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Newsletter Committee

Tonia Jenerette, Editor

Tamara Collier, Committee Member

Erin Phelps, Committee Member

Questions? Suggestions?
Comments? Contributions?
Please contact the Newsletter
Committee at
scaeopnewsletter@gmail.com.

President's Call: Our Story



As this year's President, I have chosen the theme "Our STORY." In this role, it is my passionate goal that every member embraces the association and their personal: Successes, Talents, Opportunities, Recognitions and Year. The books symbolize stories that have been written and serve as a reminder that we have the opportunity to write "Our STORY" each day.

One of the most important aspects of being a successful office professional is the willingness to participate in professional development that provides best practices and opportunities to evolve in the 21st Century. It is our responsibility, as an organization, to encourage and support our fellow Office Professionals to be lifelong learners.

Your loyalty and commitment to this association, supports my confidence in knowing that this will be a productive year as we embark on long term goals, a new community service project and new professional development opportunities. Remember to stay involved, ask questions, and join a committee. YOU are SCAEOP!

Christie H. Knight

SCAEOP President 2018 - 2019

Mission Statement

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

Introducing the SCAEOP Board of Officers

President Christie Knight



Title: Bookkeeper & Secretary to the Principal

Location: Newberry Elementary School, Newberry, SC

Hobbies: Reading, Traveling, The Lake, & Watersports

Contact Info: scaeoppresident@gmail.com

President Elect Eronda Jackson, CEOE



Title: Administrative Assistant

Location: Richland Northeast High School,
Columbia, SC

Hobbies: Sewing, Crafting, Family Bonding, Shopping, &
Exercising

Contact Info: scaeoppe@gmail.com

Vice President Melody Wise Butler, CEOE



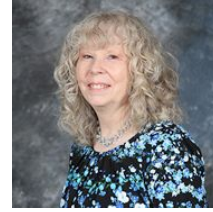
Title: Bookkeeper

Location: Richland Northeast High School,
Columbia, SC

Hobbies: Family & Friends' Bonding, Shopping,
Reading, & Football Fanatic

Contact Info: scaeopvp@gmail.com

Secretary Carol Brown, CEOE



Title: Bookkeeper

Location: Lexington County School District One,
Lexington, SC

Hobbies: Crafting & Reading

Contact Info: scaeopsecretary@gmail.com

Immediate Past President/Past President Liaison Tina Gilliard-Rice, CEOE



Title: Office of Student Services

Location: Kensington Elementary School,
Georgetown, SC

Hobbies: Serving, in various capacities, as a
member of First Calvary Missionary Baptist Church

Contact Info:

scaeopimmediatepastpresident@gmail.com



The Homeless Period



Project

SCAEOP

Community Service Project

It is my privilege to announce that we will be partnering with the Homeless Period Project this year to provide the basic necessities for the women and girls in our communities and schools throughout South Carolina. Did you know that feminine products are the least donated products to homeless shelters? Did you know that many girls in our schools do not have access to these necessities? For many women and girls the implications of living without these necessary supplies are serious... it's the difference between attending school or work, between peace of mind and humiliation or between infection and health. This project is 100% volunteer based and I was so excited to let HPP know that the organization now has 500 new volunteers for the year!! More information will be coming to your local affiliate presidents.

For more information contact SCAEOP Community Service Chair, April Turner, CEOE, at scaeopcommunityservice@gmail.com

Support women.

Restore dignity.

Give hope.

#PERIOD



Professional Development Opportunities Available

Have you truly considered all the benefits of being an affiliate of SCAEOP? If your association is an affiliate of SCAEOP you may request through Field Service a SCAEOP board member to:

Present a keynote address

Present a workshop

Promote SCAEOP

Install officers

Board members have a number of presentation topics for you to choose from. A completed Field Service Request Form along with a donation to Field Service should be sent at least 60 days prior to the event to the president elect for approval and scheduling. What better way to utilize President Knight's theme Our Story! than to participate in and support the professional development programs offered by SCAEOP. We look forward to working with affiliate representatives and all who are interested in professional development for their members. Please contact President Elect Eronda Jackson, CEOE at scaeoppe@gmail.com, if you need information or have questions regarding the Field Service Program.





