



Kansas  
Association of  
Educational  
Office  
Professionals

*KAEOP 2015 SPRING  
CONFERENCE/WORKSHOP  
APRIL 16-18, 2015*

*“A PATCHWORK OF PROFESSIONAL  
GROWTH THROUGH KAEOP”*

*HUTCHINSON COMMUNITY COLLEGE  
1300 N. PLUM  
HUTCHINSON KS 67501*

*Please register at: <http://events.ksde.org/Default.aspx?tabid=803>  
Lodging & Classes are different locations*

*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 Hutchinson Community College on April 16-18, 2015 for our Spring Conference. The workshop coordinator and chairman have been working very hard to make this an informative and fun conference for all. I encourage you to read over this brochure and share it with your administrator and co-workers.*

*The theme for my Presidency is "A Patchwork of Professional Growth Through KAEOP" so I hope many of you will register to attend the conference and add to your patchwork of knowledge. I am looking forward to seeing many familiar faces at the conference as well as some new ones!*

*If you have any questions or comments, please contact me. I welcome ideas 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 Spring Conference Schedule

If you have computer access, please register at: <http://events.ksde.org/Default.aspx?tabid=803>

Workshop Classes/Banquet/Meetings  
Hutchinson Community College  
1300 N. Plum, Hutchinson KS 67501

## Thursday, April 16, 2015 - Parker Alumni Room

2:00 - 4:00 p.m. Registration

2:00 - 4:30 p.m. Executive Board Meeting

5:45 p.m. **OPEN HOUSE ACTIVITY**

Meet in the hotel lobby at 5:30...travel to the Carriage Crossing Restaurant, 10002 S Yoder Rd, in Yoder, KS 67585 for dinner together.

## Friday, April 17, 2015 - Blue Dragon Room

8:00 a.m. **Workshop class begins** ("Learning to Improve: Lessons in Collaboration and Invisible Leadership" with Dr. Curtis Chandler)

8:30 a.m. Retirees meet in the lobby for the "Visit to Yoder"

9:45 a.m. Break

10:00 a.m. **Workshop class resumes**

11:30 a.m. **Class dismissed for lunch**

11:30 a.m. Retirees return from morning tour

11:45 a.m. **Luncheon** – Hutchinson Community College, Blue Dragon Room

- Recognition of Affiliate Presidents
- Recognition of Past Presidents
- Recognition of Retirees

1:00 p.m. **Workshop classes resume** (Panel Discussion - hiring practices and job expectations for Office Professionals)

To be announced Retirees Tour to the Cosmosphere - Time to be announced at a later date

2:45 p.m. Break

3:00 p.m. **Workshop class resumes** (WorkWell with Elizabeth Ablah)

4:30 p.m. **Workshop class ends**

4:45 p.m. Retirees return

4:45 p.m. **Installation Practice**

6:30 - 8:30 p.m. **Banquet** - Blue Dragon Room, Installation of Officers

## Saturday, April 18, 2015 - Blue Dragon Room

9:00 a.m. - noon

General Business Meeting,  
Recognition of Affiliate Presidents  
Recognition of Past Presidents  
Basket Drawings  
Silent Auction Results  
Adjournment

## Workshop Sessions

### "Learning to Improvise: Lessons in Collaboration and Invisible Leadership" –

Dr. Curtis Chandler is an Education Specialist, Staff Developer, Researcher, and Keynote Speaker working with ESSDACK to improve the instructional capacity of schools.

Even in an era of limited resources and time, learning organizations can successfully navigate through change when they learn, collaborate, and create together as teams. Using examples of music and comedy improvisation, participants will experience how to apply these key principles in educational settings.

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**Panel Discussion of Administrators** - After lunch, we will have a panel made up of the Hutchinson Public Schools Superintendent Dr. Shelly Kiblinger and principals from her district. They will be sharing what they look for in an assistant, what professional development they feel is important to them and their office professionals and many other topics. (1:00 – 2:45 p.m.)

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Elizabeth Ablah from **WorkWell KS**.

**WorkWell KS** is an initiative designed to engage local leaders and organizations in communities throughout Kansas to complete the training necessary to develop a worksite wellness plan. (3:00 – 4:30 p.m.)

## Retirees Tours

Karen Pulaski, Retiree Member Chairman, is planning, for the morning, to go to Yoder. Those not familiar with Yoder, this is a Amish Community with a Quilt shop, Et Cetera Thrift Shop, Mercantile shop with unique gifts, Nature's Sunshine Health Products, such as Burt Bee's, lotions, soaps, pottery and lots more. Yoder meats, featuring select Kansas Products and unique gifts, hardware store, as well as the famous Yoder Furniture Company."

1. Head toward E 9th Ave on Porter St., 0.4 mi/
2. Turn left onto E 4th Ave, 1.8 mi/
3. Turn right onto N Airport Rd., 2.0 mi/
4. Continue on S Yoder Rd., 6.1 mi/

*The trip takes 10.2 mi/ and 19 mins.*

Afternoon Tour—Kansas Cosmosphere—time to be announced.



