

KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



ABOUT

KAEOP is a professional association for classified employees working for Kern County Schools. We welcome all educational support professionals, including office managers, secretaries, instructional assistants, educational assistants, paraprofessionals, library techs, tech specialists and other support staff.

MISSION STATEMENT

To provide the membership with opportunities for professional growth and leadership through networking of ideas and information, recognizing achievements, serving the youth of our schools and our community, and providing fellowship with other educational office professionals.

INSIDE THIS ISSUE

- **KAEOP Trivia Night**
- **75th CAEOP Conference**
- **Save the Date**
- **2024-2025 KAEOP Board Members**



KAEOP TRIVIA NIGHT

On October 7, 2024 KAEOP hosted a trivia night filled with laughter, raffles, and fun games. During the evening we all had a chance to connect with one another and played a fun filled game of tease your brain questions. Everyone played within groups and the winning group went home with a \$25 Amazon gift card.



Trivia night winners beginning from the left Jennifer Bryan, Mackenzie Cushine, and Katherine Avery

75th
**CAEOP
CONFERENCE**

***GROW, INSPIRE &
LEAD WITH LOVE***

BROCHURE CONTENTS

- 1 - REGISTRATION FORM**
- 2 - HOTEL INFORMATION**
- 3 - CONFERENCE AT A GLANCE**
- 4 - LAYAWAY PLAN**

The poster features a teal background with a large, light blue circular graphic in the upper center. Inside the circle, the text "75th" is written in a large, white, cursive font, and "CAEOP Conference" is written in a smaller, white, sans-serif font below it. The circle has a decorative, white, scalloped border. Below the circle, the text "March 14 - 16, 2025 Zachari Dunes Mandalay Bay Resort Oxnard, CA" is written in a white, sans-serif font. Further down, "Reserve your room: HERE" and "Resort experiences: HERE" are written in a white, sans-serif font. Below these, "Make your reservations on or before 2-11-25 to receive the group rate." is written in a white, sans-serif font. At the bottom, "Resort fee is waived and self parking fee is reduced to \$22." is written in a white, sans-serif font. The very bottom of the poster features the text "For cancellations, please contact Mary Alice Means." in a red, sans-serif font.

75th CAEOP Conference

March 14 - 16, 2025 Zachari Dunes
Mandalay Bay Resort Oxnard, CA

Reserve your room: [HERE](#)

Resort experiences: [HERE](#)

Make your reservations on or before
2-11-25 to receive the group rate.

Resort fee is waived and self parking fee
is reduced to \$22.

**For cancellations, please contact Mary
Alice Means.**



CONFERENCE REGISTRATION FORM

California Association of Educational Office Professional
75th Annual Conference -March 14 -16, 2025
Zachari Dunes -Oxnard



Late Registration Fee AFTER 2/1/2025

Name _____ Tel/Cell# _____

School District _____

Retired () Yes () No

Mailing Address _____ City/State/Zip _____

Email Address (print clearly) _____

Local Affiliate Name _____

FULL CONFERENCE REGISTRATION includes all sessions/workshops, all conference materials, meals on Friday & Saturday.

- | | | |
|--|----------|----------|
| () A. CAEOP Current Member Registration -EARLY BIRD UNTIL DECEMBER 1 | \$300.00 | \$ _____ |
| () B. CAEOP Current Member (Active & Retiree) Registration from Oct 16-Jan 31 | \$350.00 | \$ _____ |
| () C. Employed by CAEOP Institutional Member School District | \$350.00 | \$ _____ |
| () D. Non-CAEOP Member Registration (Actively Employed or Retired) | \$400.00 | \$ _____ |
| () E. Late Registration Fee (All registrations received on or after February 1) | \$400.00 | \$ _____ |

MEALS

***Saturday Luncheon Buffet

Saturday Banquet Dinner (please check one) () Chicken () Beef () Vegetarian Dish

ADDITIONAL GUEST MEAL -You may purchase additional meal tickets for spouses and/or guests

- | | | |
|-----------------------------|-------------------------------|----------|
| () Saturday Luncheon | _____ # of Tickets @ \$75.00 | \$ _____ |
| () Saturday Banquet Dinner | _____ # of Tickets @ \$125.00 | \$ _____ |

SPECIAL DIETARY NEEDS...

() _____ (vegetarian, vegan, gluten, lent, medical, allergies, etc.)

