

# IAEOP Beacon



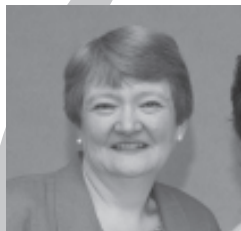
The Official Publication of the Illinois Association of Educational Office Professionals Vol. 14 Issue 2 Winter, 2008

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## Message from the President

**Paula R. Bender, IAEOP President 2007 - 2009**

**Together Everyone Achieves More**



Do you feel some days as if the parts of you are all going in different directions? A part of me needs to attend a meeting at work, another part needs to prepare for choir rehearsal at church, and still another part needs to balance the check-book and pay the bills. Some parts are in higher demand than others and some parts get little attention or left behind. Each part is impacted by the deadlines and priorities it is called upon to take care of. Yet all the parts make up what I am on any given day.

Just as I am the result of all my PARTS and PIECES, IAEOP is a result of all the members, the partnerships and pieces that have come together to develop and strengthen the association for more than 60 years. The purpose of IAEOP is to promote the advancement of education to children of ALL ages by improving the quality of service of educational office personnel.

IAEOP is not just a group of people who all work in educational settings. It is a real team of very different

individuals who share a commitment to being professionals in the variety of positions they hold. IAEOP is a team of individuals who are not equal in talent, experience, or education but equal in commitment to the organization. Each member of IAEOP has an important place in the pieces that make up the whole, without any ONE piece the whole would not be complete.



On those days when I feel I need to be multiple pieces, I might consider giving up one of those 'have to' responsibilities. But who would I be if I gave up participating in church which fortifies my faith, sharing chores at home which strengthens my marriage, or attending meetings at work which promote my professionalism? The same may be said of IAEOP — what would we be if a member does

not share themselves by attending, participating, or communicating?

Make IAEOP complete by being an active piece!



## Members: THIS IS THE LAST PAPER/MAILED NEWSLETTER

In order to help the environment and reduce printing and mailing costs, the IAEOP Beacon is GOING GREEN! As of the Spring 2008 issue, the Beacon will be electronically distributed by posting to the IAEOP web site at [www.iaeop.com](http://www.iaeop.com) for viewing and printing.

Postcards will be sent instead of the Spring 2008 issue notifying the membership when the Beacon is ready to view and reminding you to go to the web site for your copy. During 2008, an email list will be built by Jenni Allen, IAEOP Technology Chair, to notify members of the Beacon posting electronically to replace the post card notification. More information about how to sign up for email notices will be in future Beacon issues.

If you DO NOT have Internet access, please notify Cathy Orseske to continue to receive a postal mailed paper copy. Send a note to her at P.O. Box 295, Somonauk, IL 60552, or call her at 630-466-2498 to remain on the mailing list.

**IAEOP SPRING CONFERENCE**  
**APRIL 18-20, 2008**  
**Eastland Suite & Hotel**



The hotel is located at 1907 North Cunningham in Urbana. View the hotel: [www.eastlandsuitesurbana.com](http://www.eastlandsuitesurbana.com) Reservations for rooms need to be made directly with the hotel and remember to mention IAEOP as the sponsoring group of this conference.

Registration materials for the conference are expected to be posted on the IAEOP web site [www.iaeop.com](http://www.iaeop.com) by Saturday, March 1. **In order to help the environment and mailing costs, the conference materials will NOT be mailed to members. If you do not have Internet access, contact Nancy Van Vickle at 217-444-1503 or Mitzy Widebeck at 217-525-3040 for a paper copy.**

The keynote speaker for this conference is **Kendra Smiley**. She has written six books, spoken to thousands of people as a teacher, radio host, speaker, and author. Using different methods, she delivers the same message: Teaching people to make the next right choice. Her topic for the conference will be:

**BEING THE B. E. S. T. YOU CAN BE**

If you desire to be a top performer in any area of your life, this message is for you and it will provide you with four essential keys.

- B** - Bulldoze the crust (Get rid of the things holding you down).
- E** - Eliminate weaknesses (Identify your strengths carried to extremes and begin to modify them).
- S** - Strengthen your assets (Capitalize on the things you do well naturally).
- T** - Teach others about their incredible worth.

Bring out the best in others and it will bring out the best in you!

Afternoon workshops will include PSP (Professional Standards Program), and an additional retreat by Kendra Smiley for retirees.

Plan on attending this conference and ask a co-worker or friend to join you in a rewarding weekend of fellowship and information.

**REMEMBER** Registration materials will NOT be mailed. **GO GREEN** at the web site [www.iaeop.com](http://www.iaeop.com), March 1 to view and print registration information and forms.

*IAEOP is the place to be...*

**Greetings from**  
**NAREOP**



Welcome to the New Year. I hope your holiday season was great.

As you know, plans are being made for the NAEOP conference to be held in Broomfield, Colorado on July 7 - 11, 2008. We hope you will be able to join us there.

