



MISSOURI EDUCATIONAL SECRETARY

MAEOP

Missouri Association of Educational Office Professionals

Special Points of Interest:

- Spring Workshop, April 4 — 7, Lodge of 4 Seasons
- Central Area PD Day, Cancelled
- **October 6 — 8, 2011**
Fall Conference, Ramada Oasis, Springfield

Message from the President

I just cannot believe the time has come..... For me... as your President of MAEOP for the 2010 — 2011 year. My role as President is to come together with all our members and work on growing our membership for MAEOP. I checked with Vice President, Christy Serrage and as of December 2, 2010 we only have 53 members registered....

Our mission states that we are to become more proficient and effective in our positions; to promote interest in the profession; and to give greater and more effective service to schools and communities. I challenge each and every one of you to improve our membership by promoting our Great Organization of MAEOP at each of your Local Organizations.

I am here for all of you, please do not hesitate to call me anytime or email me with questions you have or if I can join any of you at your local meetings.

I am so proud to be your President for this year and I plan to stay in contact with everyone along with my Executive Board. Our new Executive Board is very committed in Building our Membership and keeping our Association Strong!!!

This is a very busy time of the year for everyone. Our jobs are more demanding and we have less help. I encourage you to **stand strong** and do your job as the **professional** that you are.

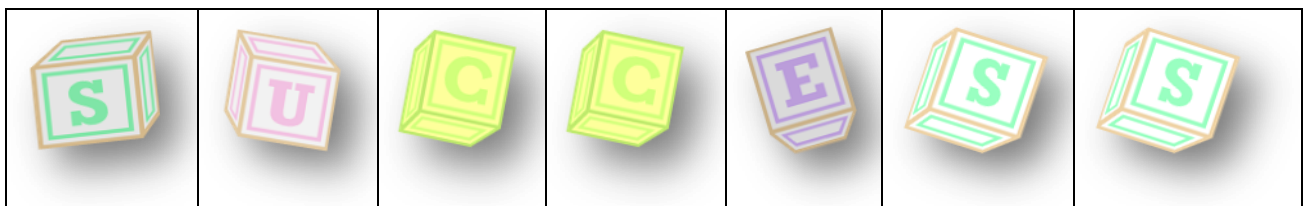
Have a Merry Christmas... Stay warm... Live much... Laugh Often... Love with all your heart...

Becky O'Riley
 MAEOP President
 2010-2011
 573-774-6584 – ext. 5049 – work
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MAEOP**2010 NAEOP Election Results**

I am happy to share the winners of the 2010 NAEOP Elections. A special thank you goes to all members who took the opportunity to vote in this election.

President Elect: Lola Young (NE)

Vice President: Cathy Eberle (NY)

Secretary/Treasurer: Theresa Cote (KS)

Mid-Atlantic Area Director: Wanda Lowe (VA)

South Central Area Director: Maryann Hollingsworth (TX)

Southeast Area Director: Patricia Stelmach (KY)

Southwest Area Director: Sherry Hubbard (AZ)

**MAEOP Spring Workshop**

April 7 — 9, 2011

The Lodge of Four Seasons

315 Four Seasons Drive

Lake of Ozarks, MO 65049

Room Rates: \$99 single/double

\$149 suite

For Reservations: (573) 365 — 3000

CAPDD CANCELLATION

To: NAEOP Central Area Members
From: Lisa Morehouse, CEOE
NAEOP Central Area Director
RE: 2011 Central Area Professional Development Day
Date: January 5, 2011

During the past year, the Indiana State Association worked hard to put together their spring state conference and the 2011 Central Area Professional Development Day. They were very excited to be hosting us this spring and thought they'd be able to offer all members a great professional development opportunity. However, after conducting a membership survey, they became very concerned about having the necessary membership attendance and monetary support to provide a quality state and Central Area conference. Indiana shared their concerns with me and after several phone calls and many emails to gather more information and explore other possibilities; the decision was made to cancel the 2011 Central Area Professional Development Day.

In making this decision, I communicated with members of the NAEOP board seeking their input and advice. It became quite clear that Central Area is not the only area nor is Indiana the only state facing membership participation and number issues. This is an issue that all of our associations are feeling; local, state and national. Because of this, I have asked for the issues of declining membership and participation to be items of discussion at the Winter Board meeting on January 15 and 16.

