MISSION & VISION

MISSION:
AASPA will provide every member with services, resources and information vital to successful school HR practices in the interest of students.

VISION:
AASPA will be the school human resources association of choice.
2018 - 2019 AASPA Executive Board

President
Jason Liewehr
Director of Personnel
Carrollton-Farmers Branch
Independent School District
Carrollton, TX
liewehrj@cfbisd.edu

President-Elect
Dr. Beth Dalton
Assistant Superintendent of HR
Kildeer Countryside
Consolidated Community
School District 96
Buffalo Grove, IL
bdalton@kcsd96.org

Immediate Past President
Dr. Justin Schooley
Assistant Superintendent of Human Resources
Berkeley County Schools
Martinsburg, WV
jschoole@k12.wv.us

Recording Secretary
Dr. Kimberly Chambers
Director of HR
Adlai E. Stevenson High School
District 125
Lincolnshire, IL
kchambers@d125.org

Region 1 Representative
Robyn Bean
Chief HR Officer
Northwest Regional Education Service District
Hillsboro, OR
rbean@nwresd.k12.or.us

Region 2 Representative
Dr. Dale Fisher
Assistant Superintendent of HR
Deerfield Public Schools
District 109
Deerfield, IL
dfisher@dps109.org

Region 3 Representative
Regina Terrell
Director of HR
Capitol Regional Education Council (CREC)
Hartford, CT
rterrell@crec.org

Region 4 Representative
Dr. Kerry Parker
Superintendent
New Milford Public Schools
New Milford, CT
(Formally of Clovis Municipal School District-Clovis, NM)
parkerk@newmilfordps.org

Region 5 Representative
Brian White
Executive Director of HR & Operations
Auburn-Washburn USD 437
Topeka, KS
whitebri@usd437.net

Region 6 Representative
Dr. Connie Graham
Assistant Superintendent of HR
Kershaw County School District
Camden, SC
connie.graham@kcsdschools.net

2018 - 2019 AASPA Staff

Executive Director
Kelly Coash-Johnson, pHCLE
kelly@aaspa.org

Director of Meetings & Events
Sandy Wachter, CMP
sandy@aaspa.org

Marketing & Membership Coordinator
Anna Weber
anna@aaspa.org

Meetings & Finance Coordinator
Taylor Cox
taylor@aaspa.org

Administrative Assistant
Judy Callahan
judy@aaspa.org
2018-2019 has been a year of outstanding growth for our association. We have seen record numbers in membership as well as professional development. With the completion of year two of our five-year Strategic Plan, AASPA continues to focus our attention on growing our mission and providing every member with services, resources and information vital to successful human resource practices in the interest of students. I continue to be extremely proud of the work we have accomplished this year as a board, a staff and a body of committed members.

This year marked a milestone as we surpassed an all-time membership record. AASPA now represents over 2,500 human capital leaders in education from all over the country and the world. In addition, this year we had a record attendance for our regional Boot Camp in Baltimore, MD and the Human Capital Leadership Summit in Clearwater, FL.

The Professional Human Capital Leaders in Education (pHCLE) Certification program continues to grow and expand. I am happy to share that we have over 475 individuals who have completed the pHCLE professional learning and certification exam to become premier leaders of human capital in education. Our first cohort has completed the three-year cycle and many have already recertified to continue their certification.

Of course, none of this success would be possible without the continued support of our business partners. They have committed generously to AASPA and continue to support our goals. With the start of 2019-2020, now is a great time to get involved with YOUR national association. We have great plans to take AASPA to the next level and cannot do it alone.

Sincerely,

Kelly Coash-Johnson, pHCLE
AASPA Executive Director

**Executive Director’s Message**

**HOW CAN pHCLE CERTIFICATION HELP YOUR DISTRICT?**

1. **DEVELOP COMPREHENSIVE HUMAN CAPITAL MANAGEMENT SYSTEMS**
2. **MANAGE KEY HUMAN CAPITAL DECISIONS**
3. **MAXIMIZE THE USE OF DATA FOR CONTINUOUS IMPROVEMENT**

**HOW TO APPLY?**

1. **SIGN UP FOR AN 8-WEEK VIRTUAL PROGRAM OR A 3-DAY IN PERSON WORKSHOP**
2. **COMPLETE YOUR INDEPENDENT LEARNING ON THE HUMAN CAPITAL MANAGEMENT SYSTEM**
3. **APPLY TO TAKE YOUR pHCLE EXAM**
4. **CONTINUE TO GROW & DEVELOP AS A pHCLE CERTIFICATE HOLDER**
Association Development

State Affiliates
AASPA continues to grow our relationship with state affiliates and state leaders. AASPA offers liability insurance, free of charge, as well as a variety of templates, forms and documents. In addition, three of our state affiliates took advantage of our webinar program to bring new professional development to their members this year. Through our state affiliates we have been able to grow recognitions, nominations and national involvement. We look forward to growing our programs and developing more affiliate benefits to share in the years to come. AASPA was present at 12 state affiliate conferences this past year, often presenting and providing a bookstore. In year two of the AASPA Strategic Plan we had a goal to increase state to national membership ratio by 5% each year. I am happy to report that we have increased this by 13%, holding 44% of state memberships on average. The relationships we are building with our state affiliates are key to our membership growth.

Social Media
AASPA is growing our social media presence. Members can connect with us on Twitter, Facebook and LinkedIn to keep up-to-date with AASPA. This year, AAPSA has added Instagram to our social media portfolio. Use #K12Talent to get involved and follow the conversation.

Twitter 2,435
Facebook 712
LinkedIn 1,212

Human Capital Leaders in Education
AASPA continues to work with our partner, Battelle for Kids, in providing the Professional Human Capital Leaders in Education (pHCLE) Certification training and exam. This highly recognized and regarded national human capital certification program is geared toward individuals who practice and lead people-related work in PK-12 education. Over 475 individuals have completed the training and successfully passed the certification exam. They have committed and dedicated themselves to continued mastery of knowledge and skills. We are excited about the opportunity this offers our members and encourage you to consider certification for your own professional development goals.

