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KALEIDOSCOPE

Judy O'Malley, PRESIDENT

VOLUME XXXVI, ISSUE 3

*The Official Publication of the
Kansas Association of Educational Office Professionals*



All you can be with KAEOP



Kansas
Association of
Educational
Office
Professionals



Judy O'Malley

*Kansas Association of
Educational Office*

Professionals

www.kaeop.org

*National Association
of Educational Office*

Professionals

www.naeop.org

A Message From Judy....

“ Dear KAEOP Friends,

What a great workshop we had in Hays. I want to thank everyone who attended the conference and I hope they enjoyed themselves as much as I did. A special thank you to everyone who worked so hard making the conference a success: Barb Clay, Workshop Chair; Sharon Grisier, Workshop Registrar; Chrissy Powell, Workshop Coordinator; Judy Shepard, Curriculum.

I thought the new format went well. There are a few more details to work out but keep in mind we have taken on a large project. Everyone working together is what it takes and I think all of us are doing our part.

The board meeting ran a little longer than planned on Thursday evening but we still had time for fellowship.

On the following pages of this newsletter you will read about the various activities that KAEOP is involved in and the highlights from the last meeting in Hays.

Plans are being made for the Spring Conference in Topeka, April 15 and 16, 2010. Be sure to mark your calendar and plan to attend. If you have any questions or would like more information about our Association please contact any board member or visit our website (www.kaeop.org).



all you can be with KAEOP”

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



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.

2009-2010 KAEOP CALENDAR

<p>21-25 Winter Break</p>	<p>DECEMBER '09</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>JANUARY '10</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>1 New Year's Day 15 Filing date for PSP applications 18 M.L. King Jr. Day</p>
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July 18—22, 2011 NAEOP Annual Conference Charleston, South Carolina

From the KAEOP Executive Board



Our KAEOP Bees keep working all season long.

“We are open to any suggestions you might have as a member.”

June Seavey,

Revised budget...

Please note a revised budget is included on the following page. .

Due to the lack of memberships and attendance at our conferences we need to make some drastic, and some not so drastic, changes to our budget to be able to meet our obligations. After many e-mails, the budget committee and I have tried to come up with a more realistic budget to help us reduce the amount of money that is needed to transfer from our savings as much as possible. We are open to any suggestions you might have as a member.

Thank you to the budget committee for all your suggestions and hard work. It is greatly appreciated.

June Seavey, CEOE
KAEOP Treasurer
913-592-7243
seavey@usd230.org

Budget Committee:
Theresa Cote, CEOE
Karen Pulaski, CEOE
Julia Thompson
June Seavey, CEOE
Judy O'Malley, President
Debbie Hetrick, President-Elect



KAEOP Board Meeting October 22, 2009

Gwen Kramer, NAEOP Public Relations; Debbie Hetrick, President Elect; & Judy O'Malley President

Proposed
KAEOP
2009-2010 BUDGET REVISED
November 3, 2009

	Budget 2006-2007	Budget 2007-2008	Budget 2008-2009	Budget 2009-2010
INCOME				
Membership Dues	\$2,400.00	\$2,400.00	\$2,400.00	\$1,200.00
Fall Workshop	\$800.00	\$800.00	\$800.00	\$100.00
Fall Workshop Country Store	\$700.00	\$700.00	\$700.00	\$300.00
Spring Workshop	\$1,000.00	\$1,000.00	\$1,000.00	\$150.00
Spring Workshop Country Store	\$800.00	\$800.00	\$800.00	\$400.00
Affiliation Dues	\$150.00	\$150.00	\$150.00	\$50.00
Transfer from Savings	\$2,100.00	\$2,100.00	\$2,100.00	\$990.00
TOTAL INCOME	\$7,950.00	\$7,950.00	\$7,950.00	\$3,190.00

EXPENSES-OPERATING BUDGET:

National Affiliation Dues	\$25.00	\$25.00	\$25.00	\$25.00
Per Capita	\$30.00	\$30.00	\$30.00	\$15.00
Delegate Expenses to National Conference	\$1,700.00	\$1,700.00	\$1,700.00	\$1,450.00
President	\$300.00	\$300.00	\$300.00	\$100.00
President-Elect	\$75.00	\$75.00	\$75.00	\$25.00
Recording Secretary	\$10.00	\$10.00	\$10.00	\$10.00
Treasurer	\$50.00	\$50.00	\$50.00	\$25.00
Workshop Coordinator	\$50.00	\$50.00	\$50.00	\$20.00
Nominating Committee	\$20.00	\$20.00	\$20.00	\$10.00
Membership Committee	\$400.00	\$400.00	\$300.00	\$100.00
Central Area PDD Expenses	\$200.00	\$200.00	\$200.00	\$150.00

