

BOARD OF COOPERATIVE
EDUCATIONAL SERVICES

OFFICE OF THE ASSISTANT DISTRICT SUPERINTENDENT FOR MANAGEMENT SERVICES

1031 Watervliet-Shaker Road
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MEMORANDUM

TO: Division Directors – Inge Jacobs, Peter Kopcha, Hank Stopinski, and Carl Strang

FROM: Mark Jones *M Jones*

SUBJECT: 2008-09 TENTATIVE SCHEDULE FOR BOARD MEETINGS

DATE: June 12, 2008

<u>BOARD MEETING</u>	<u>DS STAFF MEETING</u> (To Review Board Agenda)	<u>AGENDA MATERIAL DUE</u>	Due to the Director:
July 21, 2008	July 15, 2008	July 9, 2008	June 30, 2008
August 18, 2008	August 12, 2008	August 6, 2008	August 1, 2008
September 15, 2008	September 9, 2008	September 3, 2008	August 29, 2008
October 20, 2008	October 14, 2008	October 7, 2008 *	October 3, 2008
November 17, 2008	November 12, 2008 *	November 4, 2008	October 31, 2008
December 15, 2008	December 9, 2008	December 3, 2008	November 26, 2008
January 15, 2009 *	January 6, 2009	December 29, 2008 *	December 23, 2008
February 12, 2009 *	February 3, 2009	January 27, 2009 *	January 23, 2009
March 16, 2009	March 10, 2009	March 4, 2009	February 27, 2009
April 20, 2009	April 7, 2008 *	April 1, 2009 *	March 27, 2009
May 18, 2009	May 12, 2009	May 6, 2009	May 1, 2009
June 15, 2009	June 9, 2009	June 3, 2009	May 29, 2009
July 20, 2009	July 14, 2009	July 8, 2009	July 3, 2009
April 1, 2009	Annual Meeting		
April 20, 2009	Administrative Budget Vote/Board Member Election		

PLEASE NOTE: * Indicates change in normal schedule

1. Submission of any and all material dealing with personnel should be sent to Gretchen and will follow the *Human Resources & Payroll Information Schedule* which will be generated in the very near future.
2. All other material is generally due on WEDNESDAY no later than 11:00 a.m. to Sharon in my office.
3. It is IMPERATIVE that all personnel data be attached before appointment recommendations are presented to the Board for consideration. Lack of sufficient data will result in delay of appointment.

If you have any questions or concerns regarding the above, please do not hesitate to contact my office. Your cooperation is appreciated.

MJ/sk

cc: Mr. Charles S. Dedrick
Dr. Kathryn Gerbino
Management Services Staff
Division Secretaries