

Annual Meeting – April 7, 2021

REPORT FROM THE BOARD PRESIDENT
Lisa Israel

On behalf of the Eastern Suffolk BOCES Board, welcome to the agency's 28th Annual Meeting. As we complete the fourth 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:
 - Assisted in facilitating SED's Regional Reopening Forums during the summer of 2020.
 - Served as the Vice Chair of the BOCES District Superintendents, acting as a direct liaison between the Commissioner, her leadership team, and the BOCES District Superintendents.
 - Monitored multiple budget and board of education elections at the East Ramapo Central School District.

Diversity, Equity, and Inclusivity

- Recognizing the need for an increase in diversity, equity, and inclusivity (DEI) within the public education system, the District Superintendent:
 - Organized a series of DEI training sessions for all BOCES District Superintendents with a nationally-recognized DEI trainer.
 - Served as the co-chair of the newly formed Suffolk County School Superintendents Association's (SCSSA) DEI Committee.
 - Organized and facilitated multiple book studies for the SCSSA membership that focused on DEI centered titles.
 - Continued to co-chair the advocacy subcommittee of the New York State Council of School Superintendents' (NYSCOSS) Commission on Diversity and Inclusivity.
 - Served as a panelist on multiple New York State School Boards Association (NYSBBA) and NYSCOSS DEI related webinars and conference sessions.
 - Collaborated with leadership from ThoughtExchange to plan and facilitate the Long Island Equity Roundtable, bringing educational leaders together from across Long Island to learn about how to increase equity in our systems.

District Visitations

- There are seven new superintendents in the Eastern Suffolk BOCES region this year. Despite the challenges of the COVID-19 pandemic, the District Superintendent, along with the Chief Operating Officer, met with each of them either in their school district or virtually. This is a continuation of the practice of informing superintendents about the services and support 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.
 - Assisted school districts in navigating the myriad of SED and New York State Department of Health (NYSDOH) guidance that has governed the reopening and continued operation of schools.
 - Collaborated with SED leadership to provide input into initiatives and communications that would reflect the needs of our region.

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 with the book entitled Reading to Make a Difference by Lester L. Laminack and Katie Kelly.
 - 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.
 - Assisted the FSSSI networks with their communications with SED as they navigated the changes to their operations due to the COVID-19 pandemic.

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 a virtual advocacy workshop to Eastern Suffolk BOCES staff members prior to them attending the virtual BOCES Advocacy Day during the week of February 22, 2021.
 - Attended the virtual BOCES Advocacy Day during the week of February 22, 2021 as a member of a team of students and staff members who met with elected officials to advocate for BOCES-specific issues.
 - Served as Vice Chair on an advocacy team with BOCES District Superintendent leaders to meet with elected officials from across the state to advocate for BOCES-specific issues.

COVID-19 Response

- The COVID-19 pandemic took the world by storm, including the world of public education. In an effort to support our component school districts and their students during these unprecedented times, the District Superintendent:
 - Collaborated with both ESBOCES and Western Suffolk BOCES leadership, BOCES District Superintendents, The New York State Education Department, Suffolk County officials, and 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 would make sense for Long Island school districts.

CHIEF OPERATING OFFICER

COVID-19 Response and Management

- Worked with the Reopening Planning Committee to plan for and manage the re-entry process for bringing all staff and students back to in-person instruction.
- Worked with agency leadership and stakeholders to develop and implement the required reopening plan.
- Worked with leadership to revamp the mode, method, and frequency of our communication with all stakeholders
- Worked with leadership to monitor the fiscal impact of COVID-19 on our component school districts, and to manage the impact of COVID-19 on our programs and budgets.
- Worked with leadership and stakeholders to manage required COVID-19 reporting.
- Worked with leadership and stakeholders to manage required COVID-19 school zone testing.
- Provided regional support, where needed, to assist component school districts to understand the requirements from the innumerable Executive Orders related to COVID-19.

Diversity, Equity, and Inclusivity

- Recruited and retained a Director of Diversity, Equity, and Inclusivity.
- In collaboration with our newly hired Director of Diversity, Equity, and Inclusivity, coordinated the work of DEI both internally and regionally.
- Worked with the District Superintendent and Director of DEI to coordinate the leadership of the ESBOCES Diversity, Equity, and Inclusivity Task Force to shift the work to an advisory council with specific actionable goals.
- Continued to collaborate with the District Superintendent to implement initiatives related to increasing the diversity, equity, and inclusivity with regional district leadership, as well as with ESBOCES leadership and staff.
- Facilitated a book study related to DEI with superintendents.
- Worked with the SCSSA DEI Committee to further develop the goals of that association related to DEI.
- Provided support for the ESBOCES Board DEI Committee, including professional development.
- Coordinated a Board retreat related to DEI.
- Supported ongoing training related to DEI for ESBOCES leadership.
- Worked with Cabinet and Administrative Council to draft a policy, regulations, and procedures related to DEI for Board review and approval.

Internal Communications and Coordination

- Worked with the Communications Office to ensure that all of our communications to our communities is in both English and Spanish. This included written communications, phone and video messaging, as well as Zoom webinars.
- Continued active involvement on the ESBOCES Communications Advisory Committee.

- Instituted video messaging to all staff, as well as weekly Zoom open forums to provide updates related to COVID-19 and other agency issues.
- Greatly increased the frequency of meetings with all agency leadership, including union leadership, to get feedback and buy in related to agency COVID-19 and other issues.
- Developed plans to revamp our traditional methods of communicating with staff based on our experiences and learning.

ESBOCES Budget

- Reviewed ESBOCES 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.
- Developed the 2021-22 budgets with virtual stakeholder involvement at every stage of the process.

Support to Component School District Superintendents

- Assisted with the coordination of regional support to school districts related to a response to the Coronavirus pandemic, including collaboration with Suffolk County leadership and Suffolk County 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.
- Visited new superintendents in the ESBOCES region with the District Superintendent 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 regarding 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-, fifth-, and sixth-year superintendents at their request.
- Attended and presented at formal and informal cluster meetings for the Brookhaven, East End, and Islip Clusters to update superintendents on SED issues, regional issues, as well as ESBOCES issues.

