

# ATTENTION TOTEM MEMBERS!!



**TOTEM PSRPs...WE ARE THE DIFFERENCE MAKERS!**

## 2024 TOTEM Spring Conference

Monday, March 11th & Tuesday, March 12th, 2024

8 am to 5 pm at UAA Campus

**Registration  
Begins  
February  
16th at 4  
pm!**

### IMPORTANT MEMBERSHIP INFORMATION FOR THE 2024 TOTEM SPRING CONFERENCE

The TOTEM Spring Conference is funded entirely by union dues and attendance is a benefit of being a member. If you are not a member of TOTEM, you may attend the conference for \$75 a day or \$125 for both days on a space available basis. (You will find the registration form at the back of this packet.) Due to limited capacity, ***we will be auditing classes and dropping nonmembers from classes to make room for members.*** Nonmembers who wish to attend, may contact the TOTEM Office on March 4th after the registration period has ended to see if there is still space available.

Membership with TOTEM provides many benefits including the ability to apply for scholarships, participate in the PSP, attend Spring Conference, take free first aid classes, and vote for a contract and officers. If you are not currently a member of TOTEM and wish to be one, you may call the TOTEM office to ask for a form. *Please note that new members are subject to a maintenance of membership term and must remain a member for 3 dues paying months before they can choose to revoke their membership.*

*Dear TOTEM Member,*

TOTEM is pleased to present the registration packet for the 2024 TOTEM Spring Conference. This year's conference will be held once again at UAA Campus on 36th. Registration will be held in the Lucy Cuddy Hall (see map on page 2).

**All employees (including less than 8 hour) will be paid for all the hours they attend the conference.**

**MEALS:** TOTEM will be offering a continental style breakfast before classes. We will have an assortment of yogurts, breads, muffins, danishes and fruit. As well as water, coffee, and tea provided. Lunches will not be offered at the TOTEM Spring Conference. Water, coffee, and tea will still be available during lunch. We will be offering limited door prizes, so we invite you to pack a lunch and join us. We will be having a special guest from Grand Canyon University at a table during lunch to talk about and help answer questions about furthering your education. Guests from ASD Benefits, VERA, and Empower will also be there to talk about and help answer questions about your ASD Health Benefits and Retirement.

**PARKING:** At UAA, free and convenient parking is available (see map on page 2).

**REGISTRATION:** For members who wish to get a jumpstart on the most popular classes, registration will begin on Friday, February 16th at 4 pm. Space is limited and classes will be filled on a first come, first serve basis. **If your circumstances change and you cannot come to the conference, please log in and drop your classes so another member will have the opportunity to take the class.**

**Sign up  
early to get  
the best  
choice of  
classes!!**

**VOLUNTEERS ARE ALWAYS WELCOME:** If you would like to help with morning registration, as a class assistant, or if you have door prizes to donate, please call (907)562-1183 or email our office ([office@totemassoc.org](mailto:office@totemassoc.org)).

**ASL INTERPRETER REQUESTS:** If you are in need of an interpreter for the Spring Conference, please email your request (after enrolling on MLP), with a list of desired classes, to Andree Howard ([howard\\_andree@asdk12.org](mailto:howard_andree@asdk12.org)). **Requests must be submitted by Friday, February 23rd, at 4 pm.** If you miss the deadline and still wish to attend the conference, you will have to choose between classes that have already been assigned an interpreter.

## More Important Conference Information...

### **MLP Registration Deadline - March 1st!!!**

Here is a quick reference on how to log on to MLP:

- Log into Frontline Education using the ASD My Learning Plan Link located in Quick Links, Support Central. If you don't know the username or password for your MLP account, contact PL at (907) 742-3846.
- Click on the District Catalog (under Activity Catalogs) in the left column.
- Under Search Options, type "TOTEM Spring Conference" in the search box, then click "Search." DO NOT change the dates already entered.
- All classes will be listed here on 4 pm, Friday, February 16th, and until 8 pm, Friday, March 1st.

**Registration on MLP is required and open to TOTEM employees only.**

Where to go at UAA on  
March 11th & 12th:



**During Lunch at the  
Spring Conference....**

**MONDAY,** we will be awarding the 2023/24 \$250 Professional Growth and \$500 Continuing Education Member Scholarships.

