

Computer Service: Management 7710

Date Issued: 6/1/98 Year Effective: 98-99

SERVICE DESCRIPTORS

Class/Division: Business Office (32) **PSN Range:** 601-699

Type Student: N/A **Level:** N/A

Delivery Method: Central Service

Time Period: July-June (43)

Location: BOCES Center (11), District Classroom (12)

NATURE OF SERVICE

BOCES provides computer-based service using either central or distributed processing for fiscal management, state reporting or educational management activities including but not limited to: pupil data, personnel data, scheduling (class, transportation), accounts payable, fixed assets accounting, test scoring, and educational management services to school districts, nonpublic schools and public agencies.

STANDARDS FOR APPROVAL

GENERAL REQUIREMENTS	Compliance with applicable laws and regulations, the general guidelines, and the following specific standards is required:
SPECIFIC REQUIREMENTS	<ul style="list-style-type: none"> • A description of each activity must be provided. • Activities are to be budgeted together following directions provided in the BOCES Handbook on CO-SER preparation. • A long range regional plan (Chapter 793) must be filed by December 1 prior to the operating year. The regional plan must be consistent with the Regents approved Long Range Plan for Technology in Elementary and Secondary Education in New York State and TNT standards. • BOCES planning, management, technical support and leadership will be required part of each BOCES service. Districts requesting any service will be required to support costs for these activities.
	<ul style="list-style-type: none"> • Service to districts must be provided consistent with regional service delivery standards including hardware, software and telecommunications protocols. The criteria for development of service delivery standards are attached. • A shared service may consist of a BOCES-operated service activity or activities provided to two or

	<p>more districts indirectly by electronic means; consistent with service delivery standards; utilizing standardized data elements; requiring a necessary exchange of such elements by means of telecommunications between BOCES and school districts. Sharing may also occur as a result of time-sharing of hardware and software or sharing software licenses using a distributed systems resource manager.</p> <ul style="list-style-type: none"> • District-based hardware, software and related telecommunications will be eligible for aid where necessary to the operation of the regional service and where requirements of a shared service are met. • Telecommunications used by districts for district purposes is not eligible for aid. BOCES must monitor district use and report that portion of telecommunications that is not to be claimed for BOCES aid. • The requirement for a distributed systems resource manager may be met by the use of software which has the following characteristics: <ul style="list-style-type: none"> -Access control --by location --by workstation/device --by application -Single system image -Data management facility -Software distribution facility -Print distribution facility -Centralized network management and maintenance -PC interface to TNT applications -Multiple local area network support
	<ul style="list-style-type: none"> • Where multiple or alternate standards are proposed, the BOCES will be responsible for demonstrating the cost-effectiveness of supporting such standards by providing a detailed comparison, in written form, clearly delineating alternatives considered. In those instances in which a State policy permitting multiple or alternate standards exists, the BOCES will be responsible for documenting cost-effectiveness for multiple or alternate standards where such proposals exceed the provisions of the

	<p>policy.</p> <ul style="list-style-type: none"> • Service to districts in excess of service delivery standards will not be eligible for BOCES aid. • Any activity by the local district which supplants or degrades BOCES-operated services shall result in aid restrictions on district-based service depending on the nature of the district's actions. • The use of consultants or contracted service is eligible for BOCES aid when it provided direct support for the function of BOCES employees, or is an integral part of a standard BOCES-operated service without a separate charge, e.g., programming, hardware/software analysis, data entry, research information databases or creation of supplementary test reports. <p>Contracted services which provide direct service to districts are not eligible for BOCES aid, e.g., commercial informational databases. Contracted service which supplants aspects of a BOCES-operated or base service shall not be eligible for aid.</p> <ul style="list-style-type: none"> • It is expected that district staff will be responsible for local district activity, data entry and verification, and data editing and maintenance. • Shared BOCES staff may be stationed at district locations to provide staff development, report generation, special analyses, limited program enhancement, system operation and maintenance, and telecommunications operations and maintenance. • Shared BOCES staff located at a district site will be eligible for aid up to a total for all service areas of 1.0 FTE. The maximum shared staff eligible for aid in one service area, e.g., coordination, operation, programming, is .6 FTE. Additional staff may be provided, with BOCES aid, if district sites which serve two or more districts (satellite operation).
	<ul style="list-style-type: none"> • BOCES may rent and renovate portions of district buildings where a district-based computer in the network is serving two or more districts (satellite operation). Such costs shall be included in the administrative budget and claimed for aid in the Rented Facilities Schedule. Operation and Maintenance costs are also eligible for aid and must be included in the appropriate budget (not eligible to be claimed as rent).

Costs for renovation of district buildings associated with installation of district-based hardware which does not serve two or more districts is not eligible for aid regardless of ownership. Cost for shared BOCES staff to do minor renovation is eligible for aid. Contracted service for renovation is not eligible for aid.

- Based on regional needs, there may be pilot activity in which hardware, software, or communications means unique to the BOCES are tested in one or more locations. The purpose of a pilot activity is to provide the BOCES information, lacking such from any other source, about the technical effectiveness of new equipment, software or communications means as potential replacements for items in the existing system or expansion into new service areas. The nature, design, evaluation criteria, and testing period of such pilot activity must be defined and approved in long range plans. Reports on such pilot activity, both interim and final, will be required as part of submission of the long range plan.

Demonstration projects designed to determine district interest in expansion or replacement of current service options are not considered to be pilots and require a minimum of two districts to provide the service with aid.

Both pilot and demonstration projects require the potential for compliance with general criteria/guidelines and consistency with service delivery standards.