

Annual Meeting – April 2, 2014

REPORT FROM THE BOARD PRESIDENT

Lisa Israel

On behalf of the Eastern Suffolk BOCES Board, welcome to the agency's 21st Annual Meeting. As we complete the fifth 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

Communication

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

District Visitations

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

Liaison between SED and the Region

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

Integrity Officer Work

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

Commissioner's Representative in the Region

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

Post-Secondary Partnerships

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

CHIEF OPERATING OFFICER

Transition

- Worked to support the successful transitions in the office of the Chief Operating Officer, Associate Superintendent for Educational Services, Director of Special Education, and Director of Education and Information Support Services.

Regional Advocacy

- Continued to advocate for all aspects of public education through work with the Suffolk County School Superintendents Association as the Co-Chair of their Legislative Committee.
- Provided regional presentations on the legislative agenda, and fiscal impact of the Gap Elimination Adjustment to the Long Island Regional Planning Council, as well as various educational groups.

Internal Communication and Coordination

- Worked with members of the Administrative Council to continue the implementation of all aspects of the Strategic Plan, including a new security system, multiple building relocations, implementation of the Regents Reform Agenda, ongoing study of agency space needs, and all aspects of agency operations.
- Completed a series of communication meetings at each of our ESBOCES sites to update them on agency initiatives.

Office of Planning and Program Improvement (OPPI) and Federal and State School Support Initiatives (FSSSI)

Office of Planning and Program Improvement

- Supported \$26 million of specially-funded projects.
- Continued implementing the Middle States Association accreditation protocol.
- Worked to support the transition of the Employee Assistance Program and the Student Assistance Service (EAP/SAS) from the Educational Services Division to the Office of Planning and Program Improvement.

Federal and State School Support Initiatives

- Supervised the expansion of the Migrant Education Outreach Program (MEOP) to the metropolitan area.
- Worked to oversee the Long Island Regional Bilingual Education Resource Network (RBE-RN) and the Regional Special Education Technical Assistance Support Center (RSE-TASC), as they continued to support school districts across the Island in State Education Department initiatives.
- Supported the work of the RSE-TASC as they increased support and communication to the region through a monthly publication provided to their constituents in the region.

EDUCATIONAL SERVICES DIVISION

Special Education

- Worked with the Office of Communications to complete major revisions to the Special Education portion of the website.
- Successfully relocated the Special Education High School program from BAC at Eastport-South Manor to BAC at Patchogue-Medford High School.
- Continued to support the implementation of an iPad initiative to promote 21st century learning.
- Worked to enhance curriculum through the implementation of innovative programs – *Keeping Learning on Track (KLT)*, *Study Island*, *Unique Learning*, and *Teacher Learning Communities*.
- Continued to support the integration between *IEP Direct* and *eSchool*.
- Worked to expand our support of school districts through the provision of regional programs.

- Developed and instituted the *SHARP (Striving for Higher Achievement at Rocky Point)* program offering Academic Intervention Services (AIS) to middle and high school students in component school districts.
- Facilitated the ability of our Special Education staff members to become bus drivers in order to facilitate better access for our students to the community.
- Building Curriculum modules were developed so that the new *Skills and Achievement Commencement Credential (SACC)* and the *Career Development and Occupational Studies (CDOS)* credential were accessible for our students.
- Improved the delivery of services in our Islip Academic Center (IAC) by converting space to a gymnasium area for students.
- Coordinated a Transition Fair for Special Education students in the region.
- Implemented the use of *MyLearningPlan OASYS (Observation and Appraisal Management System)* for electronic observations/evaluations of staff to facilitate the implementation of the new Annual Professional Performance Review (APPR).
- Supported the continuation of our program-wide anti-bullying program through the use of the *Olweus* bully prevention system.
- Worked to fully implement all aspects of the Dignity for all Students Act (DASA).
- Expanded the use of 8-1-1 classes with two shared aides at each of our sites to support our students in less restrictive environments.

Career, Technical and Adult Education (CTE)

- Worked with the component school districts to implement the recommendations of the CTE Task Force in an effort to stem the declining enrollment trend in CTE.
- Increased literacy initiatives in Career and Technical Education/Special Career Education (CTE/SCE) by creating *Professional Learning Communities* at each technical center.
- Released the re-visioning of CTE as the *Eastern Long Island Academy of Applied Technology*.
- Created new programs that focus on Science, Technology, Engineering, and Math (STEM) disciplines with a focus on preparing students for occupations that are in demand.
- Began implementing parent portal access for all CTE courses to allow parents, students, and school districts access to grades and course information.
- Worked with the State Education Department to create an in-district CTE option in response to the need to expand accessibility and affordability.
- Completed the ongoing re-approval process, submitting seven courses to NYSED.
- Wrote for and was awarded the *New York Pathways Innovation Network (NY PIN)* grant for all of Long Island. As part of that grant, we are working to develop career pathways for all students in specific component school districts.
- Received a grant award through the New York State Education Department for a Literacy Zone in Riverhead.
- Continued working toward the development of a STEM high school focused on engineering and applied science, with a planned opening in September 2014.
- Dedicated the Brookhaven Technical Center in honor of Gary D. Bixhorn for his commitment and dedication to ESBOCES and CTE in the region.
- Successfully relocated Nursing and Adult Education from the New York Institute of Technology to the Adult Education Center at Brentwood.

