

## Common Grounds



### Did you know? May is open enrollment month

May is open enrollment month for your 2016-2017 employee benefits. This is your opportunity to enroll or make changes to your existing benefits, including: health, [dental](#), AFLAC cancer insurance, long term care, flexible spending plan ([must enroll annually](#)), tax sheltered annuity plans ([403-b](#)), and Amherst Credit Union. For many employees, benefit changes or annual renewals become effective July 1, but new health and dental enrollments for 10 month employees become effective Sep. 1, unless a qualifying event is submitted.

### Open enrollment information session:

Wednesday, May 25  
2 p.m. - 4 p.m.  
Education Campus, Room B2b



### NY44 Health Trust requires new enrollment form

This year, the NY44 Health Trust is requiring that ALL eligible employees complete a new health enrollment form. [Click here to get the new health enrollment form](#). This includes employees who are currently enrolled in the health plan and those who wish to enroll. All enrollment forms must be completed and submitted in hard, original copy to human resources by May 31. There is no need to submit a new dental enrollment form unless you wish to newly enroll or have benefit changes. [Click here to get the 2016-2017 health waiver form if you choose to waive your right to the health benefit for the next fiscal year](#). Forms must be mailed or delivered in person to human resources, faxes or scanned documents are not acceptable.



### Employees with additional insurance

If you are enrolling in the Trust plan and you or any dependent on your plan has other insurance coverage than the Trust, please complete the "Other Insurance" form and submit it with your enrollment form. If you or the dependent have no other insurance coverage than the Trust, there is no need to complete or include this "Other Insurance" form with your enrollment form. For additional enrollment assistance, contact [Sharon Brzoskowski](#).



### Policy 5360 notice

Pursuant to applicable law and where proper notice is provided by the employee to the Board, Erie 1 BOCES will provide legal defense for employees being sued for events arising from the performance of their duties, provided the employee was, at the time of the alleged incident, acting in the discharge of his/her duties within the scope of his/her employment. For purposes of Education Law 3811, the employee must provide written notice of the claim to the Board within five (5) days after he/she was served with the same. For purposes of Education Law 3023 and 3028, the employee must deliver the original or a copy of the relevant legal

documents to the Board within ten (10) days of service upon him/her. For more information, including additional requirements and exceptions, please review Erie 1 BOCES Policy # 5360 "Defense and Indemnification of Board Members and Employees" available on the BOCES website as well as in the Employee Handbook on MyErie1.



### OMNI updates posted

The second quarter of the OMNI newsletter has been posted in MyErie1. Topics in this issue: stock market volatility, ROTH, details regarding the OMNI call center and a listing of Erie 1 BOCES 403(b) service providers. Read it [here...](#)



### Calendar notices

A listing of **holidays is ready to import** into your Lotus Notes calendar. Here's a reminder on how to go about importing this into your calendars:

1. Open your calendar
2. Select the pull down next to "more"
3. Select "import holidays"
4. Select either the 10-month or the 12-month calendar

The 2016-2017 **WNY Instruction calendar** is now [available online](#).



### Opening day meetings

Attendance is required at Opening Day. Please plan your vacation time and meetings accordingly. Should you have a conflict, discuss an alternative date with your supervisor.

#### Opening Day ceremonies for the 2016-2017 school year:

**Aug. 9** – Technology Services & Edu.Campus; 8:30 a.m. registration, 9 a.m. start; room B-2

**Aug. 30** – Special Ed. & Alternative Ed.; 7:30 a.m. registration, 8:30 a.m. start; room B-2

**Aug. 31** – Career & Technical Ed.; 7:30 a.m. registration, 8 a.m. start; at Potter

## Changes to Note



### Traffic

Be aware and be caution when exiting and entering the Education Campus. In addition to the traffic patterns changing, there are a number of large construction vehicles obstructing views and passages. Also, James Fregelette has been notified that, due to the bridge construction, Harlem Road will be closed for various weekends this summer. We do not have a schedule at this time, but once it is available, it will be posted and staff will be notified.



### A message from Barb MocarSKI

“Julianna Sciolino, associate director, has taken a new position with Kenmore-Tonawanda UFSD as the technology director and will be leaving Erie 1 BOCES at the end of this week,” said Barb MocarSKI, executive director of systemic initiatives for school improvement. “We all wish her well in her new position.”

As Erie 1 BOCES works to determine how the organization will move forward, [Steven Graser](#) and [Elizabeth Freas](#) will be working collaboratively to assist you in meeting professional development needs. As in the past, [Michelle Okal-Frink](#) can assist you with any Model School or CSLO related questions.

