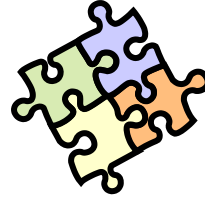


Missouri Educational Secretary



MAEOP
Missouri Association
of Educational
Office Professionals



“Putting the Pieces Together” Message from the President

Janet Little, CPS
2011-12 President

Happy New Year! Where did 2011 go???? 2012, wow, doesn't that sound like we should be living like the Jetsons?

I experienced so many new things in 2011. I attended my first NAEOP conference in Charleston. I was installed as the MAEOP president, and that is really stepping out of my comfort zone. We had a great Fall Conference at the Ramada Oasis in Springfield. I would like to thank Shelley Stokes and Kim

Brannon for all their work in making it such a success.

We have so many things to look forward to in 2012. I hope everyone is making plans to attend the Spring Workshop in St. Louis and the NAEOP conference in California. You know the St. Louis girls are planning a fun and exciting time for us!

Over the years, MAEOP and other professional organizations have seen a drop in membership due to the economy and other issues. We need to be

creative in our thinking and our actions. Change is hard, but it is also good. Encourage the other administrative professionals around you to come to your local meetings.

Step out of your comfort zone and invite, encourage, and serve on the local and state level. To each of you, I wish the best for 2012.

Janet Little, CPS



Volume 2, Issue 1

January 2012

Objectives of the Missouri Association of Educational Office Professionals:

- 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;
- to give greater and more effective service to schools and communities.

Central Area Scholarship

Central Area is excited to offer a scholarship opportunity for children of NAEOP members for the second year in a row.

Amount of Scholarship: \$300

Who is eligible?
Children or grandchildren of active, life

or retired members of the National Association of Educational Office Professionals residing and/or working in Central Area are eligible for this scholarship.

Application Deadline: April 1, 2012

Scholarship Questions may be directed to:
Mary Guest, CEOE,
Central Area Scholarship Committee Chair
mguest2@unl.edu or
mguest@neb.rr.com or
[402-613-2430](tel:402-613-2430)

Inside this issue:

<i>Local Association News</i>	2-3
<i>Report from Fall 2011 Convention</i>	3
<i>By-Laws Committee</i>	3
<i>Spring Conference April 12-14, 2012</i>	4
<i>24 Tips for Being Happy at Work</i>	5
<i>26 Phrases You Should Never Use in Writing</i>	5
<i>Calendar and Brag Corner</i>	6

Cass County AEOP

Cass County AEOP (CCAEOEP) meets four times a year. Our organization focuses on service projects throughout the year with each meeting having a different service project. CCAEOEP raffles off gift baskets at each meeting and has a 50/50 drawing. The proceeds fund the scholarships that we give out each year.

Our Executive Board for 2011-12 consists of: President – Susan Brooker; Vice President – Pam Steele; Corresponding Secretary – Marilyn Yoakum; Recording Secretary – Mi-

chelle Moore; and Treasurer – Amy Newman.

Our fall meeting was hosted by Belton School District on October 17. We started our year with 26 members – 16 are MAEOP members and 9 are NAEOP members. We played Bunko as a fundraiser for our scholarship fund.

The next meeting was hosted by Harrisonville School District on December 8. Our membership is up to 30 members. We discussed about paying for someone to attend the next MAEOP workshop. This will be discussed fur-

ther in February. The service project for this month was Hope Haven. Hope Haven is a shelter in our County for women and children. We collected cleaning supply items and also decorated cookies for them to enjoy.

Our next meet is scheduled for February and will be hosted by the Archie School District.

We hope everyone has a wonderful holiday season!

Submitted by
Pam Steele, CCAEOEP Reporter

Ozarks Area AEOP

The Ozarks Area Association of Educational Office Professionals meets three times per year (Fall, Winter, and Spring). We currently have eleven members, although our area encompasses schools in ten counties. We have been striving to increase our membership for some time.

We aim to present important information that pertains to our needs as educational office professionals.

At our Fall meeting, we had a law enforcement officer give a presentation on “Personal Safety”. The meeting prior to that, a representative from PEERS came and discussed our retirement system and answered questions.

OAAEOP hosted the fall convention in October in Springfield. There was a lot of behind the scenes work, but it was all worthwhile when attendees seemed to enjoy the confer-

ence. We really enjoy the connection we have to other office professionals and all MAEOP members. We recommend all school office personnel become involved in the MAEOP organization.

Rosalee Willis
OAAEOP President

Northeast Missouri AEOP

The Northeast Missouri Association of Educational Office Professionals (NEMAEOEP) met Wednesday, October 19 at AJ's in Macon MO with fifteen in attendance. The Macon ladies hosted this meeting.

