



2025

The  
Power of You



# 73RD ANNUAL NYSAEOP

NEW YORK STATE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

*Annual Conference*  
**"THE POWER OF YOU"**

HILTON GARDEN INN  
74 STATE STREET  
AUBURN, NY 13021

OCTOBER 19-OCTOBER 21, 2025

# WELCOME TO AUBURN, NY



*Auburn New York*

Auburn, New York is located in the Finger Lakes and is known for its history, arts, and culture. There are many museums, historic sites, and national landmarks to visit such as Harriet Tubman National Historical Park and the Seward House Museum.

## *About* **NYSAEOP**

The New York State Association of Educational Office Professionals (NYSAEOP) was organized in 1953 by secretaries with the vision to see the role of the educational secretary as an important factor in the expanding educational spectrum.

Our individual positions, diverse as they are, exist for the common purpose of service to others. We realize the trust implied by that purpose and accept, with dignity and pride, the obligation it imposes.

We believe that the quality of services rendered by the educational office professionals directly influences the effectiveness of service rendered by the educational agency or institution as a whole. For that reason, we look to our professional associations for leadership in raising the standards of educational office personnel and in preparing them to meet the challenges of a changing world.

## *Our Mission*

NYSAEOP is the only statewide, non-union organization dedicated to the continued professional growth of educational office professionals in preparing growth of educational office professionals in preparing members to meet the challenges of a changing world.

The Association shall promote and support:

- LIFE-LONG LEARNING
- LEADERSHIP
- TEAM NETWORKING
- EDUCATIONAL RESOURCES

# GENERAL INFORMATION



## *Hotel Information*

### **HILTON GARDEN INN**

74 State Street, Auburn, NY 13021

### **RESERVATIONS**

The Hilton Garden Inn is located in the heart of the Finger Lakes region, five miles north of Owasco Lake, and eight miles from Cayuga Lake and Skaneateles. They are also walking distance from all of downtown's bars, restaurants, and museums. Perks include an indoor pool and free WiFi. Reserve your room using this link to receive the group rate. You can also reserve your room over the phone at 315-252-5511 – Press (1) for reservations. Group Code is 92C for NYSAEOP – October Conference. Reservation deadline is September 19, 2025. Room rates are \$159/night.

### **PARKING**

The hotel does offer free self-parking.

### **HOTEL DINING**

Refinery Restaurant is located in the hotel. At Refinery you will enjoy a modern but relaxed atmosphere and experience unique design elements, innovative modern fare, creative cocktails and tempting desserts Mon – Sat 5 pm– 10 pm.



Visit the link above  
or scan the QR  
code to  
reserve your room



# GENERAL INFORMATION



## GUESTS

Are you interested in bringing a guest? Guest Registration is \$15 if you catch the Early Bird pricing and \$25 after September 6<sup>th</sup> plus the cost of any meals. Please make meal selections in the guest section of the registration form. If your guest wishes to attend any of the workshop sessions and meetings, they must pay the non-member registration fee which includes a one-year membership to NYSAEOP.

## FUNDRAISERS @ THE CONFERENCE

We have several fundraisers planned for the 2025 NYSAEOP 73<sup>rd</sup> Annual Conference such as a basket raffle and 50/50 Drawings! You can also help by bringing a basket for the raffle or give a monetary donation!

## HOSPITALITY

We will have some devoted time to visit the Hospitality Room. The Hospitality Room will provide free snacks and refreshments. Stop by to mingle and network during quiet times of our conference.

## CONFERENCE CHECK-IN

Check-in to receive your packet and welcome bag on Sunday, October 19<sup>th</sup> from 3:30 pm-4:30 pm and Monday, October 20<sup>th</sup> from 7:00 am to 8:00 am. You will receive the conference schedule, hotel map, meal tickets, and information needed for the conference.

## CONFERENCE KICKOFF/ FIRST TIMERS' EVENT

Our conference kickoff and first timers' event will be held on Sunday, October 19<sup>th</sup> with Kickoff Karaoke! Please come ready to sing your favorite tunes.

## CONFERENCE EXCURSION

PIANO RECITAL WITH NICHOLAS HRYNYK  
WILLARD MEMORIAL CHAPEL TOUR  
2:00 TO 4:00 PM @ 17 NELSON STREET,  
AUBURN

Pianist Nicholas Hrynyk is returning to his hometown to perform at Willard Chapel! The concert will include Nicholas' original compositions and never-released music, as well as works by Beethoven, Chopin, Debussy, and Ravel. Nicholas studied at the Eastman School of Music, Indiana University, and New York University, and has performed at Carnegie Hall, National Opera Center, Tenri Cultural Institute, Moulin d'Ande Cultural Center, Chautauqua Festival, and New York Fashion Week. Nick is a phenomenal performer, and the acoustics of the chapel make this event more special.

Following the concert, a brief guided tour of the Chapel, which is one of the finest examples of 19th century architecture including design elements from Tiffany Glass and Decorating, will be conducted.

A \$10 per person admission fee will be collected at the door. PRE-REGISTRATION IS REQUIRED. See the registration form.





