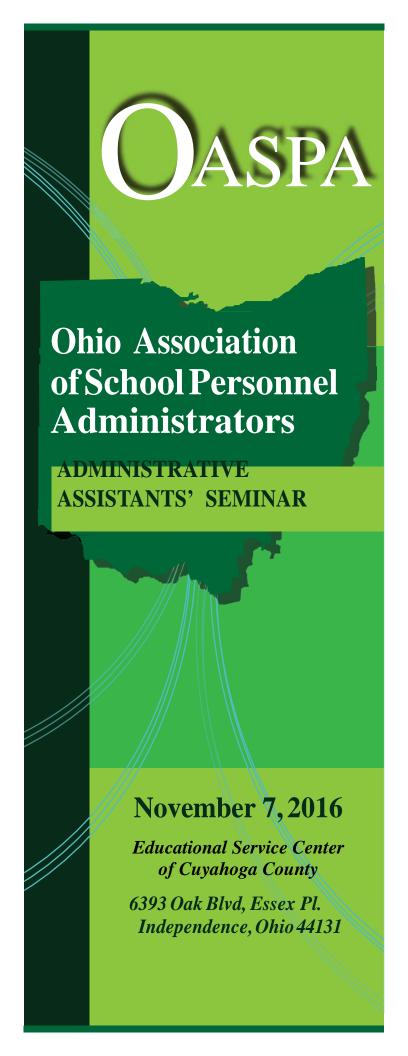
# REGISTRATION INFORMATION FOR QUESTIONS CONTACT oaspa.exec.dir@gmail.com

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



## OhioAssociation of School Personnel Administrators Educational Service Center of Cuyahoga County Administrative Assistants' Seminar

#### **AGENDA**

#### MONDAY, NOVEMBER7, 2016

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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,
8:50-9:40 HR Protocols "Best Practices" Joelle Magyar, Superintendent, Brecksville-Broadview Hts.  9:40-9:50 Break	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
9:50-11:50 How–to Breakout Sessions: Choose one from each section (Bring your laptops!)  (9:50-10:45) Same Session Being Offered	1:35-2:35 Family and Medical Leave Act – How to calculate hours; collective bargaining implications; ADA
1) Topics in HR Part I-Sharing Best Practices BCI/FBI, LPDC, Volunteers, Board personnel & Reports. Facilitator, Claire Shands-Waag, HR Director-PEP	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
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	questions an administrative assistant can ask the employee?  Presenter, Eric Johnson from Walter-Haverfield, Co., LPA
(10:50-11:45) Choose One Session	2:35-2:45 Break 2:45-3:45 Stump the lawyer! Bring your questions!
Licensure-Classified, Presenter, Susan Maroney, PRR Human Resource Manager, Euclid Schools	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
11:50-12:35 Lunch (provided)	we can develop for future workshops and seminars.
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.	Save the Date-Spring Seminar

March 9, 2017

training, Reports for Board/Superintendent, Entering Board agenda items, Salary,

Seniority lists & Coaching Permits.