INSTRUCTIONAL SUPPORT SERVICES

September, 2009

SCHOOL IMPROVEMENT

Barbara Hackett Blakey, Ed.D., Assistant Superintendent for Instruction
Denise Alterio, Staff Developer
Mary Catherine Moran, Regional Field Facilitator
Gloria Van Wagner, Typist
Lorraine Welch, Administrative Assistant

Completed Workshops and Trainings

What You Need to Know from a Legal Perspective – On July 29th, Mr. Craig M. Atlas presented this well-attended workshop to representatives from the following districts: Fallsburg CSD, Eldred CSD, Liberty CSD, and Tri-Valley CSD. Representatives from Sullivan County BOCES were also in attendance.

Observing the Differentiated Classroom – On July 30th, Denise Alterio presented this workshop to district administrators from Fallsburg CSD, Eldred CSD and Livingston Manor CSD. An administrator from Dutchess County BOCES was also in attendance. Workshop participants a) explored the fundamental principles of differentiated instruction, b) identified evidence of differentiated instruction, c) reviewed a differentiated instruction lesson observation form and d) considered pre- and post-observation questions that foster discussion about differentiation.

Maximizing Capacity for Differentiated Instruction – Denise Alterio presented this workshop on August 6th to individuals from Sullivan West CSD and Sullivan County BOCES. The workshop offered participants an opportunity to proactively prepare for differentiation in the upcoming school year. Management strategies were targeted, along with pre-assessment techniques.

Establishing Effective Co-teaching Partnerships – On August 13th, Denise Alterio presented this workshop to individuals from Liberty CSD. Co-teaching teams engaged in activities to a) develop personal rapport, b) develop professional rapport, c) establish class rules, routines and procedures, d) determine the physical arrangement of their classrooms and e) apply various co-teaching instructional models.

Using Pre-assessments and Tiered Assignments to Maximize Student Engagement and Achievement – Denise Alterio worked with teachers from Fallsburg CSD on August 31, 2009, as part of an ongoing professional development project in the areas of integrated co-teaching and differentiated instruction. Workshop participants learned about pre-assessments and tiered assignments and utilized part of the workshop session to actually create a pre-assessment and tiered assignment for classroom use. Follow-up sessions will take place on a monthly basis throughout the school year.
County Wide Conference Day Update

Planning for the **2009 County Wide Conference (CWC) Day** continued through the summer months. Workshop sessions were finalized and an online preview was created for the Sullivan County BOCES website. The preview is slated to ‘go live’ online on September 1\(^{st}\). The online preview will be announced to districts via an e-mail.

Respectfully submitted,
Denise Alterio
Staff Developer

S3TAIR (“Supporting Successful Strategies To Achieve Improved Results”) is a federal grant awarded to NYS designed to improve outcomes for students with disabilities in low performing districts by increasing their educator’s skill in research/evidence based effective practices in three core areas:

- Literacy
- Behavior and Academic Supports
- Delivery of Effective Special Education Services.

The process involves: (1) filling out a one page nomination form, (2) completing an online survey, (3) phone conversation or site visit to clarify content of survey, (4) site visit to determine date and agenda for the site visit; purpose to verify best practice, (5) Site visit, (6) meeting to discuss outcome of site visit, (7) Verification, (8) If best practice is verified, school/district can apply for grant to support efforts.

