



# SERVICES GUIDE

2020 - 2021

Partner. Advocate. Leader.



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# Message

## from the District Superintendent

Dear District Administrators:

On behalf of the Hamilton-Fulton-Montgomery Board of Cooperative Educational Services, I am pleased to present the 2020-2021 HFM Services Guide.

This guide outlines the services and programs we offer in partnership with our component school districts to best serve the needs of children and adult learners throughout our region.

Since becoming the HFM District Superintendent in August, I have worked closely with the HFM Board of Education, our administrators and the component school chiefs to ensure our services are aligned with the needs of our districts, and I look forward to continuing that work into the future.

The first step in this process began earlier this year when we implemented a committee structure of component superintendents to provide input and feedback regarding the efficacy and efficiency of HFM BOCES programs and services. These advisory committees now meet regularly to discuss program areas including Special Education and

Alternative Education, Management Services, CTE and Early College programs and Instructional Support Services.

The HFM component superintendents were also recently involved in a review of the HFM BOCES vision and mission statements and core beliefs. As we considered our purpose, our component superintendents agreed that they viewed their BOCES as a partner, an advocate and a leader. To live up to those expectations, our board, administrators, faculty and staff will continue to collaborate with our districts to provide efficient and innovative programs for our school communities.

We look forward to the new school year, and we are proud to provide all the services outlined here.

New for next year, in response to requests from our districts for more one-year Career and Technical programs, we'll launch New Visions Education, an academically rigorous one-year program intended for students interested in pursuing a career in the K-12 education field. Based on the same model as our successful New Visions Health Careers course, students in this program will gain

David Ziskin

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field experience working directly in our local school districts.

Also new for next year is the co-location of our three PTECH programs. Developed in collaboration with our component superintendents, the PTECH changes for next year are designed to strengthen all of the programs and support every student's path to high school and college completion.

If you have any specific questions about a service, contact the program administrator associated with that particular service. They are available to provide you with complete information about our BOCES programs.

In addition to this printed version, this guide is available on our website. The online version can be accessed at [www.hfmbores.org/services-guide-introduction/](http://www.hfmbores.org/services-guide-introduction/).

Throughout the year, as we refine or add services to meet the needs of our component districts, the online resource will reflect those changes.

Thank you and please let us know how we can better serve you as we build our future together.

### Important Dates

#### February 2020

Mail 2020-21 Services Commitments to component districts

#### March 2020

2020-21 Services Commitments due back to HFM BOCES

#### April 1, 2020

HFM BOCES Annual Meeting

#### April 29, 2020

Component districts vote on HFM BOCES Administrative Budget (BOCES Reform Act) and elect HFM BOCES Board Members

HFM BOCES adopts 2020-21 budget

#### May 2020

Initial 2020-21 contract executed by component districts confirming participation in specific services

#### October 2, 2020

Career & Technical Education and PTECH student enrollments are determined for billing to component schools

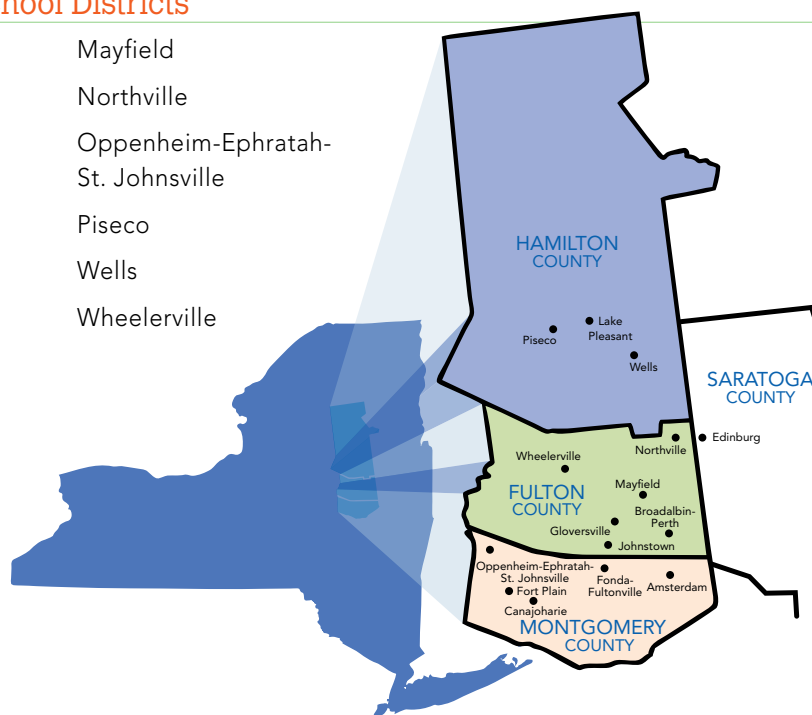


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## Component School Districts

Amsterdam	Mayfield
Broadalbin-Perth	Northville
Canajoharie	Oppenheim-Ephratah-
Edinburg	St. Johnsville
Fonda-Fultonville	Piseco
Fort Plain	Wells
Gloversville	Wheelerville
Johnstown	
Lake Pleasant	



## Programs & Services

- ADULT EDUCATION SERVICES
- CAREER & TECHNICAL EDUCATION
- GENERAL EDUCATION & SUPPORT SERVICES
- INSTRUCTIONAL SERVICES
- MANAGEMENT SUPPORT SERVICES
- SPECIAL EDUCATION
- TRANSPORTATION SERVICES



[www.hfmboces.org](http://www.hfmboces.org)

## Adult Literacy & Corrections Education

**Laurie Bargstedt**  
Administrative Coordinator  
(518) 736-4340  
Fax: (518) 736-4341

Adult Literacy and Corrections Education provide skill development classes in reading, writing and math skills, High School Equivalency preparation, English as a Second Language, and Integrated English Literacy and Civics Education programs for adult learners. Learning experiences are provided in blended learning environments utilizing digital learning platforms with classroom and distance learning. Case management supports educational and employment pursuits.

### Adult Literacy

Classes are available mornings, afternoons and evenings. All students participate in registration, orientation, and assessment prior to placement in the appropriate class.

Current offerings include:

**Skill Development** in reading, writing and math in preparation for transition to the high school equivalency preparation class. Topics include social studies, literature & arts, reading, science, graphic literacy and critical thinking skills.

**High School Equivalency Preparation** includes instruction in language arts (reading & writing), math, science, and social studies necessary for success on a High School Equivalency (HSE) exam. Students are referred for the exam after demonstrating test readiness.

**GRASP Home Study** is available to adults 21 and older. Independent study implementing online learning and print materials is facilitated through weekly or biweekly tutoring with instructors. Designed for working adults and those with barriers that limit class attendance.

**Fast Track** is available to adults 21 and older. This narrows the focus of study to address any two topics necessary to pass the HSE exam. Independent study implementing online learning and print materials is facilitated through weekly or biweekly tutoring with instructors.

**Literacy Zones** provides a holistic focus on meeting the education needs of adults and their families living in neighborhoods with either concentrated poverty, or limited literacy or English language proficiency. Literacy Zones provide services to increase educational levels and improve family self-sufficiency.

