

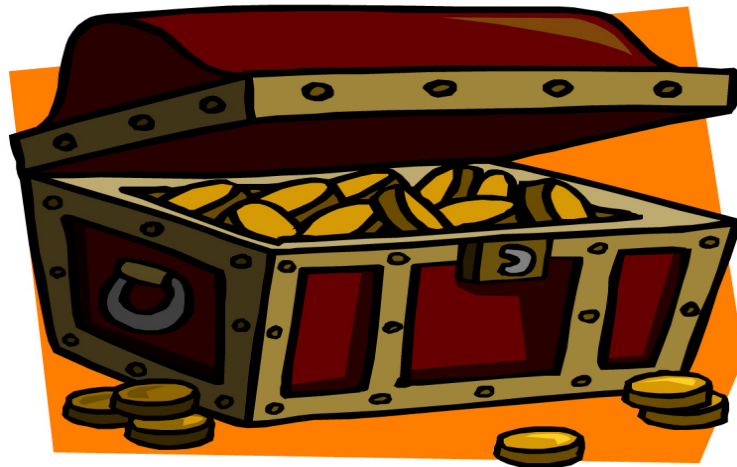
Kaleidoscope

Vol. 2005 No. 2

Fall Edition

Kansas Association of Educational Office Professionals

KAEOP - Discover Her Treasures



2005-2006

Inside this Issue

Letter From the President.....	2
KAEOP 05-06 Executive Board.....	3
Upcoming Events.....	4
KAEOP Fall Workshop Tidbits.....	5-9
Basket Winners, Retirement Report, Sunflower AEOP & Wichita AEOP Report.....	10
On the National Scene.....	11
Central Area Professional Development Day.....	12
KAEOP Executive Board Nominees & Ballot.....	13-15
Note From the Editor.....	16
NAEOP & KAEOP Membership Forms.....	17

Julia Thompson

November 2005

Dear KAEOP Friends,

I would like to thank Fall Workshop Chair Theresa Cote, Registrar Dee Lewis, Workshop Coordinator Charlotte Zeller, Curriculum Chair Judy Shepard and the Kansas State Department of Education AEOP for all their hard work in making the fall conference a success. Those in attendance gained valuable information from classes presented by the Kansas State Department of Education. More information on the classes can be found in the following pages. I appreciate the great response to our donations of school supplies, which went to the hurricane-ravaged area of Mississippi, and the donations for our men and women serving in Iraq. The room and table decorations on Saturday morning and everyone dressed in their red, white, and blue made a very impressive sight.

Fall conference was a busy time for the nominating committee, chaired by Kathy Ubert, as they secured nominations for the 2006-07 KAEOP officers. Thank you to all those who agreed to have their name 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 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.

The holiday season is fast approaching. I wish each of you a very Happy Thanksgiving, with time to reflect on all your blessings. May you and your families enjoy a Christmas holiday filled with joy, peace and love.

Keep **Discovering the Treasures of KAEOP!**

Sincerely,

Julia Thompson, President

Kansas Association of Educational Office Professionals 2005-2006 Executive Board

PRESIDENT

Julia Thompson

502 Navajo

Hiawatha, KS 66434

Home: 785-742-2500

Work: 785-742-7181

Cell: 785-742-5655

Email: jthompson@usd415.org

PRESIDENT-ELECT

Paula Elder

112 W 5th #1

Hays, Ks 67601

Home: 785-635-2400

Work: 785-623-2414

Email: pelder@hays489.k12.ks.us

1ST VICE PRESIDENT

Kathy Ubert

1913 Holmes Rd

Hays, Ks 67601

Home: 785-625-3592

Work: 785-623-2400

Email: kubert@hays489.k12.ks.us

2ND VICE PRESIDENT

June Seavey, CEOE

101 E South SE

Spring Hill, KS 66083

Home: 913-592-3076

Work: 913-592-7243
Cell: 913-221-3341
Email: seavey@usd230.org

RECORDING SECRETARY

Dorendia Bird
915 E 55th St S
Wichita, Ks 67216
Home: 316-524-4941
Work: 316-554-2290
Email: dbird@usd261.com

