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President's Message

Wendy Heslink, CEO



Happy Spring! It has been so pleasant to wake up to hear the birds singing and having it warmer outside, as well! I hope this season of renewal gives you renewed energy and sense of well-being.

As we all know so well, spring is not the best or easiest time of year for school districts. The third Tuesday in May is fast approaching. That is the day when voters in our individual school districts go to the polls to vote on our school 2010-2011 budgets and possibly new Board members. I have been reading news articles from across the state and believe it's safe to say there's only a few school districts in New York that aren't facing a financial hardship this year, possibly more than ever, and the outlook for next year is even more bleak. The turmoil in our state government, the crisis of our state budget, the feeling our taxpayers have of being strapped – it's in every newspaper across the state how these things are affecting our projected school budgets. At a time when we have no on-time budget to work with from the state, no idea how much aid we will receive next year, and taxpayers looking at possibly double-digit increases in their taxes, it's no wonder things are stressful right now. Jobs at all levels (teaching and non-teaching) are being eliminated. Programs are being cut. In some areas, extra-curricular activities and sport programs are being reduced or abolished.

I believe now, more than ever, we need to exercise our professionalism in dealing with these issues in our respective offices. I encourage each of you to work with your administration to find ways to cut costs. Remember, we are our administrators' support staff. Listen carefully in order to understand their point of view and block out your own thoughts, judgments and priorities. Be compassionate to not only those whose jobs are being eliminated or changed, but also to your administrators as they are being forced to make some very difficult decisions. Try to remain patient and understanding as changes throughout your district take place, which may change your job responsibilities. Be mindful that first and foremost you are a professional in every sense of the word. Do not use your emotions to handle these difficult situations,



Emma Empire

Mission Statement

NYSAEOP, the only statewide, non-union organization, is dedicated to the continued professional growth in preparing members to meet the challenges of a changing world. The Association shall promote and support:

- Lifelong Learning
- Leadership
- Team Networking
- Educational Resources

NYSAEOP was organized in 1952 by secretaries with the vision to see the role of the educational secretary as an important factor in the expanding educational spectrum. An elected Executive Board continues to seek programming for professional growth.

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but rather use your mind and your heart. Impress people by doing something important or relevant. Be the one who comes up with useful and realistic ideas or suggestions.

The NYSAEOP Executive Board acknowledges the financial situations schools are in right now. That is why we have developed one day Professional Development Days in lieu of 2-3 day spring conferences. Our first PDD of the year was held April 30th in Buffalo. Western Region Director Joette Cappello did an outstanding job creating an in-service program for NYSAEOP members and non-members. Congratulations to Joette for having all her hard work pay off so nicely!

The next scheduled PDD will be held May 25th in Saratoga Springs. Pat Ross and Rose Bain have a phenomenal program outlined and I am so looking forward to presenting at this event! In August, Finger Lakes Region Director Brenda Brickle and NYSAEOP member Theresa Nemecek have an outstanding day planned, as well. Please share these opportunities with your colleagues, as they do not have to be NYSAEOP members to attend! More information on all of these opportunities can be found in articles throughout this newsletter.

I would personally like to thank the members of the Erie County AEOP and Jefferson County AEOP for inviting me to their respective dinners this spring. I thoroughly enjoy meeting colleagues from all areas of the state and speaking with them, promoting not only their county associations, but NYSAEOP and NAEOP, as well! If your local school or association is having a professional development or in-service day and you're looking for a speaker, please let me know. I am not the only NYSAEOP Executive Board member that offers presentations – there are several of us, and we'd enjoy the opportunity to come to your school or area!

Please remain true to yourself and your profession over the next couple of months. Take a deep breath whenever possible, stay motivated to close out the school year on a positive note, and keep dreaming!



