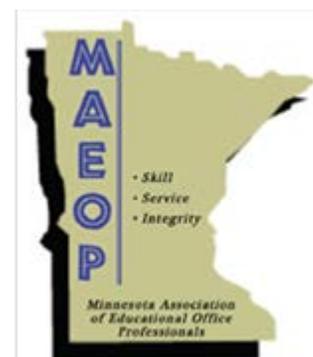


United



In Professionalism

**68TH ANNUAL
MAEOP
STATE
CONFERENCE
& BUSINESS
MEETING**



**OCT 4-6, 2017
KELLY INN
ST CLOUD, MN**

Join us in St. Cloud!

On behalf of the MAEOP Board of Directors and 2017 Conference Committee, I invite you to learn, network, and engage October 4-6 in St. Cloud for the 68th Annual State Conference of the Minnesota Association of Education Office Professionals.

Our educational workplace today is more complex and dynamic than ever, and our role as office professionals has grown exponentially with this complexity. Educational office pros are expected to do more, stretch our skills and keep up with innovation to ensure our organizations keep growing and our students keep learning in a safe environment.

Come join us to unite in our professionalism. This conference will give you some great tools and practical tips to help motivate you, enhance your administrative skills, and take charge of technology -- to continue being an indispensable asset to your organization!

Deb Brown
2016-17 MAEOP Board President

Keynote Address: Dream It. Do It.

Singer. Songwriter. Semi-Finalist on NBC's *The Voice*. National Speaker.

Kat Perkins

Growing up the daughter of a music teacher, Kat Perkins has been singing, dancing, and performing for almost as long as she can remember.

Almost as soon as she stepped off the stage at her rural high school graduation, she said goodbye to her family and traveled 600 miles east and carved out a place for herself in Twin Cities music and theater venues. Soon she signed a record deal and shared stages with some of the music industry's biggest acts ... until a surgery stopped her in her tracks.

Two years later her voice healed and she volunteered to tour for the United States Military. An overnight layover in the Amsterdam airport changed her life, when a music video of her singing in the airport went viral. Producers from NBC's hit music show *The Voice* saw the video and invited Kat to audition.

Her success on the show is the stuff dreams are made of. She's continued traveling and performing around the country, with her hits climbing to the top of the iTunes charts.

It took a lot of determination to pursue her big dreams. She joins MAEOP to share her message of living a fearless life and making a positive impact in her presentation, "Dream It. Do It. ~ An Inspiring Experience."



*"Dream It.
Do It."*

Minnesota Association of Educational Office Professionals
68TH Annual State Conference & Business Meeting
October 4 - 6, 2017

Conference Schedule

Wednesday

Noon – 5:30 pm **MAEOP Board Meeting** (*Board only*)
6:45 pm **Conference Check-in Begins**
7:00-8:00 pm **Networking and Service Project** (*Hospitality Room*)

Thursday

6:15 – 7:00 am **Early Bird River Walk** -- optional (*Meet in hotel lobby*)
8:00 – 9:00 am **Check-in Continues**
Continental Breakfast (*provided*)
9:00 – 10:30 am **Welcome & Opening Session**
Keynote Address: Kat Perkins
10:45 – 11:45 am **Session 1: General Session**
101 ~ Safe Schools: Active Shooter Training
11:45 – 12:00 pm **Speed Networking**
Noon – 1:30 pm **Lunch** (*on your own*)
1:30 – 2:30 pm **Session 2: Breakout Choices**
201 ~ Innovative Responses to Student Mental Health Needs
202 ~ Essential Oils 101
203 ~ Records Retention & Personnel Folders
2:40 – 3:40 pm **Session 3: Breakout Choices**
301 ~ Navigating NAEOP's Professional Standards Program
302 ~ Essential Oils 102
303 ~ Living Life Full Spectrum
5:30 – 6:30 pm **Social Hour & Silent Auction**
6:30 - 9:00 pm **Awards Banquet & MAEOP Board Officer Installation**
9:00 pm **Refreshments & Relaxation** (*Hospitality Room*)

