



69th Edith E. Hammond Virtual Conference
May 6-7, 2021

NHAEOP

New Hampshire Association of Educational Office Professionals

www.nhaeop.org

May 2021

On behalf of the Conference Planning Committee and the NHAEOP Executive Board, I am thrilled to welcome all of you to this year's **69th Annual NHAEOP Edith E. Hammond Virtual Conference**.

“Roaring into 2021 with NHAEOP” ... you might be thinking; how can we do that in this world of uncertainty? This past year has put our individual families, students and their families, colleagues and neighbors questioning how much longer can we endure the restrictions of the COVID pandemic. We all want to get back to a normalcy that will bring families together for a celebration that has been put on hold, a hug that is so missed, to bring our students and staff back to our schools and allow parents and guardians to return to their jobs so that they can provide stability again to their families. It is my hope that 2021 will see the pandemic lessen and bring a sense of calm. We have followed CDC guidelines because we have had to, per the Governor's Executive Orders. As the State and country receives vaccinations for the virus, it will lessen for all of us in time. We pray that we will be able to provide an in-person conference in 2022. We will get through this together with love and support in our hearts for all mankind.

“Roaring into 2021 with NHAEOP” professional development opportunities are paramount to adapting to the day-to-day needs of our school communities and our personal goals. We will continue to offer opportunities to give you the knowledge and tools to succeed in your positions. This year we are offering virtual networking with colleagues in hopes of sharing similar experiences to attain positive outcomes, no two events are the same, but are ever so similar. We hope that you enjoy everything offered and create long lasting memories and friendships. You are encouraged to bring back a fresh new awareness and skill to share in your district. The experience you have may entice other colleagues to join us at next year's NHAEOP event. At the end of the conference, you will receive a google survey to let us know about your virtual experience with NHAEOP. We depend on this input to keep our organization improving and thriving.

Become a Certified Educational Office Employee (CEOE) through the Professional Standards Program (PSP) offered by NAEOP our national affiliate. PSP information and applications can be found on the national website, www.naeop.org

Student Scholarship Awards are funded by our generous members attending our conferences each year. We have been able to award thousands of dollars to students from around our state as they continue their education in business. As a member of NHAEOP, you are entitled to apply for our Member Scholarship if you are seeking additional educational courses while working toward a degree or some other form of professional development. This application can be found on our website www.nhaeop.org.

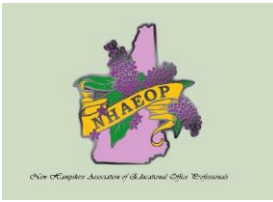
In order to keep our organization strong, consider becoming an Executive Board member or becoming involved as committee member. As the saying goes, “It take a village to educate a child.” Well, it takes members to execute events and conferences that will support everyone. We need you! New points of view for our continued success comes from you. Please contact me or any Executive Board Member if you want to volunteer.

If you have any questions, please email info@nhaeop.org or nhaeop.president@gmail.com. We are here to ***“Roar into 2021”*** together and celebrate you.

Sincerely,

Debbie

Deborah L. Brown, NHAEOP President (2021-2023)
(603) 387-2240 (cell)



69th NHAEO Annual Edith E. Hammond Virtual Conference at-a-Glance

Thursday, May 6, 2021	
9:30 am - 10:00 am	<p style="text-align: center;">NHAEO Conference Welcome <i>NHAEO President, Deborah Brown</i> Salute to the American Flag <i>Patti Kallander, Vice-President</i> Inspiration – <i>Gretchen Roussin-Drost,</i> <i>President-Elect</i> Greetings from: <i>NAEOP President, Mary Guest, CEOE</i> <i>NAEOP Northeast Area Director,</i> <i>Katherine Reichley, CEOE</i> <i>NH Dept. of Education, Deputy Commissioner</i> <i>Christine Brennan</i> Business Meeting <i>2021 Office Professional of the Year Award</i></p>
10:00 am – 11:00 am	<p style="text-align: center;">Keynote Speaker “Keepin’ It Real! Sensible Self-Care Tips You Can Actually Use”, <i>Raymond Pillsbury, M.Ed., CAGS</i> <i>Director of Special Education Service, Winnacunnet Cooperative School District, Hampton, NH</i></p>
12:30 pm – 2:00 pm	Session 1
2:15 pm – 3:45 pm	Session 2
Friday, May 7, 2021	
8:30 am – 10:00 am	Session 3
10:15 am – 11:45 pm	Session 4
12:00 pm – 12:30 pm	<p style="text-align: center;">Student Scholarship Awards – <i>Patti Kallander,</i> <i>Deborah Tuite</i> Service Project Presentation Raffle Drawings / Closing</p>

