

Driven to Succeed



Danielle Kitchen
UAEOP President

Autumn ~ what a wonderful season...probably one of my favorites. One of the reasons that I love fall is the harvest. My husband enjoys planting pumpkins...and not in just our yard! Therefore, most of the available soil in our yard is taken over by pumpkin plants. As the harvest comes to end, I am reminded of another type of garden, the Garden of Daily Living. I'm sure that most of you have seen this clever poem before. It is a great reminder of the garden that we should be tending and harvesting the entire year.



For the Garden of Your Daily Living...

Plant Three Rows of Peas:

Peace of mind, Peace of heart, Peace of soul

Plant Four Rows of Squash:

Squash gossip, Squash indifference,
Squash grumbling, Squash selfishness

Plant Four Rows of Lettuce:

Lettuce be faithful, Lettuce be kind,
Lettuce be patient, Lettuce really love one another

No Garden is Without Turnips:

Turnip for meetings, Turnip for service
Turnip to help one another

To Conclude Our Garden, We Must Have Thyme:

Thyme for each other, Thyme for family, Thyme for friends
Water freely with patience and cultivate with love.

There is much fruit in your garden because you reap what you sow.

~Author Unknown

I would encourage you to explore which rows are thriving in your life and pat yourself on the back for having cultivated these. I would also encourage you to choose which rows you would like to tend and envision how you might cultivate them to enhance your daily living.



Working the registration table (l-r) Danielle Kitchen, Midge Treglown, Charlotte Graham, Pat Thompson, Sherry Wilson, Jana Varney.

I had the opportunity to attend the NAEOP conference in Costa Mesa, CA in July. What an awesome event. Although most of my time (as well as the rest of our Utah group) was spent manning the registration table, I was able to attend NAEOP Advisory Council and a couple of briefings. Be sure to read Sherry Wilson's conference report found on page 4 to learn more about the events of the week. Start saving your pennies now, the conference in 2013 will be held in Alexandria, Virginia. You will have a great time learning from other office professionals around the country and at the same time you will make new friends.

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

www.uaeop.org

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Buzzing Around the State

Granite office professionals were honored by the Granite Education Foundation as outstanding secretaries at the GAEOP annual professional development day in June. (pictured left to right) Arlene Johnson, School Facilities; Lorna Allen, West Kearns Elementary; Julie Sandoval, Olympus High; and Joni Garrett, Eisenhower Jr., each received a plaque and \$250.



A Capitol Affair



Alexandria, Virginia is the site of the 2013 NAEOP Annual Conference. Please mark July 22-26, 2013 on your calendars NOW and plan to attend. The Mid-Atlantic area states (Delaware, DC, Maryland, North Carolina, South Carolina, Virginia & West Virginia) are hosting this conference.

Here's what you'll miss if you don't attend this NAEOP conference...fabulous speakers, multiple professional development opportunities, friendship, encouragement, rejuvenation and caring.

The hotel is the Hilton Alexandria Mark Center Hotel, 5000 Seminary Rd, Alexandria, Virginia, 22311, 703.845.2617. Rates \$139+tax single/double, \$150+tax triple, \$179+tax quad occupancy. Complimentary shuttle to Reagan/Washington National Airport, Old Town

Alexandria, Pentagon City Mall and the Metro Station.

More information will be coming soon or check out the website www.mid-atlanticarea.com



Do you remember a time in your life when you were invincible with big, wonderful dreams of all that you were going to do and be when you grew up? Those marvelous dreams flowed for a reason, they were your true unlimited inner potential casting a picture of what was possible for you!

This vision of possibility and potential has slowly been filed away and your inner passion has been gradually dwindling day after day, as you have traveled along the journey of your life. All the trials, tribulations and challenges you have faced (and maybe even a boss or two), have gradually chipped away at your picture possibility, completely diminishing your vision of all that you are capable of achieving. This has left you accepting a limited picture of your unlimited potential that is keeping you trapped and distant from all you are capable of becoming!

You need to join us at the NAEOP Institute, "Ignite Your Potential" to rekindle those dreams and learn how to give yourself permission to expand and grow into the kind of person that can attract the success that you desire. Feel the "burn" as you strengthen yourself to achieve even greater professional growth. Leave behind those self-defeating thoughts and people who would douse your flame as you're striving to achieve your potential. Learn how to set your passion ablaze while you mold and forge yourself into an even more productive office professional!

