

Seize the Day



Vicki Coon
UAEOP President

What do you think of when you hear Seize the Day or Carpe Diem? The movie *Newsies* with the corner newspaper boys banding together “neighbor to neighbor, father to son, all for one and one for all” or *Dead Poet’s Society* with Robin Williams enlightening his students’ to “seize the day boys – make your lives extraordinary.”

The original source for this Latin phrase is the lyric poet Horace (65 BC – 8 BC). The term is first found in *Odes Book I*: “While we’re talking,



envious time is fleeing: pluck the day...” Seize the day also means taking advantage of a situation by living your life to the fullest and making that moment spectacular.

At our recent conference, Amanda Gore, from her *Lead Out Loud* DVD, gave us great advice to seize the day. Here are a couple reminders for you:

- Be a good finder with a positive spirit. Chose to have a spirit of kindness, tolerance, patience, openness, or generosity before every interaction with anyone at work. The difference between a positive spirit and a positive attitude is that one comes from the heart and the other from the mind.
- Open your heart to others in order to really connect with them and see with our hearts to be better leaders and family members. I loved the simple question she gave us to ask our family – “what do I do that makes you feel that I love you?” (Don’t forget the hand movements that make it more meaningful! If you weren’t there, ask someone who was there to share.) Also remember people at work need to feel you care about them too.

What does each day hold for you and me? What can we wake up to each day to make spectacular? What do we chose each day to live to the fullest? Let us *Seize the Day* and make tomorrow extraordinary!



2014-2015 UAEOP Board (l-r): Paula Bosgieter, Arlene Brewer, Patsy Nielsen, Diane Bybee, Angela Montague, Pat Thompson, Sherry Wilson, Marlene Wilson, Shirley Ayrton, Lyla Tuttle, Krystine Hancock, Charlotte Graham, Danielle Kitchen, Vicki Coon

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

The UAEOP board meeting was held at the Lexington Hotel on March 14, 2014 prior to the annual conference. President Danielle Kitchen conducted the board meeting as officers and committee chairmen gave their reports. New board members attended the meeting and shared with outgoing counterparts. Membership stands at 129 and the checking account balance is \$8,290.77 prior to conference expenses.

Board meetings are open to all members. The next board meeting will be June 14, 2014 at Canyons School District. If you would like to attend, contact Vicki Coon (vicki.coon@canyonsdistrict.org).

UAEOP Elections

submitted by Mary Meyers, Past President

We'd like to congratulate the three ladies who ran for offices on the UAEOP board for the 2014-15 year.

Jana Varney, Treasurer
Krystine Hancock, Secretary
Shirley Ayrton, Mentor Team Leader

We also appreciate those who have accepted appointed positions on the UAEOP board. Your support of the UAEOP board is needed. If you would be interested, please contact Vicki Coon and come help UAEOP *Seize the Day*.

NAEOP News

submitted by Mary Meyers, NAEOP Liaison

Debbie Geib has been named the NAEOP Executive Director. Debbie has been an NAEOP member and worked as a secretary to the Missouri School Boards Association.

The 2014-2015 NAEOP board members have been announced. They will be installed at the annual conference in July.

NAEOP Board

President - Elizabeth Napolitano, CEOE (CT)
President Elect - Patricia Stelmach, CEOE (KY)
Vice President - Wendy Heslink, CEOE (NY)
Secretary/Treasurer - Carol Bom, CEOE (NE)
Immediate Past President - Cathy Eberle (NY)

Area Directors (2 year term)

Central - Gretchen Walker, CEOE (NE)
Mid-Atlantic - Teresa Price, CEOE (DE)
Northeast - Bonnie Miller, CEOE (PA)
Northwest - Susan Belliston, CEOE (ID)
South Central - MaryAnn Hollingsworth, CEOE (TX)
Southeast - Malinda Larey, CEOE (AR)
Southwest - Mary Meyers (UT)



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 are being compiled and will be posted to our website soon. Be sure to check out our website (www.uaeop.org) to see what everyone had to say.



UAEOP Conference Highlights

submitted by Sherry Wilson, CEOE

Keynote Speaker Rick Larsen on Leadership

"Doing the Right thing, at the Right time, when it Really Matters."
 "All staff members, as well as student leaders, can be mentors who can positively impact and influence students."
 "The important things are your families and all those you influence."
 "Rules mean that someone cares about you."



The Ten A's

Applied consistently, these ten traits enable caring adults to build empowering relationships, to motivate, and to inspire kids to succeed. Acceptance; Acknowledgement; Acclaim; Action; Approval; Appraisal; Achievement; Accessibility; Appreciation; and Allegiance.

Take a look at Charlotte and Jonathan on Britain's Got Talent at <http://www.youtube.com/watch?v=41IS2OKqq1w>.

