

Upstate Institute 2023

38th Annual Educational Office Professionals Conference

April 4, 2023
7:45am – 3:00pm

DoubleTree Rochester
1111 Jefferson Road

Keynote Speaker: Meg Burton Tudman, MBA, RYT

Meg is a holistic life coach on a mission to support others in aligning their mind, body and soul, so they can live a life they love. Her specialty is working with superhumans who feel stressed and exhausted to master their mindsets through actionable techniques that empower and motivate them to prioritize their wellbeing.



Session Topics:

- Mindfulness & Motivation
- Mental Health Wellness
- Google Applications
- Financial Wellness
- Impact of Trauma
- Laughter Yoga
- ...and more!

Co-Sponsors:



for School Boards
& Staff Development

www.UpstateInstitute.org



WAYNE - FINGER LAKES
Board of Cooperative Educational Services

WHY ATTEND?

- It supports a district's mission and vision statement that staff are an important element in the educational success of a child.
- Learn new techniques and enhance current skills.
- Network with co-workers and peers.
- It's local. No long-distance travel or staying overnight.
- Free parking.
- Refreshments provided, including the DoubleTree cookie!

Earn credit for the
Professional
Standards Program



BOCES AID...

For **BOCES AID**:

1. Your Business Official should contact your local BOCES.
2. They should request a cross-contract with the Wayne-Finger Lakes BOCES.

Multiple vendors have been invited to make their wares available to you for purchase.

REGISTRATION INFORMATION & INSTRUCTIONS

Registration Fee: (breakfast & lunch included)

- **\$180.00 per Upstate Institute Member District attendee**
(**\$ discount; ask your Business Official if you are a member district**)
- **\$234.00 per attendee (non-member districts)**

PUBLIC SCHOOL DISTRICT PERSONNEL:

- **Your district will be billed. Do not send payment.**
- **Complete the registration in My Learning Plan.**
- **ELIGIBLE FOR BOCES AID!**

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

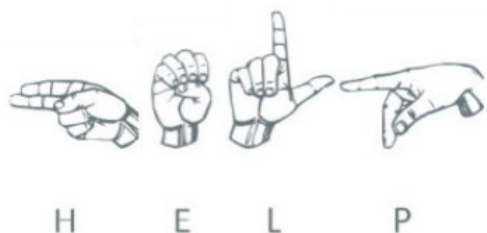
- **Register on MLP, choose “check”. Do not click “Bill My School;”**
- **Make your check payable to “Wayne-Finger Lakes BOCES” and add “Upstate Institute” in the memo line. Print your registration page.**
- **Send via US Mail or, for WFL BOCES, interoffice mail.**

REGISTRATION LINK:

<https://www.mylearningplan.com/WebReg/ActivityProfile.asp?D=18662&I=4374060>

MAIL TO

**Cassie Gratton
Conference Coordinator
Upstate Institute
131 Drumlin Ct.
Newark, NY 14513**



Upstate Institute can provide accessibility services
(i.e. ASL interpreter).

As soon as possible, please contact:
upstateinstitute@wflboces.org

315-332-7725

CANCELLATIONS:

- **A written cancellation request (fax or email) must be received by March 23rd to avoid being billed.**
- **Districts may substitute participants at any time at no charge. Please call (315-332-7725) with the name of the new attendee.**
- **No-shows will be billed the full registration fee.**

**MAP &
DIRECTIONS**
Use this address
➔

DoubleTree Rochester
1111 Jefferson Rd.
Rochester, NY



COMMITTEE MEMBERS

- Heather Graves Markham, Gananda CSD
- Jackie Flood, CEOE, Genesee Valley BOCES
- Cindy Murray, W-FL BOCES
- Connie Van Hoesen, Retired, CEOE
- Liz Vazquez, CEOE, Rochester City School District
- Cassie Gratton, Upstate Institute Conference Coordinator

QUESTIONS?

Contact Cassie Gratton

Phone: 315-332-7725

Fax: 315-332-2117

Email: upstateinstitute@wflboces.org

www.upstateinstitute.org

EMPOWER YOURSELF
Through Professional Development