

Mary's Message...



**Mary Meyers, CEOE
UAEOP President**

What happens to Past UAEOP Presidents? Some of us receive the opportunity to be recycled. I am looking forward to serving as your UAEOP President once again. I was excited at the number of first timers we had at our annual conference in March. I hope that you will take the opportunity to stay involved in our state association for educational office professionals. If you are interested in becoming involved on the UAEOP Board, please email me at mcmeyers@graniteschools.org. Looking forward to hearing from you.

Don't Miss the Opportunities Presented to You Every Day

Albert Einstein said, "In the middle of every difficulty lies opportunity." Once discovered, such opportunities are like valuable diamonds hidden in the sand.

Several years ago I spoke at church about how we are surrounded by "diamonds," if we could only recognize them. A man stopped by to see me. I remembered him as somebody who had suffered through a painful divorce and was examining his life's priorities. His outstretched hand contained a small, plastic gem stone.

"I stepped on this gem stone when I was leaving church last Sunday," he explained. "It became lodged in the sole of my shoe. You had spoken about recognizing opportunities - diamonds. I put the plastic stone in my pocket to remind me to look for those diamonds that I need.

"I have been trying to sell my business," he continued. On Monday morning, a man stopped by who seemed interested in purchasing some of my stock. I thought, 'Here's my diamond - don't let it get away!' I sold the entire stock to him by noon.

"Now," he said through a broad smile, "my next diamond is to find a new job!"

Not long afterward, he did find a new - and better - job. He resolved to keep his gem stone with him from then on as a reminder to look for diamonds as he digs through the difficulties of life.

Richard DeVos is accurate when he points out, "This is an exciting world. It is cram-packed with opportunity. Great moments wait around every corner." Those moments are diamonds that, if left unrecognized, will be forever lost.

Are you looking for diamonds every day? If not, you may easily pass them by! Perhaps there is a diamond of opportunity hidden in that difficulty you're experiencing now.

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Steve Goodier, M.Div. is a professional speaker, consultant, ordained minister and author of numerous books. Many thanks to Marlene at MotivateUs.com for allowing me to share this message.

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

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Buzzing Around Utah

UAEOP Board Meeting

The UAEOP Board Meeting was held on March 9, 2018, prior to the annual conference. President Sherry Wilson thanked the board members for their dedication and commitment to the association. Most of the discussion focused on final conference plans. We were pleased to welcome NAEOP President Lisa Morehouse to Utah and looked forward to her helping celebrate our silver anniversary conference.

Membership stands at 157 and the checking account balance as of March 5, 2018, is \$11,690.60, prior to conference revenues and expenses. Board meetings are open to all members. The next board meeting will be June 2, 2018, at Ogden School District. If you would like to attend, contact Mary Meyers (mcmeyers@graniteschools.org).

UAEOP Elections

Submitted by Mary Meyers, CEOE, President

Congratulations to those who ran for offices on the UAEOP Board for the 2018-19 year.

Treasurer: Andrea Curtin, CEOE,
Utah State Board of Education
Secretary: Angela Montague,
Jordan School District

With the resignation of Vice President Natalie Yates, the Executive Board, in accordance with the bylaws, appointed Jana Varney from Granite School District to fill the position for the remaining term. Thanks to all the members who voted.

Save the Date & Deadlines:

May 15, 2018	PSP Filing Date
June 1, 2018	Summer <i>BuzzLine</i> Articles Due
June 2, 2018	UAEOP Board Meeting, Ogden School District
July 17-20, 2018	NAEOP 84 th Annual Conference & Institute, Bloomington, Minnesota
September 1, 2018	Fall <i>BuzzLine</i> Articles Due
October 6, 2018	UAEOP Board Meeting, TBD
October 16, 2018	Bosses Day
November 15, 2018	Winter <i>BuzzLine</i> Articles Due
January 5, 2019	UAEOP Board Meeting, TBD
March 8, 2019	UAEOP Board Meeting
March 9, 2019	26 th UAEOP Annual Conference
July 2019	NAEOP 85 th Annual Conference & Institute Boise, Idaho

NAEOP/Southwest Area News

The 2018-19 NAEOP board members have been announced. They will be installed at the annual conference in July.



