



Annual Meeting – April 1, 2020

REPORT FROM THE BOARD PRESIDENT

Lisa Israel

On behalf of the Eastern Suffolk BOCES Board, welcome to the agency's 27th Annual Meeting. As we complete the third 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

- On behalf of the Commissioner of Education, the District Superintendent has:
 - Planned, hosted, and facilitated a Graduation Measures Regional Meeting for the Long Island region.
 - Served on the Graduation Measures Regional Meeting Planning Workgroup with SED leadership and two District Superintendent Colleagues.
 - Organized the translation of materials for the Graduation Measures Regional Meetings to be used across the state.
 - Worked with component school districts to gather information regarding their status implementing the Next Generation Learning Standards

Diversity, Equity, and Inclusivity

- Recognizing the need for an increase in diversity, equity, and inclusivity (DEI) within the public education system, the District Superintendent:
 - Attended the second annual Diversity Symposium of Thought Leaders in Ithaca, NY with the Chief Operating Officer and several ESBOCES Board members.
 - Worked with the ESBOCES Chief Operating Officer to develop and co-chair the Eastern Suffolk BOCES Diversity and Inclusivity Task Force.
 - Presented at several state and regional conferences to share the DEI work that is being done and is supported by the agency.
 - Served on the New York State Council of School Superintendents (NYSCOSS) Commission on Diversity and Inclusivity.
 - Continued to co-chair the advocacy subcommittee established by the NYSCOSS Commission on Diversity & Inclusivity.
 - Collaborated with Eastern Suffolk BOCES and NYSCOSS staff to plan the second Long Island NYSCOSS Commission on Diversity and Inclusivity Regional Forum.
 - Worked to bring multiple professional development opportunities related to DEI to the Suffolk County School Superintendents Association.

- Conducted book studies with the Chief Operating Officer on the following book titles:
 - Culturally Responsive Teaching and the Brain by Dr. Zaretta Hammond
 - White Fragility by Robin DiAngelo
 - How to be an Anti-Racist by Ibram X. Kendi

District Visitations

- There are eight new superintendents and 43 sitting superintendents in the Eastern Suffolk BOCES region this year. The District Superintendent, along with the Chief Operating Officer, met with each of them in their school district. This is a continuation of the practice of informing superintendents about the services that Eastern Suffolk BOCES can provide, as well as learning firsthand what makes each school 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:
 - Keeping component school district superintendents informed about the changing landscape within SED leadership, as well as helping them communicate with new and veteran SED staff members.
 - Helping school districts and individuals, along with the Regional Certification Officer, navigate the requirements of certification and the Office of Teaching Initiatives.
 - Continuing to assist school districts with the transition to the new school calendar that took effect this school year.

Federal and State School Support Initiatives

- In order to support the work of the Federal and State School Support Initiatives (FSSSI), the District Superintendent:
 - Continued the direct supervision of the FSSSI network directors.
 - Led the FSSSI directors through a book study of Culturally Responsive Teaching and the Brain by Dr. Zaretta Hammond.
 - Provided the welcome address at the Long Island Regional Bilingual Education Resource Network's Teacher Institute, which is an annual meeting that over 500 of Long Island's teachers of English language learners attend.

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 Eastern Suffolk BOCES staff members prior to them attending the BOCES Advocacy Day in Albany, NY.
 - Attended the BOCES Advocacy Day in Albany, NY as a member of a team of students and staff members who met with elected officials to advocate for BOCES-specific issues.
 - Led a group of component school district superintendents at the New York State Council of School Superintendents' Winter Institute and Lobby Day in Albany, NY during a meeting with elected officials to advocate for issues relevant to public education.

COVID-19 Response

- The COVID-19 Pandemic took the world by storm, including the world of public education. In an effort to support our school districts and their students during these unprecedented times, the District Superintendent:
 - Collaborated with:
 - ESBOCES leadership
 - WSBOCES leadership
 - BOCES District Superintendents
 - The State Education Department
 - Suffolk County Officials
 - The Office of the Governor of New York
 - Guided school district leaders through the SED COVID-19 reporting process
 - Monitored, interpreted, and disseminated COVID-19-related information from SED.
 - Worked with SED leadership to help develop reporting procedures that make sense for our school districts.
 - Facilitated a COVID-19 virtual meeting with the Commissioner of Education and the Suffolk County superintendents.

CHIEF OPERATING OFFICER

Diversity and Inclusivity

- Continued to collaborate with the District Superintendent to implement initiatives related to increasing the diversity, equity, and inclusivity of ESBOCES staff and programs.
- Coordinated a second Long Island Regional Forum on diversity and inclusivity.
- Worked with the ESBOCES Board to develop a Board Diversity and Inclusivity Committee.
- Implemented training for the Board, ESBOCES leadership, as well as promoting varied professional development opportunities for the region.
- Implemented a regional training video to train hiring teams on bias during the hiring process.
- Worked with the District Superintendent to co-lead the ESBOCES Diversity, Equity, and Inclusivity Task Force to assess agency and regional strengths and needs related to this, and to develop a plan of action.
- Collaborated with ESBOCES Administrative Council to merge the DEI Task Force Work Plan into the Agency Strategic Plan.
- Obtained Board approval and developed a job description for a newly created Director of Diversity, Equity, and Inclusivity.
- Worked with the Strategic Planning Council to amend our Agency Mission, Beliefs, and Goals to support the DEI Initiatives that the agency is undertaking.
- Presented at multiple local and statewide conferences on the work that we are doing at ESBOCES.
- Partnered with national presenters to implement high-quality professional development related to DEI.

Internal Communications and Coordination

- Continued work with Cabinet and Administrative Council members to oversee the implementation of the Eastern Suffolk BOCES Strategic Plan.

- Continued active involvement on the ESBOCES Communications Advisory Committee. The focus of this year's work for the committee has been to implement the items in the Strategic Plan related to Communications.
- Completed 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

- Reviewed BOCES revenues and expenditures relative to unexpected costs from the Coronavirus.
- Successfully worked with Administrative Council members and budget planning teams to develop, review, adjust, and communicate the Eastern Suffolk BOCES budgets to all stakeholders.

Support to Component School District Superintendents

- Coordinated regional support to school districts related to a response to the Coronavirus pandemic; including collaboration with Suffolk County leadership and Department of Health as well as the NYS Governor's office.
- Provided support to Superintendents relative to the impact of the Coronavirus on their operations and instruction.
- Along with the District Superintendent, visited new superintendents in the ESBOCES region as an orientation to inform them of the support that ESBOCES can provide, and to introduce them to the New Superintendent Workshop Series.
- Facilitated Chief School Administrators' meetings three times per year to update and inform school district leaders about SED regional initiatives, as well as ESBOCES initiatives.
- Participated in all three cohorts of the SCSSA New Superintendents Collegial Circle program, including a meeting of fourth and fifth-year superintendents at their request.
- Attended and presented at monthly cluster meetings for the Brookhaven, East End, and Islip Clusters to update superintendents on SED regional issues, as well as ESBOCES issues.

Support to Component School District Boards of Education

- Provided consultation and leadership for component district school boards of education engaging in superintendent searches.

