

# *IASPA This Week*

October 2, 2023



## IASPA



Illinois Association of School  
Personnel Administrators

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

Join Today!

## **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!



Engage with a community of PK-12 practitioners.



Learn about cross-industry best practices in HR.



Explore real-world scenarios to deepen your understanding.

## In-Person Learning

Immerse yourself in two consecutive days of in-person learning designed to actively engage you in reflection and application of the pHCLE standards.

### Day 1

Welcome & Introductions  
Foundations of HCM

- Strategy
- Experience Management

Talent Acquisition

- Planning & Preparation
- Recruitment
- Hiring

### Day 2

Talent Development

- Orientation & Onboarding
- Performance Management
- Training & Development

Total Rewards

- Compensation & Benefits
- Work-Life Integration
- Career Management

Foundations of HCM

- Process Management

**Nov 7-8, 2023**

**8 a.m. – 3 p.m.**

**Stevenson High School District Office**

Lincolnshire, IL



Scan the QR code or visit [iaspa.org/events/](https://iaspa.org/events/) to register.

## Online Coursework

### 1 Foundations of HC Management

Prepare to learn.

- HCLE Guiding Principles
- Strategy
- Process Management
- Risk Management
- Experience Management

### 2 Talent Acquisition

Find, attract, and hire talent.

- Planning & Preparation
- Recruitment
- Hiring

### 3 Talent Development

Foster learning and growth.

- Orientation & Onboarding
- Performance Management
- Training & Development

### 4 Total Rewards

Incentivize and reward staff.

- Compensation & Benefits
- Work-life Integration
- Career Management

*Questions? Contact [learn@exmi.org](mailto:learn@exmi.org).*

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, a detailed description of Breakout Session Options will be available [this week!](#)

## 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	9:30AM - 10:30AM
Networking Break	10:30AM - 10:45AM
Breakout Session #2	10:45AM - 11:45AM
Lunch (included) & Networking	11:45AM - 12:30PM
Breakout Session #3	12:30PM - 1:30PM
Networking Break	1:30PM - 1:45PM
Legal Updates	1:45PM - 2:15PM
Ask Anything Panel!	2:15PM - 3:00PM
Closing Remarks	3:00PM - 3:15PM

Register Today!

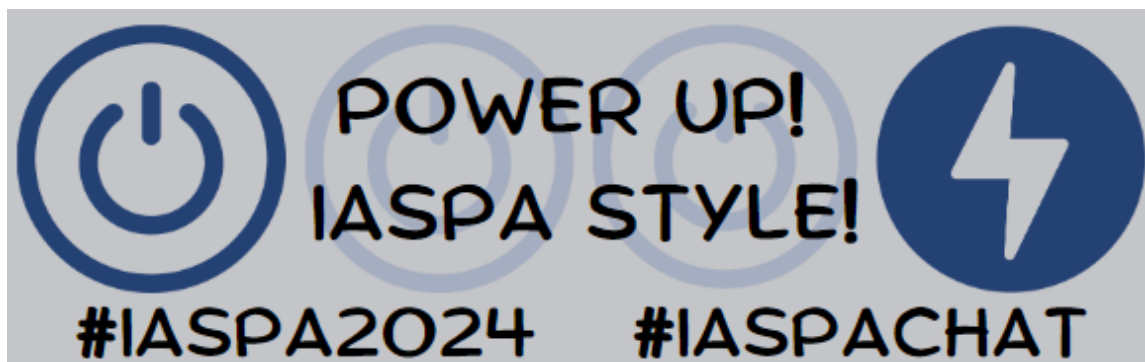


Calling all IASPA members!

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!

[Register Here](#)

The logo for IASPA ADMIN ACADEMIES. It features the text "IASPA ADMIN ACADEMIES" in a serif font. The word "IASPA" is in a light blue color, while "ADMIN ACADEMIES" is in a dark blue color. A white outline of the state of Florida is positioned behind the text, and a blue classical column is integrated into the letter "I" of "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 #3859 10.27.23

AA #3993 01.24.24

AA #3859 02.27.24

AA #3993 03.22.24



## 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)

### **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

WW 10.18.23

relationship.

**When?**

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

WW 11.01.23



### What are members chatting about?

- School Psychologist Interns
- Physical Demands Job Analysis
- Verifent
- IL Transportation Benefits Program Act
- National Medical Support Order Questions
- Onboarding Documents

Join a conversation today!

### Member Tid Bits

#### Upcoming Regional HR Network Meetings:

**10.13.23**

PACT (DuPage County)

**10.27.23**

Sterling/Rock Island/Moline/DeKalb/Silvis

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

[Click Here for Registration Info!](#)

A photograph of four diverse professionals in business attire. A woman on the left is pointing at a laptop screen held by a man in the center. A woman on the right is also looking at the screen, and a man on the far right is pointing towards it. They appear to be in a collaborative meeting.

**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:

HR Systems Specialist  
Asst. Supt. for Business Services/CSBO  
CSBO/CPA  
Director of HR

[Post your vacancy today!](#)

[JOB BOARD](#)

## New Members Spotlight

The following members have joined the IASPA organization in the month of September 2023. Welcome New Members!

Jay Simpson - Triad CUSD 2  
Haley Marti - Flossmoor SD 161  
Solly Garcia - Benjamin SD 25  
Lisa Luna - Crete-Monee SD 201-U  
Elizabeth Bridier - Crete-Monee SD 201-U  
Karen Norville - Homer CCSD 33C  
Jessica Ellis - Crete-Monee SD 201-U  
Dana Holman - Crete-Monee SD 201-U  
Janet Owens - Niles Township HSD 219  
Colleen Santo - Homer CCSD 33C  
Chan Lee - Niles Township HSD 219  
Michelle Pujol - Glenbrook HSD 225  
Tami Stice - Jacksonville SD 117  
Scott Carlson - Northbrook/Glenview SD 30  
Rebecca Horan - Batavia SD 101  
Mischelle Frega - Batavia SD 101  
Bridget Bryant - Leyden CHSD 212  
Brandon Woodrome - Mascoutah CUSD 19  
Christine Zelaya - Oak Park SD 97  
Maria Arroyo - Joliet SD 86  
Emilie Hendrix - West Prairie CUSD 103  
Bich Kuhns - Crete-Monee SD 201-U  
Markesha Parker - Danville SD 118

Yuneh Pemberton - Indian Prairie CUSD 204

Tanya Carter - Lansing SD 158

Renithea Williams-Donson - Indian Prairie CUSD 204

Regina Collins - Thornton Fractional Township HSD 215

Michele Yates - Chicago Ridge SD 127.5

Gayatri Bandaru - Indian Prairie CUSD 204

Frank Mander - Belvidere SD 100



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

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