



Empire News

New York State Association of Educational Office Professionals



Volume 50 - Issue 1

March 2010

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President's Message

Wendy Heslink, CEOE



Greetings, colleagues! I hope this edition of the newsletter doesn't find you buried under feet and feet of snow. Hang in there – spring's just around the corner!

In this newsletter you will find many informational articles written by your NY-SAEOP Board. These articles include information on going "green," email etiquette, the NYS budget, time management and social networking. Please take a few minutes to read these articles. Your Board members take a lot of time and effort in order to provide these "tidbits" of information for you. I am proud of each Board member's achievements, including the writing of these articles for you, during my term as President. Reminds me of the saying, "Together Everyone Achieves More" – TEAM. We can all use more professional development – and this is one way the Board provides some for you.

While preparing for an upcoming presentation I've been asked to give, I came across a resource that I know I will be using for a long time to come. I started reading the book, "Become an Inner Circle Assistant," by Joan Burge. I came across this resource when I stumbled onto it via a website, OfficeDynamics.com. Ms. Burge is the CEO of Office Dynamics, Ltd., "a national leader in the development and presentation of sophisticated professional development programs and information for administrative office professionals." The book is loaded with ideas on how to achieve standards for the "next generation executive assistant," and is a book of strategy and workplace ideals that I have found to be very real and useful. My professional development "tip" for you is that I recommend each of you research this book and ask that you check out the website, as well, for more information.

In the spirit of maintaining professional development services for all our members while keeping in mind the financial hardships all of our districts are facing, the NYSAEOP Executive Board has decided to forego the annual Spring Regional Conference for 2010. Instead we are trying something new and different. We will be



*March comes in like a lion
and goes out like a lamb.*

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 page

holding Professional Development Days in various parts of the state instead of offering one conference for the entire membership. This year there will be three of these days offered in three different areas of the state. The first will be held April 30th in the Western Region, the second May 25th in the Capital Region and the third on August 11th in the Finger Lakes Region. Many thanks to Joette Cappello, Rose Bain, Pat Ross, Teresa Nemecek and Brenda Brickle for all their efforts in coordinating these very important days. You will find more specific descriptions of each of these days in this edition of the newsletter.

Being educational office professionals, all members of the Executive Board understand the financial hardships not only that our districts are facing, but that we are personally facing, as well, in this economy. However, to completely eliminate the annual Spring Regional Conference, well, to many of us it felt like we would have been doing you, the members, a huge disservice. I truly hope you will consider attending the one-day event being held in your area. If you are not close to any of the locations where these are being held and would like to have one in your area next year, please contact your Region Director and let her know your interest!

On a personal note, I wanted to let you, my friends and colleagues, know that yet another of my dreams has come true. In January, Pam Posey, NAEOP President, called me and asked me to be the Administrative Council Chairman for NAEOP, upon the resignation of current chairman, Elizabeth McFall from Tennessee. Those of you that have been to the last couple of conferences know that I have had the dream of one day becoming a member of the NAEOP Board and now that dream is a reality. I accepted the position at the NAEOP Board meeting in Nashville, Tennessee, in January. I will proudly continue to represent NYSAEOP (along with Cathy Eberle) and my home association, the Chautauqua County AEOP, while serving on the National Board and look forward with great pride and humility to serving in this new capacity. If you are not a member of NAEOP yet, please consider becoming one. Email me and I will get you started! If you are a member, please think about joining us in Kansas City, Missouri, this July. Once you go to a NAEOP Annual Conference, you'll be hooked – just ask Colleen Clarke!

As always, I'm here for you – my friends and colleagues. If there's ever anything I can do for you, your school district or your local association, please don't hesitate to contact me.

In the meantime ... keep dreaming!



