



WORKSHOP DESCRIPTIONS and PRESENTER BIO'S Annual NHAEOP Edith E. Hammond Conference May 7-9, 2025

SPECIAL WORKSHOPS ~ WEDNESDAY, MAY 7, 2025

9:00 am – 3:00 pm - \$50 per person

HR for the Non-HR Professional – Carol Kilmister, SPHR, SHRM-SCP, Senior Human Resource Consultant Primex³

Many public sector organizations do not have a formal HR function – it is much more typical that the HR responsibilities are shared by several non-HR professionals.

This workshop will provide a general overview of important HR topics such as HR laws, discrimination, and personnel files, and will also be an opportunity for participants to become acquainted with HR resources. When HR is not your main focus, one of the most important skills you can have is to ‘know where to go’ for answers.

Our goal is for participants to leave this workshop with more confidence in their knowledge and understanding of HR-related issues.

Learning Objectives:

- Recognize your role in the Human Resource function
- Summarize basic HR concepts and how they work
- Identify a variety of available HR resources

Topics to be covered:

- The Human Resource function
- HR laws
- Protected classes & types of discrimination
- Personnel files
- Reducing risk



Carol Kilmister, a Senior Human Resource Consultant in the Legal and HR Services Department at Primex³ where she provides training, guidance, and support to Property & Liability members. Prior to coming to Primex³, she worked for many years as the Director of HR for a multi-district SAU in NH. She is a graduate of Rivier University with a Master of Science degree in Human Resource Administration and holds a Bachelor of Science degree in Business Administration from Plymouth State University. In addition, she holds national certification as a senior HR professional from both HRCI and SHRM. She serves on the board of directors of the Greater Concord HR Association of SHRM (HRAGC) as well as the Association of NH Public Employer HR Administrators (ANHPEHRA).

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THURSDAY, MAY 8, 2025 ~ OPENING SESSION – 9:00 AM

Welcome ~ Gretchen Drost, President - NHAEOP

Pledge of Allegiance ~ Sandy Flanagan, Vice-President, NHAEOP

Inspiration ~ Patti Kallander, President-Elect, NHAEOP

Dena Henricks, CEOE, President, NAEOP

Cathy McHenry, CEOE, Director of the Northeast Area of NAEOP

NHAEOP Business Meeting

Keynote Speaker

“How to Work in Education and Live to Tell About it”

Learn the secrets to surviving our daily educational challenges while having some “wild and crazy” fun! Discover why humor, creativity, flexibility, observation, listening, and stress management are the keys to surviving in the workplace. This one’s for YOU!



Debbie Wade, CEOE, CEOE, is a speaker, costumed workshop presenter, clown, community volunteer, and 2011 retiree from San Jacinto College District in Pasadena, Texas, after 31 years as an administrative assistant. She is a charter member and past president of the San Jacinto College AEOP, past president of TESA, a member of NAEOP, a presenter for many state and national conferences, and the recipient of the 2004 Olive T. Ritchie National Educational Office Professional of the Year Award.

Debbie has been a consultant for TESA’s STEM, now T-PEP, program for more than 30 years. She also has quite a collection of outrageously silly costumes she wears while teaching “professional development” sessions . . . always fun and with a theme but also always with plenty of learning going on!!

Retirement hasn’t slowed Debbie down – just changed her direction. She is a busy substitute teacher and tutor in La Porte ISD. She has her own classroom at two schools and hosts small group readings on Tie Dye Tuesdays and Thursdays and a hallway named after her at one called “Wade’s Way” where she has hosted Wednesdays with Mrs. Wade at lunchtime for the past four years. She is the Grants Committee Chairman for the La Porte Education Foundation; she reads in silly costumes to elementary school children; and she keeps her Little Fre Library stocked full of books! She was also honored as a 2022 Distinguished Alumni for La Porte ISD.

Debbie and her high school sweetheart, Jeff, celebrated their 44th anniversary in July. They are the proud parents of Craig and Jennifer, in-laws to Kaitlin, and the very proud grandparents of Emberlee, Coralee, and Harlee!

