



# MAEOP SHOW-ME NEWSLETTER

Missouri Association of Educational Office Professionals

December, 2023



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

## MAEOP 2023-2025 Executive Board

**President – Michelle Doering, CEOE**  
**Vice-President – Lisa Shelton, CEOE**  
**Secretary – Jaclyn Haake, CEOE**  
**Treasurer – Robin Weaver**  
**Board Member – Tamie Francis, CEOE**  
**Board Member – Jennifer Hardin**  
**Past President – Marie Freeman, CEOE**  
**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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# 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.

**Today is your  
opportunity to  
build the tomorrow  
you want.**

—KEN POIROT

RD

# President's Message

Dear MAEOP Members,

It's a wonderful time of year! Hope the first half of the year has gone well for you and that you will have a restful winter break.

Reading is fun and a good escape for me. Most books I read are okay, until recently... I'm reading an amazing book that has made a profound impact on me. It's an autobiography about a nine-year-old boy who talks about the choices he had to make for his life at a young age. He writes about enduring overwhelming odds and about the ordinary heroes in his life, and some bigger than life heroes he has met along the way. He also writes about how he hid his life changing event for years. The boy, John O'Leary is from St. Louis. The book is called *ON FIRE* (extended title is *The 7 Choices to Ignite a Radically Inspired Life*). John writes of how he has burns on one hundred percent of his body (which was my biggest hesitancy to read the book).

What John made it through was simply a miracle and inspirational. One of the truly amazing things is how he gave such credit to those who did their jobs and because they did them well. He didn't get an infection because the janitor cleaned his room so well every day, he was able to walk because the nurse made sure he stretched his legs, he chose to write 'thank you' notes because he could get more Cardinal baseballs if he did.

We can all be kind, we can all be giving, we can all be encouraging, we can all be heroes.

I highly recommend this book, there are some very difficult parts, but well worth it! The movie is being filmed here in St. Louis, not sure of the release date.

Happy Holidays to each of you, make someone's day, just smile!



Michelle Doering, CEOE  
MAEOP President  
2021-2025



# MAEOP Fall Conference Recap



# MAEOP Fall Conference Recap

This October, MAEOP held the 83rd Annual Fall Conference in St. Louis

MAEOP President Michelle Doering, CEOE, and MAEOP Secretary Jaclyn Haake, CEOE, along with the support of other MAEOP members, conducted the planning and execution of the conference. We welcomed twenty eight conference attendees, eight of whom marked the Fall Conference as their first MAEOP event. Many of those first-time attendees left the conference as MAEOP members! Attendees came from all over the state of Missouri to join in professional development and fellowship over the three days.

The Fall Conference offered four professional development sessions from five presenters, two MAEOP meetings, and other networking opportunities. Alex Demczak, professional speaker and author, was the Conference Keynote Speaker. Other presenters included: Dr. Matthew Borzillo and Mr. Luke Thuston from the Rockwood School District presented on “Preparing for Challenging Conversations”, Dr. Renee Trotier and Dr. Erin Lawson from EducationPlus

presented on “Developing Your Leadership Skill” and “Empowering Support Staff with AI”, and Carrie Nunn from the Mehlville School District presented on “Personal Finances”. Attendees had the opportunity to accumulate up to ten and half hours of in-service hours for PSP points.

Thank you to President Doering, Carol Parker, CEOE, Heather Ivancic, Susan Hampel, CEOE, for assisting with the conference. A special thank you as well goes out to all of the members who acted as mentors to our first-timers. Because of everyone’s efforts, a great time was had by all!



**Conference attendees listen to the guest speaker.**



**Attendees reach out to meet and greet others.**

# MAEOP Fall Conference Recap



**Did someone say Dolly?  
One of the many goody  
baskets up for auction.**



**Friendship exchange.**



**Friendly faces (L-R):  
Pam Steele, Marie Freeman,  
Susan Brooker, Carol Parker.**

# MAEOP Membership



Congratulations to our two newest members who recently received their PSP Certificate with CEOE distinction:

- Marie Freeman, CEOE
- Jaclyn Haake, CEOE

*Congratulations!*

Be sure to tell your friends and colleagues about MAEOP. We are always looking for new members.

