

Inside Story

Common Grounds



UW Campaign Ends Oct 12th

Thanks to your generous support, the United Way of Erie County has improved the lives of one out of every three people in Erie County. That means your neighbor, your friend and possibly a family member has been helped by your generosity. September marked the launch of Erie 1 BOCES' annual [United Way campaign](#). There are three ways to help. See a video and more details on MyErie1 to learn how you can **contribute by October 12**.



Try Chrome

Since the start of the new school year, we have received several incidents through ServiceNow of users experiencing an error when using eforms via the web in the Edge/Internet Explorer browser. We have been recommending the use of an alternate browser, such as Chrome, which has allowed the users to submit their requests normally. If you change your computer's web browser default to Chrome we believe your overall experience with Office365 and our Website will also improve. To change your computer's default browser, watch this brief how to video:

<https://www.youtube.com/watch?v=JqoyJAU-cE8> (skip ad at the beginning).



Clean Your Email by Nov.1

In preparation for the Dec. 26 email migration from Lotus Notes to Office 365, the most important thing employees can do is [clean out your email](#). A good cleaning of your inbox, sent mail and folders will help ease the transition. All employees should clean their email within Lotus Notes by Nov. 1. To help you let go of the past, remember that all email will remain archived and accessible through MailMeter. MailMeter is searchable by word, sender, receiver and date range. If you have never used it before, we recommended that you become familiar with the tool this fall. Stay up to date with [email migration tips](#) on MyErie1

Changes to Note



Retirements

Congratulations August retirees. See retirements from the September 12 Board Meeting:

- Jann Durand, 8/23/2018, Labor Relations Services, 12 years of service
- Jody Olejniczak, 8/27/2018, Special Education, 15 years of service
- Sheila Rich, 8/30/2018, Workforce Development, 17 years of service
- John Steel, 8/10/2108, Technology Services, 20 years of service



Board Briefs

Following each Board of Education meeting, Communication Services posts a brief description of HR’s personnel actions. While not the official minutes, which are approved at the following month’s meeting, this brief provides employees advance notice of the approved changes. All [Board Briefs](#) are accessible on the home page of MyErie1. Read [September’s Board Brief](#).



Boccaccio Leads EDGE Academy

Robert Boccaccio moved to a new role this fall as the principal of the newly opened EDGE Academy. Boccaccio joined Erie 1 BOCES last year as the principal of Special Education, where he was responsible for managing policies, regulations and procedures in the department. Before his tenure at Erie 1, Boccaccio was the director of curriculum and instruction for the Health Sciences Charter School in Buffalo. He has over a decade of experience in education.



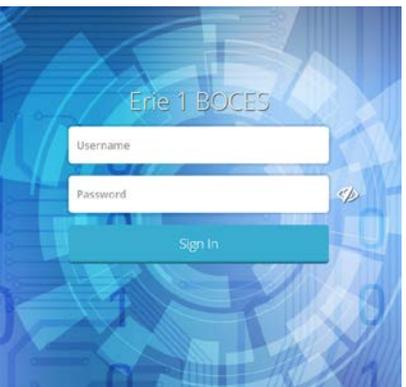
Adams Is AP of EDGE Academy

Arlene Adams also made a move to the EDGE Academy this fall. Adams joined Erie 1 BOCES in the fall of 2016, where she was assistant principal of the Northtowns Academy. In that role, she assisted the principal in administrative supervisory functions ranging from organizing curriculum and instruction to the management of teaching and auxiliary staff. Before Erie 1 BOCES, Adams spent time as a teacher at McKinley High School and as an instructional coach at Burgard High School in Buffalo.



New Role for Bogner

David Bogner began his new job as the assistant principal at the Harkness Career & Technical Center on Sept. 17. David first joined Erie 1 BOCES in January as the assistant principal for Northtowns Academy and the Twilight Program. He was a school counselor at McKinley High School in Buffalo for six years, where he also coached varsity football and baseball. David has experience in the sports industry as an instructional coach with Cal Ripken Baseball, a baseball and softball director with Camp Starlight and a sales associate for the Phoenix Coyotes.



