

The Voice

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Newsletter Chairman
Crystal Myers
crystal.meyers@ocsd5.net

Notes from the President

Are you enjoying your Destination SCAEOP journey so far? I know I am. The 2016-2017 SCAEOP Board moved forward in their journey with their first board meeting May 14, 2016. Check out the Board Brief on the SCAEOP website (visit www.scaeop.org) and see exactly what the board has been working on. The board is here to serve you, so if you have any questions or suggestions please provide feedback so we can travel further faster. Remember, never be satisfied with seeing things as they are, but look for ways to make them better.

One way you can make things better is to help fill vacant positions on the board. If you are ready to move into a leadership position, please note the following board vacancies: Area Director 2 (Aiken, Bamberg, and Barnwell), 10 (Anderson 1 and 2) and 16 (Union and York) and a number of District Liaisons. If you are interested in serving on the board, please contact me (javeryhart@richland2.org).

The next two years are going to be very exciting for SCAEOP. November 3-4, 2016, SCAEOP will be hosting the 2016 Mid-Atlantic Area Professional Development Days in Myrtle Beach, SC, and the NAEOP Annual Conference and Institute in Greenville, SC, July 12-15, 2017.

You can register now for the Mid-Atlantic Area Professional Development Days by visiting the Mid-Atlantic Area website (www.mid-atlanticaarea.com). When you attend the professional development days you have the opportunity to come away with 12 hours of PSP education credit.

We know you will want to give of yourself, your talent and time to help SCAEOP put on a successful national conference in July 2017. Please contact Conference Chairmen Paula Rosenberger and Melody Wise Butler to volunteer for committees and/or obtain additional information regarding the national conference. prosenberger@fcsdchromebooks.us and mbutler@richland2.org.

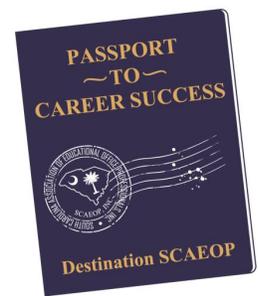
This is going to be an exciting SCAEOP year, so grab your Passport to Career Success and let the Destination SCAEOP journey continue.

Jill Averyhart, CEO
President
javeryhart@richland2.org
803-738-3206

Our Mission Statement

The mission of the South Carolina Association of Educational Office Professionals is to raise the standards of educational office professionals in our state through professional and personal growth opportunities; recognition of professional achievements; participation in a specifically-designed certification program; promotion of integrity; pride in our profession; networking and fellowship with other educational office professionals.

Board Meeting



Greetings,

I had the pleasure of attending my first board meeting on Saturday, May 14, 2016, at the Richland Two Conference Center in Columbia, SC.

I was a little nervous at first, but as I walked in the room, Jill Averyhart greeted me with a huge hug and thanked me for coming. I knew I would be fine after that warm welcome.

The meeting was productive. I enjoyed being a part of the board and contributing to the continued success of our organization. Success is sure to be experienced by all because of the impressive goals the board members are achieving.

The retirees would like to thank all of you who supported them during the 2016 SCAEOP State conference. The 50/50 tickets, \$200.00 tickets, and "Trash to Treasures" table was an enormous success. The recipients of the scholarships will truly be blessed because of your generosity.

I look forward to seeing you in July at the NAEOP Conference in St. Louis, MO.

Tena Ponteau, CEOE

SCAEOP-R President 2016-2017

My theme is: "Retired and inspired to grow by our dreams."

SCAEOP Historian News

First, let me start by saying thank you to Office Depot for donating a new all-in-one printer to our SCAEOP organization. I am in the process of using the scanner for past documents former Historians have recorded. I am also excited to announce the board approved to purchase a digital camera for SCAEOP which will make it more convenient for future Historians to use instead of using their own personal devices. Our first board meeting was held on Saturday, May 14, 2016 at the Richland Two Conference Center in Columbia, SC. Please enjoy Board Meeting pictures below. I look forward to taking this journey with you and receiving any input you may have.

Marybeth Gawrys, CEOE

Historian



Membership Recruiting

**B. Y. “Cukye” Nelson-Khaalid, CEOE
Vice President**

Passport to Success – Destination SCAEOP...NAEOP too! Great ideas are in the air for 2016-2017! What’s in the best interest of the association, what will most benefit the members, and our profession are some of the things we focus on. In continuing our purpose, we must continue to encourage and promote growth in the state and national associations. The membership recruiting committee asks all members reach out to superintendents, administrators, friends, and co-workers. Enlighten them on our purpose, all the benefits, and all the fun of being part of SCAEOP. Have them go to our website, www.scaeop.org, and see what we are about. Your area director, district liaison, or a committee member are here to help. Great things are in the air!

