

**Tentative Agenda**  
**AASPA's Personnel Administrator Boot Camp**  
**January 27-28, 2022 – New Orleans Marriott**  
**New Orleans, LA**

<b>THURSDAY, JANUARY 27</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>Kelly Coash-Johnson, Executive Director, AASPA</i>	
08:15 am – 09:30 am	National Update on the Teacher Shortage – <i>Kelly Coash-Johnson</i>	
09:30 am – 10:45 am	HR 101 - <i>Dr. Beth Dalton</i>	Conducting Investigations-Keeping it Clean and Protecting Your District - <i>Frederick (Erick) Treuting</i>
10:45 am – 11:00 am	<b>Networking Break – Sponsored by PowerSchool</b>	
11:00 am – 12:00 pm	Employee Handbooks: What to Include & What Not to Include – <i>Scott Macdonald</i>	Managing Performance in Your District - <i>Dr. Randy Davis</i>
12:00 pm – 01:00 pm	Networking Lunch	
01:00 pm – 02:00 pm	Engaging your Staff to Increase Retention - <i>Dr. Randy Davis</i>	Hired to Retired - <i>Dr. Beth Dalton</i>
02:00 pm – 03:15 pm	Utilizing a Director for Recruitment and Retention – <i>Chad Teague</i>	The Family & Medical Leave Act: Best Practices in FMLA - <i>Scott Macdonald</i>
03:15 pm – 03:30 pm	<b>Networking Break – Sponsored by EDUStaff</b>	
03:30 pm – 04:30 pm	The Basics of Employee Discipline - <i>Bruce Chaffin</i>	Hiring for Diversity - Regina Wright
04:30 pm – 06:00 pm	Networking Reception	
<b>FRIDAY, JANUARY 28</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
08:00 am – 09:15 am	<u>Breakfast Ed Talks</u> - Social Networking in Schools      - Onboarding Programs - New Teacher Evaluation              - Hiring for Diversity <b>Breakfast Sponsored by Elevate K12</b>	
09:15 am – 10:30 am	Supporting New Teachers: Reimaging and Rethinking our Work - <i>Tobrina Jackson &amp; Karri Larose</i>	How to Handle Sexual Harassment Complaints under Title VII and IX - <i>Rachael Jeanfreau &amp; E. Fredrick Preis, Jr</i>
10:30 am – 10:45 am	Networking Break	
10:45 am – 12:00 pm	Sponsor Presentations	
12:00 pm – 01:00 pm	Networking Lunch	
01:00 pm – 02:00 pm	Branding Your HR Department... It's the Total Experience - <i>Beanka Williams &amp; Allison Brown-Lands</i>	Social Media - An e-World Survival Guide - <i>Melissa S. Losch</i>
02:00 pm - 02:15 pm	Networking Break	
02:15 pm – 03:15 pm	Onboarding is more than Orientation – <i>Chad Teague</i>	Disability Accommodations for Employees - <i>Melissa S. Losch</i>
3:15 pm – 03:30 pm	Wrap Up & Evaluation <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	