

KALEIDOSCOPE

Spring 2007

Julia Thompson, President

Volume 1, Issue 3

A Newsletter for Kansas Association of Educational Office Professionals

KAEOP – Discover Her Treasures

There are all kinds of treasures. Usually when the word treasure is mentioned we think of riches like money, jewels, furs, cars, or other material possessions. Think of the most valuable possessions we have that we give each day to those around us. From our bosses, co-workers, students, or parents to our families.



Some of our treasures are:

- Professionalism Initiative
- Dependability
- Kindness
- Knowledge
- Compassion
- Versatility

Join or continue with us in KAEOP and discover your treasures.

Election Results

Congratulations to our newly elected officers for the 2007-08 year! Come see them installed at our Spring Conference in Salina during the Friday Banquet.

President Elect	Kathy Ubert
First Vice President	Debbie Hetrick
Recording Secretary	Debora Jensen
Treasurer	June Seavey
Member-At-Large	Teresa Lamb
Workshop Coordinator	Charlotte Zeller

By Denise Shockey, 2nd Vice President

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A message from Julia...



Dear KAEOP Colleagues,

Spring is right around the corner! What an exciting time it is to watch everything green up again. I hope spring also gets you thinking about our Spring Conference/Workshop to be held in Salina at the Holiday Inn April 12-14. I'm looking forward to meeting in Salina again and hope that we will have a large attendance. I know Kathy Ubert, Debbie Hetrick, Judy Shepard, and Charlotte Zeller have been hard at work getting everything ready. We will be honoring our Administrator of the Year, Office Professional of the Year, and our members who have retired or are retiring this year. A highlight of the conference will be the installation of Amanda Jeffrey as the 2007-08 President. If you did not receive a conference brochure, please visit the KAEOP website for the information and registration form.

Something else to be thinking about is the National Conference to be held in Seattle July 16-20. If you do not receive the NES Connector, you can go to the NAEOP website for information or get in touch with me and I will copy the information for you. KAEOP is proud to have Theresa Cote serving on the national board as vice-president and Charlotte Zeller serving on the Long Range Planning Committee.



Julia Thompson
Carrying State
Flag at NAEOP
Conference

Nineteen KAEOP members attended Central Area Professional Development Day in Olathe February 23 and 24. A special thank you goes to Theresa Cote for serving as Chairman of this event and to her co-workers at KSDE for their assistance. Larry Bluthardt, KSDE Bus Safety Education director, did an outstanding job in his presentation.

As an office professional, be proud of what you do, always give your best, and treasure the memories you make along the way.

I hope to see many of you at Spring Conference - discovering new treasures, making new friends, and networking with your colleagues.

If I or any of the Executive Board Members can be of assistance to you, please do not hesitate to call.

Sincerely,

Julia Thompson
KAEOP President

Public Relations

Representing KAEOP as NAEOP Public Relations Chairman has been a fulfilling opportunity. I was proud to represent a process that holds applicants to such high standards. I would like to take this opportunity to encourage other members to step up to the plate and volunteer or accept offices if requested. Thank you to all the affiliations that submitted applicants, my committee and administrators that helped with judging the applications. They are as follows:

District 1 Janelle Wohletz Rex Bollinger
District 2 Rita Luthi Becky Lay
District 3 Marla Wilson Beverly Flack

District 4 Diane Myers Kay Walker
District 5 Sondra Nichols Dr. Rick Atha
District 6 Louise Baker James Frank

The winners of the awards are as follows: **KAEOP State Educational Administrator of the Year will be awarded to David L South and the KAEOP State Educational Office Professional of the Year will be Debbie Opheim.** I am looking forward to presenting plaques to both of these qualified winners at the spring conference. Hope to see all of you there.

By Teresa Lamb, NAEOP Public Relations Chairman

Executive Board 2006-2007

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Workshop Coordinator Report

I hope you all are planning to attend our Spring 2007 Conference in Salina. Kathy Ubert, Workshop Chairman and Debbie Hetrick, Registrar, in addition to all the behind the scenes folks, are working very hard to make this an outstanding conference. Conference information is 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 2007	October 11-13	Great Bend
Spring 2008	April 3-5	Salina
Fall 2008	October 9-11	Emporia
Spring 2009	April 2-4	Hutchinson

We are currently looking at locations for Fall, 2009 so be watching for that news.

