

Welcome to New Hampshire the Granite State



NHAEOP and NAEOP - Northeast Area

presents

Edith E. Hammond & the Northeast Area Conferences

\$149*

May 1 - 3, 2024

North Conway Grand Hotel

North Conway, New Hampshire

* Conference price of \$149, Life-time members \$99 and Retirees \$50
does not include Wednesday's Special Workshops or accommodations/meals.

* Register for the conference at [NHAEOP May 2024 Conference Registration Form](#)

Make hotel reservations directly to North Conway Grand Hotel.

Fax the attached hotel reservation form to (603-356-6028)

If you choose additional night stays at the special rates, those rates do not include meals.

Keynote Speaker:

“Mental Focus in the Workplace”

Porter Knight, CPO



The hours in a day are finite yet the demands on your time seem limitless. It's hard to effectively get your work done when you're pulled in so many different directions, and COVID has made it even harder. But by understanding the ways your brain can work for or against you, you can train yourself to keep your brain in the game even in stressful circumstances. This workshop will show you how to improve and protect your mental focus.

General Session:

“The Wizard of Us”

Pamela Stiles



Educational Office Professionals play an incredibly important role in the lives of children, parents, and staff. The job is not an easy one and it's sometimes difficult to know if the contributions being made make a difference. As we travel together down a road that can sometimes be chilling, we'll use our hearts, heads, and a bit of courage to discover how we can (and do) make a difference for those around us. And don't be surprised when you learn just WHO is hiding behind the Curtain!

CONFERENCE INFORMATION

Registration links, workshop descriptions and other important information can be found at: www.nhaeop.org

SCHOLARSHIP INFORMATION

*Can be found at:
<https://nhaeop.org/awards>*



2024 NHAEOP Conference Community Project

Our commitment to the needs of communities around the State of New Hampshire are paramount. We will be collecting **non-perishable items** which will be donated to the Vaughan Food Pantry in North Conway, NH.

- ❖ Can goods
- ❖ Dry goods
- ❖ Toiletries
- ❖ Toothpaste
- ❖ Deodorants
- ❖ Condiments
- ❖ Pillowcases
- ❖ Blankets
- ❖ Etc.



Thank you for your donations.

Wednesday, May 1, 2024 – Special Workshops

Thursday, May 2, 2024 – General Session 9:00 am—10:30 am

Welcome’s from NHAEOP, NAEOP and NH Department of Education

NHAEOP Business Meeting

Keynote Speaker ~ “Mental Focus in the Workplace”, Porter Knight, COP

NAEOP Northeast Area Board Meeting

Friday, May 3, 2024 – Workshops, Spirit Luncheon

See more information about presenters and workshop descriptions on the website at www.nhaeop.org



“DIG IN”

2024

**NHAEOP and NAEOP
Northeast Area**

Dream ~ Inspire ~ Grow

Wednesday, May 1, 2024 12:30 pm –2:00 pm 2:15 pm – 3:45 pm	Choose two Special Workshops for an additional cost of \$50 per person Advanced Excel & Excel Marcros (<u>Double Session</u>) Connie Hyslop Being Adaptive in Order to Thrive in Our Ever-changing World ~ HealthTrust/ComPsych Balancing Work and Life ~ HealthTrust/ComPsych
Thursday, May 2, 2024 Session 1 1:30 pm – 3:00 pm	D-I-G – Dream, Inspire, Grow ~ Teresa Himmelberger, CEOE, NAEOP President Giving Effective Feedback in Personal or Work Situations ~ HealthTrust/ComPsych Microsoft Office Pre-fillable ~ Connie Hyslop, Hyslop & Associates Cybersecurity ~ Pamela McLeod, ACT Director of Cybersecurity PSP – What is in it for me? ~ Bonnie J. Miller, CEOE, Immediate Past NAEOP President Human Trafficking ~ Meg Chant, Program Director, NHCADSV
Thursday, May 2, 2024 Session 2 3:15 pm – 4:45 pm	General Session – “The Wizard of Us” ~ Pamela Stiles
Friday, May 3, 2024 Session 3 9:00 am – 10:30 am	The Importance of Play ~ HealthTrust/ComPsych Using Digital Photography in School Communications and Marketing ~ Christy Prosser Artificial Intelligence (AI) ~ Pamela McLeod, ACT Director of Cybersecurity Conflict Management ~ Nicole Armaganian, Risk Management Consultant, Primex ³ Google 101: Working with Google Apps ~ Matthew Dumond, Director of Technology, SAUs 72, 86 & 301 Aging Gracefully Through Exercise ~ Scott Pettey, SRA Training Systems, LLC
Friday, May 3, 2024 Session 4 10:45 am – 12:15 pm	Audit Readiness ~ Sheryl Pratt, CPA, Plodzick and Sanderson Using Digital Photography to School Communications and Marketing ~ Christy Prosser Transitions Moving Forward ~ Katherine Reichley, CEOE, Northeast Area Director Google 102: Advanced Google Apps. ~ Matthew Dumond, Director of Technology, SAUs 72, 86 & 301 Healthy Eating Made Simple ~ Scott Pettey, SRA Training Systems, LLC Canva and much more in the school setting ~ Natalie Gehrig

The workshop descriptions and presenter’s bios can be found at www.nhaeop.org

Accommodations at the North Conway Grand Hotel pricing are as follows:

2 Night Package (per person): Single: \$399.00, Double: \$299.00, Triple: \$286.00, Quad: \$274.00 includes 6 meals

1 Night Package (per person): Single: \$248.00, Double: \$191.00, Triple: \$181.00, Quad: \$175.00 includes 4 meals

Day Tripper(s) meal pricing:

Breakfast \$26 - Lunch \$31 - Dinner \$47

***Please note:**

Rates are inclusive of NH State Room Tax and Housekeeping Fees/Services.

