

REDUCE, REUSE, RECYCLE – REDUCE, REUSE, RECYCLE – REDUCE, REUSE, RECYCLE

GO GREEN

24th Annual Training Conference Educational Office Personnel

NO PRICE
INCREASE
FOR
MEMBER
DISTRICTS!

March 20, 2009

7:45 a.m. to 3:15 p.m.

Rochester Airport Holiday Inn
911 Brooks Avenue, Rochester

Directions and a map can be found on our website, www.gvsbi.org



Genesee Valley
School Boards Institute
for Staff Development
www.GVSBI.org

Special points of
interest:

- ▲ Cross-Contract
- ▲ BOCES aid
- ▲ Free parking



Wayne-Finger Lakes
Board of Cooperative
Educational Services

KEYNOTE SPEAKER

NYS Council Of School Superintendents

**2008 Superintendent
of the Year...**

**MARY ALICE
PRICE
Pittsford**

KEYNOTE—“Doing Our Part”

Schedule

7:45	8:30	Registration & Breakfast
8:30	8:45	Welcome
8:45	9:30	Keynote—Mary Alice Price
9:30	10:00	Vendor Break
10:00	11:15	Session 1
11:15	12:30	Lunch/Donation Presentation
12:30	1:45	Session 2
1:45	2:00	Break
2:00	3:15	Session 3

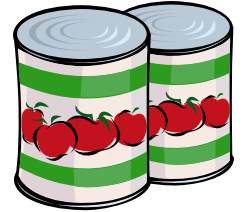
DONATIONS:



Collecting eyeglasses (no cases) and cell phones — Bring in your old, unused items. We'll be sure they find a new home helping those less fortunate.



We are asking each attendee to bring non-perishable food items (NO GLASS). Large or small it doesn't matter. The collection will be given to Foodlink, which distributes its donations to community food cupboards across the Finger Lakes Region. Checkout their website for donation suggestions (www.foodlinkny.org).



KEYNOTE PRESENTATION

Doing Our Part

Mary Alice Price

Superintendent

Pittsford Central School District

How can school districts use “green” thinking to preserve the world’s resources? By working together in schools, we can educate students and provide models for them to act responsibly in preserving our natural resources such as air quality, energy, water and the environment as a whole. Experiences learned now can be used to improve the world today and to preserve our environment for future generations.

A *Stress Less—Fresh Air For The Mind* *Richard McCaughey*

Today’s environment has many modern conveniences but they can take a toll on our well-being and our planet. Learn how to manage stress and maintain a healthier lifestyle. Minimize your ‘toxins’ and create a ‘greener’ personal environment.



B *What Makes The Grass Greener* *Jim Mezhir* *Niagara Community College*

Your attitude and customer service aptitude goes a long way towards making the grass appear greener on your side of the cubicle wall. Learn the secrets to making the environment in your office conducive to meeting the needs of nearly everyone who enters.



C **It's More Than Trees**
Kim Babcock
Sustainability Coordinator
Finger Lakes Community College

The term “sustainability” seems to be everywhere these days, but what does it really mean? Kim will discuss what sustainability is and how it can apply to you personally and professionally. She will give information on how to “go green” in the educational office setting and in your home.

D1 **Achieving A GREEN Balance**
Douglas K. Miller, CLU
Alliance Advisory



In our current economy, have you ever thought: How much money will I need to retire? How can I optimize my pension benefit? Is my family protected from any contingency? No matter your age, financial situation, or family needs, it is never too soon to learn about your financial planning options and begin to put a plan in place.

OFFERED ONLY AT 10:00-11:15

D2 **Professional Standards Program**
Connie VanHoesen
Gates-Chili CSD

OFFERED ONLY AT 12:30-1:45

This is a professional certification program provided by the National Association of Educational Office Professionals. This class will provide information on the required criteria and instruction on the application process.



D3 **Lean & Green**
Carol Cuomo
Webster Aquatics Center

OFFERED ONLY AT 2:00-3:15 LIMITED TO 20

Does your current physical and emotional state need adjusting? Enjoy this refreshing "do yourself some good" seminar. This water Pilates class will invigorate you, lower your stress level, and prepare you for the challenges of the weekend ahead with stretching, strengthening and core work. Bring your suit and towel because you will be getting wet! The hotel's pool locker room will be available for use.

E1 **Keepin' It Green**
Jason Wadsworth
Wegmans Food Markets, Inc.

OFFERED ONLY AT 10:00-11:15

In 2007, Wegmans recycled over 1.5 million pounds of plastic grocery bags. Find out what else they are doing to improve their sustainability for the environment, the people in the community and their organization.

E2 **Green & Paperless**
Lori Burch
Hilton CSD

OFFERED ONLY AT 12:30-1:45 & 2:00-3:15

Learn about Adobe Professional/Reader/Writer and how you can create forms to help your office go paperless. Discuss other paperless communication processes (e-mail, website notification, intranet postings, automated calling software, etc).

F1 **Green Grammar**
Joe Dickson
W-FL BOCES

OFFERED ONLY AT 10:00-11:15

Looking for ways to perfect your business English? Learn to catch the mistakes that can hurt your credibility. This class will provide some basic proofreading tips, techniques for finding errors and rules to remember as well as information on punctuation, word usage and form.

F2 **Green Diet**
Rose Copper Brown
Clifton Springs Hospital & Clinic

OFFERED ONLY AT 12:30-1:45 & 2:00-3:15

There are 5 components- Be Realistic, Be Adventurous, Be Flexible, Be Sensible and Be Active - to help you make healthy choices that fit your lifestyle so you can do the things you want to do. 'It's All About You!' Also, handouts about indoor herbs, recipes, weigh loss tips, web resources and more will be shared.