Support to Component School District Boards of Education

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

Strategic Planning and Middle States Association Work

- Continued work with Cabinet and Administrative Council members to oversee the implementation of the Eastern Suffolk BOCES Strategic Plan.
- Continued the implementation, monitoring, and oversight of the 2017-2024 Strategic Plan.
- Worked with the internal coordinator to gather information and complete the required Mid-Term Report.
- Successfully submitted the required Mid-Term Report to the Middle States Association, which was approved.

- Continued to work to improve the monitoring of the Strategic Plan so the process is more meaningful and effective when obtaining and sharing feedback.

Regional Leadership and Advocacy

- Continued leadership role on the Executive Board of SCSSA, as well Treasurer of that association.
- Continued leadership role 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 leadership role on the Board of Directors of the Rural Schools Association to ensure a statewide perspective, and an awareness of school funding and needs.
- Continued to work as a member of the Long Island Education Coalition and 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 on behalf of school districts in Suffolk County, 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, the Long Island Education Coalition Budget Impact Survey 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.

Leadership Team Transition and Professional Development

- Successfully recruited and retained an Associate Superintendent for Educational Services.
- Supported the transition of the Associate Superintendent for Educational Services and the Director of Diversity, Equity, and Inclusivity.
- Continued to support the transition of the Assistant Superintendent for Human Resources.

DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSIVITY

Diversity and Inclusivity Initiatives

- Participated on a statewide webinar to understand the NYSED *Teaching in Remote/Hybrid Environments* (TRLE) and applied for the TRLE grant. Developed a work plan to meet the tenets of the *Teaching in Remote Learning Environments* grant. This includes a partnership with educational organizations, Innovative Designs for Education (IDE) Corporation, and NYU Metro Center, to develop modules and resources around the NYSED CR-S Education Framework.

- Worked with the Police Science/Criminal Justice Program to review their police science, criminal justice, and law enforcement programs through the lens of equity and inclusivity to ensure that it is culturally responsive.
- Developed a DASA educator module development - *“Words Matter: What You Need to Know About the N-word”*
- Created a DEI Parent/Family Advisory Council to encourage parent and family engagement, support family and parent advocacy, and perform policy review.

DEI Collaborations

- Developed two virtual workshops to present to non-instructional staff on Superintendent’s Conference Day.
- Worked with the Special Education Program to develop a DEI plan to support the Special Education department’s curriculum leaders and principals.
- Collaborated with the agency’s DASA Committee to review the process and procedures on training DASA Building Coordinators, reporting DASA incidents, and follow-up steps.
- Collaborated with the Employee Assistance Program to review the DEI section of the 2019 EAP Climate Survey.
- Worked with the School Library System Coordinator to create a professional development workshop on DEI and Culturally Responsive Education for regional library media specialists.
- Provided support for the Division of Management Services, Educational Services, and the Human Resources Department to set goals for DEI with each department.
- Provided support to Human Resources and coordinated with the Nassau County Alliance of Black School Educators and the Long Island Latino Teachers Association to review the ESBOCES regional career fair for culturally and ethnically diverse candidates, in order to develop agency connections with regional educators of color affinity groups and support the hiring and recruiting of candidates that will bring diversity.
- Worked with the ESBOCES Superintendent in Residence to begin reviewing sample DEI organization self-assessment tools, and adapt it to fit the needs of ESBOCES.
- Collaborated with the Educational Services Induction Planning Team to review and develop the DEI portion of their work plan for the year.

Internal Coordination

- Attended and participated in several organizational committees to foster an equity lens. These included:
 - Central Shared Decision Making Committee
 - Communications Advisory Committee
 - CTE Shared Decision Making Committee
 - DASA Committee
 - EAP Committee
 - Regional Diversity and Equity Initiative Advisory Council
 - Regional Curriculum Council and Curriculum Council Advisory Committee
 - Superintendent’s Conference Day Committee
- Provided support to the Practical Nursing Program to review program policies.
- Joined the ESBOCES Long Island Consortium for Excellence and Equity team and attended monthly regional sessions.
- Provided a presentation at the Diversity, Equity, and Inclusivity Board Committee meeting, and facilitated a discussion on co-conspirator versus an ally in equity work.

- Assisted several component school districts on strategic steps towards sharing the NYSED CR-S Framework with school district staff.
- Enrolled in Adelphi University's "Diversity Certificate" program and completed the Harvard Graduate School of Education (HGSE) online certificate course entitled "*Building Your Entry Plan to Lead for Equity in Education.*" It is my goal to use the methodologies and strategies in this course to turnkey our agency and regional leaders.

Regional Advocacy

- In conjunction with Educational Support Services, coordinated an ESBOCES Regional Diversity, Equity, and Inclusivity Professional Learning Community (PLC) to discuss Diversity, Equity, and Inclusivity services that can be offered to regional school districts. This PLC will be offered monthly, and will serve as a support network around equity initiatives in our region.
- Participated on the regional Curriculum Advisory Board to plan future Curriculum Council topics through an equity lens.
- Attend the monthly regional Curriculum Council meetings, and present on DEI and CRSE in Curriculum and Instruction.
- Attend the monthly Regional Personnel Administrator's Council (PAC) meeting and present on DEI and Human Resources.

Professional Development

- Developed and facilitated professional development workshops on DEI with the following departments/groups:
 - Administrative Council – Developing Culturally Responsive Mindsets to Impact Our Community and Workplace - Pt. 4, Creating Cross-cultural Safe Spaces to Grow in Leadership, Unpacking the ESBOCES DEI Self-Assessment Rubric: How can we use this as an agency?, DEI and NYSED Culturally Responsive/Sustaining Framework, and DEI Training Pt. 1 – Understanding Culture, Identity, and Implicit Bias.
 - Agency-wide Professional Growth Opportunities (AWPGO) – DEI Part 1 Understanding Culture, Identity, and Bias and Part 2 "Was that a Micro-aggression? How to Recognize and Begin to Combat Them."
 - ESBOCES Cabinet – How to be an Antiracist DEI Book Study – *How to Be An Anti-racist* by Ibram X. Kendi.
 - ESBOCES DEI Agency Advisory Council – Developing Committee Short- and Long-Term Goals around DEI, Understanding the ABC's of the LGBTQ+ Community, Developing Antiracist Mindsets to Impact our Workplace and Community, Understanding Culture, Identity, Bias, and How To Combat Them
 - Instructional Induction Program – DEI Book Study – *Culturally Responsive Teaching and The Brain*, by Zaretta Hammond and Presentation on Understanding How to Create a Welcome and Affirming Environment.
 - Mental Health Trainers – Diversity, Equity, and Inclusivity for Mental Health Providers.
 - ESBOCES CTE and Special Education School Building DEI Liaisons – DEI and NYSED Culturally Responsive-Sustaining Framework.

