



TASB CONFERENCE FOR Administrative Professionals

Wednesday, Oct. 22

All main sessions in the **Walker-Davis Conference Center**

9 a.m.-1 p.m. **BOARDBOOK® TRAINING**

Thursday, Oct. 23

All main sessions in the **Walker-Davis Conference Center**

7:30-8:30 a.m. **BREAKFAST**

8:30-9 a.m. **WELCOME AND ANNOUNCEMENTS**

9-10:15 a.m. **GENERAL SESSION**

GRACE UNDER PRESSURE: HOW TO MAINTAIN RESILIENCE, BALANCE, AND YOUR SANITY

You are at the center of communication, organization, and problem solving in your district — often juggling urgent requests with the daily needs of staff, parents, trustees, and community members. This session will explore practical strategies to empower your personal and professional growth. Learn how to cultivate a sustainable mindset and meet challenges with poise and purpose.

Presenter: **Sharon Ross**, Assistant Professor, East Texas A&M University

10:15-10:30 a.m. **BREAK**

10:30 a.m.-Noon **LEGAL SESSION**

MEETING THE MOMENT: UPDATES ON OPEN MEETINGS AND OTHER LEGISLATIVE HIGHLIGHTS

Join TASB Legal Services to learn about recent legislative changes to the Open Meetings Act and how they impact your work. You'll learn practical tips to help your district stay compliant, avoid common pitfalls, and maintain the public's trust. We'll also hit on some other highlights from the recent legislative sessions. Bring your burning questions!

Presenter: **Mark Tilley** and **Nicco Nemeth**, TASB Legal Services

Noon-1:10 p.m. **LUNCH AND STUMP THE LAWYER**

Relax, chat, and network with fellow admins during lunch. There will also be an opportunity to submit anonymous legal questions and see if TASB Policy Service and Legal Services attorneys know all the answers.





TASB CONFERENCE FOR

Administrative Professionals



1:10-2:10 p.m. BREAKOUT SESSIONS

POLICY TIPS AND TRICKS • **Pecos-Colorado Room**

We understand that managing district policies is a complicated task, and we want to help you excel in this critical aspect of your role. This session will examine the intricacies of navigating the district update process, handling numbered-update materials, and organizing handbooks, regulations, and historical files effectively. This presentation caters to all experience levels, with access to invaluable policy development resources to help you gain the knowledge and confidence needed to tackle any policy-related challenge.

Presenters: **Kristy Birch** and **Paige Wimbush**, TASB Policy Service

POSTINGS AND RECORDINGS: HOW BOARDBOOK® CAN HELP • **Magnolia Room**

Understanding how new laws impact your work can be daunting and nerve wracking! This session will explore how BoardBook® can help reduce the burden of the latest legislative changes regarding public meeting postings and minutes. The session will offer practical tips to help your district stay compliant — all while keeping meetings running smoothly.

Presenter: **Russell Roberts**, BoardBook® Implementation Specialist

INS AND OUTS OF GRIEVANCES • **Trinity Room**

Responding to parent and citizen concerns is an important function of your school board. Learn how you can help your district navigate the grievance process with confidence and professionalism. The session will offer tips on following the laws and policies that relate to the grievance process.

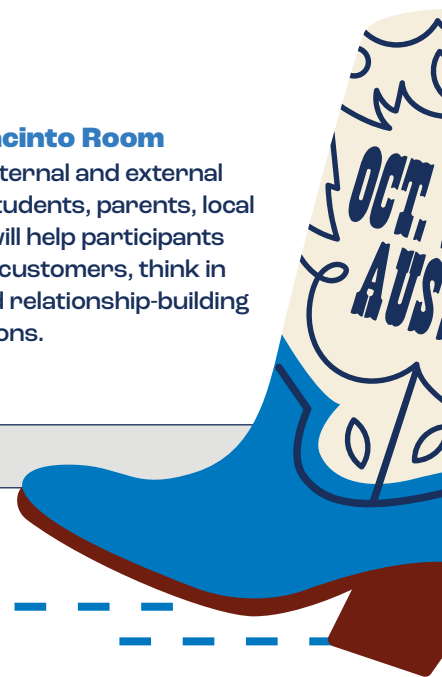
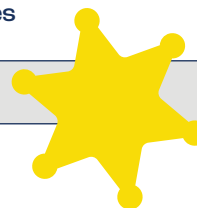
Presenter: **Mark Tilley**, TASB Legal Services

GOING THE EXTRA MILE: EXCEPTIONAL CUSTOMER SERVICE • **San Jacinto Room**

Exceptional customer service is the key to effectively serving internal and external customers. For Texas educational entities, customers include students, parents, local community, and in many cases, other employees. This session will help participants gain an understanding of the different aspects of serving their customers, think in a customer-friendly focused way, improve communications and relationship-building skills, and implement strategies to help deal with difficult situations.