**TUESDAY,** we will be closing the silent auction and announcing the top bidder of each basket. As well as door prizes given, both Monday and Tuesday.

Throughout the conference, Vera Health Clinic will be set up in Room 111 in the Lucy Cuddy Hall to do Biometric Screening and coaching connection to get started on your \$200 incentive!

### **HOW TO BE SURE YOU ARE PAID FOR ATTENDING SPRING CONFERENCE:**

The only way you will get credit and be paid for attending the conference is to:

**Be registered for each session you attend on MLP and**

**Sign in and out on the official class rosters at each session attended.**

**There will not be any certificates of attendance/completion given at the conference.** TOTEM staff will confirm your attendance on MLP. You will be able to print verification of attendance from MLP starting Monday, March 18th.

**You must be registered** in My Learning Plan to have admittance into a session. There will be staff available to register you for classes at the conference on Monday and Tuesday if necessary, but session availability will be very limited. Classes fill quickly and we encourage you to pre-register on MLP. If staff registers you into MLP on Monday and Tuesday at the conference, you will be given a paper admission slip for the session(s). That slip must accompany the class roster with your signature. **Please note: Monday and Tuesday registration's at the conference is for new registrations only. No changes will be made to existing registrations.**

The only way TOTEM staff will confirm your attendance in MLP is by having the verification of session registration in MLP, your signature on the class rosters and, in the case of a Monday and/or Tuesday late registration, the session admission slip.

### **SPRING CONFERENCE BASKETS**



After past year's successes, TOTEM has decided to hold another basket silent auction. TOTEM

will donate all the proceeds from the auction to Breast Cancer Research.

Please have a designated TOTEM representative from your school email us by March 6th to let us know:

- That you are doing a basket
- The names of the participants helping with the basket.

Email: [office@totemassoc.org](mailto:office@totemassoc.org)

# EmpCenter Totem Conference Job Aid

## Employee Totem Conference Directions using EmpCenter

Employees who have attended the Totem conference must enter a Professional Leave request in EmpCenter, and the instructions are provided below.

1. Login to My Learning Plan (MLP) to verify your conference sessions times, and print them.  
<https://www.mylearningplan.com/Index.html>

2. Login to EmpCenter and **create a leave request** for Professional Leave.
  - ◆ In the **comments** section, type “Totem Conference” and select **Next**.

3. **Change the hours** to match your MLP hours. Select **Update**.

4. Select **Submit**.
  - ◆ If your conference hours are more than your normal scheduled hours you may get a warning. Click **Submit** and the request will process.

5. Turn in your MLP verification to your Timekeeper. Once your supervisor has approved the leave request, the Timekeeper will verify that the time matches your MLP verification.
  - ◆ **Timekeepers:** If the conference hours are over the normal scheduled hours you will need to acknowledge the Exception for the time to be paid.

Date	Exception Message	Severity ▲	Acknowledge
Mon 03/09	7.50 hours reported exceed 3.50 scheduled hours for the day by more than 15 minutes. Timesheet will not be paid unless overridden by manager.	Error (not paid)	<input type="checkbox"/>