In addition, I have asked the President and President Elect of each Central Area state to attend a Central Area Leadership Retreat in the spring. The items to be discussed will include but are not limited to the following:

- Membership numbers at the local and state levels
- State Conference attendance numbers
- Central Area Professional Development Day ideas

Please understand that this event is not intended to be a conference. It will be a working retreat that will involve long discussions, a lot of listening and major brainstorming. I am asking those that attend to come with their "blinders" off and their thinking caps on! We will need to be prepared to think outside the box. This will be an intense brain storming session with the goal of generating and creating an entire realm of new possibilities and ideas.

I would also like to make a personal request to each member of Central Area. This retreat cannot be successful without your input. We need to hear your ideas, suggestions and thoughts on ways to generate involvement, participation and passion. Your perspective and insight is welcome, needed and wanted!

Please send me your input via email **by February 15**. This will allow me time to compile the information prior to the retreat. (Any information shared will not include names.) My email is: lmoreho@lps.org. Please include the following in the subject line of the email: **CA Retreat Input---Nebraska** (List your state.)

Although there is disappointment in not being able to gather with all of you for CAPDD, I am excited about the potential to work on a solution. I am passionate that a solution will be found through working together!

Email Tips

Article By: Lisa Morehouse, CEOE, NAEOP Central Area Director

From our personal lives to our professional lives, technology plays a prominent role day in and day out. In the office professional's day, e-mail tends to help and hinder our work flow.

As office manager of the Human Resources department I have the mixed blessing of receiving all emails that are addressed to the Human Resources department. Having the opportunity to read and respond to hundreds of e-mail a week, I have come across several e-mail tips and hints which help me manage my e-mail more effectively. Maybe some of them will help you.

Subject Line: Never leave the subject line blank. It is a simple courtesy to tell your reader what information you're delivering. This also helps your reader manage their e-mail more effectively.

"10-Minute E-mail Rule: If it takes you longer than 10 minutes to compose your message, it's probably too long. Messages that take more than 10 minutes to write are probably better delivered via a memo or a report.

E-mail Signature: Do you have your contact information at the bottom of your business e-mails? List your name, title and contact information on all e-mails. Most programs have an "automatic signature" that you can create to appear on all e-mails. This saves the recipient valuable time if they need to contact you.

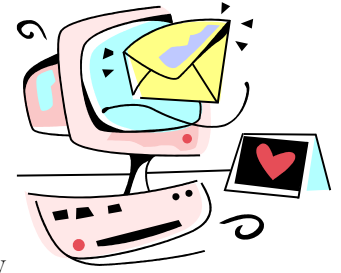
Location of E-mail Reply: Do you ever get a reply to your e-mail and you can't find what they wrote? You have to scroll all the way to the bottom of the e-mails before you find it. There is a setting on all e-mail formats that will always put the reply at the "top" of every e-mail you respond to.

"EOM": Have you ever received an e-mail with a message in the subject line followed by EOM in parenthesis? The letters stand for "**end of message**" and you do not have to open the e-mail. This allows you to deliver a message quickly and saves the recipient time also. An example might be: **Meeting is at 9am on 8/8/07. (EOM)**. It's just a quick easy way to communicate the little messages.

E-mail Phone Messages: This works great for an office receptionist or anyone that has to take phone messages. Keep an active e-mail window open. As the caller gives information, type it in the e-mail. After completing the call, verify the information and determine the priority of delivery. If it needs to be hand delivered right away, print the e-mail message on one side used paper. (This automatically has the date and time the message was taken and who took the message.) If it is a message that is not time sensitive and can actually be e-mailed, type the words "**Phone Message**" in the subject line of the e-mail, complete the e-mail and hit the SEND button. Keep in mind this method is not good if the message is time sensitive.

ALL CAPS: WHEN E-MAIL FIRST CAME OUT WE WERE TAUGHT THAT TYPING IN ALL CAPS IS LIKE SHOUTING TO SOMEONE WHEN YOU ARE TALKING. HOWEVER, IT ALSO MAKES YOUR MESSAGE MUCH HARDER TO READ. So let up on the shift key and make your message come across quiet and clear!

