

Delegate's Assembly
BOCES United Professionals

Date & Time: February 3, 2009, 3:30 PM
Location: Alternative High School Library

Present: Alati, J. (EMCC;) Layne, N (Creekside;) Lord, A. (Alternative Education;) ;) Eisley, K (Deaf Ed.;) Price, M (Creekside;) Gorski, V. (Inst. Specialists;) Snyder, L. (Bird;) Tinney, K. (Mental Health;) Sanderson, J (Morgan;) Sherwood, M. (OT/PT;) Cousineau, L. (Pre-School;) Paciorek, M. (Speech;) McKeever, J. (START) Dustman, J (Retirees;) (Speech;) McKeever, J (START;) Jacobs, A. (Retirees;) Towsley, R. (Retirees.)

Officers Present: Hoskins, N. (Co-President;) Baker, C. (Co-President;) Jordan, A. (Secretary;) Miller, D. (Treasurer.)

Absent: Carr, L (Creekside;) Houston, G. (Interpreters;) Howe, L (Retirees;) Gresens, D. (Vice President.)

Programs W/O Delegate: Teachers of ASL, Alternative High School, Audiology, ESOL, Vision, Rush Program,

<i>MINUTES</i>	<i>Speaker</i>
1. Call to Order – 3:30 PM	<i>Hoskins, N.</i>
2. Announcements A. Applications for the 2009 Harry Karpinski Leadership Scholarship are available. Please contact Andrew Jordan (V4 Foreman Center, xt:2092) for extra copies. B. The 2009 “Its For the Kid’s” Charity Golf Tournament to benefit the BOCES Educational Foundation will be held at Ravenwood Golf Club on May 15, 2009. <ul style="list-style-type: none"> a. The Foundation has recently awarded a grant to the class of Deidre Coon of the START Program to attend a presentation at the Strassenburg Planetarium. Grant monies are still available. Grant applications can be found on the Monroe #1 BOCES homepage (www.monroe.edu) 	<i>Baker, C.</i> <i>Jordan, A.</i>
3. Business A. Rumors <ul style="list-style-type: none"> a. In this challenging economic climate, they are running rampant. Unless you are told something by a person of authority at Monroe #1 BOCES, all rumors should be considered untrue. If you are uncomfortable, or concerned about something you have heard, please make an appointment to speak with your supervisor regarding the issue. If you are uncomfortable meeting with your supervisor alone, please contact one of the Officers. b. It has been released that Dan White has created a committee to review the feasibility of saving the Pre-School Program from closing two years from this June. c. There is NO truth to the rumor that representative districts will be withdrawing students from programs in large numbers. Some Rochester City School District students will be taken back at the close of this school year. d. If layoffs should occur, the seniority list will govern in what order people will be let go (starting with part-time employees, and then according to hire date, starting with those most recently hired.) e. There has been an excellent response to the retirement incentive plan approved by the Board of Education. While a state retirement incentive was previously a consideration, because of the poor economic climate, and concern with regard 	<i>Hoskins, N.</i>

<p>to the retirement trust fund, it is no longer being discussed. If, a state retirement incentive is passed, BOCES will reopen the district incentive for only those eligible for the state incentive.</p> <p>f. Please understand that the officers are agonizing over each and every decision made by the Administration, and how it may affect layoffs. All of the Officers ache for members who may lose their jobs. The Officers are working tirelessly to protect the rights of all members. If you are concerned, please do not hesitate to contact us.</p> <p>B. IEP Work Days</p> <p>a. Contractually, all staff are to be provided two IEP Work Days per year. If you are center based, or district based, those days are provided as part of your school calendar. If you are itinerant staff, you are also entitled to these days. Please meet with your supervisor to schedule these days.</p> <p>b. There is a concern that center based IEP Work Days may be scheduled too early in the year. It was unanimously agreed by center based Representative Delegates that the Officers should request the District schedule one full, and two half-day IEP Work Days not before January 1 of any school year. Currently IEP Days are scheduled before draft IEP's are available. It was also suggested, and unanimously agreed, that the Officers should request that no professional development be scheduled on IEP Days to ensure Teachers can effectively use that time for IEP's.</p> <p>C. Teacher Center/Mentor Program</p> <p>a. The Governor's budget recommendation has eliminated all funding for Teacher Centers throughout New York State. It has also cut the \$50,000 grant for the Monroe #1 BOCES Mentor Program. AT HOME, please visit the NYSUT webpage (www.nysut.org.) where you will find pre-made and addressed letters to your legislators to lobby for increased teacher center support as the budget process moves forward. STAFF MAY NOT USE WORK TIME, OR BOCES COMPUTERS TO SEND THESE LETTERS.</p>	<p><i>Baker, C.</i></p> <p><i>Hoskins, N.</i> <i>Sanderson, J.</i></p> <p><i>Gorski, V.</i></p>
<p>4. Adjourn – 4:07 PM</p>	<p><i>Hoskins, N</i> <i>(Chair)</i></p>

Delegate's Assembly
BOCES United Professionals

Date & Time: March 3, 2009, 3:30 PM
Location: Alternative High School Library

Present: Layne, N (Creekside;) Eisley, K (Deaf Ed.;) Alati, J. (EMCC;) Gorski, V. (Inst. Specialists;) Snyder, L. (Bird;) Sanderson, J (Morgan;) Sherwood, M. (OT/PT;) Cousineau, L. (Pre-School;) Paciorek, M. (Speech;) McKeever, J. (START) (Speech;) McKeever, J (START;) Howe, L (Retirees;) Jacobs, A. (Retirees;) Towsley, R. (Retirees.)

Officers Present: Hoskins, N. (Co-President;) Baker, C. (Co-President;) Jordan, A. (Secretary;) Miller, D. (Treasurer.)

Absent: Lord, A. (Alternative Education;) Carr, L (Creekside;) Price, M (Creekside;) Houston, G. (Interpreters;) Tinney, K. (Mental Health;) Dustman, J (Retirees;) Gresens, D. (Vice President.)

Programs W/O Delegate: Teachers of ASL, Alternative High School, Audiology, ESOL, Vision, Rush Program,

<i>MINUTES</i>	<i>Speaker</i>
1. Call to Order – 3:30 PM	<i>Baker, C.</i>
2. Announcements	
A. Applications for the 2009 Harry Karpinski Leadership Scholarship are available. Please contact Andrew Jordan (V4 Foreman Center, xt:2092) for extra copies.	<i>Jordan, A.</i>
B. The 2009 “Its For the Kid’s” Charity Golf Tournament to benefit the BOCES Educational Foundation will be held at Ravenwood Golf Club on May 15, 2009.	
C. Itinerant Employees	
a. Please remember that two IEP days have been negotiated for you to use to complete necessary paperwork. Please schedule this time with your administrators.	<i>Baker, C.</i>
b. Meetings with new District Superintendent have been positive. BUP remains hopeful Mr. White will remain a voice of healing during this time of great change at Monroe #1 BOCES.	<i>Hoskins, N.</i>
D. Employees in District Placements	
a. Please be aware that you remain employees of Monroe #1 BOCES despite placement in a cooperating district’s classroom, or building.	<i>Baker, C.</i>
E. Sick Days	
a. When calling in sick, it is not necessary to inform your administrator of more information than you are using a “sick day,” and will not be coming to work.	
F. IEP Days	
a. Please be aware that IEP Days are not scheduled on the 09/10 Calendar sent by Administration. BUP Officers have negotiated with Administration their scheduling after January 1 during the next school year. It was agreed they are to be used for Staff to update, or generate IEP’s and supporting documentation, not faculty/staff development.	
b. It is yet unknown how changes to IEP Days may effect guidance, and special education staff at EMCC.	<i>Hoskins, N.</i>
G. Pre-School	
a. No new announcements, or information.	<i>Cousineau, L.</i>
H. Bird/Morgan	<i>Hoskins, N.</i>

<p>a. Staff will be meeting with regard to the 7.5 hr. workday before conclusion of 08/09 school year.</p> <p>I. Content Certification</p> <p>a. District Administrators are in process of scheduling meetings with those teachers impacted. BUP Officers are meeting with NYSUT Representative on March 19 regarding HOUSSE regulations.</p>	<p><i>Hoskins, N.</i></p>
<p>2. Business</p> <p>a. None</p>	
<p>4. Adjourn – 3:52 PM</p>	<p><i>Hoskins, N</i></p>

Delegate's Assembly
BOCES United Professionals
4/7/2009 – 3:30 PM – ALA Library

Delegates Present: Lord, A.; Layne, N.; Price, M; Eisley, K.; Alati, J.; Snyder, L;
Tinney, K.; Sanderson, J.; Sherwood, M.; Paciorek, M.;
McKeever, J.; Dustman, J. (late arrival 3:55;) Howe, L.; Towsley,
R.

Delegates Absent: Carr, L.; Gorski, G.; Houston, G.; Cousineau, L.; Jacobs, A.

Officers Present: Hoskins, N.; Baker, C.; Gresens, D.; Miller, D.; Jordan, A.;

Call to order (Baker, C.) – 4:32

C. Baker There is a rumor with regard top policies of the Board of Education. They have requested an 85/15 split payment for Health Insurance Premiums. This policy only applies to those employees not enrolled in a bargaining unit. Members of BOCES United Professionals will keep the contractually agreed 90/10 split regardless of changes to Board policy.

J. Alati Just curious, how do current BOCES Teachers salaries ccompare to other professions?

Hoskins, N. We only consider salaries as compared to our representative districts.

Alati, J. Other districts are requesting their teachers agree to cuts in salaries or moratoriums on salary adjustments.

Hoskins, N. Over my dead body. It is unlikely, if such an agreement was made, future contracts could make up the ground lost. We have been asked in the past, under Superintendent Farinola, it was refused.

Hoskins, N. As you know, last month the Morgan/Bird teachers were asked to report to work despite the East Rochester district being closed. Neither teachers nor students will need to “make up” that day.

Baker, C. This is an election year. The election committee will be:

Sanderson, J. (Morgan)
Snyder, L. (Bird)
Babiarz, B (Creekside)

- Hoskins, N. I would like to encourage current Delegates to ask any members whom are interested to consider running for the Delegate's Assembly. The current group has done a wonderful job representing their peers and colleagues, and have our thanks, and congratulations.
- Alati, J. What are the qualifications to be a delegate? Do you need tenure?
- Hoskins, N. Delegates do not need tenure, but it is recommended.
- Sanderson, J. Ballots will be mailed May 1, and need to be returned by May 15, 2009. Persons interested in running for one of the executive officer positions should pick up petitions from any member of the elections committee.
- Eisley, K. Many of our mileage forms are being hung up, and returned to us. The process remains confusing for many members.
- Hoskins, N. Are they being delayed and returned by the business office, or by your administrator?
- Eisley, K. I do not know.
- Baker, C. I will meet with staff to review the process.
- Sherwood, M. Are OT/PT employees the only BUP members who are Civil Service employees? And, did BUP know that part time civil service employees accrue seniority?
- Hoskins, N. All nurses at Monroe #1 BOCES are also civil service employees, and yes, Civil Service employees are the **ONLY** part time staff that accrue seniority.
- Tinney, K. I have some questions regarding the current election process. How do we determine a winner if more than two people are seeking an office?
- Baker, C. A plurality of votes will determine a winner.
- Tinney, K. Is there another organization that uses the Co-President model?
- Baker, C. Yes, it is downstate. I cannot remember the name of the local.
- Tinney, K. For Co-President, do we vote for one candidate, or two? What happens in the case of a tie? We need to be clear for our members.
- Layne, N. Is there a way for someone to become a single President, instead of the Co-Presidency model?

- Hoskins, N. That is not constitutional, there must be two Co-Presidents
- Tinney, K. This model was accepted by the current Presidents, does it remain necessary?
- Hoskins, N. You need to understand that this union is complex. We hover around six hundred members. There are too many issues and concerns for one President to appropriately handle effectively. I find the support of a Co-President with different experience to be invaluable to address the multitude of issues effecting all of our members. The Co-Presidents may have disagreements, but they remain private.
- Baker, C. Candidates will be asked to write a one hundred word statement that will accompany the ballots sent to members to explain their platform.
- Tinney, K. That is not even a paragraph.
- Lord, A I hope that people who run are doing so because they believe its what's best for our members. Should they win, I hope that they will conduct themselves in a professional manner.
- McKeever, J. The more representatives the better.
- Jordan, A. What happens if six people do run for Co-President? Given a plurality of votes determines a winner, its possible that a candidate could win an election with as little as fifty votes, that is not representative.
- Hoskins, N. All of these concerns are more appropriately addressed after the elections have been held. If anyone is interested to learn more about the function of the Union, or information about running for an executive office, then they are welcome to come speak to either Cindy or I.
- Price, M. Nancy, do you find there is less stress for you with Co-Presidents?
- Hoskins, N. Yes.
- Alati, J. Why not a single President, and empower the Vice President?
- Baker, C. Constitutionally, the Vice President does not have the power to make decisions as a President.
- Price, M. David, what is the time commitment?
- Gresens, D. A lot. Enough that there have been questions with my administrator.
- Tinney, K. What is the release time given to the Executives?

- Hoskins, N. The Co-Presidents receive the equivalent of one day per week, the Vice President does not receive any.
- Price, M. There is no mention how Negotiations Committees are chosen.
- Baker, C. Nancy has asked me to serve as negotiations chairs in the past.
- Jordan, A. Chairpersons of standing committees need to be approved by this body (Delegate's Assembly.)
- Hoskins, N. I want to say again, I am encouraged by Dan White. He is sincere about his desire to make BOCES more collegial in its functioning. By cooperating with him, you all have the opportunity to improve the morale at Monroe #1 BOCES.
- Sanderson, J. Nancy, you told us a few months ago that the leaders of each of the unions met with Dan White and indicated concerns about some of the leadership at Monroe #1 BOCES. Has Dan done anything to address those concerns?
- Baker, C. Administrators hired under Dr. Wille have one more year to obtain tenure.
- Tinney, K. Many very brave members have gone before Dan to express very difficult concerns.
- Adjourned: 4:21 PM (Hoskins, N.)

