

Session Titles and Descriptions
AASPA Virtual Personnel Administrator Boot Camp
August 17-18, 2023

ADA: A Guide to Reasonable Accommodations and the Interactive Process

Risk Management, Talent Acquisition, Planning & Preparation

Presented by Chris Livingston, Member & John Husted, Member, Fanning, Harper, Martinson, Brandt & Kutchin, Dallas, TX

This session touches on determining qualified disabilities under the Americans with Disabilities Act and then addresses the latest legal guidelines, practical tips, useful tricks and common pitfalls of navigating how to reasonably accommodate a qualified disability through the interactive process.

Break Down the U.S. Supreme Court's Ruling on Race-Conscious DEI Measures: How the Court's Decision on Student Admissions May Impact Employer's Use of Race in Workplace Diversity and Equity Plans

Risk Management, Talent Development, Performance Management

Presented by Frank B. Garrett III, Partner, Robbins Schwartz, Chicago, IL

It appears that workplace diversity, equity and inclusion (DEI) measures are facing growing opposition and challenges. Opponents of DEI often characterize DEI measures as unfair, unnecessary, and even racist. The Supreme Court, by the time of this presentation, will have issued two monumental decisions in the DEI space: Did Harvard University and University of North Carolina's race-conscious student admissions policies discriminate in violation of the U.S. Constitution and Title VI? This presentation will examine the Court's ruling and analyze the Court's reasoning for its ruling. We will also explore the decision's impact on the viability of the use of race-conscious measures in the workplace. Finally, the presentation will conclude with recommendations for school district employers in implementing and maintaining lawful equity programs.

Counteracting Unconscious Bias and Fostering a Culture of Belonging

Experience Management, Total Rewards, Work-life Integration

Presented by Dr. Ami Shah, District Administrator, Jordan School District, West Jordan, UT

Counteracting Unconscious Bias and fostering a culture of Belonging . In this session, we will dissect the concept of unconscious bias and belonging by understanding the meaning of privilege and its impact on our minds and our actions. We will explore tools to identify our unconscious biases and explore their effects. We will also understand related concepts including microaggressions and micro affirmations. Using the newfound awareness to identify evidence of unconscious bias, you will leave the session with skills to assess your schools/organizations through "bias lenses" and tools to mitigate thereby fostering a culture of belonging.

Debunking Myths About Title IX You Probably Still Believe

Risk Management, Talent Acquisition, Hiring

Presented by Lawton Jackson & Kathleen Brantingham, Partners, Udall Shumway, Mesa, AZ

This session will address some of the most common misconceptions around title IX, how to avoid procedural errors and updates on the upcoming changes to the title nine regulations in October.

Employee Discipline & ESP

Process Management, Talent Development, Performance Management

Presented by Brian White, Executive Director of HR & Operations, Auburn-Washburn USD 437, Topeka, KS

The goal of employee discipline is to address and correct performance concerns. You don't need ESP to be effective, but you will learn about "E.S.P." and its importance to changing behaviors and performance. Participants will learn how to provide feedback in a way to best communicate with an employee to improve performance concerns before they become a disciplinary issue. Unfortunately there will be times where discipline becomes necessary. Best practices for documentation and writing effective discipline will also be discussed.

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.

*Sessions subject to change.

HR 101: How to Build Processes & Procedures for Your HR Department

Process Management, Talent Acquisition, Planning & Preparation

Presented by Jodie Graham, Director of Human Resources, Ankeny Community School District, Ankeny, IA

Processes & procedures may be the love language of most HR directors. And, critical for your survival in the HR world. This session will share sample Standard Operating Procedures (SOP's), guideline documents, tools and resources to help you get started in building processes for your own department. This session will include a time to help you brainstorm processes you need in your department to kick off SY 22-23.

Hiring Good Great Teachers: Structuring the Interview Process to Attract and Select High-Quality Teachers

Process Management, Talent Acquisition, Hiring

Presented by Amy Dillon, Assistant Superintendent for HR, Park Hill School District, Kansas City, MO

The teacher hiring process is filled with pressure. As we are experiencing a teacher shortage, applicant pools are often small and our hiring time-frame is often short. Nevertheless, we must always keep a laser focus on identifying the best candidates for our positions as well as convincing them to join our districts. This presentation will discuss best practices to use in the teacher interviewing process so that there is a better chance of finding the right person who is the right fit for each open position.

I Thought School was a Local Issue?

Risk Management, Talent Acquisition, Planning & Preparation

Presented by Robert Schindler, Attorney, Miller Johnson, Detroit, MI

In this presentation attorney Robert Schindler will do a survey of important issues surrounding the myriad federal laws impacting school HR. The presentation will provide information on the whole alphabet soup of federal statutes - ADA, FLSA, ADEA, PDA, Title VII, Title IX, and FLSA. While all of these federal statutes will be discussed, there will be special emphasis on the Americans with Disabilities Act.

