

2024-2025

GUIDE TO BOCES SERVICES

LeRoy Services Center

80 Munson St.
LeRoy NY 14482
(585) 344-7900

Batavia Campus

8250 State Street Rd.
Batavia NY 14020
(585) 344-7711

MMCSO

Special Education and
Intensive Therapeutic
Programs

Mount Morris Campus

27 Lackawanna Avenue
Mount Morris, NY 14510
(585) 658-7811

Dansville Campus

31 Clara Barton Street
Dansville, NY 14437
(585) 658-7568

WNY Tech Academy

An Early College High
School

Success Stories Written Here



Genesee Valley BOCES

Our Mission

Our mission is to lead collaboratively in creating quality solutions to emerging educational challenges

Our Values

We believe that:

- All people have something to contribute
- Learning enriches life
- Accepting responsibility for choices and actions is essential for growth
- Quality relationships require honesty, trust, fairness, openness and mutual respect
- Embracing diversity enriches the individual and strengthens society

Services Center & Administrative Offices

80 Munson Street
LeRoy, New York 14482
Telephone (585) 344-7900 or (585) 658-7900

Introduction

This publication provides complete descriptions of the services to be offered in 2024-2025 by the Genesee Valley BOCES. It is hoped that the information contained will be of assistance to those who need to gain a thorough understanding of each service.

Because we are still early in our budget development process, no effort is given to providing estimated cost data. Rather, program cost estimates will be provided through various forums that are held annually with Chief School Officers, business officials, and program personnel. It is also noted that several of the services are funded by external sources and carry no cost to member districts. For news about programs and events, please visit our website: www.gvboces.org.

Board

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Matthew Crane
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William Kane
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Administration

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Deputy Superintendent • Julie Donlon, Ed.D.
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Director of Professional Learning Services
• Patrick Whipple, Ph.D.
Director of School Improvement • Stephanie Burns
Director of Safety, Security, and Operations
• Matthew DellaPenna
School Business Administrator • Leslie Yorks
Director, Information and Technology • Crystal Nelson
Executive Principals
• Matt Flowers, Mount Morris Campus
• Rachel Slobert, Batavia Campus
District Treasurer • Kim Riedmiller
District Clerk • Jennifer Lewis



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Lyndsay Herkimer • Editor
Carole Volpe • Editor
Carole Volpe • Graphic Design

Request for Services Calendar and Target Dates for 2024-2025 Budget

November 1, 2023

Distribute Genesee Valley BOCES Services Guide and checklist entitled Genesee Valley BOCES Shared Services Requests for Next Year to CSOs

November 3, 2023 – January 5, 2024

CSOs review and select initial requests for Genesee Valley BOCES services

January 5, 2024

Districts return initial participation forms to Genesee Valley BOCES

April 10, 2024

Genesee Valley BOCES Annual Meeting

May 1, 2024

Last day for districts to withdraw from a Genesee Valley BOCES service – All adds/drops must be sent in writing to District Superintendent

May 15, 2024

Genesee Valley BOCES
Board of Education adopts initial budget

Genesee Valley
BOCES
Success Stories Written Here



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New and Expanding Cooperative Services

Translation Service (Written)

COSER: 610

Contact: Ashleigh Herkimer, (585) 658-5045 x 2005

Translators are generally used in the following situations:

- Exams (students who compose their answers in their native language)
- School district forms and letters e.g. notification of student receiving ENL services, IEP's, school lunch forms, etc.
- Intake and registration procedures
- Testing and assessments for special needs

Cost Determination: per hour/per project

BOCES Aid: Program generates BOCES aid





Career & Technical Education

Career and Technical Education

COSER: 101

Contacts: Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Batavia Campus: Rachel Slobert, (585) 344-7713 or (585) 658-7713

Mount Morris Campus: Matt Flowers, (585) 344-7817 or (585) 658-7817

Career and Technical Education at the Genesee Valley BOCES prepares individuals for initial employment and/or post-secondary education.

Facilities

Programs are housed at the May Center in Mount Morris and the Career and Technical Center in Batavia. These facilities enable students to receive a variety of experiences.

Secondary Programs

Staff work with personnel from the component school districts to assist each student in choosing a career path for which they are suited. When this career path has been selected, the student is enrolled in an appropriate program. All of our programs are oriented toward the practical world of work experience designed to teach students appropriate employment skills. Programs provide the background needed for successful transition to post-secondary education or employment.

Examples of Hands-on Projects

- Student clinical experiences at area hospitals
- Construction projects by the Building Trades Program
- Logging projects by the Conservation Program
- Repair of customers' vehicles in Auto Technology and Auto Body
- Animal care in our Animal Science/Veterinary Assisting Program
- Hair & nail care in the Cosmetology Program
- Advanced computer application projects in the Computer Information Systems Program
- Graphic Arts Projects
- Welding Projects

Benchmark In Success

Participation in local, state and national competitions through FFA, FBLA, and Skills USA

Articulation Programs Currently in place with:

- Community College of the Finger Lakes
- Corning Community College
- Erie Community College
- Genesee Community College
- Hilbert College
- Mohawk Valley Community College
- Monroe Community College
- Paul Smith's College
- SUNY Alfred
- SUNY Canton
- SUNY Cobleskill
- SUNY Delhi
- SUNY Morrisville
- University of Northwestern Ohio
- Universal Technical Institute

Tech Prep/College Advanced Studies

- College credit granted in identified courses.
- Credits transferable to other post-secondary institutions.

National Technical Honor Society

NTHS membership is the highest scholastic honor awarded for excellence in workforce education in America. Both junior and senior students are eligible for membership.

COSER: 101

Contacts: Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Batavia Campus: Rachel Slobert, (585) 344-7713 or (585) 658-7713

Mount Morris Campus: Matt Flowers, (585) 344-7817 or (585) 658-7817

Secondary Programs

- Animal Science/Veterinary Assisting
- Auto Body
- Auto Technology
- Building Trades
- Career Assessment Program (CAP)
- Career Pathways: Health Careers Academy
- Career Pathways: Justice Academy (Batavia Campus only)
- Career Pathways: Sports Science Careers Academy (Mount Morris Campus only)
- Computer Information Systems (CIS)
- Conservation and Heavy Equipment
- Cosmetology
 - ~ Barbering License requires two years - 600 hours (Batavia Campus only)
 - ~ Cosmetology License requires two years - 1,000 hours (both Campuses)
 - ~ Esthetics License requires two years - 600 hours (Mount Morris Campus only)
 - ~ Natural Hair Styling License requires one year - 300 hours (Mount Morris Campus only)
 - ~ Nail Specialty License requires one year - 250 hours (both Campuses)
- Criminal Justice
- Culinary Arts
- Diesel Mechanics
- Electro-Mechanical Trades (Batavia Campus only)
- Graphic Arts (Batavia Campus only)
- Health Dimensions
- Human Services (Mount Morris Campus only)
- Metal Trades: Welding & Precision Machining

Additional Credit Offerings

- Math (1 credit)
- Science (1 credit)
- ELA 12 (1 credit)
- Career and Financial Management (.5 credit)

Embedded/Pull-out

- Third Year Math & Science (Embedded and pull-out services available)
- ELA 12 (Embedded Only) - Offered in Animal Science, Conservation, Criminal Justice, Culinary Arts, Health Dimensions. Also offered in Human Services which is only available at the Mount Morris Campus.
- Work Experiences/Community Volunteers, Shadowing, Internships, Co-op

Cost Determination: Tuition charge per student based on previous schools year's December 1 enrollment.

BOCES Aid: Generates BOCES Aid



Special Education

12: 1 + 1

COSER: 201.020

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Students attending this program have management and learning needs that interfere with academic progress. A teacher and one paraprofessional are assigned to each student grouping of 12 students.

Cost Determination: Tuition rate + related service charges

Work Experience Programs

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Work Experience programs provide students with disabilities a combination of work and education that may lead to full-time employment. The programs offer students a continuum of support services needed to transition from school to work. Students receive assistance in developing the necessary skills and behaviors needed for successful employment and to help them become contributing members of society. Students are evaluated and instructed in "workplace basics." This is a coordinated effort including the student, Coordinator of Work Experience, classroom teacher, parents, employer, CSE personnel, and possibly outside agencies when appropriate. Topics of instruction are: job attitudes and habits, employee/employer relationships, job and skill development, daily living skills including math and reading skills required to support successful employment. Training sites may include: the BOCES career and technical centers, ARC facilities, community employment sites and/or classroom situations. The employer is contacted regularly to maintain a supportive work environment that encourages job and skill development. Continuous communication and observation reinforces appropriate work behaviors and attitudes, and assists the student in progressive skill development.

Work Experience Programs are provided on a continuum.

Job Coach

COSER: Various

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

This service provides support in the workplace for students who need structured, direct support to learn employment skills. The job coach provides students with job specific supports, task analysis, task sequencing, task supports, quality control, efficiency, productivity and evaluation. The goal is to assist students with the development of independent entry level employment skills, some students may require continued supports in the postsecondary arena.

Types of Services Provided:

The job coach will promote full community access; secure employment opportunities; complete a task analysis of job; train student; improve student/ employer relationship; visit to worksite; evaluate job habits and attitude; report to teacher, parent/ guardian, employer, Work Experience Coordinator and CSE.

Cost Determination: Per day/week as requested

Work Experience Skills Training

(WEST)

COSER: 201.021

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Advanced Transition program for students age 18-21 who demonstrate the skills to be independent in a workplace and learn work-based skills under the direct supervision of an employer. Students are placed in a minimum of 4 work-based internships about 2-3 days per week, on the opposite days of the week students will work with staff to reinforce advanced work readiness and job

Work Experience Skills Training
cont. on page 9

keeping skills in anticipation of post-secondary entry level employment. Work-based experiences are non-paid and supported by the classroom teacher, Work Experience Coordinator and worksite supervisor. (Elective credit option) Cost Determination: Tuition Rate + Related Services

Cost Determination: Tuition rate + related services

Work Study Program

COSER: 201.023

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Advanced Transition program for students age 18-21 who demonstrate entry level employment skills, are ready for competitive employment, and will benefit from a supervised work-based experience to develop employment skills to sustain employment. Students will work in a paid employment community based worksite 2-3 days per week. The opposite days of the week students will attend class to reinforce job keeping skills and prepare for post secondary employment. This is a supervised paid work experience program that is supervised by a Work Experience Coordinator.

Types of Services Provided:

Transitional services; expanded vocational assessment services; career preparation services; IEP development; classroom instruction to promote the development of workplace skills and competencies, attributes of successful employment, health and safety on the job, and applied academic and occupational skills. These experiences are paid and are supported by a classroom teacher, Work Experience Coordinator and worksite supervisor.

(Elective Credit option)

Cost Determination: Per Student

1 to 1 Aide

COSER: 201.022, 204.022, 205.022, 425.022

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

One to one paraprofessional offers individual assistance to students whose needs are more involved than current class ratios can accommodate. The

reasons for obtaining a 1 to 1 may be behavioral, medical, academic, attention, or safety related.

Types of Services Provided:

1-1 supervision and assistance to the child.

Cost Determination: Per student.

Transitions I

COSER: 201.026

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Students ages 14-16 develop a foundation for entry level employment and transition planning. The Practical Assessment Exploration System (PAES) is the focus of this program and students participate in the Lab 3-5 days per week for consistency and skill development. The classroom is a simulated work setting to evaluate competitive work potential and interest level, while simultaneously exploring various jobs, using real tools, and developing proper work behaviors. Students learn work skills and explore the work world. Students demonstrate appropriate work behaviors and communication skills while data is collected to develop a comprehensive evaluation of student performance and employment potential. School-based training in a variety of settings and an intensive work readiness curriculum combine to provide an excellent pre-employment vocational training for students.

