



# Weekly Bulletin

“ Always remember that you are absolutely unique. Just like everyone else.”

- Margaret Mead

## Upcoming Events

- Sun., Aug. 3 – [Work Like a Dog Day](#)
- Sun., Aug. 3 – International Forgiveness Day
- Tues. Aug. 5 – District Based Discussion Meeting, Bird Morgan Cafeteria, 2:30 PM
- Tues., Aug. 12 – [International Youth Day](#)
- Tues., Aug. 12 – District Based Discussion Meeting, Bird Morgan Cafeteria, 2:30 PM
- Wed., Aug. 13 – International Left Handers’ Day
- Thurs., August 21 – Regular Board Meeting

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

## A Message from Mike

What gets in the way of you being as productive as possible? For me it’s email. Outlook lets you set up rules to automatically manage emails (e.g., delete, move to a folder) based on key words and senders. I’ve done that for many of the items that come in on a regular basis, like newsletters and list serves. Many of the other sources that I have seen suggest “batching” as a way to increase productivity by reducing the time you lose transitioning from one thing to another. For example, many people constantly check and respond to email throughout the day, which likely interrupts whatever task is at hand. Following each interruption, it can take up to 20 minutes to get back into the zone. Instead, many experts suggest that you identify a few times a day that you will devote to these repetitive tasks that interrupt our work. How do you manage interruptions and maximize your productivity? What do you do to tame your email inbox?

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It’s hard to believe that summer is more than half over. Extended School Year and Regional Summer School are humming along. Construction or cleaning is happening in all of our facilities. It’s amazing to see the progress in the different areas day to day.

- Mike Dougherty, Deputy Superintendent

## In this Issue

Upcoming Events ..... 1

A Message from Mike ..... 1

Technology Tip of the Week ..... 2

Connecting with a Colleague ..... 2

Programs & Services Update ..... 3

News and Notes ..... 3

SANE (Sometimes Acronyms Need Explaining) ..... 4

## Data Snapshot

Statistics for the Elementary and Secondary Schools in the U.S.

Public School Students	49,400,000
Private School Students	6,000,000
Total Teachers	3,600,000
Total Administrators	3,400,000

(Source: U.S. Department of Education)

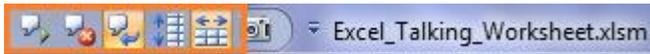
# Technology Tip of the Week

## Turn on *Excel Speak Cells*

Because you won't find the Speak Cells tools anywhere in the Ribbon, to turn them on you need to add the icons to your Quick Access Toolbar. To do this:



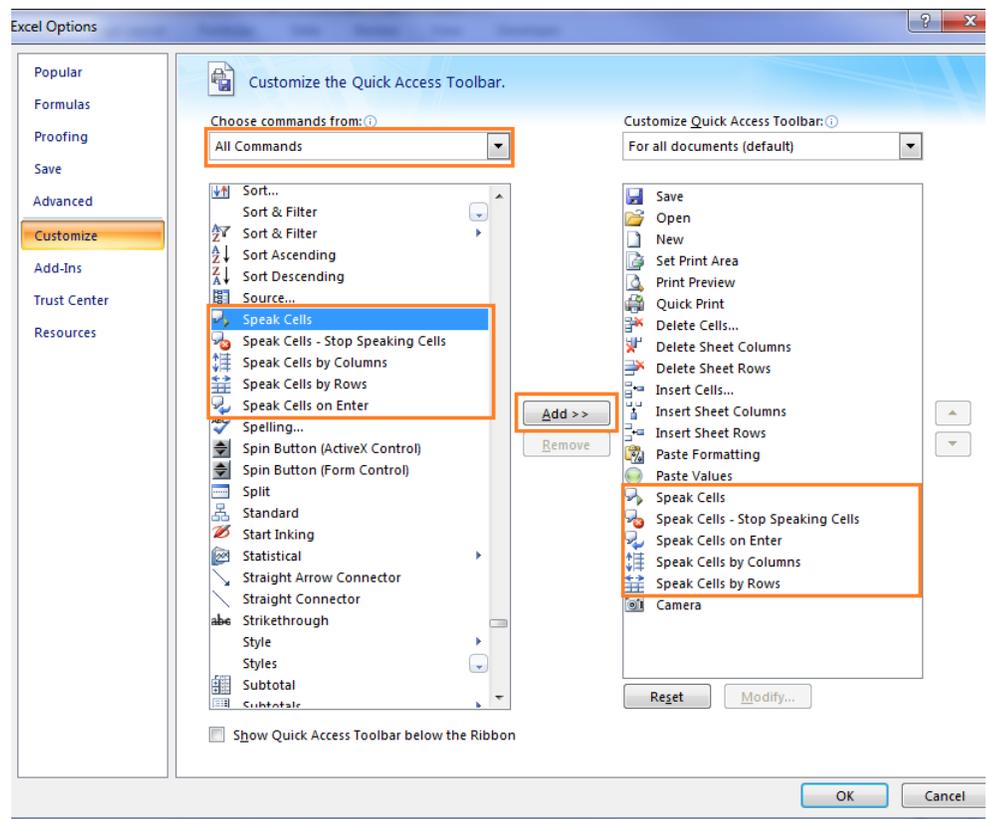
1. Right-click on the Quick Access Toolbar and select Customize Quick Access  
Customize Quick Access Toolbar.