Mark your calendars now to join us in Salt Lake City, October 11-13, 2013. Detailed information will be coming in future AEOP publications.

Institute Co-chairmen:

Sherry Wilson, CEOE (slwilson@graniteschools.org; 385.646.4302)

Kathy Goodfellow (kgoodfellow@graniteschools.org; 385.646.4523)

Save Your Change Fundraiser

Our change collection for the NAEOP Area Challenge was so successful and easy that we are going to hold another collection for the NAEOP Institute. UAEOP members who attend next year's Institute in Salt Lake City will benefit from the fundraiser. So start saving your change and we'll collect it throughout the year.

2013 Office Professional & Administrator of the Year 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 November 21, 2012 and are available under Awards at www.uaeop.org.

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 March 16, 2013 at the Granite Education Center in Salt Lake City.

If you have any questions please contact Charlotte Graham via email charlotte.graham@canyonsdistrict.org.



Scholarships

submitted by Paula Bosgieter, Scholarships 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 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.

Here Ye! Here Ye! Calling all UAEOP Members

submitted by Mary Meyers, Nominations & Elections Chairman



We are seeking energetic, motivated office professionals to run for positions on the UAEOP Board! Your 2012-13 UAEOP Nominations and Elections Chairman is hard at work seeking eligible candidates to run for a UAEOP office. Following are the positions we need to fill this year:

- President Elect
- Vice President
- Mentor Team Leader

UAEOP is striving to cultivate new ideas and inspire growth in our association. To do this, we need a motivated group of members to step forward and help lead UAEOP.

⇒ Are you a leader at your local level?

⇒ Have you wanted to learn more about UAEOP and share your talents with other office professionals?

⇒ Are you willing to take a step forward, reach out and seek new adventure?

⇒ Are you willing to help UAEOP become an association that continues to grow and evolve?

Serving on the UAEOP board gives you an opportunity to work with office professionals from all over the state of Utah and have an important impact on our association! Contact Mary Meyers at 385-646-4906 or mcmeyers@graniteschools.org for more information.

Take the next step! ~ Become a candidate for a UAEOP office!

The West Coast Did Swing

submitted by Sherry Wilson, CEOE

Eight Utah office professionals attended the 78th NAEOP annual conference in Costa Mesa, California July 9-13. As always, there were great classes, speakers and networking throughout the week. The first general session was truly inspirational beginning with the traditional flag ceremony and music provided by the U.S. Marines from Camp Pendleton and Seal Beach and a stirring inspiration from Maryland member Winopa Mbakop.



Keynote Speaker Mac MacDonald spoke about dealing with technology and the awesome, bewildering, rapid changes we are experiencing. He encouraged us to “stay out of complacency”; “never take anything for granted”; and “never think we know enough.” Mac said we need to look for ways to motivate ourselves and others and realize it’s our job to help people realize their potential.

Keynote Speaker Brett Eastburn was “born with no arms and no legs, but more importantly, he truly believes that he was also born with no handicaps! Brett believes you’re a success only if you choose to be. He also believes you are handicapped only if you allow yourself to be.” Brett says “the minute you say “I can’t” you won’t because it means you’re not even going to try.”

Keynote Speaker Fushia Ward shared her philosophy of “attitude determines altitude.” She said that nobody rises to low expectations. You can become a victim, blame others or define who you are and grow from the challenges. However you cannot succeed alone nor can you achieve success overnight. It is a team effort so don’t hesitate to ask for help.

Highlights from the conference for UAEOP were:

- * Candice Chatland, Millard High School, was the winner of the Students with Special Needs Scholarship. The scholarship is worth \$500.
- * Corbin Dunn, Wasatch High School, was the winner of the \$1,000 NAREOP Student Scholarship. Corbin is Pat Thompson’s grandson and was able to attend the NAREOP Breakfast and accept his scholarship.
- * Mary Meyers was installed as the Elementary Council Chairman for the 2012-13 year.
- * The Southwest Area was the winner of the Area Change Challenge. Over \$2,000 was collected. UAEOP contributed \$269.38.