In the absence of President Jackie Haynes, Vice-President Pam Biggs led the meeting. Minutes of the October 12, 2010 meeting were given by Debi Othic.

Treasurer report given by Becky Baldwin. A balance of \$469.81 was reported in the bank. As a scholarship was not given for graduates of 2011, a check for \$300 was written to the Joplin schools to assist with the damage of the tornado. Debbie Geib reported that Larry Geib, her husband, had delivered the check and supplies donated by other schools to Joplin. Reminders and applications were handed out for the state dues and members

were urged to send their memberships by November 15, 2011. Local dues of \$10/member were paid to Becky Baldwin, Treasurer. Eleven memberships have been received. Officers were selected for the October 2011 through October 2013 terms. Officers are: President: Jackie Haynes, Bucklin R-II; Vice-President: Pam Biggs, Linn Co. R-I; Treasurer: Becky Baldwin, Macon R-I; Secretary and Reporter: Debi Othic, Marceline R-V

MAEOP Spring Workshop dates are April 12-14, 2012 and will be at the Westport Comfort Inn in St. Louis, MO. Room rates will be \$65.

A fun ice-breaker was presented by the Macon ladies with those in attendance being divided in to two teams and putting a puzzle together with the puzzle being each school's mascot and the MAEOP logo. It was unique because our State President's

theme for the year is “Putting the Pieces Together.”

Our next meeting date will be February 15, 2012 and will be hosted by Jackie Haynes and Debi Othic with possible place of meeting to be Tall Paul's in Bucklin, MO.

Being no further business, Vice-President Biggs adjourned the meeting.

Debi Othic, CEOE, Secretary/Reporter

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

72nd Annual MAEOP Fall Convention

The 72nd Annual Fall Convention of the Missouri Association of Education Office Professionals (MAEOP) was held at the Ramada Oasis Hotel & Convention Center in Springfield, Missouri.

The fall convention was hosted by District 3; Co-Chairs were Kim Brannon, CEOE, and Shelley Stokes, CEOE.

A planning meeting was held before the Executive Board meeting on October 6th. The meeting was to gather input on the number of conferences to be held yearly and to discuss a possible change in the quorum needed for business meetings. The current quorum needed is 50 members; a recommendation of 20% of active and retiree members is being forwarded to the Bylaw Committee for a possible by-law change.

The Executive Boards met Thursday evening.

Opening session on Friday morning began with the Hillcrest Jr. ROTC presenting the colors. President Becky O'Riley welcomed everyone to the Annual Fall Convention. Rosemary Cologna from Reed Middle

School in Springfield, presented a session on Love and Logic – Essential Skills. Lori Schenewerk, Senior Benefit Counselor from PSRS/PEERS of Missouri, helped us map out our plans for retirement.

Friday afternoon sessions began with Linda Sockwell, CEOE, NAEOP Past President, presenting "Eat that Frog". Linda discussed 21 ways to stop procrastination.

A variety of vendors set up booths with items for purchase.

President O'Riley presided over the business meeting in the afternoon. A quorum was not present for the meeting. President O'Riley's educational project was the Joplin Relief Fund. School supplies and cash donations were sent to Joplin. Fran Bunch, Historian, has stepped down from her duties. Becky Moses has been selected for the Olive T. Ritchie Educational Office Professional of the Year candidate and Dr. Doug Hayter from Branson School District, was selected as the National Educational Administrator of the Year candidate. Central Area Professional Day will be April 27-28 in Olathe, Kansas. The 2012 Spring

Workshop will be April 12-14 at the Westport Plaza in St. Louis, Missouri. There were 56 regular members, five 1st timers, five retirees, 11 past presidents and one national past president present at the Fall Conference.

Friday night's banquet was hosted by the Branson School District secretaries. The installation of the 2011-12 MAEOP President, Janet Little, CPS, was installed along with her Executive Board. The President's Reception followed the installation.

Saturday morning sessions began with Dr. Steven Baca, D.C., of Meek Chiropractic, helping us stay healthy for the first 100 years. Kim Anderson, Behavior Specialist and Special Education Process Coordinator for Springfield School District, shared how we can prevent escalation of disruptive behavior with our nonverbal behaviors.

Submitted by:
Pam Steele, CEOE
MAEOP Reporter 2010-11

St. Louis County AEOP

The members of the St. Louis County Association of Educational Office Professionals are looking forward to an exciting New Year. Our members are making plans for a variety of activities ranging from recruiting members and retaining our current members. Our first meeting for this year was held in October and was hosted by the Mehlville School District Office Professionals who did an outstanding job. Our guest speaker was Marian McCord, President of CHAD's Coalition for Mental Health (Communities Healing Adolescent Depression and Suicide). At this meeting it was voted by SLCAEOP members to sponsor and support this community service project for the 2011-2012 school year. We assisted them with a mailing in December.

