



MISSOURI EDUCATIONAL SECRETARY

MAEOP

Missouri Association of Educational Office Professionals

Special Points of Interest:

- **October 6 — 8, 2011**
Fall Conference,
Ramada Oasis,
Springfield

Message from the President

Becky O’Riley, MAEOP President 2010-2011

Wow!!! How time has quickly passed by... I can’t believe it is almost time for Fall Workshop!!! I hope everyone is able to attend. Workshop will be held in Springfield, Missouri, October 6-8, 2011.



I want to give special thanks to Kim Brannon and Shelley Stokes for all the hard work they have done in getting everything ready. It is going to be an excellent and exciting workshop!!! Please be sure to check the MAEOP Website to get your registration forms.

I would like to thank everyone for their support and guidance for me as President this past year. I have enjoyed it so much and have learned more than I ever thought possible about MAEOP. What a great organization that we all belong to. Please be sure to keep your membership updated and try to influence your co-workers to join as well. We are losing several local organization and we all need to step up and help our fellow members keep their local organizations active. We need some serious brainstorming from every member.

Please remember Joplin, Missouri in your prayers as they have a long way to go. We have had so much devastation this year in Missouri and across the United States. Never take one day for granted.... We never know what tomorrow will bring...

I hope that everyone’s school year has been great so far. Remember you are the first person everyone see’s when they come to the school. Keep that smile on your face and treat everyone with respect, just as you would like to be treated. I’m sure all of you do this very well. Always remember the students are the most important. We never know what they may be facing in their lives. Sometimes we are the only ones they can trust or count on. Make an effort to smile at them and ask how they are doing. You never know what that smile will do for them....

Have a great school year and I hope to see everyone at workshop!!!

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MAEOP**Election Results**

Date: June 27, 2011

To: President O'Riley, Executive Board Members & Members

Members of the 2010-2011 MAEOP nominating committee met in Montgomery City, Missouri on Saturday, June 25, 2011 to tally the ballots for the 2011-12 MAEOP executive board election. There were a total of 123 ballots that were mailed and 75 ballots received all postmarked no later than May 15. Officers elected to the 2011-12 MAEOP executive board are:

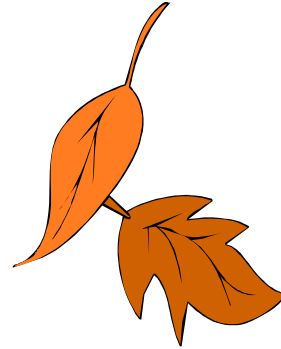
President-Elect	Christy Serrage
Vice President	Shelley Stokes
Recording Secretary	Pam Steele
Corresponding Secretary	Suzette Ryder
Treasurer	Lois Underwood
Board Members	Anita Bean Susann Bronson

The nominating committee would like to thank all of the members who allowed their names to be placed on the ballot. Our association is very fortunate to have such a great selection of qualified individuals willing to take on a leadership role. Either candidate would be an asset to the association.

Congratulations to those elected to serve on the 2011-21 executive board with Janet Little as President! We look forward to another exciting year. To those not elected this time, don't be discouraged and don't give up! Please consider running again!

Nominating Committee:

Debbie Geib, Chairperson
Tina Shelden, CEOE
Iris Maxwell, CEOE
Naomi Secoy
Becky Moses
Jorene Brooks, CEOE, Proxy for Iris Maxwell
Debi Othic, CEOE, Proxy for Naomi Secoy
Christy Serrage, CEOE, Membership Chair

