



# Middle School/Junior High Council Connection



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## Special Dates of Interest

- *Veteran's Day is November 11th. Honor a Veteran!*
- *Thanksgiving is November 25th. What are you most thankful for?*
- *Professional Standards Program (PSP) filing deadlines--Sept. 15th and Jan. 15th*
- *NAEOP 2012 Spring Institute in Rogers, AR-- April 20-22, 2012*

## A new school year means a new you!

I have just returned from the NAEOP Annual Conference and Institute in Charleston, South Carolina. Once again, I have a new perspective on my year ahead thanks to NAEOP! This is the time when I review what has inspired me, what valuable lessons did I learn and what my professional career can become. Reflection is a valuable part of growing. Have you ever thought about the things you have experienced in the past school year? Maybe while you are gearing up for the students and staff to return, you can take a few moments

to write down these experiences. It is certain to give you guidance as you start your new school year.

This issue of the *Middle School/ Junior High Council Connection* is dedicated to taking care of **you**. I wanted to include articles that would inspire and help you emerge into the office professional you can be. One of my goals this school year is to expand my knowledge by trying something new. **Join me!** Breaking out of your cocoon and take amazing flight is also my wish for you. Volunteerism, grant writing, becoming nutritionally

aware and professional development are just a few things you will find in this issue. I hope you will enjoy it and offer feedback so that I may better serve the council this year. ~Teresa

### Commitment versus Contribution

Down on the farm... a farmer loved his animals and always took very good care of them. The animals, in turn, loved the farmer. One day they decided to fix the farmer breakfast to show their appreciation. The chicken promised to provide the eggs. The pig made a commitment to give his life. The chicken contributed; the pig committed. Which best describes you?

## NAEOP 2011-2012 Elected Officers

President Elect-- Lola Young, CEOE (NE)

Vice President-- Cathy Eberle (NY)

Secretary/Treasurer-- Theresa Cote, CEOE (KS)

Mid-Atlantic Director-- Chris Whitmire, CEOE (SC)

South Central Area Director -- MaryAnn Hollingsworth, CEOE (TX)

Southeast Area Director-- Patricia Stelmach, CEOE (KY)

Southwest Area Director-- Sherry Hubbard, CEOE (AZ)

Congratulations to the new NAEOP Elected Officers! For contact information on all NAEOP offices, please visit the NAEOP website.

### Are you interested in volunteering to serve on a NAEOP committee?

There are many committees that can use your help. Affiliates & Advisory, Awards, Bylaws, Handbook, Long Range Planning, Membership, Professional Development, PSP, Publications & Public Relations, Special Projects, and your very own Middle School/Jr. High Council--just to name a few. Please contact me if you are interested in volunteering. [teresa.price@cr.k12.de.us](mailto:teresa.price@cr.k12.de.us)

## Microsoft Office & Outlook Tips– Machel Salado, CEOE WA

How many times have you wanted to add a screen shot to your document but it doesn't do what you wanted to do? Here's how to add a Screen Shot to an Office Document: Take a screen shot of

your entire screen by pressing **PRINT SCREEN**. To paste the image into a document place the cursor where you want the image to be inserted, then go to the **Home** tab, **Clipboard** section and

click the **Paste** button and choose **Paste**. Use the **Crop** tool in the **Format Picture Tools** tab, **Size** section to get rid of unwanted parts. Use **Alt+Print** Screen to capture only the active window.



