

MAEOP

SHOW-ME NEWSLETTER



Missouri Association of Educational Office Professionals

December, 2020



MAEOP 2019-2020 Executive Board

President — Marie Freeman
President Elect — JoAnn Greenwell, CEOE
Vice-President — Sue Roesch, CEOE
Secretary — Lisa Shelton
Treasurer — Michelle Doering, CEOE
Board Member — Robin Weaver
Board Member — Vacant
Immediate Past President — Pam Steele, CEOE

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.

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President's Message

Hello MAEOP Members!

This year has been so different than we have ever experienced. It has changed all of our plans for the year. There were first times, milestones, and last times missed out on due to the Covid-19. It broke my heart that we couldn't have a traditional meeting this fall, especially after canceling the Spring Conference. Then as the virtual fall conference began to fall into place, I began to get excited and looked forward to seeing everyone. As you all know due to the loss of my mom, I wasn't able to be live with all of you on Zoom for the conference. I did complete all of the seminars and watched the business meetings. I am so pleased with how the conference turned out. Now that we know we can do virtual and actually make it a success we may do more Zoom type meetings in the future. Zoom will not ever take the place of our MAEOP family being in person. I am hoping that we are able to be together in person for the spring conference. Check out our website for more information to come on the MAEOP Spring Conference. maeop.net



The NAEOP Board has recently been elected for the upcoming year. They will be installed at the 2020 National Conference which is being held in Pittsburgh, Pennsylvania on July 12-16, 2021. Begin saving, check out the scholarships that are offered and plan to attend. It is a wonderful conference; amazing professional development and it will make your AEOP family grow. If you are a NAEOP Member check it out on their website. naeop.org

If you are not a NAEOP Member then get in contact with me and we will get you signed up for membership.

As we all go into the Christmas season, I want you to take care of yourself and your loved ones. I want you to take the time to see just how blessed you are and how you bless others. Blessings come in all shapes and sizes, just look for them, and also see the ones who need a blessing.

I knew we were a family before my loss but now I know we are a FAMILY!

God Bless you all,

Marie Freeman

MAEOP President 2019-2021

Message from the President-Elect

MAEOP members and friends,

I hope you are keeping warm, safe and healthy in this holiday season. It is a great time for you to spend on yourself for some self-care. You deserve it!!



As I prepare to take on my role as president in July 2021, I have been reviewing our handbook and by-laws, talking to past MAEOP presidents, and planning on my focus as president. One key focus will be in promoting professional development and networking. I believe sharing our strengths and wisdom with each other is so powerful. We truly can learn from each other.

Growing MAEOP will also be a key focus for our executive board and members. We have a great opportunity to share all the great things our organization has to offer. I am working on renewing and filling committee chairs for the 2021-2023 Board. If you are interested in filling a position please reach out to me and we can discuss.

I thank you for this opportunity and look forward to the future of MAEOP.

Happy Holidays,

JoAnn Greenwell, CEOE
President-Elect

12 Steps To Self Care

1. If it feels wrong, don't do it
2. Say "exactly" what you mean
3. Don't be a people pleaser
4. Trust your instincts
5. Never speak bad about yourself
6. Never give up on your dreams
7. Don't be afraid to say "No"
8. Don't be afraid to say "Yes"
9. Be kind to yourself
10. Let go of what you can't control
11. Stay away from drama & negativity
12. LOVE



LIVE LOVE FRUIT

it's not selfish to

Love Yourself.

TAKE CARE
of yourself
& to make your
HAPPINESS
a priority.
it's necessary

Mandy Hale

www.mandyhale.com

81st Annual Fall Show-Me Virtual Conference



What an amazing couple weeks of our conference. Even though we wanted to be in-person we were able to spend some time together learning and sharing. The conference took place via zoom so what better than to start our sessions but with “Zoom, Zoom, Zoom”! We learned to change our names, go into breakout rooms and much more.