*Message From:
Cathy Eberle,
NYSAEOP Vice President,
2009/10 Conference Chair*

Are you a list maker? You know the list..a grocery shopping list, a greeting card list for example. I must admit I'm a constant list maker. Every morning, as I'm having my breakfast, I make a 'day list' and I'm amazed how much I write down on that list. It could be anything on that list, from making a few phone calls to finishing a project to making sure I meet a certain deadline. When I arrive at school, I take out my list, put it in a prominent spot where I can see it, and then keep my fingers crossed that I get to cross off a few items. This is my way of controlling my day and staying sane. Of course, whatever's not crossed off gets to reappear on the next day's list along with additional items. Some days my list can be overwhelming but by putting my day's goals on paper, I feel I can manage my time better. My children are doing their best to get me to use a feature on my cell phone to keep track of my day, but I actually prefer to write it down on paper. Am I showing my age by doing that? Yes, but it's what works best for me. Making a list can be therapeutic too because I actually have to stop for a minute, put pen to paper and assemble my list. Are you a list maker too?

As Vice President and Conference Chairman, I am constantly making lists as it relates to hosting this year's Annual Meeting and Conference. However, it's not a simple sheet of paper. It's more like a spiral notebook that I carry with me because as I think of something, I quickly jot it down before the thought escapes. Of course, it's extremely rewarding when I'm able to check off an item on my lists and I can give a sigh of relief that I accomplished something. Speaking of Annual Meeting & Conference, the next edition of the Empire News will have all the information in order that you may discover the world of NYSAEOP (hint! hint!) I hope you'll be able to join us for a great weekend of professionalism and networking at the Villa Roma Resort & Conference Center in Callicoon, NY the first weekend in November. You won't be disappointed!

You are hereby notified that the 58th Annual Meeting of the New York State Association of Educational Office Professionals will be held during the Annual Conference on Saturday, November 6, 2010 at 9:00 AM at the Villa Roma Resort and Conference Center in Callicoon NY. At that time the regular business of the Association will be conducted.

Respectfully Submitted, Sandra L. McCauley, CEOE, NYSAEOP Secretary



*Message From:
Connie VanHoesen, CEOE
Treasurer and PSP Liaison*



*Message From:
Sandra McCauley, CEOE
Secretary*

Treasurers Report

NYSAEOP Checking

Balances Brought Forward	3/1/10	\$4,490.46
April Income		\$ 855.00
April Expenses		\$ 981.18
Current Balance	4/1/10	\$4,364.28

NYSAEOP Savings

Balances Brought Forward

#1 Regular	\$ 126.26
#2 Conference	\$9,332.55
#3 Member Scholarship	\$1,766.37
#4 Student Scholarship	\$ 881.67
#5 Fellowship	\$ 76.75
#6 Audit	\$ 754.10
#7 CD account	\$8,002.96

Individual Professional Day Budgets:

<u>Conference Acct. "A" (Capello)</u>		Profit/Loss
Deposit 1/15/10	\$400.00	
Check # 1207	\$400.00	0
Income/Registrations 3/25/10	\$550.00	\$150.00
Income/Registrations 4/5/10	\$405.00	\$555.00
Income/Registrations 4/9/10	\$ 85.00	\$645.00
Income/Registrations 4/12/10	\$255.00	\$900.00

Conference Acct. "B" (Ross)

\$ 00.00 needed

Conference Acct. "C" (Brickle)

Deposit 3/26/10	\$ 350.00	
	\$ 350.00	0

Westside CU Check to Phelps-CS

NYSAEOP CD's

CD #1	\$8,643.59
INTEREST 4/1/10	\$ 2.57
Fed Tax deduction	(\$ 0.72)
Current balance	\$8,645.44

The Executive Board met on March 19-20, 2010 at the Comfort Inn in Syracuse NY. The following is a summary of that meeting.

The Board approved a \$100 donation to the NAEOP Field Service on the behalf of Kathy Lech, CEOE, who will be the NAEOP President in 2010-11. This donation will allow her to attend our November conference at a limited cost.

A decision was made to rollover the CD (present balance of \$8,640.07) for another 9 months.

