NEOPA NEWSLETTER
PUBLISHED QUARTERLY BY N.E.O.P.A. VOL. 28 ISSUE 1

Pursuit of the Positive

Included in this issue:
Fall Conference Registration Form
NEOPA Scholarship Application
Report on NAEOP Meeting in Denver

FALL 1990
OUR GREATEST CONTRIBUTION

IS TO BE SURE

THERE IS A SECRETARY

IN EVERY SCHOOL

WHO CARES THAT

EVERY STUDENT

EVERY DAY

LEARNS AND

GROWS AND

FEELS LIKE

A REAL

HUMAN BEING.

- Author Unknown
THE NEOPA NEWSLETTER

EDITOR:
Kathy Svoboda
4241 "I" Street
Omaha, Nebraska 68107
Ph. (402) 731-9842

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1990-91 EXECUTIVE BOARD

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4941 South 129 Street
Omaha, NE 68137

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DATES TO REMEMBER

October 27 .......... NEOPAFall Conference/Bradshaw
November 9 .......... Deadline for Winter Edition of Newsletter

PLANNING DATES FOR YOUR CALENDAR

January 15 .......... Deadline for NEOPA Scholarship
January 15 .......... Deadline for Office Professional of the Year
February 9 .......... Professional Development Day,
Des Moines, IA
March 15 .......... Deadline for NAEOP Marion T. Wood
Scholarship and Office Professional of the Year Award
April/May .......... NEOPA Spring Conference in
Lincoln
July .......... 57th NAEOP Annual Meeting and
Institute in Winston-Salem, N.C.

EDITOR’S COMMENTS

I am pleased to be the editor of the NEOPA Newsletter again this year. I appreciate the articles submitted for this newsletter and hope to hear from each organization before the next deadline on November 9th. Let us know what you are doing as the other local associations may be able to benefit from some of your good ideas.

The Ways and Means Committee has decided to have a Country Store as one of NEOPA’s money making projects. The Country Store will be open at the NEOPA Fall Conference in Bradshaw, but the Ways and Means Committee needs your contributions to make it a success. Bring or send your donations. I look forward to seeing you in Bradshaw on October 27th! - Kathy

Please notify the State Membership Chairman if you have a change of address:
Marcella Shotwell
2402 North 14 Street
Lincoln, NE 68521
MEETINGS COORDINATING

We have been fortunate in the past to have been hosted by associations - both large and small - new and established. This fall Kathy Warren has graciously invited us to Bradshaw where she, with the assistance of the NEOPA Past Presidents, have scheduled a professional and learning day for us. In the spring, we will travel to Lincoln with Lincoln Public Schools as our hosts. The Department of Education Office Personnel will host our fall conference in 1991.

To continue this tradition, we are seeking local associations to host future meetings for the spring and fall of 1992. If your group has not hosted for a while, please consider doing so. Guidelines for hosting a meeting are available upon request from this committee chair.

At the fall conference in Bradshaw, we plan to have on display the current NEOPA scrapbooks. If anyone has any extra pictures of July's NAEOP meeting, the committee would gratefully add them to the book.

The committee hopes to see all of you in Bradshaw, and please consider hosting an upcoming state meeting.

Sharon Gathmann
Kathy Svoboda, Chairperson

MEMBERSHIP

In this year of the “Pursuit of the Positive,” we are “pursuing” members. We already have about 90 in renewals and new members which we are thankful for. Our goal is to have 300 or more as a result of our collaboration with the Nebraska Council of School Administrators.

Marcella Shutwell

NAEOP COORDINATOR REPORT
AUGUST, 1990

Twenty-seven women travelled to Denver, Colorado, for the National Meeting the week of July 17-20. On Tuesday evening, sixteen women went to Casa Bonita to eat dinner. A wine/cheese get-together was held on Wednesday between 4-6 p.m. Each member wore red tops and navy skirts, which made our group stand out. The banners to display pins seem to be well liked by other states, as more and more states seem to be wearing them. Room signs were made for all attendees and each person was given a list of all in attendance at the meeting, with slots for them to fill in room assignments at the hotel. This list also indicated ladies receiving PSP and CEOE certificates. Twelve women received recognition at the PSP banquet for receiving either their PSP or their CEOE certificate. What an honor for Nebraska to have so many members receive their PSP.

Over 600 pins were available from Nebraska women to trade. This seems to go over really well and is a perfect way to meet new people. Since we flooded the market with balloons and skylark pins this year, we will be looking to another style for North Carolina - possibly a windmill (which incidently coincides with our National president’s theme). I have a sample which will be on display at the fall meeting.

A percentage membership challenge to the State of Iowa for the 1991-92 year will be issued this year, hopefully, at an Iowa meeting. But first...the Iowa Board will have to decide if they want to accept the challenge. This challenge, if accepted, would be presented at the National Meeting in Winston-Salem, North Carolina, next year.

It was rewarding to see everything fall into place in Colorado, but even more important it was fun. I had the opportunity get better acquainted with other local association members and this meant a great deal to me. I'm looking forward to working with the group going to Winston-Salem, North Carolina, next year. I want each of you to be saving your pennies, nickels, and dimes ($$$) for the trip. July, 1991, will be here before you know it, and we hope to have a good turnout from the State of Nebraska!

Sandy Lineberry

NEOPA PROFESSIONAL OF THE YEAR

In this issue of the Newsletter you will find the nomination form (Form 1) and criteria for the NEOPA Professional of the Year.