Strategic Planning and Middle States Association Work

- Continued the implementation, monitoring, and oversight of the 2017-2024 Strategic Plan.
- Worked with the internal coordinator to revamp the Strategic Planning Council's process so it is more meaningful and effective when obtaining and sharing feedback.

Regional Advocacy

- Continued in leadership on the Board of Directors of the New York State Association of Women in Administration to help develop a pipeline for women in leadership across Long Island and New York State.
- Continued in leadership on the Board of Directors of the Rural Schools Association to ensure a statewide perspective and awareness of school funding and needs.

- Continued to work as a member of 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 develops legislative priorities, communicates with elected officials, and develops 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 (EAP) and Student Assistance Services (SAS)

- Continued 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 including addressing the teacher shortage and diversity of teacher pipeline struggles.

Leadership Team Transition and Professional Development

- Successfully completed a recruitment process for the Assistant Superintendent for Human Resources.
- Developed and implemented a recruitment process for the Associate Superintendent for Educational Services.
- 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)

COVID-19 Response

- Academy and Special Career Education – provided and will continue to provide instruction and instructional materials through a variety of platforms to ensure continuity of instruction in their respective disciplines. The department is supporting distance learning for CTE and SCE program teachers. Efforts include establishing a website with technology tutorials, distance learning platforms and content resources, collaborating with teachers to develop appropriate instructional materials, supporting technology implementation.
- Supported Employment continues to assist clients both in-person and virtually. We comply with various billing and reporting requirements from both ACCES-VR and the

Office for People with Developmental Disabilities (OPWDD), including mandated reporting of individuals who are in isolation and/or quarantine due to COVID-19 to OPWDD.

- Practical Nursing – The state has approved our distance learning models and simulated clinical experiences to ensure students are on track to graduate in April and August. Teachers are providing theory, assessments, and clinical simulations and case studies as required, through multiple modalities, including ATI and Lipincott.
- Adult Education – Several adult CTE career courses in progress are continuing through distance learning platforms and online learning to keep students engaged in theoretical learning and progressing toward certifications and licensure requirements. Likely, we will need to extend the lab/hands on portion of each class through the end of the school year or into the summer in order to complete the programs. The spring semester will be delayed to start upon our return. Refunds will be available for those who wish to start in the fall.
- Adult Literacy – The department is exploring ways to provide instruction to our adult learners within the parameters of the EPE funding structure.

CTE Enrollment

- The regional enrollment at the Eastern Long Island Academy of Applied Technology grew with our lock-in numbers for 2019-2020 reaching 1,822, an increase of 9%. We remain confident that we will maintain our current enrollment level for the next three years.
- Long Island's economy mirrors that of New York State and the nation as record high employment rates and job opportunities abound. Business and industry from virtually every sector knock on our doors to provide employment opportunities for students. Coupled with the New York State Board of Regents having expanded graduation pathways to include CTE and the Every Student Succeeds Act's (ESSA) incentives to recognize career readiness at the commencement level, CTE is enjoying a positive spotlight as a priority for our National educational, economic, and civic health.
- Southampton Union Free School District opened its first in-district CTE program in partnership with Eastern Suffolk BOCES with a half-day Carpentry/Residential Construction and Home Improvement program at the Southampton High School in September 2019. Southampton UFSD hired the teacher for the second half of its day to provide elective opportunities in the building trades and create a feeder for the in-district intensive program we offer collaboratively. This model continues to draw attention from surrounding school districts as a way to provide in-demand career opportunities at the local level.

Special Career Education (SCE) Enrollment

- There are 406 students enrolled in our 12:1:1 programs and 123 students enrolled in our 8:1:1 programs for the 2019-2020 school year. The number of students in these programs has increased slightly over the last five years. Additional space and new programming created the opportunity for growth at the Islip Career Center.
- One hundred and thirty-five students participated in internships and real-world work experiences during the 2018-2019 school year. Every staff member is committed to expanding these numbers and transitioning students to the world of work after graduation.

Career and Technical Education Innovations/New Programs

- Law Enforcement is a strong program at the Academy, and 2019-2020 saw an increase in the number of students attending year two. The year two curriculum at the Bixhorn Technical Center emphasizes forensics, preparing students to take the Suffolk County Civil Service Examination to become Emergency Services Dispatchers, to be qualified to become New York State Licensed Security Guards, and to introduce students to the world of cybersecurity.
- CTE deployed its first shared expert during the 2019-2020 school year. The work-based learning coordinator worked in the Connetquot Central School District for the full school year, providing support to the district's growing Work-Based Learning program. Longwood also received grant-funded support for the work-based learning coordinator in 2019-2020.
- During the 2020-2021 school year, Drone Technology and Mechanical Engineering programs will be launched. The Long Island business network has indicated time and again the need for skilled entry-level employees in the manufacturing field. Drone Technology supports one of the newest career pathways and technologies, and Eastern Suffolk BOCES is excited to offer this course in the coming year.
- The renovations at Islip Career Center were so well received that we are doing some renovation work at the technical centers! Bixhorn Technical Center was first on the list as the floor tiles required immediate attention. In the summer of 2019, new flooring was installed throughout the hallways. Over the 2019 winter break, the ceiling tiles and lighting were updated, along with the wall color. Students from the Art, Design, and Visual Communications class designed a color scheme and layout that provide visual interest and a modern aesthetic sure to please our learners.

Advocacy – New Efforts

- As the economy continues to boom, political, economic, and business leaders turn to CTE and regional education leaders to provide solutions to workforce shortages of supply and skill. Task forces and committees dedicated to manufacturing, healthcare, apprenticeships, trades, and transportation clusters call on Eastern Suffolk BOCES to develop solutions that promote P-16 alignment, industry and school connections, and immediate pathways to career opportunities for those in training.
- Building career exploration opportunities for all students remains a department goal. We continue to work with school districts to identify existing CTE pathways, sequence courses for credit, accounting for Career Development and Occupational Studies (CDOS) hours to help with ESSA funding opportunities, and develop low-cost CTE opportunities through capacity building, staff development, and student work experiences outside the classroom.

Instruction – Adding Value

Induction for new teachers is a critical focus for the CTE Department as the professional needs of industry experts varies greatly from that of a traditionally prepared academic teacher. CTE is developing a framework to incorporate the Southern Regional Education Board's Teaching to Lead curriculum into our current induction, mentoring, and coaching models. In 2019-2020, administrators, lead teachers, and teacher mentors are being trained in the curriculum and are developing the implementation plan.

Through our Middle States Association reaccreditation process, the CTE Department reviewed its strategies and goals to align with what is most meaningful and constructive

about our career and technical programs. In addition to measuring graduation rates, completion, and 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; and
- Adding value to our student experiences.

Special Career Education (SCE) – What’s New

- Due to steadily increasing enrollment, Introduction to Personal Training opened full-time at Islip Career Center in 2019-2020. The new courses opened over the last three years continue to draw student interest, and we strive to find industry certifications for our diverse student population in SCE.
- Transition planning is an important facet of our Special Career Education programming, which is why we have created a joint position to straddle our adult Supported Employment and secondary SCE programming. Mental health and wellness are equally important, and we continue to work with our Special Education Department to ensure social/emotional supports to meet the needs of our students.
- Islip Career Center renovations continue in the 2019-2020 school year. An exterior cladding that provides prominence and an industrial feeling to the building was completed in the fall of 2019. In the spring, an entry canopy will be created to help visually identify the main entrance and provide covered access for visitors and guests. The Islip Office Center (IOC) was completed in 2018-2019 and now houses the Supported Employment program, a great match for the students at Islip Career Center as they transition from school to work upon graduation.

