



*Believe in the Beauty
of Your Dreams*

at the

55th Annual Conference



**California Association of
Educational Office Professionals (CAEOP)**

offering

**Professional Development Opportunities
for Classified and Confidential Employees**

March 10-13, 2005

Doubletree Hotel, Bakersfield



CONFERENCE REGISTRATION

The Annual Conference of the California Association of Educational Office Professionals includes a variety of professional development opportunities for California's classified and confidential employees. Beginning on a Thursday evening, the conference provides 3 1/2 days of exciting workshops, interesting speakers and high-spirited entertainment.

How do I register?

You can register for the conference in a variety of ways.

1. Register online at www.caeop.org after December 1st.
2. Complete the enclosed registration form and return with your check(s) to the conference registrar:

Kathy Ramos, Conference Registrar
Community Connection for Child Care
Kern Co. Superintendent of Schools
2000—24th Street, Suite 100; Bakersfield, CA 93301

For additional information or questions regarding conference registration, call Kathy Ramos, (661) 861-5230, or email, karamos@kern.org

What are the registration costs?

Full conference registration covers all conference and workshop materials, refreshments on Thursday evening, lunch on Friday, all meals on Saturday and the Sunday Brunch. Registration costs are listed on the registration form inside the back cover of this booklet.

How do I make my hotel reservation?

Doubletree Hotel, Bakersfield

3100 Camino Del Rio Court
Bakersfield, CA 93308
Call (661) 323-7111

Mention CAEOP to get the conference rate of \$84.00 for all rooms.

Hotel Information

The Doubletree Hotel Bakersfield is a full-service hotel situated five miles from Meadows Field Airport. This first class hotel is less than half a mile from the world famous Buck Owens Crystal Palace. About two miles from the hotel is the Historic Pioneer Village at the Kern County Museum, where you can discover the history of Kern County. The Doubletree Hotel, Bakersfield showcases 262 spacious guestrooms. All guest rooms are elegant and equipped with two-line phones, internet access, coffee maker, hair dryer, iron and ironing board, and a balcony or patio. Many of the rooms are handicap accessible.



WORKSHOPS

Several workshops will be presented on Friday afternoon for conference attendees—refer to the *Schedule at a Glance* inside this brochure for more details on the workshops. CAEOP desires to provide workshops that meet the needs of the educational office professional. The Planning Committee is excited about the variety of speakers and workshops available at the 2005 conference.



Community Service Project



Bring a teddy bear or children's books to donate to CAEOP's community service project. The items will be donated to the Greater Bakersfield Legal Assistance for homeless children and families.

Special Featured Luncheon Speaker

Author and Featured Speaker, Marianne Alireza will share information on Saturday about her college romance during the 1940s between herself, an American who had never traveled out of her home State of California, and a young student from Saudi Arabia, which led to the first marriage between a Saudi and a western woman. This is an intriguing look at life in one of the Middle East's most traditional societies.

Special Sunday Guest

Author, and Mother of CAEOP's President-Elect, Elfriede Mollon, will share her unique perspective on overcoming challenges during Sunday morning's brunch. Elfriede Mollon is the survivor of an interrupted childhood in Hitler's Germany and the devastation of World War II. Writing has always been an avocation for her, and many of her inspiring books, articles and poems have been published.

**California Association of
Educational Office Professionals**
"Believe in the Beauty of Your Dreams"

2005 Conference Committee Leadership

Nancy Shirley, Conference Co-Chair nshirley@pbvusd.k12.ca.us * (661) 831-8331, X104
Sandra Williamson, Conference Co-Chair sawilli@kern.zeus.org * (661) 366-7221
Linda Quattlebaum, CAEOP President lrquattlebaum@puhsd.org * (951) 943-6369, X126

CAEOP 55th Annual Conference
“Conference Schedule At A Glance”

