



AABC Annual Conference

Learning & Networking with a "Southern Flair"

MAY 1-2, 2023

Mississippi School Boards Association
Ridgeland, MS





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SPEAKERS



LaTeasha Blackmon joined the Oxford School District in 2000 and serves as the Executive Assistant to the Superintendent and Board Clerk to the Board of Trustees. She earned a Bachelor of Business Administration from University of Mississippi. She enjoys spending time with family and friends.



Lynn Davis is the Superintendent's Administrative Assistant and Board Clerk for the Lamar County School District. Her previous experience includes having the positions of Secretary and Bookkeeper in various accounting firms in Plant City, Florida, where she was born and raised. After moving to Mississippi, she began working in the school system as the Principal's Secretary at Oak Grove Middle School. Lynn has been married for 43 years, and has three children and seven grandchildren.



Austin Gilbert, Esq., has served as the Mississippi School Boards Association's Manager of Policy Services since 2018. He is a graduate of the University of Southern Mississippi and received his law degree from the Mississippi College School of Law. Before coming to MSBA, Austin was a staff attorney for the Mississippi Department of Child Protection Services in both their policy and termination of parental rights divisions.



Sandy Halliwell is the Executive Director of the Southeastern Association of School Business Officials. She was the finance director for the Clinton Public School District and the Brookhaven School District in Mississippi for 27 years. She is past president of the Mississippi and Southeastern Association of School Business Officials. She is a recipient of the Distinguished Eagle Award from ASBO International, and she received the Leaders in Finance Award from the Mississippi Business Journal.



Tom Hood, Esq., is Executive Director and Chief Counsel for the Mississippi Ethics Commission where he has worked since 2003. Prior to being promoted to Executive Director in 2006, Mr. Hood served as assistant director and counsel. During his tenure as executive director, Mr. Hood helped draft the Ethics Reform Act of 2008. Previously, Mr. Hood practiced law in the private sector and worked as a prosecutor on white-collar crime, insurance fraud, and government corruption cases.



Deotris R. Jackson, M.Ed., is the MSBA Executive Director. She formerly served as MSBA Assistant Executive Director and Director of Board Development. A member of the Clinton Public School District Board of Trustees for seven years and a former MSBA president, Jackson's professional career includes Early Childhood Administration in both the private and public sector, as well as real estate sales and marketing.



James A. Keith, Esq., specializes in education and administrative and employment law. He also serves as MSBA's General Counsel. Jim is a widely regarded expert, both nationally and locally, on special education matters in public school systems. He often represents school districts in state and federal courts on student matters. Jim serves as a board attorney for several Mississippi school districts and as a resource for superintendents and school boards.



Heather Lenard is the Director of Communications for the Oxford School District. She coordinates district-level communication for staff, parents, media, and the community. Lenard recently served as President of the Mississippi School Public Relations Association. In 2018, she was awarded the MSPRA Gold Medallion award and Communicator of the Year award.



Michelle Martin has served as the Administrative Assistant to the Superintendent and Pontotoc City School District Board of Trustees since 2006. She has worked in many capacities in the district including human resources, federal programs, and athletics. Michelle attended Jackson State University and she is a member of East Baptist Church where she is a member of the choir and usher board. She has been married to William for 32 years and they have two sons and one grandson. Michelle also loves her MSBA and AABC family!



April Mills is the Programs Assistant for the Mississippi School Boards Association (MSBA). She has worked at MSBA since 2008. Her prior experience includes serving as Website and Office Manager at Cullen's Playpen in Jackson. She earned her bachelor's degree in sociology from Mississippi College. April resides in Wesson and has five children and one grandchild.

AGENDA

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Monday, May 1

8:30 a.m.

Welcome

*Michelle Martin, AABC President,
Pontotoc City School District*

8:45 a.m.

"What Thingamajigs & Whatchamacallits"

Should Be In Your Minutes & Agendas

Denotris R. Jackson, M.Ed., MSBA Executive Director

9:45 a.m.

Break



10:00 a.m.

"It's Not Hard As All Get Out!"

Policy & Legislative Updates

Austin Gilbert, Esq., MSBA Policy and Legislative Manager

11:15 a.m.

"Don't Fly Off the Handle!"

OAgendas is Here to Help

April Mills, MSBA Programs Assistant

12:00 p.m.

Lunch (on your own)

1:00 p.m.

