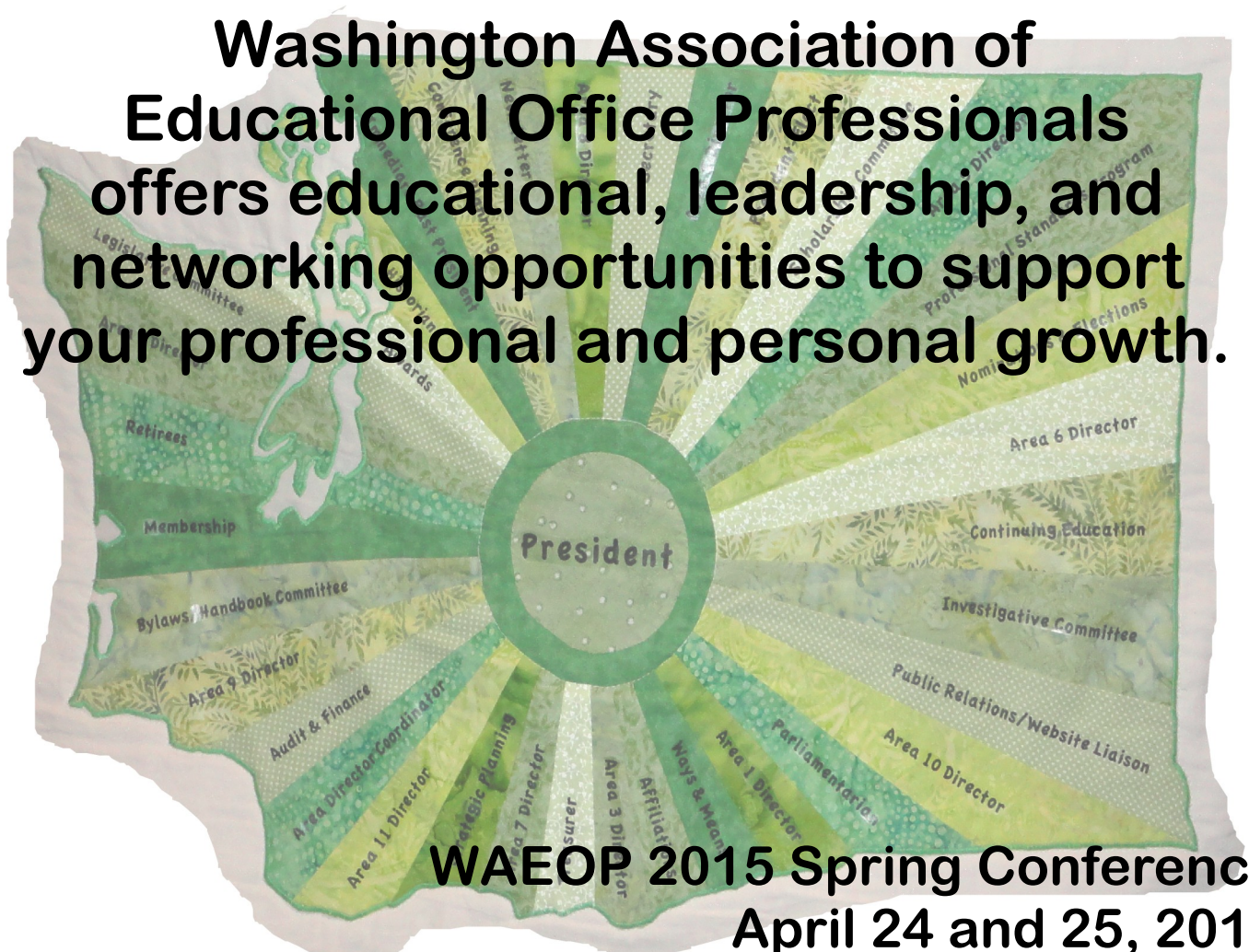


WAEOP Spring Conference— **Improving Lives One Piece at a Time**

Washington Association of
Educational Office Professionals
offers educational, leadership, and
networking opportunities to support
your professional and personal growth.



