



Empire News

New York State Association of Educational Office Professionals



Volume 49 - Issue 5

December 2009

In This Edition:

- *President's Message*
- *Officer's Messages*
- *Regional/ Chair Messages Awards*
- *Member Highlights*
- *Conference Highlights*
- *Changes in Constitution & By-laws*
- *Executive Board Directory*
- *Membership Renewal Form*



President's Message

Wendy Heslink, CEOE



Dream ... Believe ... Achieve. Don't you ever let anyone tell you it doesn't work! Congratulations to Cathy Eberle, Vice President and Conference Chair, for achieving her dream of hosting a very successful NYSAEOP conference. For those of you that weren't able to attend, we missed you. For those of you who were able to attend, it was great seeing you, and I'm sure you all agree that NYSAEOP definitely knows how to put on an educational, resourceful, beneficial and fun-filled conference! Once again, your generosity for the Children's Hospital community service project was amazing. You all make me so very proud!

One of the most talked about portions of the conference was the proposed and approved changes to the NYSAEOP Constitution and By-Laws. A complete article explaining these changes is in this newsletter. (*see pg 14*) I hope the explanation given helps all members realize what the Executive Board felt this change was worthy of recommendation for approval. After reading the article, if you still have questions, please contact me or any other member of the Board.

I'd like to thank all the members that volunteered to serve on a committee or two for the upcoming year and those that had served on a committee last year. Your few minutes of time throughout the year as a member of a committee is appreciated more than you know. Also, special thanks to the office professionals that agreed to help me with the smooth running of the annual meeting by serving as a Page, Teller or Timekeeper. All I had to do was ask and these amazing women all very quickly agreed to help me. Thank you, ladies!

Congratulations to all members that received a Longevity Award. At the Celebration Luncheon we recognized members who had five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty and even forty-five consecutive years of membership in our association. That's amazing! In addition, I'd like to congratulate Pat Ross, CEOE, for being chosen to receive the Member Scholarship, and to Rose Bain and TEOPA for receiving the Newsletter Award for "TEOPA Tidbits." NAEOP award recipients Cathy Eberle, Connie VanHoesen, Rose Bain



Mission Statement

NYSAEOP, the only statewide, non-union organization, is dedicated to the continued professional growth in preparing members to meet the challenges of a changing world. The Association shall promote and support:

- Lifelong Learning
- Leadership
- Team Networking
- Educational Resources

NYSAEOP was organized in 1952 by secretaries with the vision to see the role of the educational secretary as an important factor in the expanding educational spectrum. An elected Executive Board continues to seek programming for professional growth.

continued from front page

and Jude Gagnier were also recognized. More information on these ladies' awards is in this newsletter.

Having Pam Posey, CEOE, NAEOP President from Mississippi, join us was a true honor. Pam is a great leader and I know Cathy Eberle was as humbled as I was to have Pam join us for the weekend. If you missed hearing Debbie Wade, CEOE, from Texas speak, you missed out on hearing a tremendous, powerful, excitable, enthusiastic presenter! I hope both these women can join us again in the future at a NYSAEOP conference.

It's hard for me to believe my term as President is half over. I have so much enjoyed this past year, traveling across the state promoting our profession, as well as our association, and presenting professional development workshops, installations, being a guest at a dinner/meeting of local associations, or just meeting up with some of you, the members, for discussion about your local associations. It has truly been an honor for me to serve as your President, and I look forward to yet another successful year of doing so. Please feel free to contact me at any time if I can help you in any way. Until then ... keep dreaming!

With the holiday season fast approaching, my dream for each of you is to have a safe, rewarding, relaxing and exciting holiday season, topped off with a prosperous new year. Cherish every second you have with your friends and family and make every moment count. My wish for you all is a very Merry Christmas and a joyous holiday season.



*Message From:
Cathy Eberle,
NYSAEOP Vice President,
2009/10 Conference Chair*

Thank You! Thanks! Merci! Grazie! Toda! Gracias!
Bedankt! Danken!

No matter which language, a big THANK YOU to everyone who attended the 57th Annual Meeting and Conference at the Woodcliff Hotel & Spa in Fairport, NY this past October. I was so thrilled to see so many ladies take part in the professional development weekend as it tells me you are interested in growing, learning, sharing and especially networking. We were motivated, inspired, educated, encouraged, stimulated, optimistic and enthused as we unearthed the "gems" within each of us. We were especially honored to have Pam Posey,

President of the National Association of Educational Office Professionals, bring greetings, present a workshop and reaffirm the NYSAEOP Executive Board.

A special thank you:

- to all the members who participated in this year's service project, either by bringing a donated item or displaying their artistic talents by painting a pumpkin for the children who are patients at the Golisano Children's Hospital in Rochester. Nine boxes were delivered with the assistance of Terry Mitchell and Monroe County AEOP!
- to all those who donated a themed basket that were raffled off to excited guests
- to our wonderful retirees for taking charge of the Hospitality Room
- to our outstanding presenters...Debbie Wade (from Texas), Wendy Heslink, Rose Bain, Terri Linendoll, Jude Gagnier and Connie VanHoesen
- to our Past Presidents in attendance, Peggy Weidmann and Jude Gagnier
- to the NYSAEOP Executive Board for offering their assistance at a moment's notice so I could save my 'voice' (or lack thereof)
- to two dynamite ladies, Connie and Sandy, who give not only 100%, but 200% of their energies to NYSAEOP and its mission

I'd also like to offer an apology to the conference attendees as I "dropped the ball" regarding the Hospitality Room and the Conference Kick Off Event. It was my intention to have a DJ at the Kick Off Event, but unfortunately the flu-bug had other plans and our DJ had to cancel at the last minute. As with all big planning, I thought I had everything covered, but I obviously didn't since I forgot to advertise the times and location of the Hospitality Room, but rest assured, it's on my list for the 2010 conference!

