

NAEOP South Central Area Newsletter

Serving Colorado, New Mexico, Oklahoma, Texas, and South America

Issue 1; October 2012

GREETINGS!

Fall is here and another school year has started. I hope each of you had a fantastic summer. NAEOP National Conference and Institute held in Costa Mesa, California, was well attended and those from the South Central Area who were unable to attend were sorely missed. We hope you will start making plans to attend the 2013 conference in Alexandria, Virginia.

Lola Young, CEOE, Nebraska, was installed as our new NAEOP President and her theme for the 2012-2013 year is "Caring Enough To Share."

In this first newsletter of the 2012-2013 year you will find information on the new NAEOP Board of Directors, information on various committees, how to join the recently formed South Central Area affiliate with NAEOP, information on joining NAEOP as an individual or affiliate, and important dates and information.

I look forward to hearing from you, South Central members, with information about your local or state association's activities, or what you personally are doing in your professional year. This newsletter is published for you, members of the South Central area, and I look forward to hearing from you.

Have a great school year!

MaryAnn Hollingsworth, CEOE

South Central Area Director

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NAEOP Mission:

"The mission of the National Association of Educational Office Professionals (NAEOP), the only national professional association for educational office personnel, 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."

For more information visit the NAEOP website at www.naeop.org.



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NAEOP Board of Directors

Executive Committee:

Lola Young, CEOE-President

Cathy Eberle, President Elect

Elizabeth Napolitano, CEOE-Vice President

Theresa Cote, CEOE-Secretary/Treasurer

Allie Faye Matthews, CEOE-Immediate Past President

Area Directors:

Lisa Morehouse, CEOE- Central Area
 Christine Whitmire, CEOE-Mid-Atlantic Area

Wendy Heslink, CEOE-Northeast Area
 Susan Belliston, CEOE-Northwest Area
 MaryAnn Hollingsworth, CEOE-South Central Area

Patrica Stelmach, CEOE-Southeast Area
 Sherry Hubbard, CEOE-Southwest Area

Council Chairmen:

Bonnie Miller, CEOE-Administrative

Mary Meyers, Elementary

Angela McDowell, CEOE-Middle

School/Jr. High

Sheri McGraw, CEOE-High School/Career & Technical Education

Gretchen Walker, CEOE-Higher Education

Deborah Geib, State Department



Letter from the Editor...

Darcy Blackstock
Texas Educational Support Staff Association, Inc.
Channelview ISD

Welcome to the first edition of the South Central Area newsletter! It is truly an honor to assist MaryAnn Hollingsworth, South Central Area Director, in providing NAEOP members from the awesome South Central group with valuable information, ideas and helpful hints.

With the first few months of school well underway and the temperatures finally beginning to reach an enjoyable level, I am reminded of NAEOP President Young's theme of NAEOP "Caring Enough to Share." The season is upon us that brings this theme to the forefront of our attention and what a most appropriate time to reach out to our students, families, community and associations to demonstrate how much NAEOP members care. Service opportunities abound in most every area to lend a helping hand to a co-worker with a special project, or a friend in need of a listening ear, or an opportunity to share your talents with your local, state, or national association.

I encourage each of you to take a few moments out of your busy schedules and share a bit of yourself with someone. You will be amazed at the responses received for "Caring Enough to Share."

NAEOP Professional Standards Program Information:

The National Association of Educational Office Professionals (NAEOP) provides the opportunity for members to enhance their professional competencies through academic programs, conferences, and institutes. These incentive activities enable the members to take progressive steps to their desired professional growth level.

Filing dates for PSP applications are:

January 15

May 15

September 15

For more information visit the NAEOP website at www.naeop.org.

NAEOP Affiliation Information:

The NAEOP Affiliation Program provides an opportunity for local, county, regional, and state associations to affiliate with a national organization and to participate in national projects and programs which benefit office professionals in education.

The Affiliations Program is a central "clearing house" where ideas and suggestions from all affiliates may be sorted, sifted, combined, and revised and then returned to the membership as workable programs, which benefit affiliates, each member, and NAEOP.

Affiliation promotes professional unity from the local through the national levels. It serves as a medium for recognition of the profession, the association, and the member.

For more information on how to form a new affiliate or to re-affiliate visit the NAEOP website at www.naeop.org.

How Can You Manage Your Stress?