Red Lion Inn at the Park Hotel
Spokane, WA

Improving Lives One Piece at a Time is the theme of WAEOP's 2015 Spring Conference. The focus of this event will be to help educational office professionals enhance skills and improve lives (including their own) one piece (or one person) at a time.

If you are looking for ways to make sure you get enough patience, skill, and vision for optimal growth, join us at the 2015 WAEOP Conference! The service project for conference is toiletries/personal care items. Collected donations will be donated to a local shelter.

Educational office professionals from around the state will come together in Spokane, Washington April 24-25 to assure they have the opportunity to add pieces to their professional and/or personal quilt; secure stitches of accomplishment, recognition, and skill; and see their quilt come together as it approaches (or reaches) completion.

There will be board and committee meetings, trainings, and functions April 23, and conference begins in full force Friday morning, with a general session. You'll want to arrive early enough to get checked-in/registered in order to make it to the general session at 8 a.m.! Mark your calendar and register for Spring Conference—an exclusive WAEOP engagement filled with education, networking, and recognition.

When: April 24 and 25, 2015
Board and committee activities April 23

Where: Red Lion Inn at the Park-Spokane
303 West North River Drive
Spokane, WA 99201
Phone: (509) 777-6300
Fax (509) 777-6513

Rates: Single-\$109.00
Double-\$116.00
Triple- \$123.00
Quad-\$130.00

Reservation rates are guaranteed until March 23, 2015. Breakfast is available at no charge to overnight-guests at the hotel.

Dress for the weekend is business to comfortable business. Since the temperature of meeting and training rooms varies, we recommend you come prepared with a wrap, shawl, sweater, or jacket.

The hospitality room will be open for networking, snacking, and socializing at times in your conference packet.

This is a fragrance-free event. We ask that you refrain from using scented products out of courtesy to those who have asthma, allergies, and/or other respiratory problems.

If you are interested in helping with conference, or have any questions about it, contact Mary Taylor at shanes705@gmail.com. **See you in Spokane!**

A glance at where **piecing life together with WAEOP** begins. . .

Thursday, April 23

9 a.m. - 4 p.m. WAEOP board meeting
5:30 - 8:30 p.m. Registration/check-in

Friday, April 24

7 - 7:45 a.m. Registration/check-in
If you did not check in Thursday,
be sure to get your packet before
the first Friday session begins.
8 - 10 a.m. Opening/general session*
10 a.m. - noon. Educational sessions
12:15 - 1:45 p.m. Membership luncheon
2 - 3:30 p.m. Educational sessions
3:45 - 5:45 p.m. General session*
6 - 6:30 p.m. PSP rehearsal #
6:30 - 9 p.m. PSP Dinner %

*General sessions are attended by
all conference participants.

If you are receiving a PSP certificate, congratulations.
Please indicate (on your registration form) if you are
participating in the PSP celebration, and be sure
you attend rehearsal.

% If you are not receiving a certificate we hope you will
join us Friday evening for the this special event honoring
PSP certificate recipients.

Saturday, April 25

7:30 - 7:45 a.m. Conference check-in
If you did not check in Thursday or
Friday, get your packet before
the first Saturday session begins.
8 - 10 a.m. General session*
10 a.m. - 11:45 Educational sessions
Noon - 1:45 p.m. Award and
Scholarship Luncheon
2 - 3:30 p.m. Educational sessions
3:45 - 6 p.m. General session*
6:15 - 6:45 p.m. Installation rehearsal
7 p.m. Installation Banquet

The hospitality room will be open following
the installation banquet.

*General sessions are attended by
all conference participants

Please review the contents of your conference packet
when you check in. Changes, if any, to this schedule and/or
last-minute room changes will be in your packet or
will be posted at the registration table.

Thursday, April 23

On Thursday, the WAEOP board of directors will meet from 9 a.m. to 4 p.m., to conduct board business. Board meetings are open to WAEOP members. *If you would like to attend the board meeting as a guest, contact WAEOP President, Marilyn Mason at 509-573-7059 or mason.marilyn@yakimaschools.org.*

Conference check-in (registration) will be open from 5:30 to 8:30 p.m., on Thursday. If you are unable to check in Thursday, check in Friday before the first session (if you are attending Saturday only, stop at the registration table before 7:45 a.m., Saturday).

