

ILLINOIS ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

IASPA This Week

May 12, 2025

IASPA.org



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

Join Today!

A colorful illustration of a diverse group of people of various ages and ethnicities, all smiling and holding up heart-shaped balloons. The background is a deep blue with white wavy lines on the left and a white outline of the state of Illinois on the right, containing a torch icon.

Welcome NEW Members

It is always exciting to see this community grow.
This month these are the new members joining us.
Please join us in WELCOMING these new members

APRIL

Lonyea Rutherford, KANKAKEE SCHOOL DISTRICT 111
Olivia Meraz, OAK PARK - RIVER FOREST SD 200
Christina Griffin, CRETE-MONEE CUSD 201-U
Andrea Perez, CHICAGO RIDGE SD 127.5
Elizabeth Burgess, TOWNSHIP HSD 113
Perry Miller, SP ED ASSOC. OF PEORIA COUNTY
Durrell Anderson, HARVEY SD 152

Deadline's Approaching, Sign up NOW!!!

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.

CLICK TO
Register for the
Sub Summit
Today!

NIU Naperville
May 29, 2025

IASPA Substitute Summit

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


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To Learn More

Professional Associate 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.

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!!

-Payroll Specialist



Post your vacancy
today!

JOB BOARD

More Positions
posted every
week.

- HR Benefits Manager
- Director of School 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



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.

AA #3859 6.12.2025

IASPA

CONNECT

This Week's TOP TOPICS

- Pre employment Checks
- Finance Position: Comptroller
- Mandated Trainings for Coaches

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

Join a conversation today!



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\\It looks great at any Golf Outing or just everyday life.
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