



## The Educational Office Professional – A Unique Composition

The work of every office professional requires a unique composition of skills and talents. This session will support the participants' continued growth to blend their skills ensuring enhanced support of their organization. This staff development session will offer office professionals tips and tricks to help build their skills, no matter which position they hold within the district.

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

**Date:** March 15, 2018

**Time:** 8:30 a.m. – 3:30 p.m.

**Audience:** District and School Level Clerical Support Personnel

**Fee:** \$175

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](http://www.pnwboces.org/catalog)

### Superintendents

JAMES M. RYAN ED.D  
DISTRICT SUPERINTENDENT

LYNN ALLEN ED.D  
ASSISTANT SUPERINTENDENT

JOHN MCCARTHY  
ASSISTANT SUPERINTENDENT

### Board Members

RICHARD KREPS  
PRESIDENT

CATHERINE LILBURNE  
VICE PRESIDENT

ANITA FELDMAN  
TRUSTEE

DOUGLAS GLICKERT  
TRUSTEE

TINA MACKAY  
TRUSTEE

MARY CAY NILSEN  
TRUSTEE

FRANK SCHNECKER  
TRUSTEE