

# KALEIDOSCOPE

Winter 2006

Julia Thompson, President

Volume 1, Issue 2

## 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.

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## A message from Julia...



Dear KAEOP Colleagues,

If you are like me, you wonder where 2006 has gone. Even with all the extra activities and holiday preparation it is truly a wonderful time of the year.

I want to thank everyone who attended our fall conference in Manhattan for your participation. A special thank you to Robin Lynes, Denise Shockey, Judy Shepard, and Charlotte Zeller for all their "behind the scene" work that made the conference successful. More information on conference activities can be found on the following pages.

The Kansas Association will host Central Area Professional Development Day in Olathe with an open house on Friday evening, February 23 and classes on Saturday, February 24. Our theme is "KAEOP - Fast Track to Professionalism." I would like to see a large group of Kansans on hand to welcome our guests from Nebraska, Iowa, Illinois, Indiana, and Missouri. Theresa Cote has done a wonderful job as chairman of the planning committee for this event.

Thank you to those members who agreed to

have their name placed on the ballot for 2007-2008 officers. I urge all members to take the time to mark your ballot and return it in a timely manner. This is one of the ways to make your voice heard.



*Julia Thompson*  
KAEOP President

If you have questions about our organization or upcoming events please contact one of the executive board members whose contact information is included in each issue of the Kaleidoscope. We are here to serve you the members.

In closing I want to wish you the treasures of the Christmas Season - LOVE, JOY, and PEACE, and time spent with loved ones.

Sincerely,

Julia Thompson  
KAEOP President

**THE NEW KAEOP LOGO WAS ADOPTED AT THE 2006 FALL CONFERENCE.**



**KANSAS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**  
[www.KAEOP.org](http://www.KAEOP.org)

AN AFFILIATE OF **NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**  
[www.NAEOP.org](http://www.NAEOP.org)

# Executive Board 2006-2007

## Kansas Association of Educational Office Professionals

### President

Julia Thompson  
502 Navajo  
Hiawatha KS 66434  
785-742-2500 (H)  
785-742-7181 (W)  
785/742-5655 (C)  
Hiawatha Elementary, USD #415  
jthompson@usd415.org

### President—Elect

Amanda Jeffrey, CEOE  
PO Box 114  
Effingham KS 66023  
913-833-5311 (H)  
785-368-6210 (W)  
KSDE  
ajeffrey@ksde.org

### First Vice President

Kathy Ubert  
1913 Holmes Rd  
Hays KS 67601  
785-625-3592 (H)  
785-623-2400 (W)  
Nutrition Services Department, USD #489  
kubert@hays489.k12.ks.us

### Second Vice President

Denise Shockey  
230 W. 47th St. N  
Wichita KS 67204  
316-204-5912 (H)  
316-973-2243 (W)  
316-204-5912 (C)  
SSC, Transportation, USD #259  
dshockey@usd250.net

### Recording Secretary

Barbara Gfeller  
221 Smokey Ln  
Junction city KS 66441  
785-238-7863 (H)  
785-717-4500 (W)  
gfelleb@ngks.com

### Corresponding Secretary

Stacy Lewis  
548 E Bluebird  
Gardner KS 66030  
913-938-4070 (H)  
913-592-7240 (W)  
913-314-6151 (C)  
Special Services Dept., USD #230  
lewiss@usd230.org

### Treasurer

Bonnie Smith  
812 Eastridge  
Goodland KS 67735  
785-890-3359 (H)  
785-890-2397 (W)  
785-821-1763 (C)  
bsmith@usd352.k12.ks.us

### Curriculum Chair

Judy Shepard  
907 E 3rd  
Kinsley KS 67577  
620-659-3472 (H)  
620-659-2866 (W)  
Kinsley-Offerle Elementary, USD#347  
jshepard@usd347.org

### Member-At-Large

Joanne Nelson  
2708 Belmont Pl  
Garden City KS 67546  
620-276-7560 (H)  
620-276-5113 (W)  
District Office, USD #457  
jnelson@gckschools.com

### Member-At-Large

Susan Owens  
1873 Idaho Rd  
Humboldt KS 66748  
620-473-2756 (H)  
620-365-4725 (W)  
Iola High School, USD #257  
susan.owens@usd257.org

### Workshop Coordinator

Charlotte Zeller  
10048 W Jordan Rd  
Wakarusa KS 66546  
785-836-2015 (H)  
785-296-7931 (W)  
KSDE  
czeller@ksde.org

### Immediate Past President

Peggy Hilliard  
110 S "B"  
Herington KS 67449  
785-258-3294 (H)  
785-258-2263 (W)  
785-258-0038 (C)  
District Office, USD #487  
hilliard@teen.k12.ks.us