Session	Mon-AM			Mon-PM			Tues-AM			Tues-PM		
	A	A1	A2	B	B1	B2	C	C1	C2	D	D1	D2
50 Shades of Gray Matter	8:00-11:50											
50 Shades Grayer				1:10-5:00								
Antecedent Interventions to Get Kids Happy, Relaxed, and Engaged				1:10-5:00								
Anxious and Depressed: Effective Support Strategies...		8:00-9:50										
Autism Spectrum Disorder- Connecting Some of the Pieces of the Puzzle	8:00-11:50						8:00-11:50					
Basic Investment Education/Steps to Building an Investment Strategy						3:10-5:00						3:10-5:00
Behavior Basics	8:00-11:50						8:00-11:50					
Behavior Strategies That Work For Struggling Students				1:10-5:00						1:10-5:00		
Being the Leader of Your Own Ship	8:00-11:50											
CKLA Overview		8:00-9:50						8:00-9:50				
Classroom Support Using American Sign Language: Beginning Level 1	8:00-11:50			1:10-5:00								
Classroom Support Using American Sign Language: Beginning Level 2							8:00-11:50					
Classroom Support Using American Sign Language: Intermediate Level 3										1:10-5:00		
Consciously FLIP Challenging Behaviors into Positive Behaviors	8:00 ←					→ 5:00						
DEA: Dangerous Drugs and Community Awareness					1:10-3:00				10:00-11:50			
Different Personalities: Understanding & Working with Different Personalities				1:10-5:00								
Digital Experience with CKLA					1:10-3:00						1:10-3:00	
Dyslexia: Life Through the Rearview Mirror							8:00-11:50					
Engagement with CKLA Knowledge			10:00-11:50						10:00-11:50			
First Aid/CPR/AED			10:00 ←			→ 5:00	8:00 ←				→ 3:00	
First Aid/CPR/AED			10:00 ←			→ 5:00	8:00 ←				→ 3:00	
Introduction to Defined Contribution Retirement											1:10-3:00	
Introduction to the PSP		8:00-9:50										3:10-5:00
Master Teacher Assessment *WILL BE HELD AT THE ASD ED CENTER*				1:10-5:00						1:10-5:00		
Master Teacher Math Tutoring		8:00-9:50						8:00-9:50				
Master Teacher Reading and Writing Tutoring			10:00-11:50						10:00-11:50			
mCLASS Interventions						3:10-5:00						3:10-5:00
Nonviolent Crisis Intervention							8:00 ←					→ 5:00
Nonviolent Crisis Intervention Refresher				1:10-5:00								
Overview of Common Forms Submitted to Talent Management			10:00-11:50								1:10-3:00	
PERS: The Retirement Process			10:00-11:50									
PRACTICE Consciously FLIPping Challenging Behaviors into Positive Behaviors							8:00 ←					→ 5:00
Promoting Executive Function: The Essential Skills for Success					1:10-3:00							
Rapport Building and Rational Detachment										1:10-5:00		
Resilience is Everything: Teaching with Resilience Building in Mind			10:00-11:50									
The COVID Brain										1:10-5:00		
The Power of Words							8:00-11:50					
Time Management: Tips for Personal and Professional Time Management										1:10-5:00		
TOTEM 101, Part 1: What's a Union, Anyway?	8:00-11:50						8:00-11:50					
TOTEM 101, Part 2: What's a Collective Bargaining Agreement, Anyway?				1:10-5:00						1:10-5:00		
Wonder Words: How to Talk with Students Effectively to Build Targeted Skills						3:10-5:00						
Your ASD Benefits & The Vera Health Clinic					1:10-3:00				10:00-11:50			

**50 Shades of Gray Matter  
(Part 1)**

Deb Maynard  
Session A

Learn new and amazing information about the human brain! Develop an understanding of how neurological functioning can go right and wrong. Learn about some commonly used drugs and how they affect brain function. Find out about the different kinds of brain waves, perception, memory and the development of intelligence.

**50 Shades Gray (Part 2)**

Deb Maynard  
Session B

Discuss memory, how it can be altered and lost. Find out the secrets of emotion and their chemical basis. Look closer at perception through the eyes, ears, mouth and touch. See how sensory integration can be helpful and destructive. Learn about circadian rhythm, the effects of natural and artificial light on sleep and see how healthy sleep cycles benefit brain development and function. Discuss how physical movement affects the senses, learning and memory. Get a historical perspective on brain-based learning.

**Antecedent Interventions  
to Get Kids Happy,  
Relaxed, and Engaged**

The B-Team  
Session B

During this half day training participants will learn to identify precursor and replacement behavior, utilize shaping procedures, as well as help students stay happy, relaxed, and engaged to decrease problem behavior. \*Behavior Basics course taken at any point in your career is a prerequisite for Antecedent Interventions to Get Students Happy, Relaxed, and Engaged.

**Anxious and Depressed:  
Effective Support  
Strategies...**

Frank Kros  
Session A1

A growing number of students are anxious and/or depressed at school. In this session, learn how to recognize and support these students without having to diagnose or provide therapy. Packed with no-harm, no-cost, efficient, and effective strategies, you'll be empowered to immediately help students experiencing anxiety and depression in your classroom.