Meet the SCAEOP Area Directors



Area 1
(Calhoun, Dorchester, Orangeburg)
Latoya Felder
Contact Info: scaeoparea1@gmail.com

Area 2
(Aiken, Bamberg, Barnwell)
Vacant

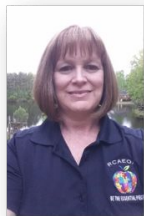
Area 3
(Clarendon, Lee, Sumter, Williamsburg)
Bea Simon, CEOE



Title: Administrative Assistant/Bookkeeper
Location: Manning Primary School, Manning, SC
Hobbies: Helping Others, Reading, & Attending Worship Services
Contact Info: bsimon@csd2.org

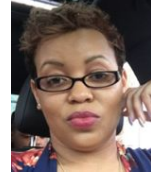
Area 4
(Chesterfield, Darlington, Dillon, Marlboro)
Sharon Price
Contact Info: sprice@chesterfieldschools.org

Area 5
(Kershaw, Richland)
Nona Montoya, CEOE



Title: District Mailroom Coordinator
Location: Richland School District Two, Columbia, SC
Hobbies: Spending Time With Family & Friends
Contact Info: scaeoparea5director@gmail.com

Area 6
(Chester, Fairfield, Lancaster)
Kimmetta Tidwell, CEOE



Title: Secretary/Bookkeeper
Location: Fairfield County School District, Winnsboro, SC
Hobbies: Shopping, Traveling, & Spending Time With Family & Friends
Contact Info: ktidwell@fairfield.k12.sc.us

Area 7
(Cherokee, Spartanburg)
Vacant

Area 8
(Abbeville, Greenwood, Laurens, Newberry)
Tammy Wilson



Title: Finance Specialist
Location: Newberry School District, Newberry, SC
Hobbies: Travel
Contact Info: scaeoparea8director@gmail.com

Area 9
(Berkeley, Charleston)
Michelle Scott, CEOE
Contact Info: scaeoparea9director@gmail.com

Area 10
(Anderson 1, Anderson 2)
Vacant

Area 11
(Edgefield, Lexington, McCormick, Saluda)
Susan Bailey, CEOE
Contact Info: scaeoparea11director@gmail.com



Meet the SCAEOP Area Directors



Area 12

(Florence, Marion)

Vanessa Ellison, CEOE

Contact Info: scaeoparea12director@gmail.com

Area 13

(Greenville)

Cheryl Reynolds, CEOE



Title: Service Center Representative

Location: Greenville County School District,
Greenville, SC

Hobbies: Watching Live Bands and Concerts

Contact Info: scaeoparea13director@gmail.com

Area 14

(Allendale, Beaufort, Colleton,
Hampton, Jasper)

Sandra Woods, CEOE

Contact Info: scaeoparea14director@gmail.com

Area 15

(Georgetown, Horry)

Yolanda Bradford



Title: District Human Resources Receptionist

Location: Georgetown County School District,
Georgetown, SC

Hobbies: Attending Church, Shopping, Couponing,
Reading, and Fellowshiping with People

Contact Info: scaeoparea15director@gmail.com

Area 16

(Union, York)

Vacant

Area 17

(Anderson 3, Anderson 4,
Anderson 5, Oconee, Pickens)

Lindy Shaw

Contact Info: scaeoparea17director@gmail.com

SCAEOP Affiliates

Anderson AEOP
Beaufort AEOP
Berkeley AEOP
Calhoun AEOP
Charleston AEOP
Fairfield County AEOP
Florence County AEOP
Georgetown County AEOP
Greenville County AEOP
Jasper County AEOP
Lexington District One AEOP
Newberry County AEOP
Orangeburg County AEOP
Richland County AEOP
SCAEOP Past Presidents
AEOP of Sumter County
Upstate AEOP
Williamsburg County AEOP



Professional Standards Program

About SCAEOP

The South Carolina Association of Educational Office Professionals originated in 1982. Since that time, SCAEOP has been affiliated with the National Association of Educational Office Professionals and endorsed by the South Carolina Association of School Administrators.