### Affiliations

Dee Lewis  
120 SE 10th Ave  
Topeka KS 66612  
785-478-9176 (H)  
785-296-3069 (W)  
KSDE  
dlewis@ksde.org

### Chaplin

Debora Jensen  
275 Maple Dunes Ct  
Wichita KS 67204  
316-721-0944 (H)  
316-973-0400 (W)  
Peterson Elementary, USD #259  
djensen@usd259.net

### Membership

Cheryl Walker  
5226 Mt Carmel  
Wichita KS 67217  
316-524-9663 (H)  
316-554-2236 (W)  
316-258-7835 (C)  
Chapmus High School, USD #261  
cwalker@usd261.com

### NAEOP Public Relations

Teresa Lamb  
710 N Second  
Iola KS 66749  
620-365-8095 (H)  
620-365-4715 (W)  
Iola High School, USD #257  
teresa.lamb@usd257.org

### NAEOP State Director

Judy O'Malley  
25820 W 253rd  
Paola KS 66071  
913-963-4010 (H)  
913-592-7216 (W)  
Spring Hill Middle School, USD #230  
judy@usd230.org

### Parliamentarian

Rita Luthi  
701 Redbud Ln  
PO Box 150  
Wakefield KS 67487  
785-461-5202 (H)  
785-717-4453 (W)  
Fort Riley Elementary, USD #475  
rialuthi@usd475.org

### Professional Standards Program

Debbie Opheim, CEOE  
174 Peachwood  
Haysville KS 67060  
316-524-0974 (H)  
316-554-2240 (W)  
316-993-1386 (C)  
Campus High School, USD #261  
dopheim@usd261.com

### Retired Membership

Karen Pulaski, CEOE  
8433 S Spencer Rd  
Sedgwick KS 67135  
316-283-3139 (H)  
Retired  
kpulaski@iwichita.com

### Scholarship Chairman

Polly Smith  
PO Box 266  
Deerfield KS 67838  
620-426-7071 (H)  
620-276-5260 (W)  
Gertrude Walker Elementary, USD #457  
psmith@gckschools.com

### Fall Workshop Chairman

Robin Lynes, CEOE  
4823 N Jeanette  
Wichita KS 67204  
316-831-0227 (H)  
316-973-4560 (W)  
rlynes@usd259.net

### Website Chair

Barbara Clay, CEOE  
633 N Oak  
Iola KS 66749  
620-365-3408 (H)  
620-365-4715 (W)  
Iola High School, USD #257  
barb.clay@usd257.org

# KAEOP Executive Board Nominees

## President Elect:

Kathy Ubert

**Employer:** USD #489 Rockwell Administration Center

**Position:** Administrative Assistant – Nutrition Services Department

**Years in Position:** 31

**Years in Education:** 31

**Job Responsibilities:** Prepare Nutrition Services bills, receive and deposit money from schools and kitchens, enter all state financial claim reports by computer, locate substitute cooks as needed, place food orders with vendors, assist with various types of bids, send correspondence or communications as needed. File all information related to department, develop and duplicate various forms both paper and computer. Arrange and set up various meetings, supervise the food handler position. Organize and maintain store room. Assist with projects associated with SNA-KS chapter #29.

### Experience related to position running for:

Secretary for USD #489 Transportation Department: 1975-1994 – 19 years  
Receptionist, Rockwell Admin. Center: 1982-1996 – 12 years

**Years in KAEOP:** 21

**Member of local, name and years:** Not currently

**Years in NAEOP:** 21

### KAEOP Committees/Offices:

1988-89 Retired Membership Chair  
1989-90 Fall Workshop Chair  
1990-92 Member-At-Large  
1992-93 Registrar Fall Workshop  
1999-00 Committee Administrator & Office Professional of the Year  
2001-02 Fall Workshop Chair  
2005-02 1<sup>st</sup> Vice President



## First Vice-President

Beverly A. Smith

**Employer:** Kansas State Department of Education  
**Position:** Senior Administrative Assistant

**Years in Position:** 5 months

**Years in Education:** 6 ½

**Job Responsibilities:** Assistant to the Director & Coordinator of Assessment. Lead Assistant of the School Improvement & Accreditation Team.

### Experience related to position running for:

Secretary of Local AEOP, mentoring committee, auditing, membership and various special event committees, agency hospitality committee, agency improvement council, logistics committee for KSDE annual conference (6 years) & KSDE summer academies (3 years), Mount Carmel Missionary Baptist Church. Secretary of KSDE AEOP.

