

Kansas State Department of Education
Attn: Gwen Kramer
120 SE 10th Avenue
Topeka, KS 66612



**All You Can Be
With KAEOP!**



**2010 Spring Conference/Workshop
April 15-16, 2010**

**Holiday Inn Holidome
605 SW Fairlawn Road
Topeka, KS 66606**

Visit our website at www.kaeop.org



REGISTER ONLINE at:

<http://events.ksde.org/Default.aspx?tabid=371>

DUE Thursday, April 1, 2010



All you can be with KAEOP

President's Message

As president of the Kansas Association of Educational Office Professionals, I am extending my personal invitation for you to join us at the Holiday Inn in Topeka on April 15 - 16, 2010, for our Spring Workshop.

Bev Smith, Workshop Chairman, and Gwen Kramer, Registrar, are very busy preparing a workshop that will be productive and fun.

Please take time to read over this brochure and return the registration form or better yet, save a tree and register online. Share the brochure with your co-workers and invite them to attend the conference. Communicate information about our organization and encourage them to visit our Website (www.kaeop.org).

As my year as President comes to an end, I would like to thank everyone for their support and assistance.

I chose the "Bee" for my theme because they are hard workers and dedicated to their "hive". They work together to accomplish their goals, and I feel that the members of KAEOP have worked hard to adjust to all the changes that our Association made this year. Congratulations on a job well done!

"Bee" sure to take advantage of everything that KAEOP has to offer. Become involved and get the most out of your association.



All you can be with KAEOP

Judy O'Malley, President

KAEOP Mission Statement

"The mission of this association is to provide and promote professional growth through information, service, fellowship and recognition for all office professionals involved with educational systems in Kansas.

KAEOP CONFERENCE REGISTRATION FORM REGISTER ONLINE at: http://events.ksde.org/Default.aspx?tabid=371

Table with 2 columns: Item, Amount. Rows include Member (\$95.00), Retired Member (\$47.50), Non-Member (\$115.00), Late Fee (\$10.00), and TOTAL.

Please check here if this is your first time to attend this conference

Name

Billing Address

City

Zip

Work Phone

Home Phone

Cell Phone

USD# / Agency Name

City

E-mail address

I plan to attend:

Workshop Class

Retiree's Tour

Please check the meals you plan to attend. The meals are included as part of the registration

Friday Luncheon

Friday Banquet

Special Dietary Needs or Disability:

Guest meals: Please contact Chrissy Powell (620-363-0080) or Gwen Kramer (785-296-7795).

If paying by purchase order, please ask your district to make payment in a timely manner.

Office Use Only section containing Payment Method, Date Rcv'd, Amt Rcv'd, Registration #, PO #, and Check # fields.

Who Should Attend the Conference?

We invite anyone employed as an educational office professional in educational offices in Kansas or in organizations concerned with education to attend this conference. It is a great time for learning and meeting with others in our profession.

We look forward to seeing current members, retired members, and office professionals from across the state. If we can be of any assistance to you in any way, feel free to contact:

2010 Spring Workshop Chairman

Bev Smith
120 SE 10th Avenue
Topeka, KS 66612-1182
(785) 608-0824 (cell)
(785) 296-1978 (work)
bsmith@ksde.org

or

Workshop Coordinator

Chrissy Powell
411 N. Cottonwood
Iola, KS 66749
(620) 365-4715 (work)
(620) 363-0080 (home)
[\(work\)Chrissy.powell@usd257.org](mailto:(work)Chrissy.powell@usd257.org)
[\(home\)Chrissy.scents@gmail.com](mailto:(home)Chrissy.scents@gmail.com)

Registration

The conference registration fee for KAEOP members is \$95.00, retired members \$47.50, and non-KAEOP members, \$115.00. Registrations postmarked after April 1st will pay a late fee of \$10.00. Cancellations must be in writing sent via fax, e-mail, or letter. No refunds will be given after April 8th. **Please make a copy of your registration form to use as your invoice if you are sending a purchase order.** Please return your completed registration to:

KAEOP Spring Workshop 2010

Gwen Kramer, Registrar
Kansas State Dept. of Education
120 SE 10th Avenue
Topeka, KS 66612
Home Phone: (785) 224-6219
Work Phone: (785) 296-7795
E-mail: gkramer@ksde.org
or **REGISTER ONLINE at:**

<http://events.ksde.org/Default.aspx?tabid=371>

Lodging

Hotel reservations should be made with Holiday Inn Holidome before March 25, 2010 to receive the group rate of \$82.00 plus tax per room (up to 4 per room).

Holiday Inn Holidome
605 SW Fairlawn Road
Topeka, KS 66606

Hotel Reservations: (800) 822-0216 or (785) 272-8040
Check-in time: 3:00 p.m.
Check-out time: 12:00 p.m.

