

Annual Meeting – April 11, 2018

AMENDED REPORT FROM THE BOARD PRESIDENT

Lisa Israel

On behalf of the Eastern Suffolk BOCES Board, welcome to the agency's 25th Annual Meeting. As we complete the final year of our seven-year strategic plan, and finalize preparations for a reaccreditation visit from Middle States, we have accomplished a great deal. This report lists some of the major accomplishments this year to date. It includes many changes and innovations.

DISTRICT SUPERINTENDENT

Commissioner's Representative in the Region

- On behalf of the Commissioner of Education, the District Superintendent has:
 - Served on the Professional Learning Team and helped SED develop an implementation plan for the Next Generation Learning Standards.
 - Provided regional assistance in the implementation of multiple SED initiatives including changes in regulations for the 180 Day requirement and the Superintendents Determination for Students with Disabilities.
 - Assisted the Commissioner in facilitating a meeting with the superintendents effected by the Governor's Trooper Initiative.

District Visitations

- There are 10 new superintendents in the Eastern Suffolk BOCES this year. The District Superintendent met with each of them in their district. This is a continuation of the practice of informing superintendents about the services that the BOCES can provide, as well as learning firsthand what makes each district unique. This practice continues to be a powerful learning tool for the District Superintendent.

Liaison between SED and the Region

- The District Superintendent supported school district leadership and boards of education within the region by:
 - Collaborated with our Regional Certification Officer to communicate with SED's Office of Teaching Initiatives to alleviate numerous certification issues for certificated individuals in our region. This helped several of our school districts to keep the most qualified people in their classrooms.
 - Assisted multiple community members access the proper channels to address concerns they had within their communities.
 - Consistently communicated with SED's Office of Facilities Planning to relay concerns regarding the approval process for Smart Schools Implantation Plans and expedited the sharing of information.
 - Continued communications on behalf the school districts in the region with SED's Office of Teaching Initiatives regarding the submission and updating of Professional Development Plans.

Integrity Officer's Work

- Acting in his role as Integrity Officer, the District Superintendent:
 - Conducted a long-term investigation into an allegation that several Regents exams administered by a high school in the region had been altered. This investigation took several months and required constant and detailed communication with SED's Testing Security Unit.
 - Worked with another school district to identify and resolve an apparent scoring irregularity.
 - Supported the integrity of all New York State exams in grades 3-12.

Federal and State School Support Initiatives

- In order to support the work of the Federal and State School Support Initiatives, the District Superintendent:
 - Assumed the direct supervision of the FSSSI network directors.
 - Helped a new director transition to her role.
 - Led the directors through a book study of The 21 Indispensable Qualities of A Leader, by John C. Maxwell.
 - Provided the welcome address for the Long Island Regional Bilingual Education Resource Network's Teacher Institute, an annual meeting of over 500 of Long Island's teachers of English language learners.

Advocacy

- Acting as an advocate for the school districts in the region and the students that they serve, the District Superintendent:
 - Attended the Eastern Suffolk BOCES Community Legislative Committee meetings, as a member of the committee.
 - Presented an advocacy workshop to the Eastern Suffolk BOCES Community Legislative Committee that directly preceded the BOCES Advocacy Day in Albany, NY.
 - Attended BOCES Advocacy Day in Albany, NY as a member of a team of students and staff members that met with elected officials to advocate for BOCES specific issues.
 - Led a group of school district superintendents at the New York State Council of School Superintendents in Albany, NY as we met with elected officials to advocate for issues relevant to public education.

Diversifying the Workforce

- Recognizing the need for diversity within the education workforce, the District Superintendent:
 - Served on the New York State Council of School Superintendents Commission on Diversity and Inclusivity which aims to increase diversity within the superintendency.
 - Was invited to co-chair the Advocacy subcommittee on the New York State Council of School Superintendents Commission on Diversity and Inclusivity.
 - Served as a member of the Eastern Suffolk BOCES Diversity and Equity Initiative.

CHIEF OPERATING OFFICER

Internal Communications and Coordination

- Continued work with Cabinet and Administrative Council members to oversee the implementation of the Eastern Suffolk BOCES Strategic Plan.
- Continued to support the agency-wide “Bright Ideas” initiative as an avenue for engaging staff in ideas for improving the workplace.
- Continued Active involvement on a Communications Advisory Committee. The focus of this year’s work for the Committee has been to develop the agency marketing plan as recommended by our Middle States review team.
- Regular visitations to all Eastern Suffolk BOCES buildings to present on ESBOCES initiatives and reaffirm the ESBOCES Agency Beliefs.
- Continued the ESBOCES agency tours for staff with three new tour dates and structures.

ESBOCES Budget

- Successfully worked with Administrative Council members and budget planning committees to develop, review, adjust, and communicate the Eastern Suffolk BOCES budgets with all stakeholders.

Support to Superintendents

- Visited all new superintendents in the ESBOCES region as an orientation to the support that ESBOCES can provide and to introduce them to the New Superintendents’ Program
- Facilitated Chief School Administrators’ meetings three times per year to update and inform school leaders about SED initiatives.
- Participated in all of three cohorts of the SCSSA New Superintendents’ Collegial Circle program.
- Attended monthly cluster meetings for the Brookhaven, East End, and Islip Clusters to update Superintendents on SED and regional issues.

