



WAEOP Area II News

Washington Association of Educational Office Professionals
Affiliated with National Association of Educational Office Professionals
Allied with Washington Association of School Administrators
Allied with Association of Washington School Principals

www.waeop.org

Fall 2011

Special points of interest:

- Letter From Area II Director
- Area II & 9 PDP Day—Oct 15, 2011—Saint Martin's University
- Jennifer Robinson Installed As WAEOP President
- Allie Faye Matthews Installed As NAEOP President
- Important Dates For Your Calendars
- Nominations & Elections Information
- Awards Information Deadlines
- Area Professional Development Program Dates Announced
- Useless Information
- Membership Application

Letter from Area 11 Director

It is hard to believe that summer is drawing to an end and school is starting. Where did the summer go? So many plans and didn't really get to many of them. I was able to finish up a few projects so that makes some sense of accomplishment.

Every summer schools undergo changes and it was no different this summer for your Washington Association of Educational Office Professionals. First, in May the new slate of officers took the helm of the organization. President Jennifer Robinson was installed in a lovely ceremony in Wenatchee at the Spring Conference.

Spring Conference was a huge success with many members attending and excellent seminars available on a wide variety of pertinent subjects. PSP accomplishments were acknowledged and the Installation Banquet is always a highlight for the membership.

Even though I have been Area II Director for over a year I would like to take this opportunity to introduce myself to you. I do know many of you, but am also anxious to meet more of you! My name is Linda Gersib; I live in Olympia and am employed at Saint Martin's University. Saint Martin's is a four year Catholic university with a working monastery on the campus. Some of the monks work for the University as professors, facility and maintenance workers and some I have never seen. The Abbot is out and about and knows most of the faculty and staff. I work in Conference Services scheduling different events, preparing the contracts and invoicing the event after it happens. The position is interesting, never dull and I find I am always multi-tasking! I have been employed at the university for almost 18 years. In my spare time I enjoy having our grandson, Nathan, at our house. This fall I will enjoy being at his football games. I

also enjoy quilting and reading.

My contact information is:

Linda Gersib

Administrative Assistant III

lgersib@comcast.net

360.923.0332

Please contact me anytime with any questions regarding WAEOP you might have. If you would like to be part of the newsletter committee, please email me.

Have a great year!

Linda

WAEOP Executive Board of Directors

President, Jennifer Robinson
Longview WA
jrobinson@longview.k12.wa.us

President-Elect, Pam James
Bellevue WA
pamela.james1@frontier.com

Secretary, Kathy Doss, CEOE
Tacoma WA
KDOSS@Tacoma.K12.Wa.US

Treasurer, Robin Mallory, CEOE
Seattle WA
rmallory@comcast.net

Immediate Past President, Sheri McGraw,
CEOE Pasco WA
smcgraw@psd1.org

Area II & 9 PDP Day

October 15, 2011

Saint Martin's University

Lacey WA 98503

Outlook Management

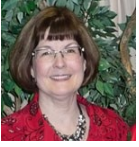
Digital Photography

WAEOP MISSION STATEMENT

The mission of the Washington Association of Educational Office Professionals is to promote the professional standards of its diverse membership through networking, information, and educational

PSP Applications Dates: September 15, January 15, & May 15, For filing instructions please go to www.naeop.org.

Jennifer Robinson, CEOE



Jennifer Robinson, CEOE, was installed as WAEOP President in Wenatchee last April. She has been a member of WAEOP and NAEOP since 2005. Before being elected president, she served as an area director and was chairman of the Audit and Finance Committee.

Jennifer has worked for the Longview School District for 13 years; 11 of them as head secretary at Columbia Heights Elementary school. She has been married for 41 years, has two grown children and four grandchildren. In her spare time she enjoys reading and quilting.

Jennifer's theme for this year is, "Accept the Challenge... Experience the Growth". She believes that if we accept the challenges that come our way as opportunities, we will grow from the experience. Her logo is the Edelweiss flower, which she chose because they only grow at very high altitudes where most plants cannot exist. In her installation speech she mentioned that WAEOP members are a lot like Edelweiss flowers...soft and fuzzy on the outside; strong and resilient on the inside!



