

Presenter's Descriptions and Introductions – FY 20 Conference

Wednesday, May 6th at 8:30 am – 3:30 pm

Workshop 1

Google Docs

In this workshop you will learn how to manage files in your Google Drive, upload / download documents between Microsoft Word and Google Docs, create, edit, format and share Google Documents. Attendees will learn how to enhance the appearance of documents using character and paragraph formatting. Specific topics include using bullets & numbering, indenting paragraphs, line spacing & alignment, working with tabs, controlling page breaks and using headers & footers. The presenter will also show how to insert different objects like tables and pictures. Laptops are recommended. Maximum: 20 people.

Google Sheets

This workshop includes everything you need to build a basic workbook, create simple formulas and format a spreadsheet. Participants will learn to upload / download spreadsheets between Microsoft Excel and Google Sheets, enter & edit data; use undo; select and move around the spreadsheet efficiently; move/copy text and formulas; use the fill handle to copy or create a series; insert and delete cells, columns and rows; format columns, text and numbers; control cell alignment; write basic formulas; and control basic page setup including margins, paper size, gridlines, headers and footers. Laptops are recommended. Maximum: 20 people.

Presenters:

Connie Hyslop / Lisa Douglas, President of Hyslop and Associates, Connie Hyslop has been teaching computers for over 25 years. She has trained thousands of computer users and specializes in providing quality training to small groups, in a friendly environment where each person receives individual attention. In August of 1998 she opened a computer training school in the Lakes Region where she offers a wide variety of one-day computer workshops to local businesses and the general public.

Wednesday, May 6th at 8:00 am – 4:00 pm

Workshop 2

Youth Mental Health First Aid

The course teaches participants the risk factors and warning signs of a variety of mental health challenges common among adolescents, including anxiety, depression, psychosis, eating disorders, AD/HD, disruptive behavior disorders, and substance use disorder. Participants DO NOT learn to diagnose, nor how to provide any therapy or counseling – rather, participants learn to support a youth developing signs and symptoms of a mental illness or in an emotional crisis by applying a core five-step action plan:

- 1) Assess for risk of suicide or harm
- 2) Listen nonjudgmentally
- 3) Give reassurance and information
- 4) Encourage appropriate professional help
- 5) Encourage self-help and other support strategies.

Youth Mental Health First Aid USA is primarily focused on information participants can use to help adolescents and transition-aged youth, ages 12 – 18 .

Presenters: Sara Gould / James Cline

Thursday, May 7th at 9:00 am – 11:30 am

General Session

Keynote Speaker: “Creating a Blame-free and Gossip-free Work Environment”

Both efforts are easy to understand and hard to do. But once accomplished, the workplace is safe and productivity and motivation increase. It doesn't matter who is to blame. What matters is that what's not working gets fixed. When the environment is not punitive, people are much more willing to own up to mistakes and take responsibility when something goes wrong.

Gossip-free means that people talk to each other rather than about each other. That includes talking to supervisors about colleagues. At the outset, both these concepts seem impossible to implement. "It's not natural," you might say. But, it is worth a try. Consider the benefits of a work environment where fear, worry, resentment, and suspicion are absent. A place where the workflows because the avenues previously cluttered with destructive chatter have been cleared.

Gerri King, Ph.D., social psychologist and organizational consultant, works with educational, healthcare, corporate, industrial, non-profit, and governmental clients throughout the conferences and seminars throughout the year.

Dr. King's expertise includes a wide range of topics such as supervisory skills, team building, resolving conflicts and effective communication, motivating workforces, the dynamics of change, strategic planning, why people avoid success, creating blame-free and gossip-free work environments, and the changing role of leadership in the 21st century.

Gerri facilitate staff and executive retreats, departmental and cross-departmental conflict resolution efforts, mergers and acquisitions, strategic planning sessions, and mission & vision development. She is a founding partner and President of the consulting and counseling firm Human Dynamics Associates, Inc. of Concord, NH and the author of The Duh! Book of Management and Supervision: Dispelling Common Leadership Myths.