During the summer months, I work a total of 20 days. I was involved in the following activities this year:

S3TAIR related:
- July 1\(^{st}\); RTI meeting in Albany
- July 22\(^{nd}\); Debrief meeting re: validation of MacKenzie Elementary/Eldred

ISS related:
- July 13\(^{th}\); presentation at Rutgers re: Literacy Coaching (exchange for T.Chiola presentation at our BOCES)
- July 23\(^{rd}\); The Literacy Principal Study Group – 1\(^{st}\) meeting
- August 5\(^{th}\); 1\(^{st}\) Annual Literacy Institute at BOCES

Office Based Projects:
- Develop Writing Manual and Training Plan for White Sulphur Springs
- S3TAIR documentation projects
INSTRUCTIONAL SUPPORT SERVICES

School Improvement ♦ Prevention Services ♦ SE-TASC ♦ School Library System
Hudson Valley Catskill Partnership ♦ Teacher Center ♦ Arts in Education
Technology ♦ Distance Learning ♦ Model Schools

September, 2009

- Development of Leadership Modules for Study Group (The Literacy Principal)
- Development of Modules on Adolescent Literacy

Submitted by M.C. Moran
Regional Field Facilitator
S3TAIR Project

SE-TASC
Denise Shaffer, Ed.D., Director
Faith Dymond, Administrative Assistant
Sherry Eidel, Parent Educator
Debbie O’Malley, Parent Educator

"Insanity is doing the same things over and over again and expecting different results." Albert Einstein

July 1, 2009 VESID took this quote to heart and embarked on a new journey with what used to be called SETRC. Understanding that it was going to take something unusual to get different results for students with disabilities they created a Regional Special Education Technical Assistance Support Center (RSE-TASC) which will be housed at Dutchess BOCES. This Center will have a Director and five specialists that will assist each of the four counties (Dutchess, Orange, Ulster & Sullivan) to provide targeted assistance. The five positions are:

- Special Education Specialist
- Bilingual Specialist
- Transition Specialist
- Behavior Specialist
- Nondistrict Specialist.

The RSE-TASC will utilize a Regional planning process with a BOCES representative from each county, and Regional Associate Supervisor to target the districts most in need of improvement for students with disabilities. Then a Steering Committee, consisting of all the School Improvement Specialists, Regional Specialists and the Regional Associate, will make the plans for the Regional Specialists according to those districts’ Quality Improvement Plans (QIPs). Then the Regional Specialists and each local BOCES’ School Improvement Specialist will work together according to each district’s needs and the Regional Plan.

Our local office is now called: the Special Education Technical Assistance Support Center or SE-TASC (‘See-Task’). The work of the Director hasn’t change – she will still be working with targeted districts due to state data and not meeting adequate yearly progress for students with disabilities. The targeted districts this year are: Fallsburg, Monticello and Sullivan West.
School Improvement ● Prevention Services ● SE-TASC ● School Library System
Hudson Valley Catskill Partnership ● Teacher Center ● Arts in Education
Technology ● Distance Learning ● Model Schools

September, 2009

SCHOOL LIBRARY SYSTEM
Lynn Miller, Director
Patrick Killian, Library Multi-media Technician

Sullivan BOCES:

Accomplishments:

Staff development was provided for nine educators this summer. School Library Media Specialists and Tech Directors worked in the Model Schools Lab to learn more about Ensemble video for use with teachers and students. Also, seven Library Media Specialists attended the SLMS Leadership Retreat at Cornell University this summer to learn more about using effective questions based on the AASL Information Literacy Standards in their teaching.

Patrick Killian re-built our video streaming server and website during the summer. One of the hard drives had to be replaced. Pat used that opportunity to update our video streaming service to include the Ensemble software for linking digital videos to our SLS On-Demand website. He also modified the Catskill Watershed Resources website he developed to include more links to other educational websites.

The SLS worked on obtaining licensing agreements from vendors to convert VHS tapes to digital files for streaming. The National Gallery of Art agreed to allow digitizing of our current holdings. Mr. Dan Berens has volunteered his time to assist in this project. He reviewed each tape as it was being copied into a computer file. Dan also helped our libraries by using his talents as an architect to draw floor layouts of the school libraries to add into our LS2 PAC. These plans will be used to assist students in locating the various collections in each library.

Another summer project was to develop a guide to the SLS services. Each year many folks ask us for written details of websites and materials. What we produced this summer are service guides of the various materials and services we offer all bound by one metal ring to make it easy for flipping through. We plan to pass these out to our member libraries in the first school mailing.