Presenter: **April Mabry**, TASB HR Services

2:10-2:20 p.m. BREAK



2:20-3:20 p.m. **BREAKOUT SESSIONS**

CONNECTING THE WORK: LEARN ABOUT THE NEW TASB COMMUNITY PLATFORM •

Pecos-Colorado Room

TASB has a new way for members to communicate, collaborate, and connect on their service to Texas schoolchildren across the state. This session will show you how the new community platform, TASB Connect, works, and offer some tips and best practices for how trustees and administrative professionals, like you, can use the platform to connect and communicate with others.

Presenters: **Denise Schulz**, TASB Communications and **Mark Tilley**, TASB Legal Services

POLICY TIPS AND TRICKS • Trinity Room

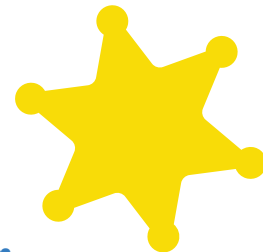
(Repeats from 1:10 p.m.)

POSTINGS AND RECORDINGS: HOW BOARDBOOK® CAN HELP • Magnolia Room

(Repeats from 1:10 p.m.)

GOING THE EXTRA MILE: EXCEPTIONAL CUSTOMER SERVICE • San Jacinto Room

(Repeats from 1:10 p.m.)



3:20-3:30 p.m. **BREAK**

3:30-4:30 p.m. **BREAKOUT SESSIONS**

TRUSTEE CONTINUING EDUCATION ROUND-UP • San Jacinto Room

With new training requirements for trustees and new rules about who can provide board training, wrangling your trustees' continuing education credits is getting more complex. This session will round up all the details about trustee training: from training requirements to sources of training to suggestions for low-cost training when budgets are tight. We'll also point you to valuable resources to help you set up trustees for a smooth learning ride.

Presenters: **Susan Elliott**, **Marla Gilliland**, **Renee LeClaire**, and **Shannon Thomas**, Board Development Services

NOT OUR FIRST RODEO • Pecos-Colorado Room

Come ask experienced admins your questions! Whether you are new to your role or a seasoned admin, tap into the collective wisdom in the room. You will walk away with some new ideas on how to do your demanding job from folks who completely understand the work.

Presenters:

Amy Bly, Administrative Assistant to the Superintendent, Galveston ISD

Ashley Porter Maichetti, Executive Assistant to Superintendent, Onalaska ISD

Maize Hamilton, Executive Assistant to Superintendent, Pflugerville ISD

Peggy Rosa, Superintendent Secretary, San Benito ISD

INS AND OUTS OF GRIEVANCES • Trinity Room

(Repeats from 1:10)

4:30-5:30 p.m. **SPURS AND SIPS SOCIAL HOSTED BY BOARDBOOK®, LONE STAR INVESTMENT POOL™ & TASB BENEFITS COOPERATIVE™**

Come have a mocktail and a snack before you head out to dinner.



Friday, Oct. 24

All main sessions in the **Walker-Davis Conference Center**

7:30-8:30 a.m. **BREAKFAST**

8:30-8:45 a.m. **WELCOME AND ANNOUNCEMENTS**

8:45-10:00 a.m. **GENERAL SESSION**

LOST IN TRANSLATION

The generational, situational, and suitable use of words can be mad-libbing. Jargon is jarring, lexicon is perplexing, and today's slang can make you feel like you splashed down on an alien planet. In this session, we'll define the importance of words, the relationship of the use of words to social emotional intelligence, and why words matter.

Presenter: **Jeff Clemmons**, TASB Facility Services

10:00-10:15 a.m. **BREAK**

10:15-11:30 a.m. **GENERAL SESSION**

THE SUPERINTENDENT-ADMINISTRATIVE ASSISTANT TEAM: THE BOND, THE CHALLENGES, AND THE BENEFITS

Hear from superintendents and their administrative assistants about how to make the most of this vital relationship to help your district be successful. You'll learn from new and experienced superintendent/admin pairs about best practices, strategies and other tips that promote communication, trust, and a shared understanding of roles and responsibilities. You'll have an opportunity to ask questions and gather insights on how to strengthen your working relationship with your superintendent for stronger results that ultimately benefit students.

Moderator: **Dan Troxell**, TASB Executive Director

**Scan to share your feedback
by completing the conference
evaluation!**

bit.ly/admin-conference-survey



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