[Click here](#) to complete your membership application.

Updated membership list for MAEOP from Lisa Shelton. We have 58 members total:

- 8 new members
- 4 retirees
- 46 returning for 2023-2024

Welcome our new members:

Gabrielle Foster - Pattonville School District

Yanellie LoParco-Lewis - Pattonville School District

Penny Meyer - Independence School District

Fadria Orr - Clayton School District

Samantha Ryan - Pattonville School District

Beverly Thomas - Pattonville School District

Katie Uthoff - Mehlville School District

Fern Wagstaff - Ladue School District

2024 MAEOP Spring Conference - April 11-13

Save the date

72<sup>ND</sup> ANNUAL SPRING CONFERENCE



**INFLUENCE • STIMULATE • EXPAND**  
WITH MAEOP

APRIL 11-13, 2024 • KANSAS CITY, MO



# MAEOP Committees

## 2023-2025 MAEOP Committee chairs—check out opens

Want to be more involved in MAEOP? Consider joining a committee. Reach out to the contacts below. You can make a difference. *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	Susan Hampel	<a href="mailto:hampels@msdr9.org">hampels@msdr9.org</a>
Budget	Robin Weaver	<a href="mailto:weaverrobin@prcommunityed.org">weaverrobin@prcommunityed.org</a>
By-Laws/Handbook	Donna Baker	<a href="mailto:donnabaker@sjsd.k12.mo.us">donnabaker@sjsd.k12.mo.us</a> Committee members: Tanya Hadley - <a href="mailto:hadleyt02@psdr3.org">hadleyt02@psdr3.org</a> Pam Steele - <a href="mailto:pam.steele@raypec.org">pam.steele@raypec.org</a>
Membership	Lisa Shelton	<a href="mailto:lshelton@ga.essd40.com">lshelton@ga.essd40.com</a> Committee members: Jaclyn Haack - <a href="mailto:jhaake@ofr5.com">jhaake@ofr5.com</a> Lisa Adams - <a href="mailto:lisa_adams@idsdschools.org">lisa_adams@idsdschools.org</a>
Nominating	Marie Freeman	<a href="mailto:mfreeman@waynesville.k12.mo.us">mfreeman@waynesville.k12.mo.us</a>
Historian	Heike Janis	<a href="mailto:heikejanis@claytonschools.net">heikejanis@claytonschools.net</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 Hampel, CEOE	<a href="mailto:hampels@msdr9.org">hampels@msdr9.org</a>
Promotions	Jaclyn Haake	<a href="mailto:jhaake@ofr5.com">jhaake@ofr5.com</a>
Website/Social Media	Tamie Francis, CEOE Jennifer Hardin	<a href="mailto:tfrancis@msdr9.org">tfrancis@msdr9.org</a> <a href="mailto:jhardin@psdr3.org">jhardin@psdr3.org</a>
Membership Celebrations		
Screening Nation OP & Admin	Michelle Doering	<a href="mailto:mdoering@psdr3.org">mdoering@psdr3.org</a>
District Co-Coordinators	Annette Miller, CEOE Iris Maxwell, CEOE	<a href="mailto:Annette_miller@idsdschools.org">Annette_miller@idsdschools.org</a> <a href="mailto:ddjfarmboys@att.net">ddjfarmboys@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>

# Local Affiliation News

Below are the MAEOP 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

CCAEOOP – President Pam Steele

CCAEOOP focuses on service projects. They raffle baskets and have 50/50 drawings to support scholarships.

IAEOOP – President Danita Pointer

A report of their membership was submitted at the fall conference.

NWAEOP – President Emmy Brown

Northwest AEOP (NWAEOP) - no report submitted.

## *District #2*

Director: Jorene Brooks, CEOE

Northeast MAEOP - report sent indicating their membership is struggling.

## *District #3*

Director: Shelley Stokes

OEOOP - no report submitted.

## *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.

We have a total of 9 members. We had our first meeting this year on October 16th. We had 7 members there and were able to do a meeting along with planning for an upcoming meeting to be held on December 11th.