**Support and linkages to existing services are available for:**

- High School Equivalency graduates transitioning to postsecondary education or workforce training
- Parents who want to improve their own academic skills so they can support their children

- Adults exploring vocational choices and new career paths
- Unemployed and under-employed individuals seeking ways to improve employment skills
- Former criminal offenders who need assistance for successful re-integration into the community
- Immigrants wishing to improve English-language proficiency and prepare for the citizenship exam
- Mature workers and senior citizens seeking to refresh work readiness skills
- Individuals with disabilities to access appropriate educational, vocational, and rehabilitation services
- US service veterans transitioning to civilian life

### Integrated English Literacy and Civics Education –

Students develop language skills that help them succeed in the workforce, and they develop essential computer and Internet skills needed in today's workforce. Students prepare for certification in IC3 Digital Literacy to ensure they are prepared to succeed in a technology-based world. At the same time, they improve conversation, reading and writing skills, along with civics education, to help them succeed in the workplace, increase interaction with their children's schools and in their neighborhoods.

### Corrections Education

Fulton and Montgomery Academies are located within each county correctional facility. HFM BOCES staff provides a variety of educational and transition services to incarcerated youth and adults to foster their successful and productive re-entry into the community. Programs and services include, but are not limited to:

- High school tutoring
- High School Equivalency preparation
- Workforce readiness training
- Transitional services upon release
- Employment support



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## Career & Technical Education

Jay A. DeTraglia, Director  
 Michael A. DiMezza,  
 Administrative Coordinator  
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 FAX: (518) 736-4331

### Career & Technical Programs COSER 101

[www.hfmboces.org/cte](http://www.hfmboces.org/cte)

#### AUTO BODY REPAIR

Students learn to repair and refinish damaged vehicles with I-car Advance Tech Training, Chief E-Z Liner Frame Equipment and HVLP refinish equipment. They also learn high-tech welding methods, flexible and rigid plastic repair, as well as how to calculate repair costs and establish estimates.

Students use hand tools, straightening equipment, fillers and welding equipment to repair automotive bodies. They also learn how to make damage appraisals, repair plastic, use adhesives and spray equipment, along with the new equipment of resistance welding and pulling devices, paint mixing and portable lifting equipment.

#### AUTO TECHNOLOGY

The NATEF/ASE certified Automotive Technology program prepares students for a career in the automotive field through the use of state-of-the-art tools and equipment.

The Automotive Technology program involves instruction of theory and operation of various automotive systems. The program includes hands-on shop activities to practice diagnosing, fixing and maintaining a wide variety of vehicles.

Throughout the year, students will also interact and participate in several live demonstrations by industry professionals. Similar to a contemporary work environment, students contribute to the maintenance of a clean, safe and efficient automotive laboratory.



The Career & Technical Education program offers students an avenue for career exploration and enrichment through practical learning applications. Students enrolled in Career & Technical Education programs are provided the knowledge, skills and credentials needed to succeed in college and the workplace.

Students also learn about various career opportunities by assuming positions such as Service Manager, Parts Clerk, and Technician.

#### CYBERSECURITY & COMPUTER TECHNOLOGY

During the two-year Cybersecurity & Computer Technology program, students learn the principles of Cybersecurity through completion of two courses: Introduction to Cybersecurity 2.1 and Cybersecurity Essentials. Students complete these courses simultaneously with the IT Essentials and CISCO courses described below.

**Introduction to Cybersecurity 2.1** explores the field of cybersecurity, specifically the importance of cybersecurity, data confidentiality, best practices for internet and social media safety, and potential career opportunities in this growing field.

**IT Essentials (ITE)** introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The course also covers mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. The course is designed to teach the Comp TIA A+ competencies, which is the industry standard for establishing an IT career.

**Cybersecurity Essentials** covers foundational knowledge in all aspects of security in the cyberworld, including information security, systems security, network security, mobile security, physical security, ethics, and law. It builds students' skills in related technologies, procedures, defense, and mitigation techniques used in protecting businesses.

**CISCO Certified Entry Networking Technician (CCENT)** certification validates that a candidate has the skills required for an entry-level network support position, which is the starting point for many successful careers in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including a basic network. This certification opens doors to a career in networking and demonstrates that you have what it takes to manage a small, enterprise branch network. CCENT certification is also your first step toward CCNA certification and will help you stand out from the crowd in entry-level positions.



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CONSTRUCTION TECHNOLOGY

This two-year program stresses career preparation in the building trades with integration of green building techniques.

Students are exposed to a variety of construction trades including: residential construction, blueprint reading, building materials and tools, surveying, foundations, wall and roof systems, insulation, window and door installation, electricity, and home energy analysis. Particular attention is paid to modern framing techniques and other "green" building strategies. Students may receive NCCER accreditation and high achieving students may receive a technical endorsement on their high school diploma.

The Construction Technology program includes integrated mathematics, providing students an opportunity to earn a mathematics credit toward graduation. Workplace employee skills are stressed and in many ways mimic the real world of work more than the traditional school setting.

COSMETOLOGY

The Cosmetology program provides students with the professional skills necessary to pass the practical and written components of the New York State Licensing Board Examinations.

Only licensed cosmetologists may work in salons in New York State. To qualify for the licensing exam, students must complete a minimum of 1,000 hours of approved instruction.

A salon clinic open to members of the local community provides students with the opportunity to practice their technical skills and gain real life experience in their field. Upon successful completion, students are eligible to receive their temporary Cosmetology license and apply to New York State to take the written and practical licensing examinations.

CRIMINAL JUSTICE

Events in our nation have changed the focus on security and safety. Criminal justice and law enforcement professionals are employed by private firms and public agencies, small businesses and large corporations, individuals, communities and local, state and federal government.

In this two-year program, students prepare for entry into college programs as well as career opportunities in law enforcement, public/private security and the corrections field.

In addition, the program teaches students about the history, theory and practices of Criminal Justice and Corrections. Prospective students should be good citizens in their communities and schools.

In the first year of the Criminal Justice program, students gain a general understanding of the theory and practice of criminal and civil law. Second year students are introduced to the field and profession of corrections to provide a foundation for the understanding of corrections in the 21st Century.

Curriculum includes: guest lectures, field trips, and hands on projects such as fingerprinting, forensics, crime scene investigation, mock trial, photography, plaster casts and use of radar equipment.

CULINARY ARTS

Culinary Arts is a two-year program that prepares students for careers in the hospitality industry and provides a solid foundation for students interested in continuing related college studies.

Students in this course will have the opportunity to study various units such as: baking and pastry, commercial food preparation, front end service, fine dining, restaurant operations, and catering.

The Culinary program is aligned with the National Restaurant Association's Pro Start curriculum. In addition, students gain hands on experience in a state of the art kitchen and engage in work-based learning and leadership by catering special events, luncheons, dinners and completing an internship experience at a local restaurant, bakery, hotel or food service facility at the end of their senior year.

DIGITAL MULTIMEDIA & COMMUNICATIONS

The Digital Multimedia & Communications program is designed to develop the knowledge, skills and attitudes students need to create and respond to evolving digital media techniques.

The program offers interdisciplinary study within which students combine their knowledge of the arts with critical technical training in emerging creative technologies.

Students use state-of-the-art Apple computers and digital equipment to create multimedia projects. In this course, students will use the Adobe Creative Cloud in photography and videography to create and manipulate digital media designs.

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Students in this program will also utilize audio mixing and recording equipment in the digitally equipped sound studio.

In addition, students learn professional and communication skills necessary to establish, maintain and develop client relationships.