Sessions 1 Workshops Thursday, May 7th Thursday, 1:30pm - 3:00pm

Title of Workshop: Managing Change

Brief Description: Change - both positive and negative - can be very stressful. Even if it results in improvement, with every gain, there is a loss. Complicating the situation is the fact that the stress associated with change is a main factor contributing to miscommunication, increased conflict, poor concentration, and low productivity.

While change may be an inevitable part of life, the way organizations and employees can remain effective and healthy is by learning techniques for managing it. The understanding and skills required to help people process change with excitement, not threat, will be a major focus.

Presenter: **Gerri King, Ph.D.** – See Keynote presenter information

Title of Workshop: **The Crone Years - Transitioning Through Menopause with Ease**

Brief Description: There is nothing that our plant allies cannot help us with and going through The Change is no exception. Learn the plants that come through for us time and time again for reducing symptoms like hot flashes, insomnia, low libido and migraines.

Presenter: **Sara Woods Kender** is a Clinical Herbalist, Nutritional Advocate, Wild Forager, & Reiki Master. She has over a decade of experience in herbal medicine and has several on-going classes that focus on teaching people about the plants and how they can help us as well as how we can help them. She is a NH native and owns and operates an herbal apothecary, Sacred Tree Herbals, in downtown Meredith, NH.

Title of Workshop: **Microsoft Word: Creating Newsletters and Working with Graphics**

Brief Description: Now that you have mastered the basics, you may want to use Word to create newsletters, certificates, flyers or documents that include graphic images. This class demonstrates how to format a document into newspaper columns; add a page border; create text boxes, insert pictures and WordArt; use drawing tools to create objects and work with Auto shapes. The presenter will show how to use different graphic alignment/wrap options to control how text flows around a picture and how to layer text boxes and images.

Presenters: **Connie Hyslop / Lisa Douglas** – see Workshop 1 presenter information

Title of Workshop: **SPED Aid / 402**

Brief Description: The workshop will provide guidance in processing Chapter 402 and guidance for eligibility for CAT AID, application for CAT AID, allowable costs and timelines for CAT AID. A CAT AID manual will be provided.

Presenters: **Lisa Moody, Tamela Dalrymple and Terry Hersh**

Lisa Moody is a Program Specialist for the New Hampshire Department of Education, Bureau of Special Education. She has been with the Bureau for 12 years. Lisa provides support, reviews services and verifies payments of Catastrophic Aid and Court Ordered Placements. Lisa also provides technical support and training of school districts in the implementation of the NH Special Education Information System.

Tamela Dalrymple is a Program Specialist II for the NHDOE Bureau of Education. Tamela has been with the Department for thirteen years. Tamela sets rates for Private Providers, provides support and training for Catastrophic AID and Court Ordered Placements (Chapter 402), reviews and verifies payments for CAT AID and 402.

Terry Hersh has worked for the State Department for several years. She is a Program Assistant for the Bureau of Special Education, helping school districts utilize the NH Special Education Information System, NHSEIS. Terry previously worked in the accounting field for a Municipality, Principals Association, and the Alliance for Effective Schools. She earned her Bachelor of Science in computer Science from Franklin Pierce College.

Title of Workshop: **Investing / Retirement Strategies** – How do you picture retirement?
Brief Description: You're never TOO young to think about retirement! Regardless of where you may be in your career path, it's important to consider the questions and the "what ifs" surrounding retirement. What will that look like for you? What are all the pieces that you need to look at, as well as the questions you need to ask, BEFORE you get there; and how can your finances be impacted? This workshop will cover 10 Tips to long-term retirement investment and milestones such as Medicare, Social Security, etc. When do you have to enroll and not be faced with a fine? What are the tax implications if you start collecting Social Security before you actually retire or reach full retirement age? And so much more!

Presenters: **Eric Tierno** is a Financial Advisor with Edward Jones. He serves the Greater Concord NH Community. Mr. Tierno joined Edward Jones in 2014 and opened his first branch location in Gilford, NH. Eric moved his practice to Concord in May of 2019 where he and his branch team serve individual and business clients specializing in Retirement Strategies and Financial Planning.

Prior to Edward Jones, Mr. Tierno served in various corporate sales leadership roles and is a US Army Veteran. Eric is married to his wife Aimee and has two children Emma and Lily.