We want to remind you that any NEOPA member may be nominated. We know there are many members from all over the state who would make great candidates for this award.

Please send in your nomination and we'll send back Form 2 so you will have plenty of time to gather your information.

We look forward from hearing from many of you.

Pat Leiding, North Platte
Gerry Powers, DeWitt
Naomi Robison, Chairman, Lincoln
PROFESSIONAL STANDARDS
PROGRAM

Welcome back! I hope everyone had a grand, restful summer and are ready to get back into the swing of things again. Let's push back those regrets that the vacation period went by so quickly and look forward to the opportunities ahead in the coming year. For many of you this can be the year you start (or perhaps complete) your requirements for a PSP Certificate. Because of our affiliation with the National Association of Educational Office Personnel, members of NEOPA are eligible to participate in the Professional Standards Program. Participation in this program of professional activity, inservice training and educational classes can earn you a certificate on any one of eight levels, and in many districts provide additional renumeration. Let me encourage you to contact your local PSP chairman or your State PSP Committee for information on how you can begin.

It was a thrill to be in attendance at the PSP Banquet during the 56th Annual NAEOP Conference in Denver this year and watch 13 ladies from Nebraska walk across the platform to receive their PSP Certificates from President, Martha Leach. Those receiving PSP Certificates in Denver were: Jeanne Andelt - (UNL), Debra Hendricks (UNL), Sandra Lineberry (UNL), Jo Ann Noonan, (UNL), Linda Pence (UNL), Shelia Perry (UNL), Pat Podjenski (OPS), Judy Stocking (OPS), Sandra Wattmore (UNL), Norma Wever (UNL), Mary White (OPS), Jean Willis (UNL), and Lola Young (UNL). Pictures taken in Denver will be on display at the Fall Conference in Bradshaw.

The PSP Committee would like to be of assistance to you this year in helping you get started in the PSP Program in your district. Drop us a note if we can help you, or stop by the PSP table at the Fall Conference in Bradshaw in October.

Sue Howell
7726 S. 41 Terrace
Omaha, NE 68147
(402) 731-2427

Rhonda Zugmier
5200 S. 40th Street #7
Lincoln, NE 68516
(402) 421-2291

Virginia Storm, Chair
4606 Primrose Lane
Omaha, NE 68157
(402) 734-3591

PUBLICITY

WE NEED YOUR HELP!! Please send the following information that you read in this Newsletter to your local newspaper, radio station and television station to help promote attendance at NEOPA’s fall conference.

We are asking everyone who reads this to send it in, as an attempt to cover as much territory as possible. If you obtain clippings, please turn them in for the NEOPA scrapbook.

“The Nebraska Educational Office Personnel Association Fall Conference will be hosted by Kathy Warren, Bradshaw Public Schools Secretary and the NEOPA Past Presidents at Bradshaw on October 27, 1990.

An exciting day of events has been planned. Presentations will be given by Mr. Stu Wiley, Elementary Principal & Community Education Director with York Public Schools; Mrs. Darlene Darbro, Fifth Grade teacher at Bradshaw Public Schools; and Shirley Lueth, Humorist-Speaker-Author & Syndicated Columnist from Aurora.

Registrations may be sent to Kathy Warren, Bradshaw Public Schools, P.O. Box 98, Bradshaw, NE 68319. For more information, send requests to address above or call Kathy at (402)-736-4351 (day) to (402) 736-4305 (evenings)."

Kathy Warren, Publicity Chairman
Luelia Krizek
Jane Patterson

- STUDENTS -

"A WISE MAN ONCE OBSERVED THAT A GREAT MANY CHILDREN ARE LIKE WHEELBARROWS: NOT GOOD UNLESS PUSHED. SOME ARE LIKE CANOES: THEY NEED TO BE PADDLED. SOME ARE LIKE KITES: IF YOU DON'T KEEP A STRING ON THEM THEY FLY AWAY. A FEW ARE LIKE A GOOD WATCH; OPEN FACED, PURE GOLD, QUIETLY BUSY, AND FULL OF GOOD WORKS."

- Author Unknown

SCHOLARSHIP

It is hard to believe the students are already back to school and just around the corner they will be thinking about scholarships for next year. NEOPA is once again offering a scholarship to a deserving student. Please let your counselors and business teachers know about our scholarship. The application is in this newsletter. Please make copies and distribute.

Sandy Peters
The family is widely considered to be the primary social institution—the chief cornerstone of our society that affects both our growth and development as persons and as a nation. Children need the care of a family, or its equivalent, for survival. Adults depend on the family for strength, support and personal growth. Yet, the family has been bombarded by strong social and psychological forces in the last 15 years—television, movies, magazines, inflation, governmental laws and regulations, a 40 percent divorce rate and a decrease in the amount of time spent in the home by either parent.

A 1980 Gallup Poll indicated that 61 percent of American adults said the family was the most important element in their lives. They cited closeness, caring, companionship, children, and a loving atmosphere as the most satisfying benefits of marriage and family life. The importance of “sharing together” appeared throughout the survey as both a benefit of the family and the ingredient most likely to improve the quality of family life.

So, people are concerned about the continued vitality of the family and see the need for new and creative ways to keep it intact. They are eager to learn what they can do to strengthen their family in our changing society.

