

23rd



**workshop
for
district
clerks**

Issues for District Clerks

**Wednesday, October 26, 2011
8:15 – 11:30 am**

**Holiday Inn Airport
Brooks Avenue at US Rte 390**

PROGRAM

8:15 am Registration and social time (with refreshments)

8:30 am **LEGAL UPDATE FOR DISTRICT CLERKS**

Laura Purcell, Esq., Harris Beach LLP

Ms. Purcell will review legal issues affecting district clerks and their responsibilities—including consent agendas, audit committee records management, and superintendent hearing responsibilities.

9:30 am **QUESTIONS & ANSWERS**

9:45 am **BREAK**

10:00 am **EXPANDED CIRCLE TALK**

Chairs will be moved into a circle so clerks can informally discuss any items they wish to raise.

Issues that have been suggested include:

Possibility of electronic ads for mandated public notifications

Clerks who used the new scanners for the last vote share experiences:

How many inspectors they used,

How they estimated the # of ballots to print, who printed them,

What additional expenses we should expect

What problems might we face

How those clerks who use them actually put consent agendas together

How districts handle new policies, updating old and approval.

How to become a Notary Public

Please come prepared to discuss these topics and/or any others of greater interest to you.

11:30 am **ADJOURNMENT**

Planning Committee: Elizabeth Bajor, Karen Flanigan, Mia Kellogg, Barbara Morlock, Pat Unterborn

REGISTRATION

To register, return this completed form by **Friday, October 21**, to **Monroe County School Boards Association**, 220 Idlewood Road, Rochester 14618, fax it to 328-2494, call (585) 328-1972, or send an email to Mary_Talbot@boces.monroe.edu.

There will be a \$20 charge for MCSBA-district participants, and a \$25 charge for those from non-member districts. Districts will be billed after the conference.

Clerk(s) _____

Phone _____

School District _____

Address _____