Special Education

COVID-19 Response

- Instructional staff has been working diligently to provide educational materials to maintain consistency and continuity of academic and supportive services. Teachers and related service providers have created instructional packets, provided online resources, and will be corresponding with students via email, telephone, Google Classroom, Zoom, or any other method of communication. Each teacher has documented contact between students and families that will enable us to track the provision of educational services. Teachers continue to provide feedback and support student progress. Many of our resources have also been posted on our website.
- Our related service staff have followed a similar process and have been delivering all IEP state-mandated services. They are continuing to document through session notes, IEP goal monitoring and data collection to substantiate all services they provide. Whenever possible, related service providers are following their current schedule through virtual means, but will adjust schedules based on parent and student availability. Itinerant staff are also following the same procedure as related service staff by continuing to provide related services to our district-based students, as well as consultant services to district-based teachers.
- Home ABA and Parent Training are being conducted virtually wherever possible.

- Our nursing staff communicated with families to coordinate delivery of needed medication.
- We have coordinated efforts to communicate with all families to establish technology needs to ensure all of our students have access to the proper technology to access their virtual education. Arrangements were made to deliver Chromebooks and iPads to students. Over 500 devices were distributed. Students' adaptive equipment was also transported home to those who require such equipment. Augmentative, assistive technology equipment and PECS Communication materials, have also been transported home to students.
- Whitsons Culinary Group is providing a grab-and-go meal system for families in need for pick-up at the Sequoya High School or delivery to homes of those lacking transportation. All food is being prepared at the Sequoya High School.

Special Education Enrollment

- Based upon a five-year trend analysis, this will be the sixth year with a projected increase in Special Education enrollment. The 2020-2021 budget was based upon an average enrollment of 1,526. The 2020-2021 budget will be based upon a total enrollment of 1,614 students, a projected increase of 6% above our enrollment average.
- The Department of Special Education continues to support its component school districts in returning students to the home district setting and providing ongoing support by providing consulting services. Although the Department of Special Education continues to see a decline in enrollment for developmental students, there has been an increase in enrollment for students with conduct disorders, behavioral issues, and psychiatric needs.

Department Changes

- Last year, two Special Education programs relocated to facilities that best serve the students in those programs. Masera Learning Center relocated from West Islip to Sayville, and the program is now known as *Sayville Elementary School*. Sayville Academic Center relocated to unify the program at Tecumseh Elementary School and is now known as *Tecumseh Elementary School*.
- Last year, the Patchogue-Medford School District notified Eastern Suffolk BOCES that it could no longer provide us with classroom space at the Patchogue-Medford High School due to the district's need to utilize that space. Fortunately, Eastern Suffolk BOCES was able to secure space at East Islip High School within the East Islip School District. This program, East Islip High School-Sequoya High School included site, provides services to students in grades 9-12. It is projected that 70 students will attend that facility during the 2020-2021 school year. This program will remain under the supervision of Steven Repperger, Principal of the Sequoya High School Program.
- The Department of Special Education continues to support our component school districts by providing services to students with psychiatric concerns at the elementary and secondary level. Eastern Suffolk BOCES, in collaboration with Sagamore Children's Center, will continue to offer intensive and therapeutic counseling services at three locations: Jefferson Academic Center, Sequoya High School, and Tecumseh Elementary School. We also consult with outside psychiatrists to provide support to our students at the Bellport Academic Center and Islip Academic Center.
- Over the past year, the Department of Special Education worked with Stony Brook Children's Hospital administration to offer an educational program to support children with chronic or life-threatening illnesses that require treatment at the hospital for an

extended period of time, which results in loss of school days and education. To date, we have provided service to 29 students within 21 school districts.

Focus on Student Outcomes

- The Special Education Summer Services program at the secondary level continues to administer August Regents. Students attend a six-week test preparation program to prepare them to take Regents examinations. This past summer, this course resulted in 34 students successfully passing a Regents examination. This year, Summer Services will be expanded to Bellport Academic Center, Islip Academic Center, and Jefferson Academic Center.
- Last year, the Jefferson Academic Center program piloted coursework offerings for rising ninth graders by offering Biology and Algebra. We are happy to report that these courses resulted in 10 students successfully passing a Regents examination in one or both areas of content.
- 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 worked closely with English Language Arts (ELA) and Math consultants in the areas of lesson planning and curriculum writing to support learning and alignment with New York State/Next Generation 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, the Department of Special Education is excited to continue this work to promote teacher effectiveness, which will result in an improved educational setting to support and achieve academic success.
- Lead teachers continue to support all of our Special Education programs. Lead teachers meet to share best practices, provide onsite support, and coordinate department-wide responses to the instructional shifts embedded in Next Generation Standards and Learning Tasks. Across all core content areas, our students are being asked to participate in learning and to demonstrate their proficiency in potentially new ways. We are making sure that our everyday activities, as well as our long-term projects and learning goals, mirror the expectations of these new standards.
- This year, we are continuing to move forward with our Eyegaze initiative and implementation. The program was successfully piloted in the Westhampton Beach Learning Center's 12:1:4 classes, as well as at Premm Learning Center and Brookhaven Learning Center @ Samoset Middle School. The Eyegaze access method utilizes the motor movements of the eyes to access technology. An Eyegaze accessible computer has eye tracker hardware and software capable of tracking these movements, similar to how a mouse interacts with a computer. Eyegaze access provides a level of independence and eliminates the need for individuals to use their extremities to access technology. Through the continued collaboration of our educators, who are actively engaged in the implementation of this cutting edge technology, more and more opportunities and capabilities for this program/technology are realized each and every day. This includes the recent discovery that it is compatible with the Unique Learning System, providing instructional and assessment-based opportunities like never before, for this unique population of Eastern Suffolk BOCES students.
- 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 Department of Special Education, in collaboration with the Department of Career,

Technical, and Adult Education, continues to expand career course offerings. Currently, we offer three career components at Islip Academic Center: *Introduction to Baking, Introduction to Carpentry, and Introduction to Personal Enhancement*.

- In response to NYSED mandates for mental health education, as well as the unique learning and social-emotional needs of a great many of our students, Eastern Suffolk BOCES is engaged in developing and implementing new mental health modules. Staff members have begun providing a comprehensive set of training modules focused on educating staff members and raising awareness with regard to the multitude of mental health issues that affect the students we serve. Each of the modules has been planned strategically to scaffold knowledge and skill acquisition for staff in order to maximize their ability to support our students. The training series, which is being delivered on a building level through our mental health staff members, begins with an introductory module on mental health in general, moving on to post-traumatic stress/trauma, anxiety and trauma, autism, dignity, and respect.
- 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 may take advantage of the opportunity to meet requirements by participating in traditional credit accrual, as well as credit recovery, test preparation, or course tutoring. Currently, we are hosting programs at Bellport Academic Center, Connetquot School District, and Rocky Point School District. We are providing services to six component school districts: Bayport-Blue Point, Connetquot, Eastport-South Manor, Riverhead, Rocky Point, and South Country.
- Eastern Suffolk BOCES continues to offer a program for English Language Learners (ELL) on the east end at the Ward Technical Center, providing instruction and career training to students from various component school districts. These students attend the Alternative High School program to gain academic enhancements and build career capacity through a Career and Technical component. Currently, 41 students are enrolled in our Alternative High School programs, which is inclusive of 19 students enrolled in the ENL program.
- As we move forward with 21st century learning, we continue to examine and restructure our classroom setup and furnishings. At Sayville Elementary School and Tecumseh Elementary School, traditional classroom furniture is being replaced 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 will expand our innovative classroom setup with additional purchases, hopeful that integrating such practices will spark student interest and increase learning.

