



JOIN US AT THE 2018
INTERNATIONAL ASSOCIATION
OF LABORATORY SCHOOLS
DIRECTORS' INSTITUTE

RETIRING A HAPPY DIRECTOR!
THINGS TO DO (AND NOT TO DO)

Wednesday, May 2, 2018

FALK LABORATORY SCHOOL
ON THE CAMPUS OF
UNIVERSITY OF PITTSBURGH

Director (noun) :

The individual responsible for everything at their school but in control of nothing!

The definition might be tongue-in-cheek but it is not too far from reality. So many things happen beyond your direct influence but rest assured you will definitely be held accountable for their consequence. To a very large extent, the topics included in the legal section are absolutely mission critical to you maintaining your wits, and perhaps your job.

Please consider joining us for our conference on May 2, 2018 at Falk Laboratory School, located on the campus of Pittsburgh University. We have listed the topics along with a brief rationale for their importance and a glimpse at the conversations within these topics.



AGENDA

MORNING SESSION

LEGAL

9 A.M. - 1:30 P.M.
(working lunch provided)

Due Process

Many contentious court cases revolve around due process. When due process has been provided and documented, you're definitely on the right track to avoid exposing your school and yourself to legal liability.

Topics include:

- How to document due process
- What to document in due process
- What to avoid in due process proceedings

Student/Staff Handbooks

Handbooks can be your best friend or your worst enemy. They represent your official stance for all matters covered therein. Well written handbooks are the first step to a long and happy tenure.

- What to say
- What not to say
- When to get specific
- When to avoid specifics

Updates on Government Policies

Executive orders can and do create substantial changes in federal expectations, particularly when an executive order is designed to override a previous executive order from a prior administration. Understanding the latest executive orders related to schools is an important job for every Director.

- Review of executive orders and their impact upon school policy

Balancing Rights of Individuals with the School's Responsibility to Maintain a Safe and Effective Learning Environment

As we all know, this tension can create contention. Contention creates risk, and with risk comes

litigation. We all need to know how to strike a balance between preserving individual rights while maintaining a safe and productive learning environment. This is "Discipline 101" and it is absolutely essential knowledge for every Director. This topic brings into focus all previous topics. Due process, handbooks, and government policies all inform your legal exposure when discipline is administered. Every Director deals with the ramifications of the decisions made in this area every day and we all want to make sure our decisions are not only correct but they are also defensible.

- What standard must be met for a school to initiate disciplinary action against a student?
- Discipline or punishment?
- Free speech vs school expectations
- Ensuring the school's response is measured

AFTERNOON SESSION

FINANCIAL

1:30 P.M. - 4 P.M.

Assuming we have all negotiated the legal landmine landscape, we will turn our thoughts to the next big issue we all face. Money. We all need it to operate. But, there's more to it than that simple truism. When people give to your school, it is a pretty good measure of their commitment to your mission and vision. People generally do not support what they do not appreciate. Creating a sense of community where people willingly give of their time, talents, and yes, their money is an important outcome for every Director.

- Starting or building a school foundation
- Facilitating a giving community
- Developing an effective annual appeal
- How much staff do you need for your vision?

Amy Groves Lowe

PARTNER

TAYLOR, PORTER, BROOKS & PHILLIPS, LLP



AMY GROVES LOWE is a partner in the Baton Rouge firm of Taylor, Porter, Brooks & Phillips, L.L.P. Ms. Groves Lowe has a general litigation practice, with specific emphasis in the areas of insurance defense, employment and labor law, and education law. Ms. Groves Lowe has been selected for inclusion in Best

Lawyers in America in two areas: Education Law and Litigation-Insurance. Ms. Groves Lowe is also a jury consultant and assists other attorneys in jury selection, pre-trial research and statistical analysis and serving as a litigation consultant in expert and lay witness preparation. She earned her B.S. degree, her M.A. degree in psychology and her J.D. degree from Louisiana State University. A frequent speaker at litigation seminars, Ms. Groves Lowe is a member of many professional organizations including

the Louisiana State Bar Association, the Baton Rouge Bar Association, the Louisiana Association of Defense Council and the Defense Research Institute. She received her J.D. in 1997 from the Paul M. Hebert Law Center at Louisiana State University where she was the winner of the Tullis Moot Court competition and was inducted into the Law Center's Hall of Fame.

Our Guest Presenters

Mila T. Sexton, CFRE

SENIOR DEVELOPMENT DIRECTOR

INTEGRATED OFFICE OF DEVELOPMENT & ALUMNI RELATIONS
PRE-COLLEGE DIVISION OF THE COLLEGE OF HUMAN SCIENCES
AND EDUCATION, LOUISIANA STATE UNIVERSITY

MILA T. SEXTON joined the LSU Laboratory School Foundation in 2001 directing LSU Laboratory School Foundation's comprehensive strategic direction including communications, planned, major and leadership gifts, capital and annual appeal giving programs, alumni relations, special events and more.

With more than 30 years of leadership experience in advancement, Sexton has enjoyed a consistent and progressive history of measurable and noteworthy success with major gifts and annual appeals. An experienced professional in corporate, foundation and community relations, Sexton has held director level positions with Prevent Child Abuse Louisiana, General Health System, Woman's Hospital and American Heart Association.

Sexton specializes in fund development management, strategic planning, contract negotiation, project and organizational design, and volunteer recruitment and management. She enjoys inspiring key decision makers towards their personal, yet cohesive organizational goals with value led impact messages that inspire transformation philanthropic giving.

Earning the Certified Fund Raising Executive (CFRE) in 1999, Sexton is also the recipient of the two highest honors bestowed by the Association of Professional Fundraisers (AFP), the Brother Donnan Berry Award and the Outstanding Professional Fundraiser.



Registration (noun) : INFORMATION

Date

Wednesday, May 2, 2018, from 9 A.M. to 4 P.M.

Address

Falk Laboratory School
on the campus of The University of Pittsburgh
4060 Allequippa St.
Pittsburgh, PA 15261

Participant Registration

Registration fee for Director's Institute is \$150
Registration fee for IALS Annual Conference:
Member \$350 Non-Member \$400



HOTEL INFORMATION



Residence Inn
Pittsburgh University
Medical Center
3896 Bigelow Blvd.
Pittsburgh, PA 15213

Ask for IALS rate!

CONTACT INFORMATION

Any questions concerning IALS, please contact our
Executive Director, Patricia Diebold at
ials.exec.director@gmail.com.

For any questions concerning the Director's Institute
or Pittsburgh, please contact Jill at jill.sarada@pitt.edu.

CLICK HERE TO REGISTER ON PAYPAL!

