

TST BOCES



TOMPKINS • SENECA • TIOGA

ENRICHMENT

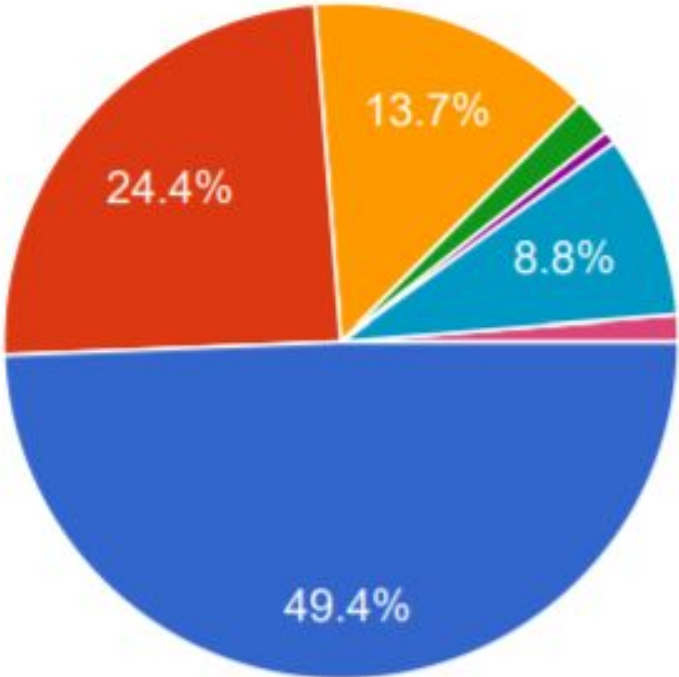
**Students
Served**

**District Wide
23,341**

**KDT:
Approx: 3000**

**Increase of approx.
10,000 students
from 17-18**

Request Traffic



- Elementary
- Middle
- High
- ICSD
- Athletics
- Fine Arts
- Pre-K

Sep 2018

4 11 14 23 27 2 28 2

Oct 2018

3 10 16 2 17 18 2 23 25 26 3 30 31

Nov 2018

1 2 2 5 8 2 9 15 29

Dec 2018

7 2 16 17 2 18

Jan 2019

4 10 15 18 2 30 31 2

Feb 2019

6 2 7 11 2 12 13 15 28 2

Mar 2019

1 2 7 8 14 19 20 22 7 27 28 29 30 2

Apr 2019

2 4 5 2 10 2 11 4 14 19 2 24 2 26 28
29 30

May 2019

1 2 2 3 3 7 10 14 15 16 20 3 22 2
23 24 4 25 2 30 2 31 2

Jun 2019

1 5 2 6 3 10 13 14 4 15 3 17 19 4
20 2 21 22 3 25 2 26 27 30

Plan Ahead!!!

Changes For 2019-2020

Enrichment Assistant: Laura Brown

New Question targeted at
identifying IPEI and FABG funding

Hard deadline for enrichment
requests:
Wednesday, April 15, 2020

New Artist Vendor Catalog:
September 2019: will include a
rating option for vendors with
comments

Event Planning Charts for each
school: Stipend Position

All IPEI grants and corresponding
paperwork will be completed at a
quarterly grant recipient meeting.
Steven from IPEI and Enrichment
will host.

Co-Ser Clarifications

Co-Ser 415 Exploratory Enrichment:
Summer programs, after school programs,
contests and competitions, guest
speakers, history, etc. (shared Co-Ser)

Co-Ser 416 Arts in Ed
field trips, NYSSMA fees, Arts related
PD, artists in the classroom, concerts,
etc. (stand alone Co-Ser)

Co-Ser 417 Environmental Ed
environmental field trips, Science
Center, the Most, Science related
PD, etc. (shared Co-Ser)

Co-Ser Clarifications

What is not eligible for aid:

- transportation
- food
- lodging

What is eligible:

- musicals (portions of fees)
 - class trips
 - NYSSMA fees
 - supply cost (if associated with a contracted artist & project)
-

—

All Co-Ser's

415

416

417

Grants, donations, PTA

- grant funds can be run through the COSER with the exception of state and federal grant \$
 - private donations can be run through the COSER
 - PTA funds, Music or Athletic Booster funds, etc. can be run through the COSER
 - collected funds; i.e. money paid by student/parent through fundraising or parent/student check can be run through the COSER
-

A few things to remember

-If you want to utilize the BOCES service, you CAN NOT pay the artist or vendor

-Artist and vendors must be accompanied by a certified educator at all times

-Requests should be filed 4-6 weeks in advance of the event/presentation

-Teachers should file the request for services as it asks curricular questions that are required by the state

