



67th Annual CAEOP **Professional Development** **Conference** **for Educational Office Professionals**

“Let Your Light Shine”



Hosted by:

California Association of Educational
Office Professionals (CAEOP)

March 9-11, 2017

Lake Arrowhead Resort & Spa

27984 CA-189

Lake Arrowhead, CA 92352



Unlock your potential by attending the 67th Annual CAEOP Conference! Whether new to the office, or with years of experience, the speakers and programs at the 2017 conference will provide training and inspiration for the continued success of today's educational office professional.

**California Association of Educational
Office Professionals (CAEOP)
67th ANNUAL CONFERENCE SCHEDULE**
March 9-11, 2017 ~ Lake Arrowhead, CA

Friday, March 10, 2017

**CONFERENCE WELCOME
& GENERAL SESSION**
8:00 a.m - 10:30 a.m.

Lanelle Gordin, Ed. D.

"Time Management...And So Much More!"

Time Management solutions continue to evolve, and bringing those tools will help anyone in their daily work tasks. Some of the topics in this workshop include: recognizing the impact of wasted opportunities and act to seize them, maintaining a high level of focus on personal development, understanding the dynamics of effective use of time, keeping commitments, efficient planning, listening more effectively, asking for help, supporting team members, and considering alternative courses of action.

Morning Workshops 10:45 a.m. - 12:00 p.m.
(choice of one)

Workshop 1A:
Nick Newkirk

"The 5 Languages of Appreciation in the Workplace"

Workshop 1B:

Wendy Heslink, CEOE, NAEOP President 2016-17
"The Effective Educational Office Professional"

Workshop 1C:

Martha Chapa & Tania McLean-Nicholas
"The Healing Power of Art"

Spirit Luncheon 12:30 p.m. - 2:15 p.m.

General Session 2:45 p.m. - 4:00 p.m.

Kathy Espinoza
"iHurt, uHurt, wii all Hurt... The Toll of Technology"

Mobile technology is an ever more common feature in America's homes and office. In our modern world, the quest for interconnectedness through mobile technology is at an all time high, but at what cost? This session will discuss the ergonomics around the use of modern technology to avoid the personal toll that technology takes on our body. Some of the topics will include: iPosture, text neck, cell phone issues, earbud issues, and others.

Vendor Fair 7:00 a.m. - 5:00 p.m.

5K Walk 5:00 p.m - 6:00 p.m.

Saturday, March 11, 2017

6:30 a.m. - 7:00 a.m.
1K Morning Walk

Welcome

9:00 a.m. - 9:15 a.m.

Morning Workshops 9:15 a.m. - 10:45 a.m.

Workshop 2A:

Deirdre Edwards

"Step Into Your Greatness"

Workshop 2B:

Rosalinda Jaimes & Michele Osinski

"Winning Friends and Influencing People: Finding Your #PLN on Twitter"

Workshop 2C:

Saneliso Muringani

"Dress for Success"

CAEOP Business Meeting

11:00 a.m. - 11:30 a.m.

Awards Luncheon

12:00 a.m. -1:30 p.m.

Poster Contest (grades K-6)

Scholarships

PIP & PSP Awards

Affiliate Newsletter Award

Administrator of the Year Award

Educational Office Professional of the Year Award

Endnote Speaker 2:00 p.m. - 3:00 p.m.

Wendy Heslink, CEOE, NAEOP President 2016-17
"You Make a Difference"

Do you have pride in your work? Do you feel appreciated? Do you handle all situations in your office well? If you answer "no" to any of these, this is for you. We will talk about how to take pride in your work, the power of teamwork, how to feel appreciated (and show appreciation), and how to understand difficult people - all in an effort to help you realize you really DO make a difference in your office environment. There is no unimportant job in any school building. Every job matters, so you have to be armed and ready to show what you do and can do to make yours matter even more.

Installation Banquet & Reception

No Host Social Time 6:00 p.m. - 7:00 p.m.

Dinner and Installation Program 7:00 p.m. - 9:00 p.m.

"Stay the Course with CAEOP"

Men: Black Tie Optional

Women: Cocktail Dress/Semi-Formal

Black & Gold in color encouraged

Reception honoring the 2017-2018 Executive Board immediately following the Installation Banquet.

WHO SHOULD ATTEND?

California Association of Educational Office Professionals (CAEOP) provides professional growth training programs for non certificated school/district office personnel. We encourage our attendees to grow professionally to better understand our role in service to public and private educational institutions.

HOTEL RESERVATIONS

Lake Arrowhead Resort & Spa
27984 CA-189
Lake Arrowhead, CA 92352
(909) 336-1511
goo.gl/P0r07X

Reservation deadline is
SUNDAY, FEBRUARY 5, 2017

- \$119 - Two Queens or One King
- Free Parking
- \$15 Daily Resort Fee will be added to room rate.
- Free Internet
- Room rates available 03/07/17 to 03/12/17

Special rate rooms are limited. Please make your reservations as soon as possible. After the deadline date, you may be subject to higher rates.

