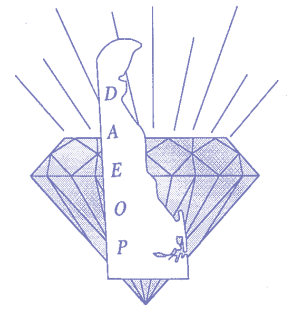


Delaware Association of Educational Professionals
Facets... From the First State Vol. 16 No. 2 Spring



Teresa Price, Editor
DAEOP Vice President

109 E Cam.-Wyoming Ave.
 Camden, DE 19934



Dates of Interest!

- **April 15th** - DAEOP Student Scholarship Applications due
- **April 21st** - DASA Luncheon at Dover Downs
- **May 6th**- Spring DAEOP Dinner Meeting at Harrington Fire Hall
- **July 5-9th**- NAEOP Conference in Kansas City, Missouri
- **August 4th** - DAEOP Annual Professional Development Day Smyrna
- **Oct 27th**- Fall DAEOP Dinner Meeting at Felton Fire Hall

A message from the President.....

My term as DAEOP President is winding down and the new DAEOP officers will be installed at the spring dinner meeting on May 6, 2010. Jane Simonsen from the Smyrna School District will take the role as President for the 2010-2012 term. I know Jane and her board will do an outstanding job.

The DAEOP student scholarship application was sent to all of the district guidance offices and it is available on our website www.delawareaeop.org. The deadline for submission is April 15, 2010. The winners will be announced at the dinner meeting.

DASA is sponsoring the Secretary's Appreciation luncheon on April 21st at Dover Downs Hotel and Conference Center from 11:30am to 3:00pm. The registration form is in the newsletter. DAEOP is a proud sponsor of this event! Make sure to let your administrator know that you would like to attend. I will see you there!

The NAEOP Conference is July 5-9, 2010 in Kansas City, Missouri. There is more information on this at the NAEOP website—www.naeop.org. Teresa Price, DAEOP Vice President is presenting two workshops this year and has accepted the position of NAEOP Middle School/Jr. High Chairman for 2010-2011. Congratulations, Teresa!

Join us for the 2010 DAEOP Professional Development Day on Wednesday, August 4th at the Smyrna Middle School. Jacquie Blevins of the Smyrna School District is our PD Chair and is working hard to ensure that everyone will benefit from the choice of workshops. More information to come.

Finally, I want to thank everyone who supports DAEOP! Your generous donations at the dinner meetings have helped so many Delawareans who are in need; selling and purchasing the "Support Our Troops" ornaments that bought our troops phone cards; and for your input and suggestions that help us achieve the NAEOP and DAEOP belief and support of Service, Fellowship, Information, and Recognition for all educational office professionals. You are Key to DAEOP!

Patti Bensinger, DAEOP President

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

D.A.E.O.P. Executive Board of 2009-2010

| | | | | |
|-------------------------|-----------------|-------------------------------|------------|---------------------------------|
| President | Patti Bensinger | Appoquinimink School District | W 378-5045 | patti.bensinger@appo.k12.de.us |
| President-Elect | Jane Simonsen | Smyrna School District | W 659-6297 | simonsenjane@smyrna.k12.de.us |
| Vice President | Teresa Price | Caesar Rodney School District | W 698-8400 | teresa.price@cr.k12.de.us |
| Corresponding Secretary | Teresa Craft | Seaford School Dist. | W 629-4587 | tcraft@seaford.k12.de.us |
| Recording Secretary | Jacquie Blevins | Smyrna School District | W 659-6293 | blevinsjacquie@smyrna.k12.de.us |
| Treasurer | Linda Heller | Appoquinimink School District | W 376-4123 | linda.heller@appo.k12.de.us |
| Past President | Belinda Trevino | Polytech School District | W 697-2170 | jbtrevino@polytech.k12.de.us |

County Representatives At-Large

| | | | | |
|--------|--------------|-------------------------------|------------|-----------------------------|
| NCC | Debra Paxton | Christina School District | W 552-2625 | paxtond@christina.k12.de.us |
| Kent | Terry Dotson | Caesar Rodney School District | W 697-2173 | teresa.dotson@cr.k12.de.us |
| Sussex | Renee Dobson | Sussex Tech. School District | W 645-7748 | rdobson@sussexvt.k12.de.us |