**Autism Spectrum  
Disorder- Connecting  
Some of the Pieces of the  
Puzzle**

LaDonna Rees & Melissa  
Frentzel  
Sessions A, C

The focus will be Preschool-6th grade.

We will discuss: What is Autism? How does it impact our students? What strategies help?

Staff will get an overview of the current trends for students with Autism and the best practices to use when working with a student with Autism in various school settings.

We will explore research-based practices: visual schedules, reinforcers, structures, sensory breaks, and social scripts as effective ways of supporting students with autism. Staff will view many samples/ideas/strategies. There will be an opportunity to ask questions and hopefully get answers.

**Basic Investment  
Education/Steps to  
Building an Investment  
Strategy**

Renz Vergara  
Sessions B2, D2

These seminars discuss stocks, bonds, cash equivalents, mutual funds, and how they work. They discuss the different types of risk, and how to build a personalized investment

strategy through asset allocation and diversification. These seminars are appropriate for those who wish to be educated on the basics of investing, whether they are just starting their career, or closing in on retirement. This session is given in tandem with a 403b/457 Enrollment Round-table: Whether you are a new employee or preparing to retire, you may have some questions regarding your optional Anchorage School District 403(b) and 457 retirement plan. Please join Empower for an informal Q & A session to answer some of the questions you may have. Empower will cover various topics including contribution limits, distribution options, advisory services, online resources and other details regarding your ASD 403(b) and 457 retirement plan.

### **Behavior Basics**

The B-Team  
Sessions A, C

During this half day training participants will review how to define challenging behavior, use the ABCs to hypothesize the function of challenging behavior, and finally, participants will be provided strategies to address challenging behavior based upon the function in which the behavior is serving. This training is applicable for paraprofessionals from both elementary and secondary in a resource or self-contained

setting. Join us for a time of review and hands on practice. Behavior Basics taken at any point in your career is a prerequisite to any other behavior-based courses offered by B-Team

### **Behavior Strategies That Work For Struggling Students**

LaDonna Rees & Melissa Frentzel  
Sessions B, D

Focus Kindergarten-6<sup>th</sup> grade students with challenging behaviors. We will be reviewing tools to be used with "Challenging/Tricky" Behaviors. This will be a hands-on workshop teaching and learning strategies to try. Staff will explore calming techniques, cognitive strategies, and sensory supports so they will have a toolbox of methods to teach our students. We will share many ideas that may help. We will talk about working with the "hard" kids. This interactive session will include examples, modeling of concepts, and time to collaborate with others. This session is geared toward elementary paraprofessionals who work with students in general education and special education classrooms.

### **Being the Leader of Your Own Ship**

Karen Kirk  
Session A

Identify what holds us back and how to move forward. Assess our behaviors and experiences and find (positive or negative) 'themes' that may be driving us. Learn what barriers and cognitive obstacles block us from doing what we want to do, and being who we want to be. Identify our core values and learn how they can guide us to where we want to be. Learn key techniques that actually build confidence. Walk away with a clearer understanding of what we need to do to make-things-happen in our lives.

### **CKLA Overview**

Rachel Westveer, Jodi Kay  
Sessions A1, C1

Participants will familiarize themselves with an overview of the K-3 CKLA curriculum. Participants will orient themselves to the major learning outcomes of a lesson & how to support students in reaching them, both whole and small group. Key takeaways will include; navigating to Additional Activities, Pausing Point Day Activities, and Wrap-Around support.

**Classroom Support Using  
American Sign Language:  
Beginning Level 1**

Lee Waters  
Sessions A, B

This a 4-hour workshop that will enable participants to learn basic sign language skills including their name sign, numbers, letters, and basic vocabulary as well as everyday phrases that are useful for the classroom setting. This workshop will also provide a brief history of sign language through understanding deaf culture and trivia. There will be breakout sessions to include practice activities and generating needed vocabulary (signs) for classroom application. A couple of breaks will be provided.

**Classroom Support Using  
American Sign Language:  
Beginning Level 2**

Lee Waters  
Session C

This is an Intermediate level class for those who have already taken the Intro to Sign Language Session. Those taking this class will learn both basic content and functional skills vocabulary required for students to use in the classroom setting as well as learn common daily phrases in ASL.

