



School Business Office Professionals Network

Wednesday, November 13, 2019

[Register Here](#)

Starting Time: 9:00 AM **Ending Time:** 12:00 PM **Location:** CESA 6 Conference Center - Innovations Room

School Business Office Professionals Network Mission: Fostering a collaborative environment for learning and sharing for business office staff members.

Materials to bring: Laptop Something You are Implementing In Your District

Expected Outcomes:

1. Be equipped with the skills to navigate crucial conversations
2. Learn from colleagues on practices being implemented/applied in districts.
3. Provide networking opportunity around hot topics.
4. Understand the impact of current legislative and judicial items occurring the state and nation.

Expected Outcome/Purpose of Meeting:

<i>Time</i>	<i>WHAT? (Content/Topic)</i>	<i>WHO? (Presenter)</i>	<i>Discussion - Notes - Key Words</i>	<i>To Do - Accountable Due Date</i>
9:00 AM	Welcome / Walk through Agenda	Jason Levash		
9:02 AM	Introductions and Icebreaker	All		
9:15 AM	Crucial Conversations Training	Ted Neitzke	<p>A crucial conversation is a discussion between two or more people where the stakes are high, opinions vary, and emotions run strong. These conversations—when handled poorly or ignored—lead to strained relationships and dismal results.</p> <p>Crucial Conversations teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics—at all levels of your organization.</p> <p>By learning how to speak and be heard (and encouraging others to do the same), you'll surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.</p>	
10:35 AM	Legislative & Judicial Updates	Ted Netizke		

	BREAK			
11:00 AM	Collaboration on District Business Office Process/Procedures and Issues	All	Hot Topics/Open Conversations Come prepared with a topic that you need assistance with, an idea you want feedback on, or an issue you have that you would like to process.	
11:55 AM	2019-20 School Business Office Professionals Network Meetings	Jason Levash	2019 School Business Office Professionals Network (Same day as Admin Assistant Network) <ul style="list-style-type: none"> • January 8, 2020 • March 11, 2020 • May 13, 2020 CESA 6, 7 & 8 WASBO Business Office Professionals Conference <ul style="list-style-type: none"> • November 20, 2019 - Registration Link 	
11:57 AM	Meeting Evaluation	All	Complete Plus/Delta on the meeting	
12:00 PM	Adjourn			

Parking Lot: Topics tabled for next meeting or for additional follow up.

- 1.

Common Document