

Teresa Price, Editor
 DAEOP President Elect
 109 E. Camden-Wyoming Ave.
 Camden, DE 19934



DELAWARE ASSOCIATION OF EDUCATIONAL PROFESSIONALS
 FACETS... FROM THE FIRST STATE
 VOL. 17 NO. 1 FALL 2010

Dates of Interest!

- Deadline for Student Scholarships- April 15th
- NAEOP Annual Conference- July 18-22, 2011 Charleston, SC
- 2011 Mid- Atlantic Conference- October 20 & 21, 2011 Ocean City, MD

Make sure to visit our new and improved website:
www.delawareaeop.org
 Remember to hit the refresh button!

Mission Statement

The mission of the Delaware Association of Educational Office Professionals (DAEOP) is to provide professional growth opportunities and leadership in education by improving the quality of service to the student, school, and community.

Written by the Executive Board March, 1996

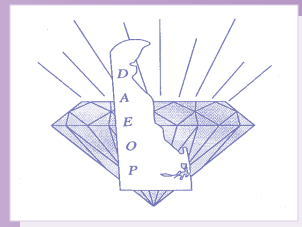
A Message From The President.....

The holidays are over and we are gearing towards the end of the year. There are changes and new happenings this spring and summer. I am please to announce that there are many east coast opportunities for networking and professional development available to you. I am excited to share some of these upcoming events with you and I hope to see you there!

The **DASA Secretary Appreciation Luncheon** has been rescheduled for the summer due to Administrative Office Professionals Day falling on spring break. I will keep you posted of the new date. The **DAEOP Spring Dinner/Business Meeting** is hosted this year by the Caesar Rodney Office Professionals. It will be held at the Harrington Fire Hall on May, 10, 2011. Your invitation is included in this newsletter edition. We will be honoring our 2010-2011 retirees and DAEOP's student scholarship winners. The **NAEOP Annual Conference and Institute** will be in Charleston, South Carolina from July 18-22, 2011. You can find detailed information including the registration form on the NAEOP website www.naeop.org or in the winter edition of the NES Connector. Our **DAEOP Annual Professional Development Day** is August 3, 2011 and will be hosted by the Appoquinimink Office Professionals. Coming up this fall, we are headed to Ocean City, Maryland for the **NAEOP Mid-Atlantic Conference**. More information is included in this newsletter edition.

Congratulations to our 2010-2011 Administrator of the Year, Dr. Kevin Carson and to our very own DAEOP Office Professional of the Year, Mrs. Linda Heller! Both individuals will have their applications submitted for the national award from NAEOP. We are very happy to submit such deserving recipients. Good luck to both of you.

I look forward to seeing each of our DAEOP members and their guests at the spring meeting on May 10th!
 ~ Jane Simonsen, DAEOP President



D.A.E.O.P. Executive Board of 2010-2011

President	Jane Simonsen	Smyrna School District	W 659-6297	e-mail	simonsenjane@smyrna.k12.de.us
President Elect	Teresa Price	Caesar Rodney School District	W 698-8400	e-mail	teresa.price@cr.k12.de.us
Vice President	Debra Paxton	Christina School District	W 552-2625	e-mail	paxtond@christina.k12.de.us
Corr. Secretary	Teresa Craft	Seaford School District	W 629-4587	e-mail	tcraft@seaford.k12.de.us
Rec. Secretary	Jan James	Woodbridge School District	W 349-4539	e-mail	jan.james@wsd.k12.de.us
Treasurer	Linda Heller	Appo. School District	W 376-4123	e-mail	linda.heller@appo.k12.de.us
Past President	Patti Bensinger	Appo. School District	W 378-5045	e-mail	patti.bensinger@appo.k12.de.us

County Representatives At-Large

NCC	Debra Paxton	Christina School Dist.	W 552-2625	e-mail	paxtond@christina.k12.de.us
Kent	Terry Dotson	Caesar Rodney School Dist.	W 698-4812	e-mail	teresa.dotson@cr.k12.de.us
Sussex	Jan James	Woodbridge School Dist.	W 349-4539	e-mail	jan.james@wsd.k12.de.us

Awards Committee– Teresa Price

Congratulations to our DAEOP 2010-2011 award and scholarship winners!

Administrator of the Year- Kevin E. Carson, Ed.D of Woodbridge School District

Office Professional of the Year– Linda Heller, Appoquinimink School District

DAEOP Member Scholarship– Debra Paxton, Christina School District

The winners were announced and honored during the DAEOP fall dinner. Dr. Carson and Mrs. Heller's applications have been submitted for the national award from NAEOP. We are very proud of both of them.

