

Reaching New Heights



Mary Meyers
UAEOP President

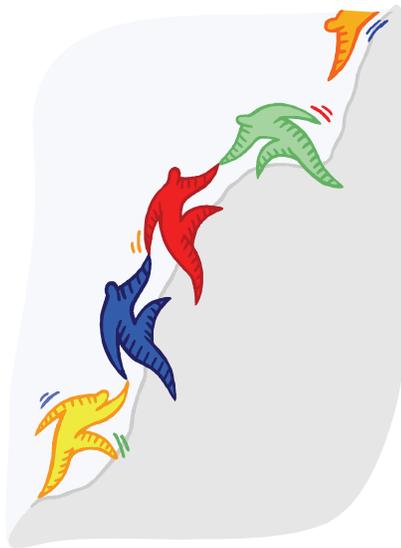
Welcome to the 2011-2012 school year and nine months of new adventures and our continued journey to reach new heights. I've done a lot of reading over the last couple months and have read many articles that have "spoken" to me personally and professionally. Once again, I share portions of one with you from "Overcoming Buffalos in Our Lives" e-newsletter.

Millions of people have been so discouraged that they left what they felt called to do. Countless women have told stories of how they were discouraged from pursuing their dreams because of their gender. Race, beliefs, life style and body shape have been used to discourage people from living their purpose. Ignorance plays a major role in discouraging others to follow their dreams.

Five Ways to Follow Your Heart's Desire:

- 1. Have a clear sense of your purpose.** No one can doubt Mandela's sense of purpose as he was being arrested, tortured and imprisoned for his country, or the driving force that led Mother Teresa to serve destitute children with empty futures.
- 2. Never let what others see as your obstacles become obstacles to you, too.** After he was told by his 7th grade teacher that he couldn't play basketball, AlejAdro Anastasio, (www.lifewithonehand.com), who was born without one hand, earned three black belts in martial arts. He also rode his bicycle from Seattle to Chicago. He has trained young boys and girls in martial arts for more than ten years.
- 3. Don't harbor bitterness toward your discouragers.** The best revenge is to do what your critics said you couldn't.
- 4. Seek and associate with those who believe in you and your purpose.** For every discourager you face, there are many encouragers. There is someone who sees your potential and believes in you even in areas of strength that you might not be aware of.
- 5. It is your calling. How you would fold your hands to pray, if that is necessary, is seen by your creator.** He knows your heart's desire. Follow your heart, not your discouragers.

I have been very fortunate in my life to be surrounded with many encouragers and many of you have been those encouragers. Now it is my turn to encourage each of you. To give you that helping hand to help lift you up the mountain, to continue "Reaching New Heights". Many of you don't think you have the ability to be a leader. Yet, I know that you'll never know if you don't try. If you are given an opportunity to serve on an association board, please jump at the chance and take that opportunity to learn, to grow, to find the inner strength in you.



The Utah Association of Educational Office Professionals

Mission Statement

- Promote awareness of educational issues through information and education
- Promote opportunities for professional growth
- Gain recognition for the role of office professionals on the educational team
- Elevate standards of Utah educational office professionals

UAEOP is an affiliate of the National Association of Educational Office Professionals

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**"You should never discourage yourself from living your purpose."
~ Dr. Vincent Muli Kitku**

Buzzing Around Utah

Region III

Granite office professionals were honored by the Granite Education Foundation as outstanding secretaries at the GAEOP annual professional development day in June. Jo Potter, Budget Office; Pam Payne, Human Resources; Kirsten Sandberg, Pleasant Green; Jackie Barrett, Bridger; and Gerrie Smith, Academy Park, each received a plaque and \$250.



Region X



Region Representative Lyla Tuttle reports that she "emailed a welcome back to school note to all secretaries in Washington County School District hoping they are looking forward to a great school year. The WCSD has a mini conference planned for their secretaries on September 21 and 22. The secretaries can choose which day to attend so that the schools are not without a secretary for both days. It should be very informative."