Educational Support Services (ESS)

COVID-19 Response

- A new webpage was developed on the website under District Resources entitled "Virtual Resources" for educators.
- Thirty-eight online Professional Development webinars, focused on remote instruction and best practices, were scheduled for teachers between March 20 and March 27.
- Model Schools has been supporting school districts with individual and small group live webinars, additionally 14 free webinars were offered for all school districts in the region with most webinars maxed out to 100 participants.

- The Third Party Assessment program offered six webinars on I-Ready with some webinars maxed out to 100 participants. The Third Party Helpdesk has been assisting as needed by phone and email.
- Our Arts-in-Education Program curated free Virtual resources, created a document outlining the different options, and shared this information with our component school districts.
- Junior ROTC Instructors are being assisted by our Program Coordinator on following the distance learning plans of the school districts they work in, Patchogue-Medford and William Floyd.
- The Year-Round Enrichment Program planned to host a full-day Emergency Enrichment Program at Comsewogue Schools for a 10 hour day for FRES however, the school district chose to go with the SCOPE program. Units of study developed for this program have been placed on our website for teachers to utilize if interested.
- Science 21, an integrated K-6 Science Curriculum kit, trainings are being planned for virtual professional development.
- The School Data Bank Services program is working remotely to provide data support and analysis based on district specific needs especially around ESSA response plans.
- The School Library System program setup a COVID-19 educational resources webpage for librarians, as well as ALL educators with a focus on resources that can be utilized with remote instruction.

Exploratory Enrichment

- This program provides students and educators with experiences that support and enrich the New York State P-12 Learning Standards.
- This program provides professional development to art and classroom educators.
- Exploratory Enrichment provides visiting experts and includes programs in Science, Math, Engineering, Technology, Health, character education, and more.
- Exploratory Enrichment serves 17 school districts with approximately 300 enrichment experiences.
- One hundred-forty presenters and organizations provide workshops, programs, and in-school field experiences under Exploratory Enrichment.

Arts-in-Education

- This program provides students and educators with experiences that support and enrich the New York State P-12 Learning Standards for the Arts.
- Arts-based programs, workshops, residencies, field experiences, and more are provided through Arts-in-Education, which serves 55 school districts in Eastern and Western Suffolk.
- Over 3,000 artistic experiences, including over 400 residencies, were provided.
- Our catalog includes more than 575 artists and art organizations providing performances, workshops, short-term and long-term residencies, field experiences, and related videoconferences.
- This program provides professional development to arts and classroom educators.
- For 2020-2021, we anticipate an increase in artist residencies that support ESSA and STEAM within our school districts.

Third-Party Assessment Service

- Third-Party Assessments provides help desk and training support for six third-party assessment applications. The systems supported and school district participation are:

- AIMSweb – 21 school districts;
- Right Reason Technologies – 17 school districts;
- Northwest Evaluation Association (NWEA) – nine school districts;
- Renaissance Learning – STAR – six school districts;
- LinkIt! – two school districts; and
- iReady – 21 school districts.
- For 2020-2021, we anticipate increased school district participation in Panorama Education, as this is a new service.

Summer Enrichment Programs

- Summer Enrichment programs are provided for students in five school districts.
- New vendors and resources are continually sought to provide both high quality and cost effective services.
- CampDocs has been implemented for summer registration.
- For 2020-2021, more Science, Technology, Engineering, and Mathematics (STEM) enrichment opportunities will be provided in the Summer Enrichment Program curriculum.

Year-Round Enrichment Programs

- Year-Round Enrichment programs are provided for students in 33 school districts.
- Year-Round Enrichment programs will expand the number of school districts and students participating in these programs in 2020-2021. There has been an increase in the number of students participating in each participating school district since 2018-2019.
- New vendors and resources are continually sought to provide both high quality and cost effective services.

Junior Reserve Officers Training Corps (Jr. ROTC)

- Leadership training and skills support for Junior ROTC units are provided for school districts across Long Island.
- Two component school districts will participate in this service in 2020-2021, but all units across Long Island are welcome to participate in training opportunities.
- For 2020-2021, it is anticipated that more school districts will participate in the leadership training offered.

Model Schools

- Currently, 40 school districts subscribe to the Model Schools Program.
- For 2020-2021, the program hopes to increase school district participation in the Model Schools Program, with an emphasis on utilizing technology to maximize impact on student learning.
- For 2020-2021, the program hopes to establish a Model Schools Executive Committee to assist with planning for liaison meetings, as well as to provide input and feedback.

Professional Development, Curriculum, Instruction, and Assessment

- This program currently serves 51 school districts in our region with professional development workshops and support, which includes in-district job-embedded coaching/staff development, educational leadership, curriculum development and alignment, strategic planning, and grant writing services.

- This program plans and schedules research-based and targeted professional development to meet local school district needs. Coaching and support services are available to teachers, administrators, support staff, and boards of education.
- This program continues to plan and schedule the Long Island Consortium for Excellence and Equity (LICEE). This is an evolving collaborative network of Suffolk County school districts committed to learning and working 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 learning opportunities 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 Suffolk County schools. This year, 15 school district teams participated in LICEE, which is an increase over the 12 teams participating in the last two years.
- This program supports over 87 districts with State and Federal assessment mandates, including regional scoring and full service and turnkey training, for an estimated 90,000 tests in grades K-12, which is an increase over the last few years.
- For 2020-2021, the base service and the coordination fees will remain the same.

School Data Bank Services

- Fifty-eight school districts participate in School Data Bank Services on the Introductory, Full, Inclusive, or Bantam levels. Customized post-secondary reports are available.
- Thirty school districts avail themselves of the services of an in-district Staff Developer/Shared Data Expert to assist with data initiatives.
- Four school districts subscribe to ELlevation, a web-based software platform that enhances instruction, improves collaboration, and simplifies compliance requirements to allow educators to focus on helping English Language Learner students succeed.
- An initiative for 2020-2021 is to increase in-district participation of the Staff Developer/Shared Data Expert service to assist with data initiatives.
- An initiative for 2020-2021 is to increase district participation in workshops and trainings, facilitated by Staff Developer/Shared Data Experts, to meet school districts' growing data needs.
- An initiative for 2020-2021 is to increase school district participation in the BARS Enhanced with myTrack service and related workshops through School Data Bank Services, in conjunction with Student Data Services.

Science 21 Professional Development

- This is a hands-on Science program providing standards-based activities to students through a partnership with Putnam BOCES.
- For 2020-2021, it is anticipated that additional kit options will be available to offer a wider variety of services to component school districts.