**Years in KAEOP:** 6

**Member of local, name and years:** Yes, KSDE AEOP

**Years in NAEOP:** Yes

### KAEOP Committees/Offices:

KAEOP Conference/Workshop Registration  
KAEOP Open House Committee



## First Vice-President

Debbie Hetrick

**Employer:** Perry USD #343

**Position:** Board Clerk

**Years in Position:** 2

**Years in Education:** 15

**Job Responsibilities:** Payroll, check disbursement, minutes at board meetings, KPERs, state reports, district insurance, section 125.

### Experience related to position running for:

Secretary / Treasurer – UMW; Project Leader in 4-H club and country levels; Girl Scout / Boy Scout Leader; Boy Scout committee chair; Sunday school teacher; Church trustee.

**Years in KAEOP:** 11

**Member of local, name and years:** No

**Years in NAEOP:** Yes

### KAEOP Committees/Offices:



Qualified Members Only



## KAEOP Executive Board Nominees

### Recording Secretary

Debora Jensen



**Employer:** Peterson  
Elementary – USD #259

**Position:** Secretary

**Years in Position:** 15

**Years in Education:** 25

**Job Responsibilities:**

Bookkeeping, payroll, purchasing, accounts payable, student records, food service, transportation, etc. All aspects of the school office.

**Experience related to position running for:**

President of the Wichita AEOP (2 years) and Secretary for Maple Dunes (White Rock) Homeowners Association (4 years).

**Years in KAEOP:** 18

**Member of local, name and years:** Yes, Wichita AEOP

**Years in NAEOP:** Yes

**KAEOP Committees/Offices:**

2006-2007 Chaplain

### Recording Secretary

Dee Lewis



**Employer:** Kansas State  
Department of Education

**Position:** Administrative  
Specialist

**Years in Position:** 2 ½

**Years in Education:** 3 ½

**Job Responsibilities:** Working directly for the Director of the Professional Learning Communities Team. Updating team web page, setting up conferences.

**Experience related to position running for:** I take minutes on my job frequently and on various committees that I volunteer on.

**Years in KAEOP:** 2

**Member of local, name and years:** Yes, KSDE AEOP

**Years in NAEOP:** Yes

**KAEOP Committees/Offices:**

2006-2007 Affiliations Chair

### Member At Large

Robin Lynes



**Employer:** USD #259

**Position:** Purchasing

**Years in Position:** 6

**Years in Education:** 9

**Job Responsibilities:** Order technology, manage pagers / cell phones, textbook purchases, healthcare provider selection committee, hardware standards committee.

**Experience related to position running for:** I currently work with vendors to get the best quality and price for products. This will enable me to get the most for the money for KAEOP. President for WAEOP 02-03

**Years in KAEOP:** 4

**Member of local, name and years:** Yes, WAEOP

**Years in NAEOP:** No

**KAEOP Committees/Offices:**

2005-2006 Chaplain

2006-2007 Fall Workshop Chair

### Member At Large

Teresa Lamb



**Employer:** Lola High School  
USD #257

**Position:** Bookkeeper  
Secretary

**Years in Position:** 5

**Years in Education:** 5

**Job Responsibilities:** Balancing activity ledgers, budget control of board money, purchasing; bid purchasing agent for Lola High School. Assisting Athletic Director in secretarial duties, accounts payable & receivable, collections, general office duties, assisting the students.

**Experience related to position running for:** Lola ESP President, Vice President, PTO room mother, Allen County Wrestling Club board member,

**Years in KAEOP:** 5

**Member of local, name and years:** Yes, Lola ESP, President 2002-2003

**Years in NAEOP:** 1

**KAEOP Committees/Offices:**

2006-2007 NAEOP Public Relations Chair

2003-2005 Scholarship Chairman (Two terms)

# KAEOP Executive Board Nominees

## Treasurer

June Seavey, CEOE



**Employer:** Spring Hill USD #230  
**Position:** Administrative Assistant to Director of Curriculum, Instruction and Assessment and to the Director of Special Services  
**Years in Position:** 10  
**Years in Education:** 28

**Job Responsibilities:** Administrative Assistant to Director of Curriculum, Instruction and Assessment. Also assist with the secretarial duties for the Special Services Department and Board of Education.

**Experience related to position running for:** Bookkeeping duties for Summer School and All-Day Kindergarten. Maintain grant budgets. I have been registrar for four workshops. I have held the office of president, vice-president, secretary, and treasurer for our local association. As elementary secretary for nineteen years maintained activity account, enrollment fees, and food service fees. Served as financial secretary for our church. I have served on NAEOP committees.