Cost Determination: Tuition Rate + Related Services

Transitions II

COSER: 201.026

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

For students ages 16-18. These second-year students receive more specific instruction to prepare for entry level employment; school-based training, work readiness curriculum and begin to explore careers through work-based experience and exploration. Recommended prerequisite: Transition I. Career cluster areas may include: maintenance, grocery, retail, food service industry, hospitality and grounds keeping.

Cost Determination: Tuition Rate + Related Services

Transitions III Food Service

COSER: 201.040

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Students age 17-21 who have developed preliminary pre-employment skills. This food industry-based program offers experience and training in food preparation and food service operations by operating a school-based enterprise such as a lunch or breakfast cafe for internal customers. Students learn all aspects of a commercial kitchen; prep, cooking, sanitation, dishwashing, production, customer service as well as work readiness skills in preparation for entry level employment in food service or other area.

Types of Services Provided:

Related services; transitional services; job shadowing in the community; vocational training; basic math skills; IEP development and job training.

Cost Determination: Tuition Rate + Related Services

LIVES (Learning Independence, Vocational and Educational Skills)

COSER: 201.045

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

The LIVES program is a collaboration between the Genesee Valley BOCES and the State University of New York college at Geneseo (SUNY Geneseo) to provide a college based experience for students ages 18-21 with intellectual and/or developmental disabilities.

The overarching goal of the LIVES program is to promote self-determination, self-advocacy, independence and citizenship as students prepare for employment and postsecondary success. Students will participate in applied academics and work-based learning and have the opportunity to audit college classes in a full-day program. There is an application process for this program.

Cost Determination: Tuition Rate + Related Services

1 to 1 LPN

COSER: 201.050

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

1 to 1 Licensed Practical Nurse (LPN) offers individual assistance to students whose medical needs are more involved than the 12:1+1, 12:1+4, 6:1+1 class ratios can accommodate.

Cost Determination: Per student

Speech-Language Pathology Services

COSER: 201.951, 205.951, 307, 307.100

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540

This service includes identification, diagnosis, and on-going evaluation and monitoring of students with speech and language disorders that interfere with communication and educational development. The speech therapist develops an individualized program to help each child achieve and maintain competencies in communication. Evaluations are available and services are provided to students in small groups, individually and/or within classroom settings.

Types of Services Provided:

Evaluation; individual therapy; group therapy; consultation; augmentative/ assistive communication; oral motor; phonological processing and articulation therapy.

Cost Determination: Per session or rate based on district participation in itinerant services

Occupational Therapy

COSER: 201.958, 204.985, 205.958, 318, 318.100

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Occupational Therapy is concerned with the student's upper extremity functioning (including fine motor skills as cutting, coloring, pre-writing, manipulation skills and strengthening), perceptual functioning (including eye/hand coordination, letter and design copying, visual tracking), sensory integrative functioning (including postural control,

Occupational Therapy cont. on page 11

reflex integration and coordination of parts of the body together and as separate units), and functioning in activities of daily living (including dressing, eating and other self-care areas) as they relate to the student's education program.

Occupational Therapy Services are designed to achieve functional outcomes that maximize the independence and the maintenance of health for students who are limited by a physical injury or illness, a cognitive impairment, a psychosocial dysfunction, a mental illness, a developmental or learning disability, or an adverse environmental condition within the context of the educational setting.

Evaluations are available and services are provided to students in small groups, individually, and/pr within classroom settings.

Cost Determination: Per session or rate based on district participation in itinerant services

Physical Therapy

COSER: 201.963, 204.963, 205.963, 319, 319.100

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

This service addresses children's gross motor delays and their educational implications for learning. Physical therapy focuses on enhancing stable postures and efficient movement to help lay the foundation for higher learning. In addition to helping children acquire specific developmental milestones, therapy also focuses on improving muscle strength and control, functional mobility, endurance, range of motion, balance, coordination, body awareness, sensory processing, motor planning, daily living skills and the ability of children to ensure their student role in the educational environment.

Evaluations are available and services are provided to students in small groups, individually, and/pr within classroom settings.

Cost Determination: Per session or rate based on district participation in itinerant services

Vision Services

COSER: 201.967, 204.967, 205.967, 320, 320.100, 320.400

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Vision services address a student's effective use of eyesight and is available for legally blind children or those who have a loss of functional vision ability in grades K - 12. New York State certified vision teachers teach students efficient use of their residual vision and develop alternate means of reading writing and other critical performance tasks. Evaluations are available and services are provided as direct or consult service.

Types of Services Provided:

Evaluation; individual sessions; group sessions; consultation; orientation training; mobility training; team teaching, material preparation

Cost Determination: Per session or rate based on district participation in itinerant services

Teacher of the Deaf

COSER: 344.000, 344.100

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

This service provides a certified Teacher of the Deaf/ Hard of Hearing (TOD) to provide instruction to students regarding their hearing loss, deaf culture, assistive devices, and various communication methods used by deaf individuals. Teachers also provide indirect instruction to staff and students regarding specific communication and educational needs of hearing impaired students. Service is delivered as direct or consult service.

Cost Determination: Rate based on district participation in itinerant services

School Social Worker

COSER: 308.000

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs,

School Social Worker cont. on page 12

(585) 344-7915 or (585) 658-7915

Services provided by a certified school social worker. Services include individual/group/family counseling, social histories, consultation to staff, and support to staff/parents/community.

Cost Determination: Per session or rate based on district participation in itinerant services

School Psychologist COSER: 303.000

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Services provided by a certified school psychologist. Services include psycho-educational assessment (including review of student's file, classroom observation, consultation with the teacher, and individual psychological testing as deemed necessary), social skills training, individual counseling.

Cost Determination: Rate based on district participation in itinerant services

Autism Specialist Services COSER: 304.500

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Autism Specialist Services May Include:

- Consultation to staff and families for individual student needs
- Assessment of student learning, communication, and social needs
- Determination of appropriate intervention strategies
- Positive behavioral support planning
- Assistance in the development of the Individualized Education Plan
- Transition assistance
- Training in areas related to Autism Spectrum Disorder for staff and families
- Design of home, classroom, and individualized student programs

Cost Determination: Per hour based on student or district need

6:1+1 COSER: 205.020

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

The 6:1:1 program is designed to provide a small class size for students whose management needs are determined to be highly intensive and require individualized attention and intervention. This program offers an individualized instructional plan based on student need. Class size is a maximum of six students with a special education teacher and a paraprofessional. This option is available K-12 at multiple locations.

Types of Services Provided:

Academic programs, related services, psychological and psychiatric consultation, family counseling, prevocational education, daily living skills, support services, community experience, physician services.

6:1+1 Intensive Therapeutic Program (ITP) COSER: 205.021

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

The 6:1:1 ITP program is designed to provide a small class size for students whose management needs are determined to be highly intensive and require additional behavioral and mental health supports. Class size is a maximum of six students with a special education teacher and a paraprofessional. Program supports include, but are not limited to crisis intervention, social worker, and psychiatric evaluations and consultations.

Types of Services Provided:

Academic programs; related services; transition services; medical and psychiatric consultation; family counseling; vocational and prevocational education; daily living skills; support services; community service experiences; physician services.

Cost Determination: Tuition rate + related service charges

Psychiatric Consultation

COSER: 205.027

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

This service is intended for students with severe mental health needs. Consultation is provided on a monthly basis by a certified child and adolescent psychiatrist. Consultation is a service provided to student and parent/guardian in coordination with our school based social worker and other school personnel. This service requires parent/guardian involvement and participation.

Types of Services Provided:

Medication monitoring, psychiatric consultation.

Cost Determination: Per student

Psychiatric Evaluation

COSER: 205.028

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Evaluations: A comprehensive evaluation service offered exclusively by GV BOCES that includes clinical interviews with students and families, classroom observation and consultation, and standardized evaluations tools implemented specifically for each referral question. A feedback session aimed at summarizing the evaluation results and making preliminary classroom recommendations is part of the evaluation day. An extensive written report will be delivered to the district within two weeks.

Professional Development Seminars

This service offers overall building-wide supports as well as specific topics of interest. Topics such as behavior management/student mental health issues could be addressed in professional development workshops of all sizes on a building or district level.

Cost Determination: Per student

Developmental Outreach Consultation Services (DOCS)

COSER: 205.968

Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540
Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Evaluations: A comprehensive evaluation service offered exclusively by GV BOCES that includes clinical interviews with students and families, classroom observation and consultation, and standardized evaluations tools implemented specifically for each referral question. A feedback session aimed at summarizing the evaluation results and making preliminary classroom recommendations is part of the evaluation day. An extensive written report will be delivered to the district within two weeks.

Cost: Per Student

Functional Behavior Assessment/Behavior Intervention Plans Support: Training on FBA/BIP development, implementation, and monitoring, as well as consultation for specific students in ongoing care. Mental Health/Behavioral Consultation: This service could include follow-up for a previously performed DOCS evaluation or a new student consultation with the educational/mental health team. This could include classroom observations, team meetings, parent support, crisis planning, and recommendations.

Cost: Per Hour

Professional Development Seminars: This service offers overall building-wide supports as well as specific topics of interest. Topics such as behavior management/student mental health issues could be addressed in professional development workshops of all sizes on a building or district level.

Cost: Per Hour

Shared Services

By taking advantage of shared personnel (itinerants), school districts are able to efficiently address wide ranging needs. New shared services may be offered whenever two or more districts request a service and the State Education Department grants approval. Districts may share services in academic, supportive, or classified areas.

Cost Determination: Costs are pro-rated to districts on the basis of participation in the services.

Shared services presently being offered include:

Contact: Steve Nole, (585) 344-7561 or (585) 658-7561	
Family and Consumer Science	302
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Contact: Kathryn Zuroski, Supervisor of Special Education, (585) 344-7540 or (585) 658-7540	
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(per session)	
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(per session)	

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(per day/week)	
Physical Therapy Services (PT).....	319.100
(per session)	
Vision Specialist.....	320
(per day/week)	
Vision Specialist.....	320.100
(per session)	
Teacher of the Deaf	344.100
(per session)	

Contact: Lyndsay Herkimer, (585) 344-7658 or (585) 658-7658	
Public Information Coordinator	309

Contact: Daniel Groth, (585) 344-7511 or (585) 658-7511	
Business Manager	310

Contact: Patrick Whipple, (585) 344-7594 or (585) 658-7594	
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Contact: Don Case, (585) 346-4105	
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Contact: Christopher Harris, (585) 344-7942 or (585) 658-7942	
Librarian.....	341

General Instruction

Distance Learning

COSER: 402.200, 402.250, 402.270

Contact: Christopher Harris, (585) 344-7942 or (585) 658-7942

Andrea Fetterly, (585) 344-7920 or (585) 658-7920

Distance Learning Base Service

COSER: 402.200

The Distance Learning base service provides access to the technologies and staff support to make video conferencing, online learning, virtual field trips, and other technology-supported learning able to happen in districts.

Included with the base subscription are 10 Zoom Pro Licenses with full Ed Law 2D compliance (requires local BOE action) as well as the ability to schedule use of a local 300-person Zoom Webinar and additional large meetings and webinars through state-wide sharing. To support virtual field trips, the base subscription also includes access to live and recorded online experiences through Streamable Learning throughout the school year. Also available are video streaming hardware and support including cameras, streaming tools, video switchers, and more.

Program Bank

COSER: 402.250

Program fees for college coursework, additional virtual field trips, and other online experiences.

Online Course Tuition

COSER: 402.270

Online course tuition for courses available through Edmentum, AccelerateU, and other providers. Support is available for individual students taking credit recovery, independent study, advanced courses, or needing suspension/home study curriculum. Can also support creative uses for full classes needing a hybrid or online curriculum.

