



Missouri Association of Educational Office Professionals

Affiliate of National Association of Educational Office Professionals

February 9, 2018

Dear MAEOP Member,

We are happy to extend an invitation to you to join us for the 68th Annual MAEOP Workshop “*Turning Challenges into Opportunities*” March 22-24, 2018 at the Adam’s Mark Hotel & Conference Center, 9103 E 39th St, Kansas City, MO 64133.

Enclosed you will find the registration form, Workshop agenda, MAEOP membership form and information about our Service Project. The registration deadline is March 16, 2018. Registration is \$95.00 for members and \$105.00 for non-members. We appreciate your support and hope you will invite co-workers to join us at the Workshop. Please feel free to make copies and pass them along to non-members as well.

Check-In Registration will take place for early arrivals on Thursday, March 22nd from 5:30-6:30pm, prior to the start of the Executive Board Meeting. General Check-In will take place Friday, March 23rd from 7:30-9am.

We hope you are all able to join us for this Workshop and look forward to seeing you there!

Sincerely,

Matthew Rorabaugh-Irwin, CEOE – Co-Chair
Kathy McKelvey, CEOE – Co-Chair
2018 MAEOP Annual Workshop



Turning Challenges into Opportunities

68th Annual MAEOP Spring Workshop
March 22-24, 2018
Adam's Mark Hotel & Conference Center
9103 E 39th St
Kansas City, MO 64133

Name: _____

Address: _____ City: _____

State/Zip: _____ School District: _____

Phone: _____ E-Mail: _____

Job Title: _____ Are you a Past President? _____ If yes, what year? _____

Is this the first MAEOP Conference/Workshop you've attended? _____ Are you a Retiree? _____

All registrations must be received by March 16, 2018. No refunds can be issued after this date.

Friday, March 23rd, 2018: Past President's Breakfast Yes _____ No _____

Spring Workshop Registration includes all courses, lunch and dinner on Friday & breakfast on Saturday. Sessions have been approved by NAEOP for 8 1/2 hours of in-service training for PSP requirements.

Member Registration \$95.00 \$ _____

Non-Member Registration \$105.00 \$ _____

Additional Meal Tickets (guest/spouse)
Friday Dinner # Tickets _____ x \$20.00 \$ _____

Do you have any dietary restrictions? _____

Method of Payment Total Due: \$ _____

Make payable to: MAEOP - 2018 Spring Workshop

_____ Check enclosed for amount due

_____ Purchase Order will be sent (payment must be received prior to start of workshop)

Please send Registration with Payment to:

Annette Miller
c/o Independence School District
201 N Forest Ave
Independence, MO 64050
annette_miller@idschools.org

Room reservations should be made directly with Adam's Mark Hotel & Conference Center. MAEOP has a group of rooms set aside at a rate of \$79.00 per night. This rate is available until March 10th. To make a reservation, call 816.737.0200 or go to: https://reservations.travelclick.com/97508?groupID=2091425

-Please select break-out workshop option on reverse side-



Turning Challenges into Opportunities

68th Annual MAEOP Spring Workshop
March 22-24, 2018
Adam's Mark Hotel & Conference Center
9103 E 39th St
Kansas City, MO 64133

Workshops:

The sessions for the MAEOP Spring 2018 Workshop have been approved for 8 ½ hours of In-Service Training for PSP requirements

Session 1 (9:00am-10:25am): *Welcome & Keynote*, Mary Guest, CEOE

We will kick off the Spring Workshop with a Welcome and a Keynote speech by Mary Guest, our current North Central Area Director with NAEOP.

Session 2 (10:35am-12:00pm): *Trauma, Stress & Mental Health*, Julie Crowell

Julie Crowell has been in education for 25 years, currently serving as At-Risk Coordinator with the Independence School District. She will be speaking about the effects of trauma, stress and the importance of having a self-care plan to help manage the impact of stress on one's body and mind in today's society.

Session 3 (1:00pm-2:25pm): *Legal Updates in Education*, EdCounsel

Legal issues impacting the education field. We will be covering new changes and issues from the current legislative session.

Session 4 (2:35pm-4:00pm): *Break-out option*

Please choose one course to attend

_____ *PSP Training Workshop*, Mary Guest, CEOE

Do you want to accept the challenge of earning your PSP certification? If so, this is the briefing for you! During this session, an overview will be provided of the PSP certification program and application process, as well as detailing recent updates to the program. We will discuss the various certification levels and determine where you best fit. You are encouraged to bring your questions, and any of your paperwork. Attaining your PSP certification attests to your desire to be the best educational office professional possible by recognizing your commitment to professional development and our associations. This session will get you well on your way to accept the PSP challenge, and to become the difference to other office professionals in your office and associations.

