

The Voice

South Carolina Association of Educational Office Professionals, Inc.



SCAEOP Members at the NAEOP Conference



SCAEOP had 40 Members in attendance at the annual NAEOP Conference.

SCAEOP received 2nd Place for the Rachel Maynard Award for Excellence in Communication - State Category 2.

SCAEOP Affiliate Richland County AEOP received 2nd Place for the Website Award : Non-Professional Local Category.

WWW.SCAEOP.ORG

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SCAEOP MAILING ADDRESS

4611 Hardscrabble Rd
Suite 109, PMB-3
Columbia, SC 29229

SCAEOP OFFICERS

Kimmetta Tidwell, CEOE
President
ktidwell@fairfield1.org

Ruth James, CEOE
President-Elect
ruth.james@beaufort.k12.sc.us

Gervonder Brown
Vice President
gebrown@fairfield1.org

Clarice McKnight, CEOE
Secretary
cmcknight@gcsd.k12.sc.us

NEWSLETTER COMMITTEE

Sharon McLean, CEOE
Newsletter Editor
smclean@gcsd.k12.sc.us

Delroy Robinson
drobenson@gcsd.k12.sc.us

Mission Statement

Our mission is to raise the standards of educational office professionals through education, recognition and networking.

NAEOP Conference

Salt Lake City, UT

Congratulations to the following SCAEOP Members who were recently installed on the 2022-2023 NAEOP Board.

Paula Rosenberger, CEOE - Immediate Past President
Melody Wise Butler, CEOE - Southeast Area Director
Marybeth Gawrys, CEOE - Elementary Council Chair

Congratulations to the following SCAEOP Members who were recently recognized for receiving and/or renewing their CEOE.



Jennifer Hedrick, CEOE
Sydney Rice, CEOE
Gervonder Brown, CEOE
Roxanna Cubero, CEOE
Michelle Pringle, CEOE



Community Service Project

Ronald McDonald House



Where do you turn when your child is born with a serious illness or has been involved in an accident and must be hospitalized? We are fortunate to have an organization such as the **Ronald McDonald House Charities** to help during a time of need. The RMH offers housing and food for families during the hospital stay of their child. In *keeping families close*, our organization can support their endeavors to make the families a little more comfortable.



Generate donations

Shop at smile.amazon.com and we'll donate 0.5% of eligible purchases to your favorite charitable organization—no fees, no extra cost. Donate products to charity

RMHC has created a [wish list](#) of items they need right now. Simply browse, order, and enjoy giving.

When large amounts of aluminum pop tabs are collected at the House, they take them to a recycling center. According to the price of aluminum, the recycling center gives them a check. This check goes back into the House for general operating expenses keeping the doors open to continue to serve families. [Watch this video](#) for more information.



If you prefer to make a donation by mail, please complete the form below and send to the following address:

Ronald McDonald House Charities Columbia, SC
2901 Colonial Drive
Columbia, SC 29203

Please click the button above to take you to the secure online form.

[DONATION FORM](#)

2023 SCAEOP Conference

**Save the Date!!
February 16-19, 2023
Greenville, SC**

Rate Information



Hotel Rate: The conference room rate is \$149 per night, plus 12% tax (single & double occupancy; triple & quad at a higher rate). Parking is \$7.00 per night. ****Please note parking is with the city garage located next to the hotel and is not affiliated with Hyatt Regency.**** The hotel is located at 220 North Main Street, Greenville, South Carolina, 29601. Registration link coming soon!!

Conference Registration: The conference registration rate is \$250 for members; \$200 for retirees; \$275 for non-members. Registration info coming soon!!
****There will be a \$75 late registration fee.****

Member Spotlight

Paula Rosenberger, CEOE - Richland County (Dist 2)

Paula Rosenberger is originally from Raceland, Louisiana, and came to South Carolina in 2005 when her husband of 33 1/2 years, John, was stationed at Fort Jackson. John and Paula have two children, Karen and Jonathan, and two adorable grandsons.

