



# THE IDAHO GEM



Idaho Association of Educational Office Professionals  
Newsletter

Volume 37, Number 2

February 8, 2010

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## President's Message

Happy New Year to all of you! If you made New Year's resolutions, have you kept them? Did you make a resolution to grow personally or professionally? If so, one of the best ways to do this is to attend our annual conference on April 16<sup>th</sup> and 17<sup>th</sup>. The workshops that are being offered will help you grow both personally and professionally. From learning how to increase your memory skills to Records 101 you will come back to work feeling excited and rejuvenated.

As you may remember, the theme this year is, "We Cannot Direct The Wind, But We Can Adjust Our Sails." One way to adjust our sails is to attend workshops to gain new knowledge and hone our old skills. And, not only are there great presentations, but the chance to network with other colleagues across the state is a benefit you won't want to miss.

Come aboard and "Adjust Your Sails"! - Suzan Raney



Suzan Raney

## President-Elect's Message

I hope the holiday season was a special time for you with a much needed and well deserved break. Boy, where has the time gone, it seems like it was just yesterday the Executive Board was working on the 2009-10 Annual Conference.

Each year we hope this will finally be the year that things will change. We make promises, but there's one problem: our promises seldom work, our busy pace of life gets the better of us. Spring is the time for looking forward and once again we have the opportunity to participate in the 2010 IAEOP Annual Conference. "My One Word" is designed to move you beyond the past and look ahead. I CHALLENGE you to pick "ONE WORD" by taking all of your big plans and narrowing them down into a single thing. One word that focuses on your character and creates a vision for your future.

The IAEOP Executive Board is working hard this year to organize a great conference to be held April 16 & 17, 2010 at the Owhyee Plaza in Boise, ID. We have two wonderful keynote speakers; back by popular demand, IASA Executive Director Dr. Wayne Davis and the 2008-09 Administrator of the Year, Chair and Associate Professor from Boise State University Criminal Justice Department, Dr. Andrew Giacomazzi, plus a wide variety of workshops from which to choose. - Jamie Smith



Jamie Smith



*We Cannot Direct  
The Wind,  
But We Can Adjust  
Our Sails*

—*Author Unknown*

## *"We Cannot Direct The Wind, But We Can Adjust Our Sails"*

### *IAEOP 38th Annual Meeting and Spring Conference*

*April 16-17, 2010 Boise, Idaho Owyhee Plaza*

### *Registration and Membership Form*



Dr. Andrew Giacomazzi was the recipient of the 2008-09 IAEOP Administrator of the Year award. Dr. Giacomazzi is the Chair and Professor at Boise State University, Department of Criminal Justice. His support for office professionals and BSUAOP is tremendous. His achievements in the field of education are many. His service to the community must also be noted, he serves on various committees for the Ada County Sheriff's Dept as well as Boise Police Department.

Dr. Wayne Davis is the executive director of IASA (Idaho Association of School Administrators). His sense of humor keeps everyone on their toes.

A good day is a matter of perspective! Had to work hard in this scene recently to see it as a good day! However, tractor did not fall all the way in the hole and that was a good day.

Be sure to come and see what Dr. Davis is up to now.



*Register today...*

Online at our web site: [idahoaeop.org](http://idahoaeop.org)

By mail or FAX: Send completed registration form and payment to: Helen Gochnour, IAEOP Treasurer  
237 E. 19<sup>th</sup> Street

Questions regarding registration? Email [gochelen@sd151.k12.id.us](mailto:gochelen@sd151.k12.id.us)

Burley, Idaho 83318

FAX: (208) 878-4231

## Idaho Association of Educational Office Professionals—Conference Workshops

Friday, April 16, 2010      2:00pm-4:00pm

**A. How SMART Are You?**

**Presenter:** NAEOP President, Pam Posey, CEOE

Whether you are the team leader or a member of the team, everyone must learn to work together to accomplish the goals set for the task. As the group/team leader, do you have the support of the team? As a member of the group/team, are you pledging your full support? At this workshop you will participate in exploring ways to emphasize your own leadership characteristics, discuss ways to motivate others, and review ways to run efficient meetings.

**B. New Data Collection Process**

**Presenter:** Joyce Popp, State Department of Education

The current budgeting process is being modified into a new software application and detailed data collection process.

**C. Improving Your Memory Skills** **Presenter:**

**Lawrence R. Rogien, PhD - Associate Professor, Boise State University**

Dr. Rogien will present strategies on ways to improve your memory.

