

TACOMA ASSOCIATION  
OF EDUCATIONAL  
OFFICE PROFESSIONALS

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# TAEOP Connection

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

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## Presidents' Message

Another year is coming to a close and the holidays are fast approaching and with them comes the stress of shopping, holiday parties, decorating, baking and all the other things associated with them.

We get so busy this time of year that we forget to stop and take time for ourselves. At our November general meeting, our presenter encouraged us to do something just for us. Listen to a CD that we enjoy, get a massage, read a book that we have been putting off or something that we truly enjoy and just for ourselves.

The more we take care of ourselves both mentally and physically, the more we can do for our families, friends and outside activities. We do so much for others, we forget to take care of ourselves.

On a humorous note, we thought you might like to see "The Top Ten Reasons to Become a School Secretary":

1. Run the school without the headache of a high salary,
2. Can't trust the staff near the filing cabinet,
3. No one else can figure out the copier let alone repair the copier,
4. The only person on the staff who can spell,
5. You live for paper cuts,
6. Plenty of time for personal phone calls,

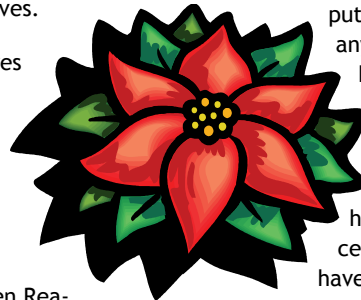
7. Expert at signing the principal's name,
8. Capable of juggling a zillion things at one time,
9. Never need white out because secretaries are letter perfect,
10. Free lunch on Secretary's Day!

As we have stated before, we want to plan meetings with topics and issues that are of interest to you. Please contact us with any ideas and suggestions you may have for a future general meeting. We are looking to have one in February, so put on your thinking caps and let any one of your board of directors know what kind of topic you would like to see presented.

Your TAEOP Executive Board is here to assist you with any concern, question or issue you may have. We are here to help you in any way you need, so please contact any of your Executive Board if you have something that needs to be addressed.

We wish all of you a safe, joyous and happy holiday season with many blessings in the new year!

Monica Wolfrom & Machel Salado  
TAEOP Co-Presidents



## November General Meeting

On November 20 TAEOP held it's first general membership meeting of the year at Giandrone Middle School. We appreciate everyone who came out as it was quite a windy, rainy and cold November evening.

Our featured presenter was Will Saultes, Wellness Coordinator for Tacoma Public Schools. He shared tips and suggestions for minimizing stress, especially during the upcoming holiday season. He gave each attendee a stress ball and brochure

for flexibility workouts for the office worker that we can do at our desks.

Everyone who attended enjoyed a light dinner, a short business meeting and great door prizes.

Presidents Monica and Machel shared past and future conference for both WAEOP and NAEOP, WAEOP and NAEOP

Scholarship information and encouraged everyone to use their PEP inservice monies for classes, workshops, conferences and college classes.





*This benefits you!*

## What is WEA-PAC?

Over and over we have heard: what is WEA-PAC? WEA-PAC is the political action committee of the Washington Education Association.

The dues that we pay to WEA cannot be used for political activities such as lobbying the legislature for more compensation and tv/media ads for initiatives such as Super Majority 4204, Take the Lead or political races for president, governor, congress or other national, state and local offices.

In order to fund these activities, WEA members must join WEA-PAC separately and you can do it one of three ways:

1. Cash/check every year
2. Monthly deduction from your checking account. It is only a one-time set-up where you send in a cancelled check

with your form and you don't have to do another form ever again.

3. Monthly deduction from your paycheck. Again, it is only a one-time set-up and you never have to do a form again.

The cost for OP/PT's is \$27.00/year or \$2.25 per month. All of us benefit from this in one form or another through increased compensation, health benefit options, etc., so we encourage all TAEOP members to join.

Jackie Canley, Guidance Secretary at Hunt Middle School, has been selected as the WEA-PAC Chairman for Tacoma.

Please contact her at Hunt for a WEA-PAC form or if you need more information. Our numbers are growing in Tacoma, but we need you to join!

## NAEOP Student Scholarships

NAEOP (National Association of Educational Office Professionals) has two student scholarships available: a Special Needs Student Scholarship and the Marion T. Wood Student Scholarship. The Special Needs Scholarship is valued at \$500 and the Marion T. Wood Scholarship is valued at \$1,000 and the submission deadline for both is March 15, 2009.

The Special Needs Student Scholarship is designed to assist a special needs high school student with an identified disability who will be pursuing a post-secondary program.

The Marion T. Wood Student Scholarship is designed to assist **business education** stu-

dents who wish to continue their education and pursue office-related careers, preferably in the education field.

Both scholarships are affiliate sponsored which means that the applicant must be sponsored by an affiliate of NAEOP which qualifies as a contributing member of both student scholarships. An affiliated association may sponsor only one candidate per scholarship and is responsible for distributing packets and collecting the completed application.

