



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	Registration, networking
9:00 am -9:15 am	Welcome & Introductions <i>Sharon Waldo, Delta/Greely School District</i>
9:15 -10:30 am	Human Resources Part 1 <i>Carleen Mitchell, Alaska Public Entity Insurance (APEI)</i>
10:30 am- 10:45 am	Break
10:45- 12 pm	Human Resources Part 2 <i>Carleen Mitchell, Alaska Public Entity Insurance (APEI)</i>
12 pm -1:30 pm	Lunch on your own
1:30-2 pm	Robert's Rules /Parliamentary Procedures Overview <i>Kimberly Powell, Wrangell Public Schools</i>
2:15- 3:30 pm	New Laws & Regulations <i>Michael Caulfield, Jermain, Dunnagan & Owens, PC</i>
3:15- 3:30 pm	Break
3:30- 4:30 pm	School Board Policy <i>Norm Wooten, AASB</i>
4:30 pm	Wrap up of the day & Evaluations



Friday December 6 2019
Executive Administrative Assistant Conference
Crowne Plaza Anchorage-Midtown

Breakfast You are welcome to bring breakfast into meeting space starting 8:30 am	
8:30 am	Registration, Networking
9:00 a.m.	Welcome Back, overview, and gathering
9:15-10:30 a.m.	Role of Board Clerk <i>Kimberly Powell, Wrangell Public Schools</i>
10:30 a.m.- 10:45 a.m.	Break
10:45 am- 12 pm	Sharing/Networking /Take-Aways
12-1:30 pm	Lunch (post lunch, joining School Law Day)
1:30 -2:15 pm	The Business of Superintendent Contracts – Negotiating for the Top Spot <i>Lea Filippi, Sedor, Wendlandt, Evans & Filippi LLC</i>
2:15 pm- 3 pm	Students: The Law of Special Needs – IDEA and 504 <i>Lea Filippi, Sedor, Wendlandt, Evans & Filippi LLC</i>
3-3:15 pm	Break
3:15 pm- 4:15 pm	Tying It All Together - Business as (Un)usual: Student Education in Alaska in 2019 <i>DEED Commissioner Michael Johnson and John Sedor</i>
4:15 pm- 4:30 pm	Overall Q and A, Wrap up and Evaluations- <i>John Sedor</i>



draft