



Empire News

New York State Association of Educational Office Professionals

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CATHY EBERLE
PRESIDENT



"Discover the World of NYSAEOP"

The 58th Annual Meeting and Conference at the Villa Roma Resort & Conference Center in Callicoon, N.Y., is now a fond memory of a weekend with approximately sixty educational office professionals in attendance. We enjoyed the weekend of professional development with a lot of networking, too. The honor of having the National Association of Educational Office Professionals represented by its President, Kathy Lech (Washington) as well as NAEOP's Northeast Area Director, Betty Napolitano (Connecticut) join us, is truly a testament to their commitment to the goals and ideals we all share.

There are so many that I would like to thank for their dedication to the NYSAEOP conference:

- To our wonderful retirees who took charge of the Hospitality Room and made it such a success: Mary, Joan & Joyce,.
- To our members who participated in this year's service project --- phone cards for our troops. It was my honor to visit with the USO at Ft. Hamilton in Brooklyn, N.Y., and hand over thirty five phone cards that our members so generously donated. (See pictures on page 10.)
- To our members who donated themed baskets that were raffled off to our excited guests.
- To our outstanding presenters: Tim Marte, Kathy Lech, Connie VanHoesen, and Kerri Orloff
- To the NYSAEOP Executive Board for offering their assistance at a moment's notice
- To Past President, Wendy Heslink, for her guidance

Hosting a conference takes a lot of time and energy, but it couldn't be done without the herculean efforts of two "super women" Sandy McCauley and Connie VanHoesen. I truly was the lucky one to be able to work with these extraordinary women.

My goal as NYSAEOP's President is simple... to recruit and retain members. With that in mind, I will need your support in promoting NYSAEOP. Will you help spread the good word about your Association? Will you help keep the lines of communication open between our members and the NYSAEOP Executive Board? I'm sure I can count on you to do your share and I promise I will do mine.



Emma Empire
NYSAEOP Mascot

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.

(continued from front)

The following poem was shared at a NAEOP conference and I wanted to share it with you:

10 little members standing in a line; one disliked the President and then there were nine.
9 ambitious members offered to work late; one forgot her promise and then there were eight.
8 creative members had ideas as good as heaven; one lost enthusiasm, and then there were seven.
7 loyal members got into a fix; they quarreled over programs and then there were six.
6 members remained with spirit and drive; one moved away, and then there were five.
5 steadfast members wished there were more; one became indifferent, and then there were four.
4 cheerful members who always did agree, til one complained of meetings, and then there were three.
3 eager members. What do they do? One got discouraged, and then there were two.
2 hard-working members, the rhyme is nearly done; one joined a health club and then there was one.
1 faithful member was feeling rather blue; met with a colleague and then there were two.
2 earnest members, each enrolled one more; doubling their number and then there were four.
4 determined members just could not wait till each won another and then there were eight.
8 excited members signed up eight more; in another six verses, there will be one thousand twenty four!!

Can you imagine the possibility if we each brought in one new member???

I would also like to extend Holiday Greetings to our NYSAEOP members and their families. May joy and laughter be in your homes as we welcome 2011.

Warm regards..... Cathy ☺



“Dream, Believe, Achieve!”

Wow! It’s already been two years since I became President of NYSAEOP? What an unbelievable journey this has been for me. It has truly been a dream come true. When I was honored to be installed as your NYSAEOP President in 2008, that in itself was a dream realized. I wanted to be able to look back when my term as President was over and be proud of my accomplishments, achieved both personally and with help from my colleagues and friends on the Executive Board.

At the first Executive Board meeting after being installed as President, I distributed to the Board members my list of goals for my term of office. I am very proud to be able to share my goals and outcomes with you. The goals are listed below in bold, with the result of that goal and/or actions taken towards that goal underneath each item.

Review/Update Mission Statement, Goals and Code of Ethics

- Each was reviewed by the Executive Board at several meetings and updates were made.

Review/Update Manual of Duties for Board Officers

- Manual of Duties, describing all duties to be performed by each board officer, was reviewed by the Executive Board and updated.

Re-energize current members – get more volunteers/involvement

- Through the implementation of Regional Professional Development Days, NYSAEOP reached over 250 educational office professionals from across New York State by offering workshops, trainings and seminars.
- I personally presented workshops at various school districts, organizations and Professional Development Days, promoting NYSAEOP, encouraging new members to join the Association and current members to get/stay involved.
- Many new board members were installed in 2008. Throughout the last two years several new committee chairmen and committee members volunteered to assist in any way they could. When assistance was needed at workshops, conferences or trainings, all I had to do was ask and members always were willing to help.

Recruit new members from across the state

- Several new members were recruited throughout the year, due in part to the Professional Development Days and offering these services to educational office professionals that may not previously have heard about NYSAEOP.

(continued from page 2)

- Executive Board members recruited new members by sharing their talents, workshops and advice to colleagues from across New York State.