Cost Determination: Per student/per course

BOCES Aid: Program generates BOCES aid

WNY Tech Academy

COSER: 408

Contact: Catherine Bennett, Principal, (585) 494-1220 x 3137

The WNY Tech Academy is a P-TECH school, and Early College High School where students earn credits towards their high school diploma and an Associates Degree at GCC consecutively. The WNY Tech Academy provides hands-on instruction and project-based learning with a STEM focus. This unique program gives students ongoing academic support, work-based learning opportunities with business partners and mentors, training for high-skill, local jobs. Upon completion of the program, students graduate with a New York State Regents diploma from the students' home district as well as an A.A.S. degree from Genesee Community College. Enrollment will be selective with priority given to students without financial resources to fully fund an A.A.S. degree themselves; and/or students who have been identified as potentially not enrolling in/succeeding in college.

Cost Determination: Tuition per student.

BOCES Aid: Program generates BOCES aid



Arts in Education

Writers in Residence

COSER: 406.002

Contact: Mary Harvey, (585) 344-7563
or (585) 658-7563

Participating districts secure the services of a highly qualified writer for five or more full days. The writer will (1) meet with the same four classes each day and (2) devote the remainder of each day to meeting and working with teachers and/or students individually or in small groups. At the conclusion of the residency, students and the visiting writer present selections of their work at a reading in the school or community library. In addition, the writer will assist the school in producing an anthology of student work written during the residency.

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

Literary Contest

COSER: 406.004

Contact: Mary Harvey, (585) 344-7563 or
(585) 658-7563

Eligibility: Students in grades 5-12

Format: x

Literary Contest is a juried writing contest for students in grades 5-12. Students may submit one entry in either the short story or poetry category. Each entry may include student generated black-and-white artwork that corresponds with the writing piece. For both categories, grade divisions for competition are grades 5-6, 7-8, 9-10, and 11-12. Awards are given to the top three entries in each category of each grade division. The purpose of the Literary Contest is to recognize and reward excellence in the student writing while allowing freedom of choice in style and subject matter. An anthology of the winning entries is published and distributed to winners, their teachers, and other participating teachers.

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

Career Day

COSER: 406.005

Contact: Matt Flowers, (585) 344-7817 or
(585) 658-7817

Career Day offers sophomores the opportunity to meet and ask questions of three professionals in the student's career fields of interest. The Career Days are held at GCC Batavia.

The home district may provide pre-work and make connections to classroom activities to motivate students to get the most from the day. Students will participate in three career workshops. Presenters and career areas will be selected based on surveys previously completed by the students. Student career awareness helps them to set and pursue challenging career goals, and to see the relevance of what they are learning in high school.

Career Day began as the Holowach Lecture Series to honor Dr. Charles Holowach who was District Superintendent of BOCES until his death in 1988.

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

Shared Assembly Program

COSER: 406.010

Contact: Mary Harvey, (585) 344-7563 or
(585) 658-7563

Shared Assembly is a service specifically designed to provide enrichment programs directly connected to arts-related curriculum. These events must occur at the school.

Enrichment opportunities will be provided for all students, plus a challenging workshop can be designed for high achieving students.

A listing of artists is provided to participating districts. The list may include, but is not limited to, plays, writers, workshops, assemblies, etc. Other artists requested by the district or suggested by GV BOCES are also able to be booked for presentations/residencies. Districts may also request artists in particular fields, and staff will work to identify appropriate people.

In general, artists may provide assembly programs for specific grade levels, or they may work with each classroom individually in a particular grade level.

Visiting Author

COSER: 406.012

Contacts: Christopher Harris, (585) 344-7942 or (585) 658-7942

Melisa Swain, (585) 344-7688 or (585) 658-7688

This service allows participating districts the opportunity to have children's authors and illustrators spend time at their schools. Nationally known and acclaimed authors such as M.T. Anderson, Tedd Arnold, and Paul Zelinsky visit our schools for one full day to speak to students about the writing process and book publication. Authors also autograph their books and speak with teachers and students individually. Teachers report that children who interact with these authors are more enthusiastic about reading, writing and the process of writing.

This program provides authors based on submitted recommendations at the elementary, middle, and high school level. Per day cost includes all costs and arrangements for travel, hotels, meals (except for lunch the day of the visit), and airport pickup/delivery. Schools are responsible for getting the author from/to the hotel the day of the visit in most cases.

Cost Determination: Per district plus per day/author

BOCES Aid: Generates BOCES Aid

Write It!

COSER: 406.015

Contact: Julie Judge (585) 344-7557 or Meggan Bennett (585) 344-7560

Selected local writers are available to be "in residence" at participating elementary schools once a week for ten weeks. Each week the guest writer will meet with two groups of 12 students for one hour each. The author will meet with the same students each week. By having students participate for ten weeks, a significant, long-term experience can be developed.

The program culminates with a project or collection of work. Participating schools will receive a roster of local authors and their program proposals from which they may select their guest writer. The elementary grade levels selected to participate are at the discretion of the school.

Cost Determination: Per district/residency

BOCES Aid: Generates BOCES Aid

Ticket Service

COSER: 406.020

Contacts: Mary Harvey, (585) 344-7563 or (585) 658-7563

Tickets/Admissions is a service specifically designed to provide enrichment programs directly connected to arts related curriculum, which take place outside of the district. Enrichment opportunities will be provided for all students.

GV BOCES will provide a listing of theatres, museums, and centers for participating districts. The list may include, but is not limited to, plays, art museums, etc. Other vendors requested by the district or suggested by GV BOCES are also eligible. Districts may also request vendors in particular fields, and staff will work to identify appropriate people.

Cost Determination: Per district. Additional charge based on ticket/admission cost

BOCES Aid: Generates BOCES Aid

Portable Starlab

COSER: 406.030

Contacts: Mary Harvey, (585) 344-7563 or (585) 658-7563

A portable planetarium for grades K-12 is available for interactive programs supporting science, several mythologies, and English/Language Arts. With the present emphasis on experiencing scientific demonstrations, the Starlab would provide an exciting medium for students to work with the stars and constellations.

The Starlab consists of a planetarium dome, which is inflated with a high speed fan, and can hold up to 30 people. A LED lamp projector shines through a mounted cylinder to cast images on the dome's interior. The solar and stellar projections are extremely accurate. Training on the use of the starlab is included in the cost of the COSER.

Cost Determination: Per day

BOCES Aid: Generates BOCES Aid

Enrichment Programs

CloseUp

COSER: 410.160

Contact: Julie Judge (585) 344-7557

By devoting a full week in Washington, D.C. to the study of America's government, high school students use this opportunity to view, analyze, evaluate and report on our federal government. During their stay, they visit the halls and committee rooms of government, meet the men and women who influence the course of America's history. The CloseUp curriculum is structured around a series of carefully sequenced program activities that stress on-site, participatory learning. During the week, students will take part in seminars with key Washington personalities; daily briefings regarding upcoming seminar topics; visits to federal institutions and governmental agencies; workshops involving the CloseUp staff and small groups of students; a Capitol Hill Day; independent activity time to permit students to visit the various sites; daily social/entertainment activities including a theater night and dance. The CloseUp foundation has been working with high school students since 1971. It is nonprofit and nonpartisan. GV BOCES plans, organizes and coordinates administrative aspects of this program including travel schedules, payments and registration.

Cost Determination: Per student

BOCES Aid: Program generates BOCES aid on coordination expenses and program tuition only. Room, board, security and transportation are not aid eligible.

Cost Determination: Per student/per session

BOCES Aid: Program generates BOCES aid

On the Go!

COSER: 410.510

Contacts: Mary Harvey, (585) 344-7563 or (585) 658-7563

Enrichment On-The-Go is specifically designed to provide enrichment programs directly connected to core curriculum areas that are not arts-related, such as science, math, or social studies. These events must occur outside the school. General enrichment

opportunities will be provided for all students, plus a challenging workshop can be designed for high achieving students.

GV BOCES will provide a listing of vendors for participating districts. The list may include, but is not limited to, historical sites, museums, science centers, etc. Other vendors requested by the district or suggested by GV BOCES are also eligible. Districts may also request vendors in particular fields, and staff will work to identify appropriate people.

Cost Determination: Per district. Additional charge based on facility use/program cost

BOCES Aid: Program generates BOCES aid

Mock Trials (Grades 4, 5 and 6, 7, 8)

COSER: 410.515

Contact: Mary Harvey, (585) 344-7563 or (585) 658-7563

Mock Trial is a Common Core and New York State Standards-based competition. Elementary participants are given a fictional scenario, based on familiar children's stories, such as "Hansel and Gretel", "Jack and Jill", and "The Three Little Pigs." Middle schoolers are assigned trials that align more directly with NYS Curriculum. Teams are assigned their roles as defense, prosecution and jury, then are given several weeks to prepare their cases.

On the day of the trial, all three teams meet at an area courthouse and present their cases to the presiding judge. The trial follows proper judicial protocol, as witnesses are called and questioned, the jury deliberates and the verdict is read.

Cost Determination: Per district/team

BOCES Aid: Program generates BOCES aid

ReadyFor

COSER: 410.650

Contacts: Christopher Harris, (585) 344-7942 or (585) 658-7942

Steven Nole, (585) 344-7561 or (585) 658-7561

ReadyFor.Today is designed to build student confidence and competence with computational thinking to help them become leaders in the evolving technological world. Staff will provide instruction to your students within the three domains of technology, makerspaces, and games. This CoSer will bring expert instructors into classrooms to lead learning around robotics and computer programming, design and creative thinking, and game development. Classroom teachers will learn alongside students as co-facilitators and planners for the activities. Additional PD on these topics will also be available from the Model Schools CoSer.

Cost Structure: Cost based upon per district day of service

BOCES Aid: Generates BOCES Aid

Visiting Experts

COSER: 415

Contacts: Mary Harvey, (585) 344-7563 or (585) 658-7563

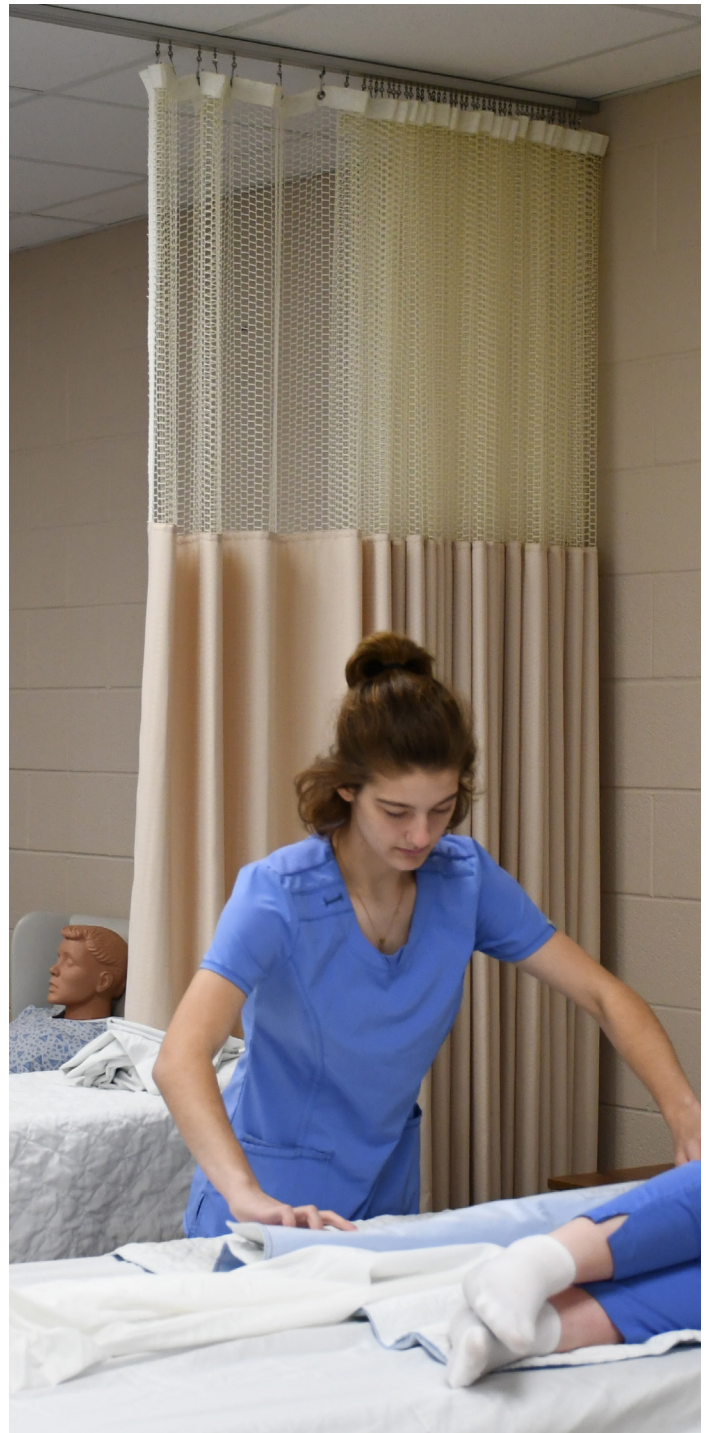
Visiting Experts is a service specifically designed to provide enrichment programs directly connected to core curriculum areas that are not arts-related, such as science, math, or social studies. These events must occur at the school. General enrichment opportunities will be provided for all students, plus a challenging workshop can be designed for high achieving students.