Be sure you arrive in plenty of time to make it to your first educational session before it begins. The variety of educational sessions being offered will allow you to choose training that will best support your professional/career and personal growth.

Each session will help you develop a sense of how variety and diversity builds a network that supports lifelong learning, strong learning environments, and positive building climate.



Friday, April 24

**Welcome from WAEOP
President, Marilyn Mason!**

8 to 10 a.m., General session

10:15 a.m. to noon, Educational sessions

FA-1 Putting Message Center to Work

Use Message Center to communicate with families and students about school-related news and events via e-mail and/or through Family and Student Access. Learn what Message Center is and how it can be used to streamline communication. You will take a look at how you can create and send messages and how messages can be displayed in Family and Student Access.

FA-2 Working with Activities and Field Trip Modules

Learn to manage activity and field trip rosters. You will look at creating an activity and using the activity requirements, as well as creating and managing a field trip roster, and taking attendance during a field trip.

FA-3 Are You Ready for National?

If you have not attended a national conference, or it has been a while since you have attended one, the information you'll hear at this session will help you navigate everything from registration

and choosing briefings, to advisory council and tours. This session is designed to tell you "everything you ever wanted to know" about attending a NAEOP Conference and Institute.

FA-4 Be a Life Changer (This session will be repeated in the afternoon.)

Office professionals are often known as front-line or first-point-of-contact people for students and families. Your observations and keen listening can help you tune in to ways you can improve lives—one piece/one person at a time. This session will be filled with sharing and interaction. Be prepared to learn *and* share as you collect pieces of information that will help you better serve students and families.

12:15 to 1:45 p.m., Membership luncheon

2 to 3 :30 p.m., Educational sessions

FP-5 Athletic Eligibility Reports

Explore reports that may be used for athletic eligibility without teacher grade "posting." The Academic Eligibility report, used to analyze combinations of criteria (including grades, attendance, physicals, discipline, activity requirements, and/or fees), will be introduced.

FP-6 Skyward and Excel (If you participate in one of the morning Skyward sessions, this afternoon session is highly recommended.)

This session will cover converting Skyward reports to Excel, basic navigation within Excel, and an overview of commonly used features in Excel.

FP-7 Be a Life Changer (This is a repeat of the morning session. See the class description in FA-4.)

3:45 to 5:30 p.m., General session

NAEOP's Southwest Area Director, Mary Meyers, is a lifelong learner who will invite session participants to look at various aspects of their life and answer questions such as:

- Do I need to continue learning in other areas of my life than those relating to my career?
- How does being a lifelong learner for my job help my personal life?
- Where can I go to learn?
- Why should I be a lifelong learner?

Participants will share responses, discuss similarities and differences applicable to where they are in life, and hear how others respond to questions.

Saturday, April 25

8 to 10 a.m., General session

10:15 to 11:45 a.m., Educational sessions

SA-1 Introduction to the Professional Standards Program

What is “PSP?” What does it mean for me? If you want to know what it takes to earn a Professional Standards Program certificate and how it may boost your career, this workshop is for you. By the end of the session you will see how all the forms and documentation come together to form a complete application so you will be able to gather what is required and complete your application.



SA-2 Records Retention—Quit keeping what you can shred and know what you must retain!

Now, more than ever, it is crucial that you understand what records need to be stored, how long they must be retained, how to deal with electronic (including e-mail) documents, and when records can be destroyed. This session provides an overview of what constitutes a record, the responsibilities associated with handling records (phone messages, emails, photos, clippings, files/documents, etc.) and the associated retention, destruction and archival expectations as a steward of these records. It will address consequences of retaining records longer than required.

SA-3 Retiree Workshop—History of Spokane

This class is reserved for retirees. Presenter, Harla Jean Biever will share insights into the remarkable men and women who pioneered in the Spokane areas, and will highlight some of today's major attractions in the area.

