

# Model Schools

Date Issued: 6/1/98

# 6368

Year Effective: 98-99

## SERVICE DESCRIPTORS

**Class/Division:** Instructional Resources (23)      **PSN Range:** 501-599  
**Type Student:** N/A      **Level:** N/A  
**Delivery Method:** Central Service  
**Time Period:** July-June (43)  
**Location:** BOCES Center (11), District Classroom (12), Other, Specify (13)

## NATURE OF SERVICE

BOCES operates a service entitled the Model Schools Technology Planning and Implementation Process designed to help teachers learn about and apply instructional technology in the classroom. Activities provided as part of the service include planning, curriculum development, staff development and evaluation.

## STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIRED	<p>A service plan must be submitted with the initial application for approval. The service plan must describe: the service provided, the role of BOCES staff in the management and operation of the program, the role of consultants and/or contract services in the provision of the program, the basis on which participants are billed, and the following additional elements.</p> <p>Separate project descriptions must be included for the base activity and each additional activity, e.g. staff development, conducted under this service.</p>
BASE ACTIVITY REQUIRED	A base activity, which includes the costs of BOCES planning, management, technical support and leadership, must be part of the overall service. This base activity must provide for a

	<p>minimum BOCES professional staffing level of 1.0 FTE for each 25 participating districts.</p> <p>Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid. A district participating via cross-contract must show evidence of support of a base activity sponsored by the BOCES of which it is a component or a neighboring BOCES.</p>
SPECIFIC REQUIREMENTS	<p>Two or more participating districts must share each activity.</p> <p>BOCES may not provide staff development activities in which participants are eligible for credit.</p> <p>Implementation of the use of technology must be done through an appropriate CO-SER, e.g., 6360 Instructional Technology.</p> <p>Each BOCES operating a 6360 Instructional Technology CO-SER must also operate a 6368 Model Schools CO-SER.</p> <p>Each BOCES operating a 6360 Instructional Technology CO-SER and a 6368 Model Schools CO-SER must have a professional staff expenditure totaling at least 15 percent of the combined budgets, with a minimum of 5 percent in each.</p>
PARTICIPANT EXPENSES	<p>Expenditures for individuals participating in an activity conducted as part of this service are eligible for BOCES aid if the following conditions are met.</p> <ul style="list-style-type: none"> <li>• Expenses eligible for aid are limited to meals, lodging and transportation;</li> <li>• The activity is attended by individuals from two or more participating districts;</li> <li>• The activity is conducted within the geographic confines of the BOCES; and</li> <li>• The activity is not part of a Superintendent's conference day.</li> </ul>

STIPENDS AND SUBSTITUTES	<p>Expenditures for stipends for teachers or for substitutes will be eligible for BOCES aid if the following conditions are met.</p> <ul style="list-style-type: none"> <li>• The expenses incurred are related to attendance at activities composed of participants from two or more</li> </ul>
--------------------------	--

	<p>districts;</p> <ul style="list-style-type: none"> <li>• Stipends are uniform for all participants and are paid in a uniform manner to be agreed upon by BOCES and participating districts; and</li> <li>• Payment for substitutes is initially made by participating districts and reimbursed by BOCES.</li> </ul>
<p>CONSULTANTS</p>	<p>Expenditures for consultants are eligible for BOCES aid if the following conditions are met.</p> <ul style="list-style-type: none"> <li>• BOCES can demonstrate that qualified employees are not available;</li> <li>• Consultants do not assume BOCES responsibility for operation and management of the program;</li> <li>• Individual activities, e.g. workshops, individual residential programs, etc., are less than 15 days in length;</li> <li>• Consulting services by an individual or firm in excess of 90 days within one school year are justified in writing; and</li> <li>• Consulting services are provided to two or more districts in one of the following ways: <ul style="list-style-type: none"> <li>-to an audience composed of participants from two or more school districts; or</li> <li>-individually, as an extension of services previously provided to an audience composed of participants from two or more school districts; or</li> <li>-individually, upon written demonstration that the activity has a logical relationship to the overall service.</li> </ul> </li> </ul>
<p>AID ISSUES</p>	<p>Expenditures for hardware or software included in this budget will not be eligible for aid.</p> <p>Annual evaluation data for the preceding year must be filed with the BOCES Unit by October 1.</p>