



# Weekly Bulletin

“ I’ve learned that something constructive comes from every defeat.”

- Tom Landry

## Upcoming Events

- Sun., Feb. 2 – Groundhog Day
- Sun., Feb 2 – Super Bowl XLVIII
- Wed., Feb. 5 –Digital Learning Day
- Thurs., Feb. 6 – Regular Board Meeting/Board Retreat
- Sun., Feb 9 – National Stop Bullying Day
- Fri., February 14 – Valentine’s Day
- Mon., February 17 – Presidents’ Day (recess)
- Thurs., Feb. 21 – Regular Board Meeting
- Fri., February 28 – National Science Day

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

## A Message from Mike

Last week I had the chance to sit in on a parent meeting for one of our students at Creekside School. The purpose of the meeting was to review and to make changes to the student's behavior intervention plan (BIP). This student was new to Creekside at the beginning of this school year, and the team shared several positive anecdotes about how well she had adjusted to the new school.

As the meeting came to a close, the student's mother said, "I wish I had found you guys four years ago." It was clear that she was pleased with this new placement for her daughter and with the progress she was making.

As you read through this week's Bulletin, you will see another example of this from EMCC. These are just a small sample of what is repeated countless times across our many programs every week. Thank you for all of the hard work to provide programs for students who need them the most.

- Mike Doughty, Assistant Superintendent for Instruction

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### Data Snapshot

2014 marks the 50th anniversary of the first “Buffalo Wing” being sauced and tossed at the Anchor Bar in Buffalo, New York. According to the National Chicken Council’s 2014 Wing Report, 1.25 billion wings will be devoured during Super Bowl XLVIII.

(Source: [National Chicken Council](#))

# Technology Tip of the Week

Thanks to Diane Smith for the following tech tip:

## Using Special Characters

Let's say you want to tell all your friends in a warmer part of the country how cold it is here; do you know how to insert the character for degrees (°)? The keyboard doesn't contain all the characters that your computer can print, but there is a way to access all of them. It is easy to do in both Excel and Word:

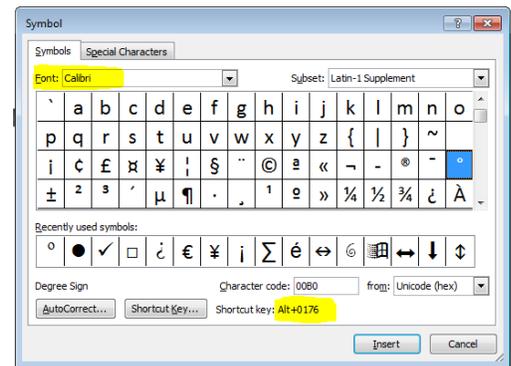


1. Go to the **Insert** ribbon
2. Click on **Symbol** (The software will show you symbols you've used recently so you can just click one.)
3. If you want to search for more symbols, click on **More Symbols**.
4. Use the scroll bar to view the symbols available in this Font.
5. Click on the symbol you want to use.
6. Click on the **Insert** button.



### Hints:

- If you can't find the symbol you want, change the **Font**. (The following fonts have a lot of symbols: **Symbol**, **Webdings**, and **WingDings**)
- To make the symbol larger, change the **Font Size**.
- If you want to insert the character you can use the **Shortcut key**.  
For Degree: Alt 0176 (on # keyboard)



Samples: ☘ ☂ ☼ ★ ☆



## 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 **Julie Hanson**.

- **What are your primary responsibilities?** I am responsible for supervising the itinerant Teachers of the Deaf/Hard of Hearing, Notetakers, and the Cued Speech Transliterators that are on staff. I also work on various projects to help the department run efficiently and effectively for the good of students and staff.
- **How long have you worked at BOCES?** I have worked for BOCES for 17 years. I was a Teacher of the Deaf/Hard of Hearing for 15 years, a TOSA for one year and this is my first year as the Assistant Coordinator for the Deaf Ed./ASL & Vision Department.
- **What is your favorite part of your job?** I enjoy providing support to our staff so that they, in turn, can provide access and high quality services to the students we serve. In the last year and a half, I have had the pleasure of getting to know so many more people within our department and throughout M1B and I feel very fortunate to have that opportunity.