Professional Development
Professional development continues to be on the forefront of AASPA’s strategic goals. With the development of the Human Capital Leaders in Education (HCLE) program, we have aligned all professional development with standards that fall under the four main categories of: Performance Excellence, Strategic Staffing, Talent Management & Development and Culture & Total Rewards. AASPA continues to grow the Webinar program, offering an average of three webinars each month, free to members. We continue to grow our professional development offerings and opportunities.

Publications
AASPA continues to provide a nationally recognized publication quarterly through the Perspective and Best Practices Magazines. In addition, this year, AASPA appeared in three national educational association publications, sharing valuable information on human capital leadership and the teacher shortage.

Members Only Website
AASPA continues to update resources found on the members’ section of our website. In addition to continually updating our job descriptions, we have added a listing of career fairs for the spring and fall. These are nation-wide and sortable by state. With the addition of more webinars, members can now access more than 100 recorded webinars on a variety of topics to meet their needs. Additionally all past AASPA magazines, HR Focus and Legislative Briefs are available.

National Outreach
AASPA continues to build relationships with other national educational associations. The past two years, AASPA attended and presented at the following national conventions; American Association of School Administrators (AASA), the National Association of Elementary School Principals (NAESP), the National Association of Secondary School Principals (NASSP) and the National Association of Alternative Certification (NAAC). In addition we attended the American Association for Employment in Education (AAEE) annual conference and the National Association of State Director of Teacher Education and Certification (NASDTEC) event.
Thanks to the hard work of AASPA’s Membership Committee, Executive Board and staff, we have increased our membership this past year to an all time high. AASPA is the only international organization that exists to serve human capital professionals in the field of education. AASPA continues to grow and offer a variety of benefits to serve our diverse group of members. Currently, AASPA represents a network of over 2,500 professionals, who are working in a variety of PK-12 HR capacities in our schools. The challenge with membership has always been to retain those who have joined as new members.

AASPA has also worked hard to show year round benefits and resources for membership. We have added and enhanced our membership benefits this past year. In 2018-2019 we updated our job descriptions and added onboarding and offboarding checklists, as well as a National Career Fair Calendar. As AASPA continues to grow we will continue to strive to meet the needs of each of you.

### Membership Numbers

**AS OF 09/30/2019**

- Active - 1,470
- Support Staff - 90
- Business - 52
- Complimentary - 30
- Honorary - 28
- Institutional Prime - 192
- Institutional Associate - 532
- Institutional Associate Extra - 103
- Student - 20
- Retired - 31

**TOTAL MEMBERS - 2,548**
Membership Benefits

Best Practices - AASPA’s Best Practices magazine explores the “best practices” of school districts on one current topic. It is published once a year and sent electronically to all members. Archived issues are available for members. Past topics include:

• Strategic Leadership
• Transforming Human Resources in the 21st Century
• Teacher Evaluation
• Legal Issues
• Diversity

Perspective - AASPA’s Perspective magazine features articles, news and association information of interest to AASPA members. It is published three times per year and sent electronically to all members. Archived issues are available for members.

HR Focus - We are dedicated to covering the latest news to keep you informed. Arriving via email every other week, AASPA’s HR Focus e-newsletter highlights current issues in HR and school administration nationwide. The HR Focus also highlights a current blog and recognizes an AASPA member.

Networking - Our members value the unique networking opportunities that only AASPA can provide. In addition to face-to-face networking opportunities, we are taking networking to a new level with social media.

Members Only Online Services - These include: sample documents collected from members. Current and updated samples include: job descriptions, interview questions, employee surveys, grievance letters, evaluations and new this year, onboarding/offboarding checklists and a national Career Fair Calendar.

Members Only Insurance Program - AASPA members are eligible for favorable group pricing, specialized coverages and association discounts on insurance protection from leading carriers. Plans are provided through the Trust for Insuring Educators (TIE), of which AASPA is a member. New members receive $60,000 group term life insurance for two years at no cost.

Optional Insurance Discounts -

Professional Liability
• Professional liability insurance for W-2 employed educators; $1 million or $2 million coverage options
• Student professional liability insurance; $1 million in coverage—only $25 a year
• Private practice professional liability insurance coverage options up to $1 million per occurrence/$3 million aggregate

Home & Auto
• GEICO auto/motorcycle insurance
• Homeowners/renters/condominium insurance
• Umbrella liability insurance

Life Insurance
• Group term life insurance plans from New York Life Insurance Company
• Accidental death & dismemberment insurance
• Disability income protection

Health Plans
• Dental insurance
• Long-term care insurance
• International travel insurance

LegalShield/IDShield
Provides access to a dedicated and experienced attorney network for quality legal advice and services at a low monthly rate. LegalShield’s lawyers can help with all manner of personal legal issues, from review of important documents, to wills and trusts, to representation for traffic citations and civil claims. IDShield, a companion plan, monitors your credit activity and helps restore your identity if defrauded. An industry-best $5 million service guarantee makes certain that if your identity is stolen, it will be restored to its pre-theft status.

Member Rate for Publications/Books - AASPA is committed to providing the tools and resources school personnel administrators need most. That’s why we are excited to expand our bookstore with new publications and publishers specifically for school personnel administrators, and provide a discount just for AASPA members. Our featured books cover a range of topics such as hiring, compensation, dismissal, evaluations, legal issues, leadership, technology, best practices and more.

Member Rate for Conferences/Meetings - AASPA offers various opportunities to attend the Annual Conference and other in-person workshops and events at a discounted rate for members. Members may receive credit hours towards PHR, SPHR and GPHR recertification through the HR Certification Institute, as well as, SHRM and pHCLE recertification.

Free Webinars - As an AASPA member, you are welcome to attend any webinar for free or access recorded webinars under our “Members Only” section of our website 24/7.

