

# ANNUAL OFFICE ASSOCIATE MEETING

August 8, 2014

8:30 am – 2:00 pm

Albemarle High School

8:30-9:00	Coffee and Registration
9:00-9:30	Opening time with Pam Moran, Matt Haas, and a School Board Member
9:30-9:45	Short break
9:45-10:45	<i>Finding the Joy in Serving Others</i> , with Frank Squillace
10:45-11:00	Short break
11:00-11:25	Roundtable 1
11:30-12:30	Lunch
12:30-12:45	Stretching time with Leanne Knox
12:45-1:10	Roundtable 2
1:15-1:40	Roundtable 3
1:40-2:00	Closing time with Matt Haas

## ROUNDTABLES

TOPIC	PRESENTER
Legal Issues related to child custody	John Blair
Working with PowerSchool	Rachel Collier
PowerSchool and transportation routing	William Deane and Rose Edwards
How to deal with unhappy customers	Christine Thompson
Best practices in attendance coding	Corey Hunt
Purchasing/BSO tips and tricks	Kelly Okken
Best practices in using Pcards	Carolyn Herring
Payroll Q&A	Renee Hoover
Responsive Classroom 101	Elizabeth Korab
Employee Communications & Media Relations	Jennifer Albert Butler
Best practices in emergency preparedness	Allison Farole
Deep breathing, chocolate, and other methods for stress management	Elizabeth-Latta Brother
ESOL	Rusty Carlock
Student enrollment/residency	Anne Breeden
Clinic 101 for Office Staff	To be determined
Finding a work-life balance that works for you	Jane Pirooz
Accounts Payable	Ann Murray or Susan Worrell