



Ohio Association of School Personnel Administrators

Administrative Assistants' Conference

October 1 & 2, 2026

Embassy Suites

5100 Upper Metro Pl.
Dublin, OH 43017

Thursday, October 1, 2026 - Agenda

10:00 - 10:30

Registration

10:30 - 10:45

Welcome

10:45 - 11:45

The Heart of HR: Your Role. Your Voice.
Your Impact.

Marlon Styles

11:45 - 12:45

Lunch

12:45 - 1:45

Legal Update

Derek Towster,
Scott Scrivens

1:45 - 2:45

Licensure & Professional Code of Conduct

Curtis Hewitt &
Yanetta Harper -
State Board of
Education

2:45 - 3:00

Break

3:00 - 3:45

Relationship with Your Treasurer's Office

Tiffany Hiser - Shared
Resource Center

3:45 - 4:15

Wellness in Your Department

Laura Blessing -
Mason City Schools

4:15 - 5:00

Onboarding Processes

Britni McKinniss -
MCESC

5:00 - 6:00

Dinner

7:00 - 9:00

PINS Mechanical

(Optional activity at PINS Mechanical for anyone who would like to join; each person is responsible for their own cost.)



Friday, October 2, 2026 - Agenda

7:00 - 7:45	Breakfast	
7:45 - 8:00	Registration and Welcome	
8:00 - 8:45	Closing the Loop: Smooth Offboarding	Allyson Couch
8:50 - 9:30	Breakout Session #1	
	Google	Deb Tschirhart
	AI/Gemini Notebook	Laura Blessing
	Board Agendas and Board Docs	Allyson Couch
9:30 - 9:40	Break	
9:40 - 10:20	Breakout Session #2	
	Google	Deb Tschirhart
	HR 101	Haley Hennigan
	Canva	Britni McKinniss
10:25 - 11:05	Breakout Session #3	
	Google	Deb Tschirhart
	HR Calendar	Nate Warner & Haley Hennigan
	AI/Notebook LM	Laura Blessing
11:15 - 12:00	HR Software Systems	Allyson Couch
12:00 - 12:15	Wrap up, Evaluations & Raffle Prizes	

