



# GS Bulletin board

**February 13, 2009**

Internal Weekly Announcements  
for Grant Wood Area Education  
Agency Staff and Board

## **Mark Your Calendars**

- Feb. 18** GWAEA Board Meeting  
5:30 p.m./33rd Avenue
- Mar. 13** Organizational Leadership  
Program Application Deadline

## **Announcements**

\*Yellow Book phone books for Cedar Rapids/Marion are available at the Sixth Street building in the reception area for staff to pick up.



## **Potpourri of Agency News**

### **Agency Banquet**

The Agency Advisory Council has recommended that we hold an annual recognition banquet. Based on the staff survey, the council okayed holding the event at the Ponderosa Ballroom in Walford.

The event will break from past tradition where all staff received a free dinner. Unfortunately, we can't offer that this year. There is no money in the agency's pop fund – our previous source for covering the cost of the dinner. All attendees will have to pay at least some portion of the cost. The communications department will seek sponsorship support to help reduce the price.

The council also recommended having the GWAEA band play for those who wish to remain after the banquet. There will be a cash bar that will be open throughout the evening.

As soon as we confirm the date, we'll post it in this newsletter.

### **The Bunker**

The agency's servers bunker will be lifted into position next Thursday, Feb. 19. The bunker is a 69,261 pound precast concrete unit currently being poured in Indiana. It will be transported to the agency site next week. A large crane will be used to set this unit in place. Once set, electricians will connect the unit so that all of the agency's servers can be installed and protected in this durable building. We anticipate a number of other organizations will make use of this facility, too, once it's set up.

### **PEP Newsletter Now Online**

The latest issue of the PEP newsletter has now been posted to the agency Web site. You may click on the following link below to get to the latest edition of the newsletter. The PEP newsletter is being offered as an RSS (real simple syndication) feed. That means you can click to subscribe. When you do, you'll receive e-mail notification whenever a new PEP newsletter has been posted to the agency Web site.

The link to the current newsletter is [http://www.aea10.k12.ia.us/schcomplan/pep/newsletters/PEP\\_Newsletters.xml](http://www.aea10.k12.ia.us/schcomplan/pep/newsletters/PEP_Newsletters.xml)

## Property Give Away

Disposal of Property  
Grant Wood Area Education Agency  
Garage Area  
4401 Sixth Street SW  
Cedar Rapids, Iowa  
Monday, Feb. 16, 2009  
3-6 p.m.

Furniture: Flood damaged file cabinets, office storage cabinets, and bookcases. Items must be removed from the agency's garage by 6:30 p.m., February 16.

Staff who are interested can contact Mike Kiely at Ext. 6521 to arrange to view the items available. However, you will have to wait until 3 p.m. on Feb. 16 to pick up the items you want. There will be a limit of five (5) items per person. FYI-these items will be offered to the public (at no charge) so this will also be in The Gazette.

## Thank You...

•Thank you to my friends and co-workers at GWAEA who sent flowers, cards, encouraging words and offered prayers on my behalf during the recent death of my father. Your thoughtful gestures were such an encouragement and I will be forever grateful.

Julie Freed & family

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•I wanted to thank all the people who sent cards, offered kind words and hugs at the passing of my father. My sisters, mother and I appreciated the people who attended the visitation and funeral. It is nice to work with some great people.

Mary Van Voltenburg

## Be Aware and Change Your Perspective

The following is extracted from a message Susie Makinster, president of the Cedar Rapids and Iowa City Advertising Federation shared in the chapter's newsletter. Even though her suggestion to look at things through clients' perspectives was intended for marketing people, it also is applicable for how we can interface with our clients –teachers, students and/or parents.

Accodrign to rsearch at Cmabridge Uinervtisy, it deosn't mtttaer in waht oredr the ltteers in a wrod are, the olny iprmoatnt tihng is taht the frist and lsat ltteer be at the rghit pclae. The rset can be a total mses and you can stll raed it wouthit a porbelm. Tihs is bcuseae the huamn mnid deos not raed ervey lteter by istlef, but the wrod as a wlohe.

