VIRTUAL SCHOOL BOARD SECRETARIES CONFERENCE **AGENDA**

JANUARY 26, 2022

9:00 a.m. – 10:00 a.m.

Conference Welcome and Because You Matter

- Bethanne Ziegler, chair, School Board Secretaries Forum, Shikellamy School District

We all know that when a Board Secretary isn't available, people panic. This session will focus on tips and tricks to maintain your mental and physical wellness. Don't starve your health in pursuit of wealth.

10:00 a.m. – 10:15 a.m.

Break

10:15 a.m. – 11:00 a.m.

You Bring the Questions: Panel Discussion

- Stuart Knade, chief legal services officer, PSBA
- Heather Masshardt, director of policy services, PSBA
- Bethanne Zeigler, chair, School Board Secretaries Forum, Shikellamy School District

What questions do you have about your position and how it fits into the school district? What hot topics or issues do you want to discuss? This panel of experts is assembled to answer those questions and spark discussion!

11:00 a.m. – 11:30 a.m.

State Auditor's Office – What to Expect During an Audit

11:30 a.m. – 12:00 p.m.

Lunch Break

12:00 p.m. – 12:45 p.m.

What's New in the Sunshine? Act 65 Agenda Posting Requirements

- Stuart Knade, chief legal services officer, PSBA
- Heather Masshardt, director of policy services, PSBA

Act 65 of 2021 amended the PA Sunshine Act by requiring public notice of board business through posting agendas of open board meetings. This session will provide an overview of the posting requirements and exceptions, as well as practical tips and considerations for streamlining processes and complying with the law.

12:45 p.m. – 1:15 p.m.

Right-to-Know Law Basics, Case Studies and School District Tips

- George Spiess, chief of outreach and training, open records officer, Office of Open Records
- Stephen Skrocki, chief financial officer, North Penn School District

A representative from the PA Office of Open Records and a school district business official will review the basics of the Right-to-Know Law that every school district should know. Practical tips and relevant case studies will also be shared.

1:15 p.m. – 1:30 p.m.

Break

1:30 p.m. – 2:15 p.m.

Maximizing the Use of Your Online Board Meeting Platform

- Heather Masshardt, director of policy services, PSBA
- Diana Roadcap, implementation specialist, BoardDocs by Diligent

Online board agenda and meeting platforms are designed to save time and money, but are you using your platform to the fullest extent? This session will walk through the BoardDocs platform by Diligent and demonstrate how to use online platforms to streamline Act 65 agenda posting requirements; provide appropriate information seamlessly to the public, administrators and board; track fiscal spending related to board actions; track board actions supporting comprehensive planning goals; integrate video of your meetings; and provide clearer transparency surrounding board votes.

OR

Working Smartly and Securely

- Benjamin Smith, assistant director of education technology, Lincoln Intermediate Unit 12

In this session we will cover three topics: working smarter, working with data in sheets, and what you need to know about online privacy. Each mini-session will highlight the "how-to's" associated with the Google Suite including Drive, Sheets and Chrome. You will walk away with information, including documents to review, that will improve your workflows. In segment on working smarter, we will look at how to set up dashboards to organize information and time-saving tips in communication. Then we will pivot to spreadsheets, where we will look at the import range and query functions in Google Sheets. Finally, we will take a dive into working securely with your tech tools.

2:15 p.m. – 2:45 p.m.

School Board Secretary Session 101

- Jennifer Davidson, member, School Board Secretaries Forum Committee, Manheim Township School District
- Jaime Lynn Zimerofsky, member, School Board Secretaries Forum Committee, Schuylkill Intermediate Unit 29

Are you new to your position as a school board secretary? In this session you can learn the basics of the job, what to expect, and how to plan and support the board in your new position.

OR

Networking: Meet up and chat with school board secretaries about current topics and issues, or just use this time to say hello to others you haven't seen in a while!

2:45 p.m. – 3:30 p.m.

Keynote: Dr. Donna Beegle