James Ignazio – (Jim) is Associate National Sales Manager Edward Jones – Financial Advisors Division of MFS Fund Distributors, the sales company of MFS Investment Management. His territory is the New England region (except CT) calling exclusively on Edward Jones Advisors.

Mr. Ignazio joined MFS in 1994 as an inbound marketing representative and later became Sales Desk Team Leader and Sales Desk Representative for MFD's Financial Institutions Sales Desk. He was promoted to Sales Desk Manager and Assistant Vice President in 1998. Prior to joining MFS, he was a Financial Advisor for Connecticut Mutual and a Fund Accountant for Putnam Investments.

In 2008, Jim was given the first ever Golden Vendor Award by Regional Leader and General Partner, Timothy Braceland – Region 196. He also won the award again in 2015. Jim was awarded the MFS Heritage Award in 2009 and the Richard Ziperman Award in 2015, 2016 and 2017.

He earned a bachelor's degree in Finance from Suffolk University. He has a CMFC certification. Jim is married to his wife Stephanie and has two children Julia and Mia.

Title of Workshop: **Vaping 101: Old Vices, New Devices**
Brief Description: Vaping 101: Old Vices, New Devices explores the similarities and differences between traditional cigarettes and e-cigarettes, including the marketing, sales and known health effects. The presentation includes a discussion of the effects of nicotine, specific hazards to adolescent brain development, the emergency of Electronic Cigarettes / Vape Associated Lung Illness (EVALI) and the changing legal issues around the sales of e-cigarettes. As these devices are also used with marijuana, a brief discussion on therapeutic and retail cannabis will be included.

Presenter: **Laurie Warnock** is the NH Education Coordinator for the Northern New England Poison Center. She travels from Salem to Stewartstown, Hinsdale to Hampton providing poison prevention education to diverse audiences. She holds a master's degree in Public Health from the University of New Hampshire and has been an Emergency Medical Technician for the past 25 years.

Title of Workshop: **How to Effectively Use QuickBooks with your Student Activity Funds**

Brief Description: We will examine the proper way to use QuickBooks for your accounting and maintenance of the student activity funds. This examination will include the tracking of transactions, bank reconciliations, the summary for activity, and reporting requirements under GASB Statement No. 84, Fiduciary Activities.

Presenter: **Sheryl A. Pratt** has been a governmental auditor with Plodzik & Sanderson, PA since 1991, and has been a Director and Officer of the Firm since 2005. During that time, she has performed audits of the financial statements of towns, cities, school districts, school administrative units, village districts, water precincts, federal grant programs, and special governmental entities. She has been a presenter for many organizations, including Tri-State ASBO, on various topics related to governmental accounting. Sheryl has assisted the NH Tax Collector's Association with the preparation of training materials and has worked with the NH Government Finance Officers Association training committee.

Title of Workshop: Facilitating Generational Differences

Brief Description: Because this is the first time in American history where there have been as many as 4 generations in the workplace, a new kind of tension has emerged. It's not uncommon for groups to stereotype and judge one another which, naturally, has a negative effect in the workplace.

Trying to change someone else's perspective, approach, and/or style may feel like a losing battle. It is more effective to capitalize on each other's strengths and assets. Masterful communicators can connect with people from various generations by adapting, collaborating, and negotiating common ground.

Engaged employees make all the difference, but employee engagement isn't one-size-fits all. An excellent work environment is one that supports all generations, responds to diversity, builds on strengths, offers options, develops peoples understand of differences, and trains people to communicate effectively.

Presenter: **Gerri King, Ph.D.** – See Keynote presenter information

Title of Workshop: Natural Approaches to Chronic Disease: Fibromyalgia, Lyme Disease, Autoimmune Diseases

Brief Description: Join Clinical Herbalist Sara Woods Kender for this informative talk on what you can do to maintain health with a diagnosis of a chronic disease. Our modern life has brought with it many conveniences, but also health issues that are a direct result of our exposure to toxins, stress, and a contaminated environment. Learn tips and tricks to start feeling better without pharmaceuticals.

Presenter: **Sara Woods Kender** – see Session 1 presenter information

Title of Workshop: Current Fraud Schemes: Update on current schemes and how to prevent and detect them

Brief Description: Current fraud schemes, with a focus on frauds that exploit today's electronic and technological landscape. We will review frauds affecting payroll, accounts payable, and online banking and discuss ways these frauds can be prevented or detected.

