Pursuit of the Positive

Included in this issue:
1991-92 Ballot
Spring Meeting Registration

SPRING 1991
THE NEOPA NEWSLETTER

EDITOR:
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The NEOPA Newsletter is published quarterly. Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit, or reject any material submitted for publication. Deadline date for the next publication will be May 4, 1991.

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1990-91 EXECUTIVE BOARD

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FEATURES

Letter from the President
NEOPA Committee Reports
Information about 1991-92 Candidates for Office
Central Area Professional Development Day Report
Spring Conference Registration and Information
Local Association News
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NEOPA Membership Form

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DATES TO REMEMBER

April 27..................NEOPA Spring Conference in Lincoln
May 4 .....................Deadline for Summer Edition of Newsletter

PLANNING DATES FOR YOUR CALENDAR

July 15-19..................57th NAEOP Annual Meeting and Institute in Winston-Salem, N.C.
National Educational Bosses Week
March 15..................Deadline for NAEOP Marion T. Wood Scholarship and Office Professional of the Year Award
October 5.................1991 Fall Conference in Lincoln
hosted by NE Dept. of Education

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EDITOR'S COMMENTS

As editor of the NEOPA Newsletter, I appreciate the articles submitted for this newsletter and hope to hear from each organization before the next deadline on May 4, 1991. Let us know what you are doing as the other local associations may be able to benefit from some of your good ideas.

As Co-Chair and emcee of the fashion show my local association (OEOPA) holds every year to raise money for our scholarship fund (held on March 12th) I have been extremely busy and I apologize for the lateness of this issue.

Remember the Spring Conference will be hosted by Lincoln Public Schools in Lincoln on Saturday, April 27th. I hope to see you all there!

- Kathy

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

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The purpose of the Nebraska Educational Office Personnel Association shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the schools, state and communities. To this end the Nebraska Education Office Personnel Association shall strive to elevate the standards of the office personnel in education by the exchange and pooling of information, ideas and ideals within our educational system.
Spring 1991

Dear NEOPA Members,

It's Spring! This season of renewal and growth refreshes our hopes and dreams, filling us with energy to accelerate our pursuit of the positive.

EDUCATIONAL OFFICE PROFESSIONALS DO MAKE A DIFFERENCE!

Special thanks to all members who have worked diligently to make this year a meaningful, productive one for NEOPA. I appreciate your enthusiasm, time, and effort. ENTHUSIASM IS CONTAGIOUS! We should catch this fever and spread it around.

It is important to exercise your voting privilege and responsibility. Please complete and return the ballot for the election of the 1991-92 state officers. Thanks to those who allowed their names to be placed on the slate. It is an honor to serve this association.

The Spring Conference/Annual Meeting will be hosted by Lincoln Public Schools Association of Office Personnel, April 27, 1991. Encourage your co-workers to attend with you. I look forward to seeing each one of you.

[Signature]
MEETINGS COORDINATING

We are still looking for a host association for Spring 1991. Please reconsider and invite us for a day of professionalism and fellowship.

The schedule for future meetings is as follows:

1991 - Spring - Lincoln Public Schools, April 27
1991 - Fall - NE Dept. of Education, October 5
1992 - Spring - OPEN
1992 - Fall - OPEN

Kathy Svoboda, Chairperson

MEMBERSHIP

After contacting non-members and non-renewals, we find our membership standing at 194 including 31 new people and six honorary members. Honorary membership may be conferred by unanimous Executive Board vote upon persons in recognition of outstanding service to the association; these special members are listed in the membership roster.

Our growth is a never ending process. We continue to need your help with this by promoting NEOPA and recruiting. Share the "positive" attitudes we have for our association.

Membership awards to be presented at the Spring Conference are as follows with the deadline of March 15, 1991:
- association with 100% membership in NEOPA;
- association with over 50% membership in NEOPA;
- association with the largest percentage of NEOPA members;
- association with the largest increase in NEOPA membership;

-recruiter award for the state member recruiting the largest number of members between May 5, 1990 and March 15, 1991.

Marcella Shotwell, Chairperson

NAEOP CONFERENCE COORDINATOR

The National meeting in Winston-Salem, North Carolina, July 16-19, 1991, is getting closer and closer. Registration information should be in the spring National magazine. It's going to be an expensive trip, but I feel well worth the money if you can possibly afford to go.

Could you please let me know if you are "thinking about going?" The purchasing of pins will be determined by the number of members planning to attend and right now I have no idea who is committed to going other than the few here at UNL. We were able to purchase pins last year at a reduced rate because of the large number ordered. If we do not have an order for over 100 of the Nebraska pins, I'm sure we will not be able to get the reduced rate of $1.00 each. The plastic ones are still available at a cost of $.20 each. As mentioned earlier, a number of pins are available for sale by those with carryover and those not able to attend the Denver meeting. When you let me know your intentions about the meeting, please let me know if you will be needing pins.

