



November 20-22, 2026

**JOINT ANNUAL
CONFERENCE**

Lighting the Way

Administrative Professionals' Program

Friday and Saturday, November 20-21, 2026 • **Swissôtel**

A professional development opportunity designed to enhance the skills and effectiveness of district staff who serve as school board secretaries or superintendent administrative assistants, supporting the board of education and superintendent within their district.

Individuals registered for the Joint Annual Conference as an administrative professional are invited and encouraged to attend this unique opportunity.

The two-day program features

- Sessions that are thoughtfully developed to strengthen knowledge and enhance professional skills for both those new to the role and those with years of experience;
- Breakout panels;
- Keynote speaker and workshop;
- Networking with peers;
- * Opportunity to schedule a one-on-one appointment with an IASB Policy Consultant.

FRIDAY, November 20

9-11 a.m.

Welcome and Presentation of the 2026 Holly Jack Outstanding Service Award

Keynote Workshop:

Building Healthy Partnerships at Work

Presenter: **Rhonda Scharf** Certified Speaking Professional, Speaking Hall of Fame, Global Speaking Fellow



12:45-1:45 p.m.

TRUST in Action: Superintendent-Admin Assistant Partnership
Presenter: **PJ Caposey, Ed.D.**, Superintendent, Oregon CUSD 220 and **Mandi Callaway**, Executive Assistant, Oregon CUSD 220 and 2025 Holly Jack Outstanding Service Award Winner

Google Gemini Unleashed: New AI Workflows
Presenter: **Lisa Schwartz**, Regional EdTech Coordinator, Learning Technology Center

Introduction to FOIA and the Open Meetings Act
Presenter: **Leah Bartlet, J.D.**, Public Access Counselor, Office of the Illinois Attorney General

2-3 p.m.

APs for APs: Managing Your Administrative Procedures
Presenter: **John Fines**, Director of Policy Services, IASB

AI for Go-Getters: Advanced Tools for Efficiency
Presenter: **Eric Santos**, Regional EdTech Coordinator, Learning Technology Center

Beyond the Basics: Unlocking BoardBook Value
Presenter: **Isaac Houston**, Customer Success Consultant, Texas Association of School Boards (TASB)

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SATURDAY, November 21

10:30-11:30 a.m.

AP Power Hour

A roundtable networking event facilitated by volunteers of the Administrative Professionals' Program Committee Planning Team. This year's table topics include:

- Pull Up a Chair: An Open Table Session
- Agendas & Minutes + BoardBook = Meeting Magic
- Reclaiming the Workday
- Mastering Workload: Organization and Prioritization Strategies
- New Desk, New Chair, New Role: How to Navigate all Things New, Without Losing You!
- New Board Members 101

1:30-2:30 p.m.

From Agendas to Action: Legally Sound Board Documentation

Presenter: Trisha Olson, J.D., Chief Legal Officer, School District U-46 and Member, Illinois Council of School Attorneys

Finding Your Fit with AI: Role, Team, District Applications

Presenter: Jim Boswell, Ed.D., Director of Operations and Technology, Bremen CHSD 228

2:45-3:45 p.m.

How to Handle Common Board Procedural Hurdles

Presenters: Steven Richart, J.D., Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP and Member, Illinois Council of School Attorneys

Mastering Canva's AI & Branding Ecosystem

Presenter: Lisa Schwartz, Regional EdTech Coordinator, Learning Technology Center

Questions about the Administrative Professionals Program? Please contact Shantel Rotherham, srotherham@iasb.com