

AASPA's Personnel Administrator Boot Camp  
June 26-27, 2008 – The Galt House – Louisville, Kentucky

<b>TIME/JUNE 26</b>	<b>Basic Training</b>	<b>ADVANCED MANEUVERS</b>
0730 to 0800	Continental Breakfast & Registration	
0800 to 0830	Welcome & Introductions <i>Dr. Jody Shelton</i>	
0830 to 0845	The Importance of the HR Office <i>Dr. Jody Shelton</i>	
0845 to 1030	Organization of the Personnel Office	FMLA
1030 to 1045	Break	
1045 to 1200	How to Hire a Teacher	Recruiting and Staffing Formulas
1200 to 1300	Lunch	
1300 to 1400	Overview of Federal Laws	Teacher Evaluations
1400 to 1500	Contract Management	Dealing with the Media
1500 to 1515	Break	
1515 to 1630	Boot Camp for Negotiators	Using Technology to Recruit the Best Teachers
1630 to 1830	Networking Reception	
<b>TIME/JUNE 27</b>	<b>BASIC TRAINING</b>	<b>ADVANCED MANEUVERS</b>
0800 to 0900	<u>Breakfast Table Talks</u> - Negotiations - Recruitment/Retention - ICIS - NCLB Reauthorization Issues - Attracting and Working with the New Generation - Building Community in the Workplace	
0900 to 1045	Employee Supervision	Handling EEOC Complaints
1045 to 1100	Break	
1100 to 1200	Employee Handbooks and Publications	Political Realities of School Leadership
1200 to 1300	Lunch	
1300 to 1400	Sponsor Presentations	Sponsor Presentations
1400 to 1415	Break	
1415 to 1515	Record Keeping and Documentation	Writing Job Descriptions
1515 to 1615	Induction Programs	Conducting Internal Audits of the HR Department
1615 to 1630	Wrap Up & Evaluation <i>Dr. Jody Shelton</i>	

**ATTENTION ALL SCHOOL PERSONNEL PROFESSIONALS:**

**PERSONNEL ADMINISTRATOR**  
**BOOT CAMP**



**AASPA IS NOW ACCEPTING RECRUITS FOR BOOT CAMP TO LEARN BASIC AND ADVANCED MANEUVERS OF SURVIVAL ON THE SCHOOL PERSONNEL BATTLEFIELD.**

**PLEASE REPORT:  
0800 HOURS  
JUNE 26-27, 2008  
THE GALT HOUSE  
LOUISVILLE, KENTUCKY**

**BASIC AND ADVANCED TRAINING WILL BE OFFERED IN VARIOUS AREAS, INCLUDING:**

**RECRUITMENT • HR LEGISLATION • HIRING • EMPLOYEE EVALUATION  
• MENTORING • AND MORE!**

**SIR, YES, SIR! I WANT TO ENLIST FOR BOOT CAMP!**

Name \_\_\_\_\_  
(Please Print)

Title \_\_\_\_\_

School District/Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Province/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Registration Fee: Member Price: \$275 U.S. / Nonmember Price: \$325 (Prior to May 23, 2008)  
Member Price: \$300 U.S. / Nonmember Price: \$350 (After May 23, 2008)

All registration cancellations must be made in writing & received no later than June 12, 2008. Cancellations received on or before this day will be refunded less a \$50.00 cancellation fee. **No refunds will be issued for cancellation requests made after this date.**

Check  Purchase Order  Credit Card Number: \_\_\_\_\_

( AMEX  MC  Visa  Discover) Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**TO REGISTER: FAX OR MAIL THIS FORM TO AASPA**

For hotel reservations, call The Galt House at 800-843-4258 and mention the AASPA Boot Camp.

AASPA • 11863 W 112<sup>th</sup> Street, Suite 100 • Overland Park, KS 66210  
Ph (913) 327-1222 • Fax (913) 327-1223 • www.aaspa.org