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KALEIDOSCOPE

Judy O'Malley, PRESIDENT

VOLUME XXXVI, ISSUE 2

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



All you can be with KAEOP





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,

It's hard to believe the summer is about over and we are starting a new school year. It seems like yesterday that I was installed as your 2009-2010 President. I want to thank everyone that attended the spring conference in Hutchison, April 2 -4, 2009, and making my installation a night to remember. It was nice to have my family and friends there.


We are starting our new format this fall in Hays. We will be facing many changes this year. Please be patient, like everything else it takes time. Remember change is good.

KAEOP is your association and only through your involvement we can make these changes work. Working effectively together we will meet and successfully handle any and all challenges. Whether you hold an office or if you are working behind the scenes you are all vital to the success of the association.

Barbara Clay, Workshop Chairperson; Sharon Grisier, Registrar; Judy Shepard, Curriculum Chairperson; Chrissy Powell, Workshop

Coordinator are working very hard to present a workshop full of professionalism, fellowship, and fun. Ladies, thank you for all your hard work.

I look forward to seeing you in Hays, October 22 -23, 2009.

“ 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 Calendar of Events

October 22-23, 2009

KAEOP Fall Conference
Hays, Kansas

April 15-16, 2010

KAEOP Spring Conference
Topeka, Kansas

April 23-24, 2010

Central Area Professional Development Day
Lincoln, Nebraska

July 5-9, 2010

NAEOP Annual Conference
Kansas City, Missouri

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2009 / 2010

JULY 2009							AUGUST 2009							SEPTEMBER 2009							OCTOBER 2009						
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MARCH 2010							APRIL 2010							MAY 2010							JUNE 2010						
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Butterfly on flower
sign of change.

Barbara
Clay, CEOE,
gave the
inspiration,
which
came from
“Loving
Promises.”

KAEOP Executive Board Meeting

The spring meeting of the KAEOP executive board was held at the Grand Prairie Hotel & Convention Center, Hutchinson on Thursday, April 2, 2009. President Kathy Ubert called the meeting to order. Barbara Clay, CEOE, gave the inspiration, which came from “Loving Promises.”

The following actions were taken by the executive board:

- Approved the minutes of the January 24, 2009 executive board meeting as revised.
- Approved destroying the ballots for the 2009 election.
- Approved a change in the affiliation guidelines that at least one member of the affiliate must be a KAEOP member
- Approved that ballots be submitted electronically
- Approved the budget for the Fall 2009 Workshop in Hays, Kansas.
- Approved reimbursing Theresa Cote \$30.00 for the KAEOP basket for the 2009 Central Area Professional Development Day.

There are currently 157 KAEOP members, 8 affiliated associations and 82 Kansans who are NAEOP members.

It was reported that we profited \$97.30 from the fall 2008 conference, as well as \$379 from the baskets and 50/50 drawing at the fall 2008 conference.

It was shared that Betty Knapp, KAEOP Past President, passed away.

As shared by President Ubert in a mailing to all KAEOP members, the board approved at their January 24, 2009 a change in the conference format beginning with the fall 2009 conference, which will be held October 22-23, 2009 in Hays. The executive board meeting will begin at 7:00 p.m. on Thursday, October 22, followed by a social time. On Friday, October 23 inservice classes will be held from 8:00 – 11:30 a.m. (approximately) and 2:00 – 4:30 p.m. (approximately), for a total of 6 hours. During lunch, the association’s business meeting will be held as well as the recognition of past presidents and PSP recipients. In the spring, we will recognize the office professional of the year, administrator of the year, as well as the installation of officers. After the spring 2010 conference, the board will review the conference format and decide whether to continue the format or make additional changes, etc.



KAEOP Scholarship Winners

Margaret Van Horn Scholarship \$300

Abraham Rodriguez from Garden City, Ks and Jeramy Neal from Paola, Ks.

Lola Mae Farmer Member Dependent Scholarship \$500

Tyler Ross from Milford, Ks.

NAEOP Marion T. Wood Scholarship

Abraham is our applicant and was selected as the 2009 recipient.

