

Northwest Area News

October - December 2009 Volume 1, Issue 1

Affiliate News

WASHINGTON AEOP PAST-PRESIDENTS

Machel L. Salado, CEOE, WA
President

The Washington AEOP Past-Presidents held a fall meeting at the Apple Tree Golf Club in Yakima, WA on September 19, 2009. Many past presidents were in attendance and we were thrilled when Jean Fankell was able to attend with her husband Larry. It was truly a special day for all of us. We were able to have our picture taken on the deck of the restaurant which is treasured by all of us.

As many of you know by now, Jean Fankell lost her 5-month battle with glioblastoma on November 20, 2009. We know that Jean is now



Jean Fankell

with the angels and is a shining new star in heaven looking down upon us. She was definitely an angel and guiding light to many NAEOP members across the country and here in Washington. A private family burial service was held on November 24th and a memorial service was held on December 4th which was attended by many of the Washington AEOP Past-Presidents.

You can read Jean's obituary at: www.havenrest.com and leave a short comment for her husband Larry and her family. Please keep them in your thoughts and prayers.

TACOMA, WA AEOP

Machel L. Salado, CEOE, WA
Immediate Past-President

At the 75th conference in Bloomington, MN Tacoma was thrilled and honored to take 2nd place in the Rachel Maynard Excellence in Communication - Local Newsletter - Category 2 - 101 Members or More. The newsletter is edited by Machel Salado, CEOE and is called the TAEOP Connection.

Tacoma AEOP held its first general membership of the year on October 20, 2009 at the new First Creek Middle School. After a light dinner of pizza, cookies and bottled water, a question and answer session was held regarding updates and clarifications of the bargaining agreement. Carol Lowenstein, TAEOP President and Cristi McCorkle and Darrick Hartman of the Tacoma Education Association were there to answer questions and address member concerns.

Kathy Doss, Tacoma AEOP Second Vice President, is expecting her third child (a boy) in mid-January joining an older sister and brother! Please send her your congratulations at: kdoss@tacoma.k12.wa.us

Carol Lowenstein, Tacoma AEOP President, underwent foot surgery December 2nd and will be off work through the month of December, so please send your best wishes for a speedy recovery to her at: clowens@tacoma.k12.wa.us.



Choose success. Both heroes and victims face setbacks. The distinction between those two groups is that heroes stand up, while victims give up.

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WYOMING AEOP

Katrina Lorenzen, WY
Presenter, Member

Fun, sun, water and adventure! Doesn't that sound like a destination get away? Well it was all of that for the Wyoming AEOP Annual Conference in Saratoga, Wyoming. Twenty five women gathered to partake of President Wendy Mayberry's theme "Mind, Body and School."



President, Wendy Mayberry & Katrina Lorenzen on the first tee box on the Saratoga Golf Course

The conference began Saturday morning, October 17th with a welcome from Natrona County School District Associate Superintendent Julia Collier-Earl.



Julia Collier-Earl

The day brought wellness, virtues and the road to discovering ways that help lead us to be more productive. Later in the evening, the group enjoyed a team building scavenger hunt! Who would have known there could be such creative answers?

Sunday was filled with ways for taking inspirations from the weekend to develop motivation in the workplace. The business meetings were held over the course of the two days and were very productive. There was a unanimous vote to institute a member scholarship to encourage our members to continue their professional growth.



Wyoming AEOP 2010 Board left to right Annette Ambrosino, Treasurer; Carol Glasgow, Secretary; Wendy Mayberry, Vice President; Kerri Hawthorne, President-Elect; Michelle Wallace-Frank, President; with Kathy Lech, NAEOP President-Elect as Installing Official

Finally came elections and our very own Northwest Area NAEOP President-Elect Kathy Lech installed the 2010 Officers.

The weekend was full of fun from the workshops, to the walks, to the hunt, to great friends and we were surrounded by very relaxing hot pools. The conference is over; however, with what we learned we will be able to continue to keep the spirit moving through our Mind, Body and School! Have a blessed 2010!

