

ILLINOIS ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS

IASPA This Week

May 26, 2025

[IASPA.org](https://iaspa.org)



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

[Join Today!](#)



2 exciting events that you don't want to miss out on.
Mark your calendars for these two events

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



Join us for a journey through practical, purposeful AI.

Visit our Website



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

happening THIS week

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

LINDSAY JONAS
IASPA
SPENCER SUNDE
RED ROVER

Welcome and Top 10

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

RENEE ZOLADZ
DIRECTOR OF HR
NEW TRIER HS DISTRICT

Building and Sustaining a Robust Substitute Teacher Pool

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

LAURA HISOCK
OUTREACH
COORDINATOR
TRS

Subs Are Teachers Too!

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

KENDRA ASBURY
DIRECTOR OF HR
HONONEGAH D207

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

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

LESLIE ALBEE &
SHERRILYN THOMAS
BLOOMINGTON D87

Empowering Substitutes: A Blueprint for Substitute Training

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

NORTH COOK ISC
LICENSURE TEAM

Licensed to Sub

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.

2:00 PM

PANEL

Be Our Guest! Celebrating Your Guest Teachers

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.



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

Stay Tuned to see
our 25-26
WEBINAR
WEDNESDAYS.

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

W.W. Recording Archives

Click [HERE](#) for Archives



Post your vacancy
today!

JOB BOARD

NOW HIRING!!

- Asst Principal, E.C. Supervisor
- Assistant Principal
- Jr HS Principal
- Elem Principal, Inter.
- Baccalaureate-Payroll Specialist
- HR Benefits Manager
- Director of School Security
- Director of Fiscal Services
- Executive Assistant for HR

**More Positions
posted every week.**

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

AA #3859 6.12.2025



This Week's TOP TOPICS

- Employee Satisfaction Surveys
 - OTA Pay Questions
 - Time Off
- Check out more conversations on IASPA 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.

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

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