



Personnel Fundamentals
Frisco, TX

Tuesday, January 23

8:45 – 9:00

Introductions and Welcome

TASBO Staff

9:00 – 10:00

Navigating the Master Calendar

Knowing timelines, dates, and details related to all the human resources functions is critical to the success of your departments. Learn how to navigate through a great resource provided by TASBO: The Master Calendar. Hands-on activity will provide an opportunity to collaborate with other districts.

Brandy Burnett, CTSBO
HR Director
Liberty-Eylau ISD

10:10 – 11:10

Your HR Toolkit

Fill your toolbox with resources that will guide you through your day and assist you in navigating difficult situations. Tools include websites, checklists, forms, sample procedures and documents, and opportunities for learning.

Pattie Griffin, RTSBA
K-12 Public School Human
Capital Management
Consultant

11:20 – 12:20

Hiring, Onboarding, Compliance and More

Are you overwhelmed or confused? Examine best practices in the processes of: hiring, onboarding new employees, training for compliance, managing contracts and letters of reasonable assurance, maintaining certifications and more.

Pattie Griffin, RTSBA
K-12 Public School Human
Capital Management
Consultant

BREAK

Lunchtime

1:20 – 2:20

The Basics of Service Records

Learn to read a Teacher Service Record and how to detect errors in creditable years of service and leave earned/used. Every school district receives Service Records from new employees and completes Service Records for existing employees on at least an annual basis. A hands-on activity will provide an opportunity to self-audit Service Records for accuracy.

Brandy Burnett, CTSBO
HR Director
Liberty-Eylau ISD



2:30 – 3:30

Overview of Teacher Certification

Join us for an insightful session on understanding of the teacher certification process, covering essential elements such as account management, certification pathways, exemption updates, certification issuance process, Types of certifications and requirements, certification flexibility options, organizational updates and more. Gain valuable resources to support and guide educators through the certification process effectively.

Jennifer Rivera

Director of Customer Support & Service, Division of Educator Preparation and Certification
Texas Education Agency

3:40 – 4:40

HR Operations & Process Manuals

Consistency in hiring procedures, calculating years of experience and starting salary is vital in every HR department. Just as important is knowing the latest legislative changes that impact HR operations and modifying process manuals to adhere to the changes. This session will provide an overview of new legislation and shared procedures to develop HR process manuals.

Judy Aguilar, RTSBA

Executive Director of HR
Cedar Hill ISD

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