A credit card will be required at the time registration. The hotel will hold \$50 per person for incidentals whether used or not and will be released at checkout. Fax reservation form to (603) 356-6028.

CONFERENCE REGISTRATION

To register for the conference, go to [NHAEOP May 2024 Conference Registration Form](#). When completing the Google registration form, designate two preferred workshops from each session.

TRANSPORTATION INFORMATION

There are many ways to get to the NHAEOP/Northeast Area Conference in May 2024!

If you have any questions on the information here, please reach out to Vivian Champagne, CEOE, at email: vivianchampagne@gmail.com or cell phone: (207) 399-7344 (I love getting texts!)

We have a couple of volunteers that will transport from Airport/Train/Bus Stations to North Conway if we know when you will be flying in!

Plane:

- A. Portland International Jet Port (PWM) - <https://portlandjetport.org/>
 - a. 50 Miles from North Conway, NH
 - b. Options to get from airport to Conference
 - i. Call Vivian to set up a ride
 - ii. Rent a car
- B. Manchester, NH (MHT) - <https://www.flymanchester.com/>
 - a. 80 Miles from North Conway, NH
 - b. Options to get from airport to Conference
 - i. Call Vivian to set up ride
 - ii. Rent a car
- C. Boston, MA (BOS)- <https://www.massport.com/logan-airport>
 - a. 120 Miles from North Conway, NH
 - b. Options to get from Boston to Conference
 - i. Take a bus - One trip daily from Boston to North Conway
 - 1. [North Conway, NH Bus Stop | Concord Coach Lines](#)
 - 2. Let Vivian know so she can make arrangements to get from drop off point to conference.
 - ii. Rent a car



Trains - no direct routes for the Amtrak to North Conway, NH - Sorry

Bus -

- A. Greyhound - <https://www.greyhound.com/bus-routes>
 - a. Nearest bus stop is 2 hour drive
 - i. Please let Vivian know if you need a ride
- B. Concord Bus Lines - <https://concordcoachlines.com/bus-routes/>
 - a. Nearest Bus stop is minutes away from the Conference
 - i. Please let Vivian know if you need a ride



Automobile -

The address for the North Conway Grand Hotel

North Conway Grand Hotel
72 Common Court
North Conway, NH 03860

Looking for something to do while in the North Conway area? Check out the Visitor's Guide online at

<https://view.publitas.com/visit-nh/officialnhvisitorsguide/page/1>

New Hampshire Association of Educational Office Professionals
North Conway Grand Hotel, North Conway NH May 1-3, 2024

Reservation Deadline: April 14, 2024 to receive group rate. Be sure to mention NHAEOP!

MAIL or FAX this form with deposit to: North Conway Grand Hotel – Attn: Sales

72 Common Court, North Conway, NH 03860 ~ Fax: 603-356-6028 ~

If interested, extended rates are available for: Tuesday, April 30 (\$99) and/or Friday, May 3 (\$129) plus taxes.

Guestrooms are subject to availability.

Package #1 / 2 Night Package* = Wednesday and Thursday overnight accommodations with 6 meals (Wednesday dinner, Thursday breakfast, lunch, and dinner, and Friday breakfast and lunch)

- _____ Single Occupancy = \$399.00 per person
- _____ Double Occupancy = \$299.00 per person
- _____ Triple Occupancy = \$286.00 per person
- _____ Quad Occupancy = \$274.00 per person

Package #2 / Thursday Night Package* = Thursday overnight accommodations with 4 meals (Thursday lunch and dinner, and Friday breakfast and lunch)

- _____ Single Occupancy = \$248.00 per person
- _____ Double Occupancy = \$191.00 per person
- _____ Triple Occupancy = \$181.00 per person
- _____ Quad Occupancy = \$175.00 per person

Day Tripper (Meals Only) Rates* (for 'meals only', please contact Gretchen Drost – 603-755-1402, gramgretch52@gmail.com or info@nhaeop.org ~ Breakfast = \$26.00; Lunch = \$31.00; Dinner = \$47.00

***Please note: rates are inclusive of NH State Room Tax and Housekeeping Fees/Services.**

IF SHARING A ROOM, PLEASE FILL OUT ONE REGISTRATION FORM PER ROOM, NOT PER GUEST

Arrival Date: _____ Departure Date: _____

Your Name: _____

Name of Person(s) Sharing Room: _____

Your Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

A deposit in the full amount of the package price is due at time of booking. Deposits will be accepted by check or major credit card (to be processed upon receipt of reservation form). Please make checks payable to: North Conway Grand Hotel. **Please note that a valid credit card is required at check-in, regardless of payment type. An incidental hold of \$50 per night, per room will be authorized at check-in.** Authorizations will be released within 48 hours of departure. Any outstanding balance of each room is required at departure.

