

WAYNE - FINGER LAKES
Board of Cooperative Educational Services

EDUCATIONAL OFFICE PROFESSIONALS CONFERENCE

• MARCH 15, 2024
7:45 – 3:15 PM

• WOODCLIFF HOTEL & SPA
199 WOODCLIFF DR. FAIRPORT

KEYNOTE SPEAKERS:

Leigh A. Kirby, MS, MT-BC
Rosemary O. Obi, MS, LCAT, MT-BC

MUSIC FOR WELLNESS:
PERSONAL AND PROFESSIONAL BENEFITS

SESSION TOPICS:

- GOOGLE APPLICATIONS
- GRATITUDE
- CANVA (BEGINNER & ADVANCED)
- CHANGING YOUR STRESS MINDSET
- EXPLORING IDENTITY AND MICROAGGRESSIONS
- PHYSICAL WELLNESS
- ... AND MORE!

BREAKFAST & LUNCH PROVIDED

www.UpstateInstitute.org

REGISTRATION INFORMATION

Registration deadline: March 4, 2024

Fee: Includes breakfast and lunch

- \$185.00 per Upstate Institute Member District attendee
- \$241.00 per Non-Member District attendee

Eligible for BOCES Aid

Public School District Personnel:

- Your district will be billed.
- Complete the registration in Frontline (My Learning Plan).
registration link:

[Upstate Institute- Educational Office Professionals Conference](#)

Additional (Individuals, non-public schools, etc):

- Complete the registration in Frontline (My Learning Plan).
registration link:

[Upstate Institute- Educational Office Professionals Conference](#)

- Choose “check”: Make payable to Wayne-Finger Lakes BOCES, Upstate Institute
Mail to: Upstate Institute
131 Drumlin Court
Newark, NY 14513

Cancellations

A written cancellation request to upstateinstitute@wflboces.org must be received by March 6th to avoid being billed.

Districts may substitute participants. Please email with new attendee information.

No shows will be billed the full registration fee.

Upstate Institute can
provide accessibility
services.

Contact:
upstateinstitute@wflboces.org
315-332-7725

CONFERENCE SCHEDULE

7:45– 8:15am	Registration & Breakfast
8:20– 8:30am	Welcome
8:30– 10:00am	Keynote Speaker
10:10– 11:05am	Session 1
11:20– 12:15pm	Session 2
12:15– 1:15pm	Lunch
1:15– 2:10pm	Session 3
2:20– 3:15pm	Session 4

Keynote Session:

Leigh A. Kirby, MS, MT-BC

Rosemary O. Obi, MS, LCAT, MT-BC

Music for Wellness: Personal and Professional Benefits

This presentation, led by two professional music therapists, will explore how to incorporate music into your personal and professional daily routine. Participants will learn about the health benefits of music and mindfulness, including how to become more aware and connected to ourselves and others in the moment. Participants will have the opportunity to interact in group discussion and music-based self-care experiences.

SESSION TOPICS

Changing Your Stress Mindset with Lynette Crawford, Genesee Valley BOCES

How do you handle all the stress life throws your way? What is your stress doing to your overall health? Does a stressful situation always put you in Flight or Fight Mode? Let's face it – stress is all around us. Come learn how you can change your stress mindset so that you can embrace stress instead of fighting stress.

Gratitude Workshop with Dan Justis, Smola Consulting

It's been said that when gratitude appears, negativity disappears. Feel the swell of gratitude as it permeates your entire being in this one-of-a kind workshop, which was created so participants can learn about the science of gratitude and experience the benefits of gratitude firsthand.

Healthy Eating on the Run with Katie Keller, Excellus BCBS

Did you know that at 4:00 pm, 3/4 of Americans have no idea what they'll have for dinner? This program teaches people how to not fit that statistic! Help your employees struggling with combining nutritious eating and a fast-paced lifestyle. In this popular program, it explores meal planning, packing a survival kit, and more!

Advanced Google Docs with Eric Waples, EduTech

Linkable headings, line numbers, building blocks, placeholder chips, and smart compose! Come learn about the most recent updates to Google Docs. Bring specific questions, and after the presentation, we can work out solutions round table style.

Advanced Google Sheets with Eric Waples, EduTech

Mail merging w/ Google Sheets, prefilled dropdown lists, and smart chips! Come learn about the most recent updates to Google Sheets. Bring specific questions, and after the presentation, we can work out solutions round table style.

Exploring Topics of Identity and Microaggressions in the Workplace with Marie Gillum, CCSI

Participants will explore assumptions and how they inform our thoughts and behaviors. Engage in self-exploration activities to understand one's own culture and recognize that cultural identity is an important contributor to a person's well-being.