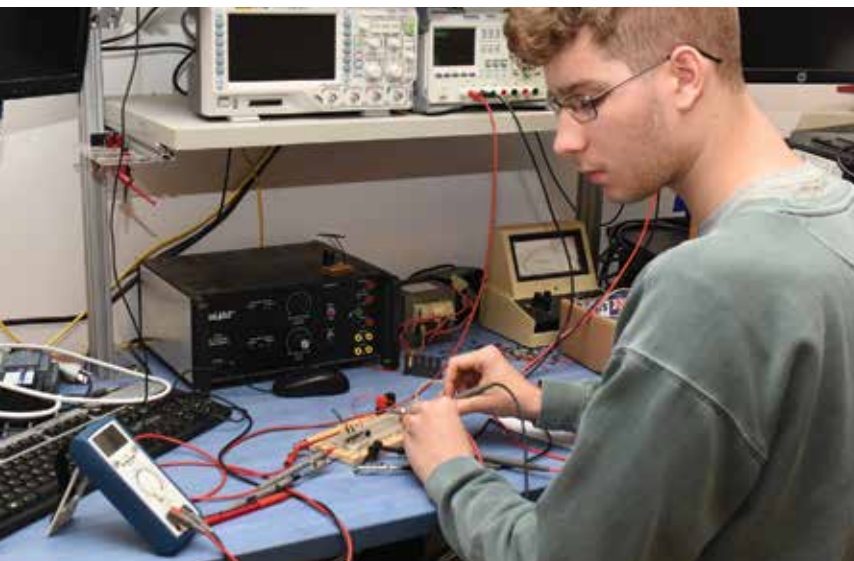
### ENGINEERING TECHNOLOGY

This rigorous program is a collaborative partnership with HFM BOCES, Fulton-Montgomery Community College, and the National Science Foundation to create career opportunities for students in the field of engineering technology. Students will receive STEM (Science, Technology, Engineering, and Mathematics) instruction focusing on career exploration in current and emerging technologies. Students will also apply college-level coursework to develop systematic approaches to problem-solving and critical thinking skills.

During the course of this innovative “2+1” program, students will complete their two-year HFM BOCES Career and Tech program while accumulating 31 college credits, and then be prepared to complete their associate degree in Electrical Technology at FMCC in one additional year.

The credits accumulated at HFM would be at no cost to the students when they continue to FMCC (articulated credits). Students who choose to enroll at a different college may still earn college credits, but would be individually responsible for the tuition cost of those credits.

Students enrolled in this program will utilize FMCC’s Center for Engineering and Technology laboratories, including the chip fabrication clean room, robotics lab, and electronics facility. Students completing the program will be prepared for the following career pathways: civil engineering, electrical/electronic engineering, mechanical engineering, silicon wafer fabrication, analytical lab technician, and environmental engineering.



### ENVIRONMENTAL CONSERVATION

This two-year program stresses career preparation in Forestry & Lumber Production and Heavy Equipment Operation with emphasis on renewable resources.

Students’ core curriculum familiarizes them with the tools of the trade. Students learn to operate our fleet of bulldozers, backhoes and other heavy equipment as well as learn to operate power saws, welders, and other shop tools.

#### Forestry and Lumber Production

Students operate chain saws to fell trees, buck up lumber and limb trees. They learn and operate the band saw mill and edger to produce graded lumber that is used primarily on campus. They will spend time in the woods studying silvaculture, wildlife and fauna. Highly qualified completers may take the NY State Game of Logging exam and may receive a technical endorsement on their high school diploma.

#### Heavy Equipment Operation

Students learn to operate a variety of heavy equipment, learn “green” site management techniques, and may complete the first two classroom years of the four-year apprenticeship program required to become a journeyman operator. Students may receive NCCER accreditation and high achieving students may receive a technical endorsement on their high school diploma.

#### Renewable Resources

Students participate in a variety of classroom and lab studies focused on renewable resources including, but not limited to, aquaculture, hydroponics, aquaponics, PV and wind power generation, and biodiesel production. HFM BOCES has extensive lab facilities for these studies in the building, on our nature trail, and around pond areas.

The Environmental Conservation program includes integrated mathematics, providing students an opportunity to earn a mathematics credit toward graduation.

Workplace skills are stressed and in many ways mimic the real world of work more than the traditional school setting.

### FOUNDATIONS OF FOOD SERVICES

Students in the Foundations of Food Services program learn basic entry level skills ideal for employment in the culinary industry. Students receive both traditional classroom instruction and hands-on training.

The program includes the following modified elements of ProStart (National Restaurant Association developed curriculum): training in safety practices for all equipment used in the kitchen environment; good work habits; professional sanitation techniques; basic knife skills; and standard culinary practices.

Also, modified components of “ServSafe” are introduced in the program including: basic food safety; personal hygiene; cross contamination and allergens; time and temperature; cleaning; and sanitation.





# Programs & Services

Second-year students learn more advanced baking and food preparation techniques. Students complete an internship to explore career opportunities and develop work habits essential for success on the job.

## MEDICAL ASSISTING

Medical assistants perform administrative and clinical tasks that assist in the effective office operations of doctors, hospitals, clinics and other health care providers. This program enables students to develop a specialized body of knowledge and skills which prepares them to work in the growing health care field.

Duties of medical assistants vary based on the location, orientation, size and specialty of the provider. Examples of administrative tasks include: updating and filing patient records; filling out insurance forms; completing hospital admissions forms; assigning referrals and laboratory services. Clinical procedures include: taking medical histories and recording vital signs; explaining medical procedures; reviewing medications and diets; phlebotomy (drawing blood); changing dressings; removing sutures; administering electrocardiograms; preparing patients for physical exams.

Classroom, lecture and practical experience in clinical settings prepare students for careers requiring multi-tasking, communication, critical thinking and interaction with the public.

## NEW VISIONS EDUCATION

New Visions Education is an academically rigorous one-year program intended for students interested in pursuing a career in the K-12 education field. New for the 2020-21 school year, New Visions Education replaces the former two-year program, Careers in Education.

Through the program, students will gain field experience working in various local school districts.

Students will have the opportunity to explore different career paths through extended job shadowing and internships working with classroom teachers, school psychologists, counselors, social workers and special education teachers.

Students will also complete Fulton-Montgomery Community College coursework earning up to nine college credits.

Admissions criteria apply to participate in New Visions programs. A complete application and a minimum 85 GPA are required.

## NEW VISIONS HEALTH CAREERS

This academically rigorous one-year program, located at Nathan Littauer Hospital, is designed for high school seniors interested in medical and health related professions.

Students enrolled in the New Visions program learn through traditional methods (lecture/discussion, reading and research, writing and specific topic study) as well as participation in clinical

rotations—structured observations of medical professionals and procedures. These experiences provide students an opportunity to directly learn about various health professions, appropriate patient care, and the latest in medical treatments and testing.

English 12 and Social Studies 12 (Participation in Government and Economics) are integrated into the health careers curriculum offering a broad learning opportunity.



## SKILLED TRADES

In the fall 2018, the HFM Career and Technical Center launched a new one-year program for high school seniors interested in careers in the electrical, HVAC (heating, ventilation, and air conditioning), and plumbing fields.

Why consider a career in the skilled trades? These fields offer many high-paying job opportunities for high school graduates, and employers report they'll need even more skilled tradespeople in the future. Projections show the national job growth in these trades will be approximately 25 percent over the next six years with median salaries ranging from \$45,000 to \$68,000. Currently, industry experts estimate there is a shortage of approximately 2 million craft professionals nationwide.

