

BOCES *NEWS*

January 2012

News for Our Employees

Welcome to the New Year!

I would like to extend my best wishes to all BOCES staff for a happy and healthy 2012. If 2012 is anything like 2011, I will barely be able to keep up with all of the programs, services, and initiatives you are working on across the region.

Within this newsletter, there is an update on the progress of the 40 W. Main Street project in Canton. While the architects have provided a more detailed summary, I would merely add that it is going very well. Included in the newsletter are some tips and reminders for staff who will be involved in the transition. While a move of this magnitude is never easy, the end result will be well worth it!

The new building will have signage out front that reads: "St. Lawrence-Lewis BOCES Educational Services Center." Rather than naming the facility for someone, we considered that BOCES means "Board of Cooperative Educational Services." When it comes right down to it, the root words "Education" and "Service" form the very core of our mission as envisioned by the State of New York over sixty years ago.

Have a great year!



Thomas R. Burns
District Superintendent/Executive Officer

Important Dates To Remember

JANUARY 3

School Resumes

JANUARY 16

Martin Luther King Jr.
Day - No School

JANUARY 24-27

Regents Exams

FEBRUARY 6

Seaway Area Tech
Center Open House

FEBRUARY 20-24

Mid-Winter Break -
No School

UPCOMING PAYROLL DATES

January 13, 31
February 15, 29
March 15, 30

*Remember! Payroll
requires two weeks
notice for any Direct
Deposit changes!*

did you know...

All of the forms you need can be found online on the BOCES website. Just visit www.sllboces.org, and click on Employees-Site Directory. You can find healthcare forms, including healthcare claim forms, the Flex Plan Application and claim forms, all of which can be accessed in Microsoft Word or as a PDF.

REMEMBER TO SIGN IN USING YOUR USERNAME AND PASSWORD.

Other forms you can find are mileage forms, payroll forms, and building use forms. In addition, you can also click on *Forms*, located next to *Employees* in the top menu bar; there you will find many other useful documents.

Adult & Continuing Education

Please take a moment to look through the Adult Education Winter/Spring 2012 Catalog of course offerings. This catalog contains a list of all of our classes we will be offering for the upcoming semester. Perhaps you or someone you know would be interested in furthering their education in the new year. We offer a variety of online classes that you may also find of interest to enhance personal or professional development.

Please share this catalog with any interested individuals within your family or community as well. To view the catalog on line, please visit our website at: www.sllboces.org/Page/185.

My Learning Plan

Don't forget to visit the BOCES homepage to check out upcoming staff development opportunities. Click on [Professional Dev. Registration](#) on the menu on the left of the page. MyLearningPlan is the online professional development catalog and registration tool for the BOCES. If you have questions about how to sign up, contact Rhonda Smith at Model Schools, 386-2226, ext 15116.



Check out the BOCES Facebook page at <http://www.facebook.com/sllboces>.
BECOME A FAN TODAY!

Mid Year Retirements

Allison Wheeler,
School Library System/Learning Resources Center Administrator
July 11, 2011

Nancy Pickering,
CBO Support Staff
October 14, 2011

Kathy Bishop,
Special Education Teacher
9/1/11

Laura Pirie,
Occupational Therapy Assistant
September 1, 2011

Audrey (Jean) Dranger,
Special Education Support Staff
September 29, 2011

Earl Kilander,
Special Education Administrator
October 12, 2011

Patricia Dullea,
Special Education Teacher
January 1, 2012

Paula Bleau,
Special Education Teacher Assistant
January 20, 2012

Jackie Gauthier
Central Office Support Staff
May 31, 2012

Highlight Your Program!

If you have any program highlights and photos you would like to share for the website, facebook, or in future newsletters, please email them to news@sllboces.org. Pictures should be sent as a jpeg file along with a brief description of who, what, when, and where.

did you know...

The Career and Technical Education (CTE) program provides occupational training to approximately 1,000 secondary students and adults at the three Career and Technical Education Centers: Seaway Area Tech in Norwood; Northwest Tech in Ogdensburg; and Southwest Tech in Gouverneur.

Your Health Matters!

Paying Too Much for Prescription Drugs?

Want to save money? Drug costs are rising at an alarming rate, much greater than general inflation and healthcare inflation.

Generic Medications

The most important thing that can be done to save money is to ask for generic medications. It is important to remember that generic medications have the exact same active ingredients as their brand name counterparts. While the FDA allows for different inactive ingredients such as fillers and/or dyes to be used in manufacturing of generic products, this will impact only the appearance of the drug and not the safety or efficacy.