## Microsoft Office & Outlook Tips– Part 2

Creating a "signature" in your e-mail is easy to do and you can also create multiple signatures depending on the e-mail you are sending. Here is the way to do it:

### Creating an email signature in Outlook

It is important to add a signature to e-mails you send. This ensures that the receiver knows who created the mail, and has all the necessary information to get back to you by phone or e-mail if needed. In Outlook, you can even create multiple signatures to use on different types of mail. Follow these easy

steps to create your signature. Under the **tools** menu, select **Options**. Select **Mail Format** Select **Signatures** Select **New**, Create a title for your signature in the box, such as "Formal." Click **OK**. Type in the lower box what you want your signature to say. It should include your name, work location and phone number. Click **Save**. You can use the formatting features above the signature text box to change your font, size and other signature features if you desire. If you create multiple signatures, in the upper right corner, you can

specify which signature you want used in New messages vs. Replies/ forwards. When done, click **OK** at the bottom of the Signatures window and again in the Options window. When composing an e-mail, you can click the Signatures icon in the Include tab across the top to change your signature selection for that particular e-mail, or go to the main signatures options window to edit or create a new signature. If you change a signature for this Signature icon in a new e-mail, the signature selection is changed for only that particular e-mail.

## You think you've heard it all!

Where do you go when you have a question that needs an answer these days? The Internet, of course! Here are a few questions found on the Internet.

- 1) Why isn't the phonetic spelling spelled the way it sounds?
- 2) Why are there interstate highways in Hawaii?
- 3) Why is it that when you're driving and looking for an address, you turn down the volume on the radio?
- 4) If you're in a vehicle going the speed of light, what happens when you turn on the headlights?

## Grant Watch

Did you know you can apply for a grant and be awarded money for professional development? In each edition of this newsletter, you will find information on finding grant money for you and your association.

**Your first step is to research!** Spend a little time to evaluate what you

need to seek funding for when applying for a grant. Once you have a project or a need established, you can sign up for grant watches in your state. It is very easy to do and you can even have them sent to your email inbox. A excellent website to use is: <http://grantwatch.com/> This site will allow you to

narrow your search to meet your needs. Grants are often awarded locally. Narrow your search to only include grants for your state. Start researching today. You will be amazed at what grants are available for you and your association! Look for more tips in the next newsletter edition.



## Member Spotlight— Gloria Morehead, Nebraska



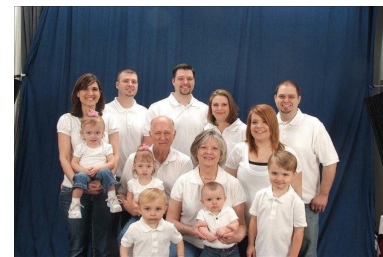
Gloria is an Executive Secretary at Scott Middle School in Nebraska. She has over 16 years of service. Gloria loves gardening, spending time with family and friends.

Gloria has three sons named Ryan, Alan and Mike. She claims that her daughter-in-laws, Jessica, Robin and Vikki are “the best!” She has quite a few grandchildren to keep her busy. Cameron, Trenton, Aaron and a set of twins named Addison and Emily are the apple of her eye

as you can see from her family picture.

Born in Lincoln, Nebraska, her favorite sports team has to be the Nebraska Cornhuskers. Gloria has three vehicles! She owns a Lexus, a Nissan Pathfinder and an Audi sports car.

Her favorite color is black and she lists cinnamon rolls as her favorite food. We are glad to meet you, Gloria, and we know you will enjoy those grandchildren and be a super grandma!



## Member Spotlight— Angela McDowell, South Carolina

Angela is the Administrative Assistant to the Principal at Longleaf Middle School. She has seven years of educational experience. She enjoys chicken alfredo and truly loves to cook. Her favorite sports team is any team from North Carolina! Angela has been married

to her junior high school sweetheart, Demetrius for 24 years and counting... They have three grown children; Adam, age 23, Crystal, age 21 and Joshua, age 18. If she acquired a large sum of money she would give some to her church, take care of any debt and open a bakery!

Her favorite quote is from the bible.

Matthew 4:16 “Let your light so shine before men that they may see your good works and glorify your father in heaven.” Angela’s best accomplishment is when she became a Certified Educational Office Professional!



## Make a Better Menu Choice!

Fall means the return of all things hearty, spiced, cinnamon-y, pumpkin-y, and/or apple-y. But don't just start grabbing the first seasonal items your hungry eyes fall upon -- some of these stats are way out of line. Here's just one to be aware of.