Presenter: **Scott T. Eagen** – is a Senior Manager with Plodzick & Sanderson, PA. Since joining the firm in 2007, he has performed many forensic accounting engagements, and provided litigation support for commercial, non-profit, and governmental clients. In addition, Scott performs other consulting and agreed-upon procedure engagements related to internal controls, fraud prevention, and accounting services. He also has extensive experience in auditing the financial statements of towns, cities, school districts, school administrative units, village districts, water precincts, federal grant programs, special governmental entities, and nonprofit organizations.

Scott is a Certified Public Accountant and a Certified Fraud Examiner. He has been a speaker for many organizations, including Tri-State Association of School Business Officials, NH Government Finance Officers Association, and the NH Municipal Association, on various topics related to fraud, internal controls, and governmental accounting.1111

Title of Workshop: **Managing Activities Funds**

Brief Description: Are you responsible for tracking school activities funds. In this workshop the presenter will discuss the pros & cons of using QuickBooks accounting vs. an Excel or Google spreadsheet. The instructor will show step-by-step how to create an activities file, enter and edit data and generate reports.

Presenters: **Connie Hyslop / Lisa Douglas**– see Workshop 1 presenter information

Title of Workshop: **Code of Conduct, DOE**

Brief Description:

Presenters: **Richard Farrell / Diane Fenton**

Richard Farrell is a former English teacher and coach. He also worked for the NH State Police for 30 years. While there he was part of Uniform (Operations) and Investigations (Major Crime/Gangs/Auto Theft/Narcotics/Sex Crimes). Richard now works for the New Hampshire Department of Education investigating educator misconduct for the past seven years.

Title of Workshop: **All Levels Flow Yoga**

Brief Description: This energetic and creative vinyasa flow is suitable for all levels. Variations of each asana will be offered so that each student can experience the benefits of the class while listening to the needs of the body. Participants will move from one posture to another in a continuous flow, linking movements to the breath with the goal of relaxing the body and creating peace of mind. Bring your yoga mat.

Presenter: **Laurie Haynes** – Laurie is a high school math teacher and enjoys introducing yoga to her students and colleagues outside of the classroom. Her love of yoga began when high-impact aerobics no longer suited her needs for gaining strength, flexibility, and stress release. After several years of participating in Ashtanga Primary Series and flow classes, her love of yoga and its many benefits transitioned into a desire to share yoga with others.

In invitation to attend a class at Living Yoga (now Blossom Yoga and Wellness) in Concord, NH, led to a life-changing opportunity to satisfy the desire to learn what is beyond the asana branch of yoga. After completing her 200-hours Teacher Training at Living Yoga in June of 2017, Laurie has enjoyed sharing her passion for yoga – as a way of life- with the warm and welcoming community at Blossom Yoga and Wellness, students and staff at Hillsboro-Deering High School, and employees of HealthTrust in Concord.

Title of Workshop: **Investing / Retirement Strategies** – How do you picture retirement?

Brief Description: See Session 1 description

Presenters: **Eric Tierno / James Ignazio**

See Session 1 presenter information

Title of Workshop: Civilian Response to Active Shooter Events

Brief Description: The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny, Defend (ADD) strategy developed by ALERRT in 2004, provides strategies, guidance and a proven plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, civilian response options, medical issues, and considerations for conducting drills. Participants will learn about disaster response and how to prepare for and respond to being trapped inside a building during an active shooter event. They will learn steps to take to assist law enforcement and to limit casualties.

Presenter: **James E. Esdon** – Jim has been a part-time police officer with the Charlestown, NH Police Department for 11 years. Jim is a certified law enforcement firearms instructor, Stop the Bleed Instructor and Certified Child Passenger Safety Technician. He works full time for Dartmouth Hitchcock Medical Center as a Program Coordinator for Injury Prevention, where he has been for 18 years.

Title of Workshop: Excel Multiple Sheets, Formulas & Formatting, Part One

Brief Description: This course is designed for the person who wants to use advanced formatting to enhance the appearance of spreadsheets, work with multiple sheets in a workbook and gain more practice in formula writing. Specific formulas will include Sum, Average, Min, Max and variations of the Count function. Other topics include advanced numeric formatting, horizontal and vertical alignment, borders, patterns and color.