Spread the word about NYSAEOP to other organizations (NYSSBA/NYSASBO/SAANYS, etc.)

- Made contacts with NYSSBA and NYSASBO, offering to work in collaboration with them for upcoming conferences.

One-day board meetings or “virtual” meetings

- Several Executive Board members were not aware of this option. Throughout the last two years, the board has researched the programs that are available and affordable, gaining more knowledge about this option for future board meetings.
- While the logistics for this option are still being worked out, “virtual” or “on-line” meetings may be something the board utilizes in the near future.

Increase participation/membership in NAEOP

- Since becoming a member of the NAEOP board last year, I have been able to be another resource for NYSAEOP members regarding NAEOP and the programs and benefits we, as members, can receive.
- New NAEOP members have been recruited not only by me, but by other members of the NYSAEOP Executive Board.
- Articles were written on behalf of NYSAEOP to NAEOP’s publications, *NES Connector*, *Keeping Affiliates Active* and *Northeast Area News*.
- A NAEOP Institute was held in Niagara Falls, with NYSAEOP conducting a fundraiser and serving as host.
- Residing NAEOP Presidents came to NYSAEOP conferences in 2007, 2008 and 2009, giving workshops and conducting installation of officers, offering their talents and expertise to our members and recruiting new NAEOP members from New York State.

In addition, the following also took place in the last two years:

- The NYSAEOP By-Laws and Constitution were reviewed, updated and approved by the general membership.
- In order to offer more benefits to all our members, Affiliations and Advisory Council dismantled, allowing all members to be eligible for awards and recognition programs. New

award guidelines were rewritten, and approved by the general membership then implemented.

- All award guidelines and applications were updated.
- Membership brochure was updated.
- Very successful Regional Professional Development Days were coordinated by four of our Region Directors and other members.

What a great couple of years we have had, and under the direction of Cathy Eberle, your new President, I know this trend will continue. When I handed over the gavel to Cathy Eberle at the Annual Meeting and Conference in Callicoon, N.Y., it was with a multitude of mixed emotions. NYSAEOP is an outstanding association made up of truly incredible, talented, awesome people. Through my travels across our great state to give workshops or keynote speeches, I have been lucky enough to have gotten to know many members, and several have become life-long friends. I have been able to share my enthusiasm for our Association with hundreds of individuals, not only from New York State, but from across the country. This is the same enthusiasm that Cathy has, and I am excited to see all the great things she will accomplish for our Association in the next two years.

I have been so proud of every member of “my” Executive Board, as well as each and every active, associate, honorary and retired member of NYSAEOP. Dream, Believe, Achieve – it’s a concept that you’ve heard me say throughout the last couple of years, but it’s also a concept I’ve tried to show, through example, that really does work. I am honored to have served as your President. Thank you, my friends, for helping me be a believer and for being part of my achieved dream.

I know you will continue to show your support of NYSAEOP with Cathy Eberle as our leader. I am sure we all will be discovering the world of NYSAEOP together and it will be, undoubtedly, another incredible journey.





COLLEEN CLARKE

NYSAEOP VICE PRESIDENT AND
2011/12 CONFERENCE CHAIR

“Save the Date”

To those of you who were able to attend our recent conference at the Villa Roma, I hope that you found it a worthwhile experience where you had a chance to network with other educational office professionals, learn something that you will be able to use in your job and have a little fun. And for those of you who were attending their first conference, I hope that you will plan on attending more conferences in the future.

Little did I imagine when I attended my first conference in the fall of 2007 what was in store for me in this organization. By the time I attended the next conference I had been asked to serve on the NYSAEOP Executive Board in the capacity of Audit Chairperson, and at this year’s conference I was installed as the Vice President. I would like to thank the many Executive Board members who had the confidence that I could succeed in this position and encouraged me to take this next step.

One of the duties of the Vice President is to serve as the Conference Chair for the Annual Meeting and Conference that is held each fall. I have already begun working on the next conference, which is scheduled to take place Oct. 27-29, 2011, at the Holiday Inn Arena in Binghamton, N.Y. I believe that the annual conference belongs to the members and with this in mind, I would like to ask you to feel free to send me any ideas that you might have that could make this next conference a great one. Perhaps there is a certain topic that you would like to see presented at one of the breakout sessions or you know of a particular speaker/presenter that we might want to use for our conference. Share your ideas with me and we will see what we can do. You can email me at colleen.clarke@rcsdk12.org.

I hope that all of you and your families have a wonderful upcoming holiday season. And may you succeed in any goals that you aim for in the New Year.

Ten Commandments for an Effective “Team”

1. Help each other be right – not wrong.
2. Look for ways to make new ideas work – not reasons they won’t.
3. If in doubt – check it out. Don’t make negative assumptions about each other.
4. Help each other win and take pride in each other and about your organization at every opportunity.
5. Be positive about each other and about your organization at every opportunity.

Save The Date!

