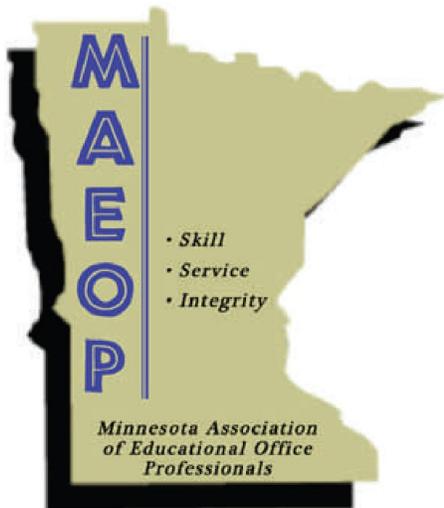
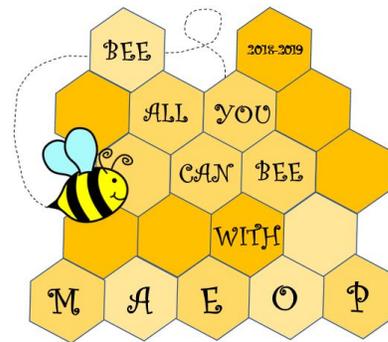


# 70<sup>th</sup> Annual MAEOP State Conference & Business Meeting October 9 - 10 - 11, 2019 Alexandria, MN



*Bee all you can Bee  
with MAEOP!*



## **Our Vision**

The vision of the Minnesota Association of Educational Office Professionals  
is to inspire professionalism.

## **Our 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.

**Minnesota Association of Educational Office Professionals  
70th Annual Conference and Business Meeting  
Arrowwood Resort, Alexandria MN  
October 9-10-11, 2019**

**Wednesday October 9, 2019**

Noon – 5:30 pm	Conference Set-up and MAEOP Board meeting (Board members only)
6:45 pm	Registration for all conference attendees and general check in
7:00 - 9:00 pm	Early Registration, Meet and Greet, Community Service Project

**Thursday October 10, 2019**

6:15 - 7:00 am	Fitness Walk -- Marcia Schultz, MAEOP Member (optional activity)	
8:00 – 9:00 am	Registration, for those arriving Thursday morning	
8:00 - 9:00 am	Breakfast	
9:00 - 10:30 am	Keynote Speaker: Wendy Heslink, Past President of NAEOP, CEOE: <b>BEE all you can BEE!</b>	
10:45 – 11:45 am	Breakout Session I: MN State Patrol Active Shooter - Ben Uzlik, Special Response Team	
11:45-12:00 p.m.	Speed Networking	
Noon – 1:15 pm	Lunch on your own	
1:30 – 2:30 pm	<b><u>Breakout Session II Choices:</u></b> 201 Frazzled No More - by Ashley Starr, Well-being Program Manager, Health Coach & Mindfulness Instructor 202 Don't forget your PB&J - by Wendy Heslink 203 PERA - by Luis Argueta 204 Personality Leadership Styles - by Katie Klanderud, MN MSBA	
2:40 – 3:40 pm	<b><u>Breakout Session III Choices:</u></b> 301 No Time For That! - by Ashley Starr, Well-being Program Manager 302 Trust and Communication - by Katie Klanderud, MN MSBA 303 PERA - by Luis Arqueta 304 Beginner's GOOGLE - by Lukas Gotto	
5:30 – 6:30 pm	Social Hour/Silent Auction/Dinner Buffet	
6:30 - 9:00 pm	Installation of the New MAEOP Board Members and Awards Banquet	
9:00 pm	Hospitality Room for Refreshments and fabulous prizes!!	

