Session Descriptors

WEDNESDAY, OCTOBER 23

Optional Early-Bird Session

Transition to BoardBook® Premier
A new version of the BoardBook meeting preparation software is here! If you are a current user and are ready to upgrade to BoardBook Premier, this session is for you. Get set up, learn new features—move your district to the new version! For subscribers ready to upgrade. Seating is limited.

THURSDAY, OCTOBER 24

General Sessions

Who’s in the Room?
At any given meeting, you probably have more in common with other attendees than you realize. This interactive session will allow every participant to talk to staff from other districts and see what you might have in common. That could be location, size of district, years on the job, or maybe experience with the same superintendent! Listen, learn from each other, and get to know who’s in the room.

Elections 101
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. Presenter: Christina Adkins, Office of the Texas Secretary of State Elections Division

Weighing In: Public Testimony at Open Meetings
HB 2840 amended the Open Meetings Act (OMA) and requirements regarding the public comment portion of open meetings by governmental bodies, including school boards. Join staff from TASB Legal Services and TASB Policy Service as we review the important changes and discuss some of the practical considerations that will impact school board meetings. Presenters: Julie Allen and Joy Baskin, TASB Legal Services, and Amy Kadlecak, TASB Policy Service

Breakout Sessions

BoardBook® Premier Briefing
Come to this session to get a show-n-tell about the new version of BoardBook. See the expanded features, hear about other training opportunities, and learn the next steps for moving your district to the improved product. Presenter: Tony Pintarelli, BoardBook

Policy Proficiency: Helpful Tips and Resources
Let’s face it—managing your district’s policies requires more than simply notifying Policy Service that the update has been adopted. This session will focus on navigating the local district update process; working with numbered update materials; maintaining handbooks, regulations, and historical files; using policy development resources; and more. The presentation will benefit new and experienced administrative professionals and will be especially helpful to those working with a new superintendent in their district. So, join a couple of policy consultants for some helpful tips on policy management to make your job easier! Presenters: Jamie Chandler and Brooke Knudtson, TASB Policy Service

Navigating the Minefield of Special Populations
As an admin at your district, you are the first point of contact with the public on a wide range of subject areas. This interactive session is crafted to provide you an overview of the top issues in the special population space (Special Education, Section 504, Response to Intervention, English Language Learners, Career and Technology Education, etc.) so you are
prepared to field questions. The session will include time for participants to talk to staff who have addressed the most common concerns and issues on this topic in districts across the state.

**Presenter:** Dr. Karlyn Keller, TASB Special Education Solutions

**What Your Board Members Ask Us: Helping You Answer Continuing Education Questions**

From registering for events and housing to maintaining documentation, you play a central role in your board’s continuing education (CE). This session focuses on helping you understand CE requirements and the TASB tools available to make your job easier. We will share up-to-date information about online registration and training, myCEC, session selections, and housing. You will leave ready to guide your trustees smoothly through the process of earning their CE hours.

**Presenters:** Jackie Hightower, Mandy Begley, and Renee LeClaire, TASB Leadership Team Services

**HR Hot Topics**

TASB HR Services receives questions throughout the year from district HR staff on a wide variety of topics. This session will cover many of the emerging trends that have developed as well as “hot topics” HR staff have inquired about this past year. Come get the answers in this engaging session from HR Services consultants. The session will touch on a range of HR-related topics and cover information useful to new and experienced administrative professionals.

**Presenters:** Cheryl Hoover and Karen Dooley, TASB HR Services

**Top 10 Easy Ways to Market Your School and Have Fun Doing It!**

We’ll share with you the top 10 easy ways to promote your school that any campus can adopt and implement. From visual tactics to using words that welcome and inspire, you’ll learn how to spotlight the great things about your school. We took the heavy lifting out as all attendees will receive a quick guide for easy implementation.

**Presenters:** Lisa Losasso Jackson, Executive Director, Go Public, and Jennifer Storm, Director of Business Operations and Fund Development, Friends of Texas Public Schools

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**FRIDAY, OCTOBER 25**

**General Sessions**

**Records Management Basics and Beyond**

The basics of records management as well as new legislative updates impacting school district records retention. Hear from both a Texas State Library and Archives Commission staff member and a TASB Legal Services attorney.

**Presenters:** Bonnie Zuber, Texas State Library and Archives Commission, and Julie Allen, TASB Legal Services

**FUNdamentals for Administrative Professionals**

Administrative professionals perform myriad tasks in addition to taking minutes. This fun, interactive workshop will address issues related to supporting school boards: effective meetings, board packets, minutes, time management, and frontline support. Discover in-depth techniques in communicating confidently and how to develop and polish effective meeting skills.

**Presenter:** Krissy LaMont, Leadership Development and Member Services Director, Idaho School Boards Association