Noon to 1:45 p.m., Awards & Scholarships luncheon

2 to 3:30 p.m., Educational sessions

SP-4 Completing Your Professional Standards Program Application—Bring your stuff! You know you have everything to apply for a PSP certificate or upgrade; now work through PSP forms, have your application notarized, and get your paperwork submitted to NAEOP! ***Bring copies of documents*** to demonstrate your professional involvement, course work, credit classes, and inservice so you can pull your application together!

SP-5 What Does a Leader Look Like?

You might be surprised at what today's leaders look like. Attend this session to look at your strongest leadership skills, areas you may want to develop, and ways you can support leaders around you.

SP-6 Past Presidents' Session

3:45 to 6 p.m., General session

6:15 to 6:45 pm. Installation rehearsal

7 p.m. Installation banquet

The hospitality room will be open after the banquet.

Questions: If you need help registering, or have general conference questions, contact Mary Taylor (conference planning chair and registrar) at:

360-943-6299 (home)
shanes705@gmail.com

Want to help with Spring Conference?

Contact Mary Taylor.

Need PSP association-involvement points?

If you are working on a Professional Standards Program certificate application or upgrade, you may be able to earn association-involvement/activity points during conference. If you want to find out how, contact Mary Taylor *before conference begins*.

Cancellations

Written notice of cancellation must be received by April 16 for a refund of the registration fee (less \$25). A \$25 fee, for registrations cancelled by April 16, will be retained by WAEOP. *Cancellations received after April 16 will not be refunded.* If you must cancel, send your written request to, Mary Taylor.



About the presenters:

Harla Jean Biever has been a tour guide and manager for 30 years. She has taken thousands of Spokane visitors on tours through the city and inland northwest and spoken at events such as Pacific Northwest Travel Writers regional meeting, Catholic Diocese Convention, and National Square Dance Conventioneers.

Harla Jean gathers information (past and present) to be used as reference for company tour guides. She works to put together historically correct and interesting facts about the area.

Vivian Belcher serves as WAEOP's ways and means chair and is one of WAEOP's *resident experts* regarding PSP. Her knowledge of the Professional Standards Program, expertise, and teamwork led to the development of a "training trainers" program so other WAEOP members can become PSP workshop facilitators.

Shelly Fry has worked for the Northeast Washington ESD 101 for nearly 13 years. She supports Skyward student management software as part of a four-person team, serving 63 school districts in Eastern Washington. Shelly says the best part of her job is working with people—specifically educational office professionals. She is excited to be facilitating at WAEOP's spring conference and wants to show people in her workshop useful things that just might make your job a little easier.

Donna Gehring is a student systems manager at Northeast Washington ESD 101. She is currently supporting 63 school districts that use the Skyward student information system. Donna has worked at the ESD for nearly 13 years. She enjoys working with students and staff. An important aspect of Donna's life is family—her husband (of 32 years), two daughters (one in New York, one in Yakima), two sons-in-law, three grandchildren, and a cat.

Kip Herren has enjoyed working in the educational field for nearly four decades. He has been a high school teacher, coach, dean of students, assistant principal, principal, associate superintendent, deputy superintendent, and currently serves as the superintendent of the Auburn School District. Kip is active in civic organizations, teaches for the U of W (Tacoma), and serves on the university's Professional Educator Administrator Board. Kip and his wife, Julie, raised three children (who live in the Auburn area) and have four grandchildren at the center of their lives. Dr. Herren is dedicated to the students of the Auburn School District, knowing they are the future of the community.



Melody Jenson is an office professional at the Columbia Basin technical Skills Center. Her wide range of skills, interests, and talent make her an interesting speaker who is able to relate well to her audience. Melody earned her CTE certification through Central Washington University. She has experience organizing community outreach events, received an award for excellence from the Moses Lake School District, and enjoys her family, church activities, crafts, entertaining, and riding bikes (pedal and motorized!).

Juli Jones has been a system manager for Northeast Washington ESD 101 for ten years. Her duties include implantation, training, and support of Skyward student modules. Juli enjoys working with school district staff to simplify their business practices using Skyward.

