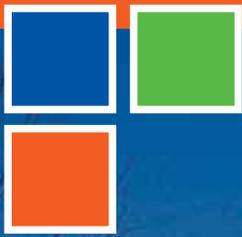


Partner. Advocate. Leader.



# SERVICES GUIDE





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## Board of Cooperative Educational Services

### Matt Sullivan

HFM Board President  
Fonda-Fultonville  
Central School District

### Kathryn Zajicek

HFM Board Vice-President  
Greater Johnstown  
School District

### Harry Brooks

Broadalbin-Perth  
Central School District

### Paula Brown-Weinstock

Gloversville Enlarged  
School District

### Rebecca Cozzocrea

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### Vanessa DiNitto

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### Carolyn Wilcox

Northville Central  
School District

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Greater Johnstown  
School District

#### Charlotte Nare

Canajoharie Central  
School District

# 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 2026-2027 HFM Services Guide.

In this guide you will find descriptions of the services and programs we offer to our component school districts that you may utilize to fulfill those needs you are unable to meet internally. Our goal is to be considered a valued Partner, Advocate, and Leader by our component school districts and a resource that assists you with your efforts to provide the best programs and services for your students. The information presented here is a snapshot in time. We will continue to work to develop new programs and refine existing ones to address the evolving and emerging needs of our consortium of school districts.

We emphasized supporting your efforts to improve learning in your districts by expanding opportunities for the professional growth of educators in our region. Our support of instructional improvement and the use of data to drive learning throughout the region will continue as New York adopts the Portrait of a Graduate.

You may notice expanded efforts to support Instructional Technology, which provides member districts with local support with purchasing software, Model Schools, which offers access to a variety of opportunities focused on integrating technology experiences in classroom instruction, and the Community Schools Resources Cooperative Service agreement, allowing local school districts to provide shared services for students' social, emotional, physical, and intellectual needs.

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

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

Thank you and please let us know how we can better partner with you to identify collaborative opportunities that would benefit your district.

David Ziskin, Ed.D.  
District Superintendent  
(518) 736-4300  
FAX: (518) 736-4301  
EMAIL: dziskin@hfmboces.org

## Important Dates

### February 2026

Mail 2026-27 Services Commitments to component districts

### March 2026

2026-27 Services Commitments due back to HFM BOCES

### April 1, 2026

HFM BOCES Annual Meeting

### April 29, 2026

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

HFM BOCES adopts 2026-27 budget

### May 2026

Initial 2026-27 contract executed by component districts confirming participation in specific services

### October 2, 2026

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

## District Superintendent Services

As District Superintendent, David Ziskin serves a dual role as both the chief operating officer of HFM BOCES and as the regional representative of the New York State Education commissioner. In that dual role, Dr. Ziskin provides a number of services to component school districts including:

### Recruitment and Selection of School Superintendents

Upon request, the District Superintendent may assist component school districts in the recruitment and selection of a new school superintendent. The District Superintendent can provide recruitment services and serve as a consultant for screening, evaluating and hiring of candidates.

### NYS Education Department Liaison

The District Superintendent provides school districts with assistance interpreting the laws and initiatives of the state Education Department, providing clarification relative to rules and regulations formulated at the state level. The District Superintendent also facilitates communications between the Education Department, school districts and other public and private entities.

### Consultation Services

The District Superintendent is also available to consult with school districts on a variety of topics ranging from management and planning to educational leadership and the implementation of state learning standards.



### Component School Districts

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



## Programs & Services

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

## Adult Literacy & Corrections Education

### Christine Carioto

Administrative Coordinator  
(518) 736-4340  
Fax: (518) 736-4341

### Jay A. DeTraglia

Assistant Superintendent for Educational Services  
(518) 736-4681

### Adult Literacy

#### 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.

**Integrated English Literacy and Civics Education (IELCE) – Workforce Readiness Programming for Bilingual Adults** – Adult English Language Learners develop language skills that help them succeed in the workforce and develop essential skills needed in today's workforce. 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.