And speaking of the 2010 conference, as a result of a scheduling conflict at the Villa Roma Resort & Conference Center, the date for 2010 conference has changed. **So please mark Thursday, November 4, 2010, through Sunday, November 7, 2010, on your calendars.** I look forward to seeing everyone at the 58th Annual Meeting & Conference!

I would also like to extend Holiday Greetings to our NYSAEOP members and their families. May joy and laughter be in your homes as we welcome 2010!



*Message From:
Sandra McCauley, CEOE
Secretary*

I was honored to be the registrar for the 2009 Annual Meeting and Conference. We were happy to host 86 participants at the beautiful Woodcliff Resort & Spa. Members participated in the Annual Meeting, workshops, celebratory meals and great networking. Special guests included Pam Posey, President of NAEOP from Mississippi and Debbie Wade, keynote speaker and workshop leader from Texas. Hopefully I will receive your registration form next fall when we gather at the Villa Roma in Callicoon, NY.

As secretary to the Executive Board, my main duty is to take minutes at all business meetings. Below are the highlights of both the Executive Board Meeting and the Annual Meeting, which took place at the October 22-24, 2009, Conference.

Highlights of the Annual Meeting:

- After two years of discussion regarding the role of Affiliations and the Advisory Council, the Executive Board recommended to dissolve the functions of Affiliates and the Advisory Council. The members present passed the proposed Constitution and By-Law changes that reflect that action.
- Erie County AEOP proposed, through Advisory Council, an increase in reimbursement of mileage and lodging for Executive Board members when they attend a Board meeting. There was discussion at the Annual Meeting. The Board will consider this proposal at their next meeting.

- No elections were necessary since all Board members will be finishing out their 2-year term during 2010. Past-President Beverly O’Brian, CEOE, will be looking for candidates for the 2010-2012 Executive Board.
- We recognized those who received awards at the NAEOP’s conference in July 2009. These included Connie VanHoesen, CEOE, for recruitment; NY-SAEOP’s 2008 Student Scholarship winner, Ann “Coco” Price, received a 2nd place scholarship; the NYSAEOP website won 1st place, thanks to our webmaster, Rose Bain, CEOE; Judith Gagnier, CEOE, received the Jackie Evans Distinguished Service Award; and Cathy Eberle was elected and installed as the NAEOP Secretary/Treasurer for a two-year term.
- We recognized all the NYSAEOP members who had a milestone of consecutive membership with the Longevity Award.

Highlights of the October 22 & 24, 2009, Executive Board Meeting

- Sadly, there were no applications for the Office Professional of the Year.
- Rose Bain, CEOE, will be updating the look of the website and will be looking for ideas and suggestions.
- Total 2009 Membership is 233. We have 59 members who have not renewed in since 2008.
- Discussion was held regarding possible spring professional development days in multiple regions around the state. No action was taken.
- NYSAEOP will be using the ED-1 from the State Ed Dept. as the official Records Retention Schedule.
- Cathy Eberle, Conference Chair, announced that plans were moving along for the 2010 Conference and Annual Meeting at Villa Roma in Callicoon, NY.



*Message From:
Connie VanHoesen, CEOE
Treasurer and PSP Liaison*



Upcoming deadlines for PSP applications are January 15, 2010, and May 15, 2010. All applications should be mailed on or before the 1st of either of those months to meet that deadline.

Yours in professional growth, Connie Van Hoesen, CEOE

The 12 Days of Christmas- Educational Office Style

- 12 - doughnuts each morning
- 11 - kids going home with the flu
- 10 - cup coffee maker
- 9 - boxes of useful office supplies
- 8 - o'clock start to the workday
- 7 - agreeable School Board members
- 6 - reports to file
- 5 - days off work!
- 4 - happy administrators
- 3 - quiet phone lines
- 2 - helpful assistants
- 1 - a computer with no bugs or viruses



*Season's Greetings to you and yours,
and a Happy, Healthy New Year!*



*Message From:
Colleen Clarke,
Audit Chair*

This summer I attended my first National Association of Educational Office Professionals Annual Conference & Institute. It was held July 20-24 in Bloomington, MN. It was wonderful to have this opportunity to meet other EOPs from all over the country!

The Institute was held on the first two days of the conference. This was a great opportunity to take courses that could be used toward either the education or in-service requirements for the PSP program. I chose to take two classes as well as several of the briefings that were offered for in-service credit as I work towards my goal of receiving my PSP certificate. These were very informative and I felt I learned a lot from attending these classes and briefings.

The opening flag ceremony was held on Tuesday evening. As each state flag entered the room, the representatives from that state waved smaller flags and cheered for their state. There were only eight of us from New York attending the conference, but believe me when I say that we made our presence known.

The rest of the week I was kept busy with attending general sessions, the annual business meeting and the various breakfast meetings, awards luncheon and banquets. Imagine our excitement at the annual meeting when New York was announced as the 1st place winner for our website. The only thing that could have made it better would have been if our webmaster, Rose Bain, had been there to receive the award.