We will award our student scholarships in May. Please join us for the annual spring dinner as we honor the deserving scholarship winners! Applications are available on our website and in each high school guidance office. **The deadline is April 15th.**

I wish to thank the Awards Committee for their collaboration. If you would like to serve on the 2011-2012 Awards Committee, please contact me by email at teresa.price@cr.k12.de.us. Become an active member of DAEOP by joining this committee!



Mrs. Linda Heller



Dr. Kevin Carson

Legislative Committee – Karen Crouse



Step Increases

The Governor's Budget Proposal gives step increases to Teachers and Paraprofessionals only for Fiscal Year 2012. I know the Governor has explained that he wanted to increase salaries of those folks working directly with the students. But how is this fair to the other educational employees? I know that Kevin Carson spokes person for the Chiefs, spoke on behalf of the other school employees at the Joint Finance Committee meeting as well as Diane Donohue President of DSEA on how unfair this proposal is in that all educational employees deserve step increases. Jane Simonsen and I had spoken about writing a letter from DAEOP to the Joint Finance Committee and legislators stating our position on this as well. I would encourage all members to speak to the legislator in your area and reiterate how unfair this proposal is with no salary increases on the table this is at least a small increase for many folks working in the education field.

Pension and Health Benefits

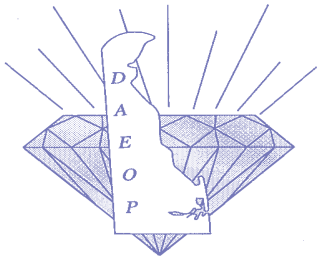
There has been a proposal offered to the Governor and Joint Finance that does differentiate Pension benefits for new hires versus current employees. Current employees will keep all of their current pension benefits however they are still researching how overtime pay affects the pension calculation. In regards to health care there will be a slight increase in premiums however they have offset that with a possible 2% raise in FY13. Again, many of the changes are for new hires like double state share. Remember all of this still must be voted on by the legislature however it is a plan that had many players working together for a resolution to increase benefit cost.

Race To The Top

District documents are due to DOE on April 11th. Districts seem to be all over the place as far as talking with the folks actually doing the job and getting feedback from them to put into the plans. Some districts are talking to all stakeholders while others are only doing this task with administration. I know that secretaries feel they will not be affected by Race To The Top decisions but you could be if hours change for students and or teachers. You could have other duties given to you around data collection depending on your principal so I do advise that you talk with your district to see their plan and make sure you know how Race to the Top will affect you as a secretary.

Please contact me with any other items you want me to follow in the legislature.

Karen Crouse, kpcrouse@lf.k12.de.us, 302-398-8846 Home, 302-382-0887 Cell



Membership News

Attention DAEOP Retirees-

Are you planning to retire this year? If you have five years or more of DAEOP membership, we would like to honor you at our spring dinner meeting on May 10th. Please send your name, years of service and any other information you would like to include to our membership chairman, Deb Paxton: paxtond@christina.k12.de.us or telephone her at 302-552-2703.

You may also contact me directly at:

simonsenjane@smyrna.k12.de.us or telephone my office at 302-659-6279.

If you know of someone who may be retiring but may not receive this newsletter, feel free to pass this information along. We would like to celebrate our retirees and include them in all future DAEOP information.

~Jane Simonsen

Reminder-

DAEOP membership runs from September 1st- August 31st of each year.

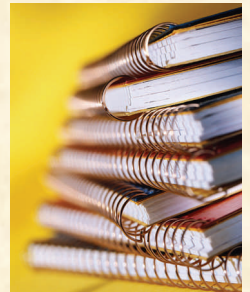
Is your membership current?
The membership renewal form is available in this newsletter issue.

Mid-Atlantic/ Professional Standards Program - Sibyl Hoover, CEOE

Mid-Atlantic News-It is amazing how fast time can go when you are not paying close attention. Before we know it summer will be here. And with summer comes the NAEOP Conference in Charleston, South Carolina July 18 – 22. We will hold our meeting to elect members to NAEOP standing committees, award the Member student scholarships, and our next Professional Days, and discuss other things concerning our area and the direction we are going. **Mid-Atlantic Professional Days-** Mark your calendar for October 20 and 22, 2011 to join the Maryland Association of Office Professionals in Ocean City, Maryland for Professional Days 2011. The Maryland Association has been hard at work making plans for an enjoyable and informative two days. It will be held at the Fontainebleau Clarion Resort. Rooms will be \$68.00 double occupancy plus tax. More information will be sent following the Charleston conference in July.