Completion of this one-year, technical-based program will give graduates a competitive edge for jobs right out of high school with contractors and labor unions in all three of these skilled trades.

Through the program, students can complete two years of the National Center for Construction Education and Research (NCCER) classroom apprenticeship program for both the electrical and plumbing trades.

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**VETERINARY AND ANIMAL SCIENCE**

Students in this two-year program prepare for a future in an expanding pet/animal industry that offers a variety of career opportunities. This science-based program teaches skills in areas such as animal handling, anatomy and physiology, grooming, pet first aid, health and disease, clinical practices, veterinary terminology, and safety and sanitation.

Students have the opportunity to work with small animals in the classroom and large animals at our off-campus barn. They will learn the basic care and handling of a range of species, including cows, horses, sheep, goats, pigs, rats, rabbits, hamsters, dogs, and cats.

Students will use the tools of the trade, including diagnostic and grooming equipment. Internships with local veterinary clinics, animal shelters, grooming and training facilities are also part of the experience.

Students have the opportunity to earn one high school Science credit (Anatomy & Physiology) and may also have the opportunity to earn college credits over the course of the program.

**ACADEMIC CREDIT COURSES**

The Career and Financial Management course curriculum is integrated into all Career & Technical programs. Students who require this credit for graduation can do so through their CTE program.

Mathematics is integrated in the following CTE programs: Computer Information Technology; Construction Technology; Engineering Technology; and Environmental Conservation.

Social Studies courses are offered to students through individualized or small-group instruction (pull-out method) to provide students the opportunity to meet graduation requirements while participating in Career & Technical programs.

English Language Arts courses are offered to provide students an opportunity to meet graduation requirements while participating in Career & Technical programs. ELA is integrated in select Career and Technical programs to assist students in meeting their core graduation requirements.

**PHYSICAL EDUCATION**

Physical education classes provide students the opportunity to meet graduation requirements while participating in Career and Technical programs. This program provides many aspects of a traditional physical education program, along with the addition of leisure and lifetime activities.

**ACADEMIC INTERVENTION**

The Academic Intervention Services program offers instructional support for students who need assistance to master state standards and Regents requirements for high school graduation. Areas covered include Math, English, and Social Studies.

Students receive individualized or small-group instruction using materials that are career-education based.

**GUIDANCE SERVICES**

Career and Technical education students are offered counseling services that include career awareness, college selection, academic and personal counseling to help them find success in post secondary education or in the world of work. Counseling staff helps students identify and address areas that may interfere with their ability to find success on the job and in life.

Counseling and support services offer many students the additional support and encouragement they need to find success.

CTE counseling staff assists students in identifying and meeting academic, social and personal goals, as well as provides coordination with local committees on special education, social workers, school counselors, and community service resources. Crisis counseling, career and guidance assistance are available as needed.

## General Education & Support Services

**Dr. Lorraine Hohenforst**

Deputy Superintendent  
(518) 736-4305  
FAX: 736-4301

### Adirondack Academy (Alternative Education)

**COSER 403**

**Rick Potter**

Principal  
(518) 736-4321  
FAX: (518) 736-4322

**Christine Carioto**

Administrative Coordinator  
(518) 736-4321  
FAX: (518) 736-4322

### Distance Learning **COSER 405**

**TBA**

(518) 736-4370  
FAX: (518) 736-4371

### Instructional Resource Center **COSER 505**

**Kristi J. Beedon**

Administrative Coordinator  
(518) 736-4370  
FAX: (518) 736-4371

HFM BOCES provides a variety of general education and instructional support services designed to further improve the learning environment for students.

Adirondack Academy, located at the HFM BOCES campus in Johnstown, provides an educational option for at-risk students in grades 7-12 whose needs are not met by traditional secondary school settings. Through the program, students attain a high school diploma that maintains the same academic requirements as their home schools. With a small staff-to-student ratio, the ADK faculty are able to better know the students in order to determine individual needs. Students learn through small group direct instruction and project-based learning in an effort to help them to develop 21st century skills required by today's employers.

Distance Learning uses a state-of-the-art interactive telecommunications system to teach courses simultaneously in several school districts. Students can enroll in regular school and summer school courses offered by districts in HFM BOCES, Washington-Saratoga-Warren-Hamilton-Essex BOCES and Capital Region BOCES plus other BOCES throughout the state.

Video conferencing capabilities are included in the network. Those participating in this fully aidable service get help with technical planning, bidding, purchasing, installation and training. A steering committee oversees the total project under BOCES direction, while the day-to-day operations are managed by BOCES staff.

The IRC includes a multimedia library of over 212,000 items available to teachers and administrators to supplement and enhance classroom activities with students including:

- Online streaming
- Digitized images
- Video, DVD
- Audio Books
- Class sets of books
- Big Books
- Games
- Kits for hands on learning experiences
- Graphic Novels
- Spanish and Chinese titles
- Novel Units
- Holiday collections

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Instructional Resource Center

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The IRC also includes:

- **Soundzabound** – Copyright free access to music to be used in presentations/projects by students and teachers
- **Teaching Books** – Literacy based database for PreK-12
- **SWANK: Movie Licensing** – Show feature length movies without worrying about copyright. The IRC purchases licensing from most major movie producers so districts can use film in the classroom, afterschool, evenings and more.
- **Digital Audio** – Listen to over 300 books from any digital device
- **New for 2020-21 Professional Development Collection:** Over 450 full text professional journals plus ERIC documents with unlimited simultaneous use.

Available through cross-contract with other BOCES:

- **Sheet music library** – over 6,000 titles of music for band, orchestra and chorus
- **Audio** – visual and computer repair

The HFM BOCES interschool courier service is provided by the IRC.

Library Automation COSER 504

**Kristi J. Beedon**

Administrative Coordinator  
(518) 736-4370  
FAX: (518) 736-4371

The School Library System provides school districts with a digital cataloging and circulation system that research shows will:

- Enhance student critical-thinking and problem-solving skills
- Increase student access to a wide variety of information from a single search
- Develop student information literacy skills using various searching strategies

This service includes:

- Consulting services
- Preparation of price quotes
- Conversion of library holdings to digitized records
- Equipment and software purchasing
- Installation and training

Funded through the State Legislature, the system provides component districts with the following:

- Coordination of Regional Interlibrary Loan
- Staff development for library personnel
- Mentoring and job shadowing
- Coordinated cooperative collection development
- Consultation on library issues
- Onsite visits and professional development

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**Itinerant Services****Dr. Lorraine Hohenforst**

Deputy Superintendent  
(518) 736-4305  
FAX: 736-4301

Other itinerant services can be developed or cross-contracted as needed. These might include:

- |                       |                          |
|-----------------------|--------------------------|
| ■ Agriculture         | ■ Art                    |
| ■ Attendance officers | ■ Human Resource Manager |
| ■ Business manager    |                          |

Component districts may share instructional, administrative and operational personnel connected with their regular education programs.

