

OASPA

Ohio Association of School Personnel Administrators

**ADMINISTRATIVE
ASSISTANTS' SEMINAR**

**REGISTRATION INFORMATION
FOR QUESTIONS CONTACT
oaspa.exec.dir@gmail.com**

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*\$50 - OASPA District Members
\$100 - Non-Members*

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REGISTRATION**

*Special thanks to Steve Rogaski and
Educational Service Center of Cuyahoga
County for hosting the event!*

November 7, 2016

*Educational Service Center
of Cuyahoga County*

*6393 Oak Blvd, Essex Pl.
Independence, Ohio 44131*

Ohio Association of School Personnel Administrators
Educational Service Center of Cuyahoga County
Administrative Assistants' Seminar

AGENDA

MONDAY, NOVEMBER 7, 2016

7:45-8:15	Registration & Breakfast (provided)	Facilitator, Claire Shands-Waag, HR Director-PEP
8:10-8:50	Welcome, introductions, announcements, Dr. Michael Barnes, NEOASPA President-Elect, OASPA Regional Rep.	2) Topics in HR Part II-Sharing Best Practices- Database, Employee leaves, Employee training, Reports for Board/Superintendent, Entering Board agenda items, Salary, Seniority lists & Coaching Permits. Facilitator, Kathy Burnett, Director of Human Resources, Mentor Exempted Village Schools
8:50-9:40	HR Protocols "Best Practices" Joelle Magyar, Superintendent, Brecksville-Broadview Hts.	
9:40-9:50	Break	
9:50-11:50	How-to Breakout Sessions: Choose one from each section (Bring your laptops!)	1:35-2:35 Family and Medical Leave Act – How to calculate hours; collective bargaining implications; ADA issues; how to simplify the process; what questions to ask the caller; what are you allowed to ask? What kind of surgeries qualify and can you ask? What are the legal questions an administrative assistant can ask the employee? Presenter, Eric Johnson from Walter-Haverfield, Co., LPA
(9:50-10:45) Same Session Being Offered		
	1) Topics in HR Part I-Sharing Best Practices BCI/FBI, LPDC, Volunteers, Board personnel & Reports. Facilitator, Claire Shands-Waag, HR Director-PEP	
	2) Topics in HR Part I-Sharing Best Practices BCI/FBI, LPDC, Volunteers, Board personnel & Reports. Facilitator, Kathy Burnett, Director of Human Resources, Mentor Exempted Village Schools	
		2:35-2:45 Break
(10:50-11:45) Choose One Session		
	1) Licensure-Classified, Presenter, Susan Maroney, PRR Human Resource Manager, Euclid Schools	2:45-3:45 Stump the lawyer! Bring your questions! Presenter, Eric Johnson from Walter-Haverfield, Co., LPA
	2) Licensure-Certified, Presenter, Laurel Chapman, RESA Coordinator, Cleveland Hts. – University Hts. CSD	3:45-4:00 Feedback and evaluations – give your honest feedback and include other topics we can develop for future workshops and seminars.
11:50-12:35	Lunch (provided)	
12:40-1:30 Same Session Being Offered		
	1) Topics in HR Part II-Sharing Best Practices- Database, Employee leaves, Employee training, Reports for Board/Superintendent, Entering Board agenda items, Salary, Seniority lists & Coaching Permits.	

Save the Date-Spring Seminar
March 9, 2017