PSP News- It's never too late or too early to begin working on your PSP certificates. Impossible to miss a deadline since you have three opportunities to submit your registration and application each year. May 15, September 15, and January 15th.

What is PSP you ask? It is a certification program for educational office professionals sponsored by the National Association of Educational Office Professionals. The certification is based on your experience, education, in-service, and professional responsibilities. Want or need more information contact Sibyl Hoover at sibyl.hoover@cr.k12.de.us or call 302-698-4830.



Sunshine Committee - Shirley Lambert

It is with our greatest sympathies that we keep the following members in our thoughts and prayers for the loss of their loved ones.

Patti Bensinger, Appoquinimink School District, for her sister-in-law

Linda Heller, Appoquinimink School District, for her mother-in-law

Shirley Lambert, Cape Henlopen School District, for her father

We also send get well wishes to the following members as they recover from surgery.

Rose Cook, Seaford School District

Sibyl Hoover, Caesar Rodney School District

Karen Maske, Seaford School District

To contact the sunshine committee anytime, email Shirley Lambert at:

shirley.lambert@cape.k12.de.us

DAEOP May Service Project

The Food Bank of Delaware relies on donations from the food industry to help feed hungry people in Delaware. 440 hunger-relief program partners that run hunger-relief and feeding programs throughout the state come to the Food Bank to pick up products that they will use to provide meals to those in need. With their fleet of trucks and warehouses in Newark and Milford (both include industrial size refrigeration and freezer space), they are the only facility in Delaware with the equipment, warehouse and staff to collect donations from all sectors of the food industry and safely and efficiently redistribute them to those who need it most.

Why donate?

Donating to the Food Bank of Delaware helps to feed hungry people in your community and makes good business sense – it's a win-win situation.

Public Relations: The Food Bank of Delaware is always happy to work with their food donors to make sure organizations are recognized for their generosity.

Cost Savings: You can save on storage costs and dumping fees by donating salvage to the Food Bank of Delaware. Donations help reduce your surplus of hard-to-move inventory and inventory that can be eaten, but not sold.

What to donate?

The Food Bank accepts cases to truckloads of dry-stored, perishable or frozen food items and non-food items such as hygiene and household products.

Your donation will be distributed to feeding programs run by our member agencies throughout the State of Delaware. These organizations are monitored to ensure that donated product does not reenter the marketplace. Your donation will be documented and receipted by the Food Bank of Delaware.

Most-needed foods:

Soups
Canned and packaged beans
Packaged pasta, rice and macaroni
Nonfat dry milk
Canned juices
Canned products
Personal hygiene products
Home cleaning supplies



Food Bank of Delaware • 14 Garfield Way • Newark, DE 19713 • P: 302.292.1305 • F: 302.292.1309

Ways and Means Committee - Ginger Barkley & Leah Hamilton



The Longaberger® Basket for the spring dinner drawing is the new *Party Tub Basket* and includes the plastic liner. The basket will hold up to 30 pounds of ice and beverages and has leather handles. Tickets are now available for \$1.00 each or 6 for \$5.00. Ask your district representative!

There will also be members only drawing again during the banquet and the lucky winner will go home with a beautiful hand-made afghan in greens, blues and tan. This was handcrafted and donated to DAEOP by Debbie Paxton from the Christina School District.

Please bring an item to benefit the Food Bank of Delaware. Suggestions are listed above. We will have a special drawing for those who donate an item for this service project.

Please don't forget to bring your Chinese Auction! Your district representative might appreciate an idea or a donation from you for your district's auction item.

National Association of Educational Office Professionals – Diane Callaway, CEOE

The National Association of Educational Office Professionals (NAEOP) is a great association. Since the Spring of 1934 this association, being sparked by Louise Henderson Nelson from Philadelphia, has served the Educational Office Professionals throughout this great country. Delaware is also fortunate that one of our own, M. Frances “Jackie” Evans, worked along side of Ms. Nelson with great pride and distinction to help found our association.

Many traditions over the years are still a vital part of NAEOP. Our Professional Standards Program (PSP), Administrator of the Year, and Educational Office Professional of the Year are just a few on the list.