MaryAnn Hollingsworth, CEOE

Managing stress:

If your days are anything like mine then you know that stress can be part of a daily routine. While doing research for a story for our local newsletter I ran into some rather interesting information on managing stress that I thought would be of interest to you.

First, recognize stress:

Stress symptoms include mental, social, and physical manifestations. These include exhaustion, loss of/increased appetite, headaches, crying, sleeplessness, and oversleeping. Escape through alcohol, drugs, or other compulsive behavior is often an indication. Feelings of alarm, frustration, or apathy may accompany stress.

Stress Management is the ability to maintain control when situations, people, and events make excessive demands. What can you do to manage your stress? What are some strategies?

- **Look around**
See if there really is something you can change or control in the situation.
- **Set realistic goals for yourself**
Reduce the number of events going on in your life and you may reduce the circuit overload.
- **Remove yourself from the stressful situation**
Give yourself a break if only for a few moments daily.
- **Don't overwhelm yourself** by fretting about your entire workload. Handle each task as it comes, or selectively deal with matters in some priority.
- **Don't sweat the small stuff**
Try to prioritize a few truly important things and let the rest slide.
- **Learn how to best relax yourself**
Meditation and breathing exercises have been proven to be very effective in controlling stress. Practice clearing your mind of disturbing thoughts.
- **Selectively change the way you react** but not too much at one time. Focus on one troublesome thing and manage your reactions to it/him/her.
- **Change the way you see your situation; seek alternative viewpoints**
Stress is a reaction to events and problems, and you can lock yourself in to one way of viewing your situation. Seek an outside perspective of the situation, compare it with yours and perhaps lessen your reaction to these conditions.
- **Avoid extreme reactions**
Why hate when a little dislike will do? Why generate anxiety when you can be nervous? Why rage when anger will do the job? Why be depressed when you can just be sad?
- **Do something for others** to help get your mind off yourself.
- **Get enough sleep** Lack of rest just aggravates stress.
- **Work off stress** with physical activity, whether it's jogging, tennis, gardening.
- **Avoid self-medication or escape**
Alcohol and drugs can mask stress. They don't help deal with the problems.
- **Begin to manage the effects of stress** this is a long range strategy for adapting to your situation, and the effects of stress in your life. Try to isolate and work with one "effect" at a time and don't overwhelm yourself. For example, if you are not sleeping well, seek help on this one problem.
- **Try to "use" stress**
If you can't remedy, nor escape from, what is bothering you, flow with it and try to use it in a productive way.
- **Try to be positive**
Give yourself messages as to how well you can cope rather than how horrible everything is going to be. "Stress can actually help memory, provided it is short-term and not too severe. Stress causes more glucose to be delivered to the brain, which makes more energy available to neurons. This, in turn, enhances memory formation and retrieval. On the other hand, if stress is prolonged, it can impede the glucose delivery and disrupt memory."

"All Stressed Up," *St. Paul Pioneer Press Dispatch*, p. 8B, Monday, November 30, 1998

- Most importantly: if stress is putting you in an unmanageable state or interfering with your schoolwork, social and/or work life, **seek professional help.**

South Central Area Forms an Affiliate

Gayna R. Warren, CEOE
NAEOP Past President, 1999-2000

Recent years have seen a decline in membership, which in turn has affected affiliations. New Mexico and Colorado no longer have state affiliates and Oklahoma has not had a state affiliate for many years. As a result, those of us who still wish to be active in our area and at the national level do not have an association. This issue was discussed at our area meeting in July, 2012 at the NAEOP Conference in Costa Mesa, California. It was decided that we would form a South Central Area affiliate so those members interested could still be a part of the association at some level.

With money raised through a fundraiser and with a generous donation from Marilyn James who paid our first year's affiliation fee, the South Central Area Educational Office Professionals affiliate was formed. I was elected to serve as our Treasurer and authorized to open a checking account on behalf of SCAEOP. This task has been accomplished and we have funds totaling \$305 in our account.

We hope that EOPs in Colorado, New Mexico, Oklahoma and Texas will want to be a part of this ground breaking adventure and become charter members of SCAEOP. Included in this newsletter is a membership form. Our dues are only \$5! The NAEOP South Central Area Director – currently MaryAnn Hollingsworth, TX – will serve as our president. As an affiliate of NAEOP, we are entitled to all rights including submitting items to Advisory Council and having a delegate represent us at the Advisory Council meeting. We are looking forward to seeing many new members for SCAEOP!