KAEOP Workshop Coordinator Report

The Executive Board has been reviewing potential format changes for our spring and fall conferences. It was decided at the January Board meeting that we would pursue implementing a new format for the fall 2009 Conference. After visiting with the staff at the Ramada Hays Convention Center we are excited to let you know that our fall conference will have a new look. The format is as follows:

Thursday, October 22

7:00 p.m. Board Meeting/Dinner

9:00 p.m. Social Time (for all conference participants following board meeting)

Friday, October 23

8:00 a.m. *Inservice Classes

11:30 a.m. Lunch (2 ½ hours)

50/50 Drawing

Business Meeting

Past President Recognition (fall)

Retirees Recognition (spring)

Affiliate Presidents Recognition (spring)

PSP (when needed)

Installation of Officers (spring)

Office Professional of the Year Award (spring)

Administrator of the Year Award (spring)

2:00 p.m. *Inservice classes

4:30 p.m. Adjournment

Drawing for the baskets from the Country Store

*A total of 6 hours of inservice classes.

While we will be working on details this will give you an idea of what to expect. A block of rooms will be available both Thursday and Friday nights. Make your plans to join us now as KAEOP embarks on a new adventure. Reserve the dates of Thursday, October 22 and Friday, October 23 on your calendar. Be there!



Charlotte Zeller
 KAEOP Workshop Coordinator
 10048 SW Jordan Road
 Wakarusa, KS 66546
 (785) 296-7931 (work)
 (785) 836-2015 (home)





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*

NAEOP National Association of Educational Professionals

It's already back to school time! If it's true that time flies when you're having fun, I must be having a blast!

Training has gone quite well although we're all a bit weary. My staff have been teasing me about being gone for a month. When we returned from conference, I was in training for a week and a half where they saw very little of me. I guess it's a good sign that missed me.

Following training, we prepare for the early arrival students. Once we are ready for our unofficial opening, we will be rushing to get them all in and putting out the small fires that seem to crop up. After that first day of school, things will begin to become a bit more routine, and I can wade through my own personal paper tornado.

Wes is now an eighth grader and glad to be in the class of "older kids" at his school. He had his first invitation to a "girl's" birthday party. I guess I'm going to have to stop calling him my baby (or not).

This summer has been one of helping out the neighbors. It seems like we're the local "pet sitters" whenever they want to travel. We've taken care of four dogs and a Chinese dragon (which Ralph calls a lizard). While Wes likes the little bit of extra income, it sure has cut down on our opportunities to travel.

Ramsey and Sarah . . . still in the job market. It's difficult to continue to encourage them when they are so down. They expected more instantaneous results once they acquired their degrees.

Ralph has been working on reconstructing a bird bath that my dad built 40 years ago. He had to find an antique plow part (a press wheel) first and then cut off the old press wheel and weld the new one on. He's in awe of what a wonderful welder my dad was (he was a very talented and creative man). Now Ralph is in the process of repainting and replacing the ornament on top. He's doing all of this as a birthday gift for me. What a guy!

Until next month, take care of yourself and get plenty of rest!

Lola Young, CEOE
NAEOP Central Area Director

"The mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements, and fellowship."

<http://www.naeop.org>

**NAEOP 75TH ANNUAL CONFERENCE AND INSTITUTE
BLOOMING, MINNESOTA**

In July, seven KAEOP members traveled to Bloomington, Minnesota, to attend the “75th Anniversary NAEOP Conference”. Myself, Judy O'Malley, Julia Thompson, Karen Pulashi, Gwen Kramer, Beverly Smith, Charlotte Zeller and Theresa Cote. Thank you for sending me as your official delegate for Kansas. I was very honored to carry the Kansas Flag at the opening session.

It was a very busy week for all. We attended institutes classes, business meetings, Advisory Council, Awards Banquet, PSP Banquet and the Installation Banquet. Charlotte Zeller and I met with 2010 National planning committee.

Four state members were elected to National committees:

- Beverly Smith – Special Projects
- Gwen Kramer – Nominations and Elections
- Charlotte Zeller – Long Range Planning
- Theresa Cote - Bylaws

Way to go ladies ! Thank you for representing Kansas this coming year.

Theresa Cote was recognized for receiving her PSP certificate. Congratulations Theresa!

I also had to opportunity to receive the certificate for our Marion T Woods Scholarship winner. Abraham Rodriguez was very deserving.

