

SCHOOL BOARD/DISTRICT SECRETARIES' PROGRAM

November 18-19, 2016 • Swissôtel Chicago



LEADERSHIP STARTS HERE

84th **IASB • IASA • IASBO**
Joint Annual Conference

November 18-20, 2016 • Chicago

The Illinois Association of School Boards offers this professional development opportunity to enhance both the role and the professional skill of the individual(s) in every district who perform the duties of the school board secretary.

#ILjac16





Friday 8:30–9 a.m.

Registration

Vevey Foyer, Swissôtel

Friday 9–9:30 a.m.

Welcome and Holly Jack Award presentation

Vevey I–IV, Swissôtel

The Holly Jack Award is presented annually at the IASB/IASA/IASBO Joint Annual Conference to honor the memory of Holly Jack, a long-time employee of the Association who was instrumental in promoting and developing the Secretaries' Program. The purpose of the award is both to honor Holly's contribution and memory, and to recognize the extraordinary work and service provided by secretaries who serve and assist their local boards of education.

Presenters: **Roger Eddy**, Executive Director, and **Nesa Brauer**, Trainer, Board Development, Illinois Association of School Boards

Friday 9:30–11:30 a.m.

Opening Session: Maintaining Dignity During Challenging Times

Vevey I–IV, Swissôtel

District secretaries/administrative assistants have the most difficult job, being gatekeeper for the district's CEO, sounding board for the staff, and complaint department for everyone. So how do administrative assistants maintain their sanity and dignity when working for everybody and seemingly pleasing nobody? Join Dr. Gary Zabilka, a retired superintendent, as he shares insight, anecdotes, suggestions, and advice to help us serve everyone better with grace and dignity.

Presenter: **Dr. Gary Zabilka**, Field Services Director, Northeastern Region, Illinois Association of School Administrators

Friday 11:30 a.m.–noon

Conference Information and What's New

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Presenter: **Daniel Nika**, Data Specialist, Illinois Association of School Boards

Noon–1:30 p.m. Lunch on your own.

1:30–2 p.m. Networking Reception

Friday 2– 3 p.m. Panels

Get Better Acquainted with your IMRF Benefits

Vevey I, Swissôtel

IMRF is more than a retirement provider. Learn about the income protection you have while working and later, during retirement. We'll also discuss participation requirements and voluntary contributions and why IMRF is nationally recognized as a leader in public pension programs.

Presenter: **Tecya Anderson**, IMRF Field Representative

Moderator: **Tammy Clarke**, Administrative Assistant to the Superintendent and Board Secretary, Salt Creek SD 48

Illinois FOIA and Open Meetings Act

Vevey II, Swissôtel

How much do you know about state sunshine laws (FOIA and OMA) and how they relate to your duties? A representative of the Illinois Attorney General's Office will discuss recent amendments, binding opinions, and suggestions for compliance with these Acts.

Presenter: **Leah Bartelt**, Assistant Attorney General, Public Access Counselor, Illinois Attorney General's Office

Moderator: **Tiffany Taylor**, Executive Administrative Assistant to Superintendent and Board Secretary, Country Club Hills SD 160

Google I – Google Drive For Beginners

Vevey III, Swissôtel

What is Google Drive and how can it benefit your district? Learn how to use it to create, edit, share, and collaborate. We'll explore the Google Drive interface, discuss Google Docs, Sheets, Slides and how to upload other file types.

Presenter: **Sonia Music**, Administrative Assistant, Richland Co. CUSD 1

Moderator: **Lori Johnson**, Board Recording Secretary and Administrative Assistant to the Superintendent, Urbana SD 116

Secretary Scholastic Bowl

Vevey IV, Swissôtel

This session is an opportunity to meet and interact with new people in a game-show setting. This exercise demonstrates that secretaries know more than answering telephones and typing. It is an opportunity to take pride in your personal knowledge.

