

# Northwest Area News

January - March 2011 Volume 1, Issue 2

## Affiliate News

### “State of the Area”

Gayle Schnorenberg, CEOE, WY  
Area Director

The Northwest Area historically has the largest membership in NAEOP. I want to take this opportunity to thank you the members for recognizing the need to belong to YOUR professional organization.

You can see from the numbers below that some states have increased members as well as reconnecting with non-renewals. Way to go Northwest Area. Please continue to talk about NAEOP to your co-workers, share information with them and invite them to come along with you when you attend an AEOP function.

	Active	Non-Renewals	Active	Non-Renewals
	November	8/1/10...10/31/10	February	11/1/10...1/31/11
<b>NORTHWEST</b>	<b>1008</b>	<b>37</b>	<b>1003</b>	<b>53</b>
Alaska	349	13	344	13
Idaho	31	1	30	0
Montana	0	0	0	0
Oregon	23	1	23	0
Washington	569	18	571	39
Wyoming	36	4	35	1
Canada, B.C.	0	0	0	0

	Active	Non-Renewals	Active	Non-Renewals
	November	8/1/10... 10/31/10	February	11/1/10... 1/31/11
CENTRAL	449	18	445	15
SOUTHEAST	481	30	470	26
SOUTH CENTRAL	411	46	373	15
NORTH CENTRAL	85	3	80	4
NORTHEAST	520	33	504	32
<b>NORTH WEST</b>	<b>1008</b>	<b>37</b>	<b>1003</b>	<b>53</b>
MID-ATLANTIC	733	43	716	52
SOUTHWEST	186	9	180	15

We must continue to find ways to promote and market NAEOP so put your thinking caps on and get the creative juices going. Our association is only as strong as our members.



### WASHINGTON AEOP

Sheri McGraw, CEOE, WA  
President

My theme this year is “Helping Hands, Caring Hearts” and I want to remind everyone we all have the ability to go beyond our jobs and care about those we work with and those for whom we work, our kids. I encourage everyone to volunteer to help the kids in our districts, whether it is mentoring a student; judging a school event; offer to be a Girl Scout, Boy Scout, 4-H, or some other similar group leader; or chaperone a field trip. I know we all have homes and families to care for, but the kids appreciate the extra time we give them too; for some, that might be the most important event of their day.

Dr. Leo Buscaglia says, “Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.” And Joe Manchin, Governor, West Virginia, believes, “Every child should have a caring adult in their lives. And that's not always a biological parent or family member. It may be a friend or neighbor. Often times it is a teacher.” (or another school employee)

Thanks for all that you do for our kids.



Preconceived notions are the locks on the door to wisdom.

Merry Browne

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## AUBURN AEOP

Deyanna King, CEOE, WA  
Laurali Larson, CEOE, WA  
Co-Presidents

### PSP-Apprenticeship

Can you give yourself a pay raise? Are you interested in getting more money each month? Would you like to be paid "what you are worth?"

About two dozen Auburn office professionals hold a PSP certificate. Roughly three-quarters of these educational office professionals hold the distinction of Certified Educational Office Employee (CEOE). During the 2007-08 year, office professionals in the Auburn School District received over \$30,000 in PSP stipends!

In Auburn you can and should give yourself a raise by attaining a PSP certificate. Keep your raise by recertifying.

Every five years your PSP certificate must be recertified to remain current (just as teachers need to recertify). When you recertify, in addition to the monthly stipend you get for your PSP certificate, the district will pay you an additional \$25 per month (this is one of the benefits recently negotiated)! Regardless of the level of certification you have, the \$25 is paid on top of your stipend. For example, the stipend for a basic certificate, plus the \$25 for recertifying at the five-year mark, earns an office professional in the Auburn School District \$55 per month! Continuous membership is a recertification requirements. *Be sure you maintain current membership in your professional associations- do not allow your NAEOP membership to lapse!*

**Prove you are a professional and are worth more by being a life-long learner. Make yourself worth more and pay yourself what you are worth!**

*"...a professional is someone who can do his best work when he doesn't feel like it."*

Alistair Cooke

## Bellevue AEOP

Charlene E. Jones, CEOE, WA President

BAEOP is a professional association for classified employees. We welcome all office professionals including office managers, secretaries, instructional assistants, educational assistants, paraprofessionals, library assistants, tech assistants and other support staff.

BAEOP awards up to three scholarships each year to students who are dependents of a current BAEOP member. We also offer three scholarships to BAEOP members, who are working toward their PSP Certification. We also donate to the WAEOP and NAEOP Scholarship Fund each year. Proceeds from the sales of Entertainment Books and our annual Spring Raffle Basket have been a major source of revenue for our Scholarship Fund, which has enabled us to increase the number of scholarships we offer each year.

BAEOP is directed by an Executive Board, which is comprised of seven members who are elected each spring to serve during the coming school year. As stated in our [bylaws](#), all committee chairs will be considered ex-officio members of the BAEOP Board and will be encouraged to attend the board meetings.

BAEOP has three categories of members: active, associate and retired. We currently have nearly ninety members; two associate member, seven retirees and the remaining members are active employees at Bellevue School District. This year our membership has taken a dramatic leap, due to so many employees becoming interested in working toward their Professional Standards Program Certificates.



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Boise State University AOP  
Kelley D. Davis, ID  
President

My theme this year is "Rise Above the Clouds and Soar to New Heights." When thinking of what I wanted my theme to be, I wanted something personal, but at the same time wanted something that promoted growth within our association.