We had the honor of having two NAEOP board members present. Paula Rosenberger, CEOE President-Elect ignited our passion to become better leaders no matter what our position with a session titled “You Can’t Send a Duck to Eagle School.” We then tested our “Emotional Intelligence = Success” with Mary Guest, CEOE, President. It is not your IQ that makes you who you are, it is your E.Q!

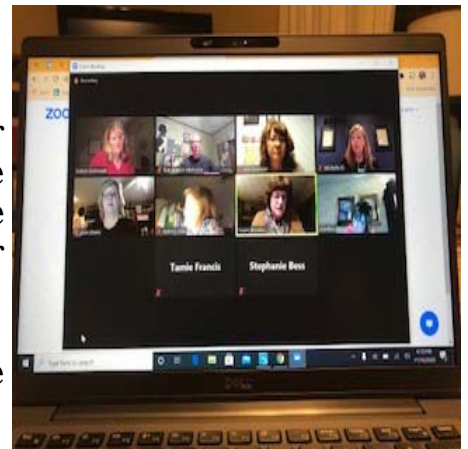
Our “Town Hall” brought on conversations of our COVID times and how we have managed through them and what our hopes for the future are. While communicating these ideas we used Jamboard to learn a new way of sharing. Knowledge and learning!! It is key to our success.

Our business meeting took place on Monday, November 16th. Our executive board has many new ideas and suggestions to move MAEOP forward. The zoom meeting is posted on our website. Please contact any board member if you have any questions or ideas.

Thank you to all that attended in-person or reviewed the session on their own. We hope the sessions were beneficial. We will take your survey results and suggestions for upcoming events.

Hope to see you in Kansas City in the Spring!

Conference Committee

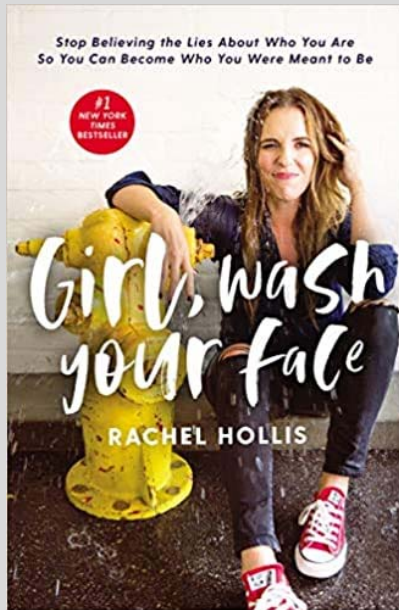


A few of our attendees during one of the sessions of the fall conference.

Professional Development Opportunities

Zoom Book Study

Hosted by JoAnn Greenwell, CEOE



Girl, Wash Your Face: Stop Believing the Lies About Who You Are So You Can Become Who You Were Meant to Be is a best-selling 2018 self-help book by Rachel Hollis.

The Book Club will meet every other Monday via Zoom starting January 11, 2021 at 6 p.m. for 5 sessions.

Registration is free to MAEOP members, with the only cost being to purchase the book. The Zoom link will be sent in January.

[Register](#) (Ctrl+Click)

Know to Grow

Upcoming Professional Development Opportunities

Be watching for more information on these events and how to register.

- **January 11, 2021**
MAEOP Zoom Book Study Begins
- **April 8-10, 2021**
MAEOP Spring Workshop
Stoney Creek Inn
Independence, MO
- **April 15-17, 2021**
North Central Area
Spring Conference
- **July 12-16, 2021**
NAEOP National Conference,
Pittsburgh, PA



MAEOP Membership

Thanks to all of you who have sent in your MAEOP membership dues for this school year. We currently have 30 new members, 9 retirees and 53 renewals for a total of 92 members. If you know of anyone who is interested in joining or has not submitted their renewal, the membership form can be found on the MAEOP website.