**Classroom Support Using  
American Sign Language:  
Intermediate Level 3**

Lee Waters  
Session D

This is an advanced class for those who have taken the Level 1 -Intermediate ASL classes in the past at the TOTEM conference. This class will allow attendees to expand their knowledge base of content/functional skill signs through practiced scenarios of conversational para-student dialogue and creation of ASL materials to support student learning.

**Consciously FLIP  
Challenging Behaviors  
into Positive Behaviors**

Kimmer Ball  
Sessions E, F

An integration of Conscious Discipline's powers and skills with Devereux's Center for Resilient Children, FLIP It strategy. Conscious Discipline supports understanding where we and others are in their brain to then support a positive response better. Learn the structures and tools that will enhance relationship and community building and a willingness to engage with the community.

**DEA: One Pill Can Kill-  
Dangerous  
Drugs/Community  
Awareness**

DEA, Mike Burke & Shane Pitts  
Sessions B1, C2

This presentation demonstrates the extraordinary danger Fentanyl represents, as well as providing information on how to combat this poison. Agents will also speak on drug trends and particular dangers in Alaska today.

**Different Personalities:  
Understanding & Working  
with Different  
Personalities**

Karen Kirk  
Session B

Recognize variables that significantly impact why we do-what-we-do and why others do-what-they-do. Learn how our internal metronome and unconscious habits impact how we communicate. Identify how we (and others) focus and get energy; take in information; make decisions and go about getting thing done. Improve relationships with people who 'see things differently' than we do. Walk away with key techniques that will improve how you navigate communications with others.



### **Digital Experience with CKLA**

Rachel Westveer, Jodi Kay  
Sessions B1, D1

Participants will familiarize themselves with accessing the Digital Experience with the K-3 CKLA curriculum. Staff will orient themselves to online teacher resources and lesson support. Key takeaways will include navigating both the teacher and the student Digital Experience, generic access for all grade levels, and digital resources to support small group learning.

### **Dyslexia; Life Through the Rearview Mirror**

Deb Maynard  
Session C

Learn about the newest research on the spectrum of dyslexia (all of the “lexias”) and best practices for teaching youth who may have dyslexia. Review the resources available in your area. Hear about life as a person with dyslexia!

### **Engagement with CKLA Knowledge**

Rachel Westveer, Jodi Kay  
Sessions A2, C2

Participants will learn how to apply “on the go” Engagement Strategies when previewing a CKLA Knowledge lesson. Engagement Strategies support students in processing information and

aid in creating a meaningful learning experience. Staff will be able to walk away with verbal and nonverbal strategies to engage students. Key takeaways will also include support with strategies tied to both Vocabulary and Writing.

### **First Aid/CPR/AED**

TOTEM Board  
Sessions A2a, A2b, Ca, Cb

This session provides certification in First Aid and CPR to meet the requirements of the TOTEM contract. To receive your certificate, you must attend the entire class. \* Please note this class is **ONLY** for those who do **not** have a current First Aid/CPR card. TOTEM will be doing recertifications as a hybrid class, contact the TOTEM office if you need a recertification. \*

### **Introduction to Defined Contribution Retirement (DCRP) PERS Tier IV**

Becky Sheridan  
Session D1

This seminar is designed for Public Employees’ Retirement System Tier IV and Teachers’ Retirement System Tier III members who entered service after 7/1/2006. The interactive session covers this hybrid retirement plan and includes information about the defined contribution account, financial advice services, retiree insurance plans,

Health Reimbursement Arrangement, occupational disability, eligibility, vesting, investment options, distribution, and additional resources available.

### **Introduction to the PSP**

Amey Tamagni  
Sessions A1, D2

This workshop is for those who are new to the PSP Program only. The Professional Standards Program (PSP), which is offered through the National Association of Educational Office Professionals (NAEOP), provides TOTEM members an opportunity to earn an additional 2% to 7% pay. This well-rounded program takes into account applicant education, work experience, association/ volunteer experience and Supervisor’s evaluation. There are several educational options.

