

Seize the Day



Vicki Coon
UAEOP President

Now that we're several weeks into the 2014-15 school year, I have some Amanda Gore wisdom for contemplation and adaptation. *RTB – Remember To Breathe – it keeps the stress at bay!*

The following is from Amanda Gore's Blog dated August, 14, 2013.

*Did you know that all disease begins with stress?
If you are stressed on a permanent basis your immune system is attacked and weakened and then you are susceptible to all forms of disease; and your performance drops.*

This post has some tips on stress busting to help boost your performance, productivity AND give you more energy and vitality!

Do you remember what flight attendants tell you about oxygen in the safety briefing? If the oxygen masks fall from the ceiling and you have a child, put it on yourself first. Why? Because if you are dead you are not much use to the child!

Yet most of us in small business consistently push ourselves beyond our physical, mental and emotional limits and wonder why we are tired all the time!

It's time to stop, put on the oxygen mask (metaphorically) and suck in great gobs of oxygen!

Seriously, when we are stressed we stop breathing! Our breathing is shallow and in the upper part of our lungs. This means there is less oxygen for our brains and we can't think clearly or properly.

The first simple stress buster tip is to stop every 30 minutes and take two deep breaths filling up the bottom of your lungs. Set a timer!

If you stood up and took 2 breaths (at least) and did a tiny bit of exercise, you would be in awe of how much energy and vitality you would have for you and your family at the end of the day!

It's simple but oh so effective! Try these stress busters before you judge them. Sometimes the simple things work the best!

Write RTB all over your office – remember to breathe! Use your "oxygen mask"! Reduce your stress! Improve your performance!

Enjoy your fall!!!



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.weebly.com

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Buzzing Around the State

UAEOP board meetings were held at East Midvale Elementary on June 14, 2014 and Taylorsville High on October 4, 2014. President Vicki Coon conducted the board meetings as officers and committee chairman gave their reports. Bylaws will be presented for a vote of the membership at the annual conference. The board voted to increase yearly dues beginning April 1. Active Membership will be \$20 and Retired and Student Membership will be \$10. Membership stands at 70 and the checking account balance is \$3,433.22.

Board meetings are open to all members. The next board meeting will be January 10, 2015 at East Midvale Elementary. If you would like to attend, contact Vicki Coon (vicki.coon@canyonsdistrict.org).

Scholarships

submitted by Natalie Yates, Scholarship Chairman



Did you know you could get money to pay for learning? UAEOP and NAEOP offer six scholarships: three designed for students, two for members, and one for a member dependent. Please visit the UAEOP website for requirements and guidelines at www.uaeop.weebly.com. Click on the Awards and Scholarship tab and you can download the specific application.

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. This is a great opportunity for UAEOP members to receive financial help in pursuing additional education. The application is due on or before January 31.

The **UAEOP Judy Anderson Student Scholarship** is valued at \$500. 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 recipient of the UAEOP Judy Anderson Student Scholarship is eligible to apply for consideration for the NAEOP Marion T. Wood Student Scholarship. The scholarship application is due on or before January 31.

The **NAEOP Educational Foundation Mona Smith Member Dependent Scholarship** is valued at \$1,000. It is an undergraduate program scholarship available to 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. The application must be completed and postmarked by March 15.

The **NAEOP Marion T. Wood Member Scholarship**, which is valued at \$1,000. This application is to assist NAEOP members who are pursuing a Professional Standards Program (PSP) Certificate, a Certified Educational Office Employee (CEOE) designation, or, having attained the CEOE distinction, a member who is pursuing a college degree. The application is due on or before March 15.

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 March 15.

Updated Website

submitted by Danielle Kitchen, UAEOP Past President

The UAEOP website has a new look. I want to invite you to visit the site at www.uaeop.weebly.com and give us some feedback. We want to make this your website. Although most of the website is public, there is a section that is password protected for our members. Right now that section contains *The BuzzLine*. Members were emailed the password. Please don't share this password with others. Instead, invite them to become a member of UAEOP. *The BuzzLine* is one of the benefits of membership.

Additionally, UAEOP also has a Facebook and Twitter account. If you are a Facebook user, please "Like" our page. This page is still in the beginning stages, so we will be making improvements...it can only get better.



In the Hive...

Submitted by Sherry Wilson, CEOE, Editor



I lamented in last year's Fall issue of the *BuzzLine* about how work and life had gotten out of hand and mentioned my determination to get some kind of control back before the end of last December. Well, that didn't happen and if anything, it got worse as my father's health declined and it took several months of doctor, hospital, and ER visits for him to be diagnosed with three terminal illnesses. Luckily he's now living in a wonderful care facility and has stabilized.

