

MAEOP SHOW-ME NEWSLETTER

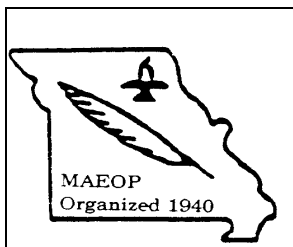
Volume 2, Issue 1

March 2014

Missouri Association of Educational Office Professionals

Education is the Key to Our Success

President's Message from Kim Brannon, CEOE, 2013-14 MAEOP President



Inside this issue:

| | |
|------------------------------------|-----|
| Local Association News | 2 |
| Spring Workshop Information | 2-4 |
| Central Area Professional Dev. Day | 5 |
| National Conference Information | 5 |
| Brag Corner | 5 |
| Calendar of Events | 5 |

Goodness, what a winter we are having! I hope you have been able to stay healthy and warm during this incredible winter season. It certainly is making me have "spring fever!" This condition makes for extra excitement for the 64th MAEOP Spring Workshop coming up. The agenda looks like we will have a very educational experience, falling right into place with this year's theme, "Education is the Key to Our Success."

How are you doing with the challenge I gave you? You know, the challenge to contact ONE Office Professional, either in your district or a neighboring district, and educate (aka share with) them about MAEOP. The Spring Workshop information is an excellent thing to start out

sharing! Follow that up with why YOU are planning to attend the workshop. This will likely also be why THEY should attend the workshop. My guess is you want to be educated on topics that will help you do your job more proficiently and effectively. But wait, where have I heard that before??? That's right; it is one of the mission statement objectives of MAEOP! Each of us share the same purpose in our association's mission: to help each member become more proficient and effective in their 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.

MAEOP has been built on these objectives. Educating others about these objectives is the key to the success of our association.

I encourage you to work on the challenge given to you and make success happen for MAEOP. Get spring fever, and share it - MAEOP Spring Workshop fever that is! I look forward to seeing each one of you in April in Chesterfield.

Until then,

Kim Brannon, CEOE

2013-14 MAEOP President



MAEOP Objectives

- to help members become more proficient and effective in their position;
- to promote interest in the profession by encouraging participation in the professional activities of educational office personnel at all levels;
- to give greater and more effective service to schools and communities.

We are on the Web!
Find us at
www.maeop.net

2013-14 Membership dues are now payable. Download your membership form from the website and join today!

Local Association News

Cass County News

The ladies of CCAEOP (Cass County Association) will host their 2nd Annual Ladies Day Out event on March 1, 2014. The first event last year was a huge success, and we hope to continue this tradition. Last year, we hosted 57 vendors with a total in proceeds of \$1359.25. So far this year, we already have 60 vendors signed up. In addition to the vendors, we will serve breakfast and lunch, and have fashion shows and entertainment during the event. All proceeds from the event go toward funding scholarships for Cass County High School Seniors.

Kristin Beason,
13-14 CCAEOP President



Have you Registered?? — MAEOP 64th Annual Spring Workshop



Please join us at the 64th Annual MAEOP Spring Workshop to be held on April 3-5, 2014 at the DoubleTree by Hilton Hotel, Chesterfield, Missouri. Room reservations must be made directly to the DoubleTree by Hilton Hotels - \$99 (Double/King) plus tax per night at 636-532-5000 or 1-800-222-8733. Deadline for the group rate is March 7, 2014. Please make your hotel reservations early because the hotel is experiencing a busy weekend during our stay. Plan to arrive on Thursday night and fellowship/network with old friends and meet new ones.

Our theme is “Keys to Unlock Doors to Success”. During the spring workshop, we will experience excellent speakers and presenters. Unlock the doors to many opportunities to network with fellow office professionals and pick up a few tips to enhance your skills. Workshops include “Keeping it Legal” with Kelli Hopkins, Attorney for the Missouri School Boards Association; “Emotional Wellness” with Molly Dwyer-Simonsen, a licensed professional counselor for SSM Behavioral Health; Positively “Amazing” Communications with Dr. Gina Bueneman-Cooper, training specialist with Cooper Management Training & Consulting; and “Bang, bang – Was that a shot I heard?” with Justin Sparks, Corey Zavorka and Mike Fumagalli with the St. Louis County Tactical Operations Unit.

The executive board meeting will be held on Thursday evening and anyone can attend the session to get a heads-up on what our organization is all about. The schedule for Friday will

include four power packed workshops and the day will end with our Friday night banquet filled with good food, fun and entertainment. Saturday will be our business meeting and we will adjourn at 11 a.m.

Enclosed is the workshop registration packet. Registration deadline is March 28, 2014 but we hope you will register today. Please share this information with your colleagues and invite someone that has not attended before. We look forward to seeing you at the “Keys to Unlock Doors to Success” workshop in Chesterfield, Missouri on April 3-5, 2014.

Sincerely,

2014 MAEOP Spring Workshop Co-Chairs

Angela Harden

Carol McCauley

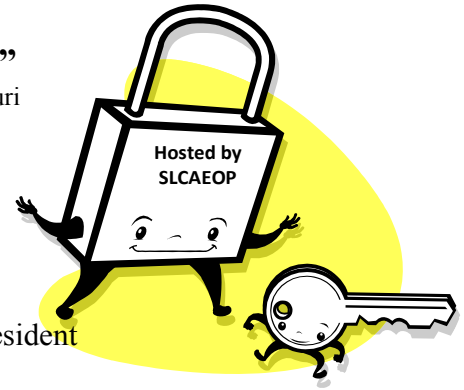
Missouri Association of Educational Office Professionals (MAEOP)

64th Annual Spring Workshop

“Keys to Unlock Doors to Success”

DoubleTree by Hilton Hotels, Chesterfield, Missouri

April 3-5, 2014



Thursday, April 3, 2014

6:00 p.m. – 8:30 p.m.

