



## President's Message

Katherine G. H. Reichley, CEO  
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### Hope in the New Year!

We head into 2021 with a wide variety of emotions. Some of you are excited to flip the calendar and ready to welcome 2021 with open arms. Your list of resolutions has been created and you are now working on your SMART goals and milestone markers. Some of you are still finishing up the 2020 to-do list or dealing with life changes brought on by COVID. You are sad or confused over losses, and even after the holiday break, you are tired and weary. These seem like opposites or extremes, and we float from one end of the spectrum to the other on any given day or even from moment to moment. Please know I am not reading your mind but sharing from my personal experiences.

In August I did a favor for someone. It took me less than an hour and was totally within my abilities; no stretching needed. In response this person sent me two copies of the book "Ripples of Hope: Wisdom for Navigating Uncertainty" by Paul Wesselmann. I gave one copy to a teacher friend who was heading back to school soon. She had a lot of concerns about a healthy way to begin the school year so I thought she could use a little extra hope. The other I put on the shelf after flipping quickly through the pictures... until recently. Although this is a book you can read in a few hours, it is one you will want to reference as time and life goes along because we always have room for more hope in our lives.

Some people have a practice of assigning a word to their year or forecasting a word for the coming year. For example, a few weeks ago I heard a pair of DJs talking and one word they decided to assign to 2020 was "essential." They went on to explain how it made them think of essential workers, supplies, and even essential aspects of faith. Their assessment of 2020 resonated with me. As I think about 2021 and envision where I want to be in the new year, my mind keeps coming back to the word "hope." Maybe this is why I am also still watching Hallmark channel and feel-good movies even after the holidays are over.

Paul Wesselmann looks at many of the complex aspects of the simple word hope in his book. Chapter 7 focusses on how we can activate hope through his main idea that "hope is a verb" (p. 82). As a reminder, verbs require action so hope implies we need to get moving or keep moving. Here are a few thoughts:

- Look back at times when you relied on hope to get you through a situation. From this, know hope can walk you through the current situation.
- Reach out to others for support. Be willing to share your story with others even the painful and hurtful parts. Look together for hope.
- Focus where you want to be down the road and how you want life to look. You may need to let go of some ideals and incorporate being gentle with yourself.

Some of you may already be motivated to head into 2021 with your best selves, heads held high, and ready to meet all your goals. But many of us might still be trying to gather enough strength to get out of bed, pack a somewhat nutritious lunch, and limp through another workday. Consider adding more hope to your days even in small measure both to inspire yourself and others. Hope can be a smile, an encouraging word, or even gathering our courage for something bigger. I am confident you can have a great 2021 while growing and spreading hope.

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Educational Office



Professionals of Ohio

# Committee Reports

## PSP - Professional Standards Program: Do It for YOU! - Katherine Reichley, CEOE

As a reminder, EOPO is part of something bigger. We are affiliate members of the National Association of Educational Office Professionals (NAEOP) which is a group serving people like us across the United States. They are committed to providing professional growth through leadership, education, achievement, recognition, and networking opportunities. The NAEOP mission overlaps closely with our mission which is why we align ourselves with them and share their news in our publication. I also want to encourage you to consider joining NAEOP. You can find a brochure with NAEOP member information at [https://naeop.org/images/2020/Brochure2020\\_rev\\_8\\_27\\_2020](https://naeop.org/images/2020/Brochure2020_rev_8_27_2020). My participation in NAEOP has been as helpful to me as my EOPO membership.



### NAEOP News:

- **NAEOP Webinar Series:** The webinar series starts in September, but if you sign up now you will have access to any sessions which have already occurred. The second half of the series will start on January 14. A total of 6 PSP hours is available for participating. There are a diverse set of topics again this year to support educational office professionals at all levels of their careers.
- **2021 NAEOP Conference, Pittsburgh, PA:** We are still making plans for an in-person 2021 NAEOP Conference July 12-16, 2021, at the Omni William Penn Hotel. Information about keynote and summit speakers as well as registration will be available on the NAEOP website toward the end of January 2021. Most of us are less than a five-hour drive from this year's conference so we hope you will attend.

