



# Weekly Bulletin

“ A thing well done is worth doing.”  
- Hugh Leonard

## Upcoming Events

- Thurs., Sept. 11 – [911 Remembrance Day](#)
- Thurs., Sept. 18 – Regular Board Meeting
- Sun., Sept. 21 – International Peace Day
- Tues., Sept. 23 – Autumnal Equinox Day
- Wed., Sept. 24 – Rosh Hashanah begins at sundown
- Fri., Sept. 26 – Native American Day

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

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## A Message from Mike

By all accounts our first few days with students back in our programs have gone very well. As I visited programs, I heard many positive comments about the smoothly our opening days went. This successful start is a direct result of the hard work of all of our faculty and staff and largely due to the non-stop efforts of our Operations & Maintenance department. Below you will see a summary from Lisa Ryan, Assistant Superintendent for Finance & Operations, of all of the important work that our folks accomplished over the summer. When you consider the size of our organization and the amount of work that was done, it's pretty amazing.

- Mike Doughty, Deputy Superintendent

## A Note from Lisa

### **2013-2015 Capital Project Update:**

The majority of the capital project has been completed and the contractors are finishing up the punch list items. We appreciate everyone's flexibility, patience, and cooperation during construction. Listed below are the highlights from the spring/summer phase:

- 15 Linden: The roof has been installed along with a new boiler.
- Buildings 1, 2, 3, and 6: Roof top (HVAC) units have been installed.
- Buildings 4 and 6: Classrooms and shops have been renovated and painted. New ceilings and lights have been installed. The auto collision shop has new, state-of-the art equipment.
- Buildings 9 and 10: Renovations include a new gym floor and a new cafeteria with new tables/chairs.

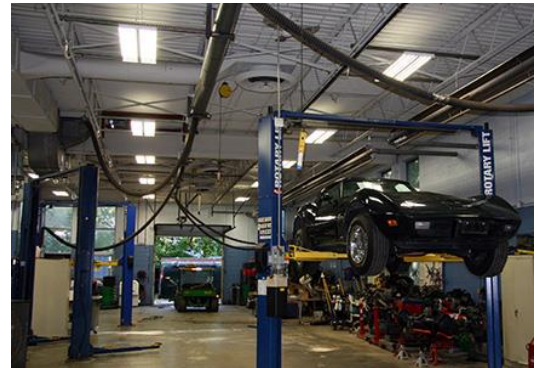


**Operations and Maintenance update:**

This has been another busy and productive summer for our Operations and Maintenance Department. Unlike typical school districts where very few people are working during the summer, we have nearly all of our classrooms and offices occupied. This can make the process of routine summer cleaning and maintenance challenging. In addition to supporting the capital project this summer, we cleaned, moved, painted, and renovated classrooms. This included our annual summer floor waxing. We also relocated several departments. Listed below are highlights from the past six weeks:



- New landscaping in between the blue and red awning at the Foreman Center.
- **Building 1:** Repaired a plumbing issue in the A hallway, removed two storage areas in C-2 to increase the classroom space, and installed new stoves in one of the culinary classrooms.
- **Building 2:** Replaced the carpet in G-9, installed lighting upgrades in the gyms, and corrected a floor issue in J-2.
- **Building 3:** Created a conference room in O-4.
- **Building 5 and 6:** Installed new lights in the Auto body shops in building 5 and 6.
- **Preschool:** All items were packed and redistributed to other programs.
- **District Based:** Closed and redistributed materials from three classrooms located at Martha Brown, Webster Schroeder, and East Rochester.
- **Baird Road:** The soil remediation project was completed successfully and the parking lot has been repaved.



**Areas relocated and/or renovated:**

Program	From	To
EMCC Early Childhood Classroom	E-9	J-1
EMCC Professional Health Careers Classroom	G-14	B-14
EMCC Lab Tech Classroom	B-14	E-9
Deaf/ASL, Vision Offices	Building 9	Building 5
Set up new Enhanced START		Building 9
Conference Room	K-11	R-4

Additionally, we rearranged many classrooms and offices in Creekside, Bird/Morgan, and START. (You know who you are!) We appreciate everyone’s collaboration, support, and patience during this very busy, short summer. We look forward to a new school year.

