



Texas Association of School Personnel Administrators

San Antonio Area Personnel Skills for Supervisors of Non-Exempt Staff

Hosted by Judson ISD,

Thursday, June 18, 2009, 8:00 a.m. to 3:30 p.m.

Judson ISD, 8012 Shin Oak Drive, San Antonio TX 78233

for map & directions click on the link below

<http://www.judsonisd.org/district/HumanResources/Directionsto8012ShinOakDrive.cfm>

Who Should Attend

This program is designed for supervisors of any non-contract personnel including paraprofessional, transportation, maintenance, custodial, and cafeteria staff, **as well as principals and personnel directors who work with these supervisors**. Attendees to this workshop will learn must-know information for their job!

AGENDA

- 8:00 - 8:30 a.m. **Registration/Continental Breakfast/Networking**
- 8:30 - 8:45 a.m. **Welcome**
- 8:45 - 10:00 a.m. **Generational Differences** – Kristina Vidaurri, Principal, JISD
- 10:00- 10:45 a.m. **Effective Hiring Practices** – Daniel Kershner, Interim Associate Superintendent for Operations
- 10: 45 - 11:00 a.m. **---BREAK---**
- 11:00 - 12:00 p.m. **Progressive Discipline** – Emily Kinney, Henslee Schwartz LLP
- 12:00 - 1:00 p.m. **LUNCH PROVIDED**
- 1:00 - 2:00 p.m. **Managing Leaves and Absences** – Andres Gonzales, Henslee Schwartz LLP
- 2:00 - 2:15 p.m. **---BREAK---**
- 2:15 - 3:15 p.m. **Legal Issues for Supervisors** – Roger Hepworth, Henslee Schwartz LLP
- 3:15 - 3:45 p.m. **Wrap up and Door Prizes**

Registration: Registration fee is \$75 and covers breakfast, lunch and materials. **Pre-registration deadline is June 11, 2009.**

After June 11 registration is \$90. Registration by fax should contain a purchase order number. **NO refunds after June 11, 2009.** Hotel accommodations can be made at the LaQuinta Inn, San Antonio, 1-35 N @ Tupperwein, 12822 I-35 North, Phone: 210-657-5500. Please remember to present your ISD TAX EXEMPT form upon registration.

TASPA reserves the right to cancel due to low enrollment

AVOID LATE FEES - FAX YOUR REGISTRATION IN BEFORE JUNE 11, 2008 to Fax (512) 494- 9354



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Return to: TASPA

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