

Washington Association
of Educational Office Professionals
invites you to attend

WAEOP 2012 Spring Conference

“Building Bridges”



April 19-21, 2012

Red Lion Hotel
Kelso, WA

Schedule at a Glance

Thursday, April 19, 2012

8:00 am - 6:00 pm Board of Directors
7:00 pm - 8:30 pm Registration Open

Friday, April 20, 2012

7:00 am - 8:00 am Registration Open
8:00 am - 10:00 am General Session
10:00 am - 12:00 pm Break Out Sessions
12:00 pm - 1:00 pm Boxed Lunch
1:00 pm - 3:00 pm Break Out Sessions
3:15 pm - 5:15 pm General Session
5:15 pm - 5:30 pm PSP Rehearsal
5:15 pm - 7:15 pm Dinner on your own
7:30 pm - 9:00 pm PSP Celebration!
9:30 pm - 11:00 pm WAEOP Bingo

Saturday, April 21, 2012

7:00 am - 8:00 am Registration Open
8:00 am - 10:00 am General Session
10:00 am - 12:00 pm General Session
12:00 pm - 1:30 pm Awards/Scholarship Luncheon
1:45 pm - 3:15 pm Break Out Sessions
3:30 pm - 5:00 pm General Session
5:00 pm - 5:30 pm Closing and Raffles
5:30 pm - 6:00 pm Installation Rehearsal
7:00 pm Installation Banquet

Hotel Information:

Red Lion Hotel
510 Kelso Drive
Kelso, WA 98801
Phone - 360-636-4400 Fax - 360-425-3296

The rooms are \$105.95 single/double, \$115.95 triple and \$125.95 quad plus tax and includes a "Roaring Start" breakfast buffet. Please book your room by March 20, 2012. Be sure to mention WAEOP to get the discounted rate.

FROM PORTLAND INTERNATIONAL AIRPORT:

Take Interstate 205 north which will eventually merge with Interstate 5. Approximately 45 minutes north take exit 39. Turn right onto Allen St. and then another right onto Kelso Drive. The hotel is located just ahead and is visible from the highway.

DOWNTOWN PORTLAND:

Take Interstate 5 north for approximately 50 minutes and take exit 39. Turn right onto Allen St. and then another right onto Kelso Drive. The hotel is located just ahead.

FROM Interstate 5 NORTH / SEA-TAC INTERNATIONAL:

Take Interstate 5 south to exit 39. Turn left onto Allen St. and then a right onto Kelso Drive. The hotel is located just ahead.

General Session Speakers:

Suzanne Cusick, Superintendent Longview School District - "Be a Bridge-Builder"

Relationships, relationships, relationships! Good things happen in life, love and work when our relationships are strong, supportive, positive, and trustworthy. Great things happen when our strong relationships work towards a common vision. This presentation is designed for the office professional to explore how to ensure your office, school and home are focused on a compelling vision for the future.

Jan Kennell, Prevention Trainer, ESD112 - "Discover Your True Colors"

Are you curious about your own unique personality style? Is there someone in your life you would like to understand or get along with better? Would you like to find out how others see you? True Colors® is a simple way to enhance the way we live, work, communicate and interact with those around us. Using the colors of orange, green, blue and gold to describe four basic personality types, True Colors becomes a way to discover one's strengths and understand the behavior of others. Join us for this fun and informative session.

Cathy Eberle, NAEOP Vice-President - "The A, B, C's of Team Building!"

Basically everything we learned as youngsters has helped us to be part of a team, whether it was sharing our crayons or taking turns as the teacher's monitor. The basic skills we developed then are the same skills that we use today as adults. Sometimes we prefer to get the task done alone, but soon find out it would be fun to work together with others. This VERY interactive presentation will reveal just how important it is to be a vital member of a team, because we're all in it together.