Presenters: **Connie Hyslop / Lisa Douglas**– see Workshop 1 presenter information

Title of Workshop: Effective School Board Communication

Brief Description: In this session you will learn the essential elements of setting agenda, taking public and non-public minutes, different motions and their meanings, school district clerk responsibilities, updated right to know laws, google website tips and tricks, and more for those who are new to school board communications or for those who need a refresher.

Presenter: Brenda Molloy, Administrative Assistant to the SAU 75 in Grantham, NH where she has lived for the past 24 years. She has worked for both profit and non-profit institutions and has extensive experience in communications, technology, marketing and event management.

Title of Workshop: Code of Conduct, DOE

Brief Description: See Session 2 description

Presenters: **Richard Farrell / Diane Fenton**
See Session 2 presenter information

Title of Workshop: All Levels Flow Yoga

Brief Description: See Session 2 description

Presenter: **Laurie Haynes**
See Session 2 presenter information

Title of Workshop: **Rochester Police Juvenile Prosecution**

Brief Description: This session includes how to deal with any and all issues involved with juveniles from truancy, running away, dangerous behavior to the prosecution of delinquency cases. Learning to work in partnership between the school district and the police department to deal with all issues involved with kids and working to reduce those behaviors that place them at risk of continued behavior where they eventually could enter the adult criminal system.

Presenters: **Anne Gould** - The Reader's Digest version: 1987 graduated UNH with a Bach. Arts Degree in Communications August 1988; Hired as a full-time police officer with City of Rochester; Moved through the ranks: Patrolman, Detective, Patrol Sergeant, Detective Sergeant, Patrol Lieutenant, in 2010 Prosecution Lieutenant; 2003 graduated FBI National Academy in Quantico, VA; Currently working in my 31st year of Law Enforcement.

Sgt. Anthony Deluca – Started October 1994, retired full time in 2016 and went back the next day part-time as the SRO at Rochester Middle School. Throughout his career, he was the leader of the Strafford County SWAT Team, worked as patrol officer handling calls, Patrol Sergeant managing patrol officers, Detective Sergeant in charge of the detective bureau Support Sergeant in charge of police dispatchers and cruiser and computer equipment.

Sgt. Deluca is an instructor for the department in ADD/CRASE (civilian response to active shooter events) and instructs all city employees on the proper method of dealing with an active shooter event. He also teaches to local businesses and is a L.E.A.D. instructor. L.E.A.D. is the drug, tobacco and alcohol education program offered in Rochester in grades 3, 6 and 9.

Outside of his RMS responsibilities he works at Rochester ROCKS as a chaperone/staff member assisting them with the summer education extension for members of the school district who have autism. He also assists the Rochester NH Recreation Department with three separate summer camps in the city.

Title of Workshop: **Infographics for Everyone!**

Brief Description: Did you know 70% of all your sensory receptors are in your eye? People remember 10% of what they hear, 20% of what they read and a whopping 80% of what they see and do! Therefore infographics can be a great tool for everyone. They are easy to digest, fun to share and extremely engaging. Find out how you can use infographics.

Presenter: **Jill Averyhart, CEOE**, is currently the Executive Assistant to the three Assistant Superintendents in Richland School District Two in Columbia, SC. She is an active 3D member of the Richland County Association of Educational Office Professionals, South Carolina Association of Educational Office Professionals, and National Association of Educational Office Professionals. Jill considers herself an introvert and knows being a member of these professional associations has helped her step out of her comfort zone and grow both professionally and personally. She is currently and proudly serving as the NAEOP President. Jill is married to Darryl Averyhart, affectionately called "Mr. Jill" by AEOP members, and they have a blended family of six children and 2 grandchildren.

Title of Workshop: Stop the Bleed

Brief Description: Motivated by the 2012 tragedy in Sandy Hook and multiple tragedies that have occurred in the ensuing years, what has become known as the Hartford Consensus was convened to bring together leaders from law enforcement, the federal government, and the medical community to improve survivability from manmade or natural mass casualty events. The result was the **Stop the Bleed** program. The American College of Surgeons Committee on Trauma is leading the effort to save lives by teaching the civilian population to provide vital initial response to stop uncontrolled bleeding in emergency situations. This will be accomplished by the development of a comprehensive and sustainable bleeding control education and information program targeted to civilians that will inform, educate and empower the 300+million citizens of the United States. Trainers from Dartmouth Hitchcock Medical Center and other medical systems will instruct and lead the training.

