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STATE OF NEW HAMPSHIRE
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March 18, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to DAS MOP 1300, Section 1107(C), the Department of Education request approval to diverge from the Department of Administrative Services' policy of only allowing Agencies to prepay for one night of hotel cost and instead prepay for 2 nights for up to six (6) Department employees to attend the 64th Annual Edith B. Hammond Conference, sponsored by the New Hampshire Association of Education Office Professionals, in an amount not to exceed \$1,438.00. This conference will be held at the North Conway Grand Hotel, from May 4 through May 6, 2016. Effective upon Governor and Council approval. 100% Federal Funds.

Funding is available in the account titled Special Education-Elem/Sec

<u>Account Number</u>	<u>FY16</u>
06-56-56-562510-41100000-070-500703	\$719.00

Funding is available in the account titled State Personnel Development Grant

<u>Account Number</u>	<u>FY16</u>
06-56-56-562510-41070000-070-500703	\$287.00

Funding is available in the account titled Safe Schools Healthy Students

<u>Account Number</u>	<u>FY16</u>
06-56-56-562510-88940000-070-500703	\$216.00

Funding is available in the account titled Project Aware

<u>Account Number</u>	<u>FY16</u>
06-56-56-562510-59990000-070-500703	\$216.00

EXPLANATION

The Edith B. Hammond Conference, sponsored by the New Hampshire Association of Education Office Professional Conference (NHAEOP), provides participants with the leadership and organization to

Her Excellency, Governor Margaret Wood Hassan
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recognize and take advantage of professional and personal growth opportunities through specifically designed certification programs and quality training and by establishing a network for sharing information and ideas, recognizing achievements and promoting fellowship.

NHAEOP is affiliated with the National Association of Educational Office Professionals (NAEOP), the only national association for office professionals in the educational institutions in the United States. NAEOP is allied with the American Association of School Administrators (AASA), affiliated with the National Association of Elementary School Principals (NAESP), and endorsed by the National Association of Secondary School Principals (NASSP) and National School Boards Association (NSBA).

The Bureau of Special Education encourages a strong representation at the NHAEOP conference; however, some of the staff attending do not have the option to use a personal credit card to charge for their lodging and subsequently request reimbursement. As such, we are requesting a waiver of DAS MOP 1300, Section 1107(C) for all Department attendees.

The attendees at this conference, for the period May 4 through May 6, 2016 are:

Lisa Morrissette, Program Specialist IV (presenter)
Tamela Dalrymple, Program Specialist II
Penny Duffy, Grants & Contracts Technician
Elaina DeAngelo, Program Assistant II
Terry Stafford, Program Assistant II
Mary Morency, Program Assistant II

The conference has concurrent breakout sessions, which include, but are not limited to:

- Ethics & Public Sector Employees
- Domestic Violence & Children
- New Hampshire Special Education Information System (NHSEIS) for Office Professionals
- Youth Mental Health First Aid Overview
- Tips and Tricks for Microsoft Office – Word, Outlook and Excel
- Workplace Ergonomics and Office Safety
- The Glass Ain't Full, Heck It's Overflowing !
- ABC's of Team Building
- Set Your Goals to Succeed
- Why Calming Down is Not Enough: How Current Approaches to Anxiety Make It Worse . . . And What to Do Instead
- Medicaid to Schools
- "Use the Force Luke!" Managing Number One, First and Staying Motivated to the Job
- Keeping Yourself Safe – A Commonsense Lesson in Office Safety

Respectfully submitted,


Virginia M. Barry, Ph.D.
Commissioner of Education

**New Hampshire Association of Educational Office Professionals
North Conway Grand, North Conway NH May 4-6, 2016**

Reservation Deadline: April 4, 2016 to receive group rate. Be sure to mention NHAEOP!

MAIL or FAX this form with deposit to: North Conway Grand – Attn: April Jacobs – PO Box 3189, North Conway, NH 03860 ~ Fax: 603-356-6028 ~ Reservation Phone: 800-655-1452

If interested in extended stay for Tuesday, May 3 (\$99) and/or Friday, May 6 (\$129)

Guest Rooms are subject to availability. Please call to reserve.

