



Institute for District Clerks: All You Need to Know about Working with Your Board of Education

District clerks, both new to the position and experienced, will benefit from this session which is inclusive of new strategies and resources. This workshop will review roles and responsibilities of the district clerk including: how to develop well-constructed agendas and minutes, executive session, Freedom of Information/Open Meetings laws, school budgets, district elections and annual re-organization meetings.

Presenter: Wendy Heslink, Secretary to the Superintendent/District Clerk, Fredonia CSD

Date: March 16, 2018

Time: 8:30 a.m. – 11:30 a.m.

Audience: District Clerks

Fee: \$125

CANCELLATIONS NOT ACCEPTED BEYOND 7 DAYS PRIOR TO WORKSHOP
ALL FEES ARE ELIGIBLE FOR STATE AID - SCHOOL DISTRICTS WILL BE BILLED THROUGH CO-SER 512

To register on-line go to: My Learning Plan at www.pnwboces.org/catalog

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