### General Sessions

**Elections 101**  
*Caroline Geppert, Elections Division, Office of the Secretary of State*  
This nuts-and-bolts presentation on conducting school board elections is offered by those who have a close connection to the election process in Texas—the Secretary of State’s office.

**What to Expect in the 85th Legislative Session**  
*Dax Gonzalez, TASB Governmental Relations*  
Learn about what the 85th Legislature has in store for public schools and our 5.2 million students in 2017. From vouchers to school finance, recent interim committee hearings indicate we’re in for quite a ride.

### Breakout Sessions

**Personnel Records: The Game of Lost and Misplaced Files**  
*April Mabry, TASB HR Services*  
Learn which documents must be kept in the personnel file, how long they must be retained, how to protect documents, and what to do if there is a data breach. Join HR Services in this interactive session to learn the rules of personnel records management and discover how other districts are handling common challenges.

**Tech Tips and Tricks and Security Best Practices**  
*Leslie Pulliam and Ruben Leal, TASB Information Technology*  
Within the next few years, Microsoft will no longer support older operating systems, which means users must upgrade to Windows 10. Join a TASB tech expert for an overview of Windows 10, including what’s new and some tips and tricks. Also learn about security best practices in the age of information breaches.

**Customize Meeting Agendas with BoardBook® Templates**  
*Russell Roberts and Jerry Gutierrez, BoardBook®*  
This hands-on session will cover how to update templates for meeting agendas or agenda packet covers. The session will be held in the IT training room and seating is limited. Sign up at the registration desk to reserve a computer.

**Effective Meetings**  
*David Koempel, TASB Leadership Team Services and Tim Curtis, BoardBook®*  
Productive meetings require effective preparation. This session will introduce three tools your district can begin using today to increase productivity at board meetings, whether traditional or paperless. We will examine the benefits and implementation of an agenda calendar, a customizable background information form for agenda items, and web-based software to simplify agenda packet creation. The session will include case studies on just a few of the hundreds of districts using these tools.

**You’ve Got Policy Questions…We’ve Got Answers**  
*Carolyn Austin, TASB Policy Service*  
Facilitated by a Policy Service consultant, this interactive session will focus on providing strategies and suggestions for policy-related questions and topics that you encounter on a regular basis. Be prepared to share ideas and tips with your colleagues from other districts. Learn about key policies to assist you in performing a vast array of duties.

**Social Media Advocacy**  
*Amanda Quraishi and Stephanie Butler, TASB Communications*  
Learn the basics of using social media to advocate for Texas public schools as an individual citizen and on behalf of the school districts in which you work. This session will cover social media best practices and take a look at tools and tips for participating in online advocacy.
Friday, February 24
General Sessions

Navigating Records Management Responsibilities  
Eric Narcisse, TASB Policy Service and Joshua Clark,  
Texas State Library and Archives Commission  
Join a TASB Policy Service consultant and an information analyst from the Texas State Library and Archives Commission as they discuss why records management is important and required, what constitutes a record, how to ensure you are in compliance, and how that benefits your school district. Presenters will review best practices, valuable resources, practical tips, and critical policy elements to ensure your district has an active and effective records management program.

Ask an Expert Panel  
Tim Curtis, BoardBook®; Phil Gore, TASB Leadership Team Services; and Elvia Garcia Donaldson, TASB Policy Service  
Do you have a question about the board’s role or your role in the district? Or something more specific concerning open records requests, file storage, or grievances? Maybe you just need to know if there’s a TASB service that can help with an issue you’re having. Our panel of TASB experts is ready to field your questions. If they don’t know the answers, they know how to find them!

What? So What? Now What?  
Kay Douglas, TASB Leadership Team Services  
You have had a fun-filled, information-packed two days at this conference. Now take time to synthesize what you learned, why it matters, and how to use it in the future. How can you make connections that keep learning going after leaving the TASB bubble?