## NAEOP - Time to Join and Expand Your Horizons - Katherine Reichley, CEOE

EOPO is part of the National Association of Educational Office Professionals (NAEOP) which is a group serving people like us across the United States. They are committed to providing professional growth through leadership, education, achievement, recognition, and networking opportunities. This year consider joining NAEOP. You can find applications on the website under the Membership Forms tab (<https://naeop.org/>). My participation in NAEOP has been as helpful to me as my EOPO membership.

Here are some of the benefits you will receive by joining NAEOP:

- Professional Standards Program (PSP)
- Reduced Conference Registration Fee
- NAEOP Publications
- Member Scholarship Programs and Educational Reimbursement Incentive
- Professional Development Programs including webinars
- Some insurance and vendor specials (see website for current offers)
- Member Email notifications
- Access to NAEOP Social Media Sites (Facebook, Instagram, LinkedIn, Twitter, and Pinterest)
- Networking with people from your geographic area and in similar work environments

# Committee Reports

## Membership - Dana Hoffman, CEOE



Electronic membership cards have been emailed to anyone who has joined or renewed their EOPO Membership. If you did not receive your EOPO card electronically, please contact Dana Hoffman, CEOE at 440.835.6303 or [hoffmand@wlake.org](mailto:hoffmand@wlake.org).

Don't forget to renew your membership and enjoy the discounted rate for our 2021 Fall Conference in Cincinnati, Ohio.

A few members participated in the EOPO Fall Craft-A-Thon... **"We've Got You Covered"** on November 12, 2020. One of our members, Lori Dietz, sent a picture of her finished blanket, thank you for those who participated it was really fun.



The next virtual social event will be discussed and scheduled sometime during 1st quarter of the new year.



### COVID Special

**"We know 2020 was tough on everyone and we're pleased to extend this special offer to you."**

EOPO Membership Special, receive 18 month membership for the price of 12 months. Renew or join now to receive the promotional rate.



## Ways & Means - Kelly Rocco, CEOE



**New!**  
Shop Online for EOPO Spirit Wear...

EOPO now has a website that you can order EOPO logoed products such as masks, gators, sweaters, blouses, and polos. We encourage you to order something today! Show your EOPO spirit at your office and future EOPO Conferences.

[https://www.customdepotusa.com/EOPO\\_c\\_140.html](https://www.customdepotusa.com/EOPO_c_140.html)

If you have any questions regarding Spirit Wear, please contact Kelly Rocco, CEOE, at [krocco@osconline.org](mailto:krocco@osconline.org).

Dana Hoffman, CEOE showing off her new EOPO Spirit Wear.



## Webmaster - Michele Newton, CEOE & Lori Dietz

Check out the "Member Story" tab on our website. Various members has been featured, click [here](#) to read their stories. If you would like to be featured on our website, please contact Lori Dietz at [webmaster@eopo-oh.org](mailto:webmaster@eopo-oh.org).

# Committee Reports

## Nominations & Elections - Evelyn Urbin

The Nomination Committee is currently seeking members to fill the following board positions for 2021-2023. Board Meetings are conducted virtually. No traveling is involved when you commit to a position.



- President-Elect, 2021-2023: assist the board with projects, shadow the President, move into the President position June 2023
- Secretary, 2021-2023: take minutes at all board meetings, assist with correspondence as needed
- Membership, 2021-2023: help recruit new members and retain current members; manage some membership aspects in StarChapter; may plan events for members

We are also looking for a Scholarship Chair and committee members.

For detailed job descriptions regarding any of the above open positions, please visit [https://eopo-oh.org/images/downloads/Bylaws/2019\\_bylaws.pdf](https://eopo-oh.org/images/downloads/Bylaws/2019_bylaws.pdf) or contact Evelyn Urbin at [evelynurbin@gmail.com](mailto:evelynurbin@gmail.com) (PH: 440.759.2978). Also feel free to contact the person currently in the position.