Code of Ethics

As educational office professionals, we affirm our belief that an education is the birthright of every person and pledge ourselves to the preservation of that right. We recognize the special province of the professional educator and the significance of the responsibilities assumed by the educator. We also recognize the unique role of the educational office professional and the importance of the contribution made in such a position.

Organization & Purpose

SCAEOP is dedicated to promoting recognition of the contributions of office professionals to the educational programs of this state and to elevating the standards of educational office professionals within the state thereby improving the quality of service to school and community.

The Professional Standards Program (PSP) is a voluntary certification program established by the National Association of Educational Office Professionals (NAEOP) to encourage office professionals to grow professionally. Continuing education is essential to allow for the rapidly changing conditions in the profession and in the field of education. The program is designed as a series of five levels in Option I and nine levels in Option II. Achievement in the program is recognized by the awarding of certificates based on education, experience, and professional activity. The enrollment for the Certified Educational Office Employee (CEOE) distinction may be applied for after successful completion and receipt of the Advanced III, Option I, or Associate Degree or higher under Option II certificates. You must be a member of NAEOP to make application for PSP certification.

The program is governed by the PSP governing board. The PSP committee makes recommendations to the governing board, and the final decision is made by the NAEOP Board of Directors.

There are three filing deadlines each year:

January 15

May 15

September 15

For more information regarding the Professional Standards Program please contact:

Nona Montoya, CEOE

scaeoparea5director@gmail.com

Presenting the SCAEOP 4 Year Term Appointed

Positions Meeting Site Coordinator Laurie Cannon, CEOE



Title: Administrative Assistant
Location: Lake Carolina Elementary, Blythewood, SC
Favorite Quote: "I can do all things through Christ who gives me strength" (Philippians 4:13).
Contact Info: scaeopesc@gmail.com

Membership Recorder Mary Beth Bowers, CEOE Contact Info: scaeopmembership@gmail.com

Website Coordinator Jennifer Hedrick, CEOE



Title: Student Data Coordinator
Location: Blythewood High School, Blythewood, SC
Hobbies: Supporting Westwood High School Athletics, Participation in Monthly Book Clubs, Photography, Walking Local "5K Runs", Creating Banquet Decorations and Door Wreaths
Contact Info: scaeopwebmaster@gmail.com

Treasurer Vickie McIntyre, CEOE Contact Info: scaeopfinance@gmail.com





One S.T.O.R.Y. - with a bump by Dr. James Ann Sheley, Assistant Superintendent, Richland School District Two

In March 2018, I had the opportunity to present at the South Carolina Association of Educational Office Professionals Conference (SCAEOP) in Myrtle Beach, South Carolina. It was an incredible experience to be surrounded by over 300 educational office professionals who were actively seeking to learn and to grow professionally. The buzz of excitement was literally palatable as I explored the various conference offerings.

The theme of the conference was Our S.T.O.R.Y. - Successes, Talents, Opportunities, Recognitions, Year. It is powerful to acknowledge we all have our S.T.O.R.Y. and none of us should hesitate to share our story as it may indeed inspire others.

As I reflect on inspiration, I've decided to tell you a true story about a little boy born in 1953 in a small town in Georgia. This little boy's name was Michael Brooks and he grew up with his mom, dad, three brothers, and a sister. His dad was a butcher in a meat market, and his mom worked in a cafeteria. Life wasn't always easy as money was tight and resources were very limited. However, his mom took the family to church every Sunday, walking them there and back home to the projects where they lived.