System staff worked on inventory on the LRC collections. The work is completed as we used the new real-time inventory module to locate missing items.

In-Progress:

Interviews for the new SLS Librarian have been conducted. Second interviews and credentials check are being completed for hire.

The Annual Report is drafted and being reviewed by the SLS Chair before sending it to Council members.
Accomplishments:

At the beginning of August, a space plan reconfiguration was outlined by Dr. Perry-DelCorvo. A major weeding of the VHS tapes in the Media Library was done by Janet and Lorrie with exceeding over 6,000 tapes. They also worked with other building staff to dismantle, move and re-assemble shelving to accommodate this weeding and rearranging the workspace.

The SLS budget and variance form are completed and being submitted to SED.

Automation:
- Upgraded Horizon to version 7.42
- Installed new Web Reporter server
- Installed Enterprise Faceted Search System
- Setup system for three new libraries to system (Washingtonville Elem)

School Library System:
- Continuing to work on County-wide Conference day preparation

Professional Reference Library
- Database orders done for schools

In-Progress:

The Annual Report is being drafted before sending it to Council members. The Council Meeting is scheduled for September.

Horizon training for new library personnel is planned for the end of September.

Student data is being received from the districts to load into Horizon.

WinCap access has been given to the director but only budget totals are viewable. Checking on individual PO’s, budget detail or input of a purchase order are not accessible at this time. Darren Lanspery seems to be able to check the status of PO’s but not the director.

The paperwork for hiring a SLS school secretary is in the works. Personnel and County Civil Service are working on details of the position.
The Sullivan County Teacher Center has once again had an active summer. Two Intel courses were offered. *Intel Teach Essentials* and *Thinking with Technology* provided participants with information on project based learning and integrating technology into instruction. Several Sullivan West teachers attended and follow-up is planned during the school year.

One workshop that was very popular was entitled *Building Brain Learning Power*. This interactive workshop was taught by two area educators who were trained in brain based learning. This workshop equipped teachers with practical, relevant activities to enhance student learning. The major focus of the information included the role movement plays in preparing students to learn. The Teacher Center is planning on offering follow-up sessions this fall.

This summer, participants in the *National Board Certification* program had two meetings. Teachers in this program meet with a Nationally Board Certified Teacher, Mary Zanetti from Tri-Valley, and
discuss teaching practices and review entries which will be submitted next spring. It has been reported that the teachers have been learning a great deal from their studies as well as from each other.

A two-day workshop, entitled Thinking Maps, was held at Sullivan West. A group of 20 teachers learned how to embed visual organizers into all areas of their teaching in order to enhance communication, higher level thinking skills, memory, and engagement. Teachers learned how to implement this program so that it is not just a tool used by teachers, but more importantly, a tool for students to use independently. Follow-up workshops and workshops to train more teachers are planned for this school year.

The First Annual Literacy Institute was held this summer. This program was co-sponsored by both BOCES Instructional Support Services and the Teacher Center. The highlight of the program was a panel presentation by a group of teachers from Chenango Forks. The Chenango Forks teachers have been identified as improving student performance based on their best practices. Participation was small, but those who attended went away having had a valuable learning experience. We hope to improve attendance next summer at the Second Annual Literacy Institute.

Of special note is the opening of the Teacher Center Project Room. Area teachers have been visiting the Teacher Center in order to take advantage of the poster printer, cold laminator and cutout maker. Many posters have been made to support the PBIS program. These posters are placed around the schools as a visual reminder of appropriate behaviors expected in classrooms as well as different areas of the building.