Support to School District Boards of Education

- Provided consultation and leadership for school boards engaging in superintendent searches.

Strategic Planning and Middle States Work

- Began the implementation of the 2017-2024 Strategic Plan.
- Accepted and celebrated the Middle States Association’s announcement of agency accreditation for the period 12/1/17 through 12/1/24.

Regional Advocacy

- Continued to work with the Long Island Education Coalition and the Suffolk County School Superintendents Association (SCSSA) to advocate for public education through research and the development of resources and reports.
- Chaired the SCSSA Legislative Committee which works to develop legislative priorities, communicate with elected officials, and develop various legislative resources for use within the region.
- Partnered with state and federal leadership organizations related to advocacy for public education both on Long Island and across the state.

- Provided regional presentations on school funding, Long Island education results, changing Long Island demographics, and various other presentations regarding Long Island educational outcomes and demographics.
- Maintained active membership in numerous coalitions, work groups, and organizations working to facilitate the pathway between K-12 education, higher education, and business and industry.

Employee Assistance Program

- Began direct oversight of the EAP and SAS programs as part of the restructure of the Office of Planning and Program Improvement.

Post-Secondary Partnerships

- Maintained a partnership with local colleges and universities to collaborate on various initiatives.
- Co-chaired a subcommittee group for the Superintendents/College Presidents Partnership (S/CPP) related to the Long Island Regional Advisory Council on Higher Education (LIRACHE).

Leadership Team Transition and Professional Development

- Collaborated with Cabinet and the Administrative Council to implement ongoing professional development for central office leadership and agency leaders in general.
- Worked with Cabinet to close and disseminate the work assigned to the Office of Planning and Program Improvement following a retirement.
- Implemented leadership development activities with ESBOCES Cabinet.

EDUCATIONAL SERVICES DIVISION

Career and Technical Education (CTE) Enrollment

- Regional enrollment at the Eastern Long Island Academy of Applied Technology continued to grow moderately, as the new lock-in numbers for 2017-18 reached 1,704. We predict continued support and conservative growth or maintenance of current enrollment in the next five years.
- New York Board of Regents continued to identify new assessments eligible for a CTE pathway to graduation, increasing the number of Academy classes meeting graduation pathways to students potentially eligible for a CTE pathways diploma from 8 to 15.
- In our third year using the average enrollment model, component school districts found value in sending more students and/or reestablishing opportunities for district students and our programs.

Special Career Education (SCE) Enrollment

- There are 355 students enrolled in our 12:1:1 programs, and 100 students enrolled in our 8:1:1 programs for the 2017-18 school year. The number of students in these programs has remained relatively consistent over the last five years. Additional space and new programming may allow for growth in the coming year at the Islip Career Center.
- There were 149 students who participated in internships and real-world work experiences in the 2016-17 school year. Every staff member remains committed to expanding these numbers and transitioning students to the world of work after graduation.

Career and Technical Education – Innovations/New Programs

- Three new programs have been developed at the Academy and will launch in the 2018-19 school year, pending enrollment. Drone Technology, Physical Therapy Aide, and Computer Science and App Development were designed to meet the growing demand for a trained work force in these fields on Long Island.
- We have expanded the In-District CTE Model in our own Special Education facility, Islip Academic Center, to now include full-time classes on Introduction to Personal Enhancement, Introduction to Baking, and Introduction to Carpentry. These classes allowed our hardest to serve students access to career exploration, interests, aptitudes, and most importantly, professionalism and work behaviors.
- The STEM High School continued to strengthen and build capacity. In 2017-18, there was a cohort enrollment of 10, and we welcomed a new teacher with a wealth of knowledge and experience in the field.

Advocacy – New Efforts

- CTE offered two school districts a “shared expert” in the form of a work experience coordinator. Through grant funding, we are building a service to provide school districts with a business and industry professional to improve work-based learning opportunities within their community.
- Building career exploration opportunities for all students remained a goal of the department. We continued to work with school districts to identify existing CTE pathways, sequence courses for credit, and develop low-cost CTE opportunities through capacity building, staff development, and resource acquisitions.

Instruction – Adding Value

Through our Middle States reaccreditation, the Department reviewed our strategies and goals to align with what is most meaningful and constructive about our career and technical programs. In addition to measuring things like graduation rates and completion or credentialing, we are also focused on improving:

- Post-graduation outcomes
- College articulation and dual enrollment opportunities
- Increased parental communications and involvement
- Work-related opportunities
- Leadership and community service experiences
- Technology and equipment resources
- Teacher expertise and related certifications

Special Career Education – What’s New

- Steady enrollment has allowed us to ensure that facilities mirror the workplace in each of our programs. The Facilities Maintenance Program grew at H.B. Ward Technical Center, and a new section of Introduction to Heating, Ventilation and Air Conditioning at the Islip Career Center (ICC) is being developed. Our continued focus on 21st century skills and work outcomes demands upgrades to necessary equipment and resources.
- ICC received a facelift in 2017-18, as we redesigned the hallways to replicate a “main street” feel. Each classroom will be represented by its exterior so that the outside of the Welding class looks like a tool and dye shop, the Canine Careers class feels like a dog

grooming store, and the Graphic Arts class appears as a public relations firm. All are excited by the design and new feel of the Career Center.