Following is a list of itinerant services offered by the HFM BOCES:

- Business Education (COSER 335)
- ENL (COSER 328)
- Family and Consumer Science (COSER 330)
- Library Media Specialist (COSER 332)
- Music Teacher (COSER 307)
- Pathways Liaison (COSER 345)
- Physical Education (COSER 303)
- School (Guidance) Counselor (COSER 308)
- School Psychologist (COSER 310)
- School Psychologist-Handicapped (COSER 311)
- Spanish (COSER 317)
- Speech Handicapped (COSER 304)
- Speech Improvement (COSER 301)

**Regional Principals Leadership Teams****Tara Caraco**

Administrative Coordinator  
(518) 736-4360  
FAX: 736-4361

Elementary and secondary principals meet throughout the year to:

- Share best practices;
- Stay current with BOCES, New York State Education Department and federal initiatives;
- Discuss certification and staff development issues; and
- Collaborate in the recruitment of professional staff.

The meetings are open to all component district principals.

**Pathways Liaison COSER 345****Dr. Lorraine Hohenforst**

Deputy Superintendent  
(518) 736-4305  
FAX: 736-4301

**Lisa Gargiulo**

Pathways Liaison  
518) 736-4681 x 4339  
FAX: (518) 736-4361

HFM BOCES will provide support to component districts to design, implement and operate a Career Pathway at the high school level.

As part of this service, the Fulton Montgomery Regional Chamber of Commerce connects Pathways programs with local businesses to arrange mentorships, guest speakers, internship opportunities and more.

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**PTECH (Pathways in Technology Early College High School) COSER 408****Matthew Davis**Principal, HFM PTECH  
(518) 762-9119**Rebecca Gleason**Interim Principal, Foothills PTECH  
(518) 762-4661, x. 1106**Kevin Warren**Interim Principal, Ag PTECH  
(518) 568-7023

PTECH is a 6-year program that incorporates project based learning and professional skills training as students work simultaneously toward earning their Regents high school diploma and a two-year associate degree at no cost to their families.

New for the 2020-21 school year, HFM's three PTECH programs (HFM PTECH, Ag PTECH and Foothills PTECH) will be co-located at the Jansen Avenue School in Johnstown and on the campuses of HFM BOCES, FMCC and SUNY Cobleskill.

The PTECH programs will be organized into three Pathway Clusters:

- Pathways in Business and Advanced Manufacturing
- Pathways in Agriculture
- Pathways in Medical/Health Sciences and Computer Science

Grades 9 and 10 for all three clusters will attend Jansen Avenue and grade 11 students in each pathway will transition to the HFM BOCES main campus and FMCC. For grades 12-14, Ag Pathway students will attend SUNY Cobleskill to complete their associate degree. Grade 12-14 students in Business, Advanced Manufacturing, Medical/Health Science and Computer Science Pathways will attend FMCC to complete their degrees.

Eighth-graders are eligible to apply. Because the curriculum is structured to allow for acceleration into college courses, students must enter the program their freshman year of high school.

**Regional Summer School COSER 420****Michael DiMezza**Administrative Coordinator  
(518) 736-4330  
FAX: 736-4331

HFM BOCES Regional Summer School offers a cost-effective, consolidated service designed to help students in grades 9-12 who require classes to graduate on time. Course offerings in all core subject areas are based on enrollment, and some courses may not be offered if enrollment does not reach a required minimum.

Students' eligibility for summer school is established by their home school district. Students who live in a non-participating district may attend summer school if their parents or guardians make arrangements directly with a participating district. Parents of these students are required to pay a tuition fee per course.

**Summer Enrichment COSER 413****Michael DiMezza**Administrative Coordinator  
(518) 736-4330  
FAX: 736-4331

HFM BOCES will help districts plan and coordinate summer enrichment programming for students in K-12 with a focus on improving English and math skills. Students will have opportunities to increase knowledge and understanding to ensure success in the coming school year. Where appropriate, programming will be combined to provide summer enrichment to students from multiple districts in single locations.



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## Instructional Services

**Tara Caraco**

Administrative Coordinator

(518) 736-4360

FAX: (518) 736-4361

### School Improvement COSER 532

Per New York State Education Department (NYSED) CoSer guidelines, general staff development services to districts require that BOCES establish a base-fee structure and that a district subscribe to the base service before a district can receive aid on staff development services. The fee is determined by each district's RWADA.

Activities and benefits included in the base service are as follows:

- BOCES Aid for district staff attendance in shared district workshops.
- BOCES Aid for in-district staff training/consultation by BOCES employees.
- BOCES Aid for substitute teachers for participants attending half- or full-day training.
- BOCES Aid for cooperative curriculum development projects involving at least two districts.
- Turnkey workshops to provide districts with up-to-date information from NYSED.
- New York State Alternate Assessment administration training and support.
- Meetings for secondary and elementary principals.
- Support with the Next Generation Learning Standards in planning for implementation.
- Curriculum Council Meetings
- New mentor training
- Computer Based Testing support
- Regional Superintendents Conference Days support
- Danielson Framework and APPR training
- Trend reports for English Language Arts (ELA) and math (grades 3-8).

Instructional Services' goal is to provide collaborative support in order to meet the diverse needs of our districts as they strive to meet state and local goals for raising academic achievement.

### DATA ANALYSIS

This service provides assistance to component districts in creating, improving/sustaining a culture of data-driven decision making through protocols, common language and goal setting. These services can be tailored to support administrative teams, data teams, departments and Professional Learning Communities (PLCs) in collecting and analyzing data through a systematic, research-based approach.

Custom work consists of district or school-specific projects and includes:

- State assessment error analysis;
- Predictive studies;
- Survey construction/analysis; and
- Program evaluation.

Other opportunities are available for an additional fee. To see a full list of all our opportunities and to register, visit MyLearningPlan on [www.hfmboces.org](http://www.hfmboces.org).

### IN-DISTRICT COACHES (CURRICULUM/ DATA/ INSTRUCTIONAL)

Instructional Services can assist districts in their efforts to improve student achievement through high quality, research-based professional development and school-based consulting services.

The service includes:

- Embedded coaches in the areas of English Language Arts (ELA), math, data, special education, reading or other content-specific areas to meet the unique needs and challenges that districts face pre-k through grade 12.
- Offerings based on specific district needs for embedded staff development in any of the disciplines.
- A Shared Curriculum Coach provides initial consultation and district or building-wide assessment and curriculum development and mapping. This individual will consult with district administration and design and deliver targeted professional development for instructional staff.

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**NYS 3-8 ASSESSMENTS AND REGENTS**

Instructional Services will facilitate the regional scoring or third-party vendor scoring of these assessments and Regents exams.

**Arts in Education COSER 414**

This service allows component districts to receive BOCES aid on activities designed to integrate the arts into education. Unlike other COSERS, single-district activities can be aidable. The sharing requirement is met through participation in the Core service, which supports coordination of programs and also provides:

- Coordination of scheduling, contracting and payments to AIE providers,
- Technical assistance for local AIE program planning,
- An advisory council composed of school district representatives,
- Evaluation of AIE programs, and
- On-line directory of performers and artists in-residence. (<http://artsineddirectory.org>)

**Regional Certification**

**HFM BOCES cross contracts with Capital Region BOCES for Regional Certification services. Certification questions and requests can be directed to:**

**Ken Ziegler and Tommy Holecek**

Ph: (518) 862-4918

email: [certification@neric.org](mailto:certification@neric.org)

**Exploratory Enrichment COSER 412**

Activities scheduled through the Exploratory Enrichment COSER extend instruction to address the state learning standards for academic or occupational subject areas.

The program is designed to provide students with activities that exceed or are different from content offerings found in standard courses.

