

AASPA's 71st Annual Conference
Pre-conference Workshops
Tuesday, October 13, 2009

AM Half-Day Workshops

#1: Connecting Your Employees through Training (a.m.)

One of the key functions of an HR organization is to provide for and document a wide variety of training activities for employees, and sometimes even volunteers. This session will provide participants with an understanding of mandatory and optional training and documentation requirements to ensure that your HR operation is properly attending to this important function.

Sherrie Evans, hrmPlus, Black Diamond, WA

#2: Creating a Culture for Professional Development Through the Teacher Evaluation Process (a.m.)

Attendees will develop an understanding of a research-based evaluation process focused on instruction, professional development and best practice as defined by Charlotte Danielson.

Dr. Lori Belha, Assistant Superintendent for Human Resources, CUSD #200, Wheaton, IL

#3: What's new under the FMLA Sun?: The least you need to know! (a.m.)

The Family and Medical Leave Act is one of the most essential laws for personnel professionals to be familiar with. This session will assist you in clarifying the requirements of the law in simple terms so that you will be able to carry out compliance of the law confidently. Learn what's new in family and medical leave regulations including, employee eligibility changes, increased employer and employee notice requirements, intermittent leave and chronic health conditions, communicating with employee health care providers, fitness for duty certification, updated case law since 2006 and more. We will also cover the new military caregiver leave and qualifying exigency rules by looking at what it is, who can take it and the documentation, notice and certificate issues that may arise.

Daniel R. Murphy, Attorney, McLocklin, Murphy & Dishman LLP, Winder, GA

#4: Using Authentic Assessment in the Hiring Process (a.m.)

How do you improve the chances that the individual you select for a position will succeed? Traditional hiring practices tend to rely on structured interviews and perfunctory reference checks. While these practices have merit, a more robust hiring process can increase the probability that the individual you select for a position is, in fact, the most high qualified applicant in the pool. Come hear and share innovative hiring practices with the author of the AASPA publication, "How to Hire a Teacher."

Dr. David G. Title, Superintendent of Schools, Bloomfield Public Schools, Bloomfield, CT

#5: Develop a Staff Retention and Engagement Plan for Your District (a.m.)

The cost of staff turnover and low employee morale during these times of tight budgets take a significant toll on district performance. In this pre-conference session you will build a step-by-step engagement and retention action plan for your district using a proven methodology and research that has delivered up to 30% reduction in annual staff turnover amongst both small and large districts across the country. We will cover: two methods for measuring factors impacting staff retention & engagement, putting metrics in place, how to understand the signs of turnover risk, a variety of solutions to use for your findings, such as leadership and career development strategies, how to successfully implement a systemic approach to staff retention and engagement that will yield significant improvement results over the long haul, and how to get buy-in from your board to take action. Your take away from the session is a plan for your own district.

Dr. B. Lynn Ware, President & CEO, Integral Talent Systems, Inc., Palo Alto, CA

#6: A Balanced HR model for Reduction in Force (a.m.)

The author has been CPO in three school districts for over twenty years and has been a school district HR auditor for another decade. He has integrated Theory and Practice into his HR practice. Using case studies and theoretical schemata, he will unpack serious HR issues to reveal workable procedures in HR operations.

Dr. Thomas P. Johnson, Personnel Consultant, The HR Bullpen, Harwich Port, MA

PM Half-Day Workshops

#7: New to HR? Get Connected! (p.m.)

During this session participants will learn what it takes to organize and manage the daily HR routines, including the use of an operational calendar and other tools designed to help leaders create functionality and accountability for HR services. Participants will also learn what areas of training will be key for their own HR leadership growth.

Sherrie Evans, hrmPlus, Black Diamond, WA

#8: Documentation – Legal Requirements and Best Practices (p.m.)

One of the most vital practices in human resource management is that of maintaining proper employee documentation. Webster's Third International Dictionary (1986) defines the word "documentation" as "the act or instance of furnishing or authenticating with documents." Documentation begins with the initial hiring process and continues on almost a day-to-day basis with special circumstances and events that arise during employment. It is certainly a key when dealing with employee separation issues and because of lengthy statutes of limitations and numerous record retention laws, now demands attention well past an employee's separation from employment. This session will cover selected legal requirements in school personnel documentation and provide best practice tips across the entire employment continuum.

Dr. Nancy Biggs, Associate Superintendent for Human Resources, Lincoln Public Schools, Lincoln, NE

#9: Customer Service Superstars – Support Staff Training (p.m.)

The customer is always right. Right? Join Janet Caldon for an upbeat and inspirational three hours. This workshop offers a paradigm shift in thinking about customer service for individuals at all levels in education - front office staff, administrators, and leaders in human resources. Participants will learn about issues relevant to their role in education, discover keys to effective communication, and develop skill sets to launch them well on their way to superstar status. You'll walk away re-tooled and inspired to server your customers with greater energy, understanding, and the answer to that age-old question...The customer is always right!

Janet Caldon, Office Manager, Lister Elementary School, Tacoma WA

#10: Cultural Diversity and Inclusion: Embrace Bias to Reach Diversity (p.m.)

Individuals will always have biases and prejudices, as will the communities they create. Recognizing these facts is vital and, when paired with proper action, invaluable. Difficulties arise when a person acts on a bias to negatively affect someone. The roots of illegal discrimination lie in biased hurtful actions toward others. School administrators, staff and students must learn not to cross the line between having a personal bias and acting on that bias. This session will help to teach people to think before they act, and to understand the legal ramifications of their actions.

Mary Jo McGrath, Attorney & CEO, McGrath Training Systems, Inc., Santa Barbara, CA

#11: What's New? An Overview of Hot Issues for School Personnel Administrators. (p.m.)

The challenges for school personnel administrators to keep up with legal developments have never been greater. This pre-conference session will review the most important and interesting developments in school personnel administration, including changes in the Americans with Disabilities Act, changes in the Family and Medical Leave Act, and the impact of the American Recovery and Reinvestment Act (the Economic Stimulus legislation) on personnel practices. In addition, recent case law developments on due process, privacy, free speech and other constitutional rights will be reviewed. Opportunity for questions will also be provided.

Tom Mooney, Esq., Shipman and Goodwin, Hartford, CT

#12: Intentional Leadership and Inspired Workplaces...Simply Transforming Schools to Achieve Seismic Student Outcomes™ (p.m.)

The strategic management of human capital – getting the best from people – has gained national visibility and momentum among thought leaders as quite possibly *the* most important avenue for improving student achievement. Participants will be involved in a real time case study and be introduced to the human capital drivers of student achievement. The McBassi People Index™ will be discussed and used by participants to assess their district's and/or school's human capital practices. Using the results of the Index assessment participants will experience Intentional Leadership and Inspired Workplaces - Simply Transforming Schools™ - a leadership problem solving process that weaves data together with systems thinking frameworks – powerful, yet simple to use diagnostic tools - to identify the sources of current challenges.

Sandra Chavez, President, Performance By Design, Callawassie Island, SC