

## Seize the Day



Vicki Coon  
UAEOP President

My message today is of gratitude and appreciation for all those involved with the Annual UAEOP Conference. From each Board member, to the wonderful presenters, to the school staff and students, to my sister-coworkers, to the Superintendent of Canyons School District and President of USEA, to each member and brand new member – every person made the conference a magnificent success!

My favorite quote from the conference came from Dr. Matt Townsend's presentation – *"Be like the bird that, passing on her flight awhile on boughs too slight, feels them give way beneath her, and yet sings, knowing that she hath wings."* ~ Victor Hugo



Let us all spread our wings and seize the day!

Happy Spring!!!

### 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](http://www.uaeop.org)

## UAEOP Conference Pictures



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## UAEOP Board Meeting

The UAEOP board meeting was held at Corner Canyon High School on March 13, 2015 prior to the annual conference. President Vicki Coon conducted the board meeting as officers and committee chairmen discussed final plans for the conference. Membership stands at 98 and the checking account balance is \$3,369.54 prior to conference receipts and expenses.

Board meetings are open to all members. The next board meeting will be June 6, 2015 at Taylorsville High School where we will be discussing a reinvention for UAEOP. If you would like to attend, contact Vicki Coon ([vicki.coon@canyonsdistrict.org](mailto:vicki.coon@canyonsdistrict.org)).

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## UAEOP Elections

*submitted by Danielle Kitchen, Past President*



We'd like to congratulate those who ran for offices on the UAEOP board for the 2015-16 year.

Sherry Wilson, President-Elect  
Charlotte Graham, Vice President

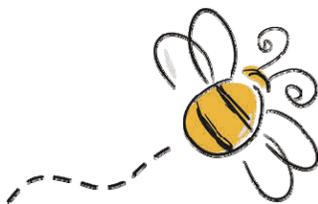
Your support of the UAEOP board is needed. If you would be interested, please contact Vicki Coon and come help UAEOP Seize the Day.

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## Buzzing Around the State

### Region I

*submitted by Paula Bosgieter*



Recently, the Ogden Education Support Professionals (OESP) negotiated for the secretaries in the Ogden School District to increase their district stipend for the Secretary Professional Improvement Program (PIP) certification from \$158.57 to \$435. This is a significant increase!!! THANK YOU OESP. WAY TO GO! With the increase came a positive change and an opportunity for all secretaries to continue their education. All holders of the Secretary Professional Improvement Program certification will be required to complete twelve (12) hours of professional development annually to remain eligible to receive the stipend. Hours can include secretarial meetings, workshops, trainings, and classes offered outside the district in areas related to office professionals. The Ogden District PIP certification has requirements similar to the NAEOP PSP requirements.

### Region II

*submitted by Sherry Wilson, CEOE*

Traci Pritchett was awarded the Granite AEOP Winona Fullmer Member Scholarship at the Evening of Recognition on March 26, 2015.

At the same event, the Granite Education Foundation presented awards to honor Granite School District secretarial/clerical staff members. The Midge Treglown Meritorious Award is gifted annually to a GAEOP office professional to recognize and reward his/her innovative ideas, creativity, suggestions and procedures that have resulted in innovative solutions to real world office challenges. The award recognizes someone who exhibits exemplary performance, shows outstanding teamwork; and carries out the duties of their position with integrity and dedication – just as Midge Treglown has exhibited over the years. The recipient for 2014-16 is Julena Averett, Financial Secretary at Olympus High School.

The Vickie Burrow Memorial Award was presented to Marie Tomlinson, Principal's Secretary at Bacchus Elementary. The award is named in honor of Vickie Burrow, longtime friend, colleague and fervent proponent of Educational Office Professionals and is gifted annually to a GAEOP office professional to recognize and reward personal integrity, positive attitude and work ethic. This recipient exhibits professionalism in the workplace to include reliability, commitment, job competency and carries out tasks effectively and efficiently. He/she possess resourcefulness and problem-solving skills. The award winner exemplifies the "Burrow Affect," a strong supporter and champion of others.

