

IASPA This Week

October 16, 2023



IASPA

Illinois Association of School
Personnel Administrators

The home of
Human Resource
Professionals in
the Illinois K-12
education system.

Join Today!

IASPA ADMIN ACADEMIES

AA this month in Bloomington, IL!!! **AA #3859 Essentials of the School HR Office**

This course provides HR Administrators with information about the key responsibilities of the HR 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.




Participants will:

- learn how to write a legally-compliant letter of reprimand
- create a Human Resources Tasklist and Calendar to be utilized in their HR Office

- need access to their district's board policy, procedures, and collective bargaining agreement/s for the pre-work (these materials should be brought to the session - digital access or print)

Presented by Dr. Kimberly Chambers
 Director of HR at Adlai Stevenson HSD 125



 **Tuesday, October 24, 2023**
 8:30 AM - 12:30 PM (CDT)
 SD 87 District Office
300 East Monroe Street
Bloomington, IL 61701
United States

[Register Here!](#)

Additional Admin Academies:

AA #3993
 01.24.24

AA #3859
 02.27.24

AA #3993
 03.22.24



pHCLE Blended Cohort - November 2023

 **Tuesday, November 7, 2023 at 8:00 AM (CST)** to
 Wednesday, November 8, 2023 at 3:00 PM (CST)

 Stevenson High School District Office
Two Stevenson Drive
Lincolnshire, IL 60069-2824
United States

IASPA and AASPA Members . . . don't miss out on the discounted rates for the pHCLE Blended Cohort! The cohort is filling up, but seats are still available. Sign up for this awesome 2 day event!

Attract, Grow, & Retain Top Talent in PK-12 Education

The Blended Cohort prepares participants to become a Certified Professional Human Capital Leader in Education (pHCLE). All learning aligns to the updated pHCLE standards. The professional-level standards outline the competencies that leaders in PK-12 and related organizations need to strategically manage human capital processes at the department, team, or individual level.

Who should participate?

The pHCLE certification is appropriate for anyone who has a stake in improving people practices in education systems, including:

- HR department staff
 - Building leaders—Principals, Assistant Principals, Head of Schools
- Public, private, and charter school executives including Superintendents, Assistant Superintendents, Chiefs, and Department Directors
- School board members
- Educator preparation faculty
- State departments of education and other education-related government employees

pHCLE Certification

AASPA Members.....\$295
Non-members.....\$395

To become a Certified Professional Human Capital Leader in Education, you must obtain a passing score on the certification exam. The pHCLE certification exam, which is managed by AASPA, is an additional cost. Learn more and register for the exam at HCLLeader.org.

Questions? Contact us learn@exmi.org.

This professional learning opportunity is brought to you in partnership with the Illinois Association of School Personnel Administrators.



Format

Blended Learning: 2 days in-person + self-paced online learning with 12 months access



Contact Hours

50 hours (certificate of completion provided upon finishing coursework)



Prerequisites

None



Cost

\$800 (IASPA members)
\$1125 (Non IASPA members)
Includes lunch both days



Register

Scan the QR code
or visit iaspa.org/events/

[Click here for more info and to REGISTER!](#)

IASPA'S SIGNATURE EVENT
HR ESSENTIALS
2023

Nov. 9, 2023 | 8:30am

One of IASPA's flagship events, HR Essentials will take place on **Thursday, November 9, 2023** at Forest View Educational Center. This conference provides learning opportunities for individuals with support roles in human resources and/or for individuals considering a position as a school human resources administrator. The workshop is limited to 150 attendees.

Below is a schedule of events with Breakout Session Options!

Schedule of Events

Networking, Registration & Continental
Breakfast 8:30AM - 9:00AM

Welcome & Opening Remarks 9:00AM - 9:15AM

Networking Break 9:15AM - 9:30AM

Breakout Session #1, Options:

- Faith's Law Lessons Learned
- How to Electronically Store Files
- Mandated Trainings - New to You!
- FMLA 101

9:30AM - 10:30AM

Networking Break 10:30AM - 10:45AM

Breakout Session #2, Options:

- HR 101
- Personnel Files/Records Retention
- Licensure Updates
- Technology to Improve Efficiency

10:45AM - 11:45AM

Lunch (included) & Networking 11:45AM - 12:30PM

Breakout Session #3, Options:

- Workers Compensation
- IMRF - Nuts & Bolts
- Anatomy of the Onboarding Process
- FMLA - A Deeper Dive

12:30PM - 1:30PM

Networking Break 1:30PM - 1:45PM

Ask Anything Panel 1:45PM - 2:45PM

Closing Remarks 2:45PM - 3:00PM

Register Today!



Calling all IASPA members!