Our Kansas Prairie Doll didn't win but looked for nice among the other entries.

The “75th Anniversary calendars were on sale that the conference and they have all the information you would ever want to know about our National Association. If you are interested in purchasing one contact Theresa Cote. Theresa did a great job promoting the calendars.



KAEOP members at Bloomington, Minnesota, “75th Anniversary NAEOP Conference”.
Gwen Kramer, Karen Pulashi, Theresa Cote, Judy O'Malley, Julia Thompson, Charlotte Zeller and Beverly Smith



For more information check out the NAEOP website: <http://www.naeop.org/psp.htm>

UPDATE 2010 National Conference

“Central Area is hosting the 2010 National Conference in Kansas City, Mo.”

For those who weren't able to attend the meeting in Hutchison. Central Area is hosting the 2010 National Conference in Kansas City, Mo. The six states in Central Area are sharing the responsibilities.

Tuesday, July 6, 2010, Kansas will be in charge of the registration desk. Karen Pulaski has volunteered to do this again. Karen did such a great job in Colorado. Thank you, Karen

The Past Presidents have volunteered to be in charge of the hospitality room Wednesday, July 7, 2010. Thank you Past-President for volunteering!

Kansas spoke for the Awards Luncheon on Thursday, July 8, 2010. We are planning some fundraisers to off set the costs.

KAEOP will be having a Garage Sale and a Quilt raffle. I need to finalize the Quilt raffle. See the article on the Garage Sale in this issue.

If you have a great idea for a fundraiser please contact me.

Judy O'Malley
2009 - 2010 President

Our KAEOP members on the advisory council at "75th Annual NAEOP Conference"

*Gwen Karamer,
Julia Thompson,
and
Judy O'Malley
hard at work.*



all you can be with KAEOP”

Providing professional growth opportunities, leadership, and service for employees in education.

PSP by Theresa Cote PSP Chairman

Twenty-nine members participated in the last of the 7.5 hours of our 30 hour class, "Pick a Direction and Grow" at our spring 2009 conference in Hutchinson. Of those, the following completed the full 30 hours over the last two years:

Theresa Cote	Chrissy Powell
Kathy Cummings	June Seavey
Vicki Frazier	Judy Shepard
Tammy Guss	Denise Shockey
Debbie Hetrick	Polly Jo Smith
Debora Jensen	Kathy Ubert
April Neal	Cheryl Walker
Judy O'Malley	Charlotte Zeller
Susan Owens	

Members receiving their PSP this year were recognized during the PSP banquet at the NAEOP annual conference in Bloomington, Minnesota. Those members, as well as those recertifying, will be recognized at our PSP banquet during the fall 2009 KAEOP conference.

The next PSP filing dates are September 15, 2009 and January 15, 2010. If you have any questions regarding PSP certification, please contact me via email at tcote@ksde.org or by phone: (785) 296-2303. I look forward to assisting KAEOP members in achieving PSP certification or recertifying their PSP.

Linda Tribble, CEOE
NAEOP President
Congratulating
KAEOP's Theresa
Cote on her PSP cer-
tificate



For more information check out the NAEOP website: <http://www.naeop.org/psp.htm>

Garden City - Affiliate News



Garden City Association of Educational Office Professionals held their annual Boss' Breakfast, March 26th. Secretaries invited their bosses to breakfast. Our nutrition service department cooked the breakfast. We had around 75 secretaries and administrators attend.

We also sponsored an Administrator and Office Professional of the Year that we award at the breakfast. This year Jina Arellano, Special Education Coordinator was Administrator of the Year. Robin Lightfoot, Nutrition Services secretary, was Office Professional of the Year.

2009 - 2010 Affiliates

<p>Eastern Kansas AEOP President: Tammy Guss c/o Spring Hill USD 230 304 S. Webster Spring Hill, KS 66083 guss@usd230.org</p>	<p>KSDE AEOP President: Beverly Smith 120 SE 10th Ave. Topeka, KS 66612 bsmith@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 akcummings@ksok.biz</p>	<p>Flinthills A.E.O.P. President: Rita Luthi PO Box 150 Wakefield, KS 67487 ritaluthi@usd475.org</p>

Other News

KAEOP Garage Sale

KAEOP is having a Garage Sale. Everyone has items that they have purchased, received or items you plan on getting rid of.