CORRESPONDING SECRETARY

Denise Shockey
230 W 47th St N
Wichita, KS 67204
Home: 316-204-5912
Work: 316-973-8405
Cell: 316-204-5912
Email: dshockey@usd259.net

TREASURER

Bonnie Smith
812 Eastridge
Goodland, KS 67735
Home: 785-890-3359
Work: 785-890-2397
Cell: 785-821-1763
Email: bsmith@usd352.k12.ks.us

CURRICULUM CHAIR

Lisa Ingram
120 SE 10th Ave
Topeka, KS 66612
Home: 785-234-9407
Work: 785-291-3098
Email: lingram@ksde.org

MEMBER-AT-LARGE

Ginny Padilla
1804 Sloan
Garden City, Ks 67846
Home: 316-272-9811
Work: 620-276-9560
Email: virginia.padilla@gcccks.edu

MEMBER-AT-LARGE

Joanne Nelson
2708 Belmont Pl
Garden City, KS 67846
Home: 620-276-7560
Work: 620-276-5113
Email: jinelson@gckschools.com

WORKSHOP COORDINATOR

Charlotte Zeller
9121 SW Morrill Rd

Wakarusa, KS 66546
Home: 785-836-2027
Work: 785-296-7031
Email: czeller@ksde.org

IMMEDIATE PAST PRESIDENT

Peggy Hilliard
110 South B
Herington, Ks 67449
Home: 785-258-3294
Work: 785-258-2263
Cell: 785-258-0038
Email: hlliard@teen.k12.ks.us

AFFILIATIONS

Amanda Jeffrey, CEOE
PO Box 114
Effingham, Ks 66023
Home: 913-833-5311
Work: 785-368-6210
Cell: 913-370-3026
Email: ajeffrey@ksde.org

CHAPLAIN

Robin Lynes, CEOE
4823 N Jeanette
Wichita, Ks 67204
Home: 316-831-0227
Work: 316-973-4560
Email: rlynes@usd259.net

MEMBERSHIP

Cheryl Walker
5226 Mt. Carmel
Wichita, KS 67217
Home: 316-524-9663
Work: 316-524-2236
Cell: 316-258-7835
Email: cwalker@usd261.com

NAEOP PUBLIC RELATIONS

Debbie Hetrick
1646 E 400 Rd
Lawrence, Ks 66049
Home: 785-887-6750
Work: 785-597-5138
Email: dhetrick@usd343.org

NAEOP STATE DIRECTOR

Carol Sheppard

16681 66 Street
Oskaloosa, Ks 66066
Home: 785-863-2836
Work: 913-721-2088
Email: csheppard@piperschools.com

PARLIAMENTARIAN

Linda Cowen, CEOE
RR #1, Box 179
Caney, Ks 67333
Home: 620-289-4227
Work: 620-879-9240
Cell: 620-252-9669
Email: lcowan@caney.com

PSP

Debbie Opheim, CEOE
174 Peachwood
Haysville, KS 67060
Home: 316-524-0974
Work: 316-554-2240
Cell: 316-993-1386
Email: dopheim@usd261.com

RETIRED MEMBERSHIP

Sue Kill
899 State Hwy 99
Sedan, Ks 67361
Home: 620-725-3951
Work: 620-725-2200
Cell: 620-870-1888
Email: kills@usd236-sedan-ks.org

SCHOLARSHIP CHAIR

Donna Staatz
501 E Sturgis
Herington, Ks 67449
Home: 785-258-3734
Work: 785-258-3234
Email: dstaat@teen.k12.ks.us

FALL WORKSHOP CHAIR

Theresa Cote
120 SE 10th Ave
Topeka, Ks 66612
Home: 785-246-3105
Work: 785-296-2303
Email: tcote@ksde.org

WEBSITE CHAIR

Barbara Clay, CEOE
633 N Oak
Iola, KS 66749
Home: 620-365-3408
Work: 620-365-4715
Email: bclay@aceks.com

Calendar of Upcoming Events

December 9, 2006 – Officer Ballots due to Kathy Ubert

December 16, 2005 – Kaleidoscope article deadline

January 15, 2006 – filing Deadline for PSP Applications

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

KAEOP Fall Conference

October 13-15, 2005

Open House

The 2005 KAEOP Fall Conference began with an Open House on Thursday evening, October 13 and was hosted by Kansas State Department of Education's (KSDE) AEOP. "Come and Groove" was the theme for the evening. Members were invited to be a hippie again! The evening began with a 60's trivia contest and the winners received candy from the 60's, followed by a fondue party. Members were invited to play various board games, including Operation and Twister. Members also had the opportunity to meet with new friends and renew old acquaintances.