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

Every so often, we all need to be reminded of proper email etiquette and I'd like to share with you some suggestions, but I know you already know these as educational office professionals. However, it doesn't hurt to refresh:

- Everyone has feelings! Remember there is a human on the receiving end of the email. Do not send a message when you are angry; there could be repercussions so wait a day, reread your message before sending it.
- Never type in all caps! This is considered rude, as if you are yelling.
- Be polite! Start your email with 'hello,' just like you would on the telephone. Complete your email with a closing of thank you, sincerely, or see you soon.
- Look good online! Always use spell check and write in complete sentences.
- Keep it short and sweet! Don't be a novelist; get to the point/edit/send.
- Email is NOT private! Be careful with sensitive or confidential information; technology is so sophisticated these days that with a few clicks, emails can be bounced off different servers.
- Viruses, Worms, etc.! Of course we all know (or should know) not to open emails from someone you do not know as it may carry a virus which will in turn play havoc on your computer.

Email has become a lifeline nowadays – both professionally and personally. Use it wisely and correctly to avoid any embarrassments...a lesson learned by my principal when she inadvertently replied to an email that was not meant for the original email sender! Thankfully the original sender has a good sense of humor and all is well, but for a brief moment there was anxiety, and another gray hair!!

Let's keep in touch. CEberle@schools.nyc.gov



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

Once again it is my pleasure to announce the next PSP certificate award recipients. On January 15, 2010, the following New York State ladies were awarded a variety of PSP certificates.

I extend my heartiest congratulations to them all!

Joyce Barski	West Henrietta	Associates Degree
Annmarie Burgett	Rochester	Advanced III/ CEOE
Deborah Ferris	Rochester	Associates Degree/CEOE
Marilyn Lewis	Rochester	Associates Degree
Pamela Marcello	Webster	Associates Degree/CEOE
Karen Quackenbush	Rush	Associate Professional
Pam Ravashiere	Geneva	Associates Degree

We also had three individuals who recertified their current PSP certificate level: Diane Weaver, Teresa Nemecek and Wendy Heslink.

Information Request from the PSP Liaison

From time to time each state association has the opportunity to be recognized by NAEOP. Often we are asked about specific information about our membership.

I asked those NYS members who were renewing for the new year to include information about their PSP level and if they held a NAEOP membership. Many of you used the new renewal form and provided me with the requested information. Unfortunately, some of the information was incomplete and many people used the renewal form for 2009 and the requested information was not on that form. Thus, my database is quite incomplete.

Therefore I am asking that all NYSAEOP members respond to me in one of three forms to provide the following information. Please respond even if you filled out information on your renewal form.

Email: cvanhoesen@cccsd.org
US Mail: Connie Van Hoesen, 85 Dewey Road,
 Churchville, NY 14428
Phone (585) 293-1829 and leave a message.



When did you receive your FIRST PSP Certificate?

What is your CURRENT PSP Certificate?

Do you hold the Distinction of CEOE?

Y _____ N _____

Do you have a current membership with NAEOP?

Y _____ N _____

How long have you been a NAEOP member?

Remember, CEOE is not a PSP Certificate level. You need to have obtained Advanced III or Associates Degree level to apply for CEOE.

Thank you in advance for your cooperation and help with this project. It will be very beneficial to NYSAEOP to have “proof” of what we already know is an active and involved membership.

Visit the NYSAEOP PSP webpage any time for more information at <http://www.nysaeop.org/PSP.htm>



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

Greetings from the Finger Lakes Region. I hope all of you had a wonderful holiday. My family and I did.

This year each Region Director was asked to plan a 2010 Professional Development Day. I am very excited to report that the Finger Lakes Region Professional Development Day will be on August 11th at the Phelps-Clifton Springs Central School District. The theme is The Office Professional... Surviving Change in Today’s Educational Office. Dr. Marla Iverson, Assistant Superintendent for School Improvement at Wayne-Finger Lakes BOCES, will be the keynote speaker. I hope you will be able to attend. More information will be available soon.

Thank you to all who renewed your membership in 2009. 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.



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

One of the duties of the Past President is to serve as Nominating Committee Chair, and as such, to announce all positions open and/or available for election at the upcoming Annual Meeting in the fall. This year all elected positions will be on the ballot at the Annual Meeting.

