



Annual Meeting – April 1, 2015

REPORT FROM THE BOARD PRESIDENT

Lisa Israel

On behalf of the Eastern Suffolk BOCES Board, welcome to the agency's 22nd Annual Meeting. As we complete the sixth year of our seven-year strategic plan, we have already 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

- Coordinated investigation related to data breach.
- Coordinated work related to component school district merger.

Communication

- Communicated State Education Department issues and priorities, including the Regents Reform Agenda, to Cabinet, Administrative Council, superintendent clusters, and boards of education.

District Visitations

- In order to develop relationships and connect to local issues and concerns, the District Superintendent has personally visited all of the school districts in the Eastern Suffolk BOCES region.

Federal and State School Support Initiatives

- Supervised the work of the Family Education Outreach Programs in which they provided tutoring assistance and advocacy services to migrant and temporarily housed children and youth in over 35 districts in the Long Island/Metropolitan area through numerous grants that expanded the scope of the region's services.
- Supported the work of English as a Second Language/Bilingual Programs through the Long Island Regional Bilingual Education Resource Network, Nassau and Suffolk NCLB Title III Consortia, and the Intensive Teacher Institute in Bilingual Special Education. These programs serve all of the school districts on Long Island.
- Supervised the Regional Special Education-Technical Assistance Support Center as they established standing as the foremost experts in the region on improving outcomes for students with disabilities.

Integrity Officer's Work

- Assisted local school districts in the investigation of testing irregularities.
- Coordinated communication between the State Education Department's Test Security Unit on issues related to testing irregularities, including the completion of multiple Corrective Action Plans.
- Supported the integrity of all NYS exams in grades 3-12.

Liaison between SED and the Region

- Worked to solve communication problems, eliminate bureaucratic obstacles, and lobby for local school district and BOCES needs.
- Supported school districts with their construction challenges by expediting the NYSED approval process.
- Expanded CoSer opportunities for school districts through the Office of Facilities Planning at the New York State Education Department.

Post-Secondary Partnerships

- Maintained a partnership with the local colleges/universities to collaborate on various initiatives.

CHIEF OPERATING OFFICER

Internal Communications and Coordination

- Continued work with members of the Administrative Council to oversee the implementation of all aspects of the Strategic Plan.
- Supported the agency-wide “Bright Ideas” initiative as an avenue for engaging staff in ideas for improving the workplace.
- Supported the expanded reach of the Office of Communications into social media outlets such as Facebook, Twitter, and LinkedIn.
- Continued ongoing visitations to buildings to present on ESBOCES initiatives.

Leadership Team Transition and Professional Development

- Worked with the Cabinet to implement ongoing professional development for Administrative Council and other agency leaders.
- Worked with Associate Superintendent for Management Services to develop a transition plan for leadership in the Management Services Division.

Office of Planning and Program Improvement (OPPI)

- Continued implementing the Middle States Association accreditation protocol.
- Worked to support the transition of the Employee Assistance Program and the Student Assistance Service (EAP/SAS) from the Education Services Division to the Office of Planning and Program Improvement.

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.
- Co-chaired the SCSSA Legislative Committee which worked to develop legislative priorities, communicate with elected officials, and developed various legislative resources for use within the region.
- Provided regional presentations on the Long Island Education: Costs and Outcomes Report, the Long Island Education Coalition Budget Impact Survey, 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.

EDUCATIONAL SERVICES DIVISION

Career, Technical and Adult Education (CTE)

- Work continues with the component school districts to implement the recommendations of the CTE Task Force to innovate, advocate, and rebrand CTE in our region.
- Increased literacy initiatives in Career and Technical Education/Special Career Education (CTE/SCE) by creating ongoing, sustained professional development at each technical center.
- Continued implementation of parent portal access for all CTE courses to allow parents, students, and school districts access to grades and course information.
- Working with several school districts to create an in-district CTE option in response to the need to expand accessibility and affordability.
- Continued the ongoing re-approval process, submitting seven CTE courses to NYSED. We are also submitting two CTE courses for initial certification.
- Wrote and was awarded a second *New York Pathways Innovation Network (NY PIN)* grant for all of Long Island. As part of that grant, we will continue the work of developing career pathways for all students in specific component school districts.
- Established the first cohort of students in our STEM High School. Students from Bay Shore, Connetquot, Riverhead, and Southampton School Districts are currently enrolled.
- Engineering students began their coursework in the fall of 2014, being introduced to the world of engineering and robotics through Project Lead The Way, a project-based learning model.
- Awarded a \$100,000 grant through Senator LaValle's office to assist with STEM High School expenses.
- Developing an alumni platform to harness the power of CTE graduates.
- The Academy STEM High School students participated in a Robotics competition and came in first place!