Activities are BOCES aidable if they meet the following criteria:

- Activity focus is curriculum-based for academic or occupational subjects;
- Activities must be shared in one of two ways:
- In-school activities must be held at another participating district during the same school year; OR
- Out-of-school activities must be attended by at least two districts

Related costs NOT eligible for BOCES aid include transportation, food and admission tickets.

The Arts and Enrichment/Exploratory Enrichment Resources directory (<http://artsineddirectory.org>) contains a section that identifies many Exploratory Enrichment providers.

**Home School Liaison COSER 560**

Districts are confronted with state-mandated responsibilities for students who are instructed at home. These mandates are based on state legislation or interpretation of federal opinions. In addition, the courts are involved settling precedent-setting disputes which can further inform districts. Home school coordination as a BOCES service provides consistency in process, definitions, expectations, documentation and communication for parents.

The Home School Liaison will review and maintain all student documentation to ensure compliance with state mandates, and keep parents informed of their obligations under Part 100 while providing districts with regular updates regarding compliance.

The service will also provide parent support by offering assistance with completion of paperwork and connecting parents with local home school support groups.



## Management Support Services

**Dr. Lorraine Hohenforst**  
Deputy Superintendent  
(518) 736-4305  
FAX: 736-4301

### Communications Service COSER 611 Through the Capital Region BOCES

**Craig Clark**  
Communications Specialist  
(518) 736-4315  
FAX: (518) 736-4311



This service helps school districts build credibility with internal and external audiences by communicating in an open and timely manner about important matters in public education.

School officials know they can count on the team to provide best practices in school communications – from improving parent involvement to building informed consent for budgets and bond issues.

The Communications Service helps districts be the FIRST and BEST source of information about what is happening in their classrooms and their boardroom. Schools can contract for help with one-time projects or long-term needs.

The team of communication professionals offers:

- Strategic communication plans that align with district goals and priorities
- Media and community relations
- Web development, design & content
- Print publications – writing, design and photography
- Public engagement and consent building strategies
- Crisis communications
- Communications-related workshops for school leaders
- Print management
- Social media management as an integral part of district communications
- Video production

### Substitute Services COSER 624

**Aaron Flynn**  
Human Resources Manager  
(518) 736-4681 x. 4684

**Misty Dygert**  
**Jennifer Quill**  
(518) 736-4390  
FAX: (518) 736-4389

This service makes use of Frontline Education (formerly Aesop), a computerized system to manage a school district's employee absences, substitute selection and notification, substitute assignment and accurate record keeping.

Absences can be reported seven days a week, 24 hours a day. Teachers can leave a personalized voice message for their substitutes to ensure lesson continuity. The system searches and selects the most qualified substitute. Substitutes may review open jobs on the system and call the office to designate which school, location, grade level or subject they prefer. Full administrative reports are available.

The office provides handbooks and workshops to aid substitutes with standard classroom procedures, classroom management, school discipline policies, the Right-To-Know Law and other pertinent information.





## Special Education

**Michael J. Jacob**, Director

**Tammy Dingman**  
Administrative Coordinator

**Stacy Marzullo**  
Administrative Coordinator

**Matthew Popp**  
Administrative Coordinator

**Dan Salvagni**  
Administrative Coordinator

(518) 736-4350  
FAX: (518) 736-4357

### Special Education Classes

#### **COSERS:**

**Autism Spectrum Disorder  
Program-206**

**Educational Life Skills Program-202**

**Therapeutic Support Program-205**

**Academic/Behavior Skills Program  
-203**

**Resource Room (RR)-210**

The HFM BOCES Special Education Division offers students with disabilities a variety of educational programs and related services. This division is committed to the development and continuation of programs that assist students with disabilities to become productive members of society.

Our special education classes are designed according to NYS Part 200 Regulations of the Commissioner of Education. Each is designated as a Special Class with varying student/teacher/paraprofessional ratios. These ratios are listed with the program descriptions that follow.

#### **AUTISM SPECTRUM DISORDER PROGRAM (6:1:2)**

This program is designed to meet the needs of students who have been diagnosed with Autism Spectrum Disorder or who display global developmental delays. This includes:

- **Social Communication Disorder**
- **Language, motor and cognitive deficits**
- **Maladaptive behavior(s)**

#### **Program design:**

- Elementary school program
- Public school setting which allows for opportunities for integration
- Evidence based practices; such as Applied Behavior Analysis (ABA) and Bridges.
- Highly structured classrooms: 6:1:2 (six students, one teacher, two aides)
- Individualized instruction aligned to New York State Learning Standards
- Parent training
- Common Core Learning Standards
- Social skills development
- Individual behavior intervention plans
- Instructional technology available iPads, Promethean Boards, & augmentative communication support

#### **Multidisciplinary team includes:**

- Special Education Teacher
- Speech/Language therapist/pathologist
- Occupational Therapist
- Physical Therapist
- Teacher of the Deaf and Hearing Impaired
- Counselor
- Psychologist
- Nurse
- Special Area Teachers: Art, Music, Physical Education/Adaptive Physical Education
- Teacher of the Visually Impaired

#### **EDUCATIONAL LIFE SKILLS PROGRAM (12:1:4)**

This program is designed for students ages 5-21 with significant developmental disabilities and/or cognitive delays that require a more intensive instructional approach and a more intensive student/staff ratio. The goal is to provide functional academic skills and independent living skills.



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# Programs & Services

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## Program Design:

- Twelve students, one teacher, one aide for every three students that do not require a 1:1 aide
- Individualized counseling services and therapeutic support
- Promotes self-care
- Daily school/home communication
- Therapeutic Crisis Intervention (TCI) trained staff
- Individualized behavior intervention planning and classroom behavior management
- Collaboration with outside agencies
- Common Core Learning Standards
- Elementary, Middle & High School Programs
- New York State Alternate Assessment Program: Unique Learning Curriculum
- Students 16 years and older are eligible for Work Based Learning opportunities
- Instructional technology available includes iPads (for every student) & an interactive whiteboard in each classroom
- Graduation pathway is the Student Achievement Commencement Credential

## Multidisciplinary team includes:

- Special Education Teacher
- Speech/Language therapist/pathologist
- Occupational Therapist
- Physical Therapist
- Teacher of the Deaf and Hearing Impaired
- Counselor
- Psychologist
- Nurse
- Special Area Teachers: Art, Music, Physical Education/Adaptive Physical Education
- Teacher of the Visually Impaired



## THERAPEUTIC SUPPORT PROGRAM

(6:1:2)

This program is designed for students ages 5-21 with intensive behavioral management needs. Concentrated efforts are made to integrate academics, social-emotional needs and physical wellness.

## Program Design:

- Six students, one teacher, two aides
- Individualized counseling services and therapeutic support
- Daily school/home communication including periodic home visitations as needed
- Therapeutic Crisis Intervention (TCI) trained staff
- Individualized behavior intervention planning and classroom behavior management
- Collaboration with outside agencies
- Common Core Learning Standards
- Elementary, Middle & High School Programs: academic setting for students who take state tests such as Regents and grades 3-8 ELA and Math
- New York State Alternate Assessment High School Program: Unique Learning Curriculum

## Multidisciplinary team includes:

- Special Education Teacher
- Speech/Language therapist/pathologist
- Occupational Therapist
- Physical Therapist
- Teacher of the Deaf and Hearing Impaired
- Counselor
- Psychologist
- Nurse
- Special Area Teachers: Art, Music, Physical Education/Adaptive Physical Education
- Teacher of the Visually Impaired

## ACADEMIC/BEHAVIOR SKILLS PROGRAM (8:1:1)

This program is designed for students ages 5-21 who are emotionally, behaviorally and/or socially impaired. Students are provided with academic instruction within the context of a structured behavior management plan. Mainstreaming is available when educationally appropriate.