“When I first started reading this, I thought someone had done a lousy job of proofreading. As editor of *Women's Edition* magazine, I spend a fair amount of time proofreading articles and ads to make sure there are no errors. Usually when errors occur it's because you read it as it should be rather than as it appears.

“It's interesting that once our minds have been trained to see something in a certain way, even when we rearrange what we see, our minds struggle to see it the same way in which it was originally learned. Your mind will actually scan for a way to match what it sees to what it already knows. If you are not consciously aware of changing your perspective, it may not change at all.

“Awareness helps us overcome resistance, helps us see things in a new way and helps us change our perspective. Dale Carnegie, in *How to Win Friends and Influence People*, suggests that we try to see things from the other person's perspective in order to better serve his or her needs.”

Source: AAF AdRead E-News: February 2009  
American Advertising Federation of Cedar Rapids and Iowa City  
Shared with permission from: Susie Makinster, Owner/Editor *Women's Edition* Magazine

## Computer Timesaver Tip

Using the 'Alt' Key

When you have a Word, Excel, or PowerPoint document open, the toolbar at the very top, left-hand side of the page always has a set of words across the top. Each of those words has a single letter underlined. As you most likely know, you can do a left mouse click on each of those words to open a drop-down list of options. If you do quite a bit of typing, it's much faster to memorize some of the keystroke combinations than to grab the mouse, move it around and click on the various options.

The keystrokes protocol to use the underlined letter of these words only works if you press the Alt key. Press it once and release it (don't hold it down). This tells your computer, you want to select the underlined letters in the toolbar. Once you press Alt, the computer will assume each letter you press is intended to activate some function, until you've activated the dialogue box. (For example, Alt followed by E followed by S will bring up the Edit, Paste Special dialogue box.)

Inside a dialogue box, you can usually continue your navigation using tab keys and/or the up and down arrow keys.

**To turn off the Alt key protocol**, simply press the escape key twice or hit the Alt key once. The first hit of the Alt key tells the computer that you chose the wrong letter (you can then select a different one). The second hit tells it to turn off the protocol. (FYI...once a dialogue box is open, the Escape key is the only “never mind” key to close the box without activating the rules shown in the box.)

One last thing: In most of the Microsoft products, the dialogue boxes called up through the above procedure usually have at least two buttons - one says “OK” and the other says “Cancel.” The OK button is usually highlighted, meaning that if you hit “Enter” the dialogue box will close and take whatever action you have told it to do. Most people reach for their mouse to click the OK; but don't bother. Just hit Enter.

(Continued)

## Useful Alt key combinations:

**Alt + E + S** - The "Edit, Paste Special" function allows users to reformat text copied from another document so that it matches the formatting of other text in which it is being inserted. Click in the document where you want to insert text, then execute this command. This generates a dialog box. Arrow down to "Unformatted Text" and hit enter.

**Alt + F + U** - By clicking on Alt + File + Setup, you can quickly open the dialogue box to change margins or page layout of your Word document.

**Alt + Ctrl+P** - Switches your document view to (P) print layout, (O) outline, and (N) normal, respectively.

**Alt + T + W** - Gives you the word and character count of your document.

## Getting to Know You...

Welcome to our new staff at GWAEA!

Photo  
unavailable

**Ronda Hilbert**  
**Inclusion Resource**  
**Specialist**

## Professional Development Opportunities

- 2/16/09 Early Intervening and RtI for Speech Language Pathologists
- 2/17/09 Transition Assessment
- 2/18/09 Helping Districts Meet Federal and State Requirements for English Language Learners
- 2/18/09 Solving Behavioral Issues in Autism
- 2/21/09 Improving the Learning of English Language Learners in the Preschool Setting
- 2/23/09 The Healthy Workday
- 2/24/09 Outlook for Beginners
- 2/28/09 Para Certification-Behavioral Strategies
- 3/2/09 Statewide Voluntary Preschool Program Grant Application Workshop
- 3/3/09 Special Education Law
- 3/6/09 Crisis Prevention Intervention Recertification
- \*3/9/09 The Why, What and How of School, Family & Community Partnerships
- 3/10/09 Communicating with Co-Workers
- 3/10/09 CBE Task Related Behavior
- 3/13/09 Unlocking Creativity in Students & Yourself
- 3/14/09 Evaluator Approval Level I
- 3/21/09 Cloth Books: Dyeing, Printing and Construction
- 3/30/09 Talents Unlimited