**Years in KAEOP:** 28

**Member of local, name and years:** Yes, Charter member of Eastern KAEOP, 21 years

**Years in NAEOP:** 27

### KAEOP Committees/Offices:

1995-1996 President-Elect  
1996-1997 President  
1997-1998 Immediate Past-President  
1986-1988 / 2004-2006 Second Vice-President  
1990-1991 Chaplin  
1992-1993 & 1999-2000 NAEOP State Director  
1988-1989 NAEOP Public Relations  
1987-1988 Membership Chair  
Fall Workshop Chair  
Fall & Spring Workshop Registrar

## Workshop Coordinator

Charlotte Zeller



**Employer:** Kansas State Department of Education  
**Position:** Administrative Specialist  
**Years in Position:** 5  
**Years in Education:** 21  
**Job Responsibilities:**

Schedule meetings and maintain the calendar for the Director of Information Technology. Complete travel arrangements for the Director and team members as needed. Prepare agendas, and take and transcribe dictation for the minutes of various meetings as directed. Collect and review time sheets for the team, and forward them to the Human Resources Department by the deadline specified. Provide input and assistance by drafting documents for the Director or team members. Set up interviews and distribute packets. Provide orientation to new team members. Provide general office duties such as answering the telephone, distributing mail, preparing and submitting purchase authorizations and contracts, maintaining a filing system for the team and ordering and maintaining supplies.

### Experience related to position running for:

I have been involved with numerous conferences at KSDE. I have been a part of all aspects of the conferences from contacting potential hotels and negotiating contracts to handling the billing and making payments. I have also fulfilled these duties for KAEOP for the last two years by serving as Workshop Coordinator. I have served on various NAEOP committees.

**Years in KAEOP:** 19

**Member of local, name and years:** Yes, KSDE AEOE

**Years in NAEOP:** Yes

### KAEOP Committees/Offices:

President-Elect  
President  
Immediate Past-President  
Curriculum Chair  
Parliamentarian

# KAEOP NEWS

## Workshop Coordinator Report

We had an outstanding Fall Conference in Manhattan, October 12-14. Robin Lynes, Workshop Chairman and Denise Shockey, Registrar, in addition to all the behind the scenes folks, worked very hard in making this conference a success. If you were not able to attend I hope you will be able to join us in the Spring. Our future dates and locations are:

<b>Spring 2007</b>	<b>April 12-14</b>	<b>Salina</b>
<b>Fall 2007</b>	<b>October 11-13</b>	<b>Great Bend</b>
<b>Spring 2008</b>	<b>April 3-5</b>	<b>Salina</b>
<b>Fall 2008</b>	<b>October 9-11</b>	<b>Emporia</b>
<b>Spring 2009</b>	<b>April 2-4</b>	<b>Hutchinson</b>

You may have noted that our Spring Conference is in Salina. Yes we have finished our commitment with Manhattan and we are traveling on down the road. Salina has made a lot of changes to the Holiday Inn and we are excited to be with them in April.

At the Executive Board meeting on October 12, we discussed possible locations for future conferences. It was proposed that we set a rotation of sites for planning purposes which the Board approved. We will begin to target the four areas (north, east, south, and west) moving clockwise, which will help us strive for the goal that those from the farthest locales will not have to do all of the driving in addition to tapping the resources available in the different locations. Possible suggestions of cities are: Pittsburg, Junction City, Hays, Wichita, Dodge City, Olathe, Garden City, Coffeyville, and Independence. Of course this does hinge on these cities having facilities that meet our needs.

After many hours of editing, the *Guidelines for KAEOP Conferences/Workshops* has been updated and copies are available. Thank you to everyone that contributed in making this document a reality.

If you have any questions, suggestions for future conference locations, or would like a copy of the Guidelines, 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)  
czeller@ksde.org

## Workshop – How to Find More Time in Your Day

Have you ever approached the end of the day feeling like you have not accomplished anything? We have all had days like that in our professions.

Barbara Depew R.D., L.D., Food Service Director of USD #320 in Wamego, gave us some steps on how to accomplish tasks throughout the day. You have 86,400 seconds each day. That seems like a lot. However, if you wake up at 6:00 AM you have already slept away some of your seconds. Great I am then starting the day behind (just kidding). Several ways to make use of your time is by making lists and sticking to the lists. Also utilize other people's skills and let people help you. Organize your life by setting long-term goals that are attainable. Write them down, this makes you feel like you have more of a commitment to yourself.

Organization is the key to effective time management. The best part is you get 86,400 seconds everyday and what you do with this time can be spent differently every day.

