

TACOMA ASSOCIATION  
OF EDUCATIONAL  
OFFICE PROFESSIONALS

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# TAEOP Connection

Affiliated with the Washington Association of  
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Affiliated with the National Association of Educational  
Office Professionals

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## Presidents' Message

Happy New Year 2009! We hope that all of you had a wonderful and relaxing winter break...at least as much as possible with all of the snow.

Hopefully many of you were able to watch the inauguration of President Obama on January 20th and witness history in the making. It was truly a moving and awesome experience.

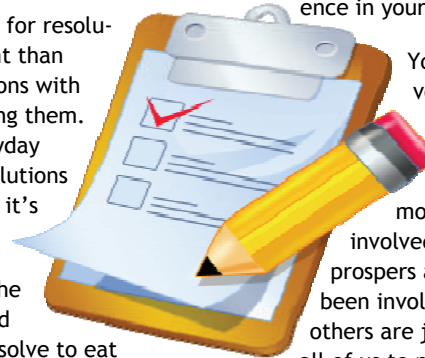
The new year is always the time for resolutions and this year is no different than most. Many of us make resolutions with the greatest intentions of keeping them. Sometime keeping up with everyday life causes us to drop these resolutions thinking that we are too busy or it's not worth keeping.

Maybe we just need to change the scope of our resolutions. Instead of going on a restrictive diet, resolve to eat healthier. Get together with friends or form a group at your worksite for support and encouragement. Think of how this will lower your blood pressure and cholesterol.

If your resolution is to get started doing more exercise, don't go out and try to run a marathon. Take a 15 minute walk and increase it gradually until you are walking further and further every day.

If your resolution is to "improve yourself" be it through education, community activities, etc.

look at what you love doing the most. Don't go out and enroll in a full load of college classes, start off small and take a class or two that interests you. If you want to be a part of your community, look at volunteering at organizations like animal rescue, blood donation, or assist at a food bank. Many of these organizations rely on volunteers and your volunteerism can make a difference in your community.



You can resolve to get involved in your association; be it serving on a committee, running for office or just attending a meeting. The more members we can get involved, the more the association prospers and grows. Many of us have been involved for many years and others are just getting started. It takes all of us to make and keep an association active and growing through the years. We have events coming up that you can get involved in. You can start with one small step.

Contact one of your board members if you have any ideas or suggestions for a future meeting. Our resolution is to make TAEOP the best it can be for everyone!

Machel L. Salado, CEOE & Monica Wolfrom  
TAEOP Co-Presidents

## Member Recognition

TAEOP wishes to congratulate Gini Drummond, Career and Technical Education/CAB, for her recent achievement of receiving her Advanced III and CEOE as part of the NAEOP Professional Standards Program (see page 4 for more information on this program).

Due to Gini's long history with Tacoma, she had lots of information to send pertaining to her

work history, workshops, inservice and college classes she took and her participation in years of association activities at the local, state and national level.

### Congratulations!

Due to Gini's hard work and determination in getting this information together, she was able to make this achievement possible. Please contact her and extend your best wishes to her as well for this outstanding accomplishment.



## NAEOP Foundation Member Scholarships

The NAEOP Educational Foundation offers a scholarship to NAEOP members and one to a member dependent. The Marion T. Wood Member Scholarship was established to assist members of the National Association of Educational Office Professionals who are pursuing a Professional Standards Program (PSP) Certificate, the Certified Educational Office Employee (CEOE) designation, or, having attained the CEOE distinction, a member who is pursuing a college degree. This scholarship is named in honor of Dr. Marion T. Wood, educational consultant to the NAEOP Board of Directors. Applicant must be a current member of NAEOP and must have been a member for three years immediately preceding the date of the scholarship application deadline and also must either hold or have made application for a Professional Standards Program certificate.