### **Master Teacher Testing (At ASD Ed Center)**

Taryn Stein & Carey Gray  
HELD AT ASD ED CENTER

The Master Teacher Assessment is one method for Paraprofessionals to meet the State of Alaska’s requirement to be highly qualified in content knowledge and instructional support in the academic areas of reading, writing, and mathematics. Participants in this session will be taking the proctored Master Teacher Assessment. If participants



have any questions on their status, please check in with [asdparapro@asdk12.org](mailto:asdparapro@asdk12.org) before signing up for the session. Please note: This session will be held off-site at the ASD Ed Center Tech Lab.

### **Master Teacher Math Tutoring**

Richard Bierer  
Sessions A1, C1

The Master Teacher Assessment is one method for Paraprofessionals to meet the State of Alaska's requirement to be highly qualified in content knowledge and instructional support in academic areas. Participants in this 2-hour session will be receiving tutoring in the area of math from a certificated ASD teacher to help prepare for the assessment. Participants should complete a practice test in advance of the session to identify tutoring areas. If participants have any questions on the Master Teacher Assessment, please check in with [asdparapro@asdk12.org](mailto:asdparapro@asdk12.org) before signing up for the session.

### **Master Teacher Reading and Writing Tutoring**

Bobbi Lafferty  
Sessions A2, C2

The Master Teacher Assessment is one method for Paraprofessionals to meet the State of Alaska's requirement to be highly

qualified in content knowledge and instructional support in academic areas. Participants in this 2-hour session will be receiving tutoring in the areas of reading and writing from a certificated ASD teacher to help prepare for the assessment. Participants should complete a practice test in advance of the session to identify tutoring areas. If participants have any questions on the Master Teacher Assessment, please check in with [asdparapro@asdk12.org](mailto:asdparapro@asdk12.org) before signing up for the session.

### **mCLASS Interventions**

Rachel Westveer, Jodi Kay  
Sessions B2, D2

Participants will understand how to access mCLASS Intervention, prepare materials, and teach the 10-day cycle of lessons. Staff will be given the opportunity to view and then practice a model lesson to help familiarize themselves with mCLASS Intervention. Engagement and management of small group interventions will also be discussed.

### **Nonviolent Crisis Intervention**

Lena Brower & Susie Nesbitt  
Session F

This training in Non-violent Crisis Intervention (NCI) is a program to provide for the

care, welfare, safety, and security of everyone involved in a crisis situation. Staff will learn safe but effective techniques for physical management of students who are in crisis. This is inclusive of the CPI Behavior Crisis Model, Nonverbal Communication, Para verbal Communication, Verbal Escalation Continuum, Precipitating Factors, Rational Detachment, Integrated Experience, Fear and Anxiety, Decision Making Matrix, and Disengagement Strategies. Wear comfortable clothing and footwear (no open-toed shoes).

### **Nonviolent Crisis Intervention Refresher**

Lena Brower & Susie Nesbitt  
Session B

**\*\*Participants must have taken the NCI 1-day or refresher training in the previous school year. Please bring your blue card or evidence (MLP record). This training in Non-violent Crisis Intervention (NCI) is a program to provide for the care, welfare, safety, and security of everyone involved in a crisis situation. Staff will learn safe but effective techniques for physical management of students who are in crisis. This is inclusive of the CPI Behavior Crisis Model, Nonverbal Communication, Para verbal Communication, Verbal Escalation Continuum, Precipitating Factors,**

Rational Detachment, Integrated Experience, Fear and Anxiety, Decision Making Matrix, and Disengagement Strategies. Wear comfortable clothing and footwear (no open-toed shoes).

### **Overview of Common Forms Submitted to Talent Management**

Amey Tamagni & Lori Petty  
Session A2, D1

This workshop is for Administrative Assistants and Secretaries and will be a general overview on how to correctly fill out Special Activity Agreement forms, I-9 forms, 502 forms and where to find these forms and more. We will touch on the importance of using current year forms and the most common mistakes that delay processing, i.e., payment for coaches, etc. and the advantages of using PandaDoc to complete some of these forms. Due to confidentiality, only sample forms will be presented as visual examples.

### **PRACTICE Consciously FLIPping Challenging Behaviors into Positive Behaviors**

Kimmer Ball  
Session F

Whether Conscious Discipline and FLIP It are new to you, or you have practiced/used the strategies in the past, this will be a fun and engaging day to

experience and practice using these strategies. Come with a growth mindset and a willingness to have fun and give it a go!

