

## In the Hive...



**Sherry Wilson, CEO  
UAEOP President**

Thank you to everyone who came to the conference this year. We heard from so many who said they had a wonderful time. It does take a village to plan and put on a conference and I'm so very grateful to everyone who helped and who attended. You, our members, are why we keep doing this year after year. The keynote presentation and classes were well received (even with the technical difficulties). I appreciate our presenters taking time out of their busy schedules to impart their wisdom. It was so good to have Dr. Sydnee Dickson join us, especially right after spending weeks advocating for education at the legislature. Syd has always been supportive of UAEOP and we appreciate her.

The "Kindness" bag was full of names of everyone in attendance at least once. I'm so very proud to be the leader of such a kind and caring group of people. You all amaze and energize me. Janet Vorwaller, Tracy Silcott, Kari Perry, Shirley Ayrton, and JoAnn Monroe were the recipients of the gift cards. Some of you listed the reasons why you wrote down a name:

- Natalie Yates – AV help
- Debbie Burtenshaw – Inspiration
- Cathy Gray – made sure I was part of the group & for always smiling!
- Kim Nickerson – offering her t-shirt to help me keep warm in this cold room
- Maggie Bradshaw – she always shares a smile!
- Syd Dickson – Thank you for spending time with us on a Saturday!
- Lyla Tuttle – thanks for the nice welcome!
- Stephanie Preston – chose to come to conference!
- Elizabeth Guzman – gave me a ride today!

The kindness idea came from the book *Kindness Boomerang* by Orly Wahba. After a career in teaching and youth advocacy, she founded Life Vest Inside to inspire people to embrace the power of kindness. Their mission is "To **EMPOWER** and **UNITE** the world with **KINDNESS**. Life Vest Inside equips people worldwide with the necessary tools to recognize their own potential to become a catalyst for positive change in the world. We transform inspiration into action through inspirational media, technology, education, and on-the-ground social engagement." Check out the website ([www.lifevestinside.com](http://www.lifevestinside.com)) to find out more, sign up for a daily kindness inspiration, watch the "One Day" film or TED Talk, check out their projects, and see how kindness can be brought to the classroom.

At Random Acts of Kindness ([www.randomactsofkindness.org](http://www.randomactsofkindness.org)) you can become a RAKtivist. A RAKtivist is a kindness ambassador. They also have some educator resources and a Kind Blog with kindness ideas. I like these RAKtivist quotes... "Kindness is Power; the power to help someone, the power to move someone, the power to inspire someone. When you start by helping one person with kindness, you never know how far that spark will go." and "Kindness is lighting someone else's torch with your own inner flame."

Make sure you save the date of March 10, 2018 for next year's conference. Tell a friend...or more than one friend... and join us for more adventures in UAEOP.

### The Utah Association of Educational Office Professionals

#### Mission Statement

Supporting Utah Educational Office Professionals through professional development, networking and recognition.

#### Learn · Connect · Grow

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

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

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## Buzzing Around Utah

### UAEOP Executive Board Meeting

The UAEOP board meeting was held at the Home2Suites in Murray on March 10, 2017, prior to the annual conference. President Sherry Wilson updated board members on several issues, reviewed final conference plans, and discussed assignments for the June board meeting. Membership stands at 105 and the checking account balance is \$15,671.26 prior to conference expenses.

Board meetings are open to all members. The next board meeting will be June 3, 2017, at Taylorsville High School. If you would like to attend, contact Sherry Wilson ([slwilson@graniteschools.org](mailto:slwilson@graniteschools.org)).

## UAEOP Elections

Submitted by Danielle Kitchen,  
Past President

Congratulations to those who ran for offices on the UAEOP Board for the 2017-18 year.

**Mary Meyers, CEOE, President-Elect**  
**Natalie Yates, Vice President**

Thanks to all the members who voted.



## Save the Date & Deadlines:

May 15, 2017	PSP Filing Date
June 1, 2017	Summer BuzzLine Articles Due
June 3, 2017	UAEOP Board Meeting, Taylorsville High
July 11-15, 2017	NAEOP 83 <sup>rd</sup> Annual Conference & Institute, Greenville, South Carolina
September 1, 2017	Fall BuzzLine Articles Due
October 7, 2017	UAEOP Board Meeting, Taylorsville High
October 16, 2017	Bosses Day
November 15, 2017	Winter BuzzLine Articles Due
January 6, 2018	UAEOP Board Meeting, Taylorsville High
March 1, 2018	Spring BuzzLine Articles Due
March 9, 2018	UAEOP Board Meeting, Salt Lake City, Utah
March 10, 2018	25 <sup>th</sup> UAEOP Annual Conference Granite Education Center, SLC, Utah

## NAEOP/Southwest Area News

The 2017-18 NAEOP board members have been announced. They will be installed at the annual conference in July.



