

Middle School/Junior High Council Connection

Volume 1, Issue 3

March, 2011

Inside this issue:

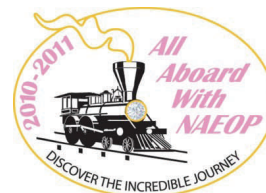
Our Journey Continues	1
Upcoming Professional Development Opportunities	1
Make Breakfast A Great Meal	2
Microsoft Tips	2
Time Savers	2
Member Spotlight-Sherry Hubbard	3
Member Spotlight-Jane Simonsen	3
Member Spotlight-Mary Taylor, CEOE	3
Understanding Your Middle School Students	4
Workplace Mentoring	4

Our Journey Continues

Spring is upon us! I know it may be hard to imagine, but spring is just around the corner. At this time, I often think about new beginnings. The flowers are going to bloom, the trees will bud, and the grass will become greener. Recently, I attended the NAEOP winter board meeting. President Kathy Lech has set some important goals for the elected and appointed board members that you should be aware of. Our first goal is to improve networking. Have you signed up for the NAEOP Listserv? This is where you can network with other members across the nation on many topics. Allowing

you to do this at your convenience is one of it's best features. Information on how to sign up is available in the *NES Connector* spring edition.

Another goal is to improve professional development. Continue to check the NAEOP website. Coming soon you will find a section under professional development called the "Speaker's Bureau" which allows you to locate a NAEOP sponsored presenter in your area. You may schedule a presentation or contact a presenter for more information on their subjects. This is a great way to provide a valuable service to office professionals in your



state association! To continue with our professional development goal, webinars may be in your near future! This is another way to earn professional development credits. The Professional Development Committee continues to research and gather information about webinars and how they can help us move forward with technology. Join me on this incredible journey as we grow professionally and embrace NAEOP new beginnings!
~Teresa

Upcoming Professional Development Opportunities

Listed below are many state conferences and professional development days coming up during the next few months. Maybe you will be able to attend one close to you. Remember to bring a friend on your incredible journey!

- March 11-13: South Central Area Professional Development Day

- March 12: Colorado AEOP Conference
- March 18-20: Central Area Retreat
- April 14 & 15: Kansas AEOP Spring Workshop
- April 29 & 30: Washington AEOP Conference
- May 4-6: New Hampshire AEOP Conference

Special Dates of Interest

- *Administrative Professionals Day - April 20th*
- *NAEOP 2011 Conference and Institute to be held in Charleston, South Carolina from July 18-22, 2011*
- *Mid-Atlantic Conference to be held in Ocean City, MD on October 20 & 21, 2011*

Have you registered?

The 2011 NAEOP Annual Conference & Institute information is in on the NAEOP website and in your winter edition of the *NES Connector*. Join us in Charleston, South Carolina for incredible speakers, educational briefings and institute sessions, tour options and other exciting conference activities. Early bird registration deadline is May 31st.

Make Breakfast A Great Meal!

You've heard it time and again: breakfast is the most important meal of the day. It's also the most neglected. One recent government study showed students who ate a healthy breakfast paid better attention in school, scored higher on math and reading tests and behaved better overall. Eating a healthy breakfast also helps both kids and adults maintain a healthy weight and have lower

blood cholesterol. Finding time in your family's busy schedule for breakfast will make both you and your kids happier, smarter and healthier. Here is a recipe for your morning meal that will get your kids out of bed.

Open Faced Banana Cinnamon Toasts

2 tablespoons honey
1 tablespoon orange juice
1/4 teaspoon freshly grated orange zest
1 teaspoon vanilla

1 cup cream cheese, room temperature
8 slices cinnamon raisin bread
2 large bananas
3 tablespoons chopped peanuts or other nuts, optional
1/2 teaspoon ground chocolate, optional

Directions: Stir the honey, orange juice and zest, and vanilla into the cream cheese until smooth.
Toast the bread slices. Peel and slice or dice the bananas.



Spread a heaping tablespoon of the cream cheese mixture on each toast, lay the banana slices on top, and sprinkle with some nuts and chocolate, if desired. Serve. Save some of the spread for bagels the next morning!

For more healthy recipes and tips to get students excited about breakfast visit:
www.foodnetwork.com

Microsoft Word Tips

Many of us spend hours on the computer; be it at work, home or a combination of both and would appreciate some time saving tips and shortcuts to help us get our jobs done faster and more efficiently.