On the last night of the conference, they held the Installation Banquet when all of the national officers were installed. This included NYSAEOP Vice President Cathy Eberle, who was installed as NAEOP Secretary/Treasurer. During this banquet, they gave out the Jackie Evans Distinguished Service Award. This is an award that is not given out very often, and I had the distinct pleasure of being seated next to the recipient, Jude Gagnier from New York, when they announced her name. What an exciting thing to have happen at my very first conference!

I really enjoyed attending the national conference. It may have been my first, but it definitely won't be my last. The conference for 2010 is being held in Kansas City, MO, and I hope that many of you will consider attending. You will make new friends and memories that will last a lifetime!



Message From:
Cathy Dudley, CEOE
Parl./ByLaws/Constitution
Chair

It was great to see everyone who came to the Woodcliff in October. I was impressed by all the first timers and enjoyed getting to know them. I hope more of you come next year when we are at the Villa Roma. Can you believe how fast the school year is going already?

There was a report recently that stated 40,620 jobs were created or saved in New York due to the federal economic stimulus plan. That is about 6 percent of the 640,329 jobs created or saved to date nationwide by the American Recovery and Reinvestment Act. Seven out of every 10 jobs in N.Y. that have been created or saved by the stimulus spending has been in education. New York school districts and colleges saved or created 28,558 jobs because of this money. A majority of the education jobs; 18,604-were saved or created under a state fiscal stabilization fund of \$1.65 billion awarded by the U.S. Department of Education. An additional 6,101 jobs were saved or created through federal Title I funding to low income districts and schools. An increase in federal funding for special education accounted for saving or creating 3,554 jobs.* This is certainly a start. New York has a long way to go to get back on its feet. With the state's unemployment rate at 8.9 percent and the "state of the economy," people are nervous and worried. We need to hang in there because I believe things will start to look rosy again soon.

I hope everyone has a wonderful holiday season and a fantastic New Year. Keep smiling and laughing. Take some time for rest, relaxation, and quiet contemplation. Take good care of yourself.

**Source: B. Tumulty- Gannett Washington Bureau*



Message From:
Patricia Ross, CEOE
Capital Region Director

SAVE THE DATE--TUESDAY, MAY 25, 2010

**1st Annual Capital Region Professional
 Development Day at WSWHE BOCES Conference
 Center in Saratoga Springs**

Have a healthy and wonderful Holiday Season!



Message From:
Sue Ann Coburn,
Membership Chair

Season's Greetings to all!

Just a reminder that we are quickly approaching the new year, which means it is time to renew your membership to NYSAEOP for 2010. I will be sending out an email reminder at the end of December, followed by a letter to remind all who do not respond to my email prompting.

I hope many of you will help protect our environment and send in your renewal forms without my sending a letter. I know you will all be tired of getting holiday advertisements and, of course, the bills that follow the holidays! So why have one more piece of mail to recycle? Just send in your renewal before the holidays and beat the rush!

If you need a last minute gift idea for one of your co-workers who doesn't belong to NYSAEOP, you could send in a form with payment for their membership as their gift. I am always happy to give you gift ideas! I hope you and yours have a happy and prosperous Holiday Season!





*Message From:
Helen Brotherton,
Northern Region Director*

Have you ever stepped into a room and not know anybody? Have you ever had to attend a function all by yourself? Or worse yet, not attend a function because you would not know anybody? Yikes!!!! Wait, stop and don't panic...I was able to learn a valuable lesson while attending this year's NYSAEOP Fall conference in Fairport, NY.

Yes, I was one of the people listed above, who was attending the conference by myself. Even though I knew some of the other attendees, I knew I would have to "step outside of my box." As the Northern Region Director, I really wanted to get to know the other members from my region that were attending the conference. This presented a challenge. I only knew what a few members looked like. How would I find the other members?

Well, first I asked some of the other board members. Okay, I know this is an easy thing to do. First, the board members are always eager and willing to help. And also, I did not have to "step outside my box" and have to ask complete strangers if they were a member of my region.

Then I tried the "quick, look at their name tag" and see if I could read which region a member was from. This was not a good solution. First, my eyesight is not that of a bald eagle, and secondly, the tags do not always hang in a position that allows a person to read it standing upright.

Okay, now it has dawned on me, I have to do the inevitable. I have to "step outside of my box" and ask complete strangers if they are from my region. So, I put a smile on my face, tried to hide my nervousness and started to ask the other attendees, "Are you from the Northern Region?"

Low and behold, my efforts paid off. Not only did I meet the other members from my region, but I thoroughly enjoyed our conversations, attending workshops and relaxing over meals together.

So, lesson to be learned. "Step outside of your box." The rewards are great. Don't pass up the chance to experience new things because you are alone or do not know anyone. Reach out and make new friends and go new places. We only have one trip in this lifetime. Make it worthwhile. And to the great ladies who I met at this conference from my region, Carolyn, Jeanette, Susan, Donna, Trudy & Bev, thank you for making this conference the best yet!



*Message From:
Joette Capello,
Western Region Director*

With winter just around the corner and diminishing sunlight, it is important to consider how nutrition is vital to our daily functioning.

Why is it important to get enough vitamin D?

Your body needs vitamin D to absorb calcium. Calcium keeps your bones and muscles, including your heart, healthy and strong. People who do not get enough vitamin D throughout life have an increased chance of having thin and brittle bones (osteoporosis) in their later years. Your body also uses vitamin D to help your muscles absorb calcium and work well. If your muscles don't get enough calcium, then they can cramp, hurt, or feel weak. Research suggests that low levels of vitamin D also may be linked to a number of other problems such as high blood pressure, cancer and heart disease.

