

**Session Titles and Descriptions**  
**AASPA Personnel Administrator Boot Camp**  
**June 27-28, 2019 – Baltimore Marriott Waterfront Hotel, Baltimore, MD**



**Conducting Employee Investigations**

*Dr. Jane Wildesen, Director of HR & Employee Relations, Garrett County Public Schools, Garrett County, MD*

Attendees will learn best practices when conducting an employee's investigation for certificated employees (6-202) and non-certificated employees (4-205) and whether there is a negotiated provision for arbitration of "just cause" for discipline and discharge. Attendees will learn how to conduct a consistent and thorough Loudermill hearing as part of due process procedures. The importance of coordinating with law enforcement agencies when conducting an employment investigation will also be discussed.



**Diversity & Cultural Responsiveness**

*Shelly H. Bazemore, Ed. D., Coordinator of Field & Clinical Placements/Educational Consultant, Virginia State University, VA & Jeannine N. Williams, HR Recruiter/Educational Consultant, Peoria Public Schools, Peoria, IL*



Are you seeking more effective ways in developing and implementing diversity strategies in your recruiting, hiring, and retaining of your teachers, staff, and students from diverse backgrounds? How are you developing your teaching faculty and/or staff and cultivating a school culture that is responsive to the needs of your students? To learn more, we ask that you attend our diversity and culturally responsive training. We will help you begin transforming your school into a culturally responsive community that meets the needs of your students, faculty, and staff. This presentation will allow you to examine what diversity means to you and help you learn how to encourage your existing students and employees to embrace it? Further, you will have the opportunity to explore what cultural responsiveness is and how you can motivate your school community to hold it as a value. We will discuss ways to inspire public leaders, faculty, staff, and students to respect your division's growing diversity and encourage their influence and willingness to be responsive among your diverse employees and students. We bring methods to help your school community become culturally responsive and increase diversity in your schools.



**Employee Discipline: Everything You Need to Know**

*Dr. Jane Wildesen, Director of HR & Employee Relations, Garrett County Public Schools, Garrett County, MD*

The most effective practices when it comes to employee discipline are about making the work environment safe and pleasant for both employees and the organization. Creating an atmosphere of trust and respect between administrators and employees ensures a more seamless process when it comes to employee discipline. That starts with clear communication and continues through consistency. In order to maintain order and respect in the workplace, school personnel administrators need to have a plan in place that will benefit everyone involved. Attendees will acquire best practices when it comes to effectively disciplining an employee.



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

*Scott D. Macdonald, Esq., SPHR, SHRM-SCP, Managing Director, 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.



**The Family & Medical Leave Act: Best Practices in FMLA Administration**

*Scott D. Macdonald, Esq., SPHR, SHRM-SCP, Managing Director, 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.



**A Federal Employment Law Primer**

*Adam E. Konstas, Attorney, Pessin Katz Law, P.A., Towson, MD*

The landscape of federal employment law is vast and ever-changing. This primer for new and developing HR professionals will examine best practices and pitfalls for compliance with federal employment laws applicable to public school systems, including the ADA (and ADAAA), ADEA, FMLA, Title VII, Section 504 of the Rehabilitation Act, COBRA, and more. Attendees will come away from the presentation with enhanced issue-spotting skills and a better understanding of this formidable landscape.



**Hired to Retired: High-Quality Induction for Retention**

*Beth Dalton, Assistant Superintendent for HR, Kildeer Countryside Community Consolidated School District 96, Buffalo Grove, IL*

Studies show that new teacher turnover can be cut in half by providing a comprehensive induction program. In addition, induction programs are one of the best ways to begin to acculturate new employees into your school system. This presentation will introduce you to one school district's program and offer ways in which you can design a program that meets your needs.



**HR 101: A Primer for Newbies**

*Beth Dalton, Assistant Superintendent for HR, Kildeer Countryside Community Consolidated School District 96, Buffalo Grove, 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.

**OB Keeping Them is Paramount! – Effective Active Engagement Strategies to Train & Retain Your New Teachers**

Annette Brinkman, Retired Director of Teacher and Administrator, Induction and Intervention, Granite School District, Salt Lake City, UT

**EE** Many new teachers experience frustration and leave the profession and leave students with very little learning because they do not have high levels of active student engagement. Many new teachers are missing the foundations of classroom management. Participants in this session will experience a framework and data collection method that will enable them to develop and personalize a plan of action to empower a new teacher with the Big 8 (expectations, proximity, attention prompts, cueing, time limits, signals, tasking (active student engagement) and voice).

**OC Leading a Culture of Service Excellence Through Rewards & Recognitions**

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.

**RM Social Media & the Internet**

Adam E. Konstas, Attorney, Pessin Katz Law, P.A., Towson, MD

A raunchy social media post by one of your teachers just went viral. What do you do? In this session, we will explore the First Amendment and how it applies to public school staff members through their use of social media and best practices for the school system's response.

**PM Working with Struggling Teachers**

Annette Brinkman, Retired Director of Teacher and Administrator, Induction and Intervention, Granite School District, Salt Lake City, UT

Participants will leave the session with the tools to diagnose struggling teachers and provide prescriptive assistance for immediate growth through:

1. Understanding specific diagnostic data collection tools and the processes that will enable them to determine the initial point of interaction and specific skills and strategies to work with a struggling teacher.
2. Discussing and analyzing leveled components of effective classroom management for all teachers to maximize student engagement.
3. Utilizing the continuum of evaluation--collaboration to determine the appropriate stance for working with a struggling teacher.

The session will include:

- Problem Identification: knowledge base of off-task behavior being a result of other problems not the cause of a chaotic, unengaged classroom.
- Diagnosis of Management Problems: data collection tools to identify problems associated with off-task behavior.
- Determining the Stance of Interaction: knowledge of the fluidity of movement between stances and initial starting points.
- Debriefing Consultation: knowledge of bridging consulting and coaching in a debriefing conversation.
- Coaching for Classroom Management and Active Student Engagement: knowledge and selection of coaching questions to lead to forward movement with a specific management skill.



# 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.