Ann Keinholz Jurcevich has worked in education since 1983. She served six years as a Procedures Analyst at EWU and Washington Administrative Code Agency Rules Coordinator, active in the state's Rules Writers & Rules Coordinators Committee. She chaired EWU's Governance Committee and managed policies and procedures documents from development through adoption. She served as one of three records coordinators at the college level, working to manage and transfer records to the state archives for compliance.

Heather Klein is a business analyst with WSIPC's Student Services Team. She has been with WSIPC since 2009, and enjoys teaching people how they can use Skyward to accomplish day-to-day tasks more easily.

Mary Meyers currently works at Spring Lane Elementary in Holladay, Utah. Spring Lake is a Chinese Dual Immersion school as well as a "Leader in Me" school. She has always believed in

belonging to an organization that strives to improve the quality of life for its members or the focus of their cause. Her service as the NAEOP Southwest Area Director is proof of her commitment to the national-level association for educational office professionals.

Mary says it is now her turn to, “. . . pay it forward by sharing with and teaching others through service in NAEOP.”

Cheryl Smith helps people through the Professional Standards Program application process and has developed a guide to help people get the most from their NAEOP Conference and Institute experience. Cheryl is attentive to detail and breaks information and tasks into manageable pieces that make sense. You will notice she finds ways to accomplish as much as possible in the shortest time possible, and apply creative thinking to be sure everyone benefits from the learning experience.

Mary Taylor is a returning presenter who has been a Leadership Camp facilitator for several years. Her focus has been engaging and inspiring middle-school students to be exceptional Leaders, and Mary speaks from experience. She is a past WAEOP president and secretary and has served in leadership roles in her local association.

Melisa White has used her keen organizational skills to host WAEOP fall institutes and area Professional Development Program workshops, effectively lead committees, and keep the school office functioning optimally. She is truly a first-in-line employee who is committed to meeting the needs of her customers—students, parents, staff members, and community patrons.



2015 WAEOP Spring Conference Registration

Mail completed registration form and payment to: MARY TAYLOR
1721 91ST AVE SW
OLYMPIA WA 98512

Print neatly; complete all areas, submit BOTH pages. Save money—postmark your registration by April 13.

If you need help registering, contact Mary at shanes705@gmail.com or 360-943-6299.

Name _____ Do you have your CEOE? ☐ Yes ☐ No
Address _____ Evening phone (_____) _____
City & Zip code _____ Daytime phone (_____) _____
E-mail _____ School district _____

Are you: a *first-time conference attendee? ☐ Yes ☐ No
a new WAEOP member? ☐ Yes ☐ No
receiving a PSP certificate? ☐ Yes ☐ No

Saturday banquet meal choice:
☐ A—Herb Crusted Chicken
☐ B—Prime Rib
☐ C—Three-cheese Ravioli
☐ D—Portabella Mushroom

If you have a specific dietary need, please note it here. _____

\$ _____ Conference fee (choose one)—fee includes \$3 contribution to the WAEOP scholarship fund (If you choose the convenience of paying electronically online or with a debit/credit card number on your registration form, please remember to include the \$1.50 transaction fee. Conference fees listed below do not include this transaction fee.)

Full-conference fee includes Friday lunch and dinner, and Saturday lunch and dinner.

- \$175—WAEOP member (postmarked by April 13)
- \$210—Non-WAEOP *member* participant (postmarked by April 13)
- \$135—Retired WAEOP member (postmarked by April 13)

Friday-only fee includes the Membership Luncheon and PSP Dinner.

- \$135—WAEOP member (postmarked by April 13)
- \$170—Non-WAEOP *member* participant (postmarked by April 13)

Saturday-only fee includes the Saturday Awards and Scholarship Luncheon and the Installation Banquet.

- \$135—WAEOP member (postmarked by April 13)
- \$170—Non-WAEOP *member* participant (postmarked by April 13)

\$250—All registrations (including one-day only) postmarked after April 13 are \$250. Register by April 9 to save!

\$ _____ If you wish to pay WAEOP dues with your registration, indicate if you are ☐ new/joining *-or-* ☐ renewing.