#### Training Available:

- Paraprofessional/Teacher Aide Preparation for bicultural/bilingual students – to work with teachers in Pre K-12 school programs.

**High School Equivalency Preparation (HSE)** 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.

**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 adults who cannot attend our regular classes because of work schedules, family responsibilities, transportation problems or other difficulties. Students receive assignments on a two-week schedule that addresses their individualized learning needs. Weekly tutoring support is required.

**Fast Track Math** is available to adults 21 and older, who have passed all subtests of the HSE except math. Distance Education packets focus on the most frequently missed topics on the HSE math subtest. Weekly or biweekly tutoring is available with instructors.

Adult Literacy and Corrections Education provides skill development classes in reading, writing and math skills, High School Equivalency preparation, English as a Second Language, and workforce preparation for bilingual/bicultural adult learners. Learning experiences are provided through in-person classes and distance education programs. Instruction includes blended learning environments utilizing digital learning (online) platforms, as well as traditional books and materials. Case management supports educational and employment pursuits. Incoming students participate in registration, orientation, and assessment prior to placement in the appropriate class. Most program costs are covered by state and federal grants; students do not pay tuition cost out-of-pocket. All participants need to have or develop education, training and/or employment goals.

**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

### 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 people who are incarcerated in county correctional facilities to foster their successful and productive re-entry into the community. Programs and services include, but are not limited to: HSE preparation; workforce readiness training; transitional services; and employment support.

## Career & Technical Education

**Michael A. DiMezza**, Director of Workforce Development & CTE  
**Michael Ott**, Administrative Coordinator  
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 FAX: (518) 736-4331

**Jay A. DeTraglia**  
 Assistant Superintendent for Educational Services  
 (518) 736-4681

### Career & Technical Programs COSER 101

#### AUTO BODY REPAIR

Students learn to repair and refinish damaged vehicles with 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 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.

Students also learn about various career opportunities by assuming positions such as Service Manager, Parts Clerk, and Technician. Students who complete the program will have the skills necessary to begin careers as entry-level technicians or to enter a post-secondary program. Students can graduate with the following: Valvoline Oil Certification, Hunter Engineering Alignment Certification, Hunter Engineering Tire Change and Balance Certification, and Snap-On Scan Tool Certification.

#### 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.

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; and have an opportunity to attain a NYSED Technical Endorsement in 13 of the 18 programs offered for the 2026-2027 school year. All programs offer an opportunity for students to gain a CDOS credential through a minimum of 54 hours of work based learning.

**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.

#### CONSTRUCTION TECHNOLOGY

This two-year program focuses on safety skills and basic knowledge of building techniques, tools, and equipment.

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 a technical endorsement on their high school diploma.

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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 be a successful cosmetologist and pass the practical and written components of the New York State Licensing Board Examinations. To qualify for the licensing exam, students must complete a minimum of 1,000 hours of approved instruction.

Only licensed cosmetologists may work in salons in New York State. Students learn how to care for hair, skin, nails, and all related services offered in a beauty salon.

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, and our Criminal Justice program prepares students to address the issues facing our community. In addition to local, state and federal government, career opportunities in the Criminal Justice field are available in private firms and public agencies, small businesses, and large corporations.

The Criminal Justice program provides students with an overview of the criminal justice system and its components — law enforcement, courts, and corrections. Daily experiences include guest speakers, field trips, and hands-on projects such as fingerprinting, forensics, crime scene investigation, mock trials, photography, plaster casts, and use of radar equipment.

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.

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.

### EMERGENCY MEDICAL TECHNICIAN

A one year program for students entering 12th grade in the next academic year. This course is built on standards from the Common Career and Technical Core as well as NYS requirements for EMT-B certification. Students must turn 17 in the month the exam is administered (May) to be eligible for certification.

