

# Monroe 2 - BOCES Teachers' Association

## Executive Committee

Agenda for 9/8/21

**Officers:** Mary Etta Chorbajian, Heather Case, Kim Stephenson, Melissa Pound, Chris Gold, Tiffany Feldman

**Representatives:** Leigh Nenni, Dave Shalke, Mackenzie Garcia, Jim Jewel, Theresa Alampi-Cortez

**Chairs:** Andrew Fowler, Jennifer Montanino

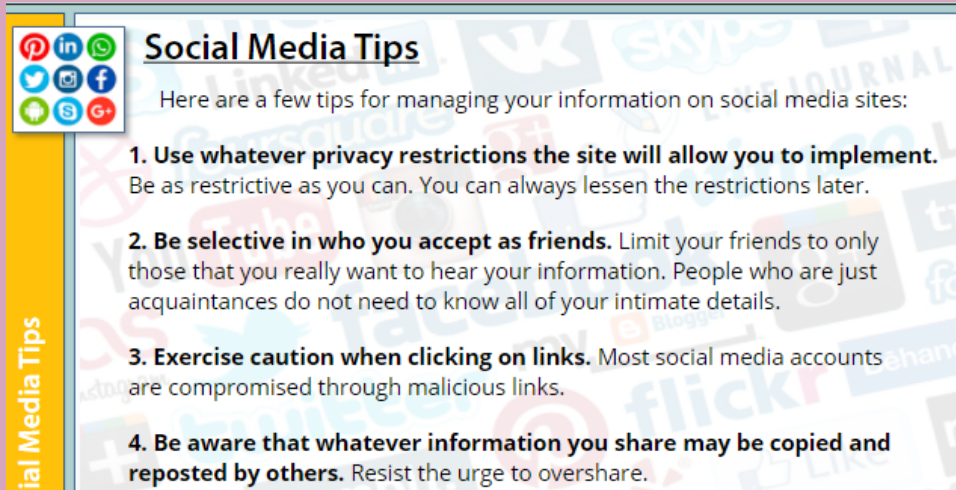
**NYSUT:** Jason Cooney

**Absent:** Mackenzie Garcia, Tiffany Feldman, Theresa Alampi-Cortez

TO DO	WHO IS RESPONSIBLE	COMPLETED/FOLLOW UP
Rob's: Gift Exempt club Catering	Melissa Heather Mary Etta	TBD - Mary Etta is working on the place and date - looking October 15
Renew the PO box and change the name on the box	Chris	Done & in Chris' name
Supervisor Survey	Kim, Melissa, Mary Etta, Leigh	Still working on it
Send email for open positions <ul style="list-style-type: none"><li>• Technology chair</li><li>• 1 representative</li><li>• Public relations</li></ul>	Heather	
Update Constitution and By-Laws for electronic voting	Kim	Just waiting for negotiations to be done so members can vote on everything at once
Procedures and policy book	Kim	Still a work in progress

Update Positions on “Who is your Union” on gmail drive	Kim	
Update contact information on Gmail drive for executive Board	Kim	

1. Review 8/4/21 Minutes and post to website and Facebook
2. Review To-Do List
3. Chair Updates
  - a. Membership
    - i. New portal to sign up members
    - ii. 5 people signed up at New Staff Orientation, plus 1 since then, 1 will join once they get their certification
    - iii. Share list of membership with Chris and Kim to update email list
    - iv. Send list that left to Heather to update mailings
  - b. Treasurer’s Report
    - i. Updated and we ended with a surplus at the end of last year
    - ii. Audit will be starting within the next couple of months
    - iii. Chris is still fighting with IRS - name change, address, and fiscal year
      1. Chris wrote a letter (notarized)
      2. Next step is contact NYSUT to see if anyone else has had similar issues and help us with this issue
      3. If this doesn’t help, will go to Chuck Schumer’s office
  - c. Political Action
4. Be sure positions are up to date
  - a. Laura McNally - what position
  - b. Katie Carmina - what position - joining us next meeting to determine her involvement
5. Social Media Concerns



**Social Media Tips**

Here are a few tips for managing your information on social media sites:

- 1. Use whatever privacy restrictions the site will allow you to implement.** Be as restrictive as you can. You can always lessen the restrictions later.
- 2. Be selective in who you accept as friends.** Limit your friends to only those that you really want to hear your information. People who are just acquaintances do not need to know all of your intimate details.
- 3. Exercise caution when clicking on links.** Most social media accounts are compromised through malicious links.
- 4. Be aware that whatever information you share may be copied and reposted by others.** Resist the urge to overshare.