<p>iii. We need a streamlined procedure. I do not anticipate a quick solution.</p> <p>b. Instructional Specialist Hiring Committee</p> <p>i. Good representation, Dan White has directed a more open process for hiring. Chaired by C. Bikowsky. Everyone is represented well, except for Bird and Morgan. Input is needed from the elementary and middle levels. If we are all going to engage in the change we have all wanted, Delegates should encourage members from their departments to participate. Administration plans have people in place by July 1. Will say I was very impressed at the first meeting, C. Bikowsky did very well listening to the concerns of the members present. Only decision at first meeting was to develop a list of questions that all of the interviewees will be asked from.</p> <p>ii. How many will be hired?</p> <p>iii. Five.</p> <p>iv. Is District Based represented? Are administrators planning to incorporate a more “general education” model? Recent decisions have veered from the student centered model we have used in the past.</p> <p>v. I did not get the impression we are moving toward the general education mode. In my opinion, a Special Education Teacher in each of these positions. It is clear that we will not be headed back to the program specific model. There will also be committees formed to hire new administrators at ALA, and Rush. Delegates should encourage members to participate in those departments.</p>	<p><i>Baker, C.</i></p> <p><i>Hoskins, N.</i></p> <p><i>Paciorek, M.</i></p> <p><i>Hoskins, N.</i></p> <p><i>Gorski, G.</i></p> <p><i>Hoskins, N.</i></p>
<p>3. Adjourn – 4:09 PM</p>	<p><i>Hoskins, N</i> <i>(Chair)</i></p>

**Delegate's Assembly
BOCES United Professionals**

Date & Time: June 2, 2009
Location: Alternative High School Library

Present: Layne, N (Creekside;) Eisley, K (Deaf Ed.;;) Alati, J. (EMCC;) Gorski, V. (Inst. Specialists;) Snyder, L. (Bird;) Sanderson, J (Morgan;) Sherwood, M. (OT/PT;) Cousineau, L. (Pre-School;) Paciorek, M. (Speech;) McKeever, J. (START;) Jacobs, A. (Retirees;) Towsley, R. (Retirees.) Lord, A. (Alternative Education;) Price, M (Creekside;) Tinney, K. (Mental Health;) Dustman, J (Retirees;)

Officers Present: Hoskins, N. (Co-President;) Baker, C. (Co-President;) Gresens, D.(Arrived at 4:05 PM) (Vice President.)Jordan, A. (Secretary;) Miller, D. (Treasurer.)

Absent: Carr, L (Creekside;) Houston, G. (Interpreters;) Howe, L (Retirees;) Dustman, J (Retirees;) Gresens, D. (Vice President.)

Programs W/O Delegate: Teachers of ASL, Alternative Learning Academy, Audiology, ESOL, Vision, Rush Program,

<i>MINUTES</i>	<i>Speaker</i>
1. Call to Order – 3:31	<i>Baker, C.</i>
<p>2. Announcements</p> <p>a. Rosetta Ealy has been submitted for Board Approval to become the Principal of the Alternative Learning Academy. Beth Egger has been submitted for Board approval to become the Principal at Creekside.</p> <p>b. There were ten applicants, and are ten awardees of the 2nd Annual Harry Karpinski Scholarship Awards. The awards reception will be held at 6:00 in the Foreman Center Board Room. All are welcome.</p> <p>c. Cindy Baker is continuing to meet and work with Dick Stutzman to review, and revise the mileage reporting policy. I understand that there are some people who are spending tremendous amounts of time on developing mileage reports. They will have to be patient while I work with the Business Office to develop a consistent policy throughout BOCES.</p> <p>d. State Auditors are in BOCES this week reviewing documents back a number of years. At least fifty itinerant staff have been questioned about their use of BOCES phones. The following phone policy options have been available for the past three years:</p> <ul style="list-style-type: none"> • Option 1 - BOCES phone, bill is given to the employee they mark the personal calls and write a check for the amount at a rate of \$.39 per minute. • Option 2 - BOCES phone, payroll deduction of half the BOCES cost per month (\$30. therefore employee pays \$15.). You get 200 minutes for personal use. • Option 3 - Your phone, you submit your bills at 3-month intervals and are reimbursed at a rate of \$15. per month to compensate for your business calls. <p>Please be careful how you are using BOCES resources.</p> <p>e. State Auditors have also addressed districts allowance of “Bridge” sick days. In</p>	<p><i>Hoskins, N.</i></p> <p><i>Baker, C.</i></p> <p><i>Hoskins, N.</i></p>

<p>order for a member to access the union’s Sick Bank, they must be absent (with cause) for forty consecutive work days. Members can use their personal sick time for those absences. Only after forty days, can the union’s sick bank be utilized. In the past, the Superintendent had given “bridge” days to those who did not have forty sick days available to them. At the state’s behest, this can no longer be done. Please be sure, if possible, to maintain at least forty sick days in your personal account in case of catastrophic illness or injury.</p> <p>f. The elections are complete. Full results are posted to BUP’s website – www.monroebup.org. Winners for Co-President were Cindy Baker and David Gresens, Vice President – Nancy Hoskins, Treasurer – Deidre Miller, Secretary – Admiral Lord.</p> <p style="padding-left: 40px;">i. Sheila Wallenhorst, BOCES Director of Human Resources reviewed the process, and confirmed the vote counts. On a number of ballots, people voted twice for the same candidate, Mrs. Wallenhorst told the committee that people could only give one vote per candidate.</p> <p>g. EMCC has been told that ten to fifteen Assistant Teachers may be laid off.</p> <p style="padding-left: 40px;">i. Those rumors are true. It has been determined that the START program’s change to only six students per classroom removes the need for Assistant Teachers. Given the changes in placement needed, layoffs will be occurring beginning at the bottom of the seniority list (those persons most recently hired.) BUP will not re-negotiate the seniority list.</p>	<p><i>Sanderson, J. (Election Committee)</i></p> <p><i>Alati, J Hoskins, N,</i></p>
<p>3. Business</p> <p style="padding-left: 40px;">a. None</p>	
<p>4. Adjourn – 4:11</p>	<p><i>Hoskins, N</i></p>

BUP Delegate Assembly Minutes
September 15, 2009 3:30 PM
ALA Cafeteria

Attendance-Officers: C. Baker (Co-president), D. Gresens (Co-president), N. Hoskins (Vice-president), D. Miller (Treasurer), A. Lord (Secretary)

Attendance-Delegates: K. Vacanti (ALA), M. Price (Creekside), K. Eisley (Deaf Ed), J. Alati (EMCC), G. Berger (IS), L. Snyder (Bird/Morgan), K. Tinney (MH), L. Pritchard (OT/PT), M. Sherwood (OT/PT), M. Redanty (PE), L. Cousineau (Presch), K. Goldstone-Simpson (Presch), J. Dustman (Retiree), R. Towsley (Retiree), M. Paciorek (Speech), E. Andreau (Speech), L. Carr (START), J. McKeever (START), T. O'Brien (Tech Svcs)

Departments without delegates: Audiology, District Based

Convened at 3:33 pm.

Co-president Cindy Baker welcomed everyone back to another year.

Vice-president Nancy Hoskins asked that all introduce themselves and their departments.

Co-president David Gresens reviewed some procedures and **ground rules** for delegates:

1. Please provide 24 hour prior notice of the topic for any meeting that you wish an officer to attend (so the officer can research the issue as needed).
2. Please provide 24 hours notice for any agenda items for BUP Delegate Assembly Meetings (so the officers can research the issue as needed).
3. Please keep discussions at BUP Delegate Assembly Meetings for the good of the whole. Discuss individual issues off-line. Officers are available 15 minutes before and after meetings – or by appointment, phone, or (best) e-mail.
4. Delegates must be in attendance at the BUP Delegate Assembly Meetings in order to receive stipends for the meeting.

Secretary Admiral Lord asked all to be sure to sign in for **attendance**. He also asked folks to check the roster and update it as necessary. In addition, he asked for delegates' assistance in follow-up of membership forms for **new prospective members** (both full and part-timers). Completed NYSUT membership forms should be forwarded to the BUP office (T-4 near the district office) via inter-office mail. Blank forms are available by contacting Admiral by e-mail.

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ALA Cafeteria

Co-president Cindy Baker gave the following reminders:

1. If BOCES Forman Center is closed on the day of a delegate meeting (such as for a **snow day**), the delegate meeting is cancelled.
2. If you **call in sick** to work, no reason needs to be given beyond the choice of "Personal Sick Day" or "Family Sick Day".

Co-president David Gresens gave an update on **H1N1**: Members may have received notification that the Department of Health wants to track symptoms of school personnel for help in tracking H1N1. These questions are for Department of Health tracking purposes only. Your participation is **TOTALLY VOLUNTARY**. You need not answer any personal health questions if you choose not to.

Treasurer Deidra Miller passed out and reviewed the **2009-2010 budget proposal**. Several questions and answers followed:

Q: What is program money for?

A: It is for enrichment programs and is asked for through the program delegate. Money is given to center based programs at the beginning of the school year and at the beginning of summer school. Money is also given at holiday time so programs can help needy students.

Q: How is the above money divided out?

A: By departmental delegate request.

Q: Do surpluses in the BUP budget roll over from year to year?

A: Yes.

Q: What is the Teacher Center Policy Board dinner?

A: Members of the Teacher Center Policy Board receive no stipend for this extra duty. BUP funds their dinner twice annually (no bar bill).

Q: What are some of the things that the scholarship emergency fund is used for?

A: It has been used to purchase a new mattress for a bed-wetter, guardianship fees in court, tickets to graduation, and other needs. Delegates should ask if they have a specific need. Oftentimes the BUP Officers have ideas where funding could be found (see BOCES Educational Foundation information later in these minutes).

BUP Delegate Assembly Minutes
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ALA Cafeteria

Other comments on the budget:

1. NYSUT Dues have gone up about \$4-\$7 per year, but BUP has eaten those increases over the years. BUP dues have not increased since our founding.
2. Our membership is slowly dropping.
3. Our BUP overhead is very small. We do not provide cell phones, laptops, fancy office supplies, etc., that other locals do. We prefer to use this money to provide programs and services to our members and their students.

Motion to adopt 2009-2010 **budget** as presented. Motion Berger, Second Eisley, Carried unanimously.

Co-president David Gresens talked about **campus wide committees** around BOCES. Please encourage active (not retired) members to sign up and participate. Several of these committees may also have program level opportunities. These committees include: Technology, Instructional Council, Minigrant, and others. Information on how to join has only come out sporadically so far. BUP Officers will gather information on joining these committees and distribute it as soon as possible.

He also talked about the **mentoring** program. New teachers/staff (to BOCES) are entitled to a full year mentoring program. Teachers and others that have changed programs are eligible for a half-year mentoring experience. Ask your principal or supervisor. Full year mentoring for new staff is fully funded by the NYSED grant. Half year mentoring for transferring teachers comes out of the departmental budget. Thus far, any transferring staff that has requested a mentor has been provided one. Mentors are often needed. Please heed the call. Mentors should be assigned soon.

Co-president Cindy Baker talked about **mileage** reimbursement. Lori Malinowski is collecting data from "frequent travelers". Your response can be anonymous if you wish. Cindy is going to share the data collection e-mail with others who are "frequent travelers". There is a commitment to make this better!!! There have been no changes to the mileage reimbursement process since June.

Co-president Cindy Baker also reported that we are entering into discussion concerning a Memorandum of Understanding (an MOU amends or clarifies contract language) concerning involuntary transfers. We also will be discussing a Memo of Understanding concerning the distribution of caseloads prior to the beginning of school.

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ALA Cafeteria

Next meeting Tuesday, October 6th at 3:30 pm, location to be announced. The meeting will be slightly extended because NYSUT's Shelly Clemens will be presenting Delegate Training.

Minutes will be distributed to delegates as soon as possible. They will also be available on our web site. <http://www.monroebup.org/>

Notes:

Teacher Centers are still funded. They have been on shaky funding ground for a while, but they have so far survived.

BOCES Educational Foundation has grant funding opportunities for programs and classrooms. Information can be found at:
<http://www.monroe.edu/about.cfm?subpage=43>

Respectfully submitted,

Admiral Lord, BUP Secretary

**BOCES United Professionals
Delegate Assembly Minutes**

October 6, 2009

3:30 pm

Building 9 Room B-7

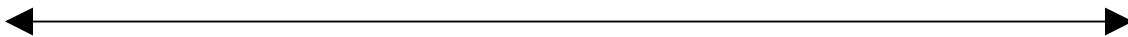
Officers in Attendance: C. Baker (Co-president), D. Gresens (Co-president), N. Hoskins (Vice-president), A. Lord (Secretary)

Delegates in Attendance: M. Price (Creekside), K. Easley (Deaf Ed), J. Alati (EMCC), G. Berger (Inst Spec), L. Snyder (Bird), K. Tinney (Mental Health), L. Pritchard (OT/PT), M. Sherwood (OT/PT), M. Redanty (PE), L. Cousineau (Preschool), K. Goldstone-Simpson (Preschool), J. Dustman (Retirees), L. Howe (Retirees), R. Towsley (Retirees), MJ Paciorek (Speech), L. Carr (START), J. McKeever (START), T. O'Brien (Tech Svcs)

Also in Attendance: Shelly Clements, NYSUT Labor Relations Specialist

Shelly Clements, NYSUT Labor Relations Specialist, conducted delegate training. Highlights are as follows:

- Union Delegates have four areas of responsibility: Organizer, Leader, Advocate, and Communicator
- As a Union Delegate, it is important to respect the confidentiality of your members in all matters.
- When talking to an administrator, announce that you are there as a Union Delegate.
- Be cautious what you say as a Union Delegate as it may be used in arbitration and other legal proceedings.
- If members are faced with a new policy or procedure – even if it seems in violation of the contract, the best advice is for the member to comply with the directive and grieve it afterward. To refuse to do it is insubordination.
- **If you are in a meeting in your capacity as a Union Delegate and you feel it is becoming a more complex issue than you can or should be dealing with, you have the RIGHT and RESPONSIBILITY to table the meeting until you can consult with Union Officers.**
- There are three types of advice NEVER to give as a Union Delegate: Tax Advice, Retirement Advice, and Relationship Advice.
- When in doubt, consult Cindy and Dave!!!



**BOCES United Professionals
Delegate Assembly Minutes**

October 6, 2009

3:30 pm

Building 9 Room B-7

Other matters: Co-president Dave presented a budget overview letter that can be shared with the membership. A copy will be placed on our web site.

Reminders:

- H1N1 Questions when calling in sick - Remember this information is Voluntary.
- Leaves of Absence - Medical leave documentation goes to Robin Hyatt in HR, not your supervisor. You should notify your supervisor of dates you will be out, but you do not need to give the specific reason.
- NYS Comptroller's Audit Report will be given to BOCES in Nov/Dec. It will be released to the public in May/June.

We would like to encourage our delegates and members to visit us on the web for copies of minutes, important phone numbers, and other important information!!!

<http://www.monroebup.org/>

Respectfully submitted,

Admiral Lord
BUP Secretary

BUP Delegate Meeting
11/3/09 3:30 pm
ALA Library

Cindy Baker called the meeting to order.