Microsoft Word has many great features! An excellent time saver is to enable a word document to be sent via email with one click. Here's how:

1. Open a Word document

2. From the Office Button select "Word Options" in the lower right corner.
3. From the menu on the left, select "Customize."
4. From the drop down menu, select "All Commands."
5. Scroll down and select "Send to Mail Recipient."
6. Click Add.
7. Click "Ok."
8. On the "Customize Quick Access Toolbar." In the upper left corner of your Word document, you will now have

an email/envelope icon. When you are ready to send your completed document, click on this icon. An email page will be created with your word document in the body of the mail.

Note: You may add a message in the "Introduction" box in your email.

~ Submitted by Machel Salado, CEOE, Washington



Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you. ~Carl Sandburg

Fifteen Time Savers

1. Learn to set priorities on things like goals, tasks, meeting agenda items, interruptions.
2. Start with "A-priority" tasks; is it the best use of your time?
3. Fight procrastination; do it now if it's important.
4. Subdivide large, tough tasks into smaller, easily accomplished parts.
5. Establish a quiet hour,

even though it requires will power and may not *always* work.

6. Find a hideaway. The library or office of a co-worker who's out for the day.
7. Learn to say "no" when you've got something important to do.
8. Learn to delegate.
9. Accumulate similar tasks and do them all at one

time.

10. Minimize routine tasks; spend only the time they deserve. Shorten low-value interruptions. Throw away junk mail and other low-value paperwork. Delegate, shorten or defer indefinitely the C-priority tasks.

11. Try to handle paper only once.

12. Think the job through before acting.

13. Do difficult things quickly; waiting doesn't make them easier.

14. Use big blocks of time for big jobs.

15. Don't over-schedule. Allow some flexible time for crises and interruptions.

Just using one tip a day will give you the extra time you need to be more effective. Share your new tips and tools with a co-worker in your office today!

Member Spotlight— Sherry Hubbard, Arizona

Born in Cincinnati, Ohio, Sherry is currently the office manager at Dodge Middle School. She has been in her district for a total of 18 years. She has been married to her husband for 36 years. He enjoys riding his bicycle to and from work most days. He is currently the Systems Engineer for a new solar telescope which will be built in Hawaii. They have two sons named John and Steven. John was the first cyclist in the family and even biked from Washington state to Delaware taking over two months!

Steven and his wife, Maria, have a daughter named Grace. Grace is becoming multilingual at age two! She is learning English, Spanish and some Italian.

Sherry enjoys cheering for the University of Arizona girls volleyball team. Her hobbies include reading, hand crafts, bicycling, volleyball, square dancing, church activities and expanding her mind by taking classes.

If Sherry suddenly won the lottery, she would take 50% and set up a foundation and invest it so she could increase

the amount given. Then she would give some to her children and do some traveling. Speaking of traveling, she spent some time in Glasgow, Scotland. When she was there she was looking for a particular store on Argyle Street. She was unsure how to get there, so she asked the locals for directions. With the communication barrier, she spent a lot of her time repeatedly asking for directions. She never found the store but met many friendly people that day! Join me as we say, "Hello Sherry, it is nice to meet you!"



To request a Featured Member Information Form, contact Teresa Price at: teresa.price@cr.k12.de.us Maybe you will be the next to be in the "Member Spotlight!"

Member Spotlight— Jane Simonsen, Delaware

Jane is the financial secretary at John Basset Moore Middle School. Jane is also the President of her state association.

Born in the Philippines, Jane loves to travel but not in an airplane! Her family often travels by camper. Her favorite time of day is between 10am-2pm. Why? Because it is the best time to relax and get a tan! Jane has a husband who is

the love of her life and four children. Their family also includes two cats named Timothy and Miley.

Jane's favorite things include soft rock music, the Philadelphia Eagles football team, shopping and spending time with her family.

One of the funniest things that has ever happened to Jane was when she heard a funny noise. It was winter

and there was snow on the ground. The funny noise sounded just like an airplane coming in for a crash landing. She was so scared that when she looked out of the window, she was certain a plane was about to crash into her house. Thankfully, it was just a snow plow. She had never heard a snow plow before since her road is never, ever plowed! Now we all know one of the reasons she doesn't fly!