### NAEOP Board

President – Lisa Morehouse, CEOE (NE)  
President Elect – Susan Belliston, CEOE (ID)  
Vice President – Jill Averyhart, CEOE (SC)  
Secretary/Treasurer – Katherine Reichley, CEOE (OH)  
Immediate Past President – Wendy Heslink, CEOE (NY)

### Area Directors (2 year term)

Mid-Atlantic – Paula Rosenberger, CEOE (SC)  
North Central – Mary Guest, CEOE (NE)  
Northeast – Donita Smith, CEOE (OH)  
Northwest – Eldene Wall, CEOE (WA)  
South Central – Debbie McFadden, CEOE (TX)  
Southeast – Vicki Eaves, CEOE (AR)  
Southwest – Teresa Himmelberger, CEOE (UT)

## Welcome New Members!

Jose Arche – Ogden  
Julena Averett – Granite  
Celeste Bauer Elmer – Granite  
Cindy Briggs – Granite  
Lesa Campbell – Granite

Jana Evans – Ogden  
Kim Johnstun – Ogden  
Debbie Paul – Granite  
Michelle Raymond – Granite  
Leesa Rij – Granite

Iris Sanchez – USBE  
Cheryl Snyder – Granite  
Cynthia Turner – Granite

## Thoughts of the Month:

“A little sparkle of kindness can put a colossal burst of sunshine into someone's day.” ~ Unknown

“Leadership is not about being in charge. Leadership is about taking care of those in your charge.” ~ Simon Sinek

# UAEOP Conference Highlights

Submitted by Sherry Wilson, CEOE

Tim Bell & Chris Godfrey from USEA presented the NEA "Bully Free: It Starts With Me" campaign. During the keynote, they discussed the campaign, identified what bullying is, shared materials, and provided participants with Bully Free shirts. During their breakout session, they helped us understand how to intervene in a bullying incident and advocate for bullied students. This information applies not only for office professionals in schools...but it also can apply to all of us for children who are family members, friends, neighbors, or even dealing with adults who are bullies.

## What is Bullying?

Bullying is systematically and chronically inflicting physical hurt and/or psychological distress on another. Bullying can be physical, verbal or social. Bullying is not just child's play, but a frightening experience many students face every day. It can be as direct as teasing, hitting, threatening, destruction of property or forcing someone to do something against their will, or as indirect as in rumors, exclusion, or manipulation. Bullying involves a real or perceived power imbalance between the one who bullies and their target.

## How to Intervene

### **Before**

- Know Your Rights and Responsibilities
- Consistency is the Key
- Be Prepared

### **During**

- Stop the Incident Immediately
- Make Sure Everyone is Safe
- Give a Clear Message
- Prepare to Follow-Up After the Incident
- Support the Bullied Student

### **After**

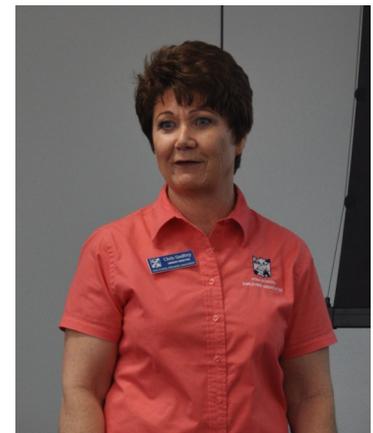
- Investigate and Document
- Consider Consequences for those who Bully
- Encourage Bystanders
- Avoid a "Working Things Out" Approach
- Be a Caring Adult for Bullied Students

For details on the above, go to <http://www.useautah.org/home/460.htm>. Click on Clerical Services/Administrative & then on [www.nea.org/neabullyfree](http://www.nea.org/neabullyfree) under Resources.

It's also a good idea to check your school's bullying policies.