A challenge will be issued to the State of Iowa at the membership luncheon for an increase in membership growth. Plans will be made for this challenge as soon as we know who is going.

Start making plans now to attend! It's going to be fun.

Sandy Lineberry, Chairperson
NOMINATIONS

The Nominations Committee submits to the membership the following slate of officers for 1991-92. We thank these candidates for agreeing to run for office and we feel we are presenting a very outstanding list of candidates for you to pick from. Please find the ballot in this newsletter and be sure and have it postmarked by April 12, 1991. All candidates will be notified of the results prior to the Spring Conference.

PRESIDENT ELECT

KATHY SYBODA - Kathy is the secretary to Thomas Harvey, Principal, Omaha North High School. She has been a member of NEOPA for eight years, has served on the Constitution and Bylaws Committee and chaired the fall conference held in Omaha, October of 1989. She is currently the editor of the NEOPA Newsletter and is also serving as Vice President of NEOPA this year. For OEOPA, her local association, she has served on the Scholarship, PSP, Program, Christmas Banquet, Christmas Family and Scholarship Style Show Committees. She was elected to the offices of Treasurer and President (2 terms). Kathy has been a member of NAEOP for seven years, and is working on her PSP certificate. She served as Nebraska's delegate to 1988 NAEOP Advisory Council in San Francisco. Kathy and her husband Michael do not have children but she enjoys working with young people in community activities (i.e. Girls Scouts and coaching youth softball). She enjoys cross stitching, sewing, and working in the garden.

DELORES "DEE" WENZ - Dee is secretary to Ruthelen Sittler, Principal at Hill Elementary School in Lincoln. She has been a member of NEOPA for ten years and served on the Membership Committee, was elected Secretary in 1988-89 and is currently serving her second year as treasurer. For LPSAOP, her local association, she has served on the Scholarship, Holiday Tea, Secret Friend, Membership, Fall Get Together, Recognition, Way and Means, Budget, Spring Dinner, and NEOPA Conference Committees, and has served as President-Elect and President. Dee and her husband Herb have three children and three grandchildren. She enjoys computer work, church work, gardening, ceramics, counted cross stitch, embroidery, cooking and baking.

VICE PRESIDENT

SANDY LINEBERRY - Sandy is secretary to Dr. W. A. Gustafson at University of Nebraska - Lincoln. She has been a member of NEOPA for three years and for the past two years has served as the National Conference Coordinator for NEOPA. For UNOPA, her local association, she has served on the Publicity Committee, served as the Professional Growth Director, Correspondence Secretary, Recording Secretary, President Elect and will serve as President for 1991-92. Sandy served as the UNL Contact Person for NAEP in 1989-90. For many years Sandy has been active with the Epsilon Sigma Alpha Sorority and is a member of Gamma Delta Chapter. She and her husband have three sons and are members of the Havelock Methodist Church. In her spare time, Sandy enjoys reading.

MARJORIE SHEPARD - Marj is secretary to Ruth Weatherl in the Lincoln Public Schools. She has been a member of NEOPA for 18 years and has chaired the Audit Committee and has served as Vice President. For LPSAOP, her local association, she has served as the Elementary, Junior High, and OPAC Representatives and served on the Courtesy, EAP, Scholarship, Produce Evaluation, Membership, and Negotiations Committees. She has been a member of NAEOP for 18 years and has earned her CEOE Certificate. Marj and her husband Harold have a daughter and son and two grandchildren. She enjoys playing bridge, attending concerts, taking long walks, and reading. She and her husband celebrated their 40th wedding anniversary in Hawaii in January.
SECRETARY

SHARON GATHMANN - Sharon is secretary to Laura Barks at Omaha Burke High School. She has been a member of NEOPA for three years and has served on the Membership Committee. For OEOA, her local association, she has served as chairperson for the Scholarship and Program Committees and also served as Vice President and currently as President. She has been a member of NAEOP for three years, has served as an Advisory Council Delegate to the National Convention in 1990. Sharon and her husband Jim have three daughters. Her hobbies include raising African violets and playing bridge. She loves to cook and travel and is an avid Nebraska football fan and enjoys all kinds of spectator sports. She also enjoys reading.

KATHY WARREN - Kathy is secretary to Richard Berthold, Superintendent of Schools, Bradshaw. She has been a member of NEOPA for six years and has served on the Scholarship Committee and hosted the 1990 Fall Conference. Kathy currently serves as secretary to NEOPA. She and her husband Steve have two daughters. She enjoys crafts of all kinds, is a member of a craft club, the Bradshaw Lady JC's, Bradshaw United Methodist Church and is a teacher in the nursery Sunday School.

TREASURER

ANGIE ELLIS - Angie is secretary to Dr. Larry Harris at Wayne State College. She has been a member of NEOPA for 13 years and has served on the Meetings Coordinating Committee. She was also elected Secretary in 1986-87. For WEOPA, her local association, she has served as Historian, Vice President, and President and Co-chaired the Fall Conference in 1986. She has been a member of NAEOP for 9 years and served as coordinator for the Delegates Breakfast for the 1980 National Conference. Angie and her husband have four children and nine grandchildren. She enjoys reading, crafts, and water-skiing.