Welcome to our newest members:

- Trenton Adams, Affton School District
- Amra Alibasic, Affton School District
- Nikki Becker, Affton School District
- Stephanie Bess, Ferguson–Florissant School District
- Peggy Clagett, Lincoln Public Schools (Nebraska)
- Nikki Clark, Affton School District
- Mary Dreon, Affton School District
- Melissa Eckhard, Affton School District
- Jennifer Edgar, Affton School District
- Christine Eggers, Affton School District
- Jessica Fry, Mountain Grove R-III School District
- Kaci Gross, Wentzville School District
- Michelle Herman, Mehlville School District
- Darlene Hovorka, Friendship, Wisconsin
- Rose Huggins, Pattonville School District
- Adila Husic, Affton School District
- Heather Ivanic, Wentzville School District
- Heike Janis, Ferguson-Florissant School District
- June Kolkmeier, Kansas City Public Schools
- Jamie Marks, Wentzville School District
- Marie McDermott, Affton School District
- Kathy Moran, Affton School District
- Linda Nachbar, Morgan County R-II School District
- Elena Parker, Affton School District
- Claire Pryzgoda, Affton School District
- Julie Purviance, Pattonville School District
- Tiffany Shelton, Affton School District
- Jackie Todt, Affton School District
- Melina Ulrich, Mehlville School District
- Marjorie Waara, Mountain Grove R-III School District



2021-2023 MAEOP Executive Board Nominations

The **MAEOP Executive Board** election for the 2021-2023 officers will take place in January, 2021. Below you will find a short bio for each of the candidates for your review. The ballot will be sent electronically by January 15 and must be returned no later than January 31. If you would like a ballot mailed to you, please contact Pam Steele at pam.steele@raypec.org or 816-892-1311.

Elected officers will be installed at a ceremony during the spring conference in April and will assume their office on July 1, 2021. The current president-elect, JoAnn Greenwell will be installed as the new MAEOP president. Thanks to Pam Steele, CEOE and the nominating committee for their work to come up with a great slate of candidates

President-Elect



Michelle Doering is a Program Secretary at Pattonville School District. She has served in education for seven years. Michelle has earned a Bachelor's degree.

Michelle is currently the Treasurer for MAEOP. She has also served as the Gateway Association of Educational Office Professionals (GWAEOP) Secretary for two years. Michelle is also a member of MAEOP and NAEOP. Michelle has earned her PSP at the Bachelor's Degree level as well as her Certified Educational Office Employee (CEOE).

Michelle enjoys cooking, baking, reading, hanging out with friends and going for walks.

When asked why she was interested in serving MAEOP, she stated, "I enjoy being involved with the organization, understanding how it works, where we have been and where we can go. The people from all over the state are great to work with and are helpful. They all bring such different and fun perspectives and character to the meetings. MAEOP is a building block for office professionals to grow where they are and just maybe branch out into new adventures knowing what others do in districts across the state."



Executive Board Nominations (cont.)

Vice President



Lisa Shelton is secretary to the Superintendent of Schools and Board of Education for the Excelsior Springs 40 School District. She has served in education for the past 20 years and the corporate world for 17 previous years as an executive secretary. A graduate of Excelsior Springs High School, Lisa then attended Maple Woods Community College and Park University.

Lisa is currently the secretary for MAEOP and has been a member of MAEOP and NAEOP since the fall of 2014. She has served as recording secretary of the Greater Kansas City School Administrative Assistants and is a current member. She has also served as vice president and president of the Excelsior Springs Business and Professional Women's organization and is currently serving as president of the Maurer Foundation.

Outside of work, Lisa is a member of Orrick Christian Church. She enjoys spending time with her family and granddaughter and riding horses, photography, and crafting.

When asked why she was interested in serving MAEOP, she stated, "It would be an honor to give back to those who have led this wonderful organization; who have provided educational office professionals the opportunities for continued professional and personal growth, support and networking outlets. I am so appreciative of this organization and what they have to offer us. I would consider it a privilege to serve on the executive board. Thank you for your consideration.