There are plans for 4 meetings each year with our association and we are working on building it back up in numbers. We gained 2 new members from a neighboring school district, from a mailing we did to the surrounding school district. I plan to mail the superintendents next. We have been selling T-shirts, hoodies, hats, and jackets at the home football games and raising money for this coming years scholarships. We raised enough money during the football season to cover up to \$3,000.00 in scholarships.

# Local Affiliation News (continued)

## *District #5*

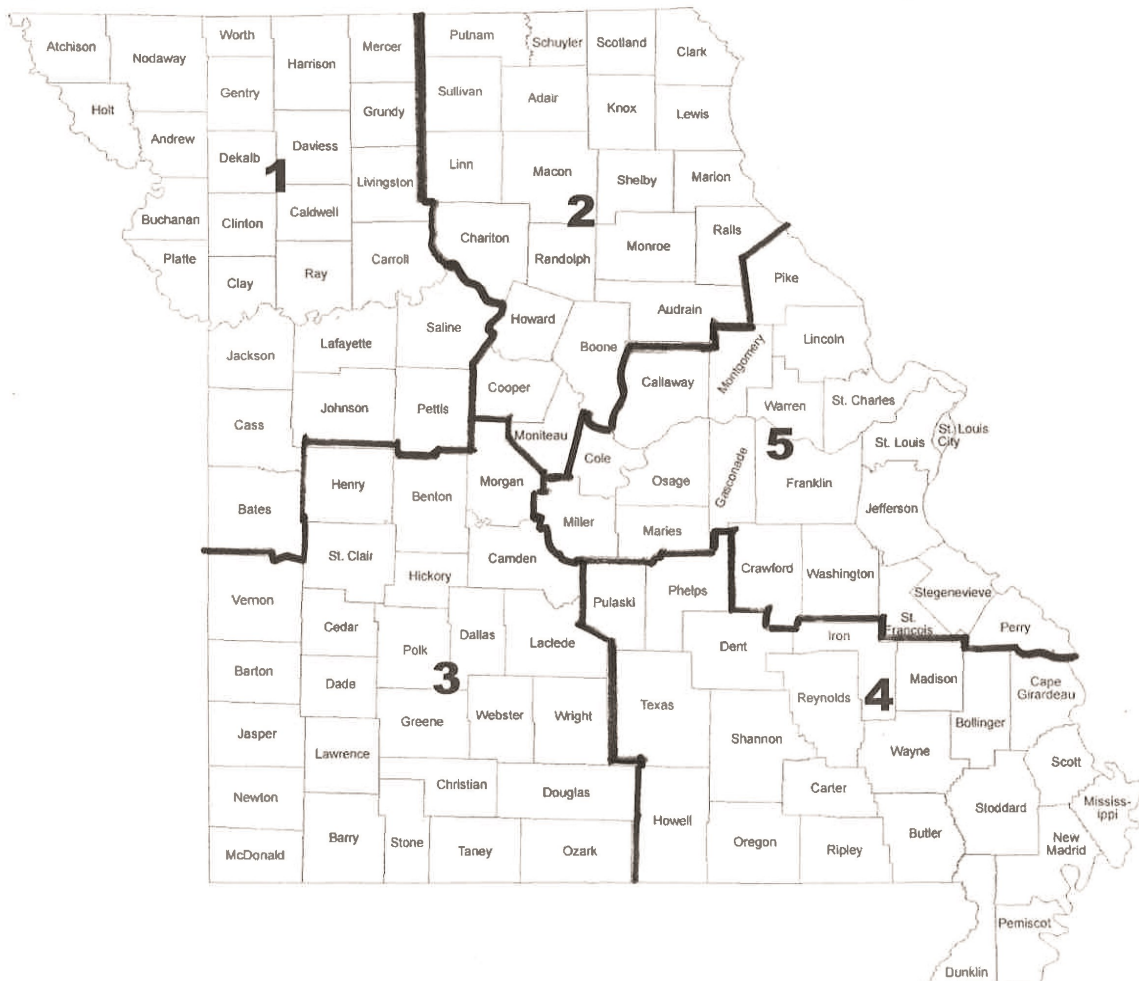
**Director: Robin Weaver**

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.

