

**Wisconsin Association of School Personnel Administrators  
Support Staff Conference  
Wilderness Lodge & Conference Center, Wisconsin Dells**

**Thursday, March 11, 2010**

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

**Friday, March 12, 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), Patty Mayer (Cedarburg), John Hedstrom (WASPA Executive Director), and Kay Marks (Wisconsin Rapids)  
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 Working with the DPI – Questions and Answers
- 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