MEMORANDUM

TO: Eastern Suffolk BOCES Staff
FROM: Julie Davis Lutz, Ph.D.
DATE: August 29, 2018
RE: School Opening – 2018

As the summer winds down to a close, some of us are happily anticipating the beginning of a new school year, and some of us are wishing the clock would slow because we haven't had enough time to rest and refuel. Regardless of where you fall on that spectrum, I am excited to be starting another school year with each of you. The work that this agency does continues to impress me daily, as it should you.

We had an amazing summer of planning and preparation, with much to be excited about and more to look forward to in the days ahead. I want to extend a heartfelt “thank you” to those of you at all levels who have and continue to work hard to implement the changes that we are making. This was another summer of unprecedented planning and transitions, which will continue during this school year.

We are happy to welcome two new Board members, Mr. James F. McKenna, from the Southampton Union Free School District, and Mr. Brian O. Mealy, from the Mattituck-Cutchogue Union Free School District. We look forward to working with them and the rest of the Board during the upcoming school year.

Strategic Planning

On August 1, we had a productive and exciting Strategic Planning Council meeting, with approximately 140 of our internal and external stakeholders engaging with us in conversations about what we do and how to do it better. This was a great opportunity to review with them the work that we accomplished this past year, in addition to eight focused initiatives that are ongoing. This year, instead of an annual video update, we created a report entitled “Getting to Know Us Through Our Strategic Plan,” that served as a written update. Please click on the following link: https://www.esboces.org/strategicplanyearbook to access the document on the website.
Marketing

This past year, our Communications Advisory Committee was deeply engrossed in work to assess our needs and develop a marketing plan. It became apparent as we went through this work, that the marketing of our programs and services should be the responsibility of every department, and, in some ways, every employee. How to do that effectively and efficiently will be part of our ongoing discussions and training. Together with that work, close to 30 of our leaders engaged in an online marketing course to better inform us about state-of-the-art approaches to market our services. We look forward to implementing what we have learned this past year as we move into the future.

Summer Moves and Relocations

As you may recall, we relocated three entire Special Education programs last summer. It was a tremendous accomplishment on the part of everyone who was involved, and provided hundreds of students and staff with better space. With the anticipated move out of the Instructional Support Center (ISC) at Sherwood by July 2019, this summer had us deeply engaged in planning for what will be a very challenging move due to the varying busy seasons in each of the departments housed at the ISC. In an effort to get ahead of the curve, beginning phases of that move are now in progress.

In preparation for this, a top priority at the Sequoya site was the need to expand and redesign the parking areas, which is on track to be completed this fall. This will allow for more parking that is needed when additional offices relocate there, and when it becomes our main conference center, beginning in July 2019.

This spring and summer, we worked to prepare space at the Edward J. Milliken Technical Center for the relocation of the Network Operations Center (computer room) that presently exists at ISC. The timeframe for that move is early fall. This will accomplish our long-term goal of having our Network Operations Center in owned space.

Three other small departments presently housed at ISC have moved or will be relocating shortly to the vacant space that was the former Islip Academic Center at Islip Career Center. Over the next several months, Substitute Services, the Regional Bilingual Education Resource Network, and the Regional Special Education Technical Assistance and Support Center will be relocated into that space, which will now be renamed the Islip Office Center. The Special Career Education Early Childhood classroom that was previously housed in that area has been relocated.

This past year we were extremely fortunate to have acquired the Barton Avenue Armory in Patchogue for the lease price of $1 per year. Several departments that are presently housed at ISC will be relocating to the Barton Avenue Armory over the course of this school year, including Operations and Maintenance, Regional Transportation, and Capital Assets Management.

A wing at the Westhampton Beach Learning Center, which had an open classroom space design since the purchase of that building by the former BOCES 1, was renovated into traditional classrooms and offices. This renovation started at the end of the last school year, and was completed this summer. This space is a much better fit for students with special needs. Many thanks to the staff for their hard work and patience as this project unfolded.

In addition to our building changes, we are pleased to report that we will be offering a new service for our students who have a chronic or life threatening illness that requires treatment at the hospital for
an extended period. Students at Stony Brook University Hospital will now receive daily instruction to ensure continuity of educational instruction and a small degree of normalcy in their lives.

As we will no longer have the use of Seneca Middle School, which offered placement for students in grades 4 and 5 from the Sayville Academic Center (SAC), we have leased space in the Tecumseh Elementary School in the Sachem School District. This program will be an included site attached to SAC for students in grades 5 and 6. The Jefferson Academic Center will now provide services to students in grades 7 and 8, and the Sayville Academic Center will provide services to students in kindergarten to grade 4.

