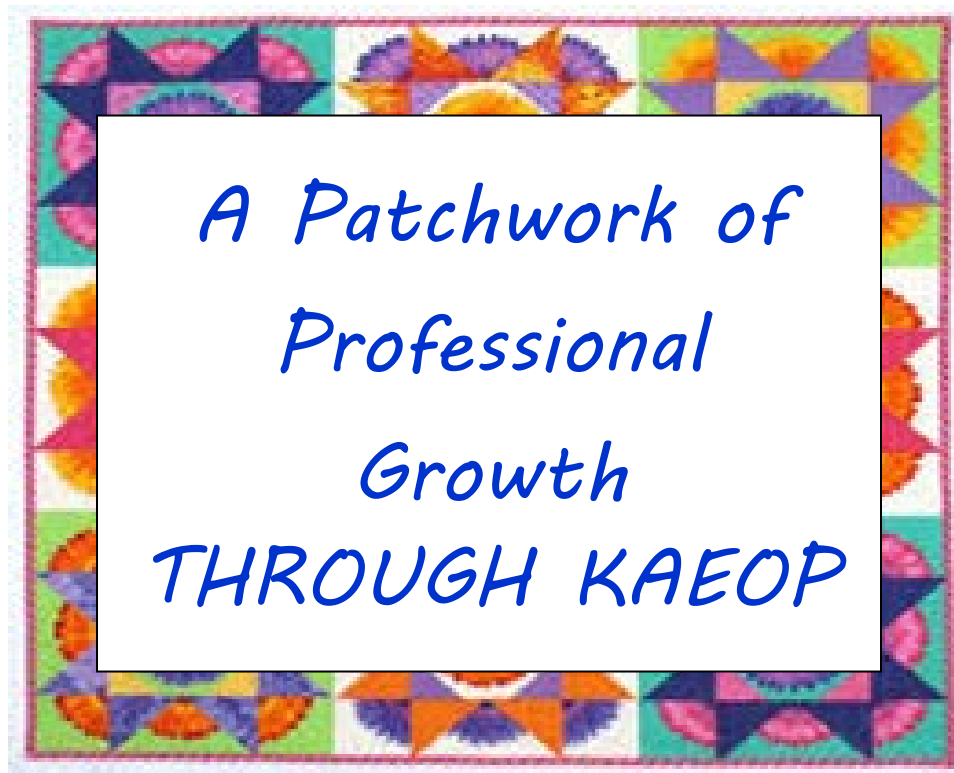




KAEOP 2014 FALL
CONFERENCE/WORKSHOP
OCTOBER 16-18, 2014



WYNDHAM GARDEN
WICHITA DOWNTOWN
221 EAST KELLOGG STREET
WICHITA, KS 67202

Please REGISTER at:

<http://events.ksde.org/Default.aspx?tabid=803>

KAEOP is affiliated with the National Association of Educational Office Professionals (NAEOP)

NAEOP

Allied with: *American Association of School Administrators*
Affiliated with: *National Association of Elementary School Principals*
Endorsed by: *National Association of Secondary School Principals*

A Patchwork of Professional Growth THROUGH KAEOP

President's Message

I would like to invite you to join us at the Wyndham Garden Wichita Downtown in Wichita on October 16th - 18th for our Fall Conference/Workshop. Our Workshop Chairman Gwen Kramer has been working hard to make this workshop comfortable and inviting for all. Immediate-past President/Workshop Coordinator Debbie Collins has acquired presenters for classes that will enhance your educational professional learning. I encourage you to read over this brochure and share it with your administrator and co-workers.

Pieced together for this conference is:

"A Patchwork of Professional Growth THROUGH KAEOP" for our members and potential members. I hope that you will continue to find ways to promote KAEOP within your district and with colleagues outside your district. It is only through the efforts of all conference attendees that we can continue to provide these services.

If you have any questions or comments, please contact me. I welcome ideas from our members on ways to improve our organization and our conferences.