Kathy Lech, CEOE, NAEOP Immediate Past President - "Jobs Alike"

Join us for a jobs alike session like no other! We will be dividing into actual JOBS ALIKE groups (not necessarily schools alike). We will meet according to our actual jobs in our schools, districts and ESDs. For example, all the ASB secretaries will meet together, the special program secretaries, the office managers/administrative assistants, etc. There are so many responsibilities in our jobs that some of us may have to choose which one to attend but you get to choose the one you are most comfortable with - if you need to switch, you can!

Friday, April 20, 2012 - Break out Sessions

10:00 am- 12:00 pm

“Educating the Homeless” - Jess Lewis, Program Assistant for the Education of Homeless Children and Youth, OSPI - It is estimated that, over the course of a year, between 2.3 and 3.5 million people will experience homelessness, of which 1.4 million will be children. Children without permanent housing often have problems enrolling and participating in school. The McKinney-Vento Act gives homeless children and youth certain rights to ensure the continuity of their education and their full participation in school. This workshop provides an overview of the McKinney-Vento Act. It will explore issues such as student and family eligibility, identification, enrollment, and available support services. ***(Workshop FA1)***

“212 Degrees- Imagine the Possibilities!” - Kathy Lech, CEOE, NAEOP Immediate Past President - At 211 degrees water is hot, at 212 degrees it boils. And boiling water can power a steam train! This presentation focuses on how to give that extra degree in your personal and professional lives to exceed even your own expectations! ***(Workshop FA2)***

“Team Building”- Chris Youngberg, Canfield & Associates - Meaningful personal interaction between staff is essential to an enjoyable and productive workplace. In this workshop, a certified True Colors presenter, through individual assessment, will translate complicated personality and learning theory into practical application. Participants will learn essential tools to bridge the gaps in communication, trust and respect. This educational and motivational opportunity can initiate the difference between a strong, transparent and efficient workplace versus problematic indifference. ***(Workshop FA3)***

“Excel Tips to help in the Workplace” - Tammy Hillebrand, Longview School District - This workshop will cover everything from basic layouts and formatting procedures to more advanced elements like charts and graphs. Whether you are familiar with Excel or a beginner, you are sure to learn tips and tricks on how to make Excel easier for you! ***(Workshop FA4)***

1:00 pm - 3:00 pm

“Team Building - Part II” - Chris Youngberg, Canfield & Associates - (Must be signed up for Part I to take Part II) Continuation of morning workshop. In our Team Building II training the trainer will review the four core values presenting Team Building I. After providing a refresher of the basic awareness seminar, the presenter will apply personality characteristic theory to interpersonal communication, motivation, time management, dealing with stress and handling change. ***(Workshop FPI)***

“Maintaining a Professional Work Environment” - Charles Schreck, Canfield & Associates - All workplaces face personal issues that can have a negative impact on every aspect of business. While rules, procedures, policies, and codes of conduct attempt to prevent problems by setting clear expectations, no organization is totally free of workforce difficulties. This workshop addresses conduct that can create a breach or violation of workplace professionalism. Harassment, bullying, teasing, intimidation, workplace relationships, rumors, confidentiality, silence, violence, and retaliation are examples of topics discussed in deterrent approach. Too often we operate in a crisis mode waiting until the problem explodes and are then forced to address the issue. Dealing with sensitive issues is most effective when it is done in a prevention format, which is the focus of this workshop. ***(Workshop FP2)***

“Skyward Student Management WEB Overview” - Kat Haynes and Gail Carlson, ESD112 - This workshop will include Student Demographics Browse and Profile Views, Use of Filters and Templates and Reports, including a brief look at Data Mining. ***(Workshop FP3)***

“Skyward Financial Management Overview” - Todd Kurtz and Amanda Matz, ESD112 - This workshop will show you Account Management, Vendors, Purchasing and Fixed Assets and how to Run and View Budgets. ***(Workshop FP4)***

