



Minutes Clerk LEADERSHIP ACADEMY

Feb. 15, Tulsa • Feb. 22, OKC • 8:30 a.m. – Noon

The Oklahoma Open Meeting Act Checklists

What are the legal requirements for school board meetings? We'll review agenda preparation and executive session checklists and sample notification materials for the county clerk's office will be provided.

Public Participation and Attendance at School Board Meetings

What is the role of the public during school board meetings? We'll discuss public participation as well as procedures to ensure that the meeting is conducted in an orderly and efficient manner.

Change the Way Your Board Does Business with Assemble Paperless Meetings

Are you tired of paper board packets? Find out how you can build, edit and distribute meeting agendas and attachments in minutes! Create an easy, automated minutes report by recording discussion, motions and votes in the system. Password-protected, user-level customizable permissions protect information and prevent inadvertent changes. Automatic publishing (optional) to your public page makes adding agendas and/or minutes to your website effortless!

Open Records Act and Lessons Learned

Review sample agendas and minutes that led to issues for school districts. We'll talk about what went wrong, how to fix the issue and how to make sure that the issue doesn't repeat itself at future meetings. This session will also include information on the documentation that the minutes clerk or board clerk should maintain with regard to each school board member to meet Oklahoma legal requirements.

Special Opportunity for Assemble Paperless Meeting Subscribers

OSSBA will offer lunch and a special session for clerks whose districts already subscribe to OSSBA's paperless meeting service – Assemble. This will be an opportunity for a training refresh, to learn about newer features in Assemble and to chat with other clerks who use the system.

REGISTER ONLINE AT WWW.OSSBA.ORG/MINUTESTULSA OR WWW.OSSBA.ORG/MINUTESOKC

MINUTES CLERK LEADERSHIP ACADEMY

8:30 a.m. - Noon • Registration opens at 8 a.m.

Each attendee must choose one location (we can only guarantee your seat and materials for the registration date you choose):

- Fri., Feb. 15 • Southern Hills Marriott • 1902 East 71st Street S • Tulsa, OK 74136
- Fri., Feb. 22 • Waterford Renaissance • 6300 Waterford Blvd. • Oklahoma City, OK 73118

A special Oklahoma City Waterford Renaissance nightly rate is available for attendees of both the Feb. 21 Treasurer/Encumbrance Clerk Academy and the Feb. 22 Minutes Clerk Leadership Academy. Get more details at www.ossba.org/minutesokc.

To register online, please visit: www.ossba.org/minutestulsa or www.ossba.org/minutesokc

Name of School District: _____

Attendee Name: _____ Title: _____
ONLY ONE NAME PER FORM PLEASE

Attendee Email Address: _____

Special Opportunity for Assemble Subscribers: I will attend the Assemble subscriber lunch.
 I will not attend the Assemble subscriber lunch.

This session is FREE for up to three attendees from each district who are also registered to attend the minutes clerk academy. Lunch will be provided for those in attendance, and the session begins at noon.

Registration is \$75 for OSSBA members, \$150 for non-members. Registrations for Tulsa are due by Feb. 8. Registrations for OKC are due by Feb. 15. Notice of cancellation must be received in writing by the registration due date for a refund (less a \$25 cancellation fee). No refunds will be offered after the due date. Registrations after the deadline (including on-site) are \$90 (\$180 for non-members). **Separate registration is required for those who wish to attend the Treasurer/Encumbrance Clerk Academy.**

Payment Contact Name: _____

Payment Contact Email Address: _____

Method of Payment: Bill my district Purchase Order Number: _____

To pay by credit card, please contact the OSSBA office at 888.528.3571 or register and pay online through OSSBA's member portal.

OSSBA will make every effort to accommodate persons with special needs. Please submit your request in writing to Lisa Deaton at lisad@ossba.org or fax your request to Lisa at 405.528.5695.

Please mail or fax this form to:

OSSBA • Lisa Deaton
2801 North Lincoln Blvd., Suite 125
Oklahoma City, OK 73105
Fax 405.528.5695

To register online, please visit:

www.ossba.org/minutestulsa or www.ossba.org/minutesokc