



President's Message

Dana Hoffman, CEOE
Westlake City School District
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Happy Spring!

It feels refreshing just to say Happy Spring. Changes are upon us. Temperatures gradually rise, animals come out of hibernation, and some plants begin to peak out of the soil while seeds are ready to be planted. I wonder, what's new for you?



Speaking of flowers and seeds, I recently saw this social media post and thought it was cute enough to share (credit William Wordsworth).

Another part of the beauty of Spring is how it is celebrated around the world. I thought I would share some interesting and little-known traditions. I hope the thought of these celebrations makes you smile.

Thailand – Songkran Water Festival: Locals and tourists alike take to the streets, equipped with cannon-sized water guns, pressure hoses and buckets, ready to drench anyone in their path. Children, adults, and the elderly take part in the tradition, dancing in the streets to loud music.

Northern India – Holi: It involves throwing colored powder at one another, which pays tribute to the many hues of the spring season as well as events from Hindu mythology.

Gloucester, England – Cooper's Hill Cheese Rolling: It's a lot more dangerous than the name would lead you to believe. A wheel of cheese is thrown down the very steep hill and one second later competitors throw themselves down after it. The first one to cross the finish line wins. Bruises, bloodied knees, and broken bones aren't uncommon side-effects of this intense tradition. A slightly rougher way to welcome Spring.

Bosnia – Cimburijada: At the crack of dawn, people gather by the banks of the Bosna river, where a communal meal of scrambled eggs is prepared. Together, people share their breakfast eggs with friends, families, and visitors while drinking and listening to music together to mark the first day of spring.

Mexico – Spring Equinox in Teotihuacan: Thousands of people, traditionally dressed in white, gather at the Teotihuacán Pyramid to climb the 360 steps to the top of the Pyramid where they raise their arms towards the sky and bask in the sun's warmth as they "soak up" energy for the year.

In whatever way you celebrate, enjoy Spring and be well. If you have some fun traditions you would like to share, please do so on our EOPO Facebook page. I will look forward to seeing you there.

Dana Hoffman, CEOE

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“Let’s Grow Together” at E.O.P.O. 2022 Annual Conference



Conference - Friday, October 7, 2022

Conference Location

Otterbein University

1 S. Grove St., Westerville, OH 43081 - Phone: 614.823.1173

Hotel Reservation

193 Drury Inn & Suites, Columbus Polaris

8805 Orion Place, Columbus, OH 43240 - Phone: 614.854.0216

www.druryhotels.com (Cost: \$123 per night - Groups Name: EOPO)



Thursday, October 6, 2022

Join us at the Drury Inn & Suites
“Kickback” Room from 5:30pm - 7pm

for complimentary snacks and cold beverage for those who are staying at the hotel.

For those who aren’t staying at the hotel still join us, the cost will be \$11.99 per person.

All alcoholic beverages are paid for at time of ordering.

Benefits of Registering

1. An affordable registration fee of \$110 per attendees.
2. At time of registration, attendees can apply \$10 off their registration if they are one of the following..
 - A) First Timer (**OR**)
 - B) Register before Early Bird Date
3. Benefit the experience of professional presenters and knowledge of EOPO.
4. Meet new and interesting people with the same career path as you.

“Helping Us Grow” are our presenters...



Steve Haffner (<https://www.stevehaffner.com>)

Each of us has amazing performance potential, but to reach it we must recognize and break through the self-deceptions that are barriers to our success. In this motivational and entertaining program, learn from a former professional magician (a master of deception) **how to achieve “Ta-da!” self-improvements** by recognizing and overcoming the false beliefs and stories that can trick us into negativity, fear and settling for the status quo.



Tandy Pryor (<https://tandypryorcoaching.com/home>)

Owning your power is the key to having more freedom and more opportunity. But I’m talking about a special kind of power. Not the kind you wield over others. Not the kind that requires you to push your way through. “I’m talking about **TRUE POWER**. The kind you have when you’ve aligned your purpose and your life’s work with your actions, intentions and physical space.”