<table>
<thead>
<tr>
<th>Workshop Offered</th>
<th># of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel Teach Program – Essentials Course</td>
<td>4</td>
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<tr>
<td>National Board Certification</td>
<td>4</td>
</tr>
<tr>
<td>Building Brain Learning Power</td>
<td>26</td>
</tr>
<tr>
<td>Intel Thinking with Technology Course</td>
<td>7</td>
</tr>
<tr>
<td>1st Annual Literacy Institute</td>
<td>7</td>
</tr>
<tr>
<td>National Board Certification</td>
<td>5</td>
</tr>
<tr>
<td>Thinking Maps</td>
<td>20</td>
</tr>
<tr>
<td>Introduction to Mentoring</td>
<td>9</td>
</tr>
<tr>
<td>Teacher Center Project Room Overview</td>
<td>15</td>
</tr>
</tbody>
</table>

**Arts In Education**

Lisa Pacht, Program Coordinator
Theresa Dutcher, Administrative Assistant

The 2009-2010 school year is off and running for the Arts In Education CoSer! The number of events scheduled for districts in Orange and Sullivan counties is growing daily. An Arts In Education liaison meeting is planned for September 17th for all art liaisons to discuss procedures and protocols. We are happy to announce that this years’ Art Conference, Nurturing 21st Century Skills in the Creative Classroom: Visual Arts, Visual Thinking, and Visual Learning, is going to take place on November 3,
September, 2009

2009 at the Middletown high school for art teachers in Orange and Sullivan counties. Our keynote speaker, John Cimino, will speak on how to nurture 21st century skills in our classrooms through visual arts, thinking, and learning. Teachers will break out into sessions [K-4, 5-8, and 9-12] to share two of their art lesson plans with artifacts/pictures and explain how they were created.

**TECHNOLOGY, DISTANCE LEARNING, MODEL SCHOOLS**

Lisa Pacht, Director  
Todd Lewis, Senior Network Administrator  
Robert Cosh, Network Administrator Manager  
Charles Wyant, LAN Technician  
Oscar Ortega, LAN Technician  
Debra Atkins, Senior Program Assistant  
Theresa Dutcher, Administrative Assistant

**Distance Learning**

The WSWHE BOCES Data Analysis Service videoconference was held on July 9th, 2009 for Sullivan County BOCES and their component districts. Nichole Catapana from WSWHE BOCES was the main speaker. The connection at WSWHE BOCES was facilitated by Tina Perkins.

Sullivan County BOCES and their component districts connected on August 24th, 2009 via videoconference to Questar III BOCES for a presentation on Problem Based Learning and PreCTE Program that incorporates the curriculum standards by Laura Lehtonen, Science Program Manager, Capital Region BOCES and Katherine Schadewald, Questar III BOCES. The connection at Questar BOCES was facilitated by Jeffrey Elliott, Specialist for Distance Learning.

Fallsburg CSD will be receiving ASL II from Broome-Tioga BOCES over IP videoconference beginning on September 9th, 2009. The class will run from 9:37 a.m. to 10:20 a.m. The Broome-Tioga BOCES ASL II instructor is Aimee Hudock. The connection will be automated daily using Sullivan County BOCES' TANDBERG Management Suite [TMS].

Eldred CSD will be receiving Regents Physics from Monticello CSD over IP videoconference beginning on September 8th, 2009. The class will run from 11:08 a.m. to 11:48 a.m. The Monticello CSD Regents Physics’ instructor is David Gross who has created his Regents Physics class in Moodle, which is a software program that allows the classroom to extend into the web. Moodle is an online learning platform that creates a learning community available to students 24/7. Professional development on the TANDBERG MediCart was provided on August 28th at Monticello High School. The connection will be automated daily using Sullivan County BOCES' TANDBERG Management Suite [TMS].
**Model Schools Program**

The 19 computers in the Model Schools Professional Development Lab were imaged in July 2009 to include the latest versions of software programs that are currently being used for professional development events.

MyLearningPlan.com is a web-based service for tracking Professional Development activities for K-12 school districts. Eldred CSD, Fallsburg CSD, Monticello CSD, Sullivan County BOCES, Sullivan West CSD and TriValley CSD use this product and purchase it through the Model Schools Program CoSer.