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## NAEOP News

submitted by Mary Meyers, NAEOP Liaison

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



### NAEOP Board

President - Patricia Stelmach, CEOE (KY)  
 President Elect - Wendy Heslink, CEOE (NY)  
 Vice President - Lisa Morehouse, CEOE (NE)  
 Secretary/Treasurer - Katherine Reichley, CEOE (OH)  
 Immediate Past President - Elizabeth Napolitano (CT)

### Area Directors (2 year term)

Mid-Atlantic - Jill Averyhart, CEOE (SC)  
 North Central - Mary Guest, CEOE (NE)  
 Northeast - Bonnie Miller, CEOE (PA)  
 Northwest - Susan Belliston, CEOE (ID)  
 South Central - Deborah McFadden, CEOE (TX)  
 Southeast - Malinda Larey, CEOE (AR)  
 Southwest - Mary Meyers (UT)

## Administrative Professionals Week



Since 1952, the IAAP has honored office workers by sponsoring Administrative Professionals Week. Today, it is one of the largest workplace observances outside of employee birthdays and major holidays.

Each year, administrative professionals are recognized for their skills and loyalty, attributes almost every office depends upon. Administrative Professionals Week celebrates and sheds light on administrative professionals' devoted, valued work.

There are more than 22 million administrative and office support professionals working in the United States. More than 475,000 administrative professionals are employed in Canada and millions more work in offices all over the world.

APW is April 19-25 and APD is Wednesday, April 22.

IAAP is the sole sponsor of Administrative Professionals Week® April 19-25, 2015 and Administrative Professionals Day® on Wednesday, April 22 (formerly called Professional Secretaries Week® and Professional Secretaries Day®). Further information, including history and a facts sheet on APW, is available from the IAAP Web site at: [www.iaap-hq.org](http://www.iaap-hq.org).

## Happy Birthday to You!

Happy Birthday to the following UAEOP Members:

**Arlene Fors - May 2**  
Granite School District

**Teri Hodgkinson - May 2**  
Canyons School District

**Krystine Hancock - May 4**  
Canyons School District

**Dawnette Dial - May 15**  
Granite School District

**Traci Pritchett - June 1**  
Granite School District

**Danielle Kitchen - June 2**  
Granite School District

**Linda Oaks - June 14**  
Retired

**Randi Beagley - June 24**  
Granite School District

**Annette Hancock - June 26**  
Ogden School District

**Ronnie Ellingson - June 26**  
Canyons School District

**Lacey Nicholls - June 27**  
Ogden School District

**Cindy McCleve - July 4**  
Granite School District

**Nancy Jensen - July 5**  
Granite School District

**Patti Godfrey - July 7**  
USOE

**Patricia Thompson - July 11**  
Retired

**Angela Montague - July 13**  
Jordan School District

**Irene Schiers - July 16**  
Granite School District

**Tammy Hoffman - July 16**  
Rich School District

**Vanessa Park - August 3**  
Granite School District

**Charlotte Graham - August 10**  
Canyons School District

**Karen Allen - August 14**  
Jordan School District

**Karla Allen - August 14**  
Rich School District

**Nadine Troxel - August 14**  
Jordan School District

**Carolyn Simons - August 26**  
Granite School District

**Shirley Ayrtton - August 27**  
Granite School District

**Jana Varney - August 27**  
Granite School District



# UAEOP Conference Highlights

submitted by Sherry Wilson, CEOE

## Thoughts from Keynote Speaker ~ Matt Townsend

How do we seize the day with paradoxes? Seize not only means grab or capture but also to shake uncontrollably.

Can you create an optimal experience daily? There are three conditions to reaching Flow. 1. Interesting challenge (paradox) 2. Reasonable approach to deal with it (have a plan) and 3. Focused action (act on your plan to deal with the challenge. It doesn't matter if you like your challenge or not.

- "Believe in it" is how we seize the day.
- Seize your own life back.
- Gain compassion for others.
- Serve other people and align yourself with your values.
- Live your values in your office.
- Seize your principles in the moment.
- Seize integrity. Character. Honesty.

Visit [www.matztownsend.com](http://www.matztownsend.com) for more information and to order his book, *Starved Stuff: Feeding the 7 Basic Needs of Every Relationship*. Listen to The Matt Townsend Radio Show on Sirius/XM 143 and KSL Radio.

