

# TASB Conference for Administrative Professionals

October 22-23, 2020



## Session Descriptors

### General Sessions

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#### **Elections 101**

*(Thursday, 9 a.m. with Q&A at 10:30 a.m.)*

This nuts-and-bolts presentation on conducting school board elections is offered by those with a close connection to the election process in Texas—the Secretary of State's office. The presentation will be followed by a Q&A session with the SOS attorney and a TASB Legal Services attorney.

**Presenters:** Christina Adkins, Office of the Texas Secretary of State Elections Division, and Kristi Clark, TASB Legal Services

*Have a question about elections? Please send to [melissa.roberts@tasb.org](mailto:melissa.roberts@tasb.org) by October 15, and the presenters will address your inquiry during the Q&A.*

#### **Catch Up with the Texas Legislature**

*(Thursday, 11:30 a.m.)*

In this primer to the 87th Legislative Session, learn what the Texas Legislature most likely is planning to address and discuss.

**Presenter:** Whitney Broughton, TASB Governmental Relations

#### **Gone Phishin': Cybersecurity, Social Engineering, and You** *(Friday, 8:45 a.m.)*

Cyber scams are on the rise, and many target schools. Learn from a TASB cybersecurity expert about how cyberattacks and social engineering scams may occur and what you can do to limit their success. A TASB attorney will review district requirements for cyber-awareness training, incident reporting, and mandatory notifications.

**Presenters:** Julie Allen, TASB Legal Services, and Lucas Anderson, TASB Risk Management Risk Solutions

#### **Taking Care of Number One**

*(Friday, 10:45 a.m.)*

Administrative professionals give of themselves all day, every day. You're often taking care of someone else's needs. That is only sustainable when you ensure your own needs are met as well. Consider practical steps you can take to give of yourself every day and still have some of you left at the end of the day.

**Presenters:** Phil Gore and Kay Douglas, TASB Board Development Services

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### Breakout Sessions

#### **Now What Do I Do? Policy Management during Uncertain Times**

*(Thursday, 1:30 p.m.)*

Managing your district's policies can be challenging during normal circumstances. This year has been anything but normal and has brought up many questions related to policy that needed an answer outside of the normal procedures. In this session we will explore different scenarios that districts may encounter while managing their policy manual during uncertain times. The presentation will benefit new and experienced administrative professionals, so join a couple of policy consultants for some helpful tips on policy management to make your job easier!

**Presenters:** Brooke Stroud and Kathy London, TASB Policy Service

#### **You're Concerned About What? Responding to Parent Calls in Special Populations Areas**

*(Thursday, 1:30 p.m.)*

Attendees will receive a brief overview of special populations areas including special education, Section 504, English learners, and Gifted and Talented programs. Given that administrative professionals are often the first line of communication with a concerned parent, we will discuss common issues you may potentially receive calls about in each of these areas. There will be activities to practice responses to these calls.

**Presenters:** Denise Carter and Mary McFarlin, TASB Student Solutions



## Breakout Sessions continued

### **New Trustees, Continuing Trustees, and Doing It All at a Distance: TASB's Training and CE**

*(Thursday, 1:30 p.m.)*

From registering your board for virtual conferences to maintaining documentation, you play a central role in your board's continuing education (CE). This year's session focuses on the transition to virtual learning, including an introduction to our newest robust offering for any new board members who will join your boards in November! We will share up-to-date information about virtual events, online registration and training, CE requirements and myCEC. You will leave ready to guide your trustees smoothly through the process of earning their CE hours, whether they are brand new or seasoned board members!

**Presenters:** Susan Whisenant, Mandy Begley, and Jackie Hightower, TASB Board Development Services

### **Tackling 10 Common HR Conundrums**

*(Friday, 3 p.m.)*

All districts, no matter the size, share many of the same HR problems and challenges. This session will address 10 common challenges districts face, including recordkeeping, leave administration, employee notifications, and more. Experienced HR professionals from TASB HR Services will discuss best practices for navigating common problems and provide participants an opportunity to identify and address other HR-related issues.

**Presenters:** Luz Cadena and Jennifer Barton, TASB HR Services

### **Trauma-Informed Care: What Should You Know?**

*(Friday, 3 p.m.)*

When educators are prepared to recognize and respond to those who have been impacted by trauma, the unique need of students who struggle due to life situations that are out of their control will benefit. By creating a culture of understanding and respect, the school community will be better prepared to address the needs of all children. There are many ways to weave trauma-informed practices into the fabric of schools. This session will provide a primer on what you should know as your district begins to explore creating trauma-informed schools.

**Presenter:** Karlyn Keller, EdD, TASB Special Education Solutions

### **Preparing for Meetings with BoardBook®**

*(Friday, 3 p.m.)*

**Presenter:** Russell Roberts, BoardBook®