
Event Agenda

Summer Board Conference

Friday, August 08, 2025

Registration

7:30 AM – 4:00 PM | Location: Santiam Gallery

Coffee and Pastries

8:00 AM – 8:45 AM | Location: Santiam Gallery and Willamette Foyer

Overnight guests at the Grand Hotel will receive a continental breakfast at the hotel and may enjoy complimentary coffee and pastries each morning at the Salem Convention Center with other attendees.

Preconference Session 1: Board Governance Essentials

9:00 AM – 10:15 AM | Location: Willamette Ballroom

PRECONFERENCE

Good governance is essential to developing positive relationships within the board and a collaborative relationship with the superintendent and to improve student outcomes. This session will help you understand the distinction between board responsibilities and the executive officer duties, learn how to effectively operationalize governance through policy, and ensure cohesive communication. We will also discuss representing the educational entity as a whole while supporting improvement initiatives and maintaining the board's collective voice.

LI - BRONZE LEVEL

Speaker



Kristen Miles
Board Development Director | Oregon School Boards Association

Administrative Professionals Preconference Session 1: Policy Essentials, Updates and Policy Committee Best Practices

9:00 AM – 10:15 AM | Location: Croisan B & C

ADMINISTRATIVE PROFESSIONALS PRECONFERENCE

Demystify the policy update process and learn how to manage board policy and administrative regulations with clarity and confidence. This session covers everything from first and second reading practices to submitting policies and ARs to the board, plus tips for agenda management and running an effective policy committee.

Speaker



Leslie Fisher
Policy specialist | Oregon School Boards Association

Break

10:15 AM – 10:45 AM | Location: Willamette Foyer

Preconference Session 2: School Finance Demystified: What Every Board Member Needs to Know

10:45 AM – 12:00 PM | Location: Willamette Ballroom

PRECONFERENCE

School board members play a crucial role in shaping and overseeing district finances, but understanding Oregon's funding system and budget process can be daunting. We'll break down the fundamentals of school finance, clarify the board's responsibilities and explore how board members can ask informed questions, support long-term sustainability and build community trust. Walk away with tools to strengthen your role in financial governance — no accounting degree required.

LI - BRONZE LEVEL

Speaker



Jackie Olsen
Executive Director | Oregon Association of School Business Officials

Administrative Professionals Preconference Session 2: Public Meetings Law for Administrative Professionals

10:45 AM – 12:00 PM | Location: Croisan B & C

ADMINISTRATIVE PROFESSIONALS PRECONFERENCE

Gain a practical understanding of Oregon's public meetings laws as they apply to the administrative professional's role. This session covers required notices, executive session dos and don'ts, minutes and recordings, and how to navigate the intersection of legal compliance and administrative practice.

Speaker



Kara Parker

Assistant Legal Counsel | OSBA

Lunch Buffet

12:00 PM – 1:15 PM | Location: Willamette Foyer

Preconference Session 3: Policy Fundamentals and Equity Advisory Committees'

1:15 PM – 2:30 PM | Location: Willamette Ballroom

PRECONFERENCE

Learn the basics of school board policy work. We will talk about the process, organization and tips to work through the stacks of policy without getting frustrated. We will also discuss the role educational equity advisory committees (a new requirement for most districts in September) can play in policy work.

LI - BRONZE LEVEL

Speaker



Spencer Lewis

Director of Policy Services | Oregon School Boards Association

Administrative Professionals Preconference Session 3: Welcoming New Board Members - Tools and Timelines

1:15 PM – 2:30 PM | Location: Croisan B & C

ADMINISTRATIVE PROFESSIONALS PRECONFERENCE

Explore tools and timelines to support the successful onboarding of new board members, from appointment through their first 90 days. Learn how to manage vacancy protocols, organize resources and guide your board through a smooth orientation process.

Speakers



Jenn Nelson

Board Development Specialist & Executive Search Consultant | Oregon School Boards Association



Vincent Adams

Board Development Specialist | Oregon School Boards Association

Break

2:30 PM – 2:45 PM | Location: Willamette Foyer

Preconference Session 4: Public Meetings (Required Training)

2:45 PM – 4:00 PM | Location: Willamette Ballroom

PRECONFERENCE

School board members are required by law to attend public meeting law training once per term of office. OSBA's training is approved by the Oregon Government Ethics Commission to meet this obligation.

LI - BRONZE LEVEL

Speakers



Michael Miller

Interim Director of Legal Services | Oregon School Boards Association



Brian Kernan

Senior Assistant Legal Counsel | OSBA

Administrative Professionals Preconference Session 4: Supporting Governance Through Conflict and Change

2:45 PM – 4:00 PM | Location: Croisan B & C

ADMINISTRATIVE PROFESSIONALS PRECONFERENCE

When conflict arises between the board and superintendent, within leadership teams, or from the community, board clerks and executive assistants are often caught in the middle. This workshop begins with strategies for setting boundaries and maintaining professionalism and then introduces practical tools rooted in conflict mediation to manage tension and uphold effective board operations, all while keeping students at the center.