NORMA WEYER - Norma is secretary to Janet Wagner at the University of Nebraska - Lincoln. Norma has been a member of NEOPA for three years. For UNOPA, her local association, she has served on the Professional Growth (chairperson) and Nominating Committees, has served on various benefits committees, and was elected Treasurer. She has been a member of NAEOP for three years and has earned her CEOE Certificate. Norma and her husband Bill have three children and she enjoys bowling and spending time with her family.

Leanna Bounds, Chairperson

PROFESSIONAL STANDARDS PROGRAM

Believe it or not, we are on the downward stretch. Plans are being made for our PSP recipients to be honored at the Spring Conference in Lincoln on April 27. Your help is needed in making sure the names of all NEOPA members meeting the May 15 deadline for a PSP certificate are forwarded to the PSP Committee. We especially urge the local PSP Chairs to send a list of state members they know will complete their requirements by the May 15 deadline. We don't want to miss anyone.

New PSP booklets have been received and will be available at the Spring meeting. An update on the changes which affect the Professional Standards Program are as follows:

1. The address for the National Office has been changed to:
   P.O. Box 12619
   Wichita, KS 67277-2619

2. Option A, Testing has been deleted from the program. Applicants can, however use CLEP tests to attain a PSP certificate in either of the two remaining options.

3. Option I replaces Option B. A chart for Option I is found on page 10 of the new booklet.

4. Option II replaces Option C. A chart for Option II is found on page 11 of the new booklet.
Advisory Council Recommendations referred to the PSP Committee, July 1990:

1. PSP certificate applications be accepted only if signed by local PSP chairperson or designated chairperson unless there is no local association. (Fort Worth AES) Rationale: FWISD pays a stipend. If National approves, a complete copy of that which is approved with documentation should be sent to the local organization, in order to ascertain credibility of participation. **PSP Committee Recommendation:** the guidelines of the Professional Standards Program clearly states in writing that applications can be signed by the National Chairman. The committee feels that if Boards of Education and/or Associations have specific rulings of their own regarding stipends it is up to these individual groups to make their members/employees aware of their rulings.

2. 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. (Fort Worth AES). **Rationale:** The purpose of association responsibility should be to encourage participation and interest in the local educational organization. **PSP Committee Recommendation:** While NAEOP encourages participation and membership in local and state associations, it cannot mandate such. Furthermore, nowhere in the guidelines of the Professional Standards Program of NAEOP is it stated that an association is to sponsor a PSP applicant.

3. Inservice credit be allowed for association monthly meetings. (Fort Worth AES). **Rationale:** This would encourage membership attendance, and show appreciation for those serving on the executive committees that attend both executive and regular monthly meetings. **PSP Committee Recommendations:** the committee members felt that credit should not be allowed for attending association monthly meetings.

4. Change CEOE to CEO (Professional). (Oregon AEP, Oregon AEOPPP and Beaverton AEOP). **Rationale:** It is an image that we need to promote (along with changing the name of our association to NAEOP(Professionals). This would make it necessary to cut a new dye for the guard, but it would be worth it in so many ways. **PSP Committee Recommendation:** After much discussion the committee members present in Denver felt that the name of the certificate of distinction should remain Certificated Educational Office Employee (CEOE).

A reminder to those persons who should be honored at the Spring meeting, please complete and return the survey form in the winter newsletter.

Virginia Storm, Chairperson

**SCHOLARSHIP**

Only one application was received for the NEOPA Scholarship for 1990-91. Tracy Mae Sanford of Millard South High School in Omaha was the recipient of the $400.00 scholarship.

The application for the Marion T. Wood award has been forwarded to Tracy for completion. Tracy has also been invited to the spring conference in Lincoln.

We thank those NEOPA members who encouraged students to apply for the scholarship.

Sandy Peters, Chairperson

**WAYS AND MEANS**

It is time for a report on the Ways and Means project for the year. The NEOPA desk calendars are selling very well. We are better than half way to our goal. At the Spring meeting we hope to reach all of our members. Just as we have asked all of the members in the past to sell 5-10 raffle tickets - we now ask each of you to sell 3 calendars. The calendars are a bargain at $5.00
each plus your local and state tax. Next year it will be possible to create a small yearly calendar with important NEOPA dates to apply inside the front cover of your desk calendar on a sticky label. We realize that not everyone can do this project (just as not everyone can sell raffle tickets). For those of you have calendar sales money to turn in - please plan ahead and remember to bring it to the Spring meeting.

We are sure that each member will want at least one calendar for their desk. Therefore, what we do ask is that you be as enthusiastic and supportive as possible in helping our organization reach our goal. Consider the following analogy of geese in migration flying in a V formation.