October 27-29, 2011
NYSAEOP 59th Annual Meeting and Conference

Deal Yourself A Winning Hand  *With NYSAEOP*

Holiday Inn Arena & Convention Center
2-8 Hawley Street
Binghamton, New York

Look for more information coming soon in the *Empire News* and on the NYSAEOP website!



CONNIE VANHOESEN, CEOE

TREASURER AND
NAEOP’S PSP LIAISON

“Congratulations PSP Recipients”

Congratulations to the following ladies that received their PSP certificates at the Villa Roma in November:

- ◆ Doreen Berrios-Castillo (Associate Professional)
- ◆ Deborah Ferris (Associate Degree and CEOE)
- ◆ Kathleen Marrone (Advanced III)
- ◆ Kathleen Nestler (Master’s Degree and CEOE)
- ◆ Pam Stevens (Basic)





SANDRA MCCAULEY, CEOE
SECRETARY

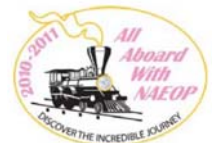
“Meeting Highlights”

As secretary to the Executive Board, my main duty is to take minutes at all business meetings. Below are the highlights of both the Executive Board Meeting and the Annual Meeting, which took place during the 58th Annual Conference and Annual Meeting, Nov. 4-7, 2010.

Highlights of the Annual Meeting:

- A new “Layaway Plan” was introduced as a way for members to send funds to the treasurer towards future conferences. A brochure and instructions will be posted on the NYSAEOP website.
- Last year the Erie County AEOP proposed, through Advisory Council, an increase in reimbursement of mileage and lodging for Executive Board members when they attend a board meeting. The board considered all the discussion by the members during the 2009 Annual meeting and the ramifications the increase would have on the NYSAEOP budget. After careful consideration and many discussions the board unanimously voted not to accept this proposal.
- We recognized those who received awards at the National Association of Educational Office Professional’s conference in July 2010. Judy Schulman received her PSP, Bachelor Degree, Option II certificate; NYSAEOP won 3rd Place for the state with the largest recruitment in NAEOP, due mostly to Connie VanHoesen who recruited nine members; NYSAEOP website developer, Rose Bain, placed 2nd in the Website Award; as Administrative Council Chair, Wendy Heslink accepted the 1st Place award for the council with the largest membership and 3rd Place for increased membership.
- We recognized all the NYSAEOP members who had a milestone of consecutive membership with Longevity Awards.
- Special Guests Kathy Lech, CEOE, President of NAEOP and Betty Napolitano, Northeast Region Director of NAEOP were introduced. Betty invited everyone to the NAEOP Northeast Professional Development Days in Lake George, N.Y. on April 15-16, 2011.
- Retiring Executive Board members were recognized. Beverly O’Brian, CEOE, has served on the board since 1998 as Northern Region Director, Vice-President, President and Past-President. Teresa Mitchell was appointed to the board in 2000 as the Public Relations Chair. She served two terms as Area 2 Director and two terms as Southern Tier Region Director.

- Highlights of the Nov. 4 and Nov. 7 Executive Board Meeting:
- We had very successful Professional Development Days this past year in the Capital, Western, Finger Lakes, and Southern Tier Regions.
- The 2011 Conference and Annual Meeting was board approved to take place Oct. 27-29, 2011, in Binghamton, N.Y.
- The treasurer reported that over \$980 was raised during the conference with the basket raffles and 50/50 raffles. Proceeds will go to the conference fund, fellowship pins and scholarship fund.
- The following officers were elected on the Executive Board for 2011-2012
 - ⇒ President: Cathy Eberle
 - ⇒ Vice-President: Colleen Clarke
 - ⇒ Secretary: Sandra McCauley, CEOE
 - ⇒ Treasurer: Connie VanHoesen, CEOE
 - ⇒ Past President: Wendy Heslink, CEOE
 - ⇒ Capital Region Director: Patricia Ross, CEOE
 - ⇒ Finger Lakes Region Director: Brenda Brickle, CEOE
 - ⇒ Lower Hudson Region Director: Doreen Berrios-Castillo
 - ⇒ Northern Region Director: Helen Brotherton
 - ⇒ Southern Tier Region Director: Marie Ward
 - ⇒ Western Region Director: Rebecca Reynolds



Congratulations to NYSAEOP's President, Cathy Eberle, who was recently elected Vice President of the National Association of Educational Office Professionals. We're so proud of her accomplishments!

Save the Date!

April 15-16, 2011

NAEOP Northeast Area Professional Development Days

“The Time for Excellence is Now!”

**Fort William Henry Inn
Lake George, New York**

Chairman: Elizabeth Napolitano, NAEOP Northeast Area Director
Assistant Chairman: Wendy Heslink, NAEOP Administrative Council Chairman

Co-Hosted by the New York State and Connecticut Associations of Educational Office Professionals

More information will be coming soon!

