



# National Association of Educational Office Professionals

## State Department Council Newsletter

**Volume 1, Issue 1**

**September 2011**

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## Let me introduce myself...

Hello, I'm Debbie Geib, NAEOP State Department Council Chairman. I am so honored to be a part of NAEOP and this great association.

I work for the Missouri School Boards' Association and our offices work with our state department on funding, curriculum and other issues that face our educational system. Our office lobbies the general assembly on issues that affect public education. My office is located a block from the capitol in Jefferson City, MO. If you are ever in the area, please stop by and I will be glad to show you around.

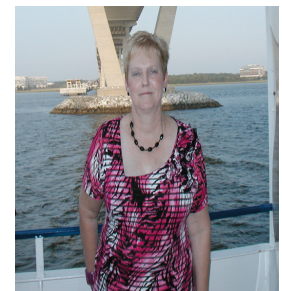
My husband, Larry, and I live on a small farm outside of Montgomery City, MO. We have some cattle and a large garden. My husband is a retired school administrator and farmer, therefore his garden is now his small farm! We have five children and four grandsons and love to spoil them as much as possible.

Larry and I love to take our camper out and relax and attend small rural fairs and festivals. Nothing like hometown USA at it's best.

When I'm not at work, I love

to read, sew, scrapbook, decorate and just go do things! In the summer, I can the vegetables and fruits from our garden and we really enjoy them in the wintertime.

I hope that the newsletter will be a good resource for you and I encourage you to submit articles or suggestions for topics to be discussed in future issues.



### Mark Your Calendar

#### PSP Filing Dates

September 15

January 15

May 15

#### NAEOP Spring Institute

April 20-22, 2012

Embassy Suites

Rogers, AR

#### NAEOP Annual Conference

July 9-13, 2012

Hilton Orange County

Costa Mesa, CA

## Diary of a Local Association ...

Submitted by: Denise Fisher, CEOE and Carol Bom, CEOE  
Nebraska Department of Education

May 5, 2011

Dear Diary – I'm not sure what I did, but I haven't seen many of my members for quite some time. I have a few really good members who have been with me since the beginning, just three years ago. They are good members and dedicated to me and my success. But why aren't more people inter-

ested in me?

May 23, 2011

Dear Diary – today the new president held a membership meeting. It was good because almost all of my members showed up. Could be because a personally delivered invitation was given to each member inviting them. I don't know. In any event, there were a lot of them there, there were post-it chart paper all over the place; and many of the members

brought notes with them. I also noticed a good mix of members with experience and members who appeared to be newer to the work world.

So, Madam President went to the first sheet of paper – What Have We Done Well? The members just kind of threw out some responses while she wrote them down. Then she moved on to the second sheet of paper – What Do We Need to Improve? Lots of suggestions on that one. And, finally,

## Where Is That File?

At the NAEOP Conference I attended a workshop on electronic filing system presented by Jackie Cauley, CEOE of Greenville, SC. One thing that stuck in my mind that she kept saying was “You have to **LET GO** of the backup paper copies and rely on your electronic filing system.”

I have worked for the Missouri School Boards’ Association for almost ten years and if asked I could probably produce any given file from the first month I worked in the office. I keep everything – ok, I’m a pack rat at times, but with my position I need to have proof of everything – I work with attorneys, lobbyists and indirectly with the general assembly!!!!

Before I left for the national conference I was informed that our office was moving and we would move the week I returned from conference. At the time I didn’t think it would be a big deal – then I looked at all of the filing cabinets that I had and what I would not have and panicked. After looking in some of the filing cabinets I found files from 20 years ago and many duplicate copies. With a limited space to store files I began the process of what I had learned in the workshop at national and began scanning the files.

This process does take some time and then the process of labeling the files and sorting them to be easily found later is time consuming, but it also has limited many of my paper files and solved some of my storage dilemma.

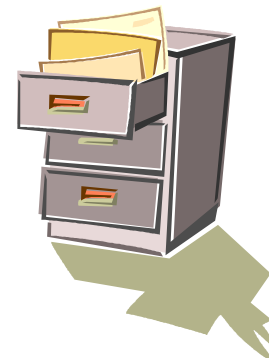
The hard part for me was, and still is, destroying the paper copy after you have made sure you have a good electronic

copy. Though I didn’t have months to do this process – more like 4 days – I have some suggestions that might help you if you are ever in this position. Sort your documents that will be scanned into your categories first. Make a folder for each category and as you scan the documents, name them immediately and place in the folder. Afterwards when you have time, you can then add more categories and topics for distribution of your files if needed. This initial process will at least get you started on your paperless journey.

