



**Executive Administrative Assistant Conference**  
**Crowne Plaza Anchorage-Midtown**  
**Thursday December 5, 2019**

Breakfast You are welcome to bring breakfast into meeting space starting 8:30 am	
8:30 am	<b>Registration, networking</b>
9:00 am -9:15 am	<b>Welcome &amp; Introductions</b> <i>Sharon Waldo, Delta/Greely School District</i>
9:15 -10:30 am	<b>Human Resources Part 1</b> <i>Carleen Mitchell, Alaska Public Entity Insurance (APEI)</i>
10:30 am- 10:45 am	Break
10:45- 12 pm	<b>Human Resources Part 2</b> <i>Carleen Mitchell, Alaska Public Entity Insurance (APEI)</i>
12 pm -1:30 pm	Lunch on your own
1:30-2 pm	<b>School Board Member Orientation</b> <i>Timi Tullis, AASB</i>
2 pm - 3:15 pm	<b>New Laws &amp; Regulations</b> <i>Michael Caulfield, Jermain, Dunnagan &amp; Owens, PC</i>
3:15- 3:30 pm	Break
3:30- 4:30 pm	<b>Robert's Rules /Parliamentary Procedures Overview</b> <i>Rich Mauer, Delta/Greely School District</i>
4:30 pm	<b>Wrap up of the day &amp; Evaluations</b>



**Friday December 6 2019**  
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<b>Breakfast</b> You are welcome to bring breakfast into meeting space starting 8:30 am	
8:30 am	<b>Registration, Networking</b>
9:00 a.m.	<b>Welcome Back, overview, and gathering</b>
9:15-10:30 a.m.	<b>School Board Policy</b> <i>Norm Wooten, AASB</i>
10:30 a.m.- 10:45 a.m.	<b>Break</b>
10:45 – 11:05 am	<b>Working Together (AASB &amp; You!)</b> <i>Jenni Lefing, AASB</i>
11:05 am- 12 pm	<b>Solution Room! (Sharing/Networking /Take-Aways)</b> <i>Sharon Waldo and Jenni Lefing</i>
12-1:30 pm	<b>Lunch (post lunch, joining School Law Day)</b>
1:30 -2:15 pm	<b>The Business of Superintendent Contracts – Negotiating for the Top Spot</b> <i>Lea Filippi, Sedor, Wendlandt, Evans &amp; Filippi LLC</i>
2:15 pm- 3 pm	<b>Students: The Law of Special Needs – IDEA and 504</b> <i>Lea Filippi, Sedor, Wendlandt, Evans &amp; Filippi LLC</i>
3-3:15 pm	<b>Break</b>
3:15 pm- 4:15 pm	<b>Tying It All Together - Business as (Un)usual: Student Education in Alaska in 2019</b> <i>DEED Commissioner Michael Johnson and John Sedor</i>



4:15 pm- 4:30 pm

**Overall Q and A, Wrap up and Evaluations-**  
*John Sedor*

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