Consider sharing your skills and expertise with your colleagues at the IASPA Annual Conference scheduled on **January 25 & 26, 2024**, at the Hilton Lisle/Naperville. Presentations are scheduled for one hour which includes time for Q & A. If you have an amazing topic to share, we welcome any and all proposals. The conference planning committee is also looking for presentations on the following topics:

- Human Capital: Establishing Systems to Recruit, Reward, and Retain
- Generational Differences in the Workplace
- Being the Leader Our New Teachers Need!
- Engaging with your Guest Teachers (Substitute)
- Visiting International Teachers
- How to Handle Staff Deaths and Other Emergency Situations
- Investigative Best Practices
- Is This Grooming? Evaluating Educator Misconduct
- The ADA Interactive Process
- Effectively Staffing Using Position Control (HR and CSBO joint presentation)
- MicroCredentialing
- What's current in Contract Negotiations
- Hybrid and Remote Work Considerations
- Everything you need to know about pHCLE certification
- Using Canva and other tech tools for digital engagement
- Marketing and Branding Tools

Conference proposals should be submitted via this [Google Form](#).



IASPA's 17th Annual Conference
Registration is Open! Agenda Coming Soon!



Webinar Wednesdays

Putting the Human in Human Resources

Who?

Dr. Phil Georgia
Director of HR
Lake Forest Schools
&

Dr. Jeff McHugh
Deputy Superintendent K-12
Lake Forest Schools

What?

Join our hosts as they share about teacher shortages and unsupportive climates clouding the joy of shaping future lives and generations. This session will focus on how educational leaders can create a culture of retention by valuing each employee's humanity in every interaction with HR, from hiring to discipline to benefits.

When?

Wednesday, October 18, 2023
12:00PM - 1:00PM (CST)

WW 10.18.23

Human Resources & Business Office: A Perfect Pair

Who?

Angelica Romano
Executive Director of HR
Glenbrook HSD 225
&

Nina Youabb
Senior HR Specialist
Glenbrook HSD 225

What?

Join our hosts as they facilitate an interactive discussion with the audience to share common challenges between HR and the business office that can create dysfunctional processes and animosity. They will share strategies Glenbrook HSD 225 has implemented to facilitate effective communication, high productivity, and a culture of trust between the two departments. You will leave this webinar with ideas that can boost the opportunity for a great relationship.

When?

Wednesday, November 1, 2023
12:00PM - 1:00PM (CST)



What are members chatting about?

- Paraprofessional Job Descriptions
- Employee Stay and Exit Interviews/Surveys
- Board Contributions to Health Insurance Premiums
- How long do you advertise a position
- Mandatory Employee Trainings from ISBE
- Internal Audit

Join a conversation today!

Member Tid Bits

Upcoming Regional HR Network Meetings:

10.27.23

Sterling/Rock Island/Moline/DeKalb/Silvis

Check out the [Events](#) page for Business Partner and Law Firm Partner events going on this month!

Check it out!

2023 REGIONAL CONFERENCES

**PROFESSIONAL DEVELOPMENT COMING
TO CENTRAL AND SOUTHERN ILLINOIS
THIS OCTOBER!**

Superintendents, business managers, human resource directors and office support staff can learn about a variety of school business, human resource and community engagement topics.

EAST PEORIA

October 25, 2023

EFFINGHAM

October 26, 2023

The Illinois Association of School Business Officials (Illinois ASBO) and the Illinois Association of School Personnel Administrators (IASPA) are excited to partner together to bring you two full-day professional development opportunities this fall!



ILLINOIS
Association of School Business Officials



IASPA
Illinois Association of School
Personnel Administrators

**Get Your Career Conditioned for Success at the Regional
Conferences!**

Attain a thorough understanding of the topics that matter most at the 2023 Regional Conferences in East Peoria on Wednesday, October 25 or Effingham on Thursday, October 26. Designed to meet the unique needs of Superintendents, Business Managers, Human Resource Directors, Facility Directors, Food Service Directors and Office Support Staff, these conferences will elevate your skills and provide resources for all of the responsibilities you have in your school district. Learn and grow with colleagues from your region to discuss solutions and best practices.

Session Topics Include:

- Invest in Yourself. Ignite Others.
- Faith's Law — Implementation Issues You May be Facing
- Putting the Human in Human Resources
- Life of a Cyber Attack from the Eyes of the Superintendent and Tech Director

- [And much more!](#)

[Click Here for Registration Info!](#)



IASPA Committee Involvement

Are you interested in becoming more involved with IASPA? Consider joining a committee! Check out the list of current IASPA Committees and a brief description of their primary focuses.

[Join a Committee!](#)

Employment Opportunities



Check out the current postings:

Asst. Supt. for Business/CSBO
HR Systems Specialist

Post your vacancy today!

[JOB BOARD](#)



Illinois Association of School Personnel Administrators | 1770 South Randall Road A104,
Geneva, IL 60134

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