

BAEOP KEYNOTER



**Bellevue Association of Educational
Office Professionals**

Spring 2004

General Membership Meeting.

BAEOP's General Membership meeting will be held on June 9, 2004 at Mongolian Grill (see attached flyer more information). There will be a brief business meeting at 5:00 pm for elections of the 2004-2005 BAEOP Board and other business including the drawing for the Spring Raffle Basket.

Election Time!!

Following is the slate of nominees that we have for the 2004-2005 school year. If you are interested in adding your name, nominations can be made from the floor at the time of elections on June 9th.

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| President: | Paula Jo Brave |
| Vice President: | Judy Johnston |
| Past President: | Karen Penewell |
| Recording Secretary: | |
| Corresponding Secretary: | Debbie Sandona |
| Treasurer: | Marie Vieth |
| Trustee #1 | Wendy Fischer |
| Trustee #2 | Barbara Ghaffari |
| Trustee #3 | Christina Kwong |

When doing BAEOP service you are able to receive points toward earning your Professional Standards Program Certification. The PSP Certification will increase your salary, from the District, up to \$600.00 each year. For more information about PSP Certification - contact Marie Vieth (7040) our PSP Committee Chair or any board member will also be glad to answer your questions.

Board Positions:

President: Presides at all meetings and appoints committees as deemed necessary.

Vice President: Serves as chairperson of the program committee and assists president as needed.

Recording Secretary: Keeps an accurate record of the proceedings of BAEOP and of Board of Directors' meetings.

Correspondence Secretary: Takes care of all correspondence and assists president and recording secretary as needed.

Treasurer: Deposits all funds as directed by the Board, and presents a financial report at annual and regular meetings.

Three Trustee positions: Trustees are elected from the general membership and assist the Board as deemed necessary.

Committees

Membership Committee: Handles registration of new members and renewal of current members.

PSP (Professional Standards Program) Committee Chair: provide information and encouragement for members' wishing to qualify for PSP Certification.

Ways and Means Committee: Plan and coordinate Special Fund Raising efforts for our General Fund and Scholarship Fund.

Workshop/ Inservice Training Committee

Chair: Plan and coordinate Workshops and Inservice Training Sessions for professional development of BAEOP members.

Bylaws Committee: Review Bylaws annually and propose appropriate revisions as directed by the Board.

Why Should You Join BAEOP?

You will learn skills and information that can benefit you and those you work with and in the process you will meet many of the people in the

District that you have only talked with (now you can put a face with the name).

Once you join BAEOP you can qualify your child to receive a scholarship. You can then go on to join WAEOP (state organization) and NAEOP (national organization) and also qualify yourself for a scholarship.

According to our Bargaining Agreement with SEIU - All Office Personnel are eligible to receive up to \$500.00 each year from the District for work related classes. Contact Kathleen Gleich for more information.

Dates to Remember

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| June 9 | BAEOP General Membership Meeting – Mongolian Grill- Informal social time at 4:30 (or whenever) for those arriving early; business meeting to begin about 5:00 (to include Elections of the 2004-2005 BAEOP Board and the Scholarship Fund Raffle drawing). All are welcome to attend, but only members may vote. |
| July 19-23 | NAEOP Annual Institute and Conference – Boston , Massachusetts |
| September 15 | NAEOP PSP Certification filing deadline |
| October 2004 | BAEOP Fall Membership Meeting – (More information later) |
| Fall 2004 | WAEOP Fall Institute in Kelso/Longview, (More information later) |
| Winter 2004 | Puget Sound Educational Service District - Offers 5 one day workshops over a four month period – usually December through March) entitled "Professional Enrichment Program for Support Staff." We will print more information in the September Keynote so you can start planning to attend. This would be a great way to get a “jump start” on your PSP Inservice Training points – it gives you 5 points toward your Certification. |

*Do you have questions? Do you want to contact someone on the BAEOP Board?
Feel free to call any of us with your question.*

| 2003-2004 BAEOP Board | | | |
|------------------------------|-----------------|----------------------------|------|
| President | Karen Penewell | Robinswood High School | 7802 |
| Vice President | Paula Jo Brave | Capital Construction / MSC | 4510 |
| Secretary | Kathleen Gleich | Human Resources | 4074 |
| Treasurer | Marie Vieth | Bellevue High School | 7040 |

Bellevue Association of Educational Office Professionals (BAEOP)

Purpose: The purpose for which this association is organized is to study and discuss the interests of the Bellevue Public Schools; to aid in professional development and to promote professional activities among its' members; to pool ideas and ideals toward a finer service to the school district and to the community.