Office Holding/Voting Rights/Committee Involvement- Officers and committee members are a driving force in the development of new programs, initiatives and services for members and school personnel administrators. As an Active member you can help mold the future of school personnel administration and AASPA.
Professional Development

2018 Annual Conference
AASPA’s 80th Annual Conference
Minneapolis, MN
Marriott City Center
October 9-12, 2018
(Final Attendance: 555)

Human Capital Leadership Summit
Clearwater Beach, FL
December 6-7, 2018
(Final Attendance: 82)

Boot Camps
Personnel Administrator Boot Camp
January 31-February 1, 2019
San Antonio, TX
(Final Attendance: 122)

Personnel Administrator Boot Camp
June 27-28, 2019
Baltimore, MD
(Final Attendance: 161)

Professional Development Report

The intention of AASPA is to provide a broad range of professional development opportunities to meet the needs of our members. We have many options available including our Annual Conference, two Personnel Administrator Boot Camps, the Human Capital Leadership Summit and more than 30 Webinars. We also offer certification through the Human Capital Leaders in Education Program. My role as the Director of Meetings & Events is to execute these events with the goal of being the premier source for high-quality professional development for PK-12 leaders in schools.

In October, we began our 2018/2019 year with the 80th Annual Conference in Minneapolis, MN. The event was well attended and hosted the second highest attendance in AASPA’s history with 555 registrants. Attendees experienced four days which included keynote speakers, educational sessions, a sold-out exhibit hall, community service and many fabulous networking opportunities.

AASPA hosted two Personnel Administrator Boot Camps this year. In January, we met in San Antonio, TX and in June, we were in Baltimore, MD. The Baltimore Boot Camp set a record number of attendees with 161 registrants. Our Boot Camps focus on new school HR administrators who have been in the field for less than five years, but many seasoned HR administrators also attend. In December, we held our Human Capital Leadership Summit (HCLS) in Clearwater Beach, FL. This event is geared towards those school HR leaders that have been in the field for three to five years or more. Many AASPA members are concerned about developing others as well as themselves, which sets them apart from leaders in other fields. As a strategic partner, AASPA develops and delivers innovative school HR leadership programs at our events designed to meet the need of our members.

This year I developed the Business Partner Advisory Council. As we continue to grow the AASPA sponsorship program, we recognize the ability to collaborate and work hand-in-hand with these businesses to bring our members even more opportunities for knowledge and growth.

I will continue to maintain the high-quality events AASPA members are accustom to, as well as inspire new ideas and fresh topics to keep AASPA on the forefront of the school HR field. To effectively meet the changing needs of our members, I am dedicated to continually assessing and improving our programs. I welcome your feedback and ideas regarding opportunities to enhance our programs. Please contact me at anytime to share new ideas, give feedback on existing programs or just to learn more.

Sandy Wachter
Director of Meetings & Events
The Human Capital Leadership Summit is designed for school leaders who are past their first three years of human capital management and who are looking for that next level of professional development in HR leadership. Sessions will be dedicated to helping participants grow professionally in their knowledge as well as personally in their leadership skills.

KEYNOTE SPEAKER: Emily Douglas-McNab
Emily Douglas-McNab is part of the Human Capital team at the nonprofit, Battelle for Kids. It is the nature of humans to be both excited and scared of the future at the same time. We even see this in schools, in fact, in a Gallup survey, 86% of K-12 superintendents are excited about the future of their district. While districts wrestle with changes for students in order to prepare them for jobs that don’t yet exist, there are also changes coming to HR departments. In this session we will look at trends and research and discuss how to best prepare HR for the future of education and work.

1. Learn the best practices of recruitment and retention in today’s PK-12 environment
2. Develop strategies to better organize your HR department
3. Learn how to connect HR to student learning and performance
4. Gain knowledge on the ever changing federal regulations effecting school HR

WHO SHOULD ATTEND?
- HR directors
- Superintendents
- Assistant superintendents
- Principals
- Business officials
- Any school administrators involved in recruitment, retention and human capital management

HOTEL INFORMATION:
- JW Marriott Las Vegas, 221 N. Rampart Blvd.
- https://book.passkey.com/e/49941047

REGISTER ONLINE AT www.aaspa.org/events

AASPA'S 82ND ANNUAL CONFERENCE
#AASPA20  #ESPRESSOYOURSELF
SEATTLE, WA OCTOBER 13-16, 2020
SAVE THE DATE
2017 - 2022 AASPA Strategic Plan

Mission and Goals

Mission
Provide every member with services, resources and information vital to successful school human resource practices in the interest of students.

Professional Development
Be the premier source for high-quality professional development for HR leaders in schools.

(1): Strengthen internal and external stakeholder relationships and involvement.
(2): Enhance online services to create a valuable user experience.
(3): Provide quality professional development aligned with the Human Resource profession of PK-12.
(4): Expand the delivery of engaging, relevant professional learning.

Advocacy
Be the recognized advocate regarding the practice and profession of PK-12.

(1): Devolve the voice and influence of individual school leaders in level policies affecting school HR.
(2): Build advocacy support to state affiliates to help influence state policies.
(3): Elevate the voice and influence of individual school leaders in federal government policy.

Vision: AASPA will be the school human resources association of choice.

Organization
Optimize the organizational culture, structure and resources to achieve short-term and long-term sustainability.

(1): Strengthen internal and external stakeholder relationships and member value.
(2): Enhance online services to create a valuable user experience.
(3): Provide and support learning opportunities for the AASPA staff in areas of school HR.
(4): Expand organizational financial stewardship.

Membership
Enhance membership growth and retention.

(1): Add new member benefits to appeal to larger audience.
(2): Design membership renewal process to increase communication.
(3): Increase membership through partnerships with stake affiliates.
(4): Increase participation in committees and other volunteer activities.

(1): Be the resource of choice on school HR for federal government policy.
(2): Build advocacy support to state affiliates to help influence state policies.
(3): Elevate the voice and influence of individual school leaders in level policies affecting school HR.