The Genesee Valley BOCES will provide a listing of experts for participating districts. The list may include, but is not limited to, historians, naturalists, geologists, zoologists, scientists, architects, cultural specialists, mathematicians, etc. Districts may request a particular expert or an expert in a

particular field; we will then work to identify the appropriate person or organization.

Cost Determination: Coordination fee per district, plus cost of expert

BOCES Aid: Program generates BOCES aid.



High School Equivalency / Alternative Education

High School Equivalency Exam Preparation

COSER: 420

Contact: John Cima, (585) 344-7720 or (585) 658-7720

The Equivalent Attendance (EA) COSER authorizes the Genesee Valley BOCES to provide literacy services to out-of-school youth, ages 18, 19 and 20, residing in that particular participating school district. The services provided for these students include Adult Basic Education (ABE), General Educational Development (TASC), and English Language Acquisition (ELA). These classes prepare students to increase their literacy levels and/or prepare them to take the High School Equivalency Exam once they are eligible. EA services include literacy training, vocational skill development, work experience, counseling, and other trainings designed to meet the needs of the participants.

Cost Determination: Per district

BOCES Aid: Program generates BOCES Aid unless EA Aid is used to purchase the service

Batavia Academy

COSER: 425

Contact: Tara Nicosia, (585) 344-7773 or (585) 658-7773

Students enrolled in this full-day program must be in grades 7–12. They are students who are not working up to their potential in a traditional school setting.

The academy's major program goal is to create an educational environment, which promotes positive changes in academics, behavior, and social/emotional areas resulting in successful completion of requirements needed toward a high school diploma.

Cost Determination: Tuition per student

BOCES Aid: Program generates BOCES aid

Mount Morris Academy

COSER: 425

Contacts: Holly Wetherbee, (585) 344-7604 or (585) 658-7604

Michael Cosimano, (585) 658-7816 or (585) 344-7816

This program teaches the required academics for a middle/ high school diploma to seventh through twelfth grade students within the framework of career and technical awareness classes.

Affective instruction aimed at improving self-esteem is planned into the weekly instructional schedule. The parent or guardian of each student is visited at least once by a teacher from the program.

Students enrolled in the alternative programs are identified as "at risk" in successfully completing their high school education. The following criteria will be reviewed when selecting at risk students for admission to the alternative programs: Low academic performance; standard test scores below state reference points; poor school attendance; may have repeated one or two grades; are eligible to receive a high school diploma.

Cost Determination: Tuition per student

BOCES Aid: Program generates BOCES aid

Alternative High School Equivalency Preparation Program (TASC) COSER: 425

Contacts: Rachel Slobert,, Batavia Campus, (585) 344-7713 or (585) 658-7713

Matt Flowers, Mount Morris Campus, (585) 658-7817 or (585) 344-7817

Alternative TASC for students age 16 and over

The TASC class is specifically designed to prepare students, 16 to 21 years of age, to receive a High School Equivalency Diploma, if they have not received a high school diploma. Students may be enrolled in the program by transferring directly from a regular high school program.

The TASC classes are half-day sessions five days

TASC continued on page 21

weekly. The curriculum consists of three segments: TASC Preparation, Life Skills/Counseling and Career and Technical Training or a Work Experience placement. (COSER 101)

TASC Preparation...This segment of the curriculum will provide individualized instruction in the areas tested on the TASC examination. The program will be in session half days for five days weekly.

Life Skills/Counseling...One and a half hours each week will be allocated to Life Skills/Counseling. Counselors will assist in meeting this requirement, and will provide linkage to community agencies to meet specific student needs.

Career and Technical Training/Work Force Preparation Training...Career and Technical training will include instruction in the trade and industrial curriculum, as well as in the service business areas. Students must be enrolled in a regular career and technical class at one of the Career and Technical Centers or an individualized work placement program can be arranged. This part of the program will be half-day sessions five days weekly. (COSER 101)

1 to 1 Aide

COSER: 425.022

Contacts: Rachel Slobert, Executive Principal, Batavia Campus, (585) 344-7713 or (585) 658-7713.

Matt Flowers, Mount Morris Campus, (585) 658-7817 or (585) 344-7817

One to one paraprofessionals offer individual assistance to students whose needs are more involved than class ratios can accommodate. The reasons for obtaining a 1to1 may be behavioral, medical or safety related.

Types of Services Provided:

1-1 assistance to the child

Cost Determination: Per student

BOCES Aid: Program generates BOCES aid

Home/Hospital Tutoring Service

COSER: 428

Contact: Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Roles and responsibilities of the tutoring service facilitators (GV BOCES)

- Establish and maintain contact with component district school officials who are responsible for assigning students and for granting course grades or credits.
- Document students' participation in the service - document hours.
- Hire and supervise tutors.
- Complete weekly and annual reports.

Roles and responsibilities of the component district receiving the service:

- Provide BOCES with a Tutor Request Form.
- Organize the logistics of the tutoring sessions.
- Establish and maintain communication between school and family.
- Provide all materials, assignments and books for the GVEP tutor.
 - Building principal, or his/her designee, will be responsible for assigning any local grades or credit for the coursework that was complete through the tutoring service.

Cost of Service: A coordination fee plus an hourly rate for each tutor which includes mileage.

Regional Summer School

COSER: 430

Contact: Matthew Flowers, Executive Principal, Mount Morris Campus, (585) 658-7817 or (585) 344-7817 and Rachel Slobert, Executive Principal, Batavia Campus, (585) 344-7713 or (585) 658-7713.

Regional summer schools are offered at various sites throughout the Genesee Valley BOCES Supervisory District. Students in grades 7-12 are able to complete academic work in courses not successfully mastered during the school year. Advanced courses in selected subjects are offered during summer school, allowing guidance counselors and students flexibility in scheduling courses for the school year.

Students are eligible to enroll in a maximum of two classes. Student participation in class is emphasized in both remedial and advanced course work. Evidence of completion of required lab work in science courses is required.

Regional Summer School continued on page 22

Cost Determination: Tuition per student
BOCES Aid: Program generates BOCES aid

Summer Driver Education

COSER: 430.003

Contacts: Steven Nole, (585) 344-7561

Meggan Bennett (585) 344-7560 This service allows participating districts the opportunity to have students receive training in Driver's Education instructed by certified Driver's Education teachers. At the conclusion of the classroom and in-car instruction, successful students receive a MV-285 card (blue card).

- The course must provide students with the minimum of twenty-four (24) clock hours of classroom instruction and twenty-four (24) clock hours of instruction (laboratory instruction must consist of six [6] clock hours of actual behind-the-wheel practice driving and eighteen [18] clock

hours of observation in the teacher-supervised vehicle). Programs that provide more than twenty-four (24) clock hours of instruction must provide an explanation for the additional time.

- Attendance records must be maintained and made available upon request to SED or DMV.
- One-half (1/2) unit of elective credit may be granted to students who complete an approved DTSE course offered by a public or nonpublic school as part of the regular school curriculum and taught by an appropriately certified DTSE teacher.

Cost Determination: Per student. (minimum of 24 students per instructor)

BOCES Aid: Program generates BOCES aid



Instructional Support Services

Grant Writing

COSER: 502

Contact: Peter Greene, Coordinator of School Improvement, (585) 344-7922 or (585) 658-7922

The Grant Writing service provides assistance to school districts in applying for competitive grants. Research is performed and school districts are informed of funding opportunities. An experienced staff member can write and edit the grant in collaboration with school district staff.

The base service provides grant research, including activities such as identifying alternative funding sources, and evaluating their applicability to the school district and its specific needs. The grant writer will examine district data such as the School Report Card, Professional Development Plan, and prior grants, as well as the demographics of similar schools in order to determine the feasibility of forming consortiums.

In addition to the base service, grant writing and/or editing can be provided on contractual basis. The grant writer will prepare a cost estimate to write the proposal, or to edit a proposal written by school district staff.

Cost Determination: Base charge plus contractual fee for writing/editing

BOCES Aid: Program generates BOCES aid

Electronic Databases

COSER: 503

Contacts: Christopher Harris, (585) 344-7942 or (585) 658-7942

Andy Austin, (585) 344-7944 or (585) 658-7944

This service offers schools a menu of commercial, information resources known as library databases. These databases provide access to original instructional content as well as collected ebooks, video clips, magazines, journals, newspapers, primary source documents and other material. They support library and classroom use and meet instructional standards for all grades levels and curricular areas. Pricing is negotiated through a statewide

consortium of New York School Library Systems to obtain additional discounts. All resources are sold on an a la carte basis, but some resources are selected based on input from member librarians and/or purchasing patterns for additional price review. In some cases deeper discounts can be negotiated when a majority of districts are purchasing a common product.

Single sign on access to databases is provided through each library's resources page on <http://fishforinfo.org>

Cost Determination: per district

BOCES Aid: Program generates BOCES aid

Collection Development

COSER: 503.100

Contact: Christopher Harris, (585) 344-7942 or (585) 658-7942

Julie Hengenius, (585) 344-7941 or (585) 658-7941

The Collection Development service provides access to cooperatively selected ebooks through OverDrive and the Sora reading app. Popular fiction and non-fiction ebooks for K-12 students are included as well as some professional books for staff. The ebooks can be read through a web browser or using the Sora app downloaded to a mobile device.

Cost Determination: RWADA

BOCES Aid: Program generates BOCES aid

Media Library

COSER: 503.200

Contact: Andy Austin, (585) 344-7944 or (585) 658-7944

Christopher Harris, (585) 344-7942 or (585) 658-7942

Digital audiobooks are available to students for listening on their school or personal devices using Tales2Go OverDrive's Sora appage

The media library also provides off-air program videotaping and video editing/duplication services within limits of copyright law.

Cost Determination: RWADA

BOCES Aid: Program generates BOCES aid

Technology Repair Service

COSER: 505.030

Contact: Crystal S. Nelson, (585) 344-7521 or (585) 658-7521

This Technical Repair Service provides repair and maintenance for your school's computers, mobile devices, peripherals and audio-visual equipment. We save your district on unit replacement costs and extend the usable life of your equipment. In addition, we work with districts to evaluate hardware for future purchase, which includes 3D Printers and engravers for the classroom.

