

WISCONSIN ASSOCIATION OF SCHOOL SUPERINTENDENT ASSISTANTS

The association for those who work directly with or for the school superintendent.

SIXTEENTH ANNUAL WASSA FALL CONFERENCE

OCTOBER 25-26, 2018

Great Wolf Lodge - Wisconsin Dells

THURSDAY, OCTOBER 25:

9:00-11 a.m. WASSA ADVISORY COMMITTEE MEETING

12:00 p.m. REGISTRATION

1:00 p.m. WELCOME - Jon Bales, Executive Director, WASDA, and WASSA Advisory Committee Chair

1:15 p.m. Responsibilities Regarding "Special" Meetings Involving the School Board and School District Attorney Shana Lewis of Strang Patteson Renning Lewis & Lacy, s.c., will cover the mechanics of posting notices, running the meeting, taking minutes, and maintaining records for "special" meetings involving the school board and/or school district, including, but not limited to, special board meetings, annual meetings of the electors, special meetings of the electors, school board organizational meetings, school district reorganization (attachment and detachment) meetings, budget hearings, student expulsions, negotiations meetings, and employee termination and contract non-renewal hearings/meetings.

Attorney Shana Lewis, Strang, Patteson, Renning, Lewis & Lacy, s.c.

2:30 p.m. BREAK

2:45 p.m. CONFIRMING WASSA'S PURPOSE ON BEHALF OF ITS MEMBERS

An effective association knows why it exists and seeks to fulfill its purpose. This session will be an opportunity for WASSA members to reaffirm the purpose of their association and to shape strategies to achieve that purpose. Everyone's voice is important to this process to identify the values and priorities of WASSA and set standards for achieving its priorities on behalf of the members it serves. Don't miss your opportunity to participate directly in this process.

Facilitated by Jon Bales, WASDA Executive Director

4:30 p.m. Free time

5:00 p.m. Take Trolleys to Fawn Creek Winery

5:30 p.m. Arrive at Fawn Creek

**6:15 p.m. Dinner & Presentation
Leading and Managing**

The contrasts and similarities of the role of the Executive Assistant in both the public sector and private business. What is required for the best outcomes?

Diana Hanson, Co-Owner, Fawn Creek Winery & Executive Assistant to the Superintendent & School Board, School District of New Berlin

8:00 p.m. Return to Great Wolf Lodge

FRIDAY, OCTOBER 26:

7:30 a.m. BREAKFAST

8:15 a.m. ELECTION ADMINISTRATION GUIDANCE FOR SCHOOL DISTRICT OFFICIALS
Wisconsin Elections Commission Staff will present an overview of school district canvassing procedures, and other selected election administration topics applicable to local elections, such as key election dates for school districts, posting notices, who is responsible for the cost of elections and the timeline for the destruction of election materials. Commission staff will also provide a general review of election recounts, recall procedures and school district referenda.
Wisconsin Elections Commission

9:30 a.m. BREAK

9:45 a.m. SECTIONALS

1. Records Retention in a School District Setting

School districts generate an enormous amount of records that may or may not need to be retained for a specified period of time. This session will cover what constitutes a “record” for retention purposes, basic retention requirements for pupil, personnel, and board records, and strategies for ensuring that the district complies with the relevant retention requirements.
Ben Richter, Staff Counsel, WASB

2. The Right WISE Tool for the Right Time

This session will give you a better understanding of the various WISE suite components, including WISEdata and WISEdash, and how they interact. We will take a deeper look at WISEdash features and how to best use the WISEdash tools for analysis and decision making. Learn how all the WISE tools fit into your local software systems and how using them can improve the educational experience at your schools.
Gabrielle Koontz, Technical Writer, WI Department of Public Instruction

3. Wisconsin Department of Justice School Safety

The purpose, status, functions, collaboration, legal updates and resources/training of the Office of School Safety will be discussed.
Susan Whitstone, Program and Policy Analyst Advanced, Office of School Safety, Wisconsin Department of Justice

10:45 a.m. BREAK

11:00 a.m. REPEAT SECTIONALS

12:00 p.m. CONFERENCE ADJOURNS