As part of the program, the National Association of Retired Educational Office Professionals choose a service project each year that our members and friends can support. This year the project will be **The Gathering Place** in Denver, Colorado. The Gathering Place supports women and their children experiencing homelessness or poverty by providing a safe daytime refuge and resources for self-sufficiency. An average of 300 women and children pass through their doors on a daily basis. To help support this worthwhile organization, we are collecting children's books and WalMart and Target gift cards. Active members as well as retirees are encouraged to participate.

If you would care to contribute to this very worthwhile organization,, you can purchase any of the above items and bring them to Spring Conference, or you can send them to me. If you would care to make a contribution instead for me to buy the items, you can do that also.

I hope to hear from you before the end of June. Thank you in advance for your support.

Martha Carson, 2007-2008 NAREOP President

3002 Farmdale Lane  
Freeport, Illinois 61032

815-233-4310  
[marthacarson@aol.com](mailto:marthacarson@aol.com)

**NAEOP & NAREOP**  
**A SWEET COMBINATION**

**Let's add IAEOP to this!**



## 2008 Central Area Professional Development Day

Missouri Association of  
Educational Office Professionals

*“Professionalism is Cooking in Missouri”*

Fifty-Eighth Annual Spring Workshop &  
Central Area Professional Development Day  
March 27 - 29, 2008

Courtyard by Marriott  
Columbia, Missouri

Co-Chairs: Jorene Brooks, CEOE & Debbie Geib  
Hosted by MAEOP District 2 Associations:  
Columbia, Mark Twain, Mid Missouri & Northeast Missouri



### Workshops & Presenters

#### FRIDAY MORNING

*Simmering Legal Issues* - Kelli Hopkins, Director MSBA Policies & Kyle Farmer, Director MSBA School Law. Listen to school law attorneys give you the latest on those legal issues that come up during school every year.

*Weighing and Measuring* all of the residency and registration questions will head the menu of topics to be discussed along with *Proper Packaging* of forms and policies, and *Planning, Preparation and Storage* of records that must be kept in your office. *Hot and Spicy Special Education* issues will also be addressed during this session.

*School Districts on a Diet* - Dr. Chris Straub, Finance and Legislative Consultant, MSBA and MASA Ever wonder where all that money goes? Come listen to a school finance expert as he addresses important issues concerning the budget that never goes as far as we would like. There will be *No Substitutions* for what percentage of the budget goes into what category.

#### SATURDAY

*Jot That Recipe Down — Taking Minutes Efficiently* - Vicki Phillippe

Learn to record minutes with ease and confidence. Know how to prepare for the meeting in advance, what to write down, and how to transcribe your notes into correct and concise minutes.

#### *Know Your Ingredients — Office Procedures That Work*

Debi Othic, CEOE

What happens when you go on vacation or stay home because of illness? Don't hurt your office when you leave, or leave it a mess for the next person. Keep an organized cookbook (office procedure manual) about your job and keep files organized and ready to hand off to the next person when needed.

#### *Proper Etiquette and Ethics in the Workplace*

La Oeltjenbruns, CEOE, North Central Area Director Proper etiquette, attire and ethics in the office are aspects of this presentation with audience involvement. Educational Office Professionals need to be able to appropriately handle the many situations that confront them daily. This presentation will assist not only in identifying but responding correctly to the challenges and issues. Technology changes rapidly today as does the etiquette of use. Learn correct cell phone usage, voice mail messages, email usage as well as ethical responses to office issues.

#### *Retirees, CAPDD Attendees & Guests Tour:*

Kathy Koehler has arranged a FREE tour through the Columbia Convention and Visitor Bureau for a Gallery Crawl. Participants will be bussed from the Marriott to Downtown Columbia where they will tour PS: Gallery, Poppy, Bluestem Missouri Crafts and then go to Orr Street Studios for a wine and cheese reception.

### Special Projects

Each state association is asked to bring a gift bag or basket of items from the state to be raffled off for the Central Area. There will also be a 50/50 raffle held throughout the conference.

In lieu of a friendship gift exchange, it was decided to donate to a community service project. **Bring a canned food item** to the Friday Night dinner/social where they will be collected and picked up by the Central Missouri Food Bank. Join this worthy cause!

**TO VIEW ALL CONFERENCE INFORMATION**, go to [www.maeop.net](http://www.maeop.net)

The co-chairs also encourage people to make hotel reservations as soon as possible since the room block is filling up fast. Call 1-573-443-8000 for rooms or [www.marriott.com/COUCY](http://www.marriott.com/COUCY). The room rate is \$ 99.

Let's make Illinois well represented at this annual Central Area Professional Day. It's fun to get acquainted with our neighboring state members and their associations.



## BOARD REPORTS of October, 2007

### **Board of Committees Coordinator** Jackie Voorhees

It is important to IAEOP that members consider being on a committee. The more involved members are, the more they will feel a part to make a difference.

