



# MAEOP

## SHOW-ME NEWSLETTER

Missouri Association of Educational Office Professionals

May, 2022



**Keys to Success**  
Vision, Strength & Growth

### MAEOP 2021-2023 Executive Board

**President – Michelle Doering, CEOE**

**President Elect – Open**

**Vice-President – Lisa Shelton**

**Secretary – Pam Hecker, CEOE**

**Treasurer – Robin Weaver**

**Board Member – Tory Copeland**

**Board Member – Tamika Duncan**

**Past President – Marie Freeman**

**Parliamentarian – Susan Brooker, 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

Dear MAEOP Members,

As the year winds down, hopefully you will be able to do the same.

The school year is almost at an end, all the students and teachers will soon be leaving for summer break and those of us who work all year will finally get some peace and quiet. The world seems to be getting back to a new normal, thankfully.

Our spring conference was in Kansas City with the theme "Cheers to MAEOP", although according to the bakery "*Cheers to MAEOP*" (see photo on page 6). The conference was two years in the making and it was worth the wait. We had great presenters. The first session was a little heavy but very informative about human trafficking, but then Sgt. Bill taught us 'Safety & Survival for Women'. After lunch we played a fun game of 'Family Feud' to learn about legal updates. There was a beautiful memorial for some of our lifelong members who had passed. Our silent auction and 50/50 were a great success.

On day two we did our friendship exchange...you really need to beware of the red headed lady; she's determined. We then learned how to organize. Our ending session on team building was great! We first had an icebreaker, then worked in teams. The activities were fun and interactive. Al Voelker, from Raymore Peculiar School District, is welcome to come to St. Louis for the fall conference! These are just a few highlights. We had a great time, learned and developed better relationships.

I am looking forward to the NAEOP Conference in Salt Lake City, Utah.

The fall conference will be in St. Louis (Chesterfield) September 29<sup>th</sup>, 30<sup>th</sup> and October 1<sup>st</sup>. Make plans to come and grow with us.

I am honored to serve as your president and am committed to support you. Please let me know if there is anything I can do for you.

Remember the key to success is YOU!

Your MAEOP President

Michelle Doering, CEOE



you is kind  
you is smart  
you is important  
-The Help



**BECOME A**  
**MEMBER**

**JOIN TODAY!**

**WE INVITE YOU TO JOIN  
AN AMAZING GROUP OF OFFICE PROFESSIONALS!**

**HERE YOU CAN CONNECT WITH OTHER OFFICE  
PROFESSIONALS ACROSS THE STATE  
TO LEARN, GROW AND HAVE FUN.**

**THE BENEFITS OF JOINING  
ARE BOTH ENDLESS AND PRICELESS.**

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**Annual Membership Dues \$15  
(July 1<sup>st</sup> to June 30<sup>th</sup>)**

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**Visit <https://maeop.net> for membership  
and benefit opportunities.**

Questions:

Lisa Shelton at [lshelton@ga.essd40.com](mailto:lshelton@ga.essd40.com)  
Lisa Adams at [lisa\\_adams@isdschools.org](mailto:lisa_adams@isdschools.org)  
Jaclyn Haake at [jhaake@ofr5.com](mailto:jhaake@ofr5.com)

# Keys to Success: Vision, Strength & Growth

Vision: noun - The ability to think about or plan the future with imagination or wisdom.

The vision is for each of us to work together unlocking the door to the future. We will need every key to be in their place to open their part for others to come in and learn and grow and find their strengths. We need to find our strengths. We can do this in our professional development, through our coworkers, family members, and sometimes we just surprise ourselves and discover them on our own.

When you have the keys, you will be able to unlock your hidden talents, unlock the things that have been holding you back, and unlocking success. As each of us unlock our potential, we will grow as a person in our jobs, in our home life, and in this organization.

Let's see MAEOP grow - because the opportunities are here for professional development, gleaming knowledge & wisdom from professionals across the state and making lasting connections and friendships.



