

In conjunction with the 90th Joint Annual Conference  
IASB presents

# Administrative Professionals' Program

## Friday and Saturday, November 17-18, 2023 • 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

### 9-11 a.m.

Vevey 1, 2, 3, 4 - Welcome and Presentation of the Holly Jack Outstanding Service Award

#### Opening Session:

The Office Rockstar Playbook —  
Making the “Right” Plays to Become an Office Rockstar

Presenter: **Debbie Gross**, author of  
*The Office Rockstar Playbook*



As the former Chief Executive Assistant to the past CEO of Cisco, Debbie Gross knows that administrative excellence is about more than juggling schedules and managing tasks. She offers a fresh approach to teaching administrative professionals how to upgrade their soft skills, build confidence, and to draw out their inner “Office Rockstar.” For her passion and advocacy, the

Admin Awards of Silicon Valley presented her with Colleen Barrett Award, the highest recognition given for administrative excellence.

### 12:45-1:45 p.m.

Vevey 1 - Illinois Records Act:  
Compliance and Best Practices

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

Vevey 2, 3 - D-47 Google Tips and Tricks

Presenters: **Clare Bourne**, Executive Administrative Assistant to the Superintendent, Crystal Lake CCSD 47 and winner of the 2017 Holly Jack Outstanding Service Award; **Tommy Chanthasene**, Director of Technology, Crystal Lake CCSD 47; **Dave Jenkins**, Assistant Superintendent of Technology Services, Crystal Lake CCSD 47

Vevey 4 - FOIA and Open Meetings Act  
Updates: Legislative Amendments  
and Recent Decisions

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

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## FRIDAY (continued)

### 2-3 p.m.

#### Vevey 1 - Policy Basics and Beyond

Presenter: **Angie Powell**, Associate Executive Director, Policy Services, IASB

#### Vevey 2, 3 - Navigating the Superintendent/Administrative Professional Relationship – Working Together for Kids (Remember, You Wanted This Job)

Presenters: **Hank Thiele, Ed.D.**, Community High SD 99 Superintendent and **Juli Gniadek**, Community High SD 99 Secretary to the Superintendent, Board Secretary, and winner of the 2022 Holly Jack Outstanding Service Award

#### Vevey 4 - What your ROE/ISC Can Do for You

Presenters: **Chris Dvorak**, LaSalle, Marshall, and Putnam Counties, Regional Office of Education 35; **Mark Klaisner, Ed.D.**, Executive Director, West 40 ISC 2; **Jodi Scott**, President, IARSS and Regional Superintendent of Schools, Henderson, Knox, Mercer, and Warren Counties, ROE 33; **Kyle Thompson, Ph.D.**, Regional Superintendent, Clark, Coles, Cumberland, Douglas, Edgar, Moultrie, and Shelby Counties, ROE 11

## SATURDAY

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

#### Vevey 1, 2, 3, 4 - AP Power Hour —

A New Roundtable Networking Event led by the Administrative Professionals Committee Planning Team

### 1:30-2:30 p.m.

#### Vevey 1, 2 - Start from the Top: Navigating the IASB Member Database and Managing Your Roster

Presenters: **Katie Bulava**, Assistant Director, Board Development, IASB; **Natalie Duke**, Assistant Director, Meetings Management, IASB; **Karen Faith**, Assistant Business Manager, IASB

#### Vevey 3, 4 - 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.

#### St. Gallen - Google's Lesser-Known Tools

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

### 3-4 p.m.

#### Vevey 1, 2 - Agendas and Minutes

Presenter: **Curt Richardson**, Attorney, McLean County Unit District 5

#### Vevey 3, 4 - Coming to Order

Presenters: **Reatha Owen**, Director, Field and Equity Services, IASB and **Theresa Kelly Gegen**, Director of Editorial Services and Editor, Illinois School Board Journal, IASB

#### St. Gallen - Chat GPT Unleashed: Harnessing the Power of Conversational AI

Presenter: **Chris Lawton**, Director, Information Technology, IASB

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**All attendees must register and be paid registrants for the 2023 Joint Annual Conference; however there is no extra cost for this program.**

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