EOP's of Spokane

Mary S. Picken, CEOE, WA President

President's Message

Where has the year gone? Starting school way before Labor Day was a big challenge. There have been some changes this year and bigger changes next year with the new Power School program. Are you looking forward to new challenges?

If you need to contact any of the EOPS officers for 2009-10, they are:

- Mary Picken - President
MaryPi@spokaneschools.org
- Tammy Woodard - Vice President
TammyW@spokaneschools.org
- Patty Nevdahl - Secretary
PattyN@spokaneschools.org
- Debbie Webster - Treasurer
Debbiew@spokaneschools.org

Please feel free to email us any questions or requests. We would love to hear from you.

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Gayle Schnorenberg, CEOE, WY President

What is Natrona County Association of Educational Support Staff (NCAESS) in Casper, WY? NCAESS is the organization that represents clerical personnel, instructional assistants, library media techs, and campus supervisors in the discussion of salary and benefit issues. We believe the quality of service offered by educational support staff directly influences the effectiveness of service delivered by the educational agency or institution as a whole. For that reason, we should look to our professional associations for leadership in raising the standards of educational support staff and in preparing them to meet the challenge of a rapidly changing world.

As we take on more responsibility, the professions we are in are ever changing and expanding. As professionals we are expected to be able to handle the changes as they come. That's right, we are professionals and as professionals we should take full advantage of the professional organization that is available. NCAESS is here to help.

The benefits available through NCAESS are yours for the taking. Everyone has an equal opportunity to become involved and be a part of the team. You can be the driver of your destiny in your profession and in NCAESS by following the six steps below.

1. Participate fully. Listen actively. Speak plainly and contribute to every discussion.
2. Increase your self-motivation. Help set goals at work and for NCAESS; make sure to set personal goals for yourself, too.
3. Become a part of the team. Know your goals.
4. Cooperate. Volunteer to serve on committees. Support your colleagues.
5. Know what your employer and NCAESS values. When you attend a class, training, or meeting, take it seriously; it's important for you to learn new skills, to network and meet new people. You can use all of these things to not only benefit yourself but your co-workers as well.
6. Improve your self-confidence. Do not limit yourself. Avoid using words like "can't" and "won't."

Goal Setting Guidelines

Gayle Schnorenberg, CEOE
Northwest Area Director

I found a really great article to share with you and it was taken from NAEOP "Goal Setting" Publication. This is just one more resource provided by NAEOP.

Someone once said any road is a good one if you do not know where you are going.

But to get where you want to go, you need to know the route. The starting point must be identified, the check points pinpointed, the time it takes to get there calculated, the money to be spent for the journey borrowed from savings, and the various other things you will need.

It is as much combining the decision-making rules as the problem solving guidelines. Whichever you select, you come up with a system that applies specifically to you.

What do you want to do in terms of improving your own behavior? Less hollering at your children? Be less defensive when your supervisor asks you to stay to work on a special project on your bowling night? Be more attentive at committee meetings? Be less self-conscious when speaking before groups?

Whatever the goal about behavior, be certain you are treating the objective and not the symptom. If you holler at your children, it may be because you are bothered at something inside you, not with them. *Examine* it. See what really needs attention.

Want to make a more tangible goal? Something in the area of saving for a trip to Europe in three years ... or buying a second home or car ... or going back to school and getting that degree that has been so elusive ... or getting that new assignment when "What's His/Her Name" retires next fall...?

Write out the goal or effort change you want to achieve.

Is it realistic?

Is it challenging?

Can you surpass it? Will it stretch you?

Can others help? Who? How? Will they? What if they don't? Who else figures in? What about cost? Can you borrow the money? Earn it and be patient? How will you know when you achieve the goal? What conditions will exist? Can you reassure yourself that new goals will be set when they are achieved?

The only thing standing in the way of your success is a poorly defined goal and lack of commitment on your part. Make as many goals as you see fit. Put them in proper priority. Which ones do you want the most and which can be reached quickest?