Presenter: **Carla Sinclair**, District/Board Secretary, Robinson CUSD 2

Moderator: **Penny Wiedman**, Executive Secretary, Effingham CUSD 40





Saturday 10:30–11:30 a.m. Panels

Google II – Collaborative Conversations

Vevey I, Swissôtel

Looking for ways to expand your productivity and efficiency in a district that has “Gone Google?” Come discover and discuss tips and ideas that can unleash the power of Google’s apps, add-ons, and extensions.

Presenter: **Lee Cook**, Instructional Technology Curriculum Coordinator, Wheaton Warrenville CUSD 200

Moderator: **Clare Bourne**, Executive Administrative Assistant to the Superintendent, Crystal Lake CCSD 47

Board Secretaries: Agendas/Minutes

Vevey II, Swissôtel

Learn the requirements of the Open Meetings Act, the latest Attorney General and Public Access Counselor opinions, and practical tips to avoid compliance issues.

Presenter: **Curt Richardson**, Attorney and Director of Human Resources, McLean Co. Unit District 5

Moderator: **Linda Wehrheim**, Administrative Assistant to the Superintendent and Board Secretary, Winnetka SD 36



Increase Engagement through Social Media

Vevey III, Swissôtel

How does your school/district look online? Social media is the preferred information sharing method today. Learn to reach niche audiences by harnessing social media for school communications. Review the basics of Facebook and Twitter and how beginners can get started.

Presenters: **Erica Loiacono**, Director of Communications, Wheaton Warrenville CUSD 200; **Jennifer Di Bella**, Electronic Communications Specialist, Adlai E. Stevenson HSD 125

Moderator: **Linda Keyes**, Executive Secretary to the Superintendent, CUSD 300

Do You Know Me?

Vevey IV, Swissôtel

This humorous, but informative and interactive session will leave you asking yourself, whether at work or play, home or away: “What is the elephant in your personal living room?”

Presenters: **Donna McCaw**, Educational Consultant, School Consulting, Inc.; **Tami Roskamp**, District Assistant Team Coach, Illinois Center for School Improvement

Moderator: **Cindy Rispens**, Administrative Assistant, Field Services, Illinois Association of School Boards

11:30 a.m.–1:30 p.m. Lunch on your own.

Saturday 1:30–2:30 p.m.

Closing Session: Law of the Draw

Vevey I–IV, Swissôtel

Your job touches a lot of laws. Do you have questions about them? Write them down and drop them in “the hat” throughout the seminar. Come watch seasoned lawyers draw your questions from that hat and explain the law of each question they draw! *Will your question be drawn?*

Presenters: **A. Lynn Himes**, Attorney, Scariano, Himes and Petrarca, Chtd., Chicago; Past Chairman and Member, Illinois Council of School Attorneys; **James A. Petrunaro**, Attorney, Scariano, Himes and Petrarca, Chtd., Chicago; Member, Illinois Council of School Attorneys Executive Committee

Saturday 2:30–3:30 p.m.

Wrapping Up and Moving Forward

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Participants are encouraged to share ideas to begin plans for the 2017 Conference agenda.

Moderators: **Gayle Wilson**, Administrative Assistant to the Superintendent, Cass SD 63; **Carla Sinclair**, District/Board Secretary, Robinson CUSD 2; **Tiffany Taylor**, Executive Administrative Assistant to the Superintendent and Board of Education, Country Club Hills SD 160; **Jeanette Barnes**, Executive Secretary, Forest Park SD 91

DON'T MISS CONFERENCE GENERAL SESSIONS THAT WILL ENTERTAIN, TEACH, AND INSPIRE YOU

This year’s General Sessions will introduce student art and music performances and a special STEM competition. Awards will also be announced to recognize the state’s outstanding school board president, school board/district secretary, superintendent, and school business official. Winners will also be announced for school design and risk management awards.

The General Sessions will be held at **3:30 p.m. Friday, 8:30 a.m. Saturday, and 10 a.m. Sunday**, in the Grand Ballrooms of the Hyatt Regency Chicago.