(1): Be the resource of choice on school HR for federal government policy.
(2): Build advocacy support to state affiliates to help influence state policies.
(3): Elevate the voice and influence of individual school leaders in level policies affecting school HR.
(4): Be the recognized advocate regarding the practice and profession of PK-12.
2018 - 2019 Year Two | Mission and Goals

Membership: Enhance membership value, resulting in Association growth and long-term sustainability.
Goal 1: Add new member benefits to appeal to target audiences.
  • Categorize members by job titles to ensure that benefits are provided to each group
Goal 2: Increase membership through partnerships with state affiliates.
  • Formalize the affiliate process and promote it to new and nominally committed states
Goal 3: Design membership renewal process to increase communication and provide efficiency.
  • Collect the member's assistant's name/contact information via the membership form
Goal 4: Increase participation in committees and other volunteer activities of the association.
  • Build a program where current contributing members refer members for leadership roles on committees and Executive Board
  • Market volunteering as a networking opportunity and encourage current volunteers to bring a friend
  • Collaborate with Regional Representatives to encourage region members to become involved as volunteer and committee members

Organizational Performance: Optimize the organizational culture, structure and resources to achieve growth and long-term sustainability.
Goal 1: Strengthen internal and external stakeholder relationships and involvement.
  • Host quarterly webinars for Executive Directors on association leadership topics
  • Develop resource documents to include speakers information, contract examples, membership and event forms
  • Develop and market a state affiliate brochure and agreement clearly outlining requirements and benefits
  • Survey Business Partners to determine needs and develop SMART goals for marketing to existing and new partners
  • Provide opportunities at conference for Business Partners to gain professional knowledge about the education market
  • Develop a communication plan that increases the participation of diverse groups
  • Align committee structure to best represent the membership and develop guidelines for leadership appointments at the committee level
Goal 2: Enhance online services to create a valuable user experience.
  • Design online professional development public page to be more interactive and to include a calendar of events
  • Schedule opportunities for staff to annually attend sessions on school HR
  • Increase budget line item to allow for staff professional development expenses
Goal 4: Expand organizational financial stewardship.
  • Develop metrics for analyzing locations for annual conference and regional events based upon revenue expenses, experiences and attendance.

Advocacy: Be the recognized advocate regarding the practice and profession of PK-12 human resources.
Goal 1: Be the resource of choice on school HR for federal government advocacy.
Goal 2: Build advocacy support to state affiliates to help influence state-level policies affecting school HR.
  • Develop a sample introductory letter for state affiliates to use at the national level for advocacy of their state association
Goal 3: Elevate the voice and influence of individual school leaders in public policy.
  • Expand the Advocacy page to include searchable contact information

Professional Development: Be the premier source for high-quality professional development for HR leaders in schools.
Goal 1: Provide quality professional development aligned with the Human Capital Leaders in Education (HCLE) Standards.
  • Webinars aligned to the HCLS Standards.
Goal 2: Human Capital Leaders in Education (HCLE) will be recognized as the pre-eminent PK-12 HR certification.
  • HCLE certification will be offered at least once during nontraditional work hours
  • Create a comprehensive HCLE certification/re-certification handbook
Goal 3: Expand the delivery of engaging, relevant professional learning experiences through a variety of platforms.
  • Explore partnerships with state affiliates for smaller networking lunch and learn.
  • Initiate a business partner user group opportunity at the annual conference, requiring Business Partners to share data about participants
  • Identify speakers based upon feedback following annual conference and solicited from members to offer a webinar series

To view the complete 2017 - 2022 AASPA Strategic Plan, go to aaspa.org.
Committee Reports

Constitution and By-Laws
The Constitution and By-Laws Committee worked hard this year to help clarify and address multiple areas. The first area the Committee focused on was the Membership Section of the Constitution and By-Laws. The Committee specifically reviewed the Student member section. After discussion of this membership group, the committee recommended the removal of this membership category. In addition, the Committee spent significant time reviewing the Officers and Nominating and Elections articles following the questions that arose before last year’s elections. The Committee examined the language in these sections and recommended language to update and/or amend the sections within these articles to clarify processes and procedures.

Legislative and Governmental
This year the Legislative and Governmental Committee focused on their goal to be a recognized advocate regarding the practice and profession of PK-12 human resources. The Committee worked to provide four legislative briefs to the membership this year. The purpose of the briefs is to provide AASPA members with the information they need regarding the practice and profession of PK-12 human resources so that they can successfully advocate on the many human resources related issues that impact schools today. This coming year the Committee would like to continue producing legislative briefs and provide information and support to members so that they can continue to impact state-level polices affecting school HR, as well as to be the top school HR resource for federal government advocacy.

Membership
Since January, the Membership Committee has continued with a strategic focus on contacting new members to keep them engaged, highlight valuable AASPA benefits and solicit feedback for AASPA. The Committee has contacted new members that joined AASPA between October 2018 and September 2019. Our membership non-renewal rate continues to decrease. We are also extremely proud to announce that our membership has grown to more than 10%, an all time high! AASPA membership as of 9/30/2019 is 2,548 members.

Minority Caucus
The Minority Caucus Committee (MC) has been diligently working to focus on the main objective of our purpose, which is to help bring more attention to the recognition and nomination process of AASPA. To that end, the MC has worked to bring more diversity to AASPA committees so that minority issues of common interest can be inclusive in the dialogue that takes place in the various committees. We have also asked for members of the MC to present at the 2019 AASPA conference and as a result, more of the MC members are hosting workshops at the conference this year.

After much discussion about the ambiguity of the Committee name and purpose of the Committee, a survey was presented to the MC membership for a potential name change. We will be presenting more information this coming year.

We have continued the AASPA Minority Caucus Newsletter and this year published three editions that have helped to facilitate the exchange of ideas and information regarding the recruiting and retention of minority teachers. The Committee hosted our annual Minority Caucus Reception with a specific focus towards networking for all AASPA members.

