



Feb. 5, Tulsa • Feb. 12, Oklahoma City

# MINUTES CLERK LEADERSHIP ACADEMY

*Presented by Julie Miller, OSSBA Deputy Executive Director and General Counsel*

- The Oklahoma Open Meeting Act
- Digital Presence and Dos and Don'ts at Board Meetings  
*Presented by Anne Beck, OSSBA Digital Governance Specialist*
- Meeting Behind Closed Doors, Executive Sessions
- Minutes and Maintaining Official Records
- FERPA: The Family Educational Rights and Privacy Act
- Wrapping Up: Great Moments in Board Meetings and Lessons Learned

@ **ASSEMBLE PAPERLESS MEETING SUBSCRIBERS!** Please join us for a special lunch session with program updates and conversation. No separate RSVP required.

*Lunch is provided for all attendees of the Minutes Clerk Leadership Academy and the Assemble User Group Meeting.*

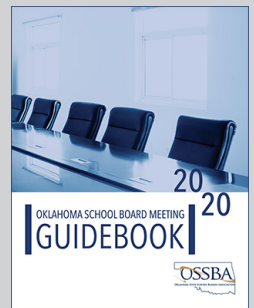
**new**

The brand new Oklahoma School Board Meeting Guidebook will be available for purchase at the Minutes Clerk Leadership Academy.

The Oklahoma School Board Meeting Guidebook aims to explain school board meetings in a simple manner, with as little legalese as possible. The information comes from years of combined experience of the legal department of the OSSBA, both present and past.

Information includes organization of the board, conducting meetings and the Open Meeting Act, agendas, voting, executive sessions, minutes and sample agendas.

The cost is \$25 per Guidebook. Credit cards and purchase orders will be accepted on-site.



# MINUTES CLERK LEADERSHIP ACADEMY

9 a.m. - 3 p.m. • Registration opens at 8:30 a.m.

Lunch will be provided.

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

- Wed., Feb. 5 • DoubleTree Warren Place • 6110 S. Yale Ave. • Tulsa, OK 74136
- Wed., Feb. 12 • Waterford Renaissance • 6300 Waterford Blvd. • Oklahoma City, OK 73118

Special hotel rates may be available for attendees of both the Treasurer/Encumbrance Clerk Academy and the Minutes Clerk Leadership Academy. Get more details at [www.ossba.org/minutestulsa](http://www.ossba.org/minutestulsa) or [www.ossba.org/minutesokc](http://www.ossba.org/minutesokc).

To register online, please visit: [www.ossba.org/minutestulsa](http://www.ossba.org/minutestulsa) or [www.ossba.org/minutesokc](http://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:** 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. No registration or RSVP is required. This session is free for all registered attendees of the Minutes Clerk Leadership Academy. Lunch will be provided.

Registration is \$150 for members, \$300 for non-members. Registrations for Tulsa are due on or before Jan. 29. Registrations for OKC are due on or before Feb. 5. 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 \$175 (\$350 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](mailto: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](http://www.ossba.org/minutestulsa) or [www.ossba.org/minutesokc](http://www.ossba.org/minutesokc)