

**Tentative Agenda**  
**AASPA's Personnel Administrator Boot Camp**  
**June 23-24, 2022 – The JW Marriott Minneapolis Mall of America**  
**Minneapolis, MN**

<b>THURSDAY, JUNE 23</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
07:30 am – 08:00 am	Continental Breakfast & Registration <b><i>Badges sponsored by EDUStaff</i></b> <b><i>Bags sponsored by ESS/Proximity Learning</i></b>	
08:00 am – 08:15 am	Welcome & Introductions <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	
08:15 am – 09:30 am	Teacher Shortage Strategies– <i>Kelly Coash-Johnson</i>	
09:30 am – 10:45 am	HR 101: First Things First! - <i>Jodie Graham</i>	Best Practices in FMLA Administration
10:45 am – 11:00 am	<b><i>Networking Break – Sponsored by PowerSchool</i></b>	
11:00 am – 12:00 pm	The Basics of Employee Discipline	FLSA - <i>Richard Verstagen</i>
12:00 pm – 01:00 pm	Networking Lunch	
01:00 pm – 02:00 pm	Employee Handbooks	Implicit Bias
02:00 pm – 03:15 pm	Utilizing a Director for Recruitment & Retention - <i>Chad Teague</i>	Mentoring Programs - <i>Jodie Graham</i>
03:15 pm – 03:30 pm	<b><i>Networking Break – Sponsored by EDUStaff</i></b>	
03:30 pm – 04:30 pm	Onboarding is More than Orientation - <i>Chad Teague</i>	Managing Performance in Your District through Crucial Conversations - <i>Dr. Randy Davis</i>
04:30 pm – 06:00 pm	Networking Reception	
<b>FRIDAY, JUNE 24</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
08:00 am – 09:15 am	Breakfast Table Talks - Recruitment/Retention                      - Onboarding Programs - My Teacher Did What?!?!                      - FMLA - Getting Off to a Great Start in HR <b><i>Sponsored by Elevate K-12</i></b>	
09:15 am – 10:30 am	Overview of Federal Laws	Investigations - <i>Richard Verstagen</i>
10:30 am – 10:45 am	<b><i>Networking Break – Sponsored by Red Rover</i></b>	
10:45 am – 12:15 pm	Sponsor Presentations	
12:15 pm – 01:30 pm	Networking Lunch	
01:30 pm – 02:45 pm	Engaging your Staff to Increase Retention - <i>Dr. Randy Davis</i>	Responding to High Stress Title IX Complaints - <i>Frank Langan</i>
02:45 pm – 03:00 pm	Wrap Up & Evaluation <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	