



# Academy Registration

**Dates:** January 19-20, February 23-24, March 22-23, 2018  
8:30 to 4:00 p.m. and Spring Conference April 5, 2018

**Location:** Tolleson Elementary School District Office  
9261 W. Van Buren St.  
Tolleson, Arizona 85353

ASPAA Personnel Academy is a great professional opportunity for anyone who works in a school district to learn about the critical components of school district human resources. The Personnel Academy provides practical hands-on knowledge that is often cited by Academy graduates as critical to their success in the profession. The Personnel Academy provides access to experienced HR professionals and colleagues for support and networking opportunities.

## REGISTRATION FORM

Please use a separate form for each registrant.

Printed Name		Position/Title	
District/School/Organization			
Street Address			
City		State	Zip Code
Telephone	Fax	E-mail	

**Personnel Academy registration fee includes meals (Breakfast, lunch and snacks), resource materials, Certificate of completion and registration to the ASPAA Spring Conference on April 5, 2018.**

- Full Personnel Academy Registration includes:
  - Certificate of Completion and Spring Conference Registration (April 5, 2018) \$395
- Two Day Session Registration (Select session below)
  - Session I January 19-20, 2018 \$150
  - Session II February 23-24, 2018 \$150
  - Session III March 22-23, 2018 \$150

**TOTAL DUE**     \$ \_\_\_\_\_

### REGISTRATION DEADLINE IS JANUARY 10, 2018

A check and/or purchase order must accompany your registration. Please make payable to ASPAA. **Academy fees are non-refundable.**

Any Questions regarding the Personnel Academy can be directed to:  
Dr. Ramona Lomeli, Director, Personnel Academy  
[Rlomeli@tesd.k12.az.us](mailto:Rlomeli@tesd.k12.az.us) Telephone: 623-533-3910

Mail completed registration form and check or purchase order payable to ASPAA to:  
**ASPAA**

**Attn: Connie Moore**  
PO Box 8016  
Glendale, AZ 85312     Email: [info@aspaa.org](mailto:info@aspaa.org) Phone: (623) 853-3034

**HOTELS WITHIN THREE MILES OF ACADEMY SITE:**

- Hilton Garden Inn at 11460 W. Hilton Way, Avondale, AZ 85323. 623.882.3351
- Homewood Suites at 11450 W. Hilton Way, Avondale, AZ 85323. 623.882.3315
- Courtyard Marriott at 1650 N. 95<sup>th</sup> Ln., Phoenix, AZ 85037. 623.293.9567

Office Use Only:
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## **Tentative Topics**

- **Introduction to ASPAA Academy**
- **Arizona Certification 101**
- **Highly Qualified and Equitable Distribution of Effective Teachers**
- **The Human Resource Function**
- **Professionalism in the Workplace**
- **Board Policies**
- **Marketing 101: Best Practices in Talent Acquisition**
- **The Hiring Process and Orientation of New Employees**
- **Staffing; Elements of Position Control, Forecasting Personnel Needs**
- **Evaluations and Performance Improvement**
- **FMLA, ADA, Fair Labor Standards Act**
- **Conducting Investigations**
- **Substitute Teachers**
- **Teacher Performance Compensation**
- **Understanding Employee Insurance (Benefits)**
- **Dealing with the Affordable Care Act**
- **Wellness Programs**
- **Termination of Certificated and Classified Personnel**
- **Industrial Compensation, Return to Work programs**
- **Staff Recruitment and Retention**