Rick Larsen is the Principal of Rich High School, serves as the President of UASSP and has written two books, *Earning an "A" with Kids* and *Mother, Are You Out There?* For more information concerning teacher in-service opportunities, presentations to parents and teens, and keynotes, email Rick at Ricklarsen@live.com. He will present an impactful seminar that will have you laughing, crying, and pondering the more important relationships in life.

Stress Management ~ presented by Patrick Sapio



"Stress is half of a word. There is Distress which is bad or negative stress; and Eustress which is good stress."

Three Aspects of Stress

Shallow breathing
 Racing Mind
 Anxiousness and tension

How to Deal with Stress

Action	Learn to breathe. "Deep and cleansing breath"
Thought	Learn to focus on one thing
Emotion	Learn to relax, stretch, loosen up, laugh
Physical	Calmness, peace
Reaction	I'll handle it

"When confronted with a problem, do something. Just don't do nothing."

"Awareness - when you are aware of something, you can do something about it."

Positive Coping Skills

Spiritual: faith, prayer, commitment, valuing, worship. Surrender - letting go, forgiveness

Mental: time management, problem solving, imagery, re-labeling, reorganizing, life planning

Family: balancing, flexibility, building esteem, building togetherness, networking, conflict solution

Physical: relaxations, self-care, exercise, nourishment, breathing, biofeedback

Diversions: education, music, working, playing, vacation, hobby

Interpersonal: assertiveness, affirmation, limits, linking, contact, expression

Negative Coping Skills

Tantrums, blaming, worrying, guilt, denial, stubbornness, passive, aggressive, abstaining, indulging, overeating, alcohol, tobacco.

Contact Patrick at Active Aging Services, 435.251.3793

Healthy Lifestyles

~ presented by Christie Benton

"You are what you eat; make your choices count."

For information on a healthy diet, visit:
www.fruitsandveggiesmorematters.com
www.oldwayspt.org
www.5aday.gov
www.hearhighway.org



Tech Enhanced Communications

~ presented by Mindy Hintze



Check out Mindy's webpage for information about this presentation and other presentations that Mindy can do.

<http://my.uen.org/70775>

BuzzLine - 4

Some people “hailed home a basket” when they won baskets or the 50/50. Thanks to all of those that brought a basket or contributed to our fundraising efforts.

Basket Winners: Granite - Vickie Burrow; Canyons – Karen Hansen; Grand – Kari Parry; Jordan – Jana Varney; Ogden – Sherry Wilson; Washington County – Midge Treglown; Past Presidents – Sharon Pinkerton

50/50: Midge Treglown, Granite

Service Project: Thank you for your support of the 2014 UAEOP Annual Conference service project. Marilyn Wynn, Special Assignments under Children Services and representing the Washington County School District Foundation, shared stories related to the needs of the At Risk students and explained how the funds collected would be spent. She was presented with between \$400-\$500; it was difficult to count the exact amount collected as some gift cards were donated that did not include dollar amounts. Your generosity will go a long way in helping many At Risk students in the St. George area. Everyone who participated had their names put in a drawing and the winners were Lyla Tuttle and Patsy Nielsen. Way to go UAEOP!



Sharon Pinkerton won the Utah Road Trip activity created by Lyla Tuttle.

UAEOP Office Professional & Administrator of the Year

submitted by Angela Montague, Awards Chairman



Joanne Potter has been selected as the Office Professional of the Year. She is a member of UAEOP, National AEOP and Granite AEOP. Jo currently works in the Budget Office at Granite School District where her hard work and knowledgeable skills are highly appreciated. She is the ULTIMATE office professional, taking countless classes to improve her skills and abilities. Jo has received her Certified Educational Office Employee (CEOE) distinction from NAEOP. She demands excellence from herself and always goes above and beyond for everyone she works with. Jo is generous with her knowledge and time and is an outstanding role model. She is involved in the Angel Hands charity and has served on many committees for UAEOP, NAEOP and GAEOP. It is an honor to present Joanne Potter as the UAEOP 2013-14 Office Professional of the Year.