Special Education

- Current student enrollment is 1527, which is 69 students over our budgeted enrollment of 1458. A moderate increase in projected enrollment makes this the fourth year that the Special Education Department has budgeted for additional students. The Special Education Department is anticipating a 2% increase in student enrollment for the 2018-2019 school year, which is reflective of projected student graduates, and the anticipated number of students who will be maintained in their home districts where new classes/programs and refined assessment processes at the building and district level have been established.
- We continue to support our component school districts in returning students to the home district setting and providing ongoing support of BOCES consulting services. Although the Special Education Department continues to see a decline in enrollment for developmental students, we have seen an increase in enrollment for students with conduct disorder, behavioral issues, and psychiatric needs.
- The Special Education Department continues to support our component districts by providing services to students with psychiatric concerns at the elementary and secondary level. As a result, we have seen a significant increase of students in need of these services at the high school level. Eastern Suffolk BOCES, in collaboration with Sagamore Children's Center, will continue to offer intensive and therapeutic counseling services at our three academic programs; Jefferson Academic Center, Sayville Academic Center and Sequoya High School.
- The Special Education Department projects we will operate 11 included classes in local district facilities, with a geographic range from West Islip to East Moriches. The placement of small groupings of classes in our district-based facilities creates a fiscal challenge in offering the instructional, management and emotional supports necessary. We will continue to collaborate with our districts to provide these services where appropriate in the most fiscally sound way.
- Over the summer, three of our programs relocated. The Bellport Academic Center Program relocated to Sequoya Middle School in the Sachem School District and will now be known as Sequoya High School, the Centereach Academic Center Program relocated to the Islip Academic Center and will now be known as Islip Academic Center and the Islip Academic Center Program relocated to the Bellport Academic Center and will now be known as Bellport Academic Center. These moves have allowed for more classroom space while being fiscally responsible.
- The Sachem School District has notified us they can no longer provide us classroom space at the Seneca Middle School due to the district's enrollment and the need to use that space. Currently, we occupy a wing at Seneca, which services students in grades 4 and 5 from the Sayville Academic Center Program. As such, we are working closely with Sachem School District to secure space in another district building.
- For the second year in a row, our Special Education Summer Services Program at the secondary level administered August Regents. Students attended a six-week test preparation program culminating in the Regents. This course offering resulted in 19 students successfully passing a Regents exam.
- We continue to use Northwest Educational Association (NWEA) and Unique Learning Systems (ULS) tools to chart and update all student growth targets.

- Over the past several years, the Department of Special Education has been working closely with ELA and Math consultants in the areas of lesson planning and curriculum writing to support learning and alignment with New York State standards. Consultants met with central office administrators, principals, curriculum teachers and teacher leaders to construct and fine tune curriculum and develop formative and summative assessment protocols to track student growth. As such, we are excited to continue this work to promote teacher effectiveness, which will result in an improved educational setting to support and achieve academic success.
- This year, our elementary academic programs have launched their first units in our Writing Workshop, a daily program that challenges students to recognize and engage their voice as writers and to hone their practice for a variety of authentic audiences.
- Our secondary academic programs are writing code for Nao, which is a 58 cm-tall, fully programmable humanoid robot. The ESBOCES humanoid robot and partner-in-learning is able to perform a host of functional tasks. Coding I and II students learn the fundamentals and more advanced applications of coding and computer science, respectively, then experience their code in real-time, manifesting in Nao's physical movements and verbal exchanges. Unforeseen initiatives have already taken form, as high school students visit their Middle and Elementary School peers, showcasing their work and conducting student-led workshops as coding ambassadors. Teachers, students, and even related service providers have connected across bridges built through our Nao classroom-collaborations.
- We continue to program for both the CDOS (Career Development and Occupational Studies) and SACC (Skills and Achievement Commencement Credential) for our students by providing them with opportunities for work-based experiences. The Special Education Department, in collaboration with the Career, Technical, and Adult Education Department, continues to expand career course offerings. Currently, we are offering three career components at Islip Academic Center; *Introduction to Personal Enhancement*, *Intro to Baking* and this year's new course offering is *Intro to Carpentry*. This new course offering will offer students an education in core aspects of building and design. Not only will these career course offerings provide students an opportunity to further their technical academic skills needed to prepare for future employment or other post-secondary programs, they will provide students an opportunity to meet CDOS (Career Development and Occupational Studies) requirements for work-based experiences.
- Students are enjoying the newly redesigned Transition Services Program at Brookhaven Learning Center. Simulated classroom settings were designed to afford our students a job-embedded experience to enhance knowledge and skills needed to prepare students to successfully transition from the school environment to post-school options. We are increasing our industry partnerships, which will afford our students the opportunity to have work-embedded experiences in the field as well.
- Expansion of the range of services offered by the Regional Alternative High School Program continues to provide fiscally responsible local programming to our region's students. Students have the opportunity to attend this twilight program, graduating with a Local, Regents, or Advanced Regents Diploma. Students can take advantage of the opportunity to meet requirements by participating in traditional credit accrual, as well as credit recovery, test prep or course tutoring. Currently, we are hosting programs at Connetquot School District and Rocky Point School District. We are providing services to nine component

school districts; Bayport-Blue Point, Connetquot, Islip, Middle Country, Riverhead, Rocky Point, South Country, Southampton and Westhampton Beach.