We understand that the objectives addressed by the Minority Caucus Committee affect all members of AASPA and we look forward to continuing the work of serving as a collaborating body for joint action on minority issues of common interest.
Committee Reports

Nominating
The Nominating Committee had another successful year in completing the task of vetting the candidates interested in AASPA positions. The purpose of the Nominating Committee is to prepare and present to the Executive Board and the membership recommendations for candidates for elected positions as association officers and Executive Board members. We had an amazing slate of candidates and a record number of AASPA members who were interested in serving the AASPA board and in regional positions. Since our last update to the Executive Board, we had the opportunity to review all the candidate information prior to the Executive Director’s email to members. We identified a need for more outreach to encourage individuals that didn’t qualify for officer positions or other leadership positions to serve AASPA in other ways. We also discussed an initiative to encourage more members to apply for regional representative positions and that AASPA’s outreach to state affiliates at state conferences/workshops would be a good avenue for this outreach. As we look to the future, the Nominating Committee will continue to explore ways to increase awareness of and participation in the election process.

Professional Development
The Professional Development Committee has adopted the Professional Development strand of the AASPA Strategic Plan to drive our work this year. All work must reflect the goal of being the premier source for high-quality professional development for human resource leaders in schools. With the Committee membership guidelines in place, committee members worked diligently to sign-up to facilitate Twitter chats, write articles, present webinars and attend quarterly meetings. With this renewed dedication of the Committee, we have been able to elevate the offerings to the AASPA members. All AASPA events, including webinars and meetings, are now aligned with the HCLE Standards. In addition, AASPA has been able to offer webinar series that align directly with monthly themes.

Recognitions
The Recognitions Committee had a very successful and productive year. The Committee made revisions to the Raymond E. Curry Award rubric so that it more appropriately and accurately reflected the description and to ensure that the rubric allows us to measure submissions and choose a recipient that matches the description. We also selected a theme for the C.S. Robinson Award for 2019 which was “Total Rewards – How have districts introduced creative measures, including culture changes, to reward and retain employees in the face of shrinking budgets?”

The Committee is happy to report that we had submissions for every award except the Raymond E. Curry Award and Honorary Membership Award. We worked diligently this year to increase the number of award nominations and submissions by sending information to state affiliates and encouraging them to announce the awards at their meetings and on their websites, sending information to local (city, county, metro) committee meetings, and encouraging the AASPA regional representatives to send out information in their newsletters. The Committee was very pleased with both the number and the quality of nominations and is excited that we will be honoring so many deserving school personnel administrators and support staff.

Scholarship
This year the Committee members reviewed a record number of applicants, after expanding and accepting applicants nationwide instead of limiting them to the host region. The Committee was able to award two scholarships:
(One) $1500 scholarship to a graduate student pursuing school administrator credentials;
(One) $2500 scholarship to an undergraduate student in their final year of school and in a traditional teaching program;

After reviewing this year’s applications the Committee will be discussing the following by-law changes.
• Consolidation of the various award categories into a larger award targeting undergraduate students to help address the growing teacher shortage.
• Further changes to the rubric and application to make scoring more precise.
More Than 100 Books are Available in our Bookstore

Visit www.AASPA.org to order online or download our catalog.

Contact us online, by phone or email to receive the member discount. Not an AASPA member? Visit aaspa.org for more information on membership, professional development events, webinars and books.
AASPA BUSINESS MEETING
Thursday, October 10 – New Orleans, LA

(8:00 am)

AGENDA

I. Call to Order  Dr. Beth Dalton, President-Elect  No Action

II. Adoption of Agenda  Dr. Beth Dalton, President-Elect  Action

III. 2018 Business Meeting Minutes  Dr. Kim Chambers, Recording Secretary  Action

IV. Committee Reports  Dr. Beth Dalton, President-Elect
   a. Acknowledgment of Written Reports  No Action
   b. Election Results  Nyree Sanders, Nominating Chair  No Action
   c. Leon Bradley Recognitions  Josh Chambers, Scholarship Chair  No Action
   d. Constitution/Bylaws  Dr. Andrea Anthony, Co-Chair  Action

V. Adoption of 2019-2020 Budget  Dr. Beth Dalton, President-Elect  Action

VI. Recognitions  Dr. Justin Schooley, Past-President
   a. Committee Chairs and Co-Chairs  No Action
   b. Committee Members  No Action
   c. Longevity Awards: 5, 10, 15, 20 & 25-Year Member Awards  No Action
   d. Recognition of Honorary Members in Attendance and President's Council  No Action
   e. Region 1 Representative – Robin Bean
   f. Region 4 Representative – Dr. Kerry Parker
   g. Region 3 Representative – Regina Terrell

IX. Passing the Gavel  Dr. Justin Schooley, Past President  No Action
   a. President Address/Strategic Plan
   b. Introduction of the 2019-2020 AASPA Executive Board  Dr. Beth Dalton, President

X. Adjournment  Dr. Beth Dalton, President  Action
Call to Order: The meeting was called to order by President Justin Schooley at 8:14 am.

Approval of Agenda: Motion to approve the agenda made by Dr. Connie Graham, Kershaw County School District, Camden, SC. Seconded by Brian White, Auburn-Washburn USD 437, Topeka, KS. Approved by voice vote.

Approval of Minutes: Motion to approve the October, 2018 Annual Business Meeting minutes made by Dr. Kerry Parker, Clovis Municipal School District, Clovis, NM. Seconded by Regina Terrell, Capitol Regional Education Council, Hartford, CT. Approved by voice vote.

Dr. Justin Schooley made remarks to the membership.

Committee Reports

Acknowledgement of Written Reports: President Schooley acknowledged the following reports: 2017/18 Annual Report, Legislative & Governmental Committee, Membership Committee, Minority Caucus Committee, Professional Development Committee, and Recognitions Committee.

