## Presenter’s Descriptions and Introductions – FY 15 Conference

### Presenter: Sheryl Pratt
Title of Workshop: Student Activity Funds
Session: 1 May 7th Thursday, 1:30 – 3:00

**Brief Description:** The purpose of this seminar will be to provide guidance and support for accounting for student activity funds. The importance of sound accounting procedures for these funds is vital to achieve maximum control over the safeguarding of the funds and the accurate reporting of them. During this time discussion topics will include how to handle gifts and/or donations; cash receipts and disbursements; deficit balances; recordkeeping; “awards” vs. scholarship funds; disposition of funds; how to perform your own internal audit and commonly noted audit findings found with the student activity funds. Attendees are encouraged to bring questions!

**Introduction:** Sheryl A. Pratt has been a governmental auditor with Plodzik & Sanderson, PA since 1991, and has been a Director and Officer of the Firm since 2005. During that time, she has performed audits of the financial statements of towns, cities, school districts, school administrative units, village districts, water precincts, federal grant programs, and special governmental entities. She has been a presenter for many organizations, including Tri-State ASBO, on various topics related to governmental accounting. Sheryl has assisted the NH Tax Collector’s Association with the preparation of training materials, and has worked with the NH Government Finance Officers Association training committee.

### Presenter: Sheryl Pratt
Title of Workshop: Record Retention
Session: 2 May 7th Thursday, 3:15 – 4:45

**Brief Description:** The purpose of this seminar will be to provide guidance and support for accounting for student activity funds. The importance of sound accounting procedures for these funds is vital to achieve maximum control over the safeguarding of the funds and the accurate reporting of them. During this time discussion topics will include how to handle gifts and/or donations; cash receipts and disbursements; deficit balances; recordkeeping; “awards” vs. scholarship funds; disposition of funds; how to perform your own internal audit and commonly noted audit findings found with the student activity funds. Attendees are encouraged to bring questions!

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### Presenter: Michelle Rosado & Deborah Lafave
Title of Workshop: Medicaid to Schools
Sessions: 1 & 2 May 7th Thursday, 1:30 – 3:00
Thursday, 3:15 – 4:45

**Brief Description:** Overview of the Medicaid to Schools Program Basic Synopsis of Workshop: This workshop will be a basic general overview of the Medicaid to Schools Program. It will include the history of the program, participation, eligibility requirements, services eligible for reimbursement, service documentation and the audit process and findings.

**Introduction:** Michelle Rosado is a Program Specialist at the Bureau of Developmental Services. She has worked at the Bureau for fifteen years and recently within the last year was assigned to provide coordination oversight to the Medicaid to Schools Program.
Deborah LaFave is an auditor for the Medicaid to Schools Program with the Bureau of Improvement & Integrity at the Department of Health and Human Services. She has been employed with the Department for 16 years; beginning with three years in Human Resources and the last 13 years as MTS auditor. She is also a very active member of the Department’s Emergency Services Unit, assisting in emergency response efforts for the past nine years.

**Presenter:** Charlie Appelstein  
**Title of Workshop:** Managing #1 and Staying Motivated  
**Sessions:** 1 & 2  
May 7th  
Thursday, 1:30 – 3:00  
Thursday, 3:15 – 4:45  
**Brief Description:** How to Control Your Emotions and Feel Great About the Work. Identifying, normalizing, and learning from the difficult feelings that often arise; managing self-esteem injuries using the observing ego; checking baggage at the door; understanding why lack of support - at work or at home - can lead to punitive actions, and how to cope when support is insufficient; and a new perspective on success with children and youth grappling with serious emotional and behavioral challenges.

**Introduction:** Charlie Appelstein is the President of Appelstein Training Resources, LLC and is described as “the best youth care trainer in America” by Robert Lieberman, former president of the American Association of Children’s Residential Centers. Charlie has devoted his entire adult career to helping children and youth struggling with emotional and behavioral challenges and those who guide them. An engaging, informative, and humorous speaker, Charlie is the author of three critically acclaimed books on youth care and the creator of two innovative CDs that helps kids and parents make better choices and lead happier lives. Charlie’s strength-based approach delivers a message of hope and possibility to our most vulnerable youth and those who shape and influence their lives.

**Presenter:** Michael Cote  
**Title of Workshop:** i4See/myNHDOE Refresher  
**Sessions:** 1 & 2  
May 7th  
Thursday, 1:30 – 3:00  
Thursday, 3:15 – 4:45  
**Brief Description:** This workshop will answer your questions on these two Department of Education systems. New users and veterans are welcome! Workshop will cover the systems available, roles within each system, what the NH Networks are, what data is collected through i4See, and managing users/teachers.

**Introduction:** Michael Cote has worked for the Department of Education, Bureau of Data Management for over eight years. He has an associate degree in Database Administration, working knowledge of SQL and Microsoft related programs and codes all the validation rules for student data submitted to the department through the i4see workbench. Mike also offers customer service for the statewide New Hampshire Education Single Sign-on system (myNHDoE).