New **Seniority Lists** were distributed, and old ones were collected for shredding.

Admiral passed out the **October update** of BUP happenings. It will be on our website www.monroebup.org along with the minutes.

Admiral reported that we received **thank you notes** from the School Nurses and District Based for our recent donations.

Admiral further reported that **Tracy Destino (x6680) is the new Benefits Clerk** and **Rona Demino (x6682) is the new Time Sheet, TSA, and Retirement questions** person.

Nancy asked for a motion for the **holiday donations** to community agencies. We will be making donations to:

Advent House
Lollipop Farm
Farm Sanctuary
American red Cross
Perinton Food Shelf
American Cancer Society

Hillside Special Santas
Alternatives for Battered
Women
Dimitri House
Special Olympics
Open Door Mission

M-Dustman, 2-Lord, passed by acclamation.

Nancy reminded us that **e-mails and voice mails are property of BOCES** and are not confidential. They may be monitored. This is not routine, but if there is a problem, BOCES management has the right to use the contents of e-mails/voice mails.

Nancy also reminded us (especially those of us who are gen. ed.) of the following: **Special Education students may not be permanently removed from program without a CSE meeting.** The student must remain at the placement until the CSE changes that placement.

Deidra asked us to all **check our pay stubs** for accuracy, including deductions, sick time, etc., and to ask HR if you have any questions.

Deidra also reminded us that **November is open enrollment month** for health insurance.

BUP Delegate Meeting
11/3/09 3:30 pm
ALA Library

Cindy reminded us that we get up to 4 paid hours per year in addition to our sick time for **breast and prostate cancer screenings**. This is not accumulative. You may be asked for documentation.

Cindy also reminded us that **reimbursement forms** for things like conferences, mileage, tuition, etc., **must be turned in a timely manner**. The fiscal year is ABSOLUTE!!

Cindy also reminded us that because of MSDS regulations, **no lotions, sanitizers, etc., can be brought in** from the outside and used on students. We may only use those things distributed through the school nurses or brought in/sent in by the parents with appropriate documentation.

Cindy reviewed **IEP release time** for District Based and Itinerants. Those teachers have 2 days release to do the paperwork for IEP's. The district will provide a sub for a classroom teacher, and allow itinerants to clear their schedule. These are generally taken in the second semester. The district prefers these to be taken during conference days, but that may not be the most efficient. These may be taken in ½ day increments, and are scheduled with notice on a mutually convenient day. This work may not be done at home. There are workstations at Linden Park Teacher Center that may be used for IEP work.

Cindy reminded us **not to sign things** we haven't read or received a copy of. There have been instances of this happening following member's meetings with some of the administrators.

Cindy also reminded us that if a member is in a meeting and wishes to postpone/reschedule/ask for a delegate or officer to be in attendance, the member has that absolute right.

Cindy reviewed recent **memoranda of agreement** between BUP and BOCES. They concerned **itinerant caseload** (distributed at the meeting) and **involuntary transfers** (to be distributed at a later date). These MoA's are now part of our Collective Bargaining Agreement (union contract) as of November 1, 2009.

Question about the MoA's:

“How does HR figure out what is in the best interest of the students?”

That is done in a meeting with union officials, administrators, and other affected parties.

School Related Professionals day is November 17th. Stickers were distributed.

**BUP Delegate Meeting
11/3/09 3:30 pm
ALA Library**

Question from the delegates:

“What happens when one teacher is asked to sub for another?”

One teacher cannot sub for another. If you are asked, politely decline and let us know.

H1N1 questioning when we call in sick – your answers are strictly VOLUNTARY.

It is a delicate balance between the need to protect medically fragile students and the right to medical confidentiality.

Respectfully submitted,

Admiral Lord
BUP Secretary

BUP Delegate Assembly Minutes
December 1, 2009
3:30 pm
ALA Library

Cindy welcomed the delegates and passed out and reviewed the **November update**. It will be on www.monroebup.org with the minutes.

Cindy and Dave serve on the **APPR committee** and are working to create the language that will be in our next contract, replacing the section on supervisory observation.

Cindy reported that there are still **openings on the BOCES-wide PDP, Instructional, and Technology committees**. Interested parties should see their principal.

The **e-mail system** is still a problem . . . campus technology is aware that there are still problems, and are doing the best they can.

Tuition reimbursements must be processed during the fiscal year in which the course occurred. For courses (such as summer sessions) that span two fiscal years or occur near the end of the fiscal year, contact HR **in advance** for deadlines.

Reminder: **you do not have to give reasons for taking sick days**. You are also not required to see the nurse prior to leaving sick. You do, however, have to notify your supervisor that you are leaving.

A reminder that for **District Based teachers, if your district is closed, you don't work** and you don't sub.

Another reminder, that **itinerants work their districts' calendars**. For example, if you provide services to a student and that student's district is open, you are expected to provide that service.

Academic leaves generally end at a semester break, unless otherwise requested by the district.

Best wishes are extended to all for a safe and meaningful holiday season.

The next delegate meeting is scheduled for Tuesday, January 5, 2010. A confirmation notice will be sent out prior to the holiday recess.

BUP Delegate Assembly
Tuesday February 2, 2010
3:30 pm
ALA Library

Meeting called to order by Co-president David Gresens

Dave reported on the progress of the **APPR committee**. They are still working on year 2 of a three year phase-in. APPR will be part of the next union contract language, and will be a significant part of the performance appraisal. We are planning to roll the next phase out in September of 2010.

Dave also reported on the union's refusal to support the "**Race to the Top**" federal grant initiative. The union leadership felt that it resembled too much a "pay for student performance" plan, and would not fit with APPR. Dave reports that in Tennessee where Race to the Top has been applied for, 50% of their performance appraisal was based on students' performance on high stakes testing. "Race" is currently targeting Title 1 and underperforming districts, of which we are not one.

Co-president Cindy Baker updated us on **mileage**. The recent pilot was not successful in streamlining the process. The committee is working on another pilot plan, but it is not yet ready for roll-out. We will continue to work to find the right solution to the problem. There were some issues of slow reimbursement, but those have been ironed out.

Vice-president Nancy Hoskins reviewed letters of support that BUP and the other unions at BOCES sent to Dan White and the School Board in support following the unflattering **audit findings** reported in the D&C.

Cindy reviewed the materials for the **Harry Karpinski Scholarship**. Applications are attached to this e-mail and will be available at the union office (T-4) or at www.monroebup.org . Any High School Senior who is a child or grandchild of a BUP member is eligible.

Cindy commented on a **safety issue** that has been brewing in the ABA class for quite a while. When it was brought to the attention of Dan White, actions have been taken to help the current problem and prevent it in the future. Students were moved to other classrooms, and a change was made from using consultant mental health staff from Strong to using our own, who have a more educational and less clinical base. BUP Officers will continue to monitor the situation.

Dave reviewed the TENTATIVE schedule for the **Superintendent's Conference Day** on March 19th. Thanks to all who responded to the surveys. This is the first attempt by administration to systematically include teachers as full partners in

planning this day. Hopefully, we can do the surveys a little earlier and more teachers will respond to the surveys in future years, to make it even more relevant to us.

Q Are we supposed to get written feedback after an APPR observation?

A Yes, and a copy of the summative observation goes in your personnel file.

Q Can we elaborate on the comments in the D&C About the BOCES Educational Foundation?

A The BOCES Educational Foundation annual report is available from Gene Kinney. Admiral will get a copy to pass around next meeting. Any questions should be addressed to Gene.

Q What is the rumor about thumb printing in and out or signing in and out?

A Auditors want a tightened up time and attendance system. There are no definite plans on how this will be accomplished at this time. Know that the union officers will be on top of any discussions.

Q Who may access the sick bank?

A Any member after 40 consecutive days out sick, if they are out of sick time. They are given in lots of 30 and can give up to 180 days due to medical need.

Preschool program found out that they have funding through June 2012!!

Secretary Admiral Lord reported that several thank you's were received for our holiday donations. We received them from:

- District Based
- Advent House
- Dolores Hammond
- Lollypop Farm
- Alternatives for Battered Women
- American Red Cross
- Hillside Special Santas
- Dimitri House
- Perinton Food Shelf
- And 2 calls from parents

Next delegate meeting March 2, 2010 at 3:30 pm in Building 10 Library.

Respectfully submitted,

Admiral Lord
Secretary

**BOCES United Professionals
Delegate Meeting Minutes
March 2, 2010**

Cindy Baker opened the meeting with a moment of silence in **memory of Kevin Tinney**, long time Union Delegate from Mental Health, who died last weekend.

Deidra Miller reported that a **donation from BUP in Kevin's memory** will be made to the Center for Youth Services.

David Gresens gave the following reminders on **evaluations**:

If members do not agree with an evaluation they have a right either to not sign or write a rebuttal.

Take it home and read it before you sign it.

Make and keep copies.

Signature does not indicate agreement, just receipt.

You can also ask for a revision.

This will all be codified next year with the finalization of APPR.

David Gresens brought up issues concerning **delegate roles** and member concerns.

BUP does not support a group of teachers going to a supervisor and asking for the removal of a teacher. If staff has documentation or corroborative evidence that places a fellow teacher's actions in an unbecoming manner, they would present that information to the appropriate administrator. There would be no group discussion of the member's merits and concurrent future employable status. It is then up to the administrator to take the appropriate course of action. Please remember the Union does not hire or fire teachers.

Also, you should carefully consider the role(s) you play if you choose to attend a meeting of this nature. We do not support members who have not sought us out for support.

Second, if you are attending the meeting as a teacher requesting the removal of this teacher, you cannot serve two-masters. That is you cannot be a union representative and also present detrimental evidence against a fellow employee. This has legal, moral, and ethical ramifications that conflict with the nature of the business the union conducts.

**BUP Delegate Meeting
Minutes
April 6, 2010**

1. General feedback from Superintendent's Conference Day:

Survey appreciated

Paras enjoyed their speaker

Very worthwhile

Cramped area for check-in at Naz

District Based and Itinerants wanted to attend, but there was some confusion.

2. If you are asked to come to a meeting and bring union representation . . . in addition to the information in the April Update, the following also apply:

You must be given 24 hours notice

Bringing union representation cannot lead to retribution . . . if it does, then report it to the union office.

3. Summer school applications are due by April 9th. Please be sure you have completed the steps correctly. It was suggested that you also e-mail your potential summer school supervisor, so he/she can check to make sure your application is complete and in the pile.
4. Summer job sharing – it is your responsibility to find a partner. Seniority plays a part, as well. The program supervisor has the right to say how the job share looks (3-weeks/3-weeks, half-days, etc.). If your supervisor tells you that a job share is impossible, call Sheila Wallenhorst and the union office immediately.
5. Re: questions about summer school payroll – information is on the HR Newsletter received in an April 6th e-mail. Pertinent parts will be uploaded to www.monroebup.org with these minutes.
6. For district based/itinerant teachers, there is a new “request for IEP day” form.
7. Members working as long-term substitutes that have children going off to college are now eligible for Karpinski scholarships. See the new policy at www.monroebup.org.
8. A donation in the memory of Kevin Tinney was made to the Center for Youth Services. See letters at www.monroebup.org.

9. Facebook and twitter: Please remind everyone to be VERY careful about your use of facebook and twitter. Saying unkind things about your employer, revealing confidential information about students, or talking about your social life such as "I didn't get home from the bar 'till 3 am" on your facebook or twitter on the night before a sick day can come back to haunt you.
10. Family Medical leave Act – BOCES was out of compliance, and may need to ask for some additional information concerning the use of sick or family sick days. Please detail the use of family sick days vs. personal sick days when you call in.
11. The facilities study was completed with lots of recommendations for the Morgan-Bird campus, as well as lots of recommendations if component districts wish to move some students with disabilities back to the home district.
12. BUP members need to be aware that a potential for layoffs may be probable at the end of this school year. At this early stage, no numbers, and certainly no specific persons, were discussed.
13. State retirement incentive: A bill has passed one house of the legislature, according to the Democrat and Chronicle. It remains to be seen if it passes and becomes law. BOCES is NOT contemplating additional retirement incentives at this time.

Delegate Meeting Minutes -- Tuesday, May 4, 2010

Cindy read the **teacher appreciation letter** sent to all from Dan White (see attached). Letter will be included also at www.monroebup.org.

Admiral reported on the **Minigrant Open House** which will be in building 9 on Thursday May 6th from 2-4 pm. Minigrant applications are available on our website www.monroebup.org.

Dave gave an update on **attendance concerns**: Members have been getting letters that sound like reprimands concerning use of sick time. The union is in discussion with HR on this. If a member receives a letter that sounds like a reprimand, please forward it to the union office. As always, this remains confidential.

Cindy reported on the **Harry Karpinski Scholarships**. We have received 8 applications. Recommendations will be made to the officers on May 17th. A reception and awarding ceremony will be held as part of the June delegate meeting. To accommodate this, please note the **June delegate meeting date change**. The June delegate meeting will be held on Wednesday, June 9th from 4-6 pm in the Board Room. At this time we will also be honoring long-time Teacher Center director Ginny Gorski on her retirement.

Dave reported that **summer school jobs** notification will be June 1st per HR.

Admiral is collecting **summer contact information** in the event we need to contact delegates over the summer. He also reviewed highlights of the May **HR Bulletin**. 24 pay election is due in HR.

Cindy began a preliminary discussion on **contract negotiations**. If anyone has any input or concerns, please e-mail Cindy or Dave. Please make sure your concerns are voiced. As always, these discussions are confidential.

Monroe #1 BOCES
Foreman Center
41 O'Connor Road
Fairport NY 14450
Phone: (585) 383-2282
Office: Foreman Center
Room T-4

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BOCES
UNITED PROFESSIONALS

Delegate Meeting Minutes -- Tuesday, May 4, 2010 – page 2

Dave gave a **layoffs update**. There is no definitive word as yet. Districts gave boces their projected enrollment information by May 1st. Layoffs will include teachers, paras, and administrators. Updated seniority lists will be created with the new hires on them. Part-time employees will be laid off first.

Cindy Baker
Co-President

David Gresens
Co-President

Nancy Hoskins
Vice President

Admiral Lord
Secretary

Deidra Miller
Treasurer

Cindy reminded us that the **union does not mediate between members**. Members' issues with other members should be taken to your supervisor or to Sheila.

Nancy reported that members (and all BOCES employees) are being asked to donate to **Honor Flight**, which provides trips for World War II veterans to visit the World War II Memorial in Washington, DC.

Next meeting Wednesday June 9th at 4 pm in the Board Room.

