



2020 AASB Executive Administrative Assistants Training Thursday Dec 10

9 am	Welcome & Introductions
9:15 am- 9:35 am	School Board Elections <i>Lon Garrison, AASB</i>
9:40 am- 11 am	Human Resources <i>Carleen Mitchell</i>
11:10 am-12:10 pm	Keeping Track of Board Policy <i>Lon Garrison, AASB</i>
12:10 pm- 1 pm	Lunch Break
1 pm - 2 pm	Parliamentary Procedures <i>Timi Tullis, AASB</i>
2:10 pm-3 pm	Taking & Recording Minutes <i>Jenni Lefing & Sharon Waldo</i>
3 pm - 4 pm	Sharing/Solution Rooms <i>Timi Tullis, AASB</i>
4 pm	Closing/Next Steps