

Illinois Association of School Personnel Administrators:
HR Essentials Workshop

Thursday, December 6, 2018

Forest View Educational Center - 2121 S. Goebbert Road, Arlington Heights, IL 60005

9:00 - 9:30	Registration and Continental Breakfast	D100/101
9:30 - 9:45	Welcome and Opening Remarks <i>Mr. Michael Johann, IASPA Executive Director</i>	Theatre/ Auditorium
9:45 - 10:45	Licensure Update - Shirley Bloom, North Cook Intermediate Service Center <i>Learn about the latest and greatest in ISBE licensure</i>	Theatre/ Auditorium
10:45 - 11:00	Break	
11:00 - 12:00	Customer Service in the HR Office - Laurie Campbell, Oak Park Elementary School District 97 <i>Why is customer service key to success in the HR Office? Who are our customers? How can we create a welcoming HR Office for all of our customers?</i>	Theatre/ Auditorium
12:00 - 12:45	Lunch	D100/101
12:45 - 1:45	Breakout Sessions <i>Topics are offered twice, please select one each session</i>	
	- Travel Expense Reimbursements and Gift Bans - A Guide to Compliance with School District Employee Travel Reimbursements and Gifts Laura Knittle and Mohammed Lakhani, Kriha Law, LLC <i>This session will cover the Local Government Travel Expense Control Act and the Gift Ban provisions of the State Officials and Employee Ethics Act to provide attendees with the tools to be sure that your district is in compliance.</i>	Arlington Room
	- Frontline Product Updates and Solutions Lori Massey, Bill Bollenbach, Frontline Education <i>Learn about the updates to Frontline Insights as well as changes to Frontline modules (Absence Management, Professional Growth, and Recruiting and Hiring). Use the system to its fullest capacity with tips and tricks from veteran Frontline trainers.</i>	Board Room
	- The Dos and Don'ts of FOIA and the HR Office Anthony Loizzi; Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP <i>This session will cover the basics of FOIA as related to personnel files and other HR-related documents.</i>	Room C102

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1:45 - 2:00	Break	
2:00 - 3:00	Breakout Sessions <i>Topics are offered twice, please select one each session</i>	
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Many thanks to our presenters for their support of IASPA and the professional learning of its members!

A special thank you to Kurt Laakso, the District 214 staff, and the facilities staff of Forest View Educational Center.