COMMITTEES:

Affiliations	\$25.00	\$25.00	\$25.00	\$15.00
Chaplain	\$20.00	\$20.00	\$20.00	\$5.00
Curriculum	\$10.00	\$10.00	\$10.00	\$10.00
Installation	\$200.00	\$200.00	\$200.00	\$50.00
Legislation	\$10.00	\$10.00	\$10.00	\$5.00
NAEOP Public Relations	\$125.00	\$125.00	\$125.00	\$150.00
PSP	\$70.00	\$70.00	\$70.00	\$10.00
Scholarship Committee	\$35.00	\$35.00	\$35.00	\$25.00
Newsletter	\$1,600.00	\$1,600.00	\$1,600.00	\$100.00
Printing	\$50.00	\$50.00	\$50.00	\$50.00
Scholarship Fee to NAEOP - Marion T. Wood	\$25.00	\$25.00	\$25.00	\$0.00
NAEOP Operation Field Service	\$50.00	\$50.00	\$50.00	\$0.00
KAEOP Operation Field Service	\$20.00	\$20.00	\$20.00	\$0.00
Board Members Expenses (Mileage)	\$1,050.00	\$1,050.00	\$1,050.00	\$0.00
National Scholarship Fund	\$20.00	\$20.00	\$20.00	\$0.00
Retired Membership Fund	\$20.00	\$20.00	\$20.00	\$20.00
NAEOP State Director	\$20.00	\$20.00	\$20.00	\$10.00
Record Storage	\$150.00	\$150.00	\$150.00	\$160.00
KAEOP Website	\$300.00	\$300.00	\$400.00	\$400.00
Miscellaneous	\$290.00	\$290.00	\$290.00	\$250.00
TOTAL EXPENSES - OPERATING BUDGET:	\$6,950.00	\$6,950.00	\$6,950.00	\$3,190.00

SCHOLARSHIP EXPENSES - NON-OPERATING BUDGET:

*Scholarship - Margaret Van Horn (see below)	\$600.00	\$600.00	\$600.00	\$300.00
**Scholarship - Lola Mae Farmer Member Dependent (see below)	\$500.00	\$500.00	\$500.00	\$100.00
Scholarship - Mona Smith (From Country Store Profit)	\$100.00	\$100.00	\$100.00	\$100.00
Total Expenses - Non-Operating Budget:	\$1,200.00	\$1,200.00	\$1,200.00	\$500.00
Total Expenses - Operating Budget:	\$6,850.00	\$6,850.00	\$6,850.00	\$3,190.00
TOTAL KAEOP EXPENSE BUDGET	\$8,050.00	\$8,050.00	\$8,050.00	\$3,690.00

* Based on \$2.00 from each membership paid with balance if necessary from Country Store.

**Based on \$2.00 from each membership paid with balance if necessary from Country Store.



“The PSP program acknowledges the combination of education, staff development and association involvement at all levels.”

Theresa Cote



From the KAEOP Executive Board

PSP Chairman Report

The Professional Standards Program (PSP), a voluntary program established by the National Association of Educational Office Professionals (NAEOP) encourages educational office professionals to grow professionally. The PSP program acknowledges the combination of education, staff development and association involvement at all levels.

The Professional Standards Program (PSP) was officially adopted in 1956 in Los Angeles, California. The first 41 certificates were awarded in Pennsylvania in 1957. The Certified Educational Office Employee (CEOE) was approved in 1980. Pat Fleming, Maryland, received the first CEOE distinction.

Since the Professional Standards Program was established in 1957, 517 certificates have been issued to Kansas members. Mona Smith, NAEOP and KAEOP Past President, was the first Kansas member to receive a PSP in 1957-1958. One hundred and one (101) Kansas members have received the CEOE distinction.

Members receiving their PSP this past year were recognized during the luncheon at the KAEOP Fall Conference in Hays on Friday, October 23. Theresa Cote and Charlotte Zeller both received their Advanced III, Option I certificate, as well as the CEOE distinction.