Time	General Session Title/Workshop
	THURSDAY, MARCH 10, 2005
9:15 a.m.—3:30 p.m.	Pre-Conference Tour: “Get Cooking with CAEOP”
7:00—8:30 p.m.	Affiliates Night “Reflecting and Respecting—A Multi-cultural Evening”. Includes multi-cultural presentations and reports from CAEOP’s affiliates showcasing their activities during the past year.
	FRIDAY, MARCH 11, 2005
8:30—11:30 a.m.	Opening Ceremonies Dr. Arlene Kaiser, Ed.D., Keynote Speaker; Welcome messages from local dignitaries
12:00 a.m.—1:30 p.m.	Awards Luncheon, “Celebrating Our Stars” <ul style="list-style-type: none"> • Scholarship Awards, High School & Re-entry • Professional Incentive Program Recipients • Poster Contest Awards • Educational Office Professional of the Year • Educational Office Administrator of the Year
2:00—5:00 p.m.	Excel Essentials: Offered for the intermediate user, this workshop will provide hands-on training in Excel in a computer lab off-site. <i>Presented by Wendy Rochester, CAEOP Executive Board</i> Health and Mental Wellness in the Workplace. Today’s employers are pressured by double-digit healthcare costs and low productivity. Prevention has now become a priority and prevention programs now make a significant impact on how we live both at home and at work. This workshop will focus on a productive way to assist you with change. <i>Presented by Katherine Gale, Director of Marketing and Certified Personal Trainer, Quest Personal Fitness.</i> Write Now!! Learn how to plan, design and draft effective documents and the steps to plan your writing task. <i>Presented by Kay Ice, Univ. of Calif. English Instructor</i> Personal Safety On and Off the Job: This comprehensive workshop will provide information on such topics as personal safety, senior safety and elder abuse, violence in the workplace, identity theft, telemarketing fraud, neighborhood and business watch, crime prevention through environmental design and thumbs down against check fraud. <i>Presented by Sandy Morris, Bakersfield Police Department.</i>
	SATURDAY, MARCH 12, 2005
8:00—10:00 a.m.	Spirit Breakfast CAEOP Business Meeting
11:00—11:45 a.m..	Featured General Session Presentation: <i>Marianne Alireza</i>
12:00—3:45 p.m.	General Luncheon Session: “Framework for Understanding Poverty”, <i>Presented by Martinrex Kedziori, Director of Professional Development, Hemet Unified School District</i>
12:45—3:45 p.m.	Retirees Workshop, “There is Life After Retirement”: Special presentation by <i>Karen O’Connor</i> , sought-after speaker, author and familiar name to many who have heard her speak in businesses, schools, churches and community organizations across the United States. She is the author of 40 books and has appeared on national radio and television programs
5:30—6:45 p.m.	Pre-Installation Reception with Photo Opportunities
7:00 p.m.	Installation Banquet “Dream It. Wish It. Do It.” Newly-elected Executive Board members will be officially installed. Also enjoy special entertainment.
	SUNDAY, MARCH 13, 2005
8:30 a.m.—12 Noon	Sunday Brunch Program <i>Estela Casas, Endnote Speaker; and, Elfrieda Mollon, Special Guest</i>

Conference Workshops and General Sessions

PRE-CONFERENCE TOUR



We're Cookin' with CAEOP is the theme for the pre-conference tour planned for Thursday, March 10. Ever wondered how to make a simple meal look and taste like a million dollars? Ever wished you could be in the live audience of a cooking show? How many times have you asked a friend which fork do you really use and when? This tour will answer all of your questions. Be part of a team that competes to win the grand prize and become savvy in the world of gourmet entertainment.

AFFILIATES NIGHT

Thursday night kicks off the conference with *Affiliates Night*. This evening will bring alive the beliefs, legends and customs of various cultures. Reports will also be presented from each of CAEOP's affiliates showcasing their activities during the past year. It's also an evening to renew friendships, and meet and network with educational office professionals from school districts up and down the state.



FRIDAY



Ever had a dream you wore two different colored shoes to work? Would it be that terrible if it really happened? Is your sense of humor healthy enough to react with a smile?

Friday's keynote presentation will be given by professional speaker, teacher and author, Arlene Kaiser, Ed.D. And, best of all, she is known for wearing two different colored shoes, while she passes out inspirational chips and makes a difference with her humor, sensitivity and practical applications. With over 25 years experience in public education, Dr. Kaiser will deliver a dynamic and effective message to classified and confidential personnel who want to grow professionally and personally.