ClassLink Replacing Teacher Quick Links

All teachers, administrators and clerical aides who are a part of Erie 1 BOCES Instructional Services now have access to ClassLink. ClassLink is a secure, single-source sign on in which you can log in to all or most of your frequently accessed accounts in one place. This includes MyErie1, eSchoolData, IEP Direct, WinCap Web, Star360, incident/accident forms, the Service Portal, Teacher Center, eDoctrina, Professional Growth and NYSED (BEDS and Roster Review).

A permanent link for ClassLink can be found on the E1B website in the footer under “Documents.” Your password for ClassLink is the same as your E1B login. Your username follows this format: 0110, then the first initial of your first name, then the first four letters of your last name and finally the two-digit day you were born (e.g. “0110jsmito8”).

As a result of this new tool, please be aware that teacher quick links on MyErie1 will be removed on Oct. 2.



Accessibility Training

As a reminder, the accessibility of documents for people with disabilities is a civil right. School districts and Erie 1 BOCES are committed to creating and sharing documents for people of all abilities. We are in this together. To start, we are retraining our non-instructional staff on how to use Microsoft Word with accessibility in mind. (Instructional staff will be trained separately.)

This Microsoft Word training is a prerequisite for access to future trainings being provided in other Microsoft Office products, Adobe products and Online/Website platforms. Our goal is to have all Erie 1 BOCES staff understand accessibility and to only construct accessible

documents by March of 2019. About 200 employees have already been trained and are now honing their new skills. The training schedule for October and November has just been released.

- [Oct 24 AM](#) (Wed) - A4 [Oct 24 PM](#) (Wed) - A4
- [Oct 30 AM](#) (Tues) - A3 [Oct 30 PM](#) (Tues) - A3
- [Nov 7 AM](#) (Wed) - Creation Space [Nov 7 PM](#) (Wed) - Creation Space



New Water Stations

Installation of the new water bottle filling stations at the Education Campus has begun. The building crew has received questions regarding the filtration of these systems. To help share the known information with all, here are the specification sheets regarding the [stations](#) and the [filters](#) used within these stations.



Jeans Days to Change

Beginning in October, jeans days will occur the first and last Friday of each month (with the exception of Halloween replacing the last Friday in October). Participation will still require jeans day passes to be purchased as part of a fundraising activity. In addition to local family-centric charities, proceeds will support employee events such as the picnic and holiday party. Over the last 15 years, food and beverage expenses have steadily increased. As a result, the committee must increase the jeans day price to \$3 an event. However, if you purchase both of your dress downs passes for the month (at the same time) you can take

advantage of the "two for \$5 special."



Open House, Adult Training

Are you or a loved one considering new workplace skills? Visit the Erie 1 BOCES Workforce Development Open House on October 23 to learn about exciting part time and full time programs like nursing, office administration, HVAC, welding and more. Stop by anytime between 5 and 9 p.m. to hear about the variety of class schedules and financial aid available for [the various programs](#) that can be completed in one year or less.



Time to Get Your Flu Shot

While seasonal influenza (flu) viruses are detected year-round in the United States, flu viruses are most common during the fall and winter. The exact timing and duration of flu seasons can vary, but influenza activity often begins to increase in October. The first and most important step in preventing flu is to get a flu vaccine each year. Flu vaccine has been shown to reduce flu related illnesses and the risk of serious flu complications that can result in hospitalization or even death. CDC also recommends everyday preventive actions (like staying away from people who are sick, covering coughs and sneezes and frequent handwashing) to help slow the spread of germs that cause respiratory (nose, throat, and lungs) illnesses, like flu. The CDC has a wealth of information available about [protection from the flu](#).



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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