Recertification, established May 15, 2002, provides the opportunity for continued recognition of professional growth. Recertification applies to all PSP certificate levels, but not the Certified Educational Office Employee (CEOE), which is a distinction. To date, five of our members have recertified their highest level of their PSP:

Terry Leiker
Debbie Opheim, CEOE
C. June Seavey, CEOE
Marlene Vierthaler, CEOE
Cheryl Walker

The next PSP filing date is January 15, 2010. If you have any questions regarding PSP certification or recertification, please contact me via email at tcote@ksde.org or by phone: (785) 296-2303.

If you have not received your PSP certification, you are encouraged to take the time to look at the program and its benefits. This is an opportunity to let your board and administrators know about your commitment to continuing your education as an educational office professional.

Theresa Cote, PSP Chairman
120 SE 10th Ave.
Topeka, KS 66612
tcote@ksde.org

From the KAEOP Executive Board

News from the Membership Chairman:

Hello Ladies! As you may or may not know KAEOP is going thru some changes. My own personal experience with the new meeting format during the KAEOP conference in Hays, Kansas was a great one.

During the conference many items were discussed, one of those being Money. Also discussed were ways to keep our organization strong and communication is a big part of that. As we all know, postage continues to rise and one of our biggest expenses is the **Kaleidoscope**. One way to save KAEOP money is for our members to access the **Kaleidoscope** via the internet.

We realize some of our members may not have access to the internet. If you do not have that capability, please contact me by phone or by mail and I will make sure you are on the list for all KAEOP information to be mailed to your home. If you have access to email please drop me a line to confirm that I have your current email address. KAEOP wants to provide information about the association to ALL of our members. Our members are what make KAEOP a great association to belong too!!!

Susan Owens, Membership Chairman
1873 Idaho Rd.
Humboldt, KS 66748
susan.owens@usd257.org

Judy O'Malley
and Debbie
Hendrick at the
Sernberg





NAEOP

Allied with:

American Association of
School Administrators

Affiliated with:

National Association of
Elementary School
Principals

Endorsed by:

National Association of
Secondary School
Principals

National School Boards
Association

2010 NAEOP Insti- tute & Briefings Co-chairs

Lisa Morehouse,
CEOE (Nebraska)
lmoreho@lps.org

Charlotte Zeller,
CEOE (Kansas)
czeller@ksde.org



NAEOP National Association of Educational Professionals

Institute and Briefings Overview

You are cordially invited to join us in Kansas City, Missouri the week of July 5, 2010, to attend two days of professional development classes through the NAEOP Institute. We offer you the key to unlock the door to a series of exciting, motivating, and enlightening classes that will push your professional development to the next level.

As your Institute and Briefings co-chairs we were given the challenge of bringing you top notch presenters and classes. To meet that challenge, we reached out across the United States as well as utilizing our NAEOP talent pool to bring you a total package of presenters and topics that will help you enhance both your professional and personal skills. From the Institute classes to the Briefing sessions we are presenting you with the keys you need to unlock your potential and increase your effectiveness as an office professional in your workplace.

Institute classes (15-hour Education credit) will be held on

Monday, July 5, 7:30 – 11:30 a.m. and 1:00 – 5:00 p.m.

Classes will resume on

Tuesday, July 6, 7:30 – 11:30 a.m. and 1:00 – 4:00 p.m.

This year, you'll be on your own for lunch with an hour and a half to explore the KC eateries within the Crown Center Plaza area and have an opportunity to get to know your fellow NAEOP members.

In response to conference attendees asking for more briefing opportunities, the NAEOP board worked hard to add an additional afternoon for briefings. At the 2010 conference, briefings will be held as follows:

Tuesday, July 6 from 1:00 – 2:30 p.m. and 3:00 – 4:30 p.m.;

Wednesday, July 7 from 8:30 – 10:00 a.m. and 10:00 – 11:30 a.m., and

Thursday, July 8 from 10:15 – 11:45 a.m.

For only \$5.00 a session, you can choose from **25 awesome opportunities** to strengthen your talent base as an office professional with information offered on a multitude of topics.

For a complete description of the Institute and Briefing classes, check out the winter issue of the *NES*. We will also be posting information on the classes and the presenters on the NAEOP website. For those of you that would like further information on a few of the national presenters, check out their websites at:

- Bonnie Coffey, www.bonniecoffey.com
- MK Mueller, www.mkmueller.com
- Nancy Noonan, www.nancynoonanspeaks.com
- Dr. Steve Sobel, www.drstevesobel.com

We are also looking for conference attendees who would like to give us a hand during the conference. We will need session facilitators, AV techs, runners and more. If you're interested in getting your feet wet at the national level or if you have any questions, please let us know.