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General Session
69th Annual Edith E. Hammond Virtual Conference
Thursday, May 6, 2021 – 9:30 am – 11:00 am

Agenda

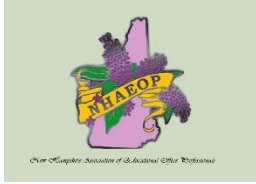
1. Welcome – Deborah Brown, President
2. Pledge of Allegiance – Patti Kallander, Vice President
3. Inspiration – Gretchen Roussin-Drost, President-Elect
4. Introduction of Officers and Guests –
 - Deborah Brown, President – SAU 72
 - Gretchen Roussin-Drost, President-Elect – SAU 54
 - Patti Kallander, Vice-President – SAU 34
 - Lisa Moody, Treasurer – NH Dept. of Education
 - Peggy Blaine, Secretary – SAU 60
 - Deborah Tuite, Member-at-Large – SAU 21
 - Pamela Patnode, Immediate Past President
5. Greetings from –
 - National Association of Educational Office Professionals (NAEOP) – President, Mary Guest, CEOE
 - NAEOP Northeast Area Director, Katherine Reichley, CEOE
 - NH Department of Education – Deputy Commissioner of Education, Christine Brennen
6. NHAEOP Business Meeting –
 - a. Roll Call
 - Motion to accept registration list as printed.
 - Motioned by D. Brown / Seconded by G. Roussin-Drost
 - b. Approval of Meeting Minutes, November 18, 2020 (Fall Business Meeting)
 - Motion to accept Meeting Minutes of 11/18/20 as printed.
Motioned by P. Kallander / Seconded by D. Tuite
 - c. Acceptance of Treasurers Report
 - Motion to accept the Treasurer’s Report as printed.
 - Motioned by D. Brown / Seconded by P. Blaine

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- d. Acceptance of Committee Reports:
 - Motion to accept the following Committee Reports as printed.
 - ❖ Registrar – Gretchen Roussin-Drost, President-Elect
 - ❖ National Membership – Pamela Patnode, Immediate Past President
 - ❖ Scholarship – Patti Kallander, Vice-President
Deborah Tuite, Member-at-Large
 - ❖ Sunshine / Ways and Means Committee – Open position –
Deborah Brown, President
 - Motioned by G. Roussin-Drost / Seconded by P. Blaine
 - e. Old Business –
 - f. New Business –
 - (1) 70th NHAEOP Conference – May 4-6, 2022,
North Conway Grand Hotel
 - (2) 2021 Office Professional of the Year Award
 - (3) Other
 - g. NHAEOP Business Meeting Adjournment
7. **Keynote Speaker** – Raymond Pillsbury, M.Ed., CAGS,
“Keepin” It Real! – Sensible Self-Care Tips You Can Actually Use”



New Hampshire Association of Educational Office Professionals
FALL MEETING (remote)
November 18, 2020

Deborah Brown, President called the meeting to order at 6:07 pm. She welcomed everyone to the meeting and told us that all documents for this evening are on the website. She then turned the meeting over to Gretchen Roussin-Drost for the Inspiration.

Gretchen's inspiration is a "Dancing Queen" parody on You Tube. Gretchen is known for her love of dancing and in these times when you need something to lift your spirits - do something you love, be happy!

Deb asked for a motion to accept roll call as the list of names in the chat. Jane Nichols made the motion and it was seconded by Gretchen Roussin-Drost. Motion passed.

Motion to accept the Minutes from May 9, 2019 as presented made by Pam Patnode, seconded by Lisa Moody. Motion carried.

Jane Nichols made the motion to accept the October 1, 2020 treasurer's report as presented. Seconded by Patti Kallander. Motion carried.

Seeing as there is no Old Business, we proceeded to New Business. The changing of the By-Laws, most of the change is language and updating. A major change is the amount of dues increasing from \$5 per year to \$15 per year. It has been a long time since dues have been increased. Lifetime dues will go from \$50 to \$75. Motion to accept the By-Laws as presented was made by Patti Kallander and seconded by Pam Patnode. Motion passed.

Motion to accept the slate of officers as presented made by Jane Nichols and seconded by Sonya Kelly. Motion passed. The officers for the term of 2021 to 2023 are: Deborah Brown, President; Gretchen Roussin-Drost, President Elect; Vice President, Patti Kallander; Secretary, Peggy Blaine; Treasurer, Lisa Moody; and Member-at-Large, Deborah Tuite. Immediate Past President, Pam Patnode did the Installation of Officers, reading the responsibilities of each position and asking if the officer would uphold those responsibilities.