**D. PSP Professional Standards Program) part 1 of 2**

**Presenter:** Marian K. Graham, CEOE - IAEOP PSP Chair

I like to stress that achieving your PSP or CEOE certification is, while a lot of work, very rewarding as a way of measuring your professional and personal growth. In this workshop I will take you step by step through the application process. Please go to the NAEOP website at <http://naeop.org/psp.htm> and print out your forms to bring with you to this workshop. Also don't forget to bring all of your information pertaining to earning your PSP.

Saturday, April 17, 2010      9:00am-11:00am

**E. Explore Your Talents and Let Your Light Shine**

**Presenter:** NAEOP President, Pam Posey, CEOE

It doesn't matter whether we have been in a dozen different office settings or worked for 30 plus years, we can all improve our skills, our attitudes, our work habits, and our communication skills. We also want to continue to explore the opportunities available to educational office professionals. This workshop is for the "beginning" educational office professional as well as the "seasoned" educational office professional.

**F. Statewide Longitudinal Data System (SLDS)**

**Presenter:** Warren Danforth Sr. Enterprise Architect - State Department of Education

SLDS includes the new unique ID application that was recently deployed. There are twelve capabilities that Idaho must provide with the SLDS, I'll review those requirements. The SLDS can be thought of as an electronic cumulative file, providing for the collection and transmittal of student information across districts.

**G. Records 101: Presenter: Erica Cook**

The workshop will instruct participants on the process and procedures of effective records management. The necessary steps for preparation, preservation and maintenance of records will be presented, including factors effecting records' longevity and integrity. There will be instruction on utilizing different kinds of technology to create, store and retrieve material. The basic media characteristics and the preservation of records will be examined, including paper, microfilm, scanned material, and records in digital form.

**H. PSP (Professional Standards Program) - part 2 of 2**

**Presenter:** Marian K. Graham, CEOE - IAEOP PSP Chair

This is a continuation of the workshop from Friday.

### Membership Application (July 1, 2010 through June 30, 2011)

| <u>Type of Membership:</u>                   | <u>Annual Dues</u>                       | <u>Amount Enclosed</u> |
|--|--|------------------------|
| Active ___ New ___ Retired ___ Associate ___ | Active/Associate \$25.00 Retired \$12.50 | \$ _____               |

Name \_\_\_\_\_ Position/Title \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Home e-Mail \_\_\_\_\_

District Name & Number \_\_\_\_\_ County \_\_\_\_\_

School /Office \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

School /Office Address \_\_\_\_\_

Work e-Mail \_\_\_\_\_ Local Association Member: Yes \_\_\_ No \_\_\_

Name of Association \_\_\_\_\_ NAEOP Member: Yes \_\_\_ No \_\_\_ NAEOP Expiration Date \_\_\_\_\_

PSP Certificate: Yes \_\_\_ No \_\_\_ Level \_\_\_\_\_ CEOE: Yes \_\_\_ No \_\_\_

*If you **cannot attend** the 2010 Spring Conference and wish to renew your membership only, please send this completed form **along with a check for \$25.00** to Helen Gochinour, IAEOP Treasurer, 237 E. 19th Street, Burley, ID 83318.*

## Conference Registration

Thursday, April 15, 2010 through Saturday, April 17, 2010

Registration includes the annual IAEOP membership dues (July 1, 2010—June 30, 2011), workshop materials and meals for the day (s) you are registered. The Thursday Board Meeting/Dinner is an extra cost (see below).

Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Home e-Mail \_\_\_\_\_  
 District Name & Number \_\_\_\_\_ County \_\_\_\_\_  
 School /Office \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 School /Office Address \_\_\_\_\_  
 Work e-Mail \_\_\_\_\_ Local Association Member: Yes \_\_\_ No \_\_\_  
 Name of Association \_\_\_\_\_ NAEOP Member: Yes \_\_\_ No \_\_\_ NAEOP Expiration Date \_\_\_\_\_  
 PSP Certificate: Yes \_\_\_ No \_\_\_ Level \_\_\_\_\_ CEOE: Yes \_\_\_ No \_\_\_

