

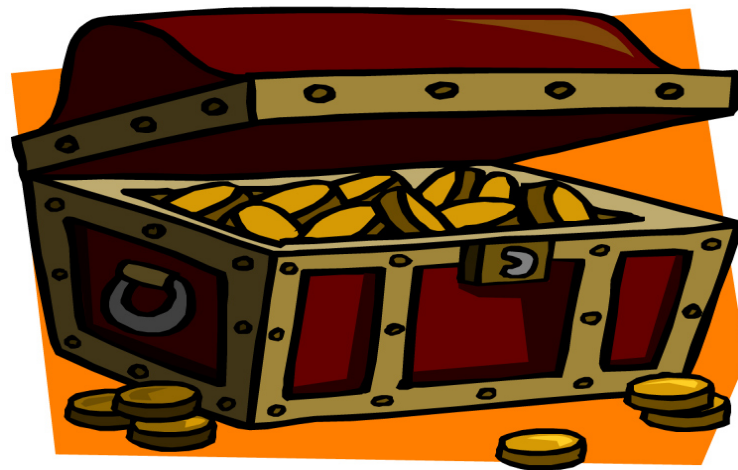
# Kaleidoscope

Vol. 2006 No. 1

Winter Edition

Kansas Association of Educational Office Professionals

## KAEOP - Discover Her Treasures



2005-2006

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# Julia Thompson

January 2006

Dear KAEOP Members:

A new year – the perfect time to make professional growth and development a priority. KAEOP workshops give us a great opportunity to help us achieve that goal and network with other office professionals from across the state.

PSP Chair Debbie Opheim is always ready and willing to give guidance to those wanting to pursue Professional Standards Program certification. The scholarship committee will be busy selecting our scholarship winners and sending one of the applications to the NAEOP scholarship competition. We will recognize our members who have retired or will be retiring this year at our luncheon on April 7. We will be honoring our Administrator of the Year and Office Professional of the Year at our KAEOP banquet on April 7. These are some of the benefits of membership in KAEOP. I encourage you to take advantage of these opportunities.

June Seavey, Spring Conference Chair and Stacey Lewis, Registrar, are busy planning an exciting conference for April 6-8 in Manhattan. Mark your calendar now, make plans to attend, and “Discover the Treasurers” of KAEOP.

Together we share a vision of lifelong learning, strive to be of service to others, enjoy fellowship with other office professionals, and recognize the accomplishments of our members. As Vesta M. Kelley has said, “Snowflakes are one of nature’s most fragile things, but just look what they can do when they stick together.” Be a KAEOP snowflake and just see what we can accomplish, together.

Sincerely,

Julia Thompson, President

# Kansas Association of Educational Office Professionals 2005-2006 Executive Board

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## Calendar of Upcoming Events

**March 15, 2006 – PSP filing deadline and NAEOP Awards and Scholarships deadline**

**April 6-8, 2006 – KAEOP Spring Conference in Manhattan**

**April 14, 2006 – Kaleidoscope article deadline**

**April 20-22, 2006 – Central Area Professional Development Day in Indianapolis, IN**

**July 17-21, 2006 – NAEOP Annual Conference in Dallas, TX**

**October 12-14, 2006 – KAEOP fall conference in Manhattan**

**April 12-14, 2007 – KAEOP spring conference in Salina**

**October 11-13, 2007 – KAEOP fall conference in Great Bend**

**April 3-5, 2008 – KAEOP spring conference in Salina**

**October 9-11, 2008 – KAEOP fall conference in Emporia**

## 2005-06 Affiliates

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[czeller@ksde.org](mailto:czeller@ksde.org)

### ***News from the NAEOP PSP Committee Chairman – Sibyl Hoover:***

***We are sixteen months away from the first recertification, “What do I have to do to apply for Recertification?” Check out the answer below.***

Established May 15, 2002, recertification provides the opportunity for continued recognition of professional growth. For a PSP certificate to be considered as current by NAEOP, members must recertify their highest-level PSP certificate every five years or upgrade to a higher PSP level. Submit completed Forms V and VI with appropriate fee and documentation.

Recertification applies to all PSP certificate levels, but not to the Certified Educational Office Employee (CEOE) Distinction. The first recertification certificates will be awarded May 15, 2007, for those certificates awarded before May 16, 2002.

