



The Voice

Volume 36, Issue 1 March 2022

WWW.SCAEOP.ORG

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Newsletter Committee:

Sharon McLean, CEOE, Editor

For questions, comments, suggestions and contributions, please contact our newsletter committee by emailing smclean@gcsd.k12.sc.us



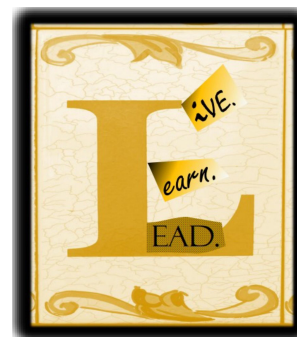
Greetings SCAEOP,

I would like to thank you once again for the opportunity to serve as your 2022 – 2023 president. I am truly humbled, thankful and excited to have this opportunity to lead such an amazing organization. Please know that there is no “me” without “you” and it will take all of us working together to move this association forward.

Our theme for this year is “*Live. Learn. Lead.*” This theme allows us to embrace life while learning and pushes us to become leaders on the local, state and national levels. We must understand that time is so precious and we must learn to pour into ourselves and into others on a daily basis.

In closing, please know that I am committed to serving this organization and its members to the best of my ability. I look forward to a year full of personal and professional growth as we “*Live. Learn. Lead.*”

Kimmetta Tidwell, CEOE
SCAEOP 2022-2023 President
ktidwell@fairfield1.org



Mission Statement

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

Conference Highlights

The 40th Annual Conference was held in Myrtle Beach, SC. The Embassy Suites was our host for the final time. We had 174 registered members join for the weekend event which included 30 first timers!

Mr. Mason Gary opened the event with his motivating presentation on Joy on the Journey. In which, he shared quotes, books, and people that inspire him.

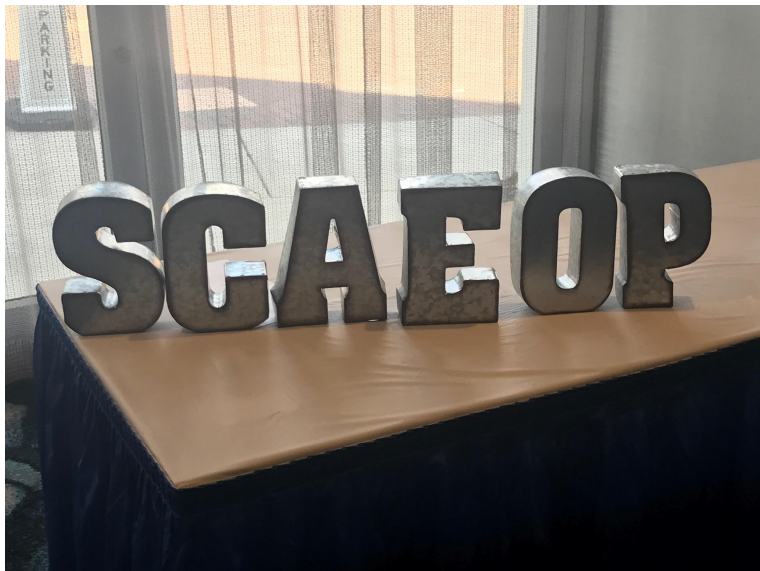
We followed that with some excellent Team Building Activities, which encouraged us to think outside the box, meet new people and ponder the year to come by writing a letter to our future selves.

During the Recognition Luncheon we recognized Affiliate and Member Recruitment & Attendance, Student Scholarships, CEOE/CESE Recipients, Administrator of the Year, as well as the Office Professional of the Year.

New this year was the “Luncheon with a little bit of Fashion” which was held on Saturday. Members were entertained while being educated on do’s and don’ts of fashion in the workplace.

The installation banquet was held on Saturday evening, where Ms. Kimmetta Tidwell, CEOE was installed as the 40th President of SCAEOP, along with her board. The theme for the year is Live, Learn, Lead.

We ended the conference with our closing keynote speaker, Dr. J.R. Green, who inspired us to live, learn and lead by sharing stories of his own life, lessons he has learned along the way, and the people who have inspired him.



First Timer Testimonials

I absolutely enjoyed my first time going SCAEOP! I enjoyed everything! Meeting new people and networking. The keynote speaker that closed out the conference was amazing to me, Dr J.R. Green! I can't wait until next year!

Rochelle McManus
Chesterfield County School District

I really had a great time attending my first SCAEOP 2022 Conference. I enjoyed the friendly people, food, and workshops. All the sessions I attended were informative and enjoyable. I took with me the topic of leadership/priorities, "A hundred years from now it will not matter what your bank account was, the sort of house you lived in, or the kind of car you drove. But the world may be different because you were important in the life of a child/human being".