- We continue to offer a program for English Language Learners (ELL) on both the east end and middle of the island offered at our BOCES Harry B. Ward Technical Center and our Islip Academic Center for various component school districts. These students attend the Alternative High School Program to gain academic enhancements, as well as taking a Career and Technical component for career development. Currently, we are enrolling 57 students in our Alternative High School programs, which is inclusive of 28 students enrolled in the ENL program.
- As we continue to move forward with twenty-first century learning, we have been examining and restructuring our classroom setup and furniture. At our Sayville Academic Center and Masera Learning Center, we are replacing the traditional classroom furniture with standing desks, bean bag chairs, carpet mats and tables to help students access their education within a 21st century environment. Through discussions with our Shared Decision-Making Committees, we are going to be expanding our innovative classroom setup with additional purchases. We are hopeful that integrating such practices will spark student interest and increase learning.

Education and Information Support Services (EISS)

Arts-in-Education and Exploratory Enrichment:

- Provided companion programs for students and educators with experiences that support and enrich the New York State Learning Standards for grades pre-K through 12.
- Arts-based programs, workshops, residencies, field experiences and more were provided through Arts-in-Education, which served 55-60 school districts.
- Almost 2,500 artistic experiences were provided, including over 400 residencies.
- Our catalog included more than 500 artists and art organizations providing performances, workshops, short and long-term residencies, field experiences, and related videoconferences.
- Provided professional development to arts and classroom educators.
- Exploratory Enrichment provided visiting experts, and included programs in science, math, engineering, technology, health, character education, and more.
- In its 10th year, Exploratory Enrichment served 15 school districts with approximately 300 enrichment experiences.
- Seventy-five presenters and organizations provided workshops, programs, and in-school field experiences under Exploratory Enrichment.
- In 2018-2019, we anticipate an increase in artist residencies, which support ESSA, STEAM, and the NYSED Arts Standards within our school districts.

Enrichment Programs - School Year/Summer:

- School year enrichment programs were provided for students in 34 school districts.
- The school year enrichment program will expand the number of school districts and students participating in these programs in 2018-2019.
- Summer enrichment programs were provided for students in four school districts.
- We continue to seek new vendors and resources to provide both high quality and cost effective services.
- For 2018-2019, more STEM enrichment opportunities will be provided in the Summer Enrichment Program Curriculum.

Junior Reserve Officers Training Corps (Jr. ROTC):

- Leadership training and skills support for Junior ROTC units was provided for school districts across the Island.
- Two component school districts participated in this service for 2017-2018, but all units across the Island were welcome to participate in training opportunities.
- For 2018-2019, it is anticipated that more school districts will participate in the leadership training offered.

Model Schools:

- Forty-one school districts subscribed to the Model Schools program; we look forward to continuing our relationship with member school districts in 2018-2019.
- Worked with several school districts to provide in-district training on Google Expedition Kits.
- For 2018-2019, we anticipate increasing staff for next year as enrollment in CoSer grows and purchases increase.

Professional Development, Curriculum, Instruction, and Assessment:

- Served 51 school districts in our region with regional professional development workshops and support, which included in-district job-embedded coaching/staff development, educational leadership, curriculum development and alignment, strategic planning, and grant writing services.
- Research-based and targeted professional development was planned and offered to meet local district needs; coaching and support services were available to teachers, administrators, support staff, boards of education, and parents.
- One new initiative for the 2017-18 school year was the Long Island Consortium for Excellence and Equity (LICEE). This is an evolving collaborative network of Suffolk County school districts that have committed to learn and work together to support and nurture the school and life success of ALL of their students. The consortium serves as a critical regional resource for participating school districts to take a proactive and system-wide leadership responsibility for significantly improving the academic performance of all students, increasing high-level educational opportunities to learn for all students, and eliminating the observed opportunity and achievement disparities among subgroups of students defined by race/ethnicity and/or economic circumstance. This is open to all of Suffolk County (our 51 school districts plus 18 school districts in Western Suffolk BOCES). For this school year, 15 school districts took part in the LICEE consortium.
- For 2018-2019, we plan to offer a Digital Leadership and Learning series with the International Center for Leadership in Education (ICLE).
- Supported over 88 school districts with state and federal assessment mandates including regional scoring, full service, and turnkey training for an estimated 85,000 tests in grades K-12.
- In 2018-2019, it is anticipated that there will be an increase in the number of school districts participating in the computer-based scoring option.
- For 2018-2019, the base service and the coordination fees will remain the same.

School Library System:

- Library Automation served 44 school districts, 28 Follett, and 16 OPALS, including two non-public schools.

