

KALEIDOSCOPE

WINTER 2007

AMANDA NOLL, PRESIDENT

VOLUME XXXV, ISSUE 11

INSIDE THIS ISSUE

President's Message	2
2007-2008 Calendar of Events	2
KAEOP 2007 Executive Board	3
KAEOP News	4
NAEOP News	7
Central Area Update	8
2007 Fall Conference (Pictures)	9
2008-2009 KAEOP Executive Board Election	11
Election Nominees	12
Election Ballot	17
NAEOP Membership Form	19
KAEOP Membership Form	19

The Official Publication of the Kansas Association of Educational Office Professionals

Angels for Education

2007-2008





Amanda Noll
KAEOP President

*Kansas Association of
Educational Office
Professionals*
www.KAEOP.org

*National Association of
Educational Office
Professionals*
www.NAEOP.org

A Message From Amanda....

Dear KAEOP Friends,

I would like to thank Fall Workshop Chairman Pat Scrivner, Registrar Sherry Webb, Workshop Coordinator Charlotte Zeller, and Curriculum Chairman Judy Shepard for all their hard work in making the Fall Conference a success. Those in attendance gained valuable information from classes presented by Judi McKinney. More information on the classes can be found in the following pages of this newsletter. I appreciate the great response to our donations of school supplies, which went to Greensburg. All the items have been delivered.

Thank you to the Garden City gals for the wonderful Open House; we all had fun! Also, thank you to KSDE AEOP for the angel pins at Friday's Past President's lunch.

Fall conference was a busy time for the nominating committee, chaired by Debbie Hetrick, as they secured nominations for the 2008-2009 KAEOP officers. Thank you to all those who agreed to put their names on the ballot. I encourage all members to take the time to mark your ballot and return it in a timely manner. This is your organization and one of the ways your voice can be heard.

The executive board members of KAEOP are here to serve the membership and we encourage you to contact us if you would like more information about the organization, upcoming conferences, or if you have suggestions or ideas for future conferences.

I hope each of you had very happy Thanksgiving and a merry Christmas as well.

Sincerely,
Amanda Noll, President

2007-2008 Calendar of Events

- | | |
|-------------------|---|
| January 15, 2008 | Deadline for PSP Applications |
| January 19, 2008 | KAEOP Executive Board Meeting, Salina, KS |
| March 27-29, 2008 | Central Area PDD, Columbia, MO |
| April 3-5, 2008 | KAEOP Spring Conference, Salina, KS |
| May 15, 2008 | Deadline for PSP Applications |
| June 14, 2008 | KAEOP Executive Board Meeting, TBA |
| July 7-11, 2008 | NAEOP Annual Conference, Broomfield, CO |