**MAEOP**  
— KEYS TO SUCCESS —  
VISION, STRENGTH, GROWTH

Life is a  
*Journey*  
and only YOU  
hold the key

# Spring Conference Recap

The Spring 2022 MAEOP conference was held March 31-April 2 at the Stoney Creek Hotel in Independence, MO. There were 29 total registered attendees - 6 first timers, 3 retirees and 6 Past Presidents. After the Executive Board meeting on Thursday evening, March 31, a mentor/social fun event was held with a wild game of Uno.

Friday started out with a welcome from Dr. Mike Slagle, Raymore-Peculiar School District Superintendent. Sgt. Bill Lowe with the Missouri Highway Patrol presented sessions on Human Trafficking and Safety and Security for Women.

Legal updates Family Feud style started off the afternoon. During the banquet in the evening, a memorial was held for Maggie Elders, Dorothy Bertrand, Pam Biggs and Erylene Sibley. Maggie's daughter attended and shared fun and entertaining stories about her mom. A basket auction finished off the day. Thank you to everyone who provided baskets.

Saturday morning Marie Freeman led the discussion on office organization. Dr. Al Voelker, Raymore-Peculiar School District Assistant Superintendent, provided fun, interactive team building activities.

Thank you to everyone who attended the conference.

*Susan Brooker, CEOE and Pam Steele, CEOE*



**Six past presidents and current president for MAEOP! L-R: Marie Freeman; current President Michelle Doering, CEOE; Janet Little; Annette Miller, CEOE; Iris Maxwell, CEOE; Susan Brooker, CEOE; Pam Steele, CEOE.**



*Dorothy Bertrand Pam Biggs*  
*Maggie Elders Erylene Sibley*

# Spring Conference Recap

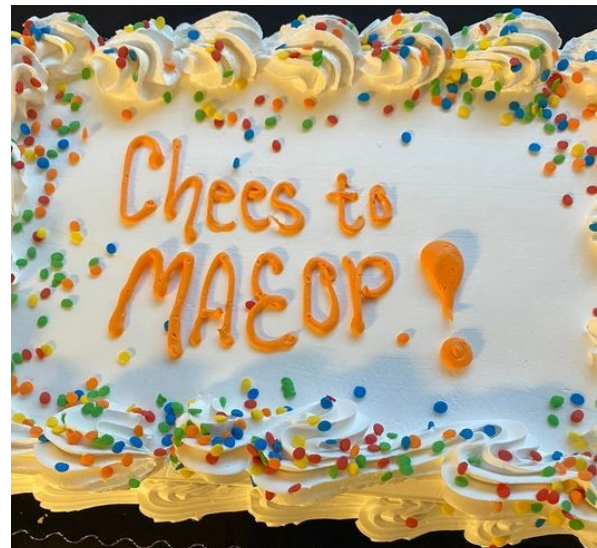
A few photos from the Spring 2022 MAEOP conference :



**Survey says: legal updates Family Feud style with Shellie Guin. Congratulations Team Right! They won 272 to 139!**



**Sgt. Bill Lowe with the Missouri Highway Patrol spoke about Human Trafficking and Safety and Security for Women.**



**And there was a tasty cake ... but there was something missing! Anyone? CHEERS to MAEOP!**



# Shoutouts ...

◆ From Independence School District ... *We appreciate our ISD staff who make sure our offices run smoothly. This year, the second floor of the ISD Central Office building was officially named the C. Annette Miller Administrative Suite. Annette Miller has dedicated 45 years to supporting the ISD and its students. Thank you, Annette, and all of our administrative professionals for the important work you do!*

Congratulations Annette! You are a valued member of MAEOP.



◆ *Marie Freeman was voted in as the new North Central Area Director for NAEOP. The Area serves Illinois, Indiana, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wisconsin.*

Congratulations Marie! You are a valued member of NAEOP and MAEOP.