Secretary



Pam Hecker is the Human Resources Specialist for the Raymore-Peculiar School District. She has served in education for the past 20 years. Pam received her Bachelor of Science in Business Education with a concentration in Marketing.

Pam is currently serving her second term as President of the Cass County Association of Educational Office Professionals (CCAEOEP). She has also served in CCAEOEP as Vice President for one year and Treasurer for four years. Pam is also a member of MAEOP, NAEOP, Missouri Association of School Business Officials (MoASBO) as well as a member of Bethlehem Lutheran Church for 29 years. Pam has earned her PSP at the Bachelor's Degree, Option II level as well as her Certified Educational Office Employee (CEOE).

Pam has her own gourmet pretzel business, which sells specialty pretzels.

When asked why she was interested in serving MAEOP, she stated, "I am interested in serving MAEOP in the secretary capacity because I feel it's important to continue on the association and be open minded to how our 'new normal' may change some of our practices and methods."

Executive Board Nominations (cont.)

Treasurer



Robin Weaver is the Purchasing Accounts Payable Analyst for the Community Ed department of Parkway School District and Rockwood School District. She has served in education for the past 24 years. Robin attended Missouri College.

Robin has served as the Vice-President of the St. Louis County AEOP from 2013-2015, President from 2015-2017 and the Past-President from 2017 to current.

Robin is currently the Fund the Mission Fundraising Chair for Relay For Life of Rockwood School District for the American Cancer Society. She has also held various positions within the Relay For Life of Rockwood School District for the past 15 years, including running the HOPE Baskets & Silent Auction, helping with the accounting as well as being a “Jane of all trades.” Robin worked extensively with both Cub Scout Pack 322 & Boy Scout Troop 322 organizations in the capacity as Den Leader & Troop Leader as well as the Secretary for both organizations.

When asked why she was interested in serving MAEOP, she stated, “I have enjoyed and valued my time serving on the St. Louis County AEOP board. It has been a pleasure serving as a Board Member for MAEOP and supporting our organization. I believe I can continue to be an asset to MAEOP and its members by serving on the Board as Treasurer, as well as continuing to have increased involvement and professional growth through MAEOP. This organization offers a wealth of both professional and personal opportunities to grow, network, and meet new challenges. The opportunity to learn new things and share experiences with such a positive group as those in MAEOP would be very satisfying and rewarding. I would consider it an honor to be chosen to serve on the executive board. Thank you for your consideration.”

Board Member (will vote on 2)



Vesna Hajric is an Administrative Assistant for the Student Services department at Mehlville School District. She has served in education for three years.

Vesna is a member of Gateway Association of Educational Office Professional (GWAEOP), St. Louis Association of Educational Office Professionals (SLAEOP), MAEOP, and NAEOP.

Vesna loves to speed walk and jog, take the dogs on a long walk, and she enjoys nature and spending time with family.

When asked why she was interested in serving MAEOP, she stated, “I have administrative experience and excellent leadership skills that I would like to put to use serving the MAEOP organization. I enjoy challenges and learning new things.”

Executive Board Nominations (cont.)

Board Members, continued (will vote on 2)



Tory Copeland is the Superintendent's Secretary and is responsible for Accounts Payable at the Hermitage R-IV School District. She has served in education for two years. Tory is a graduate of Eldon High School. She has earned the NREMT certificate from Boliver Technical College.

Tory serves on an Advisory Committee for Lake Area Mental Health and is the Treasurer for HCFR. She is a member of MAEOP, Ozark Area Association of Educational Office Professionals (OOAEO), Missouri Association of School Business Officials (MoASBO), PTA, Bolivar Technical College Alumni Council, Hickory County Fire Rescue, Hickory County 4H, Booster Club and ASSE International Student Exchange Program.

Tory enjoys reading, watching movies, scrapbooking and photography.

When asked why she was interested in serving MAEOP, she stated, "I believe that the best way to be fully engaged in a project is to be committed and willing to serve in any aspect. Having this opportunity to have my voice heard and to offer my ideas will be humbling, but also a positive life experience."