We know you'll find an outstanding lineup of presentations just waiting for you to partake in. Grab the key and unlock the door.....Experience the learning and networking opportunities of the Institute and Briefings at the 2010 NAEOP Conference in Kansas City!

KAEOP Award Applications Due January 15, 2010

KAEOP Award Applications DUE January 15, 2010

Each year, KAEOP encourages each affiliate of the current affiliation year (July 1-June 30) to nominate one candidate to apply for the **Educational Administrator of the Year** and **Educational Office Professional of the Year**.

The applications, along with more detailed guidelines, can be accessed at www.kaeop.org by clicking on Awards & Recognition on the left side of the page. Listed below are the eligibility requirements for each award.

Educational Administrator of the Year

Eligibility

Candidate must be currently employed as an educational administrator.

Candidate must have been employed as an educational administrator for three years.

Candidate must be a member of the national educational association that represents his/her professional occupation.

Educational Office Professional of the Year

Eligibility

Candidate must be a current KAEOP and NAEOP member and must have held membership for a minimum of three consecutive years immediately prior to nomination.

Candidate must be a member of the affiliate association submitting the nomination.

Candidate must currently be employed as an educational office employee (i.e., secretary, clerk, bookkeeper, registrar, library aide, etc.)

Candidate must have been employed as an office employee for a minimum of five years in an educational institution, agency, public or private school, college or university.

Submit forms and letters of recommendation with the \$5.00 fee **POSTMARKED by JANUARY 15** to:

Gwen Kramer

Kansas State Department of Education

120 SE 10th Ave

Topeka, KS 66612-1182

(C) 785-224-6219 (W) 785-296-7795

gkramer@ksde.org



Smart Investing



“Many of us are feeling the economic pinch.”

Charlotte Zeller.



all you can be with KAEOP™

Many of us are feeling the economic pinch. Just the other day my daughter asked me when the recession was going to end. I had to tell her that unfortunately, it is just getting started and it will get worse before it gets better. Since I had no words of wisdom we ended the conversation. But I haven't let those thoughts go. While I haven't figured out words of wisdom on the financial side of it yet, I will admit that my plan is to spend less and save more. But the impact is much greater than this. In these tough times how can I persevere? What can I invest in that is worth the return? I will invest in me, by keeping my memberships in the Association of Educational Office Professionals renewed and being an active member. Through membership in my local, state, and national associations I will have invaluable training that will put me at the top. Active membership will sharpen my skills, make me more marketable, and most importantly, it will be fun too!

While math isn't my area of expertise I did discover that investing in me is only pennies a day. Membership at my local association is only one cent a day; KAEOP membership is only five cents a day; and NAEOP membership is only twelve cents a day. That's eighteen cents a day! If anyone can find a better deal I would love to hear about it. Even Coke is advertising “an mmm good day” for only 99 cents.” I do believe that AEOP has just surpassed Coke's claim and has something even better to offer. An investment in you!

This last year I served on the Membership Committee for NAEOP. While my primary goal was to target national membership, I also feel it is equally important to encourage membership at all levels. Be a 3-D member (local, state, and national). Reap the benefits at every level. Newsletters, conferences, classes, trainings, networking are only the beginning. Of equal importance is meeting new people, making new friends, enjoying the friends you have, and building a system of support personally and professionally. Too often we cut out what is most important. I urge you, don't skimp on your memberships in the Association of Educational Office Professionals. At every level invest in yourself. Start saving that pocket change or dig deep into the sofa. Make the commitment to you.

If you have any questions about membership please let me know. I do have forms available for both national and state memberships. I can be reached at: 785-296-7931 (wk), 785-836-2015 (hm), or email czeller@ksde.org.

Charlotte Zeller, CEOE



KSDE-Babies



Some people are just lucky and get three grandkids in one year. Beverly Smith has Michael Harding III born Aug. 21, 2009 and Twins Peyton Amiyah & Teryn Alyese Sails born on Oct. 21, 2009.



This little cutie could be a future president just like her mother.

Hallie Noll, at 5 months daughter of Amanda Noll



From your editor:

To those who counted the bees there were 28.

