



# MISSOURI EDUCATIONAL SECRETARY

## MAEOP

Missouri Association of  
Educational Office  
Professionals

Special Points of Interest:

- October 6 — 8, 2011  
Fall Conference,  
Ramada Oasis,  
Springfield

### Message from the President

Greetings to all.... What a great conference we had on April 7-9!!! It was so good to see everyone. Below is a picture of Dr. Judene Blackburn, Superintendent of Waynesville School District, Tina Shelden, CEOE and me, Becky O'Riley, MAEOP President, 2010-2011. Thanks to Dr. Blackburn for getting everyone geared up Friday morning with great music and dancing. There are many more pictures on our MAEOP website. Please check out the MAEOP Website whenever you can.

It has been so nice to see the sunshine!!! Just when we thought spring was here and having several warm days, here came the rain.... and rain it did.... There were many places in the state of Missouri and other states across our nation which was flooded. Please pray for all the flood victims. What a terrible tragedy.... My heart goes out to all of them.

I hope to see several of you at NAEOP Conference in Charleston, South Carolina. If you have never been to a National Conference now is the time to go... Go to the NAEOP website which is [www.naeop.org](http://www.naeop.org) and get registered if you are interested. You will learn so much and meet many wonderful new friends.

The Fall Convention will be held at Ramada Oasis in Springfield, Missouri October 6-8. I hope everyone will be able to attend. Registration for this will be on the MAEOP website in the near future.

I wish all of you love and happiness.... If I can help you in any way, please feel free to call me at 573-774-6584 or email me at [beckyoriley@waynesville.k12.mo.us](mailto:beckyoriley@waynesville.k12.mo.us)

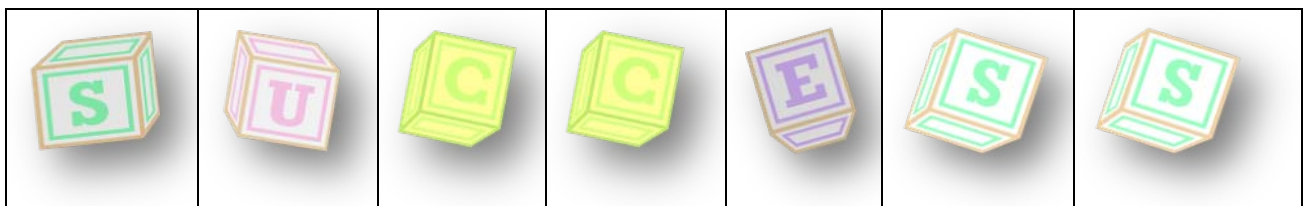
Have a great summer!!!!

Becky O'Riley  
MAEOP President  
2010-2011  
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**NAEOP 2011**

Make plans to attend NAEOP 2011 Annual Conference & Institute in Charleston, SC.

July 16—23, 2011

For more information visit the NAEOP website:  
[www.naeop.org](http://www.naeop.org)



**MAEOP Fall Convention**

**October 6 — 8, 2011**

**Ramada Oasis Convention Center**

**2546 North Glenstone Avenue**

**Springfield, MO 65803**

**Room Rates: \$69.95 standard double/double or king**

**For Reservations: (417) 866 — 5253**

# Missouri Association of Educational Office Professionals

## 72<sup>nd</sup> Annual Fall Convention

October 6-8, 2011

Ramada Oasis Hotel & Convention Center

Springfield, Missouri

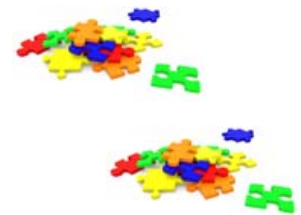
# *Building Success Together*

Room Rate

\$69.95

Standard Double/Double or King

Convention Format



The agenda for Friday will include workshops in the morning, lunch, business meeting in the afternoon, and installation banquet in the evening.

The agenda for Saturday will include workshops in the morning with a one-day registration option for those who are not able to attend the entire convention. We hope this will give an opportunity for more Educational Office Professionals to attend and receive wonderful professional development.