## Awards - Mary Anne Ursick, CEOE

The Jacquelyn Myers Office Professional of the year Nomination Form for 2020-2021 is on the website, and is due by March 1, 2021. Click [HERE](#) to view application. The Educational Administrator of the Year Award form for 2020-2021 is being revised and will be available soon on the website. If you have any questions, please feel free to contact Mary Anne at [mursick@ursuline.edu](mailto:mursick@ursuline.edu).

## Scholarship - Available

Each year EOPO awards two scholarships. Applications are available on the website and due on **February 26, 2021**. If you have questions about the scholarships, contact Katherine Reichley ([kreichley@otterbein.edu](mailto:kreichley@otterbein.edu)).

### **\$1,000 Lila M. Van Sweringen Student Scholarship ([https://eopo-oh.org/Student\\_Scholarship](https://eopo-oh.org/Student_Scholarship))**

This scholarship program is open to all Ohio students who attend Ohio high schools or career centers and will be attending a post-secondary institution during the 2021-2022 academic year. The scholarship will be awarded to one student who wishes to pursue an **office-related career** which could include accounting, computer science, business management, etc. Mrs. Van Sweringen was a co-founder of EOPO and this scholarship was named in her honor.

### **\$500 Martha L. Leach Member Scholarship ([https://eopo-oh.org/Member\\_Scholarship](https://eopo-oh.org/Member_Scholarship))**

EOPO sponsors a member scholarship (named after Mrs. Leach, who was the co-founder of EOPO). This scholarship is for the purpose of assisting members of EOPO who wish to continue their formal education, wish to work toward a degree, or are pursuing a Professional Standards Certificate through NAEOP.

We are also looking for members to serve on the Scholarship Committee this spring and select the scholarship recipients. If you would like to help with this important task of reading applications, please contact Katherine Reichley ([kreichley@otterbein.edu](mailto:kreichley@otterbein.edu)). Most of our work will be done in March and April.

## Sunshine - Lucy Morgan

If a member receives a promotion, having a bad day, has fallen ill or just needs a pick me up, please email their name and contact information to Lucy Morgan at [contactlmorgan@gmail.com](mailto:contactlmorgan@gmail.com) she will mail a card for the occasion.

Who doesn't like to receive a little something letting them know someone is thinking of them?

# Membership Application

## COVID Special

**“We know 2020 was tough on everyone and we’re pleased to extend this special offer to you.”**

EPO Membership Special, receive 18 month membership for the price of 12 months.  
Renew or join now to receive the promotional rate.

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 EPO 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

# New Member Spotlight

Welcome 3 New Members to EPO...



## **Jackie Flood, CEOE**

Jackie has been employed with Genesee Valley BOCES for 27 years and for the last 18 years, she has worked as an Administrative Assistant for the Management Services Department (BOCES - Board of Cooperative Educational Services). She works in three areas of Management Services; Health & Safety, Regional Food Service, a School Bus Driver Training. Since getting involved in her home state (NY) Association and NAEOP, she has attended 6 national conferences, 11 NY state conferences, 1 VAEOP conference, 3 Health & Safety conferences, 1 Food Service conference and has participated in many online trainings, including the NAEOP webinar series. In 2015, Jackie received her Advanced II Option I PSP Certification and in 2020, she received an upgrade of her PSP level to Advanced III Option I and obtained her CEOE Distinction.

In July 2020, Jackie was appointed to the NAEOP Board as Administrative Council Chairman and most recently was appointed Co-Director of the Awards/Scholarship Committee, by NAEOP President, Mary Guest, CEOE. She is also newly elected to the NAEOP Board and will serve as Secretary/Treasurer for the 2021-23 term.

Jackie lives in Geneseo, NY, and has 2 daughters, 1 stepson, and 3 grandchildren.