We can repair and upgrade all makes and models of computer equipment such as desktops, laptops, tablets, and printers including all makes and models of Chromebooks. We also repair all makes and models of audio visual equipment such as televisions, flat panel displays, interactive whiteboards, projectors, DVDs and VCRs.

We service all out of warranty repairs for your district-owned and Edutech-owned equipment. We maintain open accounts with vendors to facilitate faster access to commonly used parts. Equipment in need of repair may be transported to our Pavilion or Mount Morris Technical Services facility or dropped off at the Batavia Career & Technical Services location. Due to our frequent on-site service calls, we also pick up and return equipment to the school, which cuts your pickup/delivery costs and turnaround time.

Cleaning and maintenance service is available during the summer months for computers, peripherals, and projectors. Ongoing equipment cleanings are performed as needed at our shop location throughout the school year.

A monthly update on parts usage and account balance is sent to superintendents and business managers to assist with budgeting for non-aidable parts.

Cost Determination: Base fee plus RWADA plus any parts

BOCES Aid: Program generates BOCES aid except for parts used in repairs. Parts are billed at cost.

Printing/Graphic Design

COSER: 507

Contact: Lyndsay Herkimer, (585) 344-7658 or (585) 658-7658

The Printing and Graphic Design Department offers a professional printing service ranging from design and layout to copying and finishing.

The service includes: high-quality, high-volume digital black & white and color copying; copying and printing on sizes up to 11 x 17. Finishing services include spiral and tape binding, folding, hole-punching, and a variety of stapling choices. Poster printing is available from digital files only. A graphic designer is available to work with school district staff on projects from concept through finished product.

Products include, but are not limited to, instructional materials, carbonless (2, 3, and 4-part) forms, handbooks, programs, presentation materials, community newsletters, calendars, brochures, flyers, certificates, passes, banners, and posters. A large selection of paper is available.

Cost Determination: Per district usage.

BOCES Aid: Program generates BOCES aid except for materials which become the district's property



Interscholastic Athletics

COSER: 517

Contact: Thomas Dooling, (585) 343-3896

This service administers and coordinates interscholastic activities in the member districts. Communications, dissemination of information, coordination of activities, assignment of officials and problem solving are among the services performed.

Trophies and other awards for member schools are handled through the Coordinator, as well as eligibility files of all athletes participating in member schools. All finances of the LCAA are handled through this service.

Specifically, this position provides a common source of information pertaining to all aspects of the athletic programs of the conference, including interpretations of State, Section and LCAA rules.

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

Home School Monitoring Service

COSER: 520

Contact: Patrick Whipple, (585) 344-7594 or (585) 658-7594

Employees of the Genesee Valley BOCES will coordinate the process for confirming the competence and substantial equivalency of instruction provided to homeschooled students. In addition, BOCES staff will review Individualized Home Instruction Plans (IHIPs), quarterly reports, annual assessments, respond to requests from districts or parents for technical assistance, and communicate with parents of homeschooled students. Ultimately, the local school Superintendents will determine competence and substantial equivalence of instruction provided to homeschooled students residing in districts based on reports from the Homeschool Monitoring Team at GV BOCES.

Cost Basis: Base fee for first five students.

Additional cost per student after initial student enrollment.

Coordinating of Business Education Alliances

COSER: 525

Contacts: Jon Sanfratello, Director of Instructional Programs, (585) 344-7915 or (585) 658-7915

Genesee County: Karyn Winters, (585) 343-7440

Wyoming County: Justin Duppengiesser, (585) 786-5001

The school districts in Genesee, Livingston and Wyoming Counties support a coordinator who works to bring school districts and businesses together by providing opportunities for teachers, students and business leaders to interact and develop common programs. Monthly or bi-monthly alliance meetings are held in each county. Programs include shadowing, business visits, teacher inservice and assistance with school/business interaction projects and school-to-work activities.

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

School Improvement, Professional Learning & Curriculum Support

COSER: 526

Contact: Stephanie Burns, (585) 344-7923 or (585) 658-7923

The School Improvement service is pivotal in coordinating and facilitating collaborative multi-district efforts related to continuous school district improvement, and improving student outcomes. The service is designed to strengthen instruction, raise standards, improve curriculum and assessment practices, and build capacity at local levels. School Improvement recognizes the unique needs of districts and can also work collaboratively to support emerging educational needs relevant to individual districts. Our service encompasses a range of areas including short and long-range planning, curriculum development, enhancing instructional practices, assessment creation, and analysis of data. These opportunities are designed to meet regionally identified school improvement needs in conjunction with state and national initiatives.

Additionally, the service provides BOCES aid to districts for costs related to workshops, consultants, facility use, materials, lodging/transportation, registration, and substitute costs/teacher stipends for all school improvement curriculum/professional development expenses that meet COSER guidelines.

Cost Determination: Base charge plus RWADA
BOCES Aid: Program generates BOCES aid

Model Schools

COSER: 527

Contact: Christopher Harris, (585) 344-7942 or (585) 658-7942

Julie Hengenius, (585) 344-7941 or (585) 658-7941

The Model Schools service assists school districts in setting individual goals toward instructional technology integration by facilitating collaborative customized technology and curriculum planning for school improvement. The Model Schools service offers professional learning for districts to support these plans through research-based strategies to prepare students for post-secondary opportunities. The Model Schools service enables component districts to receive BOCES aid for technology workshop costs and substitute costs/teacher stipends for all Model Schools expenses that meet COSER Guidelines.

Cost Determination: Base charge
BOCES Aid: Program generates BOCES aid

Trauma, Illness & Grief Service (TIG)

COSER: 528

Contact: Julie Donlon, (585) 344-7902 or (585) 658-7902

Sheri Kreher, (585) 344-7544 or (585) 658-7544

TIG serves as two main functions: Training and the Back Up Support Network

The TIG core curriculum prepares schools/districts to respond and intervene effectively during times of crisis and to support resiliency. This shared training assures that any responders are able to effectively and efficiently intervene to support their own district as well as districts throughout the network.

In the event of a district- or school-wide crisis, school districts can deploy and receive responders from both within and outside of the school in a coordinated and systematic manner through the Back Up Support Network.

The TIG Service also provides a trained public relations professional to provide support to the district for communications needs including

messaging to staff, families, and the community, as well as crisis media management.

Cost Determination: RWADA

Community Schools

COSER: 528

Contact: Peter Greene, (585) 344-7922 or (585) 658-7922

The Community Schools is a collaboration between BOCES and community partners to contract for services to support the needs of component districts. Enhanced services may include character education programs, family engagement specialists, after-school programming, and more. This falls under the TIG service.

Services may include:

- Center For Youth
 - Medical Director
-

Library Automation

COSER: 530

Contacts: Christopher Harris, (585) 344-7942 or (585) 658-7942

Julie Hengenius, (585) 344-7941 or (585) 658-7941

The Library Automation service supports inventory management and resource discovery tools for school libraries to support circulation and resource browsing.

School Districts can take advantage of technical support and training on Follett Destiny library automation software. Automation hardware, including barcode scanners and receipt printers, can also be purchased through this COSER.

Cost Determination: Per library

BOCES Aid: Program generates BOCES aid

Genesee Valley
BOCES

Success Stories Written Here



Extra-Curricular Activities

Odyssey of the Mind

COSER: 540.000

Contacts: Steven Nole, (585) 344-7561 or (585) 658-7561

Mary Harvey, (585) 344-7563 or (585) 658-7563

Odyssey of the Mind is an international educational program that empowers youngsters to think creatively to solve problems within a competitive setting. This competition involves both long term and spontaneous problems. Long-term problems are presented to the teams prior to the competition date, the students receive the spontaneous problems on the date of the event to challenge their ability to “think on their feet.” Teams earn up to 50 points for the long term problem on the basis of quality of solution and style. For the spontaneous problem, teams are awarded points for originality, fluency and elaboration of their solution. High ranking teams may have the opportunity to compete at the state and world levels.

Cost Determination: per district/division; a second team can be added for an additional cost.

BOCES Aid: Program generates BOCES aid

Interscholastic Mathematics Competition IMC

COSERS: 540.010, 540.011, 540.012, 540.013

Contacts: Steven Nole, (585) 344-7561 or (585) 658-7561

Mary Harvey, (585) 344-7563 or (585) 658-7563

The Interscholastic Mathematics Competition (IMC) provides students at the middle and high school levels the opportunity to compete in mathematics with other students throughout the area. Participating districts select an IMC advisor/coach to assist in the preparation of their team prior to the competitions, and to chaperone the team on the day of the event.

Teams at both levels meet throughout the year to test their skills and abilities in mathematical areas that are directly aligned with the Common Core and New York State Standards. Exam topics are chosen based on the scope and sequence of Regents level math courses. Top ranking students may have the opportunity to compete in county and state all-star competitions.

Cost Determination: Per district; at each level a second team can be added for an additional cost.

BOCES Aid: Program generates BOCES aid

Interscholastic Competition in English ICE

COSER: 540.030

Contacts: Julie Judge, (585) 344-7557 or (585) 658-7557

This program provides capable students an opportunity to demonstrate proficiency in specific English skills, rewards creativity and competency in the area of English, and promotes respect for other students' academic and artistic performance.

The competition is based on creativity, performance and comprehension. Each school may send up to three teams. Teams are composed of three students, each competing in one of the following areas:

- Comprehension/Interpretation of Literature – students answer multiple choice questions analyzing poems, short stories and essays.
- Dramatic Presentation – A noted work or excerpt lasting up to two and half minutes is selected by the student to present on stage.
- Written Expression – A creative story or essay under 500 words and a 100 word response to a quotation are written and judged by local English professors.

Each area is judged independently and the composite score determines the winning teams. The top six teams as well as the top six individual scorers in each area receive awards.

Cost Determination: Per district; a second team can be added for an additional cost.

BOCES Aid: Program generates BOCES aid

Brainstormers/Scholastic Bowl

COSER: 540.020, 540.021

Contacts: Brainstormers: Mary Harvey,
(585) 344-7563 or (585) 658-7563

Scholastic Bowl: Steven Nole, (585) 344-7561 or
(585) 658-7561

Scholastic Bowl and Brainstormers are academic competitions with a quiz-bowl format designed to encourage and promote academic excellence. High School students are asked questions which demand quick recall of facts from all academic areas, as well as general knowledge, current events, sports and the arts. The competition gives students a forum in which to demonstrate their proficiency and to receive recognition. Students are also afforded the opportunity to interact with academically talented students from other districts. The top ranked teams from regional competitions participate in final championship tournaments.

Cost Determination: Per team/per district

BOCES Aid: Program generates BOCES aid

Academic Challenge Bowl

COSER: 540.040

Contacts: Mary Harvey, (585) 344-7563 or
(585) 658-7563

The Academic Challenge Bowl's format is similar to quick recall academic quiz bowl programs. Teams of students in grades six through eight from each participating district compete in preliminary rounds against students from every other school. These preliminaries are followed by playoffs and a championship tournament. This service is designed to achieve the following purposes:

- 1) Provide the student an opportunity to demonstrate his/her proficiency on an academic team
- 2) Provide the student with community recognition for his/her achievements and abilities
- 3) Provide the student with an opportunity to meet and interact with academically talented students from other districts.

Cost Determination: Per team

BOCES Aid: Program generates BOCES aid

PageTurners

COSER: 540.050, 540.055, 540.056

Contacts: Julie Judge, (585) 344-7557 or
(585) 658-7557

PageTurners is a literature-based competition for students in grades 3-12. Teams prepare to answer questions by reading books on the Official PageTurners Book List, which is prepared by teachers, librarians, and the Enrichment Specialist. Teams compete in a round robin format with nearby schools, and division winners advance to a regionwide final tournament. Winning teams are recognized with plaques. All participants receive certificates.