Teresa Lamb  
Iola High School, USD #257

## PSP Banquet

The PSP Banquet was held October 13 in Manhattan. The head table was introduced by Amanda Jeffrey, CEOE, President Elect. Bonnie Smith gave the inspiration and following dinner our entertainment was Heather Gartrell on the piano. Debbie Opheim, CEOC, PSP Chairman presided over the recognition of three PSP recipients. Polly Jo Smith, from Deerfield received her Associate Professional, Option I. Robin Lynes from Wichita received her Bachelor, Option II and CEOE. Angie Funk from Topeka received her Advanced III, Option I and CEOE. A big Congratulations goes out to Polly, Robin, and Angie.

Two reminders – the next filing date for your PSP Certificate is January 15, 2007. The first PSP re-certification is coming up May 15, 2007, check out [naeop.org](http://naeop.org) website for more information regarding the re-certification requirements.

Debbie Opheim, CEOE  
PSP Chairman

# KAEOP NEWS

## PSP Banquet

PSP stands for Professional Standards Program, which is based on and encourages ongoing continuing education for educational office professionals and participation in local, state, and national educational associations. Each certificate is based on requirements in three areas: Education, Experience, and Professional Activity. The first PSP certificate was given out in 1957 to Corrine Messenger from Arkansas, the first Kansas recipient was Mona Smith from Wichita also in 1957 and her CEOE in 1980. The national office states that there have been a total of 13,635 PSP certificates awarded and 3,628 CEOE distinctions, which stands for Certified Educational Office Employee. There are 392 from Kansas that have been awarded PSP certificates. There are three filing dates for the PSP applications each year, January 15, May 15 and September 15. Each summer at the National Conference PSP recipients are honored at a very glamorous banquet. I would encourage all of you who do not have a PSP certificate or those of you who need to upgrade to go to the national website at [www.NAEOP.org](http://www.NAEOP.org), and check out the information on how to receive your certificate.

The PSP Recipients were as follows:

### **Polly Jo Smith – Associate Professional, Option 1**

Polly is from Deerfield, married with two sons, one daughter and five grandchildren. She works at Gertrude Walker Elementary in Garden City, where she is starting her 28<sup>th</sup> year at USD #457. Polly has been a member of the Garden City Association of Educational Office Professionals for 26 years, which she is currently serving as president. She has been a member of KAEOP for nine years and a member of NAEOP for two years. Polly enjoys sewing and crafts; she has an embroidery machine that she is always putting designs on her grandkids clothes, especially Disney designs. Congratulations Polly on receiving your Associate Professional, Option I PSP Certificate!

### **Robin Lynes – Bachelor, Option II and CEOE**

Robin is from Wichita, married with one son and one daughter. She works for the Wichita School District in Purchasing. Robin has been a member of the Wichita Association of Educational Office Professionals for six years where she has served as President plus other offices. She has been a member of KAEOP for four years, and has held several offices including this fall's workshop chair and a member of NAEOP for four years. I am told that Robin loves to garden. She received her Bachelor, Option II and CEOE certificate in 2003 at Nationals. Congratulations Robin!

### **Angie Funk – Advanced III, Option I and CEOE**

Angie is from Topeka, and works for the Kansas State Department of Education. Angie has been a member of the Kansas State Department of

Education's Association of Educational Office Professionals for eight years where she has served on several committees. She has been a member of KAEOP for eight years and received Office Professional of the Year 2005-2006, and a member of NAEOP for eight years. She holds a second job; cat sits for a friend, likes to read and collects M & M memorabilia. She says she has over 900 items. Angie received her Advanced III, Option I and CEOE certificate in 2003 at Nationals. Congratulations Angie!

Debbie Opheim, CEOE  
PSP Chairman

## Retired Membership

We began our tour at 8:30 a.m. on Friday, October 13<sup>th</sup>. The tour group consisted of Barbara Gfeller, Sue Kill, Margie Prichard, and myself. Also, Jamie Lang from the Manhattan Convention Visitors Bureau, and Tom and Angie Fryer, retired military personnel accompanied us on this tour. Tom and Angie brought along their house guests and we loaded into 2 vans and headed for Fort Riley. We arrived at the Post. We could not enter without a special pass, so the security had us turn around and go back and get a pass to enter. Tom being retired military already had a permanent pass to enter. We made proper ID and proceeded into the Post. After driving a short time we loaded Angie in our van and what advantage it was to have her with us. She is very knowledgeable of the history of the Post and was able to tell us about the different buildings. She also knows of the happenings with all of the new changes within the Post. We did stop at the U.S. Cavalry Museum for a self-guided tour to view the last years of the Cavalry. There was also a gentleman there that gave us some information as well. If anyone gets a chance they should take a tour to Fort Riley. They even have a walking tour. I myself did not know the size of Fort Riley was and what goes on there. Since we did not have anything scheduled for the afternoon, after lunch, we got in the car and ventured out on our own. We went to the Beach Museum. However, it is under renovation and we were only able to view 10% of the displayed art. We then went to the Master Teacher Building. There we were able to tour the beautiful building and see how it got its start, see what they do and how Master Teacher operates.