Happy e-mailing!



JCPS AEOP

Jefferson City Public Schools Assoc. of Educational Office Professionals

Jefferson City School Dist. - Brenda Harvey, President – Membership 22

District support staff attended a welcome back luncheon on August 6th hosted by Superintendent Brian Mitchell. Association president Brenda Harvey gave a brief introduction to those in attendance about their association. Membership dues were collected and committee lists were passed around. JCPSAEOP members have held two fundraisers so far this year. They sold pecans and poinsettias to help fund their scholarship account.

The focus of this local association for this year will be on support of their members through salary and welfare and professional development activities and on membership building. The first meeting of the year was held on October 7, 2010 where information was shared about MAEOP & NAEOP. With the help of the JCPSAEOP Professional Development Committee, the JCPS Staff Development Office has scheduled a full day of training for all district support staff on their District PD Day, October 22, 2010.

JCPSAEOP's next meeting will be held December 7, 2010. A community service project is in the works for the holiday season.

JCPSAEOP members will help co-host the MAEOP 2011 Spring Workshop with DHAEOP.

2010 ELECTIONS NAEOP Board **CENTRAL AREA**

Congratulations to Lola Young, CEOE President Elect

And Theresa Cote, CEOE Secretary/treasurer

**On behalf of Central Area a hearty congrats for being elected to
the national board!**

Congratulations may be sent to:

Lola Young, CEOE, Nebraska email: lyoung5@unl.edu

Theresa Cote, CEOE, Kansas email: tcote@ksde.org



MAEOP**St. Louis County AEOP**DHAEOP Report - 10/14/2010Dogwood Hills Association of Educational Office Professionals

Waynesville R-VI School Dist. - Brenda Thiltgen, President – Membership 17

DHAEOP members have been busy planning their fundraiser – purchasing and selling shirts, jackets, and sweatshirts that are sold in their district to fund their yearly scholarships. This year they have added flip-flops with their school mascot screening (very cool). They were very proud to give out three \$1,000.00 scholarships last year and their goal is to be able to do the same this year.

DHAEOP's second meeting was just a couple of weeks ago and they ended it with a Bunco Night. It was a lot of fun and the ladies that did not get to attend really missed out.

Planning for their Christmas Party is underway and they are ready for a lot of fun as usual – assuming bad weather stays away.

DHAEOP members are planning to Co-Host the Spring Conference, as their own Becky O'Riley will be President Elect by that time. There is a lot of work to get done between now and then and there is no doubt that their ladies are up to the challenge.

**“What’s
happening
with your
local
group”?**

**Mid – Missouri AEOP**

Juliann Blaue, President - Membership 6

MMAEOP is busy with basketball concessions as our fundraiser. Our community project has been giving back to the schools by helping our school nurses with supplies needed. Our upcoming February meeting will be a presentation on legal issues presented by Susan Goldammer, MSBA. We would like to invite all interested to please join us. We will be meeting at the Montgomery City Library. Soup and snacks will be served before the presentation at 6 pm.

Our May meeting will be on health and wellness.



Brag Corner

Becky Moses—new grandma

Vicki Phillippee—grandma again



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Tina Sheldon's father fell and is scheduled for surgery January 11. We hope for a speedy recovery.

Brailynn Walters, Becky O'Riley's grandson had surgery January 11.



Have something to BRAG about? Send your info to juliannblaue@yahoo.com

Jorene Brooks is having arthroscopic surgery on her right shoulder, January 21 . Please keep her and her family in your thoughts and prayers.

Have something to BRAG about? Send your information to juliannblaue@yahoo.com

Look for information and registration forms to be posted on our MAEOP website and mailed to you shortly for the 2011 Spring MAEOP Workshop, April 7-9, Lodge of Four Seasons, Lake Ozarks. Get ready to be charged up and revived during this great workshop. You won't want to miss a single minute of it!