Like candles, whatnots, lotions, jewelry, t-shirts, maybe even shoes that are new and you never returned. Nothing to large. Please mark each item with what you think it is worth and bring them to the fall workshop in Hays, October 22-24, 2009.

All proceeds will go towards 2010 National fund.

Judy O'Malley
2009 - 2010 President
2010 NAEOP Chair

Inspiration for all of us

A 92-year-old, petite, well-poised and proud man, who is fully dressed each morning by eight o'clock, with his hair fashionably combed and shaved perfectly, even though he is legally blind, moved to a nursing home today. His wife of 70 years recently passed away, making the move necessary. After many hours of waiting patiently in the lobby of the nursing home, he smiled sweetly when told his room was ready.

As he maneuvered his walker to the elevator, I provided a visual description of his tiny room, including the eyelet sheets that had been hung on his window. I love it,' he stated with the enthusiasm of an eight-year-old having just been presented with a new puppy.

Mr. Jones, you haven't seen the room; just wait.'

'That doesn't have anything to do with it,' he replied. Happiness is something you decide on ahead of time. Whether I like my room or not doesn't depend on how the furniture is arranged ... it's how I arrange my mind. I already decided to love it... 'It's a decision I make every morning when I wake up. I have a choice; I can spend the day in bed recounting the difficulty I have with the parts of my body that no longer work, or get out of bed and be thankful for the ones that do. Each day is a gift, and as long as my eyes open, I'll focus on the new day and all the happy memories I've stored away. Just for this time in my life.

Old age is like a bank account. You withdraw from what you've put in. So, my advice to you would be to deposit a lot of happiness in the bank account of memories!

Thank you for your part in filling my Memory Bank.
I am still depositing.

'Remember the five simple rules to be happy:

1. Free your heart from hatred.
2. Free your mind from worries.
3. Live simply.
4. Give more.
5. Expect less.

Have a nice day, unless you already have other plans.



KAEOP Spring Conference – April 3, 2009

Afternoon session of classes - "Why are there cops in school?"

Officers Ron Hollar and Colleen Stuart from the Topeka Police Department (TPD) presented our afternoon class. Both of these officers are each School Resource Officers (SRO) in a Topeka middle school. They explained what they do and why there are TPD officers as SRO's in the middle schools only.

They explained that for safety in our schools there are several things that we can control: our presence (we need to show confidence in our presence in the school), conflict resolution (how we diffuse a conflict), physical school safety, and crisis planning. When we are diffusing a situation, our mannerisms need to show that we are listening to the person with the problem. We need to remember that to that person their opinion is what matters, not ours. Officer Hollar explained that there are three (3) basic roles for an SRO in schools:

1. Teacher
2. Counselor
3. Law Enforcement

SRO's are also the people to ask for help when setting up a school crisis plan. They can do a walk through of the building to identify possible problem areas. They also in service staff on conflict resolution and how to handle problems when they arise. It was stated that there should always be a bomb threat sheet next to the telephone that gives the procedure to follow in the event of a bomb threat. Crisis plans should be practiced at least twice a year. Each room in the building that has staff and/or students should have red and green cards (two of each). They need to be placed where anyone in the classroom could find them in the event of an intruder. Directions for the use of these cards should also be with the cards and included in the building crisis plan. As part of being prepared for intruders, it is suggested that floor plans of school buildings not be included on the district website. The office should keep a daily list of students and staff that are absent with their crisis kit. The crisis kit should include rosters of students and staff, building maps, and a contact list of parents, media and administration.

This applies not only to students, but also staff. SRO's can teach classes on various law related topics. They serve as an informal counselor to both students and staff. SRO's drive marked police cars, wear a uniform and are armed. They are there to intervene, investigate, and when necessary, arrest.

Debbie Hetrick

"See what happens when you stay for the Business meeting you can win wonderful things Check the next page."



Country Store Report

At our Spring Conference in Hutchinson on April 2-4th, the Country Store was open for business. We had a total of twelve baskets that everyone could buy tickets for. That was a great showing. We had our same items for sell too. Over all, the Country Store didn't do too bad this conference. We made \$319.00 total on our basket tickets and merchandise. For our 50/50 tickets we made \$79.00. A big thank you goes out to all of the members that purchased tickets or items from the Country Store.

