

Washington Association of Educational Office Professionals



Area 6

or **PROFESSIONAL DEVELOPMENT**

Penny Creek Elementary

4117 132nd St S.E.

Everett, WA

See inside for details

WAEOP Area 6 Director
Cheri R. Burkhardt, CEOE
15521 61st Ave N.E.
Kenmore, WA 98028

WAEOP is the only state-level professional organization specifically dedicated to the professional and personal enrichment of educational office professionals and office support staff.

Area 6 Director, Cheri R. Burkhardt, CEOE would like to invite you to a half day of professional development for educational office professionals.

Our Mission

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.

Our Vision

Washington Association of Educational Office Professionals are committed to continuous membership for personal and professional growth and are valued as cooperating partners in the education of students in the state of Washington.

Efficiency and Effectiveness Saturday, January 23, 2016

9:30 a.m. to 10:45 a.m.

Learning Management Services is focused on assisting all working groups with improving both efficiency and effectiveness. Utilizing membership options like Atomic Learning or even Linda.com through the SnoIsle Library system - office staff can look up and sign up for self-paced tutorials to earn PSP continuing education hours. This, along with district level tools can assist in data accuracy and taking tasks that are time-heavy and streamlining work flow. Learn a bit about Excel and Outlook - that can make your work a bit easier.

Jo Anne Buiteweg has been with Everett Public Schools for 26 years. Beginning as a high school teacher she has also worked administratively in the Assessment Department and currently now serves as the director of Learning Management Services (LMS). LMS is responsible for the Student Information System, CEDARS reporting, Instructional Technology and system reporting tools.

To The Cloud & Back Saturday, January 23, 2016

11:00 a.m. to 12:30 p.m.

Office 365 offers the best of both worlds. Your documents can live on the cloud and you can access the office programs on your computer without internet. Work can be accessed anywhere and anytime since all documents are saved on the cloud. Office 365 is available for all devices anytime and anywhere. Come and see how office can streamline your life. We will have time to create a survey, and share documents as we play in the programs.

Snip is a new little tool that lets you create videos that can be emailed or used to teach. It is a free download that allows you to annotate, talk and create short informative videos for anyone to see.

Class Site: Penny Creek Elementary Library
4117 132nd St SE – Everett, WA

Wanda Hill graduated from Central Washington University with a BA in Music Education and later received her Master's Degree in Education. She has spent the last 20 years teaching technology professional development courses both in and outside of the school district. She has previously presented at Northwest Council for Computer Education (NCCE), Discovery Education DENapalooza, and Montana State University and is currently a MIE (Microsoft Innovative Educator) teacher trainer, and an Everett Public Schools Tech Teacher Trainer. Wanda is a K-5 Elementary Tech Teacher in the Everett School District.

Maintain Data Integrity Saturday, January 23, 2016

1:15 p.m. to 2:30 p.m.

Records Management: A review of the retention schedules including where to locate retention information will be presented. Tips on using the retention schedules will be discussed, and the steps necessary to request destruction of records and what to do once approval for destruction is received will be reviewed.

Risk Management: Various aspects of school district risk management will be discussed. Topics will include an overview of insurance coverage, risk management forms, safety committees, safety bulletin boards and the accident prevention program.

Kim Walker is the Business Services Coordinator for Everett Public Schools. She received her B.S. in Business Administration from Central Washington University. In her 24 years with Everett Public Schools, her many duties have included records management and retention and risk management. Kim is an active member of the Washington Association of School Business Officials (WASBO), currently in her second term as chair of the WASBO Risk Management Committee. She is also a member of the Washington Association of Public Records Officers (WAPRO). Kim currently lives in Arlington with her husband, Patrick, their golden retriever, Sunshine, and kitty, Jade (aka Queen of the House).

*If you have questions email or call:
Cheri R. Burkhardt, CEOE – Area 6 Director
425-273-8658
cherirburkhardt@gmail.com*

REGISTRATION

Name

District

Address

City, Zip

Phone/Fax

Email

____ Yes, I am a WAEOP member.

____ No, I am not a WAEOP member.

Registration Fee:

Half Day: \$20.00 WAEOP member
\$40.00 Non-member

Registration fee includes a light lunch at 12:30 p.m.

**Pre-registration must be post-marked by
January 8, 2016.**

If you are not a member of WAEOP, but choose to join prior to the completion of the PDP, we will apply credit from your registration fee toward your WAEOP membership. Membership forms will be available at the workshop or you can print a copy from our website, www.WAEOP.org

Please send registration form, along with your check, money order or purchase order, payable to Washington Association of Educational Office Professionals (WAEOP) and send to:

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