The purpose of the competition is to encourage and reward reading skills and to provide recognition to students for their accomplishments in reading.

PageTurners Chapter I:

PageTurners Lower Level serves readers in grades 3-6.

PageTurners Chapter II:

PageTurners Upper Level serves readers in grades 6-8.

PageTurners Chapter III:

PageTurners Advanced Level serves readers in grades 8-12.

Cost Determination: Per district; at each level a second team can be added for an additional cost

BOCES Aid: Program generates BOCES aid

Chess Competition

COSER: 540.060

Contact: Steven Nole, (585) 344-7561 or
(585) 658-7561

The Chess Competition meets three times throughout the year. Elementary and Middle School students participate at the Beginner and Advanced levels. Competitions are held on Saturdays at the C.G. May

Chess Competition continued on page 30

Center in Mount Morris. While not a spectator sport, parents, friends and family members are invited to show their support during these closed competitions. Participants compete with students from neighboring districts, and earn medals for first, second, third, and fourth place within their divisions. Students have a great deal of fun while learning the intricacies of chess.

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

GeoBee

COSER: 540.070

Contact: Steven Nole, (585) 344-7561 or (585) 658-7561

The regional Geo-Bee is a geography-based competition for Middle School students. Students prepare to answer questions by studying Geo Plunge, a resource we will supply to each school. The program is designed to encourage the teaching and study of geography. Teams compete in a round robin format with the highest scoring teams moving on to a championship round.

Cost Determination: Per District/Team

BOCES Aid: Program generates BOCES aid

SpellBound

COSER: 540.080

Contact: Steven Nole, (585) 344-7561 or (585) 658-7561

Spellbound is a language-based competition for students in grades 3-8*. Teams of students prepare to answer not only how to spell correctly, but they learn the pronunciation, definition, language of origin and parts of speech. Teams compete in a round-robin format with nearby schools, and division winners may advance to a regional Spelling Bee, the New York State Spelling Bee and/or the National Spelling Bee.

Winning teams are recognized with plaques. All participants receive certificates.

*Tier I includes students in grades 3-5, while Tier II challenges students in grades 6-8.

Cost Determination: Per District/Team

BOCES Aid: Program generates BOCES aid

Genesee Valley Robotics

COSER: 540.085

Contacts: Steven Nole, (585) 344-7561 or (585) 658-7561

The Genesee Valley BOCES Robotics Program provides students an opportunity to explore the world of robot design and coding. The program is designed for Middle School Students. Teams build and code a Lego EV3 Robot in an attempt to complete thematic challenges provided by FIRST. Challenges are released to coincide with the beginning of the school year and competitions take place in November.

Cost Determination: Per District/Team

BOCES Aid: Program generates BOCES aid

Coaching Courses

COSER: 550

Contact: Patrick Whipple, (585) 344-7594 or (585) 658-7594

Coaching courses allow teachers and non-certified appointees to serve as coaches for interscholastic sports. Courses include:

- Health Sciences Applied to Coaching, Part 1 (First Aid)
- Health Sciences Applied to Coaching, Part 2
- Philosophy, Principles, & Organization of Athletics in Education
- Theory & Techniques of Coaching (sport specific/ internship based)
- CPR
- First Aid Refresher

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

Management Services

Teacher Certification

COSER: 601

Contact: Michele Kurpysz, (585) 344-7932 or
(585) 658-7932

MacKenzie Greene, (585) 344-7931 or (585) 658-7931

This service provides participating districts with access to certification specialists qualified to evaluate transcripts toward meeting certification requirements for teaching, teaching assistant, and coaching certification when a paid application for certification has been filed on the TEACH online application system. The specialists analyze transcripts and other documentation to determine eligibility for certification, provide candidates with information on how to meet any remaining requirements, and when possible, approve a candidate for certification. In addition, the specialists assist the districts with questions regarding the certification options for uncertified and/or substitute teachers, mentoring, and professional development. They can provide assistance to applicants as well as district personnel with the online application process, and understanding the complexities of the TEACH certification system and database. Upon request, the specialists are available to present information in person to groups of teachers and/or other groups of educators.

Cost Determination: Per RWADA

BOCES Aid: Program generates BOCES aid

Bus Driver Training

COSER: 602, 602.001, 602.002

Contact: Donald Case, (585) 346-4105

Services are provided by a New York State Certified School Bus Driver Instructor, Certified Article 19-A Examiner and Certified DMV Point/Insurance Reduction Instructor.

Service Levels

(602) LEVEL 1

- A. Access to monthly transportation supervisors' meeting and other informational bulletins distributed by the Bus Driver Instructor.
NOTE: Level 1 participants also have access to all services provided in Level 2 and Level 3 at an additional per driver, hourly or daily fee.

(602.002) Level 2 – Level 1 plus:

- B. Basic course of Instruction for beginning school bus drivers (30 hours). New York State Department of Education curriculum is followed and meets section 156.3 regulations. Participants are eligible for point/insurance reduction. This course is offered several times during the year at Batavia, LeRoy, Mount Morris, and Spencerport. Onsite classes can be provided with a minimum class size of fifteen (15) – maximum size of thirty (30), in a New York State approved classroom, and with the necessary audio-visual equipment.
- C. Refreshers required of all drivers, at sessions offered between July 1 and October 31, and between December 1 and May 1 of each year.
- D. Entry Level Driver Training (ELDT), required for entry level drivers prior to CDL testing, is available at an additional cost pre driver. This covers the instructional portion of the ELDT requirements only.
- E. Ten hours of advanced instruction, per New York State Department of Education curriculum, is offered as requested. Onsite classes can be provided with a minimum class size of fifteen (15) – maximum size of thirty (30), in a New York State approved classroom, and with the necessary audio visual equipment.
- F. Student Safety Training – Buster the Bus, a remote control school bus appropriate for grades K-3. Interactive training for grades 4-6. Topics vary as requested.

(602.001) Level 3 – Level 1 & Level 2 plus:

- G. Driver Abstracts provided annually for each driver.
- H. Annual defensive driving review for each driver.
- I. Biennial road and written test for each driver.
- J. Four hours of pre-service instruction for first time bus drivers. New York State Department of Education curriculum – per section 156.3 regulations.
- K. 10 hours CDL behind-the-wheel training per district (additional charge for extra hours).
- L. Biennial Physical Performance Testing for each driver.

Bus Driver Training continued on page 32

- M. Four-hour group pre-service instruction for attendants/ monitors (additional charge for extra hours).

Cost Determination: Per district charge for Level I and II participants. Per driver charge for Level 3 participants.

BOCES Aid: Transportation expenses are not eligible for aid through BOCES since state aid is paid to the districts through the transportation aid formula.

School Boards Institute

COSER: 603

Contact: Patrick Burk, (585) 344-7574 or (585) 658-7574

The Institute allows for services to be provided for school board members and administrators of member districts in the Genesee Valley School Boards Association.

The Institute Coordinator will provide four or more sessions on topics of interest to local board members.

The Institute is designed to:

- 1) Promote and encourage cooperation between the various school boards in the interest of better education.
- 2) Provide a forum where school board members can exchange information on education related topics.
- 3) Hold meetings/conferences that address specific education issues of interest to school board members.
- 4) Provide a permanent organization which will voice the wishes of its members regarding legislation and other matters.
- 5) Assist its members in every possible way with their school board problems.
- 6) Further the mutual objectives of the Association and the New York State School Boards Association.

Past programs include The Roadblock to Rural Recovery; Legal Updates-What is Hot in NYS Education Law; and An Economic Development Panel Discussion – How Does Economic Development Impact our Districts?

Additionally, the association can assist in facilitating Board Retreats and Administrative Retreats. A workshop for prospective school board members is a goal for each spring as well as an annual legislative breakfast.

Cost Determination: Per RWADA

BOCES Aid: Program generates BOCES aid

Recruiting Service

COSER: 605

Contact: Matt Flowers, (585) 344-7817 or (585) 658-7817

This is a shared service designed to provide participating school districts with assistance in recruiting certified personnel through an annual Teacher Recruitment Fair. Staff will be responsible for coordinating all aspects of this annual event including advertising, communication with college placement offices and follow-up with participating districts. Candidates wishing to explore professional teaching positions in virtually all areas of certification are invited to attend. The Teacher Recruitment Fair offers an opportunity for both open information exchange and individual interviews with prospective candidates.

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

Labor Relations Service

COSER: 607.000, 607.001, 607.002

Contacts:

Stephen Mahoney, Esq., (585) 344-7904 or (585) 658-7904

Vanessa B. Hanks, Esq., (585) 344-7907 or (585) 658-7907

Catherine J. Palermo, Esq., (585) 344-7907 or (585) 658-7907

Kevin W. Connell, Esq., (585) 344-7695 or (585) 658-7695

(607.001) Basic Service

Labor Relations continued...

Negotiations • Coordination of negotiations including developing proposals and comparisons for superintendents, business officials, and school boards.

Grievances and Administrative Proceedings

- Specialist to represent District in grievance and other related problems with negotiated agreements including: a) arbitrations; b) Section 75 hearings; c) improper practice charges.

Contract Administration • Specialist to advise school administrators and boards on contract administration questions and problems.

Salary Data, Fringe Benefits, Contract Language, and Consumer Price Index • Up to date comparisons through yearly survey of the Genesee Valley BOCES districts. Database of data from various districts across the state maintained.

Seminars and Consultation • Seminars provided on Labor Relations topics including Family and Medical Leave, Americans with Disabilities Act, Hiring Procedures, Sexual Harassment, Wage and Hour, COBRA, PERB Decisions and Commissioner of Education Decisions, APPR, Employee Discipline, Student Discipline, DASA and the Affordable Health Care Act.

Newsletter, PERB Decisions and Commissioner of Education Decisions • Distribution of newsletter to districts and maintenance of all decisions of Public Employment Relations Board and Commissioner of Education.

Student Discipline Hearings • Hearing officer or prosecutor for discipline hearings involving classified and unclassified students.

(607.002) ADDITIONAL SERVICE...AT THE TABLE NEGOTIATIONS AT AN HOURLY RATE.

Cost Determination: Per district.

BOCES Aid: Program generates BOCES aid

Regional Food Service Coordination

COSER: 612

Contact: Donald Case, (585) 346-4105

COSER 612 provides for regional coordination of many school district food service programs. This service offers three levels of participation, ranging from planning (Level I) to full operation of district food service programs (Level III). Under Level II, the management functions associated with operating a food service program are completed at the regional level by qualified staff. Local district cook managers become GV BOCES employees and also complete tasks for more than one district.

Optionally, schools may choose to participate in Level III, wherein all local district cafeteria employees become GV BOCES staff and all management functions are assumed by GV BOCES. The goal of the program is to balance the food service budget in each participating district; therefore, participation costs will vary from district to district, based on need and level of participation.

Districts are required to participate sequentially before opting to participate in the next level of the service.

- Level I: Planning phase
- Level II: Management staff only
- Level III: Complete operation

Cost Determination: Per district based on participation level

BOCES Aid: Shared management staff generates BOCES aid

Health, Safety & Risk Management

COSER: 615

Contact: Donald Case, (585) 346-4105

This service provides assistance to local districts regarding the requirements, interpretations and applications of the various state and federal laws related to health and safety. This assistance includes on-site and online training, inspections, policy/plan

formation, document maintenance and other related activities. The regulations which require ongoing attention include:

- The NYS Right-to-Know Law and Federal Hazard Communication Standards (chemical safety)
- NYS DEC, DOT and federal EPA toxic waste laws
- NYS Lead Sampling in School Water
- NYS Uniform Fire Prevention and Building Code (fire inspections)
- NYS and EPA bulk petroleum storage regulations
- NYS Health Department swimming pool regulations
- OSHA requirements for respiratory protection programs and medical surveillance
- NYS Labor Department (PESH) safety standards
- State and federal asbestos regulations (including AHERA inspections and documentation)
- NYS Emergency Preparedness Planning requirements (including Project SAVE and Homeland Security)
- Rapid Responder emergency response and notification online service
- NYS Annual Inspection requirements
- Federal lead and radon testing recommendations
- Indoor air quality standards (including sampling & analysis)
- NYS Public School Building Safety Codes (including RESCUE)
- NYS pesticide regulations
- NYS Cardiac AED (defibrillator) regulations
- Regional informational meetings are conducted approximately three times per year, at or near each of the BOCES satellite office locations. The purpose of these meetings is to:
 - Provide up to date information on changes in the various regulations
 - Offer solutions for compliance
 - Discuss the potential for cooperative purchases of goods and services to minimize costs

The Health & Safety Specialist attempts to keep all appropriate staff informed through newsletters and presentations at Superintendents, Business Managers, Building & Grounds and Transportation group meetings.