We are happy to announce the addition of an Alternative High School site at our Bellport Academic Center. This twilight program provides unique instruction and an opportunity to older students across the region who may have credit recovery issues, second language issues, or other life issues that make a traditional high school schedule beyond their capability. This new location will be added to the others that we already offer at Connetquot High School, our Islip Campus, Rocky Point High School, and our Ward Technical Center.

Communication

With so much going on in the agency, accurate and timely communication is paramount. If you were provided with an email account when you began your employment at Eastern Suffolk BOCES, it is an agency expectation that you check your email regularly as a form of communication about important agency events, including, but not limited to, announcements, policies, regulations, procedures, meetings, postings, etc. Some of you may choose to also follow us on our different social media platforms such as Facebook, Twitter, LinkedIn, or Instagram. Please follow up with your immediate supervisor if you have questions related to this matter.

In keeping with the theme of communication, you should have received directions related to a new procedure to access your annual salary notice. The process replaces the letter that you have typically received towards the end of the summer with details regarding your current salary. You will now have ongoing access to that information through WinCap web.

Bright Ideas

For the past several years, my messages at staff meetings have included communication related to trust, supporting each other, the importance of engaging in honest conversations, and being open to feedback. One of the methods of gathering honest feedback was developed by your local Employee Assistance Committee (a group of your peers who meet several times a year to discuss how EAP can best serve ESBOCES). The local EAP committee developed a short online method, entitled “Bright Ideas,” for people to share their ideas about how to improve the workplace. That resource still exists and can be found on our website, www.esboces.org, under the “For Staff” tab. You can either submit your ideas electronically, or print out a paper submission. The local EAP committee is committed to working hard to consider ideas, and implement them if feasible.

Leadership Changes Since August 2017

In addition to all of the changes I have shared above, we are constantly evolving as a workforce. In the past year, we have hired almost 300 new employees, and said goodbye to 138 friends and colleagues who have moved into retirement, which is a lot of history that has walked out the door. We
wish all of them health and happiness. We are excited about the tremendous number of new employees joining our ESBOCES family, with new energy and new ideas. Welcome!

There have been many administrative changes in the agency since the school opening memo of August 2017 as well. Please see below for details:

- Mr. Anthony Coggiano has filled the vacant position of Divisional Administrator for Special Education.
- Mr. Sean Pugni was appointed to the vacant Principal position at the Bellport Academic Center that was previously held by Mr. Coggiano.
- Mr. James Muller has been appointed as an Assistant Principal at the Islip Academic Center to fill the vacancy created by Mr. Pugni's move.
- Ms. Katelyn King has been appointed to the position of Assistant Principal at Sayville Academic Center. This is a new position based on increased enrollment and the opening of the Tecumseh Learning Center.
- Ms. Jessica Abel has been appointed to the vacant Assistant Principal position at the Bellport Academic Center. This position is also based on increased enrollment.
- Ms. Heather Ciccone has been appointed as Program Administrator for Curriculum & Assessment Services. Ms. Ciccone previously was an Administrative Coordinator for Student Data Services.
- Dr. Maureen Martin was appointed to the Regional Special Education-Technical Assistance Support Center (RSE-TASC) as Administrative Coordinator, Special Education School Improvement Specialist.
- Ms. Shari Senzer was appointed to the Regional Special Education-Technical Assistance Support Center (RSE-TASC) as Administrative Coordinator, Transition Specialist.
- Ms. Francine Fishman was appointed to the Regional Special Education-Technical Assistance Support Center (RSE-TASC) as Administrative Coordinator, Behavior Specialist.

At the August Board meeting, we anticipate the approval of the following appointments:

- Ms. Emily Puccio to the position of Program Administrator for Career, Technical, and Adult Education. This is the position previously held by Dr. Janet Kiley who retired in June.
- Mr. John Lytell to the position of Administrative Coordinator for Literacy, Career, Technical, and Adult Education. Mr. Lytell is currently an ESBOCES Shared Data Expert in our Student Data Services Department, and will be filling the position vacated by Ms. Linda Guijarro, who retired in June.