Some families perform all their functions admirably—others fail. Some families are successful and strong, others are not. Why? What characterizes a successful family? How is it different from a troubled family? Can floundering or troubled families learn to be successful and strong? Can they develop the competencies and skills they need to foster strong, healthy relationships? Can strong families be made even stronger?

Based on an evaluation of eleven research studies, it is clear that no single characteristic differentiates successful from unsuccessful families. But, there are several key attributes or “common threads” that are identified as woven through the fabric of strong, successful families.

In landmark research conducted by Dr. Nick Sinti- net at the University of Nebraska-Lincoln and elsewhere, nine qualities emerged from strong family profiles that suggest what can be done to make family life a positive force.

1. Effective Communication.

Successful families spend their time together talking to each other. They are good, active listeners. Virginia Satir, family therapist, says “The greatest gift I can receive from anyone is to be seen by them, to be heard by them, to be understood by them, to be touched by them.” In strong families, all members—regardless of age, sex or position—could share ideas and feelings without being “put down.” Each member could be open with other family members about their ideas, wants, needs, joys and hurts. Each listened to the other with their heart as well as their ears.

“He Looked Beyond My Faults and Saw My Needs” is the title of a song and contains an important help for improving communications and strengthening relationships. Families that are strong have developed the ability to look beyond each other’s faults and see their needs.

Strong families do have quarrels. Since each member is considered an individual, they don’t always agree. But they do get issues and concerns out in the open and talk about them. A family council, scheduled regularly, is a management technique in which individual and family concerns are shared in an open, non-threatening manner.

2. Spending Positive Time Together.

Strong families shared the kinds of experiences that make the family more attractive than other groups. They worked together, ate meals together, played together, and structured their lives in such a way that they spend a great deal of time together in all aspects of their lives.

Some studies of strong families have shown a propensity for doing things together outdoors—camping, jogging, walking, playing outdoor games. Perhaps this is because the outdoors has an aesthetic quality and is inspiring for many people. Or, perhaps there are fewer distractions and family members can feel freer to concentrate on each other and communicate more effectively.

Recognizing that activity overload is the challenge of our day, strong families intentionally cut down on the number of outside activities and involvements in order to minimize fragmentation of their family life. They were willing to give the family prime time, not left-over time, each week. Left-over time usually means you are tired, cranky or just plain exhausted. If you want to build a stronger family, you must give some prime time when you have the energy, the inner peace and the patience to give your best.

In the hectic pace of everyday living, with the demands of work, school, and organizations, it is so easy to put off family activities—to relegate their importance to a
lower status, to say “I’ll do it some other time.” It becomes a pattern, a habit for family members to begin to look elsewhere for fun, for sharing, or for acceptance as a person.

3. Family Loyalty.

We all need someone we can count on to give emotional support. A quality that constantly appears in strong families is family loyalty. The members of these strong families were committed to promoting each other’s happiness and welfare. They were also committed to the family group as they invested a lot of time and energy in their families. Because they were committed to the growth of the family, they were actively involved in setting family goals. They structured their lives to relieve themselves of unnecessary stress from outside. And, each person has a chance to share what is important. This kind of involvement brings with it a commitment to see that the goals are carried out.

Children of all ages are much more willing to go along with certain rules, or go on a family vacation, if they have some say in what is decided. This holds true in other areas of family decision-making as well. Families need to take the time and make the effort to get full input from each member who will be affected. This task must initially be done by the parents. They must model commitment to the family by what they do, as well as what they say. When parents do this, they are saying “the family counts—what you have to say counts.” If parents say one thing, but do another, family loyalty will be missing.

4. Expression of Appreciation.

Strong, successful families express a great deal of appreciation to one another in actions as well as words. They say “please”; “thank you”; “I appreciate your helping very much”; “you look handsome.” By compliments and gestures, they let others know they are special. The positive psychological strokes they give help the other person be more self-confident. Each person believes “I’m OK and you’re OK”—because they act that way toward each other.

It is so easy, especially in families, to take each other for granted. In the hurry of everyday responsibilities, occasional conflict of everyday living and the pressure of getting things done, we often forget the importance of letting people know how much they are truly appreciated. A young teenager, sharing what she liked most about her parents said, “I like it when they do something special just for me. Not just at Christmas, or for my birthday, but at a time when it’s unexpected. Then it is really a surprise and makes me feel so special.”

How long has it been since you told your spouse (or child) “Hey, thanks for being my partner (child)? I appreciate having you here with me?” WOW! Positive compliments can promote healing when there is hurt or conflict in relationships. It does wonders.

How long has it been since you have taken the time to write a special note to your child or spouse and slip it in the lunchbox or under the napkin? Or write a note to your elderly father or mother thanking them for raising you? Or, thank your friend for just being your friend? It takes so little time and rewards are great.

A gift selected to match the desire of a loved one is another way to say “you’re special.” Remember, “it’s the little special things people do that make you grow.”

The knowledge that people care about each other goes a long way to help build stronger families. The need is present in all people. Don’t put it off. Take time today to let them know you care.

5. Sharing Values.

Most all of the families considered themselves to be religious, although not all belonged to an organized church. Most went to church regularly as a family group and many spent time in family prayer and Bible reading. Their religious faith was a practical, personal, day-to-day religion and they were committed to a spiritual lifestyle. Many emulated the slogan “the family that prays together, stays together.” These families indicated that the awareness of God in their daily lives helped them to be less petty, more forgiving, and more patient with each other.

