

27th Annual Training Conference

This Is **YOUR** Life —
Educational Office
Professional



March 16, 2012

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

**NEW
LOCATION!!**

Radisson

Rochester Airport Hotel
175 Jefferson Road
Rochester 14623

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

**KEYNOTE
TOPIC**

*Yesterday—Peer Pressure
Today—Bullying*

Presented By

*Moses
Robinson*



**GENESEE VALLEY
SCHOOL BOARDS INSTITUTE**

For Staff Development

131 Drumlin Court, Eisenhower Building
Newark, New York 14513-1863



WELCOME & THANK YOU for taking the opportunity to open this brochure and invest a few minutes. We hope you will continue reading and find value in this offering through the **great variety of topics** that affect you both professionally and personally. This event is provided locally. There's **no need to travel great distances or stay overnight**. **Parking is free**, and you'll even be home in time for dinner. So if you want to feed your desire to be a life-long learner and try something new, attend this GVSBI professional development opportunity.

Schedule

7:45	8:30	Registration & Continental Breakfast
8:30	9:00	Welcome & Door Prizes
9:00	9:45	Keynote
9:45	10:15	Vendor Break
10:15	11:30	Session 1
11:30	12:30	Lunch
12:30	1:45	Session 2
1:45	2:00	Break
2:00	3:15	Session 3

DONATIONS:

We are asking everyone to bring a donation.

Daystar for Medically Fragile Infants, Inc, an independent, publically supported ministry of the Sisters of St. Joseph of Rochester is dedicated to caring for our community's most vulnerable infants from birth to the age of five. Daystar provides quality child care, respite care, advocacy and family support in a safe and stimulating home environment. Please visit their website for ideas.



<http://www.daystarhome.net/make-a-gift/wish-list>

KEYNOTE PRESENTATION: Yesterday—Peer Pressure; Today—Bullying

PRESENTED BY: MOSES ROBINSON

Officer with Rochester City Police Department

School Resource Officer for East High School in Rochester

**Nationally Recognized Expert on Gangs—President, Western NY Chapter
of the East Coast Gang Investigators' Association**

Officer Robinson will discuss the evolution of peer pressure into today's bullying. In his various professional capacities, he has seen it all. He will teach you how to recognize bullying behavior and bullies. He will make suggestions for things you can do if someone you know is the individual being bullied. He will talk about cyberbullying and its impact on individuals and school districts; the differences between male and female bullying; and how the family unit makes a child vulnerable (homosexual parents, single parent, economic circumstances, etc.).

A Ever Changing Family Dynamics

William Carter
Avalon School at St. Joseph's Villa

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

In today's society, there are a multitude of lifestyle choices and adults typically make the decisions, some of which can have a major impact on their children (ie. same sex parents, finances, absent parent). Some decisions may lead to a child being bullied, self-esteem issues, stress, talk or thoughts of suicide, acting out, etc. Add on hormonal issues and a child is a powder keg waiting to blow. What can a secretary do to help if "Johnny" makes statements or acts in a manner that causes concern? Who does she talk to?

B What You Don't Know About Civil Service

Jim McNeil
Wayne-Finger Lakes BOCES

Jim will provide an in depth definition for a significant number of civil service terms (ie. transfer, reassignment, competitive & non-competitive class, exempt, & labor, etc.). He will discuss the hiring process, types of appointments, layoff procedures, seniority and your rights, preferred eligibility lists, and evaluation & discipline. Time permitting, he may address the specifics of Monroe County titles, promotional tracks and testing.

C Managing Email Effectively

Gail Fischer
New York State Archives

Electronic mail has revolutionized the way people communicate and transact business. The formal paper memo is almost entirely a thing of the past, replaced by a simple and easily distributed email message. People need to control the flow of email into and out of their electronic mailboxes to ensure that the onslaught of communication does not consume all their time. This class will discuss how to manage email just as you manage other records and how to identify, retain and make them accessible as long as necessary.

D Workplace Professionalism in the Electronics Age

Eileen Rucinski
Kelly Services

As our workplace has evolved technologically and with newer workers on the job, is it time to re-adjust our behavioral expectations? As a premier employment agency providing services to companies large and small, Kelly Services is in a unique position to tell us what employers want and DON'T want in their workers. Attendance in this session will refresh your memory regarding proper workplace etiquette or help you deal with those that don't know the ins and outs of being an office professional. Topics include: attire, attendance, cell phones & texting, timeliness, work ethic, impact of social networking sites, resume & interview tips, after the interview follow-up, etc.

