

School Board Administrative Professionals



September 14, 2023

- 8 - 8:30 a.m. Registration and Continental Breakfast
- 8:30 - 8:45 a.m. **Welcome and purpose**
 Scott T. Price, *Executive Director, SCSBA*
 Gwen Hampton, CMP, MSW, *Director of Leadership Development, SCSBA*
- 8:45 – 9:45 a.m. **The South Carolina Department of Archives and History: Records Management Department**
 This presentation covers the value of public records, the South Carolina Public Records Act, the South Carolina General Retention Schedules, policies, and procedures for destroying public records, and Special Retention Schedules. There will also be an opportunity for questions after the presentation.
 Chris Condon, *Local Records Analyst, SC Dept. of Archives and History*
- 9:45 – 10 a.m. **Break**
- 10 - 11 a.m. **FOIA compliance for administrative professionals: navigating the do's and don'ts**
 Get an overview of what administrative professionals need to know for SC FOIA compliance and effective meeting management to best assist their boards.
 Stephanie Lawrence, *General Counsel, SCSBA Director of Policy & Legal Services*
- 11 – 11:15 a.m. **Break**
- 11:15 a.m. – 12:15 p.m. **Being an administrative professional is a balancing act!**
 In this interactive session, participants will identify a challenge that they would like guidance, advice and/or resources. Some topics may include board/superintendent relations, self-care, school board team transition, preparing for board meetings, conference registration and hotel room reservation.
 Gwen Hampton, CMP, MSW, *SCSBA Director of Leadership Development*
- 12:15 - 1 p.m. **Lunch and door prizes**

1 – 3:00 p.m.

Everything DiSC workplace

Like the fashion industry, the way you show up at the workplace brands who you are. In this session, participants will learn how their styles of communication and attitude impact all stakeholders in their community and school district. Expect to be challenged in this interactive session that makes you think about how you act regardless of your official title. Learn tips for navigating challenging situations often experienced as a school district professional.

Betty Parker, *President, Sharper Solutions Development, Inc.*

3:15 p.m.

Workshop closing and door prize drawing

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



Chris Condon



Stephanie Lawrence



Gwen Hampton



Betty Parker