



President's Message

Dana Hoffman, CEOE
Westlake City School District
Work: 440.835.6303 - Email: hoffmand@wlake.org



I hope this message finds everyone well and enjoying the events and activities of summer. I'm so thankful to be outside swimming, hiking, and traveling again. If you get a chance, post some of your fun summer adventures on the EOPO Facebook page.

It feels like a long time since we've been together as a group. I really miss the networking and professional growth I experience when we get together. I don't want to rush summer, but I hope everyone will register and come together for the Fall Conference on October 7. We have so much to offer each other personally and professionally. Please come and share.

In addition, we have great speakers set up for you, an awesome philanthropic opportunity, food, raffles, and don't forget the Happy Hour/Meet & Greet. Watch your email for more specific information.

If you have not so, please visit our Facebook page for updates, events or inspirational messages. Click [HERE](#) then click "LIKE" to join.

Have a wonderful summer.



Inside This Issue

2022 Annual Conference Info P.2
Committee Reports P.3, P.4, P.5, P.6
Membership Application P.7
Professional Development P.8
Happy Birthday P.8
2022-2023 Calendar of Events P.9
2022-2023 Board of Directors P.10
About EOPO P.11

Educational Office



Professionals of Ohio

“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://www.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



National Association of
Educational Office Professionals

The mission of NAEOP is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals. If you are looking to grow in any of these areas in the coming year, you need to consider joining NAEOP (<https://www.naeop.org/membership>). Membership multiplies the number of occasions you can learn and grow. Stay informed about in-person and virtual professional development opportunities at

<https://www.naeop.org/pd-opportunities>. There is also information about the Professional Standards Program (PSP) in this newsletter.

The big event for the summer is the NAEOP Annual Conference on July 17-20, 2022, in Salt Lake City, Utah. Registration information is available at <https://www.naeop.org/annual-conference>. Some of the sessions will be recorded to support a virtual conference option.

2023 NAEOP Northeast Area Conference - Coming to Ohio

EPO accepted the opportunity to host the Northeast Area of NAEOP professional development conference. We are working toward a contract with a hotel in Cleveland for the last week of April 2023. If you are interested in helping to plan this conference or have ideas for speakers, please contact Katherine Reichley at kreichley@otterbein.edu.

2022 Northeast Area of NAEOP Conference – May 17-19, 2022

Ohio had one person attend the first Northeast Area conference in May. About 50 people attended the sessions in Rehoboth Beach, Delaware. As Area Director, Katherine Reichley presented a session which combined Northeast Area business and some HOPE techniques. She provided note cards for attendees to send some hope to someone they know.

The remainder of the presentations included the following:

- The Energy of Thought: Managing Stress, Penny Zenker
- Leadership, Dr. Kevin Fitzgerald
- Back to the Future (Working with Different Generations, Teresa Price and Diane Callaway
- Violent Intruder and Control the Bleed Training, Detective Daniel Blomquist
- Lessons I Learned from You, Dr. Sharon DiGirolamo
- Put the Focus on YOU (Vision Boards), Teresa Craft
- What Do You Do When a Parent...?, Dr. Kristina Failing and Dr. Sherry Kijowski

See page 4 for additional pictures of the conference.



HONOR GUARD WELCOME



BASKETS

Committee Reports

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

2022 Northeast Area of NAEOP Conference – May 17-19, 2022 Pictures



KEYNOTE SPEAKER



THINGS I LEARNED FROM YOU PRESENTER



WHAT TO DO WHEN PARENTS PRESENTER



ATTENDEES



ACTIVITY DURING ONE OF THE PRESENTATION



ACTIVITY-VISION BRD



COMPLETED VISION BRD

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



**Congratulations to Ohio's Newest PSP Recipient:
Darlene Lewis, CEOE, Associate Degree, April 28, 2022**

Have you ever wondered why EOPO hands out certificates for your participation in professional development and on committees? It is because 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

Ways & Means - Kelly Rocco, CEOE

Shop Online for EOPO Spirit Wear...

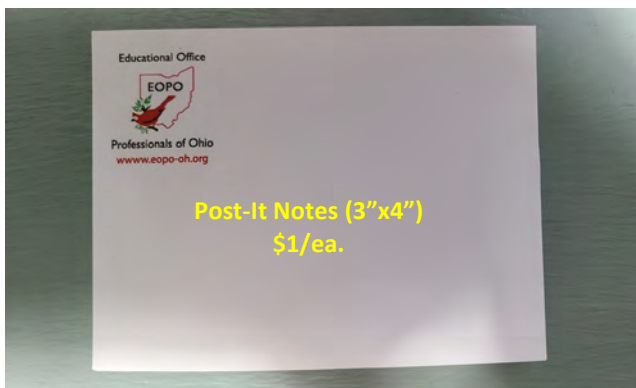
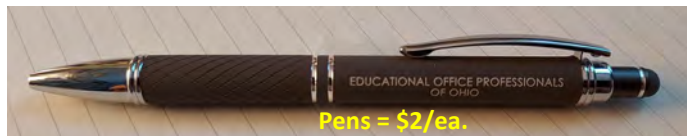
Visit EOPO website to purchase EOPO logoed products such as sweaters, blouses, polos, hand sanitizers, koozies, name badge reel, pen and lots more. We're encouraging you to order something today! Show your EOPO spirit at your office and at future EOPO Conferences.

