



New York State Association of Educational Office Professionals NYSAEOP Western Region Professional Development Day

Hilton Garden Inn
4201 Genesee Street, Cheektowaga, NY 14225
Friday, April 30, 2010 - 8:00 am – 4:00 pm

It is my honor to invite you to attend a professional development opportunity being held right here in Western New York. The New York State Association of Educational Office Professionals is dedicated to preparing educational office professionals to meet the challenges of a changing workplace and world through professional development, workshops, institutes, conferences and networking.

Joette Cappello, NYSAEOP Western Region Director, has done an outstanding job in creating a Professional Development Day for you, her colleagues that promises to be informative, worthwhile and fun. You deserve the day away from the office to take part in professional development just for you – the dedicated educational office professional.

Please consider joining your colleagues from across the region and take part in this opportunity that is very affordable. I would ask that you share this opportunity with other office professionals in your district, and with your colleagues in other districts, as well. Everyone's invited and we would love to have you all join us.

I look forward to seeing you there!

Respectfully,

Wendy L. Heslink

Wendy L. Heslink, CEOE
NYSAEOP President

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Agenda

- 8:45 am to 10:00 am “Opportunities Provided Through a Public School Education”
James C. Bodziak, Superintendent of Schools
East Aurora Union Free School District
- The son of a Lackawanna, NY steelworker, Mr. Bodziak will share his inspiring, personal, and truly American story of how with hard work and dedication, you can achieve your dreams.
- 10:00 am to 10:15 am Break
- 10:20 am to Noon “Confidentiality in School Offices”
Wendy Heslink, CEOE
NYSAEOP President
- As Secretary to the Superintendent of the Fredonia Central School District, Ms. Heslink understands the confidential nature of the information that crosses our desks daily. Wendy will offer useful tips on how to deal with nosy co-workers and inquisitive parents.
- Noon – 1:00 pm Lunch
- 1:00 pm to 2:00 pm “Smart Phone Applications”
Frank Rizzo, Director of Instructional Technology
Alden Central Schools
- In addition to his school duties, Mr. Rizzo works with Apple Computers and has actually written a number of smart phone applications currently in use. His enthusiasm and passion for technology will encourage each one of us to explore these new applications.
- 2:00 pm to 3:00 pm “Current School Health Issues”
Fred Thornley, Athletic Director
East Aurora Union Free School District
- Mr. Thornley will discuss the changing world of public school health and issues that will face tomorrow’s educational office professionals.
- 3:00 pm to 3:15 pm Break
- 3:15 pm to 4:00 pm “Professional Standards Program”
Connie Van Hoesen, CEOE
NAEOP PSP Liaison
- Learn about our PSP program from our NAEOP Liaison Mrs. Van Hoesen, who will guide you through the process toward your professional growth and your PSP certificate.