The other scholarship is the Mona Smith Member Dependent Scholarship. This is an undergraduate program scholarship available for dependents of active, life, or retired members, who are a current member and must have held membership for three years immediately preceding the date of scholarship application deadline. A dependent is defined as anyone qualified to be claimed under Internal Revenue Service tax guidelines. The student must enroll in an accredited college or university (minimum of twelve semester hours).

If you meet the qualifications for either of these scholarships and would like an application or more information, please contact President Machel at McIlvaigh Middle School at 571-2758.

## WAEOP Scholarships

WAEOP offers many student and member scholarships to its affiliates and members.

The sad part of this is that many of these scholarships go unclaimed due to no applicants.

If you are a WAEOP member and currently attending school or have a dependent in college, we encourage you to apply for these scholarships.

The scholarships that are available are:

Affiliate Sponsored Student Scholarship (\$750—one scholarship awarded)

WAEOP Dependent Student Scholarship  
Member Sponsored  
(\$1,000—one scholarship awarded)

WAEOP Member & Irene Usitalo Scholarship  
(WAEOP Scholarships (2) \$500.00 each  
Irene Usitalo Scholarship (1) \$300.00)

Betty Meek Memorial Member Scholarship  
(\$500—one scholarship awarded)

The scholarship forms are available on the WAEOP website at: [www.waeop.org](http://www.waeop.org).

Your application packet must be postmarked by February 1 so you still have time to apply.



## NAEOP Election Results

NAEOP wishes to congratulate the NAEOP members who are the 2009-10 newly elected officers:

Kathy Lech, CEOE (WA)  
President-Elect

Allie Faye Matthews, CEOE, (AZ)  
Vice-President

Cathy Eberle (NY)  
Secretary/Treasurer

Betty Ruth Wilson (TX)  
South Central Area Director

Rebecca Shipley, CEOE (CA)  
Southwest Area Director

Melissa Carpenter, CEOE (MS)  
Southeast Area Director

Wanda Lowe, CEOE (VA)  
Mid Atlantic Area Director

We send best wishes to these members for a wonderful year and for their willingness to serve NAEOP and its four point program of service, recognition, information and fellowship.



## Save the Date!

Mark your calendars for these upcoming holidays, events, deadlines, meetings and activities:

February 1: WAEOP Scholarship & Awards Submission Deadline

February 2: Groundhog Day!

February 13-16: President's Break!

March 6-8: WAEOP Spring Conference—"Shine Your Star" - Best Western Hotel—Tacoma Dome

March 8: SPRING AHEAD! Set clocks ahead one hour

March 15: NAEOP Scholarship & Awards Submission Deadline

March 19: TAEOP General Membership Meeting @ Gray Middle School—4:30-6:30 pm

March 26-28: NAEOP Spring Institute—Niagara Falls, NY—"Explore the Facets of NAEOP—Habits of Happy, Healthy and Productive People.

March 30-April 3: Spring Break!

April 20-24: Administrative Professionals Week

May 15: PSP Deadline

May 18-22: National Educational Bosses Week

July 20-24: NAEOP Annual Conference—Bloomington, MN—"Diamond Opportunities" - NAEOP's 75th Anniversary

Look for more information on upcoming events in the next issue!



*Don't miss out on any of these great events*

## WAEOP Spring Conference

The WAEOP Spring Conference will be held on March 6-8, 2009 at the Best Western Tacoma Dome Hotel. The theme of the conference is "Shine Your Star" and is chaired by Dana Ballou of Steilacoom School District.

The conference brochure is currently being finalized and should be mailed out to members soon. You can also check the WAEOP website for the brochure as well.

Friday evening will be a "Jobs Alike" session facilitated by TAEOP's own Machel Salado. If you have any ideas or suggestions to make this a fun evening, e-mail them to her or contact her at 571-2758.

Other Spring Conference activities include informative workshops, the Awards Luncheon on Saturday which honors the Scholarship winners, Excellence in Communication winners, the Affiliate of the Year Award winner and the Paula Thomas Distinguished Service Award winner.