*A Patchwork of Professional Growth Through KAEOP*

## Open House

For Open House we will be traveling about twenty minutes from the Holiday Inn Express to enjoy a marvelous dinner at the Carriage Crossing Restaurant at 10002 S Yoder Rd, in Yoder, KS 67585, Phone number (620) 465-3612.

1. Head toward E 9th Ave on Porter St. 0.4 mi/
2. Turn left onto E 4th Ave 1.8 mi/
3. Turn right onto N Airport Rd 2.0 mi/
4. Continue on S Yoder Rd 6.1 mi/

(The trip takes 10.2 mi/ and 19 minutes)

**Paid individually.** Order from menu



## 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 also be having a **silent auction**. Donations are appreciated.

## School Supply Donations

Donations of school supplies will be collected at the business meeting on Saturday, April 18th.

**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.



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### Conference Attire:

Workshop Classes: Business Attire

Retirees Tour Attire: Casual, comfortable shoes.

Due to temperature variances dressing in layers is recommended.

## Who Should Attend This Conference or Join KAEOP?

The Kansas Association of Educational Office Professionals (KAEOP) is a professional organization for educational office professionals in the state of Kansas. Anyone employed in clerical or secretarial work or in organizations concerned with 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, taking the opportunity to become more aware of things that affect your job with your peers, and networking with fellow professionals.

### **If you have questions regarding KAEOP membership, please contact:**

Tamla Miller, President	Cheryl Walker, Membership Chairman
Cell: 785.221.1909	Home: 316.524.9663
Work: 785.296.4950	Cell: 316.258-7835
Home: 785.235.2311	Email: <a href="mailto:mwalker18@cox.net">mwalker18@cox.net</a>
Email: <a href="mailto:tmiller@ksde.org">tmiller@ksde.org</a>	
Fax: 785.296.7933	

### Registration

The conference registration fee for KAEOP members is \$95.00, retired members \$60.00 and NON-KAEOP members is \$115.00. **Cancellations** must be submitted in writing sent via e-mail, fax, or U.S. Mail. Refund will not be given after Thursday, April 16th. Please make a copy of your registration form to use as your invoice if you are sending a purchase order. Please return your registration to:

**Landon State Office Building  
Kansas State Department of Education (KSDE)  
Attn: Gwen Kramer, KAEOP Registrar  
900 SW Jackson St, Suite 102  
Topeka KS 66612-1212**

For further information regarding this conference, please contact: June Seavey, 913.592.3076 (home), 913.744.7052 (cell), by email: [june.seavey@gmail.com](mailto:june.seavey@gmail.com) or by U.S. mail at 18085 W. 182nd Street, Olathe KS 66062.

### Professional Standards Program

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

### Lodging:

A (KAEOP) block of rooms has been reserved at the Holiday Inn Express. Room rate is **\$109.00.**

**DUE THURSDAY, MARCH 26, 2015**

**Holiday Inn Express**

**911 Porter Street**

**Hutchinson KS 67501**

**1-620-259-8656 – Front Desk**

Check - In: 3:00 PM - Check Out: - 11:00 AM

### **Amenities:**

**FREE Express Start™ Breakfast Bar**

Free high-speed Internet access

Choice of firm or soft pillows

\*\* Rollaway bed charges may apply

### **Special Needs - Hotel provides the following:**

Accessible Self Parking, Van Accessible Self Parking, Portable Tub Seats, Communication Kits with Visual Alarms and Notification Devices



## **KAEOP Conference Registration**

If you have online access, please register by clicking on the following link:  
<http://events.ksde.org/Default.aspx?tabid=803>  
*CLASSES HELD AT HUTCHINSON COMMUNITY COLLEGE*

The conference registration fee includes all instructional, program materials, refreshment breaks, Friday's lunch and banquet.

### Amount

<i>Member</i>	<i>\$ 95.00</i>
<i>Retired Member</i>	<i>\$ 60.00</i>
<i>Non-member</i>	<i>\$115.00</i>

**TOTAL**

Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

USD # / Agency Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

For one billing, list the number attending & all name(s):

Are you a:       First Timer     NAEOP Member     KAEOP Member     Local Association Member

Contact Email: \_\_\_\_\_

Please check the meals that you plan to attend.... meals are included as part of the registration.

	Friday Luncheon	
	Friday Banquet	
	Lenten Meal	
	# Guest Meal(s)	Name(s):
	# Open House <small>(Cost is on your own)</small>	Name(s):
<b>Special Dietary Needs or Disability:</b>		

Please mail payment to:

**Landon State Office Building  
Kansas State Department of Education (KSDE)  
Attn: Gwen Kramer, KAEOP Registrar  
900 SW Jackson St, Suite 102  
Topeka KS 66612**

If paying by purchase order, please ask your district to make payment in a timely manner.

**Registration deadline: Friday, April 10, 2015**