How can you get enough vitamin D?

You can get enough vitamin D three ways — pills/drops, diet and sunshine.

Pills. There are different ways you can get vitamin D in pills; "over-the-counter" vitamin D pill, multi-vitamins or calcium pills containing vitamin D.

Foods. Vitamin D is in foods such as eggs, liver and oily fish like tuna, mackerel and salmon. Foods with added (fortified) vitamin D include milk and other dairy products, orange juice and breakfast cereals.

Sunshine. Because your body uses sunshine to make vitamin D, spending time in the sun without sunscreen can help give you the vitamin D you need. People with lighter skin need to let the sun shine on their arms and legs for 10-15 minutes a day for a few days per week. People with dark skin would need to spend more time in the sun. But experts disagree about whether people should spend even 10-15 minutes a day in the sun without sunscreen, because sunscreen helps prevent skin cancer. For that reason, you may want to get vitamin D from eating a healthy diet that includes foods fortified with vitamin D and by taking vitamin D pills. Using sunscreen, which helps prevent skin cancer, reduces the amount of sun your body gets.

Other things that reduce how much vitamin D your body makes include dark skin, age (older than 65), digestive problems and liver and kidney disease.

Are there any risks from taking vitamin D?

Too much of any vitamin can make anyone sick. Be sure to follow your doctor's instructions about using vitamin drops. Too much vitamin D can cause nausea and vomiting, constipation, confusion, heart-rhythm problems and weakness.

Vitamin D may interact with other medicines. Some drug interactions are dangerous! Before you start taking vitamin D, tell your doctor about all of the medicines you take, including over-the-counter drugs, herbs and pills. Also tell your doctor about all of your current medical problems.

It was great to see so many Western Region attendees at the Annual Conference in Fairport. We were honored to have our National President, Pam Posey, present workshops as well as Debbie Wade from the Texas Association. I am looking forward to seeing you again next fall at the Villa Roma in Callicoon. As always, if you need to contact me, I may be reached at 716-687-2304 (day), or at 716-667-3268 (evening) or email JCappello@east-auroraschools.org.



*Message From:
Doreen Berrios,
Lower Hudson
Region Director*

Greetings to all from the Lower Hudson Region. I am still walking around with a huge smile on my face and joy in my heart from all the wonders, wisdom and gems of our 57th Annual Conference held at the Woodcliff Hotel & Spa. There isn't a conference you attend when you don't learn new things to help you grow in your professional or personal life. The workshops and presenters were all great and Debbie Wade was superior. Thank you Cathy Eberle, Sandra McCauley and Connie Van Hoesen for all your hard work and making this 57th Annual Conference a shining experience for all.

This conference was a little different for me. It helped my spirit and faith grow too. I always love meeting the wonderful members of our association. This conference was extra special thanks to Sandy McCauley. She gave me the names of two precious gems. It was a pleasure to meet these two very special ladies. I want to thank Charlotte Kimberly-Haag and Marilyn Andreano, first time conference attendees, for sharing some special time with me at this conference. I look forward to seeing you again at next year's conference.

I was so very lucky to spend a lot of time with Pam Posey the President of the National Association of Educational Office Professionals. She is one amazing woman. Her wisdom and experiences in our profession is something to be proud of. I listened as she shared some of the wonderful experiences she has had being an active member in NAEOP. I hope I soaked up as much as I could to go out and share some of her knowledge. Thank you Pam Posey for your friendship. Special thanks to Cathy Eberle for make this special connection.

If you have any questions, suggestions or news to share you can contact me at DoreenBerrios.LHRD@gmail.com



*Message From:
Brenda Brickle, CEOE
Finger Lakes Region Director*

Thank you to Cathy Eberle and her committee for a terrific conference at the Woodcliff Hotel & Spa in Fairport. A special thank you to all Finger Lakes Region members that attended the conference. The community service project for the conference was the Golisano Children's Hospital. I was informed that MCAEOP delivered nine boxes of donated clothes, books, toys, craft supplies and three boxes of decorated pumpkins to the children at the hospital.

The Monroe County Association of Educational Office Professionals (MCAEOP) held its Bosses/Special Persons night on Wednesday, November 4 at the Holiday Inn-Airport in Rochester, NY. Twenty-nine participants enjoyed a delicious dinner, entertainment of the "Crazy Pitches" from Brighton High School (an a cappella singing group), the recognition of Jude Gagnier receiving the Jackie M. Evans Distinguished Service Award from the National Association of Educational Office Professionals (NAEOP), and the highlight of the evening was naming of the 2009-2010 Administrator of the Year. This year the honor went to Jason Lewis, the Assistant Principal of School No. 42 in the Rochester City School District. Mr. Lewis was the guest of the No.42 office professionals – Michele Diekvoss, Ivy Beasley and Donna Godfrey.

Terry Mitchell shared that MCAEOP had recently been rejuvenated and has selected the Eastern Service Workers Association (ESWA) as a community project of which the group had already volunteered at the ESWA offices on two different occasions.

If you have any questions, suggestions or news to share, please contact me at bbrickle@midlakes.org.



*Message From:
Sandy Shafer
Affiliations/Scholarship Chair*

I had the pleasure of announcing our 2009 NYSAEOP scholarship winners at the Woodcliff Hotel in Fairport, NY on October 23, 2009. We were able to award three (3) scholarships this year.