*Tamla Miller
President*

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 educational systems in Kansas.

KAEOP Fall Conference Schedule (At a Glance)



Thurs, Oct 16, 2014

- 2:00 - 4:00 p.m. Registration
2:00 p.m. Executive Board Meeting
5:30 - 8:30 p.m. Open House - Meet in the hotel lobby at 5:30 to travel to
Mosley Street Melodrama

Fri, Oct 17, 2014

- 7:00 a.m. Registration
8:30 a.m. **Workshop class begins**
TBD Retirees Tour – (*Karg Art Glass Co.*)
10:00 a.m. Break
10:15 a.m. **Workshop class resumes**
11:45 a.m. **Class dismissed**
11:45 a.m. Retirees return from morning tour

12:00 p.m. Luncheon

1:00 p.m. **Workshop class resumes**
1:00 p.m. Retirees meet in the lobby for the afternoon tour(s)
(*Mid-America All-Indian Center & possibly another museum*)

2:30 p.m. Break
2:45 p.m. **Workshop class resumes**
4:30 p.m. **Class dismissed**
4:30 p.m. Retirees return from afternoon tour(s)
6:30 p.m. Banquet

Sat, Oct 18, 2014

- 9:00 a.m. General Membership Business Meeting
Basket Drawings
Silent Auction Results
Adjournment

Conference Attire

Workshop Classes: Business Attire

Due to temperature variances throughout the hotel, dressing in layers is recommended.

Retirees Tour Attire: Casual, comfortable shoes.

Workshop Classes

Class - 8:30 a.m. - 10:00 a.m.

Tasty Technology Tools for the Office Professional

This presentation will include Microsoft Tips & Tricks, an introduction to Cloud computing and an overview of using AdobePro to create fillable forms. Participants will leave with ideas and free resources to take their multi-tasking skills to a whole new level.

Class - 10:15 a.m. - 11:45 a.m.

Tasty Technology Tools for the Office Professional.....continued

Class - 1:00 - 2:30 p.m.

Ergonomics

Advice and guidelines for making your office more comfortable!

Class - 2:45 - 4:30 p.m.

Professional Standards Program

(PSP...a certification program for educational office professionals)

This informal presentation from the National Association of Educational Office Professionals (NAEOP) will give insight to the process of attaining a certificate. The NAEOP office is located in Wichita.

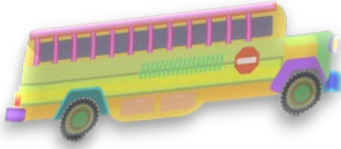
Presenters

Lisa Cundiff - Tasty Tools for the Office Professional

Lisa is the Director of Instructional Technology for Haysville USD 261 public schools. She has a BA in Education from Arkansas State University and a ME in Educational Administration from Wichita State University. Lisa has been a teacher, building principal, and technology consultant, and has presented at national, state and local levels on various technology topics. She finds technology almost as challenging as raising a teenager, but loves both because there is never a dull moment in her life!

Kim Forgey - Tasty Tools for the Office Professional

Kim has worked in the Haysville School System for the past 24 years. Sixteen of those years were spent in the building as a School Secretary, the past 8 years, she has served as the District Website Coordinator along with tech support for PowerSchool, DynaCal, and various other web-based programs. Kim really enjoys her career with the challenge of the ever-changing technology world, but her biggest enjoyment of life is spending time with the eight little ones who call her "Nana".



Retirees Tours

Friday, October 17

TBD Retirees meet in lobby for morning tours

11:45 a.m. Retirees return to hotel for lunch

1:00 p.m. Retirees meet in lobby for the afternoon tour

AM Tour

On Friday morning the retirees will be going to the Karg Art Glass Co. There we will experience the art of glass blowing. The gallery showcases a variety of art forms from glass art to metal sculptures and paintings. Rollin Karg, is a renowned glass artisan from the Midwest who designs and creates small and massive sculptural pieces from molten glass, usually shaped in a freeform, asymmetrical manner. He uses traditional techniques of glassmaking that are thousands of years old and his own techniques through a five foot blowpipe. There will also be some time to look around at their works and of course to shop. There is no charge for this event.