2007-2008 KAEOP Executive Board

<p>President Amanda Noll, CEOE 12543 U.S. Highway 116 Cummings, KS 66016 (913) 886-2685 (H) (785) 296-2191 (W) (913) 370-3026 (C) KSDE anoll@ksde.org</p>	<p>Member-At-Large Chrissy Powell 411 N. Cottonwood Iola, KS 66749 (620) 363-0080 (H) (620) 365-4725 (W) Iola High School, Iola USD 257 chrissy.powell@usd257.org</p>	<p>NAEOP State Director Linda Cowan, CEOE Route 1, Box 179 Caney, KS 67333 (620) 289-4227 (H) (913) 592-7216 (W) Retired glcowan@totelcsi.net</p>
<p>President-Elect Kathy Ubert 1913 Holmes Road Hays, KS 67601 (785) 625-3592 (H) (785) 623-2400 (W) Nutrition Services Dept., Hays USD 489 kubert@hays489.k12.ks.us</p>	<p>Member-At-Large Susan Owens 1873 Idaho Road Humboldt, KS 66748 (620) 473-2756 (H) (620) 365-4725 (W) (620) 365-9322 Iola High School, Iola USD 257 Susan.owens@usd257.org</p>	<p>Parliamentarian Kathy Cummings 1501 Road 8 Howard, KS 67349 (620) 298-2041 (H) (620) 374-2133 (W) West Elk USD 282 akummings@ksok.biz</p>
<p>1st Vice President Debbie Hetrick 1646 East 400 Road Lawrence, KS 66049 (785) 887-6750 (H) (785) 597-5138 (W) (316) 204-5912 (C) Perry USD 343 dhetrick@usd343.org</p>	<p>Workshop Coordinator Charlotte Zeller 10048 S.W. Jordan Rd. Wakarusa, KS 66546 (785) 836-2015 (H) (785) 296-7931 (W) (785) 806-6707 (C) KSDE czeller@ksde.org</p>	<p>Professional Standards Program Theresa Cote 4584 Clark Road Meriden, KS 66512 (785) 246-3105 (H) (785) 296-2303 (W) (785) 633-2171 (C) KSDE tcote@ksde.org</p>
<p>2nd Vice President Denise Shockey 230 W. 47th St. N. Wichita, KS 67204 (316) 204-5912 (W) (316) 973-2243 (W) (316) 204-5912 (C) Transportation Department, Wichita USD 259 dshockey@usd259.net</p>	<p>Immediate Past President Julia Thompson 502 Navajo Hiawatha, KS 66434 (785) 742-2500 (H) (785) 742-7181 (W) (785) 741-5655 (C) Hiawatha Elementary, Hiawatha USD 415 jthompson@usd415.org</p>	<p>Retired Membership Karen Pulaski, CEOE 8433 S. Spencer Road Sedgwick, KS 67135 (316) 283-3139 (H) Retired kpulaski@iwichita.com</p>
<p>Recording Secretary Debra Jensen 275 Maple Dunes Ct. Wichita, KS 67204 (316) 721-0944 (H) (316) 973-0400 (W) (316) 664-1248 (C) Peterson Elementary, Wichita USD 259 djensen@usd259.net</p>	<p>Affiliations Bev Smith 120 S.E. 10th Avenue Topeka, KS 66612 (785) 608-0824 (H) (785) 296-1978 (W) KSDE bsmith@ksde.org</p>	<p>Scholarship Polly Smith P.O. Box 266 Deerfield, KS 67838 (620) 426-7071 (H) (620) 276-5260 (W) Gertrude Walker Elementary, Garden City USD 457 psmith@gckschools.com</p>
<p>Corresponding Secretary Erin Gibson 118 W. Banks Ave. Burlingame, KS 66413 (785) 224-1378 (H) (785) 296-4360 (W) KSDE egibson@ksde.org</p>	<p>Chaplain Judy O'Malley 25820 West 253rd Paola, KS 66071 (913) 963-4010 (H) (913) 592-7216 (W) Spring Hill Middle School, Spring Hill USD 230 judy@usd230.org</p>	<p>Fall Workshop Chairman Pat Scrivner 5810 SW Candletree Dr. #20 Topeka, KS 66614 (785) 221-5856 (H) (785) 296-8447 (W) KSDE pscrivner@ksde.org</p>
<p>Treasurer June Seavey, CEOE 18085 West 182nd Street Olathe, KS 66062 (913) 592-3076 (H) (913) 592-7243 (W) Spring Hill USD 230</p>	<p>Membership Cheryl Walker 5226 Mt. Carmel Wichita, KS 67217 (316) 524-9663 (H) (316) 554-2236 (W) (316) 258-7835 (C) Campus High School, Haysville USD 261 cwalker@usd261.com</p>	<p>Website Barbara Clay, CEOE 633 N. Oak Iola, KS 66749 (620) 365-3408 (H) (620) 365-4715 (W) (620) 228-1403 (C) Iola High School, Iola USD 257 barb.clay@usd257.org</p>
<p>Curriculum Chairman Judy Shepard 907 E. 3rd Kinsley, KS 67577 (620) 659-3472 (H) (620) 659-2866 (W) Kinsley-Offerle Elementary, USD 347 jshepard@usd347.org</p>	<p>NAEOP Public Relations Dee Lewis 120 S.E. 10th Avenue Topeka, KS 66612 (785) 478-9176 (H) (785) 296-3047 (W) (620) 363-2390 (C) KSDE dlewis@ksde.org</p>	