Cukye Nelson-Khaalid, CEOE – Chairperson
cukye.nelson@sumterschools.net
803.775.0658, ext. 1500

Committee:

Pamela Lance, CEOE
plance@gcsd.k12.sc.us

Michelle Scott, CEOE
scottmic@bcstdschools.net

Darlene Montgomery, CEOE
darlene.montgomery@richlandone.org



Calendar of Events

July 13-16, 2016	NAEOP Conference St. Louis, MO
September 10, 2016	SCAEOP Board Meeting Charleston, SC
November 3-4, 2016	Mid-Atlantic Area PDD Myrtle Beach, SC
November 5, 2016	SCAEOP Board Retreat Myrtle Beach, SC
January 21, 2017	SCAEOP Board Meeting Columbia, SC
March 2-5, 2017	SCAEOP Annual Conference Myrtle Beach, SC





Looking for a Few Good Members

The Nominating Committee is looking for officer candidates for the 2017-2018 SCAEOP Year. Are you passionate about SCAEOP, like people, intelligent, willing to listen to both sides of an issue before making a well-informed decision, a hard worker and up for a challenge? Then **YOU** are the person we want.

If you don't feel you fit this profile, think about others who do and encourage them to allow their name to be put up for nomination.

Area Directors need only to be employed in the represented district. **No Prior Experience Necessary**.....we provide on the job training!

President Elect, needs to have **served at least two years** on the Executive Board and be a member of NAEOP. Should it become necessary for a candidate to qualify for direct nomination to the office of President, the candidate shall meet the same qualifications as a candidate for the office of President Elect. The President Elect shall automatically become President upon completion of a one-year term as President Elect or in the event of a vacancy in the office of President.

Vice President, needs to have **served at least one year** on the Executive Board and be a member of NAEOP.

Secretary, the nominee must be an active member of SCAEOP and shall be a member of NAEOP. **No Prior Experience Necessary.**

We are also looking for **Area Directors** for:

Area 1 Calhoun, Dorchester, Orangeburg

Area 2 Aiken, Bamberg, Barnwell

Area 3 Clarendon, Lee, Sumter, Williamsburg

Area 4 Chesterfield, Darlington, Dillon, Marlboro

Area 9 Berkeley, Charleston

Area 10 Anderson 1, Anderson 2

Area 11 Edgefield, Lexington, McCormick, Saluda

Area 12 Florence, Marion

Please let any of us know if you'd like to widen your horizons by running for SCAEOP office by contacting any of the Election Committee Members.

Donna Lazar, CEOE, Chairman
donna.lazar@spart5.net

Robyn Dawson
southernnyank1721@gmail.com

Gloria Felder
gloria.felder@sumterschools.net

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

Carol Brown, CEOE
cbrown@lexington1.net

Professional Standards Program (PSP) Committee

WHAT IS THE PROFESSIONAL STANDARDS PROGRAM (PSP)?

The PSP is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. The privilege of participation is open to active and retired members only.

The program is designed as a series of five (5) levels in Option I and nine (9) levels in Option II. The awarding of a certificate based on education, experience and professional activity recognizes each level of achievement in the program. The current highest level certificate must be recertified five (5) years from issue date or upgraded according to the guidelines to be considered current by NAEOP.

A member who applies for and/or currently holds the Advanced III, Option I or Association Degree or higher under Option II is qualified to apply for the distinction of Certified Educational Office Employee (CEOE).

The Program is governed by the Professional Standards Program governing body, referred to as the Governing Board. The PSP Committee makes recommendations to the Governing Board. The final decision is made by the NAEOP Board of Directors.

If you are interested in improving in every area of your life and becoming a lifelong learner, please contact Sylvia Sullivan at ssullivan@lexington1.net.

PSP Filing Deadlines: September 15, January 15 and May 15

PSP Committee
Sylvia Sullivan, Chairman
Ginger Johnston
Michelle Scott, CEOE

Member Scholarship Committee

Did you know SCAEOP:

- has a scholarship for its MEMBERS
- has financial assistance for members entering or upgrading in PSP
- could award YOU a Member Scholarship more than once
- makes it very easy to get a Member Scholarship APPLICATION online
- has an application submission DEADLINE of December 1st
- awards a maximum \$500 Member Scholarship
- can help you achieve your educational GOALS
- can help you earn your CEOE distinction
- can assist you in career ADVANCEMENT
- can make you FEEL REAL GOOD by awarding you the Member Scholarship If you didn't know these things, you do now! Why wait? APPLY NOW!

Member Scholarship Guidelines and Application can be found at www.scaeop.org. If you would like more information about this opportunity, please contact ssullivan@lexington1.net.