Mrs. Rosenberger has been an educational office professional for 16 years. She has worked in Fairfield County School District as the administrative assistant to the Principal and in Richland School District Two as the main office receptionist, discipline secretary, Assistant to the Director of Student Services, Student Data Coordinator/Attendance Secretary/Discipline Secretary at Longleaf Middle School and her current position of Administrative Assistant to Mr. Robert Jackson, Principal of Westwood High School.



She loves working in the educational setting and currently holds the national distinction of CEOE, Certified Educational Office Employee. She enjoys being an active member in the local, state, and national educational office professional associations. These organizations have helped Mrs. Rosenberger grow personally and professionally.

She is a Past President for her local association, Richland County Association of Educational Office Professionals, and has chaired and served on committees at the state and national level to include Co-Conference Chair of the 2017 National Conference. She has served as the NAEOP Mid-Atlantic Area Director and currently holds the position of NAEOP Immediate Past President.

Affiliate Renewals

LaToya Felder, CEOE - Affiliations Committee Chair

The SCAEOP affiliation membership year is May 1 to April 30. Affiliation applications and dues should be submitted beginning **May 1**. **Renewal applications must be postmarked or emailed by September 15, in order for the affiliate to be eligible for awards and scholarships.**

Affiliation Dues are TWENTY DOLLARS (\$20.00) plus TEN cents (\$.10) per local association member. This amount is computed on your association's total membership, not just those who are both local affiliate and SCAEOP members.

When submitting your affiliation renewal packet, please ensure that the following documents/information are enclosed in the packet:

1. [Application for Affiliation Renewal](#)
2. A copy of the affiliate's Bylaws
3. Check made out to "SCAEOP" to cover dues (\$20.00 plus \$.10/member)
4. Paying online select the Affiliation Annual Dues \$20.00, select the .10 cents per Members Count \$0.10 and select the Credit/Debit Card Convenience Fee \$5.00 which is located at the bottom of the [Affiliate page](#) on SCAEOP website.

If you pay your dues online, you will need to send a copy of your application and bylaws to LaToya Felder, CEOE at cfelder@dd4.k12.sc.us.

Affiliation renewals will be approved when all of the above materials have been submitted.

Upon approval, each affiliate will receive notification that their renewal has been received, processed, and approved for active status for the 22-23 year.

Please visit the SCAEOP website (www.scaeop.org) and click on the "Membership" tab, followed by the "Affiliates" option, to access and retrieve a "SCAEOP Application for Affiliation".

If you have any questions, please do not hesitate to contact LaToya Felder, CEOE at cfelder@dd4.k12.sc.us

Nominations & Elections

Nominations are now being accepted to serve on the SCAEOP 2022-2023 Board.



- President-Elect
- Vice President
- Secretary
- Area 1 (Calhoun, Dorchester, and Orangeburg Counties)
- Area 2 (Aiken, Bamberg, and Barnwell Counties)
- Area 3 (Clarendon, Lee, Sumter, and Williamsburg Counties)
- Area 4 (Chesterfield, Darlington, Dillon, and Marlboro Counties)
- Area 9 (Berkeley and Charleston Counties)
- Area 10 (Anderson 1 and Anderson 2 Counties)
- Area 11 (Edgefield, Lexington, McCormick, and Saluda Counties)
- Area 12 (Florence and Marion Counties)

Please click [HERE](#) to view descriptions of all available positions. If you are interested in serving on the board or would like to nominate someone to the board please contact Mary Beth Bowers at 864-355-0003 or mbowers@greenville.k12.sc.us.

Professional Standards Program

One of the benefits of being a member of SCAEOP is an opportunity to earn the distinction of being a certified office professional.

As you may or may not know, PSP (Professional Standards Program) is a certificate you can earn. Obtaining your PSP is the first step to becoming a Certified Educational Office Employee (CEOE). Your PSP and CEOE are distinctions that office professionals can attain by being members of National Association of Educational Office Professionals (NAEOP). Listed below is an overview table of the requirements needed to obtain your PSP/CEOE. This certification program is based on **education**, work experience, **professional development points**, and **association involvement**(responsibility).