Education and Information Support Services (EISS)

- Continued support for the New York State Education Department Regents Reform Agenda (RRA).
- Provided school district support for curriculum module implementation, assessment training, data training, and network team training.
- Engaged librarians in Common Core Standards training.
- Our Arts-in-Education program advocated for the inclusion of the arts in the RRA.

- The Model Schools program provided support to school districts regarding the RRA.
- Moved forward a major initiative with NYC charter schools through Student Data Services to provide data warehousing for all charter schools within the NYC area (150+).
- Reorganized Student Data Service's Special Education Student Management System's support staff to align more programmatically, creating more efficiency at the Westhampton Beach Learning Center.
- Working in conjunction with the Regional Information Center (RIC) to further develop our online/blended learning offerings.

Regional Information Center (RIC)

- Worked in coordination with EISS to provide the technology to further develop our online blended learning offerings.
- Provided technology support to school districts in the area of security and surveillance.
- Worked with Student Data Services (SDS) to develop data integration systems and services.
- Worked with SDS to develop and document data security.
- Working with the State Education Department to support regional field-testing of the *Partnership for Assessment of Readiness for College and Careers* (PARCC).
- Continue to support data integration and security systems and services
- Worked to investigate cost-effective solutions for school districts searching for increased bandwidth to address all of the new technology requirements. Co-authored a White Paper on bandwidth mitigation.
- Developed requests for quotes (RFQs) for network copiers and for non-traditional tablets (Kindle, Android, Chromebooks) to replace the retired Office of Government Services contract.

DEPARTMENT OF HUMAN RESOURCES

Human Resources

- Supported the recruitment and hiring of 30 administrators.
- Continued to support and expand a successful *Succession Planning* program for all levels of agency staff.
- Successfully negotiated two collective bargaining unit contracts.
- Planned and offered an agency health fair and the second agency financial planning workshop.
- Planned and implemented regular meetings with component school district Human Resources officials to support them with all Human Resources initiatives and requirements.

MANAGEMENT SERVICES DIVISION

Nonpublic Textbooks

- Continued to support all Eastern and Western Suffolk school districts in nonpublic textbook distribution. Over 14,000 students in the county receive textbooks through the program.
- Successfully implemented *Follett Destiny Textbook Manager*, an inventory system that tracks nonpublic textbooks.

Printing

- Assisted school districts in the printing of the common core modules. Twenty-three school districts ordered modules and over 42,000 books were ordered.

Transportation

- Provided 32 school districts with State Education Department and Department of Motor Vehicles (SED/DMV) required training for bus drivers.

- Coordinated the use of four Special Education buses in the summer of 2013 and used them for shuttle runs, saving the Department of Special Education approximately \$2,000.
- Retained NYSED Master Instructors as consultants for school districts to use as needed, to ensure their transportation staff is in compliance with SED/DMV regulations.
- Relocated the Transportation office from Colin Drive to the Sherwood Instructional Support Center, resulting in a 38% reduction in space, a related reduction in overhead and rent, and improved communications with our internal instructional departments.
- Increased usage by bringing on four new school districts as part of the Regional Transportation Program.

Cooperative Bidding Program

- Continued to work with school districts to define and enhance specifications utilizing school district committees (e.g. music administrators). School Districts have been responsive to this collaborative approach.

Technology Integration

- Successfully transitioned from PeopleSoft Financials to WinCap Financials.
- Supported the technology related to the first year of the agency wide security upgrades.
- Supported all aspects of the technology related to building relocations and renovations for the Adult Education Center (AEC) (formerly New York Institute of Technology), Special Education, CTE, and Transportation.
- Increased the agency's Internet redundancy in light of Hurricane Sandy.