KSDE Update

We began a new 30-hour curriculum course at the KAEOP fall conference, entitled "Yearning to Learn and Understand." The first 7.5 hours of the course was a State of the State – KSDE Updates and featured the following presentations by staff from the Kansas State Department of Education.

School Bus Safety Update – Larry Bluthardt, Consultant, School Bus Safety Education Unit
School Improvement Update – Diane DeBacker, Director, School Improvement & Accreditation;
Linda Geiger, Education Program Consultant, School Improvement & Accreditation; and Kent Reed, Education Program Consultant, School Improvement and Accreditation
KIDS System Update – Charlotte Bogner, Consultant, and Ted Carter, Consultant, Planning and Research
Technical Education Update – Linda Oborny, Assistant Director, State and Federal Programs
Fiscal Auditing Update – Mike Murphy, Director, Fiscal Auditing
Everything I Ever Wanted to Know about KSDE! – Theresa Cote, Dee Lewis, Tamla Miller, Pat Scrivner, Bev Smith and Charlotte Zeller

Friday Luncheon

Friday's luncheon was hosted by the KSDE AEOP. Karen Pulaski gave the inspiration. Peggy Hilliard, Immediate Past President, introduced the following KAEOP Past Presidents who were in attendance: Sue Kill, Karen Pulaski, Theresa Cote, Judy Shepard, Carol Sheppard, Louise Baker, June Seavey, Bonnie Smith, Sandra Studebaker, Charlotte Zeller, Barbara Clay, Debra Opheim and Linda Cowan. Jenny Rettele-Thomas, from The Master Teacher, shared information regarding their organization. The Master Teacher publishes The In Box: For Educational Office Professionals. The In Box provides solutions, ideas and information for educational office personnel.

Members donated various school items, which will be given to a school devastated by Hurricane Katrina.

PSP Banquet

The PSP Banquet was held Friday evening. President-Elect Paula Elder introduced the head table, followed by the inspiration given by Cheryl Walker, Haysville. Debra Opheim, PSP Chairman, introduced and congratulated Tamla Miller, Topeka, who received her Advanced II, Option I. Tamla's family and co-workers were in attendance to help her celebrate.

Congratulations to Tamla and all PSP recipients!

Saturday's Breakfast and Business Meeting

The KAEOP fall business meeting was opened with the Presentation of Colors by members from Kansas State University's Air Force ROTC, followed by the Pledge of Allegiance led by President Julia Thompson. President-Elect Paula Elder introduced the head table and the inspiration was given by Denise Shockey, Wichita. President Julia Thompson called the meeting to order. A roll call of districts, the Kansas State Department of Education and The Master Teacher was taken. Minutes of the last meeting were read and approved and the treasurer's report was filed for audit. Reports from committee chairman were presented. Also, a PowerPoint presentation was given by those who attended the NAEOP Conference in Tucson, Arizona. In lieu of door prizes, conference attendees were asked to bring item(s) to be distributed to service men and women serving our country overseas. Following the adjournment of the business meeting, basket winners were announced, as well as the winner of the 50/50 drawing.

Thank You

Thank you to everyone who gave of their time and talent to ensure the success of the KAEOP Fall Workshop in Manhattan. We had 55 registered, including five (5) first-timers. What we lacked in quantity; hopefully, was made up in quality! Special thanks to President Thompson; Charlotte Zeller, Workshop Coordinator; Dee Lewis, Workshop Registrar; members of the KSDE AEOP and all KAEOP

members for their support and assistance in making the fall conference a success! The evaluations were excellent!

Tim, Greg and Steven from Superior School Supplies hosted the hospitality room at the conference in Manhattan. Thanks for the food, great conversation and the door prizes!