Friday

9:00 – 10:00 am **Session 4: Breakout Choices**
401 ~ Parliamentary Procedure/Conducting a Meeting
402 ~ Customer Service with Heart
403 ~ Google Apps for School Office Staff
10:15 – 11:15 am **Session 5: Breakout Choices**
501 ~ Excel: 20 Tips in 60 Minutes
502 ~ Healthy Living
503 ~ Employment Matters and Human Resources
11:30 am **Lunch Buffet** (*provided*)
Noon **Closing Keynote: Annie Meehan**
1:30 pm **Conference Closing**

Session Descriptions

Thursday, October 5, 2017

Session 1: General

10:45-11:45 am

101 ~ Safe Schools: Active Shooter Training

Lt. Scott Zehr, MN State Patrol

Learn how to help improve existing operating procedures for each department and office and to create awareness by identifying individual or group responsibilities in recognition and response to an active shooter event:

- Identify office and the individual response to an active shooter event
- Encountering threats of violence
- Characteristics of an Active Shooter
- Office and individual safety guidelines
- Workplace indicators and prevention
- Emergency action plans
- Law Enforcement response

Session 2: Breakout Choices

1:30-2:30 pm

201 ~ Innovative Responses to Student Mental Health Needs

Paige Thompson, Mental Health Consultant, Southwest-West Central Service Cooperative

With 1 in 5 youth experiencing a serious mental health disorder, schools are tasked with understanding and meeting the unique needs of their students to achieve student success. Explore school-wide strategies, effective interventions, and current trends and barriers to stimulate success with students and families. Learn key content for school staff including relevant information on suicide, self-harm, and reporting requirements to intervene effectively.

202 ~ Essential Oils 101

Laurie Middendorf, Consultant, Young Living Essential Oils

Discover the basics of Young Living Essential Oils and how to use them during the school year and year round. What is an essential oil? How can they replace toxic products in your work and home environment? Learn how to infuse these natural products into everyday routines and work situations.

203~ Records Retention and Personnel Folders

Paul Cady, General Counsel, Anoka-Hennepin Schools

Learn everything you wanted to know (and more) about student cumulative files and personnel folders. Get answers on when to send originals versus copies, which documents must be retained, where and how they must be stored, and additional legal guidelines that determine records retention policies and procedures.

Session 3: Breakout Choices

2:40-3:40 pm

301 ~ Navigating NAEOP's Professional Standards Program

Kara Merrifield and Kristi Stierns, St. Francis Schools

Learn about the Professional Standards Program (PSP) sponsored by the National Association of Educational Office Professionals that is one path to career success. Get an introduction to program basics, how it can benefit MAEOP members, and how to get started.

302 ~ Healthy Living

Laurie Middendorf, Consultant, Young Living Essential Oils

Learn about natural remedies to support and protect families during cold and flu season and non-toxic ways to disinfect home and work environments. Chemical-free solutions can help kick the gunk to the curb this school season.

303 ~ Living Life Full Spectrum

Jan Reed and Kelly Reed, Life Mastery Consultants

Discover your purpose and build your dreams to accelerate results and create richer, more fulfilling lives. Learn about the discovery process, eliminating fear, doubt, and worry to move toward goals with confidence, and achieving greater results with less effort.

Friday, October 6, 2017

Session 4: Breakout Choices

9:00-10:00 am

401 ~ Parliamentary Procedure/Conducting a Meeting

Sharon Griffiths, former President, National Association of Educational Office Professionals

Many of us attend board and committee meetings through work or serve on boards in our personal time. Most organizations have their own rules for conducting meetings, based on parliamentary procedure. Learn how to keep meetings fresh and productive using parliamentary procedure and its various motions intended to transact business efficiently.

402 ~ Customer Service with Heart

Martha Roth, Trainer, Resource Training & Solutions

Many MAEOP members meet and greet the public and are often the face of the educational organization to customers who call or visit. Serving customers is a challenging job, requiring good listening, communicating, mediating, and problem solving – often in the same situation, sometimes with little notice. Learn how to remain a professional and connect authentically with students, parents, co-workers and community members.