Presenter: **James E. Esdon**
See Session 3 presenter information

Title of Workshop: Excel Multiple Sheets, Formulas & Formatting, Part Two

Brief Description: This is a continuation of Session 3. The student will learn to work with multiple sheets in a workbook by renaming, moving, copying, deleting, grouping and linking formulas between sheets. Also, linking formulas between multiple files; viewing multiple sheets/files and freezing titles will be discussed.

Presenters: **Connie Hyslop / Lisa Douglas**– see Workshop 1 presenter information

Title of Workshop: Effective School Board Communication

Brief Description: See Session 3 description

Presenter: **Brenda Molloy**
See Session 3 presenter information

Title of Workshop: The Right Question

Brief Description: Have you ever been in a situation when you just didn't know what to ask? Have you ever felt like somebody made a decision that really is important to you, but you didn't even know about it? We all need a chance to learn important skills for asking questions and focusing on decisions.

Despite their significance, skills to develop focused; straightforward questions around important issues are rarely taught. Using this clear, simple step-by-step approach, individuals will learn and practice this foundational skill. Leave this workshop with a practical, solution-based strategy you can apply immediately to almost any area of your life! This session is designed to increase communication, information gathering, and shared decision making.

Presenter: **Maureen Callaghan, MS CCC-SLP, Right Question Facilitator**, has been in the educational field for 29 years working as a Speech-Language Pathologist. Maureen possesses a steadfast determination to connect families and schools and believes that school-family partnerships are essential to ensure the success of students.

Maureen has been instrumental in educating families, counselors, school staff, and students on the Question Formulation Technique, with her goal being to increase understanding, improve communication, and promote collaboration.

She has presented alongside Luz Santana, co-founder of the Right Question Institute, at several International conferences in Boston, MA, and is featured in their video promoting the technique...<https://m.youtube.com/watch?v=aaUMHshUTbk>

Her belief that all individuals need to possess the skills necessary to advocate for themselves and for those they care for, motivates her to share the Question Formulation Technique with all who will listen!

Title of Workshop: **McKenney Vento 101**

Brief Description: *During this training, participants will:*

- Review the federal McKinney-Vento guidelines
- View the NH Documentary “What Does Homeless Look Like?”
- Share de-identified scenarios for feedback

Intended Outcomes:

- To increase participant understanding regarding the implementation of McKinney-Vento and the supports for the children it protects.
- To increase participant understanding of the resources available for these populations of students and families.
- To increase participant ability to collaborate with others to remove barriers to accessing education for students experiencing homelessness.

Presenter: **Courtney Porter, MSW, M.Ed.** – As a 19-year veteran of the educational system, Courtney Porter, MSW, M.Ed. has taught in many settings including public schools, nonprofits, and in the Head Start/Early Head Start program. For the past seven years, she has served as the School Social Worker, McKinney-Vento Homeless Liaison, DCYF Point of Contact for the Claremont School District, SAU 6. As the President of the New Hampshire School Social Workers Association, Ms. Porter advocates for the students and families all over the State. In addition, Ms. Porter serves on the National Association of Social Worker: New Hampshire Board of Directors and is an active member of their Children’s Issues Committee. Ms. Porter is a member of the McKinney-Vento State Training Team and enjoys sharing her knowledge of homeless education with others.

Title of Workshop: **Rochester Police Juvenile Prosecution**

Brief Description: See Session 3 description

Presenters: **Anne Gould / Sgt. Anthony Deluca**
see Workshop 3 presenter information

Title of Workshop: **Are you really listening?**

Brief Description: Listening is one of the most important skills you can have. How well you listen has a major impact on your job effectiveness, and on the quality of your relationships with others. Given all the listening we do, you would think we’d be good at it, but research suggest we only remember between 35-50 percent of what

Presenter: Jill Averyhart, CEO — see Workshop 3 presenter information