**MAEOP****Cass County AEOP**

CCAEOOP meets four times a year. Our organization focuses on service projects throughout the year with each meeting having a different service project. CCAEOOP raffles off gift baskets at each meeting and has a 50/50 drawing. The proceeds fund the scholarships that we give out each year.

Our Executive Board for 2010-11 is: President – Susan Brooker; Vice President – Ellen Wilfong; Corresponding Secretary – Susann Bronson; Recording Secretary – Michelle Moore and Treasurer – Amy Farr.

Our fall meeting was hosted by Raymore-Peculiar School District on October 4. Since October is Breast Cancer Awareness month, we collected donations for the Susan G. Komen Foundation. Van McLain, Energy Manager for Raymore-Peculiar School District, talked about the energy management program at the district.

The next meeting was hosted by Belton School District in December. The service project benefitted the Backpack program for the children in the East Lynn School District. The Belton ladies provided the ingredients for everyone to make gift in a jar.

Harrisonville School District hosted our next meeting in February. The Harrisonville Animal Shelter was the recipient of this meeting's service project. Everyone donated items to help the animal shelter. Everyone strapped on their cowboy boots to learn line dancing. Linda Portman, fellow CCAEOOP member, provided lessons (and patience) for the group.

CCAEOOP members donated a Saturday morning to help out Harvester's Food Pantry. They sorted health and beauty items.

Our last meeting for the year was held April 28. This meeting was hosted by the Archie and East Lynne School Districts. We collected items to donate to Children's Mercy Hospital. We awarded two \$300 scholarships to high school seniors. Last year we changed the terms of our Executive Board. All the offices will be two year terms. Last year's election we elected the President, Recording Secretary and Treasurer to a two-year term. This year the Vice President and Corresponding Secretary were elected to a two-year term. We installed Pam Steele as Vice President and Marilyn Yoakum as Corresponding Secretary. Michelle Moore was also installed because the elected Recording Secretary was not able to fulfill the duties this year.

CCAEOOP members would like to congratulate the following members on being nominated for the Support Staff of the Year for their district:

Susann Bronson – Harrisonville School District  
Michelle Moore – Raymore-Peculiar School District  
Theresa Stocking – Belton School District  
Good luck ladies!

CCAEOOP would like to wish Josie Hiser best wishes in her retirement. Josie has spent 37 years in education. Good luck and enjoy!

Submitted by Pam Steele, CCAEOOP Reporter



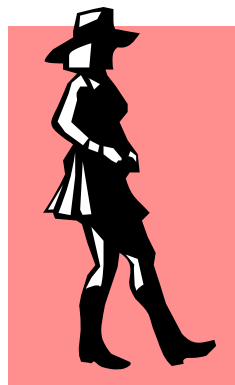
Belinda and Leann—Cass County helping out the Harvester’s Food Pantry



Diane—Cass County helping out the Harvester’s Food Pantry



Cass County learning to Line Dance.....go Cass County Ladies!!



**MAEOP****Mark Twain AEOP**

MTAEOP meets four times a year. Several times a year at our meetings we have an hour of professional development before the meeting begins.

Our officers are: Bobbie Trenkamp, President, Martha Astorino, Vice President, Linda McCloud, Secretary, and Tammie Hodges, Treasurer.

We award A \$500 scholarship each year to a graduating senior who is majoring in business. Our fund raiser for this will be a White Elephant auction that will take place in March. Each member will bring in an item they do not want anymore and we auction it to the highest bidder.

In March we are going to have Officer Seth McBride from Hannibal Police Department come talk to us about Internet Safety.

In May we will host a district wide Bosses' breakfast in observance of Bosses' Day. It will be hosted by the Board Office this year. This is where we honor our bosses and enjoy a great breakfast.