### **Community Service/Fellowship**

*Ellen Flynn & Nancy Harrington*

At each conference, a collection is taken for charity: Make-A-Wish Foundation and Ronald McDonald House at the Spring conferences; Special Olympics and National Childhood Cancer Foundation at the Fall conferences.

At the Spring 2008 Conference, a one-time special project has been added. We ask you to bring slightly used and new books for the Reach Out and Read Program. This program is for children six months through five years old. The books are given to children at pediatrician offices, community health centers or hospitals Illinois.

Many cards were sent to members for Thinking of You, Sympathy and Get Well. Please let Nancy or Ellen know if there is someone who should be sent a card.

### **Educational Service Regions** Linda Smith

Emails were sent to all Superintendents at ROEs inviting their office professionals to attend our conferences and to make them aware of our association. Surveys will be conducted to determine staff interest.

### **IASBO Liaison** Cheryl Franklin

Representatives of IAEOP who presented, welcomed and volunteered at the IASBO Support Staff Conferences are as follows: Paula Bender in September in Naperville; Nancy Van Vickle in October in Bloomington; Dena Henricks in October in Fairview Heights.

### **Membership** Cathy Orseske

With member help, the IAEOP list is constantly updated. Encourage your friends who are members who have not renewed to do so, and ask other support staff to join our association.

New members as of October are:

Joyce Hoffman ; Wendy Sedwick of St. Charles 303; Rochelle Litiker of Cottage Grove Upper Grade Center; Jane Harter; Vicci Haesker of DeKalb District 428; and Joyce Utz. Welcome new members! We look forward to getting to know you.

### **Nominations & Elections** Jackie Voorhees

Please make your vote count. Use the ballot on page 11 of this issue and send it to Debbie Cullen.

### **Public Relations** Denise Struve

Conference information was emailed to IPA, IASBO and ROE for them to forward via their email list serve.

### **Publications/Newsletter Award** Donna Steckling

Applications for the annual Newsletter Contest will

be available at the Spring Conference and also will be posted on the web site. Consider sending in your newsletter for this award.

### **Special Projects** Liz Downs & Marcia Redman

Please remember to donate baskets or special items for sale in Special Projects. If anyone has thoughts on other ways to raise money for IAEOP, please share them with us.

### **Student Scholarship** Marilee Clymore

Two \$500 scholarships and one \$1,000 scholarship are available. The \$1,000 winner will also be submitted to NAEOP for the National Award.

### **Technology, IAEOP Website** Jenni Allen

Email list serve groups will be set up to notify members of forms, publications, announcements and news. If you have an email account, please send an email to [iaeop@yahoo.com](mailto:iaeop@yahoo.com) requesting the list group(s) you want to be part of; board member, task force member, active member, honorary/life time member; or retiree. This will be a more accurate method than typing from membership forms or writing requests.

## IAEOP EXECUTIVE BOARD 2007-2008

**President/Directors Coordinator, Prof. Development, Meeting Planner Coordinator**

Bender, Paula

Email: [PBender@waubonsee.edu](mailto:PBender@waubonsee.edu)

**President Elect, Affiliations, Conf. Registration**

Van Vickle, Nancy

Email: [nancyv@danville.k12.il.us](mailto:nancyv@danville.k12.il.us)

**Immediate Past President, Nominations/Elections, NAEOP, Central Area, Board of Committees**

Voorhees, Jackie

Email: [jlsv1950@yahoo.com](mailto:jlsv1950@yahoo.com)

**Secretary/Correspondence**

Hendricks, Dena

Email: [dhenricks@highland.madison.k12.il.us](mailto:dhenricks@highland.madison.k12.il.us)

**Treasurer/Budget, Member Tuition Reimbursement**

Van Landuit, Deb

Email: [dvanland@plt3.org](mailto:dvanland@plt3.org)

**Regional Director North, Special Projects**

Downs, Liz

Email: [edowns@fordheights169.org](mailto:edowns@fordheights169.org)

**Regional Director North, Professional Standards Prog., Educational Administrator of the Year**

Fettes, Naomi

Email: [nfettes@d158.k12.il.us](mailto:nfettes@d158.k12.il.us)

**Regional Director Central, Special Projects**

Redman, Marcia

Email: [tonto@danville.k12.il.us](mailto:tonto@danville.k12.il.us)

**Regional Director Central**

Lorna Vinson

**Regional Director South, Office Professional of the Year**

Sachan, Carol

Email: [tngirl@insightbb.com](mailto:tngirl@insightbb.com)

**Regional Director South**

Duft, Jill

Email: [jduft@highland.madison.k12.il.us](mailto:jduft@highland.madison.k12.il.us)

## *IAEOP Professional Development Programs*

We are repeating the offerings of Professional Development Programs as presented in the Fall issue.