Students will learn how Emergency Medical Technicians (EMTs) deliver critical pre-hospital care in crisis situations. Through theoretical training in medical procedures, anatomy, and incident management, students will gain the knowledge and composure needed to excel in dynamic environments and get them ready for advanced medical training.

Students who successfully complete the program and certification exams will receive certification from the NYS Department of Health as an Emergency Medical Technician. Additional certification possibilities include American Heart Association Basic Life Support Certification, CPR, AED.

### ENVIRONMENTAL CONSERVATION

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

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## CAREER &amp; TECHNICAL EDUCATION

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 silviculture, 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.

### FIRE SCIENCE AND RESCUE

This one-year program is designed to prepare students for a career in the fire services industry.

This program is available to juniors and prepares students in Hamilton, Fulton, and Montgomery counties with training to become paid or volunteer firefighters. Students will receive technical and hands-on training to complete the New York State Basic Exterior Firefighting Operations with Hazardous Material First Responder Operation courses. Students will complete internship hours with local fire departments to gain real-life, hands-on experience.

### 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.

Second-year students learn more advanced baking and food preparation techniques. Students have an opportunity to earn 54 hours of work based learning experience and complete an internship during their senior year to explore career opportunities and develop work habits essential for success on the job.

### MEDICAL ASSISTING

The Medical Assisting program prepares students to become nationally Certified Clinical Medical Assistants who are Allied Health Professionals that perform administrative, clinical, and laboratory duties under the direct supervision of a physician in the growing health care field. Aside from becoming medical assistants, other career opportunities include nursing, phlebotomist, pharmacy technician, and electrocardiogram technician.

Duties of medical assistants vary based on the location, orientation, size, and speciality of the provider. Examples of administrative and clinical duties include: scheduling, updating medical records, filling out insurance forms, taking medical histories, medication administration, basic lab tests, and wound care.

Students participate in a minimum of 108 hours of "clinical" or work-based learning as part of this program and have the opportunity to participate in a paid student internship with St. Mary's Healthcare.



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### NEW VISIONS EDUCATION

New Visions Education is a comprehensive, rigorous one-year program intended for students interested in pursuing a career in the K-12 education field.

Through this program, students spend time in local school districts observing in classrooms and working with students in settings from Kindergarten through high school.

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 also create, teach, and evaluate lessons with their peers each week in preparation for their internships.

Students will also complete SUNY FMCC 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.

### ROBOTICS AND ENGINEERING TECHNOLOGY

This rigorous program is a collaborative partnership with HFM CTE and SUNY FMCC that allows students to use state-of-the-art equipment to learn about the different pathways of robotics and engineering careers. 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. Recent additions to this program include FANUC robots to mirror technology utilized in the real-world.

During the course of this program, students will complete their two-year HFM BOCES Career and Tech program while accumulating 14 college credits.

The credits accumulated at HFM would be at no cost to the students when they continue to SUNY 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 SUNY 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.

### SKILLED TRADES

This is a one-year program for high school seniors interested in careers in the electrical, HVAC (heating, ventilation, and air conditioning), and plumbing fields.

Currently, industry experts estimate there is a shortage of 2.5 million skilled trades professionals worldwide. 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.

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 the expanding animal industry, which offers a variety of career opportunities. This science-based program teaches skills in areas such as animal handling, anatomy and physiology, grooming, 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 through partnerships with local agribusinesses. They will learn basic care and handling with a range of species including cows, horses, sheep, goats, rats, rabbits, guinea pigs, hamsters, dogs, and cats.

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

Students have the opportunity to earn one high school science credit (Comparative Animal Anatomy & Physiology), one high school English credit, and can also 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; Robotics and Engineering Technology; and Environmental Conservation.

Social Studies courses are offered to students through stand-alone classes to provide students the opportunity to meet graduation requirements while participating in Career & Technical programs. Social Studies is also an integrated academic credit in the Criminal Justice program.