|  | <i>Postmarked on or before<br/>March 12, 2010</i> | <i>Postmarked after<br/>March 13, 2010</i> |
|--|---|--|
| Two-day Registration (April 16-17, 2010)   | \$195.00 _____                                    | \$230.00 _____                             |
| One-day Registration (Friday, April 16, 2010)  | \$135.00 _____                                    | \$170.00 _____                             |
| One-day Registration (Saturday, April 17, 2010)  | \$110.00 _____                                    | \$145.00 _____                             |
| <b>Retired Members:</b>  |   |  |
| Two-day Registration (April 16-17, 2010)   | \$180.00 _____                                    | \$215.00 _____                             |
| One-day Registration (Friday, April 16, 2010)  | \$120.00 _____                                    | \$155.00 _____                             |
| One-day Registration (Saturday, April 17, 2010)  | \$ 95.00 _____                                    | \$125.00 _____                             |
| Executive Board Meeting/Dinner (Thur., April 15, 2010)   | \$ 25.00 _____                                    | \$ 25.00 _____                             |
| <b>Guest Meal Tickets:</b>   |   |  |
| Awards Banquet (Friday, April 16, 2010)  | \$ 30.00 _____                                    | \$ 30.00 _____                             |
| Installation Luncheon (Saturday, April 17, 2010)   | \$ 20.00 _____                                    | \$ 20.00 _____                             |
| I will _____ will not _____ be attending the Awards Banquet  | <b>TOTAL</b> _____                                | <b>TOTAL</b> _____                         |
| <i>Any Questions Regarding Conference?</i><br>Call Jamie Smith at 208-525-4400 or<br>e-Mail <a href="mailto:smithj@d93.k12.id.us">smithj@d93.k12.id.us</a> | P.O. # _____                                      | P.O.# _____                                |

### Individual Workshop Sessions

**Friday, April 16, 2010** - Please choose one.  
 Indicate 1st and 2nd choices for workshops you desire:  
 Friday Workshops A-D 1st \_\_\_\_\_ 2nd \_\_\_\_\_

**Saturday, April 17, 2010** - Please choose one.  
 Indicate 1st and 2nd choices for workshops you desire:  
 Saturday Workshops E-F 1st \_\_\_\_\_ 2nd \_\_\_\_\_

**SPECIAL DIETARY REQUIREMENTS**

\_\_\_\_\_

\_\_\_\_\_

### Other Conference Information

- \* Purchase Order Payment must be received by Friday, April 2, 2010
- \* No refunds or cancellations after Monday, March 19, 2010
- \* Any cancellation will be subject to a \$10.00 handling fee
- \* Membership dues are non-refundable
- \* Make checks payable to IAEOP
- \* Sorry, we do not accept credit cards

**Register on-line at [idahoeop.org](http://idahoeop.org)**

or send registration for and fees to: Helen Gochnour, IAEOP Treasurer, 237 E. 19th Street, Burley, ID 83318

## Conference Schedule

### Thursday, April 15, 2010

|                                     |              |
|-------------------------------------|--------------|
| Pre-Registration -----              | 4:00—6:00 PM |
| IAEOP Executive Board Meeting ----- | 6:00—9:30 PM |

### Friday, April 16, 2010

|  |                  |
|--|------------------|
| Registration -----   | 7:00—8:00 AM     |
| Local Affiliated Presidents & Past IAEOP President's Meeting ----- | 7:00—8:00 AM     |
| Breakfast & Welcome -----  | 8:00—9:00 AM     |
| Opening and Business Session I -----                               | 9:00—10:00 AM    |
| Hospitality Break -----  | 10:00—10:30 AM   |
| Keynote Address: Dr. Wayne Davis -----                             | 10:30—11:30 AM   |
| Hospitality Break -----  | 11:30—12:00 noon |
| Membership Luncheon and Business Session II -----                  | 12:00—1:30 PM    |
| Music Entertainment -----  | 1:30—2:00 PM     |
| Workshops -----  | 2:00—4:00 PM     |
| Hospitality Break -----  | 4:00—4:30 PM     |
| Social Hour & Music Entertainment -----                            | 5:30—6:00 PM     |
| Awards Banquet -----   | 6:00—8:30 PM     |

### Saturday, April 17, 2010

|  |                |
|--|----------------|
| Registration -----   | 7:00—8:00 AM   |
| Breakfast sponsored by IPPA and Business Session III -----                     | 8:00—9:00 AM   |
| Hospitality Break -----  | 9:00—9:30 AM   |
| Workshops -----  | 9:30—11:30 AM  |
| Keynote Address: Dr. Andy Giacomazzi -----                                     | 11:30—12:30 PM |
| Installation Luncheon -----  | 12:30—1:45 PM  |
| Business Session IV, Installation, Closing Session, Passing of the Gavel ----- | 1:45—2:15 PM   |
| Drawings/Adjournment -----   | 2:15 PM        |