1. As each bird flaps its wings, it creates an "uplift" for the bird following. By flying in a V formation, the whole flock adds 71% greater flying range than if each bird flew alone.
   BASIC TRUTH: Being with other NEOPA members in our state organization allows us the support of everyone in the state. Ways and Means provides money in the treasury for the benefit of all of our members.

2. When a goose falls out of formation it suddenly feels the drag and resistance of trying to fly alone, and quickly gets back into formation to take advantage of the "lifting power" of the bird immediately in front.
   BASIC TRUTH: It is tough to try and accomplish great tasks all alone. In other words - ways and means projects need the participation of all of our members.

3. When the point or lead goose gets tired it rotates back into formation and another goose flies at the point spot.
   BASIC TRUTH: It pays to take turns and have new fresh ideas and people in lead positions. That way no one person or idea wears out.

4. The geese in formation honk from behind to encourage those up in front to keep up the speed.

BASIC TRUTH: We need to be supportive of each other in our projects in order to keep our organization active, so that our collective task will be accomplished.

We look forward to your support at the Spring meeting in our calendar sales.

Jan Harris & Kathy Bennetch, Co-Chairpersons

WHEN I ASK YOU TO LISTEN TO ME

When I ask you to listen to me
and you start giving advice,
you have not done what I asked.

When I ask you to listen to me
and you begin to tell me
why I should not feel that way,
you are saying my feelings
are not important.

When I ask you to listen to me
and you feel you have to do
something to solve my problems,
you have failed me.

When you do something for me
that I can and need to do for myself,
you add to my fear and weakness.

But when you accept that I do feel
what I feel, no matter how irrational (unreasonable),
then I can stop trying to
convince you and start trying
to understand my feelings.

So, please, listen and just hear me.
And, if you want to talk,
wait a minute for your turn;
and I will listen to you.

Deaf-Light
CENTRAL AREA PROFESSIONAL DEVELOPMENT DAY
FOR EDUCATIONAL OFFICE PERSONNEL

Report by Sandy Linesberry
NAEOP Attendance Coordinator

"Thoroughly enjoyed the opportunity to interact with people from other states."

"Carol Spencer knows her stuff!"

"Enjoyed sharing of problems and how to solve them."

"Carol is a dynamic speaker and opened our eyes to discovering ourselves."

"Felt it was amazing how many of the problems were the same regardless of whether you worked in grade school, junior high, high school, administration, or higher ed."

The above are just a few of the comments of those attending the Central Area Professional Development Day for Educational Office Personnel meeting held in Des Moines, IA, on February 9, 1991. It was a stimulating conference and those 84 members attending left mentally renewed and "ready to make the difference" not only in their personal lives but their individual educational area. It was interesting to note that 24 of the 84 in attendance were from Nebraska. We had the highest state attendance and were very proud of the state's high representation. Those attending were:

Kathy Bennet
Joyce Grebible
Doris Merriman
Joyce Petora
Judy Stocking
Sandy Wetmore
Leanne Bounds
Debbie Hendricks
Jane Patterson
Pat Podjenek
Kathy Svoboda
Norma Weaver
Sue Dammeh
Sandy Linesberry
Linda Prince
Audrey Schardt
Vic Taylor
Mary White
Sharon Gathmann
Pat Lundahl
Tracy Perchal
Niki Smith
Sherry Warren
Lois Young

What can I say - it was a great workshop! In my opinion, one of the best I've ever attended for the price. It was a time of socializing, networking, and learning. My only regret - it wasn't longer.

The conference began on Friday evening, February 8, 7:00 p.m. with an open house. We were welcomed by Chairman of the Central Area Professional Day, Martha Metzsch, CEOE, Kansas. She introduced the state presidents from the six states involved in the workshop: Kansas, Indiana, Iowa, Missouri, Nebraska, Illinois. The Hospitality/Program portion was co-chaired by our own Nebraska State President Doris Merriman and Missouri AEOP President Bonnie Livingston. Following registration, we played games and showed off "other skills." It was a fun evening and the beginning of making lasting new friendships. Door prizes were also awarded and there were a number of lucky Nebraskans.

We were up bright and early the next day for coffee/rolls at 7:15 a.m. During this time, we also had the opportunity to purchase raffle tickets for various items and the 50/50 drawing.

The workshop leader for "Will You Make A Difference" was Carol Spencer, NAEOP Past President and Iowa Past State President, who has worked in education for 22 years. The workshop covered steps in setting priorities, decision making and problem solving. Our workshop booklet consisted of 17 pages, the majority requiring work on our part, and work we did! One of the activities was "know yourself - what's your style?" After we personally evaluated ourselves, we were assigned to groups of styles and then proceeded to discover our assets and liabilities. For those of you who have been "typed" through the Myers-Briggs Personality evaluation, you already know what type you are, but this was a different way of discovering your personality. It was interesting to see "who was where" in the different style categories.
We were divided into areas of education; grade school, junior high, high school, administration, higher education. We rated what we felt was most important and how management would think we rated them. Those in attendance rated priority 1 as "interesting work" and management through a previously conducted survey thought we would rate our first priority as "appreciation."