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 PSP



If you wish to serve on the committee please contact Karen at PH: 216.524.3000 or email at karen.server@escneo.org.

Membership - Veronica Drdek

If you wish to serve on the committee please contact Veronica at PH: 440.826.2156 or email at vdrdek@bw.edu.



Webmaster - Lori Dietz

Something new added to the website...we will be providing a link to each Board Meeting and posting each board meeting minutes on our website for all members to view. Visit our website, <https://eopo-oh.org/> then sign in under "Member Area Login" to view. Thank you.

Scholarships - Darlene Lewis, CEOE

***2021 and 2022 EOPO Lila M. Van Sweringen Student Scholarship Recipients awarded
2022 NAEOP Marion T. Wood Student Scholarships!***



Kelly Sapp

"Congratulations are in order for our 2021 EOPO Lila M. Van Sweringen Student Scholarship Recipient, Kelly Sapp, and our 2022 EOPO Lila M. Van Sweringen Student Scholarship Recipient, Anna McIntire, who were each awarded the NAEOP Marion T. Wood Student Scholarships this June. The NAEOP awards three Marion T. Wood Student Scholarships yearly. When finding out about the winner for 2022 Katherine Reichley, Past President and NAEOP & PSP Chair, stated, "That is amazing we have two of the three." Way to represent Ohio and our EOPO Kelly and Anna!



Anna McIntire

Membership Application

Educational Office



Professionals of Ohio

EDUCATIONAL OFFICE PROFESSIONALS OF OHIO



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: Jeanette Jordan
825 Waycross Road - Cincinnati, OH 45240
PH: 513.619.2311—Email: Jordan.jeanette@wintonwoods.org

Professional Development Opportunities

- **EPO Annual Conferences**

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

- **NAEOP**

- ◆ 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>

Happy Birthday to you in 2022...

July

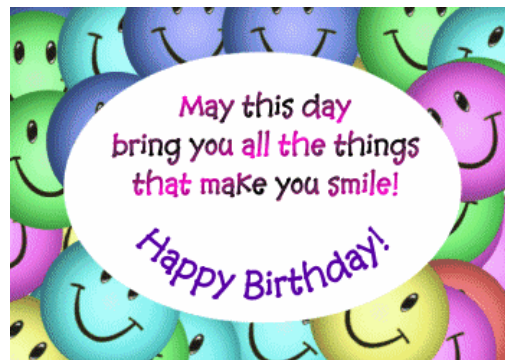
Mary Hiler - 2
Penny Friend - 5
Patricia Cieslak - 12
Taylor Reed - 13

August

Vicki Weaver - 4
Catherine Kerns, CEOE - 15
Ona Strang - 22
Jane Reilly Perry - 26

September

Shirley Keske-Thoburn - 1
Janet Guggenbiller - 4
Becki Kleismitt - 12
Anna Baker - 13
Roxane Stenger - 18
Shelva Givins - 19
Loren Cross - 27
Hannia Abed - 29
Heather Burdette - 30



	<p>EOPO Board of Directors 2022-23 Calendar of Events</p>	
July 17-20, 2022	NAEOP Annual Conference in Salt Lake City, UT	
September 7, 2022	Agenda Items Due for September 12 Board Meeting	
September 12, 2022	Board of Directors Meeting @ 3:30 via ZOOM	
October 6, 2022	Board Meeting @4:00 (Otterbein University or Drury - TBD) Happy Hour @ 5:30 Drury Inn, 8805 Orion Place, Columbus, Oh 43240	
October 7, 2022	Fall Conference – The Point at Otterbein University 60 Collegeview Road, Westerville, OH 43081	
December 7, 2022	Agenda Items Due for December 12 Board Meeting	
December 12, 2022	Board of Directors Meeting @ 3:30 via ZOOM	
December 15, 2022	Newsletter Information Due to Lisa Zuk	
January 27, 2023	Awards Application Deadline Scholarship Application Deadline	
March 8, 2023	Agenda Items Due for the March 13 Board Meeting	
March 13, 2023	Board of Directors Meeting @ 3:30 via ZOOM	
March 15, 2023	Newsletter Information Due to Lisa Zuk	

2022-2023 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
cvoelgesang@mariemontschools.org



Scholarship Chair

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



Secretary

Kristine Kozlowski, CEO
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

Jeanette Jordan
Winton Woods City Schools
Jordan.jeanette@wintonwoods.org



Ways & Means Chair

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



Membership Director

Veronica Drdek
Baldwin Wallace University
vdrdek@bw.edu



Sunshine Chair

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



Past President & PSP Chair

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



Awards Chair

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



Nominations & Elections

Karen Sever PSP
ESC of Northeast Ohio
Karen.sever@escneo.org



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

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