- a.
6. **Reopening Committee**
  - a. If families want remote they need to go through their districts - as of the meeting on 9/2 there were 3 families
  - b. Follow up - what happens when a student is out sick for the 2 weeks (zoom or asynchronous) - will ask at Teacher Liaison
  - c. Return to Work Criteria - HR sent it out - health form sent out once and do not need to do it daily
    - i. It is on us as employees to follow COVID protocols
  - d. Contact Tracing - if you are routinely in a place you do not need to sign in, but visit a location you will need to
  - e. COVID Testing Guidance Requirements
    - i. Tested unless you are vaccinated and opt out
    - ii. State put money in budget for COVID and testing
    - iii. HIPPA is between your medical provider and outside providers, so asking for our vaccine status, it does not violate HIPPA
7. **Supervisor Monthly Meetings**
8. **Teacher Liaison Issues**
  - a. ESY
  - b. Seniority List being shared
  - c. SBA APPR Evaluations
  - d. Masking at Hope Hall and Northstar
  - e. Attendance Issues - not held against them
  - f. Remote Learning
    - i. When students are out sick with COVID symptoms, what happens? zoom/synchronous/asynchronous
    - ii. What happens when a related service provider doesn't want to go into a home to provide a service?
      1. What is the protocol for us to go into homes as tutors and related service providers?

- g. How are art, PE, health and Spanish teachers hired that are crossing between gen ed programs and exceptional children - how do they move when there are reductions and movement?
- 9. General Meetings for start of School Year via Zoom
  - a. September 28 @ 3:30 - Elementary Teachers
  - b. September 29 @ 3:00 - Secondary Teachers & CTE
  - c. September 30 @ 3:30 - Related Services
- 10. Newsletter
  - a. Welcome Back Message
  - b. Update who is on executive board and positions
  - c. Social Media Tips
  - d. Community COVID Testing Sites
  - e. New Members and Positions
  - f. Highlight Section - Individuals and Departments
  - g. Reminder with issues go to supervisor first
  - h. To-do lists reminders
- 11. Supervisor Survey
  - a. [Program/Supervisor Survey Form \(google.com\)](#)
- 12. Open Forum/Concerns/Questions
  - a. NONE

**Next Meeting: 9/22/21 @ 3:30 @ Village Plaza**

**Technology Coordinator:**

- 1. Establish and maintain a B2TA web site.
- 2. Facilitate web-based communication with the B2TA affiliates.
- 3. Assist the Corresponding Secretary in establishing and maintaining electronic databases.
- 4. Assist the Social Media Manager with digital/technology support as the need arises or as determined by the Executive Board.
- 5. Fulfill all other duties as assigned by the President(s) or Executive Board.

**Representatives and Coordinators:**

- 1. Act as liaisons between the membership and the Executive Board.
- 2. Communicate with the membership.

3. Participate in monthly Executive Board Meetings; attend Steering Committee meetings as requested; and, contribute to Standing Committees.
4. Schedule Regular monthly “Round Robin Meetings” with the assigned Administration personnel. Personnel issues that occur should then be reviewed with the Steering Committee. Issues that occur which effect policy should be reviewed with the entire Executive Board.
5. Expected to volunteer personal time each month to facilitate the business of the B2TA.
6. Participate in representative meetings as needed or per request.
7. After each election, one At Large Representative will be selected and approved as the grievance coordinator.
8. Fulfill all other duties assigned by President(s) or Executive Board.

Public Relations Coordinator:

1. Develop and coordinate activities/events that promote awareness and positive interaction with the membership.
2. Coordinating with the Corresponding Secretary to facilitate creation of the Newsletter at least two times a year.
3. Fulfill all other duties as assigned by the President(s) or Executive Board.