- Library Services served 46 school districts including two non-public schools and three Western Suffolk school districts for the Virtual Reference Collection (VRC), and 33 school districts and 113 buildings for the Digital Media Library.
- We anticipate adding various online resources to the VRC in 2017-18, with minimal financial impact to our member districts.
- For 2018-2019, it is anticipated that we will add resources to the Digital Media Library to improve instruction to component school districts.

Science Instructional Kits:

- Provided hands-on science program with standards-based activities to students through a partnership with Putnam BOCES.
- For 2018-2019, it is anticipated that there will be additional kit options to offer a wider variety of services to component school districts.

School Data Bank Services (Data Warehousing):

- All 69 Suffolk County school districts participated in required data warehousing services.
- Syracuse City School District contracted with ESBOCES to manage required data warehousing services.
- Jewish Education Project (JEP) contracted with ESBOCES to manage required data warehouse services involving 3-8 testing and Regents exams. This involves support of over 300 non-public Jewish schools in New York City.
- Fifty-nine school districts participated in optional School Data Bank Services on the Introductory, Full, Inclusive, and Bantam levels. Customized college tracking reports are available.
- Sixteen school districts participated in the optional NYS Data Validation Service (Certify).
- Thirty school districts availed themselves of the services of an in-district Staff Developer/Shared Data Expert to assist with data initiatives.
- Under a contract with the New York City Department of Education, Student Data Services provided data warehouse services to 228 New York City charter schools. These services also included professional development and help desk support for state data reporting requirements for these schools.
- Facilitated participation in the U.S. Department of Education's School Climate Survey in cooperation with the RIC. ESBOCES assisted four to five school districts with the pilot project during the 2017-2018 school year to develop technical readiness and staff training for local administration of the survey. This service is anticipated to grow as schools will need to comply with the state's proposed Every Student Succeeds Act (ESSA) requirement for School Climate Surveys.
- Increased in-district participation of the Staff Developer/Shared Data Expert service to assist with data initiatives, from 25 to 30 school districts.
- In 2018-19, we will establish a new service that assists school districts with data loading and verification. This service will be a combination of data warehouse and student management systems support to help school districts that may be in transition or in need of district data coordinator assistance.
- In 2018-19, we will increase district participation in district-specific designed workshops and trainings, facilitated by SDS Administrators and/or Staff Developer/Shared Data Experts, to meet school districts' growing data needs.

Student Management Services:

- Student Data Services provided help desk, hosting, training, and customization support for four student management systems. Each system provides web-based applications to support district needs related to scheduling, grades, discipline, and required state data reporting. All systems have appropriate data security implements, and are fully compliant with New York State Education Department (NYSED) data reporting requirements. The systems supported and district participation are:
 - eSchoolData – 32 school districts
 - Infinite Campus – 17 school districts
 - PowerSchool – 21 Suffolk County school districts, nine additional school districts, and one nonpublic school from the Northeastern Regional Information Center
 - SchoolTool – 6 school districts
- Created a new Student Management System Hosting Pricing structure.
- In 2018-19, we will create a new Student Management System Reporting service.

Assessment Services:

- Student Data Services provided help desk and training support for six third-party assessment applications. The systems supported and district participation are:
 - AIMSweb – 22 school districts
 - Right Reason Technologies – 16 school districts
 - Northwest Evaluation Association (NWEA) – 7 school districts
 - Renaissance Learning – STAR – 8 school districts
 - LinkIt! – 2 school districts
 - iReady – 11 school districts
- Created an iReady Listserv in order to communicate information regarding product updates, meetings, and trainings.
- In 2018-19, we will train staff on NWEA in order to provide initial product training to school districts.

Other Related Services:

- Eleven school districts subscribed to *eBoard* by Sea Cliff Educational Solutions.
- One school district utilized *Curricuplan* by Sea Cliff Educational Solutions.

Test Scanning and Reporting Services:

- Processed over 325,000 individual New York State Grades 3-8 ELA, Math and Science, NYSESLAT, and NYSAA assessments, and approximately 240,000 Regents exams.
- Provided extensive support to school districts concerning SED data reporting requirements, deadlines, and accountability rules.
- The New Test Scoring System (NTSS) is now being used by 10 RICs across New York State, including ESBOCES, and the Syracuse City School District. For 2017-18, this involved roll-out and training for six new RICs by the programming and test scoring team.
- In 2018-19, due to updated SED requirements, Student Data Services will now be responsible for processing all NYSITELL exams given by districts/schools after February 1, 2018. The process resembles that used for Regents exams and involves working with Optimum Solutions Corp. for scoring.

Special Education Student Management Systems:

- Student Data Services supported school districts in the utilization of a variety of tools to assist with the management of information related to special education students. All

systems have appropriate data security implemented and are compliant with NYSED data reporting requirements. The systems supported and district participation included:

- Clear Track 200 – Special Education Data Management System – three school districts
- Frontline IEP Direct Special Education Data Management System – 46 school districts
- Frontline NYSE Directors – 30 Special Education directors and staff subscribe
- Frontline RTI (Response to Intervention) – nine school districts
- Frontline CentrisSync – 27 school districts
- Frontline Medicaid – 20 school districts
- Frontline Document Repository – 18 school districts
- In 2018-2019, we will introduce Branching Minds, an RTI management system, and Hear Builder, a systematic multi-level instructional tool to assist students with and without disabilities.