Sullivan County BOCES Instructional Support Services and the Sullivan County Teacher Center uses the WebRegistration product offered by MyLearningPlan.com to process course registrations, attendance and payments for various professional development events and activities. The program is managed by the Model Schools Program area.

The WebRegistration system will once again be used for the Countywide Conference Day 2009 ‘Education in Action’ and the Art Conference for Sullivan & Orange County Art Teachers 2009 ‘Nurturing 21st Century Skills in the Creative Classroom: Visual Arts, Visual Thinking, and Visual Learning Across the Curriculum’. Registration will be open on September 8th, 2009!

Castle Learning Online supports classroom instruction through content-related review assignments, practice sessions and benchmark testing. Includes over 50,000 field-tested questions supported by defined vocabulary, reference tables, hints and reasons for correct answers in math, science, social studies, English and foreign languages. Core courses for grades 3-12 are correlated to standard curriculum. Districts may purchase this service through the Model Schools Program CoSer. Eldred CSD, Fallsburg CSD, Roscoe CSD, Sullivan County BOCES, Sullivan West CSD and TriValley CSD currently purchase this service through the Model Schools Program CoSer.

The Sullivan County Teacher Center used the Model Schools Professional Development Lab for several trainings between July 1st, 2009 and August 31st, 2009.

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel Teach Program – Essentials Course</td>
<td>July 13, 14, 20 &amp; 21</td>
</tr>
<tr>
<td>NYIT Graduate Course – Masters in Instructional Technology</td>
<td>July 13, 14, 15 21, 28, 29 &amp; 30 August 3, 4 &amp; 5</td>
</tr>
<tr>
<td>Intel Teach Program – Thinking with Technology</td>
<td>August 3, 4, 6 &amp; 7</td>
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</tbody>
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The School Library System used the Model Schools Professional Development Lab for two trainings in August 2009.
Several trainings were sponsored by the Model Schools Program CoSer between July 1st, 2009 and August 31st, 2009.

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Location</th>
<th># of Teachers / Para-Professionals</th>
<th># on Non-Administrators</th>
<th># of Administrators</th>
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</thead>
<tbody>
<tr>
<td>Ensemble Training</td>
<td>August 26</td>
<td>Conference Room #1</td>
<td>14</td>
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<td>TLC Software Training</td>
<td>August 28</td>
<td>Conference Room #1</td>
<td>18</td>
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<tr>
<td>Introduction to SmartBoard</td>
<td>7/10/09</td>
<td>Conference Room #1</td>
<td>14</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Intermediate SmartBoard</td>
<td>7/10/09</td>
<td>Conference Room #1</td>
<td>18</td>
<td>0</td>
<td>0</td>
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<tr>
<td>TELL Summer Institute</td>
<td>7/27-30 &amp; 8/10-13</td>
<td>Ulster BOCES</td>
<td>0</td>
<td>2</td>
<td></td>
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<tr>
<td>Sullivan TELL Summer Institute</td>
<td>8/17-19</td>
<td>Conference Room #1, #4, and Model School Lab</td>
<td>26</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

TELL (Technology Enhancing Literacy Learning) Grant

We are pleased to announce that the Sullivan TELL Summer Institute was held on August 17th-19th, 2009. Twenty-six teachers from Sullivan BOCES, Fallsburg CSD, Monticello CSD, and Roscoe CSD attended the three-day institute. All of the teachers participated in the following training sessions:

- **Developing an Online Community using MOODLE**: Moodle is a software program that allows the classroom to extend unto the web. It is an online learning platform that creates a learning community available to students 24/7. Educators will learn to create effective, online learning places for students to go to for classroom resources. This course will introduce different Moodle modules available for educational enhancement such as: Assignments, Chat, Choice, Forum, Journal, Quiz, Resources, and Questionnaire. Moodle is a Web-based program that brings a variety of tools for differentiated instruction to the classroom.