The same rigorous testing is required on generic medications that is performed on brand name products, so you can be sure your generic drug is just as safe and effective as the brand name product. While your cost savings will vary based on your co-pay structure, it is important to remember that the average total cost of a generic medication is around \$25 for a 30 day supply, while the average brand medication cost is around \$155. Even if your medication doesn't have a generic, ask your doctor if there is another generic you could use.

Get Ready for Winter Driving

Now that winter has arrived, the hazards of winter driving are sure to follow. There are a number of actions that each one of us, as motor vehicle operators, can take to make our winter driving safer for ourselves, and those with whom we share the road. Make sure you put safety first, and focus your attention on your driving. If you have not already done it, now is an excellent time to prepare your vehicle for the next months of winter. Check that the following items are present and working properly:

- * Antifreeze
- * Windshield wipers and non-freezing windshield wash
- * Headlights and tail lamps
- * Heater and defroster
- * Tires
- * Battery and alternator
- * Jack, lug wrench, and a spare

In the event that you may also get stranded you should consider placing some of the following in your car:

- * Blankets
- * Flashlight, flares
- * Warm gloves, hats, hand warmers, insulated footwear
- * First aid kit
- * Shovel, tow rope, snow brush

Avoid the Afternoon Slump!

Here are some tips to keep you energized and productive all throughout the day!

- * **Drink water:** Don't wait until you feel thirsty. By that time, you are already dehydrated which can impair physical and mental functioning. Drink a minimum of eight glasses of water a day, more if you are physically active. Note: Coffee and cola dehydrate you and worsen the slump.
- * **Avoid sugar and simple carbohydrates:** While a candy bar may give you a quick sugar rush, it actually worsens the slump.
- * **Take walking breaks:** Walking gets your blood circulating, helps you breathe easier and stimulates your brain. Take a five or ten minute walk. If pressed for time, run up and down stairs for two minutes.
- * **Handle negativity:** Negative people can have a draining effect. If negative people surround you at work, make a conscious effort to remain positive.
- * **Eat small meals:** Have six small meals instead of three large ones. When you eat a large meal in one sitting, it overwhelms your body causing it to work harder to digest the food. This will help you stay alert during the day.

Preparing For the Move

For those departments that will be moving from your current location to the new building in March, there are a few housekeeping items to be aware of.

- * **Packing Belongings:** Carefully mark all of your boxes; the Buildings and Grounds staff will be moving the boxes for you.
- * **Essential Items:** Keep your essential work items separate and easily accessible. Work space will be provided for you during the move.
- * **Personal Items:** Take your personal belongings home during the transition period. It will take a while for you to get settled in your new space. You can bring your personal items back at a later time.
- * **Decorating Your Space:** Please request to have your wall decorations hung by the Buildings & Grounds staff. This will help to reduce damage to new sheetrock.
- * **Heat, Ventilation, Lighting:** All of these things will be monitored and controlled centrally. Please contact Buildings & Grounds with any questions or concerns.



Work to the exterior of the building has included the installation of a new EIFS fascia and new roof line edge trimmings. Signage for the new facade will be complete near the end of the project as it is still in the design phase.

- * **Regular Amenities:** Each wing will have restrooms and a break area including a refrigerator, microwave, and regular amenities.
- * **To Be Determined:** Discussions are taking place regarding the sharing and locations of file storage, copiers, printers, and other materials and supplies.



Pictured, the lobby of the new building; it will serve as a general gathering and waiting area for visitors. The lobby has natural lighting due to the sky lights that run from front to back. Work to complete the drywall, paint, flooring, and decorative trim is ongoing.

Progress at 40 W. Main Street

Work continues at 40 West Main Street, as the project nears to a close.

According to a project update from March Associates, as of December 12, site work and roofing are both substantially complete and these contractors have left the site.

The exterior work is substantially complete, with the exception of the installation of new entrance doors. Asbestos abatement is complete in all areas. Deteriorated drywall has been replaced, and that portion of the project is complete. Interior demolition has been completed by all trades, and installation of new work is ongoing.

Drywall finishing has begun in preparation for ceiling installation and painting. The gas service has also been completed and the existing boilers are being used to provide temporary heat throughout the building.

The SLL BOCES IT Department has begun to lay out low voltage wiring for the building, including access controls, security, data, and communication.

A projected finish date is scheduled for March 2012, followed by the occupation by staff.