

PUTNAM  
NORTHERN  
WESTCHESTER  
BOCES



DEPARTMENT OF HUMAN RESOURCES  
AND ADMINISTRATIVE SERVICES

# Annual End-of-Year Staff Brunch

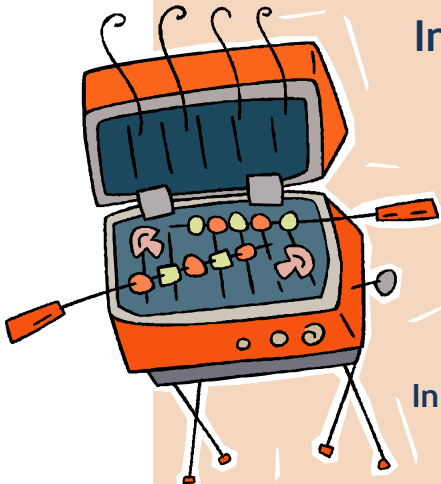
*Join us for food, fun and friends!*

**Thursday, June 25, 2009**  
**11:30 a.m. - 1:00 p.m.**

**In front of Walden/Pines Bridge**

**50-50 Raffle**  
**\$5 per ticket**

**In case of rain, we will move into the Walden gyms.**





**Susan Micolo**

*Director of Human Resources and Administrative Services*

## MEMORANDUM

**TO:** All BOCES Staff

**FROM:** Susan Micolo

**DATE:** June 1, 2009

**SUBJECT:** Staff Recognition Fund

Last year we collected \$1,304 from the BOCES staff in order to keep alive the many special traditions we enjoy at BOCES. In the 50-50 raffle on Opening Day, we netted \$422.50. This was very helpful in defraying the cost of our End-of-Year Brunch, as well as the gifts for Retirees and Service Award Recipients. Again we request that each employee contribute \$5.00 toward the expenses for next year.

We ask that you give your donation to the representative in your building by **Friday, June 12**. Your contribution is appreciated and helps us maintain the traditions that recognize staff for their outstanding service. At our End-of-Year Brunch, we will again have a 50-50 raffle to add to the fund. Thanks for your support of this important effort.

The building representatives are:

Career & Tech	Tech Center/Building E	Linda Tomadelli
	Tech South/Building E	Rose Impieri
Special Education	Walden	John Hallinan
	Pines Bridge	Marie Iammatteo
	All Other Special Educ.	Catherine DeLucia
O & M, School Communications, and Risk & Safety		Lois Senzer
Curriculum		Rosemarie Miraglia
Guidance		Terry O'Sullivan
HR, Admin., Regional Personnel, and Information Technology		Karen Fuchs
Business Office, Mailroom, and Switchboard		Mike Feldman

Thank you, one and all, for your generous spirit!

\\ Staff Recognition Fund



**Susan Micolo**

*Director of Human Resources and Administrative Services*

## **MEMORANDUM**

**TO:** All BOCES Staff

**FROM:** Susan Micolo

**DATE:** June 1, 2009

**SUBJECT:** Employee Assistance Program

I just want to remind you of a resource that is available to you and your immediate family as an employee of Putnam/Northern Westchester BOCES – the Employee Assistance Program. The EAP is designed to provide highly confidential and experienced help for employees whose personal and/or health problems affect their lives and the quality of their job performance. The EAP maintains confidentiality as required by federal and state law.

For assistance, call Longview Associates at 800-666-5327. This benefit is available to you throughout the summer.

I would like to wish you a restful, happy, and healthy summer.

\\ EAP Summer Memo

## BOCES PAYROLL CALENDAR 2009-2010

PAYROLL	PAY DATE	PAYROLL	PAY DATE
1	07/10/09	14	01/08/10
2	07/24/09	15	01/22/10
3	08/07/09	16	02/05/10
4	08/21/09	17	02/19/10
5	09/04/09	18	03/05/10
	09/11/09	19	03/19/10
6	09/18/09	20	04/01/10
7	10/02/09	21	04/16/10
8	10/16/09	22	04/30/10
9	10/30/09	23	05/14/10
10	11/13/09	24	05/28/10
11	11/25/09	25	06/11/10
12	12/11/09	26	06/24/10
13	12/23/09		

DATE	NOTE
09/04/09	Audit pay NO DIRECT DEPOSIT 12 month employees, Timesheet
09/11/09	Audit pay NO DIRECT DEPOSIT 10 month employees
11/25/09	Pay day is on a Wednesday
12/23/09	Pay day is on a Wednesday
02/19/10	Pay during scheduled Holiday Friday
04/01/10	Pay during scheduled Holiday Thursday
06/24/10	Pay day is on a Thursday

Options for paychecks during scheduled holiday

1. Sign up for Direct deposit
2. Upon written request from employee, paycheck will be mailed  
02/18/10 for 02/19/10, 03/31/10 for 04/01/10
3. Pick up check during the regular dispersal following return from holiday.

