AASB's Executive Administrative Assistants Training

Marriott Anchorage Downtown

Thursday, September 18, 2025

7:30 am	**Breakfast and Check-In Open**
8:30-9:00 am	**Welcome & Gathering**
9:00-9:30 am	**What Brings Us Together —** Your Role with the School Board
9:30-10:45 am	**Preparing for School Board Meetings —** *Agenda Development, Meeting Set-Up, Taking & Recording Meeting Minutes*
10:45-11:00 am	Break
11:00 am-12:00 pm	**Your Role in Supporting Your School Board** *Onboarding, Communication*
12:00-1:30 pm	**Lunch on Your Own**
1:30-3:00 pm	**Robert's Rules of Order 101**
3:00-3:15 pm	Break
3:15-4:30 pm	**It's All About Relationships!**
4:30 pm	**Wrap-Up of Day**
6:00 pm	**Optional: Group Dinner**

**Agenda subject to change*

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Friday, September 19, 2025

7:30 am	**Breakfast Opens**
8:30-8:45 am	**Welcome Back & Gathering**
8:45-10:00 am	**New Laws & Regulations** *Michael Caulfield, Jermain, Dunnagan & Owens, P.C.*
10:00-10:15 am	Break
10:30-11:45 am	**Navigating Your School District Policies** *Katie Oliver, AASB*
11:45-1:15 pm	**Lunch on Your Own**
1:15-2:40 pm	**Human Resources** *Records retention & management, paperless personnel records*
2:30-2:45 pm	Break
3:00-4:30 pm	**Solution Room/Roundtables**
4:30 pm	**Wrap-Up of Day**

**Agenda subject to change*