A staff of six Health & Safety Specialists provide continuous on-site assistance to participating districts in the form of inspections, consultations, staff training and records review. Currently, 66 school districts and four BOCES organizations benefit from the Health, Safety & Risk Management Service.

Cost Determination: Base service costs are determined by adding a charge per square foot to a standard base fee, in order to adjust for the variation in district sizes. Rapid Responder and Indoor Air Quality monitoring portals are available at additional per site annual fees. AED/CPR trainings are also available at additional costs based on levels of need.

BOCES Aid: Program generates BOCES aid

Cooperative Bidding Coordination

COSER: 616

Contact: Lynette Crawford, (585) 344-7564 or (585) 658-7564

This program is designed to assist local school districts and BOCES in realizing savings that come from the power of purchasing on a cooperative basis. The coordinator meets with business officials, food service managers, superintendents of buildings and grounds, and other administrators from participating districts as part of the process of developing standard specifications for items which are needed.

The coordinator prepares proposals, inputs bid data information into the WinCap program on the computer, requests samples as needed, arranges for legal advertisements, solicits a broad range of vendors, coordinates the decision-making process and arranges for delivery.

Items bid include bread, milk, ice cream, groceries, food service supplies, custodial supplies, paper, fuel, athletic/ physical education supplies and refuse collection. The list can be expanded at districts' requests to include other food products, office machines, etc.

Cost Determination: Per district

BOCES Aid: Program generates BOCES aid

Employee Assistance Program

COSER: 618

Contacts: Sheri Kreher, LCSW, (585) 243-1878, skreher@gvboces.org

Julie Donlon, (585) 658-7902 or (585) 344-7902

The Employee Assistance Program is a professional assessment and referral service that helps employees and their families deal with any of a variety of personal problems, which may adversely affect their job performance and personal well-being. Both the employee and the employer acknowledge that many of these problems can be treated, particularly in the early stages, before an employee's job security is seriously threatened. Besides being confidential, the program is voluntary--it is designed to allow the employee or family to seek help on their own. The EAP coordinator will also follow up with employees and/or treatment resources to determine whether employees are receiving appropriate and effective services. This requires ongoing identification and evaluation of community, public and private agencies and programs which can provide services needed by the employees. The coordinator will also provide the necessary assistance to the employee and/or employer in readjusting to a productive work relationship.

The EAP coordinator provides information, training and orientation to employees and supervisors regarding the EAP, and sponsors both wellness activities and educational workshops for participating schools. Finally, the EAP provides supervisors with consultation and support with regard to working with troubled employees and initiating referrals to the EAP.

Cost Determination: Per district staff

BOCES Aid: Program generates BOCES aid

Absence Management for Employees and Substitutes (formerly AESOP)

COSER: 619

Contact: Crystal S. Nelson, (585) 344-7521 or (585) 658-7521

This service can be used to report all time and attendance for all employees groups. Absences that require approval can be electronically approved (paperless). In addition, this service is designed to assist districts in the assignment of substitute employees (teachers, teacher aides, teacher assistants, clerical, bus drivers, maintenance, food service). Employees and substitutes can use the phone and/or a web portal to report absences and/or to review available positions. Substitutes are secured based on each district's approved list. The Absence Management System is web-based, has many reports available, can be used for time and attendance purposes and can be integrated with WinCap, nVision, or Infinite Vision.

Cost Determination: Based on employee count and optional integration with Finance Manager, nVision, or Infinite Vision. All new districts to service must pay a one-time set-up fee.

BOCES Aid: Program generates BOCES aid

Textbook Processing: Non-Public

COSER: 620

Contacts: Lynette Crawford, (585) 344-7564 or (585) 658-7564

Jennifer Davis, (585) 344-7616 or (585) 658-7616

This service offers participating districts textbook processing for non-public schools. Activities include receiving district requests, ordering books, keeping inventory of all books ordered, billing the districts, etc. This service is aidable only on the coordination of the processing of the textbooks. The cost of the books is not aided.

Cost Determination: Based on usage

BOCES Aid: Expenses associated with coordination are aidable, cost of books is not BOCES aidable

Energy Management

COSER: 629

Contact: Donald Case, (585) 346-4105

The Energy Management service provides broad assistance and guidance to districts in areas related to the efficient use and design of electric, gas, and water systems; as well as related utilities.

Specific areas of assistance may include:

- Software based utility bill auditing
- Utility usage monitoring with unusual usage (spike) reports and load shedding assistance
- Annual boiler efficiency inspections
- Annual building infrared/thermal loss survey and report
- Identification and coordination with NYSERDA energy management funding
- Identification and coordination with NYSED Energy Project Funds
- Annual inspection and "continuous commissioning" of HVAC systems
- Assistance with utility (gas/electric) transportation group purchasing
- Waste stream management (reduction of disposal costs in paper, plastic, food, etc.)
- Water usage management (both usage reduction and discharge reduction)

Cost Determination: Costs are determined by adding to a base fee, a charge per square foot, in order to adjust for the variation in district sizes.

BOCES Aid: Program generates BOCES aid

Records Management (Electronic Document Scanning and Microfilm Scanning)

COSER: 631

Contact: Crystal S. Nelson, (585) 344-7521 or (585) 658-7521 or Brenda Flint, (585) 344-7882 or (585) 658-7882

Staff will assist in the identification of records appropriate for scanning, prepare records, and index and scan records for long-term electronic storage. Staff will also verify inclusion of all documents scanned. Once district records are scanned, security and storage problems are

reduced and accessibility is enhanced. Staff will serve as consultants to the districts with regard to policies and procedures surrounding records management, retention, storage and disposition. The Genesee Valley BOCES and EduTech will maintain the security and confidentiality of all records housed for the purposes of scanning and permanent storage. Staff will perform retrievals of documents, with or without redaction, upon request with proper authorization.

New: The Records Management Department can scan and index records that are currently on microfilm for faster retrievals upon request.

Cost Determination: Base Fee plus per district by usage, storage quota and time.

BOCES Aid: Program generates BOCES aid

Genesee Area Healthcare Plan, Coordination

COSER: 633

Contact: Lynette Crawford, (585) 344-7564 or (585) 658-7564

The health care plan gives districts an option for the purchase of health insurance for employees and retirees. The coordination provides linkages between participating school districts, the Healthcare Board, the claims administrator, and the plan consultant. The executive director facilitates plan development, benefit identification, purchase of stop loss insurance, compliance with audit and state regulations, and provisions for claims administration.

Cost Determination: Per participant.

BOCES Aid: Program generates BOCES aid

Flexible Benefits Plan

COSER: 633.100

Contact: Lynette Crawford, (585) 344-7564 or (585) 658-7564

Flexible Benefits Plans are a proven solution for managing benefit costs and increasing employee satisfaction. Flexible benefits are vehicles that an employer can utilize to reduce taxes for both employers and employees. This service will assist the districts with the design, implementation and administration of both Pre-Tax Premium Plans and Flexible Spending Accounts.

Pre-Tax Premium Plan

Employee contributions for group insurance premiums can be deducted before taxes are calculated. As a result, taxable earnings are reduced so employees pay less tax on earnings and receive more take-home pay.

Flexible Spending Accounts

Expenses for non-insured items such as child care or medical bills can be paid from pre-tax dollars an employee sets aside in a Flexible Spending Account (FSA). Contributions, based on anticipated expenses, are allocated before taxes are calculated.

The Flexible Benefits Office will assist the districts in identifying the plan design that best achieves employer and employee objectives. Implementation and administration of the plan will include:

1. Employee Communication: a) Group employee presentations; b) Individual counseling and enrollment sessions; c) Direct response to employee questions
2. Maintenance of Participant and District Records
3. Processing of employee Flexible Spending Account claims
4. Plan Compliance: a) Perform non-discrimination testing
5. Maintenance of an electronic module which allows employees to access their accounts online.

Cost Determination: Planning and Design per district; Claims Processing flat fee, per employee.

BOCES Aid: Program generates BOCES aid

Self-Funded Workers Compensation

COSER: 633.200

Contact: Lynette Crawford, (585) 344-7564 or (585) 658-7564

This self-funded workers' compensation plan provides districts an option for the purchase of workers compensation insurance for employees. The Genesee-Livingston-Steuben-Wyoming Workers' Compensation Plan has been in place since June 1992. Coordination provides linkages between participating school districts, the Board of Directors, the claims administrator and the plan consultant. The cost of this service includes annual auditing fees, plan consultant, and plan treasurer's fees.

Cost Determination: Per district based on annual workers' compensation rate.

BOCES Aid: Program generates BOCES aid.

Health Reimbursement Accounts

COSER: 633.300

Contact: Lynette Crawford, (585) 344-7564 or (585) 658-7564

Health Reimbursement Accounts (HRAs) are employer-funded group health plans from which employees are reimbursed tax-free for qualified medical expenses up to a fixed dollar amount per year. Unused amounts may be rolled over to be used in subsequent years. The employer funds and owns the account. This service will assist the districts with the design, implementation and administration of pre-tax Health Reimbursement Accounts. Administration includes employee communication, maintenance of records, claims adjudication and plan compliance. Health Reimbursement Accounts are a proven solution for managing benefit costs and increasing employee satisfaction.

Cost Determination: Planning and Design per district; Claims processing flat fee, per employee.

BOCES Aid: Program generates BOCES aid.

Special Programs

Adult Educational Services

Contact: Chuck DiPasquale, (585) 344-7552 or (585) 658-7552

Committed to the concept that learning is a lifelong process, Genesee Valley BOCES Adult Educational Services defines its mission as providing easily accessible programming for adults and their families. Among the many services provided are: career counseling, high school equivalency, job training, leisure learning and skills enhancement. Adult Educational Services also fosters linkages with local businesses in order to develop new programs in response to changes in work force needs.

Inter-Agency Partnership

The initiative was developed on the state level in anticipation of the Welfare Reform JOBS Act. The goal is to move people from public assistance into the job market by providing opportunities for education and for career and technical training. As part of this initiative, the Genesee Valley BOCES offers such components as counseling, assessment and support services that address issues confronting adults as they pursue their educational goals.

Assessment/Remediation

Counseling, informational interviews, and structured assessment devices such as inventories and tests assist individuals in their career planning process. Assessment activities help individuals identify their interests, values, and academic skills to provide a frame of reference in which to make career decisions.

Remediation is available to adult students who require additional academic assistance. Tutorial in nature, remediation, combined with various assessment tools, is designed to address the individual's weakness as prescribed in an educational plan.

High School Equivalency (HSE) • Local districts assign BOCES the responsibility to prepare adults for the High School Equivalency Examination. Academic preparation includes: English, essay development, science, math, social studies, literature and the arts. The new High School Equivalency Exams went into effect on January 1, 2015. Options for HSE preparation are:

1. High School Equivalency and Adult Basic Education offered at: Batavia, Dansville, and Leicester. TASC and ABE instruction is also given at Genesee County Jail, Livingston County

Jail and the Wyoming County Jail. Academic counseling, career exploration, work placement and assistance with vocational and post-secondary placement are also available for TASC students.

