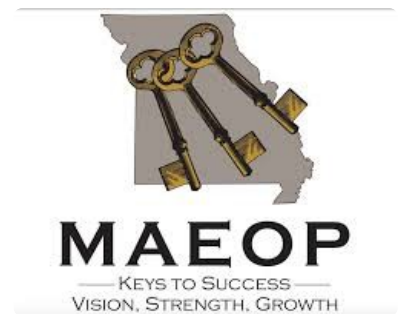


MAEOP Show-Me Newsletter

Missouri Association of Educational Professionals
Summer 25

Our Mission:

The Mission of MAEOP is to assist members to become more proficient through professional development opportunities, networking and through service to schools and communities.



MAEOP 2025-2027 Executive Board Members

President — Lisa Shelton

Vice-President — Tori Linville

Secretary — Jaclyn Haake, CEOE

Treasurer — Robin Weaver

Board Member — Fern Wagstaff

Board Member — Laura Campbell, CEOE

Past President — Michelle Doering, CEOE

Parliamentarian — Pam Steele, CEOE



Message from President, Michelle Doering, CEOE

It has been my great pleasure to serve you as president for the past four years. I want to extend my appreciation to each of you for your support!

The members who have been with the organization long before me, and those who have joined after me, have been an inspiration.

New ideas and long-standing traditions are what make this organization so amazing. The

new board with members who have been around a while and those that are newer to MAEOP will be dynamic with our new President.

Thank you all for your encouragement and support over the last four years!
Michelle Doering, CEOE

Welcome message from Lisa Shelton, Incoming President of MAEOP

Thank you, president Doering, for your service and commitment to the leadership of this great organization. Your unwavering commitment has made a lasting impact, and your efforts have truly elevated our organization. Thank you for your service, your time and the many ways you've inspired all of us. While your term may be ending, your legacy will continue to shape our work for years to come.

I am honored and excited to serve as your incoming president. As I step into this important role, I am filled with both pride in the work we've done and anticipation for what lies ahead. I truly believe that together, we can continue to elevate our association. The strength of any association lies in its members, and as we continue to grow, we can amplify the impact we have in education, advocacy, professional development, and so much more.

"Elevate" will be my theme. (You may have noticed that it's been used a time or two in this message...) It has a natural upward energy to it. "Elevate" can be about physically going up but also can be about lifting spirits, boosting ideas or just taking a simple concept and making something truly special.

Together we're going to continue to "Elevate" MAEOP.

Lisa Shelton



MAEOP Committees

2025-2027 MAEOP Committee chairs—check out openings

Want to be more involved in MAEOP? Consider joining a committee. Reach out to anyone on the Executive Board for more information. You can make a difference. Serving on a committee qualifies towards your PSP certification or recertification points under Association Responsibility.

Local Affiliation News

Below are the MAEOP local affiliations in the state:

District Co-Coordination :Iris Maxwell, CEOE, and Annette Miller, CEOE

District #1: Co-Directors: Susan Brooker, CEOE, and Pam Steele, CEOE

IAEOP – President, Sara Cline



Revised April 5, 2021

NWAEOP – President, Emmy Brown

District #2

Director: Jorene Brooks, CEOE

District #3

Director: Shelley Stokes

District #4

Director: Marie Freeman

Dogwood Hills AEOP – President Marie Freeman, Vice President is Open, Treasurer Heather Ashton

Dogwood Hills Association (DHAEOP) is located in the Waynesville R-VI School District.

District #5

Director: Robin Weaver

District #5 is made up of 20 counties with 2 local affiliations - GWAEOP and SLCAEOP.

GWAEOP has decided to change the location of their meetings to accommodate their membership, and are hosting general sessions between Orchard Farms and Mehlville School Districts. They are continuing to work on their membership.

SLCAEOP is changing their group's focus to one general meeting this year with bringing a presenter in and to have a social event. Their Executive Board has been extended in their positions for another year. They are working on recruitment while continuing to support their community service project as well as their Scholarship affiliated with UMSL.

Spring 2025 Conference Update



The theme for the Spring 2025 conference was Gather & Guide. The conference was kicked off by our keynote speaker: Cory Scheer, founder & CEO, Trust Centric and author of **Closing the Trust Gap.**

We also heard from Emilu Omonhundro, Attorney, Ed Counsel, LLC.

Several MAEOP members talked about and showed us how to navigate the Professional Standards Program and how to earn the distinction of Certified Educational Office Professional(CEOE). Below is the power point that Susan Hampel shared at the 2024 Fall conference.

Monica Cohen rounded out the conference with talking to us about being Mindful and Being the Change!



