



VSBA

Virginia School Boards Association

Leadership · Advocacy · Support



VSBA Hybrid Clerks Conference MAY 2, 2024 | VSBA OFFICES OR VIRTUAL

Step into a day of inspiration and professional growth at the VSBA Spring Annual Clerks Conference!

Following the welcome, Dr. Joseph Cox, former superintendent of Colonial Heights Public Schools, takes the stage to deliver a keynote address. Drawing from his wealth of experience in education.

The morning continues with a session titled "Clerks Reminders 101" led by Michelle Minor, database specialist at VSBA. Attendees can anticipate gaining valuable insights and practical tips for navigating and managing the database.

After a well-deserved break, the focus shifts to the legal aspects of school governance with a session on School Law. Elizabeth Ewing and Lesley Rigney, directors of legal and policy at VSBA, share their expertise, ensuring attendees stay informed on crucial legal considerations.

Samantha Bosserman, deputy executive director of VSBA, takes the stage to lead a session, designed to enhance collaboration and communication between school board clerks and the school board members.

In the afternoon, Jessica Whitlow and Lisa Stevens will conduct a session on "Best Practices in Meetings/Tips for Agenda Creation and Distribution." Attendees can expect practical advice on streamlining their board processes.

The day continues with an engaging discussion that encourages participants to share success stories and challenges, fostering a collaborative and supportive learning environment.

As the conference nears its end, there will be the distribution of door prizes, and an official adjournment. Additionally, a bonus panel session is scheduled for those who wish to extend their learning experience starting at 2:15 pm where attendees can ask questions to a panel that includes an experienced clerk.

The VSBA Annual Clerks Conference offers a diverse and enriching agenda, providing school board members and professionals with valuable knowledge and resources to enhance their roles as school board clerks.

Thursday, May 2, 2024

9:00 am	Welcome Dr. Cardell Patillo, President, VSBA Gina Patterson, Executive Director, VSBA
9:15 am	Keynote Dr. Joseph Cox, Former Superintendent, Colonial Heights Public Schools
9:45 am	Clerks Reminders 101 Michelle Minor, Database Specialist, VSBA
10:15 am	Break
10:30 am	School Law Elizabeth Ewing, Director of Legal and Policy, VSBA Lesley Rigney, Director of Legal and Policy, VSBA
11:30 am	Working Effectively With Your Board Samantha Bosserman, Deputy Executive Director, VSBA
12:00 pm	Lunch
12:30 pm	Best Practices in Meetings and Tips for Agenda Creation and Distribution Jessica Whitlow, Clerk, Isle of Wight Public Schools Lisa Stevens, Clerk, Caroline County Public Schools
1:15 pm	Bright Lights and Dim Bulbs Session
2:00 pm	Announcements, Door Prize, & Adjournment
2:15 pm	Bonus Session!

LODGING INFORMATION:



A block of rooms has been reserved for attendees at the Hilton Garden Inn Charlottesville, 1793 Richmond Rd., Charlottesville, VA 22911, for the night of May 1, 2024. Please make your hotel reservations by calling 434-979-4442 and letting them know you are with VSBA.



REMINDER:

Nametags must be visible to be admitted to ALL VSBA meetings and conferences.



COSTS:

Registration: \$200
Late Registration: \$250

Please mail payment to:
VSBA
200 Hansen Road, Suite 2
Charlottesville, VA 22911

REGISTRATION INFORMATION:

Registration for VSBA meetings is only open to VSBA members and affiliate members. Please reach out to your school division clerk to register for this event. For business affiliate members, please contact Mikaela Coffey for registration at mikaela@vsba.org.

The deadline for cancellations is April 18th. Cancellations must be received in writing via email to mikaela@vsba.org by April 18th and will incur a \$50 cancellation fee. Cancellation requests received after April 18th and no shows will not be refunded. Substitution of an individual may be made at any time.

If a meeting or conference is canceled and/or postponed due to inclement weather, registration fees will be automatically transferred to the rescheduled date of the conference. If attendees are unable to attend the rescheduled date, a substitution can be made, or the school division will be credited the registration fee to use for future events.

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