**MAEOP Fall Convention**

October 6 — 8, 2011

Ramada Oasis Convention Center

2546 North Glenstone Avenue

Springfield, MO 65803

Room Rates: \$69.95 standard double/double or king

For Reservations: (417) 866 — 5253

Building Success Together

Missouri Association of Educational
Office Professionals

72nd Annual Fall Convention

October 6-8, 2011

**Ramada Oasis Hotel & Convention Center
2546 North Glenstone
Springfield, Missouri**



**Room Rate
\$69.95**

Standard Double/Double or King



AGENDA

Thursday, October 6, 2011

5:00 PM – 9:00 PM

Registration – *Ramada Oasis Lobby Balcony*

6:00 PM – 7:00 PM

Executive Boards Dinner (Optional) – *Fire & Ice Restaurant*

7:00 PM – 8:00 PM

2010-11 Executive Board Meeting – *Kalahari*

Presiding: Mrs. Becky O'Riley
2010-11 MAEOP President

8:15 PM – 9:00 PM

2011-12 Executive Board Meeting – *Kalahari*

Presiding: Mrs. Janet Little
2011-12 MAEOP President



Building Success Together



Friday, October 7, 2011

6:00 AM – 9:30 AM

Breakfast (Complimentary with hotel stay) – *Tropical Atrium*

7:00 AM – 8:15 AM

Hospitality Room Breakfast (Ticket required) – *Room 517*

7:00 AM – 9:00 AM

Registration – *Ramada Oasis Lobby Balcony*

8:30 AM - 8:45 AM

Opening Session – *Sahara A & B*

Presiding: Mrs. Becky O'Riley
2010-11 MAEOP President

9:00 AM – 11:30 AM

Retiree Activity (Tentative)

8:45 AM - 10:15 AM

Love & Logic – *Sahara A & B*

Jim Fay and Foster Cline created Love and Logic to help parents and educators work with children. The strategies are also successful in dealing with people of all ages. It is a simple approach based on empathy. Participants will have the opportunity to learn skills in dealing with difficult people and situations.

Presenter: Rosemary Cologna

Rosemary is in her fourteenth year as counselor at Reed Middle School, working part-time the past three years. Her favorite part of counseling is conducting skill building groups. She has been in the Springfield School District for over twenty years. She enjoys reading, outdoor activities, and spending time with her family. Rosemary has been a presenter for the Love and Logic training since 2000.

10:30 AM - 11:45 AM

Mapping Out Your Plans for a Secure Retirement – *Sahara A & B*

Do you know the details of your retirement plan through PEERS? Do you know how to reinstate or purchase credit? Do you know the eligibility requirements for retirement? Did you know there are 6 options for payment of your retirement benefits? What do you need to be doing now to prepare for your retirement (no matter how close or far off it may be)? This session will help you understand the retirement system and all of the benefits it has to offer.

Presenter: Staff Member

PSRS/PEERS of Missouri

11:45 AM – 12:45 PM

Lunch (provided with registration) – *Sahara A & B*



(Agenda Continued Page 5)

Building Success Together

Friday, October 7, 2011 (continued)

12:45 PM – 2:15 PM

Eat That Frog – Sahara A & B

Do you put off until tomorrow what you could do today? If the answer to this question is yes this class is for you. The class goes over the 21 things you can do to stop procrastinating and get more done in less time. And after all, isn't time our greatest asset?

Presenter: Linda Sockwell
NAEOP Past President, NES Editor

Linda, a native Texan, grew up in Dallas where she attended Dallas ISD elementary/junior high school and high school. She attended North Texas State University for three years. She credits her lust for learning to her mother who always encouraged her to "learn as much as you can with an open mind for gaining wisdom, knowledge and understanding." She and her late husband, Wayne, were married thirty-four years when he passed away in February of 2004. They have two grown sons, two daughters-in-law, and she is "grammie" to Presley Reese and Kinley Pepper. Linda has been with Richardson ISD for 22 years and is currently Executive Assistant at Westwood Junior High, Math Science Leadership Magnet. Linda is a certified parliamentarian. In 2001 she was elected NAEOP South Central Director. She served in that capacity until 2003. She continued to be involved in NAEOP and in July of 2006 while serving as the Annual Conference Chairman she was installed as President-elect. In Seattle Washington on July 20, 2007 Texas pride was shining bright when Linda was installed as National President. During 2007 and 2008, in her capacity as NAEOP President she was invited to 23 states to represent NAEOP and speak at the various state conferences. Since then she continues to be invited back to speak. In the fall of 2008, she was asked to become the editor of the NES Connector, the quarterly magazine of NAEOP. She was quick to accept this challenge and to this date enjoys working on each issue of the magazine.