## How to be an Advocate

- Pledge to be a Caring Adult for Bullied Students
- Be Present and Available to Observe and Listen
- Students Can't Learn in Fear
- Bullying is a Solvable Problem
- Educate Students
- Where and When Do Students Feel Unsafe?
- Stand Up
- Zero Out Zero Tolerance
- If It's Broken It Does Need Fixing
- Develop ESP-Specific Strategies
- Evaluate Annually and Sustain Efforts
- Bullying is a Social Justice Issue



### **The Bully Free Pledge**

**I agree to be identified as a caring adult who pledges to help bullied students.**  
**I will listen carefully to all students who seek my help and act on their behalf to put an immediate stop to the bullying.**  
**I will work with other caring adults to create a safe learning environment for all the students in my school.**



# UAEOP Conference Report

Submitted by Julianne Hamblin, Granite School District  
Originally published in The Link; printed with permission

I had a great time at the UAEOP conference on March 11, 2017. Thank you to the conference committee for your hard work to provide a wonderful day!

Here are a few highlights:

- ◆ Dr. Sydnee Dickson, State Superintendent of Public Instruction said, "the measure of our kindness is serving those who are hardest to serve." That sounds like good advice to remember, whether we are interacting with students, parents, teachers, or other colleagues.
- ◆ The Utah Division of Securities ([securities.utah.gov](http://securities.utah.gov)) provides unbiased (and free) information about investments and can help you learn about investing and increase your financial knowledge. Decide how and where you want your money to grow. Make a plan, starting where you are right now. If you already have a plan, then you can evaluate any new investment opportunities as they relate to your plan. This will help you avoid becoming a victim of fraud or high pressure sales tactics.
- ◆ Utah Retirement Systems provides free retirement seminars to help you understand your URS benefits. The ideal time to attend a pre-retirement seminar is at least 10 years before you retire. This gives you time to make adjustments to your plans in advance of your retirement.
- ◆ USEA representatives presented powerful information about how to recognize different types of bullying and how to stop it when you see it.
- ◆ Sherry Wilson reminded us that "you can do it!" She shared tips for time management, office organization, and stress management. Sometimes, just taking two minutes to breathe deeply and deliberately can help relieve stress and get you back on task to be able to accomplish items on that huge "to do" list.



It's not too early to begin planning to attend next year's conference. It will be held Saturday, March 10, 2018.





**Push to Survive**

Check out these two videos on how to do hands-only CPR produced by Unified Fire Authority.

<https://www.youtube.com/watch?v=2mLFSrraJiQ> (6 minutes)

<https://www.youtube.com/watch?v=YWBbEue4mJ4> (10 minutes)



Several people were lucky when they won baskets or the 50/50. Thanks to all who brought a basket or contributed to our fundraising efforts. We raised over \$800 for our association programs.

Thank you to all the 2017 UAEOP Conference donors...

- CUES Office Professionals
- Granite AEOP
- Jordan Office Professionals
- Ogden Office Professionals
- Washington County Office Professionals
- UAEOP Past Presidents
- USB E Office Professionals

And a special 'Thank You' to USEA for their generous contributions to our conference.

## Bits and Pieces

### Find More Hours in Your Day

by Leslie Goldman, *Redbook Magazine* April 2016

Set a stopwatch for a time-sucking task. "Time-chunking" works for two reasons," says Laura Vanderkam, a time management expert and author of *I Know How She Does It*. "Working on something for 15 minutes doesn't seem so bad" and giving yourself a tight time frame fights perfectionism. "You won't do an awesome job, but you'll make progress on the most important things."



Share this great article from Splash Resumes when you have a new co-worker... "What to do the first 90 days on a new job". (<http://www.splashresumes.com/2013/10/23/what-to-do-the-first-90-days-on-a-new-job/>).

### How to Actually Get Stuff Done

One of the strategies Elizabeth Rider, a leading nutrition and whole living expert, suggests to getting things done is to stop trying to multitask. "The truth is that is just doesn't work. Darren Hardy teaches a fantastic exercise to demonstrate this point:

- In your head, count to 10. OK, easy.
- Then say your ABCs through J. Easy again.
- Now alternate the sequence of numbers and letters and say it as fast as you can. A1B2C3...a little slower than before, right?
- Now do it backwards. J10...I9...H8...you get the point.

Focus on the task at hand, do one thing at a time, and you'll see your productivity shoot through the roof. Even better, set a time limit for each task."