Check the type of membership for which you are paying, and include the appropriate annual dues.

Remember to complete and submit a membership form if you are paying membership dues!

- ☐ **\$35 Regular, active membership** is open to office personnel in public school districts, private schools, educational service districts, state educational offices, and institutes of higher education.
- ☐ **\$5 Retiree membership** is reserved for members who have retired and can certify active WAEOP membership for the two years preceding retirement.
- ☐ **\$10 Associate membership** is available to persons not eligible for active membership, who are interested in promoting the purposes of WAEOP.
- ☐ **\$5 Student membership** is open to high school and/or college students.

Your NAEOP membership can be renewed on the web at www.naeop.org.

\$ _____ If you are ordering a meal(s) for more than one guest, please use another sheet of paper to include the name of your guest(s), which meal the guest(s) will be eating (luncheon or banquet), and meal choice if applicable.

Guest meal (Friday Membership Luncheon *and/or* Saturday Awards and Scholarship Luncheon) - If you are ordering a guest lunch, please *add \$25 per guest* to your registration and include guest's name here: _____

Guest meal (Friday PSP Dinner and/or Saturday Installation Banquet) - Please *add \$40 per guest* to your registration and include guest's name and meal choice here: ☐ A ☐ B ☐ C ☐ D _____

\$ _____ TOTAL enclosed (SEE NEXT PAGE FOR PAYMENT OPTIONS and CANCELLATION POLICY)



Cancellation Policy: Cancellation requests must be received in writing no later than April 16 in order to receive a refund (\$25 of the registration fee will be retained by WAEOP). Substitutions are allowed. If you are unable to attend and someone else can come in your place, please contact Mary Taylor to let her know. Cancellations received after April 16 cannot be refunded.

Friday Workshop Choices: **First** **Second**
10:15 a.m. to noon _____ _____
2 to 3:30 p.m. _____ _____

Saturday Choices: **First** **Second**
10:15 to 11:45 a.m. _____ _____
2 to 3:30 p.m. _____ _____

WAEOP offers three ways to pay!
checks, money orders, and purchase orders
***debit/credit card**
***electronic PayPal payments**

***Effective July 1, 2014,** all electronic forms of payment made to WAEOP will include a \$1.50 transaction fee (credit/debit cards, and PayPal).

Choose your payment option below and follow the instructions.

If you need help with your registration or payment option contact Mary Taylor at:

shanes705@gmail.com or 360-943-6299 (home)
MARY TAYLOR
1721 91ST AVE SW
OLYMPIA WA 98512



☐ **I am paying by check, money order, *or* purchase order**

- Fill out this form and print it to send with your Conference Registration form.
- Mail the completed form and check, money order, or purchase order to Mary Taylor, registrar
- Purchase Order number _____ (include a copy of the PO)
- If paying for a membership or renewing a membership, please include a membership form.

☐ **I am paying by credit/debit card—A \$1.50 transaction fee will be added to your total.**

- Fill out this form and print it to include with your Conference Registration form.
- Fill out the credit/debit card information below ONLY if paying by credit/debit card.
- If paying for a WAEOP membership or renewing a membership, please include a membership form.
- Print the form and mail it to Mary Taylor, registrar - OR - scan your completed form and send it to Mary's e-mail (shanes705@gmail.com).

Card number _____

Expiration date (mm/yyyy) _____ / _____ Cardholder's zip code _____

Cardholder name *exactly* as it appears on your card _____

☐ **I am paying by PayPal. This option is for REGISTRATION ONLY. If you are ordering guest meals, you need to use a different payment option. (A \$1.50 transaction fee for electronic payment will apply.)**

- Fill out this form completely and print it to send with your Conference Registration form.
- Click the **PayPal** button on the website to pay your conference registration amount
- To pay your membership or renewal, go to the membership section on the website and use the **PayPal** button to join or renew. Please include/submit a membership form with your registration.
- Print the form and mail it to Mary Taylor, registrar - OR - scan your completed form and send it to Mary's e-mail (shanes705@gmail.com).