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April 9, 2014

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

REQUESTED ACTION

Pursuant to MOP 1103-(G) Travel Reimbursement Policy, authorize the Department of Education to advance funds in cash to Bureau of Special Education Staff Members to attend the New Hampshire Association of Education Office Professionals Conference (NHEAOP).

This conference will be held at the North Conway Grand Hotel, from May 7, 2014 through May 9, 2014. These are 100% Federal funds.

The participants who will be attending this conference for the period May 7th, May 8th and May 9th and staying for two (2) nights are:

	<u>Cash Advance Amount</u>
Hannah Krajcik, Program Assistant I	\$320.00
Lisa Morrissette, Program Specialist II	\$320.00
Stacey Welch, Program Assistant I	\$320.00

Funding for this request is available in Account 06-56-56-562510-41100000-070-500703 ~ FY'14.

Explanation

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) & National School Boards Association (NSBA).

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council

March 11, 2014

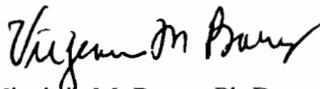
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The NHDOE, Bureau of Special Education encourages a strong representation at the NHAEOE conference: no state-issued credit card is available to support the anticipated expenses for this travel and direct payment by the individuals traveling will cause undue financial hardship.

This team will be representing the Bureau of Special Education at the New Hampshire Association of Education Office Professional (NHAEOE) Conference; the conference has concurrent breakout sessions, which include, but are not limited to:

- Customized Learning
- Generational Diversity in the workplace
- Homelessness: McKinney-Vento Act
- Over the Counter/Under the Radar
- It's not about the Hike
- IPAD Tips, Tricks & Shortcuts
- Microsoft Work Fill-in Form
- E-mail Etiquette
- Active Shooter: What you can do
- Grace Under Pressure
- Stress Management on the run
- Cultivating Mindfulness in Everyday life
- Increasing Joy and Laughter in the Workplace
- Special Education/CAT AID – Chapter 402

Respectfully submitted,



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

NORTH CONWAY GRAND HOTEL

Proforma Invoice: Bureau of Special Education
Arrival Date: May 7 - 9, 2014

Guest Rooms				9% Tax	Nights	Total
	Rooms	Rate Per Guest	Guests	Inclusive		
Krajcik/Welch	1	\$ 209.00	2	Inclusive	2	\$ 418.00
Dalr..(Staf..)/Murrissette	1	\$ 209.00	2	Inclusive	2	\$ 418.00
						\$ -
						\$ -
Total	2		4			\$ 836.00

	Guests	Cost Per Person	Sub Total	9% Tax	Nights	Total
						\$ -
Total						\$ -

Misc						Total
						\$ -
						\$ -

Overview

Total Guest Rooms:	\$ 836.00
Total Meals:	\$ -
Misc:	\$ -
Estimated Total Due:	\$ 836.00
Less Deposit Received:	
Balance Due:	\$ 836.00

INVOICE IS ESTIMATE ONLY

Conference Registration Form

Return by April 7, 2014 to Gretchen Roussin ~ 150 Wakefield St-Suite #8 – Rochester NH 03867

No refunds will be issued ~ Substitutions are accepted. Payment in full must accompany registration.

PLEASE PRINT (if you provide an email, we'll send you a registration confirmation. Otherwise, notices are not sent.)

NAME: _____ Home Phone: _____

EMAIL: _____ Work Phone: _____

School / Office: _____ Position: _____

WORK Mailing Address: _____

HOME Mailing Address: _____

CONFERENCE REGISTRATION FEE = \$90 (includes NHAEOB membership) \$ _____

LIFETIME NHAEOB MEMBERS REGISTRATION FEE = \$85 \$ _____

RETIRES REGISTRATION FEE = \$45 (includes NHAEOB membership) \$ _____

Do you plan to stay at the North Conway Grand? YES (send copy of hotel registration form directly to hotel)

NO (complete 'Meals Only' section below)

Wednesday evening dinner \$38 Thursday evening dinner \$38

Thursday morning breakfast \$16 Friday morning breakfast \$16

Thursday noon lunch \$26 Friday noon lunch \$26

TOTAL ENCLOSED (registration fee plus cost of meals) \$ _____

Payment: Check enclosed (payable to NHAEOB) – mail to Gretchen Roussin (see address above)

Payment: Check here if receipt is needed – receipt will be provided at the Conference

WORKSHOP CHOICES (for full descriptions, visit our website: www.nhaeop.org)

HOW TO SELECT YOUR WORKSHOPS

In the spaces provided, please number your choices in order of preference (1 = the workshop you would most like to attend). For **each session**, use the numbers 1 through 6 to mark your preferences – IF you are attending both days. If you are attending only one day, please use the numbers 1 through 3 in the appropriate session(s) to mark your preferences.