Member Scholarship Committee
Sylvia Sullivan, Chairman
Vickie McIntyre, CEOE
Susie Bailey, CEOE

Congratulations PSP/CEOE Recipients

The following SCAEOP members met the May 15 PSP deadline for PSP/CEOE qualification:

- Sandra Baker, CEOE
- Melody Wise Butler, CEOE (Upgrade)
- Rachel Corvi, CEOE
- Marybeth Gawrys, CEOE
- Jennifer Hedrick
- Pamela Lance, CEOE
- Karen McAlister, CEOE
- Vermelle McCrea, CEOE (Upgrade)
- Linda Nelson, CEOE
- Michelle Scott, CEOE
- Bea Simon, CEOE
- Carolyn Wilson, CEOE

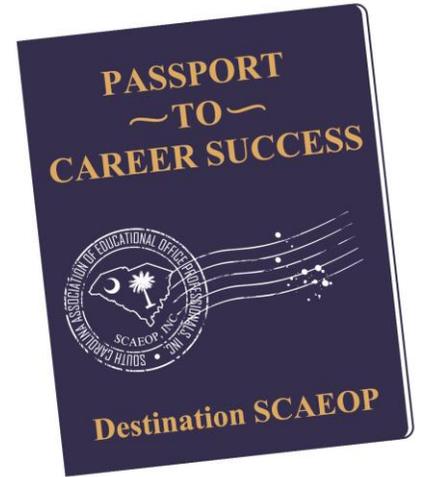
2017 SCAEOP Conference Reminder

The 2017 Annual SCAEOP Conference is scheduled for March 2-5, 2017. Remember to bring the conference bag and name tag holder you received at last year's conference. Only first time conference attendees will receive a conference bag and name tag holder at the 2017 conference. Please contact the conference co-chairmen for additional information.

Melody Butler
mbulter@richland2.org
 E. Lorraine Gardner
ethel.gardner@richlandone.org



2016 - 2017 NEWSLETTER COMMITTEE



Denise Washington

Administration
Office
Dorchester
District Four



Wanda Smith

Special
Services
Lexington
District One



Crystal Myers

Orangeburg
Wilkinson High
School



Area 15 (Georgetown and Horry Counties)

As the Area 15 Director, and with the assistance of Clarice McKnight, CEOE, District Liaison, I was honored to install the Georgetown County AEOP (GCAEOP) slate of new officers and committee chairmen for 2016-17 at our 16th Annual Installation Ceremony on May 24th. It was a beautiful occasion! The theme of ***Reaching for the Stars***, chosen by Janet Herman our new president, was reflected throughout the evening. Karen Wilson, our school district Director of Transportation, was recognized as the GCAEOP Administrator of the Year. Special thanks were given to our administrators and school Board members for their continued support of our local association. A free one-year SCAEOP membership was given to Marilyn Grant, CEOE, Senior Secretary for Plantersville Elementary. Welcome back to SCAEOP, Marilyn.



Special Honor for GCAEOP Founding Member Alicia Mercer, CEOE

Alicia Mercer New Member Scholarship

In honor of our founding member, Ms. Alicia Mercer, CEOE, Mr. Doug Jenkins, our Director of Human Resources, gave us a donation of \$200.00 for a GCAEOP membership drive. This money will be used to pay for five new local memberships per year for the next four years. Mr. Jenkins's goal for this initiative is to increase our association's numbers and for employees to see all the wonderful opportunities our local organization has to offer and to honor one of our founding members for her hard work and continued dedication. For this reason, this endeavor will be called the ***Alicia Mercer New Member Scholarship***. Mr. Jenkins wishes GCAEOP continued success. I extend a special thank you to Mr. Jenkins for his generosity, thoughtfulness and support of our association!

It is time to start thinking about nominating your fellow office professionals that you would like to see recognized for their hard work and achievements. Here is the link to information about the Betty Blanton Office Professional of the Year award and the application: <http://www.scaep.org/office-professional-of-the-year.html>. Please feel free to contact me with any questions or if you would like to serve on my committee.

Jacqueline S. Zuraw, Area 15 Director
Office Professional of the Year Committee Chairman
jazuraw@gcsd.k12.sc.us

Mid-Atlantic Area Scholarships



Congratulations Aaliyah Rice!

The Mid-Atlantic Member Dependent Scholarship is an undergraduate program scholarship available for children or grandchildren of active, life, or retired members of the National Association of Educational Office Professionals residing or working in the Mid-Atlantic Area. This year the Mid-Atlantic Area will award two \$500 scholarships. Congratulations to Aaliyah Rice from South Carolina and Daija Monroe from Virginia for being named this year's award recipients.

