

Session Titles and Descriptions
AASPA Summer Personnel Administrator Boot Camp
June 13-14, 2024 | Le Meridien Charlotte, Charlotte, NC

Avoiding Common Employer Pitfalls

Risk Management, Talent Acquisition, Planning & Preparation

Presented by Q. Shanté Martin, Education Law Attorney, Cranfill Sumner, Charlotte, NC

With 21 years of representing all levels and types of educational institutions, Q. Shanté Martin has noted a cadre of recurring employer pitfalls. They include mishandling at-will employees; failing to supervise the supervisor; failing to appropriately document and address discipline issues every time; and failing to properly implement the rights and obligations of ADA once FMLA eligibility has expired. This session will give attendees tips and information that if implemented would optimize their places of employment.

Employee Discipline 101

Process Management, Talent Development, Performance Management

Presented by Rick Colpitts, HR Specialist, Western Dubuque Community School District, Farley, IA

This session will cover the processes and procedures to follow when working with staff in discipline situations. In addition to covering the ins and outs of progressive discipline, attendees will review and discuss several discipline scenarios with very practical applications to the work we do as HR professionals in education.

Employee Handbooks: Practical and Legal Considerations, How to Create, What to Include & What Not to Include

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.

Hiring the Best: Crafting Your Dream Team of Educators

Strategy, Talent Development, Training & Development

Presented by Michele Thomas, Hr Supervisor/GASPA President, Cobb County School District/GASPA, Marietta, GA

In our presentation, we'll delve into the strategic process of hiring teachers. From identifying key criteria to sourcing candidates and conducting effective interviews, we'll equip you with the tools to assemble a top-tier team of educators. Drawing on best practices and innovative approaches, we'll explore the nuances of recruitment and selection, ensuring your institution attracts the best talent to inspire and educate students. Whether you're seeking to fill a single position or build an entire faculty, our insights will empower you to make informed decisions and cultivate a culture of excellence in education.

Improving Employee Performance: The Art of Documentation

Risk Management, Talent Development, Performance Management

Presented by Dr. Tony Hemingway, Chief Human Resources & Strategic Planning Officer, Clover School District, Clover, SC

Unlock the power of documentation and improve employee performance to impact your organization's effectiveness! The Art of Documentation session will provide an engaging journey to transform your approach to documenting an employee incident. Discover the secrets of effectively documenting employee performance and professional behavior. Gain invaluable skills and leave with practical strategies for immediate implementation.

It Takes One to Know One: Recruiting and Retaining Diverse Talent- Creating an Inherent Sense of Belonging

Strategy, Talent Acquisition, Recruitment

Presented by Dr. Tony Hemingway, Chief HR & Strategic Planning Officer, Clover School District, Clover SC

In 'It Takes One to Know One: Recruiting and Retaining Diverse Talent - Creating an Inherent Sense of Belonging,' you'll discover the key to a thriving, inclusive workplace. This session delves into the intentionality of recruiting talent from diverse backgrounds and cultures, focusing on hiring and creating a vibrant, inclusive environment. Learn the strategies to attract and retain diverse individuals and create a safe space where they feel valued, acknowledged and instrumental in achieving organizational excellence. Walk away with a toolkit of actionable insights to foster diversity, equity and inclusion in your organization, ultimately driving success through the power of belonging.

KEYNOTE: The Safari Way: Roaring Success with the Right Peeps in the Jeep

Experience Management, Talent Development, Training & Development

Presented by Steve Fredlund, Keynote Speaker, The Safari Dude, Saint Paul, MN

*Sessions are subject to change.

The leadership adventure is filled with ups & downs, highs & lows, knowns and unknowns; it is the very nature of leadership. As we embrace this adventure like an African safari, we find ourselves more engaged, less burnt out and more fulfilled. And with the “right peeps in our jeeps” we experience greater success through teams with improved productivity, engagement and retention. Known as “The Safari Dude”, Steve Fredlund uses compelling stories from the savannah to invite us on an epic adventure to reignite our passion and increase our success... The Safari Way.

Mastering the Fundamentals of Employment Law

Risk Management, Talent Development, Training & Development

Presented by Selena Blankenship, Assistant Superintendent for Human Resources, Clarke County School District, Athens, GA

This interactive session will cover key federal employment laws (EEO, FMLA, ADA & FLSA) and regulations, including equal employment opportunity, wage and hour laws, workplace health and safety and more. Participants will gain an understanding of their responsibilities and obligations under employment law, enabling them to navigate HR practices with confidence and ensure compliance within their organizations.