Department of Special Education

- Continued our work to enhance curriculum through the implementation of innovative programs such as Keeping Learning on Track (KLT), Unique Learning Systems (ULS), and Teacher Learning Communities (TLC). This year, our secondary programs have come together by meeting as a department with content teachers, through our KLT model.
- Continued our initiative to support the implementation of iPads to promote 21st Century Learning. We are currently piloting Espark, a program that allows for each student to access applications specific to their functioning level, along with Nearpod, a magical educational application that provides our students with amazing, unique learning experiences.
- We continued to support our component school districts through expanding the provision of regional programs. This year, we added an additional Regional Alternative High School Program at our Islip Academic Center, which services students from the Central Islip School District. We are in the final stages of implementing another Alternative High School Program at our H.B. Ward Technical Center. This program will service English Language Learners (ELLs) from east end school districts and the program is targeted to start in March.
- Worked with ESBOCES Regional Transportation to train some staff members to become licensed bus drivers. This has afforded our students the ability to increase their community education outings consistent with the requirements of the Skills and Achievement Commencement Credential (SACC) and the Career Development and Occupational Studies Credential (CDOS).
- Due to increased enrollment in our academic centers, we are exploring additional space, where needed. Next year, students that are currently in an 8:1:1+2 option at our Bellport Academic Center will be relocated to our Islip Academic Center. This will allow for increased enrollment for our 8:1:1 option at Bellport Academic Center.
- We continued to work with our component school districts to gain included space, when available and appropriate, for the students we serve.
- Coordinated a Transition Fair for special education students in our region.

- Supported the continuation of our program-wide Anti-Bullying Program through the use of the Olweus Prevention Curriculum.
- We are working to ensure that all aspects of the Dignity for All Students Act (DASA) are fully implemented and consistent throughout the department.
- Centralized our hiring committee for teachers to ensure we are hiring the utmost qualified candidates.
- Implemented and trained classroom teachers in the Leveled Literacy Intervention (LLI) Program which is used in our elementary programs.
- Provided training to our developmental teachers who work with students on the autism spectrum, by utilizing an electronic program that will transform the paper copies of their Picture Exchange System (PECS) into an electronic format.
- Provided additional training to our Crisis Prevention Intervention (CPI) instructors.
- This summer, we will expand our services in the Special Education Summer Services Program by administering the August Regents. This will allow our students one more opportunity to successfully pass the state assessments.

Education and Information Support Services (EISS)

- Arts-in-Education is working with NYSED on the strategic plan for the new National Arts Standards.
- Arts-in-Education was awarded another four-year multi-million dollar grant from the United States Department of Education for their Arts Education Model Development and Dissemination initiative.
- Curriculum and Assessment Services continued to reorganize scoring services to incorporate the “Full Service” scoring option for all subject areas in grades 3 – 8 for English Language Arts, Mathematics, and Science assessments. This reorganization allows our component school districts to keep their teachers in their classrooms for valuable instruction time rather than pull them out for assessment scoring.
- The Model Schools Program continued to support school districts with their increasing instructional technology needs.
- The Model Schools Program is working in conjunction with the Regional Information Center (RIC) to further develop our online/blended learning offerings.
- The Professional Development Program continued to provide school district support for curriculum module implementation, assessment training, and network team training.
- As of July 1, 2014, the Professional Development Program became a New York State Department of Education Approved Dignity for All Students Act (DASA) provider. As such, we have offered numerous six-hour certification workshops, which lead to teacher certification.
- The Professional Development Program is moving forward with organizing “cluster” professional development opportunities for the 2015-16 school year.
- The School Library System continued to offer professional development for school librarians in support of the Common Core State Standards.
- Student Data Services finalized a major agreement with the New York City Department of Education to provide data warehousing and customer service support related to required NYS accountability data reporting for 180+ charter schools in New York City.
- Student Data Services continued to expand the Medicaid Reimbursement Support Service to assist districts with maintaining accurate, compliant records in order to receive appropriate reimbursement for services provided.
- Student Data Services continued to provide extensive support to district customers regarding NYS data reporting requirements, processing of NYS assessments and Regents exams, student management and special education data systems, and third party assessment tools.