This month we would like to spotlight Cuyahoga Valley Career Center and introduce you to the Administrative Assistants behind the scenes there. Mindy Jencson, Executive Administrative Assistant to the Superintendent and Carol Gileot, Administrative Assistant to the Assistant Superintendent,

Both of these ladies have had a similar journey through Cuyahoga Valley Career Center. Mindy Jencson came to Cuyahoga Valley Career Center (CVCC) in 2004 when she was hired as the Administrative Assistant in the Career Development Department. Her journey then carried her to the Executive Director's office where she was the Administrative Assistant from 2013 to 2015. In 2015 Mindy was promoted to the Executive Administrative Assistant to the Superintendent. Mindy has been with Cuyahoga Valley Career Center for 16+ years.



Mindy Jencson

Mindy is a graduate from Kent State University where she received her Bachelor's Degree in Journalism and Mass Communication. She lives in Parma and is currently married to her husband Dave of 23 years and has two daughters, Hannah and Sarah, both who are in college. Mindy enjoys photography, traveling, and crocheting.

Carol Gileot was hired at Cuyahoga Valley Career Center in 1998, also as an Administrative Assistant in the Career Development Department. After five years in that role, Carol transferred to the Adult Education Practical Nursing Program where she was the Administrative Assistant to the Supervisor of the Nursing Program for 15 years. In 2016, Carol became the Administrative Assistant to the Adult Education Director at CVCC, and through a series of promotions and title changes is currently the Administrative Assistant to the Assistant Superintendent of Cuyahoga Valley Career Center.



Carol Gileot

Carol, originally from western Pennsylvania, moved to the Cleveland area in 1997 where she now resides in Parma Heights with her husband Bill of 32 years. Carol and Bill have three daughters, Kayla, Meredith and Macy. Carol and her husband enjoy camping, traveling and watching movies from the 80's.

As you can see, both of these ladies traveled similar paths through CVCC. Both of their families are "over-run" with daughters and often Carol and Mindy can be found laughing and sharing their stories with each other.

# Professional Development Opportunities

## PROFESSIONAL STANDARDS PROGRAM

The Professional Standards Program (PSP), provided through **NAEOP**, offers certification at various levels based on coursework, career experience, memberships, and contributions to professional associations and the community.

### • EOPO Conferences

- ◆ October 2021 - Cincinnati, OH (**NOTE: DATE CHANGE**)
- ◆ October 2022 - Columbus, OH
- ◆ October 2023 - Cleveland, OH

### • EOPO Webinar

- ◆ Spring 2021 - TBD



### • NAEOP Conference - July 2021 - Pittsburgh, PA

- ◆ Start planning now for the 2021 NAEOP Conference July 12-16, 2021, at the Omni William Penn Hotel. Some of our EOPO members are very involved in the planning of this conference which will be no more than a 4-5 hour drive. More details about keynote and summit speakers should be available in the next two months. All conference information is usually posted in late January. Until then, let me know if I can answer any questions or if you would like to be one of our helpers.

### • 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.

★ **HAPPY** ★  
**BIRTHDAY!**

### January

- Alice Cooper - 8
- Jeanette Jordan - 15
- Tina Campbell - 27

### February

- Darlene Lewis - 1
- Leanne Long - 8
- Mary Beth Smith - 16
- Evelyn Urbin - 16
- Coleen Vogelgesang - 18

### March

- Desiree Bleh - 5
- Sharon Finn - 6
- Donita Smith, CEOE - 11
- Veronica Drdek - 14
- Mary Arpidone - 19
- Lisa Zuk - 21
- Tracy Deal - 25
- Kisha King - 26
- Dean Young - 27

### April

- Beth-Anne Zaenger, CEOE - 8
- April Crace - 9
- Teresa Wittmer, CEOE - 11
- Bonnie Kelly - 14
- Lori Bulkoski - 15
- Lunetta Clark - 17
- Mary Anne Ursick, CEOE - 18
- Betty Bradshaw - 21
- Paulette Ryan - 30

# Shared Article

## I stopped using screens on Sundays. This is how it changed my life...

BY MARY LEMMER - September 28, 2020



Taking one day away from technology each week has helped me realize my resiliency, and inspired confidence.