Deb Brown announced the 69th Conference and stated that we hope to have the conference in person. We are in the process of confirming presenters that were scheduled for the 2020 Conference and meeting with the management at the hotel to be sure we will be all set whether in person or as some kind of virtual conference.

December 10th will be our next conference planning meeting.

At 6:36 pm Deb turned the meeting over to our guest speaker, Gerri King who presented on the topic of “Managing Change”. A very relevant and interesting topic. Thank you Gerri.

Our Community Service project this evening is collecting a monetary donation from our members to be made to the “NH Food Bank”. We are waiting on a few more checks that are expected, at this time there is \$135 to send to the food bank. The collection of funds will be extended until November 30, 2020. Checks are to be made payable to: “NH Food Bank” and mailed to: Debbie Brown, NHAEOP President, 8 Robert Street, Franklin, NH 03235-2121.

Motion to adjourn the meeting made by Pam Patnode and seconded by Gretchen Roussin-Drost. Motion passed and we adjourned at 7:32 pm.

Respectfully submitted,

Peggy Blaine
NHAEOP Secretary

**NEW HAMPSHIRE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
TREASURER'S REPORT
As of April 1, 2021**

CASH ON	10/1/2020	<u>\$ 18,611.49</u>
ADD CASH RECEIPTS		<u>\$ -</u>
LESS CASH DISBURSEMENTS		<u>\$ 1,329.76</u>
CASH ON HAND AS OF 10/1/2020		<u>\$ 17,281.73</u>

INCOME:

Spring Conference:
2018 Conference Registrations

Fall Meeting:
Meals/Facility

Ways&Means:
Spring Conference Raffle

Executive Board:
Legal/Accounting
T-shirts

TOTAL RECEIPTS \$ -

CASH SUMMARY PER BANK ACCOUNTS	
CHECKING	<u>\$ 17,281.73</u>
BANK BALANCE AS OF 4/1/21	<u>\$ 17,281.73</u>

EXPENSES:

Spring Conference (2021):
North Conway Grand Hotel
Postage, Supplies, etc.
Entertainment
Presentors/Honorariums
A/V Equip/Labor
Printing
Pins \$ 501.00

Fall Meeting:
Presenter \$ 300.00
Gift Cards \$ 100.00

Executive Board:
Bank Fees \$ 35.00
Web site \$ 311.76
Scholarships
Donation
State Fees \$ 25.00
NAEOP \$ 57.00
Legal/Accounting
TOTAL DISBURSEMENTS \$ 1,329.76

Registrar / State Membership Report

The annual New Hampshire Association of Educational Office Professionals allows its members and partners an opportunity to connect with each other whether it be for the first time or catching up from a previous conference. Being together this year has a new meaning. Sadly, last year we had to cancel our conference. I received many emails expressing snippets of what the conference means to you. I share a few; I love the raffle, I get so much from the fellowship, the partnership with our NHDOE partners has allowed us to ensure compliance while maximizing revenues, I need to see Connie about Google, I always leave the conference pumped and back in my super hero suit ready to conquer the world. The virtual conference allows us the ability to open our conference to our affiliates in other states. I'm pleased to report we have attendees from NY, OH, WY, ME, MA, CT and NE! Super exciting news. This shows interest and dedication to the good happenings with NHAEOP. May it continue through the years! As of May 1, 2021 we have 15 presenters, offering a variety of 17 workshops. Our keynote session this year centers around "Self-Care". It is sure to be a highlight of our conference. Currently we have 28 "first timers".

I am hopeful that by next years' conference we will be able to offer the opportunity to register online. This will allow us the ability to accept credit cards as payment, via Venmo, PayPal.... This would also streamline your data and allow you the opportunity to update your information directly. E-mail is a wonderful tool to get information out to our membership quickly and in a timely manner. Keep us in the loop if something changes (job change, name change). Updates can be sent to info@nhaeop.org.

I sometimes think we (my NHAEOP family) are a well-kept secret. Our organization is a resource and tool that should be shared with all support staff and administrators. Invite them to become a part of our winning team and we will continue to be one of the premier state organizations for educational office professionals. Membership forms can be accessed at our website www.NHAEOP.org.

I hope everyone has a wonderful conference. In the event you need me during the conference, I can be reached at 603-755-1402.