If more than one card will be charged; (i.e. for double occupancy), please fill in amount to charge and credit card information below:

Amount: \$ _____ Check ___ MC ___ VISA ___ AMEX ___ DISCOVER ___

Credit Card # _____ Expiration Date: _____

Name on Credit Card (include name of town, if town card): _____

Amount: \$ _____ Check ___ MC ___ VISA ___ AMEX ___ DISCOVER ___

Credit Card # _____ Expiration Date: _____

Name on Credit Card (include name of town, if town card): _____

For refund of deposit, less a \$25 processing fee, notification must be received at least 15 days prior to the scheduled arrival date. A 50% deposit refund, less a \$25 processing fee, will be given for a 3-14 day cancellation. No refunds given with a notification of 0-2 days. Early departure or "No Show" will be billed for full reserved stay.

CHECK-IN TIME = 4:00pm

CHECK-OUT TIME = 11:00am (no late departures)

Guest Signature: _____

Credit Card Signature (if different): _____

Things to do while visiting the North Conway area!



Cathedral Ledge

Franconia Notch

Main Street Stores

North Conway Aerial Picture




JULY 14-17
2024

NAEOP
Annual
Conference

2024

*Double Tree Downtown
Little Rock, Arkansas*

Affiliation of the NAEOP
National Association of Educational Office Professionals
Website: www.naeop.org



Conference Questions:

Email: info@naeop.org

Phone: 603-755-1402

Gretchen Drost, President



WORKSHOP DESCRIPTIONS and PRESENTER BIO'S
Annual NHAEOP Edith E. Hammond Conference
and NAEOP – Northeast Area Conference
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SPECIAL WORKSHOPS ~ WEDNESDAY, MAY 1, 2024

Choose two sessions or a combination from these four sessions for an additional \$50.00.

12:30 pm – 2:00 pm 1st Session

2:15 pm – 3:45 pm 2nd Session

Advanced Excel & Excel Macros (Double Session), Connie Hyslop, Hyslop & Associates

This is a double session on advanced Excel features and an overview of macros. Advanced is a tricky term because everything is easy when you know how. Specific topics will include using absolute & mixed references in formulas, protecting a workbook from changes, working with conditional formatting, creating range names, using Vlookup & XLookup formulas in a database list and working with pivot tables to summarize & analyze data. Participants will also learn how macros can automate routine tasks. We will create & edit macros, add a macro button on the ribbon to run your routine with one click, or build a control panel to execute macros, launch a website and create links to files on a server.

Connie Hyslop, President of HYSLOP AND ASSOCIATES, Computer Training School has been teaching computers for over 30 years. She has trained thousands of computer users and specializes in providing quality training, in a friendly environment where each person receives individual attention. Connie now offers her classes as recorded videos with live support.

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**12:30 pm – 2:00 pm 1<sup>st</sup> Session**

**Being Adaptive in Order to Thrive in Our Ever-Changing World – HealthTrust/ComPsych**

“Because we’ve always done it like that,” may not be the best answer to, “Why do we do the things we do?” In our ever-changing world, we are seeing shifts in our markets and economies, our cultural norms, our behaviors, and ourselves. Now is the time to thrive by learning how to be adaptive and to be consistently able to change yourself to accommodate and maximize the benefits of change.

**2:15 pm – 3:45 pm 2<sup>nd</sup> Session**

**Balancing Work and Life ~ HealthTrust/ComPsych**

Using the philosophy that “those who are happy at home perform better on the job,” this workshop was developed for those who feel burdened with too many responsibilities and without enough time for personal enjoyment. This workshop will help participants explore and define home responsibilities, identify career requirements, and prioritize leisure time. The resulting better balance will help achieve more in one’s career and at home.



~~~~~ *Dream ~ Inspire ~ Grow* ~~~~~



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THURSDAY, MAY 2, 2024 ~ OPENING SESSION – 9:00 AM

Welcome ~ NHAEOP – Gretchen Drost, President
Pledge of Allegiance – Deborah Tuite, Vice-President
Inspiration – Patti Kallander, President-Elect
NH Department of Education Greetings
NAEOP, Teresa Himmelberger, CEOE, President
NAEOP, Katherine Reichley, CEOE, Northeast Area Director
NHAEOP Business Meeting
Installation of NHAEOP Officers
NAEOP – Northeast Area Board Meeting

Keynote Speaker

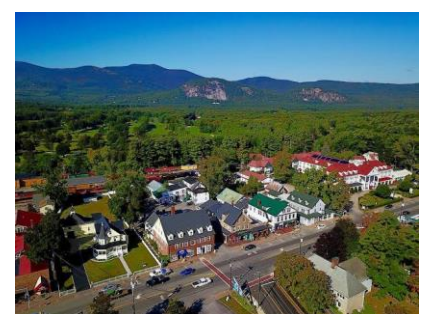
“Mental Focus in the Workplace”

The hours in a day are finite yet the demands on your time seem limitless. It's hard to effectively get your work done when you're pulled in so many different directions, and COVID has made it even harder. But by understanding the ways your brain can work for or against you, you can train yourself to keep your brain in the game even in stressful circumstances. This workshop will show you how to improve and protect your mental focus.



About Porter Knight, CPO®

Since 1996, Productivity Vermont founder Porter Knight has been teaching people how to make decisions, take action, & accomplish what they want in life. A Certified Professional Organizer® & author of *Organized to Last*, Porter loves teaching about workplace productivity. Based in Bristol VT, Porter is an active volunteer, managing a trail network, a social justice group, & a women's giving circle. Don't miss this opportunity to hear one of Vermont's most dynamic & popular presenters. More information at www.productivityvermont.com.