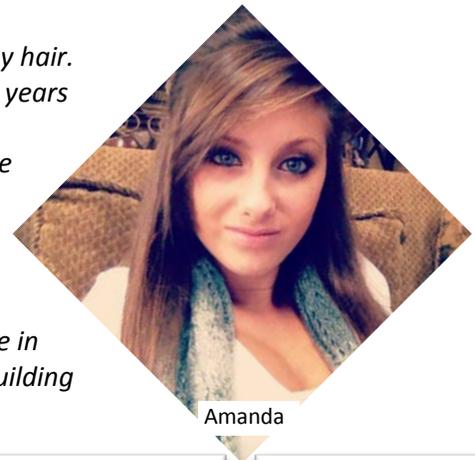
- **What do you enjoy doing in your free time?** In my free time, I enjoy spending time with my groom (wink @ Doughty) and our kids. Our daughter, Ryan, is 10 and Justin is 6. Winter is here, so it's time for the four of us to ski. In the warmer weather, we golf together because I created my own foursome – myself + 1 husband that golfs + 2 kids who never had a choice (fortunately they like it).
- **What is the one thing you would like people to know about you?** I'm terrible at remembering names, so I will apologize in advance if you end up on the receiving end of this. Let the record show that most of the time, I am 99% sure of a person's name, but that 1% of doubt is challenging to overcome.

## Programs & Services Update

### Eastern Monroe Career Center (EMCC)

Please read the following excerpt, from a letter written by the parent of one of our EMCC Cosmetology students, to a teacher in the program. The letter demonstrates what a wonderful impact the EMCC programs can have on our students.

*When I saw Amanda's mannequin I knew I just had to have her cut my hair. I have been asking hair stylist after hair stylist for that very cut for 10 years now. I can NOT begin to tell you how entirely proud I am of my daughter. She has dreamed of being a hair stylist/makeup artist since she was a little girl. Amanda is a smart, gifted girl who has always been bored with school and struggled at it. There has been a remarkable change in her since she started the BOCES Cosmetology Program. That student who always seemed defeated is happy and eager to go to school. There is a significant increase in her confidence in her abilities. As her parent, I am ecstatic to see her flourishing and building her skills for her future success in the beauty industry.*



*I want to thank you for this significant change. You have given my daughter such a gift. I wish that the home schools would encourage more students to explore the amazing opportunities that BOCES provide. I am so excited and confident that Amanda is well on her way to an exciting career in the Cosmetology field. It's teachers like you who make a difference in our children's lives!*



Amanda's mom, Trish, with her new haircut.

## News and Notes

### Professional Certification Hours

Catalog on Win Cap WEB. If you have activities that are marked "pending," the evaluations are still there for you to complete. Follow these steps to access the evaluation form:

- User logs in to their WCW account
- Click on "My Activities"
- Click on "Completed" tab
- Locate the Activity
- Go to the "Action Column" on the "Completed" tab for the Activity

- Click on the Evaluation icon 
- Complete the Evaluation
- Click "Insert"

Then the activity will be "completed" and credit will be granted for the professional development session. In addition to the hours from our Monroe #1 BOCES Internal Professional Development Catalog on WinCapWeb, we have begun the process of logging additional professional development hours for professional certifications on the "NEW Professional Certificate Activities form" on Win Cap WEB. This electronic process replaces the orange folder with sheets for recording activities from Cindy Gonzo in the Office of Teacher Certifications.

If you need assistance with recording your hours and documentation using this form, sessions will be held on the dates below demonstrating how to access, use, save and submit your additional hours. These sessions will be held at the **Foreman Center** in **R10** on the following dates and times:

<b>February 28, 2014</b>	<b>7:15 AM – 8:30 AM</b>
<b>March 25, 2014</b>	<b>2:30 PM – 3:30 PM</b>
<b>April 24, 2014</b>	<b>7:15 AM – 8:30 AM</b>
<b>May 27, 2014</b>	<b>3:00 PM – 4:00 PM</b>
<b>June 11, 2014</b>	<b>7:30 AM – 8:30 AM</b>
<b>June 18, 2014</b>	<b>2:30 PM – 4:00 PM</b>

At the end of the 2013-2014 school year, you will submit the "Professional Certificate Activities form" to your supervisor for approval. Then in July, your hours on the "New Professional Certificate Activities form" will be exported along with your professional development hours from the Internal Professional Development Catalog activities on WinCap WEB to the NYS TEACH system.

*- Annette Hauenstein, Coordinator of Curriculum, Instruction & Professional Development*

## SANE (Sometimes Acronyms Need Explaining)

[E-Rate Universal Discount Program](#): **E-Rate**