In their everyday activities they applied the Golden Rule. They shared the belief that there is a Supreme Being that is a guiding force in their lives. They shared a common set of values and shared the same stand on important issues.
6. **Ability to Deal with Crisis in a Positive Way.**

The families in research studies of family strengths had experienced a wide variety of crises, but they dealt with crisis in constructive ways. First, they could take a bad situation, see something positive about it, and focus on that positive aspect. The realization of how much they meant to each other and how much they appreciated each other helped them over the rough spots. Secondly, they stuck together to deal with the crisis. The family did not fragment or disintegrate. They helped each other and were a support system for each other. They had interdependence and worked through the crisis successfully, and helped each other grieve a loss when necessary.

7. **Fun and Laughter.**

Another thread or key attribute is fun and laughter. Strong, successful families would create and nurture family jokes and patterns of play. They used laughter and poking fun (friendly teasing) for transitions at difficult moments. There was a high degree of humor, spontaneity and wit. In contrast, troubled families did not have much fun together and there was internal scapegoating and hostile, painful kidding.

8. **Involvement with Community.**

Strong, successful families maintained bonds beyond the family. They were in constant touch with friends and relatives. They were friendly with neighbors and willing to help others in time of need.

Family members were active in farm organizations, school activities and community service groups. They contributed to community development by their active participation.

They utilized support networks of persons and groups (parent, marital, religion) that they could lean on in times of stress, change or loss. They also provided support to other families when they were in trouble.

9. **Maintaining Family Integration.**

Strong, successful families were adept at coping with stress and maintaining family integration. They were aware of the amount and types of individual and family resources available. They used their skills and made the effort to keep the family working together as a unit. As a result, both individually and as a family, they were better able to cope with the stress of day-to-day living. They were more realistic and could take a look at individual behaviors and family stresses in their total context. If there were conflicting role expectations regarding doing certain chores, family members could work out the potential differences before they became disruptive and dysfunctional.

In those occasions of serious conflict, the attitude was less of an "I win, you lose" tone than "how can we work this out for greater family well-being." Strong families could integrate their physical, emotional, financial, and intellectual resources into coping strategies that would benefit everyone.

Other indications of strong, well-functioning families mentioned by at least one researcher include:

- Promotion of self-worth—healthy families encouraged individual growth and strove to recognize the uniqueness and dignity of each individual.
- Respect for each other's different views of the world and perceptions of reality.
- Togetherness on the part of parents as opposed to one parent competing against the other, or parent competing with child.
- Parents model the "good parent" and do not attempt to be primarily peers or just friends of their children.
- Parents providing both affection and discipline. Parents who discipline without genuine affection tend to raise children who respond only to punishment or power.
maneuvers. Where there is affection but no discipline, the child may develop weak moral standards and thus deny responsibility and blame others.

James Van Horn and associates at Penn State University suggested that one strategy of keeping families together and strong may be described as CARE. In their research, the concept of CARE refers to:

C—Stands for careful consideration or careful thought and attention family members show to each other.

A—Stands for appreciation, a grateful recognition or sensitive awareness for each other.

R—Stands for respect. Strong families treat each other with courtesy and do not take advantage of each other.

E—Stands for empathy—really being sensitive to others’ feelings and needs. There is an understanding of what others are doing and why they are saying what they are saying or doing.

How well do these characteristics fit your family? Many families are strong in some areas but would like to be stronger in others. Family strengths are important to us all. We begin in families. From our families we learn who we are and who we may become. They sustain us in difficulty, share our dreams, and can be part of our pleasures throughout life.

Families that have developed these characteristics are more able to meet the challenges of today. The common base of unity they have developed makes it possible for them to draw upon the resources of each other as they are needed. Each becomes a strength to one another.

In a hurry-scurry world we live in, it’s easy to say we don’t have the time. A friend of mine many years ago said, “We have a certain amount of time that will be required of each of us as parents. We can either spend it having fun with our children as they are growing, or we can spend it later worrying about where they are and what they are doing. The choice is up to us.”

- Cooperative Extension Service, University of Nebraska

Treat Your Feet!

Who ever said that being a secretary is a sedentary position? Nobody who ever had to stand on her (or his) own two feet!

Your feet are part of your body and can cause considerable physical discomfort regardless of your daily activities. When worn regularly, high heels (the standard secretarial footwear) will eventually shorten the gastrocnemius and the soleus - muscles in the back of the leg. Should this happen, you may actually be unable to wear flat heeled shoes without discomfort.

Do you spend long periods of time standing at the copy machine and experience a dull ache in your calves? Try this trick: Keep your feet pointed forward and roll onto their outside edges. It may look odd but redistributing the weight feels great.

To avoid lower back strain when getting up from your desk, be sure to place both feet under the chair, tilt your body forward, then rise.

One of the best ways to improve the health of your feet is to give them a ‘drink’ each day. Place your feet alternately in a basin of hot water, then in a basin of cold water - for one minute at a time - for 10 minutes. The result: The stimulation causes the veins to open and close, thus improving blood circulation.

A word about shoes is in order, too. Forget about “breaking in” tight shoes - it does not work. But you can injure your feet in the effort. If you have a recurring or chronic problem, don’t drag your feet - see your doctor!

- by Barbara Straton, Modern Secretary

“FAILURE IS AN EVENT, NOT A PERSON!”