We then broke for lunch where we were entertained with ragtime music presented by Arlene Stoller, Northern Wells School System, Ossian, IN. She "Primed Our Pump" with her wit and talent at the piano.

The afternoon session began with us going back to the educational group we were in and evaluating how to get results from people and solving of problems. Each group was given a large sheet of paper and asked to write down all the problems in our educational system. These were then posted on the wall and reviewed. The similarities in problems was amazing. Following this, we were then asked to select one of the problems and outline a program for solving this problem. Time did not allow for all solutions to be discussed, but two were selected. They pertained to property rights in offices and not meeting deadlines.

Chairman Mettscher adjourned the workshop with the good news that $500 profit had been made which will be used as seed money for next year's workshop.

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THE PROBLEM SOLVER

Stress is often caused by the discrepancy between expectations and reality.

INSTANT STRESS REDUCER

The next time stress makes you feel like screaming, try taking several deep breaths.

Concentrate on breathing slowly with your mouth closed - inhaling slowly until you can't take in any more air, exhaling just as slowly, until you've squeezed the last bit of air from your lungs. Deep breathing provides maximum oxygen and forces relaxation. Under stress, we tend to breathe rapidly, in short, shallow breaths.

TIME OUT

When deadlines and pressures mount, we tend to skip stress reduction techniques and activities.

But that's exactly when we should increase them. Taking time for yourself now will pay off in personal benefits. (Take a few minutes to breathe and relax, have a cup of coffee, away from your desk.)

SMALL STUFF

"Don't sweat the small stuff." Little things mean a lot when it comes to stress. The buildup of small, constant stresses actually cause more bodily harm than the occasional big factor.

TAKE CONTROL

To cope with stress:

- Distinguish between what you can control and what you can't;
- Decide to focus on assets instead of liabilities.
- If you need help, ask for it!

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ABOUT THE PROGRAM

"LEARN TO PLAY"

Presenter: Lawrence Kagan, Ph.D.
Clinical Psychologist
Ph. D., University of Nebraska; Masters Degree in Psychology,
California State University; B.A. in Engineering, New York,
Licensed, Certified, State of Nebraska; 10 years private
practice; worked with a variety of agencies; six years
教学 experience, University of Nebraska, Doane College,
and Wesleyan University.

The workshop will consist of showing adults how to play, getting enjoyment out
of life, and putting humor in your life. There will be individual/group par-
ticipation in activities.

******************************

"TAKE YOUR JOB AND LOVE IT"

Presenter: Mickie Meier, Principal,
Merle Beattie Elementary School
Lincoln Public Schools

Positive opportunities fill each day.
Have a dream - create direction - make things happen by managing your time,
energy and relationships.

Mickie has many degrees, but feels the important thing about her is that we are
"all in this business together".

******************************

April is such a lovely month, why not plan a brief respite before the many
activities of May begin, and join us on Friday evening, April 26th for a
chance for fun and frolic?

We are planning a fun evening for you at the Clayton House. Or, if you have
been wanting to explore the Hay Market, it is nearby.

WATCH for FREE tickets to the Funny Bone to come your way! If you are one
of the lucky ones, be sure to plan to use them! If not, swap them or pass
them on, but USE THEM!

Please do join us at the Clayton House on Friday the 26th! Meet your friends
for a FUN TIME!
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

SPRING CONFERENCE

Saturday, April 27, 1991

The Clayton House
Lincoln, Nebraska

"THE KEY TO POSITIVE GROWTH"

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<th>Time</th>
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<tr>
<td>8:00 - 8:45 a.m.</td>
<td>Registration</td>
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<td>8:15 a.m.</td>
<td>Executive Board Meeting</td>
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<td>8:45 - 9:00 a.m.</td>
<td>Color Guard</td>
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<td>God Bless America - Nancy Scheerer</td>
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<td>9:00 - 9:15 a.m.</td>
<td>Welcome - Dave Swartz,</td>
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<td>LPS Human Resources Dept.</td>
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<td>Doris Merriman, NEOPA President</td>
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<td>9:15 - 10:15 a.m.</td>
<td>&quot;LEARN TO PLAY&quot;</td>
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<td>Larry Kagan, Clinical Psychologist</td>
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<td>10:15 - 10:30 a.m.</td>
<td>Break</td>
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<td>10:30 - 11:30 a.m.</td>
<td>&quot;LEARN TO PLAY&quot; (More)</td>
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<td>Larry Kagan</td>
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<td>11:45 - 12:45</td>
<td>Luncheon</td>
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<td>Entertainment - Choral Group</td>
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<td>12:45 - 2:00 p.m.</td>
<td>Business Meeting</td>
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<td>Presentations - Scholarship</td>
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<td>Professional of the Year</td>
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<td>Installation of Officers</td>
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<td>2:00 - 2:20 p.m.</td>
<td>Break</td>
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<tr>
<td>2:20 - 3:15 p.m.</td>
<td>&quot;TAKE YOUR JOB AND LOVE IT!&quot;</td>
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<td>Micki Meier, Principal, Merle Beattie School</td>
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<td>3:15 - 3:30 p.m.</td>
<td>Farewells</td>
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<td>Drawing</td>
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NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
Spring Conference
Saturday, April 27, 1991
Clayton House
Lincoln, Nebraska

REGISTRATION FORM

You are invited to attend the Nebraska Educational Office Personnel Association Spring Conference. We welcome members and non-members. Please complete and return the bottom of this registration form by April 12, 1991.