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Boise State University AOP President's Message Linda Hamson, ID President

I welcome you to another academic year in association with BSUAOP. To read more about my theme and goals for the organization this year, I refer you to the President's Message listed on the BSUAOP website:

<http://www.boisestate.edu/bsuaop/PresidentsM.htm>

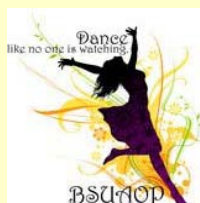
In this issue, I would like to share with you my experience attending the National Association of Educational Office Professionals (NAEOP) Annual Conference in Minneapolis last July. There were three representatives from the Idaho Association of Educational Office Professionals (IAEOP) Board in attendance: Susan Belliston, Cindy Bartlome, and Jamie Smith.

The conference's keynote speakers were very good, but focused little on higher education. Briefings (mini-workshops) were available on a wide range of subjects with inservice points available for those seeking their Professional Standards Program (PSP) certification.

Idaho's Cindy Bartlome received her PSP certificate this year. Institute classes were numerous, also offering PSP points.

As an affiliate organization (BSUAOP) president, I was a delegate to the Advisory Council. During the Council meeting, I was elected to the Long Range Planning Committee. Last year I attended the Advisory Council Annual Business Meeting as a first timer so was familiar with the voting process this year as a delegate. I also attended the Higher Ed Council meeting and volunteered to assist them in planning the 2010 meeting.

I believe the proudest moment came when our newsletter, the *Keynoter*, was awarded third place in the nation. The person responsible for this honor is Coleen Dudley. She has brought BSUAOP into the limelight for two years now with our taking first place last year. An exceptional job once again, Coleen, and thank you!



Boise State University AOP Professional Development Day Kelly Davis, ID President-Elect Professional Development Chair

I would like to say thank you again to all who played a part in putting together the 2009 Professional Development Day and specifically to the Committee members: Leslie Black, Linda Hamson, Guen Johnson, and Andrea Witters.

Our day began with a continental breakfast and welcome from our President, Linda Hamson.



Linda Hamson

We had over 50 participants this year, and what a schedule they had of sessions to enhance professional development.

The expectation was that everyone takes away something to share with others in their office. The overall evaluations of PDD are largely positive. Those who attended remarked on how they learned something they needed from every session. We did have a good number of people signed up for *Nutrition for Busy Lifestyles* and we will remember this for next year as we were forced to cancel this session at the last minute. Again, *thank you* so much to my committee members and executive board. I was disappointed when I was unable to attend due to being ill, but had no worries that everything would run smoothly in their capable hands.



Marian Graham enjoying the "Creating Calm with Healthy Humor" workshop. The "nose knows" just how much fun everyone had.

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OAEOP President's Message Tammy Hartley, CEOE, OR President

Hello and Happy Holidays to all, from Oregon. I want to share a little bit about OAEOP and offer some words of encouragement to ponder.

We are in a new era of history with our national presidential elections validating just how far we have come as a country. Our country has grown and changed so much, not all of it for the better, but enough to prove that life is about growth and change. With constant effort to improve and learn we can become better as a nation. I can only imagine how proud Martin Luther King would be if he could see how far his dream has come!

To have a higher quality of life we need to remember that history is for recording change and growth, not the "life" itself. We as Educational Professionals are always seeking professional growth, change and finding new and better ways to support our schools. We are growing all the time with the new technology that comes about, the evolving demographics of our students and their needs, and the constant changing roles of teachers that happens each year.

This makes it doubly important to support each other's growth while continuing our own growth. Being part of a professional organization, such as OAEOP, helps to meet this need and provides a wonderful network of cohorts that can relate to the changes and development you are seeking. This year our association is offering a one-day workshop on April 17th, in Beaverton, Oregon. This is a day of professional development and networking for you. We will post more details to our website, www.oaeop.com Please check our site out and Blog any comments or questions that you would like to share.

So how do we define ourselves as Oregon Association of Educational Office Professionals?