Career and Technical Education (CTE)

CTE Enrollment

- The regional enrollment at the Eastern Long Island Academy of Applied Technology grew. The lock-in numbers for 2020-2021 reached 1,890, which is an increase of almost 4%. We remain confident that we will maintain our current enrollment level for the next three years.
- The pandemic of 2020 has impacted Long Island's economy in a number of ways. Specific sectors in hospitality, food service, travel, and tourism struggle, while many others continue to flourish. Businesses and trade-specific industries continue to reach out to extend employment opportunities and career pathways for students. Health services, manufacturing, and construction trades remain top contenders for new talent, followed closely by transportation and public safety. Coupled with the New York State Board of Regents expansion of 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.
- In its second year at the Southampton School District, our Carpentry/Residential Construction and Home Improvement Program experienced a 50 percent increase in enrollment. It continues as a part-time CTE course offering at Southampton High School. This model continues to draw attention from surrounding school districts and the local business community as a way to provide in-demand career opportunities at the local level.

Special Career Education (SCE) Enrollment

- There are 353 students enrolled in our 12:1:1 programs and 107 students enrolled in our 8:1:1 programs for the 2020-2021 school year. The number of students in these programs has decreased slightly this year. We believe the uncertainty related to remote instruction due to the COVID-19 outbreak has played a factor in component school districts sending students to us this school year.
- Despite our pivot to remote instruction in the spring, 190 Special Career Education students participated in internships and real-world work experiences during the 2019-2020 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

- During the 2019-2020 school year, a self-study team convened to formalize various elements of the Physical Therapy Aide Program and prepare the NYSED CTE Program Approval Application for submission. External regional academic and industry representatives reviewed program elements to confirm that this offering meets the needs of component school districts and local workforce partners. The program was approved as a one-year program, which allows completers to access the CTE +1 graduation pathway, earn CTE credits, and also earn both an English and Science credit that were demonstrated through the process to be embedded in this program.
- In preparation for receiving our Perkins Grant allotment for the 2020-2021 school year, we worked with our sister agencies in Western Suffolk and Nassau to complete a truly

regional comprehensive needs assessment to ensure that all three agencies are providing industries with entry-level workforce needed in our area. This work includes input from over 350 stakeholders, including students, teachers, business partners, state and regional workforce development officials, higher education, and district partners. One of the goals for the grant is to help to improve support for further development of work readiness skills for all students, especially students with disabilities and English language learners.

- As we examined the needs of our programs, it became evident that mental health and wellness are important, not only in the school setting but also in the workplace. As part of the Perkins Grant, we hired a Social Worker to train our staff on supporting the social-emotional needs of our students and empower them to meet the stress common in all workplaces. We also allotted a portion of this grant for additional counseling support for our bilingual students building-wide, both in the form of additional guidance counselors and in the classroom with additional interpreters.

Advocacy – New Efforts

- Political, economic, and business leaders continue to call on CTE and Adult Education leaders to provide solutions to workforce shortages of supply and skill. Businesses and regional associations work directly with Eastern Suffolk BOCES in construction trades, health care, manufacturing, and transportation clusters to create a workforce pipeline. Eastern Suffolk BOCES acts as a regional leader that aligns P-16, industry, and school connections and immediate pathways to careers for those in training programs.
- The Southampton Business Alliance now supports all Town of Southampton CTE construction students with financial support to ensure that the next generation of skilled workers are outfitted and tooled for their new careers. CTE continues to work with agencies, foundations, and associations to support our young people with the tools, attire, and equipment necessary to be successful.
- Building career exploration opportunities for all students on Long Island 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 vary greatly from that of a traditionally prepared academic teacher. We incorporated the Southern Regional Education Board's *Teaching to Lead* curriculum into our current induction, mentoring, and coaching models. We developed an instructional delivery model that fit within social distancing requirements. Our CTE induction is delivered synchronously and remotely to the CTE Department's two newest teacher cohorts over the course of the school year.
- Through the 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 the following, all of which add value to our student experiences: 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; and teacher expertise and related certifications.

Special Career Education (SCE) – What’s New

- Due to concerns related to COVID-19, we decided to pause our agreement with the Medford Multicare Center for our Project SEARCH placement. These students are currently completing their rotation, and have taken on non-confidential roles with tasks performed under the guidance of our food service, clerical, and custodial staff.
- Islip Career Center renovations continue in the 2020-2021 school year. An entrance canopy was constructed to visually identify the main entrance and provide covered access for visitors and guests. We are currently working with Operations and Maintenance staff to improve our Food Preparation/Service kitchen space. At the Edward J. Milliken Technical Center, we are redesigning our Audio Production space to better service the students in that program. The renovations at the Islip Career Center and the new Audio Production space at the Edward J. Milliken Technical Center are expected to be complete for the start of the 2021-2022 school year.

Special Education

Special Education Enrollment

- For the past six years, the Department of Special Education has projected and seen increased enrollment. This year, our trend analysis proves to be a little bit different. Last year, we projected an enrollment of 1,614. To date we have 1,494 students enrolled, which is approximately 8% below our budgeted enrollment. The Department of Special Education continues to see a decline in student enrollment. We believe more school districts will be able to provide services to students who choose to remain on virtual instruction. Based on this, we are projecting a 10% decrease in student enrollment for the 2021-2022 school year.
- 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 offering consulting services.

Department Changes

- For the first time in several years, we are not projecting any building relocations or major changes to our programs. We believe we have sufficient space to meet the needs of our student populations despite COVID-19 protocols.
- In 2019-2020, 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 school district’s need to utilize that space. Eastern Suffolk BOCES was able to secure space within a component school district. However, due to COVID-19, we were unable to complete this project and these students were returned to Sequoya High School. We were fortunate to have been able to convert conference room spaces to allow for social distancing while students returned to the center-based 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 the Sagamore Children’s Psychiatric Center, will continue to offer intensive and therapeutic counseling services at the Jefferson Academic Center, Tecumseh Elementary School, and

Sequoia High 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 two years, 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 who 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 services to several students from various school districts.

