

MAEOP

SHOW-ME NEWSLETTER



Missouri Association of Educational Office Professionals

May, 2021



MAEOP 2019-2021 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,

I want to take this time to thank everyone who attended the spring virtual conference. The committee did a fantastic job! If you didn't get to join in live for all the Professional Development you can access them at MAEOP.net. The committee has graciously extended the deadline to June 4th to be able to view the recorded sessions.

Let's take this opportunity to complete all of the sessions provided to get full credit for your PSP. Once you have completed each session, please email Pam Steele pam.steele@raypec.org or Susan Brooker Susan.Brooker@harrisonvilleschools.org so they will know your status.



It is so exciting to say, "in person!" We are having an in person Professional Development and Installation Ceremony of the 2021-2023 MAEOP Board on June 5th at the Stoney Creek Lodge in Columbia, MO. Get registered if you haven't already. Reserve a room if you want to spend the night and enjoy time in Columbia, MO. I am looking forward to seeing each one of you! If you are interested in attending, please contact me.

As things are looking up with the pandemic, we are getting things headed in the direction of back to normal. We will also be having the National Conference in person too! All information can be found on NAEOP.org under Events. Next click on NAEOP 2021 Conference. It has the entire packet and registration forms under this link. I will be attending and I would love to see several of our MAEOP family there! If you have any questions feel free to contact me at: mfreeman@waynesville.k12.mo.us

I would like to encourage everyone to get back to the normal and seek the opportunities of the AEOP's. Let's get back to enjoying each other's company and the wonderful association events that make us the best we can be in our jobs!

See you soon!

Marie Freeman President of MAEOP 2019-2021

Message from the President-Elect

On Saturday, June 5th, the 2021-23 Board of MAEOP will be installed. Since JoAnn Greenwell took another position and is stepping down, I will become President. I am looking forward to serving you and taking on this new challenge.



Michelle Doering, CEOE
2021-2023 President, MAEOP

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)



2021 Spring Virtual Conference Report

By Pam Steele

Thank you to everyone that had registered for the virtual conference. We had 33 members registered – three of which were first timers.

The conference started off with the Executive Board meeting on April 5 followed by a social meet and greet. The Board did approve the realignment of the districts (see related story). We “linked” with one another as we learned a few random facts about each of us.

Amanda Lappe, School Social Worker at Pattonville, started off our sessions discussing how important it is to take care of ourselves.

Shelli Guin from Guin Mundorf Law Firm shared hot legal issues and how they affect our positions.

MAEOP President-Elect JoAnn Greenwell, CEOE, presented a session on customer service and how it is more than just “hello”.

Jason Waltz, Instructional Technology Specialist at Raymore-Peculiar, shared many tips and tricks to navigate through Google sheets and forms.

MAEOP President Marie Freeman facilitated a roundtable discussion on organization and time management.

The business meeting concluded the conference on April 27th. Since there was not a quorum at the meeting, only reports were given.

Each session is recorded and posted on the MAEOP website. Thanks to all of our presenters for taking time out of their day to share information with us.

Looking forward to seeing everyone on June 5th in Columbia for more professional development and the installation of our 2021-2023 Executive Board.



Professional Development Opportunities

Know to Grow

Upcoming Professional Development Opportunities

- **June 5, 2021**
MAEOP Professional Development Day and Officer Installation
Stoney Creek Lodge, Columbia, MO
- **July 12-16, 2021 (see page 12 for more information)**
NAEOP National Conference, Pittsburgh, PA

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

- **Fall 2021**
MAEOP Book Study
- **September 30 - October 2, 2021**
MAEOP Fall Conference, Branson, MO
- **October, 2021**
North Central Area PD Day in Minnesota



THEY TOLD ME TO



SCAN THIS LAPTOP TO REMOVE VIRUS

Looking for a Book Club Facilitator

In January, MAEOP kicked-off its first Book Club meeting with “*Girl Wash Your Face*” by Rachel Hollis. Over a 5 week period, MAEOP members met via Zoom to discuss, learn, and grow from what we read, and those even had a chance to get to know one another a little better.

We are looking for a volunteer to facilitate the next book study, which is scheduled to take place this fall. The book chosen to be read and studied is “*Declutter Your Life*” by Michelle Stewart. If you would be interested in leading this book study please contact Marie Freeman, MAEOP president, at:

mfreeman@waynesville.k12.mo.us

MAEOP Membership



In Memory Of

Pamela Biggs

October 5, 1956-March 3, 2021

It is with great sadness that we announce the passing of one of our MAEOP members, Pam Biggs. Pam was born on October 5, 1956 and married her husband Stephen on May 21, 1977.

