

**Session Titles and Descriptions**  
**AASPA Winter Personnel Administrator Boot Camp**  
**January 25 - 26, 2024 | Marriott Jacksonville Downtown, Jacksonville, FL**

**Addressing Employee Behavior & Performance Concerns Effectively and Proactively**

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

*Presented by Tonya Whitehurst, Executive Director of Human Resources and Kristin Carroll, Instructional Administrator of Human Resources, Putnam County School District, Palatka, FL*

Employee behavior is a key factor that influences the culture, performance and even the reputation of any organization. A positive and productive work environment encourages high standards and accountability. However, not all employees exhibit the desired behavior that aligns with your goals and values. In this presentation, you will learn how to identify, communicate and correct these concerns without negatively impacting the employee-employer relationship. Whether you are dealing with laziness, incompetence, misconduct, or any other form of unpleasant employee behavior, you will walk away with practical tips and strategies to address these behaviors effectively and proactively.

**An Overview of Title I of the Americans with Disabilities Act**

**Risk Management, Talent Development, Training & Development**

*Presented by Damon Kitchen, Partner, Constangy, Brooks, Smith & Prophete, LLP, Jacksonville, FL*

In this session, we will discuss Title I of the Americans with Disabilities Act (“ADA”), which prohibits discrimination in employment on the basis of disability. We will discuss which employers are covered by the ADA, as well as which applicants and employees are eligible for the ADA’s protections. We will also define and discuss key terms such as what is a “qualified individual with a disability,” what is an “essential function,” what are “physical and mental impairments,” what are “major life activities,” and what is a “reasonable accommodation.” We will also discuss what constitutes unlawful discrimination for purposes of the ADA, both during the pre-hire and post job offer phases of the hiring process, as well as during the employment relationship.

**Best Practices for Hiring Teachers**

**Experience Management, Talent Acquisition, Hiring**

*Presented by Nora Ryan, Director of Human Resources & Equity, Marshalltown Community School District, Marshalltown, IA*

From deciding your staffing needs to selecting the best candidates, come learn about some best practices for hiring qualified teachers in a world where the applicant pools are unfortunately drying up.

**Deep Dive into Virtual Recruitment**

**Strategy, Talent Acquisition, Recruitment**

*Presented by Quiana Peterson, Instructional Recruitment Partner and Jamie West, Non-Instructional Recruitment Partner, Lake County Schools, Tavares, FL*

In this session, we will cover virtual hiring events from start to finish. You will learn how to use online platforms and social media for marketing your events. We will also teach you about identifying your target audience, being intentional in your messages, making virtual recruitment fun and inviting, and enhancing community involvement for success.

**From Theory to Practice: Employee 1<sup>st</sup> Amendment Rights on Social Media**

**Risk Management, Talent Development, Training & Development**

*Presented by Jason Liewehr, Executive Director of HR, Denton ISD, Denton, TX*

21st century social media continues to evolve; however, the first amendment remains the same since its inception in the 18th century. Cases such as Pickering v. Board of Education (1968), Connick v. Myers (1983), and Garcetti v. Ceballos (2006) guide legal scholars on public employee first amendment issues. This session lays the foundation for applying a legal framework and local policy to education and employee free speech issues.

**Fundamentals of Employment Law**

**Risk Management, Talent Development, Training & Development**

*Presented by Dr. Sal Minolfo, Director of Administration, Aiken County Public School District, Aiken, SC*

From Title VII to Title IX and EEOC to ADA, learn the basics or build on your foundation to better understand the practical application of employment law so you can confidently and legally hire, evaluate and manage employees.

## **How to Design & Implement an Onboarding System that Reflects and Reinforces Your Culture**

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

Presented by *Tonya Whitehurst, Executive Director of Human Resources and Kristin Carroll, Instructional Administrator of Human Resources, Putnam County School District, Palatka, FL*

Culture is more than just a set of values and norms. It's a powerful tool that can help you attract, retain and motivate your employees. How do you leverage your culture to create a positive and memorable onboarding experience for your new hires? In this session, you will learn how culture can be used to engage your new recruits by fostering a sense of belonging from the onset and empower them to succeed. Join us as we show you how we have transformed our onboarding process from stagnant and rigid to personal and relevant.

## **HR 101**

### **Strategy, Talent Development, Training & Development**

Presented by *Shannon Dotsikas, Director of HR at Twiggs County Schools, Jeffersonville, GA and Alli Baxter, Chief Human Resources Officer, Bullock County Schools, Statesboro, GA*

Are you new to the HR field? Do you want to know what no one told you? How do you handle hiring new generational employees? How do you manage deadlines throughout the year? Are these questions you ask yourself every day? Then join us for this entertaining and informative session on things no one told you when you took the HR job!