When you own what you are here to do...When you clear everything out of the way so you can **be your most potent self** — **no longer watered down, cluttered or distracted...**

Think about it. If you’re no longer wasting your precious energy on distractions, habits or addictions—and no longer saying, doing or being what you think others want you to say, do or be — **what would be possible for you?**

Committee Reports

National Association of Educational Office Professional (NAEOP) - Katherine Reichley, CEOE



NAEOP has been an invaluable part of my growth as an educational office professional. It gave me colleagues from across the United States who understand my work situation, and many have become trusted friends. Over the last year, NAEOP has been working hard to help its affiliates promote their local, state, and area professional development opportunities. Stay informed about in-person and virtual professional development opportunities at

<https://www.naeop.org/pd-opportunities>.

It is spring and time for a road trip. I am attending the Northeast Area Conference in May in Delaware (see details below). I am driving and able to take a couple of people with me. If you are holding back because of transportation, let me know.

Upcoming NAEOP Professional Development Opportunities

- Virtual Spring Summit April 26 & 28, 2022, noon to 3:30 pm EDT: 6 PSP hours; more information at <https://www.naeop.org/virtual-winter-summit>:
 - ◊ “Spring Forward: Ignite Your Spark, Take Bold Action” -Mj Callaway, CSP, CVP
 - ◊ “Get It Done & Bring Your Own Brilliance” - Marci D. Thompson, DES
- Northeast Area Professional Development Conference May 17-19, 2022: Atlantic Sands Hotel, Rehoboth Beach, Delaware; registration is due by April 22 and hotel rooms need booked by April 17; conference materials available at <https://www.naeop.org/ne-area-information>
- NAEOP Annual Conference: July 17-20, 2022, in Salt Lake City, UT; registration information is available at <https://www.naeop.org/annual-conference>

2023 NAEOP Northeast Area Conference - Coming to Ohio

EPO accepted the opportunity to host the Northeast Area of NAEOP professional development conference during the second half of April 2023. We continue to research locations in northeastern Ohio. If you are interested in helping to plan this conference, please contact Katherine Reichley at kreichley@otterbein.edu.

NAEOP Professional Standards Program (PSP) - Katherine Reichley, CEOE

All NAEOP members are eligible to participate in the Professional Standards Program (PSP) which recognizes people for their work experience, education and in-service credits, and participation in associations. At the minimum, you need the following:

- Four years of work experience, two must be in an educational institution or educational affiliated institution
- Education and in-service training measured either in clock hours or by degrees; if you have 210 hours, you can apply – **no college courses required**
- Association responsibility or participation points which are based on professional memberships, committee participation, and leadership roles



Check out the PSP program information on the NAEOP website: <https://www.naeop.org/programs>. Your forms need to be signed by the State PSP Chair before they are submitted to the National Office. I look forward to working with you on this project. Please contact me at kreichley@otterbein.edu to get started.

Committee Reports

Scholarships - Darlene Lewis

Martha L. Leach was a cofounder of EOPO and this scholarship was named in her honor. The member scholarship is available for the purpose of assisting members of EOPO who 1) wish to continue their formal education, 2) wish to work toward a degree, or 3) are pursuing a Professional Standards Certificate through NAEOP.

Lila M. Van Sweringen was one of the cofounders of the Educational Office Professionals of Ohio (EOPO) in 1978. The purpose of EOPO is to promote the professional growth of all persons employed as office personnel in an educational organization in the State of Ohio. EOPO is also associated with the National Association of Educational Office Professionals.

The Scholarship Committee received two applications, one for the Martha Leach Member Scholarship, and one for the Lila M. Van Sweringen Scholarship. Both applicants were well qualified to receive their respective scholarships and the committee voted to award, Dana Hoffman, CEOE with the Martha Leach Member and Anna McIntire with the Lila M. Van Sweringen Student scholarships.