~~~~ *Dream ~ Inspire ~ Grow* ~~~~





## WORKSHOP DESCRIPTIONS and PRESENTER BIO'S Annual NHAEOP Edith E. Hammond Conference and NAEOP – Northeast Area Conference May 1-3, 2024

THURSDAY, MAY 2, 2024 ~ SESSION 1 – 1:30 PM – 3:00 PM

### D-I-G - Dream, Inspire, Grow ~ Teresa Himmelberger, CEOE, NAEOP President

As you have traveled through this thing called life, how many different dreams have you pursued? Did you have a bucket list of those dreams? What or who inspired you to have those dreams, and if you pursued those dreams, how did you get to a place or who did you meet along the way which led you to grow?

Let us explore our dreams and how we can be inspired and grow along the way!



### Teresa Himmelberger, CEOE, 2023-24 NAEOP President

I am a mother of two grown adults, Brandy, 34 and Tyler, 27 and a grandmother of one beautiful girl, Freya (babycakes) who has my heart as much as my kids. We have two kitties, Ivan, and Luna, who keep us busy like toddlers. My wonderful, supportive husband of 14 years and I are living our best lives with our little family.

My career education started in 1996 as an office clerk in the Granite District Human Resources Department, then quickly transitioned into the Payroll Office where I have worked for 26 years.

I joined NAEOP in 2013 as an incoming local President of Granite Association of Educational Office Professionals and became the NAEOP Southwest Area Director a few years later. After serving in that position for four years, I progressed to serving as Vice President, President Elect, and now President.



### Giving Effective Feedback in Personal or Work Situations ~ HealthTrust/ComPsych

Giving effective feedback is difficult. Most people avoid opportunities to give constructive feedback and give infrequent and often unhelpful positive feedback. This session addresses strategies on how to deliver effective feedback at work or at home. The training will offer multiple examples and provide participants with ample practice to learn how to give feedback that helps individuals improve performance.

### Microsoft Office Pre-fillable ~ Connie Hyslop, Hyslop & Associates

Microsoft Word has a forms feature that enables you to create documents and tables to fill in the blanks. In this workshop, the attendee will learn how to protect a document and use the tab key to jump to the next form field. The presenter will demonstrate how this is used in letters & documents like contracts. We will also create forms using the table feature and automate the fill-ins using text fields, drop-down lists and check boxes.

**Connie Hyslop**, President of HYSLOP AND ASSOCIATES, has been teaching computers for over 20 years. She has trained thousands of computer users and specializes in providing quality training, in a friendly environment where each person receives individual attention.

