

AASPA Personnel Administrator Boot Camp

January 31 - February 1, 2019

8:00 a.m.

Hyatt Regency San Antonio Riverwalk - San Antonio, TX

Basic and Advanced Training Includes:

- Recruitment
- HR Legislation
- Hiring
- Employee Evaluation

Take charge of your career, increase your knowledge, and gain the respect of your peers and superiors with career enhancing professional development. AASPA Personnel Administrator Boot Camp is an engaging learning experience and will help you ignite your passion for human resources.

Our most popular regional meeting, this two-day workshop offers a variety of essential topics for all HR administrators. Breakouts follow two strands of topics - one for the basic HR professional and another for the more advance administrator. Topics include recruitment, HR legislation, hiring, employee evaluation, employee discipline and more!

For more information or to register online, visit www.aaspa.org/events

Name _____

Title _____

School District/Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Dietary Restrictions? _____ Vegetarian _____ Gluten Free _____ Allergies/Other _____
(Specify)

Emergency Contact Name _____ Emergency Contact Phone _____

REGISTRATION FEE

Member Price: \$295 / Non-member Price: \$350 (Thru Dec. 14, 2018)

Member Price: \$325 / Non-member Price: \$380 (After Dec. 14, 2018)

CANCELLATION POLICY: All registration (credit card, purchase order and send payment) cancellations must be made in writing & received no later than January 4, 2019 and will incur a \$75.00 cancellation fee. Cancellations received on or before this day will be refunded less a \$75.00 cancellation fee. Refunds are not granted for failure to attend, late arrival or early departure. AASPA is not responsible for medical or weather related cancellations or for airfare, hotel or other costs associated with the Boot Camp if the registrant is unable to attend. Purchase orders are accepted as a courtesy and are considered a guarantee of payment. Any cancellation of a registration guaranteed with a purchase order will be subject to the same cancellation policy. I understand that by selecting "Send Payment" I agree to the above cancellation policy. No refunds will be issued for cancellation requests made after this date.

Payment Method

_____ Check _____ Purchase Order # _____

Credit Card Number: _____

_____ AMEX _____ MC _____ Visa _____ Discover • Exp. Date: _____ Security Code: _____

Signature _____

Who Should Attend:
HR Directors,
Superintendents,
Assistant
Superintendents,
Principals, Business
Officials, School
Administrators

For Hotel Reservations contact the Hyatt Regency San Antonio Riverwalk at (210) 222-1234. Please mention AASPA Boot Camp to receive the group rate of \$159 + tax by January 4, 2019.



RETURN REGISTRATION FORM TO:
American Association of School Personnel Administrators
7201 W. 129th Street, Suite 220
Overland Park, KS 66213
P: (913) 327-1222 F: (913) 327-1223
Register online at www.aaspa.org/events or email sandy@aaspa.org

Tentative Agenda

AASPA's Personnel Administrator Boot Camp

January 31 – February 1, 2019 – Hyatt Regency San Antonio Riverwalk
San Antonio, TX

WEDNESDAY, JANUARY 30		
06:30 pm – 08:00 pm	Networking Reception	
THURSDAY, JANUARY 31		
	BASIC TRAINING	ADVANCED MANEUVERS
07:30 am – 08:00 am	Continental Breakfast & Registration	
08:00 am – 08:15 am	Welcome & Introductions <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	
08:15 am – 09:30 am	Leading a Culture of Service Excellence Through Rewards & Recognitions – <i>Kelly Coash-Johnson</i>	
09:30 am – 10:45 am	HR 101: A Primer for Newbies – <i>Dr. Kim Chambers</i>	Branding Your HR Department – <i>Brian White</i>
10:45 am – 11:00 am	Networking Break – <i>Sponsored by Upbeat</i>	
11:00 am – 12:00 pm	Employee Handbooks: What to Include & What Not to Include – <i>Scott Macdonald</i>	ADA – <i>Robb Decker</i>
12:00 pm – 01:00 pm	Networking Lunch – <i>Sponsored by EDUStaff</i>	
01:00 pm – 02:00 pm	Employee Discipline – <i>Brian White</i>	Top 10 FLSA Mistakes to Avoid – <i>Amy Campbell</i>
02:00 pm – 03:15 pm	Legal Update & Best Practices in FMLA Administration – <i>Scott Macdonald</i>	How to Hire a Teacher – <i>Lolly Guerra</i>
03:15 pm – 03:30 pm	Networking Break	
03:30 pm – 04:30 pm	Overview of Federal Laws	Stop Procrastinating! Eat That Frog! – <i>Jennifer Wooley</i>
04:30 pm – 06:30 pm	Networking Reception	
FRIDAY, FEBRUARY 1		
	BASIC TRAINING	ADVANCED MANEUVERS
08:00 am – 09:15 am	<u>Breakfast Table Talks</u> - Recruitment/Retention - My Teacher Did What?!?! - Attracting and Working with the New Generation Breakfast Sponsored by <i>Proximity Learning</i>	
09:15 am – 10:45 am	Sponsor Presentations	
10:45 am – 11:00 am	Networking Break	
11:00 am – 12:15 pm	Onboarding & Orienting New Teachers – <i>Jennifer Wooley</i>	Personnel Investigations – Jameson Baker
12:15 pm – 01:30 pm	Networking Lunch	
01:30 pm – 02:45 pm	Best Practices in Teacher Evaluation	Wage and Hour Issues for Schools
02:45 pm – 03:00 pm	Wrap Up & Evaluation <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	



For a detailed agenda with session names & descriptions go to www.aaspa.org/bootcamp.

This event has been approved for pHCLE credit.