

# *IASPA This Week*

September 18, 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!

## 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](http://HCLLeader.org).

**Questions? Contact us [learn@exmi.org](mailto: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/](http://iaspa.org/events/)

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

**IASPA'S SIGNATURE EVENT**  
**HR ESSENTIALS**  
**2023**

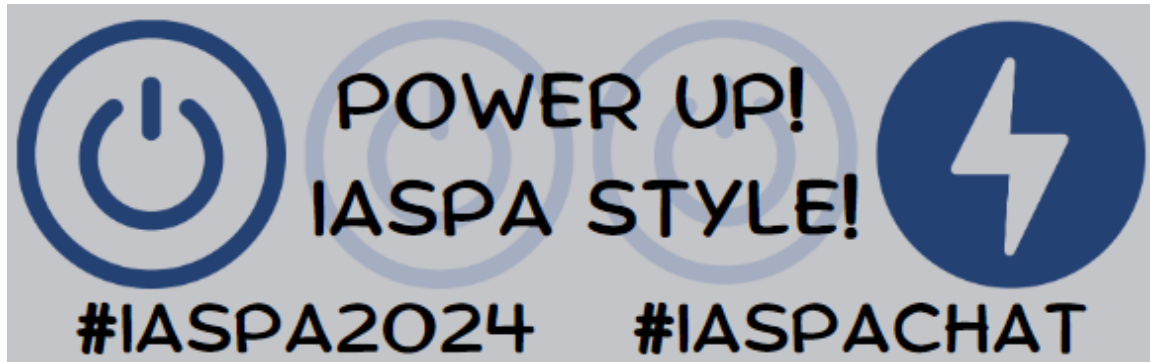
**Nov. 9, 2023 | 8:30am**

**Registration is open!!!**

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.

[Register Today!](#)



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

[Register Here](#)

The logo for "IASPA ADMIN ACADEMIES" is centered on a light grey background. The word "IASPA" is in a smaller, blue, sans-serif font. "ADMIN" and "ACADEMIES" are in a larger, dark blue, serif font. A white outline of the state of Florida is positioned behind the text, with a blue classical column integrated into the letter "I" of "ACADEMIES".

**AA next week, not too late to sign up!**  
**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



 **Thursday, September 28, 2023**  
 8:30 AM - 12:30 PM (CDT)  
 Kane County Regional Office of Education  
28 North 1st Street  
Geneva, IL 60134-2285  
United States

[Register Here!](#)

### Additional Admin Academies:

AA #3859 10.24.23

AA #3859 10.27.23

AA #3993 01.24.24

AA #3859 02.27.24

AA #3993 03.22.24



## WW in 2 days! Webinar Wednesdays

### Faith's Law - Lessons Learned panel discussion

#### Who?

Panel of  
HR leaders

#### What?

Join us as we debrief, discuss and digest lessons learned through implementing the new Faith's Law Trailer Bill.

#### When?

Wednesday, September 20, 2023  
12:00PM - 1:00PM (CST)

WW 09.20.23

### 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





## 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](#) by **September 30, 2023**.



## What are members chatting about?

- Onboarding Documents
- Job Description - Instructional Coach
- Administrator Retirement Incentive Program
- HR Exit Checklist
- Evaluations for Teachers on a Leave of Absence

Join a conversation today!

### Professional Associate Network



### Member Tid Bits

You can now register for all of the upcoming PAN Meetings through June 2024!

PAN Meeting Q4 2023

PAN Meeting Q1 2024

PAN Meeting Q2 2024

# AASPA'S 85<sup>TH</sup> ANNUAL CONFERENCE



**LATASHA GILLESPIE**

**STEVE CADIGAN**



**KARITH FOSTER**



**Oct. 3-6, 2023**  
**Anaheim, CA**

**Keynote Speakers for AASPA's 85th Annual Conference!**  
**Less than a month away!**

[Registration Information](#)

## **2023 REGIONAL CONFERENCES**

E. Peoria- October 25, 2023  
Effingham- October 26, 2023



Illinois ASBO is partnering with the Illinois Association of School Personnel Administrators (IASPA) once again to bring you exciting professional development this fall!

Engage with colleagues from across the state about the issues that matter most to you during valuable networking time, and learn more about how school



districts in your area are handling current challenges and providing solutions. Designed to meet the needs of superintendents, business managers and office support staff statewide, this conference will elevate your skills and provide resources for all of your responsibilities in your school district.

[Click Here for Registration Info!](#)



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:

CSBO/CPA  
Director of HR  
Human Resources Assistant  
Payroll Coordinator  
Benefits Coordinator  
Payroll Bookkeeper

Post your vacancy today!

[JOB BOARD](#)



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

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