Scholarships

Submitted by Paula Bosgieter, Scholarship Chairman

Six scholarships are available through UAEOP and NAEOP: three scholarships designed for students, two scholarships for members, and one scholarship for a member dependent. Specific requirements and guidelines for each scholarship are listed on the application. Applications can be found on the UAEOP website at www.uaeop.org then click on Awards.

The UAEOP Judy Anderson Student Scholarship application is due on or before January 31. This scholarship is designed to assist business education students who wish to continue their education and pursue office related careers, preferably in the educational field. The scholarship is valued at \$500. The recipient of the UAEOP Judy Anderson Student Scholarship is eligible to apply for consideration for the NAEOP Marion T. Wood Student Scholarship, which is valued at \$1,000.

The NAEOP Special Needs Student Scholarship is designed to assist a special needs high school student with an identified disability who will be pursuing a post-secondary program. The scholarship is valued at \$500. The application is due on or before January 31.

The UAEOP Member Scholarship application is valued at \$100. This scholarship is designed to assist members who are pursuing a Professional Standards Program (PSP) Certificate through continuing education. The application is due on or before January 31. This is a great opportunity for UAEOP members to receive financial help in pursuing additional education. NAEOP members are eligible to apply for the NAEOP Marion T. Wood Member Scholarship, which is valued at \$1,000.

The NAEOP Educational Foundation Mona Smith Member Dependent Scholarship is an undergraduate program scholarship available for dependents of active, life, or retired NAEOP members, who are a current member and must have held membership for three years immediately preceding the date of scholarship application deadline. This scholarship is a one-time award for the winner. It is valued at \$1,000. Form must be completed and postmarked by March 15.



2011 Awards

Submitted by Charlotte Graham, Awards Chairman

It's time again to consider who you want to submit for the Office Professional and Administrator of the Year. Applications are due October 31, 2011 and are available under Awards at www.uaeop.org. You'll notice the Administrator form has changed this year. This is a great opportunity to show an Administrator and Office Professional that they are appreciated and recognized for the work that they do. The recipients will be honored at the annual conference on Saturday, March 10, 2012, in St. George. If you have any questions please call or e-mail Charlotte Graham at 801.566.0853 home; 801.826.8350 work; or email charlotte.graham@canyonsdistrict.org.



2012 UAEOP Conference

A World of Opportunities

March 9 - 11, 2012

Lexington Hotel - St. George, Utah

Watch for registration information in the next issue

The Jewel of the South

Submitted by Sherry Wilson, CEOE

Eleven Utah office professionals attended the 77th NAEOP annual conference in Charleston, South Carolina July 18-22. As always, there were great classes, speakers and networking throughout the week. Keynote Speaker Carl Wells, Director of Access and Equity from the University of South Carolina, opened the first general session with a glorious rendition of the national anthem and then spoke about cultural competence. He said that diversity is the process of acknowledging differences and similarities through action. The evening ended with a special appearance by Elvis.

Keynote Speaker Jane Jenkins Herlong entertained while educating using fun, original humor loaded with truth and wisdom splashed with Southern charm. From the Lowcountry tomato fields to a runway at the Miss America Pageant, Jane has lived the journey of overcoming obstacles. Her sense of humor and award-winning singing encouraged and inspired the audience to move past their past to become our personal best.

Highlights from the conference for UAEOP were:



The BuzzLine tied for third place in the Rachel Maynard Excellence in Communication Award for state newsletter.

Jared Tran was awarded first place Marion T. Wood Student Scholarship.

Mary Meyers was installed as the Elementary Council Chairman for the 2011-12 year.



Flag Ceremony



Institute Class, left



On stage with Elvis, below



Southwest Area Meeting



Installation



Building Expertise

from Mind Tools

From the doctors who look after our health to successful engineers and effective leaders, expertise is all around us. Many of us have some level of expertise - we couldn't do our jobs if we didn't! But how many of us can say that we're genuine experts in a given field. Essentially, an expert is someone who is recognized as being an authority on a particular subject, or as having mastered a particular technique or skill. Experts achieve expert status through extensive education; through intensive research; or through prolonged, deliberate practice. In this article, we'll examine the benefits of becoming an expert, and we'll look at how to build expertise.