When I mention "Rise Above the Clouds," to me it symbolizes reaching for that which I cannot grasp. It's important that we as classified staff always reach for professional development and search for ways to promote growth within ourselves.

"Soaring to New Heights," takes this to the next level. You have reached your new goal and now you can Soar with what you have learned. One important aspect of growth is sharing it with others. We can share it with others by doing a workshop at PDD or our monthly luncheons, or even sharing with those within your department.

It is my goal this year to "Soar to New Heights." I want to share with others what I learned at NAEOP, (National Association of Educational Office Professionals). Some of the briefings and institute classes taught at NAEOP, are taught by office professionals just like us. It is very inspiring to take what we have learned; back to our association, department, and co-workers.



## Upcoming Professional Development Opportunities



"Jewel of the South"

# NAEOP CONFERENCE

*July 18-22, 2011*

*Embassy Suites North Charleston  
Airport/Hotel & Convention Center  
5055 International Boulevard  
1-843-747-1882*

*Room Rates are \$145.00*

*Please give the Group Code NCI when you call to identify yourself as a NAEOP member.*

*Charleston, South Carolina*

"Some men see things as they are and say 'why'? Others dream things that never were and say 'why not?'"

George Bernard Shaw

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Wide Awake Dreaming  
Gayle Schnorenberg, CEOE, WY

As I am sitting here watching the “best of the best” in Wyoming State Basketball I began to wonder if we as adults approach what we do with such passion and dedication; conscious and aware of what we want and where we are going. These kids come to the tournament with a clear direction of what they hope to accomplish by the end of the tournament. What happens to those things as we go from being a kid to becoming an adult?

Do you have a clear direction in your life, your career, and your relationships? Are you traveling in the direction you have chosen or are you on a detour?

I read a great article entitled, “Are You Sleepwalking Your Life Away?” by Celes. The article likens those people who are going through the motions of life physically awake but unconscious and not fully aware of who they are to “Sleepwalkers.” I don’t know about you but I think there can be plenty of down sides with sleepwalking.

Here are eight signs you can look for to determine if you or your loved ones are “sleepwalkers.”

## 1. Lack of awareness of the bigger picture.

What is life to you? Is it more than just your daily routine? Sleepwalkers don’t see the big picture, they don’t realize that they are part of the whole world that they are a part of something bigger than what they live every day. Instead of sleepwalking try dreaming and dream big.

## 2. Not living in alignment with real purpose.

Sleepwalkers do have a clear vision of how they want their life to be in 5 years, 10 years, 15 years and beyond. Do you have a clear vision or are you merely going through the motions or worse yet are you fulfilling someone else’s dream? Look within yourself and start dreaming your own dream.

## 3. Life runs on auto-pilot.

When I think about this point I think about the song “The Motions” by Matthew West. “I don’t wanna go through the motions; I don’t wanna go one more day without Your all consuming passion inside of me. I don’t wanna spend my whole life asking what if I had given everything instead of going through the motions.” Live your life with purpose, find it and do it.

## 4. Engage into non-value added activities.

How do you fill the gaps in your life? Sleepwalkers fill in the gaps with random activities and may not be able to move on to something else without an external stimulus. When asked why they are doing “it” their responses could be “Because it is fun” or “I like it” or “There isn’t anything else to do.” Be conscious and aware of finding something to do to that has a purpose, something that speaks to your heart.

## 5. Passive or avoidance approach to life.

Sleepwalkers sometimes find themselves trapped in situations that make them unhappy; however, they won’t do anything about it and they can’t see any way out. In fact instead of doing anything about it they will engage in non-value added activities. This kind of approach is the old “bury your head in the sand” approach.

## 6. Find no time to do things you want to do.

Sleepwalkers complain about not having enough time to do the things they want; however, they don’t realize they are the ones who put themselves in that position. “They don’t know where the time has gone so they will wait for the next time, which by the way never comes.”

## 7. Unconscious of your thoughts and emotions.

We have around 60,000 thoughts that run through our minds every day and sleepwalkers don’t usually have much awareness of those thoughts. What thoughts stand out in your mind?

## 8. Lack of motivation

Sleepwalkers are not very motivated and live only because they are here. Even though they may have goals they don’t achieve them because they are trying to meet other people’s expectations. Do you have goals and desires that you want to achieve?

If you see yourself as a Sleepwalker it is time to wake up; make a conscious decision to utilize the power you have and start your journey in wide awake walking. It is never too late to reach for your goals and dreams.

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## A Quote To Remember

We should be taught not to wait for inspiration to start a thing. Action always generates inspiration. Inspiration seldom generates action.

*Frank Tibolt*

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](mailto:Gayle_Schnorenberg@ncsd.k12.wy.us)  
and [gschnorenberg@yahoo.com](mailto:gschnorenberg@yahoo.com) by April 10th, 2011. (To insure I receive your information, please send to both email addresses.)

## Wuzzles

secret

EVER  
EVER EVER  
EVER  
EVER

OUT  
LUNCH  
LUNCH

EGGS  
EGGS  
EGGS  
BASEGGSKET

\*

## Writing Tip

Put key words and ideas at the beginning or end of a sentence. Don't bury a main point in the middle of a long sentence. To emphasize key words, place them at the beginning or (better yet) at the end.

\* It seems as everything is "top secret" and it could be "forever and ever" before we can go "out to lunch" so don't put all your "eggs in one basket."