Desk Stretches/Exercises with Katie Keller, Excellus BCBS

Sitting at your desk for long periods of time without breaks can lead to a multitude of issues, including stiffness, muscle imbalances, and possible pain. That's why it is important to make sure you are incorporating regular movement and mobility exercises throughout your day to help combat that! Join this workshop to learn tips, stretches and exercises that you can do anywhere, anytime to help improve your mobility and flexibility! We will also review some practical ergonomic tips for everyday activities during this session.

From Rookie to Rockstar: Navigating Canva for New Users with Beth Falsone, EduTech

Canva is a free graphic design platform that is built to make creation easy for everyone. Bring your device and join us for an interactive session as you learn how to navigate the platform and create your very first design! Participants will be emailed directions to create an account prior to the session.

Elevate Your Designs: Advanced Canva Techniques for Seasoned Users with Beth Falsone, EduTech

Ready to take your Canva skills to the next level? Bring your device and join us for a dynamic session designed exclusively for experienced Canva users. Delve deeper into the platform as we explore advanced techniques to enhance your designs.

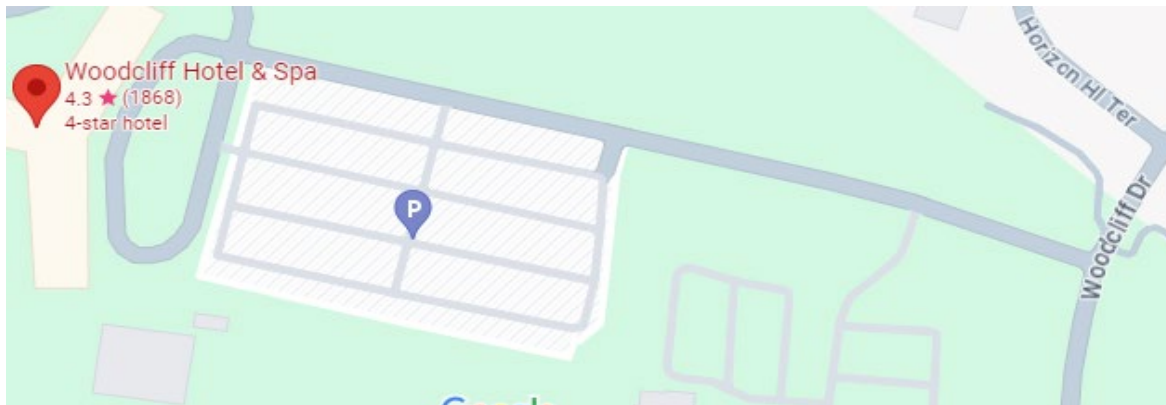
Breathwork & Therapeutic Movement with Dan Justis, Smola Consulting

Features postures, stretches, and guided breathing/visualization techniques that leave participants feeling centered, grounded, and present. When we are fully present in the mind, as our bodies are in motion, we create new nervous system pathways that positively impact our well-being.

Session 1 10:10- 11:05	Session 2 11:20- 12:15	Lunch 12:15 — 1:15	Session 3 1:15- 2:10	Session 4 2:20- 3:15
Advanced Google Docs	Advanced Google Sheets		Change Your Stress Mindset	Change Your Stress Mindset
Desk Stretches/Exercises	Desk Stretches/Exercises		Healthy Eating on the Run	Healthy Eating on the Run
Gratitude Workshop	Gratitude Workshop		Breathwork & Therapeutic Movement	Breathwork & Therapeutic Movement
Exploring Topics of Identity and Microaggressions	Exploring Topics of Identity and Microaggressions		Canva- Beginner	Canva- Advanced

MAP & DIRECTIONS

Use this address →
WOODCLIFF HOTEL & SPA
199 WOODCLIFF DR. FAIRPORT



COMMITTEE MEMBERS

- SHELLY BAKER, WAYNE CSD
- JACKIE FLOOD, CEOE, GENESEE VALLEY BOCES
- HEATHER GRAVES MARKHAM, GANANDA CSD
- LORI MANNHARDT, GREECE CSD
- CINDY MURRAY, WAYNE-FINGER LAKES BOCES
- CONNIE VAN HOESEN, CEOE, RETIRED, CHURCHVILLE-CHILI CSD
- CASSIE GRATTON, UPSTATE INSTITUTE CONFERENCE COORDINATOR

QUESTIONS? CONTACT CASSIE GRATTON

EMPOWER YOURSELF
Through Professional Development