



2026

74TH ANNUAL NYSAEOP

NEW YORK STATE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

Annual Conference

“THE POWER OF YOU”

DOUBLE TREE BY HILTON
401 BUFFALO AVE, NIAGARA FALLS, NY 14303

OCTOBER 18 – OCTOBER 20, 2026

WELCOME TO NIAGARA FALLS, NY



Niagara Falls, New York

Welcome to Niagara Falls, New York, where natural beauty and world-class attractions come together. Known for its spectacular waterfalls and stunning landscapes, the city offers visitors a unique blend of adventure, history, entertainment, and hospitality. Whether exploring the falls, enjoying local dining, or discovering nearby attractions, guests will find plenty to experience during their stay.

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 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

DOUBLE TREE BY HILTON

401 Buffalo Ave, Niagara Falls, NY 14303

RESERVATIONS

The Double Tree by Hilton is located minutes from Niagara Falls State Park and the Rainbow Bridge. We are pleased to share that our host hotel, the DoubleTree by Hilton, has opened the reservation window a day early for those who wish to extend their stay.

Room Rates:

- October 16–17: \$159 per night
- October 18–20: \$129 per night

Reservation Link:

<https://group.doubletree.com/8rz7bb>

Phone Reservations:

Call 716-524-3333, press #1, and use the group code EOP to receive the conference rate.

PARKING

The hotel does offer self-parking for \$7.50/day.

HOTEL DINING

The hotel has a restaurant on site, as well as room service available. There are also restaurants in the surrounding Niagara Falls area.



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 \$175 if you catch the Early Bird pricing and \$185 after September 12th. This includes the cost of meals and access to the luncheon and Installation Dinner. 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. Any guest wishing to attend the Installation Banquet only can attend for a cost of \$50 per person.

FUNDRAISERS @ THE CONFERENCE

We have several fundraisers planned for the 2026 NYSAEOP 74th 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 18th from 3:30 pm-4:30 pm and Monday, October 19th 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 18th with Kickoff Karaoke! Please come ready to sing your favorite tunes.

CONFERENCE EXCURSION

Tentatively, there will be an excursion scheduled for October 18th at an additional fee. Information for the conference will be available at a later time in addition to being sent to all registrants.

SERVICE PROJECT



This year we will be collecting donations for Community Missions of Niagara Falls, Inc.

<u>Donate Food Items</u> Canned Fruits & Vegetables Canned Tuna, Ham, Chicken, etc. Canned Potatoes Canned Soup	<u>Donate Food Items</u> Canned Ravioli, Spaghetti-O's, etc. Spaghetti Sauce Peanut Butter Jelly & Jam	Breakfast Cereal Dry Pasta, Beans, Rice Coffee Fresh Produce
Toilet Paper Soap & Body Wash Shampoo Deodorant Lotion & Hand Sanitizer	<u>Donate Personal Care Items</u> Toothpaste Toothbrushes Mouthwash Denture Cream & Polygrip Razors & Shaving Cream	Cosmetic Items Hair Accessories Combs & Brushes Lip Balm Feminine Products
New Socks & Underwear New/Gently Used Shirts New/Gently Used Pants	<u>Donate Clothing Items - For All Ages</u> New/Gently Used Skirts New/Gently Used Shoes New/Gently Used Jackets	New/Gently Used Hats New/Gently Used Gloves & Mittens
Diapers Wipes Formula Baby Food	<u>Donate Baby Items</u> Bottles Sippy Cups Crib Sheets Baby Blankets	Toys Baby Furniture High Chairs Baby Clothes
Bed Linens Blankets & Comforters Washcloths & Towels Kitchen Utensils Can Openers Pots & Pans	<u>Donate Household Items</u> Dishes & Glasses Furniture Lamps Window Coverings Storage Bins Small Appliances	Laundry Soap Dish Soap Cleaning Supplies Books & Magazines Games Craft Materials

SCHEDULE AT A GLANCE



Sunday October 18, 2026		
Time	Session	Session Details
12:30pm - 3:30pm	Excursion	TBA
3:30pm - 4:30pm		Check In
4:30pm - 5:30 pm		Registration
4:30pm - 5:30 pm		Retiree's Meeting
4:30pm - 6:30pm		Dinner on your Own
5:30pm - 6:30pm	Executive Board Meeting	For Members of the Executive Board
7:00pm - 7:15pm	First Timers	First Timers Meet and Greet
7:15 pm - 8:15pm	Conference Kickoff	Buffalo Comedy Collective
8:15pm - 9:00 pm	Networking/Dancing	