Respectfully submitted,

Gretchen Roussin-Drost
NHAEOP Membership/Registrar

State Membership

Current state NHAEOP membership total is (as of May 1, 2021)
The breakdown is as follows:

Active:	58
Life:	6
First Timer	28
Retiree	<u>4</u>
Total:	96

~~~~ Roaring into 2021 with NHAEOP ~~~~

National Membership Report

As of March 2021, there are 8 New Hampshire members of the National Association of Educational Office Professionals.

If you are not already a member of NAEOP, please consider joining. The national association is full of tremendous opportunities. In addition to its annual conference in July, we have a Northeast Area Director Katherine Reichley CEOE who keeps us “in the loop” during the year. States that belong to the Northeast Area are: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, Washington DC, West Virginia.

For \$50 per year, the following are some of the benefits that you will receive:

- Professional Standards Program (PSP)
- Reduced conference registration fees
- Student scholarships and member awards programs
- Networking with educational office professionals and affiliates associations nationwide
- Opportunities for professional development and professional growth
- Eligibility for awards and scholarships

You can be part of this tremendous organization, the only national one aimed at school office professionals. For more information, please visit their website at www.naeop.org. Or you can reach out to Katherine at 614-823-1173.

Respectfully submitted,

Pamela Patnode, Immediate Past President



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## Scholarship Report

The NHAEOP Scholarship Committee received 21+ applications for the Julie T. Pingree Scholarship this past year. This was a much lower number than in the past but not surprising since March 2020 was the beginning of “lockdown” due to the pandemic.

Scholarship funds are raised through the sale of tickets for raffle items at our Annual Conference and Fall Business Meeting. We would not be able to do this without all of the members of NHAEOP who not only provide raffle items but purchase those tickets.

Due to the pandemic, the May 2020 Annual Conference was subsequently cancelled, thereby eliminating the normal scholarship fundraising that we have enjoyed in the past.

The majority of the 2020 applicants did not meet the minimum criteria to be eligible for the scholarship. Additionally, those that met the eligibility criteria did not submit all the necessary documents required. Therefore, the difficult decision was made to not give scholarships in the 2020 year.

We look forward to seeing everyone again at future conferences, and thank you for your continued support of this very important endeavor.

Respectfully submitted,

Patti Kallander, SAU 34

Deborah Tuite, SAU 21

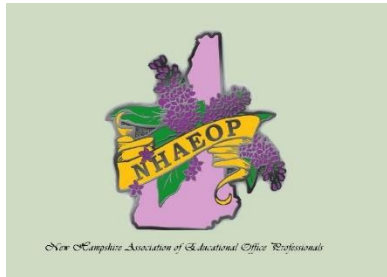
*~~~~ Roaring into 2021 with NHAEOP ~~~~*

## Sunshine / Ways and Means Report

Jane Nichols has been a constant lifetime member who has dedicated her time and energy to serving NHAEOP as our **Sunshine Committee Chairperson** since 2002. This committee was established to act as a liaison between the Association and its members who may be in need of encouragement, best wishes, or sympathy, etc.

Jane has submitted her letter of resignation of which the Executive Board accepted graciously with regret. We wish her well.

If you know of anyone in our membership who would be interested in filling this position, please contact Debbie Brown, NHAEOP President. Please put or say, "Sunshine" on the Subject line. If you have any question, please feel free to contact me by any of the above methods.



The Sunshine Committee was established to act as a liaison between the Association and members in need of encouragement, wishes, etc. Anyone who knows of anybody in our membership that would benefit from such a greeting, please contact me with their contact information.

Many cards & greetings such as Sympathy, thinking of you, retirement, birthday, get well, etc. have been sent on behalf of NHAEOP. This is a great way to stay in touch with our members throughout the year and means so much to them.

The **Ways and Means Committee** was established as a fundraiser to support the Julia T. Pingree Scholarship. Graduating Seniors who are furthering their education in the field of business may apply. Due to COVID 19, this past year's conference was cancelled but we are hopeful for the future.

*Jane Nichols, Chair*

Email: [janersec@aol.com](mailto:janersec@aol.com) or

Home: (603) 465-7655

*Deborah Brown, President*

[nhaeop.president@gmail.com](mailto:nhaeop.president@gmail.com)

This year we are offering a CASH Raffle of \$300 to one lucky winner, in addition to a few smaller prizes. Ticket sales will be accepted through **VENMO @NHAEOP-422** until 10:30 am on Friday, May 7<sup>th</sup>. All prizes will be awarded during the closing event on Friday at 12:00 pm. Please join us.

If you have any questions regarding the Scholarship Raffle, please contact Patti Kallander at [pkallander@hdsd.org](mailto:pkallander@hdsd.org) or Deborah Tuite at [dtuite@sau21.org](mailto:dtuite@sau21.org)

Thank you.

*Debbie Brown, President*