Elizabeth has created a To-Don't List. You can download a copy at [https://s3.amazonaws.com/ElizabethRider/liveBIG/To-Dont+List\\_Elizabeth+Rider.pdf](https://s3.amazonaws.com/ElizabethRider/liveBIG/To-Dont+List_Elizabeth+Rider.pdf). Or check out her website at [www.elizabethrider.com](http://www.elizabethrider.com).

### Keys to Success by Martha Stewart

These are the words of advice I share time and time again. For more, pick up *The Martha Rules* (Rodale, 2005)

- Build your success on something you love.
- Focus your attention on the basic things that people need and want.
- Create a business plan that allows you to stay true to your big idea and focus on the details. Then be flexible to change as it grows.
- Teach so you can learn.
- Use smart, cost-effective promotional techniques.
- Strive for quality in every decision, every day.
- Build an A-team.
- So the pie isn't perfect? Cut it into wedges.
- Take risks, not chances.
- Make it beautiful.



### Teach Kindness

*Redbook* February 2017

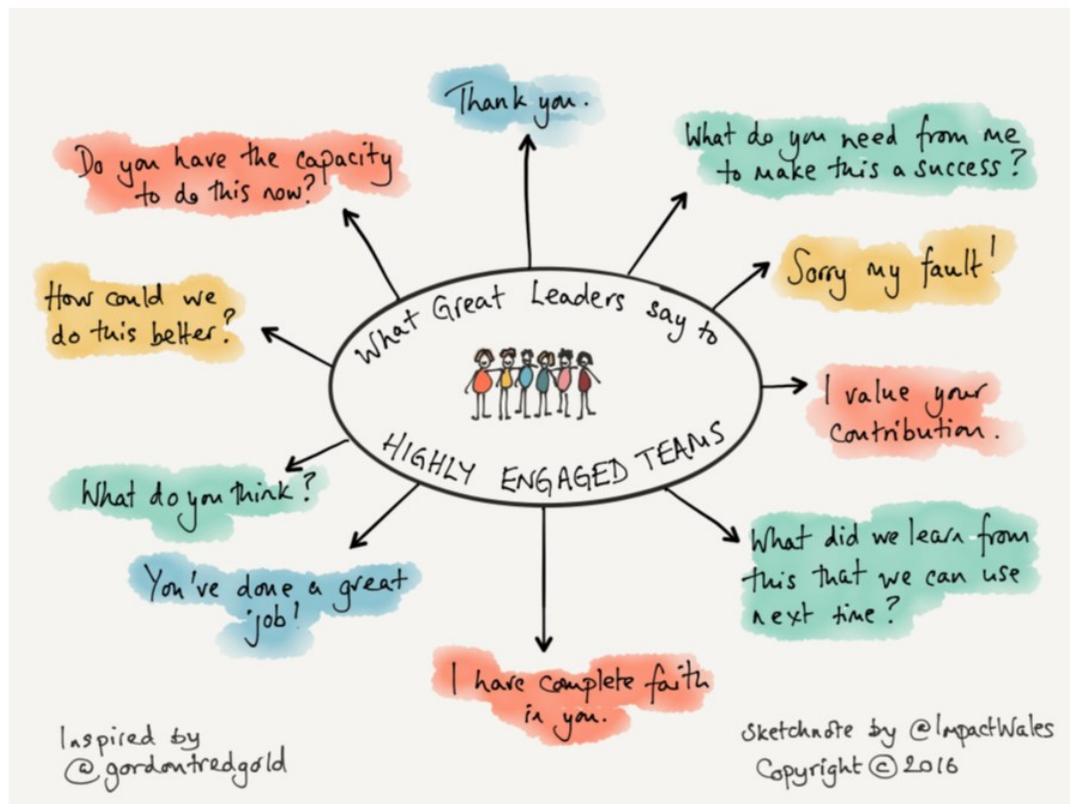
In a survey by Sesame Workshop, most parents said it's more important for their kids to be polite right now than it is to be empathetic. Not so! "Bullies can be skilled at having manners around adults," says Jennifer Kotler Clarke, Ph.D., the non-profit's vice president of research and evaluation. "We need to focus on the actual behaviors involved in kindness." Young kids can watch *Sesame Street*'s 2017 season, all about kindness, on HBO. You can check out the survey results at [kindness.sesamestreet.org](http://kindness.sesamestreet.org).

