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## SCHOOL BOARDS ASSOCIATION

SINCE 1896, THE VOICE OF PUBLIC SCHOOL LEADERSHIP

May 2, 2008

Dr. Catherine Collins  
At-Large School Board Member  
Buffalo School Board  
355 Starin Ave  
Buffalo, NY 14216

Dear Dr. Collins:

Congratulations! The proposal evaluations have been completed and your seminar entitled "**Maternal Incarceration and It's Impact on Learning and Academic Achievement of Children**" has been selected for the 2008 New York State School Boards Association (NYSSBA) 89<sup>th</sup> Annual Convention, which will be held October 16 – 19, 2008 in the New York City area. The theme for this years Convention is *Leadership for Learning*. Please be aware that NYSSBA has identified you as the primary contact for this seminar and we ask that you contact any additional presenter, if applicable, regarding your acceptance.

At this time, I would like to remind you of the following:

- The seminar conducted must match the approved seminar proposal (*please be aware that NYSSBA may change the title of your seminar*).
- Seminar leader(s) are expected to provide at least 100 copies of all handouts.
- NYSSBA requires an electronic version of your presentation materials and handouts no later than October 1, 2008.
- NYSSBA will provide one podium microphone for your seminar; all other audio visual (ie. LCD projector, laptop, etc) must be provided by the seminar leader(s). If you require internet connection for your seminar, please contact NYSSBA as we will make those arrangements through the hotel; however, you will be assessed prevailing hotel fees for this service.
- If you require audio visual support during your seminar, please notify NYSSBA as soon as possible.
- NYSSBA requires an electronic version of each seminar leader(s) biographical information no later than October 1, 2008.
- NYSSBA pays no fees, including Convention registration, or expenses for seminar leader(s).

Final arrangements regarding the exact date, time, location and title of your seminar are still being decided by NYSSBA staff. I will notify you in late June with all final details.

If you have any questions, or need further information, please don't hesitate to contact me. My direct line is 518-783-3766, or you may reach me via email at [billi.loomis@nyssba.org](mailto:billi.loomis@nyssba.org). I am looking forward to working with you and I know that your seminar is going to add great value to this years Convention.

Sincerely,

Billi Loomis  
Convention and Training Coordinator

24 Century Hill Drive, Suite 200  
Latham, New York 12110-2125