

**Wisconsin Association of School Personnel Administrators
Support Staff Conference – Abbey Resort, Fontana
Agenda**

Thursday, February 25, 2010

- 4:00 Welcome
- 4:15 – 5:30 Legal Updates – Jen Sielaff, South Milwaukee School District
FMLA, COBRA, etc... Handouts will be provided
- 6:00 Dinner/Social and Networking

Friday, February 26, 2010

- 7:30 – 8:45 Continental Breakfast
- WECAN User Groups – Steve Head, UW-Madison and Patty Mayer - Cedarburg
Two groups will be held, beginner and advanced
- 8:45 Welcome
- 9:00 – 9:45 Panel Discussion – Judy Mueller (Franklin), Jen Sielaff (South Milwaukee),
Patty Mayer (Cedarburg), John Hedstrom (WASPA Executive Director), and Lynelle Gramm
(Lake Geneva)
Issues will be discussed concerning the following:
Volunteers/student teachers, personnel files, background checks, Federal and State postings,
document retention guidelines, and open enrollment.
- 9:45 – 10:30 DPI Licensing Consultant – Mark Schwingle
Topics of licensing and PI 1202 will be discussed
- 10:30 – 10:45 Break
- 10:45 – 12:00 Forms and Practices – participants will be asked to share copies of their District's
forms/policies regarding; hiring policies, employee handbooks, updating of job descriptions,
and pandemic issues.
- 12:00 – 1:00 Lunch – An Entertaining & Motivational Guest Speaker
- 1:00 – 2:00 Cracker Barrel Sessions – choose two, 30 minute sessions to attend:
- Personnel files
 - PI 1202
 - Background checks
 - Wellness programs
 - AESOP/ALIO/SKYWARD
- 2:00 Depart