### **PERS: The Retirement Process**

Becky Sheridan  
Session A2

This seminar is designed for Tier I members (hired 1/1/1961-6/30/1986), Tier II members (hired 7/1/1986-6/30/1996), and Tier III members (hired 7/1/1996 - 6/30/2006). The interactive session covers the retirement process, Voluntary Savings Plan, eligibility, vesting, service, and benefit calculations, early and normal retirement, increasing service credit, survivor options, retiree insurance options, after retirement increases and the timing of benefits.

### **Promoting Executive Function: The Essential Skills for Success**

Frank Kros  
Session B1

Thinking skills such as planning, goal setting, organizing, prioritizing, self-monitoring, accessing working memory, impulse control, and sustaining attention are critical to academic, vocational, and relationship success at every age. Participants will learn the Top 7 Executive Function Skills for School and Life

Success and how to teach these vital skills to students in just a few minutes a day!

### **Rapport Building and Rational Detachment**

The B-Team  
Session D

During this half day training participants will review reinforcement vs. punishment and rapport building using PRIDE Rules. We will practice ways to engage learners without demands as a way to pair yourself as a reinforcer and establish, maintain and restore rapport, as well as practice rational detachment when problem behavior occurs.

\*Behavior Basics course taken at any point in your career is a prerequisite for Rapport Building and Rational Detachment.

### **Resilience is Everything: Teaching with Resilience Building in The Mind**

Frank Kros  
Session A2

Teaching students resilience is one of the most significant contributions educators make to a kid's future. Because no matter how hard we try, we can't shield our kids from adversity. Adversity is a truth about life. This session teaches you how to build the powerful trait of resilience through The Resilience Code--the five evidence-based,

foundational experiences kids need to build healthy, robust resilience: 1) To be SAFE; 2) To be SEEN; 3) To be WANTED; 4) To be COMPETENT and 5) To be a CONTRIBUTOR.

### **The COVID Brain**

Deb Maynard  
Session D

Learn about how 2 years of isolation and technological dependance have changed the human brain. See how these changes impact our social and emotional health.

### **The Power of Words**

Karen Kirk  
Session C

Recognize the impact/importance of our word choices.

Learn what to think about...before we speak.

Identify what words drive peoples (spirit) down and what words lift people up.

Evaluate the types of interactions we have with others (How often do you, perhaps unknowingly, drop C4 on others?!).

Learn how to use words/phrases that will change the course of a conversation.

Walk away with a significant understanding of the impact/power of words– and how to better use them.

### **Time Management: Tips for Personal and Professional Time Management**

Karen Kirk  
Session D

Identify our own timewasters (habits that hinder our productivity).

Learn how to free-up 'psychic ram'.

Identify how the 5D's can organize your day and calm your mind.

Recognize how prioritizing can change...everything!

Learn simple systems that will help us reorganize, declutter, and improve our focus.

Identify an easy technique to clarify our professional expectations (that will give us more time).

Walk away with simple tools and techniques that can help us 'take back' our time.

### **TOTEM 101, Part 1: What's a Union, Anyway?**

Barbara Strong  
Sessions A, C

Come join this fun and interactive session to learn more about unions, their role and how they have shaped labor in America. Take a tour of TOTEM and its affiliates and learn how your dues work for you. Find out what benefits you may be missing. Spend some time with the TOTEM Bylaws and get some questions answered. Leave with an understanding of how important you are to your

union. Part 1 is a prerequisite to Part 2.

### **TOTEM 101, Part 2: What's a Collective Bargaining Agreement, Anyway?**

Barbara Strong  
Sessions B, D

Part two of TOTEM 101 covers the collective bargaining agreement. Explore the process of collective bargaining. Spend some time learning contract interpretation and find out the difference between a grievance and a complaint. See why knowledge is power and how you can make your union stronger. Part One is a prerequisite to Part 2.

### **Wonder Words: How to Talk with Students Effectively to Build Targeted Skills**

Frank Kros  
Session B2

Brain research reveals how the specific language used by educators and paras to guide, teach, and counsel students has a much more profound effect on their development than previously realized. In this session, participants will learn multiple powerful language strategies that can transform a student's learning experience. You'll learn concrete strategies for talking with students that: 1) Establish effective listening habits; 2) Develop the right

mindset around learning; 3)  
Increase memory capacity; 4)  
Build hope and optimism; 5)  
Improve behavior compliance  
and; 6) Help students  
leverage self-talk for better  
self-regulation.

