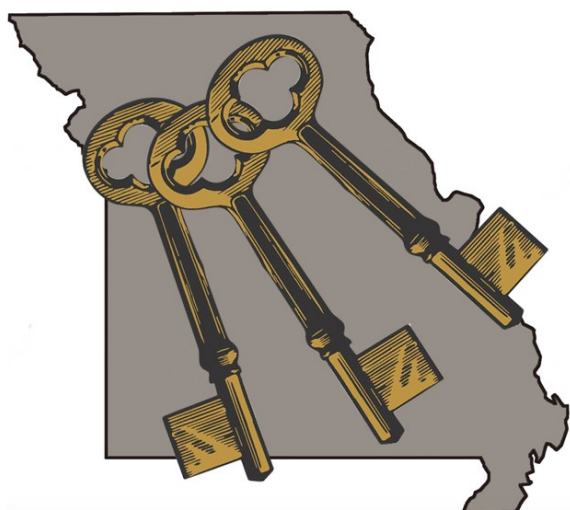




MAEOP SHOW-ME NEWSLETTER

Missouri Association of Educational Office Professionals

November, 2022



Keys to Success
Vision, Strength & Growth

MAEOP 2021-2023 Executive Board

President – Michelle Doering, CEOE

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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- ◆ Local Affiliation News
- ◆ MAEOP District Map

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.



MAEOP
— KEYS TO SUCCESS —
VISION, STRENGTH, GROWTH

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.



President's Message

Dear MAEOP Members,

I hope your 2022-2023 school year has started off well. Every year changes take place in our districts across our state. As these changes take place we have to adjust, we think we have it and suddenly we are hit with something new by this ever-changing society and political climate. Therefore, we need each other to glean information, bounce ideas off, support one another, listen, and be heard.

It is an honor to serve as your MAEOP president. This position has taken me out of my comfort zone. There has been so much I have learned about myself and others, good and not so good. The good has made me smile and the not so good has made me a little more determined to change things for the better.

Thank you for the opportunity to go to the National Conference. The opening words to the conference was by a superintendent who understands the importance of support staff. There were many excellent speakers, however one stood out. She told her story when she was a student and not how the teachers or the principal helped her but how the secretaries had such an impact on her life.

Pam Hecker received the Olive T. Ritchie award; we were all so proud to be a part of it. She gave the most amazing speech, apparently straight from the heart, because there were no cue cards. My encouragement to you if you have not been to a National Conference, you should find a way to go. Next year's National Conference will be in Omaha, Nebraska.

There was a senseless shooting in St. Louis at Central Visual and Performing Arts High School. One of our members reached out to me making sure I was okay, (it so warmed my heart). I did learn later that day two of my nephews attend the school and heard those horrible gun shots. I thought about parents/loved ones frantically waiting to hear from their children/family members. This event gives us so much to think about; how would we react, how would we keep our kids safe, how would we comfort others after the heartbreaking incident.

I am honored and blessed to serve you. Please let me know if there is anything myself or the organization can do for you.

Thank you,

Michelle Doering
MAEOP President



MAEOP Fall Conference Recap

The MAEOP 82nd Conference (Fall 2022) was held Sept. 29-Oct. 1 at the Hampton Inn & Suites in Chesterfield, MO.

We started Thursday evening with the Executive Board Meeting and some games after ... *Taboo* anyone. The facial expressions of some of the participants was priceless.

Opening session on Friday was Clayton's superintendent Dr. Nisha Patel, telling her extraordinary story and her appreciation of support staff. Joe Fingerhut served up a fun and engaging presentation. He spoke on 'How Can I...' & 'What is your dream?'. We had sandwiches and salads for lunch. After lunch, Dr. Erin Lawson taught us how to use Canva with some insider tricks. We had our Business Board Meeting. Everyone had some free time to explore, relax or grab a drink. Friday night's 'Taste of St. Louis' dinner was delicious followed by more games...*Outburst* & *Heads-up*. When playing these you really should know your teammates!! A team may not know anyone from the cast of *Saturday Night Live*.