The applicant must be a member of NAEOP for five continuous years since issue date of highest PSP certificate level and have completed sixty hours of continuing education (any combination of continuing education courses, workshops or seminars). For first recertification application only, any carryover points from Form IIIa may be used (convert points to hours – one point equals six hours).

Debbie Opheim, CEOE

PSP Chairman

**Kansas State Department of Education AEOP Update**

Our local association has had a busy year so far. Our activities and projects include:

collected school supplies for donation to the Rescue Mission,  
held our annual Ice Cream Social in August,  
held our annual Salad Luncheon/Membership Drive in September,  
collected orders for nut sales,  
held our annual Holiday Luncheon in December,  
reviewed the activities of our standing and special event committees,  
collected school supplies to send to a school affected by the hurricane,  
submitted nominees for Educational Office Professional and Administrator of the Year, and;  
continued the collection for Box Tops 4 Education to donate to a local school.

We also formed a Special Recognitions Committee to look at some new directions for our association. We are implementing a Secret Pal program and are planning to have a brainstorming session at our meeting in March.

**Local News!**

Haysville AEOP members have been very busy making money for their local senior scholarship that will be awarded in May. Marlene Vierthaler designed a gorgeous Holiday wreath with a matching table arrangement that was raffled off in December just in time for Christmas. In December, ten office professionals got together for the annual Christmas dinner and ornament exchange. We are now in the process of coming up with an idea for a spring raffle, in hopes of giving away two scholarships this May. On a sadder note, long time member of HAEOP and KAEOP, Ruth Wiseman from Haysville, passed away in December. She will be greatly missed by her friends in HAEOP.

Debbie Opheim, CEOE  
HAEOP President/Reporter

**Legislation:**

**Motion:**

In case of a tie, the general membership will have an opportunity to break the tie. If the tie still exists, it will be broken by the executive board, with all but the President voting, by written communication with the election chairs. If a tie still exists, the President will cast the deciding vote.

The general membership will be voting on this motion at the Business meeting on April 8<sup>th</sup>.

**I asked for strength...**

I asked for strength and  
God gave me difficulties to make me strong

I asked for wisdom and  
God gave me problems to solve.

I asked for prosperity and  
God gave me brawn and brains to work.

I asked for courage and  
God gave me dangers to overcome.

I asked for patience and  
God placed me in situations where I was forced to wait.

I asked for love and  
God gave me troubled people to help.

I asked for favors and  
God gave me opportunities.

I received nothing I wanted  
I received everything I needed.

My prayers have all been answered.

Author Unknown

### **INFORMATION NEEDED ON MEMBERS RETIRING**

Your help is needed in securing the names and addresses of KAEOP members who have retired during the 2004-05 school year or those who have plans to retire in the 2005-06 school year.

If you know of anyone in your affiliate, please let me know and I will send them a form to fill out and invite them to be honored at the 2006 Spring Workshop. We encourage any KAEOP retiree past/future to participate in the activities planned at both the Fall and Spring Workshops this upcoming school year. Your assistance is greatly appreciated.

Sue Kill, CEOE  
Retired Chairman  
899 State Hwy 99  
Sedan, KS 67361  
620-725-3951  
[suek@ksok.biz](mailto:suek@ksok.biz)

### **KAEOP ELECTION RESULTS 2005-2006**

The results of the election are in and are as follows:

President Elect – Amanda Jeffrey  
Second Vice President – Denise Shockey  
Curriculum – Judy Shepard  
Member-At-Large – Susan Owens  
Corresponding Secretary – Stacy Lewis

Congratulations to all of the winners!

### **Workshop Coordinator Report**

Come one, come all to the KAEOP Conferences and Workshops. We hope you will put these dates and locations on your calendar to continue in your personal and professional growth.

<b>Spring 2006</b>	<b>April 6-8</b>	<b>Manhattan</b>
<b>Fall 2006</b>	<b>October 12-14</b>	<b>Manhattan</b>
<b>Spring 2007</b>	<b>April 12-14</b>	<b>Salina</b>
<b>Fall 2007</b>	<b>October 11-13</b>	<b>Great Bend</b>
<b>Spring 2008</b>	<b>April 3-5</b>	<b>Salina</b>
<b>Fall 2008</b>	<b>October 9-11</b>	<b>Emporia</b>

At the January Executive Board meeting we approved pursuing a location for spring of 2009 in Hutchinson. More details to follow.

