



National Association of Educational Office Professionals

SOUTHWEST AREA E-NEWSLETTER

Make plans now to attend the 2011 NAEOP Annual Conference!

July 18-22, 2011
Embassy Suites
 337 Meeting Street
 Charleston,,
 South Carolina
 “The Jewel of the South”



It’s time to begin planning to attend the 2011 NAEOP Annual Conference in Kansas Charleston, South Carolina. Conference Chairman, Donna Lazar, CEOE and members of the planning committee have been busy preparing for a successful conference. You won’t want to miss this one! ***Check the Winter 2011 NES COMMUNICATOR for additional information.***

MAXIMIZING THE BENEFITS OF CONFERENCE ATTENDANCE

Why attend the NAEOP Annual Conference? Here’s why.....

- Gain insight to how others are doing things
- Learn from the best practices exposed from meeting others who do the same job
- Be inspired to research ideas of your own
- Be exposed to different styles of presentation
- Learn from other educational office professionals by talking about your work and comparing experiences and challenges
- Network with other educational office professionals and take the pulse of what is now available in terms of tools, technologies and processes and how we might apply them in our job to improve our information process and workflow
- Take the time to read your conference information in the NES Connector and be aware of the training and expertise provided through the various speakers and presenters
- Attend institute sessions and briefings with approved PSP credit
- Take advantage of the expertise and experience available to you from other NAEOP members.
- Never be afraid to ask questions

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Mark Your Calendar

- ♦ *PSP Filing Deadline: May 15, 2011*
- ♦ *California AEOP Annual Conference: March 4-5, 2011; Queen Mary Hotel, Long Beach, CA*
- ♦ *Utah AEOP Annual Conference: March 11-12, 2011, Granite Education Center, Salt Lake City, UT*
- ♦ *NAEOP Scholarship/ Awards Application Deadlines, March 15, 2011*
- ♦ *PSP Filing Deadline: May 15, 2011*



INTERESTING CHARLESTON FACTS

DID YOU KNOW.....

- That Charleston's cobble stone streets were built from the ballast (stone weights) of ships?
- That South Carolina was one of the original 13 colonies that formed the country?
- That the name of South Carolina comes from the English ruler, King Charles II, since the Latin term for Charles is Carolus.
- That the Western Hemisphere's longest able-stayed bridge (Arthur J. Ravenel Jr. Bridge) spans the Charleston Harbor?
- That the first shot of the American Civil War didn't hit anything? It was a 10-inch mortar shell, fired from Fort Johnson, that exploded above Fort Sumter as a signal for Confederate artillery to open fire on the Union-held fort.
- That Charleston is considered to be the friendliest city in the nation and holds the name as the "Best Mannered City"?
- That there are no basements in Charleston? The water table is too high.
- That reportedly the oldest living thing east of the Rockies is the Angel Oak tree on John's Island with a reported age of approximately 1,500 years?
- That during the winter of 1784, the Charleston harbor froze over sufficiently to allow ice-skating? This was the result of the volcanic eruption at Laki in Iceland during the summer of 1783.
- That Norman Rockwell was one of the first recruits at Camp Bagley at the Charles Naval Base? Mr. Rockwell spent time painting officers' portraits and drawing cartoons for the Yard's newsletter.
- That Charleston is also known as the Holy City due to the prominence of churches on the low rise city skyline.
- That Charleston's biggest event is the Spoleto USA Festival, an annual 17-day major performing arts festival started in 1977 by Pulitzer Prize winning composer Gian Carlo Menotti?
- That the first game of golf played in the United States took place in Charleston?
- That Charles boasts the first public college, museum and playhouse in the United States?

*Source: www.historiccharlestonsc.net/interesting_facts;
www.travelblog.org/North-American/United_States/South-Carolina/Charleston; and,
www.locountry.com/facts_of_Charleston*



TEN THINGS AUTHENTIC LEADERS DO

Written by: Robin Sharma Author of "The Saint, The Surfer and The CEO"

Editor's Note: This article was shared with the NAEOP Executive Board by our President, Kathy Lech, in December. I thought you would enjoy reading it.

What would your life look like if you had absolutely no fear? What kinds of things would you do if you lived from a frame of reference that your thoughts literally could form your world? How brightly would your light shine if you stepped out of the limitations that are keeping you small and stretched yourself well past your comfort zone into the place that you know, deep within, you are meant to be? Authentic leadership is all about being the person you know in your heart you have always been destined to be. Authentic leadership does not come from your title or from the size of your paycheck. Instead, this form of leadership comes from your being and the person that you are.