During situations like this, the rest of life gets put on hold while you determine the immediate, most important thing that needs to be done. You learn quickly that you cannot do it all...even though we keep attempting to try, mostly to the detriment of our own health. Thank goodness for sisters, friends, medical professionals, and humor.

As I've talked to friends and colleagues, I have found so many who are caregiving for a parent (or both parents and sometimes in-laws) now. And it's going to increase as we live longer.

While we helped my dad move from his apartment (meaning my sisters and I sorted, dejunked, and packed even though we let him think he was "in charge"), we all realized how much stuff one can accumulate. So I've been on a massive dejunking of my office, computer (7 gb of data so far!) and email files and at home again (I had done a lot last year during our remodel). I want to have a life rather than be tied to all this stuff.

Also, in my attempt to focus and accomplish more, I have been trying to keep to the 90-minute rule each morning and not jump immediately every time someone needs something...the old adage of "your lack of planning (or unwillingness to solve your own problem) is not an emergency on my part." So far it has worked most days and I've been able to complete more tasks and not feel as stressed out. But it still requires daily practice.

Here are a few books and websites that I've found beneficial:

How to Care for Aging Parents by Virginia Morris

Knocking on Heaven's Door by Katy Butler

Thrive by Arianna Huffington

The Organized Mind: Thinking Straight in the Age of Information Overload by Daniel Levitan

<http://newoldage.blogs.nytimes.com/>

<http://www.huffingtonpost.com/news/third-metric/>

If you have other books or websites you've found helpful, please email it to me at slwilson@graniteschools.org and we'll share in a future issue.

Free Service Makes Managing School Supply Lists Easy



TeacherLists.com is the free, online resource for posting and sharing student school supply lists that has fundamentally

improved the way schools and parents do back-to-school.

Get up and running fast! Post your lists. Go to TeacherLists.com and use the "quick start list" to get all of your lists posted in the Directory—fast. Then, add links to your lists on your school's website using the easy copy-and-paste TeacherLists.com graphics.

Parents can easily find your lists by following the direct links on your website or by entering your zip code at TeacherLists.com. Parents can also easily print them, or just pull them up on their smartphone while they're shopping!

Want to do it even faster...The dedicated support team can get your entire school up and running. Just email your lists to concierge@teacherlists.com and they will post them for you!

Speed Networking

At the 20th Annual UAEOP conference, we held a Speed Networking session where everyone discussed several topics, such as; exercising at work, becoming life long learners, the benefits of UAEOP membership, technology tips and what we liked/disliked about the conference. The comments have been compiled and are posted on our website. Be sure to check out what everyone had to say.



Shop for Holiday Gifts Early



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

UAEOP Conference Preview

SAVE THE DATE!!!

**UAEOP Annual Conference ~ Seize the Day
Friday & Saturday, March 13-14, 2015**

Corner Canyon High School in Canyons School District
(12943 S 700 E, Draper, Utah)

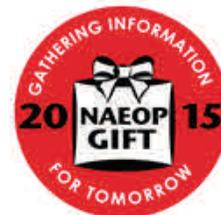
Greetings - Jim Briscoe, Superintendent, Canyons SD
Keynote Speaker - Matt Townsend

Plan now to attend...look for more information in the
next issue of the *BuzzLine*.



Gathering Information For Tomorrow

Buffalo, New York will be the site of the 2015 NAEOP Annual Conference. Please mark **July 22-25, 2015** on your calendars NOW and plan to attend. The Northeast Area members are hosting this conference.



If you have attended a prior NAEOP conference, you will notice that the conference is scheduled for four days – Monday through Thursday – which is one day shorter than in the past. However, you will still be experiencing the fabulous speakers, multiple professional development opportunities, friendship, encouragement, rejuvenation and caring that is always encountered at a NAEOP event.

Discover the "City of Lights" from the Hyatt Regency Buffalo. This downtown hotel, located in the heart of the theatre and entertainment districts, lets you easily explore all the attractions of this vibrant metropolitan area, once known as the "Gateway to the West". The hotel is located at 300 Pearl Street, phone 716.856.1234 (rates: \$149)

More information will be forthcoming.

Dr. Beverly Kaye on satisfying and engaging careers ...

