Minutes
NTA Substitute Teachers’ Chapter
Wednesday, February 9, 2011
(Rescheduled from January 26, 2011)

Call to Order
The meeting was called to order at 4:25 by Ellen Hart, NTA Treasurer and Substitute Chapter Liaison.

Approval of Minutes
The minutes of the September 29, 2010 meeting were approved as read.

Old Business
Copies of the Memorandum of Agreement that was approved and ratified on December 7, 2010 were given to Hector Hernandez to hand out to substitutes as requested.

New Business
1. Substitute orientation. Goal is to get input from substitutes to incorporate items into a new orientation package that will be distributed to current and new substitutes for the Newburgh Enlarged City School District.
2. Centralize and update a list of all current substitutes. Discussions ensued with regard to maintaining a current list of Substitutes for the District. It was suggested that a current email for all substitutes be made available to the Substitute Chapter so that better and timely information can be disseminated to all concerned. Information will begin to be assembled.

Adjournment
The meeting was adjourned at 6:00 pm.