MEMBERSHIP (NEW OR RENEWAL)

- | | | |
|--|---------|------------------|
| () RENEWAL -Active Membership (April 1, 2025 to March 31, 2026) | \$40.00 | \$ _____ |
| () RENEWAL -Retired Membership (April 1, 2025 to March 31, 2026) | \$20.00 | \$ _____ |
| () SPECIAL NEW MEMBER OFFER -Save \$70.00 now! Join CAEOP with your paid conference registration, register as amember | | |
| (see #A above) & receive credit for TWO membership years for 2024-25 & 2025-26 | | \$60.00 \$ _____ |

TOTAL DUE \$ _____

Make check payment to CA Assn of Educational Office Professionals (CAEOP) or go to CAEOP.org & Click on the Event tab

***Purchase Orders accepted as guarantee for attendees with payment to follow.**

****Paying by credit card, you must still submit your registration form.**

Is this your first CAEOP Conference? () Yes () No

Are you a current CAEOP member? () Yes () No

Are you an NAEOP Member? () Yes () No NAEOP Member# _____

Mail your registration form to CAEOP Conference Registrar, Kathy Ramos
5413 Walton Drive, Bakersfield, CA 93304

Cancellation policy: There will be a \$35.00 fee for any returned check. Cancellations for all conference registrations must be received in writing by February 15, 2025. A \$100.00 administrative fee will be charged for any cancellations with refund. Any cancellations received after February 15, 2025 will not result in a refund. No shows will also not result in a refund.

CAEOP reserves the right to make reasonable substitutions in the event of insufficient attendees for tour(s), speaker cancellation or conference room adjustments.

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.



CAEOP 75TH ANNUAL CONFERENCE

March 13 - 15, 2025
Conference At-A-Glance

"Grow, Inspire, & Lead With Love"



TIME	ACTIVITY	LOCATION/NOTES
Thursday, March 13		
7:30am - 8:45am	Check In & Breakfast	To Be Announced
9:00am - 1:00pm	CAEOP Board Meeting	To Be Announced
2:00pm - 4:00pm	Parliamentarian Meeting	To Be Announced
4:00pm - 6:00pm	A liate Night	To Be Announced
4:00pm - 6:00pm	Conference Registration - OPEN	To Be Announced
6:00 PM	Dinner on your own	
Friday, March 14		
7:30am - 9:00am	Conference Registration - OPEN	To Be Announced
9:00am - 12:00pm	Welcome/Opening Ceremories CAEOP Business Meeting Keynote Speakers - Dr. Hector Macias	To Be Announced
12:00pm - 5:00pm	Visit Our Vendors	To Be Announced
12:00pm - 2:00pm	Lunch on Your Own - A liate Contest Winners	Topper's Pizza Place
2:00pm - 3:15pm	Steve Sanders - Giving Back to the Community	To Be Announced
3:15pm - 3:30pm	BREAK - Opportunity Ticket Sales - Vendors	
3:30pm - 4:45pm	Dr. Chris Persons - Public Speaking	To Be Announced
4:45pm - 5:15pm	Closing Remarks-Announcements-Mystery Box Drawing	
5:15pm	Dinner on Your Own	
6:00pm - 8:00pm	Meet n Greet in President Green's Room	President's Suite
Saturday, March 15		

7:00am - 8:00am	Conference Registration - OPEN	To Be Announced
8:00am - 8:30am	Welcome/Daily Announcements	To Be Announced
8:00am - 1:00pm	Visit Vendors	To Be Announced
8:30am - 9:45am	Michelle Rigby - Human Resources	To Be Announced
9:45am - 10:00am	BREAK - Opportunity Ticket Sales - Vendors	
10:00am - 11:45am	Team Building	To Be Announced
11:45am - 12:00pm	Presentation from Schools First	
12:00pm - 2:00pm	Spirit Luncheon Spirit Competition...A liate Reports...Newsletter Award...Recognitions...New Members...Membership Awards...Service Year Awards	To Be Announced
2:00pm - 3:15pm	Endnote Speaker Dr. Alana Hughes-Hunter	To Be Announced
3:30pm - 4:00pm	Opportunity-Weekender-Mystery Box DRAWING	
4:00pm - 4:30pm	Closing Remarks	
6:00pm-7:00pm	Pictures & Networking	
7:00pm - 9:00pm	DINNER Installment of 2025-2026 Officers Sunday, March 16	
9:00am - 12:00pm	2025-2026 Board Meeting	To Be Announced

Pay Layaway!

In tough economic times, many school districts are unable to support professional development activities.

This program is an innovative way to provide CAEOP members with options to assist them with continuing their education by saving for registration and hotel costs in advance.

By enrolling in the CAEOP Conference Layaway Program, members can make deposits for conference expenses.

CAEOP will credit funds received in the name of the member, which will be automatically applied to the member's conference registration and hotel costs. Any funds received over the amount due for conference expenses will be returned to the member via a CAEOP check no later than March 31st.

**Deposits will be accepted by
personal check, money order, or credit card.**

Participation dates for 2025 Conference: 7/1/2024 - 2/1/2025

**To enroll in the program, click on below link to register.
<https://forms.gle/bAMfyf4qA87z3GWj8>**

**Make checks payable to CAEOP, Attn: Kathy Ramos 5413
Walton Drive, Bakersfield, CA 93304**

MEET OUR PRESENTERS



Dr. Hector Macias | Deputy Superintendent, Human Resources

Dr. Hector Macias serves as the Deputy Superintendent of Human Resources for the Ontario-Montclair School District. He received his B.A. from the University of California, Riverside and completed his M.A. degrees and credential at Azusa Pacific University. His combined experience as a teacher, counselor, site administrator, director, and deputy superintendent for over 30 years, has contributed to his success as an innovative leader in K-8 learning settings. In these roles, he directed the development of systems to support students, staff, and families, including prevention and intervention programs, playing an instrumental role in pioneering the SOAR Academy, the Parent Education Center, the Mentor Program, and unprecedented leadership development structures.