Pam worked as an Administrative Assistant/Bookkeeper at Linn County R-1 School in Purdin, Missouri from 1989 until her passing. Pam was a member of MoASBO, MAEOP, and the Northeast Missouri AEOP, where she served as President for 4 years. She also participated in a monthly Bible Study group, helped on the family farm, loved to attend her grandchildren's sports and activities, helped with the annual Purdin Fall Festival for many years and spent many weekends working for her dad at "George Street Auctioneer Services."

Pam is survived by her husband Stephen; daughter, Brandi Biggs (Todd); a son Caleb Biggs; and two grandchildren Maggi and Madden Biggs. She was preceded in death by her parents George and Betty Street; and grandson Peyton Phillips.

Services were held March 8, 2021 at Wright Funeral Home in Brookfield, MO.

PSP Recipients

Congratulations to two of our members who received their PSP certification earlier this spring.

- Cindy O'Brien, CEOE
Mehlville School District
Advanced III
- Vesna Hajric, CEOE
Mehlville School District
Advanced III

Meet our Newest MAEOP Members

Welcome to our newest MAEOP members.



- Leah Byrd, Mehlville School District, St. Louis
- Jaclyn Haake, Orchard Farm R-5 School District, St. Charles
- Holly Julius, Clayton School District, St. Louis
- Tori Perry, Mehlville School District, St. Louis

MAEOP District Realignment

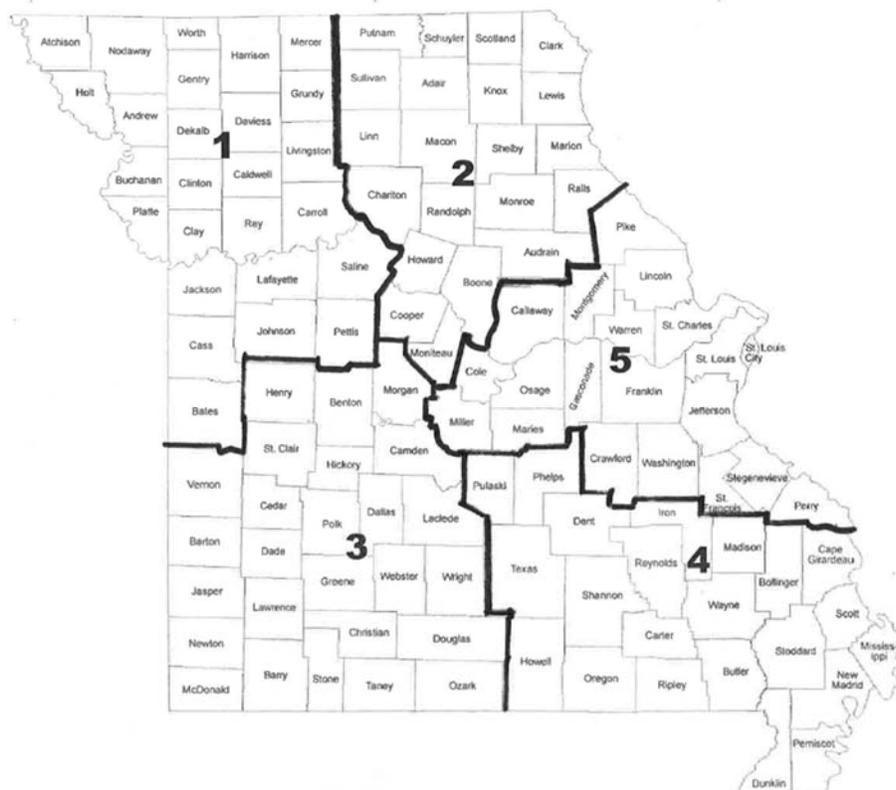
At the November 2020 business meeting there was discussion regarding the possibility of realigning the Districts from six to four. Annette Miller, Kim Brannon, Robin Weaver, Sue Roesch and Pam Steele agreed to serve on the committee to review the possibility of district realignment.

The Committee took the following into consideration: keeping the current AEOP's in the same district, if possible, and to look at travel times for members to attend their local AEOP meetings.

The initial attempt left one district quite a bit smaller than the others. The Committee did some more work on the boundaries and was able to reduce the districts from six to five. The updated District alignment map was presented to the Executive Board at the April 5, 2021 meeting and was unanimously approved.

The Committee also recommended the membership form be updated to add a space for the County in which the member works.

Thank you to the Committee for their work on this project



NAEOP News



NAEOP's annual conference will be held in person this year, July 12-15, 2021 at the Omni William Penn Hotel, in Pittsburgh, Pennsylvania. Here is a link to the [conference brochure](#) (click Ctrl +link), which can be found on NAEOP's website, naeop.org. In the brochure you can find hotel reservation information, an annual conference registration form, a conference schedule, information on keynote speakers and, breakout session descriptions.

Local Affiliation News

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

District 1

Cass County AEOP — Pam Hecker, President

We have 3 meetings on our agenda for the 2020-2021 year, down 1 meeting due to only 1 member at one school district -thus combining two schools sponsoring the meeting.