OAEOP was established in March of 1952 and is the only professional organization in the state of Oregon for persons employed by: Public and Private Schools, Community Colleges, Universities, and State and County Educational Offices.

Those employed are Secretaries, Administrative Assistants, Payroll/Accounting Assistants, Receptionists, and Instructional and Library Assistants.

The OAEOP Objectives are: Professional Growth, Fellowship, Service to our Schools, Service to our Communities, Recognition as a member of an educational team, Sponsor a statewide annual conference, Provide scholarship opportunities, and Promote a Professional Standards Program (PSP).

OAEOP's Mission Statement and Purpose

As educational office professionals, we affirm our belief that an education is the birthright of every child and pledge ourselves to the preservation of that right. We recognize the special province of the professional educator and the significance of the responsibilities they assume. We also recognize the unique role of the educational office professional and the importance of the contributions they make. OAEOP's purpose is to elevate the standards of educational office professionals within the state and provide an understanding of relationships between school and community.

In closing, we would love to have you come visit Oregon, and join us on April 17th. Hope to see you then!



2009-2010 Board Members

O.A.E.O.P. Officers and Committee Chairs:
Marian Kehoe, Judy Prohaska, Tammy Hartley,
Jay Keller, Nancy Klepper, Mary Ann Axelson,
Becky Hoffman, Lori Gillett, Naomi Adams,
Janet Smith, Pauline Tibbitts and Debbie Shaffer

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Upcoming Professional Development Opportunities



WAEOP

2010 Spring Conference

April 23-24, 2010

Renton, WA

Visit WAEOP webpage to
register

www.waeop.org

Click on calendar events

*WAEOP Mission and Vision
The mission of Washington
Association of Educational Office
Professionals is to promote the
professional standards of its diverse
membership through networking,
information, and educational
opportunities.*

**“Going to Kansas City,
Kansas City Here I Come”**

NAEOP

CONFERENCE

July 5-9, 2010

Westin Crown Center Hotel

1 E. Pershing Road – (816) 474-4400

Room Rates are \$119.00

Kansas City, Missouri

Central Area - 2010



Key to NAEOP

Remember an association is only as good as its members.

Please join us on our journey.

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Congratulations On Your Achievement

<u>Name</u>	<u>State</u>	<u>PSP Level</u>
Lyndsay E. Bain	AK	Advanced III, Option I
Jerrian Bundy	AK	Advanced I, Option I
Chad C. Harrison	AK	Advanced III, Option I
Beverly R. Hoshide	AK	Advanced III, Option I
Jennifer N. Huvar	AK	Bachelor Degree, Option II
Janet Lewis	AK	Advanced III, Option II
Pa Houa B. Ly	AK	Bachelor Degree, Option II
Pellizitha J. McCormick	AK	Advanced III, Option I
Maria Gemma Mora	AK	Bachelor Degree, Option II
Tracy Prince	AK	Associate Professional, Option I
Dawn Schelling	AK	Advanced III, Option I
Ray Torgersen	AK	Bachelor Degree, Option II
Mary E. Turner	AK	Bachelor Degree, Option II
Lori Lee Xiong	AK	Advanced III, Option I
Cindy Bartlome	ID	Advanced I, Option I
Karen L. Piper	ID	Master Degree, Option II
Rozanne Brooks	OR	Associate Degree, Option I
Leanne Allred	WA	Associate Degree, Option II
Christy Sue Ransom Ansari	WA	CEOE
Leah L. Barnier	WA	CEOE
Caron S. Bear	WA	Bachelor Degree, Option II
Joan Dowling Beck	WA	Bachelor Degree, Option II
Vivian Belcher	WA	Advanced I, Option I
Virginia M. Berry	WA	Bachelor Degree, Option II
Janet L. Berry	WA	Bachelor Degree, Option II
Jan Bromiley	WA	Advanced III, Option I
Nancy Cautard	WA	Advanced III, Option I
Sheila B. de la Cruz	WA	Associate Professional, Option I
Heidi Ellis	WA	Associate Professional, Option I
Dee Dee Fraga	WA	Associate Degree, Option II
Valerie Elaine Frazier	WA	Basic, Option I
Fakhri Golkar	WA	Bachelor Degree, Option II
Judy Hensen	WA	Bachelor Degree, Option II
Tamara Hillebrand	WA	Associate Degree, Option II
Susan A. Hughes	WA	Bachelor Degree, Option II
Holly A. Jette	WA	Associate Degree, Option II
Michelle Todd King	WA	Master Degree, Option II
Doreen Kinman	WA	Bachelor Degree, Option II
Kathleen Konarzewski	WA	Advanced III, Option I
Debbie Lane	WA	CEOE
Emily F.M. Marley	WA	Basic, Option II
Cheri R. Miller-Burkhardt	WA	Advanced III, Option I