Our basket winners are as follows: Polly Jo Smith – Sunflower, Kathy Ubert – Sunflower, June Seavey – Presidents' basket, Jackie Messenger – Flint Hills, Jackie Messenger – Chrissy Powell's basket, Shanna Soukup – Iola, Gwen Kramer – Garden City, Charlotte Zeller – Garden City, Susan Owens – Spring Hill, Barb Clay – KSDE, Cindy Klause – Past Presidents, Theresa Cote – Kathy Cummings' basket. The 50/50 winner was Jackie Messenger from Garden City. She won \$79.00 at the luncheon on Friday afternoon.

Congratulations to all of the winners at the Spring Conference. I know that we are small in numbers but we always seem to get a quite a bit of money for our organization.



Denise Shockey and Chrissy Powell

Recap from Fall Conference

Basket Winners:



Flint Hills:
Cheryl McHenry

Garden City:
Peggy Hillard

KSDE:
Linda Cowan

Iola:
Theresa Cote

Sunflower (Fall):
Donna Matthis

Thanks to the Affiliates we had some great baskets at the Fall Conference.



Sunflower (Christmas):
Amanda Noll

Past Presidents:
Debora Jensen

Debbie Hetrick:
Denise Shockey

Spring Hill:
Debbie Hetrick

Wichita:
Sharon Grisler



KAEOP Retiree News

The KAEOP retirees had a great time at the April Conference in Hutchinson. There were six ladies that attended: Mildred Burroughs, Barbara Clay, Linda Cowan, Margie Prichard, Julia Thompson and Karen Pulaski. Shanna Soukup was another retiree that attended the conference, but did not attend the tours.

On Friday morning we drove to Yoder and of course our first stop was the bakery. Left some money there and moved on to the hardware store. We found some items that we thought were long and gone and even some new things. Visited a little shop with a Thomas Kinkade gallery, clocks and other items. We then visited the mercantile shop where you could buy all kinds of staples for cooking and baking. Our last stop was the quilt shop. We came back to the hotel for the luncheon where three retirees, Barbara Clay, Louise Baker and Linda Grindol were honored for their years of service. After lunch we took a guided tour to the Underground Salt Museum. What a wonderful experience 650 feet underground.

If you know of any KAEOP member that is retiring this year, please contact Linda Cowan as she will be the Retired Membership Chairman for 2009-2010.

Karen Pulaski, 2008-2009 Chairman



Retiree's
have lots of
fun





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 Chairperson. 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 the upcoming school year. Your assistance is greatly appreciated.

RETIRED KAEOP MEMBER

NAME: _____ USD# _____

HOME ADDRESS: _____

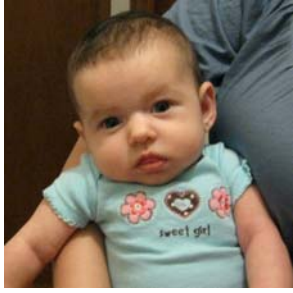
POSITION: _____ DATE OF RETIREMENT: _____

MEMBER: Local _____ years KAEOP _____ years NAEOP _____ years

OFFICES OR POSITIONS HELD: _____

PLEASE TELL US YOUR FUTURE PLANS: _____

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



Miss Deona Marie

From the Editor

Well, I don't know where to start. My life now includes a new Great-Grand Daughter. Deona Marie was born May 24, 2009. Since then we have been very busy.

At work I have moved to a new team and have had lots of things to do from Summer Academies to Schools on Improvement.

Never a dull moment in my life.