Monroe #1 BOCES
Foreman Center
41 O'Connor Road
Fairport NY 14450
Phone: (585) 383-2282
Office: Foreman Center
Room T-4

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The Foreman Center
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BUP UPDATES and YEAR in REVIEW
June 2010

Cindy Baker
Co-President

David Gresens
Co-President

Nancy Hoskins
Vice President

Admiral Lord
Secretary

Deidra Miller
Treasurer

1. Worked with the district to set a procedure to be followed by administration in notifying staff that may need to be moved due to closing classrooms and district take-backs. This includes placement options for affected members. There has been positive feedback from affected members.
2. Memorandum of Understanding concerning involuntary transfers
3. Memorandum of understanding concerning caseloads for itinerants – notification of assignments by July 1
4. Harry Karpinski Scholarships – 8 awardees presented a total of \$4300.00
5. Honor Flight donation of \$100 coupled with member donations, we have collected enough for 3 vets, and hope for one more.
6. Donations to programs for Graduations
7. Holiday donations to 10 local agencies that serve both students and staff.
8. Donations in memory of Kevin Tinney
9. APPR – still a work in-progress and is a “living document”
10. Mileage – still working – final agreement may be soon -- working on an “averaging” plan – details coming soon
11. Continue to work on member issues
12. Race to the Top – we did not support it. Many downstate schools also did not sign. Dave is our point person on this.
13. Again BUP will be involved in presenting New Teacher Orientation in August.

By 6/15, everyone should know their assignment for next year, and by 7/1 itinerants should have an assigned caseload. This is, of course still only tentative based on current numbers.

Finally, BUP recognized the career of **Ginny Gorski, retiring Teacher Center Director**. Among her many accomplishments include starting **New Teacher Orientation** at BOCES, reorganizing and improving accessibility to the **Teacher Center**, developing and implementing the **Mentoring program**, and writing a **Mentoring Handbook that is in use state-wide**.

BOCES
UNITED PROFESSIONALS

BUP Summer Contacts: Please use e-mail whenever possible. Office will NOT be staffed every day. Phone calls may go unanswered for a few days. The office will be closed June 28-July 5.

cynthia_baker@boces.monroe.edu

or

david_gresens@boces.monroe.edu

Next meetings:

Tuesday, September 14, 2010

And then the first Tuesday of every month

3:30 pm at ALA Library

Cindy, Dave, Nancy, Deidra and Admiral would like to take this opportunity to say thanks to each and every one of our delegates for their service in support of our colleagues and the children and families we serve. Your contributions to the BUP and BOCES families are respected and appreciated. Thank you. Have a fun and safe summer!

Cindy, Dave, Nancy, Deidra and Admiral

BUP Delegate Meeting Minutes September 14, 2010

1. Dave Gresens **welcomed everyone back** and referred to several thank-you notes from Karpinski Scholarship recipients.

2. Admiral Lord reported on **New Teacher Orientation**. It was three days, including time with their administrator and their mentor in their department. If people have any input for the committee, Admiral represents BUP to the committee.

3. Cindy reported on the new **mileage** format. If people are having difficulty with it, contact Cindy – it is still a work in progress.

4. Nancy gave an update on BOCES Ultimate Pacers, BUP's **breast cancer walk team**. Donations can be made on-line using the following link:
http://main.acsevents.org/site/TR/MakingStridesAgainstBreastCancer/MSABCFY11Eastern?team_id=761765&pg=team&fr_id=28005

5. Dave gave a report on the **Thumb Scanning Pilot** at Morgan/Bird. People will eventually be thumb-printing in to a scanner in the main office and maybe one other. The requirement for this came from the State Audit, tracking both daily attendance and times of attendance.

6. **Negotiations committee** has had its first meeting. It includes:

All Officers
Jody Sanderson
Jay Rotundo
Laurie Pritchard

Linda Howe
Barb Babiarz
Judy McKeever

Liaisons from other departments, including union reps and others, will be consulted as necessary.

Confidentiality is key – we will not be openly discussing issues except in negotiations committee until the end.

Progress reports will be given at each delegate meeting.

We will be surveying the membership, but we are going electronic. Our goal is to have it out by November, and Tadge O'Brien is helping us with it. **PLEASE MAKE SURE AS MANY MEMBERS AS POSSIBLE FILL OUT THE SURVEY!!!** Proposals for negotiations come directly from the survey.

Our goal is how to take the best care of the most members.

7. **Stipend forms** are orange because they need to be filled out by Halloween! If you are serving as advisor for an after school club, etc or going on an overnight field trip, these forms need to be in by 10/31 in order for you to get paid. The only exception is that if someone who has an approved stipend cannot fulfill the duties, the stipend can be transferred to the replacement.

8. If you have **changed your address**, name, or primary phone number (such as gone cell phone only), please give your new information to HR, your department, and BUP.

BUP Delegate Meeting Minutes
10/5/10

1. Seniority Lists (Nancy)

New Seniority Lists were distributed to the delegates. They reflect full time employment as of June 30, 2010. If you feel you are not placed correctly on the list, *do not call the union office*. Call 383-2221 and make an appointment to see Sheila Wallenhorst.

2. Thumb Scanner Pilot (Dave)

There is no new information available at this time. The officers have heard that the target date for starting the pilot at Bird/Morgan is November.

3. Social Networking – E-mail (Dave)

Be careful when using any social networking sites. We have had more than one occasion in the past few months where individual teachers and BOCES have been falsely and negatively portrayed.

Cautionary Reminder: The BOCES Lotus Notes email system belongs to BOCES.

4. Personal Days (Nancy)

If you use your personal days for religious holidays, and then find that you need a personal day for personal business as outlined in the contract, you can write to the Superintendent and request an additional day.

5. Holiday Donations

Each year BUP makes donations of \$100 each to 11 local charities that directly assist our students and/or staff.

In 2009, BUP made holiday donations to:

*Advent House
Lollipop Farm
Farm Sanctuary
American Red Cross
Perinton Food Shelf
American Cancer Society*

*Hillside Special Santas
Alternatives for Battered Women
Dimitri House
Special Olympics
Open Door Mission*

The Delegates will be voting at the November meeting regarding our 2010 holiday donations. If you have another suggestion of an organization other than those listed above, please let your delegate know.

6. Negotiations (Cindy)

The Committee met in September and began looking at the contract (Articles I-IV) with regard to items to survey and possible proposals.

We are hoping to have the survey available in November. Members will get an email when they can access the survey online.

Please be advised no one person on the Negotiations Committee solely represents one department/program. The Negotiations Committee is a working committee charged with gathering data, developing a survey and discussing proposals to bring to the District.

Delegates have been asked to collect items of concern *unique* to their department/program and return to the officers in writing. There is a list of subjects of bargaining available on the BUP website. The delegates also have a copy.

Reminders: - Deadline for choosing the new mileage option is October 15, contact Helen Ramos in the business office.
- Stipend forms are due October 30th

Delegate Assembly Minutes

November 2, 2010

1. Welcome

Get well soon, Dave!

2. Dues update

It has been 22 years since the payroll deduction for dues has been increased. NYSUT and AFT Dues have increased over \$20 per year in the last two. BUP can no longer afford to absorb these increases. Therefore, it was moved, seconded and passed that the BUP deduction would increase beginning January 2011 to \$61.16 per month for full time members. This will be an increase of \$1.12 per pay period for full time members. People who are not full time members will pay a pro-rated amount.

.75 FTE = \$.54 more per pay

.50 FTE = \$.41 more per pay

.25 FTE = \$.25 more per pay

.125 FTE = \$1.59 less taken out due to the reduction in AFT dues

Cindy Baker
Co—
President

David
Gresens
Co—
President

Nancy
Hoskins
Vice
President

3. October HR News / Open Enrollment

There are new rules concerning the eligibility for reimbursement from a 125 plan (Flexible Spending Accounts) and a 105 plan (Health Reimbursement Account). Also, HR is providing informational meetings November 15 and 16 concerning open enrollment from 3-4 PM in the BOE room.

Money remaining in the BOCES provided 105 plan carries over to retirement if unused.

4. School closing information

If your school building is open, you are expected to report. If you do not feel it is safe, you must call in and take a personal day, or, if you are out of personal days, a no-pay day.

Be careful because – “Monroe #1 BOCES Closed” means the Main Campus is closed. This does NOT include BOCES programs housed off campus in other districts.

5. Seniority List update

New seniority Lists for Teaching Assistants and Speech and Language Teachers were distributed. These lists replace the similar pages in our current seniority list.

6. Tenure Decisions

All tenure decisions for BUP members are made by the member's Principal or Direct Supervisor.

If a non-tenured person gets a suggestion from the supervisor – heed it!

7. Negotiations Update

Negotiations Committee continues to meet regularly. The negotiations survey will be out by Thanksgiving. Officers, Sheila and Dan are meeting to discuss the parameters for informal negotiations.

8. Holiday Donations

It was moved and voted to make a \$100 donation to each of these agencies that serve families of our members and students:

Advent House
Alternatives for Battered Women
American Cancer Society
American Red Cross
Dimitri House
Farm Sanctuary
Hillside Special Santas
Lollipop Farm
Open Door Mission
Perinton Food Shelf
Special Olympics
Veterans' Outreach at Cdga VA

9. Thumb Scanners

Please remember that it is a PILOT PROGRAM. The equipment is not yet installed, and the program procedures are still being developed.

***SRP Recognition Day
Tuesday, November 16th***

**BUP Delegate Assembly Meeting
Minutes
December 7, 2010**

Welcome back Dave!!

Cindy Baker
Co-President

David Gresens
Co-President

Nancy Hoskins
Vice President

Admiral Lord
Secretary

Deidra Miller
Treasurer

1. **Dues Reminder** – The dues increase will take effect on January 15th
2. **Health Insurance FYI** – Excellus Blue Cross/Blue Shield is making some changes to it referral requirements. See attached, and contact BC/BS with any questions.
3. **Two new policies/bylaws** were approved – See attached for updated election and delegate policies. We will be adding pictures to the officer ballots.
4. **Petitions for Social Security/Medicare** were distributed. Return completed petitions to Nancy Hoskins. A blank is attached.
5. **Summer School** – due to construction at Creekside, summer school dates will be changed for THIS SUMMER ONLY. Summer school dates are from July 11 – August 19 for all BOCES programs.
6. **Holiday Donations** – Center for Youth serves many more BOCES students than Dimitri House. It was moved that we will replace Dimitri with Center for Youth for holiday donations
7. Delegates forwarding minutes to members – **please DO NOT edit the minutes** when you send them to other members. If you find errors or have questions about items in the minutes, contact the officers immediately. If necessary, the officers will send out amended minutes.
8. **Negotiations survey** – We had a 59% return on our survey. Thanks to Tadge O'Brien for getting us up and running on survey monkey. Last survey we only had about a 30ish% return, and it was much more difficult to hand-tally the results.

BOCES
UNITED PROFESSIONALS

A summary of the results is as follows:

1. Importance of not starting before labor day: 61.8% rated high or very high.
2. Reducing the number of before and/or after school activities required: 76.7% rated moderate or low
3. Using seniority accrued during the regular school in addition to separate summer school seniority: 56.5% high or moderate; 72.5% very high, high, or moderate.
4. Job sharing – regular year: 34.9% very low
--summer school: 60.6% very high, high or moderate.
5. Provide more release time for mandated paperwork: 66% very high or high.
6. Insurance – maintain premium/decrease coverage: 45.9% increased premium for same coverage: 54.1%
7. Increase conference money: 57.2% rated high or moderate
8. Increase pay rate for curriculum writing and inservices: 51.6% rated it moderate or low
9. Increase compensation for unused sick time at retirement: 66.8% high or very high
10. Increase salary: 69% high or very high

There will be three informal negotiation meetings with the district, on December 10 & 22 and January 14.

9. Delegate stipends were distributed,

Next meeting: January 4, 2011

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Room T-4

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Excellus  165 Court Street
Rochester, NY 14647
A not-for-profit independent licensee of the BlueCross BlueShield Association

38616
DAVID GRESENS
3
30



IMPORTANT INFORMATION ABOUT YOUR MEDICAL BENEFITS
November 2010

Dear Subscriber:

In an effort to increase member satisfaction, Excellus BlueCross BlueShield will eliminate the referral requirement for in-network providers for all specialties. Effective **January 1, 2011**, the referral requirement no longer applies to your health insurance plan.

Please note that preauthorization still applies for **any services that** require preauthorization under your subscriber contract (including physical, occupational and speech therapies, and services rendered by a non-participating provider).

Prior to the effective date of this change, a copy of a new rider and/or endorsement will be mailed directly to you reflecting the elimination of the referral requirement.

Thank you for your trust and confidence. As always, we value your business and are pleased to have the opportunity to serve you.

Sincerely,

David H. Klein
President and Chief Executive Officer

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ELECTIONS

Policies and Guidelines

Elections are held every two years in May of the odd-numbered year for all Officers and all Delegates.

The Election Chair shall be appointed by the Executive Committee by January 1 of the election year. The members are appointed by the Chair with the advice and counsel of the Executive Committee. The Election Committee will consist of five members in good standing.

Anyone wishing to run for an office shall declare their intentions in writing to the Chair of the Election Committee by April 1 of the election year.

Officers' and Delegates' terms begin on July 1 following the election.

Eligibility to Run for Officer:

- Candidates must be tenured.
- Candidates must be currently serving as an Officer or Delegate.
- Candidates must have served as a Delegate for a complete term.
- Candidates must be nominated by two members in good standing of BUP.

Eligibility to Run for Delegate:

- Candidates must be tenured.
- Candidates must be nominated by two members in good standing of BUP.

Election Procedures for Officers:

- Nomination forms will be available from the Election Committee the first Monday in May.
- Nomination forms are due the second Monday in May to the Election Chair.
- An essay by each nominee may be included with the ballot, not to exceed 200 words, and will include the full name of the nominee as it appears on the ballot.
- Ballots, essays and a picture of the candidate are mailed out to the membership on the third Monday in May.

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Election Procedures for Officers continued:

- Ballots are due back to the election committee by the last Friday in May.
- One vote per person per office. You may not vote for the same person twice.
- Election Committee will oversee the essays, ballots, and mailings.
- Ballots will be counted by the Election Committee under the observation of the BOCES Director of Human Resources.
- Ballots will be kept for one year, locked in the BUP office.

Election Procedures for Delegates:

- Delegates shall be elected by secret ballot in each department in May or June of the election year.
- A ballot election will be conducted by an officer or election committee member NOT from that department.

Campaign Procedures:

- BUP pays for no mailings, except that of the ballots which include the candidate essays.
- BUP will make a membership list (names only) available to any candidate upon written request.
- BOCES e-mail and interoffice mail cannot by law be used for election purposes.
- There are no phone banks available for campaigning.