1. This person was defeated for public office seven times and filed bankruptcy three times.

2. This red-headed female flunked out of a New York acting school seven times before landing an acting job.

3. This basketball superstar was cut from his high school junior varsity basketball team.

4. This actor flunked out of high school and was told he would never amount to anything in life.

5. This writer received over 100 rejection slips before anything of note was ever published. At the age of 37, he had $18 and two cans of sardines to his name.

6. This inventor had an idea and produced over 1200 failures before perfecting his latest invention - the light bulb.

7. This woman was born out of wedlock, was placed in detention school at age 13, and weighed over 200 lbs. at age 16.

8. As a kid, this person talked with a lisp, wore thick glasses, was small in stature, and never advanced beyond third string as a fullback.

9. This athlete was orphaned as a child, and had a physical disability that required him to wear leg braces for some time as a youngster.

1. Abraham Lincoln
2. Lucille Ball
3. Michael Jackson
4. Harrison Ford
5. Alex Hailey
6. Thomas Edison
7. Oprah Winfrey
8. Lou Holtz
9. O.J. Simpson
DOANE EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

In June the new DEOPA officers (as reported in the last Newsletter) were installed at a potluck luncheon. An official meeting was held to finalize the year and new officers assumed their duties. A gavel guard was presented to the outgoing President Joey Fikar with many thanks for an outstanding year!

DEOPA did not meet in July with the first meeting held in August. President Eileen Sand conducted the business and all committees for the coming year were formed. Two special committees, Boss' Day 1990 and a Raffle committee were also formed. This year instead of the annual Garage Sale members decided to hold a raffle with proceeds being used for the Scholarship Fund. One of the Doane employees generously donated a new 19" colored television set for this raffle. Members will also host the Arts and Crafts Fair once again this year to be held November 17th in conjunction with the Crete Chamber of Commerce Style Show and Brunch. It is hoped that this year the Fair will be bigger and better than ever!! This has always proven to be a fun way of replenishing our budget.

On August 21st DEOPA sponsored a potluck lunch on for all Doane support staff. Door prizes were purchased by DEOPA and all participants were eligible for the drawing. This year's theme "Kicking Off the Season" featured a football theme and also acts as our annual "kick-off" for membership. We are very pleased to have added one new member to the group with the possibility of at least one more addition. DEOPA is currently starting its fourth year at Doane and our membership has grown steadily. As we present more programs and do more events for the college our group has "shined" through!

All members are very willing to share their talents and time to make DEOPA a successful and viable organization. We truly look forward to another full year of fellowship, fun, and learning! This year the group has agreed to purchase desk reference guides/books for each building for use by the office personnel in that building. This will be a welcomed tool to all office staff. We continue to be active in all areas of growth!

Kathy Hood

GRAND ISLAND EDUCATIONAL OFFICE PERSONNEL

The Grand Island Office Personnel met August 15th, at Riverside Inn for a noon luncheon. Outgoing officers were recognized and incoming officers were installed for the 1990-91 school year. The officers are as follows:

Barb Sheffield, President
4227 Vermont Avenue
Grand Island, NE 68803
308-382-2796

Bev Peterson, Vice President
2304 North Lafayette Street
Grand Island, NE 68803
308-384-2013

Alta Bruce, Secretary
4013 Mason Avenue
Grand Island, NE 68803
308-384-8489

Kathy Schwieger, Treasurer
2434 West Lamar Avenue
Grand Island, NE 68803

Currently, we are working on a GIEOP Pictorial Directory. The pictures will help us readily identify our coworkers.

During the month of October our members will participate in a No Bake-Bake Sale. Monies collected from this project will benefit our scholarship fund.

Bev Peterson

OMAHA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Our OEOA June meeting, which was a dinner held at Regency West, served as an Installation dinner for incoming officers as well as honoring our retirees and PSP recipients. President, Virginia Storm, honored the following retirees with a corsage and certificate for their fine years of service:

Mary Bradley - Building and Grounds
Ruth Davis - South High School
Virginia Sandene - McMillan Junior High
Jean Schwalm - Bryan Senior High
Joyce Graybill, PSP Chairman, introduced the following members who received PSP certificates and their levels:
Laura Barks (Burke High) CEOE  
Sharon Gathmann (Burke High) CEOE  
Jane Manganaro (Rdg Serv) Adv. III & CEOE  
Members absent but also receiving certificates:  
Janet Oiler (Career Center) CEOE  
Barbara Soseman (Benson High) CEOE  
Joyce Valadez (Reading Services) Associate  

Dr. Klima, Principal of Burke High School was our  
guest speaker. He thanked us for our professionalism and  
commitment to the District. He also commended us on our  
fine organization, our scholarship opportunities offered our  
young graduates, and the opportunities offered for personal  
advancement in the development of our skills by way of our  
PSP Program. He, along with Nancy Faber, Assistant  
Principal at Burke High installed the following officers:  
Sharon Gathmann, President  
Kathy Fox-Larson, Vice-President  
Leone Thompson, Secretary  
Kate Rauscher, Treasurer  

Virginia Storm turned the gavel over to Sharon  
Gathmann who will serve as President for the 1990-91 year.  
The 1990-91 school year is officially underway as  
ten month office personnel reported to their various positions  
August 15th. The OEOA members kicked off the  
eventful day with a pot luck supper at the Teacher/Administration  
bldg. that evening. We discovered not only do  
we have great office personnel but great cooks as well.  
We took the opportunity to renew old friendships and meet new  
friends in the Association. Great Food! Good Fun! An  
informal meeting followed.  