If you have any questions or suggestions for future conference locations please let me know. I can be reached at:

Charlotte Zeller, KAEOP Workshop Coordinator  
10048 SW Jordan Road  
Wakarusa, KS 66546  
(785) 296-7931 (work), (785) 836-2015 (home), [czeller@ksde.org](mailto:czeller@ksde.org)



*Mark your calendars ✓*

*“Yearning to Learn and to Understand”*

KAEOP 2006 Spring Conference

April 6, 7, & 8, 2006

Holiday Inn

530 Richards Dr.

Manhattan KS 66501

785/587-5571

Fax: 785/539-8368

<p>Workshop Chairman June Seavey, CEO 18085 W. 182nd St. Olathe KS 66062 913/592-7243 (work) 913/592-7270 (fax) 913/592-3076 (home)</p>	<p>Workshop Registrar Stacy Lewis 101 E. South St. Spring Hill KS 66083-8514 913/592-7240 (work) 913/592-7270 (fax)</p>
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Judy Shepard, Curriculum Coordinator, Stacy Lewis, Workshop Registrar, and June Seavey, Workshop Chairman, are planning a productive, exciting, and fun conference.

**Our past presidents are busy getting plans together for  
FUN Thursday evening at the Open House.**

*You won't want to miss this!!*

# Notes on “HOW TO SELL THE NAEOP CONFERENCE TO YOUR SUPERVISOR”

2005 Annual Conference • Tucson, AZ

Anne LaPlante, Director of Staff Development

970 N. Glenn Road • Natrona County School District • Casper, WY 82601

[Anne\\_LaPlante@ncsd.k12.wy.us](mailto:Anne_LaPlante@ncsd.k12.wy.us)

## WHAT BARRIERS DID YOU ENCOUNTER?

- ◆ Our Superintendent didn't chose to use his discretionary monies to help us attend
- ◆ There must be a speaker at the meal function in order to be paid by the District
- ◆ I have to pay my own way
- ◆ I have to choose between summer or fall conference – NAEOP Conference is not considered
- ◆ It's a union activity
  - I can't advertise going to conference because my colleagues/union is against my coming
- ◆ It leaves a vacant office
- ◆ Penny-pinching business managers
- ◆ We have no local association

## *Conversations you have with your supervisor about why you want to come*

- ◆ “Line item” must be used
- ◆ “I can tie the learnings to my building goals when I get back.”
- ◆ “I learned ...”
- ◆ “Help me do my job better when I come back.”
- ◆ “We're going to sit down and find a way ...”
- ◆ “Help me help you understand this ...”
- ◆ “What can I do to ...”
- ◆ “Here's something that is important to me ...”
- ◆ “Let me show you why ...”
- ◆ “Let me tell you about the benefits I will gain ...”
- ◆ “It was one of the most valuable pieces I learned ...”
- ◆ “The better I am, the better you look.”
- ◆ “My job is to do the very best I can and, in turn, it makes you look good.”

## WHAT STRATEGIES DID YOU USE?

- ◆ Come – attend – contribute!
- ◆ I use two budget years
  - One year's budget funds my registration
  - The other year's budget funds my travel expenses
- ◆ I copy the NES magazine and show my supervisor
- ◆ My meal is paid if a speaker is present at the meal function
- ◆ I present a workshop or board report when I return
- ◆ Superintendent Cathy Egolf, IN (District of 670 children) uses Title II (a grant for professional development)
- ◆ Set up a blueprint for progress
- ◆ Pinpoint performance goals
- ◆ I share verbally and send a written thank you from whomever I received monies
- ◆ I copy the brochure for my supervisor(s)
- ◆ I encourage and share with my colleagues

### ***Disastrous strategies***

- ◆ Some colleagues go to the conference and skip out on meetings and workshops
- ◆ The protocol was not followed; therefore, nobody was able to go

### **WHAT ARE THE COSTS TO YOU?**

- ◆ It leaves my co-workers over-burdened
- ◆ It takes time away from families

### ***What are the costs to YOUR SUPERVISOR?***

- ◆ I'm the only one that handles emergency situations (fire, bomb threat, etc.) in the office

