



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

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

9-11 a.m.

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

1:30-2:30 p.m.

Open to Changes: Google Productivity Tools for Everyone

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

An Introduction to FOIA and the Open Meetings Act (OMA)

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

Illinois Records Act: Compliance and Best Practices

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

3-4 p.m.

Collaborative Leadership: Superintendents and Secretaries

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

Google's Hidden Gems: Tools You Never Knew Existed

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

IMRF 101: Understanding IMRF Benefits

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

Don't miss it!

SPOTLIGHT PANEL
Saturday, 10:30-11:30 a.m.

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

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SATURDAY

10:30-11:30 a.m.

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

1:30-2:30 p.m.

From the Trenches: Stories and Strategies Shared by Experienced APs

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

Unveiling the Invisible: AI in Our Lives and Schools

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

3-4 p.m.

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.

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

Additional information and registration at [Administrative Professionals' Program | IASB](#)



Illinois Association
of School Boards

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