

HSCTE High School/Career & Technical Education Council Newsletter



Spring 2011

Inside this issue:

Desire... 1
Determination...
Dedication

As an Office Pro- 2
fessional Do You
Always Feel Like
You are Riding
the Rails?

2011 NAEP 3
Annual Confer-
ence

HSCTE Council 3
Meeting

Email Tips 3

About Your 4
HSCTE Council
Chairman and
Committee

Dates to Remem- 4
ber

Greatness is a 4
Mountain Scaled
in Courage

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Desire...Determination...Dedication

The National Association of Educational Office Professionals is a great organization. Since the Spring of 1934 this association, being sparked by Louise Henderson Nelson from Philadelphia, has served the Educational Office Professionals of this great country with great pride and distinction.

Many traditions over the years are still a vital part of our organization! Our Professional Standards Program, Administrator of the Year and Office Professional of the Year are just a few on the list! Our Professional Development programs at the state and regional level are exemplary, not to mention the wonderful National Conference held in July each year!

I ask you these questions. What makes these yearly activities and traditions work? What makes them continue throughout the years? What makes them still relevant today? I believe the answer is...the desire, determination and dedication of each member of NAEP. These fundamental building

blocks are the cornerstone for achieving great things for the Educational Office Professionals across this great country!

This theme was chosen by our local President, Lesli McGowan, for the Ada County Association of Educational Office Professionals a few years back. How fitting and timely this theme was in 2008-2009 and still is today! Our communities and our nation are in a state of "where are we going and how are we going to get there." Desire, determination and dedication are three attitudes that will be integral to the continued success and stabilization of our associations, our communities and our nation.

Our NAEP executive board has a strong **desire** to serve each of you! They are **determined** to make a difference for you! They are **dedicated** to stay the course with you! However, your input and assistance is important to the success of this wonderful organization as well. Volunteer for a committee! Help with your local

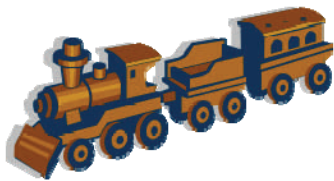
associations on their community service projects! Your desire, determination and dedication is needed to continue to make the National Association of Educational Office Professionals a working and productive organization for us all!

I leave you with two quotes to think about...
"Teamwork is the ability to work together toward a common vision and the ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." Andrew Carnegie

"The achievements of an organization are the results of the combined effort of each individual." Vince Lombardi

I wish for you the best of everyday.

Debbie Zarkos
Ada County AEOP President
Administrative Assistant
Dennis Technical Education
Center
Boise School District
Boise, Idaho



As an Office Professional Do You Always Feel Like You Are Riding the Rails...



Of course you have, because of all the things you have to do in a day, week, and school year as an Office Professional!

As an Office Professional, we are the “engine” in communicating with parents and community members about what’s happening at our school.

We are the source of information for parents, for we are aware of what’s going on at the school on a day-to-day basis. Have you ever really sat down and thought about all the duties our job entails? We deliver mail, mentor new staff, move furniture, give guided tours, make loans, direct traffic, sell things, stay late, do repairs, give comfort, intercept angry parents, type.....type.....type....., order/stock office supplies, handle multiple tasks at one time, watch kids grow, babysit, and all the while no one is looking. Office Professionals make life a little easier. Office Professionals are usually busiest at the start and end of each day and at the start and end of each school year. So all in all we are busy all the time. WOW..We gotta love our job....

When I took my job I really didn’t realize all the versatility that it required. I thought: “I can answer a phone no problem, how hard can it be sitting behind a desk and answering the phone.” Well, over the years I have found out that this is no easy task. We have to have the initiative to do more than what is expected of us, we are needed in areas of unexpected situations at the workplace, that require skills in multitasking and good organization.