## Google Up ~ presented by Jeri Bankhead, Katie Hill, Janae Hunt, and Maria Jones

Google Drive Magic – <http://goo.gl/bBDpmm>

## Social You, Social School ~presented by Ross Rogers and PJ Giles

Handout at [www.uaeop.org](http://www.uaeop.org)  
under Events – 2015 Conference

## Getting What You Want ~ presented by Dr. Amy Cowan

Utah POLST form - <http://health.utah.gov/hfrcra/forms/POLST/POLSTStaticRevised.pdf>

Utah Advance Directive Form & Instructions - <http://aging.utah.edu/programs/utah-coa/directives/>



## Blow the Whistle on Asthma ~ presented by Andrea Jensen

Asthma is a **chronic** inflammatory disease of the lungs. Asthma cannot be cured but can be controlled. Under Utah State Law, schools **MUST allow** students with asthma to carry and use inhaled asthma medication (Utah Code 53A-11-602). A Self-Administration Form should be signed by parents and health care provider.

Symptoms of an asthma attack:

Chest tightness	Lack of energy	Nasal flaring
Retraction	Coughing	Wheezing
Shortness of breath	Fatigue	Anxious look

Be prepared:

- Know which students have asthma
- Be alert of symptoms
- Know where the medicine is kept
- Remove triggers from the classroom

If a child has asthma symptoms or complaints and needs your assistance...

- NEVER leave the child alone
- Stop the child's activity. Help the child remain calm
- Put the child in an upright, sitting position. DO NOT have the child lay down
- Help the child locate quick-relief medicine. Assist as the child self-administers medication
- Call parent or guardian
- Repeat quick-relief inhaler medicine in 20 minutes if child is still having trouble breathing.

Call 911 immediately if...

- Child is struggling to talk, stay awake, or has blue lips
- Child is having retractions
- If quick-relief medicine is not available or parent/guardian or nurse is not available.
- Student doesn't improve after two uses of inhaler
- If you are unsure what to do



# UAEOP Office Professional & Administrator of the Year

submitted by Angela Montague, Awards Chairman



Pictured l-r: Vicki Coon, UAEOP President; Karen Bowden, UAEOP Office Professional of the Year; Angela Montague, UAEOP Awards Chair

**Karen Bowden** has been selected as the Office Professional of the Year for UAEOP.

During her three years at West Lake Junior High, Karen has proven herself to be an office professional in every sense of the word. She runs the office with great efficiency and extreme organization. She knows how to make a plan, organize it, executes it into action, and keeps her staff motivated in a positive way until the project is complete...which is guaranteed to be before the deadline! You are sure to get GREAT customer service when you work with Karen. Karen takes pride in her career and it shows in her desire to learn and grow through professional development. She never turns down an opportunity to learn and she applies this knowledge quickly into her professional practices. Karen is a natural leader. She listens and respects students, parents and co-workers. She cares deeply about everyone and wants to see them succeed. This is evident in the way she upholds the "3cMG" – West Lake's behavioral value protocol. Karen is a "priceless" member of West Lake's team – she is indeed a Mighty Mustang!

It is an honor to present Karen Bowden as the UAEOP 2014-15 Office Professional of the Year.

UAEOP is proud to name **Brenda VanGorder** the 2014-15 Administrator of the Year.

Ms. VanGorder has worked in Preschool Education for many years, currently with Granite School District, as well as the University of Utah and Utah State Office of Education. Brenda has a long list of organization memberships that she actively participates in, as well as belonging to many state level committees, three of which she is chairman. Ms. VanGorder has received many awards during her career -- Opening Minds Innovation Award from Granite School District; Outstanding Service to Children and Families from the Utah Association of School Psychologists; Baby Watch for growth and development from Utah's Interagency Coordination Council, to name a few, as well as other awards presented to her from Davis School District and the United Way of Salt Lake. GAEOP awarded her Administrator of the Year in 2013-14. She has made significant contributions to the educational system in Granite School District. Brenda has created diverse professional opportunities for her staff that have received national attention and accolades for their efforts. By creating the first Social Impact Bond of its kind, Brenda and her team have been able to locate and educate hundreds of the most at-risk students in Utah. Brenda was a major player in spreading information passage of HB 96 – The Utah School Readiness Initiative. She continues to quietly and strongly work very hard to research, promote and support high-quality Preschool programs across the State of Utah. Brenda is passionate about creating opportunities for young children to "fall in love" with learning!



Pictured l-r: Angela Montague, UAEOP Awards Chair; Brenda VanGorder, UAEOP Administrator of the Year; Vicki Coon, UAEOP President

Let's give a BIG thank you for all her hard work, making it very easy to honor Brenda VanGorder as our 2014-15 Administrator of the Year.

