

# HSCTE

## High School/Career & Technical Education Council Newsletter



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### What Are You Thankful For?

I had the privilege to attend a Professional Development Day at Boise State University recently. The presenter for the day was Mary Kay Mueller, who presented a workshop at the NAEOP Annual Conference in Kansas City, MO. When I signed up for the PDD, I was feeling pretty down and felt that I needed a "pick-me-up." The flyer caught my eye—"8 to Great: The Powerful Process for Positive Change." I needed change. I needed to change my attitude and look up again.

I was reminded during the workshop how important it is to be thankful for everything, even the little things. She challenged us to think of three gratitudes every morning before we get out of bed. In doing this, we become more aware of things in our lives that we

can be thankful for. It will change our attitude and we will become a more positive person.

Have you ever felt so overwhelmed with all your personal and job responsibilities that you don't know what to do first? Every task is the most important to be done. Deadlines are looming and more responsibilities are given to you on top of your already heavy load. You get home from work and these tasks are piling up there also.

Sometimes we forget the little things that we can be thankful for: a beautiful sunset, the smell of fall in the air, a rainbow after a spring rain, the warmth of the fireplace on a cold day, just to name a few. We all have things that we can be thankful for.

Even the busy days at work are a blessing and something to be thankful for. When we focus on the things we are thankful for, we become a positive influence in our professional and personal lives and our load seems lighter.

At this time of year I would like to challenge each one to find three things everyday that you can be thankful for. In doing this, I believe you will see a transformation in your attitude and soon you will be seeing the best in you emerge.

**"A healthy attitude is contagious, but don't wait to catch it from others. Be a carrier."**

Contributed by Sue Kerrigan  
— Nichols Career Center,  
Jefferson City, MO

**Would you like to contribute to the next HSCTE Newsletter by writing an article? Do you have suggestions for future newsletters? Please email any suggestions or articles by January 25th to Susan Belliston at [belsusan@sd151.k12.id.us](mailto:belsusan@sd151.k12.id.us). This is your newsletter and your contributions are encouraged.**

## 10 Tips for Safe Computing

By Julie Myers

Published October 29, 2011 | FoxNews.com

Today, we are more dependent on computers and the information that they store than ever before. From spyware, viruses, and Trojans to identity theft and computer hardware malfunctions—any disruption can have a huge impact on our lives. No matter how savvy the user, safe computing practices are a combination of physical protections using computer software and security settings and the secure actions of the user. You need both to make a difference. Below are 10 tips that will help you protect your computer and ultimately the information stored on it.

### 1. Keep your computer updated:

A. In the evolving world of software viruses, it is essential that computer owners use anti-virus software and keep it up-to-date. Most anti-virus software gives the user the ability to do automatic updates.

B. Whether individuals choose to update their operating system software automatically or manually, we recommend making it a continuous process. It is also important to keep other software on your computer updated. Software updates often include essential bug fixes and security features that address existing vulnerabilities.

C. Finally, enable the personal firewall on your computer. This will help to keep unauthorized people from snooping around your computer when it's connected to the Internet.



### 2. Create strong, secure passwords

There is power in strong passwords. We recommend passwords that contain at least 8 characters with a combination of letters, numbers and symbols. Strong passwords are less likely to be hacked than very generic passwords. Use creative passphrases to avoid having to write down a password. Do not share your passwords with anyone.

### 3. Download files legally

Along with the possibility of significant legal penalties, downloading music and movies from peer-to-peer networks can be harmful to your machine. These downloaded files are sometimes riddled with viruses and spyware.

### 4. Keep personal information safe

Reduce your risk of identity theft. Never share your personal information via email, no matter how official the email looks. Official business that requires personal information should not happen via unsecured email.

### 5. Scan email attachments and validate links

In an effort to keep viruses off your machine, scan all attachments that are sent to you. Viruses can lurk in emails from friends and family. While you may be fooled about an email that contains a photo you would like to see from a friend, anti-virus software will know the difference. If you receive a link in an email from a trusted source, hover over the link using your mouse and look in the bottom bar of your web browser to reveal the true URL and validate that the link is legitimate. This will ensure that you know where you are going on the Internet, and whether or not you want to go there.

### 6. Lock your computer

When leaving your computer unattended, physically lock it to prevent theft of the machine. We also suggest that users lock the screen with a password to safeguard data.