Registration Fee

Everyone attending must pay a registration fee.
NEOPA Member fee: $12.50 through April 12
$15.00 after April 12
Non-Member Fee:
$15.00 through April 12
$17.00 after April 12

NO REFUNDS AFTER APRIL 12

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PLEASE SEND COMPLETED FORM AND CHECK, PAYABLE TO: LPSAOP
Attn: Carol Young
Southeast High School
2930 So. 37th Street
Lincoln, NE 68506

NAME

ADDRESS

CITY/ZIP _______________ TELEPHONE

NEOPA _____ NON-MEMBER _____ (please check one)

For those who are traveling to Lincoln rooms are available at the Clayton House for $42.00 single or double occupancy. The number to call is 1-800-233-7778 or 476-0333 for any local call.

To help us make your stay even more pleasant – please let us know if you will be making a room reservation at the Clayton House by indicating with a check mark.

Since parking at the Clayton House is limited a map of other available parking is printed on the back of this form.

I DO PLAN TO ATTEND "FUN NIGHT" ON FRIDAY NIGHT
A - Clayton House
B - Parking Lot (Meters)
C - Centrum Parking
D - Rampark
DEPARTMENT OF EDUCATIONAL OFFICE PERSONNEL

In September we enjoyed a pot-luck picnic. One of our Agriculture Education Consultants, presented "Flower Arranging" providing us with a wealth of creative, informative, practical ideas for creating our own arrangement from flowers, foliage, and dried weeds in a variety of interesting containers.

The Paul Harris Stores presented fashions at the October meeting. They presented a bright array of colors for the holiday season.

The Teacher of the Year reception was held at the Governor's Mansion on November 9. DEOP members assisted at the reception.

The Christmas Party and Pot-Luck Dinner was held at the home of one of our retired members.

January, a member of the Crime Prevention Bureau presenting a most informative and critically important program dealing with "Personal Awareness Crime Prevention". She outlined a number of the city-wide issues that women in particular have to deal with in the area of crime prevention.

We have a total membership of 30, which includes retired members.

Plans are being made for the Fall NEOPA Conference to be held in October 1991 at the Clayton House.

Frances Bockelman

DOANE EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

On January 8th, Carolyn Kollmeier, Coordinator for Alumni Affairs at Doane, presented a program to all DEOPA members on her 6-year teaching experience in Columbia, South America. Carolyn brought many artifacts and goods she accumulated during her stay. The presentation was exciting and enjoyable. DEOP now has presentations from Latvia, Russia, and South America. We are feeling very worldly!

DEOPA is very proud of all the resource materials that we have now made available to the office personnel staff at Doane College. Our faculty lounge area has a shelf of books and periodicals donated through DEOPA for all staff members' use. At the February meeting it was also approved to award two more scholarships for Doane students in need. Our organization has been truly busy this year in raising funds for the scholarship program and we feel very fortunate to be able to offer these two extra incentives to our students. These two extra scholarships are in addition to the two we annually award each fall.

It is really exciting to experience the growth of DEOPA since its beginning four short years ago. The organization feels strongly about the mission of our group and consistently strives to better the office personnel staff needs and education along with a strong bond to the missions of Doane College.

Kathy Hood

"The human mind can discipline the body, can set goals for itself, can somehow comprehend its own potentiality and move resolutely forward."

- Norman Cousins, author of Anatomy of an Illness
MILLARD EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

MEOPA is once again having a fun, busy year. At our November meeting we had a presentation on center piece arranging (getting us ready to do our own for the holidays) and December was our annual Christmas Party. As usual, a fun time was had by all. In January we had our meeting at our administrative offices and a couple of the gals fixed casserole dishes and salads. One of our members tried to lead us through doing a craft (dollar bill roses). I do believe most everyone did a pretty good job. At our February meeting we had a presentation by one of our high school teachers and her husband on their two years spent in the Peace Corp living in the Dominican Republic.

We look forward to seeing many of you at the annual NEOPA Spring Conference.

Leanna Bounds

OMAHA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

The business of the holiday season is behind us and 1991 is well underway as we are now into the third quarter of the school year. We at OEOPA are striving towards our goals and continuing to work together on various upcoming events and projects.