MAEOP

Missouri Association of Educational Office Professionals

2009 — 2010 Executive Board

President	Becky O'Riley Waynesville R — IV School District 400 GW Lane Waynesville, MO 65583	Office: 573 — 774 — 6584 Fax: 573 — 774 — 3355 Home: 573 — 774 — 6624 Email: beckyoriley@waynesville.k12.mo.us
President — Elect	Janet Little Springfield R — 12 School District 2000 N. Lyons Springfield, MO 65803	Office: 417 — 523 — 6300 Fax: 417 — 523 — 6395 Home: 417 — 865 — 8364 Email: jlittle@spsmail.org
Vice President	Christy Serrage Columbia School District 6006 Van Horn Tavern Road Columbia, MO 65203	Office: 573 — 214 — 3774 Fax: 573 — 214 — 3761 Cell: 573 — 864 — 4814 Email: CSerrage@columbia.k12.mo.us
Recording Secretary	Susan Brooker Harrisonville R — IX School District 503 S. Lexington Harrisonville, MO 64701	Office: 816 — 380 — 2727 ext. 1222 Fax: 816 — 380 — 3134 Home: 816 — 537 — 9749 Email: brookers@harrisonville.k12.mo.us
Corresponding Secretary	Shelly Stokes Springfield R — 12 School District 2000 N. Lyons Springfield, MO 65803	Office: 417 — 523 — 6300 Fax: 417 — 523 — 6303 Home: 417 — 887 — 1732 Email: sstokes@spsmail.org
Treasurer	Kim Brannon, CEO Halfway R — III School District 2150 Highway 32 Halfway, MO 65663	Office: 417 — 445 — 2351 Fax: 417 — 445 — 2026 Cell: 417 — 327 — 3240 Email: kbrannon@halfwayschools.org
Board Member	Pam Steele Raymore Peculiar School 21005 S. School Board Peculiar, MO 64078	Office: 816 — 892 — 1311 Fax: 816 — 892 — 1380 Home: 816 — 758 — 4309 Email: psteele@raypec.k12.mo.us
Board Member	Lois Underwood Jefferson College 1000 Viking Drive Hillsboro, MO 63050	Office: 636 — 797 — 3000 ext. 597 Fax: 636 — 287 — 9084 Home: 636 — 931 — 1860 Email: lundero@jeffco.edu
Immediate Past President	Debbie Geib Missouri School Boards' Assoc. *465 Hwy B Montgomery City, MO 63361	Office: 573 — 638 — 7501 Fax: 573 — 638 — 7503 Home: 573 — 564 — 5280 Cell: 573 — 864 — 5244 Email: geib@msbanet.org

*Denotes Home Address

Photos from Fall Convention



Shellie Guin and Annette Miller



Naomi Secoy presenting Iris Maxwell with Office Professional of the Year Award



2010-2011 MAEOP Board



Naomi Secoy presenting Dr. Brian Mitchell with the Administrator of the Year Award

SOCIAL NETWORKING: ISSUES TO CONSIDER

- Teacher suspended for talking about students on the public portion of her Facebook page. No student names were used.
- Teacher terminated and four others disciplined for talking about students on Facebook. Comments included the statement: “I am teaching in the most ghetto school in Charlotte.”
- Teacher resigned after using a vulgar term on her Facebook page.
- Teacher suspended 30 days without pay after someone posted a photo of her with a male stripper at a bridal shower on Facebook.
- Teaching assistant suspended after mocking a four year old for crying at school on the assistant’s Facebook page. The parent saw the post.
- Teacher suspended for public forum photo on Facebook that depicted the teacher pointing a gun at the camera. Concern raised by a co-worker.

School districts are beginning to see an increase in disciplinary actions related to social networking activities of employees. It is becoming increasingly difficult to separate professional and private activities when much of the conduct occurs or is displayed on Facebook, MySpace, Twitter and You Tube, where parents and students can access the private lives of educators and school district employees.

Social networking continues to be popular and is particularly important to younger generations. These individuals have grown up in the online world and are comfortable living their lives in full view. I believe they are not fully aware of the ramifications that may result from their online conduct, particularly in the professional realm. The same can be said of the non-techie, the educators and employees who are just becoming accustomed to social networking. Perhaps these individuals do not realize the expansive nature and far reaching effects of their online behavior.

