

# Administrative Professionals' Program

(ADMINPRO)

**November 18 & 19, 2022 Swissôtel, Chicago**

Build knowledge, grow professional skills, and network with peers. This professional development opportunity is designed to enhance the roles and skills of the individual(s) in every district who perform(s) the duties of the school board secretary or administrative assistant.

Friday

9-10 a.m.

★Vevey 1 - [Understanding the Freedom of Information Act \(FOIA\)](#)

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

★Vevey 2 - [Your Board Policy and Administrative Procedures Plan](#)

Presenter: **Angie Powell**, Senior Director, Policy Services, IASB

Vevey 3 - [Keys to a Successful Admin Pro/Superintendent Partnership](#)

Presenters: **PJ Caposey, Ed.D.**, Superintendent and **Elaine Nicholson**, Coordinator to the Superintendent and Board of Education (and the 2021 Holly Jack Outstanding Service Award winner), Meridian CUSD 223

★Vevey 4 - [Illinois Municipal Retirement Fund \(IMRF\) – NOT Just Retirement!](#)

Presenter: **Brian Glover**, Field Services Representative, IMRF Metro North Territory

10:30-11:30 a.m.

★Vevey 1 - [Open Meetings Act: Understanding and Compliance](#)

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

Vevey 2 - [Taking Google Tools to the Next Level – the D47 Solution Team](#)

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

Presenters: **Tommy Chanthasene**, Director of Technology, Crystal Lake CCSD 47; **Dave Jenkins**, Assistant Superintendent of Technology Services, Crystal Lake CCSD 47

Vevey 3 - [Your local ROE/ISC, the 411 and the 911](#)

Presenters: **Chris Dvorak**, Regional Superintendent of Schools, LaSalle Regional Office of Education 35; **Mark Klaisner, Ed.D.**, Executive Director, West 40 ISC 2 and President, IARSS; **Jill Ries, Ph.D.**, Director of Elementary Education, West Bend (Wisconsin) School District; **Kyle Thompson**, Regional Superintendent, ROE #11

★ = Special interest to new professionals

★Vevey 4 - [Illinois Local Records Act: Compliance and Best Practices](#)

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

1-3:30 p.m.

Welcome

2022 Holly Jack Outstanding Service Award presentation

Presenter: **Thomas Bertrand, Ph.D.**, Executive Director, IASB

## Opening Session



[Growing Our Resilience: Cultivating Purpose, Connection and Courage in Tough Times](#)

Presenter: **Elaine Shpungin, Ph.D.**, Founder and Director of Conflict 180: Turning Conflict into Connection

We can cultivate traits such as courage, curiosity, passion, purpose, sense of possibility, gratitude, and connection. We can take steps to grow our resilience and to overcome, recharge, and adapt. Resilience Can Be Grown. Learn how with Elaine Shpungin, Ph.D., former director of the UIUC Psychological Services Center and the founder and director of Conflict 180.

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Saturday

10:30-11:30 a.m.

Vevey 1 & 2 - [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.

Vevey 3 & 4 - [Google Tips and Tricks to Increase your Workflow](#)

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

12:30-1:30 p.m.

★Vevey 1 & 2 - [Agendas and Minutes](#)

Presenter: **Curt Richardson**, Attorney and Member, Illinois Council of School Attorneys, McLean County Unit District 5

Vevey 3 & 4 - [Opening the Door of Opportunity for McKinney-Vento Families](#)

Moderator: **Melissa Cunha**, McKinney-Vento District Liaison, Administrative Assistant to the Superintendent, Steger SD 194

Presenters: **Jan Lenci**, McKinney-Vento Liaison, Director of Teaching and Learning; **Megan Van Houtegen**, McKinney-Vento District Liaison and Secretary to the Director of Teaching and Learning; **Diana Peterson**, Steger School District Food Service; **Jill Raymond**, Board Member, Steger SD 194

2-3 p.m.

Vevey 1 & 2 - [Educational Equity: What Is It and Why Is It Important? One District's Journey](#)

Presenters: **Tanisha Cannon, Ed.D.**, Chief Equity Officer and **Theresa Rouse, Ed.D.**, Superintendent, Joliet PSD 86

Vevey 3 & 4 - [Declutter Your Digital Life](#)

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

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## REGISTRATION

- All attendees must be **paid registrants for the 2022 Joint Annual Conference**; however, there is no extra cost for this program.
- Registration information is available at [www.iasb.com/conference](http://www.iasb.com/conference).
- All individuals registered for JAC as an administrative professional are invited and encouraged to attend this program.