*We Cannot Direct The Wind,  
But We Can Adjust Our Sails  
——Author Unknown*

\$150.00 Professional Development Scholarships  
are available for active members. For an  
application, please visit our website:  
[http://idahoeop.org/programs\\_services.htm](http://idahoeop.org/programs_services.htm)

Meal Function Menus

| <p>Welcome<br/><u>Breakfast</u><br/>Owyhee<br/>Breakfast<br/>Buffet</p>   | <p>Membership<br/><u>Luncheon</u><br/>Soup &amp;<br/>Salad Bar</p>  | <p>Awards<br/><u>Banquet</u><br/>Festiva<br/>Italiano</p>  | <p>IPPA<br/><u>Breakfast</u><br/>Owyhee<br/>Breakfast<br/>Buffet</p>  | <p>Installation<br/><u>Luncheon</u><br/>Baked<br/>Potato<br/>Bar</p>  |
|---|---|--|---|---|
| <p>Fresh Fruit,<br/>Hot Oatmeal,<br/>Scrambled Eggs,<br/>Bacon,<br/>Sausage<br/>Home style<br/>Potatoes,<br/>Pastries,<br/>Muffins,<br/>Coffee<br/>Decaf<br/>Juice<br/>Milk</p> | <p>Homemade Soup,<br/>Tossed Green Salad<br/>with an array of<br/>condiments,<br/>Shrimp Pasta<br/>Salad,<br/>Potato Salad,<br/>Tuna Salad<br/>Warm Rolls &amp;<br/>Butter,<br/>Dessert</p> | <p>Green Salad,<br/>Fresh Fruit,<br/>Antipasto,<br/>Marinated<br/>Cucumber &amp; Tomato<br/>Salad,<br/>Pasta Salad,<br/>Fettuccine Alfredo,<br/>Chicken Parmesan,<br/>Lasagna<br/>Garlic Bread<br/>Dessert</p> | <p>Fresh Fruit,<br/>Hot Oatmeal,<br/>Scrambled Eggs,<br/>Bacon,<br/>Sausage<br/>Home style<br/>Potatoes<br/>Pastries,<br/>Muffins<br/>Coffee<br/>Decaf<br/>Juice<br/>Milk</p> | <p>Tossed Greens with<br/>Condiments,<br/>Rotelli Pasta Salad,<br/>Fresh Fruit with<br/>Honey Citrus<br/>Dressing, Hot<br/>Idaho Baked<br/>Potato with<br/>assorted toppings;<br/>Chili, Broccoli,<br/>Swiss &amp; Cheddar<br/>Cheese, Cheese<br/>Sauce<br/>Bacon Bits,<br/>Scallions,<br/>Sour Cream,<br/>Butter &amp;<br/>Dessert</p> |

LODGING INFORMATION

Owyhee Plaza Hotel ✧ 1109 Main Street ✧ Boise, ID 83702

Room Rates: Standard—\$82.00 single/double occupancy + applicable taxes

Hotel Registration Deadline: March 25, 2010

Amenities include: Complimentary Airport Shuttle, Free Parking, High Speed Wireless Internet, Excellent Restaurant, In-room Coffee Maker, Hospitality Bar, Hair Dryer, Ironing Board, Iron, Cable Television, and The Gamekeeper Lounge

*Be sure to attend and find out who has earned their PSP, CEOE certificate!!!*

**National Association of Educational Office Professionals Conference will be held July 5-9, 2010 in Kansas City, Missouri at the Westin Crown Center Hotel. Room rates are \$119.00. Please be sure to mark your calendar.**

**BSUAOP Holiday Auction** by Sue Antonich

The 2009 Holiday Auction was a great success, despite a late start! We raised over \$4000 and after expenses were deducted, we were able to donate \$400 to the City Light Mission. City Light offers free meals and emergency shelter to women and their children, as well as counseling and other assistance as needed. The remainder of the proceeds goes to support scholarships for BSUAOP members.

The BSU community came through again with fabulous baskets and donated items for the auction. And again this year, local businesses were very generous with their donations.

Next year's event will be chaired by Linda Hanson, our current BSUAOP President.



