



# ADMINISTRATIVE PROFESSIONALS WORKSHOP

Friday, Nov. 13, 2020 | Virtual

**8:00 a.m.**

## Q&A with OSBA Directors

*Steve Kelley, OSBA director of Board Development; Haley Percell, chief legal counsel and director of Legal Services; Alex Pulaski, director of Communication Services; Lori Sattenspiel, director of Legislative Services; and Spencer Lewis, director of Policy Services*

**Goal:** To give you an opportunity to ask questions directly to OSBA staff on whatever topics you have.

**Description:** School board secretaries are looked upon as having all the answers. Bring your questions and receive answers directly from the directors of OSBA's member services departments.

**8:45 a.m.**

Break

**9:00 a.m.**

## Records Retention and Requests

*Tonyia Brady and Andrea Schiers, OSBA senior assistant legal counsels*

**Goal:** To ensure you understand recommendations for public records and where to go when you have specific questions.

**Description:** School board secretaries are responsible for retaining public records according to the state's recommendations and are often the first to know of public records requests. Hear from two OSBA attorneys about retention and how to process records requests.

**9:45 a.m.**

Break

**10:00 a.m.**

## The Secretary's Role in Board Meetings and Preparing Minutes

*Ann Macfarlane, Jurassic Parliament, registered parliamentarian*

**Goal:** To give you confidence in processing minutes and participating in board meetings.

**Description:** School board secretaries often face challenging situations and various roles. We will cover the correct way to process minutes according to Robert's Rules of Order and key items of parliamentary procedure including motions, amendments and voting. Participants will walk away with language to use in addressing the board when needed and a list of 20 key guidelines for processing meeting minutes. Note that this workshop will not address the actual process of listening to and recording what is said.

**10:50 a.m.**

Break

**11:00 a.m.**

The Secretary's Role in Board Meetings and Preparing Minutes (Cont.)

**12:00 p.m.**

Network and Lunch With Your Peers

**12:45 p.m.**

Adjourn

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