Bobbie Trenkamp

President, MTAEOP

**“What’s  
happening  
with your  
local  
group”?**

**St Louis County AEOP**

Ladies here is the 411 on the St. Louis County Association of Educational Office Professionals (SLCAEOP). The association held its 2<sup>nd</sup> Annual Social/ Membership Drive on Wednesday, March 16<sup>th</sup> at Tropical Lanes. First, second and third prizes were awarded and a good time was had by all in attendance.

The association awarded two \$1,000 Jean DeBerry Fritsche Scholarships to University of Missouri-St. Louis (UMSL) students majoring in business in January 2011. The scholarship committee is currently reviewing scholarship applications and is planning to award three \$1,000 Jean DeBerry Fritsche scholarships in the fall of 2011.

Community Service Project - it was decided that each member district would adopted a retirement home within its boundaries and donate items to lift the resident's spirits. In February, valentine treats, blankets and cards made by students were donated to residents at Abby Care Center in Normandy, Missouri. SLCAEOPians were greeted with smiles and appreciation. The association is planning another donation drive for Easter.

SLCAEOP will meet on May 9 for its last general session of the 2010-2011 school year. The association's new officers will be installed at this meeting. The agenda for the May meeting is not confirmed but we are planning to have a great time.

Submitted by:  
Angela Harden, President  
SLCAEOP



## Springfield AEOP

Our organization SAEOP is awarding (3) \$250.00 scholarships this year. One scholarship to a Central High senior and 2 Hillcrest High seniors. We received many deserving applications which always make the choice difficult. We wish all the seniors well in their future education.

**Carol Parker**

(Springfield AEOP is merging with Ozark AEOP)

## Jefferson City Public Schools AEOP

Jefferson City School Dist. – Letha Moeckli, President – Membership 23

Our association accepted the resignation of our President in November and our Vice-President, Letha Moeckli stepped up and filled this vacancy. Superintendent Brian Mitchell stopped in to visit with us at our December meeting. We are still a small group and are working to encourage active participation at our meetings. Our Spring Meeting will be held March 31. Sue Kerrigan will attend the Central District Retreat in Columbia in March. Sue Kerrigan and Suzette Ryder will attend the upcoming MAEOP Spring Workshop at Lake Ozark in April. These ladies will share their experiences with our group when they return.

Information for the NAEOP Annual Conference was shared with our group and members were encouraged to attend if possible.

Members sold pecans and poinsettias earlier this school year to help fund our scholarship account. We will give a \$500 scholarship to a student who plans to further their education in the business /secretarial field.

Officers will be installed at our end of year meeting and the incoming board will plan for next year's activities.



## Dogwood Hills AEOP

Waynesville R-VI School District – Brenda Thiltgen, President

The ladies of the Dogwood Hills Association of Educational Office Professionals have been very busy selling shirts. Our school went to District playoffs, which gave us the opportunity to sell more shirts. Tina Shelden has been very busy with details for this Spring Workshop. It will be very soon that our Scholarship Committee will be making plans for awarding the scholarships to our deserving young people once again. We will be hosting a Bosses Night on April 28<sup>th</sup> to say thank you to our supervisors who so graciously support us in our endeavors to host and be a part of these conferences.