UAEOP is proud to name **Richard Welch** Administrator of the Year. Mr. Welch has worked for Granite School District for 14 years. He is currently the Director of Payroll where he is responsible for tracking and properly distributing funds totaling \$275 million annually. He received his Masters of Professional Accounting from Weber State University in 1993. Mr. Welch has always been supportive of UAEOP, National AEOP and Granite AEOP (where he was awarded Administrator of the Year 2012-13), making sure his employees have every opportunity to receive additional education opportunities. He has been a member of the Utah Association of School Business Organization (UASBO) for 11 years, served on the Board of Directors with Granite Credit Union for five years and is a current member of the American Payroll Association. Everyone who works with Richard will tell you it is a privilege to know him. He is very involved with his family, community, and church. He never turns down an opportunity to serve others in need. His staff attests to his many hours of hard work that keeps them knowledgeable and their department running smoothly. His official title around the office is “World’s Best Boss” and it’s no wonder! We give a BIG thank you to Richard Welch for all his hard work, making it very easy to honor him as our 2013-14 Administrator of the Year. **Congratulations Jo & Rich!**



Judy Anderson Student Scholar

submitted by Natalie Yates, Scholarship Chairman



Amanda Toomey is the recipient of the 2014 Judy Anderson Student Scholarship. Amanda is a senior at Jordan High School in Sandy, where she is involved in many extracurricular activities such as tennis, DECA, Hand Bell Choir, PTSA Student Board, FBLA, and National Junior Honor Society. She has taken a wide range of business classes including Marketing, Accounting, and Sports and Entertainment Marketing. She has received many academic awards and honors.

Amanda is a DECA state officer and took on a large project for the state competition this year. She and a partner involved the entire school in raising money for the Make-a-Wish Foundation. The end result was over \$15,000 raised and many happy families whose lives were touched. Her marketing teacher says “Amanda is a warm and genuine person who reaches out to many students and touches their lives. She is very intelligent. Every school assignment Amanda hands in has been of the highest caliber.” **Congratulations Amanda!**

Free Service Makes Managing School Supply Lists Easy

TeacherLists.com, proud national partner of the NAEOP, is here to help you make back-to-school 2014 just a little bit easier for your school, teachers and parents. By creating one central web directory for all back-to-school supply lists - The National School Supply Lists Directory - TeacherLists.com has made it easier than ever for schools to create and share school supply lists and for parents to find them. Even the major national retailers will be using this single national directory to help their shoppers get the right supplies.



Getting "TeacherListed"

TeacherLists.com is simply an easier, faster and smarter way to manage your school's supply list process. Schools that adopt the TeacherLists platform instantly have the best tool for posting their lists, sharing their lists, and updating them year after year. Parents can access the lists on any smartphone, on the web, or even right in the aisles of major national retailers.

Follow these three simple steps to get TeacherListed today!

- Go to www.TeacherLists.com and create a free account.
- Create online school supply lists for your school – select your school's desired supplies from pre-populated grade specific lists or by typing in the items your school requires.
- Submit your completed list and share your unique TeacherLists.com school link!

It is that easy!

TeacherLists.com Best Practices: Cypress School of the Arts

This past fall, Cypress School of the Arts, a K-12 public school in Hesperia, CA, posted all of their Back-to-School supply lists on TeacherLists.com "I encouraged my teachers to sign up and post their lists to make the annual process uniform across our school," said Principal Pam Seeger. Once the lists were active, Seeger shared the Cypress School of the Arts list URL with parents via email, texting, newsletters, personal websites and more.

Both teacher and parental feedback has been positive. "Teachers know this makes their lives easier," said Seeger. "Parents loved having the list before school started for the year. Instead of waiting for a paper list to be sent home with students like we used to do, parents now can view lists over the summer, better prepare and take advantage of Back-to-School sales."

See how your entire school can streamline the school supply list process and make this annual chore MUCH easier at www.TeacherLists.com/schools.

Be Red Cross Ready

The American Red Cross can give you the skills you need to prepare for and respond to emergencies in your community and nationwide through a wide range of classes, including:

- Health and Safety
- Babysitting
- First Aid and CPR
- Water Safety Education
- Disaster Response
- Fundamentals of Disaster Assessment
- Disaster Services Overview
- Psychological First Aid
- Leadership Training
- First Aid/CPR/AED Instructor
- Nurse Assistant Training
- Lifeguarding

Get inspired...Get engaged...Get certified.
Learn more at redcross.org/take-a-class



Spring has Sprung

Spring is a miraculous experience. The whole world comes alive after the winter in which it seemed that everything was dead. The world comes filled with color and the scent of delicious greenery. The world that seemed so dull and cold has come alive once again. Little did we know that beneath the cold hard ground the plants and trees were preparing for rebirth. Spring gives us hope for rejuvenation in our own lives as well. Spring is a time to renew the excitement and zest for life that lives inside.

~author unknown





UAEOP Past Presidents (l-r):

*Dixie Sperry, Judy Anderson, Midge Treglown,
Sue Cook, Sherry Wilson, JoAnn Monroe, Pat Thompson*

Thank you for helping make UAEOP successful for the past 20 years!

The dedication, commitment, and enthusiasm from the many members who have belonged throughout the years has provided many professional growth opportunities and gained recognition for office professionals.