We have used Zoom for our all our meetings for 2020-21 10/15/2020, 12/16/2020 and will be using Zoom for the upcoming 4/7/2021 meeting.

Currently we have 18 members for our association, with 6 new members joining for the academic year, a 600% new member increase from last year. We have not had any additional members join throughout the academic year.

Any activities/fundraisers we are doing or planning for-

Fundraisers conducted: Chipotle Fundraiser which required no physical work - just sharing the information and link to the restaurant for a percentage donated to our organization. Due to COVID times, they also included sales from online orders.

One of our successful fundraisers has been a Jean's Week/Day to help support Breast Cancer in October. Due to schools either WFH or allowed to wear jeans for work, we chose to move the fundraiser to February, 2021 and support ALL cancers by selling all cancer bracelets for \$5 each and offering one \$15 gift card, name pulled randomly, to a local venue for anyone donating an additional \$5.

We have a variety of other fundraisers dependent on the status of COVID.

We are still working on a website for CCAEOP.

We will be sending out a Google Survey in April to help assist in determining what the members would like to see, have, do and be, from being a member of CCAEOP.

We continue to enhance the information shared to our members for their professional growth, inviting guests and speakers from a variety of professions that offer health tips, technology tips, stress relievers, and asking our members what they would like to learn more about, receive more training.

Local Affiliation News

(continued)

Independence AEOP — April Claphan, President

IAEOP has 28 members. They are currently doing zoom meetings with 4 set for this year. They have not had any social events yet this year due to county restrictions. They have awarded 3 seniors from the 3 high schools the Debby Lewis Memorial which will be presented in May in a virtual award ceremony.

Northwest AEOP — Emmy Brown, President

NWMAEOP is an affiliation comprised of approximately 20 members. We are primarily a social group that meets twice a year to discuss school related topics. Information about workshops and conferences are distributed to members as it arrives. Everyone is encouraged to take advantage of these career enhancement opportunities. Our group communicates via email often to network and keep up-to-date on the latest changes in school law, finance, administration, etc. Most of the districts in this area use the same software, so we also use email frequently to keep abreast of the on-going changes and help each other problem-solve.

In the spring our organization awards one college scholarship in the amount \$100 to a senior who will be entering the business field. This scholarship is funded through donations, dues, and raffles. We also enjoy honoring those secretaries retiring with a gift from the group.

We appreciate our members who report on happenings at the state and national level, pending legislation, retirement issues and continuing education opportunities.

District 2

District 2 has not been able to meet for over a year. Unfortunately during this time they lost a longtime member and officer, Pam Biggs.

Local Affiliation News

(continued)

District 4

Dogwood Hills AEOP — Sandy Rickert, President

District 4 currently has one active local association. It is dogwood Hills AEOP. Sandy Rickert serves as President and Marie Freeman serves as Vice-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 were able to give two \$1,000 scholarships and a \$500 scholarship this year even though we didn't have the income from sales at the ballgames.

District 5

SCLAEOP — Christine Bounds, President

SLCAEOP is hosting their last meeting of the school year on May 11th which is also scheduled to hold their Executive Board elections, these are 2 year positions.

They currently have 23 members, 19 are regular members and 4 are retirees.

They average 3-4 general membership meetings per year as well as Executive Board meetings. Due to elections this year, they will host an Executive Board meeting this summer to transition the Board members. Their current Community Service project is for Twice Blessed and last year it was Lydia's House. Due to COVID, their meetings have been remote via Zoom.



Local Affiliation News

(continued)

District 5 — continued

Gateway AEOP —Tamie Francis, President

Due to COVID restrictions we got off to a late start this year. We also had a change in leadership on the Executive Board due to term expirations of our previous board. Elections were held on August 26, 2020 and the newly elected members of the Executive Board are the following:

President-Tamie Francis-Mehlville

Vice President-Debbie Jansen-Pattonville

Secretary-Michelle Doering-Pattonville

Treasurer-Marcie Huner-Valley Park

Director-Jennifer Hardin-Pattonville

Laura Heidenreich agreed to serve as Past President for transitioning the new Board.

We would like to thank the previous board, Laura Heidenreich, Sue Roesch, Michelle Doering, Susan Hampel, and JoAnn Greenwell for getting this association up off the ground. We appreciate the time they devoted to organizing our local. This is our third year together and we continue to grow. We have 27 members to date; 19 members renewed and 8 new members. Membership is up 6 members from last year. We hold three meetings each year. This year all meetings were held virtually via Zoom. Our meeting presentations were on Self Care during the Pandemic, Social Media 101, and ended with a sign painting social event. No fundraising or special projects were held. Our audit committee reviewed our finances in April of this year and found our association to be in good standing. Looking forward to meeting in person next year.