NOTE: 402 & Catastrophic Aid Workshop is a 'double session' – if you choose to attend, and get this choice, you will be attending both Session 1 and Session 2 to get all the info.

SESSION 1 ~ Thursday, May 8, 2014 ~ 1:30 pm – 3:00 pm

NH RETIREMENT SYSTEM GROUP 1 SUMMARY – Learn about your NHRs Benefits including an overview of the plan, service, early, disability & vested deferred retirement; pre-retirement & post-retirement death benefits; etc. No personal account information will be offered.

OVER THE COUNTER/UNDER THE RADAR – A discussion of common substances of abuse among adolescents. Also discussed will be the increase in availability and misuse of prescription medication, including signs, symptoms & prevention strategies.

IT'S NOT ABOUT THE HIKE – An inspirational and motivational program about pushing ourselves, overcoming fears, finding our passions, and living our lives to the fullest.

IPAD TIPS, TRICKS & SHORTCUTS – General tips and shortcuts for working with an iPad, iPhone, and iPod.

INCREASING JOY & LAUGHTER IN THE WORKPLACE – Participants will be organized in small groups and will be guided as they work in teams to develop a list of strategies and activities designed to increase the joy, laughter and fun at work.

402 & CATASTROPHIC AID – An annual update of how Cat Aid and Chapter 402 will be processed in NHSEIS, along with tips of what to look for, how to prepare your paperwork for easy processing, and time to ask questions. This is Part 1 of a double session.

GRACE UNDER PRESSURE – Practical, real solutions for the frenetic pace we set. Participants will "test drive" two stress management techniques, and will identify at least three personal strategies for increasing resiliency and responding more effectively to stressful situations.

SESSION 2 ~ Thursday, May 8, 2014 ~ 3:15 pm – 4:45 pm

NH RETIREMENT SYSTEM GROUP 1 SUMMARY – See description in Session 1.

OVER THE COUNTER/UNDER THE RADAR – See description in Session 1.

IT'S NOT ABOUT THE HIKE – See description in Session 1.

MICROSOFT WORD FILL-IN FORM 1 – Part 1 of how to create and use tables and fill-in forms.

E-MAIL ETIQUETTE – This workshop will focus on the efficacy and etiquette of e-communication in order to improve the outcomes of e-exchanges.

402 & CATASTROPHIC AID – See description in Session 1. This is Part 2 of a double session.

SESSION 3 ~ Friday, May 9, 2014 ~ 9:00 am – 10:30 am

CUSTOMIZED LEARNING – A firsthand overview, by the principal, on the implementation of the concept of customized learning at a K-8 school.

CULTIVATING MINDFULNESS IN EVERYDAY LIFE – Mindfulness is the simple act of being aware. When we live chronically in the fast lane, we can lose the essence of who we are and what we value most. You will be introduced to mindfulness and invited to experiment with various ways of incorporating this practice into your everyday living.

MICROSOFT WORD FILL-IN FORM 2 - Part 2 of how to create and use tables and fill-in forms.

GENERATIONAL DIVERSITY IN THE WORKPLACE – An overview of the 5 generations to help us understand their influences, values and expectations. Discover & discuss ways to remove the perceived barriers & help redefine success as it represents our work.

LAUGHTER YOGA - In today's world, people want to be healthy and happy but, instead, are stressed out, depressed, getting less sleep, etc. Learn a revolutionary idea – a simple and profound exercise routine that is a complete well-being workout that is spreading across the world.

ACTIVE SHOOTER: WHAT YOU CAN DO – A comprehensive overview by a Keene Police Officer and SRO of how one can respond to an active shooter using the Run, Hide Fight program from FEMA.

SESSION 4 ~ Friday, May 9, 2014 ~ 10:45 am – 12:15 pm

HOMELESSNESS: McKinney-Vento Act - Knowing and implementing the law that protects the educational rights of homeless children.

IPAD TIPS, TRICKS & SHORTCUTS – See description in Session 1.

GENERATIONAL DIVERSITY IN THE WORKPLACE – See description in Session 3.

