Instructional Support Services Cooperative Music Liaison Committee
Minutes for October 15, 2015

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<tr>
<th>Jane Beck (WBS)</th>
<th>Kristyn Cutler (WEH)</th>
<th>Joanne Goodemote (NHO)</th>
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<td>Paul E. Blake (RS)</td>
<td>Sarah DePalma (HPH)</td>
<td>Amy Osborne (BHE)</td>
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<td>Paul Brown (PC)</td>
<td>Charity Dreier (BFH)</td>
<td>Jeremy Ukena (UTH)</td>
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<td>Mark Bunce (CV)</td>
<td>Caitlin Fenton (RME)</td>
<td>Jenna Wratten (CLM)</td>
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Absent: Jane Beck (WBS), Paul E. Blake (RS), Mark Bunce (CV), Kristyn Cutler (WEH), Jeremy Ukena (UTH)
Also Present: Patricia Skelly, Colleen Huddleston, Theresa VanHatten

1.) Welcome & Update
   a. Welcome – Pat welcomed the committee back. The committee discussed members who are unable to attend. Pat will be contacting them to ask about a possible replacement who can attend the two meetings a year as we want to have as many districts as possible represented. Jeremy Ukena from Utica has retired and he will need to be replaced.
   b. Updates - It was discussed that we will be scheduling WebEx meetings for music teachers to help them navigate and search more easily on SNAP. The committee also discussed that we do professional development for music teachers. BOCES will pay the music teachers to do this training. Any suggestions are welcome as to the topic areas for the trainings. The committee stated that one was needed in March 2016 for Superintendent’s Conference Day.

2.) Damaged Music in HCMEA and OCMEA Libraries – There are many pieces in these libraries which have missing pieces of music, leaving them useless to a music teacher. We do not have the space to house music that is not being used. Pat will be contacting the presidents and secretaries of the respective committees as to what they want to do – replace the missing music pieces, discard the music or return it to them. Music replacement for BOCES pieces will be decided by the committee. Colleen has created reports that can be sent to each library.

3.) Remodeling of Colleen’s Area – BOCES construction students will be coming in and doing a remodel of Colleen’s area in the music library. She will temporarily be located in another area of the department. Her contact info is the same. All music will be covered during the construction.
4.) Review of Policy Doc and “printable sortable” Catalog Links
   a. Pat made one change in the Cooperative Sheet Music Service Procedure & Practices Manual. In regards to item 2:a:v - Unreturned items will be marked as Lost and the district will be billed accordingly. The committee approved the change.
   b. Colleen demonstrated tips in SNAP when searching for music. She also went over “printable sortable” catalog links so that everyone is up-to-date on the upgrades we do in SNAP.

5.) Miscellaneous – Regional Read & Sing Sponsored by J.W. Pepper
   a. The committee discussed this past summer’s first Regional Read and Sing. They thought that it went really well and agreed that we should do it again next year. Jenna Wratten once again offered to host the workshop at Clinton High School. The committee decided to do a few changes to improve Summer 2016’s workshop which include: a 30-minute introduction at the beginning with all music teachers to go over the Cooperative Music Service and using SNAP for music ordering, use the “Editor’s Choice” music from the previous year for music selection, and a few other minor changes that Theresa will handle. Next year should be bigger and better.
   b. A survey will be sent to all who attended the workshop. We will then go over the results at our January meeting.

6.) Catalog Improvements
   a. Continued examining & evaluating the current collection with recommendations to BOCES staff.

Meeting adjourned 2:30 p.m.
Next Meeting: Thursday, January 21, 2016

cc: Building Principals Howard Mettelman
    District Superintendents Mark Vivacqua
    Kenneth Ford