Regional Information Center:

Virtual Learning Services:

- Virtual Learning Service – ESBOCES, in coordination with multiple BOCES partners across New York State, offers a Learning Management System to deliver a variety of virtual learning opportunities.
- Virtual Learning Service Lite – school districts selected virtual learning solutions, in coordination with our vendor partners, on a student by student basis (in the areas of credit/credit recovery, homebound instruction, test prep, blended courses, and content).
- Immersive Experiences – allowed students the opportunity to engage with expert content providers – including access to New York State collaborations, a videoconference directory, loaner units, and Field Trip Zoom.
- Immersive Experiences Lite – easy entry point that allowed access to New York State collaborations.
- Language translation – provided access to interpreting services.

Technology Acquisition Services:

- Services were provided to 45 school districts.
- Acquisitions were associated with either Instructional or Administrative technology, as appropriate.
- Network copier projects were available through this program.
- Vendor showcases were scheduled regularly.

Instructional Technology/Internet Services:

- This service provided project management and maintenance of Internet Services, including level one network monitoring, monthly utilization reports, and trouble ticket management. Direct connection to Eastern Suffolk BOCES Regional Information Center for secure transit of hosted services was optional for an additional fee.
- Services were provided to 13 school districts.

eRate Management:

- eRate Modernization Order, begun in 2015-16, has eradicated telecommunication reimbursements by phasing out eligible voice services in order to redirect funds to broadband and Wi-Fi services. Refunds for the 2017-2018 Intellipath application filing

will be received in 2018-2019 by 16 school districts. There will be no further telecommunication filings.

- The RIC continues to successfully respond to a multitude of district applications for Internet services on an annual basis.
- The RIC continued to successfully respond to multiple Program Integrity Assurance (PIA) mini-audits conducted by the Universal Service Administrative Company (USAC).

LAN/WAN Support:

- This comprehensive service provided LAN/WAN network support to all participating school districts; fees for these services varied based upon technical expertise of the personnel required and scope of engagement. Project management oversight for installation and maintenance of LANs and WANs was included in this service, as well as various network solutions. This service did not include desktop computer repairs.
- Service also included project management, oversight of installation, and maintenance of district-based Fiber WAN connectivity.
- Google Applications for Education and Microsoft Office 365 were available with options for certified Level 1 Help Desk and implementation engineering support.

Hosted NOC Management:

- Consisted of centrally managed/hosted computing infrastructure located at the Regional Information Center and is transparent to school district end-users.
- Possible hosted management applications:
 - Facilities Management Applications
 - Financial Systems
 - Point of Sales Applications
 - Student Management systems

Security, Surveillance and VoIP Services:

- Services included design, implementation, and support for networked-based video surveillance, door access control, and other systems.
- Visitor Management system implementation and support services were available for the Raptor system, with other vendor solutions being explored for future offerings.

Financial and District Services:

- Off-site, out-of-region backup and financial service testing continued to grow with 48 school districts currently participating.
- Finance Manager conversions to a new platform, entitled nVision, are expected to continue at a strategically steady pace. By the end of 2017-18, 27 conversions will be completed with four more school districts scheduled for 2018-19, representing a 100% completion rate for BOCES-supported school districts.
- School Messenger and Connect Ed complemented both staff and student management Emergency Notification systems.
- Cafeteria Management systems continued to grow in response to district interest with the full addition of support services for the Nutri-Kids program now available. A total of 21 school districts participated.
- Transportation Management systems were available with extensive support for participating school districts.

- The RIC continued to look for ways to fund the implementation of electronic records managements systems for our member school districts by once again applying for a shared service grant. We were successful in securing a grant in 2017-18.
- In the area of Facilities Management systems, school districts were offered a choice of two highly effective systems, both supported through the RIC:
 - QWare
 - SchoolDude
- Election Management systems were offered to assist school districts in managing voter registrations for local and other elections. School districts can choose between two vendors for these services:
 - BOLD
 - NTS
- Services were also provided for capital projects management.
- New services continued to grow: web governance, secure email, data privacy and security, and meeting management software.
- The RIC facilitated bi-annual district clerk training.

Intellipath:

- Services were provided to 55 school districts as part of a consortium.

Rate Changes:

- RIC services are targeted to have a 1.99% increase or less in all areas for 2018-19.
- The above statement excludes vendor licensing costs for which increases vary by contract.

DEPARTMENT OF HUMAN RESOURCES

Human Resources

- Supported the recruitment and hiring of nine administrators, 61 teachers, and 144 paraprofessionals in the 2016-2017 school year.
- Implemented the ESBOCES Regional Diversity and Equity Initiative.
- Submitted for state approval revisions to include a fourth tier to the 608 Recruitment Shared Service, to better assist participating school districts with recruitment efforts and Human Resources best practices.
- Successfully negotiated one additional collective bargaining agreement, resulting in eight bargaining units with settled contracts.
- Successfully met all Affordable Care Act compliance requirements for the 2016-2017 school year.
- Worked collaboratively with the Business Office to address data issues so that IRS reporting requirements (i.e., 1065 forms to employees) were correct.
- Worked collaboratively with the Office of Administrative Services to schedule and analyze demonstrations of digital systems that will enable increased efficiency in the recruiting process and the storage of employee records.
- Planned and facilitated regular meetings of the Personnel Administrators Council to provide regional support to school district Human Resources officials.
- Offered a new Personnel Administrator Collegial Circle to new district Human Resources officials.