Here are 10 things that authentic leaders do on a regular basis:

1. **They speak their truth.** In business today, we frequently 'swallow our truth'. We say things to please others and to look good in front of The Crowd. Authentic leaders are different. They consistently talk truth. They would never betray themselves by using words that are not aligned with who they are. This does not give anyone a license to say things that are hurtful to people. Speaking truth is simply about being clear, being honest and being authentic.
2. **They lead from the heart.** Business is about people. Leadership is about people. The best leaders wear their hearts on their sleeves and are not afraid to show their vulnerability. They genuinely care about other people and spend their days developing the people around them. They are like the sun: the sun gives away all it has to the plants and the trees. But in return, the plants and the trees always grow toward the sun.
3. **They have rich moral fiber.** Who you are speaks far more loudly than anything you could ever say. Strength of character is true power - and people can feel it a mile away. Authentic leaders work on their character. They walk their talk and are aligned with their core values. They are noble and good. And in doing so, people trust, respect and listen to them.
4. **They are courageous.** It takes a lot of courage to go against the crowd. It takes a lot of courage to be a visionary. It takes a lot of inner strength to do what you think is right even though it may not be easy. We live in a world where so many people walk the path of least resistance. Authentic leadership is all about taking the road less traveled and doing, not what is easy, but what is right.

5. **They build teams and create communities.** One of the primary things that people are looking for in their work experience is a sense of community. In the old days, we got our community from where we lived. We would have block parties and street picnics. In the new age of work, employees seek their sense of community and connection from the workplace. Authentic leaders create workplaces that foster human linkages and lasting friendships.



6. **They deepen themselves.** The job of the leader is to go deep. Authentic leaders know themselves intimately. They nurture a strong self-relationship. They know their weaknesses and play to their strengths. And they always spend a lot of time transcending their fears.
7. **They are dreamers.** Einstein said that, "Imagination is more important than knowledge." It is from our imaginations that great things are born. Authentic leaders dare to dream impossible dreams. They see what everyone else sees and then dream up new possibilities. They spend a lot of time with their eyes closed creating blueprints and fantasies that lead to better products, better services, better workplaces and deeper value. How often do you close your eyes and dream?
8. **They care for themselves.** Taking care of your physical dimension is a sign of self-respect. You can't do great things at work if you don't feel good. Authentic leaders eat well, exercise and care for the temples that are their bodies. They spend time in nature, drink plenty of water and get regular massages so that, physically, they are operating at planet-class levels of performance.
9. **They commit to excellence rather than perfection.** No human being is perfect. Every single one of us is a work in progress. Authentic leaders commit themselves to excellence in everything that they do. They are constantly pushing the envelope and raising their standards. They do not seek perfection and have the wisdom to know the difference. What would your life look like if you raised your standards well beyond what anyone could ever imagine of you?
10. **They leave a legacy.** To live in the hearts of the people around you is to never die. Success is wonderful but significance is even better. You were made to contribute and to leave a mark on the people around you. In failing to live from this frame of reference, you betray yourself. Authentic leaders are constantly building their legacies by adding deep value to everyone that they deal with and leaving the world a better place in the process.



If I Could Catch a Rainbow...

*If I could catch a rainbow,
I would do it just for you
And share with you its
beauty on the days you're feeling blue.
If I could build a mountain you could
call your very own;
A place to find serenity,
A place to be alone.
If I could take your troubles
I would toss them in the sea,
But all thee things I'm finding
are impossible for me.
I cannot build a mountain or catch a
rainbow fair.
But let me be what I know best, a friend
who's always there.*

Southwest Area Web Sites

Arizona: www.aeopa.org
California: www.caeop.org
Utah: www.uaeop.org

**NAEOP Annual Conference is Coming
to the Southwest Area
July 9-13, 2012!**



All Southwest Area members are needed to make this conference the best and brightest in 2012! Plan now to join us in the planning for this annual conference at the Hilton Orange County/Costa Mesa Hotel.

Attitude



By Charles Swindoll

"The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company a church....a home. The remarkable thing is we have a choice every day regarding the attitude we embrace for that day. We cannot change our past. We cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude. I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you. We are in charge of our attitudes."

Charles R. Swindoll is a senior pastor, seminary chancellor and internationally syndicated radio program Bible teacher. He has written more than thirty best-selling books, and is best known for his Insight for Living program.