I would like to thank all our members for contributing to the Scholarship Fund. Your generosity and support allows us to offer these scholarships.

Please go to our website for more information and to download the 2010 scholarship applications.

2009 Student Scholarship Award



Jordan Kurtzman

Our 2009 Student Scholarship winner was Jordan Kurtzman from Williamsville, NY.

Jordan was sponsored by Erie County AEOP. The \$500 award was presented to him at the “Sparkle and Shine” Awards Luncheon. Jordan, a graduate of Williamsville South High School is now a student at the University of Rochester majoring in Accounting/Financial Economics.

2009 Students with Disabilities Scholarship Award

Erik Fitzpatrick

NYSAEOP’s first winner of the Student with Disabilities Scholarship was awarded to Erik Fitzpatrick from Endicott, NY. Erik was sponsored by Broome-Tioga AEOP. Erik graduated this year from Union Endicott High School. Erik was unable to attend the luncheon but will receive a check for \$250. Erik is attending Broome Community College majoring in Accounting.

2009 Member Scholarship Award



**Patricia Ross, CEOE
Capital Region**

The 2009 Member Scholarship winner is Patricia Ross, CEOE. Patricia is the NYS Capital Region Director and a member of NAEOP. Pat is also Corresponding Secretary to the Tri-County Educational Office Personnel Association. She will be awarded a \$500 scholarship to use as she pursues her Bachelor of Science Degree in Business Management at SUNY Plattsburgh.

Pat works at Hartford Central School and has been an educational office professional for over 13 years.

2009 NAEOP Jackie Evans Distinguished Service Award



Jude Gagnier, CEOE

Jude Gagnier is a Past President of NYSAEOP. She is retired from Hilton School District and served as the NAREOP Secretary-Treasurer in 2007-2009. Jude has been a NYSAEOP member since 1980. She has worked at Hilton Central School District from 1978 to 2002 as the central switchboard operator, middle school library clerk, secretary to the Director of Special Education and secretary to the Director of Athletics, Physical Education and Health.

Jude was awarded the Jackie Evans Distinguished Service Award in July 2009 for outstanding service to NAEOP.

2009 Administrator of the Year



John T. Grande,
Director of Family and Community Resources
Cleveland Hill School District, Cheektowaga, NY

At the 57th Annual Meeting & Conference held at the Woodcliff Hotel & Spa in Fairport, the New York State Association of Educational Office Professionals was honored to name John T. Grande, Director of Family and Community Resources at Cleveland Hill School in Cheektowaga, New York, as the 2009 Administrator of the Year.

To say that Cleveland Hill holds Mr. Grande in great esteem is a considerable understatement. When Mr. Grande originally went to Cleveland Hill, they were simply looking for someone to sit in a room with their most unruly students, but they got so much more than they expected. He would listen to their problems, cheer their personal triumphs, help them choose a college or career, guide them through the challenging perils of adolescent life including drug and alcohol use, sexuality and self-identity. Mr. Thomas Kulaszewski, Cleveland Hill Board of Education Vice President, indicated that he knows Mr. Grande has helped dozens of families, including his own, through some dark and troubling times.

For many years, a serious illness kept Mr. Grande from his Cleveland Hill family. His medical issues eventually improved to the point that he was ready to once again take on significant challenges at Cleveland Hill. First Mr. Grande overhauled the in-school suspension room. ISS now stands for “In Search of Solutions.” All the posted restrictions and rules were replaced with uplifting quotations from great leaders. Students were encouraged to view ISS time as a privilege – an opportunity for reflection as part of their regular school day. Mr. Grande also counsels other teachers on how to “reach” an uncooperative student. At the same time, he began initiating programming with Renaissance House and Western New York United Against Drug & Alcohol Abuse that led to the creation of a parent prevention training program for the parents of their students going to the Junior/Senior

prom.

While noting that it would be difficult to sum up Mr. Grande’s accomplishments in a single sentence, Mr. Kulaszewski said, “He certainly is a skillful, empathetic counselor, an innovative administrator and a shining star on our Cleveland Hill team. But even more than that, he is a caring, compassionate man who always sees the best in others and makes you want to be a better person when you are with him.”

In addition to the praise from his district, the following statements, made by our members in his nominating application, clearly reveal his impact upon those around him. “This administrator is amazing and the students love him.” “He keeps us in a motivational and positive perspective towards not just work but life. He is always willing to help anyone and encourages positive behavior. He is a perfect example of determination and the ability to strive and succeed.” “He believes that everyone deserves to be treated fairly and with respect.”

After meeting Mr. Grande, those present at the Award Dinner confirmed the accolades of both his district and the members who nominated him. It was our honor and privilege to meet Mr. Grande and to recognize him as NYSAEOP’s 2009 Administrator of the Year.

2009 NYSAEOP Newsletter Award and 2009 NAEOP Website Award



Rose Bain, CEOE
Capital Region

Rose has been a NYSAEOP member for 13 years. She is presently working on an Associate’s Degree in Computer Technology. Rose is the Treasurer (as well as past president, and past secretary) of TEOPA, the Tri-County Educational Office Personnel Association. She was NYSAEOP’s Office Professional of the Year in 2007 and has been our Webmaster since 2000. She created the facebook group for NYSAEOP and tied for the 1st Place award in the National AEOP website competition in 2009! NYSAEOP also took 2nd and 3rd place wins in previous years. She’s been the NYSAEOP Public Relations Chair from 2008-10. She is also a member of NAEOP. Rose is a great example of what can be accomplished as a NYSAEOP member.



