

New Superintendents Leadership Academy

HR Practices and Procedures for Success

April 20, 2018 Agenda
8:00 a.m. – 4:00 p.m.

- 8:00 a.m. **Importance of Personnel/HR Functions**
- » Review existing Board policies
 - » Assess personnel: administrative team, professional teaching staff, support staff
- 10:00 a.m. **Break**
- 10:15 a.m. **Relationships Between HR and Budget**
- » Ensure that people are accounted for properly and charged to the correct accounts
- 12:00 p.m. **Networking lunch**
- 12:45 p.m. **Overview of the HR Process**
- » Staffing
 - » Pupil teacher ratios
 - » Placement of staff
 - » Evaluation process
 - » Induction of new personnel
 - » State reporting
 - » Personnel Files
 - » Establishing relationships
 - » Contract administration
 - » Review existing employee discipline guidelines and modify where appropriate
 - » Collective bargaining
 - » Professional Development
- 2:30 p.m. **Break**
- 2:45 p.m. **Systems Thinking in Regards to HR**
- » Ensuring that the district is systemically aligned including goals, assessment, etc.
 - » Ensuring schools are aligned with the district
 - » Ensuring departments are aligned to the schools
 - » Ensuring that classrooms are aligned to the school/department
 - » Ensuring that students are aligned to the classroom
- 4:00 p.m. **Adjourn**

Registration

The New Superintendents Leadership Academy is a partnership of the Michigan Association of School Administrators and the Michigan Leadership Institute.

To register for this session, go to <http://gomasa.org/NewSuptAcademy>

This is the final session of the current cohort of the New Superintendents Leadership Academy. For more information on the next cohort beginning in Fall 2017, contact MASA Deputy Executive Director Tina Kerr at tkerr@gomasa.org

Date

April 20, 2018
8:00 a.m. – 4:00 p.m.

Location

Michigan Association of School Administrators
1001 Centennial Way
Lansing, MI 48917

A continental breakfast and lunch will be provided for participants.

