



Executive Administrative Assistants Training Thursday, December 9, 2021

7:30 - 8:30 am Breakfast Available	
7:30 am	Check-in & Networking
8:30 am	Welcome & Introductions <i>Sharon Waldo, Delta/Greely School District & Jenni Lefing, AASB</i>
8:45 am- 9:45 am	Role of Board Secretary <i>Sharon Waldo, Delta/Greely School District</i> <i>(including preparing for board meetings & board packets)</i>
9:45 am- 10:45 am	Human Resources Part 1 <i>Carleen Mitchell, APEI</i>
10:45 am- 11 am	Break
11 am- 12 pm	Human Resources Part 2 <i>Carleen Mitchell, APEI</i>
12-1:15 pm	Lunch on Own
1:30 pm- 2:15 pm	Policy 101 <i>Tiffany Jackson, AASB</i>
2:15 pm- 3 pm	Taking Minutes <i>Jenni Lefing, AASB</i>
3 pm	Break
3:15 pm- 4 pm	Robert's Rules of Order <i>Tiffany Jackson, AASB</i>
4- 5 pm	Taking Care of Yourself <i>Timi Tullis, AASB</i>
5 pm	Wrap Up of Day



**Executive Administrative Assistants Training
Friday, December 10, 2021**

7:30 am Breakfast	
8:45 am	Welcome & Introductions
9:00 a.m.	Introduction to a Free and Ordered Space <i>Commissioner Michael Johnson, DEED</i>
9:30 am- 10:40 am	The Free and Ordered Space for District Staff and Virtual Communications Outside the School House Gates <i>Monica Southworth, NEA Alaska</i>
10:40 am- 12 pm	A Free and Ordered School Board Meeting In Two Parts: (1) Public Comment and (2) Limitations on Board Member Comments and the Board <i>John Sedor, Sedor, Wendlandt, Evans & Filippi</i>
12-1:30 pm	Lunch on your own
1:30- 3 pm	New Laws & Regulations <i>Michael Caulfield - Jermaine Dunnagan & Owens, P.C.</i>
3 pm-3:15 pm	Break
3:15 pm- 4:15 pm	Sharing Tips & Ideas
4:30 pm	Closing & Evaluation