Regional Information Center (RIC)

- Welcomed new RIC Director.
- Started RIC Advisory Council.
- Utilized as a knowledge-resource for component districts.
- Provided technology services to school districts in the areas of LAN/WAN support and security and surveillance.
- Upgraded RIC Network Operations Center to increase efficiencies, capitalize on economies of scale, and allow for growth.
- Offered one-time and multi-year instructional and administrative technology acquisitions.
- Continued to support Finance Manager districts with increasing data collection requirements and positioned districts for successful nVision upgrades.
- Collaborated with other RICs/BOCES to further develop Long Island-wide initiatives and support.

DEPARTMENT OF HUMAN RESOURCES

Human Resources

- Supported the recruitment and hiring of 18 administrators, 68 teachers, and 111 paraprofessionals.
- Continued to support and expand a successful Succession Planning Program for all levels of agency staff.
- Successfully negotiated four collective bargaining unit contracts.
- Planned and offered an agency health fair and the second agency financial planning workshop.
- Planned and implemented regular meetings with component school district Human Resources officials to support them with all Human Resources initiatives and requirements.
- Offered professional development to Personnel Administrators Council from 53 school districts.
- Coordinated Employee Awards Program
- Coordinated New Employee Orientations

MANAGEMENT SERVICES DIVISION

Administrative Services

- Roll out of WinCap web online contract system has been completed. During the 2014-2015 school year, all 51 school districts are using the online system to generate their initial service requests.
- Administrative Services continued to work with the Purchasing Office by reviewing over 50 contracts to ensure that all vendors submitted compliant insurance documents.
- Supported school districts in the distribution of additional Regents, Regents Competency Tests, science, English Language Arts, and math assessment tests. Since April 2014, over 785 tests have been distributed to 38 school districts.

Capital Asset Management (CAM)

- Since July 1, 2014 the Auction Services program has sold over \$100,000 worth of surplus equipment and vehicles for Eastern Suffolk BOCES and our component school districts.
- Completed full building inventories at the Raymond A. DeFeo Administration Building, Westhampton Beach Learning Center, Islip Career Center, and Edward J. Milliken Technical Center.
- Assisted with various moves throughout the agency including the move of three Career and Technical Education classrooms, Operations and Maintenance from Colin Drive to the Gary D. Bixhorn Technical Center, and Day Reporting from Brentwood to the Edward J. Milliken Technical Center.

- In response to recommendations of the internal auditors, the Capital Asset Management Department developed the Employee Laptop Acknowledgement Form. The form was sent to all appropriate building/program administrators in the agency so they can document who is responsible for laptops that leave agency property.
- Working under a tight deadline, the Capital Asset Management Department moved the Aviation Program out of the Suffolk Aviation Academy, saving the agency \$29,000 in additional rent.
- Worked with the Federal Aviation Administration to ensure that the sale of various equipment, including five planes and one helicopter, were made in accordance with their disclosure requirements.
- Managed the agency's 3,200+ records retention boxes.

Cooperative Bidding Program

- Created new bids for SmartBoard Maintenance and Repair, Medical Insurance Consultant-Affordable Care Act, and Concrete, Asphalt and Related Site Work Improvements.
- Continued to work with school districts to define and enhance specifications utilizing school district committees for custodial supplies, arts and crafts supplies, musical instrument repairs, microcomputer, peripherals and software, and physical education, athletic, and first aid supplies.

Facilities and Security

- Created a new security director position to oversee and expand security programs throughout the agency.
- Completed security upgrades in the agency-owned buildings and continue to upgrade rentals.
- Replaced existing written safety plans with electronic mobile versions to better facilitate use in emergency situations.
- Continued numerous energy efficient projects through natural gas conversions and the replacement of outdated lighting systems with new LED technology.
- Developed a pilot program with NYSIR for a fully funded electrical system inspection and maintenance service to ensure emergency shut-down capabilities.
- Continued to serve as the regional leader for the Director of Facilities in Suffolk County and BOCES statewide on numerous facilities' issues.
- Increased component school districts' participation in security and environmental consultant Co-Sers.

