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BAEOP KEYNOTER

BELLEVUE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

BAEOP is an affiliate of the National Association of Educational Office Professionals

OUR MISSION:

"The mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically designed certification program, quality training, a network for sharing information and ideas, recognition of achievements, and fellowship."



President's Message by Paula Jo Brave

Welcome to the 2004-2005 school year! What a great summer we had. Hope all of you had an opportunity to do something fun. I had the privilege of attending the 70th Annual Conference and Institute for the National Association of Educational Office Professionals in Boston. The theme for this year's conference was "Where Old Meets New and Tradition Blends with Change." There were a total of 42 members from across the state, so Washington was well represented. The five day conference afforded us the opportunity to participate in institute classes, Advisory Council, several special luncheons and dinners and of course lots of time to network with other office professionals from around the country. This was the first time I had attended the

National Conference, so I was recognized at the PSP Banquet for having received my PSP Certificate - Associate Degree - Option II and CEOE. It was a moving experience. I hope you will all have the opportunity to experience this one day soon.

The new 04-05 BAEOP Board has come up with a number of ideas for educational / in-service workshops, in addition to several social events for your enjoyment. You will find more information on these great opportunities elsewhere in this newsletter. I would like to encourage you to become part of your professional association. Fill out and mail the membership application / renewal in this newsletter today and become part of a great group of people who have fun and learn together.

Meet the Two Christina's on our 2004-2005 Board

Christina Large



2004/2005 Trustee and Membership Chair of BAEOP

Working at BSD's Student Placement Office/ESC for past 3 years

Hails from Massachusetts, moving to Redmond 10 years ago with husband and sons

Loves: Life in the Northwest (Work, Laughter, Family/Friends, Children, Animals, Movies/Theatre, Books, Gardens)...

Dislikes: Northeast snowstorms, Big Dig, and Fenway Park

Wishes: BAEOP resurgence, Student Placement recognition, and World Peace...

Christina Kwong



I just joined BAEOP a few months ago. However, I have been working in the district for a few years. I started volunteering in my kids' school, and then became part time, and eventually working full time at the Accounting Department beginning this year. I am also a Chinese and Art instructor. Recently, I received the PSP certificate CEOE. In my spare time I like painting and sewing. It is a privilege to serve as a recording secretary.



"I'm the new kid on the block."

IN KNOTS FROM JOB STRESS?

HOW ABOUT AFTER WORK UNWINDING WITH BAEOP BUDDIES?

Last year there was some discussion about having a no-host monthly social night. The board felt that there would be several interested members, but thought it would be a good idea

to take a poll to see what day and time would work for most members interested. If this is something that you feel you might be interested in doing, please contact Paula Jo 4510.

"BAEOP HOMECOMING" UPDATE

Our "Homecoming" will be held at the International School on Tuesday, October 12th, 2004. Social time from 4:30 pm to 5:30 pm with food and beverages provided. The program will begin at 5:30 pm and go to 7:00 pm. The cost is \$5.00 for non-members, but this will be applied to your membership fee for anyone who joins that day.

BHS Cheerleaders will begin our program by doing their "Homecoming" cheer routine. That should help set the tone for our "Homecoming." It would be fun if anyone working in a school setting would wear his or her school colors to the

"Homecoming". If anyone would like to present a cheer routine - just let us know and we could certainly arrange time for it.

We will have two lively speakers: Jan Orr, Past President of BAEOP and Kathy Lech, Past President of WAEOP.

Jan began her school career as a playground aide and ended up as the Superintendent's secretary, a beloved role model we are excited to welcome back.

Kathy has been involved with the Professional Association at the state level for several years and will be sure to grab our attention and share some valuable insights that will encourage us all to aim high and have fun while doing so!



*AIM HIGH
ACHIEVE MORE.*

PRIZE DRAWINGS FOR THOSE WHO ATTEND

We will have two Door Prizes drawings: a 2005 Entertainment Book and a one-year membership in BAEOP. You must be present to win. There are several ways to get tickets for this drawing:

1. Everyone attending will be given one ticket for the drawing.
2. Anyone who joins BAEOP that night will receive an additional ticket.
3. Anyone who brings a guest will receive an extra ticket.
4. Anyone who brings a non-perishable food item to be given to Hopelink will also receive an extra ticket for the drawing.

**FALL INSTITUTE - OCTOBER 15-17, 2004
LONGVIEW / KELSO**

Registration costs could be covered by a Mini-grant or Professionals Funds depending on your job position

NAEOP has approved this 15-hour institute for PSP credit for WAEOP members

"Sail Free, Sail Far" - Free Yourself from Your own Boundaries.

Stride to be Better By Making Right Choices - Jean Fankell on Friday Afternoon.