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)

- 2 Single Occupancy = \$287.00 per person \$574
- 4 Double Occupancy = \$216.00 per person \$864
- _____ Triple Occupancy = \$201.00 per person
- _____ Quad Occupancy = \$191.00 per person

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

- _____ Single Occupancy = \$185.00 per person
- _____ Double Occupancy = \$143.00 per person
- _____ Triple Occupancy = \$133.00 per person
- _____ Quad Occupancy = \$129.00 per person

Day Tripper (Meals Only) Rates* (for 'meals only', please contact Gretchen Roussin – 603-332-3678 x 1124 - roussin.g@rochesterschools.com ~ Breakfast = \$15.00; Lunch = \$26.00; Dinner = \$35.00

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

PLEASE FILL OUT ONE REGISTRATION PER ROOM

Arrival Date: _____ Departure Date: _____

Your Name: _____

Name of Person(s) Sharing Room: _____

Your Address: _____

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

A deposit in the amount of 50% of the package price is due at time of booking. Deposits will be accepted by check, purchase order, money order, or major credit card (to be processed upon receipt of reservation form). Please make checks payable to: **North Conway Grand Hotel**. Balance of each room is required at departure.

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

Credit Card # _____ Expiration Date: _____

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 = 3 pm CHECK-OUT TIME = 11 am (no late departures)

Signature: _____

64th Annual Edith E. Hammond Conference

Sponsored by the New Hampshire Association of Educational Office Professionals
and the New Hampshire Department of Education

Important Details

May 4-6, 2016

North Conway Grand

72 Common Court, North Conway, NH 03860

Reservation Phone: 800-655-1452 ** Fax: 603-356-6028

Reservations: You **MUST** call the reservation line above or fax registration form to the number above and mention you are with the NHAEOP Conference when reserving your room.

Resort Registration Deadline for special NHAEOP rates: APRIL 4, 2016

Interested in an extended stay Tuesday, May 3 and/or Friday, May 6?
Rooms are subject to availability. Please call Hotel to reserve.

Wednesday, May 4, 2016

4:30 – 6:30 pm Registration
Bring raffle items to the raffle room
6:00pm Cash bar open
6:30 pm Dinner – Scholarship Awards Presentation immediately following

Thursday, May 5, 2016

6:00am Walking with Walker
7:00 – 9:00 am Breakfast
8:00 – 9:00 am Registration – Coffee – visit raffle room
9:15 – 10:45 am **OPENING GENERAL SESSION**
Inspiration – Jacqueline Walker, NHAEOP President-Elect
Salute to the U.S. Flag – Peggy Vincent, NHAEOP Vice President
Greetings & Announcements – Pam Patnode, NHAEOP President
Greetings – NAEOP Immediate Past President, Elizabeth Napolitano
Office Professional and Administrator of the Year Awards
– Jacqueline Walker, NHAEOP President-Elect
Annual NHAEOP Meeting – Pam Patnode, NHAEOP President
→ Keynote Address: Lynn Lyons *“Why Calming is Not Enough: How Current Approaches to Anxiety Make it Worse and What to Do Instead”*
11:30 am Evaluators’ Briefing – Pam Patnode
12:00 pm Luncheon
1:30 – 3:00 pm SESSION 1 WORKSHOPS
3:15 – 4:45 pm SESSION 2 WORKSHOPS
4:30 – 6:00 pm Registration

Friday, May 6, 2016

6:00 am Walking with Walker
7:00 – 8:30 am Breakfast
8:00 – 9:00 am Registration – Coffee
9:00 – 10:30 am SESSION 3 WORKSHOPS
10:45 am–12:15 pm SESSION 4 WORKSHOPS
12:30 pm Luncheon
Raffle Drawings

**Don't Forget to Bring
Your Raffle Items!**

**Proceeds go to our
Student Scholarship Fund.**

**NHAEOP awards up to \$3,000
annually to graduating seniors.**

NHAEOP Conference – May 2016

Keynote: Lynn Lyons, LICSW

Why Calming Down is Not Enough: How Current Approaches to Anxiety Make It Worse...And What to Do Instead

When children are in the grips of anxiety and worry, it feels overwhelming and mysterious. Anxiety is a very persistent master; it takes over daily routines, schoolwork, bedtime and recreation. To make matters worse, the things that we do intuitively as adults to help and console anxious children actually make the anxiety stronger. Schools, parents, pediatricians and many others in the helping professions unknowingly give families and children the “crutches” to diminish the anxiety in the short-term, but are actually supporting a strategy that teaches avoidance and leaves children less capable of handling life’s challenges.