**ESBOCES Tours**

In an effort to provide staff with a better understanding of the agency, the ESBOCES tours continued during the 2017-18 school year. After providing three different and well-received ESBOCES tours, we have decided to offer this opportunity again. Each tour takes the better part of a workday, and is limited to 40 staff members. We are planning three tours: one central, one eastern, and one western. All of the tours will include a general overview of ESBOCES, and showcase a variety of our programs, culminating with a lunch prepared by our culinary students and staff. [Click here](#) for more information and to sign up for one of the tours.
Eastern Suffolk BOCES Community Legislative Committee

For many years, leadership in the agency has been involved in regional advocacy related to public education. Two years ago, we offered the opportunity to expand that advocacy to our own ESBOCES staff and students. The Eastern Suffolk BOCES Community Legislative Committee had a very successful second year in 2017-18. Our monthly meetings took place in the evening at the Gary D. Bixhorn Technical Center, and each meeting offered an informative guest speaker. The year culminated with the staff and students who have attended committee meetings having the opportunity to take part in an Advocacy Day event in Albany. This unique committee made up of students, parents, and staff, is facilitated by Mr. William K. Miller, ESBOCES Board Vice President. Attached is the flyer for our September 13 meeting with guest speakers, Suffolk County Legislator Leslie Kennedy and Suffolk County Comptroller John M. Kennedy, Jr. The flyer also contains the meeting schedule for the 2018-19 school year. Please RSVP for the meeting to kmaue@esboces.org.

Autism Speaks Walk

The agency and individual programs support many organizations over the course of the school year. One event that comes up early in the fall is the Autism Speaks Walk. This year, the walk is on Sunday, October 14, 2018, at Jones Beach State Park. If you would like to join the team, please log onto the Walk Now for Autism Speaks: Long Island website: http://act.autismspeaks.org/longisland and make sure that you register for the Eastern Suffolk BOCES team.

Opening Day – PLEASE NOTE NEW LOCATION

As always, members of the BOCES Educators of Eastern Suffolk (BEES) should plan to attend the opening day meeting on Tuesday, September 4, 2018, from 8:00 a.m. to 10:00 a.m. The opening day meeting for this year will take place at a new location, Villa Lombardi’s, located at 877 Main Street, Holbrook, NY. Please report back to your assigned building following the meeting.

All other employees should report to work as directed by their supervisors.

Enjoy the last few days of August, and have a safe, enjoyable Labor Day weekend.

JDL/km
Attachment

Attachment

c: Eastern Suffolk BOCES Board
Attention Eastern Suffolk BOCES Students, Parents, and Staff:

Please join us for the first meeting of the Eastern Suffolk BOCES Community Legislative Committee for the 2018-19 school year

Guest Speakers
Leslie Kennedy, Suffolk County Legislator
John M. Kennedy Jr., Suffolk County Comptroller

Thursday, September 13, 2018 • 7:00 – 8:00 p.m.
Gary D. Bixhorn Technical Center (BTC) • 350 Martha Avenue, Bellport, NY 11713

The committee is for those individuals who are interested in learning about the issues impacting school districts and BOCES and how to advocate for positive change. With an extensive resume of successful legislative activities, William K. Miller, ESBOCES Board Vice President, chairs this committee of adults and students interested in working together to benefit our community by learning about, and becoming involved in, the legislative process.

We are honored to have Leslie Kennedy, Suffolk County Legislator, and John M. Kennedy Jr., Suffolk County Comptroller, as guest speakers to kick off our Community Legislative Committee meetings this year.

If you have any questions or would like to RSVP to any of the committee meetings, please send an email to kmaue@esboces.org.

2018-19 MEETING SCHEDULE
All meetings will be held at 7:00 p.m. in the LGI Room at the Gary D. Bixhorn Technical Center.

- Thursday, September 13, 2018
- Thursday, October 18, 2018
- Thursday, November 15, 2018
- Tuesday, December 11, 2018
- Thursday, January 10, 2019
- Tuesday, February 5, 2019
- Thursday, March 7, 2019
- Thursday, April 11, 2019
- Thursday, May 9, 2019

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org: the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.
DIRECTIONS

Via Sunrise Highway (Rte 27):
Exit 56 (Station Road); proceed south on Station Road; turn right onto Martha Avenue and proceed to the end of the block; entrance to the Bixhorn Technical Center is on the left, at the flagpole.

Via the Long Island Expressway (I-495):

**From the West:**
Exit 65 South (Horseblock Road–County Road 16); turn right onto Station Road and cross over Sunrise Highway (Rte 27); turn right onto Martha Avenue and proceed to the end of the block; entrance to the Bixhorn Technical Center is on the left, at the flagpole.

**From the West:**
Exit 66 South (Sills Road–County Road 101); turn left onto Station Road and cross over Sunrise Highway (Rte. 27); turn right onto Martha Avenue and proceed to the end of the block; entrance to the Bixhorn Technical Center is on the left, at the flagpole.