### ***What are the costs to YOUR ORGANIZATION?***

- ◆ It's a short-term cost for a long-term benefit

### **WHAT ARE THE BENEFITS TO YOU?**

- ◆ I talk about what I learned to my co-workers and supervisors
- ◆ I don't use "weenie" words; I sound confident
- ◆ I have gained confidence
- ◆ I used to be shy and quiet – now TA DAAA!
- ◆ It gives me a boost in self esteem
- ◆ It's a time for reflection and refocus
  - I develop and grow
  - I become more proactive
- ◆ Kim Taylor will write a report about attending the conference and conference highlights when you get it to her and will send it to your local paper
- ◆ I grow in a leadership role
  - I get on committees to better myself and my District for kids
- ◆ Networking
  - Growth
  - Knowledge
  - Leadership
  - Cut above the rest

### ***Questions:***

- ◆ What was meaningful to me?
- ◆ What was my personal learning at NAEOP?

### ***What are the benefits to YOUR SUPERVISOR?***

- ◆ I come back with a new attitude
  - Motivation
  - Continue with education
- ◆ I share in specific terms
  - I go from ordinary to extraordinary
- "I want you to help me ..."

### ***What are the benefits to YOUR ORGANIZATION?***

- ◆ I take conference fees money out of last year's budget and per diem out of this year's budget
- ◆ There are legal responsibilities and information to learn
- ◆ I care about my District and how I can better myself

**On the National Scene....**  
**by Theresa Cote NAEOP Central Area Director**

**Hurricane Collection**

*by Theresa Cote, Fall Workshop Chairman*

During the 2005 KAEOP fall conference, participants were asked to donate items to a school affected by Hurricane Katrina. Those items, along with items donated by staff at the Kansas State Department of Education, were sent to the Pass Christian School District in Pass Christian, Mississippi.

I found the following information on the internet regarding the school district:

Pass Christian, Mississippi is a Gulf Coast community which was virtually obliterated by the eye of Hurricane Katrina. They were hit with a 28 foot storm surge at the coast which extended as far as 15 miles inland! Their economic situation was difficult as 65% of the students lived in poverty before Katrina. The high school and one of the elementary schools had 18 feet of water and will not be useable for the entire school year. Everything in the buildings was lost – computers, desks, books, teacher and student files, etc. In addition, the middle school was reduced to a pile of bricks and will take two years to rebuild. All of the students are now together at Delisle Elementary, where the high school and middle school students are in 45 trailer classroom that have been provided by FEMA. The district estimates that more than 75% of their students and staff are homeless and are living in trailers, tents or with other families in the area. The school district finally opened on October 17, 2005 - seven weeks after the storm.

**The long term re-building plans are being evaluated and many difficult decisions have to be made. The hardest one will be reductions in staff – Pass Christian School District does not have enough money to meet their payroll after January 2006.** The reductions in staff at the elementary levels are greater as many of the elementary kids did not return to school, but about 85-90% of the high school kids returned. Many difficult decisions lie ahead. For many staff who lost everything, now they will lose jobs next year.

It is so hard to imagine and comprehend everything they are going through. We all need to continue to do our part in assisting them in whatever way we can.

**Condolences:**

Angela Meyer works in the National office. Last week Angela went to the doctor for a test and they ended up putting her in the hospital. Her blood pressure was seriously high. They tried all weekend to get it under control; without success. They performed a caesarian this morning. Angela and Brian are the proud parents of a 1 lb 5 oz baby boy. He is in the special care unit for premature babies and they will continue to monitor him. Angela is doing better and her blood pressure is already coming down!

Keep the prayers coming for the little boy. He has a tough battle ahead.

Address below.

Angela & Brian Meyer  
10704 W. Rita Ct  
Wichita, KS 67209

Also, we received notification that Mildred Hughes, CEOE, AZ (1975-1976 NAEOP President) has not been well. Her address is: 699 W. Magee Road #13102, Tucson, AZ 85704-4668.

Ruth Wiseman from the Haysville AEOP passed away in December 2005 as well. She was a long time member.

Central Area Spring Conference  
INSTANT INFORMATION  
FOR FUTURE PLANNING!