When Michael Brooks started school, his mom noticed that sometimes he turned words around, and he had a really hard time writing and reading. In third grade, his friends realized something very special about Mike. He could run. He could run for long distances and very fast. Because of his outstanding athletic ability, Michael Brooks was able to play all sports in high school. But, it was on the track field where he really excelled. Out of approximately 200 races in high school, he lost one.

As a senior in high school Mike realized that unlike his friends, he had no plans. His two very best friends were set to go to Furman University in Greenville, South Carolina, and the other to the University of Georgia.

Mike wanted to go to college, but didn't know how as this was something no one in his family had ever experienced. So, his coach began to explore options for him to possibly get a scholarship so he could attend college.

Mike traveled to Georgia College to try out for basketball, Newberry College for football and Georgia Southern for baseball. He also had a recruiting visit to Auburn for track and field where the coaches wanted him to try out with a guy from another state to compare Mike's ability. During the try out at Auburn, he was intentionally bumped, fell, and as a result struggled during the tryout. He finished the race but had a terrible finishing time. Mike did not get into Auburn, but he didn't let that setback deter his desire to find a way to go to college.

At the Georgia state track and field meet that June, the coach from the University of South Carolina saw Michael Brooks compete, but wanted to see him run again before making any decisions. Plans were made for Mike to run in the Atlanta Track Classic.

Mike knew this could possibly be his opportunity. At that competition, he ran his best time ever by 3 seconds earning a scholarship to the University of South Carolina (USC). This young guy from a small town in Georgia had absolutely no idea what to expect in college. Although he had been raised to always work hard and do the right thing, he had no resources to help him navigate through those first months at USC. Academics were challenging, especially English. In fact he had to take English 101 three times. But failure was not an option; he did not want to go back to the kaolin mines in Georgia.

Mike's work ethic and ability to build relationships continued to move him forward through English, his chosen degree of education.

And he was named a three time all American in 800 meters, intermediate hurdles, and an NCAA National Champion in the 4 X 800 meter relay.

In 1976, Michael Brooks competed for the Olympic trials, but missed qualifying by 1 hundredth of a second. Mike ran his fastest race ever of 50.7 against Edwin Moses that day. Edwin Moses later became the 1976 US Olympic Gold Medalist with a time of 48.7 seconds.

In 2017, at the age of 64, Michael Brooks rode in the Assault on Mount Mitchell - a 102 mile bike ride that ends at the highest elevation east of the Mississippi River. This small town Georgia boy is still considered a hero in his family, and in his hometown. One can even see his name posted at the USC track's Jim Schaper Walk of Fame.

As you continue your own S.T.O.R.Y., I would like for you to take a little of Michael Brooks with you. A small town Georgia boy who graduated from college with a degree in education, went on to get his master's from the University of Georgia, and who will forever cherish not just his athletic honors, but the relationships that helped to carve who he is as a man today.

You may wonder who this Michael Brooks is.....well, he is actually, Michael Brooks Sheley, my husband. He told me to be sure to share with you the following:

1. Always believe in yourself.
2. Work hard and persevere - even if you get bumped.

As we travel through this one wild and crazy life we have, I'd like to encourage you to enjoy every minute, and to stay in the present. As Sam Bashiry says, "Your future is not written by your past. Nor is it written by someone else. You are the one holding the pen, so make the story of your life a great one." Mike accepted many challenges growing up. I hope you will do the same as you strive to become the difference in your community - even when those bumps come along.

Announcing the SCAEOP Annually Appointed Positions

Annual Meeting/Conference Co-Chair

MaryBeth Gawrys, CEOE

Title: Student Data Coordinator/Registrar

Location: Lake Carolina Elementary,
Blythewood, SC

Contact Info: scaeopconference@gmail.com

Community Service Chairman April Turner, CEOE

Contact Info:

scaeopcommunityservice@gmail.com

Chaplain/Inspirational Leader Joann Alvin, CEOE



Title: Administrative Assistant to the Director of
Student Services

Location: Jasper County School District,
Ridgeland, SC

Hobbies: Spending Time with Family and Friends

Contact Info: joann.alvin@jcsd.net

Annual Meeting/Conference Co-Chair

Paula Rosenberger, CEOE



Title: Assistant to the Director of Student Services
Location: Richland 2 School District, Columbia, SC

