

NAEOP

DATES TO
REMEMBER

PSP DEADLINES

January 15th

May 15th

September 15th



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2013 / 2014 WINTER

Time for Celebration *by Bonnie J. Miller, CEOE*

A new year, a new season, a new venture to experience!

A new year is a time to celebrate all of the successes of the past year and to plan, and organize new beginnings!

With the most recent snow and ice storms across the nation, it is hard to think of celebrations and new beginnings. While under inches of snow or ice, at times you may feel like a hostage in your home. What better time is there to think about your successes over the past year and to build on them. Perhaps you started a sewing project, had thoughts of organizing your closets or professionally you thought about applying for the NAEOP Professional Standards Program. So what is stopping you? Get out the sewing machine? Go the to the NAEOP website and review the PSP application. Contact your state Professional Standards

Program Chairman or contact your state President. Don't let the dreary winter months stop you from preparing a time to celebrate!

Think of how good it feels when you see the sewing project completed and you are able to utilize the new afghan or sweater. Obtaining your Professional Standards Program Certification and perhaps the highest distinction of the CEOE (Certified Educational Office Employee) feels great also.

Perhaps you live in sunny Florida and have not experienced the cold and bitterness felt in the northern states. I celebrate with you from afar on how lucky you are to be able enjoy the glorious warmth Mother Nature has blessed upon your beautiful state.

I am looking forward to sharing experiences of celebration with many educational office profes-

sionals throughout the nation during the NAEOP Conference and Institute in Portland, Oregon, this July.

During this New Year I hope your days are energized to celebrate all of your successes and leaves you inspired to start new ventures to celebrate in the 2014 year! Embrace yourself for all of the exciting opportunities the new year has to offer for which should take *Time to Celebrate!*



NAEOP Annual Conference and Institute

Donna Straub (PA) shares an idea she utilized to enable her to attend the national conference for several years.

GOT FIVES?

Tuck them away – every day – and soon you will have a nice little stash to supplement your expenses to get to Portland, Oregon, July 2014!!

For additional NAEOP annual conference and institute information see page 3 of this newsletter or go to the NAEOP website at www.naeop.org



Come join us as we
celebrate our
80th Anniversary
July 14-17, 2014

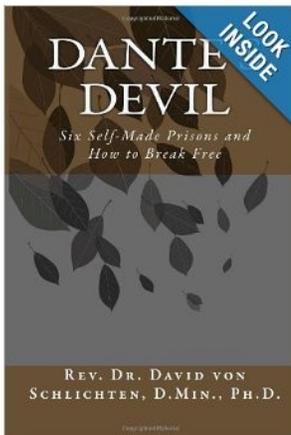
Throw cold water on the myth of cold showers



Contrary to popular myth, a cold shower after a workout does not improve circulation and boost immunity. In fact, it can be dangerous. When you work out, your capillaries widen to carry more blood. A good post-workout cooldown should give these tiny blood vessels the chance to gradually narrow so that blood flow can return to normal. A cold shower, however, forces capillaries to quickly snap shut. Theoretically, this could lead to a heart attack when the blood vessels reopen: The resulting rush of blood could dislodge plaque from arterial walls, sending those obstructions to the heart. As for the claim that a cold shower after a workout boosts immunity? There's little medical evidence to support the belief. And because exercising is itself a boost to the immune system, a cold shower would just be redundant.

Disclaimer: This article was taken from the FirstDraft site, of which I have a current membership and am permitted to republish

Book Review by Bonnie J. Miller, CEOE



We want success, but then we get in our own way and success slips away from us. Over and over, we sabotage ourselves. How can we break free from the cycle? Drawing from his many years of experience as a pastor, teacher, writer, and father, the Rev. Dr. David von Schlichten, D.Min., Ph.D., provides a simple, basic, down-to-earth book full of humor, inspiration, and just plain common sense about how to break free from our self-made prisons. Do you want greater freedom, success, happiness? This little book will empower you!

