



# Texas Association of School Personnel Administrators

Valley Area Personnel Skills for Supervisors of Non-Exempt Staff



## Valley Area by Region One ESC

June 18, 2009

9:00 a.m. to 3:30 p.m.

Region One ESC, 1900 W. Schunior, Edinburg TX 78541, 956.984.6100

Click link below for map & directions:

<http://maps.yahoo.com/#mvt=m&lat=26.306625&lon=-98.177226&zoom=15&q1=1900%2520W.%2520Schunior%2520C%2520Edinburg%2520TX%252078541&qid1=19348388>

### 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

- 9:00 - 9:30 a.m. **Registration/Continental Breakfast/Networking**
- 9:30 - 9:45 a.m. **Welcome**
- 9:45 - 10:30 a.m. **Avoiding Financial Pitfalls through Staffing Guidelines -**  
Frances Guzman, Region One ESC CFO
- 10:30 - 10:45 a.m. **BREAK**
- 10:45 - 11:45 a.m. **Bringing Personnel Back After Injury -** Jennifer Powell, Schwartz & Echelbaum, Wardell, Mehl, and Hansen, P.C.
- 11:45 - 1:00 p.m. **Lunch**
- 1:00 - 1:45 p.m. **How to conduct Investigations -** Elizabeth Neally, Walsh, Anderson, Brown, Aldridge & Gallegos, P.C.
- 1:45 - 2:00 p.m. **BREAK**
- 2:00 - 3:00 p.m. **Creating a positive work environment -** Dr. Alma Rodriguez & Melissa Aguero Ramirez Region One ESC
- 3:00 - 3:30 p.m. **CLOSURE & DOOR PRIZES**

**Registration:** Registration fee is \$75 and covers breakfast, lunch and materials. **Pre-registration deadline is June 11. After June 11 registration is \$90.** Registration by fax should contain a purchase order number. **NO refunds after June 11.** Click here <http://www.edinburg.com/accomodations.html> or here <http://www.mcallen.org/Nature-Birding/Hotel-and-Airline> for Hotel Information. (Please bring your I.D. and state tax-exempt form).



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at Region One ESC, 1900 W. Schunior, Edinburg TX 78541, phone: 956.984.6100.

**Check enclosed**       **Invoice the district**      **PO#** \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

School District \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Return with payment to: TASPA, 406 East 11th St, Suite 305, Austin, TX 78701 or fax to 512-494-9354.**

Telephone: 512-494-9353 TASPA reserves the right to cancel because of low enrollment.

Texas Association of School Personnel Administrators  
Phone (512) 494-9353 • 1(800) 346-4111

[info@taspa.org](mailto:info@taspa.org)

406 East 11th Street, Suite 305 • Austin, TX 78701

Fax (512) 494-9354

• TASPA •

TASPA Website: [www.taspa.org](http://www.taspa.org)