DOREEN BERRIOS-CASTILLO

OFFICE PROFESSIONAL OF THE YEAR

Doreen Berrios-Castillo has been employed by the New York City Department of Education since 1992, working for District 4 in East Harlem NYC for the past 18 years. Beginning at the Manhattan West/Art Institute Middle School, where she was in charge of Pupil Personnel and Secretary to the Director, Doreen is currently the Payroll Secretary for PS 146M, a Manhattan elementary school.

Doreen has been a member of NYSAEOP since 2004, NAEOP since 2006, and has been on the NYSAEOP Executive Board as the Lower Hudson Region Director for the last two years. In addition, Doreen is a member of NYS United Teachers; United Federation of Teachers UTF, where she has been a convention delegate since 2007 and a member of the Latino Caucus since 2009; and the American Federation of Teachers (AFT), where she is a newly elected convention delegate. Doreen was recognized by her peers in 2007 when she was elected as the District 4 Secretaries Coordinator. She is also a member of the New York League of Puerto Rican Women. Doreen continues to earn college credits, has attended numerous workshops and conferences, and obtained her Associate Professional, Option 1, PSP certification in May of this year.

Doreen is recognized by her supervisor as “an extremely competent person who goes beyond the call of duty to get her job done”. One of her peers indicated that Doreen has become the “go-to” person in their district when it comes to analyzing the myriad memoranda of changes to procedure, implementation and reporting that seem to permeate the ever-changing policies in the New York City Department of Education and Chancellor’s office; that she is extremely well versed in many areas of payroll and pupil personnel services; and that she attends all of the professional development opportunities throughout the year, sharing the information with her peers. A teacher in her building said that over the past four years Doreen has shown that she is a dedicated professional who loves to share her extensive knowledge with others, that she possesses a thoughtful communicative style and no matter how demanding or pressing the situation, Doreen shines. Doreen was described as an outstanding, dedicated, self-motivated leader who is more than willing to take time out of her busy day to personally show someone how to do something; that she is always approachable and assessable when someone needs assistance; and that her school would not be the same with her nor would it run as smoothly.

One belief was repeated throughout her application: Doreen deserves this recognition for her hard work, dedication, commitment, energy and devotion to her school, community and culture. NYSAEOP couldn’t agree more.

It is with pride and honor that NYSAEOP recognizes Mrs. Castillo as the NYSAEOP 2010 Office Professional of the Year.

Submitted by Peggy Strubbe, Bronx, N.Y.



KATHERINE MOLONEY

ADMINISTRATOR OF THE YEAR

Katherine A. Moloney has been the Principal in the New York City Department of Education for six years, during which time she has worked closely with teachers and staff to inspire children to learn, introduced innovative programs to improve reading and provide students exposure to the arts, encouraged staff to participate in professional development opportunities, established comprehensive methods to communicate with parents and the community, actively continued her own professional growth, and maintained an attitude that is compassionate, professional, and effervescent.

Ms. Moloney is a member of the Cahn’s Fellowship program at Columbia University, the Council of Supervisors and Administrators (CSA), the Children’s First Network (CFN) Screening Team, and her District’s Leadership Team. Ms. Moloney is also involved in S.P.A.R.E., an after-school program sponsored by City Councilman’s office; participates in the Brighton Neighborhood Association After School Program; attends luncheons for community officials; works with the Senior Center Intergenerational Group and her student chorus, and the Student Council Symposium; donates to the New York City Harvest (food drive) and the New York City Pennies for Patients; and attends monthly Community Educational Council meetings.

Ms. Moloney interacts closely with all staff providing support through her open door policy; ranging from purchasing SMART Boards for every classroom and providing training for all staff; renovating the Teachers’ Lounge to allow for a more spacious and collegial atmosphere; providing an off-site Professional Development Day for all staff to further the goals of the Citywide Inquiry Team; and establishing a School Policy Consultation Committee to collaborate with all members of the staff regarding any pertinent issues.

Ms. Moloney consistently goes “above and beyond.” She encourages staff and parents to contact her via her Blackberry anytime; she personally welcomes new students/families to her school; she attends all student assemblies, PTA meetings, and school functions that take place after school hours; she visits students throughout the day encouraging them to visit her if ever they feel they need a special hug; and since approximately 75 percent of her students speak Russian at home and not all their parents speak English, she is learning Russian in order to better communicate with them.

If compelled to use only one word to describe Ms. Moloney, that word would be “supportive.” Every day she enthusiastically supports her staff, her students, her parents, and her community, encouraging each individual to continue growing both professionally and personally.

It is with great honor that NYSAEOP recognizes Ms. Moloney as the NYSAEOP 2010 Administrator of the Year.

Submitted by Cathy Eberle, Brooklyn, N.Y.