G **Are You Green About NYS School Law?**
Laura Purcell
Harris Beach—Attorneys At Law

Learn all about a district's liability and the rights of parents and students. Can a homeless child living outside the district still attend your school? Can a biological parent remove a student from school if that parent only has “visitation” rights? Who has confidentiality privileges to a student's records? What age restricts parents from the right to see or ask for a student's records? What can a district do when parents keep excusing children from attending school?

REGISTRATION INFORMATION

Registration Fee: (includes refreshments & materials)

\$89 per person

\$75 per person for participants from GVSBI

"member districts" (\$12 discount per person)

PUBLIC SCHOOL DISTRICTS:

- Your district will be billed. Do not send payment.
- Complete the registration form & have it signed by your supervisor.
- Send (US mail or fax) as indicated.
- Have your business office initiate a cross-contract through your BOCES.

OTHERS (individuals, Rochester City, non-public schools, etc.):

- Pre-payment is REQUIRED.
- Make your check payable to Wayne-Finger Lakes BOCES.
- Send via US Mail.

**REMEMBER— BOCES AID IS AVAILABLE
thru a cross-contract!**

TRANSMITTAL INSTRUCTIONS

MAIL TO:

Lorry Whipple, Conf. Coord.
Genesee Valley School Boards Institute
131 Drumlin Ct., Eisenhower Bldg.
Newark, NY 14513-1863

FAX TO: 315-332-7425

**Must be received by
March 13, 2009**

CANCELLATION POLICY

ATTENDEE: March 13 is the deadline for cancellations to avoid being billed. If you are unable to attend after this date, please make arrangements for a substitute, and call Lorry with the name change.

CONFERENCE: If Monroe County declares a "state of emergency", the conference is automatically cancelled.

Map & Directions

Directions: From the NY State Thruway (Route 90), take Exit 46 to 390 North towards the Rochester Airport and exit at 18A (Brooks Avenue East). A bigger map is on our website.



VENDORS

Vendors will have displays of the latest in professional products and some will be selling items. Please support the show.



REGISTRATION CONFIRMATION

Check our website to be sure we have received your registration form.

Visit: www.GVSBI.org

Click on Educational Office Personnel

Look for the "Registrations Received" box.
Look for your name under your District.

We update the list every few days.



REGISTRATION FORM

**Educational Office Personnel—Friday, March 20, 2009
Rochester Airport Holiday Inn**

Participant's Name ↑ (please print to appear on your nametag & certificate)		↑ Position/Title	
District & Building/Department ↑		↑ E-mail Address	
District Street ↑			
District City/State/Zip ↑			
()		()	
Daytime Phone Number ↑		↑ Emergency/Home Phone Number	

CONCURRENT SESSION SELECTIONS

8:45-9:30	Choose one workshop for each time slot.	10:00-11:15	12:30-1:45	2:00-3:15	
KEYNOTE PRESENTATION Doing Our Part	A) Stress Less—Fresh Air for the Mind				
	B) What Makes the Grass Greener				
	C) It's More Than Trees				
	D1) Achieving A GREEN Balance				
	D2) Professional Standards Program				
	D3) Lean & Green				
	E1) Keepin' It Green				
	E2) Green & Paperless				
	F1) Green Grammar				
	F2) Green Diet				
	G) Are You Green About NYS School Law				
	ALTERNATES — Select alternates that are totally different from what you have already selected.				

LUNCH: tossed salad w/dressing, fresh cut fruit, coffees/teas
If you are observing the religious holiday, please choose appropriately from the selections BELOW ▼

◀ Tuna Croissant
 ◀ Ham & Cheese Wrap
 ◀ Turkey Wrap

PLEASE NOTE medical meal considerations: _____

Authorizing Administrator's Signature: _____

(REQUIRED)

Administrator's Title: _____

No refunds after 3/13. No-shows will be billed. Districts are encouraged to send a substitute.

7:45-8:30 a.m.
Registration & Continental Breakfast

8:30-9:30 a.m.
Welcome & Keynote Presentation

**PLEASE RETURN BY
MARCH 13, 2009
Fax # 315-332-7425
Attention: Lorry Whipple**

Check our website to confirm your registration.
www.GVSBI.org



**Genesee Valley School Boards
Institute for Staff Development**

131 Drumlin Court
Eisenhower Building
Newark, NY 14513-1863

Phone: 315-332-7282
Fax: 315-332-7425
Email: lwhipple@wflboces.org
On the web: www.GVBSI.org

**Provider of Professional
Development Opportunities**

BOCES AID

BOCES aid is available. School business officials should contact their local BOCES and request a cross-contract with the Wayne-Finger Lakes BOCES.



COMMITTEE MEMBERS

Pat Claus, West Irondequoit
Cynthia Dillard, Monroe 1 BOCES
Bobbi Gentile, Hilton
Joan Guzzetta, Greece
Jackie McLaughlin, Phelps-Clifton Springs
Barbara Pittinaro, Pittsford
Sandie Purdy, CEOE, Brighton
Elayn Schoff, CEOE, Webster
Deb Shaughnessy, Honeoye Falls-Lima
Katie Weis, Hilton

Lorry Whipple, Conference Coordinator
Paula Torres, Registrar/Webmaster
Jim McNeil, Executive Director

CEOE—Certified Educational Office Employee
*A professional training distinction available through
the Professional Standards Program of the National
Association of Educational Office Professionals.*



**Reach Your
Potential Through
Professional
Development!**