**Message From:
Terry Mitchell,
Southern Tier
Region Director**

NEWS FROM CATSKILL -AEOP (CAAEOP) written and submitted by CAAEOP Member, Rose Shulgay.

CAAEOP had their annual Fall dinner meeting Thursday, November 5, at the Brandywine Restaurant in Ashland, NY. Sixty-six members and guests attended the meeting followed by a delicious buffet dinner and a team building presentation by Katie Barber, Asst. Supt of Windham-Ashland-Jewett Central School. The following officers were elected for 2009-11: Kris Hand, President (Morris Central School); Bonnie Chase, Vice President (ONC BOCES); Emily Morse, Secretary (Windham-Ashland-Jewett Central School); and Tracy Fraleigh, Treasurer (Jefferson Central School). A Chinese Auction that included theme baskets and gift certificates was held and a 50/50 raffle was held to benefit the Marjorie Graham Student Scholarship Fund which netted \$119. The spring dinner meeting will be planned and hosted by Milford Central School.

NEWS FROM BROOME-TIOGA AEOP (BTAEOP) written and submitted by President, Marie Ward.

Since 1970, the Broome Tioga AEOP has assembled a phone directory of district school personnel for our member school districts. Each district provides us a copy of their listing, then we assemble them into one directory at a charge of \$1.50 per directory. Two thumbs up & hats off to all our volunteers who made this a successful project. During the last two weeks of October members volunteered from 5 to 7 pm each week night to help assemble 1,000 directories.

The next BTAEOP will be Thursday, December 3rd at the Polish Center in Binghamton NY. This is a Holiday Dinner & Silent Auction, hosted by Chairperson Mary Peg Mathis (Seton Catholic HS, Binghamton NY). Mary Peg is working on the “fun” part of our dinner meeting. Helping with the silent auction setup will be several committee members.

Thanks to all Broome-Tioga AEOP members who volunteer. With your active participation BTAEOP continues to be a strong professional association in the Southern Tier.

Marie refers to a silent auction which will take place at the BTAEOP Holiday Dinner on the 3rd of December.

We hear about a “silent auction” but what is it? Thanks to BTAEOP member Mary Kucharek she explains what a “silent auction” is all about.

“What is a Silent Auction you ask?” ---- prepared by Mary Kucharek, BTAEOP.

It’s once again time to plan for the Broome-Tioga Association of Educational Office Professionals Annual Holiday Dinner and Silent Auction. Dust off those “unloved” or “unwanted” items lying around your house and donate them to the auction. Each item will be given a number and participants will place their secret bids in an envelope with the corresponding number. At the appointed time “Santa” will award the “treasures” to the highest bidder. If no bids are received for an item, the fun begins with a bidding “war.” Remember - this is our main fundraiser for the Scholarship Fund. Hope to see you all there with many interesting and exciting items for the auction - and get your reservations in early.

“Santa” Mary

I’d like to be the first to bid and I would like to start the bidding on Item #4 at \$5.00 – tm!

Member Highlight



NORTHERN REGION – Jeanette Burns

Jeanette has been the Middle/High School Principal’s secretary for 36 years at the Poland CSD; the same school she went to from kindergarten through 12th grade. Poland School is located in Herkimer County.

Jeanette has attended many NYSAEOP conferences. Some include Glens Falls, Finley Lake, plus many more. She enjoys meeting other office professionals and compare job duties. She has learned to keep a positive attitude with parents, students, boss and others. She has set goals for herself.

She lives in Cold Brook with her husband; has two children Jennifer and Brian and four grandchildren. She is very involved with them and likes to crochet.

A Special Thank You To Our Speakers



Deborah Wade, CEOE

Debbie Wade, CEOP, CEOE, is the Administrative Assistant to the Vice President of Enrollment Services for San Jacinto College District in Pasadena, Texas, and has been with the college for 29 years. She holds an Associate of Arts Degree from San Jacinto College.

Debbie is also the founding member of the San Jacinto College Association of Educational Office Personnel (SJCAEOP) and is a Past President of the Texas Educational Support Staff Association (TESA). She is a member NAEOP and was honored as the 2004 Olive T. Ritchie Educational Office Professional of the Year by NAEOP. She is also a member of the Association for Applied and Therapeutic Humor (AATH).

Debbie's alter egos are "Spunky" the clown and an assortment of friends who make appearances in her fun and interactive workshops which she has conducted for more than 18 years across the nation. She believes people learn more when they are involved, having fun and winning prizes!



NAEOP President Pam Posey, CEOE

Pam has been employed at the University of Southern Mississippi for over 30 years. She is currently the Financial Officer in the College of Science and Technology. She holds a Bachelor's Degree in Office Administration. She also holds the Basic, Associate Professional, Advanced I, Advanced II, Advanced III, and Bachelor's NAEOP Professional Standards Program certificates and received the Certified Educational Office Employee distinction.

Pam's theme this year for NAEOP is "Shining Brightly, Touching Lives Around the World" with a lighthouse as the symbol. She believes that the diamond and the lighthouse are similar. The lighthouse shines brightly and provides direction and guidance in "rough waters"; lighthouses are beacons of resilience and strength. Like the diamond, it is her goal to shine brightly and bring courage and encouragement to those she comes in contact with every day, especially during these challenging economic times.

