

Signature \_\_\_\_\_

credit card (choose one)  MC or  VISA (Card No.) \_\_\_\_\_

check enclosed, payable to CSD for \$ \_\_\_\_\_ (include reference number 91031-07 on your check),  Network Credit, send invoice to: \_\_\_\_\_

Cost for the June 10 mini-conference is \$95/person for CSD members and \$119/person for CSD nonmembers (includes continental breakfast and lunch).

**PAYMENT MUST ACCOMPANY THIS FORM TO ENSURE YOUR PLACE. CANCELLATIONS AFTER JUNE 1, 2009 ARE NON-REFUNDABLE.**

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of \_\_\_\_\_  School,  District,  Company \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Nickname \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Work Fax ( \_\_\_\_\_ ) \_\_\_\_\_

Work email \_\_\_\_\_

Exp. Date \_\_\_\_\_

Mail to: CSD/Attn Dorothy White, 1460 Craig Road, St. Louis, MO 63146 or fax to (314) 872-9128 by June 1, 2009. Please make copies of this form as needed. For more information, contact Dorothy White at [dwhite@csd.org](mailto:dwhite@csd.org) or 314-692-1250.

**Celebrating Leadership At Every Level—Developing Skills And Improving Schools**  
**Wednesday, June 10, 2009 — 8:30 a.m. — 4 p.m. Registration begins 7:30 a.m.**  
**Maryville University, St. Louis, MO**

**EXHIBITS OPEN**  
**7:30 a.m. to**  
**12:30 p.m.**

# SSA Support Staff Academy Mini-Conference



## The 17th Annual SSA Mini-Conference, Wednesday June 10! Provide Your Support Staff The Best Opportunity To:

KEYNOTE SPEAKER

### Heroic Leadership: 4 Principals for Transforming Your Life



**Judith Collins, Ph.D.**  
 Affiliate faculty member of SPS, Dr. Collins is a teacher of advanced communication courses for SLU's Arts & Science Division, and holds a Doctorate of Education from

St. Louis University, a published author, earned the St. Louis Post Dispatch Journalism Award. She served for six years as a local newspaper columnist.

- Update and learn new, highly productive tech skills
- Learn to recall, organize and integrate leadership ideas in daily actions
- Consider different ways of becoming and staying organized
- Learn the best ways to lower stress when dealing with demanding issues
- Confidently recognize and effectively deal with issues to avoid litigation
- Gain confidence in dealing with your retirement plans
- Intelligently deal with the current economy
- Become *the* person everyone "goes to" for answers, and...
- So much more!

CPS or CAP Certification: (Certified Professional Secretary, Certified Administrative Professional). These classes are excellent way to earn recertification points.

Form 03098 UCC 2.2M

Program subject to change without notice.  
**EXHIBITS OPEN AT 7:30 A.M.**  
 VIEW AND DISCUSS PRODUCTS AND SERVICES WITH  
 LOCAL EXHIBITORS FROM 7:30 A.M. – 12:30 P.M.

ITINERARY WEDNESDAY, JUNE 10	
7:30 - 7:30 a.m.	Registration
7:30 - 12:30 p.m.	Exhibits Open
8:30 - 8:45 a.m.	Opening/Welcome
8:45 - 9:45 a.m.	Morning Keynote, Judith Collins
10:00 - 11:15 a.m.	1st Breakout Sessions
11:25 a.m. - 12:30 p.m.	Lunch/Exhibits/Networking
12:45 - 2:00 p.m.	2nd Breakout Sessions
2:15 - 3:30 p.m.	3rd Breakout Sessions
3:40 - 4:00 p.m.	Wrap Up & Attendance Prizes

**Cooperating School Districts**

1460 Craig Road  
 St. Louis, MO 63146

**Support Staff Academy Mini-Conference**  
 Wednesday, June 10, 2009

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# Support Staff Academy Mini-Conference

## Wednesday, June 10, 2009

8:30 a.m. - 4 p.m., Maryville University, St. Louis, MO

**"All of my CSD workshop experiences have been good; this particular conference was excellent."**  
— 2008 conference attendee

### ► OFFICE SUPPORT

#### THEMAGICTOUCH USA

**Presenter: Greg Weeks, VP Sales; Ryan Weeks, Technical Support; & Adams Weeks, Outside Sales, TheMagicTouch, Niles, IL**

If you print posters, fliers, letters and more, you'll want to see the demonstration by the TheMagicTouch representative on how the use of TheMagicTouch media, Oki Data printers, and Geo Knight / Insta Graphics Heat Presses can transform your communications materials. These systems allow you to apply full color images to almost any material without using special inks, toners, or coatings. Materials to be decorated in this demonstration include light and dark textiles, hard surfaces, and more. TheMagicTouch and MagiCut lines of transfer media and cut materials allow customers the capability to decorate awards, signs, textiles, personalized gifts, and more.