403 ~ Google Apps for School Office Staff

Mark Diehl, Director of Information and Technology Services, Little Falls Community Schools

Many school districts utilize the Google Apps for Education as a means to increase collaboration, productivity, and efficiency, all while reducing costs. What does this mean for the school office staff? How can the apps be utilized to improve efficiency and productivity. This session will attempt to demonstrate the answer to these questions and more as we develop a better understanding of how the Google Apps work together to make your office run smoother.

Session 5: Breakout Choices

10:15-11:15 am

501 ~ Excel: 20 Tips in 60 Minutes

Anthony Farag, Trainer, Resource Training & Solutions

Excel is the most widely depended upon software organizations use because it often reveals the bottom line. Only a small percentage know much about its great variety of features. Open a window to Excel tips and tricks, curious oddities, and surprises, with at least a couple to apply in Excel everyday use. While attendees should have a basic understanding of Excel, the class will not have a hands-on component due to time limits.

502 ~ Healthy Eating

Ashley Kibutha, Registered Dietician, Coborn's, Inc.

How do you sift through the headlines and data to manage an overall healthy diet for yourself? Attend this session to learn about improving your diet, reading labels, serving proper proportions, balancing calories, understanding macronutrients, and more.

503 ~ Employment Matters and Human Resources

Amy Fullenkamp-Taylor, Director of Management Services, Minnesota School Boards Association

Refresh your knowledge of employment laws and human resource issues which commonly arise in school districts. From recruiting and professional development to performance evaluation and ethics, update you on current trends.

Closing Session: The Ride of a Lifetime

Annie Meehan

Prior to riding bike from Minneapolis to Chicago over 3 days for an AIDS fundraiser, Annie Meehan never owned a bike. Knew no one with AIDS. Never slept in a tent.

Did you ever have a BIG goal in your life? A s-t-r-e-t-c-h goal where you told yourself, "I don't know how I'm going to do this...I only know that I am!"

Let Annie show you how to map out and create steps for a grand goal achievement using her "RIDE" model of resiliency, influence, decisiveness, and expectancy.



Conference Venue

Best Western Plus Kelly Inn

100 4th Ave S

Saint Cloud, Minnesota 56301

Direct: (320) 253-0606

Check-in 3:00 pm | Check-out 11:00 am

Ask for the MAEOP special rate

Overlooking the banks of the Mississippi River and newly renovated, the Kelly Inn is located in the heart of downtown St. Cloud and within walking distance of unique shops and restaurants.

Book your MAEOP discounted room at the Kelly Inn today! **Hotel reservations are due September 4** to be guaranteed. Rooms may be reserved after that date as space is available.

Explore St. Cloud

- Stearns History Museum
- Munsinger and Clemens Gardens
- Downtown St. Cloud
- Historic Paramount Theater
- Quarry Park
- Shopping
- St. Cloud Public Library
- Breweries
- Mississippi River Walk
- Collegiate Sporting Events
- Lake George (*pictured below*)



10 Reasons to Attend the MAEOP Conference

Affiliated with the *only* national association for office professionals in U.S. educational institutions, MAEOP knows the value of professional development opportunities. We also appreciate the difficulty in securing approval for time away from the office. Here are ideas to assure your organization that you should not miss the MAEOP conference this year:

1. MAEOP is affiliated with the National Association of Educational Office Professionals (NAEOP), the only national association for office professionals in the educational institutions in the United States.*
2. Prepare for challenges and focus your work by discovering how regulations and laws affect your organization.
3. Get practical tech tips from our breakout sessions.
4. Gather ideas for working successfully with students with mental health needs.
5. Learn about new leadership opportunities at local and state levels.
6. Build your credibility as an educational office professional by keeping up to date with the latest developments.
7. Learn from the best – from other professionals who have been in your shoes and know your daily struggles.
8. Learn what your peers are up to and develop your resource network.
9. Build your professional network and meet administrative professionals from across the state.
10. Be inspired to continue and commit to your professional development.