PATRICIA ROSS
CAPITAL REGION DIRECTOR

“Toastmasters International”

Along with celebrating TEOPA’s 30th anniversary, we had the opportunity of having a presenter from the local Toastmasters International speak at our dinner meeting in October. “Helping people to achieve their goals through improved leadership, self-confidence, and public speaking.” Public speaking for office professionals is so important in schools. Whether you are announcing the “Pledge of Allegiance”, the morning/afternoon announcements or simply speaking on the phone, greeting visitors; you are representing your school.

Are you portraying yourself in the strongest, most effective way possible? Toastmasters can be a valuable tool in learning how to improve your vocal and physical presence when speaking, as well as organizing your message. At meetings, Toastmasters members will give great resources for constructive feedback and well-earned praise! Each speech is critiqued by a member in a constructive manner along with competitions. This is a great way to improve your skills while also networking with other professionals.

To find the location nearest you, visit www.toastmasters.org. The website also offers tips and techniques, learning leadership and membership building. One toast I would like to make to NY-SAEOP members for 2011 is to celebrate your position at your school. You are an important link in the continuing changing role of the educational office professional. Let NYSAEOP assist you with this role and discover ways to become more successful.

*Washington County Toastmasters, Hudson Falls, N.Y.
handout, HollyAnn Carbino, VP Membership, VP
Public Relations, Secretary, Webmaster;
hollyann@washingtoncounty.freetoasthost.com*

*Become the Speaker & Leader You Want to Be,
www.toastmasters.org*

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World Headquarters, 23182 Arroyo Vista, Rancho
Santa Margarita, CA



BRENDA BRICKLE
FINGER LAKES
REGION DIRECTOR

“What a Successful Conference”

Thank you to Cathy Eberle and her committee for treating us to a wonderful conference held in beautiful Callicoon, N.Y. I wish to congratulate those educational office professionals from the Finger Lakes Region who received certificates from the Professional Standards Program, longevity and volunteer committees.

Congratulations to our new President, Cathy Eberle; John "Teddy" Oaks from the Midlakes High School in Clifton Springs, N.Y., for receiving the Isabel M. Paddock Student Scholarship; and Anna Jantz from the Owego Free Academy in Owego, N.Y., for receiving the Students with Disabilities Scholarship. Also to Katherine A. Moloney, Principal of PS 100 for being named as NYSAEOP 2010 Administrator of the Year and Doreen Berrios-Castillo, for being named Office Professional of the Year, I wish you a wonderful year as you serve as our Office Professional of the Year.

Please mark your calendars for April 15-16, 2011, as the NAEOP Northeast Area Professional Development Days will be held at Fort William Henry Inn in Lake George, N.Y.. Also, Oct. 27-29, 2011, will be the NYSAEOP 59th Annual Meeting and Conference held at the Holiday Inn Arena & Convention Center in Binghamton, N.Y.. More information on both opportunities will be coming soon.

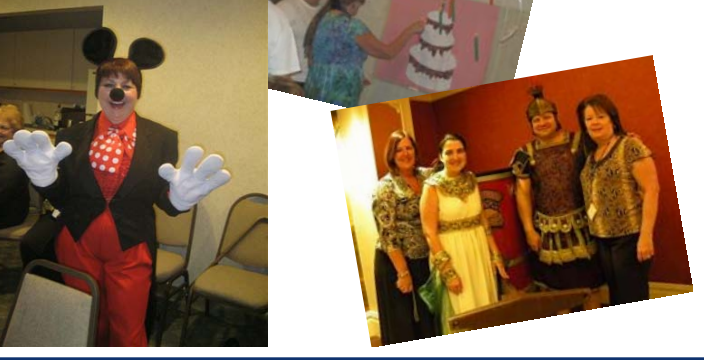
Thank you to all who renewed your membership or became a new member this year. If you haven't already, please remember to renew your membership for 2010. If you have any questions, suggestions or news to share, please contact me at bbrickle@midlakes.org.

Have a blessed Holiday Season.





2010 Annual Conference Memories





Discover the World
of NYSAEOP





“Doreen gives thanks!”

I am still walking around with joy in my heart from our 58th Annual Conference held at the Villa Roma Resort & Conference Center in Callicoon, N.Y.. There isn't a conference you attend where you don't learn new things to help you grow in your professional or personal life. I want to thank Cathy Eberle, Sandra McCauley and Connie VanHoesen for all their hard work in making the conference a wonderful and great learning experience for all.

I have met so many new friends through the Professional Development Days and Conferences I have attended offered by NYSAEOP and NAEOP. These quality professional development activities have made a difference in nurturing who I am. Participating in the Professional Standards Program (PSP) allows me to continue in my efforts in becoming the best I can be. I am very proud to have received my next level of PSP, Associate Professional, Option 1.

I am honored to have been chosen as the *Office Professional of the Year*. I accept this most prestigious award with great pride and humility. Special thanks to the OPY committee for finding me worthy of this very special award. I promise not to let NYSAEOP and our members down representing you with this great honor and responsibility. On a daily basis we improve the workplace and lives of teachers, students and parents. I really do love being a school secretary. I truly believe it is my calling. Being an office professional is not a job to me. It is my profession. One I take “great” pride in.