Why Build Expertise?

There are many benefits to being an expert in a particular field. For instance, you'll be the go-to person when someone else needs help or advice. Your expert status can open doors to interesting work assignments; and it can lead to job promotions, speaking invitations, publishing opportunities, and a great reputation.

Being an expert in your field can also add purpose to your work, because you're in a position to help others in a really significant way. Whether it's a colleague who's stuck on a problem, or an entire industry that's floundering, your expertise can help others to overcome a challenge, and be more successful than they could otherwise be. This can be very rewarding!

Expertise also gives you expert power. This comes from the respect that team members have for your knowledge and judgment, and it means that they value your leadership. This respect and trust makes it easier to inspire your people, and to get everyone on board with new projects and ideas. Teams are more productive when they're working under a leader whose views they respect.

With expert knowledge, you'll also be more innovative in what you do, because you'll be able to spot opportunities. This can further enhance your success, and attract the material rewards that come with it.

How to Build Expertise

There are three steps that you need to take to build expertise. These are:

- Choosing your area of expertise.
- Making time to become an expert.
- Identifying the right opportunities to build your expertise, and then using them.

1. Choose an Area to Develop

No matter what your career, chances are that you have a deep pool of skills that you use daily. So how do you decide which skills to develop? Start by looking at the work that you're doing. What subject already interests you? Choose an area that you're passionate about. This will motivate you far more than studying a skill that you don't care about, or that you find difficult to master. Next, look at the skills that your industry considers important. Do these interest you? Are there areas that are highly valued, that you're already proficient in, and that you could develop further? Also, look for knowledge gaps in your organization: areas that are under-served and have the potential to make the biggest difference. So, don't overlook knowledge that your organization doesn't yet know that it needs.

2. Scheduling Time

Next, it's important to make time to work on building your expertise. For instance, you could focus on practicing or learning more about your chosen topic during your lunch break, or during your commute to and from work. Or, you could devote time to building expertise in the early mornings or evenings, or at the weekend. It's important to make a commitment to put aside time regularly to build on your knowledge. A good way of doing this is to make building expertise part of personal goal setting.



(continued on next page)

Building Expertise cont.

3. Build Your Knowledge

Once you've picked a particular field, skill, or technique to develop, and you have committed to spending time working to become an expert, it's time to start building your expertise:

- Gather information about your chosen field. Find out everything you can about what you need to do to become an expert (and what it will take for others to see you as an expert). For instance, will you need a specific degree or certification? What credentials do other experts in your field have? And what credentials should you have for others to see you as a natural expert, rather than as a "wannabe"?
- Take classes. You might not need to go as far as getting a degree, but formal classes can help you understand a difficult subject. Your employer may be willing to reimburse you for this training.
- Actively seek out challenging assignments that will test your skills. Even if you make a mistake, you'll still learn valuable lessons, and be better for the experience.
- Join a local association. Industry-focused groups are often full of knowledgeable professionals, who have years of experience. You never know what you'll learn, or what connections you'll make, by joining one of these groups.
- Use social networking sites like LinkedIn and Twitter to connect with other experts in your field. They can share advice and tips that will help grow your knowledge base. They can also recommend learning opportunities that you might otherwise miss.
- Find a mentor. Mentors can provide a wealth of knowledge because they've already gone down the path that you're on. They can share their hard-won expertise, and teach knowledge that often can't be found through theory alone.
- Try to attend any relevant conferences. These not only allow you to learn cutting edge information about your industry, but you can also make valuable contacts, who may be able to help you move towards your goals.

The Expertise Trap

The knowledge and skills that have made you successful in the past won't always be the right ones needed to solve future problems. Experts have to continue to learn, and must always be open to new possibilities. So, don't use your expertise as a crutch when you move forward. Have the humility to realize that you don't know everything, and to keep your mind open to new ideas.



Key Points

An expert is someone who, through dedicated study and application, is widely recognized to be an authority on a given topic, skill or technique. Being an expert has many benefits - it can lead to publishing or media appearances, enhance your reputation, and allow you to help others. It also helps you develop expert power, and can lead to promotions and high profile assignments; with the material rewards that naturally come with these.