English Language Arts courses are integrated into the following programs: Culinary Arts, Cosmetology, Digital Multimedia, Automotive Technology, Medical Assisting, and Veterinary and Animal Science so that students meet graduation requirements while participating in Career & Technical programs.

#### 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.

#### COUNSELING 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 their career path. 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 and career and guidance assistance are available as needed.

## General Education Services

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

### Adirondack Academy (Alternative Education)

#### COSER 403

##### Michael Schell

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

##### Kasie Sala

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

##### Jay A. DeTraglia

Assistant Superintendent for Educational Services  
(518) 736-4681

### PTECH (Pathways in Technology Early College High School) COSER 408

#### Dr. James Niedermeier

Director of Early College Programs and PTECH Principal  
(518) 762-3714

##### Erika Haggerty

Administrative Coordinator  
(518) 762-3714

##### Jay A. DeTraglia

Assistant Superintendent for Educational Services  
(518) 736-4681



Adirondack Academy, located at the HFM BOCES campus in Johnstown, provides an educational opportunity for at-risk students in grades 9-12 whose needs are not met by traditional secondary school settings. Through this program, students can attain a high school diploma that maintains the same academic requirements as their respective component districts. Adirondack Academy focuses on an individualized approach to different learning styles to accommodate student needs. This would include a variety of supports for SEL (Social Emotional Learning) needs to ensure that all students have a supportive learning environment to help build skills to enhance opportunities for long lasting student success. This is accomplished through a quarterly schedule where students focus on two classes at a time and earn credit for each course at the end of each quarter. Additionally, a smaller learning environment is created where students can receive a more personalized learning experience to ensure student success.



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.

The PTECH program offers 20 different degree options organized into five pathways:

- Agriculture
- Advanced Manufacturing
- Business
- Computer Science
- Medical/Health Science

All students in grades 9 and 10 attend classes at the HFM PTECH building in Johnstown. Students in grade 11 transition to SUNY FMCC, and those in grade 12 and beyond attend either SUNY Cobleskill or SUNY FMCC, depending on their chosen pathway. Students have up to six years to complete their associate degree.

While most students enter as ninth graders, older students are also welcome to join. Participation in college-level courses begins during their first year at PTECH.

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### Regional Virtual Summer School COSER 425

HFM Regional Virtual Summer School offers a consolidated service in our region to help students in grades 9-12 who require classes to graduate. Course offerings in core subject areas will be available based on student 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 participate in summer school and are required to pay a tuition fee per course. Parents/guardians of students from non-participating schools must coordinate with an HFM component school district to enroll students in the program.



## General Support Services

### Distance Learning COSER 405

#### Dr. Aaron Bochniak

Assistant Superintendent for BOCES  
Operations and Component District Services  
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FAX: (518) 736-4301

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 courses offered by districts in HFM BOCES, Washington-Saratoga-Warren-Hamilton-Essex BOCES and Capital Region BOCES.

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.

### Instructional Resource Center COSER 505

#### Kristi J. Beedon

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

#### Dr. Aaron Bochniak

Assistant Superintendent for BOCES  
Operations and Component District Services  
(518) 736-4305  
FAX: (518) 736-4301

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 Pre K-12
- **Sooth.fyi** – Search exclusively the web's most credible and diverse sources of news, research, data, and insights
- **Boclips** – 1.7 M safe, secure, curriculum-aligned videos for the classroom
- **Lightboxes** – Interactive digital kits for grades K-12
- **SWANK: Movie Streaming** – Used in classroom or share link with student to watch remotely
- **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, after school, evenings and more.

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- **Sora (Overdrive)** – digital audio and eBooks including magazines and comics, grade level based, new LOTE collection. New PL Connect for professional learning books, articles, etc. geared towards teachers.

