# Tentative Agenda

AASPA's Personnel Administrator Boot Camp
June 24-25, 2021 – The Westin Denver International Airport
Denver, CO

| **THURSDAY, JUNE 24** | **BASIC TRAINING** | **ADVANCED MANEUVERS** |
|---|---|---|
| 07:30 am – 08:00 am | Continental Breakfast & Registration<br>*Badges* ***sponsored by EDUStaff*** | |
| 08:00 am – 08:15 am | Welcome & Introductions<br>*Kelly Coash-Johnson, Executive Director, AASPA* | |
| 08:15 am – 09:30 am | National Update on the Teacher Shortage – *Kelly Coash-Johnson* | |
| 09:30 am – 10:45 am | HR 101: First Things First! – *Kevin Mills* | *The Family & Medical Leave Act: Best Practices in FMLA Administration –* |
| 10:45 am – 11:00 am | ***Networking Break – Sponsored by PowerSchool*** | |
| 11:00 am – 12:00 pm | The Basics of Employee Discipline – *Dr. Larry Reznicek* | FLSA - |
| 12:00 pm – 01:00 pm | Networking Lunch – ***Sponsored by EDUStaff*** | |
| 01:00 pm – 02:00 pm | Employee Handbooks – *Dr. Sara Skretta* | Implicit Bias – *Cheryl Butts* |
| 02:00 pm – 03:15 pm | Recruiting 101: Recruiting and Hiring Basics – *Brian White* | What You Need to Know about Title IX – *Will Trachman* |
| 03:15 pm – 03:30 pm | ***Networking Break – Sponsored by Frontline Education*** | |
| 03:30 pm – 04:30 pm | Diversity – | Talent Management: Worth the Investment – *Dr. Sara Skretta* |
| 04:30 pm – 06:00 pm | Networking Reception | |
| **FRIDAY, JUNE 25** | **BASIC TRAINING** | **ADVANCED MANEUVERS** |
| 08:00 am – 09:15 am | Breakfast Table Talks<br>- Recruitment/Retention<br>- My Teacher Did What?!?!<br>- Onboarding Programs<br>- FMLA<br>- Getting Off to a Great Start in HR<br>***Sponsored by ESS/Proximity Learning*** | |
| 09:15 am – 10:30 am | Overview of Federal Laws – | Investigations – *Norma Gonzales* |
| 10:30 am – 10:45 am | Networking Break | |
| 10:45 am – 12:15 pm | Sponsor Presentations | |
| 12:15 pm – 01:30 pm | Networking Lunch | |
| 01:30 pm – 02:45 pm | Branding Your HR Department – *Brian White* | Social Media & the Internet – *Igor Raykin* |
| 02:45 pm – 03:00 pm | Wrap Up & Evaluation<br>*Kelly Coash-Johnson, Executive Director, AASPA* | |