We look forward to the next 20 years.

Happy Birthday to You!

Happy Birthday to the following UAEOP Members:

Arlene Fors - May 2
Granite School District

Mardi Reber - May 2
Jordan School District

Krystine Hancock - May 4
Canyons School District

Joyce Bullock - May 9
Jordan School District

Sheri Isom - May 9
Iron School District

Dawnette Dial - May 15
Granite School District

Lynda Phillips - May 15
Canyons School District

DoriLynn Roberts - May 16
Canyons School District

Darlene Olsen - May 21
Canyons School District

Jackie Bradshaw - May 24
Granite School District

Colleen Lynch - May 24
Granite School District

Joan Harry - May 31
Jordan School District

Kim Oliver - May 31
Jordan School District

Traci Pritchett - June 1
Granite School District

Carol Ericson - June 2
Retired

Danielle Kitchen - June 2
Granite School District

Kellie Davis - June 5
Jordan School District

Linda Oaks - June 14
Retired

Helen Corkran - June 16
Park City School District

Janene Nelson - June 16
Canyons School District

Karen Hansen - June 21
Central Utah Academy

Annette Hancock - June 26
Ogden School District

Ronnie Ellingson - June 26
Canyons School District

Lucinda Josie - July 1
Garfield School District

Melissa Bowdren - July 3
Jordan School District

Cindy McCleve - July 4
Granite School District

Marie Orton - July 10
Granite School District

Patricia Thompson - July 11
Retired

Andrea VanHazelen - July 12
Canyons School District

Angela Montague - July 13
Jordan School District

Irene Schiers - July 16
Granite School District

Lorie Pearce - July 21
Park City School District



Lori Waltman - July 22
Granite School District

Debi Tuttle - July 23
Canyons School District

Susan Strebel - July 26
Jordan School District

Carol Hermansen - July 29
Retired

Charlotte Graham - August 10
Canyons School District

Karen Allen - August 14
Jordan School District

Nadine Troxel - August 14
Jordan School District

Shelly Axtell - August 18
Jordan School District

Cyndi Pellegrino - August 19
Jordan School District

Carolyn Simons - August 26
Granite School District

Shirley Ayerton - August 27
Granite School District

Jana Varney - August 27
Granite School District

Gay Lynn Osness - August 30
Granite School District



2014-2015 UAEOP Board

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, CEO
mwilson@richschool.org

Public Relations -

Sherry Wilson, CEO
slwilson@graniteschools.org

Scholarships - Natalie Yates
nyates@graniteschools.org

Ways & Means - Jana Varney
Website - Danielle Kitchen & Natalie Yates

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

Past Presidents' Advisory

Mary Meyers
Patricia Thompson

JoAnn Monroe
Sherry Wilson, CEO

Patti Sanchez
Sue Cook

Beverly Vowell, CEO
Midge Treglown, CEO

Judy Anderson, CEO
Dixie Sperry, CEO

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

Welcome New Members

Deann Cobb, Grand County School District
Andrea Curtis, USOE-CTAE
Patti Godfrey, USOE-CTAE
Karen Hansen, Central Utah Academy
Alishia Huefner, Jordan School District
Linda McArthur, Central Utah Academy



Cindy McCleve, Granite School District
Sharon Pinkerton, Central Utah Academy
Irene Schiers, Granite School District
Tracy Silcott, USOE
Valerie Steggal-Earl, Jordan School District
Kellie Tyrell, USOE
Ginna Wardle, Grand County 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: 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

Tami Pyfer was named Governor Gary Herbert's new education adviser. Ms. Pyfer previously served on the state school and worked in the College of Education at Utah State University. According to an article in the Salt Lake Tribune, Ms. Pyfer says "she hopes to continue the work started by the Governor's Education Excellence Commission and Prosperity 2020, a business-led initiative to boost education, to help meet the 66 percent by 2020 goal."



Thought of the Month:

"Between stimulus and response there is a space.
In that space is our power to choose our response.
In our response lies our growth and our freedom."
~Victor E Frankl

Save the Date & Deadlines:

May 15, 2014	PSP Filing Date
May 18-25, 2014	National Educational Bosses Week
June 1, 2014	<i>BuzzLine</i> , Summer Issue Articles Due
June 14, 2014	UAEOP Board Meeting, Salt Lake City, Utah
July 14-17, 2014	NAEOP 80 th Annual Conference & Institute, Portland, Oregon
October 4, 2014	UAEOP Board Meeting, Location TBA
January 10, 2015	UAEOP Board Meeting, Location TBA
March 13-14, 2015	UAEOP Annual Conference, Salt Lake City
July 22-25, 2015	NAEOP 81 st Annual Conference & Institute, Buffalo, New York

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.