**Your ASD Benefits & The  
Vera Health Clinic**

ASD & Aetna  
Sessions B1, C2

Come and learn about your benefits with ASD. We recognize that health insurance, life insurance, and retirement plan participation are essential components to the health and wellbeing of employees. Let us guide you through navigating what benefits are available to you and the resources on offer to ensure you get the most out of your benefits. In addition, a representative from the Vera Whole Health Care Center will be present to discuss utilizing the Vera Clinic for your primary care needs. Vera's team is also here to knock out two of the three requirements for your incentive. Head over to Room 111 in the Lucy Cuddy Hall and complete your Biometrics screening, Coaching Connection, and get your Provider Wellness Scheduled. Stop by and get started on earning your \$200!

TOTEM Association  
2024 Spring Conference  
March 11<sup>th</sup> & 12<sup>th</sup>



Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Work Location \_\_\_\_\_ Position \_\_\_\_\_  
Home Email \_\_\_\_\_

**PLEASE READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE FILLING OUT THIS FORM:** BECAUSE THE TOTEM SPRING CONFERENCE IS PAID FOR ENTIRELY BY TOTEM DUES, NONMEMBERS WHO WOULD LIKE TO ATTEND THE CONFERENCE WILL BE CHARGED A FEE TO COVER COSTS. **IF YOU ARE A MEMBER OF TOTEM, YOU DO NOT NEED TO RETURN THIS FORM OR PAY FOR YOUR CLASSES.** IF YOU ARE NOT A MEMBER OF TOTEM, YOU MAY CONTACT THE TOTEM OFFICE ON MARCH 4<sup>th</sup>, AFTER REGISTRATION CLOSES, TO SEE IF THERE IS SPACE TO ATTEND THE CONFERENCE. IF SO, THIS FORM, ALONG WITH PAYMENT BY CASH OR CHECK IS DUE IN THE TOTEM OFFICE BY FRIDAY, MARCH 8<sup>th</sup>.

**Please mark all that apply:**

- ☐ I would like to attend the conference on Monday and Tuesday. Please find payment for \$125 attached.
- ☐ I would like to attend the conference on Monday only, please find payment for \$75 attached.
- ☐ I would like to attend the conference on Tuesday only, please find payment for \$75 attached.

Your registration form and check or money order must be received by TOTEM Association no later than 4:30 p.m. Friday, March 8<sup>th</sup>. (Checks should be made out to TOTEM Association.) It may be sent via interschool mail, or delivered to 3310 Arctic Blvd., Suite 200 Anchorage, AK 99503.

**DEADLINE FOR REGISTRATION PAYMENT IS FRIDAY, MARCH 8<sup>th</sup>, 2024.**

TOTEM Association of Educational Support Personnel, Inc.  
Nomination of Director Form  
2024-2026 Term

The TOTEM Nomination/Election Committee is accepting nominations for the following TOTEM Board of Directors positions:

Vice President  
Treasurer  
Member at Large—Instructional  
Member at Large—Instructional  
Member at Large—Non Instructional

As a TOTEM Member in good standing, if you are interested in running for one of these positions or nominating another TOTEM Member, return this form by U.S. Mail, email to [totemelectionjudge@gmail.com](mailto:totemelectionjudge@gmail.com), or in person to the TOTEM office by 5:00 p.m., Wednesday, March 20<sup>th</sup>. Nominations will also be taken from the floor at the Spring Membership Meeting on Thursday, March 21<sup>st</sup>, at the BP Energy Center Spruce/Willow Room at 5:30 p.m.

When nominating a member other than yourself, please make sure they are willing to be nominated.

**All nominees must be a TOTEM member in good standing as does the person making the nomination.**

\*Per Bylaws – A Member in Good Standing, Article 4, Sect. 3\*

Name of Nominee: \_\_\_\_\_

Director Position: \_\_\_\_\_

Name of Who is Making this Nomination: \_\_\_\_\_

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Diane Johnson, Election Judge