Saturday, we started off the morning right with Adrienne Draper. She gave us so much to think about, not washing our dishes in dirty water and are you treated like 'a paper plate or fine China'? We ended our conference with Chloe Kersten, teaching us 'Disability Awareness'.

Thank you to all who helped make the conference possible.

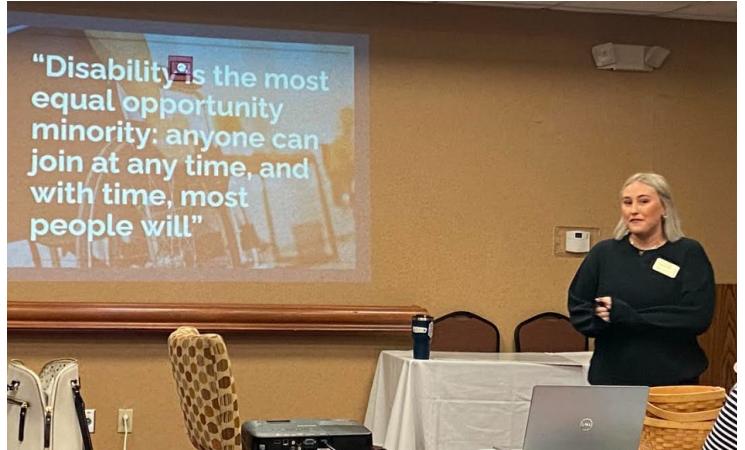


MAEOP Fall Conference Recap

A few photos from the 2022 Fall MAEOP conference:



Dr. Patel - Superintendent from Clayton School District



Chloe Kersten - Disability Awareness



Joe Fingerhut - Destiny of Normalcy. Tamie Francis of Mehlville School District reports: "Just booked Joe Fingerhut to present at the next Mehlville Support Staff PD."



Adrienne Draper - Fueling Your Personal Power

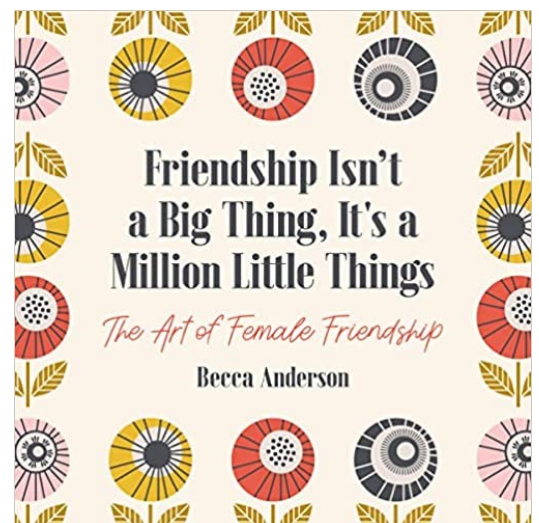
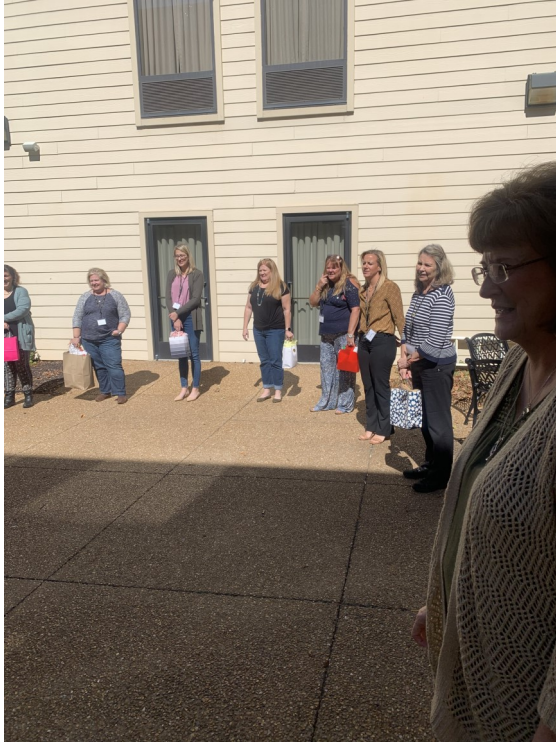
Be sure to watch video below:

We had a great Fall Conference supported by many great presenters. Our Keynote Speaker, Joe Fingerhut was one of our highlights. He is a great supporter of MAEOP and what our association supports. He showed us how we can all learn new things by remembering that there are many things "we get to do" whereas others no longer "get to do" things. His presentation was very uplifting and an energizing start to the conference. As part of Joe's presentation, KSDK news was onsite videotaping a bit of his presentation which was later featured during a "5 On Your Side" segment with news anchor Rene Knott.

[Click here to view the video.](#)

MAEOP Fall Conference Recap

Afternoon networking brought us outside to enjoy the warm weather. The Friendship Exchange was a great opportunity to share laughter, camaraderie and gifts.





MAEOP Officers needed:

- Vice President
- Secretary
- Treasurer
- Two Board Members

If you are interested in running for office, please [complete this form](#).

If you are unable to access the form, please send an email to Marie Freeman at mfreeman@waynesville.k12.mo.us.

Be sure to tell your friends and colleagues about MAEOP.

We are always looking for new members.

[Click here](#) for membership information.

A flyer with a colorful, abstract background of blue, purple, and yellow shapes. The text is centered and reads: "BECOME A MEMBER JOIN TODAY!" in large, bold letters. Below this, it says "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." followed by "Annual Membership Dues \$15 (July 1st to June 30th)". At the bottom, it says "Visit <https://maeop.net> for membership and benefit opportunities." and lists contact information for Lisa Shelton, Lisa Adams, and Jaclyn Haake.

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
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THE BENEFITS OF JOINING
ARE BOTH ENDLESS AND PRICELESS.

Annual Membership Dues \$15
(July 1st to June 30th)

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

Questions:
Lisa Shelton at lshelton@ga.essd40.com
Lisa Adams at lisa_adams@isdschools.org
Jaclyn Haake at jhaake@ofr5.com

Join a MAEOP Committee

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

2022 NAEOP Conference Recap

Fun at the National Association for Educational Office Professionals conference in July in Salt Lake City, Utah.



Missouri participants at the NAEOP conference include: Cristina Peebles, Heike Janis, Janet Altmann, Cassie Holmes, Pam Hecker, Susan Hampel, Tamie Francis, Donna Baker, Marie Freeman, Michelle Doering



2022 Olive T. Ritchie Office Professional of the Year Pamala Hecker, CEOE

Pamala Hecker, Raymore-Peculiar School District, Peculiar, MO, has been an Educational Office Professional for 16 years. She has served in the capacity of: Office Assistant, Finance Secretary, Bookkeeper, Finance Specialist & presently Human Resource Specialist. The following was taken from her nomination packet:

Pam has a strong work ethic, and is willing to learn and grow through her local association (MAEOP) and the national association (NAEOP). Pam is committed to her local association with her commitment to serving on various committees and the Executive Board, and her strong support of Professional Development to all office professionals. Pam is not only a valuable asset to her local and national association, but also to her employer and community. She has a welcoming personality, and is always willing to help the members of MAEOP - which is a reflection of how she performs at her job and in her community. Pamala Hecker is more than deserving of this prestigious award.

Congratulations, Pam!



**Left photo: Pam Hecker (right) receives the 2022 Olive T. Ritchie Educational Office Professional of the Year award from Melody Wise Butler, NAEOP Southeast Area Director, at the NAEOP Conference on July 19 in Salt Lake City, Utah.
Right photo: Pam Hecker, front row center, and past Olive T. Ritchie Award winners.**



National Association of
Educational Office Professionals

PROFESSIONAL
DEVELOPMENT
COMMITTEE
PRESENTS...



PODCASTS ON THE GO

JON ACUFF

ALL IT TAKES IS A GOAL

September 26/November 28

JEFF SANDERS

THE 5AM MIRACLE

January 23/March 27



HOW IT WORKS

The podcast link will be sent out on the day indicated. You will have 10 days to listen to the designated 20-30 minute podcast as often as desired and take notes. We will host a one-hour discussion on the topic on the date indicated. A certificate for up to 1.5 hours of education credit, per session will be given to those who attend the discussion.