We encourage you to take advantage of these professional growth opportunities. To schedule a presentation for your next meeting, conference or inservice day, contact: Paula Bender by mail, phone, fax, or email:

Paula Bender, Credentials Analyst  
Waubonsee Community College  
Rte. 47 at Waubonsee Drive  
Sugar Grove IL 60554  
Office phone - 630-466-2371 Fax - 630-466-4964  
pbender@waubonsee.edu

### *The Programs*

**The Office Team** — Various Presenters  
(1 to 3 hours)

**Journey Into Change** — Cheryl Franklin  
(1 to 2 hours)

**Health Care Information on the Internet**  
—Jeanne Gittings  
(1 to 3 hours)

**Netiquette: What we should know about  
communicating on line** — Ruth Burgess  
(1 to 2 hours)

**Can You Ever Get Organized? Or Are You Cluttered  
for Life?** — Paula Bender  
(1 to 3 hours)

**Professional Standards Program** — Naomi Fettes  
(3/4 to 2 hours)

**Developing a Procedures Manual**  
— Betty Dickson Brenton, CEO  
(1 hour)

**Teamwork is Building Bridges for Others to Cross**  
— Various Presenters  
(1 to 3 hours)

**Everybody is Somebody** - Thelma Webber  
(1 to 3 hours)

**Identity Theft** — Paula Bender  
(1 to 2 hours)

**Telephone Techniques and Public Relations**  
— Various Presenters  
(1 to 3 hours)

**Tips for Working With Your Office Personnel**  
— Various Presenters  
(1 hour)

Contact Paula Bender for fees charged

There will be additional workshops added sometime in the near future. Liz Sexson is updating ones she has given in the past and they will be added to our listing..

## **News of Illinois Members**

In November, Beth Finke (Honorary IAEOP member and Cheryl May's sister) was interviewed by Rick Kogan on his WGN show. She talked about her new children's book "Hani and Beth, Safe and Sound". This is Beth's second children's book written about her experiences with Hani, her Seeing Eye Dog. Her first paperback was "Hani Helps Beth". She also has a book of memoirs "Long Time, No See" which was published by the University of Illinois in 2003. Beth has been featured as a speaker several times at our IAEOP conferences and we always welcome her and Hani with open arms.

Beth lost her sight at age 26 to retinopathy and she shared many interesting stories of her years following the loss of sight.

Thelma Webber sends her thanks to the many friends in IAEOP who sent Bob and her 50th Wedding Anniversary cards.

Loretta Moroney has not been working lately and mentioned she would like to join our group again some time soon.

Donna Miller lost her dad right before Christmas and we send condolences to her. Before this happened, Donna had back surgery in mid-October and we hope her recovery has been a speedy one.

Betty Dickson Brenton had an unfortunate accident about 2 months ago. She fell going down the steps at home and fractured both ankles. Betty, always used to being active in all sorts of ventures, found herself with casts on both legs and using a walker. She plans on attending the upcoming board meeting in February since she has had the casts removed and is getting her strength and mobility back slowly.

Starlene Rudolfski had knee replacement surgery the first week of January and we send her good wishes for a quick and full recovery.

For many IAEOP members, Lorena Senn is a familiar person. She wrote to say her new address is 4611 North 92nd Street, M115, Wauwatosa, WI 53225. She moved to Wisconsin to be close to her family.

Your editor and husband were fortunate to make a trip to Scandinavia last year and for those who did not attend the convention in October, it was somewhat eventful in an unusual way. From boarding the plane at O'Hare Field to arriving at Heathrow Airport in London, Donna's passport disappeared. What, you say? How could that happen? A mystery! At any rate, arriving on a Sunday then necessitated staying in London overnight to get a new passport at the American Embassy on Monday morning. New photos in hand, filling out a brief form, within three hours, the Stecklings were on their way back to the airport, flew to Copenhagen and joined their tour group for a very enjoyable trip. WHEW! Lesson learned — hang on to your passport!

**2008 National Conference**  
**July 7-11, 2008**



**Bridging the Continental Divide!**  
**Omni-Interlochen**  
**Broomfield, Colorado**

**INSTITUTE CLASSES**

**MONDAY**

- Crisis Prevention Institute Training
- Trust Matters
- The Humor Clinic
- The Power of Positive Action
- The College Student: A Multicultural Perspective
- I Don't Want To Go Through Puberty Again

**TUESDAY**

- Building Healthy Work Teams
- How to Get What You Want and Not Go Up in Flames!
- How to Get Your Supervisor to Support—And Fund—Your Professional Development
- Influential Interpersonal Communication Skills
- The Success Guide to Life Management

**BRIEFINGS**

**TUESDAY**

- Professional Standards Program
- Government Pension Offset and Elimination Provision: Membership: Potential, Pride, Purpose
- Accountability of the Foundation
- PSP Recertification
- Choir Rehearsal
- The Changing Role of the Educational Office Professional
- Greetings and Salad Dressing!

**WEDNESDAY**

- Lunge Breaks
- I Can Do That!

When the Dream Becomes a Reality  
 Parliamentary Procedure  
 Affiliate Presidents/President Elects  
 Be All You Can Be  
 Choir Rehearsal



Tours you might be interested in taking are listed on the NAEOP Registration Form.