Legislative Committee

The governor has proposed the furlough days remain in place for the next fiscal year. In addition he is proposing tier health care and retirement benefit package. At this time we do not know the particulars of these two benefit package changes. As we obtain more information we will share it with you. Of course all of this is contingent upon legislative approval by June 30th. I know many of you were concerned about district consolidation and the service centers that are being planned. As of this date we do not know the particulars of these plans. I know that many feel district consolidation is not going to happen for several years to come. Please contact me at kpcrouse@lf.k12.de.us if you have any suggestions on items we should be working on as the legislative session unfolds.

Karen Crouse, Legislative Chair



Newsletter Committee

Newsletter Editor Needed!

If you are interested in becoming the new DAEOP newsletter editor, let us know! Our newsletters are important and provide valuable information to our members. If you feel you are the one to take over for Fall 2010, please contact Teresa Price at: teresa.price@cr.k12.de.us

Your time and efforts will be appreciated by everyone!

Professional Development Committee

SAVE THE DATE . . .

DAEOP's Annual Professional Development Day

Wednesday, August 4th

Smyrna Middle School

From 8 am until 4pm

Jacque Blevins of Smyrna School District will be serving as the chairperson of the professional development day and is hard at work creating many informative and instructional workshops for the event.

Registration information will be sent out the end of June.



Attention Retirees...

DAEOP wants to honor you for your dedication and service at our spring banquet!

If you are retiring or have retired between **July 1, 2009** and **June 30, 2010** and have been an active DAEOP member for at least 5 years, please contact Teresa Price at: teresa.price@cr.k12.de.us so we can add your information for our program.

Congratulations for a job well done!



Sunshine Committee



The sunshine committee would like to extend their sympathy to:

Patti Bensingher of Appoquinimink School District for the loss of her father;

Judy Blendt of Appoquinimink School District for the loss of her father and stepmother;

Diane Clark of Brandywine School District for the loss of her father.

Please keep them in your thoughts and prayers during these difficult times.

Shirley Lambert, Sunshine Committee Chair

shirley.lambert@cape.k12.de.us

Ways & Means Committee

With the winter snow storms behind us, we look forward to the blooming flowers of spring! Please join us at the Spring Banquet Meeting hosted by the Appoquinimink School District Secretaries on May 6, 2010. As always, there will be a Longaberger® Basket Raffle, Chinese Auction and "50-50" Raffle to raise funds for the DAEOP Scholarship Fund. Starting at this banquet, our 50-50 raffle will be distributed in increments of \$100 depending on the amount collected. So that means we could have several winners! Please bring non-perishable/canned goods and receive a ticket for a special raffle. Also, just for being a DAEOP member, you will be automatically entered in a members-only drawing! Please remember that each school district is responsible for contributing items for the Chinese Auction.

We look forward to seeing our fellow secretaries and school administrators throughout the State of Delaware at this annual event!

Linda Short & Nancy Curtiss
Ways & Means Committee



DAEOP Spring Banquet

Thursday, May 6, 2010

Harrington Fire Hall, Harrington, Delaware

Hosted by the Appoquinimink School District Secretaries

DAEOP Member Registration Fee \$22.00

Non-Member Registration Fee: \$25.00

5:00 PM - Social Hour w/Appetizers, Cash Bar, 50-50, Chinese Auction

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

Menu

Garden Salad, Roast Beef, Chicken Cordon Bleu, Stuffed Shells, Parsley Potatoes, California Medley, Cake

Please remember to bring a Chinese Auction item to support your Association

&

Bring canned goods/non perishable items and be entered into a special drawing

NEW: THERE WILL BE A DAEOP MEMBER ONLY DRAWING!

Reservations and payments must be received by April 22, 2010

DAEOP Spring Banquet - May 6, 2010 - Registration Form

Name: _____ District: _____

E-Mail: _____ Title: _____

DAEOP MEMBER: YES or NO (circle one) Phone: _____

Paid by: Personal Check _____ State Check _____ (EI#510362161AB - Payable to DAEOP)

Payment is due with registration. NO REFUNDS AFTER APRIL 28th.