Like it or not, educators and school district employees are public figures with professional images and reputations to uphold. They represent not only themselves but the employing school district. They must keep this fact in mind, even when they are off the clock and engaged in personal activities. This seems to make sense when the employees are at the grocery store. They expect to see a patron, school board member, parent or student, are dressed appropriately, conduct themselves appropriately and rarely are seen behaving inappropriately or immorally. Good judgment typically prevails. However, when behind the computer screen, these same individuals do not always exercise the same good judgment. Yet, they are being observed by many more people.

Jen Hegna, a technology director in Byron, MN, drafted a set of technology use guidelines for her school district and authorized the use of the guidelines by others. These guidelines provide a good foundation for educators to consider. I have modified these draft guidelines and have added a few more for your consideration:

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GENERAL

Social networking sites are for social activities and should not be used for work related purposes. Keep the two activities separate.

Always maintain a professional relationship with students. Avoid any appearance of impropriety and any behavior that may be misinterpreted.

CONTENT

Watch what you say and how you say it! Do not use language that is obscene, defamatory, unprofessional, etc.

Think before you post! Will what you are about to write reflect negatively upon you as a school district employee? Will it impair your professional reputation? Will it place your effectiveness as an employee at risk? Could it impact your job?

Remember, the world is watching! Post only what you want everyone to see. Consider the possibility that students, parents, community members, school administrators and school board members will likely visit your webpage, site or blog. When you post on a social networking site, it can be very difficult to remove.

Never, ever talk about students or co-workers.

Never, ever post photos that include students.

The First Amendment does offer protections in the online world, but those protections are not as expansive as you might think! Exercise care and caution.

PRIVACY AND FRIENDS

Limit access to your personal information. But, be aware that your information may not be confidential even if you limit access.

Becoming friends with students on social networking sites should be discouraged. Students probably do not need access to information about your high school and college days, not to mention the comments from those long lost friends.

Do not initiate student friendships.

If a student sends you a friend request, inform your building administrator. You may also want to inform the student's parents.

Consider whether you want to allow other people to post information on your "wall". You may be held accountable for what they post.

Consider whether to grant different levels of access to different friends.

When you are online, remember that you are standing in the grocery store aisle surrounded by parents, students, administrators and school board members. Conduct yourself accordingly.

Article by: Penney Rector
Director of Legal Services
Missouri Council of School Administrators

MAEOP

Understanding Your Free Speech Rights In The Workplace

The 1st Amendment to the United States Constitution protects, among other things, a person's right to speak freely on certain matters. Unfortunately, 1st Amendment protection is not absolute and is commonly misunderstood and misapplied. While school district employees do have some 1st Amendment protection while at work, that protection is limited. This article will help you decide what types of speech in the workplace are protected by the 1st Amendment and, more importantly, what types of speech are NOT protected.

The best place to start when determining what is and what is not appropriate workplace speech is your school district's policy manual. All school districts will adopt a staff conduct policy that attempts to regulate employee speech. Most districts require professional and courteous relationships with students, parents, co-workers, etc. Districts also typically prohibit the use of work time for political campaigning purposes. Both of these restrictions are valid and legal under the 1st Amendment.

The 1st Amendment really becomes an issue when an employee says something negative about his/her employer. The United States Supreme Court has ruled in numerous cases regarding the 1st Amendment rights of government employees, including school district employees, which have set the course for analyzing an employee's free speech rights.

The first question that must be answered is whether the employee is speaking pursuant to his/her official duties. If the statement is made as a matter of the employee performing the duties he/she is paid to perform, the statement is not protected by the 1st Amendment. Instead, the Court deems this to be a job performance and evaluation issue.

Assuming the statement is not made pursuant to the employee's official duties, the next issue is to determine whether the statement was a matter of public or private concern. For a matter to be a public concern, the issue must go beyond the employee's personal job or situation to relate to a matter of concern for the community as a whole. For instance, making statements in public regarding general financial decisions of the district would be considered a public concern while complaining that your specific job was cut in order to buy new football uniforms would be a private concern. Only speech that pertains to public concerns is protected by the 1st Amendment.

