

Tentative Agenda
AASPA's Personnel Administrator Boot Camp
January 31 – February 1, 2019 – Hyatt Regency San Antonio Riverwalk
San Antonio, TX

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 – Sponsored by Upbeat	
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 – Sponsored by EDUStaff	
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	How to Hire a Teacher – <i>Lolly Guerra</i>	Legal Update & Best Practices in FMLA Administration – <i>Scott Macdonald</i>
03:15 pm – 03:30 pm	Networking Break – Sponsored by PSST	
03:30 pm – 04:30 pm	Stop Procrastinating! Eat That Frog! – <i>Jennifer Wooley</i>	Responding to Social Media Usage by Staff – <i>Robert Schindler</i>
04:30 pm – 06:30 pm	Networking Reception	
FRIDAY, FEBRUARY 1	BASIC TRAINING	ADVANCED MANEUVERS
08:00 am – 09:15 am	Breakfast Table Talks - Recruitment/Retention - My Teacher Did What?!?! - Attracting and Working with the New Generation Breakfast Sponsored by Proximity Learning	
09:15 am – 10:45 am	Sponsor Presentations	
10:45 am – 11:00 am	Networking Break	
11:00 am – 12:15 pm	Personnel Investigations – <i>Jameson Baker</i>	Responding to Allegations of Sexual Harassment or Misconduct – <i>Robert Schindler</i>
12:15 pm – 01:30 pm	Networking Lunch	
01:30 pm – 02:45 pm	Onboarding & Orienting New Teachers – <i>Jennifer Wooley</i>	Overview of Federal Laws – <i>Dr. Justin Schooley</i>
02:45 pm – 03:00 pm	Wrap Up & Evaluation <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	