



MISSOURI SCHOOL BOARDS' ASSOCIATION

# Board Secretary Basics

## Zoom Videoconference



**Thursday, June 11**

9:30-9:45 **Welcome**

9:45 - 10:30 **Re-Entry Chatrooms: What Is Your District Doing to Prepare for School to Resume?**

*Break and Silly Songs with Scott Summers and Keith Powell*

10:45 – 11:45 **The Sunshine Law in a Cloudy Year**  
*Kelli Hopkins, Missouri School Boards' Association*

***Grab Your Lunch!***

12:00 – 12:50 **Lunch and Learn: Records Retention for Board Secretaries**  
*Susan Brooker, Harrisonville R-IX School District*  
*Donna Peyton, Hickman Mills C-1 School District*

*Break and Yoga Chair Exercises with Kelli Hopkins*

1:05 – 1:55 **Parliamentary Procedure Basics for Board Secretaries**  
*Dr. Leonard Young, MSBA Parliamentarian*

1:55 – 2:00 **Wrap Up!**