Due to limited seating, we cannot accommodate walk-ins.

RETURN THIS FORM WITH PAYMENT BY April 22nd TO:

Linda Heller, DAEOP Treasurer
Appoquinimink School District
P.O. Box 4010
Odessa, DE 19730-4010
(SLC --- N120)



DELAWARE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

Membership Application for School Year 2009-2010
(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 _____ Home Phone _____

Home Address _____

City _____ State ____ Zip _____

Work Phone _____

District _____

Work Address _____

City _____ State ____ Zip _____

Email Address _____

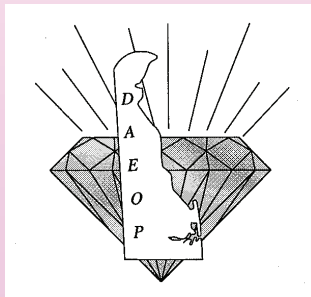
Make check payable to DAEOP and mail before APRIL 22nd to:

**Teresa Price, Membership Chairperson
Fred Fifer III Middle School
109 E Camden Wyoming Ave.
Camden, DE 19934 (D280)**

**The Delaware Association of Education Office Professionals provides:
Fellowship Service Recognition 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!!



National Association of Educational Office Professionals (NAEOP) Membership, Come Grow With NAEOP!

NAEOP is the only professional association for educational office professionals. It doesn't take long to get involved with this amazing association. NAEOP members may serve on a variety of committees and the NAEOP Board of Directors. The small state of Delaware has been well represented over the years having had many members serve on NAEOP's Board of Directors and national committees. We strive to keep in close contact with our membership by communicating through the *Keeping Affiliates Active* newsletters, *NES Connector* magazine, committee work, email, NAEOP's website, and our member listserv (an email discussion group).

News and information from our NAEOP Executive Director, Angela Meyer:

The board voted last July to list NAEOP as an organization with iGive.com. iGive.com is an online donation program where individuals register for free and then select a cause to support. To register with iGive.com, visit their website, www.iGive.com. In order for NAEOP to benefit from your shopping, you have to be logged in as an iGive.com member and reach the store through iGive.com to make your purchase.

Our NAEOP Area is the Mid-Atlantic region. This past November, the North Carolina AEOP hosted two professional development days in Atlantic Beach, North Carolina, for our Mid-Atlantic Area. The North Carolina association provided participants with great workshops and speakers. The Mid-Atlantic Area professional development days for 2010 will be held in Myrtle Beach, South Carolina.

The NAEOP Annual Conference and Institute, "The Key to NAEOP 2010," will be held in Kansas City, Missouri on July 5-9, 2010. There will be professional growth opportunities with outstanding keynote speakers and briefing presenters. If you are working on your PSP, there will be two days of Institute classes (up to 15 clock hours) and twenty-three briefing sessions! The Opening Session will be inspiring with the flag ceremony. Affiliates and members will be recognized for their individual and collective efforts in recruiting and promoting membership. There will be business discussions at the Advisory Council meeting and the General Business Meeting Sessions. During the Mid-Atlantic Area breakfast, we will elect NAEOP committee members, announce scholarship recipients, and receive more information regarding the 2010 professional days in South Carolina. There will be six Membership Council breakfast meetings representing the different work areas. These breakfast meetings provide opportunities for networking with other members in job-like settings. Recipients of the Educational Office Professional and National Administrator of the Year awards will be announced at the Awards Luncheon. The PSP Banquet will recognize and honor the recipients of the Professional Standards Program certificates. The Installation Banquet will conclude the exciting week of events when one of our Delaware members, Teresa Price, Caesar Rodney District, will be installed as our Middle School/Junior High Council Chairman for 2010. We are all very proud of Teresa having been selected to serve on the Board of Directors.

