



**MEMORANDUM**

**TO:** Superintendents  
Business Officials  
District Clerks

**FROM:** *Mark Jones*  
Mark Jones, Assistant District Superintendent for Management Services

**SUBJECT: REQUIRED BOARD TRAINING SCHEDULE - 2008-09**

**DATE:** September 22, 2008

As you are aware, Capital Region BOCES is an approved provider of the legally mandated fiscal training for Board Members.

The BOCES is pleased to be able to offer the required training “free” of charge to component school board members. There are three (3) sessions scheduled for fiscal year 2008-09. The dates and locations are as follows:

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#1	November Session - Central Administration, 1031 Watervliet-Shaker Road, Albany				
	Thursday	November 13	Part A	Conference Room A & B	6:00-9:00 p.m.
	Wednesday	November 19	Part B	Conference Room A & B	6:00-9:00 p.m.

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#2	March Session - Schoharie Career & Technical School, Route 30, Schoharie				
	Wednesday	March 11	Part A	Terrace Room	6:00-9:00 p.m.
	Thursday	March 12	Part B	Terrace Room	6:00-9:00 p.m.

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#3	June Session - Central Administration, 1031 Watervliet-Shaker Road, Albany				
	Wednesday	June 10	Part A	Conference Room A & B	6:00-9:00 p.m.
	Thursday	June 11	Part B	Conference Room A & B	6:00-9:00 p.m.

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Sessions will be divided into two (2) three (3) hour sessions. Certificates will be issued for each completed session. Detailed registrations forms are attached.

Should you have any questions, please feel free to contact Mr. Charles S. Dedrick (862-4900) or Mark Jones (862-4920).

MJ/sk

cc: Mr. Charles S. Dedrick  
BOCES Board Members



## Board Training Registration Form

District: \_\_\_\_\_

Session #1 Central Administration, 1031 Watervliet-Shaker Road, Albany - Conference Room A & B

- |                          |           |             |        |                  |
|--------------------------|-----------|-------------|--------|------------------|
| <input type="checkbox"/> | Thursday  | November 13 | Part A | 6:00-9:00 p.m. * |
| <input type="checkbox"/> | Wednesday | November 19 | Part B | 6:00-9:00 p.m. * |

Printed Name

Title:

_____	_____
_____	_____
_____	_____
_____	_____

Registration  
Deadline -  
November  
3<sup>rd</sup>

Session #2 Schoharie Career & Technical School, Route 30, Schoharie - Terrace Room

- |                          |           |          |        |                  |
|--------------------------|-----------|----------|--------|------------------|
| <input type="checkbox"/> | Wednesday | March 11 | Part A | 6:00-9:00 p.m. * |
| <input type="checkbox"/> | Thursday  | March 12 | Part B | 6:00-9:00 p.m. * |

Printed Name

Title:

_____	_____
_____	_____
_____	_____
_____	_____

Registration  
Deadline -  
March 2<sup>nd</sup>

Session #3 Central Administration, 1031 Watervliet-Shaker Road, Albany - Conference Room A & B

- |                          |           |         |        |                  |
|--------------------------|-----------|---------|--------|------------------|
| <input type="checkbox"/> | Wednesday | June 10 | Part A | 6:00-9:00 p.m. * |
| <input type="checkbox"/> | Thursday  | June 11 | Part B | 6:00-9:00 p.m. * |

Printed Name

Title:

_____	_____
_____	_____
_____	_____
_____	_____

Registration  
Deadline -  
June 1<sup>st</sup>

\* Coffee and Sign-In on each night will begin at 5:30 p.m.

Registration form may be mailed to Sharon Kisby at the above address or faxed to 862-4949.