Since it is in the hearts and on the minds of everyone, I feel I must mention at this time the war in the Gulf and express my care and concern to all our association members throughout the region who have family and loved ones in the Gulf region. Having a son in Saudi Arabia, I share your feelings and concerns and can only thank God that a peaceful solution has been reached and our service people will return home safely and soon.

The annual Christmas party/dinner was held December 12 at the Oak Creek Inn with 82 members in attendance. A time of fellowship was followed by a delicious dinner and music provided by the North High Brass Quintet under the direction of Richard Philson. Our adopt-a-family project was a huge success, thanks to Jane Manganaro and her committee members. Clothing, food, a mattress, Christmas tree with all the trimmings, money, and other goodies were provided for the family. Also, Santa Clause--thanks to Caroline Hicks' husband who volunteered. Caroline is a secretary at Benson High School. We had a $5 gift exchange for those who brought a gift. We also contributed generously to the Salvation Army. The money from our 50/50 drawing went to the adopt-a-family and winner, Mary Sell, contributed half of her winnings to the family for a total of $45. We all enjoyed an evening of fun and relaxation.

The six-state Central Area of the National Association of Educational Office Personnel had a Professional Development Day in Des Moines on February 9th. OEOPA members in attendance were Sharon Gathmann, Joyce Graybill, Pat Podjenski, Judy Stoecking, Kathy Svoboda and Mary White. They reported it was a very good conference and well done.

Kathy Svoboda of North High School and Judy Bornholdt of Monroe Jr. High School were very busy with their committee getting ready for our annual style show which was held at Burke High School on March 12th. They recruited various administrative and office personnel throughout the district to model for this huge event which is our big moneymaker for scholarships to be awarded annually to those qualifying graduates. The event, "Blaze and Thunder," had a fun circus theme complete with clowns from the North High Polar Phunsters (a student clown troupe) entertaining us before the show. The show was a huge success setting a new record for the amount of monies available for scholarships this year.

Congratulations go to Joyce Graybill of our Student Personnel Department who was recommended by OEOPA as the NEOPA Office Professional of the Year. Joyce has contributed many commendable years to OEOPA and the Omaha school district. Congratulations and good luck, Joyce!

One of our PSP classes, which was well attended was entitled, "Legal Issues Concerning
School Districts" which began January 9th. The class discussed the laws and regulations which govern the school district and should prove to be very informative. Several SMART classes are also being offered at various times.

Kurt Keeler, an account executive with Dean Witter Reynolds, Inc. was our guest speaker at our January 16 meeting and offered us some very informative tips on the market and investing. At our February 20th meeting, Suzanne Hackler, regional director of Citizens Against Crime, was our speaker. She offered hints about how to be more aware, how to make yourself "less appealing" as a potential victim and how to physically protect yourself. It was very interesting.

Several of our members are looking forward to attending the NEOPA conference to be held April 27 at the Clayton House in Lincoln and hosted by the Lincoln Public School District.

Our OEOPA annual Breakfast for Bosses will be held in May and we will be working on that event which will be held at the Teacher/Administration Center.

In conclusion, I trust everyone is having a good year. Hope to see many of you in Lincoln on April 27.

Leone Thompson

UNIVERSITY OF NEBRASKA
OFFICE PERSONNEL
ASSOCIATION

At our February UNOPA meeting, we had had a raffle drawing with the proceeds going to our UNOPA budget. The prizes were really neat, a holiday getaway at the Hilton Hotel, a suite at Cupids Corner and Bed & Breakfast at the Rogers House plus many other gifts.

We are gearing up for the Spring Conference in Lincoln and are starting to get organized for National Conference in Winston-Salem, North Carolina. We are especially excited to go this year as we plan to make a "challenge" to another state. I don't know yet how many members will get to attend the conference, but I know we will all envy those who do.

I have been in touch with Alice Torwirt, who as you all know, received the Professional of the Year Award just two years ago. She has a new address for anyone wanting to drop her a line. It is 3542 West Eastham Lane, Tucson, Arizonia 85741. She is busy working at the Tourist Information Center for a few months and in her spare time makes clown dolls. Many of you saw one at the 1990 Conference in Denver. Alice is no longer working in the educational field, but was a very active member of UNOPA, NEOPA and NAESP for many years.

We are also excited to announce that the old Kathy Ryan is the new Kathy Bemmitch. She was married on Friday, January 25, 1991. We know everyone wishes her the best.

In the upcoming months we will be extremely busy on campus. We have two awards luncheons coming up and election of officers. In April the Rose Frolik Award will be presented to the UNOPA member who best exemplifies what UNOPA is all about. Rose is founder and the mainstay of UNOPA. And in May we will have our Installation of Officers luncheon and two Silver Pen Awards. The Silver Pen Award is sponsored by the Chancellors Office and is given to two individuals who have grown professionally and contributed to the well-being of the University of Nebraska. We have a UNOPA Workshop coming at the end of February, so our spring will be a very active time for all of us.

