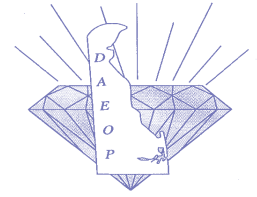


Teresa Price, Editor
 DAEOP President Elect
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DELAWARE ASSOCIATION OF EDUCATIONAL PROFESSIONALS
 FACETS... FROM THE FIRST STATE
 VOL. 17 NO. 1 FALL 2010

Dates of Interest!

- Sept. 14th- and DAEOP Member Scholarship Application
- Sept. 15th- Administrator and Office Professional of the Year Deadlines
- Sept. 15 & Jan. 15th- PSP Filing Dates
- Sept. 20th- DAEOP Board, Representatives, and Committee meeting at Polytech High School
- Oct. 27th- Fall Banquet at Felton Fire Hall
- November 15 & 16th- Mid-Atlantic Conf.- Myrtle Beach, SC

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.....

I am delighted about being your 2010-2012 President! I hope everyone has enjoyed their summer. It sure did go by fast. Now that our school year has begun, I want to welcome you on the incredible DAEOP journey that lies ahead!

I recently attended the National Association of Educational Office Professional Conference in Kansas City, MO and would like to thank those who attended from Delaware. We met many NAEOP friends and brought back all of the news from our National Office to share with you. I hope that you will consider joining NAEOP this year. The membership form and the benefits are listed on page nine of this newsletter.

In between the busy schedule of student arrival in the school, I have been busy working with my committee updating the DAEOP Handbook. I will be updating the DAEOP By-Laws, which will need to come to a vote and be approved by our membership. Look for this information soon.

I hope to see many of you at our Fall Banquet at the Felton Fire Company on October 27th and at our Mid-Atlantic Conference in Myrtle Beach, South Carolina on November 15th and 16th. Both invitations are included in this newsletter edition.

Please remember that the application for the DAEOP Member Scholarship is due by September 14th. Also, the Office Professional of the Year and Administrator of the Year are due by September 15th and you may request an electronic copy by contacting your district representative. Please take a moment to request the application and consider a nomination.

I would like to personally thank Jacquie Blevins for all her hard work on our Annual Professional Day that was held on August 4th at Smyrna Middle School. The day was filled with wonderful speakers, great topics and smiling faces. Sadly, we must say goodbye to Jacquie as she starts a new position. We wish you the very best as you move on. DAEOP thanks you for all of your hard work over the years.

In closing, I wish you a very productive and rewarding year ahead. Join me as we travel on this incredible DAEOP journey ! **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 697-2173	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

Legislative Committee – Karen Crouse

With the end of the Legislative agenda on June 30th the following are the highlights that affect you as Educational Office Professionals:

- *Five Furlough days were restored as well as your pay
- *Health and Pension benefits remained in tact
- *Short Term Disability was reduced from the 60 day waiting period to 30 days
- *Step increases were approved on the state salary schedule

Many other educational pieces were passed that affect our colleagues. I do recommend you keep a watchful eye around Race to the Top (RTTT) in your district. While it may or may not have a direct impact on education office professionals it could depend the how your district decides to incorporate the changes. Please let DAEOP know of any issues you feel should be addressed while we don't have the funds to lobby legislators like some groups, but we have access to several folks who can help us.

My contact information is kpcrouse@lf.k12.de.us, home phone 302-398-8846 and cell phone is 302-382-0887.



Membership Report– Deb Paxton



As we are about to start a new school year, it is important to make sure your DAEOP membership has been renewed! Your membership expires on 8/31 of each year.

Membership in DAEOP gives you discounted rates on the fall and spring dinners, allows you to be entered in “Members Only” drawings, makes you eligible for member scholarships, and provides workplace networking.

In this newsletter edition you will find an application for DAEOP membership along with a National Association of Educational Office Professional (NAEOP) membership form including the many benefits you will receive.

If you need to contact me regarding your membership, please do not hesitate to do so. You can reach me at : paxtond@christina.k12.de.us

I am looking forward to meeting all of you at our fall dinner on October 27th!

NAEOP “I-Give” Program—Teresa Price

Did you know that every time you shop online or search the web you could make money for NAEOP!