## MAEOP District Map



# 2024 NAEOP Conference - July 14-17

# Save the date



## NAEOP North Central Area upcoming event: Professional Development Day



APRIL

23

Hosted by Marie Freeman  
6:00 PM - 7:30 PM

### North Central Area Meeting

Come enjoy a time of light refreshment and our North Central Area Meeting.

Please RSVP: <https://forms.gle/7ESwV1tHMcYmDuUjZ>

APRIL

24

Hosted by UNOPA, NEOPA, SCC  
8:00 AM - 4:00 PM  
Cost: \$75

### Multi-Dimensional Office Professional Conference

Join us for a day dedicated to celebrating the Office Professional! From Coffee and pastries to engaging speaking and fun prizes, this day is sure to say "thank you" for all that you do each and every day!

Register Here:  
<https://officeprofessionalconference.eventbrite.com>

### ACCOMODATIONS

#### Annabell Gardens

200 S. 68th St. Pl. Lincoln, NE 68510  
402.483.4900

#### Staybridge Suites Northeast

1501 N. 86th St. Lincoln, NE 68505  
402.484.6000

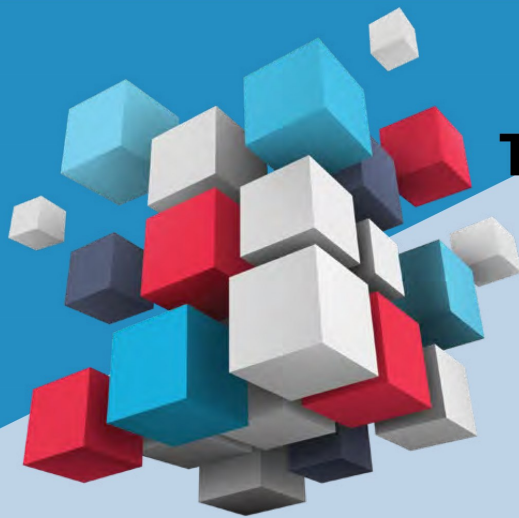
### QUESTIONS

Marie Freeman  
[mfreeman@waynesville.k12.mo.us](mailto:mfreeman@waynesville.k12.mo.us)  
Christina Franklin  
[cfranklin3@unl.edu](mailto:cfranklin3@unl.edu)

### LOCATION

Southeast Community College  
Jack J. Huck Continuing Education Center  
301 S. 68th St. Pl, Lincoln NE 68510

## NAEOP North Central Area upcoming event: Professional Development Day *Agenda*



### The Multi-dimensional Office Professional

Join us for a day dedicated to celebrating YOU! From coffee and pastries to engaging speakers and fun prizes, this day is sure to say “thank you” for all that you do each and every day!

#### *Agenda*

##### **Morning**

- 8:30 a.m. Check-in and Light Breakfast
- 9 a.m. Welcome and Logistics of the Day
- 9:30 a.m. Breakout Sessions
- 10:30 a.m. Break and Vendor Showcase
- 11 a.m. Breakout Sessions

##### **Afternoon**

- Noon Catered Lunch
- 1:15 p.m. Breakout Sessions
- 2:15 p.m. Break and Afternoon Refreshments
- 2:30 p.m. Breakout Sessions
- 3:30 p.m. Closing and Prizes

**Wednesday, April 24**

8 a.m.-4 p.m.

\$75

Lincoln, CEC

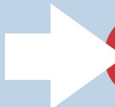


**Register by March 1  
and receive a T-shirt!**

*Conference Partners*



To register and find  
additional event details



<https://officeprofessionalconference.eventbrite.com>

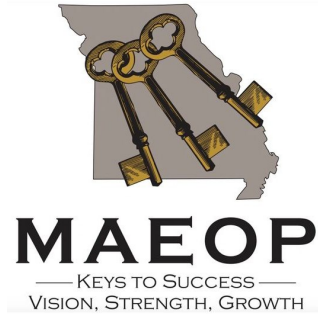
When it snows...you have two choices: shovel or make snow angels.



[www.metzgercartoons.com](http://www.metzgercartoons.com)



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- Tamie Francis at [tfrancis@msdr9.org](mailto:tfrancis@msdr9.org)
- Jennifer Hardin at [jhardin@psdr3.org](mailto:jhardin@psdr3.org)