We were honored with the presence of Doris Merriman,  
Secretary of Millard Middle School and President of  
our State Association. She brought us up to date on upcoming  
events such as the Fall Conference to be held in Bradshaw,  
Nebraska, October 27, 1990 and the Central Area  
Professional Day, which covers six states, Illinois, Indiana,  
Iowa, Kansas, Missouri, and Nebraska, which will be held in  
Des Moines, Iowa, February 9, 1990. Cost of this day will be  
$45.00 for NAEOP members and $75.00 for non-members.  
Watch your newsletter for further details. Doris encouraged  
our involvement in our State Association and gave us a real  
boost to start the new year.  

OEOA President, Sharon Gathmann reported on the enlightening experience of attending the National Conv.  
vention held in Denver in July. She was delighted with the  
knowledge gained in sharing ideas and concerns with other  
association members from across the country. Representing  
our local association in Denver were Sharon Gathmann,  
Joyce Graybill, Eileen Knudsen, Pat Lundahl, Pat  
Podlenski, Virginia Storm and Mary White.  

Our September meeting will be a tour of the newly  
renovated Benson West Elementary building. The students  
and staff were housed in another building during the two  
years of remodeling. No doubt secretaries, Helen Sommers  
and Jean Baum are pleased to be in there new surroundings  
and enjoying its many modern conveniences.  

Hope you all have a good school year. See you in  
Bradshaw in October.  

Leone Thompson

UNOPA-UNIVERSITY OF NEBRASKA  
OFFICE PERSONNEL ASSOCIATION

UNOPA is off and running for the 1990-91 school year. We began with our trip to the National Conference in Denver in July. Thirteen UNOPA members made the trek to Colorado for the week of July 16-21. Ten of those members came home with their PSP Certificates. We've really had a good response to the Professional Standards Program this past year and we hope to keep up the momentum. We all had a great time in Denver and we learned a lot. Janet Holtzhauser came home not only with her PSP Certificate, but $204, richer as well. She won just one of the many 50/ 
50 pots at National. We all enjoyed the Wine and Cheese get together with our Nebraska friends. We would all like to make the trip to North Carolina next July, but we know that isn't likely. We all have to take turns and pass the experiences around.  

The end of July brought us our Summer Social. This year's theme was a "Hoe Down" complete with the Capitol City Cloggers for entertainment and Lee's Fried Chicken for dinner. We all met at the new "Sapp Recreation Center" on City Campus. We had a wonderful time in spite of the downpour. Our summer social is always a great time to visit old pals and meet new prospective UNOPA members.  

September begins our monthly meetings and we will have a chance to really get to know our new Executive Board: Sheila Perry, President; Sandy Lineberry, President-Elect; Rhonda Zugmier, Recording Secretary; Luise Berner, Treasurer; and myself, Linda Pence, Corresponding Secretary. All of our committees are getting a jump on projects for fall. In November, we will honor our bosses with the "Bosses Luncheon" and honor our "Boss of the Year." The awards committee is working furiously to get everything just right. We've decided to change the luncheon from spring to fall because of our busy spring schedule. Our Employee Concerns Committee is busy as usual with several issues in the fire. We are seriously working on a proposal for a sick leave bank for all UNL "C-line" employees. We have lots to do, but we think an improvement in benefits is in our future.  

It's going to be a great year and we look forward to seeing all our NEOPA friends in Bradshaw in October. We are already checking out our transportation and preparing fliers for the state meeting. We hope to bring lots of new blood to state this year. We want to increase interest in NEOPA and NAEOP. It's good to be a 3-D member and we are proud to have so many 3-D members in UNOPA.  

Linda Pence
The 56th NAEP annual meeting and institute was held in Denver, Colorado, July 16-20, 1990, continuing President Martha Leach's theme of "Competent, Committed, Caring."

On Monday and Tuesday, I attended institute courses on professional image, telephone techniques, change, and communicating. A review of these notes will be available upon request.

The Advisory Council met for orientation Wednesday morning with 158 delegates in attendance. Council meeting rules were read and adopted. Ten agenda items had been submitted by affiliated associations for consideration. Delegates were divided into discussion groups to deliberate a specific item and to make recommendations to the council who then voted on each one. Those recommendations were presented for final discussion and vote at the annual meeting. The specific items and actions were as follows:

1. Name change to National Association of Educational Office Professionals. (with addition of "to be effective July 1, 1991")
   Council Action: Carried with referral to Bylaws Committee.
   Membership Action: Carried.

2. Professional Standards Certificate applications be accepted only if signed by the local PSC (PSP) chairperson or local designated person, unless there is no local association.
   Council Action: Move to withdraw as felt to be a local concern. Carried.
   Membership Action: Carried.

3. Association responsibility credit be limited to the following: a) required membership of one year in sponsoring association; b) credit for association responsibility be limited to educational office settings.
   Council Action: Move to refer to PSP Committee for further study. Carried.
   Membership Action: Carried.

4. Inservice credit be allowed for association monthly meetings.
   Council Action: Move to withdraw as is covered in PSP. Carried.
   Membership Action: Carried.

5. Change CEOE to CEOE (Professional).
   Council Action: Move to withdraw. Carried.
   Membership Action: Carried.

6. Scholarship application update/Candidate Eligibility Criteria: #3. The inclusion of more course selections be given such as typing/keyboarding, computer/office technology, accounting/record keeping/bookkeeping.
   Council Action: Move to accept as printed and refer to Scholarship Committee for further study. Carried.
   Membership Action: Carried.