School Library System Automation

- Library Automation serves 42 school districts. Twenty-eight schools utilize the Follett Destiny automation system and 16 schools, including two nonpublic schools, utilize the MediaFlex OPALS automation system.

Library Services/Media

- Library Services serve 46 school districts, including two nonpublic 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.
- It is anticipated that various online resources will be added to the VRC in 2020-2021, with minimal financial impact to our member school districts.
- For 2020-2021, it is anticipated that resources will be added to the Digital Media Library to improve instruction to component school districts.

Regional Information Center

COVID-19 Response

- Continued to provide 24x7 availability to 26 school districts' hosted services.
- Provided distance learning resources, including home internet access options, to school districts.
- Continued to provide expert network support to school districts, 80+ technicians in 32 school districts.
- Streamlined and prioritized workflow to meet agency expectations.

Virtual Learning Services

- Virtual Learning Service – Eastern Suffolk BOCES, in conjunction with multiple BOCES partners across New York State, delivers a variety of virtual learning opportunities.
- Virtual Learning Service Lite – In conjunction with our vendor partners, school districts select virtual learning solutions on a student-by-student basis (in the areas of credit/credit recovery, homebound instruction, test preparation, blended courses, and content).
- Immersive Experiences allows students opportunities 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 is an easy entry point that allows access to New York State collaborations.
- Participation in language and translation services expanded in 2019-2020.
- An initiative for 2020-2021 is to increase school district participation in the following areas: The Center for Online Learning, VirtuELL initiative, highlighting Immersive Experience opportunities, and various other VL initiatives, etc.

Technology Acquisition Services

- Services are currently provided to 45 school districts.
- Acquisitions are associated with either instructional or administrative technology, as appropriate.
- Network copier projects are available through this program.
- Financed multi-year projects are available for both instructional and administrative acquisitions. These projects require Board approval, NYSED approval, and bank financing.
- Several consortia based opportunities exist for component school districts.
- Vendor showcases are scheduled regularly.
- In 2019-2020, school district support of Education Law 2-d compliant software agreements and security-related acquisitions was prominent. New services and

offerings developed in this year include device insurance, device repair, emerging technology acquisitions, and services.

- An initiative for 2020-2021 is to continue to support school districts, with an emphasis on Education Law 2-d compliant software agreements and cybersecurity related acquisitions. Additional emerging technology and services will be explored and developed as appropriate.

Instructional Technology/Internet Services

- This service provides project management and maintenance of Internet Services, including level one network monitoring, monthly utilization reports, and trouble ticket management. Direct connection to the Eastern Suffolk BOCES Regional Information Center for secure transit of hosted services is optional, for an additional fee.
- Services are currently provided to 13 school districts.
- An initiative for 2020-2021 is to encourage internet access redundancy and load balancing solutions, and to plan and develop high speed virtual WAN connectivity to Eastern Suffolk BOCES.
- An initiative for 2020-2021 is to continue to increase school district subscriptions.

Local Area Network (LAN)/Wide Area Network (WAN) Support

- This comprehensive service provides LAN/WAN network support to all participating school districts. Fees for these services vary based upon technical expertise of required personnel and scope of engagement. Project management oversight for installation and maintenance of LANs and WANs is included in this service, as well as various network solutions. This service does not include desktop computer repairs.
- Service also includes project management, oversight of installation, and maintenance of district-based Fiber WAN connectivity.
- Google Applications for Education and Microsoft Office 365 continue to grow in participation, with options for certified Level 1 Help Desk and implementation engineering support.
- Initiatives for 2019-2020:
 - Strengthen vendor partnerships and school district relationships.
 - Make vendors aware of RIC One resources.
- Initiatives for 2020-2021:
 - Focus on Central managed solutions, e.g. firewall/content management, where available.
 - Expand number of subscriptions via outreach.

Hosted NOC Management

- Consists 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
- Initiatives for 2019-2020:
 - Finalize disaster recovery site
 - Undertake NIST compliancy and initiate SOC (Service Organization Control) audit

- Broaden hosted applications within ESB NOC (e.g., district shares, Nutrikids, facilities management, etc.)
- Initiatives for 2020-2021:
 - Implement multi-factor authentication for access to hosted NOC and SMS solutions
 - Expand nVision to be accessible to outside of district boundaries
 - Complete yet to be determined phases of SOC audit

Security, Surveillance, and VoIP Services

- Services include design, implementation, and support for network-based video surveillance, door access control, and other systems.
- Visitor Management system implementation and support services are now available for the Raptor and ScholarChip systems, with other vendor solutions being explored for future offerings.

Financial and District Services

- Off-site, out-of-region disaster recovery and financial service backups continue to gain participation, with 49 school districts currently participating.
- Finance Manager conversions to a new platform, entitled nVision, have been completed. In total, 37 school districts were converted between 2015 and 2019, seven more than originally expected.
- School Messenger and Connect Ed are both emergency notification systems that complement staff and student management systems.
- Cafeteria Management systems are a growing service. They are anticipated to continue to grow in response to school district interest for a web-based solution. A total of 23 school districts currently participate.
- Transportation Management systems are available, with extensive support for participating school districts.
- The RIC continues to look for ways to fund the implementation of electronic records management systems for our member school districts by once again applying for a shared services grant. The RIC was successful in securing a grant in 2019-2020.
- In the area of Facilities Management systems, school districts are offered a choice of two highly effective systems, both supported through the RIC:
 - Que Centre
 - SchoolDude
- Election Management systems are offered to assist school districts in managing voter registrations for local and other elections. School districts may choose between two vendors for these services:
 - BOLD
 - NTS
- Services are also provided for capital projects management.
- New services introduced are hosting enhanced offsite data backup and web-based point-of-sale.
- Web governance, secure email, data privacy and security, and meeting management software are available.
- The RIC facilitates annual school district clerk trainings.
- An initiative for 2019-2020 is to lead the effort in helping school districts lower the impact of potential cybersecurity attacks by supporting their needs for data backup, disaster recovery, and business continuity.

- An initiative for 2020-2021 is to continue the 2019-2020 initiative to encourage school districts to expand from critical application hosting to full NOC hosting.

Intellipath

- Services were provided to 53 school districts as part of a consortium.

Data Warehousing

- All 69 Suffolk school districts participate in required data warehousing services.
- Syracuse City School District contracts with Eastern Suffolk BOCES to manage required data warehousing services.
- Jewish Education Project (JEP) contracts with Eastern Suffolk BOCES to manage required data warehouse services involving grades 3-8 testing and Regents examinations. This involves support of approximately 300 nonpublic schools across New York State.
- Twelve school districts participate in the optional NYS Data Validation Service (Certify).
- Under a contract with the New York City Department of Education, Student Data Services will provide data warehouse services to all 260 New York City charter schools during the 2019-2020 school year. These services also include professional development and help desk support for state data reporting requirements.
- An initiative for 2019-2020 is to continue to grow a service that assists school districts with data loading and verification. This service includes 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.
- An initiative for 2020-2021 is to develop a Level 0 Data Loading Service to provide school districts with the option to have the Student Data Services team load their student data and assist in cleaning errors and verifying data.
- An initiative for 2020-2021 is to increase school district participation in district-specific designed workshops and trainings, facilitated by SDS Administrators and/or SDS staff, to meet school districts' growing data needs.
- An initiative for 2020-2021 is to develop protocol for transitioning the provisioning of user rights in Level 0 to each district's Data Coordinator. This has been done previously by Student Data Services staff.