To build expertise, set aside time in your schedule to work daily on your chosen subject. Join trade organizations, find a mentor, take classes and study on your own. The more you can learn and, most importantly, apply your new information, the more your expertise will develop.

Subscribe to MindTools at - <http://www.mindtools.com/subscribe.htm>

Never become so much of an expert that you stop gaining expertise.

View life as a continuous learning experience.

~ Denis Waitley

Save the Date & Deadlines:

October 8, 2011	UAEOP Board Meeting, Fillmore, UT
October 10-16, 2011	National Educational Career Awareness Week
October 16, 2011	Bosses Day
October 31, 2011	UAEOP Award Forms Due
November 13-19, 2011	American Education Week
November 15, 2011	BuzzLine Winter Issue Articles Due
January 15, 2012	PSP Filing Date
January 21, 2012	UAEOP Board Meeting, TBD
March 9, 2012	UAEOP Board Meeting, St. George, UT
March 9 - 11, 2012	UAEOP Annual Conference, St. George, UT
July 9-13, 2012	NAEOP Annual Conference, Costa Mesa, CA

Reminder:

UAEOP has an e-group list. If you are a member of UAEOP and would like feedback from other office professionals regarding a certain topic, please use this list. The email address is uaeop@ls.graniteschools.org. If you experience problems accessing the list, contact Sherry Wilson at slwilson@graniteschools.org.

Moving? Retired? New e-mail?

If so, notify us of your new address so you don't miss any UAEOP information. Contact Vicki Coon at vicki.coon@canyondistrict.org.

Be Part of the T.E.A.M.

Submitted by Danielle Kitchen, UAEOP President-elect

Together Everyone Achieves More (T.E.A.M.) and our association requires a team effort to be successful. If someone you know would be a great candidate for the following offices, please contact them and ask them to join the team dedicated to making UAEOP the best educational professional organization ever. In 2012, UAEOP will hold elections for:



Recording Secretary – The Recording Secretary shall be elected in even-numbered years and shall serve a two-year term (Article V, Section 12).

Treasurer – The Treasurer shall be elected in even-numbered years and shall serve a two year term (Article V, Section 12).

Mentor Team Leader – One Mentor Team Leader will be elected in the even-year and one will be elected in the odd-year to both serve for two years. This is to provide for continuity in the position (Article V, Section 13).

All candidates for office need to be a member of the association for at least one full year by the date of nomination. If you or someone you know are interested in running for an office or want a detailed responsibility list, please contact Danielle Kitchen at dfkitchen@graniteschools.org. All elected officers will be installed at conference and shall assume their duties April 1, 2012.

California...Here We Come



Costa Mesa, California is the site of the 2012 NAEOP Annual Conference. Please mark **July 9-13, 2012** on your calendars *NOW* and plan to attend.

Four western states are hosting this conference – Arizona, California, Utah and Washington. Many wonderful speakers, institute classes, and briefings have already been arranged to provide you with multiple professional development opportunities. Don't forget the amazing tours that you will be able to participate in as well. In addition, a fun evening activity has been planned – a pajama party complete with Tat-toes! In conjunction with the pajama party, the service project will be to collect pajamas for the Jenesse Center. Wait, there's more...each state attending the conference has been asked to collect state quarters and bring them to the conference for a friendly, competitive contest. The state with the most quarters will get to keep half of all the money collected while the other half will go to the conference budget – start saving those quarters!! Short-sleeve, lightweight, dark denim conference shirts are also available. These will need to be pre-ordered and come in men's or women's sizes. Among the varied assignments that Utah will be responsible for is registration. If you are interested in assisting with this assignment or simply would like to find out more information on how you can participate, please contact Pat Thompson at 801-571-3264 or at thompson644@msn.com.

Looking for a Holiday Gift Idea?

Looking for gift ideas for yourself or a friend? Don't know what to get? How about a weekend at the UAEOP conference? Want a bigger gift? What about a trip to the NAEOP conference in Costa Mesa? Or just a UAEOP membership...that's only \$15! Contact Sherry Wilson at slwilson@graniteschools.org for more info.