Karen Pulaski, CEOE  
Retired

## Mardi Gras Open House

The kick-off to our Fall Conference began with a trip down Bourbon Street via the Clarion Hotel in Manhattan, Kansas. The Mardi Gras is a magical and special time and our own little version of the original was no different. Everyone received colorful strands of beads upon their arrival in addition to place cards so you knew which table you were to be seated at. The tables were decked out with feather masks and other festive decorations. Sheets of paper at each place setting gave us questions which helped us learn more about the folks we were seated with. We also feasted on Rumbaba cakes, golden sponge cakes soaked with rum sauce. No Mardi Gras is complete without a parade and yes we had one too. Sherry Webb, a first timer from the Kansas State Department of Education, was selected as our queen and she led our parade throughout the hotel where we gave out beads to everyone we met. After a wonderful time of fellowship and fun we left Bourbon Street behind but the magic and memories will remain with us wherever we go.



Charlotte Zeller  
KSDE

## NAEOP Affiliations Chairman

Do you have a person in your office that is really an all around great person to work with or for? This is your chance to let their light shine. You can step forward and show your appreciation by nominating them for: **State Educational Administrator of the Year** or for **State Educational Office Professional of the Year**. The applications need to be postmarked by January 15th. The applications can be sent to you via email or

you should have received them with your local affiliations packet. If you have any questions please feel free to call me (620) 365-4715 or email me at: [teresa.lamb@usd257.org](mailto:teresa.lamb@usd257.org).

Teresa Lamb  
NAEOP Affiliations Chairman

## Scholarship News

KAEOP scholarships applications are to due January 15, 2007. Please send to:

Polly Smith  
Box 266  
Deerfield, Ks. 67838  
620-426-7071 (home)  
620-276-5260 (work)  
[psmith@gckschools.com](mailto:psmith@gckschools.com) (email)  
620-276-5383 (fax)

Two Margaret Van Horn scholarships (\$300 each) will be awarded by KAEOP. One Lola Mae Farmer scholarship for \$500 will be awarded by KAEOP.

Please contact your affiliate president or Polly Smith for applications and requirements.

Polly Smith  
Scholarship Chairman

## Workshop – Is Your Attitude Showing?

Barb Depew from Wamego was very entertaining in showing all of us how our attitude will effect our day, co-workers, work, customers, etc. By using skits to show how our attitude will effect our quality, quantity of work, attendance and punctuality, appearance, dedication, and working relationships everyone was able to really look at ourselves and try to see if we want to be a “Negative Nelli” or a “Positive Pearl.” Attitude is a big part of your happiness at work and in life. We need to work hard to keep our attitude positive and to help others have a positive attitude.

Denise Shockey  
Wichita Transportation Services Department

# Central Area Professional Development Day

The 17<sup>th</sup> Annual Central Area Professional Development Day (CAPDD) will be held February 23-24, 2007 at the Holiday Inn in Olathe, Kansas, hosted by the Kansas Association of Educational Office Professionals (KAEOP). The registration fee is \$55.00 for NAEOP members and \$100.00 for non-NAEOP members. The conference room rate will be \$69.00 per room with up to four in a room. Reservations can be made by calling the Holiday Inn at 1-800-833-6632 or 913-829-4000. Be sure to mention you are with the CAPDD. **Call now and make your reservations early!**

## Friday's Open House

Join us at the "starting line" for an evening of fun and making new friends. Light snacks and beverages will be provided. Everyone is invited to bring a friendship gift to exchange. The value of the gift should be at least \$5.00; however, the value of the friendship to be received is limitless!

## Program

### Up Your Attitude...

Do you ever notice how some people can bounce back from a difficult situation? We know when we have a negative attitude, but we may feel helpless to change it. People are not born with positive or negative attitudes; they learn them through experiences. You can learn new attitudes and discard old ones that are not serving you well. Positive attitudes will help you find satisfaction in every aspect of your life. Your attitude plays a huge role in your career and makes a huge difference in the way you are treated. Positive attitudes make work and life more exciting. Good things seem to happen to people with positive attitudes. Developing a positive work environment where everyone enthusiastically works together to help each other is the name of the game. Plus it's fun! This session will assist you in recognizing that a bad situation is one bump in the road and is expected...but remember that around the corner is a positive situation. You will learn new ideas, insights and skills that create a working environment where everyone is friendlier and more positive with each other and students. While having great fun your attitude will be elevated and you will become more optimistic and totally convinced that your attitude is the smartest thing you wear.