Our second meeting was graciously hosted by the Ritenour School District Office Professionals in December and at this meeting members were introduced for the first time to Family Feud "SLCAEOP Style" led by our Vice President, Diane Augustine from Normandy School District.

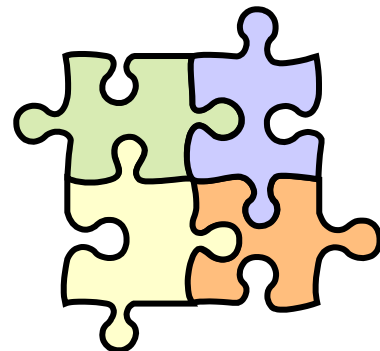
SLCAEOP will host the Spring 2012 MAEOP Workshop in April 12-14, 2012 at the Comfort Inn, in Westport. I hope you will start planning and making room on your calendars so you can be able to join us in St. Louis.

"Coming together is a beginning, staying together is progress, and working together is success." (Henry Ford)

Submitted by
Jo Crump, SLCAEOP President

MAEOP By-Laws Committee

The 2011-2012 MAEOP By-laws Committee is: Chairman Erylene Sibley, Halfway Schools; Committee members are: Barbara Covert, Halfway Schools and Rosalee Willis, Hermitage Schools. If you should have any by-laws concerns or changes to recommend, please contact Erylene at: esibley@halfwayschools.org.



MAEOP Spring Workshop

Putting The Pieces Together

“Picture Perfect”

April 12-14, 2012



Comfort Inn & Conference Center Westport
12031 Lackland Road
St. Louis, MO 63146
(314) 878-1400

www.ComfortinnSTL.com

Room Rate: \$65 per night, \$72 per night w/
microwave & refrigerator

(Contact Carol McCauley mccauley@normandysd.org
or Angela Harden aharden@normandysd.org for additional information)

24 Tips for being happy at work

By [Gretchen Rubin](#) | [Healthy Living](#) – Tue, Feb 9, 2010 9:36 PM EST

Of course, being happy at work depends mostly on how much you like your job. But there are also smaller steps that can boost your happiness, as well.

Your work space:

- Check for eyestrain: put your hand to your forehead in a salute. If your eyes feel relieved, your space is too bright.
- Get a good desk chair and take the time to adjust it properly. (A friend works at Goldman Sachs, where they have a person who specializes in this, zoikes!)
- Sit up straight-every time I do, I instantly feel more energetic and cheerier.
- Think about how your space could be more pleasant. Could you invest in some desk accessories to help stay organized? Could you replace a hideous lamp with something more attractive?
- Get a phone headset. I resisted for a long time, because it looks so preposterous, but it's really much more comfortable.
- Don't keep treats around. A handful of M&Ms each day will mean a weight gain five pounds by year's end.
- Periodically, take time to deep-clean the loose papers that have piled up. I never do this until I specifically schedule a time, but am always amazed at the wonderful calm it brings.

Your day:

- Never say "yes" on the phone; instead, say, "I'll get back to you." When you're actually speaking to someone, the desire to be accommodating is very strong, and can lead you to say "yes" without enough consideration.
- Take care of difficult calls or emails as quickly as possible. Procrastinating just makes it harder; getting them done gives a big boost of relieved energy.
- When accepting a responsibility, imagine that it's something that you'll have to do next week. That way you don't agree to something just because it seems so far off that it doesn't seem onerous.
- Be honest about how you're spending your time. You feel overwhelmed, but are you really working hard? How much time do you spend surfing the internet, chatting on the phone, looking for things you've misplaced, or doing a task that's really someone else's job?
- Go outside at least once a day, and if possible, take a walk. The sunlight and activity is good for

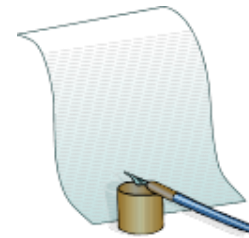
your focus, mood, and retention of information.

- Even if you can't go outside, take a ten-minute break each hour. Studies show that the break boosts your retention level.
- Don't let yourself get too hungry.
- Let yourself stay ignorant of things you don't need to know.
- Try to make a lunch date with someone outside the office at least once a week.