During my interview with the author, Dr. von Schlichten shared *"Many self-help books are unnecessarily long. I wrote "Dante's Devil" to provide people with self-help basics in a simple, concise form. The book is like "The Elements of Style" for self-help. I also mean for this work to focus on sexism and to promote equality among people of all genders. In many ways, "Dante's Devil," is a celebration of my mother, to whom the book is dedicated, and the power of women in general."*

In Dante's Devil, the quick read is outlined with six basic principles:

Prison Number 1: A+ IS BETTER THAN B+

Prison Number 2: I MUST WIN THE ARGUMENT!

Prison Number 3: I AM A VICTIM!

Prison Number 4: EVERYTHING'S A CRISIS!

Prison Number 5: MY WAY'S THE BEST WAY!

Prison Number 6: IF I TAKE TIME FOR ME, THEN I'M SELFISH AND LAZY!

This inspiring book has made me self reflect and think about "what is *really* important." Who hasn't beaten themselves up for wanting time to do something they enjoy immensely without feeling guilt of what they feel "needs" to be done with those daunting chores and responsibilities always lurking on our minds?

As a mother, wife, Christian, family member, friend, employee, supervisor, and volunteer on various educational office professional board of directors, I have often been told I am very organized and an amazing time manager.

When it comes to managing time for "me" I often feel very guilty because I enjoy (for the most part-except sorting socks) everything I have committed to in my life! One of my blessings is my dear husband, who will say to me, "why don't you take the day off?" So on a Saturday morning I took an hour "off" and did one of things I enjoy most—reading! I read this book and was so inspired and grateful to be reminded not to be so hard on myself! It has now become a reference manual, especially when I need a little redirection in my life! As Dr. von Schlichten states in his book "Believe me, you will do yourself, your loved ones, and the world a favor if you take time to take care of yourself. Dare to be a little-selfish and feel no guilt!"

A bonus for me was knowing the author is a feminist and all the proceeds from the purchase of the book went to the Women and Girls Foundation in Pittsburgh.

July 14-17, 2014

Doubletree by Hilton Portland 1000 NE Multnomah Street Portland, Oregon 97232

It is an exciting adventure to host a national conference in the Northwest! Come join us as we plan for *Celebrating the 80th Anniversary of NAEOP!* Room rates are \$145 single/\$149 dbl/\$150 triple and \$159 quad. **HOTEL RESERVATIONS Personalized Group Webpage:** We have created a personalized group web page for the conference.

<http://doubletree.hilton.com/en/dt/groups/personalized/R/RLLC-DT-NAE-20140711/index.jhtml>

Guests can book online, 24 hours-a-day and 7 days-a-week, using the special rate we have secured with the hotel. Or, by calling the hotel directly at [503-281-6111](tel:503-281-6111) and asking for in-house reservations. The reservations department is open Monday – Friday from 8AM to 4PM.

RESERVATION DEADLINE is June 21, 2014!!!



If you have attended a NAEOP conference in the past, you will note a couple changes for the Portland conference. First, and foremost, the conference is only scheduled for four days, Monday – Thursday, which is one day shorter than normal. The NAEOP Board of Directors made this change in the conference format based on member input and we are excited to be the first ones to implement the change.

Secondly, the conference apparel, a high quality khaki fleece vest, is only available on-line. You can order your vest from www.winningseasons.net. Ordering is open and vests ordered between January 1 – May 1 will be delivered in June. The vest cost is \$35.00 plus shipping which will be figured for you when you place your order. These are perfect for that cool night air as well as any tours you may take near the water or in the mountains.

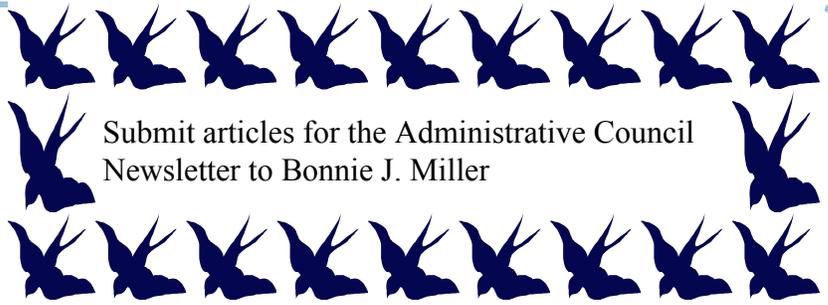
There are many things to see and do in Portland, Oregon, with the hotel located right across the street from the largest mall in Oregon as well as the ease of using the MAX line to get anywhere you want to go. Tours are being planned that include a city tour, a trip to the Oregon coast, a winery tour, and the most requested, cruise to Alaska!! All information on the tours can be found at www.alkitours.com, click on Convention Services and NAEOP will be the first thing you see!