7. Have NAEP conventions at college campuses.
   Council Action: Move to consider a college campus for institute and convention if cost effective. Carried.
   Membership Action: Defeated.

8. Proposed to change Educational Bosses' Week to coincide with National Bosses' Day in October.
   Council Action: Defeated narrowly after much discussion.
   Membership Action: Defeated.
9. We would like to see the elimination of a rejection letter being sent to the nominees for Administrator of the Year on the national level. We support the procedure of notification to the nominating affiliate who in turn would be responsible for informing the Administrator as they see appropriate.

Council Action: Move to withdraw as a local/state concern. Carried.

Membership Action: Carried.

10. Applications for the Marion T. Wood Student Scholarship should be submitted in five copies.

Council Action: Move to withdraw as already acted upon by Executive Board. Carried.

Membership Action: Carried.

On Thursday morning, the general session was called to order by President Martha Leach with a total registration of 707; however, only 555 were present at this first session and 377 attended the Friday meeting. Greetings were issued by the conference chair and the Marriott Hotel representative along with a fax message from President George Bush. Dr. Morris, national AASA president-elect, told us that if we do not think we make a difference, then we won't. He said that a study showed that all school employees have an effect on student learning. The keynote speaker was Dr. Evie Dennis, Deputy Superintendent for the Denver Public Schools (the first woman to serve in this capacity). She told us to stand tall, to say what we believe, and to be our own pushers. The roll call of states had Nebraska represented by 27 attendees plus honorary members. The business meeting progressed smoothly in an orderly fashion adjourning Friday morning.

One of the committees to report of interest was the Site Committee. Wichita, Kansas, has been chosen for the national headquarters. Ground was broken in July of this year on the $25,500 lot. There will be a basement and first floor with the second floor to be added later. The estimated cost of the building, which will be started in the spring of 1991, is $110,000.

Our Colorado hostesses used "How the West was Won by Women" as their conference theme. Each of the luncheons and banquets was presided over or dedicated to a notable Colorado pioneer—Chipeta, the "Unsinkable" Molly Brown, "Baby" Doe Tabor, Dr. Florence Sabin, and Augusta Tabor.

Thursday's Membership luncheon revealed 6,515 NAEOP members for this year. NEOPA received an award for Affiliate with More Than 50% Members (77.0%) accepted by Doris Merriman, while NEOPA Past Presidents showed with 90.9% accepted by Joyce Graybill. Other awards for Nebraska were second place for the NEOPA Newsletter and Honorable Mention for the UNL newsletter.

During the Professional Standards banquet that night, we watched proudly as several NEOPA members received their PSP certificates.

The Secondary Level Council breakfast provided an opportunity to bring up the subject of year-round school. In some school systems, it worked well with all involved liking it. Parents were able to choose when their children would attend. Other districts just used the plan at certain levels. Paper work did increase, and some 10-month secretaries did not want to extend to 12 months. Some districts returned to traditional times when their enrollment decreased.
The Awards luncheon was held Friday. At that, Dr. Ronald Walton, Lexington, Kentucky, and Patricia Merkel, Dayton, Washington, were presented with the Educational Administrator of the Year and Educational Office Professional of the Year Awards respectively. Of the three scholarship winners, only Timothy Tribe of Scottsdale, Arizona, was present and appeared a worthy recipient. Susan Driskill of Craigmont, Idaho, was the member winner.

On Friday evening, the conference came to a close with a delicious dinner and an impressive installation service. The use of miniature windmills as mementoes for the incoming officers made this former farm "girl" feel at home.

As always, the convention exposed attendees to interesting people—the retired administrator/speaker who made us laugh and cry; the member who came from Malaysia; the Arizona school board member who wanted to learn what we were about; the workshop presenter who carried on even though her mother was dying in Nebraska; those who came to learn and to grow.

When you attend a national convention or our own state conferences, you grow both professionally and personally. Don't you owe this to yourself?

Marcella Shotwell
NEOPA Delegate
RACHEL MAYNARD
AWARD
FOR
EXCELLENCE IN COMMUNICATION
STATE NEWSLETTER
SECOND PLACE
NEOPA NEWSLETTER
NEBRASKA
July, 1990
National Association
of
Educational Office Personnel
CRITERIA FOR PROFESSIONAL EMPLOYEE OF THE YEAR AWARD

1. Nominations for candidates for the NEOPA Professional Employee of the Year Award may be submitted by an association, an administrator, or any individual member.

2. Current members of the NEOPA Executive Board are ineligible.

3. Any candidate for this award must:
   a. be a current NEOPA member and must have held membership in NEOPA for a minimum of three consecutive years.
   b. be a current member of a local association (if an association is available).
   c. be a recipient of a PSP (Professional Standards Program), a CPS (Certified Professional Secretary), or be working toward a certificate.
   d. be currently employed as an educational office employee (whether that position be secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an educational office employee for a minimum of five years. Candidates may be employed in any educational institution, agency, or office in either private or public school system, institution of higher education, or educational office in government.

4. The Nomination Form (Form 1) must be submitted to the NEOPA Professional Employee of the Year chairperson, Naomi Robison by January 15, 1991. Nomination forms received after that date can not be considered.

