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 *Kelly Coash-Johnson, Executive Director, AASPA*	
08:15 am – 09:30 am	Leading a Culture of Service Excellence Through Rewards & Recognitions – *Kelly Coash-Johnson*	
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 – *Scott Macdonald*	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 – *Scott Macdonald*	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	Breakfast Table Talks - Recruitment/Retention - My Teacher Did What?!?! - Onboarding Programs - Getting Off to a Great Start in HR - Attracting and Working with the New Generation	
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 *Kelly Coash-Johnson, Executive Director, AASPA*	