## News Zone – Education Campus

### United Way – Day of Caring



This year’s Day of Caring will be on Wednesday, August 17. If you are interested in participating, [please register on MyErie1](#) by July 15. As a reminder, all staff members are welcome to participate, but 12-month employees must seek approval from their supervisor. We do not have our location assignments yet so please be certain to fill out your work area preference, home city and interest in car-pooling. We will do our best to accommodate preferences, but they cannot be guaranteed and are subject to change based on the United Way’s location assignments. The first 50 volunteers will have a guaranteed slot.

### Wellness Day



E1B’s annual Wellness Day was held on Thursday, April 28 from 12 p.m. - 4 p.m. A variety of topics were covered, including but not limited to: nutrition, reiki, Alzheimer’s, diabetes, ovarian cancer, and much more. Employees were able to participate in different wellness events, including hula hooping and arm massages.

### Wellness programs underway at local schools, communities



Cattaraugus County is on its way to improved health and wellness thanks to the “Creating Healthy Schools and Communities” grant. Over the next five years, five school districts and the communities surrounding them will benefit. Kate Humber of E1B’s School Support Service division was interviewed by the Salamanca Press. Read more [here...](#)

### Be a safe walker



There is more traffic at the Education Campus, especially in the back of the campus. For your safety, please consider modifying your walking pattern to stay close to the building thus avoiding roads, loading docks and construction vehicles on Harlem Road. Also, as a reminder, please sign out of the building each time you leave campus grounds.



### Emergency information

**Fire drills:** In the coming weeks, fire drills will continue with more frequency. Please keep the following in mind: the exit nearest to your work area; your designated meeting place; check-in with the appropriate person to ensure you are accounted for. If you are unsure of standard procedure or have forgotten, check with your direct supervisor.



### Sunning electronics recycling program

In late April, employees brought in a total of 10 pallets of electronic scrap. According to E-Scrap, the total gross weight of electronics sent to be recycled was 5,783 pounds. Our efforts support children to go to Camp Good Days, a not-for-profit organization that supports children who have been affected by cancer or other life-altering diseases. Learn more [here...](#)



### Upcoming employee events

The Education Campus Employee Events Committee will be hosting a variety of events over the next few months. Please note the dates below and look for more details on the electronic employee bulletin board.

- May 3-6                      Mother's Day \$200 Gift Card Raffle; tickets outside the café
- May 6                              Denim Day, \$2
- June 15-17                      Father's Day \$200/Gift Card Raffle, Denim Day on 17<sup>th</sup> for \$2
- Aug. 4                              12-Month Employee Picnic

## News Zone – Exceptional Education



### Student art on display

Evan Meiler, a 6:1:1 student in Jeanmarie O'Connell's class at West Seneca West Elementary School, will have his artwork displayed at Karpeles Manuscript Library Museum on Porter Avenue. The collaborative works of students in the West Seneca Central School District will be exhibited from April 20 – May 11. Evan, who hails from the Iroquois school district, was one of only 20 students in West Seneca to be selected for this honor.



### Northtowns goes red for women

Northtowns Academy participated in the "National Go Red for Women" campaign throughout the month of February. The Go Red campaign helps to educate people on health, specifically heart and stroke awareness. Students and staff received a red heart to display and a bracelet for their donation. This year, a total of \$170 was raised, Northtowns' highest mark thus far.





### Family study time leads to success

Alexandra Morlock's husband passed away several years ago, leaving a hole in her heart and additional responsibilities to tackle. Morlock, with support from her family, decided to take the steps necessary to advance her career to further provide for her daughter. Today she is a graduate of Erie 1 BOCES' Medical Office Assistant (MOA) program and offers insight for other single mothers juggling the demands of kids, work and school. Read more [here...](#)



### Goin' bald for a cause

Cosmetology instructors Debra Gampietro and Tracie Blackman were excited to bring their students together for a Goin' Bald for Bucks event at Erie 1 BOCES Potter Career & Technical Center. The students shaved the heads of willing participants to raise funds for Roswell Park Cancer Institute. The students surpassed their fundraising goal this year! Read more [here...](#)



### Commitment to health care career

Erie 1 BOCES selected Abbey Moses, a senior from Hamburg High School, as April's featured student of the month. Abbey is enrolled in the basic nursing skills program at Erie 1 BOCES Potter Career & Technical Center under the instruction of Michelle Montaldi. Read more [here...](#)



### Teacher Appreciation Day

Teachers were recognized on Monday, May 2 at Erie 1 BOCES Potter Career & Technical Center, in celebration of National Teacher Appreciation Day. Donna Mann, principal, and Lucas Vogel, assistant principal, went around to each classroom during the morning class session with a cart and served teachers pastries, fruit and juice. The administrators served teachers breakfast and thanked them for their service.