KAEOP News

Past Presidents



KAEOP Past Presidents gather for a picture at the 2007 Fall Conference in Great Bend

KAEOP Past Presidents held their fall meeting on October 11, 2007 following the fall conference Open House with eight members present. Communications from past presidents who could not attend were shared and the treasurer's report was given. A cheer

card was signed for Betty Knapp, president 83-84. Members brought gift cards for our Country Store "basket." It was the consensus of the group to do gift cards again for the spring conference. We also discussed giving a one-year KAEOP membership at the spring conference. We have affiliated with KAEOP and NAEOP for 2007-08. Past Presidents in attendance were recognized at the conference luncheon on Friday. Our next meeting will be April 3, 2008 in Salina following the spring conference Open House. All KAEOP past presidents are welcome and encouraged to attend.

Julia Thompson,
Immediate Past President

Workshop Coordinator Report

I hope you all are planning to attend our Spring 2008 Conference, April 3-5 in Salina. Denise Shockey, Workshop Chairman and, Debora Jensen, Registrar, in addition to all the behind the scenes folks, are working very hard to make this an outstanding conference. Conference information will be available on our website, www.kaeop.org. Please also make sure and save the upcoming dates on your calendar for our future conferences. They are:

Fall 2008: October 9-11, Emporia

Spring 2009: April 2-4, Hutchinson

Fall 2009: Hays

The dates for the Fall 2009 conference have not been set yet but be watching for further details. We are also looking at future sites. Locations are determined by a statewide rotation, accommodations, and competitive pricing.

If you have any questions, suggestions for future conference locations, or would like to review a copy of the updated *Guidelines for KAEOP Conferences/Workshops*, 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)

KAEOP News Continued....

Professional Standards Program

During the PSP Banquet, it was a privilege to recognize the following KAEOP members who received their PSP certificate this past year.

Associate Professional, Option I

Julia Thompson, Hiawatha

Advanced II, Option I

Theresa Cote, Meriden
Charlotte Zeller, Wakarusa

Bachelor Degree, Option II

Patricia Scrivner, Topeka

We also recognized the following members who recertified their highest level of their PSP during this past year:

Marlene Vierthaler, CEOE, Haysville
Cheryl Walker, Haysville

Since the Professional Standards Program was established in 1957, 515 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. Ninety-nine (99) Kansas members have received the CEOE distinction.

If you have not received your PSP certification, I would encourage you to take the time to look at the program and its benefits. The next filing date is January 15, 2008. 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 or recertifying PSP certification.

Theresa Cote, Chairman

Fall Workshop Chairman

The KAEOP Fall Conference was held at the Highland Hotel and Convention Center in Great Bend, Kansas on October 11-13, 2007. We started off with a great scavenger hunt organized by our members from Garden City-Joanne Nelson, Tracey Percival, and Polly Jo Smith. Thank you ladies!

Twenty-nine people attended the conference. We had an excellent seminar presented by Judi McKinney, nurse from Kinsley-Offerle. She did a great job of keeping the class moving and teaching us about CPR and First Aid. The retirees enjoyed their tour of Santa's World and the Barton County Historical Society Museum and Village.

At Friday's luncheon we honored KAEOP Past Presidents and were entertained by the Great Bend High School Madrigal-Pop Singers. We were their first performance for the year and the outfits were so new that some were held together with safety pins. Let me say they looked and sounded great!

Friday evening's PSP banquet was a lovely event where we honored Julia Thompson for Associate Professional, Option I, Theresa Cote and Charlotte Zeller for Advanced II, Option I, Pat Scrivner for Bachelor Degree, Option II. We also recognized Marlene Vierthaler, CEOE and Cheryl Walker for recertification. Following the banquet we held an informal game night which was enjoyed by all.