Linda Pence

WAYNE EDUCATIONAL OFFICE
PERSONNEL ASSOCIATION

At our November meeting, to become better acquainted with the other members of our group, roll was answered by where we were born and raised. It was very interesting to find out how everyone came to be in Wayne America! Phyllis Spethman gave an interesting talk on the Choices Program. This is a program targeted for teenagers
on choosing where they want to go with their lives.

Our December roll call was answered with our marital status, number of children and/or grandchildren we have and if we have any pets. We are finding out a lot about all our members. Our Christmas Secret Sister gift and cookie exchange was done at this meeting also. We baked cookies again for fee payments this semester and it is continuing to be a great fund raiser for our group.

In January, we answered roll with the schools we attended and how many years we had been employed at Wayne State. Vera Hummel, an instructor at Wayne State, was our guest speaker and gave an interesting talk on Business Communications. She showed us examples of both "good" and "bad" letters.

To help celebrate the return of "spring-like" weather (at least at the writing of this newsletter it was!), we had a salad luncheon in February and answered roll with our hobbies. Ron Olsen, director of the Human Performance Lab at Wayne State gave a slide presentation on the many different tests that could be done to determine a person's physical fitness/wellness.

Jeri Sherer

Misunderstandings?

Irate Mother: "I want to take my son out of this lousy college."
Dean of the College: "But he's at the head of the class."
Irate Mother: "That's why I think this is a lousy college."

Student: "When the teacher asks a question, I'm always the first to raise my hand."
Father: "Then why aren't your grades better."
Student: Because by the time I get back from the restroom, someone else has already answered the question."

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

(If you are a NAEOP member, you will receive a renewal notice when your membership renewal is due -- membership in NAEOP is no longer according to the fiscal year. If you are not a NAEOP member and would like to join, please use the form below. You will have one full year of membership from the time your dues are received in the National office.)

| New Membership..............$ 25 | Institutional Membership.......$ 25 |
| Renewal Membership..........$ 25 | Life Retired Membership.......$ 25 |
| Associate Membership--------$ 25 | Retired Membership............$ 3  |
| Life Membership.............$375  | NAEOP Life Member Retired.....$ 1  |

Mr. Mrs. Miss

Post Office Mailing Address

City State Zip Code

Membership fee includes $12.50 for one year's subscription to the NATIONAL EDUCATIONAL SECRETARY.

Elementary Secondary Higher Education State Department Administration Other

(See/IDC/Foreign Country)

APPLICATION CONTINUOUS MEMBERSHIP

(All fees must be paid in U.S. Dollars)

Make check payable and mail to:
National Association of Educational Office Personnel
1902 Association Drive
Reston, VA 22091-1302
(703) 860-2888

Recruited by (Name)
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
MEMBERSHIP FORM
(Please type or use black ink and complete ALL information)

Type of Membership
1. New ______ or Renewal ______
2. Active ______ $10.00 ______
   Retired ______ $2.00 ______
   Associate ______ $5.00 ______ (no longer educational secretary)

EMPLOYMENT DATA

Educational Institution

School, Office, Department

Street Address

City Zip

Telephone and Name of Supervisor

LOCAL
Are you a member of a local educational office association? Yes ______ No ______

What is the name of your local association?

If there is no local association would you be interested in helping form one? Yes ______ No ______

PERSONAL DATA

Name

Street Address

City Zip

(____) H=________ O=________

Area Code - Telephone at Home/Office

NATIONAL
Are you a member of the National Association? Yes ______ No ______

Do you hold a Professional Standards Certificate? Yes______
   Grade _______ No ______

Are you working toward a Professional Standards Certificate? Yes______ No ______

Would you like more information about:
The National Association? ______
Professional Standards Program? ______

STATE
Have you ever held an office or a committee appointment in NEOPA? Yes ______ No ______ If yes, please list position and year:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Would you be willing to serve in an elective office or on an appointive committee? Yes ______ No ______

If yes, please give preference or special interest

IMPORTANT: Please make checks payable to NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION and mail with this complete form to:

Delores Wenz
4901 South Haven Drive
Lincoln, NE 68516

Sponsored/Recruited by ____________________________

Date ____________________________

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31
PROCLAMATION

WHEREAS, the NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL—the only national, professional association for office personnel in education—affirms its belief that a good education is the birthright of every American; and

WHEREAS, the members of NABOP recognize the significance of the many and varied duties and responsibilities assumed by the educational leader at all levels of the educational process; and

NOW, THEREFORE, BE IT PROCLAIMED that the week of May 19-25, 1991, shall be known as “NATIONAL EDUCATIONAL OFFICE WEEK" in grateful recognition of the unselfish and dedicated service provided to the nation's schools, colleges, universities, and communities; and

BE IT ALSO PROCLAIMED that the third week of May shall be observed to honor America's education leaders.

DONE, this the first day of August, nineteen hundred and ninety, and in the fifty-seventh year of the NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL.

[Signature]
Patricia A. Huggins
President
Young Lola J.
Uni. of Nebr.-Lin.

Housing

1100 Sarton
City Campus 0622