Special Elections:

- May be held during the interim (even-numbered) year between the regular elections for the following reasons and with the recommendation of the Executive Committee and a two-thirds vote of the delegate assembly:
 - To fill an Officers position which has become vacant in the first year of the elected officer's term.
 - To fill Delegate positions being held by persons volunteering their service in the first year of a term.
- All special elections shall follow the procedures outlined above for Officers and Delegates.

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Approved by Executive Committee November 19, 2010
Approved by the Delegate Assembly December 7, 2010
Effective beginning December 8, 2010

Policies are extensions of the constitution and future revisions may be recommended by the Executive Committee with approval of a two-thirds (2/3) vote by the Delegate Assembly.

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Representative Delegate Assembly Policies and Guidelines

Elected Delegates:

- Each department/program is entitled to one delegate for every thirty members.
- Shall be paid \$50. per Delegate Assembly Meeting attended.
- Stipends shall be paid twice a year, December and June.

Delegates who are transferred to another program/department:

- Service as a delegate to your previous program/department is terminated.
- If there is a need in the new program/department, the delegate may serve as a volunteer delegate if they are recommended in writing by two members in the new program/department.

Delegates who volunteer their service between elections:

- Shall be eligible to be elected a Delegate in the next election/special election.
- Shall not have voting rights.
- Shall not receive a stipend during the term of their voluntary service.

Approved by the Executive Committee on November 8, 2010

Approved by the Delegate Assembly December 7, 2010

Effective beginning January 1, 2011

Policies are extensions of the constitution and future revisions may be recommended by the Executive Committee with approval of a two-thirds (2/3) vote by the Delegate Assembly.



We petition the U.S. Congress and President Obama to oppose any attempt by the National Commission on Fiscal Responsibility—commonly known as the “Deficit Commission,”—to reduce the federal deficit on the backs of working Americans and senior citizens by slashing their earned benefits from Social Security and Medicare.

Social Security and Medicare benefits are paid for by working men and women throughout their careers and are essential to the well-being of millions of American widows, children, the disabled and seniors. The commission’s focus of reducing the federal deficit by slashing benefits to these two vital programs is not fair to Americans who have had to work to earn this income security for themselves and their families.

The Social Security Trust Fund cannot contribute to the federal deficit, by federal law.

We urge the Congress and President to reaffirm the nation’s social contract and promise of Social Security and Medicare benefits to workers and seniors, and to exclude earned benefit programs from the commission’s purview.

SIGN THE PETITION (Please Print)

Name	Address

This petition was circulated by: Name: _____

Address: _____

Organization: _____

*In coordination with the American Federation of Teachers, NEA,
New York State Alliance for Retired Americans, and AFL-CIO*

*Please send completed petitions to:
NYSUT Retiree Services, 800 Troy-Schenectady Road, Latham, New York 12110.*



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**Delegate Assembly
Minutes
January 4, 2011**

In addition to the information on the January 2011 BUP Update, the following information was discussed:

Cindy Baker
Co-President

David Gresens
Co-President

Nancy Hoskins
Vice President

Admiral Lord
Secretary

Deidra Miller
Treasurer

Confidentiality: When a delegate is asked on a member's behalf to discuss an issue previously discussed by a member with the supervisor, confidentiality extends only to others outside the "need to know" – not to the supervisor.

Mileage – new mileage rate is \$0.51 per mile – new forms should be available soon.

Thank you notes have been received from agencies that received holiday donations.

The **thumb scan** machines are not working at Morgan, so no need to thumb scan yet.

AFT Resolution Proposals were approved unanimously concerning the following:

- No reductions/changes in Social Security
- Strengthen public relations programs to counteract media negativity toward the teaching profession
- Supporting retirees serving as election inspectors
- Removing the cap on earnings taxed for FICA
- Permit retiree councils to propose amendments to the AFT Constitution

**Delegate Assembly Minutes
March 1, 2011**

Cindy Baker
Co-President

Report on **Lobby Day** February 15th – Cindy Baker went with Dan White and John Walker. They met with two lawmakers and four other staffs concerning education and BOCES issues.

David Gresens
Co-President

Officers attended the **NYSUT negotiating workshop** on January 29th. Deidra Miller did a presentation on safety language in union contracts.

Nancy Hoskins
Vice President

BUP received a **thank you note** from Bianca, a student that BUP supported by buying her a work uniform for a job promotion.

Admiral Lord
Secretary

A brochure with **talking points to counteract the anti-teacher and anti-public employee rhetoric** was distributed and can be downloaded By Clicking the Back arrow and Selecting **Talking Point**

Deidra Miller
Treasurer

Nancy Hoskins suggested that she felt that it was time for BUP, Board of Education, and Administration to **collaborate to safeguard education funding**.

An information sheet on the “**105 benefit plan**” was distributed. It is somewhat different from the “125 plan” that people pay in to. This information sheet is available by Clicking the Back arrow and Selecting **105 Benefit Plan**

10 tips for combating stress were distributed – this sheet is available by Clicking the Back arrow and Selecting **10 tips for combating Stress**

Information on a grant program called PACT for people who are **career changers into teaching** was distributed and is available by Clicking the Back arrow and Selecting **Grant Program**

Information concerning **moves due to summer construction** is available. Teachers moving due to summer construction will be compensated for the move per union contract. If you have questions, talk to your administrator.

The Central-Western Zone NYS Retired Teachers Association is offering **grants to teachers** with Bachelor’s degrees pursuing advanced study in education. Information is available at www.cwzretiredteachers.com or by Clicking the Back arrow and Selecting **Grants For Teachers**

The Harry **Karpinski Scholarship** forms will be available soon. They will be forwarded to all members.

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Delegate Meeting Minutes -- Tuesday, May 3, 2011

Cindy Baker
Co-President

David Gresens
Co-President

Nancy Hoskins
Vice President

Admiral Lord
Secretary

Deidra Miller
Treasurer

Cindy reported on the **Harry Karpinski Scholarships**. We have received 13 applications. A reception and awarding ceremony will be held as part of the June delegate meeting. To accommodate this, please note the **June delegate meeting location and time change**. The June delegate meeting will be held on Tuesday, June 7th at 4 pm in the Board Room.

Negotiations update: There has been one negotiation session since the last delegate meeting. On Thursday, there will be a “marathon” negotiation session. We are hopeful that this meeting or possibly one more will result in a tentative agreement.

Election update: Ballots for officer elections will be U.S. mailed on May 16th, in accordance with election policy. Please schedule your departmental delegate elections with Barb Babiarz.

Addition to last month’s **committee listing**: Ann Kavanaugh is also on the PDP committee.

BOCES Foundation Golf Tournament is Friday May 13th. BUP sponsored 2 baskets in support of the tourney.

Sheila is reminding all the principals about **minigrant** eligibility.

To access the **sick bank**, a member must have:

1. Used up their sick days
2. Have been out 40 consecutive school days
3. Provide a doctor’s note.

Sick bank use must be documented by BOCES under the rules, but use of the sick bank cannot be held against you in the future.

If someone runs out of sick days before the 40 consecutive days, upon written request, Superintendent White can grant up to 10 **“emergency” sick days**.

Next meeting Tuesday June 7th at 4 pm in the Board Room.

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**Delegate Assembly Minutes
April 5, 2011**

1. Welcome! Happy Spring

Introduction of Monica Bayer from the CT/TS department

2. Summer School Update

- Deadline for application this Friday, 4/8/11 – 2 step process
- Set up date for Creekside, District Based, and Bird/Morgan will be July 7th
- Creekside will be at Dake; District Based and Bird/Morgan will be at East Rochester

3. Harry Karpinski Scholarship

Applications are on the website – please see application for due dates

4. Report of the Negotiations Committee

- Negotiations continue informally.
- The progress is slow and steady.
- There is another meeting with administration soon.

5. Report of the Election Committee

- People interested in running for delegate must e-mail Barb Babiarz (Barbara Babiarz/BOCES/Monroe@Monroe)
- Delegates must be tenured and in good standing
- Delegate elections will be conducted by Election Committee and Officers **NOT** from the department.
- Please schedule your department election with Barb Babiarz ASAP!!

6. BUP Representation on Campus-wide committees

Most campus-wide committees have a BUP officer as a member of the committee representing the interests of BUP members. In addition, many BUP members serve on these campus-wide committees. The following is a list of the members of many BOCES-wide committees. We may have missed some. Please let us know.

Professional Development Committee:

Admiral Lord
Andrea Rock
Christina Ecklund
Cyndi Stuart
Dan White
Ellen Howe

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Cindy Baker
Co-President

David Gresens
Co-President

Nancy Hoskins
Vice President

Admiral Lord
Secretary

Deidra Miller
Treasurer

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Professional Development Committee (continued)

Jeremiah Frink
Jo Guadagno
John Lisak
Karen Helm
Kelly Endres
Laura Hefner
Linda Lucey
Lisa Shaw
Liz Walton
Lorna DeCarolis
Lory Malinowski
Lynne Buttino
Marti Mowers
Mary Balme
Nichole Outhouse
Patricia Polchowski
Patty Yaeger
Shannon Speranza
Susan Burggraf

Instructional Council

Aimee Szatkowski
Andrew Volpe
Annette Christensen
Bill Hurley
Bridget Cloutier
Cherie Bikowsky
Darrin McCormick
Donna Shelley
Elizabeth Egger
Eric DiGiulio
Gina DiTullio
Jackie Bartell
Jackie Conti
Jason Rotundo
Joann Genthner
Julie Davidson
Kathleen Vacanti
Marne Brady
Paula Benetti
Peter Bertram
Sandra Cimbricz
Steve Orcutt

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Technology Committee

Aaron Slack
Anne Kingston
Bill Gregory
Bryan Belluccio
Cindy Streber
Cyndi Besig
Dan Healy
Diane Levin
Dorothy Java
Fred Shippey
Glen Huot
Glenn Argenti
John Poland
Joyce Cymber
Judy McKeever
Karen McCrossen
Ken Owens
Kim Goldstone-Simpson
Larry Federman
Lisa Ryan
Michael Rush
Mike Ehret
Mike Silivestro
Peter Bertram
Richard Stutzman
Robert Evans
Scot Henrichs
Scott Clarke
Shannon Duserick
Sheila Wallenhorst
Sue Hill
Tadge OBrien

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Teacher Center Policy Board

Annette Christensen
Christina Ecklund
Deidra Miller
Lynda Burcham
Marsha Smith
Meredith Tindall
Peter Bertram
Leslye Maholick
BrianC Smith
Nicholas Kovall
Jean Ricigliano
Glenn Argenti
Gina Lord

Mentor Advisory Board

Andrew Volpe
Ann Kavanaugh
Deidra Miller
Jackie Conti
Mike Monaghan
Nancy Leiter
Donna Shelley

New Instructional Staff Orientation Committee

Ann Kavanaugh
Ellen Howe
Eric Stratton
Jo Guadagno
John Lisak
Karen Helm
Liz Walton
Lynne Buttino
Mary Balme
Patty Yaeger
Polly Patti
Sheila Wallenhorst
Theresa Symer
Nichole Outhouse
Admiral Lord

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Minigrant Committee

Sean Reinhardt (co chair)
Ryanna Dimick (co-chair)
Shirley Roat
Kathy Barrett
Lisa Shaw
Michele Austin
Carol Fitch

7. BUP Awards/End of year requests for funds

Please get information to Deidra and Admiral with at least one week's notice

8. Vote/Cope – is the Political Action wing of NYSUT

- It will be coordinated by Joe Alati and Nancy Hoskins.
- Participation is totally voluntary.

9. BOCES Educational Foundation golf tournament, “It’s For the Kids”, will be held on May 13th.

Proceeds go directly to BOCES programs. See the website at <http://www.monroe.edu/about.cfm?subpage=43>

It was agreed that BUP use \$50 to sponsor prize baskets to be auctioned off.

There will be new grant application forms in September.

10. Study groups and minigrants – there is still a lot of confusion about funding and whether it comes from departments or another fund. Cindy and Dave will discuss it in their regular meeting with Dan White.

Delegate Meeting Minutes -- Tuesday, June 7, 2011

Cindy Baker
Co-President

David Gresens
Co-President

Nancy Hoskins
Vice President

Admiral Lord
Secretary

Deidra Miller
Treasurer

NYSUT Darien Lake discount forms were distributed. They may be downloaded from the website www.monroebup.org

Negotiation Update – We have a tentative agreement. Membership meeting will be held Monday, June 13 at 3:30 pm to go over the tentative contract. Information will also be on the website after the meeting. Ballots will be mailed to the membership and can be returned to the meeting on 6/13 or to the BUP office via inter-office mail by 6/15.

Delegate elections – most departments are uncontested. Barb Babiarz reports her committee is conducting any contested election in the next week or so.

Please say, “I am sick --” or “My child (parent, spouse, etc.) is sick -- and I need to stay home today.” Do not say, “I am taking a sick day.” When calling in.

The meeting was adjourned to present the Harry Karpinski Scholarships to 13 children of BUP members.

Have a great summer!

**September 13, 2011
Agenda**

Admiral will e-mail agendas to the delegates the day before each delegate meeting. Please print one out.

*Cindy Baker
Co-President*

1. Welcome Back/Introductions – Introducing your BUP Officers for 2011-2013:

*David Gresens
Co-President*

David Gresens, Second term as Co-President, previously Vice President. My BOCES Career began in 1996 as a 1:1 paraeducator, then Crisis Interventor, and I began teaching in April of 1999 in Creekside for several years. Additionally, I was a district based teacher at Webster Schroeder High School for 6 years, a short stint in the Start Program, and now 2 years as a Consultant Teacher. I continue to be involved with the Superintendent's Day planning committee, Mileage, APPR, Bargaining Unit Heads, Committee of Nine, contract negotiations, etc. I am thankful for whatever twist of fate provided me with the opportunity to work within the field of special education.

*Deidra Miller
Vice President*

*Admiral Lord
Secretary*

*Laurie Pritchard
Treasurer*

Cindy Baker, Co-President: I have worked at BOCES for 25 years as a Vision Teacher/Mobility Instructor. I have always been itinerant. Over the years I have worked in all 10 components as well as numerous districts in Ontario, Wayne and Seneca counties. I have been involved in BUP since its inception. I have served as Vice-President and as a Delegate. I am currently a participant on the APPR, Mileage and Bargaining Unit Heads Committees. I have chaired the Negotiations Committee for the last 7 contracts, of which I am particularly proud.

Deidra Miller, Vice President, formally the BUP Treasurer and before that I was one of the Creekside delegates. I have worked for BOCES for 28 years. I have worked in Creekside the entire time and have taught all ages of students from elementary to transition. I currently teach the Medically Frail High School/Transition class. I have mentored for 6 years and currently sit on the Mentor Advisory Board. I am also on the Teacher Center Policy Board.