I would like to take this opportunity to thank Sherry Webb, registrar, and Charlotte Zeller, Workshop Coordinator, for all their work in making this conference a success.

Pat Scrivner, Fall Conference Chairman

KAEOP News Continued....

Affiliations

To date, I have received eight (8) Affiliation applications of which five (5) received their certificates at our State Association's Fall Conference in Great Bend, KS. Iola ESP, KAEOP Past Presidents & Wichita AEOP will receive their certificates at our spring conference.

Eleven (11) Affiliation Packets were e-mailed/distributed September 4, 2007.

Affiliation(s) received to date is as follows:

Eastern Kansas AEOP
 President: Judy O'Malley
 301 E. South St.
 Spring Hill, KS 66083
judy@usd230.org

KSDE AEOP
 President: Dee Lewis
 120 SE 10th Ave.
 Topeka, KS 66612
dlewis@ksde.org

Garden City AEOP
 President: Jaime Sawyers
 1205 Fleming
 Garden City, KS 67846
jsawyers@gckschools.com

Iola ESP
 President: Chrissy Powell
 411 N. Cottonwood
 Iola, KS 66749
chrissy.powell@usd257.org

Haysville AEOP
 President: Debbie Opheim
 174 Peachwood Dr
 Haysville, KS 67060
dopheim@usd261.com

Wichita AEOP
 President: Denise Shockey
 230 W. 47th St. North
 Wichita, KS 67204
dshockey@usd259.net

Sunflower Association
 President: Kathy Cummings
 1501 Road 8
 Howard, KS 67349
akummings@ksok.biz

KAEOP Past Presidents
 President: Julia Thompson
 502 Navajo
 Hiawatha, KS 66434
bjwillie@carsoncomm.com

Bev Smith,
 Affiliations Chairman

KAEOP News Continued... / NAEOP News

Scholarship

KAEOP Scholarships are due January 15, 2008.

Please mail to:

Polly Smith
Box 266
Deerfield, KS 67838

Applications are available online at www.kaeop.org or from your affiliate president.

Polly Smith,
Scholarship Chairman

Member Thank-You

I would like to express my sincere gratitude for all of the cards, prayers during my time of the loss of my husband. Keep prayers coming and thanks again.

Love,
Judy Shepard

NAEOP's 75th Anniversary

Theresa Cote, Chairman

Did you know that NAEOP will celebrate its 75th anniversary in 2009? In celebration of their "Diamond Anniversary," they are putting together an historical calendar of important events that have occurred since our 65th anniversary. This calendar will include lots of history of the national association, as well as the names and birthdays of members and their families. During the 2007 national conference in Seattle, we started collecting entry information for the calendar. The cost per entry is \$1.00; e.g., birthday, anniversary, etc. If you'd like to have your birthday or another special occasion included in the calendar, please submit the form below along with your money to:

Theresa Cote
4584 Clark Road
Meriden, KS 66512

Also, in observance of NAEOP's 75th anniversary, there will be a state doll contest. Many of you may recall we used to have a state doll, we believe she was called "Katie Kansan." However, we do not know if she is still around. In any case, we want to have a state doll to take to the 2009 conference in Minnesota. During the KAEOP fall board meeting we discussed having a doll competition among members and/or affiliates. Although we have over 1 ½ years, it's not too early to start thinking about what type of doll represents Kansas. We haven't finalized all the details, deadlines, etc. so watch the *Kaleidoscope* for further details.

Central Area Update

Lola J. Young, CEOE
Central Area Director

2008 Central Area PDD

Our Missouri friends are having a great time compiling the Central Area Cookbook. Thanks to those who submitted recipes. I can't wait to try them out! You'll have your chance to get yours at the next Central Area Professional Development Day. The big event will be March 28 & 29 at the Courtyard by Marriott in Columbia, MO. For further information go to Missouri's Web site: www.maeop.net where the registration form, agenda, etc., are now ready for you to print, or contact one of the co-chairmen, Jorene Brooks, jbrooks@columbia.k12.mo.us or Debbie Geib, geib@msbanet.org. We look forward to networking with our KIMINI friends (and anyone else who wants to join us).

