



IASB • IASA • IASBO Joint Annual Conference  
NOVEMBER 22-24, 2019 • CHICAGO

# Administrative Professionals' Program

(ADMINPRO)

November 22 & 23, 2019 ▪ Swissôtel, Chicago

## REGISTRATION

All attendees must be **paid registrants for the 2019 Joint Annual Conference**; however there is no extra cost for this program.

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

All individuals registered for JAC as an administrative professional are invited and encouraged to attend this program.

## Friday

9-10 a.m.

### Living in the Google Cloud *Vevey 1*

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

### Homeless Scenarios:

#### Homeless or Not? *Vevey 2*

Presenters: **Angela Reeter**, McKinney-Vento Program Administrator; **Julie Wollerman**, Regional Superintendent; **Annette Hartlieb**, Assistant Regional Superintendent; and **Mary Adams**, Homeless Liaison, Regional Office of Education 3, Vandalia.

### Understanding the Freedom of Information Act (FOIA) *Vevey 3*

Presenter: **Leah Bartelt**, Assistant Attorney General, Public Access Bureau, Office of Illinois Attorney General Kwame Raoul.

### Dealing with Difficult People *Vevey 4*

Presenters: **Victoria Padilla** and **Kelly Nyert**, Administrative Assistants, ROE 17, Bloomington.

10:30-11:30 a.m.

### Google Forms and Sheets: Productivity Accomplices *Vevey 1*

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

### We All Need Somebody to Lean On: Supporting Staff, Student, and Self Mental Health and Well-Being *Vevey 2*

Presenter: **Max McGee, Ph.D.**, President, Hazard, Young, Attea & Associates, formerly a district superintendent, Illinois State Superintendent of Schools, and President of the Illinois Math and Science Academy.

### Open Meetings Act (OMA) Nuts and Bolts *Vevey 3*

Presenter: **Leah Bartelt**, Assistant Attorney General, Public Access Bureau, Office of Illinois Attorney General Kwame Raoul.

### 2019 IMRF Retirement Planning Workshop: Providing a Lifetime of Income Protection *Vevey 4*

Presenter: **Kate Setchell**, Field Representative, Illinois Municipal Retirement Fund (IMRF).

Build knowledge, grow professional skills, and network with peers at the 2019 Administrative Professionals' Program at the Joint Annual Conference of the Illinois Association of School Boards, the Illinois Association of School Administrators, and the Illinois Association of School Business Officials.



[www.iasb.com](http://www.iasb.com)

## Friday continued

1-3 p.m.

1:00 p.m. — Overview of the 16th Annual IASB Administrative Professionals' Program

1:15 p.m. — 2019 Holly Jack Outstanding Service Award presentation

**Thomas E. Bertrand, Ph.D.**, IASB Executive Director

1:40 p.m. Opening Session — Join the Journey

Presenter: **Sonya Jones**, Outreach Representative for Hospital Sisters Health Services (HSBS), Former finalist on NBC's "The Biggest Loser."

Sonya Jones will motivate and inspire you to live your very best life and share skills to help you develop your life personally and professionally. Jones captured the attention and hearts of viewers with her upbeat attitude and dedication to succeed on NBC's TV show "The Biggest Loser."

She brings that same positivity to her "Join the Journey" presentation, which encourages listeners to take as much care of themselves as they do for others, to find their "why" and keep it in mind, and to consistently emphasize the most important things in their lives.

Previously an Illinois public school teacher and coach, Jones holds master's degrees in Educational Leadership and Educational Administration. Also an author, her book is titled *44 Lessons from a Loser*.

**NEW** Meet with an IASB Policy Director *Monte Rosa*

Look for an email in mid-September with a link to schedule a 15-minute appointment with an IASB Policy Director.

Available times: Friday 9-11:30 a.m. and 1-3 p.m. and Saturday 10:30 a.m.-noon.

## Saturday

10:30-11:30 a.m.

They Call Me "Dr. De," the Story of Columbine's Heart, Resilience & Recovery *Vevey 1 & 2*

Presenter: **Frank DeAngelis**, Consultant for Safety and Emergency Management at Jeffco School District, Former Principal at Columbine High School, Colorado.

Law of the Draw (Q&A) *Vevey 3 & 4*

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

12:30-1:30 p.m.

OMA's Gray Areas *Vevey 1 & 2*

Presenter: **Steven M. Richart**, Attorney, Hodges Loizzi Eisenhammer Rodick & Kohn LLP, Arlington Heights; Member, Illinois Council of School Attorneys.

SANTAS (Super Achieving Nice Talented Attentive Secretaries) Make the Season Special *Vevey 3 & 4*

Presenters: **Donna McCaw**, President; and **Tami Roskamp**, School Consulting, Inc.

2-4 p.m.

2-3 p.m. — Implementing Board Policy: Your AP Manual *Vevey 1 & 2*

Presenter: **Angie Powell**, IASB Policy Director.

3-4 p.m. — Updating Board Policy: What Requires Board Action? *Vevey 1 & 2*

Presenter: **Angie Powell**, IASB Policy Director.

2-4 p.m. — Networking Panels

*St. Gallen 1, 2 & 3*

Below is the tentative list of roundtable topics (four per hour):

- Diffusing difficult conversations with parents/community members before involving the superintendent
- Acclimating and adjusting to a new superintendent/administrative assistant team
- Records retention: paper vs. electronic files
- Working through emotional situations that occur in your district with professionalism, confidence, and appropriate responses
- Effective and fun stress management
- Ethics and integrity
- Emergency operations guidelines
- Hiring substitute teachers and paraprofessionals