Monday October 19, 2026			
Time	Session	Session Details	Presenter
7:00am - 8:00am	Breakfast/ Conference Registration/ Table Session	Table Session: Understanding Your Power	Sydney Neasman, Vice President NYASEOP <i>Buffalo City School District</i>
8:00am - 8:30am	Welcome	Conference Welcome and Introduction	Crystal Kipa, CEOE, President NYSAEOP <i>Kenmore-Town of Tonawanda UFSD</i> Sydney Neasman, Vice President NYSAEOP <i>Buffalo City School District</i>
8:30am - 9:30am	Keynote Speaker	The Power of You	Mark Laurrie, Former Superintendent <i>Niagara Falls School District</i>
9:30am - 9:45am		Break	
9:45am - 10:45am	Session 1	Indispensable: The Future of the School Office Professional	Dr. Naomi Ryfun, Superintendent <i>Altmar-Parish-Williamstown CSD</i>
10:45am-11:00am		Break	
11:00am - 12:15pm		Annual Meeting	
12:15pm - 1:30pm		Annual Awards Luncheon	
1:30pm - 1:45pm		Break	
1:45pm - 2:45pm	Session 2	Unlock Your Creativity with Canva: A Step-by-Step Guide for Educational Professionals	Ariana Sylvester, PSP <i>Spencerport School District</i>
2:45pm - 3:00pm		Break	
3:00pm - 4:00 pm	Session 3	Personal Time Management	Christine Mittner <i>Brocton Central School District</i>
4:00pm - 6:00pm		Break/Hospitality	
6:00pm - 9:00pm		Installation Banquet	

Tuesday October 20, 2026			
Time	Session	Session Details	Presenter
7:00am - 8:00am	Breakfast/Table Session	Table Session: Collaborating Your Power	Sydney Neasman, Vice President NYASEOP <i>Buffalo City School District</i>
8:00am - 9:00am	Session 4	Estate Planning	John S. Zakour, Esq. <i>Legal Aide Bureau of Buffalo</i>
9:00am - 9:30am	Session 5	Keeping Your Cool: Thriving When Working with Difficult People	Sydney Neasman, Vice President NYASEOP <i>Buffalo City School District</i>
9:30am - 10:00am	Session 6	Chair Fitness	Johanne Aguilar <i>Fitness Instructor & Entrepreneur</i>
10:00am - 11:00am	Session 7	Creating and Achieving Goals for the Administrative Assistant	Marie Freeman, CEOE, President NAEOP
11:00am - 11:30am		Break	
11:30am - 12:00pm		Closing and Basket Raffle	
12:30pm - 1:00pm	Debrief	Members of the Executive Board	

GENERAL INFORMATION

KEYNOTE SPEAKER

Mark Laurrie

**Former Superintendent
Niagara Falls School
District**



ABOUT OUR KEYNOTE...

Mark R. Laurrie is a transformational educational leader with over 25 years of experience in public education. As a former Superintendent of the Niagara Falls City School District, he led a system serving more than 8,400 students and 1,400 staff, driving improved outcomes and fostering a culture of collaboration and excellence.

Aligned with the theme “The Power of You,” Mr. Laurrie is a strong advocate for the critical role educational office professionals play in the success of school communities. He believes every individual has the power to make a meaningful impact and has dedicated his career to empowering staff at all levels.

A nationally recognized leader, Mr. Laurrie has been honored as National Administrator of the Year and continues to inspire through his commitment to service, leadership, and student success.

THE WORKSHOP

“The Power of You”

We will discuss the powerful role both the current and retired school office staff play in leading a school as well as the current and future trends in public education and the state of our students in today's schools. Topics such as the role of Artificial Intelligence(AI) , Mental Health Supports and Trauma Informed Care will play in creating a healthy and positive school community.

THE WORKSHOPS



Buffalo Comedy Collective Improv Workshop

Description: This icebreaker session kicks off our conference and features engaging activities and hands-on exercises that promote teamwork, communication, problem-solving, and fun. Participants will build stronger connections while gaining confidence working together in a supportive environment.

Creating and Achieving Goals for Administrative Assistants

MARIE FREEMAN, CEOE
NATIONAL ASSOCIATION OF
EDUCATIONAL OFFICE PROFESSIONALS
PRESIDENT 2026-27



How to set goals for yourself or a group. What to do to follow through to attain that goal. Along with a timeline to keep things going.

Indispensable: The Future of the School Office Professional

DR. NAOMI RYFUN
SUPERINTENDENT
ALTMAR-PARISH-WILLIAMSTOWN CSD



The school office is the heart of every building, and the professionals who keep it running are more essential than ever. As education continues to evolve, discover the skills, mindset, and strategies that make office professionals truly indispensable. Through practical insights, real-world examples, and a thoughtful look at emerging tools like AI, you'll leave inspired, empowered, and ready to thrive in the future of the school office.