If you have any questions, suggestions for future conference locations, or would like a copy of the updated *Guidelines for KAEOP Conferences/Workshops*, please let me know. I can be reached at:

By Charlotte Zeller, KAEOP Workshop Coordinator
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**Mark your calendar
to attend
THE KAEOP SPRING CONFERENCE
April 12-14, 2007
Salina, Kansas**



**DISCOVER THE TREASURES
KAEOP HAS TO OFFER**

Ladies-Start Your Engines...

February 23 and 24 marked the dates for the 17th Annual Central Area Professional Development Day, in Olathe, Kansas. KAEOP was the host for this conference and the theme was "Fast Track to Professionalism." States represented were Illinois, Kansas, Missouri, Nebraska, and one person from Pennsylvania. Approximately 50 individuals attended the conference which began with a get acquainted open house Thursday evening. Delicious snacks, mingling, and a racing word search started the activities. The participants divided into groups for "building their race car" out of office



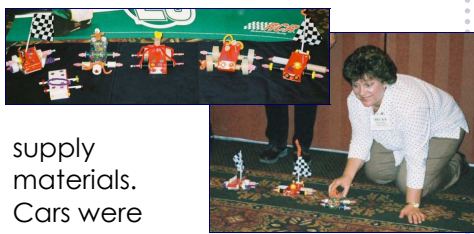
Winning Pit Crew

relay" with each team having to simulate activities a pit crew would do during a race to keep their car going. The winning team received a bouquet of chocolate roses. Last but not least the evening ended with a friendship gift exchange.

On Saturday following an early morning breakfast, we began our workshop with Larry Bluthardt, State Director of the

beneficial for not only the person but for everyone with whom they interact. It's that positive realization that adds up to a healthier and happier you.

During our conference we had the opportunity to bid on silent auction items, make donations for state baskets and 50/50 tickets. These three areas collected a total of \$493.00 and made quite a few folks happy with their winnings. We also had a brief Central Area meeting during the luncheon which was facilitated by Lola Young, Central Area Director. CAPDD for 2008 will be held in Missouri.



Ready - Set - GO!

supply materials. Cars were judged by distance rolled and "best of show." The winning teams received trophies. The next activity was a "racing



In Class

School Bus Safety Education Unit with the Kansas State Department of Education. Larry's presentation "Up Your Attitude" gave us thoughts to help us examine why we have certain attitudes and what we can do to change them. Keeping a positive outlook is

All too soon it was time to cross the finish line. It's always sad to say goodbye but we hope to be able to catch up with each other again in Seattle for the National conference. Thanks to all of the Kansas office professionals that helped to make the conference a success.
 ❖ By Charlotte Zeller

National Association of Educational Office Professionals 72nd Annual Conference and Institute July 17-21, 2006

You know that old saying – “better late than never,” – well that is how this article is coming together. I’m not sure what happened to last summer, fall, winter or how we are rapidly approaching spring, but we still needed to make sure everyone heard about the 2006 national conference and also how Kansas fared in recognitions.

For those folks attending the full week of conference our week began by attending Institute. The two-day session was titled **Customer Care Strategies: Our \$\$\$\$ Future Starts Now!** Our presenter was Brenda Jean Patrick, Master Consultant, Region 10 Educational Service Center – Richardson, Texas. Speaking for myself, I have never attended a better Institute.

We had intensive group and one-on-one interaction and even homework both days – but what a wonderful class it was as we explored “customer care” rather than just “customer service.”

Tuesday evening marked the beginning of the First General Session and Flag Ceremony. No matter how many times you are part of or witness to the flag ceremony it is always extremely moving. How proud we all are to represent our home states but then in the end we come together representing one great nation. Julia Thompson, represented our state very well by carrying the Kansas flag. Joel M. Price, Westwood Junior High School, added to the evening by sharing his vocal talents. There was also a Town Hall meeting regarding the possible consolidation of National areas.

Wednesday morning was Advisory Council. This is where items received from affiliates are acted on and Advisory Council nominations/elections are made for the national committees. There were 94 affiliates represented; with our president, Julia Thompson representing Kansas. For those not attending Advisory Council, briefing sessions on various topics were available. At the Awards Luncheon the Olive T. Ritchie Educational Office Professional of the Year and National Educational Administrator of the Year were recognized. This year Gayle Schnorenberg, CEOE, Casper, Wyoming, received the Office Professional of the Year award and Dr. Willis H. Lott, Perkinston, Mississippi, received the Administrator of the Year award. That evening Professional Standards Program recipients were recognized at the PSP Banquet. The banquet theme

was “Days of Wine and Roses” with beautiful blue wine bottles and yellow roses decorating every open space in the room. The ceremony and tradition of the evening makes each one special and unique. If you are working on your PSP certification you need to make sure to be recognized at least once during a national conference. It will certainly be an evening you will never forget.



