



WASPA HR Knowledge Academy for

- New HR Administrators
- Aspiring HR Directors
- Support Staff with HR Responsibilities

July 19 & 20, 2023

Holiday Inn at the American Center – Madison



DAY ONE - JULY 19, 2023
EXPLORATION & LEARNING

8:00 a.m.	Welcome and Introductions	<i>Pam Casey, Elmbrook Schools</i>
8:15 a.m.	WASPA Resources	<i>WASPA Executive Director</i>
8:30 a.m.	Strategic Recruitment & Hiring/WECAN	<i>Julie Grotophorst, Greendale School District</i> <i>Sarah Zelazoski, Wauwatosa School District</i>
9:30 a.m.	DPI Licensing Overview	<i>Ariana Baker - DPI</i> <i>Julie Hagen - DPI</i>
10:15 a.m.	Break	
10:30 a.m.	Onboarding	<i>Elisha Lewis, Howard Suamico School District</i>
11:30 a.m.	Conducting Background Checks Applicants and Volunteers	<i>Chrissy Hamiel, Attoles Law</i>
12:00 p.m.	Lunch	
12:45 p.m.	Annual HR Calendar/First 100 Days on the Job	
1:45 p.m.	Break	
2:00 p.m.	Contracts	<i>James Carroll, Buelow, Vetter</i>
3:00 p.m.	Attorney/HR Director Q&A Session	<i>Chrissy Hamiel, Attoles Law</i>
4:00 p.m.	Check-in and Relax!	
5:00 - 6:30 p.m.	Social & Networking	

Dinner on your own - Join your colleagues!



DAY TWO LEVEL 2 - JULY 20, 2023

PROFESSIONAL APPLICATION OF EMPLOYEE LEAVES

7:15 a.m.	Breakfast	
8:00 a.m.	Managing Leaves of Absence: FMLA, ADA, Worker's Compensation	
9:30 a.m.	Break	
9:45 a.m.	Managing Leaves of Absence: FMLA, ADA, Worker's Compensation - Scenarios reviewed (continued)	
11:30 a.m.	Lunch	
12:15 p.m.	Wisconsin Retirement System (WRS/ETF)	Kelly Behnke. WRS
1:00 p.m.	<i>Unemployment Insurance and Hearings</i>	
1:45 p.m.	Open Q&A session	
2:30 p.m.	Door Prize Drawing - Must be present to be eligible to win!	
2:45 p.m.	Depart - safe travels!	



Mark Your Calendar for our Upcoming Conferences

November 7-8, 2023	HR Administrative Support Conference	Osthoff Resort, Elkhart Lake
November 9-10, 2023	HR Administrators Conference	Osthoff Resort, Elkhart Lake
April 9-10, 2024	HR Support Staff Conference	Heidel House, Green Lake
April 11-12, 2024	HR Administrator Conference	Heidel House, Green Lake
July 10-11, 2024	Legal Conference	Stone Harbor Resort, Sturgeon Bay
July 17-18, 2024	New to HR Knowledge Academy	Holiday Inn at the American Center - Madison
November 5-6, 2024	HR Support Staff Conference	Osthoff Resort, Elkhart Lake
November 7-8, 2024	HR Administrators Conference	Osthoff Resort, Elkhart Lake

Check out the WASPA website for helpful resources:
www.waspa.org