Saturday, April 21, 2012 - Break Out Sessions

1:45 pm—3:15 pm

“School Secretary Survival” - Cathy Eberle, NAEOP Vice President - A school secretary’s job is as wide, varied and diverse as any other job, but sometimes we could all use a few tips to ‘survive.’ Some of the topics we’ll discuss are communication, the ESL/ELL student, appropriate vs. inappropriate adult behavior, confidentiality, and most importantly, taking care of YOU. This workshop will be an open forum where everyone is invited to share some of their tried and true tips also!! **(Workshop SP1)**

“PSP” - Vivian Belcher, CEOE and Sue Daley, CEOE, WAEOP PSP Co-Chairmen - Offer tips and hands-on learning to members who are interested in applying for a Professional Standards Program certificate. Recertification information will be included. It is not required; however, it will be helpful for you to bring a list of committees you have chaired or served on; employment dates; association involvement (dates); workshops and/or classes you have attended; and a list of college classes you have taken (or unofficial transcript). **(Workshop SP2)**

“Building A Team Through Effective Communication” -Eldene Wall, CEOE, Rich McBride, Superintendent North Central ESD - A training for administrative assistants and other office staff that will lead to better communication and teamwork in the work place. Learn foundational concepts, principles and strategies for teamwork, communication and time management that will lead to quality working relationships and increased efficiencies. Learn how to form a strong team that will ultimately result in better services to schools. **(Workshop SP3)**

“Wellness Exercises” - Linda Gersib, CEOE, WAEOP Area II Director - Retirees will have first choice of this workshop. If You Don’t Move – You Lose! Being healthy is a combination of fitness and wellness. It is an overall wellness of the body and soul which is feeling good on the outside and on the inside. This workshop is an opportunity to focus on exercise with benefits for both physical and emotional health. Regular exercise is designed to help keep your bones strong and reduce stress. Explore using regular exercise as an important tool for your overall health. Come dressed casually to participate in easy exercises to get you started on a program or enhance your current program. **(Workshop SP4)**

WAEOP 2012 Spring Registration

Name _____ CEOE: Yes No

Position/Title _____ District _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-Mail _____

*1st Time Attendee Yes No *NAEOP Member Yes No *Plan to Participate in PSP Recognition Yes No

\$ _____ Conference Fee: (includes \$3 contribution to WAEOP Scholarship Fund)

Member: \$175 (\$135 for one day: Fri. or Sat.)
Nonmember: \$210

Retirees: \$135
Nonmember: \$175 for one day: Fri. or Sat.

Workshop Selection: 1st Choice 2nd Choice
Friday 10:00 - 12:00 _____ _____
Friday 1:00 - 3:00 _____ _____
Saturday 1:45 - 3:15 _____ _____

Saturday Installation Banquet Meal Choice:
_____ A - Char Grilled Salmon Filet
_____ B - Marinated Flank Steak

\$ _____ WAEOP Dues (\$35 member new/renewal, \$10 associate, \$5 retired, \$5 student)

Dietary Needs: _____

\$ _____ Total for guest meal(s), if applicable
_____ Friday - Box Lunch - \$20.00
_____ Friday - PSP Celebration - \$11.00
_____ Saturday - Awards Luncheon - \$21.00
_____ Saturday - Installation Banquet - \$34.00
 Meal Choice _____

Cancellations: Written notice of cancellation must be made prior to April 16th for a refund. A \$25 fee will be retained for all cancelled registrations. Cancellations made after April 15th will not be refunded. Send written cancellation request to registrar. Questions? Telephone Mary at 360-943-6299 or office 360-709-7501

\$ _____ **Total enclosed**, U.S. Currency payable to WAEOP
_____ Check _____ Money Order _____ P.O. No.: _____

NAEOP Dues - Please go to www.naeop.org to pay or renew dues

Please mail completed registration to : Mary Taylor, CEOE, Registrar, 1721 91st Avenue SW, Olympia, WA 98512