### 7. Log off any public areas

Remember when using a public computer or network, it is just that...public. Be sure that you completely log off the site or machine when you are finished using it. Users should be especially mindful to uncheck boxes that will remember users' login information when logging into online services, such as email and bank accounts.

### 8. Back up important data

We have seen final papers vanish—hard drives crash and files become corrupt. If you have important information that you cannot afford to lose, back it up. We recommend that you store

this information securely and even consider storing extra copies at another location.

### 9. Limit information on social media sites

People will post almost anything on social media site. For many people, birth dates, anniversaries, addresses, phone numbers, and a lot of other personal information can be found on social media sites. Protect yourself from identity theft and other scams by limiting what information you disclose online and who can see that information.

### 10. Avoid surfing websites that you don't already know

Browsers are quickly becoming one of the larger vulnerabilities in computing. Adware and spyware are written specifically to exploit Internet Explorer and Firefox. So try and stick with the websites you trust.

While these steps are not foolproof, they will go a long way toward extending the life of your machine and protecting the valuable information contained on it.

*Julie Myers is the Chief Information Security Officer at the University of Rochester.*

## HSCTE Council Meeting — Costa Mesa, CA

I'm really looking forward to the 2012 NAEOP Institute and Conference July 9-13 in Costa Mesa, CA. I sent out an email to solicit ideas from the HSCTE Council Committee to be discussed at our meeting on Thursday morning during the conference. I received a couple of ideas and decided to concentrate on one of the ideas I sense several members are dealing with on a regular basis—they are given new technology and responsibilities without the necessary training to succeed.

Many school districts are expecting more from their employees and are giving them

less training to adjust to new technology and added responsibilities. How do you cope when you are given new software that needs to be mastered on the run? Where do you turn for help? Do you have tips that can help your fellow council members? We need to equip ourselves with the ability to change so we can make ourselves invaluable to our schools.

My plan is to collect tips and ideas to help those that find themselves in this situation. I will be putting ideas together with yours and hopefully we will all come away with tools and solutions to deal with the

added stress of the ever changing workplace.

If you would like to contribute your ideas, please send them to [belsusan@sd151.k12.id.us](mailto:belsusan@sd151.k12.id.us).

I hope you will join us at the Annual Conference in Costa Mesa, CA this summer. Take advantage of the Lay-A-Way program for paying for the conference. Take advantage of all the wonderful workshops available to you. More information can be found at [www.naeop.org/conference/annual.htm](http://www.naeop.org/conference/annual.htm). The time is now to invest in you because you deserve it...and NAEOP is here for you.

**Be sure to make your plans to attend the NAEOP Annual Conference July 9-13, 2012 Costa Mesa, CA See [NAEOP.org](http://NAEOP.org) for more details**

## Sheri McGraw Named Regional Classified Employee of the Year



Sheri McGraw, Secretary to the Director of Career and Technical Education at Pasco School District, Pasco, WA, was named the ESD 123 Regional Classified School Employee of the Year for 2011.

McGraw is among eight regional finalists who were recognized at a ceremony at the Old Capitol Building in Olympia, WA on April 12, 2011.

"Sheri serves with exceptional service, dedication, and professionalism," says Director of Career and Technical Education (CTE) Chris Martinson. Her job "requires a high level of thinking and problem solving skills... Teachers respect and know of her technical expertise; she is frequently the 'go to' person in the department."

McGraw supports Martinson and 60 teachers and staff members at McLoughlin Middle School, and New Horizons, Chiawana, and Pasco high schools with purchasing, budgeting, certifications, travel, advisory meetings and three-year plans. She also helps with graduation and student activities in the CTE programs, including volunteering as a chaperone and judge for DECA field trips and competitions, serving as a judge for senior boards, and interviewing students during mock interviews.

She is most proud of her involvement with the District's annual Enterprise business simulation program, she says, where she has been a company advisor for the last six years.

McGraw worked as the office manager and principal's secretary at schools in the Renton and Bellevue School Districts before coming to work in Pasco in 2004. Collaboration is essential to being an effective secretary, McGraw writes in her award application. "I work with the director, teachers, and other staff to ensure they have the support they need to serve the students in our district."