Although I’m still struggling with the move of our office and remembering where I put everything – yes, I still have many paper files – I’m seeing the benefits in the electronic filing system and the space and sometimes time in finding the files quicker. I’ll always keep some paper files but electronic filing is the future of our jobs.

For more information and great tips on electronic filing visit this website - <http://www.wikihow.com/Organize-an-Electronic-Filing-System>. Happy filing!!!!!!

*You have to LET GO of the backup paper copies and rely on your electronic filing system.*



## No Two Are The Same

I am guilty of thinking that because two things are similar they should be the same. Well, I’m finding out that most of the time they are not.



Recently we had twin calves at our farm and though they both are girls, they totally look and act differently. One is red with a white face and white tips on the ears and tail (JoJo) while the other one is a reddish brown (LuLu). While LuLu is shy and likes to stay in the background she is the better bottle feeder. JoJo is very social, running around the pasture and kicking up her heels. LuLu just needs a bit of coaxing to take the bottle of milk but JoJo needs to be strongly encouraged to take the bottle. I’m the one having to adapt that they are totally different and their needs are different.

LuLu (picture taken by Lexa Brooks)

You might wonder where I'm heading with this. Well...just a reminder that each member of your association and each local group is different and has different needs. While one local group may be in a large city area, they may want to meet less often and for longer periods of time. The rural area group may have better access to a place to meet and may want to have more frequent and shorter meetings to meet the needs of their association.

Surveying your local associations on what best meets their needs is sometimes necessary. "Is one day of the week better than another?" "Is a certain month better than another?" "How long should your professional development last?" These are just some of the questions that might need answered.



Jojo (picture taken by Lexa Brooks)

Remember that when you open up the box of chocolates that even though they are all chocolate, they can all be different.

***Would you like to contribute to the next State Department Council newsletter by writing an article? Do you have suggestions for future newsletters? Please email me your ideas or articles at [geib@msbanet.org](mailto:geib@msbanet.org). This is your newsletter and your contributions are appreciated.***

## ***Chocolate Can Be Good For You!***



The last several months I've had this 'thing' about reading the sayings in the wrappers of Dove chocolate candy. I guess part of it is that stress has caused me to maybe eat more chocolate, but I also like reading the messages. And to be completely honest – I love chocolate. Today is just another hectic day at our office and I began the journey of reading the messages in the Dove wrappers.

One of the wrappers stated – *constantly strive to reinvent yourself*. As office professionals I believe we have many roles in our jobs and are constantly adding more hats to our attire. With the major budget cuts to our educational systems we are all having to do our job, and parts of other jobs, to make our schools run as smoothly as can be.

Another wrapper said – *remember to exhale*. We all get so caught up in the moment and doing everything that we can we sometimes forget to take a few moments for us. I'm really guilty of that and have had several of my friends remind me I need to say NO more often and stop and smell the roses. I'm trying to do that, but it is hard when you want to be involved in so many causes. My goal this year is to try to take time for me and enjoy life. My husband retired a couple of years ago and last summer we purchased a travel camper. We have used it several weekends and I look forward to a couple of trips in the next few weeks. So I am trying to relax.

One of my favorite wrappers today is – *there are new opportunities around every corner*. How true that statement is. If we would just share our knowledge of our association with others our membership could and would grow. Look for the opportunities to share what NAEOP has to offer – you'll be glad you did.

Well, the day is almost over and I'm cleaning off my desk and throwing away all of my Dove wrappers, but realized that I not only enjoyed eating the great chocolate, but I learned several things today. All in all, it was a better day than I thought.

Take time to eat the chocolate and see what you learn today!

(continued from page 1)

the third sheet of paper – Are We Meeting the Needs of the Membership? Lots of stuff on that one, too but it was mostly what I haven't done.

This was a difficult day for me. I had no idea that some of my members wanted more or different things from me. What was really difficult was I didn't know it and I CAN provide the things they want! I guess that was encouraging as well.