Dana Hoffman, CEOE is our Martha Leach Member Scholarship recipient. She is pursuing her Bachelor degree in Public Relations from Franklin University. Dana has been an EOPO member since 2017 and has held positions on the Awards, Conference Planning, and Ways and Means committees. She is currently serving as the 2021-2022 EOPO President. In addition, she has been an NAEOP member since 2018, where she served on the 2021 Conference Planning committee as Co-Chair of Professional Development for the Pittsburg Conference. Upon degree completion, Dana would like to become a school Communication Coordinator.



Anna McIntire is our Educational Office Professionals of Ohio Lila M. Van Sweringen Student Scholarship recipient. Anna is a Senior at Fort Frye High School with anticipated graduation 2022 and a College Credit Plus student at Washington State Community College with anticipated graduation with a Liberal Arts Associates degree with an Accounting Certificate also in spring 2022. Anna currently carries a 4.0 grade point average at both educational institutions. Anna is active in both academics and extracurricular activities. She is also a competitive member of the Track and Field team. She plans to continue her education at Ohio Northern University majoring in Accounting and Finance.



Dana Hoffman, CEOE & Anna McIntire

Committee Reports

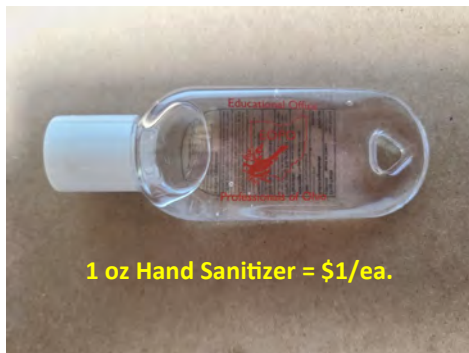
Ways & Means - Kelly Rocco, CEOE

Shop Online for EOPO Spirit Wear...

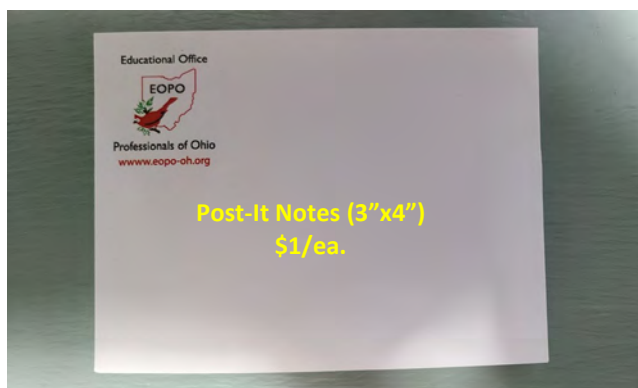
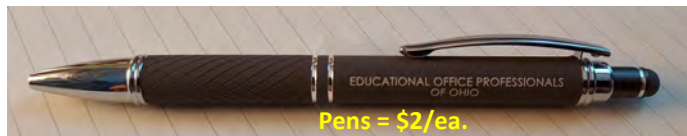
Visit EOPO website to purchase EOPO logoed products such as sweaters, blouses, polos, hand sanitizers, koozies, name badge reel, pen and lots more. We're encouraging you to order something today! Show your EOPO spirit at your office and at future EOPO Conferences.

Visit https://www.customdepotusa.com/EOPO_c_140.html to place your order.

If you have any questions regarding Spirit Wear, please contact Kelly Rocco, CEOE, at krocco@osconline.org.



Name Badge Reel = \$2/ea.



Can/Bottle Koozie = \$2/ea.

Committee Reports

Awards - Lunetta Clark

Deadline for next years application is January 27, 2023, please help get the word out to all districts about our awards program. Thank you.



Nominations & Elections - Karen Sever



Welcome our new Nominations & Elections Director, Karen Sever from ESC of Northeast Ohio in Independence. Karen will begin her position as Nominations & Elections Director on June 1, 2022. Please contact Karen at PH: 216.524.3000 or email at karen.sever@escneo.org if you wish to serve on the committee.