Our Professional Development programs at the state and regional level are exemplary, not to mention the wonderful Annual National Conference and Institute held in July each year. The NAEOP board of directors has a strong desire to serve each of you! You are an essential piece of NAEOP’s membership puzzle and we need you! We can list numerous perceived values, we must understand what it is our member is seeking to achieve by belonging. In other words, what is important to one may not be important to another. It is imperative that we listen intently and ask the question, “What would you like to achieve by belonging to our association?”

We are getting the word out about the services NAEOP has to offer:

- Professional Standards Program (PSP)—continuing education is essential for EOP’s as they cope with rapidly changing conditions in our profession

- Quarterly magazine— provides resources for today’s educational office professionals

- Networking opportunities –work and career related information

- Listserv—an email discussion group providing opportunities to communicate with one another across the states

- Leadership possibilities—volunteering service on various committees

- Council Groups—categorized by employment classification; offering a venue addressing issues specific to job areas.

Please join us to rejuvenate or refresh yourself by attending various workshops, enjoy inspirational speakers who will encourage and uplift you while attending the conference. It is the goal of the NAEOP Membership Committee to increase membership by 5%. Nothing is impossible! If you are interested in joining or would like more information regarding NAEOP, please contact me at dicallaway1@verizon.net and I will **offer you \$5.00 off your membership**. The membership form is on page nine of this newsletter-NOW is the right time to get involved!

Attention All Middle School/Jr. High Office Professionals!

Did you know that when you join NAEOP you are also a member of the Middle School/Jr. High Council? As the NAEOP Middle School/Jr. High Council Chairman, I invite you to join me for an informational, educational and inspiring council meeting at the NAEOP 2011 Annual Conference on July 22, 2011. We will learn about “Creating Digital Portfolios, Embracing Technology and Moving Ahead.” You will network with others in your same work setting and gain valuable resources. I look forward to sharing this presentation with you in Charleston, South Carolina!
~ Teresa L. Price, NAEOP Middle School/Jr. High Council Chairman



NAEOP 2011 Annual Conference & Institute July 18-22, 2011 – Diane Callaway, CEOE

I hope you are making plans to attend the 2011 NAEOP Annual Conference in Charleston, South Carolina, **July 18-22, 2011**. I know the South Carolina AEOP members are making big plans for our visit! I am looking forward to the great keynote speakers, the Institute classes and briefings not to mention the terrific fellowship with others in the same profession. There are a wide variety of Institute classes and briefings to choose from. You will be able to visit the beautiful historic Charleston deep in the heart of the south.



The Embassy Suites, Airport/Convention Center will be the host hotel. All rooms are two (2) room suites that include microwave, refrigerator, coffee makers, and sleeper sofas. A cooked to order **free breakfast** buffet is offered every morning. The Embassy also includes the **complimentary manager's** reception in the evenings. The hotel provides free transportation to and from the airport, the nearby Tanger Outlets and parking is free! Member and Guest registration will include free shuttle service to the downtown area on specified days and times. You can call 1-800-Embassy or the hotel direct at (840)747-1882. The Group Code is NCI and identify yourself as a NAEOP member.

Join us at our Mid-Atlantic Area meeting to network with others from our area. Sign up for the Council Meetings. This is where you will meet with office professionals who work in similar educational settings, e.g., elementary schools, middle/junior high school, high school/career and technical school, administration, higher education and state department of education.

Please join us as at the Installation Banquet when one of our own, Teresa Price from Caesar Rodney School District, will be installed as the Middle/Junior High School Council Chairman.

There will be a Cruise to the Bahamas that will follow the conference leaving from the Charleston Port. Bring your family and make this a relaxed vacation. The Bahamas' Cruise will be featuring Nassau, Freeport and the Florida Keys. You can check this out by calling Cruises for Less (843-971-3334) and identify yourself as a NAEOP member. All rates include all taxes and port fees as well as a \$25 ship board credit. Arrangements have been made to extend the Embassy hotel rate for Saturday the 29th if your flight doesn't leave until Sunday.

Tours have been arranged of the Charleston area through Adventures in Charleston. You can check their website at www.adventuresincharleston.com. Click on Tours and enter Group Password: NAEOP or call 1-843-577-6060.

I am looking forward to seeing you in historical Charleston, South Carolina—July 18-22, 2011!



Win a 5 Night Bahamas Cruise for two plus \$500.00 cash!

The South Carolina Association of Educational Office Professionals are sponsoring a drawing for a five (5) Night Bahamas Cruise for two (2) plus \$500.00 Cash. You can give the cruise tickets to someone as a gift or keep for yourself PLUS you will also receive \$500.00 cash!