Steve Sanders | Chief of Staff

Steve Sanders has served as Chief of Staff for the Kern County Superintendent of Schools (KCSOS) since 2012. In his role he provides direct support to the elected Kern County Superintendent of Schools, and he oversees the Communications Division for KCSOS and its educational television station KETN, in addition to overseeing the California Living Museum (CALM) and the Division of Special Programs. Steve has worked for KCSOS since 1998. His prior work experience in Kern County includes serving as Director of the Kern County Network for Children (1998-2004) and President the United Way of Kern County (1995-1998). Prior to that he served as Campaign Director for United Way of Kern County and as one of eight national Management Trainees with United Way of America.



Dr. Chris Persons | Administrator, Operational Support

Chris has over 27 years of experience in the education field. He started his career as a High School Choir Teacher at Centennial High School. He taught choir at Highland and West before matriculating into administration. Chris has served at West as a Dean, the District Office managing attendance and truancy, and both Ridgeview and North as Assistant Principal of Instruction. Chris's educational journey began at the University of Minnesota - Duluth, where he earned a Bachelor's of Music in K-12 Vocal Music Education. He expanded his expertise by obtaining a Masters of Arts in School Administration from California State University - Bakersfield and a Doctorate in Educational Leadership from Fresno State University. Committed to fostering excellence and innovation in education, Chris continues to serve as a resource for educators, institutions, and students alike.



Dr. Alana Hughes-Hunter | Assistant Superintendent, SELPA & Equity

Dr. Alana Hughes-Hunter has worked in the educational field for over 20 years in various roles. She is currently serving as the Assistant Superintendent, SELPA & Equity. Her focus is leading the district initiative in the implementation of inclusionary practices to support MTSS, specifically to ensure students with exceptional needs are educated alongside their non-disabled peers. Her current role includes overseeing programming, monitoring district performance on state indicators, establishing partnerships in education, and participating in the Community Advisory Committee and Special Education Advisory Committee. Dr. Hughes-Hunter serves as the Past President for the Association of California School Administrators (Region XII). She works diligently alongside other administrators to advocate for students and educational funding.



Michelle Rigby | Director, Human Resources & Staff Development

Michelle Rigby has worked as an educational office professional for over 34 years. She is currently serving as the Director, Human Resources and Staff Development for the Kern County Superintendent of Schools. Her focus is leading the County Superintendent's initiative in the execution of a robust Staff Development Program that focuses on building trusted relationships, driving cultures of enrichment, and coaching others toward success. Michelle's current role includes the direct oversight of the Certificated employment process, including hiring, credentialing, employment types, salary placement, employment contracts and systems process improvements; resolution of employee complaints; administrative functions of the COVID-19 Response Teams; and, execution and delivery specific to the organization's key policies, procedures, guidelines, and benefits.



Schools First | Federal Credit Union

Since our founding in 1934, we have been singularly focused on one thing: providing World-Class Personal Service and financial security to California school employees and their families. This isn't just something we say — everything we do, every decision we make, is with an unwavering commitment to serving the best interests of Members. Although we offer similar products and services as other financial institutions, our structure and culture are vastly different. Banks are for profit, while credit unions are Member-owned financial cooperatives, meaning our excess earnings are returned to our members in the form of lower rates on loans, higher rates on savings, low-to-no fees, and many complimentary services.

SAVE THE DATE

KAEOP LUNCHEON

CELEBRATING SUCCESS: KAEOP AWARDS & BOSS APPRECIATION

DATE: APRIL 28, 2025

LOCATION: LARRY E. REIDER BUILDING ROOM 101, 1ST FLOOR

ADDRESS: 2000 K STREET, BAKERSFIELD, CA 93301



National Association of
Educational Office Professionals

EVENT: 2025 NAEOP ANNUAL CONFERENCE

DATE: JULY 13 - 16, 2025

LOCATION: CHARLESTON, SOUTH CAROLINA

2024-2025 KAEOP Board

Members

Cherie Anderson, President	13starry13@gmail.com
Mary Alice Means, Vice President, Programs; Community Involvement	mameans@kern.org
Stacy Nava, Vice President, Membership; Awards Chairman	snav@standardschools.net
Lorri Kilby, CEOE Secretary, Inspiration	kilbyl@att.net
Connie Vargas, Treasurer, Immediate Past President	covargas@kern.org
Elsa Flores, Scholarships	elflores@kern.org
Anna Espinoza, Scholarships	anespinoza@kern.org
Cristina Valenzuela, Poster Contest	crvalenzuela@kern.org
Mollie Graham, Bosses Luncheon	momontgomery@kern.org
Rudy Noriega, Newsletter, Poster Contest Co-Chairman	ronoriega@kern.org
Natalie Lucas, Website Coordinator	nalucas@kern.org
Kathy Ramos, CEOE Nominations; Historian	kgranny49@gmail.com