Your colleagues:

- Although some people believe it's best to keep work life and personal life separate, and therefore avoid making friends with colleagues, for most people, having strong friendships makes work more fun. Science supports this: having close relationships is essential to happiness, strengthens the immune system, and reduces anxiety.
- If you work alone, take time to mix with other people. Socializing boosts the moods of introverts, as well as extroverts.
- Each week, walk around your company and introduce yourself to a few people you don't know each week. You'll feel more comfortable socially, plus knowing more people facilitates work flow.
- If a colleague gets under your skin, figure out why. I used to work with a guy who enraged me at every meeting. When I started analyzing his techniques, I became fascinated with the brilliance of his subtle put-downs.
- A friend took a job where she knew she'd have a difficult boss. From the beginning, she told herself, "*There is only love.*" She doesn't allow herself to criticize her boss, even in her own mind, and won't listen to anyone else's criticism. She says it's tough to do, but it has made her job far easier.
- Say "Good morning" to every one.
- Periodically, have lunch with co-workers. This can be a time to talk about personal life, and so become better friends, or to talk about work, so that everyone has a bigger picture of what's going on in the office-both good results.
- **Lighten up.**

Editor's Note: I hope you found a few points in this article helpful, even though some of them are not practical for EOPs. Many of us simply wish for a lunch break once a week! :-)



26 phrases you should never use in writing

Excerpted from the Executive Report: [Business Writing: A Guide to Clear, Concise and Effective Writing](#)

Certain phrases are part of the business world - but that doesn't mean they're the best choices. You can easily improve your writing and more effectively communicate by using more direct terms and phrases. Here are some examples of wordy phrases and what to use instead:

Instead of:	Use:
At this point in time	Now
Come to the conclusion	Conclude
Despite the fact that	Although
Exhibits a tendency to	Tends
I am of the opinion	I think
In the amount of	for
Is indicative of	indicates
It is incumbent on me	I must
Make a decision to	Decide
On the grounds that	Since
Perform an analysis of	Analyze
Pertaining to	About
Prior to that time	Before
Provide information about	Inform
Reached an agreement	Agreed
Subsequent to	After
Take under advisement	Consider
The committee made an agreement	We decided
The question as to whether	Whether
To summarize the above	In summary
Under no circumstances	Never
We deem it advisable	I suggest
With a view to	To
With regard to	About
With this in mind	Therefore
You will find attached	Here is



"If you only do what you know you can do- you never do very much."

~Tom Krause

MAEOP

Missouri Association of
Educational Office Professionals
Kim Brannon, CEOE, MES Editor
2150 Highway 32
Half Way, MO 65663
Email: kbrannon@halfwayschools.org

Join MAEOP Today!

2011-12 MAEOP Membership forms are available from the website at www.maeop.net. Please complete your form and mail with your \$15 dues to:
Shelley Stokes, CEOE
Springfield School District
2000 N. Lyons
Springfield, MO 65803

The Missouri Educational Secretary (MES) is published in January, May, and September.

Thank You

Dear MAEOP friends,
We would like to thank you for the wonderful cards, emails and phone calls while Larry was recuperating from his back surgery. It is such a blessing to have friends like all of you in our life.
Thanks,
Larry and Debbie Geib



Sympathies

Sympathy is extended to Annette Miller on the recent passing of her husband, Dan Miller. Cards may be sent to Annette and family at 19705 E. Lippert Lane, Independence, MO 64056. Respect is requested by sharing cards and prayer at this time. No phone calls please.



Our first granddaughter has arrived!!! Evelyn Eula Foster, born November 15, 2011 at 5:01 pm. She weighed 6 lbs 8 oz and was 19 1/2 inches long. Samantha and Jess Foster are very proud of their daughter and Terry and I are thrilled to be grandparents!
Juliann Blaue



Brag Corner



Peggy Terrill of Maries County R-II Schools has a new grandson, Luke Henry Terrill, born August 10, 2011 at 1:06 pm.



Happy 65th Wedding Anniversary!

Harry & Dorothy Bertrand of Cape Girardeau recently celebrated their 65th Wedding Anniversary. Harry and Dorothy were married August 31, 1946, in Perryville, Missouri, by the Rev. A.M. Lohmann. Harry served in the U.S. Marine Corps during World War II and the Korean conflict. He retired from Cape Electrical Supply, Inc. Dorothy retired as secretary to the superintendent of Cape Girardeau School District.



Calendar of Events

MAEOP Spring Workshop April 12-14, 2012
Westport Comfort Inn
St. Louis, Missouri

Central Area Professional Development Day April 27-28, 2012
Olathe, Kansas

MES Articles Due April 30, 2012

National AEOP Conference/Institute July 9-13, 2012
Hilton Orange County Costa Mesa Hotel
Costa Mesa, California

MES Articles Due August 31, 2012

Submit your information for the Newsletter to Kim Brannon, CEOE at kbrannon@halfwayschools.org.