Speakers



Vincent Adams

Board Development Specialist | Oregon School Boards Association



Jenn Nelson

Board Development Specialist & Executive Search Consultant | Oregon School Boards Association

OSBA Legislative Policy Committee Meeting

4:30 PM – 6:00 PM | Location: Willamette Ballroom

Saturday, August 09, 2025

Registration

7:30 AM – 4:00 PM | Location: Santiam Gallery

Visit with Exhibitors

7:30 AM – 4:00 PM | Location: Santiam Gallery and Willamette Foyer

Oregon Rural School Board Members Caucus Meeting

7:45 AM – 8:45 AM | Location: Croisan A

Board Chair Café

7:45 AM – 8:45 AM | Location: Croisan B

Join us face to face for a special summer edition of the Board Chair Café. With the new school year just around the corner, we'll focus on vision-directed planning and how board chairs can set the tone and retain focus on what matters most. Bring your questions, your insights and your favorite morning beverage as we share conversation and strategies in real time — no screens, just chairs talking shop.

Speaker



Vincent Adams

Board Development Specialist | Oregon School Boards Association

Coffee and Pastries

8:00 AM – 8:45 AM | Location: Santiam Gallery and Willamette Foyer

Overnight guests at the Grand Hotel will receive a continental breakfast at the hotel and may enjoy complimentary coffee and pastries each morning at the Salem Convention Center with other attendees.

Welcome – Conference Kickoff by OSBA Executive Director and 2025 Legislative update

9:00 AM – 9:30 AM | Location: Willamette Ballroom

The long session brought loads of sweeping legislation that affects schools, sometimes helping and sometimes adding challenges. Hear what happened and how it will affect you.

Speakers



Adrienne Anderson

Legislative Specialist | Oregon School Boards Association



Stacy Michaelson

Oregon School Boards Association



Emielle Nischik

OSBA Executive Director | Oregon School Boards Association

Hot Topics Roundtable Session

9:30 AM – 10:30 AM | Location: Willamette Ballroom

Break

10:30 AM – 10:45 AM | Location: Willamette Foyer

Vision-directed Planning: A North Star for Student Success

10:45 AM – 12:00 PM | Location: Willamette Ballroom

Creating an inspiring and aspirational district vision sets the stage for student success. The board's role in setting high expectations and establishing the direction for the district includes measuring progress, collaborating with the superintendent and community to set priorities, and aligning resources with goals. This session will dive into research about the importance of an empowering vision for student success and provide concrete action steps such as how to draft strategic priorities and how to create a monitoring plan to measure progress.

LI - SILVER LEVEL

Speakers



Kristen Miles

Board Development Director | Oregon School Boards Association



Janet Avila-Medina

Board Development Specialist | OSBA

Parliamentary Procedure

10:45 AM – 12:00 PM | Location: Santiam 4 & 5

Tired of the confusion and clunky motions? This fast-paced session cuts through the noise and focuses on the essential moves every school board needs to govern effectively. No fluff — just the tools to help your board stay on track, make confident decisions, run efficient meetings and ensure every voice is heard. Whether you're new to board work or ready for a refresher, this practical training will sharpen your skills and strengthen your meetings.

Speaker



Vincent Adams

Board Development Specialist | Oregon School Boards Association

Policy Update

10:45 AM – 12:00 PM | Location: Santiam 2 & 3

Learn about recent and upcoming policy updates. This will include some of the bigger changes, the reason for the change and what options the board has with some of the policies.

Speaker



Spencer Lewis

Director of Policy Services | Oregon School Boards Association

Complaint Procedures and Hearings

10:45 AM – 12:00 PM | Location: Santiam 1

OSBA attorneys will give an in-depth look at the arcane world of handling complaints and how to avoid common pitfalls.

Speaker



Amy Lopez

Senior Assistant Legal Counsel | Oregon School Boards Association

Documenting Governance: Managing Minutes, Media, and More

10:45 AM – 12:00 PM | Location: Croisan B & C

ADMINISTRATIVE PROFESSIONALS CONFERENCE TRACK

This session dives into what's required by law — and what it looks like in practice — when managing board meeting records. Topics include best practices for recording, streaming, minute-taking, publishing packets and responding to public records requests related to notices, agendas, minutes and video archives.

Speakers



Kara Parker

Assistant Legal Counsel | OSBA



Jenn Nelson

Board Development Specialist & Executive Search Consultant | Oregon School Boards Association

Lunch Buffet & Networking

12:15 PM – 1:45 PM | Location: Willamette Foyer and Willamette Ballroom

Program from 12:30 - 1 pm: Interactive Board Do's & Don'ts presentation

Board Governance Jeopardy is coming to the Summer Board Conference!