National Association of
Educational Office Professionals

NAEOP Board

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

Area Directors (2 year term)

Mid-Atlantic – Paula Rosenberger, CEOE (SC)
North Central – Dena Hendricks, CEOE (IL)
Northeast – Donita Smith, CEOE (OH)
Northwest – Eldene Wall, CEOE (WA)
South Central – TBA
Southeast – Vicki Eaves, CEOE (AR)
Southwest – Teresa Himmelberger, CEOE (UT)

Administrative Professionals Week

Administrative Professionals Day is Wednesday, April 25!

Since 1952, IAAP has honored office workers by sponsoring Administrative Professionals Week. 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.

IAAP is the sole sponsor of Administrative Professionals Week® and Administrative Professionals Day® (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.



UAEOP Conference Highlights

Submitted by Sherry Wilson, CEOE



On March 10th, UAEOP held our 25th annual conference at the Granite Education Center. Office professionals from school districts, the state office, and charter schools learned how to be pathologically positive from keynote speaker, Dr. Paul Jenkins (www.drpauljenkins.com). The positivity theme continued as participants used sticky notes to "post something positive" and networked with BINGO throughout the day. Classes were presented on Office 365 & Sway by Microsoft expert, Solomon Romney; Healthy Lunches by Maria Givler & Sleep by Jody Treu, both from PEHP; Excel by USBE's Adam Little; The Game of Money by Kimberly Boettcher from Mountain America Credit Union; and PSP by UAEOP President Lisa Morehouse, CEOE.

The lunch program celebrated the achievements of PSP Recipients, Julianne Hamblin, CEOE, and Gayna Breeze, CEOE; Student Scholar, Camille Klvacek; Committed to Excellence award recipient, LesLee Snelson; Administrator of the Year, Thalea Longhurst; and Office Professional of the Year, Paula Bosgieter, CEOE. Mary Meyers, CEOE, introduced the 2018-19 Board Members.

The afternoon sessions focused on networking – participants visited vendors who brought products to help us improve our work and personal lives; Andrea Curtin, CEOE, led the group through a series of discussion questions and matched up networking partners. Lisa Morehouse closed out the day with Nifty Networking where participants created a conversation wheel, aka "speed networking".

Visit www.uaeop.org and click on Events/2018 UAEOP Conference Highlights for materials from some of the classes.

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 \$600 for our association programs.

Thank you to all the 2018 UAEOP Conference donors...

- Certiport
- McDonald's – Barbara Schmiett
- Brett Milliken, Jordan Technology Center AgEd
- UAEOP Past Presidents
- Granite AEOP
- Ogden AEOP
- Jordan Office Professionals
- USEA
- Washington County Office Professionals



UAEOP Journal Notebook



For every \$5, donation to UAEOP, you will receive a UAEOP journal notebook. The notebook is 5"x7", 80 pages, with a cover that resists tearing, a ribbon bookmark sewn firmly into the binding, and bright white paper. Contact Sherry Wilson (slwilson@graniteschools.org or 385.646.4497) if you are interested in this offer.

UAEOP Conference Vendors

- BIC – Rocky Cox, 801.474.1501
rocky@buddybrown.com
- Office Depot – Erin Alvord, 801.736.7377
erin.alvord@officedepot.com
- Usborne Books & More – Kristin Anderson, 801.560.5316
readthebooks4@gmail.com
- Lularoe – Amy Pace, 801.232.0380
lularoeamypace@gmail.com
- Papparizzi Jewelry – Kaitlynn Curtis, 801.755.0699
kaitlynn.curtis@gmail.com
- Rodan & Fields – Rebecca Cammack, 801.718.6878
beccammack@gmail.com

Post Something Positive

Conference participants were encouraged to "post something positive" throughout the day. The results...

- ☺ Working with young people & seeing them grow
- ☺ Supporting upcoming office professionals
- ☺ Work hard, don't lose hope
- ☺ Lisa from National came around to meet everyone
- ☺ Love "BB8" – I can do that!
- ☺ "A positive attitude may not fix all your problems, but it will annoy enough people to make it worth it" –unknown but on my computer
- ☺ Camaraderie is found when we open ourselves to the positivity of others
- ☺ I can choose to have a positive perspective each day
- ☺ Be positive. Be aware. Be yourself.
- ☺ There's always a reason to be grateful.
- ☺ Paul (Keynote) came around to meet everyone
- ☺ Having positive people in my life
- ☺ Lunch :)
- ☺ Solomon, your knowledge & love for Microsoft shows. Even towards the other guys. Thank you!
- ☺ You can't always change your circumstance but you can change your mind.