If a statement is not made pursuant to an employee's official duties and is related to a matter of public concern, the final piece of the puzzle is the level of disruption to the employer's business. Speech that prevents an employer from operating efficiently, regardless of its nature or where it is said or printed, is not protected by the 1st Amendment.

As complicated as the 1st Amendment can be, here is what it takes for a statement to be protected in the workplace:

- The statement cannot be made in the course of the employee's official duties.

“While school district employees do have some 1st Amendment protection while at work, that protection is limited.”



Continued from page 12

- The statement must relate to a matter of public concern.
- The statement cannot be so disruptive as to prevent the employer from operating efficiently.

The 1st Amendment is an invaluable part of the legal system of the United States, but it is very complicated. If you have questions about what types of statements may be protected, I strongly suggest contacting your local professional organization representative or an attorney to discuss your options.

**Article By: Kyle Farmer,
Staff Attorney, MSTA**

Spring Workshop

Look for information and registration forms to be posted on our MAEOP website and mailed to you shortly for the 2011 Spring MAEOP Workshop, April 7-9, Lodge of Four Seasons, Lake Ozarks. Get ready to be charged up and revived during this great workshop. You won't want to miss a single minute of it!

Obituaries

Our thoughts and prayers are with you.

Becky Moses father passed away

Jamie Love's brother passed away

Lisa Cunningham's mother passed away



Benefit Changes for New Hires into the PSRS

As many of you have probably heard, discussions have started on benefit changes for new hires into the PSRS retirement system. There are a couple of things I want to clarify about these discussions.

First, the systems' financial condition is not as good as it should be, but it is far from a crisis at this point. The discussions are being held because something needs to happen before it becomes a crisis and others try to fix our system for us. Second, the discussions are for changes to people hired into the system. Also, the discussions to this point are only for the PSRS system. This is not to say that the discussions won't turn to PEERS at some point, but for several reasons, PEERS is in a better funded status than PSRS. The main reason relates to different demographics of the two groups, which makes the PEERS system much cheaper to fund actuarially.

If you think about a normal member of the PSRS system, you see a person in their early twenties when they enter the teaching profession. There is much less turnover in the PSRS system and after 30 years many PSRS members gain full retirement in their early fifties. With current life expectancy for females (78% of PSRS members are female) at 81.1 years, the average PSRS member will spend as much time earning a benefit as they did working and contributing.

Now contrast that with PEERS members who tend to enter the PEERS system at various points in their career. The older a member is when they enter the system, the less expensive their benefits will be. They will either be older when they reach the 30 year milestone, which means they will have fewer benefit earning years, or they may retire under some of the other retirement options (80 and out/Age 60 with 5 years). Under the latter scenario the member would have earned fewer years of service to run through the formula, which results in a lower monthly benefit. Either way, older entrants are cheaper to have in the system. There is also more turnover in the PEERS system. When a member leaves the system without earning a benefit, the employee gets their contribution back, but the system keeps the district's contributions without any benefit to pay. The demographic differences are factored into the lower PEERS contribution rate, but also help keep the funded status in better shape.

At the December board meeting, the board set the contribution rates for both systems. The board can only increase the rate by 1% for PSRS and .5% for PEERS or to the "Actuarially Required Contribution" (ARC). The system is charging the ARC for the PEERS system, but the maximum allowable contribution rate for the PSRS is 4.2% below the ARC (29% current rate vs. 33.2% ARC). This means the PEERS system is being adequately funded, while the PSRS is being underfunded due to the legislative constraints.

Both systems are in relatively good condition, but not as good as I would like them to be. Barring future market crashes, there is a possibility the PEERS system may be able to grow out of the current situation, but I don't see any way the PSRS system can continue without some tweaks in benefits to new hires.