At the end of 2019, I experienced a traumatic fainting episode, seizure, and concussion in the middle of the night, which landed me an overnight visit at an NYC Emergency Room. Afterward, I decided I needed to slow my pace in life down—a lot. Prior to this, I didn't consider myself "addicted" to my phone. I turned off my notifications years ago; my phone doesn't join me in bed, and it's easy for me to spend time doing things that don't involve any technology.

Despite all of this, I'd always be a bit shocked at my Weekly Report of screen time. My phone usage seemed to be made up of a lot of micro moments, small chunks of time on my phone spread out over the course of the day.

After my fainting episode and concussion, I started to spend less time in front of screens. I needed to abstain in order to recover. As awful as the accident and subsequent symptoms were, I did enjoy this restful, quiet time, and way of existing that brought healing beyond the physical symptoms. Inspired by this experience, I opted to bring a weekly Screenless Sabbath to my life, in what became my "Screenless Sundays."

In January of 2020, I eliminated use of my laptop and texting on Sundays. Instead, I spent my time doing old-fashioned things, like reading physical books, writing with pen and paper, and going for silent walks (that's right: No podcasts or music).

At first, I felt a bit unsure about the experiment. Would this harm my friendships? Would I feel more lonely and less connected to people? Would I be less productive? Early on, I encountered some changes I needed to make. For instance, when I'd make plans to see friends on Sunday, I had to let them know ahead of time that I wouldn't be checking my texts or emails, and ask them to let me know Saturday if they needed to cancel. When I'd head to a yoga class, either walking or by subway, I did so without scrolling my phone or listening to an audiobook.

Rather, I sat and observed myself and the world and people around me. If I was planning to go anywhere on Sunday, I'd make sure to look up directions on Saturday, or else on Sunday, I'd do the unheard of: ask someone for directions. Without my digital friends, Google and Siri, I struck up conversations with people nearby—at the park, subway, cafes, yoga studio.

I felt more connected to these people than I did people I just followed on Twitter. I noticed things I wouldn't have otherwise had my nose been buried in my phone. Things like colorful birds, cute dogs walking on the street, the sky, the emotional expressions of strangers on the street, signs advertising events or looking for lost pets, and street performers, or artists sharing their craft.

The hardest Sundays were the ones when I didn't leave my apartment or block. Isolated in my one-bedroom apartment without use of my phone or TV to connect me to anyone else. Those days became the days where I was really forced to be friends with myself. I asked myself questions. I looked to myself for entertainment. I did art projects, wrote handwritten letters, cooked food, read books, cleaned my apartment, practiced yoga, and sometimes, I just sat looking out my window or walked alone at the park across the street. This time alone helped me realize my resiliency, creativity, and inspired confidence and satisfaction knowing that I could feel joy, rest, excitement, from just being with myself.

Once the pandemic hit in March, I went to quarantine at my family's farm in Michigan. During a time when people

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## Shared Article

were craving virtual interactions, I found value in the digital silence on Sundays—no phone, computers, tablets, or TV. When I told my friends that I go completely Screenless on Sundays, they responded with admiration, intrigue—and, often, several reasons why they couldn't do something similar.

**“I LOST NOTHING AND GAINED IMPROVEMENTS TO MY BUSINESS, TEAM COLLABORATION, RELATIONSHIPS, AND HEALTH.”**

They'd say, “I could never do that,” “I run a business,” or “People may want to talk with me; there may be something I need to respond to.” My response: I get it. People want to talk with me, too. I run a business, am on a team, advise several companies, host a late-night comedy show, and have friends and family. I simply asked people that may want to talk with me on Sunday to please contact me on any other day. There are six other possible days, and I am taking just one out of the realm of possibility. Everyone who respects me respects my time and respects this day for me. I lost nothing and gained improvements to my business, team collaboration, relationships, and health.