We have lots to cover this quarter with the elections . I still would like to have more stories and pictures from everyone out there.

Donna Matthis
120 SE 10th Ave
Topeka, KS 66612
dmatthis@ksde.org
785.296.3702





Affiliate News

Affiliations

Information packets were mailed to presidents of the 2008-2009 local affiliates on August 31, 2009. As of November 6 the following associates have affiliated with KAEOP for the 2009-2010: Eastern Kansas AEOP, Garden City AEOP, Sunflower Association; Flinthills AEOP, and Iola ESP. If you know of a local association which has not affiliated but would like to, please contact me at bjwillie@carsoncomm.com. Your organization must be an affiliate of KAEOP to nominate an Administrator of the Year and/or an Office Professional of the Year.

Julia Thompson, Affiliations Chairman

2009 - 2010 Affiliates

<p>Eastern Kansas AEOP President: Tammy Guss c/o Spring Hill USD 230 304 S. Webster Spring Hill, KS 66083</p>	<p>KSDE AEOP President: Gwen Kramer 120 SE 10th Ave. Topeka, KS 66612 gkramer@ksde.org</p>
<p>Garden City AEOP President: Polly Jo Smith P.O. Box 266 Deerfield, KS 67838 psmith@gckschools.com</p>	<p>Iola ESP President: Susan Owens c/o Iola High School 300 E. Jackson Iola, KS 66749 susan.owens@usd257.org</p>
<p>Sunflower Association President: Kathy Cummings 1501 Road 8 Howard, KS 67349 akcumings@ksok.biz</p>	<p>Flinthills AEOP President: Rita Luthi PO Box 150 Wakefield, KS 67487 ritaluthi@usd475.org</p>

KSDE AEOP MEMBERS BENEFIT FROM WEBINARS

What can we do to make professional development more meaningful, helpful, and beneficial for local members? That is the question local members of the Kansas State Department of Education (KSDE) AEOP charged officers with trying to figure out. Not all members are able to attend the state or national conferences where professional development happens. Some of the reasons that prevent members from attending conferences are cost, interference with family time, and time away from work when conferences are scheduled.

Searching the internet was one method used to find professional development relevant to the needs of the state department and assistants in general. Joan Burge webinars kept popping up for training of assistants. After viewing some of the series, it was decided to use them for local professional development training. The webinars are FREE of charge and 26 weeks in length. There is a blog connected with the trainings to make comments and ask questions which is a great way to expand your professional network.

A process was set up to help members get the most out of the trainings. KSDE AEOP is allowed to hold business meetings each month during the work day for an hour. The officers decided to cut the business portion of the meeting to 30 minutes which hopefully makes it a more efficient use of time. For the remaining 30 minutes, discussion time was set aside for the webinars. Viewing of the webinars is up to each individual and can be done during work hours. The average length of a webinar is 7-10 minutes. The time for each webinar is listed so time for viewing can be planned. There are 26 weeks in the Joan Burge free webinar series. The officers divided it out for the year and decided it would take 7 to 8 months to complete the series if we did at least 4 per month. To receive credit for an agency professional development certificate, each participating member is required to bring a comment or question about each webinar to share with the group. Due to the timeframe allotted, not all questions and comments can be discussed. For the benefit of all, the comments and questions will be compiled into a document to be shared at the end of the training.

Joan Burge webinar trainings focus on soft skills to be used in the assistant workforce. Joan assigns exercises to try with your boss or immediate supervisor at the end of each webinar. A different perspective is sometimes refreshing to the tasks we tackle every day.

Positive feedback from the webinars has been experienced by KSDE AEOP members to date. If more information is needed, visit www.officedynamics.com and consider joining the Joan Burge 26 weeks of free webinars.

Gwen Kramer, KSDE AEOP President

Inspiration for all of us

Cheryl Walker, Peggy Hilliard, and Debbie Opeim are out there doing something about breast cancer.

Way to go girls .



KAEOP Fall Conference

HAYS, KS. OCTOBER 22-23, 2009

I just wanted to put a little something in the newsletter to show how proud I am of everyone who put on the Fall Workshop in Hays. Barb Clay and Sharon Grisier did a wonderful job of getting all of the work done for us to be able to attend. Judy Shepard worked very hard on finding informative classes. To everyone who attended I thank you!! We might have been small but we were mighty!! I hope to see you in Topeka in April.