At A Glance

Professional Standards Program (PSP) Certificate Requirements-**if you do not have a degree the criteria is noted below:**

Certificate Level Work Experience Education/In-service Association Responsibility

Without college degree

College Degree	Work Experience	Education Hours	Association Involvement
Associate Degree	4 years	+60 hours	10 points
Bachelor Degree	4 years	+60 hours	10 points
Master Degree	4 years	+60 hours	10 points
Doctoral Degree	4 years	+60 hours	10 points

With college degree

Certificate Level	Work Experience	Education Hours	Association Involvement
Basic	4 years	210 clock hours	10 points
Associate Professional	4 years	300 clock hours	10 points
Advanced I	4 years	390 clock hours	10 points
Advanced II	4 years	480 clock hours	10 points
Advanced III	4 years	570 clock hours	10 points

Please feel free to contact me for any additional information.

Clarice S. McKnight, CEOE ~ Chairperson- cmcknight@gcsd.k12.sc.us

Did You Know?

Anyone is invited to attend SCAEOP board meetings? Due to social distancing, we cannot have in person guests right now; however, you are welcome to view the meeting. To receive viewing info, please sign up [HERE](#)

The starfish story

By: Loren Eiselay

One day a man was walking along the beach when he noticed a boy picking up and gently throwing things into the ocean.

Approaching the boy he asked: "Young man, what are you doing?"

The boy replied, "Throwing starfish back into the ocean. The surf is up and the tide is going out. If I don't throw them back, they'll die."

The man laughed to himself and said, "Do you realize there are miles of miles of miles of beach and hundreds of starfish?" "You can't make any difference."



After listening politely, the boy bent down, picked up another starfish and threw it into the surf, then smiling at the man, he said: "I made a difference to that one."

Inspiration Corner

Submitted by: Tina Gilliard-Rice, CEOE
SCAEOP Inspirational Leader

Ways & Means ITEM of the MONTH

Fleece Vest (\$20)
Women's Polo Shirt (\$20)
Men's Polo Shirt (\$20)
Rain Jacket (\$15)

SCAEOP.ORG/SCAEOP-STORE-FRONT

Check out these SCAEOP Webpage features

- Check out our [Professional Growth Events](#) Tab often for PD opportunities
- New [Professional Tips](#) are posted here each week
- Member Directory with emails and birthdates can be found [here](#)

Board Meeting Schedule

September 10, 2022
November 12, 2022
January 14, 2023

These dates are subject to change

PSP Recipients

Congratulations to the following members who recently completed the PSP program and received their CEOE distinction.

Gervonder Brown, CEOE Fairfield County
Michelle Pringle, CEOE Fairfield County

Interested in learning more about the Professional Standards Program? Contact Us!

Clarice S. McKnight, CEOE ~ Chairperson cmcknight@gcsd.k12.sc.us

Newsletter Committee

It takes all of us to make The Voice newsletter a success. Please do not hesitate to submit articles, events, photos, and just plain old good news.

We appreciate the support you give us and love to hear about ways we can improve. The Voice is published six times a year (May, August, October, December, February, and April).

Contributing materials are welcome and should be sent to the editor via email:

smclean@gcsd.k12.sc.us, d robinson@gcsd.k12.sc.us, or shakinna.murray@beaufort.k12.sc.us

We reserve the right to accept, edit, or reject any material submitted. The deadline for contributing materials for the next issue is the 21st of September.

Your 2022-2023 Newsletter Staff

Sharon McLean, CEOE - Editor

Delroy Robinson - Contributing Staff

Shakinna Murray - Contributing Staff



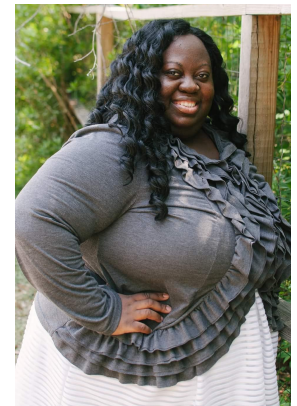
Sharon McLean, CEOE

District: Georgetown
Position: Senior Secretary/Bookkeeper



Delroy Robinson

District: Georgetown
Position: Student Placement Specialist



Shakinna Murray

District: Beaufort
Position: Student Services Administrative Assistant for Special Education



Connect with us on social media and Check out our YouTube channel!