The following positions will be available for election to the Executive Board for the 2010-2012 term:

Vice-President

Candidates for Vice-President must have served as a member of the Executive Board at least one year immediately preceding nomination. The term is for two years after which the elected individual moves to the position of President.

Secretary

Treasurer

Candidates for either the Secretary or Treasurer position must have been a member of the Association for one year immediately preceding nomination. The term is for two years and the elected candidate may be elected for two consecutive terms.

Region Director (Western, Southern Tier, Finger Lakes, Northern, Capital and Lower Hudson)

Candidates for Region Director must be current members, preferably from the region they are offering to represent. The term is for two years and the elected candidate may be elected for two consecutive terms.

Most of the individuals currently serving on the Board in the positions listed above are eligible to stand for re-election for their second term; however, the Southern Tier Region Director position has been covered for the last few years by Terri Mitchell who generously accepted appointment to the position on an interim basis. The current Western Region Director, Joette Cappello, will be completing her second term this year.

If you are interested and would like to know more about positions on the Executive Board, please feel free to contact me or any Executive Board Member. If you know a NYSAEOP member who you believe might be interested and you would like to see represent you on the Executive Board, please encourage that person to contact us.

I realize that this level of service is not for everyone, but please know that I believe that each and every one of our members would provide vital insight and prove to be an invaluable benefit to the Board and the Association should he or she choose to serve. And, in the words of Joette Cappello, "It's Easy -- You Can Do It!" Please consider becoming a member of the Executive Board.

Anyone interested in being nominated for any of the above positions should contact me prior to August 1, 2010, so election information on officers and directors can be made available to members at least thirty days before the annual meeting.

If you have any questions, suggestions or news to share, please contact me at bobrian@gcs.neric.org.





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

The economy is starting to show signs of improving. School budgets will be hurt though through 2012 at least. New York is supposed to get over \$20 billion in Federal Stimulus money. Of this money, \$3.24 million would go for education. We could also receive \$31 billion in American Recovery and Reinvestment Act funds (ARRA). Around \$43 million of that would go to education.

These sound like great numbers, but this is not a bail out. New York is still in trouble. Financial support for public schools come from three sources: the federal government (5%), state aid formulas and grants (45%), and locally raised revenues (50%). State aid for public schools comes primarily from the State General Fund (68%- mostly from state taxes), 20% comes from STAR, and 12% comes from a Special Revenue Fund account supported by the lottery. To find out what your school district receives in State Aid, go to <http://stateaid.nysed.gov> and type in the name of the district.

Gov. Paterson is working on the budget. He wants to impose \$1.4 billion in education cuts. New York lost 5,000 teaching and support staff positions last year. This was after the ARRA funds. This washes away any effects from the stimulus money.

Elected officials need to re-examine out-dated tax codes instead of opting to cut public services and other drastic means. There is also a way to collect \$3.2 billion in revenue to support education and health care by amending the state's Stock Transfer Tax. If 80% of the \$16 billion raised annually by the Stock Transfer Tax was rebated, we could reduce volatility in trading, but raise badly needed revenue.

**Sources: NYSUT.org, Openbooknewyork.com, Recovery.ny.gov*

Keep looking ahead positively and make your voices heard.

I'm looking forward to some sunny, warm days. Spring, anyone?

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



*Message From:
Colleen Clarke,
Audit Chair*

Many of us find ourselves at times feeling like we have many more things to do than we have time to do them. This can be true both on the job and at home. I found the following information that might help you improve your time management skills at www.about.com under the topic Career Planning.

- Keep prioritized “to do” lists: Make a list of tasks that you need to complete in order of priority, from most important to least important, and cross/check the items off as you complete them.
- Schedule breaks: By scheduling and taking breaks at regular times, you will be less likely to goof off when you should be working.
- Learn to delegate: Even though you are tempted to try to do it all yourself, you should ask for help from others to make sure that you make the necessary deadlines.
- Get organized: It is much easier to complete tasks if you have an organized work area.
- Learn to say “no” to your boss: Be prepared to offer a good reason for turning down a new assignment that shows you gave a lot of thought to the situation. Perhaps you don't have enough time to work on the new assignment because of your current workload, you think your other work might suffer if you take on another assignment or you don't have the necessary skills to complete the assignment.
- Stop procrastinating: This is a bad habit that can slow down your career growth, especially if it results in completing assignments late or not at all.
- Get enough sleep: Although you might work long hours to try to get an assignment completed, you will actually be less efficient when you are tired.