CONGRATULATIONS JENNIFER!!

Allie Faye Matthews, CEOE

Congratulations to Allie Faye Matthews, CEOE of Tucson AZ on her installation as President of the National Association of Educational Office Professionals!

NOMINATIONS & ELECTIONS INFORMATION

It is time to consider serving your professional organization by submitting your name for the ballot of open positions on the board of directors for WAEOP. I am encouraging you to either nominate someone or self-nominate for a WAEOP office. Positions slated for election are: President-Elect, Treasurer and Area Directors from Area 1, 2, 6, 9 and 11. Please consider serving WAEOP in one of these offices. If you need more information, or a little encouragement, please contact me at lgersib@comcast.net.

If you have a great idea or skill to share, know of a special speaker or would like to help plan a PDP, please contact me at lgersib@comcast.net.

PROFESSIONAL DEVELOPMENT PROGRAM DATES

The following dates have been established for professional development programs (PDP) in the various areas. Mark your calendar! Remember, you can attend PDPs that are not in your area; just register when the time comes. As the dates get closer, detailed registration materials will be available.

WAEOP Spring Conference—April 20-21, 2012— Kelso at The Red Lion Inn

Area 1— Nov 5, 2011—Spokane—PSP

Area 2— March 17, 2012—Tri-Cities—
Mail Merge & Photography

Area 6—March 24, 2012—Marysville

Area 7—March, 2012—Auburn—Personal Safety

Area 10—February 11, 2012—Longview—

Newsletters & Digital Photography

Area 11 & 9— October 15, 2011—Saint Martin's University,
Lacey— Outlook Management & Digital Photography

SCHOLARSHIP REMINDERS:

Members of WAEOP and NAEOP may qualify for a scholarship or you may be eligible to nominate your son or daughter for one. Each year scholarship go unused as there are no applicants. Don't let this slip by! In order to be eligible to apply for any **WAEOP Scholarships**, you must be a member or an affiliate as of November 1st.

Application deadlines for the following WAEOP scholarships will be February 1, 2012.

WAEOP Dependent Student Scholarship (member sponsored) - \$1,000 scholarship: Candidates must be sponsored by a current WAEOP member. Scholarship is offered to a high school senior pursuing higher education or a current college student pursuing a course of study. Scholarship deadline is February 1, 2012.

WAEOP Affiliate-Sponsored Student Scholarship - One \$750 scholarship: Candidates must be pursuing an office related business program of study and be sponsored by a current affiliate of WAEOP. The Scholarship deadline is February 1, 2012.

WAEOP Member Scholarship – Two \$500 scholarships: Candidate must be a current member of WAEOP and does not require an affiliate sponsor. Scholarship deadline is February 1, 2012.

WAEOP Irene Usitalo Member Scholarship - Amount to be determined: Candidate must be a current member of WAEOP and does not require an affiliate sponsor. The scholarship deadline is February 1, 2012.

WAEOP Betty Meek Memorial - Amount to be determined. Candidate must be a current member of WAEOP; however, first priority will be given to Area 10 applicants. The scholarship deadline is February 1, 2012.

Application deadlines for the following NAEOP Scholarships will be March 15, 2012.

In order to be eligible to apply for any of the NAEOP scholarships, the candidate must be a NAEOP member for three years or the dependent of a NAEOP member that has been active for the last three years.

NAEOP Marion T Wood Member Scholarship - Two \$750 scholarships. Candidate must be a member for three years prior to awarding of the scholarship. They must also be pursuing a PSP Certificate, have attained the CEOE distinction or are pursuing a college degree. Scholarship deadline is March 15, 2012.

NAEOP Mona Smith Member Dependent Scholarship - One \$1000 scholarship. Candidate must be a dependent of an active NAEOP member who has been a member for at least three years. The scholarship deadline is March 15, 2012.

More information is available on-line at www.waeop.org.

