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### Correspondence; 2008-06-16; NYS School Boards Association

Catherine Collins

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## SCHOOL BOARDS ASSOCIATION

SINCE 1896, THE VOICE OF PUBLIC SCHOOL LEADERSHIP

June 16, 2008

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

Dear Dr. Collins:

This letter confirms that the New York State School Boards Association has scheduled your seminar at the 2008 NYSSBA Convention as follows:

**Seminar Title\*: Maternal Incarceration and Schools**

*\*as previously mentioned, your seminar title may have been changed by our Communications department.*

**Seminar Presenter(s):**

Dr. Catherine Collins, At-Large School Board Member, Buffalo School Board

**Date:** Friday, October 17

**Time:** 3:45 - 5:00 pm

**Location:** Conference Room H

Please verify that the name and position of each seminar presenter is correct. If there is not a position listed, please provide one as the above information will be used in the convention program. If you have any changes to this information, please notify me via e-mail at [billi.loomis@nyssba.org](mailto:billi.loomis@nyssba.org) or fax at 518-783-3543.

Please send to my attention by **July 14, 2008** a brief biography (please limit to 150 words) of all seminar presenters. This will be used for introduction purposes only.

Enclosed you will find the following forms:

- Assignment of Interests (to be completed by each presenter to grant NYSSBA permission to audiotape, videotape or record your educational session)
- Photograph Release (to be completed by each presenter to grant NYSSBA permission to publish and republish photographs taken during your educational session)
- Audio Visual Needs Form

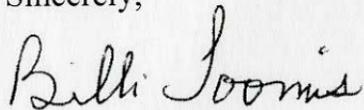
I ask that you **complete and return these forms, along with your biography, to me no later than July 14, 2008.** As mentioned above, we will be audio-recording all of the educational seminars, so we ask you to keep this in mind as you prepare the format for your session.

Enclosed is a convention promotion brochure, which includes instruction on how to register for the convention and housing. If you are attending the convention as well as conducting a seminar, you must register for the event. If only presenting, and you require lodging accommodations, please return the completed registration and housing forms to my attention at NYSSBA, 24 Century Hill Drive, Suite 200, Latham, NY 12110.

Please be sure that upon arriving at the convention site, you check-in at the registration area on the second floor of the Sheraton Hotel in order to receive your name badge and other materials.

As a reminder, please bring at least 100 copies of all handouts to your seminar. If you should have any questions, please do not hesitate to contact me. My direct line is 518-783-3766.

Sincerely,

A handwritten signature in black ink that reads "Billi Loomis". The signature is written in a cursive style with a large initial "B".

Billi Loomis  
Convention & Training Coordinator

Enclosures