### Cybersecurity ~ Pamela McLeod, ACT Director of Cybersecurity

Did you know that a cyber-attack on a US School District typically costs between \$50,000 and \$1 million? That education is the most targeted sector for attacks? Student data privacy and cybersecurity have evolved so rapidly in the past 5 years, and in many ways, school offices are the gatekeepers for student information. Join Pam McLeod, ACT's Director of Cybersecurity, the former CISO in the Concord School District, and a NH leader

~~~~ Dream ~ Inspire ~ Grow ~~~~



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in student data privacy, as she highlights the MOST important and EASY techniques, tools, and work habits you can use to protect sensitive student information. Your technology team will LOVE you for attending this session! These same techniques can also help you protect your own personal information, as well as that of your family! To submit questions or scenarios in advance, please email pam@mcleodmcleod.com .

Pam McLeod is an experienced public sector technology and education leader, beginning in higher education as an ocean mapping specialist at Maine Maritime Academy and UNH, followed by 19 years as an administrator in New Hampshire's public schools. Her public-school tenure includes 10 years at Alton Central School and 9 years in the Concord School District as Director of Technology and Chief Information Security Officer. Pam co-founded the NH CTO Council, a professional organization and state affiliate of CoSN, as well as the NH CTO Student Privacy Alliance, a grassroots, cooperative solution to meeting the requirements of NH's student data privacy law. NH's Alliance has signed data privacy agreements with 1,500 online software applications, securing data for more than 130,000 of NH's children across 80% of our districts at a cost of just over \$1/student/year.

Pam holds a Bachelor's in Electrical Engineering from the University of Wyoming; a Master's in Engineering from Purdue; and a CAGS in Educational Leadership from SNHU. She is a certified NH digital learning specialist, the 2012 recipient of the NHSTE Technology Impact Award, and a CoSN Certified Education Technology Leader. Pam has been a school board member on the Alton (SAU #72) and Prospect Mountain High School.

JMA (SAU #301) boards for nearly 7 years, proudly leading efforts to consolidate SAU services across the 3 school districts in the two small towns of Alton and Barnstead, which together educate a total of about 1,350 students. She served on the board of directors of the NH School Boards' Association for 3 years.

Since June, Pam has been the Director of Cybersecurity for ACT, Inc., the education assessment company. She remains active in NH school issues through her school board service.

Pam lives on a mountain farm in Alton Bay with her husband Andy. They have two college-age sons.

PSP ~ What is in it for me? ~ Bonnie J. Miller, CEOE, Immediate Past NAEOP President

Learn why you should apply for the certification and how easy the application is to complete. Understand what the CEOE/CESE distinction is and how you can obtain yours. This session is meant to provide an overview of the program, ease of the application process and have fun while doing so!

Bonnie J. Miller has served in various board of director roles for both NAEOP and PAEOP (Pennsylvania Association of Educational Office Professionals), including 2 terms as President of PAEOP. She has enjoyed serving as chairperson on various NAEOP committees and is very passionate about the NAEOP Professional Standards Program.

She holds a degree in Business Management. She is completing her 37th year of employment at Pace School, where she is the Executive Assistant to the Chief Executive Officer.

Bonnie and her husband John celebrated their 36th wedding anniversary in April 2024. They have a daughter and twin boys. She immensely enjoys spending time with her children, reading, traveling, and relaxing at their family camp.

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She is grateful to have the opportunity to serve NAEOP members and to provide professional development to office professionals across the nation. Bonnie appreciates the opportunity to be part of the New Hampshire Association of Educational Office Professionals conference.

**Human Trafficking ~ Meg Chant, Program Director, NHCADSV**

This workshop will provide an overview of the essentials of human trafficking -- including both the statutory elements of the crime and the dynamics of trafficking situations in the real world -- and explore the complexities involved in supporting trafficking victims. We will look at vulnerabilities and risk factors as well as indicators to be aware of when interacting with a potential victim. We will provide the audience with an understanding of current trends in NH and how professionals around the state are collaborating to combat and prevent trafficking and support New Hampshire victims.

**Meg Chant** is a Program Director at the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV). In this role, she serves as the director of the New Hampshire Human Trafficking Collaborative Task Force, providing support, collaboration, and coordination to task force partners in addressing human trafficking in New. Prior to joining the Coalition, Meg served as a criminal justice system advocate with the AmeriCorps Victim Assistance Program (AVAP). In this role, Meg supported victims of felonies during the offenders' incarceration/supervision, focusing in particular on the parole process.

**THURSDAY, MAY 2, 2024 ~ SESSION 2 – 3:15 PM – 4:45 PM**

**General Session ~ “The Wizard of Us”**

Educational Office Professionals play an incredibly important role in the lives of children, parents, and staff. The job is not an easy one and it's sometimes difficult to know if the contributions being made make a difference. As we travel together down a road that can sometimes be chilling, we'll use our hearts, heads, and a bit of courage to discover how we can (and do) make a difference for those around us. And don't be surprised when you learn just WHO is hiding behind the curtain!



**Pam Stiles** is a life-long educator, who served students and families for 44 years as a teacher, assistant principal, principal, assistant superintendent, and superintendent. During her tenure as a school administrator, the Alton Central School was named the 2019 NH Elementary School of the Year. In 2015, as Principal of the Chichester Central School, the school was recognized as a National Blue Ribbon School for Exemplary Performance in both reading and math for both the general and special education populations. In 2013, Pam was named the NH Elementary School Principal of the Year and was selected as a National Distinguished Principal. In 2019, she was chosen as the Administrator of the Year by the NH Educational Association of Office Professionals. As a national speaker, Pam has worked with teachers and administrators around the country on the topic of leadership. Pam currently teaches graduate education classes for Southern NH University, works for the state at the NH Council for Developmental Disabilities and mentors Principals for the NH Association of School Principals.

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FRIDAY, MAY 3, 2024 ~ SESSION 3 – 9:00 AM – 10:30 AM