USLESS INFORMATION & SILLY FACTS



- ◆ A chicken crossing the road is poultry in motion.
- ◆ Honey remedy for Skin Blemishes.....Cover the blemish with a dab of honey and place a band-aid over it. Honey kills the bacteria, keeps the skin sterile, and speeds healing. Works overnight.
- ◆ Heinz vinegar to heal bruises...Soak a cotton ball in white vinegar and apply it to the bruise for 1 hour. The vinegar reduces the blueness and speeds up the healing process.
- ◆ Marathon runners with bad footwear suffer the agony of defeat.
- ◆ Smart splinter remover.....just pour a drop of Elmer's Glue-all over the splinter, let dry, and peel the dried glue off the skin. The splinter sticks to the dried glue.
- ◆ The short fortune-teller who escaped from prison was a small medium at large.
- ◆ There are 293 ways to make change for a dollar.
- ◆ The average secretary's left hand does 56% of the typing.
- ◆ It is impossible to sneeze with your eyes open.
- ◆ A boiled egg in the morning is hard to beat.
- ◆ I hope one of these made you smile!

Washington Association of Educational Office Professionals—Membership Application

Renew your WAEOP membership or join as a new member today. Mail completed registration form and dues to: WAEOP MEMBERSHIP

JULIE NAUMAN, 2406 Lexington St., Steilacoom WA 98388

Name _____

Are you a member of NAEOP? Yes No

Address _____

Do you have your CEOE? Yes No

City _____ Zip code _____

If you do not have a Professional Standards Program certificate, are you interested in having someone contact you regarding PSP? Yes No

E-mail address _____

Home phone (_____) _____

Work phone (_____) _____

School district _____

Building/Department _____

Recruited by Linda Gersib, CEOE

In which WAEOP Area do you work? _____

Your membership fee includes a one-year subscription to the WAEOP News. Your membership is continuous for 12 full months.

Please check one: Administration Elementary Higher Education High School Middle/Junior High
 State Department Vocational Retired Other _____

Check one membership classification: New \$35 Renewal \$35 Retired \$5 Associate \$10 Student \$5

Enclose your check or money order, payable to WAEOP, and mail your membership form today!

National Association of Educational Office Professionals—Membership Application

Renew your NAEOP membership or join as a new member today. Mail your completed registration form and dues to:

NAEOP MEMBERSHIP CHAIRMAN, PO BOX 12619, WICHITA KS 67277-2619

Name _____

Do you have your CEOE? Yes No

Address _____

City _____ State _____ Zip code _____

E-mail address _____

School district _____ Building/Department _____

Home phone (_____) _____ Work phone (_____) _____

Recruited by Linda Gersib, CEOE, Washington AEOP

Please check one: Renewal New Membership

Your active membership fee includes a one-year subscription to the NES (the NES costs \$25 separately, \$10 for retired members).
Your membership is continuous for 12 full months.

Please check one: Administration Elementary Higher Education Secondary/High School Middle/Junior High
 State Department Career & Technical Retired Other _____

Check your membership classification:

Active Membership \$45 (includes NES subscription) Associate Membership \$45 Corporate Membership \$55 Institutional Membership \$40
 Retired Membership \$25 (does not include NES subscription)

If applicable, check subscription box: NES Annual Subscription \$25 (NES subscription is included with active membership)

NES Annual Subscription for retired members \$10

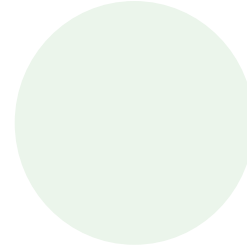
Payment method: Check/Money Order (payable to NAEOP) enclosed Total amount enclosed \$ _____

—OR—

Charge my Visa —or— MasterCard Card number _____

Expiration date _____ Signature _____

Enclose your check or money order, payable to NAEOP, or your credit card information and mail your membership form today!



WAEOP
Area II Director
Linda Gersib
8525 37th Ct SE
Olympia WA 98503

Washington Association of
Educational Office
Professionals



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