Happy Birthday to You!



Mary Barger - October 4
Wasatch School District
Marjean Weiler - October 5
Canyons School District
Amanda Hansen - October 6
Jordan School District
Julie Merrick - October 11
Jordan School District
Dixie Sperry - October 11
Retired

Liz Healy - October 16
Canyons School District
Kaye Cherrington - October 21
Ogden School District
Merrie Jo Smith - October 22
Millard School District
Sammi Bowden - October 25
Uintah School District
JoAnn Merkley - October 26
Uintah School District
Vicki Coon - October 27
Canyons School District
Beverly Vowell - October 31
Washington School District
Marlene Wilson - November 1
Rich School District
Donna Troyer - November 10
Jordan School District
Shela Barker - November 12
Canyons School District
Arlene Brewer - November 14
Ogden School District
Jana Hardy - November 14
Canyons School District
Darlene Robinson - November 14
Ogden School District
Jen Ostergaard - November 15
Wasatch School District

Lucy Bateman - November 21
Jordan School District
Diane Bybee - November 21
Sevier School District
Barbara Spring - December 1
Granite School District
Lesha Hacking - December 7
Uintah School District
Judy Gagnier - December 18
Retired
Colleen Boggess - December 19
Canyons School District
Patti Ann Harris - December 19
Washington School District
Connie Erickson - December 29
Jordan School District
Natalie Mccliff - December 29
Canyons School District
Pauline Alles - December 31
Canyons School District
Denise Haycock - December 31
Canyons School District
Stacey Hunter - December 31
Logan School District

UAEOP Membership Application



Name _____ Home Phone _____ Birthday (Month/Date) _____

Home Address _____ City _____ State ____ Zip _____

School/Office _____ District _____ Phone _____

Business Address _____ City _____ State ____ Zip _____

E-mail Address _____

PSP Certificate (circle one) Yes No Level _____ NAEOP Member (circle one) Yes No

Would you be willing to serve on a committee? (circle one) Yes No If yes, which committee _____

Circle one: Elementary Secondary Administration/District Office Higher Ed Other

Type of Membership:

New Renew
Active Retired

Annual Dues: \$15 Active Association Member ~ \$5 Retired

Make check payable to: UAEOP

Send to: Vicki Coon, UAEOP Vice President

Canyons School District, 9150 South 500 West, Sandy, UT 84070

2011-2012 UAEOP Board

Mary Meyers, President

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work: 385-646-4906
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Vicki Coon, Vice President

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mwilson@richschool.org

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Lyla Tuttle, Mentor Team

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Midge Treglown, CEOE,

Mentor Team

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Patricia Thompson, Ex-officio

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Committee Assignments

Charlotte Graham, Awards

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Midge Treglown, CEOE, Bylaws

UAEOP Board, 2012 Conference

Patricia Thompson,

Continuing Education

Danielle Kitchen, Historian

Jana Varney, Legislative

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Vicki Coon, Membership

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Mary Barger, Region VI Chair

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Pat Thompson, Region VIII Chair

Lyla Tuttle, Region X Chair

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Lucinda Josie, Region XI Chair

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Paula Bosgieter, Scholarships

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Marlene Wilson, CEOE

Ways and Means

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JoAnn Monroe

Sherry Wilson, CEOE

Patti Sanchez

Sue Cook

Beverly Vowell, CEOE

Midge Treglown, CEOE

Judy Anderson, CEOE

Dixie Sperry, CEOE

The Buzz Line is the official newsletter of the Utah Association of Educational Office Professionals (UAEOP) and is published on a quarterly basis. We urge our readers and UAEOP members to contribute to our publication by sending us your comments, letters, information about your local and regional activities, or any articles you feel would be beneficial for Utah educational office employees. Send contributing materials to:

Sherry Wilson, Granite School District, 2500 South State Street, Salt Lake City, Utah 84115-3110
slwilson@graniteschools.org

Thought of the Month:

"Your future depends on many things, but mostly on you."

~Frank Tyger

