

Session Titles and Descriptions
AASPA Personnel Administrator Boot Camp
January 31 - February 1, 2019 – Hyatt Regency Riverwalk, San Antonio, TX



Employee Discipline

Presented by Brian White, SPHR, SHRM-SCP, Executive Director of Human Resources and Operations, Auburn-Washburn USD 437, Topeka, KS

The goal of employee discipline is to address and correct performance concerns. You don't need ESP to be effective, but you will learn about "E.S.P." and its importance to changing behaviors and performance. Participants will learn how to provide feedback in a way to best communicate with an employee to improve performance concerns before they become a disciplinary issue. Unfortunately, there will be times where discipline becomes necessary. Best practices for documentation and writing effective discipline will also be discussed.



Employee Handbooks: Practical & Legal Considerations, How to Create, What to Include & What Not to Include

Presented by Scott Macdonald, Senior Associate, Macdonald & Associates, Middletown, CT

Attendees will learn the purposes of employee handbooks, how to create and revise handbooks, what to include and not include (a checklist will be provided), how to organize and customize the handbooks, practical and legal implications, tips and common mistakes.



Branding Your HR Department – Human Resource Branding

Presented by Brian White, SPHR, SHRM-SCP, Executive Director of Human Resources and Operations, Auburn-Washburn USD 437, Topeka, KS

Your district's brand directly affects recruiting, employee engagement, and retention. Learn how to assess your brand, build a plan, and make a positive impact to attracting and retaining talent. This session will provide real world examples from two school districts and their HR brand journeys along with a template to evaluate your employment website.



The Family and Medical Leave Act: Best Practices in FMLA Administration

Presented by Scott Macdonald, Senior Associate, Macdonald & Associates, Middletown, CT

Attendees will learn about best practices in FMLA administration, along with useful, practical tips and tools will be provided that will enable attendees to facilitate FMLA administration through HR staff and train supervisors. Documents and forms will be provided to use in managing FMLA leaves.



Hiring and Interviewing Basics: How to Avoid the Pitfalls

Presented by Lolly Guerra, Executive Director, TASP, Austin, TX



This session will provide an overview of the basics of hiring and interviewing school personnel with a focus on hiring teachers.



HR 101: A Primer for Newbies

Presented by Dr. Kim C. Chambers, Director of Human Resources, Adlai E. Stevenson High School District 125, Lincolnshire, IL

New to HR? Excited, but nervous? Join us for this session geared toward new HR Administrators. Learn HR basics, tips and tricks of the trade.



Leading a Culture of Service Excellence Through Rewards & Recognitions

Presented by Kelly Coash-Johnson, Executive Director, American Association of School Personnel Administrators, Overland Park, KS

As school personnel administrators we strive to lead our teams in a culture of service excellence. Do we know and understand what drives our employees and increases their service of excellence? We often think we know what our employees want when it comes to rewards and recognitions programs. Learn what really works when it comes to motivation and employee engagement. Discover what some school districts have done and see how we can align our own program to a culture of excellence.



Personnel Investigations

Presented by Jameson Baker, Attorney, Walsh, Gallegos, Trevino, Russo & Kyle P.C., San Antonio, TX

Investigations come in all shapes and sizes. This session will focus on how to conduct an effective and thorough personnel investigation, with specific emphasis on obtaining evidence to support employment action.



Recruiting and Onboarding New Teachers and Administrators

Presented by Jennifer Wooley, Director of Human Resources, Bullitt County Schools, Shepherdsville, KY

Join us to gather some new ideas for recruiting and onboarding new educators in your district. We will take a look at a number of ideas including a district recruitment fair, new educator induction, principal internship program, and onboarding meetings for new principals, to name a few.

Responding to Allegations of Sexual Harassment or Misconduct

Presented by Robert T. Schindler, Attorney, Lusk Albertson PLC, Detroit - Grand Rapids, MI

Allegations of sex-based harassment or misconduct are often one of the most difficult things for school HR professionals to deal with. From changing legal standards and regulations, to compliance with Board policy, to protection and fair treatment for all parties, to the political and social concerns that may be unearthed in the process, there are a lot of potential landmines to deal with in these situations. This session will focus the dos and don'ts of responding to allegations of sexual harassment or misconduct. We will discuss what those phrases really mean and what are your legal obligations in responding to such claims. We will also discuss some practical considerations in investigating these types of claims.

Responding to Social Media Usage by Staff

Presented by Robert T. Schindler, Attorney, Lusk Albertson PLC, Detroit - Grand Rapids, MI

In a day and age when anyone can publish anything at any time, social media can drive school officials mad. Unfortunately, it isn't just the students whose social media usage can lead to trouble and potential discipline – in fact, sometimes the adults are even worse. This session will discuss the First Amendment and how it applies to public school staff members; how that analysis applies to the usage of social media by staff; and when and how public schools can respond when social media usage by staff members crosses the line.