2:30 PM – 4:00 PM

Business Meeting – Sahara A & B

Presiding: Mrs. Becky O'Riley
2010-11 MAEOP President

5:00 PM – 6:00 PM

Hospitality Room – Room 517

6:00 PM – 8:30 PM

Banquet and Installation – Convention Center

Presiding: Mrs. Becky O'Riley
2010-11 MAEOP President

8:30 PM – 9:30 PM

President's Reception – Tropical Atrium Poolside

9:30 PM

Game Room Activities – Sahara A & B



(Agenda Continued Page 6)

Building Success Together

Saturday, October 8, 2011



6:00 AM – 9:30 AM

Breakfast (Complimentary with hotel stay) – *Tropical Atrium*

7:00 AM – 8:15 AM

Hospitality Room Breakfast (Ticket required) – *Room 517*

7:00 AM – 8:30 AM

Registration – *Ramada Oasis Lobby Balcony*

8:30 AM – 9:30 AM

How to Stay Healthy for Your First 100 Years – *Sahara A & B*

Presenter: Steven Baca, D.C., Meek Chiropractic

Dr. Baca grew up in Grants, New Mexico. He came to Missouri in 1988 to play football at Southwest Baptist University in Bolivar. He graduated from Southwest Missouri State University (now known as Missouri State University) in 1994 and graduated from Logan Chiropractic College in 1999. Dr. Baca has been in practice for 11 years. He has certifications in acupuncture and currently is completing 300 hours of post graduate study in internal medicine. His family includes his wife Leslie (married for 14 years), two children; Colter age 12 and Amber age 10, and two dogs; Kasie (yellow lab) and Bella (morkie). They reside in Ozark and he loves outdoor activities such as hunting and fishing.

9:30 AM – 10:00 AM

Snack Break/Check Out

10:00 AM – 12:00 PM

CPI-Crisis Prevention Intervention – *Sahara A & B*

CPI is an international training organization committed to best practices and safe behavior management methods that focus on prevention. Through a variety of specialized offerings and innovative resources, CPI educates and empowers professionals to create safe and respectful work environments and enrich the lives of the individuals they serve. Since 1980, more than six million professionals around the world have participated in CPI training programs.

Did you know that in most cases, you can prevent escalation of disruptive behavior with your own nonverbal behaviors? The ability to organize your thinking and calmly respond are effective de-escalation techniques that can help you avoid a potential crisis. Also, effective verbal intervention can help prevent a situation that may have escalated into a physical altercation. Feeling secure in these skills is the best way to ensure the safest working environment possible. Through this training session you will become more comfortable and familiar with these techniques.

Presenter: Kim Anderson

Kim Anderson is a Behavior Specialist and Special Education Process Coordinator for the Springfield R-12 school district in Springfield, Missouri. She earned her Bachelor of Science in Special Education and Elementary Education from Evangel University as well as her Master of Arts in Educational Administration from Lindenwood University. Kim has spent the last 6 years working with students with emotional and behavioral needs as well as educating school staff on the best techniques to better serve this population.