~~~~ Roaring into 2021 with NHAEOP ~~~~

History of NHAEOP

On April 22, 1939, at the Carpenter Hotel in Manchester, 20 secretaries representing four school districts met to organize the New Hampshire Association of School Secretaries. Since the day, over eighty (80) years ago, NHAEOP continues to grow in membership – a membership that represents most of the public-school districts in New Hampshire, many of the private schools and the State Department of Education. The name was changed many years ago to better reflect our new membership: New Hampshire Association of Educational Office Professionals. (NHAEOP).

Our Mission

The mission of NHAEOP is to provide its members with the leadership and organization to recognize and take advantage of professional and personal growth opportunities. We pursue these through a specifically designed certification program (NHAEOP's Professional Standards Program) and quality training and establishing a network for sharing information and ideas, recognizing achievements and promoting fellowship.

Importance of Membership

It is important that we strive to grow professionally to meet the demands of today's educational office. Increasingly, we are confronted with daily tasks that involve us directly in the decision-making process as well as assist in the supervision of the educational operation. The traditional educational office is rapidly changing, and we must keep abreast of the changes.

Keeping up with the changing trends and laws in the educational environment is every employee's responsibility. Gaining knowledge and training to develop professionally is a key to your individual success.

Affiliations with State and National Associations will provide you with the support needed to keep abreast of current technology and school law. Joining NHAEOP will help promote regular communication statewide, network new ideas, and enable each of us the opportunity to improve skills and attitudes toward our chosen office profession.

Become Involved – The New Hampshire Association of Educational Office Professionals is an opportunity for educational office personnel to improve their professional standards. Recognition is exemplified in the Association's four-point program of:

- **Service** ○ **Information** ○ **Recognition** ○ **Fellowship**

Who's Invited? Educational Executive and Administrative Assistants, Secretaries, Receptionists, Business Office Staff, Administrative Accountants, Media Assistants and any educational office personnel wishing to advance professionally.

~~~~ *Roaring into 2021 with NHAEOP* ~~~~

## Community Service Project

- **2020 Community Service Project – Berlin School District – SAU #3**  
The cancellation of the 2020 NHAEOP Edith E. Hammond Conference due to the pandemic, did not allow us to collect personal items to be donated to the Berlin School District. The NHAEOP Executive Board voted to provide a one hundred dollar (\$100) monetary contribution to assist their students and families in need.

We received a letter of appreciation that read as follows:

*“Thank you so much for thinking of our students and our community. It’s comforting to know that we are part of a larger, very caring NH community.*

*Your partner in education,  
Julie King, Superintendent*

For our 2021 Community Service Project, NHAEOP members were asked to collect items for a donation to an organization of their choice and submit a picture for a slideshow presentation during the virtual conference.

A special thank you in advance for your continued support of our students and communities throughout the State of New Hampshire.

### ***Suggestions:***

- Personal toiletries
- Shampoo / Conditioners
- Toothbrushes / Toothpaste
- Deodorant / Dental Floss / Soap
- Other personal health items
- Non-perishables items



~~~~ Roaring into 2021 with NHAEOP ~~~~

Edith E. Hammond Conference Themes

2021 Roaring into 2021 with NHAEOP!

2020 Picture the Possibilities with NHAEOP (*canceled due to COVID-19*)

2019 Let NHAEOP Light Your Path

2018 Embrace Your Challenge

2017 Shining Bright with NHAEOP (*65th Anniversary*)

2016 Step Up with NHAEOP

2015 Chart Your Course to Success with NHAEOP

2014 Embracing Change Through NHAEOP

2013 Networking, Helping, and Educating our Professionals

2012 Celebrating the Past, Anticipating the Future

2011 Get on Board with NHAEOP – Together We Can

2010 Shining Brightly – Touching Lives

2009 Discovering the Many Facets of NHAEOP

2008 Climbing to your Potential with Purpose and Pride

2007 Dream, Believe, Achieve

2006 Catch the Spirit

2005 Shining the Light on Education

2004 Voicing Our Growth Through NHAEOP

2003 Enhancing Your Inner Treasures with NHAEOP

2002 50 Years of Memories Building Inspiration for Tomorrow

2001 Designing a Course for the Future

2000 Dare to Dream – Make it Happen

1999 Growing Together Through NHAEOP

1998 Spread Your Wings – Soar into 2000 with NHAEOP

1997 Believe in Yourself – Become Involved

1996 All Aboard the Professional Track

1995 Partners Reaching Out for Educational Improvement

1994 One Moment in Time: Keeping Balance through Professional Growth

1993 Meeting Today's Challenges

1992 Forty Years of Service – The Best is Yet to Come

WORKSHOP DESCRIPTIONS AND PRESENTER'S and BIO'S



THURSDAY, MAY 6, 2021

9:30 am – 11:00 am –

Opening Session includes:

