



Executive Administrative Assistants Training
Thursday, December 8, 2022

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



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

8:30 am- 10 am Join School Law Day with School Board Members & Superintendents

7:30 am Breakfast Available

8:30 am	Welcome & Introductions
8:45 - 9:15 am	Preparing for Negotiations <i>John Sedor</i>
9:15 - 10:00 am	The Negotiations Process – At the Table <i>Saul Friedman</i>
10 am	Break, and back
10:15 am- 11:45 am	Parliamentary Procedures: Robert’s Rules of Order <i>Timi Tullis, AASB</i>
11:45 am - 1:15 pm	Lunch on own
1:30 - 3:00 pm	New Laws & Regulations <i>Michael Caulfield - Jermaine Dunnagan & Owens, P.C.</i>
3:00 pm	Break
3:15 pm	Solution Room & Hot Topics
4:30 pm	Closing