If you are interested in helping NAEOP celebrate their 80th birthday, please contact the conference chairman, Kathy (Lech) Buck at klrainbow49@gmail.com. We need your ideas to make it the best 80th birthday party ever – one that people will never forget!! Send your ideas to Kathy or to Terri (tterna@nfsd.org).



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Submit articles for the Administrative Council
 Newsletter to Bonnie J. Miller



Bonnie J. Miller, CEOE
Administrative Council Chairman

A FRESH CLEAN SLATE

by Sylvia Sullivan

Happy New Year Everyone! The holidays have come and gone so quickly. We have enjoyed those long-awaited two weeks off for winter break and now – now it’s back to the office and time to clean-up what we left behind as we dashed out the door full of cheer and merriment.

If you were like me, a long-time educational veteran in the trenches, you snuck back into the office, at least once during the winter break. All I wanted to do was “catch-up” a little before returning for the New Year. You know, before all of the phones start ringing and the parents start calling and the paintballs” start flying at you faster than you can duck out of the way. I had planned to be in the office for as long as it took me to get my Workers’ Comp files completed for the year-end report. I knew I had left several dozen papers that needed processing, as well as, emails that required attention. I knew it would take all day, a good eight hours.

When I opened my office door, I had to step over my “floor-files,” to get to my desk. Oh, those “floor-files,” I’d forgotten about those or maybe just didn’t want to remember them. I sometimes can have six or eight projects that I am working on lying on my floor. Rather than put all these projects, which sometimes the paper can

stack as high as six inches, back into my file cabinet, I create separate piles on my floor. This way, I can see the work that I need to do and find papers/files quickly, if someone calls about a project. I also leave the piles on the floor because each one of these projects has a due date, of like, yesterday. You know what I mean?

I determined I was only going to work on my Workers’ Comp papers. I had to force myself to have tunnel vision and only pay attention to one project – my Workers’ Comp papers. But, as I sat at my desk, my eyes kept drifting to the piles on the floor; and, I began to scold myself. “No! Don’t touch them, not even one, don’t touch them. You are here to work on one project and only one, no more!” It took everything in my power to stay focused on my one task because THERE WERE SO MANY OTHER PROJECTS THAT NEEDED TO BE COMPLETED – all at the SAME TIME! But, I couldn’t stay any longer. I told my family I would only come in for a few hours and then I would come back to spend time with them. How I managed to pull myself away from all of that work – all of those floor-files – I’ll never know. But, I did. I left the office with my Workers’ Comp project nearly finished – not completed as I had intended.

I went home to my family and enjoyed the remaining days of my winter break never giving another thought to my floor-files. I was so proud of myself for putting my family first during this time of winter break.

Then came the end of winter break and I returned to my office. There they were when I opened the door, my floor-files – still there where I left them. They looked the same, hadn’t change a bit and they were waiting patiently for me to choose one and start processing. I realized then that I can always count on my floor-files. Like faithful friends, they are always there for me.

I started to feel sorry for myself! I thought to myself, ‘Why didn’t I come in over the holiday and do all of this work?’ I could have been all caught up. I could have given myself a fresh clean slate to start the New Year. I could have for once felt like I was “on top of everything” and not have to feel so pressured.” At that moment, I realized, there is always going to be too much work that has to be completed at the same time and I am only human. I can work harder and faster and smarter; but, there are always going to be my friends, the floor-files. *I sat down at my desk with a new sense of calmness, an assurance that I will make it through those floor-files and find life is good, when I focus on one pile at time.*