**Friday October 11, 2019**

6:15 - 7:00 am	Morning fitness riverwalk with Marcia
8:30 – 9:30 am	<b><u>Breakout Session IV Choices:</u></b> 401 Frazzled No More - by Ashley Starr, Well-being Program Manager, Health Coach & Mindfulness Instructor 402 Meeting Management - by Katie Klanderud, MN MSBA 403 GOOGLE - by Lukas Gotto 404 What Is This Information Even Used For?- by Michael Diederich, ESSA Policy Specialist, MDE
9:45 - 10:45 am	<b><u>Breakout Session V Choices:</u></b> 501 No Time For That! - by Ashley Starr, Well-being Program Manager, Health Coach & Mindfulness Instructor 502 Personality Leadership Styles - by Katie Klanderud, MN MSBA 503 Intermediate GOOGLE - by Lukas Gotto 504 Promoting Student Health & Wellness -- Kristie Probst, Action for Healthy Kids
11:00 -12:30	Lunch Buffet & Closing Speaker, Becki Jordan, Regional Navigator, Someplace Safe

**Thursday, October 10, 2019**

**Speaker 9:00-10:30 Wendy Heslink, PP of NAEOP, CEO *BEE all you can BEE!***

**Session I 10:45-11:45 MN State Patrol - ACTIVE SHOOTER TRAINING  
Ben Uzlik, Special Response Team**

**Session II 1:30-2:30** \*4 options to choose from: 201-202-203-204



**201 Frazzled No More - by Ashley Starr, Well-being Program Manager, Health Coach & Mindfulness Instructor**

Are you stressed, frazzled, and overwhelmed at work and in life? Or maybe you have some chronic, low-level stress from life in general that manifests itself in an injury or illness. Wherever you are at on the stress spectrum, in this session we will cover the basics behind the science of stress and the small (and big!) ways you can manage stress in all areas of your life. You'll learn practical strategies for reducing and managing your stress on the job, at home, and even while waiting in traffic.

**202 Don't Forget your PB&J (Professional Behaviors on the Job) - by Wendy Heslink**

Professional ... it's not just a title, it's a behavior, and a behavior that we all are to have to make our offices run successfully. It's not just how you dress, it's how you act, talk, listen, communicate, handle yourself, and handle others. Professionals stand out above the crowd even when facing difficult situations and people. This workshop will define professionalism in the educational office, how it can be maintained (even in the most difficult of situations), and how it can become a habit. Bill Watterson said, "If you can't control your peanut butter, you can't expect to control your life." Are you controlling your PB/J (Professional Behaviors on the Job)?

**203 So, your PERA covered employee is retiring..... - by Luis Argueta**

Learn about the role you play in helping your covered employees secure PERA benefits upon their termination of public service, permanent disability, or death. This workshop will cover employee benefits and touch on employer reporting.

**204 Personality Leadership Styles - by Katie Klanderud, MSBA**

How do you communicate, plan, and get things done? How about those you work with? Learning how to recognize your style, other styles and how they work together.

**Session III 2:40-3:40** \*4 options to choose from: 301-302-303-304

**301 No Time For That! - by Ashley Starr, Well-being Program Manager, Health Coach & Mindfulness Instructor**

"I've got so much to do, how will I get this all done?" How many times have you said this to yourself or out loud? In the past week alone, maybe more than once! If you feel like your to-do list is a mile long and you can't catch, then join us in this session where you will learn more about time mindset, time management, and strategies for being more productive and efficient. Turn your 'no time for that' into 'I've got this'!

**302 Trust and Communication - by Katie Klanderud, MSBA**

In order to have a trusting work environment, start with yourself. How do you build trust to be your best self?

**303 So, your PERA covered employee is retiring..... - by Luis Argueta**

Learn about the role you play in helping your covered employees secure PERA benefits upon their termination of public service, permanent disability, or death. This workshop will cover employee benefits and touch on employer reporting.

**304 Beginner's GOOGLE - by Lukas Gotto**

New to Google? Not sure how it fits into education? Well, look no further! In this Introductory session, we will be diving into Gmail, Google Drive, Docs, Slides, Sheets, and more to help you get a basic understanding of how to make Google work for you in your classroom.