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**THURSDAY, MAY 8, 2025 ~ SESSION 1 – 1:30 PM – 3:00 PM**

### **Working across the Generations ~ Dena Henricks, CEOE, NAEOP President**

We will talk about the different generations of people we work with. How we differ and how we can work together with the best outcomes. Understanding our differences helps us to work as a team.

#### **Dena Henricks, CEOE, 2024-25 NAEOP President**

Dena Henricks, CEOE, has had a long and dedicated career in education and administrative support at Highland Community Schools in Illinois. With 28 years of experience, including 18 years as the Administrative Assistant to the Superintendent/Board Secretary, she clearly has a deep understanding of the education system and the intricacies of school administration. Her involvement in local, state, and national associations highlights her commitment to professional growth and networking within her field. Her personal interests, including spending time with family, learning new things, traveling, and playing golf, also show that she values both personal and professional development. Her passion for professional development and networking with other office professionals shows her commitment to the growth of others in her field.



### **Code of Conduct ~ Diane E. Fenton, Attorney with the NH Department of Education**

Have you heard about the Code of Conduct for New Hampshire Educators? Interested to see what it is and if it applies to you? Well then this is the seminar for you! We will be discussing the difference between the Code of Ethics and the Code of Conduct as well as the difference between employment issues and licensure issues. Participants will leave with a better understanding of the Department's role in cases of child safety. This is a serious topic with a FUN presenter so be prepared to laugh!!

**Diana E. Fenton** currently serves as Chief of the Governance Unit at the Department of Education. The Governance Unit handles all constituent concerns and hearings and dispute resolution from local districts, special education complaints, legislation, and educator misconduct investigations. Attorney Fenton was the lead drafter of the Code of Conduct for New Hampshire Educators – the first code of conduct for educators in the state.

Attorney Fenton has been with the Department of Education since November of 2015. Prior to her coming to DOE, she served as an Assistant Attorney General at the New Hampshire Department of Justice. In that position, she trained law enforcement on issues related to negligent homicide and DUI cases and she prosecuted homicide cases. Attorney Fenton also authored a DUI prosecution manual which was distributed to all prosecution agencies in the state.

Attorney Fenton is a product of the New Hampshire public education system and graduated from Dickinson College in Carlisle, PA and UNH law school.

### **Managing Activity Funds with QuickBooks ~ Connie Hyslop, Hyslop & Associates**

Are you responsible for tracking school activities funds? In this workshop the presenter will show how to use QuickBooks to track student & club activity funds. The instructor will show step-by-step how to create activity accounts & subaccounts, enter & edit data, reconcile each account and generate reports.

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**Connie Hyslop**, President of Hyslop and Associates, has been teaching computers for over 30 years. She has trained thousands of computer users and specializes in providing quality training where each person receives individual attention. As of 2021 all classes are now offered as recorded videos with live support. Connie has been a presenter at NHAEOP for approximately 20 years

### **Building a Collaborative and Communicative Team ~ Cathy McHenry, CEOE, 2024-26 Northeast Area Director of NAEOP**

Join us for an engaging and interactive workshop designed to enhance team building through effective communication, fostering a collaborative office environment, and understanding individual strengths. This workshop is perfect for individuals looking to improve their team dynamics, boost productivity, and create a more harmonious workplace.

**Cathy McHenry, CEOE** is the 2024-2026 NAEOP Northeast Area Director and serves as Secretary/Treasurer on the NAEOP Educational Foundation board. A dedicated member of NAEOP since 2005, Cathy advocates for lifelong learning, both professionally and personally.

She earned an Associate's degree in Business Administration and Accounting from Hagerstown Business College, followed by a Bachelor's in Health Care Administration from Shippensburg University. Cathy has been employed at Shippensburg University for nearly 24 years and currently works as a Fiscal Specialist for PA State GEAR UP, a federal grant program.

Cathy resides in Newburg, PA, with her partner Dan. They are proud parents to two 5-year-old puppies, Frank and Floyd. In her spare time, Cathy enjoys spending time with her family, which includes 19 nieces and nephews.

### **PowerSchool 101 ~ Sue Johnson, Consultant**

This session is designed for beginners using PowerSchool. Users are strongly encouraged to bring a laptop if they want some hands-on experience and to follow along. Please be sure you have access to your district's PowerSchool administrative software. This will cover the overall structure of PowerSchool, using the interface, understanding how powerful the searches are and beginning to look at student information.