Available through cross-contract with other BOCES:

- **Sheet music library** – over 6,000 titles of music for band, orchestra and chorus
- **Tech Repair** – for 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

#### Dr. Aaron Bochniak

Assistant Superintendent for BOCES  
Operations and Component District Services  
(518) 736-4305  
FAX: (518) 736-4301



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:

- |                              |  |
|------------------------------|--|
| ■ Audio Books                | ■ Big Books                              |
| ■ Class Sets of Books        | ■ Digital Resources                      |
| ■ Games                      | ■ Graphic Novels                         |
| ■ Holiday Collections        | ■ Kits for Hands-On Learning Experiences |
| ■ Novel Units                | ■ Online Streaming Resources             |
| ■ Spanish and Chinese Titles |  |

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
- Collection development assistance
- Training and support

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

Research assistance resources:

- News-O-Matic
- Noodle Tools

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## GENERAL SUPPORT SERVICES

**Itinerant Services****Tara Caraco**

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

**Jay A. DeTraglia**

Assistant Superintendent for Educational Services  
 (518) 736-4681

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

- Agriculture
- Attendance Officer
- Business Education
- Business Manager
- Human Resource Manager
- Library Media Specialist
- Physical Education

**Pathways Liaison COSER 345****Tara Caraco**

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

**Michael Porter**

Pathways Liaison  
 (518) 736-4360  
 mporter@hfmboces.org

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:

- ENL (COSER 328)
- School Psychologist (COSER 311)
- Speech (COSER 304)
- Speech Improvement (COSER 301)

HFM BOCES will support component districts in the design, implementation, and operation of high school-level Career Pathways that are tailored to district needs and informed by local economic opportunities.

As part of this service, HFM BOCES, in partnership with the Fulton Montgomery Regional Chamber of Commerce, connects Pathways programs with local businesses and colleges to facilitate field trips, guest speakers, and internship opportunities that enhance students' career awareness and readiness.



## Instructional Services

### Tara Caraco

Administrative Coordinator of Instructional Services  
(518) 736-4360  
FAX: (518) 736-4361

### Jay A. DeTraglia

Assistant Superintendent for Educational Services  
(518) 736-4681

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.

### 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:

- Six days of embedded coaching
- 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
- New York State Alternate Assessment administration training and support
- Meetings for secondary and elementary principals
- Support with learning standards, P-3 literacy practices, and The Science of Learning
- Region-wide collaboration
- New York State Education Department updates
- New mentor training
- Mentor coordinator training
- Regional Superintendents Conference Day support
- Danielson Framework and APPR training

- Trend reports for English Language Arts (ELA) and math (grades 3-8)
- Data analysis and data report generation
- Leadership Mentoring
- Data Analysis (Tableau)
- District Data Coordination
- NYS 3-8 Assessments and Regents

### IN-DISTRICT COACHES

Instructional Services can assist districts in their efforts to improve student achievement through high quality, research-based professional development and school-based consulting services. Available are two tiers. Tier 2 represents 10 days of embedded coaching throughout the year. Tier 3 represents 1-3 days of embedded coaching per week throughout the year.

The service includes:

- **Instruction:** Support districts through high quality, research based staff development geared to specific instructional strategies designed to support teacher practice and student achievement.
- **Data:** Provides assistance to component districts in creating, improving/sustaining a culture of data-driven decision making through protocols, common language and goal setting. Collection and analysis of data focuses on district and school-wide measures for instructional focus.
- **Curriculum:** Provides initial consultation and district or building-wide assessment as well as curriculum review, development, and mapping of current curriculum in use.

HFM is an approved CTLE vendor/Dignity for All Students Act training.

To see a full list of all our professional development opportunities and to register visit [MyLearningPlan](#) on [www.hfmboces.org](http://www.hfmboces.org).

*Other opportunities are available, by request, for an additional fee.*

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### 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 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.  
(<https://artsandenrichment.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 (<https://artsandenrichment.org/>) contains a section that identifies many Exploratory Enrichment providers.

### Model Schools Program COSER 580

#### Mike Porter

Model Schools Specialist  
(518) 736-4360  
mporter@hfmbooces.org

The Model Schools Program offers access to a variety of workshops and meaningful opportunities focused on integrating technology experiences in classroom instruction. Opportunities are provided through HFM BOCES as well as Capital Region BOCES including their lending library.

