

IASPA Substitute Summit

NIU Naperville

May 29, 2025

8:00 AM

Registration and Breakfast

8:20 AM

Welcome and Top 10

LINDSAY JONAS
IASPA
SPENCE 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!

SANDIE BENHART
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

Sub Ready: Training Guest Teachers for Success (TBD)

BLOOMINGTON D87

11:45 AM

Licensed to Sub

CHERYL MOORE
DIRECTOR OF HR
NORTH COOK ISC

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!

12:30PM

Lunch & Sub Spark- Igniting Ideas for Guest Teacher Success

1:15 PM

They Did What?

CHERYL MOORE
DIRECTOR OF HR
NORTH COOK ISC

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

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



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