**Presenter:** Connie Hyslop  
**Title of Workshop:** Google docs  
**Session:** 1  
May 7th  
Thursday, 1:30 – 3:00  
**Brief Description:** Google Drive is a free service that allows you to create, edit and share files in the cloud. In this course you will be given a basic introduction to Google Documents, Spreadsheets, Calendars, Presentations and Google sharing. This course will be of interest to people who would like to know how Google Docs can help improve productivity. Google Docs has become one of the world’s most popular online tools. If you have never used Google Docs, here is your opportunity to learn how having a cloud account will simplify your routine tasks.
**Introduction:** President of Hyslop and Associates, Connie Hyslop has been teaching computers for over 25 years. She has trained thousands of computer users and specializes in providing quality training to small groups, in a friendly environment where each person receives individual attention. In August of 1998 she opened a computer training school in the Lakes Region where she offers a wide variety of one-day computer workshops to local businesses and the general public.

**Presenter:** Connie Hyslop  
**Title of Workshop:** Windows 8/8.1  
**Session:** 2  
**Date:** May 7th, Thursday, 3:15 – 4:45  

**Brief Description:** Windows 8.1 is Microsoft’s latest operating system. It is App, Touch Screen and Cloud (OneDrive) oriented. You can use it with a mouse & keyboard or though the touch screen. Created for cloud computing and mobility, Microsoft Windows 8.1 has many new features and functions that make this system easy to navigate once you learn how. This workshop is designed for those who have recently purchased a new computer or plan to in the near future. This class will teach you how to navigate between the Start Screen and Desktop, locate your files and features you have used in the past and offer tips, tricks & shortcuts.

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**Presenter:** Monica Panait  
**Title of Workshop:** Preventing Harassment  
**Sessions:** 1 & 2  
**Date:** May 7th, Thursday, 1:30 – 3:00  
**Date:** Thursday, 3:15 – 4:45  

**Brief Description:** This program takes a look at the issue of harassment in the workplace from an “employee to employee” perspective. Though the program focuses on sexual harassment, the varied forms of harassment are noted in the program. The content provides a layman’s view of harassment in a real-time straight-forward manner.

**Introduction:** Sandy Burroughs, Risk Management Consultant, joined Primex3 in October 2001. Sandy’s primary responsibility is providing management-related training and consulting services to Primex3’s school district members. Sandy was formerly with ManagedComp of Waltham, MA and Bedford, NH as a Senior Health and Safety Consultant. She has over 20 years of experience in the risk management field, providing health and safety related training and consulting services to clients. Sandy holds a Certified Risk Manager (CRM) designation through the National Alliance for Insurance Education and Research. Her areas of expertise include workers’ compensation, general liability and playground safety.

**Monica Panait,** Sr. Risk Management Consultant, has been with Primex3 since 2001. She works primarily with Primex3 school district and county members to address their training, consulting and risk management needs. Monica holds a Bachelor’s Degree in Business Administration with a major in Marketing and has earned the Certified Risk Manager (CRM) designation through the National Alliance for Insurance Education and Research. She has also earned the Program in General Insurance (INS) certification through the American Institute for CPCU and Insurance Institute of America. Her areas of expertise include loss mitigation, playground safety and reinsurance.
Presenter: **Lisa Morrissette and Terry Hersh**
Title of Workshop: **402/Cat Aid**
Sessions: 3 & 4  May 8th  Friday, 9:00 – 10:15  
                                                  Friday, 10:30 – 12:15

**Brief Description:**
The workshop will provide guidance in processing Chapter 402 and guidance for eligibility for CAT AID, application for CAT AID, allowable costs and timelines for CAT AID. A CAT AID manual will be provided.

**Introduction:**
*Lisa Morrissette is a Program Specialist for the New Hampshire Department of Education, Bureau of Special Education. She has been with the Bureau for 12 years. Lisa provides support, reviews services and verifies payments of Catastrophic Aid and Court Ordered Placements. Lisa also provides technical support and training of school districts in the implementation of the NH Special Education Information System.*

*Terry Hersh has worked for the State Department for several years. She is a Program Assistant for the Bureau of Special Education, helping school districts utilize the NH Special Education Information System, NHSEIS. Terry previously worked in the accounting field for a Municipality, Principals Association, and the Alliance for Effective Schools. She earned her Bachelor of Science in computer Science from Franklin Pierce College.*

Presenter: **Connie Hyslop**
Title of Workshop: **Office 365**
Session: 3  May 8th  Friday, 9:00 – 10:15

**Brief Description:** Have you recently upgraded to 2013? Thinking about whether you should make the change? During this workshop, the presenter will provide an overview of what’s new and different in Microsoft Office 2013. Specific topics will include the new start screen and backstage, making changes to the ribbon, customizing the quick access toolbar, and saving files to your Microsoft cloud account. The instructor will also show some of the new features in Excel including the Quick Analysis Tool, the new look to charts and changes made to Pivot Tables.