"What Are You Doing Over Yonder?" New Board Clerk / Superintendent Secretary Network Panel

Michelle Martin, AABC President, Pontotoc City School District; LaTeasha Blackmon, AABC Past President, Oxford School District; Lynn Davis, AABC Board Member, Lamar County School District; and April Mills, MSBA Programs Assistant

2:15 p.m.

Break



2:30 p.m.

Roberts Rules & Parliamentary Procedures

"Til the Cows Come Home"

Austin Gilbert, Esq., MSBA Policy and Legislative Manager

3:15 p.m.

Legal Issues & "Hissy Fits"

Jim Keith, Esq., MSBA General Counsel, and Partner, Adams and Reese, LLP

4:30 p.m.

Adjourn



Tuesday, May 2

8:30 a.m.

"Hold Your Horses!"

Legal Ethics for Boards & Superintendents

*Tom Hood, Esq., Executive Director and Chief Counsel,
Mississippi Ethics Commission*

10:00 a.m.

Break



10:15 a.m.

"Don't Get Cattywampus with Your Finances!"

Understanding Financial Audits

*Sandy Halliwell, Executive Director,
Southeastern Association of School Business Officials*

11:15 a.m.

"Yes, Ma'am... No, Sir"

Do's & Don'ts of Communication

*Heather Lenard, Communications Director,
Oxford School District*

12:00 p.m.

AABC Business Meeting

12:30 p.m.

"Sweet Tea & Good Eats" Luncheon

1:45 p.m.

Adjourn



We're Here for You!

The mission of the Mississippi School Boards Association is to ensure quality school board performance through advocacy, technical assistance, leadership training, and information dissemination.



AABC RESPONSIBILITIES & DUTIES OF OFFICERS



2022-2024 AABC BOARD OF DIRECTORS

President: Michelle Martin, Pontotoc City
Vice President: VACANCY
Secretary: Ester Reese, East Jasper
Past President: LaTeasha Blackmon, Oxford

At-Large Directors:
 Monica Hall, East Tallahatchie
 Melissa Hunt, Holly Springs
 Lynn Davis, Lamar County
 Christy Little, Monroe County
 Judy Collins, Winona-Montgomery Consolidated

MISSION

To elevate board / executive secretarial standards and increase awareness of the vital role of an educated and informed board / executive secretary while gaining recognition as a professional within the field of education.

CODE OF ETHICS

I will do my best:

1. To perform the responsibilities of a board / executive secretary for the school system uninfluenced by special interest groups or partisan politics.
2. To respect the decision of the local Board of Education and Superintendent of Schools.
3. To recognize that authority rests only with the Board of Education in official meetings and that the individual board member has no legal status outside of such meetings.
4. To be responsible for the accurate timely completion of required tasks.
5. To avoid being placed in a position of conflict of interest and refrain from using the position of board / executive secretary with the school system for personal or partisan gain.
6. To implement the responsibilities of board / executive secretary in the most competent professional manner possible.
7. To strive to maintain and enhance the dignity, status, and standards of the local school system, MSBA, and AABC.
8. To promote open communications between the school system administration, Board of Education, and the community as a whole.
9. To uphold the rules of confidentiality in certain matters relative to the position of board / executive secretary.
10. To serve as a trusted agent in professional relations with other members of the education team.
11. To participate in individual study and special programs or events that increase personal knowledge of current educational issues, rules, regulations, and statutes.

GOALS

1. Nurture leadership qualities by raising the level of secretarial proficiency and developing interpersonal relationship skills.
2. Promote better working relationships through improved communication skills.
3. Instill confidence to assume greater responsibility by validating professionalism through education, experience, and commitment.
4. Form mentor relationships with other AABC members across the state to promote the exchange of ideas and experiences.



DUTIES OF OFFICERS

PRESIDENT

- Assist MSBA with planning the annual AABC conference
- Preside at the annual business meeting
- Represent AABC at the annual MSBA Conference

VICE PRESIDENT

- Assist President with planning the annual AABC conference
- Perform other duties as may be assigned by the President

SECRETARY

- Keep minutes of all AABC business meetings
- Perform other duties as may be assigned by the President

PAST PRESIDENT

- Chair Nominating Committee
- Perform other duties as may be assigned by the President

AT-LARGE DIRECTOR

- Participate in AABC business meetings, keep minutes in the absence of the Secretary
- Perform other duties as may be assigned by the President