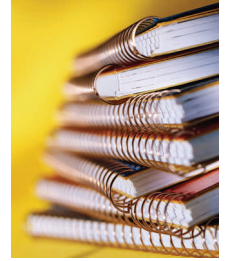
<http://www.iGive.com> & <http://www.iSearchiGive.com> are the websites for the NAEOP “I-Give” program. Every time you shop online at any of their 802 participating stores NAEOP will reap the benefits. And when you search the web through iSearchiGive.com (a search engine powered by iGive!), you are raising a penny or more every time. If you do happen to make a purchase through iGive within 45 days of joining, they'll donate an EXTRA \$5 to your favorite cause! With 802 stores in the iGive Mall and the new iSearchiGive.com search engine, it's easy to find the things you need AND raise money for NAEOP.

HOW IT WORKS:

1. Join iGive.com to support NAEOP. It's free, safe, and easy to join. Use this link: <http://www.iGive.com/welcome/warmwelcome.cfm?c=53656&m=730197> -Don't feel like registering? Take iSearchiGive.com out for a spin and raise a penny (or more!) per search. Just visit <http://www.iSearchiGive.com> and type "NAEOP" in the "Select Your Cause" area.
2. Shop through iGive.com's online mall ~ OR ~ Raise a penny search at iSearchiGive.com The iGive Mall features over 700 trusted online retailers like Amazon.com, Staples, Nordstrom, JCPenney, eBay, Expedia.com, Barnes & Noble, QVC, & PETsMART to name just a few! You'll NEVER pay more when you reach these stores through iGive.com. And if you take advantage of the coupons and free shipping deals posted at iGive, you might even save a few bucks! And with iSearchiGive.com, each qualified search earns a penny (or more!) for NAEOP.
3. Watch the \$\$ roll in for NAEOP! Up to 26% of EACH purchase through iGive benefits your cause, along with a penny (or more!) per qualified search at iSearchiGive.com. Make that first purchase within 45 days and get a bonus \$5 donation, too!

Professional Standards Program - Sibyl Hoover, CEOE

It's Back-to-School time throughout Delaware, as we office professionals well know. Now, that the kids are back in the classroom – what about you? Are you ready to increase your knowledge or skill sets, and earn a state stipend? If you are then the NAEOP Professional Standards Program may be just the program you need. PSP is based on experience, education, in-service training, and association responsibilities. The program is comprised of two options or pathways to success depending on your educational situation. Option 2 is based strictly on college course work. This is used by those that already have a degree, are working towards a degree, or about to enroll and begin working towards a degree. Option 1 has been designed to broaden the educational requirements to encompass the combining of course work through several different educational avenues. This option allows for the use of CEU's, clep testing, adult education courses, in-service course of 30 hours duration, institutes, and under specific guidelines internet courses.



The Delaware Department of Education recognizes this program and awards a monetary stipend for obtaining a PSP certificate. In some instances local districts also award a monetary stipend for obtaining the PSP certificate.

If you are interested in learning more or if your district would like to learn more or hold a PSP workshop please contact me. I can be reached at the Caesar Rodney District Office at extension 130 or at home by calling 302-335-4419 or emailing louisedennis@aol.com.

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.

From Appoquinimink School District: Joyce Foster.

From Seaford School District: Ruth Williams, Lisa Hinton, Karen Morris, and Wendy Reale.

From Smyrna School District: Jane Simonsen.

To contact the sunshine committee anytime, email Shirley Lambert at: shirley.lambert@cape.k12.de.us

Ways and Means Committee - Ginger Barkley & Leah Hamilton

The Annual Fall Banquet will be held October 27th at the Felton Fire Hall. The Chinese Auction is always an exciting part of the DAEOP dinners. It is fun to see what arrives at the table from each District. Please remember to bring your Chinese Auction item to the dinner early so that everyone has a chance to see what your district brings. Our members are amazingly creative. The 50/50 raffle will be distributed in \$100 increments so we hope to have several winners. A Vera Bradley® Bag will also be raffled. Maybe someone will buy the lucky ticket at your school or office. If you would like to contact us regarding Ways and Means, please feel free to do so at: Smyrna School District hamiltonleah@smyrna.k12.de.us

We hope to see you soon at the fall dinner.