The Installation Banquet Saturday evening is the highlight of the conference honoring the WAEOP Educational Office Professional of the Year, the Administrator of the Year and the installation of the 2009-10 WAEOP Board of Directors.

Mark your calendars and make plans to attend this fantastic conference!

*This would be a great way to earn points towards your PSP certificate!*

## NAEOP 75th Anniversary Calendar

In recognition of the 75th anniversary celebration of the National Association of Educational Office Professionals (NAEOP), the association will be publishing an 8 ½" by 11" thirteen month calendar with historical information, as well as birthdates and anniversaries of NAEOP members and their family members and friends. This will be a calendar to be cherished by all NAEOP members.

This will be an excellent opportunity for businesses, associations, affiliates, schools, universities and individuals to show their support of the only professional association for educational office professionals by purchasing space for an advertisement in the calendar.

Information about NAEOP and the NAEOP Foundation, Inc. can be found at the NAEOP web site:

www.naeop.org. The calendar will be sold for the first time at the 75th Anniversary NAEOP Annual Conference and Institute in Bloomington (Minneapolis), Minnesota during the week of July 20-24, 2009.

Full page ad—\$200

Half page ad—\$150

Fourth page ad—\$100

Business card size (eighth page) ad—\$50

One line 3" long ad— \$25

The cost to include a birthday and/or anniversary in the calendar is \$1.00 per date and the submission deadline is March 1st. Check the NAEOP website for the forms to include your important dates!



**NAEOP 75TH ANNIVERSARY CALENDAR**

# WAEOP Awards Program

WAEOP has many awards that honor and recognize the outstanding contributions and talents of our members and administrators.

The awards that are available through WAEOP are:

Affiliate of the Year

Educational Office Professional of the Year

Educational Administrator of the Year

Excellence in Communication  
(District, Internal, District Internal, Building & Affiliate)

All WAEOP members are eligible to nominate and may nominate as an affiliate or individual member. It is not required that they work for the same school district, college, educational service district, etc. The publication award categories are “self-nominating entries. The deadline for submission is February 1.



Last year Tacoma was honored to win three of these award categories: Educational Office Professional of the Year, Educational Administrator of the Year and Excellence in Communication: Building Newsletter. The winners of the Educational Office Professional of the Year and Educational Administrator of the year are submitted to

NAEOP to compete at the national level.

If you work on a building newsletter, district or internal newsletter publication, send it in for one of the communication awards. If you have an administrator who is fantastic and should be honored take the time and submit the application.

There are many people in Tacoma that deserve recognition because of what they do for the students, staff, parents and community of Tacoma School District.

It would be great to have another award winner from Tacoma!

# PROFESSIONAL STANDARDS PROGRAM

The Professional Standards Program is a voluntary certification program developed by the National Association of Educational Office Professionals to recognize a member’s education, experience, and professional activity. Any NAEOP member may apply, but a high school diploma or equivalent is required. A member who holds the Advanced III, Option I, or Associate Degree or higher under Option II is qualified to apply for the distinction of Certified Educational Office Employee (CEOE).

There are two levels: Option 1—which is geared towards a member who has taken many courses or; Option 2—which is for those who have completed college classes or degrees.

The NAEOP website has the booklet (which you can download) a question and answer sheet and the forms which are in both PDF and WORD.

Some districts, like Tacoma, offer a stipend, but most districts do not. Members complete the program for their benefit; to

say to themselves: “Hey—I did this!” Tacoma offers an hourly stipend based on the certificate level you achieve; from 7 cents/hour for the Basic certificate to 24 cents/hour for your CEOE distinction.



Many TAEOP members have completed the program and earned their CEOE distinction. It is a way to add to your hourly rate and earnings go towards your retirement.

It is time consuming to gather all of the information needed to begin the program and fill out all of the paperwork, but is awe inspiring as well to see what you have accomplished over the course of your career.

If you are interested in starting the program and would like more information, please contact President Machel at Mcllvaigh—571-2758. Give yourselves a raise and the recognition you deserve!