- Expanded to three districts the Personnel Services CoSer, which provides districts with personnel administrative support
- Coordinated a Job Fair/Diversity Fair.
- Coordinated the Employee Awards Program.
- Coordinated New Employee Orientations.

MANAGEMENT SERVICES DIVISION

Administrative Services

- Provided the Quogue Union Free School District with an experienced civil service principal accountant for business office support in the areas of accounting, payroll, purchasing, and other financial duties for the first time in the 2017-18 school year under the Shared School Business Services CoSer. The support offered to Quogue is in addition to the services which Eastern Suffolk BOCES provides to the Sachem Central School District under this CoSer.
- Reviewed the insurance requirements of approximately 200 vendors this year as part of the ongoing efforts to safeguard Eastern Suffolk BOCES financial interests and to ensure that Eastern Suffolk BOCES is charged the lowest insurance rates possible, The types of insurance proof obtained include Commercial General Liability, Automobile Liability, Professional Liability, Workers Compensation, and Disability, as well as ensuring that Eastern Suffolk BOCES and component districts are listed on the additional insured endorsement. The efforts made in this area have been applauded by our insurance cooperative, New York Schools Insurance Reciprocal, and has resulted in the lowest possible insurance rates for Eastern Suffolk BOCES.
- Provided our component districts with over 8,000 English and Math Assessments and Regents exams through two distribution centers: one located at the James Hines Administration Center, and the other at the Westhampton Beach Learning Center, as well as responded to over 50 Freedom of Information requests and 460 student records requests.

Capital Asset Management (CAM)

- Since July 1, 2017, the CAM has sold over \$34,000 worth of surplus equipment and vehicles for ESBOCES and our component school districts.
- Completed full building inventories at the Islip and Bellport Academic Centers, Sequoya High School, Adult Education Center in Brentwood, and the James Hines Administration Center.
- Assisted with various moves throughout the agency including the Bellport Academic Center at Southaven to Sequoya High School, the Centereach Academic Center office and support staff to the Islip Academic Center, technology equipment stored at Sequoya High School to the Islip Career Center, various items from the Islip Academic Center to the Gary D. Bixhorn Technical Center, various items from the Centereach Academic Center to Sequoya High School and the Islip Academic Center, Outreach House Academic Center technology equipment to the Brookhaven Learning Center and back when construction was through, furniture was moved from the Islip Career Center to the Bellport Academic Center, the Sagamore Program was moved from the Bellport Academic Center to Sequoya High School, equipment was moved from the Islip Academic Center to Sequoya High School, and office and support staff from the Bellport Academic Center was moved to Sequoya High School.

- Managed over 3,300 of the agency's record retention boxes.

Cooperative Bidding Program

- Created the following new bids: Awards and Trophies, Field Marking Equipment and Paint, Graphing Calculators, Promotional Items, and Signage.
- Continued to work with school districts to refine and enhance specifications using school district committees for custodial supplies, arts and crafts supplies, musical instrument repairs, musical instrument supplies and equipment, microcomputer peripherals and software, and physical education, athletic, and first aid supplies.

Facilities and Security

- Updated the Master Space Plan to maximize and improve agency building use, while reducing overall costs.
- Welcomed the new Security Coordinator, who brings decades of experience, to lead the security needs of Eastern Suffolk BOCES.
- Completed the requirements of the new law related to mandatory lead testing of school drinking water.
- Renovated the Transitional Services Program classrooms at the Brookhaven Learning Center to provide an industry simulated learning environment.
- Complied with the legislative changes related to school emergency response planning.

Leases

- Successfully negotiated a lease agreement with the North Patchogue Fire District for use of the New York State Armory located at 105 Barton Avenue, Patchogue. This location will provide Eastern Suffolk BOCES with much needed additional administrative and storage space at an annual rental cost of one dollar. This additional space is a key component to our multi-year space efficiency plan.

Communications Services/Public Relations

- Continued to provide aid-eligible options for school districts that include consultation, staff development, and guidance on all matters related to public relations and communications, website development, maintenance, and hosting.
- In the 2017-18 school year, six additional school districts participated in the service, bringing the total of participating school districts to 37.

Nonpublic Textbooks

- Ordered, distributed, and stored textbooks for students who reside in 67 participating school districts and attended nonpublic schools in Nassau and Suffolk Counties.
- Enhancements were made to the software program to enable districts to verify district residency online, which reduces the amount of time and paperwork that it takes a district to verify students.

Office of Communications and Research (OCR)

- Engaged in multiple activities to meet ADA (Americans with Disabilities Act) accessibility requirements for the ESBOCES and Academy websites, which include an initial internal audit, amending website content, and training for website editors, among other activities.
- Provided training and support to component school districts on website accessibility.

