



# Annual COSCAP Conference

**Friday Nov. 8, 2024 | 8:30AM - 3:00PM**

Emerald Resort & Conference Center | Cape Cod Room  
35 Scudder Avenue, Hyannis, MA

The Council of School Committee Administrative Personnel (COSCAP) is dedicated to supporting administrative assistants with valuable professional development opportunities. By attending our annual one-day conference, you'll gain access to targeted training and resources designed to enhance your skills and effectiveness in your role.

## Agenda

- 8:00 AM - 9:00 AM** Registration (with Breakfast available)
- 9:00 AM - 9:45 AM** Business Meeting: approval of minutes; fill 2 one-year vacancies for (1) At-Large Member and (1) Secretary - find [COSCAP by-laws here](#)
- 9:45 AM - 10:00 AM** Presentation of Executive Assistant of the Year Award
- 10:00 AM - 10:15 AM** Break
- 10:15 AM - 11:15 AM** Open Meeting Law ([AG's Open Meeting Law Guide here](#))
- 11:15 AM - 12:15 PM** Working Lunch - Best practices - [Records Retention](#) [Personnel records, etc]; Policy Updates & Tracking; Regular & Executive Minutes Review, Approval, & Release.
- 12:15 PM - 12:30 PM** Break
- 12:30 PM - 3:00 PM** Influence and Leadership in the Workplace