Also, special thanks to The Master Teacher for their support – from donating items for conference participants to a basket for the Country Store.

Thank you to everyone!

Theresa Cote
Fall Workshop Chairman

Here are some articles from different people attending conference about the classes and other things that went on during conference weekend. I hope this gives you all a little feel for what is experienced and learned at conference.

Open House

Thursday's Open House was a groovy, hip experience complete with lava lamps and tie dye shirts. Everyone seemed to enjoy games, dancing and trivia. Prizes were handed out for those who participated in games or got correct answers to trivia questions. The Open House is a fun time for everyone to get together and network. Chocolate and various dipping finger foods and fruit was available.

Robin Lynes, CEOE, Wichita

Everything I Ever Wanted to Know About KSDE

I enjoyed this class because you are able to put faces and names together. Getting a list of phone numbers and names are also very helpful. It is a great chance to network with everyone.

Debora Jensen, Wichita

Technical Education Update

This session was a great eye opener for the future educational requirement for success in a growing society.

It enlightened me about the direction of choices to nurture young peoples futures. Since some kids don't have the skill for computer technology it is a wonderful option to have hands on training: regarding vocational training, building trades, wood working etc. Through vocation funding by the state the amount of productive students will increase due to a high school level of kids knowing what they want to achieve as a profession before High School even begins.

The reference of the book "The World is Flat" by Thomas L. Fieldman is one I plan to find in my library. To sum this up education is the key to success.

Teresa Lamb, Iola

KIDS Update

This class was conducted by Charlotte Bogner and Ted Carter. While the KIDS program was not generally welcomed by the majority, we were very welcoming to the presenters. The class was shown a power point presentation showing the assignment section and the workflow of how the data is processed. Next we were shown the collection process and how it populates the Principal's Building Report and SO66. Charlotte and Ted explained the different areas of the website and how we can access the information.

Debbie Hetrick, Lawrence

School Bus Safety Update

Larry Bluthgardt from KSDE spoke on school bus safety. He gave statistics on accidents involving busses. They were very low considering the large number of students transported and the amount of time students are on the bus. Overall school buses are still the safest mode of transporting students. He discussed the shortage of drivers in a large part due to discipline of students and wages. School bus safety requirements come out every five years. The new requirements will be published shortly and distributed to every school district.

Larry informed the group that the state will come to each district and present training on anti terrorism procedures free of charge. It has been determined that terrorists practiced the Sept 11th attack prior and believed school buses in the Midwest could be a target. There was an incident where a bus driver was forced at gunpoint to drive individuals around to different locations.

Retired Membership Tour

Friday, Oct. 14th proved to be a most memorable and enjoyable day for a group of seven retired KAEOP members. The day started at a nice leisurely pace (befitting retired personnel) with unhurried coffee, breakfast and visitation for the group. We were then greeted at 9:00 a.m. by a representative of the Little Apple Ambassadors who provided our transportation to the first stop on our tour. We arrived at the huge complex which houses the combined McCall's/Butterick/Vogue pattern factory. Our expert tour guide there took us step by step (literally) from the very beginnings of a pattern to it's completion ready for the stores. We were astounded to learn that every pattern in the world manufactured by McCall's/Butterick/Vogue is printed, packaged and shipped from Manhattan, KS. We were allowed to witness pattern books being assembled, the huge machines printing the patterns, the patterns being cut, folded and packaged and then bundled and boxed and readied for pickup by various carriers to be shipped worldwide. One of our group, which I will not name names but thanks for not leaving me there, was so enthralled with the whole process that she was mesmerized at each stage and the tour guide had to continually keep encouraging her to keep up with the group.

We returned to the convention center to enjoy a lovely luncheon with the rest of the KAEOP members and hear updates on their morning class sessions.