Student Management Services

- Student Data Services provides 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 implemented and are fully compliant with New York State Education Department (NYSED) data reporting requirements. The systems supported and district participation are:
 - eSchoolData – 34 school districts
 - Infinite Campus – 17 school districts – Infinite Campus school districts have moved to the cloud choice hosting in order to purchase premium products. With this in mind, next year is expected to be the last year that Eastern Suffolk BOCES hosts Infinite Campus school districts, as only a few are left, and the corporate Infinite Campus charge to host exceeds the revenue collected
 - PowerSchool – 12 Suffolk school districts, six school districts and one nonpublic school from the Northeastern Regional Information Center, one school district

- from Rockland BOCES, one school district from Dutchess BOCES, webinar training of all South Central Regional Information (SCRIC) school districts
 - SchoolTool – six school districts.
- An initiative for 2019-2020 is to continue collaborating with the Student Data Services programming team to develop the Student Management System Custom Report Writing Service.
- An initiative for 2020-2021 is to expand school district participation in the Passport for Good program service.

Other Related Services

- eBoard by Sea Cliff Educational Solutions – five school districts subscribe to this service.
- Curricuplan by Sea Cliff Educational Solutions – one school district currently utilizes this program.

Test Scanning and Reporting Services

- Over 350,000 individual NYSESLAT; NYSITELL; NYS Grades 3-8 ELA, Math, and Science assessments; and approximately 250,000 Regents examinations were processed.
- Extensive support is provided to school districts concerning NYSED data reporting requirements, deadlines, and accountability rules. This support includes generating reports and offering tools to help ensure quality control and accuracy.
- An initiative for 2019-2020 is to continue ongoing support for 10 RICs across New York State, plus the Syracuse City School District, which utilize the ESBOCES Student Data Services developed New Test Scoring Software (NTSS).
- Due to updated NYSED requirements, Student Data Services continued processing all NYSITELL exams given by districts/schools after February 1, 2018. The process resembles that used for Regents examinations, and involves working with Optimum Solutions Corp. for scanning the answer sheets and utilizing ASAP for retrieval of student scores.
- An initiative for 2019-2020 is to develop a Regents Data Loading Service, where the Student Data Services test scanning team directly loads Regents assessment results to Level 1, and provides extracts for Student Management Systems.
- An initiative for 2020-20 21 is to expand Level 1 support to our component school districts with the implementation of Computer Based Testing.
- An initiative for 2020-2021 is to increase school district participation in the Regents Data Loading Service.

Special Education Student Management Systems

- Student Data Services supports 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 school district participation are:
 - Clear Track 200-Special Education Data Management System – two school districts and one nonpublic school
 - Frontline IEP Direct Special Education Data Management System – 51 school districts
 - Frontline RTI Direct (Response to Intervention) – 12 school districts
 - Frontline Medicaid Direct – 21 school districts

- Student Data Services Special Education Help Desk supports additional software programs:
 - the n2y software suite, which includes: Unique Learning System, News-2-You, SymbolStix Prime, SymbolStix Squares, L3 Skills and Positivity - 14 school districts;
 - Branching Minds – 10 school districts; and
 - HearBuilder- three school districts.
- An initiative for 2020-2021 is to expand school district participation in services, including Branching Minds, HearBuilder, and the n2y programs.

Rate Changes

- RIC services are targeted to have no more than a 1.99% increase in all areas for 2020-2021.
- The above statement excludes vendor licensing costs for which increases vary by contract.

DEPARTMENT OF HUMAN RESOURCES

COVID-19 Response

- Coordinated staff communications and memos in conjunction with Management Services, Educational Services, District Superintendent, and Chief Operating Officer's offices. Provided guidance regarding closures, essential staff assignments, and virus FAQ's via emails and memos.
- Identified essential and non-essential staff (with assignments) for Human Resources and set up communications protocol for all HR staff to continue operations on some level, whether minimal in-office staff, or via remote access.
- Frequently corresponded with agency's legal counsel regarding the interpretation of federal, state and local legislation pertaining to all labor, operational, benefits (e.g. FMLA), staffing and operational matters. Implemented appropriate measures as appropriate to the agency, such as crediting FMLA time and adjusting workers compensation banks, per interpretations of legislation.
- Scheduled and held county-wide Personnel Administrator's Council meeting via Zoom to discuss agency and school district issues (and solutions) among colleagues. Discussion and resolution focused on stipend payments, benefit distribution, HR budgeting and cash flow, procedural manuals, essential staff, MOA's and MOU's, extra-duty payments, contract provisions (per district) and practices related to payment. Most importantly, provided a mechanism among colleagues to discuss circumstances and provide support among network.
- Conducted New Personnel Administrator's Council meeting to discuss experiences of non-veteran Personnel Administrators, share additional data, and provide support during circumstances.
- Monitored any reported quarantined, tested, or employee reporting illness (es) and cataloged appropriately. Established reporting procedures based on several laws including HIPAA and FERPA, and CDC/DOH protocols.
- Established in-office essential functions to guarantee the proper distribution of payroll and benefits to agency staff.
- Created procedural chart and protocols to delineate the allocation, distribution and review of employee days based on FMLA, unpaid leaves and other potential absences based on guidance and legislation.

- Re-evaluated negotiation platforms and fact-finding recommendations in light of economic and labor situations.
- Managed daily office functions and entering necessary Wincap data based on communications to HR, to maintain proper employee records.
- Investigating possible methods of restructuring or hosting (i.e., virtually) the Diversity Career Fair, scheduled for April 18, 2020.
- Communicating with NYSED Certification and other offices to determine certification and SOCE status so to communicate with component school districts.
- Conducted interviews and benefit meetings for prospective staff members.
- Answering numerous staff emails and phone calls regarding individual employment situations in response to COVID-19, and as per guidance provided.

Human Resources

- Supported the recruitment and hiring of eight (8) administrators (ASUP unit only – includes brand new hires as well as change to administrator from another unit or move to another administrative title), 81 teachers (includes three (3) Staff Developers), and 180 paraprofessionals in the 2018-2019 school year.
- Continued with, and expanded the ESBOCES Regional Diversity and Equity initiative.
- The Recruitment Services Shared Service of ESBOCES Department of Human Resources continued to provide subscribing school districts with professional development for best practices in Human Resource work. During the 2019-2020 school year, ESBOCES provided two such workshops, which granted participants with Continuing Teacher and Leader Education (CTLE) credits. Three additional workshops are scheduled during the spring of 2020: one workshop is on Effective Methods for Supervision, Introduction - Civil Service Staff Supervisors; another on Effective Methods for Supervision, Delegation - Civil Service Staff Supervisors, and the last workshop focuses on ESBOCES Hiring Practices, to be presented on April 20, 2020.
- Successfully negotiated two additional collective bargaining agreements, resulting in nine bargaining units with settled contracts (inclusive of one that expired effective 7/1/18 – considered part of the 2018-2019 school year).
- Successfully met all Affordable Care Act compliance requirements for the 2018-2019 school year.
- Worked collaboratively with the Business Office to address data issues for IRS reporting requirements (i.e., 1065 forms to employees).
- Continued to work collaboratively with the Department of Administrative Services to transition a digital system enabling increased efficiency in the recruiting process and the storage of employee records.
- The Regional Certification Office (RCO) evaluated 567 teacher certificate applications, 196 teaching assistant applications, and 218 coaching license applications. The RCO provided five in-district presentations for component school districts, and five presentations internally for Personnel Administrators, Special Ed, CTE, Curriculum Council, and Induction. The RCO participated in a career fair candidate workshop and assisted participants with certification questions at the Diversity Career Fair. The RCO also attended a two-day certification training with the Office of Teaching Initiatives in Albany to further their support offerings to the region.
- Planned and facilitated regular meetings of the Personnel Administrators Council, which provided regional support to school district Human Resources officials.