Friendship gift exchange



Jane Hepler and Laura Heidenreich



Greeting by Dr. Mike Kimbrel, Superintendent



**Marie Freeman and
Susan Brooker**



**Emily Omohundro,
Attorney**



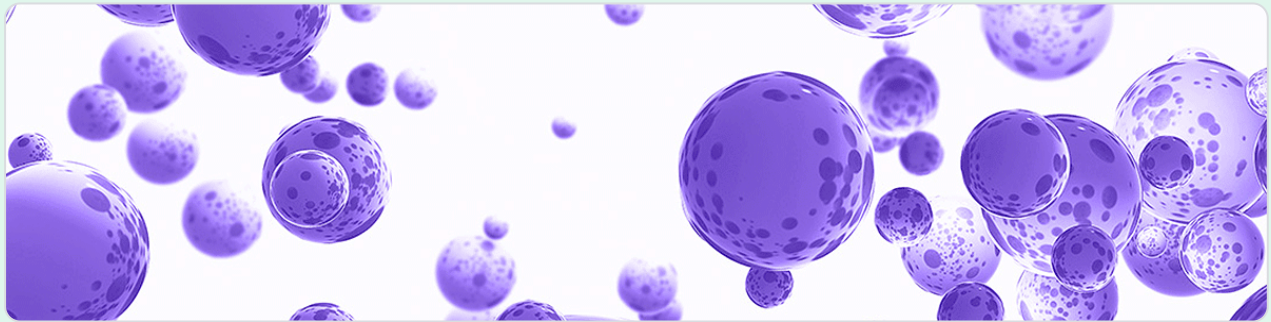
**Members of MAEOP
having fun during a break**



MAEOP Professional Standards Program Power point

[Download](#)

515.9 KB



Feedback for 2025 Fall MAEOP Conference

We need your feedback about what Professional Development you want to have at the Fall Conference. The dates for the conference will be September 24-26 in St. Louis. Please rate these topics from most interesting(5) to least interesting(1).



[Sign in to Google](#) to save your progress. [Learn more](#)

Congratulations to the 2025 Retirees!



Tamie Francis-Mehlville School District

Tamie Francis-Worked in the Mehlville School District for 24 years. I started out at Blades Elementary as the building secretary for 12 years, then moved to a 12 month position in Food Service for 2 years, then moved to the Business Office as the CFO's admin assistant, and finally ending with the Assistant Supt's of Elementary and Secondary Supervision. It wasn't until about 6 years ago when I first learned about MAEOP, I wish I had known about this association years ago. The first position I held was chairperson for the Conference Donations Committee. Since then I have served as a member of the Promotions Committee, Chairperson for the Promotions Committee, Conference Committee, Legislative Chair, and Director on the Executive Board. Since I became a member, I have met a group of ladies that are kind, smart, and just fun to be around. The conferences have continuously been engaging. I would always come back from a conference with something new to try.



Susan Brooker-Harrisonville Cass R-IX School District

Congratulations to Superintendent and Board Secretary Susan Brooker who has announced her retirement at the end of the school year after 33 years of service in the Harrisonville Cass R-IX School District.

Susan began volunteering in the Harrisonville School District during the 1992-93 school year.

She was hired by the district during the second semester of that school year. She was hired to be the Harrisonville Middle School registrar/counselor's secretary and her main duty was to do the scheduling for the new "teaming" concept that was to be introduced the next fall.

At the beginning of the 1998-99 school year, she transferred to the administration office where she was the Assistant Superintendent's secretary. At the beginning of the 2003-04 school year, she transferred to Secretary to the Superintendent and Board Secretary and has remained in that position. During the 2021-22 school year, she also took on the duties of Human Resources secretary.

Susan has been very active in professional organizations for her position. She has been a member of the Cass County Association of Educational Office Professionals from 2008 to the time when the group disbanded last year. She has held various officer positions in this organization including President, Secretary and chairman of the Fundraising committee and Professional Standards Program.

Susan has been a member of the Missouri Association of Educational Office Professionals beginning in 1995-96 for a few years and from 2008 to present. Again, she has held various officer positions including President, Past President, President Elect, Vice-President, Recording Secretary, and Executive Board member.

She has had numerous chairman positions and served on the MAEOP executive board from 2021-2025 as Parliamentarian for the organization.

Susan has been a member of the National Association of Educational Office Professionals from 2009 to present. She has served on various committees and was the conference institute/briefing co-chair for the National conference in 2016.

Additionally, Susan has been a member of the Greater Kansas City School Administrative Assistant's Association from 2008 to present. She has served as Vice-President of the organization as well as President two separate times.

Susan served on the Missouri Secretary of State Local Records board from 2017-2021.

Susan earned her Professional Standards Program certification with distinction of Certified Educational Office Employee (CEOE) from the National Association of Educational Office Professionals in 2014.

Susan was named the Missouri Educational Office Professional of the Year in 2015-16 and again in 2019-20.

In 2020, Susan was named the National Educational Office Professional of the Year.