DATES:

Podcast released/Discussion date

September 26/October 5
November 28/December 7
January 23/February 1
March 27/April 5

DISCUSSION TIMES:

4:00 PM - PST, 5:00 PM - MST,
6:00 PM - CST, 7:00 PM, EST

Registration link for participation - <https://forms.gle/12h5JCyDjNCJKoYC8>
Links to discussions will be sent to those who register prior to the session release.

2023 MAEOP



2023 NAEOP



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-Coordinators

Iris Maxwell, CEOE, and Annette Miller, CEOE

District #1

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

CCAEOEOP – President Tina Fowler

No new information received.

IAEOEOP – President April Claphan

The Independence AEOP (IAEOEOP) held their second meeting of the year on October 6. The Independence community had scheduled an event called “*Ghouls Night Out*” so IAEOEOP members (approximately 20) had a fun time visiting vendors around the Independence Square and tasting various foods/drinks. The members then met at 6 p.m. for their Business meeting and had pizza at a local restaurant. It was a great evening. Thanks to April Claphan, President, and our Executive Board!



Also from IAEOEOP: A District-wide Professional Development session for office personnel is scheduled for November 8. The IAEOEOP will be presenting information on membership, the Professional Standards Program, and will share more information on upcoming IAEOEOP events for February and May. The next IAEOEOP meeting is scheduled for December 7. Our group will go to the beautiful Powell Gardens in Kingsville to walk through the Festival of Lights and enjoy a meal together. This will be an exciting opportunity to share in the wonderful winter Holiday season. We are looking forward to both of these opportunities to be together and share in more fun and learning.

Local Affiliation News (continued)

NWAEOP – President Emmy Brown

Northwest AEOP (NWAEOP) - no new information received.

District #2

Director: Jorene Brooks, CEOE

Northeast MAEOP - no new information received.

District #3

Director: Shelley Stokes

OOEOP - no new information received.

District #4

Director: Marie Freeman

Dogwood Hills AEOP – President Marie Freeman

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

As many other associations we are struggling with membership. Currently we have 7 members.

Even with our low numbers we are able to sell enough T-shirts, Polos, Hoodies, and other items to cover \$3,000 of scholarships each year.

I have just recently become the president of the association. I am hoping to make our association more active. It would be nice to hear from some of the other associations about the activities they do to raise money and get people involved.

District #5

Director: Robin Weaver

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

Gateway AEOP – President Jen Hardin

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.

- The GWAEOP executive board met on Monday, Aug. 29, 2022 to discuss the upcoming year.
- Our first general meeting was Monday, Sept. 26, 2022. It was a Meet & Greet session, offering our members a chance to meet the new board as well as each other. Michelle Doering from MAEOP talked about MAEOP. Attendance prizes were given.
- Our second meeting is scheduled for Monday, Feb. 27, 2023. Our thought for this meeting is self-wellness. We are currently looking for a nutritionist and/or financial planner to present.
- Our third meeting is scheduled for Monday, April 24, 2023. This is our social outing. It's a toss up between Buff City Soap again where we make our own bath bombs, a Dierbergs cooking class or Pinspiration where we make our own candles.
- Fundraising: Nothing Bundt Cakes, Buff City or That's My Pan.
- The executive board will meet 30 minutes before each general session.

SLCAEOP has had one meeting and we are looking forward to a social in December. We also are in an election year and plan to put an Election Committee together in December/January to pull together a ballot for approval in March/April for the installation to occur. SLCAEOP's community service project will be KidSmart STL this year which has a mission to empower children in need to succeed in school by providing free essential tools for learning (<https://kidsmartstl.org/>).

'til next time...



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Visit us on Facebook
[MAEOP Facebook](#) (click Ctrl+link)

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

- Tory Copeland at tory.copeland@bisonpride.org
- Tamika Duncan at tduncan@psdr3.org