Focus on Student Outcomes

- Similar to last summer, the Special Education Summer Services Program will operate at all nine locations.
- We continue to offer accelerated classes at the Jefferson Academic Center Program. We are happy to report that the program currently offers 13 sections of Algebra and 11 sections of Living Environment.
- The Sequoia High School Program has partnered with Suffolk Community College to allow students to get a head start on college before graduating high school. Eligible seniors have the opportunity to participate in this dual enrollment program to obtain high school and college credits. Currently two English courses (Freshman Composition and College Seminar) are offered.
- 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 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 demonstrate their proficiency in potentially new ways. We ensure that our everyday activities, as well as our long-term projects and learning goals, mirror the expectations of these new standards.
- This year, we continue to move forward with our Eyegaze initiative and implementation. The program was successfully piloted in 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.

- This year, due to COVID-19, we have prepared both staff and students to have access to both in-person and virtual instruction. We provided the necessary technology to support students both at home and in school, along with any other additional needed resources to access their education from home. We have sent home hotspots when needed and requested by families. At certain times during the school year, it was necessary to switch classes and buildings from in-person instruction to remote instruction, which a seamless process.
- We continue to program for both the CDOS and Skills and Achievement Commencement Credential (SACC) 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 the 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; diversity, equity, and inclusivity; and now a COVID-19 module.
- 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 a 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 the Bellport Academic Center and the Connetquot School District. We are providing services to the following component school districts: Connetquot, East Islip, Riverhead, and South Country.
- Eastern Suffolk BOCES continues to offer a program for English as a New Language (ENL) 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 27 students are enrolled in our Alternative High School programs, which is inclusive of six students enrolled in the ENL Program.

Educational Support Services (ESS)

Exploratory Enrichment

- In response to the pandemic, over 280 virtual, outdoor, and socially distant programs were added to the Exploratory Enrichment catalog.

- This program provides students and educators with experiences that support and enrich the New York State P-12 Learning Standards.
- This program provides visiting experts, and includes programs in Science; Math; Engineering; Technology; Health and Wellness; Character Education; Social-Emotional Learning; Culturally Responsive Programs; Diversity, Equity, and Inclusivity; and more.
- On average, Exploratory Enrichment serves 21 school districts in the Eastern Suffolk BOCES region and, during the last four months of this school year, 14 Western Suffolk school districts, with approximately 300 enrichment experiences.
- Approximately 50 presenters and organizations provide workshops, programs, and in-school and field trip experiences under Exploratory Enrichment.

Arts-in-Education

- In response to the pandemic, over 616 virtual, outdoor, and socially distant programs were added to the Arts-in-Education catalog due to concerns regarding COVID-19.
- 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 50 school districts in eastern and western Suffolk County.
- The programs address standards in the arts through all artistic disciplines, including music, theatre, dance, visual, media, literary, authors, etc.
- The programs address other curricular areas, such as Character Education; Social-Emotional Learning; Culturally Responsive Programs; Diversity, Equity, and Inclusivity; Science; Math; History; Engineering; Technology; Health and Wellness; and more through the artistic disciplines.
- On average, the Arts-in-Education Program provides over 3,000 artistic experiences, including over 400 residencies.
- Our catalog includes more than 575 artists and art organizations providing performances, workshops, short-term and long-term residencies, licensing agreements for school performances, on-site and off-site experiences, outdoor programs, and related videoconferences and virtual programs.
- Professional development is provided to arts and classroom educators, including school district memberships to professional organizations.
- We anticipate an increase in programs to support DEI, Social and Emotional Learning (SEL), ESSA, and Science, Technology, Engineering, the Arts, and Math (STEAM) within our component school districts.

Third-Party Assessment Service

- The Third-Party Assessment Service has been essential to school leaders this year in tracking learning growth and losses during the pandemic.
- Third-Party Assessments provide help desk and training support for six third-party assessment applications. The systems supported and school district participation are:
 - AIMSweb – 20 school districts;
 - Right Reason Technologies – 15 school districts;
 - Northwest Evaluation Association (NWEA) – 10 school districts;
 - Renaissance Learning – STAR – eight school districts;
 - LinkIt! – four school districts;
 - iReady – 21 school districts; and
 - Panorama – one school district.

- For the 2021-2022 school year, we anticipate an increase in school district participation in LAS Links as this is a new service.

Summer Enrichment Programs

- Summer Enrichment programs are provided for K-6 students in five school districts.
- We continue to seek new vendors and resources to provide both high-quality and cost-effective services.
- The utilization of the CampDocs Program has streamlined the summer registration process.
- In 2021-2022, the Summer Enrichment Program will include more STEAM enrichment opportunities, and it is anticipated that five school districts will partner with ESBOCES to offer this service.

Year-Round Enrichment Programs

- Year-Round Enrichment programs are provided for students in 33 school districts.
- The Year-Round Enrichment programs will expand the number of school districts and students participating in these programs in 2021-2022.
- We continue to seek new vendors and resources 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.

Model Schools

- The Model Schools Program has been a tremendous resource to school districts by offering educational technology support, regional trainings and customized in-district support throughout the COVID-19 pandemic.
- In response to the high need for technology trainings, 48 regional trainings have been provided, with 393 participants so far for the 2020-2021 school year.
- Currently, 41 school districts subscribe to the Model Schools Program.
- For 2021-2022, we are looking 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 regional and/or virtual professional development workshops and support. It 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 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 school year, 17 school district teams participate in LICEE, which is an increase from the last three years, which had 12 to 15 teams.

- This program supports over 87 school districts with State and Federal assessment mandates, for an estimated 90,000 tests in grades K-12, which is an increase over the last few years.
- For 2021-2022, 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 data support and post-secondary reports are available.
- Twenty-four school districts avail themselves to the Staff Developer/Shared Data Expert service to assist with data initiatives.
- Three 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 2021-2022 is to increase in-district participation of the Staff Developer/Shared Data Expert Service to assist with data initiatives.
- An initiative for 2021-2022 is to increase school district participation in workshops and trainings facilitated by Staff Developer/Shared Data Experts to meet school districts' data initiatives, and to support school districts in navigating shifts in education due to the COVID-19 pandemic.
- An initiative for 2021-2022 is a collaboration between School Data Bank Services and Student Data Services to reformat and host Data Advisory Committee meetings. These meetings will review and discuss data initiatives, with a focus on enhancing the service and providing school district administrators and data coordinators with a venue for in-depth data conversations.

