



## Full Schedule

### Sunday, June 22

Renaissance Atlanta Airport Gateway Hotel

4:00 - 5:00 PM Registration – Hotel Lobby

5:00 - 6:00 PM Welcome Reception - Tango Terrace

6:00 - 7:30 PM Dinner

6:30 - 7:30 PM

#### **Elevating Culture from the Business Office**

Culture is the ultimate strategy, especially for a mission-driven organization like an independent school that seeks to transform lives. Some of the more important innovations in education are happening outside the classroom. Those who lead from the business office are a critical asset in the pursuit of authentic, sustainable excellence, facilitating deeper trust and a growth mindset to achieve disciplined productivity and collaboration. Knowing how to elevate culture ensures the business office maintains leadership relevance and contributes to a vibrant organization.

❖ **Scott Barron**

Chief Reinvention Officer, School Growth

### Monday, June 23

Woodward Academy

8:15 AM Bus Leaves Hotel

8:30 - 9:00 AM Registration and light breakfast

9:00 - 10:00 AM

#### **Beyond the Budget: 5 Ways to Lead, Influence, and Transform Your School**

In this session, we'll explore how the business office can be a hub of leadership and cultural transformation. Learn five key ways to use financial strategy, collaboration, and innovation to shape school culture, boost faculty morale, and support your school's mission. Whether you're a new finance professional or an experienced CFO, discover how to drive leadership and positive change through financial decisions, build partnerships, champion innovation, and enhance communication. Let's move beyond spreadsheets and strengthen your school community through impactful leadership.

❖ **Toni Boyd**

Vice President for Finance and Operations, Westminster Schools

10:00 - 10:30 AM Break with sponsors

10:30- 11:30 AM **A Coach or Hire? A Strategic Approach to Talent Development and Acquisition**

Hiring the right talent and developing existing employees are critical decisions for your organization. When faced with performance gaps or leadership needs, how do you determine whether to invest in coaching an internal employee or seek external talent? Drawing from my experience as a school leader, coach, and recruiter, this session will provide a structured framework to assess skills, potential, and organizational impact when making this decision. Attendees will learn key evaluation criteria, gain insights from hands-on experience in both coaching and hiring, and explore actionable strategies to balance professional development with strategic hiring. Participants will leave with a decision-making model to confidently determine when coaching is the right approach and when hiring externally is the better investment.

❖ **Aaron Griffin**

Director of Strategic Projects, The Epstein School & Ed Tech Recruiting

11:30 - 12:15 PM Lunch (Jane Woodruff Hall Atrium)

12:15 - 1:15 PM **From Day One to Day Done: Benefits Administration Across the Employee Lifecycle**

Join a dynamic panel featuring two experienced HR Directors and a trusted employee benefits consultant as they explore the full lifecycle of benefits administration—from onboarding to offboarding and every step in between. Our panelists will share how their schools introduce benefits to new employees, manage ongoing enrollment and changes, leverage wellness initiatives and ensure smooth transitions when employees depart. The benefits consultant will provide insight into how he collaborates with HR to streamline the process, ensure compliance, and support strategic decision-making. Following their real-world insights and lessons learned, we'll open the floor for your questions, experiences, and go-to strategies. This session is a valuable opportunity to gain practical takeaways, compare approaches, and collaborate with peers facing similar challenges. Whether you're new to benefits administration or looking to refine your process, you'll walk away with actionable ideas you can implement immediately.

❖ **Beth Lucas**

Director of Human Resources, Charlotte Latin School

❖ **Anita Pittman**

Director of Human Resources, Carrollwood Day School

❖ **Lee Arledge**

Senior Employee Benefits Consultant, USI Insurance Services

1:15 - 1:45 PM Break with sponsors

1:45 - 2:45 PM **Key Elements of a Successful HR Strategy**

A strong HR strategy is the backbone of a thriving organization. This session will dive into the essential HR functions that drive success, from talent acquisition and performance management to training, compensation, and compliance. We'll explore best practices for fostering a positive workplace culture, aligning HR initiatives with business goals, and using data-driven insights to make informed decisions. Through practical strategies and real-world applications, HR professionals and leaders will gain the tools to enhance employee engagement, retention, and overall organizational effectiveness.

❖ **Masheena L. Johnkins**

Assistant VP for Human Resources

2:45 - 3:15 PM Break with sponsors

3:15 - 4:15 PM **HR & CFO Legal Face-Off: The Ultimate Compliance Challenge**  
Think you've got what it takes to navigate the legal minefield of K-12 employment and student policies? Step up and put your knowledge to the test in this session showdown designed for HR professionals and CFOs! In this interactive session, participants will tackle real-world legal scenarios through fast-paced multiple-choice questions covering key topics like recordkeeping, leaves and accommodations, employment contracts, and more. Each question will spark live discussions on legal requirements, best practices, and strategies to minimize risk. Expect friendly competition, practical takeaways, and plenty of "aha" moments as we explore how to strengthen compliance, enhance policies, and keep your school ahead of legal challenges. Will you emerge as the ultimate legal champion? Join us to find out!

- ❖ **Ilanit Fischler**  
Partner, Fisher Phillips, LLP
- ❖ **Jenna Rubin**  
Attorney, Fisher Phillips, LLP

4:30 PM Bus to Hotel

5:00 - 6:00 PM Informal Happy Hour at Renaissance Atlanta Airport Gateway Hotel

6:00 PM Dinner on Your Own

## Tuesday, June 24

### Woodward Academy

8:15 AM Bus to Woodward

8:30 AM Light breakfast

8:45 - 9:45 **Managing Payroll and Tax Compliance**  
Payroll and tax compliance are critical responsibilities for HR leaders, requiring precision, up-to-date knowledge, and strategic oversight. This session, led by experts from a leading audit firm, will cover key payroll processes, tax regulations, and compliance best practices, helping you mitigate risks, avoid costly errors, and prepare for audits. From wage laws to multi-state payroll complexities, gain the knowledge and tools needed to ensure accurate, compliant, and efficient payroll management.

- ❖ **Hans Nielsen, CPA, CMA**  
Senior Manager, Smith + Howard
- ❖ **Ryan Long**  
Supervisor, Smith + Howard

9:50 - 10:30 AM **Break and Networking Hour**  
Join your colleagues for our networking hour! Select your area of interest and join the group for networking, sharing your knowledge, and asking those questions that keep you up at night!

- 10:30 - 11:30 AM      **Managing Employee Relations and Conflict**  
This session will explore best practices for fostering a positive, collaborative work environment while effectively addressing workplace challenges. We'll discuss leadership approaches and strategies for handling employee concerns, resolving conflicts, and setting clear expectations to promote trust and engagement. Through practical steps and actionable insights, participants will gain the tools to build a respectful, cohesive, and high-performing organizational culture.
- ❖ **Masheena L. Johnkins**  
Assistant VP for Human Resources
- 11:30 -12:30 PM      **Policy Power-Up: Building Handbooks that Work for Your School**  
This session will guide K-12 private schools through the process of creating and updating handbooks and policies that are not only legally compliant but also practical and easy to follow. Learn how to craft policies on everything from employee conduct and harassment prevention to discipline and leave procedures. Through real-world examples, we'll help you build a handbook that reflects your school's values while protecting against legal risks, ensuring clarity and consistency across all staff communications.
- ❖ **Ilanit Fischler**  
Partner, Fisher Phillips, LLP
  - ❖ **Jenna Rubin**  
Attorney, Fisher Phillips, LLP
- 12:30 PM              Wrap Up/Grab & Go Lunch
- 12:45 PM              Transportation Provided to Hotel & Airport