



**Executive Administrative Assistants Training**  
**Thursday, December 8, 2022**

8:30 am	<b>Welcome &amp; Introductions</b>
8:45 - 9:30 am	<b>Role of Board Secretary</b> <i>Susan Kaufman, Nenana &amp; Jenni Lefing, AASB</i>
9:30 - 10:15 am	<b>Preparing for Board Meetings</b> <i>(including overview of Board Books &amp; Board Docs)</i> <i>Kimberly Powell, Wrangell, and Carla Saunders, Yukon-Koyukuk</i>
10:15 am	<b>Break</b>
10:30 am- 11 am	<b>Meeting Minutes</b> <i>Jenni Lefing, AASB</i>
11 am- 12 pm	<b>School Board Elections &amp; Member Orientation</b> <i>Jenni Lefing, AASB</i>
12:00 - 1:30 pm	<b>Lunch on Own</b>
1:30 - 2:45 pm	<b>Human Resources: Best Practices</b> <i>Carleen Mitchell, APEI</i>
2:45 pm	Break
3:00 - 4:15 pm	<b>Keeping Track of School Board Policies</b> <i>Tiffany Jackson, AASB</i>
4:15 pm	<b>Wrap Up of Day</b>



**Executive Administrative Assistants Training  
Friday, December 9, 2022**

*9 am- 11:20 am Join School Law Day with School Board Members & Superintendents*

*7:30 am Breakfast Available*

9 am	<b>Welcome &amp; Introductions</b> <i>AASB &amp; John Sedor</i>
9:15 am- 10:15 am	<b>Preparing for Bargaining</b> <i>John Sedor</i>
10:15 am	<b>Break</b>
10:25 am- 11:20 am	<b>The Bargaining Process</b> <i>Saul Friedman</i>
11:30 am- 12:15 pm	<i>Back to Ex Admin Training:</i> <b>Parliamentary Procedures: Robert's Rules of Order</b> <i>Timi Tullis, AASB</i>
12:15 pm-1:30 pm	<b>Lunch on own</b>
1:30 - 3:00 pm	<b>New Laws &amp; Regulations</b> <i>Michael Caulfield - Jermaine Dunnagan &amp; Owens, P.C.</i>
3:00 pm	<b>Break</b>
3:15 pm	<b>Solution Room &amp; Hot Topics</b>
4:30 pm	<b>Closing</b>