

**Tentative Agenda**  
**AASPA's Personnel Administrator Boot Camp**  
**January 26 - 27, 2012 – Catamaran Hotel – San Diego, CA**

<b>TIME/JANUARY 26</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
0730 to 0800	Continental Breakfast & Registration	
0800 to 0815	Welcome & Introductions <i>Dr. Michael Redburn</i>	
0815 to 0930	Leadership and Challenges <i>Sherrie Evans</i>	
0930 to 1045	Organization of the Personnel Office – <i>Dr. Nancy Biggs</i>	Recruiting and Staffing Formulas – <i>Carrie Durley</i>
1045 to 1100	Break	
1100 to 1200	Employee Handbooks and Publications – <i>Dr. Jane Webb</i>	Employee Discipline – <i>Dr. Howard Ebmeier</i>
1200 to 1300	Lunch	
1300 to 1400	How to Hire a Teacher – <i>Carrie Durley</i>	FMLA – <i>Dr. Jane Webb</i>
1400 to 1515	Record Keeping and Documentation – <i>Sherrie Evans</i>	Dealing with the Media – <i>Dr. Arthur Holmes</i>
1515 to 1530	Break	
1530 to 1630	Employee Selection Practices – <i>Dr. Howard Ebmeier</i>	Political Realities of School Leadership – <i>Dr. Nancy Biggs</i>
1630 to 1830	Networking Reception	
<b>TIME/JANUARY 27</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
0800 to 0900	Breakfast Table Talks - Recruitment/Retention - Onboarding Programs - HR Leadership During Tough Economic Times - Attracting and Working with the New Generation - Getting Off to a Great Start in HR	
0900 to 1015	Writing and Maintaining Effective Job Descriptions – <i>Sherrie Evans</i>	Evidence 101 – <i>Brian Bock &amp; Ed Saucerman</i>
1015 to 1030	Break	
1030 to 1145	Overview of Federal Laws – <i>Dr. Nancy Biggs</i>	Evidence 201 – <i>Brian Bock &amp; Ed Saucerman</i>
1145 to 1245	Lunch	
1245 to 1345	Sponsor Presentations	Sponsor Presentations
1345 to 1445	Induction Programs – <i>Dr. Jane Webb</i>	Performance Pay – <i>Carrie Durley</i>
1445 to 1500	Break	
1500 to 1615	Proactive Evaluations – <i>Brian Bock</i>	
1615 to 1630	Wrap Up & Evaluation	