Six board members will take the stage to test their governance knowledge in a fun, fast-paced game. Participants will compete for a **25% discount on Annual Convention registration** for their entire board.

Networking from 1 - 1:45 pm

Speakers



Kristen Miles

Board Development Director | Oregon School Boards Association



Vincent Adams

Board Development Specialist | Oregon School Boards Association



Janet Avila-Medina

Board Development Specialist | OSBA



Jenn Nelson

Board Development Specialist & Executive Search Consultant | Oregon School Boards Association

Vision-directed Planning: A North Star for Student Success

1:45 PM – 3:00 PM | Location: Willamette Ballroom

Creating an inspiring and aspirational district vision sets the stage for student success. The board's role in setting high expectations and establishing the direction for the district includes measuring progress, collaborating with the superintendent and community to set priorities, and aligning resources with goals. This session will dive into research about the importance of an empowering vision for student success and provide concrete action steps such as how to draft strategic priorities and how to create a monitoring plan to measure progress.

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Kara Parker

Assistant Legal Counsel | OSBA



Jenn Nelson

Board Development Specialist & Executive Search Consultant | Oregon School Boards Association

Break

3:00 PM – 3:15 PM | Location: Santiam Gallery and Willamette Foyer

Region Roundtable Discussions

3:15 PM – 4:30 PM

All regions will meet in the Willamette Ballroom unless your region is assigned differently within the sub session below.

Join us at your OSBA Region Roundtable, led by your region's OSBA Board representative. It's your chance to connect, share insights and champion solutions tailored to your local educational landscape. Together, let's ignite meaningful conversations and lift student success.

Region Roundtable - Clackamas

3:15 PM – 4:30 PM

Region roundtable - Lane

3:15 PM – 4:30 PM

Region Roundtable - Linn/Benton/Lincoln

3:15 PM – 4:30 PM

Region Roundtable - Multnomah

3:15 PM – 4:30 PM

Region Roundtable - Southern

3:15 PM – 4:30 PM

Region Roundtable - Washington

3:15 PM – 4:30 PM

The Oregon School Board Members of Color Caucus Meeting

5:00 PM – 7:00 PM | Location: Croisan B & C

Sunday, August 10, 2025

Registration

8:00 AM – 9:00 AM | Location: Santiam Gallery

Coffee and Pastries

8:00 AM – 9:00 AM | Location: Santiam Gallery and Willamette Foyer

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Public Meetings - Required Training

9:00 AM – 10:15 AM | Location: Santiam 1

School board members are required by law to attend public meeting law training once per term of office. OSBA's training is approved by the Oregon Government Ethics Commission to meet this obligation.

Speakers



Michael Miller

Interim Director of Legal Services | Oregon School Boards Association



Brian Kernan

Senior Assistant Legal Counsel | OSBA

Introduction to Educational Equity

9:00 AM – 10:15 AM | Location: Santiam 4 & 5

Every student deserves the opportunity to succeed, yet we know that not all students start from the same place or face the same barriers. Explore how school boards can support their districts in creating conditions where every child can thrive, regardless of background, ZIP code or life circumstance. This is not about politics; it's about outcomes. Together, we'll look at practical ways boards can help track progress and make sure success isn't predictable based on the conditions of a child's birth. Whether you're just starting this conversation in your community or deep into the work, this session is for you.

Speakers



Vincent Adams

Board Development Specialist | Oregon School Boards Association



Janet Avila-Medina

Board Development Specialist | OSBA

Policy Fundamentals

9:00 AM – 10:15 AM | Location: Santiam 2 & 3

Learn the basics of school board policy work. We will talk about the process, organization and tips to work through the stacks of policy without getting frustrated.

LI - BRONZE LEVEL

Speaker



Spencer Lewis

Director of Policy Services | Oregon School Boards Association

Behind the Executive Evaluation: Supporting a Timely, Fair and Effective Process

9:00 AM – 10:15 AM | Location: Croisan B & C

ADMINISTRATIVE PROFESSIONALS CONFERENCE TRACK

Help your board succeed in conducting meaningful executive evaluations by understanding your role in developing timelines, coordinating tools and templates, and maintaining process integrity. Learn how to stay neutral and grounded — even when pulled into sensitive or high-stakes conversations.

Speakers



Jenn Nelson

Board Development Specialist & Executive Search Consultant | Oregon School Boards Association



Kristen Miles

Board Development Director | Oregon School Boards Association

Panelists



Sandra Segura

Administrative Assistant | Gervais School District



Julie Hinkle

Executive Assistant/Board Secretary | Scappoose School District

Break

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Panelists



Sandra Segura

Administrative Assistant | Gervais School District



Julie Hinkle

Executive Assistant/Board Secretary | Scappoose School District

Adjourn

12:00 PM – 12:00 PM

LGBTQIA2S+ Advisory Committee Meeting

12:30 PM – 2:00 PM | Location: Croisan B & C