

AASPA's 72<sup>nd</sup> Annual Conference

Pre-conference Workshops

Tuesday, October 12, 2010

**AM Half-Day Workshops (9:00 am – 12:00 pm)**

1. ***Beware the Technology Tidal Wave – Learn about HR and Technology Needs BEFORE You Make Key Decisions***

Technology has become the buzz word in our world today. Before you jump on your board and tackle that big wave, you should be aware of key issues related to the safety and welfare of your organization and your team.

The session will include a review of:

- Assessment and Planning Function
- Understanding hardware requirements
- Understanding software requirements
- Understanding the requirements of your HR operation
- Understanding your staff requirements
- Tools to Plan Technology Directions
- Leadership Keys
- Implementation Elements

*Sherrie Evans, Managing Director, hrmPlus, LLC, Black Diamond, WA*

2. ***Generations at Work: Managing the Veterans, Boomers, Xers, and Nexters in Your School District –***

This session will provide background information and tools to assess “generational preparedness” at work and how to address the needs of each cohort. Using real-life experiences and the latest research in generational studies, this session will provide attendees with effective and concrete steps that can be taken in the HR office to ensure that your faculty and staff “play well with others”.

*Dr. Liz Duran Swinford, Associate Superintendent for HR, East Baton Rouge Parish School System, LA &*

*Dr. Keith Westman, Vice President, General ASP / AppliTrak, Skokie, IL*

3. ***What’s New? An Overview of Hot Issues for School Personnel Administrators –***

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*

4. ***The AASPA National Credential Project – From a Blank Page to Implementation and Beyond***

The Board of Directors of AASPA has created a National Credential. The Process began with a blank sheet of paper and some AASPA publications. The presenter was the design consultant assigned to developing ideas for the credential. This presentation will outline how the consultant approached the task and show how the design includes the essential six functions of Human Resource (Personnel) work in School systems.

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

5. ***Employment Interviewing: Interrogation or Managed Conversation***

Managing conversations is a powerful way to assess candidates’ competencies and talents without asking questions. It is both honest and disarming. Interviewers who have used this approach have reported it to be refreshing, authentic, exciting, and effective. This highly interactive workshop helps employment interviewers get past the exaggerations, rehearsed responses, prepared speeches, and even the deceptions that show up in today’s interviews. It also helps experienced interviewers refine and add to their existing tool box of interviewing approaches and strategies. Based upon the 20 years plus history of behaviorally based interviewing and the science of interpersonal communication, participants will work in small groups creating job

descriptions/profiles, determine key competencies, and designing managed conversation prompts to use in mock interviews. Every participant will experience the managed conversation approach as both the candidate and as the interviewer. Participants will acquire several of the core skills needed to apply Managed Conversations to their own schools and will leave with a) a list of conversational prompts they can use in their own schools; b) the ability to convert their back home interview questions into conversational prompts; and c) the practical knowledge of how to connect the job, the job description, the required competencies, and the managed conversation assessment.

*Matthew Britt & Sean Mahar*

#### **6. New Insights Into the People Factors That Power Teaching and Learning –**

New strategies to acquire, manage and pay teachers for performance are a timely and reasonable response to today's school performance challenges. While necessary, they are not sufficient to sustain a workforce that achieves seismic impact. Three key strategies are being overlooked in the equation to improve teaching effectiveness – The impact of a school's workplace conditions; A valid metric that provides insight into the leading indicators of student learning; and The need to build leadership capacity to use new information and systems thinking frameworks to create desired workplaces that drive improved student outcomes. Participants will be introduced and invited to experience two powerful tools – The McBassi People Index™ - a powerful predictor of a school's capacity to serve teacher needs and interests and a leading indicator of student growth; and The Systems Thinking Road Map – a problem solving process that weaves data into systems thinking frameworks. These tools will provide HR professionals, schools and district leaders with the opportunity to take informed action and chart a path forward - towards the creation of inspired workplaces where people want to do their best – and children are supported to learn their most.