RETIREMENT - CREATING THE LIFE OF RILEY – While most of us look forward to days of endless freedom, the reality is that retirement is not always the Life of Riley. This workshop will focus on the need for structure, purpose and community in post-retirement living.

LAUGHTER YOGA – See description in Session 3.

ACTIVE SHOOTER: WHAT YOU CAN DO – See description in Session 3.

REMEMBER: THE REGISTRATION

DEADLINE IS APRIL 7th

The earlier you fully register, the better your chances of getting your preferred workshop choices. **"First come, first served."**

"Embracing Change through NHAEOB"

Please take a moment and answer the following questions:

1. I plan to attend:
 - a. BOTH days _____
 - b. Thursday ONLY _____
 - c. Friday ONLY _____
2. Is this your FIRST conference with us? If so, please check here: _____
3. We are looking for *member* evaluators and workshop hostesses. Please check here if interested in being a member evaluator _____ Please check here if interested in being a workshop hostess _____
4. Problems? Are you allergic to any foods? If so, what foods?

5. **Other than food**, report any special needs directly to the Hotel.
6. **Questions?** Contact our conference registrar, Gretchen Roussin:
Phone: 603-332-3678 x1124
Email: roussin.g@rochesterschools.com
7. **MEMBERSHIP ~ Unable to attend?** Don't miss out on the opportunity to renew your membership or become a new member of NHAEOB for \$5.00 Visit our website (www.nhaeop.org). We also have information on our website about being a member of National - such amazing opportunities!



"Waves of Change"

Artist: Samantha James

We could dim the light of day
Watching colors drift away
Beating like the sound of love
Reflecting light back to the sun

Listen as the silence plays
Washing darkness from the shade
Standing on the center stage
Building castles in the rain

Be my strength
Show me the way
Come to Life
Come and feel the sun
Lift your hands, embrace
Breaking waves of change

Counting down to brighter days
Consciously we elevate
Blowing all the dust away
Speaking truth to those who wait

Be my strength ...

I can hear you calling
From the distant plain
'Cause in this moment I feel love
I can feel you falling
Miles from yesterday
'Cause in this moment we are loved

Nobody here is lonely
Come and feel the sun
Lift your hands, embrace
Breaking waves of change

Come to life
Come and feel the sun
Lift your hands, embrace
Breaking waves of change

62nd Annual Edith E. Hammond Conference

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

Important Details

Dates May 7-9, 2014
Hotel North Conway Grand Hotel
Location Route 16 at Settler's Green, PO Box 3189, North Conway, NH 03860
Phone: 603-356-9300, Fax: 603-356-6028
www.northconwaygrand.com
Reservations Mail or fax a copy of the hotel reservation form to the hotel or use the conference hotel reservation link on our website at www.nhaeop.org
Resort Registration Deadline for special NHAEOP rates:

APRIL 7, 2014 - mention you are with NHAEOP

Interested in an extended stay Tuesday, May 6 and/or Friday, May 9?
Rooms are subject to availability. Please call Hotel to reserve.

Conference Schedule

Wednesday, May 7, 2014

4:30 pm – 6:00 pm Registration
Bring Raffle Items to raffle room & Food Bank donations to registration area
6:30 pm – 8:30 pm Dinner – Cash Bar Open at 6 pm – Dinner at 6:30 pm
Student Scholarship Awards

Thursday, May 8, 2014

7:00 – 9:00 am Breakfast
8:00 – 9:00 am Registration – Coffee
9:15 – 11:30 am OPENING GENERAL SESSION
Inspiration – Pam Patnode, NHAEOP President-Elect
Salute to the U.S. Flag – Belinda Schadler, NHAEOP Vice President
Greetings & Announcements – Jodi Lamoureux, NHAEOP President
Greetings – Virginia Barry, Ph.D., NH Commissioner of Education
Greetings - NAEOP
Office Professional and Administrator of the Year Awards
– Pam Patnode, NHAEOP President-Elect
Annual NHAEOP Meeting – Jodi Lamoureux, NHAEOP President
→ Keynote Address: "The Healing Power of Humor" ~ Dr. Stuart Robertshaw, Wisconsin
11:30 am Evaluators' Briefing – Jenefer White
12:00 pm Luncheon
1:30 – 3:00 pm SESSION 1 WORKSHOPS
3:15 – 4:45 pm SESSION 2 WORKSHOPS
7:00 pm Dinner
Raffle Drawings

Friday, May 9, 2014

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.**

"Embracing Change through NHAEOP"