**Friday, October 11, 2019**

**Session IV 8:30-9:30** \*4 options to choose from: 401-402-403-404

**401 Frazzled No More - by Ashley Starr, Well-being Program Manager, Health Coach & Mindfulness Instructor**

Are you stressed, frazzled, and overwhelmed at work and in life? Or maybe you have some chronic, low-level stress from life in general that manifests itself in an injury or illness. Wherever you are at on the stress spectrum, in this session we will cover the basics behind the science of stress and the small (and big!) ways you can manage stress in all areas of your life. You'll learn practical strategies for reducing and managing your stress on the job, at home, and even while waiting in traffic.

**402 Meeting Management - by Katie Klanderud, MN MSBA**

You've got questions, we've got answers. The basics around working with school board members and board meetings.

**403 Intermediate Google - by Lukas Gotto**

How to Google Like a Pro: In this session, we will take a look at some of the best features Google has to offer. You will get tips, tricks, and hacks of how to "Googlify" your classroom, all while getting practical tools to enhance your teaching.

**404 What Is This Information Even Used For? - by Michael Diederich, ESSA Policy Specialist, MN Department of Education**

Curious how the information you collect and send to the State—about attendance, enrollment, graduation, course completion, etc.—gets used? Join this session for relevant information about the Minnesota Report Card, other sections of the MDE Data Center, and the state and federal laws that require the collection of this information. Amp up your knowledge and your office reputation for knowing why this information is important to record accurately and submit on time.

**Session V 9:45 - 10:45** \*4 options to choose from: 501-502-503-504

**501 No Time For That! - by Ashley Starr, Well-being Program Manager, Health Coach & Mindfulness Instructor**

"I've got so much to do, how will I get this all done?" How many times have you said this to yourself or out loud? In the past week alone, maybe more than once! If you feel like your to-do list is a mile long and you can't catch, then join us in this session where you will learn more about time mindset, time management, and strategies for being more productive and efficient. Turn your 'no time for that' into 'I've got this'!

**502 Personality Leadership Styles - by Katie Klanderud, MN MSBA**

How do you communicate, plan, and get things done? How about those you work with? Learning how to recognize your style, other styles, and how they work together.

**503 Advanced Google - by Lukas Gotto**

Data Collection Hacks with Google Forms. Google Sheets and Google Forms can be used to do just about anything, but the real power is of them working TOGETHER! In this session, I will show you some basic formulas that could have BIG impacts on how you look at data. Use this to organize student behaviors and gain insightful feedback. It can be used in ANY setting, but especially helpful in the SpEd world.

**504 Promoting Student Health & Wellness - Kristie Probst, Action for Healthy Kids (Diane Vosen)**

Think that promoting student health and wellness is just the job of the PE teacher and the school nurse? Think again! You as an administrative professional are in a perfect position to support health and wellness efforts for the students in your school. Learn more about the importance of student wellness, what student wellness resources are out there, and how you can help students thrive.

**11:00 -12:30 Buffet & Closing Speaker, Becki Jordan, Regional Navigator, Someplace Safe  
Human Trafficking & Sexual Exploitation in Rural MN: What You Need to Know**

Our luncheon speaker will discuss how MN is responding to sexual exploitation and human trafficking crimes, what to look for in your local communities, and information on available resources.

Thank you for attending the conference. Your participation and presence is a gift to everyone around you!

## 70<sup>th</sup> MAEOP ANNUAL BUSINESS MEETING AGENDA

Thursday, October 10, 2019 - 6:30 PM

Arrowwood Resort - Alexandria, MN

- Welcome & Inspiration prior to meal
- Business Meeting/Call to Order
- Pledge of Allegiance
- Approval of Agenda
- Credentials Report
- Approval of 2018 Annual Business Meeting Minutes
- Treasurer's Report
- Audit Report
- Committee Reports
- Awards
- Darla Scales Scholarship
- PSP Recognition
- MAEOP Office Professional of the Year Award
- MAEOP Administrator of the Year Award - NONE
- Installation of Officers -
- Unfinished Business
- Betty Abraham Scholarship Winner (Drawing for next year's Conf.)
- New Business
- Other
- Silent Auction Winners
- Conference Evaluations – watch for an emailed survey next week
- Adjourn

**\*\*Please join us in the Hospitality Room after the meeting.\*\***

The MAEOP Board would like to **THANK YOU** for attending the 70<sup>th</sup> Annual State Conference. We hope you had an opportunity to network and learn something new personally and professionally.