Join us in Indianapolis, Indiana at the Marriott North on April 20, 21 & 22, 2006  
Great Conference Planned  
Archie the “Hat Lady” from Charleston, SC will be our guest speaker.  
Along with Dr. Marilyn Skinner from Kokomo, IN  
Workshops are getting planned at this time with a confirmed  
Cancer Awareness, Nutrition and Accounting along with others not yet confirmed.

**MAKE YOUR RESERVATIONS SOON!**

**MARRIOTT INDIANAPOLIS NORTH**  
3645 River Crossing Parkway  
Indianapolis, IN  
317-819-1055

**MORE INFORMATION COMING IN FEBRUARY**

Drive or Fly we can help with directions and provide transportation from the airport!

Come and spend some time with us!

Bring your favorite HAT! We will be wearing them at the Friday Evening Banquet!

See you Soon! Cindy Gross, President IAEOP  
Any other Questions Call me at 765-454-7105 wk  
My Home Phone is 765-883-8223

**KAEOP Discover Her Treasures!**



## **Note from the Editor:**

Please send me all of your articles and pictures by the deadline on the Upcoming Events calendar. Again, I do appreciate any and all comments and suggestions for the Kaleidoscope. My email address is [dshockey@usd259.net](mailto:dshockey@usd259.net) and my address is 230 W 47<sup>th</sup> St N, Wichita, Ks 67204. Please feel free to email or snail mail me anything that you would like to see in the Kaleidoscope.

Denise Shockey  
Kaleidoscope Editor

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[www.naeop.org](http://www.naeop.org)

 New  
 Renewal

 Active Membership  
 Retired Membership  
 Associate Membership

Active Membership \$45  
 Retired Membership \$25  
 Associate Membership \$45

 Institutional Membership  
 Corporate Membership  
 Magazine Annual Subscription  
 Magazine Annual Subscription (Retired)

Institutional Membership \$80  
 Corporate Membership \$55  
 Magazine Annual Subscription \$25  
 Magazine Annual Subscription (Retired) \$10

Membership Application  
*Continuous Membership*  
 (12 full months)  
 All fees must be paid in  
 U.S. dollars

Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Office Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

FAX \_\_\_\_\_

Recruited by (Name) \_\_\_\_\_

E-mail \_\_\_\_\_

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 and handling charges apply.  
 Please add an additional \$15.

\_\_\_\_ Elementary  
 \_\_\_\_ Middle School/ Jr. High  
 \_\_\_\_ Secondary  
 \_\_\_\_ Higher Education  
 \_\_\_\_ State Department  
 \_\_\_\_ Administration  
 \_\_\_\_ Career & Technical Ed  
 \_\_\_\_ Retired  
 \_\_\_\_ Other (specify): \_\_\_\_\_

Active membership fees include a one-year subscription to the association magazine.

 Check Enclosed     VISA     Mastercard  
 Card Number \_\_\_\_\_ Expiration \_\_\_\_\_  
 Signature \_\_\_\_\_

Dues are not deductible as a  
 charitable contribution for  
 income tax purposes.

**KANSAS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS  
 MEMBERSHIP APPLICATION**

*APPLICATION OF KAEOP DUES:*

- |   |  |
|---|--|
| <input type="checkbox"/> New Membership \$20.00     | <input type="checkbox"/> Retired Membership \$10.00      |
| <input type="checkbox"/> Renewal Membership \$20.00 | <input type="checkbox"/> Life Retired Membership \$25.00 |
|   | <input type="checkbox"/> Auxiliary Membership \$20.00    |

**Mail to:  
 Cheryl Walker  
 5226 S Mt Carmel  
 Wichita, KS 67217**

*This Year: July1, 2005 to June 30, 2006*

*(make check payable to KAEOP)*

*Membership Information:*

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

USD# \_\_\_\_\_ Home Phone (    ) \_\_\_\_\_ Work Phone (    ) \_\_\_\_\_

Email \_\_\_\_\_

NAEOP MEMBER: Yes  No

Are you interested in serving on a committee? Yes  No

If yes, which committee? \_\_\_\_\_

Are you interested in being nominated for an office? Yes  No

If yes, which office? \_\_\_\_\_

**Office Use ONLY**

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Please return this form