### Instructional Technology COSER 581

Instructional Technology provides member districts with local support with purchasing software. As part of the New York State Instructional Technology Contract Consortium (NYSITCC), HFM BOCES is able to contact vendors, obtain appropriate EdLaw 2D materials and take advantage of BOCES pricing. Districts must belong to Model Schools, COSER 580, to participate in Instructional Technology.

### Home School Instruction Coordination COSER 560

#### Lisa Gargiulo

Home School Liaison  
(518) 571-8955  
Fax: (518) 736-4361

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 Coordinator 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.

## 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)

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# Community Schools Resources

## COSER 570

### Dr. Aaron Bochniak

Assistant Superintendent for BOCES  
Operations and Component District Services  
(518) 736-4305  
FAX: (518) 736-4301

BOCES Community Schools Resources will deliver co-located or school-linked academic, health, mental health, nutrition, counseling, legal and/or other services to students and their families in a manner that will lead to improved educational and other outcomes. Community School Resources will provide for students' social, emotional, physical, and intellectual needs through a variety of potential services.

HFM BOCES will provide an organizational structure and process that creates a cooperative and proactive inter-agency service delivery system that provides for students' social, emotional, physical and intellectual needs through planning, professional development, technical assistance, up-to-date information referral services, and coordination of services and partnerships.

Services to participating districts may include:

- Ongoing district needs assessment
- District plan development based on identified needs
- Consultation and technical support (via email, phone, or face-to-face meetings) for district staff
- Coordination of services, outreach and relationship building with providers

- Regular meetings of a Partner Advisory Committee comprised of program, district, and community agencies and other stakeholders (at least quarterly)
- Customized professional development sessions
- Ongoing progress monitoring, data collection, analysis and reporting
- District-driven customized community school resources and services
- Coordination of contracts with partnering agencies for delivery of community school resources

Based upon district specific needs, HFM BOCES will work with districts individually to develop plans that target their specific needs and then link districts with similar needs to community partners to develop services and supports to address those needs.

Possible target areas may include:

- Family engagement
- Extended learning opportunities/youth development services
- Mental health and social services
- Universal social-emotional screening service
- Early learning opportunities
- Nutritional service
- Dental service
- Medical service
- The Basics Early Learning Strategies
- Reducing Chronic Absenteeism



# Management Support Services

## Dr. Aaron Bochniak

Assistant Superintendent for  
BOCES Operations and Component  
District Services

## Communications Service COSER 611

### Through the Capital Region BOCES

#### Maxwell Spritzer

Communications Specialist  
(518) 736-4315

#### Alex Ruggeri

Communications Specialist  
(518) 736-4315



## Substitute Services COSER 624

#### Nicole Hernigle

(518) 736-4390  
FAX: (518) 736-4311

#### Jason Nephew

Executive Director of Human Resources  
and Continuous Learning  
(518) 736-4309

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

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

**Dan Salvagni**

Director/Principal

**Jennifer Bellen**

Administrative Coordinator

**Alexandria Green**

Administrative Coordinator

**Matthew Popp**

Administrative Coordinator

(518) 736-4350

FAX: (518) 736-4357

**Jay A. DeTraglia**

Assistant Superintendent for

Educational Services

(518) 736-4681

### Special Education Classes

#### **COSERS:**

**Educational Life Skills**

**Program-202**

**Autism Spectrum Disorder**

**Program-206**

**Therapeutic Support Program-205**

**Academic/Behavior Skills**

**Program-203**

**HFM BOCES Special Education** offers students with disabilities a variety of educational programs and related services. **HFM BOCES** 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.

#### **EDUCATIONAL LIFE SKILLS**

##### **PROGRAM (12:1+ 3:1)**

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.