June 6, 2011

Another membership meeting today. Madam President brought more paper with her. This time she also brought dots. Each member got six dots. They were to go around to the charts they made the last time, and place a dot on the items they felt strongly about or items that had meaning to them. I was a bit surprised that several things I had been doing did not receive one single dot! I guess I need to listen better to my membership.

So from those items that received at least four dots, Madam President (MP) made another chart. She said something about those things being important to the membership and that I could probably meet all those things and even go beyond what people wanted and needed. I was starting to feel a bit empowered after that. You know, maybe I was underestimating the skills and abilities of my membership. HmMMMM.

June 23, 2011

Dear Diary – you guessed it! Another membership meeting! Not so many members this time but there seems to be a core group, a good number of them, interested in heading in a new direction. MP brought her chart paper again and this time they looked at my purpose and objectives from the By-laws.

Looking at the four-dot stuff, it was

## iGive Program

Be a part of the first and largest online network of shoppers, stores, and worthy causes dedicated to turning everyday online shopping into much-needed donations. It's never been easier to support a great cause—just by shopping online.

iGive is totally free, and you'll never pay more when you reach these stores through iGive.com. And if you take advantage of the coupons and

interesting to see that there were not that many things matching up. One member quipped something about looking at things as practice vs. purpose. What am I doing because I've always done it, and kind of ignoring the purpose it served. I'm not sure about this growth process. It intrigues me but at times, it can be very painful.

So a couple of the younger members starting piping up, which is good, about not including more "classes" of staff, maybe expanding the "secretary" role to include "support staff" which would include a ton of people (and possible new members!). So, they worked on my three objectives and came up with some pretty good tweaks to an outdated (possibly?) way of thinking to something more inclusive. I rather liked it!

My members then worked through the "at least four dots" stuff and tried to align it with my new objectives and they figured out that we could accomplish all the things and, dare I say? More?

July 9, 2011

Dear Diary – MP couldn't make it today but a couple of my members stepped up and led the discussion without her. I was so proud of them. They took the group through the duties of the officers and some other things for us to look at down the road.

July 15, 2011

Diary – my goodness, a lot of work got done today. The bylaws work group (about 10 members) sat down and got to work on getting the bylaws into shape so my whole membership could vote on the work so far. It was a good idea to get everyone back on board at this time. A lot of work had been done and much more lie ahead. But, just to make sure everyone understood, the group planned a special meeting of my membership. It will be good to have the group back together.

July 27, 2011

Dear Diary – well, the chart papers are back on the wall – although another member (younger!) made these and I rather liked her interpretation of the work. Most of the membership was present as the work group took turns explaining the process and the proposed changes to my bylaws. It was like a well-oiled machine, I tell you. Each member presented a part of the process and explained it the way they understood it! It was amazing! I didn't realize how much talent and ability lies within my members. And, you know, they worked together filling in or helping out each other.

Not only the members sharing information, but the members who were there to learn, all offered good dialogue, questions and concerns. And, each concern and question was addressed and a point of common ground was reached. I can't tell you how that makes me feel.

I liked the idea of having prizes for those who attended. A free membership for one year was the grand prize.

So, at the end of the day, the proposed changes all passed and I am now sporting a new look! I've lost a little weight, but I've gained muscle!! I have been designed to Engage, Explore and Enrich my membership and to provide tempting and tantalizing projects to draw some new members in.

I like my new haircut. However, I'm told I also need a new wardrobe and a little makeup. I don't know, but I am learning to trust and look forward to what my members have in store for me. I think my members are starting to like me again and the few faithful ones are still with me, too! I'll keep you posted.

free shipping deals posted at iGive, you might even save a few bucks!

And with iSearchiGive.com, each qualified search earns a penny (or more) for NAEOP.

Shop at 700 plus top notch online stores and benefit NAEOP in the



process. Participating stores include Amazon.com, eBay, Pottery Barn, JC Penny, Barnes & Noble, Staples and many more. A listing of stores appears on the website. Next to each store in the iGive Mall, you'll see exactly how much of each purchase will be donated to NAEOP.

Join now at [www.iGive.com/NAEOP](http://www.iGive.com/NAEOP) and enjoy online shopping and donating to a great cause.