As we ride the rails through our school day some of the things we have to think of are, what kind of a first impression we give to the students, parents and staff. Our life experiences have taught us that our first impressions of others have usually been correct. Be sure to smile, be polite, and listen to what they have to say. Remember to be aware of what we wear, what our hair might look like, the sound of our voice, how we say what we are saying. Communication is a big part of our job; remember we need to communicate with our administration, staff, students and parents. Communication is a big part of putting our best foot forward.

Remember to keep networking in your local/state/national organization for information, advice, ideas and moral support. “No matter what accomplishments we achieve, somebody helped us.”

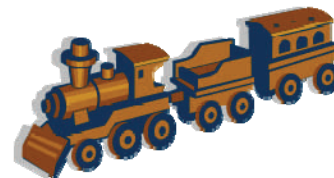
With smiles and laughter, our days will become lighter, more joyous and more bearable even on those hay-wired days. A smiling face looks much more appealing and beautiful too.

Joining both SDAEOP and NAEOP has helped me become a more efficient Office Professional. I have the ability of networking with people that deal with the same day to day things that I deal with. I attend conferences to get new ideas and attend workshops that might help me do my job better each day. I have become an SDAEOP Officer. I was one of those people that would just sit back, listen and not hold my hand up when there was an open position. After a few years of holding back and my co-workers getting involved I decided to step out of my box and get involved. It was the best thing I did for myself. What an experience it has been and you can have that experience too! If you think you can’t hold an office, just try getting involved with your local/state affiliate and/or NAEOP and you will be surprised what an adventure you can have.

Your local/state affiliate and NAEOP provide many growth opportunities, workshops, and conferences, PSP, friendship, scholarships, networking and more. You can become a leader. It is a time for you to share your ideas and thoughts. A time for making new friends and seeing old ones.

I am challenging all of us to get involved, set our goals, make our list and follow through the best we can and see what happens. We, as educational office professionals, play a significant role in setting the mood for our local, state and national organizations. How we present ourselves greatly impacts the first impressions of our school and organization. I challenge all of us to be that “Engine” not that Caboose and get on the rail and start rolling down the track of adventure.

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If you keep smiling - it makes people wonder what you've been up to.

2011 NAEOP Annual Conference

I hope you are making plans to attend the 2011 NAEOP Annual Conference in Charleston, SC. I know I am. I'm looking forward to the great keynote speakers, the Institute classes and briefings, not to mention the terrific fellowship with others in the same profession.

There is a wonderful variety of Institute classes and briefings to choose from. The knowledge gained by attending the Annual Conference will be invaluable to you and your

school. You won't want to miss out on this opportunity.

Something new this year is a lay-a-way program. NAEOP will provide this service at no cost; however, refunds will incur a \$25 administrative fee. You can find the form on the Conference homepage.

The conference will be held at the Charleston Embassy Suites Airport Hotel/Convention Center. A free cooked to order breakfast is offered each morning and a complimentary

manager's reception each evening.

Please check out the full conference information in the Winter 2011 NES Connector or on the website at www.naeop.org.

You'll want to check out all the activities and functions that are being planned. And you'll want to explore Charleston, a beautiful historic city deep in the heart of the south with all its charm.



HSCTE Council Meeting

I am really looking forward to the 2011 NAEOP Annual Conference in Charleston, SC July 18-22, 2011 and in particular the HSCTE Council meeting on Friday, July 22nd.

Our workshop will be taken from the book titled "Organizing from the Inside Out" by Julie Morgenstern on creating a system for organizing based on your unique personality and natural habits. Julie is a professional organizer who was

not always so organized and found herself missing out on simple pleasures with her family due to lack of organization. By following Julie's plan, you will gain time, energy and money to achieve your life goals. Julie Morgenstern is quoted as saying, "When you organize from the inside out, you create environments that unleash your creativity and give you a sense of personal power." You will come away with the tools you need to help

with your own personal space, whether it be as small as organizing your purse or tote bag to as large as a room in your home or office.