2. Home-study (GRASP) designed for students over 21 who cannot attend class because of barriers: i.e. lack of transportation, lack of child care, etc. Participants are screened and tested and an educational plan is devised. Two week assignment packets are sent to students with telephone contact encouraged. Students may return packets via assigned drop off points, local schools or direct mail. Telephone tutoring is utilized to maintain student motivation and direction. The program is also available online.
3. A partnership program with Genesee Community College provides TASC students the opportunity for study on a college campus.
4. The Genesee Valley BOCES is an official TASC testing site. Testing is administered several times each year. All students involved in our literacy programs will now be able to test locally at either our Batavia or Mount Morris sites.

English for Speakers of Other Languages (ESOL) • This program is designed to promote English fluency for the foreign speaking student/adult. Emphasis of instruction focuses on: reading and comprehension, communication with the written word, math skill development and familiarization with American culture. The program seeks to create independent individuals who can effectively interact in social and occupational situations. Classes are offered at the GV BOCES campuses in Mount Morris and in Batavia.

Adult Job Training • Job training classes teach specific career & technical skills. Programs such as CDL Class A & B Truck Driver Preparation, Certified Nurse Aide, Medical Billing Specialist, and Medical Office Skills consist entirely of adult learners and are designed specifically around their needs. Adults are also allowed to enroll in the high school career and technical courses depending upon space availability. As a component of these programs, counselors provide assistance with job search techniques and resumé's.

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Adult Services cont.

Case Management • A support system to help adult learners achieve their academic and career goals based upon the concept of looking at the person as a whole addressing not just the specific educational goals but also the barriers such as transportation or child care needs. Prospective students are assessed to help identify goals, educational plans are developed, and on-going counseling and advocacy are provided to assist in the achievement of career and/or academic objectives.

Program for Incarcerated Youth • Providing educational services to youths between the ages of 16 and 21 who are in the Genesee, Livingston and Wyoming County Jails. Educational programs consist of high school equivalency, adult basic education, life skills, and vocational and academic counseling. As mandated by law, the classes meet five days per week for three hours per day following the 180 day New York State Regents calendar. Instruction is also provided to adults over age 21 who do not have a high school diploma.

Employer Specific Training • The office of Adult Educational Services provides training services to local businesses and industry. Programs are flexible and cater to the specific needs of a company. Both intensive job training as well as brief refresher courses are offered in a variety of skill areas. Office skills include computer literacy, word processing, bookkeeping and business math. Vocational skills are taught in various production fields such as welding, carpentry, electricity, machine tool operation and computer aided design. Some classes, such as truck driver and nurse aide, prepare the learners to obtain licensure. Applied technical training results in a more effective and dynamic work force. These business assist programs also create an opportunity for two-way communication between the Genesee Valley BOCES and local businesses.

Continuing Education • Brief non-credit vocational and interest courses. Some of the classes are sequential, leading to a concentration in a particular area (e.g. computer software, electricity or business). Others are designed to be completed within a single course with classes meeting one

to two times a week for two to 12 weeks (e.g. sewing, sign language). Training and instruction either required or encouraged by the State, such as Child Abuse Recognition & Reporting, Defensive Driving and the five hour Prelicensing course are offered throughout the year. Classes are determined by public interest, appropriateness and feasibility. For these reasons offerings can change from session to session.

Transitional Services for Incarcerated Populations • A part-time Human Resource Development Counselor provides assessment, counseling, career planning, case management, referral, advocacy, job-development, and follow-up to inmates of the Genesee, Livingston and Wyoming County jails.

Internship • Job-readiness activities which enable our students to initiate a successful job search are integrated into the classroom experience. An internship is a vital component of our career and technical and literacy programs. It allows our students the opportunity to become familiar with their chosen field while giving them actual work experience. Students are also involved in a series of workshops focusing on topics such as developing a resumé, writing cover letters, and successful interview techniques. Assistance with career exploration and planning is also available.

New York State Apprenticeship Program • The Adult Education Office serves as the local education agency for the Department of Labor in order to provide apprenticeship training. The Lead Coordinator is responsible for reviewing transcripts of apprentices and working collaboratively with area industries and unions.

Health Careers

Contact: Heidi Mix, (585) 344-7735 or (585) 658-7735

Practical Nursing Program • A State Accredited Professional Practical Nursing Program approved by the New York State Board of Nursing. Upon completion the student is eligible to take the National League for Nursing Licensing Examination for Practical Nurses (NCLEX-PN) Nursing is a profession that offers many career opportunities. Licensed Practical Nurses are hired in a variety of

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health care facilities and private practices.

The is a 1200-clock hour 12-month program. Classes are offered at both the Batavia and Mount Morris Campuses. There is also a satellite class site in Rochester.

Nursing Assistant Program for Adult Students

- Approved by the New York State Education Department this program is considered a pathway into the health careers field. Upon completion students are eligible to sit for the Nursing Assistant certification exam. The certification is now required by all nursing homes to be employed as a Nursing Assistant.

The is a 140-hour clock 10-12-week program, which includes testing time. We are approved to test on both the Batavia and Mount Morris Campuses.

Certified Nursing Assistant Refresher Course • This course is designed for those students who have completed a Nursing Assistant program and their certification has expired or individuals certified outside of New York state. The course consists of two 4-hour classes and an 8-hour testing day.

CPR Training

Practical Nursing NCLEX Preparation Classes

School Library System

Contact: Christopher Harris, (585) 344-7942 or (585) 658-7942

The Genesee-Livingston-Steuben-Wyoming School Library System has served area students and professionals since 1978. The mission of the School Library System is to promote interaction, cooperation and growth among the member school libraries, the School Library System and the State Education Department. The five main goals of the School Library System are:

- To oversee and facilitate interlibrary loan between member school district libraries
- To develop a combined union catalog of member library collections
- To disseminate current professional information to school library media specialists.

- To offer continuing education for member school library media specialists
- To provide leadership and development in the area of library automation and information technologies for the members of the School Library System

The School Library System accomplishes its goals through the School Library System Council and a group of Communications Coordinators, comprised of library representatives from each school district, administrative representatives, and representatives from regional research and public library systems. In addition, the School Library System directs several subcommittees such as the Cooperative Collection Development, Staff Development, and the Electronic Database committees. Council/group of Communications Coordinators are responsible for the development of policies and procedures which directly affect the quality of library service in member building libraries.

The School Library System is comprised of school library media centers in the Genesee Valley BOCES district. Other services provided by the School Library System include database searches, a storytelling festival, a curriculum aligned game library, a cooperative collection development program, continuing education programs for library media specialists, development of an extensive professional collection, and various other programs designed to give special services to the component schools.

Funding for the School Library System is provided under statutory state regulations through Section 90.18, Chapter 348 of the Laws of 1984. The School Library System receives no local monies for its operation.



Student Support Services Center

Contact: Joan Vitkus, (585) 344-7571 or
(585) 658-7571

The Student Support Services (SSS) Center provides assistance to school communities with developing, enhancing and sustaining supportive, safe and healthy learning environments in order to increase academic achievement and student success. Support includes technical assistance and professional learning to advance the implementation of systemic research-based approaches with policies, practices and environmental changes that exemplify mission, vision and goals.

One area of support is building the capacity of schools in the region to effectively implement the Dignity for All Students Act. The SSS Center is a New York State Education Department (NYSED) approved provider for the 6-hour Harassment, *Bullying and Discrimination in Schools: Prevention and Intervention Certification Training* – also called *DASA Certification Course*. The SSS Center also provides additional DASA training and support specifically for administrators, staff/employees and school district Dignity Act Coordinators. Additionally, the Center is a NYSED approved provider of the *Child Abuse Identification and Reporting (CAIR) Certification Course* and the *NYSED School Violence Prevention and Intervention (SAVE) Certification Course*. Certification Courses are offered online.

The SSS Center also supports schools and the communities they serve with aligning, coordinating, and integrating comprehensive health and wellness related policies, programs and practices to create equitable, engaging and healthy environments. This includes facilitation and implementation of the Whole School, Whole Community, Whole Child Model (WSSC) Model collaboratively developed by the Centers for Disease Control and the Association for Supervision and Curriculum Development. Areas of emphasis include physical activity, nutrition, health education, school counseling, social and emotional climate, employee wellness, family and community engagement.

Cross Contracting with Other BOCES

Cross contracts must be completed whenever another BOCES is providing services or programs for a Genesee Valley BOCES component school district. Cross contracts are necessary to ensure the contracting district receives the aid available under the specific COSER. The following procedure must be followed to establish a cross contract:

1. The District Superintendent of the Genesee Valley BOCES must receive a written request to participate in a specific service from the local superintendent.
2. Genesee Valley BOCES forwards the providing BOCES District Superintendent correspondence which initiates the local school district request.
3. The local school district receives a copy of the correspondence sent to the providing BOCES (confirms request).
4. The cost of the program/service provided by the other BOCES will be included on the regular invoice sent by the Genesee Valley BOCES, and the charge in turn must be paid to the Genesee Valley BOCES as part of the monthly bill.
5. NOTE: All cross contracts require a new participation request from the local district each year.
6. Examples of previously requested cross-contracts:
 - Special Education, Monroe One BOCES
 - Elementary Science Kits, Monroe 2-Orleans BOCES
 - Computer Services for Career Exploration, Wayne-Finger Lakes BOCES
 - Project Intervention, Monroe One BOCES
 - Facilities Design Specialist, Madison-Oneida BOCES
 - Administrative Computer Services, Wayne-Finger Lakes BOCES
 - Finance & Legislation, Erie 1 BOCES
 - State Aid Planning, Questar III BOCES
 - School Board & Administrative Handbook, Erie 1 BOCES



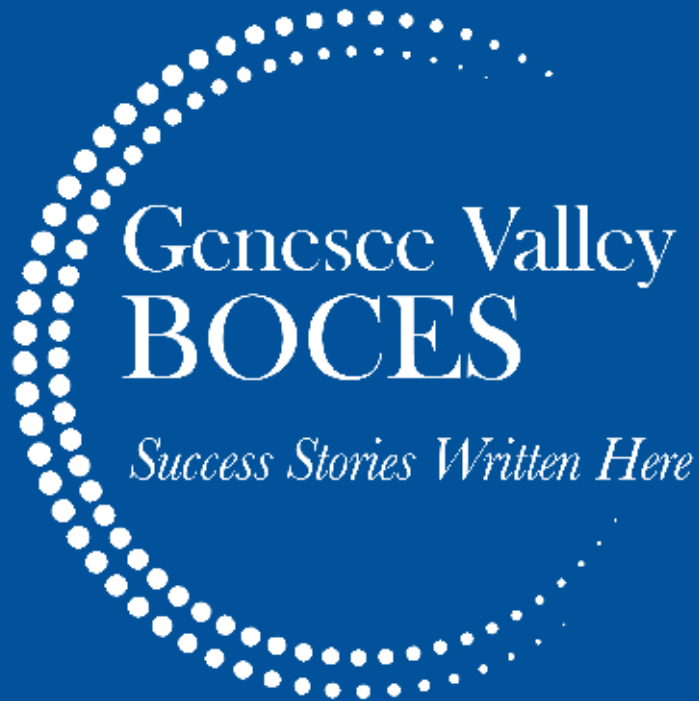
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In accordance with Title VII of the Civil Rights Act of 1964 and Title IX of the amendments to that act, it is the policy of the Genesee Valley BOCES to not discriminate in the treatment of students, employees or others in any program or activity on any illegal basis. Illegal bases include sex, sexual orientation, gender expression, gender identity, race, color, national origin and disability.