

TSBA BOARD SECRETARIES' CONFERENCE

TSBA Headquarters

May 6, 2022

AGENDA

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|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 8:30 – 8:45 a.m. | Welcome and Overview of Day | Brittany Massey, <i>TSBA Director of Finance and Member Services</i> |
| | | Rhonda Poole, <i>Marshall County, TABS President</i> |
| 8:45 – 9:45 a.m. | Legislative Overview | Ben Torres, <i>TSBA Assistant Executive Director & General Counsel</i> |
| | | Emily Warren, <i>TSBA Director of Government Relations & Staff Attorney</i> |
| 9:45-10:15 a.m. | How to Handle Public Records Request | Ben Torres |
| | | Jennifer White, <i>TSBA Director of Policy Services & Staff Attorney</i> |
| 10:15-10:30 a.m. | BREAK | |
| 10:30 – 11:30 a.m. | This Meeting will Come to Order -Robert's Rules of Order | Ben Torres |
| 11:30 a.m.- 12:30 p.m. | LUNCH | |
| 12:30-12:45 p.m. | TABS Business Meeting | Rhonda Poole |
| 12:45-1:15 p.m. | Review of TSBA Resources Available To Members (Policy Services and Administrative Procedures, Student Handbook, Employee Handbook, Students & Constitutional Law Guide, Open Meetings/Records Guide, and Student & Employee Discipline Guide) | Jennifer White |
| 1:15-1:45 p.m. | Roundtable Discussion -Challenges facing a Board Secretary | Rhonda Poole |

1:45-2:00 p.m. Overview of New School Board Academy Requirements **Ben Torres**

2:00 – 2:15 p.m. **BREAK**

2:15-3:00 p.m. Ask the Attorneys' Session **Ben Torres**
Emily Warren
Jennifer White

3:00-3:15 p.m. Wrap-up and Evaluations **Rhonda Poole**

3:15 p.m. Adjourn