I have received permission for two hours PSP credit for our meeting, so if you are working toward your PSP certificate or need to recertify, you will receive credit for attending.

Join us for the HSCTE Council Meeting in Charleston, SC for a great time in getting organized.



Embassy Suites North Charleston—Airport/Hotel & Convention Center

Email Tips

It's important whether you use email for business or personal use that you use basic email etiquette. The following few tips I found at 101emailtipstips.com.

- 1.—Make sure your email includes a courteous greeting and closing. It helps to make your email not seem demanding or terse.
- 2.—Address your contact with the appropriate level of formality and make sure you spelled their name correctly.
- 3.—Spell check—emails with typos are simply not taken as seriously.

- 4.—Read your email out loud to ensure the tone is that which you desire. Try to avoid relying on formatting for emphasis; rather choose the words that reflect your meaning instead. "Please" and "thank you" go a long way.
- 5.—Be sure you are including all relevant details or information necessary to understand your request or point of view. Generalities can many times cause confusion.
- 6.—Use proper sentence structure and punctuation. Multiple

- instances of !!! or ??? are perceived as rude or condescending.
- 7.—If your email is emotionally charged, walk away from the computer and wait to reply. Read the email again so that you are sure you are not reading anything into it that isn't there.

There are many more tips that I am unable to include in this space. Please check out the website for more tips 101emailtipstips.com

**Be sure to make
your plans to
attend the
NAEOP
Annual
Conference
July 18-22, 2011
Charleston, SC
See NAEOP.org
for more details**

**HIGH SCHOOL/
CAREER &
TECHNICAL
EDUCATION
COUNCIL**

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Visit us on the web at
[www.NAEP.org/
council_hscouncil.htm](http://www.NAEP.org/council_hscouncil.htm)

**Dates to
Remember**

PSP Filing Dates:

January 15

May 15

September 15

NAEOP Scholarship/Awards

Deadlines:

March 15

Articles for next HSCTE

Newsletter:

April 25

Affiliation Deadline:

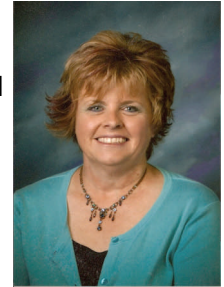
May 1

NAEOP 2011 Conference —
Charleston, SC

July 18-22, 2011

About Your HSCTE Council Chairman and Committee

Susan Belliston, CEOE, has been employed at Burley High School in Burley, Idaho since 1988. She began as Media Center Technician until becoming registrar in 1993. She joined her state and local associations in 1993 and has held several positions in both her state and local associations. She has been a member of NAEOP since 1997.



Susan has been married for 38 years. She has three children and three grandchildren. She enjoys camping, 4-wheeling, sewing, cake decorating, card making and playing with her 7 month old sheltie puppy, Star.

Susan's advisors are Diane Callaway, CEOE (DE) and Sharon Griffiths, CEOE (MN). Members of the HSCTE Committee are: Charla Callahan (SD); Susan Kerrigan (MO); Ann Marie Megaro (NJ); Carol Reed (NE); Nancy Van Vickle (IL); Veronica Waddey (VA); and Debbie Zarkos (ID).

Would you like to contribute to the next HSCTE Newsletter by writing an article? Do you have a suggestions for future newsletter? Please email any suggestions or articles by April 25th to Susan Belliston at belliston@cablone.net. This is your newsletter and your contributions are needed.

**Greatness is a Mountain Scaled
in Courage**

When the task at hand is a **mountain** in front of you,
it may seem too **hard** to climb.
But you don't have to climb it all at once —
Just one **step** at a time.
Take one small step...
and one small step...
then **another**...
and you'll find...
the **task** at hand that was a mountain in front of you...
is a mountain you have **climbed**.



(from the book "You Go, Girl...Keep Dreaming" by Ashley Rice)