The cruise is from Charleston, SC and to be taken between September 1 – December 20, 2011.

The drawing will be on July 20, 2011 and the winner's name will be posted at www.southcarolinaaeop.org. The winner does not need to be present to win. Tickets will be on sale at the DAEOP Annual Spring Meeting/Banquet for \$10.00 per ticket or 3 tickets for \$25.00. For more information please contact Diane Callaway. Good Luck!



Delaware Association of Educational Office Professionals

SPRING BANQUET

Tuesday, May 10, 2011

Harrington Fire Hall

20 Clark Street – Harrington, DE 19952

Hosted by – Caesar Rodney Office Professionals

5:00 PM Social Hour w/Cash Bar & Appetizers

(Chinese Auction & 50/50 Raffle, Longaberger® Basket)

6:00 PM Dinner **7:00 PM** Business Meeting

Canned Food Drive - Remember to bring a canned or non-perishable food item
and receive an entry for a special raffle!

Menu:

*Baked Ham, Chicken Cordon Bleu, California Medley,
Scalloped Potatoes, Cake & Pie, Coffee & Iced Tea*

Registration Information

\$25 DAEOP Members \$30 Non-Members

Registration fee payable to: DAEOP

Name _____

District _____ Telephone _____

Email Address _____

Method of Payment: Personal Check _____ State Check _____

Registration due by April 20, 2011/ No refunds after May 2, 2011

Return this form w/payment to: Linda Heller, Appoquinimink School District

PO Box 4010
Odessa, DE 19730
SLC N120

DELAWARE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
Membership Application for School Year 2010-2011
(Active Membership is Sept. 1-August 31st of the current year.)

- New Membership \$15 Renewal Membership \$15 Retiree Membership \$5
- Lifetime Membership \$25 (Retirees who have been a member for 5 years or more)
- I would like information on the NAEOP Professional Standards Program

Name _____ District _____

Home Address _____ Home Phone _____

City _____ State ____ Zip _____

Work Address _____ Work Phone _____

City _____ State ____ Zip _____

Email Address _____

Make check payable to DAEOP and mail to:
Debra Paxton, Membership Chairperson
Christina School District
Drew Educational Support Center
600 N. Lombard St.
Wilmington, DE 19801 (SLC: N410)
Email: paxtond@christina.k12.de.us
Phone: 302-552-2703

The Delaware Association of Education Office Professionals provides:
Fellowship, Service, Recognition and Information

The Delaware Association of Educational Office Professionals promotes professional growth by serving as a link to the National Association of Educational Office Professional's Professional Standards Program which is recognized by the Department of Public Education.

SUPPORT YOUR STATE AND NATIONAL ORGANIZATIONS-JOIN TODAY!!

**Membership Form for the
National Association of Educational Office Professionals**

Membership Type (Circle One):

Active - \$45 Retired - \$25 Associate - \$45 Institutional - \$80 Corporate - \$55

Membership Application Continuous Membership (12 full months)

Membership Renewal-Membership Number: _____

Subscription ONLY:

Magazine Annual Subscription - \$25

Magazine Annual Subscription (Retired) - \$10

-All fees must be paid in U.S. Dollars

-Outside of U.S. special postage and handling charges apply. Please add an additional \$15.

-Active membership fees include a one-year subscription to the associate magazine.

-Dues are not deductible as a charitable contribution for income tax purposes.

Job Description: Elementary Middle School/Junior High Secondary/High School

Higher Education State Department Administration Career & Technical Education

Retired Other: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Office phone Ext.: _____

Fax: _____

Email: _____

Recruited by (Name): _____ Diane Callaway, CEOE

Method of Payment: Check MasterCard Visa

Cardholder's Name: _____

Card Number: _____ Expiration Date: _____

Signature: _____

Mail to: NAEOP PO Box 12619 Wichita, KS 67277-2619

Fax to: 316-942-7100

NAEOP Benefits include:

- Networking opportunities—work and career related information for individual members and affiliated associations
- Listserv—email discussion group with opportunities to communicate with colleagues across the country
- Leadership possibilities—volunteering service on various committees
- Professional Standards Program—continue planting seeds of knowledge to help EOP's cope with ever changing work environments
- Publications—*the NES Connector*, a quarterly magazine offering a variety of relevant articles; *Keeping Affiliates Active*, a quarterly e-newsletter designed to keep affiliate leadership current
- Reduced rate for attending annual conference and other member discounts