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 serves 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 (DML).
- For 2021-2022, it is anticipated that various online resources will be added to the VRC with minimal financial impact to our member school districts.
- For 2021-2022, professional development trainings will be provided throughout the year to deepen the knowledge of educators in understanding the depth of resources available through the Virtual Reference Collection and Digital Media Library.

Regional Information Center (RIC)

Virtual Learning Services

- Services are currently provided to 58 school districts.
- 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. In 2020-2021, the key focus is on continuing to offer services to help school districts respond to the challenges related to the COVID pandemic. Key areas include, but are not limited to, tutorial services, language translations, KidOYO, mobile hot spot provisioning, various virtual learning services and opportunities, and Zoom licensing.
- A goal for 2021-2022 is to maintain school district participation, enhance existing services, and continue to respond to the needs of our school districts.

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.
- In 2020-2021, school district support of Education Law 2-d compliant software agreements and security-related acquisitions was prominent. New services and offerings developed in include device insurance, device repair, emerging technology acquisitions, and services.
- An initiative for 2021-2022 is to continue to support 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

- Services are currently provided to 13 school districts.
- 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.
- An initiative for 2020-2021 is to encourage internet access redundancy and load balancing solutions in addition to DDoS protection.
- An initiative for 2021-2022 is to continue to increase school district subscriptions.

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

- Services are currently provided to 31 school districts.
- 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.
- Security, Surveillance, and VoIP Services include design, implementation, and support for network-based video surveillance, door access control, and other systems.
- Initiatives for 2020-2021 include strengthening vendor partnerships and school district relationships, as well as making vendors aware of RIC One resources.
- Initiatives for 2021-2022 include focusing on centrally managed solutions (e.g. firewall/content management) where available, and expanding the number of subscriptions via outreach.

Hosted Network Operations Center (NOC) Management

- NOC Management consists of a 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 2020-2021:
 - Finalize disaster recovery site
 - Undertake National Institute of Standards and Technology (NIST) compliancy and initiate Service Organization Control (SOC) audit.
 - Broaden hosted applications within ESBOCES NOC (e.g., school district shares, Nutrikids, facilities management, etc.)
- Initiatives for 2021-2022:
 - Implement multi-factor authentication for access to hosted NOC and Short Messaging Service (SMS) solutions
 - Expand nVision to be accessible outside of school district boundaries
 - Complete yet-to-be-determined phases of SOC audit

Security, Surveillance, and VoIP Services

- This service includes 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

- Services are currently provided to 146 school districts (on average, approximately four to five services per school district).

- Technology updates were performed on our off-site, out-of-region disaster recovery and nVision backup service. Fifty school districts currently participate in this service.
- School Messenger and Connect Ed are both emergency notification systems that complement staff and student management systems.
- Cafeteria Management systems are anticipated to continue to grow in response to school district interest for a web-based solution. A total of 24 school districts currently participate in this service.
- 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.
- In the area of Facilities Management systems, school districts are offered a choice of two highly effective systems, Que Centre and SchoolDude, which are both supported through the RIC.
- 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 and NTS.
- Services are also provided for capital projects management.
- New services that were introduced are hosting enhanced offsite data backup, web-based point-of-sale, and school health management.
- Web governance, secure email, data privacy and security, and meeting management software are available.
- The RIC facilitates annual school district clerk trainings.
- Visitor Management system implementation and support services are now available for the Raptor system, with other vendor solutions being explored for future offerings.
- An initiative for 2020-2021 is to continue to lead the effort in helping school districts lower the impact of potential cybersecurity attacks by supporting their needs for data backup, disaster recovery, business continuity, and data privacy and security.
- Two initiatives for 2021-2022 are to continue to encourage school districts to expand from critical application hosting to full NOC hosting, and to support school districts in addressing and meeting NIST compliance standards.

District Data Protection Officer Service

- This new service is currently being provided to seven school districts.
- This service is designed to support a school district's Data Protection Officer.
- Initiatives for 2021-2022 are to develop and deploy this new service, and increase school district subscriptions.

Intellipath

- Services are 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.
- The Jewish Education Project (JEP) contracts with Eastern Suffolk BOCES to manage required data warehouse services involving grades 3-8 testing and Regents exams. This involves support to approximately 300 nonpublic schools across New York State.

- Twelve school districts participate in the optional NYS Data Validation Service (Certify).
- We instituted one-on-one remote data help sessions to assist District Data Coordinators, in real time, for all facets of data reporting and verification.
- An initiative for 2020-2021 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. In its first year of offering, seven school districts have subscribed to this service.
- An initiative for 2021-2022 is to increase district participation in district-specific designed workshops and trainings, facilitated by SDS Administrators and/or SDS staff, to meet school districts' growing data needs.

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 school 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 school 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, this 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 – two Suffolk school districts, five school districts, one nonpublic school from the Northeastern Regional Information Center, one school district from Rockland BOCES, and one school district from Dutchess BOCES.
 - SchoolTool – six school districts
 - Synergy – 0 school districts. As of November 19, 2020, this is a new Board-approved service.
- An initiative for 2020-2021 is to expand school district participation in the Passport for Good Program Service.
- An initiative for 2020-2021 is to introduce the new student management system Synergy by Edupoint Educational Systems, LLC to school districts.
- An initiative for 2021-2022 is to implement the new student management system named Synergy by Edupoint Educational Systems, LLC for school districts.

Other Related Services

- eBoard by Sea Cliff Educational Solutions – Five school districts subscribe to this service.
- Curricuplan by Sea Cliff Educational Solutions – There are no school districts that currently utilize this program.

Test Scanning and Reporting Services

- Over 350,000 individual New York State English as a Second Language (NYSESLAT); New York State Identification Test for English Language Learners (NYSITELL); NYS

Grades 3-8 ELA, Math, and Science assessments; and approximately 250,000 Regents exams are processed annually.