## Thank You!

Some people "seized the goods" when they won baskets or the 50/50. Thanks to all of those that brought a basket or contributed to our fundraising efforts. We raised \$736.55 for our association programs.

Also, thank you to those who donated to the Judy Anderson Student Scholarship service project. Your donations of \$172.51 will help continue funding this opportunity for our deserving students.

### Thank you to all the 2015 UAEOP Conference donors...

Granite AEOP  
Granite Education Foundation  
Canyons School District  
Washington Co. School District  
Ogden School District

Jordan School District  
UAEOP Past Presidents  
UAEOP Board Members  
Bob and Pat Thompson  
Vicki Coon  
Stampin' Up

OC Tanner  
Bed, Bath and Beyond  
Pirate O's - Draper  
Amy Boutique - Holladay  
Office Depot  
Barnes and Noble

And a special **Thank You** to the Utah School Employees Association (USEA) for their generous contribution to our conference.

**USEA Vision and Mission**  
Great Public Schools where school support professionals are recognized and respected as essential partners in student success.

*Our mission is to empower, support, and elevate school support professional careers to positively impact student success.*



**GOAL:**  
**Make a Date  
with a Doctor**

One of the most important good-for-you habits is getting yourself checked out to head off any health issues before they start or get worse. Make an appointment with your doctor like all the other important dates in your busy schedule—and keep it! Your all-out challenge here is to first take care of yourself before caring for others. And it's quick and easy with one-stop screening for men and women at University of Utah Health Care's South Jordan Health Center.

### What women need

Women are notorious for putting themselves last, so let the calendar changeover serve as a reminder to schedule your checkups. Here's what you need and when, according to Toni LaMalfa, C.N.M., the medical leader for the Women's Comprehensive Health Visit, providing women with screenings for heart disease as well as breast, skin, and cervical cancers—all at one visit.

TESTS FOR WOMEN**	FREQUENCY
Blood panel (cholesterol and blood sugar at a minimum)	Every 3 to 5 years if you're healthy
Blood pressure	Every 2 years unless it's borderline or high; standard at every doctor's visit
Skin/mole check	Annually; check yourself monthly with a mirror
Colonoscopy	Every 10 years starting at age 50, depending on risk factors
Breast and pelvic exams	Yearly; do a breast self-exam monthly
Pap test	Every 1 to 5 years depending on age and risk factors
Mammogram	Annually, starting at age 40, depending on risk factors
DEXA (bone density) scan	Every 2 to 5 years, starting at age 50

\*\*More frequent testing or additional screenings may be recommended depending on risk factors, e.g., family history, tobacco use, and obesity.

### ONE-STOP SCREENING FOR MEN AND WOMEN

Want to get all your tests\* in one doctor's visit? To make your appointment, call **801-213-8838**.

\*Except for a colonoscopy, which deserves a visit all its own.

### What men need

Men are no better than the ladies when it comes to getting regular checkups, but mainly because they think they just don't need to go. Brian Ely, D.O., a family medicine physician at the South Jordan Health Center and the medical leader of the Men's Comprehensive Health Visit, recommends these tests for his male patients:

TESTS FOR MEN**	FREQUENCY
Physical exam	Annually, especially after age 50
Blood panel (cholesterol and blood sugar at a minimum)	Every 5 years if you're healthy
Blood pressure	Annually; standard at every doctor's visit
Skin/mole check	Annually; check yourself monthly with a mirror
Colonoscopy	Every 10 years starting at age 50, depending on risk factors
PSA test (for prostate problems)	Starting at age 50; guidelines vary

# In the Hive

submitted by Sherry Wilson, CEOE, Buzz Line Editor



A headline on CNN.com caught my eye one day... "Sitting will kill you, even if you exercise." Considering I was sitting, I got a little worried and read the article. The researchers found that "sedentary behavior can lead to death from cardiovascular issues and cancer as well as cause chronic conditions such as Type 2 diabetes." Then I listened to the February 9<sup>th</sup> RadioWest program called The Dangers of Inactivity. Dr James Levine, an endocrinologist at the Mayo Clinic who studies the danger of an inactive life, said that "every hour you sit, two hours of life are walking away." But to be more positive about it he says to turn the saying to "every hour you're sitting, is an opportunity to be up and healthier."

