

Session Titles and Descriptions
AASPA Virtual Personnel Administrator Boot Camp
Thursday, August 1 - Friday August 2 | Virtual (All sessions will be presented in CST.)

KEYNOTE: 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. AASPA hosts an annual 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 provides recommendations and strategies for charting 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.

ADA Accommodations

Risk Management, Talent Development, Training & Development

Presented by Frank Valenzuela, Attorney and John Husted, Attorney, Fanning Harper Martinson Brandt & Kutchin, P.C., Dallas, TX
This session will touch upon the basics of qualified disabilities and accommodations under the Americans with Disabilities Act, and will then delve into the latest legal guidelines, common pitfalls, and practical tips for navigating how to reasonably accommodate qualified disabilities through the interactive process.

Aligning Recruitment with a Profile of an Educator

Strategy, Talent Acquisition, Recruitment

Presented by Josh Chambers, Assistant Superintendent for Human Resources, Glenbard District 87, Glen Ellyn, IL
Join us for an engaging and insightful session on aligning recruitment strategies with a Profile of an Educator. We will explore how to identify and attract educators who embody the qualities and skills essential for success in today's educational landscape. Participants will gain valuable knowledge on developing recruitment practices that align with their institution's vision and goals, ensuring the selection of candidates who are not only highly qualified but also passionately committed to success for all students. Don't miss this opportunity to enhance your recruitment strategy and elevate your educational team with the right talent.

Elevating Your HR Brand: Strategies for School Administrators

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, MI
In this engaging session, Dr. Monica Schroeder and Mr. Ben Finfer will guide you through the essentials of branding your HR department to attract and retain top talent. As educational leaders, establishing a strong and positive HR brand is crucial for creating a supportive and dynamic school environment. Please join Monica and Ben to transform your HR department into a powerhouse of recruitment and retention, and ensure your school district stands out as an employer of choice.

Effective Investigations from A to Z

Risk Management, Talent Development, Performance Management

Presented by Joseph Urban, Attorney, Clark Hill, Birmingham, MI
The ability to conduct a thorough investigation is an indispensable tool in the school personnel administrator's toolkit. During this presentation, attorney Joe Urban will discuss the finer points of investigations. This could be an introductory course for some, or a refresher for others. Given the importance of an effective investigation in heading off litigation or in preparing the case for trial, attendees will come away from the presentation knowing why to investigate, the purpose of investigations generally, who should investigate, how to prepare for the investigation, conducting an effective interview, finalizing the investigation, and taking disciplinary action.

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.

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From Draft to Craft: Perfecting Your Employee Handbook

Risk Management, Talent Development, Training & Development

Presented by Ashley White, Senior Associate and Holly McIntush, Partner, Thompson & Horton, LLP, Dallas, TX

This presentation will guide school administrators through the essentials of developing comprehensive and effective employee handbooks. Attendees will learn how to create a resource that clearly communicates local policies, expectations, and procedures to staff. The session will cover legal considerations, inclusivity, and best practices for ensuring the handbook is a practical tool for both new hires and veteran staff. By the end of the presentation, administrators will have the knowledge to craft handbooks that support a cohesive and efficient school culture. Join us to transform your handbook "From Draft to Craft!"

HR Documentation and Record Keeping "Dos and Don'ts"

Risk Management, Talent Development, Training & Development

Presented by Denise Lowell-Britt, Equity Partner, Udall & Shumway, Mesa, AZ

How HR matters are documented and maintained can be vital to ensuring a school district's compliance with law and reducing legal liabilities. This Boot Camp session will provide attendees with an education law attorney's perspective on what supervisors, District and site administrators and HR Departments should do – and not do – when it comes to creating and maintaining personnel related documentation.

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

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.

Human Resources Role in Building a Positive Workplace Culture

Strategy, Talent Acquisition, Recruitment

Presented by Kevin Walton Sr., Director of Equity & Inclusion, Area Cooperative Educational Services, North Haven, CT

In our modern, multifaceted workplaces, cultivating a positive workplace culture is crucial for enhancing employee satisfaction, engagement and productivity. This engaging workshop provides HR Practitioners with practical tools and strategies to nurture such a culture. Participants will discover methods to encourage positivity, foster collaboration and build mutual respect, ultimately creating a thriving environment where employees can perform at their best.

New Teachers, Y'all Alright?

Experience Management, Talent Development, Orientation & Onboarding

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

Retention is the new recruiting! How HR can use retention data to drive a targeted strategy for retention. Strategy highlight: Stay interviews (& the one question leaders don't need to be afraid to ask!)

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.

Overview of Federal Laws

Risk Management, Talent Development, Training & Development

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

Session Description Coming Soon!

Performance Management - What is it and Why is it Important for my School District?

Process Management, Talent Development, Performance Management

Presented by Dr. Renee Zoladz, Director of Human Resources, New Trier Township High School District 203, Northfield, IL

New administrators will learn how to create and develop an employee performance management system that puts employees first, aligns leaders and employees, engages employees in their work, and helps you to retain top talent in your school district.

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Strategically Leading Human Resources: How to Manage Your Seat at the Table

Strategy, Talent Development, Performance Management

Presented by Debbie Simons, Chief Human Resource Officer, Northwest Regional ESD, Hillsboro, OR

In this session, we will explore the critical role of strategic leadership in human resources (HR) in supporting quality teaching and learning. As HR leaders, you are responsible for managing one of the most valuable assets in any educational institution - the human capital. This session will provide you with the insights and strategies to effectively lead and develop your organization's most important resource - its people. Learn how to align your HR strategy with the overall strategic objectives of your educational institution. Understand how to leverage HR practices to support the institution's mission, vision, and values. If you have not yet arrived at the destination, this session will provide you with tools and strategies that you can take back to your organization and put in place.

The Family Medical Leave Act Refresher & Discussion

Risk Management, Talent Development, Performance Management

Presented by Meghan Baka, Attorney, Udall & Shumway, Mesa, AZ

This presentation will focus on the FMLA and common situations that arise for human resources professionals. While this presentation will discuss some basics of the FMLA as part of the refresher, it will also present updates and complex hypotheticals as part of the discussion portion.

Title IX

Risk Management, Talent Development, Performance Management

Presented by Jackie Gharapour Wernz, Legal Consultant, ECR Solutions, Dallas, TX

Title IX is in tumult, but that doesn't mean school personnel administrators are off the hook for understanding the law's requirements. Join a national Title IX legal expert and consultant for an engaging summary of what you need to know about Title IX now, from the controversial to the mundane. You'll leave with answers to many questions, including what version of Title IX is in effect now, how Title IX applies to discrimination and harassment complaints involving employees, and what rights employees have under the law. Whether you are your District's Title IX Coordinator or try your best to avoid Title IX matters at all costs, this session will give you the essential information you need as a school personnel administrator to tackle Title IX. Participants will leave armed with the information they need to confidently implement the law in their districts.

***Topics and Times are Subject to Change**