

BOOT CAMP

June 27 - 28, 2019

Baltimore Marriott Waterfront Hotel | Baltimore, MD

Hit your targets by taking charge of your career, increasing your knowledge, and gaining 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.

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 advanced administrator.

Basic and Advanced Training Includes:

- Recruitment
- Hiring
- Employee Discipline
- HR Legislation
- Employee Evaluation
- And Much More!

For more information or to register online, visit www.aaspa.org/boot-camp/.

Name: Title:

School District: Address:

City: State: Zip:

Phone: Email:

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

Emergency Contact Name: Emergency Contact Phone:

REGISTRATION FEE

Member Price: \$325 / Non-member Price: \$375 (Thru May 17, 2019)

Member Price: \$350 / Non-member Price: \$400 (After May 17, 2019)

CANCELLATION POLICY: All registration (credit card, purchase order and send payment) cancellations must be made in writing & received no later than May 31, 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: Exp. Date: Security Code:

Billing Zip: Signature:



Hotel Reservations

Visit <https://book.passkey.com/go/AASPA2019SummerBootCamp> to reserve your hotel room. Please mention AASPA Boot Camp to receive the group rate of \$159 + tax by June 3, 2019.



Who Should Attend

HR Directors, Superintendents, Assistant Superintendents, Principals, Business Officials & School Administrators

Tentative Agenda

AASPA's Personnel Administrator Boot Camp

June 27 - 28, 2019 – Baltimore Marriott Waterfront Hotel
Baltimore, MD

THURSDAY, JUNE 27	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	FLSA
10:45 am – 11:00 am	Networking Break	
11:00 am – 12:00 pm	Employee Handbooks: Practical & Legal Considerations, How to Create, What to Include & What Not to Include – <i>Scott Macdonald</i>	Recruiting & Onboarding New Teachers & Administrators
12:00 pm – 01:00 pm	Networking Lunch	
01:00 pm – 02:00 pm	How to Hire a Teacher	Branding Your HR Department
02:00 pm – 03:15 pm	Legal Update & Best Practices in FMLA Administration – <i>Scott Macdonald</i>	ADA
03:15 pm – 03:30 pm	Networking Break	
03:30 pm – 04:30 pm	Overview of Federal Laws	Social Media & the Internet
04:30 pm – 06:00 pm	Networking Reception	
FRIDAY, JUNE 28	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 - Onboarding Programs - Getting Off to a Great Start in HR	
09:15 am – 10:45 am	Sponsor Presentations	
10:45 am – 11:00 am	Networking Break	
11:00 am – 12:15 pm	Employee Discipline	Diversity in Hiring
12:15 pm – 01:30 pm	Networking Lunch	
01:30 pm – 02:45 pm	Best Practices in Teacher Evaluation	Investigations
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.