HERE'S HOW MAEOP CAN HELP YOU

Educating
through
training

Networking
through annual
conference

Shaping
Careers
through
professional
certification

Guiding
through
sharing
resources

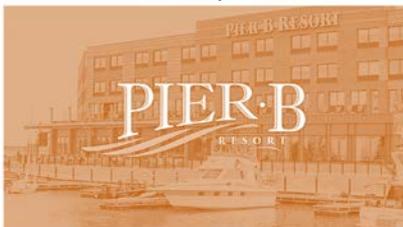
Supporting
through
leadership
opportunities

Informing
through
newsletters
and website

Connect with us at <http://maeopmn.org>

Save the Date!

MAEOP
2018 State Conference
October 3-4-5, 2018
PIER B RESORT
Duluth, MN



<http://www.pierbresort.com/>

MAEOP Mission

It is the mission of the Minnesota Association of Educational Office Professionals to promote professionalism and provide learning and networking opportunities for the educational office employee. We value and respect the diversity of staff and students as we face new challenges and pursue excellence in a changing world.

**NAEOP is allied with the American Association of School Administrators (AASA), affiliated with the National Association of Elementary School Principals (NAESP) and endorsed by the National Association of Secondary School Principals (NASSP) & National School Boards Association (NSBA).*

MAEOP ANNUAL BUSINESS MEETING AGENDA

**Thursday, October 5, 2017
6:30 pm
BEST WESTERN PLUS Kelly Inn - St. Cloud, MN**

- I. WELCOME & INSPIRATION**
- II. BUSINESS MEETING/CALL TO ORDER**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF AGENDA**
- V. CREDENTIALS REPORT**
- VI. APPROVAL OF 2016 ANNUAL BUSINESS MEETING MINUTES**
- VII. TREASURER'S REPORT**
- VIII. AUDIT REPORT**
- IX. COMMITTEE REPORTS**
- X. AWARDS**
 - A. DARLA SCALES SCHOLARSHIP
 - B. PSP RECOGNITION
 - C. MAEOP OFFICE PROFESSIONAL OF THE YEAR AWARD
 - D. MAEOP ADMINISTRATOR OF THE YEAR AWARD
- XI. INSTALLATION OF OFFICERS**
- XII. UNFINISHED BUSINESS**
- XIII. BETTY ABRAHAM SCHOLARSHIP WINNER**
- XIV. NEW BUSINESS**
- XV. OTHER**
 - A. SILENT AUCTION WINNERS
 - B. CONFERENCE EVALUATIONS
- XVI. ADJOURN**



MAEOP Conference Registration Form

Name _____

Position/Title _____

Organization _____

Address _____

City, Zip _____

Day Phone _____

Email _____

Breakout Choices (List one per session):

Session 2: _____

Session 3: _____

Session 4: _____

Session 5: _____

Registration Fee

Registrations are due Friday, Sept. 22 and include the conference, meals, training sessions, events/activities and 1-year MAEOP membership for FY17-18.

Check all that apply:

Current MAEOP Member (2016-17)

Non-Member

First MAEOP Conference

NAEOP Member

Retiree

Member \$185.00 _____
(Active employees)

Retirees \$85.00 _____

Dinner Guest \$35.00 _____
(Thursday)

Lunch Guest \$20.00 _____
(Friday)

Conference Only \$150.00 _____
(ONLY if FY17-18 membership already paid)

TOTAL ENCLOSED \$ _____

Special Needs & Requests

Dietary Needs: _____

Mobility Needs: _____

Other: _____

Send check, payable to MAEOP, to:

Kathy Matejcek
Faribault Schools
710 17th St SW
Faribault, MN 55021

Refunds

Refunds will be issued through Sept. 22 minus a \$15 processing fee and minus the annual MAEOP membership fee. No refunds will be issued for cancellations after Sept. 22.