If you are planning to attend, refer to the NES Connector for more information. You can register by mail, fax or online at [www.naeop.org](http://www.naeop.org).

Early registration deadline is May 15, 2008 and cancellations must be made in writing on or before June 1, 2008 for a full refund less \$25 administrative fee. Cancellations between June 2 and June 16 will receive a 50% refund. NO refunds after June 16.

Hotel reservations are made through the hotel. Call 1-800-843-6664, go online or send form via FAX to 1-303-464-33250.



If you're lucky, you might even see these two dignitary look-alikes at the Colorado Convention.

Hope to see more IAEOP members attend this year.

**NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

P.O. Box 12619 • Wichita, KS 67277-2619 • 316/942-4822 • FAX 316/942-7100

[www.naeop.org](http://www.naeop.org)

- New
- Renewal

- Active Membership \$45
- Retired Membership \$25
- Associate Membership \$45

- Institutional Membership \$80
- Corporate Membership \$55
- Magazine Annual Subscription \$25
- Magazine Annual Subscription (Retired) \$10

Membership Application  
 Continuous Membership  
 (12 full months)  
 All fees must be paid in U.S dollars

Outside of U.S. special postage and handling charges apply. Please add an additional \$15.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Recruited by (Name): \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Active membership fees include a one-year subscription to the association magazine.

Check Enclosed     VISA     MasterCard  
 Card Number \_\_\_\_\_ Expiration \_\_\_\_\_  
 Signature \_\_\_\_\_

Dues are not deductible as a charitable contribution for income tax purposes.

- Elementary
- Middle School/ Jr. High
- Secondary
- High Education
- State Department
- Administration
- Career & Technical Ed.
- Retired
- Other (Specify): \_\_\_\_\_

## 13 Easy Ways to Go Green

### At Home

- Unplug the charger for your cell phone, since the charger will continue to draw electricity even when it's not charging. It is suggested to turn off your appliances at their power source and not leave them in standby or "sleep" mode.
- Use the old fashioned draft stopper. If you block the crack between the exterior door and the floor, you need not turn up the heat or air conditioning.
- Run the dishwasher only when it's full. By doing this, you conserve 10 to 20 gallons of water a day. It is also suggested to open the door to let the dishes air dry.
- Wash clothes on the cold cycle. When you switch from hot water, you could save \$60 on your annual heating bill. And, again, only wash full loads.

### Running Errands

- Plot a week's worth of errands geographically to save fuel. By keeping your car well maintained, tires inflated properly, and driving at a moderate pace will save on fuel consumption.
- Tote your own shopping bags. By bringing your own bags, some retailers give you a discount; one retailer now charges shoppers 5¢ per bag (which happens to be a common practice in other countries). Since only .6% of the 380 billion plastic bags discarded in the U.S. are recycled, the rest end up as landfill or in the wind.
- Try to spot clean or hand wash your clothes. Try this before sending to dry cleaners where they use chemicals that harm the environment.
- Check labels to see how far your food has traveled. Food traveling from distances cause carbon emissions and provide less fresh, ripe food.

### During the Workday

- Bring your own coffee mug to the shop. By doing this, you prevent 30 times less solid waste and 60 times less air pollution. Use your own cup at the office, too.
- Turn off your computer nightly. Since it is the office's main drain, it uses more juice than all other equipment combined.
- Repurpose paper. It has been said that a typical U.S. worker uses 10,000 sheets of paper each year (roughly one tree), it's a good idea to keep a scrap paper tray on the desk. Also have a recycling bin available, print on both sides of the paper, and suggest your office buy recycled paper.
- Reuse ink cartridges up to four times. Unless the warranty says otherwise. Using a reputable company to refill your cartridges can save you up to 90% on the cost of a new cartridge.

*Excerpts from ISA Weekend, April 20-22, 2007*

## What if you have an accident?

### Stop your car

No matter how slight the collision, don't leave the scene of an accident unless police told you to drive to the nearest police station to make a report.

### If someone is hurt, call a doctor

or an ambulance, or both. While waiting, you can help but be careful and remember, moving an injured person may do more harm.

### Be sure to call the police

These are the people who know how to handle emergencies and investigate the accident. Also, an official police report may be helpful in the future.

### Exchange information

Illinois law requires the driver of any vehicle involved in an accident to give his or her name, address and car's license number to the other party. It may be requested for the driver to show his or her driver's license. If you leave the scene without providing such information, and getting similar information in return, may get you in further trouble.

### Call your insurance company

As soon as possible, tell them what happened. If you have a concern about making a statement (or not) to the other driver's adjuster, it's up to you. Legally, you don't have to talk to them. However, your account of what happened, especially right away, is almost always the most factually accurate.

### File an accident report in 10 days

Everyone is required to file a written report of any accident in which they were involved which resulted in either injury or death to any person, and in most accidents where property damage occurred. Failure to report may cause you to lose your license. You can obtain an accident report form from most insurance companies, your local law enforcement agency, or the Department of Transportation.