Capital Asset Management (CAM)

- The Auction Services program continues to build momentum. Since July 1, 2013, we have sold over \$70,000 worth of surplus equipment and vehicles for ESBOCES and our component school districts.
- Working with EISS staff, the CAM continues to coordinate the delivery and pick up of the *Science 21* kits. This coordination builds efficiencies within departments and eliminates unnecessary overtime.
- Successfully transitioned from the PeopleSoft inventory system to the *Real Asset Management Software* system.
- To ensure assets are appropriately safeguarded, we continue to complete Annual Inventory Verifications and Random Inventory Verifications.
- Assisted with various moves throughout the agency including the relocation of BAC at Eastport-South Manor to BAC at Patchogue-Medford High School, Nursing, and Adult Education from NYIT to AEC at Brentwood, Regional Transportation from Colin Drive to Sherwood ISC, four CTE classrooms and two nonpublic textbook center locations.
- Managed over 3,200 record retention boxes.
- Developed a *Moves Planning Checklist* to ensure future moves are efficiently coordinated.

Facilities and Security

- Completed Phase I of a three-year plan for security upgrades across the agency.
- Collaborated with program staff for the successful relocation of nursing and literacy from NYIT to the Adult Education Center at Brentwood .
- Collaborated with program staff to successfully relocate CTE programs to better meet school district/program needs.
- Collaborated with program staff to successfully relocate BAC at Eastport-South Manor to BAC at Patchogue-Medford High School.
- Completed major capital projects and campus upgrades.
- Installed generator at the James Hines Administration Center to provide critical power backup for our internal systems.

Administrative Services/Contracts

- Roll out of WinCap web online contract system continues. Currently, there are 21 school districts using the online contract system to generate their initial service requests, and to monitor their billing.
- Supported school districts in the distribution of additional Regents, RCT, science assessment, ELA assessment, and math assessment tests. Since April 2013, over 11,000 tests have been distributed to 24 school districts and seven nonpublic schools.

School Lunch Program

- In its second year of implementation, participation in *EZSchoolPay* has almost doubled to an average of 19 users per month depositing over \$950 a month.
- The New York State Education Department finished their triennial Administrative Review of the Child Nutrition Program. The program received positive feedback from the Child Nutrition staff and minimal recommendations for improvement.

Leases

- Negotiated a rent reduction on the North Ocean Properties lease renewal. This location is used for the agency's EAP Program.
- Moved the Adult Education Program and one of the nonpublic textbook centers formerly located at NYIT, to the facilities within the Adult Education Center at Brentwood. The new lease is saving the agency approximately \$260,000 per year.

Office of Communications and Research (OCR)

- Successfully implemented a new web content management solution. The new ESBOCES website went live on November 1, 2013. The Office of Communications and Research (OCR) staff trained over 50 ESBOCES staff members on the software program and continues to provide support to all programs to develop, add, and enhance web content.
- Efforts to publicize ESBOCES Facebook and Twitter accounts have resulted in a significant increase in views, comments, and followers.
- The OCR has become a regional host for the New York School Public Relations Association (NYSPRA) "Power Hours" that provide the opportunity for professional development, networking, and cost savings to public relations professionals in our component school districts.
- The OCR administrated several professional development presentations to ESBOCES staff to educate them about the role of public relations for the agency and their role in the public relations process. These workshops were administered to all administrators at the Leadership Conference Day in August 2013, to central office non-instructional staff on Superintendent's Conference Day in November 2013, and at the beginning of January 2014, at all New Employee Orientations.
- The OCR played a significant role in supporting the re-branding of our Career and Technical Education Program to the Eastern Long Island Academy of Applied Technology. Both Public Relations and Graphics have promoted both the change in name and in the program's offerings by way of special publications, organization of media events, and conversion of printed materials to reflect the new logo and brand. The OCR is currently assisting The Academy with the implementation of their website and social networking sites.

Media Community Relations Services Coser (MCRS)

- The MCRS CoSer continues to assist school districts in their efforts to improve communication with their communities by way of aid-eligible consulting services offered through an ESBOCES administered RFQ. This CoSer currently serves 27 school districts.

Research & Advocacy

- Over 20 ESBOCES employees received training in preparation for Lobby Day 2014. ESBOCES advocacy positions include expanding BOCES services in the region, enhancing support for Career and Technical Education, and seeking authorization for BOCES to establish a workers' compensation reserve fund.
- Created, administered, and analyzed a Long Island budget impact survey in collaboration with the Long Island Education Coalition for a third year.
- Conducted research and data analysis regarding joint efforts with superintendents, school boards, and other school district representatives to eliminate the Gap Elimination Adjustment.
- Conducted research and data analysis pertinent to other regional advocacy initiatives including, but not limited to, analysis of state aid, budget proposals, demographics, and student outcomes.

Looking forward, we will continue to build and create many opportunities to serve and help the region. Through the economy of today and tomorrow, Eastern Suffolk BOCES remains dedicated to maximizing the educational and career opportunities for Long Island's diverse community. The budget being presented here this evening realistically supports this mission. Thank you.