The Importance of Play ~ HealthTrust/ComPsych

Play is not only for kids – adults can benefit from it too! According to The American Psychological Association, “play” refers to activities that appear to be freely sought and pursued solely for the sake of individual or group enjoyment. You may be asking, why is this important? Think back to the last time you played a fun game with family or friends. You were likely focused on the game and how much fun you were having. You probably didn’t think about all the health benefits you were gaining, such as decreased stress and increased brain function. They were happening anyway!

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 acclaim during her 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. 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.

A seasoned world traveler, Prosser has traversed 61 countries, each journey enriching her understanding of diverse cultures and influencing her captivating photographic work. Her experiences serve as a wellspring of inspiration, allowing her to capture the human experience in its myriad forms, even from the summit of Mt. Kilimanjaro on the documentary, 24 Hours Around the World: 12-12-12.

Prosser's role as a thought leader is highlighted through her engagements as a conference speaker and presenter in areas such as Technology, Photojournalism, AI, and School Safety. Her ability to seamlessly bridge academic insights with practical experience has positioned her as a sought-after speaker at global conferences.

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In the realm of academia, Prosser's academic journey is as diverse as her career. Boasting degrees, certificates and course work from institutions like Harvard, University of Oxford, England, and Georgia College & State University. She continues to pursue intellectual endeavors currently at Yale and Miami University in Ohio. Her coursework at Johns Hopkins in Central Intelligence and at the University of Oxford in England, delving into Archaeology and the Psychology of Leadership, showcases her commitment to interdisciplinary knowledge and lifelong learning.

Christy Prosser's journey serves as a testament to the intersection of curiosity, education, and the art of visual storytelling. Whether capturing historical moments through her lens, shaping minds in the classroom, leading school districts or delving into the complexities of global events, she continues to inspire and contribute to the world in meaningful ways.

AI - Artificial Intelligence ~ Pamela McLeod, ACT Director of Cybersecurity

You've heard the hype around AI tools like ChatGPT, but what is AI and how can it help you work more efficiently in the school office, so that YOU can spend more time doing what you do best? In this presentation, join Pam McLeod, a veteran education technology leader and NH's 2012 technology leader of the year as she showcases AI tools that can benefit your work, as well as your personal life. This session will also address some of the common questions and concerns about AI and leave you with best practices and guidelines for using AI responsibly and safely. Hate technology? Perhaps AI can help you with the tasks that are most frustrating. Bring your phone preinstalled with Microsoft CoPilot, ChatGPT, or your favorite AI app, and come prepared to have FUN with this topic! To submit questions or scenarios in advance, please email pam@mcleodmcleod.com.

Pamela McLeod ~ See Session 1 for Biography

Conflict Management ~ Nicole Armaganian, Risk Management Consultant, Primex³

This session will educate participants about how to proactively manage workplace conflict and provide participants with effective workplace conflict resolution strategies. Through lectures, discussion and interaction, participants will discover the correlation to increased organizational productivity and learn how to work through the obstacles that occur while trying to resolve conflict in the workplace.

Objectives:

- Establish the core competencies of conflict resolution and how to think strategically about conflict, rather than react to it blindly.
- Equip participants with the basic skills to mediate workplace conflict.

Nicole Armaganian joined Primex in 2018. She entered the Team as a Risk Management Consultant focusing on working with members to address their training, consulting, and risk management needs. Nicole holds industry designations such as Associate Risk Manager (ARM), Certified Playground Safety Inspector (CPSI), and Certified Workplace Mediator and Trainer in Conflict Management (CMT).

In addition, Nicole has initiated and presented at numerous programs related to leadership and is most proud of her work with developing the New England Women in Law Enforcement Leadership Training program series. Nicole is a 22-year veteran of law enforcement. She retired from the New Hampshire State Police as a Lieutenant serving as Troop Commander of Troop G.

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Nicole is a graduate of UNH and lives in Concord with her husband and two daughters where she is also the Concord High School Varsity Field Hockey Coach.

**Google 101: Working with Google Apps. ~ Matthew Dumond, Director of Technology, SAUs 72, 86 & 301**

This workshop will focus on gaining a strong foundational understanding of Google cloud applications. Gmail, Drive, Docs, Sheets, and how these powerful apps work together will all be covered.

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

**Matthew Dumond** is an educational Information Technology professional, 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 has worked as a Google cloud administrator for the last 7 years.

**Aging Gracefully Through Exercise ~ Scott Pettey, SRA Training Systems, LLC**

- Intro Who I Am, My Background, And What I Do
- How Active Should You Be? - Physical Activity Guidelines For Americans
- Physical Activity vs Exercise
- Is Lifting Weights Safe For You?
- Why Exercise Is About Much More Than Weight Loss
- Benefits Of Strength Training (Physical And Mental)
- Why Training Should Never Get Easier
- What Is Progressive Loading
- Exercise And Bone Health (Preventing Osteoporosis)
- 3 Biggest Barriers To Consistent Exercise And How To Overcome Them
- How To Set Realistic Goals - & Achieve Them
- The Secret To Getting “Toned”
- How To Build an Exercise Program
- Common Exercise Myths Debunked
- Q/A

**Scott Pettey** holds a bachelor's degree in exercise science from Lasell University and I'm an NSCA-certified strength and conditioning specialist with more than 8 years' experience helping clients reach their fitness and nutrition goals.

I own and operate SRA Training Systems LLC, which is an online fitness and nutrition coaching service committed to helping everyday people become the leanest, strongest, most confident version of themselves—without crash dieting or extreme workouts. We work to ensure your training and eating fits your unique schedule and lifestyle, not the other way around. We provide 1:1 online personal training tailored to your lifestyle to make reaching your fitness goals as easy as possible.

Prior to starting my business, I worked as a personal trainer in a gym, and I spent some years working in a sports medicine clinic helping clients effectively bridge the gap between rehab and returning to training and sport.