Even the Best drivers can get in an accident. Knowing what to do, in the right way, at the right time may save a life. It will also help minimize and avoid legal problems.

*Excerpts from ISBA Legal Health Checkup 2007*

## Reported on October 12, 2007

Below is a list of legislation of interest to school districts and educators.

There has been a lot of controversy this year due to the budget impasse and then the governor's cuts to the budget. This is still being worked out between the various political bodies. At this time, it is almost impossible to determine how this will work out for the state in general and school districts in particular.

Another controversy for school districts this year was that the governor signed SB937 on August 24, 2007. This bill changed the year that student health examinations are required at the beginning of the 6th grade effective immediately. This caused a lot of questions from districts as many schools had already started their school year. The State Superintendent of Schools has issued a response that "it has been determined that the enforcement of the 6th grade physical examination requirements will be deferred" until next school year. Legislation has also been proposed that would exempt those students who had received an examination at the beginning of 5th grade.

The following are the new laws signed by the governor which are of interest to school districts.

HB 263 provides that when a qualified elector's precinct polling place is a school and the elector will be unable to enter the school to vote because the elector is a child sex offender, the elector may vote early or by absentee ballot. Further, the bill amends the Criminal Code in the provision prohibiting a child sex offender from entering a school to remove language providing that a child sex offender has the right to be present in a school building to vote. Public Act 95-0440, effective August 17.

HB 508 provides that, if a defendant is convicted of reckless driving that causes bodily harm to a child in a school crossing guard zone when a guard is present, the defendant is guilty of a Class 4 felony. If the violation causes great bodily harm or permanent disability or disfigurement, the defendant is guilty of aggravated reckless driving which is a Class 3 felony. Penalties are also increased for reckless homicide in a school zone. Public Act 95-0467, effective January 2, 2008.

HB 574 creates a Social Security Number Protection Task Force to explore the technical and procedural changes needed to implement a unique identification number system, which would replace the use of social security number by state and local government agencies. The task force will include a school administrator. Public Act 95-0842, effective August 28.

### *Legislation Update.....*

*by Mitzy Widebeck*



SB 446 provides that in any fiscal year in which an appropriation for the Grow Your Own Teacher Education Initiative is made, the consortium shall guarantee that support will be available to an admitted cohort for the cohort's training for that fiscal year (instead of a full period of training). The bill also makes changes concerning expenditures under the

Initiative with regards to requests for waivers or deferrals of the teaching obligation, the way grants are awarded to provide the required support for a cohort of candidates, and what a program budget must include. Public Act 95-0476, effective January 1, 2008.

SB 841 subject to appropriation, the bill requires the Illinois State Board of Education to create a program to pay advanced placement exam fees for students in public schools where at least 40% of students qualify for free or reduced-price lunches, and whose fees were not covered by other means. Public Act 95-0491, effective August 28.

The following is new legislation signed into law that affects the Illinois Municipal Retirement System.

HB 49 provides that legally adopted children shall be entitled to the same benefits as other children. Public Act 95-0279, effective January 1, 2008.

HB 804 increases pension credit allowed for military service earned prior to IMRF participation from 24 months to 48 months. Public Act 95-0483, effective August 28, 2007.

## 2008 Election of Officers

The Nominations and Elections Committee has worked hard to recruit an outstanding slate of officers. These capable candidates have volunteered because they are willing to give their time and talents to promote interest and growth in IAEOP. They are dedicated individuals who are well qualified to serve as elected officers of our association.

Now is the time to exercise your right as IAEOP members and vote. Even though you may not know all the candidates, read the biographical sketches that

follow, mark your ballots, vote for ONLY ONE candidate for each office, and send your ballot to the address shown on the bottom of the ballot and postmark by February 22, 2008.

Nominations Committee members are: Jackie Voorhees, Chair; Ruth Burgess (who later decided to run for a position and was released from the committee); Debbie Cullen; Jill Duft; and Miriam O'Brien.

### *Candidate Bios for the Term of 2008-2010*

#### **SECRETARY**

##### ***Barb Hutcherson, Coal City, IL***

**Position:** Secretary  
**PSP Certificate Held:**  
First Step

**Number of IAEOP Conferences Attended:** 15  
**Professional Activities:**  
**IAEOP:** Member since 1992; Hospitality 3 years; Higher Education 4 years; assisted with conference when held in Rock Island in 2004.

**NAEOP:** Member since 1992; assisted with Higher Ed Breakfast when Illinois hosted National in 1997; Member of Higher Education Committee for one year.

**Local:** No local affiliate at this time in the area.

**Community:** Church, Worship Committee

**Honors & Awards:** Honorary member, Trinity College of Nursing; Health Services Alumni Association.

**Statement of interest for this position:** It is my aim to assist with this organization and to help to keep it strong.