Let's Get Social! Social Media Basics!

Experience Management, Talent Acquisition, Recruitment

Presented by Erin Howell, Director of Marketing & Communications, Experience Management Institute, Delaware, OH

Social media can be a powerful tool to connect with people, share information, and build relationships. In this session, we will discuss the basics of social media, including how to get started, what platforms to use and how to create engaging content. We will also discuss the importance of building your personal brand and how you can use social media to support your district or organization's goals.

Onboarding & Orientation

Experience Management, Talent Development, Orientation & Onboarding

Presented by Julie Grotophorst, Director of Human Resources, Greendale Schools, Greendale, WI

In this session, we'll explain the difference between orientation and onboarding and share resources to ensure you are meeting the needs of new hires as they join your organization. This session will provide a checklist of items that should be covered as part of the orientation process, as well as the cycle of onboarding new staff.

Recruiting and Retaining Diverse Candidates

Experience Management, Talent Acquisition, Recruitment

Presented by Leah Zavala, Teach Denton Coordinator, Denton ISD, Denton, TX

In Denton ISD, we are committed to recruiting and retaining a richly diverse workforce to serve our students and our community. We recognize the value of ensuring that our students' and families' cultural heritage, language, and traditions are reflected in their teachers' experiences, as well. Come hear how Denton ISD's innovative Teach Denton program is providing a teacher pipeline for Denton ISD schools. In this session you will gain the knowledge, tools and ideas on how to create and implement a "grow your own" program in your district and how to include diversity, equity and fidelity. We know that many of you share these priorities, and we look forward to exchanging ideas to grow in this vital area. We want to learn from you, as well as share our own experiences. We are in this together and we will leave energized and excited!

Stand-Out While Recruiting (Branding Your HR Department)

Strategy, Talent Acquisition, Recruitment

Presented by Dr. Monica Schroeder, Deputy Superintendent & Ben Finfer, Director of Communications & Community Relations, North Shore School District 112, Highland Park, IL

Branding your HR department is key to recruiting the very best talent for your organization. In this session, you will learn tips and tricks for branding, recruiting and using social media to reach candidates near and far.

*Sessions subject to change.

Stay Interviews & Employee Engagement

Experience Management, Total Rewards, Career Management

Presented by Emily Beck, Human Capital Management System- Admin, Office of Maricopa County School Superintendent, Phoenix, AZ

Implementing Stay Interviews as part of your employee engagement and retention is a great way to foster an open and communicative environment with your most effective staff. Where an Exit Interview is reactive, a Stay Interview is proactive. By scheduling a dedicated time for these conversations each year, you can identify trends and key in on the factors that keep your best people coming back year after year. You can also begin to learn about the pain points and opportunities for improvement that, left unattended, may decrease engagement and drive away your employees.

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.

Title IX Investigations: Strategies and Techniques for Interviewing Children and Adolescents on Sensitive Content

Risk Management, Talent Acquisition, Hiring

Presented by Lawton Jackson & Kathleen Brantingham, Partners, Udall Shumway, Mesa, AZ

Title IX complaints often include allegations of conduct that can make a seasoned professional blush. This training will review interview techniques to help get the most information from students in a way that supports meaningful growth and recovery for students, avoid re-traumatization for students and ensure your decision maker will have ample information to develop their findings.

Transgender Rights: Tips, Tricks, and Traps for School Personnel Administrators

Risk Management, Talent Acquisition, Hiring

Presented by Jackie Gharapour Wernz, Attorney, Thompson & Horton, LLP, Dallas, TX

Federal and state laws and the U.S. Constitution prohibit discrimination, bullying, and harassment against employees based on gender identity. Some laws require accommodations for transgender, intersex and nonbinary employees, too. On the other hand, cisgender employees, parents and students may push back on policies and practices involving gender identity in public schools. Do you know what to do? If not, join a national Title IX consultant, attorney, and expert for an easy-to-digest breakdown of the current state of the law and leave with tips and tricks to avoid the many legal traps relating to transgender rights in schools.

What's Crucial about Crucial Conversations?

Experience Management, Talent Development, Performance Management

Presented by Dr. Dale Fisher, Assistant Superintendent for Human Resources, Deerfield Public School District 109, Deerfield, IL

In this presentation, we will explore the art of having crucial conversations. In our roles as HR leaders, we all encounter situations where stakes are high, opinions vary and emotions run strong. These conversations can make or break relationships, projects and even careers. We will learn the key principles of crucial conversations and how to apply them to navigate challenging situations with confidence and skill. We will also discuss common pitfalls to avoid and best practices to follow for effective communication, mutual understanding and positive outcomes. Join me for a dynamic and engaging session that will help you master the art of crucial conversations.