5. The Application Form (Form 2) will be sent to the candidate by January 30, 1991. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Professional Employee of the Year chairperson, Naomi Robison by March 15, 1991. Application forms received after this date can not be considered.

6. The panel of judges will base their final decision on the following criteria:
   a. Professional activity (association activities) 30%
   b. Education and workshop participation 30%
   c. Recommendation letters (one from immediate supervisor(s) and one other of candidate's choice) 25%
   d. Personnel evaluation ratings 10%
   e. PSP/CEO/EPS (receipt of or working toward) 5%

7. The NEOPA Professional Employee of the Year will be recognized at the NEOPA Spring Conference.

8. The NEOPA Professional Employee of the Year will submit all necessary updated information to the National Association of Educational Office Personnel (NAEOP) for consideration in the following year's National Professional Employee of the Year award selection.
Form 1

1990-1991
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Educational Professional Employee of the Year Nomination Form

Full Name of Candidate

Place of Employment
(full name of school, college, agency, district)

Office Address
(street address, city, state, zip code)

Candidate's immediate supervisor

Local Association (if applicable)
(full name and title)

Reasons for nomination:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

You may submit additional information if necessary.

Date this form submitted:

Signature of Nominator:

Return this form to: Naomi Robison
NEOPA-Educational Professional Employee of the Year Chairperson
6244 Huntington
Lincoln, NE 68507


Form 2 (Application Form) will be sent to nominee upon receipt of this form.
The members of the Nebraska Educational Office Personnel Association (NEOPA) are establishing a State Clerical Scholarship to be awarded annually to a deserving graduating student who has completed a major in an Office Occupation Course of study in a Nebraska high school.

The guidelines for the awarding of this scholarship shall follow the guidelines for the Marion T. Wood Scholarship awarded nationally in order that the recipient of the State Scholarship shall be Nebraska's entry for the National Scholarship. The guidelines are as follows:

1. The scholarship award shall be in the amount of $200 and it shall be first awarded in the spring of 1983 to business education students.

2. Subsequent scholarships shall be awarded in the Spring of each year thereafter. If the recipient is unable to enroll in an institution of higher education by the fall term of the year they are chosen, the scholarship shall be deemed forfeited and the award shall be made to the runner-up (see #11). The applicant must have applied for admission to a higher education institution. Their course of study shall prepare them to enter the secretarial profession, preferably in the educational field.

3. The members of the NEOPA shall evaluate, after three consecutive years, the benefit of such a program and expenditure. It shall be determined by the members of the Board whether the Scholarship Program shall be continued or expanded in the light of the evaluation.

4. Payment shall be made by check to the school verifying the recipient's enrollment.

5. Application for the scholarship shall be made on forms provided by NEOPA upon request by the local association's scholarship chairman or may be supplied directly to the applicant by the State Scholarship Committee Chairperson upon their request. Application forms along with instructions for submitting the application will also be printed in the NEOPA Newsletter. The form shall be the one which can be used in apply for the Marion T. Wood Scholarship. All applications shall be kept until the enrollment of the recipient has been verified.

6. The applicant must complete the application form and attach the following:

If a Graduating High School Senior:

--A one-page biographical sketch on "Why I Am Choosing the Secretarial Field As A Vocation"

--Three letters of recommendation:
   a) one from principal, counselor or other school administrator which should describe the student's activities and leadership record and the student's character, personality, initiative and home background
   b) one from a business education teacher
   c) one from a non-family, non-educational office personnel member

--An official transcript indicating class rank at the end of the junior year.
Stu Wiley

Stu Wiley is Principal at Edison Elementary in York and Community Education director for York. Stu is a native Nebraskan, born in Omaha and raised in Gering. He earned his Bachelor's and Master's degrees from the University of Nebraska at Lincoln.

Stu has worked as a medical technician, salesman, teacher and coach. He served two terms as President of the State Adult Education Association. Stu has spoken to church groups, professional organizations, businesses, state conventions in Nebraska, Minnesota, South Dakota and Oklahoma.

Stu has chosen to talk to us about How to Encourage People You Come In Contact With (self, spouse, children, co-workers, and others) To Become More Productive and Happier In The Work Situation.

Darlene Darbro

Darlene Darbro teaches fifth grade at Bradshaw Public Schools, where she is the Gifted Program Coordinator. She sponsors the Future Problem Solving Team and Odyssey of the Mind.

Darlene earned her degree at Kearney State College and is currently working on her Master's degree there. Darlene's family include her husband, Mike and son, Ben.

She has taught high school English, speech, fourth and fifth grades. She is currently on the Board of Directors for Nebraska State Education Association.

Darlene will share with us her thoughts on Creative Problem Solving.

Shirley Lueth

Humorist-Speaker-Author-Syndicated Columnist

Shirley Lueth thought marriage would be spent between Las Vegas, Paris and the Hawaiian Islands, dancing at Inaugural Balls and fighting off lewd advances from movie stars. Little did she know her glamorous moments would be centered around planning Cub Scout banquets with no lewd glances from anyone except the Cubmaster—and he's her husband!

Born and raised in Southern Illinois, Mrs. Lueth attended Southern Illinois Univ. at Carbondale. Her husband Lee, recently controller for Co-ops, traded his computer hat for a manager-publisher one for the family business-Lueth House Publishing Co. They have seven children and seven grandchildren.

Like all families they fuss a little, fight a lot, forget the bad and are forever remembering the good.