After reading the above information, I found that several of these tips might help me manage my time better and I'm going to give them a try. I hope that you will find them useful as well.

If you have any questions, suggestions or news to share, please contact me at colleen.clarke@rcsdk12.org.



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

My School Runs Green

On January 20, 2010, my district, Hartford Central School, celebrated with a ribbon cutting ceremony for the official opening of the First Wood Chip Gasification Plant in a New York State Public School. Many dignitaries attended. One in particular, Rob Schultz, District Director for Congressman Scott Murphy, spoke of HCS’s plant being a step toward reducing dependence on foreign oil. He also spoke of the local impact it would have, because wood chips are purchased from local businesses. Also, local farms could receive the used woodchips, or potash, as fertilizer.

This \$1.9 million facility has completely replaced old fuel-oil burners. Officials believe the district will burn up to 1,600 tons a year of wood chips, which, unlike heating oil, produce little in the way of toxins, officials said. When operating, this system will burn wood chips to create heat and hot water for the school. The district expects to save thousands of dollars on its heating bill with the new system, while reducing the chemicals emitted into the environment. The system also monitors the temperature of each room, sending heat to rooms that get too cold.

Taxpayers approved a building project in 2006. The plant cost is about \$1 million which was included in the overall project. State funds will pay for 87.5 percent of the projects’ total \$15.7 million construction cost, with local taxpayers paying \$237,500. Officials believe the plant will also save the district \$100,000 a year.

Carl Thurneau, Director of Facilities Planning for the State Department of Education, which reviews school capital projects for safety and health, said other districts are considering wood-chip heat. Other districts are also using other alternative energy sources, including biomass solar, wind and geothermal. Superintendent Abraham said similar systems have been installed at several sites in Vermont, including Middlebury College.

If your district is interested in learning more about our plant, please contact our Superintendent, Mr. Thomas W. Abraham, at Hartford Central School at (518) 632-5931.

Source, The Saratogian, The Post Star; The Tanager Times, Volume 1, Issue IV

We are all looking forward to seeing you all at the 1st Annual Capital Region Professional Development Day for Office Personnel on Tuesday, May 25, 2010, in Saratoga Springs. It is co-sponsored by the Washington-Saratoga-Warren-Hamilton-Essex BOCES and NYSAEOP and hosted by TEOPA (Tri-County Educational Office Personnel Association). We are contacting all schools in the Capital Region. TEOPA, retirees and current member representatives have sent out flyers and e-mails along with making a concerted effort to present a special day for all educational office professionals. If you have not received one, please visit our website at www.nysaeop.org/conferences.htm

Our keynote speaker is Wendy Heslink, CEOE, and we have four workshops that will make your role as an educational office professional more rewarding. If you need any further information or have any colleagues who might be interested in this spring conference, please contact me at pross@hartfordcsd.org.



*Message From:
Joette Cappello,
Western Region Director*

The Western Region will host a Professional Development Day on Friday, April 30, 2010, at the Hilton Garden Inn, 4201 Genesee Street, Cheektowaga, NY 14227. The Hilton Garden Inn is located directly across the street from the Buffalo airport.

A variety of workshops will be presented. We have speakers confirmed for the following topics: Confidentiality in School Offices, Smart Phone Applications, Current School Health Issues, and of course, the Professional Standards Program.

Additional details on our Professional Development Day will be sent to NYSAEOP members soon.

Our Western Region has a history of providing great support and attendance to all NYSAEOP events. I am looking forward to seeing you again at the Villa Roma in Callicoon, NY from November 4-7, 2010. As always, if you need to contact me, I may be reached during the day at 716-687-2304, in the evening at 716-667-3268 or at JCappello@eastauroraschools.org.