Membership - Veronica Drdek

Welcome our new Membership Director, Veronica Drdek from Baldwin Wallace College, in Berea. Veronica will begin her position as Membership Director on June 1, 2022. Please contact Veronica at PH: 440.826.2156 or email at vdrdek@bw.edu if you wish to serve on the committee.



Board of Director, Secretary - Kristine Kozlowski, CEOE

At March 14, 2022 Board Meeting, the Directors decided to post each board meeting minutes on our website for all members to view. If you're interested in viewing previous and current board meeting minutes, please visit our website, <https://eopo-oh.org/> then sign in under "Member Area Login" to view. Thank you.

Bylaws & Legislation - Katherine Reichley, CEOE

Voting on the EOPO Bylaws changes closed on Friday, March 4. We had 19 people vote and all items were approved. The revised document is an additional attachment to the newsletter email.

Board of Director, Treasurer - Kathy Fordos

On June 1st Kathy Fordos will pass the baton to Jeanette Jordan. Kathy, a great job been done keeping our associations books and budget in line and has been a very active member of the board and conference planning committee. Welcome our new Treasurer, Jeanette Jordan from Winton Woods City Schools in Cincinnati. Please contact Jeanette at PH: 513.619.2311 or email at Jordan.jeanette@wintonwoods.org.

EOPO greatly appreciate the commitment of Kathy Fordos, who served two terms as Treasurer and Evelyn Urbin, who served as Nominations & Elections Chair.

We are also grateful for those who have stepped into roles as committee members and we want to encourage our members to continue to get involved.



Membership Application

Educational Office



Professionals of Ohio

EDUCATIONAL OFFICE PROFESSIONALS OF OHIO

Membership
Application

Name _____
Last First MI

Mailing Address:

City State Zip + 4

School/District Name: _____

County _____ Position _____

Phone # (Work) _____ (Home) _____

Fax # (Work) _____ (Home) _____

Email (Work) _____ (Home) _____

Birth Month and Day _____

I heard about EOPO through _____

Member of the National Assn of Educational Office Professionals (NAEOP)? Yes No

CEOE Certification? Yes No

Please send information about NAEOP Yes No

New \$20.00

Renewal \$20.00

Associate \$15.00

Retired \$10.00

(Membership is one full year from membership date)

Mail To:

Kathy Fordos, Treasurer
19702 Lorain Road
Fairview Park, OH 44126

Professional Development Opportunities

• EPO Annual Conferences

- ◆ October 7, 2022 - Columbus, OH
- ◆ October 6, 2023 - Cleveland, OH

• NAEOP

- ◆ April 19 - Book Club, see page 3 for details
- ◆ April 26 & 28 - Spring Summit, see page 3 for details
- ◆ May 17-19, 2022 Northeast Area Professional Development Day in Rehoboth Beach, Delaware (see separate attachment flier for more details)
- ◆ July 17 - 20, 2022 Annual Conference in Salt Lake City, Utah (see separate attachment flier for more details)
- ◆ 2023 NAEOP Northeast Area Conference coming to Ohio



• American Society of Administrative Professionals:

- ◆ They continue to post weekly freebies and great articles. Here are links to some on [Setting and Maintaining Boundaries](#) and [Approaches to Networking](#). Check them out.
- ◆ FREE resource regarding empathy in the workplace. High empathy leads to success in the workplace, stronger relationships, and better quality of life. It's one of our fall conference speakers. Check her out, click on the link. <https://www.youtube.com/watch?v=PqHwUBTFv3Q>

- April 1, 2022, Cuyahoga Community College Free Women's Summit (virtual), click on the link below.

<https://www.tri-c.edu/advancing-women-in-equity-and-inclusion/the-womens-summit/index.html>

Happy Birthday to you in 2022...