Welcome from NHAEOP, NAEOP and NH Dept. of Education, and NHAEOP Business Meeting.

Keynote Speaker:

“Keepin’ It Real! Sensible Self-Care Tips You Can Actually Use”

In this presentation we’ll discuss not only the importance of diligent self-care and stress management in the face of a global pandemic, but how to keep our efforts simple and sustainable. We will cover some realistic self-care tips in a lighthearted, non-preaching, and validating manner. Together, we’ll redefine self-care for ourselves and let go of self-criticism!

Raymond Pillsbury, M.Ed., CAGS is the Director of Special Services for the Winnacunnet Cooperative School District in Hampton, NH, and the Crisis Response Coordinator for the five Seacoast, NH districts within School Administrative Unit 21. In addition to a long career in community and school mental health, Raymond has been active in school crisis management coordination and consultation for nearly 20 years. He has been the architect of wellness initiatives in school districts across the State of New Hampshire and frequently consults with schools on how to foster environments that honor and promote the importance of self-care.

SESSION 1 – 12:30 pm – 2:00 pm

Managing Change ~ Gerri King, PhD., Human Dynamics Associates

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.

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*.

The Crone Years: Herbal Support as we Transition into Menopause ~ Sara Woods-Kender

Our body’s go through The Change for a reason: we stop making babies. Synthetic hormone therapy has many risks, including cancer. The herbal world is rife with options to help reduce symptoms of menopause and support the body through this transition into the Crone Years. Embrace your body and all its changes.

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 Herbs, in downtown Meredith, NH.

How to Effectively Use QuickBooks with your Student Activities Funds ~ Sheryl Pratt, Plodzick and Sanderson Auditors

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,

WORKSHOP DESCRIPTIONS AND PRESENTER'S and BIO'S

bank reconciliations, the summary of activity, and reporting requirements under GASB Statement No. 84, Fiduciary Activities. In addition, we will review important internal control considerations in using the QuickBooks software.

Sheryl A. Pratt has been a governmental auditor with Plodzick & 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.

Google Docs ~ Connie Hyslop, Hyslop and Associates

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.

Connie Hyslop, 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.

SPED Aid/402 ~ NH Dept. of Education Lisa Moody, Tamela Dalrymple and Terry Hersh

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.

Lisa Moody is a Program Specialist for the New Hampshire Department of Education, Bureau of Special Education. She has been with the Bureau for 13 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. She 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.

Vaping 101 ~ Laurie Warnock, NH Education Coordinator for the Northern New England Poison Center

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 emergence 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.

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.

WORKSHOP DESCRIPTIONS AND PRESENTER'S and BIO'S

SESSION 2 – 2:15 pm – 3:45 pm

**Facilitating Generational Differences ~ Gerri King, PhD.,
Human Dynamics Associates,**

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.

Gerri King, PhD., Human Dynamics Associates see Session 1 for presenter information.

Infectious Disease: Non-pharmaceutical Interventions for Supporting the Immune System ~ Sara Woods-Kender

It's all about the terrain. We are in an unprecedented time whereby the idea of germs causing dis-ease is in question. The terrain theory of health has been around as long as the germ theory has, but has not been supported in the main stream medical model. The question is why? I have my theories, but the reality is, you can have any virus in your body that has been associated with an infection, but not display symptoms of that infection. Did you know that? I'll talk to you about why that is and what you can do to keep healthy during the Cold Season.

Sara Woods-Kender see Session 1 for presenter information.

Current Fraud Schemes: Update on current schemes and how to prevent and detect them ~ Scott T. Eagen, Plodzik and Sanderson, PA

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.

Scott T. Eagen has been a governmental auditor with Plodzik and Sanderson, PA since 2007, and has been a Senior Manager with the organization since 2013. During this time, he has performed audits of the financial statements of towns, cities, school districts, school administrative units, village districts, water precincts, federal grant programs, special governmental entities, and non-profits. He is a Certified Fraud Examiner and 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.