- Continued to offer the new Personnel Administrator Collegial Circle to new school district Human Resources officials. This year, the collegial circle meetings continue to provide a professional literature study component, with discussion and reflection.
- Maintained the Personnel Services CoSer for three school districts, which provided school districts with personnel administrative support.
- Coordinated the Job Fair/Diversity Fair, the Employee Awards Program, and the New Employee Orientations.
- Transitioned two key Human Resources personnel members – the Assistant Superintendent for Human Resources, and the Program Administrator for Human Resources.

MANAGEMENT SERVICES DIVISION

COVID-19 Response Administrative Services

- Created new routes and schedules for messengers and drivers related to the impact of COVID-19.
- Coordinated the delivery of the personal protection equipment donation to support our health care professionals and first responders.

Administrative Services

- Received, inventoried and securely stored over 20,000 English, math, and science assessment and Regents exams, and distributed over 2,800 of these exams through the distribution centers located at the James Hines Administration and the Westhampton Beach Learning Centers, as well as responded to over 90 Freedom of Information requests and over 625 student records inquiries.
- Established a new workers compensation internal process to regularly call and maintain contact with an injured employee who is out of work. This provides support and encouragement during the period of disability as well as an avenue for direction and guidance for questions related to medical coverage. These calls alleviate employee concerns relating to coverage for their injury, maintain a connection to the workplace, and generally contribute to the employee's desire to return to work as soon as it is medically feasible. This new procedure will provide a support network for the injured employee, which then results in a quicker return to work and, therefore is a benefit to both employee and employer.
- Participated in the Department of Labor New York Workers Compensation Insurance Rating Board's required Safety and Loss Prevention Consultation and Evaluation, which transpires every 6 years. After weeks of data gathering, a day-long on-site safety review was conducted of several locations, which included the James Hines Administration Center, the Gary D. Bixhorn Technical Center, and the Bellport and Jefferson Academic Centers. Eastern Suffolk BOCES met and exceeded the recommendations, and no corrective action was needed.

Capital Asset Management (CAM)

- Since July 1, 2019, the CAM has sold over \$53,000 worth of surplus equipment and vehicles for Eastern Suffolk BOCES and its component school districts.
- Completed full building inventories at the Bellport Academic Center, Brookhaven Learning Centers East and West, Gary D. Bixhorn Technical Center, Islip Academic and Career Centers, Sayville Elementary School, Sequoya High School, Tecumseh Elementary School, and Westhampton Beach Learning Center.

- Assisted with various moves throughout the agency including: Transportation and Capital Asset Management Departments from the Sherwood Instructional Support Center to the Barton Avenue Armory; the Sayville Learning Center to Tecumseh Elementary School; the Employee Assistance Program on Crooked Hill Road to a new location on Commack Road; the Office of Technology Integration from various locations to the new Network Operations Center at the Edward J. Milliken Technical Center; the Masera Learning Center to the Sayville Elementary School; the Operations and Maintenance Department from the Gary D. Bixhorn Technical Center to the Barton Avenue Armory; and the Supported Employment Department from the Edward J. Milliken Technical Center to the Islip Office Center.
- Managed over 3,300 of the agency's record retention boxes, including the creation of the record retention area at the Barton Avenue Armory.

COVID-19 Response Cooperative Bidding Program

- Regular communication with the participating school districts related to the supply chain related to equipment and disinfecting supplies used to fight the spread of COVID-19.

Cooperative Bidding Program

- Created the following new bids: Custodial Matting, Soil Boring Services and Geotechnical Reports, and Land Survey and Utility Locating Services.
- Continued to hold Ad Hoc Committee meetings with school districts and other participating municipalities to refine and enhance specifications and/or to evaluate "alternate" submissions for : Custodial Supplies; Custodial Liners and Gloves; Arts and Crafts Supplies; Music Supplies and Instruments; and Physical Education, Athletic, and First Aid Supplies.
- Active involvement with the Joint Procurement Council for Suffolk County's SuffolkShare Program, which is Suffolk County's response to Governor Cuomo's shared services initiative. Calculated and provided information for matching funds to all participants of the program on the Custodial Matting bid.

COVID-19 Response Facilities and Security

- Increased cleaning and disinfecting protocols to minimize the spread of COVID-19.
- Maintained an inventory of protective equipment and disinfecting supplies to support our staff and building usage.
- Adjusted our security posture to reflect vacant school buildings.

Facilities and Security

- Enhanced our school facilities in accordance with the Master Space Plan to provide an improved learning environment for our students.
- Implemented the RAVE Panic Button Application and conducted the *Stop the Bleed* training to expand our security measures.
- Plan with the East Islip UFSD to create an inclusion site for our Special Education program.
- Installed generators to provide back-up power in the event of an emergency.
- Executed a consent agreement with the Suffolk County Police Department granting them access to ESBOCES cameras in a time of an emergency.

Leases

- Successfully negotiated for the use of the remainder of the Tecumseh Elementary School building that enabled Eastern Suffolk BOCES to consolidate programs.
- Identified and secured space for the relocation of the Commack Employee Assistance Program Office.
- Re-negotiated and extended the lease with the Sayville Union Free School District for the Sayville Elementary School.
- Negotiated with the East Islip Union Free School District to lease space to house approximately ten (10) classrooms that will be the new home to the Sequoya High School included program currently located in the Patchogue-Medford Union Free School District.

Communications Services/Public Relations

- Added five new school districts to the service, bringing the total number of participating school districts to 44. Overall, there has been a 21% increase in services purchased.
- Provided documents translated into foreign languages to 37 BOCES in New York State. Five documents being utilized by the New York State Board of Regents Regional Meetings on Graduation Measures were translated into thirteen languages. Eastern Suffolk BOCES proved to be the best choice in providing the desired quality and cost-saving translation services.

Nonpublic Textbooks

- The department began its annual procedure of processing applications and distributing textbooks for the start of the school year to students in grades K-12 who reside in 67 participating school districts and attend nonpublic schools, and will collect and inventory the textbooks at the end of the year.
- Continued customization of the textbook program's proprietary software to improve the experience and increase the ease and efficiency for the school districts, parents, and students who utilize the textbook service. Enhancements include a scanning feature to check-in and check-out books while recording the physical condition of the books, allowing for digital signatures on all paperwork, and providing optional digital receipts.
- Two non-component Union Free School Districts, Farmingdale and Tuckahoe (in Westchester), have contracted for this service for the 2020-2021 school year. They are the first school districts outside of Suffolk County to utilize non-public textbook services.