## Program Design

- Elementary-High School program
- Highly structured classrooms: 8:1:1 (eight students, one teacher, one aide)
- Individualized instruction aligned to New York State Learning Standards
- Common Core Learning Standards

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- Individual behavior intervention plans as needed
- Therapeutic Crisis Intervention (TCI) trained staff
- Instructional technology available includes Chromebooks, Promethean Boards/ActivPanels, & iPad carts
- On site counseling assistance emphasizing preventative strategies
- Instruction and support with social and behavioral skills
- Collaboration and communication with parents and community service providers
- Graduation pathways include: Regents diploma, local diploma and Career Development and Occupational Studies Commencement Credential (CDOS)
- Ages 14-21 career exploration, work based learning, career technical center opportunities

## Multidisciplinary team includes:

- Special Education Teacher
- Speech/Language therapist/pathologist
- Occupational Therapist
- Physical Therapist
- Teacher of the Deaf and Hearing Impaired
- Counselor
- Psychologist
- Nurse
- Special Area Teachers: Art, Music, Physical Education & Health
- Teacher of the Visually Impaired





## Related Special Education Support Services

Contact the Special Education Division at (518) 736-4350

Students with disabilities often need support beyond classroom instruction. Teachers also sometimes need assistance in helping students develop to their fullest potential. Following is a list of those support services.



### BEHAVIOR SPECIALIST COSER 319

Consultation is available on individual students regarding any challenging behaviors they may be exhibiting. Consultation may include student observations and planning/development of effective behavior intervention plans and functional behavior assessment.

### COUNSELING SERVICES

This service offers counseling to children and families to help resolve the problems children face at home, school or in the community that may affect their adjustment in school.

### SKILLED NURSING SERVICES

The health needs of students with disabilities can be more complex than for the general student population. The Health Services staff works with parents, the school district and the Committee on Special Education to see that children with disabilities:

- Are properly immunized;
- Have the appropriate documentation concerning medications administered;
- Receive annual screenings for height, weight, vision, hearing and scoliosis; and
- Receive proper medical attention when needed.

### INTERPRETER FOR THE HEARING IMPAIRED COSER 324

This service provides interpreting in mainstream and special education classes for deaf and hard of hearing students.

### TEACHER OF THE DEAF/HARD OF HEARING COSER 323

This service is designed for students ages 5-21 with partial or total hearing loss who require direct and indirect consultation by a teacher of the deaf.

### OCCUPATIONAL THERAPY COSER 314

Occupational Therapy (OT) primarily helps children with disabilities develop their motor skills. The service includes consultation to teachers and parents so that the treatment carries over into both the classroom and home. Occupational Therapy is available to children attending regular school classes or a BOCES Special Education program.

### PHYSICAL THERAPY COSER 313

Physical Therapy (PT) services for children with disabilities include evaluation and screening, development of a treatment program, direct physical therapy and consultation to parents and teachers.

Physical Therapy is designed to improve students' reflex development, sensory-motor integration, postural control, gait pattern, muscle development and daily living skills. The service is available to children attending regular school classes or a BOCES Special Education program.

### SOCIAL WORK SERVICES

A child lives in a complex environment involving home, school and the community that can affect his/her ability to learn. The Social Work Service is designed to assist both children and their families in working through problems that may be making school adjustment difficult for the child.

Areas of consultation include: improving communication and interaction between the student, family and school personnel; helping the child develop a more positive self-concept; improving the child's relationships with others; designing behavior programs in consultation with the classroom teacher; and individual and group counseling.

### SPEECH/LANGUAGE THERAPY

This service is designed to help identify and diagnose children with speech, language and hearing problems, and to provide language remediation, speech development and consultation. The program also addresses the child's emotional needs that are associated with speech, language and hearing difficulties.

### VISION SERVICES COSER 312

Vision Services for the visually impaired and blind include evaluation and screening, direct instruction, consultation and support services, and in-service and training for parents, teachers and school districts. These services are designed to improve, rehabilitate and maintain the abilities of students whose vision and perceptions have affected educational progress. They are available to children attending regular school classes or a BOCES special education program.

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**Transition Services COSER 318****Beth Wild**

Transition Specialist

(518) 736-4356

FAX: (518) 736-4357

The Transition Specialist assists school district staff and parents as they prepare 12-21 year-old students with disabilities to participate fully in adult life within their communities. The Transition Specialist provides information and referral services regarding community resources as they relate to students' educational, vocational, recreational and/or legal needs. Through the use of assessment tools the Transition Specialist works with students to identify their strengths and interests, as they relate to future career choices. Training and technical assistance are provided to districts to ensure compliance with federal and state mandates, as well as to ensure student needs are being met.

**Work-Based Learning COSER 315****Beth Wild**

(518) 736-4356

FAX: (518) 736-4357

This program is designed to assist students with disabilities, ages 16-21, in making successful workplace transitions. Work-based Learning placements can be credit bearing, and work sites vary depending on the goals and interest areas of the individual student.

Relevant, supervised work experiences are provided in the community to develop employability and job-specific skills. Various levels of supervision are available depending on the needs of the students. Hours spent performing Work-Based Learning activities can assist a student to earn the New York State Career Development and Occupational Studies (CDOS) Commencement Credential. This credential can be used as a pathway option for graduation, a stand-alone exiting credential or as a supplement to any diploma option.



## Business and Management Services

**Kathi Lewis**  
Chief Financial Officer  
(518) 736-4310  
FAX: (518) 736-4301

### Bus Driver Staff Development COSER 601

**Terry Kersting**  
Bus Driver & Attendant Trainer  
(518) 775-5788

HFM BOCES offers a range of business and management services intended to support and advance the learning environment of our component school districts and their students.

HFM BOCES offers instructional training and testing for new and experienced drivers and attendants/monitors. This includes the following:

- 19A Certified Examiner Testing
- Physical Performance Testing
- 2 Hour Refresher Courses (twice per year)
- Pre-Service Courses – For new drivers and attendant/monitors
- Basic 30 Hour Drivers Course – For new drivers
- Basic 10 Hours Attendant/Monitor Course – For new attendants/monitors

### Central Food Service COSER 606

**Darla Sandford**  
School Food Service Director II  
(518) 736-4308

This service provides overall management of a district's school nutrition program. Experienced staff work with district personnel to facilitate menu development, improve cooking techniques, and provide service tips to ensure that students receive nutritionally sound and appetizing meals. The Central Food Service monitors and maintains compliance with state and federal regulations. Expertise in the areas of kitchen equipment, grant opportunities, and kitchen operations are also provided. The service will include a menu planning and nutrient analysis software.

### Shared Transportation Services

**Aaron Flynn**  
Human Resources Manager  
(518) 736-4681 x. 4684

**Jean McCallum**  
Transportation Coordinator  
(518) 775-5788

**Itinerant Transportation Supervisor COSER 327**

**Bus Maintenance COSER 627**

**Regional Transportation COSER 637**

HFM BOCES offers a shared service to provide student transportation to and from BOCES occupational education classes and programs for the students with disabilities, to and from public and private programs for the students with disabilities, and to other programs not associated with occupational or special education.

