



IASB • IASA • IASBO
Joint Annual Conference
November 22-24, 2024 • Chicago
Lighting the Way

In conjunction with the 90th Joint Annual Conference
IASB presents

Administrative Professionals' Program

Friday and Saturday, November 22-24, 2024 • **Swissôtel, Chicago**

A professional development opportunity designed to enhance the roles and skills of the individual(s) in every district who perform the duties of the school board secretary or administrative assistant.

All individuals registered for Conference as an administrative professional are invited and encouraged to attend this unique professional development opportunity. The two-day training includes breakout panels, a keynote speaker, networking with other administrative professionals, and the opportunity to schedule a one-on-one appointment with an IASB policy consultant. These sessions are developed to build knowledge and grow professional skills for both those who are new on the job, and those who have many years of experience.

FRIDAY

Welcome and Presentation of the Holly Jack Outstanding Service Award



Opening Session: Courageous Leadership — Living a Life of Influence

Presenter: **Dan Meers**, KC Wolf, Kansas City Chiefs Mascot, and Motivational Speaker

SPOTLIGHT PANELS

AP Power Hour — A Roundtable Networking Event led by the Administrative Professionals Committee Planning Team

From the Trenches: Stories and Strategies Shared by Experienced APs

Presenters: A panel discussion led by **Clare Bourne**, Executive Administrative Assistant, Crystal Lake CCSD 47; **Tiffany Taylor**, Administrative Assistant to the Superintendent, Bremen CHSD 228; **Linda Wehrheim**, Administrative Assistant to the Superintendent, Winnetka SD 36

Panels

Collaborative Leadership: Superintendents and Secretaries Working Together for Positive Change Panel Discussion led by **Anna Alvarado**, Ed.D., Superintendent of Freeport SD 145; **Greta Harrell**, Executive Assistant to the Superintendent/Secretary to the Board of Education, Freeport SD 145 and winner of the 2023 Holly Jack Outstanding Service Award

D-47 Tech Team

Presenters: **Clare Bourne**, Executive Administrative Assistant to the Superintendent, Crystal Lake CCSD 47; **Tommy Chanthasene**, Director of Technology, Crystal Lake CCSD 47; **Dave Jenkins**, Assistant Superintendent of Technology Services, Crystal Lake CCSD 47

FOIA and Open Meetings Act Updates: Legislative Amendments and Recent Decisions
Presenter: **Leah Bartelt**, Public Access Counselor, Illinois Attorney General's Office

IMRF

Presenter: **Michael Scaramelli**, Member Counselor, IMRF Member Education Team

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SATURDAY

Exploring AI

Presenter: **Lisa Schwartz**, Regional Educational Technology Coordinator, Learning Technology Centers of Illinois

Google's Lesser-Known Tools

Presenter: **Lisa Schwartz**, Regional Educational Technology Coordinator, Learning Technology Centers of Illinois

Illinois Records Act

Presenters: **Steve Colaizzi**, Field Representative, Local Records Unit, Illinois State Archives; **Marikay Hegarty**, Field Representative, Local Records Unit, Illinois State Archives

Policy and/or Procedure Manual Maintenance

Presenter: **John Fines**, Director, Policy Services, IASB

Transparency Talk

Presenters: **Nicki Bazer**, Attorney and Member, Illinois Council of School Attorneys, Franczek P.C.; **Brian Crowley**, Attorney and Member, Illinois Council of School Attorneys, Franczek P.C.; **Emily Tulloch**, Attorney and Member, Illinois Council of School Attorneys, Franczek P.C.

All attendees must be paid registrants for the 2024 Joint Annual Conference; however, this program has no extra cost.

Registration information is available at www.iasb.com/conference.

All individuals registered for JAC as Administrative Professionals are invited and encouraged to attend this program.



Illinois Association
of School Boards

Questions about the Administrative Professionals Program?
Please contact Katie Bulava at (217) 528-9688, ext. 1127