This keynote describes the most common anxiety-enhancing patterns—including reassurance, accommodation, avoidance, and poor problem solving—and introduces an umbrella approach that changes both the child *and* adults’ engrained patterns of thinking and behaving. The goal is to minimize the importance of the content of the anxiety, and instead provide children and caregivers with a process that, in its simplicity, moves a child toward autonomy and flexibility throughout the life cycle.

Presenter: Cathy Eberle **Workshop:** ABC of Team Building

Basically, everything we have learned growing up has helped us to be part of a team, whether it was sharing our crayons or taking turns as the class monitor. The basic skills we developed then are the same skills that we use today as adults. Sometimes we would prefer to get the task done alone, but soon found out it would be more fun to be working together with others. This v-e-r-y interactive presentation will reveal just how important it is to be a member of a team, get the job done and have a positive result.....and have a few laughs along the way.

Presenter: Michelle Rosado **Workshop:** Medicaid to Schools

This workshop will be a general overview of the Medicaid to Schools Program. It will include the history of the program, participation, eligibility requirements, services eligible for reimbursement, service documentation and the audit process and findings.

Presenter: Charlie Appelstein **Workshop:** The Glass Ain’t Half Full, Heck, it’s Overflowing!

Interacting with students and staff members using a positive, strength-based approach. Strength-based practice is an emerging approach to interacting with individuals that is exceptionally positive and inspiring. Its focus is on strength-building rather than flaw-fixing. It begins with the belief that every person has or can develop strengths and utilize past successes to mitigate problem behavior and enhance functioning. This presentation will highlight many of the key principle and techniques of this transforming modality. Areas covered include what is strength-based practice and the power of a positive attitude and culture; strength-based communication principles and techniques including reframing, using solution-focused questions, positive predicting and inspirational metaphors, core verbal interventions; and a host of creative self-management strategies.

Presenter: Charlie Appelstein

Workshop: "Use the Force, Luke!" Managing Number One,
First and Staying Motivated to Do the Job

Working day after day with at-risk students and challenging individuals elicits difficult feelings that can compromise a professional's performance. This presentation examines the major triggers and provides strategies for self-management that keep enthusiasm alive. Focal points include: how to respond instead when personalizing difficult interactions, how to manage when support is lacking; strategies for promoting cohesion among team members and ways to avoid staff splitting; and a new definition for success in working in challenging school environments.

Presenter: Nick Manolis

Workshop: Ethics & the Public Sector Employee

This session provides an overview of established ethical standards and principles, prepares attendees to make ethical decisions with a broader and more objective focus, and reinforces the importance of every public employee contributing to their organization by making ethical decisions and avoiding unethical behavior. These concepts are taught through an interactive process in which audience participation is essential.

Presenter: Connie Hyslop

Workshop: Tips & Tricks for Microsoft Office
Part 1 – Word & Outlook

This 2 part workshop will provide a variety of keyboard shortcuts, features you may not find on your own and tricks for working with the different applications in the Microsoft Office suite

Presenter: Connie Hyslop

Workshop: Tips & Tricks for Microsoft Office
Part 2 – Excel

This 2 part workshop will provide a variety of keyboard shortcuts, features you may not find on your own and tricks for working with the different applications in the Microsoft Office suite.

Presenter: Connie Hyslop

Workshop: PC/Mac Maintenance

Does your computer seem to be getting slower every day? This workshop will demonstrate how to perform general maintenance on your computer that may correct some of the current issues and prevent new problems. The presenter will discuss defragmenting a hard drive, running disk cleanup, removing cookies, spyware, and malware, how to prevent viruses, run software updates, and remove Windows / Internet temp files. (NOTE: Same content offered at two different times)

Presenter: Christine Basha **Workshop:** NH Retirement System

During this general information program, members of all ages and in various stages of their career will be provided with information about NHRS benefits, including an overview of NHRS as a defined benefit plan; Service, Early, Disability, and Vested Deferred retirement; pre-retirement and post-retirement death benefits; and other important aspects of NHRS retirement benefits. Personalized account information, pension estimates, and information about retiree health insurance are not offered during these sessions.