## State Department Council Goals 2011-2012

- Communicate with State Department Council members at least quarterly through email and/or newsletter.
- Send correspondence to State Department Commissioners about the benefits of NAEOP membership for employees and supervisors and the professional development opportunities available to them.
- Encourage committee members to communicate to their area state department colleagues the benefits of membership and professional development with NAEOP.
- To communicate with State Department members reminding them about renewal of membership or contacting those that did not renew.
- Ask committee members and others to contribute articles and information to quarterly email and/or newsletter.
- Be an ambassador for NAEOP by providing information on NAEOP membership at various meetings throughout the year and help retain and recruit members.
- Attend professional development meetings, state conferences and local office professional meetings whenever possible to promote NAEOP membership and the professional development opportunities available.
- Encourage state associations to affiliate with NAEOP.
- Prepare as requested articles for the *NES* and *Keeping Affiliates Active* newsletter.
- Prepare an agenda and meeting of the State Department Council members during the Annual Conference (after consulting with appropriate officers).
- Keep communication lines open at all times and be available to help answer questions on membership and NAEOP in general.

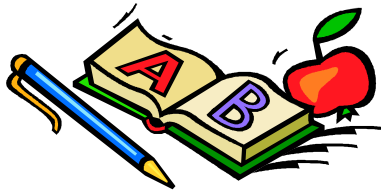
## What's Happening in Nebraska??

Submitted by: Sue Gilleland, CEOE

Nebraska Department of Education Office Professionals Association (NDEOPA) is in the process of changing their bylaws. NDEOPA has been in existence for the past four years; during this time, the board members were on numerous committees. We are eliminating a number of board of director positions in the change making a

smaller board, and having standing committees when the need arises.

For this year a proposed revision to the purpose and objectives statement is proposed, "Interact and learn from one another through mentoring programs,



classes, workshops and various NDE or Association committees with emphasis on developing shared leadership skills."

Denise Fisher, CEOE, President, is working on "What Has Worked Well/ Needs Improvement/and Meeting Needs" this year. Our focus theme for the year is Engage, Explore, and Enrich.

## Resources to Help Make Work Easier

I have enclosed some of my favorite links that make my life easier at work and at home. I often find that I need a quick template or download and Microsoft Office is my first source.

Microsoft Office Templates - <http://office.microsoft.com/en-us/templates-presentations-spreadsheets-documents-calendars-more-FX101741961.aspx?CTT=97> Microsoft Office Downloads - <http://office.microsoft.com/en-us/downloads/?CTT=97>.

And then the Crabby Office Lady – no not me – but the help link I use often is no longer writing this column but writing for the Microsoft Office Outlook blog but do check out both links – great info and a little laughter to help with your day.

The Crabby Office Lady - [http://blogs.office.com/b/crabby\\_office\\_lady/](http://blogs.office.com/b/crabby_office_lady/) Microsoft Office outlook blog - <http://blogs.office.com/b/microsoft-outlook/>



If you have links that you use often to help with the problems that come up in your day, please email them to me so we can share with everyone to help make their day more productive.



Debbie Geib  
Missouri School Boards' Association  
200 Madison, Suite 320  
Jefferson City, MO 65101

Phone: 573-638-7501  
Fax: 573-638-7503  
E-mail: geib@msbanet.org

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We're on the Web—  
[www.naeop.org](http://www.naeop.org)

### NAEOP Mission

*“The mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office professionals, is to provide professional growth opportunities, leadership, and service for employees in education through a specifically-designed certification program, quality training, a network for sharing information and ideas, recognition of achievements, and fellowship.”*



## How to Forward Emails Politely

Submitted by; Bob Mantlo, MSBA  
Director, Web Services-Online Assessment- Social Media

How to forward emails politely and also in a way that it will not SPAM your friends' mail boxes..



follow the steps given below.

1. In the mail to be forwarded, remove all unnecessary text, email address, etc.
2. Add your email in the TO: list and add all other emails to whom you are forwarding in the Bcc: list and forward now.
3. You will receive a copy of the email and your friends will also receive a copy silently and now you can delete the email from your inbox. Now you have forwarded an email politely and silently to your friends. This is a good method that tells your friends that you are not disturbing and SPAMing them.

### Thanks to our State Department Council Committee Members

Carol Bom, CEOE	Nebraska
Theresa Cote, CEOE	Kansas
Sue Gilliland, CEOE	Nebraska
Charlotte Zeller, CEOE	Kansas

### Advisor

Linda Sockwell, CEOE Texas