In addition, the service will provide participating school districts with home-to-school, field trip and sports trip transportation for public school students in accordance with Education Law 3635.

The shared service offers the oversight of a itinerant transportation supervisor, emergency communications and bus maintenance services.



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**Health-Safety-Risk Management COSER 625****Kathi Lewis**

Chief Financial Officer  
(518) (518) 736-4310  
FAX: (518) 736-4301

**Jessica Kirby-Barnes**

(518) 736-4380  
FAX: (518) 736-4382

**Steven Morrison**

(518) 736-4380  
Fax: (518) 736-4382

The Health-Safety Risk Management Service has served HFM BOCES school districts since 1994. The program began with New York State's Right-To-Know law and has grown to provide services for a wide variety of topics dealing with health, safety, environmental and emergency planning.

Participating districts receive services outlined below, including research and program development, Risk Management Office functions, and assistance and training from Risk Management staff on an as-needed basis.

Districts receive compliance assistance, management support, training and information, and staff available to act as advisors and/or liaisons in crises. A comprehensive resource library and information database are maintained by the program to benefit subscribing districts.

**IN-DISTRICT SAFETY SPECIALIST**

In addition to basic program support, the optional in-district Safety Specialist is a Risk Management staff member who works in the district on a regular basis (i.e. one day per week) and provides hands-on, in-depth service.

**FIRE SYSTEMS MAINTENANCE SERVICE**

*In cooperation with Questar BOCES*

**Service involves three components:**

**Fire Extinguisher Service;**  
**Fire Alarm System Testing and Cleaning; and**  
**Kitchen Hood Suppression System Inspection (NFPA standards)**

**Areas covered by the service include:**

- Active Shooter Civilian Response Training (ALICE – Alert, Lockdown, Inform, Counter, Evacuate)
- Americans With Disabilities Act
- Asbestos – OSHA & EPA
- Assets & Equipment Inventory
- Automated External Defibrillators
- Bloodborne Pathogens
- Chemical Inventory
- Confined Space Entry
- DOH Communicable Diseases
- Emergency Management Planning
- Ergonomics & Back Safety
- Fire & Building Codes
- Fire Systems Maintenance Service  
In cooperation with Questar BOCES
- First Aid/CPR Training
- Hazard Communication
- Hazardous Materials
- Indoor Air Quality
- Integrated Pest Management
- Laboratory Safety
- Lead
- Lockout-Tagout
- National Incident Management System (NIMS)/ICS
- NYSED Capital Facilities
- OSHA Compliance and OSHA Record Keeping
- Personal Protective Equipment
- Petroleum & Chemical Bulk Storage
- Photo ID Badges
- Playground Safety and Inspection
- Project SAVE
- Respiratory Protection
- Safety Committees
- School Pesticide Notification
- School Security/Violence Prevention
- SED Comprehensive Building Safety
- SED Dignity for All Students Act
- State Pollutant Discharge Elimination System (DEC SPDES)
- Two-Hour Violence Prevention and Intervention Workshop
- Underground Injection Control (EPA)
- Water Quality and Testing



## CROSS CONTRACT SERVICES

Please consult the following websites for additional information:

[www.boces.com](http://www.boces.com)  
(Jefferson Lewis)

[www.capregboces.org](http://www.capregboces.org)  
(Capital Region)

[www.monroe2boces.org](http://www.monroe2boces.org)  
(Monroe2-Orleans)

[www.wswheboces.org](http://www.wswheboces.org)  
(Washington-Saratoga-Warren-Hamilton-Essex)

[www.questar.org](http://www.questar.org)  
(Questar III)

[www.e1b.org](http://www.e1b.org) (Erie 1)

Other cross contract services may be requested by districts as needed.

HFM COSER #	Name of Service	Offering BOCES	Offering BOCES COSER#	Phone Number
<b>422</b>	Online Learning (Blackboard, Apex, GradPoint)	CAPITAL REGION	<b>412</b>	(518) 862-5320
<b>502</b>	Elementary Science Program	MONROE 2-ORLEANS	<b>502</b>	(585) 352-1140
<b>509</b> INSTRUCTIONAL COMPUTER SUPPORT	Antivirus Maintenance Curriculum Mapping Hardware Purchases Internet Software Support	CAPITAL REGION	<b>512</b>	(518) 862-5331
<b>515</b>	AV/Computer Equipment Repair	WASHINGTON-SARATOGA- WARREN-HAMILTON-ESSEX	<b>506</b>	(518) 736-4375
<b>516</b>	Model Schools	CAPITAL REGION	<b>516</b>	(518) 862-5321
<b>523</b>	Grant Writing	CAPITAL REGION	<b>523</b>	(518) 464-3960
<b>532</b>	Regional Certification	CAPITAL REGION	<b>667</b>	(518) 862-4918
<b>544</b>	Learning Technology (Software, WAN/LAN Tech Support, Shared LAN Technician)	WASHINGTON-SARATOGA- WARREN-HAMILTON-ESSEX	<b>504</b>	(518) 736-4375
<b>607</b> NERIC COMPUTER SERVICES	Data Warehousing, Equipment Maintenance, E-Rate Program Support, E-School Data Finance Manager, IEP Direct, LAN Services Managed IT Services, School Tool STAR, Tax Billing, Telecomm/ Commun., Equip Maintenance Testing - State Assessment	CAPITAL REGION	<b>604</b>	(518) 862-5331
<b>611</b>	Communications Service	CAPITAL REGION	<b>611</b>	(518) 464-5113
<b>614</b>	Drug & Alcohol Testing (Transportation)	JEFFERSON-LEWIS	<b>614</b>	(315) 779-7000 (800) 356-4356
<b>616</b>	GASB 45 Service	CAPITAL REGION	<b>616</b>	(518) 464-3949
<i>This service helps subscribers monitor the financial and economic impact of GASB Statement 45 regarding Other Post-Employment Benefit cost data in public school districts and BOCES.</i>				
<b>621</b>	State Aid Planning	QUESTAR III	<b>621</b>	(518) 477-2635
<b>623</b>	VoIP Telephone Solution	CAPITAL REGION	<b>623</b>	(518) 862-5363
<i>This service helps school districts negotiate their way through the complexities of school finance. Member districts and BOCES benefit from a broad spectrum of valuable services, from technical assistance with state aid forms and revenue projection to analysis of state aid proposals and education-related legislation.</i>				
<b>640</b>	Policy Services	ERIE I	<b>659</b>	(716) 821-7000



[www.hfmboces.org](http://www.hfmboces.org)



## For more information

To find out more about the HFM BOCES and its services, please call the following people for assistance:

## Resources

### DAVID ZISKIN, ED.D.

District Superintendent  
(518) 736-4300

### LORRAINE HOHENFORST, PH.D

Deputy Superintendent  
(518) 736-4305

### KATHI LEWIS

School Business Manager/  
Chief Financial Officer  
(518) 736-4310

### JAY A. DETRAGLIA

Director/Principal  
Career & Technical Education  
(518) 736-4330

### MICHAEL J. JACOB

Director/Principal  
Special Education  
(518) 736-4350

### MATTHEW DAVIS

Principal  
PTECH  
(518) 762-9119

### KEVIN WARREN

Interim Principal, Ag PTECH  
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2020 - 2021