Leadership and organization are also key to her success, and McGraw's involvement in organizations such as the Washington Association of Educational Office Professionals (WAEOP)—where she currently serves as president—exemplifies her commitment to her community and profession. She has also been a Girl School leader for many years and is an active member of Beta Sigma Phi sorority. "I really enjoy belonging to those organizations. My husband says I'm too involved," she smiles. "Maybe I'm just an over-achiever...I don't know."



**Have you visited the Members Only page on the NAEOP website lately?**

**Newly posted on the Members Only page is the Fall 2011 NES Connector in digital format.**

**All you need to log into the Membership page is the following information:  
User Name: naeop  
Password: vault**

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

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Visit us on the web at  
[www.NAEOP.org/council\\_hscouncil.htm](http://www.NAEOP.org/council_hscouncil.htm)

## HSCTE Council Committee Spotlight

### Annette Ambrosino — Casper, WY

Annette is the Registrar at Kelly Walsh High School in Casper, Wyoming. This is her second year at this school of 1,600 students. Before taking this position, she was the Registrar at Roosevelt High School in Casper for 18 years. Roosevelt High School was an Alternative High School with 150 students.

Annette enjoys working with five counselors, the students and the staff. She says "Everyone is part of a great team who is cross trained, helps each other all the time and communicates well with the rest of the school."

Annette enjoys traveling in the USA and abroad. She has been to Europe twice. She also enjoys cooking, tole painting, making homemade cards, most outdoor sports, shopping and spending time with family and friends.

The Ambrosinos have two sons—Ben (21) and Tyler (24). The youngest lives in Bellingham, Washington and works as a Flight Attendant for Allegiant Airlines. The oldest lives in Knoxville, Tennessee and is an Electrical Engineer with TIC. Neither are married yet but Annette is still hoping that one day it will happen. They also have three dogs—Zoey, a Yorkie; Kessey, a Terrier/Lab mix and her husband's hunting dog, Karly, a German Pointer.



### Janice Drawdy — Pamplico, South Carolina

Janice is the PowerSchool Secretary and Athletic Department Secretary at Hannah-Pamplico High School. Janice has worked in education for 33 years. She started because her father-in-law was a principal, her mother-in-law was an elementary school secretary and her husband was a teacher/coach. "It seemed like a good place to work for a young mother with children and—pretty much—the whole family in education! I found out soon when you work around children it will keep you young and help you be involved in their growing and learning. It is very rewarding to know you have contributed to a child's education. Everyone involved with a school system contributes in some way. And of course you always have the benefits of awesome holidays and time off in the summer. I have worked in an elementary school and I now work in a high school for half of the day and work in the district office the other half of the day. I am very thankful I have been able to work with all ages of children."

She enjoys being involved in her church as WMU Director and 4th—6th grade Sunday School teacher. She's also a fan of NASCAR and enjoys reading.

The Drawdys have two children Brad and Katie; daughter-in-law Holly and son-in-law David; 4 grandchildren — Nickolas (9), TJ (4), Tatum (3) and McKenzie (17 mos.) and a Jack Russell named Ginger. "As you can see I am a very blessed person to have had a great career and a wonderful family, but I'm getting close to retirement and that will be really awesome!" she says.



## Dates to Remember

### PSP Filing Dates:

January 15

May 15

September 15

### Awards & Scholarship Deadline:

March 15

### Affiliate Renewal Deadline:

May 1

### Advisory Council Forms Deadline:

May 15

### NAEOP 2012 Conference — Costa Mesa, CA

July 9-13, 2012

## About Your HSCTE Council Committee

Susan Belliston, CEOE, has been employed at Burley High School in Burley, Idaho since 1988. 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. She has served as HSCTE Council Chairman since August 2010.

Susan's advisors are Diane Callaway, CEOE (DE) and Sharon Griffiths, CEOE (MN). Members of the HSCTE Committee are: Annette Ambrosino (WY); Vanessa Brown (MS); Charla Callahan (SD); Janice Drawdy (SC); Vanessa Ellison (SC); Charlene Jones (WA); Susan Kerrigan (MO); Sheri McGraw (WA); Ann Marie Megaro (NJ); Cassie Nelson (SC); Phyllis Rabe (NE); Carol Reed (NE); Naturiel Syrkes (VA); Nancy Van Vickle (IL); Veronica Waddey (VA); Debi Wheeler (WY); and Debbie Zarkos (ID).