

TSBA BOARD SECRETARIES' WORKSHOP

TSBA Headquarters

May 7, 2021

AGENDA

8:30 – 8:45 a.m.	Welcome and Overview of Day	Dr. Tammy Grissom, TSBA Executive Director
		Karen Putman <i>Lincoln County, TABS President</i>
8:45 – 9:35 a.m.	Legislative Overview	Ben Torres, <i>TSBA Assistant Executive Director & General Counsel</i>
9:35-9:45 a.m.	Board Ethics	Ben Torres
9:45-10:00 a.m.	BREAK	
10:00 – 11:00 a.m.	This Meeting will Come to Order -Robert's Rules of Order -Minutes -Records Custodian	Ben Torres Jennifer White <i>TSBA Director of Policy / Staff Attorney</i>
11:00-11:30 a.m.	Review of TSBA Resources Available To Members (Student Handbook, Employee Handbook, Students & Constitutional Law Guide, Open Meetings/Records Guide, and Student & Employee Discipline Guide)	Jennifer White
11:30 a.m.- 12:30 p.m.	LUNCH	
12:30-12:45 p.m.	TABS Business Meeting	Karen Putman
12:45-1:15 p.m.	Working With A New Director of Schools (ideas and suggestions for a smooth transition)	Jennifer Moore <i>Washington County</i>
1:15-1:45 p.m.	Roundtable Discussion -School Board Appreciation Week -COVID-19	Karen Putman

1:45-2:00 p.m.	Overview of School Board Academy Program, Boardsmanship Program, TSBA Meetings: Registration Process & Room Reservations, TSBA Awards Program, & TABS Certification Program	Dr. Tammy Grissom
2:00 – 2:15 p.m.	BREAK	
2:15-3:00 p.m.	Ask the Attorneys’ Session	Ben Torres Jennifer White Emily Warren <i>TSBA Assistant Director of Policy / Staff Attorney</i>
3:00-3:15 p.m.	Wrap-up and Evaluations	Karen Putman
3:15 p.m.	Adjourn	