



WAEOP Spring Conference
 April 23 and 24, 2010
 Holiday Inn Seattle-Renton
 1 South Grady Way
 Renton, WA 98057-2500

Step Up... Take Action...

WAEOP 2010 Spring Conference - April 23 and 24, 2010
 Register today to attend the WAEOP 2010 Spring Conference in Renton, Washington!

Program

Friday 4/23/2010

7:30am-8:00am: Conference Registration/Check-in
 7:00am-8:00am: Hospitality Room Open
 8:00am-11:00am: Board of Directors; Meeting
 8:00am-11:00am: "First Aid/CPR Refresher"
 8:00am-11:00am: "Put Your Own Oxygen Mask on First"
 11:00am-Noon: Lunch on Your Own
 11:00am-Noon: Hospitality Room Open
 10:00am-Noon: Conference Registration/Check In
 11:45am-Noon: First Timers' Orientation
 Noon-1:15pm: General Session
 1:45pm-3:15pm: "Life is Not a Dress Rehearsal"
 3:30pm-5:00pm: "Activating Your Want-To"
 5:00pm-7:00pm: Hospitality Room Open
 5:00pm-5:30pm: PSP Rehearsal
 5:00pm-7:00pm: Dinner On Your Own
 7:00pm-9:00pm: PSP Recognition / Dessert Celebration
 9:00pm-9:30pm: Past Presidents Meeting
 9:00pm-11:00pm: Bunco Social
 9:00pm-11:00pm: Hospitality Room Open

Saturday 4/24/2010

6:30am-7:45am: Hospitality Room Open
 7:00am-8:00am: Registration
 8:00am-8:15am: Welcome
 8:15am-9:15am: Workshop
 9:30am-10:30am: Workshop
 10:45am-11:45am: Workshop
 Noon-1:30pm: Awards and Scholarship Luncheon
 1:45pm-2:45pm: Keynote Presentation - Dr. Kip Herren
 3:00pm-4:00pm: Workshop
 4:15pm-5:00pm: Closing Session
 5:00pm-6:00pm: Hospitality Room Open
 5:30pm-6:00pm: Installation Rehearsal
 6:00pm-7:00pm: No Host Social
 7:00pm-9:00pm: Installation/Award Banquet
 9:00pm-11:00pm: Hospitality Room Open

Conference Attire:

Friday and Saturday - Business attire
 Friday and Saturday Evening - Dressy to Semi-Formal

WAEOP Mission:

The purpose of WAEOP is to elevate the standards of educational office professionals in the State of Washington. WAEOP is affiliated with the National Association of Educational Office Professionals.

Friday Workshops ***

Session 1 - Friday Morning - 8:00am - 11:00am (Maximize your PSP hours.)

FAM1 - *First Aid/CPR Refresher* - Lisa Leurquin-Hallet, RN, BSN, MSN
 FAM2 - *Put Your Own Oxygen Mask on First* - Kelly Morrison

Session 2 - Friday Afternoon - 1:45pm - 3:15pm *Life is Not A Dress Rehearsal* - Linda Tribble, CEOE

Session 3 - Friday Afternoon - 3:30pm - 5:00pm *Activating Your Want To* - Kelly Morrison

Saturday Workshops ***

Session 1 - Saturday Morning - 8:15am - 9:15am

1S1a - *Professional Standards Programs* - Emily Marley, CEOE
 1S1b - *Educating the Homeless* - Jess Gotwals (2 hour session)

1S2 - *Healthy Living* - Dr. Josh Oncken

1S3 - *Personal Enrichment Through Volunteerism* - Lisa Taylor & Samantha Murphy

9:00am - 11:00am - SHRED-IT Truck - Celebrate Earth Day. Bring your "sensitive" information and we will shred it for you. Visit the Environment Information Table for additional information on how to become more "environmentally friendly".