-All fiscal sources must be identified before filing an enrichment request

Deadline for Enrichment requests:

April 15, 2020

-all enrichment spreadsheets, forms, docs are now housed in a team drive

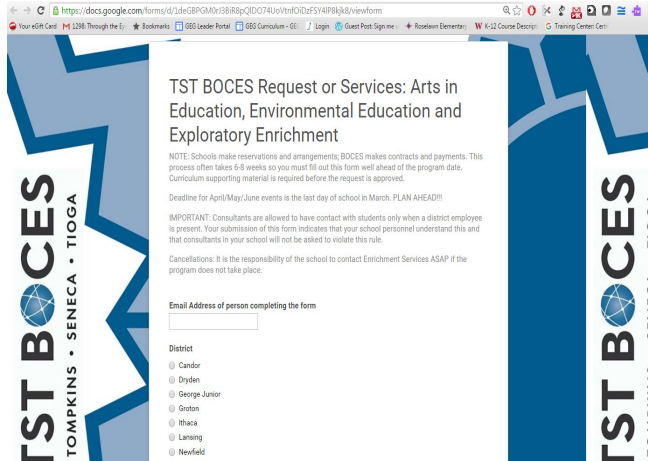
-all principals/clerks have access to master financial spreadsheet sorted by individual school

-these sheets will contain beginning return aid figures and auto-calculate as expenditures are added



**TST BOCES
COOPERATIVE ENRICHMENT
ARTIST & VENDOR
CATALOGUE**

DIGITAL REQUEST FOR SERVICES SUBMISSIONS



The screenshot shows a Google Forms page titled "TST BOCES Request or Services: Arts in Education, Environmental Education and Exploratory Enrichment". The page includes a header with the TST BOCES logo (Tompkins, Seneca, Tioga) and a main title. Below the title, there is a note about reservations and payments, a deadline for April/May/June events, and an important note about consultant contact. A cancellation policy is also provided. At the bottom, there is a form field for the email address of the person completing the form and a radio button selection for the district.

TST BOCES
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TST BOCES Request or Services: Arts in Education, Environmental Education and Exploratory Enrichment

NOTE: Schools make reservations and arrangements, BOCES makes contracts and payments. This process often takes 6-8 weeks so you must fill out this form well ahead of the program date. Curriculum supporting material is required before the request is approved.

Deadline for April/May/June events is the last day of school in March. PLAN AHEAD!!!

IMPORTANT: Consultants are allowed to have contact with students only when a district employee is present. Your submission of this form indicates that your school personnel understand this and that consultants in your school will not be asked to violate this rule.

Cancellations: It is the responsibility of the school to contact Enrichment Services ASAP if the program does not take place.

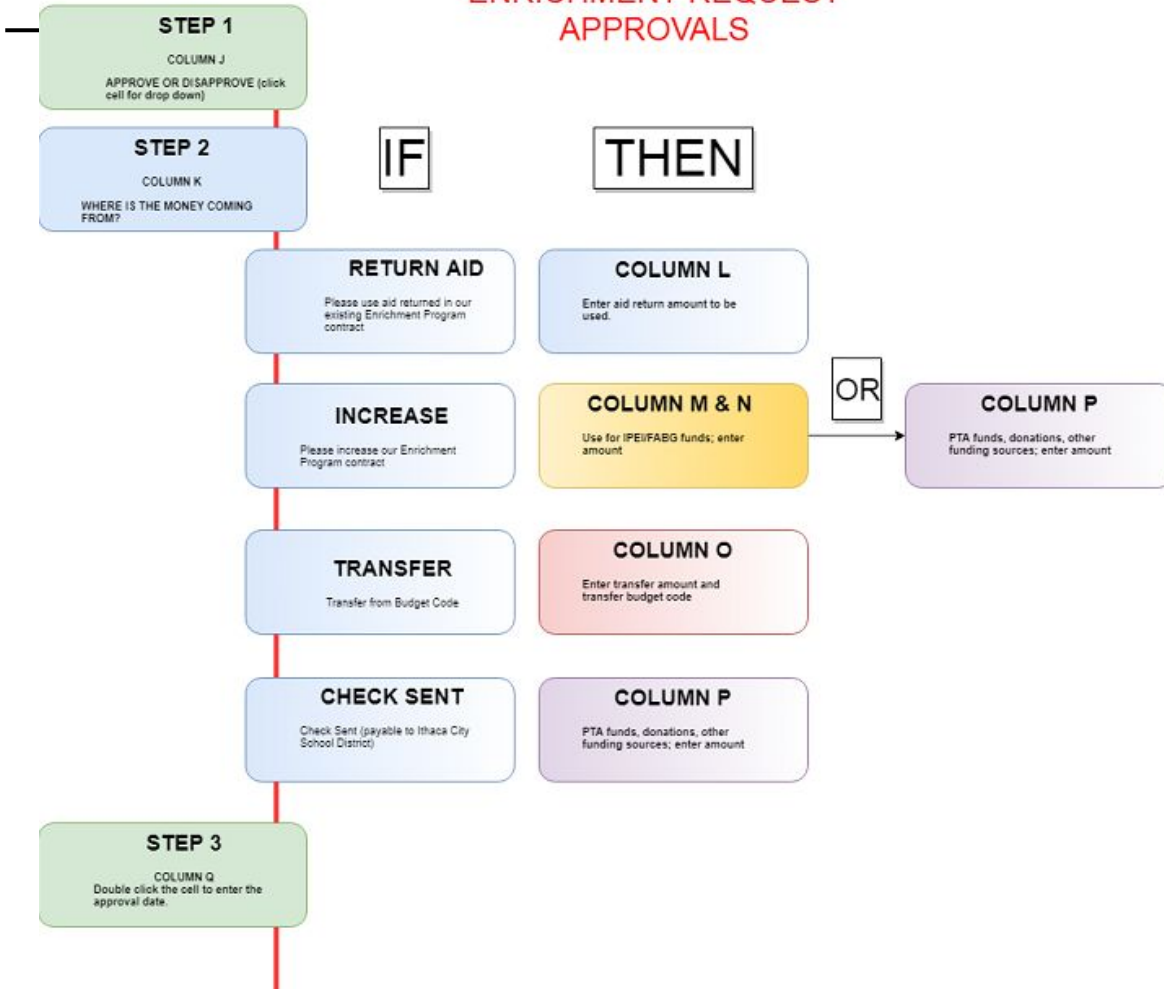
Email Address of person completing the form