◆ There were two members who received their PSP Certification with CEOE distinction in November 2021. Congratulations to:

- ◆ Marcie Huner, Valley Park School District
- ◆ Barbara Smith, Webster Groves School District

◆ An application for Pam Hecker for the Olive T. Ritchie Educational Office Professional of the Year was submitted prior to the 3/15/22 deadline.

◆ Dr. Tim Pecoraro from the Pattonville School District was selected as the Missouri candidate for the NAEOP Administrator of the Year award. And although he was honored with the nomination, he chose not to submit the application.

## COVID Relief Information

DESE and Key Partners Offer Free Mental Health First Aid Training for School Staff and Students.

[Click here for information from DESE regarding federal relief funds to provide Mental Health First Aid trainings to schools across the state at no cost.](#)

## History of MAEOP

In the spring of 1940, ten secretaries were called to Jefferson City to set in motion plans to organize the Missouri State Association of School Secretaries. This name was later changed to the Missouri Association of Educational Secretaries. Mr. Lloyd W. King, State Superintendent of Schools, was interested and instrumental in the organization of this group, which held its first meeting on November 8, 1940, at the Muehlebach Hotel in Kansas City. Martha Painter was elected President and Adeline Fangman was elected Recording Secretary.

There were 23 paid members at the end of the first fiscal year. The first check of \$5 was sent in to affiliate the Missouri Association of School Secretaries with the National Association on August 21, 1941. The first house organ (publication), The Missouri Educational Secretary, appeared in 1941. Its editor was Jane Trogdon. The largest circulation for the magazine was in the early 1970's when our membership reached over 1,000!

The name of the Association was later changed from Secretaries to Office Personnel and, most recently, to Professionals in keeping with the National Association.

Jean DeBerry Fritsche from St. Louis County, who served as president of MAEOP for the 1959-61 term, went on to serve as NAEOP president in 1965-66. Her theme was, "Key to Opportunity." To this date she is the only Missouri member ever to serve as National president.

MAEOP member, Margaret Elder, CEOE, was installed as the NAREOP (National Association of Retired Educational Office Professionals) President in 2006. Her theme was "Unlock the Future, with Keys from the Past."

In 2014, Missouri's Debbie Geib, CEOE, became the Executive Director of NAEOP. She was MAEOP President in 2009-2010, with the theme of "Back 2 Basics."



# Save the Date

*Coming soon...*

**MAEOP  
2022 Fall Conference  
St. Louis**

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**September 29<sup>th</sup>, 30<sup>th</sup>  
and October 1<sup>st</sup>**

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**Hampton Inn & Suites  
5 McBride and Son Center Dr.  
Chesterfield, MO 63005**

**More details to come!!**

**Check our website: [MAEOP.net](http://MAEOP.net)**

We look forward to seeing everyone!

# Save the Date (continued)

## Joining us at the MAEOP 2022 Fall Conference ...

We are happy to announce we have an awesome Keynote Speaker, Joe Fingerhut to start our conference off! He is high energy, just what we need to jumpstart our day of professional development!

[Click here to view a teaser](#) to the excitement Joe is going to bring to our conference!



We are pleased to welcome acclaimed author, poet, academic and mental health messenger, Adrienne Draper to our conference. Adrienne leverages her social and professional influences to ensure equitable educational advantages for marginalized youth and young adults. She received her bachelor's degree in Public Communications from Missouri Baptist University, her Master of Fine Arts in Creative Writing from Lindenwood University and her Teaching Artist Certification from the Teaching Artist Institute, Regional Arts Commission.



Adrienne has facilitated workshops locally and nationally with emphasis in community inclusion, wellness recovery action plan, fostering healthy relationships, fueling your personal power, trauma stewardship, dirty dishes: everyone has them, as well as narrative medicine.

# 2022 NAEOP Annual Conference



The 2022 NAEOP Conference promises to touch on every aspect of our association's mission in formal and informal ways. You will have the opportunity to L.E.A.R.N. each day you attend.