Admiral Lord, Secretary: This is my second term as BUP Secretary. I have been at BOCES since 1994, and currently work at the Alternative Learning Academy. Before that, I worked in Adult Education as a GED Teacher. I come from a BOCES family, as my wife Gina teaches at EMCC and my daughter has attended many BOCES programs. I represent BUP on the PDP and New Staff Orientation Committees. I am proud of the work we do here with our kids.

Laurie Pritchard, Treasurer: This is my first term as your newly elected treasurer. I am an Occupational Therapist and have worked for BOCES since 1986. Currently, I am working in the District Based Program, seeing students in Pittsford Mendon HS as well as three transition classes in Brighton and Fairport. I am serving as a mentor for OT/PT and will be joining the Superintendent's Conference Day Committee as a BUP representative.

Please feel free to contact the officers with any concerns – email is best.

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Center
14450

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Room T-4

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2. Delegate Training/Refresher October 4th from 3:30-4:30
Chris Hamrick from NYSUT will be our guest speaker with a brief meeting after.

Meetings will continue the first Tuesday of every month from 3:30-4:30. Officers will be available 15 minutes before the meeting for any issues.

3. Membership – there were 150 members who were not on the NYSUT Membership List. Some are no longer employed by BOCES. Any others received a special letter and application to be returned. These must be completed in order to vote on union issues or to access NYSUT member benefits. Dues do get taken out even if someone is not a NYSUT member because we are a “closed shop” state.
4. 2 hour sick time procedures – form needs to be created – accompanied by doctor’s note or receipt.
Issues still remain – Cindy, Dave and Sheila are meeting on this issue.
5. Dual Credit Procedure – John Lisak has given Sheila the names. First payment will be in September, Second in June. Sheila will confirm with the dual-credit teachers.
6. BOCES Educational Foundation – Fundraiser October 14th, 2011 from 5:30-6:30 – Wine, Cheese, and Beer tasting -- \$60 per person – for more information, go to:
<http://www.monroe.edu/Foundation.cfm?subpage=3165>
7. Constitution – has been updated and can be found at www.monroebup.org
We will be going through the established amendment process. There will be two general membership meetings and a subsequent vote. Dates TBD. Watch for e-mails.

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**BUP Delegate Meeting
Minutes
October 4, 2011**

Cindy Baker
Co-President

David Gresens
Co-President

Deidra Miller
Vice President

Admiral Lord
Secretary

Laurie Pritchard
Treasurer

1. We will be receiving new **NYSUT Membership cards** in December.
2. **Thumb Scanning:**
Currently at Bird/Morgan, Technology Services, Maintenance Challenger is signing in on wincap
START will begin thumb scanning tomorrow 10/5
Creekside and EMCC will start in November
Itinerants – system still being developed.
3. Members need to provide a receipt for the **2-hour sick time** for doctor appointments. This could be a copay receipt or a note. If you choose not to provide this documentation, it will be a half-day.

This is a uniform process for all units.

Note: 2-hour sick time equates to a ¼ day. Thus when four, 2-hour increments accrue the member is charged one full day of sick leave.

4. **Constitution meetings:** Question and answers on constitution updates. No formal presentation. Proposed constitution is at www.monroebup.org
October 13 3:30-4:00
October 20 3:30-4:00
Both in the Foreman Center Cafeteria
Ballots will be mailed out October 19th and must be returned to Admiral Lord at ALA by Tuesday, October 25th at 3:00.
These may be returned by inter-office mail.
5. Chris Hamrick, Labor Relations Specialist for NYSUT, conducted Delegate Training

The most important points . . .

- **If you are not sure, ask.**
- **If you think you are in over your head, take time out to confer with an officer.**
- **Take copious notes.**

Next meeting – Tuesday, November 1st.

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**November 1, 2011
Delegate Meeting
Agenda**

Cindy Baker
Co-President

David Gresens
Co-President

Deidra Miller
Vice President

Admiral Lord
Secretary

Laurie Pritchard
Treasurer

We received a thank you note from a student in Deaf Ed who we helped buy replacement hearing aids.

1. Seniority – The order for seniority is:
A: Probationary Start Date
B: Board of Ed Appointment Date
C: Application Date/Time
If tenure is in an area outside your current job, and your current position is reduced/eliminated, you may be returned to your tenure area. If you have questions, contact Sheila Wallenhorst.
2. Liability Q&A – HR will schedule a meeting to discuss liability issues for members. A representative from the insurance company that covers the liability will be present. It will be open to all BUP members. Remember, we are not covered for illegal activities. Date of meeting to be determined – watch your e-mails.
3. Holiday Giving – it was moved and voted to give a \$100 donation to each of the following charities that serve our students' and members' interests:

Advent House	Hillside Special Santas
Alt. for Battered Women	Lollipop Farm
American Cancer Society	Open Door Mission
American Red Cross	Perinton Food Shelf
Center for Youth	Special Olympics
Farm Sanctuary	Veterans' Outreach at Cdga VA
4. Open Enrollment – Dates are earlier this year. Please remind members, and also remind them that Flexible Spending Accounts have to be renewed annually.
5. School Closing Info – Information regarding BOCES programs will be distributed from administration shortly. For itinerant service providers, if the school you are assigned to (even for 1 student) is open, you are expected to be there. If it is unsafe, you may take a personal day.
6. Audit Committee – is being developed based on the rules in the recently revised BUP Constitution. Marne Brady was approved by the delegate assembly as the Audit Committee Chairman. She will be developing her committee soon.

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7. License Reimbursement – There is a memo of agreement (contract amendment) being developed to change the date from 10/1 to when they come due. If this applies to you, you may submit for reimbursement using the BOCES Expense form. The form goes to your supervisor first and then to Sheila.
8. Stipends – a review of the stipend procedure: You are eligible for a stipend if you perform duties above and beyond that are directly related to students. For example: If you are a music teacher, concerts are thought to be part of your job and NOT ELIGIBLE. If the music teacher keeps the kids from the end of school until concert time, YES, THAT WOULD BE ELIGIBLE. Graduation is NOT ELIGIBLE; Special Olympics is ELIGIBLE.
9. Dual Credit -- The submission for reimbursement is October 1. The payments will be dispersed within 30 days of January 30 and June 30, following the end of the semesters. We confirmed this with Sheila this morning (11/2).

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**Delegate Assembly Minutes
December 6, 2011**

- 1. Budget Update** – Laurie thanked Marne Brady and her Audit Committee for their work and input on the 2011-2012 budget. The budget was moved for approval. Motion Kavanaugh; Second Alati; Passed.
- 2. Recognition of new departments:**
 - Nurses** (mostly RCSD) – not really new, but will have a special election so they can have delegates. Special Election will be 12/14, with Dave G. conducting the elections.
 - Multi-Occ/Focus/Assessment** – has asked to be seen as a group separate from EMCC. Move to separate: Motion Lord; Second Price; Passed. Move to hold special election: Motion Lord; Second Alati; Passed. Cindy handling special election.
- 3. License Fee payment Memo of Agreement.** If you have to pay a license fee to keep certification for BOCES, it is now reimbursable. Put it on the normal expense form. Full MOA and expense form attached to these minutes. This is retroactive to any license fees paid since 7/1/11. Question about multiple licenses? The full 10% reimbursement can be requested for multiple licenses.
- 4. New members** – delegates please follow up with new members in your area to make sure they join.
- 5. Program money** for holidays – please email request to any officer and return receipts afterward. Examples of use are gift certificates for needy families or holiday meal for the student body. Up to \$200 per center based department.

Program money for school year – none used yet – to be used for special student needs. Up to \$200 per center based department.

Program money for summer – to be used for special student needs. Up to \$200 per center based department.

For other needs, teachers may access the BOCES Educational Foundation.

For individual student emergency needs, members may request up to \$50 per student per year. This can meet such needs as a coat, glasses, or hearing aids, etc.

Monroe #1 BOCES
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Room T-4

Cindy Baker
Co-President

David Gresens
Co-President

Deidra Miller
Vice President

Admiral Lord
Secretary

Laurie Pritchard
Treasurer

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6. Domestic Partner Insurance -- BOCES recently became aware that health insurance coverage for domestic partners is taxable income. Now that BOCES knows about this, they have to report this income, retroactive to January 2011, even though this change to the tax law began in 2005. This has impacted about 50 employees BOCES-wide, including some BUP constituents. The amount of additional taxable income this has created ranges from a few hundred to \$7000-\$8000.

The way that this is being handled at this point is,

1. The member can elect to have additional tax withheld from their last two paychecks this year
2. The member will need to include this additional amount in his/her taxable income on April 15th, and the tax refunded or owed will be changed.

Beginning in January 2012, those who choose to continue to have domestic partner insurance will have their withholdings adjusted to include this as taxable income.

According to Tracy Destino and Robin Hyatt in HR, the tax lawyers and accountants gave BOCES no other options to help the impacted employees. All these employees have been contacted by HR. Questions should be directed to HR or one's personal tax advisor.

7. Just a reminder to all to **secure** any aspirin, cough drops, etc., under lock and key.

Best wishes to all for a happy and safe holiday season!!!

Next meeting is February 7th. No January meeting as our meeting date is the first day back to school after the recess.

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**Delegate Assembly
Minutes
February 7, 2012**

1. Treasurer's Report:

Tax form 990EZ is done and in for current year –past years are in process

One **request for money** from on-campus programs (EMCC uses theirs to fund the Essay Contest)

Working on a procedure for a conference attendance policy for **BUP conferences**.

Two amendments to the current budget:

- Add a \$400 line item for **website hosting/management**
– Motion: Price, Second: Dustman, Passed
- Increase budget for line item **Educational Foundation Basket raffle** from \$50-\$100 – Motion: McKeever, Second: Price, Passed

Proposed NYSUT Dues increase by \$1 per month for 2012, and additional \$1 per month for 2013, and an additional \$1 per month in 2014. Motion to absorb this from our current dues structure at this time – Motion: Alati, Second: Snyder, Passed

2. **Time and Attendance:** A document called FAQ's about Time and Attendance is available on the BOCES website <http://www.monroe.edu/files/filesystem/timeandattendancefaq.pdf>
There are still some buildings/departments left to go to make this system universal, specifically building 9/10 and itinerants.
3. There will be a letter coming from HR to **all** BOCES employees that have used 10 or more **sick days** this year. This is not disciplinary.
If a member is on an Improvement Plan (due to attendance) this could result in a Counseling Memo.

When calling in sick, the only thing you need to say is, “**I am sick.**” Do not offer any other explanations. Banked days (from prior years) are only able to be used for personal illness, not family illness.

Next year, the letters will be distributed after 8 sick days are used.

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Laurie Pritchard
Treasurer

4. The **Harry Karpinski Scholarship** applications have been distributed. This scholarship is for graduating senior children or grandchildren of active BUP members. Applications will be distributed electronically with the minutes and will be up on the website soon. Deadline is 5/1/12.
To click on HK Scholarship 2012-13 use your back arrow(in your browser) and select [HK Scholarship 2012-13](#) under Feb. 7,2012.
5. **Legislative breakfast** for NYSUT will be held 3/3/12 at RIT. We have one slot left. Contact David Gresens for information.
6. We have received thank you notes from several agencies from our **Holiday Donations**.
7. There is a new **delegate phone list**. It will be distributed electronically with minutes and on Website. To click on New delegate phone list use your back arrow(in your browser) and select [New Delegate Phone List](#) under Feb. 7,2012.
8. The **Professional License Fee** form has been updated. It is available on the BOCES website at <http://www.monroe.edu/files/filesystem/bup%20reimb%20for%20prof%20license%20fees.doc> .
9. There is a new **Connect-Ability** newsletter from NYSUT written by special needs students and their regular ed peers. Check it out at www.nysut.org/connect .
10. There have been some rumors and rhetoric concerning as possible **Tier 6 retirement** level. See the Albany Times-Union article at <http://www.timesunion.com/local/article/Cuomo-and-the-schools-3037239.php> for details. See the forwarded email from the AFL-CIO [ad](#) and [press release](#) for more information.
11. There is a movement afoot to tie **APPR** to school funding. BUP is on the BOCES committee, and NYSUT is working state-wide to help see that our interests are represented.

Next Delegate Assembly meeting Tuesday, March 6, 2012

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**BUP Delegate Meeting
Minutes
March 6, 2012**

Welcome Iris Wehner, new delegate from Multi-Occ/Focus

Legislative Breakfast: Audrey Seibert and Joe Alati attended. (Joe's report is separate.) Audrey reported that Mr. Oaks seemed interested in vocational education, Mr. Bronson was once a 4th grade teacher, and Mr. Morelle seemed to appreciate statistical analysis. Meetings have also been held locally with representatives from many unions and administrators from Monroe 1 & 2. One other point to make clear to legislators is that the NYS Teacher Retirement System is very solvent.

APPR: See attached information. BOCES APPR committee meets March 7th. One point of discussion is poor attendance is a variable to student achievement that the teacher cannot control.

Tier 6: NYSUT (and all other public employee unions) are coming out against the Tier 6 proposal. Please visit www.mac.nysut.org to express your concern to the governor and legislators. It only takes a minute or two! See attached information.

Harry Karpinski Scholarship: Deadline for application May 1. Minimum award is \$250.

Superintendent's Conference Day: Please make sure you have signed up for the second session if you are required to do so. Space is filling up fast in some popular offerings, and some are full.

Karen Huntley Romanow has passed away after a brief illness. She taught at Alternative High School for many years and worked in consultant teaching/tutoring after retirement. Sandy McCormack is taking up a collection for a donation to the BOCES Foundation in Karen's memory.

Next meeting April 2, 2012.

Cindy Baker
Co-President

David Gresens
Co-President

Deidra Miller
Vice President

Admiral Lord
Secretary

Laurie Pritchard
Treasurer

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BUP Delegate Meeting Minutes April 3, 2012

The delegate meeting began with an executive session, as voted on by the delegates. This was facilitated by NYSUT Regional Representative Tom Gillett.