Google Sheets/Transitioning from excel ~ Connie Hyslop, Hyslop and Associates

This workshop includes everything you need to build a basic workbook, create simple formulas and format a spreadsheet. Participants will learn to enter & edit data; un-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, guidelines, headers and footers.

Connie Hyslop and Associates see Session 1 for presenter information.

All Levels Flow Yoga ~ Laurie Haynes

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.

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.

WORKSHOP DESCRIPTIONS AND PRESENTER'S and BIO'S

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.

McKinney-Vento 101 ~ Courtney Porter, MSW, M.Ed.

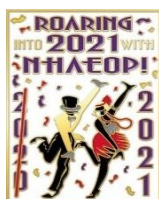
During this training, participants will:

- 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.

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.



FRIDAY, MAY 7, 2021

SESSION 3 – 8:30 am – 10:00 am

Excel Multiple Sheets, Formulas & Formatting, Part One (double session)

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.

Connie Hyslop, Hyslop and Associates – see Session 1 for presenter information.

The Right Question ~ Maureen Callaghan, MS CCC-SLP

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.

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!

All Levels Flow Yoga ~ Laurie Haynes

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

WORKSHOP DESCRIPTIONS AND PRESENTER'S and BIO'S

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.

Laurie Haynes see Session 2 for presenter information.

Rochester Police, Juvenile Prosecution ~ Lt. Anne Gould/Sgt. Tony Deluca

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.

Lt. 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.

The Crone Years: Herbal Support as we Transition into Menopause ~ Sara Woods-Kender

Our body's go through The Change for a reason: we stop making babies. Synthetic hormone therapy has many risks, including cancer. The herbal world is rife with options to help reduce symptoms of menopause and support the body through this transition into the Crone Years. Embrace your body and all its changes.

Sara Woods-Kender – see Session 1 for presenter information.

SESSION 4 – 10:15 am – 11:45 pm

Excel Multiple Sheets, Formulas & Formatting, Part Two (double session)

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.

Connie Hyslop, Hyslop and Associates – see Session 1 for presenter information.

The Right Question ~ Maureen Callaghan, MS CCC-SLP

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.

Maureen Callaghan, MS CCC-SLP, Right Question Facilitator – see Session 3 for presenter information.

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During this training, participants will:

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WORKSHOP DESCRIPTIONS AND PRESENTER'S and BIO'S

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Courtney Porter, MSW, M.Ed. – see Session 2 for presenter information.

Rochester Police, Juvenile Prosecution ~ Lt. Anne Gould/Sgt. Tony Deluca

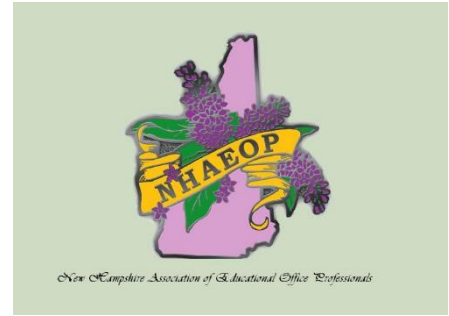
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Sara Woods-Kender see Session 1 for presenter information.



New Hampshire SAUs and Regions

NORTH COUNTRY (13)

SAU #3 – Berlin
SAU #7 – Colebrook
SAU #9 – Conway
SAU #20 – Gorham
SAU #23 – Haverhill
SAU #35 – Bethlehem-Franconia
SAU #36 – White Mountains
SAU #58 – Northumberland
SAU #68 – Lincoln-Woodstock
SAU #77 – Monroe
SAU #84 – Littleton
SAU #97 – Hale’s Location
SAU #98 – W. Stewartstown

SOUTHWESTERS (30)

SAU #1 – Contoocook Valley
SAU #6 - Claremont
SAU #24 - Henniker
SAU #29 – Keene
SAU #32 – Plainfield
SAU #34 – Hillsboro-Deering
SAU #39 – Amherst
SAU #40 – Milford
SAU #41 – Hollis-Brookline
SAU #43 – Newport
SAU #47 – Jaffery-Rindge
SAU #60 – Fall Mountain
SAU #62 – Mascoma Valley
SAU #63 – Wilton
SAU #65 – Kearsarge
SAU #66 – Hopkinton
SAU #70 – Hanover
SAU #71 – Goshen-Lempster
SAU #75 – Grantham
SAU #76 – Lyme
SAU #78 – Rivendell
SAU #85 – Sunapee
SAU #87 – New Ipswich
SAU #88 – Lebanon
SAU #89 – Mason
SAU #91 – Surry
SAU #92 – Hinsdale
SAU #93 – Monadnock
SAU #94 – Winchester
SAU #96 - Sullivan