# GENERAL INFORMATION

## OPENING SESSION/KEYNOTE SPEAKER

Our Opening Session will be on Sunday, October 19<sup>th</sup> at 4:30pm. We are honored to have Ms. Jessica James as our Keynote Speaker who will present "The Evolution of Jessica James."

*Ms. Jessica James*



This year's keynote speaker, Ms. Jessica James, wears many hats outside of her job and schooling. Born and raised in Buffalo, New York, Ms. Jessica James is a proud alumni of Buffalo Public Schools, P.S. 39 Dr. Martin Luther King Jr. – Multicultural Institute elementary school and Buffalo Academy for Visual & Performing Arts. After high school, Ms. James went on to college and graduated with two bachelor's degrees in Spanish Language & Literature from SUNY Buffalo and Criminal Justice from SUNY Brockport.

Today, Ms. James is employed at the Office of the NYS Attorney General in Syracuse, New York. Outside of her job and schooling, Ms. James is involved in Toastmasters International, where she continues to build her public speaking and leadership skills, involved in Autism Speaks as a seasoned Autism community self-advocate and serves on the NYS Autism Spectrum Disorders Advisory. She is also part of the current cohort of the Leadership Greater Syracuse program.

Ms. James also has earned many accolades, including the Toastmasters International Core Values Coin award, the 2014 Brockport Diversity Engagement Award, CSEA Partnership in Diversity, Equity, Inclusion Certificate of Completion, and three credentials from the International Board of Credentialing and Continuing Education Standards (IBCCES): the Autism Certificate, Student Mental Health Certificate, and Advanced Autism Certificate. Most recently, Ms. James earned her Human Rights Consultant certification through the US Institute of Diplomacy and Human Rights (USIDHR).

# SCHEDULE AT A GLANCE



*Sunday, October 19, 2025*

3:30 PM-4:30 PM	Conference Registration/ Hotel Checklist
4:30 PM - 5:30 PM	Dinner (on your own)/Registration
5:30pm -6:30 PM	Keynote Speaker: "The Evolution of Jessica James" - Jessica James
6:30 PM - 7:15 PM	Break
7:15 PM - 9:00 PM	First Timers' Event and Kickoff Karaoke 

*Monday, October 20, 2025*

7:00 AM - 8:00 AM	Breakfast - Networking Breakout Session
7:00 AM - 8:00 AM	Registration
8:00 AM - 8:15 AM	Greetings
8:30 AM - 10:00 AM	Session 1: "The Power of You" - Sydney Neasman, Buffalo Public Schools
10:00 AM - 10:15 AM	Break
10:15 AM - 11:45 AM	Session 2: "Simplify, Streamline, Succeed: Systems and Processes for Educational Office Professionals" - Arianna Sylvester, Spencerport
12:00 PM - 1:00 PM	Lunch
1:15 PM - 2:45 PM	Annual Meeting
3:00 PM - 4:30 PM	Session 3: "You're the Constant: Leading with Strength, Grace, and Impact in a Changing World" - Naomi Ryfun, Ed.D. Superintendent, Altmar-Parish-Williamstown CSD
4:30 PM -6:00 PM	Break/Hospitality
6:00 PM - 9:00 PM	Banquet

# SCHEDULE AT A GLANCE



*Tuesdays October 21, 2025*

7:00 AM - 8:00 AM	Breakfast and Networking Session
8:00 AM - 9:30 AM	Session 4: “The Customer Service Driven Office Professional” – Sydney Neasman, Buffalo City Schools
9:30 AM - 10:00 AM	Break
10:00 AM - 11:00 AM	Closing and Basket Raffle
11:00 AM - 12:00 PM	Executive Board Meeting
12:00 PM - 12:30 PM	Debrief

## THE SESSIONS

*Keynote Speaker*

JESSICA JAMES,  
AUTISM COMMUNITY SELF-  
ADVOCATE



### “The Evolution of Jessica James”

Description: In this session, Ms. James talks about the hurdles she faced – growing up with Autism Spectrum Disorder and being a Section 504 student and receiving special education services – to facing disability discrimination and ableism today in 2025, and how it has motivated her to turn everything into prosperity and triumph and hope for others.

# THE SESSIONS

## **“Simplify, Streamline, Succeed: Systems and Processes for Educational Office Professionals”**

ARIANA SYLVESTER,  
SPENCERPORT



Description: Tired of feeling overwhelmed by repetitive tasks and inefficiencies? This engaging session will show you how creating simple systems and processes can save time, reduce frustration, and bring joy to your work! Discover practical steps and tools tailored for educational office professionals to streamline workflows, improve collaboration, and even make organization fun. Whether your school uses Microsoft or Google, you'll leave with actionable tips and tricks to transform your daily tasks into a seamless and satisfying experience. Get ready to reclaim your time and boost your efficiency with systems that work for you!

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## **“The Power of You”**

SYDNEY NEASMAN,  
BUFFALO CITY SCHOOLS



Description: From our personal lives to our professional lives, too often we pour from an empty cup and find ourselves depleted. In this session we will dive deep into who we are, the powers we possess, and the beneficial ways of pouring into ourselves so that we can use our unique talents and abilities to water those around us.