1. Retirement Incentive (Cindy) – This was targeted to teachers and administrators who will be aged 55 or older by 8/31/12. If BOCES does realize the \$200,000 savings, associate teachers and paras may get a retirement incentive in May. We do not anticipate any incentive from the state.
2. Tier 6 (Dave) – A comparison of Tiers 5 & 6 is available at http://www.osc.state.ny.us/retire/employers/tier-6/pfrs_benefits.php
Tier 5 closed on 4/1/12.
3. APPR (Dave) – APPR Meeting will be held 4/4/12 at 3:30 for teachers and administrators concerning APPR. More information to follow.
4. Time and Attendance for Itinerants (Cindy) – 10 Deaf Ed and Vision teachers will be piloting on-line “time cards”. Every two weeks they will be submitting a timecard through WINCAP, which will be approved by their supervisor.
5. Dignity Committee (Cindy) – this is an outgrowth of the “Dignity for All Students Act”. It is an anti-bullying campaign conducted as part of the “SAVE” legislation. There has been one meeting thus far. Implementation is targeted to begin 7/1/12.
6. End Dates (Dave) – We are being proactive to make beginning and end dates equitable for all. Please forward to Dave your first day and last day for you to report to your district. Also, please report any special holidays.

Other calendar issues: Summer school length of day (variations between programs) is being looked at.

BOCES 2012-13 calendar is not yet published. It has been tabled by the Board of Ed. until more component districts approve theirs.

7. Website (Admiral) – A stipended position is available as BUP Webmaster. The time commitment is 2-4 hours per month. If anyone is interested, e-mail Admiral.
8. HKS (Deidra) – Awards Ceremony June 5th – Applications are Due to the BUP Office on 5/1/12.

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9. Events

- Retirement Celebration (Deidra/Laurie) -- BOCES will have a retirement dinner on 6/18/12 at the Burgundy Basin. Motion Miller, Seconded McKeever, to fund the dinner for any BUP member retirees. PASSED

- Ed Foundation Golf (Dave) – The BOCES Educational Foundation Golf Tournament, “It’s For The Kids” will be held 5/25/12 at Ravenwood. Early Bird registration is due 4/30/12. For more information, see:
<http://www.monroe.edu/Foundation.cfm?subpage=684>

Next Meeting May 1, 2012

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**BUP Delegate Meeting
Minutes
May 1, 2012**

Cindy Baker
Co-President

David Gresens
Co-President

Deidra Miller
Vice President

Admiral Lord
Secretary

Laurie Pritchard
Treasurer

1. Retirement Incentive – As of this point, three administrators and 20 instructional staff have taken the incentive. The incentive has been expanded to Associate Teachers, Interpreters, and Crisis Interveners and other unions (PSP, BPA & BUSS). Those who are eligible will get letters in the next few of days.
2. APPR – BOCES-wide committee is meeting to update BOCES APPR processes to match the state's requirements. SED has recently published a 100 page guideline on APPR, which NYSUT is in the process of summarizing. Now is the time for input on this process. Contact Dave or Cindy.
3. Time and Attendance – Itinerant Pilot using electronic timesheet is underway until January 2013. Other departments (EMCC, ALA, etc.) are in the implementation phase. This is a mandate from State Education – we must comply.
4. Summer School – July 9 until August 17 – Unpacking/set up day is July 5th for Creekside/District Based and Bird/Morgan. This work day is mandatory. If you have prior scheduled vacation plans, you must send a letter to Dan White to be excused. Hire letters for summer are going out soon. If you are choosing to take a break from summer school, you may remain on the summer school seniority list for one year by writing a letter to human resources stating that is your intent.
5. Minigrants – The 2011-12 minigrant season is coming to a close shortly. The 2012-13 minigrant season begins soon.
6. HKS/June meeting date & time -- Our June delegate meeting has a date, time and location change. We will meet Thursday, June 7th at 4 pm in the BOCES Board room (R-13). It will be followed by the Harry Karpinski Scholarship reception and award ceremony at 5pm.
7. Retirement celebration – BOCES is having a retirement dinner for all BOCES retirees on June 18th at Burgundy Basin. BUP will be picking up the cost for any member retiree that attends.
8. The Delegate Meeting went into executive session to discuss a legal issue.

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**Delegate Assembly Minutes
June 7, 2012**

Cindy opened the meeting and welcomed the 20 or so member guests we had in attendance.

*Cindy Baker
Co-President*

Legal Update – Chris Hamrick, Labor Relations Specialist from NYSUT reported that the Assistant District Attorney will be presenting the case to the Grand Jury later this summer.

*David Gresens
Co-President*

*Deidra Miller
Vice President*

Agency Fee Payer Update -- Chris Hamrick explained the process for Agency Fee Payers (AFP's). The portion of their dues that goes to political action is able to be refunded to them, if they request it. If they have not applied to be a member, then they are an AFP. We will be reaching out to AFP's in the next few days, offering these refunds and the opportunity to join BUP. If the member requests the refund, the request is permanent until rescinded. AFP's must respond by June 30th.

*Admiral Lord
Secretary*

*Laurie Pritchard
Treasurer*

Summer School was \$250,000 over budget. BOCES Administration wanted all teachers to only work 7 hours (or .933 FTE) instead of full time. BUP vehemently objected.

Budget issues -- \$200 worth of **program money** is available to all center based programs. Many programs have not yet asked. E-mail Laurie to access the money.

Budget issues 2 – **summer school programs** are also entitled to \$200 for the summer program. Motion to approve this expenditure: M: Farnham; 2nd: Price; PASSED

Darien Lake – NYSUT discount tickets available. Flyers distributed.

Your BUP officers wish all a safe and happy summer.

Cynthia Baker
Cynthia Baker
Co-President

David Gresens
David Gresens
Co-President

Deidra Miller
Deidra Miller
Vice President

Laurie Pritchard
Laurie Pritchard
Treasurer

Admiral Lord
Admiral Lord
Secretary

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BUP Minutes September 11, 2012

****minutes are unofficial until approved at the next meeting****

Meeting called to order at 4:15
2011-12 Seniority Lists were collected.
2012-13 Seniority Lists were distributed.

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Laurie Pritchard
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1. Minutes of 6/7/12 approved
2. Committee Reports – Marne Brady read the report of the audit committee. Committee report is distributed through the delegates. Motion to accept report. M:Farnum; 2:Kavanaugh; Passed

Several of the recommendations were discussed.

- a. Motion to secure 3 bids for a professional audit. M:Alati; 2:Andrieu; Passed
 - b. Move to change name of Audit Committee to Financial Review Committee M:Pritchard; 2:Brady; Passed
 - c. Move to table what to do with surplus money after action on the professional audit and the membership audit. M:Price; 2:Eisley Passed
3. 2011-2012 financial statement distributed by Laurie Pritchard, as reviewed and recommended by the audit committee (attached). Motion to approve. M:Brady; 2:Lord; Passed
 4. 2012-2013 budget proposal presented by Laurie Pritchard (attached). Motion to approve. M:Alati; 2:Andrieu; Passed
 5. A review of Delegate Assembly Openings was conducted. Departments are entitled to one delegate per 30 members or part thereof. We have the following openings:

Creekside
Interpreters
Morgan
OT/PT
Phys Ed

ALA/START
Tech Services
Vision
AT's/Interveners

Motion to conduct a special election to fill these vacancies.
M:Eisley; 2:Kirkey: Passed

6. Motion to form a membership committee as a standing committee. M:Price; 2:Kirkey; Passed

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7. New Business: Joe Alati brought attention to a petition which circulated last spring. Motion to discuss. M:Alati; 2:Bagdon: Passed 8-3.

Much discussion ensued. There was discussion over possible negligence which may have allowed the embezzlement to happen. Many to blame . . . we trusted too much, verified too little. There is continued work on internal and external controls to prevent this from happening again. It was felt that more people need to be involved in the delegate assembly, committees, etc., to keep safeguards in place.

Next meeting: October 2, 2012
4:15 pm
ALA/START Library

Adjourn 5:55 pm

Admiral D. Lord
Secretary

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**Delgate Meeting Minutes
October 2, 2012**

Minutes are not official until approved at the next delegate meeting.

Dave Gresens called the meeting to order at 4:15. Welcome to the several members from the Interpreters' department that have joined us.

1. Randy Shepard from the Bonadio Group presented on the variety of services of an accountant we might be interested in pursuing. Mr. Shepard's Powerpoint is attached to the minutes.
2. Motion to approve minutes of 9/11/12. M:Alati; 2:Snyder; Passed
3. Laurie presented the financial report (attached) questions on stopped payment charges – happened twice last year – moved to table to next month for more information.
4. No special committee reports
5. Special orders: to improve communications within departments and BUP, delegates are strongly suggested to regularly meet with principals/supervisors. This can prevent or solve single department issues. Officers can help support the delegates with this. Some suggested topics: length of workday, flex hours, number of faculty meetings, number of committee meetings.
6. Member issues: Interpreters/nurses working over 37 ½ hours per week – how is it handled? Delegates will gather information and report back.
7. Member issues: Dave to talk to HR about a Civil Service BUP seniority list.

Membership committee: Motion to create a 5 person membership committee. M:Eisley; 2:Alati; passed.

Delegates to recruit potential members/chair. Info to officers by 10/29.

Duties of Membership Committee are:

Monthly Reconciliation of Membership Roster with HR

Identification of Agency Fee Payers

Political Contributions & Reimbursement Rights

Vote Cope

Monthly Reporting @ Delegate Meeting

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8. Motion to conduct special elections to fill delegate vacancies. M:Farnham; 2:Kavanaugh, passed
9. Motion to create 3 member Special Election Committee to fill vacancies of delegates M:Lord; 2:Kavanaugh; passed

Delegates to recruit potential members/chair. Info to officers by 10/29.

Duties of Special Election Committee are:

Conduct and Oversee Special Elections for Creekside, Interpreters, Morgan, OT/PT, Phys Ed, ALA/START, Tech Services, Vision, and AT's/Interveners in accordance with Constitutional Election Policies

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Laurie Pritchard
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**Next meeting:
November 6, 2012
4:15 pm
Building 10 library**

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BOCES United Professionals
Delegate Meeting Minutes
November 6th, 2012

Minutes are unofficial until approved at the next delegate meeting.

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Laurie Pritchard
Treasurer
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1. Motion to approve October minutes PASSED
2. Treasurer's Report:
 - a. Laurie Pritchard Reviewed October financial statement (attached)
 - b. Holiday Program Money: Send e-mail to officers with your plans for it. Programs eligible: Bird, Morgan, ALA, Start, Multi-Occ/Focus, Preschool, EMCC, District Based, Creekside
 - c. Holiday Donations: Annual budget of up to \$1200 to 12 agencies that support our members or our students. Members are asked to nominate agencies before the December meeting.
 - d. Bonadio Group Follow Up: Motion to have Bonadio Group conduct a "review of agreed-upon procedures" Motion Eisley, 2nd Farnum, PASSED
 - e. Stop check Payments: Motion to budget up to \$100 for fees incurred to stop payment on checks M: Alati, 2nd: Dustman PASSED
3. Dave received an "unofficial" civil service seniority list from HR. It had a multitude of errors. Dave to ask NYSUT for help on how to get the "official" list.
4. Follow up of Department meetings with Principals/Coordinators
 - a. Dave met with nurses to start that group off
 - b. Ann K meeting with ALA/START administration once a month
 - c. Marne meeting once a month with Cyndi Lembo
 - d. Kathy E is waiting for the selection of new delegates from Interpreters and Vision
 - e. Joe and EMCC creating flex time rules as a pilot for other departments
5. Nurses: Information regarding hours worked over 37.5hrs /wk. – None yet – department may be hiring more School Health Aides to help.

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6. Selection of Chairperson Delegate Special Elections Committee:
Move to have Sue Burggraff Chair . . . M: Farnum; 2nd: Brady PASSED Thanks to all who responded.
7. Selection of chair of the Membership Committee: Move to have Tim Farnum chair M: Eisley, 2nd: Brady PASSED.
8. New Business: Superintendent's Conference Day 4/29/13. Motion to have Laurie Pritchard and Jay Rotundo be BUP representatives on the Superintendent's Conference Day committee, as they already serve. Motion Lord; 2nd Alati PASSED
9. Member Issues: Martha Price has been called to accompany members twice lately. Question: Can rep find out the reason for such meeting? Yes, talk to Dick Stutzman . . . may need additional language in next contract. Is there training from NYSUT?

Guidelines:

HR must give 24 hours notice

Must be at a mutually convenient time (including for rep)

Rep should ask for info from principal/HR

Call officer if needed

Next meeting December 4th; 4:15 pm at Building 10 Library

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Delegate Meeting Minutes December 4th 2012

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Laurie Pritchard
Treasurer
laurie_pritchard@boces.monroe.edu

Minutes are unofficial until approved at the next delegate committee meeting.

1. Chris Hamrick, NYSUT Labor Relations Specialist, gave a workshop on the Rights and Responsibilities of Union Representatives in Disciplinary Meetings.

Handouts from this workshop are available on the website.

Notes from the workshop:

- Weingarten Rights – all have a right to union representation
- Cadet Rights – all have a right not to self incriminate
- If you are a witness, you must say what you saw (or say that you didn't see
- What would a reasonable person do? – the basic standard
- HR or the Administrator MUST provide a specific reason for a disciplinary meeting to the member.
- Difference between “Counseling Memo” and “Reprimand”

Counseling Memo
Not punitive
Recommended trainings

Reprimand
Punitive
Mandatory Training/Action

- Improvement Plans are written jointly and are meant to improve TEACHING

Be an advocate!! Stop the meeting if necessary to either collect your thoughts, caucus with the member, or get an officer involved.

Members are encouraged to look at their personnel file regularly.

2. Pension Delegate Report – Brett Walker and Sadat Ogultekin
NYS Teachers' Retirement System is a model for the nation.
Members of the retirement system are encouraged to set up a “mynstrs” account. See www.nystrs.org for details.
3. November minutes were approved: M:Siebert; 2:Brady
PASSED

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4. Treasurer's report:
November financials were approved without objection.
Delegate checks were distributed
Discussion of holiday program monies – use by the end of the year.
5. Membership Committee Report – Admiral taking a ½ day to get it up to date before turning it over to Tim Farnum.
6. Special Election Committee will be meeting with officers soon to move forward.
7. Bonadio Group – meeting with officers next week.
8. Selection of General Election Committee Chair – Motion to have co-chairs, Karen Kirkey and Sarah Bagdon M:Price; 2:Farnum PASSED
9. Summer School Dates – approval of 7/8-8/16 as summer school dates: M:Eisley; 2:Kavanaugh; PASSED
10. Motion: Raise the Holiday Donation budget to \$1300 and give \$100 each to the following 13 organizations:

<i>Advent House</i>	<i>Lollipop Farm</i>
<i>Alternatives for Battered Women</i>	<i>Open Door Mission</i>
<i>Boy Scout Troop 26</i>	<i>Perinton Food Shelf</i>
<i>Center for Youth</i>	<i>Special Olympics</i>
<i>CURE Childhood Cancer</i>	<i>St. Joseph's Neighborhood Center</i>
<i>Farm Sanctuary</i>	<i>Veterans' Outreach at Canandaigua VA</i>
<i>Hillside Special Santas</i>	

M:Siebert; 2:Moxley PASSED

Next meeting January 8, 2013

Best wishes to all for a safe and happy holiday season!!!

