

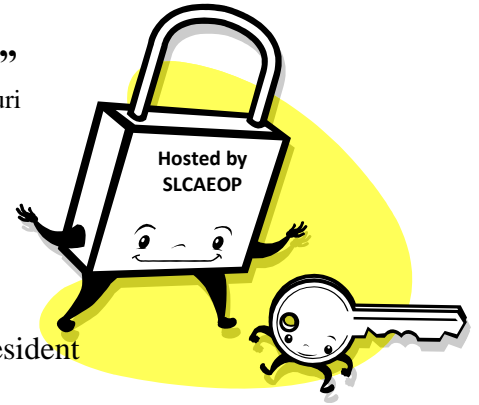
Missouri Association of Educational Office Professionals (MAEOP)

64th Annual Spring Workshop

“Keys to Unlock Doors to Success”

DoubleTree by Hilton Hotels, Chesterfield, Missouri

April 3-5, 2014



Thursday, April 3, 2014

6:00 p.m. – 8:30 p.m.

Registration – Lobby

7:00 p.m. – 8:00 p.m.

Executive Board Meeting

Presiding: Kim Brannon, CEOE, MAEOP President

Friday, April 4, 2014

7:30 a.m. – 9:00 a.m.

Hospitality Room – Hosted by Ritenour & Normandy School Districts

7:30 a.m. – 9:00 a.m.

Registration – Lobby

9:00 a.m. - 10:00 a.m.

Workshop I – “Keeping it Legal”

Kelli Hopkins, Attorney, Missouri School Boards

Unlock the door to how you can “keep it legal”. School office professionals often find themselves on the front line in many situations that have legal repercussions. Kelli will discuss some of these situations and provide some practical suggestions for “keeping it legal.”

10:00 a.m. – 10:15 a.m.

Break

10:15 a.m. – 11:15 a.m.

Workshop II – “Emotional Wellness”

Molly Dwyer-Simonsen, a licensed professional counselor for SSM Behavioral Health, will unlock the door to your Emotional Wellness. She will touch on esteem, resiliency, distress tolerance skills, emotional regulation, stress and anger management.

11:30 a.m. – 1:30 p.m.

Lunch on your own/Networking

1:30 p.m. – 1:45 p.m.

MAEOP Opening Session

Presiding: Kim Brannon, CEOE, MAEOP President

1:45 p.m. – 2:45 p.m.

Workshop III - Positively “Amazing” Communications

Dr. Gina Bueneman-Cooper, training specialist with Cooper Management Training & Consulting, will unlock your door to determining how much of your interaction style emphasizes encouraging and constructive communication behaviors. Examine the positive approach towards a complaint-friendly environment.

2:45 p.m. – 3:00 p.m.

Break

3:00 p.m. – 4:00 p.m.

Workshop IV – “Bang, bang – Was that a shot I heard?”

Justin Sparks, Corey Zavorka and Mike Fumagalli with the St. Louis County Tactical Operations Unit, will unlock the door to safety and security with a presentation on the 4E option based response program and how the St. Louis County Police Department is integrating this training into school districts. (Active Shooter/Intruder Training)

4:00 p.m. – 6:00 p.m. Relax and Enjoy the Chesterfield Area Before Dinner

6:00 p.m. – 8:00 p.m. 64th Annual MAEOP Spring Workshop Banquet
“Keys to Unlock the Door to your Heart”
Hosted by Normandy School District
Welcome: Ty McNichols, Ed.D.
Superintendent of Schools, Normandy School District
Entertainment: Normandy Middle School Jazz Ensemble

Saturday, April 5, 2014

7:30 a.m. – 11:00 a.m. Breakfast and MAEOP Business Meeting
Presiding: Kim Brannon, CEOE, MAEOP President

11:00 a.m. Closing

50/50 Drawing & Attendance Prizes

Thank you for attending the 64th Annual MAEOP Spring Workshop. Have a safe trip home.



Community Service Project:
**Ready Readers!! **
www.readyreaders.org

Ready Readers is a St. Louis-based nonprofit organization dedicated to inspiring preschool age children from low-income communities to LOVE books and to have the emergent literacy skills necessary to become readers when they enter kindergarten.

Please help Ready Readers by donating preschool age (2-5) books during this Spring Workshop. Your donation can be left at the registration table or at the entrance to any of the sessions throughout the conference.

Thank you for your generosity!



Please go to: <http://readyreaders.org/donate/donate-books/> to get a list of preschool books to donate.