Vervitine Thompson
Richland School District One

I really appreciate having the opportunity to experience an event such as our 2022 SCAEOP Conference. I felt it was very informative. It provided me with information to assist me with my day-to-day activities here at work. It also allowed me the opportunity to network with others within our organization. I was amazed at the level of support the organization provides to the many organizations within the communities. I am very excited to be a member of such a wonderful prestigious group of people. I look forward to growing within this organization.

Paulette Dennison
Georgetown County School District

The keynote speakers were great. I learned a lot of valuable information from Mr. Mason Gary and Dr. J. R. Green about self-discipline, self-motivation, and appreciating our blessings. Also, Vonnie Wigfall was great. Learned more about motivation and inspiration. Met some amazing office professionals and want to work on my CEOE. Awesome weekend all together and looking forward to next year!!

Melissa Polk
Hampton County School District

I truly enjoyed my experience. I left the conference with a wealth of information and new friends.

Christine Lewis
Richland School District 2

Scholarship Recipients

Marian Garrett Student Scholarship
Jason Dillard



General Student Scholarship
Alora Orr



Member Dependent Scholarship
Ny'Asia Witter



Dot Aiken Scholarship
Kaylee Hayes
(granddaughter of Wilma D. Hayes, CEOE)



Membership Recipients

Congratulations to the four winners of the NAEOP free membership, courtesy of NAEOP President Paula Rosenberger, CEOE

- Cathleen Barnett - Colleton County School District
- Melissa Polk - Wade Hampton High School
- Christine Lewis - Richland School District Two
- Patricia Sabb - Williamsburg County School District

Award Recipients

Office Professional of the Year
Brian Weston, CEOE

Administrator of the Year
Inger Ferguson



Affiliate and Member Recognition

Member Recruitment

- 1st Place \$75 Prize - Brian Weston, CEOE Richland 2 - Recruited 21 new members
- 2nd Place \$50 Prize - Laurie Cannon, CEOE Richland 2 - Recruited 5 new members
- 3rd Place \$25 Prize - Jennie Goff, Pickens - Recruited 3 new members

Fun Fact: We had a total of 120 new members join SCAEOP this year!

Affiliate Attendance

- 1st Place - Richland County - 51 members in attendance
- 2nd Place - Georgetown - 16 members in attendance
- 3rd Place - Beaufort - 10 members in attendance

Fun Fact: Out of 85 school district in the state we had 26 school districts represented at this year's conference.

PSP Recipients

Jennifer Consentino, CEOE
 Kathleen Elmore, CEOE
 Deneitra Jackson, CEOE
 Vikki Mullinax, CEOE
 Sydney Rice, CEOE
 Daphne Smith, CEOE
 Sherilynn Williams, CEOE

Roxanna Cubero, CEOE
 Janet Herman, CEOE
 Michelle LiBrizzi, CEOE
 Amelia A. Powers, CEOE
 Kelli Scott, CEOE
 Melissa Webber, CEOE

Recertified

Sandra Baker, CEOE
 Vermelle McCrea, CEOE
 Alicia Mercer, CEOE

Marybeth Gawryls, CEOE
 Clarice McKnight, CEOE
 Melody Wise Butler, CEOE

New Members

November 2021

Shakira Abraham (Richland 1)
 Katrina Barnes (Richland 1)
 Melissa Billie (Richland 1)
 Penelope Caughman (Richland 1)
 Hope David (Richland 1)
 Danielle Fain (Richland 1)
 Delores Goodwin (Richland 1)
 Sandra Jamison (Richland 1)
 Valencia Keeler (Richland 1)
 Meredith Mallett (Richland 1)
 Ericka McIntee (Richland 1)
 Stacey Nesmith (Richland 1)
 De'Nitra Reese (Richland 1)
 Patricia Sims (Richland 1)
 Vervitine Thompson (Richland 1)
 Olethia Warren (Richland 1)
 Melissa Webber (Richland 1)
 Carolyn Wilson (Richland 1)

Jill Asouzu (Richland 1)
 Stephanie Beamus (Richland 1)
 Kimberlin Boykin (Richland 1)
 Teonica Cooper (Richland 1)
 Jade Dewitt (Richland 1)
 Gerald Gantt (Richland 1)
 Sharon Jackson (Richland 1)
 Jeanette Jones (Richland 1)
 Candice Lartman-Nelson (Richland 1)
 Jacinda McDuffie (Richland 1)
 Latonya Murgaugh (Richland 1)
 Patricia Pollard (Richland 1)
 Deborah Scott (Richland 1)
 Ramona Suber (Richland 1)
 Melita Tillman (Richland 1)
 Dana Weaver-Pushia (Richland 1)
 Shari Williams (Richland 1)
 Paula Wrighten (Richland 1)

January 2022

Mindy Epps (Lexington 1)
 Sherry Martin (Anderson 4)