I encourage you to get involved at every possible level. My incredible journey began with my local district association (Seaford ESA) and progressed to the state-level association (Delaware AEOP), and then on to the national level with NAEOP. All levels have provided different networks, opportunities, fellowship and experiences. I continue to offer a challenge assignment for everyone. I am asking you to join NAEOP and invite one person that you know to join with you. NAEOP is dependent on you. Come join us as a new member or renew your membership today. **Keep in mind that as a bonus, if you allow me to sponsor/recruit a brand new member, I will happily pay \$5.00 of their membership fee.** If you would like more information please contact me:

Diane Callaway, CEOE, NAEOP Liaison

Email: dicallaway1@verizon.net

Telephone: 302-629-2435

Donations are now being accepted for our Delaware State Basket! We will have our state basket with us as we attend the 2010 National AEOP Conference in Kansas City, MO. All state baskets will be on display during the conference and the drawing will take place on Wednesday, July 7th. You may send your donations to Teresa Price, Vice President. She will collect monetary donations and pre-approved gift cards until June 18, 2010. Receipts and thank you cards will be given to all who donate.

Also-

Our new Delaware doll, Ms. Della Ware, will also be in attendance at the national conference. Thank you to Diane Callaway, NAEOP Past President, for her assistance in re-creating our newest member of DAEOP! We hope to have Ms. Della Ware on display at the spring dinner hosted by Appoquinimink School District. Please stop by and meet Ms. Della Ware!

Membership Form for the National Association of Educational Office Professionals

Membership Type: Active - \$45 Retired - \$25

Associate - \$45 Institutional - \$80 Corporate - \$55

Membership Application Continuous Membership (12 full months)

New Membership Renewal Membership Number: _____

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.

Membership Information:

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): _____

Method of Payment: Check MasterCard Visa

Cardholder's Name: _____

Card Number: _____

Expiration Date: _____

Signature: _____

Mail or Fax to:

NAEOP

PO Box 12619

Wichita, KS 67277-2619

Fax: 316-942-7100

Working Smarter-Tips and Ideas

Do you have a **Green Office?**

Save money and energy on the office A/C bill. Summer's just around the corner, and that means high temperatures. Did you know that adjusting the thermostat a degree or two can cut the costs by 3%? Discuss the idea with your administrator and co-workers to find the best temperature for everyone.



Keep Productivity HIGH- Shortcut keys for Excel 2007!

If you are not familiar with these Excel 2007 shortcuts, you'll want to give them a try.

CTRL+SHIFT+! : Applies the comma format with two decimal places.

CTRL+SHIFT+# : Applies the date format (day, month, year).

CTRL+SHIFT+\$: Applies the currency format with two decimal places.

CTRL+SHIFT+% : Applies the percent format (no decimal places).

CTRL+SHIFT+& : Applies border to outline.

CTRL+SHIFT+_ : Removes all borders.

CTRL+5 : Sets or removes strikethroughs.

CTRL+U : Sets or removes underlining.

Safety Tip- Consult IT when working with unfamiliar software or making changes that could affect you PC.



DASA SECRETARY'S APPRECIATION LUNCHEON

Let us help you give your secretaries the recognition they deserve



Administrator attendance is optional "but encouraged"

Wednesday, April 21, 2010

11:30 - Registration

12:00 - Lunch

1:30 - Middletown High School Select Ensemble,

Directed by: Tyler Tejada, Choral Director

1:50 - Door Prizes

2:00 - Keynote Speaker, Kevin Reilly

2:45 - 3:00 - Door Prizes

(Chicken Chardonnay, House Salad, Potato, Seasonal Vegetable, Dessert)

Dover Downs Hotel & Conference Center

Dover, Delaware

\$30.00 per person

(Please make checks payable to "DASA")

You must pre-register for lunch by April 09, 2010!

CEU's will be presented to attendees

Secretary/Secretaries _____

Number Attending: _____

Secretary/Secretaries _____

Number Attending: _____

Administrator (s) _____

Number Attending: _____

School _____

Work Phone _____

District _____

E-mail _____

Registration deadline - April 09, 2010

Total Amount Enclosed: _____

Please Note: If you register and find you are unable to attend, you must notify us by the end of the business day on April 13, 2010 or we will be unable to refund your money. Our final count is due that day.

Thank you for helping us honor your secretary.

Please return your registration and check to:

DASA

860 Silver Lake Blvd., Suite 150

Dover, DE 19904