President Heslink, CEOE, reported she is working with the presidents of New Hampshire and Vermont and the NAEOP Northeast director on a possible NAEOP Professional Development opportunity in the spring of 2011 in the Saratoga area.

Vice President Eberle updated the Board on the plans for the November 4-7, 2010 Annual Conference.

Past President O'Brian, CEOE, reported there are still three openings for fall elections: Southern Tier and Western Regional Directors and Vice President.

The Board received reports on the upcoming Professional Development days:

May 25, 2010 in the Capital Region

August 11, 2010 in the Finger Lakes Region

The resignation of Sandy Shafer as Scholarship Chair was accepted. President Heslink, CEOE, appointed Kathy Booth from the Northern Region to fill the position for the rest of the year.

The Board updated the Executive Board Manual of Duties, the Mission Statement/Code of Ethics and developed a new "Layaway Play" for members to use for conferences.



*Message From:
Beverly J. O'Brian, CEOE,
Immediate Past President*

It is my pleasure again this year to coordinate the receipt of applications for NYSAEOP Office Professional of the Year and NYSAEOP Administrator of the Year. **The deadline for submission of both of these applications is July 1st.** Applications are available at our website, www.nysaeop.org or I would be happy to mail a copy to your attention.

The NYSAEOP Office Professional of the Year Award was established to annually recognize NYSAEOP members who are credited by both their supervisors and peers as office professionals possessing exemplary professional and personal characteristics. This year nominations for recognition as NYSAEOP Office Professional of the Year may be made by any current NYSAEOP member. In order to judge these characteristics, the following criteria, as set forth in the application, are considered:

- Professional involvements
- Recommendation of professional colleagues
- Recommendation of supervisor
- Recommendation of sponsoring member
- Community/Extra-Curricular Involvement

The NYSAEOP Administrator of the Year Award has been available for only the last few years, and was established to allow any current NYSAEOP member to nominate an outstanding school administrator for recognition. These individuals should display the following characteristics:

- Evidence of outstanding leadership as an educational administrator
- Indications of service and leadership
- Community service not directly related to the education profession
- Service to the profession above and beyond normal job responsibilities.
- Support of staff

I am sure we all know individuals who exhibit the characteristics listed above. I hope that you will take time to submit applications so that the many deserving individuals associated with education in New York State can be recognized for their exemplary service to our students, their peers and/or their staff. If you have any questions, please feel free to contact me. Have a great summer, at work and/or home and remember to do a little good as you go.



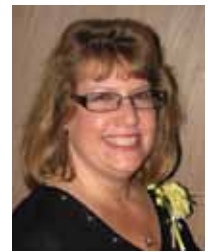
*Message From:
Brenda Brickle, CEOE
Finger Lakes Region Director*

I hope everyone had a wonderful Easter.

This year each region is planning a professional development day. The Finger Lakes Region PDD will be held on August 11, 2010 at the Phelps-Clifton Springs Central School District from 7:30 - 3:30. Our theme is "Surviving Change in Today's Office Professional's World." The cost is \$50.00 - includes light breakfast and lunch. More information will be sent to you shortly. We are currently working on a brochure.

If you haven't already, please remember to renew your membership.

If you have any questions, suggestions or news to share, please contact me at bbrickle@midlakes.org.



*Message From:
Cathy Dudley, CEOE
Parl./ByLaws/Constitution
Chair*

The headline blared in today's paper: "Aid to Schools Delayed." The state is delaying \$2.1 billion in school-aid payments that were due today because of New York's ongoing fiscal difficulties. The state is facing severe cash-flow problems as the fiscal year comes to an end. Governor Paterson is quoted as saying, "The only way our state can put its long-term fiscal house in order is through significant, recurring spending reductions. In the short term, however, plummeting revenues and record deficits have once again forced me to take extraordinary cash-management actions in order to ensure the continued orderly operation of our government." This school-aid is separate from the \$4.6 billion in emergency appropriations action bills that lawmakers approved in recent days. That legislation will keep the operations of government running for the next few weeks. School payments make up \$488 million of the total. The governor, senate, and assembly are at odds on how to come to an agreement on a budget. Once again, most New Yorkers will not be surprised that the budget will be late. New York also lost out in the Race to the Top program. This is a \$4.4 billion competitive grant process pushed by President Obama as a way

of innovating and reforming education. We finished second to last. The reasons were our cap on charter schools and the teacher-evaluation system (tying teacher evaluations to student performance.) There is a second-round dead-line of June 1. Of course, the largest teacher's union (NYSUT) and the governor are at odds over this.