THE WORKSHOPS



Personal Time Management

CHRISTINE MITTNER
BROCTON CENTRAL SCHOOL
DISTRICT



Are you tired of endless to-do lists that leave you feeling overwhelmed instead of organized? Whether you are managing a busy school office or transitions into retirement, finding the right workflow can transform chaos into calm. In this interactive session, we will explore the world's best personal productivity frameworks – from "Eating Live Frogs" to "Personal Kanban" – to help you discover a personalized system that fits your unique personality, style, and goals. No rigid rules here – just practical, flexible guidelines to help you reclaim your time, build stress-free habits, and confidently take control of your day.

Unlock Your Creativity with Canva: A Step-by-Step Guide for Educational Professionals

ARIANA SYLVESTER
SPENCERPORT SCHOOL DISTRICT



Discover how Canva can revolutionize your work (and your school office)! This session will empower educational office professionals to create stunning designs with ease. From managing templates and mastering tools to creating your own designs from scratch, you'll learn practical tips and tricks to save time and elevate your creative projects. Whether you're a Canva beginner or looking to sharpen your skills, this session has something for everyone. Get ready to transform your flyers, presentations, and more—no design experience required!

THE WORKSHOPS



Keeping Your Cool: Thriving When Working with Difficult People

SYDNEY NEASMAN
BUFFALO PUBLIC SCHOOLS



We all encounter difficult people, but we can choose how we respond. This engaging and practical session equips attendees with the skills needed to remain calm, communicate effectively, and navigate challenging situations with confidence. Through real-world examples and interactive discussion, participants will learn how to reduce stress, improve relationships, and maintain professionalism, even in the most challenging circumstances.

Chair Fitness

JOHANNE AGUILAR
FITNESS INSTRUCTOR &
ENTREPRENEUR



Refresh your mind and body with a guided Chair Yoga experience. Through gentle seated stretches, breathing exercises, and mindful movement, participants will learn simple techniques to reduce stress, improve flexibility, and boost energy throughout the day. Suitable for all ages, abilities, and fitness levels.



NYSAEOP

New York State Association of Educational Office Professionals

2026 ANNUAL CONFERENCE

October 18-20, 2026

Attendee Registration Form

REGISTRATION DEADLINE IS OCTOBER 4, 2026



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 _____) ☐

Attendee Conference Registration (please check your selection)

Member (full conference) Early Bird	\$220	
Member (full conference) After September 25th	\$230	
Non-Member (full conference) Early Bird	\$250	
Non-Member (full conference) After September 12	\$260	
Guest Registration	\$180	
Member Retiree (full conference) Early Bird	\$205	
Member Retiree (full conference) After September 12	\$215	
Non-Member Retiree (full conference) Early Bird	\$230	
Non-Member Retiree (full conference) After September 12	\$240	
Single Day Registration	\$200	
Guest Dinner Only	\$50	
Comedy Collective Workshop Add-on	\$30	

Guest Information

GUEST NAME: _____

FULL ADDRESS: _____

E-MAIL: _____ PHONE: _____



NYSAEOP

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Attendee Registration Form

REGISTRATION DEADLINE IS October 4, 2026



Meals

Breakfast

Scrambled Eggs, smoked bacon, sausage links, skillet potatoes, sliced fresh fruit, assorted pastries, coffee, tea, and juice.

Awards Luncheon

Assorted Sandwiches: Roast Beef, Roasted Turkey, or Grilled Vegetables and Hummus; Salad; Chips; coffee; iced tea, and cookies

Installation Banquet

Choose One	Attendee	Guest	*if there is more than one guest please indicate all that apply
Chicken Milanese: Breaded cutlet topped with arugula, tomatoes, cucumbers, red onions, parmesan cheese and balsamic glaze			
NY Strip Steak: Strip steak with rosemary and garlic compound butter			
Cauliflower Steak: Marinated cauliflower steak grilled to perfection and topped with curry cream sauce			

Any Dietary Restrictions _____

Attendee Totals

Registration: \$_____

Guest Totals

Registration: \$_____

Guest Dinner Only

Meals: \$_____

TOTAL CONFERENCE FEES \$_____

CHECK # _____

Payment

Payment Made Payable to: NYSAEOP

RETURN COMPLETED FORM AND PAYMENT TO:

APW Central School District

ATTN: Stacey Mailloux, District Office

639 County Route 22

PO Box 97

Parish, NY 13131

Cancellation/Refund Policy

All cancellation requests must be received in writing to the NYSAEOP Conference Registrar (Stacey Mailloux). There are no refunds for registration or meals after October 7, 2026.

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