- Leadership: Participate on a committee and in Advisory Council to make an impact
- Education: Learn and grow in Breakouts, and other wonderful events
- Achievement: Attain milestones on your Professional Standards Program (PSP) journey
- Recognition: Join in acknowledging the great work of individuals and affiliates
- Networking: Connect with people in similar roles and settings from across the country

The NAEOP planning committee looks forward to welcoming you to Salt Lake City, UT, July 17-20, 2022, to explore your potential, see our association at work, and enjoy this special conference location. The deadline to sign up is June 15.

[Click here for  
Conference  
Registration  
Packet](#)

[Click here for more information](#)

*Show your MAEOP spirit...* the MAEOP members attending the NAEOP conference in Utah are asked to wear a scarf of **dark blue and yellow**.



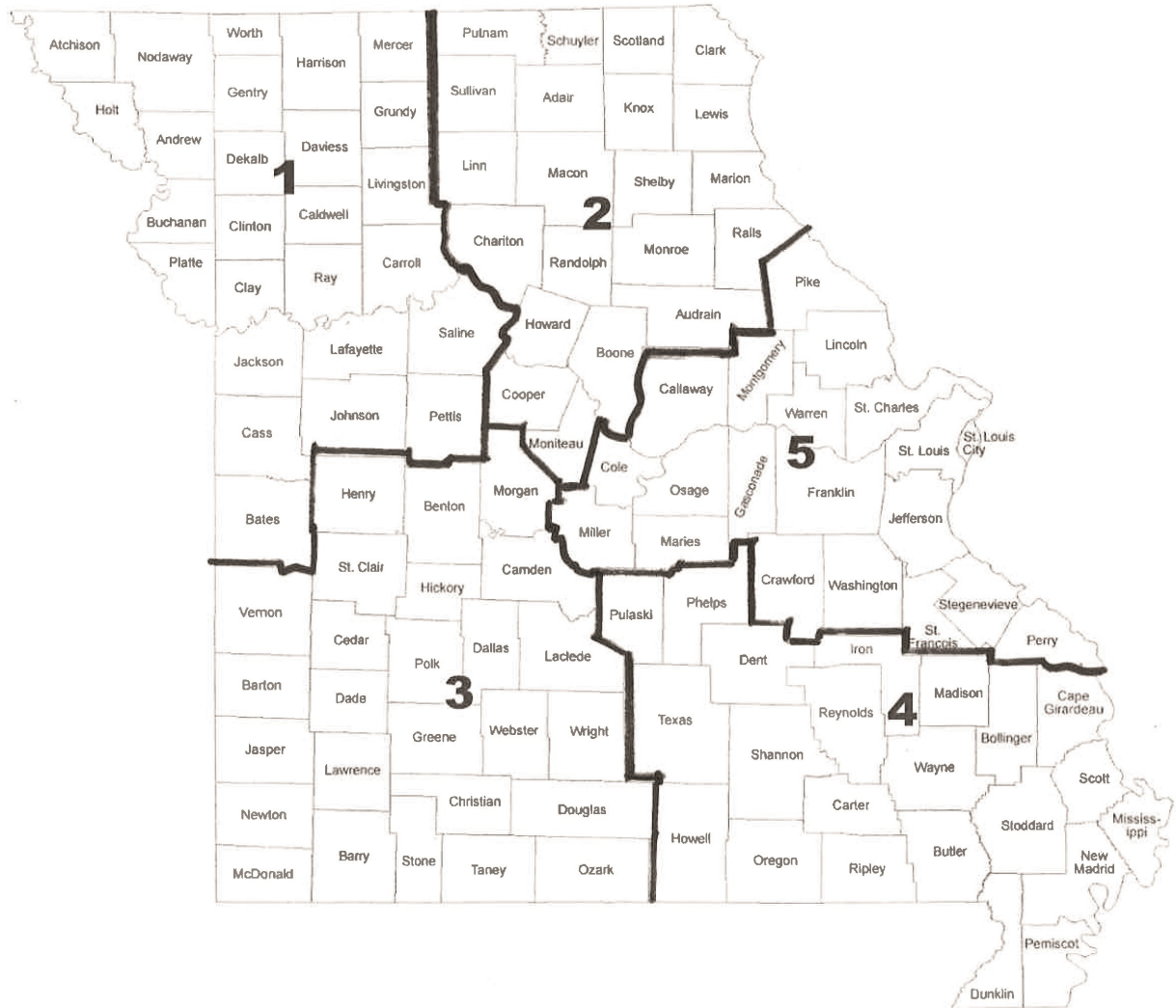
# Join a MAEOP Committee

## Share your knowledge and talent! Join a MAEOP Committee

Looking to get more involved in MAEOP? Consider joining a committee. Reach out to the contacts below for more information. You can make a difference. Thank you. *Serving on a committee qualifies towards your PSP certification or recertification points under Association Responsibility.*

Committee:	Chair:	Contact:
Affiliations	Lisa Shelton	<a href="mailto:lshelton@ga.essd40.com">lshelton@ga.essd40.com</a>
Auditing	Janet Little	<a href="mailto:scubajan59@yahoo.com">scubajan59@yahoo.com</a>
Budget	Robin Weaver	<a href="mailto:weaverrobin@prcommunityed.org">weaverrobin@prcommunityed.org</a>
By-Laws/Handbook	Pam Steele, CEOE	<a href="mailto:pam.steele@raypec.org">pam.steele@raypec.org</a>
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Nominating	Marie Freeman	<a href="mailto:mfreeman@waynesville.k12.mo.us">mfreeman@waynesville.k12.mo.us</a>
Historian	Heike Janis	<a href="mailto:hjanis@fergflor.org">hjanis@fergflor.org</a>