## **Investigations & Documentation**

### **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. Regardless of one's skill-set, they 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 and finalizing the investigation, and taking disciplinary action.

## **KEYNOTE: Leadership & Engagement in the New World of Work**

Presented by *Richard Hadden, CSP*

### **Experience Management, Talent Development, Performance Management**

Leadership and Management have never been easy. That's especially true in the midst of all the changes we've seen in the world of Education. As you transition into a new leadership role, author and speaker Richard Hadden lays out what Education Leaders must do to gain Commitment and Engagement from their teams in the new world of work, in this content-rich, interactive, and entertaining presentation.

## **People Matter: A Playbook for Implementing DEI Practices that Grow Pipelines and Foster Belonging**

### **Process Management, Talent Acquisition, Recruitment**

Presented by *Nathifa Carmichael, Assistant Superintendent, Georgia Department of Education, Atlanta, GA*

Diverse teams generate better ideas, enjoy stronger culture and achieve greater outcomes. As a result, creating positive employee experiences and recognizing the importance of an inclusive culture have become key human resource levers for driving organizational improvement. While many leaders advocate for Diversity, Equity and Inclusion (DEI), employees often question the actual impact of these policies. Not surprisingly, employee disengagement and attrition remain at all-time highs. This session includes practical strategies for building more inclusive talent pipelines by setting measurable goals, creating integrated systems and developing tangible processes that offer a path for growth and opportunity for all employees. Session participants will learn from K-12 system examples and apply actionable steps to build a diverse and equitable organizational culture where all employees thrive.

## **Social Media in Schools – Do's and Don'ts**

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

Presented by *Joseph Urban, Attorney, Clark Hill, Birmingham, MI*

This presentation will provide participants with a high-level view of the use of social media in schools, effective tips and tools to regulate social media and examples of policies. Participants will gain an understanding of the unique role social media plays in education and the means to manage the use and abuse of such platforms.

## **Solving the FMLA Puzzle**

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

*Presented by J. Ray Poole, Chief Legal Counsel, Duval County Public Schools, Jacksonville, FL*

The FMLA can be a bewildering maze even for the most seasoned human resources professionals. In this session, we will discuss how to put the pieces together when it comes to employee medical leave.

## **Some May Come...But Will They Stay? Retention Strategies**

### **Strategy, Talent Acquisition, Planning & Preparation**

*Presented by Nora Ryan, Director of Human Resources & Equity, Marshalltown Community School District, Marshalltown, IA*

It's hard enough to find qualified staff, but how do we get them to stay? In this session, we will discuss strategies for retaining high performing staff that might sound off-the-wall, but perhaps they're exactly what you need in order to prevent dangerous turnover.

## **Talent Management Includes Your Team Too!**

### **Experience Management, Talent Development, Total Rewards**

*Presented by Michel Pantin, HR Director - Certified Staffing and Ramon Ray, Chief Human Resources Officer, Savannah-Chatham County Public School System, Savannah, GA*

I am sure you have noticed, it is not just a teacher shortage, but a workforce shortage. In HR, we are often busy providing strategies to our school leaders on how to retain their staff that we neglect to focus on retaining HR Team Members. When we lose a HR Team Member, processes can be interrupted, historical knowledge can be lost, onboarding can get backlogged, all while our students and staff are waiting for HR to get fully staffed. The purpose of this session is to bring back to the forefront that retention is the new recruitment initiative and that includes the retention of HR Team Members.

## **The Playbook for Developing a Holistic Approach to Documenting Employee Concerns**

*Presented by Jason Liewehr, Executive Director of HR, Denton ISD, Denton, TX*

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

Consistently handling employment concerns across the board while discerning when to differentiate is the HR administrator's paradox. This session will lead HR professionals to develop a grounded framework when documenting employees for misconduct or for training. The framework balances the necessary functions of coaching employees into stars and the legal minefields that come with negative employment actions.

## **Workers' Compensation for School Districts**

### **Risk Management, Total Rewards, Compensation & Benefits**

*Presented by Eric Trivett, Partner, Speed, Seta, Martin, Trivett, Stublely & Fickling, LLC, Lawrenceville, GA and Lily Burkhart, Senior Attorney, Speed, Seta, Martin, Trivett, Stublely & Fickling, LLC, Fort Lauderdale, FL*

This presentation from the perspective of two attorneys who represent school districts will focus on the structure and system of workers' compensation, common defenses and issues for school districts and defenses available in most jurisdictions. There will also be a discussion on national trends in workers' compensation.