Registration – Lobby

7:00 p.m. – 8:00 p.m.

Executive Board Meeting

Presiding: Kim Brannon, CEOE, MAEOP President

Friday, April 4, 2014

7:30 a.m. – 9:00 a.m.

Hospitality Room – Hosted by Ritenour & Normandy School Districts

7:30 a.m. – 9:00 a.m.

Registration – Lobby

9:00 a.m. - 10:00 a.m.

Workshop I – “Keeping it Legal”

Kelli Hopkins, Attorney, Missouri School Boards

Unlock the door to how you can “keep it legal”. School office professionals often find themselves on the front line in many situations that have legal repercussions. Kelli will discuss some of these situations and provide some practical suggestions for “keeping it legal.”

10:00 a.m. – 10:15 a.m.

Break

10:15 a.m. – 11:15 a.m.

Workshop II – “Emotional Wellness”

Molly Dwyer-Simonsen, a licensed professional counselor for SSM Behavioral Health, will unlock the door to your Emotional Wellness. She will touch on esteem, resiliency, distress tolerance skills, emotional regulation, stress and anger management.

11:30 a.m. – 1:30 p.m.

Lunch on your own/Networking

1:30 p.m. – 1:45 p.m.

MAEOP Opening Session

Presiding: Kim Brannon, CEOE, MAEOP President

1:45 p.m. – 2:45 p.m.

Workshop III - Positively “Amazing” Communications

Dr. Gina Bueneman-Cooper, training specialist with Cooper Management Training & Consulting, will unlock your door to determining how much of your interaction style emphasizes encouraging and constructive communication behaviors. Examine the positive approach towards a complaint-friendly environment.

2:45 p.m. – 3:00 p.m.

Break

3:00 p.m. – 4:00 p.m.

Workshop IV – “Bang, bang – Was that a shot I heard?”

Justin Sparks, Corey Zavoroka and Mike Fumagalli with the St. Louis County Tactical Operations Unit, will unlock the door to safety and security with a presentation on the 4E option based response program and how the St. Louis County Police Department is integrating this training into school districts. (Active Shooter/Intruder Training)

4:00 p.m. – 6:00 p.m. Relax and Enjoy the Chesterfield Area Before Dinner

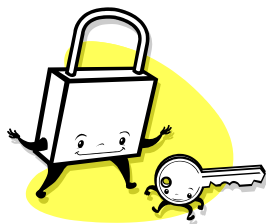
6:00 p.m. – 8:00 p.m. 64th Annual MAEOP Spring Workshop Banquet
“Keys to Unlock the Door to your Heart”
Hosted by Normandy School District
Welcome: Ty McNichols, Ed.D.
Superintendent of Schools, Normandy School District
Entertainment: Normandy Middle School Jazz Ensemble

Saturday, April 5, 2014

7:30 a.m. – 11:00 a.m. Breakfast and MAEOP Business Meeting
Presiding: Kim Brannon, CEOE, MAEOP President

11:00 a.m. Closing

50/50 Drawing & Attendance Prizes



Community Service Project:
Ready Readers!!
www.readyreaders.org

Ready Readers is a St. Louis-based nonprofit organization dedicated to inspiring preschool age children from low-income communities to LOVE books and to have the emergent literacy skills necessary to become readers when they enter kindergarten.

Please help Ready Readers by donating preschool age (2-5) books during this Spring Workshop. Your donation can be left at the registration table or at the entrance to any of the sessions throughout the conference.

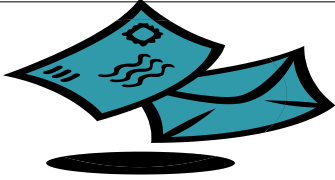
Thank you for your generosity!



Please go to: <http://readyreaders.org/donate/donate-books/> to get a list of preschool books to donate.

MAEOP

Missouri Association of
Educational Office Professionals
MAEOP Show-Me Newsletter
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Join MAEOP Today!

2013-14 MAEOP Membership forms are available from the website at www.maeop.net. Please complete your form and mail with your \$15 dues to:
Pam Steele, CEOE
Raymore Peculiar School District
P O Box 789
Peculiar, MO 64078

Submit your information for the Newsletter to Susann Bronson at susann.bronson@harrisonvilleschools.org

Calendar of Events

64th Annual MAEOP Spring Workshop
April 3-5, 2014
Double Tree by Hilton
Chesterfield, MO

Administrative Professionals Day
April 23, 2014

PSP Deadline
May 15, 2014

80th Annual NAEOP Conference/Institute
July 14-17, 2014
Portland, Oregon

75th Annual MAEOP Fall Convention
Information Coming Soon!

MAEOP Show-Me Newsletter Articles/Info Deadline
September 12, 2014

Make plans now to attend the Central Area Professional Development Day (CAPDD) in Urbana, IL on March 28-30, 2014 at the Holiday Inn Hotel and Conference Center.

Brag Corner

Susan Brooker received her Professional Standards Program (PSP) and the distinction of Certified Educational Office Employee (CEOE) Advance III Option I in January 2014 and will be recognized at the National Convention Banquet in July.

Marilyn Yoakum has a new grand-daughter, Addison Rae Yoakum, born on January 20, 2014, 8 lbs. 13 oz. She is very beautiful with "lots of red hair"!!



Plan now to attend the
80th Annual
NAEOP Conference & Institute,
July 14-17, 2014
in Portland, Oregon!



Missouri's proposal to host the 2016 NAEOP Annual Institute and Conference was approved by the National Board! Start thinking now how YOU can help members from across the nation have a great time in St. Louis. Put on your thinking caps – Meet Me in St. Louis – here we come!!!!!!