Tamika Duncan is an Executive Secretary at the Pattonville School District. She has served in education for two years. Tamika has her Cosmetology license.

Tamika is a member of MAEOP and NAEOP.

Tamika loves family time, anything to do with fashion, dancing and making people laugh.

When asked why she was interested in serving MAEOP, she stated, "I am running for a position on the Executive board to be a part of something great. I have been a member for two years and attended my first convention last year. The connections that I made at the convention wowed me and I felt good about my role within the school district I work. From bonding with my mentor, to the guest speakers, I was just excited about being a member. I do understand how important secretaries are, but this organization opened up my vision as to how much more I can contribute."



Changes to the PSP Program

The National PSP Committee has made some changes to the certification process which went into effect August 1, 2020. Below are the highlights of the revised PSP guidelines:

- Combined education and in-service for hours.
- Removed “office” from work experience requirement – “minimum of two years in an educational institution or educational affiliate institution.”
- Added Certified Educational Support Employee (CESE) distinction.
- Removed Supervisor’s evaluation form.
- Removed filing deadlines. PSP applications will be reviewed on an on-going basis.

PSP Upgrades

Congratulations to the following MAEOP members who have upgraded their PSP certificate:

- Deana Coon, Advanced III, Option I
- Marie Freeman, Advanced I, Option I
- Kathleen Bauer, Advanced III, Option I & CEOE
- Christine Vitale, Advanced III, Option I & CEOE
- Pam Steele, CEOE, recertified



MAEOP Review Committee

A committee is being formed to review MAEOP committee chair and committee member qualifications as they apply to PSP certification. Some of the potential topics for discussion will be new members and committee memberships, the timing of MAEOP participation certificate distribution, a time qualification for membership prior to holding one of these positions, among other things. If you are interested in being on this committee, please contact Susan Brooker by January 31st, 2021 at: susan.brooker@harrisonvilleschools.org

Olive T. Ritchie Educational Office Professional of the Year

Congratulations to Susan Brooker, CEOE on receiving the Olive T. Ritchie Educational Office Professional of the Year, which was awarded to her during the NAEOP virtual conference held in July.



Susan, who is the Secretary to the Superintendent and Board of Education in the Harrisonville Cass R-IX School District was nominated by MAEOP. The list of leadership positions Susan has held in NAEOP, MAEOP and her local association Cass County AEOP is long, but her greatest strength is her ability to make personal connections. Susan was instrumental in starting the mentor program for new attendees to MAEOP conferences. The mentors serve as contacts introducing themselves, welcoming new members to MAEOP and the conference, sharing what to expect at the conference and to answer any questions they might have. In addition to these things, Susan is considered an exceptional professional, with a passion to serve others.

The Olive T. Ritchie award is awarded annually to a deserving NAEOP member. Winners are nominated by a NAEOP affiliate and selected by a committee based on the recommendation from the sponsoring association, professional development, membership and leadership roles in professional associations, community activities, personal contributions and achievements in education, as well as letters of recommendation.

We are so fortunate to have Susan as a MAEOP member, where we have the opportunity of learning from her leadership skills, her caring and compassion as well as her professionalism.



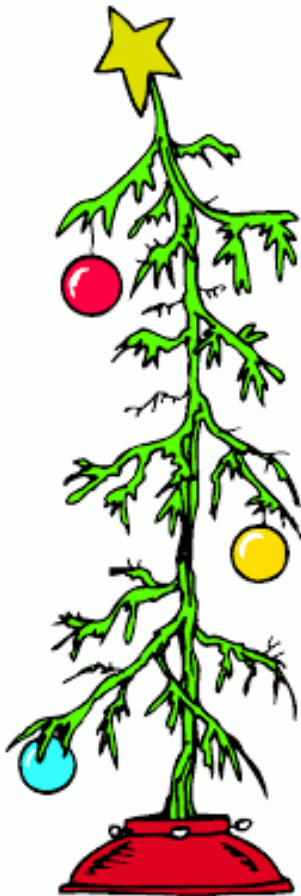
New North Central Area Director

MAEOP president, Marie Freeman, was installed as the North Central Area Director during the NAEOP annual conference in July. Her term will run from July 2020 through July 2022. As the North Central Area Director, Marie will work with State associations in the North Central area to increase state-level and local affiliation memberships as well as assisting with networking opportunities through professional development and encouraging active membership in NAEOP.