##### **Program Design:**

- Twelve students, one teacher, one aide for every three students who do not require a 1:1 aide
- Individualized counseling services and therapeutic support
- Promotes self-care, independence and self-advocacy
- Daily school/home communication
- Therapeutic Crisis Intervention (TCI) trained staff
- Individualized behavior intervention planning and classroom behavior management
- Collaboration with outside agencies including transition planning
- Elementary, Middle & High School Programs
- New York State Alternate Assessment Program

- 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

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### 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:

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

### THERAPEUTIC SUPPORT PROGRAM (6:1:2)

This program is designed for students kindergarten through 8th grade with intensive behavioral management needs. Concentrated efforts are made to integrate academics, social-emotional needs and physical wellness.

#### Program Design:

- Highly structured classrooms: 6:1:2 (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
- Next Generation Learning Standards
- Elementary & Middle School Programs: academic setting for students who take state tests such as Regents and grades 3-8 ELA and Math

#### 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



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

This program is designed for students kindergarten through 12th grade 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, Middle & High School programs
- Highly structured classrooms: 8:1:1 (eight students, one teacher, one aide)
- Individualized instruction aligned to New York State Learning Standards
- Next Generation Learning Standards
- Individual behavior intervention plans as needed
- Therapeutic Crisis Intervention (TCI) trained staff
- Instructional technology available in all classrooms includes 1:1 student Chromebooks and Promethean Interactive Whiteboards
- 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.

### 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.

### 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.

### 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.

### 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.

### TRANSITION SERVICES COSER 318

If you have questions or would like information on planning and working toward after-high school goals, this department is here to assist and/or refer you to the most beneficial resources available.

### WORK-BASED LEARNING COSER 315

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

## Human Resources

### Jason Nephew

Executive Director of Human Resources and Continuous Learning  
(518) 736-4309

Human Resource supports are essential to the efficient operation of a school system. HFM BOCES is committed to providing those supports to our component districts to assist with recruitment, labor management, contract negotiations and personnel issues. The available CoSers can assist with any Human Resource related topics including:

- Supporting Civil Service rules and hiring process
- FMLA
- Title IX
- Allegations of staff misconduct
- Contract interpretation
- Negotiation preparation and lead negotiator services
- Labor management
- Handling grievances
- Counseling of staff after conduct issues and documentation

## Employee/Labor Relations COSER 7110

This service will provide district administrators access to research, analysis or facilitation of Human Resources related areas including; advertising, application process and materials review, new employee orientation and onboarding procedures and materials review, employee evaluation programs, labor relations, professional development, compensation and contract reviews.

## Negotiations and Collective Bargaining COSER 7111

This service will provide assistance with contract negotiations preparation, contract review development of proposals as well as in-service education on collective bargaining for school boards and administrators. Additionally, the service provides personnel data analysis. This CoSer also provides assistance with administration of grievance procedures.

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.

## Regional Recruitment Initiatives COSER 7112

This service will provide assistance in recruiting personnel through regional collaboration, higher education partnerships as well as community partnerships. A BOCES recruitment liaison will work with participating districts to offer recruitment events.

## Employee Assistance Program COSER 7116

This service will provide access to an Employee Assistance Program (EAP) for participating districts in the region. This service will provide professional assistance in addressing social and personal issues that may affect job performance and overall quality of life.

## Shared Human Resource Manager COSER 7117

This service will provide shared personnel to oversee Human Resource related matters for participating districts. Services can include recruitment, applicant screening and interviewing applicants. Review and monitoring personnel policies and managing compliance with state and federal regulations (for example, FMLA, ADA, ACA, etc.). Additionally, the service can assist with coordinating with the local Civil Service commissions. Instructional evaluation and APPR support are also included.

## Health-Safety-Risk Management COSER 625

### Jessica Kirby-Barnes

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

### Richard DePasquale

Health & Safety Officer  
(518) 736-4380  
FAX: (518) 736-4382

### Dr. Aaron Bochniak

Assistant Superintendent for BOCES Operations and Component District Services  
(518) 736-4305  
FAX: (518) 736-4301

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.