### Think Faster

*Parade Magazine* February 2017

You can start thinking faster and more effectively immediately with one step: Get moving. "Starting moderate aerobic exercise, at any age, will absolutely help protect brain health," says Peter J. Snyder, professor of neurology at Brown University in Providence, RI. "Recent research has convincingly shown us that a regular program (such as fast-paced walking for 30 minutes, three times per week), for just six months, leads to the growth of brain cells and their connections in parts of the brain that are critically important for learning and memory."

## Bits and Pieces cont.



**Leadership Sketchnote**, written with school education leadership in mind, by Impact School Improvement Ltd., an education consultancy business in Wales, UK.

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Check out other Sketchnotes at [www.impact.wales](http://www.impact.wales). They also provide a bespoke sketchnoting service to help institutions create an attractive, engaging, effective presentation for their key message. Prices start at £79+VAT. Contact them on their webpage or email [enquiries@impact.wales](mailto:enquiries@impact.wales).

### Have Fun With Your Passwords

*Good Housekeeping January 2017*

Rather than using your usual string of words to unlock device screens (you know you always forget them anyway), have your passwords do double duty by making you both more secure and happier. "Choose mantra words like 'serenity,' 'peace' and 'patience,'" suggests executive coach Karen Elizaga. "Every time you log in, you'll get a little hit of inspiration." Add numbers and characters and randomly capitalize letters for safety, suggests the GH Tech Lab.

### How to Fix Part or Full Excel Spreadsheet Page That is Not Printing

If you have a spreadsheet that is not printing all the rows, here are a few things to check:

- ◆ Page Set Up "Adjust to" % settings
- ◆ Fit into 1 pages wide by 1 pages tall
- ◆ Highlight the entire spreadsheet area and check Print Preview
  - Click on View
  - Page Break Preview
  - The screen will change and your spreadsheet page will appear smaller. You will see a blue border around your spreadsheet.
  - The blue border defines the region that will be printed. You might notice the cell data that's not printing is outside of this region.
  - You need to expand this area so that the area that's not printing falls within the blue boundary.
  - Position your cursor over the blue line that you want to expand. Your cursor will turn into an arrow that points in two directions.
  - Drag the line so that the area that isn't printing now falls within the boundaries of the blue line.



Then the entire spreadsheet should come off the printer just as you'd hoped.

## 2017-2018 UAEOP Board

### Executive Board

President - Sherry Wilson, CEOE  
President Elect - Mary Meyers, CEOE  
Vice President - Natalie Yates  
Secretary - Karen Bowden  
Treasurer - Marlene Wilson, CEOE



### Board Members

**Learn Co-Coordinator** - Andrea Curtin, CEOE  
Professional Development - Annette Hancock & Tracy Silcott  
Conferences - Debbie Burtenshaw, Jennifer Vargo & Jana Varney

**Connect Co-Coordinator** - Shirley Ayrton & Lyla Tuttle  
Mentoring - Danielle Kitchen, JoAnn Monroe, Dixie Sperry, CEOE & Midge Treglown, CEOE  
Publicity/Marketing - Cathy Gray  
BuzzLine - Danielle Kitchen & Sherry Wilson, CEOE  
Website - Natalie Yates  
Social Media - Vanessa Park  
Fellowship - Diane Bybee & Patsy Nielson  
History - Cathy Gray

**Grow Co-Coordinator** - Paula Bosgieter, CEOE & Charlotte Graham  
Recognition -  
PSP - Raimee Hunt, CEOE  
Scholarship -  
Awards -

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

## Reminder:

UAEOP has two e-group lists to use if you would like feedback from other office professionals regarding a certain topic. [uaeop@ls.graniteschools.org](mailto:uaeop@ls.graniteschools.org) is the list for members only. [uaeop@lists.uen.org](mailto:uaeop@lists.uen.org) includes all members and others involved in our profession. 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 Natalie Yates at [nyates@graniteschools.org](mailto:nyates@graniteschools.org).

## 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

**Annual Dues: \$20 Active Association Member ~ \$10 Retired ~ \$5 Student (circle one)**

**Make check payable to: UAEOP  
Send to: Natalie Yates, UAEOP Vice President  
Bonneville Jr. High School, 5330 S 1660 East, Holladay, UT 84117**