That is Pam's hope for this year in NAEOP as she reaches out to our membership and helps NAEOP navigate a course through this difficult economic time. Pam wants to work with NAEOP members and the Board as a strong unified team; it is only in working together that our professionalism is sharpened. We need each other more than ever as we all face budget cuts and pressures to do more with less resources at work and at home. This is truly a time to shine and maintain a positive attitude and hone our skills to become more valuable office professionals. This is her desire personally and her goal for NAEOP.

*Highlights of the 57th Annual Conference
at the Woodcliff Inn & Spa, Fairport, NY...*



Executive Board



President Heslink



Vice President Eberle



NAEOP web site award



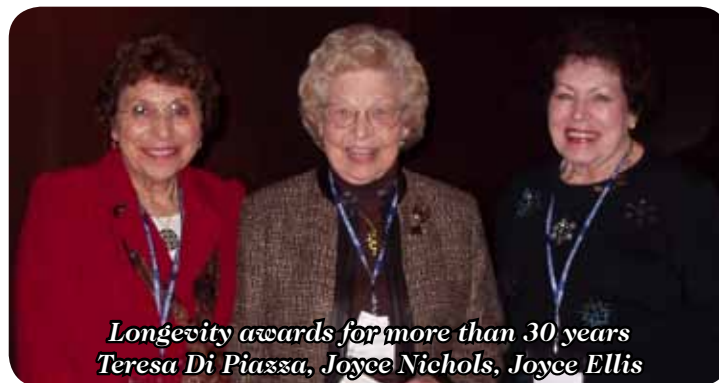
Pumpkins for children at Golisano Hospital



"Cleaning lady" Wade



Service project for children at Golisano Hospital at Strong



*Longevity awards for more than 30 years
Teresa Di Piazza, Joyce Nichols, Joyce Ellis*



First Timers



Longevity Awards for 5 years



Themed Baskets for Raffle



Longevity Awards



Trudy Winfield



*PSP Award Recipient,
Marie Ward*



Pam Posey



Our members enjoying a workshop



Members from Northern Region



Julie Maynard & Janet Nichols



Susan Roberts



Student scholarship winner and ECAEOP members



Chocolate fountain



*Our treasured retirees!
Shirley Massino, Bette Rung, & Joyce Nichols*



Jude Gagnier

*We hope you can join us
next fall for our
58th Annual Conference
in Callicoon, NY!*

Changes in the NYSAEOP Constitution/By-Laws- by Wendy Heslink, CEOE, President

Cathy Eberle proposed from the floor at the 2007 Annual Meeting that submission of applications for Office Professional of the Year and Administrator of the Year be open to the entire membership, not just Affiliates. The Board established a committee to research this request and Diane Wright, CEOE, Chair for the committee, reported to the Board at last year's annual meeting at Peek'n Peak. The Board and I are extremely happy and impressed that so many of you, our members, stood up and expressed your opinions and concerns on this topic. Since that report was submitted, the topic has been discussed at several Board meetings throughout this past year. There was not a quick or easy decision made. I am personally very proud of all the heart-felt, personal discussions the Board had throughout the past year on this topic.

This association survived for many years with affiliations being a strong bond that held the association together. Affiliations were once strong across the state. Members utilized their affiliate delegates to send messages, requests and suggestions to the Board and these delegates represented the local affiliate membership on voting matters. Bottom line is, times have changed. The number of participating affiliates has dropped. At the last few Advisory Council meetings, the participants were mainly NYSAEOP Executive Board members, which totally defeated the purpose of having Advisory Council. Also, technology has changed the way we communicate. The last couple of years, the use of email has totally revamped how we communicate with each other. More and more, members are contacting Regional Directors or Board Officers directly to express their concerns, suggestions, etc. We have seen a decline in members participating at the local level. This may be due to local associations dying off, "life" happening, giving people less time to participate in professional organizations like our own or just the lack of opportunities for people to belong to a local association. The Board feels this should not stop the many fine office professionals from across the state from being able to participate in awards programs, like our esteemed OPY.

While we recognize the rich history of affiliates in our association, we also recognize the need to be able to accommodate more members that don't have a local affiliate. It is the recommendation of the Board, after many long, thought-out discussions, to recommend the disbanding of affiliations within our association, thus opening up all awards and benefits to all members of NYSAEOP, effective January 1, 2010, but still encouraging local associations to develop, grow and prosper, meeting the needs of their local office professionals. Remember, any Board member is always more than happy to receive correspondence from any educational office professional, especially if it's a way for us to assist that person in some way.

Member Highlights (continued)



CAPITAL REGION – Shirley French

Shirley is employed at the Glens Falls School District as the Superintendent's Secretary and has been there for nine years. For two years she has been President for her local affiliate, the Tri-County Association of Educational Office Personnel Association. Glens Falls CSD is located in Warren County

Shirley states "through adversity you can find the positive if you look for it. Positive attitude can help you have a better, less stressful life." This is Shirley's third conference that she has attended. She has attended Glens Falls in 2007 and Findley Lake last year.

Shirley lives in Queensbury and has been married to her husband Mark for 32 years. They have two children, Mark and Holly, and one grandson, Lucas, who is the highlight of her life.



FINGER LAKES – Bette (B.J.) Hicks

Bette has been employed for the Superintendent and the Board of Education at Phelps-Clifton Springs School for 15 years. Bette has been a member NYSAEOP for more than five years and is the editor of her district newsletter and co-coordinator of Community Education. Phelps-Clifton Springs CSD is in Ontario County.

