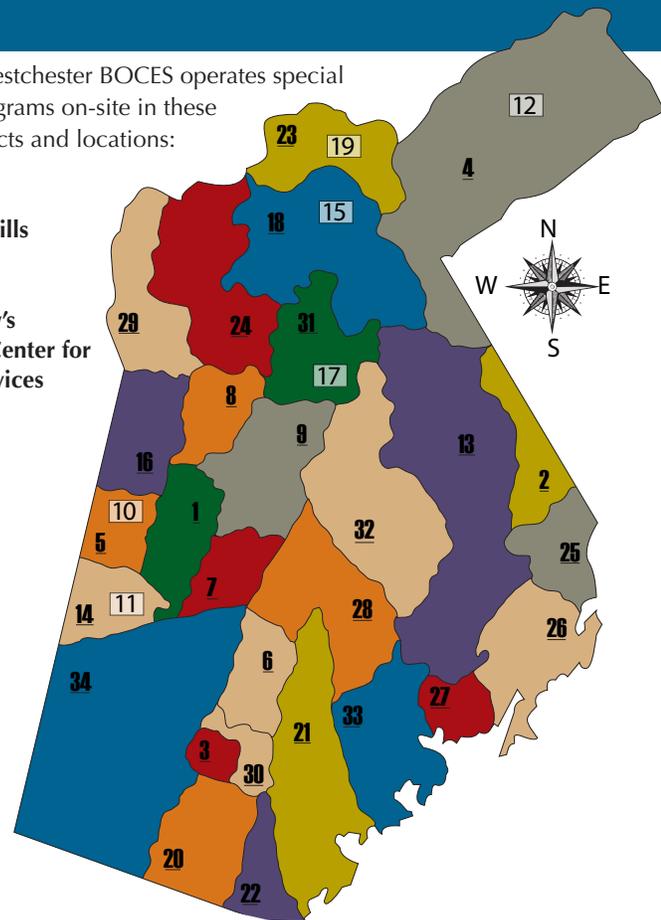
Prices shown are for Component Districts of Southern Westchester BOCES. Districts that are not components of any BOCES will be assessed an additional administrative charge of 7.13% for the 2019-2020 school year. Districts that are components of a BOCES other than Southern Westchester BOCES will be assessed an additional administrative charge of 2% for the 2019-2020 school year.

SWBOCES Component Districts

- | | |
|-------------------------------|--------------------------------|
| 1. ARDSLEY | 18. MOUNT PLEASANT CENTRAL |
| 2. BLIND BROOK | 19. MOUNT PLEASANT COTTAGE |
| 3. BRONXVILLE | 20. MOUNT VERNON |
| 4. BYRAM HILLS | 21. NEW ROCHELLE |
| 5. DOBBS FERRY | 22. PELHAM |
| 6. EASTCHESTER | 23. PLEASANTVILLE |
| 7. EDMONT | 24. POCANTICO HILLS |
| 8. ELMSFORD | 25. PORT CHESTER-RYE |
| 9. GREENBURGH CENTRAL | 26. RYE CITY |
| 10. GREENBURGH 11 | 27. RYE NECK |
| 11. GREENBURGH-GRAHAM | 28. SCARSDALE |
| 12. GREENBURGH-NORTH CASTLE | 29. THE TARRYTOWNS |
| 13. HARRISON | 30. TUCKAHOE |
| 14. HASTINGS | 31. VALHALLA |
| 15. HAWTHORNE CEDAR KNOLLS | 32. WHITE PLAINS |
| 16. IRVINGTON | NON-COMPONENT DISTRICTS |
| 17. MOUNT PLEASANT BLYTHEDALE | 33. MAMARONECK |
| | 34. YONKERS |

Southern Westchester BOCES operates special services programs on-site in these school districts and locations:

- Irvington
- Pocantico Hills
- Rye Lake
- Tarrytown
- St. Matthew's
- SWBOCES Center for Career Services



Office of the District Superintendent

17 Berkley Drive, Rye Brook, NY 10573

Dr. Harold Coles, District Superintendent
914-937-3820 • hcoles@swboces.org

Central Administration

Jacqueline O'Donnell, Chief Operating Officer/
Deputy District Superintendent
914-937-3820 • jodonnell@swboces.org

Stephen Tibbetts, Assistant Superintendent for Business and
Administrative Services
914-937-3820 • stibbetts@swboces.org

James Gratto, Assistant Superintendent for Educational Services
914-937-3820 • jgratto@swboces.org

Special Services

1606 Old Orchard St.
North White Plains, NY 10604

Dr. Frank Alvarez, Director
914-948-7271 • falvarez@swboces.org

Andrea Byrne, Assistant Director
914-948-7271 • abyrne@swboces.org

David Luhman, Director of School Partnerships and Innovative
Practices
914-345-8500 • dluhman@swboces.org

Adult, Community, and Career Services

Claudia Murphy, Senior Director,
450 Mamaroneck Ave., Harrison, NY 10528
914-347-2314 • cmurphy@swboces.org

Dahlia Jackson, Director of Career Services
65 Grasslands Road, Valhalla, NY 10595
914-761-3400 • djackson@swboces.org

Interscholastic Athletics

450 Mamaroneck Ave.,
Harrison, NY 10528

Jennifer Simmons, Senior Director of Interscholastic Athletics
914-592-2526 • jsimmons@swboces.org

Todd Santabarbara, Director of Interscholastic Athletics
914-592-2526 • tsantabarbara@swboces.org

Joseph Donaldson, Assistant Director of Interscholastic Athletics
914-592-2526 • jdonaldson@swboces.org

Professional Development & Curriculum Support

450 Mamaroneck Ave.
Harrison, NY 10528
914-345-8500

Lower Hudson Regional Information Center

450 Mamaroneck Ave.
Harrison, NY 10528

Kathy Conley, Executive Director
914-592-4203 • kconley@lhric.org

Christina D'Aiello, Assistant Director
914-922-3221 • cdaiello@lhric.org

Southern Westchester BOCES Nondiscrimination Statement

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status.

This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding this policy should be directed to the Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

Civil Rights Compliance Officers

Suzanne Doherty
Director of Human Resources
17 Berkley Drive, Rye Brook, NY 10573
Ph: (914) 937-3820
complianceofficer@swboces.org

Stephen J. Tibbetts
Assistant Superintendent for Business & Administrative Services
17 Berkley Drive, Rye Brook, NY 10573
Ph: (914) 937-3820
complianceofficer@swboces.org

Complaints can also be filed directly with:

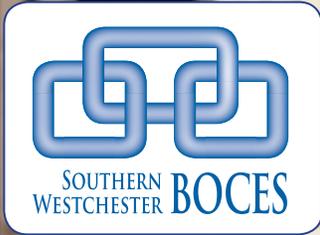
US Department of Education

Office of Civil Rights

New York Office

32 Old Slip, 26th Floor, New York, NY 10005-2500
(646) 428-3800 (tel)
(646) 428-3843 (fax)
Email: OCR.NewYork@ed.gov

The 2019-2020 Services Guide



17 Berkley Drive
Rye Brook, NY 10573

914.937.3820

www.swboces.org

