

ILLINOIS ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

IASPA This Week

May 05, 2025

IASPA.org



IASPA: We support the Human Resources professionals that support our schools

Join Today!

Join Us for the Inaugural SUB SUMMIT! May 29, 2025 @ NIU Naperville

Whether you're looking to improve sub retention, streamline management processes, or build a more engaged substitute workforce, this summit offers practical solutions and networking opportunities to help you succeed.

Register for the Sub Summit Today!

IASPA Substitute Summit

NIU Naperville

May 29, 2025

8:00 AM

Registration and Breakfast

8:20 AM

Welcome and Top 10

LINDSAY JONAS
IASPA
SPENCER SUNDE
RED ROVER

Did you know that substitute teacher shortages are affecting schools across the country? Or that some states offer creative incentives to attract guest educators? Join us as we break down the Top 10 Need-to-Know Facts about substitutes—covering trends, challenges, and innovative solutions happening nationwide. Whether you're a school leader, HR professional, or educator, this session will give you key insights to better support and appreciate the guest teachers who keep our schools running smoothly.

8:45 AM

Building and Sustaining a Robust Substitute Teacher Pool

RENEE ZOLADZ
DIRECTOR OF HR
NEW TRIER HS DISTRICT

Creating and maintaining a strong substitute pool is essential for the success of any school district's HR department. Achieving this requires intentional efforts in outreach, comprehensive training, continuous professional development, and building meaningful relationships with substitutes. In this workshop, New Trier High School will share their proven strategies for not only having a surplus of substitutes but also keeping them engaged and connected to the district's mission. Learn how their approach fosters lasting relationships and ensures an enthusiastic and reliable substitute pool.

9:30 AM

Subs Are Teachers Too!

LAURA HISOCK
OUTREACH
COORDINATOR
TRS

Earnings and service credit are reported to TRS for each day of work by certified staff in your district. This includes your substitute teachers. Subs often do not receive benefits in the district but they are accumulating benefits with TRS, the same as your contracted staff. This presentation will outline how subs are earning their way to retirement, disability and death benefits with TRS.

10:15 AM

Cha-Ching! Tracking Extra Pay with Google Forms and Sheets

KENDRA ASBURY
DIRECTOR OF HR
HONONEGAH D207

Stop letting 'extra duty pay' become an 'extra burden'! This hands-on workshop will demo how to use Google Forms and Sheets to build a customized system for tracking supplemental pay records from your schools, ensuring transparent, accurate, and timely payments.

11:00 AM

Empowering Substitutes: A Blueprint for Substitute Training

LESLIE ALBEE &
SHERRILYN THOMAS
BLOOMINGTON D87

In this session, participants will learn how to set up an effective substitute teacher orientation, covering key steps like clocking in and out, accepting assignments, and introducing substitutes to their essential role in the classroom. We'll provide practical tips to ensure substitutes are well-prepared and supported for success in working with students.

11:45 AM

Licensed to Sub

NORTH COOK ISC
LICENSURE TEAM

No license? No problem! When a candidate doesn't have the right credentials, they're counting on you to help them navigate the path to becoming a licensed substitute teacher. This session will break down the options, shortcuts, and must-knows for getting them certified and classroom-ready. Because every great sub deserves a smooth ride to success!

12:30 PM

Lunch & Sub Spark- Igniting Ideas for Guest Teacher Success

1:15 PM

They Did What?

CHERYL MOORE
DIRECTOR OF HR
NORTH COOK ISC

This session will provide a framework to address performance issues including when to exclude substitutes from specific assignments and when to remove them entirely from your district.

GINA HERMANN
ASSISTANT SUPT, D181

2:00 PM

Be Our Guest! Celebrating Your Guest Teachers

PANEL

Guest teachers step in and save the day—so let's make sure they feel valued! Join this panel discussion as we share creative, practical ways to celebrate, honor, and retain substitute teachers. From shout-outs to incentives, we'll explore strategies that make a lasting impact. Because a little appreciation goes a long way!

2:45 PM

Closing



Sponsored by
Red Rover

Professional Associate



To Learn More

Network Meeting

Please join us for our meeting of IASPA's Professional Associate Network. This event is open to any member of IASPA who works in school Human Resources.

-Registration is free but required.

Join us as we discuss hot topics of the moment and network with one another.

SCHOOL HR SUMMER BOOT CAMP

JUNE 12/13 2025

MINNEAPOLIS MINNESOTA

AASPA's School HR Summer Boot Camp is an unrivaled opportunity for PK-12 HR School System Leaders to collaborate across all levels and gather valuable resources to help your teachers, employees and school district. This two-day workshop offers a variety of essential topics for all HR administrators, including recruitment, HR legislation, hiring, employee evaluation, employee discipline and more!

SCAN TO LEARN MORE

✉ p20network@niu.edu



Northern Illinois University

Please consider taking this 5 minute survey.

Learn More OR Take the Survey

Illinois Educator Compensation Survey – Open Through May 7

The Illinois P-20 Network is conducting a statewide *anonymous* survey to gather input from all educators—teachers, clinicians, administrators, and paraprofessionals—from early childhood through high school. The focus is on compensation, building on *The Road to Retention report*, which highlighted key areas for improving educator retention: pay, leadership, professional support, and workplace culture.

Your feedback can help identify effective practices and inspire new solutions. The survey is voluntary and takes about 5 minutes to complete.

IASPA WEBINAR *Wednesdays*

WW. Succession Planning for Success

Monica Schroeder
Deputy Superintendent
North Shore SD 112

Wednesday, May 21, 2025
12:00-1:00 PM

WW.05.21.25

WW. Onboarding New Staff

Debby Marquardt
HR Coordinator
Adlai Stevenson HS 125

Wednesday, June 11, 2025
12:00-1:00 PM

WW. 06.11.25

A full list of 2024-2025 WWs is now open for registration!
Check them all out [HERE!](#)



W.W. Recording Archives

If you missed a Webinar Wednesday, check out the [Webinar Wednesday Archives](#) to view ALL of the previous sessions.

[Click HERE for Archives](#)

NOW HIRING!!

-HR Benefits Manager



Post your vacancy
today!

JOB BOARD

More Positions
posted every
week.

- Director of Social Security
- Director of Fiscal Services
- Executive Assistant for HR
- Education Service Division Chair
- Director of Student Services
 - HR Data Analysts
 - Chief Tech Officer
- Executive Director of High School
 - Executive Director of HR
- Director of Student Services
 - Director of HR and Talent Acquisition
- Executive Director of SpEd
 - AVAC
- Superintendent-Building Principal Positions (+10)

IASPA ADMIN
ACADEMIES

AA #3859 Essentials of the School HR Office - June 2025 - ONLINE

This course provides HR Administrators with information about the key responsibilities of the Human Resources role and the essentials of the work of the HR Office. The presenter will cover the various standards an administrator needs to be aware of in the management of human resources and operational procedures.

IASPA

CONNECT

This Week's TOP TOPICS

- Expanding School Social Work / Psych / SLP Internships
 - Personnel Files Checklist
- Voluntary/Involuntary Transfer Language

and many many many more. This week was a busy on CONNECT!

Join a conversation today!



Browse the IASPA Merch Store for all the IASPA swag you **NEED** in your life! Members can order items and have them shipped to where it's most convenient.

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