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

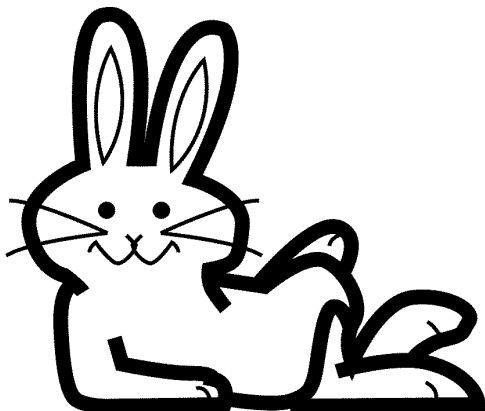
A Big “Hello” to all from the Lower Hudson Region. I hope everyone had a wonderful start to this New Year. As we anxiously await the coming of spring, please don’t forget to renew your 2010 membership.

Many of you will be having a spring Professional Development Day or in-service days in your school districts. Please don’t be shy. Share this information with me and our members. I would love to come and meet some of you at your events.

Also, please don’t forget to check our website: www.nysaeop.org. We have a lot of interesting information and upcoming events on our website. There is going to be a Capital Region Professional Development Day on May 25th in Saratoga Springs. I am very much looking forward to attending. If you are working towards your PSP, this is a great opportunity. Don’t forget to put in your calendar our 58th Annual Conference for the dates of November 4 - 7, 2010. I know this date seems far off, but it comes around much quicker than you think. This year we will be at the Villa Roma Resort & Conference Center in Callicoon, New York. Attending an annual conference is an experience everyone enjoys and learns so much from. I hope to see you all there.

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

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



*Message From:
Helen Brotherton,
Northern Region Director*

Greetings from the Northern Region....brrrrr.....It has been a chilly and snowy winter....I know one of the things that has kept me warm is the memories of the fall conference this year. At this time I would like to introduce you to another member of the Northern Region who also attended the conference.

Carolyn Miller is a Guidance Secretary for the Poland Central School District. She has worked for the district since 1998. She is and has been Treasurer of the Poland Central School District Alumni Association for the past 35 years!!!! Wow.that is dedication and shows how much she cares about her fellow classmates and the school district.



Caroyln and her husband have recently celebrated their 43rd wedding anniversary! Congratulations to you both! They have two children, five grandchildren and at the time I met Caroyln an “almost great-grandchild.”

Carolyn has attended NYS conferences at Alexandria Bay, Glens Falls, Utica, Peek’n Peak, Friar Tuck Inn and also the latest fall conference at the Woodcliff Hotel in Fairport. She has enjoyed the opportunities to network with other office professionals. It was very informative for her to hear how other office professionals have been affected by the economic stress that the districts have had to bear. Also, Caroyln has enjoyed learning new strategies and tips to maintaining a happy and healthy lifestyle.

I thoroughly enjoyed my visit with Caroyln and her comrades during the last conference at Fairport, NY. Caroyln, I wish you and your family the best. And to all of the other members of the Northern Region, I wish you the best and look forward to meeting you in the future.

If you have any questions, suggestions or news to share, please contact me at hbrotherton@mail.ircsd.org.



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

Here's hoping that everyone is having a great 2010! Weather in Rochester area has been pretty decent for winter, however our thoughts go out to our colleagues that may be experiencing a lot of snow and cold. Cheer up - spring is on its way.

My thanks to Barbara Lutsgarten and Marie Ward for informing me of the Broome-Tioga Spring meeting to be held March 18. Thanks to Maine-Endwell School District for hosting this dinner and to Vice-President, Mary Peg Mathis, for securing the program speaker, Fran Battisti. Her address will focus on, "If You're Not A Little Crazy... You Cannot Come Into My House." More information about this meeting will be forthcoming in an upcoming *Empire News* newsletter.

