

# Weekly Bulletin

“Guys, the next time you’re in a men’s room...”  
- Dr. Paul Nussbaum during his presentation to open our Superintendent’s Conference Day

## Upcoming Events

- Mon., March 17– St. Patrick’s Day
- Fri., March 21 – World Down Syndrome Day
- Wed., March 26 – [Purple Day](#)
- Thurs., March 27 – Regular Board Meeting

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

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## A Message from Mike

By all preliminary accounts, our Superintendent's Conference Day was a smashing success. Dr. Paul Nussbaum's messages about how to take care of our brains seemed to resonate with many in the audience. While we were not able to record Dr. Nussbaum's presentation, you can view some of his interviews and other presentations here: <http://www.paulnussbaum.com/>. I have also heard great things about the second round of presentations that occurred later in the morning. So thank you to everyone involved in the planning and delivery of all of the great work. Annette Hauenstein, our Coordinator of Curriculum, Instruction, and Professional Development is to be commended for her leadership to make this day a reality.



I have written many times about the tremendous depth and breadth of the programs and services offered by Monroe #1 BOCES, but to have so many of our nearly 1,400 employees in one place for the morning session was truly inspiring. Take a look at these pictures taken by Superintendent Dan White to get a sense of the sheer number of people in the room. It feels good to be part of something so big that helps so many people by doing such great work. Thank you. And don’t forget to fill out the emailed surveys about the day. The emails won’t stop until you do.

- Mike Doughty, Assistant Superintendent for Instruction

# Technology Tip of the Week

Thanks to Wanda Briggs for the following tech tip:  
Where did I put that file? (Use Word footers to help you.)

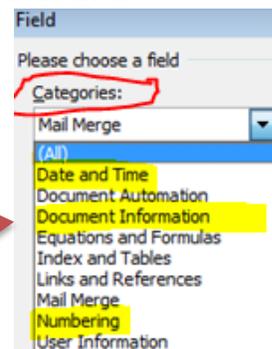
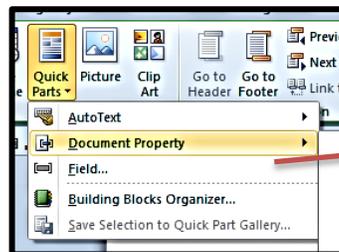


We always save our Word documents with the assumption that we've put them in an obvious place that we'll remember when we need to go back to them (like a yearly form). Because that's never true in real life, I sometimes like to put the file path and name in the footer of my documents.

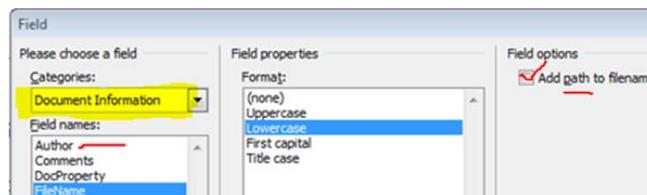
1. Go to the **Insert** ribbon.
2. Click on **Footer**.
3. There are many predefined footers you can scroll through.
4. For this example we will design our own so scroll down to the bottom and click on: **Edit Footer**
5. A new **Design** ribbon appears.



6. Now Word is showing you the Footer area – this is divided into 3 sections – Right, Left, and center. You can **Insert a Field** such as **Page #**, **Date**, **Picture**, or **Clip Art** from this ribbon.
7. To insert Document name and Path click on "**Quick Parts**".
8. Select Category: **Document Information**.



9. Select File name and click the box to **Add Path**. Then click **OK**.



10. Insert page #'s or Dates if you want.
11. In the Design ribbon click on the red **Close Header and Footer** to return to the document area.

## 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 **Kirsten Oliver**.

- **What are your primary responsibilities?** I am an educational audiologist. I conduct diagnostic hearing evaluations at Baird Road. In addition, I work with a caseload of students (including staff who work with them) to provide support for their hearing needs and their hearing assistance technology.
- **How long have you worked at BOCES?** I have worked at BOCES for 14 years.



- **What is your favorite part of your job?** I love being part of the educational team that provides for a student. I have learned so much from my students as well as the educational staff that I work with.
- **What do you enjoy doing in your free time?** I love spending time with my family and friends! We spend a lot of time outdoors, hiking and camping. I also enjoy lampworking, knitting, and reading.
- **What is the one thing you would like people to know about you?** Someday, I'd like to hike the Appalachian Trail! My family and I did a portion of it last summer, and it was beautiful!

## Programs & Services Update

### Creekside Program

On March 5, 2014, Luis Velazquez, a student in Holley Boor's Creekside classroom was the DJ for the *Spread the Word to End the Word* campaign event at the Strong Golisano Café. The campaign is an on-going effort to engage the community in supporting the inclusion and acceptance of individuals with developmental and intellectual disabilities. Individuals who support the campaign are asked to sign a pledge to stop using the R-word due to its derogatory implications within society. Luis' classmates attended the event as part of their Community Based Instruction in order to sign the pledge and support Luis in his efforts to raise awareness of the cause.



- Melissa Wollschleger, Assistant Principal, Creekside School

## News and Notes

The Monroe #1 BOCES 2014 United Way Campaign kicked off on Monday, March 10th! The campaign will run through Tuesday, April 11<sup>th</sup>. Please take a moment to donate to this year's United Way Campaign. The campaign theme is **How Would You Change the World?** By donating to the United Way Community Fund, you can change the world for thousands of local people right here in Rochester. This week you should have received an email from the United Way with e-pledge information as well as a paper donation form.



Here are some of the people you can support by giving to the Community Fund.

- \$2.60 per pay check (20 pays) will provide a set of therapeutic swings for kids with special needs to use during therapy, allowing them to ultimately focus better, grow stronger and learn in their own ways.
- \$5.00 per pay check (20 pays) can put food on the table for a full week for one local family.
- \$7.50 per pay check (20 pays) will help one pre-school kid be ready to start school off right, thanks to extra help with hearing and speech difficulties.
- \$26.00 per pay check (20 pays) will give one older adult the in-home help they need with meal preparation, laundry and light house cleaning.

Please take a moment to donate to the Monroe #1 BOCES 2014 United Way Campaign.

-Kristin M. Lowe, Esq., Director of Human Resources

# SANE (Sometimes Acronyms Need Explaining)

English as a Second Language: **ESL**