2020 Conference Theme  
The Key to Success is MAEOP



If there is anything the MAEOP Board Members can do to help you with your journey, please contact us; we are only a phone call or email away. A complete Board Directory can be found at <http://maeopmn.org/>

## Arrowwood - Alexandria MN



2100 Arrowwood Lane NW  
Alexandria, MN 56308  
<https://arrowwoodresort.com/>  
866-386-5263 or 320-762-1124

**Minnesota Association of Educational Office Professionals**  
**2018-19 Review**  
**Board Members' Annual Reports**

**2018-19 President**

**Lori Schumann, CEOE**

**Anoka-Hennepin Schools**

I have been a member of MAEOP since I first started working for Anoka-Hennepin school district in 2001. I was challenged right from the beginning to run for Vice President of Membership and was elected. Since that time I have been a board member in some aspect every year, but this was my first time as President. I was challenged and decided if I want to keep this association going strong I needed to step up and take the President position. It has been a very rewarding year. I went to the National conference in Boise, Idaho this summer and represented our state. It was such a wonderful conference. Our 2019 - 2020 NAEOP President is Jill Averyhart and her theme is "Picture the Possibilities." Jill's theme is perfect to generate new members. We need to try to get one new member for every conference. The best part of the NAEOP conference is seeing all the people you have met over the past years and networking with them. I wish every MAEOP member could attend the NAEOP conference just once. I have enjoyed working with our board members throughout the year. Our focus is, and has been, to retain and gain members.

**2018-19 President Elect**

**Lila Rehneidt**

**Hayfield Schools**

Last year at our conference in St. Cloud, I was challenged to step up and take the position of President Elect. I am not going to deny that I was nervous about this challenge. I have some big shoes to fill. I know that I can rely on the past and present board members to help me through this next year. As MAEOP members we are all one team. Our 2018 – 2019 NAEOP President is Susan Belliston, CEOE. Her motto is "Let Your Light Shine." Her challenge to NAEOP members is to let your light shine in the office to your co-workers, supervisors and everyone you come in contact with. Step out of your comfort zone and work on a committee for NAEOP. I am suggesting to you to step out of your comfort zone and get involved and work on a committee for MAEOP. The rewards of being a state member and national member are far beyond what you can imagine.

**Vice President Membership**

**Kathy Zavoral**

**Faribault Public Schools**

MAEOP is an organization that provides the opportunity to network with fellow members, attend information packed, fun filled annual conferences and learn more about our careers in the education field. Our annual conference is a perfect chance to spend time together to renew and make new friendships. Thank you for your continued support of MAEOP and encourage your co-workers to join this wonderful organization.

Our current membership includes:

- Active – 81
- Retired – 60
- Honorary – 16
- Life - 7

**Carol Schmitz**

**Secretary**

**Anoka-Hennepin ISD 11**

As secretary I have attended and provided minutes of all board meetings. I attended the MSBA conference in January as well. If you've never attended I would encourage you to. I would also encourage you to become involved in MAEOP by serving in one of the open positions on the MAEOP board. You will not regret getting to meet and work with such a great group of women. I also serve as the Ways and Means chair and would like to encourage members to donate a basket to the silent auction at conference. The funds are used to finance scholarships. I am looking forward to attending the NAEOP conference in Boise ID in July. This will be the first time I've attended outside of the state of MN.