Heike Janis-Clayton School District

Heike Janis retired on February 1, 2025 after completing 29 years in education. She spent most of her career in the Ferguson Florissant School district. She started as a volunteer and then was an AV aide for 5 years, then was an office manager for 15 years followed by a short stint in Human Resources before landing in the Superintendent's office.

She then left Ferguson Florissant to go to Clayton School district where she worked for two years in the Superintendent's office.

While at Ferguson Florissant, Heike received the support staff of the year 2006 and was the 1st support staff to be the president of NEA in 2011.

Heike has been a member of MAEOP for 4 years. She has held the office of the historian for most of that time, she left a meeting to go to the store, when she came back she was the historian!

Heike is married with two daughters and 4 grandkids ranging in age from 22 to 3 months. In her spare time, Heike loves to scrapbook, do puzzles, read and crochet.



Carol has worked for The School District of Springfield R12 for 20 years- 2 as a substitute secretary and 18 1/2 years for the Purchasing Department as their secretary. It's been a very busy & wonderful Department, excellent people to work with and a privilege to work with for Springfield schools!

She has been a member of MAEOP since 2008 and held the position of secretary and Board member and earning her PSP & CEOE in January 2019.

Carol's hobbies are making greeting cards, knitting & crocheting. She has two daughters, four grandchildren & four great grandchildren & four cats.



Kim Brannon-Halfway R-III

Kim Brannon, CEOE, has been a member of MAEOP since 1998. She started her career in education at Bolivar R-I Schools where she served as building secretary from 1998 to 2006. In 2006, she became the Bookkeeper at Halfway R-III Schools and has been there for 19 years, also serving as the Board of Education Secretary.

She has served as MAEOP Corresponding Secretary, Recording Secretary, Treasurer, President-Elect, 2013-2014 President, and Immediate Past President. She has served MAEOP as Parliamentarian, Newsletter Editor, Screening of National Office

Professional and Administrator of the Year, on the Minutes Approval committee, By-Law/Handbook committee, Minutes Approval committee, Auditing Committee, Affiliations Committee, Budget Committee, and Nominating Committee. She was the Chairman of the 2016 NAEOP Conference in St. Louis and has been the chairman of several MAEOP conferences. In 2018, Kim was named the Olive T. Ritchie Office Professional of the Year by NAEOP. Kim obtained her PSP Advanced III-Option I and CEOE in May 2009. She has been a member of NAEOP since 2009.

Congratulations to Jaclyn Haake as the recipient of the Olive T. Ritchie Award at the 2025 National Conference

Jaclyn is truly deserving of this award! She is professional, dedicated, creative, inspirational, and an invaluable asset.

Jaclyn joined MAEOP in 2020. I vividly remember our first meeting. Sue Roesch, a retiree, invited Jaclyn to our spring installation conference in Columbia. At the time, Jaclyn was significantly pregnant with her third child. Although quiet, she immediately made a strong impression on me, and she has continued to do so ever since.

She quickly became involved in the organization. Jaclyn is currently serving her second term as the board secretary. She also chairs our promotions committee, consistently bringing fresh, innovative ideas for merchandise, such as the excellent T-shirt iron-ons! She has chaired several MAEOP conferences and provided invaluable behind-the-scenes support for others she hasn't chaired.

Additionally, Jaclyn currently serves as the president of GWAEOP, my local organization. These are just a few of her many leadership roles, as her contributions are extensive. Jaclyn brings a fresh perspective to every endeavor. She is simply amazing!

Thank you,
MAEOP President

Michelle Doering, *CEOE*

MAEOP Documents



MAEOP 2025-26 Membership Form.pdf

[Download](#)
159.4 KB



MAEOP Handbook & By-Laws_ revised March 2025.pdf

[Download](#)
534.0 KB



MAEOP

As the new President of MAEOP my theme for the next two years is Keys to Success: Vision, Strength & Growth. Vision: noun - The ability to think about or plan the future with imagination or wisdom. My vision is for each of us to work together unlocking the door to the future.

maeop.net

Membership April 2025

Membership Update as of April 2025

68 members:

13 new members

6 retirees

49 renewal members



New PSP Recipients

PSP Certification

Christy Playter-Bachelor Degree & CEOE

Maggie Lesnak-Master Degree & CEOE

Cassie Holmes-Advanced III

Laura Campbell-Bachelor Degree & CEOE

Recertification

Tamie Francis, CEOE-Advanced III

Debbie Auer, CEOE-Advanced III

Stephanie Ponciroli, CEOE-Advanced II

Save the Date!!

85TH ANNUAL MAEOP FALL 2025
CONFERENCE
SEPTEMBER 24-26, 2025

ST. LOUIS, MO
More details will be coming soon!



Laura Campbell

Laura is using Smore to create beautiful newsletters