Legislative	Tamie Francis, CEOE	<a href="mailto:tfrancis@msdr9.org">tfrancis@msdr9.org</a>
MAEOP Show-Me Newsletter	Sally Ellrich, CEOE	<a href="mailto:ellrichs@msdr9.org">ellrichs@msdr9.org</a>
Minutes Approval	Shelley Stokes	<a href="mailto:stokes.shelley@yahoo.com">stokes.shelley@yahoo.com</a>
NAEOP State Membership Chair	Pam Steele, CEOE	<a href="mailto:pam.steele@raypec.org">pam.steele@raypec.org</a>
Parliamentarian	Susan Brooker, CEOE	<a href="mailto:susan.brooker@harrisonvilleschools.org">susan.brooker@harrisonvilleschools.org</a>
Professional Standards Program (PSP)	Susan Brooker, CEOE	<a href="mailto:susan.brooker@harrisonvilleschools.org">susan.brooker@harrisonvilleschools.org</a>
Promotions	Tamie Francis, CEOE	<a href="mailto:tfrancis@msdr9.org">tfrancis@msdr9.org</a>
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Membership Celebrations	Tory Copeland Tamika Duncan	<a href="mailto:tory.copeland@bisonpride.org">tory.copeland@bisonpride.org</a> <a href="mailto:tduncan@psdr3.org">tduncan@psdr3.org</a>
Screening Nation OP & Admin	Kim Brannon, CEOE	<a href="mailto:kbrannon@halfwayschools.org">kbrannon@halfwayschools.org</a>
District Co-Coordinators	Annette Miller, CEOE Iris Maxwell, CEOE	<a href="mailto:Annette_miller@idschools.org">Annette_miller@idschools.org</a> <a href="mailto:djfarmboys@att.net">djfarmboys@att.net</a>
District #1	Pam Steele, CEOE Susan Brooker, CEOE	<a href="mailto:pam.steele@raypec.org">pam.steele@raypec.org</a> <a href="mailto:susan.brooker@harrisonvilleschools.org">susan.brooker@harrisonvilleschools.org</a>
District #2	Jorene Brooks, CEOE	<a href="mailto:brooksjorene@gmail.com">brooksjorene@gmail.com</a>
District #3	Shelley Stokes	<a href="mailto:stokes.shelley@yahoo.com">stokes.shelley@yahoo.com</a>
District #4	Marie Freeman	<a href="mailto:mfreeman@waynesville.k12.mo.us">mfreeman@waynesville.k12.mo.us</a>
District #5	Robin Weaver	<a href="mailto:weaverrobin@prcommunityed.org">weaverrobin@prcommunityed.org</a>

