

Registration Form

Register early – space is limited.

FAX to (716) 645-3840

Or

EMAIL to debrabri@buffalo.edu

Principal Name _____

Secretary Name _____

School District _____

Phone _____ FAX _____

Email _____

This workshop is **only open to affiliates of the Council** for the 2010 - 11 school year. It is a free session, except for the cost of food and materials. Districts will be billed \$35.00 for the team.

Districts will be invoiced; please make checks payable to the WNYESC

Mail to: WNYESC, University at Buffalo,
222 Baldy Hall, Buffalo, NY 14260-1000

DIRECTIONS

Transit Middle School is located at
8730 Transit Road in East Amherst,
NY.

use Mapquest for directions.

Free parking onsite.

**Register early - Space is limited
to 15 teams.**

**A light breakfast will
be available.**

WESTERN NEW YORK EDUCATIONAL
SERVICE COUNCIL
presents

“Organizing an Effective School Office: A Principal and Secretary Partnership”

with

Jill Pellis



**Wednesday
July 28, 2010**

8:30 – 9:00 A.M. Registration

9:00 – 12:00 P.M. Program

**Transit Middle School
8730 Transit Road
East Amherst, NY 14051**

ABOUT THE PROGRAM

Do the requirements and obligations of your job create time shortages? Are you spending enough time in classrooms as an instructional leader? Do you complete all your work at school or are you taking work home frequently? What are the things that steal your time and efficiency? Are you and your secretary synchronized in terms of the calendar and schedule?

The goal of this mini-workshop is to help you and your secretary work together to stay on task and on time. You will learn valuable tips to help control:

- email
- calendar
- paper work
- daily meetings

This workshop will be in a school setting (Transit Middle School) so you and your partner can see a practical application of effective and efficient operation first hand.

ABOUT THE PRESENTER

Jill Pellis has been principal of Transit Middle School in the Williamsville Central School district for 18 of her 25 years in administration. Under Ms. Pellis' leadership, Transit Middle received recognition as Business First's top middle school in WNY for four years and came in second place three years. As a principal in the Buffalo Public Schools, Ms. Pellis and her staff received the New York State as well as the National School of Excellence Award at a White House ceremony.

WHO SHOULD ATTEND

This workshop is limited to 15 school partner teams...the principal and secretary, on a first-come, first-served basis. Individuals may NOT attend alone; you must come as a team.

AFFILIATE INFORMATION

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WNY Educational Service Council

Affiliates

2009 - 2010

Akron CSD	Lackawanna CSD
Alden CSD	Lake Shore CSD
Allegheny-Limestone CSD	Lancaster CSD
Amherst CSD	Leroy CSD
Attica CSD	Lewiston Porter CSD
Brocton CSD	Lockport City SD
Byron-Bergen CSD	Medina CSD
Cattaraugus-Allegany-Erie-Wyoming BOCES	Newfane CSD
Cattaraugus-Little Valley CSD	Niagara Charter School
Chautauqua Lake CSD	Niagara-Wheatfield CSD
Cheektowaga CSD	North Collins CSD
Cheektowaga-Sloan UFSD	Oakfield-Alabama CSD
Clarence CSD	Olean CSD
Cleveland Hill UFSD	Orchard Park CSD
Depew UFSD	Orleans Niagara BOCES
Diocese of Buffalo	Dunkirk CSD
Eden CSD	Randolph Academy UFSD
Elba CSD	Royalton Hartland CSD
Ellicottville CSD	Salamanca City SD
Erie 1 BOCES	Sherman CSD
Erie 2 C-C BOCES	Silver Creek CSD
Fillmore CSD	Southwestern CSD
Forestville CSD	Springville-Griffith Institute CSD
Frontier CSD	Sweet Home CSD
Genesee Valley BOCES	Tonawanda CSD
Gowanda CSD	Warsaw CSD
Grand Island CSD	West Seneca CSD
Hamburg CSD	West Valley CSD
Holland CSD	Westfield Academy & CSD
Holley CSD	Williamsville CSD
Hopevale UFSD	Wilson CSD
Iroquois CSD	Yorkshire-Pioneer CSD
Kenmore-Tonawanda UFSD	