Teresa Cote', Pat Scrivner, Dee Lewis, Amanda Jeffrey, Julia Thompson, Karen Pulaski, Sue Kill, Charlotte Zeller

On Thursday we began our day with the Area Breakfasts. Theresa Cote' facilitated this meeting as our Central Area Director. We then moved into the Second and Third General Sessions and the Foundation Meeting. The opening Keynote Speaker was LaDonna Gatlin. She shared

with us how music impacted her life and how we can “Tune Up Our Life.”

Friday morning were Council Breakfasts which is where we meet with others that work in similar offices. This was followed by the Fourth and Fifth General Sessions. Affiliate/ Membership Presentations were awarded during the Fifth General Session. As of June 30, 2006, NAEOP had 4,498 members. Kansas received 3rd place in the 2006 Louise Henderson Nelson Award and tied for 1st place in the Paid Professional Past Presidents Website Award. Way to go Kansas! Installation of Officers for the coming year concluded the day. Gloria Tisdale was installed as NAEOP President. Her theme is “Keep Dreaming, Keep Believing, Keep a Rainbow in Your Heart.” Our very own Theresa Cote' was installed as Vice President. Following the banquet was a reception where we could offer congratulations to our new officers.



Theresa Cote'

The next morning found us preparing for home. Pat Scrivner and I did attend the tour on the Kennedy Assassination which was very interesting and informative. Once aboard the plane it finally sunk in how tired we were and what a long but awesome week it was. If you have never attended a national conference I urge you be brave and give it some thought. It will be an experience you will never forget. Why not make Seattle the start of your experience. Mark your calendar now – July 16-20, 2007. ❖

By Charlotte Zeller, KAEOP Workshop Coordinator

2006-2007 Calendar of Events

April 12, 2007
April 12-14, 2007
May 15, 2007
May 15, 2007
July 16-20, 2007

Executive Board Meeting
KAEOP Spring Workshop, Salina, Kansas
Deadline for Kaleidoscope Articles - Summer Edition
Deadline for PSP Applications
NAEOP Annual Conference in Seattle, Washington

Member News

"Free" Weekends

Three of our members spent one of their "free" weekends in February at the 5th Annual Kristen Swartzendruber Special Olympics tournament at Campus High School. There were around 400 athletes participating in this event with a total of 37 teams in the basketball games. As with every Special Olympics event, community support and volunteers are vital. The rewards and inspiration from being a part of Special Olympics are endless.



Debbie & Aleisha

"It was a really neat experience for me and I think for everyone there to share in all the excitement, kids winning their medals, playing in a tournament and having the crowds cheer for them." *Linda Cowan CEOE*

One young lady that participated in this tournament is Aleishia Poort, granddaughter of Debbie Opheim from Haysville AEOP. Debbie volunteers for Special Olympics and is usually found at practices, working in the concession stands or in the stands cheering for Aleishia. Linda Cowan and Cheryl Walker were privileged to be able to attend one of Aleishia games that Saturday and we came away feeling honored to have been there. The Olympians, their families and the volunteers were amazing to watch! ❖

By Cheryl Walker, KAEOP Membership

During the winter months Kansas State Department of Education AEOP has been busy warming people. At the holidays we warmed six senior citizens by adopting them for the holidays. We gave each one some gifts and provided them with the food necessary for their holiday meal. In January we turned our warming thoughts to our Annual Chili Luncheon. We warmed about 90 people with chili, potato soup, and vegetable soup. In turn we were warmed by the profits made that support our scholarship and will warm yet another person.

Some other activities KSDE-AEOP has been busy with are providing welcome kits for new employees who come into the agency and collecting soaps, shampoo's, lotions, etc. for the Battered Women's Task Force here in Topeka.



Dee Lewis, Sherry Webb, Pat Scrivner, Teresa Cote', Amanda Jeffrey, Bev Smith, Charlotte Zeller

Our associations' theme this year is H.A.P.P.I.N.E.S.S. (Harmoniously Applying Professional Practices in Everyday Service to Schools). I think we have been providing HAPPINESS to many others as well. ❖

By Pat Scrivner, President KSDE-AEOP

Editor's Note

Thank you to all who submitted information, you make the Kaleidoscope a success! Please continue by submitting articles, pictures, comments and suggestions at lewiss@usd230.org.

A handwritten signature in cursive script, appearing to read 'Stacy'.

National Association of Educational Office Professionals

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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

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.**

Job description

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



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

Stacy Lewis, Editor
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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.”

KANSAS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
www.KAEOP.org



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