Sources: *Gannett, Albany Bureau*

Keep reading your local newspaper or on-line sources for updates on both of these issues. Can't we all just get along?

I'm delighted to see the flowers poking up out of the ground and the sun shining. Enjoy spring everyone.



Message From:
Joette Cappello,
Western Region Director

When I was in college, I worked retail. At the time, I could stand in heels for hours and still go out in the evening. The hours were OK, but the employee discount was fantastic! Many of my friends also worked in retail, but a number also had part time jobs at the Department of Motor Vehicles, the Sewer Department, as a Dispatcher for the Local Police Department and as lifeguards for the Recreation Department. It turns out that many decades later, that service may count if they continued with a career in the public sector.

A member will earn service credit with the Retirement System for your paid service with a participating employer. You may also receive service credit for the period you worked prior to becoming a participant in the Retirement System.

A member may also receive credit for service during a previous membership through Tier Reinstatement. If you had previous Tier 1 or Tier 2 membership in the New York State and Local Employee's Retirement or another public retirement system in New York State, you are eligible to apply for reinstatement to that Tier.

If you think you might be eligible for credit for any previous public employment, including military service, please contact the Employees Retirement System before you plan to retire as it may produce eligible service credit.

As school employees, we are very fortunate to have the opportunity for a pension. Take advantage of it.



Message From:
Colleen Clarke,
Audit Chair

When Sunday evening rolls around, are you dreading going to work the next day or enjoy your time in the workplace? I decided to look into ways that I might be able to beat the "Sunday evening blues." As I've done many times in the past, I decided to look on the web to see what hints they might have to be happy at work.

During the week, one third of our day is usually spent at the workplace. This is a huge amount of time to spend being unhappy. It was discovered in research done in the UK that only four out of five employees were happy at work. Of the happy people, it was not the salary or love of the work that made them happy; it was coworkers who were friendly and supportive and a good supervisor that were the primary cause for their happiness.

Here are some tips that might help you to find happiness and job satisfaction in the workplace:

- Start with a Positive Outlook – Attitude is everything. Staying happy at work is based on your motivations and having a positive outlook about your job. Concentrate on the good aspects rather than complaining about everything that makes you unhappy is key.
- Challenge Yourself – Don't rely on others to keep you motivated. You need to take charge of your own professional growth. Boredom is one of the main reasons people switch jobs. Find new challenges and develop a plan to obtain your goals. You'll feel great for taking control and seeing a task through to the end.
- Make Friends – Having coworkers that you like working with helps a lot. Talk to people so you can get to know them so that you might be able to improve personal relationships in the workplace. They might help you gain a new outlook that helps you keep interested in your work. Avoid negative conversations and unhappy people.
- Complete your Tasks – No matter how hard they might be, complete your tasks to give yourself a sense of accomplishment and motivate yourself to work toward your future goals. Keep learning and gain new insight, which can help you in your current job as well as move you ahead in your career.
- Take a Break – Get up and get away from your work area. It is important to take time to refresh and rejuvenate yourself each day and the best way to do this is take a few minutes to get away from the computer, the phones and the interruptions. Many of us (myself included) eat our lunch at our desks and this does not give you a real chance to de-stress.

I hope that the tips I have provided help you to find happiness in the workplace.