Election Results: Regina Terrell, Region 3 Representative and liaison to the Nominating Committee, announced the election results: Dr. Beth Dalton, President-Elect; Dr. Dale Fisher, Region 2 Representative. The Nominating Committee did not receive a qualified candidate for the position of Region 1 Representative. The AASPA Constitution and By-Laws indicates that the Board may hold a special meeting to appoint the current representative to a one-year term to fill the position pending the next regular election. This meeting will be held on Friday following the conclusion of the annual conference.

Leon Bradley Scholarship Award Winners: Josh Chambers, Scholarship Committee Chair, announced the following Leon Bradley Scholarship award winners: Eden Gregory (Grinnell College), Gretchen Rhodes (Concordia University), and Alex Chapman (Ohio Northern University).

Constitution/By-Laws: Dr. Andrea Anthony, Constitution/By-Laws Committee Co-Chair, reviewed the recommended changes to the AASPA Constitution/By-Laws. The recommended changes were provided to the membership at the meeting and were also sent via email to all members.

Motion to approve the changes to the AASPA Constitution/By-Laws made by the Committee. No second necessary. Approved by voice vote.

Adoption of 2018/2019 AASPA Budget: The 2018/2019 Annual budget was provided to the membership by Jason Liewehr, President-Elect.

Motion to approve the 2018/2019 Annual Budget made by Jason Liewehr, Carrollton-Farmers Independent School District, Carrollton, TX. Second by Dr. Monica Schroeder, North Shore School District 112, Highland Park, IL. Approved by voice vote.
Recognitions (Rick Arnett, Past-President)

Committee Chairs and Co-Chairs: Committee Chairs and Co-Chairs were acknowledged and included: Constitution & By-Laws, Lindsay Pfister and Andrea Anthony; Legislative & Governmental, Dave Riley; Membership, Tiffany Green and Kevin Hryciw; Nominating, Regina Wright and Lisa Nolan; Professional Development, Sara Skretta and Jennifer Wooley; Recognitions, Renee Zoladz and Eric Weber; Scholarship, Josh Chambers and Monica Schroeder; Minority Caucus, Sheila Dorsey-Smith and Kevin Walton.

Committee Members: This past year’s committee members were acknowledged.

New State Affiliates: AASPA two newest affiliates, Vermont School Human Resource Professional Organization and Iowa Association of School Personnel Administrators, were recognized.

Longevity Awards: 5, 10, 15, 20, and 25-Year Member Awards: This year, 28 members were recognized with 5-year awards, eight members were recognized with 10-year awards, five members were recognized with a 15-year award, two members were recognized with 20-year awards, and one member was recognized with a 25+-year award.

Recognition of Inductees into the President’s’ Council: The following past presidents were acknowledged: Barry Nettles (AASPA President, 1987), Larry Reznicek (AASPA President, 2016), and Rick Arnett (AASPA President, 2017).

Board Recognition: Dr. Beth Dalton’s work as Region 2 Representative was acknowledged.

President Recognition: President Schooley passed the gavel to Jason Liewehr.

President Address/Strategic Plan: President Liewehr addressed the membership.

Introduction of the 2018–2019 AASPA Executive Board: The 2018/2019 AASPA Executive Board was introduced and recognized.

Adjournment: The Business Meeting was closed at 8:53 am by President Liewehr.
## Financials

### YEAR ENDING 9/30/18

**Revenue**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Members</td>
<td>$320,927.55</td>
</tr>
<tr>
<td>Sale of Publications</td>
<td>$21,003.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>$30,695.00</td>
</tr>
<tr>
<td>Career Net</td>
<td>$9,750.00</td>
</tr>
<tr>
<td>Shipping &amp; Handling</td>
<td>$1,031.00</td>
</tr>
<tr>
<td>Certification</td>
<td>$58,720.78</td>
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<tr>
<td>Total Revenue Subtotal</td>
<td>$442,127.33</td>
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**Professional Development Revenue**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Income</td>
<td>$318,161.00</td>
</tr>
<tr>
<td>Summit &amp; Sponsors</td>
<td>$26,420.79</td>
</tr>
<tr>
<td>Conference Exhibits</td>
<td>$139,570.00</td>
</tr>
<tr>
<td>Boot Camps &amp; Sponsors</td>
<td>$76,432.36</td>
</tr>
<tr>
<td>Webinar</td>
<td>$4,850.00</td>
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<tr>
<td>Total Professional Development Revenue</td>
<td>$565,434.15</td>
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</table>

**Other Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Interest Income</td>
<td>$529.34</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$2,123.00</td>
</tr>
<tr>
<td>G/L on Investments</td>
<td>$3,686.18</td>
</tr>
<tr>
<td>Total Other Income</td>
<td>$6,338.52</td>
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</table>