Christine Lewis (Richland 2)

2022-2023 Board

Officers

<i>President</i>	Kimmetta Tidwell, CEOE	ktidwell@fairfield1.org
<i>President Elect</i>	Ruth James, CEOE	ruth.james@beaufort.k12.sc.us
<i>Vice President</i>	Gervonder Brown	gebrown@fairfield1.org
<i>Secretary</i>	Clarice McKnight, CEOE	cmcknight@gcsd.k12.sc.us
<i>Immediate Past President</i>	Mary Beth Bowers, CEOE	mbowers@greenville.k12.sc.us

Area Directors

<i>Area 1</i>	Latoya Felder, CEOE	<i>Area 10</i>	<i>Unfilled at this time</i>
<i>Area 2</i>	<i>Unfilled at this time</i>	<i>Area 11</i>	<i>Unfilled at this time</i>
<i>Area 3</i>	Tamara Collier	<i>Area 12</i>	<i>Unfilled at this time</i>
<i>Area 4</i>	Sharon Price	<i>Area 13</i>	Trudie Ivie
<i>Area 5</i>	Jennifer Dyarmett, CEOE	<i>Area 14</i>	Doris Redmond-Burns
<i>Area 6</i>	Michelle Pringle	<i>Area 15</i>	Claudia Cohen, CEOE
<i>Area 7</i>	<i>Unfilled at this time</i>	<i>Area 16</i>	<i>Unfilled at this time</i>
<i>Area 8</i>	Vanessa Gresham	<i>Area 17</i>	Jennie Goff
<i>Area 9</i>	Donna Newton, CEOE		

4-Year Appointed Positions

<i>Meeting Site Coordinator</i>	Brian Weston, CEOE
<i>Membership Recorder</i>	Cheryl Grantham, CEOE
<i>Treasurer</i>	Laurie Cannon, CEOE
<i>Website Coordinator</i>	Jennifer Hedrick, CEOE

Annually Appointed Positions

<i>Conference Chair</i>	Melody Wise Butler, CEOE
<i>Community Service</i>	Sydney Rice, CEOE & Bridget Bookert, CEOE
<i>Historian</i>	Mary Beth Bowers, CEOE
<i>Inspirational Leader</i>	Tina Gilliard-Rice, CEOE
<i>Newsletter</i>	Sharon McLean, CEOE
<i>Parliamentarian</i>	Lakeisha Jenkins-Cribb
<i>Presidential Advisors</i>	Georgette Council, CEOE & Melody Wise Butler, CEOE
<i>Presidential Aides</i>	Linda Alexander & Bridget Bookert, CEOE
<i>Past President Liaison</i>	Mary Beth Bowers, CEOE
<i>Retirees Liaison</i>	Jackie Zuraw, CEOE
<i>Ways and Means</i>	Melody Wise Butler, CEOE

Interested in Joining a Committee?

No matter your interests, we are sure to have a place for you. Any of our committees would be happy to have you and the ideas/input that only you can provide.

Reach out to the chairperson of the committee you are interested in to get more information about how you can help.



2022-2023 Committee Chairpersons

Administrator of the Year Committee

Michelle Pringle

mbpringle@fairfield1.org

Affiliations Committee

LaToya Felder, CEOE

cfelder@dd4.k12.sc.us

Budget & Finance Committee

Claudia Cohen, CEOE

ccohen@gcsd.k12.sc.us

Bylaws/Long Range Planning Committee

Donna Newton, CEOE

dlbnnewton@gmail.com

Conference Committee

Melody Wise Butler, CEOE

mbutler@richland2.org

Community Service Committee

Bridget Bookert, CEOE

bridget.bookert@richlandone.org

Sydney Rice, CEOE

srice@gcsd.k12.sc.us

Member Scholarship Committee

Jennie Goff

jenniegoff@pickens.k12.sc.us

Newsletter Committee

Sharon McLean, CEOE

smclean@gcsd.k12.sc.us

Nominations & Elections

Mary Beth Bowers, CEOE

mbowers@greenville.k12.sc.us

Office Professional of the Year Committee

Trudi Ivie

tivie@greenville.k12.sc.us

PSP Committee

Clarice McKnight, CEOE

cmcknight@gcsd.k12.sc.us

Public Relations Committee

Doris Redmond-Burns

doris.redmondburns@jcsd.net

Student Scholarship Committee

Sharon Price

sprice@chesterfieldschools.org

Ways and Means Committee

Melody Wise Butler, CEOE

mbutler@richland2.org

Community Service Project



Ronald McDonald
House Charities®
of the Carolinas

Keeping families close



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](#)

Resources

- **Article from the American Society of Administrative Professionals**
[Leadership: From Aspirations to Reality](#)

- **Tech Tip:**

Mind your language –Digital communication has made many of us careless about spelling and grammar. Don't let these important skills fall by the wayside when communicating digitally. It can appear disrespectful and will give co-workers the sense that you don't care enough and are unprofessional.

