



Weekly Bulletin



Effective communication is 20% what you know and 80% how you feel about what you know.

- Jim Rohn

Upcoming Events

- Wed., Nov. 27 – Hanukkah begins at sunset
- Thurs., Nov. 28 – Thanksgiving
- Tues., Dec. 10 – Human Rights Day
- Thurs., Dec. 5 – International Volunteer Day
- Mon., Dec. 16 – National Chocolate Covered Anything Day
- Wed., Dec. 25 – Christmas
- Thurs., Dec. 26 – Kwanza begins

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

A Message from Mike

Milestones matter. People celebrate birthdays, wedding anniversaries, work anniversaries, and mark many other important events. This is the 200th edition of the Weekly Bulletin at Monroe #1 BOCES. When I joined BOCES in January of 2010, I began publishing the Bulletin for Technology Services. When I moved over to the Foreman Center in July of 2012, the distribution list expanded to include all of BOCES and many folks outside of the organization. I am proud to say that we (Lisa Pickett and I) have not missed a week in 200 weeks. And I truly appreciate the efforts of Teri Reynolds and Mindy D’Oro who assist us with proofreading. People often ask how I find something to write about each week. Usually it’s not a problem. After all, children, whether in our programs or at my house, provide an endless source of material. Occasionally, I get writer’s block. That’s when the Bulletin hits your email inbox on Saturday or Sunday. Sometimes what I decide to write about is a stretch. I know this because I will get an email from one of my friends or colleagues saying, “That was a stretch.” Some of my favorite feedback involves people quoting my words back to me followed by, “really?”. I am always open to growth-producing feedback, and I have pretty thick skin. Please keep the comments and suggestions coming. I am always looking for ways to keep this regular method of communication fresh and interesting. I am thrilled to receive emails from people about the Bulletin, and I take it as a compliment that people actually read it. If you have anything that you would like to see more or less of, please let me know. Also, if you have not yet been our “Connecting with a Colleague,” please feel free to volunteer yourself or a colleague via email to Lisa Pickett. Here’s to 200 more issues of the Weekly Bulletin. Number 400 ought to arrive in your inbox sometime in late fall of 2017.

- Mike Doughty, Assistant Superintendent for Instruction

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Data Snapshot

According to the [National Center for Education Statistics](#), the percentage of graduates who earned credit in any occupational CTE area declined from 88 percent in 1990 to 85 percent in 2009. However, within occupational CTE, the direction and magnitude of change differed by specific occupational area. View the full chart [here](#).

Technology Tip of the Week

Thanks to Diane Smith for this week's tech tip.

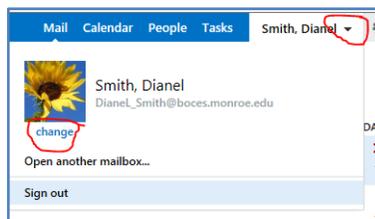
Outlook Web Application

Now that you've had some time to get used to Outlook, you may want to make some changes to the way it looks:



To set your Picture:

1. Click on the down arrow next to your name.
2. Click on the word **Change** under the picture.
3. Click on Browse.
4. Browse for the picture you want.
5. Click Save.



To hide the Reading Pane: Go to Settings , Display Settings, Reading Pane, and select Hide Reading Pane.

To hide the Preview Text: Go to Settings , Display Settings, Message List, and select Hide Preview Text.

To change Subject, Sender order: Go to Settings , Display Settings, Message List, Layout, and select Subject on Top.

To set Theme: Go to Settings , Change Theme, and click on a theme.

To turn off Conversations: From Inbox, click the **down arrow** and select **off**.

To sort emails other than by date: Click the **down arrow** and under **Sort By**, select how you want to sort .

To print an email: Open the email that you want to print, click on the **3 dot icon** ... and select Print.



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 **Christine Lembach**.

- **What are your primary responsibilities?** I am the Assistant Coordinator for Audiology, Office of Assistive Technology and Speech-Language Pathology. My primary responsibilities include helping to coordinate caseloads for each department's staff. I also assist Shannon Duserick, Assistant Director of Special Education, and Bill Gregory, Coordinator of Technology Operations, in budgeting and department development
- **How long have you worked at BOCES?** I have worked at BOCES for 19 years.
- **What is your favorite part of your job?** My favorite part of my job is bringing professional development opportunities in for staff members.
- **What do you enjoy doing in your free time?** I enjoy reading, hiking, boating and spending time with family.
- **What is one thing you would like people to know about you?** I have two adorable daughters. One is eight years old and the other is only seven months old. Life is full, a little chaotic but a lot of fun!