At 1:00 p.m. we were greeted by two lovely Little Apple Ambassadors who were our guides for the afternoon. We began the afternoon at the Terry C. Johnson Cancer Research Center on campus at K-State. Robin E. Denell, Ph.D., University Distinguished Professor and Director of the Center graciously gave us some of his valued time and enlightened us on different experiments and processes they are using in his labs for cancer research. He and his wife are both cancer survivors and his enormous knowledge and enthusiasm for his work are very evident in the research center. We were allowed inside a working lab to view tiny beetles being used for experimentation. We all agreed we would like to return in the future and spend more time learning from Dr. Denell some of the future ventures he has planned, As we all know, cancer touches most all of our lives at some point and a visit to this cancer center really emphasizes all the work and study being done to try and help those that are affected.

After we left the cancer research center we were taken to the Kansas State University Gardens.

Fall 2005 RETIREES TOUR

Karen Pulaski, Margie Prichard, Erma Lee Pierce, Linda Cowan, Jean Hunt, Sandy Studebaker, and Sue Kill toured the McCall Pattern Company on Friday morning. All patterns for McCall, Butterick and Vogue are printed at Manhattan, Kansas and shipped world wide in three languages: English, French and Spanish. Most patterns are printed, cut and folded by machine with the instructions inserted into the envelope. Large patterns like slip covers and wedding gowns are hand folded. It was fascinating to watch.

After lunch we toured the Terry Johnson Cancer Research Center on the KSU campus. We were surprised to know that there are 45 laboratories across the campus involved in cancer research. The KSU research is in genetics not clinical or with human. They experiment on fruit flies and beetles like the ones that get into your flour sometimes. The beetles are small and are easily reproduced. Research is very promising with possible cancer cures by 2015. We wanted to know more about the cancer research and may visit there again in the spring.

The next stop was at the KSU gardens and visitor center. We learned about the future plans to expand the gardens and viewed the many native plants and flowers. The butterflies were all over the beautiful blue and purple flowers. Sue Kill, CEOE, Sedan



Open
House



Open House Hippies

School Improvement Update...

Our instructor was Diane DeBacker, Director of School Improvement and Accreditation, Kansas State Department of Education. She gave an *excellent* power point presentation. As we know, it is difficult to hold people's attention when presenting QPA. Her activity of having us find our group was great fun. We did this by linking the character we were given with the characters from different titles of television shows or movies. What a fun way to break us into our discussion groups.

Diane's presentation defined how Kansas schools are accredited. How regulations align Quality Performance Accreditation (QPA) to No Child Left Behind. Prior to 1992 Kansas schools were accredited based on inputs such as library books, qualified teachers, number of square foot per child, etc. After 1992, the system was on a five-year cycle based on student results, state assessments, and the school improvement process. She presented comparisons between the current QPA regulations and the revised regulations. QPA 2005 and beyond is based upon quality criteria and performance criteria. QPA is now verified through the school administrator's completion of an online QPA Annual Report that consists of eleven questions. What steps there has been since the beginning of QPA! Some of us who were around when QPA was initiated can really appreciate this new method. Diane defined the eleven questions. She explained the steps of accreditation and the process of being accredited, accredited on improvement, conditionally accredited, not accredited, and the appeal process. This is just a brief overview of the session. Thank you to Diane for doing a wonderful job!!

If you need more information, please contact:

Dr. Diane M. DeBacker, Director
Kansas State Department of Education
School Improvement & Accreditation
120 SE Tenth Street



Above:
First Timers -
Shannon King, Pam
Herl, Chi Wiggins,
Janie Jones



Above:
KAEOP Past
Presidents



Left: 2005-2006 KAEOP
Executive Board

The Country Store made \$492.00 on the baskets (and a few country store items) and \$60.00 on the 50/50 drawing for a total of \$552.00. The winners of the baskets and the drawing are listed below:

Baskets

Winners

KSDE Past Presidents	Peggy Hilliard Peggy Hilliard
Sunflower Eastern AEOP	Kathy Ubert Kathy Ubert
Hays Garden City Haysville	Linda Cowan Linda Cowan Linda Cowan
Iola	Louise Baker
Junction City	Theresa Cote
Master Teacher	Lindsay Wilson
50/50	Denise Shockey

*Joanne Nelson
Member at Large*

Superior Supply was there at conference hosting our hospitality room. They had a drawing for several different baskets and the winners are as follows:

Halloween Basket	Dee Lewis
Snowman Basket	Judy Sheppard
Coffee Basket	Rita Luhti
Mums	Kathy Ubert Paula Elder

A big thank you goes out to the Superior guys for doing this for us every conference. We truly do enjoy having them there and giving back to us.