- 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 assure quality control and accuracy.
- An initiative for 2020-2021 and 2021-2022 is to continue ongoing support for the Syracuse School District and 10 RICs across New York State that utilize the ESBOCES Student Data Services developed New Test Scoring Software (NTSS).
- An initiative for 2020-2021 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. This service has been very well received by school districts. Nineteen school districts currently participate.
- An initiative for 2020-2021 is to develop an Advanced Placement (AP) Advantage Loading Service where Student Data Services test scanning team directly loads AP exam results to Level 1, and provides extracts for Student Management Systems. This service has been very well received by districts. Nine school districts currently participate.
- An initiative for 2020-2021 and 2021-2022 is to expand Level 1 support to our component school districts with the implementation of Computer Based Testing.
- An initiative for 2021-2022 is to increase school district participation in the Regents Data Loading Service and the AP Advantage 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) – nine school districts
 - Frontline Medicaid Direct – 21 school districts
- Student Data Services Special Education Help Desk supports the following additional software programs:
 - the n2y software suite, which includes Unique Learning System, News-2-You, SymbolStix Prime, SymbolStix Squares, L3 Skills and Positivity - 12 school districts
 - Branching Minds – seven school districts
 - HearBuilder – six school districts
- An initiative for 2021-2022 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 2021-2022.
- The above statement excludes vendor licensing costs, for which increases vary by contract.

New York City Charter Schools

- Provides support to 260 New York City charter schools in the area of NYSED-required student data collection and reporting through face-to-face and online virtual trainings.
- Performs counts of NYC charter schools that report data in compliance with NYSED deadlines.
- Collaborates with NYC Department of Education (DOE) charter school office and Department of Instruction and Information Technology to manage data reporting for more than 230 schools.
- Continues to advocate to establish a data quality committee with representatives from NYC DOE and charter school staff, and others as needed.
- Works with NYC DOE staff to refine data collection protocols.
- Continues to develop targeted training engagements to enhance charter school data reporting capacity, with an emphasis on data quality.

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 various re-openings, signage, payroll, insurance benefits, all leave-time options, federal and state legislation, staff assignments, remote work, accommodations, employment resources, required communications, attendance, and virus FAQ's via emails, webinars and memos.
- Transitioned Department of Human Resources (HR) staff back to an office setting beginning in June 2020, one of the first throughout the agency, and set up communications protocols for HR staff to coordinate work functions remotely when necessary (e.g., quarantine or illness).
- Corresponded daily with the agency's legal counsel regarding the interpretation of federal (Families First Coronavirus Response Act [FFCRA]), state (NYS COVID-19 and Executive Orders), and local legislation (Department of Health protocols) pertaining to all labor, operational, benefits (e.g., unemployment, Family and Medical Leave Act [FMLA]), staffing, time off, vaccinations, and operational matters.
- Implemented appropriate measures to evaluate, approve, and credit time due to employees across all areas resulting from approved legislation (e.g., time off for quarantine, childcare, long-term illness, and medical testing).
- Held numerous countywide Personnel Administrator's Council meetings via Zoom to discuss agency and school district issues and solutions among colleagues per an established schedule and agenda. Discussions focused on a myriad of legal issues pertaining to COVID-19 circumstances (e.g., leave-time provisions, vaccinations, reopening, FMLA, FFCRA, unemployment, and the NYS COVID-19 Leave Law). The virtual platform provided an effective mechanism among personnel colleagues to discuss various workplace issues focused primarily on COVID-19, with regular presenters providing valuable and tangible information.
- Conducted New Personnel Administrator's Council meetings to discuss the experiences of non-veteran Personnel Administrators, share additional data, and provide additional leadership and COVID-19 guidance.
- Established a system and clearinghouse for reporting absences and illnesses in order to provide employees with the proper guidance regarding quarantining, time off, eligibility, and documentation required. There was a cooperative effort with members of

the Cabinet, Administrative Council, and bargaining units, as well as nursing staff, to comply with several federal, state, and local laws (e.g., FFCRA, NYS COVID-19, HIPAA, FERPA, and Center for Disease Control and Prevention/Department of Health).

- In light of COVID-19 circumstances, created and established regular and backup in-office functions to guarantee the proper distribution of payroll and benefits to agency staff, without interruption, in case of an extended absence.
- Designed a procedural chart to delineate eligibility of time off for COVID-19 leaves, based on legal guidance, to address eligible time off circumstances, unpaid leaves, and other absences based on legal guidance and approved legislation. Developed forms to correspond with the system designed to intake and monitor documentation sent to HR.
- Finalized three bargaining unit agreements, including a one-year extension. Initiated negotiations with two other units.
- Managed daily office functions and entered necessary WinCap data, based on communications to HR, to maintain proper employee records.
- Planned the virtual Diversity Career Fair, which is scheduled for April 10, 2021.
- Communicated with NYSED Regional Certification Office and other offices to determine certification and Statement of Continued Eligibility (SOCE) status in order to provide this information to component school districts.
- Conducted virtual interviews and benefit meetings with prospective staff members.
- Answered numerous staff emails and phone calls regarding individual employment situations in response to COVID-19, particularly leave time, based on legal guidance. Established an HR-only email address for COVID-19 related questions.

Human Resources

- During the 2020-2021 school year, supported the recruitment and hiring of four administrators (Administrative/Supervisory Unit only includes new hires, as well as change to administrator from another unit or move to another administrative title), 24 teachers (includes two Staff Developers, two Adult Nursing Instructors, new hires, as well as moves from other units), and 75 paraprofessionals.
- Continued with, and expanded the ESBOCES Regional Diversity, Equity, and Inclusivity 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 Resources work. During the 2020-21 school year, ESBOCES provided one workshop, which granted participants with Continuing Teacher and Leader Education (CTLE) credits.
- 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, and agreement that expired effective 7/1/2020).
- Successfully negotiated a one-year contract extension through the 2020-21 school year.
- Successfully met all Affordable Care Act compliance requirements for the 2020-21 school year.
- Worked collaboratively with the Business Office to address data issues for IRS reporting requirements (i.e., Form 1095 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 431 teacher certificate applications, 129 teaching assistant applications, and 102 coaching license applications. The RCO provided four in-district presentations for component school districts and two presentations internally for induction and agency-wide professional growth opportunities. The RCO also provided presentations for Special Education Administrators in Suffolk County and the Long Island Association of School Personnel Administrators. In March 2020, the RCO participated in a career fair candidate workshop. The RCO also participated in monthly phone conferences with the Office of Teaching Initiatives to further their support offerings to the region.
- Planned and facilitated regular meetings of the Personnel Administrator’s Council, which provided regional support to school district Human Resources officials. Topics included various COVID-19 labor issues (presentations from legal counsel and the NYS Department of Labor), “Legal Updates,” “Personnel Procedures for HR Administrators,” and “Reasonable Accommodations in an Unreasonable World – Navigating Accommodation Requests in the Middle of a Global Pandemic.”
- Continued to offer the new Personnel Administrator Collegial Circle to new school district Human Resources officials. This year, the collegial circle meetings continued to provide an open forum and mentoring component, with discussion and reflection.
- Maintained the Personnel Services CoSer for three school districts, and provided them with personnel administrative support.
- Coordinated the virtual Diversity and Career Fair, the Employee Awards Program, and the New Employee orientations. The Department of Human Resources conducted each program virtually, with noticeable increases in attendance, where applicable.
- Continued transition of 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

