



AUXILIARY PROGRAMS CONFERENCE FEBRUARY 2-4, 2025 | CHARLESTON, SC

Full Schedule

Sunday, February 2

3:00 – 5:00 Registration (Grand Magnolia foyer)

5:00 – 6:00 Welcome Reception (Pour Taproom)

Monday, February 3

7:00 – 8:00 Full breakfast available at conference hotel for registered guests (Hotel lobby)

7:30 – 8:15 Registration (Grand Magnolia foyer)

7:30 – 8:30 Continental breakfast and coffee connections with Sponsors (Grand Magnolia Ballroom ABC)

8:15 – 8:30 Conference Welcome (Grand Magnolia Ballroom ABC)

8:30 – 9:20 **Bridging Success: Connecting Facilities and Auxiliary Departments (Grand Magnolia Ballroom ABC)**

Join us for an interactive session on bridging the gap between Facilities and Auxiliary Departments in schools. Like the team in The Office, we'll explore how collaboration leads to success. We'll discuss the CFO/COO's role in fostering teamwork, enhancing communication, and supporting programs like afterschool initiatives and community rentals. Learn how these partnerships drive revenue, improve efficiency, and boost team confidence. We'll start with a fun, teamwork activity inspired by The Office to highlight the importance of collaboration. This session offers practical tools for administrators, business officers, and facilities managers to create a thriving school community.

❖ **Jennifer Wyly**

Associate Head of School/CFO/COO, Saint Edward's School

❖ **Morgan Smith**

Director of Auxiliary Programs, Saint Edward's School

❖ **William Stribling**

Director of Facilities, Saint Edward's School

9:20 – 9:45 Break with Sponsors (Grand Magnolia Foyer)

9:45 – 10:40

Managing Up by Organizing Your Auxiliary Data with Spreadsheets: A Case Study (Palmetto & Carolina Room)

Excel and Google Sheets are powerful tools that you can use to help you make decisions, plan for daily logistics and organize your data for a more streamlined communication and effective partnership with the business office, admissions department, and other stakeholders in your school. Using a case study format, this session will provide examples, templates, helpful formulas, and formatting tools to organize all your auxiliary program data! Please bring your computer as this will be an interactive session working with Microsoft Excel or Google Sheets. Although not required, having any financial records available may be useful for reference while we work through the session. You will not be asked to share your financials with anyone during the session.

❖ **Joe Ali**

Head of Auxiliary, Carrollwood Day School

❖ **Marcie Glad**

CEO/Consultant, Help My Spreadsheets

10:40 – 11:00

Break with Sponsors (Grand Magnolia Foyer)

11:00 – 11:50

Intentional and Strategic Auxiliary Administration and Leadership (Palmetto & Carolina Room)

Looking to boost your efficiency and effectiveness in Auxiliary Programs? Join us for a deep dive into the yearlong auxiliary cycle, where we'll unpack the key tasks and responsibilities that can make or break your program's success. Whether you're a seasoned pro or just starting out in the field, this session will arm you with practical strategies to streamline your workload, maximize resources, and drive results. Get ready to roll up your sleeves and collaborate with colleagues on solving common challenges and uncovering new opportunities. Lean into the "bigger picture" of an annual Auxiliary cycle in order to identify techniques and strategies for better managing projects, workloads, and new initiatives on a day-to-day basis. You'll leave with a working tool and an action plan. A great way to build and organize your various tasks, to share ideas on projects, compare season cycles, and identify opportunities for delegation or collaboration.

❖ **Karen McCann McClelland**

Director of Auxiliary Programs, Sidwell Friend School

12:00 – 1:00

Lunch (Grand Magnolia Ballroom ABC)

1:00 – 2:00

Roundtable Discussions (Palmetto & Carolina Room)

Come with your questions and challenges! Learn from your peers and come prepared to share your best practices and success stories.

2:00 – 2:30

Break with Sponsors (Grand Magnolia Foyer)

- 2:30 – 3:30 **Facilities, Auxiliary and Safety - The Perfect Triangle (Palmetto & Carolina Room)**
Discover how the critical areas of facilities management, auxiliary programs, and campus safety intersect to create a foundation for smooth operations in independent schools. In this engaging panel discussion, experts will explore strategies for fostering collaboration across these departments to ensure seamless coordination during the school year and summer events.
- ❖ **Tiffany Holland**
Atlanta International School
 - ❖ **Kelley Chiappetta**
Director of Auxiliary Programs, Atlanta International School
 - ❖ **Anna Ellington**
Director of Operations, Atlanta International School
- 3:45 – 4:15 Board bus to Ashley Hall School (Hotel lobby)
- 4:15 – 5:00 **Ashley Hall School Campus Tour**
Join us as we tour Ashley Hall in Charleston, SC, which offers an inspiring glimpse into an historic yet forward-thinking all-girls school that beautifully integrates tradition with innovation. Walking through its picturesque campus, nestled in the heart of Charleston, you will immediately notice the blend of classical architecture with modern learning spaces, reflecting the school's commitment to both heritage and progressive education.
- 5:00 – 6:00 MISBO on Tap Beer Tasting – Ashley Hall School

Tuesday, February 4

- 7:00 – 8:00 Full breakfast at conference hotel for registered guests (Hotel lobby)
- 8:00 – 8:30 Continental breakfast and coffee connections with Sponsors (Grand Magnolia Ballroom ABC)
- 8:30 – 9:30 **Navigating Workplace Law Changes Expected Under a New Administration (Grand Magnolia Ballroom ABC)**
With a new administration in the White House, K-12 educational institutions must prepare for potential shifts in workplace law. Join us as we explore what changes schools may expect during President Trump's second term and how they can proactively address new compliance challenges. This session will provide valuable insights into the anticipated legal landscape and practical steps to ensure your institution is ready for what lies ahead.
- ❖ **Bryan Holbrook**
Partner, Fisher Phillips, LLC
- 9:30 – 10:00 Break with Sponsors (Grand Magnolia Foyer)

10:00 – 10:55

Leverage the Best ROI for Your Auxiliary Programs Portfolio! (Palmetto & Carolina Room)

What programs come under your auxiliary programs department umbrella? Have your inherited special projects? How do you determine where to 'spend' precious resources such as time, energy and staff? Let's collaborate together as we build innovative portfolios of programs that will help us meet our strategic goals and initiatives. This session will focus on tools for analyzing existing programs, exploring new ideas and approaches to program development, as well as discussing best practices for engaging with our target audiences. Whether you are looking to enhance your existing programs or create new ones, this session will provide you with the tools and resources needed to dive in and explore ways to leverage your portfolio for the best ROI. Don't miss out on this valuable opportunity to take your programs to the next level!

❖ **Karen McCann McClelland**

Director of Auxiliary Programs, Sidwell Friend School

11:05 – 11:55

Starting from Scratch: The Blueprint for Building a Successful Auxiliary Department (Palmetto & Carolina Room)

Learn how one school built a thriving auxiliary programs department from the ground up, overcoming challenges and achieving lasting success. This session will share key strategies for launching and growing programs, with a special focus on enhancing summer camp offerings to attract more participants and increase community engagement. Whether you're starting fresh or revitalizing existing programs, gain practical insights and a clear blueprint for creating impactful and sustainable auxiliary initiatives that align with your school's mission.

❖ **Joey Ferrelli**

Director of Auxiliary Programs, Porter-Gaud School

12:00

Grab & Go Lunch (Grand Magnolia foyer)