

# Executive Assistants

## ***Recommended for Executive Assistants***

Thursday, November 30 | 2:15 PM – 3:20 PM

- **Brown Act Basics: Transparency, Community Involvement, Government Accountability and More**
  - ❖ *Workshop – Room 2000*
- **Best Practices and Support for Executive Assistants**
  - ❖ *Workshop – Room 3024*

Thursday, November 30 | 3:40 PM – 4:45 PM

- **Leading Your LEA from the Edge of the Box®**
  - ❖ *Workshop – Room 2001/2003*
- **Superintendent Evaluation: Focusing and Aligning the District**
  - ❖ *Workshop – Room 2022/2024*

Friday, December 1 | 9:00 AM – 10:05 AM

- **Reporting Gifts and Other Sources of Income: Form 700 Guidance and the Political Reform Act**
  - ❖ *Workshop – Room 2000*
- **We Received a Complaint ... Now What?**
  - ❖ *Workshop – Room 2008*
- **Governance Handbook and Board Self Evaluation**
  - ❖ *Workshop – Room 2009/2011*
- **The Big Five: A Comprehensive Framework for Providing Effective School Safety**
  - ❖ *Workshop – Room 2022/2024*

Friday, December 1 | 10:25 AM – 11:30 AM

- **Optimizing Board Management: Digital Solutions and Best Practices**
  - ❖ *Workshop – Room 2005*

Friday, December 1 | 3:45 PM – 4:50 PM

- **How to Make Your Board Meetings Positive and Productive . . . Just Like Your Best Classrooms!**

❖ **Workshop – Room 2007**

Saturday, December 2 | 9:00 AM – 10:05 AM

- **Public Records Act for Board Members: Transparency and Effective Governance**

❖ **Workshop – Room 2022/2024**

Sessions are **subject to change**. Visit [aec.csba.org](http://aec.csba.org) for additional information.

Updated: 10/30/2023

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## ***Table Talk Recommended for Executive Assistants***

Thursday, November 30 | 11:15 AM – 12:00 PM

- **The Governance Team Guide to Success**
  - ❖ ***Trade Show Floor; Table #1***

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Updated: 10/30/2023