



# 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 employees 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.



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

- **Holly Jack Outstanding Service Award**
- **Conscious Conversations for Stronger Relationships**  
Technology has increased communications speed. Speed does not, however, determine message quality. We've heard about the "7 percent" rule (communication is 7 percent verbal, 93 percent nonverbal). Overreliance on technology can broaden the gap between verbal and nonverbal messages. Learn how to converse about difficult and/or emotionally charged topics.  
Presenters: **Dr. Kathy Hinz**, Superintendent, and **Lori Parrish**, Certified Conversational Intelligence® Coach
- **Wrap-Up**

## 2-3 p.m.

- **Illinois FOIA and Open Meetings Act ★**  
Want some additional guidance to understand how the Illinois Sunshine Laws (FOIA and OMA) relate to your district's records and board meetings? Are you up-to-date with recent changes to these laws? An Illinois Attorney General's Office envoy will discuss amendments, binding opinions, and suggestions for compliance with these Acts.  
Presenter: **Leah Bartelt**, Assistant Attorney General, Public Access Bureau, Office of the Illinois Attorney General

★ = Special interest to new professionals

## 2018 IMRF Planning for Your Future

Learn, with IMRF, about the income protection you'll retain. Examine how benefits are calculated and sustainable, the logistics of applying, health insurance continuation, voluntary contributions, pension increases after retirement, things to review with your employer now, what happens if you rejoin the workforce, and more about providing for your retirement.

Presenter: **Kate Setchell**, Field Representative, Illinois Municipal Retirement Fund

- **Board Policies and Administrative Procedures: Your Plan of Attack ★**  
In order to be effective, your district's Board Policy and Administrative Procedures manuals must be customized, up-to-date, and in alignment with each other. With non-stop changes in law and local conditions, does it seem impossible? We'll discuss efficient processes for keeping up with it all.  
Presenter: **Angie Powell**, Director of Policy Services, IASB
- **Winning or "wHiNing"**  
What the "H" is going on? How does one win in a race of one? What makes for winning and what prevents it? How does "wHiNing" impact your life? Personal growth happens not through the answers we find but through our questions. Attend this session for serious, yet funny, work.  
Presenters: **Donna McCaw**, President, School Consulting, Inc; **Tami Roskamp**, School Consulting, Inc.

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

- **Deliberate Outcomes**  
Administrative support professionals can empower each other, work collaboratively across departments, exercise each other's talents, and improve their organizations. Learn how Waukegan CUSD 60 leader April Stallworth created an award-winning program where 150-plus administrative support professionals exponentially improved their work environment — and how you can do it, too.  
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)**  
Carly Posey tells her story of no one being prepared inside Sandy Hook Elementary School on December 14, 2012. What went wrong and right? Discover her perspective on the events, and how a school community can prepare for the unthinkable and Posey will share some real solutions on school safety.  
Presenter: **Carly Posey**, School Safety Advocate, "I Love U" Foundation
- **Digitizing Records**  
As districts transition to electronic records, who's ensuring the district's legal compliance with records retention laws? How do you manage an intractable records scanning project? Survey the legal landscape of retention and destruction of records. Get tips for selecting contractors to facilitate scanning, and safely move toward a paper-light environment.  
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 (4LENS)**  
**\*Pre-registration required (Limited to first 60 seats)**  
**To register, email [registrar@iasb.com](mailto:registrar@iasb.com)**  
The Four Lenses Temperament Assessment is a fun, interactive way of learning about ones' self and how to interact with others. Everyone has a unique personality spectrum that is formed from these four major temperaments. The objective of this training is to find out how much of each temperament is in your personality style. This training will provide you with the insight on how to work with people of different temperaments. Participants will receive a Certificate of Participation.  
Presenter: **Rick Reimann**, Senior Master Sgt., 183d Wing Human Resource Advisor, Illinois Air National Guard
- **Policy Part I (2-3 p.m.) Maintaining your Board Policy Manual with PRESS Plus**  
This customized, full-maintenance policy updating service has gone digital. Find out all about it with a walkthrough of the ins and outs of the new online system, as well as information about the differences between PRESS and PRESS Plus, and how to get the most out of this popular service.  
Presenter: **Angie Powell**, Director of Policy Services, IASB
- **Policy Part II (3-4 p.m.) Policy Questions and Answers**  
Presenter: **Angie Powell**, Director of Policy Services, IASB