## MAEOP

## Missouri Association of Educational Office Professionals

## 2010 — 2011 Executive Board

<b>President</b>	Becky O'Riley Waynesville R — IV School District 400 GW Lane Waynesville, MO 65583	Office: 573 — 774 — 6584 Fax: 573 — 774 — 3355 Home: 573 — 774 — 6624 Email: <a href="mailto:beckyoriley@waynesville.k12.mo.us">beckyoriley@waynesville.k12.mo.us</a>
<b>President — Elect</b>	Janet Little Springfield R — 12 School District 2000 N. Lyons Springfield, MO 65803	Office: 417 — 523 — 6300 Fax: 417 — 523 — 6395 Home: 417 — 865 — 8364 Email: <a href="mailto:jlittle@spsmail.org">jlittle@spsmail.org</a>
<b>Vice President</b>	Christy Serrage Columbia School District 6006 Van Horn Tavern Road Columbia, MO 65203	Office: 573 — 214 — 3774 Fax: 573 — 214 — 3761 Cell: 573 — 864 — 4814 Email: <a href="mailto:CSerrage@columbia.k12.mo.us">CSerrage@columbia.k12.mo.us</a>
<b>Recording Secretary</b>	Susan Brooker Harrisonville R — IX School District 503 S. Lexington Harrisonville, MO 64701	Office: 816 — 380 — 2727 ext. 1222 Fax: 816 — 380 — 3134 Home: 816 — 537 — 9749 Email: <a href="mailto:brookers@harrisonville.k12.mo.us">brookers@harrisonville.k12.mo.us</a>
<b>Corresponding Secretary</b>	Shelly Stokes Springfield R — 12 School District 2000 N. Lyons Springfield, MO 65803	Office: 417 — 523 — 6300 Fax: 417 — 523 — 6303 Home: 417 — 887 — 1732 Email: <a href="mailto:sstokes@spsmail.org">sstokes@spsmail.org</a>
<b>Treasurer</b>	Kim Brannon, CEOE Halfway R — III School District 2150 Highway 32 Halfway, MO 65663	Office: 417 — 445 — 2351 Fax: 417 — 445 — 2026 Cell: 417 — 327 — 3240 Email: <a href="mailto:kbrannon@halfwayschools.org">kbrannon@halfwayschools.org</a>
<b>Board Member</b>	Pam Steele Raymore Peculiar School 21005 S. School Board Peculiar, MO 64078	Office: 816 — 892 — 1311 Fax: 816 — 892 — 1380 Home: 816 — 758 — 4309 Email: <a href="mailto:psteele@raypec.k12.mo.us">psteele@raypec.k12.mo.us</a>
<b>Board Member</b>	Lois Underwood Jefferson College 1000 Viking Drive Hillsboro, MO 63050	Office: 636 — 797 — 3000 ext. 597 Fax: 636 — 287 — 9084 Home: 636 — 931 — 1860 Email: <a href="mailto:lundero@jeffco.edu">lundero@jeffco.edu</a>
<b>Immediate Past President</b>	Debbie Geib Missouri School Boards' Assoc. *465 Hwy B Montgomery City, MO 63361	Office: 573 — 638 — 7501 Fax: 573 — 638 — 7503 Home: 573 — 564 — 5280 Cell: 573 — 864 — 5244 Email: <a href="mailto:geib@msbanet.org">geib@msbanet.org</a>

\*Denotes Home Address



## Photos from Spring Workshop



Lisa Morehouse and Nancy Harter



Naomi Secoy and Becky Moses



Tina Sheldon, Dr. Blackburn, and Becky O'Riley



A few of the Waynesville girls!

**MAEOP**

61<sup>st</sup> Spring Workshop  
April 7-9, 2011  
Lake Ozarks, Missouri

The 61<sup>st</sup> Spring Workshop of the Missouri Association of Education Office Professionals (MAEOP) was held at the Lodge of Four Season April 7-9.

There were 69 members registered for this event, four of which were first timers.

President Becky O'Riley has chosen "Under Construction" as her theme for 2010-11. The spring workshop was hosted by District 3 – Tina Shelden was the Workshop Chair.

The executive board met Thursday evening.

Friday morning's session was called to order by President O'Riley with the presentation of colors by the Waynesville JROTC followed by the National Anthem sung by Carly McClain. Dr. Judene Blackburn, Superintendent for Waynesville R-VI School District welcomed everyone. By the end of her welcome, everyone was dancing in the aisles. Dr. Blackburn was presented with a lifetime honorary membership for her continued support of MAEOP. Kelli Hopkins from Missouri School Boards' Association (MSBA) presented legal issues for the Office Professional and Mike Henson, Instructional Technology Resource Specialist for the Waynesville School District, gave us tips and tricks for Technology.