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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.

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 (AED)
- 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 (IPM)
- Laboratory safety
- Lead
- Lockout-Tagout
- National Incident Management System (NIMS)/ICS
- NYSED Capital Facilities
- OSHA Compliance and OSHA Record Keeping
- Personal Protective Equipment (PPE)
- 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



### 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)

### TAP APP SECURITY – CRISIS LEADERSHIP PREPAREDNESS SOLUTIONS (CLPS)

A hazard and threat management emergency communication platform that enables organizational leaders, employees, and key stakeholders to communicate instantly and effectively during emergencies, in real-time, from smartphones, mobile devices, computers, and panic buttons.

Integrates seamlessly with multiple communication and security systems for optimal interoperability and incident management. The app facilitates direct, real-time communication with emergency responders during both human-caused threats and natural hazards.

Fully compliant with Alyssa's Law.

Includes training on reunification procedures and threat assessments.

### WORKPLACE VIOLENCE PREVENTION PROGRAM – CRISIS LEADERSHIP PREPAREDNESS SOLUTIONS (CLPS)

New York's Workplace Violence Prevention Law (Section 27-b of Labor Law) requires public employers to develop and implement programs to minimize and prevent workplace violence, ensuring the safety of public employees.

CLPS's Workplace Violence Prevention Program offers a practical, comprehensive solution to help schools comply with the law by providing:

- Assistance with drafting a written policy statement.
- Learning cohorts for education and training.
- Tools for incident reporting.
- Records management solutions.
- Optional on-site risk assessments conducted by CLPS experts.

#### **About Crisis Leadership Preparedness Solutions (CLPS):**

CLPS is a SaaS (Software as a Service) consulting firm specializing in professional consulting services and licensing risk management, emergency communication, and security software solutions. Their services are designed to address the complex security challenges faced by schools, businesses, and public and private sector organizations in the 21st century.

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, iTutor, GradPoint)	CAPITAL REGION	<b>412</b>	(518) 862-5458
<b>502</b>	Elementary Science Program	MONROE 2-ORLEANS	<b>502</b>	(585) 617-2360
<b>509</b> INSTRUCTIONAL COMPUTER SUPPORT	Hardware Purchases Internet	CAPITAL REGION	<b>512</b>	(844) 696-3742
<b>523</b>	Grant Writing	CAPITAL REGION	<b>513</b>	(518) 464-5113
<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) 581-3735
<b>607</b> NERIC COMPUTER SERVICES	Data Warehousing, Equipment Maintenance, E-Rate Program Support, E-School Data Finance Manager, Frontline, IEP Direct, LAN Services, Managed IT Services, School Tool, STAR, Tax Billing, Telecomm/Commun., Equip Maintenance, Testing - State Assessment	CAPITAL REGION	<b>604</b>	(844) 696-3742
<b>611</b>	Communications Service	CAPITAL REGION	<b>611</b>	(518) 464-3960
<b>614</b>	Drug & Alcohol Testing (Transportation)	JEFFERSON-LEWIS	<b>614</b>	(315) 779-7064
<b>616</b>	GASB 75 Service	CAPITAL REGION	<b>616</b>	(518) 464-5118
<i>This service helps subscribers monitor the financial and economic impact of GASB Statement 75 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) 479-6814
<i>This service helps school districts navigate 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>623</b>	VoIP Telephone Solution	CAPITAL REGION	<b>623</b>	(518) 862-5375
<b>640</b>	Policy Services	ERIE I	<b>659</b>	(716) 821-7072
<b>653</b>	Shared Food Service	CAPITAL REGION	<b>606</b>	(518) 862-4985

## For more information

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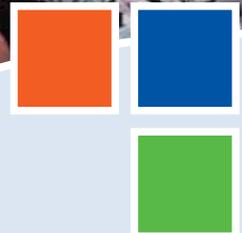
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