**Putnam/Northern Westchester  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**  
200 BOCES Drive, Yorktown Heights, NY 10598-4399

**SALARY OPTION**

The first payday for ten-month employees will be **September 4, 2009**. Two options are available to you:

1. Twenty-two (22) payments of equal amounts.
2. Twenty-six (26) payments. You will receive 1/26 of your annual salary each payday, with the exception of the last check. This check will include four (4) payroll amounts, or 4/26 of your annual salary. **(You must return this form even if you are already on 26 Payments.)**

Please indicate your preference by printing and signing the appropriate authorization below and return to the Business Office no later than **June 25, 2009**.

**DETACH AND RETURN BOTTOM OF FORM**

---

**Option #1**

I authorize BOCES to pay me twenty-two (22) equal installments in accordance with the payroll calendar from September through June.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Option #2**

I hereby authorize BOCES to pay 1/26 of my annual salary in accordance with the payroll calendar beginning in September, and to withhold any other amounts due me from my salary until the last payment in June, at which time BOCES will pay me 4/26 (or the balance) of my total salary for the year.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SIGN AND RETURN THIS FORM TO ADEL BRODY AT THE BUSINESS OFFICE NO LATER THAN June 25, 2009.**



## MADDEN SUMMER SCIENCE AND EXPLORATION CAMPS

### SUMMER 2009 SCHEDULE

Week 1 July 6 - 10	THE CURIOSITY CLUB I Ages 4-6	SCIENCE 1 Ages 7-10	WILD ABOUT WILDLIFE Ages 10-12
Week 2 July 13 - 17	THE CURIOSITY CLUB II Ages 4-6	SCIENCE 2 Ages 7-10	NATURALIST IN TRAINING Ages 11-16
Week 3 July 20 - 24	THE CURIOSITY CLUB III Ages 4-6	MISSION MADDEN Ages 7-10	ECO ENGINEERS Ages 11-13
Week 4 July 27 - 31	THE CURIOSITY CLUB IV Ages 4-6	NATIVE NATURALIST Ages 7-10	ADVENTURE WEEK 1 Ages 11-16
Week 5 August 3 - 7	THE CURIOSITY CLUB V Ages 4-6	THE BIG BANG Ages 7-10	ADVENTURE WEEK 2 Ages 11-16

All sessions are 9 am - 3 pm

Camp descriptions are on the reverse side.

#### Before and After Care

7:45 - 9 am only weekly: \$50 for one child, \$25 for each additional child

3 - 5 pm only weekly: \$50 for one child, \$25 for each additional child

7:45 - 9 am and 3 - 5 pm weekly: \$75 for one child, \$50 for each additional child

*Our camps are run by our staff of professional educators*

*Registration deadline is June 13, 2009*

*Discounts will be available for multiple children in the same week and/or for the same child taking more than one camp throughout the summer.*

*For more information about our camps, contact Rachel at: [summercamp@pnwboces.org](mailto:summercamp@pnwboces.org)*

*On-line registration will be available in late February. If you are interested in registering for a camp session, email Rachel at the email address above and we will send the on-line registration instructions.*

**CREDIT CARDS ARE NOW ACCEPTED!**



**Cancellation Policy:** A full refund will be given if you cancel up to one month prior to the first day of your camp. After that a 50% refund will be given if you cancel up to 10 days in advance of the first day of your camp. No refund will be given if you cancel less than 10 days prior to the first day of your camp.



Madden is a 120-acre outdoor and environmental center located in Kent Cliffs, NY. It is operated by Putnam Northern Westchester BOCES Center for Environmental Education. During the school year, students throughout the Putnam/Northern Westchester region have been participating in programs at Madden since 1970.



**The Curiosity Club** Ages 4 - 6 Maximum: 12 Price: \$200  
Sessions: July 6 - 10, July 13 - 17, July 20 - 24, July 27 - 31, August 3 - 7

Do you have a child who can't get enough of the Nature Channel or loves to read everything about nature? In this camp designed especially for younger children, participants will learn how a deer can hear so well, how insects can see us coming, why the weather is different every day, and how a tree can grow so tall. This interactive close-up look at nature is full of fun, games, art, crafts and experiments that every child will love!