This professional development program is designed especially for you, the educational office professional, in your daily "stride" at the office. It is a professional "walk" you won't want to miss as we learn about warming up, stretching, taking a step, and adjusting our stride by making the right choices.

Your Bottom Line is Your Front Line. It all Comes from People (two sessions on Saturday).

Each night we go to sleep in the present, but wake up in the future. Our ability to adjust to changing times, while clinging to unchanging principles will be essential for our long-term success. This session will be centered on the theme of building the capacity of others. Organizations that grow people - grow results.

"Life in a Fish Bowl" - Kathy Lech on Sunday Morning.

The educational office can be compared to life in the fish bowl - we all go along day after day doing our job with a smile. We even get fed once in awhile! When something new is placed in the fish bowl, we have to learn to adapt to the new surroundings and the challenges they bring. Meanwhile, everyone is watching us! This session will "school" us in ways to handle it all "swimmingly".

Other Weekend Activities:

Friday evening - WAEOP Bingo
Saturday evening - PSP Banquet Country Store for shopping during breaks. Please bring your hand-made items for the Country Store. It would be helpful to the Ways & Means Committee if they were already priced.

Non-perishable food items will be collected during the Fall Institute as one of the WAEOP Boards Humanitarian project to be distributed to a homeless shelter or food bank in the Longview / Kelso area.

If interested, contact Paula Jo (4510) & she will fax you the registration form.

CONGRATULATIONS!!

This spring we had a couple of PSP Workshops to inform employees how they could qualify for the Professional Standards Program (PSP) Certificate. We had several people attend these workshops and two employees have already qualified for their PSP Certificate. Please join us in congratulating **Christina Kwong**,

Accounting Department and **Judy Johnston**, Office Manager at Kelsey Creek Home School on this special achievement.

They are proud and looking forward to additional money, thanks to the PSP stipend award for AISP personnel. Interested? Contact a Board Member for information. We plan to have another PSP workshop soon. Details coming soon.



*Sky-high
achievement*

SOCIAL MEETINGS - SAVE THESE DATES!

- "Homecoming" at International School, Tuesday, October 12th, 2004.
- Thursday, November 18th - Volunteer at Hopelink followed by dinner - more details later. (Hopelink has a food bank and assists members of the community that are in need).
- Tuesday, February 8th - "Taking Care of Yourself"
- Tuesday, April 19th - General Meeting and Election followed by dinner.
- Tuesday, May 17th - End of the year Social (details to be announced).

Contact Marie Vieth (7040), BHS for more information, see posted flyers or ask any Board member.

2005
ENTERTAINMENT
BOOK
SCHOLARSHIP
FUNDRAISER
\$30.00 ea,

BAEOP 2004

We're NOT on the Web yet, but check out NAEOP's site for PSP information!

See NAEOP at:

www.naeop.org

EDUCATIONAL / INSERVICE WORKSHOPS

We discussed scheduling four educational workshops that would help members who want to get PSP In-service points.

Following is the tentative schedule for the coming year:

- November - Professional Standards Workshop - Somerset

- January - Self-Defense - Phantom Lake
- March - How to Use Outlook Calendar and Scheduler - WISC
- May - Dealing With Procrastination - TBA

If you have other workshop topics that you may be interested in - please contact Paula Jo (4510) with your suggestions.

*If you belong to the AISP bargaining group, ask at your job site for a Mini-Grant application to fund Professional Opportunities
PRE-APPROVAL is required*

BOARD MEMBERS FOR 2004-2005

President	Paula Jo Brave	4510	Capital Construction - MSC
Vice President	Judy Johnston	7870	Kelsey Creek Home School
Recording Secretary	Christina Kwong	4007	Accounting - ESC
Corresponding Secretary	Debbie Sandona	4080	Human Resources - ESC
Treasurer	Marie Vieth	7040	Bellevue High School
Trustee #1	<u>Vacant</u>		
Trustee #2	Barbara Ghaffari	6700	Tillicum Middle School
Trustee #3	Christina Large	4200	Student Placement - ESC
Past President	Karen Penewell	7802	Robinswood Schools
Bylaws Chairperson	<u>Vacant</u>		
Entertainment Books	Marie Vieth	7040	Bellevue High School
Membership Chairperson	Christina Large	4200	Student Placement - ESC
Newsletter Editor	Kathleen Gleich	4074	Human Resources - ESC
Nominations Chairperson	<u>Vacant</u>		
PSP Chairperson	Marie Vieth	7040	Bellevue High School
Scholarship Chairperson	<u>Vacant</u>		
Workshop /Inservice	<u>Vacant</u>		

If you think you may be interested in filling any of our vacant positions, please contact Paula Jo (4510) for more information or to volunteer your services.