



# LEADERSHIP: Sharing the Vision

IASB · IASA · IASBO Joint Annual Conference

## Administrative Professionals' Program

November 16-17, 2018 ▪ Swissôtel, Chicago

The Illinois Association of School Boards offers this professional development opportunity to enhance both the role and the professional skill of the district employee(s) who serve and assist their local boards of education.

Selections include sessions designed to appeal to those who are new on the job and to those who have many years of experience. Benefits include

- Attending all Conference General Sessions, Exhibit Hall, Bookstore, and any of the 100+ Panel Sessions and the Carousel of Panels.
- Networking with other board/district secretaries from across Illinois.
- Enhancing the knowledge and skills necessary to perform effectively the many services this individual provides to the district.

### REGISTRATION

**There is no extra cost for this program;** however, all attendees **must be paid registrants** for the 2018 Joint Annual Conference.

Registration information is available at [www.iasb.com](http://www.iasb.com).

All individuals registered as a board secretary/administrative professional can attend this program.

## Friday

### 9 a.m.-12 p.m. Welcome & Opening Session

- Holly Jack Outstanding Service Award
- Conscious Conversations for Stronger Relationships  
Presenters: **Dr. Kathy Hinz**, Superintendent, and **Lori Parrish**, Certified Conversational Intelligence® Coach
- Wrap-Up

### 2-4 p.m.

- Illinois FOIA and Open Meetings Act ★  
Presenter: **Leah Bartelt**, Assistant Attorney General, Public Access Bureau, Office of the Illinois Attorney General
- 2018 IMRF Planning for Your Future  
Presenter: **Kate Setchell**, Field Representative, Illinois Municipal Retirement Fund
- Board Policies and Administrative Procedures: Your Plan of Attack ★  
Presenter: **Angie Powell**, Director of Policy Services, IASB
- Winning or “wHiNing”  
Presenters: **Donna McCaw**, President, School Consulting, Inc; **Tami Roskamp**, School Consulting, Inc.

★ = Special interest to new professionals

## Saturday

### 10:30-11:30 a.m.

- Deliberate Outcomes  
Presenter: **April Stallworth**, THSD 219, winner of the 2015 American Society of Administrative Professionals Eureka! Award

### 12:30-1:30 p.m.

- Anticipating the Unthinkable (School Safety)  
Presenter: **Carly Posey**, School Safety Advocate, “I Love U” Foundation
- Digitizing Records  
Presenters: **Jennifer A. Mueller** and **Jeffrey C. Goelitz**, Attorneys, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP and Illinois Council of School Attorneys (ICSA) members

### 2-4 p.m.

- Four Lenses Training  
**\*Pre-registration required (Limited to first 60 seats)**  
**To register, email [registrar@iasb.com](mailto:registrar@iasb.com)**  
Participants will receive a Certificate of Participation.  
Presenter: **Rick Reimann**, Senior Master Sgt., 183d Wing Human Resource Advisor, Illinois Air National Guard
- **Part I: Maintaining your Board Policy Manual with PRESS Plus**  
Presenter: **Angie Powell**, Director of Policy Services, IASB
- **Part II: Policy Questions and Answers**  
Presenter: **Angie Powell**, Director of Policy Services, IASB