NAEOP Membership

Continuing membership ensures that every member of NAEOP receives one full year of membership services and benefits.

Membership is open to all educational office personnel employed in any educational system or organization related to education.

For additional membership information please visit www.naeop.org.

NAEOP Education Foundation:

The National Association of Educational Office Professionals (NAEOP) Foundation, Inc. was established July 1984, following the 50th anniversary of NAEOP. The Board of Trustees was formed with a representative from all areas: members-at-large, retired members, a Past-President of NAEOP, and a NAEOP board member.

If you are an active or retired member of NAEOP, you are automatically a member of the NAEOP Educational Foundation, Inc. The Foundation owns and maintains the national office headquarters building in Wichita, Kansas, and is funded through individual donations, contributions, and programs like the Friends of the Foundation. A Board of Trustees and the national office staff administers the scholarship and educational programs.

The purposes of the Foundation in no way conflicts with the purposes and programs of NAEOP. All contributions to the Foundation are tax deductible under the IRS tax code section 501(c)(3). For more information visit the NAEOP website at www.naeop.org.

SOUTH CENTRAL AREA EDUCATIONAL OFFICE PROFESSIONALS



MEMBERSHIP FORM

Membership Application - \$5.00 per year (August 1 – July 31)

The South Central Area Educational Office Professionals Association (SCAEOPA) represents educational office professionals in Colorado, New Mexico, Oklahoma, Texas and South America. We are affiliated with the National Association of Educational Office Professionals (NAEOP).

Membership Information		
<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle School/Junior High	<input type="checkbox"/> Secondary/High School
<input type="checkbox"/> Higher Education	<input type="checkbox"/> State Department	<input type="checkbox"/> Administration
<input type="checkbox"/> Career & Technical Education	<input type="checkbox"/> Retired	<input type="checkbox"/> Other: _____
Name:		
Address:		
City:		State:
Zip:		
Home Phone:	Office Phone:	Ext:
Email:		

Make checks payable to: SCAEOP

Mail application form and check to:

Gayna R. Warren, CEOE
 SCAEOP Treasurer
 11438 E. Baltic Place
 Aurora, CO 80014

2012 Annual Conference and Institute

Costa Mesa, California





South Central Area PSP/CEOE Recipients

2011-2012

PSP RECIPIENTS

KATHERINE CAROTHERS, CO
 JENNIFER M. DAVIS, CO
 SARAH E. MACDONALD, CO
 KELLY YATES, NM
 FRANCES MUNOZ, TX
 LISA J. LOGAN, TX
 KRISTIN L. HINEY, TX
 SHIRLEY D. REED, TX
 NILDA ESPIRITU PINEDA, TX

CEOE RECIPIENTS

KATHERIN CAROTHER, CO
 JENNIFER M. DAVIS, COL
 KRISTIN L. HINEY, TX
 SHIRLEY D. REED, TX
 NILDA ESPIRITU PINEDA, TX
 MARY L. STEVENS, CO

PSP RECERTIFICATION

ALICE J. ATKINS, CO
 MARY ELLEN CORDOVA, CO
 JENET FR. DZENGELWSKI, CO
 JEANNE M. HILDRETH, CO
 NORMA IRGENS, CO
 SANDRA JONES, CO
 SANDRA L. KOCA, CO
 APRIL L. KOEBERT, CO
 CHRISTINE J. MAYERLE, CO
 SUSAN E. OTTO, CO
 ELLEN PORTER, CO
 JILL RICHARDSON, CO
 BEV RIDEOUT, CO
 GAIL A. RYAN, CO
 EILEEN NADINE SLACK, CO

MARY L. STEVENS, CO
 ANNETTE DIGHTON, OK
 PATRICIA CRAWFORD, TX
 SUE HAND, TX
 DIANE HOGG, TX
 MARYANN HOLLINGSWORTH, TX
 SANDY JENNINGS, TX
 DONNA G. JONES, TX
 SILVIA L. MCGEE, TX
 TOMMY (TOMI) LOU MIDDLETON, TX



Do you remember a time in your life when you were invincible with big, wonderful dreams of all that you were going to do and be when you grew up? Those marvelous dreams flowed for a reason, they were your true unlimited inner potential casting a picture of what was possible for you!