UPDATE: You may remember that in my last article. I participated in the silent auction held by the Broome-Tioga AEOP and placed a bid on prize #4. Well as luck would have it I was the high (and perhaps the only) bidder on prize #4 and now – thanks to Marie Ward sending it to me – I am the proud owner of the "Charles Atlas 10 Steps to a Better Body!" Anyone who read comic books many years ago remembers the skinny guy getting sand kicked in his face on the beach. However, thanks to Charles Atlas the skinny guy became the "HERO of the BEACH." I tried to "re-gift" it at Christmas and it keeps finding its way back to me! Needless to say we have had a great deal of fun with prize #4.

As you are most likely aware, there will not be a Spring Regional held this year. In its place, President Wendy Heslink, has asked that each Region Director host a Professional Development Day in their respective regions. With that said, I would like to hear from educational professionals from the Southern Tier as to where an appropriate place to hold a PD and what you would like to have as workshops/keynote speakers. I would like to have this day in late April or very early May. Being from the City of Rochester, I am asking for assistance in finding a location for "our" PD. If you have any ideas, please contact me at (585) 654-8296 after 6:00PM or e-mail me at: bmitcht@frontiernet.net. I'm looking forward to working with my colleagues in the

Southern Tier Region, but I will need your assistance.

In closing, I received this interesting information from Barb Lutsgarten regarding "the olive."

"The fact that olives are shaped similar to your ovaries may be more than coincidence. The healthy fats, vitamins and minerals found in these tasty fruits of the olive tree have been shown to reduce your risk for ovarian cancer and heart disease, according to research conducted in Italy. Try to add more olive oil to your diet or just eat green and black olives straight from the market!"

Actually I still maintain that the best olive to me is a green olive that has been marinated in gin!



**Message From:
Terri Linendoll,
Empire News Editor**

As I reflect on my first year as your editor of the *Empire News*, I'd like to remind all members to submit articles to their Regional Director or any Board member for inclusion in our NYSAEOP newsletter. There are so many "hot topics" in education right now, it's a great way for us to share ideas and concerns, as well as problem-solvers that might have worked well in your district.

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

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.

Mark Your Calendar !

April 30, 2010

**Western Region Professional
Development Day @ Hilton Garden
Inn, Cheektowaga, NY
For more information contact
Joette Cappello@eastauroraschools.org**

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:
Rose Bain, CEO
Public Relations/Webmaster*

Social Networking

Is it possible to achieve a reasonable level of privacy while still using social networks?

Yes it is. Humans are social animals by our nature and social networks are just one other outlet for humans to interact. We should not look at social networks as threats, but as opportunities for us to interact with people globally.

Users obviously shouldn't share sensitive information like social security numbers, but where is the fine line between personal and what is safe to be published? What information do people share thinking it's safe and then it comes back to hurt them?

People need to be aware of the environment within which they are communicating to others. If you are discussing things in a public forum, all that information is available to everyone else in that forum. Therefore, people should take a common sense approach to what they should and should not discuss. In the real world we only talk about sensitive issues when we are in private and with people we trust. Although when people are online, they can fall into a false sense of security because there are physically in a secure place using their computer which results in them divulging information they should not. What information is safe and what could come back to hurt you is hard to identify as that could be different for each individual.

People need to be wary that the information they leak online could be used against them. Certain information could be used in cyber bullying and/or cyber stalking. There is also the threat posed in the real world from your activities online. Updating your social network profile that you are on vacation for two weeks could be used by criminals to target empty houses to be burgled, especially if you have your home address published on the site.

Also, most people still do not use secure passwords and base them on items typically close to them like names of family members, date of birth etc. That information could be used by criminals to guess your password and compromise your social network account to spam your contacts. If you use the same password across all your systems, such as banking and email then they could be compromised too.

Finally we need to be aware that the sites we are using are owned and managed by private corporations. Some of these have better privacy policies than others and treat the data of their users differently. People should be aware of the privacy policies and terms of use for the social networks and be cognizant of how those companies will treat their private information.

In summary, if you do not want your boss, your mother or a stranger to know what you are doing or thinking-then don't post it to the Internet!