2. Select All Commands.
3. Select the 5 Speak Cells icons and add them to your Quick Access Toolbar
4. You'll now see the Speak Cells icons in your Quick Access Toolbar.
5. The Speak Cells icons in left to right order will:
  1. **Speak Cells** – Dictate the information in the cells selected in your worksheet either by columns or rows
  2. **Stop Speaking Cells** – will stop Excel speaking
  3. **Speak Cells on Enter** – will dictate the cell after you press enter
  4. **Speak Cells by Columns** – Will dictate the information one column at a time based on your selection
  5. **Speak Cells – Speak Cells by Rows** – Will dictate the information one row at a time based on your selection

## What is *Excel Speak Cells* Good For?

- In the days before Excel's Speak Cells it used to take two of us to accurately troubleshoot a reconciliation error in one of our worksheets. One person would read the numbers and the other person would tick them off.
- Now with Excel's Speak Cells it's a one person job. Remember to use the Stop Speaking Cells button if you find an error.
- Check your input as you type it with Speak on Enter.
- Have Excel read your text back to you to check for typos that are hard to find. I often type 'you' instead of 'your', but it's difficult to find when I proof read my own work.
- Make a greeting card like mine above. Note: I used a macro to activate Speak Cells when the button is clicked.



## 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 **Judy O'Lena**.

- **What are your primary responsibilities?** I provide support to the Bird/Morgan Administrators, staff and students. I also co-facilitate the needs of Bird/Morgan office.
- **How long have you worked for BOCES?** I became part of the BOCES family 15 years ago and am very fortunate to have stayed at Bird/Morgan School for the full 15 years.
- **What is your favorite part of the job?** Every day there is something different to look forward to. I enjoy all the contact we have in this office with the students and their families. I truly feel a part of the team within the office.
- **What do I do in my free time?** I enjoy spending as much time as I can with my grandchildren. I also enjoy traveling, especially traveling to Colorado to visit my sister as much as I can!!!!
- **What is one thing you would like people to know about you?** I traveled cross country in the early 70's for a year with my husband and 3 year old son. It was wonderful to meet diverse groups of people along the way. We saw many unique places along our travels from the east to the west coast. I look forward to traveling minus a 3 year old when I retire.



## Programs & Services Update

### Occupational and Physical Therapy Department

Did you know there are many different types of alternative seating solutions that can be trialed in your classroom? The Monroe #1 BOCES OT/PT Department has many options that can be recommended for your students.

Currently the most popular seating solution is the Move n' Sit cushion, shown at right. These cushions can be placed on existing chairs to provide Proprioceptive Feedback to students every time they move. They allow the body to engage in dynamic movement while sitting. The dynamic movement activates intrinsic trunk muscles to support the spine and allows for subtle movement to keep the body in a slight constant motion. The cushion is also at an incline to tilt the pelvis forward and align the spine; great for people with poor posture and those who have trouble sitting still; in particular, people with ADHD, Autism, Asperger's, and/or Sensory Integration Dysfunction.



Another, newer, seating solution is the Alert Seat, shown below.

This seat is similar to the Move n Sit cushion but gives greater feedback and promotes more core muscle "firing" for greater strength improvement. The cover on the Alert Seat is ideal for keeping the therapy ball from getting punctured and is washable. I personally find this chair extremely comfortable.



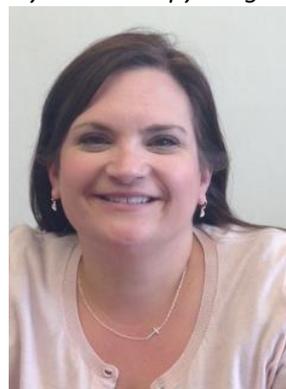
The node chair at right, being trialed by Mike Doughty in the parking lot, is an innovative seating solution that allows for fluid movement. It also provides a safe way for students to rock back in their chairs when they are seeking vestibular movement.

If you have any thoughts, ideas, or questions, please seek out our OT/PT providers.

- Jamie R. Wing, MS Ed., OTR/L, Coordinator of Occupational and Physical Therapy Programs

## News and Notes

Congratulations to Sara Piscani and Sarah Miller on the completion of their requirements and passing of the exam to



become Board Certified Behavior Analysts! Both Sara and Sarah are Behavior Specialists at the Bird/Morgan School and work as part of the interdisciplinary team to support classrooms, students and families through Behavior Intervention Plan development and review, data collection and analysis, and collaborative problem solving. We're proud of their accomplishment of completing the rigorous BCBA requirements. Congratulations on a job well done!

- Ellen Howe, Principal, Bird/Morgan School

Sara Piscani

Sarah Miller



## SANE (Sometimes Acronyms Need Explaining)

**ICT** - Information and Communication Technology

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### **Notice of Non-discrimination**

The Monroe #1 BOCES does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In addition, students are also afforded protection based on weight.