**Exporting Data:** We will cover the basics of exporting information from PowerSchool--where to find this process, how to do a successful export and other useful tips .

**State Reporting:** We will go over how to export your state reports using the Compliance Reports with the new iNHDEX formats.

**Sue Johnson** is a PowerSchool Consultant. She has worked in IT at Oyster River Cooperative School District for 27 years. The last 10 years at Oyster River she was the Data Coordinator and trained all staff on PowerSchool and State Reporting with the DOE. Sue retired in June of 2021.

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Healthy Eating Choices – You are what you eat ~ Sara Woods Kender

Join Sara Woods Kender, Clinical Herbalist, for this fun and informative talk about food. We all need it, we all love it, but what we put in our mouth can either harm us or help us. Sara will focus on our standard American diet and why this contributes to health issues including Type II Diabetes, obesity, and even cancer. She will talk about typical chemicals to stay away from and what to look for on labels. She will go through simple and delicious choices you can make daily that can start your health journey on the right path. It's not rocket-science, it's food! Easy and affordable ways to incorporate healthy choices, she will share some of her favorite family dinners that take little time and planning but afford her and her family the nutrients they need to stay healthy and happy.



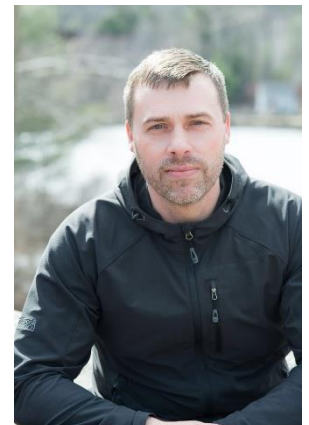
Sara Woods Kender is a Clinical Herbalist, Reiki Master, and Psychic medium. She has been practicing herbalism for almost 20 years with a major focus on empowering people with the knowledge from the plants to help heal. She owns and operates Sacred Tree Herbals, an herbal apothecary in Meredith NH where she sees clients and customers on a weekly basis. Her apothecary contains personally procured, created, and formulated herbal remedies of all kinds from medicinal teas, immunity tonics and tinctures. She also has an extensive skin care line additive and preservative free. She teaches an herbal Apprenticeship each year as well as other classes on herbal medicine, Reiki, and foraging.

THURSDAY, MAY 8, 2025 ~ SESSION 2 – 3:15 PM – 4:45 PM

General Session ~ “Weather the Storm”

She was an experienced hiker. She knew that the tracks ahead meant someone was in trouble. But little did she know they would lead to a rescue mission that has since become legendary. *Weather the Storm* is a real-life account of one hiker's selfless act of courage and compassion, setting the stage for an immersive session that highlights the critical leadership decisions that made the difference between life and death. Throughout this session, we will also explore the vital balance between self-care and selflessness, particularly for leaders who often prioritize the needs of others over their own well-being. By the end of this session, participants will leave with practical leadership insights that can be applied in both their personal and professional lives, empowering them to lead with compassion while ensuring their own resilience.

Ty Gagne, Chief Executive Officer of Primex³, has held executive positions in the municipal, non-profit, and healthcare sectors. Ty holds a Master of Public Administration from the University of New Hampshire and a Bachelor of Science from Granite State College. He is a member of the Leadership NH Class of 2013. Ty completed the program for Senior Executives in State and Local Government at Harvard University's Kennedy School of Government, and holds the Associate in Risk Pool Management (ARPM) and the Associate in Risk Management for Public Entities (ARM-P) designations.



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FRIDAY, MAY 9, 2025 ~ SESSION 3 – 9:00 AM – 10:30 AM

### Building Blocks for Success ~ Debbie Wade, CEOP, CEOE

Through several “building” activities, participants will learn the importance of many building blocks that help create a successful working environment. These include (but are not limited to) teamwork, communication, positive attitude, leadership, professionalism, and customer service.

**Debbie Wade, CEOP, CEOE**, is a speaker, costumed workshop presenter, clown, community volunteer, and 2011 retiree from San Jacinto College District in Pasadena, Texas, after 31 years as an administrative assistant. She is a charter member and past president of the San Jacinto College AEOP, past president of TESA, a member of NAEOP, a presenter for many state and national conferences, and the recipient of the 2004 Olive T. Ritchie National Educational Office Professional of the Year Award.