## \*National Speaker in March

March 9 – Karen Mapp, Ed.D  
**The Why, What and How of School, Family & Community Partnerships**

For location, more information, or to register, go to the [Professional Development](#) web page.

## Buy, Sell, Trade...

**ROOMMATE WANTED:** Male roommate wanted for 5 bedroom, 3 bath apartment, in Iowa City on Burlington and Dubuque. Available immediately, rent negotiable. Call 319-329-7440.

**Bulletin Board** is published and distributed weekly to all GWAEA staff and Board members. Buy, Sell or Trade items will be run for 2 weeks. Staff wishing to submit items should do so by Wed. of the week they wish the item to be printed. Send to Karen Michalec, Editor. When submitting news, please remember that agency staff work in a variety of locations, and it may take two weeks to reach them with printed material. Please note: the **Bulletin Board** is posted on the agency's Web site. We recommend you use your office or voice mail phone number instead of your home telephone number for any items listed in this newsletter.

Grant Wood Area Education Agency extends equal opportunities in its employment practices, educational programs and services, and does not discriminate on the basis of color, gender, race, national origin, religion, creed, age, sexual orientation, gender identity, marital status, disability, veteran status or as otherwise prohibited by law. If you believe you or your child has been discriminated against or treated unjustly, please contact the Agency's Equity Coordinator, Maria Cashman, at 319-399-6847 or 1-800-332-8488 or TDD 319-399-6766, Grant Wood AEA, 4401 Sixth St SW, Cedar Rapids, IA 52404.

**ANTICIPATED  
VACANCIES  
2009-2010**

**MANAGEMENT**

**Professional Development Coordinator** (Closed to applications; (1.0)  
interviewing)  
(Northern Facility/Professional  
Development)

**CONTRACTED**

**Curriculum Consultant Science** (1.0)  
(33<sup>rd</sup> Ave/Northeast Region)

**School Social Worker** (up to 1.6)  
(Northern Facility/Northeast Region) (.6)  
(Northern Facility/Cedar Rapids Region) (up to 1.0)

**Speech-Language Pathologist** (1.0)  
(Agency Center TBD/Region TBD)

**Teacher: Off-Site Programs** (1.0)  
(A.W.A.R.E./Off-Site Region)

**2008-2009  
CONTRACTED**

**Occupational Therapist** (1.4)  
(Northern Facility/Cedar Rapids Region) (.4)  
(Northern Facility/Agency-wide) (1.0)

**SALARIED**

**Programmer** (1.0)  
(Northern Facility/IMS)

**CLASSIFIED**

**Paraeducator/Autism** (Recommendation to the Board) (1.0)  
(33<sup>rd</sup> Ave/Central Region)

**Paraeducator** (Recommendation to the Board) (.72)  
(Off-Site/AWARE) (Recommendation to the Board) (.72)  
(Off-Site/BLC)  
(37.5 hours/week; school year)

**ASSIGNMENT OPENINGS**

In addition to the vacancy posting, assignment openings may also be available to contracted staff members for a period of five days. For a listing of those assignment openings, staff may call voicemail box x6302. (In-house: 6555, x6302; Cedar Rapids calling area: 399-6555, x6302; WATS line: 1-800-798-9771, x6302). Staffs wishing to be considered for a change in assignment are to submit the request in writing to both the identified Regional Administrator and the Associate Administrator. (For further information regarding assignment requests, please see Article 10, Paragraph D, of the Master Agreement for Contacted Staff)