Source: *Solanski, Paul. "How to be Happy at Work". Intelligent Life on the Web. April 7, 2010 <<http://www.buzzle.com/articles/how-to-be-happy-at-work.html>>.*



*Message From:
Terry Mitchell,
Southern Tier
Region Director*



*Message From:
Doreen Berrios-Castillo,
Lower Hudson
Region Director*

The Broome-Tioga AEOP held a dinner meeting on Thursday, March 18 at the Relief Pitcher in Binghamton, NY. Highlights from the evening included:

- Keynote Speaker – Angelo Zuccolo an author, poet, actor and comedian who gave a delightful presentation to the attendees.
- President, Marie Ward, presented New York State AEOP consecutive membership pins to the following members: Mary Ann Houlihan – 20 years; Barb Lustgarten – 15 years and Bonnie Davis – 5 years. Congratulations to all.
- NYSAEOP Interim Southern Tier Region Director, Terry Mitchell, is in the process of planning a professional development day in the region for Saturday, May 1. (NYSAEOP will not be hosting a Spring Regional this year and NYSAEOP President Wendy Heslink has asked that all Region Directors have their own PD day.) To date Terry has been in contact with Marie Ward, Barb Lustgarten, Rose Shulgay and Mary Kucharek from the Southern Tier Region.
- Election of Officers: The following members were elected- President Mary Peg Mathis from Seton Catholic HS; Vice-President Marie Ward from Owego; Secretary Shellie Burns from Whitney Point and Treasurer Connie Griffin from Maine-Endwell.
- Thanks was given to educational office professionals from Maine-Endwell for hosting the evening.

UPDATE: Newly elected President, Mary Peg Mathis was unable to attend the meeting due to her daughter giving birth to a second daughter – Elinor McCormack Hanlon on March 17. Congratulations to Elinor’s parents, older sister, Rosemary and, of course, Grandma Mary Peg!



“Happy Spring” to all from the Lower Hudson Region. I hope everyone is enjoying their spring as we await the upcoming months of summer. I know that I am. This certainly was a cold winter with lots of snow. It is great to look around and see the trees blooming along with the bright colors of new fresh flowers. As I watch these flowers grow and bloom, I hope many of us are taking the opportunity to grow as well. We are all very lucky. This year NYSAEOP is offering three great professional development days. What better way to meet new friends and learn something new and useful for our daily jobs. By the time you read this article the Western Regional Professional Development Day will have already passed. I know I will have gained lots of information to take home and share with other office professionals in my school district.

Every time I attend a conference or professional development day, there is a new birth of confidence and accomplishment I feel. I do hope I get the chance to meet some of you at one of these professional development days.

Please check our website for all the information on these professional development days at www.nysaeop.org/conferences.

While you are checking our website, please don’t forget to click on “forms.” We have several wonderful scholarships and awards available. Please remember there are deadlines for these scholarships and awards. I am sure we all know a student that is worthy and would be eligible to be awarded one of these great scholarships. There are also awards and scholarships for members and Administrator of the Year. Good Luck to all who apply!

Please don’t forget to renew your 2010 membership if you have not had a chance to do so yet.

If you have any questions, suggestions or news to share, please contact me at DoreenBerrios.LHRD@gmail.com



*Message From:
Sue Ann Coburn,
Membership Chair*

I would like to thank all the members who have taken time to renew their membership for 2010 and also to give a gentle reminder to those who have not. Please go to www.nysaeop.org, and download your membership renewal form. Don't forget to download a copy for your co-worker to join also!

We all get to attend meetings of some sort within the realm of our working environment. Below are some suggestions to make for a more effective, enjoyable and more energized meeting.

Ground Rules for Meetings

- Stay focused and positive
- Look to the future
- Celebrate successes
- Be conscientious of time
- Think outside "the box"
- Smile
- Maintain focus
- Constructive feedback
- Ask questions freely
- Take turns
- Quiet cell phones, please!
- Respect each others differences
- Use problem solving language
- Be respectful of age, diversity, etc.
- Arrive on time
- Listen to all
- Be present and in the moment
- Define or translate acronyms
- Let people finish what they have to say
- Encourage others
- Remain positive
- Share – your feelings, thoughts and other stuff
- Use humor appropriately
- Think creatively

*Message From:
Kathy Booth,
Scholarship Chair*

Happy Days Everyone! My name is Kathy Booth and I have been given the privilege to serve on the NYSAEOP board as the scholarship chair person. I look forward to working with everyone and gaining valuable experience in this endeavor.