Special Dates to Remember

January 15, 2007 – PSP Filing Deadline
January 25, 2007 – NES Connector Deadline

March 27-29, 2008 – Central Area Professional Development Day and Missouri AEOP Conference, Columbia, MO.

April 3-5, 2008 – Kansas AEOP Spring Conference, Salina, KS
April 10-11, 2008 – Nebraska EOPA Spring Conference, Lincoln, NE
April 17-19, 2008 – Indiana AEOP Spring Conference, Middlebury, IN

July 7-11, 2008 – NAEOP Annual Conference, Broomfield, CO

KAEOP Fall Conference Pictures



PSP Recipients: Charlotte Zeller, Cheryl Walker, Pat Scrivner, Julia Thompson, Theresa Cote



The Great Bend High School Madrigal-Pop Singers entertain at Friday's luncheon



Conference participants partake in the CPR/First Aid class



First Timers: April Neal, Tammy Guss, Tiffany Ellerman, Tracey Percival

KAEOP Fall Conference Pictures



Basket Winners Back Row:
Amanda Noll, Debbie Hetrick,
Joanne Nelson, Barb Clay
Front Row: Theresa Cote, Kathy
Cummings, Judy O'Malley, Tammy
Guss



Judy O'Malley assists Nurse Judi
McKinney with a first aid activity



Sherry Webb, Chrissy Powell, Susan
Owens, Heather Owens, and Kathy
Cummings enjoy game night
following Friday's PSP banquet.



Thursday's Door Prize Winners: Tiffany
Ellerman, Denise Shockey, Judy O'Malley,
June Seavey, Karen Pulaski

2008-2009 KAEOP Executive Board Election

**2008-2009
KAEOP
Executive Board
Election**

Positions up for Re-election:

President-Elect

Second Vice President

Corresponding Secretary

Curriculum Chair

Member-at-Large

2008-2009 KAEOP Executive Board Nominees

President-Elect

Judy O'Malley

Employer: Spring Hill Middle School USD 230

Position: Bookkeeper/Registrar

Years in Current Position: 5 years

Years in Education: 27 years



Job Responsibilities: Activity fund accounting everything from paying bills to purchasing; magazine sales fundraiser; purchase items and set up concession stand for all sports activities and dances; extra duty time sheets for all activities; petty cash fund; maintain student cum files and enter student data information in Skyward; building level inventory; work with food service on the accounting side and do the food service monthly reports; honor roll; help with the front desk and phone calls

Experience related to position running for: Co-President of Young Couples in Morning Grange; Charter member of the Spring Hill Jaynes and President; President of the Spring Hill Booster Club (2); President of the Spring Hill Alumni three years in a row

Years in KAEOP: 23 years

KAEOP Committees/Offices: First Vice- President (2); Second Vice-President (2); Affiliations; Chaplain; NAEOP State Director; Scholarship Committee; Administrator of the Year Committee (2); Office Professional of the Year Committee (2); Nominations (2); Fall Workshop Chair; Workshop Registrar (3); Inspirations

Member of Local Organization, Name: Yes, EKAEOP – I have held the office of President, Vice-President, Secretary and Treasurer several times throughout the years.