#### WHERE ARE MY THINGS?

**Presenter: Kimberly Meredith, NAPO, CRTS, Director at Large – Napa South Florida Chapter Certified Relocation & Transition Specialist, Estate Organizer & Productively Consultant**

In this fast paced, informational packed session, you will learn about managing your space with regards to your office, files, & furniture. Learn how to keep what you need and lose what you don't need, without stress and guilt. Learn the Physical & Mental Roadblocks, the 80/20 Rule, the Hands-Full Rule and ways to transfer this knowledge to every space in your life. You will leave this session with tools that will empower you to love each and every room you use!

#### IS A "PAPER" FOREST CLUTTERING YOUR LIFE?

**Presenter: Kimberly Meredith, NAPO, CRTS, Director at Large – Napa South Florida Chapter Certified Relocation & Transition Specialist, Estate Organizer & Productively Consultant**

Does the amount of paper in your office and life equate to a forest of trees? Are you trying to clear a path in your paper trails, but do not know where to start? This is a session for you. You will learn simplified ways to attack your paper. Learn the difference between Piles and Files, The FAT™ Principle, The Art of Wastebasketry™, manual versus electronic file systems, to do lists (aka sticky notes) versus a ticker system. After this session, you will be able to start your day knowing what you need to accomplish and where to find it!

#### KEEPING YOUR STUFF ALL TOGETHER: LONG TERM STRATEGIES FOR STRESS MANAGEMENT

**Presenter: Jim Mullins, Author, Nonprofit Executive and Leadership Coach, Plainfield, IL**

What we do every day affects our ability to handle tomorrow. In this session, you will learn the seven segments of life where daily mindfulness builds long term effectiveness. Mastering the skills taught in this class will enable you to manage difficult times. Instead of avoiding stress, you will be able to maintain balance and discipline during stress.

### ► LEADERSHIP

#### ARE YOU A CHAMP OR A CHUMP?

**Jim Mullins, Published Author, Nonprofit Executive and Leadership Coach, Plainfield, IL**

This session is based on the book, Champs and Chumps: Antiphonal Proverbs for Leaders. Most of us already have more information than we could possibly ever use. Champs and Chumps utilizes a unique learning style that encourages adults to recall, organize, and integrate leadership ideas into daily action. Fifty-two proverbs, one for each week of the year, present a champs way and a chumps approach to a variety of situations, events, and people. The illustration aligned with each proverb provokes thoughtful reflection. These proverbs can be used for personal growth, for improving group dynamics, and for changing an agency's culture for the better.

### ► FINANCIAL & RETIREMENT

#### SURVIVING THE CURRENT ECONOMY

**Tony Sandifer, President, Executive Financial Group, St. Louis, MO**

The whole financial picture will be presented, to assure there is understanding of complete protection for your family, including where insurance (life, health, long term care, etc.) fit in the overall picture. Learn strategies to invest in today's marketplace and what investment factors to consider, including anticipated length of investment, risk tolerance, financial vehicles, and more. Alternative theories of investing will also be defined. You will discover how to navigate the complex financial industry to find the right investment methods to meet your needs.

#### SAVINGS TOWARDS YOUR RETIREMENT

**Tony Sandifer, President, Executive Financial Group, St. Louis, MO**

We all need to get ready to retire someday – but how do we get there? This session will give you the tools to determine how much money you may need, as well as reasonable methods to reach the goal. Typical vehicles for retirement savings include pensions (PSRS or PEERS), Social Security, as well as supplemental vehicles via a defined contribution plan (e.g. 401K, 203B, IRAs, etc.) You will understand how to obtain all of the money an employer has for you, including 401K corporate match, etc. You will discover how to navigate the complex financial market to find the right investment methods to meet your needs.

#### (PEERS) PUBLIC SCHOOL & EDUCATION EMPLOYEE RETIREMENT SYSTEMS OF MISSOURI

**Brian M. Bax, Member Education Counselor, The Public School and Education Employee Retirement Systems of Missouri, Jefferson City, MO**

This session is designed for you, members of the non-teacher retirement system, and is designed to help PEERS members better understand their retirement system and their rights and responsibilities that are available through their membership. Topics include general information on how the system operates as a defined benefit plan; benefits available through disability, survivor, lump-sum and service retirement; payment options at retirement; and post retirement issues. Each participant will receive a workbook. A question and answer session concludes the program.