**Treasurer****Laura Reisdorf****St Charles Schools**

This is my fourth year as MAEOP Treasurer. Bremer Bank of St. Charles, MN is the financial institution for the MAEOP General Fund and Scholarship Savings Account. It is my hope and intent to maintain accurate records for our organization and distribute reimbursements/payments in a timely fashion. The MAEOP conference is an awesome time to join others who work in the school setting, learn from each other, and create life-long friendships! Hope to see you all in Alex at our Fall Conference.

**Lori Schuman****NAEOP State Director****Anoka Hennepin Schools**

July 2019 the NAEOP Annual Conference was held in Boise, Idaho. Once again, I was fortunate enough to attend and enjoy some incredible speakers. I participated in the North Central Area Brunch and networked with people from the North Central Area. We have such a great group of members. I challenge those of you who are not yet members, to become a member of NAEOP. Please contact me at any time if you have questions.

**Deb Brown****Elections Chair****Byron Schools**

I have completed my fifth year as Election Clerk. Election ballots were sent out electronically in June. Results were that Diane Vosen, MREA, will be our next President-Elect under the leadership of Lila Rehnelt, incoming President. Kathy Zavoral was elected to her third 2-year term as Vice-President Elect and Laura Riesdorf was re-elected for her third 2-year term as Treasurer. I have enjoyed my time on the MAEOP board as both Election Clerk and President. I will be retiring in one year and am hoping to help whoever would be willing to take on the responsibility of Election Clerk. If you have an inclination to fill any open board appointed position, please contact any MAEOP board member. We need your involvement to keep the organization strong!

**Kara Merrifield****Central Area Director****St. Francis Schools****Marcia Schultz and Lori Hanson****South Area Directors****PEM Schools and Cannon Falls Area Schools**

The South Area members continue to be actively involved in MAEOP! We are very proud of the number of active

members and conference participants from "down South"... Our message is to encourage each other and to reach out to a neighboring school district and invite 1 person along to see what MAEOP is all about. This has been such a busy year, we haven't found much time to get together face-to-face but hopefully the new school year will bring us together to collaborate and share some great ideas.

**PSP Coordinator - Looking for a new 2019-20 person!****Sharon Griffiths, CEOE****Parliamentarian**

The Parliamentarian gets to sit next to the President and make sure everything goes according to the Bylaws.

**Sue Anderson****Public Relations Chair**

This is my second year as the Public Relations Chair. We are excited you are here and we know you will have a wonderful time at the conference! This is a great opportunity to network with other members, attend top-notch workshops, and make new friends. The annual fall conference provides an opportunity to recognize an outstanding **Administrator of the Year** and an **Office Professional of the Year**, however, we did not receive any nominations this year for either award. Who is that person in your district that makes the day brighter and goes

above and beyond what is expected of them? It's not too early to consider nominating someone to be honored at next year's conference! Watch for information during the school year in our newsletters and email with instructions on how you can nominate candidates.

### **Carol Skyhawk Scholarship Chair**

I update the scholarship forms and submitted them for distribution. The information was sent out electronically to MAEOP members and I have also included it on the MAEOP website.  
I had several requests to send out the scholarship information, but no one completed an application.

### **Sharon Griffiths, CEOE**

Retiree Liaison – During the last year, I was able to contact the retirees for whom I had addresses. It's always good to "touch base" with these women and as we encourage each other!

Historian - Over the last year, I was able to scan the written minutes from the notebooks that have been "sitting around" in my spare bedroom. The MAEOP Board agreed to this process, and they are now on the MAEOP website.

### **Audit Report**

September 25, 2018

MAEOP Board of Directors:

I have completed an audit of the Treasurer's files from October 1, 2017 through September 20, 2018. The specific purpose of the audit, as directed by the MAEOP Board of Directors, is to verify that all income and expenses recorded in the files reconciles with the bank statements. All the debits and credits were accounted for with documentation, both through the bank and the treasurer.