Stop Procrastinating! Eat That Frog!

Presented by Jennifer Wooley, Director of Human Resources, Bullitt County Schools, Shepherdsville, KY

Focus on the important work and keep technology from dominating your time. Join us for a concise summary of author Brian Tracy's book *Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*.

This Place is Going to the Dogs

Presented by Robb Decker, Attorney, Walsh, Gallegos, Trevino, Russo & Kyle P.C., San Antonio, TX

A Review of the American with Disabilities Act, including your responsibilities related to service animals.

Top 10 FLSA Mistakes to Avoid

Presented by Amy Campbell, Managing Compensation Consultant HR Services, TASB, Austin, TX

The Department of Labor investigators are more active than ever, collecting more than \$1.2 billion in back wages over the past five years. In FY 2017, over \$270 million was collected on behalf of more than 240,000 employees. On average, the DOL collected \$1,125 for each employee due back wages. This is a strong reminder that it is critical for school districts to comply with federal law in order to avoid costly fines, penalties, and payment of back wages. Come learn the top 10 mistakes school districts make and how to avoid them.



Human Capital Leaders in Education Professional Standards

Strategic Alignment

Learn how to align the human capital management system into your district's organizational strategy. Sessions will focus on performing strategic analysis, department strategic plans and embedding ethical principles in PK-12 HR.

Communications

Using different communication strategies to ensure effective implementation of human capital management systems is vital to the success of PK-12 HR. Sessions in this strand will focus on developing a communication plan, crafting messages and enlisting a variety of resources and stakeholders to successfully communicate and implement a message.

Sustainability & Risk Management

As the laws surrounding employee needs shift, how can your district ensure it is following all of the regulatory requirements while still meeting goals and objectives? Sessions in this strand will help you apply knowledge of current law and regulations to manage risk as well as develop sustainable human capital systems and services.

Continuous Improvement

Sessions in this strand will address how you are serving the internal customers in your department as well as yourself when it comes to developing a successful human capital management system. Learn how to evaluate and facilitate change for the betterment of your organization.

Workforce Planning

Learn how to analyze staffing requirements to meet strategic goals and create job descriptions that reflect position requirements. We will address how to develop a workforce plan that addresses gaps through hiring, promotion, professional development or reassignment.

Human Resource Branding

Do you have an organizational brand for your department? Presenters from this strand will share how they have developed their own brand and message to showcase the culture and diversity of their organization. Learn how to build employee buy in and ensure consistent messaging across targeted communication channels.

Sourcing & Recruiting

Recruitment and acquiring highly effective talent is a school district's highest priority and HR's biggest challenge. Sessions in this strand will share how districts are building programs and leveraging partnerships to identify sources of highly-qualified candidates and building a pipeline of potential educators. Learn strategies for job fairs and grown-your-own programs.

Selection & Placement

Developing a selection and placement process for your human capital management system can be a difficult task. Sessions in this strand will explore how to manage your organization's selection process and utilize tools in a cost effective manner. We will explore how to establish policies for employee placement and how to align your employee placement decisions for the workforce needs.

Onboarding

Do you have a new employee mentoring program? Come and learn the best practices in onboarding your new employees. Learn how some districts are coordinating a comprehensive orientation that introduces employees to not only the job, but the culture and climate of the organization. Sessions on new employee mentoring and mentor selection process will be shared.

Training & Development

Sessions in this strand will focus on the topics that contribute to the development and growth of a productive school workforce. Learn how to apply best practices in adult learning and develop unique professional development programs for teachers, substitutes and central administration.

Performance Management

Performance management is a key component of employee development and growth. Sessions in this strand will help you learn how to use multiple measures to implement a comprehensive evaluation system. Additionally, sessions will cover addressing employee discipline, providing feedback, improvement plans and managing voluntary and involuntary employee changes and departures.

Career Ladders & Succession Planning

How do you identify and develop your key employees? Learn how to support your high-potential employees and empower them to increase their engagement in your organization. Sessions in this strand will address succession planning programs that assess readiness and prepare employees to assume leadership positions through coaching, mentoring and professional development.

Employee Engagement

How are you measuring your employee engagement? Come and learn how others are creating opportunities to strengthen employee engagement and increase organizational performance through measurement and facilitation.

Rewards & Recognitions

What drives and motivates your staff? Sessions in this strand will address different ways to establish and maintain a process for rewarding and recognizing excellence within your organization.

Compensation & Benefits

Having a compensation system that is aligned with your organization's goals and vision of instructional improvement is vital to recruitment and retention of the best candidates and teachers. Sessions in this strand will show best practices for determining the elements and structure of a benefits system and how to administer these programs.

Organizational Culture

Are you fostering a culture that supports learning through diversity and inclusion? Come and learn how districts are assessing and addressing gaps between current and desired organizational culture. Learn how you can identify factors that impede diversity and inclusion and design systems and processes that promotes instead.