**Article from <http://www.net-security.org/article.php?id=1331&p=1>*

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



**Message From:
Sue Ann Coburn,
Membership Chair**

Just a gentle reminder to those who have not renewed their membership please do so as soon as possible. We will be deleting people from the subscription list for your newsletter if not renewed by June 1, 2010. I know, as a member, how important it is to receive this valuable and important informational newsletter, so please renew. Feel free to pass on this newsletter to a co-worker who may not have joined our organization yet!

Below is an article about emails that I thought was very good! Perhaps you are already doing what this computer expert suggests, but if not, he has some good points.

A computer expert received the following directly from a system administrator for a corporate system. It is an excellent message that ABSOLUTELY applies to ALL of us who send e-mails.

Do you really know how to forward e-mails? 50% DO NOT.
Do you wonder why you get viruses or junk mail? Do you hate it?

Every time you forward an e-mail there is information left over from the people who got the message before you, addresses and names. As the messages get forwarded along, the list of addresses builds, and builds, and builds, and all it takes is for some poor sap to get a virus, and his or her computer can send that virus to every E-mail address that has come across his computer.

THIS IS WHAT YOU SHOULD DO:

(1) When you forward an e-mail, DELETE all of the other addresses that appear in the body of the message (at the top). That's right , DELETE them. Highlight them and delete them, backspace them, cut them, whatever it is you know how to do. It only takes a second. You MUST click the "Forward" button first and then you will have full editing capabilities against the body and headers of the message. If you don't click on "Forward" first, you won't be able to edit the message at all.

(2) Whenever you send an e-mail to more than one person, do NOT use the To: or Cc: fields for adding e-mail addresses. Always use the BCC:(blind carbon copy) field for listing the e-mail addresses. This is the way the people you send to will only see their own e-mail address. If you don't see your BCC: option click on where it says To: and your address list will appear. Highlight the address and choose BCC: and that's it, it's that easy. When you send to BCC: your message will automatically say "Undisclosed Recipients" in the "TO:" field of the people who receive it. (this can vary with different e-mail programs)

(3) Remove any "FW :" in the subject line. You can re-name the subject if you wish or even fix spelling.

(4) Have you ever gotten an e-mail that is a petition? It states a position and asks you to add your name and address and to forward it to 10 or 15 people or your entire address book. The email can be forwarded on and on and can collect thousands of names and e-mail addresses.

A FACT: The completed petition is actually worth a couple of bucks to a professional spammer because of the wealth of valid names and e-mail addresses contained therein.. DO NOT put your e-mail address on any petition. If you want to support the petition, send it as your own personal letter to the intended recipient. Your position may carry more weight as a personal letter than a laundry list of names and e-mail addresses on a petition. (And don't believe the ones that say that the e-mail is being traced. It just ain't so!) Often the e-mail address that you are suppose to send the petition to is a fake address.

Some of the other e-mails to delete and not forward are:

1. The one that says something like, "Send this email to 10 people and you'll see something great run across your screen." Or sometimes they'll just tease you by saying 'something really cute will happen.' IT AIN'T GONNA HAPPEN!!!! (We are still seeing some of the same emails that we waited on 10 years ago!)
2. I don't let the bad luck ones scare me either, they get trashed.
3. Before you forward an 'Amber Alert', or a 'Virus Alert', or some of the other e-mails floating around nowadays, check them out before you forward them. Most of them are junk mail that's been circling the net for YEARS! Just about everything you receive in an e-mail that is in question can be checked out at Snopes.com. Just go to <http://www.snopes.com/> or <http://www.truthorfiction.com/> It's really easy to find out if it's real or not. If it's not, please don't pass it on.

So please, in the future, let's stop the junk mail and the viruses. Finally, here's an idea! Let's send this to everyone we know. This is something that SHOULD be forwarded. *Source Unknown

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

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- Professional networking with others
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- Quarterly issues of the Association newsletter

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Street City Zip Phone/FAX No.

County (Employment) _____ Address Change? _____ Referred by / Region: _____ /

Names of other professional associations to which you belong _____

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Note: Mail will be sent to your home address unless you specify differently.