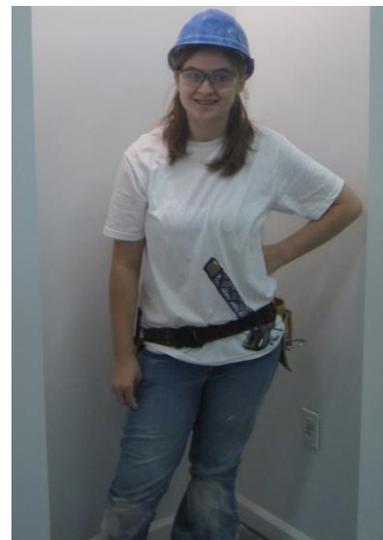


Programs & Services Update

EMCC Student Spotlight

This week's student in the spotlight is: **Katrina Booth**

- **What is your school district/high school?** East Rochester
- **In what EMCC program are you enrolled?** Construction Trades
- **How did you first hear about EMCC?** It was on the course offerings sheet two years ago, when I was in 10th grade.
- **Why did you choose to come to EMCC?** I am better at hands on work than sitting in a seat every day. I took automotive services last year and wanted to learn basic construction too.
- **What is your favorite part of this program?** I like to be able to get out and do something for myself instead of having to watch other people do it.
- **What is it like to be in a predominately male dominated class?** It is fun being in a class with all guys, especially when I can prove to them that I can perform the task just as good as they – sometimes even better. However, there are times when I just shake my head and wonder what they could *possibly* be thinking.
- **What do you think it would take to get more girls to take the Construction Trades class?** It might help if we focused more on design and space-saving building methods because most women are anti-clutter fans. I am, unfortunately, not one of those women.
- **What are your future goals beyond high school?** I would like to attend a trade school like Alfred State or MCC's Technical Center to further work in some hands-on field. I wish I knew whether it would be automotive services, construction trades or culinary arts. I am still up in the air.
- **What is one thing you want people to know about you?** I really enjoy sewing and making pillows and love spending time with my family and friends.



News and Notes

2014 Superintendent's Conference Day – Save the Date

Friday, March 14, 2014 (8:00 am to 1:00 pm)

The 2014 Superintendent's Conference Day Committee has begun planning for a short day full of enriching workshop sessions for personal and professional development.

Session 1 - 8:00 am to 10:30 am - Burgundy Basin Inn

ALL BOCES 1 staff

Our opening address and welcome from District Superintendent, Dan White, and Assistant Superintendent for Instruction, Mike Doughty, followed by a presentation by the Trauma, Illness Grief (TIG) Team.

9:00 am to 10:30 am

Featured speaker: Dr. Paul Nussbaum – "Save your brain!"

Brunch - 10:30 am to 11:30 am Brunch provided by BOCES 1 served at Burgundy Basin and then travel time for staff needing to change locations.

Session 2 – 12:00 pm to 1:00 pm

Some of the options are...

- ERS for civil service employees
- Teacher of the Year from Webster CSD – Greg Alhquist
- Junk in my Trunk with Teena Fitzroy
- Ontario ARC on Positive Behavioral Supports

- Identity Theft
- An Introduction to Sign Language
- EAP on a Healthier You – Emotionally and Mentally
- Brain Games to Stay Sharp
- Technology Troubleshooting

Conference Day Registration

In January, all staff will begin registering to attend Superintendent's Conference Day through the WinCap system. Detailed instructions will be provided by the Conference Day Committee at that time. For more information, contact the committee chairperson, Annette Hauenstein at 249-7039, or email: Annette_Hauenstein@boces.monroe.edu.

KUDOS to Tim

The staff at 11 Linden collected food items for the Creekside Thanksgiving baskets. The generous donations required transportation to the Creekside program. Tim Yaeger, with a kind smile, helped gather up the items and delivered them. It is great to work with such a helpful co-worker.

- Steve Orcutt, Director of Instructional Programs



SANE (Sometimes Acronyms Need Explaining)

Early Childhood Direction Centers (**ECDC**): The Early Childhood Direction Centers (ECDCs) provide information about programs and services for young children, ages birth through five, who have physical, mental, or emotional disabilities and help families obtain services for their children.

The ECDCs Provide Information About:

- preschool programs
- transportation
- medical, educational, and social services
- evaluation and assessment services
- funding
- parent education programs and resources
- day care
- the State's early intervention system

Services Include:

- matching the needs of children with available services
- assisting parents in obtaining services
- following up to ensure that children receive services
- coordination of services between agencies
- education of parents of preschool children with disabilities