### Students learn to survey for solar panel installation

High school seniors enrolled in the Electrical Systems program learned about solar site surveying from their teacher, John Snyder. The class met outside in a nearby field to determine which areas would be best suited to maximize sunlight for a photovoltaic installation. Students learned about the path of the sun by analyzing the findings from the solar pathfinder tool. Solar technology is a viable option for the energy needs of the future.



### **Kudos Chris Murphy, Workforce Development**

Patricia Riegler, supervisor of workforce development, received a letter from a student enrolled in the electro-mechanical maintenance program about assistance he received from Chris Murphy.

"I approached Chris Murphy with a special request to receive one-on-one reviews and revisions to my resume," said student Bill Williams. "He is a credit to this institution and his profession. I thank him for everything that he did for me and I thank you for having him here at our disposal."



### **Kudos Megan King, Alison Parzych and Christopher Morse, School Support Services**

Jennifer Kapsiak, principal at School 84, wrote a letter to Susan Locke-Scott of School Support Services, commenting about a learning community training her staff received:

"Megan, Alison and Christopher are an engaging and dynamic team. It was a beneficial and refreshing day of professional development."



### **Kudos Jackie Albarella**

Jackie Albarella, digital media instructor at Harkness, won a Telly for her documentary on the Hotel Lafayette. Congratulations!



### **Kudos Andrew Wheelock**

The Virtual Worlds Best Practices in Education has named Andrew Wheelock as the 2016 Thinker Award recipient. Wheelock is a professional developer in the technology services division.

"Andy Wheelock exemplifies a strong commitment to the promotion and development of best practices in using virtual environments in education."

## Special Features



### **Happy Mother's Day!**

Erie 1 BOCES would like to wish all mothers a wonderful day on Sunday, May 8. Mother's Day became an official U.S. holiday in 1914, as proclaimed by President Woodrow Wilson. The concept was born when activist Anna Jarvis held an observance on May 10, 1908 to honor her recently deceased mother and all mothers. Jarvis then advocated for the event to become a recognized holiday for years to come. Traditionally, Mother's Day has been observed in the second week of May since 1914.



## Photo Tips

More and more employees are taking photos to put online or to send to Communication Services. There are many moving pieces that go into taking a good photo, to hone your skills try these simple tips:

**Take a high resolution photo** – Look at your camera, or phone’s, settings to ensure that you are taking photos with at least the approximate size 1800x1200 (or 6x4” image at 300 dots per inch).

**Send us the high resolution photo** – Many times sending an image over a phone or mobile device automatically decreases the images size. Get to know your device and ensure that you only transmit the original high resolution image.

**Clearly capture a person’s face** – We often share photos for recognition. Whether it is getting to know a fellow co-worker or having a school district recognize their students, we want to see each other. Avoid sending images with blurry or hidden faces.

**Capture the person’s action** – Humans are curious creatures. If we are providing a story about buttering bread, we want to see a photo of a person performing that action – so be sure that the bread and butter action clearly accompanies the person in the frame.

**Capture emotion** – If people were happy at your event, please ensure the image you send over conveys that emotion. A photo of people frowning or looking disengaged does not convey the message you wanted shared.

**Reduce the extra clutter** - Too many people in a photo can make it difficult for an onlooker to know what to focus on. Try taking photos of three or less people. Remove all garbage, beverage containers and clutter from view.

**Negate poor lighting** – If your image has too many speckles, or noise, from low light - try a flash or moving to a well-lit area. Dark shadows on people’s faces should also be avoided. To avoid that, ensure your subject’s face is always pointing into the light (ie: the person is looking into the sunset).

**Want more?** Interested in learning more photography tips? See [this article](#).



## Jokes of the month

**Q. Why shouldn't you tell a secret to a pig?**

**A. Because he’s a squealer!**

**Q. Why did the golfer wear two pairs of pants?**

**A. In case he got a hole in one!**

**Q. Why couldn't the bicycle stand up by itself?**

**A. It is two tired.**



## Like Us, Share Us and Re-Tweet Us

One of the easiest ways you can help promote Erie 1 BOCES is by following us and interacting with us on social media. If you like, share or re-tweet E1B's postings you can quickly spread the word about the great work accomplished by E1B.

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