District

- Candor
- Dryden
- George Junior
- Groton
- Iliac
- Lansing
- Newfield



ENRICHMENT REQUEST APPROVALS



-all funds must be accounted for before the request can be approved

-all checks from PTA, private donors, etc must be sent to Debbie in the business office before the request can be approved/processed

-all return aid must be expended by the April 15 deadline

Teacher Directions

Can be found in
your faculty
rooms/offices

Can be found in
document form

TST BOCES
COOPERATIVE
ENRICHMENT

2016-2017

REQUEST FOR
SERVICES

NOW
ONLINE



Paperwork for TST BOCES
Enrichment services is now
online! Paper copies will no
longer be accepted. Visit the
Cooperative Enrichment
webpage at tstboces.org.

Or scan the QR code above
and submit through your
school's link!

Short link: <http://goo.gl/VnLnUr>

Questions?
smiller@tstboces.org

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Filling out TST BOCES Request for Services: ITHACA

Use the **SHORT LINK** or **QR CODE** below to access the digital request for services form, then click "Submit".

OR

1. Visit tstboces.org.
2. Move to School Improvement on the Menu Ribbon.
3. Select Cooperative Enrichment from the Drop Down Menu.
4. Choose "Request for Services Digital Submission" from the menu on the left hand side of your screen.
5. Read the information provided carefully.
6. Choose your school district from the light blue menu box.
7. Click on "Request for Services Digital Submission Form".
8. Read carefully and complete the form.
9. Be certain to click "Submit" when finished.

Please note:

You must complete the request for services form in one sitting.

You will receive a confirmation that the form was submitted.

Your principal or administrator identified in the form will receive an email that the request has been submitted and will then approve or deny the request.

SHORT LINK



QR CODE



QUESTIONS? SMILLER@TSTBOCES.ORG

Video Directions

The image shows a screenshot of a web-based form for project setup. The form is centered on a white background with light blue sidebars. It contains several sections with labels and input fields:

- Project Start Date ***: A date picker field showing 07/26/2017.
- Project End Date ***: A date picker field showing 07/28/2017.
- CC-SSER: Choose one. ***: A dropdown menu with the selected option being "Arts in 2D (Visual, Visual Art, Dance, Drama, Music/Performing, Self-Expression)".
- Learning Targets ***: A text area with the instruction "Briefly describe what students will learn." and the entered text "Students will explore Asian art at the museum."
- Preparation ***: A text area with the instruction "How will you and your class prepare for this program/activity?" and the entered text "Visit museum."

Vendor and Artist Digital Submissions

Can be found on the Cooperative Enrichment home page.

Vendors and Artists can now file contracts via a digital submission link!

[Contract Digital Submission Link](#)



Resources and Contact Information

[Cooperative Enrichment Guidebook](#)

[Cooperative Enrichment Web Page](#)

Cooperative Enrichment Contact:

Sunshine Miller

257-1555 x1013

smiller@tstbooces.org
