

WAEOP President  
Sheri McGraw, CEOE  
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# WAEOP Area 2 Newsletter Fall 2010



## WAEOP 2010-2011 Executive Board of Directors

President, Sheri McGraw, CEOE  
smcgraw@psd1.org

President-Elect, Jennifer Robinson,  
CEOE  
jrobinson@longview.k12.wa.us

Secretary, Violet Holland, CEOE  
vholland@lind.k12.wa.us

Treasurer, Robin Mallory, CEOE  
rmallory@comcast.net

Past President, Rhonda Quinton, CEOE  
rquinton@nfsd.org

*Washington Association of Educational Office Professionals  
Affiliated with the National Association of Educational Office Professionals  
Allied with the Washington Association of School Administrators  
Allied with the Association of Washington School Principals  
[www.waeop.org](http://www.waeop.org)*

It was so great once again to meet WAEOP and NAEOP members at the Annual Conference in Kansas City this past July.

NAEOP President Kathy Lech's theme is a great reminder that we all need to *get on board and* follow the dream and vision of Louise Henderson Nelson to bring service, information, fellowship and recognition to all in our profession.

Think back when we were using typewriters, carbon paper (with razor blades for necessary corrections), blue ditto masters, and we were retyping entire letters when our administrators wanted a word changed in the middle of them. Amazingly enough, these things called computers arrived. Remember the fear we had when first being introduced to them? We did not understand how they worked or how they could possibly replace the Selectric Typewriter, but look at us now! Remember rotary phones, handwritten report cards, and using shorthand to take dictation on a daily basis?

Think of how "new advances in technology" have changed our lives. Computers, laptops, cell phones, iPods, web-based programming, spell-check, auto formatting done while we type, combined copier/printer/fax machines/scanners—these things have all been drastic changes that directly affected our work lives, and we are more productive than ever because of them. Changing our strategies and techniques to allow these changes to take place wasn't easy, but we did it and we survived!

No matter what change you are facing in your office and work place today, it will be easier on you if you accept that you cannot control the change and move with it. Look for ways in which the change will help you to grow. Think positive!  
***"Continuity gives us roots, change gives us branches,  
letting us stretch and grow and reach new heights! ~ Pauline R. Kezer***

As we begin a new school year, I encourage you to challenge yourself and step out of your comfort zone. Embrace all the new growth opportunities afforded you. Plug into one of the Professional Development Days provided this year. You will feel good about the growth you will gain as you allow yourself to be challenged.

*Contact me with any questions or concerns  
Area 2 Director Arlene Ochoa, CEOE  
509.234.9218 or [aocchoa@nfsd.org](mailto:aocchoa@nfsd.org)*

*PSP Application Dates:  
Jan 15, May 15, and  
Sept 15, 2011  
For filing instructions  
please go to  
[www.naeop.org](http://www.naeop.org)*

### Important Dates to remember:

**WAEOP Scholarship  
& Awards Deadline  
Feb. 1, 2011**

**WAEOP Spring Conference,  
Wenatchee, WA  
April 29-30, 2011**

**PSP Deadline  
Jan 15 and May 15, 2011**

**NAEOP Conference  
July 18-22, 2011**

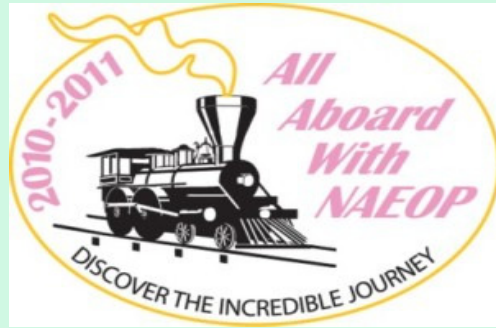


**Kathy Lech, CEOE  
NAEOP President**

Washington's own Kathy Lech, CEOE, was installed as the NAEOP President for 2010-2011 at the National Conference held July 5-9 in Kansas City, MO.

Kathy is the Office Manager at Pioneer Middle School in Dupont, WA. Her leadership shows the value she places in professional associations and growth. She has been presented with the Washington State Award for Excellence in Education and the prestigious Washington Paula Thomas Distinguished Service Award. She has served as President of the Washington Association of Educational Office Professionals twice.

*Kathy's theme for the year is "All Aboard With NAEOP ~ Discover the incredible Journey."*



**Sariann Meredith, CEOE  
NAEOP Office Professional of the year**

Sariann Meredith, CEOE, from North Central ESD in Wenatchee was chosen as WAEOP Office Professional of the year and her application was sent on to NAEOP. She was then chosen as the NAEOP Office Professional of the Year. Congratulations, Sariann!