April

- Jackie Flood - 5
- Lunetta Clark, CEOE - 7
- Beth-Anne Zaenger, CEOE - 8
- Teresa Wittmer, CEOE - 11
- Bonnie Kelly - 14
- Lori Bulkoski - 15
- Amber Kuftic - 15
- Betty Bradshaw - 21
- Paulette Ryan - 30

May

- Rhonda Cochran - 4
- Sadie Blauvelt - 6
- Kelly Rocco, CEOE - 19
- Mattie Lockett - 25
- Michele Newton, CEOE - 26
- Helen Serrano - 26
- Cindy Goga, CEOE - 27
- Sandi Jackson - 29

June

- Susan Belliston, CEOE - 2
- Judith Daniels - 8
- Kathy Fordos - 8
- Shawna Corbin - 9
- Stephanie Huber - 16
- Katherine Reichley, CEOE - 22
- Karen Sever - 29

Important 2022 Dates to Remember...

- April 1 - April Fool's Day & Ramadan Begins
- April 10 - Palm Sunday
- April 13 - Ash Wednesday
- April 14 - Holy Thursday
- April 15 - Good Friday
- April 16 - First Day of Passover
- April 17 - Easter
- April 18 - Tax Day
- April 22 - Earth Day
- April 23 - Last Day of Passover
- April 27 - Administrative Professionals' Day
- May 1 - Ramadan Ends
- May 3 - Teacher Day
- May 5 - Cinco de Mayo
- May 8 - Mother's Day
- May 30 - Memorial Day
- **June 11 - Board of Directors Meeting**
- June 14 - Flag Day
- **June 15 - Newsletter Deadline**
- June 19 - Father's Day



2021-2022 Board of Directors



President

Dana Hoffman, CEO
Westlake City School District
Administrative Assistant to Superintendent
hoffmand@wlake.org



Retiree Committee Chair

Michele Newton
Retired
micheleanewt@gmail.com



President-Elect

Lisa Zuk
Westlake City School District
Administrative Assistant to Dir. Business Affairs
zuk@wlake.org



Webmaster Chair

Lori Dietz
Polaris Career Center
Executive Assistant to Superintendent
webmaster@eopo-oh.org



Vice President

Coleen Vogelgesang, MPA
Mariemont City School District
Executive Assistant to the Superintendent
cvogelgesang@mariemontschools.org



Scholarship Chair

Darlene Lewis
Marion Technical College
Administrative Assistant
lewisd@mtc.edu



Secretary

Kristine Kozlowski, CEOE
ESC of Northeast Ohio
Project Assistant for Student Wellness Dept.
secretary@eopo-oh.org



Marketing & Social Media Chair

Lisa Zuk
Westlake City School District
Administrative Assistant to Dir. Business Affairs
zuk@wlake.org



Treasurer

Kathy Fordos
ESC of Northeast Ohio
Administrative Assistant, Passport Program
treasurer@eopo-oh.org



Ways & Means Chair

Kelly Rocco, CEOE
Ohio School Council
Program Manager
krocco@osconline.org



Membership Director



Sunshine Chair

Lucy Morgan
Bethel Tate Local School District
Budget Specialist
contactlmorgan@gmail.com



Past President & PSP Chair

Katherine G. H. Reichley, CEOE
Otterbein University
Email: kreichley@otterbein.edu



Awards Chair

Lunetta Clark, CEOE
Cleveland Hts.-University Hts. C.S.D.
lclark@chuh.org



Nominations & Elections



About Educational Office Professionals of Ohio (EOPO)

WHAT IS EOPO?

The Educational Office Professionals of Ohio (EOPO) is a professional organization for all educational office personnel in Ohio. It is not a bargaining unit and does not enter into negotiations with any educational system.

WHAT IS THE PURPOSE OF EOPO?

The purpose of the Educational Office Professionals of Ohio is to promote professional growth to all persons employed as office personnel in an educational organization in the State of Ohio.

WHO MAY BELONG?

Any person employed in an educational office in the State of Ohio or anyone retired from an educational office position is invited to join EOPO.

HOW DID EOPO COME ABOUT?