- **Adobe Connect and Web Conferencing**: Learn how to Web Conference using Adobe Connect. Adobe Acrobat Connect Professional software is an interactive environment that's the next best thing to an in-person meeting. Using a web browser and ubiquitous Adobe Flash Player, you can share your screen, brainstorm on a whiteboard, chat, and videoconference. The elegant interface is always available, so colleagues around the world can jump in with just a click—no registration, or plug-in downloads required.
• **Enhancing Your Online Community with Web 2.0:** Enhance your online community making it more Web 2.0 in concept. This course will look at various tools and help participants to learn how simple it is to embed interactives in their Moodle classes. A variety of resources will be given in this session.

• **Enhancing your Moodle class- Working session:** Participants will have time to work on their Moodle classes integrating the various content and techniques learned throughout the week.

• **Integrating Web-based Multimedia Content:** This workshop will provide a thorough understanding of the content available through HippoCampus, PowerMediaPlus, Teaching Books, and Archive.org and how educators can integrate activities in their Moodle classes.

TELL’s goals include increasing student learning by maximizing the use of existing technology and infusing technology to support literacy across the curriculum. TELL provides professional development to integrate technology and literacy skills, addressing three major needs: student digital divide, teacher integration of technology, and students’ thinking skills. Throughout the year, teachers from these districts will be able to participate in various professional development trainings to help them embed different technologies into their classrooms.

**Technology**

We are very happy to welcome Oscar Ortega, our LAN Technician, as the newest team member to Technology department.

Over the summer the technology team has continued to move forward with such projects as the installation of the new SAN. A SAN (storage area network) is piece of hardware that hold multiple hard drives that work as one storage array, thus allowing data to be saved upon it across the network. The new SAN will double our amount of data storage and allow us to complete other projects such as adding student accounts to our network for the upcoming school year. This project began by mounting the new EqualLogic PS 5000 SAN into our pre-existing server rack and then joining it to the SAN group we already had in place. At that point all of the data located on our old SAN was moved to the new model. Upon completion, BOCES now has two SANs both larger than what we originally had at the end of the school year. The SANs are located in separate buildings, thus allowing for redundancy and duplicate copies of data for security purposes.

Other projects that were completed this summer include extensive upgrades and patches to our servers and the software that they run. This includes patches and updates to the phone system, Novell Servers, and email system. Each patch that has been applied was designed to increase security while fixing known problems and issues.

Another project that was completed this summer was the yearly re-imaging of all BOCES’ workstations. This work includes re-installing the operating system and software on each workstation to remove any viruses that may have infected the computer over the course of the year as well as upgrading software with newer versions. This lengthy process does take up a good portion of the
The IT department continued to make use of the SchoolDude helpdesk software to organize, track and complete the technical needs of the twelve month staff, while ensuring that the summer projects and upgrades are completed on schedule. Such summer projects as workstation re-imaging and server/network upgrades are better performed when there are less employees onsite as this allows the technicians to shut down certain types of hardware that could not be done during the normal school year. By using School Dude we are able to track work that has is in process, or has been completed. The SchoolDude software has been not only helpful to track end user problems, but also to keep summer work organized and more efficiently completed.

**Telecommunications**

This summer, the IT department continued to support the telecommunication needs of our vested districts and BOCES campuses. One of the projects completed was assisting the Eldred School District make the change over to Lightspeed for its web filter and email spam blocking capabilities. After witnessing BOCES success with Lightspeed, Eldred has decided to make the change. We have helped with this process through our “Shared Tech” CoSer.

Other telecommunications projects that will were ongoing through the summer include general maintenance on all of our VOIP servers. This maintenance is designed to keep the servers running efficiently and is in addition to our normal Call Manager configuration changes. Such updates not only ensure efficiency, but security as well.