The bank statement balance as of August 31, 2018 for the MAEOP checking account is \$13,728.55 and the savings account balance as of June 30, 2018 is \$8,371.72.

After reviewing the transactions since the last bank statements were issued for both accounts, the balances are as follows:

Checking Account: \$13,682.15

Savings Account: \$ 8,371.72 Total Assets for MAEOP is \$ \$22,053.87

MAEOP has two scholarships with cash amounts included in the Savings account:

- Darla Scales Scholarship
- Betty Abraham Scholarship

\$5,861.21 \$2,510.51 \$8,371.72

The organization does not have any liabilities at this time.

Tanya Kejeune Community Education Director St. Charles Public Schools

### **Treasurer's Report**

2018 MAEOP Accounts Summary

MAEOP Scholarship Savings Account		6.30.2018	
<b>Darla Scales</b>			
Balance			
\$6,359.26	\$500.00	Less 2017 Scholarship	\$5,859.26
<b>Betty Abrahams</b>			
Balance			
\$2,509.68	Bead Game 2017	\$96.00	\$2,509.68
	Sea of Green 2017	\$339.00	
	Baskets 2017	\$255.00	
	Square Game 2017	\$126.00	
		\$816.00	\$3,325.68
	Less Transfer to Conference Budget		\$816.00
		\$816.00	\$2,509.68
Scholarship Savings Account Total			\$8,368.94
Interest paid year to date			2.78
			\$8,371.72
*note interest will be calculated at year end and distributed to each scholarship fund.			
MAEOP GENERAL FUND (Checking)		8.31.2018	
Balance on Hand 8.31.2017		\$10,402.14	
YTD Income since 8.31.2017		12,731.46	8.31.2018
YTD Expenses since 8.31.2017		\$9,757.30	Bank Statement
Balance on Hand 9.25.2018		\$13,376.30	\$13,728.55
	outstanding checks	352.25	

**\*\*\* 69<sup>th</sup> MAEOP Annual Business Meeting \*\*\***  
**6:30 pm, Thursday, October 4, 2018**  
**Pier B Resort, Duluth, MN**

**DIANE WILL FINALIZE AND INSERT**

MINUTES

**ITEM 1. Welcome & Inspiration (prior to dinner)**

Sharon Griffiths provided words of inspiration

**ITEM 2. Business Meeting/Call to Order**

President Deb Brown called the meeting to order at 6:53 pm.

**ITEM 3. Pledge of Allegiance**

Members and guests recited the Pledge of Allegiance.

**ITEM 4. Approval of Agenda**

Motion to approve the agenda by Peggy second by Kathy Matajcek. Motion carried.

**ITEM 5. Credentials Report**

Credentials report is on file

**ITEM 6. Approval of 2016 Annual Business Meeting Minutes**

Motion to approve the 2016 Annual Meeting Minutes by Sharon Griffiths; second by Lori Schumann. Motion carried.

**ITEM 7. Treasurer's Report**

Treasurer's report in on file

**ITEM 8. Audit Report**

Motion by Carol Skyhawk to approve the Audit Report; second by Marcia Schultz. Motion carried.

**ITEM 9. Committee Reports - On file**

**ITEM 10. Awards**

· Darla Scales Scholarship (\$500)

Recipient is Cole Brewers. Cole is attending University of North Dakota for Business and Accounting and was not able to attend the meeting. He sent a thank-you message.

- *Professional Standards Program (PSP)*

Four members earned their Certified Educational Office Professional (CEOP) designation this year. They are: Janet Anderson, Anoka; Sandra Barrett, Anoka; Lori Hanson, Cannon Falls; Ann Johnson, St Francis. Jolene Lindberg, Oak Grove, earned her CEOP recertification.

- *MAEOP Office Professional of the Year Award*

Nancy Haas was honored for her 35 years of service to St. Francis School District.

- *MAEOP Administrator of the Year Award* There was no recipient this year.