## **“The Customer Service-Driven Office Professional”**

Description: Clerical staff are the first point of contact and set the tone of the majority of interactions in an office and school building. Inspired by the book, “Public School Gatekeepers. The Customer Service-Driven School Office Professional” by Kelly Middleton, learn about the impact of clerical staff to the school environment, and ways to lead a customer service-driven office.

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NAOMI ALTMAR-PARISH,  
WILLIAMSTOWN CSD



## **“You’re the Constant: Leading with Strength, Grace, and Impact in a Changing World”**

Description: Discover how new and seasoned educational office professionals can harness their quiet leadership, emotional intelligence, and institutional knowledge to make an even greater impact. This engaging session will provide practical tools such as email templates, phone scripts, and organizational hacks, along with space for reflection and renewal. Come celebrate the power of you in keeping schools running with calm, confidence, and care.





# NYSAEOP

New York State Association of Educational Office Professionals

## 2025 ANNUAL CONFERENCE

October 19-21, 2025

### Attendee Registration Form

**REGISTRATION DEADLINE IS SEPTEMBER 19, 2025**



ATTENDEE NAME: \_\_\_\_\_ ☐ CEOE

FULL ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

Education Entity \_\_\_\_\_

First Time Attending NYSAEOP Conference ☐

Would you like to be a mentor for a first timer? ☐

Have you received your PSP/CEOE? (if so ,year \_\_\_\_\_) ☐

Will you be attending the conference excursion "Willard Memorial Chapel Recital" (and pay \$10 at the door)? ☐ Yes ☐ No

### Attendee Conference Registration

NYSAEOP MEMBER REGISTRATION (EARLY BIRD DISCOUNT) \$60 \_\_\_\_\_

NYSAEOP MEMBER REGISTRATION (AFTER SEPTEMBER 6TH) \$70 \_\_\_\_\_

NON-MEMBER REGISTRATION - includes one-year membership (EARLY BIRD DISCOUNT) \$95 \_\_\_\_\_

RETIREE NYSAEOP MEMBER \$45 \_\_\_\_\_

RETIREE NON- MEMBER (includes one-year membership) \$60 \_\_\_\_\_

### Attendee Meals

Two (2) Breakfasts, One (1) Lunch, and One (1) Dinner \$160 \_\_\_\_\_

### Guest Information

GUEST NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

GUEST REGISTRATION (EARLY BIRD) \$15 \_\_\_\_\_

GUEST REGISTRATION (AFTER SEPTEMBER 6) \$25 \_\_\_\_\_

### Guest Meals

Breakfast Meal (x1)	\$20	_____
Breakfast Meals (x2)	\$40	_____
Guest Lunch Meal	\$40	_____
Guest Dinner Meal	\$60	_____

### Guest Totals

Registration: \$ \_\_\_\_\_  
Meals: \$ \_\_\_\_\_



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**REGISTRATION DEADLINE IS SEPTEMBER 19, 2025**



## Meals

**Breakfast Buffet:** Fresh cut fruit bowl; Bagels and Cream Cheese; Scrambled Eggs; French Toast with Syrup; Home Fries; Sausage

**Plated Lunch:** Choice of: ☐ Soup or ☐ Salad

and ☐ **Chophouse Burger** (Bacon, NYS Cheddar, Fried Onions with Ranch Drizzle, Served on Toasted Brioche Roll)

☐ **Roadhouse Chicken Sandwich** (Marinated and Grilled Chicken Breast Topped with Bacon, Melted Provolone, Lettuce, Tomato, Onion, and BBQ Sauce)

☐ **Liberty Sandwich** (Fresh Shaved Roast Beef, Peppers, Onions and Melted Provolone on a Toasted Roll)

☐ **Classic Club Sandwich** (Sliced Turkey, Lettuce, Tomato and Bacon piled high on Sourdough Bread with Mayonnaise)

☐ **Local Vegetable Wrap** (Seasonal Vegetables with Tomato, Lettuce, and Onion wrapped in a Spinach wrap)  
\* Swiss or Provolone Cheese Optional

**Dinner Buffet:** Mixed Green Salad with Balsamic and Ranch Dressing; Fresh Seasonal Vegetable; Roasted Herb and Garlic Chicken, Baked Ziti, Herb Roasted Potatoes

**Any Dietary Restrictions** \_\_\_\_\_

### Attendee Totals

Registration: \$ \_\_\_\_\_  
Meals: \$ \_\_\_\_\_

### Guest Totals

Registration: \$ \_\_\_\_\_  
Meals: \$ \_\_\_\_\_

**TOTAL CONFERENCE FEES** \$ \_\_\_\_\_

**CHECK #** \_\_\_\_\_

### Payment

Payment Made Payable to: NYSAEOP

RETURN COMPLETED FORM AND PAYMENT TO:

Liz Vazquez

36 Spartan Drive

Rochester, NY 14609

### Cancellation/Refund Policy

All cancellation requests must be received in writing to the NYSAEOP Conference Registrar (Liz Vazquez). There are no refunds for registration or meals after October 14, 2025

*Fees for hotel accommodations, tours, and transportation to and from the conference are the sole responsibility of the registrant.*