

Communication Coordinators and Council Meeting

Date: Tuesday, May 24, 2016
Time: 8:30am - 2:30pm
Place: Erie 1 BOCES Education Campus [West Seneca]
Conference Rm. A-1 [Located near the BOCES Cafe – enter through either Bldg. A or Bldg. B, where the large Conference rooms are.]
Parking: Park in front of Building B in the lot facing Harlem Rd. or in the lots on either side of the entrance to Building A [1/2 circle drive in front of entrance].
Phone: 821-7116 SLS Office, Kathy Herlihy

MEETING PREPARATION

- a) Bring 2016-17 School calendar to schedule all four 2016-17 meeting dates.
- b) Conference highlights [SSL, others] – bring info. from one session to share. If handouts are reproducible, bring 1 copy for the SLS and we will make copies for anyone interested.
- c) Staffing Updates – please bring updates on staffing changes proposed for next year, retirements, building closures, mergers, job openings
- d) 2016 Summer School SLS Directory Form – the form was previously sent out by the SLS Office
- e) Please bring a printed copy of your district/or building 2015-16 Online database order form
- f) Please bring your own device. [Laptop or iPad]

AGENDA

8:30 – 9:00 Informal Sharing
Action: Consult colleagues and SLS staff, share ideas

9:00 – 11:30 BUSINESS ITEMS

1. **Welcome/ Meeting Organization**
Action: Introductions, lunch arrangements, timeframes
2. **Announcements**
Action: Open time for short announcements [job openings, events, honors....]
3. **2016-17 SLS Organization/ Membership**
Action: Schedule all 4 Communication Coordinator Meeting dates for the 2016-17 school year; update list of known staffing or building changes
4. **Conference Highlights**
Action: Share information from recent library/ educational conferences
5. **Online Resources**
Action: Review ordering process, 2016-17 pricing, BOCES participation and cost estimate; additional database info, discuss any issues or concerns

11:45 – 12:45

LUNCH

Lunch on your own. Reservations will be made at the start of the meeting for those wishing to lunch together.

1:00 – 2:30

6. SLS Director Report

Action: Review, discuss the following:

- Erie 1 BOCES SLS five-year Plan of Service
- End of the Year Survey for the SLS Office
- TeachingBooks.net Renewal
- NYLA Membership for 2016-17
- Presenter Ideas for 2016-17

7. Staff Development

Action: Discuss district needs, interests for upcoming year

- Minecraft
- Possibly have Donalyn Miller
- ELL /ENL Learners

8. ILL and weeding and Collection Development

Action: Review, discuss the following:

- monthly ILL Stats 2015-16 end date
- district summer school information for your building

9. Good of the Order

Action: Open forum for non-agenda items

Thank you for serving as the Communication Coordinator for 2015-16 School Year