



REGISTRATION

BROWN ACT FOR ADMINISTRATIVE ASSISTANTS



WHO SHOULD ATTEND:
Administrative Assistants
Superintendents
Other Administrative Team Members As Desired

December 7, 2023 • 9:00 – 11:30 a.m.
Kern County Superintendent of Schools
1300 17th Street - City Centre, Room 1A
Bakersfield, CA 93301

This workshop is BYOS*

In this workshop, participants will review:

- Brown Act Philosophy – Why Oh Why?
- Agenda Nuts and Bolts
- Running the Meeting
- Closed Sessions
- What About the Minutes?
- What Can Go Wrong?

Inspired by the spirit of Ralph M. Brown, this workshop provides an opportunity for administrative assistants and their superintendents to refresh and hone their Brown Act skills as a team. A Zoom meeting option will be offered. Seating is limited. Please indicate whether in-person or via Zoom. Snacks provided.

Please submit any questions you would like to be covered by December 1, 2023.

**Bring Your Own Superintendent*

SEATING IS LIMITED. PLEASE RETURN BY DECEMBER 1, 2023.

No cost to Schools Legal Service JPA members. Non-JPA members \$60 each.

<p>_____ <small>IN PERSON ZOOM</small></p> <p>NAME OF PARTICIPANT</p>	<p>_____ <small>IN PERSON ZOOM</small></p> <p>NAME OF PARTICIPANT</p>
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<p>_____ DISTRICT OR ENTITY</p>	

Non-JPA Members @ \$60.00 each \$ _____

Please complete the form and return with payment to:
 Schools Legal Service
 Attn: Cathy Rother
 PO Box 2445
 Bakersfield, CA 93303 or
 FAX: (661) 636-4843

For more information:
 Phone: (661) 636-4830
 E-mail: sls@kern.org
www.schoolslegalservice.org