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

### **PM Half-Day Workshops (1:00 pm – 4:00 pm)**

#### **7. Be Ready for the Wave – Know How to Conduct Effective Investigations**

Whether you are new to HR or have many years of experience, knowing and understanding the rules and techniques of a quality investigation are key tools for your HR toolkit. During this session attendees will be introduced to key investigation procedures presented by a seasoned veteran with thirty years experience involving employee misconduct and investigation related issues. The session will include a review of:

- The value of a good investigation
- Elements of highly effective investigations, with detailed information for each element or step of the process.
- Documentation requirements

Attendees will also participate in practice investigations!

*Sherrie Evans, Managing Director, hrmPlus, LLC, Black Diamond, WA*

#### **8. When It's Time to Dismiss –**

Employee or teacher dismissal is the last thing you ever want to do. It's complicated, time-consuming and costly. But to be afraid to dismiss someone when it is warranted is even more costly in terms of harm to student achievement and the proper functioning of the school district. Less than one percent of a teaching staff would ever be the subject of a dismissal hearing. That's why it is vital that the workshop also give administrators the tools and skills they need to promote excellence in the other 99 percent of their teachers. For that remaining one percent who cannot or will not improve, we need to spend time on discipline and dismissal that includes a mock dismissal trial. The mock trial materials have built-in deficiencies based on common mistakes made by school administrators. Participants are given the opportunity to fix those mistakes before arguing their cases. When administrators know that the practice of transferring poor teachers to another school will not be permitted, they see the importance of doing their jobs well on a daily basis. Knowing how to take the appropriate action when it is time to dismiss is crucial.

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

**9. Striking a Balance: an Update on Public Employee Constitutional Rights –**

Public employers act on behalf of government, and as such they are constrained by constitutional requirements in supervising and disciplining employees. This pre-conference session will review the constitutional issues of greatest concern to school personnel administrators, including privacy, search and seizure, free speech, free exercise, due process and equal protection. The discussion will address the special challenges presented by the electronic age, including email and social networking sites.

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

**10. Documentation: Anything Printed, Written, Relied Upon to Record or Prove Something - the What, When, Where, How and Why of Documentation.**

This session will focus on the creation, maintenance and utilization of all forms of documentation in the personnel area, whether generic, such as employee handbooks and policies, or individualized, such as performance assessments and disciplinary letters. Understanding the proper use of documentation can serve to dissuade and defend legal claims, but also can help a school district avoid having its own documentation used against it in support of claims of harassment, retaliation, etc.

*M. Jane Turner, Esq., Duff, White & Turner, LLC, Columbia, SC*

**11. Building Engaged Schools in Trying Times: A Rx for Success**

School districts across the United States are being forced to cut budgets — and teaching staff. But a strategic approach by human resource leaders can lessen the negative effects in the school district now and provide a competitive edge later when the economy improves. This fast-paced session focuses on a prescription for maximizing the people-potential in your school district. This session provides insights, based on Gallup's extensive research on employee and student engagement, into building world-class environments for employees to work in and students to learn in. Participants will learn the elements of productive workgroups and review the relationship among teacher engagement, student engagement, and student achievement. They will also discover how to gain access to the Gallup Student Poll at no cost to schools or the district.

*Dr. Gary Gordon, Gallup Education Strategic Consultant, Gallup Consulting, Omaha, NE*

**12. Designing Your Own Pay for Performance Program From Start to Finish –**

Is your district thinking about implementing a pay for performance program? Learn from successful practitioners how to design, market, and fund a pay for performance program that is customized to address the needs of your district. Participants will use decision making tools to craft their own program and will learn about the design characteristics of successful compensation programs across the nation. Leave with a start to finish plan that you can take back to your district to start writing your own pay for performance story!

*Amy Holcombe, Executive Director of Talent Development, Guilford County Schools - Mission Possible, Greensboro, NC & Dr. Shirley Morrison, Chief HR Officer, Guilford County Schools, Greensboro, NC*