

Registration Information
For Questions Contact
Oaspa.exec.dir@gmail.com

\$200-OASPA District Members
\$250-Non-Members

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Ohio Association of School Personnel Administrators

**Administrative Assistants'
Conference**

October 19th & 20th, 2023

Embassy Suites

**5100 Upper Metro Pl.
Dublin, OH 43017**

Agenda Day 1

1:00-1:30	Registration		
1:30-1:45	Welcome and Introductions	Marion Stout Allyson Couch	OASPA Treasurer Oakwood City Schools HR Director
1:45 - 2:30	HR Dept/Ethics	Diane Brunsman	
2:30 - 3:15	Communication Strategies	OSPRA	
3:15 - 3:30	Break		
3:30 - 4:30	Generational Diversity	Kelly Neff	
4:30 - 5:30	Social Hour and Hors D'oeuvre		
5:30 - 6:30	Dinner		
6:30 - 8:00	Keynote Speaker- 9 Types of People You Need in Your Success Circle	MJ Abell	

Agenda Day 2

7:00 - 8:00	Breakfast and Registration		
8:00 – 8:15	Welcome	Allyson Couch	Oakwood City Schools HR Director
8:15 - 9:15	Ask the Lawyer	Bevely Meyers	Bricker Graydon LLP
9:15 - 10:15	Choose One Google Contracts & Licensure Canva	Deb Tschirhart Marion Stout Britni McKinniss	SOITA MCESC HR Director MCESC HR Coordinator
10:15- 10:30	Break		
10:30 - 11:30	Choose One Google FMLA How to Pick HR System	Deb Tschirhart Marion Stout Britni McKinniss Allyson Couch	SOITA MCESC HR Director MCESC HR Coordinator
11:30 -12:15	Choose One Google Departmental Relationship Record Keeping	Deb Tschirhart Allyson Couch Marion Stout	SOITA Oakwood City Schools HR Director MCESC HR Director
12:15 - 12:45	Lunch		
12:45 - 1:45	HR Round Robin/Audit Checklist	Allyson Couch	Oakwood City Schools HR Director
1:45 - 2:45	Onboarding	Marion Stout Allyson Couch	MCESC HR Director Oakwood City Schools HR Director
2:45 - 3:15	Prizes and Closing		