If you know of a deserving student who will be pursuing a post-secondary education, please contact President Machel for more information.



## Health & Wellness

The district is challenging all staff members to take part in the one or all of the four health seasons and also in the Sound Partnerships weight loss challenge to keep every one well and healthy throughout the year.

The first season is "Live and Learn" which focuses on healthier living and ends on December 1.

The second season is "Winners Losing Together. Get together with a friend and lose weight the healthy way!

The third season is "Move to Lose" and encourages you to "move" and earn points and prizes doing it!

The fourth season is "Explore the Scene" by getting outdoors with friends and family.

The Sound Partnership challenges everyone to lose 5,000 pounds jointly and healthily.

Check out the Benefits page of the district's website and sign-up to take part in getting healthy. Yes We Can!



## NAEOP Elections

Those TAEOP members who are also NAEOP members should have received a postcard in the mail informing them that the NAEOP Elections and Proposed Bylaw Amendment was now open online. On the postcard was the instructions on accessing the voting site and your password to get into the site.

This is the 4th year for NAEOP online voting and each year the process becomes easier for members to use. This year a toll-free number was established at NAEOP for members to contact the NAEOP office to request a paper ballot or for any questions members may have about the voting process.

When you have finished your online voting, you can print out a copy with a confirmation code for your records. It is great to take advantage of this new technology!

The NAEOP members currently running for office are:

- President-Elect: Kathy Lech/WA
- Vice-President: Sibyl Hoover/DE
- Vice-President: Allie Faye Matthews/AZ
- Vice-President: Sherry Wilson/UT
- Secretary/Treasurer: Cathy Eberle/NY
- South Central Area Director: Betty Ruth Wilson/TX
- Southwest Area Director: Becky Shipley/CA
- Southeast Area Director: Melissa Carpenter/MS
- Mid-Atlantic Area Director: Rebecca Crabtree/SC
- Mid-Atlantic Area Director: Wanda Lowe/VA

If you are a member of NAEOP, please vote by December 1st and make your voice heard!



## PEP Advisory Committee

Cathy Martin, who oversees Classified Professional Development, contacted TAEOP regarding an unexpected vacancy on the PEP Advisory Committee representing Middle Schools. We already have several TAEOP members who sit on the committee and we are eligible to have one more.

The PEP Advisory Committee meets every other month with the next meeting coming up on Wednesday, December 10th starting at 4:00 pm in Room 325 at CAB.

The PEP Committee meets and plans the PEP classes for the coming year and the OP/PT Inservice Day in August. This is a huge project and takes many hours

to plan this event. There are the workshops and presenters, location, room assignments, door prizes, luncheon, keynote speakers, date, etc.

The committee does an excellent job in planning this event and coordinating the PEP classes and presenters throughout the year and everyone's help is needed.

If you work at the middle school level and are interested in serving on this committee, please contact either Cathy Martin in Classified Professional Development or Presidents Monica or Machel before December 10th.

*This would be a great way to serve on a committee and earn points towards your PSP certificate!*

## Save the Date!

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

- December 18: TEA Association Representatives Meeting at Bates South Campus—4:30 pm
- January 15: PSP Deadline
- January 29: WAEOP Professional Development Day—Longview, WA
- February 1: WAEOP Scholarship & Awards Submission Deadline
- 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
- March 26-28: NAEOP Spring Institute—Niagara Falls, NY
- April 20-24: Administrative Professionals Week
- May 15: PSP Deadline
- May 18-22: National Educational Bosses Week
- July 20-24, 2009: NAEOP Annual Conference—Bloomington, MN—"Diamond Opportunities" - NAEOP's 75th Anniversary

Look for more information in the next issue!



*Mark your calendars!*

# WEA Pre-Retired Seminar

Washington Education Association in conjunction with Tacoma Education Association and TEA-Retired are offering a pre-retirement seminar covering a variety of topics. The information is as follows:

Dates: February 20th: 5:00–8:00 pm/Dinner  
February 21st: 8:45 am-3:15 pm/Muffins and Lunch  
Location: TEA Office  
Cost: \$35.00; Pre-Retired member \$25.00 & Spouse \$25.00; Ten Clock Hours–\$5.00  
Size: Limited to 30 participants  
Contact: Karen Goodro at: 253-759-3852  
Marian Griffin at: 253-759-3032

- ◆ Estate Planning
- ◆ Timeline for Retirement
- ◆ PEBB Health Care
- ◆ Social Security
- ◆ Medicare
- ◆ Long Term Health Care
- ◆ Department of Retirement Systems (TRS & PERS–ALL PLANS).
- ◆ Transitions
- ◆ Expectations

Please fill out the registration form below and return it to the TEA office with payment by February 12, 2008.

Seminar Topics are:

- ◆ Financial Planning

NAME:

WORK LOCATION:

PHONE:

STATE RETIREMENT PLAN:

## 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 earns 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–2758. Give yourselves a raise and the recognition you deserve!