#### **ITEM 11. Installation of Officers**

The following members were elected by the membership and installed as Officers for 2017-18:

- **President**

Carol Schmitz, Anoka-Hennepin Schools

*1-year term expires October 2018*

- **President-Elect**

Lori Schumann, Anoka-Hennepin Schools

*1-year term expires October 2018*

- **Past President**

Deb Brown, Byron Schools

*1-year term expires October 2018*

- **Vice President, Membership**

Kathy Matejcek, Faribault Schools

*2-year term expires October 2019*

- **Treasurer**

Laura Reisdorf, St. Charles Schools

*2-year term expires October 2019*

- **Recording Secretary**

Diane Vosen, Minnesota Rural Education Association

*1-year term expires October 2018 (year 2 of previous 2-year term)*

The following members were installed as Directors and Chairs:

- Central Area Director: Kara Merrifield
- Conference Advisory/Committee: Lori Hanson
- Communications Newsletter: Linda Stelley
- Communications Web: Diane Vosen
- Courtesy Chair/Correspondence Secretary: Pam Wendt
- Elections Chair: Deb Brown
- Historian: Sharon Griffiths
- NAEOP State Director: Lori Schumann
- North Area Director: VACANT
- Parliamentarian: Sharon Griffiths
- PSP Chair: Kristi Stiers
- Public Relations Chair: Sue Anderson
- Retiree Liaison: Sharon Griffiths
- Scholarship Chair: Carol Skyhawk
- South Area Directors: Lori Hanson, Marcia Schultz
- Ways and Means Chair: Carol Schmitz

#### **ITEM 12. Unfinished Business**

No unfinished business was reported.

#### **ITEM 13. Betty Abraham Scholarship Winner (drawing for 2018 Conference)**

Sherry Norby of Monticello was drawn as the winner.

#### **ITEM 14. New Business**

No new business was reported.

#### **ITEM 15. Other**

- **Silent Auction Winners**

Lucky winners of the silent auction baskets were announced. Thanks to all who donated a basket.

- **Conference Evaluations**

Conference surveys will be mailed next week. All are encouraged to respond.

#### **ITEM 14. Adjournment**

Motion to adjourn by Annie Mickelberg, second by Michelle Olson. The meeting adjourned at 8:25 pm. APPROVED

October 4, 2018

\_\_\_\_\_  
(NAME)

Recording Secretary

\_\_\_\_\_  
Date

#### **MAEOP OPPORTUNITY.....**

Over the past few years, **MAEOP** has worked in conjunction with MSBA to provide training for new school board clerks. If you would be interested in working on a panel for one or more of these training sessions, please email me at [kklanderud@mnmsba.org](mailto:kklanderud@mnmsba.org)

As an explanation, the expectation is that you will be on a panel with two or three **MAEOP** members who share how they work with the school board in the clerk capacity. You will be addressing the responsibilities of the staff person vs. the board member clerk in your district. In the past, we have had a moderator and a panel. A MSBA staff member is present and will help facilitate and answer any questions you are uncomfortable with. MSBA feels it is very important to promote the importance of your position and relationship with the board. Please help us develop this relationship.

This is an opportunity open to those of you who work as assistants or secretaries to the superintendent in your districts. If you are working on your **PSP**, this is an **EXCELLENT** opportunity to gain points toward that goal or if you have your PSP, it is an opportunity to gain points toward your **renewal**. Even if you are not working on your PSP, it is a fun and educational day.

You're welcome to attend the entire day of the workshop for free for your participation in the afternoon panel. The morning covers the Open Meeting Law, special voting procedures, other laws specific to school boards, meetings and the responsibilities of the different officer positions.

#### **MINNESOTA SCHOOL BOARDS ASSOCIATION OFFICERS' WORKSHOP**

The session you would be involved in typically begins at 1 p.m. The following is a sample agenda.