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### Canva and much more in the school setting ~ Natalie Gehrig

Attendees will learn fundamental tools and techniques using the free design website: *Canva*. Emphasis will be placed on principles and techniques to create aesthetically pleasing designs that can transform methods of communication and outreach within a school setting. Attendees will be applying hands-on techniques during the workshop to create design samples that will inspire further use.

**Natalie Gehrig** has a Master's in Art Education, and has taught fine arts, photography, and design at the high school level for the past 18 years. She lives in NH with her husband, daughter, and two dogs where she loves to ski, run, and read.

### Take a Minute ~ Colleen Conway, Franklin School District, SAU 18

Knowing how to take meeting minutes is important for any executive assistant and administrative support professional. One of your main responsibilities is to support managerial and executive staff, and this usually includes sitting in on meetings and noting pertinent information.

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If you are new to taking minutes or would like to improve your skills in this area, we will provide attendees to this session a template for increased efficiency and better results.

If you are wondering how to take more efficient and rapid meeting minutes, this session is for you.

Colleen Conway has greatly enjoyed working at the Franklin School District for the past five years. In those years, she has become an integral member of the finance team and has developed innovative ways to contribute to the organization. In addition to her duties in finance, she has been the School Board Clerk for the past four years. With more than 40 years of experience in the world of Accounting and Office Procedures, Colleen brings a unique set of skills and approaches to production and process. Let her take you through the arduous process of capturing minutes that reflect the work of your Board.

Using Digital Photography in School Communications and Marketing ~ Christy Prosser

Introduction to Photography, including an overview of camera modes, image composition, and using imagery to tell your district's story through marketing, social media, and digital communications. Plus, discussion of school policies on images of students, copyright laws, rules of public areas and photography, and photography best practices.

Christy Prosser, a distinguished photojournalist, seamlessly weaves her passion for visual storytelling with a rich background in education and a fervor for global exploration. Over a span of 28 years, Prosser has not only left an indelible mark on education as a public-school educator but has also etched her visual narratives across the world, with over 1100 published images in renowned publications like The Wall Street Journal, Daily Mail United Kingdom, The Guardian, and The Times.

Prosser's lens, capturing the essence of diverse cultures and experiences, garnered particular coverage of momentous events such as the Queens State Funeral and the Kings Coronation in London as well as the 50th Running of the Iditarod in Alaska and the 2020 and 2024 Presidential Campaign coverage. Most recently her coverage of the Funeral of President Jimmy Carter, followed the procession from his hometown of Plains, Georgia, to Washington D.C. and to the tarmac of Ft. Moore for coverage of President Carter's last flight home to Plains, Georgia. Her photographs, featured prominently in these historic occasions, serve as powerful testaments to her ability to encapsulate the gravitas and beauty of historical and global events.

Beyond the pages of magazines and newspapers, Prosser's dedication to education shines through in her innovative teaching methods, earning her recognition and as an inspiring educator. Her impact extends far beyond the classroom, as her students are not only educated but inspired to view the world with a discerning eye and a curious mind.

Shield Your Education Institution: Cybersecurity Best Practices with Google ~ Matthew Dumond, Technology Director at Prospect Mountain School system (SAUs 72, 86 and 301)

Explore real-world examples of how educational institutions are leveraging Google's security features to stay ahead of cyberattacks. Discover practical tips and strategies to mitigate risks, safeguard sensitive data, and ensure the security of your network and devices.

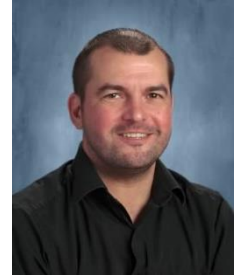
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The power of Google Workspace Apps is vast, and their share of the modern educational office workplace is growing exponentially. Proficient understanding of the efficiency and functionality of these tools is imperative for today's office professionals.

**Matthew Dumond** is Certified Google for Education trainer, who currently serves as the Director of Technology for the Prospect Mountain School system (SAUs 72, 86 and 301). He has many years of experience with networking & system design, system administration, directory and database administration, SIS administration, policy implementation, cybersecurity, and project management. He is a Google Certified ChromeOS Administrator and has worked as a Google cloud administrator for the last 8 years.