I work at the Indian River Central School District as a special area secretary assigned to the CSE Office since August of 2009. I have been a member of the Indian River staff for about 10 years doing a multitude of jobs. Title One Clerical Aide, Building Aide, Teacher Aide, and Cafeteria monitor. I also had the privilege of working with our special Ed students as a one on one aide in their classroom.

I have been married almost 29 years to a wonderful guy Stephen, he works as a physical therapist in St. Lawrence County. I have two grown children Stephanie Riley a music teacher in Cape Cod, and Timothy Booth who is attending collage to become a paramedic and is employed as a Critical Care EMT with Guilfoyle Ambulance of Watertown, NY. Organizations I belong to are the JCAEOP, the Antwerp Fire Department, and Philadelphia UMC. My hobbies are camping and crafting.

Thank you for having me and again I look forward to working with such a wonderful organization.

Mark Your Calendar !

May 25, 2010

**Capital Region Professional Development Day @ WSWHE BOCES
Conference Center, Saratoga, NY**

For more information contact Pat Ross at pross@hartfordcsd.org

July 5-9, 2010

**NAEOP Annual Conference @ Westin Crown Center Hotel, Kansas City,
MO. For more information contact Wendy Heslink at**

wheslink@fcsd.wnyric.org

August 11, 2010

**Finger Lakes Region Professional Development Day @ Phelps-Clifton
Springs Central School District, Clifton Springs, NY**

For more information contact Brenda Brickle at

bbrickle@midlakes.org

November 4-7, 2010

2010 Annual Conference

Villa Roma Resort & Conference Center, Callicoon, NY.

For more information contact Cathy Eberle at

CEberle@schools.nyc.gov



*Message From:
Patricia Ross, CEOE
Capital Region Director*

Women and Leadership

Being the recipient of the NYSAEOP Helen F. Nicloy, CEOE, Member Scholarship, I recently enrolled at Empire State College and am taking a course on “History of Women in the Western World.” Recently, I was invited to attend a lecture at the New York State Museum Theatre in Albany with Linda Tarr-Whelan. Linda served as an ambassador to the UN Commission on the Status of Women in the Clinton administration. She has lectured all over the world and has great advice for how women can become leaders.

Here are some questions that you might have asked yourself:

- Have you wondered why you haven’t been promoted?
- Are you stressed out and frustrated when trying to be the best employee, being a mother and a volunteer who is not respected or is trying to have it all?
- Did you not get a higher position and internalize it as a setback or a personal failure? Did you assess why and identify what you need to do better?
- Have you told yourself you were unprepared but you were really uncertain?
- Are you the “go to” person, or being taken for granted?

Empowering yourself isn’t easy for many women. Through the centuries, women have been stereotyped as indecisive, meek and should just handle domestic chores. Lack of self-confidence in this respect for women then is not a surprise. Ms. Tarr-Whelan suggests her “30% Solution.” Having one-third women in decision-making tables is necessary. 189 countries have ratified this solution. In 1996, the United States was 42nd in the world in women’s representation in office.

Women’s qualities of leadership--being honest, intelligent, compassionate, outgoing, creative and hardworking are important qualities in today’s economy. Women make 80% of the consumer decisions in this country. It has been proven that women directors have higher returns on equity, sales and working capital. Women’s viewpoints on issues like improving health care and education, on ending violence and support for working families are areas where women can make a difference.