Leases

- The Suffolk Aviation Program was moved to the Gary D. Bixhorn Technical Center, saving the agency approximately \$359,000.
- Successfully negotiated a reduction in the base rent at the Instructional Support Center at Sherwood, saving the agency \$250,000.
- By more effectively using existing space in the agency, the Regional Transportation and Operations and Maintenance offices were moved from Colin Drive to the Instructional Support Center at Sherwood and the Gary D. Bixhorn Technical Center, respectively. This space consolidation saved the agency \$68,000.

Media/Community Relations Services (MCRS)

- The Media/Community Relations Service continued to provide a variety of aid-eligible services that improve school district communication to parents, students, and the community about the district's programs, services, and accomplishments. These services assist school districts in advancing education through effective communication.
- Participation in the program has increased from 27 to 36 school districts.

Nonpublic Textbooks

- Continued to support all eastern and western Suffolk school districts in nonpublic textbook distribution. Over 14,000 students in the county receive textbooks through the program.

Office of Communications and Research (OCR)

- Successfully implemented a website for the newly branded Eastern Long Island Academy of Applied Technology, known as “The Academy,” in collaboration with Career, Technical, and Adult Education staff members.
- The OCR now oversees two websites (ESBOCES and The Academy), three Facebook pages (ESBOCES, The Academy, and the STEM High School), two Twitter accounts (ESBOCES and The Academy), and two YouTube channels (ESBOCES and The Academy). A LinkedIn page for ESBOCES staff was also established.
- Developed and established mobile applications for both the ESBOCES and The Academy websites.
- Continued to train and provide support to all internal website editors for the continued development and enhancement of both websites.
- Spearheaded the planning and implementation of Superintendent’s Conference Day in November 2014.
- Continued to educate new staff about public relations and ESBOCES media outlets at all New Employee Orientations.
- The public relations and graphics staff re-designed and improved the look of our agency newsletters, *Highlights* and *Dialogue*.

Office of Research and Advocacy

- The Office of Research and Advocacy continued to carry out a program of regional education and school district finance research to support the advocacy efforts of the Chief Operating Officer. Data analysis and reporting activities include topics such as school district funding, student enrollment and demographic changes, and student outcomes.
- The tenth biennial update to the Long Island Education: Costs and Outcomes Report was completed in August 2014.
- Created, administered, and analyzed a Long Island budget impact survey in collaboration with the Long Island Education Coalition, for a fourth year.
- Twenty ESBOCES employees and a number of SkillsUSA students received training in preparation for Lobby Day 2015. Advocacy positions included the expansion of ESBOCES role as a regional service provider, enhancing BOCES aid for CTE Pathways and regionalization of services, and enhancing support for the ESBOCES program that provides instruction to English language learners.

Printing

- Assisted school districts in the printing of the Common Core modules. Twelve school districts ordered modules and over 41,000 books were ordered.

School Lunch Program

- Construction of the Brookhaven Learning Center kitchen was completed in December 2014 which allows full preparation of meals onsite.
- The lunch program has expanded to service the Regional Alternative High School at the Islip Academic Center and the Juvenile Day Reporting Center Program.

Technology Integration

- Successfully transitioned from PeopleSoft HR/Payroll to WinCap HR/Payroll.
- Successfully transitioned internal instructional technology support from the Regional Information Center to the Office of Technology Integration.
- Completed rewiring of all instructional sites/classrooms to support increased technology needs.

- Continued to support the technology related to the agency-wide security upgrades.
- Upgraded all remaining stand-alone phone systems.
- Expanded the agency's Wi-Fi network to the Department of Special Education's included sites.

Transportation

- Provided 32 school districts with State Education Department and Department of Motor Vehicles (SED/DMV) required training for bus drivers.
- Coordinated the use of four Special Education buses in the summer of 2014 and used them for shuttle runs, saving the Department of Special Education approximately \$18,000.
- 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 SED/DMV regulations.
- Trained six 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 Eastern Suffolk BOCES bus drivers.