

**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](http://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.