6th Annual OCAEOP

Mini-Conference

Presented by: **Orange County Association of Educational Office Professionals**
Laguna Beach (Orange County) California

1st Session: **UNDERSTANDING YOUR COMMUNICATION STYLE: "STRATEGIES FOR EFFECTIVE TEAMWORK"**

Embracing diversity is a cornerstone for effective teamwork. When teams are functioning at their best, individuals are valued for the unique contributions they bring. This practical workshop will help you identify and understand your behavioral communication style and how you might come across to other team members. You will learn strategies to capitalize on your strengths as well as how to "flex" your natural style to interact more effectively with others. PRESENTER: Connie Weiss, PhD, Executive Coach & Organizational Effective Consultant.

2nd Session: **HAPPY AND HEALTHY EMPLOYEE: "INCREASE PRODUCTIVITY AND STAY HEALTHY AT WORK"**

Do you find yourself tired and tense by mid-day at work and notice your quality of work begins to lack? Too many hours working on the computer without leaving your desk... Sound Familiar? Learn how to de-stress at work with simple but effective stretches you can do at your desk. Don't have time to "workout", learn a few simple exercises you can do at your desk or around the office. Lunch Break? How many of you forget to take a lunch break? Learn how to hydrate and energize your body with quick/easy and nutritious snacks to keep your energy level up throughout the day. PRESENTER: Mark "Preacher" Harris, Personal Trainer.

AGENDA

- 9:00 am Sign-in, AM Snacks
Raffle Tickets Available
- 9:30 am 1st Session Workshop
- 10:30 am Break
- 10:45 am 2nd Session Workshop
- 11:45 am Lunch & Raffle

MARCH 26, 2011

**Laguna Beach High School
Library * 9:00 am to Noon**

\$20.00 (OCAEOP Members)

\$25.00 (Non OCAEOP Members)

Registration includes light am
Snack and lunch

**Please RSVP to Durinda by
March 16, 2011**

949-497-7750 x206

Or

dklein@lbusd.org

Casual Wear Encouraged

Thanks to Allison Cutler of Orange County AEOP for sharing this professional development opportunity with us.

Don't Miss These Great Opportunities!

**REGISTER NOW FOR
STATE CONFERENCES**

**Utah Association of Educational Office Professionals
Professional Development Conference**

Friday-Saturday, March 11-12, 2011
Granite Education Center, Salt Lake City, Utah



KEYNOTE SPEAKER

Aging Well, A Reachable Goal

Keynote Presenter: Michael Caserta, Ph.D.

Dr. Caserta will focus on what constitutes healthy aging, the factors that determine it, and ways to achieve it in one's daily life. Although physical health is important, optimal aging also has psychological, social and even spiritual dimensions. Learn how it's never too late to make changes.

Lodging Information

Ramada Inn

www.ramadasaltlake.com
2455 S. State Street
(801) 486-2400

Room Rates:

\$65.00/night for 1-2 people,
Check in/out: 3:00 pm/
12:00 pm

WORKSHOP SESSIONS:

Excel: Next Steps: *Presenter: Rob Bentley, Utah Education Network (UEN)*

PowerPoint: Not Just for Presentations: *Presented by Mitchell Jorgensen, Utah Education Network (UEN)*

Computer Safety: *Presented by Lorrie Cook, Northeastern Utah Educational Services (NUES)*

Google: Better Searches are Just the Beginning: *Presented by Celia Powell, Granit School District Instructional Technology*

To register for the conference, please refer to your December 2010 Utah AEOP newsletter, *Buzzline*, or contact Mary Meyers, Utah AEOP President, at: mcmeyers@graniteschools.org

**California Association of Educational Office
Professionals 61st Annual Conference**

Friday-Saturday, March 4-5, 2011

PROGRAM:

Laugh Yourself Safe *Presenters: Crime Stop U.S.A. Stand-Up Comedian*
Learn how not to be the victim of a crime in a fun-packed seminar.

Are There Sacred Cows in your Pasture? *Presenter: Kathy Lech, CEOE, President, NAEOP*

These are the things that keep you from experiencing change! Learn about the things that hinder us from accepting change and its benefits.

Marching to the Beat of a Different Drummer *Presenter: Pam Posey, CEOE, Past President, NAEOP*

Music is a universal language. Music is a form of communication. How do you communicate to others? Are you a jazz, rhythm & blues, hard rock or easy listener office professional?

