

**Session Titles and Descriptions**  
**AASPA Personnel Administrator Boot Camp**  
**June 15-16, 2023 – The Westin Kansas City at Crown Center, Kansas City, MO**

**5 Shifts to Address the National Educator Shortage**

**Process Management, Talent Acquisition, Recruitment**

*Presented by Kelly Coash-Johnson, Executive Director, American Association of School Personnel Administrators, Overland Park, KS*

As the demand for public education increases, states will continue to struggle to recruit and retain high-quality educators. In 2022 AASPA hosted a national educator shortage summit, bringing together representatives from state departments of education, higher education institutions and PK-12 districts. The results of this gathering include a comprehensive and systematic call to action that puts forth recommendations and strategies that can be used to chart a pathway forward. This session will explore the current national snapshot of the educator shortage and dive into strategies and ideas for PK-12 human capital leaders.

**Addressing Employee Performance and Behavior Concerns**

**Process Management, Talent Development, Performance Management**

*Presented by Dr. Marlene DeVilbiss, Executive Director of HR, Lee's Summit R-7 School District, Lee's Summit, MO*

This session will cover the nuts and bolts of addressing employee misbehavior, ranging from minor infractions to egregious violations. Discipline conversation tips and written warning forms will be provided.

Participants will receive information and guidance on:

- Board policies most often violated by employees
- Conducting awareness and directive conversations with employees that violate board policies
- Writing and delivering warnings to employees that repeatedly or egregiously violate board policies
- Terminating employment

**Creativity in HR: Leveraging Your Brand to Attract and Retain Talent**

**Experience Management, Talent Acquisition, Recruitment**

*Presented by Michelle Hackney, Director of HR, & Dr. Christopher Villarreal, Director of Communication & Engagement, Spring Hill School District, Spring Hill, KS*

This interactive session will guide you on "Defining Your Brand" through looking at your color story, fonts and other graphic design aspects. We'll move on to "Defining Your Product" through an examination of ways to help tell your story to attract applicants, including social media tips and tricks. Finally, we'll help you to "Define Your Employee Experience" to retain the staff you've worked so hard to attract. You will leave with access to resources and templates for your own use. Whether you have a Communication Department or not, you will learn "secrets" to help you in your HR position.

**Employee Handbooks: Practical and Legal**

**Risk Management, Talent Development, Performance Management**

*Presented by Scott Macdonald, Managing Director, Macdonald & Associates, Middletown, CT*

Attendees will learn the purposes of employee handbooks, how to create and revise handbooks, what to include and not include (a checklist will be provided), how to organize and customize the handbooks, practical and legal implications, tips and common mistakes.

**Employee Mental Health Wellbeing - #startthechat**

**Experience Management, Total Rewards, Work-Life Integration**

*Presented by Dr. Amy Dillon, Assistant Superintendent of HR, Park Hill School District, Kansas City, MO*

According to the World Health Organization, "mental health is more than just the absence of mental disorders or disabilities. It is a state of well-being in which an individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and is able to make a contribution to his or her community." In this session, participants will learn about strategies that may be implemented to create a mental health-friendly workplace. Participants will learn tools and tips that can empower staff members to feel safe enough to explore mental health resources without the stigma.

## **Equity by Design: Building a Diverse & Dynamic Educator Workforce**

### **Experience Management, Talent Acquisition, Recruitment**

*Presented by Andrea Dixon-Seahorn, Chief Equity Officer & Dee Rosekrans, HR Director, Liberty Public Schools, Liberty, MO*

School district leaders, now more than ever, must be intentional about building a diverse team of leaders, teachers and even support staff in order to cultivate a dynamic workforce that puts equity at the core of the organization's mission. This session will address those systemic barriers that hinder these efforts such as unconscious bias and not-so-inclusive recruitment and retention practices. Participants will gain a deeper understanding of Do-It-Yourself diversity, equity and inclusion strategies they can implement now that will have a lasting impact on the future of the education profession.