Meaningful Mentorship: How We Have Started to Move From Micro to Mighty Mentorship to Support our New Educators!

Risk Management, Talent Development, Training & Development

Presented by Amy Neill, Director of Recruitment & Retention, Fort Zumwalt School District, Ofallon, MO

While we all know the importance of providing high levels of support to new educators as a retention strategy - what are some initial shifts you can make that have big gains? During this session, participants will have the opportunity to learn how we have begun to move our district-wide mentorship program for certified staff from micro to mighty in the initial phase of our mentorship program overhaul.

Navigating the 2024 Title IX Landscape: Key Changes and Their Implications

Risk Management, Talent Development, Training & Development

Presented by Grace Pennerat, Associate, & Rebecca Williams, Associate, Poyner Spruill, Raleigh, NC

The 2024 Title IX regulations bring significant changes to how educational institutions address sex-based harassment, discrimination, and assault. This presentation provides an overview of the reforms, their impact, and practical guidance for compliance with 2024 Title IX.

Onboarding Made Easy

Experience Management, Talent Development, Orientation & Onboarding

Presented by Susan Watson-Bell, Director of Certified Staffing & HR Special Projects and April Butler, Director of Certified Secondary Staffing, Charleston County School District, Charleston, SC

Like you, we were forced to make a number of immediate changes because of the pandemic. One area in our district that has flourished as a result of these changes is our onboarding program. In this session, we will outline the structure and benefits of an online new hire experience, the development and implementation of a new hire tracker app and engaging multiple departments so that new hires receive a quality onboarding to the district.

Performance Management Unlocked: Navigating Tricky HR Terrain

Strategy, Talent Development, Performance Management

Presented by Selena Blankenship, Assistant Superintendent for Human Resources, Clarke County School District, Athens, GA

This interactive session will provide participants with an overview of the fundamental aspects of performance management. Attendees will learn how to establish clear performance expectations and foster a culture of accountability. In small groups, participants will work through tricky HR scenarios, such as addressing underperformance and managing conflicts. By the end of the session, attendees will walk away with an understanding of best practices and a toolkit for performance management that will include strategies and techniques for goal setting, feedback mechanisms, coaching and development, conflict resolution, communication, documentation practices, and legal compliance guidelines.

Retention is the New Recruitment

Strategy, Talent Acquisition, Recruitment

Presented by Andrea Nelson, Recruitment Specialist, Rockdale County Public Schools, Conyers, GA

With the rising need for educators, the nation's leaders will need to take a closer look at how to retain teachers that are currently employed in school districts. Leaders must increasingly begin to formulate ideas regarding retention and how best to keep and sustain their current employees. This presentation challenges school leaders, especially administrators, to begin to think of their current staff from a tiered perspective. How can we best determine the needs of our teachers rather than “serving” to the middle? We must take a

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look at how to provide support as needed for our teachers. Once determining where our teachers are on a model much like the RTI pyramid, we can empower teachers and create a staff of achievers and learners who are getting exactly what they need.

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.

Unlocking Success: HR 101 Essentials

Strategy, Talent Development, Training & Development

Presented by Michele Thomas, Hr Supervisor/GASPA President, Cobb County School District/GASPA, Marietta, GA

Welcome to 'Unlocking Success: HR 101 Essentials!' This presentation is designed to introduce you to the fundamental concepts and best practices in Human Resources. Whether you're new to the field or looking to refresh your knowledge, we'll cover key topics such as recruitment, retention, employee relations, professional development, benefits, risk management and compliance. Join us to gain valuable insights and practical tools that will help you navigate and excel in the world of HR.

Using Stay Interviews to Retain Teachers and Fuel Your Strategic Plan

Strategy, Talent Acquisition, Planning & Preparation

Presented by Susan Fumo, Assistant Superintendent of Human Resources, Freeport School District 145, Freeport, IL

The HR team in Freeport, Illinois conducted over 200 Stay Interviews with certified teaching staff with a goal of increasing retention as we face a national teacher shortage. In this session we will guide you through the nuts and bolts of the Stay Interview process, offering practical strategies and tools for implementation. More importantly, we will showcase how we are leveraging this feedback to drive tangible improvements at both the school and district level