### **Medicaid to Schools 101 ~ JSI Research & Training Institute, Inc.**

Join the NH Medicaid to Schools Resource Center run by JSI Research & Training Institute Inc.

- 1) An overview of federal Medicaid and school-based Medicaid funding.
- 2) The New Hampshire Medicaid to Schools program.
- 3) Resources available to assist schools in the New Hampshire Medicaid to Schools program.

**JSI Research & Training Institute, Inc.** New Hampshire has developed a resource center for NH school districts to support the utilization of the NH Medicaid to Schools Program. Working in collaboration with the New Hampshire Department of Health and Human Services Offices of Medicaid and Department of Education along with local and national experts, the NH Charitable Foundation funded JSI Research and Training Institute to provide the most up-to-date and helpful information to schools.

### **FRIDAY, MAY 3, 2024 ~ SESSION 4 – 10:45 AM – 12:15 PM**

#### **Show me the Money! Tips and Tricks for Special Education Aid, Court Order Placement and Episode of Treatment ~ Cathleen Krammes, NH Department of Education**

This presentation will consist of common mistakes seen during the review process and what NHED looks for to assist in less errors and corrections.

#### **Cathleen Krammes, NH Department of Education**

Cathleen has been in the special education environment for over 18 years. She started with managing transportation for special education students, then moved on to a district position working with all special educators across the district. Cathleen came to NHED in 2023. She and her husband have been together for 38 years and they have 2 grown children and 4 grandchildren. They all live together so at times their lives are chaotic but watching the grandchildren grow into remarkable little humans is worth it all! They enjoy traveling every chance they get and of course the family time and memories they are making.

#### **Canva and much more in the school setting ~ Natalie Gehrig**

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Introduction to Photography, including an overview of camera modes, image composition, and using imagery to tell your district's story through marketing, social media, and digital communications. Plus, discussion of school policies on images of students, copyright laws, rules of public areas and photography, and photography best practices.

Christy Prosser ~ See Session 3 for Biography

Google Workspace & Gemini AI: A Power Duo for Education ~ Matthew Dumond, Technology Director at Prospect Mountain School system (SAUs 72, 86 and 301)

Learn practical tips and tricks to maximize the potential of Google Workspace apps like Gmail, Docs, Sheets, Slides, and more, combined with the power of Gemini AI.

Matthew Dumond ~ See Session 3 for Biography

Medicaid to Schools 102 – JSI Research & Training Institute, Inc.

Join the NH Medicaid to Schools Resource Center as they moderate a panel of school experts discussing documentation requirements for the NH Medicaid to Schools program. This interactive session is designed to engage participants in reviewing Medicaid documentation to identify and assess any gaps or deficiencies. Participants will evaluate current documentation practices, pinpoint areas where critical information may be missing, and discuss strategies to improve and fill those gaps. The goal is to enhance Medicaid documentation accuracy, completeness, and compliance, ensuring that all necessary details are captured for successful claims processing and audit defense.

JSI Research & Training Institute, Inc. ~ See Session 3 for Biography

Exploring AI in Education: A Look at Gemini, ChatGPT, and School AI ~ Cody MacGregor, IT Support Technician for Prospect Mountain School system (SAUs 72, 86, & 301)

This session provides a general overview of three major AI platforms—Gemini, ChatGPT, and School AI—and how they can be leveraged in an educational setting. Attendees will gain insights into the capabilities of each AI tool, their potential benefits in the classroom and administration, and best practices for responsible AI use in schools.

Cody MacGregor is an IT Support Technician for the Prospect Mountain School system (SAUs 72, 86, and 301). With a background in cybersecurity and IT support, Cody has experience in system administration, network security, troubleshooting, and end-user support. Cody is also a veteran of the US Army and spent two years in a Database Administrator role. He is currently pursuing a Bachelor's Degree in Cybersecurity and has a strong interest in emerging technologies, including artificial intelligence in education.



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***Come visit New Hampshire!  
The Granite State and home of the  
Old Man in the Mountain***



***We are looking forward to seeing  
you in May!***

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