Chrissy Powell
Workshop Coordinator

Inservice Report

Our morning began with Mary Ann Thomas from the Hays Public Library. She shared with us the history of Hays and Ellis County. Mary Ann has the Kansas Room at the Hays library and she is also writing a book about Kansas.

She told us about the Russians that came and settled outside of Hays, and how oil was very important to Hays. Hays was a thriving town in the old days. She made Hays come alive for all of us. A few of us went downtown and went to her Kansas Room which was very interesting. If anyone has questions about Hays or Kansas I know she would love to hear from you.

Next we went to the Steinberg Museum. This is about the 5th time that I have gone to the Museum and each time I see something that I have missed. I think that the "Fish within a Fish" is one of the most interesting in the museum. We also discovered that the "Fish within a Fish" was discovered on one of our members (Gwen Kramer) grandfather's farmland. George Steinberg and his sons Levi and George Jr. really gave some history to marvel at. If ever you are driving on I-70 please exit and see the museum. It is well worth your time.

Judy Shepard, Curriculum



Chrissy Powell, Judy O'Malley (standing), Susan Owens, Judy Shepard, Cheryl Walker, & Vicki Frazier game night at Fall Conference 2009.



"We also discovered that the "Fish within a Fish" was discovered on one of our members (Gwen Kramer) grandfather's farmland."

Judy Shepard



Pictured are Sue Kill, Karen Pulaski, Jean Ward, Barbara Clay and Julia Thompson. These retirees attended the KAEOP conference in Hays and toured the Sternberg Museum to see the world famous Fish-Within-a-Fish.



RETIREES

INFORMATION NEEDED ON MEMBERS RETIRING

Your help is needed in securing the names and addresses of KAEOP members who have retired during the 2008-2009 school year or those who have plans to retire in the 2009-2010 school year.

If you know of anyone in your affiliate, please share this form with them and return to the Retired Membership Chairman. Retirees will be honored at the Spring Workshop in 2010. We encourage any KAEOP retiree past/future to participate in the activities planned at both Fall and Spring Workshops.

RETIRED KAEOP MEMBER

NAME: _____ USD# _____

HOME ADDRESS: _____

POSITION: _____ DATE OF RETIREMENT: _____

MEMBER: Local _____ years KAEOP _____ years NAEOP _____ years

OFFICES OR POSITIONS HELD: _____

PLEASE TELL US YOUR FUTURE PLANS: _____

Please return to: Linda Cowan, CEO
1492 CR 2300
Caney, KS 67333

2010 - 2011
KAEOP
Election
Information

Positions up for Election:

- President-Elect
- Vice-President
- Corresponding Secretary
- Curriculum Chairman
- Member-at-Large

2010-2011 KAEOP Executive Board Nominees

President Elect — Debora Jensen

Employer: USD 259

Position: Elementary Secretary

Years in Current Position: 18 years

Years in Education: 28 years

Job Responsibilities: Secretary, bookkeeper, cashier, payroll, nurse, clerk, machine repair and everything else that needs doing.

Experience related to position running for: Girl Scout leader, President of Wichita AEOP, Membership Coordinator of WAEOP, Parliamentarian of WAEOP and Secretary of Home Owners Association.

Years in KAEOP: 20 years

KAEOP Committees/Offices: Recording Secretary, Chaplain and Workshop Registrar.

Member of Local Organization, Name: Wichita AEOP

NAEOP Member: Yes



Vice President — Denise Shockey

Employer: USD 259

Position: Transportation Secretary

Years in Current Position: 3 ½ years

Years in Education: 12 1/2 years

Job Responsibilities: Tracking budget, keeping managers calendar, answering phones, setting up homeless transportation, tracking early out schools, reconcile bills, order fuel for the bus barns and payroll.

Experience related to position running for: Cub Scouts cub master, School site council secretary, WAEOP: President, President-Elect, Membership and newsletter.

Years in KAEOP: 9 years

KAEOP Committees/Offices: Corresponding Secretary, 2nd Vice President, Member-at-Large, Workshop Registrar and Workshop Chairman.