**Total Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income</td>
<td>$1,013,900.00</td>
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**Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Conference Expenses</td>
<td>$321,951.22</td>
</tr>
<tr>
<td>Summit &amp; Sponsors</td>
<td>$12,713.22</td>
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<tr>
<td>Boot Camp &amp; Sponsors</td>
<td>$68,232.24</td>
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<tr>
<td>Webinar</td>
<td>$1,026.69</td>
</tr>
<tr>
<td>Shipping Publications</td>
<td>$503.39</td>
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<tr>
<td>Total Professional Development Expenses</td>
<td>$404,426.76</td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Services</td>
<td>$11,522.63</td>
</tr>
<tr>
<td>Audit / Review Fees</td>
<td>$7,194.98</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>$51.00</td>
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<tr>
<td>Computer Services</td>
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<tr>
<td>Miscellaneous</td>
<td>$922.20</td>
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<td>Credit Card Fees</td>
<td>$23,429.86</td>
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<td>Depreciation</td>
<td>$3,898.98</td>
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<tr>
<td>Employee Benefits</td>
<td>$19,609.55</td>
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<tr>
<td>Equipment Lease</td>
<td>$8,739.97</td>
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<tr>
<td>Executive Board Meetings</td>
<td>$20,306.70</td>
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<tr>
<td>Executive Salary</td>
<td>$116,100.16</td>
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<tr>
<td>Insurance</td>
<td>$6,695.20</td>
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<tr>
<td>Mail Machine Lease</td>
<td>$1,826.60</td>
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<tr>
<td>Marketing</td>
<td>$2,266.69</td>
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<tr>
<td>Membership Campaign</td>
<td>$780.35</td>
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<tr>
<td>Office Expenses &amp; Supplies</td>
<td>$5,627.57</td>
</tr>
<tr>
<td>Office &amp; Bulk Mail</td>
<td>$8,661.61</td>
</tr>
<tr>
<td>Office Rental</td>
<td>$21,600.00</td>
</tr>
<tr>
<td>Payroll Processing</td>
<td>$3,569.50</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>$19,270.68</td>
</tr>
<tr>
<td>Publications</td>
<td>$15,274.99</td>
</tr>
<tr>
<td>Publication Royalties</td>
<td>$1,160.20</td>
</tr>
<tr>
<td>Staff Professional Development</td>
<td>$11,692.62</td>
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<tr>
<td>Executive Board Activities</td>
<td>$2,002.06</td>
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<tr>
<td>Staff Salaries</td>
<td>$138,894.32</td>
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<tr>
<td>Telephone &amp; Internet</td>
<td>$5,872.61</td>
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<tr>
<td>Travel Executive Director</td>
<td>$14,962.51</td>
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<tr>
<td>Website / Email</td>
<td>$926.99</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>$25.00</td>
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<tr>
<td>Committee Support</td>
<td>$3,521.53</td>
</tr>
<tr>
<td>State Leadership Conference</td>
<td>$3,717.00</td>
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<tr>
<td>Total Expenses Subtotal</td>
<td>$485,985.65</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$890,412.41</td>
</tr>
<tr>
<td>Net Income/Loss</td>
<td>$123,487.59</td>
</tr>
</tbody>
</table>

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**LEON BRADLEY SCHOLARSHIP ACCOUNT AS OF 9/30/18**

- **Bank Account Established on:** 12/8/15
- **Beginning Balance:** $9,328.03
- **Contributions:** $5,718.00
- **Scholarships:** $4,000.00
- **Expenses:** $2,078.66
- **Ending Balance as of 9/30/19:** $8,967.37
Audit Summary Report
2017-18

General Information
• Review completed by Ifft & Co. PA for the fiscal year ending September 30, 2018
• Review opinion expressed in report dated August 23, 2019
• Review was conducted according to accounting principals generally accepted in the United States
• The financial statements were prepared on the accrual basis of accounting
• Information listed in this review summary comes from the actual review report
• Any member of AASPA who would like a copy of the full review report should contact our national office or one of the Executive Board members

Summary Statement
The management letter provided by Ifft & Co. PA indicated they had received sufficient and appropriate evidence to conduct their review. There were no unusual accounting policies or accounting methods used by AASPA.

Summary of Review Information
Annual Revenue $1,013,900.00
Annual Expenses $890,412.41
Annual Income exceeded Annual Expenses by $123,487.59

Additional Observations
• There were no significant adjustments proposed by the review
• There were no instances of fraud noted by the reviews
• There were no significant deficiencies in internal control noted by the reviewers

Historical End-of-Year Financial Information

|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

Investments and Reserves
AASPA continues to grow their reserves. It is a strategic plan goal of the association to expand the fund balance minimum to cover 100% of one year of operating expenses, inclusive of conference by year 2020-2021. For 2018-2019 the AASPA reserves cover 68%. AASPA reserves comprise of two money market accounts and five CD accounts with varied maturity dates.
### 2018-2019 Committee Members