<https://www.aerotek.com/en-au/insights/9-tips-for-using-technology-the-right-way-at-work>

- **Parliamentary Procedure Tip:**

Only one subject may be before a group at one time. Each item to be considered is proposed as a motion which usually requires a "second" before being put to a vote. Once a motion is made and seconded, the chair places the question before the council by restating the motion

Only one person may speak at any given time. When a motion is on the floor, an order of speaking is prescribed by Robert's Rules, allowing the mover of a motion to speak first, so that the group understands the basic premise of the motion. The mover is also the last to speak so that the group has an opportunity to consider rebuttals to any argument opposing the motion.

Each item presented for consideration is entitled to a full and free debate. Each person speaks once until everyone else has had an opportunity to speak.

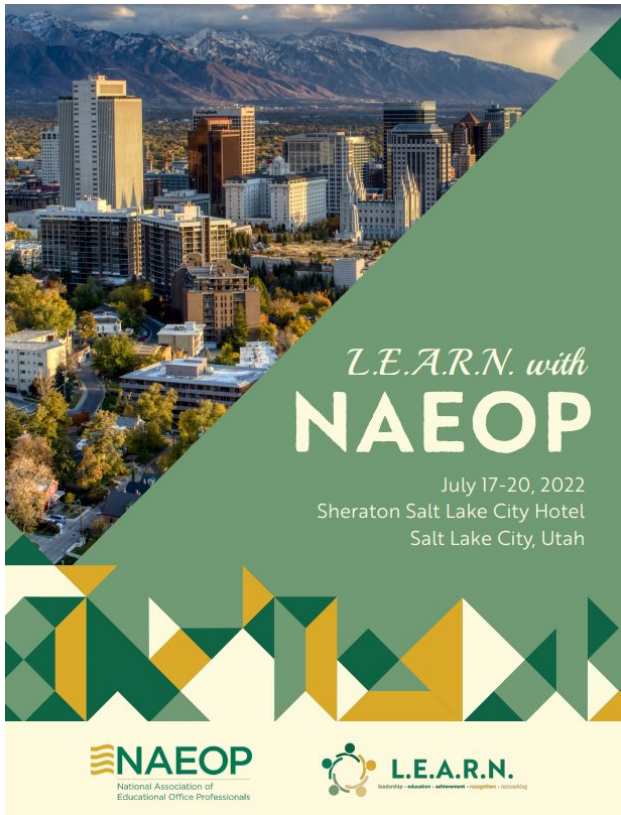
Message from Keith Price,

Superintendent of Georgetown County School District

Hello to all SCAEOP superstars,

In a year where we thought things would be easier, we quickly learned that was not the case. With each new challenge that comes our way, we are sure to be successful if we remain committed and supportive of one another. Your leadership in your role is essential for school and district success. Lead, learn, and serve has never been a more appropriate, and needed, motto for SCAEOP and I applaud all of you for the way you accept this challenge. Best wishes for a wonderful 2022.

News From NAEOP



CONFERENCE BROCHURE

AT A GLANCE SCHEDULE

HOTEL INFORMATION

Sheraton Salt Lake City Hotel
150 W 500 S
Salt Lake City, UT 84101
Phone: (801) 401-2000

Room rates are \$139.00. Overnight parking is complimentary. For any guests coming just for the day, there will be a \$5.00 parking fee at the parking kiosks throughout the hotel lots for 10 hours of parking.

[CLICK HERE TO RESERVE YOUR ROOM!](#)

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

Our 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.

National Association of Educational Office Professionals
 521 First Street, PO Box 10
 Milford, NE 68405
 Phone: 316-942-4822 | Email: staff@naeop.org
<https://naeop.org/>

Newsletter Committee News

Hello SCAEOP Members!

I am excited to be able to create and share The Voice with each of you. The Newsletter Committee is dedicated to keeping you updated on SCAEOP news and giving you a newsletter that you enjoy.

Below you will find a schedule of when the newsletter will be published throughout the year along with submission deadlines for each issue.

<u>Newsletter Issue</u>	<u>Submission Deadline</u>
May 2022	April 15, 2022
July 2022	June 15, 2022
September 2022	August 15, 2022
November 2022	October 15, 2022
January 2023	December 15, 2022

Are you creative? Do you have an eye for design? If you are interesting in assisting with the newsletter, I will be happy to have you!

Respectfully,
Sharon McLean, CEOE
smclean@gcsd.k12.sc.us

Upcoming Events

April 15	May 14	July 17-20
Submission Deadline for next Newsletter	Board Meeting	NAEOP Conference

Check us out on Social Media!