Article By: Jason Hoffman
CFO
Jefferson City Public Schools

MAEOP 2009-2010 Budget

DESCRIPTION	2009-2010 budget	Actual	Budget Variance
REVENUE			
Membership Dues (162 x 15) extra \$5	\$ 3,000.00	\$ 1,935.00	\$ (1,065.00)
Affiliation Dues (16 x \$10)	\$ 170.00	\$ 150.00	\$ (20.00)
Return from 2009 Convention (Jeff City)	\$ 1,000.00	\$ 1,300.00	\$ 300.00
Return from 2010 Workshop (Hannibal)	\$ 1,000.00	\$ 4,382.90	\$ 3,382.90
Emblems/Promotions Receipts	\$ 100.00	\$ 27.00	\$ (73.00)
Miscellaneous Income		\$ 350.00	\$ 350.00
TOTAL	\$ 5,270.00	\$ 8,144.90	\$ 2,874.90
INTEREST AND TRANSFERS			
Transfer From Prior Treasurer		\$ 188.58	\$ 188.58
Interest (Checking Account)			
12/30/2009		\$ 0.11	\$ 0.11
01/29/2010		\$ 0.13	\$ 0.13
02/22/2010		\$ 0.10	\$ 0.10
03/31/2010		\$ 0.32	\$ 0.32
04/30/2010		\$ 0.46	\$ 0.46
05/28/2010		\$ 0.36	\$ 0.36
06/30/2010		\$ 0.28	\$ 0.28
07/30/2010		\$ 0.28	\$ 0.28
07/30/2010		\$ 0.28	\$ 0.28
08/31/2010		\$ 0.27	\$ 0.27
9/30/2010		\$ 0.24	\$ 0.24
Transfer from Money Market Account	\$ 2,000.00	-	\$ 2,000.00
	\$ 2,000.00	\$ 191.41	\$ 2,191.41
TOTAL REVENUE	\$ 7,270.00	\$ 8,336.31	\$ 1,066.31
EXPENSES			
		Debit(-)	
Executive Officers			
President	\$ 250.00	\$ 244.68	\$ 5.32
President-Elect	\$ 75.00		\$ 75.00
Recording Secretary	\$ 20.00		\$ 20.00
Corresponding Secretary	\$ 10.00	\$ 16.04	\$ (6.04)
Treasurer	\$ 25.00		\$ 25.00
Committee and Directors			
Membership	\$ 150.00	\$ 30.80	\$ 119.20
Nominating Committee/Installation Charms	\$ 500.00	\$ 216.00	\$ 284.00
Professional Standards Committee	\$ 20.00		\$ 20.00
District Coordinators & Directors	\$ 100.00		\$ 100.00

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MAEOP 2009-2010 Budget cont.

Historian	\$ 10.00		\$ 10.00
Legislative	\$ 25.00		\$ 25.00
By-Laws	\$ 10.00		\$ 10.00
Promotions/Emblems	\$ 140.00	\$ 31.25	\$ 108.75
Dues, Projects, Gifts			
MSTA Dues (President & President-Elect)	\$ 170.00	\$ 85.00	\$ 85.00
NAEOP Dues (President & President-Elect)	\$ 90.00	\$ 90.00	\$ -
NAEOP Affiliation Dues	\$ 65.00	\$ 41.40	\$ 23.60
Bonding Fees	\$ 150.00	\$ 144.00	\$ 6.00
NAEOP Marion T. Woods Scholarship	\$ 50.00		\$ 50.00
National Ed. Office Employee/Administrator	\$ 70.00	\$ 40.00	\$ 30.00
Educational Project	\$ 100.00	\$ 100.00	\$ -
President's Gift	\$ 40.00		\$ 40.00
Central Area Professional Day Gift	\$ 50.00	\$ 50.00	\$ -
NAEOP Basket	\$ 75.00	\$ 75.00	\$ -
Membership Publication			
MAEOP Secretary (printing) (358.38 last yr)	\$ 750.00	\$ 467.38	\$ 282.62
MAEOP Editor	\$ 75.00		\$ 75.00
Conventions & Workshops			
NAEOP Convention Delegate	\$ 900.00	\$ 900.00	\$ -
MAEOP Workshop (Presiding Officer)	\$ 50.00	\$ 50.00	\$ -
MAEOP Convention (Presiding Officer)	\$ 50.00	\$ 50.00	\$ -
2010 Convention Advance	\$ 1,000.00	\$ 1,000.00	\$ -
2011 Workshop Advance	\$ 1,000.00		\$ 1,000.00
Liability Insurance	\$ 500.00		\$ 500.00
Miscellaneous			
Contingencies	\$ 25.00		\$ 25.00
Open Ckg/Savings Acct/Transfer Charge Cd - MM Acct.	\$ 50.00		\$ 50.00
Website Hosting Fee	\$ 75.00	\$ 47.88	\$ 27.12
Corporation Filing Fee	\$ 25.00	\$ 10.00	\$ 15.00
Miscellaneous		\$ 350.00	\$ (350.00)
TOTAL EXPENSE	\$ 6,695.00	\$ 4,039.43	\$ 2,655.57
TOTAL Revenue/Expenses			
	\$ 575.00	\$ 4,296.88	\$ 3,721.88
Investment /Revenue			
Certificate of Deposit (\$24,449.21 as of 12/31/09)			
Transferred to Money Market (\$4459.84)			
Certificate of Deposit Total (\$20,000 as of 01/29/10)			
CD Interest			
12/11/09 to 1/11/10		\$ 10.36	
1/2/10 to 4/12/10		\$ 68.68	
4/12/10 to 7/11/10		\$ 68.91	