"Press the pause button. Mute the noise going on outside and focus on the inside. Concentrate on what is going on 'inside' the place you work: what's happening now, what's going to happen, what will make you the best professional right where you are and where you are headed. And focus on the 'inside' of you, what fuels you, satisfies you, creates passion for you to be your best. Make a conscious choice for yourself and for your organization to make your career happen – not just let it happen to you."

careersystemsintl.com ~ The Beverly Kaye Company



Condolences

UAEOP member, Vickie Burrow, passed away unexpectedly on October 5, 2014. She was a secretary at Eastwood Elementary in Granite School District for 13 Years and the current Granite AEOP Past President. She recently moved to the Granite Education Foundation as the Administrative Secretary. She will be missed by many.



Celebrating 80 Years of NAEOP

Twelve UAEOP members had the opportunity to attend the 80th NAEOP conference in Portland, Oregon in July. Most of our time was spend attending institute classes, briefings, general sessions, and various NAEOP meetings. During the free time, we were able to tour Portland and the beautiful surrounding area.

Highlights from the conference for UAEOP were:

- 2nd place in the Rachel Maynard Communication Award for *The BuzzLine*
- 3rd place as the State Affiliate with the Largest Membership Increase with eight new members
- UAEOP member Mary Meyers installed to the 2014-15 NAEOP Board as the Southwest Area Director



Top I-r: Dixie Sperry, Pat Thompson, Marlene Wilson, Kari Parry **Middle I-r:** Teresa Himmelberger, Vicki Coon, Karla Allen **Bottom I-r:** Sherry Wilson, Mary Meyers, Arlene Brewer **Not Pictured:** Paula Bosgeiter & Annette Hancock



Mary Meyers (bottom right) is installed as the NAEOP Southwest Area Director.



Sherry Wilson, CEO, (bottom center) is thrilled to accept an award for the BuzzLine



Vicki Coon, UAEOP President, carries the Utah State flag during the Flag Ceremony.

Bits and Pieces

- Utahpubliceducation.org is the office K-12 Public School Blog from the Utah State Board of Education and the Utah State Office of Education
- Tweeted from Mindy Hintze at UEN:
The British Library puts 1,000,000 images into the public domain, making them free to reuse & remix
<http://www.openculture.com/2013/12/british-library-puts-1000000-images-into-public-domain.html>

A Step By Step Guide to Creating a Virtual Field Trip Using Google Earth
<http://www.educatorstechnology.com/2014/02/a-step-by-step-guide-to-creating.html>.
- From *Health Magazine* January-February 2014
Stephen Rose, PhD, chief research officer of the Foundation Fighting Blindness says "To fight eye fatigue at the office, follow the 20-20-20 rule: Every 20 minutes, look 20 feet away from the computer monitor for 20 seconds."
- The *Journal of Physical Activity & Health* says "20 minutes: Hitting your yoga mat for this long could boost your brainpower for up to 45 minutes afterwards."
- From *NEA Today* Summer 2014 Magazine
Jennifer Isgitt, teacher and author of the blog empathicteacher.com, gives these time management tips:
Make time for yourself ~ Make time to network ~ Make time to plan
Read the full article at <http://www.nea.org/home/59832.htm>



**KEEP
CALM**
AND LET THE
**ADMINISTRATIVE
ASSISTANT
HANDLE IT**

Check out the fabulous NAEOP page on Pinterest - <http://www.pinterest.com/naeop1934>. This is from the I Work in an Office board.

Happy Birthday to You!

Happy Birthday to the following UAEOP Members:

