



Personnel Academy Schedule

DAY 1: TUESDAY, DECEMBER 4

- 9:00 am Check-in (NYS School Boards Association Conference Center, Latham, NY)
- 10:00-10:15 am Welcome Remarks
- 10:15 am 12:30 pm Hiring & Interview Techniques and Effectively Communicating with Employees**
- 11:15-11:30 am Break
- 12:30-1:30 pm Academy Luncheon (both groups)**
- 1:30-2:45 pm Conducting Employee Evaluations**
- 2:45-3:00 pm Break
- 3:00-4:30 pm Civil Service Legal Issues - Jay Girvin, Esq., Girvin and Ferlozzo, P.C.**
- 4:30-4:45 pm Break
- 4:45-6:00 pm Managing Your Boss and Other Stakeholders**
- 6:00 pm Day 1 Closing Remarks (both rooms)
- 6:30 pm Reception and Dinner at The Century House**

DAY 2: WEDNESDAY, DECEMBER 5

- 7:30am Registration/Welcome
- 8:00-9:30 am Difficult Conversations - Rachel Rissetto, Human Resource Director, Hudson City Schools**
- 9:30-9:45 am Break
- 9:45-11:00 am Progressive Discipline- Rachel Rissetto, Human Resource Director, Hudson City Schools**
- 11:15 am-12:30 pm Civil Service Law Round Table - Jennifer Wells, Human Resources Manager, Syracuse City School District**
- 12:30 pm Lunch**
- 1:30 pm Day 2 Closing Remarks, Awarding of Academy Certificates and Class Photos