A nucleus of interested educational office personnel from all over Ohio, spearheaded by Martha Leach and Lila Van Sweringen, met in Cuyahoga Falls on May 13, 1978. A name and purpose for the organization were chosen, and EOPO became a reality.

BENEFITS OF MEMBERSHIP:

- **Marketing & Social Media** - *The Buckeye Bulletin*, a quarterly publication to members
- **Martha L. Leach Member Scholarship** - a \$500 scholarship awarded annually to a qualifying member pursuing higher education
- **Peer Recognition** - *Jacquelyn S. Myers Office Professional of the Year Award* presented to a member nominated by his/her peers based on personal and professional accomplishments
- **Administrator Recognition** - *Educational Administrator of the Year Award* presented to a currently employed educational administrator nominated on the basis of his/her personal and professional achievements and contributions in education.

POPS - Past Ohio Presidents

President: Katherine G.H. Reichley, CEOE
Otterbein University
1 S. Grove St. - Westerville, OH 43081
PH: 614.823.1173
Email: kreichley@otterbein.edu

EOPO BOARD MEETINGS

All board meetings are open to the membership.
Check the website for specific dates and places.

Past Ohio Presidents

2019-21 Katherine Reichley, CEOE, Otterbein University
2017-19 Mary Beth Smith, Great Oaks Career
2016-17 Cathy Kerns, CEOE, Logan-Hocking Schools
2014-16 Katherine Reichley CEOE, Otterbein Univ.
2012-14 Bonnie Armitage, Otsego Local
2011-12 Cindy Goga CEOE, ESC of Cuyahoga County
2009-11 Donita Smith CEOE, Great Oaks Career
2008-09 Bonnie Armitage, Otsego Local
2007-08 Donita Smith, Great Oaks Career
2006-07 Cindy Goga, ESC of Cuyahoga County
2004-06 Leanne Long, ESC of Cuyahoga County
2003-04 Audrey Bonar, Rolling Hills Local
2002-03 Judi Ross, Great Oaks Career
2001-02 Betty Gillespie, Lancaster City
2000-01 Betty Zillick, Hamilton County ESC
1999-00 Esther Nesselroad CEOE, Fort Frye Local
1998-99 Dorothy Campbell CEOE, Centerville City
1997-98 Cathy Kerns CEOE, Lancaster City
1996-97 Helen Uhlenhake, St. Henry Consolid. Local
1995-96 Cathy (Buchanan) Hubbard, Great Oaks
1994-95 Diane Bennett, Reynoldsburg City
1993-94 Sue Logsdon, Buckeye Central Local
1992-93 Shelva Givins CEOE, Perry Local
1991-92 Esther Nesselroad, Fort Frye Local
1990-91 Barbara Ondrik, Wadsworth City*
1989-90 Jacquelyn Myers, Ohio Dept. of Education*
1988-89 Rachel Myers CEOE, Perkins Local*
1987-88 Shirley Keske-Thoburn, Reynoldsburg City
1986-87 Ruth Regula, Rocky River City
1985-86 Rosemary Wallace, Cleveland City*
1984-85 Wilma Kemper, Kettering City*
1983-84 Alice Lahman, Wood County ESC*
1981-83 Judi Ross, Great Oaks Career
1980-81 Lila Van Sweringen, Cuyahoga Falls City*
1978-80 Martha Leach, Kettering City
National President 1989-90*

MISSION

Educational Office Professionals of Ohio is dedicated to promoting professionalism through developing skills, enhancing knowledge, and encouraging growth.



ALLIANCES:

Buckeye Association of School Administrators
Ohio Assoc. of Elementary School Administrators
Ohio Assoc. of Secondary School Administrators
Coalition of Rural & Appalachian Schools



NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (NAEOP)

The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.
521 First St., PO Box 10 - Milford, NE 68405 - Phone: 316-942-4822, website: www.naeop.org
EOPO supports the NAEOP Professional Standards Program Certification (PSP).
For more information about joining NAEOP or their programs, please contact Katherine Reichley, CEOE at kreichley@otterbein.edu