Session 2 - Saturday Morning - 9:30am - 10:30am

2S1a - *Professional Standards* - Emily Marley, CEOE
 2S1b - *Educating the Homeless* - (Continued from session 1S1b)

2S2 - *Instructions Not Included* - Linda Tribble, CEOE

2S3 - *3 R's* — Reduce, Reuse, Recycle - Sam Wilder

Session 3 - Saturday Morning - 10:45am - 11:45am

3S1 - *Preparing for Unexpected Emergencies* - Kelly Kasper - Red Cross

3S2 - *Stress Management* - Lisa Leurquin-Hallet, RN, BSN, MSN

3S3 - *Get Organized!* - Bob Meucci - Avery Dennison

Session 4 - Saturday Afternoon - 1:45pm - 2:45pm **Keynote Speaker - Supporting and Creating a Collaborative Culture**
 Superintendent Dr. Kip Herren - Auburn School District

Session 5 - Saturday Afternoon - 3:00pm - 4:00pm

5S1 - *Don't Be a Victim - Travel and Home Safety* - (retirees have priority) Rich Moothart

5S2 - *FUNDamental of Therapeutic Laughter* - Teresa Verde

5S3 - *Washington Green Schools* - Marcia Rutan

*** Biographies and Workshop descriptions located on the back side of page. Visit www.waeop.org for additional detailed information on speakers and workshops.

Professional Standards Program (PSP) hours will be available. Be sure to pick up your certificate of attendance.

Visit the WAEOP website www.waeop.org for additional conference activities.

A special Thank You to BAEOP for hosting the 2010 WAEOP Spring Conference. Bravos to Paula Jo Brave, Karen Penewell, (Conference Co-Chairs), Auburn, Bellevue and Seattle committee members for their participation and enthusiasm.