Lodging Information

Queen Mary Hotel

1126 Queen's Highway
Long Beach, CA

Room Rates:

\$99.00/night + taxes
For reservations, call 1-877-342-0742
Use Code: CAEOP

To register for the conference, please go to California AEOP's website:
www.caeop.org

Or contact the conference chairman, Kathy Ramos, CEOE at
karamos@kern.org, or call (661) 332-1217



NAEOP Professional Standards Program (PSP)

www.naeop.org/psp.htm

The continuing education of educational office professionals is essential to cope with rapidly changing conditions in the profession. The National Association of Educational Office Professionals (NAEOP) provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and institutes. These incentive activities enable the members to take progressive steps to their desired professional growth level.

Successful completion of a NAEOP approved program qualifies the member for one or more of the following Professional Standards Program certificates:

- Basic Degree
- Associate Professional
- Advanced I
- Advanced II
- Advanced III
- Associate
- Bachelor Degree
- Master Degree
- Doctoral Degree

Each certificate is based on requirements in three areas: education, experience, and professional activity.

Members of NAEOP may apply for admission to the Professional Standards Program. NAEOP encourages membership in local and state associations for educational office professionals, but it cannot



“Success means having the courage, the determination, and the will to become the person you believe you were meant to be.”

George Sheehan

mandate such membership. Graduation from high school (or the equivalent) is required. Filing dates for PSP applications are as follows:

- January 15
- May 15
- September 15
-

Enrollment

A member may enroll in the program at any level. Membership must be continuous while pursuing a PSP certificate. For complete requirements, click PSP book.

State and local PSP Chairmen are available for assistance in guiding you through the certification process. Contact the PSP Registrar for the name of the state or local chairman in your area.

Applicants are notified as soon as all requirements are met. All certificates are mailed to qualifiers within four weeks after the deadline, and their school district administrators are notified of their accomplishments. A PSP banquet is held during the NAEOP annual conference to recognize members who have earned a PSP certificate or the distinction of CEOE.

Certified Educational Office Employee (CEOE)

Application for the distinction of Certified Educational Office Employee (CEOE) may be made after completing requirements for certain level certificates.

Copied from www.naeop.org

Just a reminder...
Today is THE day to finish your PSP!

National
Association of
Educational Office
Professionals
(NAEOP)

**SOUTHWEST
AREA**

Director: Becky Shipley, CEOE
16001 Sammie Avenue
Bakersfield, CA 93314

Phone: 661-827-3154 (W)
Fax: 661-396-2911
Cell: 661-331-5080

E-mail:
bshipley@khsd.k12.ca.us
Home Email:
rshipley@bak.rr.com



Other Important Dates

For additional information on the conferences listed below, please refer to the NAEOP webpage: www.naeop.org, Click on "Affiliates" and follow the link to that affiliate's webpage.

March 2-4, 2011	North Carolina AEOP Conference	Greensboro, NC
March 3-6, 2011	South Carolina AEOP Conference	Myrtle Beach, SC
March 11-13, 2011	South Central Area Prof. Development Days	Lubbock, TX
March 12, 2011	Colorado AEOP Conference	Littleton, CO
March 31-April 1	Central Area Professional Development Days	Indianapolis, IN
April 14-15, 2011	Kansas AEOP Spring Workshop	Manhattan, KS
April 29-30, 2011	Washington AEOP Conference	Wenatchee, WA

THE HISTORY OF VALENTINE'S DAY

Every year, the fourteenth day of February has everyone presenting their loved ones with candy, flowers, chocolates, or other gifts. The reason behind all of this is a cleric named Valentine who died more than a thousand years ago. It's not exactly known why the 14th of February is known as Valentine's Day—and many legends are the source for the history of this day.

The holiday has evolved over the centuries. By the 18th Century, exchanging hand-made cards and gifts was common in England. This tradition eventually spread to the American colonies. It was not until the 1840s that Valentine's Day greeting cards began to be commercially produced in the U.S. The first American Valentine's Day greeting cards were created by Esther A. Howlanda Mount Holyoke, a graduate and native of Worcester, Massachusetts.

According to the Greeting Card Association, 25% of all cards sent each year are "valentines", which are often designed with hearts to symbolize love.



NATIONAL OFFICE STAFF

Angela Meyer, Executive Director
angela@naeop.org

Debbie Bucy,
Accounting and Membership Coordinator
naeop@naeop.org

Jenny Jackson, Affiliations Coordinator
affiliates@naeop.org

Lois Jordan, CEOE, PSP Registrar
pspreistrar@naop.org

Linda Sockwell, CEOE, NES Connector Editor
Linda.sockwell@risd.org

NAEOP MISSION STATEMENT

The mission of the National Association of Educational Office Professionals, the only national professional association for educational office personnel, is to provide professional growth opportunities, leadership and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements and fellowship.