E Gangs & Their Influence

Moses Robinson
Rochester City Police Department

As one of our nation's leading experts on gangs, Moses will enlighten participants as to what is happening in their very own neighborhoods. Gangs are not just an inner city problem and Moses will describe the types of activities and behaviors and symbols of membership you should be aware that indicate a student may be involved with a gang. The need to belong and be accepted into a peer group is strong in our adolescents. Learn what turns a peer group into a gang and why the need for gangs exists. Discuss how gangs impact the learning that goes on in our school systems.

ATTENDEE CANCELLATION POLICY

- To avoid being billed, a cancellation request must be received by March 7.
- Requests received after March 7 but at least 24 hours before the conference, will be billed \$40.
- No shows will be billed the full registration fee.
- School districts may substitute participants at any time at no charge. Please call (315-332-7282) with the name of the new attendee.

CONFERENCE CANCELLATION

Will only occur if there is a "state of emergency" declared in Monroe County.

REGISTRATION INFORMATION

Registration Fee: (includes refreshments & materials)

\$92 per person

\$77 per person for participants from GVSBI

"member districts" (\$15 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
through a cross-contract!

INVITED VENDORS



Avon
Books Are Fun
Cookie Lee Jewelry
Elsewhere Farm Soaps
Lia Sophia
Mary Kay Cosmetics
Office Depot
PartyLite Gifts
School Specialties
Staples Advantage
Tastefully Simple

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.

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 7, 2012

Map Link

Copy the link below to your web browser:

<http://www.radisson.com/destinations/property.do?hotelCode=NYROCHRD&directions=true>

**NEW
LOCATION!!**

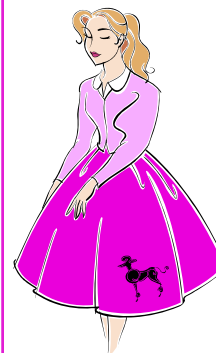
**Remember
Your
Donation**



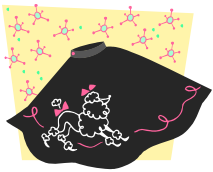
If auxiliary aids or services are required, please contact Lorry Whipple, Conference Coordinator (315-332-7282), as soon as possible.

A minimum of 48 hours notice is required to cancel services to avoid being charged for their cost.

This Is Your Life

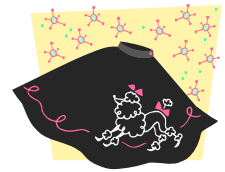


**1950's style
attire is
encouraged.**



REGISTRATION FORM

Educational Office Professional—Friday, 3/16/12
Radisson Hotel Rochester Airport



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

9:00-9:45	Choose one workshop TOPIC for each TIME COLUMN.	10:15-11:30	12:30-1:45	2:00-3:15	
	TOPIC ▼	TIME ▶	1	2	3
KEYNOTE Bullying	A Ever Changing Family Dynamics				
	B What You Don't Know About Civil Service				
	C Email & Electronic Records Retention				
	D Workplace Professionalism in the Electronics Age				
	E Gangs and Their Influence				
	ALTERNATES (list letter)				

LUNCH— ITALIAN BUFFET: antipasto salad; mixed greens with house vinaigrette; red tomato & sweet onion w/balsamic dressing; grilled chicken breast with sundried tomato cream sauce; sliced Italian beef w/roasted bell peppers & garlic onions; penne pasta w/Romano marinara; steamed seasonal vegetables; cake & brewed coffee

Medical meal modifications: _____

Authorizing Administrator's Signature: _____
(REQUIRED)
 Administrator's Title: _____

See "Attendee Cancellation Policy" on page 3.

7:45-8:30 a.m.
Registration &
Continental Breakfast
8:30-9:00 a.m.
Welcome & door
prizes

RETURN BY MARCH 7, 2012
Fax # 315-332-7425 Attention: Lorry Whipple
Alternate fax # 315-332-7325

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



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

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

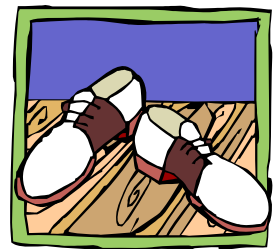
**Provider of Professional
Development Opportunities**

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
Nanette Coro, Wayne
Cynthia Dillard, Monroe 1 BOCES
Christine Lelek, Penfield
Barbara Pittinaro, Pittsford
Sandie Purdy, CEOE, Brighton (retired)
Patricia Marini, Palmyra-Macedon
Ginny Miller, Penfield
Elayn Schoff, CEOE, Webster
Peggy Weidmann, CEOE Webster



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

**Walk In Our Shoes—
Educational Office
Professionals**

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