Mike Henson started off the afternoon sessions with "Googling Around". Mike shared some of the many cool features that Google offers such as iGoogle, Google Docs, Google calendar. Lisa Morehouse, NAEOP Central Area Director and PSP Chairman, guided us through the PSP Puzzle.

Friday night's banquet began with the inspiration given by Laura McVay, director of the Waynesville Career Center. The President's Reception followed the banquet. Desserts were enjoyed by all on the Terrace.

President O'Riley called the business meeting to order on Saturday, April 9, 2011. Reports were given by the executive board and appointed committee chairs. There are 12 associations affiliated with MAEOP; the Springfield association is dissolving and merging with Ozark. There are 123 members of MAEOP – 25 new members, 88 renewals. The slate of officers for the 2011-12 Executive Board were presented. They are: President-Elect: Christy Serrage, CEOE and Kim Brannon, CEOE; Vice President: Susan Brooker and Shelley Stokes, CEOE; Recording Secretary: Pam Steele, CEOE and Eileen Walker; Corresponding Secretary: Casey Gallegos and Suzette Ryder; Treasurer: Vicki Strother and Lois Underwood and Board Members: Susann Bronson, Anita Bean and Brenda Thiltgen. Ballots will be mailed by May 1 and must be postmarked by May 15. Unfortunately, Fran Bunch, Historian, was unable to attend, but Becky Moses picked up the slack and kept us duly informed. NAEOP dues are increasing by \$5 and the NES Connector will only be sending out 1 printed copy – the Winter edition. Dr. Chris Belcher, Superintendent of Columbia School District is Missouri's nominee for the National Education Administrator of the Year. Debbie Geib is the nominee for the Olive T. Ritchie Office Professional of the Year. The 72<sup>nd</sup> annual fall convention, Building Success Together, will be held October 6-8, 2011 at the Ramada Oasis Hotel & Convention Center in Springfield, Missouri

As there was no further business, President O'Riley adjourned the meeting.

Waynesville Snack in a Pack program was the service project for this workshop.

Submitted by:

Pam Steele  
MAEOP Reporter 2010-11

# NAEOP Conference 2011

Make plans now to attend the NAEOP 2011 in Charleston, SC. They have arranged for some awesome speakers as keynotes, as well as, for the Institute and Briefings. Take this opportunity to explore a beautiful historic city deep in the heart of the south and experience the local charm and customs, dine on southern favorites and some of the best seafood in the world, all while you learn and laugh with NAEOP.

For a detailed schedule and more information, visit the NAEOP website at [www.naeop.org](http://www.naeop.org).

## Some pictures from NAEOP 2010 Convention in Kansas City



Becky O'Riley, Debbie Geib, Sue Kerrigan, Becky Moses



Debbie Geib, Pam Steele, Jo Crump, Kim Brannon, Becky Moses



Maggie Elders, Margaret Jacob and son



Annette Miller and Iris Maxwell



Jorene Brooks

**MAEOP**

**Brag Corner**

Anita Bean is a grandma again. Jaxson Charles Kindle was born on April 20. After some health issues, mom and baby are home and things are looking good.



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juliannblaue@yahoo.com

**A big THANK YOU to Tina Shelden for a wonderful MAEOP Spring Workshop!**



Have something to BRAG about? Send your info to [juliannblaue@yahoo.com](mailto:juliannblaue@yahoo.com)

**GET WELL!**

**Retiring????**

Is anyone at your school district or office retiring? If so, please let us know so we can recognize them in our next newsletter issue.

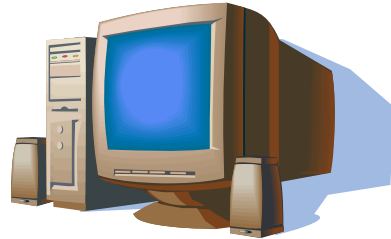
Fran Bunch is recovering from a stroke. Best wishes in a speedy recovery.

Please keep Tina Shelden's parents in your thoughts and prayers as they continue with some health issues.