Do you have something you would like to see in the Kaleidoscope? Please send your ideas to:

Donna Matthis
120 SE 10th Ave
Topeka, KS 66612

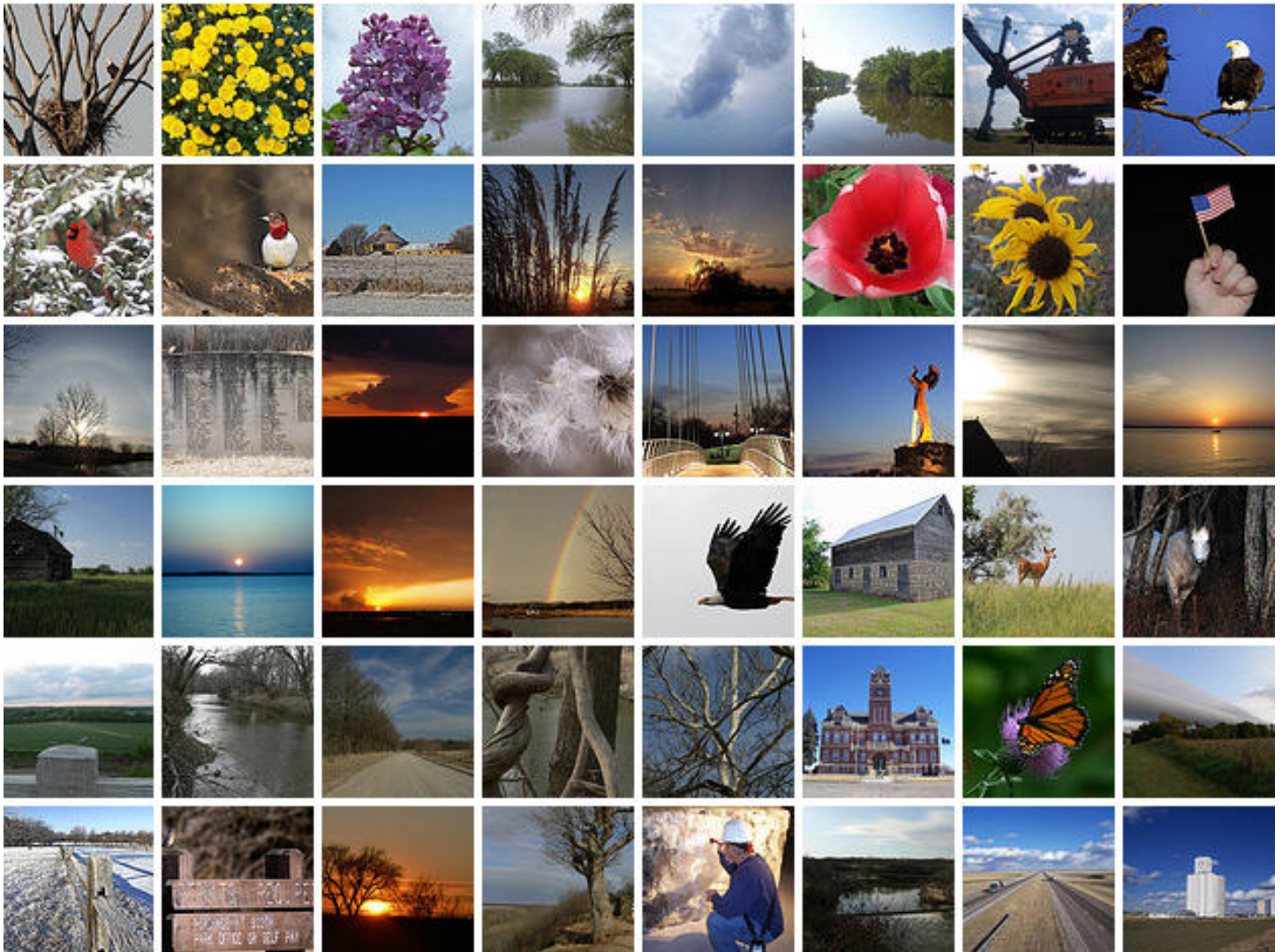
Or Email: dmatthis@ksde.org

"Never
a dull
moment
in my
life!"
Donna



******Look for how many bees you can find and let me know******

These are some of the beautiful pictures from Kansas. Just look around you and you will see what a wonderful state we live in.



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

Donna Mathis
120 SE 10th Ave.
Topeka, KS 66612

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KANSAS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
www.KAEOP.org



AN AFFILIATE OF **NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**
www.NAEOP.org

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 education systems in Kansas."



KAEOP Membership Pledge

"I hereby pledge myself to be true to the principles and ideals of the Kansas Association of Educational Office Professionals. I will foster and encourage service, fellowship, information and recognition. I further promise to support my officers to the best of my ability."