**THANK YOU TO OUR 2018-2019 ELITE SPONSORS & COMMITTEE VOLUNTEERS!**

| Constitution & By-Laws | Dr. Lindsay Pfister, Chair  
Director of HR  
West Jefferson Hills School District  
Pittsburgh, PA |
|---|---|
| Dr. Andrea Anthony, Co-Chair (TN)  
Dr. Tom Bean (IL)  
Dr. Justin Schooley (WV)  
LeighAnn Blackmore (FL)  
Dr. Mark Duplissis (AZ)  
Dr. Kerry Parker, Board Liaison |
| Legislative & Governmental | Dave Robertson, Chair  
Director of HR  
Twin Rivers Unified School District  
McClellan Park, CA |
| Dr. Terrell Hill, Co-Chair (CT)  
Dr. Bill Redinger (MO)  
Kitty Poehler (TX)  
Dr. Dell Goodwin (AZ)  
David Rilley (MI)  
Ojetta Townes (NJ)  
Mum Martens (AZ)  
Robbie Seybert (NE)  
Chris Hanke (OH)  
Jennifer Hixon-Rusike (IL)  
Dr. Kenneth Hyllberg (IL)  
Kim Newberry (FL)  
Dr. Jason Perez (OK)  
Dr. Daniel Hartman (PA)  
Sue Johnson (AZ)  
Dr. Tom Bean (IL)  
Lisa Greth (PA)  
Robyn Bean, Board Liaison |
| Membership | Dr. Kevin Hryciw, Chair  
Assistant Superintendent of HR  
Arcadia Unified School District  
Arcadia, CA |
| Janine Mobley, Co-Chair (OR)  
Brian Baca (NM)  
Sue Wilber (IA)  
Lisa Bjerneberg (SD)  
Michele Salzano (VA)  
Dr. Cathy Donovan (KS)  
Shay Williamson (MS)  
Bruce Chaffin (LA)  
Robyn Bean (OR)  
Dr. Dale Fisher (IL)  
Regina Terrell (CT) |
| Dr. Kerry Parker (NM)  
Brian White (KS)  
Dr. Connie Graham (SC)  
Dr. Kim Charburns (IL)  
Dr. Beth Dalton (IL)  
Dr. Justin Schooley (WV)  
Kristen Voorhees (WV)  
Ze Anderson-Brown (VT)  
Michelle Metzgar (VA)  
Dr. Herschel Hannah (IL)  
Bernadette Gerace (TX)  
Jon Mock (IN)  
Dr. Christopher Goodson (TX)  
Pam Mahone (VA)  
Lisa Greth (PA)  
Jason Liewehr, Board Liaison |
| Minorities Caucus | Sheila Dorsey-Smith, Chair  
Assistant Superintendent for HR  
Kalamazoo Public Schools  
Kalamazoo, MI |
| Kevin Walton, Co-Chair (CT)  
Marcia Benjamin-Moyer (OR)  
Stephanie Alexander (MO)  
Tanisha Holland (VA)  
Dr. Beth Dalton, Board Liaison |
| Nominating | Nyree Sanders, Chair  
Director of HR  
Newton County School System  
Covington, GA |
| Willie Watson, Co-Chair (TX)  
Dr. Shelly Bazemore (VA)  
Denise Sowell (SC)  
Tim Chaffin (TX)  
Marissa McKenzie (NJ)  
M. Elizabeth Christian (MS)  
Dr. Mark Duplissis (AZ)  
Kim Davis (CT)  
Dr. Connie Graham, Board Liaison |
| Professional Development | Jennifer Wooley  
Director of HR  
Bullitt County School District  
Shepherdsville, KY |
| Steffanie Frost, Co-Chair (OR)  
Jessica Bennington (UT)  
Jaime Cangialosi-Murphy (NJ)  
Bruce Chaffin (LA)  
Dr. Michelle Washington (AL)  
Marsha Benjamin-Moyer (OR) |
| Recognition | Dr. Amy Dillon, Chair  
Director of HR  
Blue Valley School District  
Overland Park, KS |
| Laura Elizondo, Co-Chair (AZ)  
Deby Valadez (AZ)  
Dr. Kati Settles (NE)  
Felicia Norwood (VA)  
Dawn Anderson (AZ)  
Woodrow Bailey (TX)  
Dr. Mark Duplissis (AZ)  
Kimberly Davis (CT)  
Jason Brunk (OK)  
Lisa McClain (SC)  
Janine Mobley (OR)  
Dr. Monica Schroeder (IL)  
Anthony Spurgetts (IA)  
Allison Sternpien (IL)  
Brian White, Board Liaison |
| Scholarship | Josh Chambers, Chair  
Assistant Superintendent for HR  
Glenbard District 87  
Glen Ellyn, IL |
| Dr. Monica Schroeder, Co-Chair (IL)  
Felicia Norwood (VA)  
Tanisha Holland (VA)  
Dandridge Floyd (MI)  
Marissa McKenzie (NJ)  
Carrie Durley (NC)  
Dr. Renee Zoladz (IL)  
Dr. Latanza Harrison (AL)  
Thomas Kim (IL)  
Danielle Carter (IL)  
Regina Terrell, Board Liaison |
Join a Committee

AASPA professional committees are a driving force in the development of new programs and services for members and for school personnel administrators. Through collaboration and initiatives, these dedicated volunteers provide information crucial to advancing the school personnel administrators profession.

By joining an AASPA committee you’re doing more than volunteering—you’re shaping the future of school HR administration.

Name: __________________________ Title: __________________________
School or District: __________________________ Address: __________________________
City: __________________________ State: __________________________ Zip: __________________________
Phone: __________________________ Email: __________________________

Please select no more than two of the following committees you are interested in joining. Committee descriptions on back.

☐ Membership Committee
☐ Nominating Committee
☐ Professional Development Committee
☐ Scholarship Committee
☐ Legislative & Governmental Committee
☐ Constitution & By-laws Committee
☐ Recognition Committee
☐ Minority Caucus Committee

MEMBER PROFILE:
In addition to joining a committee, I would be interested in volunteering, assisting or helping in the following ways:

☐ Writing a blog
☐ Writing an article
☐ Writing a book review
☐ Hosting a Twitter Chat
☐ Presenting a Webinar
☐ Presenting at a regional Boot Camp or Human Capital Leadership Summit

Notes: (Preferred topic, dates, etc.)

To return this form or for more information, please email it to aaspa@aaspa.org or fax to (913) 327-1223.
Committee Descriptions:

**Membership** – The Membership Committee develops both long-term and short-term goals that will continuously support efforts to promote AASPA membership, including assisting with recruitment and retention, and promoting the benefits and services offered by the organization.

**Nominating** – The Nominating Committee prepares and presents to the Executive Board and to the membership recommendations for candidates for elected positions as association officers and Executive Board members.

**Professional Development** – The Professional Development Committee develops and monitors a professional development plan for the association; monitors and develops high standards for professional development activities; broadens the association’s role in providing effective professional development activities and programs; makes recommendations regarding a focused training approach.

**Scholarship** – The Scholarship Committee annually selects the recipient of the AASPA scholarships based on the process and criteria established by the committee; develops, continually monitors and refines the process and criteria for selecting candidates for AASPA scholarships, including the amount of the scholarship awards, financial accounting guidelines for the scholarship awards, and other details regarding the administration of the scholarship program; provides suggestions and ideas for expanding the fundraising opportunities to support annual scholarship awards.

**Legislative & Governmental** – The Legislative and Governmental Committee monitors and informs AASPA members of pending legislation involving and impacting school personnel initiatives in the United States and Canada, as well as at the international level.

**Constitution & Bylaws** – The Constitution and Bylaws Committee reviews annually the association’s Constitution and Bylaws to determine whether the purpose and the governance of the association are adequately reflected in the document; prepares amendments to better serve the organization’s needs.

**Recognition** – The Recognition Committee recognizes contributions of an outstanding nature made by members to the association; recognizes outstanding contributions by members or a school district to school personnel administration; recognizes outstanding contributions made by those outside the association in the area of school personnel administration; recognizes outstanding contributions of AASPA affiliate organizations.

**Minority Caucus** – The purpose of the Minority Caucus Committee is to serve as the collaborating body for joint action on minority issues of common interest by advocating for the election, appointment, hiring, promotion, and recognition of minorities to positions of influence; and to provide a forum for information exchange and networking.