SOUTH CENTRAL (14)

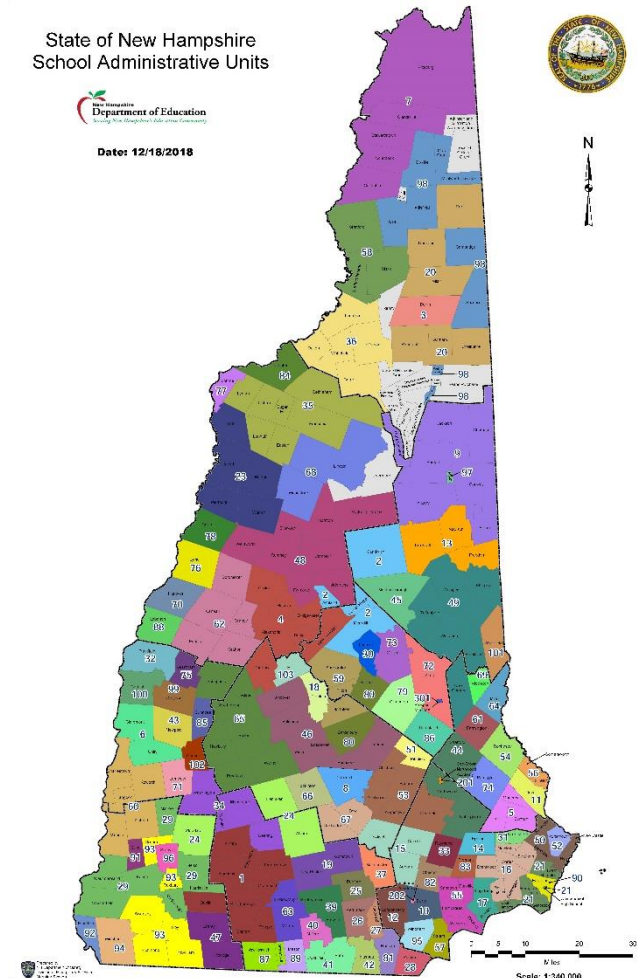
SAU #10 – Derry
SAU #12 – Londonderry
SAU #15 – Hooksett
SAU #19 – Goffstown
SAU #25 – Bedford
SAU #26 – Merrimack
SAU #27 – Litchfield
SAU #28 – Pelham-Windham
SAU #37 – Manchester
SAU #42 – Nashua
SAU #55 – Timberlane
SAU #57 – Salem
SAU #67 – Bow
SAU #81 – Hudson

LAKES REGION (19)

SAU #2 – Inter-Lakes
SAU #4 – Newfound
SAU #8 – Concord
SAU #13 – Tamworth
SAU #18 – Franklin
SAU #30 – Laconia
SAU #45 – Moultonborough
SAU #46 – Merrimack Valley
SAU #48 – Plymouth
SAU #49 – Governor Wentworth
SAU #51 – Pittsfield
SAU #53 – Pembroke
SAU #59 – Winnisquam Regional
SAU #72 – Alton
SAU #73 – Gilford
SAU #79 – Gilmanton
SAU #86 – Barnstead
SAU #80 – Shaker Regional
SAU #301 – Alton/Barnstead

SOUTHEASTERS (20)

SAU #5 – Oyster River
SAU #11 – Dover
SAU #14 – Epping
SAU #16 – Exeter
SAU #17 – Sanborn
SAU #21 – North Hampton
SAU #31 – Newmarket
SAU #33 – Raymond
SAU #44 – Northwood
SAU #50 – Greenland
SAU #52 – Portsmouth
SAU #54 – Rochester
SAU #56 – Somersworth
SAU #61 – Farmington
SAU #64 – Wakefield
SAU #69 – Middleton
SAU #74 – Barrington
SAU #82 – Chester
SAU #83 - Fremont
SAU #90 – Hampton



69th Edith E. Hammond Virtual Conference

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69th Edith E. Hammond Virtual Conference

2021 NHAEOP Attendees

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| Wilcox | Joyce | jwilcox@litchfieldsd.org |
| Young | Catrina | cayoung@conval.edu |

THANK YOU

for attending the

*69th Edith E. Hammond
Virtual Conference.*

See you next year!

*70th Annual Edith E. Hammond
Conference*

May 4 – 6, 2022

at the

North Conway Grand Hotel

North Conway, NH