MAEOP

Missouri Association of Educational Office Professionals

2010 — 2011 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

Missouri Association of Educational Office Professionals

2011 — 2012 Executive Board

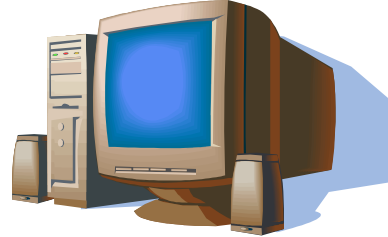
President	Janet Little Springfield R — 12 School District 2000 N. Lyons Springfield, MO 65803	Office: 417 — 523 — 6300 Fax: 417 — 523 — 6395 Home: 417 — 865 — 8364 Email: jlittle@spsmail.org
President — Elect	Christy Serrage Columbia School District 6006 Van Horn Tavern Road Columbia, MO 65203	Office: 573 — 214 — 3774 Fax: 573 — 214 — 3761 Cell: 573 — 864 — 4814 Email: CSerrage@columbia.k12.mo.us
Vice President	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
Recording Secretary	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
Corresponding Secretary	Suzette Ryder Jefferson City Public Schools 501 E Miller Jefferson City, MO 65101	Office: 573 — 659 — 3131 Fax: Home: 573 — 896 — 9376 Email: suzette.ryder@jcps.k12.mo.us
Treasurer	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
Board Member	Anita Bean Lindbergh School 4900 So. Lindbergh St. Louis, MO 63126	Office: 314 — 729 — 2400 Fax: Home: Email: abean@lindberghschool.ws
Board Member	Susann Bronson Harrisoville Cass R-9 503 S. Lexington Harrisonville, MO 64701	Office: 816 — 380 — 2727 Fax: 816 — 884 — 3238 Home: 816 — 258 — 2533 Email: bronsons@harrisonville.k12.mo.us
Immediate Past 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

*Denotes Home Address

MAEOP

Tips and Tricks for Technology

While looking for a template the other day to do something, I found a great website that I have used from time to time, but had forgotten about it – The Crabby Office Lady. Well, on the Microsoft Office blog they have educational templates that are great to use. Here is the link to the templates - <http://office.microsoft.com/en-us/templates/education-templates-collection-FX101842224.aspx>. If you are trying to look for that award template or something on that order you might be able to find it here.



The website has other great tips and tricks and I love to read the latest on the Crabby Office Lady blog. Crabby doles out humorous no-nonsense advice about work, life and Microsoft Office. She is a real person with good and bad days, just like we have. Stop by the website - http://blogs.office.com/b/crabby_office_lady/ - and see her latest or search her archives for tips you may be looking for to help with your Microsoft programs.

If you have a tip or trick that you use in your daily work that you think might help others to streamline their time, please email us and we will have those in the next issue of our newsletter. Saving time and doing tasks more efficiently helps make our jobs easier.

iGive Program

Be a part of the first and largest online network of shoppers, stores, and worthy causes dedicated to turning everyday online shopping into much-needed donations. It's never been easier to support a great cause—just by shopping online.

iGive is totally free, and you'll never pay more when you reach these stores through iGive.com. And if you take advantage of the coupons and free shipping deals posted at iGive, you might even save a few bucks!

And with iSearchiGive.com, each qualified search earns a penny (or more) for NAEOP.

Shop at 700 plus top notch online stores and benefit NAEOP in the process. Participating stores include Amazon.com, eBay, Pottery Barn, JC Penny, Barnes & Noble, Staples and many more. A listing of stores appears on the website. Next to each store in the iGive Mall, you'll see exactly how much of each purchase will be donated to NAEOP.

Join now at www.iGive.com/NAEOP and enjoy online shopping and donating to a great cause.



Some pictures from NAEOP 2011 Convention in Charleston, SC



Missouri Gang



Janet proudly carrying the Missouri flag



Charleston, SC



Becky O'Riley with Elvis

MAEOP

Brag Corner

Debbie Geib—grandson, Jake Christopher Lucito arrived at 4:55 p.m., June 20 weighing in at 7 pounds 3 ounces

Lois Underwood—granddaughter born 6-28-11



Kim Brannon
Halfway R-III
2150 Hwy 32
Halfway, MO 65663
Phone: 417-445-2351
Email:
kbrannon@halfwayschools.org



Our thoughts and prayers go out to Shelley Stokes with the passing of her mother in July.

Have something to BRAG about? Send your info to kbrannon@halfwayschools.org



Retiring????
Is anyone at your school district or office retiring? If so, please let us know so we can recognize them in our next newsletter issue.

