

**Registration and Refund
Policy as set by the
VSBA Board of Directors**

For Those With a Long Drive...

A block of 143 rooms for this meeting and the Governor's Conference on Education has been reserved at the Richmond Marriot, 500 East Broad Street for the nights of July 18 & 19. Please make your hotel reservations directly by calling 804-643-3400. Inform the reservation staff you are attending the conference to receive a special rate of \$120 (single or double).

The deadline for the reserved block is June 25, 2010. If reservations exceed the block number, or are made after the June 25 deadline, the minimum rate will be \$199. Please make your reservations by this date.

Reminder: Nametags must be visible to be admitted to all VSBA meetings and conferences

The deadline for preregistration is July 6. Pre-registration is \$130. Registration fees received after July 6 will be \$180 per person. Purchase orders and registration via telephone **do not constitute payment of registration fees** and will result in a \$50 late fee if paid after the deadline date.

No refunds will be made after July 6 except in the case of personal illness. Prior to July 6, refunds of one-half of the registration minus a \$50 processing fee may be made.

All requests for refunds must be made to the VSBA President in writing signed by the Board Chair, certifying a personal illness, and submitted within 30 days of the conference.



**Let VSBA Help
Get You Started Right!**

Join us at either the...

**Orientation for New
School Board Chairs/
Vice-Chairs**

-Or-

**Orientation for New
Board Members and
Superintendents**

July 19, 2010
Richmond Marriott

**Registration Form for
Orientations July 19, 2010**

Check which session you wish to attend.

Preregistration (before July 6) per person is:

- \$130 New School Board Chairmen/
Vice-Chairmen Orientation**
- \$130 New Board Member/ Superintendent
Orientation**

Name _____

School Division _____

Please Specify:

- New Board Member Superintendent
- Board Member Chairman
- Vice-Chairman Other

**Note: Clerks, please submit names on
separate forms for each person and send one
check for the total amount.**

**VSBA
200 Hansen Road, Suite 2
Charlottesville, VA 22911**

<p>Chairmen/ Vice-Chairmen Agenda</p>
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11:30-Noon	Registration
Noon- 12:10	Welcome <i>Warren J. "Jeff" Bain, President, VSBA</i>
12:10 —1:15	The Legal Authority of the Chairman <i>D. Patrick Lacy, Jr., Reed Smith</i>
1:15 —2:45	Parliamentary Procedure <i>Mary Loose DeViney, Parliamentarian</i>
2:45 —3:15	Break
3:15—4:45	The Chair/Superintendent Relationship <i>Frank E. Barham Executive Director, VSBA Barbara Coyle Deputy Executive Director, VSBA</i>
4:45	Questions & Adjournment <i>Warren J. "Jeff" Bain President, VSBA</i>

<p>New Board Member/ Superintendent Agenda</p>

11:30—Noon	Registration
Noon—12:10	Welcome <i>Ann Y. Williams, President- Elect, VSBA</i>
12:10 —1:30	Roles, Responsibilities, Teamwork <i>Frank E. Barham Executive Director, VSBA Barbara Coyle Deputy Executive Director, VSBA</i>
1:30—3:00	School Law <i>D. Patrick Lacy, Jr., Reed Smith</i>
3:00 —3:30	Break
3:30 —4:45	Parliamentary Procedure <i>Mary Loose DeViney, Parliamentarian</i>
4:45	Adjournment <i>Ann Y. Williams, President-Elect, VSBA</i>