More holiday auction pictures on our web site at <http://www.boisestate.edu/bsuaop/PhotoGallery.htm>

**Area III News** by Sally Campbell

I am so happy to announce that WISE has started back up after several years of inactivity. I have been on a mission since I was appointed Area III Representative to start a local chapter of IAEP and when I found out that there once was one, I was thrilled! WISE is Western Idaho Secretaries in Education involving secretaries from McCall to Caldwell from elementary to high school.

A BIG thank you to Suzan Raney. Her assistance in gathering names and contact information for me was a huge project and very time-consuming. Having that information, I am currently working on making contact with administrators and secretaries in each school in every Area III district.

My goal is to go to the conference in April with more members for IAEP and for the local chapter, WISE, aka: The Pink Ladies (as told to me by a former WISE Pink Lady!).

**Area VI** by Rhee Lusk

Greetings from Region VII!! Allow me to introduce myself, my name is Rhee Lusk and I am the secretary at Bridgewater Elementary in Idaho Falls, Idaho. I am currently serving as Area VI representative. This is a new position to me and I am excited to learn all aspects of this position. My main responsibility is to be a liaison between the Association and our region which includes; Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton. I would love to hear from you with concerns or questions you might have. Area VI currently has 29 active members and I know with all of us working together we can increase that number. I look forward to meeting you. See you in Boise!

**Area IV** by Helen Gochnour

SIAEOP (Southern Idaho Association of Educational Office Professionals) has had three meetings so far this year.

During our first meeting we spent time going over our By-Laws to make necessary changes to bring them into the 21st century.

Our Christmas meeting was held in Twin Falls at the River Rock Restaurant. We had a gift exchange and dinner. At this meeting/dinner we contributed items for a women's shelter in our local area.

Our meeting in February was the finalization of the SIAEOP By-Laws and putting together The Idaho Gem for mailing to all schools in the State and members of IAEP.

All of us from SIAEOP and Area IV challenge all other locals and areas to attend the 38th Annual IAEP Conference in Boise, April 16th and 17th, 2010. See you there!

*The happiest of people don't necessarily have the best of everything;  
They just make the most of everything they have.*

## 2009-2010 IAEOP Executive Board

### President

Suzan Raney ..... 208-426-4114  
Boise State University—Dept of Criminal Justice

### President-Elect

Jamie Smith ..... 208-525-4400  
Bonneville School District Office—Idaho Falls

### Vice President

Susan Antonich ..... 208-426-1996  
Boise State University—Radiologic Sciences

### Treasurer

Helen Gochnour ..... 208-878-6600  
Cassia School District Office—Burley

### Recording Secretary

Carol Arpke ..... 208-552-4667  
Rimrock Elementary School—Idaho Falls

### Corresponding Secretary

Susan Belliston ..... 208-878-6606  
Burley High School—Burley

### Immediate Past President

Cindy Bartlome ..... 208-436-9707  
Rupert Elementary School—Rupert

## 2009-2010 IAEOP Area Representatives

### Area I

Shirley Hanes ..... 208-324-2392  
Jerome School District Office—Jerome

### Area II

Kelley Davis ..... 208-426-5313  
Boise State University

### Area III

Sally Campbell ..... 208-634-5994  
Payette Lakes Middle School—McCall

### Area IV

Lorie Lancaster ..... 208-324-2392  
Jerome School District Office—Jerome

### Area V

Kathy Morris ..... 208-878-6600  
Cassia School District Office—Burley

### Area VI

Rhee Lusk ..... 208-552-5577  
Bridgewater Elementary School—Idaho Falls

The Idaho Gem is published 3 times a year (Fall, Winter and Spring) by the Idaho Association of Educational Office Professionals. The Idaho Gem is distributed on the web site at [www.idahoaeop.org](http://www.idahoaeop.org). Members who wish to receive a copy of The Idaho Gem by mail should contact the editor—Helen Gochnour, 237 E. 19th Street, Burley, ID 83318 or [gochelen@sd151.k12.id.us](mailto:gochelen@sd151.k12.id.us). Contributing materials are welcome and should be sent to the address listed above.. Permission to reproduce material appearing in The Idaho Gem must be secured from the editor.

**Check us out on the web:**

**Idaho—[www.idahoaeop.org](http://www.idahoaeop.org)**

**National—[www.naeop.org](http://www.naeop.org)**

### **The Idaho Gem**

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