Mid-Atlantic Professional Development Days – Diane Callaway, CEOE

November 15-16, 2010

Myrtle Beach Hilton/Royale Palms Condominium

AGENDA

Sunday, November 14, 2010

4:00 pm	Hotel Check-in
6:00 pm - 8:00 m	Registration
7:00 pm – 9:00 pm	Reception/Hospitality

Monday, November 15, 2010

7:30 am – 8:15 am	Continental Breakfast
8:15 am – 8:45 am	Business Meeting
8:45 am – 10:30 pm	Workshop #1 – <i>Different Strokes for Different Folks</i>
10:30 am – 10:45 am	Break
10:45 am – 12:00 noon	Workshop #2 – <i>Avoiding the “Lucy Syndrome”: Excellence in Customer Service</i>
12:00 noon – 1:00 p.m.	Lunch
1:00 pm – 2:30 pm	Workshop #3– <i>I’m Too Blessed to be Stressed</i>
2:30 pm – 2:45 pm	Break
2:45 pm- 4:15 pm	Workshop #3 (continued)
8:00 pm - 9:30 pm	Hospitality

Tuesday, November 16, 2010

8:00 am – 9:00 am	Continental Breakfast
9:00 am – 10:30 am	Workshop #4 – <i>Make an Investment in Yourself</i>
10:30 am – 10:45 am	Break
10:45 am – 12:00 noon	Workshop #4 (continued)
12:00 noon – 1:00 pm	Lunch
1:00 pm – 2:30	Workshop #5 – <i>Team Building Activities</i>
2:30 pm – 2:45 pm	Break
2:45 pm – 4:15 pm	Workshop #5 (continued)

DESCRIPTION OF WORKSHOPS

Different Strokes for Different Folks – Dr. Iwana Ridgill – Focuses on the different communication and working styles of individuals and how we can work more productively and peaceably with those whose style is different from our own. Dr. Ridgill has presented workshops on the national and state level of the AEOP.

Avoiding the “Lucy Syndrome” – Dr. Ridgill – Focuses on the skills and qualities needed for anyone who works with the public. Includes reminders about communication skills and what customers really want and need.

I’m Too Blessed to be Stressed – Belindra Broome, Retired Educational Office Professional –This workshop will help you with thought provoking and skills for turning life’s most stressed and demanding situations into sweet nothings. It will remind you that there is a greater being and that laughter is the best stress relievers. It will keep you encouraged dealing with day to day operations of your school and district.

Make an Investment in Yourself – Glenda Doles – Learn the tips to being a Professional from 8-5; Communication with your Manager and preparing for the Annual Appraisal; and most importantly, the 10 tips for Investing in Yourself. What you put into life is exactly what you get out of life ... at work and at home.

Team Building Activities – Gloria Tisdale, CEOE, NAEOP Past President – Participants will be part of teams working toward a common goal. This workshop will be the perfect ending to the Mid-Atlantic Professional Development Days.

REGISTRATION FORM
MID-ATLANTIC PROFESSIONAL DEVELOPMENT DAYS
NOVEMBER 15-16, 2010

NAME: _____

ADDRESS: _____

City _____ State _____ Zip _____

PHONE: (H) _____ (W) _____ (C) _____

EMAIL: _____

NAEOP MEMBER: Yes _____ No _____

Early Registration: Received by October 15, 2010

Early Full Registration (both days) \$115.00 \$ _____

Early One-Day Registration 60.00 \$ _____

Circle Date: Monday, November 15

Tuesday, November 16

Total Registration \$ _____

Received after October 15, 2010 and no later than October 29, 2010.

Full Registration (both days) \$125.00 \$ _____

One Day Registration 70.00 \$ _____

Circle Date: Monday, November 15, 2010

Tuesday, November 16, 2010

Total Late Registration: \$ _____

(Breakfast, Lunch and Breaks included in registration fee)

Make Check payable to: SCAEOP

Mail to: Pauline Alford, CEOE, Registrar

212 Fieldsedge Drive

Moore, SC 29369

Phone Number: 864-595-0640

Lunch Menus (Buffet)

Monday:

Fresh greens served with Tomatoes, Cucumbers, red Onions, Julienne Carrots, Croutons, and Choice of Dressing

Tortellini pasta Salad, Fruit Salad, Chicken Salad and Tuna Salad

Steaming Hot Baked potatoes served with Sour Cream, Chives, Bacon bits, Shredded Cheddar Cheese, Broccoli Florets and Butter
Iced Tea

Break: Assorted Pies and Fruit Cobbler, Regular and Decaffeinated Coffee and Iced Tea

Tuesday:

Mixed Greens with Assorted Accompaniments and choice of Dressing

Orecchette Pasta Salad

Thinly sliced Selection of Deli Meats and Cheeses to include:

Smoked Breast of Turkey, Baked Ham, Roast Beef, Swiss, American and Provolone Cheese, Kaiser Rolls and Sliced Breads, Spicy Brown Mustard, Yellow

Mustard, Mayonnaise, Horseradish Sauce, Sliced Pickles, Onions, Tomatoes and Lettuce

Sliced Fresh Fruits of the Season

Iced Tea

Break: Sliced Fresh Fruits of the Season, Assorted Hilton Gourmet Cookies and Brownies

Mid-Atlantic Professional Development Days – Diane Callaway, CEOE

Hotel Information

Myrtle Beach Hilton/Royale Palms Condominium

10,000 Beach Club Drive

Myrtle Beach, SC 29572

Phone: 843-692-3146

Fax: 843-497-0295

Reservation Request Form:

November 15-16, 2010

Reservations received after **Friday, October 22, 2010** will be accepted on a space availability only basis.