I did a Google search for more info and there are thousands of pages on this subject. Headlines like "Sitting is the New Smoking", "Your Office Chair is Killing You", and "Lack of Exercise is a Global Pandemic" scream about the danger of how harmful sitting is. One site (<http://austinsportstherapy.com/injury-prevention/sitting-is-the-new-smoking>) has a great graphic showing the health hazards of sitting which include organ damage, muscle degeneration, leg disorders, bad backs, and trouble at the top...which means sore shoulders, strained neck and a foggy brain. No wonder I'm tired when I leave work each day. The graphic also shows the right way to sit and things experts recommend to combat the inactivity.

In an article at nytimes.com from 2011, Dr Levine says "his campaign against what he calls 'the chair-based lifestyle' is not limited to simply a quest for better physical health. His is a war against inertia itself, which he believes sickens more than just our body. 'Go into cubeland in a tightly controlled corporate environment and you immediately sense that there is a malaise about being tied behind a computer screen seated all day,' he said. The soul of the nation is sapped, and now it's time for the soul of the nation to rise."

I think it's time for a walk. Happy Spring!



*"The ultimate secret to aging exquisitely is to identify more with the part of yourself that doesn't grow older - the inner part - and less with the outer part that metamorphoses through ages and stages all your life long."*

*"Recognize the humor in just about any circumstance and point it out when your companions are suffering from pathological dourness."*

~Victoria Moran

## 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: \$20 Active ~ \$10 Retired**

**Make check payable to: UAEOP**

**Send to: Charlotte Graham, UAEOP Vice President  
East Midvale Elementary School, 6990 South 300 East, Midvale, UT 84047**



Utah Association of Educational Office Professionals

# 2015-2016 UAEOP Board

## Executive Board Members

### **President - Vicki Coon**

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

### **President Elect - Sherry Wilson, CEOE**

slwilson@graniteschools.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

## Board Members

Paula Bosgieter  
Diane Bybee  
Natalie Christner  
Angela Montague  
Patsy Nielson  
Amy Torres  
Lyla Tuttle  
Marlene Wilson, CEOE  
Natalie Yates

## Past Presidents' Advisory

Danielle Kitchen  
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

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:

*"We can't solve problems by using the same kind of thinking we used when we created them."  
~Albert Einstein*

## Welcome New Members

Randi Beagley - Granite  
Carol Berlin - Granite  
Camille Bolman - Granite  
Maggie Bradshaw - USOE  
Heidi Brooks - Granite  
Debbie Burtenshaw - Ogden  
Alma Candido - Ogden  
Wendy Cochran - Granite  
Sue Collins - Canyons  
Cheryl Dinsdale - Ogden

Kimberlie Dixon - Granite  
Janna Evans - Ogden  
Beverly Fairclough - Granite  
Michelle Foster - Granite  
Joni Garrett - Granite  
Cathy Gray - Granite  
Elizabeth Guzman - Ogden  
Suzanne Hales - Canyons  
Gaylene Halvorsen - Canyons  
Annie Henderson - Grand Co

JaNan Himmer - Granite  
Teri Hodgkinson - Canyons  
Tammy Hoffman - Rich  
Nancy Jensen - Granite  
Joanna Katsos - Jordan  
Sabrena Koehler - Granite  
Phyllis Mangum - Granite  
Melanie Messam - Canyons  
Lacey Nicholls - Ogden  
Dale O'Grady - Ogden

Vanessa Park - Granite  
Juliet Powell - Provo  
Donnis Roberts - USOE  
Mindy Scherzinger - Granite  
Misty Souza - Grand Co  
Judy Sweeney - Grand Co  
Charlotte Turner - Granite  
Darla Williams - Granite

## Save the Date & Deadlines:

April 22, 2015	Administrative Professionals Day
May 15, 2015	PSP Filing Date
May 17-23, 2015	National Educational Bosses Week
June 1, 2015	BuzzLine, Summer Issue Articles Due
June 6, 2015	UAEOP Board Meeting, Salt Lake City, Utah
July 22-25, 2015	NAEOP 81 <sup>st</sup> Annual Conference & Institute, Buffalo, New York
March 11, 2016	UAEOP Board Meeting, Salt Lake City, Utah
March 11-12, 2016	UAEOP Annual Conference, Salt Lake City
July 13-16, 2016	NAEOP 82 <sup>nd</sup> Annual Conference & Institute, 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](mailto:uaeop@ls.graniteschools.org). If you experience problems accessing the list, contact Sherry Wilson at [slwilson@graniteschools.org](mailto: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](mailto:charlotte.graham@canyonsdistrict.org).

