

**Tentative Agenda**  
**AASPA's Personnel Administrator Boot Camp**  
**January 30-31, 2025 – Westin Anaheim Hotel**  
**Anaheim, CA**

<b>WEDNESDAY, JANUARY 29</b>		
05:00 pm - 06:30 pm	Networking Reception	
<b>THURSDAY, JANUARY 30</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
07:30 am - 08:00 am	Continental Breakfast & Registration <b>Badges Sponsored by EDUStaff</b> <b>Bags Sponsored by ESS/Proximity Learning</b>	
08:00 am - 08:15 am	Welcome & Introductions <i>Sandy Wachter, Director of Meetings &amp; Events, AASPA</i>	
08:15 am - 09:30 am	Keynote Presentation <b>Sponsored by BloomBoard</b>	
09:30 am - 10:45 am	HR 101	Investigations & Documentation
10:45 am - 11:00 am	Networking Break – <b>Sponsored by PowerSchool</b>	
11:00 am - 12:00 pm	Overview of Federal Laws	DEI Practices
12:00 pm - 12:45 pm	<i>Networking Lunch</i>	
12:45 pm - 01:45 pm	Talent Management	FMLA
01:45 pm - 02:00 pm	Networking Break – <b>K12 Coalition</b>	
02:00 pm - 03:15 pm	Onboarding & Orientation	Title IX Updates
03:15 pm - 03:30 pm	Networking Break - <b>International Alliance Group (IAG)</b>	
03:30 pm - 04:30 pm	How to Hire a Teacher	Employee Discipline
04:30 pm - 06:00 pm	Networking Reception	
<b>FRIDAY, JANUARY 31</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
08:00 am - 09:15 am	Breakfast Table Talks <ul style="list-style-type: none"> <li style="width: 50%;">- Recruitment/Retention</li> <li style="width: 50%;">- Onboarding Programs</li> <li style="width: 50%;">- My Teacher Did What?!?!</li> <li style="width: 50%;">- FMLA</li> <li style="width: 50%;">- Getting Off to a Great Start in HR</li> <li style="width: 50%;">- Employee Discipline</li> </ul>	
09:15 am - 10:30 am	Recruitment	Americans with Disabilities Act
10:30 am - 10:45 am	Networking Break – <b>Moreland University</b>	
10:45 am - 12:00 pm	Sponsor Speed Networking	
12:00 pm - 12:45 pm	Networking Lunch	
12:45 pm - 01:45 pm	Addressing Performance Concerns	Workers' Compensation
01:45 pm - 02:00 pm	Networking Break	
02:00 pm - 03:00 pm	Retention	FLSA
03:00 pm - 03:15 pm	Wrap Up & Evaluation <i>Sandy Wachter, Director of Meetings &amp; Events, AASPA</i>	

**\*Session topics and times are subject to change.**