

# The Connection

A monthly electronic publication of the Oak Ridge Association of Educational Office Professionals



## President's Message

Sherry Bath

### ***Committed to Excellence - Dedicated to Education***

The third year of our Association is underway! Another school year, and another year of opportunities for personal and professional growth. As I begin my term as President, I want to first thank you for allowing me to serve our Association in this capacity. I am very excited about the year ahead. Second, I want to thank Lynne Lammerhirt for the leadership she provided this past year as she challenged us to "Choose Your Attitude", and reminded us how our attitude is a little thing that can make a big difference. Finally, I want to encourage you to become more involved in our Association. The opportunities for personal and professional growth are endless.

The theme I have selected this year is ***"Committed to Excellence – Dedicated to Education"***.

As an educational office professional, you are bound or obligated to possess good qualities of the highest degree, and you should be devoted to the process of acquiring new skills and knowledge. I encourage you to make a difference in the lives of those around you. Be committed to excellence. Be dedicated to your education. We have a motto at Willow Brook... every morning during announcements, Mrs. Miller tells our students that they have a job to do, "Learn something new today." That is a motto for anyone at any age. Challenge yourself as an office professional... attend the professional development opportunities and the monthly workshops, share your ideas, gifts and talents and be sure to learn something new everyday!

Although our leadership and theme change each year, our mission remains the same...

*"... to uphold excellence in education , promote advancement of education through professional growth opportunities, provide a network for sharing information and ideas, and to elevate the high professional standards of office personnel in education."*

Let's recommit ourselves to excellence in our profession as we devote ourselves to continue to improve our skills and knowledge, and perform at our highest ability. I look forward to a rewarding year as we strive to be more and more ***"Committed to Excellence – Dedicated to Education"***.

*Sherry*

*The mission of the Oak Ridge Association of Educational Office Professionals is to uphold excellence in education, promote advancement of education through professional growth opportunities, provide a network for sharing information and ideas, and to elevate the high professional standards of office personnel in education.*

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## Committee Corner

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If you are looking for a way to get involved with ORAEOP this year, there are many options available to you. Listed below are the standing committees and you are invited to share your talents by volunteering for any of them. If you have questions about the functions of each committee please feel free to ask any of the officers. A detailed description of each committee and its duties is also available on our website at <http://oraep.orn.edu/>.

### **Audit**

Lois Amos  
Arefa Haque  
Lynn Hash  
Kathy Sheffield

### **Bylaws**

Helen Ancelet (C)  
Sherry Bath

### **Courtesy**

Sherry Bath  
Shellee Lawson  
Elizabeth McFall  
Linda Pemberton  
Vicki Rayfield

### **Finance**

Helen Ancelet (C)  
Sherry Bath  
Lynn Hash

### **Fundraising**

Lynne Lammerhirt (C)  
Helen Ancelet  
Natali South

### **Membership**

Sherry Bath

### **Nominations**

Teresa Seals

### **Program**

Natali South (C)  
Sherry Bath  
Elizabeth McFall

### **Professional Growth**

Elizabeth McFall (C)  
Sherry Bath  
Lynne Lammerhirt  
Teresa Seals  
Natali South

### **Public Relations**

Lynne Lammerhirt

### **Appointed Positions**

*Historian/Newsletter Editor*  
Elizabeth McFall

*Parliamentarian*  
Belinda Nesbit

*PSP Chair*  
Lynne Lammerhirt

*Webmaster*  
Lynne Lammerhirt

## 2009-2010 ORAEOP Officers

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Sherry Bath, President

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Natali South, President-Elect

[nsouth@orn.edu](mailto:nsouth@orn.edu)

Teresa Seals, Secretary

[tseals@orn.edu](mailto:tseals@orn.edu)

Helen Ancelet, Treasurer

[hancelet@orn.edu](mailto:hancelet@orn.edu)

Lynne Lammerhirt, Member at Large & Webmaster

[llammerhirt@orn.edu](mailto:llammerhirt@orn.edu)

Elizabeth McFall, Newsletter Editor

[emcfall@orn.edu](mailto:emcfall@orn.edu)



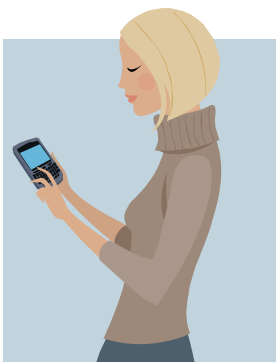
## Professional Growth Opportunities

A professional development committee has designed a schedule of workshops for this year that provides a variety of opportunities for professional growth. These dates have also been added to the main Staff Development and School Calendar to make it easier to simply 'click & drag' the events onto your personal calendar.

A complete schedule appears on the last page of this newsletter, but was also sent via email on September 1. Events for September are highlighted below.

Especially exciting is the new **"lunch & learn"** offering this year. On almost every workshop evaluation from the summer mini-conference, participants noted that there just isn't enough time to share with one another. We hope this activity will be the beginning of some fun and beneficial collaboration this year. Plans are in development to have each month's video and discussion questions posted in a common folder to allow those not able to attend to still take advantage of the great information. Instructions on how to access this folder will be included in October's newsletter.