The hotel will not guarantee a room and/or group rate after the above date.

Reservations will be made: Directly by the attendee via the internet (www.myrtlebeach.hilton.com) OR directly with the hotel room reservation department by calling the toll-free number 1-800-876-0010.

Myrtle Beach Hilton

Ocean view Room, Two Double Beds (5) \$99.00

Royale Palms Condominium

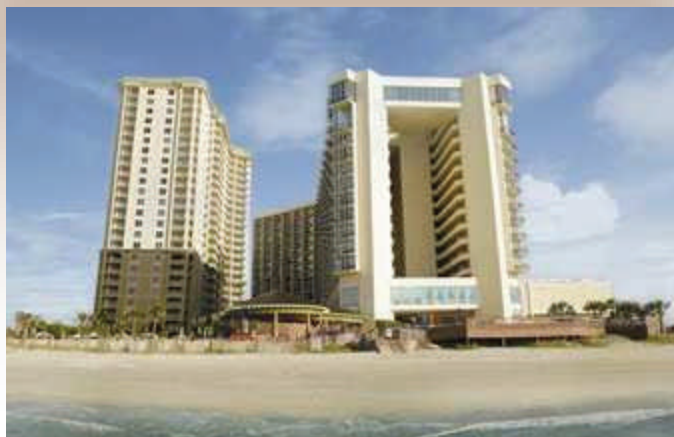
One Bedroom Ocean view King \$99.00

Two Bedroom Ocean view(2) \$189.00

Three Bedroom Ocean view (1) \$239.00

Rates are available two days before and two days after the above dates, based on availability.

Room tax is 12% added to the above rates.





DAEOP Fall Banquet
Wednesday, October 27, 2010
Felton Fire Hall, Felton, Delaware
Hosted by Brandywine School District Office Professionals

5:00—6:00 P.M. Social Hour w/Cash Bar, Appetizers
 Chinese Auction *(please bring an item to support DAEOP)*, 50/50 Raffle, Vera Bradley Raffle
 6:00 P.M. Business Meeting
 7:00 P.M. Dinner

Registration Fee
 \$25.00 DAEOP Member
 \$30.00 Non-member

Menu:

Fried Oysters, Chicken Salad
 Dumplings, Mashed Potatoes, Gravy
 Green Beans, Cole Slaw, Rolls, Butter
 Ice Cream and Cookie, Coffee, Hot Tea, Iced Tea



Please bring non-perishable/canned goods to the banquet to support a local food bank and get an extra raffle ticket for a Longaberger Basket.

DAEOP Fall Banquet
Wednesday, October 27, 2010—Felton Fire Hall, Felton, Delaware

Registration Fee payable to DAEOP

NAME: _____

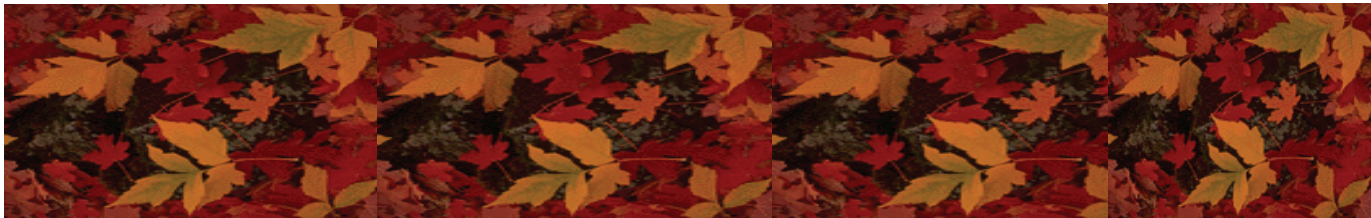
DISTRICT: _____ PHONE: _____

DAEOP MEMBER E-MAIL ADDRESS _____

Paid by: Personal Check _____ State Check _____
 Registration is due by October 15, 2010 and payment is due with registration.
 No refunds will be made after October 22, 2010.

Return this form with payment to:

Linda Heller
 Appoquinimink School District
 P.O. 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