



MASLA

MINI-CONFERENCE

CO-SPONSORED BY:

**JEFFERSON-LEWIS BOCES AND
OFFICE OF INTER-MUNICIPAL LEGAL SERVICES &
NYS MANAGEMENT ADVOCATES FOR SCHOOL LABOR AFFAIRS**

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You are cordially invited to attend a mini-conference at Jefferson-Lewis BOCES – Conference Room A/B, 20104 State Route 3, Watertown, New York 13601. A light breakfast and lunch will be provided.

Topics to include: Current records retention requirements and updates, including electronic email; and the new CTLE requirements and certificate registration process.

Please plan on joining us!

Date: Thursday, May 12, 2016, at 8:30 a.m. – 12:30 p.m.

There is no registration fee and no requirement to preregister if you are unsure of your schedule. If you are able to attend, feel free to let us know.

If you have any questions contact Kathy Nicholson at knicholson@boces.com

AGENDA

MAY 12, 2016

- 8:30 – 9:15 a.m. Registration
- 9:15 – 10:15 a.m. **Records Retention Requirements and Updates**
Presented by: Timothy A. Collins, Esq.
Jefferson-Lewis BOCES/Office of Inter-Municipal Legal Services
- 10:15 – 10:30 a.m. Morning Break
- 10:30 – 11:30 a.m. **New CTLE Requirements and Certificate Registration Process**
Presented by: Diane Wright
Regional BOCES Certification Specialist for Jefferson-Lewis and St. Lawrence BOCES
- 11:30 – 12:30 p.m. Lunch and networking

Conference Registration Form

**Jefferson-Lewis BOCES and
Office of Inter-Municipal Legal Services &
NYS Management Advocates for School Labor Affairs**

**Thursday, May 12, 2016
8:30 a.m. – 12:30 p.m.
Jefferson-Lewis BOCES, Watertown, NY**

NAME _____

ADDRESS _____

TELEPHONE _____ E-MAIL _____

SCHOOL/FIRM _____

Conference dress is casual.

There is no charge for this conference. Please see the attached Agenda for meeting details.

Please return this registration form to:
(same day registration available)

Jefferson-Lewis BOCES
Attn: Kathy Nicholson
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