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Presenter: **Connie Hyslop**
Title of Workshop: **Google Docs**
Session: 4  May 8th  Friday, 10:30 – 12:15

**Brief Description:** Google Drive is a free service that allows you to create, edit and share files in the cloud. In this course you will be given a basic introduction to Google Documents, Spreadsheets, Calendars, Presentations and Google sharing. This course will be of interest to people who would like to know how Google Docs can help improve productivity. Google Docs has become one of the world’s most popular online tools. If you have never used Google Docs, here is your opportunity to learn how having a cloud account will simplify your routine tasks.

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**Presenter:** Christine Basha  
**Title of Workshop:** NH Retirement Summary Presentation  
**Sessions:** 3 & 4  
**Brief Description:** NHRS offers retirement education sessions throughout the state to employee and teacher members who are not yet retired. During this general information program, members of all ages and in various stages of their career will be provided with information about NHRS benefits, including an overview of NHRS as a defined benefit plan; service, early, disability, and vested deferred retirement; pre-retirement and post-retirement death benefits; and other important aspects of NHRS retirement benefits. Please note that personalized account information, pension estimates, and information about retiree health insurance are not offered during these sessions.

**Introduction:** Christine Basha is the Public Information Specialist at NHRS. One of her primary roles is member education. Over the course of the year, she conducts scores of member education workshops throughout the state. In addition to her many other responsibilities, one of her primary duties is to travel throughout the state providing educations sessions to NHRS members.

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**Presenter:** Officer James Lamoureux  
**Title of Workshop:** Intruder  
**Sessions:** 3 & 4  
**Brief Description:** A powerpoint presentation revolving around recent acts of violence committed within the walls of our schools. This presentation will help you better understand what leads to an act of violence in a school, what to expect when confronted with such an act and how best to prepare yourself and respond to an act of violence being committed within your school, office, building, etc.

**Introduction:** Officer James Lamoureux has been a member of the Keene Police Department since August, 2005 where he worked the third shift on patrol for 7 yrs. During his tenure he has been assigned to multiple specialty assignments to include the bicycle patrol, field training officer, honor guard, a sniper of the tactical team, and entry operator on the tactical team and most recently the past 1.5 years as the School Resource Officer at Keene High School. Jim is also a Captain in the US Army Reserves where he serves as the Anti-Terrorism Officer for the 302D Maneuver Enhancement Brigade out of the Westover Air Reserve Base in Chicopee, MA.

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**Presenter:** Rick Van Winkle  
**Title of Workshop:** Passive Aggressive Behavior  
**Sessions:** 3 & 4  
**Brief Description:** This program is an orientation to “what works” and is based on Rick’s experience, different models that he has tried as well as some information shared from various sources that he finds effective. This program is not a certification in any discipline nor does it contain any physical component of instruction, although that can be available if needed. The session examines triggers to verbal and physical aggressive behavior, a discussion on changing culture, continuums of violence, personal safety rules and guidance for “do and don’t” behaviors along with “warning signs. A participant guide is provided for attendees to follow along and refer to in order to increase retention of the material.

**Introduction:** Richard Van Winkle has been studying different methodologies for how best to prevent an aggressive situation with people and also how to best manage the event if it progresses to violence. Rich has been managing aggressive behavior in the adult correctional arena for 26 years which lends to plenty of practice with different approaches. Many different
models were examined and tried. Some worked. Some did not. Superintendent Van Wickler has extensive background in training and management which led to the founding of Chameleon Consulting of New England. He holds a BS in Management from Franklin Pierce University and is a co-recipient of the President’s Community Partner Award from Antioch University Graduate School. Mr. Van Wickler was selected as Correctional Superintendent of the year in 1997 and 2011.

**Presenter:** Joyce Pelletier  
**Title of Workshop:** Balancing Work and Personal Life  
**Sessions:** 2  
**Date:** May 2nd  
**Time:** Thursday, 3:15 – 4:45

**Brief Description:** You’ve got a family you love, amazing friends, and a demanding job – and they all want part of your life. But it feels like giving to one means taking from another. In this seminar, we’ll discuss strategies that can help you fit the pieces together. Explore what balance means to you. And start a plan to achieve it.

**Introduction:**

Joyce Pelletier is a Licensed Clinical Professional Counselor and a Nationally Certified Counselor in Portland, Maine, who specializes in individual and family therapy. She runs a private practice in counseling that serves the greater Portland area, where she works to meet the mental health and counseling needs of individuals, families, and children.

Joyce also is an author and lecturer who teaches seminars throughout New England on parenting, relationships, and personal growth. She is often invited to speak in schools, businesses, and churches on a variety of counseling topics.