~~~~ *Dream ~ Inspire ~ Grow* ~~~~



WORKSHOP DESCRIPTIONS and PRESENTER BIO'S
Annual NHAEOP Edith E. Hammond Conference
and NAEOP – Northeast Area Conference
May 1-3, 2024

When I'm not helping people reach their fitness goals you can find me pursuing my own fitness goals, enjoying a good book, or cheering on the greatest team in sports history—the Lakers!

Today, I'm here to serve as your guide—helping you get from where you are now to where you want to be on your health and fitness journey.

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

Audit Readiness ~ Sheryl Pratt, CPA, Plodzick and Sanderson

Plodzick and Sanderson, Professional Association, has substantial experience in performing compliance audits pursuant to Yellow Book standards, including Single Audits prescribed by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). This includes audits for towns, cities, school districts, school administrative units, village districts, and precincts. Our staff is trained in Yellow Book requirements and each member meets the Continuing Professional Education standards as outlined in the *Government Auditing Standards*.

The two objectives of a Single Audit are:

1. To render an opinion on the entity's financial statements and the reporting on the schedule of expenditures of federal awards in relation to those financial statements, and
2. To perform a compliance audit of federal awards expended during the fiscal year.

The financial statement audit is performed in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States. The audit results in the auditor reporting on the entity's financial statements as well as any deficiencies in internal controls over financial reporting that were identified during testing. Tests are also performed on the entity's compliance with certain provisions of laws, regulations, contracts, and grant agreements, where noncompliance with these provisions could have a direct and material effect on the determination of the financial statement amounts and any instances of noncompliance or other matters are reported as required under *Government Auditing Standards*.

Sheryl A. Pratt, CPA, Director/Shareholder

Sheryl A. Pratt joined Plodzick & Sanderson, Professional Association in 1991 as a governmental auditor 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.

Ms. Pratt received her bachelor's degree in accounting from Southern New Hampshire University. She also received a bachelor's degree in business administration with a minor in Psychology from Plymouth State University. She is a licensed Certified Public Accountant in the States of New Hampshire and Vermont.

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 ~ See Session 3 for Biography

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“DIG IN”

2024

NHAEOP and NAEOP  
Northeast Area

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**WORKSHOP DESCRIPTIONS and PRESENTER BIO'S**  
**Annual NHAEOP Edith E. Hammond Conference**  
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**Transitions Moving Forward ~ Katherine Reichley, CEOE, Northeast Area Director**

Everyone experiences transitions regularly in their work, family, and all other aspects of life. Hardly a day goes by that is just like the one before it, especially in the school setting. Change is presented by our environment, our associates, and ourselves and impacts us in a range of positive to negative ways. We will learn strategies to help us transition more gracefully despite the source of changes. Learning the steps humans go through during typical transitions enables us to be better prepared to come through changes by growing rather than collapsing. We will also touch on ways to support others in transition.

**Katherine Reichley, CEOE**, is the Academic Assessment and Accreditation Specialist at Otterbein University in Westerville, Ohio, where she has worked for 35 years in August. She serves as the NAEOP Northeast Area Director and completing her second term at the end of July 2024. As part of that role, she has been the Public Relations Committee Chairman for 2023-24. Although not an expert on Transitions, she has experienced her share over the years. Some of them will be used as examples in her session. Outside of work, Katherine leads the sewing group at her church, serves on the Mission and Outreach Committee, and likes to knit and make jam. She lives in Somerset, Ohio, with her husband, Tim, and newest dog, 4-year-old Sugar. Their son, Dominic, is married with one child, Hudson, who turns two on July 1 which is also Dominic's birthday.

**Google 102: Advanced Google Apps. ~ Matthew Dumond, Director of Technology, SAU 72, 86 & 301**

Advanced Google Apps. Calendar, Chat, Meet, Slides, Keep, Sites and Forms will all be explored in this workshop. Attendees of this workshop will further sharpen their knowledge base of Google cloud applications and their usefulness in the office. The power of Google Workspace Apps is vast, and their share of the modern educational office workplace is growing exponentially. A proficient understanding of the efficiency and functionality of these tools is imperative for today's office professionals.

**Matthew Dumond** ~ See Session 2 Biography

**Healthy Eating Made Simple ~ Scott Pettet, SRA Training Systems, LLC**

- Intro Who I Am, My Background, And What I Do
- What Really Matters When It Comes To Nutrition
- Calorie Balance
- What Makes Food Healthy
- What Are Macros And How To Count Them
- Portion Sizes Made Simple
- Managing Hunger And Cravings
- How To Set Up Your Food Environment
- What You Do And Don't Need For Weight Loss
- The Differences Between Weight Loss And Fat Loss
- How To Set Up A Fat Loss Diet And What To Expect
- What Realistic Weight Loss Goals Look Like
- What To Do Once You've Hit Your Weight Loss Goal
- Common Nutrition Myths Debunked
- Q/A

