

Session Titles and Descriptions
AASPA Personnel Administrator Boot Camp
January 27-28, 2022 – New Orleans Marriott Hotel, New Orleans, LA

Branding Your HR Department... It's the Total Experience - Strategy: Talent Acquisition

Presented by Allison Brown-Lands, Coordinator of Support Programs and Beanka Brumfield-Williams, Director for Personnel Services, East Baton Rouge Parish Schools, Baton Rouge, LA

This session will discuss the branding process developed by one urban school district to recruit and retain employees. Hiring and Retaining the best employees requires the creation of a compelling brand. Participants will leave this session with ideas on how to share their schools/district's story of what makes their culture unique and next steps on developing their own HR BRAND.

Conducting Investigations-Keeping it Clean and Protecting Your District - Risk Management: Talent Development

Presented by Frederick (Erick) Treuting, Jr., pHCLE, Administrator of Human Resources Compliance, Development & Retention, St. Charles Parish Public Schools, Luling, LA

The ability to effectively investigate allegations of misconduct is a critical skill set for all human capital practitioners, especially those in the K-12 space. Attendees will learn how to plan for, conduct, and document an investigation, mitigating potential legal exposure to their district.

Disability Accommodations for Employees - Risk Management: Total Rewards

Presented by Melissa S. Losch, J.D., Attorney, Hammonds, Sills, Adkins, Guice, Noah and Perkins, L.L.P., Baton Rouge, LA

How to manage employee requests for disability accommodations, including a discussion of "reasonable" and "unreasonable" accommodation requests and new issues resulting from after-effects of COVID-19 ("long covid").

Employee Discipline - Risk Management: Talent Development

Presented by Bruce Chaffin, pHCLE, President-Elect Louisiana Association of School Personnel Administrators & Supervisor of Human Resources, Livingston Parish Public Schools, Livingston, LA

In this session we will have open discussion about the slippery slope of Employee Discipline. We will look at the do's and don'ts that will keep you on solid ground should you end up in court or get to experience an employee grievance. Come prepared to have an open discussion.

Employee Handbooks: Practical & Legal Considerations, How to Create, What to Include & What Not to Include - Risk Management: Talent Development

Presented by Scott D. Macdonald, Esq., SPHR, SHRM-SCP, 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.

Engaging your Staff to Increase Retention - Experience Management: Talent Development

Presented by Dr. Randy Davis, Chief Human Resource Officer, Carrollton-Farmers Branch ISD, Carrollton, TX

Where are all your teachings going? Why is there flight in certain buildings and not in others? Is it the leadership, culture, or something else undefined? This session will discuss one district's strategies to increase retention, not only with teachers but also the support staff and administration.

The Family and Medical Leave Act: Best Practices in FMLA Administration - Risk Management: Talent Development

Presented by Scott D. Macdonald, Esq., SPHR, SHRM-SCP, Managing Director, Macdonald & Associates, Middletown, CT

Attendees will learn about best practices in FMLA administration, along with useful, practical tips and tools will be provided that will enable attendees to facilitate FMLA administration through HR staff and training supervisors. Documents and forms will be provided to use in managing FMLA leaves.

Hired to Retired: High-Quality Induction for Retention - Process Management: Talent Development

Presented by Dr. Beth Dalton, Assistant Superintendent for Human Resources, Kildeer Countryside Community Consolidated School District 96, Buffalo Grove, IL

Studies show that new teacher turnover can be cut in half by providing a comprehensive induction program. In addition, induction programs are one of the best ways to begin to acculturate new employees into your school system. This presentation will introduce you to one school district's program and offer ways in which you can design a program that meets your needs.

How to Handle Sexual Harassment Complaints under Title VII and IX - Risk Management: Talent Development

Presented by E. Fredrick Preis, Jr, Senior Partner and Rachael Jeanfreau, Partner, Breazeale, Sachse & Wilson, L.L.P., New Orleans, LA
Our presentation will delve into schools' legal obligations under Title VII and Title IX in handling sexual harassment complaints involving both students and employees. The seminar will cover the recent 2020 regulatory changes to Title IX and the regulations' impact on K-12 schools. We will also discuss both the legal and practical benefits of properly handling harassment complaints and outline "to do" items for schools to reduce their risk of sexual harassment claims/charges/lawsuits.

HR 101: A Primer for Newbies - Strategy: Talent Acquisition

Presented by Dr. Beth Dalton, Assistant Superintendent for Human Resources, Kildeer Countryside Community Consolidated School District 96, Buffalo Grove, IL

New to HR? Excited, but nervous about the job? Join us for this session geared toward new HR Administrators. Learn HR basics, tips and tricks of the trade.

Managing Performance in Your District - Process Management: Talent Development

Presented by Dr. Randy Davis, Chief Human Resource Officer, Carrollton-Farmers Branch ISD, Carrollton, TX

This session will focus on coaching your administration on having critical conversations with your employees. Whether drawing attention to bad behavior(s) or letting someone go, having the conversation involves more than that meeting. We will discuss meeting preparation, document review, the conversation with the employee and the follow-through that can better prepare your district should an employee or former employee push back. This session will be interactive.

National Update on the Teacher Shortage and Vision Planning for the Future - Strategy: Talent Acquisition

Presented by Kelly Coash-Johnson, Executive Director, American Association of School Personnel Administrators, Overland Park, KS

Join Kelly Coash-Johnson as she shares what AASPA has been tracking with regards to the national teacher shortage. Learn what is going on in some key states, good and bad. Kelly will share some key strategies districts and K12 HR teams can use to improve their recruitment and retention. Learn how to develop your own HR vision and utilize it best to reach a more diverse audience.

Onboarding is more than Orientation - Strategy: Talent Development

Presented by Dr. Chad Teague, Chief Human Resource Officer, McKinney ISD, McKinney, TX

One of the key factors in retaining quality employees is building relationships and this starts with onboarding. This interactive presentation will walk participants through the onboarding process from the recommendation to hire to the orientation to the mentoring programs needed to retain the best teachers and employees.

Social Media - An e-World Survival Guide - Risk Management: Talent Development

Presented by Melissa S. Losch, J.D., Attorney, Hammonds, Sills, Adkins, Guice, Noah and Perkins, L.L.P., Baton Rouge, LA

Can personnel be subject to discipline for social media posts made away from school on a personal device? What is the line for distinguishing protected speech from the type of speech that may be subject to discipline? This session will explore how to navigate through the expanding use of social media and its impact on schools in this new social and political landscape.

Supporting New Teachers: Reimagining and Rethinking our Work - Strategy: Talent Development

Presented by Karri Larose, HR Professional Development Specialist and Tobrina Jackson, HR Professional Development Specialist, East Baton Rouge Parish Schools, Baton Rouge, LA

This interactive session will promote best practices related to providing effective feedback and support to educators that will equip them presently as they adjust their practice to distance learning, as well as guide focus areas for future growth. This session will discuss strategies that can support and keep teachers engaged throughout the year whether teaching virtually or in a traditional environment.

Utilizing a Director for Recruitment and Retention - Strategy: Talent Acquisition

Presented by Dr. Chad Teague, Chief Human Resource Officer, McKinney ISD, McKinney, TX

Teachers are leaving the profession at a greater rate and fewer people are entering the profession emphasizing the importance of recruitment and retention in education. McKinney ISD created a Director for Recruitment and Retention to meet these needs. This presentation will identify the benefits and challenges associated with the position whose prime focus is recruitment, mentoring, and acknowledgements.