**Have something to BRAG about or tell everyone about? Send your information to [juliannblaue@yahoo.com](mailto:juliannblaue@yahoo.com)**

## Tips and Tricks for Technology

While looking for a template the other day to do something, I found a great website that I have used from time to time, but had forgotten about it – The Crabby Office Lady. Well, on the Microsoft Office blog they have educational templates that are great to use. Here is the link to the templates - <http://office.microsoft.com/en-us/templates/education-templates-collection-FX101842224.aspx>. If you are trying to look for that end of the year award template or something on that order you might be able to find it here.



The website has other great tips and tricks and I love to read the latest on the Crabby Office Lady blog. Crabby doles out humorous no-nonsense advice about work, life and Microsoft Office. She is a real person with good and bad days, just like we have. Stop by the website - [http://blogs.office.com/b/crabby\\_office\\_lady/](http://blogs.office.com/b/crabby_office_lady/) - and see her latest or search her archives for tips you may be looking for to help with your Microsoft programs.

If you have a tip or trick that you use in your daily work that you think might help others to streamline their time, please email us and we will have those in the next issue of our newsletter. Saving time and doing tasks more efficiently helps make our jobs easier.



## 71st Annual Fall Conference

October 28-30, 2010  
Blue Springs, Missouri

The 71<sup>st</sup> Annual Fall Conference of the Missouri Association of Education Office Professionals (MAEOP) was held at the Courtyard by Marriott at Adams Pointe Conference Center in Blue Springs, Missouri.

The fall conference was hosted by District 1; the Co-Chairs were Iris Maxwell and Annette Miller.

The executive board met Thursday evening.

Friday morning's sessions included a First Timer's Welcome. Shellie Guin, attorney with Guin, Martin, Mundorf, gave a very informative presentation on "Educational Law and How it Affects You". Ms. Guin discussed topics on emails, FERPA, Custodial v. Non-Custodial parent issues, residency, custody issues and civility.

Judy Brunner, with Edu-Safe, started the afternoon session with school safety and security as well as bullying issues. Debi Othic, CEOE, from Marceline R-V School District, helped us out with streamlining office procedures and practices. Debi shared the office procedure manual she has put together for her school district.

Friday night's banquet, hosted by the Cass County Association of Educational Office Professionals, was titled Fall Back 2 Basics. Susann Bronson gave the Inspiration for the evening. After the dinner, Becky O'Riley, 2010-11 MAEOP President, was installed along with her Executive Board.

President Geib called the business meeting to order on Saturday, October 30, 2010. There was not a quorum of members present for the Business Meeting. Reports were given by the executive board and appointed committee chairs. MAEOP has 130 members; NAEOP has 74 members from Missouri. At the 2010 NAEOP conference in Kansas City, four members were honored for earning the PSP; three members were honored for receiving their CEOE designation.

Iris Maxwell, Independence AEOP, was honored as the Olive T. Ritchie Office Professional of the Year nominee. Dr. Brian Mitchell, Superintendent for Jefferson City School District, was honored as the Missouri Administrator of the Year. Deb Geib is Missouri's nominee for the Olive T. Ritchie award; Dr. Chris Belcher, Columbia School District Superintendent is the Missouri's Administrator of the Year.

The 2011 Spring workshop, Under Construction, will be held April 7-9 at the Lodge of 4 Seasons.

As there was no further business, President Geib adjourned the meeting.

Submitted by:

Pam Steele  
MAEOP Reporter 2009-10

## PSRS/PEERS Legislative Report

The 96<sup>th</sup> General Assembly, 1<sup>st</sup> Regular Session of the Missouri Legislature officially ends Friday, May 13<sup>th</sup> at 6:00 p.m. The Public School and Education Employee Retirement Systems of Missouri (PSRS/PEERS) are currently monitoring nearly 70 retirement bills and over 130 total bills. As of May 2, with only two weeks remaining in this legislative session, there has been no legislation passed by the Missouri General Assembly that has impacted PSRS/PEERS. The Systems continue to work closely with elected officials, education associations and other state retirement systems to ensure the best interests of the members of PSRS/PEERS are served.