For more info on the keynote speakers visit:

Lyfe Enhancement Co - www.lyfeco.com. Mac’s book, “*Lighting Your Own Fuse*” can be ordered from Amazon.

No Boundaries Inc - www.bretteastburn.com. Brett’s book, “*I’m Not Missing Anything*” is available on his website.

“How can we comfort the disturbed and disturb the comfortable?” – Mac MacDonald



Civil Dialogue in an Uncivil Political Climate

HOW GOOD CITIZENS DISCUSS TOUCHY POLITICAL TOPICS

You know THAT person – the one who constantly badmouths one party or the other, talking over anyone who dares disagree? The one who starts a political debate in front of your office door? Unfortunately, political candidates, pundits, and talking heads have set a bad example for all of us regarding how good citizens behave. The following list is a good reminder of the “rules” of civil discourse:

- The First Amendment does not protect our right to say anything, anytime, anywhere. Remember the rules of **time, place, and manner** – work time is not an appropriate time for political discussion; public spaces and public employees must avoid endorsing one political point-of-view over another, and rude, disrespectful speech can disrupt the workplace.
- When you find the discussion wandering to politics during your lunch hour, let one person talk at a time. Listen carefully to other points-of-view and try to understand their reasoning. Ask clarifying questions. Make room in the conversation for everyone present to contribute, and don't “gang up” on someone with an opposing opinion.
- **Stick to the facts.** There is so much information available that it is often difficult to determine whether a source is reliable or not. Seek information from multiple reputable sources and cross-reference them to detect biases that may affect the way the information is presented. Don't just parrot what you hear someone else say, think about it in your own way!
- Being civil does not mean holding back or pretending to agree with something you don't. It does mean being respectful of even those with whom you deeply disagree. **Disagree with ideas, not with people.**



The bright side is that we benefit from friends, neighbors, and co-workers who have diverse points-of-view, politics, and interests. Diversity challenges us to take inventory of the things that matter most and will, ultimately, strengthen our personal opinions and beliefs.

Catch phrases to use when the politics get heated:

I am interested in knowing more about that. Where did you get that information?

I never thought about it that way.

That's something to think about.

While I don't agree with that idea, I can see that you feel strongly about it.

Politics are a personal topic for me.

Let's finish this another time; I would like to think about what we've discussed.

And if all else fails:

I think that's my phone ringing and I'm waiting for an important call.

Thanks to Dawn Hauser, Assistant Principal at Bonneville Jr. High School, for this information.

PSP - Professional Standards Program

submitted by Marlene Wilson, CEOE, PSP Chairman



At its July 7, 2012, meeting in Costa Mesa, CA, the PSP Governing Board discussed efforts made to ensure the Professional Standards Program continues to pay for itself and be able to continue to cover the expenses of maintaining the program through its fee structure. In past years, the certification fee would increase whenever the NAEOP membership fee increased. However, the PSP filing fee was not raised at the same time the last two membership fees increased.

At this same meeting, the PSP Governing Board voted to increase the fees for PSP Certification and the fee for PSP Recertification by \$5 each, **effective with the September 15, 2012, filing deadline.** The NAEOP Board of Directors approved this change at their meeting on July 8, 2012. This increase is necessary to help us continue to adequately cover the expenses affiliated with the Professional Standards Program. The new fees are: Program Certification Fee - \$45, Recertification Fee - \$25. The fee for achieving CEOE distinction was not increased. The PSP forms, flyers and information are in the process of being updated.

MIT for Free

From World Ark magazine, May 2012

We're lucky in the United States to get our K-12 education for free, but how about some Ivy League courses on top of that? Ten years ago the Massachusetts Institute of Technology introduced OpenCourseWare, giving anyone with Internet access a free pass to lecture notes, exams, videos and other materials from more than 2,000 courses. An estimated 100 million people worldwide have signed on.

Students include Jean Ronel-Noel and Alex Georges, entrepreneurs aiming to bring renewable energy to Haiti. Information from electrical engineering classes on MIT's OpenCourseWare taught them how to build solar panels. University students from Nigeria, Greece, Mexico and elsewhere are using the materials to supplement their own educations. And self-starters like Harihar Subramanian in India are logging on to polish skills in business, physics, electronics and writing. Now other universities, including Stanford, Carnegie Mellon and Johns Hopkins, are offering free courses online.

