Instruction & Technology Weekly Bulletin

MONROE #1
BOCES
Innovation
Collaboration
Leadership

> " Great thoughts speak only to the thoughtful mind, but great actions speak to all mankind.
> - Theodore Roosevelt

Upcoming Events

- Sat., Dec. 24 – Christmas Eve
- Sun., Dec. 25 – Christmas Day (Recess-Dec. 26-27, 2011)
- Mon., Dec. 26 – First day of Kwanzaa
- Sat., Dec. 31 – New Year's Eve
- Mon., Jan. 1 – New Year's Day (Recess-Jan. 2, 2012)

A Message from Mike

Thanks to everyone who participated in our Ugly Sweater (and karaoke) Holiday Luncheon. Here are a few pictures from the event:

Congratulations to Shaun and Carol, the co-winners of the ugly sweater contest. Thanks to Carolyn and Judy for organizing the luncheon and white elephant gift exchange and to Shaun for providing the karaoke.

www.AskCarolyn.info

- **Staff Reminders**
  - ❖ Time and Attendance-When scanning in or out, please be careful to select F1 for IN and F4 for OUT. Unfortunately, the scanner will accept your scan using any of the other buttons, but it will not register it correctly and will show as either absent or as a missed punch.
  - ❖ Notary – In case you did not know, I am an accredited Notary. If you need anything notarized, please see me.
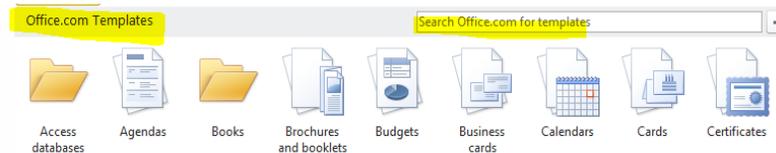
- Carolyn

Technology Tip of the Week

Thanks to Diane Smith for sharing this Tip of the Week:

Using Templates

Microsoft templates allow you to add more polish to the documents you create. Let their graphic artists give you a head start at creating professional (or fun) looking documents.

Office.com Templates   Search Office.com for templates

Access databases | Agendas | Books | Brochures and booklets | Budgets | Business cards | Calendars | Cards | Certificates

- ➢ Click on the **File** menu
- ➢ Click **New.** In the Office templates area–chose a category by clicking on it (example: Brochures). Or, if you are looking for something in particular, put that word in the Search area and click on the arrow.
- ➢ When you see the thumbnail of the templates, click on them to see a larger view.
- ➢ When you find the one you want, click on the Download button
- ➢ Save the file on your computer
- ➢ Start replacing the sample text and pictures with your own.

Remember these tips when working on personal projects like making a family calendar. You will be able to use your own pictures, and mark relevant birthdays marked on the right day (a nice last minute gift!) or check out the Family Newsletter, cards or label templates. You could also search online.

Jeremiah's Jottings

After last week's article, I have had a number of people ask me, "What are you doing in Albany all the time?"
My typical response is, "It's kind of like Florida but without the sun, warm temperatures, or enjoyable tourist attractions." :) In reality, Mike, Michelle, Glen, and I have been heading to Albany about once a month. This is all part of the New York State Board of Regents Reform Agenda, funded by RTTT (Race to the Top). There are three foci for this initiative:

- ➢ Teacher and Principal Evaluation
- ➢ Data-Driven Instruction
- ➢ The Common Core

For each of these, one of us is taking a lead. Mike is the lead for the teacher and principal evaluations. Michelle is the lead for Data-Driven Instruction. Megan and I will be addressing the Common Core. Glen, as the RIC Director, is the RIC representative and looking at how all impact the RIC services. These trainings are mandated. It is also mandated that BOCES provide the information received in Albany to our districts. That means that when we return, we must provide workshops or sessions to turn-key this initiative. It's clear how the instructional side of the department fits into this. Though not as clearly aligned to these initiatives, the technology portion of our department has been and will continue to be impacted. I have been working with a team of individuals from a variety of BOCES on a series of documents which show how technology can support The Regents' Reform Agenda. NYSED has already released a statement on what technology will need to look like to be able to achieve the goals that the State has set for us. The State Education

Department has mandated that districts purchase different types of systems for assessment and tracking. These systems will need support. Our work will be cut out for us in the months and years ahead.