- Practiced socially-distanced, building-wide evacuation drills and delivered virtual lockdown drill refreshers via Zoom to keep staff physically distant while maintaining awareness of these security procedures.
- Provided additional accounting support through our Shared Business Services CoSer for school districts that required extra help during the current pandemic.
- Per CDC guidelines, continued to disinfect agency fleet vehicles and driver messenger vans weekly. Per CDC guidelines, vehicles serviced by our repair and maintenance vendor are also disinfected before being returned to the assigned program.
- Maintained the routes and schedules of messengers and drivers that were implemented due to increasing safety concerns as a result of the pandemic.
- Received, distributed, and accounted for an agency wide inventory of personal protective equipment (PPE), supplies to ensure the agency had the supplies necessary to ensure staff and student safety.

Administrative Services

- Adopted the new Records Retention Schedule, known as LGS-1, which combines several existing governmental records retention schedules, shortens some of the retention lives by about one year, along with several other changes. Program heads

were trained and provided with this new schedule to ensure their records are retained in keeping with the new requirements.

- Reviewed and updated, as needed, recommended insurance requirements requested from vendors in all agency bids to guarantee protection of the agency's interests.
- Responded to over 75 Freedom of Information requests and over 600 student records' inquiries.
- Received, inventoried, and securely stored over 4,600 English, math, and science assessments and Regents exams; and distributed over 360 of these exams through our distribution centers located at the James Hines Administration Center and the Westhampton Beach Learning Centers.

Capital Asset Management (CAM)

- Since July 1, 2020, the CAM has sold over \$323,294 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, Brookhaven Learning Center at Samoset Middle School, Islip Academic and Career Centers, Jefferson Academic Center, Premm Learning Center, Premm Learning Center at Timber Point, Sayville Elementary School, Sayville Elementary School at Bellew, Tecumseh Elementary School, Tecumseh Elementary School at Sherwood, and Harry B. Ward Technical Center.
- Managed over 3,000 of the agency's record retention boxes.

Cooperative Bidding Program

- Created the following new bids: PPE Supplies, Sanitizing of Classrooms/Office Space, and Custodial Equipment Pads.
- 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. These meetings have continued to be successful using a virtual platform.
- The Cooperative Bidding Program maintains and manages 60 contracts; 55 bids, and five RFP's, covering many commodities for its 74 participants.
- Continued 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.

Facilities and Security

- Implemented CDC regulations for cleaning and disinfecting in response to the pandemic.
- Replaced numerous rooftop HVAC units to enhance air quality and energy efficiency. Completed agency wide lead in water sampling and testing.
- Classified building materials agency wide to update Asbestos Hazard Emergency Response Act (AHERA) reports.
- Modernized our security cameras for best safety protocols.
- Recruited expert senior staff members to increase the efficiency of the Operations and Maintenance Department, including the Regional Occupational Safety and Health Program.

Leases

- Renegotiated and extended the classroom lease agreements with the Islip Union Free School District, the Sachem Central School District, and the West Islip Union Free School District at the lower of 2% or the CPI-U for use by the Department of Special Education.
- Renewed the classroom use agreement with the Southampton Union Free School District at the lower of 2% or the CPI-U for the continuation of the high school carpentry program provided by the Department of Career and Technical Education.

Communications Services/Public Relations

- Added two new school districts to the service, bringing the total number of participating school districts to 46.
- Continued to provide foreign language and American Sign Language translations and interpretations through an established RFP.

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 68 participating school districts and attend non-public 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 included a pick-up scheduling feature that allows parents to schedule their appointment online. This feature allows the center to prepare the books that the students need in advance, reducing the amount of time that parents are on line and at the center and provides students, parents, and staff the ability to remain socially distant.

COVID-19 Response Communications and Research

- Developed, administered, and analyzed an addendum survey to the 9th Annual Long Island Budget Impact Survey to capture the impact of COVID-19 on school district budgets for 2020-21. This survey is administered in collaboration with the Long Island Education Coalition. The 10th annual survey to analyze 2021-22 school budgets was also administered.
- Added an access link on the Coronavirus Information page on the Eastern Suffolk BOCES website to the New York State COVID-19 Report Card, where school districts report their COVID-19 positive cases to be displayed for public viewing. This new web page also displays the cumulative number of COVID-19 positive cases in Eastern Suffolk BOCES programs since September 8, 2020. Additionally, a new vaccination information page has been placed on the website to provide resources to educate and inform students, parents, and staff about the COVID-19 vaccine.
- Supported the agency in communication activities related to the reopening of schools including but not limited to: co-hosting staff, parent, and student forums; developing surveys; assisting with policy reviews; developing and distributing signage; creating videos; establishing website pages; and acquiring Spanish translations for all public documents and events.