I would like to thank my NYSAEOP family, the Executive Board, for being there and always supporting me. Thank you very much Cathy Eberle for opening a whole new world of opportunity and experience to me with the New York State and National Association of Educational Office Professionals. Special thanks to Joette Cappello for being my mentor at my first NAEOP conference. Thank you Connie VanHoesen for sashaying across the room in your OPY sash, it helped me to keep my eye on the prize. Thank you, Wendy Heslink for your kindness, patience, and wisdom. I am grateful for your guidance. We truly are a family here at NYSAEOP.

To my love, my husband, who listens attentively to my whining and stories. He fully supports my journey

and growth. Thank you from the bottom of my heart for always being there for me and sharing that very special day. Last but not least, Titi Priscilla this proud honor is for everything you’ve taught me always.

I have been very fortunate this year with many special blessings. I hope the same for each and every one of you. I want to take this time to wish you and your families a wonderful Holiday Season filled with lots of good health, happiness, peace and many special blessings.

Please don't forget to renew your membership if you not have done so!

If you have any questions, suggestions or news to share you can contact me at

DoreenBerrios.LHRD@gmail.com

Recycle..... After reading this issue, please share with a friend :)

Phone cards donated for 2010 service project



This year conference attendees participated in donating phone cards for our troops. Cathy visited with the USO at Ft. Hamilton in Brooklyn, N.Y., and handed over thirty five phone cards.



HELEN BROTHERTON
NORTHERN REGION DIRECTOR

“The Power of Music”

Greetings from the Northern Region. I have a little story to tell that I hope will inspire others the way it did me. I call it *The Power of Music*.

Recently, my mother fell and broke both of her legs. As we were waiting with her in the emergency room to determine her fate, the pain and muscle spasms were becoming unbearable. The nurses and doctors tried to alleviate her discomfort as much as they could, but it was still very intense. We also tried to think of things to talk about to take her mind off of her discomfort, but found that we were running out of subjects and repeating ourselves.

As a last resort, I told my mom how I had purchased a new Christmas CD set and had already started to listen to it. So, we decided to sing Christmas carols which, by the way, are my favorite. As we sang each song, sometimes making up the words to fill in the blanks, mom sang along. We talked about which ones were our favorites and what type of memories they brought back. We sang all types of songs from traditional, children and religious songs. We also took requests and even had some of the hospital staff singing with us. What amazed me was during that time, was that mom actually seemed to relax some, and was more focused on the songs than on the discomfort she was experiencing. She is an amazingly strong woman who, through the power of music, was able to bear her discomfort and rise above it.

When I returned to work, I relayed the story to my coworkers. I suggested at that time if anyone was experiencing stress or just having a bad day that they should try our experiment. Well guess what, it is catching on. I have already received emails saying that the suggestion has worked for them and they are passing it on.

I have learned from this experience that what music offers to us is a chance to relive some happy memories, create some new ones and affect our moods to lighten them during the darkest hours. During times of stress, take some time to listen to your favorite kind of music. You will be surprised to find that what started out as being a bad day, becomes one that is more relaxing and joyful.



And lastly, in case you are wondering, mom pulled through the risky surgery and had both of her legs repaired. She is now in a rehabilitation center close to home and working on her road to recovery. I hope you have enjoyed this story and that it helps you in the future. And when you are listening to some of your favorite carols this season, just know that I am wishing all of you and your family a blessed, happy & safe holiday.



MARIE WARD
SOUTHERN TIER REGION DIRECTOR

“Southern Tier News”

Greetings from Owego, located in the heart of the Southern Tier of New York. I am looking forward to representing you as the Southern Tier Region Director. The November conference at the Villa Roma was great! Terry Mitchell – THANK YOU – for all you have done as the interim Southern Tier Region Director. Thank you, Terry, for making all those road trips from Rochester to various group activities here in the Southern Tier area, and being a great mentor to many others as well as myself.

The Professional Development Day in the Southern Tier was held at the Owego Treadway Inn & Conference Center on Sept. 18. Terry Mitchell chaired the day which was hosted by the Broome-Tioga AEOP. Thanks to retirees Mary Kucharek and Maryann Houlihan for providing the door prizes. The workshops varied in content depth and length of time. Tips for Optimal On-the-Job Performance was presented by Janice Fiore, founder of Brain Works Naturally and a licensed Brain Gym® practitioner. Suzanne Etherington, the NYS Archives Government Records Regional Advisory Officer, presented an overview on Navigating the ED-1 Records Retention and Disposition Schedule used by school districts. Thank you to our NYS AEOP Board members (Cathy, Wendy and Beverly) who came from all over the state to present workshops. Attendees came from several counties and commented on how much they enjoyed the professional development workshops given by their peers. We will be working toward bringing another Professional Development Day to the Southern Tier soon. You can get on a mailing list by contacting me at the emails listed below.