## **DUTIES OF THE CLERK—AGENDA**

- 1. BOARD AGENDA**
  - a. Posting
  - b. Minutes
  - c. Consent
  - d. Open Forum (how to handle)
  - e. Developing agenda/setting agenda
  - f. Delivery to board members
  - g. Signing as Board Clerk
- 2. POLICIES**
  - a. Using MSBA model?
  - b. Where is manual located (hard copy vs. electronic copy)
  - c. Discarding old policies
- 3. ELECTIONS**
  - a. Who handles? Superintendent's Office? Business Office? City?
  - b. Board elections vs. bond elections vs. levy referenda
  - c. Training—who attends, who provides training
  - d. Judges, local or selected specifically for district
  - e. Communications—Who? How?
- 4. MISCELLANEOUS**
  - a. Required records and reports
  - b. Auditors' requests (providing information)
  - c. Accepting service of process
  - d. Relationship with board members
  - e. Board training
  - f. Role with MSBA
  - g. Confidential secretary to Superintendent/Board

**There are 2 Scholarships that are an extremely important part of MN MAEOP. A brief description is listed below:**

**Betty Abraham Scholarship Guidelines**  
(for a MAEOP member to attend another conference)

Purpose: To encourage MAEOP members' attendance at future conferences or institutes (one of Betty Abraham's passions). This scholarship is a raffle drawing that is held at the fall conference. The winner is selected to attend the next conference FREE of charge, compliments of MN MAEOP and the Betty Abraham scholarship foundation.

- Must be a current paid MAEOP member of at **least one year**.
- Eligible members can only win once every three years.
- Amount of the scholarship to be determined by the MAEOP board annually and scholarship amount will be advertised in the MAEOP newsletter as well as on the MAEOP website.
- At the fall conference, drawing(s) for scholarship(s) will be conducted. The winner(s) can use this scholarship for the following fall conference or an institute and must be used within a two-year period (this scholarship is not transferable to another person)
- Winner will be required to submit an article on the conference or institute attended that may be published in the MAEOP newsletter (article will be submitted to the MAEOP board within a month of conference or institute attended and should contain a brief description of the conference or institute and what it meant to

**Darla Scales Memorial Scholarship**  
(for a Graduating High School Senior or Higher Education Student)

**Eligibility:** All Minnesota resident business education students who wish to continue their education and pursue an office related career, preferably in the education field. This application may be submitted for a national scholarship with the National Association of Educational Office Professionals.

**Contact information:** Direct applications, contributions, questions, and requests for information to: MAEOP Scholarship Chair Carol Skyhawk, Stewartville Public Schools, District Office, 301 2nd Street SW, Stewartville, MN 55976 Phone: 507-533-1440 E-mail:carol.skyhawk@ssdtigers.org

The scholarship award criteria are based on academic standing, financial need, and initiative. Additional scholarships may be determined after donations have been received. APPLICATION INSTRUCTIONS All forms must be typed and the information will not be returned to the applicant. The following information must be completed:

**Graduating High School Senior**

1. Form 1: Application
2. Form 2: Candidate's Application
3. Form 3: Candidate's Biographical Information
4. One-page, biographical sketch: "Why I Am Choosing an Office Related Career as a Vocation."
5. Three (3) letters of recommendation a. Principal, counselor, or other school administrator who can describe the applicant's i. activities and leadership record; and ii. character, personality, initiative, and home background. b. Business education teacher c. Non-family, non-MAEOP member
6. Latest high school transcript to include class rank at the end of the junior year

**Higher Education Student**

- 1-4. Same information listed above for the graduating high school senior
5. Three (3) letters of recommendation a. Advisor or counselor who can describe the applicant's i. activities and leadership records; and ii. character, personality, & initiative. b. Former teacher or present/former employer c. Non-family, non-MAEOP member
6. Copy of high school diploma or GED certificate

# ***The Key to Success is MAEOP***

*MAEOP 2019-20 President, Lila Rehnelt*



**Save the Date  
October 7-8-9, 2020  
Crosslake, MN**



<https://www.whitefish-lodge.com/>

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