- Twitter accounts have been approved and established for ESBOCES Model Schools Program and the Regional Special Education Technical Assistance Support Center (RSE-TASC).
- Continued to work with our website vendor to redesign the home page of the ESBOCES website to enhance ease of navigation, visual appeal, and accessibility for persons with disabilities. The new design is expected to be launched this summer.
- Our public relations professionals and graphic artists received three awards of honor from the New York School Public Relations Association for our *Highlights* and *Dialogue* newsletters; both for relevancy of content, one for overall design and graphics.
- Began facilitating the development of an agency marketing plan as an activity of the Communications Advisory Committee.
- Continued to provide high-quality public relations services including graphics, photography, writing press releases and newsletter articles, and developing content for promoting ESBOCES students, staff, events, and programs on the website and social media.
- Facilitated Superintendent's Conference Day for 12-month non-instructional staff, which took place on November 7, 2017.
- Redesigned and launched the webpages for Adult Education.
- Restructured the searchable directory on the ESBOCES website so that parents and others seeking information can more easily contact teachers and program administrators.
- For the seventh year, developed, administered, and analyzed the Long Island Budget Impact Survey, in collaboration with the Long Island Education Coalition.
- Twenty-eight ESBOCES employees received an orientation in preparation for the February 28, 2018 BOCES Advocacy Day. These staff members were accompanied by several Academy and Special Education students on Advocacy Day in Albany.
- Completed several annual research projects to support the advocacy efforts of the Superintendent and the Chief Operating Officer, including but not limited to analyses of school district budgets, trends in school district wealth, Foundation Aid, state aid in general, and student enrollment/demographic trends.
- Co-hosted the Longwood Legislative Breakfast on February 3, 2018.
- Completed the data collection and analysis for the biennial *ESBOCES Shared Services CoSer Survey Evaluation* report.
- Developed numerous surveys to evaluate internal events. Several surveys were also developed for the purpose of gathering other pertinent information for program use.

Printing

- Continued to provide high-quality, printed materials to assist school districts in reducing their expenses by outsourcing their printing and duplication needs. This service is eligible for BOCES aid if the district subscribes to the Library Services/Media base service.
- Produced a large variety of items, including brochures, booklets, newsletters, calendars, postcards, posters, and Common Core modules using state-of-the-art equipment.
- Provided pickup and delivery services to the districts' central office at no additional cost.
- Printed, laminated, trimmed, and collated 160,000 program cards into 5,000 sets that were attached to rings for use as a newly created promotional tool for the Career and Technical Programs.

School Lunch Program

- Oversaw approximately 1,515 meals served daily to students located at 10 separate program sites.
- Identified 944 students as eligible for free meals using the new online Direct Certification Matching Process through the New York State Education Department Child Nutrition Center. This new match process greatly reduced the paperwork involved in processing applications, saving time for both parents and Eastern Suffolk BOCES staff, and provides increased access to free meals for children entitled to the benefits.
- Completed the annual self-review required by New York State Child Nutrition that verifies the meals served at each site are in compliance with the bid specifications, that food is prepared properly, cashiers are trained correctly, and that ESBOCES policies are being followed.

Substitute Service:

- Provided procurement of per diem substitute teachers, nurses, aides, assistants, and other employees for Eastern Suffolk BOCES and participating districts.
- Provided support by providing three levels of service to 28 component districts and ESBOCES programs. The 28 districts included two new districts that signed up for services this year.
- Met as needed and coordinated regularly with Substitute Services team to develop, review, share, and analyze processes and procedures to ensure that customer service remains a top priority.
- Continued the Job Fair initiative for ESBOCES in order to increase the pool of substitute candidates for ESBOCES shared services.
- Provided cross training of all substitute services team members to ensure consistent support to school districts and ESBOCES.

Technology Integration

- Completed all technology related installations/configurations for the first phase of the Sequoya High School move.
- Finalized and submitted plans for the new Network Operations Center to the State Education Department for approval.
- Upgraded the agency's Internet filtering solution.
- Completed the desktop virtualization project at the Bellport Academic Center and the Brookhaven Learning Center.
- Started work on the desktop virtualization project at the Oakdale campus.
- Upgraded and expanded the agency's Wi-Fi network.
- Moved the agency's primary voice service provider from Verizon to Lightpath.

Transportation

- Provided transportation for 51 school districts across Nassau and Suffolk counties.
- Provided regional special needs and non-public school home-to-school transportation for 701 students in the 2017-18 school year.
- Provided summer school transportation for 776 students in the summer of 2017.
- Provided 35 school districts with New York State Education Department and Department of Motor Vehicles (NYSED/DMV) required training for bus drivers.
- Coordinated the use of three special education buses in the summer of 2017 and used them for shuttle runs, saving the Department of Special Education approximately \$9,000.

- Retained New York State Education Department Master Instructors as consultants for school districts to use as needed, to ensure their transportation staff is in compliance with NYSED/DMV regulations.
- Trained eight employees in the Department of Special Education to become school bus drivers. The Regional Transportation Program will provide ongoing support and required continuing education to all ESBOCES bus drivers.