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**BOCES United Professionals
Delegate Meeting Minutes
January 8th, 2013**

Minutes are unofficial until approved at the next delegate meeting.

1. December minutes were read/reviewed and Approved Without Objections.
2. The delegate meeting went into executive session concerning financial and legal issues.
3. Treasurer's Report:
 - a. Laurie Pritchard Reviewed December financial statement: Approved Without Objections. Contact Laurie for a copy of the December finance statement.
 - b. Motion to expend up to \$3000 to the Bonadio Group for financial services. M:Pritchard; 2nd:Alati; Passed.
4. Membership committee: Admiral has continued to work on it and will turn it over to Tim and the committee during January, the week of Regents Exams.
5. General Elections: Karen and Sara (co-chairs) are meeting with Dave next week to get it up and running.
6. Special Election Committee: The chair and one member of the committee resigned. Due to the late date, it was decided to wait until General Elections are held to attempt to fill empty department delegate positions.
7. Memorandum of Agreement (attached): addressing the oversight of sick day language paid out to retirees in the contract from the last negotiation.
8. The delegate meeting went into executive session concerning summer school hours.
Resolution: The delegates did not support changes to summer school hours.
9. Safety at Creekside and Morgan/Bird (and all programs): There was discussion that inconsistency and other issues were causing the level of safety for teachers and students to be less than it should be. Executive Committee will discuss this with Dan White at regular meeting 1/9/13.
10. Mileage: The rate was adjusted by the IRS from \$0.555 in 2012 to \$0.565 effective January 1st, 2013. New forms are on the BOCES website. Please use NEW forms.
11. Joe Alati communicated a request to discuss amending the current general election policies. Due to consideration of the time the request was deferred to the next meeting.

David Gresens
President
david_gresens@boces.monroe.edu

Admiral Lord
Secretary
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Laurie Pritchard
Treasurer
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Next meeting: February 5, 2013 at 4:15 pm.

Monroe #1 BOCES
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Phone: (585) 383-2282
Office: Foreman Center
Room T-4
www.monroebup.org

**Delegate Meeting Minutes
February 5, 2013**

Minutes are unofficial until approved at the next delegate meeting.

1. Minutes of January meeting – approved without objection.
2. Treasurer's report – approved without objection.
3. Membership Committee – Tim Farnum reported Admiral and he met to discuss procedures. The Membership Committee will meet monthly beginning late February. Joining Tim will be Ann Kavanaugh. Gena Basham has expressed an interest and Tim will reach out to her. There is room for two others on the committee. Contact Tim if interested.
4. Election Committee – Sarah Bagdon and Karen Kirkey reported Lisa Kennedy, Susan Newman (Audiology), and Kathleen Eisley are joining the committee. They are starting to look over the procedures.
5. Bonadio Group – Dawn from Bonadio has met twice with Dave and Laurie to go over the review. The final review and recommendations will be presented to the officers soon.
6. Executive Session – there was a brief Executive Session to discuss legal matters.
7. Civil Service Seniority – HR provided the union with the list they generated. This list is UNOFFICIAL. If members feel the dates on the list are in error, the member should send a letter to HR with COPIES of any supporting documents for inclusion in his/her personnel file. The member may also choose to contact the Civil Service office.
8. Harry Karpinski Awards Committee – Committee chair to be elected in March. Dave will reach out to former chair, members. Anyone interested in participating on the HKS committee please notify the executive officers. Applications for the scholarship will be available in March, with a May 1 deadline for applications to be returned.
9. APPR – BUP would like to know how much time is being spent by members on APPR tasks, such as artifact collection, meetings, organizing notebooks, pre-observation, observation, post-

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observation, summative preparation, etc., between now and your summative assessment.

10. NYS Teachers' Retirement System Delegate Election: Brett Walker and Patty Yaeger were selected as delegates, with Sedat Ogultiken, Jill Zimmerman, and Lisa Shaw may serve as alternates. Additional Note: The Superintendent was subsequently notified of the results and will submit the Delegate and Alternate names to NYSTRS as customary.
11. Election Procedures -- Joe Alati moved: To discuss amending the current general election policies for all members of BUP in good standing to be eligible to run for BUP Office, culminating in a vote to amend said policies. Marne Brady seconded.

The Chair (Dave) ruled the motion was not in order: Motions that conflict with the corporate charter, constitution, or bylaws of a society, or with procedural rules prescribed by national, state, or local laws are out of order, and if any motion of this kind is adopted, it is null and void.

Tim Farnum reworded the motion for subsequent consideration.

The motion was ruled to be improper: Motions are also improper when they present practically the same question as a motion previously decided at the same session.

As this was the last agenda item, the Chair continued to adjourn the meeting without objection.

There was an objection to the adjournment by Secretary: Admiral Lord.

Several minutes of discussion transpired on the motion and its merits and the meeting was eventually adjourned without objection.

Next meeting March 5, 2013 at 4:15 pm at the Building 10 library.

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**Delegate Meeting Minutes
March 5, 2013**

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1. Agenda for March meeting – approved without objection.
2. Minutes of February meeting – approved without objection.
Note: next regular Delegate Meeting is April 9th
3. Treasurer's report – approved without objection.
4. Election Committee – Sarah Bagdon and Karen Kirkey reported that they were preparing an e-mail to go to the general membership asking for nominations for delegate positions. This is for both vacant positions and those where the delegate is standing for reelection.

Motion to change the closing date for Nominations for the upcoming delegate and officer elections to April 8, 2013 due to the Spring Break. Passed without objection.

5. Membership Committee – Tim Farnum that the Membership Committee met and conducted the monthly membership audit. There were 12-15 changes, down from about 150 in November. There is room for two others on the committee. Contact Tim if interested.

Tim also passed out a copy of the roles and responsibilities of the membership committee as of this date. A copy is included with the minutes.

6. The meeting went into a short executive session to discuss legal matters.
7. Harry Karpinski Scholarship: Barb Babiarz has expressed an interest in continuing as chair. She is assembling her team and will report on the members next meeting. Applications are attached and will be up on the website with the minutes. A general membership e-mail will be sent with the application. Applications are due May 1st either postmarked or in the BUP mailbox.
8. The Executive Committee asks that minutes are kept of all standing committee meetings. These minutes should include attendance and summary of the

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business of the meetings. The Chairs are responsible for forwarding the minutes to the executive committee in a timely fashion. Election and Karpinski Committee chairs should keep their minutes until after the event, then turn them in to the Executive Committee.

9. Simply Blue, a new potential choice for health insurance for BOCES staff, is being proposed by HR. The Executive Committee and two other representatives have been invited to a meeting to explain this to us for possible inclusion. Cindy Baker and Patti Yeager were selected to be our additional representatives. The meeting will be held March 21st.
10. Tim Farnum made a motion to consider a change in election procedures (attached). M:Farnum; 2:Lord. The Chair ruled the motion out of order. An appeal of the decision of the Chair was moved. M:Farnum; 2:Lord The appeal was sustained, making the motion in order.
11. Motion to table the above motion, to consider a change in election procedures, until a special meeting on March 20, 2013. M:Moxley; 2:Price – Passed Unanimously
12. Motion to request the Executive Committee meet and make recommendations on the above motion by 3/20/13. M:Bayer; 2:Moxley – Passed Unanimously
13. Adjournment

Next meeting “SPECIAL MEETING” March 20, 2013 at 4:15 pm at the Building 10 library.

Next regular Delegate Meeting April 9, 2013 at the Building 10 Library.

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**Special Delegate Meeting
March 20, 2013
Minutes**

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1. Welcome Chris Hamrick, NYSUT Labor Relations Specialist.
2. Agenda approved without objection.
3. Adopted “Special Provisions for Meeting” without objection.
4. Presentation of Executive Committee recommendations for change to Election Policies. Motion to adopt: M:Bayer; 2:Moxley.
5. Several friendly amendments were agreed upon. Question called.
6. Changes to Election Policies were approved by secret ballot 16 yes – 2 no.
7. Motion to Adjourn without objection.

**Delegate Assembly
Minutes
April 9, 2013**

Minutes are not official until approved by the Delegate Assembly

1. The agenda was approved without objection.
2. Minutes of Delegate Assembly 3/5/13 were approved.
Minutes of Delegate Assembly 3/20/13 as amended were approved unanimously.
3. Treasurer's report approved.
4. Membership Committee report – e-mail list edited. We still need to add/update e-mail addresses of our nurses at the city schools.
Kanika and Audrey, please get a list to Admiral.
Still need 2 members for the Membership Committee.
5. Financial Review Committee – lost one member and has one opening.
6. Admiral will send out general request for members for both committees.
7. Election Committee – following up on “letters of intent”
We have several people running for Co-President, but no one yet running for Vice President, Secretary, or Treasurer.
Committee is contacting departments with delegate vacancies for follow-up.
There will be a “Meet the Candidates” event in May.
Deadline for nominations is May 1.
8. Harry Karpinski Scholarship deadline is May 1. Barb Babiarz is the chair.
9. Electronic Membership – Dave set up the link and will turn it over to the Secretary soon.
10. Bonadio Group gave us several recommendations for improvement. The Executive Committee will be meeting with Bonadio to review and discuss the recommendations.
The Executive Committee will then turn over the Bonadio packet to the Financial Review Committee. It will be the charge of the Financial Review Committee to develop

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fiduciary controls/review processes safeguarding the expenditure of BUP funds and present their recommendations to the delegate assembly for consideration of adoption.

11. There was an executive session to discuss legal issues.

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12. Simply Blue is a new offering by BCBS that will be available at the next open enrollment. Informational meetings will be held in the near future, tentatively in June and September. A Memorandum of Agreement will be negotiated for this year. More information will come during negotiations.

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13. Negotiations Committee – Dave put forth a proposal for the Delegate Assembly to serve as the Negotiations Committee. A general discussion ensued about time and other commitments of negotiations past. Dave will put this discussion on the agenda for May.

Next Meeting May 7th at 4:15 pm, ALA/Start Library

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Delegate Meeting Minutes

David Gresens
President
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Date: May 7th, 2013
4:15pm ALA/Start Library

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1. Agenda approved without objection.
2. Reading/Review & Approval of Minutes
Edit of March 5th, 2013 Minutes, approved without objection
Review of April 9th, 2013 Minutes approved without objection
3. Finance report approved without objection.
4. Membership report
April reconciliation – only 2 retiree changes
Vote Cope material distributed
June NYSUT Rally information distributed
We have 1 opening for Membership Committee
5. Election Committee – All nominees running for Officer and Delegate positions were certified by HR as eligible.

Timeline as follows:

- May 13th – 200 Word essays due
- May 20th – Ballots mailed
- May 28th – Meet the Candidates
- June 10th – Ballots must be postmarked
- June 12th – Ballots counted and certified
- June 18th – Special election meeting (delegate meeting) 4pm

None of the delegate positions are contested
No one has been nominated for Secretary
Write-in votes will be accepted.

6. Approximately 14 applicants for Harry Karpinski Scholarships
Ceremony/Reception follows 6/4 Delegate Meeting; 5 pm
7. Bonadio Group final report has been discussed with the Executive Committee and given to the Financial Review Committee. The Financial Review Committee will develop an action plan proposal for the Delegate Assembly to consider.
8. Executive Session for Legal Issues

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9. Negotiation Committee Discussion:

There was discussion regarding the possibility to break out department-specific contract items, as exists for itinerants.

Utilize NYSUT resources/trainers to help us.

Motion: The Negotiation Committee shall be made up of those Delegates who wish to serve. If the Delegate cannot, an alternate Negotiation Committee Member will be recruited from that department. M: Easley; 2: Brady, Passed.

10. Program Monies – The current budget allows for programs to request up to \$200 three times per year (School year, Holiday, Summer - ESY). Discussion took place regarding whether this budget line item should continue and/or whether specific departments (e.g. Consultant Teachers, Speech, OT/PT, etc.) within these programs or within BOCES can be added to or substituted for this line item. Delegates were asked to discuss this with those they represent and report back at the next meeting.

11. Management has proposed a *Memorandum of Agreement* concerning Itinerant school placements and work calendars. Dave will convene a committee of Itinerant members (or others interested) to develop a counter-proposal. If interested in being on this committee, please e-mail Dave ASAP.

12. Committee stipends: Motion: For standing and special committees, (including but not limited to Negotiations, Membership, Financial Review, Election and Karpinski), Chairs and Co-chairs shall receive a stipend of \$40 per meeting, and Members shall receive a stipend of \$25 per meeting. M: Brady; 2:Alati; Passed.

***Next Delegate Meeting June 4th at 4pm
in the Boardroom R-13
(NOTE TIME/LOCATION CHANGE!!!)***

Delegate Meeting Minutes June 4, 2013

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Minutes are unofficial until approved at the next delegate committee meeting.

1. The agenda was approved with the addition of committee stipends without objection.
2. Minutes of 5/7/13 approved as amended without objection.
3. Treasurer's report approved without objection.
4. Motion to pay the Memorandum of Agreement (MOA) study committee at the standard committee rate. M:Pritchard; 2:Farnum; Passed
5. Need to approve special expenses as 2013-14 budget is not yet approved. Motion to allocate up to \$7500 for summer expenses. This includes extending officer stipends to include July and August. M:Farnum; 2:Brady; Passed
6. Membership report – Tim reported that we were right on target with the membership audit for May. We sent an e-mail to Agency Fee Payers to encourage them to join and vote. Seven additional members were realized from this effort.
7. Financial Review Committee report – Marne distributed the recommendations of the FRC. They will be discussed at a future delegate meeting.
8. Elections committee report – Karen and Sara reported that ballots must be postmarked by 6/10. There were about 25 people at meet the candidate night. Ballots will be counted 6/12 at 3:30 pm in the Creekside library. Special delegate meeting is needed to elect unopposed delegates for next term.
9. Program money changes – tabled until next year.
10. MOA Committee report – Dave reported that the MOA committee recommends that we postpone discussions of the content of the MOA until next year with the regular negotiations. The MOA concerned school calendars for staff assigned to districts.

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11. Reminder of the "Simply Blue" meetings coming up.
12. There was discussion concerning the extended length of the election committee meetings. Motion to change the stipend for the election committee *only* to \$40 per *hour* for chair or co-chair and \$25 per *hour* for members. M: Kirkey; 2:Farnum; Passed
13. Adjourned for the Harry Karpinski Scholarship Celebration

Next Meeting

*****Special Election Meeting*****

Tuesday, June 18th at 4 pm at the Building 10 Library

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