# MAEOP District Map



Revised April 5, 2021

WHEREVER YOU GO,  
THERE YOU ARE.

# Local Affiliation News

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

## *District Co-Coordiators*

Iris Maxwell, CEOE, and Annette Miller, CEOE

## *District #1*

Co-Directors: Susan Brooker, CEOE, and Pam Steele, CEOE

### **CCAEOOP – President Tina Fowler**

Cass County (CCAEOOP) was reported as meeting 4 times this year and 13 active members. They conduct various fundraisers throughout the year to support their scholarship fund.

### **IAEOP – President April Claphan**

Independence AEOP (IAEOP) membership is up to 32 and have met 3 times thus far. October event was a haunted horse ride/dinner, November was a craft night/dinner and March was a dinner social. Their scholarship fund was able to be increased from \$500 to \$1,000. The Installation of new board members will take place in May for the 2022/23 school year.

### **NWAEOP – President Emmy Brown**

Northwest AEOP (NWAEOP) has approximately 20 members and is primarily a social group that meets twice a year. They award one college scholarship of \$100 to a senior who will be entering the business field.

## *District #2*

Director: Jorene Brooks, CEOE

Has only one local affiliation - Northeast MAEOP. They met in November with 5 in attendance. They are hoping to be back on track for the next school year.

## *District #3*

Director: Shelley Stokes

Has OOEOP as a semi active group in the district and are planning to have meetings in the future with the current 10 members.

# Local Affiliation News (continued)

## *District #4*

**Director: Marie Freeman**

**Dogwood Hills AEOP – President Sandy Rickert, Vice President Marie Freeman**

Has one active local association - Dogwood Hills AEOP with 7 members. Meetings have been conducted by email. They are currently reviewing scholarship applications and have 6 qualified applicants. They are looking at rewarding up to \$3,000 in scholarships this year. Plans are underway for more activity next year.

## *District #5*

**Director: Robin Weaver**

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

**Gateway AEOP – President Tamie Francis**

GWAEOP is an affiliate located in the St. Louis area. Our members represent school districts across St. Louis County, St. Louis City, St. Charles and Jefferson counties. We currently have 15 members and are working to recruit more. In April, our group gathered for a social night out where we created fragrant bath bombs at Buff City Soap. It was a cleansing evening of fun. We are still a small but mighty membership working on building our finances up to support scholarships in the future.