### Dunkin' Donuts Pumpkin Latte

*PER SERVING (1 medium latte, 16 oz.): 320 calories, 9g fat, 210mg sodium, 49g carbs, 0g fiber, 48g sugars, 11g protein -- POINTS® value 7*

WHY is the combo of pumpkin and coffee so

enticing? Who knows?

While this drink isn't *too* crazy in the stats department, it does deserve a warning label... along with the rest of the Dunkin' line of Pumpkin beverages. Why? Because even the PLAIN Pumpkin Coffee -- without any cream, added sugar, etc. -- packs 160 calories per medium cup!

OH NO! If it's flavored coffee you crave at Dunkin' Donuts, go for one of the sugar-free types, like Toasted Almond, Cinnamon, or Caramel. And ignore those crazy baked goods on the fall flavors menu! For more healthy tips search the internet. There are many websites that offer suggestions and nutritional tips!

## National Association of Educational Office Professionals

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*"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](http://www.naeop.org/council_middle.htm)

### Quick guide to nutritious meals

Planning in advance saves you time and allows you the opportunity to pack your family meal with an extra nutritional punch. So before you head to the grocery, consider the following criteria for healthier options:

- 1) Include at least one selection from each of the five food groups: grains, vegetables, fruits, dairy and protein foods.
- 2) Limit your intake of foods that are high in fat.
- 3) Incorporate high-fiber foods like whole-grain breads and cereals, vegetables, fruits, dry beans, nuts and seeds.

For more information on the food groups, recommended portion sizes and much more, visit [www.MyPyramid.gov](http://www.MyPyramid.gov) or consult a registered dietitian.

Here's a balanced and nutritious dinner that the entire family will love: Mediterranean chicken breast (a boneless, skinless chicken breast baked for 20 minutes with lemon juice and a pinch of oregano and topped with feta cheese); steamed broccoli; brown rice; vanilla low-fat yogurt topped with fresh berries; and a glass of water.

## Healthy Eating for Women

A woman's nutritional needs change at different stages of life — whether it's adolescence, pregnancy, perimenopause or menopause. But regardless of your life stage, you'll need a combination of calcium and vitamin D, iron, and folic acid to be your best at any age. A good rule of thumb for getting the nutrients you need at any age is to:

- Aim for variety, eat from five food groups. USDA suggests: 3-5 servings of vegetables; 2-4 servings of fruits; 6-11 servings of breads, cereals, rice, pasta; 2-3 servings of milk, yogurt, cheese (or non-dairy forms) 2-3 servings of meat, poultry, fish, dried beans and peas, eggs, nuts.
- Try to eat six or more servings of fruits and vegetables a day
- Eat when you're hungry

- Eat small meals every four hours
- Drink plenty of water throughout the day
- Think smart snacking

Here's a breakdown of nutrients that you need in each decade of life:

### Nutrition In Your Twenties

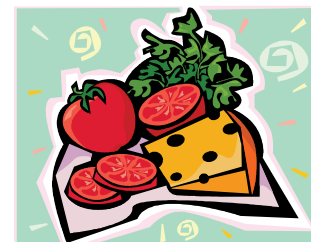
In her twenties, a woman needs extra calcium to build bone, especially if she's physically active. She should also include soy, believed to protect against cancer and heart disease, in her diet.

### Nutrition In Your Thirties

Many women are putting off pregnancy into their thirties and beyond. During this life stage, she will need to increase her intake of certain amino acids and stay away from certain foods that could harm the fetus.

### Nutrition In Your Forties

In her forties, a



woman's needs have changed significantly. Her metabolism slows down and, depending on her lifestyle, she could be losing important vitamins and minerals.

### Nutrition In Your Fifties

A woman's need for calcium is particularly keen during this decade when bone loss speeds up. Her need for "heart-protective" foods also increases once her estrogen levels decline with menopause.

For more information visit:

~<http://health.discovery.com/centers/womens/nutrition/intro.html>