#### SLASH COLLEGE COSTS

**Judith Collins, Doctorate of Education, St. Louis University, author, a St. Louis Post-Dispatch Journalism Award winner, with 6 years as a local newspaper columnist.**

A transformational breakout session guaranteed to help all college bound families and adults keep more cash in their pockets. Judith will share her discoveries from her authored book, *Slash College Costs: What Every Parent or Caregiver of College Bound Teens & Adults Can Do to Save Thousands Before Stepping into a College Classroom.*

### ► LEGAL ISSUES

#### LEARNING TO KEEP A SECRET

**Kelli Hopkins, Associate Executive Director for Board Services, Missouri School Boards' Association, Jefferson City, MO**

Many of you have access to confidential information and you need to be aware that state and federal laws impose a number of restrictions and mandates on the sharing of information about the students you serve and the people you work with. This presentation will cover FERPA, ADA and many other state and federal laws that restrict your ability to access or share information.

#### STAYING OUT OF TROUBLE

**Kelli Hopkins, Associate Executive Director for Board Services, Missouri School Boards' Association, Jefferson City, MO**

This presentation will focus on negligence. Specifically, the presenter will use court cases as examples to explain what constitutes negligence and how to avoid being negligent.

### ► OFFICE TECHNOLOGY

#### MICROSOFT OFFICE BASICS 2007

**Karen Montgomery, Education Technology Consultant, St. Louis, MO**

Microsoft Word 2007 is part of the most powerful Microsoft Office Suite yet. This session, suitable for beginner or intermediate users, will discuss text, formatting, document and layout tricks as well as explore ways to customize settings and create great documents. Learn some new features certain to enhance your day-to-day work.

#### VOICE THREAD COMMUNICATION

**Karen Montgomery, Education Technology Consultant, St. Louis, MO**

Do you want to learn a very effective way to communicate with your entire staff at one time, giving instructions of new database updates, etc? A VoiceThread is a collaborative, multimedia slide show that holds images, documents, videos, sound recordings and text comments, permitting participants to share their voices and images while contributing to asynchronous conversations in a meaningful way. VoiceThread can be used to begin or end a project, for peer review, brainstorming and to create tutorials. Better than e-mail, VoiceThread allows collaboration and thoughtful responses online, anytime, from any computer with no software needed.

#### SEE WHAT SKYPE CAN DO FOR YOU!

**Martha Bogart, Coordinator, Cooperating School Districts' Virtual Learning Center, St. Louis, MO**

Learn exactly what Skype is and how communicating with Skype can save you and your employer money! Skype is jam-packed and bursting with cool stuff that makes it easier, more fun and useful to keep in touch with friends, family and colleagues. Martha will help you set up a free account, explain the entire process, and connect to fellow classmates during this session.

### ► HEALTH & SAFETY

#### FUEL UP TO PLAY: MAKE WELLNESS PART OF YOUR SCHOOL'S GAME PLAN

**Bridget Sheehan, RD, LD; Nutrition Educator; St. Louis District Dairy Council**

Make wellness part of your school's game plan! Learn how to inspire students to get up and play for 60 minutes a day and to fuel up with the food groups they don't get enough of – low-fat or fat-free milk and dairy foods, fruits, vegetables, and whole grains. Fuel Up To Play, a FREE school wellness activation kit targeting grades 4-10, provides school wellness leaders the tools to implement healthy eating and physical fitness activities. Get tips and tools to become the wellness cheerleader in your school. Sign up on [www.fueluptoplay.com](http://www.fueluptoplay.com) today!

#### STOPPING SCHOOL VIOLENCE

**Julie Scerine, Sergeant, Missouri State Highway Patrol, Troy, MO**

Everyone thinks that school violence began with the 1999 Columbine shooting, but that's not true. Learn the history of school violence, the profile of a classroom avenger, and the percentage of cases that have spoken to some in advance of a potentially violent act. It is critical that our schools provide a safe environment and our students feel comfortable about sharing information concerning potential threats. Attend this session and learn all of the things you can do to enhance student safety.

#### THE NEW BULLY ON THE (VIRTUAL) STREET

**Nancy George, Instructional Technology Coordinator, Virtual Learning Center & Program Manager, Midwest Education Technology Conference, Cooperating School Districts, St. Louis, MO**

Remember when bullying was confined to the school yard? With the advent of cell phones and the Internet, bullying is more sophisticated and a 24 hour, 7-day a week trauma for the victim. The bully is no longer the tough guy on the street; anyone can be a bully. Learn about cyberbullying and the many forms it takes, its debilitating effects on its victims and ways to combat it in the school and home.



®

The Support Staff Academy is a program of the Cooperating School Districts



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**DON'T MISS THE OPPORTUNITY TO MAKE YOUR DAY MORE INFORMATIVE, AND OBTAIN A FREE BACK RUB BY BILL BUSH, TIME PERMITTED, OF COURSE!**

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