There is hope--good strategies, courses, networks, and resources that exist to help you. Many women who have gotten up their courage and swallowed their fears have succeeded. Failure isn’t the problem, but failing to pick yourself up and learning from it is. Here are some suggestions that Linda points out:

1. Be ready when an opportunity knocks--Don’t miss out on something that may turn into a great experience.
2. Stand up, speak out, and make a difference--Your passion will help your cause. Volunteering can directly translate into improved confidence to articulate what you believe in, make a sound case, and work with others to reach a shared solution and execute change. Feeling successful in your life rests on being able to follow your passion.
3. Look for linkages and connections--Negotiate and learn to follow the money through managing budgets, revenue, and people. Also learning good communication tools is important. Talking passively displays weakness and tentativeness. Avoid saying statements. “I’m not sure this is relative.” Try to be clear, direct and honest.
4. Decrease the odds of failure and learn from it if it happens -- Be able to pick yourself up and keep going, we learn from failure. Also be proactive and get remedial education, training or mentoring to avoid failure. Learning from your mistakes, continually moving forward, being optimistic and upbeat to lead others effectively and not become cynical.
5. Taking what you know to the next level --Help other women through support groups or become a mentor yourself. The bottom-line results are positive when more women work together as change agents or transformational leaders who will make a difference in women’s lives.
6. Consensus building should include all stakeholders with diversity and different viewpoints, men and women must work together. Women’s leadership qualities emphasizes listening, collaboration and thinking for the long-term and can help bring an end to where we see only dead ends.
7. Manage your energy level, celebrate small steps, share fun and laughter with children, build a team of mutually supportive colleagues. Take care of yourself, if not who will take care of you? Practice Yoga, take a walk, identify conditions that sap your energy and those that replenish your energy.

It only takes one person to be involved in this transformation. Is it you? Take this opportunity and step up to leadership at NYSAEOP. By being a member, attending our annual conference in the fall, networking, learning new skills in workshops and by volunteering for leadership in NYSAEOP you can increase your personal confidence factor ten-fold and you will attract a wide range of opportunities. NYSAEOP is the tool to help get you where you want to go. Become a woman leader and help change the world!

Source: Tarr-Whelan, Linda. Women Lead The Way Your Guide to Stepping Up to Leadership and Changing the World. San Francisco: Berrett-Koehler Publishers, Inc., 2009
Boxer, Marilyn and Quataert, Jean. Connecting Spheres European Women in a Globalizing World, 1500 to the Present, Second Edition. New York: Oxford University Press, 2000.



**Message From:
Helen Brotherton,
Northern Region Director**

Greetings from the Northern Region...spring has finally arrived! I am so happy to enjoy the warmer temperatures and watch as the flowers bloom.

On March 31, my local association, the Jefferson Country Association of Educational Office Professionals (JCAEOP) was honored by having Wendy Heslink, NYSAEOP President, as a presenter. Her presentation on "Attitudes" was very inspiring and really touched those of us in attendance. The JCAEOP also opened the dinner to other office professionals in the Lewis and St. Lawrence county area. I was very pleased to meet some other NYSAEOP members from our Northern Region that night too.

One of the lessons in Wendy's presentation is that your attitude can carry you far in life. Sheer determination and a positive attitude can help you overcome any obstacle. That made me think. As I watch the tulips, hyacinths and other flowers bloom and surface, I realize how very strong they are. After all the cold and freezing temperatures and the dogs that have insisted that the flowers would look better about 2 feet from where I had planted them, they still managed to survive. So as I weed and try to put them back in their original location, I am inspired. Inspired to find other ways in which I can improve and grow. Even when life may deal me a blow or two, how can I dust myself off, pick up where I left off and start anew?

First, with a positive attitude. I think we all agree that if we start out on a project with a negative attitude, then we will be stopped long before we even started. I like to think that the flowers, especially when the dogs have relocated them, might enjoy the sunnier location and aerated soil.

Second, sheer determination. Ever wonder how when your day seems to all go wrong, what helped you get through it? I'll tell you; sheer determination. You know it won't always be bad, plus the thought that you will again see your solitude of peace and quiet when you arrive home helps you to make it through the day. You keep trudging forward knowing that in the end the reward will be sweet. Just like my flowers that know that

during the cold and winter months that if they are patient, the warm sun will shine upon them again and allow them the opportunity to be beautiful again.