NAEOP Member: Yes – 23 years Transportation Committee (2); minute certifications; advisory committee; page; registration for National Conference (3); worked on the installation banquet

2008-2009 KAEOP Executive Board Nominees

2nd Vice President

Beverly Smith

Employer: KSDE

Position: Senior
Administrative
Assistant, Standards &
Assessment Services



Years in Current Position: 3 years

Years in Education: 7 years

Job Responsibilities: Assistant to the Asst. Director of Assessment, the Assessment Coordinator, the Assessment consultant, and the Math Consultant

Experience related to position running for: Usher Board at Mount Carmel Baptist Church, KSDE Affiliation of AEOP – Current President Elect of the KSDE AEOP, KSDE AEOP Recording Secretary, KSDE AEOP Mentor, KAEOP Affiliations Chair, KSDE Hospitality Committee, KSDE Agency Improvement Committee, KSDE Professional Development Committee

Years in KAEOP: 6 years

KAEOP Committees/Offices: Current Affiliations Chairman

Member of Local Organization, Name:
Yes, KSDE AEOP

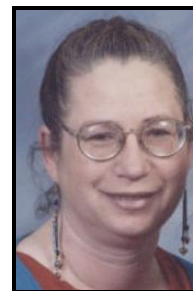
NAEOP Member: Yes

Corresponding Secretary

Donna Matthis

Employer: KSDE

Position: Senior
Administrative Assistant



Years in Current Position:
7 years

Years in Education: 7 years

Job Responsibilities: Assisting with Staff Development, Webpage Editor

Experience related to position running for: Sunday School Teacher, communications leader for Women Missions at church, Newsletter Committee for church

Years in KAEOP: 5 years

KAEOP Committees/Offices: None

Member of Local Organization, Name:
Yes, KSDE AEOP

NAEOP Member: No

2008-2009 KAEOP Executive Board Nominees

Curriculum Chairman

Judy Shepard

Employer: Kinsley-Offerle USD 347

Position: Elementary Secretary

Years in Current Position: 28 years

Years in Education: 28 years

Job Responsibilities: Everything (LOL)

Experience related to position running for: Sunday School teacher, Beta Sigma Woman of the Year 1997, 4-H Leader, Library Board Member

Years in KAEOP: 25 years

KAEOP Committees/Offices: President, President-Elect, Member-at-Large, NAEOP

Member of Local Organization, Name: No

NAEOP Member: No



Member-at-Large

Denise Shockey

Employer: Wichita USD 259 Transportation Department

Position: Secretary

Years in Current Position: 1 1/2 years

Years in Education: 10 1/2 years

Job Responsibilities: Keeping budget for Transportation Dept.; keeping accountability of buses; reconcile bills and turn into AP; help and answer parents, schools & bus company questions

Experience related to position running for: I go over budget now and reconcile bills monthly at my current job.

Years in KAEOP: 6 years

KAEOP Committees/Offices: Corresponding Secretary 2004-2006; 2nd Vice President 2006-2008

Member of Local Organization, Name: Yes, Wichita AEOP

NAEOP Member: Yes



2008-2009 KAEOP Executive Board Nominees

Member-at-Large

Gwen Kramer

Employer: KSDE

Position: Administrative Specialist

Years in Current Position: 3 years

Years in Education: 10 years

Job Responsibilities: Lead Assistant for the State & Federal Programs Team



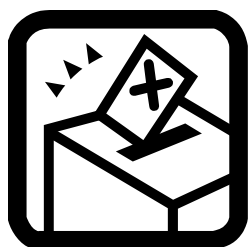
Experience related to position running for: In previous position at KSDE, kept financial records using QuickBooks for the state Career & Technical Student Organization; FCCLA for 6 years and also the alumni organization for that same CTSO for 10 years. Still a “go to” person when run into problems with QuickBooks. Organizational/Community 4-H leader for local, area, and state levels of involvement for the last 20 years in the area of secretary/treasurer at the state level for the Association of 4-H.

Years in KAEOP: 3 years

KAEOP Committees/Offices: None to date, but have been active in local association on various committees.

Member of Local Organization, Name: Yes, KSDE AEOP

NAEOP Member: Yes



**RETURN YOUR
BALLOTS TODAY!!**

2008-2009 KAEOP Executive Board Election

Why Should I Get Involved?

I pay my dues and attend a few conferences, isn't that enough? I don't know very many people in the association. I don't have time. I don't know how.