- ☺ We can operate our equipment
- ☺ Elevation requires effort
- ☺ Always stay positive & you'll be that defining moment for someone
- ☺ It's not enough just to think positive
- ☺ Train your mind to see the good in every situation
- ☺ Smile more :)
- ☺ Illuminate the obvious!
- ☺ All the "P"s
- ☺ You're never wrong about how you feel
- ☺ Attitude is a choice. I choose Happy.
- ☺ Accept the Challenge, Be the Difference.
- ☺ Love yourself always
- ☺ Be kind & compassionate to yourself!
- ☺ No matter how bad things get, they can always get worse
- ☺ Through the intensity of life always find your sunshine
- ☺ Painful and bad are not the same thing



- ☺ I am grateful for UAEOP!
- ☺ Making new friends
- ☺ Sharing stories through BINGO
- ☺ Start each day with a grateful heart ♥
- ☺ You are never wrong about how you feel!
- ☺ Focus on the positive
- ☺ Reconnecting with old friends



- ☺ Stay positive and happy
- ☺ We can make that choice because it can always get worse
- ☺ "She's a woman!" :)
- ☺ Positive attitudes will succeed
- ☺ Life is Good!!!
- ☺ Presenter of Excel classes, Adam Little, did a Great job showing "how to"
- ☺ Be the positivity you want to attract
- ☺ Meeting great women who inspire new ideas
- ☺ Psalms 23:1-4
- ☺ I have some tools to help me with a positive attitude. How cool is that!
- ☺ "Elevation requires Effort!"
- ☺ I love learning new ways to do my job more efficiently!
- ☺ Metacognition choose to be positive!
- ☺ Gayna is the bubbliest person I know.
- ☺ Survival List: 1. Positive Thinking 2. Heat 3. Shelter 4. Water

- ☺ Find something positive out of your bad day!
- ☺ When you look for the good – expect to find it
- ☺ "We can make that choice, because it can always get worse." There is always a reason to be GRATEFUL!
- ☺ What it is = is always between better & worse
- ☺ I like the schedule of the conference. Especially the afternoon combined sessions
- ☺ Life doesn't have to be perfect to be good
- ☺ I love my job!
- ☺ What it is = is all you got
- ☺ It's a beautiful day!
- ☺ Brought us a color copy of the positivity vector
- ☺ Painful & bad are not the same thing
- ☺ Feeling positive about getting PSP



- ☺ Focus on the Good
- ☺ Be awesome!
- ☺ Live life to the fullest and focus on the positive
- ☺ Elevation requires Effort!
- ☺ Andrea was/is so fun and made me smile!
- ☺ Brain Hack. Gratitude. There is always a reason to be grateful! It could always be worse.
- ☺ BE BETTER BY 8!
- ☺ Positive attitudes will succeed!
- ☺ Too blessed to be stressed

- ☺ Nice pencil
- ☺ The thing to survive is having a positive attitude
- ☺ There's always a reason to be grateful
- ☺ Never underestimate the power of your attitude!
- ☺ Enthusiasm can be contagious
- ☺ Life is Good...everyday
- ☺ Positively Awesome Speaker
- ☺ It's great to see a room full of beautiful smiling faces!
- ☺ Do what makes you Happy
- ☺ There's always a reason to be grateful... Things could always be worse. Think Positive. Great Positive speaker.
- ☺ Positively Perfect Program