This vision of possibility and potential has slowly been filed away and your inner passion has been gradually dwindling day after day, as you have traveled along the journey of your life. All the trials, tribulations and challenges you have faced (and maybe even a boss or two), have gradually chipped away at your picture possibility, completely diminishing your vision of all that you are capable of achieving. This has left you accepting a limited picture of your **unlimited potential** that is keeping you trapped and distant from all you are capable of becoming!

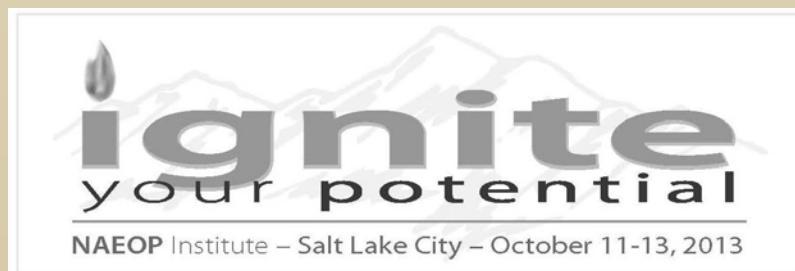
You need to join us at the NAEOP Institute, "Ignite Your Potential" to rekindle those dreams and learn how to give yourself permission to expand and grow into the kind of person that can attract the success that you desire. Feel the "burn" as you strengthen yourself to achieve even greater professional growth. Leave behind those self-defeating thoughts and people who would douse your flame as you're striving to achieve your potential. Learn how to set your passion ablaze while you mold and forge yourself into an even more productive office professional!

Mark your calendars now to join us in Salt Lake City, October 11-13, 2013. Detailed information will be coming in future AEOP publications.

Institute Co-chairmen:

Sherry Wilson, CEO (slwilson@graniteschools.org; 385.646.4302)

Kathy Goodfellow (kgoodfellow@graniteschools.org; 385.646.4523)





Seven Ways to Show You Care

○ 1

Show someone you care with your actions. When someone is feeling down or hurt and needs a hug or a positive pat on the back, provide that to them. If that person is requesting some of your time, make time for that person. Simply telling someone that you care is not as profound as showing them that you are not too busy for them.

○ 2

Respond appropriately to their words to show you care. In order to respond, you need to actually listen to the other person. If you just nod your head or tune out, that is not the best way to show you care. Listening and understanding another person is one way to show you care.

○ 3

Help someone with a situation to show that you care. The situation can be as small as running an errand. It can be a bigger gesture, like helping them fix something. When you help someone with a situation that is important to them, it lets the person know that you care.

○ 4

Make plans to spend time with someone to show you care. If the other person is always making the plans and calling you, take action and reverse the situation once in a while. Take the initiative to make plans, and set up meeting times with the other person. When you take the initiative, the other person will see that you care.

○ 5

Learn about an activity that interests the other person. Be willing to let them show you or teach you something new. When you show you are willing to engage in a new activity, even if you are not good at it, it shows you care.

○ 6

Give the person a thoughtful, hand made gift. The gift can be anything that will have meaning to the other person. If they like to read, make them a bookmark. If they like music, burn them a CD. Any small hand made gift is a great way to show someone you care.

○ 7

Encourage the other person in their creative endeavors and professional pursuits. Be their cheerleader, not their critic. Show you care by giving them praise and believing in their activities.

http://www.ehow.com/how_2325482_show-care.html

A CAPITAL AFFAIR

2012-2013

2013 NAEOP Conference and Institute will be held in Alexandria, Virginia, July 22-26, 2013. The Mid-Atlantic Area States consisting of the District of Columbia, Delaware, Maryland, North Carolina, South Carolina, Virginia and West Virginia will be our hosts. The conference will offer professional development opportunities, great speakers, and opportunities to meet new friends and visit with those we have not seen since our last conference. So mark your calendar for July 22-26, 2013, to attend the 2013 NAEOP Conference and Institute.

The Hilton Alexandria Mark Center Hotel located at 5000 Seminary Rd, Alexandria, Virginia, will be our location. Room rates will be \$139+tax for single/ double, \$150+tax for triple and \$179+tax for quad occupancy. There will be a complimentary shuttle to Regan/ Washington National Airport, Old Town Alexandria, Pentagon Mall and the Metro Station.

More information will be forthcoming in our next newsletter or visit the Mid-Atlantic website for more information at www.mid-atlanticarea.com.