## **HR Tee Ball: A Play Book for Professionals New to the HR Game!**

### **Process Management, Talent Acquisition, Planning & Preparation**

*Presented by Chelsea Clark, Recruiting & Retention Specialist, Auburn-Washburn, Topeka, KS*

We will use baseball-themed activities to learn HR's role in organizational operations such as the employee lifecycle, total rewards, employee relations and strategic decision-making.

## **Investigation Tips and Tricks to Keep You Out of Legal Hot Water**

### **Risk Management, Talent Development, Performance Management**

*Presented by Anthony McDaniel & Jessica Bernard, Attorneys, Guin Mundorf LLC, Kansas City, MO*

This session will outline best practices for conducting all investigations from receipt of the complaint through the issuance of written findings. Common mistakes and omissions will be explored, with discussion of proper investigation processes and maintaining proper documentation throughout the investigation.

## **Navigating the Choppy Waters of Title IX Processes**

### **Risk Management, Talent Development, Performance Management**

*Presented by Anthony McDaniel & Jessica Bernard, Attorneys, Guin Mundorf LLC, Kansas City, MO*

This session will review current regulations and required processes when a Title IX complaint is filed. We will look at the decision-making process, review current requirements, discuss relevant case law and discover best practices navigating the process.

## **New Teachers, Y'all Alright?**

### **Experience Management, Talent Development, Orientation & Onboarding**

*Presented by Chelsea Clark, Recruiting & Retention Specialist, Auburn-Washburn, Topeka, KS*

How HR can develop a relationship with incoming new hires, gain key feedback and empower principals to continue the retention conversation.

## **Onboarding is More than Orientation**

### **Experience Management, Talent Development, Orientation & Onboarding**

*Presented by Dr. Chad Teague, Chief Human Resource Officer, McKinney ISD, McKinney, TX*

One of the key factors in retaining quality employees is building relationships and this starts with onboarding. This interactive presentation will walk participants through the onboarding process from the recommendation to hire to the orientation to the mentoring programs needed to retain the best teachers and employees.

## **Overview of Federal Laws**

### **Risk Management, Talent Acquisition, Planning & Preparation**

*Presented by Brian White, Executive Director of HR & Operations, Auburn-Washburn, Topeka, KS*

Join this session to learn more about the variety of federal employment laws that impact the school HR profession. Hear about the major risks you face as a district and how you can mitigate those risks.

## **The Family and Medical Leave Act: Legal Update and Best Practices in FMLA Administration**

### **Risk Management, Talent Development, Performance Management**

*Presented by Scott Macdonald, Managing Director, Macdonald & Associates, Middletown, CT*

This session reviews the latest legal landscape surrounding the Family and Medical Leave Act and provides attendees with useful, practical tips and tools to navigate and manage FMLA leaves, including how to handle excessive absenteeism, how to train administrators and supervisors about the do's and don'ts relating to FMLA and how to deal with complex FMLA issues.

## **The Proactive - Reactive Approach to Self Care**

### **Experience Management, Total Rewards, Work-Life Integration**

*Presented by Sandy Wiley Skinner, Assistant Superintendent of HR, Webster Groves School District, Saint Louis, MO*

Professionals will hear of a proactive and reactive plan to support staff with self care. They will see examples of supports to provide to their staff. In addition, they will hear about the importance of having a proactive and reactive approach to supporting staff members, including administrators.

## **Utilizing a Director for Recruitment and Retention**

### **Experience Management, Talent Acquisition, Recruitment**

*Presented by Dr. Chad Teague, Chief Human Resource Officer, McKinney ISD, McKinney, TX*

Teachers are leaving the profession at a greater rate and fewer people are entering the profession emphasizing the importance of recruitment and retention in education. McKinney ISD created a Director for Recruitment and Retention to meet these needs. This presentation will identify the benefits and challenges associated with the position whose prime focus is recruitment, mentoring and acknowledgements.