If you are a NAEOP member, you are automatically a member of the North Central Area if you reside in one of the following states: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin.

You can contact Marie at northcentral@naeopboard.org.



SAVE THE DATE

Local Affiliation News

Below are the local affiliation reports that were given during the general membership meeting that took place during the virtual fall conference.

District 1

Cass County AEOP — Pam Hecker, President

CCAEOEOP meets three times a year and has 18 active members. Zoom was used for the last meeting of 2019-20, the executive board meeting in the summer, and the initial meeting for 2020-21. Last spring they awarded four \$500 scholarships to graduating seniors.

Independence AEOP — April Claphan, President

IAEOP has 24 members. They are currently doing Zoom meetings with four set for this year. They have not had any social events yet this year, but have some planned for after the new year.

Northwest AEOP — Emmy Brown, President

NWAEOP has 20 active members. They are primarily a social group that meets twice a year to discuss school related topics and they network throughout the year via e-mail. Information about workshops and conferences are distributed to their members as it arrives. Their scholarship is funded through donations, dues, and raffles. In the spring, they award a \$100 scholarship to a senior entering the business field.

District 4

Dogwood Hills AEOP — Sandy Rickert, President

District #4 currently has one active local association. It is Dogwood Hills AEOP.

Sandy Rickert - President

Marie Freeman - V. President

We have a total of seven members. We have normally had shirt sales at the football games but due to the pandemic that was not allowed this year. We are still working on how we will handle scholarships. We do have some funds in the bank that we may look into using so we do not have to forgo issuing Scholarships today.

Local Affiliation News

(continued)

District 5

St. Louis County AEOP — Christine Bounds, President

The SLCAEOP membership meets four times a year to provide professional development, networking between districts and fellowship. Our last in-person meeting occurred on February 10, 2020 where wellness was the feature for the professional development via Chair Yoga to help members learn how to cope with stress at their desk and ways to stretch while still working. Over the summer, our Executive Board had a meeting via Zoom and we continued with this format for our first meeting of the school year. We anticipate using Zoom for future meetings until we can resume in-person meetings. While some things have been put on hold due to not being in person, it is not stopping us from continuing our support of our Community Service project. This year we have chosen to support Twice Blessed in conjunction with Our Lady's Inn Maternity Homes.

Each year through an endowment with the University of Missouri-St. Louis, SLCAEOP supports Business and/or Education majors with the opportunity to apply for a Jean DeBerry Fritsche scholarship.

Gateway AEOP — Tamie Francis, President

This year we have installed a new Executive Board.

President — Tamie Francis - Mehlville School District

Vice President — OPEN

Secretary — Michelle Doering — Pattonville School District

Treasurer - Marcie Huner - Valley Park School District

Director— Jennifer Hardin — Pattonville School District

Past President — Laura Heidenreich — Francis Howell School District

The Executive Board has planned three general membership meetings.

- November 30, 2020 – Heather Naughton, licensed clinical therapist, presenting “Self Care during the Pandemic”
- February 22, 2021 - “Social Media 101,” presented by Jen Hardin
- April 26, 2021— Fun Social event-looking at sign painting event.

All meetings will be held virtually until it is safe for us to return to “in-person,” including the sign painting event.



Check us Out on Social Media



MAEOP Website

[MAEOP Website](#) (click Ctrl + link)

Or Follow Us on Facebook

<https://www.facebook.com/MAEOP-Missouri-Association-of-Educational-Office-Professionals-278244729720902/>

(click Ctrl+link)