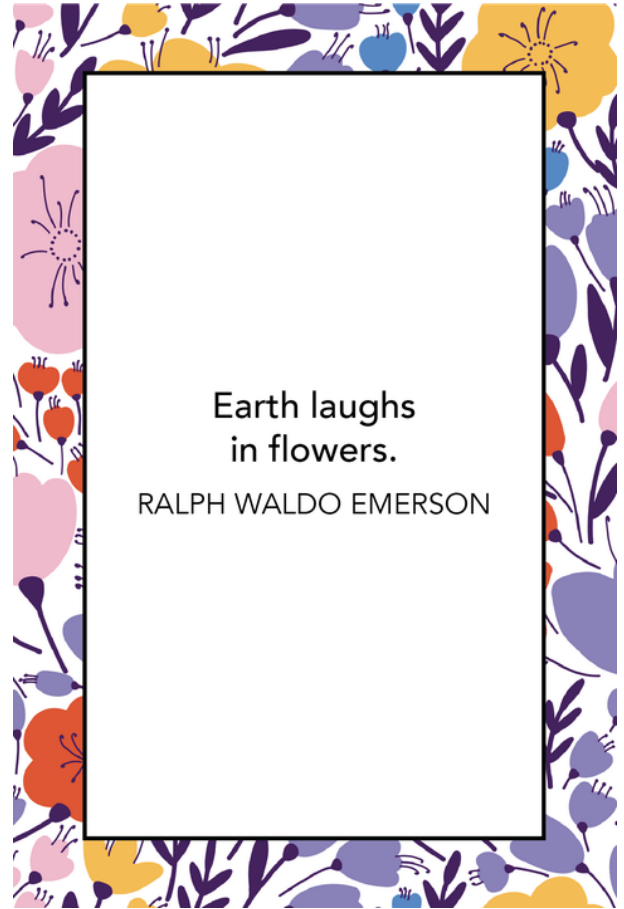
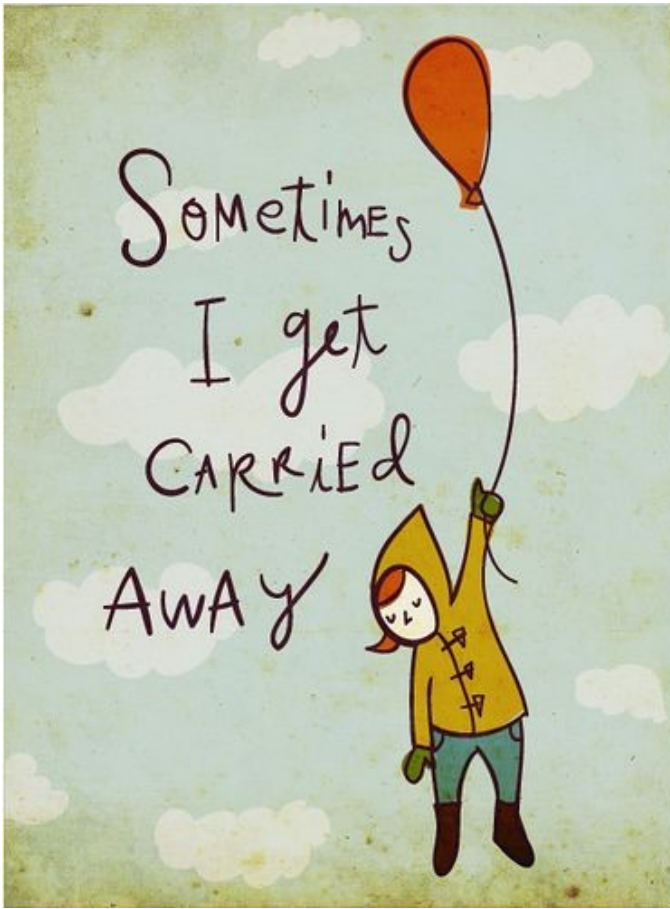
GWAEOP recently held elections for our new Executive Board. Our new officers for the 2022-2024 terms are:

- President: Jen Hardin, Pattonville
- Vice President: Jaclyn Haacke, Orchard Farm
- Secretary: Tamie Francis, Mehlville
- Treasurer: Debbie Wiegand, Mehlville
- Director: Jennifer "Jenny" Bess, Mehlville

Congratulations to all!

SLCAEOP has encountered challenges, but membership is at 20, 5 being retirees. They have had 2 meetings via Zoom and their first in person meeting scheduled for May 10, 2022.

**NOTHING IS IMPOSSIBLE.  
THE WORD ITSELF SAYS "I'M POSSIBLE"**



# Follow us



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[maeop.net \(click Ctrl + link\)](http://maeop.net)



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[MAEOP Facebook \(click Ctrl+link\)](#)



Have something you want posted to the MAEOP Facebook page? Please contact:

- Tory Copeland at [tory.copeland@bisonpride.org](mailto:tory.copeland@bisonpride.org)
- Tamika Duncan at [tduncan@psdr3.org](mailto:tduncan@psdr3.org)