"Right next door, or miles apart, friends are always close at heart."

~ Unknown

Member Spotlight— Mary Taylor CEOE, Washington

Mary is the financial/athletic secretary for Tumwater Middle School. She has 20 years of service.

She enjoys camping, hiking, clamming and fishing. Her favorite food is chicken cobb salad. She is also a true "Parrot Head," if there is a Jimmy Buffet concert within 100 miles, she is there!

She lives in Washington

with her husband of 36 years. They have two daughters named Kim and Lisa. Kim and her husband have a 3 year old son who is the apple of grandma's eye. She has many role models. Three people come to mind immediately for her, Jean Fankell, Kathy Lech and Vi Holland. They have all helped to mold her over the last 20 years.

Mary enjoys watching football. She is a diehard Seattle Seahawks fan but her daughter is trying her best to convert her to Green Bay Packer fan.

A funny moment in her life was when her husband asked her to take a photo of him with his chief shaking hands when he graduated from the police academy. Since this was a few years ago and we

didn't have digital cameras yet, she did just that. When the picture was developed and it was just of their two hands!

Mary will have a birthday coming up this summer. Remember to wish her happy birthday on July 5th. She missed the 4th by only six hours!

National Association of Educational Office Professionals

Teresa Price
Middle School/Jr. High Council Chairman
Fred Fifer III Middle School
109 E. Camden-Wyoming Ave.
Camden, DE 19934
Phone: 302-698-8400
Fax: 302-698-8409
E-mail: teresa.price@cr.k12.de.us

"The mission of the National Association of Educational Office Professionals (NAEOP), 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."

Check out our website!

www.naeop.org/council_middle.htm



"If you're alone, I'll be your shadow. If you want to cry, I'll be your shoulder. If you want a hug, I'll be your pillow. If you need to be happy, I'll be your smile. But anytime you need a friend, I'll just be me." ~ Unknown

Understanding Your Middle School Students

The changing social scene comes at a time when many children are also facing physical and emotional changes. This is a big part of their transition into middle school.

Middle school can pull people apart. In some cases, friends they have had for many years either go to a different middle school or no longer share the same interests, such as participating in certain activities.

Middle school can also bring new people together. Point out to the student that middle school gives you the chance to make more friends, including other students:

- who share their interests— for example, students on a sports team or an academic team
- with different and interesting lives— for

example, students from different racial, ethnic, religious or economic backgrounds.

Cliques often form. It's common for students to divide into groups based on interests. But sometimes these groupings become "exclusive." This can be hurtful for those not accepted in this group. Cliques can create intense peer pressures among members— and those who want to become members. This can also lead to bullying. Cliques can become all about power plays. True friendships are about mutual respect.

Interactions with older students can sometimes be difficult, too. As the child enters middle school, he or she may be surrounded by older students who are more mature and much bigger.

This can expose them to bullying, sexual harassment or other negative behaviors. **Social changes can have a big impact on your students.** They can become even more important to the student than academic challenges he or she will face. Be sensitive to these changes. They can seem like petty problems to adults, but they are very real to children. Be there to listen. When you can—and when the student is ready— help him or her find strategies for dealing with problems. You can also help them take advantage of new opportunities. Children who feel more connected to the school environment are more likely to succeed and less likely to get involved in problem behaviors!

Workplace Mentoring

Are you working with a new office professional? Have you considered becoming a mentor to that individual? Workplace Mentoring could be the most valuable tool you can use. A mentoring calendar is provided here as a tool for effective and productive mentoring. You can use personal, professional, assessments and organization areas to provide growth and create a positive experience for everyone. Included in this newsletter edition are conversation topics and suggestions for February through May. You can

look forward to reading more suggestions in the upcoming newsletters as we go through the school year!

February/March:

Personal– Reduce fatigue, disillusionment and the daily doldrums. Try some stress relief tips.

Professional– Make plans for the mentoring relationship for the second semester.

Assessment– What are the professional development needs? Set some goals.

Organizational Skills–

Explore ways to better use technology. How can you update your skills?

April/May:

Personal– Celebrate new beginnings.

Professional– What is professional dress? Review goals and professional development.

Assessment– Start to prepare for your evaluation. Gather your certificates for clock hours.

Organizational Skills– Order supplies for next year. Think about how to better organize your desk and work area.