Broome Tioga AEOP held their annual Holiday Dinner & Silent Auction on Dec. 2, from 5-8 p.m., at the Polish Center on Prospect Street in Binghamton. This

(continued from page 13)

was a fun night as everyone brought a “white elephant” or gifts to be auctioned. Funds raised

went toward our scholarship fund. Each year two area Seniors are presented with \$500 scholarships. Our chairperson, Mary Peg Mathis (President BTAEOP) arranged for music entertainment for our listening pleasure.

I look forward to working with Cathy Eberle (NYSAEOP President) and all the members of the board during the upcoming year. If you live & work in the Southern Tier Region, please do not hesitate to contact me at work wardm@oacsd.org or at home mward1@stny.rr.com.



Broome Tioga AEOP Members
Mary Peg Mathis, Dorothy Murray, Marie Ward,
Mary Kucharek, and Marty Mahoney

2011 Dates to Remember...

January 15, May 15, September 15
PSP Filing Deadline

April 15-16
NAEOP Professional Development Days
Lake George, N.Y.

July 1 ~ NYSAEOP Deadlines
Administrator & Office Professional of the Year;
Newsletter Competition
Member Scholarship

July 15 ~ Scholarship Deadlines
Isabel M. Paddock Student Scholarship
Students w/Disabilities and
Student w/Disabilities Incentive

July 18-22
NAEOP Annual Conference
Charleston, S.C.

October 27-29
NYSAEOP 59th Annual Conference
Binghamton, N.Y.



“Hello Everyone!!”

I would like to introduce myself. I am Rebecca (Becky) Reynolds and I have just been installed as the Western Region Director for NYSAEOP 2010-2012. I live in Westfield, N.Y. and have been employed at Westfield Academy & Central School for 31 years. I am the secretary to our Middle/High School Principal, the attendance officer for grades 6-12 and the substitute teacher “caller”.

I attended the NYSAEOP Fall Conference at the Villa Roma in Callicoon, N.Y.. What a fantastic resort. Cathy Eberle and her team did an outstanding job of coordinating this event. Kudos to everyone who had a hand in this year’s Fall Conference. I don’t think I have ever eaten so many multi-course meals in one weekend in my entire life, absolutely fabulous. The Birthday Party was such fun and a great way to get everyone “warmed up” for the rest of the weekend. The membership luncheon is always a great way to meet new members in your area and also to re-ignite friendships. We win prizes too!! The installation ceremony on Saturday night was a wonderful culmination of the entire weekend. I am honored to be a member of this great organization.

It is my intention to contact as many of our Western Region Affiliates as possible between now and Christmas Break. If you have a minute, please feel free to email, text, mail, or call me and introduce yourself to me. I have some really big shoes to fill as Joette Cappello is a fantastic leader and I don’t want to let her down!

Again, we had a fantastic conference and if you didn’t get to go this year, be sure and make plans for next year’s event in Binghamton. Start a savings plan. For more information on this idea, contact Connie VanHoesen.





JOETTE CAPPELLO

PUBLIC RELATIONS
COMMITTEE CHAIR

“Retirement Online”

Have you ever had a conversation with your co-workers about our retirement benefit and how much service has been credited to you? With all the talk about cutting State Aid, retirement incentives, and declining enrollments, who hasn't thought about retiring?

The State has a new online service to assist us in keeping track of this vital information. It's called *Retirement Online*, and after you enroll, you will have access to your information.

To enroll, visit the retirement system website at www.osc.state.ny.us/retire/index.htm. On the right side of the screen, you will see a box under Quick Links called Sign Up for Retirement Online. Click onto that box and complete the information required. You will then be mailed a user ID and a password.



Once enrolled, you will be able to view your personal information including your address of record, beneficiary designations, current contribution and service balances, and other important membership data.

This feature will put all sorts of important information at your fingertips.



Thanks to all those retirees who responded to our recent survey. We weren't surprised at the number of returns received because you were all used to getting a job done.

It was really great to hear how and what you are doing in your retirement years.

The Executive Board will look at your suggestions to see what can be included for us at future conferences.

Thank you again.