They'd say, “What if I miss out on something important in the news or on social media?” My response: It's only one day. When was the last time important news ceased to exist after 24 hours? You're either choosing to miss out on a headline or Instagram post that will still be there the next day, or choosing to miss out on quality time with people around you, the nearby environment, and yourself. It's ultimately your choice, and that's the tradeoff you're making.

For people with children, 56% of parents report spending too much time on their phones and 71% of adults are concerned their kids are spending too much time in front of screens. So why not set the example, and the practice of going Screenless? Even Bill Gates and Steve Jobs limited their kids' screen time. Do it together with everyone and practice a family ritual, as research shows that family rituals are associated with marital satisfaction, adolescents' sense of personal identity, children's health, academic achievement, and stronger family relationships.

### **WHAT I LEARNED**

During the pandemic when we are spending more time using screens, there is no shortage of loneliness, doubt, and uncertainty. The screens don't solve these challenges, unfortunately. But I noticed that on “Screenless Sundays” I feel connected, calm, joyful, grounded, rested, and energized. Those are all things I want to feel during the pandemic, and I got them without a screen.

The world didn't end when I fully unplugged. In fact, it was more of a beginning. In addition to the obvious benefits from this practice, like giving my eyes a break from screens, there are so many benefits and implications in my life that I didn't even anticipate.

I feel less lonely. I feel more connected to myself and others. My relationship with myself has improved. Daily journaling (and extensive journaling on Sundays), about my life, my feelings, my fears, my dreams, has all fueled self-awareness that improved my relationships and my work. I've made intentional decisions about my work and life, rather than reactive decisions based on whatever the world on the screen is influencing. I'm also feeling healthier, too, and haven't fainted again (knock on wood). I sleep better. Previously there were nights I wouldn't fall asleep until 4 a.m. Now, I'm out by 11 p.m. and sleep consistently. I wake up ready to get out of bed, versus wishing I still had another hour (or four) to sleep.

I am more focused. I've completed several projects that I've been wanting to complete. When the work week starts and I'm back on screens, I am able to shut off the screen distractions. If I can go an entire day without using Instagram, I can definitely go three hours without it, so that I can focus on a project, a conversation, or a meeting. Screenless Sundays have helped me feel more creative, too.

*(Continued on page 10)*

## Shared Article

I didn't need to go "THOREAU" and disappear into the woods for years. Sure, there are a ton of other factors that influenced these improvements. Correlation doesn't equal causation. Still, going Screenless one day a week certainly played a role, as it gave me time and space to fill with beneficial activities. I didn't need to go "Thoreau" and disappear into the woods for years. I could incorporate a media fast into my week, regularly, and reap benefits consistently. I didn't need to abandon my life, my family, my friends, or my work. I could give myself a break, some offline time, to reconnect with myself and whatever is around me, and in taking that day I improved my relationships with my family, my friends, my work, and myself. Doing this puts me in control of my time. I decide when I am going to use the screen and when I am not.

I love Sundays. They are by far my favorite day of the week. And though Sundays are my favorite day, I don't wish for every day to be Sunday, because every day doesn't need to be Sunday. That's part of the magic about this practice. Taking one day, fully off, is enough, if done regularly. It's restorative, reenergizing, and helps me regroup.

When Monday rolls around I'm excited and energized for another week. I appreciate myself and everything else so much more. When I do use screens, it's so much more intentional. I don't spend as much time on them during the week, because I realized I don't need to. I used to outsource my happiness, joy, entertainment to my phone. It sucked at that job, so I'm taking it back in-house. I don't need to use screens in order to feel connected, energized, engaged, informed, involved, or creative. I got all of that on Sunday, so I don't need to rely on screens anymore to generate those feelings.