Up Your Attitude ... is an individual responsibility.

## **If It's Going to Be, It's up to Me!**

-- Robert H. Schuller --

### About the presenter:

Larry Bluthardt is Director of the School Bus Safety Education Unit at the Kansas State Department of Education and has presented at numerous state, regional and national conferences on this topic as well as many more. Additional information regarding Larry's accomplishments will be shared at the conference.

### Conference Attire:

Friday — casual  
Saturday — business casual

### Hotel Registration

Holiday Inn  
101 West 151st Street  
Olathe, KS 66062  
(Across from the Great Plains Mall)  
Call Hotel direct for reservations Room Rate (1-4): \$69  
1-800-833-6632 or 913-829-4000

**Remember:** When making reservations identify yourself with the CAPDD. *Deadline for conference room rate is February 2, 2007.*

### We hope to see you in Olathe!

### Questions may be directed to:

Theresa Cote, Conference Chairman  
Work: 785-296-2303  
E-mail: tcote@ksde.org  
Dee Lewis, Registrar  
Work: 785-296-3069  
E-mail: dlewis@ksde.org

## MARK YOUR CALENDAR



### TO ATTEND

### THE KAEOP SPRING CONFERENCE

**APRIL 12-14, 2007**

**SALINA, KANSAS**



**DISCOVER THE TREASURES THAT**

**KAEOP HAS TO OFFER**

## 2006-2007 Calendar of Events

January 15, 2007  
February 1, 2007  
February 23-24, 2007  
**April 12, 2007**  
**April 12-14, 2007**  
April 15, 2007  
May 15, 2007  
July 16-20, 2007  
October 11-13, 2007  
April 3-5, 2008  
July, 2008  
October 9-11, 2008

Deadline for PSP Applications  
Deadline for Kaleidoscope Articles - Spring Edition  
Central Area Professional Development Day, Olathe, Kansas  
**Executive Board Meeting**  
**KAEOP Spring Conference/Workshop, Salina, Kansas**  
Deadline for Kaleidoscope Articles - Summer Edition  
Deadline for PSP Applications  
NAEOP Annual Conference in Seattle, WA  
KAEOP Fall Conference/Workshop, Great Bend, Kansas  
KAEOP Spring Conference/Workshop, Salina, Kansas  
National Conference in Denver  
KAEOP Fall Conference/Workshop, Emporia, Kansas

### THANK YOU...

Dear KAEOP Friends,

Thank you so much for all the items you donated to the Midtown Ronald McDonald House. Every item will definitely be used. It's groups like yours who help our families through a difficult time.

Sincerely,  
Ronald McDonald House  
Staff & Families of Wichita

### PAST PRESIDENTS ATTENDING THE 2006 FALL CONFERENCE



Front Row: Charlotte Zeller, Sue Kill, Debbie Opheim, Barbara Clay, Karen Pulaski, June Seavey  
Second Row: Bonnie Smith, Theresa Cote, Peggy Hilliard, Judy Shepard

## Member News

### *Congratulations to Robin...*

Robin Lynes has received a promotion. She is now a Purchasing Agent for Wichita, USD259. We are always happy to hear when a member takes a step up the ladder.

### *Well Wishes to Stacy...*

Stacy Lewis has been out of the office during the months of November, December, and part of October, due to surgery. She is presently at home and recovering

slowly, but steadily. Stacy is presently the Corresponding Secretary of KAEOP. Stacy, we send you our best wishes for a speedy recovery.

### **Editor's Note...**

Thank you for all your Get Well cards, e-mails and calls. I'm so fortunate to have so many great KAEOP friends. Last time I asked for articles, pictures, comments and suggestions and when you ask you shall receive. Thank you to all of the reporters, you help make the Kaleidoscope a success. This issue would not be

possible with out a very special lady, June Seavey. I'm unable to put it together at home so she has taken all these articles & pictures, placed them into Publisher, printed, folded and sent them on their way. June is truly the best co-worker and friend I could ever have. **Thank You June!**

*Please continue to send me what you would like to see included in the Spring Kaleidoscope at [lewiss@usd230.org](mailto:lewiss@usd230.org).*

Thank you,



Congratulations to KAEOP on receiving 3rd place for the Louise Henderson Nelson Award competition from NAEOP! Julia Thompson, President, received the award at our July, 2006 national conference in Dallas. Amanda Jeffrey (left) and Barbara Clay (right) are giving her a hand along with the workshop attendees.



**2006 FALL CONFERENCE FIRST TIMERS**

Donna Warren, Bev Brueggemann, Kathy Kroenke, Holly Kinder, Sherry Webb, and Tammy Runnebaum



What are Stacy Lewis and Amanda Jeffrey plotting now?