**Personal Interests:** Family, friends, and travel.



##### ***Marcia Redman, Danville, IL***

**Position:** Secretary  
**PSP Certificate Held:**  
None

**Number of IAEOP Conferences Attended:** 8  
**Professional Activities:**  
**IAEOP:** Special Project Co-Chair for six years; just elected Director Central  
**NAEOP:** None

**Local:** President, Vice President and Secretary of Danville AEOP.



**Community:** PTA President, Vice President, Secretary, and Treasurer at Daniel Elementary School; President at East Park Elementary School; Uniform dresser for the Danville High School Marching Band for four years; Taught Sunday School for 15 years; Church Treasurer for 6 years; Church Workshop Team Member; does Minister Appreciation Sunday in October; does special Christmas Ceremony on first Sunday of December each year.

**Honors & Awards:** None

**Statement of interest for this position:** I am a detail-oriented person and like doing secretarial work. I feel I would be in a position to help Nancy Van Vickle when she becomes President of IAEOP.

**Personal Interests:** Quilting; One-Stroke Painting; reading; loves her dog, travel and family.

#### **DIRECTOR NORTH**

##### ***Naomi Fettes, Union, IL***

**Position:** Director North  
**PSP Certificate Held:**

Work in progress  
**Conferences Attended:** 20  
**Professional Activities:**  
**IAEOP:** Active member since 1996; Chair Educational Administrator of the Year, 2002 to present; Chair of Professional Standards Program, 2004 to present; Historian/History Book in 2005; Task Force in 2003, as needed.  
**NAEOP:** IAEOP current liaison for the Illinois PSP since 2004

**Local:** Participates at IAEOP State local only, no local affiliation in the area at this time.

**Active Member:** Notary Association of America; FLAG (Front Line Alliance Group)



Continued on next page

Fettes Continued -

**Community:** Actively involved in the school district community events where I work, volunteering as needed, i.e., assist with planning or coordinating activities; volunteer as a greeter in my church.

**Honors & Awards:** Currently nothing to report.

**Statement of interest for this position:** I take my position seriously and firmly believe learning is a continuous process of life. I will continually contribute and search for improvement to share with the Educational Office Professionals.

**Personal Interests:** Spending time with family and friends; traveling; gardening; quilting; listening to music.

### *Cathy Orseske, Sugar Grove, IL*

**Position:** Director North

**PSP Certificate Held:** None

**Number of IAEOP**

**Conferences Attended:** 8

**Professional Activities:**

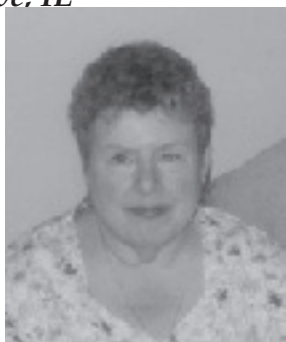
**IAEOP:** Member since 1999; attended one Central Area Meeting; Membership Chair; Program Coordinator; one term as Director North

**NAEOP:** Member

**Local:** WEOS member since 1998; served as co-president and treasurer

**Community:** Nothing at this time.

**Honors & Awards:** Phi Theta Kappa, July 1997; Associate in Applied Science in Office Careers, May 2001.



**Statement of interest for this position:** I just want to help where I can for IAEOP.

**Personal Interests:** Spending time with family of four children and two grandchildren; reading and watching movies.

### *Denise Struve, LaGrange, IL*

**Position:** Director North

**PSP Certificate Held:** Associate Degree, Option II, CEOE

**Number of IAEOP**

**Conferences Attended:** 15

**Professional Activities:**

**IAEOP:** Member for 13 years; Public Relations Chair since March 2006 to present

**NAEOP:** Member for 10 years; Long Range Planning Committee in 2005; Public Relations Committee in 2002.

**Local:** West Suburban AEOP member for 14 years; Co-president 1998-1999; Public Relations Chair 1997-1998

**Community:** Hodgkins Public Library Board, June 2007 to present; LaGrange School District 105 Board of Education 1985-1995.



**Honors & Awards:** CEOE

**Statement of interest for this position:** I would enjoy serving as liaison between IAEOP and the local AEOP in the North Suburban area.

**Personal Interests:** Reading; fitness walking; singing in church choir; playing with her dog.

### *DIRECTOR CENTRAL*

#### *Ruth Burgess, Farm Ridge, IL*

**Position:** Director Central  
**PSP Certificate Held:** CEOE, Master Degree, Option II  
**Number of IAEOP**

**Conferences Attended:** 20

**Professional Activities:**

**IAEOP:** Member for 13 years;

**IAEOP Fall Conference Workshop Presenter, 2003.**

**NAEOP:** Member for 10 years; attended three national

conferences; assisted the Hospitality Room Committee in 1997 in Illinois.