*Mary Lemmer is an entrepreneur, improv comedian, author, startup adviser, philanthropist, and recovering venture capitalist. She's the creator of Improve, empowering leaders and teams to improve communication, collaboration, creativity, inclusion, and more, with improv comedy.*

### Just A Reminder...

- **January 1, 2021 - HAPPY NEW YEAR!** Let's hope this year will start and end better than 2020!
- **January 18th** - Martin Luther King Jr. Day, "Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that." - Martin Luther King Jr.
- **February 15th** - President's Day, "In the end, it's not the years in your life that count. It's the life in your years." - Abraham Lincoln
- **March 7th** - Day Light Savings begins, "Spring Ahead," turn your clock ahead 1 hour and check the batteries in your smoke detectors.
- **April 2nd** - Good Friday
- **April 4th** - Easter Sunday



### "Hope Quotes" submitted by Katherine Reichley, CEO

"Hope itself is like a star—not to be seen in the sunshine of prosperity, and only to be discovered in the night of adversity." --Charles Haddon Spurgeon

"Hope begins in the dark, the stubborn hope that if you just show up and try to do the right thing, the dawn will come. You wait and watch and work: you don't give up." --Anne Lamott

# 2020-2021 Board of Directors



**President**

Katherine Reichley, CEO  
Otterbein University  
Academic Assessment & Accreditation  
Specialist ([president@eopo-oh.org](mailto:president@eopo-oh.org))



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Michele Newton  
Retired  
[micheleanewt@gmail.com](mailto:micheleanewt@gmail.com)



**President-Elect**

Dana Hoffman, CEO  
Westlake City School District  
Administrative Assistant to Superintendent  
[hoffmand@wlake.org](mailto:hoffmand@wlake.org)



**Webmaster Chair**

Lori Dietz  
Polaris Career Center  
Executive Assistant to Superintendent  
[webmaster@eopo-oh.org](mailto:webmaster@eopo-oh.org)



**Vice President**

Coleen Vogelgesang, MPA  
Mariemont City School District  
Executive Assistant to the Superintendent  
[cvogelgesang@mariemontschools.org](mailto:cvogelgesang@mariemontschools.org)



**Scholarship Chair**

Available



**Secretary**

Kristine Kozlowski, CEO  
ESC of Northeast Ohio  
Project Assistant for Student Wellness Dept.  
[secretary@eopo-oh.org](mailto:secretary@eopo-oh.org)



**Marketing & Social Media Chair**

Lisa Zuk  
Westlake City School District  
Administrative Assistant to Director Business  
Affairs ([zuk@wlake.org](mailto:zuk@wlake.org))



**Treasurer**

Kathy Fordos  
Metzenbaum Center  
Administrative Assistant, Passport Program  
[treasurer@eopo-oh.org](mailto:treasurer@eopo-oh.org)



**Ways & Means Chair**

Kelly Rocco, CEO  
Ohio School Council  
Program Manager  
[krocco@osconline.org](mailto:krocco@osconline.org)



**Membership Director**

Dana Hoffman, CEO  
Westlake City School District  
Administrative Assistant to Superintendent  
[hoffmand@wlake.org](mailto:hoffmand@wlake.org)



**Sunshine Chair**

Lucy Morgan  
Bethel Tate Local School District  
Budget Specialist  
[contactlmorgan@gmail.com](mailto:contactlmorgan@gmail.com)



**Past President, Bylaws & Legislation**

Mary Beth Smith  
Great Oaks Career Campuses  
Executive Assistant to the President/CEO  
[pastpresident@eopo-oh.org](mailto:pastpresident@eopo-oh.org)



**Awards Chair**

Mary Anne Ursick, CEO  
Ursuline College  
Executive Assistant to VP for Student Affairs  
([mursick@ursuline.edu](mailto:mursick@ursuline.edu))



**Nominations & Elections**

Evelyn Urbin  
Westlake City School District  
Secretary to High School Principal



# 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: Mary Beth Smith  
Great Oaks Career Campuses  
110 Great Oaks Drive  
Cincinnati, OH 45241  
Email: [smithmb@greatoaks.com](mailto:smithmb@greatoaks.com)

## EOPO BOARD MEETINGS

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

### Past Ohio Presidents

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 Consol. 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\*

\*Deceased

## 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](http://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](mailto:kreichley@otterbein.edu)