These are just a few of the reasons that people give when asked to serve on a committee or run for office. Don't get me wrong, for the most part these are valid reasons. But take a minute to think about it. Do you think everyone that holds an office or serves on a committee knew exactly what to do and when to do it when they took on the position? How do you think these women got to know each other? No time – that is one thing that everyone seems to have in common. I know - I was once one of those people that used these excuses. Luckily I have a good friend (actually many, many good friends) that is a member and who kept pushing and encouraging me to become involved. My first conference was in 1996 and the only person that I knew was the other secretary from my district that took me along. Since that first conference, I've rarely missed a fall or spring conference, most of the time coming by myself. Know what I learned – that there are no strangers in KAEOP, just good friends you've yet to meet. You may only see these lovely ladies twice a year, but oh what fun you have when you get together (not to mention how much you learn, not only from the classes we attend but from each other).

Oh, my boss won't spend the money to send me. The classes don't pertain to my job. How many times have we heard that? Legitimate concerns given these tight budget times. Luckily I've always had principals and superintendents that don't just look at what the classes are, but view attending conferences as a way of networking with other professionals in the education area and making important contacts. Many times when questions have arisen in my office I've been able to say that I know someone in XYZ district that has dealt with that or knows the answer.

My question to you is – how important is it to you to be able to improve not only your job skills, but have someone to go to when questions arise? Many times we work in offices where there are only one or two other office professionals whose jobs are vastly different from ours. It is helpful to have someone that does a job similar to yours in another district that you can ask questions, share ideas and helpful hints with.

Even more important to me, are the contacts I've made with the KSDE staff. Being board clerk, there are certain times of the year that I have KSDE on speed dial. Knowing that a friend is often on the other end of the phone to help me or pass me along to the appropriate person is a relief.

Without you, our organization will not thrive and prosper. Like the teaching profession, many of our members are reaching retirement age. With that, they are also becoming retired members of KAEOP – the ones that get to go on the fun outings during conferences. Many, if not all, of these ladies have served on numerous committees and held numerous offices within the organization and now feel that they would like to turn the reins over to someone else. Very understandable – but who is going to pick up the reins and go? Without committee members and officers the organization will not be able to continue. Each office has very specific job duties and a handbook to guide you through it. Most offices and committees are not a continuous job. Much like our full time jobs, there are certain times when you are very busy and other times when not much is needed to be done. As I stated earlier, you are not alone when you are an officer or committee member. There is always someone that you can contact for help and guidance.

In order for KAEOP to continue to meet the needs of the educational office professional, we need to have a continued input of ideas and recommendations from our members. What would you like to see for classes, where would you like to see a conference held, what can we do to help persuade your district to allow you to come . . . These are just a few of the things we need to know. In this newsletter you will find a list of executive board officers. Please feel free to contact any of them with ideas and suggestions or an offer to help.

Please consider checking the boxes on your renewal form this summer that say you will serve on a committee or hold an office. I promise you won't regret it. There is always someone close by to help you – via e-mail, snail mail or phone and at conference.

Debbie Hetrick
Board Clerk, USD 343 Perry
KAEOP 1st Vice President

2008-2009 KAEOP Executive Board Nominees

2008-2009 KAEOP OFFICER BALLOT

Please vote for one person in each category and then mail this ballot to Debbie Hetrick. All ballots must be postmarked by **Friday, February 8th** in order to be counted.

President-Elect

_____ Judy O'Malley

Second Vice-President

_____ Beverly Smith

Corresponding Secretary

_____ Donna Matthis

Curriculum Chair

_____ Judy Shepard

Member-at-Large

_____ Gwen Kramer

_____ Denise Shockey

Send to:
Debbie Hetrick
1646 E 400 Road
Lawrence, KS 66049-9101

Debbie Hetrick
1646 E. 400 Road
Lawrence, KS 66049-9101

Debbie Hetrick
1646 E. 400 Road
Lawrence, KS 66049-9101

KALEIDOSCOPE

Erin Gibson, Editor
120 SE 10th Ave.
Topeka, KS 66612

KALEIDOSCOPE

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."