

# Inside Story

## Common Grounds



### Opening Day Reminder

Attendance at an Opening Day event is required of all employees. This year, there will be two sessions:

- **August 14 for Technology Service and the Education Campus staff.** It will occur in room B-2a at the Education Campus. Registration will begin at 8:30 and the presentation will start at 9 a.m.
- **August 28 for all of Instructional Services.** It will occur at the Millennium Hotel in Cheektowaga. Registration begins at 7:30 a.m., the presentation will begin at 8 a.m.



### Annual Acknowledgements

Each year, employees are informed about the requirement to complete their acknowledgements for the [Compliance Videos and Policies & Regulations](#). Knowledge of our procedures regarding certain rules and regulations affects us all as Erie 1 BOCES employees. All 12-month employees should started their annual acknowledgement process in July with a goal of completing them by August 14. All instructional employees may also view this material in advance of their Opening Day.



### Picnic Registration Due by 7/27

On August 9, spend an afternoon building stronger relationships with your co-workers by attending an event for 12-month employees. In addition to a variety of activities (such as miniature golf, horseshoes, volleyball, basketball and baseball), a picnic lunch will be provided for those that attend. Also, a 50/50 raffle will be provided. The event will occur at [Joseph's Country Manor](#), 275 Columbia Ave. in Depew.

This year, we are trying something different by having a catered event at an established venue with additional amenities. Because of that, takeout will not be available. However, food will be served from 12:30 to 3:30 for those who are rotating customer care coverage. The event is being offered at no charge thanks to committee fundraising activities and a donation by R&P Oakhill.

Please [register before July 27](#), via the online event management registration system on MyErie1.



### 17 More Volunteers Needed by 7/27

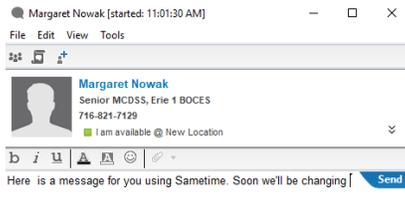
We need 17 more volunteers for this year's [Day of Caring](#) on Wednesday, August 15. If you are interested in participating, please [register on MyErie1 by July 27](#). As a reminder, all staff members are welcome to participate, but 12-month employees must seek approval from their supervisor since you will be reporting to a United Way location that day. 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 40 volunteers will have a guaranteed slot.



## Cool Calendar Changes

Thanks to an email system change in December, our calendaring tool will also be different. Prior to attending a training, here are some cool [calendar features](#) to get excited about!



## Replacing Sametime Messaging

Erie 1 BOCES' instant message system, called Sametime, will end this fall. Due to the email migration project, another instant messaging system is required. Since Erie 1 BOCES is already using Office365, which is also connected to Outlook email, an Office365 solution called "Teams" will replace Sametime. Directions, as well as training materials, will be released as the date nears.



## Three FAQs for Email Migration

- **Q. Why is Erie 1 BOCES changing email systems?**
- **A.** The decision was made to have further integration with Microsoft Office365, have additional email features and contain expenses.
  
- **Q. What is my role in the migration?**
- **A.** The four (4) most important steps all employees must take are:
  1. Clean/delete your old emails (including content within folders)
  2. Access and become familiar with our email archive tool, MailMeter
  3. Attend training(s)
  4. Restrict your email use on December 26
  
- **Q. When will the migration process be complete?**
- **A.** On December 26, Lotus Notes will no longer be available. All staff within Erie 1 BOCES will begin using Outlook. On this date, Dec. 26, all staff are asked to limit their use of email. MyErie1 will contain all migration update information.

## Changes to Note



### Retirements

Congratulations retirees! See retirements from the April 11 Board Meeting:

Theresa Brummett	8/17/2018	Special Education, 19.11 years
Jeanine Movalli	8/28/2018	Career and Technical Education, 20 years



### 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 homepage of MyErie1. [Read the June 27 and July 12<sup>th</sup> briefs here.](#)



### Graser Named Associate Director

Steve Graser has been named associate director of Instructional Technology Resources and Professional Development. Graser was a teacher before coming to Erie 1 BOCES 12 years ago. He has served in the roles of professional development coordinator, senior coordinator and supervisor, primarily as a member of the E-Team. While Graser will continue to work with the E-Team, he'll take on additional leadership responsibilities to expand services. In his new role, he will also have an increased opportunity to contribute to and represent

Technology Services at local, regional and state levels.



### Leadership Change in Exceptional Education

As of July 20, Justin DeMartin, director of Exceptional Education, will be leading programs for a different BOCES in Central New York. Until a new director is hired, the following leadership team members listed below will serve as the primary contacts for related programming: Anedda Trautman for Alternative Education, including EDGE & Twilight; Michael Capuana for Special Education; and Melody Jason for matters relating to E1B Special Education Advisory Council (SEAC). "We appreciate all that Mr. DeMartin has done for Erie 1 BOCES and wish him well in all of his future endeavors," said Jason to staff.



### Welcome Renee Wilson

Erie 1 BOCES' Board of Education officially welcomed Renee Wilson to the board. She assumed Judith Katz's seat on July 11. Wilson is a longstanding board member with Cheektowaga Central School District who is also active with Erie County Association of School Boards and is the former president of Cheektowaga's Parent Teacher Student Association (PTSA). A registered nurse, Wilson is a graduate of Erie 1 BOCES' Health Careers program within the Career and Technical Education division.



### New Stop Sign

In response to an item entered into the employee suggestion box on MyErie1, a new stop sign was installed in a parking lot next to building A at the Education Campus. This stop sign will alleviate concerns of those pulling out of the underground parking area. On your next visit to building A, please be on the lookout for any new traffic signs. Thank you!

## Kudos

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### Kudos Janell Hallgren

Patricia Crandall, retiring district clerk for Pembroke Central Schools, recently expressed her gratitude for the services that Janell Hallgren, manager of Policy Services, and her team have provided to her over the years. "E1B, and especially you, have always been super accommodating and friendly, and I sincerely appreciate it."

## Special Features



### Quote of the month

"If you spend too much time thinking about a thing, you'll never get it done."

— Bruce Lee



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

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