Denise Shockey
Kaleidoscope Editor

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.

The Sunflower AEOP met for a back to school meeting and to plan a basket for KAEOP conference. Plans were made for the annual nut sale fundraiser for scholarships. Four \$300 scholarships were given last spring to students from Caney, Coffeyville, Sedan and Howard.
Linda Cowan and Sue Kill were honored on their fall retirements.

Sue Kill, CEOE

Wichita AEOP has taken a little break from the normal routine of things and decided to “Have Some Fun with Your WAEOP Friends” this year. In November we went to Kay Wiggins Jewelry Bead Shop and made bracelets and such. In December we are going out for dinner and a movie. We have many more fun things and socializing to do in the coming year as well. I will report more on that next time.

Denise Shockey

On the National Scene....

by Theresa Cote NAEOP Central Area Director

NAEOP Membership Dues Increase

As of August 1, 2005, all NAEOP membership dues increased by \$5.00, and the separate magazine subscription rate increased from \$20 to \$25. The decision to raise dues was not an easy one. The NAEOP Board of Directors and members have worked very hard to absorb price increases; however, we no longer do this.

The rationale for the increase was that not only are there increasing costs across the board, but also the pending postal increase posed a problem. The \$5 due increase amounts to 41.67 cents per month, which is the predicted cost of a first class stamp.

If you have questions, please contact the national office or myself.

Professional Development Program:

The NAEOP Professional Development Program was established to extend assistance to affiliates interested in professional development. Through this program, members of the NAEOP Board of Directors will attend meetings of state and local groups or associations, upon invitation. They will present workshops, install officers, serve as speakers or conduct inservice training sessions. Requests for specific Board members will be filled whenever possible.

The Professional Development Program is provided as a benefit; however, because of the high costs involved with travel, etc., it is requested that hosting associations or groups provide as much of the total expense of a visit as is possible. NAEOP has budgeted funds for field service; however, donations are still needed from local and state associations to fully finance the program.

For further information or to make a request for a Board member to come to your association, contact the national office by email at naeop@naeop.org, or by phone: (316) 942-4822. Information is also available on the NAEOP website: www.naeop.org.

Special Dates to Remember

- November 15, 2005 – NAEOP Affiliate newsletter article deadline
- January 10, 2006 – NES Connector article deadline
- January 15, 2006 – PSP deadline
- April 20-22, 2006 – Central Area PDD, Indianapolis, IN

KAEOP Receives NAEOP Awards

KAEOP received several awards at the NAEOP Annual Conference and Institute which was held in Tucson, AZ in July, 2005. KAEOP received 3rd place, professional category, state, in the Past President's Council Web Site Award. Our state association tied for 3rd place, state, in the Louise Henderson Nelson Award. Congratulations to Peggy Hilliard, 2004-2005 KAEOP President; Barbara Clay, Website Chairman, and all KAEOP members who helped to achieve these awards!

2006 Central Area PDD

“Hat's Off to Educational Office Professionals” is the theme for the 2006 Central Area Professional Development Day (PDD), sponsored by the Indiana AEOP, which will be held at the Marriott North in Indianapolis, IN, April 20-22, 2006. Please mark your calendars and plan to attend this annual professional development opportunity. Registration information will be distributed to state presidents after in February, 2006, who in turn will distribute to KAEOP members.

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

President-Elect

Amanda Jeffrey



Employer: KSDE

Position: Senior Administrative Assistant

Years in Position: 5 at KSDE

Years in Education: 5

Job Responsibilities: I am the finance officer for the Kansas Office for Community Services. I keep track of all the accounts that pertain with the programs that we run.

Experience related to position running for: I am an active member of the KSDE Hospitality Committee, for which I help to keep our meetings on time and running smoothly. I have facilitated several of the State and Federal Programs Administrative Assistant monthly meetings.