COVID-19 Response Communications and Research

- Created and maintained a webpage with the most up-to-date information and resources related to the coronavirus.
- Continued coverage from across ESBOCES to communicate the innovative ways we support the region during the COVID-19 crisis.

Office of Communications and Research (OCR)

- Continued activities to meet the American with Disabilities Act (ADA) accessibility requirements for the Eastern Suffolk BOCES and Academy websites.
- Continued to provide high-quality public relations services including graphics, photography, writing press releases and newsletter articles, media outreach, 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 5, 2019 at the Instructional Support Center at Sequoya.
- Developed, administered, and analyzed the Long Island Budget Impact Survey in collaboration with the Long Island Education Coalition for the ninth year.
- Prepared 31 Eastern Suffolk BOCES employees for the February 26, 2020 BOCES Advocacy Day. These staff members were accompanied by 33 Academy and Special Education students on Advocacy Day in Albany.
- Completed several annual research projects to support the advocacy efforts of the District Superintendent and the Chief Operating Officer, including but not limited to analyses of school districts' budgets, trends in school district wealth, Foundation Aid, state aid in general, and student enrollment/demographic trends. Several projects were further developed for visual presentation and/or publication.
- Planned and provided graphics/printing support for the Longwood Legislative Breakfast on February 1, 2020 that is co-hosted by Eastern Suffolk BOCES.
- Developed and presented numerous surveys to evaluate internal events and gather information for program use.
- Completed the eighth biennial Coser Survey Report, which is a valuable tool for Eastern Suffolk BOCES leadership to meet the needs of school districts and provide high-quality services.
- Developed and provided graphic and print materials and other communications to support the agency in celebrating its 25th anniversary of transforming lives. Represented Eastern Suffolk BOCES on the Statewide BOCES Communication Committee. This committee meets to determine the priorities of New York State BOCES communications, review the New York State Legislative priorities of BOCES, and provide professional development opportunities for BOCES communications professionals throughout the state.
- Established the Eastern Suffolk BOCES *Newsfeed*, a mass email marketing service that brings Eastern Suffolk BOCES news and promotions to the email inboxes of subscribing users.
- Livestreaming and videotaping the meetings of the Community Legislative Committee has begun in collaboration with the Office of Technology Integration, along with monitoring a live chat during meetings.
- Establish and train building and program level public relations liaisons and website editors.
- Developed the first draft of the Eastern Suffolk BOCES Visual Identity Guide regulation to ensure that the ESBOCES brand and image are uniform, professional, and consistent throughout all print and electronic communications and marketing materials.
- Developed an RFP for translations/interpretations for Eastern Suffolk BOCES and other participants, in collaboration with the Regional Information Center (RIC), to support the delivery of student services and expand the distribution of public information.
- Developed and carried out several long-term promotional campaigns that include marketing and promoting the 2020 Census, the New York State Regents Regional Meetings on Graduation Measures being held in Suffolk County, and agency-wide fundraising events for St. Baldrick's.

COVID-19 Response Printing

- Supported CTE and Special Education with the duplication of thousands of student packets for remote learning opportunities.

Printing

- Using state-of-the-art equipment, business cards and letterhead have been newly added to the large variety of items produced, which include, but are not limited to, brochures, booklets, newsletters, calendars, postcards, posters, return address envelopes, Common Core modules, and other creative educational visual aids.
- 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 school district subscribes to the Library Services/Media base service.
- Provided pickup and delivery services to school districts' central office at no additional cost.
- Reduced labor hours by 90 percent in the production of 5,000 sets of programs cards for the Career and Technical Education Programs with the addition of a new laminator. The laminator eliminated the need for the 160,000 cards to be hand-trimmed.

COVID-19 Response School Lunch Program

- Prepared over 250 meals daily for pick-up and delivery in coordination with our transportation department.

School Lunch Program

- Successfully applied for Community Eligibility Status with New York State Education Department's Child Nutrition Program. This enables Eastern Suffolk BOCES to serve breakfast and lunch to all Special Education students at no charge to the students. Eastern Suffolk BOCES received federal and state reimbursement toward the cost of the meals at the highest rate allowable.
- Increased efficiencies with the adoption of the Community Eligibility Provision by eliminating the necessity for parents and/or guardians to fill out free and reduced price lunch applications, and for Eastern Suffolk BOCES staff to process applications.
- Oversaw the daily service of approximately 1,650 meals to students located at 11 separate program sites.
- Applied for seven equipment grants totaling over \$28,000 to improve the infrastructure of the school lunch program. Some of the requested equipment includes refrigerators, a freezer, a warmer, a steam table, and a mobile heated cabinet, which will allow healthier meals to be served with improved quality and increased efficiency.
- Hosted a New York State Education Department Child Nutrition training class for school districts at the Instructional Support Center at Sequoya.
- Met with Eastern Suffolk BOCES Special Education principals to provide training and answer questions about the breakfast and lunch program service.
- Welcomed specialists from New York State Education Department Nutrition Program Administration for the required triennial review, where nutrition experts shared best practices and provided technical assistance.

Substitute Service

- Provided procurement of per diem substitute teachers, nurses, aides, assistants, custodians, and other employees for Eastern Suffolk BOCES and participating school districts.
- Three additional school districts signed up for services for the 2019-2020 school year, bringing the total number of school districts served to 35.
- Offered three levels of service to the 35 component school districts and four Eastern Suffolk BOCES programs. Transitioned Eastern Suffolk BOCES and the 35 component school districts to the new software platform for absence management, the tool for filling open positions with substitutes.

COVID-19 Response Technology Integration

- Provided remote on-going support for end users and follow up on help desk ticket requests.
- Secured multiple software platforms to transition our staff and students to on-line learning and virtual meeting groups.

Technology Integration

- Completed migration of services to the new Network Operations Center.
- Began upgrade of computer room and related technology at the Harry B. Ward Technical Center campus.
- Completed the move to the Barton Avenue Armory.
- Started the work on technology-related installations/configurations for the East Islip move.
- Upgraded door access control and security camera software.
- Began upgrading Windows desktops and servers agency-wide to Windows 10 and Windows 2016, respectively.
- Conducted independent external penetration test of network perimeter.

COVID-19 Response Transportation

- Provided emergency deliveries to hundreds of student's homes for essential medical equipment and technology to support distance learning initiatives.
- Daily delivery of over 190 breakfasts and lunches to student's in need.

Transportation

- Established a new Medical, Drug, and Alcohol RFP effective July 1, 2020, which will be renewable annually for up to five years.
- Arranged transportation for 42 school districts across Nassau and Suffolk counties in the 2019-20 school year.
- Furnished regional special needs and non-public school home-to-school transportation for 800 students in the 2019-20 school year.
- Supplied summer school transportation for 650 students in the summer of 2019.
- Provided 27 school districts with New York State Education Department and Department of Motor Vehicles (NYSED/DMV) required training for bus drivers.
- Coordinated the use of two work study buses in the summer of 2019, saving the Department of Special Education approximately \$5,400.
- Retained New York State Education Department Master Instructors as consultants for school districts to conduct required classes and certifications.