Member of Local Organization, Name: Wichita AEOP



2010-2011 KAEOP Executive Board Nominees Continued

Corresponding Secretary— Theresa Cote, CEOE

Employer: KSDE

Position: Senior Administrative Specialist

Years in Current Position: 23 years

Years in Education: 35 years



Job Responsibilities: Personal and confidential secretary for the Deputy Commissioner of the Division of Learning Services. Responsibilities include a variety of administrative tasks, including coordinating and maintaining supervisor's calendar; coordinating and preparing submission of State Board of Education meeting agenda items from the division; reviewing and editing outgoing correspondence; researching, compiling, and preparing information and materials; coordinating, planning and implementing logistics for conferences, workshops, training, etc; serving as Logistics Committee Chairman of the KSDE annual conference; developing, maintaining and updating agency listservs for principals and curriculum leaders, as well as compiling information for KSDE Updates to the listservs; and maintaining division webpage on the KSDE website.

Experience related to position running for: Served as Chairman/Editor of the National Association of Educational Office Professionals (NAEOP) "Affiliates in Action" quarterly newsletter. Also, served as editor of the Kansas State Department of Education's newsletters.

Years in KAEOP: 32 years

KAEOP Committees/Offices: President, President-Elect, Immediate Past President, Recording Secretary, Curriculum Chairman, Affiliations Chairman, PSP Chairman, Chaplain, NAEOP State Director.

Member of Local Organization, Name: KSDE AEOP

NAEOP Member: Yes

Curriculum Chairman — Write in Vote

2010-2011 KAEOP Executive Board Nominees Continued

Member at Large— Vicki Frazier

Employer: USD 260

Position: Secretary to the Superintendent

Years in Current Position: 5 years

Years in Education: 10 years

Job Responsibilities: Correspondence, Policy updates, Board Clerk, Website updates.....

Experience related to position running for: Bookkeeping at Middle School level, currently Member at Large representative.

Years in KAEOP: 4 years

KAEOP Committees/Offices: Member-at-Large, Fall Workshop Chairman and Elections Committee.

Member of Local Organization, Name: No

NAEOP Member: Yes



Member at Large— Tammy Guss

Employer: USD 230

Position: Administrative Assistant

Years in Current Position: 4 years

Years in Education: 14 years

Job Responsibilities: Assistant to maintenance / grounds director and the Technology director.

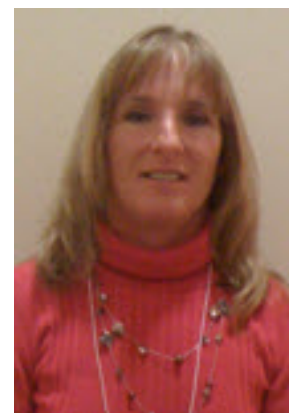
Experience related to position running for: Record keeping, purchasing, business classes toward my BSBM to be completed April 2010.

Years in KAEOP: 4 years

KAEOP Committees/Offices: Chaplain

Member of Local Organization, Name: Eastern Kansas AEOP

NAEOP Member: Yes



National Association of Educational Office Professionals

PO Box 12619 • Wichita KS 67277-2619 • 316/942-4822 • Fax 316/942-7100

www.naeop.org

New

Renewal

Membership Number _____

Active Membership \$45

Retired Membership \$25

Associate Membership \$45

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 US dollars

Outside of US special postage and handling charges apply. Please add an additional \$15

Job description

- Elementary
- Middle School / Junior High
- Secondary / High School
- Higher Education
- State Department
- Administration
- Career & Tech Education
- Retired
- Other _____

Name _____ Home Phone _____

Address _____ Office Phone _____

City _____ State _____ Zip _____ Fax _____

Recruited by (name) _____

E-mail _____

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

Check Enclosed

VISA

MasterCard

Cardholder's Name _____

Card Number _____ Expiration _____

Signature _____

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



Kansas Association of Educational Office Professionals Membership Application

July 1, 20____ to June 30, 20____

Member: \$20.00 Retired Member: \$10.00

Last Name _____ First Name _____ MI _____ Spouse's Name _____

Employer (Office or School) _____

Position _____

Address: Home _____ City _____ Zip _____

Work _____ City _____ Zip _____

Telephone: Home _____ / _____ Work _____ / _____

Name of Local Association _____

NAEOP Member: Number of Years _____ PSP Certificate _____ In Progress _____

KAEOP Member: Number of Years _____ New _____ Renew _____ Amount Enclosed \$ _____

Would you be interested in serving on a committee? Yes _____ No _____ Nominated for Office: Yes _____ No _____

E-Mail Address _____

Send this membership form and check (payable to KAEOP) to:

Cheryl Walker
5226 Mt Carmel
Wichita KS 67217