**Young Scientists Outdoor Exploration Camps** Ages 7-10 Maximum: 24 Session I: July 6 - 10/Session II: July 13 - 17  
Price: \$275 (include Thursday night dinner) OR \$300/with optional Thursday overnight

Spend a week with us exploring the forests, fields, and wetlands around Madden while testing your skills as a science sleuth! Practice using the scientific method while designing your own experiments with chemistry, pond studies, and other natural processes. Thursday is an extended day with dinner included. For those who choose, there is an optional overnight full of night games, investigations, and a campfire! Friday we'll cook using energy from the sun, and throw a party for the whole family. **Attend one session or both! Activities vary by week.**

**Wild About Wildlife Camp** Ages 10-12 Maximum: 24 Price: \$315 Session: July 6 - 10

Spend the week getting to know the wildlife of New York State. You'll get up close and personal with Madden's collection of live reptiles and birds of prey, track and research wildlife at Madden and meet a true falconer and even get a chance to step into the gloves of a falconer. You'll even create your own terrarium to take home! If you love animals, then this is the camp for you.

**Naturalist in Training** Ages 11-16 Maximum: 24 Price: \$280 Session: July 13 - 17

Perfect for the amateur naturalist, science enthusiast and teenagers interested in future CIT positions! This is your chance to get elbow deep into the natural world, working with our professional naturalists! Using scientific equipment, hands-on experiments and field studies, you will investigate the secret lives of the flora and fauna around us. You will also have a chance to work with Madden's animal ambassadors: our honey bees, reptiles, birds and mammals! At the end of the week, those campers who wish will be able to play the role of naturalist with other campers from our other camps.

**Mission Madden** Ages 7-10 Maximum: 24 Price: \$260 Session: July 20 - 24

You've just discovered a strange new planet named Madden and you are surrounded by mysterious plants. How do you know which plants are good for people and which ones are not? You are the herbologist and your job during this one-week mission is to learn the secrets of these plants. We will explore Mother Nature's storehouses to learn how these strange plants grow, and how to mix them to make yummy treats and surprises. We will unlock the secrets of aloe, onion, ginger and many more herbs that many have incredible healing powers. We will hunt for plants we can eat in the wild and build our own solar ovens. This week will use all of your senses to explore, learn and create.

**Eco Engineers** Ages 10-13 Maximum: 24 Price: \$350 Session: July 20-24

Are you fascinated by the creepy crawly critters most people love to hate? Then this camp is for you! Part scavenger hunt, part art studio and part science lab, and lots of fun, this camp will have you looking at nature the way engineers and scientists do when they imitate nature to solve human problems and make the products we buy. This is called biomimicry and many jobs that lie ahead in your future will involve this process. Together with a biomimicry educator, you will spend time outdoors observing, and then using some of the lessons you learned to become a designer and inventor. The camp will combine drawing and design, problem-solving and a method of inquiry that appeals to the mad scientist in us all!

**Native Naturalist** Ages 7-10 Maximum: 24 Price: \$260 Session: July 27 - 31

Become a true keeper of the Earth by learning the ways of the Native American people. Throughout the week we will be building an authentic wigwam! Through songs, stories, games, crafts, fire building, shelter building, traditional foods, and history, you will learn about the cycles of life and come to understand the true value of the Earth as our native naturalists saw it.

**Adventure Week Camp I** Ages 11-16 Maximum: 24 Price: \$325 Session: July 27 - 31

This week you'll escape into the woods! We'll build campfires, cook outside, track wildlife, discover edible plants, learn to treat medical emergencies, and develop other survival skills. On Thursday, we'll trek the Appalachian Trail on an overnight backpacking trip, where we will use all the skills we have learned and return to Madden on Friday. **(Includes Thursday - Friday overnight)**

**The Big Bang** Ages 7-10 Maximum: 24 Price: \$265 Session: August 3 - 7

Do you dream about making fizzy concoctions or creating rockets powered by chemistry? Do you like to see things go bang? This camp is perfect for the mad scientist in all of us! Create fizzy bath bombs, see what happens when sodium and water meet, and create your very own ooze. See the many ways science truly pops! Through safe, exciting, and educational experiments, campers will learn how chemistry works. Come join us and have a blast!

**Adventure Week Camp II** Ages 11-16 Maximum: 24 Price: \$350 Session: August 3 - 7

Looking for more adventure? Adventure Week 2 is for campers who participated in Adventure 1, and anyone else who would like to learn more advanced outdoor skills. In this camp, we will go more in depth about navigation, reading maps, orienteering, cooking over a campfire, tracking wildlife, wild edibles, treating medical emergencies, building shelters and other individual and group survival skills. On Wednesday, we will head north on the Appalachian trail and spend two nights out on the trail.