**Scott Pettet** ~ See Session 3 for Biography

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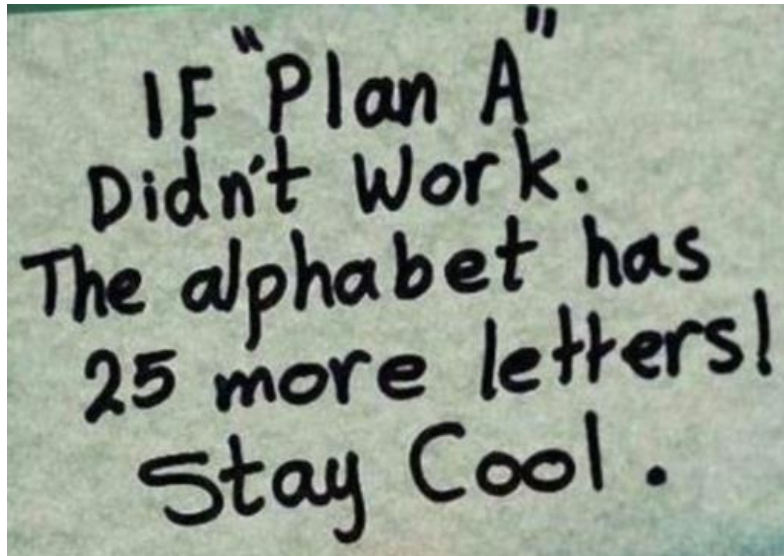



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Canva and much more in the school setting ~ Natalie Gehrig

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 17 years. She lives in NH with her husband, daughter, and two dogs where she loves to ski, run, and read.



Come visit New Hampshire!
We are looking forward to seeing
you in May!

NHAEOP Edith E. Hammond and NAEOP – Northeast Area Conference



| TIME | ACTIVITY | LOCATION |
|---|--|---|
| Wednesday, May 1, 2024 | | |
| 11:30 am – 12:00 pm | Registration | Lower Foyer |
| 12:30 pm – 2:00 pm
2:15 pm – 3:45 pm | Advanced Excel & Excel Macros <i>(Double Session)</i>
Connie Hyslop, Hyslop & Associates
Being Adaptive in Order to Thrive in Our Ever-
Changing World – HealthTrust/ComPsych
Balancing Work and Life - HealthTrust/ComPsych | To be determined |
| 4:30 pm – 5:30 pm | Conference Registration
Drop off Raffles Items | Lower Foyer
Presidential
Ballroom |
| Doors Open
6:00 pm | Buffet Dinner – 6:30 pm
Immediately following dinner: <i>Hospitality Suite</i>
<i>Sponsored by Northeast Area Members</i> | Presidential Ballroom
To be determined |
| Thursday, May 2, 2024 | | |
| 7:00 am – 8:30 am
8:00 am – 8:30 am | Breakfast
First Timer Orientation | Mountainside
Canterbury |
| 7:45 am – 8:30 am | Registration
Visit Raffle Room | Lower Foyer
Presidential Ballroom |
| 9:00 am – 10:30 am | <i>NHAEOP Conference Welcome</i>
Welcome Greetings & Announcements
<i>Gretchen Drost, President</i>
Salute to the American Flag
<i>Deborah Tuite, Vice-President</i>
Inspiration
<i>Patti Kallander, President-Elect</i>
Introductions:
NH Department of Education Greetings
<i>NAEOP–Teresa Himmelberger, CEOE,</i>
<i>President</i>
NAEOP – Northeast Area
<i>Katherine Reichley, CEOE, Director</i>
NHAEOP Business Meeting
NHAEOP Installation of Officers

Keynote Speaker – Porter Knight, CPO | Presidential Ballroom |
| 10:30 am – 11:15 am | Round Table Discussions | Presidential Ballroom |
| 11:15 am – 11:45 am | NAEOP – Northeast Area Board Meeting | Presidential Ballroom |

NHAEOP Edith E. Hammond and NAEOP – Northeast Area Conference



| TIME | ACTIVITY | LOCATION |
|---------------------|--|--------------------------------------|
| | Thursday, May 2, 2024
<i>(continued)</i> | |
| 11:30 am – 11:45 am | Registration | Lower Foyer |
| 12:15 pm – 1:15 pm | Buffet Lunch | Presidential Ballroom |
| 1:30 pm – 3:00 pm | Session 1 – Workshops | ~See Map~ |
| 3:15 pm – 4:45 pm | Session 2 – General Session/Pam Stiles | Presidential Ballroom |
| 5:00 pm – 5:30 pm | Registration
Visit the Raffle Room | Lower foyer
Presidential Ballroom |
| 5:00 pm – 6:00 pm | Free Time | On your own |
| 6:00 pm – 8:00 pm | Buffet Dinner
Raffle Drawings | Presidential Ballroom |
| 8:00 pm - 11:00 pm | <i>Scholarship Awards</i>
Entertainment – Theme: Western / Hoedown | Presidential Ballroom |
| | Friday, May 3, 2024 | |
| 7:00 am – 8:30 am | Breakfast Buffet | Mountainside |
| 8:00 am – 8:45 am | Registration
Visit Raffle Room | Lower foyer
Presidential Ballroom |
| 9:00 am – 10:30 am | Session 3 – Workshops | ~See Map~ |
| 10:45 am – 12:15 pm | Session 4 – Workshops | ~See Map~ |
| 12:30 pm – 1:15 pm | Spirit Buffet Luncheon
(wear your school colors)
Service Project Presentation
Raffle Drawings / Closing | Presidential Ballroom |