



# Weekly Bulletin

“Email, instant messaging, and cell phones give us fabulous communication ability, but because we live and work in our own little worlds, that communication is totally disorganized.”

- Marilyn vos Savant

## Upcoming Events

- Mon., Aug. 13 – International Left Handers Day
- Aug. 16-17 – Regents Exams ([link to the schedule](#))
- Fri., Aug. 17 – Last Day of ESY
- Mon., Sept. 3 – Labor Day
- Sun., Sept. 9 – Grandparents Day
- Sept. 16-18 – Rosh Hashanah
- Wed., Sept. 19 – International Talk Like a Pirate Day
- Wed., Sept. 26 – Yom Kippur
- Tues., Sept. 4 – First Day of School for Teachers
- Wed., Sept. 5 – First Day of School for Students

Follow this [link to the BOCES Calendar of Events](#)

## A Message from Mike

I re-watched one of my favorite TED Talks the other night. In this [talk](#), Alan Siegel described how simplifying legal jargon helps people in many aspects of life.

Simplicity is a common and enduring theme in literature, the arts, and popular culture. One of my favorite tunes, the *Shaker Hymn*, opens with the line “Tis a gift to be simple.” In their classic primer on writing, *The Elements of Style*, Strunk and White admonish their readers to, “omit needless words.”

Thoreau, in *Walden*, shouts from the woods for people to “simplify, simplify.” This message even arrives monthly in the Doughtys’ home mailbox in the form of the magazine *Real Simple*. A few words of caution are necessary as you consider trying to make things simpler: there is a difference between simple and simplistic. Simple words can be used to convey deep, complex, and meaningful messages. Consider these simple words and the impact they have:

- We bring good things to life.
- Imagine
- Think.
- Just do it.
- We know drama.
- Innovation, Collaboration, Leadership

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## Did you know?

At Monroe #1 BOCES we send and receive a lot of email. For example, on Wednesday August 8, 2012, MailMeter (our email archiving tool) processed 8,581 messages for BOCES 1 employees. For the week of August 1, 2012, 43,893 messages were sent or received. Here are two other points in time and the number of messages that were sent or received:

- March 15, 2012 – 12,243
- January 12, 2012 – 13,048

*Thanks to Steve Richardson in the Regional Information Center at 11 Linden Park for this information.*

How can you make your own communication more simple, clear, and concise? I continue to make a conscious effort to use fewer words, especially in written communication. The purpose of email, in particular, is not to show people that I have a big vocabulary and can write long sentences. Instead, it is to convey simple and clear messages. My favorite emails to send are the ones in which one, two, or three words get the job done: yes, no, nice try, call me, come see me, great job. If an email is going to be longer than a few sentences, then I know that I need to pick up the phone or get out of my chair. You do not have to go live in the woods like Thoreau to simplify – start small with your email.

As a follow up to what I wrote last week, Jamie Marvel, one of our technicians in the Regional Information Center, sent me this link: <http://hnn.us/node/137852>. Apparently, there is evidence of the use of “OMG” as early as 1917.

- Mike Doughty, Assistant Superintendent for Instruction

## Extended School Year (ESY)

It has been an Olympic summer at Creekside! Students have had a blast while participating in a number of different Olympic and school-wide events. Our singing talent has been showcased during two different karaoke sessions. Students signed up in advance to sing and the rest of the students were great audience participants. We even had some spontaneous back-up dancers take the stage during a few of the performances. Each classroom chose a different country to represent for the summer. Individual and classroom flags for each country were created and displayed throughout the school and carried during our Olympic Parade. We were especially excited to have the chance to parade around with the Olympic Torch, passing it from class to class. There was even a T-Bone spotting during the parade. Our international cook-off was also a huge success! Each classroom cooked a dish representing their country for all students to taste and vote on. We were proud to have the United States win the Gold Medal. Every Friday we have shown our school spirit by wearing the color of a different Olympic Ring. Our culminating event this summer is a school-wide carnival on Wednesday, August 15. Students will participate in fun events including kickball, sponge toss, face-painting, obstacle courses and dunking their favorite staff members in the Dunk Tank! Feel free to stop by and join our carnival (or volunteer to sit in our dunk tank). Thank you to all students and staff who have made this summer so successful!

- Rebecca Etlinger, Creekside School

## Technology Tip of the Week

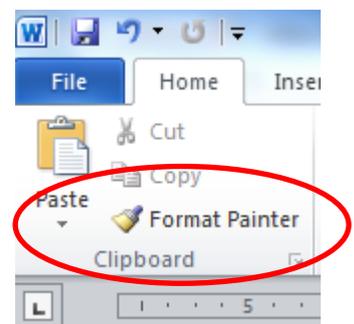
The Format Painter Tool is an easy way to copy all the formatting from one text area to another. It works in both Word and Excel. The icon is on the Home Ribbon just under the word home. It will copy all the formatting you have applied on the original text – Font Face, Font Size, Bold, underline, highlighting borders etc. to a new area.

Here's how to use it:

1. **Select** the text with the formatting you want to copy.
2. **Click** on the “Format Painter” icon on the Home ribbon
3. Now the cursor changes to a paint brush with an insertion bar.  
**Drag** it across the text you want to format.

To re-format **many areas** of text use this method:

1. **Select** the text with the formatting you want to copy.  
**Double-Click** on the “Format Painter” icon.  
Now the cursor changes to a paint brush with an insertion bar.  
**Drag** it across the text you want to format.  
Continue to **drag** across any other text to re-format.  
When you are done – **click** on the “Format Painter” icon to turn it off.



## Connecting with a Colleague

Each week, a staff member will be selected to complete a brief questionnaire to help us get to know him or her. This week we are connecting with **Kim Goldstone**.



I have had the pleasure of being a preschool special education teacher and an early intervention provider at Monroe #1 BOCES for 24 years. For the past 12 years, I had the experience of co-teaching with the EMCC vocational Early Childhood Education teacher. This was a program that she and I developed to enhance the learning of the preschoolers and the teenagers enrolled in these settings. As a teenager, I was a student in an early childhood vocational program. As an adult, I was given the chance to teach in a vocational/preschool program and my own children attended Teens-n-Tots Preschool. I feel blessed to have come full circle. I hold dear that I have been given the opportunity to make a difference in children's and families' lives as they have made a tremendous difference in mine. Now I look forward to taking on a new adventure at Bird/Morgan in September. Look for a different colleague to be profiled each week.

## News and Notes



### **District Based Transition Classroom Opens in Penfield**

A new Monroe #1 BOCES District Based transition classroom, located at 421 Penbrooke Drive, Suite 3, in Penfield, celebrated an open house on August 2. Staff and students were on hand to conduct tours of the new facility. Tony LaFountain, Penfield Town Supervisor, and several Monroe #1 BOCES Board of Education members and administrators attended the open house to see the facility and enjoy refreshments prepared by the students. For more information, please visit this link: <http://www.monroe.edu/news.cfm?story=176>