Erylene Sibley's granddaughter, Kaisley, has been diagnosed with rare Juvenile Dermatomyositis. Please keep her in your prayers.

Have something to BRAG about or tell everyone about? Send your information to kbrannon@halfwayschools.org

PSRS/PEERS

MAEOP

Article taken from PSRS/PEERS website

Retiree Cost-of-Living Adjustment Set at 2% for January 2012

At the August 29, 2011 Public School and Education Employee Retirement Systems of Missouri (PSRS/PEERS) Board of Trustees' meeting, the Board voted to provide a 2% cost-of-living adjustment (COLA) for all eligible benefit recipients, effective January 2012.

As a result of extensive research, the Board of Trustees adopted a Funding Stabilization Policy in an effort to stabilize the contribution rates for members and school districts as well as positively impact the overall financial soundness of the Systems. A 2% annual COLA is part of the Funding Stabilization Policy adopted by the Board at the August meeting. Under the Policy, in years when the change in the Consumer Price Index for Urban Consumers (CPI-U) for the preceding fiscal year (July 1 to June 30) is between 0% and 5%, a 2% COLA will be given.

The Board has some statutory discretion when setting the COLA, and takes into consideration many factors including recommendations from the actuary and the overall financial health of the Systems. In addition, Missouri law provides specific parameters for the PSRS/PEERS Board of Trustees when setting the annual COLA. If the change in the CPI-U is between 0% and 5%, legal guidelines for setting the COLA are:

- If the CPI is 2% or more, the COLA must be at least 2% but no more than 5%.

If the CPI is between 0% and 2%, the Board may grant a COLA of 0% to 5%.

However, if the change in the CPI-U is less than 0%, no increase can be given. If it is 5% or higher, the Board is required to give a 5% increase providing extra protection in times of high inflation.

The CPI-U for July 1, 2010 to June 30, 2011 was 3.6%.

By adopting the Funding Stabilization Policy, the Board has improved the overall financial status of the Systems in order to continue to provide sound retirement benefits for current and future generations of Missouri's teachers and school employees.

"This method of granting COLAs is a component of the Funding Stabilization Policy that will help us keep the Systems financially healthy for the entire membership," said Dr. Aaron Zalis, PSRS/PEERS Board Chair. He added, "It also allows our retirees to plan ahead for a consistent 2% benefit increase most years."

In the past, the annual COLA has been tied more closely to the CPI-U, often resulting in large year-to-year variations in the amount given, from 0% to 5%. The COLA for both 2010 and 2011 was set at 0%.

For PEERS members who retired in 1986 and earlier you have reached your 80% COLA cap and are no longer eligible for a COLA. For those that retired in the years 1987-2008 you will receive a 2% COLA increase effective January 2012.

To learn more about the PSRS/PEERS Funding Stabilization Policy, visit <http://www.psrs-peers.org/PSRS/News-FundingStabilizationPolicy.htm>.



Maria Cauwenbergh Walden, MBA
 Director of Legislation and Policy
 Public School and Education Employee Retirement Systems
 of Missouri
 3210 W. Truman Blvd. Jefferson City, MO 65103
 mwalden@psrsmo.org
 (573) 638-1084 or (800) 392-6848

IMPORTANT DATES

October 6-8, 2011	Fall Conference, Ramada Oasis, Springfield
April 26-28, 2012	Central Area Development Day, Olathe, Kansas
July 9-13, 2012	NAEOP 2012 Annual Conference & Institute Costa Mesa, California



Need to register for Fall Conference? Want to join MAEOP? Find the application forms on www.MAEOP.NET



DUE DATES

Articles due: December 30, 2011
April 30, 2012
August 31, 2012
Send articles for the Missouri Educational Secretary to Kim Brannon at kbrannon@halfwayschools.org

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

Education is the ability to listen to almost anything without losing your temper or your self-confidence. ~Robert Frost

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.