WAEOP 2010 Spring Conference Speakers & Workshops

Friday - Sessions	Saturday AM - Session 1	Saturday AM - Session 1 (con't)	Saturday AM - Session 3	Saturday PM - Session 4 (con't)
<p>FAM1 - <i>First Aid/CPR Refresher</i>: This 3 hour class will review most common First Aid situations you may encounter with hands on practice and interventions. You will receive a Renewal Certificate upon completion of this class. Lisa Leurquin-Hallett, RN, BSN, MSN Masters in Nursing Education from Gonzaga University. Lisa works full time as a nurse educator and part time instructor at Seattle Central CC.</p>	<p>1S1a - <i>Professional Standards Program</i>: This workshop will offer hands-on learning and tips for those interested in applying for a PSP certificate. A step-by-step walk through the maze of forms required for application. See website for documents required to complete your application. Emily Marley, CEOE Employed by the Seattle SD as the Office Manager for KNHC Radio, the student run radio station at Nathan Hale HS. She has been an active member of (SAEOP/WAEOP/NAEOP) since 2001 and earned her Advanced III Option I & CEOE in 2005.</p>	<p>1S3 - <i>Personal Enrichment Through Volunteerism</i>: This class will cover the effects volunteerism has on the individual, family and community. Explore people's past/present civic engagement as it relates to volunteerism and the effect that personality has on choosing the best volunteer opportunity. Samantha Murphy Samantha is currently serving as an AmeriCorps VISTA with United Way of Pierce County's Volunteer Center. Originally from Brooklyn, NY Samantha has worked with non-profit organizations and in the human services field for the past ten years. Lisa Taylor Lisa is currently serving as an AmeriCorps VISTA with United Way of Pierce County - youth program. Lisa has 7 years of experience working in the education field.</p>	<p>3S1 - <i>Preparing for Unexpected Emergencies</i>: This workshop will assist you in preparing for natural disasters, human error or an unthinkable event! You will learn steps to prepare yourselves, your home and work for the unexpected. Kelly Kasper: Kelly currently serves as Workplace Preparedness Manager with the American Red Cross. 3S2 - <i>Stress Management</i>: During this presentation we will identify stressors of everyday living, the signs and symptoms of stress overload and how to cope with and explore simple ways to live through the stress and stay well. Lisa Leurquin-Hallett, RN, BSN, MSN (See Friday—Lisa L-H for Bio.)</p>	<p>He also served the district as an associate and deputy superintendent for 12 years. Kip is currently Superintendent of Auburn School District.</p>
<p>Friday AM/PM Workshops: FAM 2 - <i>Put On Your Own Oxygen Mask First</i>: Step into a time of peaceful self-care. Experience how energized you feel after giving yourself time to relax and be refreshed. FPM 2 - <i>Activating Your Want To</i>: Fun, interactive workshop to discover the key to easily taking action. Shift your perception from "have to" or "need to" to "want to". Get results that naturally motivate you to take action in your life. Kelly Noel Morrison: Kelly is passionate about helping cultivate life's ah-ha moments. Kelly creates a safe space for personal discovery, while encouraging creativity.</p>	<p>1S1b - <i>Educating the Homeless</i>: This two hour workshop provides an overview of the McKinney-Vento Act. It will explore issues such as student and family eligibility, school selection, identification and enrollment. You will need to sign up for both sessions. Jess Gotwals is program assistant for the Education of Homeless Children and Youth program at the Office of the Supt. of Public Instruction. She has worked with homeless children and youth for nine years as a homeless liaison, case manager, and advocate.</p>	<p>Saturday AM - Session 2 2S1a <i>Professional Standards Program</i>: See Session 1S1a 2S1b <i>Educating the Homeless</i>: See Session 1S1b—2 hour session 2S2: <i>Instructions Not Included</i>: A fun filled time of networking and ideas on what steps you can take to handle the tasks we are expected to perform at a proficient level. (Linda Tribble, CEOE- See Friday for Bio.)</p>	<p>3S3 - <i>Get Organized!</i>: Mounds of never ending paperwork got you feeling frustrated and overwhelmed? Get great tips for organizing your workspace and your workload. How you can bring order to the chaos. Bob Meucci, Avery Dennison Bob has been representing Avery in the Pacific Northwest for 12 years. Bob really enjoys helping end-users learn ways to make their jobs easier.</p>	<p>Saturday PM - Session 5 5S1- <i>Don't be a Victim - Travel/Home Safety</i>: (priority given to retirees) Learn safety tips and practical ideas to minimize risk while traveling. By the end of this class you will have a basic understanding and a heightened awareness of what to look for in a hotel as well as safety and security ideas on how to protect yourself while traveling. Rich Moothart Police officer for 20 years. Former Owner/Partner in Executive Security Services: Specializing in Hotel Risk Management. Currently Welfare Fraud Investigator for State of Washington.</p>
<p>Friday PM Workshop: FPM1-<i>Life Is Not a Dress Rehearsal</i>: Your AMA (Ability, Motivation and Attitude) sets the tone as you go through life. Learn techniques to motivate yourself to achieve your goals and see how attitude makes all the difference in the outcome. Linda Tribble, CEOE - Immediate Past President, NAEOP Linda is very active in the local, state and national AEOP associations. She has served in all positions from Secretary/Treasurer to Area Director and President. She currently serves as the Immediate Past President of NAEOP.</p>	<p>1S2 - <i>Healthy Living</i>: Dr. Oncken will be sharing the latest research on nutrition, disease prevention from the inside out. He will share about the importance of finding a healthy PH Balance. Learn the benefits of phyto chemicals vs. man-made chemicals for natural healing. Dr. Josh Oncken Dr. Oncken, is a graduate of Inglemoor HS and of the Palmer College of Chiropractic in Davenport, Iowa. He uses chiropractic procedures for sport injuries and disease prevention.</p>	<p>2S3: <i>3 R's - Reduce, Reuse, Recycle</i>: Learn ways to "green" your work or your home! This session will cover recycling, waste reduction, food composting and conservation tips. Sam Wilder Owner/President of Wilder Environmental Consulting. She works with City & County agencies to conduct recycling and organics outreach programs. www.wilderenvironmental.com</p>	<p>Saturday PM - Session 4 Keynote Presentation: <i>Supporting and Creating a Collaborative Culture</i>: This session will demonstrate how those in a collaborative culture can help every employee feel significant and valuable. Dr. Kip Herren Dr. Kip Herren has enjoyed working in the field of education for 35 years. He has been an Auburn High School teacher, coach, dean of students, assistant principal and principal.</p>	<p>5S2 - <i>FUNDamentals of Therapeutic Laughter</i>: An introduction to therapeutic laughter and it's health benefits. This is a "participatory" laughter session. Teresa Verde Teresa is an affiliate of World Laughter Tour and Laughter Yoga Int'l. She has been leading programs in laughter since 2001. See website for more details: www.onethousandlaughs.com. 5S3 - <i>Washington Green Schools</i>: Learn about Washington Green Schools, the new free statewide program that supports your school in achieving real results. Marcia Rutan Marcia has worked on recycling and composting programs for local government for almost 20 years. She is the Community Recycling Program Manager for Seattle Public Utilities.</p>