

Monday, October 13, 2025

7:30 - 8:30 a.m.	Registration and Breakfast Buffet
8:30 - 8:45 a.m.	Welcome and Introduction
8:45 - 9:45 a.m.	Session 1 – Legal Issues (Leslie Story) The Director of TASB Legal Services will provide information about common legal HR issues in schools, including contracts, nonrenewals and terminations, complaints and grievances, and prevention of legal problems.
9:45 - 10 a.m.	Break
10 - 11 a.m.	Session 2 – Strategic Hiring and Staffing (Shannon Burns and Cheryl Hoover) This session will introduce available tools and framework for conducting initial position analyses in your district and identify components necessary for implementing strategic hiring processes for all positions.
11 - 11:30 a.m.	Session 3 – Connecting with Others (April Mabry)
11:30 a.m. - 12:30 p.m.	Lunch
12:30 - 1:30 p.m.	Session 4 – Certification Basics (Kathy Cervantez, TASPA) This session will lay the groundwork for understanding and navigating certification rules, including routes to certification, types of certificates, and assignment criteria.
1:30 - 2:30 p.m.	Session 5 – Employee Investigations (Jennifer Barton and Nicolle Gee-Guzman) This session will provide information about employee investigations, including processes and procedures, documentation, strategies to address employee behavior, mandatory reporting requirements, and the Do Not Hire Registry.
2:30 - 2:40 p.m.	Break
2:40 - 3:40 p.m.	Session 6 – Understanding Leave (April Mabry and Cheryl Hoover) This session will provide a broad overview of leaves and point attendees to resources such as board policies and HR Services materials to help better understand employee entitlement, calculation, and administration of leaves.

3:40 - 4:30 p.m.

Session 7 – Hot Topics and HR Challenges (April Mabry and Jennifer Barton)

Join this interactive session where HR Services staff present HR-related situations and involve participants in determining the best way to address the issues.

Tuesday, October 14, 2025

7:30 - 8:30 a.m.

Breakfast Buffet

8:30 - 9:30 a.m.

Session 8 – Introduction to Wage and Hour Law (Erin Kolecki)

This session will address the requirements of the Fair Labor Standards Act (FLSA) as applied to public employers, including minimum wage, understanding exemption status, and overtime pay.

9:30 - 9:45 a.m.

Break

9:45 - 10:45 a.m.

Session 9 – Compensation Practices (Lauren Wurman and Keith McLemore)

This session will provide an understanding of compensation practices for determining employee pay including an overview of job market analyses, simple adjustments of pay plans, and beginning pay administration.

10:45 - 11:45 a.m.

Session 10 – Strategic HR (Amy Campbell and Karen Dooley)

HR in education traditionally has focused on compliance and employment processes and transactions. This session will explain how you can lead your department to become a strategic partner to district leadership. Tools for examining current processes and strategic actions for each critical HR function will be provided.

11:45 a.m. - 12 p.m.

Wrap up and door prize drawing