OASSA *Secretary Conference*

May 1-2, 2017 • Hilton Columbus at Easton

Sponsored by: The Ohio Association of Secondary School Administrators

Agenda - Monday, May 1

11:30 a.m. - 12:30 p.m.	**REGISTRATION *(Regent Lobby)***
12:00 noon - 1:00 p.m.	**LUNCH (*Sponsored by HORACE MANN*) & ROOM CHECK-IN *(Regent Ballroom)***
1:00 p.m. - 2:30 p.m.	**OPENING GENERAL SESSION: So Far, So Good *(Regent Ballroom)***
	Christina Ryan Claypool, Freelance Journalist & Inspirational Speaker
2:30 p.m. - 2:45 p.m.	**BREAK**
2:45 p.m. - 3:45 p.m.	**CONCURRENT SESSIONS (*attend 1*)**
	1. Dramatically Improve Your Day! Online Forms, Data Management & Automation for Your Office *(Juniper A)*
	Clay Burnett, Co-Founder and CEO, Final Forms
	2. An Attitude of Gratitude: Living "So Far, So Good" *(Regent Ballroom)*
	Christina Ryan Claypool, Freelance Journalist & Inspirational Speaker
	3. I'm a Secretary, not a Magician: Health Care Magic for School Secretaries *(Juniper B)*
	Kate King MS/BSN/RN/LSN, Director - Health, Family and Community Services, Columbus City Schools
	4. Crisis Management and Communications *(Juniper C)*
	Stephanie York, Vice President, Hennes Communications
3:45 p.m. - 4:00 p.m.	BREAK
4:00 p.m. - 5:00 p.m.	**REPEAT CONCURRENT SESSIONS (*attend 1*)**
5:15 p.m.	**HOSPITALITY/NETWORKING RECEPTION (*Sponsored by: MCGRAW-HILL EDUCATION*)**
6:00 p.m.	**ADJOURN FOR THE DAY (*Dinner on your own*)**

Agenda - Tuesday, May 2

7:45 a.m. - 8:45 a.m.	**BREAKFAST (*Sponsored by JOSTENS & FINAL FORMS*) *(Regent Ballroom)***
8:45 a.m. - 9:45 a.m.	**CONCURRENT SESSIONS (*attend 1*)**
	1. Your Agenda/Your Topics: Roundtable Discussions *(Juniper A)*
	OASSA Staff
	2. The Revolving Door: Types of People in a Secretary's Day and Ways to Deal with Them *(Regent Ballroom)*
	Jodi Cole, School Secretary (K-12)/Secretary to the Superintendent, Vanlue Local School
	3. Legal Update - Records Retention *(Juniper B)*
	Warren Grody, Senior Attorney, Bricker & Eckler
	4. **Google Drive & Shared Docs *(Juniper C)***
	Tracy Burmeister, Secretary, Stow-Munroe Falls City Schools
9:45 a.m. - 10:00 a.m.	**BREAK**
10:00 a.m. - 11:00 a.m.	**REPEAT CONCURRENT SESSIONS (*attend 1*)**
11:00 a.m. - 11:10 a.m.	**BREAK**
11:10 a.m. - 11:15 a.m.	**GENERAL SESSION: Presentation of OASSA/Jostens' Secretary of the Year Award Presenters: *(Regent Ballroom)***
	Ken Baker, OASSA Executive Director and Bob Eldridge, Jostens
11:15 a.m. - 12:00 p.m.	**CLOSING GENERAL SESSION: Five Hidden Job Descriptions of the School Secretary *(Regent Ballroom)***
	Jen Schwanke, Principal, Indian Run Elementary, Dublin City Schools and
	Author of *You're The Prinicpal: Now What?*
12:00 noon	**CLOSING COMMENTS & ADJOURNMENT *(Regent Ballroom)***
	Ken Baker, OASSA Executive Director

FEATURED OPENING SPEAKER: Christina Ryan Claypool

Christina is an award-winning freelance journalist and inspirational speaker. She is a past National $10,000 1st Place Amy Writing Awards winner, 2014 Ohio Associated Press Media Editors award recipient (2nd place columnist, div.2), and Chicken Soup for the Soul contributor. Her most recent story, "Mom's Dream House," is included in the 2017 Best Mom Ever: Chicken Soup for the Soul.