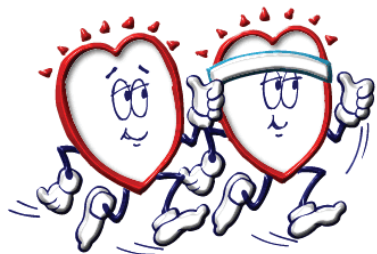
Think you've got what it takes to be an MIT student? Learn more at ocw.mit.edu.

Be Well...Informed

From Health magazine, May 2012

Who Knew Exercise Did That!?

In case you needed more motivation to hit the gym: Scientists have uncovered some surprising health benefits of cardio.



- **It boosts memory.** After a year, three weekly workouts actually reversed age-related brain shrinkage—possibly helping you to remember where you left the keys (and other things requiring short- or long-term recall).
- **It can keep colds away.** Working out at a moderate intensity at least five times a week may reduce your odds of catching an upper respiratory tract infection by about 40 percent, finds a student from Appalachian State University.
- **It fights disease.** In a recent study with mice, exercise actually spurred cells to clean themselves. This helped reduce metabolic problems and could explain why exercisers may be less likely to get cancer and diabetes.

42%

Percentage of women who suffered a heart attack who did not experience chest pain, according to a new study. Common symptoms that women must be aware of: shortness of breath, nausea, and pain in the jaw or back can all indicate a heart attack in progress.

UAEOP Annual Conference

Submitted by Danielle Kitchen, President

Driven to Succeed

UAEOP Annual Conference

March 15 & 16, 2013

Granite Education Center ~ Salt Lake City, Utah



Ladies & Gentlemen ~ Start Your Engines!

Plan on joining the race to the UAEOP conference held on Friday & Saturday, March 15 & 16, 2013, at the Granite Education Center in Salt Lake City, Utah. You will be *Driven to Succeed* as you attend workshops that will act as your pit crew to avoid burn out. You'll gather momentum as you race to learn more about the tools that will make you the Champion of Success! The Grand Prix keynote speaker will turbo-charge you to strive to attain your goals with the proper fuel. So put the pedal-to-the-metal and avoid a collision course by connecting with us for the ride of a lifetime.

Detailed conference information and registration will be available in the next issue of the *BuzzLine*.

Save the Date & Deadlines:

October 6, 2012	UAEOP Board Meeting, Ogden, UT
October 7-13, 2012	National Educational Career Awareness Week
October 16, 2012	Bosses Day
October 31, 2012	UAEOP Award Forms Due
November 11-17, 2012	American Education Week
November 15, 2012	BuzzLine Winter Issue Articles Due
January 15, 2013	PSP Filing Date
January 26, 2013	UAEOP Board Meeting, Sandy, UT
March 15, 2013	UAEOP Board Meeting, Salt Lake City, UT
March 15-16, 2013	UAEOP Annual Conference, Salt Lake City
July 21-25, 2013	NAEOP 79 th Annual Conference & Institute, Alexandria, Virginia "A Capitol Affair"
October 11-13, 2013	NAEOP Institute, Salt Lake City, Utah "Ignite Your Potential"

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@canyonsdistrict.org.

Happy Birthday to You!

Happy Birthday to the following UAEOP Members:



Marlene Wilson – November 1
Rich School District

Cindy Wood – November 4
Jordan School District

Arlene Brewer – November 14
Ogden School District

Darlene Robinson – Nov 14
Ogden School District

Diane Bybee – November 21
CUES

Barbara Spring – December 1
Granite School District

Judy Gagnier – December 18
Retired

Colleen Boggess – Dec 19
Canyons School District

Patti Ann Harris – December 19
Washington School District

Connie Erickson – December 29
Jordan School District

Denise Haycock – December 31
Canyons School District



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

2012-2013 UAEOP Board



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Sherry Wilson, CEOE

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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, slwilson@graniteschools.org

We reserve the right to accept, edit or reject any contributing materials.

Editor: Sherry Wilson; Graphic Artist: Danielle Kitchen

Thought of the Month:

"Our democracy's vitality depends on teaching students to be informed readers, writers, and thinkers about the past as well as the present" ~ Sam Wineburg