Lyla Tuttle - September 2

Washington County School District

Raimée Hunt - September 6

Provo School District

Nelida Gil - September 6

Ogden School District

Sherry Wilson - September 13

Granite School District

Brenda Moser - September 16

Granite School District

Julianne Hamblin - September 23

Granite School District

Paula Bosgieter - September 25

Ogden School District

JoAnn Monroe - September 30

Granite School District

Deann Cobb - October 1

Grand County School District

Dixie Sperry - October 11

Retired

Ginna Wardle - October 18

Grand County School District

Vicki Coon - October 27

Canyons School District

Beverly Vowell - October 31

Retired

Marlene Wilson - November 1

Rich School District

Arlene Brewer - November 14

Ogden School District

Darlene Robinson - November 14

Ogden School District

Kellie Tyrell - November 21

USOE

Diane Bybee - November 21

CUES

Kari Parry - November 26

Granite School District

Sandy Memales - December 14

Granite School District

Colleen Boggess - December 19

Canyons School District

Andrea Curtin - December 29

USOE

Natalie Christner - December 29

Canyons School District

Connie Erickson - December 29

Jordan School District



2014-2015 UAEOP Board



Utah Association of Educational Office Professionals

Executive Board Members

President - Vicki Coon

home: 801-561-5111
work: 801-826-5117
vicki.coon@canyonsdistrict.org

Vice President - Charlotte Graham

charlotte.graham@canyonsdistrict.org

Treasurer - Jana Varvey

jvarney@graniteschools.org

Secretary - Krystine Hancock

krystine.hancock@canyonsdistrict.org

Mentor Team - Shirley Ayrton

smayrton@graniteschools.org

Mentor Team - Lyla Tuttle

lyla.tuttle@washk12.org

Ex-Officio - Danielle Kitchen

dfkitchen@graniteschools.org

Committee Chairmen

Awards - Angela Montague

angela.montague@jordandistrict.org

Bylaws - Diane Bybee

dbybee@mycues.org

Continuing Education -

Paula Bosgieter

pbosgieter@ogdensd.org

Historian - OPEN

Legislative - Amy Torres

antorres@graniteschools.org

Membership - Charlotte Graham

NAEOP Liaison - Mary Meyers

mcmeyers@graniteschools.org

NAEOP Foundation Liaison -

Patricia Thompson

thompson644@msn.com

Nominations & Elections -

Danielle Kitchen

PSP - Marlene Wilson, CEOE

mwilson@richschool.org

Public Relations -

Sherry Wilson, CEOE

slwilson@graniteschools.org

Scholarships - Natalie Yates

nyates@graniteschools.org

Ways & Means - Jana Varney

Website - Natalie Christner

natalie.christner@canyonsdistrict.org

Past Presidents' Advisory

Mary Meyers

Patricia Thompson

JoAnn Monroe

Sherry Wilson, CEOE

Patti Sanchez

Sue Cook

Beverly Vowell, CEOE

Midge Treglown, CEOE

Judy Anderson, CEOE

Dixie Sperry, CEOE

Region Representatives

Region I - Arlene Brewer

brewera@ogdensd.org

Region II - Shirley Ayrton

smayrton@graniteschools.org

Region III - Open

Region IV - Open

Region V - Lyla Tuttle

lyla.tuttle@washk12.org

Region VI - Patsy Nielson

patsy.nielson@cues.k12.ut.us

Region VII - Open

Welcome New Members

Natalie Christner – Canyons School District

Nelida Gil – Ogden School District

Correction: In the Spring Issue, Andrea Curtin's name was misspelled. Andrea works at USOE-CTAE.



Nominate your choice for
Administrator & Office Professional
of the Year

Visit uaeop.weebly.com

Click on Awards

Deadline November 14, 2014

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: Charlotte Graham, UAEOP Vice President

East Midvale Elementary School, 6990 South 300 East, Midvale, UT 84047

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

Congratulations!



Paula Bosgieter, Ogden School District, earned her PSP certificate, Associate Degree.

Charlotte Graham, Canyons School District, was given the USEA Lifetime Achievement Award.

Way to go, ladies!!!

Thought of the Month:

"In the long run, we shape our lives and we shape ourselves. The process never ends until we die. And the choices we make are ultimately our own responsibility."
~Eleanor Roosevelt

Get Involved!



In 2015, UAEOP will hold elections for several positions. The Association is striving to cultivate new ideas and inspire growth. To do this, we need a motivated group of members to step forward and help lead UAEOP. All elected officers will be installed at the Annual Conference and shall assume their duties April 1. The following positions will be filled:

- President Elect
- Vice President
- Mentor Team Leader

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?

If you say "yes", serving on the UAEOP board will give you an opportunity to work with office professionals from all over the state of Utah and have an important impact on our association! Nominate an individual or say **YES** to having your name placed on the ballot for one of the above Executive Board positions. Contact Danielle Kitchen (dfkitchen@graniteschools.org) **TODAY** to have your name placed on the ballot!

Save the Date & Deadlines:

January 10, 2015	UAEOP Board Meeting, Midvale, Utah
January 15, 2015	PSP Filing Date
March 13, 2015	UAEOP Board Meeting, Draper, Utah
March 13-14, 2015	UAEOP Annual Conference, Salt Lake City
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute, Buffalo, New York
July 13-16, 2016	NAEOP 82 nd Annual Conference & Institute, St. Louis Union Station, St. Louis, Missouri



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 Charlotte Graham at

charlotte.graham@canyonsdistrict.org.