She is also a former TV producer/reporter/host at WTLW TV 44, along with authoring books including Seeds of Hope for Survivors, which chronicles her amazing journey of surviving a near fatal suicide attempt and confinement in a state mental institution as a teenager to having a successful life today.

Ryan Claypool's newspaper columns appear regularly in several Ohio newspapers, and in Our Generation's Magazine. While employed in Public Relations at Apollo Career Center A.W.E, her articles were featured in Techniques Magazine. Her romantic short stories have been published in anthologies by OakTara Publishers, and her inspirational novella, Secrets of the Pastor's Wife, will be released soon.

Christina has a B. A. from Bluffton University and an M.A. from Mount Vernon Nazarene University, where she served as an adjunct instructor in the Communications Department. She is married to Larry Claypool, who is the superintendent of Ohio's Hardin-Houston Local School, and has an adult son. The couple lives in Troy, Ohio.

Secretary Conference

MAY 1-2, 2017 • HILTON COLUMBUS AT EASTON

(One registration form per person - Please print or type)

Name: _____ Position: _____

School: _____ School District: _____ County: _____

School Address: _____
Street City Zip

School Phone: (_____)_____ E-mail Address: _____

Conference Registration Fee: $185 (Registration fee includes breakfast, program, materials, and lunch.)
Payment or PO **MUST** be included with the registration form - fax form to: (614) 430-8315.
Make **check payable to OASSA** and mail with this form to: OASSA, 8050 N. High Street, Suite 180, Columbus, OH 43235-6484
There is no reduced fee for persons who wish to attend only one day of the conference.

$_____ Amount Enclosed P. O. # _____

MC/VISA/DISCOVER (do not email credit card info for security purposes; phone or fax is acceptable)

Card #_____ Exp. Date _____ Amount $_____

Card Billing Address: _____
Street City Zip

Email receipt to: _____

Registrants who cancel at least three (3) workdays before the date of the conference will not be charged or may request a full refund. Registrants who cancel fewer than three (3) workdays will be charged food costs. No-shows and registrants who cancel the day of the conference will be charged the full registration amount.

SUGGESTION: Before you attend the conference, please check our web site (see below for address) to determine whether or not you are registered.
✓✓Check our website periodically for any updates on the conference.
Also, instead of calling to confirm your registration, you may check our website <www.oassa.org>. Go to "Conference Info" and click on "Are You Registered?"

In order to help us assign rooms for concurrent sessions, please check the two that you are planning to attend each day.

CONCURRENT SESSIONS: (MONDAY - CHOOSE TWO)

_____**Dramatically Improve Your Day! Online Forms, Data Management & Automation for Your Office:** *Clay Burnett, Co-Founder & CEO, Final Forms* - Introduction to Final Forms

_____**An Attitude of Gratitude: Living "So, Far, So Good":** *Christina Ryan Claypool, Freelance Journalist & Inspirational Speaker* - In the midst of life's challenging circumstances, when you feel overwhelmed and underappreciated, being thankful for life's little blessings can save the day.

_____**I'm a Secretary, not a Magician: Health Care Magic for School Secretaries:** *Kate King MS/BSN/RN/LSN - Health, Family and Community Services, Columbus City Schools* - Diabetes, asthma, seizures, sickle cell, head lice, bed bugs, etc....when there is no school nurse in the building, health care often falls to the secretary. This session will discuss laws, rules, what you shouldn't or can't do and resources for help and information in taking care of your students.

_____**Crisis Management and Communications:** *Stephanie York, Vice President, Hennes Communications*

CONCURRENT SESSIONS: (TUESDAY - CHOOSE TWO)

_____**Your Agenda/Your Topics - Roundtable Discussion:** *OASSA Staff* - Roundtable discussions focused on relevant topics from YOU that affect YOU.

_____**The Revolving Door: Types of People in a Secretary's Day and Ways to Deal with Them:** *Jodi Cole, School Secretary (K-12)/Secretary to the Superintendent, Vanlue Local School*

_____**Legal Update - Records Rentention:** *Warren Grody, Senior Attorney, Bricker & Eckler, LLC*

_____**Google Drive & Shared Docs:** *Tracy Burmeister, Secretary, Stow-Munroe Falls City Schools*

QUESTIONS? Call OASSA @ 614-430-8311

_____ Check here if you are disabled or require special services or have dietary concerns. Please attach a description of your needs.