- Lisa Ryan, Assistant Superintendent for Finance & Operations





# Technology Tip of the Week

Thanks to Diane Smith for the following tech tip:

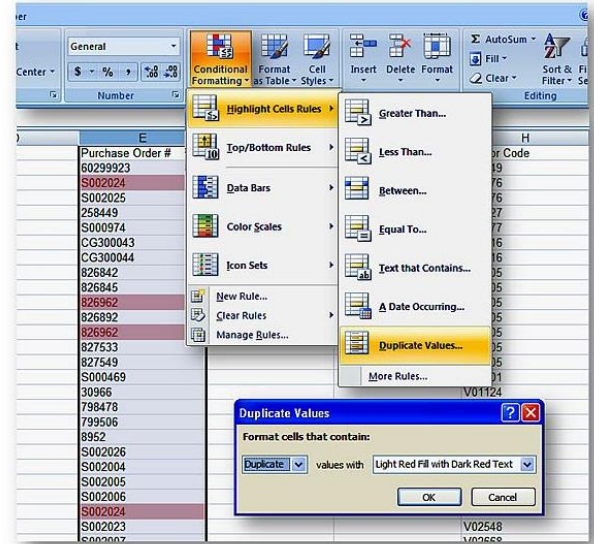
## Easily Highlight Duplicate Values in Excel

In previous versions of Excel, it took a multi-step approach to find duplicate values in your data. Beginning with Excel 2007, highlighting duplicate values got a whole lot easier.

1. **Select the column** that you think contains Duplicate data.
2. On the Home Ribbon click **Conditional Formatting**.
3. Point to **Highlight Cell Rules**.
4. Click on **Duplicate Values** and click **OK**.

This is used just for a one-time look for duplicate values. Doing this applies Conditional Formatting to the range of cells you select so that in the future, *when more data is added, any duplicates will be automatically highlighted*. So you can apply this formatting to any range of cells that you don't want to have duplicates.

Note that with the Duplicate Values dialog, you can alternatively choose the option to highlight **Unique Values** and also select a different highlight format or even create your own.



This is from a newsletter by Francis Hayes from this website <http://theexceladdict.com/>

## 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 **Denise Carroll**.

- **What are your primary responsibilities?** I am currently one of the Nurses at Lois E. Bird/Morgan School.
- **How long have you worked for BOCES?** I think I am working on 14 years.
- **What is your favorite part of your job?** Working with the children.
- **What do you enjoy doing in your free time?** I enjoy mountain biking, hiking, running and spending time with family and friends.
- **What is one thing you would like people to know about you?** I am a vegetarian and I believe everyone should try it. Go veg!!!!



## Programs & Services Update

### Instructional Programs

Andy Raab and Peter Robson facilitate the Challenger Learning Center, Mobile Lab, BUBL, and Hands on Video conferences. They are supported by the BoSAT Science Center which maintains the supplementary science kits, the Distance Learning Team that maintains the video conference connections and technology, and the Repair Department that fixes the equipment in all of the labs. When I combined all of the scheduled bookings for all four programs and multiplied by the number of students, I



came to a pretty impressive conclusion. Based on the current schedule for school year '14-'15 for all four programs combined, we will have presented to 11,600 students. This number will only increase as more districts add bookings throughout the year. Congratulations! Job well done by all. Thank you all for working together to provide students with meaningful and exciting instruction.

- Steve Orcutt, Director of Instructional Programs and Services

## Professional Development

### The Monroe #1 Internal PD Catalog - Keeping Us #1

This week we are hosting a special webinar event with Leah Kuypers. She will be talking about The Zones of Regulation. She will share her expertise in using a systematic, cognitive approach that uses four colors to help students visually and verbally self-identify how they are functioning in the moment given their emotions and state of alertness. Her model also incorporates Social Thinking concepts to help students use perspective taking to identify how they are thinking and feeling, and to understand how their thoughts and behavior impact those around them.

Upcoming Professional Development Opportunities:

- Zones of Regulation Webinar – September 10
- TCI Refresher - September 12 & 19

Follow this [link](#) to our Internal Catalog in **WinCapWEB** and enroll today!

- Annette Hauenstein, Coordinator of Curriculum, Instruction & Professional Development  
Jodi Coniglio, Teacher Center Director

## SANE (Sometimes Acronyms Need Explaining)

**IHIP** - Individualized Home Instruction Program

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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.

For more information, contact one of our Civil Rights Compliance Officers: Nancy Carr, 585-249-7010, [Nancy\\_carr@boces.monroe.edu](mailto:Nancy_carr@boces.monroe.edu); James Colt, 585-383-2298, [James\\_colt@boces.monroe.edu](mailto:James_colt@boces.monroe.edu); Dennis Glaser, 585-383-2232, [Dennis\\_glaser@boces.monroe.edu](mailto:Dennis_glaser@boces.monroe.edu)