

ILLINOIS ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

IASPA This Week

May 19, 2025

IASPA.org



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

Join Today!



SAVE THE DATE!



AI WEBINAR SERIES • FALL 2025



Webinar 1 – September 4

Understanding AI: What It is,
Why It Matters, and Where to Begin



Webinar 2 – October 2

Prompting with Purpose: How to Get
Better Results from AI Tools



Webinar 3 – October 23

Using AI for Workflow Automation
and Emerging Solutions



Webinar 4 – November 13

AI with Intention: Ethics, Bias,
Security, and Responsible Rollout



IASPA
Rands County and Elbert
Regional Administrators

Join us for a journey through practical, purposeful AI.

[Visit our Website](#)



IASPA
Illinois Association of School
Personnel Administrators

Summer Celebration Event

**AUG
31**

**KANE COUNTY COUGARS VS
CHICAGO DOGS**

THANK YOU!

Thank you for supporting IASPA through another successful year. Come join us for an end of summer celebration member appreciation. First 4 tickets free to members, \$25 for each additional ticket.

NIGHT HIGHLIGHTS

All you can eat Buffet and drinks with open bar
Theme night – “Neon Night” – Baseball Giveaway
Fireworks after the game
Pre Game Concert, running the bases, autographs

For INFO & REGISTRATION

Last Week to Register.

[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!

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
CHERYL MOORE
DIRECTOR OF HR
NORTH COOK ISC

They Did What?

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



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



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today!

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posted every
week.

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- 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.



This Week's TOP TOPICS

- Question regarding FMLA
 - Campus Safety/ Securing Edition
 - IHSA Certification Course
- [Check out more conversations on IASPA CONNECT](#)

[Join a conversation today!](#)



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