What fun we have in our classes making snowballs!!



Debbie Hetrick and Polly Smith enjoy the snacks at Open House.



Have you ever worn a "frozen" T-shirt before? Charlotte, Jeannette, Dee, Kathy, June, Julia, Rita and Jackie received that honor in class.



**HAPPY BASKET WINNERS!!!**

Front Row: Donna Mathis, Barbara Gfeller, Denise Shockey, Debora Jensen  
Back Row: June Seavey and Dee Lewis



Bonnie Smith & Sue Kill are visiting with Donna Mathis (behind the mask) at Open House

MEMBERSHIP FORM FOR THE NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

**Please mail or fax with payment to:**

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

PO Box 012619

WICHITA KS 67277-2619

TELEPHONE: 316/942-4822 FAX: 316/942-7100

**Membership Type:**

ACTIVE - \$45\_\_\_\_\_ Retired - \$25\_\_\_\_\_ Associate \$45\_\_\_\_\_ Institutional - \$80\_\_\_\_\_ Corporate - \$55\_\_\_\_\_

MEMBERSHIP APPLICATION CONTINUOUS MEMBERSHIP (12 FULL MONTHS)

NEW MEMBERSHIP\_\_\_\_\_ Renewal Membership\_\_\_\_\_ Membership Number:\_\_\_\_\_

MAGAZINE ANNUAL SUBSCRIPTION - \$25\_\_\_\_\_ Magazine Annual Subscription (Retired) - \$10\_\_\_\_\_

**MEMBER INFORMATION:**

JOB DESCRIPTION:

ELEMENTARY\_\_\_\_\_ MIDDLE SCHOOL/JUNIOR HIGH\_\_\_\_\_ SECONDARY/HIGH SCHOOL\_\_\_\_\_

HIGHER EDUCATION\_\_\_\_\_ STATE DEPARTMENT\_\_\_\_\_ ADMINISTRATION\_\_\_\_\_

CAREER & TECHNICAL EDUCATION\_\_\_\_\_ RETIRED\_\_\_\_\_ OTHER\_\_\_\_\_

NAME:\_\_\_\_\_

MAILING ADDRESS:\_\_\_\_\_

CITY:\_\_\_\_\_ STATE:\_\_\_\_\_ ZIP + 4:\_\_\_\_\_

HOME PHONE:\_\_\_\_\_ OFFICE PHONE:\_\_\_\_\_ EXT:\_\_\_\_\_ FAX:\_\_\_\_\_

E-MAIL:\_\_\_\_\_

RECRUITED BY (NAME):\_\_\_\_\_

METHOD OF PAYMENT: CHECK\_\_\_\_\_ MASTERCARD\_\_\_\_\_ VISA\_\_\_\_\_

CARDHOLDER'S NAME:\_\_\_\_\_ CARD NUMBER:\_\_\_\_\_ EXPIRATION DATE:\_\_\_\_\_

VISIT OUR WEBSITE AT [www.naeop.org](http://www.naeop.org)

MEMBERSHIP FORM FOR THE KANSAS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

**PLEASE MAIL OR FAX WITH PAYMENT TO:**

CHERYL WALKER

KAEOP MEMBERSHIP CHAIRMAN

5226 Mt. CARMEL

WICHITA KS 67217

E-MAIL: [cwalker@usd261.com](mailto:cwalker@usd261.com)

TELEPHONE: 316/554-2236 (w) FAX: 316/554-2241

**Membership Type:**

MEMBER: \$20.00\_\_\_\_\_ RETIRED MEMBER: \$10.00\_\_\_\_\_

JULY 1, 20\_\_\_\_ TO JUNE 30, 20\_\_\_\_\_

LAST NAME\_\_\_\_\_ FIRST NAME\_\_\_\_\_ MIDDLE\_\_\_\_\_ SPOUSE'S NAME\_\_\_\_\_

EMPLOYER (OFFICE OR SCHOOL):\_\_\_\_\_

POSITION:\_\_\_\_\_

ADDRESS: HOME\_\_\_\_\_ CITY\_\_\_\_\_ ZIP\_\_\_\_\_

ADDRESS: 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\_\_\_\_\_

WOULD YOU BE INTERESTED IN BEING NOMINATED FOR AN OFFICE? Yes\_\_\_\_\_ No\_\_\_\_\_

E-MAIL ADDRESS:\_\_\_\_\_

VISIT OUR WEBSITE AT [www.kaeop.org](http://www.kaeop.org)

# KALEIDOSCOPE

Stacy Lewis, Editor  
304 South Webster  
Spring Hill KS 66083

## ***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.”*