2016 NAEOP CONFERENCE AND INSTITUTE

All in just 4 days you can boost your productivity, develop new skills, expand your professional network, learn best practices, and increase your value. How? Attend the 2016 NAEOP Conference and Institute, July 13–16, 2016, St. Louis, MO. Visit www.naeop.org and register now.

Contact javeryhart@richland2.org if you are attending the 2016 NAEOP Conference.

Smart Networking Strategies



- One of the reasons people attend a conference is for the networking opportunities. Here are some suggested conversation starters: 1) Ask for opinions. People love to share their opinions. 2) Comment on the conference event. Find an interesting tidbit you learned in a presentation and comment on it. 3) Use people's name tags. It provides useful information about the person.
- Speaking of name tags - when you are at a business event, pin your name tag near your right shoulder. The reason is as you extend your hand in greeting, the gaze of the person you are meeting can easily follow your extended arm back to the name tag.
- When you attend an event bring business cards. Practice introducing yourself in one sentence. You are going to be meeting a lot of new people and you want your introduction to be polished and professional. Introduce yourself to those sitting around you and hand them your business card; ask for their business card.

Stay Connected with SCAEOP

Did you know SCAEOP hosts a variety of social media sites to communicate with SCAEOP members? You can use these social media platforms to connect with like-minded professionals such as educational office professionals, educators, administrators, sponsors and office professional associations across the state and nation. Help us reach others in our career field by using these SCAEOP social media platforms.



The SCAEOP Facebook page is a great way to stay connected with SCAEOP members across the state and nation by sharing your personal stories, adventures, photos and links.



Pinterest is a visual bookmarking tool that helps you discover and save creative ideas. The SCAEOP Pinterest page offers tips on organizing your office, traveling, technology, nutrition, dressing for success, and the list goes on and on.



Twitter is a microblogging site with a 140-character text limit. The SCAEOP Twitter page allows members to communicate and stay connected through the exchange of quick, frequent messages called tweets. It's easy to share all sorts of multimedia content in tweets.

All of the SCAEOP social media platforms provide direct access to the SCAEOP website where you can find valuable information on the benefits of SCAEOP membership.

Visit www.scaeop.org.



2016-2017 SCAEOP Board

Officers

President Jill Averyhart, CEOE
President Elect Tina Gilliard-Rice, CEOE
Vice President Cukye Nelson-Khaalid, CEOE
Secretary Louise Snipes, CEOE
Immediate Past President Georgette Council, CEOE

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lsnipes@richland2.org
gcouncil@richland2.org

Area Directors

Area 1 Director Crystal Myers
Area 2 Director (Vacant)
Area 3 Director Bea Simon, CEOE
Area 4 Director Vanessa Pearson
Area 5 Director Carla Young, CEOE
Area 6 Director Kimmetta Tidwell-Turner
Area 7 Director Donna Lazar, CEOE
Area 8 Director Nikki DeShields
Area 9 Director Angela Davis
Area 10 Director (Vacant)
Area 11 Director Sylvia Sullivan
Area 12 Director Vanessa Ellison, CEOE
Area 13 Director Cheryl Marshall
Area 14 Director Sandra Woods
Area 15 Director Jacqueline Zuraw
Area 16 Director (Vacant)
Area 17 Director Lindy Shaw

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jazuraw@gcsd.k12.sc.us

shawl@anderson3.k12.sc.us

4 Year Term Appointed Positions

Meeting Site Coordinator Laurie Cannon, CEOE
Membership Recorder Mary Beth Bowers, CEOE
Treasurer Christie Knight
Website Coordinator Sarah Harris, CEOE

lcannon@richland2.org
mbowers@greenville.k12.sc.us
cknight@newberry.k12.sc.us
saharris@richland2.org

Annually Appointed Positions

Annual Meeting/Conference Chairmen
Lorraine Gardner and Melody Wise Butler, CEOE

ethel.gardner@richlandone.org
mbutler@richland2.org
nmontoya@richland2.org
jsinkler@richland2.org
mgawrys@richland2.org
gderamus@richland2.org
tcox@richland2.org
albertha.mikell@jcsd.net

Chaplain/Inspirational Leader Nona Montoya, CEOE
Community Service Chairman JoAnne Sinkler, CEOE
Historian Marbeth Gawrys, CEOE
Mentoring Chairman Gloria Deramus
Parliamentarian Tammy Cox, CEOE
Past President Liaison Albertha Johnson-Mikell, CEOE
Presidential Advisors
Donna Lazar, CEOE and Lynda Rigsby, CEOE

donna.lazar@spart5.net
rigsbyl@apps.anderson1.org

Presidential Aides
Sandra Baker, CEOE and Claudia Cohen, CEOE

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ccohen@gcsd.k12.sc.us
ponteautg@gmail.com

Retiree Liaison Tena Ponteau, CEOE