Years in KAEOP: 5

KAEOP offices or committees held: Affiliations

Member of local organization: Yes

Years in local organization: 5

Name of local organization: KSDE AEOP

Member of NAEOP: Yes

Years in NAEOP: 1

Second Vice-President

Dee Lewis



Employer: Kansas State Department of Education

Position: Senior Administrative Assistant

Years in Position: almost 2 years

Years in Education: almost 2 years, +1 at local college

Job Responsibilities: Assist Education Programs Consultants with 21st Century grant program, Supplemental Educational Services grant program, After school grant program, Local Consolidated Plan, Kansas Distributed Leadership Academy and internal/external Professional Development.

Experience related to position running for: Chair of Entertainment Committee for ACE "Relay for Life" and on planning committee for 6 years ending 2000.

Years in KAEOP: 1 year

KAEOP offices or committees held: 2005 Fall Conference Registrar

Member of local organization: Yes

Years in local organization: almost 2 years

Name of local organization: KSDE AEOP

Local offices or committees held: Special Events Committee

Member of NAEOP: No

Years in NAEOP:

Second Vice-President

Denise Shockey



Employer: USD #259, (Wichita) Stucky Middle

Position: Registrar

Years in Position: 3 years

Years in Education: 8 years

Curriculum

Judy Shepard



Employer: Kinsley-Offerle Elementary

Position: Secretary

Corresponding Secretary

Stacey Lewis

Employer: Spring Hill USD 230

Position: Special Services Administrative Assistant

Years in Position: 4 Years in Education: 4

Job Responsibilities: Administrative support to the Special Education Director, School Psychologists, and Special Education Teachers. Prepare correspondence, forms, and reports. Create, maintain and distribute brochures, flyers and staff newsletter. Compile pertinent data as needed for preparing and submitting various state and local reports to appropriate agencies. Process travel and/or staff development. Receive incoming calls, take reliable messages and route to appropriate staff. Handle questions and requests that fall within level of responsibility. Maintain physical and computerized files including mailing lists and office communication. Prepare, process, and track all purchase order and payment authorizations including fund coding for budgeting and accounting purposes. Invoicing and collections of peer model preschool funds. Receive, store, and issue supplies and equipment. Maintain inventory of fixed assets, equipment and supplies. Monitor and process personnel time records including time sheets, leave requests, and reports; compile and submit to the business office. Sort, distribute, and deliver mail and other documents. Order office and Program supplies for the department. Maintain confidentiality.

Experience related to position running for: Advanced courses taken through New Horizons Computer Learning Center: Access 2000, CorelDraw 9, Excel 2000, Explorer 5, Flash 4.0, FrontPage 2000, HTML 4, Outlook 2000, Photoshop 5.5, PowerPoint 2000, Publisher 2000, Windows 2000, Word 2000

Years in KAEOP: 4

KAEOP offices or committees held: Have assisted with the 2004 Spring Workshop, and I am Registrar for the 2006 Spring Workshop

Member of local organization: Yes Years in local organization: 4

Name of local organization: Eastern Kansas AEOP

Local offices or committees held: President

Member of NAEOP: No Years in NAEOP:



Member-at-Large

Susan Owens

Employer: Iola High School

Position: Guidance Secretary

Years in Position: 14

Years in Education: 17

Job Responsibilities: Office manager for the Counseling Department. Duties include data entry for enrollment and student schedules in



Member-at-Large

Debora Jensen

Employer: USD #259 (Wichita) Peterson Elementary School

Position: School Secretary

Years in Position: 10 years

Years in Education: 24 years

Job Responsibilities: Bookkeeping, Payroll,



2005-2006 KAEOP OFFICER BALLOT

Please vote for one person in each category and then mail this ballot to Kathy Ubert by **Friday, December 9, 2005.**

President-Elect:

_____ Amanda Jeffrey

Second Vice-President:

_____ Dee Lewis

_____ Denise Shockey

Curriculum:

_____ Judy Shepard

Member-At-Large:

_____ Debora Jenson

_____ Susan Owens

Corresponding Secretary:

_____ Stacy Lewis

Send to : Kathy Ubert
USD 489
323 W 12th
Hays, Ks 67601

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 and my address is 230 W 47th 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

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

P.O. Box 12619 · Wichita, KS 67277-2619 · 316/942-4822

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