Conference Schedule

Thursday, April 15

5:00 p.m. Registration

6:00 p.m. Executive Board Meeting

Friday, April 16

7:00 a.m. Registration

8:00 a.m. Excel presented by *Ms. Tammy Guss*

9:45 a.m. Break

Curriculum Leaders Meeting, to include presentations by :

- 10:00 a.m. State of Education – *Dr. Diane DeBacker, Interim Commissioner*
- 10:30 a.m. Funding of Public Schools – *Mr. Dale Dennis, Deputy Commissioner*
- 11:00 a.m. Career, Standards and Assessment Update – *Dr. Tom Foster, Director*
- Career and Technical Education – *Ms. Robin Harris*
 - Assessment – *Mr. Scott Smith*
 - National Standards – *Dr. Tom Foster*
 - Kansas Course Codes – *Ms. Jeannette Nobo*
 -
- 11:30 a.m. Teacher Education and Licensure Update - *Ms. Pam Coleman, Director*
- Noon Lunch
- Business Meeting
 - Recognition of retired members and affiliate presidents
 - 50/50 Drawing
- 2:00 p.m. MS Word & Mail Merge - *Ms. Tammy Guss*
- 3:45 p.m. KSDE Update
- Fiscal Auditing – *Mr. Mike Murphy*
 -
- 4:30 p.m. Workshop Class Ends
- Basket Drawings
 - Adjournment
 -
- 5:00 p.m. Installation Practice
- 7:00 p.m. Installation Banquet – Office Professional of the Year and Administrator of the Year awards will be presented. Installation of officers will follow this presentation.

Conference Attire

Workshop Classes— Business attire
Banquet—Business dress

Workshop Description

“Excel into Word”- Tammy Guss

In the first of a two-part session, the focus will be on setting up a spreadsheet in MS Excel and creating a generic letter in MS Word. This information will be used to create a mail merge document in MS Word in the second session. If time allows, brief examples of how to use formulas in MS Excel will be offered. A laptop with either MS Office 2000 or 2003 will be necessary for this inservice. If you have any questions on these topics prior to the workshop, please email them to me at guss@usd230.org so that I will be able to answer them during the session.

At 10:00 a.m., we will join the Kansas State Department of Education’s statewide curriculum leaders meeting to receive the latest information regarding KSDE programs, initiatives, etc.

Scheduled to present are:

- “State of Education” by *Dr. Diane DeBacker*, Interim Commissioner
- “Funding of Public Schools” by *Mr. Dale Dennis*, Deputy Commissioner
- “Career, Standards and Assessment Update” by *Dr. Tom Foster*, Director
 - * Career and Technical Education – *Ms. Robin Harris*, Assistant Director
 - * Assessment – *Mr. Scott Smith*, Assistant Director
 - * Kansas Course Codes – *Ms. Jeannette Nobo*, Assistant Director
- Teacher Education and Licensure Update – *Ms. Pamela Coleman*, Director

Mr. Mike Murphy, Director, Fiscal Auditing, will be our closing speaker and will provide an update and guidance concerning auditing services confronting schools and school districts in our state.

KAEOP Retirees Tour April 16th – Topeka, KS

After this “wonderful and snowy” winter, I am very excited about the tours that are being arranged for our KAEOP retirees. We will start the day at the Matrot Castle and Winery. There will be a charge of \$5.00 per person for this tour and we will pay when we arrive. After visiting the castle, weather permitting, we will stop by Lake Shawnee and visit the Tulip Time Festival being held on the grounds there. We will be joining the membership for lunch and business meeting. The afternoon will be spent at the Marion Lane Candle shop. We will see candle making demonstrations and for anyone interested, they can make their own candle for \$5.00. Following that we will tour the Hazel Hill Chocolate Shop and need I say more????? I am looking forward to our spring conference in Topeka and hope to see as many of our retirees there as can be. We will also be honoring our new retirees during the conference. If you know of anyone who will be retiring this year, please have them notify me so that I can make arrangements to honor them. See you all in Topeka.

Linda Cowan — Retired Membership
(H) 620-289-4227
glcowan@usd261.com

Who can be a member . . .

Kansas Association of Educational Office Professionals is a professional organization for office professionals in educational institutions in Kansas. Anyone employed in clerical or secretarial work or in organizations concerned with education may become a member of KAEOP. KAEOP is dedicated to providing professional growth stimuli and opportunities for its members. KAEOP continues to work toward increased recognition of educational office professionals as partners on the educational team.

If you have any questions, please contact:

Judy O’Malley, President
Home Phone: (913) 963-4010
Work Phone: (913) 592-7216
E-mail: judy@usd230.org

OR

Susan Owens, Membership Chair
Home Phone: (620) 473-8756
Work Phone (620) 365-4725
E-mail: susan.owens@usd257.org

Professional Standards Program

Members of KAEOP are encouraged to take advantage of the PSP program and work toward certification. For further information please contact Theresa Cote, (785) 296-2303 or tcote@ksde.org.

The Country Store

The KAEOP Country Store will be open for business. Donations will be accepted for the baskets from local affiliates. Proceeds from the Country Store support scholarships given through KAEOP for members and students across Kansas. Drawings for affiliate baskets will be held following the end of workshop classes on Friday. Many other items will be for sale in the Country Store.

First Timers

First time conference attendees often wonder “why should I attend.” This is a wonderful opportunity to network with educational office professionals from across the state of Kansas. It is a great time for learning and camaraderie with others in our profession.

Liability

The Kansas Association of Educational Office Professionals and their officers assume NO responsibility for any personal injuries or damage to property incurred by a member or guest of said group engaged in any association sponsored activity.

Donate to the American Red Cross For the Haiti /Chile Relief Fund



Monetary donations will be collected at the registration table and during lunch on Friday, April 16th.