

## **Building Local Capacity (BLC) Procedures**

**Definition of BLC:** Building Local Capacity is a term that reflects a service within Nassau BOCES CoSer 507.000 (507.030/530) in which school districts coordinate the hiring of a professional development facilitator to work in their districts. Usually two or more districts collaborate to bring in an expert to provide professional learning activities in the district.


The facilitator can be hired through the BLC service if their focus is on professional development activities that are designed to strengthen instruction, raise standards, improve curriculum and assessment practice, and builds capacity for improving student achievements at the local level.

Districts are able to submit requests for aid for professional development days by sending BLC Request for Service Forms **eight weeks prior** to commencement of professional development activity. Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid.

A BLC form may be used when no one in the district has been identified as having that particular expertise (when a casual employee can not be hired to deliver the professional development services).

### **Non Permissible Activities:**

- Granting Writing for public relations, health and safety, transportation and infrastructure are not permitted under this CoSer.
- Any activity which does not relate to strengthening instruction, raising standards, and improving curriculum and assessment practices.
- Only certificated staff may be served in this CoSer.
- Any activity which results in credit, certification or recertification, such as coaching or CPR certificate is not allowed in this CoSer.
- Any activity in which a registration fee or other similar expense is paid to any entity other than a BOCES is not permitted in this CoSer.

(Over) 

**Curriculum, Instruction and Technology**  
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**Access Form at [www.nassauboces.org/cit/form/index.htm](http://www.nassauboces.org/cit/form/index.htm)**

## Procedures for Processing BLCs for Professional Development

1. District completes a BLC form providing all the necessary information regarding planned professional development including exact dates, fee per hour or day and any additional expenses. The district may choose to do one of the following:

District may hire a consultant to perform specialized professional development services and projects of limited duration when regular staff does not have that specialized background required or a district may contact Nassau BOCES Professional Development office for recommendations of consultants. District completes the BLC form and sends all information regarding Professional Development to BOCES.

BLC form must be received by BOCES **eight weeks prior to the requested program commencing.**

*Approvable activities may include professional staff development, curriculum development and adaptation, assessment practices and planning designed to meet the Regents' State initiatives.*

2. Following receipt of BLC Request Form, BOCES will send consultant a contract to be signed and returned to Nassau BOCES.
3. After receiving a signed, dated contract from the consultant, Nassau BOCES staff will place the consultant contract on the Nassau BOCES Board Agenda for approval.
4. After consultant contract has been approved by the Nassau BOCES Board, Nassau BOCES staff prepares billing for the district and prepares a Requisition/PO for consultant.

*Each district participating in the service must purchase the base activity in order to be eligible for BOCES aid.. The base activity must provide for BOCES professional staff service expenditures equal to at least 10 percent of the service budget exclusive of the amount budgeted for stipends and substitute reimbursement.*

5. If substitute teachers will be required for this program (to enable teachers to participate), the cost of the substitutes is aidable. Districts are asked to complete a *Substitute Reimbursement Form* on a quarterly basis.
5. Once the consultant has provided services and submitted their invoice to you, the Assistant Superintendent, the following needs to be sent to BOCES:
  - a. Invoice and receipts for expenses (if applicable) within 15 days.
  - b. Copy of the original BLC Form
  - c. Cover letter from Assistant Superintendent indicating completion of service and reimbursement of expenses **based on district or BOCES procedure.**

**We appreciate you sending all related invoices and claims no later than May 2, 2014**

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