

AASPA Virtual Personnel Administrator Boot Camp

***ALL SESSION TIMES LISTED ARE CENTRAL TIME ZONE**

August 17-18, 2023

THURSDAY, August 17	Basic	Advanced
09:00 am – 09:15 am	WELCOME, INTRODUCTIONS	
09:15 am – 10:15 am	HR 101: How to Build Processes & Procedures for Your HR Department - <i>Jodie Graham</i>	Employee Discipline & ESP - <i>Brian White</i>
10:15 am - 10:30 am	BREAK	
10:30 am - 11:45 am	Let's Get Social! Social Media Basics - <i>Erin Howell</i>	The Family and Medical Leave Act: Legal Update and Best Practices in FMLA Administration - <i>Scott Macdonald</i>
11:45 am -12:45 pm	LUNCH	
12:45 pm - 1:45 pm	Recruiting and Retaining Diverse Candidates - <i>Leah Zavala</i>	Debunking Myths About Title IX You Probably Still Believe - <i>Lawton Jackson & Kathleen Brantingham</i>
1:45 pm - 2:00 pm	BREAK	
2:00 pm - 3:00 pm	Branding Your HR Department - <i>Monica Schroeder & Ben Finfer</i>	Transgender Rights: Tips, Tricks, and Traps for School Personnel Administrators - <i>Jackie Gharapour Wernz</i>
3:00 pm - 3:15 pm	BREAK	
3:15 pm - 4:15 pm	Employee Handbooks: Practical and Legal - <i>Scott Macdonald</i>	Title IX investigations: Strategies and Techniques for Interviewing Children and Adolescents on Sensitive Content - <i>Lawton Jackson & Kathleen Brantingham</i>

FRIDAY, August 18	Basic	Advanced
09:00 am – 09:15 am	WELCOME, INTRODUCTIONS	
09:15 am – 10:15 am	Hiring Good Great Teachers: Structuring the Interview Process to Attract and Select High-Quality Teachers - <i>Amy Dillon</i>	Break Down the U.S. Supreme Court's Ruling on Race-Conscious DEI Measures - <i>Frank Garrett</i>
10:15 am – 10:30 am	BREAK	
10:30 am – 11:30 am	Onboarding & Orientation - <i>Julie Grotophorst</i>	Stay Interviews: The No-cost, High-impact Engagement and Retention Tool - <i>Emily Beck</i>
11:30 am - 12:30 pm	LUNCH	
12:30 pm – 01:30 pm	I Thought School was a Local Issue? - <i>Robert Schindler</i>	Counteracting Unconscious Bias and Fostering a Culture of Belonging - <i>Ami Shah</i>
1:30 pm - 1:45 pm	BREAK	
1:45 pm – 2:45 pm	What's Crucial about Crucial Conversations? - <i>Dr. Dale Fisher</i>	ADA: A Guide to Reasonable Accommodations and the Interactive Process - <i>Chris Livingston & John Husted</i>

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