Lake Arrowhead Resort & Spa is in the refreshing mountain air, where you can pamper yourself in the spa, and shop outlet stores in one of the top ten most charming small towns in Southern California. Lake Arrowhead offers an experience like no other and provides a fantastic venue for the Annual Conference.



The 2017 CAEOP service project is **Dress For Success** (dressforsuccess.org), Dress for Success is an international not-for-profit organization that empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life. Please bring your cash donations to the conference, or mail by February 15, 2017 to Adrienne Bridges, CAEOP Service Project Coordinator, 155 East Fourth Street, Perris, CA 92570

WORKSHOP DESCRIPTIONS

WORKSHOP 1A

"The 5 Languages of Appreciation in the Workplace"

This workshop will include topics such as: ways to increase your understanding of others differences; how to create a more enjoyable work environment, and build more positive relationships. Discover not only what your own language of appreciation is but others as well, which will become beneficial as you return to your workplace.

WORKSHOP 1B

"The Effective Educational Office Professional"

The roles you play, the positions you hold and the work you do isn't the same as they were 30, 20, or even 10 years ago. Your image, your attitude, your skills, and how you handle time and change are watched, noticed and scrutinized every day. This workshop will discuss many ways to keep effective and professional in your changing and challenging role as an educational office professional.

WORKSHOP 1C

"The Healing Power of Art"

Learn how to recognize when you are stressed and/or dealing with difficult circumstances and implement coloring to help relieve some of that stress from those situations. Information on the the trending use of coloring and its therapeutic properties will be discussed along with hands-on activities.

WORKSHOP 2A

"Step Into Your Greatness"

Join us as we explore how knowing your purpose, growing to your maximum potential and using it to sow seeds that benefit you and others, leads to a life of significance. Areas that will be explored include: learning your purpose, embracing your passion, and declaring your conviction for action that adds value to the lives of others.

WORKSHOP 2B

"Winning Friends and Influencing People: Finding Your #PLN on Twitter"

Using Twitter, as a means to share ideas, grow/create a professional learning network (PLN), and not work in isolation. Join our session to understand how to create a Twitter account, what it means to "follow", "like", "retweet", and #hashtag your way into becoming a 21st century professional.

WORKSHOP 2C

"Dress For Success"

Dress for Success is more than just picking the right outfit. In addition to physically equipping yourself with apparel and accessories, you need the confidence that carries forever and the knowledge that you can actively define your life.

Questions about the conference?

Contact Sarah Tierce, Conference Registrar, by email: satierce@yahoo.com or, contact the Conference Chairman, Susan Smyth by email at susan.smyth@puhsd.org or telephone (951) 943-6369, Ext. 81109.

****If you would like to register for this conference online, please click goo.gl/XgMRIV***

IMPORTANT NOTES

- Pre-conference tours are scheduled for Thursday, March 9, 2017.
- Confirmation letter will be emailed to all attendees once your paid registration is received. Submit completed and signed registration form with all registrations, including PayPal, by February 5th.
- Popular themed baskets are back! Tickets will be drawn at the last general session on Saturday afternoon. You must be present to win the raffle baskets.
- Opportunity drawing tickets will be sold for \$1.00 each, or 6 tickets for \$5.00.
- Professional attire is recommended for both Friday and Saturday sessions (no jeans or tee-shirts please). See Page 2 for recommendations on Installation Banquet attire.

Questions about the tours?

Contact the Tour Chairman, Anna Fetzner, by email anna.fetzner@puhsd.org or calling (951) 943-6369, Ext. 80202.

PLEASE NOTE: The Notary Class Registration is separate from CAEOP Conference Registration.

PRE-CONFERENCE TOURS

TOUR #1: 2 Hour Guided Hike

7:30 a.m.

\$20.00 per person (Space is limited)

- Hiking in the mountains is a healthy and fun adventure.
- Mountain tour guides provide you with proven routes for the level of difficulty and objectives that you are looking for, enjoying the views, to get a workout, or just to have a nice walk. Weather permitting.

TOUR #2: Private Exclusive Queen Boat Tour

2:30 p.m.

\$20.00 per person (pending min. registration)

- One of the most relaxing ways to tour Lake Arrowhead is on board the enclosed charming paddle wheeler, the Lake Arrowhead Queen. The 50 minute narrated tour gives a history of the area as the ship passes by secluded estates.

TOUR #3: The Grapevine Wine Tasting

5:30 p.m.

Wine - \$25.00 per flight (4 tastings + 1 full glass)

Beer - \$20.00 per flight (4 tastings + 1 full glass)

- The Grapevine carries a wide array of Old World and New World Wines. They offer wines of your choice, Reds, Whites, Ports, Dessert Wines, etc.