

# School Board Administrative Professionals



**Thursday, September 16, 2021**

Virtual Workshop

*Co-sponsored by*

*Halligan Mahoney & Williams, P.A. | LS3P | M.B. Kahn Construction Co. | White & Story, LLC*

- 8 - 8:30 a.m.           **Check in on-line**
- 8:30 - 8:45 a.m.       **Welcome and purpose**  
 Scott T. Price, *Executive Director, SCSBA*  
 Gwen Hampton, MSW, CMP, *Director of Leadership Development, SCSBA*
- 8:45 – 9:45 a.m.       **Managing stress and constant change in the era of COVID**  
 We all know that stress is a part of life, and that change is inevitable, but these challenges have taken on a new meaning in the era of COVID. In this session, we will define stress, change, and transition and how they impact our personal and professional lives. You will gain tips on how to manage stress and how to positively respond to the transitions that comes from constant change.  
 Georgette Council, CEOE, *Executive Assistant to the Superintendent, Richland School District Two*
- 9:45 – 10 a.m.         **Break**
- 10 - 11 a.m.           **FOIA Compliance for Administrative Professionals: Keeping your board above-board**  
 Get an overview of what administrative professionals need to know to stay in compliance with FOIA.  
 Stephanie Lawrence, *Director of Policy and Legal Services, SCSBA*
- 11 – 11:15 a.m.       **Break**
- 11:15 a.m. – 12:15 p.m. **Back 2 basics of parliamentary procedure: How well do you know the rules?**  
 In this session, we will dive into Robert’s Rules of Order so you can better assist your boards with meeting management. We will review common mistakes that boards make and explore tips for effective meetings.  
 Dr. Tiffany N. Richardson, *Registered Parliamentarian*

12:15 - 1 p.m.

**Lunch and door prizes**

1 - 2 p.m.

**Nine ways to improve tone and clarity in emails**

Have you ever written an email and worried about your tone? Join Dr. Nancy Tuten for two dynamic sessions on grammar usage and email clarity. In the first session, participants will be invited to watch [this 14-minute video](#) ahead of time to prepare for an engaging discussion. Participants are asked to email Dr. Tuten questions before the workshop. Don't worry, your questions will be confidential.

Dr. Nancy Tuten, *Founder, Get It Write*

2 – 2:15 p.m.

**Break**

2:15 – 3:15 p.m.

**The most common mistakes in English grammar and usage**

This session will cover common mistakes in sentences, and you will learn how to get it right!

Dr. Nancy Tuten, *Founder, Get It Write*

3:15 p.m.

**Workshop closing**

Gwen J. Hampton, MSW, CMP, *Director of Leadership Development, SCSBA*



**Georgette Council**



**Dr. Tiffany Richardson**



**Stephanie Lawrence**



**Dr. Nancy Tuten**



**Gwen Hampton**



**Scott Price**