**Local:** President 2006-2008; President Elect 2004-2006; President 2002-2004; President Elect 2000-2002; President 1996-1998; President 1994-1996; Scholarship Chair 2004-2006 and 1997-2000

**Community:** Ridge Farm Church of Christ Treasurer 1993 to present, Ridge Farm Church of Christ Sunday School Teacher 1980-2000; Mothers for March of Dimes Neighborhood Collector 2004-2007

**Honors & Awards:** CEOE in 2005; IAEOP Office Professional of the Year; Two-time winner of the Golden Ruler Award



**Statement of interest for this position:** My interest is to promote IAEOP to Central Illinois Educational entities and to target areas with no local organization.

**Personal Interests:** Church, family, and travel.

#### *Lorna Vinson, Kankakee, IL*

**Position:** Director South  
**PSP Certificate Held:** None  
**Number of IAEOP**

**Conferences Attended:** 12+

**Professional Activities:**

**IAEOP:** Director Central

**NAEOP:** Attended one conference

**Local:** Kankakee President and many other positions

**Community:** Not reported

**Honors & Awards:** Not known



**Statement of interest for this position:** My commitment to IAEOP is one of service.

**Personal Interests:** Family, church, and IAEOP

**DIRECTOR SOUTH**

**Carole Carnaghi, Danville, IL**

**Position:** Director South  
**PSP Certificate Held:** None  
**Number of IAEOP**  
**Conferences Attended:** 6  
**Professional Activities:**  
**IAEOP:** Member for 6 years;  
Conference Hospitality Chair  
**NAEOP:** Not a member  
**Local:** Member of VCAEOP  
for 11 years; Past President;  
Student Scholarship Chair  
**Community:** Westville High



School Athletic Boosters -- President 2 times; Treasurer 3 times. Volunteer to help senior citizens with their finances  
**Honors & Awards:** National Award in Excellence for a monthly newsletter.

**Statement of interest for this position:** As I seek this position, I welcome the opportunity and the challenge to follow those who have come before me. I will commit myself to the four points of our association — Service, Information, Fellowship, and Recognition  
**Personal Interests:** Spending time with family; collecting cookbooks; gardening; football; and enjoying every good day God gives me.

**Dena Henricks, Highland, IL**

**Position:** Director South  
**PSP Certificate Held:** None  
**Number of IAEOP**  
**Conferences Attended:** 10  
**Professional Activities:**  
**IAEOP:** Member since 1999;  
Secretary Position 2004-2006  
and 2006-2008.  
**NAEOP:** Not a member  
**Local:** President of Highland  
AEOP 2004-2006  
**Community:** Post Prom



Committee Chair 2006 to present; Church Auction Committee 2001 to present; Sixth Grade Sunday School Teacher 2002-2004; Confirmation Leader 2003-2005; Senior High Youth Group Leader 2005 to present.  
**Honors & Awards:** Nothing at this time.

**Statement of interest for this position:** I would be interested in continuing my commitment to IAEOP as Director South. I have enjoyed my time on the board and feel I can use my skills to fulfill the duties of Director South.  
**Personal Interests:** Spending time with my children; playing golf; gardening; crafts.

**2008 IAEOP OFFICIAL BALLOT — FOR 2008-2010 Term**

**Secretary** Vote for only ONE candidate for Secretary  
 Barb Hutcherson  
 Marcia Redman  
\_\_\_\_\_ Write-in Candidate

**Director North** Vote for only ONE candidate for Director North  
 Naomi Fettes  
 Denise Struve  
 Cathy Orseske  
\_\_\_\_\_ Write-in Candidate

**Director Central** Vote for only ONE candidate for Director Central  
 Ruth Burgess  
 Lorna Vinson  
\_\_\_\_\_ Write-in Candidate

**Director South** Vote for only ONE candidate for Director South  
 Carole Carnaghi  
 Dena Henricks  
\_\_\_\_\_ Write-in Candidate

**Ballots must be postmarked by February 22, 2008**  
**MAIL TO**  
**Debbie Cullen, IAEOP Teller**  
**2116 W Moss Avenue**  
**West Peoria IL 61604**



## **IAEOP BEACON**

Donna Steckling, Editor  
805 Essex Street  
Prospect Heights IL 60070-1157

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### **Illinois Association of Educational Office Professionals**

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**Paula Bender, President**

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Membership in a professional association is evidence of your commitment to excellence as a team member. Whether you're an administrative assistant, clerical assistant, bookkeeper, clerical aide, or other office support personnel, IAEOP can help your career growth and assist in your personal and professional development.

#### ***Dates to Remember***

#### **ILLINOIS**

Spring 2008 IAEOP - April 18-20

Eastland Suites & Hotel - Urbana

Fall 2008 IAEOP - October 17-19

Stoney Creek, East Peoria

Spring 2009 IAEOP - April 17-19

Springfield or Danville area

Fall 2009 Conference - October 16-18

Stoney Creek, East Peoria

#### **Central Area 2008 CAPPD**

Professionalism is Cooking in Missouri

March 27-28, 2008

#### **NAEOP**

July 7-11, 2008 - Broomfield, Colorado

July 20-24, 2009 - Bloomington, Minnesota

2010 Central Area will be hosting, location TBA

2011 date TBA - Myrtle Beach, South Carolina