_____ *Beyond the Barriers: Supporting Students Surviving Poverty*, Merideth Parrish

It is estimated approximately 43% of the Nation's children live in a low-income family. More than 50% or 6.5 million of these children are students attending public and charter schools (*National Center for Children Living in Poverty, 2018*). This presentation will take a closer look at the conditions of poverty impacting students attending Missouri's Independence School District, and the relationship-driven, strengths-based strategies and best practices that can be employed to best serve students' holistic and educational needs.



Turning Challenges into Opportunities

68th Annual MAEOP Spring Workshop
March 22-24, 2018
Adam's Mark Hotel & Conference Center
9103 E 39th St
Kansas City, MO 64133

AGENDA

Thursday, March 22nd, 2018

5:30-6:30pm Early Registration
6:30-8:00pm Executive Board Meeting

Friday, March 23rd, 2018

7:00-8:30am Past President's Breakfast

7:30-9:00am Registration

9:00-10:25am Session 1: Welcome and Keynote by Mary Guest

10:35-12:00pm Session 2: *Trauma, Stress & Mental Health*
with Julie Crowell

12:00-1:00pm Lunch

1:00-2:25pm Session 3: *Legal Updates in Education*
with EdCounsel

2:35-4:00pm Break Out Session, choice of workshop:
PSP Training Workshop with Mary Guest
or
*Beyond the Barriers: Supporting Student Surviving
Poverty* with Merideth Parrish

6:00-9:00 Dinner, Basket Auction & Social

Saturday, March 24th, 2018

7:30-8:30am Breakfast
8:30-11:30am Business Meeting

MAEOP

2018 SPRING WORKSHOP

COMMUNITY SERVICE PROJECT

WHEN

March 22-24, 2018

WHERE

Adam's Mark Hotel & Conference Center

WHAT

We will be collecting donations for the
Independence School District's

**DEPARTMENT OF NEIGHBORHOOD
& FAMILY SERVICES**

Items will be distributed to students &
families in need.



ITEMS REQUESTED:

Socks
(Variety of Sizes)

Underwear
(Variety of Sizes)

Laundry Detergent

Shampoo &
Conditioner
(Full Size Bottles)

Toothbrushes

Tooth Paste

Toilet Paper

Cleaning Supplies

Body Wash

Deodorant

Feminine Products
(Both Pads and
Tampons)

Shaving Cream

Door Prizes

We are going to try something new with door prizes this year and need your help to make it a success!

We are asking everyone to bring an item for a door prize. We ask that this item be \$5-10 in cost, and means something to you or is special to you in some way. In addition to the item, we ask you to have a verbal or written description of why this item is special to you.



We are planning to have a drawing, where you will draw a name from the hat and that person will receive your door prize along with your explanation of why it's special. In addition to receiving fun and interesting items, this will also serve as an ice breaker activity for us to get to know one another.

Auction Basket

We are asking for baskets and items to be donated for our annual basket auction. This year, instead of one large basket, we ask that you consider donating 2 smaller baskets/items instead. We have had some large, beautiful and high-dollar baskets at recent events and are hoping to keep that same fun alive in a smaller format that might be more accessible to everyone! If you have individual items, such as jewelry or flowers, you would like to donate to auction off, we would be glad to add those to our auction as well!



2017-2018 MAEOP MEMBERSHIP APPLICATION

Missouri Association of Educational Office Professionals

Membership Year July 1, 2017 to June 30, 2018

___New Member ___Renewal___Retiree

Annual Membership Dues: \$15



Name _____
(Last) (First) (MI) (Maiden Name)

School District _____ Job Title _____

(Office Address) (City) (State) (Zip+4)

(Office Phone) (Office Fax) (Office Email Address)

(Home Address) (City) (State) (Zip+4)

(Home Phone) (Home Fax) (Home Email Address)

Please send The Show-Me Newsletter and all announcements to:

School Address Home Address Work Email Home Email

Have you been a member of MAES/MAEOP at any time previous to this year? _____

What year(s) _____ Under another name? _____

Are you a Past President? _____ What year? _____

Are you a member of a local Association of Educational Office Professionals? _____

Name of local association _____

Are you a member of the National Association of Educational Office Professionals? _____

Do you hold a PSP Certificate? _____

Have you received the distinction of CPS? _____

Highest Level: _____

Date Received: _____

Date Received: _____

Have you attained the Distinction of CEOE? _____ Date Received: _____

PLEASE SEND THIS COMPLETED APPLICATION WITH A CHECK OR MONEY ORDER (DO NOT SEND CASH) MADE PAYABLE TO MAEOP IN THE AMOUNT OF \$15.00 TO:

Matthew Rorabaugh-Irwin
201 N. Forest Ave.
Independence, MO 64050

This membership will allow the member rate registration for both the 2017 Fall Convention and 2018 Spring Workshop.