Bette says she enjoys visiting with friends that she hasn't seen in a few years, and reinforces that "life is good and we all need to keep growing and learning."

She lives in Phelps with her husband who she has been married to for 33 years and has two children, a boy and girl, age 29 that are twins.

NYSAEOP 2009/10 Executive Board

President: WENDY HESLINK, CEOE
Fredonia Central School
425 East Main St., Fredonia, NY 14063
email: wheslink@fcsd.wnyric.org

Vice-President: CATHY EBERLE
PS 100
2951 West 3rd St., Brooklyn, NY 11223
email: ceberle@schools.nyc.gov

Secretary: SANDRA MCCAULEY, CEOE
Churchville-Chili MS
139 Fairbanks Rd., Churchville, NY 14428
email: smccauley@cccsd.org

Treasurer/NAEOP PSP Liaison:
CONNIE VAN HOESEN, CEOE
Churchville MS
137 Fairbanks Rd., Churchville, NY 14428
email: cvanhoesen@cccsd.org

Past-President: BEVERLY O'BRIAN, CEOE
Gouverneur Central School
133 East Barney St., Gouverneur, NY 13642
email: bobrian@gcs.neric.org

Membership: SUE ANN COBURN
Erie 1 BOCES
355 Harlem Rd. Bldg. C, West Seneca, NY 14224
email: scoburn@e1b.org

Empire News: TERRI LINENDOLL
WSWHE BOCES
1153 Burgoyne Ave., Ft.- Edward, NY 12828
email: tlinendoll@wswhiboces.org

Public Relations/Webmaster: ROSE BAIN, CEOE
WSWHE BOCES
27 Gick Rd., Saratoga Springs, NY 12866
email: rbain@wswhiboces.org

Parliamentarian/ByLaws/Constitution:
CATHY DUDLEY, CEOE
French Rd. Elem. School
488 French Rd., Rochester, NY 14618
email: cathy_dudley@bcasd.org

Audit: COLLEEN CLARKE
Rochester City School Dist.
131 West Broad St., Rochester, NY 14614
email: colleen.clarke@rcsdk12.org

Scholarship: SANDRA SHAFER
Erie Community College
669 So. Huth Rd., Cheektowaga, NY 14225
email: shafer@ecc.edu

Regional Directors

Capital Region:
Albany, Columbia, Fulton, Green, Montgomery, Rensselaer, Saratoga,
Schenectady, Schoharie, Warren & Washington Counties
PATRICIA ROSS, CEOE
Hartford Central School
PO Box 79, Hartford, NY 12838
email: pross@hartfordcsd.org

Finger Lakes Region:
Cayuga, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca,
Steuben, Wayne & Yates Counties
BRENDA BRICKLE, CEOE
Phelps-Clifton Springs CSD
1554 Rte 488, Clifton Springs, NY 14432
email: bbrickle@midlakes.org

Lower Hudson Region:
Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens,
Richmond, Rockland, Suffolk, Sullivan, Ulster & Westchester Counties
DOREEN BERRIOS
PS146M
421 East 106th St., New York, NY 10029
email: DoreenBerrios.LHRD@gmail.com

Northern Region:
Clinton, Essex, Franklin, Hamilton, Herkimer, Jefferson, Lewis, Madison,
Oneida, Onondaga, Oswego & St. Lawrence Counties
HELEN BROTHERTON
Indian River CSD
32735B Country Rte 29, Philadelphia, NY 13673
email: hbrotherton@mail.ircsd.org

Southern Tier Region:
Broome, Chenango, Cortland, Delaware, Otsego, Tioga & Tompkins
Counties
TERRY MITCHELL, Interim
George Mather Forbes #4
198 Dr. Samuel McCree Way, Rochester, NY 14611
email: bmitcht@frontiernet.net

Western Region:
Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans
& Wyoming Counties
JOETTE CAPPELLO
East Aurora UFSD
430 Main St., East Aurora, NY 14052
email: joette_cappello@aur.wnyric.org



NYSAEOP *Empire News*
Terri Linendoll, Editor
WSWHE BOCES
1153 Burgoyne Ave.
Ft. Edward, NY 12828

NYSAEOP Regions By County:



Western Region: Allegany, Cattaraugus, Chautaugua, Erie, Genessee, Niagara, Orleans, Wyoming
Finger Lakes Region: Cayuga, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates
Southern Tier Region: Broome, Chenango, Cortland, Delaware, Otsego, Tioga, Tompkins
Capital Region: Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington
Lower Hudson Region: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester, Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk
Northern Region: Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Clinton, Essex, Franklin, Hamilton, St. Lawrence

Membership Year: January 1 – December 31, 2010. Make checks payable to NYS Association of Educational Office Professionals.
Mail to: Connie VanHoesen, Treasurer, Churchville-Chili Intermediate School, 139 Fairbanks Road, Churchville, NY 14228

() \$25-Active Member () \$25-Associate Member () \$15-Retired Member Dues Year _____ Region _____

Name: (Mr., Miss., Mrs.) _____ C.E.O.E.? [] (if Yes)

School District _____ Bldg . _____ Position _____

School Address _____ /
Street City Zip Phone/FAX No.

Home Address _____ /
Street City Zip Phone/FAX No.

County (Employment) _____ Address Change? _____ Referred by / Region: _____ /

Names of other professional associations to which you belong _____

Maiden or Previous Married Name: _____ email Address: _____

Note: Mail will be sent to your home address unless you specify differently.