While you may not be able to attend all opportunities, the hope is that perhaps a rotation can be worked out in your school and/or department to allow you to participate as often as possible. If you have questions about any of the activities listed please feel free to contact Elizabeth McFall.



**September 18 - Lunch & Learn : Not Just Another Pretty Face Teacher Center 12:00-1:00**

Bring your lunch, watch a short video, and then discuss. If you need to come late or leave early, that's OK too.

**September 23 - Office 2007 Overview JMS Lab A 3:00-4:00**

As you have probably noticed by now, Office 2007 is different. And some have probably spent way too much time looking for toolbar features previously available. JMS Technology Facilitator, Holly Cross, will guide us through what's different and where to find some of the more common features. This workshop applies to all Office 2007 applications.

**September 30 - Managing Change RMS Library 3:00-4:00**

Change happens every day whether we are ready for it or not. This workshop is based on the best-selling book "Who Moved My Cheese?" and will provide some strategies for not only surviving in times of change, but thriving.

Did you know ORAEOP has a blog? Every Friday a new post appears and you never know if it's going to be something useful for the workplace or just plain fun. Your comments are welcome and encouraged!

<http://thefriday5.wordpress.com/>

## NAEOP Conference Update

Two ORAEOP members attended the National Association of Educational Office Professionals (NAEOP) annual conference in Minneapolis in July.

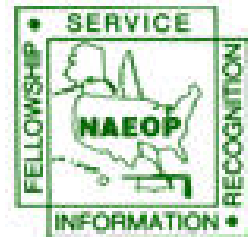
Lynne Lammerhirt and Elizabeth McFall not only participated in planned workshops, they presented a workshop on using technology in the school office.



Other conference presenters included the chief public information officer at Columbine High School who discussed public relations during a school crisis; a school resource officer from Minneapolis Public Schools who is also a tenured elementary teacher. His focus was on the importance of every school office employee because, unfortunately, they may be the only positive adult role model in the life of that student.

In addition to attending professional development activities, ORAEOP won two awards. Our website won 3rd place and our newsletter was awarded 1st place. Elizabeth was appointed to serve as Chair of the Administrative Council for the 2009-2010 year.

If you haven't yet become a member of NAEOP please consider doing so this year. The opportunity to network with others around the country who 'feel your pain' is tremendous. If you have questions about membership or anything related to NAEOP please contact either Elizabeth or Lynne. Visit [www.naeop.org](http://www.naeop.org) to learn more about membership.



I was recently on a layover at Chicago's O'Hare Airport and made a friend. A little girl, who I would guess to be about four, and her mother were travelling to visit the girl's grandparents. It was her first flight - and she was excited! She watched intently as each plane took off and squealed as our plane pulled into the gate. We boarded and I was several rows behind her. I heard many giggles as we took off and flew over the city, but one thing she said has stuck with me like nothing else from that day. As we flew out over Lake Michigan, she shrieked like only a little girl can and said, "Is everybody seeing this?" I have taken this route often and am always amazed at how different the city looks from the air. I even find myself looking sideways out the window to catch every last bit of the city view. But, there were others who opened their window shades to take a look after she so enthusiastically posed her question. I wondered how long it had been since they really stopped to take in the view.

This story can be applied in our everyday lives. We all get busy and sometimes forget how many amazing things are all around us. Why not take the time, whether at work or at home, to really notice and appreciate your surroundings? There's so much to see - enjoy the view!!



## 2009-2010 Professional Development Schedule

<b>September (activities are in exception of the scheduled days described above)</b>		
18	Lunch & Learn: Not Just Another Pretty Face	Teacher Center
23	Technology Briefing: Office 2007 Overview	JMS Lab A
30	Whole Group: Managing Change	RMS Library
<b>October</b>		
9	Lunch & Learn: Managing Office Technology	Teacher Center
14	Whole Group: Safe Schools & Emergency Management	SAB Board Room
21	Technology Briefing: Tips & Tricks in Word 2007	JMS Lab A
<b>November</b>		
4	Technology Briefing: Skyward new Functionalities Q & A	RMS Lab 206
13	Lunch & Learn: Problem Solving	Teacher Center
18	Whole Group: Confidentiality (Chris Lee 30 mins); Other 30 mins TBA	WB Library
<b>December</b>		
4	Lunch & Learn: Professional Development (exception, 1 <sup>st</sup> Friday)	Teacher Center
9	Technology Briefing: PhotoStory & FreePlay Music	Teacher Center
<b>January</b>		
8	Lunch & Learn: Task & Project Management	Teacher Center
27	Whole Group: Providing Excellent Customer Service	ORHS Guidance
<b>February</b>		
12	Lunch & Learn: Leadership	Teacher Center
17	Whole Group: First Impressions	RMS Library
24	Technology Briefing: Excel 2007 Charts & Graphs	RMS Lab 206
<b>March</b>		
10	Whole Group: The Fine Art of Persuasion	JMS Library
12	Lunch & Learn: Organizational Skills	Teacher Center
<b>April</b>		
9	Lunch & Learn: Time Management	Teacher Center
14	Whole Group: Workplace Psychology	WD Library
<b>May</b>		
14	Lunch & Learn: DNA of a Star Assistant	Teacher Center
<b>June</b>		
11	Summer Professional Development Day: Topic/Speaker TBA	TBA