- ☺ Never stop learning and growing until you arrive at the destination that is unique to you
- ☺ You'll be amazed at what you can ask your mind to do
- ☺ We possess positivity
- ☺ Healthy Recipes. Teaching aids for my children.
- ☺ You will find what you seek – seek the positive
- ☺ Heidi's positive outlook always
- ☺ Nobody said it was going to be easy
- ☺ BB8
- ☺ Every day may not be good, but there's good in every day
- ☺ Paul was great :)
- ☺ Learning is fun! The instructors & speakers were great
- ☺ We're Pros!
- ☺ God is faithful!
- ☺ I loved the flag ceremony
- ☺ We are Excellent when we excel
- ☺ Become more positive on purpose!
- ☺ Keeping a positive attitude = #1 most important for survival!!!
- ☺ Enjoy today
- ☺ We all have a light within. Never miss the chance to let yours shine.
- ☺ One day at a time



- ☺ Thanks for creating & organizing a great conference!
- ☺ Always keep your commitments. Especially the commitment you make to yourself.
- ☺ Control Z
- ☺ Fantastic JROTC
- ☺ Happiness is a choice



Welcome New Members!

Janet Allen - Ogden
 Heather Anderson - Juab
 Ann-Marie Beck - Ascent Academy
 Tonya Bettencourt-Chavez - Salt Lake City
 Deanna Brady - Summit Academy
 Sandi Favila - Ogden
 Charity Flanagan - Granite
 Araceli Garcia - Ogden
 Judy Godoy - Granite
 Amanda Hadley - Ogden
 Valerie Hansen - Ogden
 Jennifer Hatch - Summit Academy

Lynette Hilton - Salt Lake City
 Christa Hulin - Salt Lake City
 Liana Jackson - Nebo
 Lorraine Jolley - Jordan
 Debra Kauvaka - George Washington Academy
 Claudia Lopez - Ogden
 Julie Newbold - USEA
 Brooke Obay - Granite
 Diane Park - Juab
 Angelica Ruiz - Dual Immersion Academy
 Toni Salisbury - Davis

Shannon Sanchez - Summit Academy
 Mariela Sanguino - Ogden
 Melodie Sattree - Summit Academy
 Lynette Savage - Summit Academy
 LesLee Snelson - USBE
 Daun Sorensen - Nebo
 Kristin Tischner - Juab
 Lafo Tonga - Granite
 Michelle Williams - Jordan
 Danielle Zeeman - Juab

Congratulations

Judy Anderson Student Scholarship Camille Klvacek, Herriman High School



Camille Klvacek, a senior at Herriman High School, has been selected as the recipient of the 2018 UAEOP Judy Anderson Student Scholarship. Camille has been active in her school's FBLA and DECA clubs, serving as DECA officer for two years, and has taken eleven classes offered by the Business Department. She states, "I'm choosing an office-related career because I immediately gained a love for business when I participated in the business club at my school, called DECA. It offered opportunities that led me to my passion." She is interested in pursuing a career that includes marketing and finance and plans to continue her studies at Utah State University.

Committed to Excellence Award Leslee Snelson, USBE



Leslee Snelson, Executive Assistant at the Utah State Board of Education, has been selected as the first recipient of the Committed to Excellence award. LesLee has been an office professional for 21 years. She has lived through at least six superintendents at the USOE/USBE. The superintendent may be the face of the office and the legislative/people schmoozer, but we all know who really runs the office and does all the work. LesLee is a wonderful example of a fantastic executive assistant. She is always professional, never says anything negative, and is a hard worker.



UAEOP Administrator of the Year Thalea Longhurst, Utah State Board of Education



Thalea Longhurst has been chosen as the 2017-18 Administrator of the Year. Thalea is the State Director of Career and Technical Education (CTE) at the Utah State Board of Education. She has also worked at Salt Lake City School District and the University of Utah. Thalea belongs to several professional organizations and serves on the Board of Directors for Advance CTE.

Thalea embodies the mission of CTE which provides all students access to high-quality, rigorous career-focused programs that result in attainment of credentials with labor market value. She has provided dynamic leadership in the expansion of enrollment in CTE programs throughout the state and has made significant contributions to Health Science in Utah and nationally through developing programs of study and working with industry to prepare high school students for careers in health sciences.

Thalea is committed to providing the very best educational/professional development opportunities for her staff at USBE. She values all employees and sees their contributions to the workplace as critical to success. She was one of the first administrators at USBE to allow her support staff to become members of UAEOP and attend the conference. *Congratulations, Thalea!*

UAEOP Office Professional of the Year Paula Bosgeiter, CEOE, Ogden School District



Paula Bosgieter, CEOE, has been selected as the 2017-18 Office Professional of the Year. Paula has worked in several positions for the Ogden School District for over 30 years and is currently the Executive Assistant to the Superintendent.