**Area 11 Director Appointed**

President Sheri McGraw, CEOE appointed Linda Gersib as Area 11 Director. Linda lives in Olympia and is employed at Saint Martin's University. Saint Martin's is a four-year Catholic University with a working monastery on the campus. She works in Conference Services scheduling different events, preparing the contracts and invoicing the event after it happens. Welcome to the WAEOP Board, Linda!

**NOMINATIONS & ELECTIONS  
INFORMATION**

You recently received a letter from President Sheri McGraw, CEOE encouraging you to either nominate someone or self-nominate for a WAEOP office. Positions slated for election are: President-Elect, Secretary and Area Directors from Areas 3,4, 5, 8, 9, and 10. Please consider serving WAEOP in one of these offices. If you need more information, or a little encouragement, please contact me at [aochoa@nfsd.org](mailto:aochoa@nfsd.org).

**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 opportunities.

Contact me if you are interested in  
**Professional Development.**

**WAEOP Professional  
Development Programs**

Oct 8 Area 10, Longview WA  
Oct 16 Area 4, Moses Lake WA  
Nov 6 Area 1, Location TBA  
Nov 13 Area 6, Everett WA  
Feb 5 Area 8, Seattle WA  
Feb 26 Area 6, Everett, WA  
March 5 Area 7, Auburn, WA  
March 19 Area 2 & 3, Location TBA

April 29-30, 2011  
WAEOP Spring Conference  
Wenatchee WA

## WAEOP & NAEOP Scholarships Are Available

The following are scholarships that are available to WAEOP and NAEOP members if they qualify. Please remember that the WAEOP scholarship deadline is **February 1, 2011.**

**In order to be eligible to apply for any of the WAEOP scholarships, you must be a member or an affiliate as of November 1.**

**WAEOP Dependent Student Scholarship (member sponsored)** \$1,000 scholarship. *Candidates must be sponsored by a current WAEOP member.* The scholarship is offered to a high school senior pursuing higher education or a current college student pursuing a course of study. The scholarship deadline is February 1, 2011.

**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, 2011.

**WAEOP Member Scholarship**  
Two \$500 scholarships. *Candidate must be a current member of WAEOP. This scholarship does not require an affiliate sponsor.* The deadline is February 1, 2011.

**WAEOP Irene Usitalo Member Scholarship**  
The amount is to be determined. *Candidate must be a current member of WAEOP and this scholarship does not require an affiliate sponsor.* Scholarship deadline is February 1, 2011.

You can download all of the scholarship forms from the WAEOP website at [www.waeop.org](http://www.waeop.org).

The following NAEOP scholarships have a March 15, 2011 deadline.

**In order to be eligible to apply for the NAEOP scholarships, the candidates 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. *The Candidate must be a member for three years prior to awarding of the scholarship.* The candidate must also be pursuing a PSP certificate, have attained the CEOE distinction or are pursuing a college degree. The scholarship deadline is March 15, 2011.

**NAEOP Mona Smith Member Dependent Scholarships**  
One \$1,000 scholarship. *The candidate must be a dependent of an active NAEOP member who has been a member for the last three years.* The scholarship deadline is March 15, 2011.

You can download the NAEOP scholarships from the website at [www.naeop.org](http://www.naeop.org).



### Special Meetings Called

WAEOP President, Sheri McGraw, has called for two special meetings to coincide with Professional Development Programs being held in Area 10 on Friday, October 8, and in Area 4 on October 16.

There are two items of business that need to be addressed: nominations for officers for the 2011-12 year and also the approval of the 2010-11 scholarship budget.

A quorum is required at these meetings.

Nominations will be taken from the floor at each meeting. The positions open on the board for elections this year are: President-Elect, Secretary, Area Directors for Areas 3, 4, 5, 8, 9 and 10.

If you have not served on the board and are interested, I would encourage you to fill out the application. If you have any questions, contact Linda Gersib at [lgersib@stmartin.edu](mailto:lgersib@stmartin.edu) or give her a phone call at 360-923-0332.

WAEOP Scholarship  
and Awards Deadline:  
Feb. 1, 2011

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  
CRISTI CRUICKSHANK  
229 PACIFIC AVE S  
PACIFIC WA 98047

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  
E-mail address \_\_\_\_\_ contact you regarding PSP?  Yes  No  
Home phone (\_\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_\_) \_\_\_\_\_  
School district \_\_\_\_\_ Building/Department \_\_\_\_\_  
Recruited by \_\_\_\_\_ Arlene Ochoa, 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

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 \_\_\_\_\_ Arlene Ochoa, 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/Jr High

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!

*Check us out on the  
Web: [www.waeop.org](http://www.waeop.org)*

Washington Association of  
Educational Office  
Professionals



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