PM Tour(s)

In the afternoon we will be going to the Mid-America All-Indian Center. This is a multi-purpose facility; it houses a museum which preserves and showcases the heritage of the American Indian Tribes of North America along with the Plains Indians. There will be an entrance fee of \$5.00.

If there is time we will venture to another museum, which there will be a \$5.00 charge.

If you plan to attend, please let me know so I can arrange transportation.

Karen Pulaski, Retirees Chairman

kpulaski@wildblue.net

316-283-3139



Open House (Optional)

We will be attending a dinner theatre, "MOSLEY STREET MELODRAMA" in downtown Wichita.

HALLOWEEN 13
OR JASON IS REALLY HACKED
BY TOM FRYE

The cost for Open House is \$29.00 or \$25.00 for seniors (60+...must show proof of age).

Meet in the hotel lobby at 5:30 p.m. to car pool to the theatre.

Address: 234 N Mosley St, Wichita, KS 67202 - Tel: 316-263-0222

The Country Store



The KAEOP Country Store will be open for business. Donations will be accepted for local affiliate baskets. Proceeds from the Country Store support KAEOP scholarships for students across Kansas. Drawings for affiliate baskets will be held following the conclusion of Saturday's business meeting.

We will be having a **silent auction**. Donations will be appreciated.

School Supply Donations

Donations of school supplies will be collected during lunch on Friday, October 17th.

Liability: KAEOP and their officers assume NO responsibility for any personal injuries or damage to property incurred by a member or guest of said group engaged in any association sponsored activity.



Who Should Attend This Conference or Join KAEOP?

The Kansas Association of Educational Office Professionals is a professional organization for educational office professionals in the state of Kansas. Anyone employed in clerical, secretarial, or assistant work or in organizations related to education can be a KAEOP member. KAEOP is dedicated to providing professional growth and personal empowerment opportunities for its members. KAEOP continues to work toward increased recognition of educational office professionals as partners on the education team.

We invite anyone employed as an educational office professional in educational offices in Kansas or in organizations concerned with education to attend this conference. It is a great time for learning, becoming better acquainted with your peers, and networking with fellow professionals.

If you have questions regarding KAEOP membership, please contact:

Tamla Miller, President
Cell: 785.221.1909
Work: 785.296.4950
Home: 785.235.2311
Email: tmiller@ksde.org

Cheryl Walker, Membership Chairman
Work: 316.554.2236 ext. 1002
Home: 316.258.7835
Email: cwalker@usd261.com
Email: mwalker18@cox.net

Registration

The conference registration fee for KAEOP members is \$95.00, retired members \$60.00, NON-KAEOP members is \$115.00 and NON-KAEOP attendees joining as members is also \$115.00. The additional \$20 in membership dues will be applied to an annual membership.

Cancellations must be submitted in writing sent via fax, e-mail or U.S. Mail. Refund will not be given after Monday, October 6th. Please make a copy of your registration form to use as your invoice if you are sending a purchase order. Please return your completed registration to:

**Kansas State Department of Education (KSDE)
KAEOP 2014 Fall Workshop
ATTN: Gwen Kramer, KAEOP Treasurer
900 SW Jackson, Suite 102
Topeka, KS 66612**

For further information regarding this conference, please contact:
Gwen Kramer - 785.296.7795 (work) or 785.224.6219 (cell)
Email: gkramer@ksde.org
Mail: Kansas State Department of Education (KSDE)
Attn: Gwen Kramer, KAEOP Treasurer
900 SW Jackson, Suite 102
Topeka, KS 66612-1212

Professional Standards Program

Members of KAEOP are encouraged to take advantage of the PSP program and work toward certification.