Those bills of particular importance to the Systems are:

HCS HB 50 (Taylor) - Eliminates the tax on a one-time early distribution from certain annuities or retirement plans when the distribution does not exceed 20% of the total balance of the account.

HB 241 (Fallert) - A person employed for 17 hours or less by a public school is not allowed to combine service with employment in a second school district in order to establish eligibility for retirement. PSRS/PEERS has over 2600 members who would be negatively impacted should this bill become law.

HB 409 (Koenig) - Establishes a defined contribution plan in the Missouri Public School Retirement System for any new employee who first becomes a member on or after July 1, 2013. PSRS/PEERS testified against this bill.

HCS HB 979 & 885 (Brattin, Koenig) - Authorizes Missouri to enter into the multistate Streamlined Sales and Use Tax Agreement, eliminates all state tax credits, phases in a flat income tax rate, and increases the state sales and use tax by 0.25%. HCS include a provision which terminates state tax exemptions associated with pension/retirement income for tax years after 12/31/11.

HCR 10 (Nolte) - Urges Congress to immediately repeal the Government Pension Offset and Windfall Elimination Provision of the Social Security Act.

SB 170 (Crowell) - Requires public pension plans to provide quarterly reporting to the JCPER. PSRS/PEERS already comply with this provision.

SB 413 (Crowell) - Modifies the state auditor authority to examine audits of the Public School Retirement System to allow the auditor to audit the system. PSRS/PEERS testified in favor of this bill last year; we already comply with this provision.

The Missouri House of Representatives and Senate adopted resolutions recently to honor PSRS/PEERS for winning two prestigious national awards recognizing the Systems as a leader in the pension industry. The awards received were the 2011 Large Public Plan of the Year

Award by *Institutional Investor's Money Management Letter* and the Plan Sponsor of the Year Award by **PLANSPONSOR** magazine.

For an up-to-date report or to sign up for legislative bill tracking updates on Missouri's 96<sup>th</sup> General Session, 1<sup>st</sup> Regular Session, go to <http://www.psr-peers.org/Legislation.htm>. A detailed report will be available on our website after the end of the legislative session.

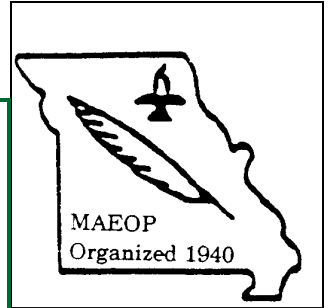


Maria Cauwenbergh Walden, MBA  
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of Missouri  
3210 W. Truman Blvd. Jefferson City, MO 65109  
mwalden@psrsmo.org  
(573) 638-1084 or (800) 392-6848

MAEOP

# IMPORTANT DATES

May 30, 2011	Memorial Day
June 19, 2011	Father's Day
July 16– 23, 2011	NAEOP 2011 Annual Conference & Institute, Charleston, South Carolina
August 31, 2011	MES deadline for articles
October 6-8, 2011	Fall Conference, Ramada Oasis, Springfield



# DUE DATES

Articles due: August 31, 2011  
 December 30, 2011  
 April 30, 2012  
 Send articles for the Missouri Educational Secretary  
 to Juliann Blaue at [juliannblaue@yahoo.com](mailto:juliannblaue@yahoo.com)



Need information about PSP Certification? Find out what you need to know. Contact Christy Serrage at:  
[CSerrage@columbia.k12.mo.us](mailto:CSerrage@columbia.k12.mo.us)

**When asked her opinion on punctuality, an applicant for an office job assured me she thought it was extremely important. "I use periods, commas, and question marks all the time," she said.**  
 -- Mel Roberts

## Our Mission

The purpose of MAEOP is to help each member become more proficient and effective in her/his position; to promote interest in the profession by encouraging participation in the professional activities of educational office personnel at all levels; and to give greater and more effective service to schools and communities.