SATURDAY

A workshop on Ruby K. Payne's book, *A Framework for Understanding Poverty*, will be presented as a General Session (including lunch) on Saturday by Martinrex Kedziora, Director of Professional Development for the Hemet Unified School District and a certified trainer for the workshop. Participants will learn how to work with students from poverty, how economic class affects behaviors and mindsets, why students from generational poverty often fear being educated, what the hidden rules are within economic classes, what interventions are available that improve behavior and the eight resources that make a difference in success. Don't miss this event that could change your life forever!

SUNDAY

Sunday's Endnote Speaker will be Estela Casas, Executive Director of Greater Bakersfield Legal Assistance (GBLA). GBLA works with issues involving giving assistance to vulnerable populations with access to basic necessities of life, such as health care, education and food. Other issues are aimed at preventing homelessness, reducing domestic violence, fostering stability of care for children and ensuring that our elderly live with dignity and respect.

CAEOP Conference Registration Form * March 10-13, 2005 *(please print or type)*

Name		
Address		City/State/Zip
Daytime Phone		E-Mail Address
School District		
Affiliate Name		

Workshop Registration * Fri., March 11

Select either the Excel workshop or one workshop for Session I and one for Session II

Off-Site Excel Workshop

OR

Session One (2:00—3:15 pm)

Write Now!!

Health & Mental Wellness in Workplace

Personal Safety On & Off the Job

Session Two (3:45—5:00 pm)

Write Now!!

Health & Mental Wellness in Workplace

Personal Safety On & Off the Job

RETIREES: A special workshop has been planned for you on Saturday, March 12. If you would like to attend the retirees workshop instead of the General Session, please mark the box below. If not marked, you will be signed up for the General Session.

{ } YES, please sign me up for the special retirees workshop on Saturday afternoon.

Pre-Conference Tour: Yes No

First CAEOP Conference? Yes No

Continuing Education Units may be available for a fee. Check at the registration desk.

CAEOP reserves the right to make reasonable substitutions in the event of speaker cancellation. CAEOP and its officers assume no responsibility for any personal injury or damage to property incurred by a member or guest of said Association while engaged in any Association-sponsored activity.

TO REGISTER, Mail Payment and a COPY of this Conference Registration form to:

Kathy Ramos, Conference Registrar
c/o Community Connection for Child Care, KCSOS
2000—24th Street; Ste 100 * Bakersfield, CA 93301
Phone: (661) 861-5230 FAX: (661) 861-5261
E-Mail: karamos@kern.org

Or use your credit card to register online:

www.caeop.org

Conference Registration

(Full conference registration covers your registration, workshop and general session materials. Meals included are Friday lunch, all meals on Saturday and the Sunday Brunch)

For CAEOP Members:

Register and Pay on or before 01/14/05 \$240.00

Register and Pay after 01/14/05 \$250.00

For Institutional Members:

Register and Pay on or before 01/14/05 \$275.00

Register and Pay after 01/14/05 \$285.00

For Non Members:

Register and Pay on or before 01/14/05 \$280.00

Register and Pay after 01/14/05 \$290.00

For CAEOP Retiree Members:

Register and Pay on or before 01/14/05 \$210.00

Register and Pay after 01/14/05 \$220.00

Other Registration Items:

Fri Workshops Only (all meals included) \$125.00

Sat Workshops Only (all meals included) \$175.00

CAEOP Membership Renewal \$ 35.00

First Time New Member Incentive
(during conference only) \$ 25.00

Pre-Conference Tour \$ 45.00

Please indicate any special needs you may have:

Diabetic Vegetarian Physical Needs

Other: *Please Specify* _____

Guest Tickets:

Pre-Conference Tour \$ 45.00

Friday Lunch \$ 25.00

Saturday Breakfast \$ 20.00

Saturday Lunch \$ 25.00

Saturday Installation Banquet \$ 50.00

Sunday Brunch \$ 20.00

TOTAL AMOUNT DUE: \$ _____

Method of Payment: Check MO

Make check or money order payable to: CAEOP.

PO's not accepted. Returned check fee: \$15.00

REGISTRATION DEADLINE is February 9, 2005

Cancellations must be in writing. A \$50.00 administration fee will be charged for any registration cancellation with refund.

However, there will be no refunds for "no-shows" or cancellations after February 14, 2005.