Office of Communications and Research (OCR)

- Facilitated Superintendent's Conference Day for 12-month non-instructional staff, which was held virtually via Zoom on November 3, 2020.
- The 17th Annual Regional Longwood Legislative Workshop was held as a virtual event on February 6, 2021. Communications Office staff provided graphics services for the development of all materials, and also served as hosts of the Zoom meeting, providing technical support for the necessary transitioning of people and media throughout the event.
- Prepared 29 Eastern Suffolk BOCES employees and 38 Academy and Special Education students, for BOCES Advocacy Day that was held February 22 – 26, 2021 via Zoom with 13 New York State legislators. Participation involved discussions related to proposed legislative and regulatory changes that Eastern Suffolk BOCES had chosen to promote.
- 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, student enrollment/demographic trends, the Executive Budget proposal, and the Legislative Budget. Several projects were further developed for visual presentation and/or publication.
- Represented Eastern Suffolk BOCES on the Statewide BOCES Communication Committee. This committee meets to determine the priorities of New York State BOCES communications, and provides professional development opportunities for BOCES communications professionals throughout the state.
- Continued to email *News Around the Agency* to staff and Eastern Suffolk BOCES *Newsfeed* to the community to share agency news that have helped to keep everyone connected during the isolation created by COVID-19.
- A Diversity, Equity, and Inclusivity webpage was created on the Eastern Suffolk BOCES website for sharing valuable and useful resources.
- Assisted the agency in meeting the NYSED requirement for state and local agencies receiving Title I funding to provide the public with an annual report card that evaluates school performance and progress. A webpage that provides information and a link to the NYSED Parent Dashboard was made available on the "For Parents" tab on the Eastern Suffolk BOCES website. The webpage also provides a link for parents to participate in a survey to provide feedback on the dashboard. The new page was promoted to the community via social media.
- Documents and surveys were developed to assist with superintendent searches for several school districts.
- Eastern Suffolk BOCES website addresses were added to the 2021-22 Shared Services Guide to enhance the Shared Services Guide as a marketing tool and make it easier for our component school districts to get more detailed information about Eastern Suffolk BOCES services and programs.
- 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 that promotes Eastern Suffolk BOCES and Academy students, staff, events, and programs on the website and social media.

Printing

- Continued to support CTE and Special Education with the duplication of student packets for remote learning opportunities.
- Using state-of-the-art equipment, a large variety of items can be produced, which include, but are not limited to, booklets, brochures, business cards, calendars, newsletters, postcards, posters, return address envelopes, Common Core modules, and other creative educational visual aids. Recipient addresses can now be printed when the return address envelopes are printed. This reduces the need to affix address labels.
- 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.
- Printed, addressed, and coordinated the bulk mailing for the Career and Technical Education Open House mailers for the first time. The mailers are now addressed while being printed. This eliminates a step in the production process, as well as the need for labels.

COVID-19 Response School Lunch Program

- Successfully applied for approval to operate a summer food service program that enabled Eastern Suffolk BOCES to continue the service of reimbursable breakfast and lunch meals to home-bound students and their school-age siblings. A grab-and-go meal station was operated at the Sequoya High School, and meals were delivered to students who did not have access to transportation. Over 44,000 meals were served during the summer of 2020.
- Actively participated in the Eastern Suffolk BOCES Reopening Committee to devise procedures and put protocols in place to ensure that CDC and DOH guidelines and best practices were followed in the operation of the School Lunch Program.
- Starting in September 2020 and continuing today, over 100 meals are prepared and delivered daily to students who attend school virtually.
- Received \$5,000 in grant funding from the School Nutrition Foundation to assist in making meals available for vulnerable children during the pandemic.

School Lunch Program

- Operated all nine Eastern Suffolk BOCES kitchens and 10 serving locations using the United States Department of Agriculture Community Eligibility Provision. This enables Eastern Suffolk BOCES to serve breakfast and lunch to all Special Education students at no charge to the students. Eastern Suffolk BOCES receives federal and state reimbursement toward the cost of the meals at the highest rate allowable.
- Improved efficiencies while operating under the Community Eligibility Program, as no free and reduced price applications are required. This eliminates the need for Eastern Suffolk BOCES staff to collect, enter, process, and verify applications.
- Received \$5,000 in grant funding from Tyson Foods as a result of participation in a training session virtually held by the School Nutrition Association at their national conference. These funds were used to purchase PPE for the food service workers, as well as to offset costs associated with the transportation of the meals during school closures and also for the purchase of protective barriers that were installed in the

kitchens to separate the kitchen staff from the aides and assistants who pick up the meals for students.

- Eastern Suffolk BOCES was awarded \$12,794 in grant funding from the National School Program Equipment Assistance Grant to upgrade the serving line at the Sayville Elementary School.
- Supported the nutritional needs of Eastern Suffolk BOCES students attending non-traditional programs, including students enrolled in the Alternative Education Program located at Pal-O-Mine and the evening Alternative High School Program.
- Participated in the Fresh Produce Pilot Program, sponsored by the United States Department of Agriculture, by diverting a portion of the entitlement to this program. A large variety of fresh fruits and vegetables have been received at no cost.

Substitute Services

- Provided procurement of per diem substitute teachers, nurses, aides, assistants, custodians, and other employees for Eastern Suffolk BOCES programs and participating component school districts.
- Welcomed a new component school district to the program for the 2020-21 school year, bringing the total number of school districts served to 36.
- Offered three levels of service to the 36 component school districts and four Eastern Suffolk BOCES programs.

Technology Integration

- Provided remote ongoing support for end-users and follow-up on help desk ticket requests.
- New firewalls were installed at the James Hines Administration Center.
- The internet filtering upgrade was completed.
- Began planning an agency wide Wi-Fi upgrade.
- Began WinCap upgrade to the new server.
- Completed the Harry B. Ward Technical Center's computer and phone upgrades.
- The grounding of network closets continues throughout the agency.
- The agency wide Windows 10 desktop upgrade is nearing completion.

COVID-19 Response Transportation

- Since March 2020, 1,500 meals a day have been delivered to Eastern Suffolk BOCES students living as far west as Huntington and as far east as Montauk.
- Coordinated deliveries of student technology, therapeutic devices, and classroom materials for home use, and collected and returned the technology to schools at the end of the school year.
- Increased transportation support to school districts to accommodate school districts' needs for additional buses to maintain social distancing due to pandemic-mandated health and safety requirements, which limits bus capacity.

Transportation

- In the 2020-2021 school year, furnished regional special needs and nonpublic school home-to-school transportation for 890 students, from 15 school districts, to 95 destination schools.
- For the second year in a row, transported 1,400 Wyandanch School District in-district students to their five schools.

- In the summer of 2020, supplied summer school transportation for 185 students, from 15 school districts, to 25 destination schools.
- Provided 22 school districts with New York State Education Department and Department of Motor Vehicles (NYSED/DMV) required training for bus drivers and monitors.