Shirley Massino and Joyce Nichols



CATHY DUDLEY

BY-LAWS / PARLIAMENTARIAN
COMMITTEE CHAIR

“Parliamentarian by Roberts Rules of Order”

It was great to see everyone at the Villa Roma. We had a wonderful time, ate WAY TOO much, and made new friends. I have the pleasure of continuing to serve on the board. I am your Parliamentarian and head of the By-Laws and Constitution Committee Chairperson

What is a Parliamentarian? I had no clue when I was asked to join the board two years ago. It is not a hard job. The Parliamentarian makes sure that meetings are run based on *Robert's Rules of Order*. The object of Rules of Order is to assist an assembly to accomplish in the best possible manner the work for which it was designed. Business should not be conducted without strict guidelines. The Parliamentarian is not an elected position, but an appointed one. The principal duty of a Parliamentarian is to advise the President during meetings. At Board meetings, when we conduct new business and want to officially put some action on record, one person makes a motion, another will second the motion. It needs to be clearly stated what the motion is. Then there is discussion. After discussion a vote is then taken. The President (or person in charge of the meeting) says "all those in favor say aye." Then she says "all those who oppose say no". If the majority agree (2/3 of the members present), the motion is carried and put in the minutes of the meeting. It is then stated that the motion has carried. Motions can always be rescinded. If after discussion people feel the idea is not worthy, one can make a motion to rescind. Again, it needs to be seconded with discussion to follow, then voted on. As you know, at our Annual Meetings, the Parliamentarian stands up and reads the Rules of the Meeting. Adoption of the rules is the first motion. Approval of the minutes from the previous year is the second motion. Other motions in the meeting are to accept the standing committees and approval of the budget. There could be others if changes were made to the Constitution/By-laws and every two years we elect a new slate of officers. A motion is always made to adjourn. The motions are always written on paper and signed by the people making the motions, along with their school district and region, then signed by the Parliamentarian and the President. If you ever have questions on the procedure of our meetings or why something was done, please do not hesitate to call or e-mail me. I would love to hear from you.

Excerpts from *Roberts Rules of Order*, 75th Edition and *Parliamentary Procedure at a Glance*, O. Garfield Jones.



“Hello Everyone!!”

My name is Barbara Pittinaro and I am pleased to tell you that I have been appointed as the Audit Chair for NYSAEOP. I am very excited about becoming a member of the board and I know that it will be a great learning experience for me.

I have worked for The Pittsford Central School District in Pittsford, N.Y., since May 2002. I started out as a clerk in the word processing area for a short time. When the Census Clerk moved out of state, I applied for that position and was very fortunate to get it. My job title has changed a few times. First Census Clerk, then Census/Registrar and now I am the Central Registrar for the entire district. My job has completely changed in the last five years with more and more responsibility and two new databases. We now have Infinite Campus (IC) for our student data and census combined. I am responsible for updating IC with new students, address changes, etc. and checking /entering about 10,000-11,000 census forms that come in to my office every year. I have had to do a lot of training because of the changes, but I am trying to get my PSP, so it will help me in that regard. I also am the liaison for Home and Hospital Tutoring Services and attendance.

I just celebrated my 27th wedding anniversary. My husband, Nick, works for The Village of Fairport Department of Public Works as a Working Foreman. We have two sons, Sam and Steve. Sam works for the Town of Perinton and just bought a house this spring, so he no longer lives with us. My son Steve is currently looking for work (like so many people). He and his dog Bo are living with us. And, of course, I can't forget my Zeekee. He is a Maltese Shih Tzu and goes almost everywhere with me. I am a member of PEOP, GVSBI and NAEOP.

I look forward to serving as your Audit Chair and hope to see you at our next NYSAEOP Conference.



Isabel M. Paddock Student Scholarship Recipient

John “Teddy” Oaks

Mr. Oaks graduated from the Midlakes High School in Clifton Springs, N.Y., this past June with a GPA of 93.51 percent and a class ranking of 13/151. Currently he is attending Drexel University, majoring in Finance. He plans on a career in investment banking.

“When I was fifteen years old I opened my E*Trade account. I follow my stocks diligently, I buy and sell when necessary and I make the moves necessary to earn a profit. My investments have shown a net gain even throughout this depression. My interest and constant involvement in the market is what has made me a prosperous investor in the market and I hope fifty years from now I will still be able to say the same. The most important lessons I have learned from the stock market that have become life lessons is that there are always ups and downs; tomorrow is a new day; there is always a new way to improve; never underestimate anyone or anything; and diversity.”

Teddy was nominated for this award by Brenda Brickle, NYSAEOP Finger Lakes Region Director and Midlakes Central School Office Professional.



Students with Disabilities Scholarship Recipient

Anna Jantz

Ms. Jantz is a 2010 graduate from the Owego Free Academy in Owego, N.Y., and was nominated for her award by Marie Ward at the Owego Free Academy.

“I am who I am because of my disabilities and, more importantly, what they have taught me about myself and others. If I didn't have the courage to stand up in front of all those classes and take advantage of my accommodations, such as having tests read to me, I would not have been successful in academics. I would not have obtained the knowledge I have today and be going to Elmira College. The challenges of life are what make us who we are. My disability has provided a challenge for me every day due to the fact that everything in school is based on reading. Even with all the challenges I have had to face, I wouldn't trade what I have learned from my disability for anything.”

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2010-2012



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Western Region: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, 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, 2011

Make checks payable to NYS Association of Educational Office Professionals.

Mail to: Connie VanHoesen, Treasurer, Churchville-Chili Intermediate School

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