Paula has been a member of, and served in leadership roles, in local, state, and national associations during her career. She currently serves on the UAEOP board as the Grow Co-Chairman. Paula is passionate about professional development, not only for herself, but for her colleagues. She is instrumental in developing trainings for the classified employees in Ogden School District and UAEOP. Paula received her PSP certificate in 2014 and CEOE in 2015.

Paula exemplifies professionalism. She is highly organized, has an incredible work ethic and technical expertise, is innovative in her position, able to quickly see solutions, and enjoys a challenge. We are proud to have Paula represent all the office professionals of Utah. *Congratulations, Paula!*

Bits and Pieces

Banish Busy

from Spry Living

Take a tip from minimalist blogger Courtney Carver's book, *Soulful Simplicity*, and strike one little word from your vocabulary. "If we can physically remove the word busy from the conversation, we can stop thinking about it so much," says Carver. When someone asks, "How are you?" resist the urge to use the word and instead offer up a more detailed or positive response. Encourage friends and family to do the same by asking, "What made you smile today?"

Vacation Duration

from Spry Living



If you're planning a summer getaway, try to make it eight days long—that's the length of time it takes most vacationers to shake off the stress of work and home and reach peak happiness and relaxation, according to the University of Tampere in Finland. After that point, we tend to get homesick and the good vibes start to decline. Don't have that much time off to burn? No problem. A vacation of any length staves off stress—as long as you fully disconnect from work.

"TIP" Cards

Printed with permission GSD Educational Technology

Here's another tip from the Granite School District Educational Technology Department "TIP Cards" – Technology Integration Progress Cards.

Organizing Files

A well-organized system for filing all of your computer files can save you time and hassle when trying to locate files in the future.

Tips for Organizing the Files on Your Computer:

- Save all of your files on the same drive so you can find them in one place.
- Choose your organization system carefully and stick to it.
- Organize files based on purpose, not file type.
- Use sub-folders.
- Name files and folders intelligently – short but precise.
- If you want a file on your Desktop or in two locations, create a shortcut to that file rather than have duplicate copies. Delete the shortcut when you don't need it anymore.
- Save your file to the correct location when you initially save it.

To create a folder:

- Navigate to where you want to create the folder.
- Right-click in a blank space and click on New then Folder.
- Name your folder appropriately.

Moving files and folders:

- Option 1: Select the file/folder you want to move. Drag it from one window to another while holding down the right mouse button.
- Option 2: Right-click on the file/folder you want to move. Select Cut or Copy from the menu. Navigate to the new location. Right click in a blank space. Click paste.

TIP Cards are a quick desk reference, which provide instructions and tips for classroom technology tools and digital learning resources. While the cards are designed to be used by teachers, some of the information is helpful for all employees. You can access the entire set of cards as well as additional resources at edtech.fun.



2018-2019 UAEOP Board

Executive Board

President - Mary Meyers, CEOE
 Vice President - Jana Varney
 Secretary - Angela Montague
 Treasurer - Andrea Curtin, CEOE
 Immediate Past President - Sherry Wilson, CEOE



Board Members

Paula Bosgieter, CEOE
 Debbie Burtenshaw
 Charlotte Graham
 Raimee Hunt, CEOE
 Danielle Kitchen
 JoAnn Monroe
 Vanessa Park
 Tracy Silcott
 Dixie Sperry, CEOE
 Midge Treglown, CEOE
 Lyla Tuttle
 Jennifer Vargo

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 is the list for members only. 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.

Moving? Retired? New e-mail?

If so, notify us of your new address so you don't miss any UAEOP information.
 Contact Jana Varney at jvarney@graniteschools.org.

Thought of the Month:

"A positive attitude causes a chain reaction of positive thoughts, events and outcomes. It is a catalyst and it sparks extraordinary results."
 ~ Wade Boggs

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: Jana Varney, UAEOP Vice President
 Taylorsville High School, 5225 S Redwood Road, Taylorsville, UT 84123**