Contact Info: scaeopconference@gmail.com

Historian Luke Luesing, CEOE



Hobbies: Reading, Learning, Photography,
Movies, Traveling

Contact Info: scaeophistorian@gmail.com



Announcing the SCAEOP Annually Appointed Positions

Mentoring Chairman Gervonder Brown

Contact Info:

scaeopmentoringchair@gmail.com

Parliamentarian Brian Weston, CEOE

Contact Info:

brian.weston@richlandone.org

Presidential Advisor Georgette Council, CEOE



Title: Executive Assistant to the Superintendent

Location: Richland 2 School District, Columbia, SC

Hobbies: Traveling, Bowling, Reading, Shopping

Contact Info: scaeop.ppb@gmail.com

Retiree Liaison Patricia Prioleau, CEOE



Title: Staff Secretary/Bookkeeper, Retired

Location: R.D. Schroder Middle School, Hollywood, SC

Hobbies: Singing, Reading, Sewing, Volunteering at Church

Contact Info: prioleaurav@aol.com

Presidential Advisor Jill Averyhart, CEOE



Title: Executive Assistant to Assistant Superintendents

Location: Richland 2 School District, Columbia, SC

Contact Info: scaeop.ppa@gmail.com

Presidential Aide Sandra Baker, CEOE



Title: Administrative Assistant/Bookkeeper to the Director of R2i2

Location: Richland 2 School District, Columbia, SC

Hobbies: Crafts, Scrapbooking, Cooking, Flowers, Playing Games on iPad, Spending Time with Family

Contact Info: scaeoppresaide1@gmail.com



Conference Corner

We are so excited to be your 2019 Co-Conference Chairmen. We need your help!!!! Please email us @ scaeopconference@gmail.com and let us know what committee(s) you would like to help with.

- AV
- Breakfast
- Briefings
- Door Prizes
- First Timers
- Hospitality
- Publication/Printing
- Registration
- Sponsorships

We are also looking for an affiliate to host the Awards Luncheon and one to host the Member Luncheon.

Thank you in advance for volunteering to help us make this the best conference yet!!!

Marybeth Gawrys, CEOE, and
Paula Rosenberger, CEOE

Conference Resources

**2018 SCAEOP, North Myrtle Beach, SC
March 1-4 2018**

[Dr. Gary Presentation](#)
[Amazing Grace](#)

Michael Jr
[Knowing your Why?](#)

Georgette Council, CEOE
[How to Present like a Pro](#)

Beth Still
[Google Resource](#)

Reggie Wicker and Stacy Farr
[Putting your Emotions to Use](#)

Jill Averyhart, CEOE
[Aspiring Board Members](#)

Betty Parker
[Managing Conflict](#)
[Communicating with Respect](#)

Please click on titles of resources to receive detailed information, or visit the SCAEOP website (www.scaeop.org), under the "Professional Growth" tab, then click on "2018 Conference Resources".





Calendar of Events

October 25-26, 2018

[Mid-Atlantic Area Professional Development Days](#)

February 28, 2019- March 3, 2019

Hilton Hotel North Myrtle Beach [click here](#)

February 5-9, 2020

Embassy Suites in Myrtle Beach

February 3-7, 2021

Embassy Suites in Myrtle Beach

Board Meeting Dates

Meet and greet at 9:30 a.m. (light refreshments) with board meeting beginning promptly at 10:00 a.m.

September 8, 2018

**Richland School District Two,
Columbia Place Mall**

7201 Two Notch Rd, Columbia, SC 29223

November 3, 2018

**Richland School District Two,
Columbia Place Mall**

7201 Two Notch Rd, Columbia, SC 29223

January 19, 2019

**Richland School District Two,
Columbia Place Mall**