

AASPA Virtual Personnel Administrator Boot Camp

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

August 1 - 2, 2024

THURSDAY, August 1	Basic	Advanced
09:00 am – 09:15 am	WELCOME, INTRODUCTIONS	
09:15 am – 10:15 am	KEYNOTE: The 5 Shifts to Address the National Educator Shortage - <i>Kelly Coash-Johnson</i>	
10:15 am - 10:30 am	BREAK	
10:30 am - 11:45 am	HR Tee Ball: A play book for professionals new to the HR game! - <i>Chelsea Clark</i>	The Family Medical Leave Act Refresher & Discussion - <i>Meghan Baka</i>
11:45 am -12:45 pm	LUNCH	
12:45 pm - 1:45 pm	Human Resources Role in Building a Positive Workplace Culture - <i>Kevin Walton Sr.</i>	Title IX - <i>Jackie Gharapour Wernz</i>
1:45 pm - 2:00 pm	BREAK	
2:00 pm - 3:00 pm	New Teachers, Y'all Alright? - <i>Chelsea Clark</i>	Employee Discipline 101 - <i>Rick Colpitts</i>
3:00 pm - 3:15 pm	BREAK	
3:15 pm - 4:15 pm	From Draft to Craft: Perfecting Your Employee Handbook - <i>Ashley White & Holly McIntush</i>	Performance Management - What is it and Why is it Important for my School District? - <i>Dr. Renee Zoladz</i>

FRIDAY, August 2	Basic	Advanced
09:00 am – 09:15 am	WELCOME, INTRODUCTIONS	
09:15 am – 10:15 am	Elevating Your HR Brand: Strategies for School Administrators - <i>Monica Schroeder & Ben Finfer</i>	Effective Investigations from A to Z - <i>Joseph Urban</i>
10:15 am – 10:30 am	BREAK	
10:30 am – 11:30 am	Onboarding & Orientation - <i>Julie Grotophorst</i>	HR Documentation and Record Keeping “Dos and Don’ts” - <i>Denise Lowell Britt</i>
11:30 am - 12:30 pm	LUNCH	
12:30 pm – 01:30 pm	Overview of Federal Laws - <i>Robert Schindler</i>	Strategically Leading Human Resources: How to Manage Your Seat at the Table - <i>Debbie Simons</i>
1:30 pm - 1:45 pm	BREAK	
1:45 pm – 2:45 pm	Aligning Recruitment with a Profile of an Educator - <i>Josh Chambers</i>	ADA Accommodations - <i>Frank Valenzuela & John Husted</i>

*Sessions and times are subject to change.