If you would like to learn more about this, visit this website. Also, if you are willing to have a 4 AM phone conversation at any time, let me know. I need to have something to help me stay awake as I head out to Albany :)

In other news, this past week, we had our meeting regarding the help desk. This meeting provided very useful feedback. The most important feedback was for those who regularly enter tickets into the help system. It was determined that unique tickets need to be shared and discussed, which will provide consistency when being entered. We will be holding monthly meetings over the next few months to do this. In addition, we had a follow-up meeting with Computer Repair about the help desk. Although I was pulled out to a meeting in a district, when I followed up, my favorite quote was: "This was the most productive meeting I have ever been to." Seems I should not go to meetings more often... :)

Great work to Pam and Ken who led this charge but also to those who have taken this on and are helping us make it work!!!!

-Jeremiah

Up to the TASC

The work of the RSE-TASC, the Race to the Top Teams and the system of Differentiated Accountability really do align! All of these initiatives or systems have instruction and access to the curriculum as a focal point. One critical component looks at the instruction and engagement of all learners.

As part of the School Quality Review (SQR) process, the RSE-TASC has been utilizing a walk through tool to collect data on instructional practices. "Look for's" included in the walk-through tool are based on research for what works for students with disabilities. Things to look for include lesson objectives clearly posted and reviewed, lesson closure with links to prior or future learning, as well as the use of explicit instruction in the use of strategies. Many people who have reviewed the tool make the comment that the items included are simply "good instruction." For the TASC, we add that what is good instruction for all learners is *necessary* instruction for students with disabilities.

- The TASC Team

Steve's Space

Construction is moving along nicely over at 15 Linden. As you can see from the photo, the new wall is up, and there is a large window in the wall. That is so that Edie, Ellen, and Linda can perform puppet shows for the professional development participants as they walk by. I am very excited about this. I love puppet shows. As long as there are no clowns, I'm kidding about the puppet shows…not the clowns. Seriously, the work is going very well. The window in the new wall will offer professional development participants guidance when they enter the building.

Over the holiday week, Operations and Maintenance will begin tearing down the inside walls of my office to allow them to construct new walls that are up to code. If you are trying to locate me over the next few weeks, call my cell 330-2852 or ask Deb Croce where I am working. Have a wonderful holiday and enjoy a well-deserved break.

-Steve

Connecting with a Colleague

Each week, a staff member will be randomly selected to complete a brief questionnaire to help us get to know him or her.

This week we are connecting with **Margarita Reyes**!

- **Primary Responsibilities:** *"As a Bilingual Specialist for the Midwest RSE-TASC, I provide information, training and technical assistance to school districts related to the referral, assessment, and provision of instruction to culturally and linguistically diverse students with suspected and/or identified disabilities with NYS guidelines and research-based effective practices."*
- **How long have you worked at BOCES?** *"This is my third year at Monroe #1 BOCES."*
- **What is your favorite part of your job?** *"Promoting awareness for educational equity and excellence for students with disabilities while ensuring that they receive the rights and protections to which they are entitled."*
- **What do you enjoy doing in your free time?** *"I enjoy spending time with my children and grandchildren but I also love traveling and dancing."*
- **What is the one thing you would like people to know about you?** *"I spend much of my free time volunteering for educational and community organizations with the purpose of creating cultural and linguistic awareness for our diverse growing population."*
- **Is there anything else you would like to share?** *"I am a proud great grandmother of a gorgeous two-year-old boy."*

Look for a different colleague to be profiled each week. If you are interested in participating before your name is "randomly" selected, please see Carolyn or Mike.