MAEOP 2009-2010 Budget cont.

7/11/10 to 10/09/10		\$ 69.15	
CD Total Interest			\$ 217.10
Money Market (\$188.58 as of 12/31/09))			
Deposit from CD (\$4459.84on 1/11/10)			
Money Market (\$4648.42 as of 1/11/10)	\$ 42.00		\$ 42.00
Income			
Interest 1/29/10		\$ 0.50	
Interest 2/26/10		\$ 0.69	
Interest 3/31/10		\$ 0.76	
Interest 4/30/10		\$ 0.74	
Interest 5/28/10		\$ 0.76	
Interest 6/30/10		\$ 0.74	
Interest 7/30/10		\$ 0.76	
Interest 8/30/10		\$ 0.76	
Interest 9/30/10		\$ 0.74	
Expenses			\$ 6.45
Service Charge 1/11/10		\$ 7.00	
Service Charge 2/11/10		\$ 7.00	\$ 14.00

**SCHOOL BOARD RECOGNITION WEEK
TO BE OBSERVED JANUARY 23-29**

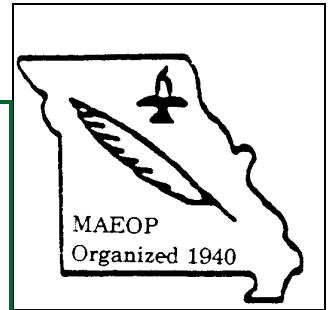
Missourians benefit every day from the dedicated energies and countless hours devoted by a group of more than 3,600 men and women in every community across the state. These public servants are elected by local constituents and do not receive compensation for their tireless efforts. These men and women are the local school board members of Missouri.

During the week of January 23-29, communities across the state will honor the dedicated service of local boards of education during School Board Recognition Week as proclaimed by Governor Jay Nixon. The goal is to build awareness and understanding of the important function an elected board of education plays in communities and schools. All Missouri citizens are asked to recognize the important contributions of these men and women and focus attention on the vital role these public officials play in the education of Missouri's children.

School Board Recognition Week is sponsored by the Missouri School Boards' Association.

IMPORTANT DATES

March 31– April 1, 2011	Central Area Professional Development Day, Indianapolis, IN (CANCELLED)
April 7—April 9, 2011	Spring Workshop , Lodge of Four Seasons
July 16– 23, 2011	NAEOP 2011 Annual Conference & Institute, Charleston, South Carolina
October 6-8, 2011	Fall Conference, Ramada Oasis, Springfield



DUE DATES

Articles due: April 30, 2011
 August 31, 2011
 December 30, 2011
 Send articles for the Missouri Educational Secretary to Juliann Blaue at juliannblaue@yahoo.com



Need information about PSP Certification? Find out what you need to know. Contact Christy Serrage at: CSerrage@columbia.k12.mo.us

An educational system isn't worth a great deal if it teaches young people how to make a living but doesn't teach them how to make a life. ~ Author Unknown

Our Mission

The purpose of MAEOP is to help each member become more proficient and effective in her/his position; to promote interest in the profession by encouraging participation in the professional activities of educational office personnel at all levels; and to give greater and more effective service to schools and communities.