Why not take this opportunity of spring to polish up your positive attitude and sheer determination. Start your day off with a smile, and know that if it starts to go wrong, it won't always be that way. Also, if you have the opportunity to attend one of the upcoming region professional development days, then go. Help yourself to learn the skills to be the best office professional that you can be and also take advantage of the networking opportunity to meet other office professionals. Information regarding the region professional development days can be located on the NYSAEOP website, www.nysaeop.org/conferences.htm.

With all that said, I wish you the happiest of springs. May the sun warm not only your body, but your soul. Know that with every opportunity we are given, we are able to learn to grow again.



**Message From:
Rose Bain, CEOE
Public Relations/Webmaster**

Happy Spring! If you have visited the NYSAEOP website you will notice it has a new look. To keep the National Judges happy, and in my quest to keep a 1st Place website win, I have revamped the whole site. On the judging sheet, one criteria is to change the look every couple years. Knowing how I am, along with many others, it is hard to find our own mistakes. If anyone ever finds a mistake, change, broken link or any questions about the site, please don't hesitate to email me.

We are also trying to find the easiest way for members to receive the newsletter. To keep down costs, we are trying different ways to communicate with members via email. So, please be patient until we find the most reliable way of communication. Right now we are trying *MailChimp* as our email list manager.

MailChimp makes it easy to send emails and newsletters to the members. We can manage the subscriber lists and track performance. You have the option to "Opt In" and "Opt Out" of your email subscription. If you haven't subscribed to this yet, please email me at rbain@wswhaboces.org

National Educational Bosses Week

PROCLAMATION

WHEREAS, the **NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**—the only national professional association for office personnel in education—affirms its belief that a good education is the birthright of every American; and

WHEREAS, the members of NAEOP recognize the significance of the many and varied duties and responsibilities assumed by the educational leaders at all levels of the educational process;

NOW, THEREFORE BE IT PROCLAIMED that the week of May 16-22, 2010, shall be known as “**National Educational Bosses Week**” in grateful recognition of the unselfish and dedicated service provided to the nation’s schools, colleges, universities, and communities; and

BE IT ALSO PROCLAIMED that October 16, 2009 be observed as “National Bosses Day.”

DONE, this the first day of August, two thousand nine, and in the seventy-sixth year of the **NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**.

Pamela G. Posey

Pamela G. Posey, CEOE
President

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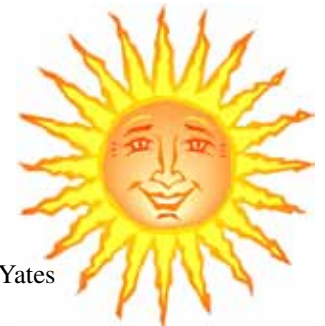
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Newsletter Goes Paperless

In the quest of controlling expenses, the newsletter will be available to members online. Members will receive an email when the newest newsletter or any pertinent information has been posted. This is a link for members only, www.nysaeop.org/members.htm. If you do not have an email address or you responded you want correspondence by US Mail, you will continue to receive your newsletter by hard copy.

NYSAEOP *Empire News*
Terri Linendoll, Editor
WSWHE BOCES
1153 Burgoyne Ave.
Ft. Edward, NY 12828



NYSAEOP Regions By County:

Western Region: Allegany, Cattaraugus, Chautaugua, Erie, Genessee, Niagara, Orleans, Wyoming
Finger Lakes Region: Cayuga, Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates
Southern Tier Region: Broome, Chenango, Cortland, Delaware, Otsego, Tioga, Tompkins
Capital Region: Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington
Lower Hudson Region: Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester, Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk
Northern Region: Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Clinton, Essex, Franklin, Hamilton, St. Lawrence

Membership Year: January 1 – December 31, 2010. Make checks payable to NYS Association of Educational Office Professionals.
Mail to: Connie VanHoesen, Treasurer, Churchville-Chili Intermediate School, 139 Fairbanks Road, Churchville, NY 14228

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