<u>Name</u>	<u>State</u>	<u>PSP Level</u>
Amy Neubert	WA	Bachelor Degree, Option II
Kek Ngy	WA	Basic, Option I
Margaret "Mardi" Nystrom	WA	Advanced III, Option I
Shirley L. Osara	WA	Basic, Option II
Melissa Pascoe	WA	Bachelor Degree, Option II
Cheri Simpson Pepka	WA	Master Degree, Option II
Anita G. Reynolds	WA	Bachelor Degree, Option II
Julie Ann Slusher	WA	Advanced III, Option I
Cheryl L. Smith	WA	Advanced II, Option II
Pearl Y. Stokes	WA	Bachelor Degree, Option II
Barbara E. Thomas	WA	Advanced III, Option I
Wendy L. Turner	WA	Associate Professional, Option I
Edwina Washington	WA	Associate Professional, Option I
Lisa White	WA	Bachelor Degree, Option II

PSP Recertification

Gussie Britnell	AK	Advanced III, Option I
Carla N. Hollingsworth, CEOE	AK	Advanced III, Option I
Amanda Koch	AK	Bachelor Degree, Option II
Barbara L. Vralsted	AK	Bachelor Degree, Option II
Patricia Zmuda	AK	Basic, Option I
Manuela Araiza, CEOE	WA	Advanced III, Option I
Carol Anne Berkley, CEOE	WA	Bachelor Degree, Option II
Jerie Ehinger Broze	WA	Associate Professional, Option I
Carol Earl, CEOE	WA	Advanced III, Opt I
Muriel G. Mittelstrass, CEOE	WA	Bachelor Degree, Option II
Anita G. Reynolds	WA	Bachelor Degree, Option II
Anita Tavelli	WA	Advanced III, Option I
Linda K. Taylor, CEOE	WA	Advanced III, Option I
Cheryl Whitt	WA	Basic, Option I
Ruth M. Putnam, CEOE	WY	Bachelor Degree, Option II
Adrienne Ryder, CEOE	WY	Bachelor Degree, Option II

Filing Dates for PSP Applications are:

- January 15
- May 15
- September 15

It is never too late to continue your path to professional growth. Think about earning your PSP.

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A Quote To Remember

Nobody can make you feel inferior
without your permission.
-Eleanor Roosevelt-

A Call For Articles

We want your news.



We're looking for your know-hows!

Please share a tip or two that makes your day go more smoothly or something you've learned along the way to help in locating that "certain" file or a useful shortcut you use all the time ... OR a short (50-60 word) article on something that interests others. 😊

We'd LOVE to hear from you.

Your hints of knowledge and/or article will be included in the next issue of the Northwest Area News.

Please send articles, tips and tidbits to:

Gayle_Schnorenberg@ncsd.k12.wy.us
and gschnorenberg@yahoo.com by
February 28th, 2010. (To insure I receive your information, please send to both email addresses.)

Wuzzles

MOonceON

Mind
Matter

|R|E|A|D|

N
U N
R I
G N

Tips

End "whom" confusion: Use this quick tip to help you remember when to use *whom* in your writing. Like *whom*, the pronoun *him* ends with the letter M. So if you can plausibly substitute the word *him* in the sentence, use *whom*. Example: You told *him*? You told *whom*?